

Full-Time Further Education and Training courses

for people who wish to progress their careers

Go Further with
Donegal ETB

#GoFurtherWithDonegalETB



etb

Bord Oideachais agus
Oiliúna Dhúna na nGall
Donegal Education and
Training Board



1

About this Brochure

p4

2

FET Centres

p8

3

Ten reasons to study with Donegal
ETB's FET Service

p10

4

Courses

p12

4.1	Business Administration	p13
4.2	Early Childhood Care & Education (Buncrana)	p14
4.3	Early Childhood Care & Education (Letterkenny)	p15
4.4	Essential Health Service Skills	p18
4.5	Digital Marketing (Donegal Town)	p20
4.6	Dip for IT Users (Letterkenny)	p22
4.7	Dip for IT Users (Letterkenny, Gortahork)	p23
4.8	International Computer Driving Licence (ICDL)	p24
4.9	Information Processing (Buncrana)	p26
4.10	Microsoft Office Specialist (Donegal Town)	p27
4.11	Microsoft Office Specialist & Expert (Letterkenny)	p30
4.12	Leaving Certificate for Adults (Letterkenny)	p31

1

About this Brochure

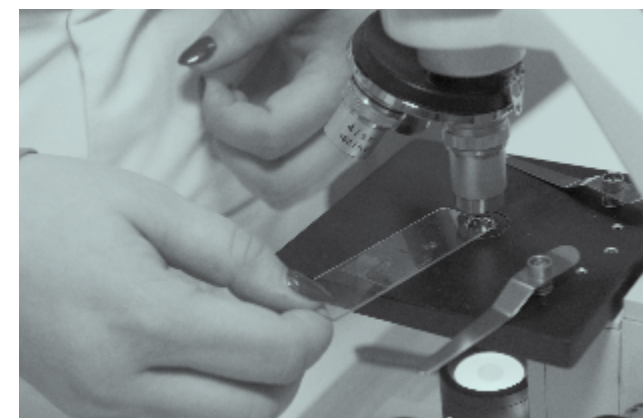
The full-time courses outlined in this brochure are provided through the Vocational Training Opportunities Scheme (VTOS) which is part of Donegal ETB's Further Education and Training (FET) Service.

What is VTOS?

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The aim of VTOS is to provide education and training options through national and industry recognised qualifications to prepare those in receipt of a range of social welfare payments* to progress to employment or further and higher education opportunities.

*Excludes FIS and Carers' Allowance



These courses aim to:

- Improve your general level of education.
- Develop your skills and prepare for employment/self-employment.
- Prepare you for a new career or a change of career.
- Provide you with recognised qualifications.
- Allow you to progress to a range of further education and training or higher education courses.

Course Duration:

- Courses are full-time and take place between 9:30am to 2:45pm Monday to Thursday and 9:30am to 12:45pm Friday.
- They are of one or two years duration, from September to May/June.
- Course holidays are the same as post-primary schools, including mid-term breaks, Christmas, Easter and Summer holidays.

Students who undertake these course are entitled to a number of financial supports:

- In general, students who move from Jobseekers Allowance receive a training allowance at the same rate as their jobseeker's payment.
- However, students aged under 26 years who move from an age-related reduced rate of Jobseeker's Allowance will get a maximum training allowance rate of €203 per week (from 25 March 2019). Any means participants have will be deducted from this rate.
- Students under 26 who move from an age-related reduced rate of Jobseeker's Allowance also get a top-up rate of €203 per week.
- Generally, entitlement to a training allowance will not be reassessed if there is a change in circumstances (including means).
- Fuel allowance continues to be paid where applicable.
- Travel Allowance to the Centre for distances over 5km.
- Students are entitled to free books.
- Students are entitled to avail of the National Childcare Scheme (NCS) for their children.
- Students on other categories continue to receive payments in the usual way.
- Training allowance and work: If you are returning to your course for a second year, you will continue to get your training allowance during the summer months. You can also take up full-time work during the summer months and your training allowance is not affected. Students can also work part-time during the course term, provided it does not interfere with course attendance.
- Training allowance and dependants: If you want a dependent adult or child added to your payment you must notify the Department of Social Protection (DSP). DSP will then notify the ETB of any changes to your training allowance.

