

# Co Donegal VEC Adult Education Prospectus 2012



[www.donegalvec.ie](http://www.donegalvec.ie)



Coiste Gairmoideachais Chontae Dhún na nGall  
County Donegal Vocational Education Committee



## Welcome



Thank you for your interest in Co Donegal VEC's adult education courses and a very warm welcome to our new prospectus for 2012. This prospectus is your starting point for all our courses whether you are returning to learning for the first time since leaving school or planning further studies with us.

Co Donegal VEC is funded by the Department of Education and Skills and is the largest provider of adult education in the County. As you will see in this prospectus, we offer a huge range of courses from part-time learning courses for those wishing to brush up on their essential skills, through to those wishing to study full-time for a course that can lead onto higher education, training and employment.

We are very proud of our reputation for excellence, quality and student support and the achievement of our students as they progress through our programmes and beyond to further and higher opportunities. It is extremely important to us that every student has the opportunity to enjoy their learning and has every opportunity to excel in their chosen field of study. This prospectus is organised in such a way as to help you find the courses that interests you most and to give you relevant information on studying with us and making your decision. If you have any questions or require further information then the designated member of staff for your course will be only too happy to help you.

I wish you every success in your decision making and look forward to meeting you if you decide to study with us.

**MaryAnn Kane**  
Acting Chief Executive Officer







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## Glossary of Abbreviations

AETC	Adult Education & Training Centre
BTEA	Back to Education Allowance
BTEI	Back to Education Initiative
ECDL	European Computer Driving Licence
FÁS	Foras Áiseanna Saothair
FETAC	Further Education and Training Awards Council
HETAC	Higher Education and Training Awards Council
LCA	Leaving Certificate Applied
NFQ	National Framework of Qualifications
NQAI	National Qualifications Authority of Ireland
OCN	Open College Network
OCR	Oxford Cambridge and RSA Examinations
PLC	Post-Leaving Certificate
SEC	State Examination Commission
VEC	Vocational Education Committee
VTOS	Vocational Training Opportunities Scheme



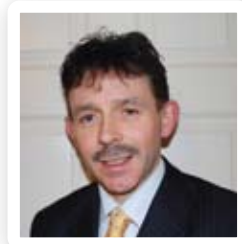


## Why Study with Co Donegal VEC?

Co Donegal VEC is renowned throughout the county for excellence and quality. Making the decision to study with us will start you on a journey of personal discovery that will both improve your confidence and skills and prepare you for further study or employment. All our courses are accredited by the Further Education and Training Awards Council (FETAC) and we hold designated FETAC provider status which means that we are able to quality assure our own courses and thereby ensure you have an excellent learning experience.

Co Donegal VEC has been the cornerstone of vocational education in the County since 1905 and has driven the rapid expansion of adult education opportunities following the publication of the White Paper on Adult Education in 2000. As a result of this commitment, Co Donegal VEC has established a comprehensive network of programmes and centres throughout the County that has made adult education accessible to all. In fact an average of 12,000 adults choose to study with us every year.

This prospectus is arranged by colour coded areas of interest to make it easy for you to find the courses that are right for you.



**Crona Gallagher and Martin Gormley**  
*Adult Education Officers*

# Our Adult Education Programmes



## ***Learning for Living***

The Learning for Living programme offers tuition to adults who are unsure of their skills and knowledge in reading, writing, spelling, maths, numbers and computers. The programme offers learning that is tailored to the needs of each student in a supportive and friendly environment. Time is given to acquire skills and tutors are aware that progress is often made in small stages. The programme also offers a range of family learning options in partnership with schools and provides English language training for speakers of other languages. Students can choose to accredit their study and FETAC Major and Minor Awards are offered from Level 1 to Level 4 and State Examination Commission (SEC) examinations.

## ***Youthreach Programme***

Youthreach is the Department of Education and Skills official education, training and work experience programme for young people who have left school early. The programme aims to develop the core skills needed for further learning and to prepare young people to progress to further education/training or to employment. Youthreach is open to young people aged 15-21 who have left school early and have few or no qualifications. Youthreach offers both uncertified and certified courses including FETAC Levels 2, 3 and 4, Leaving Certificate Applied, ECDL and Safe Pass amongst others in a range of subject areas which vary from centre to centre.

## ***Back to Education Initiative (BTEI)***

BTEI offers education options for those 18 or over and who interested in part-time study. Courses are free of charge to any adult with less than upper second level education and those in receipt of a social welfare payment or medical card and their dependents. Fees will apply to other applicants. BTEI offers Major and Minor FETAC Awards at Levels 3 to 6. Courses are offered throughout the Adult Education Training Centres and in conjunction with the Community Education Programme.

# Our Adult Education Programmes

## **Community Education**

The Community Education Programme supports the delivery of adult education courses in the community through provision of funding for tuition costs and support in the delivery of courses. By its nature, community education provision is driven by the needs of the community and organised locally. This 'bottom up' approach ensures that adult education in a community setting is always addressing the educational needs of the local community. The Community Education Programme funds a wide range of courses from short courses and evening classes to FETAC Major Awards at Levels 3, 4 and 5. The community education courses detailed in this prospectus focus on the longer accredited courses; details of all the courses in your area funded through the Community Education Programme can be found through your local community group or by contacting Maeve McGarvey on 074 9725520.

## **Post-Leaving Certificate (PLC) Programme**

The PLC Programme courses are intensive, full-time, one year programmes that prepare students for entry level employment or progression to further study. Successful students may apply to third level programmes at Institutes of Technology and University through the Higher Education Links Scheme. Courses are designed as an ideal progression from Leaving Certificate for those who want an extra year to study a specific vocational area and for adults returning to education. Courses are offered at many of the second level schools managed by Co Donegal VEC.

## **Vocational Training Opportunities Scheme (VTOS)**

The Vocational Training Opportunities Scheme is an educational opportunities scheme for unemployed people which is funded by the Department of Education and Skills. The aim of the Scheme is to give unemployed people education and training opportunities which will develop their employability and to prepare them for entry to paid employment or further education and training. VTOS is a full-time, 2 year programme and offers certification at a range of levels including Junior Certificate and Leaving Certificate, FETAC 3, 4 and 5 and EC DL. To qualify for VTOS learners must be at least 21 years of age at the start of the course and be in receipt of a social welfare unemployment payment or signing for credits for at least 6 months (156 days).

## **Gartan Outdoor Education Centre**

Gartan is the 'Jewel in the Crown' of Co Donegal VEC's outdoor education provision. Set in 87 acres of stunning lake side scenery on the edge of Glenveagh National Park, Gartan offers courses in outdoor sports, adventure training, environmental education and sustainability for young people and adults. Courses range from a one day introduction to professionally accredited training and programmes can be tailored to meet the specific needs of an individual or group.

*Please note that all courses offered by Co Donegal VEC requiring work experience with children or vulnerable adults will require students to be Garda vetted.*



# National Framework of Qualifications

The National Framework of Qualifications (NFQ) is managed by the National Qualifications Authority of Ireland (NQAI) and has been designed to allow learners to compare and classify qualifications across ten levels ranging from the very initial stages of learning to the most advanced stages. Each level is based on nationally agreed standards of what an individual is expected to know, understand and be able to do following successful completion of a process of learning.

An awarding body is a national body that has the authority to award you a qualification in order to recognise your learning. There are a number of national awarding bodies that have their awards included in the NFQ such as FETAC and the State Examination Commission (SEC) which accredits the Junior and Leaving Certificate. Professional bodies and national bodies in the UK have also been included in the NFQ.

The NFQ can help you make informed decisions about which level of course is appropriate for you and to make it easier for you to explain the qualifications you hold and those you are studying for. This becomes very important when you are considering further learning or entering employment both here in Ireland and abroad.

**At each level of the NFQ there is at least one of the following award types:**

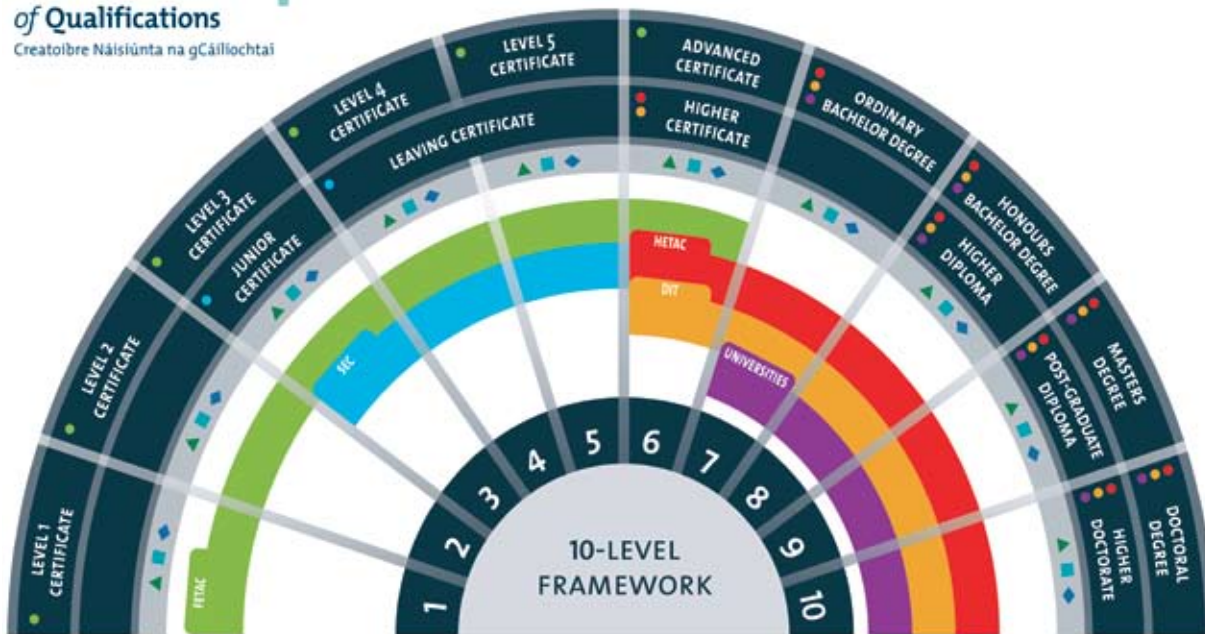
**Major Award** – the main class of award made at each level which entails significant learning e.g. the Junior/Leaving Certificate, FETAC Certificate and Degree.

**Minor Award** – provides recognition for learners who achieve a range of learning outcomes but not the specific learning outcomes required for a Major Award. These awards allow learners to build up units of learning at their own pace. These units of learning are called Component Certificates.

**Special Purpose Award** – provides recognition for a specific purpose e.g. Safe Pass certification for health and safety in the construction industry.

**Supplementary Award** – for learning which is additional to a previous award and are used for updating specific skills and for professional development.

# National Framework of Qualifications



## KEY

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

## AWARDS IN THE FRAMEWORK

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

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

# Awards

## **FETAC and HETAC**

The Further Education and Training Awards Council (FETAC) is the national awarding body for further education and training. FETAC awards are included in the NFQ at Levels 1 to 6.

The Higher Education and Training Awards Council (HETAC) is the national awarding body for higher education and training and HETAC awards are included at Levels 6 to 10 on the NFQ. Institutes of Technology however have delegated authority from HETAC to make their own awards also at Levels 6 to 10.

## **Awards offered by Co Donegal VEC**

FETAC is the main awarding body for courses accredited by Co Donegal VEC. As the statutory provider of adult education in Donegal, we offer Major and Minor FETAC awards at Levels 1 to 6 on the NFQ. Qualifications from other awarding bodies are sometimes offered depending on the course.



In the list of courses offered by County Donegal VEC you will see Certificate and Component Certificate mentioned in the course description.

