# Further Education Courses





# Apply online www.tcfe.ie

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#### Reasons to Come to Templemore College of Further Education

• **Success** – TCFE is the only exclusive Post Leaving Cert College in Tipperary.

The College is a dynamic and vibrant place for learners.

- Help with Career Choice It is often difficult to decide what to do when you leave school.
   In TCFE you have an opportunity to select a course that both interests you and is a first step to what you want to do in the future.
- Learning Support There are people who can help with your learning and improve your presentation and organisational skills as well as your revision techniques
- Equality and Diversity The College is a safe and secure place where every individual is treated equally. Our aim is to "Educate with Respect".
- Student Life Learners can participate in the Student Council which is an exciting group. The College is small enough for various class groups to interact and form lifelong friendships.
- Work with Employers The College has an excellent relationship with many employers in the locality who provide wonderful experiences for learners through the work experience programme.
- Facilities We have state of the art facilities for IT, Beauty, Hairdressing, Complementary Therapies, Media and much more.
- **Employment** Many of our learners find employment at the end of a course through links forged with employers in the locality.
- Reputation TCFE has well earned an excellent reputation for teaching and learning.

#### **FREQUENTLY ASKED QUESTIONS**

#### 1. How do I apply for a place in the College?

Apply using the free on-line application process at www.tcfe.ie. It is a user-friendly process. You have an option to select 3 courses of your choice. Your application will be acknowledged.

However, if you have any difficulties you are welcome to call into the College for help and advice.

#### 2. Do I have to apply through CAO?

You can now apply for PLC courses (Further Education) through the CAO at www.cao.ie and click the "Further Education" or the "Apply" tab.

#### 3. When do I apply for a place on a course?

Application can be made from November to the following September. You are advised to apply early as places are limited in a number of courses.

#### 4. How will I know if I have a place on a course?

You will be invited to call to the College in April/May for an interview (informal chat) with some staff members. They will answer any questions you have and help you decide if you have chosen the most suitable course. You will be notified within 2 weeks if your application is successful.

Later applicants will be called in Aug/Sept to have an informal interview with course staff.

#### 5. What are the course fees and how do I pay?

There are no tuition fees payable to the College for EU nationals. However, learners pay registration fees, exam fees, and some course material fees. You will be informed of the fees you need to pay, and any exemptions, during the interview process.

#### 6. How much are registration fees?

Registration fees vary depending on the programme. You will be informed of the fees associated with your programme, and any exemptions, during the interview process.

#### 7. Are there specific entry requirements?

There may be specific entry requirements for some PLC courses but these will be indicated in this booklet.

#### 8. I only have LCA can I apply?

The LCA is an acceptable entry qualification for the majority of courses unless otherwise stated in this booklet.

#### 9. Can I get a grant to do a course?

Means tested Maintenance Grants are available to qualifying learners. These Grants are administered by Student Universal Support Ireland (SUSI).

For further information see www.studentfinance.ie or www.susi.ie

#### 10. Garda Vetting - Why and Who?

Courses that require students to complete work experience with children and or vulnerable adults will require Garda Vetting. There may be vetting requirements within other programmes also. Garda vetting will be completed at the beginning of the course. It is the responsibility of the learner to ensure all information is correct when completing the application or it may mean a delay in the processing of the application.

#### 11. What happens if I have Additional Needs?

We make every effort to support applicants with Special Needs. Applicants should contact the Support Service in the College.

This person will facilitate the processing of Applications for funding to Tipperary ETB. The College is wheelchair accessible.

#### 12. I had Learning Support in school - will it continue?

TCFE will provide learning support to learners who are experiencing difficulties with specific modules. This is subject to resource availability. If you have a current report please bring it with you.

#### 13. What is the Higher Education Links Scheme?

Progression from QQI courses is possible through the Higher Education Links Scheme (HELS). This scheme provides entry to a limited number of QQI applicants to Universities, Institutes of Technology and some private third level Colleges.

For entry into Institutes of Technology from September 2017, all QQI L5 and QQI L6 awards will score a maximum of 390 CAO points.

For further info on the scoring mechanism please Consult www.cao.ie/fetac/FETAC\_scoring.pdf.

#### 14. Am I eligible for Vocational Training Opportunities Scheme (VTOS)?

If you are over 21 years of age, are unemployed and have been getting certain social welfare payments for at least six months, you can apply for the Vocational Training Opportunities Scheme (VTOS).

