

Donegal Education and Training Board

Further Education & Training (FET) Service

# Prospectus

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#GoFurtherWithDonegalETB

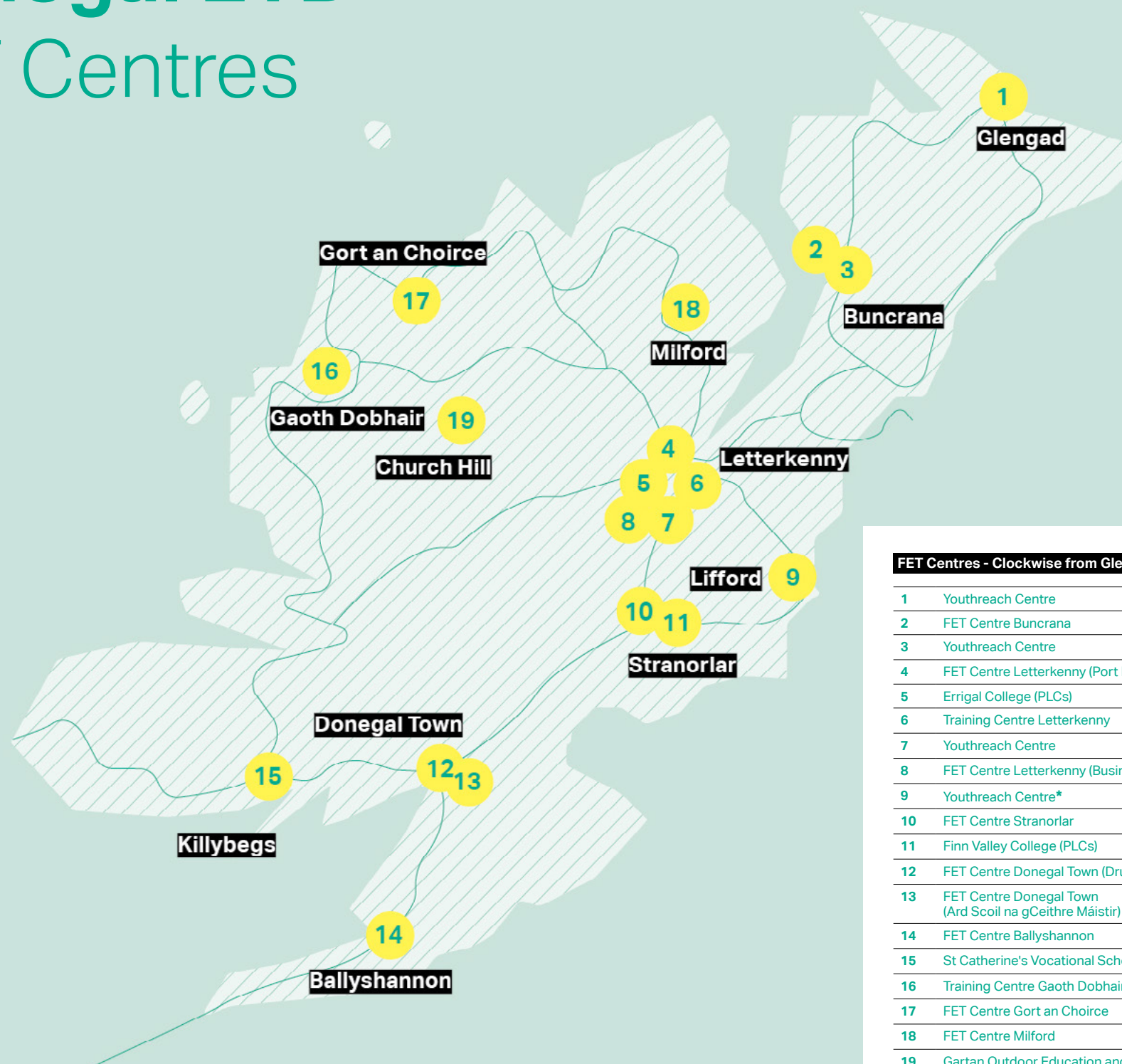


**etb**

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

# Donegal ETB

## FET Centres



**FET Centres - Clockwise from Glengad**

1	Youthreach Centre	Glengad
2	FET Centre Buncrana	Buncrana
3	Youthreach Centre	Buncrana
4	FET Centre Letterkenny (Port Road)	Letterkenny
5	Errigal College (PLCs)	Letterkenny
6	Training Centre Letterkenny	Letterkenny
7	Youthreach Centre	Letterkenny
8	FET Centre Letterkenny (Business Park Road)	Letterkenny
9	Youthreach Centre*	Lifford
10	FET Centre Stranorlar	Stranorlar
11	Finn Valley College (PLCs)	Stranorlar
12	FET Centre Donegal Town (Drumcliff)	Donegal Town
13	FET Centre Donegal Town (Ard Scoil na gCeithre Máistir)	Donegal Town
14	FET Centre Ballyshannon	Ballyshannon
15	St Catherine's Vocational School (PLCs)	Killybegs
16	Training Centre Gaoth Dobhair	Gaoth Dobhair
17	FET Centre Gort an Choirce	Gort an Choirce
18	FET Centre Milford	Milford
19	Gartan Outdoor Education and Training Centre	Church Hill

\*closed temporarily

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## 1

**Welcome**

A very warm welcome to our Further Education and Training (FET) Prospectus for 2023–2024. Making the decision to study with Donegal ETB will start you on a journey of personal discovery that will both improve your confidence and skills and prepare you for further study or employment.