- A Certificate denotes the qualification of a Major Award
- A Component Certificate or Component Certificates denotes the qualification of a Minor Award.
- A Minor Award can include 1 to 7 Component Certificates at that level.
- A Major Award must include 8 Component Certificates at that level. In certain cases two Component Certificates at one level below the level of the Major Award can be used to make up the credits required for a missing Component Certificate at the same level as the major Award for accreditation purposes e.g. two Level 4 Component Certificates can be combined to give one Level 5 Component Certificate in order to complete the Major Award.
- **Please note** that if you are considering accessing third level study under the Higher Education Links Scheme, where places are reserved on some courses for those with a relevant full award at Level 5, you should only consider 8 Component Certificates at Level 5 and not 2 Component Certificates at level 4 to make up a Component Certificate at Level 5. This is due to the high level of competition for places at third level where a full award at level 5 with 8 distinctions at Level 5 may be required as a minimum to be eligible to apply under the Higher Education Links Scheme. Some colleges operate a lottery system where 8 distinctions at level 5 are required to enter the draw for a place on the course.



# Choosing and Applying for a Course

- Access, Transfer and Progression – When considering a course with Co Donegal VEC it is important that you make the right choice in terms of subject area and level. Co Donegal VEC is committed to facilitating our students to accessing our programmes at the right level in the National Framework of Qualifications and to choosing a learning area that is interesting. The table on page 12 shows the knowledge, skills and competencies that are required to be successful at Levels 1 to 6 on the National Framework of Qualifications. We would invite you to make your own assessment of your level as part of your decision making and if you would like help in understanding this then please contact Donegal Adult Learner Guidance Service.
- Donegal Adult Learner Guidance Service – The Guidance Service offers impartial and confidential information, advice, guidance and counselling on the educational options that are available to you both within Co Donegal VEC and with other education providers. The aim of the service is to support you to make the right decisions about returning to education and training and to help you make those decisions within the context of your wider life. If you are unsure about what course to do or need help in finding out which level is most appropriate for you then please call us on 074 9178088.
- Online Guidance Tools – For those who prefer to do their own research on the options that may be open to them, the following websites may prove useful:

**www.qualifax.ie** – a national database of further and higher education courses provided by the Department of Education and Skills

**www.careersportal.ie** – an online careers and course database with a useful interest profiler to help you match you interests with course areas.

- How to Apply for a Course - Applying for a course with Co Donegal VEC is simple, just get in touch with the appropriate contact person detailed in the course information and they will send out an application form and answer any questions you may have. If you have any difficulty contacting the relevant person then please contact Donegal Adult Learner Guidance Service.

## **Fees, Grants and Funding**

Fee and grant information is specified under the relevant section of each course listing.

Those in receipt of a Department of Social Protection payment may be eligible for the Back to Education Allowance (BTEA). The BTEA is a scheme whereby you retain your social welfare benefits when you undertake a full or part-time second or third level course. For detailed information on the BTEA please contact your local Social Welfare Office or visit:

<http://www.welfare.ie/EN/Schemes/BackToEducation>

# National Framework of Qualifications Grid of Level Indicators

<b>Knowledge</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
<b>Breadth</b>	Elementary knowledge	Knowledge that is narrow in range	Moderately broad in range
<b>Kind</b>	Demonstrable by recognition or recall	Concrete in reference and basic in comprehension	Mainly concrete in reference & with some comprehension of relationship between knowledge elements
<b>Know-how &amp; Skill</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
<b>Range</b>	Demonstrate basic practical skills, and carry out directed activity using basic tools	Demonstrate limited range of basic practical skills, including the use of relevant tools	Demonstrate a limited range of practical and cognitive skills and tools
<b>Selectivity</b>	Perform processes that are repetitive and predictable		Apply known solutions to a limited range of predictable problems
<b>Competence</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
<b>Context</b>	Act in closely defined and highly structured contexts	Limited range of predictable and structured contexts	Act within a limited range of contexts
<b>Role – Perform</b>	Act in a limited range of roles	Act in a range of roles under direction	Act under direction with limited autonomy
<b>Competence</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
<b>Learning to learn</b>	Learn to sequence learning tasks; learn to access and use a range of learning resources	Act in a disciplined manner in a well structured and supervised environment	Act within a managed environment
<b>Insight</b>	Begin to demonstrate awareness of independent role for self	Demonstrate awareness of independent role for self	Assume limited responsibility for consistency of self-understanding and behaviour

<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
Broad range of knowledge	Broad range of knowledge	Specialised knowledge of a broad range
Mainly concrete in reference with some elements of abstraction or theory	Some theoretical concepts and abstract thinking, with significant depth in some areas	Demonstrate comprehensive range of specialised skills and tools

<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
Demonstrate a moderate range of practical and cognitive skills and tools	Demonstrate a broad range of specialist skills and tools	Demonstrate comprehensive range of specialised skills and tools
Apply known solutions to a variety of predictable problems	Plan and use investigative strategies to determine solutions to varied and unfamiliar problems	Formulate responses to well defined abstract problems

<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
Act in familiar and unfamiliar contexts	Act in a range of varied and specific contexts	Act in a range of varied and specific contexts involving creative and non-routine activities; transfer and apply theoretical concepts and/or technical or creative skills to a range of contexts
Act with considerable responsibility and autonomy	Exercise initiative and independence when carrying out activities	Exercise substantial personal autonomy and often take responsibility for the work of others and/or for allocation of resources; form, and function within, multiple complex and heterogeneous groups

<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
Learn to take responsibility for own learning within a supervised environment	Learn to take responsibility for own learning within a supervised environment	Learn to evaluate own learning and identify needs within a structured learning environment; assist others in identifying learning needs
Assume partial responsibility for consistency of self-understanding and behaviour	Assume full responsibility for consistency of self-understanding and behaviour	Express an internalised, personal world view, reflecting engagement with others



# Courses by Learning Area

***Core Skills and General Learning***

***Art, Craft and Design***

***Business and Administration***

***Computing and Information Technology***

***Health, Social and Childcare***

***Agriculture, Horticulture and Sustainable Development***

***Science, Engineering and Technology***

***Sport, Leisure and Recreation***



# Core Skills & General Learning

## **Full-Time Courses**

- CSGL1 Youthreach Programme -  
Ballyshannon, Buncrana, Glengad,  
Gorta'Choirce, Letterkenny and Lifford
- CSGL2 SEC Leaving Certificate Programme  
- Letterkenny

## **Part-Time Courses**

- CSGL3 Family Learning Programme –  
Countywide
- CSGL4 FETAC Level 1 Major Award  
Core Skills – Countywide
- CSGL5 FETAC Level 2 Major Award  
Essential Skills – Countywide
- CSGL6 FETAC Level 2 Major Award  
Communications for the Workplace –  
Countywide

CSGL7 FETAC Level 3 Major Award  
General Certificate in Education and Skills –  
Countywide

CSGL8 FETAC Level 4 Minor Award  
Component Certificates  
(General Vocational Studies) –  
Donegal Town

CSGL9 SEC Junior Certificate  
Single Subject - English –  
Countywide

CSGL10 SEC Junior Certificate  
Single Subject - Maths –  
Countywide





# Youthreach Programme

## Course content

*Youthreach is the Department of Education and Skills official education, training and work experience programme for young people who have left school early. Its aim is to develop the core skills needed for further learning and to prepare young people to progress to further education/training or to employment.*

*Youthreach offers both certified (FETAC Levels 2, 3 and 4; Leaving Certificate Applied (LCA); ECDL; OCN; OCR; Safe Pass, First Aid) and uncertified courses in a range of subjects including art, catering, childcare, communications, computers, construction, drama, hairdressing, metalcraft, woodwork, social, personal and health education (SPHE).*

*Courses vary from centre to centre.*

## Entry requirements

Youthreach is open to young people aged 15 to 21 who have left school early and have few or no qualifications.

## Where is the course offered?

Ballyshannon, Buncrana/Glengad, Gort a'Choice, Letterkenny and Lifford.

## What is the course format and duration?

Youthreach is a full-time programme of 35 hours per week duration and generally takes around two years to complete.

## Where will the course take me?

The Youthreach programme offers the ideal opportunity for young people to get a second chance at being successful at second level in an environment that is designed to meet individual needs. There are many opportunities after the course including studying for further component or full FETAC Level 3 or 4 certificates or progressing to Leaving Certificate and FETAC Level 5 courses. .

## Course fees and supports

There are no fees for participating in the Youthreach programme. Students receive a weekly training allowance (for those aged over 16 years only), a small meal allowance and may receive a travel allowance and childcare support.

## Who should I contact for further information?

Ballyshannon	Antoinette Clayton	Tel: 071 9851286
Buncrana	Jayne O'Donnell	Tel: 074 9362466
Glengad	Jayne O'Donnell	Tel: 074 9370080
Gort a'Choice	Pat Morgan	Tel: 074 9135218
Letterkenny	Breda Rodden	Tel: 074 9122585
Lifford	Gillian Kennedy	Tel: 074 9142114

# State Examinations Commission (SEC)

## Leaving Certificate Programme

### Course content

This VTOS/BTEI course is a full six subject Leaving Certificate programme designed specifically for adults who want to achieve success at Leaving Certificate. The programme offers an opportunity for students who did not take or did not do well in the Leaving Certificate for various reasons whilst at school and offers another chance to be successful. The course is an excellent preparation for further study or for advancing to jobs and careers and is ideally suited to adults who are highly motivated and have the capacity to manage the demands of this programme. The course offers the following subjects at ordinary and higher level..

- English • Geography • Mathematics
- History • Biology • Business Studies

### Entry requirements

This course is offered under the Vocational Training Opportunities Scheme (VTOS) and the Back to Education Initiative (BTEI):

**VTOS Option** - To qualify for VTOS learners must be at least 21 years of age at the start of the course and be in receipt of a social welfare unemployment payment or signing for credits for at least 6 months (156 days).

**BTEI Option** – Courses are free of charge to any adult with less than upper second level education and those in receipt of a social welfare payment or medical card and their dependents. Fees will apply to other applicants.

You will also be expected to have a pass in the Junior Certificate or a FETAC Level 4 Certificate in General Learning or an equivalent level of literacy/numeracy skills and/or qualifications. All candidates will be offered an interview to discuss their suitability for the course prior to the offer of a place.

### Where is the course offered?

Letterkenny

### What is the course format and duration?

Full-time for 2 years – September to June  
Format and content may change depending on resources and number of students.

### Where will the course take me?

Adults choose to take the Leaving Certificate for many reasons. For some it may be to prove to themselves that they 'can get their Leaving', for others it is a route to further study and better job prospects. Whatever your reason, the course will equip you with study skills, critical thinking skills, an ability to study subjects in depth and the capacity to be successful in examinations. Past students also speak of an increase in self confidence following the course. For many employers the Leaving Certificate is still an important standard for recruitment and for those adults thinking of further study the programme offers an excellent foundation for third level study.

### Course fees and supports

**VTOS Option** - The course is free and childcare support is available under the CETS Scheme. Learners transfer their social welfare payment to a VTOS training allowance for the duration of the course. A travel and meal allowance and a VTOS bonus payment of €20 per week are available subject to eligible criteria..

**BTEI Option** – Courses are free of charge to any adult with less than upper second level education and those in receipt of a social welfare payment or medical card and their dependents. Fees will apply to other applicants. Childcare support may be available..

### Who should I contact for further information?

Letterkenny Adult Education and Training Centre  
Uche Nwosu Tel: 0749161581

# Family Learning Programme

## Course content

This Learning for Living programme covers a wide range of topics that will help parents to support their children's education. The courses are generally organised through schools, but can run for groups of parents independent of the school. Courses are divided into the following categories.

