



# Hello Future

## Donegal ETB Further Education & Training Courses

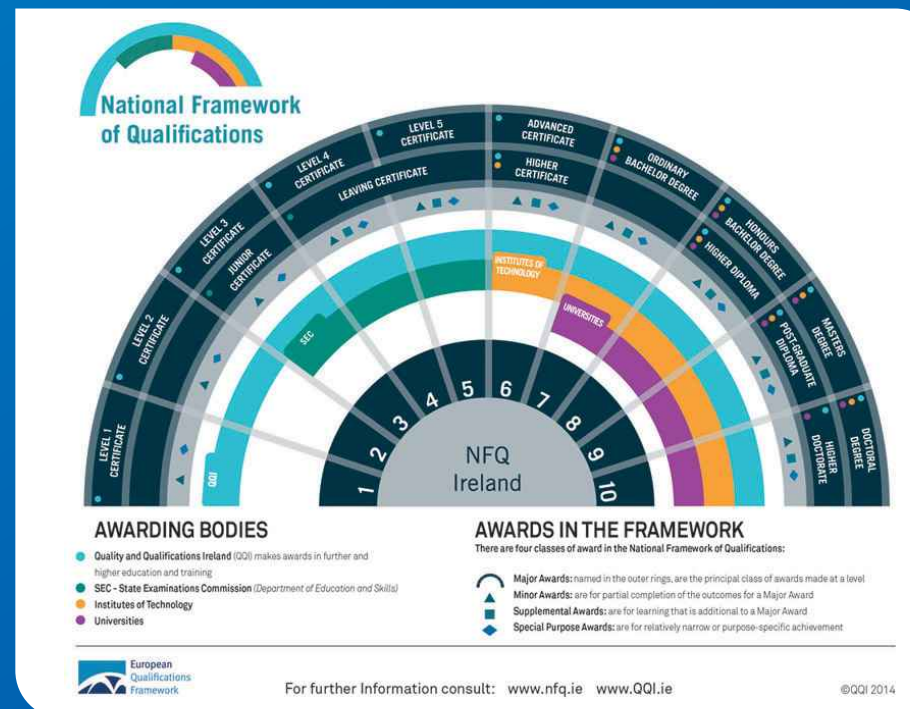
# 2016

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

### National Framework of Qualifications

The National Framework of Qualifications (NFQ) allows students to compare and classify qualifications across ten levels ranging from the very initial stages of learning to the most advanced stages. Each level is based on nationally agreed standards of what an individual is expected to know, understand and be able to do following successful completion of a programme of learning.

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



### Deciding which course is right for you...

The Adult Guidance and Information Service offers impartial and confidential information, advice, guidance and counselling on the educational options that are available to you both within Donegal ETB and with other education providers. The aim of the service is to support you to make the right decisions about returning to education and training whilst also considering the other commitments you have in your life. If you are unsure about what course to do or need help in finding out which level is most appropriate for you then please call us on 074 9178088 (Letterkenny) or 074 97 2520 (Donegal Town), email: [adultguidance@donegaletb.ie](mailto:adultguidance@donegaletb.ie) or visit [www.donegaletb.ie/adultguidance](http://www.donegaletb.ie/adultguidance).



### Applying for a course...

Donegal ETB offers a wide range of education and training courses, each with varying entry criteria. Applicants will be interviewed and asked to show their understanding of the course, their motivation for applying and their ability to manage the course requirements. Donegal ETB is aware of the importance of students choosing the right course and at the right level. If during the interviewing stage we feel that the course is not right for you, we will help you look at your options.

Applying for a course with Donegal ETB is simple - just get in touch with the appropriate contact person detailed in the Further Information and Training Programmes section in this brochure and they will send out an application form and answer any questions you may have. If you have any difficulty contacting the relevant person then please contact Donegal ETB Adult Guidance and Information Service in Letterkenny, Tel: 074 9178088 or Donegal Town, Tel: 074 972520 or visit our website [www.donegaletb.ie/coursefinder](http://www.donegaletb.ie/coursefinder).

If you are in receipt of Jobseekers Allowance, then either contact your DSP/Intreo Case Officer or contact Training Service Course Recruitment on 074 91 20542 or email [coursesdonegaltc@donegaletb.ie](mailto:coursesdonegaltc@donegaletb.ie).

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

### Further Education & Training Programmes

#### Apprenticeships

Apprenticeship is the recognised means by which people are trained to become craftspeople in Ireland and those qualifying receive a QQI Level 6 Award. Anyone wishing to become an apprentice must first obtain employment with an approved employer and meet the minimum educational requirements. For full details on all aspects of Apprenticeship training please call us on 074 91 20500, email: [apprenticeship@donegaletb.ie](mailto:apprenticeship@donegaletb.ie) or visit [www.donegaletb.ie/apprenticeships](http://www.donegaletb.ie/apprenticeships).