Other supports:

- Career Guidance support is provided to students



2

FET Centres

Milford Further Education and Training Centre

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Millford, Co. Donegal

T. (074) 9153194**E.** aidanmccloskey@donegaletb.ie**Buncrana Further Education and Training (FET) Centre**

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Shore Road, Buncrana, Co. Donegal

T. (074) 9362466**E.** daniellemcgee@donegaletb.ie**Gort a Chioice Further Education and Training (FET) Centre**

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Gort an Chioice, Co. Donegal

T. (074) 9135218**E.** sharonmcgee@donegaletb.ie**Letterkenny Further Education and Training (FET) Centre**

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High Road, Letterkenny, Co Donegal

T. (074) 9161581**E.** ainemclaughlin@donegaletb.ie**Donegal Town Further Education and Training (FET) Centre (Drumcliff)**

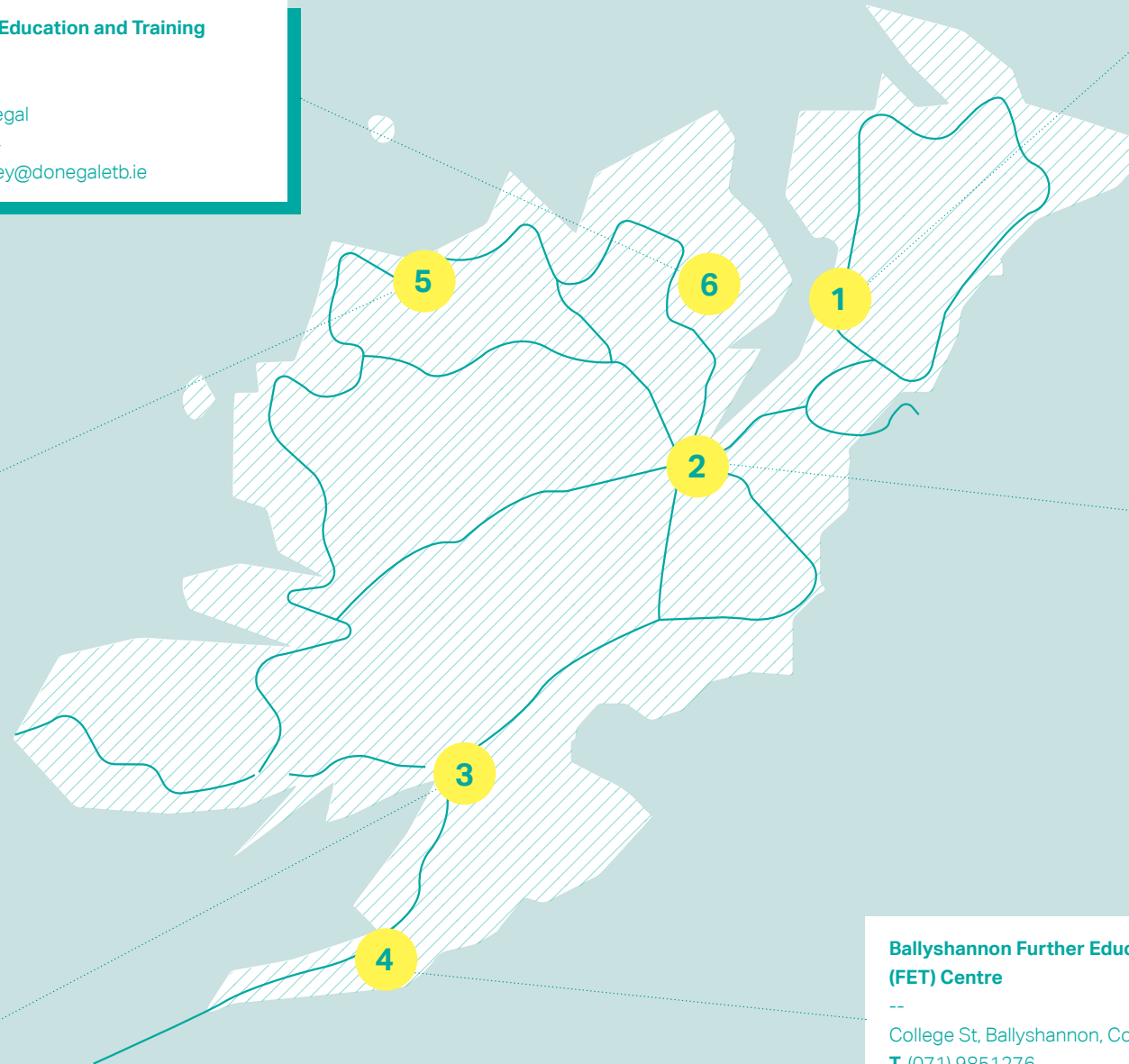
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Drumcliff, Donegal Town, Co Donegal

T. (074) 9721705**E.** carolineanngillespie@dongaletb.ie**Ballyshannon Further Education and Training (FET) Centre**

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College St, Ballyshannon, Co. Donegal