Courses for parents of pre-school and early primary school children. The courses offered in this category are:

- 'Storysacks' choosing and reading books with your children
- Support your child with introduction to maths
- Support your child with reading
- Raising Ready Readers

Courses for parents of primary school children.

The courses offered in this category include:

- Support with reading
- Support with maths
- Computers for parents
- Transition from primary to secondary school
- Irish for parents
- Internet Awareness and Safety

Courses for parents of second level students.

This category includes:

- Maths for parents of first years
- Computers and social networking sites for parents;
- Irish for parents
- Familiarising parents with Junior Certificate English programme
- Support your child with study and homework
- Internet Awareness and Safety

## Entry requirements

There are no formal entry requirements. Family learning courses are open to any parent or carer of children who feels that they need support to help their children do well at school.

## Where is the course offered?

Throughout the County

## What is the course format and duration?

The course is part-time and organised to suit the group and may run in the evenings or during the day. Most courses run for 2 hours per week for 6-8 weeks but some shorter courses are also offered. Courses start at various times throughout the year depending on demand. Course format and content may change depending on resources and number of students.

## Where will the course take me?

The family learning course is an ideal opportunity to return to learning in a manageable way and many who do the course in order to help their children's learning find that they want to progress their own education following the course. There are many opportunities after the course to transfer or progress to FETAC Level 2 or 3 certificates or Junior Certificate English and Maths.

## Course fees and supports

The course is free to all students.

## Who should I contact for further information?

Letterkenny & Milford areas	Brid McIntyre	Tel: 074 9161561
Inishowen	Joyce Burns	Tel: 074 9329774
South Donegal	Adele McElhinney	Tel: 071 9851276
An Ghaeltacht (West Donegal)	Dolores MhicGéidigh	Tel: 074 9180871
Finn & Laggan Valley (East Donegal)	Martina Needham	Tel: 074 9721705

# FETAC Level I Major Award

## Core Skills - Leading to a Certificate in General Learning

### Course content

*This Learning for Living course will support students in gaining elementary knowledge and skills in English and Maths. The course includes the following component certificates:*

- *Listening and Speaking*
- *Reading and Writing*
- *Quantity and Numbers*

### Entry requirements

There are no formal entry requirements. This course is for anyone who left school early and needs to start at the beginning with reading, writing and maths.

### Where is the course offered?

Throughout the County

### What is the course format and duration?

The course is part-time and is offered during the day or evening and will start at various times throughout the year depending on demand. Course format and content may change depending on resources and number of students.

### Where will the course take me?

This course offers an ideal opportunity to start building skills in a manageable way and offers support tailored to the needs of each student. Students can progress to any of the level 2 courses detailed in this prospectus.

### Course fees and supports

The course is free to all students.

### Who should I contact for further information?

<i>Letterkenny &amp; Milford areas</i>	Brid McIntyre	Tel: 074 9161561
<i>Inishowen</i>	Joyce Burns	Tel: 074 9329774
<i>South Donegal</i>	Adele McElhinney	Tel: 071 9851276
<i>An Ghaeltacht (West Donegal)</i>	Dolores MhicGéidigh	Tel: 074 9180871
<i>Finn &amp; Laggan Valley (East Donegal)</i>	Martina Needham	Tel: 074 9721705



## FETAC Level 2 Major Award

### Essential Skills - Leading to a Certificate in General Learning

#### Course content

*This Learning for Living course provides an introduction to the skills that are essential to successfully engage in modern life. The course offers the personal and tutor support that will enable you to develop the skills, confidence and knowledge to successfully complete the course. The course includes the following component certificates:*

- *Essential English – reading, writing and spelling, listening and speaking, building vocabulary and verbal and non-verbal communications.*
- *Essential Maths – providing the basic skills to understand addition, subtraction, multiplication, division and simple money calculations.*
- *Essential I.T. – introducing you to the language of computers and giving you the basic skills to write letters, emails and use the internet. The course also explores the advantages and disadvantages of computers in today's world.*

#### Entry requirements

There are no formal entry requirements. This course is for anyone who left school early and who feels the need to revisit their reading, writing, spelling, maths and using a computer.

#### Where is the course offered?

Throughout the County

#### What is the course format and duration?

The course is part-time and runs for 6 hours per week for 20 weeks either during the day or evening and will start at various times throughout the year depending on demand. Course format and content may change depending on resources and number of students.

#### Where will the course take me?

This course offers an ideal opportunity to return to learning in a manageable way and provides the building blocks for further study. There are many opportunities after the course including studying for further component or full FETAC Level 2 or Level 3 certificates or progressing to Junior Certificate English and Maths.

#### Course fees and supports

The course is free to all students

#### Who should I contact for further information?

Letterkenny & Milford areas	Brid McIntyre	Tel: 074 9161561
Inishowen	Joyce Burns	Tel: 074 9329774
South Donegal	Adele McElhinney	Tel: 071 9851276
An Ghaeltacht (West Donegal)	Dolores MhicGéidigh	Tel: 074 9180871
Finn & Laggan Valley (East Donegal)	Martina Needham	Tel: 074 9721705

# FETAC Level 2 Major Award

## Communications for the Workplace - Leading to a Certificate in General Learning

### Course content

*This Learning for Living course provides an introduction to the skills that are essential to successfully engage in modern life and also in the workplace. The courses offer the personal and tutor support that will enable you to develop the skills, confidence and knowledge to successfully complete the course. The course includes the following component certificates:*

- Workplace terminology
- Clarifying roles at work
- Language and text of the workplace
- Staying safe in the workplace
- Team building and decision making

### Entry requirements

There are no formal entry requirements. This course is for anyone who left school early and who feels the need to revisit their reading, writing, spelling, maths and using a computer.

### Where is the course offered?

Throughout the County

### What is the course format and duration?

The course is part-time and runs for 6 hours per week for 20 weeks either during the day or evening and will start at various times throughout the year depending on demand. Course format and content may change depending on resources and number of students.

### Where will the course take me?

This course offers an ideal opportunity to return to learning in a manageable way and provides the building blocks for further study. There are many opportunities after the course including studying for further component or full FETAC Level 2 or Level 3 certificates or progressing to Junior Certificate English and Maths.

### Course fees and supports

The course is free to all students

### Who should I contact for further information?

Letterkenny & Milford areas	Brid McIntyre	Tel: 074 9161561
Inishowen	Joyce Burns	Tel: 074 9329774
South Donegal	Adele McElhinney	Tel: 071 9851276
An Ghaeltacht (West Donegal)	Dolores MhicGéidigh	Tel: 074 9180871
Finn & Laggan Valley (East Donegal)	Martina Needham	Tel: 074 9721705

# FETAC Level 3 Major Award

## General Certificate in Education and Skills - Leading to a Certificate in General Learning

### Course content

*This Learning for Living course provides the opportunity to develop and extend basic written and oral communication skills, maths ability and computer skills to a level that provides a solid foundation for progression towards higher level courses and independent learning. Students will develop skills, competence and knowledge with clear direction in a supportive environment. The course has the following topics:*

- English and Communications - including form filling, writing, reading and interpersonal skills
- Computer Skills, including: word processing, data base, spreadsheets, form filling online
- Maths

As well as some or all of the following:

- Internet Skills - including E mail and on-line form filling
- Event Participation
- Personal and Interpersonal Skills
- Drama
- Career Information
- Child Development and Play
- English as a second language

### Entry requirements

The course is open to anyone of age 18 or over and is an ideal follow on course from the Level 2 Certificate in General Learning and for those who wish to 'tidy up' their skills in reading, writing, spelling, maths and computers. Ideal candidates will be those who have studied at FETAC Level 2 component or full certificate level or can show an equivalent level of English and Maths ability. All candidates will be offered an interview to discuss their suitability for the course prior to the offer of a place.

### Where is the course offered?

Throughout the County.

### What is the course format and duration?

The course is part-time and runs from between 3 to 15 hours per week depending on the needs of the group. Day or evening tuition is offered and will start at various times throughout the year depending on demand. Course format and content may change depending on resources and number of students.

### Where will the course take me?

This course offers an ideal opportunity to build on your existing essential skills and provides a solid foundation for further study. There are many opportunities after the course including studying for further component or full FETAC Level 3 certificates or progressing to a FETAC Level 4 course or Junior Certificate English and Maths.

### Course fees and supports

The course is free to all students.

### Who should I contact for further information?

Letterkenny & Milford areas	Brid McIntyre	Tel: 074 9161561
Inishowen	Joyce Burns	Tel: 074 9329774
South Donegal	Adele McElhinney	Tel: 071 9851276
An Ghaeltacht (West Donegal)	Dolores MhicGéidigh	Tel: 074 9180871
Finn & Laggan Valley (East Donegal)	Martina Needham	Tel: 074 9721705

# FETAC Level 4 Minor Award Component Certificates (General Vocational Studies)

## Course content

*This is a new course this year which provides a solid foundation in the essential skills needed to prepare you for progression to the Leaving Certificate and FETAC Level 5 programmes. The course offers the personal and tutor support that will enable you to develop the skills, confidence and knowledge to successfully complete the course. The course includes the following component certificates:*

- Mathematics
- Data Entry
- Career Preparation
- European Computer Driving Licence (ECDL)

## Entry requirements

The course is open to anyone of age 18 or over whose education is at Level 3 standard on the National Framework of Qualifications. The course is an ideal follow on course from the FETAC Level 3 Major Award Certificate in General Learning or other Level 3 courses, Junior Certificate or for anyone who has an equivalent level of English and Maths ability. All candidates will be offered an interview to discuss their suitability for the course prior to the offer of a place.

## Where is the course offered?

Letterkenny and Milford.

## What is the course format and duration?

The 1 year course is part-time and runs for approximately 7 hours per week from September to May. Course format and content may change depending on resources and number of students.

## Where will the course take me?

This course offers an ideal opportunity to return to learning in a manageable way and provides the building blocks for further study including preparation for third level access programmes, Leaving Certificate and FETAC Level 5 programmes.

## Course fees and supports

Courses are free of charge to any adult with less than upper second level education and those in receipt of a social welfare payment or medical card and their dependents. Fees will apply to other applicants. Childcare support may be available.

## Who should I contact for further information?

Ard Scoil na gCeithre Máistir,  
Donegal Town  
Siobhan Coughlan  
Tel: 0749725520



# State Examinations Commission (SEC)

## Junior Certificate Single Subject English

### Course content

*This Learning for Living course offers the opportunity for those who did not do well at secondary school to study for the single subject award of Junior Certificate English. The course provides a solid foundation in English through the development of speaking, writing, reading and listening skills and the use of English in understanding our society and culture. The course is offered at ordinary and higher level and sits at Level 3 on the National Framework of Qualifications.*

### Entry requirements

The course is open to anyone of age 18 or over who is at Level 2 standard on the National Framework of Qualifications. Ideal candidates will be those who have studied FETAC Level 2 component or full certificate or can demonstrate an equivalent level of literacy/numeracy skills and/or qualifications. All candidates will be offered an interview to discuss their suitability for the course prior to the offer of a place.

### Where is the course offered?

Throughout the County.

### What is the course format and duration?

The course is part-time and runs from between 2 and 4 hours per week for 36 weeks depending on the group either during the day or evening from September to May. Course format and content may change depending on resources and number of students.

### Where will the course take me?

This course offers an ideal opportunity to build on your existing education and achieve a recognised state examination. There are many opportunities after the course including studying for component or full FETAC Level 3 certificates or progressing to Junior Certificate Maths, FETAC Level 4 courses and Leaving Certificate where appropriate.

### Course fees and supports

The course is free to all students.

