



National Learning Network

Investing in People, Changing Perspectives

Prospectus



Winter 2011

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National Learning Network

Vision:

A world of equal opportunities through learning.

Mission:

To promote equality by providing world-class training, education and employment access services and by actively influencing the creation of a more inclusive society.

Values:

- Integrity
- Empowerment
- Partnership
- Mutual Respect
- Innovation
- Honesty
- Courage
- Sustainability

National Learning Network is the training and education division of the Rehab Group. We assist students at a disadvantage in the labour market to learn the skills that they need to build a lasting career or progress with their learning in an area that reflects their interests and abilities.



Welcome from the Director of Training and Employment Services, Rehab Group

National Learning Network is an internationally-recognised leader in the provision of high quality, accredited training and specialist support to people who are distant from the labour market. We have centres in almost every county in Ireland. Every day, thousands of people come to our training courses, with nine out of ten people who complete our courses progressing to employment or further training and education.

At this time of economic difficulty, everyone is finding it more challenging to enter the workforce. National Learning Network has a wealth of knowledge and experience of supporting people who might find it difficult to gain employment to develop the skills to move forward with their careers. Every year, 5,000 people come to learn and study with us and can undertake a course in a way that meets their needs.

You can access our training programmes in a variety of ways: in your local centre; with a local employer; or even from the comfort of your own home. All National Learning Network courses are funded through FÁS or the Health Service Executive and therefore students receive an allowance for participation. Our person-centred approach to training is at the heart of everything that we do; this is reflected in our Individual Action Plans (IAPs), which means that you, the student, are central to this process and to the service that we provide.

Each member of National Learning Network's staff is encouraged to take part in relevant continuous professional development programmes to ensure that our courses and methods of delivery reflect the best national and international practice. In this respect we are very proud that we recently achieved the FÁS Excellence Through People Award at Gold Level. This result places National Learning Network among the top 10 per cent of companies in Ireland that have achieved this award to date.

National Learning Network works closely with a wide range of government departments, agencies, employers and local community organisations. I want to thank our partners for supporting us and indeed in challenging us to review and improve our services. National Learning Network is committed to working with people who wish to progress to employment, further education and training or enhancing their skills while in employment.

We are committed to supporting our students to develop their skills and to achieve their potential. I am confident that we have a course to suit you and I hope that the time you spend with us is both rewarding and enjoyable.

A handwritten signature in black ink that reads "Marie Kelly".

Marie Kelly

Director of Training & Employment Services

Rehab Group



About National Learning Network

National Learning Network is Ireland's leading provider of training, education and employment access services. We assist students to learn the skills that they need to build lasting careers in jobs that reflect their interests and abilities.

We have over 50 years of experience working in the area of disability and training for employment or further education.

Whilst the majority of National Learning Network's student body is made up of students with disabilities, other groups and individuals facing obstacles in the search for work are increasingly using our services.

As Ireland's largest non-government training organisation, with over 50 training locations, we offer 72 different training courses and are a FETAC-accredited provider.

We regard the option of working in the open labour market as a vital element of equality and choice for students with disabilities.

Our employment supports include advice and disability-awareness training for prospective employers and co-workers.

No fees apply to any National Learning Network courses. There are also no formal entry requirements, although students must be aged over 16. Students may also be admitted to courses continually during the year.

**For general information about
National Learning Network, please contact:
PR manager, Rehab Group,
tel: 01 205 7268 email: info@nln.ie
or visit our website: www.nln.ie**

Training and Education – Services and Supports

Teaching students the skills that they need to gain qualifications that are recognised by employers is obviously important – but this is only part of National Learning Network’s work.

The organisation sets itself apart from other training bodies by addressing all the factors that will affect a student’s prospects of obtaining and retaining a job in their chosen field.

We have developed a unique system of training delivery, that enables students to reach their potential in a manner that takes account of personal, social and environmental requirements.

All our courses contain community integration initiatives. These include work experience and participation in local leisure activities, cultural pursuits and other local community activities and events. In addition, all students are provided with training in computers and health and safety.

A multi-disciplinary team of some 575 teachers, trainers, programme development officers, psychologists, counsellors and employment support staff delivers this training.

All courses are designed to meet individual needs so that each student can achieve their vocational goals at their own pace and within a lifelong learning framework.

A comprehensive range of additional supports is also available, such as career planning, personal and social skills and literacy and numeracy. Assistive technology is also provided as required.

We pride ourselves on the flexibility of our services. Students can opt for introductory courses to explore their career goals or for specific skills courses that lead to employment.

In addition to centre-based courses, students can also avail of Employer Based Training with host companies or blended learning courses that enable students, particularly those with mobility difficulties, to study from home.



National Representative Council

The National Representative Council (NRC) enables National Learning Network students to play a full role in decisions made about the services that they receive. Every student is automatically a member of the NRC.

The purpose of the NRC is to ensure that the needs and wishes of National Learning Network students are represented in decision-making at all levels of the organisation.

At local level, each National Learning Network training centre has a representative committee made up of students from each course. These committees meet regularly and liaise with staff and managers to address issues of importance to students.

Student representatives also have the opportunity to take part in advocacy initiatives at regional and national level, ensuring that the voice of students is heard at every level of the National Learning Network organisation.

The NRC is facilitated by dedicated staff who provide supports to local committees to enable them to play an active role in policy and decision-making within National Learning Network and the wider Rehab Group.

For further information, please contact: nrc@nlm.ie

Roslyn Park Students' Union

Roslyn Park Students' Union offers assistance on a wide range of issues as well as organising a calendar of social events. The Roslyn Park Students' Union is a fully affiliated member of the Union of Students in Ireland.

Roslyn Park College

Why choose Roslyn Park College?

Roslyn Park College can offer you high quality FETAC certification leading to employment or as a foundation for further education opportunities. It is unique among colleges in that the training delivery system is geared to support your individual needs. This is achieved in the following ways:

Continuous entry system – this means that, once a vacancy arises, you start your course when you are ready.

Flexible course design – if you need to leave, for illness or other reasons, you can pick up where you left off when you restart. You can move at your own pace through the course.

Individual Training Plan – we assist you to develop your own training plan which, if you wish, could include personal issues with which you may need assistance.

Individual Training Supports – you may wish to access some of our support staff including psychologists, counsellors, teachers to work on Maths/English needs, sports instructors or sign language interpreters to assist you on your training course.

Additionally, personalised assistive technology is provided where possible and an employment co-ordinator is available to assist you in your search for employment.

Who can apply?

If you wish to return to work following an accident or protracted illness or if you have a disability and wish to develop your career prospects, you can apply to the college. Acceptance on a course is not determined by your academic achievements but on the successful completion of an interview and a course sample.

Applying to the College:

For further information, please contact the college recruitment officer at 01 261 3407 who will arrange for you to visit and discuss your training options or arrange a meeting with staff in the area of your choice.

We run regular weekly tours of the college and the college recruitment officer can be contacted for details.



Quest Brain Injury Services – Galway

Quest is a ground-breaking National Learning Network service helping individuals to rebuild their lives after a brain injury. Funded by the HSE Western Region, this service is available to brain injury survivors in Galway, Mayo and Roscommon between the ages of 18 and 65 years of age.

The Quest community-based-rehabilitation programme aims to assist with long-term psychosocial needs following hospital discharge. The Quest model addresses in a systematic and integrated way the cognitive and remedial, functional, psychosocial, emotional and behavioural, interpersonal, social and vocational aspects of an individual's rehabilitation.

Despite the term 'community-based', rehabilitation can take place in settings other than in the community. Quest's service model involves service provision in a number of contexts, i.e. the Quest centre, clients' homes, workplaces and community facilities. The appropriate setting for each individual's rehabilitative programme will depend on the individual's rehabilitation needs and goals at the particular time of entry to the service. As needs change, so too will the setting of the provision of training.

For further information:

tel: 091 778 850 email: quest@nlm.ie

Mental Health Services

Over the past number of years, National Learning Network has significantly increased its development of services for people with mental health difficulties. In line with the government policy 'A Vision for Change', the organisation has embarked on the development of best practice services incorporating a recovery ethos. This means that the service is geared around the recovery of each person and how best this can be achieved. Our services have been developed within the community and offer courses that meet the demands of each person regardless of where they are on their recovery journey. National Learning Network provides mental health services within its extensive range of FETAC-accredited courses across a range of levels.

All our managers, instructors, rehabilitation officers, resource teachers, social skills facilitators, psychologists and advocacy officers have had extensive training in this field.

Our ethos of recovery, hope, excellence, respect and safety are central to all the services currently being developed within our mental health services.

For further information, please contact your local centre (listed on pages 103–109 of this prospectus).

Assessment Service

The National Learning Network Assessment Service was established in 2003 as a result of a unique partnership between National Learning Network, the Dyscovery Centre in Cardiff and the Institute of Technology, Blanchardstown. The Assessment Service has a broad and highly qualified multi-disciplinary team which works closely together and is committed to providing a best practice service.

We provide assessments and support for children, adolescents, and adults with specific learning difficulties such as dyslexia and dyspraxia (also known as developmental co-ordination disorder or DCD). Staff at the centre also provide functional strategies and support for other associated specific processing/learning difficulties such as asperger's syndrome and attention deficit hyperactivity disorder (ADHD).

We also provide a comprehensive screening and support service for third level students and adult students with specific processing/learning difficulties. The team at the Assessment Service also facilitates learning styles and study skills workshops to groups of students from primary, secondary and third level. Additionally, the team provides one-to-one study skills tuition to students of all ages.

For further information, please contact:

tel: 01 885 1386 email: assessmentservice@nltn.ie

or visit our website www.nltn.ie





Disability Support Service

The National Learning Network/CDVEC Disability Support Service (DSS) is an exciting and innovative partnership between National Learning Network and the City of Dublin Vocational Education Committee (CDVEC). We offer a wide range of supports to students with disabilities in eight VEC Colleges of Further Education in Dublin.

The work of the DSS can be divided into three broad categories: direct support to individual students, support and information to college staff, and raising awareness about equality/disability issues within the student body of the colleges.

When a student initially approaches the service, the disability support officer will carry out an educational needs assessment to ensure the student receives the appropriate support. This includes requirements in areas such as transport, assistive technology, educational support workers, support with study skills, and time management. Another area of collaboration is recommendations concerning examinations, and students sampling a range of examination accommodations. The entire service operates confidentially.

The DSS works in partnership with each principal and with all the college staff, including guidance counsellors, psychological services, subject teachers and exam officers.

The final strand of the service involves promoting disability and equality issues among the student body. This is achieved through dissemination of information

about the service and delivery of disability awareness training sessions to class groups. The DSS is also involved in open days and interview and registration days.

National Learning Network and the CDVEC recently launched a new *Study Skills Manual*, which is an easy-to-use workbook for any student accessing further or higher education. It is useful to both students and teachers. It helps students identify their individual learning styles and equips them with the tools that are necessary for academic achievement in any learning environment. The manual also provides teachers and lecturers with ideas that help promote learning in their classroom.

The CDVEC Disability Support Service Guidelines are available on the CDVEC and National Learning Network websites and are part of an ongoing collaboration between National Learning Network and the CDVEC in the area of inclusive education.

See www.nln.ie/Learning-and-Assessment-Services/Disability-Support-Service.aspx

**For further information, please contact:
tel: 01 885 1382 email: disabilitysupportservice@nln.ie
or visit our website www.nln.ie**

Services to Employers

National Learning Network has forged strong links with employers across the country. These relationships mean that employers, public and private, large and small:

- Are consulted at the design and implementation phases of new programmes ensuring best fit with their requirements
- Are provided with on-the-job training that matches their needs, thereby reducing recruitment and training costs
- Can access the expertise, advice and support of our staff when employing students
- Benefit from providing work experience placements to many students across a range of skill areas

For further information, please contact the Continuous Professional Development (CPD) department: tel: 01 200 0120 email: cpd@nl.n.ie

Employer Based Training

Under Employer Based Training (or EBT) programmes, students acquire their skills in the vocational area of their choice in the workplace with the support of the course co-ordinator.



Quality/Standards

Business Excellence

National Learning Network has been awarded Recognised for Excellence (Level 4) in recognition of its quality management and continuous improvement processes under the Business Excellence model.

EQUASS

National Learning Network has achieved the European Quality in Social Services award (EQUASS) in all training locations. EQUASS is a European quality mark that recognises excellence in rehabilitation services.

National Standards

National Learning Network is a major provider of FETAC awards and has agreed its quality assurance systems with FETAC. Our vocational training courses comply with FÁS quality assurance requirements.

Excellence Through People

The entire National Learning Network organisation has been accredited under the national human resources standard Excellence Through People at Gold Standard level.

Continuous Improvement Review

Under the Continuous Improvement Review (CIR), each training centre carries out a detailed self-evaluation of its training activities annually. Verification visits are carried out in up to 12 locations by assessors who have completed a formal training programme.

Continuous Professional Development (CPD)

National Learning Network offers a wide range of continuous professional development (CPD) courses and also offers corporate training in the fields of disability, equality and diversity management.

CPD courses are aimed at up-skilling trainers, teachers and other staff working in rehabilitation, inclusive education and community settings. Taking a CPD course with us will update knowledge, increase confidence and improve work-related skills.

CPD offers a range of accredited and non-accredited courses. Accredited courses are offered at FETAC level 4, 5 and 6 and can be tailored to your organisation's specific requirements and delivered in your workplace. Accredited courses are delivered over three or four days. Non-accredited courses are shorter in duration (from a half day to two days) and offer flexibility whilst also updating knowledge and skills.

We currently offer the following accredited courses:

- FETAC Level 6 Assessment Practice
- FETAC Level 6 Assistive Technology
- FETAC Level 6 Disability Awareness
- FETAC Level 6 Boundary Management
- FETAC Level 6 Mental Health Awareness
- FETAC Level 6 Specific Learning Difficulties Awareness
- FETAC Level 6 Train the Trainer

In collaboration with FETAC, CPD has led a Standards Development Group for the development of two new full awards. Two new awards have since been published by FETAC:

- FETAC level 6 Inclusive Education and Training
- FETAC level 6 Social and Vocational Integration



Corporate Training

National Learning Network's corporate training division facilitates employers in establishing best equality practice in the areas of recruitment, employee development and customer service. Our aim is to ensure that employers are informed about current legislation and enabled to implement integrated strategies designed to improve existing policy and practices.

Since January 2002 we have successfully completed training and consultancy projects for a variety of companies. Our experience spans the fields of diversity, equality, bullying and harassment, and disability awareness. We have worked extensively with public and private sector companies in the design, development and delivery of disability, diversity, equality, and bullying and harassment awareness programmes.

We have successfully managed a number of projects and initiatives including disability and diversity awareness training, disability awareness training for trainers and disability awareness training for senior management teams in various local authorities. Furthermore, we have extensive expertise in the development of equality and disability policies and access auditing.

For further information:

tel: 01 200 0150 email: cpd@nln.ie

or visit our website www.nln.ie



National Learning Network Courses

We currently offer a total of 72 courses in the following counties:

Carlow
Cavan
Cork
Donegal
Dublin
Galway
Kerry
Kildare
Kilkenny

Laois
Leitrim
Limerick
Longford
Louth
Mayo
Meath
Monaghan
Offaly

Roscommon
Sligo
Tipperary
Waterford
Westmeath
Wexford
Wicklow

These courses prepare students for progression to jobs, further education or higher training. Further details on all the courses are listed on the following pages.



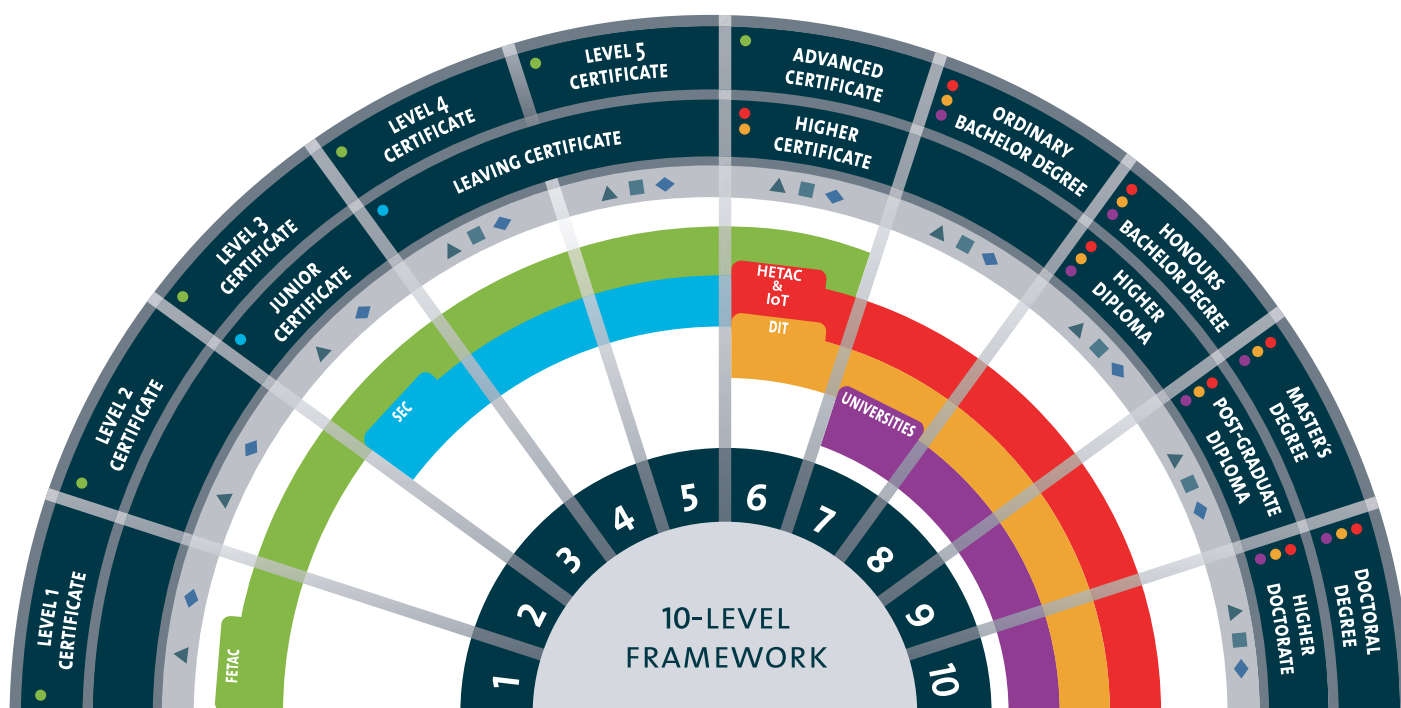
Course Certifications Explained

National Learning Network offers nationally-recognised qualifications to students in all its courses countrywide, including FETAC, ECDL and City & Guilds covering a wide range of personal development and vocational skills. The organisation is a significant provider of major and minor FETAC awards at all levels on the National Qualifications Framework and issues over 4,000 awards annually.

