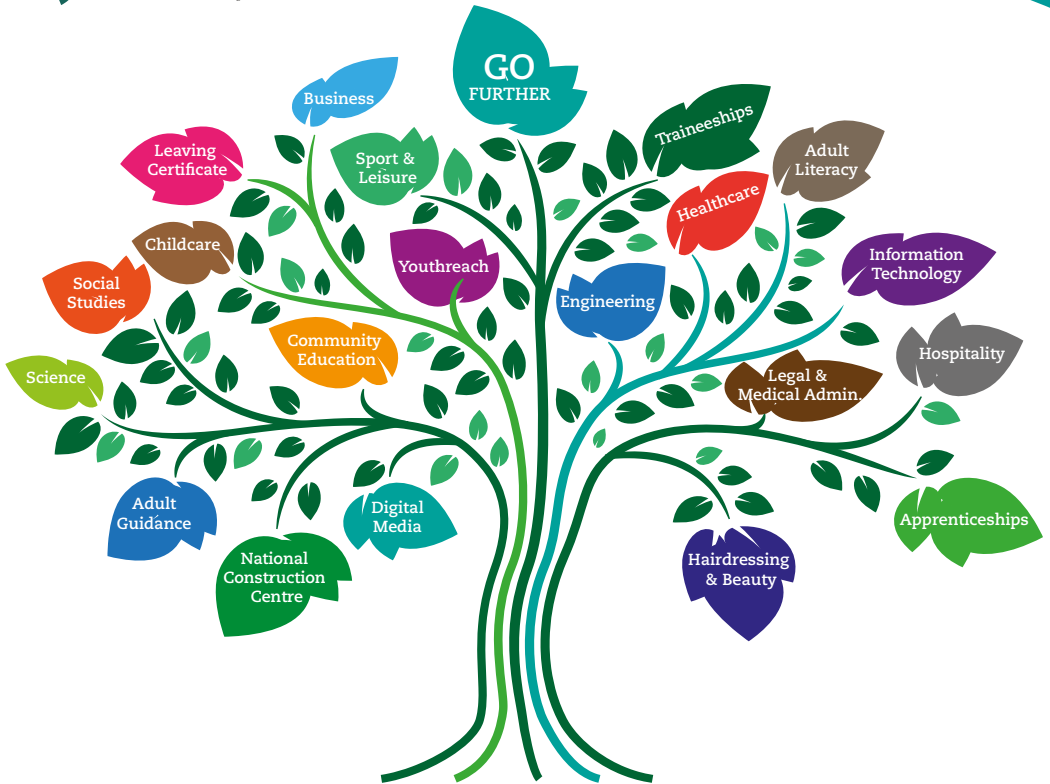




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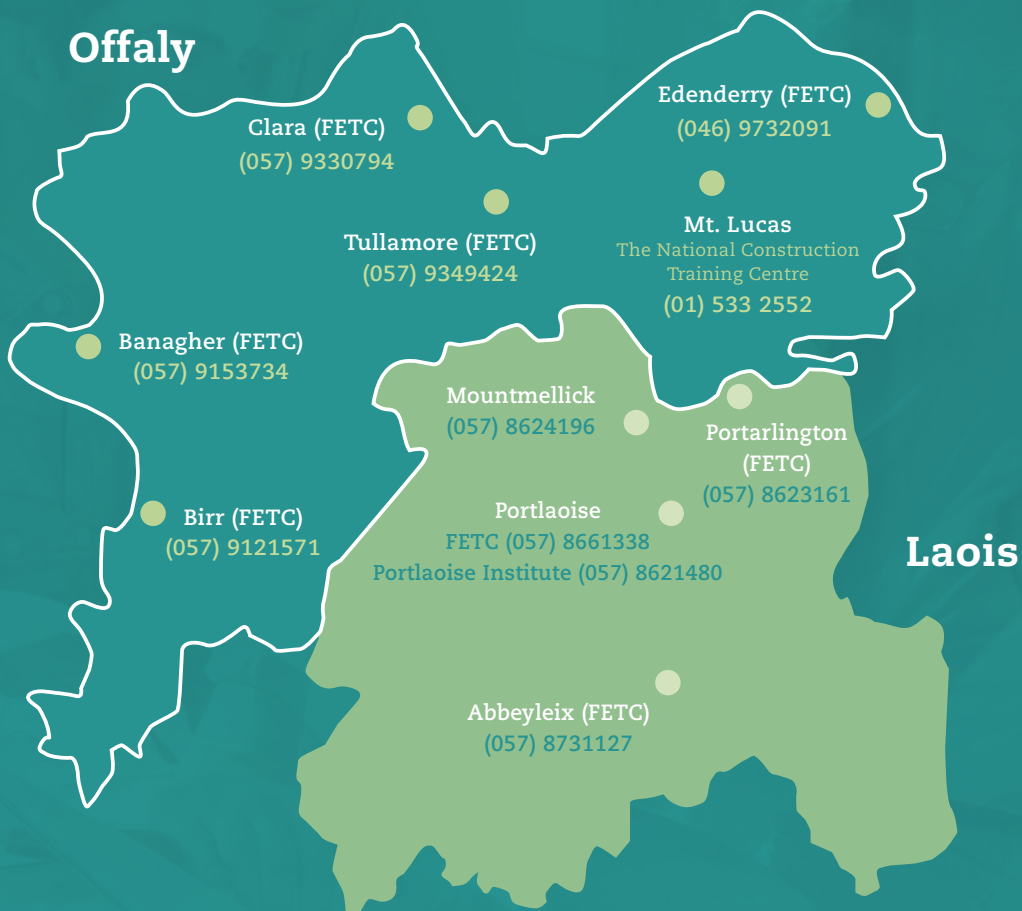
Bord Oideachais agus Oiliúna
Laoise agus Ulbh Fhailt
Laois and Offaly
Education and Training Board



BELIEVE ACHIEVE SUCCEED

Laois and Offaly
Education and Training Board
**Further Education
and Training
Services**

Further Education & Training Centres (FETC)



www.loetb.ie

Fáilte go dtí Bord Oideachais agus Oiliúna Laoise agus Uíbh Fhailí.

Welcome to our 2017 – 2018 course guide full of adult learning opportunities provided by Laois & Offaly Education and Training Board (LOETB).

We offer a wide range of courses to help you improve your job prospects, learn a new skill or simply enthuse you. If you missed out at school or want to change career, we have a choice of courses ranging from QQI Level 1 to Level 7. Courses are held at venues across both counties, at times to suit you.

Our provision of courses within the community is also rapidly expanding. Here we strive to directly respond to the needs of those in the heart of the community.

A key ingredient in the delivery of our courses is our exceptional high standard of quality. We are renowned for supporting our learners at every stage of their journey. In addition, our tutors are experts in their fields and focused on helping you to succeed.

Whether you want to re-enter the workplace, study further or simply keep up with your kids, LOETB can help you achieve your goals.

Beir bua agus beannacht,



Anne Marie



Colin



Padraig

Anne Marie Keane

Quality Assurance Manager

Colin Flaherty

Further Education Manager

Padraig Boland

Training Services Manager

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General Learning (QQI Level 3)

Part Time

This course is ideal for those who left school early and have never completed any exams. The class is small and students have regular feedback on how they are progressing. In some cases students might need additional one-to-one support for a few weeks which can be provided.

Modules Mathematics | Computers | Personal Effectiveness

Entry Requirements The co-ordinator will meet each student and ensure it is the correct course for them.

Venue Abbeyleix Further Education and Training Centre

Frequency 3 mornings per week, 9:30 – 11:30 (days TBC) Sept '17 to May '18.

Contact Kathleen on 057 8661338 / email kdunne@loetb.ie

Fee There is no fee for this course.

General Learning (QQI Level 4)

Full Time

This course (4M2010) is suitable for early school leavers or learners returning to education who would like to explore further study options. This learning opportunity is designed to link the learner to further studies at QQI Level 5 or Leaving Certificate.

Progression Options Successful completion of this course facilitates the student in moving to other VTOS programmes within the centre.

Modules Communications | Functional Maths | Information Technology Skills | Personal Effectiveness | Woodcraft | Craft - Upholstery & Pyrography | Design | Painting | Plant Identification | Care & Maintenance | Work Experience

Entry Requirements All applicants are subject to interview

Venue Abbeyleix Further Education and Training Centre

Frequency 5 days per week, 1 year

Contact Helen on 057 8731127 /email hkavanagh@loetb.ie
www.abbeyleixfec.ie

Fee €100 non-refundable centre registration fee (VTOS programme)

Please note this is a VTOS course. Applicants must be aged 21 or older and in receipt of a DSP payment for 6 months before the course starts.

Art, Craft & Design (QQI Level 5)

Links to 3rd Level • Full Time

The Art, Craft and Design course (5M1984) offers students the opportunity to explore the varied aspects of fine art and craft. Over the year students develop and enhance basic skills in drawing and design and transfer these skills into other areas of study such as ceramics, painting, and combined materials amongst others. The student will finish the year with a comprehensive range of skills and a professional portfolio of work. They will also take part in a group exhibition where they get the opportunity to exhibit their work professionally.

Progression Options Students who successfully complete this course may have the option to continue their studies in the Centre progressing to the Advanced Art QQI Level 6 course. The full QQI Level 5 award facilitates entry, on a competitive basis, to a range of third level institutions. Graduates can apply for any art/design course in the Institutes of Technology, NCAD or abroad with a quality portfolio.

Modules Drawing | Design Skills | Ceramics | Work Experience | Communications | Combined Materials | Embroidery | Painting | Appreciation of Art, Craft & Design

Additional Award 2nd award leading to a portfolio suited to applying for Animation at 3rd level.

Award Title Art (Animation) 5M1985

Three Elective Modules Animation Layout Design | Animation Drawing Studies | Sculpture

Entry Requirements Leaving Certificate or equivalent standard of education. Good drawing skills are essential.

Venue Abbeyleix Further Education and Training Centre

Frequency 5 days per week, 1 year

Contact Helen on 057 8731127 /email hkavanagh@loetb.ie www.abbeyleixfec.ie

Fee €100 centre registration (non-refundable) €200 PLC Gov. levy (some exemptions apply) €50 QQI Certification Fee (some exemptions apply)

VTOS places available on this course.

Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.



Student Drawing in the Art Studio

Business Administration with IT (QQI Level 5)

Full Time

This is an intensive one year course (5M2468). It offers a wide range of subjects with a particular emphasis on business administration and IT skills. Over the past number of years this course has provided students with job placements in their chosen sectors and allowed many more to progress to third level study. A number of students have set up their own successful businesses.

Progression Options Students who successfully complete this course may have the option to continue their studies at the Centre progressing to the Business Management QQI Level 6 course. The full QQI Level 5 Certificate facilitates entry, on a competitive basis, to a range of third level institutions nationwide. Further details are available from the relevant institutions.

Modules Business Administration | Word Processing | Database Methods | Work Experience | Communications | Bookkeeping – Manual and Computerised | Digital Marketing | Statistics | The Internet | French

Entry Requirements Leaving Certificate or equivalent standard of education.

Venue Abbeyleix Further Education and Training Centre

Frequency 5 days per week, 1 year

Contact Helen on 057 8731127 / email hkavanagh@loetb.ie
www.abbeyleixfec.ie

Fee €100 non-refundable centre registration
€200 PLC Gov. levy (some exemptions apply)
€50 QQI Certification Fee (some exemptions apply)
VTOS places available on this course.

Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.

Community Care (QQI Level 5)

Full Time

This full-time one-year course (5M2786) is designed to suit the learner who wishes to enter the workforce as a carer or pursue a career in social studies. It enhances the learner's awareness and understanding of the role and the responsibilities of a Carer within the healthcare environment. This course aims to equip the learner with the appropriate skills of holistic healthcare for compromised clients and those with disability.

Progression Options Learners, who have successfully completed the Community Care course, are eligible to apply for employment as a carer within the community health services. Alternatively, the full QQI Level 5 Award facilitates entry, on a competitive basis, to a range of third level institutions to study social care/studies or Citizenship & Community Studies.

Modules Care Provision and Practice | Safety and Health at Workplace | Human Growth and Development | Work Experience | Communications | Word Processing | Care Skills | Care Support | Occupational First Aid | Palliative Care Support | Care of the Older Person

Entry Requirements Leaving Certificate or equivalent standard of education.

Venue Abbeyleix Further Education and Training Centre

Frequency 5 days per week, 1 year

Contact Helen on 057 8731127 / email hkavanagh@loetb.ie
www.abbeyleixfec.ie

Fee €100 non-refundable centre registration
€200 PLC Gov. levy (some exemptions apply)
€50 QQI Certification Fee (some exemptions apply)
VTOS places available on this course.

Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance. Course completion is reliant on Garda Vetting process. LOETB reserves the right to refuse course admission and/or completion.

e-Business with Marketing (QQI Level 5)

Full Time

This is an intensive one-year course (5M0828). It offers a wide range of subjects with a particular emphasis on e-Business and Marketing. The main aim of the course is to allow students gain practical and theoretical knowledge of the role played by technology in business today. It also allows students to appreciate the opportunities presented by the web and e-Business to successfully market products and services.

Progression Options Students who successfully complete this course may have the option to continue their studies at the Centre progressing to the Business Management QQI Level 6 course. The full QQI Level 5 Certificate facilitates entry, on a competitive basis, to a range of third level institutions nationwide. Further details are available from the relevant institutions.

Modules e-Business Studies | Web Authoring | The Internet | Digital Marketing | Work Experience | Communications | Bookkeeping – Manual and Computerised | Database Methods | Statistics | Word Processing | French

Abbeyleix FETC also offers a 2nd Business Award - Business Administration. There is only one extra module attached to this award: Business Administration Skills (5N1610)

Entry Requirements Leaving Certificate or equivalent standard of education.

Venue Abbeyleix Further Education and Training Centre

Frequency 5 days per week, 1 year

Contact Helen on 057 8731127 / email hkavanagh@loetb.ie
www.abbeyleixfec.ie

Fee €100 non-refundable centre registration
€200 PLC Gov. levy (some exemptions apply)
€50 QQI Certification Fee (some exemptions apply)
VTOS places available on this course.

Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.

Healthcare Support (QQI Level 5)

Full Time

This full time course (5M4339) provides students with the knowledge and experience to obtain future employment in the health services, hospitals, nursing homes, or in the community.

Career Opportunities Successful graduates will be able to obtain employment as healthcare workers in hospitals, nursing homes, community day services and as home-help support.

Modules Care Support | Safety & Health at Work | Care Skills | Work Experience | Human Growth & Development | Palliative Care Support | Word Processing | Communications | Care Provision and Practice | Occupational First Aid | Care of the Older Person

Entry Requirements Leaving Certificate or equivalent standard of education

Venue Abbeyleix Further Education and Training Centre

Frequency 5 days per week

Contact Helen on 057 8731127 /email hkavanagh@loetb.ie
www.abbeyleixfec.ie

Fee €100 non-refundable centre registration fee
€200 PLC Gov. levy (some exemptions apply)
€50 QQI Certification Fee (some exemptions apply)
VTOS places available on this course.

Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.

Course completion is reliant on Garda Vetting process.

LOETB reserves the right to refuse course admission and/or completion.

Leaving Certificate

Full Time

Mature students are encouraged to sit the Leaving Certificate, as a springboard to third level education. This course is run as a two year programme in Abbeyleix Further Education and Training Centre.

Progression Options Successful completion of this course facilitates the student when moving to further education. Students may progress to QQI Level 5 courses or to third level education.

Modules English (Higher & Ord) | Maths (Ord & Found) | Irish (Higher & Ord) | Business (Higher & Ord) | French (Higher & Ord) | Art (Higher & Ord) | Biology (Higher & Ord) | History (Higher & Ord) | Information Technology Skills (QQI Level 4) | Occupation First Aid (QQI level 5)

Entry Requirements Eligible for VTOS Programme. All applicants are subject to interview.

Venue Abbeyleix Further Education and Training Centre

Frequency 5 days per week, 2 years

Contact Helen on 057 8731127 /email hkavanagh@loetb.ie
www.abbeyleixfec.ie

Fee €100 non-refundable centre registration fee (VTOS programme)

Advanced Art (QQI Level 6)

Links to 3rd Level • Full Time

This one-year full time advanced certificate (6M4029) offers students the opportunity to further develop their creative talents, exploring a specialised range of creative subjects based on professional practice. Students complete four business based modules which gives them a comprehensive understanding of the business of art. As part of the course they will complete the necessary paper work to allow them to professionally apply for Percent for Art Schemes, exhibitions, residencies etc.

Progression Options Completion of the Level 6 Art Major Award allows students to apply directly for advanced entry to 2nd year of the BA in Design (Ceramics) at Limerick I.T. Students may also apply for direct 2nd year entry to GMIT, Crawford College of Art & Design, DIT, IADT and other IT colleges on completion of a full Level 6 award.

Modules Painting | Drawing | Combined Materials | Studio Practice | Work Experience | Communications | History & Appreciation of Art & Design | Fabric Manipulation | Creative Application Ceramics

Entry Requirements Completion of QQI Level 5 Art, Craft and Design

Venue Abbeyleix Further Education and Training Centre

Frequency 5 days per week

Contact Helen on 057 8731127 /email hkavanagh@loetb.ie
www.abbeyleixfec.ie

Fee €100 non-refundable centre registration fee
€200 PLC Gov. levy (some exemptions apply)
€80 QQI Certification Fee (some exemptions apply)

VTOS places available on this course.

Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.



QQI Level 6 art students working in the Art Studio

Business Management with Advanced IT (QQI Level 6)

Links to 3rd Level • Full Time

This intensive one-year course (6M4985), which has been developed with Carlow Institute of Technology, will give successful students the opportunity to progress into second year Business in Carlow IT. The main aim of this course is to provide students with the skills and knowledge to effectively respond to everyday business situations.