Donegal ETB is the largest FET provider in the county. We aim to provide the people of Donegal with a comprehensive and exciting range of education and training courses that meet the complex needs of students and the development needs of the county. We offer a huge range of courses from part-time learning courses for those wishing to brush up on their essential skills, through to those wishing to study part-time or full-time for a course that can lead onto further and higher education, training and employment. Students also have more opportunities than ever before to study online.

We are very proud of our reputation for excellence, quality and student support and of the achievements of our students as they progress through our programmes and beyond to further and higher education, training opportunities and employment. Most of our courses are accredited through either Quality and Qualifications Ireland (QQI) or other recognised accrediting bodies such as City & Guilds and industry specific qualifications. We hold designated QQI provider status which means that we are able to quality assure our own QQI courses thereby ensuring you have an excellent learning experience. It is extremely important to us that every student has the opportunity to enjoy their learning and to excel in their chosen field of study.

This prospectus is arranged by area of interest to make it easy to find the courses that are right for you and to give you relevant information on studying with us so that you can make an informed decision.

So why not join us this year and go further with Donegal ETB?



Anne McHugh,  
**Chief Executive,**  
**Donegal ETB**



Ciaran O' Brien,  
**Director of Further Education**  
**and Training, Donegal ETB**



2

## 10 Reasons to Study with Donegal ETB's FET Service

To find out more: [www.donegaletb.ie/further-education-training/](http://www.donegaletb.ie/further-education-training/)



EARN WHILE  
YOU LEARN



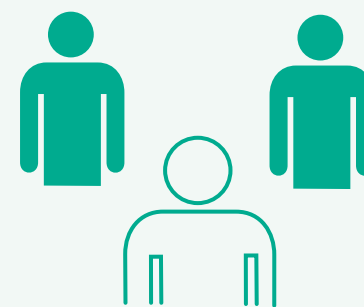
CAREER  
GUIDANCE



LOW OR  
NO COURSE  
FEES



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



SMALL CLASS  
SIZES



QUALIFIED, EXPERIENCED  
AND DEDICATED STAFF



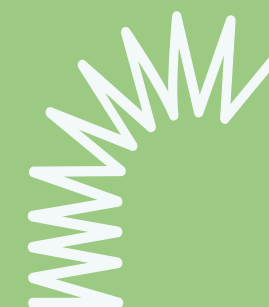
VARIETY OF  
LEARNING AREAS



RANGE OF NATIONAL  
AND INTERNATIONAL  
CERTIFICATION



STUDENTS OF ALL AGES  
CATERED FOR



FLEXIBLE LEARNING  
FOR THE CHANGING  
EMPLOYMENT MARKET

## 3

## Financial Matters

## How much will it cost me to study with Donegal ETB?

In many cases for our full-time courses the training is free and you may be entitled to a training allowance, subject to certain criteria. Full-time training courses through Training Services (specific skills training and traineeships), the Vocational Training Opportunities Scheme (VTOS) and Youthreach are free to all students and part-time provision through the Back to Education Initiative (BTEI) is free to those in receipt of a Department of Social Protection payment or to a medical card holder.

**Full-Time Provision:**

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**Traineeships, specific skills training (Training Services) and VTOS** courses allow those who are long-term unemployed to avail of a full-time training course and continue to receive payments by way of a training allowance. In some instances students may also be entitled to travel and meal allowances (certain criteria apply). There are a small number of specialised courses that may have some associated costs.

**Youthreach** courses are free to early school leavers, or those aged between 16 and 20 years old. A training allowance will be paid to students – those aged 16 and 17 years will receive a training allowance of €45.00 per week, while those aged 18 years+ will receive a training allowance of €220.00. Students also receive a small meal allowance and a travel allowance where applicable.

**Post Leaving Certificate (PLC)** courses are subject to a QQI exam fee of €50.00 plus an additional registration fee of €100.00. The registration fee will cover the cost of books, exams, photocopying etc.

**The following categories of participants are exempt from paying the QQI exam fee of €50.00:**

- Full medical card holders in their own right and their dependent children
- Those who are eligible under the student grant scheme (SUSI)
- Those in receipt of Back To Education Allowance (BTEA)

**Part-Time Provision:**

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**The Back to Education Initiative (BTEI) offers part-time courses to people aged 18 years+ with no formal second level education. The courses are free to participants (or their dependants) who:**

- Have less than upper-second level education or
- Are getting a jobseeker's payment or means-tested social welfare payment
- Are getting Working Family Payment (formerly Family Income Supplement)
- Have a medical card

In some cases, fees may apply. For more information contact Donegal ETB on 074 9178088.

