Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR
LIMERICK & CLARE
Education & Training Board

COLLEGE OF FURTHER EDUCATION & TRAINING
📍 **Mulgrave Street Campus**

SEPTEMBER 2024
JANUARY 2025

PART-TIME EVENING COURSES

ONLINE AND CLASSROOM-BASED COURSES

Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR
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COLLEGE OF FURTHER EDUCATION & TRAINING
Mulgrave Street Campus

WELCOME MESSAGE

On behalf of Limerick and Clare Education and Training Board, I am delighted to invite you to explore this College of Further Education and Training part-time evening prospectus for courses offered at our Mulgrave Street Limerick and Kilmallock Road Campuses this September. Our campuses are flexible in meeting the needs of our adult learners. They offer programmes across multiple fields of learning, with quality-assured accreditation by internationally-recognised validating bodies.

Our teaching and learning is supported with up-to-date resources reflecting current business practices and regional enterprise needs. Our greatest asset and key to your success continues to be our dedicated and professional staff who are committed to the learners who study here.

There is a wide range of accredited and general interest programmes available at our campuses each September and January, with more than 160 part-time evening courses to choose from this September. The programmes are continuously reviewed and updated to reflect changing demand and feedback from our learners and enterprise partners.

Part-time study programmes support you within employment, or if you are looking to explore new employment opportunities. Learning is a lifelong pursuit and education programmes like these can be an important step on your journey of personal development and growth. I invite you to join us on a part-time programme of learning at one of our College of FET campuses this September. Your learning pathway begins here…

Paul Patton

DIRECTOR OF FURTHER EDUCATION & TRAINING

WE ARE DEDICATED TO PROVIDING FURTHER EDUCATION AND TRAINING THROUGH OUR **INNOVATIVE, RELEVANT** AND **HIGH-QUALITY** PROGRAMMES

OUR VISION
Limerick and Clare Education and Training Board plays a leading role in the provision of high-quality lifelong education, training and enterprise skills needs. We achieve this by providing caring, effective, innovative, flexible and inclusive pathways for all our students and learners, which are reflective of the diverse needs of our community.

OUR CORE VALUES
· *Accountability*
· *Quality*
· *Learner Focus*
· *Partnership*
· *Equality*
· *Empowerment*
· *Continuous Improvement*

College of Further Education & Training
Mulgrave Street Campus
Adult Education Team

April O'Neill
Administrator

Audrey Fitzgerald
Assistant Director (AP2)

Arlene Douglas
Director

Liam Duggan
Assistant Director (AP1)

Rose Doyle
Assistant Director (AP1)

Adult Education Team

PRINCIPAL	Shane Cullinane
DIRECTOR OF ADULT EDUCATION	Arlene Douglas
ASSISTANT DIRECTORS OF ADULT EDUCATION	Rose Doyle, Liam Duggan
ASSISTANT DIRECTOR 2	Audrey Fitzgerald
ADMINISTRATORS	Sandra McNamara, April O'Neill

The contents of this brochure are for information purposes only. No guarantee is given that the programmes, syllabi or fees may not be altered, cancelled or otherwise amended at any time. Some images sourced from unsplash.com and freepik.com.

CONTENTS

C = Classroom Based Course   O = Online Course

DEPARTMENT OF GENERAL LEARNING & EMPLOYMENT SKILLS (HOBBIES / GENERAL LEARNING)

DEPARTMENT OF CHILDCARE, HEALTH & SOCIAL CARE

DEPARTMENT OF ARTS & MEDIA (ARTS & CRAFTS / MEDIA STUDIES / LANGUAGES)

DEPARTMENT OF BUSINESS & ADMINISTRATION

DEPARTMENT OF COMPUTER SCIENCE & TECHNOLOGY

DEPARTMENT OF ENGINEERING, MANUFACTURING & BUILT ENVIRONMENT

DEPARTMENT OF PERSONAL AND PROFESSIONAL SERVICES (BEAUTY & HAIR/ SPORTS / TOURISM)

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION
email: mulgravesta@lcetb.ie

APPLY ONLINE
www.collegeofFET.ie/ mulgrave

INFORMATION & ENROLMENT

ENROLMENT PROCEDURE

Courses start the week of
16th September 2024

1 ONLINE (PREFERRED METHOD)
Register online for the programme of your choice by logging onto our website and following the simple step by step registration process: www.collegeofFET.ie/mulgrave

2 ENROLMENTS SEPTEMBER 2024
Evening Course Enrolment is as follows:

College of FET Mulgrave Street Campus Office Hours Weekdays only:

Monday 9th September 2024 to Friday 13th September 2024 – 10am to 4pm (Mulgrave St Office) The Mulgrave Street Office is opened through lunch.

NOTE: For your convenience, it is possible to register for all of our Mulgrave Street Campus courses at Mulgrave Street or via phone or email (see below information).

• Hygiene etiquette is recommended when entering all ETB College of FET campuses.

MULGRAVE STREET CAMPUS (LIMERICK CITY CENTRE)

• Enquiries to **adultedmulgrave@lcetb.ie** or Phone 061 414344

• ONLINE APPLICATIONS to **www.collegeofFET.ie/mulgrave** - Using the APPLY FOR PART TIME COURSES link and select MULGRAVE STREET - All courses

3 BY POST
It is possible to register by post by returning a completed application form and payment by cheque, bank draft or postal order. Please make payable to Limerick and Clare Education and Training Board. **FOR SECURITY REASONS, WE CANNOT ACCEPT**

CASH. Return application form(s) to:

Evening Programmes,
College of FET, Mulgrave St Campus,
Mulgrave Street, Limerick

APPLICATION FORM & TUITION FEES

Fees published in this booklet are tuition fees only, except where otherwise indicated. Some validating bodies charge separate registration/examination fees. Please refer to their respective websites. (See back of Booklet).

Enquiries can be made to **adultedmulgrave@lcetb.ie**

> **20% discount on tuition fees** for individuals in receipt of Full Job Seekers Allowance/ Benefit, Disability Allowance or One Parent Family Payment
>
> **20% discount on tuition fees** for all full-time Mulgrave St Campus learners

> **20% discount on tuition fees** for all senior citizens

Terms and Conditions:

Discounts apply to tuition fees only and not materials fees

Proof for the applicable discount must be provided at registration

Proof for a discount will not be accepted once a programme commences

Learners will be requested to verify their details and ID in order to avail of discounts

Once a programme starts no refunds are issued

Application forms cannot be processed nor places reserved without the full payment of tuition fees. Cheques, bank drafts or postal orders should be made payable to **Limerick and Clare Education and Training Board**.

FOR SECURITY REASONS WE CANNOT ACCEPT CASH.

REASONABLE ARRANGEMENTS
It is advisable that those representing Vulnerable Adults (Advocacy groups or Service Organisations) should contact the Adult Education Department in advance of registering service users so that proper safeguards can be identified to accommodate particular needs.

HEALTH & SAFETY

We endeavour to provide our learners with a safe and healthy work environment both onsite and online in line with Health & Safety Requirements.

SKILLS TO ADVANCE FUNDING

STA funding may be available to eligible applicants when they apply via the skills to advance application form. Retrospective funding after the Application Deadline will not be entertained. This deadline will be the end of the second week of the learners chosen course at latest.

INFORMATION EVENING

College of FET, Mulgrave Street Campus will host an Information Evening on Thursday 5th September 2024 from 7pm to 9pm. 'Enquiries can be made to **adultedmulgrave@lcetb.ie** or phone 061 414344

CERTIFICATES OF ATTENDANCE

Certificates of Attendance are posted to respective learners within two months of programme completion. Certificates of Attendance are only issued where a learner has 70% attendance on the programme.

Replacement Certificate: A replacement fee of €20 will apply for the re-issuing of a certificate of attendance.

ASSESSMENT REASONABLE ACCOMMODATION (QQI)

Any learner wishing to avail of this must contact the Adult Education Department at the commencement of their programme. Details on the procedure for examination accommodation will be provided on week one of the programme. Applicants will be requested to submit details of a professional assessment outlining their special need/learning difficulty. Applications made to the Adult Education office after the third week of the programme may not be considered. This applies to written examinations only. Higher Education Authority (HEA) Funding only supports full time day programmes.

ASSIGNMENT/PROJECT SUBMISSION

Course work will not be returned to learners once submitted for assessment. Learners are therefore advised to retain copies of all course work submitted. This is necessary both for the learner's own future reference and in the event of the tutor requesting a copy of the course work, for whatever reason. Electronic back-up copies should also be retained. All hard copy materials will be disposed of by 30th September of every academic year.

EXAMINATIONS

Learners will have to attend the campus venue or any other venues that may be specified to take examinations if studying on an ONLINE course.

Learners will receive information concerning the following:

Examination entry procedure and dates for examination entry:

It is the responsibility of the learner to register for all relevant examinations and pay the appropriate examination fee. Examination entry fees are non-refundable.

Dates for presentation of projects and assignments:

Projects cannot be accepted after the specified dates.

Dates of examination sitting:
These will be located on the Adult Education Notice Board on the ground floor at Mulgrave Street Campus, Limerick.

ISSUE OF ASSESSMENT/ EXAM RESULTS & CERTIFICATES

QQI PROGRAMMES

Results for all QQI assessment will be posted to respective learners in June of each year. Learners completing programmes in the first term in December will also receive their results in the following June. QQI certificates are posted to respective learners in August of each year. Learners wishing to appeal their grades must do so within 14 days of receiving results (from date of postmark). Details of how to appeal will be issued with results.

If, in the unlikely event, a learner has not received any results by the end of August please contact the Examinations Officer by emailing **adultedmulgrave@lcetb.ie.**

Assessment entry with QQI requires learners to supply the Adult Education Department with a correct PPSN, first name, surname and DOB. Failure to supply the correct details will result in the unsuccessful processing of the entry. Throughout the duration of the programme learners will be asked to verify their data by their teacher to facilitate the entry process. The data will be used for the purpose of assessment entry only. See note regarding Data Protection.

Note: *It is the responsibility of the learner to inform themselves fully of the details of the certificate award in their chosen field of study. If a learner is studying for a full major award at QQI level 5 or 6 they should pay particular attention to acquiring accurate information in relation to mandatory and optional modules of that award. Further information on awards can be obtained at www.qqi.ie. Any queries in relation to awards should be sent directly to the Adult Education Department by emailing adultedmulgrave@lcetb.ie.*

NON-QQI PROGRAMMES

Other validating bodies have their own timeframe for the issuing of results and certificates. Please consult their respective websites or contact the Examinations Officer for further details.

Note: *The campus reserves the right to withhold certificates/ results from participants whose accounts have not been paid in full i.e. Tuition, Exam Fees etc.*

The National Framework of Qualifications (NFQ) is a 10 level system indicating an academic or vocational value to qualifications in Ireland. NFQ levels help show how an award can be used for training, education and employment (See diagram)

PROGRAMME SUGGESTIONS

We welcome suggestions and requests for specific programmes aimed at meeting the needs of our business and community partners. Programmes can be designed and tailored to meet the requirements and training needs of business. If you have an idea for a specific programme, please contact the Adult Education Department or email **adultedmulgrave@lcetb.ie** who will be more than happy to assist with any queries.

QUALITY AND QUALIFICATIONS IRELAND

Quality and Qualifications Ireland was established on 6 November 2012 under the Qualifications and Quality Assurance (Education and Training) Act 2012. The new Authority was created by an amalgamation of four bodies that had both awarding and quality assurance responsibilities: the Further Education and Training Awards Council, the Higher Education and Training Awards Council (HETAC), the National Qualifications Authority of Ireland (NQAI) and the Irish Universities Quality Board (IUQB). The new Authority assumed all the functions of the four legacy bodies while also having responsibility for new or newly-statutory responsibilities in particular areas.

CHANGE OF ADDRESS

The campus needs to be informed of any change of address to ensure the prompt delivery of all correspondence, examination results, certificates etc. This can be emailed to: adultedmulgrave@ lcetb.ie. The campus is not responsible for any delivery delays or non-delivery caused by a third party.

REFUND POLICY

PROGRAMME CANCELLATION

For a programme to commence it is necessary to enrol a minimum number of participants. If this number is not reached the programme will be cancelled. Participants will be notified and a full fee refund will be processed. Any fees paid by cash are refunded by cheque and will require some time to process.

VIABLE PROGRAMMES

All other programmes must remain viable and be self-financing; therefore, **NO REFUNDS, UNDER ANY CIRCUMSTANCES, ARE AVAILABLE ONCE A PROGRAMME COMMENCES.** We regret we cannot entertain any other requests for refunds. Once a programme commences participants **CANNOT DEFER** their place on that programme to another term. It is the responsibility of the participants to inform themselves of the programme commencement date, content, programme duration, etc.

IMPORTANT

In all cases fees must be paid before classes commence. **Under no circumstances can learners attend a class without an official receipt.**

Applications received after the commencement date of a programme will only be accepted at the sole discretion of the Adult Education Department.

PROGRAMME DEFERRALS

Unfortunately, we cannot facilitate applicants who wish to defer a registered place, either before or after a programme commences, to another term. See Refund Policy.

PROPERTY

Responsibility cannot be accepted for the loss or damage to the property of the learner.

CLASS CANCELLATION/ RESCHEDULING

The Adult Education Department is not liable or responsible for any failure to perform or delay classes when they are affected by events outside the campus's control – as may happen with unforeseen force majeure events. On this basis we could not issue refunds to any learners. Force majeure creates a situation when an extraordinary event or circumstance beyond the control of the parties involved such as a pandemic (an act of God) happens and impacts
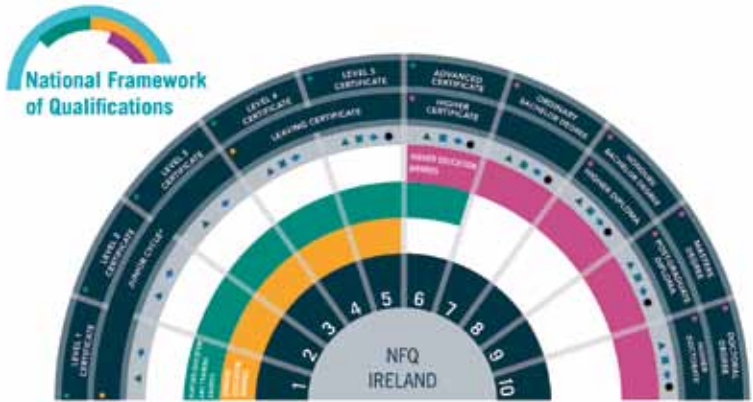
on the operations of a business. The campus would instead endeavour to do our very best to deliver any balance of classes due to our learners when it is allowed by the Government and if and when it is safe to do so based on public health guidelines. Due to unforeseen circumstances e.g. teacher illness; a class may be cancelled and rescheduled to another date. If sufficient notification has been received by the campus, a text message will be issued to all learners registered on the programme advising them of the change. A cancelled class will usually be rescheduled to the week following the last week of the programme, at the normal time and day. However where this is not possible another date will be selected. On rare occasions it may be necessary to reschedule a class because of a bank holiday. Learners must provide a valid mobile number when they register to study with the Adult Education Department.

GARDA VETTING
Limerick and Clare Education and Training Board is committed to practices which safeguard the welfare of learners, young people and vulnerable adults. The ETB is registered with the Garda Central Vetting Unit and will be conducting Garda Vetting on learners attending programmes where it is identified that possible interaction with children and vulnerable adults is a feature of the programme. Any information disclosed by the Garda Central Vetting Unit may be shared with the appropriate decision making personnel in prospective work experience organisations. It is the learner's responsibility to ensure that all information is correct, as any omission will mean a delay in the processing of the application.

DATA PROTECTION & CHILD PROTECTION COMPLIANCE
Limerick and Clare Education and Training Board is committed to acceptable practices that comply with our obligations under all relevant data protection legislation in relation to the personal data we hold about you. Under the General Data Protection Regulation (GDPR) we have an obligation and have made improvements to how we use, store and share the information we hold about you and we trust that you are happy that we safeguard that data. Limerick and Clare Education and Training Board is also Child Protection compliant and all staff have undertaken training with Tusla – the Child Protection Agency to raise awareness regarding the safeguarding of young people, children and vulnerable adults on each campus. The ETB endorses the promotion of the welfare of vulnerable adults as reflected in the ETBI Adult Safeguarding Policy and Procedure.

PARKING
MULGRAVE STREET CAMPUS
The campus wishes to minimise College of FET Mulgrave Street Campus evening learners' cars causing any disruption to residents, business premises and property owners near the campus in particular on Garryowen Road, Rossa Avenue & Rossa Villas, Markets Field Terrace, Geraldine Villas & Arlington Terrace. As part of the campus link to the Limerick Smart Travel initiative we are recommending that learners should Car Pool as much as possible in the first instance to reduce traffic on Mulgrave Street and the surrounding areas. Parking may also be available in Cornmarket Square Car Park within walking distance of the campus, next to the Milk Market with opening hours 7.30am to late at 1.00am on evening course nights Monday to Thursday. It is the learners responsibility to park legally if they are parking in the surrounding areas and we ask all learners to assist us with this.

COLLEGE OF FURTHER EDUCATION AND TRAINING KILMALLOCK ROAD CAMPUS (KRC)
A number of our part time programmes now **may now take place on TUESDAYS at the College of FET, Kilmallock Rd Campus** (formerly St. Enda's community school) on the Kilmallock Road. The campus boasts great facilities and has ample free parking spaces available.

CAMPUS FACILITIES (MULGRAVE STREET CAMPUS)
PHOTOCOPYING
There are two learner photocopiers available for evening learners.

LEARNING HUB / LIBRARY
To use Library facilities, Learners need to show evidence of having enrolled in their evening course of choice via their receipt or equivalent. Please check the Adult Education notice board, for information on Library opening hours.

Only full time FET learners are entitled to use the College of FET Learner ID or a Student Leap Card. Learners must have a minimum of 16 hours of lectures/ class time per week, and be enrolled for a minimum of 6 months duration in any one 12 month period. For more information see www.studentleapcard.ie/frequentlyaskedquestions

COMPUTER ROOMS
The campus is constantly updating its computer facilities and currently has 9 state-of-the-art Computer Rooms including an Apple iMac laboratory. All are networked and connected to a high-speed internet connection.

CANTEEN
The Mulgrave Street Campus Canteen opening hours are Mondays to Thursdays 8am to 8.30pm. Opening times may vary in May when day classes finish.

RADIO STUDIOS
The campus also has state of the art radio studios. The campus radio broadcasts online at imixradio.ie

FILM & PHOTOGRAPHY GUIDELINES
Learners are not permitted to use images of the campus or its staff or learners or persons within the vicinity of the campus without written authorisation from the Director of Adult Education.

HAIR BEAUTY AND HOLISTIC PROGRAMME GUIDELINES
Learners undertaking these programmes must respect and adhere to public health and safety guid elines as specified for these programme areas. Learners undertaking these programmes must adhere to the guidelines and procedures outlined by the certifying body e.g. start date of programmes. A learner where required must agree to wear a uniform as specified and required by the certifying body and may need to supply their own model(s) to successfully conduct the practical elements of the programme and to satisfy the on-going assessment requirements of the programme. Learners must adhere to all health, safety and hygiene requirements of practical courses as specified.

All Models for Hair, Beauty or Holistic courses must be over 18 years. There are some exceptions for Hair programmes where a model must be over 16 years. A short advisory session may take place before the start date of courses.

ENGLISH LANGUAGE REQUIREMENTS /ASSESSMENT
On health & safety grounds, it is important that learners undertaking programmes have a safe level of written and spoken English. Furthermore it is the applicants responsibility to have the appropriate level of English when undertaking an accredited course.

QQI-ACCREDITED PROGRAMMES - WORK LOGS AND RECORD OF HOURS:

For all QQI-accredited programmes learners are required to keep a learner log of worked hours, employment support / references and recommended self-directed learning hours and must submit Learner Log Sheets fully documented as part of their portfolio of work.

The ETB endeavours to offer programme structures, class delivery and assessment methodologies aimed at accommodating and facilitating learners by assisting each learner to achieve their chosen QQI Award.

USEFUL INFORMATION

We offer an excellent range of professional career programmes, certified and accredited by nationally and internationally recognised examining and professional bodies.

College of FET, Mulgrave St Campus	061 414 344	adultedmulgrave@lcetb.ie www.collegeoffet.ie/mulgrave
Quality and Qualifications Ireland (QQI)	01 905 8100	www.collegeofFET.ie/mulgrave
Accounting Technicians Ireland (ATI)	01 637 7363	www.accountingtechniciansireland.ie
International Therapy Examination Council (ITEC)	+44 (0)20 8994 4141	www.itecworld.co.uk
City & Guilds	0844 543 0033	www.cityandguilds.com
Irish Pharmacy Union	01 4936401	www.ipu.ie

APPLY ONLINE

www.collegeofFET.ie/mulgrave

Skills to Advance

boost skills - boost business

FUNDING AVAILABLE FOR ELIGIBLE APPLICANTS IN EMPLOYMENT

Skills to Advance aims to equip employees with the skills to progress in their current job, or to take advantage of new job opportunities.

Empowering industry with tailored training

Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR
LIMERICK & CLARE
Education & Training Board

COLLEGE OF FURTHER EDUCATION & TRAINING

#FindTheBestInYou

For further information email: **mulgravesta@lcetb.ie**

Skills to Advance

boost skills - boost business

Free Accredited Part-Time Night Course places
for those in Employment under Skills to Advance Funding at Mulgrave Street Campus Limerick. Please note that courses will only run if there are sufficient numbers.

Funding
If you are in employment and wish to upskill you can apply for Skills to Advance funding to study a part-time evening course at College of FET Mulgrave Street Campus.

Courses
The course must be an accredited course e.g. QQI, ITEC, ATI, IPU or City & Guilds.

Apply for Course and Funding
Apply using the QR Code or link below:

https://forms.office.com/e/viqBqWyziE

Queries
For information about Skills to Advance funding please email mulgravesta@lcetb.ie

find us f t ▶ You Tube in

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DEPARTMENT OF GENERAL LEARNING & EMPLOYMENT SKILLS

HOBBY COURSES
GENERAL LEARNING
& EMPLOYABILITY SKILLS COURSES

INTRODUCTION TO WHISKEY
IN COLLABORATION WITH MOTHER MACS PUBLIC HOUSE & LIMERICK WHISKEY EXPERIENCE

COURSE CODE **HL039**	TUES 18.45 - 20.45	DURATION 8 WEEKS
	TUITION FEE €100	MATERIALS FEE €30
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

The course is intended for beginners and enthusiasts who wish to gain a greater knowledge of Irish Whiskey and an introduction to World Whiskeys.

COURSE DESCRIPTION

The course is a blended delivery over 8 weeks consisting of class based theory and off site tasting sessions. Learners will be advised on:

· Principle of Whiskey Production

· History of Irish Whiskey

· Understanding the main categories of Irish Whiskey

· An Introduction to Scottish and World Whiskey

· The principles and technique of Whiskey tasting

· Practical tasting sessions (2 sessions)

· A Tuath Whiskey Tasting Glass

Example of Whiskeys To be included in Tasting Sessions

College of FET does not accept responsibility for any affect that the consumption of alcohol may have on participants. Please keep in mind to never drink and drive.

SAMPLE SESSION TASTINGS	
The Hanson	JJ Corry
Watershed	Tipperary
Foxes Bow	Foxes Bow
The Journey	Sailors Home
Three Swallows	Irish Distillers
Green Spot	Irish Distillers
Redbreast 12 y/o	Irish Distillers
M&M Bourbon/ Sherry	Irish Distillers

MOTHER MACS PUBLIC HOUSE

LIMERICK WHISKEY EXPERIENCE

INTRODUCTION TO CRAFT BEER BREWING
IN COLLABORATION WITH TREATY CITY BREWERY

COURSE CODE HL014	THURS 19.00 - 21.00	DURATION 8 WEEKS
	TUITION FEE €100	MATERIALS FEE €30
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This exciting introductory new course is suitable for anyone that has an interest in learning how to brew their own craft beer and wish to gain an awareness about the craft beer brewing industry.

COURSE DESCRIPTION

Learners will be advised on:

· How to source brewing equipment and materials to brew their own beer.

· The brewing process

· How to tackle your own brewing projects

· Brewing Safety, Health and Hygiene

· Ale Brewing

· Mashing and Boiling

· Fermentation

· Introduction to Tasting

The course will include visits to Treaty Brewery to gain practical knowledge of the craft beer industry

TRADITIONAL HOME BAKING
CLASSROOM BASED COURSE

COURSE CODE HL054	TUES 19.00 - 21.00	DURATION 6 WEEKS
	TUITION FEE €80	MATERIALS FEE €60
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is suitable for those who wish to learn the basic skills of traditional home baking; there are few things more welcoming than the smell of homemade cakes wafting from the oven. Ireland has a long tradition of baking various types of breads, cakes and puddings, including soda bread and barnbrack.

COURSE DESCRIPTION

· Experience a hands-on informative and fun class

· Learn traditional Irish recipes

· Bake a variety of breads, cakes, scones and tarts

· Take home a full suite of recipes

This is a hands-on practical course

NOTE: This course may take place in MYA Academy Watchhouse Cross, Limerick City.

FLORAL DESIGN CLASSROOM BASED COURSE

COURSE CODE **HL010**	**THURS 19.00 - 21.30**	**DURATION** *8 WEEKS*
	TUITION FEE *€80*	**MATERIALS FEE** *€80*
	ACCREDITATION *CERTIFICATE OF ATTENDANCE*	

PARTICIPANT PROFILE

This course is designed for those who love the ordinary and extraordinary skill of floral design.

COURSE DESCRIPTION

· **Basic Floristry:** Posie, Arrangement, Sheaf and Wreaths and Hand Ties

· **Occasions:** Spring flowers etc.

· **Designer Floristry:** Letting your artistic qualities flow

Please note: A list will be provided each week of the flowers required for class. The approximate added cost for flowers is €10 per week.

FLORAL DESIGN: CONTINUATION
CLASSROOM BASED COURSE

COURSE CODE **HL011**	**TUES 19.00 - 21.30**	**DURATION** *8 WEEKS*
	TUITION FEE *€80*	**MATERIALS FEE** *€80*
	ACCREDITATION *CERTIFICATE OF ATTENDANCE*	

PARTICIPANT PROFILE

This course is suitable for those with a basic knowledge of floristry and wish to acquire a more advanced skills set in floral design.