Progression Options

Completion of the Level 6 Business Management Certificate allows students to apply directly for advanced entry to 2nd year of a Business course leading to an Honours degree at Carlow IT. LIT Thurles are offering students advanced entry to Year 2 of selected Business courses. Advanced entry is subject to agreed entry requirements. Exemptions based on QQI results have been secured with Accounting Technicians Ireland (IATI) and Business courses in the Institute of Public Administration (IPA), depending on results.

Modules Business Management | Spreadsheets | Communications | Applied Economics | Finance | Financial Reporting | Customer Service | Statistics | Work Experience

Entry Requirements QQI Level 5 Certificate in Business Administration

Venue Abbeyleix Further Education and Training Centre

Frequency 5 days per week

Contact Helen on 057 8731127 /email hkavanagh@loetb.ie

www.abbeyleixfec.ie

Fee €100 non-refundable centre registration

€200 PLC Gov. levy (some exemptions apply)

€80 QQI Certification Fee (some exemptions apply)

VTOS places available on this course.

Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.

APPLY NOW
www.loetb.ie

English for Speakers of Other Languages (ESOL) PART TIME

This course aims to provide the learner with the knowledge, skills and competence to communicate socially and in work related tasks at an elementary level in English.

Venue Banagher Further Education and Training Centre

Frequency 1 evening per week

Contact Marina on 057 9349424 / email momalley@loetb.ie

Fee There is no fee for this course.

Literacy and Numeracy Classes PART TIME

These classes help the learner to improve their everyday basic reading, writing, spelling and maths skills, in a one to one or small group setting.

Venue Banagher Further Education and Training Centre

Frequency 1 evening per week

Contact Marina on 057 9349424 / email momalley@loetb.ie

Fee There is no fee for this course.

Computer Skills (QQI Level 2) PART TIME

This course introduces the learner to the basic use of a personal computer, including use of a software package and introduction to Internet and Email. Upon completion of this course students will have the option to progress to Level 3.

Venue Banagher Further Education and Training Centre

Frequency 1 evening per week

Contact Marina on 057 9349424 / email momalley@loetb.ie

Fee There is no fee for this course.

Hairdressing (QQI Level 3) PART TIME

This course is an introduction to hairdressing and is an entry point for students who wish to complete their Junior & Senior Trades qualifications.

Progression Options On successful completion of this programme, students can progress to Junior Trades qualifications in Hairdressing.

Venue Banagher Further Education and Training Centre

Frequency 1 morning or 1 afternoon per week, commencing Feb. '18.

Contact Maura on 057 9349424 / email mburke@loetb.ie

Fee €30

Word Processing (QQI Level 3)

PART TIME

This course will enable the learner to type, change, save, open and print documents.

Venue Banagher Further Education and Training Centre

Frequency 1 morning or 1 afternoon or 1 evening per week - commencing Sept. '17

Contact Maura on 057 9349424 / email mburke@loetb.ie

Fee There is no fee for this course

Information Technology Skills (QQI Level 4)

PART TIME

This module aims to provide the learner with the knowledge, skills and competence to operate a computer and become proficient in Information Technology skills. Those who successfully completed Word Processing QQI Level 3 are eligible to apply.

Venue Banagher Further Education and Training Centre

Frequency 1 morning or 1 afternoon or 1 evening per week - commencing Feb. '18

Contact Maura on 057 9349424 /email mburke@loetb.ie

Fee There is no fee for this course

Word Processing (QQI Level 4)

PART TIME

This module aims to equip the learner with the knowledge, skills and competence to use word processing applications and is a follow on for students who have successfully completed the QQI Level 3 Word Processing module.

Venue Tullamore Further Education and Training Centre

Frequency Commencing February 2018 - 1 morning or 1 afternoon or 1 evening per week

Contact Maura on 057 9349424 / email mburke@loetb.ie

Fee There is no fee for this course

Hairdressing (Junior Trades)

Part Time

This one year course is designed to provide students with the essential knowledge and techniques necessary for professional hairdressing with related theory and science.

Job Options Holders of a Junior Trades Certificate in Hairdressing may seek employment in a salon as a Junior Stylist.

Progression Options On successful completion of this programme, students can apply to complete the Senior Trades Examinations

Subjects Hairdressing Theory & Practice | Hairdressing Science | Work Experience | Customer Care

Venue Banagher Further Education and Training centre

Frequency 2 days per week

Contact Maura on 057 9349424 / email mburke@loetb.ie

Fee Professional Hairdressing Kit €200 approx. Book €50 Examination Fee €95 approx.

Youthreach Banagher

FULL TIME

Youthreach is the Department of Education and Skills Official education, training and work experience programme for young people who have left school early. The Programme aims to develop the core skills needed for further learning and to prepare young people to progress to further education/training or to employment. Youthreach Banagher is open to young people aged 15-21 who have left school early, with few or no qualifications. Youthreach Banagher offers a range of courses at Levels 3 and 4. Laois and Offaly Education & Training Board have developed an innovative approach to enhancing the progression options for Youthreach students.

Ready to Progress Options

1. Employment Based Skillset: This programme is designed to equip learners with the skills in accredited and nonaccredited modules e.g. Extended Work Experience, Career Preparation, Safe Pass, Manual Handling, Safe Food, First Aid. This would equip the student with the necessary skills to enter into employment.

2. FET/HET Access Programme: This option will prepare the learner for the transition to either PLC, Higher Education or Further Education.

Venue Banagher Further Education and Training Centre

Subjects Range of subjects are outlined on page 81

Frequency 5 days per week, 1-3 years

Contact Celina on 057 9153734 / 085 8773755 email ccasey@loetb.ie

Staff from Banagher FETC



English for Speakers of Other Languages (ESOL) PART TIME

This course aims to provide the learner with the knowledge, skills and competence to communicate socially and in work related tasks at an elementary level in English.

Venue Birr Further Education and Training Centre

Frequency 1 evening per week

Contact Marina on 057 9349424 / email momalley@loetb.ie

Fee There is no fee for this course

Give Maths a Go! PART TIME

Courses in Maths help the learner to acquire a solid understanding of the basic concepts and language of Maths, and to apply this to everyday life. The emphasis is on exploration and discovery.

Venue Birr Further Education and Training Centre

Frequency 1 morning or 1 afternoon per week

Contact Marina on 057 9349424 / email momalley@loetb.ie

Fee There is no fee for this course.

Literacy and Numeracy Classes PART TIME

These courses help the learner to improve their everyday basic reading, writing, spelling and maths skills, in a one to one or small group setting.

Venue Birr Further Education and Training Centre

Frequency 1 morning or 1 afternoon per week

Contact Marina on 057 9349424 / email momalley@loetb.ie

Fee There is no fee for this course.

Computer Skills (QQI Level 2) PART TIME

This course introduces the learner to basic use of a personal computer, including using a software package and introduction to Internet and Email. Upon completion of this course students will have the option to progress to Level 3 Computer Skills.

Venue Birr Further Education and Training Centre

Frequency 1 evening per week

Contact Marina on 057 9349424 / email momalley@loetb.ie

Fee There is no fee for this course.

Internet & Email Skills (QQI Level 3) PART TIME

This course will provide the learner with the necessary knowledge and tools to be able to go online to find information and send an email confidently. Basic computer skills are necessary.

Venue Birr Further Education and Training Centre

Frequency 1 evening per week

Contact Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

Fee There is no fee for this course.

Vocational Training Opportunities Scheme (VTOS) FULL TIME

VTOS is a specific training programme for those aged 21 and over and who have been on Jobseeker's Allowance, or other social welfare payments, for 6 months or more. VTOS Birr is a full-time programme, offering Leaving Certificate subjects and major QQI awards at Levels 4 and 5, over one or two years.

Junior Certificate Subjects:

English (Ord & Found) | Maths (Ord & Found) | History (Ord)

Leaving Certificate Subjects:

English (Ord) | Maths (Ord) | Maths (Found) | History (Ord)

An additional range of QQI computer modules is offered from Level 3 to Level 5. Also included are various hobby courses such as Painting, Drawing, Crafts and IT Skills. Outdoor Education components may also be offered, subject to demand.

Venue Birr Further Education and Training Centre

Frequency 5 days per week, up to 2 years

Contact Mervyn on 057 9121571 / email birrfet@loetb.ie

Fee There are no fees for this programme. Refer to page 81 for VTOS eligibility.

Birr Outdoor Education and Training Centre

Birr Outdoor Education and Training Centre is a non-profit making business affiliated to the Department of Education and Skills and under the auspices of Laois & Offaly ETB.

We are one of the most experienced providers of Outdoor Education in Ireland and were established over 30 years ago by Offaly VEC. We offer outdoor education courses to individuals, groups and families from all ages. We provide activities, accommodation, meals, ecology, project maths and specialist equipment. Courses are flexible and programmed to meet the needs of each individual group. Our activities act as a vehicle, encouraging and requiring individuals to utilise the best of their capabilities and skills to overcome the risk and problem solving situations.

It is mandatory for all our staff to be fully qualified and certified by the relevant governing bodies, be Garda vetted and complete ongoing training courses.

Contact Mary Clarke, Director, Birr Outdoor Education & Training Centre, Roscrea Rd, Birr, Co. Offaly T: 057 9120029 E: manager@birroec.ie



Literacy and Numeracy Classes

PART TIME

These courses help the learner to improve their everyday basic reading, writing, spelling and maths skills, in a one to one or small group setting.

Venue Clara Community and Family Resource Centre, Porochial Hall

Frequency 1 morning per week

Contact Alison on 057 9349424 /email amcevoy@loetb.ie

Fee There is no fee for this course

Computer Skills (QQI Level 2)

PART TIME

This course introduces the learner to the basic use of a personal computer, including use of a software package and introduction to Internet and Email. Upon completion of this course students will have the option to progress to Level 3 Computer Skills.

Venue Clara Community Family Resource Centre, Porochial Hall

Frequency 1 morning or 1 evening per week

Contact Marina on 057 9349424 / email momalley@loetb.ie

Fee There is no fee for this course.

Youthreach Clara

FULL TIME

Youthreach is the Department of Education and Skills Official education, training and work experience programme for young people who have left school early. The Programme aims to develop the core skills needed for further learning and to prepare young people to progress to further education/training or to employment. Youthreach Clara is open to young people aged 15-21 who have left school early and with few or no qualifications. Youthreach Clara offers a range of courses from Levels 3 & 4.

Venue Clara Further Education and Training Centre

Subjects Range of subjects are outlined on page 81

Frequency 5 days per week, 1-3 years

Contact Finian on 057 9330794 / email frobbins@loetb.ie



Literacy and Numeracy Classes

PART TIME

These courses help the learner to improve their everyday basic reading, writing, spelling and Maths skills, in a one to one or small group setting.

Venue Edenderry Further Education and Training Centre

Frequency 1 morning per week

Contact Alison on 057 9349424 /email amcevoy@loetb.ie

Fee There is no fee for this course

English for Speakers of Other Languages (ESOL)

PART TIME

This course aims to provide the learner with the knowledge, skills and competence to communicate socially and in work related tasks at an elementary level in English.

Venue Oaklands Community College

Frequency 1 evening per week

Contact Marina on 057 9349424 /email momalley@loetb.ie

Fee There is no fee for this course

Computer Skills (QQI Level 2)

PART TIME

This course is suitable for students who have no prior computer skills. Students will learn how to turn a computer on and off, how to use the mouse and keyboard; basic typing skills and how to save work. Upon completion of this course students will have the option to progress to Level 3 Computer Skills.

Venue Edenderry Further Education and Training Centre

Frequency 1 morning or 1 evening per week

Contact Marina on 057 9349424 / email momalley@loetb.ie

Fee There is no fee for this course.

Bread, Pastry and Desserts (QQI Level 3)

PART TIME

This course is suitable for those who would like to achieve accreditation in the area of food and cookery. During the course students will improve their skills and knowledge in making basic pastry, desserts and bakery menu items. Students will also understand current food safety and hygiene legislation and regulation. Theory work is involved in this course as well as practical.

Venue Oaklands Community College

Frequency 1 afternoon per week

Contact Alison on 057 9349424 /email amcevoy@loetb.ie

Fee There is no fee for this course.

Career Preparation (QQI Level 3)

PART TIME

This course is for anyone who left school early or who is now thinking of changing jobs. Students will be able to identify local training and education opportunities and will prepare to enter the workplace by practising job seeking skills such as applying for jobs, writing a CV and participating in mock interviews. They will compile personal profiles, highlighting their own achievements, interests and personal qualities etc.

Venue Edenderry Further Education and Training Centre

Frequency 1 morning per week

Contact Marina on 057 9349424 / email momalley@loetb.ie

Fee There is no fee for this course.

Internet & Email Skills (QQI Level 3)

PART TIME

This course will provide the learner with the necessary knowledge and tools to be able to go online to find information and send an email confidently.

Venue Oaklands Community College

Frequency 1 evening per week

Contact Alison on 057 9349424 /email amcevoy@loetb.ie

Fee There is no fee for this course.

Computer Applications (QQI Level 4)

PART TIME

This course introduces students to computer graphics, spreadsheets and databases.

Commencing January 2018

Venue Edenderry Further Education and Training Centre (1 morning per wk.) or Oaklands Community College (1 night per wk.)

Contact Maura on 057 9349424 / email mburke@loetb.ie

Fee There is no fee for this course.

Digital Media Technology (QQI level 4)

PART TIME

The purpose of this award is to equip the learner with the knowledge, skill and competence to use a range of digital media technologies in a supervised environment, and to understand their uses in an organisational context. This will include being able to understand and demonstrate skill in the use of digital media devices in daily life and in a business setting. The learner will gain a good working knowledge of the use of social networking websites for business purposes, such as; Facebook/Twitter/Tumblr/Instagram etc, and will develop a business page on a social networking website. The course is designed to enable progression to further education, training or supervised employment.

Module Media Production

Entry Requirements Junior Cert or equivalent, or relevant work experience.

Venue Youth Work Ireland Midlands, Acorn Centre, Edenderry

Frequency 1 morning or 1 afternoon per week, for 12 weeks

Contact Maura Kearney on 046 9732854 or email mauratamyets@gmail.com

Fee Please enquire with Maura Kearney

Information Technology Skills (QQI Level 4)

PART TIME

This programme module aims to provide the learner with the knowledge, skills and competence to operate a computer and become proficient in Information Technology skills.

Commencing September 2017

Venue Edenderry Further Education and Training Centre (1 morning per wk.) or Oaklands Community College (1 night per wk.)

Contact Maura on 057 9349424 /email mburke@loetb.ie

Fee There is no fee for this course.

Hairdressing (Senior Trades)

PART TIME

This course provides students with intensive training in the advanced skills required for working in the hairdressing industry. Successful participants will gain a Senior Trades Qualification from the Department of Education and Skills.

Job Options

Holders of Senior Trade Hairdressing qualification will have the necessary skills for employment as a Senior Stylist.

Progression Options

On successful completion of this programme, students can apply to other institutions for further training.

Subjects

Fashion Cutting & Styling | Colour Selection & Consultations | Work Experience | Salon Health, Safety & Hygiene | Colouring & Permanent Waving | Care & Maintenance of Hairdressing Tools | Personal Care & Presentation | Customer Service

Entry Requirements Students must be working in a hair salon and have completed their Junior Trades.

Venue Edenderry Further Education and Training Centre

Frequency 2 days per week (Tues & Wed)

Contact Maura on 057 9349424 / email mburke@loetb.ie

Fee

€600 tuition cost

€95 examination fee (approx.)

Beauty Therapy (QQI Level 5)

PART TIME

The overall aim of this two year programme (5M3471) is to provide the learner with the opportunity to acquire the knowledge, skill and competence to work independently in providing beauty therapy treatments in a variety of contexts and/or to progress to further and/or higher education and training.

Modules

Skin Care, Eye Treatments and Make-up: Sept. '17

Customer Service: Jan. '17

Communications | Work Practice: March/April '18

Entry Requirements QQI Level 4 Certificate desirable - all applicants will be subject to an interview.

Venue Youth Work Ireland Midlands, Acorn Centre, Edenderry

Frequency 1 night per week

Contact Maura Kearney on 046 9732854 or email mauratamyets@gmail.com

Fee Please enquire with Maura Kearney

Business Studies Modules (QQI Level 5)

PART TIME

This part time course provides students with four modules that can go towards the major award Business Studies QQI Level 5.

Progression Options On successful completion of this part time programme, students can complete a further three modules to obtain the major award. The full QQI Level 5 award facilitates entry, on a competitive basis, to a Higher Certificate in Business Studies in Athlone IT.

Modules

Word Processing

Payroll

Spreadsheets

Bookkeeping

Frequency

Sept '17 1 morning per week

Sept '17 1 night per week

Dec '17 1 morning per week

Dec '17 1 night per week

Venue

Edenderry FET Centre

Oaklands Comm. College

Edenderry FET Centre

Oaklands Comm. College

Entry Requirements Leaving Certificate or equivalent standard of education. Basic computer experience desirable.

Contact Maura on 057 9349424 / email mburke@loetb.ie

Fee €25 per module.

Sound Engineering (QQI Level 5)

PART TIME

This two-year programme (5M2149) aims to provide the learner with the specialised skills, knowledge and competence to work in a professional audio production environment.

Modules Music Technology | Event Production | Work Practice

Entry Requirements QQI Level 4 Certificate desirable – all applicants will be subject to an interview.

Venue Youth Work Ireland Midlands, Acorn Centre, Edenderry

Frequency 1-2 nights per week, plus a Saturday.

Contact Maura Kearney on 046 9732854 or email mauratamyets@gmail.com

Fee Please enquire with Maura Kearney

Youthwork (QQI Level 5)

PART TIME

The overall aim of this two-year programme (5M4732) is to provide the learner with the opportunity to acquire the knowledge, skills and competence to work under supervision in a youth work context and or to progress to further and or higher education and training. NB Eight modules are required for the full award.