### Who should I contact for further information?

Letterkenny & Milford areas	Brid McIntyre	Tel: 074 9161561
Inishowen	Joyce Burns	Tel: 074 9329774
South Donegal	Adele McElhinney	Tel: 071 9851276
An Ghaeltacht (West Donegal)	Dolores MhicGéidigh	Tel: 074 9180871
Finn & Laggan Valley (East Donegal)	Martina Needham	Tel: 074 9721705

# State Examinations Commission (SEC) Junior Certificate Single Subject Mathematics

## Course content

*This Learning for Living course offers the opportunity for those who did not do well at secondary school to study for the single subject award of Junior Certificate Maths. The course provides a solid foundation in Maths through the development of key concepts and skills in areas such as statistics and probability, geometry and trigonometry, numbers, algebra and functions and how these relate to problem solving in modern life and further study. The course is offered at ordinary and higher level and sits at Level 3 on the National Framework of Qualifications.*

## Entry requirements

The course is open to anyone of age 18 or over who is at Level 2 standard on the National Framework of Qualifications. Ideal candidates will be those who have studied FETAC Level 2 component or full certificate or can demonstrate an equivalent level of literacy/numeracy skills and/or qualifications. All candidates will be offered an interview to discuss their suitability for the course prior to the offer of a place.

## Where is the course offered?

Throughout the County.

## What is the course format and duration?

The course is part-time and runs from between 2 and 4 per week for 36 weeks depending on the group either during the day or evening from September to May. Course format and content may change depending on resources and number of students.

## Where will the course take me?

This course offers an ideal opportunity to build on your existing education and achieve a recognised state examination. There are many opportunities after the course including studying for component or full FETAC Level 3 certificates or progressing to Junior Certificate English, FETAC Level 4 courses and Leaving certificate where appropriate.

## Course fees and supports

The course is free to all students.

## Who should I contact for further information?

Letterkenny & Milford areas	Brid McIntyre	Tel: 074 9161561
Inishowen	Joyce Burns	Tel: 074 9329774
South Donegal	Adele McElhinney	Tel: 071 9851276
An Ghaeltacht (West Donegal)	Dolores MhicGéidigh	Tel: 074 9180871
Finn & Laggan Valley (East Donegal)	Martina Needham	Tel: 074 9721705

# Art, Craft and Design

## **Full-Time Courses**

ACDI FETAC Level 5 Major Award  
Certificate in Art, Craft and Design – Letterkenny



# FETAC Level 5 Major Award Certificate in Art, Craft and Design

## Course content

This PLC course is designed for those interesting in developing their art, craft and design skills and to prepare a portfolio for entry into 3rd level colleges of art and design. The course covers the following component certificates:

- Painting
- Combined Materials
- Drawing
- Design
- Sculpture
- Combined Materials/Woodwork
- Work Experience
- Communications

## Entry requirements

The course is suitable for those who have recently finished Leaving Certificate, Leaving Certificate Applied and Leaving Certificate Vocational Programmes. Special consideration will be given to mature students who may not have obtained the Leaving Certificate. Mature candidates should have an interest in art, craft and design and have the ability to study at this level. Entry is by application and possible interview.

## Where is the course offered?

Errigal College, Letterkenny.

## What is the course format and duration?

This 1 year course is full-time, 4 days per week from September to May. Course format and content may change depending on resources and number of students.

## Where will the course take me?

The course provides students with excellent career prospects in art, craft, painting and graphic design. Students build their confidence and skills through preparation of a portfolio of course work which is a requirement for application to third level course at Institutes of Technology and Universities through the Higher Education Links Scheme.

## Course fees and supports

A PLC course fee applies to this course and a means tested maintenance grant is available from Co Donegal VEC.

## Who should I contact for further information?

Errigal College, Letterkenny  
Marie McCrossan Tel: 074 9121047



# Business and Administration

## Full-Time Courses

- BA1 FETAC Level 4 Major Award  
Certificate in Office Skills –  
Letterkenny and Donegal Town
- BA2 FETAC Level 5 Major Award  
Certificate in Information Processing –  
Letterkenny, Donegal Town and Buncrana
- BA3 FETAC Level 5 Major Award  
Certificate in Business Studies –  
Gort a'Choirce and Ballyshannon
- BA4 FETAC Level 5 Major Award  
Certificate in Business Studies –  
Donegal Town
- BA5 FETAC Level 5 Major Award  
Certificate in Business Studies/Secretarial –  
Letterkenny and Stranorlar
- BA6 FETAC Level 5 Major Award  
Certificate in eBusiness – Killybegs

## Part-Time Courses

- BA7 FETAC Level 4 Minor Award  
Component Certificates (Office Skills) –  
Ballyshannon
- BA8 FETAC Level 4 Major Award  
Certificate in Office Skills –  
Milford and Letterkenny
- BA9 FETAC Level 4 Major Award  
Certificate in Retail Skills –  
Letterkenny

# FETAC Level 4 Major Award Certificate in Office Skills

## Course content

This VTOS course is designed to build your confidence and the skills required to consider employment in an office based environment and/or further study. This course has a strong practical focus and learners must complete nine component certificates from the list below.

- Communications
  - Database Methods
  - General Office Skills
  - Customer Service
  - Book-keeping & Accounts
  - Business Calculations
  - Mathematics
  - Spreadsheet Methods
  - Business English
  - Reception Skills
  - Data Entry
  - Work Experience
- OCR Word Processing Level 1
  - OCR Text Processing Level 1
  - OCR Audio Transcription Level 1
  - OCR Word Processing Level 2
  - OCR Text Processing Level 2
  - OCR Audio Transcription Level 2

## Entry requirements

To qualify for VTOS learners must be at least 21 years of age at the start of the course and be in receipt of a social welfare unemployment payment or signing for credits for at least 6 months (156 days). The course is suitable for those who are at Level 3 standard on the National Framework of Qualifications. The course is an ideal follow on course from the FETAC Level 3 Major Award Certificate in General Learning or other Level 3 courses, Junior Certificate or can demonstrate an equivalent level of English and Maths ability. All candidates will be offered an interview to discuss their suitability for the course prior to the offer of a place.

## Where is the course offered?

Letterkenny (2 year) and Donegal Town (1 year)

## What is the course format and duration?

The 2 year course is full-time and delivered over 5 days per week from September to July. The Donegal Town programme is offered as an intensive course leading to a Level 4 Major Award in one year. Course format and content may change depending on resources and number of students.

## Where will the course take me?

The Letterkenny course is a full time 2 year programme and is an ideal progression onto the Level 5 Certificates in Administration, Information Processing, Business Studies/Secretarial and part-time Level 5 component certificates within Co Donegal VEC. Previous students have also used this course as progression to employment, and other education and training opportunities.

## Course fees and supports

The course is free and childcare support is available under the CETS Scheme. Learners transfer their social welfare payment to a VTOS training allowance for the duration of the course. A travel and meal allowance and a VTOS bonus payment of €20 per week are available subject to eligible criteria.

## Who should I contact for further information?

Letterkenny Adult Education and Training Centre  
Uche Nwosu Tel: 074 9161581  
Donegal Town Adult Education and Training Centre  
Caroline O'Rourke Tel: 074 9740183

# FETAC Level 5 Major Award

## Certificate in Information Processing

### Course content

This VTOS course is designed to build your confidence and to develop the specific skills required to consider employment in an office environment where excellent information processing is required. This course will also prepare you for further study. This course has a strong practical focus and students must complete eight component certificates from the following list:

- Communications
- Business Calculations
- Spreadsheet Methods
- Web Authoring
- Payroll Manual/Computerised
- Information and Communication Systems
- Book-keeping Manual/Computerised
- Work Experience
- Database Methods
- Desktop Publishing
- Word Processing
- The Internet

In addition the following OCR qualifications may be offered:

- OCR Audio Transcription Level 1
- OCR Audio Transcription Level 2
- OCR Text Processing Level 1
- OCR Text Processing Level 2
- OCR Word Processing Level 1
- OCR Word Processing Level 2
- OCR Speed Test Level 1
- OCR Speed Test Level 2

### Entry requirements

To qualify for VTOS learners must be at least 21 years of age at the start of the course and be in receipt of an social welfare unemployment payment or signing for credits for at least 6 months (156 days). The course is suitable for those who are at Level 4 standard on the National Framework of Qualifications. The course is an ideal follow on course from the FETAC Level 4 Major Award - Certificate in Office Skills or other Level 4 courses, Junior Certificate, Leaving Certificate or can demonstrate an equivalent level of English and Maths ability. All candidates will be offered an interview to discuss their suitability for the course prior to the offer of a place.

### Where is the course offered?

Letterkenny (2 year), Buncrana (2 year) and Donegal Town (1 year)

### What is the course format and duration?

The 2 year course in Letterkenny and Buncrana is full-time and delivered over 5 days per week from September to July. The Donegal Town programme is offered as an intensive course leading to a Level 5 Major Award in one year. Course format and content may change depending on resources and number of students.

### Where will the course take me?

Graduates of this course will have the skills to work in a variety of office and administration environments. Students can also compete for places on relevant 3rd level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme. Previous students have also secured places on BTEC Level 3, BTEC Higher National Diploma courses and Access programmes in Northern Ireland.

### Course fees and supports

The course is free and childcare support is available under the CETS Scheme. Learners transfer their social welfare payment to a VTOS training allowance for the duration of the course. A travel and meal allowance and a VTOS bonus payment of €20 per week are available subject to eligible criteria.

### Who should I contact for further information?

Letterkenny Adult Education and Training Centre

Uche Nwosu Tel: 074 9161581

Buncrana Adult Education and Training Centre

Elaine Devlin Tel: 074 9362466

Donegal Town Adult Education and Training Centre

Caroline O'Rourke Tel: 074 9740183

# FETAC Level 5 Major Award Certificate in Business Studies

## Course content

*This VTOS course is designed to build your confidence and core skills and to develop the specific skills required to consider employment in the business and administration sector and/or further study. The course has a strong practical focus with each college offering a minimum of eight component certificates from the following list:*

- Word Processing
- Database Methods
- Spreadsheet Methods
- Payroll – Manual and Computerised
- European Computer Driving Licence
- Book-keeping – Manual and Computerised
- Mathematics
- OCR Speed Typing
- Business Administration Skills
- Personal Effectiveness in the Workplace
- Accounting Manual and Computerised
- Work Experience
- Communications

## Entry requirements

To qualify for VTOS learners must be at least 21 years of age at the start of the course and be in receipt of a social welfare unemployment payment or signing for credits for at least 6 months (156 days). The course is suitable for those who are at Level 4 standard on the National Framework of Qualifications. The course is an ideal follow on course from the FETAC Level 4 Major Award - Certificate in General Learning or other Level 4 courses, Junior Certificate, Leaving Certificate or can demonstrate an equivalent level of English and Maths ability. All candidates will be offered an interview to discuss their suitability for the course prior to the offer of a place..

## Where is the course offered?

Ballyshannon, and Gort a'Choiceirce

## What is the course format and duration?

This 2 year course is full-time and delivered over 5 days per week from September to July. Course format and content may change depending on resources and number of students.

## Where will the course take me?

Graduates of this course will have the skills to work in a variety of office and administration environments. Students can also compete for places on relevant 3rd level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme. Previous students have also secured places on BTEC Level 3, BTEC Higher National Diploma courses and Access programmes in Northern Ireland.

## Course fees and supports

The course is free and childcare support is available under the CETS Scheme. Learners transfer their social welfare payment to a VTOS training allowance for the duration of the course. A travel and meal allowance and a VTOS bonus payment of €20 per week are available subject to eligible criteria.