Our training courses offer awards at levels 1 to 5 on the framework. We encourage students to progress to higher levels on the framework and students can use minor awards already obtained to contribute towards a major award through Recognition of Prior Learning.

All major FETAC awards include two compulsory modules: Work Experience and Communications, and this prospectus lists the other modules offered on each course.

Our continuous professional development courses provide certification at level 6 and the work experience module is replaced by a work placement module.



Key

- FETAC - Further Education and Training Awards Council
- SEC - State Examinations Commission (Department of Education & Science)
- HETAC+IOT - Higher Education and Training Awards Council and Institutes of Technology
- DIT - Dublin Institute of Technology
- Universities

Awards in the Framework

There are four types of award in the National Framework of Qualifications:

- **Major Awards:** are the principal class of awards made at a level
- ▲ **Minor Awards:** are for partial completion of the outcomes for a Major Award
- **Supplemental Awards:** are for learning that is additional to a Major Award
- ◆ **Special Purpose Awards:** are for relatively narrow or purpose-specific achievement

Find more information at www.nfq.ie

(above information accurate as of November 2011)



How to Find the Course you Want

1. COURSE GRID

The line at the top of the course grid indicates where each course takes place. For course information, go to the page indicated in the dot in the relevant column.

Courses are listed under the following general headings:

Personal Development & Career Development:

- A** Our personal development and career development courses are flexible. They offer students an opportunity to develop a range of personal and practical skills, and to make choices about future life and career goals.

Skills Development:

- B** Information Technology & Business Skills
- C** Catering, Hospitality & Accommodation Services
- D** Arts & Media Skills
- E** Horticulture, Retail & Employer Based Training

Courses at Roslyn Park College are listed separately after Section E.

2. COURSE DESCRIPTIONS

The course descriptions section gives a description of the individual courses in each centre, listed alphabetically, by county.

3. INDEX

The index section gives the contact details and the courses available for each centre, listed alphabetically, by county.

4. MODULES

Modules are tailored to the individual students' needs. Therefore there may be elements of overlap.

Course Grid



A) Personal Development & Career Development

For course information, go to page number indicated in dot

xx

Courses	Carlow	Cavan	Cork, Hollyhill	Cork, Model Farm Road	Cork, West Cork	Donegal
Access		p41				p49
Advance						p49
Ar Aghaidh Linn						
Choices						
Connections						
Directions			p43			
Focus			p43	p45	p47	
Foundation Skills						
Fresh Start		p41		p45		
Home Focus					p47	
Introductory Skills Training				p45	p48	
Jobstart						p49
Kickstart						
Link						
New Start						
New Voyages						
Next Step			p44			
Options						
Pathways			p44			
Prospects						p50
Quest Brain Injury Service						
Reach						
Rehabilitative Training	p40				p48	
Silenos						
Sporting Chance						
Step Forward						
Transition						
Turas		p42				
Tús Nua						
Vocational Multi Skills						
Vocational Skills Foundation						

A) Personal Development & Career Development

For course information, go to page number indicated in dot

Courses	Dublin, Ballyfermot	Dublin, Phibsboro	Dublin, Swords	Dublin, Tallaght	Galway	Galway, Quest Brain Injury Service
Access			p63	p65	p67	
Advance						
Ar Aghaidh Linn						
Choices	p51		p63			
Connections				p65		
Delvin			p64			
Directions		p53				
Focus						
Foundation Skills						
Fresh Start	p51	p53	p64			
Home Focus						
Introductory Skills Training						
Jobstart						
Kickstart						
Link						
New Start						
New Voyages						
Options						
Pathways						
Prospects						
Quest Brain Injury Service						p68
Reach			p64			
Rehabilitative Training						
Silenos						
Sporting Chance						
Step Forward		p54				
Transition					p67	
Turas						
Tús Nua					p68	
Vocational Multi Skills				p66		
Vocational Skills Foundation	p52		p63	p66		

A) Personal Development & Career Development

For course information, go to page number indicated in dot **xx**

Courses	Kerry	Kildare	Kilkenny	Laois	Leitrim	Limerick, Raheen
Access				p74	p75	
Advance		p72				
Ar Aghaidh Linn						
Choices		p72		p74		
Connections						
Directions	p69					
Focus	p70					
Foundation Skills						
Fresh Start		p72				
Home Focus						
Introductory Skills Training	p70		p73			p77
Jobstart		p73		p75		
Kickstart					p76	
Link						
New Start						
New Voyages					p76	
Options						
Pathways						
Prospects						
Quest Brain Injury Service						
Reach						
Rehabilitative Training			p73			
Silenos						
Sporting Chance	p71					
Step Forward						
Transition				p75		
Turas						
Tús Nua						
Vocational Multi Skills						
Vocational Skills Foundation						

A) Personal Development & Career Development

For course information, go to page number indicated in dot

xx

Courses	Limerick, Jutland Centre	Longford	Louth	Mayo	Meath	Monaghan
Access			p82	p83	p85	p86
Advance					p85	
Ar Aghaidh Linn						
Choices						
Connections						
Directions						
Focus	p79					
Foundation Skills	p79					
Fresh Start		p80	p82	p83	p85	p86
Home Focus						
Introductory Skills Training						
Jobstart				p84		
Kickstart						
Link						
New Start						
New Voyages						
Options						
Pathways						
Prospects						
Quest Brain Injury Service						
Reach						
Rehabilitative Training						
Silenos						
Sporting Chance				p84		
Step Forward						
Transition						
Turas		p81				p86
Tús Nua						
Vocational Multi Skills						
Vocational Skills Foundation						

A) Personal Development & Career Development

For course information, go to page number indicated in dot **xx**

Courses	Offaly	Roscommon	Sligo	Tipperary	Waterford	Westmeath, Athlone
Access	p87	p89	p90			p94
Advance						
Ar Aghaidh Linn						
Cara Outreach Support Service					p94	
Choices						
Connections						
Directions						
Focus						
Foundation Skills						
Fresh Start	p87	p89				p95
Home Focus						
Introductory Skills Training						
Jobstart			p90			
Kickstart						
Link						
New Start						
New Voyages						
Options				p92	p94	
Pathways						
Prospects						
Quest Brain Injury Service						
Reach						
Rehabilitative Training						
Silenos	p88					
Sporting Chance						
Step Forward						
Transition	p88	p89	p91			
Turas			p91			p95
Tús Nua						
Vocational Multi Skills						
Vocational Skills Foundation						

A) Personal Development & Career Development

For course information, go to page number indicated in dot

xx

Courses	Westmeath, Mullingar	Wexford	Wicklow, Arklow	Wicklow, Bray		
Access			p98	p99		
Advance						
Ar Aghaidh Linn	p96					
Choices						
Connections						
Directions						
Focus						
Foundation Skills						
Fresh Start	p96					
Home Focus						
Introductory Skills Training						
Jobstart						
Kickstart						
Link			p98			
New Start		p97				
New Voyages						
Options		p98				
Pathways						
Prospects						
Quest Brain Injury Service						
Reach						
Rehabilitative Training						
Silenos						
Sporting Chance						
Step Forward						
Transition	p96					
Turas	p97					
Tús Nua						
Vocational Multi Skills						
Vocational Skills Foundation						

B) Skills Development:

For course information, go to
page number indicated in dot

Information Technology & Business Skills						
Courses	Carlow	Cavan	Cork, Hollyhill	Cork, Model Farm Road	Cork, West Cork	Donegal
Access to IT						
Applied Information Technology						
Business Studies & ECDL						
Computer Applications & Office Skills						
Computer Studies & Office Skills						
IT for the Business Environment						
IT & Business Technology						
IT & Business Studies				p46		
IT & Business Studies by Blended Learning						p50
IT by Blended Learning		p42	p44		p48	
Pathways						
IT with Office Business Skills						
IT Systems & PC Maintenance			p44			
PC Maintenance & Networking						

C) Skills Development:

For course information, go to
page number indicated in dot

[illegible]

B) Skills Development: Information Technology & Business Skills

For course information, go to
page number indicated in dot

xx

Courses	Dublin, Ballyfermot	Dublin, Phibsboro	Dublin, Swords	Dublin, Tallaght	Galway	Galway, Quest Brain Injury Service
Access to IT	p51					
Applied Information Technology						
Business Studies & ECDL		p53				
Computer Applications & Office Skills						
Computer Studies & Office Skills						
IT for the Business Environment						
IT & Business Technology						
IT & Business Studies				p66		
IT by Blended Learning				p66	p67	
IT Systems & General Manufacturing Skills						
IT with Office Business Skills			p64			
Pathways						
PC Maintenance & Networking						

C) Skills Development: Catering, Hospitality & Accommodation Services

For course information, go to
page number indicated in dot

xx

Courses	Dublin, Ballyfermot	Dublin, Phibsboro	Dublin, Swords	Dublin, Tallaght	Galway	Galway, Quest Brain Injury Service
Accommodation & Catering Assistant						
Catering				p65		
Catering & Culinary Skills						
Catering & Hospitality						
Catering with Industry Partnerships		p53				

B) Skills Development: Information Technology & Business Skills

For course information, go to
page number indicated in dot **xx**

Courses	Kerry	Kildare	Kilkenny	Laois	Leitrim	Limerick, Raheen
Access to IT						
Applied Information Technology	p69					
Business Studies & ECDL						
Computer Applications & Office Skills						
Computer Studies & Office Skills						
IT for the Business Environment						p77
IT & Business Administration		p73				
IT & Business Studies				p74		
IT by Blended Learning	p70				p76	p78
IT Systems & General Manufacturing Skills						
IT with Office Business Skills						
Pathways						
PC Maintenance & Networking						p78

C) Skills Development: Catering, Hospitality & Accommodation Services

For course information, go to
page number indicated in dot **xx**

Courses	Kerry	Kildare	Kilkenny	Laois	Leitrim	Limerick, Raheen
Accommodation & Catering Assistant						
Catering						
Catering & Culinary Skills	p69					p77
Catering & Hospitality						
Catering with Industry Partnerships						

B) Skills Development: Information Technology & Business Skills

For course information, go to
page number indicated in dot

xx

Courses	Limerick, Jutland Centre	Longford	Louth	Mayo	Meath	Monaghan
Access to IT						
Applied Information Technology						
Business Studies & ECDL						
Computer Applications & Office Skills					p85	
Computer Studies & Office Skills				p83		
IT for the Business Environment						
IT & Business Technology						
IT & Business Studies						
IT by Blended Learning			p82	p84		
IT Systems & General Manufacturing Skills						
IT with Office Business Skills						
Pathways						
PC Maintenance & Networking						

C) Skills Development: Catering, Hospitality & Accommodation Services

For course information, go to
page number indicated in dot

xx

Courses	Limerick, Jutland Centre	Longford	Louth	Mayo	Meath	Monaghan
Accommodation & Catering Assistant		p80				
Catering						
Catering & Culinary Skills						
Catering & Hospitality						
Catering with Industry Partnerships						

B) Skills Development: Information Technology & Business Skills

For course information, go to
page number indicated in dot **xx**

Courses	Offaly	Roscommon	Sligo	Tipperary	Waterford	Westmeath, Athlone
Access to IT						
Applied Information Technology						
Business Studies & ECDL						
Computer Applications & Office Skills				p92	p93	
Computer Studies & Office Skills						
IT for the Business Environment						
IT & Business Technology						
IT & Business Studies						
IT by Blended Learning	p87		p90		p93	
IT Systems & General Manufacturing Skills						
IT with Office Business Skills			p91			
Pathways						
PC Maintenance & Networking						

C) Skills Development: Catering, Hospitality & Accommodation Services

For course information, go to
page number indicated in dot **xx**

Courses	Offaly	Roscommon	Sligo	Tipperary	Waterford	Westmeath, Athlone
Accommodation & Catering Assistant						
Catering						
Catering & Culinary Skills						
Catering & Hospitality					p93	
Catering with Industry Partnerships						

B) Skills Development: Information Technology & Business Skills

For course information, go to
page number indicated in dot

xx

Courses	Westmeath, Mullingar	Wexford	Wicklow, Arklow	Wicklow, Bray		
Access to IT						
Applied Information Technology						
Business Studies & ECDL						
Computer Applications & Office Skills						
Computer Studies & Office Skills						
IT for the Business Environment						
IT & Business Technology				p99		
IT & Business Studies						
IT by Blended Learning				p99		
IT Systems & General Manufacturing Skills						
IT with Office Business Skills						
Pathways		p98				
PC Maintenance & Networking						

C) Skills Development: Catering, Hospitality & Accommodation Services

For course information, go to
page number indicated in dot

xx

Courses	Westmeath, Mullingar	Wexford	Wicklow, Arklow	Wicklow, Bray		
Accommodation & Catering Assistant						
Catering						
Catering & Culinary Skills						
Catering & Hospitality						
Catering with Industry Partnerships						

D) Skills Development: Arts & Media Skills

For course information, go to
page number indicated in dot **xx**

Courses	Carlow	Cavan	Cork, Hollyhill	Cork, Model Farm Road	Cork, West Cork	Donegal
Woodwork Multi Skills						

E) Skills Development: Horticulture, Retail & Employer Based Training

For course information, go to
page number indicated in dot **xx**

Courses	Carlow	Cavan	Cork, Hollyhill	Cork, Model Farm Road	Cork, West Cork	Donegal
Employer Based Training	p40	p41	p43	p45	p47	p49
Fast Track to Employment in the Services Sector						
Horticulture					p48	
Retail with Industrial Partnerships						
Retail Sales						

D) Skills Development: Arts & Media Skills

For course information, go to
page number indicated in dot

xx

Courses	Dublin, Ballyfermot	Dublin, Phibsboro	Dublin, Swords	Dublin, Tallaght	Galway	Galway, Quest Brain Injury Service
Woodwork Multi Skills						

E) Skills Development: Horticulture, Retail & Employer Based Training

For course information, go to
page number indicated in dot

xx

Courses	Dublin, Ballyfermot	Dublin, Phibsboro	Dublin, Swords	Dublin, Tallaght	Galway	Galway, Quest Brain Injury Service
Employer Based Training	p51				p67	
Fast Track to Employment in the Services Sector			p63	p65		
Horticulture					p68	
Retail with Industrial Partnerships		p54				
Retail Sales						

D) Skills Development: Arts & Media Skills

For course information, go to
page number indicated in dot

xx

Courses	Kerry	Kildare	Kilkenny	Laois	Leitrim	Limerick, Raheen
Woodwork Multi Skills	p71					

E) Skills Development: Horticulture, Retail & Employer Based Training

For course information, go to
page number indicated in dot

xx

Courses	Kerry	Kildare	Kilkenny	Laois	Leitrim	Limerick, Raheen
Employer Based Training	p69	p72		p74	p75	p77
Fast Track to Employment in the Services Sector						
Horticulture						
Retail with Industrial Partnerships						
Retail Sales	p70					

D) Skills Development: Arts & Media Skills

For course information, go to
page number indicated in dot

xx

Courses	Limerick, Jutland Centre	Longford	Louth	Mayo	Meath	Monaghan
Woodwork Multi Skills						

E) Skills Development: Horticulture, Retail & Employer Based Training

For course information, go to
page number indicated in dot

xx

Courses	Limerick, Jutland Centre	Longford	Louth	Mayo	Meath	Monaghan
Employer Based Training		p80	p82	p83	p85	p86
Fast Track to Employment in the Services Sector						
Horticulture		p80				
Retail with Industrial Partnerships						
Retail Sales						

D) Skills Development: Arts & Media Skills

For course information, go to
page number indicated in dot

xx

Courses	Offaly	Roscommon	Sligo	Tipperary	Waterford	Westmeath, Athlone
Woodwork Multi Skills						

E) Skills Development: Horticulture, Retail & Employer Based Training

For course information, go to
page number indicated in dot

xx

Courses	Offaly	Roscommon	Sligo	Tipperary	Waterford	Westmeath, Athlone
Employer Based Training	p87	p89	p90	p92	p93	p94
Fast Track to Employment in the Services Sector						
Horticulture						p95
Retail with Industrial Partnerships						
Retail Sales						

D) Skills Development: Arts & Media Skills

For course information, go to
page number indicated in dot

xx

Courses	Westmeath, Mullingar	Wexford	Wicklow, Arklow	Wicklow, Bray		
Woodwork Multi Skills						

E) Skills Development: Horticulture, Retail & Employer Based Training

For course information, go to
page number indicated in dot

xx

Courses	Westmeath, Mullingar	Wexford	Wicklow, Arklow	Wicklow, Bray		
Employer Based Training	p96	p97		p99		
Fast Track to Employment in the Services Sector						
Horticulture						
Retail with Industrial Partnerships						
Retail Sales				p100		

Roslyn Park College, Sandymount

For course information, go to
page number indicated in dot **xx**

Courses	Categories	A Personal Development & Career Development	B IT/Business Studies	C Catering, Hospitality & Accommodation Services	D Arts & Media Skills	E Retail/ Horticulture/ Employer Based Training
College Foundation		p57				
Link-Up		p61				
Psychosocial Foundation		p62				
Business Studies (Administration)			p56			
Business Studies (Finance)			p56			
Computer Programming & Game Design			p58			
ECDL & Customer Service			p59			
IT & Computer Maintenance			p61			
Accommodation Skills				p55		
Culinary Skills				p58		
Art Link					p55	
Computer Aided Design					p57	
Digital Photography					p59	
Graphic Design					p60	
Multimedia & Digital Graphic Design					p61	
Performing Arts					p62	
Fast Track to Employment						p59
Horticulture Skills						p60

A bright sun shining in a clear blue sky with scattered white clouds.

Course Descriptions



Carlow ☎ 059 913 1696

Employer Based Training

Duration: Up to 12 months
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer.