Modules (commencing September 2017)) Working with young people | Community Development | Work Practice

Entry Requirements QQI Level 4 Certificate desirable – all applicants will be subject to an interview.

Venue Youth Work Ireland Midlands, Acorn Centre, Edenderry

Frequency 1-2 nights per week

Contact Maura Kearney on 046 9732854 or email mauratamyets@gmail.com

Fee Please enquire with Maura Kearney

Youthreach Edenderry

FULL TIME

Youthreach is a Department of Education and Skills official education, training and work experience programme for young people who have left school early. The Programme aims to develop the core skills needed for further learning and to prepare young people to progress to further education/ training or to employment. Youthreach Edenderry is open to young people aged 15 - 21 who have left school early and with few or no qualifications. Youthreach Edenderry offers a range of courses from QQI Levels 3 and 4.

Venue Edenderry Further Education and Training Centre

Subjects Range of subjects are outlined on page 81

Duration 1-3 years (full-time)

Contact Margaret on 046 9732091 / E: edenderryfet@loetb.ie



A proud Youthreach Group with the new Centre sign – Nov. 2016.

Edenderry Night Classes

Oaklands Community College, St. Mary's Road, Edenderry
Edenderry Further Education and Training Centre, St. Mary's Road, Edenderry

For further information, please contact:

Michelle Shanahan 057 939349441 / email mshanahan@loetb.ie

Course	Commence	Time	Day	Duration	Fee
CHILDCARE					
QQI Level 5					
Early Childhood Education & Play	Sept. '17	6.45-9.45pm	Wed	14 wks	*€150
BUSINESS & COMPUTERS					
Basic Computers	Sept. '17	6.30-9.30pm	Wed	11 wks	Free
Basic Computers	Jan. '18	6.30-9.30pm	Wed	11 wks	Free
QQI Level 5					
Payroll - Manual & Computerised	Sept. '17	6.45-9.45pm	Wed	14 wks	€150
Bookkeeping - Manual & Computerised	Jan. '18	6.45-9.45pm	Wed	14 wks	€150

*Learners may be eligible for BTEI funding for this course, contact the centre for more information.



Enrollment Night: Wednesday September 6th, 2017 from 7:30 to 8:30pm, in Edenderry Further Education and Training Centre.

Fees Course fee must be paid in full prior to course commencement. Fees are non-refundable.

Course Commencement: September 2017

Early Childhood Care and Education (QQI Level 5) PART TIME

This course is open to adults who wish to re-engage with education, and secure employment in the childcare sector working with children from birth to 6 years.

Progression Options

If you have sufficient practical experience in childcare, you may progress to the QQI Level 6 Early Childhood Care and Education.

Subjects

Child Development | Early Childhood Education and Play | Communications | Child Health and Well Being | Word Processing | Children with Additional Needs | Early Care and Education Practice | Work Experience

Entry Requirements Leaving Certificate or equivalent standard of education. Mature students who do not have LC are also eligible to apply.

Venue Mountmellick Further Education and Training Centre

Frequency One year, Monday to Thursday: 9.30am-12.30pm (these time slots may change depending on the timetable in September)

Contact Joe on 057 8624196 / email jthompson@loetb.ie

Fee €100 non-refundable centre registration fee

Note: This course is funded through BTEI. Please refer to page 80 for BTEI eligibility. This course is based on a minimum of 15 participants

Course completion is reliant on Garda Vetting Process.

Laois and Offaly Education and Training Board reserves the right to refuse course admission and/or completion.

Early Childhood Care and Education (QQI Level 6) PART TIME

The overall aim of the programme is to provide the learner with the opportunity to acquire the knowledge, skill and competence to work as an autonomous practitioner and or take responsibility for the work of others in leading and coordinating the provision of a quality early childhood care and education environment which promotes children's well-being, development and learning.

Progression Options

On successful completion of this programme, students can apply to Third Level Institutions to complete a Bachelor Degree in Early Childhood Education as a mature student or under the Higher Education Links Scheme.

Subjects

Child Development | Special Needs Assisting | Early Childhood Curriculum | Early Childhood Literacy and Numeracy | Team Leadership | Childhood Social, Legal and Health Studies | Work Practice | Supervision in Early Childhood Care

Entry Requirements QQI Level 5 Certificate in Childcare. N.B. All students must be working

Mountmellick Youthreach
Awards Ceremony 2015 / 2016

in either a paid or voluntary capacity in an appropriate early years setting, prior to course commencement.

Venue Mountmellick Further Education and Training Centre

Frequency One year (total duration 30 weeks), two evenings per week and a number of Saturdays may be required, (these time slots may change depending on the time-table in September)

Contact Joe on 057 8624196 / email jthompson@loetb.ie

Fee €1,200

Course completion is reliant on Garda Vetting Process.

Laois and Offaly Education and Training Board reserves the right to refuse course admission and/or completion.

Youthreach Mountmellick FULL TIME

Youthreach is the Department of Education and Skills Official education, training and work experience programme for young people who have left school early. The Programme aims to develop the core skills needed for further learning and to prepare young people to progress to further education/training or to employment. Youthreach Mountmellick is open to young people aged 15-21 who have left school early and with few or no qualifications. Youthreach Mountmellick offers a range of courses at Level 3 & Level 4.

Venue Youthreach Mountmellick Further Education & Training Centre

Subjects Range of subjects are outlined on page 81

Frequency 1-3 years (full-time)

Contact Joe on 057 8624196 or email jthompson@loetb.ie



APPLY NOW
www.loetb.ie

English for Speakers of Other Languages (ESOL) PART TIME

This course aims to provide the learner with the knowledge, skills and competence to communicate socially in work related tasks at an elementary level in English.

Venue Portarlinton Further Education and Training Centre

Frequency 1 morning or 1 evening per week

Contact Deirdre on 057 8661338 /email dbrennan@loetb.ie

Fee There is no fee for this course.

General Learning (QQI Level 3) PART TIME

This course is ideal for those who left school early and have never completed any exams. The class is small and students have regular feedback on how they are progressing. In some cases students might need additional one-to-one support for a few weeks which can be provided.

Modules Maths | IT | Communications

Entry Requirements The co-ordinator will meet each student and ensure it is the correct course for them.

Venue Portarlinton Further Education and Training Centre

Frequency 3 mornings per week, 9:30 – 11:30 (days TBC))

Contact Kathleen on 057 8661338 / email kdunne@loetb.ie

Fee There is no fee for this course.

General Learning (QQI Level 4)

FULL TIME OPTION

This course will provide the learner with the opportunity to develop skills to pursue a range of employment opportunities or to progress to further education and training.

Progression Options This Level 4 Certificate provides the learner with competencies to progress to the QQI Level 5 Programmes offered in the centre.

Subjects Mathematics | IT Skills | Work Experience | Personal Effectiveness | Communications | Chemistry | Human Biology | General Office Skills | Computer Applications | Career Planning | Bookkeeping & Accounts.

Entry Requirements Candidates will be expected to have a minimum of either a QQI Level 3, Junior Certificate English or Maths (Ordinary level), Word Processing Level 3, or provide a working knowledge of English or Maths at this level. Included in the admission process is an interview, followed by an online assessment in Maths and English.

Contact Margaret on 057 8623161 /email mmorrin@loetb.ie
www.portarlintonaec.ie

Venue Portarlinton Further Education and Training Centre

Frequency VTOS Programme: 5 days per week, over 1 year.

Fee €100 non-refundable centre registration.

Students must be eligible under the VTOS Scheme – see page 81

PART TIME OPTION

Modules on offer for the Academic Year 2017/2018

Mathematics | IT Skills | Communications | Computer Applications.

Entry Requirements Candidates will be expected to have a minimum of either a QQI Level 3, Junior Certificate English or Maths (Ordinary level), Word Processing Level 3, or provide a working knowledge of English or Maths at this level. Included in the admission process is an interview, followed by an online assessment in Maths and English.

Contact Margaret on 057 8623161 / email mmorrin@loetb.ie www.portarlintonaec.ie

Venue Portarlinton Further Education and Training Centre

Frequency 2 to 3 days per week, over 2 years

Fee: €100 non-refundable centre registration.

Students must be eligible under the BTEI - see page 80



General Learning Students
enjoying Maths

Early Childhood Care & Education (ECCE) (QQI Level 5) PART TIME

This Course is designed for learners who are interested in pursuing a career in childcare or who wish to progress to further study. Participants will learn the principles and practice of caring for young children in a variety of settings including nurseries, crèches and playgroups. We also welcome those working in the industry who need to achieve their qualification.

Career Opportunities

Graduates can apply for entry to QQI Level 6 Childcare or can seek employment in the childcare sector.

Modules Child Development | Early Care and Education Practice | Early Childhood Education and Play | Child Health & Well-Being | Work Experience | SNA

Communications | Creative Arts for Early Childhood | Children with Additional Needs

Entry Requirements Leaving Certificate or equivalent standard of education. Relevant work experience coupled with life experience. Included in the admission process is an interview followed by an online assessment in Maths and English. All applicants are subject to an interview.

Venue Portarlinton Further Education and Training Centre

Frequency 2-3 days per week, over 2 academic years.

Contact Margaret on 057 8623161 /email mmorrin@loetb.ie
www.portarlingtonaec.ie

Course Fee - €100 non-refundable centre registration.

* Course completion is reliant on Garda Vetting Process. Laois and Offaly Education and Training Board reserves the right to refuse course admission and/or completion.



Healthcare Support (QQI Level 5)

FULL TIME OPTION

In response to the demand in our community for skilled care workers, this course will facilitate students to acquire the knowledge and skills necessary for a career in this field of work. This qualification enables graduates to work in nursing homes, day care centres, and residential homes or as agency care workers within the community.

Career Opportunities

Successful graduates will be able to obtain employment as healthcare workers in hospitals, nursing homes, community day services and as home-help support or apply to Third Level Institutions for a Nursing Degree.

Modules

Care Support | Safety & Health at Work | Care Skills | Communications | Work Experience | Infection Prevention and Control | Care of the Older Person | Palliative Care Support | Anatomy & Physiology |

Entry Requirements Leaving Certificate or equivalent standard of education. All applicants are subject to an interview and an online assessment in Maths and English.

Venue Portarlinton Further Education and Training Centre.

Frequency: VTOS Programme: 5 days per week, over 1 year.

Course Fee VTOS Programme: €100 non-refundable centre registration.

VTOS students must be eligible under the VTOS Scheme – see page 81

* Course completion is reliant on Garda Vetting Process.

Laois and Offaly Education and Training Board reserves the right to refuse course admission and/or completion.

PART TIME OPTION

Modules on offer for the Academic Year 2017/2018

Semester One: | Work Experience | Palliative Care | Communications | Infection Prevention & Control

Semester Two: Care Support | Safety & Health in the Workplace

Entry Requirements Leaving Certificate or equivalent standard of education. Included in the Admission process is an interview followed by an online assessment in Maths and English.

Venue Portarlinton Further Education and Training Centre

Frequency: 2-3 days per week, over 2 academic years.

Contact Margaret on 057 8623161 /email mmorrin@loetb.ie
www.portarlingtonaec.ie

Course Fees: Funded under (BTEI) €100 non-refundable centre registration fee.

Students must be eligible under BTEI, see page 80

* Course completion is reliant on Garda Vetting Process.

Laois and Offaly Education and Training Board reserves the right to refuse course admission and/or completion.

Students learning about child health and well-being, with their tutor Helen.

Office Administration (QQI Level 5)

FULL TIME OPTION

Three streams are offered: Office Administrator, Medical Secretary or Legal Secretary
This course will equip students with the skills to operate as an officer administrator, medical secretary or as a legal secretary. Learners will have the choice which area to specialise in. Students will receive training in the use of medical terminology, which will assist them to secure employment in healthcare administration. Alternatively students will study the Irish legal system and gain an insight to the work of the legal profession and to work as an office administrator.

Progression Options

Students who successfully complete this course may apply to Third Level Institutes and Colleges through the QQI Higher Education Links Scheme or take up employment in administration.

Modules

Information & Administration | Text Production | Word Processing | Work Experience | Communications | Accounting Manual & Computerised | Medical Terminology | Employment Law | Audio Typing | Payroll | Digital Marketing.

Entry Requirements Leaving Certificate or equivalent standard of education. Included in the Admission process is an interview followed by an online assessment.

Venue Portarlinton Further Education and Training Centre

Frequency 5 days per week, over 1 year.

Contact Margaret on 057 8623161 / email mmorrin@loetb.ie
www.portarlintonaec.ie

Fee No course fee (VTOS Programme) - €100 non-refundable centre registration fee. Students must be eligible under the VTOS Scheme – see page 81

* Course completion is reliant on Garda Vetting Process.

Laois and Offaly Education and Training Board reserves the right to refuse course admission and/or completion.

PART TIME OPTION

Modules on Offer for the Academic Year 2017/2018

Semester One: | Work Experience | Word Processing & Text Production | Communications | Accounting Manual & Computerised

Semester Two: |Payroll Manual & Computerised| Medical Terminology

Entry Requirements Leaving Certificate or equivalent standard of education. Included in the Admission process is an interview followed by an online assessment in Maths and English.

Venue Portarlinton Further Education and Training Centre

Frequency: 2-3 days per week, over 2 academic years.

Contact Margaret on 057 8623161 / email mmorrin@loetb.ie
www.portarlintonaec.ie

Fee (BTEI programme) Non-refundable centre registration fee: €100.00
Students must be eligible under BTEI, see page 80

Leaving Certificate

FULL TIME OPTION

Mature students are encouraged to sit the Leaving Certificate, as it is the springboard to third level education.

Progression Options

Successful completion of this course facilitates the student when moving to further education and training or third level education.

Subjects English (H&O) | Maths (O) | Irish (H & O) | Business (H& O) | Biology (H & O) | Economics (H & O).

Entry Requirements Eligible for VTOS Programme. All applicants are subject to interview, followed by an online assessment in Maths and English.

Venue Portarlinton Further Education and Training Centre

Frequency VTOS Programme: 5 days per week, 1 year

Contact Margaret on 057 8623161 or email mmorrin@loetb.ie www.portarlintonaec.ie

Fee €100 Non-refundable centre registration fee

VTOS students must be eligible under the VTOS Scheme – see page 81

PART TIME OPTION

Students can choose 2 to 3 subjects from the following list:

English (H&O) | Maths (O) | Irish (H & O) | Business (H& O) | Biology (H & O) | Economics (H & O)

Entry Requirements All applicants are subject to interview, followed by an online assessment in Maths and English.

Venue Portarlinton Further Education and Training Centre

Frequency: 2-3 days per week, over 2 academic years.

Course Fees: Contact the centre.

Contact Margaret on 057 8623161 / email mmorrin@loetb.ie www.portarlintonaec.ie

Fee (BTEI programme) Non-refundable centre registration fee: €100.00
Students must be eligible under the BTEI, see page 80

Professional Qualification: Accounting Technicians Ireland FULL TIME

Portarlinton Further Education and Training Centre is an approved partner of Accounting Technicians Ireland and also a Sage Certified Training centre. Accounting Technicians Ireland awards two nationally and internationally recognised qualifications:

1. Certificate for Accounting Technicians.

2. Diploma for Accounting Technicians.

The Certificate for Accounting Technicians is awarded upon successful completion of the First Year and the Diploma for Accounting Technicians is awarded upon successful completion of both the First and Second Year, plus the completion of the Work Experience requirements.

3. Work Experience requirements are based on Learning Outcomes and Assessments criteria of the units which make up the Accounting Technicians of Ireland Diploma for Accounting Technicians - www.accountingtechniciansireland.ie

One of our second year students has achieved 10th place in Ireland, in the Year 2 Summer Examinations, 2016.

Year 1 - Award: Certificate for Accounting Technicians

The four subjects in Year 1 give students a solid foundation of business and accounting.

Subjects Financial Accounting | Taxation | Law and Ethics | Business Management

Entry Requirements, Centre Requirement: Leaving Certificate, Business Administration QQI level 5 or equivalent standard of education. All entry is subject to interview. Included in the Admission process is an interview followed by an online assessment in Maths and English.

Frequency Year 1: Monday, Tuesday & Wednesday students are in the class room. Thursday and Friday students are placed on work experience.

Venue Portarlinton Further Education and Training Centre

Contact Margaret on 057 8623161 / email mmorrin@loetb.ie www.portarlintonaec.ie

Fee VTOS Students have no course or book fees. A €100 non-refundable centre registration fee applies. Course fees may apply to non VTOS students.

All students will have to pay the following fees to the Accounting Technicians of Ireland before commencement of the programme: Registration Fee, Examination Fees, Referral Fees and Exemption Fees plus course materials have to be paid by non VTOS students. For more information please log onto www.accountingtechnicianireland.ie

VTOS students must be eligible under the VTOS Scheme – see page 81

Year 2 - Award: Diploma for Accounting Technicians

Graduates of the 2nd year course may gain direct entry to Year 3 of the Bachelor of Business Studies (Accountancy) part time course accredited by the Institute Public Administration, a registered college of University College Dublin. (Log onto www.ipa.ie)

Subjects Advance Financial Accounting | Advance Taxation | Management Accounting | Integrated Accounting Systems

Entry Requirements Students must have successfully completed the Certificate for Accounting Technicians.

Venue Portarlinton Further Education and Training Centre

Frequency Year 2: Monday and Friday students are placed on work experience. Tuesday, Wednesday and Thursday students are taking lectures in the classroom.

Contact Margaret on 057 8623161 / email mmorrin@loetb.ie www.portarlintonaec.ie

Fee Non-refundable centre registration fee: €100.00.

VTOS Students have no centre course fees to pay and course books are free. Fees may apply to non VTOS students, please contact the centre.