## Who should I contact for further information?

Gort a'Choiceirce Adult Education and Training Centre  
Sharon McGee Tel: 074 9135218  
Ballyshannon Adult Education and Training Centre  
Anita O'Rourke Tel: 071 9851276

# FETAC Level 5 Major Award Certificate in Business Studies

## Course content

*This PLC course is designed to build your confidence and core skills and to develop the specific skills required to consider employment in the business, office and administration sector and/or further study. The course has a strong practical focus and the following component certificates:*

- Business Administration
- Information Technology Skills
- Text Production
- Computer Applications
- Word Processing
- Desktop Publishing
- Web Authoring
- Tourism Awareness
- Work Experience
- Communications

## Entry requirements

The course is suitable for those who have recently finished Leaving Certificate, Leaving Certificate Applied and Leaving Certificate Vocational Programmes. Special consideration will be given to mature students who may not have obtained the Leaving Certificate. Mature candidates should have an interest in business studies in an office environment and have the ability to study at this level. Entry is by application and possible interview.

## Where is the course offered?

Donegal Town

## What is the course format and duration?

This 1 year course is full-time and delivered over 4 days per week from September to May. Course format and content may change depending on resources and number of students.

## Where will the course take me?

Graduates of this course will have the skills to work in a variety of office and administration environments. Students can also compete for places on relevant 3rd level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme. Previous students have also secured places on BTEC Level 3, BTEC Higher National Diploma courses and Access programmes in Northern Ireland.

## Course fees and supports

A PLC course fee applies to this course and a means tested maintenance grant is available from Co Donegal VEC.

## Who should I contact for further information?

Abbey Vocational School, Donegal Town  
Administrator      Tel: 074 9721105



# FETAC Level 5 Major Award

## Certificate in Business Studies/Secretarial

### Course content

This PLC course is designed to build your confidence and core skills and to develop the specific skills required to consider employment in the business, office and administration sector and/or further study. The course has a strong practical focus with each college offering a minimum of eight component certificates from the following list:

- Information and Administration
- Business Calculations
- Text Production
- Computer Applications
- Word Processing
- Data Entry
- Work Experience
- Communications
- Business Law
- Spanish/French/German
- Information Technology Skills
- Audio Transcription

### Entry requirements

The course is suitable for those who have recently finished Leaving Certificate, Leaving Certificate Applied and Leaving Certificate Vocational Programmes. Special consideration will be given to mature students who may not have obtained the Leaving Certificate. Mature candidates should have an interest in business studies in an office environment and have the ability to study at this level. Entry is by application and possible interview.

### Where is the course offered?

Letterkenny and Stranorlar

### What is the course format and duration?

This 1 year course is full-time and delivered over 4 days per week from September to May. Course format and content may change depending on resources and number of students.

### Where will the course take me?

Graduates of this course will have the skills to work in a variety of office and administration environments. Students can also compete for places on relevant 3rd level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme. Previous students have also secured places on BTEC Level 3, BTEC Higher National Diploma courses and Access programmes in Northern Ireland.

### Course fees and supports

A PLC course fee applies to this course and a means tested maintenance grant is available from Co Donegal VEC.

### Who should I contact for further information?

Errigal College, Letterkenny

Michelle O'Reilly Tel: 074 9121047

Finn Valley College, Stranorlar

Kathleen Boland Tel: 074 9131684

# FETAC Level 5 Major Award Certificate in eBusiness

## Course content

*This PLC course is designed to build your confidence and core skills and to develop the specific skills required to consider employment in the eBusiness, office and administration sector and/or further study. The course has a strong practical focus with each college offering eight component certificates from the following list:*

- The Internet
- eBusiness Studies
- Web Authoring
- Word Processing
- Personal Effectiveness in the Workplace
- Work Experience
- Book-keeping Manual and Computerised
- Communications

## Entry requirements

The course is suitable for those who have recently finished Leaving Certificate, Leaving Certificate Applied and Leaving Certificate Vocational Programmes. Special consideration will be given to mature students who may not have obtained the Leaving Certificate. Mature candidates should have an interest in business studies in an office environment and have the ability to study at this level. Entry is by application and possible interview.

## Where is the course offered?

Killybegs

## What is the course format and duration?

This 1 year course is full-time and delivered over 4 days per week from September to May. Course format and content may change depending on resources and number of students.

## Where will the course take me?

Graduates of this course will have the skills to work in a variety of office and administration environments. Students can also compete for places on relevant 3rd level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme. Previous students have also secured places on BTEC Level 3, BTEC Higher National Diploma courses and Access programmes in Northern Ireland.

## Course fees and supports

A PLC course fee applies to this course and a means tested maintenance grant is available from Co Donegal VEC.

## Who should I contact for further information?

St Catherine's Vocational School, Killybegs  
Administrator      Tel: 074 9731491

# FETAC Level 4 Minor Award Component Certificates (Office Skills)

## Course content

*This BTEI course is designed to build your confidence and core skills and to develop specific skills which are required by office based employers. The course will also prepare you for further study. The course has a strong practical focus and includes the following component:*

- General Office Skills
- Business English
- Mathematics

## Entry requirements

You must be aged 18 or over at the start of the course and priority will be given to those with less than upper second level education. The course is suitable for those who are at Level 4 standard on the National Framework of Qualifications and who would like to improve their office skills in these areas. The course is an ideal for those who have studied FETAC Level 4 courses, Junior Certificate, Leaving Certificate or can demonstrate an equivalent level of English and Maths ability. All candidates will be offered an interview to discuss their suitability for the course prior to the offer of a place.

## Where is the course offered?

Ballyshannon

## What is the course format and duration?

This 1 year course is part-time and delivered over 3 days per week from October to May. Course format and content may change depending on resources and number of students.

## Where will the course take me?

Graduates of this course will have enhanced skills to work in a variety of office and administration environments. Students will also be able to apply for further component or full certificate programmes at Level 5 after the course.

## Course fees and supports

Courses are free of charge to any adult with less than upper second level education and those in receipt of a social welfare payment or medical card and their dependents. Fees will apply to other applicants. Childcare support may be available.

## Who should I contact for further information?

Ballyshannon Adult Education and Training Centre  
Maria Faherty Tel: 071 9851276

# FETAC Level 4 Major Award Certificates in Office Skills

## Course content

*This BTEI course is designed to build your confidence and core skills and to develop specific skills which are required by office based employers. The course will also prepare you for further study. The course has a strong practical focus and includes eight component certificates from the following list:*

- Communications
- Mathematics
- Database Methods
- Spreadsheet Methods
- General Office Skills
- Business English
- Customer Service
- Reception Skills
- Book-keeping and Accounts
- Data Entry
- Business Calculations
- Work Experience

## Entry requirements

You must be aged 18 or over at the start of the course and priority will be given to those with less than upper second level education. The course is suitable for those who are at Level 4 standard on the National Framework of Qualifications and who would like to improve their office skills in these areas. The course is an ideal for those who have studied FETAC Level 4 courses, Junior Certificate, Leaving Certificate or can demonstrate an equivalent level of English and Maths ability. All candidates will be offered an interview to discuss their suitability for the course prior to the offer of a place.

## Where is the course offered?

Milford and Letterkenny

## What is the course format and duration?

This 2 year course is part-time and delivered over 3 days per week from October to May. Course format and content may change depending on resources and number of students.

## Where will the course take me?

Graduates of this course will have enhanced skills to work in a variety of office and administration environments. Students will also be able to apply for further component or full certificate programmes at Level 5 after the course.

## Course fees and supports

Courses are free of charge to any adult with less than upper second level education and those in receipt of a social welfare payment or medical card and their dependents. Fees will apply to other applicants. Childcare support may be available.

## Who should I contact for further information?

Milford Adult Education and Training Centre

Angela McElhinney Tel: 074 9153194

Letterkenny Adult Education and Training Centre

Uche Nwosu Tel: 074 9161581

# FETAC Level 4 Major Award Certificates in Retail Skills

## Course content

*This new BTEI course is designed to build your confidence and core skills and to develop specific skills which are required by retail based employers. The course will also prepare you for further study. The course has a strong practical focus and includes eight component certificates from the following list:*

- *Communications*
- *Mathematics*
- *IT Skills*
- *Retail Sales Techniques*
- *Customer Service*
- *Business English*
- *Work Experience*
- *General Office Skills*

## Entry requirements

You must be aged 18 or over at the start of the course and priority will be given to those with less than upper second level education. The course is suitable for those who are at Level 4 standard on the National Framework of Qualifications and who would like to improve their office skills in these areas. The course is an ideal for those who have studied FETAC Level 4 courses, Junior Certificate, Leaving Certificate or can demonstrate an equivalent level of English and Maths ability. All candidates will be offered an interview to discuss their suitability for the course prior to the offer of a place.

## Where is the course offered?

Letterkenny

## What is the course format and duration?

This 2 year course is part-time and delivered over 3 days per week from October to May. Course format and content may change depending on resources and number of students.

## Where will the course take me?

Graduates of this course will have enhanced skills to work in a variety of retail environments. Students will also be able to apply for further component or full certificate programmes at Level 5 after the course.

## Course fees and supports

Courses are free of charge to any adult with less than upper second level education and those in receipt of a social welfare payment or medical card and their dependents. Fees will apply to other applicants. Childcare support may be available.

## Who should I contact for further information?

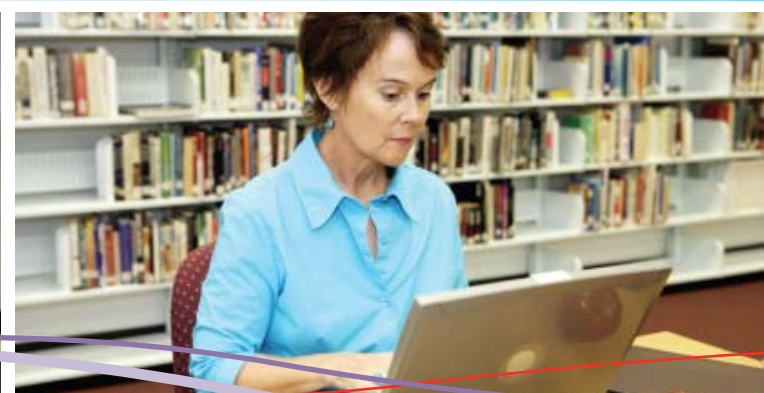
Letterkenny Adult Education and Training Centre  
Uche Nwosu                      Tel: 074 9161581



# Computing and Information Technology

## **Part-Time Courses**

- |      |  |
|------|--|
| CIT1 | FETAC Level 3 Minor Award<br>Component Certificates<br>(Information and Communication Technology) –<br>Ballyshannon and Donegal Town |
| CIT2 | FETAC Level 3 Major Award<br>General Certificate in Education and Skills –<br>Information Technology -<br>Countywide                 |



# CITI

## FETAC Level 3 Minor Award Component Certificates (Information & Communication Technology)

### **Course content**

*This BTEI course provides a solid foundation in the essential skills needed to prepare you for progression to Level 5 courses in computing and business. The course offers the personal and tutor support that will enable you to develop the skills, confidence and knowledge to successfully complete the course. The course includes the following component certificates:*

#### **Ballyshannon**

*Computer Literacy  
Word Processing  
Internet Skills  
Spreadsheets  
Communications*

#### **Donegal**

*Mathematics  
Spreadsheets  
Database  
Desktop Publishing*

### **Entry requirements**

The course is open to anyone of age 18 or over with an interest in developing their computer skills and whose education is at Level 2 standard on the National Framework of Qualifications. The course is an ideal follow on course from the FETAC Level 2 Major Award Certificate in General Learning or for anyone who has an equivalent level of English and Maths ability. All candidates will be offered an interview to discuss their suitability for the course prior to the offer of a place.