## 15. How do I qualify for Back to Education Allowance?

In order to qualify for BTEA you must be:

- A specific age
- In receipt of a qualifying payment for a specified period of time
- In general, commencing the first year of a course
- A full day-time for a full Academic year
- Lead to a recognised qualification in a recognised College
- Progressing in the levels of education and, where required, the Case Officer has recommended the application be approved under BTEA.

#### 16. Disclaimer

All courses offered are subject to approval by SOLAS. Templemore College of Further Education reserves the right to restructure or cancel any course without notice. This prospectus does not infer or impose any legal Obligation on Tipperary ETB or Templemore College to provide courses or services to students.

## Noel Colleran PhD Principal



## DEPARTMENT OF BUSINESS STUDIES **Business Administration Level 5 5M2468**

A course designed for school leavers or mature students who wish to upskill and pursue a career in business/office work. It gives participants a thorough mastery of the Microsoft Office Suite administration and reception skills. The timetable particularly suits individuals with childcare or caring commitments.

#### **Areas of Study**

- **Business Administration and Reception skills**
- Bookkeeping Manual and Computerised
- Pavroll Manual and Computerised
- Word Processing and Spreadsheets
- Text Production and Audio Transcription
- Work Experience
- Communications. •

#### **Educational Progression**

A graduate of the course can use this gualification to progress to a range of course in colleges such as LIT Tipperary. (Bonus points are available for some degree courses)

- Technological University
- Shannon (TUS) Mid-West
- Carlow Institute of Technology
- Waterford Institute of Technology
- **TUS Midlands**
- Mary Immaculate College.

#### **Employment Opportunities**

In recent years many of the graduates have gained employment both full and part-time. Their jobs were in office, reception, retail, civil service, HSE and general administration. Local employers contact the College for prospective employees.

## **Administration with Event Management** Level 6 6M5013

This course is designed for students who have completed a Level 5 OOI award in the Business, IT or any Level 5 area who

wish to develop their admin, marketing and management skills to a supervisory level. Mature learners with relevant experience are welcomed.





#### **Main Areas Of Study**

- Administration Practice
- Customer Service
- Work Experience
- Payroll Manual and Computerised
- The Internet
- Word Processing
- Event Management
- Supervisory Management.

#### **Educational Progression**

A graduate of the course can use this qualification to progress to a range of course in Colleges such as LIT Tipperary. (Bonus points are available for some degree courses).

- Carlow Institute of Technology
- Technological University Shannon (TUS) Mid-West
- Waterford Institute of Technology
- TUS Midlands
- Mary Immaculate College.

#### **Employment Opportunities**

Graduates seeking employment have been successful. Jobs were in the following sectors - legal, health, sports, education, retail, insurance, and civil service.

## **Tourism with Business Level 5 5M5011**

This is a one-year course for adults or school leavers who are interested in a career in the tourism and travel industry at national/local level. The course provides specialist units for students interested in travel agencies, hotel reception, employment in travel agencies air stewarding or heritage centres.



#### **Main Areas Of Study**

- Tourism Info and Administration
- Tourism Principles and Practice
- Irish Culture and Heritage
- Cabin Crew Operations
- Communications
- Work Experience
- Word Processing
- Health and Safety
- Language.

#### **Educational Progression**

Students can progress to a range of courses in Institutes of Technology including reserved places in WIT.

#### **Employment Opportunities**

Graduates source employment in the Tourism Sector including tourist office operator, cabin crew, tourist guide, cultural and heritage sites and reception work

## **DEPARTMENT OF COMPUTER SCIENCE** Software Development Level 5 5M0529

This Programme is for Post Leaving Cert students, Adults returning to education, Adults looking to pursue a career in the Software Development sector.

#### **Main Areas Of Study**

- Fundamentals of Object Oriented Programming
- Software Architecture
- Maths for Information Technology
- Communications
- Work Experience
- Mobile Technologies
- Programme and Design Principles
- Web Authoring.

#### **Educational Progression**

Graduates normally progress to Level 6 Computer Systems and Networks (6M17815), also offered in Templemore College. Alternatively, this course offers prospective students access to third level college, through

the Higher Education Link Scheme. Students can gain up to 25 CAO bonus points for entry to the Higher Certificate or the BSc in Computer Management in TUS Limerick. Students will also be able to directly apply for one of five reserved WIT college places, for TCFE students.