COURSE DESCRIPTION

· Designer Pieces
· Bouquets
· Church Arrangements
· Hotel/Conference Flowers
· Flowers for All Occasions

Please note: A list will be provided each week of the flowers required for class. The approximate added cost for flowers is €10 per week.

Note: This course may take place at the Further Education and Training Centre Kilmallock Road Campus.

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UPCYCLING FURNITURE
CLASSROOM BASED COURSE

COURSE CODE **HL031**	**WED 19.00 - 21.30**	**DURATION** *8 WEEKS*
	TUITION FEE *€100*	**MATERIALS FEE** *€60*
	ACCREDITATION *CERTIFICATE OF ATTENDANCE*	

PARTICIPANT PROFILE

This course is suitable for individuals with no previous knowledge of 'upcycling' furniture restoration and who wish to develop their creative and making skills.

COURSE DESCRIPTION

· Upcycling' is about redesigning your existing items to restore them into something new. Make the most out of a piece of existing furniture and create your own custom piece of unique furniture

· Learn new and exciting restoration, painting, decoupage and decorative techniques. Both traditional and modern applications of furniture restoration will be explored

· Having completed this course the participant will have an overall understanding of the creative process and will have designed and made an original piece of work

· Certain basic materials will be provided but learners are encouraged to bring in there own piece of furniture that they wish to 'upcycle'

Note: This course may take place in MYA Academy Watchhouse Cross, Limerick City

WOODWORK CLASSROOM BASED COURSE

COURSE CODE **HL007**	THURS 19.00 - 21.30	DURATION 8 WEEKS
	TUITION FEE €100	MATERIALS FEE €70
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is a beginners course for those who wish to equip themselves with the knowledge skill and competence to begin to use woodwork tools and equipment safely and to plan, design and carry out basic woodcraft tasks.

COURSE DESCRIPTION

· Introduction to the Usage of hand tools
· Basic Information on power tools
· Basic introduction to Tool Sharpening
· An Introduction to joint making – dovetail joints
· Health & Safety techniques connected with machine tools and equipment

NOTE: This course may take place in NZEB, Roxboro or MYA Academy Watch House Cross Limerick.

YOGA CLASSROOM BASED COURSE

COURSE CODE **HL034**	TUES 19.00 - 21.00	DURATION 10 WEEKS
	TUITION FEE €120	
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course of Yoga practice and study is suitable for people with or without experience of yoga who wish to deepen that understanding and learn more. It will give a flavour of Yoga to those who feel that they may like to teach it in the future.

Yoga means unity. Bringing into balance all the parts of our body, mind, breath, emotion and essence. Yoga promotes stability, strength, skeletal alignment and freedom of movement. The practice resources us in our everyday lives, helps reduce stress, makes us stronger physically and emotionally, and we can bring this experience of mindfulness into our day to day living.

What defines contemporary yoga is the emphasis on following the natural flow of the body and breath in the spirit of enquiry and compassion towards oneself.

NOTE: This Course may take place at the Further Education and Training Centre Kilmallock Road Campus Limerick. Please bring your yoga mat, small towel and small blanket.

MINDFULNESS - EXPLORING AND LIVING A MINDFUL LIFE CLASSROOM BASED COURSE

COURSE CODE **HL018**	TUES 19.00 - 21.00	DURATION 10 WEEKS
	TUITION FEE €120	
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

Living life on Purpose!
The main aim of this life changing course in Mindfulness is rooted in Eastern spiritual traditions involves deliberately bringing our attention into in the present moment with open-hearted awareness and with an attitude of kindness towards ourselves. Developing Mindfulness helps us to find calm and stability in our relationships with ourselves and others in the midst of our busy, stressful lives. This course can be tailored to suit group sizes, interests and needs.

COURSE DESCRIPTION

• **What is Mindfulness?** The mind – body connection, Mindfulness meditation The Spirit – life- mind connection
• **Discovering Self Compassion:** What is self-compassion, Being kind to yourself, Listening to your body, Emotional mastery, Pathways to self-compassion
• **In Practice:** Caring for ourselves, Caring for others, Harmony & Balance in life and living, relationship with self
• **Mindfulness & Stress:** Body mindfulness, Meditation for stress and anxiety, Transforming fear, Mind Food
• **Mindful eating, rest and exercise:** Peace in every step, Inner Peace and Coping skills
• **Needs:** Higher and Basic, Effects on Mental Health and Inner Strength
• **EFT:** What is EFT?, Its Uses, Energy Psychology, How to use it
• **Meditation 101:** What is Meditation? Why Meditate? Techniques: Focusing, Posture & Breath, Music Alpha – Beta, Mantras & Affirmations, Nature, Autogenic Conditioning, Visualisation, Just Watching – Mindful observer, Contemplation, Lectio Divina, Scribo Divina, Present Moment Awareness (om namaya shivaya), Smells, Environment, Pilgrimage, Clearing exercises, Planting Seeds daily (Peace Practice), Silent Stillness, Conversations with the Higher Self, Mull it over – Q&A with the Inner Wizard

NOTE: This Course may take place at the Further Education and Training Centre Kilmallock Road Campus Limerick.

CREATIVE WRITING: INTRODUCTION
CLASSROOM BASED COURSE

COURSE CODE **HL003**	**WED 19.00 - 21.00**	**DURATION** *8 WEEKS*
	TUITION FEE *€100*	
	ACCREDITATION *CERTIFICATE OF ATTENDANCE*	

PARTICIPANT PROFILE

This course is aimed at anyone who enjoys writing and who wishes to develop skills and confidence in creativity whether in the area of fiction, poetry or memoir. Creativity and idea-generating skills will be built through a mixture of group and individual work as participants are guided in creating, shaping and developing their ideas. The programme will also provide an introduction to the various aspects of the craft of writing.

COURSE DESCRIPTION

Through creative participation, the learners will learn to:

· Identify and understand different kinds of ingredients which can be used in a story or poem e.g. hooks, image, plot form etc.

· Build confidence in their verbal creative abilities through simple improvisation

· Stimulate their imagination to produce new ideas

· Contribute creatively to group creations

· Develop ideas into full-length stories or poems

· Edit and shape their writing

NEW

CREATIVE WRITING: CONTINUATION
CLASSROOM BASED COURSE

COURSE CODE **HL040**	**THURS 19.00 - 21.00**	**DURATION** *8 WEEKS*
	TUITION FEE *€120*	
	ACCREDITATION *CERTIFICATE OF ATTENDANCE*	

PARTICIPANT PROFILE

This course is aimed at anyone who has previous experience in a creative writing setting who wishes to continue working on their fiction, poetry, or memoir pieces. Participants will expand their understanding of the elements of fiction and poetry through readings and group discussions. Commentary and critiquing skills will be sharpened through workshops (group sharing of work) to help participants prepare for publishing. This programme will help develop each writer's unique voice, personal writing routine, and hone their craft.

COURSE DESCRIPTION

Through creative participation, the learners will learn to:

· Further develop their use of elements of fiction and poetry, e.g. image, plot, form, in their own works

· Build critical reading skills to understand and adopt elements of fiction used in published author's works

· Comment on other's work for improvement and provide support

· Develop ideas into stories, novel excerpts, or poems · Edit and shape their writing

GENEALOGY – TRACING YOUR FAMILY HISTORY CLASSROOM BASED COURSE

COURSE CODE **HL043**	**TUES 19.00 - 21.30**	**DURATION** *10 WEEKS*
	TUITION FEE *€130*	
	ACCREDITATION *CERTIFICATE OF ATTENDANCE*	

PARTICIPANT PROFILE

This course is suitable for anyone wishing to develop a broad array of historical research skills. Designed for those with any level of interest in History, the course each week will include detailed instruction into the tools and sources that are available to conduct personal, family and community based history research and projects.

COURSE DESCRIPTION

· Raw materials of History

· Reading and understanding primary and secondary sources

· The library and archives

· Art of the interview: discovering family secrets through conversations

· Exploring newspapers

· Investigating census records

· Utilising visual and material evidence

· Starting from scratch: techniques for building a family tree

· Family history and the web: tracing your ancestors through the Internet

· Creating and completing the History project

NOTE: This Course may take place at the Further Education and Training Centre Kilmallock Road Campus Limerick.

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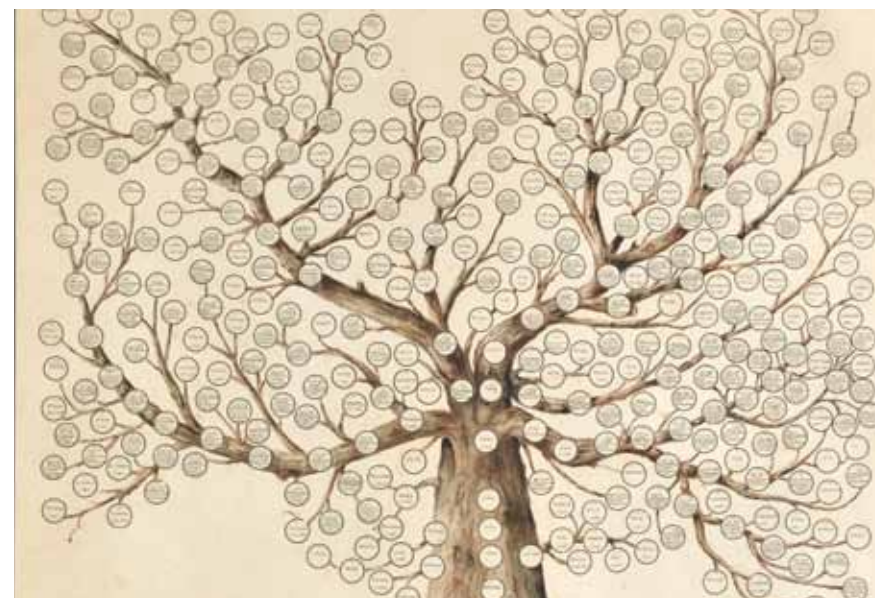
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COLLEGE OF FURTHER EDUCATION & TRAINING
📍 **Mulgrave Street Campus**

DEPARTMENT OF CHILDCARE, HEALTH & SOCIAL CARE

A
B C

SPECIAL NEEDS ASSISTING QQI LEVEL 6
CLASSROOM BASED COURSE

COURSE CODE **CC003**	*MON 18.45 - 21.45*	*DURATION 12 WEEKS*
	TUITION FEE €250	
	ACCREDITATION QQI LEVEL 6 MINOR AWARD IN SPECIAL NEEDS ASSISTING 6N1957	

CC003ON SPECIAL NEEDS ASSISTING QQI LEVEL 6 ONLINE COURSE

PARTICIPANT PROFILE

This course is designed to provide learners with the knowledge, skill and competence in the theory and practice underpinning the education and care of those who present with special educational needs to enable the learner to assist in the provision of this education and care.

COURSE DESCRIPTION

- Evaluate the provision of education for people with special educational needs with reference to current legislation
- Examine relevant theories, skills and processes relevant to curriculum implementation
- Analyse skills that can be used to aid the teacher in the administration of the national curriculum
- Explore the differences between integration and inclusion
- Organise learning opportunities in order to promote independence and responsibility

NOTE: It is desirable that learners have some prior certification in child development or special needs or equivalent.

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course

NOTE: This course may take place at the Further Education and Training Centre Kilmallock Road Campus, Limerick

IMPORTANT NOTE: As the Childcare Cert 6M2007 is to be deactivated This module cannot now be used for ECCE accreditation but may be used for other accreditation.

APPLY ONLINE
www.collegeofFET.ie/ mulgrave

SCHOOL AGE CHILDCARE
CLASSROOM BASED COURSE

COURSE CODE **CC004**	**WED 18.45 - 21.45**	**DURATION** 10 WEEKS
	TUITION FEE €250	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN SCHOOL AGE CHILDCARE 5N1781	

CC0040N SCHOOL AGE CHILDCARE
QQI LEVEL 5 ONLINE COURSE

PARTICIPANT PROFILE

This course is designed to provide individuals with opportunities to acquire the skills and knowledge to plan, implement and evaluate a suitable programme of activities for a quality school age childcare setting.

COURSE DESCRIPTION

· Understand the importance of the school age environment
· Develop an understanding of school age childcare provision
· Understand what is meant by programme of activities
· Acquire the skills, knowledge and competence to plan, implement and evaluate a programme of activities in a school age childcare setting
· Understand the process of evaluation

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

IMPORTANT NOTE: This module cannot be used for ECCE accreditation but may be used for other accreditation and is an excellent accompaniment to the After School Support module (5N4465) for those wishing to work supervising after school activities. (Check Tusla's Childrens Services Regulation)

SPECIAL NEEDS ASSISTING (QQI LEVEL 5)
CLASSROOM BASED COURSE

NEW

PROGRAMME CODE **CC052**	**THURS 18.45 - 21.45**	**DURATION** 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN SPECIAL NEEDS ASSISTING 5N1786	

PARTICIPANT PROFILE
The purpose of this award is to equip the learner with the knowledge, skill and competence in the practices and principles underpinning the role of a Special Needs Assistant to enable the learner to work effectively under direction in a special needs capacity.

COURSE DESCRIPTION
• Explore the role and responsibilities of the Special Needs Assistant
• Examine the qualities and skills of an effective Special Needs Assistant
• Examine the relevant current legislation in relation to disability
• Explore the rights of children with disabilities in relation to personal autonomy, participation and decision making
• Relate effectively and appropriately to children who present with additional needs

• Use care routines in feeding, toileting and general hygiene
• Maintain appropriate relationships with children, parents, primary carers, teachers and other members of the multi-disciplinary team.
• Work effectively with children who present with disabilities under the direction of the supervisor/classroom teacher.
• Assist children with disabilities in a range of activities, ensuring equality of opportunity through working in a safe and professional manner
• Reflect on personal practice working with children, their parents or guardians and colleagues ensuring that children's individuality is promoted and that their needs are met. (See new Aistear/Siolta guidelines from birth to 5 years at https://www.aistearsiolta.ie)

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION email: mulgravesta@lcetb.ie

APPLY ONLINE
www.collegeofFET.ie/ mulgrave

ELC CHILDCARE
CLASSROOM BASED COURSE

NEW

PROGRAMME CODE **CC052**	**SEE TABLE**	**DURATION** 18 WEEKS PER MODULE
	STA AVAILABLE	
	ACCREDITATION QQI LEVEL 5 AWARD IN EARLY LEARNING AND CARE 5M21473	

PARTICIPANT PROFILE
This programme is suitable for individuals working or interested in working in the area of childcare and who wish to gain a QQI level 5 Certificate in Childcare. It will develop knowledge and skills through theory and practice necessary to care for and encourage the young child to reach his/her potential.

COURSE DESCRIPTION
• Participants require 120 credits to receive a Certificate of Childcare
• Learners should ensure that they secure the required Professional

Practice Placement (work experience)
• Requirement for 150 professional practice placement in a minimum of two settings
• One setting is to involve working directly with children between birth and 2 years 8 months, and one working directly with children aged 2 years 8 months and 6 years
• Learners must be Garda vetted before going on a professional practice placement and have completed the current Children First E-Learning programme

Register for each component separately (Code CC052) with Module name specified using the Funding Application QR Code or link below.

https://forms.office.com/e/viqBqWyziE

MON	18.45 - 21.45	18 WEEKS X 2	Children's Rights, legislation and Regulations/ Curriculum, Play and Creative Studies	15 CREDITS 25 CREDITS
TUES	19.00 - 21.30	18 WEEKS	Professional Practice Placement	25 CREDITS
WED	19.00 - 21.30	18 WEEKS X 2	Holistic Care of Children/ Understanding and Assisting Children with Additional Needs	15 CREDITS 15 CREDITS
THURS	18.45 - 21.45	18 WEEKS	Early Growth and Development	25 CREDITS

AUTISM AWARENESS IN THE EARLY YEARS SECTOR
ONLINE COURSE

NEW

PROGRAMME CODE **CC011ON**	**THURS 19.00 - 21.00**	**DURATION** 8 WEEKS
	TUITION FEE €120	
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is suitable for those that wish to learn about ASD in Early Childhood.

According to the World Health Organisation "Autism spectrum disorders (ASD) are a diverse group of conditions. They are characterized by some degree of difficulty with social interaction and communication. Other characteristics are atypical patterns of activities and behaviours, such as difficulty with transition from one activity to another, a focus on details and unusual reactions to sensations. The abilities and needs of autistic people vary and can evolve over time. While some people with autism can live independently, others have severe disabilities and require life-long care and support. Autism often has an impact on education and employment opportunities. In addition, the demands on families providing care and support can be significant. Societal attitudes and the level of support provided by local and national authorities are important factors determining the quality of life of people with autism.".

COURSE DESCRIPTION

- Introduction to Autism
- The History of Autism
- How to Understand Autism Behaviour
- Autism Theories
- The Management of Autism

AFTER SCHOOL SUPPORT
CLASSROOM BASED COURSE

NEW

PROGRAMME CODE **CC008**	**THURS 18.45 - 21.45**	**DURATION** 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN AFTER SCHOOL SUPPORT SKILLS 5N4465	

PARTICIPANT PROFILE

This course is designed to provide learners with the knowledge and skills needed to support children and young people, including those with additional needs, in participating in after school support activities.

COURSE DESCRIPTION

- Analyse the purpose and functions of after-school services
- Examine current legislation relevant to after-school support services to include Child Protection and Health and Safety Legislation
- Analyse the main developmental stages of children and young people
- Illustrate appropriate procedures to be followed in an after-school support service to include; Child Protection, Health and Safety Monitoring, Record keeping and Feedback Procedures
- Plan, carry out and evaluate a range of suitable afterschool support activities
- Analyse a range of community interventions available which meet the needs and interests of participants
- Carry out a safety check prior to implementing an activity using an appropriate observational method
- Analyse how social issues affect participants in afterschool support services
- Evaluate how participation in a variety of activities supports the development of children and young people
- Take responsibility for own role and practice when engaging with children and young people in afterschool support services
- Reflect on personal strengths and weaknesses when working with children and young people

DISABILITY AWARENESS
CLASSROOM BASED COURSE

NEW

PROGRAMME CODE **CC051**	**THURS 18.45 - 21.45**	**DURATION** *12 WEEKS*
	TUITION FEE *€280*	
	ACCREDITATION *QQI LEVEL 6 MINOR AWARD IN DISABILITY AWARENESS 6N1975*	

PARTICIPANT PROFILE

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

COURSE DESCRIPTION

· Explore various definitions of disability, to include definitions outlined in Irish legislation

· Identify different types of disabilities, to include physical disability specific learning disabilities (SPLDS), mental illness, sensorial disabilities specifically visual impairment, hearing loss and speech difficulties; Specific conditions including diabetes and epilepsy

· Outline strategies to minimise the difficulties that specific disabilities may cause for individuals

· Examine the key requirements of employers, educational institutions and providers of public services in accommodating persons with disabilities as set down in Irish Legislation.

· Public policy and strategy in relation to disability in Ireland

· Identify services available to enable persons with disabilities to access their legal rights and entitlements.

· Distinguish between the various models and approaches which are used in the education system to accommodate persons with disabilities.

· Identify barriers to disability, both environmental and attitudinal.

· Evaluate rehabilitation and support strategies that are available to improve quality of life for persons with disabilities

NOTE: A safe level of written and spoken English is required.

APPLY ONLINE

www.collegeofFET.ie/mulgrave

NEW

MEDICINE AND COUNTER ASSISTANT (MCA) IRISH PHARMACEUTICAL UNION
CLASSROOM BASED COURSE

COURSE CODE **BP081**	THURS 18.45 - 21.45	DURATION 12 WEEKS
	TUITION FEE €280	ATHE Registration and Certification Fee €440
	ACCREDITATION IRISH PHARMACEUTICAL UNION (IPU)	

BP0810N MEDICINE AND COUNTER ASSISTANT (MCA) IRISH PHARMACEUTICAL UNION
ONLINE COURSE (EXAMS HELD ONSITE IN LIMERICK)

PARTICIPANT PROFILE

This course is suitable for anyone who wishes to gain the qualifications to dispense over the counter medicines and other products in a pharmaceutical setting. Why is the course needed?

Between 10,000 and 25,000 people ask for advice in pharmacies every day.

COURSE DESCRIPTION

The course covers the following topics:
- Counter Assistant Skills: Customer Service & Communication skills, the 2WHAMM approach to questioning, Product knowledge, Referral to the pharmacist, dealing with product specific requests, Dealing with suspected OTC medicine abuse
- Gastrointestinal conditions I: Indigestion, Heartburn & Constipation, Smoking cessation
- Respiratory conditions: Coughs, Colds & Hay Fever
- Pain
- Gastrointestinal conditions II
- Skin: Skin & Feet, Mouth, Eyes & Ears, Healthy Living, Natural Remedies, Vitamins & Minerals and nutritional supplements
- Women's health, Child Health & Family Planning, Holiday Healthcare & First Aid
- Preparation for IPU Examination

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

IRISH PHARMACY UNION
The voice of community pharmacy

IMPORTANT NOTE – NEW ACCREDITATION ATHE: The IPU MCA Course in its new format was submitted to the Awards for Training and Higher Education (ATHE) in August 2020. ATHE is an Ofqual regulated Awarding Body and is recognised in 40 countries worldwide. The IPU MCA achieved ATHE Endorsed Standard of Education and Assessment in October 2020. The IPU is now an ATHE Endorsed Centre, and the course is externally monitored and verified by an ATHE assessor yearly. A learner's benefit in achieving the IPU MCA Endorsed Certificate is higher employability and recognised portable skills.

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION
email: mulgravesta@lcetb.ie

INFECTION, PREVENTION AND CONTROL
CLASSROOM BASED COURSE

COURSE CODE **CC007**	**WED 18.45 - 21.45**	**DURATION** 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN INFECTION, PREVENTION AND CONTROL 5N3734	

PARTICIPANT PROFILE

This course is suitable for those who wish to equip themselves with the knowledge, skill and competence to prevent and control infection within the health services area.

COURSE DESCRIPTION

- Basic principles of infection and the application of standard precautions in relation to infection control
- Infection prevention and control in the healthcare area
- Types of micro-organisms and infection process
- Contact precautions, respiratory precautions and enteric precautions
- Role and functions of the local infection control team
- Cleaning, disinfection and sterilisation procedures
- Main blood borne viruses
- Role of antibiotics
- Social, antiseptic and surgical hand hygiene
- Techniques in the management of blood and body fluid spillages

NOTE: Recommended that learners have some prior knowledge of care skills or nursing theory or medical terminology and a safe level of written and spoken English is required – see English Language requirement at the start of this booklet.

NURSING THEORY AND PRACTICE
CLASSROOM BASED COURSE

COURSE CODE **CC021**	**THURS 18.45 - 21.45**	**DURATION** 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN NURSING THEORY AND PRACTICE 5N4325	

PARTICIPANT PROFILE

This course is suitable for individuals interested in the nursing profession or enhancing their skills and knowledge of the work of a carer/nurse in the healthcare environment while emphasising the importance of interpersonal communication.

COURSE DESCRIPTION

- The basic requirements in understanding the care and duties of a nurse / carer
- The role of An Bord Altranais (Irish Nursing Board), the hospital environment and hospital personnel
- Care of the patient with a variety of conditions; medical / surgical
- Daily routines on a patient, e.g. skin, hygiene, toileting, exercise and medications
- Theories of the Nursing Process
- Practical elements including record of pulse, temperature, blood pressure and fluid balance chart

This module is also mandatory for those who wish to pursue the QQI Full Awards in Nursing Studies.

Manual Handling is mandatory for this module. If a participant hasn't already completed one, a training programme will be recommended.

NOTE: A safe level of written and spoken English is required – see English Language requirement at the start of this booklet.

APPLY ONLINE
www.collegeofFET.ie/mulgrave

ANATOMY & PHYSIOLOGY
CLASSROOM BASED COURSE

COURSE CODE **CC023**	**THURS 18.45 - 21.45**	**DURATION** 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI MINOR AWARD IN ANATOMY AND PHYSIOLOGY 5N0749	

CC023ON ANATOMY & PHYSIOLOGY
ONLINE COURSE (EXAMS HELD ONSITE IN LIMERICK)

PARTICIPANT PROFILE
This course is suitable for those who wish to gain knowledge of the structure and function of the human body and an understanding of the interrelationship between the systems of the body. It is also suitable for those who wish to follow a career in the community, health services and nursing studies areas.

COURSE DESCRIPTION
- Learners will acquire knowledge of the structure and function of the human body
- Recognise the human body as an entity
- Gain an understanding of the interrelationship between the systems of the body

Topics include:
- Skeletal and Muscular System
- Respiratory System
- Circulatory and Lymphatic Systems
- Digestive System
- Nervous and Endocrine Systems
- Reproductive System
- Urinary System
- Skin

RECOMMENDED: A basic knowledge of Biology with some work experience in the Healthcare area.

NOTE: A safe level of written and spoken English is required – see English Language requirement at the start of this booklet.

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

CARE SUPPORT
CLASSROOM BASED COURSE

COURSE CODE **CC035A**	**WED 18.45 - 21.45**	**DURATION** 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN CARE SUPPORT 5N0758	

PARTICIPANT PROFILE
This programme module aims to provide a learner with the personal knowledge, skills and competence to work effectively in a care setting. It aims to promote good practice and respect for diversity in lifestyle, religion and culture in care work.

COURSE DESCRIPTION
- Discuss the roles, responsibilities and entitlements of a care worker
- Examine the role of a care worker within the multidisciplinary healthcare team
- Demonstrate the ability to plan and provide enhanced quality care
- Apply knowledge gained to plan and meet the needs of the individual client
- Explore the need for personal planning and growth
- Plan strategies to improve own personal development
- Reflect on personal effectiveness as a care worker to include own strengths and weaknesses
- Reflect on relationships with clients, relatives and multidisciplinary team members and interpersonal issues that arise in care work

NOTE: A safe level of written and spoken English is required – see English Language requirement at the start of this booklet.

COMMUNICATIONS
CLASSROOM BASED COURSE

COURSE CODE **CC035B**	**WED 18.45 - 21.45**	**DURATION** 8 WEEKS
	TUITION FEE €170	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN COMMUNICATIONS 5N0690	

PARTICIPANT PROFILE

The course is suitable for those wishing to equip themselves with the relevant knowledge, skill and competence to communicate verbally and non-verbally in standard everyday and work related tasks, operating independently while under general direction. Upon completion, this minor award can be used to meet the requirements of the majority of QQI Major awards which include Healthcare Support 5M4339, Nursing Studies 5M4349, Business Administration 5M2468.