T. (071) 9851276**E.** anitaorourke@donegaletb.ie

3

10 Reasons to Study with Donegal ETB's FET Service

To find out more: www.donegaletb.ie/further-education-training/



EARN WHILE
YOU LEARN



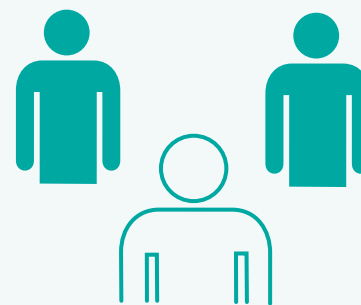
CAREER
GUIDANCE



LOW OR
NO COURSE
FEES



PROGRESSION TO
EMPLOYMENT AND/OR
DEGREE COURSES IN THIRD
LEVEL INSTITUTIONS



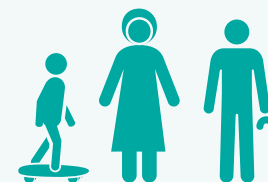
SMALL CLASS
SIZES



RANGE OF NATIONAL
AND INTERNATIONAL
CERTIFICATION



VARIETY OF
LEARNING AREAS



STUDENTS OF ALL AGES
CATERED FOR



FLEXIBLE LEARNING
FOR THE CHANGING
EMPLOYMENT MARKET

4

Courses

4.1 Business Administration

This two year QQI Level 5 major award course is for students who are interested in different aspects of Business Administration and is designed to build confidence and skills. It provides training to those who wish to pursue a career in the financial sector (payroll and bookkeeping), ICT sector (word processing, databases and spreadsheets) or office environment in a clerical capacity. The skills, knowledge and competencies developed on this course can be applied to many business settings and a wide variety of roles.

Modules*

- Bookkeeping Manual & Computerised / 5N1354
- Business Administration Skills / 5N1610
- Communications / 5N0690
- Database Methods / 5N0783
- ICDL
- Payroll Manual & Computerised / 5N1546
- Spreadsheets / 5N1977
- Work Experience / 5N1356
- Word Processing / 5N1358

* modules may be subject to change

Progression Routes: Graduates of this course may progress to employment and are eligible to apply through CAO and/or the Higher Education Links Scheme for entry to year one of a range of higher certificate and degree programmes at Institutes of Technology and universities or further study in Northern Ireland.

Entry Requirements

Education: Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.

Aptitude: Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course..

Previous experience: Applicants must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.

Eligibility: Participants must be in receipt of a qualifying social welfare payment or signing for credits and have been unemployed for at least 156 days (6 months) prior to the start of the course. Eligible participants who are on Job Seekers Allowance or Job Seekers Benefit will receive a training allowance equivalent to their social welfare payment subject to means testing where applicable.

Application process includes an interview.

Duration: 2 years

(academic terms)

Location: Ballyshannon
(FET Centre)

Cost: This course is free.

Contact:

Anita O'Rourke
Tel: 071 9851276

Entry Requirements

Education: Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.

Aptitude: Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course..

Previous experience: Applicants must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.

Eligibility: Participants must be in receipt of a qualifying social welfare payment or signing for credits and have been unemployed for at least 156 days (6 months) prior to the start of the course. Eligible participants who are on Job Seekers Allowance or Job Seekers Benefit will receive a training allowance equivalent to their social welfare payment subject to means testing where applicable.

Application process includes an interview and Garda vetting.

Duration: 2 years (academic terms)
Location: Buncrana (FET Centre)

Cost: This course is free.

Contact:
Elaine Devlin
Tel. 074 9362466

4.2 Early Childhood Care and Education

This two year QQI Level 5 major award course is designed for people who are interested in a career in childcare. The programme will provide the required knowledge, skills, and qualification to prepare you for employment in a work setting such as day care, crèche, pre-school/after school facilities, nursery, special needs assistant or as a professional private childminder with a family. The course focuses on developing the skills and competencies required by employers and part of the course requires students to complete relevant work experience. The work placement will provide essential opportunities to link theory to practice under the supervision of an experienced childcare practitioner.

Modules*

- Child Development
- Child Health and Well-being / 5N1765
- Communications / 5N0690
- Creative Arts for Early Childhood / 5N1769
- Early Care and Education Practice / 5N1770
- Early Childhood Education and Play / 5N1773
- Equality and Diversity / 5N1775
- Human Growth and Development / 5N1279
- Work Experience / 5N1356

* modules may be subject to change

Progression Routes: Graduates from this course are eligible for full-time employment in childcare sector or as an SNA or to apply through the CAO to Higher Education Institutions within the Republic of Ireland. Alternatively students can progress onto further education courses with Donegal ETB, or to a higher level course in a third level Institute of Technology or university.

