

# Information







# Welcome

## **Start Your Journey with the Adult Education Service, Balbriggan and Swords!**

The Adult Education Service is part of DDLETB which is a statutory authority that manages and operates second-level schools, further education colleges, multi-faith community national schools and a range of adult and further education centres across County Dublin.

Our Adult Education Service has over 20 years of experience delivering high quality education for adults in Balbriggan, Swords and surrounding areas.

Many of our courses are approved by Quality and Qualifications Ireland (QQI) and lead to qualifications (QQI awards) which are recognised by employers in Ireland and internationally.

We are proud of our student-centred approach. In the Adult Education Service you will find a team of dedicated professionals who care about you and what you want to achieve. Our staff will make you feel welcome from the moment you walk through our doors.

If you are not yet sure which course to do or what career to aim for, take the first step by contacting our Adult Education Guidance and Information Service. They will help you make the right decision and are available to provide you with course information, advice and support.

We know that juggling family life with learning can be challenging. Our Adult Education Centres are all located in the heart of your community making it easier for you to access them without having to travel too far. We make every effort to increase your chance of succeeding by delivering our courses at convenient times and at a pace and level that suits your needs.

Join the thousands of students who have learnt new skills, met new people and achieved success over the years and left our service feeling proud of themselves and what they have achieved.

We hope you find this brochure informative but if you have any questions please do not hesitate to contact us and we will be happy to help.

On behalf of everyone in the Adult Education Service Balbriggan and Swords we look forward to welcoming you in the near future.

*Siobhan Lynch*

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Adult Education Officer

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## Centre Locations



### **Adult Education Service Balbriggan**

First Floor Sarsfield House  
Mill Street, Balbriggan  
Co. Dublin  
K32 KX82  
Phone: 01 8417763  
Email: [balbriggan@ddletbaes.ie](mailto:balbriggan@ddletbaes.ie)



### **Adult Education Service Swords**

7 The Plaza, Forster Way  
Swords  
Co. Dublin  
K67 W260  
Phone: 01 8408946  
Email: [swords@ddletbaes.ie](mailto:swords@ddletbaes.ie)



### **VTOS Programme**

Balbriggan Community College  
Pine Ridge, Chapel Street  
Balbriggan  
Co. Dublin K32 HE19  
Phone: 01 841 7763  
Email: [balbriggan@ddletbaes.ie](mailto:balbriggan@ddletbaes.ie)



### **Castlemill Education Centre**

The Park  
Balbriggan  
Co. Dublin  
Phone: 01 802 0360



**Apply Online**



**Apply In Person**



**Apply by Post**

## How to Apply



**Apply Online**

**Go to:** [www.fetchcourses.ie](http://www.fetchcourses.ie)

**Location:** Dublin North County

**Sub Location:** Balbriggan or Swords

**Provider:** DDLETB North East

**You can select your course and fill out your application online**

\*You will need your PPSN Number to complete your application online



**Apply In Person**

**Fill out the Declaration of Interest Form enclosed and return in person or by post to either of the following locations:**

### **Adult Education Service Balbriggan**

First Floor Sarsfield House

Mill Street, Balbriggan

Co. Dublin K32 KX82

Phone: 01 8417763

Email: [balbriggan@ddletbaes.ie](mailto:balbriggan@ddletbaes.ie)



### **Adult Education Service Swords**

7 The Plaza, Forster Way

Swords

Co. Dublin K67 W260

Phone: 01 8408946

Email: [swords@ddletbaes.ie](mailto:swords@ddletbaes.ie)



**Apply by Post**

**Fill out the Declaration of Interest Form enclosed and return in person or by post to either of the above addresses**



# Application Process



## Step 1

### Select your course

Select a course that suits your learning needs and interest.

Or

Book an appointment with the Adult Education Guidance and Information Service to discuss your options



## Step 2

### Submit your application Apply

- Online
- In Person
- By Post



## Step 3

### Application Received and Acknowledged by

- Text
- Email
- Phone
- Letter



## Step 4

### Invitation to assessment

(All Applicants)

- Reading and Comprehension
- Writing
- Maths
- IT Skills



## Step 5

### Results of Assessment and outcome options

After the assessment applicants are referred to the following:

- Placed directly on their chosen course
- Referred to a lower level course to build skills
- Referred to the Literacy Service to build skills
- Referred to ESOL service to develop language skills
- Referred to Adult Education Guidance and Information Service to explore options

# Application Process

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## 1. Selecting your course.

Select a course of your choice.

Or

If you are unsure what course suits your learning needs and ambitions please contact the Adult Education Guidance and Information Service to book an appointment to meet and discuss your options

Balbriggan 01 8417763

Swords 01 8408946

## 2. Submit Application

Submit your application

- Online
- In person
- By Post

## 3. Receipt of Application

Once we receive your completed application form in person or online application via [www.fetchcourses.ie](http://www.fetchcourses.ie) your application is processed. You will receive acknowledgement of your application via:

- Email
- Text Message
- Letter

Response times to applications vary depending on the time of year and the recruitment period for specific courses.

All applicants to all courses are assessed for their suitability for the course.

## 4. Assessment

All applicants are invited to complete an assessment prior to being offered a place on a course. The purpose of the assessment is to ensure that you are offered a place on a course which is at the right level for you and appropriate to your needs.

This assessment will help identify an applicant's level of literacy, numeracy, language and IT Skills.

The assessment will include:

- Reading and Comprehension
- Writing
- Maths
- IT Skills

The process takes approximately **2 hours**.

The results of the assessment will indicate options open to learners.

## 5. Option/Results of Assessment

There are a number of possible outcomes /options to the assessment depending on individual results.

- 1) An applicant is deemed suitable for the course and is invited to register or attend interview prior to placement on the course they applied for  
or
- 2) An applicant is identified as requiring to build their skills at a lower level to their original application. These applicants are informed of their options and invited to register for a different course at a lower level to develop their capacity to progress to a higher level  
or
- 3) Applicants are identified as having a literacy issue (Reading, Writing or Maths). These applicants are invited to meet with the Adult Literacy Co-ordinator to discuss their learning options  
or
- 4) Applicants are identified as having an English Language issue as English is not their first language. These applicants are referred to our ESOL service to access a course to suit their learning needs regarding English Language.  
or
- 5) Referred to Adult Education Guidance and Information Service to explore options



New Year's Eve



# Adult Education Guidance and Information Service



## Free Adult Guidance & Information Support

The Adult Guidance and Information Service provides access to a quality, free, impartial, confidential and professional guidance counselling service. The information service provides information on education, careers, skills and the job market.

## Entry Requirements

The service is **free** and **confidential** to adults in the local and surrounding community.

## The service offers support and an opportunity to discuss your options on the following areas:

- Support choosing the right course
- Exploring your options
- Identifying transferable skills
- Developing your CV
- Job search strategies
- Course Information
- Details of qualifications and certification
- Career change
- Developing an action plan
- Interview preparation
- Mock interviews
- Applying for jobs online
- Returning to study or work
- Sources of funding
- Seeking further qualifications to gain employment
- Second chance education
- Support if experiencing difficulties on your course
- Progression

## CONTACT DETAILS

### Balbriggan:

01 841 7763

### Swords:

01 840 8946

## LOCATION

Balbriggan and Swords.





# ESOL

*(English for Speakers of Other Languages)*

## Literacy

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### Course Information

This course is suitable for students who are unable to read, write or speak in English.

### Progression

On completion of this course students can progress towards the beginner level course in English.

### Entry Requirements

Applicants are assessed prior to placement on this course. Suitable candidates are unable to read, write or speak in English.

### Certification

No certification is provided.

### Attendance

This course will be:

**Part Time – morning, afternoon or evening**

### Eligibility

Courses at this level are free to all candidates.

### Location

This course takes place in Balbriggan and Swords.

### CONTACT DETAILS

#### Swords:

[catherinemcilduff@ddletbaes.ie](mailto:catherinemcilduff@ddletbaes.ie)

01 8408946

#### Balbriggan:

[hannamcmanus@ddletbaes.ie](mailto:hannamcmanus@ddletbaes.ie)

01 8417763



# ESOL

*(English for Speakers of Other Languages)*

## Basic Reading and Writing Group

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### Course Information

The aim of this course is to enable students to develop their reading and writing skills at a basic level.

### Progression

This course is for students who speak English but who are unable to read and write or their reading and writing skills are at a very low level.

### Entry Requirements

Applicants are assessed prior to placement on this course. Candidates have good spoken English but are unable to read and write.

### Certification

No certification is provided.

### Attendance

This course will be:

**Part Time – morning or afternoon**

### Eligibility

Courses at this level are free to all candidates.

### Location

This course takes place in Balbriggan and Swords.

### CONTACT DETAILS

#### Swords:

[catherinemcilduff@ddletbaes.ie](mailto:catherinemcilduff@ddletbaes.ie)

01 8408946

#### Balbriggan:

[hannamcmanus@ddletbaes.ie](mailto:hannamcmanus@ddletbaes.ie)

01 8417763

*(English for Speakers of Other Languages)*

The aim of this course is to enable students to develop their reading and writing skills at a post-elementary level.

This course is for students who have a good command of spoken English but need to improve their reading and writing skills.