#### Back to Education Initiative (BTEI)

BTEI offers part-time education options for those aged 18 or over. BTEI offers Major and Minor QQI Awards at Levels 3 to 5 running over 6 months to 2 years depending on the course. Courses are offered throughout the Adult Education and Training Centres and in conjunction with the Community Education Programme in the community. Courses are free of charge for those with less than upper second level education (Leaving Certificate or equivalent) and those in receipt of a social welfare payment or medical card and their dependents. Fees will apply to other applicants. For more information please call us on 074 91 78088, email: [adultguidance@donegaletb.ie](mailto:adultguidance@donegaletb.ie) or visit [www.donegaletb.ie/coursefinder](http://www.donegaletb.ie/coursefinder).

#### Bridging Training

An introductory level, full-time training programme at QQI Levels 3 or 4 which allows learners to progress to higher level programmes and educational opportunities. For more information please call us on 074 91 20500/20542, email: [coursesdonegaltc@donegaletb.ie](mailto:coursesdonegaltc@donegaletb.ie) or visit [www.donegaletb.ie/coursefinder](http://www.donegaletb.ie/coursefinder).

#### Community Education

The Community Education Programme supports the delivery of adult education courses in the community through provision of funding for tuition costs and support in the setting up of courses. By its nature, community education provision is driven by the needs of the community and organised locally. This 'bottom up' approach ensures that adult education in a community setting always addresses the educational needs of the local community. The Community Education Programme funds a wide range of courses from short courses and evening classes to Minor QQI Awards. Details of all the courses in your area funded through the Community Education Programme can be found through your local community group, by visiting [www.donegaletb.ie/communityeducation](http://www.donegaletb.ie/communityeducation) or contacting us on 074 972520 or email: [adultguidance@donegaletb.ie](mailto:adultguidance@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 (exceptions 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).

#### Specific Skills Training (SST)

Day courses are designed to provide learners with a range of employability related skills and formal vocational qualifications to facilitate those entering the labour market for the first time and persons wishing to update or acquire new skills and progress to access market-led specific skills courses. Courses can lead to QQI Awards at Levels 3, 4, 5 and 6 and/or to industry recognised accreditation. The duration of training can vary. Short modular courses are typically 6 weeks and longer courses can be up to 40 weeks duration. The majority of day courses are delivered on a full-time basis throughout the year in the Letterkenny and Gweedore Training Centres and are supplemented by contracted providers allowing Donegal ETB the flexibility to meet changing industry demands. Aptitude tests and interviews are used in certain cases to select participants. For more information please call us on 074 91 20500/20542, email: [coursesdonegaltc@donegaletb.ie](mailto:coursesdonegaltc@donegaletb.ie) or visit [www.donegaletb.ie/coursefinder](http://www.donegaletb.ie/coursefinder).

#### Specialist Training Providers (STP)

Donegal ETB contracts with Specialist Training Providers in the County to deliver training courses to people with disabilities who require more intensive support than would be available in non-specialist training provision. Courses can lead to QQI Awards at Levels 3, 4, 5 and 6. The majority of courses are delivered on a full-time basis throughout the year in Letterkenny and Gweedore. For more information please call us on 074 91 20500/20542, email: [coursesdonegaltc@donegaletb.ie](mailto:coursesdonegaltc@donegaletb.ie) or visit [www.donegaletb.ie/coursefinder](http://www.donegaletb.ie/coursefinder).



#### Learning

Almost 13,000 adults (aged 15+ years) completed a FET course with Donegal ETB in 2014.

#### Work Experience

85% of Level 4 and 5 learners completed work experience with Donegal ETB in 2014.

#### Childcare

Donegal ETB provides state-of-the-art crèche facilities to eligible learners in Buncrana, Gortahork, Letterkenny and Milford and access to the CETS scheme for other learners that meet eligibility criteria.



#### Evening Training

A comprehensive accredited Evening Training programme is offered through Letterkenny and Gweedore Training Centres and in outreach areas throughout the county. Evening training options are part-time, one to two evenings per week for up to 15 weeks and can provide learners or employees with an opportunity to supplement existing learning or to up-skill. For more information please call us on 074 91 20500/20502, email: [coursesdonegaltc@donegaletb.ie](mailto:coursesdonegaltc@donegaletb.ie) or visit [www.donegaletb.ie/coursefinder](http://www.donegaletb.ie/coursefinder).

#### Traineeship

Traineeships are occupational specific and industry endorsed training programmes leading to QQI Major Awards mostly at Levels 5 and 6 and/or industry recognised certification providing access to specific occupations in designated sectors. These programmes are targeted at occupations which are not designated as apprenticeships but entail significant skill requirements which are best acquired through a combination of alternating periods of on and off-the-job training. Traineeships are aimed at new labour market entrants and unemployed persons. A key characteristic of the Traineeship Programme is the role employers play in the training process. Aptitude tests and interviews are used in certain cases to select participants. For more information please call us on 074 91 20500/20542, email: [coursesdonegaltc@donegaletb.ie](mailto:coursesdonegaltc@donegaletb.ie) or visit [www.donegaletb.ie/coursefinder](http://www.donegaletb.ie/coursefinder).

