



**etb**

Bord Oideachais agus  
Oiliúna Dhúin na nGall  
*Donegal Education and  
Training Board*



Oideachais Aosaigh  
**Adult Education**

# Donegal ETB College Provision **2016 - 2017**

PLC Courses hosted at:

Errigal College, Letterkenny

Finn Valley College, Stranorlar

St Catherine's VS, Killybegs

**All courses commence September 2016**

**[www.donegaletb.ie](http://www.donegaletb.ie)**

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

PLC courses are intensive, full-time, one year programmes which prepare students for entry level employment or progression to further study. PLCs are ideal progression routes from Leaving Certificate for those who want an extra year to study a specific vocational area and for adults returning to education. A course fee of €200 applies (exemptions available based on medical card and social welfare status). Students will normally have Leaving Certificate, Leaving Certificate Applied or Leaving Certificate Vocational Programme or FETAC/QQI Level 4 Awards. Equal consideration will be given to mature applicants who do not meet these entry requirements. For more information please contact the relevant second level school providing PLC courses, email: [adultguidance@donegaletb.ie](mailto:adultguidance@donegaletb.ie) or visit [www.donegaletb.ie/coursefinder](http://www.donegaletb.ie/coursefinder).

**For further information contact:**

**Errigal College, Letterkenny: 074 9121 047**

**Finn Valley College, Stranorlar: 074 91 31684**

**St Catherine's VS, Killybegs: 074 97 31491**

**[www.donegaletb.ie](http://www.donegaletb.ie)**

## Finn Valley College

Duration: **1 Year**

Course Title: **Business Administration (5M2468)**

Certification Body Award: **Level 5 QQI (FETAC)**

Entry Requirements Leaving Certificate - LCA students should have at least a Merit

Course Description: The course enables candidate to obtain the necessary skills for work in any office and also allows entry to certain degree courses in Universities and 3rd level institutions.

Modules Studied During Programme: Communications, Word Processing, Text Production, Audio Transcription, Customer Service, Work Experience, Book/keeping Manual and Computerised and Business Administration Skills.

Details of Work Experience: Work experience is one day per week for 20 weeks over the duration of the school year in an office.

## Finn Valley College

Duration: **1 Year**

Course Title: **Sports, Recreation & Exercise (5M5146)**

Certification Body Award: **Level 5 QQI (FETAC)**

Entry Requirements Leaving Certificate - LCA students should have at least a Merit

Course Description: The course enables candidate to obtain the necessary skills for work in the leisure/sports industry. It allows progression to certain Colleges of further Education.

Modules Studied During Programme: Communications, Word Processing, Work Experience, Sport and Recreation Studies, Exercise and Fitness, Nutrition, Soccer Coaching, Basketball Coaching and Gaelic Football Coaching.

Details of Work Experience: Work experience is one day per week for 20 weeks over the duration of the school year in the sports area or the equivalent outside school hours depending on the organisation.

## St Catherine's Vocational School

Duration: **1 Year**

Course Title: **Nursing Studies (5M4349)**

Certification Body Award: **Level 5 QQI (FETAC)**

Entry Requirements Leaving Certificate with minimum of five passes at Ordinary level, examination certificate must be submitted with enrolment form. Others including mature students without this entry requirement will be assessed individually. All applicants must attend for interview when requested and must fulfill Grada vetting requirement.

Course Description: As outlined.

Modules Studied During Programme: Anatomy & Physiology, Nursing Theory & Practice, Human Growth & Development, Nutrition, Word Processing, Work Experience, Communication, Care Provision & Practice.

Details of Work Experience: Work experience takes place in a hospital or other health care setting on Friday throughout the duration of the course.

## St Catherine's Vocational School

Duration: **1 Year**

Course Title: **Early Childhood Care & Education (5M2009)**

Certification Body Award: **Level 5 QQI (FETAC)**

Entry Requirements Leaving Certificate with minimum of five passes at Ordinary level, examination certificate must be submitted with enrolment form. Others including mature students without this entry requirement will be assessed individually. All applicants must attend for interview when requested and must fulfill Grada vetting requirement.

Course Description: The purpose of this award is to enable the learner to acquire the knowledge, skills and competence to work under supervision in a childcare setting or to progress to further or higher education and training.

Modules Studied During Programme: Child Development, Early Childhood Education & Play, Early Care & Education Practice, Child Health & Well-being, Work Experience, Communications, Special Needs Assisting, Human Growth & Development

Details of Work Experience: Work Experience takes place in a childcare setting on Friday for the duration of the course.

## St Catherine's Vocational School

Duration: **1 Year**

Course Title: **Early Childhood Care & Education (5M2009)**

Certification Body Award: **Level 5 QQI (FETAC)**

Entry Requirements	Successful completion of Early Childhood Care & Education Level 5
Course Description:	The purpose of this course is to enable the learner to acquire the knowledge, skills and competence to work in a supervisory role in a childcare setting or to progress to further or higher education and training.
Modules Studied During Programme:	Child Development, Childhood Social, Legal & Health Studies, Early Childhood Curriculum, Work Experience, Communications, Supervision in Early Childhood Care, Special Needs Assisting, Early Childhood Literacy and Numeracy, Modules offered are subject to change.
Details of Work Experience:	Work Experience takes place in a childcare setting on Friday for the duration of the course.