Entry Requirements

Education: Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.

Aptitude: Applicants should have an interest in learning how to care for babies and children. They must have a motivation to learn and the ability to acquire the knowledge, skills and competencies set out in the course.

Previous experience: Applicants must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.

Eligibility: Participants must be in receipt of a qualifying social welfare payment or signing for credits and have been unemployed for at least 156 days (6 months) prior to the start of the course. Eligible participants who are on Job Seekers Allowance or Job Seekers Benefit will receive a training allowance equivalent to their social welfare payment subject to means testing where applicable.

Application process includes an interview and Garda vetting.

Duration: 1 year (academic terms)
Location: Letterkenny (FET Centre)

Cost: This course is free.

Contact:
Áine McLaughlin
Tel: 074 9161581

4.3 Early Childhood Care and Education

This one year QQI Level 5 major award course is designed for people who are interested in a career in childcare. The programme will provide the required knowledge, skills, and qualification to prepare you for employment in a work setting such as day care, crèche, pre-school/after school facilities, nursery, special needs assistant or as a professional private childminder with a family. The course is focused on developing the skills and competencies required by employers and part of the course requires students to complete relevant work experience. The work placement will provide essential opportunities to link theory to practice under the supervision of an experienced childcare practitioner.

Modules*

- Child Development / 5N1764
- Child Health and Well-being / 5N1765
- Early Childhood Education & Play / 5N1773
- Early Care and Education Practice / 5N1770
- Equality and Diversity in childcare / 5N1775
- Special Needs Assisting / 5N1786
- Team Working / 5N1367
- Work Experience / 5N1356

* modules may be subject to change

Progression Routes: Graduates of this course can progress directly into employment in the child care sector or as an SNA. Alternatively they can progress onto further education courses with Donegal ETB, or to a higher level course in a third level Institute of Technology or university.



Entry Requirements

Education: Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.

Aptitude: Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.

Previous experience: Applicants must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.

Eligibility: Participants must be in receipt of a qualifying social welfare payment or signing for credits and have been unemployed for at least 156 days (6 months) prior to the start of the course. Eligible participants who are on Job Seekers Allowance or Job Seekers Benefit will receive a training allowance equivalent to their social welfare payment subject to means testing where applicable.

Application process includes an interview and Garda vetting.

Duration: 38 weeks (academic terms)
Location: Milford

Cost: This course is free.

Contact:
Aidan McCloskey
Tel: 074 9153194

4.4 Essential Health Service Skills

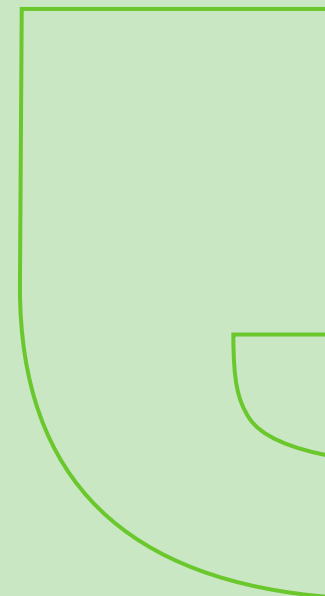
This QQI Level 5 course is designed for students interested in pursuing a career in the Health Service sector. The course is designed to assist students in acquiring knowledge, developing skills, and an overall competence to work in the sector, providing health care support in a variety of healthcare settings such as health care assistant, home help, social care, community development or residential setting and/or to progress to further education and training in different fields of health care and nursing.

Modules*

- Care of the Older Person / 5N2706
- Care Support / 5N0758
- Communications / 5N0690
- Infection Prevention & Control / 5N3734
- Safety & Health at Work / 5N1794

* modules may be subject to change

Progression Routes: Graduates of this Level 5 component award course are eligible to progress to Further Education and Training with Donegal ETB to obtain the full major award or progress to part-time employment in specific healthcare support roles.



Tara Sweeney, from Ramelton, has taken a totally new career route through Donegal ETB's Further Education and Training Service.

A one-year Health Service Skills course was all it took for Tara to gain the essential skills she needed to get started.

With so many employment opportunities available in healthcare and services, she is now ready to join the workforce and make a difference in local communities.

Ever since she left school, Tara had always thought about healthcare and nursing. But she took a different path into banking at the start. After 24 years with Bank of Ireland, the bank sought voluntary redundancies in 2014, and it was the right time for Tara to take a step back and focus on family life.

Soon, Tara started looking at her options again. She began with a two-year IT and administration skills course in Donegal ETB's Letterkenny FET Centre, enjoying the change of pace and flexible hours that could be managed around her family.

