

Further Education and
Training (FET) Service



Donegal ETB

Employer Services

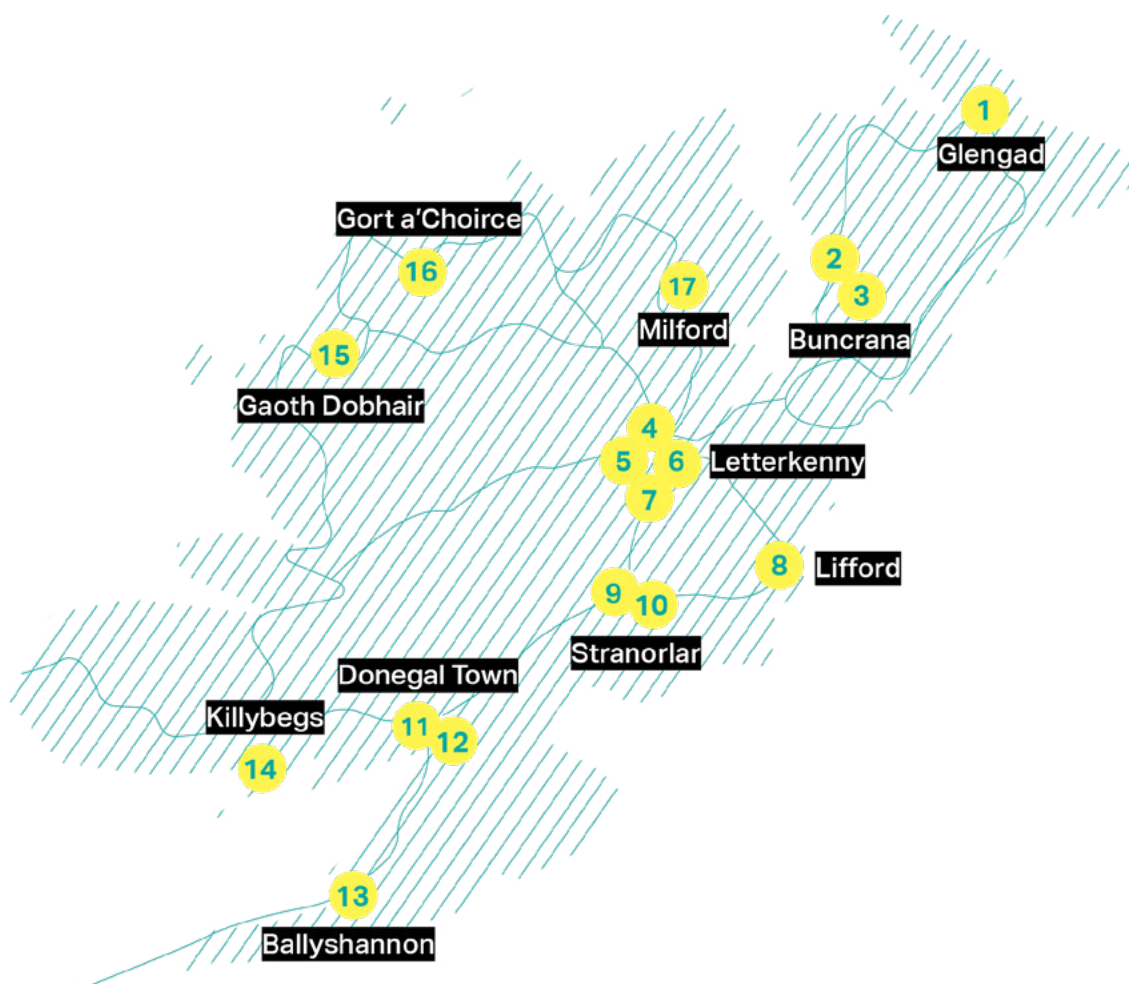


www.donegaletb.ie/employers



etb

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



1	Youthreach Centre	Glengad
2	FET Centre Buncrana	Buncrana
3	Youthreach Centre	Buncrana
4	FET Centre Letterkenny	Letterkenny
5	Errigal College (PLCs)	Letterkenny
6	Training Centre Letterkenny	Letterkenny
7	Youthreach Centre	Letterkenny
8	Youthreach Centre	Lifford
9	FET Centre Stranorlar	Stranorlar
10	Finn Valley College (PLCs)	Stranorlar
11	FET Centre Donegal Town (Drumcliff)	Donegal Town
12	FET Centre Donegal Town (Ard Scoil na gCeithre Máistir)	Donegal Town
13	FET Centre Ballyshannon	Ballyshannon
14	St Catherine's Vocational School (PLCs)	Killybegs
15	Training Centre Gaoth Dobhair	Gaoth Dobhair
16	FET Centre Gort a'Choirce	Gort a'Choirce
17	FET Centre Milford	Milford