Applicants are assessed prior to placement on this course. Suitable candidates should have a good command of spoken English, can read and write but need more practice in developing their reading and writing skills.

01 8417763

**Part Time – morning or afternoon**

Courses at this level are free to all candidates.

This course takes place in Balbriggan and Swords.

# ESOL

*(English for Speakers of Other Languages)*

## Beginner

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### Course Information

The aim of this course is to introduce students to the basics of English grammar and simple communication skills with elements of reading and writing.

### Progression

This course is for students who have very little knowledge of English. They can progress towards the next level - Elementary.

### Entry Requirements

Applicants are assessed prior to placement on this course. Suitable candidates have very little knowledge of English and are willing to take part in classes and learn.

### Certification

No certification is provided.

### Attendance

This course will be:

**Part Time – morning, afternoon or evening**

### Eligibility

Courses at this level are free to all candidates.

### Location

This course takes place in Balbriggan and Swords.

### CONTACT DETAILS

#### Swords:

[catherinemcilduff@ddletbaes.ie](mailto:catherinemcilduff@ddletbaes.ie)

01 8408946

#### Balbriggan:

[hannamcmanus@ddletbaes.ie](mailto:hannamcmanus@ddletbaes.ie)

01 8417763



# ESOL

*(English for Speakers of Other Languages)*

## Elementary

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### Course Information

The aim of this course is to develop English grammar and communication skills with elements of reading and writing.

### Progression

This course is for students whose English is at a post-beginner level. They can progress towards the first certified ESOL course, QQI Level 3.

### Entry Requirements

Applicants are assessed prior to placement on this course. Suitable candidates can communicate fairly well in English and can write simple sentences.

### Certification

No certification is provided.

### Attendance

This course will be:

**Part Time – morning, afternoon or evening**

### Eligibility

Courses at this level are free to all candidates.

### Location

This course takes place in Balbriggan and Swords.

### CONTACT DETAILS

#### Swords:

[catherinemcilduff@ddletbaes.ie](mailto:catherinemcilduff@ddletbaes.ie)

01 8408946

#### Balbriggan:

[hannamcmanus@ddletbaes.ie](mailto:hannamcmanus@ddletbaes.ie)

01 8417763

# ESOL

*(English for Speakers of Other Languages)*

## QQI Level 3 - 3N0870



### Course Information

The aim of this course is to equip the learner with the relevant knowledge, skill and competence to communicate at an introductory level in English.

### Progression

This is the first level of accredited English language courses. The course is at a higher elementary (post-beginner) level. This course is a single module and **not a full award**. It gives students an opportunity to progress towards ESOL QQI levels 4 and 5. Afterwards, students may access other programmes offered by Adult Education Services.

### Entry Requirements

Applicants should have a fair command of conversational and written English. They are assessed prior to placement on this course. Suitable candidates should demonstrate an ability to deal with straightforward information in English.

### Certification

QQI Level 3 in English for Speakers of Other Languages, 3N0870.

### Attendance

This course will be:

**Part Time – morning, afternoon or evening**

### Eligibility

This course is funded under BTEI funding. In order to be eligible for free classes, applicants must be:

- An Early School leaver, and/or
- In receipt of a Social Welfare Payment, and/or
- A holder of a GP or Medical Card
- Signing for Credits

### Location

This course takes place in Balbriggan and Swords.

### CONTACT DETAILS

#### Swords:

[catherinemcilduff@ddletbaes.ie](mailto:catherinemcilduff@ddletbaes.ie)

01 8408946

#### Balbriggan:

[hannamcmanus@ddletbaes.ie](mailto:hannamcmanus@ddletbaes.ie)

01 8417763

# ESOL

(English for Speakers of Other Languages)

## QQI Level 4 - 4N1180



### Course Information

The aim of this course is to equip learners with the relevant knowledge, skill and competence to communicate at a lower intermediate level in English.

### Progression

This is the second level of accredited English language courses. The course is at a lower intermediate (post-elementary) level. This course is a single module **and not a full award**. It gives students an opportunity to progress towards ESOL QQI level 5. Afterwards, students may access other programmes offered by Adult Education Services.

### Entry Requirements

Applicants should have a good command of conversational and written English. They are assessed prior to placement on this course. Suitable candidates should be able to express themselves in familiar situations and be able to deal in a general way with non-routine information.

### Certification

QQI Level 4 in English for Speakers of Other Languages, 4N1180.

### Attendance

This course will be:

**Part Time – morning, afternoon or evening**

### Eligibility

This course is funded under BTEI funding. In order to be eligible for free classes, applicants must be:

- An Early School leaver, and/or
- In receipt of a Social Welfare Payment, and/or
- A holder of a GP or Medical Card
- Signing for Credits

### Location

This course takes place in Balbriggan and Swords.

### CONTACT DETAILS

#### Swords:

[catherinemcilduff@ddletbaes.ie](mailto:catherinemcilduff@ddletbaes.ie)

01 8408946

#### Balbriggan:

[hannamcmanus@ddletbaes.ie](mailto:hannamcmanus@ddletbaes.ie)

01 8417763



# ESOL

*(English for Speakers of Other Languages)*

## QQI Level 5 - 5N1632



### Course Information

The aim of this course is to equip learners with the relevant knowledge, skill and competence to communicate at an intermediate level in English.

### Progression

This is the third level of accredited English language courses. The course is at an intermediate level. This course is a single module and **not a full award**. It gives students an opportunity to progress towards other programmes offered by Adult Education Services.

### Entry Requirements

Applicants should have a very good command of conversational and written English. They are assessed prior to placement on this course. Suitable candidates should be able to express themselves freely and fluently on a range of topics.

### Certification

QQI Level 5 in English for Speakers of Other Languages, 5N1632.

### Attendance

This course will be:

**Part Time – morning, afternoon or evening**

### Eligibility

This course is funded under BTEI funding. In order to be eligible for free classes, applicants must be:

- An Early School leaver, and/or
- In receipt of a Social Welfare Payment, and/or
- A holder of a GP or Medical Card
- Signing for Credits

### Location

This course takes place in Balbriggan and Swords.

### CONTACT DETAILS

#### Swords:

[catherinemcilduff@ddletbaes.ie](mailto:catherinemcilduff@ddletbaes.ie)

01 8408946

#### Balbriggan:

[hannamcmanus@ddletbaes.ie](mailto:hannamcmanus@ddletbaes.ie)

01 8417763

# English Language Skills Development (VTOS) QQI Level 4 & 5

COURSE MODULES	
4N0689	English and Communications
4N1132	Personal Effectiveness
4N1180	English as a Second Language
4N1123	Word Processing
4N1125	IT Skills
Extras	Cambridge English Exams

## Course Information

The aim of this course is to provide students with the necessary skills and qualifications to improve their English language skills to progress to further education or employment.

## Progression

The course is structured to provide students with a high standard of training and assessment leading to a recognised English Language certification, including the Cambridge English Exams. The course also provides students with the opportunity to progress to a second year of VTOS where they can achieve a QQI Level 5 qualification in Healthcare, Childcare, Beauty Therapy or Business Administration.

## Entry Requirements

To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course. A good level of English language and IT skills is required for the course.

## Certification

QQI Level 4 and Level 5 Minor Modules and Cambridge English Certification.

## Attendance

This course is full-time over one year, five days per week. Start times are 9:15 and finish times 14:30 approximately, Monday to Friday.

## Eligibility

This course is funded under VTOS funding. In order to be eligible, applicants must be:

- 21 or over the first day the course starts
- in receipt of a Social Protection Payment for 6 months (156 days) immediately prior to starting the course. Please see page 60 for a list of qualifying social protection payments

## Location

This course takes place in Balbriggan.



## CONTACT DETAILS

[joannerussell@ddletbaes.ie](mailto:joannerussell@ddletbaes.ie)

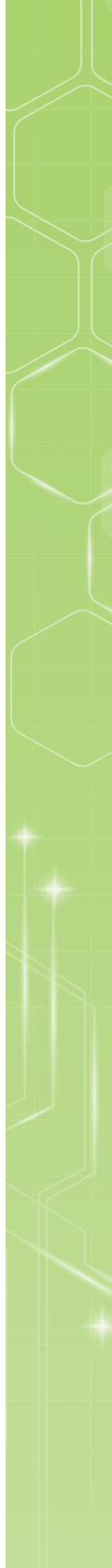
**Balbriggan:** 01 841 7763

**Swords:** 01 840 8946









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# Adult Literacy Basic Reading and Writing and Numeracy

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## Course Information

The aim of this course is to enable students to develop their reading, writing and maths skills at a basic level.

## Progression

This course is designed for students who left school early and want to develop their reading, writing and maths skills to progress to further education or employment.

## Entry Requirements

Applicants are assessed by the Adult Literacy Organiser prior to placement on this course.

## Certification

No certification is provided at this level but students will have the opportunity to progress to QQI Levels 2 and 3.

## Attendance

This course will be:

**Part Time – morning, afternoon or evening.**

## Eligibility

Courses at this level are free to all students.

## Location

These courses take place in both Balbriggan and Swords.