List of Modules: IT Skills, Career Planning, Personal Development, Health & Safety and Manual Handling. The on-the-job training allows the student to gain skills in their chosen role – office assistant, retail sales assistant, factory operative, stores assistant.

Certification: FETAC Level 3–5, ECDL.

Rehabilitative Training

Duration: Up to 3 years
Description: Aims to facilitate students to sample a range of rehabilitative and occupational options and to develop the skills, knowledge, confidence and resources to access employment, further training and options in the wider community.

List of Modules: Personal Development, Independent Living Skills, Leisure and Creative Skills, Health and Safety, Goal-setting, Work Skills, Personal Interests, Computers.

Certification: IVS, FETAC Level 3, ICS Computer Skills.

Cavan ☎ 049 433 1544

Access

Duration: Up to 3 years
Description: Designed to provide students with opportunities to learn the skills, knowledge and attitude needed to develop personal effectiveness and self-advocacy skills, become more independent in social and vocational situations, operate in a supported community situation and progress to further training or education.

List of Modules: Skills Sampling, Numeracy & Literacy, Self-advocacy and Confidence-building, Health & Safety, Use of Leisure and Cultural Opportunities, Using Community Resources, Independent Travel & Basic Computer Skills.

Certification: FETAC Level 3.

Employer Based Training

Duration: Up to 12 months
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills in their chosen role – office assistant, retail sales assistant, factory operative, stores assistant.

List of Modules: IT Skills, Career Planning, Personal Development, Health & Safety and Manual Handling.

Certification: FETAC Level 3–5, ECDL.

Fresh Start

Duration: Up to 12 months
Description: Designed for those who would like to make a fresh start and begin a new career after a period out of the workforce. It provides an opportunity to explore vocational options in order to progress to further education and/or employment.

List of Modules: Career Planning, Personal Development, Computer Skills, Healthy Lifestyles, Health & Safety, CV Preparation & Job-seeking Skills.

Certification: FETAC Level 3–5, ECDL.

IT by Blended Learning

Duration: Up to 2 years
Description: A flexible course that enables students who cannot access a training centre to gain an information technology qualification from their own home. Students are linked by modem to the centre where online tutorials are provided. This is supported by home visits and group meetings. All equipment is supplied on loan to the students.

List of Modules: Word Processing, Spreadsheets, Databases, Desktop Publishing, Career Planning, Email & Internet, PC Security, File Management. Optional modules include: Payroll, Manual & Computerised Accounts.

Certification: ECDL, Microsoft Office Specialist, FETAC Level 4–5, City & Guilds, NETASSURE.

Turas

Duration: Up to 2 years
Description: Provides students who experience a high level of social and community isolation with the opportunity to develop personal and social skills, to make independent choices and to explore recreational, social and vocational options.

List of Modules: Personal Development, Stress Management & Relaxation, Self-advocacy, Teamwork, Healthy Lifestyles, Vocational Exploration, Introduction to IT, Community Integration, Health & Safety, Planning for the Future.

Certification: FETAC Level 3, ECDL.



Cork, Hollyhill ☎ 021 430 0144

Catering & Culinary Skills

Duration: Up to 2 years
Description: Enables students to develop the knowledge and skills required to obtain and retain employment in the hospitality sector or to progress to further training and education.

List of Modules: Health & Safety, Customer Relations, Preparation for Work, Introduction to First Aid, New Technology, Plant & Equipment Care, Use of Equipment, Soups, Sauces, Desserts, Breakfast, Pastry, Vegetarian & Ethnic Cookery, Personal Development, Job-seeking Skills.

Certification: Leading to Major Award Level 4 Certificate in Catering.

Directions

Duration: Up to 3 years
Description: Provides students with a range of personal, social and work-related skills, and helps them achieve greater levels of independence and community integration. Students also experience improved health and social gain, as they identify achievable goals leading to further training, education or employment.

List of Modules: Assertiveness, Vocational Exploration, Drama, Self-advocacy, Cultural Activities, Music, Home Management, Independent Living, Stress Management, Crafts, Computer Skills, Healthy Lifestyles, Art, Job-search Skills.

Certification: FETAC Level 3.

Employer Based Training

Duration: Up to 2 years
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills and qualifications where appropriate in their chosen area.

List of Modules: Job-seeking/Employment Skills, IT Skills, Career Planning, Personal Development, Health & Safety and Manual Handling.

Certification: A range of FETAC Level 4 Certification, Specific Skills Training Certification.

Focus

Duration: Up to 12 months
Description: For students with experience of mental ill health who want to enhance their levels of personal development, community integration, physical and mental well-being and vocational orientation. The course supports students in clarifying their future options using a range of centre and community-based activities.

List of Modules: Coping Strategies, Managing Change & Transition, Leisure Activities, Mental Health Management, Assertiveness, Home Management/Independent Living Skills, Understanding the World of Work, Job-search Skills, Computers, Time Management, Cultural Activities.

Certification: FETAC Level 3.

IT by Blended Learning

Duration: Up to 18 months
Description: A flexible course that enables students who cannot access a training centre to gain an information technology qualification from their own home. Students are supplied with appropriate home study materials and equipment. This is supported by home visits and group meetings.

List of Modules: Word Processing, Spreadsheets, Databases, Desktop Publishing, Email & Internet, File Management, Presentation Graphics, Personal Effectiveness, Job-seeking Skills.

Certification: ECDL, Advanced ECDL, Microsoft Office Specialist, FETAC Level 3–4, City & Guilds.

IT Systems & PC Maintenance

Duration: Up to 2 years
Description: Provides students with the skills necessary to gain confidence with computers through assembly/disassembly and maintenance of PCs, through to installation of modern operating systems and software. Students also gain an awareness of good manufacturing practices used in the pharmaceutical, medical and healthcare industries. The course is delivered through presentations, group work, one-to-one coaching and demonstrations, and is tested on a continuous assessment basis. Forklift driving is delivered off-site to appropriate students.

List of Modules: Induction, Health & Safety, Computer Maintenance, Computer Applications, Good Manufacturing Practices (GMP), Basic Electronics, Forklift Driving (off site), Compensatory Education (optional), Personal Development.

Certification: FETAC Level 5–6, ECDL.

Next Step

Duration: Up to 12 months
Description: Next Step is a one-year programme for school leavers aged 16–25 years with a diagnosis on the autistic spectrum. It will support participants to develop a range of personal and social skills that will enhance their chances of progressing to further education or employment.

List of Modules: Communication & Social Skills, Negotiation Skills, Self-awareness, Stress Management Coping Skills & Relaxation Techniques, Relationship-building, Assertiveness, Management Conflict, Career Exploration & Understanding Work, Work Experience, College Sampler programmes, Organisation Skills, Exploring Further Education and Training Opportunities, Information Technology Skills, Independent Living Skills, Managing Transition, Special Interests - making them work for you, Leisure & Community Access.

Certification: FETAC Level 3–4, ECDL.

Pathways

Duration: Up to 12 months
Description: Aims to give students the opportunity to take stock of where they are in their lives and to provide them with a range of personal, social and work-related skills so as to enable them to progress to greater levels of independence and community integration. Students can progress to further training/education, employment or other options as appropriate. Students should also achieve a health and social gain in their lives.

List of Modules: Personal Development, Self-advocacy, Coping Strategies, Managing Change, Confidence-building, Stress Management, Assertiveness, Mental Health Management, Healthy Lifestyles, Independent Living Skills, Leisure & Cultural Activities, Creative Skills, Community Networking, Understanding the World of Work, Job-Seeking Skills, Computer Skills.

Certification: FETAC Level 3, ECDL.

Cork, Model Farm Road ☎ 021 434 1028

Employer Based Training

Duration: Up to 2 years
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills in their chosen area.

List of Modules: Job-seeking/Employment Skills, IT Skills, Career Planning, Personal Development, Health & Safety and Manual Handling.

Certification: FETAC Level 3, ECDL, Microsoft Office Specialist.

Focus

Duration: Up to 12 months
Description: For students with experience of mental ill health who want to enhance their levels of personal development, community integration and physical and mental well-being. The course supports students in clarifying their future options using a range of centre and community-based activities.

List of Modules: Coping Strategies, Managing Change & Transition, Leisure Activities, Mental Health Management, Assertiveness, Home Management/Independent Living Skills, Understanding the World of Work, Job-search Skills, Computers, Time Management, Cultural Activities.

Certification: FETAC Level 3.

Fresh Start

Duration: Up to 12 months
Description: Designed for those who would like to make a fresh start and begin a new career after a period out of the workforce. It provides an opportunity to achieve greater levels of personal development, to develop IT skills and to explore vocational options in order to progress to further education and/or employment.

List of Modules: Career Planning, Personal Development, Computer Skills, Introduction to ECDL, Healthy Lifestyles, Health & Safety, CV Preparation & Job-seeking Skills.

Certification: FETAC Level 3.

Introductory Skills Training (PACES)

Duration: Up to 18 months
Description: Designed to enable students to develop the knowledge, skills and attitude necessary to make realistic vocational choices for training or employment, based on their own needs and strengths.

List of Modules: Preparation for Work, Career Information, Personal & Interpersonal Skills, Personal Effectiveness, Computer Skills, Use of Culture & Leisure Activities.

Certification: FETAC Level 3.



IT and Business Studies

Duration:

Up to 2 years

Description:

Enables students to develop the necessary knowledge and skills to obtain employment as an accounts assistant, administrator, keyboard operator, receptionist, database administrator or web designer, or to progress to further training or education in related fields.

List of Modules:

Web Design, Internet & Email, Personal Effectiveness, IT Concepts, Operating Systems, Keyboard Skills, Database, Office Skills, Spreadsheets, Computerised Accounts, Media Presentations, Job-seeking Skills, Healthy Lifestyles, Customer Focus.

Certification:

ECDL, Microsoft Office Specialist, FETAC Level 4.



Cork, West Cork ☎ 027 51027

Employer Based Training

Duration: Up to 2 years
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills in their chosen area.

List of Modules: Job-seeking/Employment Skills, IT Skills, Career Planning, Personal Development, Health & Safety, Manual Handling.

Certification: A range of FETAC Level 4 Certification, Specific Skills Training Certification.

Focus

Duration: Up to 12 months
Description: For students with experience of mental ill health who want to enhance their levels of personal development, community integration, physical and mental well-being and vocational orientation. The course supports students in clarifying their future options using a range of centre and community-based activities.

List of Modules: Coping Strategies, Managing Change & Transition, Creative Activities, Leisure Activities, Mental Health Management, Assertiveness, Home Management/Independent Living Skills, Understanding the World of Work, Job-search Skills, Computers, Time Management, Cultural Activities.

Certification: FETAC Level 3–4.

Home Focus

Duration: Up to 2 years
Description: Designed to enable students who experience mental health difficulties to enhance their mental health, independent living skills, level of connection to their own communities, quality of life, access to training, education and employment options and future planning. The course is delivered to people in their own homes and communities by a multi-disciplinary team.

List of Modules: Mental Health Education & Management, Physical Well-being, Personal Development, Stress Management, Motivation, Self-advocacy, Independent Living Skills, Computer Skills, Leisure Activities, Community Integration, Clarification of Vocational, Training & Educational Goals & Preferences.

Certification: FETAC Level 3–4, ECDL.



Horticulture (centre based or by blended learning)

Duration:	Up to 2 years
Description:	Provides students with the opportunity to acquire theoretical and practical skills to enter employment in the horticultural industry, e.g. garden centres, garden design and maintenance, landscaping.
List of Modules:	Includes Plant Propagation, Plant Care, Plant Pest & Diseases, Vegetable & Fruit Production, Landscape Construction, Turf Maintenance, Power & Hand Tools, Garden Chemicals, Health & Safety, Computers, Customer Care, Soils & Manures, Glasshouse Crop Production, Ornamental Gardening Botany, Enterprise Awareness, Site Appraisal & Basic Surveying.
Certification:	FETAC Level 4, Royal Horticultural Society, ECDL.

Introductory Skills Training

Duration:	Up to 18 months
Description:	Designed to enable students to develop the knowledge, skills and attitude necessary to make realistic vocational choices for training or employment, based on their own needs and strengths.
List of Modules:	Preparation for Work, Career Information, Personal Effectiveness, Mathematics, Computer Skills, Office Procedures, Culture & Leisure Activities, Creative Activities, Health & Safety.
Certification:	FETAC Level 3-4, ECDL.

IT by Blended Learning

Duration:	Up to 18 months
Description:	A flexible course that enables students who cannot access a training centre to gain an information technology qualification from their own home. Students are supplied with appropriate home study materials and equipment. This is supported by home visits and group meetings.
List of Modules:	Computer Literacy, Word Processing, Spreadsheets, Databases, Email & Internet, File Management, Presentation Graphics, Personal Effectiveness, Job-seeking Skills.
Certification:	FETAC Level 4, ECDL, Microsoft Office Specialist.

Rehabilitative Training

Duration:	Up to 3 years
Description:	Provides students with a range of personal, social and work-related skills, and helps them achieve greater levels of independence and community integration. Students also experience improved health and social gain, as they identify achievable goals leading to further training, education or employment.
List of Modules:	Assertiveness, Vocational Exploration, Drama, Self-advocacy, Cultural Activities, Music, Home Management, Independent Living, Stress Management, Crafts, Computer Skills, Healthy Lifestyles, Art, Job-search Skills.
Certification:	FETAC Level 3.

Donegal ☎ 074 916 8288

Access

Duration: Up to 3 years
Description: Equips students with foundation level personal, social and work-related skills that will enable them to progress to greater levels of independence and participation in their communities.

List of Modules: Health & Safety, Basic Goal-setting & Planning, Work Skills, Introduction to Computers, Problem Solving, Self-advocacy, Stress Management, Relationships, Leisure & Cultural Activities, Creative Skills, Community Participation, Healthy Lifestyles, Independent Living Skills, Community/Work Experience.

Certification: FETAC Level 3.

Advance

Duration: Up to 3 years
Description: Equips students with pre-vocational level personal, social and work-related skills to enable them to progress to introductory or specific skills training and/or other training and education courses or into employment.

List of Modules: Health & Safety, Computer Skills, Personal & Interpersonal Skills, Healthy Lifestyles, Creative Skills, Leisure, Community Participation, Life Skills, Preparation for Work.

Certification: FETAC Level 3.

Employer Based Training

Duration: Up to 12 months
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills in their chosen role – office assistant, retail sales assistant, factory operative, stores assistant.

List of Modules: IT Skills, Career Planning, Personal Development, Health & Safety, Manual Handling.

Certification: FETAC Level 3–5, ECDL.

Jobstart

Duration: Up to 18 months
Description: This flexible course will provide students with the opportunity to develop essential introductory level skills, knowledge and competencies both in the centre and work environment. This will enable them to progress to further training/education or directly to employment.

List of Modules: Health & Safety, Information Technology, Preparation for Work, Self-advocacy, Personal Effectiveness, Career Information, Consumer Awareness.

Certification: FETAC Level 3–4.

Prospects

Duration:

Up to 3 years

Description:

This course will equip students with Asperger's Syndrome or High Functioning Autism with essential strategies and techniques to enable them to enhance their quality of life. Based around an individualised training programme, students will be supported in making meaningful choices in their own lives and future training/education or employment options.

List of Modules:

Health & Safety, Social Skills, Information Technology, Preparation for Work, Self-advocacy, Arts, Health-related Fitness, Independent Living Skills, Verbal, Non-verbal Communication, Community Networking.

Certification:

FETAC Level 3.

Information Technology & Business Studies by Blended Learning

Duration:

24 months

Description:

This programme is designed to provide students with the skills, attitude and practical experience necessary to obtain employment in information technology, administrative or related fields whether self-employed, working from home or with a company. It is a flexible course that enables students to experience learning through a blended approach, e.g. classroom, home and work environment. Students will have the option of completing a Major Award at Level 5 in Business Studies.

List of Modules:

Word Processing, Spreadsheets, Databases, Desktop Publishing, Career Planning, Email & Internet, PC Security, File Management, Payroll, Manual & Computerised Accounts, Work Experience, Web Design.

Certification:

FETAC Level 5 Major Award.



Dublin, Ballyfermot ☎ 01 626 9980

Access to IT

Duration: Up to 18 months
Description: Provides students with the IT skills and knowledge that will enable them to gain employment in the IT sector.

List of Modules: Study Skills, Keyboard Skills, Data Entry, Computer Applications & Personal Effectiveness, General Office Skills.

Certification: FETAC Level 5, ECDL, Microsoft Office Specialist.

Choices

Duration: Up to 12 months
Description: Designed for students who have had a setback in life or who are having difficulties coping with the demands of everyday life. Provides students with the opportunity to explore their current and future needs and develop life skills that will enhance social integration and personal growth.

List of Modules: Learning & Thinking & Project Skills, Team Skills, Mental Health Management, Healthy Lifestyles, Relaxation & Stress Management, Developing Creativity, Community Links, Vocational Exploration & Job-seeking Skills, Computer Literacy.

Certification: FETAC Level 3.

Employer Based Training

Duration: Up to 12 months
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills for their chosen role – office assistant, retail sales assistant, factory operative, stores assistant.

List of Modules: IT Skills, Career Planning, Personal Development, Health & Safety and Manual Handling.

Certification: FETAC Level 3–5, ECDL.

Fresh Start

Duration: Up to 9 months
Description: Designed for those who would like to make a fresh start and begin a new career after a period out of the workforce. It provides an opportunity to explore vocational options in order to progress to further education and/or employment.

List of Modules: Career Planning, Personal Development, Computer Skills, Healthy Lifestyles, Health & Safety, CV Preparation & Job-seeking Skills, Self-advocacy, Personal Effectiveness, Computer Literacy, Business Technology, Community Networking.

Certification: FETAC Level 3, ECDL.



Vocational Skills Foundation

- Duration:** Up to 18 months
- Description:** Provides students with an opportunity to sample a wide range of modules and to acquire the educational and social skills needed to progress to further training and employment.
- List of Modules:** Maths, Outdoor Pursuits, Work Orientation, Personal/Interpersonal Skills, Drama, Art, Health-related Fitness, Literacy & Numeracy, Safety Awareness, IT Skills, Career Information & Job-seeking Skills.
- Certification:** FETAC Level 3, IVS.



Dublin, Phibsboro ☎ 01 882 0030

Business Studies & ECDL

Duration: Up to 2 years
Description: Provides students with a comprehensive range of business, administrative and IT skills needed to work in a modern office environment.

