



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 Early May. Applicants who apply by this date will be called for interview during May or August 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
- QQI 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

EMPLOYMENT

QQI 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 QQI to offer programmes leading to QQI awards on National Framework of Qualification and has agreed its quality assurance procedures with QQI.

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

GUIDANCE COUNSELLING

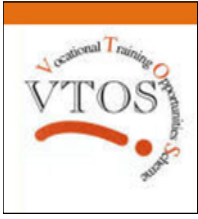
All students have access to Tipperary ETB Adult Guidance in Education Services (STAGES)

GARDA VETTING

Garda Vetting is mandatory for all 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 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.

Further information about VTOS can be obtained from Tipperary ETB, 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 your current payment of Job-seeker's benefit including any payment you are in receipt of for a qualified adult and/or dependent children (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.

Payroll & Accounting with Administration

AREAS OF STUDY

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

CAREER 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)
- QQI 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 QQI 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 QQI 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.
- QQI Level 6 Higher Certificate in Business LIT Tipperary

Computers with Communications 4

VTOS Course

AREAS OF STUDY

- Information Technology Skills
- Computer Applications
- Spreadsheet Methods
- Database Methods
- Word Processing
- Web Design or Desktop Publishing
- Mathematics
- Communications
- Work Experience

SUPPORT SERVICES

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

CERTIFICATION

- Major Award QQI Level 4
Information and Communications
Technology Skills 4M0855

PROGRESSION

Participants can progress to QQI 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.

Nursing Studies

DURATION | YEAR

AREAS OF STUDY

- Human Growth & Development
- Anatomy & Physiology
- Nursing Theory and Practice
- Care Skills
- Care Support
- Care of the Older Person
- Occupational First Aid
- Communications
- Work Experience

CAREER 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)
- QQI Examination Fee of €50 (exemptions apply)
- Occupational First Aid (€100 approx.)

CERTIFICATION

- Major Award QQI Level 5
Nursing Studies 5M4349

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 QQI 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
- Nursing Theory and Practice
- Human Growth & Development
- Occupational First Aid
- Communications
- Work Experience

CAREER 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)
- QQI Examination Fee of €50 (exemptions apply)
- Occupational First Aid (€100 approx.)

CERTIFICATION

- Major Award QQI Level 5
Healthcare Support 5M4339

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 QQI 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.

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 M F Date of Birth Age

Nationality:

Phone No:

Mobile No:

Country of Birth:

EU-National Yes No

PPS Number:

Digits and Letter

• Have you previously had learning disability support?

Yes No

• Do you currently hold a medical card?

Yes No

Card No: _____

Expiry Date: _____

Attach a copy of Medical Card with application

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

Checklist for Application Form

Preference Chosen

Photograph attached

Copy of Medical Card attached