Tara enjoyed the structure of learning with Donegal ETB so much that she decided to finally pursue her healthcare goals in 2019.

The Health Service Skills course is a QQI Level 5 course, delivered over one year at the ETB's FET Centre in Milford. It teaches skills such as Care of the Older Person, Communications, Infection Prevention and Control, Nursing Theory and Practice and Safety and Health at Work. Tara particularly enjoyed her work experience working with people with intellectual disabilities in Letterkenny.

"The work experience gives you an insight into what you will be doing when you get employed in that field,"

Tara explained.

Gaining comprehensive training in healthcare in one year is a challenge, but Tara found that the course was delivered in a practical and well-paced manner.

"There is a lot of work involved, but if you are interested, it is so enjoyable. Not every module has an exam, we completed demonstrations and assignments and everything we are given to do is very manageable," **Tara said.**

Tara also found that her small class size and understanding tutors helped her complete her studies over the year.

"The fact that I was able to go down a totally new route without any experience in healthcare shows how manageable it was. The tutors are aware that we might have children or other responsibilities so you are not given a lot of homework. You are given time to do as much as you can during the day. The thought of a lot of homework and studying can put people off, but that's not the case," **Tara said.**

This course also equips students with First Aid Responder Certification, Manual Handling and Patient Handling. Free Guidance and Career advice is provided by Donegal ETB's Adult Guidance and Information Service.

Tara's next step this spring is to begin working through an agency, where she can enjoy the flexibility and variety of working in a new role.

"This has given me a new boost, I'm looking forward to making a start and meeting new people," **she said.**

Entry Requirements

Education: Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.

Aptitude: Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.

Previous experience: Applicants must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.

Eligibility: Participants must be in receipt of a qualifying social welfare payment or signing for credits and have been unemployed for at least 156 days (6 months) prior to the start of the course. Eligible participants who are on Job Seekers Allowance or Job Seekers Benefit will receive a training allowance equivalent to their social welfare payment subject to means testing where applicable.

Application process includes an interview..

Duration: 35 weeks (academic terms)

Location: Donegal Town (Drumcliff FET Centre)

Cost: This course is free.

Contact:

Caroline Ann Gillespie
Tel: 074 9721705

4.5 Digital Marketing for e-Business

This QQI Level 5 major award course will appeal to students who have a keen interest in marketing and understand the importance and the need for businesses to market their products or services online and across a range of different platforms. The course is designed to equip the student with the knowledge, skills and competencies to effectively market products and services digitally and to enable them to work independently and under supervision in a range of e-Business contexts and/or to progress to further and/or higher education and training upon completion.

Modules*

- Bookkeeping Manual and Computerised / 5N1543
- Communications / 5N0690
- Digital Marketing / 5N1364
- E-Business / 5N1369
- Payroll Manual and Computerised / 5N1546
- The Internet / 5N1611
- Web Authoring / 5N1910
- Work Experience / 5N1356

* modules may be subject to change

Progression Routes: Graduates of this course may progress to employment and are eligible to apply through CAO and/or the Higher Education Links Scheme for entry to year one of a range of higher certificate and degree programmes at Institutes of Technology and universities or further study in Northern Ireland.



Entry Requirements
Education: Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 3 or above when accessing a Level 4 programme.
Aptitude: Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course. Good verbal and written communication skills are essential.
Previous experience: Applicants must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.
Eligibility: Participants must be in receipt of a qualifying social welfare payment or signing for credits and have been unemployed for at least 156 days (6 months) prior to the start of the course. Eligible participants who are on Job Seekers Allowance or Job Seekers Benefit will receive a training allowance equivalent to their social welfare payment subject to means testing where applicable.
Application process includes an interview.
Duration: 1 year (academic terms) Location: Letterkenny (FET Centre)
Cost: <u>This course is free.</u>
Contact: Áine McLaughlin Tel: 074 9161581

4.6 Diploma for IT Users

This City and Guilds Level 2 (NFQ Level 4) course is designed for those with little experience in computing and who wish to improve their general knowledge, skills and competences to operate information and communication software and hardware. This is a one year course, leading to a major award in IT Users. Computer productivity is supported on this course by undertaking the ICDL programme as part of the overall qualification allowing students to gain two qualifications on successful completion. This course is equivalent to a NFQ Level 4 Major award in ICT.