List of Modules: Administration & Reception Skills, Word Processing, Spreadsheets, Database, PowerPoint, Internet & Email, File Management, IT Theory, Personal Effectiveness in the Workplace.

Certification: FETAC Level 5, ECDL.

Catering with Industry Partnerships

Duration: Up to 2 years
Description: Provides students with a comprehensive range of skills needed to progress within the growing catering/tourism industry. The course combines centre-based and on-the-job training with selected industry partners.

List of Modules: Customer Relations, Introduction to First Aid & Health & Safety in the Workplace, Food Hygiene & Storage, Food Preparation & Service, Cooking Techniques, Presentation & Display, Manual Handling, Introduction to Computers.

Certification: FETAC Level 4.

Directions

Duration: Up to 6 months
Description: Assists students to identify a definite direction and plan for the future and to work individually and in groups to increase their personal development, social and health management skills and to gain greater self-confidence and wider experience.

List of Modules: Stress Management, Self-awareness & Confidence-building, Assertiveness & Time Management Skills, Relaxation Skills, Job-seeking Skills, Goal-setting & Future Planning, Self-advocacy, Introduction to Computers.

Certification: FETAC Level 3.

Fresh Start

Duration: Up to 9 months
Description: Designed for those who would like to make a fresh start and begin a new career after a period out of the workforce. It provides an opportunity to explore vocational options in order to progress to further education and/or employment.

List of Modules: Career Planning, Personal Development, Computer Skills, Healthy Lifestyles, Health & Safety, CV Preparation & Job-seeking Skills.

Certification: FETAC Level 3.



Retailing with Industry Partnerships

Duration: Up to 2 years
Description: Provides students with a comprehensive range of skills needed to work in a retail store. The course combines centre-based and on-the-job training with selected industry partners.

List of Modules: Health & Safety in the Workplace, Stock Display, Customer Service, Selling Skills, Introduction to Computers, Job-seeking Skills.

Certification: FETAC Level 4.

Step Forward

Duration: Up to 6 months
Description: Assists students in making the transition from psychiatric services to employment, further education and/or training. The course also aims to promote social and vocational inclusion to students who have recently developed mental health difficulties.

List of Modules: Stress Management, Personal Development, Assertiveness & Job-seeking Skills, Vocational Exploration, Community Networking, Research Projects, Introduction to Computers.

Certification: FETAC Level 3.

Dublin, Roslyn Park College ☎ 01 261 3400

Accommodation Skills

Duration:

Up to 2 years

Description:

Provides students with the skills, knowledge and attitude relevant to gaining employment in the hotel, catering and tourism industry. The course includes work-based training skills in top class Dublin hotels. Students work through modules at their own pace. Assessment is continuous, through assignments, projects and a practical exam at the end of the course.

List of Modules:

Personal Work Attributes, Customer Services, Preparation for Work, Interpersonal Skills, Introduction to First Aid, Plant & Equipment Care, Use of Equipment for Accommodation Services, Laundry Service, Servicing a Public Area, Tray Service, Servicing a Hotel Room, New Technology, Fire Prevention/Fighting/Evacuation.

Certification:

FETAC Level 4.

Artlink

Duration:

Up to 2 years

Description:

Encourages students to explore their own individual artistic expression through an intensive creative process. Students are introduced to a wide variety of media – paint, plaster, wire clay, etc. The course includes visits to key exhibitions and field trips to galleries and museums. Students compile portfolios of work which may be submitted for application to third level courses.

List of Modules:

Drawing, Sculpture, Combined Materials, Design, Painting, Art History Appreciation.

Certification:

FETAC Level 5.



Business Studies (Administration)

Duration:

Up to 2 years

Description:

Provides students with a comprehensive set of business and computer skills needed for employment in a wide range of administrative jobs. Students choose from a selection of modules and work through the course at their own speed. The course also includes an extended period of work experience placement. Assessment is mainly through continuous assignments and projects.

List of Modules:

Students can choose modules from the following: Business Administration, Customer Service, Reception Skills, Human Resource Management, Legal Studies, Enterprise Development, Computerised Accounts, Payroll, Business Word Processing, Spreadsheets, Database, Email, Internet, Computer Security & Management.

Certification:

FETAC Level 5, ECDL.

Business Studies (Finance)

Duration:

Up to 2 years

Description:

Provides students with a comprehensive set of business, financial and computer skills needed for employment in a wide range of financial and accounting-related jobs. Students choose from a selection of modules and work through the course at their own speed. The course provides experience with all the main financial software packages. It also includes an extended period of work experience placement. Assessment is mainly through continuous assignments and projects.

List of Modules:

Students can choose modules from the following: Accounting (Manual & Computerised), Payroll (Manual & Computerised), Funds Administration (for Banking and Financial Services), Spreadsheets, Business Calculations, Enterprise Development, Business Customer Service, Word Processing, Database, Email, Internet, Computer Security & Management.

Certification:

FETAC Level 5, ECDL.

College Foundation

Duration:

Up to 18 months

Description:

An introductory skills course that gives time for students to settle into the College, work on personal development and career options. It also gives students the opportunity to work on English, Maths and basic computer skills.

The course is delivered through small classes, some individual tuition and a wide range of creative activities and discussion groups. Students are facilitated in sampling the vocational courses in the College, in applying for courses elsewhere or for jobs in open employment as appropriate.

List of Modules:

Communications, Personal Effectiveness, IT Skills, Staying Well, English, Maths, Learning Styles, Computer Skills, Self-advocacy & Citizenship, Course Sampling, Career Exploration.

Options: Cultural Studies, Drawing, Graphic Design, Health-related Fitness, Painting, Work Experience, Workplace Safety.

Certification:

FETAC Level 4.

Computer Aided Design

Duration:

Up to 2 years

Description:

Provides students with a level of knowledge, design and draughting skills, and work-related attitude to gain employment as a junior or trainee in the design or draughting field or to progress to further education and training. The course is resourced to allow every student a computer workstation, using the most up-to-date software. Assessment is mainly through continuous assignments and projects.

List of Modules:

Architectural Drawing, Building Construction, Communications, Computer Aided Draughting, Design, Drawing, Materials and Finishes, Personal Effectiveness in the Workplace, Safety & Health at Work, Work Experience, Word Processing, Technical and Computer Drawing Techniques and Presentation, Surveying, Computer Plotting Procedures & Practices.

Certification:

FETAC Level 5, ECDL, CAD and Safe Pass.



Computer Programming & Game Design

Duration: Up to 2 years
Description: A very flexible and innovative course that provides an excellent opportunity for beginners to develop the skills necessary for a career in the digital entertainment industry and computer applications. The course particularly suits people who want to learn how to design programmes, games or websites, explore IT applications, progress to university or gain the knowledge required to start their own business in the IT area. Students work through the course at their own speed. The course also provides an extended period of work experience placement. Assessment is mainly through continuous assignments and projects.

List of Modules: Students choose from a selection of modules including: Computer Programming, Game Design, Website Development, Database & Spreadsheet Design, Information & Communication Systems, Mathematics, Enterprise Development, Customer Service, Business Communications.

Certification: FETAC Level 5.

Culinary Skills

Duration: Up to 18 months
Description: The Culinary Skills course is designed to provide students with the practical skills, knowledge and attitude relevant to gaining employment as third year commis chefs in the catering industry. The course emphasises practical skills that are complemented by theory. The course also provides an extended period of work experience placement in the catering industry.

List of Modules: Principles of Cookery, Menu Planning, Health & Safety, HACCP (Health Standards), Nutrition, Kitchen Technology, Breakfast Cookery, Hot & Cold Desserts, Pastry, Ethnic Cookery, Healthy Options, Deli/Larder.

Certification: FETAC Level 4.

Digital Photography

Duration: Up to 2 years
Description: Provides students with a level of knowledge, photographic and digital imaging skills, together with work-related attitude, to gain employment as photographic assistants or to progress to further education and training. Students work through modules at their own pace. Assessment is mainly through continuous assignments and projects.

List of Modules: Media Analysis, Digital Photography, Image Processing, Health & Safety in the Workplace, Customer Services, Desktop Publishing.

Certification: FETAC Level 5.

ECDL & Customer Service

Duration: Up to 18 months
Description: Provides students with a solid introduction to general office and computer skills. Students work through the course at their own speed and it particularly suits applicants who are new to computers.

List of Modules: Word Processing, Spreadsheets, Database, Presentation Software, Email, Internet, PC Security, File Management, Customer Service, Reception Skills, Business Communications.

Certification: FETAC Level 5, ECDL.

Fast Track to Employment

Duration: Up to 2 years
Description: Combines training in the workplace with training in the centre. Each student identifies their preferred employment sector and suggests possible host employers. The facilitator arranges a work placement for two days a week for the duration of the course and supports both employer and student. In the centre the student follows an individual training plan to meet their needs. They may take FETAC modules as required. Training may be outsourced if necessary.

List of Modules: Induction, Health & Safety, Advocacy, and a wide range of other modules as required by individual students.

Certification: FETAC Level 3–5.

Graphic Design

Duration:	Up to 2 years
Description:	Provides students with a comprehensive range of design, technical and multimedia skills needed to work in the graphic design industry.
List of Modules:	Drawing, Graphic Design, Desktop Publishing, Computer Illustrated Graphics, Web Authoring, Image Processing, Personal Effectiveness in the Workplace.
Certification:	FETAC Level 5.

Horticulture Skills

Duration:	Up to 2 years
Description:	Develops students' skills, knowledge and attitude to a level of performance required to gain employment in the vibrant and diverse horticultural industry.
List of Modules:	Horticulture Hygiene, Health & Safety, Plant Identification, Pest, Disease and Weed Identification, Plant Propagation, Plant Care & Maintenance, Gardening Chemicals, Growing & Harvesting Amenity & Food Crops, Operation & Maintenance of Power Tools & Equipment, Garden Construction, Grounds Maintenance, Basic Horticultural Calculations.
Certification:	FETAC Level 4.



IT & Computer Maintenance

Duration: Up to 2 years

Description: A very flexible course that provides a comprehensive set of highly practical skills related to the use and maintenance of computers and information technologies. A strong emphasis is placed on the skills needed to design, service, repair and upgrade PCs. Students will also learn key business computer applications, including web design, within a professional business environment. Students choose from a selection of modules and work through the course at their own speed and the course includes extended practical work experience in Roslyn Park College's own Technical Support Department. Assessment is mainly through continuous assignments and projects.

List of Modules: Computer Hardware and Software Theory, Information & Communication Systems, Web Design & Development (using HTML and Dreamweaver), Spreadsheet Design & Implementation, Database Design and Implementation, Computer Maintenance and Servicing, Networking, A+ Hardware and Software Troubleshooting, Business Customer Service, Work Experience Placement.

Certification: FETAC Level 5–6, Comptia A+ Technician, ECDL.

Link-Up

Duration: 1 year

Description: Link-Up is a course that is designed for young people about to embark on adult life. The course explores the world of work and leisure to facilitate the move from school to further education, training and employment.

List of Modules: Confidence-building, Communication Skills, Advocacy in the Community, Time Management, Creative Skills, Healthy Lifestyle, Course Sampling, Stress Management, Computer Skills, Work Experience, Social Interaction, Career Exploration, Planning your Future.

Certification: FETAC Level 4 Health-related Fitness, IT Skills, Work Experience.

Multimedia & Digital Graphic Design

Duration: Up to 2 years

Description: Aims to equip students with skills in graphics, website design, animation, sound editing and digital video editing. The course is resourced to allow every student a computer workstation, equipped with all the latest industry standard digital graphics and multimedia software, complete with direct access to the internet.

List of Modules: Computer Illustration Graphics, Image Processing, Design, Multimedia Authoring, Web Authoring, Multimedia Project Development, Digital Movie Processing, Photography (optional).

Certification: FETAC Level 5.

Performing Arts

Duration:	Up to 2 years
Description:	The course explores the many and varied aspects of arts and media. It combines practical and theoretical approaches to theatre, music, radio and video. Students work on a project-to-project basis – theatre shows, music events, video shoots, radio courses – interspersed with workshops and classes. The course can be used as a stepping-stone to third level education or to work in the communications industry.
List of Modules:	Core Modules: Theatre Performance, Theatre Studies, Appreciation of Art, Craft & Design, Event Production, Radio Production. Optional Modules: Music, Acting Skills & Techniques, Technical Skills for Theatre, Media Analysis.
Certification:	FETAC Level 5.

Psychosocial Foundation

Duration:	Up to 12 months
Description:	The course offers a reflective space and the opportunity to work on personal effectiveness, confidence, stamina, motivation, concentration, personal learning styles, stress management and self-awareness. The course is delivered through a wide range of creative activities, discussion groups and project work. Computer classes are available. Students are facilitated in sampling the vocational courses in the College, in applying for courses elsewhere or for jobs in open employment.
List of Modules:	Induction, Wellness and Recovery, Self-advocacy and Active Citizenship, Learning Styles, Team-working, IT Skills, Vocational Exploration.
Certification:	FETAC Level 4.



Dublin, Swords ☎ 01 840 4120

Access

Duration: Up to 2 years
Description: A course for early school leavers with mild learning difficulties. There are opportunities to become involved in the community by undertaking environmental and recreational projects. In addition there are social opportunities – hostelling trips, bowling and cinema outings, historical and cultural trips.

List of Modules: The core training elements include Literacy & Numeracy Support, Understanding the World of Work, Skill Sampling, Personal Development, Introduction to Computers.

Certification: FETAC Level 3.

Choices

Duration: Up to 10 months
Description: A person-centred course for students with mental health issues. It provides a supportive environment for students and a chance to develop their self-awareness and to learn new coping skills and to bring about real change in their lives.

List of Modules: Personal Awareness, Learning/ Thinking Skills, Daily Relaxation, Developing Creativity, Vocational Exploration, Health & Well-being, Introduction to Computers, Cultural & Social Events.

Certification: FETAC Level 3.

Fast Track to Employment in the Services Sector

Duration: Up to 2 years
Description: Combines training in the workplace with training in the centre. Each student identifies his or her preferred employment area in the services sector and suggests possible host employers. The facilitator arranges a work placement for three days per week for the duration of the course and supports both employer and student. The student follows an individual training plan to meet their needs and modules leading to a FETAC Level 4 Major Award in Applied Employment Skills.

List of Modules: Induction, Health & Safety, Advocacy, and a wide range of others as identified in each individual's learning plan.

Certification: FETAC Level 4.

Vocational Skills Foundation

Duration: Up to 12 months
Description: This course provides an opportunity to sample a wide range of courses while acquiring the educational and social skills needed to progress to further training and employment.

List of Modules: Skills Sampling, Numeracy and Literacy, Social Skills and Confidence-building, Computer Skills, Project Work, Goal-setting, Health and Safety, Job-seeking Skills.

Certification: FETAC Level 3.



Fresh Start

Duration: Up to 10 months
Description: Designed for those who would like to make a fresh start and begin a new career after a period out of the workforce. It provides an opportunity to explore vocational options in order to progress to further education and/or employment.

List of Modules: Career Planning, Personal Development, Computer Skills, Healthy Lifestyles, Health & Safety, CV Preparation & Job-seeking Skills.

Certification: FETAC Level 3.

IT with Office Business Skills

Duration: Up to 18 months
Description: Provides students with the necessary information technology, office and personal effectiveness skills to obtain employment, or progress to further education. Modules leading to a FETAC Level 5 Major Award in Business Studies, Secretarial will be undertaken.

List of Modules: Administration & Reception Skills, Word Processing, Spreadsheets, Database, PowerPoint, Internet & Email, File Management, IT Theory, Personal Effectiveness in the Workplace.

Certification: FETAC Level 5, ECDL.

Reach

Duration: Up to 2 years
Description: Reach is a flexible rehabilitative training course for people who have experienced social isolation as a result of a severe and enduring mental illness. It provides participants with the opportunity to develop the level of social and personal skills and independence necessary to achieve integration into the community.

List of Modules: The course consists of six strands, which can be accessed independently. This allows each participant to avail of training elements that meet their individual needs: Outreach, Centre-based Modules, Community-based Activities, Transition Phase, Work/Community Support.

Certification: FETAC Level 3.

Delvin

Duration: Ongoing
Description: This service is designed for people with enduring mental illness with complex needs who require support over a longer timeframe in their efforts towards ongoing social inclusion in their local communities. The service also aims to assist participants, who may have already completed another training programme, to maintain health gains they have already made and to reduce their reliance on medical interventions.

Dublin, Tallaght ☎ 01 452 5777

Access

Duration:	Up to 3 years
Description:	Equips students with foundation level personal, social and work-related skills that will enable them to progress to greater levels of independence and participation in their communities.
List of Modules:	Health & Safety, Basic Goal-setting & Planning, Work Skills, Introduction to Computers, Problem Solving, Self-advocacy, Stress Management, Relationships, Leisure & Cultural Activities, Creative Skills, Community Participation, Healthy Lifestyles, Independent Living Skills, Community Experience (optional).
Certification:	FETAC Level 3.

Catering

Duration:	Up to 2 years
Description:	Provides students with the necessary skills & experience to gain employment in the hotel & catering industry.
List of Modules:	Kitchen Organisation & Equipment, Cooking, Health & Safety, Food Hygiene, Presentation & Display, Service of Lunch, Personal Work Attributes, Customer Relations, Personal Effectiveness, Self-advocacy, Computer Skills, Job-seeking Skills.
Certification:	FETAC Level 4.

Connections

Duration:	Up to 12 months
Description:	For students who have had a major medical setback and/or acquired a physical disability, to develop life-coping skills to effectively manage their environment. It also gives students the opportunity to experience health and social gains and if desired, to progress/return to further training and/or employment.
List of Modules:	Personal Exploration, Skills Updating, Goal-setting, Managing Change, Personal Development, Job-seeking/Job-retention Skills.
Certification:	FETAC Level 3.

Fast Track to Employment

Duration:	Up to 2 years
Description:	The aim of this programme is to provide students with a level of knowledge, skills and attitude required to gain employment within the services sector, incorporating retail, hotel and leisure and distribution sectors. The programme delivery method is based on 3 days per week with a host company and 2 days per week centre based.
List of Modules:	Induction, Health and Safety, Assessments, Personal Development, Self-awareness, Self-advocacy, Communication Skills, Skills Sampling, Stress Management, Literacy, Everyday Maths, Computer Applications, Sourcing and Using Information, Career Information, Work Experience, Job-seeking Skills, Manual Handling, Time Management, Planning, Team Work, Host Company Work Experience.
Certification:	FETAC National Major Award at Level 4.