## CONTACT DETAILS

### Balbriggan:

[fionakavanagh@ddletbaes.ie](mailto:fionakavanagh@ddletbaes.ie)

01 8417763

### Swords:

[marymcgrath@ddletbaes.ie](mailto:marymcgrath@ddletbaes.ie)

01 8408946

# Adult Literacy Basic Computer Skills



## Course Information

This course is designed for adults who need to learn basic computer skills and gain an understanding of technology in everyday life.

## Progression

Successful completion of the course will enable students to progress to other modules at Levels 2 and 3.

## Entry Requirements

Applicants are assessed by the Adult Literacy Organiser prior to placement on this course.

## Certification

No certification offered at this level.

## Attendance

This course will be:

**Part Time – morning, afternoon or evening.**

## Eligibility

Courses at this level are free to all students.

## Location

These courses take place in both Balbriggan and Swords.

## CONTACT DETAILS

### Balbriggan:

[fionakavanagh@ddletbaes.ie](mailto:fionakavanagh@ddletbaes.ie)

01 8417763

### Swords:

[marymcgrath@ddletbaes.ie](mailto:marymcgrath@ddletbaes.ie)

01 8408946



# Adult Literacy Intensive Tuition in Adult Basic Education (ITABE)

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## Course Information

This course is designed for adults who need to develop the key skills of literacy, numeracy, IT and personal development. Learners will have the opportunity to learn new skills that may have a personal relevance to them.

## Progression

Successful completion of the course will enable students to progress to QQI Levels 2 and 3.

## Entry Requirements

Applicants are assessed by the Adult Literacy Organiser prior to placement on this course.

## Certification

No certification is offered at this Level.

## CONTACT DETAILS

### Balbriggan:

[fionakavanagh@ddletbaes.ie](mailto:fionakavanagh@ddletbaes.ie)

01 8417763

### Swords:

[marymcgrath@ddletbaes.ie](mailto:marymcgrath@ddletbaes.ie)

01 8408946

## Attendance

**6 hours tuition per week.**

**Part Time – morning or afternoon.**

## Eligibility

Courses at this level are free to all students.

## Location

These courses take place in both Balbriggan and Swords.

# Adult Literacy

## General Learning QQI Level 2

### P2GLO



#### Course Information

This course is designed for adults who need to develop the key skills of literacy, numeracy, IT and personal development. Learners will have the opportunity to learn new skills that may have a personal relevance to them.

#### Progression

Successful completion of the course will enable students to progress to other modules at Levels 2 and 3.

#### Entry Requirements

Applicants are assessed by the Adult Literacy Organiser prior to placement on this course.

#### Certification

Students can achieve certification on a modular basis or can achieve a full award at Level 2.

#### CONTACT DETAILS

##### Balbriggan:

[fionakavanagh@ddletbaes.ie](mailto:fionakavanagh@ddletbaes.ie)

01 8417763

##### Swords:

[marymcgrath@ddletbaes.ie](mailto:marymcgrath@ddletbaes.ie)

01 8408946

#### Attendance

This course will be:

**Part Time – morning or afternoon.**

#### Eligibility

Courses at this level are free to all students.

#### Location

These courses take place in both Balbriggan and Swords.







# General Learning QQI Level 3 (Art & Design)/(Childcare) 3M0874

COURSE CORE MODULES*	
3N0880	Communications
3N0565	Personal Effectiveness
3N0929	Mathematics
3N0881	Computer Literacy
ELECTIVE MODULES*	
3N0588	Word Processing
3N0931	Internet Skills
3N0608	Art & Design
3N0610	Caring for Children
3N0611	Child Development & Play
3N0922	Drawing
3N0833	Container Gardening
3N0552	Digital Media
3N0596	Personal Care & Presentation



## CONTACT DETAILS

[helenabrowner@ddletbaes.ie](mailto:helenabrowner@ddletbaes.ie)

**Balbriggan:** 01 841 7763

**Swords:** 01 840 8946

*\*modules offered are subject to change*

## Course Information

This course will provide students with the reading, writing, maths and computer skills to progress on to QQI Level 4. Study support is available.

## Progression

Successful completion of the course will provide students with the opportunity to progress onto Level 4 courses: Childcare / Art & Design / Office / Technology.

## Entry Requirements

To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course.

## Certification

QQI Level 3M0874

## Attendance

This course is a part-time major QQI award running over one year, two to three mornings per week. Individual 'taster' modules can also be completed. To complete a major award, you will need four core modules Communications, Personal Effectiveness, Mathematics & Computer Literacy. You will also need two elective modules, see the chart for more details. Note: modules will run subject to minimum number of placed students. There is an 80% class attendance requirement.

## Eligibility

This course is funded under the Back to Education Initiative (BTEI). To be eligible, applicants must:

- be an early school leaver, and/or
- be in receipt of a Social Protection payment, and/or
- have a GP or Medical Card
- Signing for Credits

## Location

This course takes place in Balbriggan and Swords.

# General Learning QQI Level4 (Art & Design) 4M2010

## COURSE MODULES\*

4N1139	Design
4N1878	Drawing
4N1871	Painting



## CONTACT DETAILS

[helenabrowner@ddletbaes.ie](mailto:helenabrowner@ddletbaes.ie)

**Balbriggan:** 01 841 7763

**Swords:** 01 840 8946

## Course Information

This course will provide students with drawing, painting and design skills to progress onto further education / training.

## Progression

Successful completion of the course will provide students with the opportunity to progress onto further education / training.

## Entry Requirements

To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course.

## Certification

QQI Level 4M2010

## Attendance

This course is a part-time component QQI award running over one year, two mornings per week.

Note: modules will run subject to minimum number of placed students. There is an 80% class attendance requirement.

## Eligibility

This course is funded under the Back to Education Initiative (BTEI). To be eligible, applicants must:

- be an early school leaver, and/or
- be in receipt of a Social Protection payment, and/or
- have a GP or Medical Card
- Signing for Credits

## Location

This course takes place in Swords.

*\*modules offered are subject to change*





# Technology QQI Level 3

## 3M0877

### COURSE MODULES\*

<b>3N0881</b>	<b>Computer Literacy</b>
<b>3N0929</b>	<b>Mathematics</b>
<b>3N0588</b>	<b>Word Processing</b>
<b>3N0931</b>	<b>Internet Skills</b>
<b>3N0565</b>	<b>Personal Effectiveness</b>
<b>3N0880</b>	<b>Communications</b>



### CONTACT DETAILS

[helenabrowner@ddletbaes.ie](mailto:helenabrowner@ddletbaes.ie)

**Balbriggan:** 01 841 7763

**Swords:** 01 840 8946

### Course Information

This course will provide students with computer skills for those aiming to build their technology skills for employment and/or to progress on to further education/training. Study support is available.

### Progression

Successful completion of the course will improve employment prospects in workplace sectors. It will also provide students with the opportunity to progress onto Technology QQI Level 4.

### Entry Requirements

To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course.

### Certification

QQI Level 3M0877

### Attendance

This course is a part-time major QQI award running over one year, two to three mornings per week. Individual modules can also be completed. There is an 80% class attendance requirement.

### Eligibility

This course is funded under the Back to Education Initiative (BTEI). To be eligible, applicants must:

- be an early school leaver, and/or
- be in receipt of a Social Protection payment, and/or
- have a GP or Medical Card
- Signing for Credits

### Location

This course takes place in Balbriggan (major award) & Swords (component modules only).

*\*modules offered are subject to change*



# Technology QQI Level 4 (ICT Skills) 4M0855

## COURSE MODULES\*

<b>4N1125</b>	<b>Information Technology Skills</b>
<b>4N1112</b>	<b>Computer Applications</b>
<b>4N1858</b>	<b>Digital Media Technology</b>
<b>4N1123</b>	<b>Word Processing</b>
<b>4N1854</b>	<b>Desktop Publishing</b>
<b>4N1987</b>	<b>Mathematics</b>
<b>4N1168</b>	<b>Work Experience</b>
<b>4N0689</b>	<b>Communications</b>



## CONTACT DETAILS

[helenabrowner@ddletbaes.ie](mailto:helenabrowner@ddletbaes.ie)

**Balbriggan:** 01 841 7763

**Swords:** 01 840 8946

*\*modules offered are subject to change*

## Course Information

This course will provide students with computer skills for those aiming to build their technology skills for employment and / or to progress onto further education / training. Study support is available.

## Progression

Successful completion of the course will improve employment prospects in workplace sectors. It will also provide students with the skills and knowledge they need to progress on to further education / training.

## Entry Requirements

To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course.

## Certification

QQI Level 4M0855

## Attendance

This course is a part-time major QQI award running over one year, two to three mornings per week. Individual modules can also be completed. There is an 80% class attendance requirement.

## Work Experience Placement

Work experience is a core element of this award. Students will be required to complete 60 hours of work experience throughout the course, which they organise themselves. The placement can be in one or more workplaces and can be spread over a number of weeks / months.

## Eligibility

This course is funded under the Back to Education Initiative (BTEI). To be eligible, applicants must:

- be an early school leaver, and/or
- be in receipt of a Social Protection payment, and/or
- have a GP or Medical Card
- Signing for Credits

## Location

This course takes place in Balbriggan (major award) & Swords (component modules only).

