



GENERAL INFORMATION

MISSION STATEMENT

The Adult Education mission statement is “to offer friendly experiences of lifelong learning to adults of all ages”.

ADMISSIONS PROCEDURE

The closing date for the receipt of applications for the first round of interviews for all courses is 30th April 2012. Applicants who apply by this date will be called for interview during May for the following September. Offer of places will be subject to completion of interview and the achievement of the minimum entry requirements. In cases where a course is not full after the first round of interviews further interviews will be carried out in late August. All applications, postal or personal must include the following:

- **Completed official application form**
- **PPS Number (Personal Public Service Number)**
- **Passport photographs**

Please return completed application forms to :

**St Ailbe's
Adult Education Department
Rosanna Road
Tipperary Town.**

ENTRY REQUIREMENTS

Unless otherwise stated, the minimum requirements for admission to course are:

- Leaving Certificate/Leaving Certificate Applied
- FETAC Level 4 Major Award
- Mature/Adult applicants with no formal qualifications.
- Students requiring Personal Support as a result of a disability are advised to inform the interview panel of their needs in the area in order to allow for provision.

EMPLOYMENT

FETAC courses in St Ailbe's open up direct employment opportunities in a variety of vocational areas.

HIGHER EDUCATION

St Ailbe's courses can provide access to third level Education. We are registered with FETAC to offer programmes leading to FETAC awards on National Framework of Qualification and has agreed its quality assurance procedures with FETAC.

The Higher Education Links Scheme, links specific FETAC Level 5 and 6 Awards to approximately 40 higher education institutions to reserved places for FETAC CAO applicants.

GUIDANCE COUNSELLING

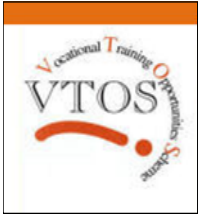
All students have access to South Tipperary Adult Guidance in Education Services (STAGES)

GARDA VETTING

Garda Vetting is mandatory for some our courses. For further information check out our list of courses.

DISCLAIMER

The information in this booklet is intended to act as a guide to persons seeking admission to St Ailbe's and shall not be deemed to constitute a contract between St Ailbe's and any third party. Every effort is made to ensure the accuracy of information in this publication. However, St Ailbe's reserves the right to amend, change or delete any programme of study or academic regulation at any time having given due consideration to students already enrolled. Furthermore, St Ailbe's reserves the right to alter or delete any information included at any time and it shall not be bound by any errors or omissions and can not accept liability in respect thereof.



VOCATIONAL TRAINING OPPORTUNITIES SCHEME

AM I ELIGIBLE TO JOIN A VTOS COURSE?

You must be aged 21 years or over and in receipt of one of the following benefits for 6 months or more:

- Job-seeker's Allowance
- Job-seeker's Benefit
- Lone Parent Allowance
- Prisoner's Allowance
- Illness Benefit
- Signing for credits
- An adult dependant of a person eligible under any of the above
- Or a recipient of Statutory Redundancy

WHAT BENEFITS?

You continue to get your full Social Welfare entitlements plus:

- Support towards childcare care costs for children under 5 years.
- Access to text books
- No course or examination fees
- Meal and travel allowance.
- An additional training allowance is paid to those more than one year on the live register.

Further information about VTOS can be obtained from South Tipperary VEC, Clonmel (052) 6120167

BACK TO EDUCATION ALLOWANCE—BTEA

If you are unemployed, parenting alone or have a disability and are getting certain payments from the Department of Social Protection, you may be eligible for the Back to Education Allowance (BTEA)

You can qualify in different ways depending on your age and circumstances.

1. You must have been accepted onto a qualifying course.

In addition

2. You must be

- a. in receipt of a qualifying social welfare payment for a specified length of time **OR**
- b. dependent on a person who can claim BTEA **OR**

You may qualify to participate in the BTEA scheme on a non-payment basis if you are:

- c. signing for credits or submitting medical certificates for illness credits.

BENEFITS

You will get an allowance equal to the maximum standard rate of Job-seeker's benefit including any increases for qualified adult and/or dependent children (if eligible) AND a Cost of education allowance (if eligible)

HOW TO APPLY

You should notify the Department of Social Protection by filing in the BTEA application form which is available from you local Social Welfare Office.

Business Administration

DURATION | YEAR

AREAS OF STUDY

- Business Admin Skills
- Book-Keeping - Manual & Computerised
- Payroll - Manual & Computerised
- Spreadsheet Methods
- Database Methods
- Word Processing
- Text Production
- Audio Transcription
- Customer Service or Communications
- Work Experience

CARRER PROSPECTS

- Accounts Assistant
- Receptionist
- Payroll
- Clerical Assistant
- Data-Entry Operator
- Personal Assistant
- Administration

FEES

- Student Services €150 (this consists of a student services fee of €100 and a **non-refundable registration fee of €50**)
- Department of Education and Skills Contribution Fee of €200 payable on registration (exemptions apply)
- FETAC Examination Fee of €50 (exemptions apply)

COURSE OBJECTIVES

This course is for school leavers and adults who wish to make a career in secretarial work and become proficient at computing and administration.