### **Where is the course offered?**

Donegal Town, Ballyshannon

### **What is the course format and duration?**

The 1 year course is part-time and runs for approximately 7 hours per week from September to May. Course format and content may change depending on resources and number of students.

### **Where will the course take me?**

This course offers an ideal opportunity to return to learning in a manageable way and provides the building blocks for further study at FETAC Levels 4 and 5 where appropriate.

### **Course fees and supports**

Courses are free of charge to any adult with less than upper second level education and those in receipt of a social welfare payment or medical card and their dependents. Fees will apply to other applicants. Childcare support may be available.

### **Who should I contact for further information?**

*Ballyshannon Adult Education and Training Centre  
Maria Faherty      Tel: 071 9851276  
Ard Scoil na gCeithre Máistir, Donegal Town  
Siobhan Coughlan      Tel: 0749725520*

## FETAC Level 3 Major Award

# General Certificate in Education and Skills Information Technology Leading to a Certificate in General Learning

### Course content

*This Learning for Living course provides the opportunity to develop and extend basic written and oral communication skills, maths ability and computer skills to a level that provides a solid foundation for progression towards higher level courses and independent learning. Students will develop skills, competence and knowledge with clear direction in a supportive environment.*

The course has the following topics:

- English and Communications - including form filling, writing, reading and interpersonal skills
- Introduction to Computers - including: word processing, database, spreadsheets, form filling online
- Mathematics

As well as some or all of the following:

- Word Processing
- Application of Number
- Internet Skills
- Desktop Publishing
- Personal Effectiveness

### Entry requirements

The course is open to anyone of age 18 or over and is an ideal follow on course from the Level 2 Certificate in General Learning and for those who wish to 'tidy up' their skills in reading, writing, spelling, maths and computers. Ideal candidates will be those who have studied at FETAC Level 2 component or full certificate level or can show an equivalent level of English and Maths ability. All candidates will be offered an interview to discuss their suitability for the course prior to the offer of a place.

### Where is the course offered?

Throughout the County

### What is the course format and duration?

The course is part-time and runs from between 3 to 15 hours per week depending on the needs of the group. Day or evening tuition is offered and will start at various times throughout the year depending on demand. Course format and content may change depending on resources and number of students.

### Where will the course take me?

This course offers an ideal opportunity to build on your existing essential skills and provides a solid foundation for further study. There are many opportunities after the course including studying for further component or full FETAC Level 3 certificates or progressing to a FETAC Level 4 course or Junior Certificate English and Maths.

### Course fees and supports

The course is free to all students.

### Who should I contact for further information?

Letterkenny & Milford areas	Brid McIntyre	Tel: 074 9161561
Inishowen	Joyce Burns	Tel: 074 9329774
South Donegal	Adele McElhinney	Tel: 071 9851276
An Ghaeltacht (West Donegal)	Dolores MhicGéidigh	Tel: 074 9180871
Finn & Laggan Valley (East Donegal)	Martina Needham	Tel: 074 9721705

# Health, Social and Childcare

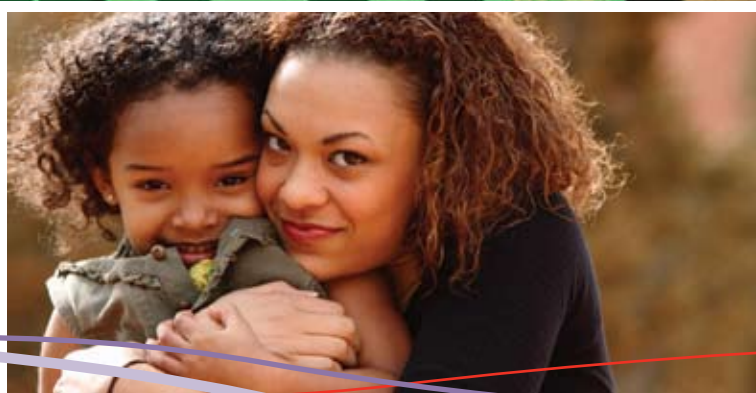
## **Full-Time Courses**

- HSC1 FETAC Level 5 Major Award  
Certificate in Early Childhood Care  
and Education –  
Letterkenny, Buncrana
- HSC2 FETAC Level 5 Major Award  
Certificate in Community Care/Nursing  
Studies/Community and Health Services -  
Milford
- HSC3 FETAC Level 5 Major Award  
Certificate in Nursing Studies –  
Letterkenny, Bundoran and Killybegs
- HSC4 FETAC Level 5 Major Award  
Certificate in Healthcare Support –  
Killybegs
- HSC5 FETAC Level 5 Major Award  
Certificate in Childcare -  
Letterkenny, Killybegs and Bundoran

## **Part-Time Courses**

- HSC6 FETAC Level 5 Major Award  
Certificate in Community and  
Health Services –  
Letterkenny
- HSC7 FETAC Level 5 Major Award  
Certificate in Early Childhood Care  
and Education –  
Gortahork
- HSC8 FETAC Level 6 Major Award  
Certificate in Supervision in Childcare –  
Letterkenny





# FETAC Level 5 Major Award

## Certificate in Early Childhood Care and Education

### Course content

*This VTOS course is designed to build your confidence and to develop the specific skills required to consider employment in childcare sector and/or further study. The course has a strong practical focus and students must complete eight component certificates from the following list:*

- Child Development
- Child Health and Well Being
- Work Experience
- Communications
- Early Care and Education Practice
- Early Childhood Education and Play
- Children with Additional Needs
- Equality and Diversity in Childcare

### Entry requirements

To qualify for VTOS learners must be at least 21 years of age at the start of the course and be in receipt of an social welfare unemployment payment or signing for credits for at least 6 months (156 days) and who is at Level 4 standard on the National Framework of Qualifications. The course is an ideal progression for those who have completed Level 4 courses, Junior Certificate, Leaving Certificate or can demonstrate a level of English and Maths ability suitable for Level 5 study. All candidates will be offered an interview to discuss their suitability for the course prior to the offer of a place. Garda vetting will be required before commencement of the work placement.

### Where is the course offered?

Letterkenny and Buncrana

### What is the course format and duration?

This 2 year course is full-time and delivered over 5 days per week from September to July. Course format and content may change depending on resources and number of students.

### Where will the course take me?

Graduates of this course will have enhanced skills to work in a variety of childcare settings such as nurseries, crèches, play groups, after school clubs and in home settings. Students can also compete for places on relevant 3rd level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme. Previous students have also secured places on BTEC Level 3, BTEC Higher National Diploma courses and Access programmes in Northern Ireland.

### Course fees and supports

The course is free and childcare support is available under the CETS Scheme. Learners transfer their social welfare payment to a VTOS training allowance for the duration of the course. A travel and meal allowance and a VTOS bonus payment of €20 per week are available subject to eligible criteria

### Who should I contact for further information?

Letterkenny Adult Education and Training Centre  
 Uche Nwosu                      Tel: 074 9161581  
 Buncrana Adult Education and Training Centre  
 Elaine Devlin                      el: 074 9362466

# FETAC Level 5 Major Award Certificate in Community Care/Nursing Studies/ Community and Health Services

## Course content

*This VTOS course is designed to build your confidence and to develop the specific skills required to consider employment in the care sector and/or further study. Please be aware that this course does not guarantee entry into nursing degree programmes but will give you an opportunity to strengthen your application. This course has a strong practical focus and learners must complete eight component certificates from the following list:*

- Social Studies
- Introduction to Nursing
- Occupational First Aid
- Care Support
- Human Growth & Development
- Care Provision and Practice
- Anatomy and Physiology
- Safety & Health at Work
- Communications
- Work Experience

*This course is delivered in way that allows you to choose your final award in Community Care, Community and Health Services or Nursing Studies depending on your career goals.*

## Entry requirements

To qualify for VTOS learners must be at least 21 years of age at the start of the course and be in receipt of an social welfare unemployment payment or signing for credits for at least 6 months (156 days). The course is suitable for those who are at Level 4 standard on the National Framework of Qualifications. The course is an ideal follow on course from Level 4 courses, Junior Certificate, Leaving Certificate or can demonstrate an equivalent level of English and Maths ability. All candidates will be offered an interview to discuss their suitability for the course prior to the offer of a place.

Garda vetting will be required before commencement of the work placement.

## Where is the course offered?

Milford

## What is the course format and duration?

Full-time, 5 days per week for 2 years – September to June. Course format and content may change depending on resources and number of students.

## Where will the course take me?

Graduates of this course will have enhanced skills to work in a variety of community care settings. Students can also compete for places on relevant 3rd level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme. Previous students have also secured places on BTEC Level 3, BTEC Higher National Diploma courses and Access programmes in Northern Ireland.

## Course fees and supports

The course is free and childcare support is available under the CETS Scheme. Learners transfer their social welfare payment to a VTOS training allowance for the duration of the course. A travel and meal allowance and a VTOS bonus payment of €20 per week are available subject to eligible criteria.

## Who should I contact for further information?

Milford Adult Education and Training Centre  
Áine McLaughlin Tel: 074 9153194



# FETAC Level 5 Major Award Certificate in Nursing Studies

## Course content

*This PLC course is designed for those considering a career in nursing and provides a foundation of knowledge and competencies whilst also enhancing confidence and interpersonal abilities. Please be aware that this course does not guarantee entry into nursing degree programmes but will give you an opportunity to strengthen your application. The course has a strong practical focus with each college offering a minimum of eight component certificates from the following list:*

- Introduction to Nursing
- Anatomy and Physiology
- Human Growth and Development
- Safety and Health at Work
- Health Related Fitness
- Understanding Special Needs
- Personal Effectiveness in the Workplace
- Biology
- Occupational First Aid
- Mathematics
- Work Experience
- Communications
- Word Processing

*This course is delivered in way that allows you to choose your final award in Community Care, Community and Health Services or Nursing Studies depending on your career goals.*

## Entry requirements

The course is suitable for those who have recently finished Leaving Certificate, Leaving Certificate Applied and Leaving Certificate Vocational Programmes. Special consideration will be given to mature students who may not have obtained the Leaving Certificate.

Mature candidates should have an interest in nursing as a career and have the ability to study at this level. Entry is by application and possible interview. Garda vetting will be required before commencement of the work placement.

## Where is the course offered?

Letterkenny, Bundoran and Killybegs

## What is the course format and duration?

This 1 year course is full-time, 4 days per week from September to May. Course format and content may change depending on resources and number of students.

## Where will the course take me?

Graduates of this course will have the necessary skills to obtain entry level work in the business and computing sector. Students can progress from this course to Institutes of Technology and Universities through the Higher Education Links Scheme and onto further education in Northern Ireland

## Course fees and supports

A PLC course fee applies to this course and a means tested maintenance grant is available from Co Donegal VEC.

## Who should I contact for further information?

*Errigal College, Letterkenny*

Danny McFadden Tel: 074 9121047

*Magh Ene College, Bundoran*

Catherine Fox Tel: 071 9841244

*St. Catherine's Vocational School, Killybegs*

Administrator Tel: 074 9731491

# FETAC Level 5 Major Award Certificate in Healthcare Support

## Course content

This PLC course is designed for those considering a career in healthcare support and provides the knowledge and competencies for a solid foundation whilst also enhancing confidence and interpersonal abilities. The course includes the following component certificates:

- Introduction to Nursing
- Anatomy and Physiology
- Human Growth and Development
- Safety and Health at Work
- Care support
- Care Skills
- Work Experience
- Communications

## Entry requirements

The course is suitable for those who have recently finished Leaving Certificate, Leaving Certificate Applied and Leaving Certificate Vocational Programmes. Special consideration will be given to mature students who may not have obtained the Leaving Certificate. Mature candidates should have an interest in nursing as a career and have the ability to study at this level. Entry is by application and possible interview. Garda vetting will be required before commencement of the work placement.