# Office Skills QQI Level 4

## 4M2070

### COURSE MODULES\*

<b>4N1989</b>	<b>Customer Service</b>
<b>4N1113</b>	<b>Reception Skills</b>
<b>4N1116</b>	<b>General Office Skills</b>
<b>4N1108</b>	<b>Business English</b>
<b>4N1125</b>	<b>Information Technology</b>
<b>4N1112</b>	<b>Computer Applications</b>
<b>4N1987</b>	<b>Mathematics</b>
<b>4N1168</b>	<b>Work Experience</b>
<b>4N0689</b>	<b>Communications</b>



### CONTACT DETAILS

[helenabrowner@ddletbaes.ie](mailto:helenabrowner@ddletbaes.ie)

**Balbriggan:** 01 841 7763

**Swords:** 01 840 8946

*\*modules offered are subject to change*

### Course Information

This course will provide students with IT, Customer Service and General Office Skills for those aiming to work in an office environment and/or to progress to Office Administration Level 5. Study support is available.

### Progression

Successful completion of the course will enable students to seek work in an office environment and/or the opportunity to progress on to Office Administration Level 5.

### Entry Requirements

To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course. A high level of English language and IT skills are required for the course.

### Certification

QQI Level 4M2070 Office Skills

### Attendance

This course is a part-time major QQI award running over one year, two to three mornings per week. Individual modules can also be completed. There is an 80% class attendance requirement.

### Work Experience Placement

Work experience is a core element of this award. Students will be required to complete 60 hours of work experience throughout the course, which they organise themselves.

### Eligibility

This course is funded under the Back to Education Initiative (BTEI). To be eligible, applicants must:

- be an early school leaver, and/or
- be in receipt of a Social Protection payment, and/or
- have a GP or Medical Card
- Signing for Credits

### Location

This course takes place in Balbriggan and Swords.

# Office Administration QQI Level 5

## 5M1997

### COURSE MODULES Year 1\*

<b>5N1389</b>	<b>Information &amp; Administration</b>
<b>5N0785</b>	<b>Desktop Publishing</b>
<b>5N1358</b>	<b>Word Processing</b>
<b>5N0690</b>	<b>Communications</b>

### COURSE MODULES Year 2\*

<b>5N1422</b>	<b>Text Production</b>
<b>5N1977</b>	<b>Spreadsheet Methods</b>
<b>5N1546</b>	<b>Payroll Manual &amp; Computerised</b>
<b>5N1356</b>	<b>Work Experience</b>

### Course Information

This course will provide students with the necessary skills and knowledge to work effectively in an office environment and / or to progress to further education and training. Study support is available.

### Progression

Successful completion of the course will enable students to seek work in an office environment and / or the opportunity to progress on to further or higher education and employment.

### Entry Requirements

To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course. A high level of English language and IT skills are required for the course.

### Certification

QQI Level 5M1997 Office Administration

### Attendance

This course is part-time over two years, two mornings per week. There is an 80% class attendance requirement.

### Work Experience Placement

Work experience is a core element of this award. Students will be required to complete 60 hours of work experience throughout the course, which they organise themselves.

### Eligibility

This course is funded under the Back to Education Initiative (BTEI). To be eligible, applicants must:

- be an early school leaver, and/or
- be in receipt of a Social Protection payment, and/or
- have a GP or Medical Card
- Signing for Credits

### Location

This course takes place in Balbriggan.



### CONTACT DETAILS

[helenabrowner@ddletbaes.ie](mailto:helenabrowner@ddletbaes.ie)

**Balbriggan:** 01 841 7763

**Swords:** 01 840 8946

*\*modules offered are subject to change*

# Business Administration (VTOS) QQI Level 5 - 5M2468

## COURSE MODULES

<b>5N0690</b>	<b>Communications</b>
<b>5N0783</b>	<b>Database Methods</b>
<b>5N1354</b>	<b>Bookkeeping - Manual and Computerised</b>
<b>5N1356</b>	<b>Work Experience</b>
<b>5N1358</b>	<b>Word Processing</b>
<b>5N1546</b>	<b>Payroll - Manual and Computerised</b>
<b>5N1610</b>	<b>Business Administration Skills</b>
<b>5N1611</b>	<b>The Internet</b>
<b>5N1977</b>	<b>Spreadsheet Methods</b>



## CONTACT DETAILS

[joannerussell@ddletbaes.ie](mailto:joannerussell@ddletbaes.ie)

**Balbriggan:** 01 841 7763

**Swords:** 01 840 8946

## Course Information

The purpose of this award is to enable the learner to acquire the knowledge, skills and competence to work independently and under supervision in an administrative role in a range of business contexts and/or to progress to further and or higher education and training.

## Progression

Successful completion of the course will enable students to seek work in an office environment and / or the opportunity to progress on to further or higher education and employment.

## Entry Requirements

To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course. A high level of English language and IT skills are required for the course.

## Certification

QQI Level 5M2468 Business Administration

## Attendance

This course is full-time over one year, four days in class and one-day work experience placement. Start times are 9:15 and finish times 14:30 approximately, Monday to Friday.

## Work Experience Placement

Work experience is a core element of this award. Students will be required to complete 60 hours of work experience throughout the course, which they organise themselves.

## Eligibility

This course is funded under VTOS funding. In order to be eligible, applicants must be:

- 21 or over the first day the course starts
- in receipt of a Social Protection Payment for 6 months (156 days) immediately prior to starting the course. Please see page 60 for a list of qualifying social protection payments

## Location

This course takes place in Balbriggan.



# Business (VTOS) QQI Level 6

## 6M4985

### COURSE MODULES

<b>6N0783</b>	<b>Database Methods</b>
<b>6N1946</b>	<b>Work Experience</b>
<b>6N1950</b>	<b>Communications</b>
<b>6N3911</b>	<b>Computerised Accounts</b>
<b>6N4005</b>	<b>Payroll - Manual and Computerised</b>
<b>6N4006</b>	<b>Professional Presentation</b>
<b>6N4089</b>	<b>Spreadsheets</b>
<b>6N4310</b>	<b>Business Management</b>
<b>6N4977</b>	<b>Word Processing</b>



### CONTACT DETAILS

[joannerussell@ddletbaes.ie](mailto:joannerussell@ddletbaes.ie)

**Balbriggan:** 01 841 7763

**Swords:** 01 840 8946

### Course Information

The purpose of this award is to enable the learner to acquire the knowledge, skills and competence in the theory, principles and practices underpinning a range of business scenarios and to enable the learner to work independently or in a supervisory capacity in a variety of business contexts and / or to progress to higher education and training.

### Progression

Successful completion of the course will enable students to seek work in an office environment and / or the opportunity to progress on to further or higher education and employment.

### Entry Requirements

To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course. A high level of English language and IT skills are required for the course.

### Certification

QQI Level 6M4985 Business

### Attendance

This course is full-time over one year, four days in class and one-day work experience placement. Start times are 9:15 and finish times 14:30 approximately, Monday to Friday.

### Work Experience Placement

Work experience is a core element of this award. Students will be required to complete 60 hours of work experience throughout the course, which they organise themselves.

### Eligibility

This course is funded under VTOS funding. In order to be eligible, applicants must be:

- 21 or over the first day the course starts
- in receipt of a Social Protection Payment for 6 months (156 days) immediately prior to starting the course. Please see page 60 for a list of qualifying social protection payments

### Location

This course takes place in Balbriggan.







# Pre-Early Childhood Care and Education QQI Level 5 - 4M2014

## COURSE MODULES

4N1111	Child Development & Play
4N1905	Child Care & Safety
4N0689	Communications
4N1169	Team Working
4N1168	Work Experience
4N1124	Workplace Safety
4N1875	Drama
4N1125	IT Skills

## Course Information

The aim of this course is to provide students with the necessary skills and qualification to work in a childcare environment.

## Progression

The course is structured to provide students with a high standard of training and assessment leading to a recognised qualification. The course also provides students with the opportunity to pursue a QQI Level 5 course within our centre.

## Entry Requirements

All candidates are required to have an interest in working with children. To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course.

## Certification

QQI Level 4 Early Childhood Education & Care Support 4M2014

## Attendance

This course will be:

**Part Time – Morning attendance required.**

## Work Experience Placement

Work experience is a core element of this programme. Students will be required to complete 60 hours of work experience throughout the course, which they will be required to organise themselves.

## Eligibility

This course is funded under BTEI funding. In order to be eligible, applicants must be;

- An Early School leaver, and/or
- In receipt of a Social Welfare Payment or
- Have a GP or Medical Card
- Students can pay a fee if they are not eligible for funding
- Signing for Credits

## Location

This course takes place in Balbriggan.



## CONTACT DETAILS

[annewhelan@ddletbaes.ie](mailto:annewhelan@ddletbaes.ie)

**Balbriggan:** 01 841 7763



# Childcare & Inclusion QQI Level 5

## 5M2009

### COURSE MODULES

5N1773	Early Childhood Education & Play
5N1770	Early Care & Education Practice
5N0690	Communications
5N1356	Work Experience
5N1764	Child Development
5N1765	Child Health & Well Being
5N2396	Children with Additional Needs
5N1786	Special Needs Assisting

### Course Information

The aim of this course is to provide students with the necessary skills and qualification, to work in a childcare environment.

