

PORTLAOISE FURTHER EDUCATION & TRAINING CENTRE



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loetb

Bord Oideachais agus Oiliúna
Laoise agus Uíbh Fhailí
*Laois and Offaly
Education and Training Board*

Welcome to Portlaoise Further Education and Training Centre. We have a variety of courses to suit your needs. Our team of tutors are passionate about providing adults with a chance to learn skills which may be needed for employment, further study and most importantly for use in their daily lives.

Maybe you are like one of the following people?

"I left school at 14 and would like help with reading and writing"

"I am very nervous about going back to education, my spelling is awful"

"I want to help my children with their homework"

"Maths has changed so much since my school days I need to do a refresher course"

"I don't know where to start, I left school at 16 and have worked all my life but I have no qualifications"

"I want to learn how to use a computer and use the Internet"

"I have very little English and I cannot get a job"

"I want to do QQI level 4 so I can go on to do a PLC course or go to college"

"I always wanted to do my Leaving Certificate English"

So whether you would like to prepare for further education, would like to upskill or retrain for work or you are returning to education after a long gap, you have come to the right place.

We would be delighted to help you on your journey back to education, take the first step and talk to us today.

Kathleen Dunne

Portlaoise Further Education & Training Centre

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Levels 1 & 2

These courses are for learners who never went to school, who left school early or who have been out of education for a long time.

Literacy Classes (Reading, Writing and Spelling)

This course is for adults who need to improve their reading, writing and spelling. This can be provided on a one-to-one or in a small group. Courses also offered in outreach centres across the county – Mountmellick, Portarlinton, Abbeyleix and Rathdowney.

Time: Morning, afternoon or evening classes 1-4 hours per week.

Intensive Tuition in Adult Basic Education

This course is an intensive 14 week course in adult basic education which offers participants the opportunity to improve their reading, writing, spellings and computer skills.

Time: Tuesday and Thursday 9:30am-11am and 11:15am-12:45pm.

Learning Through Gardening (Level 2)

This course is for anyone who would like to know the basics of gardening and would also like to work on reading, writing and computer skills. It covers the following:

- Identify some common trees and shrubs
- Use a range of common gardening tools and equipment, e.g. gardening gloves, rake, spade, trowel
- Plant flowers or vegetables in a container and discuss what is needed for them to grow and flourish
- Discuss the four main stages of the life cycle of a plant

Time: 2 afternoons per week 1:30pm-3:30pm for 30 weeks Sept-June.

Healthy Living (Level 2)

This course is for anyone who left school early and wants to learn about healthy eating, exercise and relaxation. If you want to know more about healthy eating and kick some old habits or if you have an interest in healthy living this is the course for you.

Time: Wednesday and Friday 9:30am-11am and 11:30am-1pm for 30 weeks Sept-June.

Absolute Beginner Computer Course

This is a basic introduction to computers for complete beginners:

- How to turn on the computer
- How to use the mouse
- How to use the keyboard
- How to save documents
- How to get on the Internet

Time: Wednesday morning 11:30am-1:00pm for 15 weeks.

Beginner Computers (Level 2)

This course will teach the following skills: how to access the internet, send emails and use Microsoft Word. Learn how to book a flight, bank online, send an email and type a letter.

Time: Wednesday morning 9:30am-11:30am or Wednesday 1:30am-3:30pm for 15 weeks.

Introduction to iPad and Apps

The iPad is transforming the way we communicate and learn. Get the most from an iPad by joining this 12 week introductory course.

Course content:

- Learn to use Facetime, email and browse the web
- Learn to take photos and videos
- Learn to download and listen to music
- Learn to set up an iTunes account
- Learn how to download Apps and use them

Time: 1 afternoon per week for 15 weeks.

Driver Theory Test Preparation

This course is designed to help people prepare for the Driver Theory Test by going through the Driver Theory CD on the computer and taking the practice tests. Please note it is up to participants to book their own Driver Theory Test.

Time: Wednesday 3:30pm-4:30pm for 10 weeks.

Give Maths a Go (Level 2)

This Basic Maths course starts right at the beginning: how to use a calculator and how to do addition, subtraction, multiplication and division. It looks at maths in our everyday lives and most importantly shows how learning maths can be fun.