#### **Computer Systems and Networks Level 6 6M0659**

This course is for students who have successfully completed their Level 5 studies, adults returning to education, job seekers looking to pursue a career in the Networking industry..

#### **Main areas of study**

- Network Infrastructure
- Physical and Logical Networking
- Information Technology Administration
- Network Security
- Systems Software
- Digital Compliance
- Customer Service
- Work Experience.

#### **Educational Progression**



Should you wish to continue your studies to higher education in a third level Institute of Technology or University, this award provides a solid grounding in the fields of computer science, network infrastructure, and cyber security. This course offers a direct pathway into second year of the Higher Certificate or the BSc in Computer Management in Technological University Shannon (TUS) Limerick. Students will also be able to apply for one of five WIT college places, reserved especially for Templemore College students.

#### **Employment Opportunities**

Enables graduates to source employment in the IT sector in a range of skill areas to include PC repair, network administration, network security and desktop support.



## DEPARTMENT OF BUILDING DESIGN Interior Design Level 5 5M5054

This course is for Adults and Post Leaving Certificate students who wish to pursue a career in interior decoration and design, develop an appreciation and understanding of the green interior, complete a portfolio of design and project work, and develop their visual awareness and lateral thinking skills.

#### **Main Areas of Study**

- Appreciation of Art, Craft, and Design
- Design Skills
- Architectural Drawing
- Building Construction this includes an introduction to Domestic BER CAD (Computer Aided Design)
- Computer Illustrated Graphics (Adobe Photoshop and Sketchup)
- Materials and Finishes
- Safety and Health at Work
- Colour and Light
- Communications and Work Experience.

#### **Educational Progression**

Graduates from the course may progress to the Interior Design with Architectural Technology Level 6 at a range of third level institutions available on the Higher Education Links Scheme.

#### **Educational Opportunities**

Job opportunities for graduates include domestic Interior designer, window dresser, colour consultant, sales advisor for fabric, paint and wallcovering, visual merchandiser.



#### Department Of Education, Care And Special Needs Advanced Certificate and Level 5 Certificate In Early Learning And Care

This is a two year course that is designed for adults and post leaving certificate student wish to pursue a career in Early years education (0-6 years of age) Sector and who wish to progress as a supervisor or centre manager or have their own business.

#### Garda Vetting is a requirement as part of the course

#### Year 1 Main areas of study are:

- Children's Rights, Legislation and Regulation
- Early Childhood Growth and Development
- Curriculum, Play and Creative Studies
- Holistic Care of Children 0-6 Years
- Understanding and Assisting Children with Additional Needs
- Professional Practice Placement in Early Learning and Care Certificate.



#### Year 2 Main area of study are:

- Sociology and Social Policy in Early Learning and Care
- The Developing Child
- Curriculums and Pedagogy
- Inclusive Early Learning and Care
- Supervision and Administration in Early Learning and Care
- Advanced Professional Practice Placement in Early Learning and Care.

#### **Educational Progression**

MIC & TUS (formerly LIT) Early Childhood Care and Education second year or direct access to two-year blended level 7 level 8 or similar courses in other universities.



## DEPARTMENT OF BEAUTY THERAPY CIBTAC and CIDESCO Diplomas

This course is for school leavers or adults who wish to become Beauty Therapists, Body Therapists and Electrologists.

#### Main Areas of Study Year 1

- CIBTAC Diploma in Beauty Therapy
- CIBTAC Diploma in Electrical Epilation
- Certificate in QQI Level 5
- Certificate in Workshops and Additional Training
- Commercial Salon Environment hours
- Makeup Techniques.

#### **Educational Progression**

Graduates from the course progress to study Advanced Beauty Therapy, Body Therapy, Nail Technology and additional courses/workshops in second year.

#### **Main Areas of Study Year 2**

- CIDESCO Diploma in Beauty Therapy
- CIBTAC Diploma in Body Therapy and Body Massage
- QQI Level 6 Cert In Nail Technology
- Makeup
- Work Experience
- Job Preparation and
- Advanced Workshops.

#### **Educational Progression**

Graduates from this course can progress to Spa Management.

#### **Educational Opportunities**

Therapists can work in Salons, Hotel Spas, Leisure Centres, Health Farms and Cosmetic Companies. Work as a Sales Representative, Mobile Beauty Therapist, Cosmetic Counter Consultant, Salon Owner, Beauty Expert/Blogger Beauty and Body Therapist on Cruise Liners.