#### Vocational Training Opportunities Scheme (VTOS)

VTOS is a training programme for those aged 21 or over and who are in receipt of a qualifying social welfare benefit or signing for credits and have been training for at least 156 days. VTOS is a full-time programme and offers Major Award courses at QQI Levels 4 and 5 over two years through the Adult Education and Training Centres. VTOS courses are focused on developing the skills and competencies required by employers and a significant proportion of the course is devoted to work experience. For more information please contact the relevant Adult Education and Training Centre, email: [adultguidance@donegaletb.ie](mailto:adultguidance@donegaletb.ie) or visit [www.donegaletb.ie/coursefinder](http://www.donegaletb.ie/coursefinder).

#### Youthreach Programme

Youthreach is the Department of Education and Skills' official education, training and work experience programme for young people aged 15-21 who have left school early and have few or no qualifications. The programme aims to develop the core skills needed for further learning and to prepare young people to progress to further education/training or to employment. Youthreach offers both unaccredited and accredited courses at QQI Levels 2, 3 and 4, ECDL and Safe Pass amongst others in a range of subject areas which vary from centre to centre. For more information please call us on 074 91 78088, email: [adultguidance@donegaletb.ie](mailto:adultguidance@donegaletb.ie) or visit [www.donegaletb.ie/youthreach](http://www.donegaletb.ie/youthreach).



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

**Donegal ETB**  
Administrative Offices  
Ard O'Donnell  
Letterkenny  
Co. Donegal

Tel: 074 91 61600  
Fax: 074 91 22439  
Email: [info@donegaletb.ie](mailto:info@donegaletb.ie)

**Donegal ETB**  
Adult Guidance and Information Service  
2nd Floor, McKendrick Place  
Pearse Road  
Letterkenny  
Co. Donegal

Tel: 074 91 78088  
Fax: 074 91 78089  
Email: [adultguidance@donegaletb.ie](mailto:adultguidance@donegaletb.ie)

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



### Contact Information

Programmes / Centres	Telephone	Website
Adult Guidance and Information Service	074 91 78088	<a href="http://www.donegaletb.ie/adultguidance">www.donegaletb.ie/adultguidance</a>
Apprenticeships	074 91 20500	<a href="http://www.donegaletb.ie/apprenticeships">www.donegaletb.ie/apprenticeships</a>
BTEI - All Locations	074 91 78088	<a href="http://www.donegaletb.ie/coursefinder">www.donegaletb.ie/coursefinder</a>
Community Education	074 97 2520	<a href="http://www.donegaletb.ie/communityeducation">www.donegaletb.ie/communityeducation</a>
STP, SST, Bridging, Local Training Initiative, Traineeship and In Centre Training - All Locations	074 91 20500/20542	<a href="http://www.donegaletb.ie/coursefinder">www.donegaletb.ie/coursefinder</a>
Evening Training - All Locations	074 91 20500/20502	<a href="http://www.donegaletb.ie/coursefinder">www.donegaletb.ie/coursefinder</a>
Gartan Outdoor Education and Training Centre	074 91 37032	<a href="http://www.donegaletb.ie/gartan">www.donegaletb.ie/gartan</a>
Learning for Living - All Locations	074 97 21705	<a href="http://www.donegaletb.ie/learningforliving">www.donegaletb.ie/learningforliving</a>
PLC - Errigal College, Letterkenny	074 91 21047	<a href="http://www.donegaletb.ie/coursefinder">www.donegaletb.ie/coursefinder</a>
PLC - St. Catherine's VS, Killybegs	074 97 31491	<a href="http://www.donegaletb.ie/coursefinder">www.donegaletb.ie/coursefinder</a>
PLC - Finn Valley College, Stranorlar	074 91 31684	<a href="http://www.donegaletb.ie/coursefinder">www.donegaletb.ie/coursefinder</a>
VTOS - Letterkenny AETC	074 91 61581	<a href="http://www.donegaletb.ie/coursefinder">www.donegaletb.ie/coursefinder</a>
VTOS - Buncrana AETC	074 93 62466	<a href="http://www.donegaletb.ie/coursefinder">www.donegaletb.ie/coursefinder</a>
VTOS - Donegal Town AETC	074 97 21705	<a href="http://www.donegaletb.ie/coursefinder">www.donegaletb.ie/coursefinder</a>
VTOS - Gortahork AETC	074 91 35218	<a href="http://www.donegaletb.ie/coursefinder">www.donegaletb.ie/coursefinder</a>
VTOS - Milford AETC	074 91 53194	<a href="http://www.donegaletb.ie/coursefinder">www.donegaletb.ie/coursefinder</a>
Youthreach	074 91 78088	<a href="http://www.donegaletb.ie/youthreach">www.donegaletb.ie/youthreach</a>