Modules*

- Computer Essentials / ICDL06-01
- Online Essentials / ICDL06-02
- Word Processing / ICDL06-03
- Online Collaboration / ICDL06-07
- Spreadsheets / ICDL06-04
- Using Databases / ICDL06-05
- Presentation Skills / ICDL06-06
- Image Editing / ICDL06-08
- Web Editing / ICDL06-09
- Presentation Software / C&G 4475-215
- Developing Personal and Team Effectiveness Using IT C&G / 7574-235
- Set Up an IT System / C&G 7574-203
- IT Security for Users / C&G 7574-235
- Using Email / C&G 7574-208
- Computerised Accounting Software Level 1/ C&G 7574-217
- ITQ – Database Software / C&G 7574-219
- ITQ – Word Processing Software / C&G 7574-229
- ITQ – Improving Productivity Using IT / C&G 7574-201
- ITQ – Spreadsheet Software / C&G 7574-227
- ITQ – Website Software / C&G 7574-228
- Desktop Publishing Software / C&G 7574-222

* modules may be subject to change

Progression Routes: Graduates of this course can progress directly to employment as administrative/personal assistants, assistant application specialist, business administrator, web development assistant or software help desk assistant. They may also progress onto other related further education and training courses in this area with Donegal ETB or with other providers.

Entry Requirements
Education: Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.
Aptitude: Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
Previous experience: Applicants must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.
Eligibility: Participants must be in receipt of a qualifying social welfare payment or signing for credits and have been unemployed for at least 156 days (6 months) prior to the start of the course. Eligible participants who are on Job Seekers Allowance or Job Seekers Benefit will receive a training allowance equivalent to their social welfare payment subject to means testing where applicable.
Application process includes an interview.
Duration: 37 weeks (academic terms) Location: Gort an Choirce and Letterkenny (FET Centres)
Cost: <u>This course is free.</u>
Contact: Letterkenny, Áine McLaughlin Tel: 074 9161581

4.7 Diploma for IT Users

This City and Guilds Level 3 (NFQ Level 5) course is designed for those with little experience in computing and who wish to improve their general knowledge, skills and competences to operate information and communication software and hardware. This is a one year course, leading to a major award in IT Users. Computer productivity is supported on this course by undertaking the Microsoft Office Specialist (MOS) programme as part of the overall qualification allowing students to gain two qualifications on successful completion. This course is equivalent to a NFQ Level 5 Major award in ICT.

Modules*

- ITQ – Computerised Accounting Software / C&G 7574-317
- ITQ – Database Software / C&G 7574-319
- ITQ – Desktop Publishing / C&G 7574-322
- ITQ – Developing Personal & Team Effectiveness Using IT / C&G 7574-335
- ITQ – Improving Productivity Using IT / C&G 7574-301
- ITQ – IT Security for Users / C&G 7574-305
- ITQ – Setting Up an IT System / C&G 7574-303
- ITQ – Spreadsheet Software / C&G 7574-327
- ITQ – Using Email / C&G 7574-308
- ITQ – Using the Internet / C&G 7574-307
- ITQ – Website Software / C&G 7574-328
- MOS Access 2013 / Microsoft 77-424
- MOS Excel 2013 / Microsoft 77-420
- MOS PowerPoint 2013 / Microsoft 77-422
- MOS Word 2013 / Microsoft 77-418

* modules may be subject to change

Progression Routes: Graduates of this course can progress directly to employment as administrative/personal assistants, assistant application specialist, business administrator, web development assistant or software help desk assistant. They may also progress onto other related further education and training courses in this area with Donegal ETB or with other providers.

Entry Requirements

Education: Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.

Aptitude: Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.

Previous experience: Applicants must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.

Eligibility: Participants must be in receipt of a qualifying social welfare payment or signing for credits and have been unemployed for at least 156 days (6 months) prior to the start of the course. Eligible participants who are on Job Seekers Allowance or Job Seekers Benefit will receive a training allowance equivalent to their social welfare payment subject to means testing where applicable.

Application process includes an interview.

Duration: 26 weeks

* duration may vary from centre to centre

Location: Ballyshannon, Donegal Town, Gort an Choire, Letterkenny

Cost: This course is free.

Contact:

Ballyshannon, Anita O'Rourke
Tel: 074 9851276

Donegal Town, Caroline Ann Gillespie
Tel: 074 9721705

Gort a Choire, Sharon McGee
Tel: 074 9135218

Letterkenny, Áine McLaughlin
Tel: 074 9122585

4.8 International Computer Driving Licence (ICDL)

The aim of this course is to provide students with the skills, knowledge and competencies to use a wide range of software applications on a computer and achieve a worldwide recognised qualification in computing.