IT by Blended Learning

Duration: Up to 12 months
Description: A flexible course that enables students who cannot access a training centre to gain an information technology qualification from their own home. Students are linked by modem to the centre where online tutorials are provided. This is supported by home visits and group meetings. All equipment is supplied on loan to the students.

List of Modules: Computer Applications, Career Information, Personal Development, Enterprise Awareness, Job-seeking Skills.

Certification: ECDL, FETAC Level 4.

IT & Business Studies

Duration: Up to 2 years
Description: Provides students with the necessary skills and training to obtain employment in business administration.

List of Modules: Mail Handling, Data Entry, Job-seeking Skills, Keyboard Skills, General Office Skills, Computer Skills, Personal Effectiveness, Group Leisure Activities.

Certification: FETAC Level 4, ECDL.

Vocational Multi Skills

Duration: Up to 2 years
Description: Provides students with the necessary skills and experience to gain employment in the manufacturing or distribution sector as an operative or general assistant.

List of Modules: Product Packaging & Assembly, Manual Handling, Computer Skills, Foundation in Retail Skills, Basic DIY Skills, Personal Effectiveness in the Workplace, Community, Leisure & Creative Activities, Work-related Literacy/Numeracy, Independent Living Skills.

Certification: FETAC Level 4.

Vocational Skills Foundation

Duration: Up to 18 months
Description: This course provides an opportunity to sample a wide range of courses while acquiring the educational and social skills needed to progress to further training and employment.

List of Modules: Skills Sampling, Numeracy and Literacy, Social Skills and Confidence-building, Computer Skills, Project Work, Goal-setting, Health and Safety, Job-seeking Skills.

Certification: FETAC Level 3.

Galway ☎ 091 756 650

Access

Duration: Up to 3 years
Description: Equips students with foundation level personal, social and work-related skills that will enable them to progress to greater levels of independence and participation in their communities.

List of Modules: Health & Safety, Basic Goal-setting & Planning, Work Skills, Introduction to Computers, Problem Solving, Self-advocacy, Stress Management, Relationships, Leisure & Cultural Activities, Creative Skills, Community Participation, Healthy Lifestyles, Independent Living Skills, Community Experience (optional).

Certification: FETAC Level 3.

Employer Based Training

Duration: Up to 12 months
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job & in-centre training. The EBT co-ordinator will support both student and employer.

List of Modules: IT Skills, Career Planning, Personal Development, Health & Safety and Manual Handling. The on-the-job training allows the student to gain skills for their chosen role – office assistant, retail sales assistant, factory operative, stores assistant.

Certification: FETAC Level 3–5, ECDL.

IT by Blended Learning

Duration: Up to 2 years
Description: A flexible course that enables students who cannot access a training centre to gain an information technology qualification from their own home. Students are linked by modem to the centre where online tutorials are provided. This is supported by home visits and group meetings. All equipment is supplied on loan to the students.

List of Modules: Word Processing, Spreadsheets, Databases, Desktop Publishing, Career Planning, Email & Internet, PC Security, File Management. Optional modules include: Payroll, Manual & Computerised Accounts.

Certification: ECDL, FETAC Level 5.

Transition

Duration: Up to 18 months
Description: Designed to meet the needs of a wide range of students with additional support who wish to explore various vocational skills in real working environments and to develop personal and social skills.

List of Modules: A range of vocational modules plus a range of personal and social skills. Preparation for Work, Health & Safety in the Workplace.

Certification: FETAC Level 3–4.

Galway, Quest ☎ 091 778 850

Quest Brain Injury Service

Community-based Rehabilitation Service

Tús Nua

Duration: Up to 12 months
Description: Provides students with the opportunity for personal development and vocational exploration. Students are facilitated in making decisions regarding future options in their personal and professional lives.

List of Modules: Confidence-building, Community Networking, Health Education, Preparation for Work.

Certification: FETAC Level 3–4, ECDL.

Horticulture

Duration: Up to 24 months
Description: This programme will provide students with the opportunity to develop the skills and knowledge required to pursue a career of choice in the horticulture industry. The first year of the programme will concentrate on modules designed to give a solid foundation in horticulture skills, while year 2 will facilitate specialisation in a preferred area such as landscape/garden maintenance, garden centre operations, nursery operations, market gardening or turf maintenance.

List of Modules: Plant Identification and Use, Power Equipment, Power Hand Tools, Landscape Construction, Garden & Turf Maintenance, Soil Preparation, Plant, Fruit & Vegetable Production, Plant Care, Communication, Customer Care, IT Skills.

Certification: FETAC Level 3–4.

Duration: Varies by client
Description: Helps individuals who have acquired brain injury to achieve greater independence and integration in their community. The programme focuses on providing supports in improving quality of life, making independent and informed choices and exploring support networks and opportunities in the community. Individuals will also be facilitated in exploring further community, training, educational, care and employment opportunities in accordance with their individual goals.

The Quest model promotes the ability of clients to achieve their goals in collaboration with the Quest team. This approach ensures the service is tailored to the needs and goals of individual clients and family and addresses these holistically and in a non-prescriptive way.

Training Approach: The training approach seeks to offer a variety of instructional methods and includes a combination of:

- Individual directed training
- Small group work
- One-to-one discussions
- Online tutorials through remote access software
- Community-based activities
- Workplace-based activities
- Self-directed learning activities
- Research projects
- Mentoring/coaching and shadowing
- Site visits to community-based resources
- Individual counselling

List of Modules: A menu of training modules is offered under 6 strands:
1. Brain Injury Awareness & Management
2. Life Skills
3. Personal & Social Skills
4. Information Technology
5. Vocational Exploration
6. Learning Supports

Certification: FETAC Level 3–4, ECDL, Equalskills.

Kerry ☎ 066 712 2533

Applied Information Technology

Duration: Up to 2 years
Description: Enables students to develop the knowledge, skills and attributes necessary to obtain and retain employment in the private or public sector in an office environment or to progress to further training and education.

List of Modules: Induction, Health & Safety, ECDL, ECDL Web Starter, Communications, Payroll Manual and Computerised, Bookkeeping Manual and Computerised, Statistics, Business Calculations, MOS, Personal & Interpersonal Skills, Self-advocacy, Leisure Activities, Job-seeking Skills, Work Experience.

Certification: Leading to ECDL/MOS/Major Award – Level 5 Certificate in Business Studies.

Catering & Culinary Skills

Duration: Up to 2 years
Description: Enables students to develop the knowledge and skills required to obtain and retain employment in the catering and hospitality sectors or to progress to further training and education.

List of Modules: Induction, Health & Safety, Kitchen Organisation & Equipment, Food Hygiene, Customer Relations, Preparation for Work & Work Experience, Introduction to First Aid, New Technology, Care & Use of Plant & Equipment, Soups, Sauces, Desserts, Breakfast, Pastry, Vegetarian & Ethnic Cookery, HACCP, Primary Food Hygiene, Communications, Personal Development, Job-seeking Skills.

Certification: Leading to Major Award – FETAC Level 4 Certificate in Catering.

Directions

Duration: Up to 3 years
Description: Provides students with foundation level personal, social and work-related skills, enabling them to progress to greater levels of independence and community integration. The course also aims to support and facilitate students to explore their options and to progress to further education, training or employment.

List of Modules: Induction, Health & Safety, Communications, Personal Development, Compensatory Education, Computer Literacy, Work-related Skills, Individual Action Planning, Use of Culture & Leisure Activities and Social Skills.

Certification: A range of FETAC Level 3 Certifications.

Employer Based Training

Duration: Up to 2 years
Description: Enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer.

List of Modules: Induction, Host Company Induction, Health & Safety, Personal Effectiveness, Job-seeking Skills, Compensatory Education, Work Experience, Individual Action Planning, Computer Training (ECDL), Specific Skills Training in the Workplace.

Certification: A range of FETAC Level 4 and Specific Skills Training Certifications.



Focus

Duration: Up to 12 months
Description: Focus is a community-based rehabilitative training programme for people experiencing mental health difficulties. The programme aims to enhance students' physical and mental well-being through personal development, community integration and vocational orientation. The course provides students with the skills necessary to enable them to gain greater independence and social integration and the confidence to plan further education, training and employment.

List of Modules: Communications, Self-advocacy, Coping Skills, Mental Health Management, Assertiveness, Community & Voluntary Work, Community Networking, Creative Skills, Individual Action Planning, Vocational Exploration, Leisure Activities, Computer Skills.

Certification: A range of FETAC Level 3 Certification.

Introductory Skills Training

Duration: Up to 18 months
Description: Designed to enable students to develop the knowledge, skills and attitude necessary to make realistic vocational choices for training, or employment, based on their own needs and strengths. It uses a range of Personal Effectiveness & Self-advocacy Skills that will enable them to be assertive, to understand rights and make informed decisions.

List of Modules: Induction, Health & Safety, Communications, Mathematics, Personal & Interpersonal Skills, Personal Effectiveness, Computer Literacy, Career Information, Work Orientation, Preparation for Work, Health-related Fitness, Self-advocacy, Host Company Work Sampling Placements.

Certification: FETAC Level 3-4.

IT by Blended Learning

Duration: Up to 2 years
Description: Blended Learning is a home-based training programme that enables students who cannot access a training centre to gain an information technology qualification from their own home. Students are supplied with appropriate home study materials and equipment. This is supported by home visits and group meetings.

List of Modules: Induction, Getting Started, Learning to Learn, ECDL, Communications, Personal Effectiveness, Preparation for Work, Work Experience, Self-advocacy, MOS, ECDL WebStarter, Computer Literacy, Desktop Publishing, Payroll Manual & Computerised, Business Calculations, Statistics, Mathematics.

Certification: Leading to ECDL, MOS, Major Award – FETAC Level 4 Certificate in General Vocational Studies/Major Award – FETAC Level 5 Certificate in Business Studies.

Retail Sales

Duration: Up to 2 years
Description: Designed to enable students to develop the knowledge, skills and attitude necessary to obtain and retain employment in the retail sector, e.g. as sales assistants.

List of Modules: Induction, Help to Maintain a Safe & Healthy Retail Environment, Work Effectively in your Retail Team, Help Customers Choose Products in a Retail Environment, Receive Goods and Materials into Storage in a Retail Environment, Keep Stock on Sale at Required Levels in a Retail Environment, Give Customers a Positive Impression of Yourself and your Organisation, Help to Keep the Retail Unit Secure, Computer Literacy, Compensatory Education & Supports, Personal Development, Self-advocacy, Leisure, Countdown to the Job, Work Experience.

Certification: Leading to FETAC Level 4 & City & Guilds Level 2 Diploma.

Sporting Chance

Duration: Up to 2 years

Description: Designed to enable students to build careers as future coaches, leaders and managers in the sports and leisure industry. It has been specifically developed to assist students in gaining employment in this industry, or progressing to further training and education in this field.

List of Modules: Induction, Health & Safety, Communications, Personal & Interpersonal Skills, Information Technology Skills, Health-related Fitness, Sports & Recreation, Occupational First Aid, Foundation Coaching, Swimming, Gym Instruction, National Pool Lifeguard Qualification, Swim Teaching/Coaching, Sports Massage, Sports Psychology, Human Biology, Exercise Leadership, Manual Handling, Food & Nutrition, Sports Injuries, Sports Nutrition, Exercise & Fitness Instruction, Preparation for Work, Work Experience, Compensatory Education, Leisure Facilities Administration.

Certification: Leading to ITEC Diplomas, National Pool Lifeguard Qualification, FETAC Level 4–5.

Woodwork Multi Skills

Duration: Up to 2 years

Description: Designed to enable students to develop the knowledge, skills & attitude necessary to obtain and retain employment in woodwork and related industries.

List of Modules: Induction, Health & Safety, Manual Handling, Technical Drawing, Woodwork Machine Skills, FÁS Safe Pass, Basic Construction Skills, Woodcraft, Furniture-making, Communications, Information Technology Skills, Reading of Drawings, Personal Effectiveness, Leisure Activities, Self-advocacy, Compensatory Education, Countdown to the Job, Work Experience.

Certification: Leading to FETAC Level 4 Major Award in Applied Employment Skills, City & Guilds Level 1 Certificate in Basic Construction Skills.





Kildare ☎ 045 988 400

Advance

Duration: Up to 2 years
Description: Provides students with the opportunity for personal, social and life skills development, which will lead to greater independence and enhanced participation in their own communities.

List of Modules: Induction and Assessment, Team Building, Practical Life Skills, Personal Development, Social Skills Development, Communications, Creative Skills, Health Education, Leisure Planning, Career Planning, Compensatory Education, Work Placement.

Certification: FETAC Level 3–4.

Choices

Duration: Up to 2 years
Description: Provides students with the opportunity to explore their current and future needs and to develop the skills that will enhance social integration and personal growth.

List of Modules: Goal-setting, Self-Awareness, Problem-solving, Negotiation Skills, Sourcing Information, Computer Skills, Stress Management, Creative Skills, Health Education, Independent Living Skills, Personal Effectiveness.

Certification: FETAC Level 3–4.

Employer Based Training

Duration: Up to 12 months
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills for their chosen role – office assistant, retail sales assistant, factory operative, stores assistant.

List of Modules: IT Skills, Career Planning, Personal Development, Health & Safety and Manual Handling.

Certification: FETAC Level 4–5, ECDL.

Fresh Start

Duration: Up to 12 months
Description: Designed for those who would like to make a fresh start and begin a new career after a period out of the workforce. It provides an opportunity to explore vocational options in order to progress to further education and/or employment.

List of Modules: Career Planning, Personal Development, Computer Skills, Healthy Lifestyles, Health & Safety, CV Preparation & Job-seeking Skills.

Certification: FETAC Level 3–4, ECDL.

IT and Business Administration

Duration: Up to 2 years
Description: The programme is designed to provide students with an enhanced learning experience using multiple modes of training delivery. It combines centre-based training with home-based supported learning and work experience placements to facilitate the student to make efficient and effective use of their training time and avail of opportunities to network with potential employers and practise skills in a real work environment.

List of Modules: Induction and Assessment, Programme Orientation, Vocational Exploration, Goal-setting and Planning, Work Experience Preparation, ECDL, Word Processing, Text Production, Presentation Software, Desktop Publishing, Manual and Computerised Bookkeeping, Work Experience, Communications, Personal Effectiveness, Customer Service, Safety & Health at Work, Self-advocacy, Entrepreneurial Skills, Preparation for Employment.

Certification: ECDL, Certificate in Business Studies (FETAC Level 5).

Jobstart

Duration: Up to 18 months
Description: On completion of this programme, students will have gained the introductory level skills, knowledge and competencies to facilitate their progression to further training/education or directly to employment.

List of Modules: Induction, Safety Awareness & Manual Handling, Assessment & Goal-setting, Live and Learn, Self-awareness & Self-advocacy, Health Management, Coping with Change, Preparation for Work Experience, Personal Effectiveness, Customer Service Skills, Career Information, Information Technology Skills, Communications, Stress Management, Work Experience, Workplace Safety, Transition Planning.

Certification: Under National Learning Network's policy of Recognition of Certified Prior Learning, students with Leaving Certificate Maths will be able to achieve a Major Award at Level 4.

Kilkenny ☎ 056 779 7500

Introductory Skills Training

Duration: Up to 12 months
Description: Facilitates students to sample a range of vocational options and to develop the skills, knowledge and resources to access employment, further training/education opportunities in the wider community.

List of Modules: Computer Skills, Personal Effectiveness, Leisure Skills, Health Awareness, Goal-setting, Communications, Self-advocacy, Safety Awareness, Work Experience, Personal Development.

Certification: FETAC Level 4 Applied Employment Skills.

Rehabilitative Training

Duration: Up to 3 years
Description: Aims to facilitate students to sample a range of rehabilitative and occupational options and to develop the skills, knowledge, confidence and resources to access employment, further training and opportunities in the wider community.

List of Modules: Personal Development, Independent Living Skills, Leisure & Creative Skills, Health & Safety, Goal-setting, Work Skills, Personal Interests, Computers.

Certification: FETAC Level 3.

Laois ☎ 057 862 1263

Access

Duration: Up to 3 years
Description: Equips students with foundation level personal, social and work-related skills that will enable them to progress to greater levels of independence and integration in their own communities, workplace and society.

List of Modules: Personal & Interpersonal Skills, Independent Living, Cultural & Leisure Activities, Health & Safety, IT Skills, Job-seeking, Work Orientation, Skills Sampling.

Certification: FETAC Level 3.

Employer Based Training

Duration: Up to 12 months
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills for their chosen role – office assistant, retail sales assistant, factory operative, stores assistant.

List of Modules: IT Skills, Career Planning, Personal Development, Health & Safety and Manual Handling.

Certification: FETAC Level 3–5, ECDL.

Choices

Duration: Up to 2 years
Description: A centre and community-based programme designed to empower participants with mental ill-health to avail of opportunities to enhance their wellness, their social interaction, their community involvement and their general well-being.

List of Modules: Goal-setting, Self-Awareness, Problem Solving, Negotiation Skills, Sourcing Information, Computer Skills, Stress Management, Creative Skills, Health Education, Independent Living Skills, Personal Effectiveness.

Certification: FETAC Level 3.

IT & Business Studies

Duration: Up to 2 years
Description: Participants are provided with the necessary information, technology, office and personal effectiveness skills to obtain and retain employment in IT, administration or telephonist/receptionist positions. The programme consists of 2 days' centre-based learning, 2 days' home-based learning and 1 day's work experience per week.

List of Modules: Administration & Reception Skills, Word Processing, Spreadsheets, Database, PowerPoint, Internet & Email, File Management, IT Theory, Personal Effectiveness in the Workplace.

Certification: FETAC Level 5, ECDL.

Jobstart

Duration: Up to 18 months
Description: A personal, social and employment skills course.

List of Modules: Safety Awareness, IT, Preparation for Work, Personal Effectiveness, Self-advocacy, Living in a Diverse Society.

Certification: FETAC Level 3.

Transition

Duration: Up to 2 years
Description: Facilitates students in developing a range of personal and practical skills. It will enable them to make informed and realistic choices in their personal lives and future training, employment and education opportunities.