COURSE DESCRIPTION

• Analyse a range of current issues in communications and information technology

• Use appropriate non-verbal and visual communication in personal- and work-related settings, to include one-to-one, in a group/team, and in formal and informal interaction

• Demonstrate communications styles and techniques relevant to different situations in work and leisure, to include one-to-one and group contexts in conversation, interview, oral presentation, question and answer session and for the purposes of persuading, advocacy and informing

• Demonstrate verbal skills appropriate to working under general direction, to include making a case and presenting a point of view in group discussion, formal meetings, interviews

WORK EXPERIENCE
CLASSROOM BASED COURSE

COURSE CODE **CC045**	**WED 18.45 - 21.45**	**DURATION** 8 WEEKS
	TUITION FEE €170	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN WORK EXPERIENCE 5N1356	

PARTICIPANT PROFILE

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

COURSE DESCRIPTION

• Examine work organisations and personal career opportunities in a particular vocational area, to include consideration of work-related issues and needs

• Analyse key challenges and opportunities facing a particular vocational area

• Summarise the basic rights and responsibilities of employees and employers in a particular work, organisational or institutional context, to include health, safety and welfare at work, equality legislation, union representation and regulations relating to pay

• Compile a personal and vocational skills audit and career plan for a specific vocational area, to include goals and action points for the period of work experience

• Present relevant work experience material, to include a CV or personal statement, letter of application, evidence of job-finding skills, skills checklist, statement of learning goals, contractual arrangements

• Participate effectively in work experience to include observation of good timekeeping, working independently while under general direction, meeting deadlines, personal presentation, communication, adherence to health, safety and other relevant regulations

• Demonstrate effective communication skills in the workplace, to include personal, interpersonal and technological communication skills

• Reflect on workplace experiences, to include feedback by supervisor(s) or mentor(s) on personal performance and challenges such as conflict, criticism, meeting new people and learning in relation to quality management

• Explore options for future education, training and employment in light of work experience

NOTE: A safe level of written and spoken English is required — see English Language requirement at the start of this booklet.

CARE SKILLS
CLASSROOM BASED COURSE

COURSE CODE **CC027**	**TUES 18.45 - 21.45**	**DURATION** 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN CARE SKILLS 5N2770	

PARTICIPANT PROFILE
This course is ideal for those looking to gain the knowledge, skill and competence to care for clients while providing and maintaining a hygienic and safe environment.

COURSE DESCRIPTION
· Identify relevant groups in need of health care
· Examine the physical, emotional, social, psychological and spiritual needs of a range of groups of people, taking into account individual variation
· Identify hygiene needs and discuss prevention of pressure sores
· Demonstrate a range of interpersonal skills when dealing with clients to include empathy, respect, patience and effective communication
· Give assistance to clients across a broad range, including day to day needs (dressing, grooming, eating, mobility etc.), assistance with care equipment while also enhancing the privacy, dignity, independence and positive self-image of clients in care
· Completing client documentation and reporting changes in the client's condition where appropriate

This is a mandatory component for the QQI LEVEL 5 Healthcare Support Award 5M4339 complete assessment.

NOTE: A safe level of written and spoken English is required — see English Language requirement at the start of this booklet.

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MATERNITY CARE SUPPORT
CLASSROOM BASED COURSE

COURSE CODE **CC054**	**WED 18.45 - 21.45**	**DURATION** 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN MATERNITY CARE SUPPORT 5N3746	

PARTICIPANT PROFILE
This programme module aims to equip the learner with the knowledge, skill and competence to assist the midwife in caring for mothers, babies and the family unit.

PROGRAMME DESCRIPTION
· Discuss the philosophy of maternity care
· Examine how certain elements of maternity care enhance the Experience of mothers, babies and the family, to include non-judgmental attitudes, individualised care, consistent information, good communication and advice and choice
· Summarise the physical, emotional and social needs of the mother during the ante partum, intra partum and post-partum periods
· Discuss the benefits of breast feeding while allowing for individual choice
· Investigate the importance of infection prevention and control in the maternity care setting
· Examine the special needs of the family unit when a baby is diagnosed with a congenital abnormality
· Describe the grief process in those affected by miscarriage, stillbirth, neonatal death or maternal death
· Explore the impact of relevant current legislation and World Health Organisation (WHO) programmes on maternity care
· Identify particular safety and security procedures in maternity care such as application and checking identity tags and operation of security systems to ensure security of babies
· Give assistance to mothers in caring for themselves and their babies, to include the mother's personal hygiene and comfort, baby hygiene, positioning, handling and feeding
· Demonstrate a range of clinically related skills, to include preparation of clinical areas and trolleys for maternal and infant care and procedures, assistance of clinical staff during physical examination, measuring, testing and recording urine and reporting changes in mothers and babies condition to the midwife
· Execute cleaning of and care for general and specialist equipment such as beds, mattresses, cots, bedpans, incubators, resuscitation equipment, theatre equipment and feeding equipment
· Maintain stock levels of specialist maternity stores and equipment
· Execute appropriate responses to identified emergency situations experienced by mother or baby to include reporting, patient positioning and clearing of an airway
· Employ the terminology used in the maternity care setting

THIS COURSE STARTS IN OCTOBER 2024

HUMAN GROWTH & DEVELOPMENT
CLASSROOM BASED COURSE

COURSE CODE **CC045**	**TUES 18.45 - 21.45**	**DURATION** *10 WEEKS*
	TUITION FEE *€240*	
	ACCREDITATION *QQI LEVEL 5 MINOR AWARD IN HUMAN GROWTH & DEVELOPMENT 5N1279*	

CC045ON HUMAN GROWTH & DEVELOPMENT
ONLINE COURSE

PARTICIPANT PROFILE

This course is suitable for those wishing to gain an understanding of human development and behaviour from infancy to old age. It is designed to enable learners to work in a variety of community/social care settings where frequent demand is made on the individual to relate to people with various levels of ability. The module is also aimed at learners who wish to pursue further studies in this area.

COURSE DESCRIPTION

· Understand the concept of human growth and development from conception to old age

· Understand normal patterns of development from infancy to old age with reference to physical, emotional, social and intellectual development

· Recognise variations within the normal range of human growth and development and understand factors that can effect development throughout the lifespan

· Develop interpersonal/interactive skills appropriate to responding to the needs of others

· Apply skills/knowledge to typical work-based problems

· Explore own personal prejudices, fears and anxieties about working with people in need of care

· Develop self-confidence and empathy in dealing with people

· Demonstrate the ability to identify a range of individual needs and apply the interpersonal skills and strategies required to meet these needs in a range of settings

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.
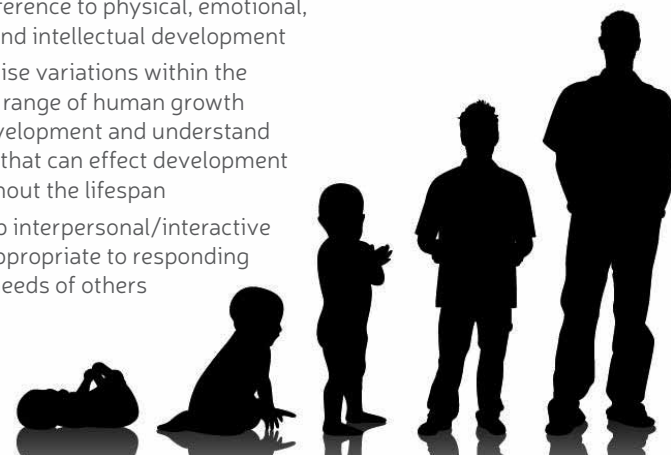
CARE OF THE OLDER PERSON
CLASSROOM BASED COURSE

COURSE CODE **CC015**	*THURS 18.45 - 21.45*	*DURATION 10 WEEKS*
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN CARE OF THE OLDER PERSON 5N2706	

PARTICIPANT PROFILE

This programme module aims to equip the learner with the knowledge, skills and competence to meet the full and holistic needs of older people in a variety of care contexts and to develop an awareness of the increasing needs of older people in the community today.

COURSE DESCRIPTION

- Discuss a range of age related issues to include healthy ageing, global and national demographic trends, the normal physiological and psychological processes of ageing, the social impact of ageing on older people and different attitudes to ageing and older people.
- Discuss the role of the healthcare assistant in promoting positive attitudes to ageing and of statutory and voluntary agencies in promoting the wellbeing of older people.
- Examine a range of concepts and practices to include preparation for retirement and the ethnic and cultural influences on the older person.
- Explore a range of older person's needs to include physical, social, emotional, psychological, recreational, financial, environmental and spiritual needs.
- Explore the role of the healthcare assistant in providing care for older people.
- Discuss the issues related to an older person living with mental illness, dementia or any chronic illness
- Recognise the individual needs of the dying older person and their families.
- Summarise the range of care settings for older people and the members of

the multidisciplinary team available in each care setting.
- Explore a range of specific services that are available for older people, to include education, lifelong learning, retirement / the workplace and leisure.
- Discuss current approaches towards developing quality in the provision of services for older people and their families to include standards and quality assurance.
- Employ effective communication with the older person, their family and the multidisciplinary team.
- Adapt care practices to meet the needs of older people with cognitive and sensory impairment and physical disabilities.
- Examine duties in a way that is respectful to the person's body after death.
- Promote a range of aspects of care for the older person to include empowerment, advocacy, independence, individualised care, dignity, respect, choice, self-esteem and include family and carers as partners in care.
- Give assistance in the identification of how health promotion issues can be promoted in care settings for older people and in the provision of therapeutic interventions that will enhance the social interactions and quality of life for the older person

NOTE: A safe level of written and spoken English is required – see English Language requirement at the start of this booklet.

FAMILY SUPPORT SKILLS
CLASSROOM BASED COURSE

COURSE CODE **CC028**	*WED 18.45 - 21.45*	*DURATION 10 WEEKS*
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN FAMILY SUPPORT SKILLS 5N3738	

CC028ON FAMILY SUPPORT SKILLS
ONLINE COURSE

PARTICIPANT PROFILE

This course is designed for those interested learning the skills, knowledge and competence that will aid them as a family support worker.

COURSE DESCRIPTION

- Role of Health Service Executive (HSE), Role of Family Support worker, Irish Child & Family Legislation
- Normative Child Development, family dynamics, social, cultural, environmental
- Risk Management Legislation, organisational structures & family support work link
- Family types and influence on child development, Understanding of Parenting skills and awareness of social issues

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION
email: mulgravesta@lcetb.ie

- Interpersonal & Leadership skills (verbal & non-verbal communication) needed for good family support work, to assist in a family support context / advocacy, confidentiality, teamwork
- Conflict Resolution and Negotiation skills development

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

APPLIED SOCIAL STUDIES
CLASSROOM BASED COURSE

COURSE CODE CC014	THURS 18.45 - 21.45	DURATION 10 WEEKS
	TUITION FEE €250	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN SOCIAL STUDIES 5N1370	

PARTICIPANT PROFILE

This course is suitable for individuals who wish to develop an understanding of all aspects of social issues.

COURSE DESCRIPTION

- Demonstrate an understanding of sociology
- The process of socialisation and the agents of socialisation
- Social stratification in Irish society e.g. class, gender, race/ethnicity
- The impact of discrimination on individuals in society
- Role and function of the family as a social unit
- Exercise initiative and independence by investigating the experience of discrimination/ discriminating practices encountered
- Learn to design appropriate survey methods e.g. questionnaires, interviews, observation
- Investigate strategies to deal with unfamiliar social problems

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION
email: mulgravesta@lcetb.ie

APPLY ONLINE
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COMMUNITY ADDICTION STUDIES
CLASSROOM BASED COURSE

COURSE CODE CC019	THURS 18.45 – 21.45	DURATION 12 WEEKS
	TUITION FEE €280	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN COMMUNITY ADDICTION STUDIES 5N1834	

CC019ON COMMUNITY ADDICTION STUDIES ONLINE COURSE

PARTICIPANT PROFILE

This course is suitable for those who already work with or intend to work within homeless and/or drug services and those engaged in community development. The course is intended to give the learner competencies and knowledge necessary to meet the various needs of substance users and to assist them in making choices regarding treatment options.

COURSE DESCRIPTION

- The process of addiction in the context of drugs and their effects on the individual
- The effects and impacts of addiction on individuals, families and communities. Emotional dimensions and family dynamics
- Trends in drug use in Ireland and in the local community and Key agencies, national and local, that respond to addiction, strategies, interventions and supports available to individuals and families
- Research issues and stages of addiction at community level, & responses to target interventions – strategies and effectiveness, understanding of change within the process of addiction
- The role of the media in its treatment of addiction issues & one's own values and attitudes to addiction ; how to become better involved in developing responses to addiction at a local level

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

APPLY ONLINE
www.collegeofFET.ie/ mulgrave

PALLIATIVE CARE SUPPORT
CLASSROOM BASED COURSE

COURSE CODE CC033	WED 18.45 - 21.45	DURATION 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN PALLIATIVE CARE SUPPORT 5N3769	

PARTICIPANT PROFILE

This course is suitable for those who wish to be equipped with the knowledge, skills and competence to enable them to care for and address the needs of a person and their family after the diagnosis of a life-limiting illness, in a dignified, inclusive and holistic manner.

COURSE DESCRIPTION

• Philosophy and principles of palliative care

• Structure and organisation of palliative care services to include the role played by the multi-disciplinary team and diverse family structures in the provision of care for a terminally ill person

• Role of the support worker in the promotion of key issues in palliative care work

• Exploring different attitudes to death and dying

• How to employ a range of communication strategies and processes which are central to the work in palliative care

• How to apply a person-centered approach to caring for a person in the last days of their life

• Skills required to work effectively and with great sensitivity in relation to the dying person and their significant others in a palliative care setting

• Range of skills required from a palliative support worker in relation to end of life care support 5M4339. The learner must be in a Healthcare setting (employed or volunteer) as minimum of 10 days' work experience placement is essential to complete assessment

NOTE: A safe level of written and spoken English is required – see English Language requirement at the start of this booklet.

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION
email: mulgravesta@lcetb.ie

APPLY ONLINE
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OCCUPATIONAL THERAPY ASSISTANT THEORY CLASSROOM BASED COURSE

PROGRAMME CODE CC058	TUES 18.45 - 21.45	DURATION 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION LEVEL 5 MINOR AWARD IN OCCUPATIONAL THERAPY ASSISTANT THEORY QQI 5N3766	

PARTICIPANT PROFILE

This programme module aims for the learner to acquire the knowledge, skill, and competence to work effectively in the role as an occupational therapy assistant.

COURSE DESCRIPTION

• Roles and responsibilities of an occupational therapy assistant and of an occupational therapist within the health service

• Explore the main issues in the practice of occupational therapy, human occupation and environment

• Reflect on relationships with client's relatives and multidisciplinary team members and interpersonal issues that may arise in the occupational therapy process

• Impact of impairment and disability on human occupation.

NOTE: It is strongly recommended that Theory and Practice courses are taken together

OCCUPATIONAL THERAPY ASSISTANT PRACTICE CLASSROOM BASED COURSE

PROGRAMME CODE CC059	MON 18.45 - 21.45	DURATION 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION LEVEL 5 MINOR AWARD IN OCCUPATIONAL THERAPY ASSISTANT PRACTICE QQI 5N3765	

PARTICIPANT PROFILE

This programme module aims to explore all aspects of the role of the Occupational

Therapist so that the learner can develop suitable skills for the position as Assistant and fulfil the requirements for this professional position.

COURSE DESCRIPTION

• Understand the role of Occupational Therapy Assistant and acquire the knowledge necessary to assist the Occupational Therapist in the implementation of therapeutic programmes

• Good patient positioning and seating, pressure care, skin integrity and pressure assessment tools and typical methods

• Interventions used in the provision of good patient positioning and seating

• Implementation of environmental adaptions such mobility aids, assistive devices, assistive devices to transfers, sensory and structural adaptations

NOTE: It is strongly recommended that Theory and Practice courses are taken together

PHYSIOTHERAPY ASSISTANT THEORY
CLASSROOM BASED COURSE

PROGRAMME CODE **CC057**	**MON 18.45 - 21.45**	**DURATION** 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION LEVEL 5 MINOR AWARD IN PHYSIOTHERAPY ASSISTANT THEORY QQI 5N3771	

PARTICIPANT PROFILE

This programme module aims to facilitate the learner to acquire the knowledge, skill and competence to work effectively and offer support to a physiotherapist in a clinical environment.

COURSE DESCRIPTION

· Summarise the roles and responsibilities of a physiotherapy assistant and of a chartered physiotherapist
· Explain the role of important anatomical systems and how to recognise a range of common medical conditions
· Identify the skills required to support therapeutic handling in a range of physiotherapy interventions
· Practice therapeutic handling in a range of physiotherapy interventions
· Reflect on relationships with client relatives and multidisciplinary team members and interpersonal issues that arise in physiotherapy interventions
· Reflect on personal effectiveness as a physiotherapy assistant to include own strengths and weakness
· Demonstrate the ability to plan and provide enhanced quality care and support

NOTE: It is strongly recommended that Theory and Practice courses are taken together

PHYSIOTHERAPY ASSISTANT PRACTICE
CLASSROOM BASED COURSE

PROGRAMME CODE **CC061**	**THURS 18.45 - 21.45**	**DURATION** 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION LEVEL 5 MINOR AWARD IN PHYSIOTHERAPY ASSISTANT PRACTICE QQI 5N3770	

PARTICIPANT PROFILE

This programme is suitable for those wishing to explore the integral aspects of the role of the Physiotherapy Therapist, developing suitable skills for the position as Physiotherapy Therapist Assistant and fulfil the requirements for this professional position.

COURSE DESCRIPTION

· The importance of postural alignment.
· Explain concepts and common terms used in the physiotherapy field
· Benefits of a range of therapeutic interventions to include exercise therapy, strengthening, range of movement, hydrotherapy
· Practise a range of related risks, safety procedures and techniques to ensure the safety of both client and therapist during therapy, to include use and adjustment of physiotherapy equipment and mobility aids, client transfers and mobilisation, manual handling of client and equipment, and equipment maintenance
· Execute safe mobilising of clients of all weight bearing abilities, to include supportive positioning of affected body parts using appropriate equipment

NOTE: It is strongly recommended that Theory and Practice courses are taken together

PSYCHOLOGY
CLASSROOM BASED COURSE

COURSE CODE **CC013**	**THURS 18.45 - 21.45**	**DURATION** *12 WEEKS*
	TUITION FEE *€250*	
	ACCREDITATION *QQI LEVEL 5 MINOR AWARD IN PSYCHOLOGY 5N0754*	

CC013ON PSYCHOLOGY
ONLINE COURSE

PARTICIPANT PROFILE

This programme module aims to introduce learners to psychological perspectives, psychology as a science and psychological disorders. It aims to provide a learner with the knowledge, skills and capacity to understand psychological processes. On completion of this programme module, learners will have a better understanding of psychology.

COURSE DESCRIPTION

· Explain the main features, characteristics, core principles and concepts of two of the major psychological perspectives
· Identify the main therapies, interventions, practical and ethical boundaries of each psychological perspective within care and other settings
· Explain how each perspective contributes to an understanding of individual and group behaviour
· Gain an understanding of the research methods and ethical issues involved in the study of psychology
· Apply theory and research to work practice with due regards for ethics
· Examine the nature of attitudes and beliefs
· Apply skills/knowledge to typical work-based problems

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

SKILLS TO ADVANCE AVAILABLE

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Mulgrave Street Campus

DEPARTMENT OF ARTS & MEDIA

ARTS & CRAFTS
MEDIA STUDIES
LANGUAGES

ART BEGINNERS CLASSROOM BASED COURSE

COURSE CODE **AC001**	MON 19.30 - 21.30	DURATION 10 WEEKS
	TUITION FEE €100	MATERIALS FEE €25
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is suitable for individuals with no previous knowledge of art who wish to develop their artistic and sketching skills through a variety of mediums in a relaxed and supportive setting.

COURSE DESCRIPTION

· Develop observation skills working from still life using various pencils

· Understanding basic drawing techniques such as shape/form/texture/composition

· Knowing your medium (oil paint / water colour / pastels / charcoal) learn the different properties and create a finished work of art

· Having completed this course participants will have an overall understanding of the creative process and complete a selection of original art works

· This course may progress onto the 'Art Continuation' programme at LCFE

· Certain basic drawing materials will be provided

ART CONTINUATION CLASSROOM BASED COURSE

COURSE CODE **AC002**	WED 19.30 - 21.30	DURATION 10 WEEKS
	TUITION FEE €100	MATERIALS FEE €25
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is suitable for individuals who wish to further develop their artistic skills and explore the process of creating art on a more intensive level. Learners will receive tuition that is based on their individual artistic goals and abilities.

COURSE DESCRIPTION

· **Observation:** Learners will have the opportunity to further develop their observational skills and use these abilities to visually record their observations on paper

· **Painting:** A thorough exploration of different methods of using paint and instruction in the understanding of various painting mediums and their individual qualities. The correct use of Acrylic, oil, gouache and watercolour paints will be covered

· **Colour Theory:** An investigation into the nature of colour and light

· **Drawing:** Advanced drawing techniques using pencil, charcoal, and ink

· Introduction to further education in art, funding bodies and art workshops

Open class discussions throughout the programme on work in progress.

RETAIL DISPLAY
CLASSROOM BASED COURSE

NEW

COURSE CODE AC023	THURS 18.45 - 21.45	DURATION 10 WEEKS
	TUITION FEE €240	MATERIAL COST €40
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN RETAIL DISPLAY 5N1861	

PARTICIPANT PROFILE

This course aims to provide a learner with personal knowledge, skills and ability to display products in a retail environment efficiently e.g. shop window and in shop displays.

COURSE DESCRIPTION

· Interpret key terminology and features in relation to display and presentation of products for sale in the retail environment.
· Examine the key principles and theories relating to merchandising and product display design.
· Analyse the characteristics of a range of materials and retail display components available to the retail sector.
· Analyse the impact of a range of factors on the design of a retail display to include customer needs, retail ethics, location, type of goods, stock rotation and retail environment.
· Analyse key legislation in relation to retail display to include public liability, sale of goods and consumer rights.
· Evaluate the use of lighting and background colour in merchandising.
· Discuss the impact of marketing and branding on retail display.
· Analyse the health and safety implications of a retail display.
· Suggest health and safety initiatives aimed at improving safety in relation to a retail display.
· Design a retail display to include appropriate materials and construction.

· Create a thematic display relevant to a specific retail context and product.
· Employ the use of a range of graphics to communicate pricing and offers to customers of a retail outlet.
· Assess the impact of security considerations on the design of a retail display.
· Assess the suitability of various locations within a retail unit for positioning of product displays.
· Suggest suitable display types for a range of retail contexts to include self-service, self selection and personal service

Photo by @ymwang available on www.unsplash.com

INTERIOR DESIGN INTRODUCTION
CLASSROOM BASED COURSE

COURSE CODE AC019	WED 19.00 - 21.00	DURATION 10 WEEKS
	TUITION FEE €110	MATERIAL COST €25
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is suitable for individuals who wish to develop a range of creative skills and apply them to improve their personal space in the domestic environment.

COURSE DESCRIPTION

· Introduction to Interior Design
· **Colour Schemes:** starting points; mood & temperature; colour theory and colour exercises; develop your colour scheme; paint effects and finishes
· **Design Principles:** balance, rhythm, proportion, harmony & emphasis

· **Lighting:** various types and their appropriate use; electrical layout
· **Space Planning:** floor/room plans; furniture layout; kitchen planning/ lighting
· **Products:** variety & quality of products; fabrics, flooring, carpets etc.
· **Window Treatments:** curtain design and types; roman and roller blinds; window poles; measuring windows for poles/curtains/blinds etc.

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FASHION DESIGN - DRESSMAKING
CLASSROOM BASED COURSE

COURSE CODE **AC011**	TUES 19.00 - 21.30	DURATION 10 WEEKS
	TUITION FEE €130	MATERIALS FEE €40
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is suitable for individuals who wish to develop their skills in dressmaking with a view to making and altering their own clothes. The course is suitable for beginners and those with basic sewing experience.

COURSE DESCRIPTION

· Pattern drafting and alteration: how to prepare and follow commercial patterns

· How to take measurements and adjust patterns and garments to suit

· Fabric preparation: how to lay and cut out pattern pieces

· Sewing techniques: seams, darts, zips, buttonholes, hems, waistbands etc.

· Garment construction and finishing: learners are invited to make and finish a basic skirt and top of their choice

FASHION DESIGN - DRESSMAKING: CONTINUATION CLASSROOM BASED COURSE

COURSE CODE **AC013**	THURS 19.00 - 21.30	DURATION 10 WEEKS
	TUITION FEE €130	MATERIALS FEE €50
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is suitable for learners who wish to improve their sewing skills and learn more advanced sewing techniques. This course is intended as a continuation from the beginner dressmaking and fashion wear courses and it is desirable that learners would have attended either of these before attending this class.

COURSE DESCRIPTION

· Pattern drafting and alteration: how to draft & adjust your own patterns for a skirt and top

· How to mend/alter garments

· Fabric treatments: fusing, bonding, dying, decorative trimmings, appliqué

· Sewing techniques: concealed zips, facings, sleeves, collars, pockets, linings etc.

· Garment construction and finishing: learners are invited to make and finish a dress, trousers, jacket or lined garment of their choice

Note: This course may be held in the Kilmallock Road Campus.

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HAT DESIGN (MILLINERY)
CLASSROOM BASED COURSE

COURSE CODE **AC024**	MON 19.00 - 21.00	DURATION 10 WEEKS
	TUITION FEE €110	MATERIALS FEE €50
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This introductory course is designed for those who have an interest in hat design. It is suitable for beginners and will introduce the students to a variety of hat design techniques. The student will learn a number of technical skills and will create a minimum of two headpieces during the class duration.

COURSE DESCRIPTION

· Introduction to working with Sinamay: One of the main hat making foundations used in Millinery

· Blocking techniques: Learn how to create a variety of hat bases

· Wiring: Learn sewing techniques to attach millinery wire to add structure and strength to headpieces

· Working with Bias: Student will be taught how to cut and use bias strips in millinery design to create sculptural pieces

· Veiling: How to cut and sew veiling to create vintage styles, add texture and create unique looks

· Pleating: How to create texture with pleating

· Mounting headpieces: How to place and attach headpieces on a comb, headband or base with elastic etc.