Modules*

- Computer Essentials / ICDL6-01
- Data Protection Essentials / ICDL6-DPE
- Image Editing / ICDL6-08
- IT Security / ICDL6-10
- Online Collaboration / ICDL6-07
- Online Essentials / ICDL6-02
- Presentations / ICDL6-06
- Project Planning / ICDL6-11
- Spreadsheet / ICDL6-04
- Web Editing / ICDL6-09
- Word Processing / ICDL6-03
- Using Database / ICDL6-05
- Digital Marketing / ICDL6-DM

* modules vary from centre to centre and may be subject to change

Progression Routes: On successful completion of this course students can progress to employment in an office or IT based environment or onto further education and training courses with Donegal ETB or other providers.



Entry Requirements

Education: Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.

Aptitude: Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.

Previous experience: Applicants must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.

Eligibility: Participants must be in receipt of a qualifying social welfare payment or signing for credits and have been unemployed for at least 156 days (6 months) prior to the start of the course. Eligible participants who are on Job Seekers Allowance or Job Seekers Benefit will receive a training allowance equivalent to their social welfare payment subject to means testing where applicable.

Application process includes an interview.

Duration: Two academic years
Location: Buncrana (FET Centre)

Cost: This course is free.

Contact:
Elaine Devlin
Tel: 074 9362466

4.9 Information Processing

This two year QQI Level 5 major award course is designed for students who want to build or update their IT and office administration skills and would like to progress into employment in a related work area. This course is focused on developing the skills and competencies required by employers. Students are required to complete relevant work experience providing them with an opportunity to develop their on-the job skills further.

Modules*

- Bookkeeping Manual and Computerised / 5N1354
- Business Administration Skills / 5N1610
- Database Methods / 5N0783
- Desktop Publishing / 5N0785
- Information and Communication Systems / 5N1952
- Payroll Manual and Computerised / 5N1546
- Spreadsheet Methods / 5N1977
- The Internet / 5N1611
- Word Processing / 5N1358
- Work Experience / 5N1356

* modules may be subject to change

Progression Routes: On successful completion of the programme students can progress directly into employment in the public or private sector. Alternatively students can progress onto further education and training courses with Donegal ETB's FET Service or other providers.

Entry Requirements

Education: Applicants should be familiar with Microsoft Windows and Microsoft Office software functionality when accessing this course.

Aptitude: An aptitude for computing is desirable together with excellent attention to detail and an ability to retain concentration when carrying out repetitive tasks. Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.

Previous experience: Applicants must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.

Eligibility: Participants must be in receipt of a qualifying social welfare payment or signing for credits and have been unemployed for at least 156 days (6 months) prior to the start of the course. Eligible participants who are on Job Seekers Allowance or Job Seekers Benefit will receive a training allowance equivalent to their social welfare payment subject to means testing where applicable.

Application process includes an interview.

Duration: 33 weeks (academic terms)
Location: Donegal Town (Drumcliff FET Centre)

Cost: This course is free.

Contact:
Caroline Ann Gillespie
Tel: 074 9721705

4.10 Microsoft Office Specialist (MOS) Program

This course will be of interest to those who have basic IT knowledge/ECDL and want to gain a Microsoft Office Specialist qualification.

Modules*

- MOS Database / MOS115
- MOS PowerPoint / MOS116
- MOS Spreadsheets / MOS113
- MOS Word / MOS111

* modules may be subject to change

Progression Routes: On successful completion of this course students can progress onto the QQI Level 5 Award in Digital Marketing for e-Business course in Donegal Town, or alternative further education and training courses with Donegal ETB or with other providers.



Entry Requirements

Education: Applicants must have completed ECDL and MOS specialist certification in respect of the particular MOS modules they are interested in studying at Expert level. They should be familiar with Microsoft Windows and Microsoft Office software functionality when accessing this course.

Aptitude: An aptitude for computing is desirable together with excellent attention to detail and an ability to retain concentration when carrying out repetitive tasks.

Previous experience: Applicants must have completed Microsoft Office Specialist certification first. Previous relevant experience in MOS Office Core and good basic literacy skills are essential. Applicants must be able to demonstrate a high level of knowledge, skills and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.

Eligibility: Participants must be in receipt of a qualifying social welfare payment or signing for credits and have been unemployed for at least 156 days (6 months) prior to the start of the course. Eligible participants who are on Job Seekers Allowance or Job Seekers Benefit will receive a training allowance equivalent to their social welfare payment subject to means testing where applicable.

Application process includes an interview.

Duration: 34 weeks
Location: Letterkenny (FET Centre)

Cost: This course is free.