List of Modules: Self-Confidence, Team-building, Developing Initiative, Creative Skills, Work Skills, Independent Living.

Certification: FETAC Level 3–4.

Leitrim ☎ 071 965 0693

Access

Duration: Up to 3 years
Description: Equips students with foundation level personal, social and work-related skills that will enable them to progress to greater levels of independence and integration in their own communities, workplace and society.

List of Modules: Personal & Interpersonal Skills, Independent Living, Cultural & Leisure Activities, Health & Safety, IT Skills, Job-seeking, Work Orientation, Skills Sampling.

Certification: FETAC Level 3.

Employer Based Training

Duration: Up to 12 months
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills for their chosen role – office assistant, retail sales assistant, factory operative, stores assistant.

List of Modules: IT Skills, Career Planning, Personal Development, Health & Safety, Manual Handling.

Certification: FETAC Level 3–5, ECDL.



Kickstart

Duration:

Up to 2 years

Description:

Provides students with a range of personal, social and work-related skills, and helps them achieve greater levels of independence and community integration. Students also experience improved health and social gains, as they identify achievable goals leading to further training, education or employment.

List of Modules:

Health & Safety at Work, Computer Literacy, Personal & Interpersonal Skills, Healthy Lifestyles, Community Participation, Life Management Skills, Vocational Exploration, Self-advocacy.

Certification:

FETAC Level 3.

New Voyages

Duration:

Up to 2 years

Description:

Provides students who experience a high level of social and community isolation with the opportunity to develop personal and social skills, to make independent choices and to explore recreational, social and vocational options.

List of Modules:

Health & Safety, Goal-setting, Computer Literacy, Personal & Interpersonal Skills, Healthy Lifestyles, Creative Workshops, Leisure, Community Participation, Life Management Skills, Self-advocacy.

Certification:

FETAC Level 3.

IT by Blended Learning

Duration:

Up to 18 months

Description:

A flexible course that enables students who cannot access a training centre to gain an information technology qualification from their own home. Students are linked by modem to the centre where online tutorials are provided. This is supported by home visits and group meetings. All equipment is supplied on loan to the students.

List of Modules:

Word Processing, Spreadsheets, Databases, Desktop Publishing, Career Planning, Email & Internet, PC Security, File Management. Optional modules include: Payroll, Manual & Computerised Accounts.

Certification:

FETAC Level 5, ECDL, Microsoft Office Specialist, City & Guilds, NETASSURE.

Limerick, Raheen ☎ 061 229 777

Catering & Culinary Skills

Duration: Up to 2 years
Description: Enables students to develop the knowledge and skills required to obtain and retain employment in the hospitality sector or to progress to further training and education.

List of Modules: Health & Safety, Customer Relations, Preparation for Work, Introduction to First Aid, New Technology, Plant & Equipment Care, Use of Equipment, Soups, Sauces, Desserts, Breakfast, Pastry, Vegetarian & Ethnic Cookery, Personal Development, Job-seeking Skills.

Certification: Leading to Major Award Level 4 Certificate in Catering.

Employer Based Training

Duration: Up to 2 years
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills in their chosen area.

List of Modules: Job-seeking/Employment Skills, IT Skills, Career Planning, Personal Development, Health & Safety, Manual Handling.

Certification: FETAC Level 3–5.

Information Technology for the Business Environment

Duration: Up to 2 years
Description: Provides students with the knowledge, skills and attitude required to gain employment in the IT industry or to progress to further training/education. A six-week work placement is a mandatory part of the course. This course is tailored to meet individual's needs.

List of Modules: European Computer Driving Licence (ECDL): IT Theory, File Management, Word Processing, Spreadsheets, Databases, Presentations, Internet & Email. Microsoft Office Specialist (MOS): MS Word Core/Proficient, MS Excel Core/Proficient, MS Access, MS Powerpoint, MS Outlook. European Business Certificate Institute (EBCI): Sage Line 50, Sage Payroll, Corporate Compliance.

Certification: ECDL, FETAC Level 4–5, Microsoft Office Specialist.

Introductory Skills Training

Duration: Up to 18 months
Description: Provides an opportunity to sample a wide range of modules while acquiring the educational and social skills needed to progress to further training and employment.

List of Modules: Personal Development Skills, Job-seeking, Health & Safety, Computer Literacy, Culture & Leisure Activities.

Certification: FETAC Level 3, ECDL.

IT by Blended Learning

Duration:

Up to 2 years

Description:

A flexible course that enables students who cannot access a training centre to gain an information technology qualification from their own home. Students are supported with appropriate home study materials and equipment. This is supported by home visits and group meetings.

List of Modules:

Word Processing, Spreadsheets, Databases, Desktop Publishing, Email & Internet, PC Security, File Management, Personal Development, Career Planning, Optional modules include: Payroll, Manual & Computerised Accounts.

Certification:

EBCI (European Business Certification Institute), ECDL, Advanced ECDL.

PC Maintenance & Networking

Duration:

Up to 2 years

Description:

Provides students with the knowledge, skills and attitude required to gain employment in the computer industry or to progress to further training/education.

List of Modules:

Introduction to Computers, Getting to Know your PC, Internal Hardware Components, External Hardware Components, Building your own Personal Computer, Operating Systems Software, Preventative Maintenance, Trouble-shooting your PC Printer, Installation & Maintenance of PC Peripherals, Overview of Computer Networking, Network Hardware Components, Network Transmission, Media Network Architecture & Protocol, Network Security.

Certification:

EBCI (European Business Certification Institute).



Limerick, Jutland Centre ☎ 061 229 962

Focus

Duration: Up to 12 months
Description: For students with experience of mental ill health who want to enhance their levels of personal development, community integration, physical and mental well-being and vocational orientation. The course supports students in clarifying their future options using a range of centre-based and community-based activities.

List of Modules: Coping Strategies, Managing Change & Transition, Leisure Activities, Mental Health Management, Assertiveness, Home Management/Independent Living Skills, Understanding the World of Work, Job-search Skills, Computers, Time Management, Cultural Activities.

Certification: FETAC Level 3.

Foundation Skills

Duration: Up to 4 years
Description: Provides students with a range of personal, social and work-related skills, and helps them achieve greater levels of independence and community integration. Students also experience improved health and social gain, as they identify achievable goals leading to further training, education or employment.

List of Modules: Personal Development, Independent Living Skills, Community Integration Skills, Skill Sampling, Information Technology, Leisure & Cultural Activities, Career Planning, Job-seeking Skills.

Certification: FETAC Level 3.

Longford ☎ 043 334 2255

Accommodation & Catering Assistant

Duration: Up to 2 years
Description: Provides students with the skills, knowledge and attitude necessary to obtain and maintain employment within the hospitality sector or to progress to further training/education.

List of Modules: Health & Safety, Hospitality Skills, Practical Accommodation Skills, Basic Cookery Skills, Practical Dining Room Services, Primary Food Hygiene, First Aid & Manual Handling, Introduction to Computers, Personal Development & Customer Relations.

Certification: FETAC Level 4.

Employer Based Training

Duration: Up to 12 months
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills for their chosen role – office assistant, retail sales assistant, factory operative, stores assistant.

List of Modules: IT Skills, Career Planning, Personal Development, Health & Safety, Manual Handling.

Certification: FETAC Level 3–5, ECDL.

Fresh Start

Duration: Up to 12 months
Description: Designed for those who would like to make a fresh start and begin a new career after a period out of the workforce. It provides an opportunity to explore vocational options in order to progress to further education and/or employment.

List of Modules: Career Planning, Personal Development, Computer Skills, Healthy Lifestyles, Health & Safety, CV Preparation & Job-seeking Skills.

Certification: FETAC Level 3–4, ECDL.

Horticulture

Duration: Up to 2 years
Description: Allows students to experience a range of jobs within the horticultural/grounds maintenance and vegetable production sectors. It allows them to develop the skills, knowledge and attitude required to access employment within the industry or to progress to further training/education.

List of Modules: Health & Safety, Use of Hand Tools & Power Equipment, Plant Identification & Use, Plant Care & Plant Propagation, Horticultural Project, Vegetable Production, Using Garden Chemicals, Soil Preparation, Garden Maintenance, Personal Development, Career Planning, Organic Growing (external option).

Certification: FETAC Level 4.

Turas

Duration:

Up to 2 years

Description:

Provides students who experience a high level of social and community isolation with the opportunity to develop personal and social skills, to make independent choices and to explore recreational, social and vocational options.

List of Modules:

Personal Development, Stress Management & Relaxation, Self-advocacy, Teamwork, Healthy Lifestyles, Vocational Exploration, Introduction to IT, Community Integration, Health & Safety, Planning for the Future.

Certification:

FETAC Level 3.



Louth ☎ 042 932 8441

Access

Duration: Up to 3 years
Description: Equips students with foundation level personal, social and work-related skills that will enable them to progress to greater levels of independence and participation in their communities.

List of Modules: Personal Development, Independent Living Skills, Community Integration, Health & Safety Awareness, Leisure & Creative Skills, Practical Skills, Information Technology, Office/ Reception Skills, Hospitality/Service.

Certification: FETAC Level 4 and ECDL.

Employer Based Training

Duration: Up to 12 months
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills for their chosen role – office assistant, retail sales assistant, factory operative, stores assistant.

List of Modules: IT Skills, Career Planning, Personal Development, Health & Safety, Manual Handling.

Certification: FETAC Level 4 and ECDL.

Fresh Start

Duration: Up to 12 months
Description: Designed for those who would like to make a fresh start and begin a new career after a period out of the workforce. It provides an opportunity to explore vocational options in order to progress to further education and/or employment.

List of Modules: Career Planning, Personal Development, Computer Skills, Healthy Lifestyles, Health & Safety, CV Preparation & Job-seeking Skills.

Certification: FETAC Level 3.

IT by Blended Learning

Duration: Up to 2 years
Description: A flexible course that enables students who cannot access a training centre to gain an information technology qualification from their own home. This is supported by home visits and group meetings. All equipment required for the course is supplied free of charge.

List of Modules: Word Processing, Spreadsheets, Databases, Desktop Publishing, Career Planning, Email & Internet, PC Security, File Management. Optional modules include: Payroll, Manual & Computerised Accounts.

Certification: ECDL, FETAC Level 4, City & Guilds.

Mayo ☎ 094 902 2770/094 902 6813

Access

Duration: Up to 3 years

Description: Designed to provide students with opportunities to learn the skills, knowledge and attitude needed to develop personal effectiveness and self-advocacy skills, become more independent in social and vocational situations, operate in a supported community situation and progress to further training or education.

List of Modules: Health & Hygiene, Health & Safety, Basic Goal-setting & Planning, Leisure & Cultural Activities, Personal & Interpersonal Skills, Independent Living Skills, Community/Work Orientation.

Certification: FETAC Level 3.

Computer Studies & Office Skills

Duration: Up to 2 years

Description: Enables students to acquire core skills in computer applications and business development. This will enable them to obtain employment in the computer or a business-related sector whether working from home, self-employed or with a business.

List of Modules: Health & Safety, Keyboard Skills, Computer Maintenance, Personal Awareness, Leisure & Cultural Activities, Research Visits, Preparation for Work, Business Development, Word Processing, Business Administration Skills, Web Authoring, Desktop Publishing, Bookkeeping (Manual & Computerised), Goal-setting.

Certification: FETAC Level 3–5, ECDL.

Employer Based Training

Duration: Up to 12 months

Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills for their chosen role – office assistant, retail sales assistant, factory operative, stores assistant.

List of Modules: IT Skills, Career Planning, Personal Development, Health & Safety, Manual Handling.

Certification: FETAC Level 3–5, ECDL.

Fresh Start

Duration: Up to 12 months

Description: Designed for those who would like to make a fresh start and begin a new career after a period out of the workforce. It provides an opportunity to explore vocational options in order to progress to further education and/or employment.

List of Modules: Career Planning, Personal Development, Computer Skills, Healthy Lifestyles, Health & Safety, CV Preparation & Job-seeking Skills.

Certification: FETAC Level 3–4, ECDL.

IT by Blended Learning

Duration: Up to 2 years
Description: A flexible course that enables students who cannot access a training centre to gain an information technology qualification from their own home. Students are linked by modem to the centre where online tutorials are provided. This is supported by home visits and group meetings. All equipment is supplied on loan to the students.

List of Modules: Word Processing, Spreadsheets, Databases, Desktop Publishing, Career Planning, Email & Internet, PC Security, File Management. Optional modules include: Payroll, Manual & Computerised Accounts, Web Authoring.

Certification: ECDL, FETAC Level 4-5.

Jobstart

Duration: Up to 18 months
Description: This flexible course will provide students with the opportunity to develop essential knowledge and competencies both in the centre and the work environment. This will enable them to progress to further training, education or directly to employment.

List of Modules: Health and Safety, IT, Preparation for Work, Career Information, Living in a Diverse Society, Consumer Awareness, Personal Effectiveness

Certification: FETAC Level 3-4.

Sporting Chance

Duration: Up to 2 years
Description: Designed to enable students to build careers as coaches, leaders and managers in the sports and leisure industry. It has been specifically developed to assist students in gaining employment in this industry, or progressing to further training and education.

List of Modules: Induction, Health & Safety, Communications, Personal & Interpersonal Skills, IT Skills, Health-related Fitness, Sports & Recreation, Occupational First Aid, Sports Leadership, Swimming, Swim Teaching/Coaching, Gym Instruction, Lifeguarding, Coaching Skills, Human Biology, Food & Nutrition, Sports Injuries, Sports Nutrition, Exercise & Fitness Instruction, Refereeing Course, Preparation for Work, Work Experience, Leisure Facilities Administration.

Certification: FETAC Level 5 Major Award in Sport & Recreation, ITEC qualifications, National Pool Lifeguard Qualification.



Meath ☎ 046 902 1975

Access

Duration: Up to 3 years
Description: Provides students with the opportunity to acquire the skills, knowledge and attitude to make choices about training/education and to make decisions about future life goals.

List of Modules: Personal Development, Independent Living Skills, Community Integration, Health & Safety Awareness, Leisure & Creative Skills, Practical Skills – Information Technology.

Certification: IVS, FETAC Level 3–4.

Advance

Duration: Up to 18 months
Description: Provides students with the necessary skills, knowledge and attitude required to make realistic vocational choices.

List of Modules: Personal/Interpersonal Development, Preparation for Work, Career Information, Health & Safety Awareness, Practical Skills.

Certification: IVS, FETAC Level 3.

Computer Applications and Office Skills

Duration: Up to 18 months
Description: Provides participants with a comprehensive range of office, administrative and IT skills needed to work in a modern office environment.

List of Modules: Information Technology (Word Processing, Spreadsheets, Databases, Presentations, Internet and Email, File Management and IT Theory), Communications, Work Experience, Personal Effectiveness in the Workplace, Customer Service, General Office Skills, Data Entry, Computer Applications.

Certification: FETAC Level 4–5.

Employer Based Training

Duration: Up to 12 months
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills for their chosen role – office assistant, retail sales assistant, factory operative, stores assistant.

List of Modules: IT Skills, Career Planning, Personal Development, Health & Safety, Manual Handling.

Certification: FETAC Level 3–5.

Fresh Start

Duration: Up to 12 months
Description: Designed for those who would like to make a fresh start and begin a new career after a period out of the workforce. It provides an opportunity to explore vocational options in order to progress to further education and/or employment.

List of Modules: Career Planning, Personal Development, Computer Skills, Healthy Lifestyles, Health & Safety, CV Preparation & Job-seeking Skills.

Certification: FETAC Level 3.



Monaghan ☎ 047 83670

Access

Duration: Up to 3 years
Description: Designed to provide students with opportunities to learn the skills, knowledge and attitude needed to develop personal effectiveness and self-advocacy skills, become more independent in social and vocational situations, operate in a supported community situation and progress to further training or education.

List of Modules: Skills Sampling, Numeracy & Literacy, Self-advocacy & Confidence-building, Health & Safety, Use of Leisure & Cultural Opportunities, Using Community Resources, Independent Travel, Basic Computer Skills.

Certification: FETAC Level 3.

Employer Based Training

Duration: Up to 12 months
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills for their chosen role – office assistant, retail sales assistant, factory operative, stores assistant.

List of Modules: IT Skills, Career Planning, Personal Development, Health & Safety, Manual Handling.

Certification: FETAC Level 3–5, ECDL.

Fresh Start

Duration: Up to 12 months
Description: Designed for those who would like to make a fresh start and begin a new career after a period out of the workforce. It provides an opportunity to explore vocational options in order to progress to further education and/or employment.

List of Modules: Career Planning, Personal Development, Computer Skills, Healthy Lifestyles, Health & Safety, CV Preparation & Job-seeking Skills.

Certification: FETAC Level 3–5, ECDL.

Turas

Duration: Up to 2 years
Description: Provides students who experience a high level of social and community isolation with the opportunity to develop personal and social skills, to make independent choices and to explore recreational, social and vocational options.

List of Modules: Personal Development, Stress Management & Relaxation, Self-advocacy, Teamwork, Healthy Lifestyles, Vocational Exploration, Introduction to IT, Community Integration, Health & Safety, Planning for the Future.

Certification: FETAC Level 3, ECDL.

Offaly ☎ 057 931 8300

Access

Duration: Up to 3 years
Description: Provides students with the opportunity to acquire the skills, knowledge and attitude to make choices about training/education and to make decisions about future life goals.

List of Modules: Personal Development, Independent Living Skills, Community Integration, Health & Safety Awareness, Leisure & Creative Skills, Practical Skills – Information Technology.

Certification: FETAC Level 3.

Employer Based Training

Duration: Up to 12 months
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills for their chosen role – office assistant, retail sales assistant, factory operative, stores assistant.

List of Modules: IT Skills, Career Planning, Personal Development, Health & Safety, Manual Handling.

Certification: FETAC Level 3–5.

Fresh Start

Duration: Up to 12 months
Description: Designed for those who would like to make a fresh start and begin a new career after a period out of the workforce. It provides an opportunity to explore vocational options in order to progress to further education and/or employment.

List of Modules: Career Planning, Personal Development, Computer Skills, Healthy Lifestyles, Health & Safety, CV Preparation & Job-seeking Skills.

Certification: FETAC Level 3–4, ECDL.