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1

Donegal ETB Employer Services



Donegal ETB's Further Education and Training (FET) Service provides a wide range of programmes, courses and opportunities to employers and employees and we are committed to providing courses relevant to the needs of industry.

We deliver full-time and part-time courses for job seekers in a wide range of areas including Accounting, Beauty, Business Administration, Construction, Engineering, Health and Welfare, IT and Communications Technologies. All of these programmes include work placements which are valuable to both our students and employers.

Through Apprenticeships, Traineeships, Employee Upskilling (Skills for Work and Skills to Advance) and Recognition of Prior Learning (RPL), we endeavour to provide a range of options to meet the requirements of employers and enterprises within the county.

We support employers through the development of their staff by providing tailored training interventions in addition to the courses available through our existing Further Education and Training (FET) Services.

Training and development can be provided via:

- Employees directly accessing training through evening course provision.
- Employer engagement with Donegal ETB in relation to the training and development of their staff.

2

Skills for Work (NFQ Levels 1-4)



Fáilte
reception

Skills for Work is a national programme which delivers training courses for full-time or part-time employees. The programme is particularly targeted at low skilled workers and the initiative is funded by the Irish Government under the Department of Further and Higher Education, Research, Innovation and Science, and is delivered locally by Donegal ETB. Participation in Skills for Work gives employers the opportunity to provide appropriate and quality training to employees at no cost to the employer.

How does a company avail of this opportunity?

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The first step is to contact our Enterprise Engagement Officer responsible for Skills for Work who will work with each employer to identify suitable participants, agree course content, create a bespoke training schedule and discuss delivery options. Skills for Work courses generally run for 35 hours with the option of daytime, evening or weekend programmes. All courses are delivered by qualified tutors to groups of between 6-8 students with options for certification available on the National Framework of Qualifications up to Level 4. In addition, training courses can be specific to individual business needs and non-certification pathways are available.

Who are the typical participants in skills for work programmes?

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Skills for Work is aimed at employees who have been out of education for a long time and have new skill needs in the workplace. Our Enterprise Engagement Officer meets with all the participants prior to the commencement of the programme to determine their suitability for the course.

How would skills for work benefit your business?

- Trained staff are more productive.
- Improved core skills can mean a reduction in wastage and saves money.
- Organisational flexibility.
- Leads to better team performance and morale.

Some of the courses available through Skills for Work include Customer Service, Microsoft Office, Personal Effectiveness and Interpersonal Skills, Social Media and Workplace Communications.

Courses are tailored to suit each workplace and employers are encouraged to have an input into course content. This may include providing workplace documents/materials or scenarios.

For more information, contact:

Donna McDade, Enterprise Engagement Officer

T: 074 91 20500

M: 086 6069381

E: enterpriseengagement@donegaletb.ie

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Skills to Advance (NFQ Levels 4-6)

Skills to Advance is an national initiative that offers upskilling and reskilling opportunities to employees and supports small and medium-sized enterprises who need some assistance to invest in, and develop, their workforce.

Skills to Advance can provide your business with:

- Subsidised upskilling and reskilling courses.
- Accessible training opportunities which fit in and around your business and work schedules.
- Training relevant to your business needs.
- Courses that respond to the changing nature of jobs and skills.

As an employer am I eligible to apply?

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Yes. Skills to Advance can work for you by helping to identify potential skills gaps in your business and adapt to market changes. We offer subsidised upskilling and reskilling options for your staff, creating a straightforward way to help increase your productivity and competitiveness in a fast-changing business sector.

Skills to Advance provides your workforce with training opportunities which:

- Are flexible to fit around business hours and work schedules.
- Develop skills relevant to your business needs.
- Respond to the changing nature of jobs and skills.

If your employees are in employment facing significant change or are over 50 years of age, or work in lower-skilled jobs please contact us to find out more about subsidised Skills to Advance training opportunities.

How do I access training through Skills to Advance?