**Evening Classes (Training Services)**

Students in receipt of a Department of Social Protection payment may be entitled to a fee waiver depending on the type of payment they are receiving. Part-time evening classes may have some associated costs for those who are in employment.

If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative.

For more information contact Training Services on 074 9120500.

**Possible Sources of Funding for Full-Time Education**

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**Student Universal Support Ireland (SUSI)**

**SUSI is Ireland's national awarding authority for further and higher education grants. The total amount of grant that a student is entitled to will depend on a student's reckonable income. You can check out the Eligibility Reckoner on the SUSI website ([www.susi.ie](http://www.susi.ie)) to find out if you meet the criteria to receive a grant. Eligibility for a grant normally depends on the following:**

- You must be an Irish, EU, EEA or Swiss National or have specific leave to remain in the State and you must be ordinarily resident in Ireland, EU, EEA or Switzerland for 3 of the last 5 years.
- You must be progressing in your education (increasing your level of education on the NFQ); and you must be attending an approved course in an approved institution.

- In some cases, you may be eligible for funding as a 'second chance' student where you have previously attended but not completed a course; and have had a five year break in studies since leaving the course.

For more information contact SUSI on 0761 087874 or [www.susi.ie](http://www.susi.ie).

**Back to Education Allowance (BTEA)**

If you are unemployed, parenting alone or have a disability and are receiving certain payments from the Department of Social Protection you may take part in a second or third level course and receive a Back to Education Allowance (BTEA).

For more information contact your local Social Welfare office or <https://www.gov.ie/en/organisation/departments-of-social-protection/?referrer=http://www.gov.ie/dsp/>.

**Other Sources of Funding, Information and Supports**

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**National Childcare Scheme**

The National Childcare Scheme (NCS) may provide financial subsidies for those who wish to avail of full-time or part-time vocational training through Further Education and Training (FET). There are two types of subsidies, Universal Subsidies and Income Assessed Subsidies for which applicants can apply depending on criteria.

For more information on the National Childcare Scheme go to <https://www.ncs.gov.ie/en/> or alternatively contact Donegal County Childcare Committee on 074 9123442 or email [info@donegalchildcare.com](mailto:info@donegalchildcare.com).

**Higher Education Authority Website**

The Higher Education Authority website provides a user friendly source of information on financial supports for further and higher education.

For more information visit <https://hea.ie/funding-governance-performance/funding/student-finance/>.



## 4

# The National Framework of Qualifications

For further information consult: [www.nfq.ie](http://www.nfq.ie) or [www.QQI.ie](http://www.QQI.ie)

The National Framework of Qualifications (NFQ) has been designed to allow 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.

An awarding body is a national body that has the authority to award a qualification in order to recognise learning which has taken place. There are a number of national awarding bodies that have their awards included in the NFQ such as Quality and Qualifications Ireland and the State Examination Commission (SEC) which accredits the Junior and Leaving Certificate. Awarding bodies such as City & Guilds and specific professional industry qualifications in Ireland and the UK have also been included in the NFQ.

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.

## Common Awards System

At each level of the NFQ there is at least one of the following award types:

- Major Award – the main class of award made at each level which entails significant learning e.g. the Junior/Leaving Certificate, QQI Certificate and Degree.
- Minor Award – provides recognition for students who achieve a range of learning outcomes but not the specific learning outcomes required for a Major Award. These awards allow students to build up units of learning at their own pace. These units of learning are called Component Certificates.
- Special Purpose Award – provides recognition for a specific purpose e.g. Safe Pass certification for health and safety in the construction industry.
- Supplementary Award – for learning which is additional to a previous award and are used for updating specific skills and for professional development.

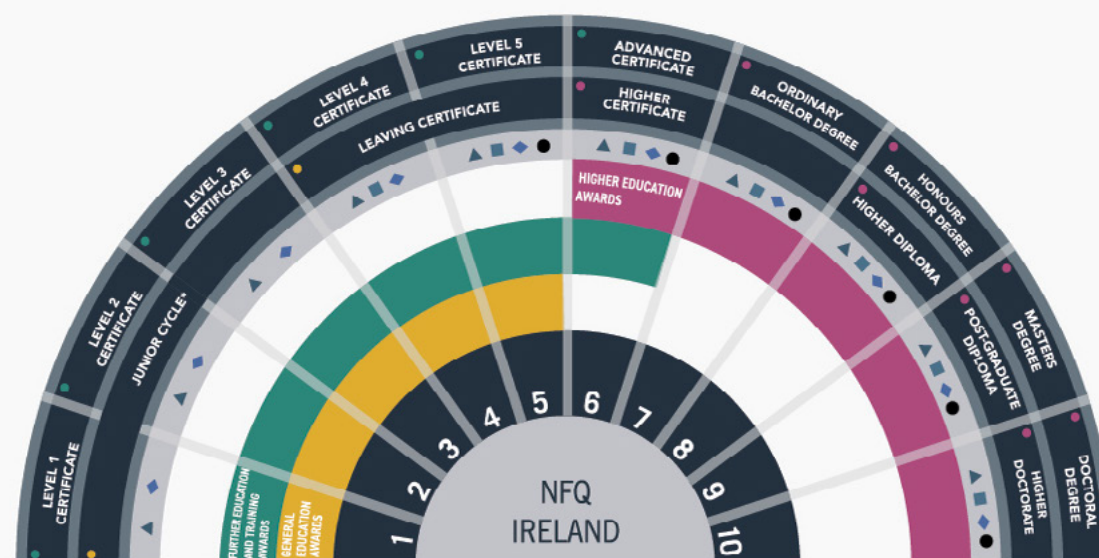
## International Links

NFQ is linked to similar frameworks in Europe. This helps people considering employment or study opportunities outside Ireland to check the equivalence of their qualification in another European country. There are two qualifications frameworks at European level.