Every student will have to pay the following fees before commencement of the programme to the Accounting Technicians of Ireland: Registration Fee, Examination Fees, Referral Fees and Exemption Fees plus course materials have to be paid by non VTOS students. For more information please log onto www.accountingtechnicianireland.ie

VTOS students must be eligible under the VTOS Scheme – see page 81

Accounting Technician students,
with tutor Tom.



Portarlinton

Business Management (QQI level 6)

FULL TIME OPTION

This module aims to provide learners with knowledge and understanding of the role and function of management in the business environment, in addition to developing effective management skills.

Progression Options Graduates could progress to University to complete Level 7 and Level 8 courses. Successful graduates could also seek out management roles in an office based environment.

Subjects Business Management | Communications | Work Experience | Human Resource Management | Employment Law | Marketing Management | Business Law | Bookkeeping - Manual and Computerised

Entry Requirements Leaving Certificate, Business Administration QQI Level 5 or equivalent standard of education. Included in the Admission process is an interview followed by an online assessment in Maths and English.

Venue Portarlinton Further Education and Training Centre

Frequency Full-time VTOS Programme: 5 days per week, over 1 year

Contact Margaret on 057 8623161 / email mmorrin@loetb.ie www.portarlintonaeac.ie

Fee Non-refundable centre registration fee: €100.00.

VTOS students must be eligible under the VTOS Scheme – see page 81

PART TIME OPTION

Modules on Offer for the Academic Year 2017/2018

Communications | Work Experience | Business Law | Bookkeeping - Manual and Computerised.

Entry Requirements Leaving Certificate, Business Administration QQI Level 5 or equivalent standard of education. Included in the Admission process is an interview followed by an online assessment in Maths and English.

Venue Portarlinton Further Education and Training Centre

Course Fees: Contact the centre.

Contact Margaret on 057 8623161 / email mmorrin@loetb.ie www.portarlintonaeac.ie

Fee (BTEI programme) Non-refundable centre registration fee: €100.00

Students must be eligible under the BTEI - see page 80

Childcare Education and Training Support Programme (CETS)

To avail of the CETS childcare programme learners must be a current registered student of the Centre and satisfy the terms and conditions as outlined in the directory of childcare services for County Laois. Further information can be obtained from www.laoischildcare.ie

Portlaoise FETC

Absolute Beginner Computer Course

PART TIME

This is a basic introduction to computers for complete beginners: how to turn it on, use the mouse and keyboard, how to save and how to go online.

Venue Portlaoise Further Education and Training Centre.

Frequency Wednesday mornings 11:30am-12:30pm, for 15 weeks.

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for this course.

Beginner Computers

PART TIME

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

Venue Portlaoise Further Education and Training Centre.

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

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for this course.

Driver Theory Test Preparation

PART TIME

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.

Venue Portlaoise Further Education and Training Centre.

Frequency Wednesday 3:30 – 4:30pm, for 10 weeks.

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for this course.

English for Speakers of Other Languages (ESOL)

PART TIME

The following courses are available:

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

Venues Portlaoise Further Education and Training Centre.

Frequency Two mornings, afternoons or evenings, depending on level.

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for the beginner to elementary courses. A small book fee may apply for higher level courses.

Family Learning Courses

Irish for Parents **PART TIME**

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.

Frequency Tuesdays 9am-10am, 26th Sept. - 5th Dec., 2017

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for this course.

Creative Writing & Art **PART TIME**

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 literacy 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.

Frequency Wednesday and Friday 9-11am, for 12 weeks.

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for this course.

Give Maths a Go! **PART TIME**

Basic Maths classes that help the learner to improve their everyday Maths skills. It 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.

Venue Portlaoise Further Education and Training Centre.

Frequency 1 morning/afternoon/evening per week.

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for this course.

Intensive Tuition in Adult Basic Education **PART TIME**

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

Venue Portlaoise Further Education and Training Centre.

Frequency Tuesday and Thursday, mornings

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for this course.

Introduction to iPad and Apps **PART TIME**

The iPad is transforming the way we communicate and learn. Get the most from an iPad by joining this 12 week introductory course: learn about facetime, email and browse the web, learn to take photos and videos, learn to download music, learn to set up an iTunes account and learn how to download and use Apps.

Venue Portlaoise Further Education and Training Centre.

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Frequency 1 afternoon per week, for 15 weeks.

Fee There is no fee for this course.

Literacy Classes **PART TIME**

This course is aimed 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.

Venue Portlaoise Further Education and Training Centre and other outreach centres across the county.

Frequency One-to-one: 1-2 hours per week.

Group Tuition: 2-4 hours per week.

Offered morning, afternoon or evening.

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for this course.

Maths for Trades **PART TIME**

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.

Venue Portlaoise Further Education and Training Centre.

Frequency Wednesday 6:30pm-8:30pm

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for this course.

Pre-Level 3 Communications **PART TIME**

For those who have completed QQI Level 2 Reading and Writing and would like to develop their literacy skills before progressing to Level 3 Communications.

Venue Portlaoise Further Education and Training Centre.

Frequency Monday and Friday, mornings

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for this course.

Healthy Living (QQI Level 2) PART TIME

This course is for anyone who left school early and wants to learn about healthy eating, exercise and relaxation. If someone wants to look at healthy eating and kick some old habits or just has an interest in healthy living this is the course for them.

Venue Portlaoise Further Education and Training Centre.

Frequency Wednesday and Friday 9:30-11:00am and 11:30- 1:00pm, for 30 weeks, Sept-June.

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for this course.

Learning Through Gardening (QQI Level 2) PART TIME

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

Venue Portlaoise Further Education and Training Centre.

Frequency 2 afternoons per week 1:30-3:30, for 30 weeks Sept-June.

Fee There is no fee for this course.

Art and Design (QQI Level 3) PART TIME

This course is for learners who want to do Art & Design, Digital Media, Pyrography and Digital Photography.

Venue Portlaoise Further Education and Training Centre.

Frequency Monday 9:30am-11:00am & 11:30am-1pm

Wednesday 9:30am-11:30am and 12pm-2pm, for 30 weeks, Sept -June.

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for this course.

Electrical Skills (QQI Level 3) PART TIME

This is 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 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
- Adhering to appropriate health and safety standards

Venue Portlaoise Further Education and Training Centre.

Frequency Wednesday 7 - 9:30pm and Thursday 9 - 11:30am

Sept. '17 – Feb. '18.

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for this course.

Employment Skills (QQI Level 3) PART TIME

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

Subjects Maths, Retail Skills and Communications.

Venue Portlaoise Further Education and Training Centre.

Frequency 2 days per week 9:30am-2:30pm, for 20 weeks, Sept '17 -Feb '18.

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for this course.

English/Communications (QQI Level 3) PART TIME

Classes to help students improve their personal and workplace communication skills in areas such as reading, writing, using the internet and sending emails, and leading to a QQI Level 3 Communications Certificate.

Venue Portlaoise Further Education and Training Centre.

Frequency 1 morning/afternoon/evening per week.

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for this course.

Managing Personal Finances and Budgeting (QQI Level 3) PART TIME

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.

Venue Portlaoise Further Education and Training Centre.

Frequency Wednesday & Friday, 9:30-11:30 for 30 weeks, Sept '17-June '18.

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for this course.

Maths (QQI Level 3) PART TIME

This course is for anyone who wants to build on basic maths skills. It covers fractions, decimals, percentages, money, area and volume, solving basic equations, collecting and interpreting data.

Venue Portlaoise Further Education and Training Centre.

Frequency 1 morning/evening per week.

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for this course.

Office Skills and Computers (QQI Level 3) PART TIME

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

Subjects Office Procedures and Word Processing

Venue Portlaoise Further Education and Training Centre.

Frequency 2 days per week 9:30 – 11:30 Thursday & Friday, 30 weeks Sept-June '18.

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for this course.

Employment Skills (QQI Level 4) PART TIME

This course is an entry point for adults who have completed the Junior Certificate and want to achieve a full QQI Level 4 Award but have not completed their Leaving Certificate.

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

Venue Portlaoise Further Education and Training Centre.

Frequency 2 days per week 9:30 – 4:30, for 36 weeks.

Students also have the option of completing single modules.

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Fee There is no fee for this course.

Leaving Certificate English (Ordinary Level) PART TIME

This course is for anyone who would like to study poetry, short stories, essay writing and sit the Leaving Cert 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 failed 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.

Venue Portlaoise Further Education and Training Centre.

Contact Kathleen on 057 8661338 or email kdunne@loetb.ie

Frequency Mondays 7:00-9:30pm, Sept 18th '17 – 28 May '18

Fee There is no fee for this course.

Hospitality Traineeship (QQI Level 5) FULL TIME

Links to Employment in Local Hotels and to 3rd Level in AIT

Are you interested in a career in the hospitality industry? This one-year, full-time programme will give you the unique opportunity to study hospitality at QQI Level 5 and to gain valuable work experience in hotels, restaurants, bars and tourist attractions through our links with local employers, this will significantly increase your employment prospects. During the programme you will get the opportunity to attend 10 sampling days in the Culinary Arts Kitchen and Training Restaurant in Athlone Institute of Technology (AIT).



Progression Options We have direct progression links to AIT Diploma in Restaurant Management, Higher Certificate in Culinary Arts, Higher Certificate in Bar Supervision, BA in Hotel and Leisure Management, BA in Spa and Wellness Management & Hospitality Management

Subjects Restaurant Skills | Accommodation Techniques | Beverage Service | Restaurant Hospitality | Licensed Trade Law | Personal Effectiveness | Work Practice | Customer Service | Word Processing

Entry Requirements Students will be subject to an interview and an online assessment in Maths and English.

Venue Portlaoise Further Education and Training Centre

Frequency 5 days per week (including work placement, company visits, practical assessments) - 1 year

Contact Eileen on 057 9349431 / 085 8773754 email ekennaquinn@loetb.ie

Fee €100 non-refundable centre registration fee

Students may be eligible under the VTOS programme, refer to page 81

Youthreach Portlaoise FULL TIME

Youthreach is the Department of Education and Skills Official education, training and work experience programme for young people who have left school early. The Programme aims to develop the core skills needed for further learning and to prepare young people to progress to further education/training or to employment.

Youthreach Portlaoise is open to young people aged 15-21 who have left school early and have few or no qualifications. Youthreach Portlaoise offers a part time programme called pre Youthreach at QQI Level 2 and a range of full time courses at Level 3 & 4.

Venue Portlaoise Further Education & Training Centre, Tower Hill

Subjects Range of subjects are outlined on page 81.

Frequency 1-3 years

Contact Anne on 057 8681005 /email amalone@loetb.ie

Portlaoise Youthreach enjoying a fun day at the Zoo, as part of the Summer Programme, June 2016



Course	Commence	Time	Day	Duration	Fee
HEALTHCARE					
QQI Level 5					
Care Support	Sept '17	6.30-9.30pm	Wed	14 wks	*€150
Infection Prevention & Control	Sept '17	6.30-9.30pm	Mon	14 wks	*€150
Palliative Care	Jan '18	6.30-9.30pm	Wed	14 wks	*€150
Safety & Health at Work	Jan '18	6.30-9.30pm	Mon	14 wks	*€150
CHILDCARE					
QQI Level 5					
Special Needs Assisting	Sept '17	6.30-9.30	Wed	14 wks	€150
QQI Level 6					
Special Needs Assisting	Jan '18	6.30-9.30pm	Wed	14 wks	€200
BUSINESS & COMPUTERS					
QQI Level 4					
Spreadsheet Methods	Sept '17	6.30-9.30pm	Mon	14 wks	€150
QQI Level 5					
Payroll, Manual & Computerised	Sept. '17	6.30-9.30pm	Wed	14 wks	€150
Payroll, Manual & Computerised	Jan. '18	6.30-9.30pm	Wed	14 wks	€150
ENGLISH LANGUAGE					
IELTS (The International English Language Testing System)	Sept '17	6.30-9.30	Wed	14 wks	€150

*Learners may be eligible for BTEI funding for these courses, contact the centre for more information.

For further information contact T: 057 866 1338 or E: portlaoisefet@loetb.ie

HOBBY & RECREATIONAL COURSES

Art	Sept. '17	7.30-9.30pm	Mon	8 wks	€100
Bridge	Sept. '17	7.30-9.30pm	Mon	6 wks	€75
Crochet	Sept. '17	7.30-9.30pm	Mon	6 wks	€75
Pilates	Sept. '17	7:30-8:30pm	Mon	6 wks	€60
Set Dancing	Sept. '17	7.30-9.30pm	Mon	6 wks	€75
Sewing	Sept. '17	7:30-9:30pm	Mon	6 wks	€75
Spanish	Sept. '17	7.30-9.30pm	Mon	6 wks	€75



Enrollment Night: Monday 11th September 2017 from 7:30 to 8:30pm, in Portlaoise Further Education and Training Centre.
Fees Course fees must be paid in full prior to course commencement. Fees are non-refundable.
Course Commencement: September 2017

Other Training Courses in Portlaoise

Specialist Training Programmes

A Specialist Training Programme (STP) delivers training courses to people with disabilities who require more intensive support than would be available in non-specialist training provision.

How to Apply If you are interested in completing a Specialist Training Programme contact the NLN Centre below:

Dublin Road - Portlaoise - Co. Laois

Area Manager: Liz White T: 057 862 12673 E: portlaoise@nlm.ie W: www.nlm.ie

Applied Science - Laboratory Techniques (QQI Level 5)

FULL TIME • LINKS TO 3RD LEVEL

This is a one-year full time pre-university science course. The course will allow the student to learn and practice some of the key scientific skills needed at third level. The course will give students the opportunity to develop their knowledge and confidence in a range of science subjects including biology, anatomy, chemistry and material science.

The mathematics element allows students to bring their mathematics levels up to the competence relevant to their intended third level course. As well as developing a grounding in science, students will also develop team work and effective communication skills on this course.

Links to 3rd Level Graduates may pursue science certificate or degree courses in UCD, TCD, DCU, Maynooth University, DIT, IT Blanchardstown, UCC as well as other IT Colleges around the country or in the UK. This course also provides students the opportunity to apply to sport science related courses including strength and conditioning and sports rehabilitation.

Modules Anatomy & Physiology | Biology | Chemistry | Communications | Criminology | Laboratory Skills | Mathematics | Work Experience

* Modules subject to change

Entry Requirements Leaving Certificate or equivalent standard of education.

Venue Portlaoise Institute

Frequency 5 days per week

Contact Mary Marum on 057 8621480/ email mmarum@portlaoisecollege.ie

Fee PLC fees are outlined on www.portlaoisecollege.ie/certificate-in-applied-science-forensics

Applied Social Studies (QQI Level 5) FULL TIME

This PLC course is designed to enable students to enable students to develop the knowledge and skills relevant for careers in youth, community and social work, pastoral care, care provision and teaching. Learners who successfully complete this course may apply to related courses at third level.

Progression Options Successful QQI Level 5 Award holders may apply for places in Third Level Colleges, to further their education. Students are eligible to apply for the Advanced Certificate in Social, Health & Community Studies in Portlaoise Institute.

Modules Psychology | Social Studies | Intercultural Studies | Legal Practice and Procedures | Care Support | Communications | Human Growth and Development | Word Processing | Work Experience

Entry Requirements Leaving Certificate or equivalent standard of education

Venue Portlaoise Institute

Frequency 5 days per week

Contact Patrick Travers on 057 8621480/email ptravers@portlaoisecollege.ie

Fee PLC fees are outlined on <http://www.portlaoisecollege.ie/plc/applied-social-studies>

Business Administration - Clerical (QQI Level 5) FULL TIME

The main aim of this PLC course is to provide students with the skills and knowledge to effectively respond to everyday business situations. Students will be eligible to work in a wide range of business organisations upon completion of the course or further their education by applying for a Business related course in any Third Level College in Ireland.

Progression Options Students who successfully complete this course may apply to Third Level Institutes and Colleges through the

QQI Higher Education Links Scheme.

Modules Business Administration | Applied Economics | Marketing Practice | Customer Service | Work Experience | Bookkeeping – Manual & Computerised | Database Methods | Text Production | Word Processing

Entry Requirements Leaving Certificate or equivalent standard of education.

Venue Portlaoise Institute

Frequency 5 days per week

Contact Mary Ahern on 057 8621480/email mahearn@portlaoisecollege.ie

Fee PLC fees are outlined on <http://www.portlaoisecollege.ie/plc/business-studies>

Childhood Studies with Special Needs Assistant - Early Childhood Care Education (QQI Level 5) FULL TIME

This course is designed to develop the communication, intellectual, practical and caring skills essential for people working with children (0-6 years). This course offers the opportunity to gain a Childcare and Special Needs Assistant qualification.

Progression Options Successful QQI Level 5 Award holders may apply for places in Third Level Colleges. Students may also progress onto the Advanced Certificate in Supervision in Childcare – QQI Level 6.

Modules Child Development | Early Care and Education Practice | Children with Additional Needs | Child Health and Well Being | Customer Service | Creative Arts for Early Childhood | Word Processing | Work Experience

Entry Requirements Leaving Certificate or equivalent standard of education

Venue Portlaoise Institute

Frequency 5 days per week

Contact Sandra Duggan on 0578621480/email sduggan@portlaoisecollege.ie

Fee PLC fees are outlined on www.portlaoisecollege.ie/plc/certificate-in-childhood-studies-with-special-needs-assistant

* Course completion is reliant on Garda Vetting.

Computer Science - Software Development (QQI Level 5) FULL TIME

This one-year course in Computer Science is designed to enable students gain a broad understanding of Information Technology. It is aimed at students of Leaving Certificate standard and leads to a QQI Level 5 Certificate in Software Development.

Progression Options Students who successfully complete this course may gain entry to Third Level Institutes and Colleges through the QQI Higher Education Links Scheme or on the basis of mature student status. Students typically go on to further study in colleges such as Carlow and Athlone IT and in some cases set up their own web business or progress directly to employment.