Note: The materials fee covers a beginners kit containing: 1 metre of Sinamay, matching thread, millinery needles, 1 metre of veiling, headband and comb. Additional choice materials are not covered by fee.

CERAMICS CLASSROOM BASED COURSE

COURSE CODE AC005	WED 19.00 - 21.30	DURATION 10 WEEKS
	TUITION FEE €110	MATERIALS FEE €30
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is specifically designed to introduce the complete novice and more experienced learner to clay and who wish to create individual pieces in a relaxed and friendly atmosphere.

COURSE DESCRIPTION

The course will incorporate basic coil and slab-building techniques, pinch pots and mould making. A variety of decoration methods and glaze applications will also be considered. Demonstrations on all techniques will be given and self directed projects are encouraged. All work will be glazed and it is expected that all learners will have a series of finished work on completion of the course.

UPHOLSTERY CLASSROOM BASED COURSE

COURSE CODE AC018	TUES 19.00 - 21.30	DURATION 10 WEEKS
	TUITION FEE €100	MATERIALS FEE €40
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is designed for individuals with no previous experience of upholstery and who wish to learn and develop creative and design skills.

COURSE DESCRIPTION

- Measure and record sizes accurately
- Recognise the characteristics of a range of basic upholstery fabrics and fillings
- Prepare fabrics for cutting and stitching/fixing and make an accurate lay/cutting plan
- Stitch by hand and machine as required
- Apply traditional techniques
- Safe use of hand tools and equipment
- Webbing
- Finishing Techniques

Project: Drop-in Seat. Footstool. Small Ottoman.

Note: This course may take place at MYA Watchhouse Cross or Kilmallock Road Campus.

The teacher used different teaching styles and was very eloquent in the delivery of the lessons. I would definitely recommend the course to my friends.

— Mary, Limerick

MOSAIC DESIGN – FOR THE INTERIOR & GARDEN CLASSROOM BASED COURSE

COURSE CODE AC003	TUES 19.00 - 21.30	DURATION 10 WEEKS
	TUITION FEE €110	MATERIALS FEE €60
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is suitable for individuals wishing to acquire a knowledge in Mosaic design. Both traditional and modern applications of Mosaic will be explored. You will learn design skills, glass cutting, design layout, tiling and grouting. You will leave with one or more pieces of Mosaic Artwork. You will also have sufficient knowledge to Mosaic your bathroom, kitchen or create a piece for your garden.

COURSE DESCRIPTION

- Background to Mosaic design
- Design techniques – colour and pattern
- Contemporary application of Mosaic
- Application of glass or tiles – use of different adhesives
- Interior Mosaic on walls and floors
- Mosaic on furniture/vessels and garden sculpture

CROCHET SKILLS CLASSROOM BASED COURSE

COURSE CODE AC009	WED 19.00 - 21.00	DURATION 10 WEEKS
	TUITION FEE €110	MATERIALS FEE €25
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This programme is suitable for participants who wish to learn the skill of Crocheting and develop it into making accessories and garments

COURSE DESCRIPTION

- Basic Stitches
- Incorporating Basic Stitches into patterns
- Develop Skills to make an accessory
- Edging and Borders

PET PORTRAIT ART FOR BEGINNERS CLASSROOM BASED COURSE

NEW

COURSE CODE AC006	WED 19.00 - 21.00	DURATION 8 WEEKS
	TUITION FEE €85	MATERIALS FEE €25
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is suitable for those wishing to paint pet portraits from reference photographs.

COURSE DESCRIPTION

- Learn how to copy pet image onto canvas using pastels / acrylic
- Use brush strokes to create a fun image
- Develop observation skills & mixing colours skills & learn how to work with colour
- Learn how to apply layers and focus on details
- Experience friendly feedback and support through the process

PHOTOGRAPHY BEGINNERS
CLASSROOM BASED COURSE

COURSE CODE **HL025**	TUES 19.00 - 21.00	DURATION 8 WEEKS
	TUITION FEE €120	MATERIALS FEE €40
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE
This module is suitable for individuals who wish to acquire skills and knowledge in digital cameras including camera phones and entry level cameras. Learners will also produce trade processed colour and b/w prints.

COURSE DESCRIPTION
· Cameras: introduction and overview of the main high street digital cameras

· Digital: introduction to camera photo manipulation, post production software and printers

· Techniques: taking photographs, lenses, dedicated and independent flash speedlights

· Practicals: photo shoots using available, domestic, on camera flash and night photography

· Introduction to studio portrait photography

DIGITAL PHOTOGRAPHY (LIGHTROOM)
CLASSROOM BASED COURSE

COURSE CODE **HL012**	THURS 18.45 - 21.45	DURATION 12 WEEKS
	TUITION FEE €220	MATERIALS FEE €40
	ACCREDITATION QQI LEVEL 6 MINOR AWARD IN DIGITAL PHOTOGRAPHY 6N3589	

PARTICIPANT PROFILE
This course is suitable for individuals who are proficient with photography and wish to enhance their skills in digital photography and post-production imaging. It aims to provide enhanced techniques and knowledge that are current in the photography industry.

COURSE DESCRIPTION
· Evaluate the role of digital photography as a contemporary medium of communication

· Digital photography workflow including planning, shooting and processing

· Using the develop tool suite to correct image appearance

· Using "Lightroom presets"and creating personal pre-set styles that can be applied to your images

· Batch processing of multiple images and Digital cross processing techniques

· Demonstrate creativity through research and the practice of photography

· Advanced photo processing using the brush tools, Gradients and healing tools

· The use of RAW files and the advantages/ disadvantages of this file type

· Generate a portfolio of photographs of a high standard suitable for public display

Owning a Digital SLR or a compact camera with SLR features is a requirement for this course.

PHOTOGRAPHY DIGITAL – SLR DIGITAL CAMERA
CLASSROOM BASED COURSE

COURSE CODE **HL027**	*WED 18.45 - 21.45*	*DURATION* 10 WEEKS
	TUITION FEE €200	*MATERIALS FEE* €40
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN DIGITAL PHOTOGRAPHY 5N1270	

PARTICIPANT PROFILE
This course is suitable for individuals who are familiar with the basic operation of a SLR digital camera and cameras with SLR capabilities e.g. mirrorless cameras. It will offer a broad and comprehensive overview to the theory and practice of digital photographic production. It will provide the learner with critical and academic skills who may wish to pursue further education or employment within the digital photography field.

COURSE DESCRIPTION
• Skills: acquire skills in many aspects of digital photography capture with emphasis on 35mm SLR cameras, lenses and accessories

• Software: develop skills in photo manipulation using Adobe Photoshop and photo presentation software

• Photo-shoots: emphasis on themes relevant to the awarding certificate

• Portfolio: Build a portfolio of photographs for submission to QQI Level 5 Minor Award in Photography Techniques

APPLY ONLINE
www.collegeofFET.ie/ mulgrave

PHOTOGRAPHY TECHNIQUES – DIGITAL & FILM CAMERAS*
CLASSROOM BASED COURSE

COURSE CODE **HL026**	*WED 18.45 - 21.45*	*DURATION* 10 WEEKS
	TUITION FEE €200	*MATERIALS FEE* €40
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN PHOTOGRAPHIC TECHNIQUES 5N1538	

PARTICIPANT PROFILE
This course is suitable for individuals who are familiar with the basic operation of an SLR camera and/or compact cameras with SLR features. The learner will develop skills and techniques used by professional photographers.

COURSE DESCRIPTION
· Practicals: photo shoots on location, in the studio and relevant to the award certificate

· Cameras: Main features of a digital/ film SLR and professional compact camera

· Camera accessories: lenses, flash, tripods, storage cards, power supplies

· Studio: overview of studio lighting

· Digital: post photo shoot production software and printers

· Techniques: taking photographs, lenses, flash techniques and studio flash accessories

· Darkroom: introduction to B/W printing using C41 B/W film

· Portfolio: Build a portfolio of photographs for submission to QQI Level 5 Minor Award in Photography Techniques

Owning a SLR or a compact camera with SLR features is a requirement for This course.

***Broad module covering all aspects of Photography Techniques.**

SHORT FILM SCRIPTWRITING
CLASSROOM BASED COURSE

COURSE CODE **ME030**	WED 19.00 - 21.00	DURATION 8 WEEKS
	TUITION FEE €110	
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

ME030ON SHORT FILM SCRIPTWRITING
ONLINE COURSE

This course is suitable for those who wish to gain an introduction to the craft of screenwriting – developing character, writing the individual scene, dialogue, structure, format, rewriting techniques, writing treatments and how to sell your script. You will finish this course with a completed short film script ready to film.

PARTICIPANT PROFILE

The purpose of this award is to equip the learner with the knowledge, skill and competence to write a short film script, pitch it to producers and how to market it.

COURSE DESCRIPTION

Learners will be able to:

· Explore what makes a good story

· Take a script idea and develop it into a script

· Explain film terminology and understand who does what on a film set

· Understand the importance of story structure, design, character development and marketing in short film

· Set up, find and use film script courses

· Put together a ten to fifteen minute short film script

· Edit, rewrite and polish their script for pitching

· Pitch their script to potential producers

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

APPLY ONLINE
www.collegeofFET.ie/ mulgrave

NEW

DOCUMENTARY PRODUCTION (FILM)
CLASSROOM BASED COURSE

COURSE CODE **ME035**	WED 18.45 - 21.45	DURATION 12 WEEKS
	TUITION FEE €280	
	ACCREDITATION DOCUMENTARY PRODUCTION QQI 6N18154	

PARTICIPANT PROFILE

The purpose of this award is to equip the learner with the knowledge, skill and competence to work independently or with others to formulate a range of creative skills and processes for the production of documentaries.

COURSE DESCRIPTION

Learners will be able to:

· General history of documentary film making and key documentary filmmakers and exploring the various styles of documentary filmmaking

· Identify good subjects and topics and lead a comprehensive research of a chosen topic, organise this in an efficient manner, using both primary and secondary sources while using best practice with regard to fact checking, proofing, referencing and ethics

· Understand procedures of ordering screening copy and master footage with basic understanding concepts of rights, clearance principles relating to archive, externally sourced footage with relation to general information broadcasters require in terms of rights

· Work effectively part of a production team to produce a short documentary film in a defined role such as Director, Director of Photography, Camera Operator, Sound Recordist, and Production Assistant

· Interview Techniques

DIGITAL MOVIE PROCESSING (VIDEO PRODUCTION & EDITING)
CLASSROOM BASED COURSE

COURSE CODE **ME003**	THURS 18.45 - 21.45	DURATION 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN DIGITAL MOVIE PROCESSING LEVEL 5 5N1605	

PARTICIPANT PROFILE

This course is suitable for individuals who wish to learn about the fundamentals of video production techniques, including, planning/pre-production, production paperwork, basic camera operations, and non-linear editing.

COURSE DESCRIPTION

• Planning your production/production paperwork – Exploring the expanding role played by digital movies in graphic communications
• Shot Composition
• Lighting and sound techniques
• Learning the Adobe Premiere Pro user Interface
• Electing Settings, Adjusting preference
• Applying Editing Tools
• Outputting your video to different platforms

Students are required to complete projects and develop a portfolio to achieve the QQI award.

NOTE: Learners will have access to Adobe Creative Suite, Adobe Cloud/Web based software for the duration of this course of study only.

FILM ACTING
CLASSROOM BASED COURSE

COURSE CODE **ME005**	WED 19.00 - 21.30	DURATION 8 WEEKS
	TUITION FEE €120	
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course will introduce the basics skills of film acting and self-tape auditions.

COURSE DESCRIPTION

• The participant would learn how to work with the script, analyse the character and the scene, how to record a self-tape audition and much more
• It will be a very fun and practical experience, by the end of the course, every participant will have high-quality video materials of the scenes shot in class that he and she can start using to build their own acting career

MUSIC PRODUCTION
CLASSROOM BASED COURSE

COURSE CODE **ME011**	TUES 19.00 - 21.30	DURATION 10 WEEKS
	TUITION FEE €220	
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is designed to provide anyone who is interested in making, recording and composing music using Logic Studio Pro. The programme is perfect for beginners, people who want to brush up on skills, or home musicians who want to take their music to the next level. Learners will acquire skills to use and command Logic Studio Pro to a high standard. The aim of the programme is that learners will have completed a finished track on completion of the programme.

COURSE DESCRIPTION

• **Using a DAW:**
Learn to use a DAW to sequence music, record and edit sounds and create finished tracks and pieces of music
• **AUDIO & MIDI Sequencing**
Making beats, bass lines or creating soundscapes, learn how to make these using Logic Studio Pro. Take advantage of Logics extensive Loops library and learn how to make your own
• **EDITING**
Learn to edit various sources & formats of audio
• **RECORDING**
Record audio signals to Logic Pro & Audacity with home studio audio interfaces. How to route audio signals and achieve the best possible results
• **EFFECTS, AUTOMATION AND DYNAMIC PROCESSING**
Bring your tracks to life adding colour and depth with Logics powerful onboard effects and processing tools

Some knowledge of computers is desirable to undertake this course and experience in using an iMac is an advantage.

CREATIVE WRITING
CLASSROOM BASED COURSE

COURSE CODE ME010	TUES 18.45 - 21.45	DURATION 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN CREATIVE WRITING 5N4765	

PARTICIPANT PROFILE

This course is aimed at anyone who is serious about writing and who wishes to develop the habit of writing and perfecting work. The writing will be discussed, polished, assessed and moved forward with a view to presenting it to publishers. The course will focus on the craft of writing and on introducing participants to all the various aspects of techniques.

COURSE DESCRIPTION

· Examine various platforms: the novel, poetry, short stories etc. and the types of forms, processes and creative language used

· Create and develop pieces of work to be shared with the group

· Focus on the individual – preparing and growing ideas through the creative process

· Group work – sharing ideas, offering insight and working to create a positive and inspirational working environment

Note: This course may take place at the Further Education and Training Centre Kilmallock Road Campus.

GRAPHIC DESIGN SKILLS
CLASSROOM BASED COURSE

COURSE CODE CM013	THURS 18.45 - 21.45	DURATION 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN GRAPHIC DESIGN 5N1978	

Learners will have access to Adobe Creative Suite, Adobe Cloud/Web based software for the duration of this course of study only.

PARTICIPANT PROFILE

This course is suitable for individuals who want to build a graphic design portfolio to enter art college, take a step towards working as a designer, or learn design skills to improve their design/marketing communications within their organisation. This course is delivered using state of the art industry standard facilities.

COURSE DESCRIPTION

· Understand the principles of Graphic Design

· Analyse case studies, understand how design works

· Create design projects from brief to final design solution within time constraints

· Critical evaluation of design work done

· Develop design strategies

· Research, understand context and background of project set

· Create sketchbooks and develop ideas

· Understand the balance of design, layout, image, colour and typography

· Understand how to select and scale images

· Develop detailed understanding of typography

· Basic computer skills

· Understand production and print

· Develop presentation skills

· Basic typing skills

IRISH FOR BEGINNERS
CLASSROOM BASED COURSE

COURSE CODE
LA028

THURS 19.00 - 21.30	*DURATION 10 WEEKS*
TUITION FEE €130	
ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is suitable for individuals wishing to develop conversational skills in spoken Irish or to gain an introductory qualification. Tuition will be conducted in a relaxed setting with emphasis on the oral aspects of the Irish language.

COURSE DESCRIPTION

An Irish Language course covering basic conversational topics including:

• **Oneself/Personal Information:** name, age, nationality, occupation, exchange familiar information, where you live, people you know and things you have /first/family name; age/nationality/ occupation etc.

• **Food/Drink/Shopping:** making purchases, order and pay for food/ drink; ask the price, house and home, hobbies and pastimes etc.

• **Breakdown in Communication:** ask "do you speak English?"; signal non-understanding; ask for repetition/ speak more slowly etc.

• **Others/Interpersonal Communication:** Use introductory vocabulary, to include greetings, take leave introductions, courtesies, basic personal information, numbers 1-100, time, greet; say yes/no/please/thank you; make an apology; recognise words on notices/signs etc.

• **Work and daily routines** – news, weather, read simple notices, signs and short pieces of text on familiar subjects, to include social and or work-related information

• **Life - Simple directions:** time, quantity, date/month; counting; directions etc.

• **Travel and Accommodation:** public transport; departure/arrivals; vending machines; book/pay/enquire about accommodation etc.

NOTE: Certification QQI Level 3 on request (Extra Tuition fee of €40 for QQI Accreditation)

APPLY ONLINE

www.collegeofFET.ie/ mulgrave

POLISH FOR BEGINNERS
CLASSROOM BASED COURSE

COURSE CODE
LA003

THURS 19.00 - 21.30	*DURATION 10 WEEKS*
TUITION FEE €130	
ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is designed for non-native Polish speakers and is suitable for complete beginners. The primary aim is to develop basic communication skill, focusing on listening and speaking. However, reading and writing will also be taught. The course includes pronunciation, basic vocabulary and basic grammar.

COURSE DESCRIPTION

• Communication in/Polish using basic dialogue

• Interpersonal Communication e.g. Greet/take leave/thank you etc.

• Asking and answering simple questions

• Acquire rudimentary knowledge of grammar and be able to read some basic characters & words

• Develop an understanding of contemporary Polish culture and be able to apply language skills aptly and appropriately

• Topics Include: Greetings, introductions, apologising, asking for directions, shopping, expression of gratitude, making appointments, and more

ENGLISH FOR BEGINNERS: CONVERSATIONAL – CERTIFICATION PREPARATION
CLASSROOM BASED COURSE

COURSE CODE
LA002

TUES & THURS 19.00 - 21.30	*DURATION 6 WEEKS*
TUITION FEE €160	
ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is suitable for individuals who wish to develop skills in English grammar, vocabulary and pronunciation through practical exercises in speaking, listening, reading and writing.

COURSE DESCRIPTION

• Speaking: Learners will improve their level of spoken English through role plays and mock interviews

• Listening: Learners will improve their comprehension of spoken English using listening material, including news, reports, etc. and by extension, listening and speaking to their fellow learners

• Reading: Material suited to the ability of the class is selected from textbooks dealing with real-life issues in order to familiarise one with specific language and vocabulary

• Writing: Learners are taught how to construct formal letters, CVs, faxes, postcards etc.

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION
email: mulgravesta@lcetb.ie

ENGLISH INTERMEDIATE: CONVERSATIONAL – CERTIFICATION PREPARATION
CLASSROOM BASED COURSE

COURSE CODE LA004	TUES & THURS 19.00 - 21.30 DURATION 6 WEEKS
	TUITION FEE €160
	ACCREDITATION CERTIFICATE OF ATTENDANCE

PARTICIPANT PROFILE

This course is suitable for individuals who wish to improve their skills in English grammar, vocabulary and pronunciation at a continuation level.

COURSE DESCRIPTION

· Speaking: Learners will receive considerable opportunity to speak, discuss, debate and argue, thus improving their spoken skills

· Listening: Learners will improve their comprehension of spoken English in varying native accents from everyday listening material, including news, reports, etc.

· Reading: Material suited to the ability of the class is selected from textbooks dealing with real-life issues in order to familiarise one with specific language and vocabulary

· Writing: Learners are taught how to construct CVs, speeches, etc. using specific, idiomatic language and expressions. There is also an opportunity to conduct mock interviews in the class

SPANISH: BEGINNERS
CLASSROOM BASED COURSE

COURSE CODE LA007	TUES 19.00 - 21.30 DURATION 10 WEEKS
	TUITION FEE €130
	ACCREDITATION CERTIFICATE OF ATTENDANCE

PARTICIPANT PROFILE

This course is suitable for individuals wishing to develop conversational skills to speak Spanish

COURSE DESCRIPTION

· Interpersonal Communication e.g. Greet/take leave/thank you etc.

· Personal Information: first/family name; age/nationality/occupation etc.

· Breakdown in Communication: ask "do you speak English?"; signal non-understanding; ask for repetition/ speak more slowly etc.

· Acquire rudimentary knowledge of grammar and be able to read some basic characters & words

· Develop an understanding of contemporary Spanish culture and be able to apply language skills aptly and appropriately

NOTE: This course may take place at the Further Education and Training Centre Kilmallock Road Campus, Limerick.

SPANISH: CONTINUATION
CLASSROOM BASED COURSE

COURSE CODE LA017	THURS 19.00 - 21.30 DURATION 10 WEEKS
	TUITION FEE €130
	ACCREDITATION CERTIFICATE OF ATTENDANCE

PARTICIPANT PROFILE

This course is for individuals who already have some basic knowledge of the Spanish language and who wish to improve and develop their communication skills further. The course will involve activities in speaking, reading, writing and listening.

COURSE DESCRIPTION

· **Accommodation:** enquire about accommodation: book and pay in a hotel or similar

· **Travelling:** ask for places, directions, understand brochures and signs

· **Health:** know the parts of the body. Express different health problems. Go to the doctor

· **Shopping:** ask for size, colour, quantity, type of fabric when shopping for clothes

· **Preferences:** express and find out attitudes such as likes & dislikes

· Describing people, express qualities

· **Daily activities:** talk about habitual actions

· **Housing:** describe a house/apartment etc.

ITALIAN: BEGINNERS
CLASSROOM BASED COURSE

COURSE CODE LA012	THURS 19.00 - 21.30	DURATION 10 WEEKS
	TUITION FEE €130	
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is suitable for individuals wishing to develop conversational skills in basic Italian.

COURSE DESCRIPTION

• **Interpersonal Communication:** greet/take leave; say yes/no/please/thank you; make an apology; recognise words on notices/signs etc.

• **Personal Information:** first/family name; age/nationality/occupation etc.

• **Breakdown in Communication:** ask "do you speak English?"; signal non-understanding; ask for repetition/speak more slowly etc.

• **Travel and Accommodation:** public transport; departure/arrivals; vending machines; book/pay/enquire about accommodation etc.

• **Time, Quantity, Directions:** time; date/month; counting; directions etc.

• **Food/Drink/Shopping** order and pay for food/drink; ask the price etc.

ITALIAN: CONTINUATION
CLASSROOM BASED COURSE

COURSE CODE LA022	WED 19.00 - 21.30	DURATION 10 WEEKS
	TUITION FEE €130	
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is for individuals who already have some basic knowledge of the Italian language and who wish to improve and develop their communication skills further. The course will involve activities in speaking, reading, writing and listening.

COURSE DESCRIPTION

• Accommodation: enquire about accommodation: book and pay in a hotel

• Travelling: ask for places, directions, understand brochures and signs

• Health: know the parts of the body. Express different health problems in medical situations

• Shopping: ask for size, colour, quantity, type of fabric when shopping for clothes

• Preferences: express and find out attitudes such as likes & dislikes

• Describing people, express qualities

• Daily activities: talk about habitual actions

• Housing: describe a house/apartment etc.

FRENCH BEGINNERS
CLASSROOM BASED COURSE

COURSE CODE LA005	THURS 19.00 - 21.30	DURATION 10 WEEKS
	TUITION FEE €130	
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is designed for non-native French speakers and is suitable for complete beginners. The primary aim is to develop basic communication skill, focusing on listening and speaking. However, reading and writing will also be taught. The course includes pronunciation, basic vocabulary and basic grammar.

COURSE DESCRIPTION

• Communication in/French using basic dialogue

• Interpersonal Communication e.g. Greet/take leave/thank you etc.

• Asking and answering simple questions

• Acquire rudimentary knowledge of grammar and be able to read some basic characters & words

• Develop an understanding of contemporary French culture and be able to apply language skills aptly and appropriately

• Topics Include: Greetings, introductions, apologising, asking for directions, shopping, expression of gratitude, making appointments, and more

GERMAN: BEGINNERS
CLASSROOM BASED COURSE

COURSE CODE
LA006

TUES 19.00 - 21.30	*DURATION 10 WEEKS*
TUITION FEE €130	
ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is suitable for individuals wishing to develop conversational skills to speak German

COURSE DESCRIPTION

• Interpersonal Communication e.g. Greet/take leave/thank you etc.
• Personal Information: first/family name; age/nationality/ occupation etc.

• Breakdown in Communication: ask "do you speak English?"; signal non-understanding; ask for repetition/speak more slowly etc.
• Acquire rudimentary knowledge of grammar and be able to read some basic characters & words
• Develop an understanding of contemporary German culture and be able to apply language skills aptly and appropriately

Photo by S. Widua available on www.unsplash.com

PORTUGUESE: BEGINNERS
CLASSROOM BASED COURSE

COURSE CODE
LA030

TUES 19.00 - 21.30	*DURATION 10 WEEKS*
TUITION FEE €130	
ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is designed for non-native Portuguese speakers and is suitable for complete beginners. The aim is to develop basic communications skills focusing on listening and speaking with reading and writing basic Portuguese also taught. Pronunciation, basic grammar and vocabulary will be delivered and is key to learning Portuguese.

COURSE DESCRIPTION

• Greetings, Asking directions, Shopping, Expressions of gratitude, Making appointments
• Likes/dislikes
• Booking hotel and tickets. Developing and understanding Portuguese culture and traditions and be able to apply language skills appropriately

NOTE: This course may take place at the Further Education and Training Centre Kilmallock Road Campus.

APPLY ONLINE
www.collegeofFET.ie/mulgrave

Photo by Tom Byrom on Unsplash.com

SIGN LANGUAGE: BASIC
CLASSROOM BASED COURSE

COURSE CODE **LA015/ LA016**	WED (LA015) 18.30 - 20.00 DURATION 10 WEEKS OR (LA016) 20.15 - 21.45
	TUITION FEE €120
	ACCREDITATION PREPARATION FOR SIGN LANGUAGE ASSOCIATION OF IRELAND - L1 AND L2 EXAMINATIONS. CERTIFICATE OF ATTENDANCE

LA015ON/LA016ON SIGN LANGUAGE:
BASIC ONLINE COURSE

PARTICIPANT PROFILE

This course is suitable for individuals who wish to develop skills in Irish Sign Language for effective communication with deaf and hard of hearing relatives, employees and customers in a variety of situations.

COURSE DESCRIPTION

· The Deaf Community
· Vocabulary, Grammar, Expressions: family; numbers; hospital; holidays; colours; clothes; food; drink etc.