- The Framework for Qualifications of the European Higher Education Area, also known as the 'Bologna Framework'. This deals with higher education awards (NFQ 6-10).
- The European Qualifications Framework (EQF), which deals with all NFQ levels including schools, further education and training and higher education.

## Qualifications Recognition Service

QQI offers a free Qualifications Recognition Advice Service (<https://qsearch.qqi.ie/WebPart/Search?searchtype=recognitions>) for those seeking guidance on the academic recognition of awards obtained outside the Irish system. QQI have also developed a system for professional bodies to have their awards recognised in the NFQ.



## CLASSES OF AWARD

- **Major Awards:** named in the outer rings, are the principal class of awards made at a level
- ▲ **Minor Awards:** are for partial completion of the outcomes for a Major Award
- **Supplementary Awards:** are for learning that is additional to a Major Award
- ◆ **Special Purpose Awards:** are for relatively narrow or purpose-specific achievement
- **Professional Awards:** these are for occupation-orientated qualifications including apprenticeships

\*Please refer to NCCA website: [ncca.ie/en/junior\\_cycle/](http://ncca.ie/en/junior_cycle/)

## IRISH REGISTER OF QUALIFICATIONS

### For more information on

- Qualifications
- Providers
- Courses

Visit [www.irq.ie](http://www.irq.ie)

# 5

## Accreditation Offered by Donegal ETB

- Quality and Qualification Ireland
- City & Guilds Qualifications
- Professional and Industry Qualifications

### Quality and Qualifications Ireland (QQI)

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**QQI is responsible for the external quality assurance of further and higher education and training, validates programmes and makes awards. QQI is also responsible for the maintenance, development and review of the National Framework of Qualifications.**

QQI is the main awarding body for courses accredited by Donegal ETB. As the statutory provider of further education and training in Donegal, we offer Major and Minor QQI Awards at Levels 1–6 on the National Framework of Qualifications.

QQI requires that a specified number of credits be achieved in order for a student to be conferred with a particular award. Course components carry different credit values ranging from 5 to 30 points based on the work required to complete a component certificate. When a student studies for a major award, the programme of learning must provide a minimum number of credits at each level. The table below shows the number of credits required to attain a major award at Levels 1–6. A student may be conferred with a minor award at each level where the number of credits attained does not meet the minimum required for a major award.

QQI Level	Number of Credits required to achieve a Major Award
1	20
2	30
3	60
4	90
5	120
6	120



### City & Guilds Qualifications

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City & Guilds are a leading vocational education and training organisation, providing services to training providers, employers, and students across a variety of sectors to meet the needs of today's workplace. City & Guilds offer thousands of vocational qualifications that are valued by employers and delivered through over 10,000 training centres across the world. City & Guilds courses help individuals develop their talents and abilities for future career progression.



### Professional & Industry Qualifications

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Donegal ETB's Training Services offer specific professional and industry qualifications that are required for employment in specific employment sectors. These courses provide students with the knowledge, skills and competencies required to meet the demands of specific jobs. Examples of popular sector specific training include: beauty therapist, outdoor activity instructor and software tester training.



# 6

## Deciding What Course is Right for You

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](tel:0749178088)

### Donegal ETB Adult Guidance and Information Service

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 and to help you make those decisions within the context of your wider life.

**Online Guidance and Information resources** – if you prefer to do your own research, the following websites may prove useful:

- [www.donegaletb.ie](http://www.donegaletb.ie) - your local website providing up to date and comprehensive information on courses and the supports that are available to you.
- [www.qualifax.ie](http://www.qualifax.ie) - a national database of further and higher education courses provided by the Department of Education.
- [www.careersportal.ie](http://www.careersportal.ie) - an online careers and course database with a useful interest profiler to help you match your interests with course areas and a database of career information.
- [www.studentfinance.ie](http://www.studentfinance.ie) - an online resource detailing all aspects of funding, grants and social welfare benefits relating to education and training.

### Entry Requirements

Donegal ETB offers a wide range of education and training courses, each with varying entry criteria. Applicants will be interviewed and be 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 adults 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 refer you to Donegal ETB's Adult Guidance and Information Service who will help you look at your options.

### The following programmes have specific entry criteria:

#### Back to Education Initiative (BTEI)

Courses are free of charge to any adult with less than upper second level education (Leaving Certificate or equivalent) and those in receipt of a qualifying social welfare payment or medical card and their dependents. Fees will apply to other applicants.

