

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.

- ✓ **ENROLMENT** will also take place in Templemore College of Further Education, Templemore on Monday 16 September 2019 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.
- ✓ **FORMATION OF COURSES** will depend upon sufficient enrolments for the course. We will only contact you if your course is not going ahead.
- ✓ Please note that classes may fill before enrolment night. Places are strictly filled on a first come: first served basis. Book early to avoid disappointment.
- ✓ **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.
- ✓ **PPS No** required if doing a QQI course.

ONLINE ENROLMENT SYSTEM:

Go to our website www.tcfe.ie view courses for September 2019, click on APPLY NOW, complete and submit your application



etb
Bord Oideachais agus
Oiliúna Thiobraid Árann
Tipperary Education and
Training Board

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EVENING COURSES

Autumn 2019



ENROLMENT

Monday 16th Sept 2019
7.30p.m. to 9.00p.m.

COURSES BEGIN

Monday 30th Sept 2019

FOR FURTHER INFORMATION

Tel: 0504-31007

Email: info@tcfe.ie

Website: www.tcfe.ie

ONLINE ENROLMENT through our website www.tcfe.ie, view courses for September 2019, click on APPLY NOW, complete and submit your application

FEES NON-REFUNDABLE AFTER COMMENCEMENT OF COURSES

ICDL –Digital Skills Certification (ECDL)

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

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

Internet and Social Networking

This course will walk through the many online options which can be used to develop a web presence for business or personal use. such as Facebook, and Twitter. The course is suitable for anyone wishing to understand the concepts and to connect online, whether on a personal level or on behalf of their club, business or organisation.

⇒ **Fee:** €95 **Duration:** 8 weeks, Mondays 7.30-9.00 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:** €75 **Duration:** 6 weeks, Mondays 7.00-8.30 pm

Hairdressing Finishing Touches

This course is for any hairdresser to personalise their hair cuts to the highest standard .

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

ACCREDITED COURSES

Team Working 5N1367 (QQI 5)

This programme module aims to equip the learner with the relevant knowledge, skill and competence to work as an effective member of a team, operating independently while under general direction and with-in a range of diverse, team-oriented environments.

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

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

Disability Awareness 6N1975 (QQI 6)

The purpose of this award is to equip the learner with the knowledge, skill and competence, in the models and types of disabilities and the legal and social structures and services in place to accommodate disabilities at national and community level and in the workplace.

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

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

BTEI COURSE

Spreadsheets 4N0855 (QQI 4)

This course aims to ensure that the learner is equipped with the knowledge, skill and competence required to create, use and edit a spreadsheet application

⇒ **Duration:** 10 weeks, Monday & Thursdays 6.30-9.30pm

FREE TO THOSE ON

Social Welfare payments

Medical Card

CE Scheme

Less than Upper Second Level Education

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, Thursdays 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

Care Support (QQI 5)

This module is aimed predominantly at those working in Healthcare Support. It aims to provide a learner with the personal knowledge, skills and competence to work effectively in a care setting. It aims to promote good practice and respect for diversity in lifestyle, religion and culture in care work

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

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

Reception and 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 7.00-9.00 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

Introduction to Shellac Nails

Introduction to Shellac/2 week nails covering all the basics of manicure and pedicure.

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

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Genealogy-Researching your Family History

This course is intended for people who would like to be able to research their family history. Maximum number for class is 10 students.

⇒ **Fee:** €200 **Duration:** 10 weeks, Mondays 7.00-9.30 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

Cake Decorating

This course is to bring out your creative side, learn how to decorate your cake/cupcakes and impress your family and friends.

Fee: €130 **Duration:** 8 weeks, Mondays 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

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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

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

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

Outdoor Vegetables Crop production 3N0890 (QQI 3)

This programme module aims to provide the learner with the basic knowledge and skills to grow, maintain and harvest a crop of vegetables.

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

Intellectual Disability Studies 5N1652 (QQI 5)

The 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 roles 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, Mondays 7.00-9.00 pm

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Craft Ceramics (QQI L3)

This programme module aims to provide the learner with the basic knowledge and skills to create their own ceramic pieces.

Fees €140 Duration 8 weeks, Thursdays 7.00-9.00 pm