### Progression

The course is structured to provide students with a high standard of training and assessment leading to a recognised qualification. The course also provides students with the opportunity to pursue a QQI Level 6 course in our Centre or to progress on to third level education. Successful completion of the course allows students to work in the childcare sector - working as an AIM worker with a child with additional needs

### Entry Requirements

All candidates are required to have an interest in working with children. To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course.

### Certification

QQI Level 5 Early Childhood Care and Education  
5M2009

### Attendance

This course will be:

**Part Time – Morning attendance required.**

### Work Experience Placement

Work experience is a core element of this programme. Students will be required to complete 120 hours of work experience throughout the course, which they will be required to organise themselves.

### Eligibility

This course is funded under BTEI funding. In order to be eligible, applicants must be;

- An Early School leaver, and/or
- In receipt of a Social Welfare Payment or
- Have a GP or Medical Card
- Students can pay a fee if they are not eligible for funding
- Signing for Credits

### Location

This course takes place in Balbriggan.



### CONTACT DETAILS

[annewhelan@ddletbaes.ie](mailto:annewhelan@ddletbaes.ie)

**Balbriggan:** 01 841 7763

# Early Childhood Care and Education (VTOS) QQI Level 5 - 5M2009

COURSE MODULES	
5N1773	Early Childhood Education & Play
5N1770	Early Care & Education Practice
5N0690	Communications
5N1356	Work Experience
5N1764	Child Development
5N1765	Child Health & Well Being
5N1781	School Age Childcare
5N1786	Special Needs Assisting
5N1769	Creative Arts for Early Childhood

## Course Information

The aim of this course is to provide students with the necessary skills and qualification to work in a childcare environment.

## Progression

The course is structured to provide students with a high standard of training and assessment leading to a recognised qualification. On completion of this course students also have the opportunity to pursue a QQI Level 6 course within our Centre or to progress on to third level education. Successful completion of the course allows students to work in the childcare sector; working with children in a preschool, crèche or working as an AIM worker with a child with additional needs.

## Entry Requirements

All candidates are required to have an interest in working with children. To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course.

## Certification

QQI Level 5 Early Childhood Care and Education 5M2009

## Attendance

This course is full-time over one year, four days in class and one-day work experience placement. Start times are 9:15 and finish times 14:30 approximately, Monday to Friday.

## Work Experience Placement

Work experience is a core element of this programme. Students will be required to complete 120 hours of work experience during the course, which they will be required to organise themselves.

## Eligibility

This course is funded under VTOS funding. In order to be eligible, applicants must be:

- 21 or over the first day the course starts
- in receipt of a Social Protection Payment for 6 months (156 days) immediately prior to starting the course. Please see page 60 for a list of qualifying social protection payments

## Location

This course takes place in Balbriggan.



## CONTACT DETAILS

[joannerussell@ddletbaes.ie](mailto:joannerussell@ddletbaes.ie)

**Balbriggan:** 01 841 7763

**Swords:** 01 840 8946

# Early Childhood Care and Education (VTOS) QQI Level 6 - 6M2007

## COURSE MODULES

<b>6N1942</b>	<b>Child Development</b>
<b>6N1944</b>	<b>Early Childhood Curriculum</b>
<b>6N1946</b>	<b>Work Experience</b>
<b>6N1949</b>	<b>Personal &amp; Professional Development</b>
<b>6N1945</b>	<b>Childhood Social &amp; Legal</b>
<b>6N1935</b>	<b>Literacy &amp; Numeracy</b>
<b>6N2023</b>	<b>Child Psychology</b>
<b>6N1957</b>	<b>Special Needs Assisting</b>
<b>6N1933</b>	<b>Early Learning Environment</b>



## CONTACT DETAILS

[joannerussell@ddletbaes.ie](mailto:joannerussell@ddletbaes.ie)

**Balbriggan:** 01 841 7763

**Swords:** 01 840 8946

## Course Information

The aim of this course is to provide students with the necessary skills and qualification to work in a childcare environment in a supervisory capacity as a room leader.

## Progression

The course is structured to provide students with a high standard of training and assessment leading to a recognised qualification as a room leader in a childcare facility. The course also provides students with the opportunity to pursue further or higher education and employment.

## Entry Requirements

All candidates are required to have an interest in working with children. To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course.

## Certification

QQI Level 6 Early Childhood Care & Education 6M2007

## Attendance

This course is full-time over one year, four days in class and one-day work experience placement. Start times are 9:15 and finish times 14:30 approximately, Monday to Friday.

## Work Experience Placement

Work experience is a core element of this programme. Students will be required to complete 120 hours of work experience throughout the course, which they will be required to organise themselves.

## Eligibility

This course is funded under VTOS funding. In order to be eligible, applicants must be:

- 21 or over the first day the course starts
- in receipt of a Social Protection Payment for 6 months (156 days) immediately prior to starting the course. Please see page 60 for a list of qualifying social protection payments

## Location

This course takes place in Balbriggan.



# Early Childhood Care and Education

## QQI Level 5 - 5M2009

COURSE MODULES	
5N1773	Early Childhood Education & Play
5N1770	Early Care & Education Practice
5N0690	Communications
5N1356	Work Experience
5N1764	Child Development
5N1765	Child Health & Well Being
5N1781	School Age Childcare
5N1786	Special Needs Assisting

### Course Information

The aim of this course is to provide students with the necessary skills and qualification, to work in a childcare environment.

### Progression

The course is structured to provide students with a high standard of training and assessment leading to a recognised qualification. On completion of this course students also have the opportunity to pursue a QQI Level 6 course within our Centre or to progress on to third level education. Successful completion of the course allows students to work in the childcare sector, such as: working with children in a preschool, creche or working as an AIM worker with a child with additional needs.

### Entry Requirements

All candidates are required to have an interest in working with children and to successfully attend a screening process, prior to placement.

### Certification

QQI Level 5 Early Childhood Care and Education 5M2009

### Attendance

This course will be:

**Part Time – Evening attendance and some Saturdays required.**

### Work Experience Placement

Work experience is a core element of this programme. Students will be required to complete 120 hours of work experience during the course, which they will be required to organise themselves.

### Eligibility

This course is funded under BTEI funding. In order to be eligible, applicants must be;

- An Early School leaver, and/or
- In receipt of a Social Welfare Payment or
- Have a GP or Medical Card
- Students who do not qualify can pay fees

### Location

This course takes place in Balbriggan and Swords.



### CONTACT DETAILS

[annewhelan@ddletbaes.ie](mailto:annewhelan@ddletbaes.ie)

**Balbriggan:** 01 841 7763

\*All courses run pending sufficient numbers

\*\* Modules and locations may change

# Early Childhood Care and Education

## QQI Level 6 - 6M2007

### COURSE MODULES

6N1942	Child Development
6N1944	Early Childhood Curriculum
6N1946	Work Experience
6N1949	Personal & Professional Development
6N1945	Childhood Social & Legal
6N1935	Literacy & Numeracy
6N2023	Child Psychology
6N1957	Special Needs Assisting

### Course Information

The aim of this course is to provide students with the necessary skills and qualification to work in a childcare environment in a supervisory capacity as a room leader.

### Progression

The course is structured to provide students with a high standard of training and assessment leading to a recognised qualification as a room leader in a childcare facility. The course also provides students with the opportunity to pursue further or higher education and employment.

### Entry Requirements

All candidates are required to have an interest in working with children. To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course.

### Certification

QQI Level 6 Early Childhood Care & Education 6M2007

### Attendance

This course will be:

**Part Time – Evening attendance required & some Saturdays.**

### Work Experience Placement

Work experience is a core element of this programme. Students will be required to complete 120 hours of work experience throughout the course, which they will be required to organise themselves.

### Eligibility

This course is funded under BTEI funding. In order to be eligible, applicants must be;

- An Early School leaver, and/or
- In receipt of a Social Welfare Payment or
- Have a GP or Medical Card
- Students can pay a fee if they are not eligible for funding
- Signing for Credits

### Location

This course takes place in Balbriggan.

### CONTACT DETAILS

[annewhelan@ddletbaes.ie](mailto:annewhelan@ddletbaes.ie)

**Balbriggan:** 01 841 7763



# Special Needs Assistant QQI Level 5 - 5N1785

## Special Needs Assistant QQI Level 6 - 6N1957

### COURSE MODULES

<b>5N1786</b>	<b>SNA</b>
<b>6N1957</b>	<b>SNA</b>

### Course Information

The aim of this course is to provide students with the necessary skills and qualification to work as an SNA in a primary or secondary school.

### Progression

This module is structured to provide students with a high standard of training and assessment leading to a recognised qualification in Special Needs. The course also provides students with the opportunity to pursue a QQI Level 5 or Level 6 course within our centre.

### Entry Requirements

All candidates are required to have an interest in working with children. To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course.

### Certification

QQI Level 5 Module 5N1786  
QQI Level 6 Module 6N1957

### Attendance

This course will be:

**Part Time – Weekend attendance (Saturday).**

### Work Experience Placement

Work experience is a core element of this programme. Students will be required to complete 30 hours of work experience throughout the module, which they will be required to organise themselves. Students must also be Garda Vetted.