Contact:
Áine McLaughlin
Tel: 074 9161581

4.11 Microsoft Office Specialist (MOS) and Expert

This course will be of interest to those who have gained MOS Specialist certification and want to gain MOS Expert certification. The aim of this course is to provide students with advanced and expert user knowledge of Microsoft software applications that meet industry standards. The successful completion of the individual Microsoft Office Specialist certification will provide students with skills that can be applied to a range of administrative and office roles.

Modules*

- MOS Access 2013 / Microsoft 77-424
- MOS Excel 2013 / Microsoft 77-420
- MOS OneNote 2013 / Microsoft 77-421
- MOS Outlook 2013 / Microsoft 77-423
- MOS PowerPoint 2013 / Microsoft 77-422
- MOS Word 2013 / Microsoft 77-418
- MOS Expert Word Processing / Microsoft 77-887
- MOS Expert Spreadsheets / Microsoft 77-888

* modules may be subject to change

Progression Routes: On successful completion of this course students can progress directly to employment as Administrative Assistants, PA Secretaries or other roles within the office environment or onto other related further education and training courses in this area with Donegal ETB or with other providers.

Entry Requirements

Education: Applicants will be expected to demonstrate a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 and 5 programme.

Aptitude: Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.

Previous experience: Applicants must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.

Eligibility: Participants must be in receipt of a qualifying social welfare payment or signing for credits and have been unemployed for at least 156 days (6 months) prior to the start of the course. Eligible participants who are on Job Seekers Allowance or Job Seekers Benefit will receive a training allowance equivalent to their social welfare payment subject to means testing where applicable.

Application process includes an interview.

Duration: Two years (academic terms)
Location: Letterkenny

Cost: This course is free.

Contact:
Áine McLaughlin
Tel: 074 9164198

4.12 Leaving Certificate for Adults

The purpose of this course is to enable the student to acquire the knowledge, skill and competence to achieve the Leaving Certificate at Ordinary level. The Leaving Certificate is a two year course that aims to provide students with a broad, balanced education while also offering them a chance to specialise towards particular higher education and career options.

Modules (Ordinary level):

- Biology
- Business
- English
- Geography
- History
- Mathematics

Progression Routes: Students who complete this course may progress on to Further Education and Training courses at QQI L5 or equivalent or onto higher education in the Republic of Ireland or Northern Ireland or into employment.



Donna Smyth left school at 15 years of age and was a stay-at-home mum until she returned to education: "I found it hard to get work without my Leaving Cert. My son is 15 and I'm 37 this year and I thought - 'I want to do something now for me'," she said.

Donna and her son helped each other out with their studies as she did the Leaving Cert for adults with Donegal ETB in Letterkenny. Signing up for the course was a big step, she said: "Going back to education is a huge step to take on, especially with a child and a house to run."

Donna enjoyed the style of learning at Donegal ETB, where all students study English, Maths, History, Geography, Biology and Business - "It is classroom based learning but it's not like school. It's more relaxed and everyone talks and bounces ideas off each other. I would have stayed in school longer if it was like that!" she said.

While Donna originally intended to do the Leaving Cert for adults to improve her job prospects, the learning helped her discover her potential for more self-development.

"It has opened my mind up to do other things. I thought if I get through this I can do more. I will now apply for courses. Before this I thought college wasn't for me, but I want to look at the bigger picture now," she said.

When asked if she would recommend the Leaving Cert for adults to others, she said: "100%, especially for mothers who were at home with children. It gets you back out there again, you are having adult conversations, your mind is working at a different level and it does make you think of new goals."

Donna Smyth



Colin progressed to a Bioscience degree in LYIT after sitting his Leaving Certificate for adults with Donegal ETB. He left education after primary school and while he had previously worked as a computer engineer, he was motivated to gain the qualification after meeting a major job hurdle: "I was applying for an apprenticeship programme when the first box that came up was that you had to have your Leaving Cert. That propelled me to go back to be prepared for anything like that that came up again," he said.

Going back to learning does come with a certain amount of anxiety, Colin said, but the ETB tutors made it easy: "The teachers are so good at what they do. Most of them have 20 years of experience so they know exactly how to teach people who have been away from school. There's nothing to be scared of."

Studying six subjects for the Leaving Certificate requires hard work and focus. As a dad of three, Colin found that he had to balance family life and learning; "It is difficult, but it's not impossible and it's all very beneficial in the end. After leaving school in sixth class, I'm proud to have got this far. Another benefit of this is that I'll be able to help the kids with their homework when they come to that age, particularly with maths."

Colin's studies led him to discover that he had a flair for Biology, and so he is switching career paths from computing to Bioscience.

He is keen to recommend the Leaving Cert for adults to other people considering third level education: "This course doesn't just prepare you for exams. It prepares you for bigger things," he said.

Colin Chamber





Donegal ETB

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