ENTRY REQUIREMENTS

- Leaving Certificate or equivalent.
- Successful completion of interview.
- Mature applicants welcome.

CERTIFICATION

- Major Award FETAC Level 5 Business Administration (5M2468)

WORK EXPERIENCE

Work Experience in a range of local office environment is an integral part of this course. Students must obtain 2 weeks , dates will be specified by the tutor.

PROGRESSION

- The full FETAC Level 5 award facilitates entry, on a competitive basis, to a range of third-level institutions nationwide. Further details are available from the relevant institutions.
- FETAC Level 6 Higher Certificate in Business LIT Tipperary

Early Childhood Care & Education 5

DURATION | YEAR

AREAS OF STUDY

- Child Development
- Early Care and Education Practice
- Early Childhood Education and Play
- Child Health and Well Being
- Understanding Special Needs
- Creative Arts for Early Childhood
- Occupational First Aid
- Communications
- Work Experience

CARRER PROSPECTS

- Crèches
- Nurseries
- Day Care Centres
- Playschools
- Au pairing
- Schools
- After school clubs

FEES

- Student Services €150 (this consists of a student services fee of €100 and a **non-refundable registration fee of €50**)
- Department of Education and Skills Contribution Fee of €200 payable on registration (exemptions apply)
- FETAC Examination Fee of €50 (exemptions apply)
- Occupational First Aid (€100 approx.)

COURSE OBJECTIVES

This course is for school leavers and adults who wish to pursue a career in the childcare sector and to work with young children in a variety of childcare settings.

ENTRY REQUIREMENTS

- Leaving Certificate or equivalent.
- Successful completion of interview.
- Mature applicants welcome.
 - Applicants will be required to undertake Garda vetting

CERTIFICATION

- Major Award FETAC Level 5
Early Childhood Care & Education
(5M2009)

WORK EXPERIENCE

Work Experience is an integral part of this course. Students must obtain one day per week work experience for the academic year. The day will be specified by the course specialist. There will also be a two week block of placement during the year.

PROGRESSION

Students may progress to study Carly Childcare & Education FETAC Level 6, which is a supervisory level course, or to third level.

Nursing Studies

DURATION | YEAR

AREAS OF STUDY

- Anatomy & Physiology
- Introduction to Nursing
- Safety and Health at Work
- Care Support
- Care of the Older Person
- Human Growth & Development
- Occupational First Aid
- Communications
- Work Experience

CARRER PROSPECTS

- Nursing
- Healthcare Assistant
- Community Care
- Paramedical Careers
- Social Studies

FEES

- Student Services €150 (this consists of a student services fee of €100 and a **non-refundable registration fee of €50**)
- Department of Education and Skills Contribution Fee of €200 payable on registration (exemptions apply)
- FETAC Examination Fee of €50 (exemptions apply)
- Occupational First Aid (€100 approx.)

CERTIFICATION

- Major Award FETAC Level 5 Nursing Studies (DCHSN)

COURSE OBJECTIVES

A full time course offering a practical and theoretical introduction to the world of nursing, community care and health – related careers.

ENTRY REQUIREMENTS

- Leaving Certificate or equivalent.
- Successful completion of interview.
- Mature applicants welcome.
- Applicants will be required to undertake Garda vetting

WORK EXPERIENCE

Work Experience is an integral part of this course. Students must obtain one day per week work experience for the academic year. The day will be specified by the course specialist. There will also be a two week block of placement during the year.

PROGRESSION

A full FETAC Level 5 award facilitates entry, on a competitive basis, to a range of third-level institutions nationwide. Further details are available from the relevant institutions.

Healthcare Support

DURATION | YEAR

AREAS OF STUDY

- Care Skills
- Care Support
- Care of the Older Person
- Safety and Health at Work
- Introduction to Nursing
- Anatomy & Physiology
- Occupational First Aid
- Communications
- Work Experience

CARRER PROSPECTS

- Healthcare Assistant
- Nursing Home Care Assistant
- Hospital Care Assistant
- Social Studies

FEES

- Student Services €150 (this consists of a student services fee of €100 and a **non-refundable fee of €50**)
- Department of Education and Skills Contribution Fee of €200 payable on registration (exemptions apply)
- FETAC Examination Fee of €50 (exemptions apply)
- Occupational First Aid (€100 approx.)

CERTIFICATION

- Major Award FETAC Level 5 Healthcare Support (DHSXX)

COURSE OBJECTIVES

A full time course providing students with the knowledge and experience to obtain future employment in the health services, hospitals, nursing homes or in the community.

ENTRY REQUIREMENTS

- Leaving Certificate or equivalent.
- Successful completion of interview.
- Mature applicants welcome.
- Applicants will be required to undertake Garda vetting

WORK EXPERIENCE

Work Experience is an integral part of this course. Students must obtain one day per week work experience for the academic year. The day will be specified by the course specialist. There will also be a two week block of placement during the year.

PROGRESSION

A full FETAC Level 5 award facilitates entry, on a competitive basis, to a range of third-level institutions nationwide. Further details are available from the relevant institutions.