IT by Blended Learning

(Computer Skills & Small Business Accounts)

Duration: Up to 2 years
Description: A flexible course that enables students who cannot access a training centre to gain an information technology qualification from their own home. Students are linked by modem to the centre where online tutorials are provided. This is supported by home visits and group meetings. All equipment is supplied on loan to the students.

List of Modules: Keyboard Skills/Typing Speed, Word Processing, Spreadsheets, Databases, Presentations/Graphics, Email & Internet, File Management, Manual Accounts, Computerised Accounts, Personal Development & Job Preparation Skills.

Certification: FETAC Level 4–5.

Silenos

Duration:

Up to 2 years

Description:

Designed for students who are experiencing mental health difficulties. This is a personal, community and social course that enables students to explore different aspects of their lives. There is a focus on personal development and the opportunity to develop a range of practical and personal skills.

List of Modules:

Team-building & Group Dynamics, Personal & Interpersonal Skills, Health Education, Mental Health Perspectives, Skills Development Modules, Life Management Skills, Stress Management Skills, Creative Skills, Grounds Maintenance, Computers, Community Exploration Modules, Community Profiling & Networking, Cultural & Leisure Visits, Community Placements.

Certification:

FETAC Level 3.

Transition

Duration:

Up to 18 months

Description:

Enables students to sample a range of vocational options and to develop the skills, knowledge, confidence and resources to access employment, further training/education or opportunities in the wider community.

List of Modules:

Health & Safety, Personal & Interpersonal Skills, Goal-setting, Career Information, Computer Literacy, Preparation for Work, Work Skills, Creative Skills, Leisure & Cultural Activities.

Certification:

FETAC Level 3-4, An Gaisce Awards.



Roscommon ☎ 094 962 0374

Access

Duration: Up to 2 years
Description: Designed to provide students with opportunities to learn the skills, knowledge and attitude needed to develop personal effectiveness and self-advocacy skills, become more independent in social and vocational situations, operate in a supported community situation and progress to further training or education.

List of Modules: Skills Sampling, Numeracy & Literacy, Self-advocacy & Confidence-building, Health & Safety, Use of Leisure & Cultural Opportunities, Using Community Resources, Independent Travel, Basic Computer Skills.

Certification: FETAC Level 3.

Employer Based Training

Duration: Up to 12 months
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills for their chosen role – office assistant, retail sales assistant, factory operative, stores assistant.

List of Modules: IT Skills, Career Planning, Personal Development, Health & Safety, Manual Handling.

Certification: FETAC Level 3–5.

Fresh Start

Duration: Up to 12 months
Description: Designed for those who would like to make a fresh start and begin a new career after a period out of the workforce. It provides an opportunity to explore vocational options in order to progress to further education and/or employment.

List of Modules: Career Planning, Personal Development, Computer Skills, Healthy Lifestyles, Health & Safety, CV Preparation & Job-seeking Skills.

Certification: FETAC Level 3–4, ECDL.

Transition

Duration: Up to 18 months
Description: Enables students to sample a range of vocational options and to develop the skills, knowledge, confidence and resources to access employment, further training/education or opportunities in the wider community.

List of Modules: Health & Safety, Personal & Interpersonal Skills, Goal-setting, Career Information, Computer Literacy, Preparation for Work, Healthy Lifestyles.

Certification: FETAC Level 3, 4, 5 as appropriate.

Sligo ☎ 071 914 5391

Access

Duration: Up to 3 years
Description: Designed to provide students with opportunities to learn the skills, knowledge and attitude needed to develop personal effectiveness and self-advocacy skills, become more independent in social and vocational situations, operate in a supported community situation and progress to further training or education.

List of Modules: Skills Sampling, Numeracy & Literacy, Self-advocacy & Confidence-building, Health & Safety, Use of Leisure & Cultural Opportunities, Using Community Resources, Independent Travel, Basic Computer Skills.

Certification: FETAC Level 3.

Employer Based Training

Duration: Up to 12 months
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills for their chosen role – office assistant, retail sales assistant, factory operative, stores assistant.

List of Modules: IT Skills, Career Planning, Personal Development, Health & Safety and Manual Handling.

Certification: FETAC Level 3–5, ECDL.

Jobstart

Duration: Up to 18 months
Description: This flexible course will provide students with the opportunity to develop essential introductory level skills, knowledge and competencies both in the centre and work environment. This will enable them to progress to further training/education or directly to employment.

List of Modules: Health & Safety, Information Technology, Preparation for Work, Self-advocacy, Personal Effectiveness, Career Information, Consumer Awareness.

Certification: FETAC Level 3–4.

IT by Blended Learning

Duration: Up to 18 months
Description: This course enables students to gain National Certification in Computer Applications from their own home. Students are linked by modem to the centre where online tutorials are provided. This is supported by home visits and group meetings. All equipment is supplied on loan to the students.

List of Modules: Word Processing, Spreadsheets, Databases, Desktop Publishing, Career Planning, Email & Internet, PC Security, File Management. Optional modules include: Payroll, Manual & Computerised Accounts.

Certification: ECDL, Microsoft Office Specialist, FETAC Level 4–5.

IT with Office Business Skills

Duration: Up to 18 months
Description: Provides students with the necessary skills training and qualifications to access employment as administrative and general office assistants or to access further training/education.

List of Modules: Health & Safety, Keyboarding Skills, Healthy Lifestyles, Move to Employment, Personal Effectiveness, Reception Skills, Information & Administration, Word Processing, Spreadsheets, Database, Internet & Email, Presentation.

Certification: ECDL, FETAC Level 3–5.

Transition

Duration: Up to 18 months
Description: Enables students to sample a range of vocational options and to develop the skills, knowledge, confidence and resources to access employment, further training/education or opportunities in the wider community.

List of Modules: Health & Safety, Personal & Interpersonal Skills, Goal-setting, Career Information, Computer Literacy, Preparation for Work, Healthy Lifestyles, Creative Skills, Leisure & Cultural Activities.

Certification: FETAC Level 3.

Turas

Duration: Up to 2 years
Description: Provides students who experience a high level of social and community isolation with the opportunity to develop personal and social skills, to make independent choices and to explore recreational, social and vocational options.

List of Modules: Personal Development, Stress Management & Relaxation, Self-advocacy, Teamwork, Healthy Lifestyles, Vocational Exploration, Introduction to IT, Community Integration, Health & Safety, Planning for the Future.

Certification: FETAC Level 3.



Tipperary, Clonmel ☎ 052 6181555

Computer Applications & Office Skills

- Duration:** Up to 2 years
- Description:** The training programme equips students with the skills and competencies in computer software applications and general office skills to enable them to access further training or employment. work placement is also part of the programme.
- List of Modules:** Basic Concepts of IT, Word Processing, Database, Spreadsheets, Internet & Email, File Management, Presentation & Drawing, Communications, Data Entry, Work Experience.
- Certification:** ECDL, ECDL Advanced, FETAC Level 4 Major Award.

Options

- Duration:** Up to 2 years
- Description:** Facilitates students in working on a range of vocational, occupational and personal skills. These skills help to develop the knowledge, confidence and resources needed to access employment, further training and options in the wider community.
- List of Modules:** Arts, Leisure Skills, Goal-setting, Work Experience, Independent Living Skills, Breakfast Cookery, Baking, Personal Effectiveness, Word Processing, Computer Skills and Office Procedures.
- Certification:** FETAC Level 3 Major Award.

Employer Based Training

- Duration:** 1 year
- Description:** An innovative training programme that allows students to acquire practical skills in a business or company while still enjoying all the supports that exist in the training centre. Students spend 4 days per week with an employer and 1 day per week in the training centre supported by the course co-ordinator.
- List of Modules:** Induction, Manual Handling, Personal Effectiveness, Information Technology Skills, Workplace Safety, Self-advocacy, Customer Service, Work Experience.
- Certification:** FETAC Level 4 Component Awards.



Waterford ☎ 051 359 220

Catering & Hospitality

Duration: Up to 2 years
Description: A competency-based catering course that includes job-specific skills and compensatory education. It is designed to give students the skills and work behaviours needed to obtain and retain employment in the hotel, catering and tourism sectors. Work experience is a significant element of the course.

List of Modules: There are 9 Core Modules and 21 Specific Modules including: Food Hygiene & Storage, Food Preparation, Hospitality, Interpersonal Skills, Manual Handling.

Certification: FETAC Level 4.

Computer Applications & Office Skills

Duration: Up to 2 years
Description: Equips students with the skills and competencies in computer software applications and general office skills to enable them to access further training or employment. A work placement is also part of the programme.

List of Modules: Basic Concepts of IT, Word Processing, Database, Spreadsheets, Internet & Email, File Management, Presentation & Drawing, Communications, Data Entry, Work Experience.

Certification: ECDL Core, ECDL Advanced, FETAC Level 4 Major Award.

Employer Based Training

Duration: 1 year
Description: An innovative training programme that allows students to acquire practical skills in a business or company while still enjoying all the supports that exist in the training centre. Students spend 4 days per week with an employer and 1 day per week in the training centre supported by the course co-ordinator.

List of Modules: Induction, Manual Handling, Personal Effectiveness, Information Technology Skills, Workplace Safety, Self-advocacy, Customer Service, Work Experience.

Certification: FETAC Level 4 Component Awards.

IT by Blended Learning

Duration: Up to 2 years
Description: A flexible course that enables students who cannot access a training centre to gain an information technology qualification from their own home. Self-directed learning is supported by centre group sessions and some home visits. Work experience is a significant element of the course.

List of Modules: Basic Concepts of IT, Spreadsheets, Word Processing, Presentation & Drawing, Database, Internet & Email, File Management, Communications, Desktop Publishing, Work Experience.

Certification: ECDL Core/ECDL Advanced, FETAC Level 4 Major Award.

Options

Duration: Up to 2 years
Description: Facilitates students in working on a range of vocational, occupational and personal skills. These skills help to develop the knowledge, confidence and resources needed to access employment, further training and options in the wider community.

List of Modules: Arts, Leisure Skills, Goal-setting, Work Experience, Independent Living Skills, Personal Effectiveness, Word Processing, Computer Skills, Literacy, Advocacy, Personal Care/Health.

Certification: FETAC Level 3 Major Award.

Cara Outreach Support Service

Duration: Up to 24 months
Description: The Cara Outreach Support Service provides specialised support to individuals with Asperger's Syndrome. This is a proactive, flexible service providing person-centred support. This service provides training responsive to needs arising from the triad of impairments associated with Asperger's Syndrome. Support may be in a group or undertaken as individual work and may vary from intensive intervention to occasional visits. Often an independent living skill will need to be taught where a person lives or works and will be using the skill. The service is composed of two dimensions: centre-based short-term intervention and community-based intervention.

List of Modules: Social and Communication Skills, Perspective-taking Skills, Organisational Skills, Community Skills, Disability Awareness, Independent Living Skills, Support Group.

Westmeath, Athlone ☎ 090 647 9293

Access

Duration: Up to 2 years
Description: Designed to provide students with opportunities to learn the skills, knowledge and attitude needed to develop personal effectiveness and self-advocacy, become more independent in social and vocational situations, operate in a supported community situation and progress to further training or education.

List of Modules: Skills Sampling, Numeracy & Literacy, Self-advocacy & Confidence-building, Health & Safety, Use of Leisure & Cultural Opportunities, Using Community Resources, Independent Travel, Basic Computer Skills.

Certification: FETAC Level 3.

Employer Based Training

Duration: Up to 12 months
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills for their chosen role – office assistant, retail sales assistant, factory operative, stores assistant.

List of Modules: IT Skills, Career Planning, Personal Development, Health & Safety and Manual Handling.

Certification: FETAC Level 3-5.

Fresh Start

Duration:

Up to 12 months

Description:

Designed for those who would like to make a fresh start and begin a new career after a period out of the workforce. It provides an opportunity to explore vocational options in order to progress to further education and/or employment.

List of Modules:

Career Planning, Personal Development, Computer Skills, Healthy Lifestyles, Health & Safety, CV Preparation & Job-seeking Skills.

Certification:

FETAC Level 3–4, ECDL.

Horticulture

Duration:

Up to 2 years

Description:

Allows students to experience a range of jobs within the horticultural/grounds maintenance and vegetable production sectors. It allows them to develop the skills, knowledge and attitude required to access employment within the industry or to progress to further training/education.

List of Modules:

Health & Safety, Use of Hand Tools & Power Equipment, Plant Identification & Use, Plant Care & Plant Propagation, Horticultural Project, Vegetable Production, Using Garden Chemicals, Soil Preparation, Garden Maintenance, Personal Development, Career Planning, Organic Growing (external option).

Certification:

FETAC Level 4.

Turas

Duration:

Up to 2 years

Description:

Provides students who experience a high level of social and community isolation with the opportunity to develop personal and social skills, to make independent choices and to explore recreational, social and vocational options.

List of Modules:

Personal Development, Stress Management & Relaxation, Self-advocacy, Teamwork, Healthy Lifestyles, Vocational Exploration, Introduction to IT, Community Integration, Health & Safety, Planning for the Future.

Certification:

FETAC Level 3, ECDL.



Westmeath, Mullingar ☎ 044 934 5117

Ar Aghaidh Linn

(A partnership course with Springfield Resource Centre and the Irish Wheelchair Association in Mullingar.)

Duration: Up to 2 years
Description: A social exploration course designed for students who have had a setback in their lives as a result of physical/sensory disability. The course gives students the chance to explore different education, training and community opportunities open to them.

List of Modules: Arts, Managing Anger, Stress Management, Coping Skills, Healthy Lifestyles, Vocational Exploration Skills & Aptitude Exploration, Career Investigation, Work Experience, Information Technology.

Certification: FETAC Level 3–4, ECDL.

Employer Based Training

Duration: Up to 12 months
Description: A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills for their chosen role – office assistant, retail sales assistant, factory operative, stores assistant.

List of Modules: IT Skills, Career Planning, Personal Development, Health & Safety, Manual Handling.

Certification: FETAC Level 3–5, ECDL.

Fresh Start

Duration: Up to 12 months
Description: Designed for those who would like to make a fresh start and begin a new career after a period out of the workforce. It provides an opportunity to explore vocational options in order to progress to further education and/or employment.

List of Modules: Career Planning, Personal Development, Computer Skills, Healthy Lifestyles, Health & Safety, CV Preparation & Job-seeking Skills.

Certification: FETAC Level 3–4, ECDL.

Transition

Duration: Up to 18 months
Description: Designed to meet the needs of a wide range of students with additional support who wish to explore various vocational skills in real working environments and to develop personal and social skills.

List of Modules: A range of vocational modules plus a range of personal and social skills. Preparation for Work, Health & Safety in the Workplace.

Certification: FETAC Level 3–4.

Turas

Duration:	Up to 2 years
Description:	Provides students who experience a high level of social and community isolation with the opportunity to develop personal and social skills, to make independent choices and to explore recreational, social and vocational options.
List of Modules:	Personal Development, Stress Management & Relaxation, Self-advocacy, Teamwork, Healthy Lifestyles, Vocational Exploration, Introduction to IT, Community Integration, Health & Safety, Planning for the Future.
Certification:	FETAC Level 3.

Wexford ☎ 053 914 7279

Employer Based Training

Duration:	Up to 15 months
Description:	A flexible training course that enables students to acquire practical skills with a host company in the skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. On-the-job training allows the student to gain skills in their chosen area, e.g. retail sales, office procedure and computerised accounts to name but a few.
List of Modules:	IT Skills, Career Planning, Personal Development, Health & Safety, Manual Handling.
Certification:	FETAC Level 5.

New Start

Duration:	Up to 18 months
Description:	Facilitates students to sample a range of vocational options and to develop the skills, knowledge and resources to access employment, further training/education and opportunities in the wider community.
List of Modules:	Communication Studies, Work Experience, Safety Awareness, Health Awareness, Computer Applications, Self-advocacy, Work Experience, Job-seeking Skills.
Certification:	FETAC Level 3.

Options

Duration:	Up to 2 years
Description:	Facilitates students to sample a range of vocational and occupational options and to develop the skills, knowledge, confidence and resources to access employment, further training and opportunities in the wider community.
List of Modules:	Personal Development, Independent Living Skills, Leisure & Creative Skills, Health & Safety, Goal-setting, Work Skills, Personal Interests, Computers.
Certification:	FETAC Level 3.

Pathways

Duration:	Up to 14 months
Description:	This programme aims to prepare participants to progress to employment in the area of tourism and hospitality, and to develop the skills and knowledge to be effective in the workplace.
List of Modules:	Personal Effectiveness in the Workplace, Safety & Health at Work, Communications, Work Experience, Word Processing, Tourism Awareness, Tourism Enterprise, Local History Studies, Customer Service, Reception Skills, Team Working, Spreadsheets, Internet.
Certification:	FETAC Level 5.

Wicklow, Arklow ☎ 0402 31370

Access

Duration:	Up to 2 years
Description:	Facilitates students to sample a range of vocational options and to develop the skills, knowledge, confidence and resources to access employment, further training/education and opportunities in the wider community.
List of Modules:	Personal Effectiveness, Leisure Skills, Health & Fitness, Goal-setting, Skills Sampling.
Certification:	FETAC Level 3, ECDL.

Link

Duration:	Up to 12 months
Description:	A community-based personal development course that aims to facilitate students with mental health difficulties to explore social and vocational opportunities so that they can access employment, further training/education and other options in the wider community.
List of Modules:	Personal Development, Computers, Practical Skills, Creative Exploration, Health Studies, Employment Skills, Leisure Skills.
Certification:	FETAC Level 3.

Wicklow, Bray ☎ 01 282 9643

Access

Duration:	Up to 2 years
Description:	Facilitates students to sample a range of vocational opportunities and to develop the skills, knowledge, confidence and resources to access employment, further training/education and options in the wider community.
List of Modules:	Personal Effectiveness, Leisure Skills, Health & Fitness, Goal-setting, Skills Sampling.
Certification:	FETAC Level 3.

Employer Based Training

Duration:	Up to 2 years
Description:	A flexible course that enables students to acquire practical skills with a host company in a skill area of their choice. The course is a combination of on-the-job and in-centre training. The EBT co-ordinator will support both student and employer. The on-the-job training allows the student to gain skills for their chosen role – office assistant, retail sales assistant, factory operative, stores assistant.
List of Modules:	IT Skills, Career Planning, Personal Development, Health & Safety, Manual Handling.
Certification:	FETAC Level 3–6, ECDL.

