

Full & Part Time Courses

September 2007

Business Studies

Secretarial Course (Part Time)

Childcare

Nursing Studies

Security Services

Healthcare Support

- **Courses Certified by FETAC**
- **Student Grants**
- **Access route to further Studies :Higher Education Links Scheme**
- **Open to All Adults**
- **Assisted by the European Social Fund**
- **Subsidised Childcare**

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COLLEGE INFORMATION

FETAC Further Education and Training Awards Council provides the participant with a recognised qualification. It also enables learners who achieve certification to apply for a place in higher education in a range of third level institutions.

VTOS The Vocational Training Opportunities Scheme allows unemployed persons to follow a full-time education and training course if they are 21 years of age or over and are unemployed for at least 6 months. An extra training allowance of €31.80 per week will be paid to eligible participants registering on the scheme, if they have been in receipt of one of the benefits for at least one year. Those signing for credits, adult dependant allowance are not eligible for the additional training allowance. VTOS participants may take up part-time work while attending their course, without affecting their payments.

Who can apply?

Mature Students who want to re-enter the education system. St. Ailbe's encourages participation by mature students and recognises the unique contribution each mature student will bring to this course. Each application will be considered on an individual basis by the course director.

Post Second Level Students, including those who wish to re-apply to CAO or take an extra year to consider other career options. Students can gain valuable knowledge, qualifications and skills that may benefit them during further study.

Further Education Department

Tel 062 51905

Business Studies / Secretarial FETAC Level 5

(1 Year Course)

Course Objective

The course enables the student to become extremely proficient at computing and to be competent in all aspects of modern office technology and business skills.

This is a one year **FULL-TIME** course in Business. It is designed for **people** who would like to work in business, those who wish to take a year to repeat Leaving Certificate subjects or gain an extra qualification before going to college.

Modules/Subjects

Book-Keeping - Manual & Computerised

Payroll - Manual & Computerised

Spreadsheets

Databases

Word Processing

Text Production

Audio Transcription

Communications

Work Experience

Customer Service

Work Experience

Work placement is a compulsory element of the course, where students take part in a two week on the job work based learning programme. This experience is very valuable and often results in job placement on completion of the course.

Entry Requirements

Leaving Certificate standard or equivalent.

Awards

Students, on successful completion of the modules, will receive a FETAC Level 5 Certificate.

Secretarial Course (2Year Course)

Course Objectives

This course enables mature students to return to education. It is an ideal course for applicants wishing to re-train or up-skill. The course recognises that students may have left education at a young age and may not now wish to return with a view to continuing their education or returning to the work force.

With this in mind the course is delivered over a two year period thus giving participants the opportunity to gain full certification at a slower pace and with less pressure involved. On completion of the two years participants will achieve a full Level 5 award in Business Studies.

Modules —Year 1

Computer Applications
Business Calculations **or** Statistics
Database Methods
European Studies
Information Technology Skills

Modules —Year 2

Work Experience
Communications
Word Processing
Spreadsheet Methods
Language - French or German

Entry Requirements

There are no formal entry requirements.

Student Supports

In order to help students we will offer extra classes and time to study. Students returning to education usually find it helpful to work as part of a group. This opportunity will also be given to you.

Awards

Students will have the opportunity to sit FETAC examinations when they finish each module.

Childcare Level 5 (1 Year Course)

Course Objectives

This is a one year day course in Childcare which will run from 9.30 am to 1.30 p.m. for five days a week. The course gives students a general understanding and knowledge of children in the early years. Each candidate will also have to complete a First Aid course.

Modules / Subjects

Caring for Children (0 - 6 years)

Working with Children

Child Development

Early Childhood Education

Communications

Work Experience

Art & Craft for Children

Caring for Children with Special Needs

Occupational First Aid

Work Experience

Work Experience is a compulsory element of the course; each candidate must complete a minimum of 4 weeks experience within the childcare area.

Career Options

Early Start Preschools

Classroom Assistant

Montessori Area

Play Groups

After School Groups

Crèches

Awards

On successful completion of the modules, will receive a FETAC Level 5 Certificate

Security Studies Level 5

(1 Year Course)

Course Objectives

A one year full time course leading to a qualification as a Security Guard and/or a Door Supervisor. As and from April 2007 all employees providing these services must be full licensed by the Private Security Authority

Modules

Security Systems and Procedures
Safety and Health at Work
Business Administration
Legal Studies
Door Security Procedures
Basic Guarding
Customer Services
Security Industry Awareness
Basic Computing
Communications
Work Experience

Work Experience

Work Experience is a compulsory element of the course, each candidate must complete 2 weeks work experience. Students will benefit greatly from this experience and it provides them with the opportunity to put their school based learning into practice.

Career Options

On completion of the course candidates after registration with The Private Security Authority will be fully licensed as a Security Guard and as a Door Security Guard.

Awards

Students, on successful completion of the modules, will receive a FETAC Level 5 Certificate.

Healthcare Support Level 5

(1 Year Course)

Course Objectives

A one year full time course leading to a qualification as a Healthcare worker.

Modules

Care Skill
Care Support
Safety and Health at Work
Care for the Older Person
Care of People with Mental Illness
Word Processing
Communications
Work Experience

Work Experience

Work Experience is a compulsory element of the course, each candidate must complete 2 weeks work experience. Students will benefit greatly from this experience and it provides them with the opportunity to put their school based learning into practice.

Career Options

On completion of the course candidates will be qualified to work as a healthcare worker, home help and care assistant in health related fields such as the Health Service Executive, private nursing home and residential care facilities.

Awards

Students, on successful completion of the modules, will receive a FETAC Level 5 Certificate.