### Eligibility

This course is funded under BTEI funding. In order to be eligible, applicants must be;

- An Early School leaver, and/or
- In receipt of a Social Welfare Payment or
- Have a GP or Medical Card
- Students can pay a fee if they are not eligible for funding
- Signing for Credits

### Location

This course takes place in Balbriggan.



### CONTACT DETAILS

[annewhelan@ddletbaes.ie](mailto:annewhelan@ddletbaes.ie)

**Balbriggan:** 01 841 7763





# Beauty Therapy (VTOS) QQI Level 5

## 5M3471

COURSE MODULES	
5N0749	Anatomy and Physiology
5N3465	Body Massage and Figure Analysis
5N3466	Skin Care, Eye Treatments and Make-up
5N3467	Manicure, Pedicure and Waxing
5N0972	Customer Service
5N1356	Work Experience
5N3468	Facial Electrics
5N3469	Body Electrics

### Course Information

The aim of this course is to provide students with the necessary skills and qualifications to work as a beauty therapist in a salon, spa, sales, on cruises and more.

### Progression

The course is structured to provide students with a high standard of training and assessment leading to a recognised qualification. The course also provides students with the opportunity to progress on to further education and training. Successful completion of the course will enable students to seek work in beauty salons, spas, retail sales on cruise ships and more.

### Entry Requirements

To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course. A high level of English language and IT skills is required for the course.

### Certification

QQI Level 5M3471 Beauty Therapy

### Attendance

This course is full-time over one year, four days in class and one-day work experience placement. Start times are 9:15 and finish times 14:30 approximately, Monday to Friday.

### Work Experience Placement

Work experience is a core element of this programme. Students will be required to complete 120 hours of work experience throughout the course, which they will be required to organise themselves.

### Eligibility

This course is funded under VTOS funding. In order to be eligible, applicants must be:

- 21 or over the first day the course starts
- in receipt of a Social Protection Payment for 6 months (156 days) immediately prior to starting the course. Please see page 60 for a list of qualifying social protection payments.

### Location

This course takes place in Balbriggan.



### CONTACT DETAILS

[joannerussell@ddletbaes.ie](mailto:joannerussell@ddletbaes.ie)

**Balbriggan:** 01 841 7763

**Swords:** 01 840 8946

# Diploma in Beauty Therapy (Nails)

## City & Guilds Level 2

### COURSE MODULES

<b>C&amp;G-M/601/3937</b>	<b>Provide and Maintain Nail Enhancement</b>
<b>C&amp;G-L/601/4450</b>	<b>Provide Nail Art</b>
<b>C&amp;G-A/600/8773</b>	<b>Salon Reception Duties</b>



### CONTACT DETAILS

[helenabrowner@ddletbaes.ie](mailto:helenabrowner@ddletbaes.ie)

**Balbriggan:** 01 841 7763

### Course Information

The course will provide students with a range of skills to provide pedicure treatments. This course also provides students with the skills needed for reception in a beauty salon.

### Progression

Successful completion of the course will provide students with the opportunity to progress onto further education/training including Beauty Therapy QQI Level 5.

### Entry Requirements

All applicants are required to be screened prior to placement. A high level of English language and an interest in developing a career in Beauty Therapy is required for the course.

### Certification

Diploma in Beauty Therapy City & Guilds Level 2.

### Attendance

This course is part-time over one year (30 weeks), one morning per week.

### Eligibility

This course is funded under BTEI funding. In order to be eligible, applicants must be:

- an Early School leaver, and/or
- in receipt of a Social Protection Payment, and/or
- have a GP or Medical Card
- Signing for Credits

### Location

This course takes place in Balbriggan.

\*All courses run pending sufficient numbers

\*\* Modules and locations may change





# Preparation For Healthcare QQI

## Level 4 - 4M2010

### COURSE MODULES\*

<b>4N3776</b>	<b>Healthcare</b>
<b>4N1123</b>	<b>Word Processing</b>



### Course Information

This course will provide students with the skills and knowledge needed to progress onto Level 5 Health Service Skills. Study support is available.

### Progression

Successful completion of the course will enable students to progress onto Level 5 Health Service Skills as a Healthcare Assistant and/or the opportunity to progress on to further education/training.

### Entry Requirements

To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course.

All students placed on this course are Garda vetted.

### Certification

QQI Level 4

### Attendance

This course is a part-time major QQI award running over one, two to three mornings per week. Individual modules can also be completed. There is an 80% class attendance requirement.

### Eligibility

This course is funded under the Back to Education Initiative (BTEI). To be eligible, applicants must:

- be an early school leaver, and/or
- be in receipt of a Social Protection payment, and/or
- have a GP or Medical Card
- Signing for Credits.

### Location

This course takes place in Balbriggan and Swords.

### CONTACT DETAILS

[helenabrowner@ddletbaes.ie](mailto:helenabrowner@ddletbaes.ie)

**Balbriggan:** 01 841 7763

**Swords:** 01 840 8946

*\*modules offered are subject to change*

# Health Service Skills QQI Level 5

## 5M3782

COURSE MODULES YEAR 1*	
5N0758	Care Support
5N2706	Care of the Older Person
5N1794	Safety & Health in the Workplace
5N0690	Communications
COURSE MODULES YEAR 2*	
5N1356	Work Experience
5N3769	Palliative Care
5N2770	Care Skills
5N3734	Infection Prevention & Control



### CONTACT DETAILS

[helenabrowner@ddletbaes.ie](mailto:helenabrowner@ddletbaes.ie)

**Balbriggan:** 01 841 7763

**Swords:** 01 840 8946

*\*modules offered are subject to change*

### Course Information

This course will provide students with the skills and knowledge needed to work as a Healthcare Assistant. Study support is available.

### Progression

Successful completion of the course will enable students to seek work as a Healthcare Assistant and / or the opportunity to progress on to further education / training.

### Entry Requirements

To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course. Priority is given to students progressing from our Preparation for Healthcare course. All students placed on this course are Garda vetted.

### Certification

QQI Level 5M3782 Health Service Skills

### Attendance

This course is a part-time major QQI award running over two years. Individual modules can also be completed. There is an 80% class attendance requirement.

### Work Experience Placement

Work experience is a core element of this award. Students will be required to complete 60 hours of work experience throughout the course, which they organise themselves. The placement can be in one or more work places and can be spread over a number of weeks / months.

### Eligibility

This course is funded under Back to Education Initiative (BTEI). To be eligible, applicants must:

- be an early school leaver, and/or
- be in receipt of a Social Protection payment, and/or
- have a GP or Medical Card
- Signing for Credits.

### Location

This course takes place in Balbriggan and Swords.



# Health Care Support (VTOS) QQI

## Level 5 - 5M4339

### COURSE MODULES YEAR 1

5N0690	Communications
5N0758	Care Support
5N1356	Work Experience
5N1794	Safety and Health at Work
5N2705	Care Provision and Practice
5N2706	Care of the older person
5N2770	Care Skills
5N3734	Infection Prevention & Control
5N3769	Palliative Care Support

### Course Information

The purpose of this award is to enable the learner to acquire the knowledge, skill, and competence to work under supervision in providing support in a variety of Healthcare settings and or to progress to further and or higher education and training.

### Progression

Successful completion of the course will enable students to seek work as a Healthcare Assistant and / or the opportunity to progress on to further education / training.

### Entry Requirements

To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course. Priority is given to students progressing from our Preparation for Healthcare course. All students placed on this course are Garda vetted.

### Certification

QQI Level 5M4339 Health Care Support

### Attendance

This course is full-time over one year, four days in class and one-day work experience placement. Start times are 9:15 and finish times 14:30 approximately, Monday to Friday.

### Work Experience Placement

Work experience is a core element of this award. Students will be required to complete 60 hours of work experience throughout the course, which they organise themselves. The placement can be in one or more work places and can be spread over a number of weeks / months.

### Eligibility

This course is funded under VTOS funding. In order to be eligible, applicants must be:

- 21 or over the first day the course starts
- in receipt of a Social Protection Payment for 6 months (156 days) immediately prior to starting the course. Please see page 60 for a list of qualifying social protection payments.

### Location

This course takes place in Balbriggan.



### CONTACT DETAILS

[joannerussell@ddletbaes.ie](mailto:joannerussell@ddletbaes.ie)

**Balbriggan:** 01 841 7763

**Swords:** 01 840 8946



# Horticulture QQI Level 4

## 4M1994

### COURSE MODULES YEAR 1\*

**4N0682 Horticultural Science**

**4N0719 Safe Horticultural Practice**

**4N0668 Growing Fruit**

**4N0689 Communications**

### COURSE MODULES YEAR 2\*

**4N1186 Plant Id & Care**

**4N0662 Ornamental Flowering Plants**

**4N0671 Growing Vegetables**

**4N1168 Work Experience**



### CONTACT DETAILS

[helenabrowner@ddletbaes.ie](mailto:helenabrowner@ddletbaes.ie)

**Balbriggan:** 01 841 7763

**Swords:** 01 840 8946

*\*modules offered are subject to change*

### Course Information

This course will provide students with the knowledge, skill and competence to select, establish, grow and maintain a range of plants and vegetables. Study support is available.