#### Post Leaving Certificate (PLC)

PLC courses are one year intensive Level 5 courses. Applicants will normally have Leaving Certificate or Leaving Certificate Applied or Leaving Certificate Vocational Programme or QQI Level 4 Award. Equal consideration will be given to mature applicants who do not meet these entry requirements. A QQI exam fee of €50.00 applies which is waived for those with a medical card or are in receipt of the Back to Education Allowance. All applicants (medical and non-medical card holders) are also required to pay a registration fee of €100.00.

### Specific Skills and Traineeships

Specific skills and traineeship courses are offered at various levels and are primarily designed to provide the skills, competencies and experience to enter employment. The entry requirements vary depending on the level of the course and the aptitude and skills required for successful completion. Aptitude tests and interviews are used in certain cases to select participants.

### Vocational Training Opportunities Scheme (VTOS)

To qualify for VTOS, applicants must be in receipt of a qualifying social welfare payment or signing for credits and have been unemployed prior to the start of the course.

**VTOS/PLC:** Applicants whose first language is not English, require a minimum English language and literacy competency of B2 in reading, writing, listening and speaking on the Common European Framework of Reference for Languages (CEFR) and may be required to complete an English language test.

**Evening Classes/Specific Skills/Traineeships:** Applicants whose first language is not English will need to have a minimum English language and literacy competency of B2 in reading, writing, listening and speaking on the Common European Framework of Reference for Languages (CEFR).

### Youthreach Programme

The Youthreach programme is open to young people aged 16–20 who left school early and have few or no qualifications.

### Progression Opportunities to Higher Education

Donegal ETB has an articulation agreement with Atlantic Technological University Donegal which offers opportunities to progress from QQI Level 5 qualifications to a number of undergraduate degree programmes.

## Further Education and Training Programmes Explained

### Full-Time Provision

#### Apprenticeships

An apprenticeship is a programme of structured education and training which formally combines and alternates learning in the workplace with learning in an education or training centre. It is a dual system, a blended combination of on-the-job employer-based training and off-the-job training. There are currently more than sixty-five apprenticeship programmes available across sixteen fields of learning.

#### Post Leaving Certificate (PLC) Courses

PLC courses are intensive, full-time, one year programmes that prepare students for entry level employment or progression to further study. Successful students may apply to third level programmes at universities through the Higher Education Links Scheme. Courses are designed as an ideal progression from Leaving Certificate for those who want an extra year to study a specific vocational area and for adults returning to education. Courses are offered at certain second level schools managed by Donegal ETB.



**Specific Skills Training**

Specific Skills Training (SST) courses are designed to provide students with a range of employability related skills and formal vocational qualifications to facilitate those entering the labour market for the first time and for people wishing to update or acquire new skills. Courses can lead to QQI Awards at Levels 3, 4, 5 and 6 and/or to industry recognised accreditation. Short modular courses are typically six weeks and longer courses can be up to forty weeks or more in duration. The majority of courses are delivered on a full-time basis throughout the year in our Letterkenny and Gaoth Dobhair Training Centres and are supplemented by contracted providers allowing Donegal ETB the flexibility to meet the changing industry demands. Specific Skills Training is funded by the European Union – NextGenerationEU.

**Traineeships**

A traineeship is a programme of structured training which combines learning in an education and training setting and in the workplace aiming to improve employment outcomes for participants and increase retention and productivity within industry. Traineeships enable students to develop cutting edge skills and knowledge on-the-job, making them more skilled, more employable and enhancing their career options. New traineeships are developed on an ongoing basis across a range of industries and sectors in response to identified skill needs. Traineeships are funded by the European Union – NextGenerationEU.

**Specialist Training Providers (STPs)**

Donegal ETB supports STPs in the provision of student-focused training and related services, to assist individuals to enter or re-enter the labour market. STPs address the identified training needs of people with disabilities who are experiencing exclusion and labour market disadvantage in the form of vocational training programmes. These programmes are offered at QQI Level 3 to Level 5. An enhanced trainer-student ratio is available on these programmes. Specialist Training Providers remove or overcome barriers which, in other training environments students with disabilities encounter disproportionately. These are addressed and met through:

- needs relating to access
- needs relating to training content and duration
- non-occupational training-related needs

**Vocational Training Opportunities Scheme (VTOS)**

VTOS is a training programme for those in receipt of a qualifying social welfare payment or signing for credits and have been unemployed prior to the start of the course. VTOS is a full-time programme and offers major award courses at QQI Levels 4 and 5 or equivalent over one and two years. 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.

**Youthreach Programme**

Youthreach is the Department of Further and Higher Education, Research, Innovation and Sciences' official education, training and work experience programme for young people aged 16–20 years who have left school early or for whom the formal education system has not worked out. 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 is a full-time two year programme offering both unaccredited and accredited courses at QQI Levels 2, 3 and 4, ICDL and Safe Pass amongst others in a range of subject areas which vary from centre to centre. Youthreach is co-funded by the Government of Ireland and the European Union.