Early Childhood Care and Education 6

2 Evenings Per Week

AREAS OF STUDY

- Child Development
- Early Childhood Curriculum
- Childhood Social Legal and Health Studies
- Supervision in Early Childhood Care
- Equality and Diversity in Childcare
- Disability Awareness
- Communications
- Work Experience

CARRER PROSPECTS

- Crèche Leader
- Nursery Supervisor
- Pre-school Leader
- Playgroup Leader

FEES

€250 per area of study

CERTIFICATION

- Major Award FETAC Level 6
Early Childhood Care and Education
(6M2007)

COURSE OBJECTIVES

This course will be of benefit to those who have a particular interest in professional and social aspects of child-care. The course is designed for students who have already qualified to Level 5 and wish to continue their studies. It will suit those who have a good knowledge of childcare and are seeking to progress in their professional development.

ENTRY REQUIREMENTS

- Full FETAC Level 5 award in Childcare
- Successful completion of interview.
- Applicants will be required to undertake Garda vetting

WORK EXPERIENCE

Work Experience is an integral part of this course. Students must obtain one day per week work experience for the academic year. There will also be a three week block of placement required during the year.

PROGRESSION

A full FETAC Level 6 award facilitates entry, on a competitive basis, to a range of third-level institutions nationwide. Further details are available from the relevant institutions and/or the FETAC website (www.fetac.ie).

Computer & Employment Skills

DURATION | YEAR

AREAS OF STUDY

- Career Planning
- Mathematics
- Customer Services
- Workplace safety
- Computer Applications
- Personal Effectiveness
- Communications
- Work Experience

SUPPORT SERVICES

- Free access to computers and internet.
- Guidance counsellor services
- Canteen
- Printing & photocopying facilities
- Small class size.

CERTIFICATION

- Major Award FETAC Level 4
Employment Skills (4M0857)

PROGRESSION

Participants can progress to FETAC Level 5 courses at St Ailbe's or other PLC providers.

COURSE OBJECTIVES

This is a one year full time course for adults who are in receipt of specified social welfare payments. This course will facilitate participants to update the skills needed to progress to further education and/or work.

ENTRY REQUIREMENTS

- Applicants must meet required social welfare criteria.
- Applicants are offered places based on interview and availability of places.
- No formal education qualifications required.

COSTS

- No tuition fees are charged
- No examination fees
- Access provided to text books, materials and computers

Note : components on this course may be changed to suit learner needs, certification requirements, workplace requirements and resources available.

ST AILBE'S PLC APPLICATION FORM

PLEASE USE BLOCK CAPITALS THROUGH (Section A)

First Name:

Surname:

Address:

Indicate your location on 30th September last:

Employed (Full-time) Part-time

School

Training

Not in the labour market

Unemployed (0 –6 months)

Unemployed (6 –12 months)

Unemployed (12 months or more)

Last School Attended:

Name:

Address:

Examinations Taken:

Junior Cert.: Year

Leaving Cert.: Year

Leaving Cert. Applied: Year

Other (specify)

Office Use Only

Date Received: _____

Interview Date: _____

Reply Date: _____

VTOS: _____

Gender Date of Birth Age
M F

Nationality:

Phone No:

Mobile No:

Country of Birth:

EU-National Yes No

PPS Number:

Digits and Letter

- Is Garda vetting a course requirement?
Yes No
- Have you previously had learning disability support?
Yes No
- Do you currently hold a medical card?
Yes No

Please provide details of work experience:

Signature

Date

PLEASE AFFIX A
SIGNED PASSPORT
PHOTOGRAPH HERE

PLEASE SIGN YOUR
NAME ON THE REAR
OF THE PHOTOGRAPH

Please return completed application form to:
St Ailbe's, Adult Education Department, Rosanna Road,
Tipperary Town.

Tel: 062 - 51905 www.ailbes.com

Section B

List your course choice(s) in order of preference ie. 1st, 2nd & 3rd

1st Preference

Course Title

2nd Preference

Course Title

3rd Preference

Course Title

ELIGIBILITY FOR VTOS ALLOWANCE

If you are in receipt of **one the payments listed below from the DSFA for a period of 6 months or more and you are over 21 years of age** you will be eligible to **register as a VTOS candidate**. This means that you can attend any of the courses and still receive your benefit.

ARE YOU IN RECEIPT OF ANY OF THE FOLLOWING?

(GIVE TOTAL LENGTH OF TIME IN MONTHS IN SECTION BELOW)

	Period From - To	Amount		Period From - To	Amount
Job Seeker's Allowance			Illness Benefit		
Job Seeker's Benefit			Prisoner's Allowance		
Lone Parent Allowance			Signing for Credits		
Disability Allowance			An adult dependant of an eligible person		
Statutory Redundancy			FAS/ Community Employment Scheme		
Other: Specify					

Childcare funding may be available under the CETS scheme operated by County Childcare Committee South Tipperary

Do you wish to apply for the childcare allowance?

Yes No

No of children requiring childcare in September?

Distance from St Ailbe's to your permanent address (Km)

I declare that the above information is true and accurate.

Signature

Date