### Progression

Successful completion of the course will enable students to seek work in the horticulture sector and/or the opportunity to progress on to further education/training.

### Entry Requirements

To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course. A high level of English language is required for the course. The course requires students to travel independently to our allotment based in Turvey, Donabate.

### Certification

QQI Level 4M1994

### Attendance

This course is a part-time major QQI award running over one or two years, two to three mornings per week. Individual modules can also be completed. There is an 80% class attendance requirement.

### Work Experience Placement

Work experience is a core element of this award. Students will be required to complete 60 hours of work experience throughout the course, which they organise themselves. The placement can be in one or more work places and can be spread over a number of weeks/months.

### Eligibility

This course is funded under the Back to Education Initiative (BTEI). To be eligible, applicants must:

- be an early school leaver, and/or
- be in receipt of a Social Protection payment, and/or
- have a GP or Medical Card
- Signing for Credits

### Location

This course takes place in Swords.



# Floristry QQI Level 5

## 5M2686

### COURSE MODULES YEAR 1\*

**5N1896** Retail Floristry

**5N1841** Floriculture

**5N1861** Retail Display

**5N0690** Communications

### COURSE MODULES YEAR 2\*

**5N0972** Customer Service

**5N1356** Work Experience

**5N0784** Design Skills

### Course Information

This course will provide students with the skills and knowledge needed to work in a commercial florist. Study support is available.

### Progression

Successful completion of the course will enable students to seek work in a florist and/or the opportunity to progress on to further education/training.

### Entry Requirements

To ensure that you are offered a place on a course which is at the right level for you and appropriate to your learning needs all applicants are assessed prior to placement on the course.

### Certification

QQI Level 5M2686 Floristry

### Attendance

This course is a part-time major QQI award running over two years. Individual modules can also be completed. There is an 80% class attendance requirement.

### Work Experience Placement

Work experience is a core element of this award. Students will be required to complete 60 hours of work experience throughout the course, which they organise themselves. The placement can be in one or more work places and can be spread over a number of weeks / months.

### Eligibility

This course is funded under the Back to Education Initiative (BTEI). To be eligible, applicants must:

- be an early school leaver, and/or
- be in receipt of a Social Protection payment, and/or
- have a GP or Medical Card
- Signing for Credits

### Location

This course takes place in Balbriggan.



### CONTACT DETAILS

[helenabrowner@ddletbaes.ie](mailto:helenabrowner@ddletbaes.ie)

**Balbriggan:** 01 841 7763

**Swords:** 01 840 8946

*\*modules offered are subject to change*





# Community Education



## CONTACT DETAILS

**Community Education Facilitator**

**Swords:** 01 840 8946

Adult Education Service Swords and Balbriggan delivers a vibrant, multi-strand Community Education programme within the Fingal catchment area. Community education plays a key role in **personal empowerment, citizenship** and **social inclusion**.

Courses that may initially seem like “Hobby” courses have a much greater role in community enhancement. Courses such as Gardening can lead to the creation of a community garden/general area where the whole community have an opportunity to gain enjoyment from the skills learned by students on such a course.

Alternatively, an Art group or an Irish Language group springs into existence as a result of skills and motivation gained on a community education course. In other words, community education is more than just a course. It provides so much more than just a physical skill learned. It improves self-confidence, enhances civic participation, and allows individuals an opportunity to take their first step back to further education and training.

The Community Education programme extends throughout the North County Dublin area. The Service works in partnership with approximately 30 organisations/groups each year. Partners range from statutory agencies such as Fingal County Council to independent community groups working on behalf of their own community.

In recent years community education courses were in 30 locations throughout North Fingal. Courses included; Art, Crafts, Voter Education, Community Development, Committee Skills, Computers, Internet & E-mail, Personal Development, Irish, Spanish, English for Speakers of Other Languages, Photography, Gardening, Drama, Yoga, Keep Fit, Cookery, Nutrition, Parenting, Interculturalism and Drama.

## How to Apply:

Applications for community education courses are via the partner organisations.



# What is BTEI?

The **Back To Education Initiative** (BTEI) provides part-time further education courses mainly for people with less than upper second-level education.

It gives individuals the opportunity to combine learning with family, work and other responsibilities. Anyone who has left full-time education can take part in a course, but priority will be given to those with less than upper second-level education.

The BTEI allows people to study part-time (up to 400 hours per year). It is possible to obtain a major award at NFQ levels 1-6 where part-time courses are undertaken on a modular basis over time and combined to complete a major award.

## Am I eligible?

The Back to Education Initiative (BTEI) provides part-time courses for adults and young people aged over 16 who left school with few or no formal qualifications or low literacy levels.

\* Applicants to Adult Education Services Balbriggan and Swords must be 18 or over before they commence a course.

The participants eligible for free tuition are people who (or their dependants):

- Have less than upper-second level education or
- Are getting a jobseeker's payment or means-tested social welfare payment (See: List of Eligible Payments)
- Are getting Family Income Supplement or
- Have a medical card or GP visit card
- Are eligible to participate on VTOS or Youthreach
- People signing for credits

All other participants are charged a fee. For information about fees, you should contact the BTEI Coordinator in the Adult Education Service in Balbriggan on 01 8417763 or in Swords on 01 8408946

## Rates

If you are getting a social welfare payment, you may keep your payment and participate in BTEI as long as you continue to satisfy the conditions attached to your payment. If you are getting a jobseeker's payment you will need to apply for the Part-Time Education Option.

## How to Apply

As per our How to Apply guidelines (Pages 8-9)

Please note placement on a course is subject to an English Reading and Writing Assessment. If you do not meet the specified assessment requirements you may be offered a course at a lower level to develop your skills.

## List of Eligible Payments:

The social welfare payments, other payments and health board benefits to be covered by this arrangement will include persons who hold the benefits outlined below and their dependants:

- Medical Card
- Supplementary Welfare Allowance
- Job Seekers Benefit (Unemployment Benefit)
- Job Seekers Allowance (Unemployment Assistance)
- Family Income Supplement
- Farm Assist
- Carer's Allowance
- One-Parent Family Payment
- Back-to-Work Allowance
- Community Employment
- Part-time Job Incentive Scheme
- Widow's and Widower's Non-Contributory Pension
- Blind Person's Pension
- Pre-retirement Allowance
- State Pension (Non-Contributory) (Old Age Non-Contributory Pension)
- Guardian's Payment Non-Contributory (Orphans Non-Contributory pension)
- Illness Benefit, where this has been held for a continuous period of at least 6 months (Disability Benefit)
- Disability Allowance
- People signing for credits.

## Participant Funding Categories:

Category	Participant Eligibility	Participant Entitlements
<b>Cat. 2A</b>	<p>Persons entitled to, or dependents of persons entitled to</p> <ul style="list-style-type: none"> <li>• Medical Card</li> <li>• An unemployment payment</li> <li>• A means tested welfare payment</li> <li>• A Family Income Supplement Payment</li> <li>• Participate in VTOS</li> <li>• Signing for Credits.</li> </ul> <p>And who have <b>less than upper second level education</b></p>	<p><b>Free Tuition</b></p> <p>Continued welfare payment is subject to satisfying the conditions of the Department of Employment Affairs and Social Protection.</p> <p>Training Allowances will not be paid.</p> <p>Exception: Youthreach</p>
<b>Cat. 2B</b>	<p>Persons entitled to, or dependents of persons entitled to</p> <ul style="list-style-type: none"> <li>• Medical Card</li> <li>• An unemployment payment</li> <li>• A means tested welfare payment</li> <li>• A Family Income Supplement Payment</li> <li>• Participate in VTOS</li> </ul> <p>And who have <b>completed upper second level education</b></p>	<p><b>Free Tuition</b></p> <p>Continued welfare payment is subject to satisfying the conditions of the Department of Employment Affairs and Social Protection.</p> <p>Training Allowances will not be paid.</p> <p>Exception: Youthreach</p>
<b>Cat. 3</b>	<p>All persons with less than upper second level education who are not eligible under Category 2A e.g. persons not in the labour force, persons in employment.</p>	<p><b>Free Tuition</b></p> <p>Training Allowances will not be paid.</p>
<b>Cat. 4</b>	Others	<p><b>Fees will be charged</b></p> <p>Training Allowances will not be paid.</p>

# What is VTOS?

The Vocational Training Opportunities Scheme (VTOS) is an educational opportunities scheme for unemployed persons which is funded by the Department of Education and Science with assistance from the European Social Fund. The Scheme, operated through the Education and Training Boards (ETBs), provides a special range of courses designed to meet the education and training needs of unemployed people.

## **The aim of the scheme is:**

- to give unemployed people education and training opportunities which will develop their employability
- to prepare people to go into paid employment or on to further opportunities leading to paid employment

## **Am I Eligible?**

Eligibility criteria are determined by the Department of Education and Science.

To qualify for VTOS a person must:

- be at least 21 years of age at the commencement of the course,
- be in receipt of an unemployment payment or signing for credits for at least 6 months\*.