· Group Work: conversation; stories; fun stories
· Deaftech: alarm, video caption reader etc.
· Causes of Deafness
· The Deaf Culture

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

SIGN LANGUAGE (SLAI LEVEL 1)
CLASSROOM BASED COURSE

SEPTEMBER ENROLMENT ONLY

PROGRAMME CODE **LA018**	WED 18.30 - 20.00 DURATION 20 WEEKS
	TUITION FEE €240
	ACCREDITATION PREPARATION FOR SIGN LANGUAGE ASSOCIATION OF IRELAND - L1 EXAMINATIONS. CERTIFICATE OF ATTENDANCE

PARTICIPANT PROFILE

This programme is suitable for individuals who have completed a basic sign language programme and who wish to develop skills in Irish Sign Language for effective communication with deaf or hard of hearing relatives, employees and customers in a variety of situations.

PROGRAMME DESCRIPTION

· Vocabulary, Grammar, Sign in context, Classifiers, Descriptions, etc.
· Group Work: Conversation, Facial Expression, Sign Fluency
· Deaf Culture
· Deaf Community
· Deaf Technology and expressions
· There is also an opportunity to conduct mock interviews in the class

SIGN LANGUAGE (SLAI LEVEL 2 & QQI LEVEL 4)
CLASSROOM BASED COURSE

SEPTEMBER ENROLMENT ONLY

PROGRAMME CODE **LA019**	TUES 18.30 - 20.00 DURATION 24 WEEKS
	TUITION FEE €280
	ACCREDITATION SIGN LANGUAGE ASSOCIATION OF IRELAND - L2 EXAMINATION (OPTIONAL). QQI MINOR AWARD IN SIGN LANGUAGE 4N2390

PARTICIPANT PROFILE

This programme is suitable for individuals who have completed the Sign Language Level 1 programme (and obtained a high grade) and who wish to develop their skills in Irish Sign Language to a higher level. It will also equip the participant with the relevant knowledge, skill and competence to communicate at a lower intermediate level in Irish Sign Language, socially and in work-related tasks while under supervision.

PROGRAMME DESCRIPTION

· Vocabulary, Grammar, Sign in context, Classifiers, Descriptions, etc.
· Group Work: Conversation, Facial Expression, Sign Fluency
· Deaf Culture
· Deaf Community
· Deaf Technology

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION email: lcfesta@lcetb.ie

SIGN LANGUAGE (SLAI LEVEL 3 & QQI LEVEL 5)
CLASSROOM BASED COURSE

SEPTEMBER ENROLMENT ONLY

PROGRAMME CODE **LA022**	TUES 20.15 - 21.45 DURATION 24 WEEKS
	TUITION FEE €280
	ACCREDITATION PREPARATION FOR SIGN LANGUAGE ASSOCIATION OF IRELAND - L3 EXAMINATIONS QQI MIN OR AWARD IN SIGN LANGUAGE 5N2389

PARTICIPANT PROFILE

This programme is suitable for individuals who have completed a basic sign language programme and who wish to develop skills in Irish Sign Language for effective communication with deaf or hard of hearing relatives, employees and customers in a variety of situations.

PROGRAMME DESCRIPTION

· Vocabulary, Grammar, Sign in context, Classifiers, Descriptions, etc.
· Group Work: Conversation, Facial Expression, Sign Fluency
· Deaf Culture
· Deaf Community
· Deaf Technology and expressions
· There is also an opportunity to conduct mock interviews in the class

Bord Oideachais & Oiliúna
LUIMNIGH & AN CHLÁIR
LIMERICK & CLARE
Education & Training Board

**COLLEGE OF FURTHER
EDUCATION & TRAINING**

📍Mulgrave Street Campus

DEPARTMENT OF BUSINESS & ADMINISTRATION

**SKILLS TO ADVANCE
AVAILABLE**

FOR FURTHER INFORMATION
email: mulgravesta@lcetb.ie

ACCOUNTING FOR SMES: MANUAL & COMPUTERISED CLASSROOM BASED COURSE

COURSE CODE **BP003**	**THURS 18.45 - 21.45**	**DURATION** 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN ACCOUNTING - MANUAL AND COMPUTERISED 5N1348	

PARTICIPANT PROFILE

This course is suitable for those who wish to understand the principles and practice of maintaining financial records manually and using integrated accounting software. It will also enable learners to gain the knowledge and skills to support and maintain records in small/medium organisations (SMEs). It is preferable that learners have a basic knowledge of double entry bookkeeping.

COURSE DESCRIPTION

- Accounting principles, standards and concepts to include consistency and prudence
- Accounting terms i.e. assets and liabilities, debtors and creditors, shareholders, dividends etc.
- The Auditing process, types and purpose of forecasts and budgets
- Computer systems in an accounts environment and the application of integrated accounts systems (IAS) in the preparation of financial statements
- Accounting procedures to include processing adjustments, producing final accounts and results, ratios and completing budgets and forecasts
- File management
- Accounting procedures using IAS or manual procedures
- Produce financial statements for a range of organisations

This course is based on Sage 50 software usage.

ACCOUNTING TECHNICIAN: ACCOUNTING TECHNICIANS IRELAND (ATI)
CLASSROOM BASED COURSE

PROGRAMME CODE **BP001** (YEAR 1) **BP002** (YEAR 2)	MON & WED 18.45 - 22.00 DURATION 27 WEEKS
	TUITION FEE €680
	ACCREDITATION ACCOUNTING TECHNICIANS IRELAND

PARTICIPANT PROFILE

This course is designed to prepare learners for employment in accounting departments of commercial, industrial or public sector organisations or in the offices of practicing accountants. It provides a valuable qualification in accounting and information skills and membership of Accounting Technician Ireland (ATI), a professional body sponsored by the Institute of Chartered Accountants.

The ATI Programme is an ideal preparation for the pursuit of a career in professional accountancy.

COURSE DESCRIPTION

Year 1
• Financial Accounting, Taxation, Business Management, Business Law

Year 2
• Advanced Financial Accounting, Advanced Taxation, Management Accounting, Financial Data Management

EVALUATION AND ASSESSMENT

Examinations - Summer or Autumn sitting and ATI ONLINE examinations.

ENTRY REQUIREMENTS

The minimum requirement is: (a) five passes at Ordinary Level which must include a grade of O5 (or better) in English and either Maths or Accountancy OR (b) two passes at Ordinary Level together with two passes at Higher Level. Again this must include a grade of O5 (or better) in English and either Maths or Accountancy.

Applicants seeking an exemption from Year One must have successfully completed ATI Year 1 (at another Centre) or possess an approved equivalent qualification.

Mature Learners (over 21) may be exempt from the above academic requirements.

*Please note: Separate registration fees, examination fee and fees for manuals will need to be paid to ATI.

Please check their website www.accountingtechniciansireland.ie

NOTE: Recommended that applicants research ATI information carefully and have realistic expectations regarding the level of difficulty within the modules.

Progression Routes: Professional Accountancy Bodies may offer progression *opportunities with a range of exemptions* for Accounting Technician graduates after programme completion. These include: Chartered Accountants Ireland (CAI), Institute of Certified Public Accountants in Ireland (CPA), Association of Chartered Certified Accountants (ACCA), Chartered Institute of Management Accountants (CIMA). The possibility may exist of transfer to the final years of Bachelor's Degrees in Business, Accounting and Finance in various Third Level Colleges – further details at: www.accountingtechniciansireland.ie

IMPORTANT NOTE: To date examinations have been set and arranged by ATI. See note on page 125 regarding recommended computer / device specifications.

TO AVOID DISAPPOINTMENT LEARNERS MUST ENROL WITH COLLEGE OF FET MULGRAVE ST CAMPUS BEFORE THEY ENROL WITH ATI

SEPTEMBER ENROLMENT ONLY

ADMINISTRATION PRACTICE
CLASSROOM BASED COURSE

COURSE CODE **BP081**	THURS 18.45 - 21.45 DURATION 12 WEEKS
	TUITION FEE €280
	ACCREDITATION QQI LEVEL 6 MINOR AWARD IN ADMINISTRATION PRACTICE 6N4169

BP0810N ADMINISTRATION PRACTICE
ONLINE COURSE

PARTICIPANT PROFILE

This course is aimed at individuals who wish to gain the knowledge, skill and competence to work independently or in a supervisory capacity in an administrative role in the private, public or voluntary sector or to progress to higher education or training.

COURSE DESCRIPTION

• Assess the relationships between administrations practices and organisations policies, objectives and culture
• Evaluate the role of administration in major organisational functions
• Appraise current legislation and good practice guidelines on areas relevant to administration to include health and safety, data protection, corporate governance, employment and equality
• Research issues relevant to administration to include security, facility management and environmental issues, confidentiality and Freedom of Information requests
• Utilise verbal, written and presentation communication skills to provide a range of administrative support service such as data and workflow management
• Organise meetings and events to include the production of related documentation
• Manage a range of systems to maintain appointment, diary, messaging and mail processing, using information technology applications where relevant
• Devise procedures for the procurement and issuing of business resources and supplies
• Organise business travel and accommodation arrangements
• Utilise a range of office equipment and information technology applications to perform administrative tasks
• Deliver administrative services through developing working relationships with relevant stakeholders
• Prioritise tasks in the performance of administrative services
• Organise administrative support services to develop and maintain customer relationships

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION email: lcfesta@lcetb.ie

LEADERSHIP
ONLINE COURSE

COURSE CODE **BP021ON**	MON 18.45 - 21.45	DURATION 12 WEEKS
	TUITION FEE €280	
	ACCREDITATION QQI LEVEL 6 MINOR AWARD IN LEADERSHIP 6N2191	

PARTICIPANT PROFILE

This course is suitable for those who have an interest in Leadership and are already in or wish to gain a leadership position in an organisation. The course will enhance leadership knowledge and may assist with leadership role promotional opportunities.

COURSE DESCRIPTION

· The evolving role of leadership over time, to include current and past examples of good leadership and its impact on the turn of events
· Leadership styles and approaches in a range of public and private contexts
· Leadership dilemmas, the need for leadership in all aspects of life, and the impact of personal and public ethics, morals and values
· Draw up a personal leadership plan for a task, project or job, to include strengths and areas for improvement
· Demonstrate effective communication skills, to include oral presentations, listening skills, making suggestions and giving feedback, written documents and correspondence
· Demonstrate problem-solving skills, to include strategic analysis of issues or problems, action plans, execution of plans, and evaluation of outcomes
· Working with a team on a practical project or task those results in effective team performance

· Group dynamics, facilitating the different roles that people play, conflict resolution, interacting with people who have diverse views and styles, teamwork and motivating others
· Conduct meetings efficiently, to include use of appropriate meeting etiquette, procedures and processes in a particular public, private or voluntary context
· Demonstrate leadership skills in a chosen environment, to include reflection on personal experience and progress

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

HUMAN RESOURCE MANAGEMENT
CLASSROOM BASED COURSE

COURSE CODE **BP007**	THURS 18.45 - 21.45	DURATION 12 WEEKS
	TUITION FEE €280	
	ACCREDITATION QQI LEVEL 6 MINOR AWARD IN HUMAN RESOURCE MANAGEMENT 6N3750	

BP007ON HUMAN RESOURCE MANAGEMENT ONLINE COURSE (EXAMS ONSITE IN LIMERICK)

PARTICIPANT PROFILE

This course is suitable for those who wish to gain the knowledge, skill and competence in human resource management principles to enable the learner to apply these to the planning, organising, implementation, evaluation and revision of human resource management practices for the attainment of organisational goals.

COURSE DESCRIPTION

· History, Principles and Practice of Human Resources Management

· Employment Relations
· Human Resources Planning, Recruitment and Selection
· Training and Development and Performance Management

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

PAYROLL: MANUAL & COMPUTERISED
CLASSROOM BASED COURSE

COURSE CODE **BP023**	THURS 18.45 - 21.45	DURATION 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN PAYROLL - MANUAL & COMPUTERISED 5N1546	

PARTICIPANT PROFILE

This course is suitable for individuals who wish to acquire the knowledge and skills necessary to maintain payroll records manually and on computer in a small to medium sized organisation.

COURSE DESCRIPTION

· Manual Payroll: gross pay; net annual tax; cumulative, emergency and temporary tax systems; P45, P60, P30, P35; PRSI; refunds; budgets etc.

· Computer Principles: file management functions; range of computerised payroll packages, data accuracy, security and confidentiality; Data Protection Act etc.
· Computerised Payroll: company/employee details; pay frequency; payment types; non-statutory deductions; payroll management reports; print statutory documents etc.
· This course is based on Sage software usage

MANAGING PEOPLE
CLASSROOM BASED COURSE

COURSE CODE **BP098**	TUES 18.45 - 21.45	DURATION 12 WEEKS
	TUITION FEE €280	
	ACCREDITATION QQI LEVEL 6 MINOR AWARD IN LEADERSHIP 6N3945	

BP098ON MANAGING PEOPLE
ONLINE COURSE

PARTICIPANT PROFILE

This course module will provide the learner with the management knowledge, skills and ability to manage people in a supervisory management capacity.

COURSE DESCRIPTION

· Evaluate the professional role and function of leadership in the context of a management role to include the importance of maintaining professionalism, supervisory management styles and reflective practice using a self-evaluation audit

· Appraise the impact of different styles of leadership, motivational theory and its impact on staff and the importance of good working relationships at all levels in the organisation

· Research the main provisions of relevant Legislation, such as Employment Legislation, and European Union Directives

· Examine the impact that culture, attitudes and values have on work practice such as, diversity issues, client confidentiality policies, patient charter and rights

· Support the diversity of the social, cultural and linguistic backgrounds of internal and external stakeholders

· Manage underperformance and deviation from agreed standards in a manner that achieves an agreed positive outcome

· Perform effectively and fairly as a team member in a supervisory management role, recognising the importance of being a positive role model

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION
email: mulgravesta@lcetb.ie

· Utilise networks and agencies in a proactive way to achieve tasks and solve problems within a multi-disciplinary framework

· Address skills and motivation deficits amongst staff through strategies such as, skills audits, clear attainable goal setting, support for continuous professional development, team building exercises and enhancement of individuals self esteem

· Organise a partnership approach to engagement with stakeholders such as professionals, networks and agencies that support the supervisory role and with trade union officials to enable the timely and constructive resolution of problems

· Utilise a range of appropriate communications styles and methods to provide management to staff and staff to management feedback in a culture that promotes engagement

· Lead through effective delegation and acting as a conduit from staff to the upper management

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

PAYROLL MANUAL & COMPUTERISED: PAYROLL MODERNISATION
CLASSROOM BASED COURSE

COURSE CODE **BP006**	TUES 18.45 - 21.45	DURATION 12 WEEKS
	TUITION FEE €280	
	ACCREDITATION QQI LEVEL 6 MINOR AWARD IN PAYROLL MANUAL & COMPUTERISED 6N4005	

PARTICIPANT PROFILE

The purpose of this award is to equip the learner with the knowledge, skills and competence to record, edit, interpret, analyse and process payroll data using manual and computerised systems within an organisation.

COURSE DESCRIPTION

· Analyse a range of documentation an employee may receive form the Revenue Commissioners

· Analyse the effectiveness of online services offered by the Revenue Commissioners

· Complete all appropriate employer tax return forms manually

· Illustrate how an overpayment or underpayment of tax and PRSI can occur as results of changes in tax credits and various thresholds

· Entering employee data on a computerised payroll system

· Process the payroll manually and electronically for employees taxed in accordance with the normal, temporary and emergency tax systems

· Demonstrate how to edit employee records to include amending error(s) generated in a previous pay period

· Print a selection of reports and documents to include: end-of-period and or end-of-year tax returns forms, payslips and relevant management reports after backing up computerised data

· Analyse management reports generated electronically

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION
email: mulgravesta@lcetb.ie

EMPLOYMENT LAW
CLASSROOM BASED COURSE

COURSE CODE **BP024**	WED 18.45 - 21.45	DURATION 12 WEEKS
	TUITION FEE €280	
	ACCREDITATION QQI LEVEL 6 MINOR AWARD IN EMPLOYMENT LAW 6N4322	

BP024ON EMPLOYMENT LAW
ONLINE COURSE (EXAMS HELD ONSITE IN LIMERICK)

PARTICIPANT PROFILE

This course is suitable for those who wish to equip themselves with the knowledge, skill and competence in the principles of employment law and the statutory frameworks which regulate the employment relationship.

COURSE DESCRIPTION

- Employment law principles and provisions and of the Irish legal system and the influence of European law on Irish employment law
- Individual employment rights to include discrimination, maternity, adoptive and parental leave, part-time and fixed-term work, agency work, payment of wages etc.
- The contract of employment within the context of scenarios to include terms and conditions, pay and pension, termination, dismissal, leave, duties
- Employer response to the impact of Data Protection and Freedom of Information in the management and maintenance of employee information in the workplace
- The role of employment legislation and institutions in combatting discrimination and harassment to promote equality in workplace
- Assess the facts in defined breaches of employment law and legal procedures of redress and remedies
- Understanding of the status, interpretation and implementation and implementation of collective bargaining
- Legal significance of Human Resource grievance and disciplinary policies and procedures
- Legislative framework of health, safety and welfare at work regulations
- The role and function of labour relations institutions and trade unions and the legal procedures of redress
- The impact of employment law in vocational areas

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

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DIGITAL MARKETING FOR SMALL & MEDIUM BUSINESSES
CLASSROOM BASED COURSE

NEW

COURSE CODE **BP083**	TUES 19.00 - 21.00	DURATION 8 WEEKS
	TUITION FEE €120	
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is designed for individuals who own or work in small to medium-sized businesses and aspire to expand their knowledge of Digital Marketing tools and harness them for establishing a robust online presence. Participants should ideally possess basic computer skills and familiarity with major social media platforms. The course incorporates practical sessions, offering dedicated time for hands-on marketing activities with expert guidance.

COURSE DESCRIPTION

- Social Media, Email Marketing, Search Engine Optimisation, and Search Advertising Overview
- Digital Marketing Strategy
- Google Business Profile
- Digital Marketing Analytics: Utilising Google Analytics 4, Social Media & Email Marketing Platforms
- Creating Compelling Content with Canva
- Practical Element: Engage in hands-on sessions to develop and enhance your business's digital marketing channels.

DIGITAL MARKETING
CLASSROOM BASED COURSE

COURSE CODE **BP033**	WED 18.45 - 21.45	DURATION 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 AWARD IN DIGITAL MARKETING 5N1364	

PARTICIPANT PROFILE

This course is suitable for individuals who wish to gain a qualification in Digital Marketing as well as build an effective online presence. Interested learners could include business people, marketing professionals or anyone managing a corporate website. Ideally learners will have a basic knowledge of computers and be aware of what the main social media platforms and tools are.

COURSE DESCRIPTION

- Social Media overview, email marketing, Search Engine optimisation, pay per click advertising
- Video and mobile marketing, blogging
- Google web analytics and social media sites such as Twitter, Facebook, LinkedIn
- Analysis, development, implementation and control of digital marketing campaigns
- E-tools to include social media marketing, blogs, SEO etc
- Customised digital marketing campaigns and evaluation
- Digital marketing strategy using appropriate e tools
- Monitoring digital marketing campaigns using web analytics, social media etc.
- How to create Facebook, Twitter and LinkedIn accounts and how to use them effectively for business

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CRIMINOLOGY
CLASSROOM BASED COURSE

COURSE CODE **BP048**	MON 18.45 - 21.45	DURATION 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN CRIMINOLOGY 5N2107	

BP048ON CRIMINOLOGY
ONLINE COURSE (EXAMS HELD ONSITE IN LIMERICK)

PARTICIPANT PROFILE

This course is suitable for those interested in the study of crime, the causes of crime, types of crime, punishment, crime prevention, and the fear of crime. It will equip learners with the knowledge and skills to analyse characteristics, effects and consequences of criminal activities and recognise appropriate ways of dealing with criminal matters.

COURSE DESCRIPTION

- Introduction to the history and theory of crime
- Socio and economic factors affecting criminal behaviour
- Key characteristics of a range of crimes e.g. burglary, youth, cyber, organised crime
- The function of society in relation to criminology and crime causation: socio-economic factors, the media, politics and community
- Drugs and crime
- Criminal Justice system - role of the Gardai, the Prison System, the Probation service, the DPP etc.
- Alternatives to Prison as a form of punishment

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

SUPERVISORY MANAGEMENT
CLASSROOM BASED COURSE

COURSE CODE **BP029**	TUES 18.45 - 21.45	DURATION 12 WEEKS
	TUITION FEE €280	
	ACCREDITATION QQI LEVEL 6 MINOR AWARD IN SUPERVISORY MANAGEMENT 6N4329	

BP0290N SUPERVISORY MANAGEMENT
ONLINE COURSE

PARTICIPANT PROFILE

This course is ideal for those looking to acquire the relevant knowledge, skill and competence to work in a range of industry sectors independently in a supervisory capacity.

COURSE DESCRIPTION

- Examine the duties and responsibilities of the Supervisory Manager
- Current industry standards, guidelines and practices that affect the work environment e.g. code of conduct, in-house and contract staff, membership of associations, trade unions
- Understand key steps required in recruitment, communications with clients and colleagues while maintaining an effective standard of service
- Examine work place systems designed to promote efficiency: work rosters, maintenance schedules, work-related records and communication logs
- Train and evaluate staff using industry standards – assessing the suitability and performance of the individual and identification of opportunities for personal development

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION
email: mulgravesta@lcetb.ie

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BUSINESS LAW
CLASSROOM BASED COURSE

COURSE CODE **BP089**	TUES 18.45 - 21.45	DURATION 12 WEEKS
	TUITION FEE €280	
	ACCREDITATION QQI LEVEL 6 MINOR AWARD IN BUSINESS LAW 6N4045	

BP0890N BUSINESS LAW
ONLINE COURSE (EXAMS HELD ONSITE IN LIMERICK)

PARTICIPANT PROFILE

This course aims to equip the participant with the knowledge, skill and competence in the principles and practice of the law and legislation as applicable to business practice.

COURSE DESCRIPTION

- History of Irish and European Law, The Irish court system to include a review of its jurisdiction, the trial process, the law of evidence and the doctrine of precedent

- Contract Law its Origins, formation, performance breach of contract, role of Judges, Judicial Precedent
- Tort Law, tortious liability, negligence, trespass, defamation, vicarious liability, economic torts, defences and remedies
- Criminal Law, Property Law - Land, Ownership, Mortgages, Succession, Owner & Tenants Rights
- Employment Law In Ireland, Courts and EU Legislation
- Introduction to Media Law, Banking, Consumer, Commercial and Company Law, Jurisprudence and Legal Documents and Contracts

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

BUSINESS & ADMINISTRATION

PROJECT MANAGEMENT
ONLINE COURSE

COURSE CODE **BP020ON**	*TUES 18.45 - 21.45*	*DURATION 12 WEEKS*
	TUITION FEE €280	
	ACCREDITATION QQI LEVEL 6 MINOR AWARD IN PROJECT MANAGEMENT 6N4090	

PROJECT MANAGEMENT PARTICIPANT PROFILE

This course is aimed to provide learners with a skill and competency in both the theory and practice of Project Management methodologies, incorporating the elements of soft and hard skills of project management.

COURSE DESCRIPTION

• Examine the key principles and concepts underpinning project management theory and practice

• Investigate a range of approaches to project management to include specific tools and techniques used to plan, cost and manage a project

• Communicate project management planning operations using a variety of information channels

• Examine monitoring and evaluation techniques for a project

• Apply appropriate controls and evaluation techniques to achieve project aims and objectives

• Formulate a project management proposal by establishing rationale based on valid needs analysis

• Devise a risk analysis for a project to include the preparation of a contingency plan

• Evaluate the methodology and process of a selected project

• Utilise financial planning and budget models within the context of managing a project

• Manage a project taking corrective action where necessary to meet agreed goals

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION email: mulgravesta@lcetb.ie

PERSONAL PROFESSIONAL DEVELOPMENT
ONLINE COURSE

PROGRAMME CODE **BP095ON**	*MON 18.45 - 21.45*	*DURATION 12 WEEKS*
	TUITION FEE €280	
	ACCREDITATION QQI LEVEL 6 AWARD IN PERSONAL PROFESSIONAL DEVELOPMENT 6N1949	

PARTICIPANT PROFILE

This course is suitable for individuals who wish to be able to lead, motivate and support a team in a childcare setting. In addition individuals will devise strategies for working in partnership with parents/carers and external organisations.

COURSE DESCRIPTION

• Personal Development

• Supervisory Management

• Organisational Skills

• Leading a Childcare Team

• Working in Partnership with Parents/ Carers

PERSONAL PROFESSIONAL DEVELOPMENT

• Principles and practice of personal development

• Time management

• Resolving personal/Interpersonal conflict

• Problem solving and decision making

NOTE: Learners have the option of registering for each module in the full certificate individually.

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

BUSINESS & ADMINISTRATION

SUPPLY CHAIN OPERATIONS
ONLINE COURSE (EXAMS HELD ONSITE IN LIMERICK)

COURSE CODE BP086ON	THURS 18.45 - 21.45	DURATION 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN SUPPLY CHAIN OPERATIONS 5N2409	

PARTICIPANT PROFILE

This course is designed to provide individuals with the knowledge, skills and competence in the principles and practice of supply chain logistics to work independently and under supervision within national, international and global trading environments.

COURSE DESCRIPTION

· Explore supply chain trends of the 21st century including logistic hubs, E-procurement and just-in-time inventory planning
· Explore the advantages and disadvantages of 3rd party distribution strategic partnerships
· Identify and predict using forecasting methods, product life cycles of various markets recognising turbulent markets, predictable markets, and repetitive markets

· Explore environmental sustainability
· Examine logistics paths from China, Japan, Asia, USA, Europe
· Develop a supply chain logistic mix based on warehousing, transport, and delivery service for a company of choice
· Understand systems to support data interchange between all stakeholders within the supply chain
· Analyse factors of warehousing decisions taking size, location and storage facilities
· Analyse the function of a distribution centre from receiving, storage, order picking and dispatch

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

TAXATION
ONLINE COURSE (EXAMS HELD ONSITE IN LIMERICK)

COURSE CODE BP008ON	WED 18.45 - 21.45	DURATION 12 WEEKS
	TUITION FEE €280	
	ACCREDITATION QQI LEVEL 6 MINOR AWARD IN TAXATION 6N4167	

PARTICIPANT PROFILE

This course is suitable for individuals wishing to acquire the skills and knowledge needed for taxation practices and principles. It will enable participants to work in an administrative capacity in the taxation process working independently or as a supervisor overseeing the work of others. This course is also ideal for learners looking to progress to higher education and training.