## DEPARTMENT OF HEALTH, WELLNESS, AND SPORTS STUDIES

This course is for school leavers or adults who wish to become complementary health therapists, or who wish to develop their interest in the field of complementary health studies. Participants will acquire a deep knowledge of complementary therapy theory and practice, and an understanding of how these fit into the wider context of the health science.

#### **Complementary Therapies CIBTAC**

#### Main Areas Of Study Year 1

- Anatomy and Physiology
- Diploma in Body Massage
- Diploma in Aromatherapy
- Business Studies
- Job Preparation
- Interview Skills.

#### **Main Areas Of Study Year 2**

- Diploma in Reflexology
- Diploma in Indian Head Massage
- Diploma in Stone Therapy
- Diploma in Sports Massage
- First Aid Response.

- Spas
- Hotels
- Gymnasiums
- Complementary Health Centres
- Cruise Liners
- Own Business
- Beauty Salons
- Centres for Well-Being.





#### Sports, Nutrition, and Exercise Level 5 5M5146

This course is for Post-Leaving Certificate students and adults who wish to pursue a career in the Sport and Leisure Industry, people who have an interest in Sports Coaching and people who are interested in promoting active lifestyles.

#### **Main Areas Of Study**

- Sport and Recreation Studies
- Exercise and Fitness
- Communications
- Work Experience
- Nutrition
- Sports Anatomy and Physiology
- Adventure Activities
- Safety and Health at Work
- First Aid Response.

#### **Educational Progression**

Students can gain entry to a wide range of courses at the various Institutes of Technology. There are reserved places in Waterford Institute of Technology. Students can also access third level through the Higher Education Links Scheme.

#### **Employment Opportunities**

Graduates can access employment in the Leisure and Fitness industry in both the public and private sector. Work as Administrator, Supervisor, Gym Instructor. Organise Client Screening, Assessments, Exercise Programmes and Exercise Classes.



#### **DEPARTMENT OF HAIRDRESSING**

Our Hairdressing courses are designed to provide students with the techniques and knowledge necessary to work in the dynamic Hair and Beauty industry. The Hairdressing Certificate course can lead to employment in the Hairdressing industry as a second or third year stylist.

#### Hairdressing - Level 5 Certificate 5M3351/ Department of Education and Skills - Junior Trades

#### **Main Areas Of Study**

- Hairdressing Theory and Practice
- Hairdressing Science
- Design
- Work Experience
- Barbering
- Customer Service
- Safety and Health
- Reception and Frontline Office Skills.

#### **Education Progression**

This certificate provides entry to the Diploma in Hairdressing (with Beauty Care/Barbering). Experts from the industry hold workshops with the class throughout the year, in cutting, colouring, upstyling, extensions, and product promotion.

- Cruise Liners
- Work abroad
- Theatre and Television
- Consultancy/Demonstration
- Sales or Freelance work.



#### Hairdressing Diploma – City & Guilds Diploma/ Barbering Diploma/Department of Education and Skills – Senior Trades/QQI

This course is designed for those who have had two or more years' experience in hairdressing, hairdressers who wish to update their skills and qualifications and students who have completed the Certificate in Hairdressing award.

#### Main Areas Of Study City & Guilds Diploma – Ladies Hairdressing

- City & Guilds Diploma
- Barbering
- Hairdressing Science
- Work Experience
- Business

#### **Educational Prgression**

Additional Workshops/Course Experts Industry experts hold workshops with the class throughout the year in cutting, colouring, tanning, upstyling, extensions, barbering and product promotion.

- Cruise Liners/Abroad
- Theatre and Television
- Consultancy, Demonstration and Sales.
- Mobile Hairdressing
- Working in a combined Hair and Beauty Salon



#### **Advanced Diploma in Hairdressing**

This course leads to an international qualification for experienced hairdressers. It will expand their range of techniques, skills and knowledge. It will provide participants with management and supervisory skills and is the highest qualification available in hairdressing with City & Guilds.

#### **Main Areas Of Study**

Advanced techniques in the following:

- Cutting
- Perming and Relaxing
- Colour and Colour Correction
- Creative and Fantasy Styling
- Hair Design
- Hair Science
- Hair Extensions
- Promotional Activities planning and implementing
- Financial Business Management.

- Hair Salon
- Cruise Liners
- Theatre and Television
- Leisure Centres
- Special Features
- Photo shoots
- Promotional Activities.