Part-Time Provision

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Back to Education Initiative (BTEI)

BTEI offers education options for those 18 or over and who are interested in part-time study. Courses are free of charge to any adult 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. BTEI offers Major and Minor QQI Awards at Levels 3 to 5 running from six months to two years depending on the course. Courses are offered throughout the Further Education and Training Centres and in conjunction with the Community Education Support Programme in the community. BTEI is funded by the European Union – NextGenerationEU.

Community Education Support Programme

The Community Education Support Programme supports the delivery of adult education courses in the community through the 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 Support 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 Support Programme can be found through your local community group or by contacting Community Education Facilitator Catherine Friel on 074 9178088/087 1853050 (Inishowen, South and East Donegal) or Orla Winters on 074 9725522/087 3573954 (An Ghaeltacht, West and South Donegal).

Evening Training Courses

Evening training courses are offered through our Letterkenny and Gaoth Dobhair Training Centres and in outreach areas and centres throughout the county. Students are provided with an opportunity to supplement existing learning or to upskill to gain a recognised qualification. Evening training options are available one to two evenings per week for up to fifteen weeks. Courses range from short introductory courses to QQI Levels 3-6 courses, along with industry recognised professional development courses. Evening courses are funded by the European Union – NextGenerationEU.

Learning for Living

The Learning for Living programme offers free tuition to adults who need to build strong foundation skills and knowledge in reading, writing, spelling, mathematics and computers. Adults can choose from a variety of programmes such as Core Skills at Level 1, Essential Skills at Level 2 and General Learning at Level 3 depending on the level that suits their existing skills. Students are supported to progress between levels where appropriate. The programme offers learning that is tailored to the needs of each student in small supportive groups and a welcoming and friendly learning environment. The programme also offers a range of family learning options in partnership with schools and provides English language training for speakers of other languages. Students can choose to accredit their study with QQI Major and Minor Awards offered from Level 1 to Level 4. Adult literacy is co-funded by the Government of Ireland and the European Union.

Gartan Outdoor Education and Training Centre

Donegal ETB's outdoor education and training centre at Gartan offers courses in outdoor sports, adventure training, environmental education and sustainability for young people and adults. Courses range from short introductory courses to professionally accredited training. Programmes can also be tailored to meet the specific needs of an individual or group.

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





## 7

## How to Apply for a Course

**If you have any difficulty contacting the relevant person then please contact Donegal ETB's Adult Guidance and Information Service in Letterkenny (Tel: 074 9178088) or Donegal Town (Tel: 074 9725520).**

You can also email [adultguidance@donegaletb.ie](mailto:adultguidance@donegaletb.ie) or complete this web form and our staff will get back to you: <https://www.donegaletb.ie/further-education-training/adult-guidance/>.

Alternatively, you can apply online through our website course finder, <https://www.donegaletb.ie/further-education-training/course-finder/>, or through the national FET course finder, [www.fetchcourses.ie](http://www.fetchcourses.ie). If you are in receipt of Jobseekers Allowance, then your DSP Case Officer will be able to refer you to our courses.

Applying for a course with Donegal ETB is simple - just get in touch with the appropriate contact person detailed in the course information and they will answer any questions you may have.



# Glossary of Abbreviations

Term	Definition
ATU	Atlantic Technological University
BTEA	Back to Education Allowance
BTEI	Back to Education Initiative
CAO	Central Applications Office
C&G	City & Guilds
CSCS	Construction Skills Certification Scheme
DSP	Department of Social Protection
ETB	Education and Training Board
FET	Further Education and Training
ICDL	International Computer Driving Licence
LCA	Leaving Certificate Applied
LYIT	Letterkenny Institute of Technology
MAG	Metal Active Gas
MIG	Metal Inert Gas
MOS	Microsoft Office Specialist
NFQ	National Framework of Qualifications
OFTEC	Oil Firing Technical Association
PLC	Post Leaving Certificate
QQI	Quality and Qualifications Ireland
SEC	State Examination Commission
TIG	Tungsten Inert Gas
VTCT	Vocational Training Charitable Trust
VTOS	Vocational Training Opportunities Scheme