## Where is the course offered?

Killybegs

## What is the course format and duration?

This 1 year course is full-time, 4 days per week from September to May. Course format and content may change depending on resources and number of students.

## Where will the course take me?

Previous students of this course have been successful in securing employment in the care sector and in progressing to further education and access courses at LYIT and NWRC. Students with 8 distinctions may compete for reserved FETAC places on approved nursing programmes under the Higher Education Links Scheme at Letterkenny IT and other higher education establishments.

## Course fees and supports

A PLC course fee applies to this course and a means tested maintenance grant is available from Co Donegal VEC.

## Who should I contact for further information?

St. Catherine's Vocational School, Killybegs  
Administrator      Tel: 074 9731491



# FETAC Level 5 Major Award Certificate in Childcare

## Course content

*This PLC course is designed to develop the understanding and competencies required for employment in the childcare sector whilst also enhancing confidence and interpersonal abilities. The course has a strong practical focus with each college offering a minimum of eight component certificates from the following list:*

- *Caring for Children (0-6)*
- *Early Childhood Education*
- *Working in Childcare*
- *Health and Welfare*
- *Child Development*
- *Special Needs Assisting*
- *The Childcare Worker*
- *Art and Craft for Childcare*
- *Understanding Special Needs*
- *Occupational First Aid*
- *Work Experience*
- *Communications*

## Entry requirements

The course is suitable for those who have recently finished Leaving Certificate, Leaving Certificate Applied and Leaving Certificate Vocational Programmes. Special consideration will be given to mature students who may not have obtained the Leaving Certificate. Mature candidates should have an interest in childcare and have the ability to study at this level. Entry is by application and possible interview. Garda vetting will be required before commencement of the work placement.

## Where is the course offered?

Letterkenny, Killybegs and Bundoran

## What is the course format and duration?

This 1 year course is full-time, 4 days per week from September to May. Course format and content may change depending on resources and number of students.

## Where will the course take me?

Graduates of this course will have enhanced skills to work in a variety of childcare settings such as nurseries, crèches, play groups, after school clubs and in home settings. Students can also compete for places on relevant 3rd level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme. Previous students have also secured places on BTEC Level 3, BTEC Higher National Diploma courses and Access programmes in Northern Ireland.

## Course fees and supports

A PLC course fee applies to this course and a means tested maintenance grant is available from Donegal VEC.

## Who should I contact for further information?

*Errigal College, Letterkenny*

Deirdre Markham Tel: 074 9121047

*St. Catherine's Vocational School, Killybegs*

Administrator Tel: 074 9731491

*Magh Ene College, Bundoran*

Catherine Fox Tel: 071 9841244

# FETAC Level 5 Major Award

## Certificate in Community and Health Services

### Course content

*This BTEI course is designed to prepare you for employment as a care assistant in the health care sector and/or further study. The course has a strong practical focus and includes the following component certificates:*

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

### Entry requirements

A pass in the Junior Certificate or FETAC Level 4 Certificate in General Learning or an equivalent level of literacy/numeracy skills and an ability to work independently. Garda vetting will be required before commencement of the work placement.

### Where is the course offered?

Letterkenny

### What is the course format and duration?

This 2 year part-time course is 15 hours per week and runs from September to May. Course format and content may change depending on resources and number of students.

### Where will the course take me?

Previous students of this course have been successful in securing employment in the care sector and in progressing to further education and access courses at LYIT and NWRC. Students with 8 distinctions may compete for reserved FETAC places on approved nursing programmes under the Higher Education Links Scheme at Letterkenny IT and other higher education establishments.

### Course fees and supports

Courses are free of charge to any adult with less than upper second level education and those in receipt of a social welfare payment or medical card and their dependents. Fees will apply to other applicants. Childcare support may be available.

### Who should I contact for further information?

Letterkenny Adult Education and Training Centre  
Uche Nwosu                      Tel: 074 9161581

# FETAC Level 5 Major Award

## Certificate in Early Childhood Care and Education

### Course content

*This BTEI course is designed to prepare you for employment as a childcare practitioner in a childcare setting and/or further study. The course has a strong practical focus and includes the following component certificates:*

- Child Development
- Child Health and Well Being
- Work Experience
- Communications
- Early Care and Education Practice
- Early Childhood Education and Play
- Children with Additional Needs
- Equality and Diversity in Childcare

### Entry requirements

A pass in the Junior Certificate or FETAC Level 4 Certificate in General Learning or an equivalent level of literacy/numeracy skills and an ability to work independently. Garda vetting will be required before commencement of the work placement.

### Where is the course offered?

Gortahork

### What is the course format and duration?

This course is part-time, start times and duration to be decided. Course format and content may change depending on resources and number of students.

### Where will the course take me?

Graduates of this course will have enhanced skills to work in a variety of childcare settings such as nurseries, crèches, play groups, after school clubs and in home settings. Students can also compete for places on relevant 3rd level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme. Previous students have also secured places on BTEC Level 3, BTEC Higher National Diploma courses and Access programmes in Northern Ireland.

### Course fees and supports

Courses are free of charge to any adult with less than upper second level education and those in receipt of a social welfare payment or medical card and their dependents. Fees will apply to other applicants.

### Who should I contact for further information?

Ard Scoil na gCeithre Máistir, Donegal Town  
Siobhan Coughlan Tel: 0749725520

# FETAC Level 6 Major Award Certificate in Supervision in Childcare

## Course content

*This BTEI course is designed to prepare you for employment as a supervisor in a childcare setting and/or further study. The course has a strong practical focus and includes the following component certificates:*

- Child Development
- Early Childhood Programmes
- Social and Legal Issues in Childcare
- Supervision in Childcare

*Please note that two of your existing Level 5 component certificates are used to complete the points required for accreditation at Level 6.*

## Entry requirements

You must have a pass in the FETAC Level 5 Certificate in Childcare and be working in a childcare setting in a paid or voluntary capacity.

## Where is the course delivered?

Letterkenny

## What is the course format and duration?

Part-time, 7 hours per week for 1 year from September to May. Course format and content may change depending on resources and number of students.

## Where will the course take me?

Previous students of this course have been successful in securing employment in a supervisory capacity in the childcare sector and in progressing to access courses at LYIT and NWRC. Students with 6 distinctions may compete for reserved FETAC places on approved early childcare and education programmes under both the Higher Education Links Scheme and mature student entry process at Letterkenny IT and other higher education establishments.

## Course fees and supports

Courses are free of charge to any adult with less than upper second level education and those in receipt of a social welfare payment or medical card and their dependents. Fees will apply to other applicants. Childcare support may be available.

## Who should I contact for further information?

Letterkenny Adult Education and Training Centre  
Uche Nwosu      Tel: 074 9161581

# Horticulture and Sustainable Development

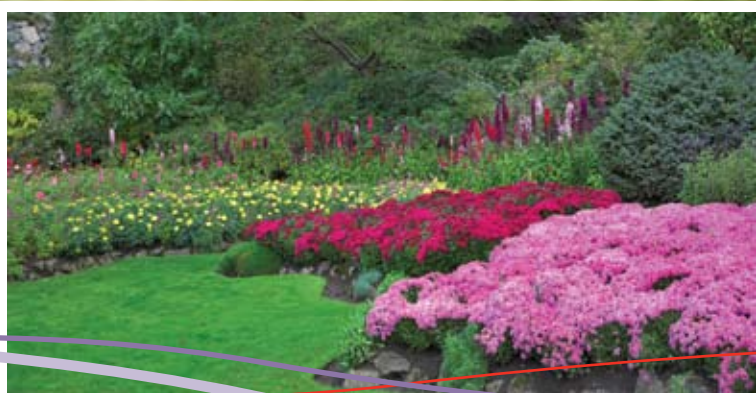
## **Full-Time Courses**

HSD1 FETAC Level 5 Major Award - Certificate in Horticulture (1 year) – Killybegs

## **Part-Time Courses**

HSD2 FETAC Level 4 Minor Award - Component Certificate (Horticulture) – Glenfin, Dore, Bridgend, Inver, Arranmore Island and Downings







# FETAC Level 5 Major Award Certificate in Horticulture

## **Course content**

*This PLC course is designed to develop the understanding and competencies required for employment and further education in the horticulture sector whilst also enhancing confidence and interpersonal abilities. The course includes the following component certificates:*

- Plant Science
- Soil Science and Growing Media
- Plant Identification and Use
- Personal Effectiveness in the Workplace
- Food Crops or Organic Production Principles
- Safety and Health at Work
- Communications
- Work Experience

## **Entry requirements**

The course is suitable for those who have recently finished Leaving Certificate, Leaving Certificate Applied and Leaving Certificate Vocational Programmes. Special consideration will be given to mature students who may not have obtained the Leaving Certificate. Mature candidates should have an interest in sport and recreation and have the ability to study at this level. Entry is by application and possible interview.

## **Where is the course offered?**

Killybegs

## **What is the course format and duration?**

This 1 year course is full-time, 4 days per week from September to May. Course format and content may change depending on resources and number of students.

## **Where will the course take me?**

Graduates of this course will have the necessary skills to obtain entry level work in the horticulture sector. Students can progress from this course to Institutes of Technology and Universities through the Higher Education Links Scheme and onto further and higher education in Northern Ireland.

## **Course fees and supports**

A PLC course fee applies to this course and a means tested maintenance grant is available from Co Donegal VEC.

## **Who should I contact for further information?**

St Catherine's Vocational School, Killybegs  
Administrator      Tel: 074 9731491

# FETAC Level 4 Minor Award Component Certificate (Horticulture)

## **Course content**

*This BTEI course is designed to give you the skills and confidence to grow your own food and to gain the specific skills needed for potential employment in the gardening and agricultural sector. The course has a strong practical focus which is supported by appropriate knowledge and skills. The course includes the following component certificates:*

- *Plant Care and Maintenance*
- *Plant Identification and Use (Level 5)*
- *Information Technology Skills*
- *Mathematics*
- *Communications*
- *Personal and Interpersonal Safety*
- *Work Place Safety*

## **Entry requirements**

A pass in the Junior Certificate or FETAC Level 4 Certificate in General Learning or an equivalent level of literacy/numeracy skills and an ability to work independently.

## **Where is the course delivered?**

Glenfin, Dore, Bridgend, Inver, Arranmore Island and Downings

## **What is the course format and duration?**

This course is part-time, start times and duration to be decided. Course format and content may change depending on resources and number of students.

## **Where will the course take me?**

Although the course is primarily focussed on those who wish to attain the skills to grow their own food, the FETAC accreditation allows you to add further component certificates in order to achieve a Major Award at Level 4. Further component certificate courses may be offered depending on demand.

## **Course fees and supports**

The course is free to those in receipt of an unemployment payment, a means-tested social welfare benefit, a medical card or a dependent of any of the above. If you are unwaged with less than upper second level education the course is also free. Fees apply for all other applicants.