## DEPARTMENT OF MEDIA AND MAKE-UP ARTISTRY

#### Make-up Artistry Level 5 5M5265

This course is suitable for school leavers or adults who have an interest in makeup and cosmetic application. Students are expected to have a good imagination and creative flair.

#### **Main Areas Of Study**

- Fashion and Media Make-up
- Period and Theatrical Make-up
- Specialised Make-up Effects
- Postiche
- Design Skills
- Communications
- Work Experience.

#### **Educational Progression**

There are opportunities in Carlow Institute of FE and IADT, Dun Laoghaoire.

#### **Employment Opportunities**

Graduates have the option to work on a freelance basis or as employees in a variety of industries including Theatres, Make-up Studios, on Film and TV Sets etc. and on a range of media productions including editorials and high fashion (catwalk). Alternatively, graduates can expect to find employment with international cosmetic companies, as cosmetic consultants/makeup artists and cosmetic counter managers.



#### Film and TV Production Level 5 5M18519

This is a one year full time course for Leaving Certificate students or adults. -designed to provide an introduction to film, radio and TV programme making and editing.

#### **Main Areas Of Study**

- Media Analysis
- Editing for TV and Film
- Communications
- Work Experience
- Digital Movie Processing
- Computer Illustrated Graphics
- Film Production
- Image Processing.

#### **Educational Progression**

Progress to a Level 6 course on offer in Templemore.College alternatively, there is a range of higher education options in Institutes of Technology.

#### **Employment Opportunities**

Graduates can work in a range of positions in a variety of media environments – TV, Film or Radio. Work as an independent film/movie maker. Work in community or commercial radio stations.

#### **Creative Media Level 5 5M5048**

A course for Leaving Cert students or adults who have an interest in art, drawing, film, computer animation, and movie production. The programme is provided in an iMac Lab with industry standard software such as Adobe Creative Suite CS6 – Adobe Flash, Adobe Premier Pro, Adobe Photoshop, Adobe Illustrator, Adobe Audition and Dragonframe stop motion software.

#### **Main Areas Of Study**

- Media Analysis
- Animation
- Film Production
- Television and Film Editing
- Image Processing
- Computer Illustration Graphics
- Communications
- Work Experience.

#### **Educational Progression**

Level 6 Award in Templemore College or in Technological University Mid-West (TUS). There are bonus points for some awards in TUS.

#### **Employment Opportunities**

Employment in the digital media sector in either the form of contract work or direct employment. Jobs can be sourced in graphic design, animation or radio, film and TV production.

#### **Cartoon Animation and Film Production Level 6 6M5545**

A course for students who have either completed the level 5 Award in Creative Media/Film and TV Production or have experience in industry and wish to formalise their qualification in the area. The programme is provided in an iMac Lab with industry standard software such as Adobe Creative Suite, CS6 – Adobe Flash, Adobe Premier Pro, Adobe After Effects, Adobe Photoshop, Adobe Illustrator, Adobe, Audition and Dragon Frame stop motion software.

#### **Main Areas Of Study**

- Animation Film Production
- Animation Drawing
- Drawing
- Digital video Processing and Production
- Production Management for TV and Film
- Digital Imaging
- Design
- Directing Film
- Script writing for Animation
- Team Leadership
- Work Experience.

#### **Educational Progression**

Advanced entry to the Technological University Shannon (TUS) Mid-West for specific course. Also opportunities in other TUS locations.

#### **Employment Opportunities**

Work as freelance animator or film maker. Alternatively, work in print, broadcast or multimedia, film industries as scriptwriter, graphic designer producer, director or designer.



## DEPARTMENT OF HORTICULTURE Horticulture Level 5 5M2586

This course is for adults and Post Leaving Certificate students who wish to pursue a career in landscaping and horticulture, gardening enthusiasts, and those who have an interest in the outdoor life.

#### **Main Areas Of Study**

- Plant Science
- Plant Protection
- Plant Identification and use
- Soil Science and Growing Media
- Work Practice
- Communications
- Garden Design
- Landscape Construction and Maintenance
- Safety and Health at Work.

#### **Educational Progression**

Students can also gain entry to a wide range of science, applied science, horticulture, and forestry courses at third level through the Higher Education Links Scheme.

#### Waterford Institute of Technology

• There are reserved places for TCFE students

#### **Employment Opportunities**

With landscaping architectural firms and landscaping construction companies. Can also work in Garden centres as advisors and horticulturists.