Modules Fundamentals of Object Orientated Programming | Software Architecture | Communications | Work Experience | Database Methods | Web Authoring | Programming & Design Principles | Spreadsheets Methods | Mathematics

Entry Requirements Leaving Certificate or equivalent standard of education

Venue Portlaoise Institute

Frequency 5 days per week

Contact Darren Stones on 057 8621480/ email dstones@portlaoisecollege.ie

Fee PLC fees are outlined on www.portlaoisecollege.ie/plc/information-technology

Digital Creative Media (QQI Level 5) FULL TIME

Have you an interest in digital media? Would you like to broaden your creative computer skills? Digital creative media with animation is the course for you. This PLC course enables you to correctly use a digital camera and

all the settings, and to access Photoshop cs6 and edit images and designs to the highest standard. You will work with animation, storyboarding, stop motion, claymation and so on. You will also learn a broad range of drawing skills.

Progression Options Students who successfully complete this course will be prepared for courses in AIT, IADT, Clonmel LIT, CIT, etc.

Modules Scriptwriting | Computer Illustrated Graphics | Personal Effectiveness | Animation Drawing Studies | Digital Photography | Graphic Design | Image Processing | Drawing | Work Experience

Entry Requirements Leaving Certificate or equivalent standard of education

Venue Portlaoise Institute

Frequency 5 days per week

Contact Aileen Phelan on 057 8621480 / email aphelan@portlaoisecollege.ie

Fee PLC fees are outlined on www.portlaoisecollege.ie/plc/certificate-in-art-and-digital-media

Engineering Technology (QQI Level 5)

FULL TIME • LINKS TO 3RD LEVEL

The one year PLC engineering course aims to equip students with the necessary practical skills for employment in the engineering industry or as a foundation for students who wish to pursue further studies in electronic or mechanical engineering in a Third Level Institution.

Progression Options A range of programmes at Higher Level Institutions such as IT Carlow - Apprenticeships – mechanical and electrical areas. Progression links are possible with this course to some Higher Education Institutions

through the QQI Higher Education Links Scheme or as a mature student.

Modules Engineering Workshop Processes | Customer Service | Mathematics | Work Experience | Computer Aided Draughting (2D) | Materials Science | Safety & Health at Work | Engineering Workshop Theory

Venue Portlaoise Institute

Frequency 5 days per week

Contact Joe Gleeson on 057 8621480 / email jgleeson@portlaoisecollege.ie

Fee PLC fees are outlined on www.portlaoisecollege.ie/engineering-technology

Hairdressing (QQI Level 5)

FULL TIME

This full time intensive course in Hairdressing is designed to provide students with the professional techniques and related knowledge required for employment in the specialized Hairdressing industry. Students will gain recognized professional qualifications. The course provides a learning environment for both theory and practical skills in a modern fully equipped college hairdressing salon.

Progression Options Having successfully completed this Certificate, students may progress to the Advanced Certificate in Hairdressing course, also provided at the Institute. Students may also enter employment in the Hairdressing industry.

Modules Hairdressing Theory and Practice | Hairdressing Science | Customer Service | Safety & Health at Work | Work Experience | Beauty Industry Ethics and Practice | Personal Effectiveness | Creative Styling

Awards:

- QQI Level 5 Certificate in Hairdressing
- Department of Education and Skills: Junior Trade Certificate in Hairdressing

Entry Requirements Leaving Certificate or equivalent standard of education.

Venue Portlaoise Institute

Frequency 5 days per week

Contact Julia Mullally on 057 8621480/email jmullally@portlaoisecollege.ie

Fee PLC fees are outlined on www.portlaoisecollege.ie/plc/hairdressing

Healthcare Support (QQI Level 5) FULL TIME

To respond to the growing demand in our community for skilled care workers, this PLC course will facilitate students to acquire the knowledge and skills necessary for a career in this field of work. This qualification enables graduates to work in nursing homes, day care centres, and residential homes or as agency care workers within the community.

Career Opportunities Successful graduates will be able to obtain employment as healthcare workers in hospitals, nursing homes, community day services and as home-help support.

Modules Care Support | Safety & Health at Work | Care Skills | Customer Service | Work Experience | Infection Prevention and Control | Care of the Older Person | Palliative Care Support | Occupational First Aid | Word Processing

Awards

- Certificate in Healthcare Support – QQI Level 5
- Certificate in Patient Handling (at an additional cost)
- Certificate in Manual Handling (at an additional cost)

Entry Requirements Leaving Certificate or equivalent standard of education

Venue Portlaoise Institute

Frequency 5 days per week

Contact Breda Ladd on 057 8621480/email bladd@portlaoisecollege.ie

Fee PLC fees are outlined on www.portlaoisecollege.ie/plc/healthcare-assistantsupport

* Course completion is reliant on Garda Vetting Process.

Nursing Studies (QQI Level 5) FULL TIME

This course aims to provide the student with the necessary knowledge and experience to continue on to a nursing career at third level. It will provide students with the necessary skills and knowledge to enable them to work as a Healthcare Assistant in hospitals and in nursing homes.

Progression Options Successful graduates of this course may apply for places in nursing at Third Level Colleges and Universities in Ireland and the UK to further their education.

Modules Anatomy and Physiology | Human Growth and Development | Nursing Theory & Practice | Care Skills | Care of the Older Person | Infection Prevention and Control | Occupational First Aid | Communications | Word Processing | Work Experience

Awards:

- Certificate in Nursing Studies – QQI Level 5
- Certificate in Occupational First Aid (at an additional cost)
- Certificate in Manual Handling (at an additional cost)

Entry Requirements Leaving Certificate or equivalent standard of education.

Venue Portlaoise Institute

Frequency 5 days per week

Contact Dolores O'Brien on 057 8621480/email dobrien@portlaoisecollege.ie

Fee PLC fees are outlined on www.portlaoisecollege.ie/plc/nursing-studies

* Course completion is reliant on Garda Vetting.

Security Studies with Criminology (QQI Level 5)

FULL TIME

This one-year course leading to a QQI Level 5 Certificate in Security Studies is designed to prepare students for employment in the highly specialised security industry. It introduces the learner to a range of personal and professional qualities required of a security person, an understanding of the relevant legislation, regulations and standards in the Irish private security industry and the skills necessary to obtain employment in the industry.

Progression

Previous students have achieved direct employment in static guarding, mobile security patrols, retail security and security for special events. Also students have gained entry into the Defence Forces and the Irish Navy. This course gives the learner a valuable insight on how to set up your own security company. Students who successfully complete this course may gain entry to the Garda Síochána, Prison Service, Third Level Institutes and Colleges through the QQI Higher Education Links Scheme. Students who complete this award are eligible to apply for membership of the Private Security Authority of Ireland (PSA).

Modules Security Industry Procedures | Legal Practice and Procedures | Safety & Health at Work | Criminology | Customer Service | Occupational First Aid | Word Processing | Work Experience | Business Administration | Retail Security

Entry Requirements Leaving Certificate or equivalent standard of education

Venue Portlaoise Institute

Frequency 5 days per week

Contact Keith McClearn on 057 8621480/email kmcclearn@portlaoisecollege.ie

Fee PLC fees are outlined on www.portlaoisecollege.ie/plc/security-criminology

Sports – Leisure Management (Sports, Recreation and Exercise) (QQI Level 5)

FULL TIME

This one-year PLC course has been developed to provide graduates with a broad knowledge and practical-skills base, including the exciting new opportunity to take their professional gym instructor qualification to either gain employment or progress to higher studies QQI.

Progression Options Students are eligible to apply for places on a wide range of Higher Certificate and Degree Courses through the QQI Higher Education Link Scheme, in areas including Sport & Recreation, Health & Fitness, Sport Coaching, Leisure Management and Physical Education.

Modules Exercise and Fitness | Sport and Recreation Studies | Customer Service | Work Experience | Occupational First Aid | Leisure Facility Administration | Sport Anatomy & Physiology | Exercise and Fitness | Sport and Injury Prevention | Adventure Activities | Word Processing

Awards:

- Certificate in Sport & Recreation – QQI Level 5
- Certificate in Occupational First Aid (at an additional cost)
- ITEC Certificate in Gym Instruction
- Physical Activity Leaders Award – Irish Sports Council

Entry Requirements Leaving Certificate or equivalent standard of education

Venue Portlaoise Institute

Frequency 5 days per week

Contact Sandra Molloy on 057 8621480/email smolloy@portlaoisecollege.ie

Fee PLC fees are outlined on www.portlaoisecollege.ie/plc/leisure-management/

Portlaoise Institute Sigerson Cup Gaelic Football Team 2016/17



Diploma in Beauty Therapy FULL TIME

This is a one-year full time course with practical experience. It leads to an internationally recognised Professional Qualification. It is ideal for those who wish to pursue a career in Beauty Therapy and the beauty related industry. Students will work with professional skincare and make up products during their training. Students will need to attend salons/spas for work experience during their training course.

Modules Anatomy & Physiology | Skincare & Eye Treatments | Electrical Treatments | Makeup | Waxing | Manicure and Pedicure | Professional Conduct & Business Awareness | Work Experience

Entry Requirements Leaving Certificate or equivalent standard of education.

Venue Portlaoise Institute

Frequency 5 days per week

Fees are outlined on www.portlaoisecollege.ie/plc/beauty

Contact Doireann Burke on 057 8621480 / email dburke@portlaoisecollege.ie

Awards

- Diploma in Beauty Specialists – ITEC, CIBTAC Award
- Diploma in Facial Electrical Treatments – ITEC, CIBTAC Award

*Modules and Examining Bodies subject to change

Students receiving their Dept. of Education Junior Trade Hairdressing Certs 2016



Advanced Diploma in Beauty Therapy FULL TIME

This is a one-year course with practical experience. It leads to an internationally recognised professional qualification. A prerequisite for progression onto this course is dependent on attainment of CIBTAC and/or ITEC Beauty Specialist and Facial Electrical treatments and successful completion of an interview. Students will need to attend salons/spas for work experience throughout the course.

Subjects Anatomy and Physiology | Figure Analysis | Diet & Exercise | Body Electrical Treatments | Swedish Massage | Cosmetic Chemistry/Dermatology | IPL/Laser | Reflexology | Work Experience

Fees are outlined on www.portlaoisecollege.ie/diploma-in-advanced-beauty-therapy

Entry Requirements Leaving Certificate or equivalent standard of education. Applicants must have completed Year 1 in Beauty Therapy in order to progress to Year 2.

Venue Portlaoise Institute

Frequency 5 days per week (2 days work placement) Year 2

Contact Doireann Burke on 057 8621480 / email dburke@portlaoisecollege.ie

Awards

- Diploma in Body Treatments – ITEC Award,
- Diploma in Reflexology – ITEC Award,
- Diploma in Body Therapy – CIBTAC Award.

Awarding Bodies:

CIDESCO – CIBTAC – ITEC – QQI

*Modules and Examining Bodies subject to change

Advanced Certificate in Hairdressing FULL TIME

The Advanced Certificate in Hairdressing is specially designed for students who wish to pursue their career in hairdressing, having successfully completed the Certificate in Hairdressing course. This course requires college attendance and salon experience. Students will gain international recognized professional qualifications. It is a full time intensive course including practical industry experience. Students can develop their skills to an advanced level with emphasis on creativity. The course provides a learning environment for both theory and practical skills in a modern fully equipped hairdressing salon.

Modules Hairdressing Theory and Practice | Hairdressing Science | Work Experience | Barbering Techniques | Bridal Hair | Personal Health & Wellbeing | Human Resources

Awards

- Department of Education and Skills: Senior Trade Certificate in Hairdressing
- ITEC International Diploma in Hairdressing
- QQI Level 5 Barbering Techniques

Progression Having successfully completed the Advanced Certificate in Hairdressing course, students may enter employment in the Hairdressing Industry as a stylist.

Entry Requirements

The Advanced Certificate in Hairdressing is aimed at students who have successfully completed the Certificate in Hairdressing. Students with relevant industry experience are assessed on their merits, therefore do not require the above certification.

Venue Portlaoise Institute

Frequency 3 days per week, plus 2 days work placement

Contact Julia Mullally on 057 8621480 / email jmullally@portlaoisecollege.ie

Fees are outlined on www.portlaoisecollege.ie/advanced-certificate-in-hairdressing

APPLY NOW
www.loetb.ie

Advanced Certificate in Social, Health & Community Studies (QQI Level 6)

FULL TIME

The Advanced Certificate in Social, Health and Community Studies is designed to provide an understanding of the many roles of a Social Care Worker. The main objective of the course is to develop the learners knowledge and skills in the area of Social Care. Learners who successfully complete the course may apply for Third Level courses in Social Care. Fifteen credits required to successfully complete this course can be carried from Level 5 courses.

Modules Rehabilitation Practice | Disability Awareness | Person Centred Planning | Health Promotion | Communications | Mental Health Awareness | Work Experience

Entry Requirements Applicants must have successfully completed a Level 5 in a relevant course.

Progression Options

Students who successfully complete this course are eligible to apply for a place on Year 2 of Bachelor of Arts Applied Social Studies (Professional Social Care) which is offered in collaboration with IT Carlow in Portlaoise Institute.

Venue Portlaoise Institute

Frequency 3 days per week + 2 days Work Placement

Contact Breda Ladd on 057 8621480 email bladd@portlaoisecollege.ie

Fee PLC fees are outlined on www.portlaoisecollege.ie/advanced-certificate-in-social-health-and-community-studies

* Course completion is reliant on Garda Vetting.

Advanced Certificate in Sports Personal Training & Leisure Specialist (Sports, Recreation and Exercise) (QQI Level 6)

FULL TIME

This award aims to give graduates an advanced level of knowledge and industry qualifications. This course is run over three days per week with a further two days spent in industry work placement. Students who successfully complete this course will be able to apply to related courses at third level or to employment in the leisure industry. Students are eligible to apply for places on a wide range of Higher Certificate and Degree Courses in areas including Sport & Recreation, Health & Fitness, Sport Coaching, Leisure Management and Physical Education.

Progression Options

Students are eligible to apply for places on a wide range of Higher Certificate and Degree Courses through the QQI Higher Education Link Scheme, in areas including Sport & Recreation, Health & Fitness, Sport Coaching, Leisure Management and Physical Education.

Modules

Sports Industry Practice | Team Leadership | Work Experience | Health Promotion | Sports Nutrition | Sport Psychology | Event Management | Personal Training/Fitness Instruction Studies | Exercise & Fitness

Awards:

- Certificate in Sport & Recreation – QQI Level 5
- Certificate in Occupational First Aid (at an additional cost)
- ITEC Certificate in Gym Instruction
- Physical Activity Leaders Award – Irish Sports Council

Entry Requirements Applicants must have successfully completed a relevant course at QQI Level 5

Venue Portlaoise Institute

Frequency 3 days per week, plus 2 days placement

Contact Sandra Molloy on 057 8621480/email smolloy@portlaoisecollege.ie

Fee PLC fees are outlined on <http://www.portlaoisecollege.ie/level-6-advanced-certificate-personal-training-leisure-specialist-award>

* Course completion is reliant on Garda Vetting.

Bachelor of Arts – Applied Early Childhood Education & Care (QQI Level 7) in collaboration with IT Carlow PART TIME

In order to obtain higher capitation from the Department of Children & Youth Affairs a service must be able to show that all the required Pre-school Leaders in the service hold a major award at Level 7 on the NFQ or equivalent in childhood / early education and have at least 3 years' experience in the childcare sector. Candidates with a full Level 6 award in Supervisory Childcare and a minimum of 3 years full-time practice experience are eligible to apply.

Entry requirements To be eligible for consideration applicants must hold a minimum full QQI Level 6 qualification in childcare and have at least 3 years full-time practice experience. All applicants will be considered on a case by case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.

Subject Pedagogy & Curriculum | The Philosophy in Early Childhood | Outdoor & after School | Education & Care | Psychology of Children & Childhood | Children's Literature in Early Childhood | Work based learning | Literacy, Numeracy, Science & Technology in Early Childhood Education & Care

Frequency One-year - 2 nights per week 7.00 - 10.00pm, plus approximately 6 Saturdays

Fees Contact Portlaoise Institute

Contact Patricia Cullen on 057 8621480 or e-mail pcullen@portlaoisecollege.ie

Awarded by IT CARLOW and delivered within IT CARLOW

IT Carlow and Portlaoise Institute uses the Garda Central Vetting Unit (GCVU) vetting service to assess the suitability of all applicants. Therefore, offers on this programme are conditional and could subsequently be withdrawn if applicants do not meet the Garda Vetting requirements.

Bachelor of Arts - Applied Social Studies (Professional Social Care) (QQI Level 7) In collaboration with IT Carlow

PART TIME

The aim of this two-year programme is to develop graduates who are equipped with sufficient knowledge and skills in social care practice to enable them to make a professional contribution to communities, groups, societies and organisations both nationally and internationally and to prepare graduates for further academic education. All successful applicants will have to complete 800 hours of Supervised Professional Practice as part of this programme.

N.B. Because of the significant placement element to this programme the duration of the programme is dependent on whether the student is working in the social care sector or not.

Entry requirements All applicants must have successfully completed the Advanced Certificate in Social, Health & Community Studies (QQI Level 6). Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme. Applicants should currently or previously have been employed in a social care or related setting. Applicants without this experience will be expected to secure themselves an appropriate placement prior to commencement of the programme.

Awards Ceremony Sept. 2016

Subjects

Year 1 - Exemption for those learners who have completed the Advanced Certificate in Social, Health & Community Studies (QQI Level 6).