Route 1: training delivered directly to employees.

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This is mostly delivered through evening training provision. Donegal ETB offers a variety of evening training courses across a wide range of areas. This is mostly delivered through evening training provision. Donegal ETB offers a variety of training courses across a wide range of areas. Employees can access this provision directly and many training courses are fully funded to employees if they meet the qualifying criteria.

Route 2: through business engagement.

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Donegal ETB, in partnership with individual employers, will consider requests to develop a training course which specifically meets the needs of their workforce.

Route 3: as part of regional development.

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Donegal ETB, in partnership with a number of employers involved in the same industry, will consider requests to develop a training course as a result of a particular identified need within the sector.

For more information, contact:

Dearbhla Kelly, Enterprise Engagement Officer

T: 074 91 20500

M: 086 6016131

E: enterpriseengagement@donegaletb.ie

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Part-time Courses



We offer part-time accredited training at QQI Levels 1-6 including vendor awards.

Part-time courses are available in a number of locations across the county and include:

- Barbering
- Business Administration
- Computer Basics
- Creative Upstyling
- Guarding Skills and Door Security
- Healthcare
- ICDL Awards (including Advanced Spreadsheets)
- Leadership and Management
- Manual and Computerised Accounts
- Manual and Computerised Payroll
- MIG/TIG/ ARC Welding
- PRINCE2
- Training and Development

Online courses - eCollege

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Donegal ETB facilitates the promotion of eCollege through the wider FET Strategy for Technology-Enhanced Learning within the sector. As part of this strategy Donegal ETB will be continuing to work in partnership with eCollege to enhance teaching and learning within all our FET programmes and courses.

What is eCollege

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eCollege is a SOLAS-funded online training facility that provides a range of high quality interactive online learning courses, available any time through broadband internet access, for those who wish to learn at their own pace. eCollege is a leading learning institution that delivers online and distance training courses in business, project management, SOL, Cisco, graphic design, web design, digital marketing, software development and basic computer literacy.

Donegal ETB offers online testing facilities in its Letterkenny Training Centre for Microsoft, Adobe, CompTia, the Digital Marketing Institute, Oracle and most other information technology vendors on site through both Certiport and Pearson-Vue testing platforms.

For more information on all part-time and evening courses delivered by Donegal ETB, visit our website www.donegaletb.ie/employers and follow the link for **Upskilling Employees.**

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Apprenticeships



Apprenticeships are an exciting and proven way for employers to develop talent for their company and industry. Apprenticeships are designed by industry-led groups and support growth and competitiveness.

What are the benefits of an apprenticeship programme?

- Carefully designed to meet the current and future needs of industry.
- Prepares the participant for a specific occupation.
- Leads to a nationally recognised qualification on the National Framework of Qualifications from Levels 5–10.

Interested in recruiting an apprentice?

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Apprentices are recruited directly by approved employers and earn while they learn, building valuable work-ready skills in a chosen occupation. Training takes place both on the job in the workplace and off the job in a designated education/training facility.

Apprentice registration

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Once an employer has been approved to train apprentices, s/he can recruit suitable candidates that meet the eligibility criteria for the particular occupation and register these as apprentices with SOLAS by contacting our Senior Training Advisors in Donegal ETB.

Information regarding SOLAS financial supports available in relation to apprentice recruitment can be accessed on the national apprenticeship website www.apprenticeship.ie or, alternatively, by contacting the Apprenticeship team (contact details below).

For more information, contact our Apprenticeship Team as follows:

T: 074 91 20500

E: apprenticeship@donegaletb.ie

www.donegaletb.ie/feature/programmes/apprenticeship

[@DLApprentice](https://twitter.com/DLApprentice)



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Traineeships



Traineeships are a full-time occupational skills development training model, designed to provide flexible training solutions to the identified needs of Irish industry and local businesses. A Traineeship is sufficiently flexible to not only provide training benefits within a broad range of industry sectors, but equally to assist companies of varying size, from small local businesses to multinational companies, to address their respective skill requirements.

Traineeships aim to meet the training and development needs of Irish industry, enterprises and businesses by developing a culture in the workplace that encourages employee learning and development and by promoting best practice in the acquisition of new skills through training. It offers the student recognised qualifications and identified career paths and progression opportunities, using the best mix of industry and ETB knowledge and expertise. Students develop new skills through a combination of certified training modules delivered through classroom-based learning in an ETB and structured work-based learning in participating host companies.