Time: 1 morning/afternoon/evening per week.

Pre-Level 3 Communications

This course is for those who have completed Level 2 Reading and Writing or for those who don't need to do Level 2 and would like to develop their literacy skills before progressing to Level 3 Communications.

Time: Monday and Friday 9:30am-11:00am and 11:15am-12:45pm
Sept-June.

Creative Writing Workshop

This course is for those who left school early and want to develop their basic writing skills and to explore their creative side.

Time: This course will be on the last Wednesday of every month 2pm-4pm.

Family Learning Courses

These courses are for parents, grandparents and guardians. At present the following courses are running in Scoil Bhríde Knockmay.

Irish for Parents

This 10 week course is for parents of children in Scoil Bhríde, Knockmay. Parents will be taken through the Irish curriculum at primary level and offered support so they can help their children with their Irish Homework.

Venue: Scoil Bhríde, Knockmay.

Time: Tuesday 9am-10am.

Creative Writing & Art

This course is for parents of children in Scoil Bhríde, Knockmay who would like to do an Introductory Creative Writing & Art course. Parents will work on their writing skills in the Creative Writing class and write stories for their children. In the Art class the tutor will continue the theme from Creative Writing and help learners to create art pieces to accompany their stories.

Venue: Scoil Bhríde, Knockmay.

Time: Wednesday and Friday 9am-11am for 12 weeks.

Other Courses for Autumn – depending on demand (DEIS Schools)

- **Story Sacks** - Make props to accompany your stories.
- **Basic First Aid for Children** - Deal confidently with common injuries and illnesses affecting children and infants.
- **Internet Safety** - Monitor your children's internet usage.
- **Easy Meals** - Prepare nutritious meals and lunches for your children.

Level 3 courses

These courses are for those who are confident in basic skills and ready to upskill.

English/Communications (Level 3)

This course is for those who want to improve their personal and workplace communication skills in areas such as: reading, writing, using the internet and sending emails.

Time: 1 morning/afternoon/evening per week.

Maths (Level 3)

This course is for anyone who wants to build on basic maths skills. It covers the following:

- Fractions, decimals, percentages, money
- Area and Volume
- Simplifying and solving basic equations
- Collecting data, representing it on graphs and charts, interpreting data
- Reading a problem and deciding how best to solve it

Time: 1 morning/evening per week.

Electrical Skills (Level 3)

This course is for anyone who has an interest in electrics. It is for people who left school early and also for those who have been out of education for a long time. The core module is Electrical Skills but Maths will also be integrated into this programme. It is an ideal starting point for someone to engage with a practical element. The purpose of this programme is to provide the learner with ability to explain and apply safely the basic principles of applied electrics and electronics.

The course covers the following learning objectives:

- Understanding the basic concepts of electricity
- Performing relevant calculations
- Working with electricity safely and adhere to appropriate health and safety purposes
- The programme will also involve basic maths

Time: Wednesday night 7-9:30pm and Thursday mornings 9-11:30am
September – February.

Art and Design (Level 3)

This course is for learners who would like to try Art and also Digital Media and Photography.

Time: Monday 9:30am-11:00am & 11:30am-1pm Digital Media and Digital Photography.

Wednesday 9:30am-11:30am and 12pm-2pm Art & Design and Pyrography.

30 weeks Sept –June.

Employment Skills (Level 3)

This course is for learners who would like to improve their employment opportunities. Subjects include:

- Maths
- Retail Skills
- Communications

It is an ideal starting point for anyone out of education for a while who needs to brush up on their skills or learn new ones.

Time: 2 days per week 9:30am-2:30pm for 20 Weeks September – February.

Office Skills and Computers (Level 3)

This course is for anyone who wants to learn more about working in an office and what skills are required. Subjects include:

- Office Procedures
- Word Processing

Time: 2 days per week 9:30 – 11:30 Thursday & Friday 30 weeks Sept-June.

Managing Personal Finances and Budgeting (Level 3)

This course will equip the learner with the skills necessary to make decisions for budgeting in everyday life, gain an awareness of the tax and social welfare systems and learn ways to save money and budget in the short and long term.