Year 2 - Mandatory Subjects Legal Studies | Supervised Professional Practice | Protection of Children & Vulnerable Persons | Disability Studies | Ageing Studies | Cognitive & Social Psychology | Sociology

Year 3 - Mandatory Subjects Legal Studies | Management for Social Care | Supervised Professional Practice | Social Research Studies | Creative Skills | Abnormal Psychology | Alternative to Home Care | Children & Families

Progression Students who successfully complete Year 2 may opt to exit with a Higher Certificate in Applied Social Studies (Professional Social Care). After successful completion of Year 2 and 3 students may opt to exit with a Level 7 Ordinary Degree.

Frequency 2 nights per week 7.00 - 10.00pm in Portlaoise Institute with some Saturdays throughout the year, over two years.

Fees Contact Portlaoise Institute

Contact Patricia Cullen on 057 8621480 or e-mail pcullen@portlaoisecollege.ie

Awarded by IT CARLOW and delivered within IT CARLOW

IT Carlow and Portlaoise Institute uses the Garda Central Vetting Unit (GCVU) vetting service to assess the suitability of all applicants. Therefore, offers on this programme are conditional and could subsequently be withdrawn if applicants do not meet the Garda Vetting requirements.



Basic Computers PART TIME

This course introduces the learner to the basic use of a personal computer, including using a software package, introduction to Internet and Email and keyboard skills.

Venue Tullamore Further Education and Training Centre

Frequency 1 morning or 1 evening per week

Contact Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

Fee There is no fee for this course.

Craft Patchwork PART TIME

This Course is suitable for people who have left school early and who are interested in learning the craft of patchwork. Students will work with different fabrics and threads, use a sewing machine, learn how to resize a design on a photocopier, use different craft tools and processes, display health and safety awareness around the craft and make a patchwork piece.

Venue Tullamore Further Education and Training Centre

Frequency 1 morning per week

Contact Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

Fee There is no fee for this course.

Dyslexia Workshop PART TIME

This workshop is for anyone who has Dyslexia and who wishes to learn about useful techniques, apps and other supports that they can use to make studying easier. A screening test service is also available at the Centre, for anyone who feels they may have dyslexia.

Venue Tullamore Further Education and Training Centre

Frequency 1 morning per week

Contact Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

Fee There is no fee for this workshop.

English as a Second Language (ESOL) PART TIME

This course aims to enable the learner to communicate socially and in work- related tasks in English. Levels available range from beginner to upper intermediate English.

Venue Tullamore Further Education and Training Centre

Frequency 1 or 2 mornings per week.

Contact Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

Fee There is no fee for this course.

Literacy and Numeracy Classes PART TIME

These classes are for those who feel they are struggling a little with their reading, writing, spelling and numbers and want to improve these skills.

Venue Tullamore Further Education and Training Centre

Frequency 1 morning or 1 evening per week

Contact Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

Fee There is no fee for this course

Junior Certificate Maths PART TIME

This course will provide the learner with the necessary knowledge to sit their Junior Certificate examination in Maths in June 2018.

Venue Tullamore Further Education and Training Centre

Frequency 1 morning or 1 afternoon per week

Contact Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

Fee There is no fee for this course

Maths (QQI Level 2 & 3) PART TIME

This course is for learners who struggle with Maths. The course will help to improve basic Maths skills, which will make using Maths in everyday situations easier.

Venue Tullamore Further Education and Training Centre

Frequency 1 morning per week

Contact Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

Fee There is no fee for this course.

Art & Design (QQI Level 3) PART TIME

This course explores different aspects of the visual arts, including use of different tools and media, communicating ideas visually, developing creativity and solving design problems.

Venue Tullamore Further Education and Training Centre

Frequency 1 morning or 1 evening per week

Contact Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

Fee There is no fee for this course.

Students receiving their QQI Level 2

Visual Art Award, with their tutor Rachel and Centre Manager Michelle.

Career Preparation (QQI Level 3) PART TIME

This course provides the learner with the knowledge and skills to identify and search for suitable employment.

Venue Tullamore Further Education and Training Centre

Frequency 1 morning per week.

Contact Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

Fee There is no fee for this course.

Desktop Publishing (QQI Level 3) PART TIME

This course is suitable for anyone who has completed a Level 3 Word Processing course or anyone who has intermediate computer skills. Students will plan the basic design and layout for a variety of publications for example cards, banners, newsletters etc. Skills learned will include formatting and enhancing text, proofreading and image formatting.

Venue Tullamore Further Education and Training Centre

Frequency 1 morning per week

Contact Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

Fee There is no fee for this course.



Digital Media (QQI Level 3)

PART TIME

This course is for anyone who has completed Level 2 Computer Skills or anyone who has basic computer skills. Students will learn to use and manage various digital media devices such as smart phones, digital cameras, video cameras etc, to access and handle digital media content and information.

Venue Tullamore Further Education and Training Centre

Frequency 1 morning or 1 afternoon per week

Contact Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

Fee There is no fee for this course.

Drawing (QQI Level 3) PART TIME

The purpose of this award is to equip the learner with the knowledge, skill and competence to explore drawing as a means of communication.

Objectives:

- Develop an understanding and appreciation of drawing elements
- Explore a range of drawing materials safely
- Communicate ideas effectively
- Develop personal qualities such as perseverance, initiative, creativity and visual awareness

Venue Tullamore Further Education and Training Centre

Frequency 2 mornings or 2 afternoons per week

Contact Maura on 057 9349424 / email mburke@loetb.ie

Fee There is no fee for this course.

Internet & Email Skills

(QQI Level 3) PART TIME

This course will provide the learner with the necessary knowledge and tools to be able to go online to find information and send an email confidently. Good basic computer skills are necessary.

Venue Tullamore Further Education and Training Centre

Frequency 1 morning or 1 evening per week

Contact Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

Fee There is no fee for this course.

Personal and Interpersonal Skills

(QQI Level 3) PART TIME

This is a personal development course that leads to a qualification at QQI Level 3. It is for people who wish to improve their confidence and self-esteem.

Venue Tullamore Further Education and Training Centre

Frequency 1 morning per week

Contact Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

Fee There is no fee for this course.

Retail Skills (QQI Level 3) PART TIME

This course aims to provide the learner with the ability to develop knowledge of the retail industry and employment opportunities in the retail sector.

Venue Tullamore Further Education and Training Centre

Frequency 1 morning or 1 afternoon per week

Contact Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

Fee There is no fee for this course.

Word Processing (QQI Level 3)

PART TIME

This course will enable the learner to type letters, edit and print documents.

Venue Tullamore Further Education and Training Centre

Frequency 1 morning or 1 afternoon per week

Contact Alison or Marina 057 9349424 / email amcevoy@loetb.ie / momalley@loetb.ie

Fee There is no fee for this course

Computer Applications

(QQI Level 4) PART TIME

This course introduces students to computer graphics, spreadsheets and databases.

Venue Tullamore Further Education and Training Centre

Frequency 1 morning per week, for 12 weeks

Contact Maura on 057 9349424 / email mburke@loetb.ie

Fee There is no fee for this course.

Information Technology Skills

(QQI Level 4) PART TIME

This course provides practical experience in data entry skills, word processing, file management and use of the internet.

Venue Tullamore Further Education and Training Centre

Frequency 1 morning or 1 afternoon per week, for 12 weeks

Contact Maura on 057 9349424 / email mburke@loetb.ie

Fee There is no fee for this course.

Post Leaving Certificate (PLC) Access Programme (QQI Level 4)

FULL TIME

NEW

Links to PLC Programmes and Employment

Are you interested in returning to education? This one-year programme is for anyone who is interested in returning to full time education and would like to explore subject options at a slower, more relaxed pace. The modules offered are an introduction to our in-house PLC programmes. During the year you will have the opportunity to sit-in on our PLC classes to sample the Level 5 Awards on offer. Related work experience is also a very important element of this programme. This is an ideal opportunity for entry into a related PLC programme or employment.

Progression Options On successful completion of this programme, students can apply for PLC Level 5 Programmes in Tullamore Further Education and Training Centre and the work experience module will open the door to employment opportunities.

Subjects Every Day Science | Communications | Computer Applications | Mathematics | Electronics | Work Experience | Team Working | Research and Study Skills

Entry Requirements Students will be subject to an interview and an online assessment in Maths and English.

Venue Tullamore Further Education and Training Centre

Frequency 5 days per week

Contact Eileen on 057 9349431 / 085 8773754 email ekennaquinn@loetb.ie

Fee €100 non-refundable centre registration fee
Students may be eligible under the VTOS programme, refer to page 81

APPLY NOW
www.loetb.ie

Pre-Apprenticeship

(QQI Level 3 and Level 4)

FULL TIME

Links to Apprenticeships and Employment

Are you interested in becoming an apprentice Electrician, Mechanic or Carpenter, but do not currently hold the minimum educational qualifications? This one-year programme is designed to offer a unique opportunity to gain practical, hands-on and classroom based introduction to these trades at QQI Level 3 and 4. There will also be an opportunity to gain work experience in your chosen trade and upon successful completion of the programme, our Apprenticeship Officers will support you in applying for an apprenticeship with locally approved employers. This is an ideal opportunity for entry into a related apprenticeship programme or employment.

Subjects Electrical Skills | Wood Craft | Motor Parts Servicing | Maths for Trade | Health & Safety in the Workplace | Team Working | Work Experience | Safe Pass

Entry Requirements Students will be subject to an interview and an online assessment in Maths and English.

Venue Tullamore Further Education and Training Centre

Frequency 5 days per week

Contact Eileen on 057 9349431 / 085 8773754 email ekennaquinn@loetb.ie

Fee €100 non-refundable centre registration fee

Students may be eligible under the VTOS programme, refer to page 81

NEW

Retail Skills (QQI Level 4)

PART TIME

This course is the entry point for students who have completed their Junior Certificate and who wish to progress to a full award at QQI Level 5, but have not completed their Leaving Certificate.

Progression Options On successful completion of this programme, students can progress onto a QQI Level 5 course of their choice.

Subjects Retail Skills | IT Skills | Maths | Stock Control | Workplace Safety | Work Experience | Personal Effectiveness

Venue Tullamore Further Education and Training Centre

Frequency 2/3 mornings/afternoons per week

Contact Maura on 057 9349424 / email mburke@loetb.ie

Fee There is no fee for this course.

Applied Science (Laboratory

Techniques) (QQI Level 5)

FULL TIME

Links to 3rd Level

This one-year Post Leaving Certificate Programme is a foundation for students who wish to pursue further studies in Science in a Third Level Institution or who require a Science subject or Mathematics to progress to Third Level Education.

Job Options Graduates of this PLC programme are eligible to apply for positions where a basic knowledge and understanding of science is required.

Progression Options On successful completion of this programme, students can apply to Athlone Institute of Technology for entry to the Higher Certificate in Science (Bioscience/Chemistry), Bachelor of Science in Biotechnology, Bachelor of Science in Toxicology. Students can also apply to other Third Level Institutions under the Higher Education Links Scheme or as a mature student.

Subjects Laboratory Skills | Physics | Microbiology | Biology | Chemistry | Personal Effectiveness | Work Experience | Mathematics | Safety & Health at Work

Entry Requirements Leaving Certificate or QQI Level 4 or equivalent standard of education. All applicants are subject to an interview and an online assessment. Garda vetting may be required for certain work placements.

Venue Tullamore Further Education and Training Centre

Frequency 5 days per week.

Contact Elaine on 057 9349444 or email tullamoreplc@loetb.ie

Fees

- €200 Centre Registration Fee (non-refundable)
- €200 PLC Government Levy (some exemptions apply)
- €50 QQI Certification Fee (some exemptions apply)

Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.

All fees must be paid before commencement of the programme

Applied Science Students



Applied Social Studies (QQI Level 5)

FULL TIME

Links to 3rd Level

The overall aim of this one-year Post Leaving Certificate Programme is to introduce the learner to the area of sociology, social studies and youthwork.

Subjects Psychology | Intercultural Studies | Social Studies | Young People & Society | Legal Practice and Procedures | Equality and Disability | Personal Effectiveness | Work Experience

Entry Requirements Leaving Certificate or QQI Level 4 or equivalent standard of education. All applicants are subject to an interview and an online assessment. Garda vetting is required.

Venue Tullamore Further Education and Training Centre

Frequency 5 days per week.

Contact Elaine on 057 9349444 or email tullamoreplc@loetb.ie

Fees

- €200 Centre Registration Fee (non-refundable)
- €200 PLC Government Levy (some exemptions apply)
- €50 QQI Certification Fee (some exemptions apply)

Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.

All fees must be paid before commencement of the programme

NEW

Business Studies (QQI Level 5)

PART TIME

This one-year part-time course provides students with an introduction to all areas of business.

Job Options Holders of a QQI Level 5 Business Studies Certificate may seek employment in a clerical capacity in a wide range of business sectors including banking, insurance, solicitors, local authorities etc.

Progression Options On successful completion of this programme, students can progress to the QQI Level 6 Advanced Certificate in Business Management. The full QQI Level 5 award facilitates entry, on a competitive basis, to a Higher Certificate in Business Studies in Athlone IT.

Subjects Applied Economics | Work Experience | Bookkeeping (manual & computerised) | Payroll (manual & computerised) | Marketing Practice | Personal Effectiveness | Word Processing | Spreadsheets

Entry Requirements Leaving Certificate or equivalent standard of education. Basic computer experience desirable. Students will be subject to an online assessment.

Venue Tullamore Further Education and Training Centre

Frequency 2 days per week

Contact Maura on 057 9349424 / email mburke@loetb.ie

Fee €100 non-refundable centre registration fee

Business Studies students.



Computer Systems & Networks

(QQI Level 5)

FULL TIME

Links to 3rd Level

This one-year Post Leaving Certificate Programme course is designed to equip students with the skills required to design, install and maintain computer networks, software and hardware.

Job Options Holders of a QQI Level 5 Certificate in Computer Systems and Networks may seek employment in the Information Technology Sector.

Progression Options On successful completion of this programme, students can apply to Athlone Institute of Technology (AIT) for entry to the Higher Certificate in Electronics and Computer Engineering or Engineering Informatics (common entry Year 1 to: Bachelor of Engineering in Electronics and Wireless Communication or Bachelor of Science in Network Management or Bachelor of Engineering in Computer Engineering).

Subjects Computer Systems & Hardware | Networking Essentials | Operating Systems | Maths for IT | ICT Security Policy and Management | Work Experience | Personal Effectiveness | Distributed Systems | Mathematics | Programming and Design Principles

Entry Requirements Leaving Certificate or QQI Level 4 or equivalent standard of education. All applicants are subject to an interview and an online assessment.

Venue Tullamore Further Education and Training Centre

Frequency 5 days per week.

Contact Elaine on 057 9349444 or email tullamoreplc@loetb.ie

Fees

- €200 Centre Registration Fee (non-refundable)
- €200 PLC Government Levy (some exemptions apply)
- €50 QQI Certification Fee (some exemptions apply)

Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance. All fees must be paid before commencement of the programme

Early Childhood Care & Education

(QQI Level 5)

PART TIME

This one-year course is designed to prepare students to work competently, safely and effectively with children from birth to six years in a variety of childcare settings.

Job Options Holders of a QQI Level 5 Certificate in Childcare may seek employment as a childcare worker in crèches, play-schools, special needs schools or as a classroom assistant.

Progression Options Learners with sufficient practical experience in Childcare may progress to the QQI Level 6 Early Childhood Care and Education or apply to other third level institutions under the Higher Education Links Scheme as a mature student.

Subjects Child Development | Early Childhood Education & Play | Early Care & Education Practice | Child Health & Well-Being | School Age Childcare | Creative Arts in Childcare | Work Experience | Personal Effectiveness

Entry Requirements

Leaving Certificate or equivalent standard of education. All applicants are subject to an interview and an online assessment. Garda vetting is also required.

Venue Tullamore Further Education and Training Centre

For night class options, refer to pages 71 & 72 (Tullamore night classes)

Frequency 1½ days – 2½ days per week

Contact Maura on 057 9349424 / email mburke@loetb.ie

Fee €100 non-refundable centre registration fee

Engineering Technology (QQI Level 5)

FULL TIME • Links to 3rd Level

This one-year Post Leaving Certificate Programme aims to give students a wide range of experience within the engineering sectors and prepare students for entry into third level education, apprenticeships and direct entry into the work place.

Job Options Careers in engineering include metal fabrication, welding and other related engineering sectors. Students may also be eligible to apply for apprenticeships.

Progression Options On successful completion of this programme, students can apply to Athlone Institute of Technology for entry to the Higher Certificate in Mechanical & Polymer Engineering, a BA Engineering in Mechanical Engineering and Renewable Energy. Students can also apply to other Third Level Institutions under the Higher Education Links Scheme or as a mature student.

Subjects Engineering Workshop Processes | Engineering Workshop Theory | Computer Aided Drafting (2D CAD) |

Engineering student Karine, mastering Conical & Archimedean.



Engineering Drawing | Electronics | Mathematics | Work Experience | Personal Effectiveness

Entry Requirements Leaving Certificate or QQI Level 4 or equivalent standard of education. All applicants are subject to an interview and an online assessment.

Venue Tullamore Further Education and Training Centre

Frequency 5 days per week.

Contact Elaine on 057 9349444 or email tullamoreplc@loetb.ie

Fees

- €200 Centre Registration Fee (non-refundable)
- €200 PLC Government Levy (some exemptions apply)
- €50 QQI Certification Fee (some exemptions apply)

Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.

All fees must be paid before commencement of the programme

Healthcare Support (QQI Level 5)

PART TIME

To respond to the growing demand in our community for skilled care workers, this course will facilitate students to acquire the knowledge and skills necessary for a career in this field of work. This qualification enables graduates to work in nursing homes, day care centres, and residential homes or as agency care workers within the community.

Career Opportunities Successful graduates will be able to obtain employment as healthcare workers in hospitals, nursing homes, community day services and as home-help support.