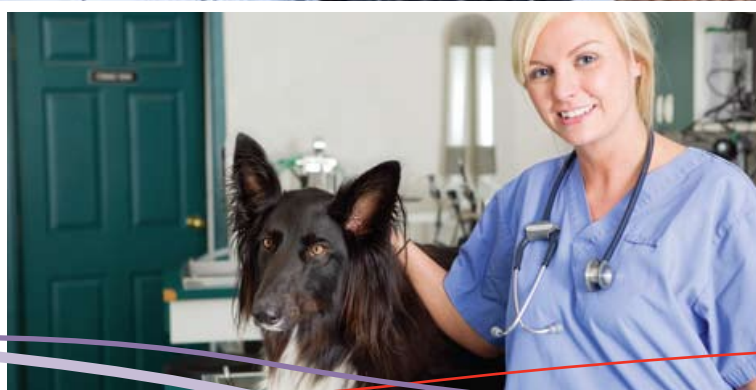
## **Who should I contact for further information?**

*Maeve McGarvey or the Community Education Office  
Tel: 074 9725520*

# Science, Engineering and Technology

## **Full-Time Courses**

- SET1 FETAC Level 5 Major Award -  
Certificate in Animal Care –  
Bundoran
- SET2 FETAC Level 5 Major Award -  
Certificate in Engineering Technology –  
Letterkenny



# FETAC Level 5 Major Award Certificate in Animal Care

## Course content

This PLC course is designed to develop the understanding and competencies required for employment as a Veterinary Assistant in the animal care sector whilst also enhancing confidence and interpersonal abilities. The course includes the following component certificates:

- Animal Anatomy and Physiology
- Biology
- Animal Welfare
- Safety and Health at Work
- Animal Grooming
- Database Methods
- Work Experience
- Word Processing
- Communications

## Entry requirements

The course is suitable for those who have recently finished Leaving Certificate, Leaving Certificate Applied and Leaving Certificate Vocational Programmes. Special consideration will be given to mature students who may not have obtained the Leaving Certificate. Mature candidates should have an interest in animal care and have the ability to study at this level. Entry is by application and possible interview.

## Where is the course offered?

Magh Ene College, Bundoran

## What is the course format and duration?

This 1 year course is full-time, 4 days per week from September to May. Course format and content may change depending on resources and number of students.

## Where will the course take me?

Graduates of this course will have the necessary skills to obtain entry level work in the animal care and veterinary sector. Students can progress from this course to Institutes of Technology and Universities through the Higher Education Links Scheme and onto further education in Northern Ireland

## Course fees and supports

A PLC course fee applies to this course and a means tested maintenance grant is available from Co Donegal VEC.

## Who should I contact for further information?

Magh Ene College, Bundoran

Catherine Fox      Tel: 071 9841244

# FETAC Level 5 Major Award

## Certificate in Engineering Technology

### **Course content**

*This PLC course is designed to develop the understanding and competencies required for employment and further education in the engineering sector whilst also enhancing confidence and interpersonal abilities. The course includes the following component certificates:*

- *Engineering Workshop Processes*
- *Engineering Workshop Theory*
- *Materials Science*
- *Maths for Engineering*
- *Computer Aided Draughting*
- *Communications*
- *Work Experience*
- *Word Processing*

### **Entry requirements**

The course is suitable for those who have recently finished Leaving Certificate, Leaving Certificate Applied and Leaving Certificate Vocational Programmes. Special consideration will be given to mature students who may not have obtained the Leaving Certificate. Mature candidates should have an interest in engineering and have the ability to study at this level. Entry is by application and possible interview.

### **Where is the course offered?**

Errigal College, Letterkenny

### **What is the course format and duration?**

This 1 year course is full-time, 4 days per week from September to May. Course format and content may change depending on resources and number of students.

### **Where will the course take me?**

Graduates of this course will have the necessary skills to obtain entry level work in the engineering and technology sector. Students can progress from this course to Institutes of Technology and Universities through the Higher Education Links Scheme and onto further education in Northern Ireland.

### **Course fees and supports**

A PLC course fee applies to this course and a means tested maintenance grant is available from Co Donegal VEC.

### **Who should I contact for further information?**

Errigal College, Letterkenny

Joe Boyle

Tel: 074 9121047



# Sport, Leisure and Recreation

## **Full-Time Courses**

SLR1 FETAC Level 5 Major Award  
Certificate in Sport and Recreation – Letterkenny

## **Part-Time Courses**

SLR2 FETAC Level 3 Major Award  
General Certificate in Education and Skills – Culture and Tourism – Countywide

SLR3 FETAC Level 4 Major Award  
Certificate in General Learning (Sport and Fitness) – Glengad

SLR4 Gartan Outdoor Education Centre Programmes



# FETAC Level 5 Major Award Certificate in Sport and Recreation

## Course content

This PLC course is designed to develop the understanding and competencies required for employment and further education in the sport and recreation sector whilst also enhancing confidence and interpersonal abilities. The course includes the following component certificates:

- Sport and Recreation Studies
- Soccer Coaching
- Exercise and Fitness
- Basketball Coaching
- Football Coaching
- Communications
- Work Experience
- Word Processing

The course will also include certificates in First Aid, Aerobics, Swimming, Fitness Testing and Resistance Training.

## Entry requirements

The course is suitable for those who have recently finished Leaving Certificate, Leaving Certificate Applied and Leaving Certificate Vocational Programmes. Special consideration will be given to mature students who may not have obtained the Leaving Certificate. Mature candidates should have an interest in sport and recreation and have the ability to study at this level. Entry is by application and possible interview.

## Where is the course offered?

Errigal College, Letterkenny

## What is the course format and duration?

This 1 year course is full-time, 4 days per week from September to May. Course format and content may change depending on resources and number of students.

## Where will the course take me?

Graduates of this course will have the necessary skills to obtain entry level work in the health and fitness sector. Students can progress from this course to Institutes of Technology and Universities through the Higher Education Links Scheme and onto further and higher education in Northern Ireland.

## Course fees and supports

A PLC course fee applies to this course and a means tested maintenance grant is available from Co Donegal VEC.

## Who should I contact for further information?

Errigal College, Letterkenny

Joe Boyle

Tel: 074 9121047

# FETAC Level 3 Major Award

## General Certificate in Education and Skills – Culture & Tourism

### Leading to Certificate in General Learning

#### Course content

This Learning for Living course will provide you with the opportunity to develop your basic written and oral communication skills, maths ability and computer skills through a focus on Culture and Tourism. The course provides a solid foundation for progression towards higher level courses and independent learning and will develop your skills, competence and knowledge with clear direction in a supportive environment. The course has the following component certificates:

- English and Communications
- Maths
- Internet Skills
- Intercultural Awareness
- Event Participation
- Personal and Interpersonal Skills

#### Entry requirements

The course is open to anyone of age 18 or over who is at Level 2 standard on the National Framework of Qualifications and who is interested in developing their basic skills and exploring Culture and Tourism as a potential career option. The course is an ideal follow on course from the Level 2 Essential Skills course and for those who wish to 'tidy up' their skills in reading, writing, spelling, maths and computers. Ideal candidates will be those who have studied a FETAC Level 2 component or full certificate or can show an equivalent level of English and Maths ability. All candidates will be offered an interview to discuss their suitability for the course prior to the offer of a place.

#### Where is the course offered?

Throughout the County depending on numbers.

#### What is the course format and duration?

The course is part-time and runs for 17 hours per week for 30 weeks either during the day or evening and will start at various times throughout the year depending on demand. Course format and content may change depending on resources and number of students.

#### Where will the course take me?

This course offers an ideal opportunity to build on your existing essential skills and provides a solid foundation for further study. There are many opportunities after the course including studying for further component or full FETAC Level 3 certificates or progressing to a FETAC Level 4 course or Junior Certificate English and Maths.

#### Course fees and supports

The course is free to all students.

#### Who should I contact for further information?

Letterkenny & Milford areas	Brid McIntyre	Tel: 074 9161561
Inishowen	Joyce Burns	Tel: 074 9329774
South Donegal	Adele McElhinney	Tel: 071 9851276
An Ghaeltacht (West Donegal)	Dolores MhicGéidigh	Tel: 074 9180871
Finn & Laggan Valley (East Donegal)	Martina Needham	Tel: 074 9721705

# FETAC Level 4 Major Award Certificate in General Learning (Sport and Fitness)

## Course content

This new BTEI course is designed to develop the understanding and competencies required for employment and further education in the sport and fitness sector whilst also enhancing confidence and interpersonal abilities. The course includes the following component certificates:

- Health Related Fitness
- Soccer
- Basketball
- Gaelic Football
- Personal Interpersonal Skills
- Information Technology Skills
- Communications
- Mathematics

## Entry requirements

You must be aged 18 or over at the start of the course and priority will be given to those with less than upper second level education. The course is suitable for those who are at Level 4 standard on the National Framework of Qualifications and who would like to improve their office skills in these areas. The course is an ideal for those who have studied FETAC Level 4 courses, Junior Certificate, Leaving Certificate or can demonstrate an equivalent level of English and Maths ability. All candidates will be offered an interview to discuss their suitability for the course prior to the offer of a place.

## Where is the course offered?

Glengad, Inishowen

## What is the course format and duration?

This course is part-time, start times and duration to be decided. Course format and content may change depending on resources and number of students.

## Where will the course take me?

Graduates of this course will have the necessary skills to obtain entry level work in the sport and fitness sector. Students can progress from this course to the leaving certificate programme, other level 5 programmes or to the Level 3 Programmes at North West Regional College.

## Course fees and supports

Courses are free of charge to any adult with less than upper second level education and those in receipt of a social welfare payment or medical card and their dependents. Fees will apply to other applicants. Childcare support may be available.

## Who should I contact for further information?

Ard Scoil na gCeithre Máistir, Donegal Town  
Siobhan Coughlan Tel: 0749725520

# Gartan Outdoor Education Centre Programmes

## Course content

Outdoor Education is based on the premise of experiential learning, providing direct experience of challenge and risk in a supported environment, as the basis for real learning. It concerns itself with the benefits of physical exercise and the therapeutic benefits of natural, wild settings. Outdoor Education challenges the 'self' to develop while also learning about the natural environment. Substantial evidence links challenge and adventure in a natural setting with personal development and learning, physical health and psychological well being. Gartan Outdoor Education Centre is strongly committed to good environmental practice and sustainable development. To that end, our Environmental Education provision is constantly developing to meet both the needs of the student and the wider needs of society.

## Skills courses

Introductory, intermediate and advanced training in the following adventure sports:

- Kayaking
- Sea Kayaking
- Rock Climbing
- Windsurfing
- Orienteering
- Sailing
- Hill Walking

## National Governing Body syllabus and leader/instructor training courses:

- Mountain Skills
- Sailing Skills Awards
- Walking Group Leader
- Windsurfing Skills Awards
- Mountain Leadership
- Rescue Emergency Care
- Kayak Instructor;
- First Aid
- Kayak Skills Star Awards
- Beach Lifeguard

## Entry requirements

All open courses are available for booking by any individual in the appropriate age group. Some courses require no previous experience, while others, particularly leadership training, require specific levels of previous experience.

## Where is the course offered?

At Gartan OEC and at appropriate locations around the County

## What is the course format and duration?

Courses vary considerably in their requirements. Some introductory skills courses may be just half day duration, while some leadership courses run part time over approximately one year. Most multi day courses for adults take place over weekends or during holiday periods. All leadership and instructor training courses require a high degree of commitment in 'own time'.

## Where will the course take me?

While many courses will be taken in order to learn new skills, and for personal development, all students will experience an increase in confidence and competence. Those taking part in a skills award or leadership courses will be eligible for consideration for Instructor Training courses run through Gartan OEC, FÁS or other providers. Students will also be in a better position to apply for entry to outdoor education degree programmes at third level institutions in the Republic and the UK.

## Course fees and supports

Fees apply to all courses at Gartan OEC. Some students may be eligible for funding through FÁS or other agencies.

## Who should I contact for further information?

Contact Gartan OEC at 074 9137032 for specific information on any of our courses. You can also access information on the Centre and our courses on our website [www.gartan.com](http://www.gartan.com), or by emailing [office@gartan.com](mailto:office@gartan.com)









Co Donegal VEC  
Administrative Offices  
Ard O'Donnell  
Letterkenny  
Co. Donegal

Tel: 074 9161600  
Fax: 074 9122439  
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Donegal Adult Learner Guidance Service  
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Pearse Road  
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