

# GENERAL INFORMATION

## QQI REQUIREMENT

Templemore College of Further Education is registered with QQI to offer programmes leading to QQI Awards in the national Framework of Qualifications and adheres to the Equal Status Act 2000.

- ✓ **POSTAL ENROLMENT** - You can use the Postal Enrolment Form below, complete and return it with the full fee by cheque to Templemore College of Further Education, Templemore, Co. Tipperary.
- ✓ **ENROLMENT** will also take place in Templemore College of Further Education, Templemore on Monday 15th Jan 2018 from 7.30 pm to 9 pm.
- ✓ **FEES** must be paid in full on Enrolment
- ✓ **FEES** are non-refundable except where a course does not form. Fees will be returned by post.
- ✓ **FORMATION OF COURSES** will depend upon sufficient enrolments for the course. We will only contact you if your course is not going ahead.
- ✓ **CAR PARKING** spaces are available behind the college. Cars are parked at owners risk.
- ✓ **PARTICIPANTS** must normally be at least 18 years of age in order to participate in Adult Education Courses.
- ✓ **CLASS MATERIALS:** Where necessary a charge will be made for class materials.
- ✓ **PLEASE book early** to avoid disappointment.
- ✓ **PRSI No** required if doing a QQI course.

## POSTAL ENROLMENT FORM

Note: Booking accepted with payment only  
(Cheque/Postal Order/Bank Draft)

Name: .....

Address: .....

Day Tel:..... Email:.....

Course Title: .....Fee enclosed:€ .....

I accept the conditions of enrolment as stated in the brochure

Signed:.....

# EVENING COURSES

## Spring 2018



### ENROLMENT

**Monday 15th Jan 2018**  
**7.30p.m. to 9.00 p.m.**

### COURSES BEGIN

**Monday 29th January 2018**  
**Thursday 1st February 2018**

### FOR FURTHER INFORMATION

Tel: 0504-31007

Email: [info@tcfe.ie](mailto:info@tcfe.ie)

Website: [www.tcfe.ie](http://www.tcfe.ie)

**FEES NON-REFUNDABLE AFTER COMMENCEMENT  
OF COURSES**



### **(ECDL): European Computer Driving Licence**

The course consists of seven modules, four of which will be offered this term (PowerPoint, Database, Internet & Email ,IT Security)

⇒ **Fee:** €350 **Duration:** 15 weeks, Thursdays 7.00-9.30pm.

### **Word Processing**

This course is for those who wish to learn how to use word processing software to create, edit, save and print such documents as letters, posters, menus etc.

⇒ **Fee:** €95 **Duration:** 8 weeks, Mondays 7.00-8.30pm.

### **Conversational Irish**

This class is for those who are interested in learning conversational Irish

⇒ **Fee:** €50 **Duration:** 8 weeks, Thursdays 7.00-8.30pm

### **Guitar Lessons for Beginners**

This course is suitable for beginners. Tuning, strumming, finger styles etc.

⇒ **Fee:** €95 **Duration:** 8 weeks, Thursdays 7.00-8.30pm

### **Introduction to Aromatherapy**

The focus of our *Introduction to Aromatherapy course* is to provide an introduction to the use of carrier essential oils in massage

⇒ **Fee:** €140 **Duration** 8 weeks, Thursdays 7.00-9.00pm

### **Taiho Jutsu—The Art of Self Defence**

GET FIT AND LEARN NEW SKILLS i.e Personal Safety Awareness, Breakaway Techniques, Physical Fitness and Conflict Management. Taiho Jutsu is a martial art for everyone. Learn simple defensive techniques combined with physical activity to get fit. This is an introductory course that required you to dress in a track suit. It will involve PAD training **Fee:** €95 **Duration:** 6 weeks, Thursday 7.00—9.00pm

### **Intellectual Disability Studies (5N1652 QQI Level 5)**

This programme module aims to equip the learner with the knowledge, skills and competence in the causes, range and effects of intellectual disabilities and develop awareness of social models of support and role of various professionals in responding to the needs of persons of intellectual disability.

**(Exam fee, €20, not included in course fee)**

⇒ **Fee:** €190 **Duration:** 10 weeks, Thursdays 7.00-9.00pm

### **Child Development (5N1764 QQI Level 5)**

This module is aimed predominantly at those working in Childcare and aims to provide the learner with an introduction to the theory and practice of child development from 0-6 years. The component aims to promote good practice, equality of opportunity and respect for diversity in lifestyles, religion and culture in early years care.

**(Exam fee, €20, not included in course fee)**

⇒ **Fee:** €190 **Duration:** 10 weeks, Mondays 7.00-9.00pm

### **Child Psychology (6N2023 QQI Level 6)**

This module is designed to provide the learner with knowledge and understanding of Child Psychology relevant to childhood education and care settings and to equip the learner with the knowledge and skills required to understand child psychology.

**(Exam fee, €20, not included in course fee)**

⇒ **Fee:** €380 **Duration:** 12 weeks, Tuesdays 7.00-10.00pm

## **Reception and Frontline Office Skills (5N1407 QQI Level 5)**

This module aims to provide learners with the opportunity to develop the knowledge, skills and competencies necessary to demonstrate good interpersonal skills in dealing with clients/customers or on the telephone.