Subjects Care Skills | Care Support | Care of the Older Person | Infection Prevention and Control | Personal Effectiveness | Understanding Special Needs | Work Experience | Safety and Health at Work

Entry Requirements Leaving Certificate or equivalent standard of education. All applicants are subject to an online assessment. Garda vetting is also required.

Venue Tullamore Further Education and Training Centre

For night class options, refer to pages 71 & 72 (Tullamore night classes)

Frequency 2 days per week

Contact Maura on 057 9349424 / email mburke@loetb.ie

Fee €100 non-refundable centre registration fee

Hospitality Traineeship (QQI Level 5)

FULL TIME

Links to Employment in Local Hotels • 3rd Level in Athlone IT

Are you interested in a career in the hospitality industry? This one-year, full-time programme will give you the unique opportunity to study hospitality at QQI Level 5 and to gain valuable work experience in hotels, restaurants, bars and tourist attractions through our links with local employers, this will significantly increase your employment prospects. During the programme you will get the opportunity to attend 10 sampling days in the Culinary Arts Kitchen and Training Restaurant in Athlone Institute of Technology (AIT).

Progression Options We have direct progression links to AIT Diploma in Restaurant Management, Higher Certificate in Culinary Arts, Higher Certificate in Bar Supervision, BA in Hotel and Leisure Management, BA in Spa and Wellness Management & Hospitality Management

Subjects Restaurant Skills | Accommodation Techniques | Beverage Service | Restaurant Hospitality | Licensed Trade Law | Personal Effectiveness | Work Practice | Customer Service | Word Processing

Entry Requirements Students will be subject to an interview and an online assessment in Maths and English.

Venue Tullamore Further Education and Training Centre

Frequency 5 days per week (including work placement, company visits, practical assessments) - 1 year

Contact Eileen on 057 9349431 / 085 8773754 email ekennaquinn@loetb.ie

Fee €100 non-refundable centre registration fee

Students may be eligible under the VTOS programme, refer to page 81

Hospitality students practicing their dining room skills at a staff Christmas party in the Bridge House Hotel – 2016.



Legal & Medical Administration (Office Administration) (QQI Level 5)

FULL TIME

NEW

This one-year Post Leaving Certificate Programme will equip students with the skills to operate as a medical or legal secretary. Students will receive specialised training in the use of medical terminology, which will assist them to secure employment in healthcare administration. Students will also study the Irish legal system and gain an insight to the work of the legal profession.

Subjects Information and Administration | Text Production | Word Processing | Audio Transcription | Legal Practice and Procedures | Medical Terminology | Personal Effectiveness | Work Experience

Entry Requirements Leaving Certificate or QQI Level 4 or equivalent standard of education. All applicants are subject to an interview and an online assessment. Garda vetting may be required for some work placements.

Venue Tullamore Further Education and Training Centre

Frequency 5 days per week.

Contact Elaine on 057 9349444 or email tullamoreplc@loetb.ie

Fees

- €200 Centre Registration Fee (non-refundable)
- €200 PLC Government Levy (some exemptions apply)
- €50 QQI Certification Fee (some exemptions apply)

Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.

All fees must be paid before commencement of the programme

Nursing Studies (QQI Level 5)

PART TIME • Links to 3rd Level

This course aims to provide the student with the necessary knowledge and experience to continue on to a nursing career at third level. It will provide students with the necessary skills and knowledge to enable them to work as a Healthcare Assistant in hospitals and in nursing homes.

Job Options Holders of a QQI Level 5 Certificate in Nursing may seek employment as a Care Assistant in hospitals, retirement homes or residential homes.

Progression Options Successful students can apply to Bangor University, Wales for entry into the Bachelor of Science Degrees in General Nursing, Psychiatric Nursing or Midwifery. Students can also apply for entry into the Bachelor of Science in Nursing in Irish Universities and Institutes of Technology.

Subjects Care Skills | Care Support | Infection Prevention Control | Nursing Theory & Practice | Anatomy and Physiology | Work Experience | Personal Effectiveness | Human Growth & Development | Maths (optional)

Entry Requirements Leaving Certificate or equivalent standard of education. All applicants are subject to an interview and an online assessment. Garda vetting is also required.

Venue Tullamore Further Education and Training Centre

Frequency 3 mornings or 3 afternoons per week

Contact Maura on 057 9349424 / email mburke@loetb.ie

Fee €100 non-refundable centre registration

Restaurant Operations (QQI Level 5)

PART TIME

This one-year course provides students with an introduction to all areas of restaurant operations including restaurant hospitality, beverage service and customer service.

Job options Holders of a QQI Level 5 Restaurant Operations Certificate may seek employment in restaurants, hotels and bars.

Progression Options On successful completion of this course, students can apply to Athlone IT for entry to the Diploma in Restaurant Management or the Higher Certificate in Culinary Arts or the Higher Certificate in Bar Supervision or the BA in Hotel and Leisure Management or the BA in Spa and Wellness Management.

Subjects Restaurant Skills | Beverage Service | Restaurant Hospitality | Licensed Trade Law | Personal Effectiveness | Work Practice | Customer Service | Word Processing | Accommodation Techniques (optional)

Venue Tullamore Further Education and Training Centre

Frequency 2-3 days per week

Contact Maura on 057 9349424 or email mburke@loetb.ie

Fee €100 non-refundable centre registration

Advanced Certificate in Business (QQI Level 6)

FULL TIME • Links to 3rd Level

This one-year Post Leaving Certificate is comparable to Year 1 of the Higher Certificate in Business offered by Athlone IT. It contains business knowledge and skills which form the basis for a career in industry, commerce or the public service.

Job Options Holders of a QQI Level 6 Certificate in Business Management may pursue a career in accounting, banking, general business, insurance, marketing and administration.

Progression Options On successful completion of this programme, students can apply to Athlone Institute of Technology for entry into the second year of their Higher Certificate in Business Management.

Subjects Spreadsheets | Business Management | Financial Reporting | Applied Economics | Word Processing | Communications | Marketing Management | Mathematics | Work Experience

Entry Requirements Leaving Certificate or QQI Level 5 or equivalent standard of education. All applicants are subject to an interview and an online assessment.

Venue Tullamore Further Education and Training Centre

Frequency 5 days per week.

Contact Elaine on 057 9349444 or email tullamoreplc@loetb.ie

Fees

- €200 Centre Registration Fee (non-refundable)
- €200 PLC Government Levy (some exemptions apply)
- €80 QQI Certification Fee (some exemptions apply)

Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance.

All fees must be paid before commencement of the programme.

Advanced Certificate in Health Services Supervisory Management Skills (QQI Level 6)

PART TIME



This one-year course is specifically designed for people who wish to work in a supervisory capacity in the community and in a range of health services settings or who wish to progress to further education.

Job Options Holders of this QQI Level 6 Award can pursue a variety of supervisory roles in the field of healthcare and community organisations, family resource centres and care centres.

Progression Options On successful completion of this programme, students can apply to Third Level Institutions to complete a Bachelor Degree in Applied Social Studies as a mature student or under the Higher Education Links Scheme.

Subjects Conflict Management | Supervisory Management | Team Leadership | Managing People | Project Management | Health Promotion | Professional & Personal Development | Work Experience

Entry Requirements Students are required to have a full QQI Level 5 Award in a complementary area. All applicants are subject to an interview and an online assessment. Garda vetting is also required.

Venue Tullamore Further Education and Training Centre

Frequency 2 nights per week (3 hrs, Tues. & Thurs.) and 10 Saturdays (full day) between October & June (total duration 30 weeks).

Contact Michelle on 057 9349441 / email mshanahan@loetb.ie

Fee €1,200

Advanced Certificate in Early Childhood Care & Education (QQI Level 6)

PART TIME

This course is specifically designed for people who wish to work in a supervisory capacity in a childcare environment or who wish to obtain an advanced knowledge of childcare studies.

Job Options Holders of a QQI Level 6 will have the necessary knowledge and skills to pursue a variety of management career options in the field of childcare.

Progression Options On successful completion of this programme, students can apply to Third Level Institutions to complete a Bachelor Degree in Early Childhood Education as a mature student or under the Higher Education Links Scheme.

Subjects Child Development | Early Childhood Curriculum | Social, Legal & Health Studies | Supervision in Early Childhood Care | Special Needs Assisting | Early Childhood Literacy & Numeracy | Professional & Personal Development | Work Experience

Entry Requirements Students must have a QQI Level 5 Certificate in Childcare and must be working in a childcare environment. All applicants are subject to an interview and an online assessment. Garda vetting is also required.

Venue Tullamore Further Education and Training Centre

Frequency 2 nights per week (3 hrs, Tues. & Thurs.) and 10 Saturdays (full day) between October & June (total duration 30 weeks). Two year option also available.

Contact Michelle on 057 9349441 / email mshanahan@loetb.ie

Fee €1,200

Tullamore Night Classes

For further information, please contact:

Michelle Shanahan 057 9349441 or email mshanahan@loetb.ie

Course	Commence	Time	Day	Duration	Fee
HEALTHCARE					
QQI Level 5					
Care of the Older Person	Sept. '17	6.45-9.45pm	Tues	14 wks	*€150
Infection Prevention & Control	Sept. '17	6.45-9.45pm	Tues	14 wks	*€150
Palliative Care	Sept. '17	6.45-9.45pm	Tues	14 wks	€150
Care Skills	Jan. '18	6.45-9.45pm	Thurs	14 wks	*€150
Care Support	Jan. '18	6.45-9.45pm	Thurs	14 wks	*€150
Palliative Care	Jan. '18	6.45-9.45pm	Tues	14 wks	€150
QQI Level 6					
Health Services Supervisory Management Skills	Sept. '17	6:45-9:45pm	Tues.Thurs. x 10 Sat.	1 year	€1,200
CHILDCARE					
QQI Level 5					
Child Development	Sept. '17	6.45-9.45pm	Tues	14 wks	*€150
Early Childhood Education & Play	Sept. '17	6.45-9.45pm	Tues	14 wks	*€150
Child Health & Well Being	Jan. '18	6.45-9.45pm	Tues	14 wks	*€150
Creative Arts for Childcare	Jan. '18	6.45-9.45pm	Tues	14 wks	*€150
Early Care Education & Practice	Jan. '18	6.45-9.45pm	Tues	14 wks	*€150
Special Needs Assisting	Jan. '18	6.45-9.45pm	Thurs	14 wks	€150
QQI Level 6					
Special Needs Assisting	Sept. '17	6.45-9.45pm	Thurs	14 wks	€200
Early Childhood Care & Education	Sept. '17	6:45-9:45pm	Tues. Thurs. x 10 Sat.	1 year	€1,200
BUSINESS & COMPUTERS					
Basic Computers	Sept. '17	6.45-9.45pm	Tues	11 wks	Free
QQI Level 5					
Bookkeeping - Manual & Computerised	Sept. '17	6.45-9.45pm	Tues	14 wks	€150
Payroll - Manual & Computerised	Jan. '18	6.45-9.45pm	Tues	14 wks	€150
QQI Level 6					
Supervisory Management	Sept. '17	6:45 - 9:45pm	TBC	7 wks	€200
Project Management	Jan. '18	6:45 - 9:45pm	TBC	TBC	€200

APPLY NOW
www.loetb.ie

GENERAL LEARNING					
QQI Level 5					
Safety at Work	Sept. '17	6.45-9.45pm	Tues	10 wks	Free
Irish – Leaving Cert. – (Higher Level)	Sept. '17	6.45-9.45pm	Tues	TBC	€400, plus exam fees
Communications, Work Experience & Personal Effectiveness	Jan. '18	6.45-9.45pm	Tues	27 wks	Free

*Learners may be eligible for BTEI funding for these courses, contact the centre for more information.

HOBBY & RECREATIONAL COURSES					
Art	Sept. '17	2:15 - 4:15pm	Mon	6 wks	€75
Cognitive Behaviour Therapy (CBT)	Sept. '17	6.45-9.45pm	Mon	6 wks	€75
Cookery	Sept '17	7:30 – 8:30pm	Mon	6 wks	€75
Nail Art	Sept. '17	7:30 – 9:30pm	TBC	6 wks	€75
Pilates	Sept. '17	7:30 – 8:30pm	Mon	6 wks	€60
Sugar Craft Decoration	Sept '17	7:30 – 8:30pm	Tues	6 wks	€75

Enrollment Night Tuesday September 5th, 2017 from 5:30 to 7:30pm, in Tullamore Further Education and Training Centre, Third Floor, Castle Buildings, Tara Street.

Fees Course fees must be paid in full prior to course commencement and are non-refundable.

Course Commencement September 2017



Community Training Centres

Community Training Centres (CTCs) provide training to early school leavers aged between 16 and 21 years, who are most in need of basic vocational training.

How to Apply If you are interested in completing a Community Training Programme please contact:

Lynsey McCabe, Manager

Tullamore CTC - Kilcruttin Business Park - Kilcruttin - Tullamore

T: 057 9351030 E: lmccabe@tullamorectc.com

Specialist Training Programmes

A Specialist Training Programme (STP) delivers training courses to people with disabilities who require more intensive support than would be available in non-specialist training provision.

How to Apply If you are interested in completing a specialist training programme please contact the NLN centre below:

Kathriona Screeney, Area Manager

Tanyard Lane - Tullamore

T: 057 9318300 E: tullamore@nlm.ie W: www.nln.ie

Training Services

Apprenticeship

What is an Apprentice?

An Apprentice works for an employer in a chosen occupation and gains the necessary skills, knowledge and attitudes to become a qualified craftsperson. An apprentice can 'earn-and-learn' on the job. Apprenticeships generally comprise of seven phases - three off-the-job and four on-the-job, and normally take a minimum of 4 years.

Who can undertake a craft apprenticeship?

Anyone who is 16 years or over, with a minimum of 4 Grade D in five subjects in the Junior Certificate examination or an approved equivalent.

What type of apprenticeships are on offer to learners?

There are 27 craft trades available including Carpentry & Joinery, Electrical, Metal Fabrication, Plumbing, Motor Mechanics, and Construction Plant Fitting.

New Occupational Apprenticeships: 25 new occupational 'earn-and-learn' apprenticeships have been proposed by the Apprenticeship Council in response to demand for skills in the areas of:

Software Development - Medical Devices - Financial Services

Insurance - Accountancy - Hospitality

These new apprenticeships are a minimum of 2 years in duration and will range from Level 5 to Level 9 on the National Framework of Qualifications.

A full list of apprenticeships can be found on www.apprenticeship.ie

Contact: Sandra Doyle, Telephone: 057 86 71545, Mobile: 085 8598413, Email: sdoyle@loetb.ie

Niamh Desmond, Telephone: 057 8671544, Mobile: 085 2541789, Email: ndesmond@loetb.ie

Services to Employers

The aim of Services to Employers is to build a relationship between with Industry to develop programmes that meet the skills needs of the economy and to up-skill those in employment.

Training is provided under two categories:

New Job Vacancies

Where an employer is in a position to recruit new employees LOETB will work in partnership with them to design a programme to give unemployed people the specific skills that are required to fill the position.

Employee Development

Continuing Professional Development is re-skilling/upskilling existing employees to give them the skills required to perform their current job and/or perhaps advance their careers

Contact:

Jolene Hall, Mobile: 085 2539167, Email: jhall@loetb.ie

Contracted Training

Contract Training refers to training outsourced to contractors by LOETB, which allows us the flexibility to meet changing demands and to run courses in different locations throughout the two counties as the need arises. The courses are designed to provide learners with a range of

employability related skills and formal vocational qualifications, at Levels 3, 4, 5 and 6 and/or to industry recognised accreditation.

This provision is shaped by the labour market needs within the region and the specific needs of unemployed people. The duration of courses varies from 5 to 50 weeks. Courses are delivered on a full-time basis throughout the year.

Contact:

Yvonne Foy, Telephone: 057 8671544, Mobile: 085 8773741 Email: yfoy@loetb.ie

Community Training

Local Training Initiatives

Local Training Initiatives are community based training Programmes, funded by the Youth Guarantee, hence trainees are primarily under 35 years of age. The duration of the Programme is dependent on need/ type of Programme. A training allowance is paid while attending the Programme.

LOETB funds the programme providers (Offaly Local Development Company and Laois Partnership) and there are currently five LTIs in operation – Landscape Construction in Banagher, Healthcare Support in Birr, Retail Employment Skills in Edenderry, Catering/ Hospitality in Mountmellick and a construction-related Employment Skills Programme in Mountrath.

Community Training Centre

Tullamore Community Training Centre delivers programmes for early school leavers aged primarily from 16 to 21 years. Currently, programmes on offer include Hairdressing, Level 3 General Learning, QQI Level 4 Catering, Certified Craft Skills, Health and Fitness and Childcare.

Specialist Training Providers (National Learning Network)

Specialist Training Providers (STPs) primarily cater for unemployed people with disabilities, in receipt of a disability payment, or those who are deemed to require the additional supports that only an STP can provide. The duration of programmes vary depending on need. Courses offered include General Learning, Employability Skills.

LOETB hosts, funds and monitors two NLN Centres in Tullamore and Portlaoise.

Contact:

Lisa McEvoy, Telephone: 057 8671542, Mobile: 085 8867945, Email: lmcevoy@loetb.ie

Mount Lucas: National Construction Training Centre

Construction Skills Certification Scheme (CSCS)

The CSCS provides for the training, assessment, certification and registration of non-craft operatives within the construction sector. To complete either of the following courses, trainees must hold a valid Safe Pass.

New Entrants: On successful completion of a four-day course, trainees are eligible for a CSCS card, which allows them to operate machinery on a construction site in Ireland.

Experienced Operators: This one-day course allows the trainee to operate machinery on construction sites in Ireland in an experienced capacity. To gain an Experienced Operator card, trainees must have gained 6 months site experience (logged and signed off by employer). This card lasts 5 years.