A limited number of places are available to persons in receipt of One Parent Family Payment, Disability Allowance, Illness Benefit, Blind Pension, Invalidity Pension, Deserted Wife's Benefit/Allowance, Widow's/Widower's Contributory/Non Contributory Pension and Prisoner's Wife's Allowance and to qualified spouses/partners of persons eligible to participate in VTOS.

Periods spent on VTOS, FS training schemes, Community Employment, Job Initiative, Youthreach or time in prison can count towards the 6 month qualifying period.

## **Do I Receive a Payment?**

Persons in receipt of Jobseeker's Allowance or Jobseeker's Benefit receive a weekly training allowance equivalent to the maximum personal

rate of Jobseeker's Benefit. Any means which have been assessed are disregarded. Also, increases in respect of qualified adult and child dependents continue to be paid while there is an underlying entitlement to such increases on Jobseeker's Allowance or Jobseeker's Benefit.

Persons in receipt of One Parent Family Payment, Disability Allowance, Illness Benefit, Blind Pension, Invalidity Pension, Deserted Wife's Benefit/Allowance, Widow's/Widower's Contributory/Non Contributory Pension and Prisoner's Wife's Allowance continue to draw their payments in the normal way from the Department of Employment Affairs and Social Protection.

VTOS is not means tested. Therefore the rate of payment is not affected by any earnings/income received by the VTOS participant.

Persons signing for credits only, may qualify to participate on a VTOS course. These participants do not receive a training allowance but may receive travel and lunch allowances from DDLETB.

The spouse/partner of a person in receipt of Jobseeker's Allowance or Jobseeker's Benefit which includes an increase for the spouse/partner may also qualify to join a VTOS course. However the spouse/partner will not qualify for payment in his/her own right while on VTOS, but he/she may get a lunch and travel allowance paid by the ETB where appropriate.

## **Do I have to pay for Books and Materials?**

Persons receive free books and materials at the commencement of the VTOS course.

## **Extra Benefits**

VTOS participants retain entitlement to their Social Welfare secondary benefits.

There are a range of secondary benefits which are not administered by the Department of Employment Affairs and Social Protection:



- medical cards - administered by the Department of Health
- differential rents - administered by the Local Authorities
- travel (for distances over 3 miles) and meal allowances - administered by the Department of Education and Science.

## Disqualifications

- Entitlement to a VTOS training allowance is terminated if the participant ceases to pursue the course. Issues relating to disqualification are a matter for the Department of Education and Science and DDLETB.

## Childcare

Successful applicants to the VTOS scheme may be eligible to avail of childcare supports under the National Childcare Scheme.

## How Do I Apply?

Applications for the VTOS Programme open each January for entry onto the programme in

September of that year. (Example: for entry to VTOS programme September 2020, applications will open January 2020) Applications remain open until all places are filled on the programme.

## Access to the programme is as follows:

- Completed Application Form/ Eligibility Criteria Assessed.
- English Reading and Writing Assessment
- Interview/ Skills Assessment
- Placement on Course

## Duration of Course

The VTOS Programme with the Adult Education Service Balbriggan, is primarily one year. However, participants may avail of a second year progressing to a higher award, if they have successfully completed their first year.

## Adult Literacy Eligibility for Courses

All courses run under the Adult Literacy Service are free to all students regardless of income or social welfare status.

## ESOL (English for Speakers of Other Languages) Eligibility for Courses.

ESOL Beginners, ESOL literacy and ESOL Reading and Writing are free to all students regardless of income or social welfare status.

ESOL level 3, ESOL level 4 and ESOL level 5 have the same eligibility criteria as courses provided under BTEI. (See page 59, for criteria). Fees may apply if you do not meet the BTEI eligibility criteria.

## Childcare Supports

Students who are returning to education may be in a position to access Childcare Support for the duration of their course. There is a new childcare scheme due to be implemented in October 2019, The National Childcare Scheme, Early Learning and Care.

Applications for the National Childcare Scheme can be made online at [www.ncs.gov.ie/apply](http://www.ncs.gov.ie/apply)

To apply online you require the following information:

- A verified MyGovID account ([www.mygovid.ie](http://www.mygovid.ie))
- Your Children's Information such as date of birth and PPSN
- Your employment, social welfare and income related details
- Your partner's PPSN (If you are a member of a couple)
- Your partner's employment and income related details (If you are a member of a couple)

For further information on the scheme go to [www.ncs.gov.ie](http://www.ncs.gov.ie)



# What is the National Framework of Qualifications?

The National Framework of Qualifications (NFQ) is the ten level system (1-10) giving an academic or vocational value to the qualifications obtained in Ireland. NFQ levels help to indicate how an award can be used for training, education and employment opportunities. Adult Education Services Balbriggan and Swords offers a range of certification from Level 2 to level 6. See below National Framework of Qualifications.

## What is a QQI Award?

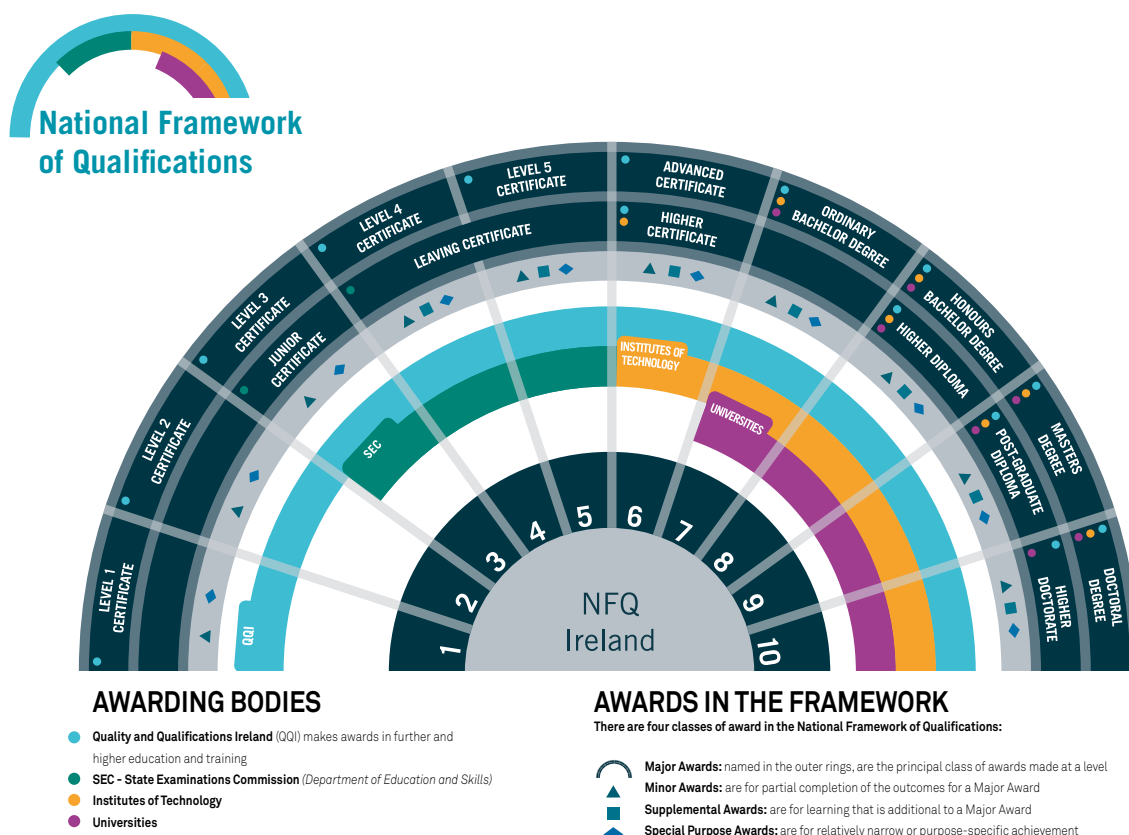
Most of the certification delivered by Adult Education Service Balbriggan and Swords is awarded by Quality and Qualifications Ireland (QQI). QQI is responsible for the quality control for Further Education colleges and other providers.

## Assessment:

All courses accredited with QQI awards deliver continuous assessment throughout the year. Assessment may include assignments, projects, presentations and examinations. The assessment process is continuous, with individual learners given on-going assessment throughout the year.

## Graduation:

To recognise the achievement of our learners, all students who complete a full award from QQI level 2-6 are invited to receive their award at our annual Graduation Ceremony. This is a great night of celebration for graduates including their family and staff who have supported their learning journey.







**Disclaimer Notice;**

Please note all courses are subject to funding allocation and minimum numbers enrolled on courses. Modules and course content are subject to change at the discretion of the Adult Education Service Balbriggan and Swords.  
All information correct at time of printing





Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire  
Átha Cliath agus Dhún Laoghaire Education and Training Board



Ireland's European Structural and  
Investment Funds Programmes  
2014-2020

Co-funded by the Irish Government  
and the European Union



EUROPEAN UNION  
Investing in Your Future  
European Social Fund



Cláir Chistí Eorpacha Struchtúrtha  
agus Infheistíochta na hÉireann  
2014-2020

Cómhaoinithe ag Rialtas na hÉireann  
agus ag an Aontas Eorpach



AN TAONTAS EORPACH  
Ag Infheistiú i do Dhán  
Ciste Sóisialta na hEorpa