COURSE DESCRIPTION

· Examine the seven main taxes in Ireland in detail, including Income Tax, PRSI, Capital Gains, Capital Acquisition, VAT, Corporation Tax and Stamp Duty

· Analyse relevant tax returns and records required for a typical business to include online payments
· Research the effect of taxation policy on trade structures
· Detailed reports on a range of pension schemes
· Processes involved in completing annual accounts and tax returns

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

TRAINING AND DEVELOPMENT (TRAIN THE TRAINER ADVANCED CERTIFICATE)
CLASSROOM BASED COURSE

COURSE CODE **BP038**	**TUES 18.45 - 21.45** **THURS 18.45 - 21.45**	**DURATION** 12 WEEKS **COURSE CATEGORY** STA
	TUITION FEE €520 OR €260 PER MODULE	
	ACCREDITATION QQI LEVEL 6 SPECIAL PURPOSE AWARD IN TRAINING AND DEVELOPMENT 6S3372	

BP038ON TRAINING AND DEVELOPMENT (TRAIN THE TRAINER ADVANCED CERTIFICATE) ONLINE BASED COURSE

PARTICIPANT PROFILE

This programme is suitable for those who wish to acquire the knowledge, skill and competence to identify training and development needs and to deliver and evaluate a training intervention (programme) within a range of training and development contexts.

PROGRAMME DESCRIPTION

Participants will gain an in depth practical and comprehensive theoretical knowledge of roles, function and delivery of training in any environment. The programme is designed to give the participant a solid foundation in presentation skills, knowledge of how to deliver training in any environment with skills to assess and evaluate the content and quality of a training programme and typical practical practices of trainers. The programme leads to a qualification beneficial to any business or environment where there is a need to provide, promote and deliver information or procedures to an individual learner or group of learners.

To achieve this full award, participants must complete **BOTH** component modules:

TRAINING DELIVERY AND EVALUATION 6N3326 (TUES)

• Concepts and theories underlying the delivery and evaluation of training interventions.
• The effectiveness of a training session to include, the learning environment, the trainer, learning methodologies and the group dynamics of the participants.
• Learn how to appraise a range of evaluation models, approaches, tools and techniques used in the evaluation and monitoring of a training and development intervention.
• Learn how to deliver appropriate training content and materials using a range of training aids.
• Provide constructive feedback to participants in relation to training intervention
• Acquire the skills to apply a comprehensive range of specialised training delivery and evaluation skills in the delivery of an appropriate training intervention; and how to provide constructive feedback.
• Learn how to devise a training evaluation process to include the identification of key stakeholders, feedback from the trainee, challenges within the process and the conduct or the methodology of evaluation.

FOR FURTHER INFORMATION
email: mulgravesta@lcetb.ie

TRAINING NEEDS IDENTIFICATION AND DESIGN 6N3325 (THURS)

• Enable participants to assess approaches and techniques in conducting training needs analysis
• Internal and external environmental factors influencing training and development requirements
• Concepts and Purpose of learning, training, development and education in an organisational and or individual setting
• Benefits of Training Needs Analysis; the approaches and techniques used to conduct a TNA Instructional System Design (ISD) models

• Techniques to identify the barriers to training and attitudes to training in an organisation
• How to devise a training plan based on prioritised training needs to include a cost benefit analysis
• How to design a training intervention, that incorporates a range of design factors to include trainees, adult learning theories, motivation theories, objectives, exercises, training methods, learning aids, location and facilities
• Skills required to develop appropriate training content and materials using a range of learning aids
• Performance management approaches in context of identifying training and development needs

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" Very happy I discovered the evening classes here, a very positive educational experience, highly recommended. "
— Eamonn, Training and Development

BUSINESS MANAGEMENT
CLASSROOM BASED COURSE

COURSE CODE **BP063**	THURS 18.45 - 21.45	DURATION 12 WEEKS
	TUITION FEE €280	
	ACCREDITATION QQI LEVEL 6 MINOR AWARD IN BUSINESS MANAGEMENT 6N4310	

BP0630N BUSINESS MANAGEMENT
ONLINE COURSE

PARTICIPANT PROFILE

This course is designed for those interested in Business Management, styles and techniques.

COURSE DESCRIPTION

- Investigate the internal environment of a organisation to include a SWOT analysis (Strength Weaknesses Opportunities Threats)
- Analyse the impact of a range of external factors of an organisation to include a PEST analysis (Political Economic Social Technological)
- Explore the roles of management in an organisation
- Evaluate a range of business management techniques and tools for planning, management control and measuring performance within a business organisation

- Examine the difference between management and leadership
- Appraise the role of human resources
- Design an appropriate workflow system for a business related task to include documentation of the process, identification of responsibilities and expected outputs
- Compile a report on a management process
- Evaluate the performance of an individual or group within an organisation

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

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BUSINESS ADMINISTRATION
CLASSROOM BASED COURSE

COURSE CODE **BP041**	MON 18.45 - 21.45	DURATION 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI MINOR AWARD IN BUSINESS ADMINISTRATION SKILLS 5N1610	

BP0410N BUSINESS ADMINISTRATION
ONLINE COURSE (EXAMS HELD ONSITE IN LIMERICK)

PARTICIPANT PROFILE

This course is suitable for those with an interest in business administration. It aims to equip the participant with the knowledge, skill and competence in the administration requirements of a range of organisations to enable the participant to operate effectively in a variety of administration contexts.

COURSE DESCRIPTION

- The Organisation
- Finance and Business Controls

- Banking & Insurance
- Human Resour ces
- Preparing for Meetings
- Processing Business Documents
- Assessment: Two Assignments with one examination

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

BUSINESS & ADMINISTRATION

BOOKKEEPING: MANUAL & COMPUTERISED
CLASSROOM BASED COURSE

COURSE CODE **BP004**	*WED 18.45 - 21.45*	*DURATION 10 WEEKS*
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN BOOKKEEPING (MANUAL & COMPUTERISED) 5N1354	

PARTICIPANT PROFILE

This course is suitable for individuals with little or no experience of manual bookkeeping and who wish to develop their knowledge and skills to record transactions in a manual and computerised bookkeeping environment, especially within a small business.

COURSE AIMS

Learners who successfully complete This course will:

- Acquire an understanding of basic bookkeeping concepts and terminology
- Acquire the knowledge and skills to record transactions in a manual accounts system and draw up a trial balance
- Understand the main components of a computer system, and acquire the skills to carry out various bookkeeping tasks
- Appreciate the importance of data accuracy and confidentiality in financial transactions

COURSE DESCRIPTION

- Preparing: sales/purchase/bank lodgements/bank payments/petty cash books & VAT forms
- Company: create and register
- Setting up: VAT rates/bank accounts/ledgers; customer/supplier accounts; product details
- Enter Documents: sales/purchase/bank lodgements/bank payments/petty cash/invoices

This course is based on Sage software usage.

APPLY ONLINE

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SAFETY AND HEALTH AT WORK
CLASSROOM BASED COURSE

COURSE CODE **BP025**	*THURS 19.00 - 21.30*	*DURATION 12 WEEKS*
	TUITION FEE €240	*COURSE CATEGORY STA*
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN SAFETY AND HEALTH AT WORK 5N1794	

PARTICIPANT PROFILE

This course is suitable for individuals who wish to promote, maintain and apply the principles and procedures of health and safety in the workplace.

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION
email: mulgravesta@lcetb.ie

COURSE DESCRIPTION

- Safety, Health and Welfare at Work Act, 2005; Health and Safety Authority
- Safety statement; safe and healthy working practices
- Risk factors, hazard identification and risk assessment in the workplace; mechanical and electrical equipment; safe lifting and handling techniques
- Accidents - causes, prevention, procedures, reporting and recording
- Fire-related issues - causes, prevention, procedures, equipment etc.
- Safety signs; first aid kit; infection control etc.

Note: A safe level of written and spoken English is required – see note English Assessment on pg 13.

RECEPTION AND FRONTLINE OFFICE SKILLS
CLASSROOM BASED COURSE

COURSE CODE **BP047**	**WED 18.45 - 21.45**	**DURATION** 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN RECEPTION 5N1407	

PARTICIPANT PROFILE

This course is suitable for those who wish to equip themselves with the knowledge, skill and competence in the concepts and principles underpinning Reception and Frontline Office Skills.

COURSE DESCRIPTION

- Skills, functions and responsibilities of a receptionist or front line office representative within an organisation
- Products, services, key policies, structures and personnel of an organisation
- The range of telecommunications network equipment used within a reception and or front office context
- How to source information from the internet, reservation systems, postal services, call and or courier logs and messaging service
- Aspects of safety and health at work legislation pertaining to working within a reception context
- Information flows within an organisation
- Apply a range of communication skills including personal, interpersonal and technological proficiencies
- How to operate a range of equipment in the reception area

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- Produce reception material to include notices, inventory of equipment, stock requisitions, petty cash system, diary, post log, visitors log and telephone messages
- How to respond quickly in pressurized reception related circumstances requiring fast and efficient comeback
- Display a professional approach to receiving visitors, use effective customer service skills and use initiative around unexpected visitors and maintain composure when dealing with complaints
- Present a range of documents including order form, invoices and processing travel expenses Apply a range of general administrative skills within the reception and or front office context e.g. filing, booking and preparing for board meetings or conferences etc.

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION email: mulgravesta@lcetb.ie

AUCTIONEERING AND ESTATE AGENCY PRACTICES CLASSROOM BASED COURSE

COURSE CODE **BP080**	**THURS 18.45 - 21.45**	**DURATION** 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN ESTATE AGENCY PRACTICE 5N3025	

BP0800N AUCTIONEERING AND ESTATE AGENCY PRACTICES ONLINE COURSE (EXAMS HELD ONSITE IN LIMERICK)

PARTICIPANT PROFILE

This course module is suitable for those wishing to learn knowledge, skills and competence in the principles, practices and the legislative framework underpinning best practice in the Estate Agency and Property Management. This will enable the learner to work in a professional manner in the Estate Agency industry and Property Management industry.

COURSE DESCRIPTION

- Summarise the key methods of selling residential and commercial property in Ireland to include auction, private treaty and tender
- Examine the role of the estate agent, auctioneer and property manager to include their relationship with buyers, vendors, landlords, tenants, financial institutions and developers
- Describe the legal structure and role of the management company
- Explore the roles of relevant professional and legislative bodies in the industry
- Explore the classifications of residential, commercial and industrial property and the lease types associated with each
- Evaluate the power of advertising through examination of advertising

techniques and media used within the property industry
- Analyse the location, accommodation and potential investment value to the purchaser of a property that is new to the market
- Create a press release and a brochure for the sale and letting of a property
- Design suitable marketing material for an auctioneering company and the properties on its books
- Demonstrate knowledge of the procedures followed from commencement of the sales process to completion of the sale
- Apply the concepts of both tangible and intangible marketing in relation to individual properties and the company brand
- Evaluate the sources of instruction for the property professional
- Analyse the strengths and weaknesses of the different types of agency within estate agency practice
- Investigate the service charge requirements of a multi-unit development

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

MATHEMATICS
CLASSROOM BASED COURSE

COURSE CODE **BP095**	THURS 18.45 - 21.45	DURATION 12 WEEKS
	TUITION FEE €260	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN MATHEMATICS 5N1833	

BP095ON MATHEMATICS
ONLINE COURSE (EXAMS HELD ONSITE IN LIMERICK)

PARTICIPANT PROFILE
This course may be suitable for those who need to gain a QQI Level 5 in Mathematics for progression purposes in HE colleges in Ireland or the UK.

COURSE DESCRIPTION
· Modelling using mathematics
· Statistics and probability
· Functions and graphs
· Calculus
· Complex numbers
· Trigonometry
· Assignments x 2 and theory examination

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and broadband capability to enable them to undertake an online course.

PROPERTY VALUATION
ONLINE COURSE (EXAMS HELD ONSITE IN LIMERICK)

COURSE CODE **BP093ON**	MON 18.45 - 21.45	DURATION 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI MINOR AWARD IN VALUATION 5N3028	

PARTICIPANT PROFILE
This course is suitable for those that wish to gain an introduction the methods involved in conducting residential and commercial property valuations. The course aims to equip the learner with the knowledge, skill and competence to carry out a range of residential and commercial property valuations and to analyse the relationship between the wider economy and property values.

COURSE DESCRIPTION
· The Property Market
· Comparative and Contractor's Methods of Valuation
· Residual Valuations
· Mortgages and Mortgage Valuations
· Reinstatement Valuations
· Freehold and Leasehold Valuations
· Government Taxes and Reliefs and Stamp Duty

NOTE: The Property Valuation 5N3028 module is recommended to be taken with the Auctioneering Estate Agency 5N3025 module – course description is available in this section of the booklet.

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

PUBLIC RELATIONS
CLASSROOM BASED COURSE

COURSE CODE **BP083**	*WED 18.45 - 21.45*	*DURATION 10 WEEKS*
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 PUBLIC RELATIONS 5N1405	

BP083ON PUBLIC RELATIONS
ONLINE COURSE (EXAMS HELD ONSITE IN LIMERICK)

PARTICIPANT PROFILE

This programme module aims to equip the learner with the knowledge, skill and competence in the role, functions and techniques of Public Relations within a range of contexts.

COURSE DESCRIPTION

- Explore the Public Relations Profession, its main historical origins, definitions, theories, codes of ethics and its application and relevance in modern society
- Analyse the specific role of Public Relations and its relationship with other communications professions including marketing, advertising, sales promotion and journalism
- Examine the Public Relations environments of in-house departments and consultancy and the commonalities and differences in services offered
- Examine and apply the key criteria for developing and managing Public Relations proposals and campaigns, to include, situation analysis, identification of key publics and objectives, selecting relevant activities, evaluating outtake/outcomes and appreciation of costs

- Examine Public Relations Practice to include - media relations, sponsorship, managing events, corporate communications, internal communications, crisis management and public affairs
- Employ communication skills in carrying out public relations functions and roles
- Examine and apply media styles and formats, adapting writing skills to various media outlets
- Compose appropriate media and Public Relations material
- Apply Public Relations methods and techniques to specific sectors and situations
- Examine new media and emerging communication channel

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION email: mulgravesta@lcetb.ie

MEDICAL TERMINOLOGY
CLASSROOM BASED COURSE

COURSE CODE **BP042**	*TUES 18.45 - 21.45*	*DURATION 10 WEEKS*
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN MEDICAL TERMINOLOGY 5N2428	

BP042ON MEDICAL TERMINOLOGY
ONLINE COURSE

PARTICIPANT PROFILE

This course is designed to provide the learner with the knowledge, skill and competence in the range of medical terminology applicable and relevant specifically to a medical receptionist or secretarial role in a medical practice, clinic and or hospital setting.

COURSE DESCRIPTION

- Examine a range of medical terminology required by a medical receptionist or secretary
- Describe the sources of information available to the medical receptionist or secretary
- The importance of using correct medical terminology in communicating with patients and medical practitioners
- Apply medical pronunciation and spelling correctly
- Medical Abbreviations used in medical investigations and diagnosis

- Medical terminology associated with the medical specialities carried out in a hospital, and used in medical reports and summaries
- Preparation of medical reports; ensuring the use of appropriate terminology, language and format
- Explore current relevant legislate regarding Health Services in Ireland

NOTE: This course may take place at the Further Education and Training Centre Kilmallock Road Campus.

NOTE: A safe level of written and spoken English is required – see English Language requirement at the start of this booklet.

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

NEW

FAMILY RIGHTS ADVOCACY
CLASSROOM BASED COURSE

MON 18.45 - 21.45	**DURATION** *12 WEEKS*
TUITION FEE *€280*	
ACCREDITATION *QQI LEVEL 6 FAMILY RIGHTS ADVOCACY 6N3081*	

COURSE CODE
BP097

BP097ON FAMILY RIGHTS ADVOCACY
ONLINE COURSE

PARTICIPANT PROFILE

This programme module aims to equip the learner with the knowledge, skills and competence to explore, reflect and analyse issues affecting family rights and entitlements; to understand approaches involved in family rights work and to become proficient in the area of family rights advocacy.

COURSE DESCRIPTION

- Outline definitions of family to include those in Irish legislation
- Identify the functions of the Irish courts in relation to families
- Outline the rights, entitlements, services and supports available to families
- Discuss current issues in relation to rights, entitlements and services for families
- Differentiate between legal and non-legal advice and the boundaries whilst advocating
- Demonstrate appropriate interpersonal skills in a one to one or group context to include active listening, interviewing, negotiation and representation skills
- Research information relevant to families to include rights, entitlements and available supports

- Identify self-advocacy capacity and advocacy support needs of service users in relation to family rights
- Identify a social policy issue in the area of family law
- Identify elements of a case management system in the family rights area and its application to include the compilation of reports
- Demonstrate appropriate working relationships with service users, families, agencies and multidisciplinary teams
- Demonstrate a person-centred approach to own work practices
- Maintain appropriate professional boundaries, courtesy and respect in own work practices with service users
- Devise, with the service user, an agreed plan of action
- Empower service users to self-advocate in regard to family rights
- Identify when it is appropriate to refer a service user to another professional in context of family rights
- Advocate for service users within regard to rights, entitlements and services for families

RECOMMENDED COMPUTER / DEVICE SPECIFICATIONS FOR PROGRAMMES TO INCLUDE

- ATI
- Payroll
- Bookkeeping
- Computer Programming
- Graphic Design
- Website Design / Authoring

IMPORTANT NOTE:
Learners are advised to have a suitable Windows device (Chromebook is not compatible with some of the software used by The Campus) and a decent broadband connection for MS Teams video conferenced lessons.

Minimum Specifications – For MS Teams Lessons.
A Windows 10 or 11 laptop/pc with web cam and speaker with 4GB of RAM , 256GB Hard Drive, i3 or Equivalent Processor.

Recommended Specifications – For Specialist Software.
A Windows 10 or 11 laptop/pc with web cam and speaker,8GB of RAM, 256GB Hard Drive, i7 or Equivalent Processor.

Software
- *The Campus will provide MS Office including Teams to all its registered learners*

Specialist Software is provided as follows:
- *Sage Accounts and Sage Payroll will be provided for Accounting, Bookkeeping and Payroll Learners*
- *Adobe Dreamweaver on the Adobe Creative Cloud plan will be provided for Web Authoring*
- *Visual Studio Community Edition, Notepad++ will be used for Programming and HTML Editing*

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DEPARTMENT OF COMPUTER SCIENCE & TECHNOLOGY

PROGRAMMING AND DESIGN PRINCIPALS (COMPUTER PROGRAMMING: BEGINNERS) QQI LEVEL 5 CLASSROOM BASED COURSE

COURSE CODE **CM007**	**MON 18.45 - 21.45**	**DURATION** 12 WEEKS
	TUITION FEE €250	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN PROGRAMMING AND DESIGN PRINCIPLES 5N2927	

PARTICIPANT PROFILE

This course is suitable for individuals wishing to understand the concepts involved in computer programming and the principles of software design in order to acquire the skills to write reliable, tested software programs.

COURSE DESCRIPTION

· Become familiar with industry standard programming practices through the high-level programming language, Java

· Learn how to install, configure and use one of the industry standard programming toolkits, Eclipse

· Come to understand the difference between compilers and interpreters

· Learn basic programming constructs such as inputs and outputs, user interaction, data types and variables, conditional statements and loops

· Acquire the ability to write programs that process arrays, strings and characters using procedures and functions

ENTRY REQUIREMENTS

· Basic understanding of computers

· Basic typing skills

MOBILE TECHNOLOGIES: MOBILE APP DESIGN
CLASSROOM BASED COURSE

NEW

COURSE CODE **CM011**	THURS 18.45 - 21.45	DURATION 12 WEEKS
	TUITION FEE €260	
	ACCREDITATION QQI LEVEL 5 MOBILE TECHNOLOGIES 5N0580	

PARTICIPANT PROFILE

This course is suitable for anyone wishing to learn about the development of a functioning mobile application which may be deployed on a relevant device.

COURSE DESCRIPTION

• Theory of mobile technologies, current operating systems, memory management, input/output, filing systems, resource allocation, understand the capabilities of mobile technologies and mobile devices

• Intro to mobile device networking, device configuration and the nature of the tools involved

• Design, interactions, ergonomics, gestures, transitions and navigation regarding mobile devices

• Mobile app development concepts & working with APIs, role & contribution of mobile technologies and devices in the modern day

• Programming concepts in mobile application development & Demo a basic mobile application development lifecycle, API description for various operating systems, user interface considerations & deployment requirements

• Install, configure, test, and deploy a prescribed basic mobile application, Use local and networked data and data stores

• Manage mobile IT devices and systems (e.g. configure settings, manage back-ups and resolve faults)

• Project plan addressing the on-going planning, maintenance & upgrading of mobile platforms & technologies

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION email: mulgravesta@lcetb.ie

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COMPUTER AIDED DRAUGHTING (AUTOCAD 2D: AN INTRODUCTION) QQI LEVEL 5 CLASSROOM BASED COURSE

COURSE CODE **CM001**	MON 18.45 - 21.45	DURATION 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN COMPUTER AIDED DRAUGHTING 5N1604	

Learners will have access to Adobe Creative Suite, Adobe Cloud/Web based software for the duration of the course only.

PARTICIPANT PROFILE

This course is suitable for learners looking to gain the knowledge, skill and competence to utilize computer technology as a design tool and a presentation media.

COURSE DESCRIPTION

• Interpret key terminology, commands and icons associated with computer-aided draughting

• Analyse key features and characteristics of computer hardware and software

• Employ appropriate techniques, including hatching, text and dimensioning

• Create, insert and edit blockers, layers and templates

• Health and safety initiatives aimed at reducing the risks associated with the use of digital technology

WEB AUTHORING (WEBSITE DESIGN)
CLASSROOM BASED COURSE

COURSE CODE **CM016**	**THURS 18.45 - 21.45**	**DURATION** 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN WEB AUTHORING 5N1910	

PARTICIPANT PROFILE

This course is suitable for individuals wishing to learn the fundamentals of website design, creation and maintenance in a structured environment provided through weekly theory and practical lessons.

COURSE DESCRIPTION

- Understand how HTML and CSS has evolved over the years
- Learn how to write HTML – The language of the World Wide Web
- Learn how to use CSS to style modern, sleek and great looking websites
- Learn how to use the Adobe Dreamweaver professional web-editor
- Understand the advantages and disadvantages of creating websites through Content Management Systems such as WordPress
- Understand the process involved in registering domain names, purchasing web hosting and uploading a website through FTP
- By the end of This course the learner will have planned, designed and created a fully functioning website that will be ready to live on the World Wide Web

ENTRY REQUIREMENTS

- Computer Skills – Installing software, creating and maintaining files and folders
- Basic typing skills

NETWORKING ESSENTIALS
CLASSROOM BASED COURSE

COURSE CODE **CM008**	**TUES 18.45 - 21.45**	**DURATION** 12 WEEKS
	TUITION FEE €250	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN NETWORKING ESSENTIALS 5N2929	

PARTICIPANT PROFILE

This course is suitable for individuals who want to gain the knowledge, skill and competence to support the operation of typical computer networks and be able to assist in implementing and maintaining common network configurations.

COURSE DESCRIPTION

- Describe the essential characteristics of the main components of computer networks
- Identify the main similarities and differences between different types of spatial networks:
- Analyse the benefits and limitations of computer resource sharing models
- Outline the characteristics of the main elements of device identification
- Distinguish the key features and functions of a range of network components including hubs, switches repeaters, bridges, routers and gateways
- Outline the functions of a range of common networking protocols
- Use diagnostic tools to troubleshoot network performance and connectivity issues
- Implement network resource management e.g. file and print shares, permissions, etc.
- Install a simple network, connect network devices
- Resolve basic network problems

NOTE: This course may take place at the Further Education & Training Centre Kilmallock Road.

CONTENT CREATION FOR SOCIAL MEDIA
CLASSROOM BASED COURSE

COURSE CODE **CM025**	**TUES 19.00 - 21.00**	**DURATION** 8 WEEKS
	TUITION FEE €130	
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is aimed at business owners or anyone who wants to develop skills in content creation for digital media.

COURSE DESCRIPTION

- Introduction to Digital Marketing
- An introduction to various social media platforms
- How to create facebook, twitter, instragram, tik tok accounts and how to use them effectively for business
- Content Creation for various platforms
- Audience engagement and social media marketing
- The importance of digital images for social media
- Producing and sharing content for a specific audience
- Using social media platforms safely

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COMPUTER APPLICATIONS: BEGINNERS
CLASSROOM BASED COURSE

COURSE CODE
CM002

MON 19.00 - 21.30	DURATION 8 WEEKS
TUITION FEE €140	
ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE
This course is suitable for individuals with no previous knowledge of computers. It is designed to introduce and develop one's knowledge of the Personal Computer.

COURSE DESCRIPTION
• **Computer Operation and Use:** Parts of a computer system; common software applications; operate a computer
• **Internet and E-mail:** Search techniques; send/retrieve/reply to e-mail
• **Word Processing:** Basics; edit/format/enhance/find/replace text; header/footer; bullets; spell checker; proof-read; tables; printing etc.
• **Spreadsheets:** Edit/format/delete data; rows/columns; currency/percentage/decimal formats; formulae; charts, printing etc.
• **Graphics:** Basics; electronic freehand drawing; insert/edit shapes; colour, size

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DIGITAL DEVICES AND SOCIAL MEDIA
CLASSROOM BASED COURSE

COURSE CODE
CM014

TUES 19.00 - 21.00	DURATION 8 WEEKS
TUITION FEE €120	
ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE
This course is suitable for those interested in learning the basics about android and iPhones and an introduction to how computers work. Also this course is suitable for those that wish to learn how to create content and become efficient at storytelling – the content destination to be posted on Social Media Sites for promotion purposes.