**(Exam fee, €20, not included in course fee)**

⇒ **Fee:** €190 **Duration:** 10 weeks, Mondays 7.00-9.00pm

## **Care Skills (5N2770 QQI Level 5)**

This module is aimed predominantly at those working in Healthcare Support. The module is designed to equip learners with the knowledge and skills to provide care for older people in a variety of setting.

**(Exam fee, €20, not included in course fee)**

⇒ **Fee:** €190 **Duration:** 10 weeks, Mondays 7.00-9.00pm

## **Safety and Health at Work (5N1794 QQI Level 5)**

This module is aimed predominantly at those working in Healthcare Support. It aims to equip the learner with the knowledge, skill and competence to promote and maintain safety and health in a work environment.

**(Exam fee, €20, not included in course fee)**

⇒ **Fee:** €190 **Duration:** 10 weeks, Thursdays 7.00-9.00pm

## **Work Experience (5N1356 QQI Level 5)**

This module aims to provide a learner with the personal knowledge, skills and capacity to participate in a suitable work placement under supervision for a limited time.

**(Exam fee, €20, not included in course fee)**

⇒ **Fee:** €190 **Duration:** 10 weeks, Thursdays 7.00-9.00pm

## **Barbering**

This course is suitable for anyone working in the hairdressing industry. Participants are required to bring their own model and equipment.

⇒ **Fee:** €140 **Duration:** 8 weeks Mondays, 7.00–9.00pm

## **Introduction to Special Makeup Effects**

The focus of our Introduction to Special Makeup Effects is to provide an introduction to the use of makeup to create the effect of bruising, black eyes, burns etc.

⇒ **Fee:** €110 **Duration:** 6 weeks, Thursdays 7.00-9.00pm

## **Hair Colour Correction Course**

This course is suitable for anyone in the hairdressing industry. It will cover colouring theory, colouring demonstrations.

⇒ **Fee:** €140 **Duration:** 8 weeks, Thursday 7.00-9.00pm

## **Ladies Hair Cutting Course**

This course is suitable for beginners or more experienced hairdressers. Participants are required to bring their own model and equipment

⇒ **Fee:** €140 **Duration:** 8 weeks, Mondays 7.00-9.00pm

## **Beginner Sewing & Creative Applique**

In just a few sessions, you will be shown from the beginning to the end how to sew your very first applique design using your own sewing machine. We will cover everything you need to know on how to complete your project. We will also give you all our special tips and show you techniques so that you can get superior results. Most importantly, you will walk away from the class having the skills to applique with confidence. (Materials not included in fee)

**Fee:** €130 **Duration:** 8 weeks, Thursdays 7.00—9.00pm

### **Skin Care, Makeup and Nails**

Learn the fundamental techniques for skin care, makeup and nail care. The daily routines you should be using. How to shop for cosmetics and skin products, and how to use them. Advice on nail and hair care. The roles that diet, exercise and rest play in how you look.

⇒ **Fee:** €140 **Duration:** 8 weeks, Mondays 7.00-9.00pm

### **Introduction to Aromatherapy**

The focus of our Introduction to Aromatherapy course is to provide an introduction to the use of carrier essential oils in massage

**Fee:** €140 **Duration:** 8 weeks, Thursdays 7.00-9.00pm

### **Introduction to Reflexology**

Learn the basics of Reflexology to help take care of yourself and others in a safe and caring way.

**Fee:** €140 **Duration:** 8 Weeks Thursdays 7.00—9.00pm

## ACCREDITED COURSES

### **Patient Handling**

This course provides the learner with the knowledge skills and attitude required for safe patient handling. .Patient Handling Certificate will be issued which will be valid for 2 years

⇒ **Fee:** €45 **Duration** 3 hours, One Monday 7.00-10.00pm

### **Manual Handling**

To comply with current Health and Safety legislation, staff engaged in manual handling must be given training in safe manual handling techniques. This training will show learners how to carry out manual handling tasks correctly and therefore avoid back injuries.

⇒ **Fee:** €45 **Duration** 3 hours, One Monday 7.00-10.00pm

## ACCREDITED COURSES

### **Payroll Manual and Computerised (5N1654 QQI Level 5)**

This module aims to equip the learner with the knowledge, skills and competence necessary to enable them operate and maintain accurate payroll records using manual and computerised systems, for an organisation, working under general direction and supervision.

**(Exam fee, €20, not included in course fee)**

⇒ **Fee:** €285 **Duration:** 12 weeks, Mondays 7.00-9.30pm.

### **PHECC First Aid Response Course**

This course is for anyone wanting to learn how to recognise and care for people with life-threatening injuries before the arrival of healthcare practitioners. It is also for people who require basic first aide training as part of their job. This could include non-healthcare personnel, sports coaches, teachers and parents as a very small example. Learners should be physically well enough to carry out CPR as well as other practical skills.

**(Exam fee, €25, not included in course fee)**

⇒ **Fee:** €230. **Duration:** 10 weeks, Thursdays 7.00-9.30pm.(24 hours)

### **Small Animal Husbandry & Housing (5N1898 QQI Level 5)**

This module aims to equip the learner with the knowledge, skill and competence required to care for a variety of pet animals in both domestic and commercial setups including the provision of food, provision of specialised housing, an understanding of behaviour strategies and the requirements for breeding.

**(Exam fee, €20, not included in course fee)**

⇒ **Fee:** €240 **Duration:** 10 weeks, Mondays 7.00-9.30pm