IT & Business Technology

Duration:	Up to 18 months
Description:	Enables students to acquire the computer skills necessary to pursue a career in their area of choice.
List of Modules:	Word Processing, Databases, Spreadsheets, Internet & Email, PowerPoint, Imagemaking, Webstart, Health & Safety, Job-seeking Skills, Business Administration.
Certification:	FETAC Level 4–5, ECDL and ECDL Advanced.

IT by Blended Learning

Duration:	Up to 18 months
Description:	A flexible course that enables students who cannot access a training centre to gain an information technology qualification from their own home. This is supported by home visits and group meetings and equipment may be supplied on loan to the students.
List of Modules:	Word Processing, Spreadsheets, Databases, Email & Internet, PowerPoint, Imagemaking, Webstart, Health & Safety, Job-seeking Skills, Business Administration.
Certification:	FETAC Level 4–5, ECDL and ECDL Advanced.



Retail Sales

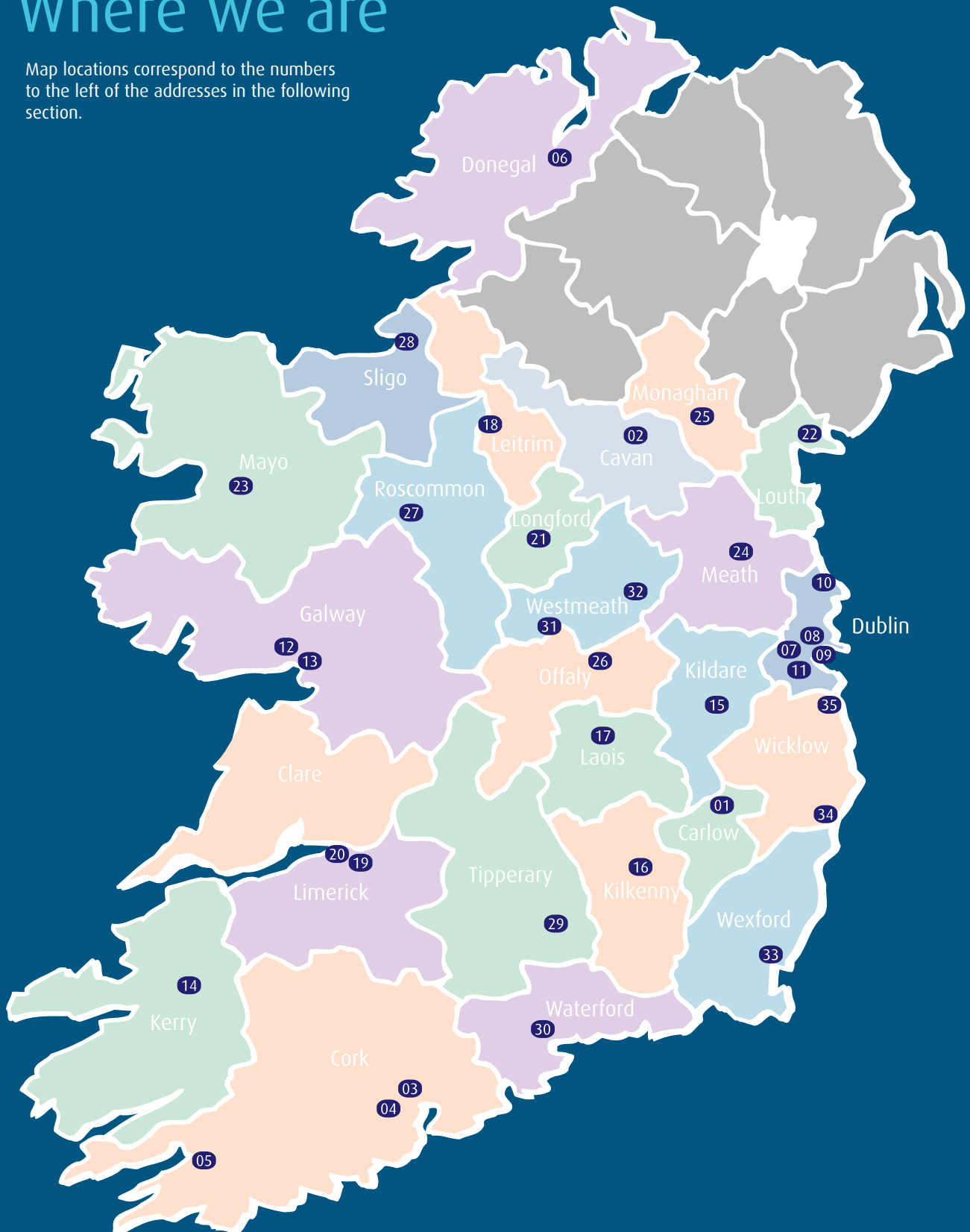
Duration:	Up to 18 months
Description:	Provides students with the opportunity to acquire specific employment skills by practical training with retail partners in their outlets and supported by theory in the classroom/training centre.
List of Modules:	Health & Safety at Work, Security, Stock Control, Merchandising, Working Relationships, Customer Service, Personal Effectiveness.
Certification:	FETAC Level 5.

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Where we are

Map locations correspond to the numbers to the left of the addresses in the following section.



- **Location on Map (p102)**
- **Course Description Page**

National Learning Network – Carlow
Killeshin Road, Graiguecullen, Co. Carlow.
T 059 913 1696
E carlow@nlj.ie **W** www.nlj.ie

- Employer Based Training
- Rehabilitative Training

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National Learning Network – Cavan
Cootehill Road, Cavan, Co. Cavan.
T 049 433 1544
E cavan@nlj.ie **W** www.nlj.ie

- Access
- Employer Based Training
- Fresh Start
- IT by Blended Learning
- Turas

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National Learning Network – Hollyhill
Hollymount Industrial Estate, Hollyhill, Co. Cork.
T 021 430 0144
E hollyhill@nln.ie **W** www.nln.ie

- Catering & Culinary Skills
- Directions
- Employer Based Training
- Focus
- IT by Blended Learning
- IT Systems & PC Maintenance
- Next Step
- Pathways

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National Learning Network – Seward House
Cork Business Technology Park,
Model Farm Road, Co. Cork.
T 021 434 1028
E modelfarmroad@nl.ni.ie W www.nl.ni.ie

- Employer Based Training
- Focus
- Fresh Start
- Introductory Skills Training (PACES)
- IT & Business Studies

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National Learning Network – West Cork
Donemark, Bantry, Co. Cork.
T 027 51027
E bantry@nln.ie W www.nln.ie

- Employer Based Training
- Focus
- Home Focus
- Horticulture (centre based or by blended learning)
- Introductory Skills Training
- IT by Blended Learning
- Rehabilitative Training

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National Learning Network – Donegal
Rossview Business Park, Port Road, Letterkenny, Co. Donegal.
T 074 916 8288
E letterkenny@nln.ie **W** www.nln.ie

- Access
- Advance
- Employer Based Training
- Jobstart
- Prospects
- Information Technology & Business Studies by Blended Learning

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- Location on Map (p102)
- Course Description Page

07 Dublin, Ballyfermot
National Learning Network – Ballyfermot
 Kylemore Road, Ballyfermot, Dublin 10.
T 01 626 9980
E ballyfermot@nln.ie **W** www.nln.ie

Courses

- Access to IT
- Choices
- Employer Based Training
- Fresh Start
- Vocational Skills Foundation

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08 Dublin, Phibsboro
National Learning Network – Phibsboro
 7th Floor, Phibsboro Tower, Phibsboro, Dublin 7.
T 01 882 0030
E phibsboro@nln.ie **W** www.nln.ie

Courses

- Business Studies & ECDL
- Catering with Industry Partnerships
- Directions
- Fresh Start
- Retailing with Industry Partnerships
- Step Forward

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09 Dublin, Roslyn Park College
National Learning Network – Roslyn Park College
 Beach Road, Sandymount, Dublin 4.
T 01 261 3400
E rpc@nln.ie **W** www.nln.ie

Courses

- Accommodation Skills
- Artlink
- Business Studies (Administration)
- Business Studies (Finance)
- College Foundation
- Computer Aided Design
- Computer Programming & Game Design
- Culinary Skills
- Digital Photography
- ECDL & Customer Service
- Fast Track to Employment
- Graphic Design
- Horticulture Skills
- IT & Computer Maintenance
- Link-Up
- Multimedia & Digital Graphic Design
- Performing Arts
- Psychosocial Foundation

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10 Dublin, Swords
National Learning Network – Swords
 Balheary Industrial Estate, Swords, Co. Dublin.
T 01 840 4120
E swords@nln.ie **W** www.nln.ie

Courses

- Access
- Choices
- Fast Track to Employment in the Services Sector
- Vocational Skills Foundation
- Fresh Start
- IT with Office Business Skills
- Reach
- Delvin

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 Course Description Page

11 Dublin, Tallaght

National Learning Network – Tallaght

Unit 77 Broomhill Road, Tallaght, Dublin 24.

T 01 452 5777

E tallaght@nln.ie W www.nln.ie

Courses

- Access
- Catering
- Connections
- Fast Track to Employment
- IT by Blended Learning
- IT & Business Studies
- Vocational Multi Skills
- Vocational Skills Foundation

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12 Galway

National Learning Network – Galway

Horizon Business Park, Ballybrit, Co. Galway.

T 091 756 650

E galway@nln.ie W www.nln.ie

Courses

- Access
- Employer Based Training
- IT by Blended Learning
- Transition
- Tús Nua
- Horticulture

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13 Galway, Quest Brain Injury Service

National Learning Network – Quest

9a Liosban Business Park, Tuam Road, Co. Galway.

T 091 778 850

E quest@nln.ie

Courses

- In-centre and Outreach Rehabilitative Training and Aftercare Services for people with Acquired Brain Injury (Quest)

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14 Kerry

National Learning Network – Kerry

Clash Industrial Estate, Tralee, Co. Kerry.

T 066 712 2533

E tralee@nln.ie W www.nln.ie

Courses

- Applied Information Technology
- Catering & Culinary Skills
- Directions
- Employer Based Training
- Focus
- Introductory Skills Training
- IT by Blended Learning
- Retail Sales
- Sporting Chance
- Woodwork Multi Skills

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15 Kildare

National Learning Network – Kildare

1st Floor, Naas Town Centre, Dublin Road.

Naas, Co. Kildare.

T 045 988 400

E kildare@nln.ie W www.nln.ie

Courses

- Advance
- Choices
- Employer Based Training
- Fresh Start
- IT & Business Administration
- Jobstart

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16 Kilkenny

National Learning Network – Kilkenny

Regent House, William Street, Kilkenny.

T 056 779 7500

E kilkenny@nln.ie W www.nln.ie

Courses

- Introductory Skills Training
- Rehabilitative Training

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● Course Description Page

17 Laois

National Learning Network – Portlaoise

Dublin Road, Portlaoise, Co. Laois.

T 057 862 1263

E portlaoise@nlm.ie W www.nlm.ie

Courses

- Access
- Employer Based Training
- Choices
- IT & Business Studies
- Jobstart
- Transition

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18 Leitrim

National Learning Network – Leitrim

Hilldrum House, Leitrim Road,
Carrick-on-Shannon, Co. Leitrim.

T 071 965 0693

E carrickonshannon@nlm.ie W www.nlm.ie

Courses

- Access
- Employer Based Training
- Kickstart
- IT by Blended Learning
- New Voyages

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19 Limerick, Raheen

National Learning Network – Raheen

Raheen Business Park, Limerick.

T 061 229 777

E limerick@nlm.ie W www.nlm.ie

Courses

- Catering & Culinary Skills
- Employer Based Training
- Information Technology for the Business Environment
- Introductory Skills Training
- IT by Blended Learning
- PC Maintenance & Networking

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20 Limerick, Jutland Centre

National Learning Network – Jutland Centre

Jutland Centre, Raheen Industrial Estate, Limerick.

T 061 229 962

E jutlandhall@nlm.ie W www.nlm.ie

Courses

- Focus
- Foundation Skills

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21 Longford

National Learning Network – Longford

6 Grafton Court, off Main Street, Longford.

T 043 334 2255

E longford@nlm.ie W www.nlm.ie

Courses

- Accommodation & Catering Assistant
- Employer Based Training
- Fresh Start
- Horticulture
- Turas

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22 Louth

National Learning Network – Dundalk

Rampart Road, Dundalk, Co. Louth.

T 042 932 8441

E dundalk@nlm.ie W www.nlm.ie

Courses

- Access
- Employer Based Training
- Fresh Start
- IT by Blended Learning

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23 Mayo

National Learning Network – Castlebar

Breaffy Road, Castlebar, Co. Mayo.

T 094 902 6813

E castlebar@nln.ie W www.nln.ie

Courses

- Access
- Computer Studies & Office Skills
- Employer Based Training
- Fresh Start
- IT by Blended Learning
- Jobstart
- Sporting Chance

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24 Meath

National Learning Network – Navan

Athboy Road, Navan, Co. Meath.

T 046 902 1975

E navan@nln.ie W www.nln.ie

Courses

- Access
- Advance
- Computer Applications and Office Skills
- Employer Based Training
- Fresh Start

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25 Monaghan

National Learning Network – Monaghan

The Diamond Building, The Diamond, Monaghan.

T 047 83670

E monaghan@nln.ie W www.nln.ie

Courses

- Access
- Employer Based Training
- Fresh Start
- Turas

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26 Offaly

National Learning Network – Offaly

The Tanyard, Tullamore, Co. Offaly.

T 057 931 8300

E tullamore@nln.ie W www.nln.ie

Courses

- Access
- Employer Based Training
- Fresh Start
- IT by Blended Learning
- Silenos
- Transition

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27 Roscommon

National Learning Network – Castlerea

Millstream House, Williamstown Road, Castlerea, Co. Roscommon.

T 094 962 0374

E castlerea@nln.ie W www.nln.ie

Courses

- Access
- Employer Based Training
- Fresh Start
- Transition

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28 Sligo

National Learning Network – Sligo

Bridge Street, Sligo.

T 071 914 5391

E sligo@nln.ie W www.nln.ie

Courses

- Access
- Employer Based Training
- Jobstart
- IT by Blended Learning
- IT with Office Business Skills
- Transition
- Turas

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29 Tipperary

National Learning Network – Clonmel

Roseville, Western Road, Clonmel, Co. Tipperary.

T 052 618 1555

E clonmel@nlm.ie W www.nlm.ie

Courses

- Computer Applications & Office Skills
- Employer Based Training
- Options

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30 Waterford

National Learning Network – Waterford

Unit 7, IDA Industrial Estate, Cork Road, Waterford.

T 051 359 220

E waterford@nlm.ie W www.nlm.ie

Courses

- Catering & Hospitality
- Computer Applications & Office Skills
- Employer Based Training
- IT by Blended Learning
- Options
- Cara Outreach Support

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31 Westmeath, Athlone

National Learning Network – Athlone

Golden Island, Athlone, Co. Westmeath.

T 090 647 9293

E athlone@nlm.ie W www.nlm.ie

Courses

- Access
- Employer Based Training
- Fresh Start
- Horticulture
- Turas

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32 Westmeath, Mullingar

National Learning Network – Mullingar

Presentation House, Harbour Road, Mullingar.

T 044 934 5117

E nlnmullingar@eircom.net W www.nlm.ie

Courses

- Ar Aghaidh Linn
- Employer Based Training
- Fresh Start
- Transition
- Turas

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33 Wexford

National Learning Network – Wexford

The Faythe, Wexford.

T 053 914 7279

E wexford@nlm.ie W www.nlm.ie

Courses

- Employer Based Training
- New Start
- Options
- Pathways

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34 Wicklow, Arklow

National Learning Network – Arklow

Briggs Lane, Arklow, Co. Wicklow.

T 0402 31370

E arklow@nlm.ie W www.nlm.ie

Courses

- Access
- Link

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35 Wicklow, Bray

National Learning Network – Bray

Beechwood Close, Boghall Road, Bray, Co. Wicklow.

T 01 282 9643

E bray@nlm.ie W www.nlm.ie

Courses

- Access
- Employer Based Training
- IT & Business Technology
- IT by Blended Learning
- Retail Sales

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Nationwide Centres

Carlow	059 913 1696	Limerick, Jutland Centre	061 229 962
Cavan	049 433 1544	Limerick – Raheen	061 229 777
Cork – Bantry	027 51027	Longford	043 334 2255
Cork – Hollyhill	021 430 0144	Louth – Dundalk	042 932 8441
Cork – Mallow	022 55743	Mayo – Castlebar	094 902 2770
Cork – Midleton	021 463 9459	Meath – Navan	046 902 1975
Cork – Model Farm Road	021 434 1028	Monaghan	047 83670
Donegal – Letterkenny	074 916 8288	Offaly – Tullamore	057 931 8300
Dublin – Ballyfermot	01 626 9980	Roscommon – Castlerea	094 962 0374
Dublin – Phibsboro	01 882 0030	Sligo	071 914 5391
Dublin – Roslyn Park College	01 261 3400	Tipperary – Clonmel	052 618 1555
Dublin – Swords	01 840 4120	Waterford	051 359 220
Dublin – Tallaght	01 452 5777	Westmeath – Athlone	090 647 9293
Galway	091 756 650	Westmeath – Mullingar	044 934 5117
Galway – Quest	091 778 850	Wexford	053 914 7279
Kerry – Listowel	068 24434	Wicklow – Arklow	0402 31370
Kerry – Tralee	066 712 2533	Wicklow – Bray	01 282 9643
Kildare – Kilcullen Rd	045 871 742		
Kildare – Maynooth	01 651 0329	Mainstream Education Services	
Kildare – Naas Town Centre	045 988 400	Assessment Service	01 885 1386
Kilkenny	056 779 7500	Disability Support Service	01 885 1382
Laois – Portlaoise	057 862 1263	Continuous Professional Development	
Leitrim – Carrick-on-Shannon	071 965 0693		01 200 0120
Leitrim – Manorhamilton	071 985 5921		

National Learning Network

Roslyn Park, Beach Road, Sandymount, Dublin 4, Ireland.

T +353 1 205 7200 F +353 1 205 7211 W www.nln.ie

National Learning Network,
Roslyn Park, Beach Road, Sandymount, Dublin 4, Ireland.
Ph: +353 1 205 7200 Fax: +353 1 205 7211
Email: info@nlm.ie Web: www.nlm.ie
A Rehab Group Company.