COURSE DESCRIPTION
Learners will gain an introductory knowledge about a range of the following:
• Learn how to use a phone – functionalities - settings, apps, mobile hotspot usage, Bluetooth usage, Mobile Data, camera usage, calendar, notes, contacts, torch and battery saving modes etc.
• Facetime video calls on iPhones, Facebook Messenger on Android phones and iPhones
• Phone Homescreen set up, Google Maps, Alarms and Clock settings, Best use of WhatsApp for large size files, Copying text from e.g. WhatsApp to Google Translate
• Differences between Google chrome, internet explorer, safari internet browsers
• Learn how to use a computer – functionalities – usernames and passwords, correct ways to start up and shut down, files, email, how to use Google search, Bluetooth, wifi, how to get internet with a phone mobile hotspot, basic keyboard usage, how to connect usb cables to save files, saving large files using cloud storage like iCloud, WeTransfer, Onedrive
• Write a story and Captivating Captions and upload or post with photos to various Social Media Sites
• Understand Target Audience and Reach
• Search Engine Optimisation
• Social Media Promotion
• Conversational Marketing and Styling for Maximum return

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NEW

MICROSOFT AZURE CLOUD FUNDAMENTALS CLASSROOM BASED COURSE

Microsoft CERTIFIED Trainer

COURSE CODE CM024	THURS 18.45 - 21.45	DURATION 12 WEEKS
	FEES SKILLS TO ADVANCE MAY BE AVAILABLE FOR ELIGIBLE APPLICANTS OR €380 (MICROSOFT AZURE-900 EXAM FEE: €100) MATERIAL FEE €30 – STUDY GUIDE	
	ACCREDITATION MICROSOFT AZURE CLOUD FUNDAMENTALS AZ-900	

NOTE: Expressions of Interest are invited – enquiries to email **mulgravesta@lcetb.ie**

PARTICIPANT PROFILE

As Technological Infrastructure is increasingly moving from current systems that involve physical infrastructure to cloud based infrastructure, there is a need for IT Technicians to update their skill set to move with this trend. This course is suitable for those that are seeking or already are employed in an IT environment and who wish to add currency to their CV with a quality Microsoft Qualification.

COURSE DESCRIPTION

• Cloud concepts
• Core Azure services
• Core solutions and management on Azure

• General security and network security features
• Identity governance, privacy and compliance features
• Azure cost management and service level agreement
• ONLINE exam in Week 12
• Learners can progress to AZ 104 Azure Administrator Associate and to AZ 305 Solutions Architect Expert – leading to the much sought after Microsoft Ce Azure Solutions

ENTRY REQUIREMENTS: Learners will be required to be IT Literate with either certification within the IT disciplines or Industry related experience

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NEW

ASSISTIVE TECHNOLOGY CLASSROOM BASED COURSE

PROGRAMME CODE CM026	WED 18.45 – 21.45	DURATION 12 WEEKS
	TUITION FEE €280	
	ACCREDITATION QQI LEVEL 6 MINOR AWARD IN ASSISTIVE TECHNOLOGY (6N2211)	

PARTICIPANT PROFILE

This course aims to facilitate the participant to enhance their knowledge of Assistive Technology and develop the skills required to conduct an Assistive Technology Assessment.

COURSE DESCRIPTION

• Definition and Understanding of Assistive Technology
• Recognition of the benefits associated with the use of Assistive Technology - Sensory disabilities, Physical and neurological disabilities, Developmental disabilities
• Identify the funding streams available to people with disabilities SENO, HSE, Department of Education and Science, Department of Health and Children
• Develop an understanding of how technologies used can be adapted to make them more accessible - Laptop, Accessibility Options in Microsoft Systems, Ease of Access, Switch access, Magnifier, Narrator, On-screen keyboard, Speech narrator
• Conducting an Assistive Technology Assessment - principles of good practice when conducting an assessment - Person Centred Assessments b, select a client,

Research the disability involved, Matching the client with the technology, Assistive Technology abandonment, Assessment Forms, Statement of Need, Review, Applying best practice
• Challenges presented when conducting an Assistive Technology Assessment
• How to Act as an advocate for a person with a disability / client when accessing or using Assistive Technology
• Technology as applied in an Educational Setting – Microsoft accessibility options mind- mapping software etc
• Examining own organisation - key issues relating to current legislation, rights of the person to education, support services available etc

What is Assistive Technology?

This course is best suited for those working in the field of Special Education Needs (SEN) & Learner Supports

find us

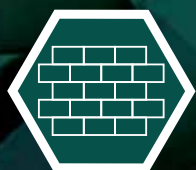# COLLEGE OF FURTHER EDUCATION & TRAINING

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DEPARTMENT OF ENGINEERING, MANUFACTURING & BUILT ENVIRONMENT

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION
email: mulgravesta@lcetb.ie

NEW

RENEWABLE TECHNOLOGIES
ONLINE COURSE

COURSE CODE **BP087ON**	THURS 18.45 - 21.45	DURATION 12 WEEKS
	TUITION FEE €280	
	ACCREDITATION QQI LEVEL 6 MINOR AWARD IN RENEWABLE TECHNOLOGIES 6N0974 (EXAMS HELD ONSITE IN LIMERICK)	

PARTICIPANT PROFILE

The aim of this award is to equip the learner with the relevant knowledge, skills and competence to evaluate and recommend renewable alternative energy options for industrial commercial premises

COURSE DESCRIPTION

· Analyse a range of different renewable technologies to include biomass, heat pumps, solar thermal combined heat & power, wind turbine taking account of their specifications, components and applications, including the advantages and disadvantages of each type of system and their possible integration with each other.
· Research the planning requirements for each type of renewable system installation
· Evaluate a range of industrial building fabric construction and sustainability implications
· Demonstrate a knowledge of current national policies strategies and legislation in relation to renewable technology application
· Compare each type of renewable technology to include assessing, sizing, calculating payback costs and carbon dioxide emissions

· Assess total building energy demand
· Assess available technologies for electrical production in buildings, their integration with other renewable technologies and the implications of exporting excess power to the national grid
· Estimate the integration costs of introducing renewable technologies into an existing energy or Power system
· Generate design plans and layout for the introduction of a renewable technology
· Formulate a renewable energy feasibility assessment and study
· Manage a renewable energy project including planning, installation, commissioning and aftercare
· Evaluate the application of a renewable energy system to include predetermined targets and specifications

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION
email: mulgravesta@lcetb.ie

GREEN SKILLS

BIOLOGICAL DIVERSITY
CLASSROOM BASED COURSE

NEW

COURSE CODE **BP099**	**TUES 18.45 - 21.45**	**DURATION** 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI MINOR AWARD IN BIOLOGICAL DIVERSITY 5N1568	

PARTICIPANT PROFILE

This programme module aims to provide the learner with the knowledge and practical field experience of biological diversity e.g. carrying out biological surveys as well as providing the learner with the knowledge of the benefits of, threats to and proper management of biological diversity.

COURSE DESCRIPTION

- Exploration of concepts such as the ecosystem services dependent on biodiversity,
- Identification of habitats loss and invasion of non-native species
- Carrying out a biological survey
- Prevention of soil erosion,
- Resistance to agricultural catastrophe, improved crop varieties,
- Pollination,
- Regulation of the atmosphere, pollution and agrichemicals
- Regulation and protection of water supplies,
- Nutrient recycling and storage, soil genesis and protection,
- Pollution breakdown and absorption, maintenance of ecosystems and natural pest control
- Conservation & Restoration Ecology
- Effects of Populations & Climate Change on Biodiversity
- Specific plant and animal protection strategies used in Ireland
- Ways of maintaining native biodiversity in production landscapes

SELF-BUILDING AND RENOVATION OF DWELLINGS ONLINE COURSE

COURSE CODE
BP018ON

MON 19.00 - 21.00	DURATION 6 WEEKS
TUITION FEE €100	
ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

The course is suitable for any individuals who wish to gain a basic understanding of the process of self-building and provide them with knowledge to plan and complete the construction of a dwelling or the renovation of a dwelling house with information provided on responsibilities under health and safety legislation.

COURSE DESCRIPTION

· The planning process application and house plans
· Design of dwellings, green buildings and how to maximise the site
· The role of the client as self-builder
· The role of the client as Project Supervisor Construction and design stage
· The role of the Client as Project Supervisor Design stage
· Waste Management the law and case studies for waste removal
· Project management tools and techniques – basic introduction to MS Project software usage
· Building Sign off and self-compliance

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

RENEWABLE ENERGY SYSTEMS ONLINE COURSE

COURSE CODE
BP085ON

MON 18.45 - 21.45	DURATION 10 WEEKS
TUITION FEE €240	
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN RENEWABLE ENERGY SYSTEMS 5N4975	

PARTICIPANT PROFILE

This course aims to facilitate the learner to acquire a technical knowledge of various renewable energy systems and to acquire an overview of current legislation in relation to use of renewable energy systems, to understand the design considerations required to increase the energy efficiency of a dwelling. The course offering is aimed at complementing other courses on offer at LCFE Nightschool including self-build and project management courses.

COURSE DESCRIPTION

· Research the difference types of renewable systems noting which is electrical and which is heating
· Research current legislation including in relation to the use of renewable energy systems
· Impact of renewable energy systems
· Research the key principles and characteristics of passive house construction
· Research design considerations aimed at increasing the energy efficiency of a dwelling
· Installation, operational costs and payback periods of a renewable energy system
· Compare the carbon dioxide of the emissions of traditional energy production versus the renewable energy system

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

ENVIRONMENTAL STUDIES QQI LEVEL 5
CLASSROOM BASED COURSE

NEW

COURSE CODE **BP043**	**WED 18.45 - 21.45**	**DURATION** 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN ENVIRONMENTAL STUDIES QQI LEVEL 5 (5N1442)	

PARTICIPANT PROFILE

This course is suitable for those interested in Environmental issues providing the participant with a comprehension of how planet earth functions, of how humans interact with the planet and to explore possible solutions to resulting environmental problems.

COURSE DESCRIPTION

The programme will facilitate that participant to examine and explore:

· The functioning of the earth as a series of inter-related systems - the importance of maintaining the healthy functioning of these systems as the basis for a sustainable future for the planet

· What "resources" means to include differentiating between renewable, potentially renewable and non-renewable resources - natural capital, powered by solar capital provides us with natural resources and natural services, material and non-material resources

· The concepts of "sustainable yield" and "environmental degradation

· Examine the "tragedy of the commons" and possible solutions to the problem — overuse of common property, resources, as outlined by Garret Hardin.

· The current environmental concerns with water to include some possible solutions to the problem of water as a depleting resource

· The importance of renewable resources to include the possibilities regarding their future use - solar, flowing water, wind, biomass and geothermal — renewables for future sustainable strategy developments

· The relationship between population growth and environmental degradation - ecological footprint — population of planet and general waste generation issues / solutions

· Malthusian theory of population and environment and its adaptation for the twenty-first century

· What is meant by lesser developed country (LDC) and more developed country (MDC) to include the main characteristics - resource use and waste generation in both and compare the two, with the use of the IPAT equation

· Sustainability & Sustainable development - how the principles of sustainability might be applied to achieve a sustainable future for the planet and in an Irish context - explain Agenda 21 and Local Agenda 21

· Climate Change — Global Warming - the greenhouse effect - evaluate the main consequences of global warming arising from the enhanced greenhouse effect to include the national, European and international protocol plans to address these issues

· Biodiversity & Conservation - to include some of the main human activities that disrupt biodiversity, both globally and locally - key European Union (EU) regulations on biodiversity

· Explain Natura 2000 - what it means and what it hopes to achieve - Habitats Directive and Birds Directive - consider the success of these directives in addressing biodiversity loss in Europe

· Irelands Environment — key environmental issues facing Ireland today - climate change, water, waste, land, urban environment and biodiversity - the EPA — the functions of the Agency

· Regulation, Legislation & Environmental Management - national, European and international environmental agreements and what they aim to achieve

· EU Action Programmes - the characteristics of Environmental Impact Assessment (EIA) to include the steps that have to be taken in the EIA process

· Evaluate the Strategic Environmental Assessment (SEA) to include its role in addressing some of the weaknesses of EIA

· Accredited environmental management systems to include ISO 140001 and the Eco-Management and Audit Scheme (EMAS)

THE CIRCULAR ECONOMY IN THE WORKPLACE
ONLINE COURSE

NEW

COURSE CODE **BP010ON**	**MON 19.00 - 21.30**	**DURATION** 10 WEEKS
	TUITION FEE STA FULLY FUNDED	
	ACCREDITATION LEVEL 6 QQI SPECIAL PURPOSE CERTIFICATE IN THE CIRCULAR ECONOMY IN THE WORKPLACE 6S22103	

PARTICIPANT PROFILE

This programme aims to equip the learner, as an employee in the workplace, with the knowledge, skills and competence, to identify, develop, and assist with the implementation of circular economy actions relevant to their business. The programme is intended for all employees in business and enterprise (large, SMEs and micro business) across all sectors of economic activity. Employees may be from across all functions and roles, including management, supervisory, team-leads, technical, and general staff. Learners will require access to a workplace to complete this programme.

It includes an element of experiential learning where the employee will apply the skills learned to identify resource efficiency improvements for the business/workplace involved

COURSE DESCRIPTION

· Explain the context and main concepts of the circular economy.

· Apply circular thinking concepts to identify circular economy improvement actions in the workplace.

· Analyse the potential impacts of circular economy improvement actions within (a) business.

· Develop a business case for circular economy improvement actions

ENVIRONMENTAL SUSTAINABILITY IN THE WORKPLACE
ONLINE COURSE

NEW

COURSE CODE **BP005ON**	MON 18.45 - 21.45	DURATION 10 WEEKS
	TUITION FEE STA FULLY FUNDED	
	ACCREDITATION QQI LEVEL 5 ENVIRONMENTAL SUSTAINABILITY IN THE WORKPLACE 5N21794	

PARTICIPANT PROFILE

To develop the learners awareness of the impacts of environmental change and the key sustainable practices that can be implemented by a business and by an individual. It includes an element of experiential learning where the employee will apply the skills learned to identify sustainability improvement options for the business/workplace involved.

COURSE DESCRIPTION

· Describe the principal effects of human activities on the environment, to include depletion of natural resources, climate change, pollution, and loss of biodiversity.
· Examine the key measures that have been taken to address these environmental issues, to include: relevant national, international and European policy instruments or agreements.
· Identify and assess the environmental impacts of individuals and recommend actions that can be taken to reduce these impacts.
· Scope an environmental improvement programme that could be carried out in the workplace

RESOURCE EFFICIENCY FOR A SUSTAINABLE WORKPLACE
ONLINE COURSE

NEW

COURSE CODE **BP011ON**	MON 19.00 - 21.30	DURATION 10 WEEKS
	TUITION FEE STA FULLY FUNDED	
	ACCREDITATION QQI LEVEL 5 RESOURCE EFFICIENCY FOR A SUSTAINABLE WORKPLACE 5S21997	

PARTICIPANT PROFILE

The programme aims to equip the learner, as an employee in the workplace, with the knowledge, skills and competence to identify, prioritise, and implement a series of resource efficiency actions. These actions are in the areas of water, energy, waste and materials and can be implemented by employees in the business/workplace.

It includes an element of experiential learning where the employee will apply the skills learned to identify resource efficiency improvements for the business/workplace involved

COURSE DESCRIPTION

· Outline the process required to implement resource efficiency improvements in their workplace or business.
· Assess the performance of their workplace or business in terms of energy use, material use, water use and waste production through tracking use and costs, and benchmarking.
· Identify and prioritise resource efficiency improvement actions suitable for their workplace or business in the areas of energy, water, waste, and material use.

DEPARTMENT OF PERSONAL AND PROFESSIONAL SERVICES

COLLEGE OF FURTHER EDUCATION & TRAINING

Bord Oideachais & Oiliúna
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Education & Training Board

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BEAUTY & HAIR
SPORTS
TOURISM

REFLEXOLOGY ITEC
CLASSROOM BASED COURSE

PROGRAMME CODE **BH008**	*THURS 18.30 - 22.00*	*DURATION 27 WEEKS*
	TUITION FEE €450	*MATERIALS FEE €150* *ITEC EXAM FEES €150*
	ACCREDITATION ITEC DIPLOMA	

PARTICIPANT PROFILE

The Diploma in Reflexology is an essential requirement for learners in pursuing a career in the reflexology and beauty therapy fields. The course includes practical training in reflexology treatments with studies of anatomy and physiology, health and safety and professional practice. ITEC qualifications are recognised internationally, and may afford you the opportunity to travel abroad and gain valuable practical experience in the industry.

PROGRAMME DESCRIPTION

The ITEC Level 3 Diploma in Reflexology is comprised of 3 mandatory units

• Anatomy and Physiology

• Reflexology

• Professional Conduct & Business Awareness

COURSE STRUCTURE AND AWARD

This course is run over one academic year of 27 weeks duration.

Leading to the ITEC Diploma in Reflexology, the programme is assessed through a combination of case studies and end of year theory and practical examinations. The ITEC Qualification is aligned at Level 5 on the National Framework of Qualifications in Ireland.

Recommended: Prior knowledge of Anatomy and Physiology desirable

*A commitment to full attendance is required of candidates who register for this course

You can download the course specification from ITEC's website. (www.itecworld.co.uk)

SEPTEMBER ENROLMENT ONLY

HOLISTIC MASSAGE ITEC
CLASSROOM BASED COURSE

PROGRAMME CODE **BH007**	TUES 18.30 - 22.00	DURATION 27 WEEKS
	TUITION FEE €450	MATERIALS FEE €150 ITEC EXAM FEES €150
	ACCREDITATION ITEC DIPLOMA IN HOLISTIC MASSAGE LEVEL 3	

PARTICIPANT PROFILE

The Diploma in Holistic Massage is an essential requirement for learners interested in pursuing a career in the holistic care and beauty therapy fields. The programme includes practical training in massage treatments along with studies of anatomy and physiology, health and safety and professional practice. ITEC qualifications are widely recognised internationally and may afford you the opportunity to travel abroad and gain valuable practical experience in industry.

PROGRAMME DESCRIPTION

The ITEC Level 3 Diploma in Holistic Massage is comprised of 3 mandatory units.

• Anatomy and Physiology

• Holistic Massage

• Professional Conduct & Business Awareness

COURSE STRUCTURE AND AWARD

This course is run over one academic year of 27 weeks duration. Leading to the ITEC Diploma in Holistic Massage, the programme is assessed through a combination of case studies and end of year theory and practical examinations. The ITEC Qualification is aligned at Level 5 on the National Framework of Qualifications in Ireland.

*A commitment to full attendance is required of candidates who register for this course

You can download the course specification from ITEC's website. (www.itecworld.co.uk)

SEPTEMBER ENROLMENT ONLY

WOMEN'S HAIRDRESSING
(CITY & GUILDS LEVEL 2 CERTIFICATE IN WOMEN'S HAIRDRESSING – 27 WEEKS) CLASSROOM BASED COURSE

COURSE CODE **BH023**	THURS 18.30 - 22.00	DURATION 27 WEEKS
	TUITION FEE €650	MATERIALS FEE €250
	ACCREDITATION CITY & GUILDS LEVEL 2 DIPLOMA IN WOMEN'S HAIRDRESSING (3002 – 24)	

PARTICIPANT PROFILE

This qualification gives you the foundation to begin a career in hairdressing or barbering, or to advance in your career by gaining new skills. This programme is suitable for beginners wishing to enter the hairdressing industry. The programme is also suitable for those working in the hairdressing industries who wish to obtain a recognised qualification.

The City & Guilds Level 2 NVQ Diploma in Women's Hairdressing is an internationally recognised qualification.

SEPTEMBER ENROLMENT ONLY

COURSE DESCRIPTION

• Working in the Hair Industry

• Follow health and safety practice in the salon

• Client consultation for hair services

• Shampoo and condition the hair and scalp

• Promoting products and services to clients in a salon

• Cut women's hair

• Colour & Lighten Hair

• Perm & Neutralise Hair

• The Art of Dressing Hair

• Plaiting & Twisting Hair

• Display Stock to promote sales in salon

• Salon Reception Duties

PAYMENT PLAN AVAILABLE

EYEBROW & EYELASH TREATMENTS & FACIAL GROOMING CLASSROOM BASED COURSE

COURSE CODE BH012	THURS 19.00 - 21.00	DURATION 8 WEEKS
	TUITION FEE €100	MATERIALS FEE €100
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is for beginners or individuals who may want to pursue a career in beauty.

COURSE DESCRIPTION

· Facial Waxing
· Facial Threading
· Tweezing
· Eye brow and eye lash tinting
· Strip and individual lash application
· Perfect brows
· Practice days included

See guidelines in the Introduction & Welcome section at the front of this booklet.

HAIR UPSTYLES CLASSROOM BASED COURSE

COURSE CODE BH013	MON 19.00 - 21.00	DURATION 10 WEEKS
	TUITION FEE €100	MATERIALS FEE €100
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is suitable for beginners, trainees and qualified hairdressers who want to either learn or up skill themselves with various techniques for hair up styles. It is also suitable for individuals who would like to get into the hairdressing industry; and is also an excellent stepping stone for makeup artists who want to do up styles.

COURSE DESCRIPTION

· Introduction
· Product Knowledge
· Vintage Styles
· Current up style trends
· Fashion curls/ barrel curls/ new techniques
· Braiding
· Interviews
· Creativity
· Special Occasions
· Photo shoot

See guidelines in the Introduction & Welcome section at the front of this booklet.

EYELASH EXTENSIONS CLASSROOM BASED COURSE

COURSE CODE BH022	TUES 18.45 - 21.45	DURATION 6 WEEKS
	TUITION FEE €120	MATERIALS FEE €110
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is suitable for complete beginners that are interested in learning about the art of semi-permanent eye lash extensions. This new innovative popular treatment to thicken and lengthen eye lashes can be learned with no prior skills of knowledge. This course may also interest qualified therapists wishing to update their skills.

COURSE DESCRIPTION

· Consultation with Client
· Disorders or Diseases of the eye
· Contraindications
· Treatment
· Removal of Product
· Client Aftercare
· Pricing and Retail Business Development & Opportunities
· Classic Basic Lashes

See guidelines in the Introduction & Welcome section at the front of this booklet.

VOLUME LASH EXTENSIONS (CLASSIC) CLASSROOM BASED COURSE

COURSE CODE BH027	TUES 18.45 - 21.45	DURATION 6 WEEKS
	TUITION FEE €120	MATERIALS FEE €120 FULL KIT INCL
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is suitable for those that have already experience with Natural lash application. Ideally it is suitable for Lash Artists who are qualified and experienced in Natural extension.

COURSE DESCRIPTION

Volume Lashing is a technique used to achieve a fuller, fluffier look. With this method, between 3/8 super fine extensions are fanned out and applied to a single natural lash. This is the perfect solution if you have sparse lashes or gaps. Volume lashes are lighter, fluffier and give the client a fuller look and is the perfect technique for creating natural to a more dramatic effect

· Health and safety
· Eye shapes
· Application techniques 2d to 6d
· Refilling
· Product removal
· Problem solving
· Aftercare

THIS COURSE STARTS IN MARCH 2025

BEAUTY: SCULPTURED NAILS / NAIL EXTENSIONS CLASSROOM BASED COURSE

COURSE CODE BH002	WED 18.30 - 20.00	DURATION 10 WEEKS
	TUITION FEE €80	MATERIALS FEE €80
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is suitable for individuals who wish to develop skills and techniques in the application and design of sculptured nails/nail extensions so that the participant can offer this service to the public.

COURSE DESCRIPTION

The application of sculptured nails is an art in itself that takes time, precision and skill. Sculptured nails are semi-permanent nails made from an extension nail which is applied to the natural nail with a gel placed over it, which is cured under a UV lamp.

- Application of Sculptured Nails/Nail Extensions using Gel Products
- Refill Procedure
- Maintenance of Sculptured Nails/Nail Extensions
- Manicures: Theory and Practice
- Manicure Techniques including Nail and Hand Treatments

See guidelines in the Introduction & Welcome section at the front of this booklet.

INTRODUCTION TO BARBERING
CLASSROOM BASED COURSE

COURSE CODE BH009	WED 19.00 - 21.30	DURATION 8 WEEKS
	TUITION FEE €110	MATERIALS FEE €150
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is suitable for individuals who want to learn the basic skills and techniques involving Barbering.

COURSE DESCRIPTION

- Introduction to Barbering
- Basic Cutting and Styling Techniques
- Client Care and Consultation
- Colour Application (Basic)

- Hair Care
- Learners will be required to provide models for certain classes.
- A kit with the necessary equipment is included

See guidelines in the Introduction & Welcome section at the front of this booklet.

Learners must supply their own models for this course.

BARBERING CERTIFICATE (CITY & GUILDS)
CLASSROOM BASED COURSE

COURSE CODE BH016	THURS 18.30 - 22.00	DURATION 12 WEEKS
	TUITION FEE €300 COURSE CATEGORY STA	MATERIALS €260 CITY & GUILDS EXAM FEES €60
	ACCREDITATION CITY & GUILDS AWARD 3002 LEVEL 2 – CUTTING MEN'S HAIR	

PARTICIPANT PROFILE

To gain the skills you need to work in a hairdressing or barber shop – this award covers a wide range of skills from shampooing, cutting, and styling. A Barbering NVQ is for anyone who is serious about a barbering career. There are options to suit individual needs and aspirations.

COURSE DESCRIPTION

- Make sure your own actions reduce risks to health and safety
- Advise and consult with clients
- Shampoo, condition and treat the hair and scalp
- Cut hair using basic techniques.

- Develop and maintain your effectiveness at work
- Fulfil salon reception duties
- Health and Safety considerations in the salon

Introduction to Barbering (or equivalent) is recommended for this course.

On completion of the health and safety element, learners will also receive a Level 2 Certificate in "Follow health and safety practice in the salon".

See guidelines in the Introduction & Welcome section at the front of this booklet.