## St Catherine's Vocational School

Duration: **1 Year**

Course Title: **Healthcare Support (5M4339)**

Certification Body Award: **Level 5 QQI (FETAC)**

Entry Requirements	Leaving Certificate with minimum of five passes at Ordinary level, examination certificate must be submitted with enrolment form. Others including mature students without this entry requirement will be assessed individually. All applicants must attend for interview when requested and must fulfill Grada vetting requirement.
Course Description:	As outlined.
Modules Studied During Programme:	Care Skills, Care Support, Safety & Healthcare at work, Anatomy & Physiology, Nursing Theory & Practice, Nutrition, Communications, Work Experience.
Details of Work Experience:	Work experience takes place in a hospital or other health care setting on Friday throughout the duration of the course.

## St Catherine's Vocational School

Duration: **1 Year**

Course Title: **eBusiness (5M0828)**

Certification Body Award: **Level 5 QQI (FETAC)**

Entry Requirements	Leaving Certificate with minimum of five passes at Ordinary level, examination certificate must be submitted with enrolment form. Others including mature students without this entry requirement will be assessed individually. All applicants must attend for interview when requested and must fulfill Grada vetting requirement.
Course Description:	The purpose of this award is to enable the learner to acquire the knowledge, skills and competence to work in an office/business setting or progress to further and or higher education & training.
Modules Studied During Programme:	Database methods, Web Authoring, Communications, Work Experience, Web Design, ebusiness, The internet, Digital Marketing.
Details of Work Experience:	Work experience takes place in an office/business setting on Friday throughout the duration of the course.

**Course Title: Business Studies (5M2102)****Certification Body Award: Level 5 QQI (FETAC)**

<b>Entry Requirements</b>	Learners must have successfully completed the Leaving Certificate/LCAP/LCVP Examination or QQI Level 4. An aptitude and interest in business and computers is desirable. Special consideration will be given to mature students or others who may not have obtained a Leaving Certificate. Entry procedure is by application form and possible interview. All successful applicants will undergo the Garda Vetting process to gain permission to undertake work placement while on these courses. Please note any issues regarding Garda Vetting may hinder your work placement approval.
<b>Course Description:</b>	The purpose of this award is to enable the learner to acquire the knowledge, skills and competence to work in a variety of business settings. The programme is designed to introduce learners to the world of business and to develop practical administration, marketing and office skills, essential tools in the modern business world. The course has a practical focus with an emphasis on preparing graduates for further education and/or employment. The successful completion of a QQI Level 5 Certificate in Business Studies allows progression to further study at Institutes of Technology/Universities through the CAO and/or Higher Education Links Scheme. Examination is by both continuous assessment, skills demonstrations and end of year examinations. Certification is awarded by QQI.
<b>Modules Studied During Programme:</b>	Business Administration Skills - 5N1610, Marketing Practice - 5N1400, Word Processing - 5N1358, Text Production - 5N1422, Work Experience - 5N1356, Spreadsheet Methods - 5N1977, Communications – 5N0690, Information & Communication Systems – 5N1623.
<b>Details of Work Experience:</b>	Work experience is an integral part of this course. Work experience is arranged in conjunction with the Course Coordinator. Learners are placed on work experience with secretaries, personal assistants, receptionists, computer operators, clerks or general employment in the commercial sector with local employers, for one day per week.

**Course Title: Art, Craft & Design (5M1984)****Certification Body Award: Level 5 QQI (FETAC)**

<b>Entry Requirements</b>	Learners must have successfully completed the Leaving Certificate/LCAP/LCVP Examination or QQI Level 4. An aptitude and interest in art is desirable. Special consideration will be given to mature students or others who may not have obtained a Leaving Certificate. Entry procedure is by application and possible interview. The course is designed to enable students prepare a portfolio for entry to third level colleges of Art & Design or to gain employment in this area. Examination is by both continuous assessment, skills demonstrations and end of year examinations. Certification is awarded by QQI.
<b>Course Description:</b>	The purpose of this award is to enable the learner to acquire the knowledge, skills and competence to work in a variety of art, craft & design settings. There is a strong emphasis on many art practices, for example, painting, drawing, sculpture and design. Graduates can progress from this course to Institutes of Technology and Universities through the CAO and/or Higher Education Links Scheme on obtaining a full award. Examination is by both ongoing continuous assessment & skills demonstrations. Certification is awarded by QQI. All successful applicants will undergo the Garda Vetting process to gain permission to undertake work placement while on these courses. Please note any issues regarding Garda Vetting may hinder your work placement approval.
<b>Modules Studied During Programme:</b>	Drawing - 5N1862, Design Skills - 5N0784, Painting - 5N1302, Sculpture - 5N1918, Work Experience - 5N1356, Communications - 5N0690, Combined Materials - 5N0764, Wood Turning – 5N1359.
<b>Details of Work Experience:</b>	Work experience is an integral part of this course. Work experience is arranged in conjunction with the Course Coordinator. Learners are placed in work experience one day each week for the duration of the course. This involves placements for the year in the Art, Craft & Design Industry.