Time: 9:30-11:30 Wednesday & Friday 30 weeks Sept-June.

General Learning Level 3 – Abbeyleix (Level 3)*

This course is ideal for those who left school early and have never completed any exams. On successful completion of this course some learners could consider going to VTOS, a full-time education programme. Subjects include:

- Computers
- Personal Effectiveness
- Pyrography

Venue: Abbeyleix Further Education and Training Centre.

Time: Monday, Tuesday and Wednesday.

General Learning Level 3 – Portarlington (Level 3)*

This course is ideal for those who left school early and have never completed any exams. On successful completion of this course some learners could consider going to VTOS. Subjects include:

- Computers
- Maths
- Communications.

Venue: Portarlington Further Education and Training Centre.

Time: Monday, Tuesday and Wednesday.

*Please note that you should contact Portlaoise Further Education & Training Centre for the Level 3 courses in Portarlington and Abbeyleix.

Skills for Work

Courses for People in Employment.



Are you working (part-time, full-time or self-employed) and would like to brush up on your skills? These level 3 courses are for learners who left school early or have been out of education for a long time and would like to improve or update their skills.

Courses cover: Using IT, report writing, writing letters, paying bills, managing accounts, sending emails – any work related tasks that you would like to upskill on.

Sample courses run to date:

- Online herd registration for farmers
- Communications through IT
- Maths, budgeting
- Health and Safety in the Workplace
- Workplace Language Course for the Manufacturing sector
- Personal and Interpersonal Skills
- Childcare level 3
- Healthcare level 3

Qualification offered: We offer many taster unaccredited courses as well as accredited options such as Word Processing, Communications, Spreadsheets, Maths, Internet and Email, Personal and Interpersonal Skills, Health and Safety Awareness, Retail Skills and many more.

Time: Day and evening courses possible.

Venue: Courses can be provided on company site (where there are sufficient numbers). Courses are also provided at local ETB centres. Employees can avail of these courses as part of a group from the same company or come individually.

Level 4 Courses

Level 4 Employment Skills

This course is an entry point for adults who have completed the Junior Certificate or equivalent but have not completed their Leaving Certificate and want to achieve a full QQI Level 4 Award. This course may also be suitable for people who have Leaving Certificate but need a confidence boost before undertaking any further study or gaining employment. Subjects include:

- Career Planning
- IT Skills
- Maths
- Customer Service
- Work Experience
- Personal Effectiveness
- Workplace Health & Safety
- Communications

Time: 2 days per week 9:30am-4.30pm for 36 weeks.

Students also have the option of completing single modules. Some students may qualify for childcare supports (CETS scheme).

Maths for Trades

This course is for those on apprenticeships who need support with maths. The course covers the following:

- Maths skills required to work in the trades
- How Maths is used on the job

You will practice your Maths skills and find out which Maths skills you may need to improve.

Time: Wednesday 6:30pm-8:30pm.

Leaving Certificate English (Ordinary level)

This course is for anyone who would like to study poetry, short stories, essay writing and sit the Leaving Certificate English exam in June 2018. It is an ideal part-time course for anyone who never got to sit the exam or for someone who was unsuccessful in their Leaving Certificate English and would like to sit it again. Leaving Certificate English is an excellent standard to have for anyone wishing to improve employment prospects or considering other further education courses at Level 5 or above.

Time: Mondays 7pm-9:30pm from 18th September 2017 to 28th May 2018.

English for Speakers of Other Languages (ESOL)

The following courses are available:

- Language and Literacy
- Beginner English
- Pre-Elementary English
- Elementary English
- Pre-Intermediate
- Intermediate

Time: Two mornings, afternoons or evenings depending on level.

Venue: Portlaoise Further Education and Training Centre.

Outreach: Portarlington Further Education and Training Centre and Rathdowney.

****There is no fee for courses at Beginner to Elementary level. For higher level courses learners may have to buy books or pay a small fee.**

All students must have a PPS number and show this prior to assessment and registration. Classes are 2-4 hours per week.



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Further Education and Training Service**

Excellence Through Education

Where can you find us?

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