## DEPARTMENT OF SECURITY STUDIES Security Studies Level 5 5M2110

This is a one year full-time course which involves classroom, fieldwork and work placement education and training. It provides students with the range of practical skills and theoretical knowledge required for employment in the security industry.

#### **Main Areas Of Study**

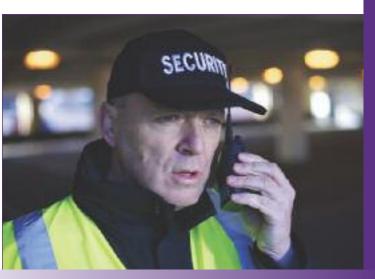
- Legal Practice and Procedures
- Security Industry Procedures
- Safety and Health at Work
- Work Experience
- Door Security Procedures
- Guarding Skills
- Communications
- First Aid Response
- Criminology
- Conflict Resolution

#### **Educational Progression**

Graduates from the course are qualified to register with the Private Security Authority, established under the Private Security Services Act (2004).

#### **Employment Opportunities**

Graduates can source work in the security industry in a variety of settings such as independent or private security companies as door, static or patrol security. Can work in Events, Corporate and Warehousing security.



#### **DEPARTMENT OF HUMANITIES**

#### Applied Psychology and Social Studies Level 5 5M2181

This course is a foundation course for learners wishing to explore their understanding of psychology and sociology. It is a one-year full-time course suitable for those who want to progress to third level or gain employment in the caring professions.

#### **Main Areas Of Study**

- Social Studies
- Applied Psychology
- Intercultural Studies
- Human Growth and Development
- Caring for the Older Person
- Young People and Society
- Communications
- Work Experience.

#### **Educational Progression**

Holders of a QQI award at Level 5 may apply for degree courses in Institutes of Technology and Universities. There are reserved places for graduates in WIT and the Technological University Shannon locations.

#### **Employment Opportunities**

Work in the Care sector both public and private as Healthcare Assistants. A variety of roles can be obtained in Community based organisations.

#### **Garda Vetting**

Garda vetting is a mandatory requirement as part of the course.



## SPECIAL NEEDS ASSISTANT WITH GENERAL LEARNING LEVEL 5 5M3114

#### **Programme Aim**

The aim of this programme is to enable the learner to secure employment as a Special Needs Assistant in the Education sector. It also develops the knowledge, skill and competence required for participation in higher education.

#### **Main Areas Of Study**

- Applied Psychology
- Understanding Special Needs
- Special Needs Assisting
- Word Processing
- Social Studies
- Safety and Health at Work
- Communications
- Work Experience.

Work Experience is a core element of the programme and will facilitate the enhancement of employment opportunities.

#### **Educational Progression**

Holders of Level 5 QQI Awards may apply for degree courses in Universities and Institutes of echnology.

**Employment Opportunities** 

Work in the Education sector as a Special Needs Assistant

#### **Garda Vetting**

Garda Vetting is mandatory for this programme.

#### **Erasmus+**

Templemore College is proud to be an active partner in the EUfunded Erasmus+ programme. Erasmus+ provides opportunities for students to study, train, gain work experience and volunteer abroad. Students from Templemore College take part in work placements in Spain, France or Germany each year. Work placements are organised through a network of contacts with Spanish , French or German enterprises in a wide variety of industry sectors.

Erasmus+ opportunities are very beneficial to students. They gain valuable skills in terms of learning a new language and technical skills but also in terms of personal growth. All students report an increase in self-confidence, indepen-dence, maturity, and motivation upon their return home to Ireland.

In addition, the Erasmus+ mobility experience can enhance the student's CV and help the student secure future employment, at home or abroad.

Furthermore, the Erasmus+ programme can be particularly beneficial for those students looking to continue their study of European languages at higher level.

#### Funding

EU funding for the work placements contributes to the costs of flights, accommodation, and day-to-day living expenses while on work placement.



### YOUTHREACH PROGRESSION PROGRAMME Céim Eile

This is a Department of Education Initiative, supported by ESF funding to provide second chance education for Early school leavers aged 15-20 years. The programme currently caters for Nenagh, Roscrea, Thurles, Urlingford Rathdowney, Borrisoleigh, Templemore and surrounding areas.