Training Services

UK Changeover

Mount Lucas administers the CITB UK changeover programme for Irish CSCS cardholders who wish to attain recognition to allow them to work in the UK. Trainees must hold a valid Irish Safe Pass and a current Machine Operators Card for the category he/she wishes to change. On successful completion, the trainee will be able to operate a particular type(s) of machine(s) on any UK Construction Site.

Health, Safety and Environmental

Mount Lucas administers the UK Health Safety & Environmental (HSE) Test, the compulsory pre-clearance test that enables entry to work on UK construction sites. Trainees must be over 16 with a valid ID.

Contact:

John Kelly, Telephone: 01 5332557, Mobile: 085 8597412, Email: jkelly@mountlucas.ie

Training Courses

- **Construction Skills for Employment (General Operative)** – 14 week courses which prepare trainees for employment in the construction industry at General Operative level. Commencing May/ June 2017 and August/September 2017. Course Location: Mount Lucas
- **Construction Skills for Employment (Formwork)** – 14 week courses which prepare trainees for employment in the construction industry with a Formwork specialism. Commencing May 2017 and August / September 2017. Previous experience in the construction industry is essential for entry onto this course. Course Location: Mount Lucas
- **Construction Skills for Employment (Steel-fixing)** – 14 week courses which prepares trainees for employment in the Construction Industry – Steel-fixing specialism. Commencing in May 2017 and September 2017.
- **Training for a Job in Construction** -14 week courses which prepares trainees for employment in the construction industry. The qualification associated with this course is a Special Purpose Award in Construction Ground Work Skills with Industry recognised content e.g. Mixing and levelling, concrete paths, working at heights and MMA welding. Commencing in May 2017. Course Location: Banagher and Mountrath
- **Training for a Job in Vehicle Conversion** – a 20 week course which prepares trainees for employment in the area of Vehicle Conversion. The qualification associated with this course is a QQI Level 5 Award in Motor Technology. No prior experience is necessary - however trainees without Leaving Certificate Maths and Design Communications Graphics may encounter difficulties. Colour Vision Test essential. Commencing May/June 2017. Course Location: Tullamore.

Other programmes that are currently running and are likely to be organised again in 2017/18 include Healthcare Support, Horticulture, Beauty Therapy, Welding and Fabrication.

Adult Education Services

Adult Education Guidance Service

The Adult Educational Guidance and Information Service is an initiative funded by the Department of Education and Skills that provides a comprehensive, professional guidance and information service to the returning adult learner.

Who is the Service for?

The Adult Educational Guidance and Information Service is a **FREE SERVICE open to adults who:**

- Are currently participating in Literacy, VTOS, BTEI or Community Education Programmes
- Are considering returning to education or training
- Left school early and would like to return to education
- Are having difficulty in finding or keeping suitable employment due to lack of appropriate educational qualifications
- Have funding from the Education Finance Board


What does the Service Offer?

- Educational and career guidance
- Appointments on a one to one and group basis
- Free, confidential and ongoing support to the returning adult learner
- Advice on steps to Further and Higher Education and Training
- Up to date information on courses both locally and nationally
- Assistance with application forms for Further Education and Third Level
- Information on funding and grants

For further information contact:

LAOIS: Carmel Hoolan, Adult Educational Guidance Co-ordinator
057 8672963 | choolan@loetb.ie

OFFALY: Catherine Gavigan, Adult Educational Guidance Co-ordinator
057 9349425 | cgavigan@loetb.ie

 www.facebook.com/adultguidanceloetb/ E: guidanceinfo@loetb.ie

Adult Literacy Service

Laois and Offaly Education and Training Board provides an Adult Literacy and Basic Education Service for adults throughout Laois and Offaly who wish to improve their reading, writing, spelling, maths or computer skills. This service is free and confidential. Both one to one and group tuition is available. The literacy service offers many non-accredited and accredited courses from Levels 1-3 and some Level 4 programmes. It is the ideal starting point for someone who left school early and needs to brush up on these skills. Courses are offered in the morning,

afternoon and evening depending on demand and numbers. It is part-time, with learners accessing the service from 1-8 hours per week.

Literacy Classes

One To One Tuition

Tuition is given on an individual basis to adults who need to improve reading and writing skills. It is confidential and arranged at a time that suits the learner - morning, afternoon or evening for 1 hour per week.

Group Literacy Classes Improving reading, writing and spelling in small groups. Spell Well Spelling Classes that cover reading, writing, spelling, grammar and punctuation.

Dyslexia Adult Screening Test Students may avail of this service by appointment.

Dyslexia Workshops

Workshops designed to assist and support people with dyslexia, including an introduction to various assistive technology packages.

English/Communications

Classes to help students improve their personal and workplace communication skills in areas such as reading, writing, using the internet and sending emails, and leading to a QQI Level 3 Communications Certificate.

Maths Classes

Give Maths a Go!

Basic Maths classes that help the learner to improve their everyday Maths skills.

Money Matters

Everyday skills in money management.

QQI Level 2 and Level 3 Maths

Maths courses available in different aspects of Maths, all leading to QQI Certificates in Maths at Levels 2, 3 and 4.

Junior Certificate Maths

This course is for adults who want to achieve Junior Certificate Maths (This is only offered in Co. Offaly).

Maths for Trades

This course is for those on apprenticeships who need support with maths.

Computer Classes

Introduction to Computers

Short courses available for those who have no prior knowledge or experience using computers, introducing the basics of computers, internet use and sending emails. They lead to QQI Certificates in Computer Skills at Level 2.

QQI Level 3 Computer Courses

The following courses are available at QQI Level 3: Word Processing | Internet and Email | Digital Media.

Other Courses

Intensive Tuition in Adult Basic Education

Intensive, accelerated-learning 14 week Literacy programmes for those who may have left school early, comprising Literacy, Numeracy and Computer Skills. Healthy Living and Learning through Gardening
QQI Level 2 – offered in County Laois
Art & design, Office Skills, Managing Personal Finances and Budgeting and Employment Skills
QQI Level 3 – offered in County Laois

Family Learning Programmes

Programmes designed to help parents support their children's learning with fun activities, for example Fun with Music, Make a Storysack (Reading with your Child) courses.

Contact us for more details

LAOIS: Kathleen Dunne on 057 8661338
kdunne@loetb.ie

OFFALY: Marina O'Malley or Alison McEvoy on 057 9349426
momalley@loetb.ie • amcevoy@loetb.ie

English for Speakers of Other Languages (ESOL)



English for Speakers of Other Languages (ESOL) is the provision of English language courses to learners whose first language is not English. English Language Programmes are available for asylum seekers, refugees and migrant workers. All ESOL courses provided by Laois and Offaly Education and Training Board aim to develop the learners' core language skills in the areas of:

- Listening • Speaking • Reading
- Writing • Grammatical accuracy

Courses offered in ESOL: Beginners, Breakthrough, Elementary and Pre-intermediate. (Pre-intermediate course is for ESOL learners who need to improve English before joining QQI level 3 and 4 modules).

Skills for Work: Courses for ESOL students in employment who need to improve reading and writing skills for their work.

Accreditation at NFQ Levels 4 and 5 and/or IELTS preparation may be offered in some centres for a fee.

How can I apply for ESOL classes?

Potential learners are required to complete a short application form with basic, personal information followed by a short assessment which assesses the learner's existing level of English. Priority is given to those in need of Basic English language skills to a level of functional competency (A2 on the Common European Framework of Reference for Languages or NFQ Level 3). There is no fee for courses from Beginner to Elementary, higher level courses learners may have to buy books or pay small fee.

Where do I get more information?

Laois: Deirdre Brennan dbrennan@loetb.ie 057 8661338

Offaly: Alison McEvoy amcevoy@loetb.ie 057 9349424

Skills for Work Programme

A Pathway to Learning for Employees Skills for Work (SFW) provides educational opportunities for employees who may have left school early or who have outdated qualifications. SFW delivers courses to an extensive range of employment sectors, such as retail, wholesale, care services, manufacturing, food & beverage transport and hospitality including sole traders.

Sample courses include:

- Caring for Children
- Communications through Computers
- Culinary Skills
- Customer Care
- Maths / Personal Finances
- Writing Skills
- Health and Safety for the Workplace
- Nutrition and Healthy Eating
- On-line Herd Registration
- Personal and Interpersonal Skills
- Reading, Writing, Spelling
- Workplace Language Support

Skills for Work courses in County Laois are delivered in Portlaoise, Portarlington, Rathdowney and Camross. The venues in County Offaly are Tullamore, Birr, Banagher and Edenderry. To accommodate employers and staff, courses may also be delivered on company premises.

For further information contact:

Marian O'Reilly, Midlands Regional Co-ordinator

Telephone: 057 8670007 or 087 1777879

Email: marianoreilly@skillsforwork.ie • Website: www.skillsforwork.ie

Supporting Information

Back to Education Initiative (BTEI)

The Back to Education Initiative, BTEI, provides part-time further education programmes for adults over the age of 18. BTEI courses cover Junior and Leaving Certificate subjects along with major and minor QQI awards from Levels 2 to 6. As BTEI provides part-time options in learning it offers the chance to combine a return to education and training with family, work and other responsibilities.

BTEI entry requirements

BTEI courses can be provided free of charge to adults who have left full-time education and meet at least one of the following criteria:

- Have less than upper second level education (Leaving Certificate)
- Have a medical card or are the dependent of a medical card holder
- Are in receipt of a social welfare payment (e.g. Jobseeker Allowance/ Benefit. One Parent Family Payment, Cares Allowance, Disability Allowance, etc.)

Course fees may apply to applicants who do not meet these criteria.

Post Leaving Certificate (PLC) Programmes

PLC Programmes in Laois and Offaly are available to adult learners in Abbeyleix, Portlaoise and Tullamore. Courses are full-time and last for one year. These courses are open to students who have just completed the Leaving Certificate or any person wishing to return to Further Education. They offer a mixture of 'hands-on' practical work, academic work and work experience, and are designed as a step towards skilled employment or progression to third level. Successful students may apply to third level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme. There may be additional costs on some courses for materials, uniforms, etc. Learners may be eligible to apply for the SUSI grant or the Back to Education Allowance. All fees must be paid before commencement of the programme.

PLC Fees:

- €200 Registration Fee (non-refundable)
- €200 PLC Government Levy (some exemptions apply)
- €50 Level 5 QQI Certification Fee (some exemptions apply)
- €80 Level 6 QQI Certification Fee (some exemptions apply)

Centres offering PLC programmes:

Abbeyleix Further Education and Training Centre

Mountrath Road, Abbeyleix, Co. Laois

Helen Kavanagh,
Centre Manager

Email: hkavanagh@loetb.ie

Tel: (057) 8731127

Portlaoise Institute

Mountrath Road, Portlaoise,
Co. Laois

Noel Daly, Principal

Email: pife@portlaoisecollege.ie

Tel: (057) 8621480

Tullamore Further Education and Training Centre

Castle Buildings (3rd Floor), Tara
Street, Tullamore, Co. Offaly

Michelle Shanahan,
Centre Manager

Email: tullamoreplc@loetb.ie

Tel: 057 9349444

Vocational Training Opportunities Scheme (VTOS)

The VTOS scheme provides a range of courses to meet the education and training needs of unemployed people. It gives participants opportunities to improve their general level of education, gain certification, develop their skills and prepare for employment, self-employment and further education and training. Applicants must be aged 21 yrs or older and be in receipt of a social welfare payment for at least 6 months before their chosen VTOS course begins. Successful applicants can receive a VTOS payment for the duration of their course instead of their social welfare payment. They may be able to avail of additional supports including childcare support and small meal and travel allowances. Books and course materials may also be provided.

Centres offering VTOS Programmes:

ABBEYLEIX

Mountrath Road, Abbeyleix, Co. Laois
Helen Kavanagh, Centre Manager
T: 057 8731127 E: hkavanagh@loetb.ie

BIRR

Roscrea Road, Birr, Co. Offaly
Mervyn Griffin, Centre Manager
T: 057 9121571 E: birrfet@loetb.ie

PORTARLINGTON

Bracklone St., Portarlington, Co. Laois
Margaret Morrin, Centre Manager
T: 057 8623161 E: mmorring@loetb.ie

TULLAMORE

Castle Buildings, 3rd Floor, Tara Street,
Tullamore, Co. Offaly
Eileen Kenna Quinn, VTOS Coordinator
T: 057 9349431 E: ekennaquinn@loetb.ie

Youthreach Programme

Youthreach programmes give unemployed young people between the ages of 15 and 20, who left school early, an opportunity to get recognised qualifications and the possibility to create a viable career path for themselves.

Youthreach offers a flexible and dynamic programme of integrated general education and work experience. Students set personal and educational goals that increase their self-esteem, skills and knowledge base. A training allowance related to the age of students is paid weekly, subject to attendance. A travel allowance is paid where applicable. There are a variety of subjects on offer in all the Centres. Guidance Counselling is available to all students.

Subjects: Maths, Communications, English, Information Technology, Work Experience, Career Planning, Art, Social, Personal and Health Education, Personal and Interpersonal Development, Childcare, Home Economics, Catering, Woodwork, Horticulture and Personal Care and Presentation, Safe Food, Safe Pass, Manual Handling, Gaisce, Healthy Food Made Easy, NFTE, SPHE

Qualifications: QQI Levels 3 & 4

Length of Programme: 1–3 years
Monday to Thursday (8.30am – 4pm) and Friday (8.30am – 1.30pm)

Centres offering Youthreach Programmes:

BANAGHER

Main Street, Banagher, Co. Offaly T: Tel: 057 9153734
Celina Casey, Centre Manager,
E: ccasey@loetb.ie

CLARA

Rail House, River Street, Clara, Co. Offaly T: 057 9330794
Finian Robbins, Centre Manager,
E: frobbins@loetb.ie

EDENDERRY

St. Mary's Street, Edenderry, Co. Offaly T: 046 9732091
Margaret Sheridan, Centre Manager
E: edenderryfet@loetb.ie

MOUNTMELICK

Harbour Street, Mountmellick, Co. Laois T: 057 8624196
Joe Thompson, Centre Manager,
E: jthompson@loetb.ie

PORTLAOISE

Tower Hill, Portlaoise, Co. Laois T: 057 8661338
Anne Malone, Centre Manager,
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Supporting Information

Garda Vetting

Where courses require work experience with children or vulnerable adults, students will be subject to Garda Vetting. In addition, other employers may also request for students to be vetted – this is at their discretion.

Qualifications

The courses outlined in this brochure are all linked to the National Framework of Qualification (NFQ). The diagram below provides you with a guide to the ten levels of qualifications and what they equate to. LOETB offer two courses at Level 7 (Bachelor of Arts) at Portlaoise Institute, in collaboration with IT Carlow.



Quality and Qualifications Ireland (QQI) is the awarding body for third-level educational institutions (outside the university sector) such as the Institutes of Technology and ETBs. NFQ is linked to similar frameworks in Europe. This helps people considering employment or study opportunities outside of Ireland to check the equivalence of their qualification in another European Country.

Links to Third Level Colleges

Laois and Offaly Education and Training Board strives to create and maintain strong links with third level colleges in Ireland. Completing a QQQ Level 5 course can be used to gain access to most Higher Certificate courses in Institutes of Technology (IOTs), as well as entry to a number of Level 7 and 8 Programmes in IOTs and Universities, under the The Higher Education Links Scheme. This Scheme facilitates progression to a wide variety of third level courses via specific QQQ Level 5 and QQQ Level 6 courses.

NB Please enquire about specific course requirements.

Advanced Progression Opportunities

A number of courses at LOETB offer direct access to the second year of related courses at Athlone, Limerick and Carlow IOTs. The table below sets out the advanced progression agreements. In order for a graduate to progress to the second year certain criteria applies e.g. achieving a certain number of distinctions in your QQQ Level 6 award.

LOETB Course	Targeted Course
Certificate in Business (QQI Level 6)	Second year of Bachelor of Business Office Management & Admin in Athlone IT Second year of Bachelor of Business in IT Carlow.
Certificate in Arts (QQI Level 6)	Second year of Ceramics BA (Hons) in Design in Limerick IT (School of Art & Design)
Certificate in Social, Health & Community Studies (QQI Level 6)	Second year of the BA Applied Social Studies (Professional Social Care) programme in IT Carlow

Laois Third Level

Part-time Undergraduate & Post Graduate Courses



BUSINESS/MANAGEMENT

Bachelor of Business Studies Degree –

(QQI Level 8) *IPA UCD

Bachelor of Business Studies

Certificate – (QQI Level 6) *IPA/UCD

Postgraduate Diploma in Policy Analysis

(QQI Level 9) - IPA UCD

Bachelor of Arts in Public Management

(QQI Level 8) - IPA UCD

****Accounting Technician Ireland (QQI Level 6)**

LAW

Diploma in Law Specific Purpose Certificate

(QQI Level 7) - IPA

COUNSELLING

Certificate in Counselling & Psychotherapy

(QQI Level 6)

Irish College of Humanities & Applied Science

POLITICS

Certificate in Irish Government and Politics

(QQI Level 6) - IPA

* IPA UCD – Institute of Public Administration and is a recognised college of University College Dublin

** Local Enterprise Office (Businesses in County Laois may be eligible for funding for year one only)
Email: localenterprise@laoiscoco.ie

For further information contact:

Laois Third Level Centre Head Office:
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Tel: 057 8623161 • mmorin@loetb.ie •
www.laoisthirdlevel.com



Laois Third Level is a working partnership between Laois County Council, the Laois Local Enterprise Office and Laois and Offaly ETB.



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The programme is co-funded by the European Social Fund Programme for Employability Inclusion and Learning 2014 - 2020



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AONTAS EORPACH

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Ciste Sóisialta na hEorpa



AN ROINN | DEPARTMENT OF
OIDEACHAIS | EDUCATION
AGUS SCILEANNA | AND SKILLS