Learners must supply their own models for this course.
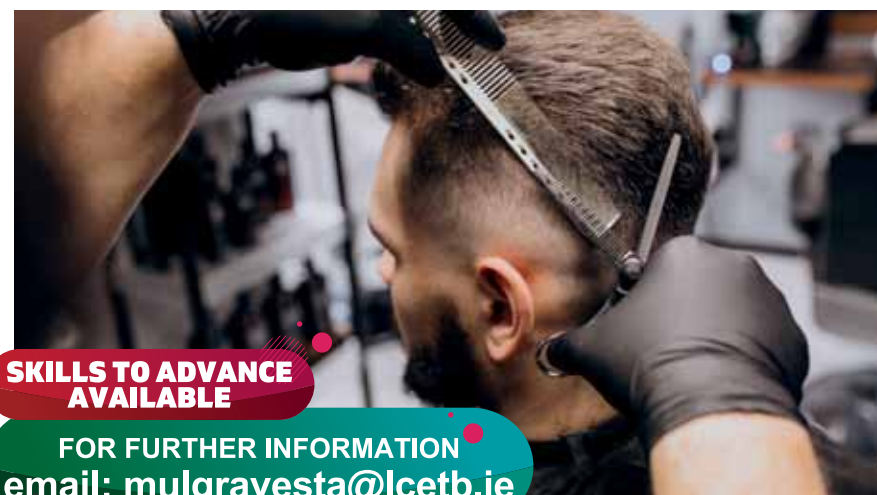
SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION
email: mulgravesta@lcetb.ie

PERIOD AND THEATRICAL MAKE-UP
QQI LEVEL 5 CLASSROOM BASED COURSE

NEW

PROGRAMME CODE **BH011**	TUES 18.45-21.45	DURATION 10 WEEKS
	TUITION FEE €240	MATERIALS FEE €160
	ACCREDITATION QQI LEVEL 5 PERIOD AND THEATRICAL MAKE-UP 5N4632	

PARTICIPANT PROFILE

This programme module aims to equip the learner with the knowledge, skill and competence to design and apply period, character and theatrical styles of make-up suitable for film, television and theatre.

PROGRAMME DESCRIPTION

· To enable the learner to understand the principles of make-up artistry and Make-up design relevant to period, character and theatrical styles of make-up for Film, Television and Theatre
· To enable the learner to become proficient at researching information regarding Character design, Period make up and Theatrical styles of make-up
· To enable the learner to understand the correct use of all the relevant products and tools with regard to Period, Character and Theatrical make-up
· To enable the learner to become proficient at designing and applying a range of Period, Modified Period, Character and Theatrical styles of make-up suitable for Film, Television and Theatre
· To enable the learner to become proficient at applying a range of make-up styles to male, female and child actors

· To enable the learner to acquire a knowledge of the basic team structures, department structures and employment opportunities for a make-up artist within the theatre industry and to outline the importance of maintaining good professional relationships with both colleagues and artistes and suppliers
· To assist the learner to develop the academic and vocational language, literacy and numeracy skills related to Period and Theatrical Make-up through the medium of the indicative content
· To enable the learner to take responsibility for his/her own learning

MAKEUP TECHNIQUES
CLASSROOM BASED COURSE

COURSE CODE **BH010**	WED 18.45 - 21.00	DURATION 10 WEEKS
	TUITION FEE €120	MATERIALS FEE €120
	ACCREDITATION CERTIFICATE OF ATTENDANCE	

PARTICIPANT PROFILE

This course is for anyone with an interest in learning about make up at a beginner's level or for those who may see themselves going on to pursue a career as a Make-up Artist.

COURSE DESCRIPTION

· 2 weeks of Theory
· Skin Care
· Day/Evening Make up
· Block Eye shadow

· Socket line Shadow
· 1940's (Black flick red lip)
· Smokey Eye
· Contouring (highlighting and shading) Bronzing.
· Lips and Brows and lashes plus individual lashes

NOTE: See guidelines in the Introduction & Welcome section at the front of this booklet.
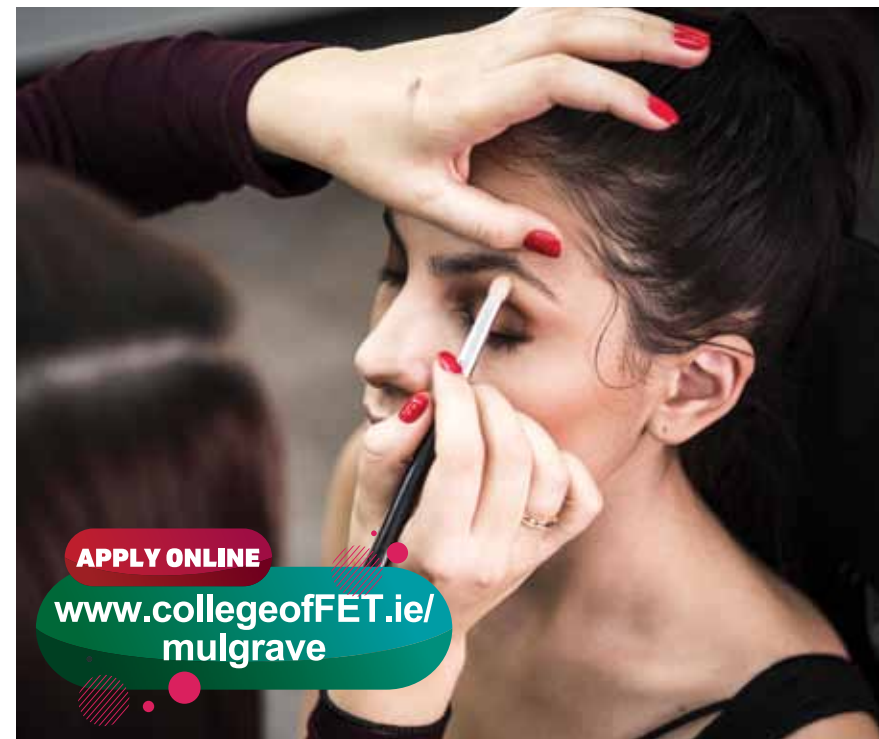
APPLY ONLINE
www.collegeofFET.ie/ mulgrave

EXERCISE AND FITNESS
CLASSROOM BASED COURSE

COURSE CODE HL019	TUES 18.45 - 21.45	DURATION 10 WEEKS
	TUITION FEE €240	
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN EXERCISE AND FITNESS 5N2668	

PARTICIPANT PROFILE
This course is designed for learners who want to gain the skills and knowledge to assist in the delivery of safe and appropriate exercise and fitness courses.

COURSE DESCRIPTION
· Applied Anatomy and Physiology
· Fitness Training Theory
· Managing an Exercise Session
· Exercise to Music
· Circuit Training and Flexibility
· Resistance Training
· Instructors duty of care to clients
· Health implication of lifestyle of habits and exercise
· Current and developing trends in exercise and fitness
· Record and track fitness indicators

Note: Participants must wear the appropriate footwear for this course. College of FET Mulgrave Street / LCETB are not responsible for any personal injury or property damage that may occur whilst participating in activities associated with this course.

Note: This course may take place at the Further Education and Training Centre Kilmallock Road Campus Limerick.

EXERCISE AND FITNESS
CLASSROOM BASED COURSE

COURSE CODE HL053

TUES 18.45 - 21.45 **DURATION** 12 WEEKS

TUITION FEE €280

ACCREDITATION QQI LEVEL 6 MINOR AWARD IN EXERCISE AND FITNESS 6N5345

PARTICIPANT PROFILE
This programme module aims to equip the learner with the knowledge, skill and competence to work independently and or in an instructional capacity in an exercise, health and fitness environment.

COURSE DESCRIPTION
· Describe the relevant aspects of anatomy and physiology as it applies to human movement
· Link between health fitness, lifestyle and wellness and the health benefits of improved fitness
· Apply the principles of training to the components of health related fitness
· Discuss the duties necessary to work in a variety of health fitness contexts
· Describe the four stages of developing an exercise programme
· Explain the reasons for warm up and cool down and the physiological effects of each
· Develop appropriate warm up and cool down routines that can be used in a range of exercise and fitness routines
· Describe a range of different training methods
· Develop the instructional skills needed to deliver classes in, exercise to music, resistance training, flexibility, circuit training and body conditioning, without supervision to small groups in general adult population
· Conduct the screening and informed consent process, to develop a fitness profile for a subject, through a range of basic and appropriate field tests

· Deal competently with adverse situations that might arise in a fitness environment from a simple injury to a life threatening situation.

Note: It is recommended that learners take the Exercise and Fitness QQI Level 5 module first

Note: This course may take place at the Further Education and Training Centre Kilmallock Road Campus Limerick

SPORTS NUTRITION
CLASSROOM BASED COURSE

COURSE CODE HL020

THURS 18.45 - 21.45 **DURATION** 12 WEEKS **COURSE CATEGORY** STA

TUITION FEE €280

ACCREDITATION QQI LEVEL 6 MINOR AWARD IN SPORTS NUTRITION 6N4651

HL0200N SPORTS NUTRITION ONLINE COURSE

PARTICIPANT PROFILE
This course is suitable for individuals who wish to develop knowledge, skill and competence in learning the concepts and principles underpinning nutrition, energy sources and energy usage within an active living, exercise, sports and or weight management context.

COURSE DESCRIPTION
Role of macronutrients and micronutrients in the diet and the contribution they make to sport and exercise.
· Aerobic and anaerobic energy pathways
· The importance of carbohydrates, glycemic index
· Causes and effects of dehydration and the level, type and timing of fuel and fluid intake

· Basal Metabolic Rate (BMR)
· Health risks of being overweight
· Nutritional ergogenic aids and supplements
· Disordered eating
· Body composition of a subject
· Effective forms of exercise for weight management

NOTE: It is recommended that Learners should take the QQI Level 5 programme in Nutrition or equivalent before entering on this course.

NOTE: This course may take place at the Further Education and Training Centre Kilmallock Road Campus.

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

APPLY ONLINE
www.collegeofFET.ie/mulgrave

SPORTS PSYCHOLOGY
CLASSROOM BASED COURSE

COURSE CODE
HL017

WED 18.45 - 21.45	**DURATION** 12 WEEKS
	COURSE CATEGORY STA
TUITION FEE €280	
ACCREDITATION QQI LEVEL 6 MINOR AWARD IN SPORTS PSYCHOLOGY 6N4665	

HL017ON SPORTS PSYCHOLOGY
ONLINE COURSE

PARTICIPANT PROFILE

This course is suitable for athletes, coaches, sports coordinators, development officers, physiotherapists or those with an interest in sport and want to learn about how psychology applies to sport.

It will equip learners with the skills and competence to apply psychological principles in the coaching of teams and to help change the behaviours of athletes in order to improve performance.

Sport Psychology is continually growing in Ireland. This has been aided by the success of Irish sports teams and individuals who have employed the services of sport psychologists e.g. hurlers footballers and rugby players winning their respective finals.

COURSE DESCRIPTION

• Understand the role of the sports psychologist and the relationship between psychology and performance

• Learn how to design and deliver intervention strategies to improve sports performance e.g. anxiety

• Evaluation of different approaches to motivation in sport

• Influence of leaders and role models in sport

Topics to be covered:

• The Development of Sports Psychology

• Sports Psychology and Performance

• Arousal, Stress and Anxiety

• Concept of Motivation in Sport

• Goal Setting

• Leadership and Coaching

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION
email: mulgravesta@lcetb.ie

NUTRITION
CLASSROOM BASED COURSE

COURSE CODE
HL021

WED 18.45 - 21.45	**DURATION** 10 WEEKS
TUITION FEE €240	
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN NUTRITION 5N2006	

HL021ON NUTRITION ONLINE COURSE

PARTICIPANT PROFILE

This course would be of interest to individuals who are interested in food, what different food groups can do in your body, the nutritional composition of food and how nutrition can affect your health and lifestyle.

COURSE DESCRIPTION

• The functions of food, specifying the different classes of nutrients and their main functions

• Examine the energy values of the different food types

• Basal metabolic rate (BMR) and reference nutrient intake (RNI) and the factors that can alter BMR

• The role of each type of fat (monounsaturated, polyunsaturated and saturated) and fatty acids in relation to health and the effects of the deficiency and excess intake of fat

• Sources of fat, carbohydrates and protein in the Irish diet

• The functions, sources and deficiency symptoms of minerals

• Importance of fibre in the diet and the effects of a low and a high carbohydrate diet

• Essential and non-essential amino acid

• Role of vitamins and minerals in maintaining good health and the reference nutrient intake (RNI) and why certain groups of people are at high risk of suffering vitamin and mineral deficiencies

• Specific nutritional needs and the factors that influence the eating habits of infants, children, adolescents, adults and the elderly

• EU regulations and the current dietary recommendations of the Department of Health

• The main categories of food additives

• The causes, symptoms and effects of anorexia nervosa, bulimia and obesity

• The role and impact of diet in a range of diseases and illnesses e.g. coronary heart disease and hypertension, links between diet and types of cancer, osteoporosis, diabetes and dental health

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake an online course.

REGIONAL TOUR GUIDE
CLASSROOM BASED COURSE (Assessments held onsite in Limerick and while on field trips)

COURSE CODE **BP071**	*TUES 18.45 - 21.45* *THURS 18.45 - 21.45*	*DURATION 12 WEEKS*
	TUITION FEE €520 *COURSE CATEGORY STA*	*MATERIAL COST €50* *(includes venue visits and limited minibus hire for simulations only)*
	ACCREDITATION QQI LEVEL 6 SPECIAL PURPOSE AWARD IN REGIONAL TOUR GUIDING 6S20233	

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION
email: mulgravesta@lcetb.ie

To achieve the Level 6 Special Purpose Award participants must successfully complete the following components: QQI Level 6 Component in Irish Tour Guiding (6N20229) and QQI Level 6 Component in Irish Natural Heritage & Culture (6N20231). Subject to Course Approval.

PARTICIPANT PROFILE

This course is suitable for participants who wish to work as Tour Guides employed by tour operators or tour guide organisations Tour guides plan and coordinate tours and follow guest itineraries escorting visitor groups in many historical and cultural venues. Guides require the ability to retain facts, figures and folklore and present the information to tourists in an entertaining and interesting way. Tour guiding is particularly suited to people who are outgoing and who enjoy interacting with others. Communicating, planning and organising are important skills to possess and fluency in a second language is a distinct advantage.

COURSE DESCRIPTION

QQI Level 6 Component in Irish Tour Guiding (6N20229)

· The role and responsibilities of the tourist guide in the context of the Irish tourism industry
· The structures roles of the tourism industry
· Features of a range of regions and localities including historical background, agriculture, modern development, sites, towns, villages, historical architecture, physical geography, flora, fauna, amenities and derivation of place names
· Sustainable tourism, negative impacts of tourism/tours
· Use weather forecasts to predict weather conditions safe for guiding & Evaluate all health and safety considerations when planning and conducting a guiding experience
· Research key aspects of Irish economic, political, social, cultural and current affairs
· Evaluate the main markets for Irish tourism /current legislative requirements
· Demonstrate an ability to participate in leading tours /tour management/ liaising with the tour operators, administrative procedures, ensuring effective welfare of group participants / management to accommodate of diversity and specific customer needs

/ communication, social, decision-making, problem solving and conflict resolution skills
· Delivery of commentaries which communicate
· Develop digital media skills to enhance the tour experience, to promote potential products and services and exploit employment opportunities

QQI Level 6 Component in Irish Natural Heritage & Culture (6N20231)

· The role of the cultural heritage product in Ireland and abroad
· Current issues in relation to sustainable heritage conservation
· Work of the main bodies involved in the support, development, protection and promotion of Irish culture, heritage and natural resources
· Key aspects of the course of Irish history from the earliest times to present day
· The origin, antiquity, key literary genres and current status of the Irish language
· International cultures and traditions which have been influenced by the Irish and link with visitors' origins accordingly / Ireland's archaeological heritage and its UNESCO World Heritage sites
· The evolution of Irish cuisine and beverages
· The history and status of the current agriculture, forestry and maritime resources in Ireland / significant natural and physical features of Ireland
· Development and location of arts and crafts and associated industries in Ireland
· Summarise the major phases, styles and examples of Ireland's architectural heritage
· Ireland's cultural heritage perception internationally

· Research likely topics of interest to clients
· Demonstrate how other nationalities and ethnic groups have influenced the development of Ireland's culture and built heritage

To complete this award, participants must complete the following components:

QQI Level 6 Component in Irish Tour Guiding (6N20229).

QQI Level 6 Component in Irish Natural Heritage & Culture (6N20231).

Note: Badges will be issued to graduates of this Regional Tour Guide course on achievement of the full special purpose award 6S20233.

See information at the following link: www.failteireland.ie/Supports/Training-Workshops/Tourist-guide-training.aspx

Fáilte Ireland on behalf of industry continues to host a directory of qualified tour guides and continue to be an advocate of tour guiding and recognises the importance that tour guiding plays in enhancing the visitor's experience of Ireland.

NOTE: Learners undertaking online courses must have basic IT skills and have access to the necessary ICT equipment, software and Broadband capability to enable them to undertake online classes.

This course will consist of a mixture of In-Class, Online and Field Trips to specified locations

NATIONAL TOUR MANAGEMENT
CLASSROOM BASED COURSE

COURSE CODE
BP094

WED 18.45 - 21.45	**DURATION** 12 WEEKS
TUITION FEE €280	**MATERIAL FEE** €80 (Includes venue visits and limited mini-bus hire for simulations only)
ACCREDITATION QQI LEVEL 6 AWARD IN NATIONAL TOUR MANAGEMENT 6N20230	

PARTICIPANT PROFILE
The purpose of this award is to equip learners with the relevant knowledge, skill and competence to manage tours including all travel and transfers within different tour contexts.

COURSE DESCRIPTION
· Describe the location and layout of the island of Ireland's principal gateways by air, land and sea
· Explain the principles of tour management to include the characteristics, qualities and skills associated with the position of tourist guide
· Devise commentaries and itineraries for coach and walking tours including a range of different contexts throughout Ireland to include visits to key sites and inclusion of set pieces
· Manage tours to a professional standard throughout Ireland implementing appropriate administration procedures
· Demonstrate appropriate safety procedures to include planned and unplanned stops, embarkation and disembarkation, seat allocation and rotation, rendezvous times and locations
· Demonstrate appropriate procedures for air and sea gateway arrivals, transfers, accommodation and departures
· Demonstrate effective group management, to include the accommodation of diversity and specific customer needs

· Explain all relevant provisions of legislation and regulations impacting on tour management
· Apply procedures to check a group itinerary including identifying inconsistencies and clarifying which services are included in the tour schedule and which are extras
· Demonstrate effective public speaking skills to include voice projection and the use of amplification devices
· Demonstrate effective communication and team working skills with all tour stakeholders
· Define hospitality desk operations at a variety of venues and types of functions
· Devise contingency plans and implementation procedures for all potential incidents and emergencies
· Reflect on own skills to identify areas of success and opportunities for improvement

NOTE: This course is linked to the Regional Tour Guiding Course and if taken with this course can lead to the Irish Tour Guiding QQI L6 Special Purpose Award 6S20232.

This course will consist of a mixture of In-Class, Online and Field Trips to specified locations

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION
email: mulgravesta@lcetb.ie

Code	Title	NFQ Level	Credit Value
	All of the following component(s)		
6N20229	Irish Tour Guiding	6	15
6N20230	National Tour Management	6	15
6N20231	Irish Natural Heritage and Culture	6	15

See Regional Tour Guiding located in this section of the booklet

NEW

TOURISM INFORMATION AND ADMINISTRATION CLASSROOM BASED COURSE

COURSE CODE
BP012

THURS 18.45 - 21.45	**DURATION** 10 WEEKS
TUITION FEE €240	
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN TOURISM INFORMATION AND ADMINISTRATION. 5N0636	

PARTICIPANT PROFILE
This programme module aims to equip the learner with the knowledge, skill and competence to work independently in a tourist information office or in the front office of a range of tourism enterprises.

COURSE DESCRIPTION
· Effective front office in a tourism enterprise.
· Principles of marketing, retail selling, display and merchandising.
· Identify the key aspects of legislation relevant to the tourism sector and to business administration.
· Reservations process including, source of reservation, enquiry, rate quotation, availability. recording confirming, maintaining, reporting, cancelling.
· Sources of reservations in the tourism and hospitality sector.
· Demonstrate best practice in personal presentation, hospitality, communications and customer care.
· Complete a range of front office and information office administrative tasks including, reservations and record keeping.
· Explain the need for remaining independent and impartial in providing tourist information.
· Provide advice to visitors on Access and internal transport, Route planning, Accommodation and grading, Food and drink, Entertainment, Coach and walking tours, Places of interest

· Services, Events, activities and amenities
· Communicate visitor information verbally, electronically and in writing.
· Manage cash and stock levels, including payments, operating basic cash control and applying appropriate safeguards.
· Use skills in selling, cross-selling and up-selling a range of goods, services and literature available locally, regionally and nationally.
· Devise strategies for extending visitor stay and maximising visitor spend.
· Use judgement and appropriate techniques in prioritising provision of service.
· Manage compliments, comments and complaints, assessing, documenting and forwarding visitor feedback through appropriate channels, Record visitor statistics.
· Select appropriate techniques for converting enquiries into bookings and for closing a sale.
· Demonstrate respect for diversity in lifestyles, religion, ability and culture among colleagues and visitors.
· Demonstrate good hygiene, security, health and safety practices in compliance with current legislation and regulation.

SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION
email: mulgravesta@lcetb.ie

NEW

GLOBAL DISTRIBUTION SYSTEMS (AMADEUS) CLASSROOM BASED COURSE

COURSE CODE **BP014**	THURS 18.45 - 21.45	DURATION 12 WEEKS
	TUITION FEE €280	MATERIAL FEE €300 (AMADEUS REG AND CERTIFICATION)
	ACCREDITATION QQI LEVEL 6 MINOR AWARD IN GLOBAL DISTRIBUTION SYSTEMS 6N4973	

PARTICIPANT PROFILE
This module is designed to enable learners to gain an in-depth knowledge of a Global Distribution System (GDS) and relevant travel technology systems to enable them to create Booking Files for airline customers to an advanced level.

COURSE DESCRIPTION
- Examine the GDS software and functions
- Examine the difference between a direct and indirect link including distinguishing between the different link indicators
- Examine what airline threshold means in an availability display
- Analyse a booking file being created in Viewdata
- Examine the difference between Viewdata and Focalpoint
- Communicate effectively with passengers and travel industry staff
- Use common GDS terminology and abbreviations
- Sign on and off the GDS to include the main features in a sign on complete
- Extract information from different types of availability displays to include differentiating between numeric and alpha display
- Identify the key elements associated with reservations including class of service available for sale, carrier specific display, five levels of sell, fare types and class codes in availability displays and the different status codes available in a booking file
- Identify Special Service Requirement (SSR) codes
- Convert sales enquiries into booking files to include retrieving and changing booking files, segment insertion and reordering segments
- Evaluate the development of e-ticketing systems and their use from both the customer and airline perspectives
- Extract fares and information from FareBank and utilise it in conjunction with the GDS
- Use the mandatory fields required to create a booking file, including changing an alpha display to a numeric display, building booking files for a wide range of customers
- Calculate flight times using the timetables in the GDS, flying time and ground time on transfer connections and local time and date for different parts of the world
- Carry out a range of actions in the GDS to ensure efficient and effective use of the system from both customer and airline perspectives

amadeus

NEW

ECO TOURISM
CLASSROOM BASED COURSE

COURSE CODE **BP022**	THURS 18.45 - 21.45	DURATION 10 WEEKS
	TUITION FEE €240	MATERIAL FEE €50 (Includes venue visits and limited mini-bus hire for simulations only)
	ACCREDITATION QQI LEVEL 5 MINOR AWARD IN ECOTOURISM 5N0631	

PARTICIPANT PROFILE
The aim of this course is to provide the learner with knowledge of and an appreciation for the concept and relevance of ecotourism in Ireland's tourism industry. It aims to provide skills and competences to apply ecotourism principles in a practical setting.

COURSE DESCRIPTION
- Explain the principles of ecotourism and how they can be applied to a tourism enterprise through certification
- Describe the role of interpretation, education and conservation in ecotourism experiences
- Assess the socio-cultural benefits of ecotourism
- Explain the need for biodiversity and the role of natural resources as a tourism asset
- Describe the main nature conservation designations and their associated administrative structures at international, European and national levels
- Describe the legal and practical considerations of access to private land in Ireland
- Explain the relationship between people, planet and profit in ecotourism
- Evaluate the role of eco-labelling in tourism
- Apply the principles of conservation to tourism, including the management of visitor numbers and the principles of outdoor ethics
- Develop an ecotourism package including a marketing strategy
- Implement environmentally sustainable policies in a tourism enterprise

NEW

LOCAL HISTORY
CLASSROOM BASED COURSE

COURSE CODE
BP097

THURS 18.45 - 21.45	*DURATION 10 WEEKS*
TUITION FEE €240	
ACCREDITATION QQI LEVEL LOCAL HISTORY 5N1296	

PARTICIPANT PROFILE

The purpose of this award is to equip the learner with the knowledge, skill and competence to conduct in-depth historical research and analysis in local history, using a range of primary and secondary historical sources.

COURSE DESCRIPTION

· Explain the term history and the role of the historian
· Outline the place and contribution of local historical studies in the overall historical context including political, economic, gender, cultural and social perspectives
· Document a chronologically organised account of important historical events in Ireland's past
· Distinguish between primary and secondary historical sources
· Access manifestations of primary sources including census returns, photographs, oral histories, video and/or film footage, newspapers, letters, diaries and printed documents
· Source relevant secondary sources, including scholarly, standard and published academic material in journals and periodicals to supplement and provide a context for primary research
· Explain the issues of plagiarism and copyright

· Identify organisations, institutions, libraries and archives and the nature of material they house which might be of value in research
· Express ideas coherently and in a clear and organised manner
· Apply academic and popular conventions in the presentation of historical material and research
· Document and acknowledge all relevant sources consulted, to include footnotes, endnotes, bibliography
· Demonstrate the critical awareness of the historian
· Show objectivity and reason in developing and presenting themes and ideas
· Implement best practice and standards in sourcing, identifying, evaluating and using primary and secondary historical data
· Reflect on contemporary Irish society and culture with reference to the past events of own research and the overall historical context
· Evaluate project work considering research, filing and cataloguing data, time management, locating and synthesising source material and meeting deadlines.

SKILLS TO ADVANCE AVAILABLE
FOR FURTHER INFORMATION EMAIL: mlgravesta@lcetb.ie

Funding available for eligible applicants in employment

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SKILLS TO ADVANCE AVAILABLE

FOR FURTHER INFORMATION EMAIL: mulgravesta@lcetb.ie

Funding available for eligible applicants in employment

Terms and Conditions:

Discounts apply to tuition fees only and not materials fees

Proof for the applicable discount must be provided at registration

Proof for a discount will not be accepted and refunds will not be available once a programme commences

Discounts cannot be applied for through the online registration system

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⌖ Mulgrave Street Campus

If you would like further information, please visit our website **www.collegeofFET.ie/mulgrave** call us on **061 414 344** or **email adultedmulgrave@lcetb.ie**

We hope you find a course that you are interested in and we look forward to meeting you!

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QQI AWARD

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