#### Programme

The programme aims to enable learners to acquire the personal and interpersonal skills and confidence which will enable them to move on and succeed in the workplace or further education and training. It places particular emphasis on preparation for the world of work and life-long learning. Work experience is a significant component of the programme it encourages learners to take a more active and personal role in securing and maintaining suitable placements, as well as gaining valuable employment experience.

#### Who should consider Ceim Eile?

- Someone who wants to stay in education and gain a certificate equivalent to the Junior Certificate
- Someone who prefers learning by doing and is motivated by continuous assessment.
- Someone who wants to get work experience to help them with their career choice.

#### Who is eligible?

- Those aged between 16 and 20 prior to starting the programme
- Those who have left school or are currently note engaging in education
- Those who are unemployed

There are however other exceptional cases that allow for admission. Please contact the Co-ordinator for more details.



#### Ceim Eile – Courses on Offer: Leaving Certificate Applied QQI Level 3 General Learning



#### Leaving Certificate Applied (LCA)

This is a 2 year Leaving Certificate (LC) available to learners who wish to follow a practical LC with a vocational focus. The learning experiences are active and practical where learners apply their knowledge, skills and experiences to real life situations in the college, workplace and the wider community. It provides a wealth of opportunities which enhance the self-esteem and confidence of learners. There is less emphasis on the final examination because course work is assessed throughout the 2 years and the learner gains 'credits' as they go along.

#### **QQI Level 3 General Learning**

This programme is for those who have not achieved a full or substantial Junior Certificate. This is a 1year course that enables learners to develop the relevant knowledge, skills and competence to use a range of skills and tools under direction and with limited autonomy, in familiar situations. It enables the learner to participate in and contribute to society and allows for progression to further education or training. It provides the learner with a Level 3 award which is equivalent to that of the Junior Certificate.

#### Services and Supports available to the learner include:

- Training allowances based on age and attendance
- Meal and Travel allowance based on distance, and transport, from the college
- 1 to 1 Counselling support
- 1 to 1 Advocate support
- 1 to 1 Guidance counselling with focus on career, work experience and progression opportunities
- Literacy and numeracy support
- External supports from various agencies



## **PART-TIME COURSES**

#### **Part-time Back to Education programmes**

These part time course are for adults who left school early and who would like to get back to education. It aims to provide participants with the confidence and skills to consider returning to full time education or employment in the future. Class size is small so that each student can get individual attention when necessary.

#### Main Areas of Study General Learning 3M0874

- Communications Skills: listening, speaking, reading, writing
- Woodcraft: developing creativity through wood
- Internet Skills: developing confidence in the use of the internet/email
- Digital Media:- developing confidence in the use of the digital media devices to enhance personal and social life.
- Desktop Publishing: developing skills to create publications.

#### **Duration:**

These course takes place from September to May.

#### Level 4 General Learning 4M2010

- Home Repair and Maintenance: developing skills to carry out home repairs and maintenance
- Word Processing: developing skills to use a word processing package
- Information Technology: developing an understanding of the internet and file/folder management
- Safe Horticultural Practices: developing skills to carry out horticultural duties and tasks safely
- Establishing Trees and Shrubs : developing knowledge to plant, grow, maintain and establish trees and shrubs..

#### Part Time Evenings: ICDL (formerly ECDL)

#### **Educational Progression**

This course prepares students to pursue further educational opportunities if they so wish.

Many students have progressed on to full time courses in Templemore College.

## **Self-funded Night Classes**

Self-funded night classes are provided in the College in the Autumn and Spring terms. Classes are advertised in the local media and include areas such as:

#### Hobby/General Interest Course

- Pilates
- Boxercise
- Oil Painting
- Introduction Beauty Therapy
- Cake Decorating
- Computers for Beginners
- Hairdressing Bootcamp
- Internet and Email for Beginners
- Hairdressing Bootcamp
- Mindfulness (for Personal Enrichment)
- Manual Handling
- Patient Handling
- Animal Care.

#### **Certified Courses**

- Care of the Older Person (QQI 5)
  Work Experience
- Communications (QQI 5)
- Special Needs Assisting 5N1786 (QQI Stand Alone Module)
- Special Needs Assisting 6N1957(QQI 6) Barbering 5N3448 (QQI 5).









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Cláir Chistí Eorpacha Struchtúrtha agus Infheistíochta na hÉireann 2014–2020

Cómhaoinithe ag Rialtas na hÉireann agus ag an Aontas Eorpach

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