**Course Title: Sports, Recreation & Exercise (5M5146)****Certification Body Award: Level 5 QQI (FETAC)**

Entry Requirements	Learners must have successfully completed the Leaving Certificate/LCAP/LCVP Examination or QQI Level 4. An aptitude and interest in sport is desirable. Special consideration will be given to mature students or others who may not have obtained a Leaving Certificate. Entry procedure is by application and possible interview.
Course Description:	Learners must have successfully completed the Leaving Certificate/LCAP/LCVP Examination or QQI Level 4. An aptitude and interest in sports is desirable. Special consideration will be given to mature students or others who may not have obtained a Leaving Certificate. Entry procedure is by application and possible interview. Examination is by both continuous assessment, skills demonstrations and end of year examinations. Certification is awarded by QQI. This course requires participants to be Garda vetted. Continued participation on the course and work placement is dependent on the successful completion of this process.
Modules Studied During Programme:	Sports & Recreation Studies - 5N2667, Communications - 5N0690, Work Experience - 5N1356, Word Processing - 5N1358, Soccer Coaching - 5N4887, Gaelic Football Coaching - 5N5085, Exercise & Fitness - 5N2668, Basketball Coaching - 5N4888, Nutrition – 5N2006.
Details of Work Experience:	Work experience is an integral part of this course. Work placement is arranged in conjunction with the Course Coordinator. Learners are placed in work experience one day a week for the duration of the course in local leisure centres, schools, health centres and community centres.

**Course Title: Health Service Skills (5M3782)****Certification Body Award: Level 5 QQI (FETAC)**

Entry Requirements	Learners must have successfully completed the Leaving Certificate/LCAP/LCVP Examination or QQI Level 4. An aptitude and interest in healthcare/nursing is desirable. Special consideration will be given to mature students or others who may not have obtained a Leaving Certificate. Entry procedure is by application form and possible interview.
Course Description:	The purpose of this award is to enable the learner to acquire the knowledge, skills and competence to work under supervision in providing support in a variety of healthcare settings. With an increasing ageing population, in addition to advances and developments in health care services in Ireland; the demand for skilled and competent personnel is expected to grow significantly in the coming years. Graduates can progress from this course to Institutes of Technology and Universities through the CAO and/or Higher Education Links Scheme on obtaining a full award. Examination is by both ongoing continuous assessment, skills demonstrations and end of year examinations. Certification is awarded by QQI. This course requires participants to be Garda vetted. Continued participation on the course and work placement is dependent on the successful completion of this process.
Modules Studied During Programme:	Care Support - 5N0758, Infection Prevention & Control - 5N3734, Communications - 5N0690, Work Experience - 5N1356, Anatomy & Physiology - 5N0749, Care of the Older Person - 5N2706, Human, Growth & Development - 5N1279, Care Skills – 5N2770.
Details of Work Experience:	Work experience is an integral part of this course. Work experience is arranged in conjunction with the Course Coordinator. Learners are placed in work experience one day each week for the duration of the course. This involves placements for the year in the local area - in hospitals, nursing units, homes for the elderly, special units, and special schools for those with disabilities. This gives students a good understanding of healthcare and the qualities and characteristics required for a successful career in healthcare/nursing.

**Course Title: Early Childhood Care & Education (5M2009)****Certification Body Award: Level 5 QQI (FETAC)**

Entry Requirements	Learners must have successfully completed the Leaving Certificate/LCAP/LCVP Examination or QQI Level 4. An aptitude and interest in childcare is desirable. Special consideration will be given to mature students or others who may not have obtained a Leaving Certificate. Entry procedure is by application form and possible interview.
Course Description:	The purpose of this award is to enable the learner to acquire the knowledge, skills and competence to work as members of a professional team in a variety of childcare settings. The course will suit both school leavers and mature students who are interested in working with children. Graduates can progress from this course to Institutes of Technology and Universities through the CAO and/or Higher Education Links Scheme on obtaining a full award. Examination is by both ongoing continuous assessment, skills demonstrations and end of year examinations. Certification is awarded by QQI. This course requires participants to be Garda vetted. Continued participation on the course and work placement is dependent on the successful completion of this process.
Modules Studied During Programme:	Child Development - 5N1764, Early Childhood Education & Play - 5N1773, Early Care & Education Practice - 5N1770, Child Health & Well Being - 5N1765, Communications - 5N0690, Work Experience - 5N1356, Nutrition - 5N2006, Children with Additional Needs – 5N2396.
Details of Work Experience:	Work experience is an integral part of this course. Work experience is arranged in conjunction with the Course Coordinator. Learners are placed in work experience one day a week for the duration of the course, in a range of childcare settings, for example, crèches, play groups, specialist childcare centres and primary schools.



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