What are the benefits to employers?

- Have direct involvement in shaping the traineeship.
- Give a student the opportunity to gain relevant workplace learning for their career.
- Enhance the performance of your organisation by offering a traineeship to motivated individuals with a commitment to pursuing a career in the industry.

What do we need from employers?

- Examples of career pathways in your industry.
- Feedback during the development of the training programme.
- Managed and structured work based learning opportunities for students.

Donegal ETB currently delivers the following Traineeships:

- Automated Software Testing
- Beauty Therapist
- Communication Systems Installation
- Digital Sales and Marketing
- Diploma in Business and Professional Administration
- Donegal Weaving
- Engineering Operations
- Healthcare Support
- Network Planner
- Outdoor Activity Instructor
- Intellectual Disability Studies with Special Needs
- Legal/Medical Administration
- Women's and Mens Hairdressing

For more information, contact:

Tara McGuire, Course Recruitment Officer

T: 074 91 20500

E: coursesdonegaltc@donegaletb.ie

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Recognition of Prior Learning (RPL) (NFQ 4-6)



RPL is a process whereby learning gained through experience can and may be counted and given credit towards an NFQ Level 4-6 QQI formal qualification. Donegal ETB's RPL programme values and credits learning that has been achieved through work (paid/unpaid), life experiences and other non-accredited courses.

A formal qualification can be achieved by demonstrating and/or proving learning through an interview and/or through compiling a portfolio of evidence matching knowledge, skills, and competency to the range of learning outcomes as per QQI module descriptor(s) depending on the major/minor award(s) for which recognition is sought. RPL is an accelerated approach toward a qualification that promotes the positive aspects of an applicant's learned experiences through a reflective process, supported by a RPL mentor. Work produced is subject to the equivalent quality-assured practices of traditional educational programmes.

How would RPL benefit your business?

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RPL offers the employer:

- Reduction of training costs.
- Reduction of time lost while workers attend training.
- Effective identification of skills and focus created on effective training.
- Avoids duplication of learning.
- Promotes a positive culture of learning and professional development.
- Meet regulatory requirements for qualifications.

RPL offers the employee:

- Skill(s) recognition.
- Lifelong learning.
- Assistance to enhance employment and occupational mobility within the organisation.
- Savings in tuition fees.

How does a company avail of this opportunity?

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An employer can refer an employee(s) to our RPL Office. Following a formal application by the applicant and once approved, a Donegal ETB RPL mentor will guide and support each person on a one-to-one basis or if required, in a group setting through the RPL process and towards a qualification.

For more information, contact:

Siobhán Murray, RPL Coordinator

T: 074 9153194

M: 086 0655120

E: rpl@donegaletb.ie

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Work Placements





Do you have a Work Placement Opportunity?

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Many of our courses require that students earn valuable experience in actual working environments as part of their education/training course.

These placements are beneficial for the student and the employer. The student has an opportunity to apply the skills and knowledge acquired on our training programmes to the workplace environment while the employer gains by getting access to a knowledgeable and enthusiastic student. In the past, many of these students returned to work permanently with their placement employer.

The length of the placement varies from course to course. Each of our placements are coordinated by a member of staff who supports the student and employer throughout the placement.

To find out more, please visit our website www.donegaletb.ie/employers where contact details are available on each course profile.

Guest Speakers

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Interested in talking to our students about what you or your business do?

Donegal ETB occasionally requires guest speakers to come in and talk about the nature of the working environment in their sector and the challenges and opportunities that may exist regarding specific occupations and career paths. This typically involves a 1-hour workshop where the employer volunteers their time to share their expertise with our students. This proves a very worthwhile exercise for both the employer (generating interest for their organisation and a good professional development exercise for the speaker) and also the student who gets the opportunity to ask the employer questions.

If you are an employer that would like to share your experience with our students, please access our website www.donegaletb.ie/employers and enter your contact details in the Guest Speaker section.

Donegal ETB

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Employer Services

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Letterkenny,
Co Donegal

Tel: 074 91 20500

Email: enterpriseengagement@donegaletb.ie

www.donegaletb.ie

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Rialtas na hÉireann
Government of Ireland



Comhmhaoinithe ag an
Aontas Eorpach
Co-funded by the
European Union

Some of these courses are co-funded by the Government of Ireland and the European Union.



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