

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 10th Sept 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.

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

Autumn 2018



ENROLMENT

Monday 10th Sept 2018
7.30p.m. to 9.00p.m.

COURSES BEGIN

Monday 24th Sept 2018
Thursday 27th Sept 2018

FOR FURTHER INFORMATION

Tel: 0504-31007

Email: info@tcfe.ie

Website: www.tcfe.ie

FEES NON-REFUNDABLE AFTER COMMENCEMENT OF COURSES



(ECDL): European Computer Driving Licence

The course consists of seven modules, three of which will be offered this term (Word Processing, Excel, Computer Essentials)

⇒ **Fee:** €350 **Duration:** 12 weeks, Thursdays 7.00-9.30 pm

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 8.30-10.00 pm

Taiho Jutsu -The Art of Self Defense

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:** €75 **Duration:** 6 weeks, Monday 7.00-8.30 pm

Conversational Irish

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

⇒ **Fee:** €50 **Duration:** 6 weeks, Mondays 7.00-8.30 pm

Hairdressing Bootcamp

Basic introduction to hairdressing, blow-drying your own hair, updating your skills suitable for anyone with an interest in hairdressing

⇒ **Fee:** €140 **Duration:** 8 weeks, Monday 7.30-9.30 pm

Barbering Basics

Basic introduction to Barbering, back to the basics of barbering: blending, razor work and beards.

⇒ **Fee:** €140 **Duration:** 8 weeks, Thursdays 7.30-9.30 pm

ACCREDITED COURSES

Intellectual Disability 5N1652 (QQI 5)

This module is aimed predominantly at those working in healthcare. 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 7.00-9.00 pm

Special Needs Assisting 5N1786 (QQI 5)

This module is aimed predominantly at those working in childcare. Its aim is to equip the learner with the knowledge, skill and competence in the practices and principles underpinning the role of a Special Needs Assistant to enable the learner to work effectively under direction in a special needs capacity.

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

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

Early Childhood Education and Play 5N1773 (QQI 5)

This module is aimed predominantly at those working in childcare. This module aims to equip the learner with the knowledge, skill and competence to supervise others in providing child care and education in a range of Early Childhood Care and Education (ECCE) contexts.

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

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

ACCREDITED COURSES

Bookkeeping Manual and Computerised 5N1354 **(QQI 5)**

This module aims to equip the learner with the knowledge, skills and competence to produce and maintain accurate bookkeeping records for a range of organisations, using manual and computerised systems.

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

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

Communications 5N0690 (QQI 5)

This module offers learners an opportunity to acquire communication skills relevant to vocational & personal development, understand the communicative principles and practices in gathering and relaying information and the confidence to convey and interpret meaning in writing, orally and visually.

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

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

Safety & Health at Work 5N1794 (QQI 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, Mondays 7.00-9.00 pm

Work Experience 5N1356 (QQI 5)

This module aims to provide the 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 7.00-9.00 pm

Introduction to Indian Head Massage

Learn the ancient ayurvedic art of Indian Head & Neck Massage to re-balance and energise the body

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

Skin Care, Makeup and Nails

Learn the fundamental techniques for skin care, make up and nail care. The daily routines you should be using. How to shop for cosmetics and skin care 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 7.00-9.00 pm

Oil Painting

This course will teach you everything you need to know to learn how to paint in oils. It will cover general information on different types of painting such as landscape, portrait, and still life, to learning the elements of putting a painting together and how to do this.

⇒ **Fee:** €130 **Duration:** 8 weeks Thursdays 7.00 to 9.00 pm.

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 7.00-9.00 pm

Crafty Crochet

Beginners will learn all the basic Chain, Double & Treble stitches and read a pattern

⇒ **Fee:** €130 **Duration:** 8 weeks, Mondays 7.00-9.00 pm

Decoupage

Découpage is the art of decorating an object by gluing colored paper cutouts onto it in combination with special paint effects, gold leaf and other decorative elements.

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

Guitar Lessons for Beginners

This course is suitable for beginners. Tuning, strumming, finger styles etc. **Fee:** €95 **Duration:** 8 weeks, Thursdays 7.00-8.30 pm

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 7.00–9.00 pm

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:** €30 **Duration:** 3 hours, Monday 7.00-10.00 pm

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:** €30 **Duration:** 3 hours, One Monday 7.00-10.00pm

Yoga

The unique art of relaxation, using specific stretching techniques to bring a state of peace and harmony. **Items needed:** Loose comfortable clothes, water, mat.

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

An Introduction to Positive Psychology and the Science of Human Happiness

This six week course will present some of the research findings from this branch of psychology on the scientific study of human flourishing and wellbeing it will be a time to explore the changes we can make to enhance our potential for happiness, wellbeing and quality of life.

Fee: €95 **Duration:** 6 weeks, Thursdays 7.00-9.00 pm

ACCREDITED COURSES

PHECC First Aid Response:

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 aid training as part of their job. Learners should be physically well enough to carry out CPR as well as other practical skills.

⇒ **Fee:** €180 **Duration:** 9 weeks Thursdays 7.00–9.00 pm

Container Gardening 3N0883 (QQI 3)

This aims to equip the learner with the knowledge, skills and competence to grow plants in containers both indoors and outdoors.

⇒ **Fee:** €130 **Duration:** 8 weeks, Mondays 7.00-9.00 pm

Infection Control Health Care 5N3734(QQI 5)

This module is aimed predominantly at those working in healthcare. This module aims to equip the learner with the knowledge, skills and competence to prevent and/or manage outbreaks of infection and to recognize their role in the prevention of infection in a health care setting.

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

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

Reception Frontline Office Skills 5N1407 (QQI 5)

This aims to equip the learner with the knowledge, skills and competence to carry out reception related tasks and operations as a front line representative in a range of organisations.

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

⇒ **Fee:** €190 **Duration:** 10 weeks, Thursdays 7.00-9.30 pm