# 8.0

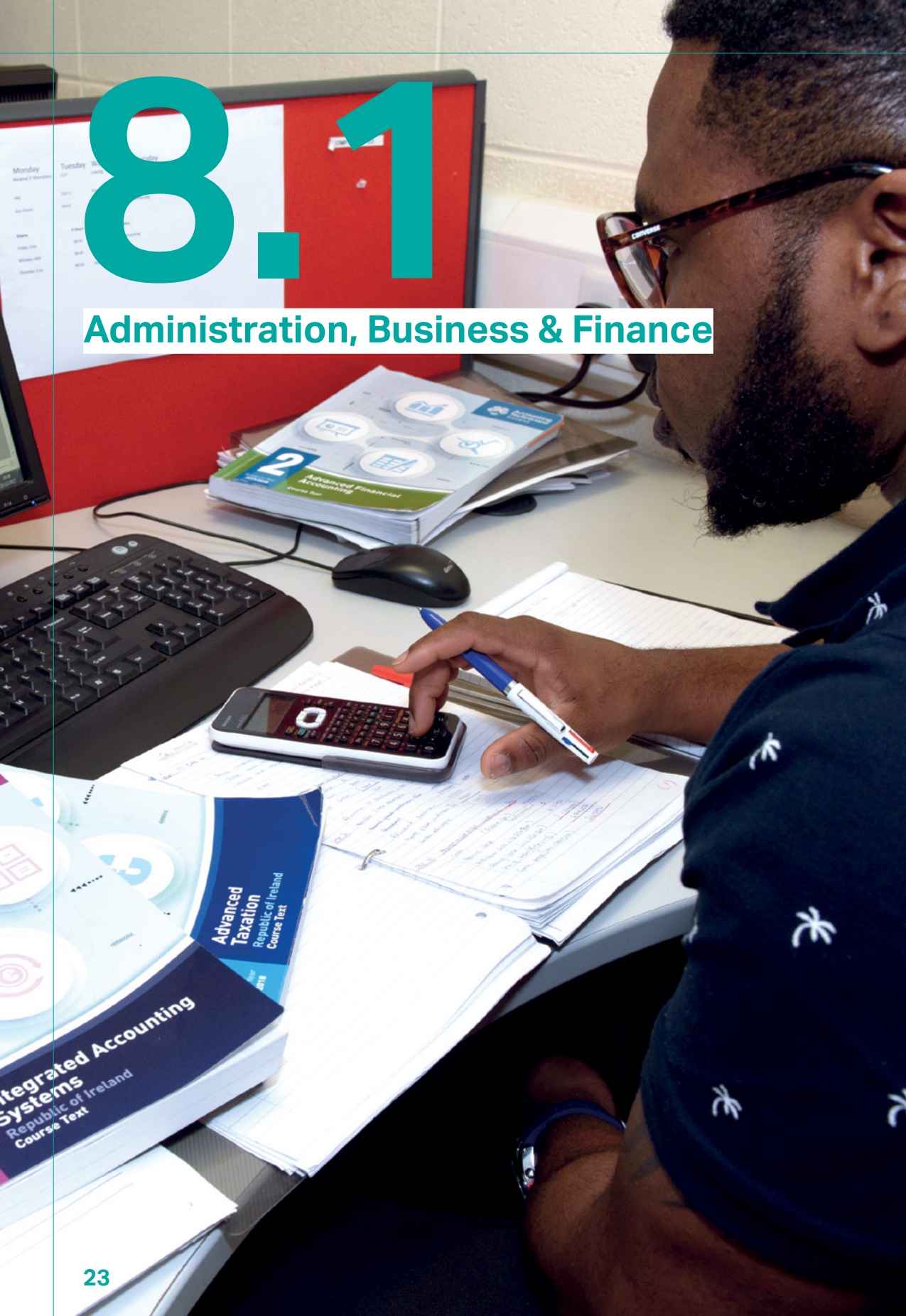
## Full-Time Courses

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# 8.1

## Administration, Business & Finance



### Entry Requirements

**Education:** Applicants must have successfully completed the Leaving Certificate/Leaving Certificate Applied/Leaving Certificate Vocational Programme Examination or QQI Level 4. Alternatively, 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. 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.

Application process includes an interview.

**Duration:** One academic year  
**Location:** Stranolar (Finn Valley College)

**Cost:** PLC courses are subject to an exam fee of €50.00.

The following categories of participants are exempt from paying the €50.00 QQI exam fee:

- Full medical card holders in their own right and their dependent children
- Those who are eligible under the student grant scheme
- Those in receipt of the Back to Education Allowance (BTEA)

All applicants (medical and non-medical card holders) are also required to pay a registration fee of €100.00.

**Contact:**  
Kathleen Boland  
Tel: 074 9131648

## Business Administration

This QQI Level 5 major award course is designed to give students an in-depth knowledge of concepts relevant to the business world with an emphasis on business and secretarial studies, administration and ICT. The course aims to provide students with an insight into administrative operations of businesses and students will develop skills and abilities to carry out a range of ICT functions appropriate to any business organisation. The course also prepares students who wish to pursue a career or progress to further study in this area. Work practice is an essential part of this course and provides students with an opportunity to apply the knowledge and skills acquired.

### Modules\*

- Audio Transcription
- Business Administration Skills
- Bookkeeping Manual and Computerised
- Customer Service
- Communications
- Text Production
- Work Experience
- Word Processing

\*modules may be subject to change

**Progression Routes:** Graduates of this course are eligible to apply through the CAO and/or the Higher Education Links Scheme for entry into year one of a range of higher certificate or degree programmes at universities or further study in Northern Ireland. Donegal ETB PLC students have the highest rate of progression from PLC to third level out of all PLC students in the country.



Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.
<b>Aptitude:</b> 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.
<b>Previous experience:</b> 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.
<b>Eligibility (Ballyshannon):</b> Participants must be in receipt of a qualifying social welfare payment or signing for credits and have been unemployed 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.
<b>Duration:</b> 2 year (academic term, Ballyshannon) 42 weeks (Letterkenny) <b>Location:</b> Ballyshannon (FET Centre) Letterkenny (Training Centre)
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Ballyshannon Anita O'Rourke Tel: 071 9851276  Letterkenny Tara McGuire Tel: 074 91 20500

# 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
- Business Administration Skills
- Communications\*\*\*
- Database Methods\*\*\*
- ICDL\*\*\*
- Payroll Manual & Computerised
- Personal Effectiveness\*\*
- Spreadsheets
- Team Working\*\*
- Work Experience
- Word Processing

\*modules may be subject to change

\*\*Letterkenny only

\*\*\*Ballyshannon only

**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 universities or further study in Northern Ireland.

Entry Requirements
<b>Education:</b> Applicants must have successfully completed the Leaving Certificate/Leaving Certificate Applied/Leaving Certificate Vocational Programme Examination or QQI Level 4. Alternatively, applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.
<b>Aptitude:</b> 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.
<b>Previous experience:</b> 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.
Application process includes an interview.
<b>Duration:</b> One academic year <b>Location:</b> Letterkenny (Errigal College)
<b>Cost:</b> PLC courses are subject to an exam fee of €50.00.  <b>The following categories of participants are exempt from paying the €50.00 QQI exam fee:</b> <ul style="list-style-type: none"><li>— Full medical card holders in their own right and their dependent children</li><li>— Those who are eligible under the student grant scheme</li><li>— Those in receipt of the Back to Education Allowance (BTEA)</li></ul> <u>All applicants (medical and non-medical card holders) are also required to pay a registration fee of €100.00.</u>
<b>Contact:</b> Michelle O'Reilly Tel: 074 9121047

# Business Studies

This QQI Level 5 major award course is designed to give students an in-depth knowledge of concepts relevant to the world of business, including the rapidly growing financial technology or FinTech market with an emphasis on programming, financial technology and the international financial services market. The course aims to develop business and digital skills and prepares students who wish to pursue a career or progress to further study in this area. Work experience is an essential part of the course with Erasmus+ work placement opportunities available in Europe.

**Modules\***

- Business Administration Skills
- Communications
- Financial Services
- Information & Communications Systems
- Marketing Practice
- Programming & Design Principles
- Text Production
- Work Experience

\*modules may be subject to change

**Progression Routes:** Graduates of this course are eligible to apply through the CAO and/or the Higher Education Links Scheme for entry into year one of a range of higher certificate or degree programmes at universities or further study in Northern Ireland. Donegal ETB PLC students have the highest rate of progression from PLC to third level out of all PLC students in the country.

Entry Requirements
<b>Education:</b> Applicants seeking entry to the programme must have achieved a minimum of a NFQ level 4 major award or its equivalent prior to entry to the programme. Alternatively, applicants may have achieved relevant skills, knowledge and competences through work experience.
<b>Aptitude:</b> 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 with an interest in working in a business administration environment.
<b>Previous experience:</b> Previous experience would be beneficial but not essential to gaining access to this programme. 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.
Application process includes an interview.
<b>Duration:</b> 22 weeks <b>Location:</b> Letterkenny
<b>Cost:</b> <u>This course is free.</u> Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.
<b>Contact:</b> Tara McGuire Tel: 074 9120500

# Diploma in Business and Administration Traineeship

The City & Guilds Level 3 Certificate in Business and Administration meets the needs of candidates already employed in or who wish to work in an administrative role with a high degree of autonomy. They provide the participant with the opportunity to develop their understanding of and skills in a broad range of administrative activities such as information management, event co-ordination and implementing procedures and systems. It is ideally suited to those who have already office administration experience and/or who currently work in administration. This course combines directed off-the-job training (classroom-based learning) with on-the-job training (work-based learning, a minimum of thirty percent) delivered in a host company throughout the course. On successful completion students will have the skills, knowledge and competence to work in the area of administration and information management.

**Modules\***

- Analyse and Report Data
- Career Planning
- Communicate in a Business Environment
- Deliver, Monitor and Evaluate Customer Service to External Customers
- Design and Produce Documents in a Business Environment
- Environmental Sustainability Awareness
- Evaluate and Improve Own Performance in a Business Environment
- ICDL Workforce – Spreadsheets
- Induction
- Manage Own Performance in a Business Environment
- Research Information
- Solve Business Problems
- Using Email

\*modules may be subject to change

**Progression Routes:** On successful completion of this course, students can progress directly to employment in a variety of business administration settings. Alternatively, students can progress to further education and training or higher education and training courses relevant to the sector.

Entry Requirements
<b>Education:</b> From the awarding body perspective, the qualification has no prescribed entry criteria. However, to ensure that the participant is not disadvantaged applicants seeking entry to the programme should have achieved a minimum of a NFQ Level 3 major award or its equivalent prior to entry to the Level 2 Diploma and a minimum of NFQ Level 4 major or its equivalent prior to entry the Level 3 and Level 4 Diploma programme. Alternatively, applicants may have achieved relevant skills, knowledge and competences through work experience.
<b>Aptitude:</b> 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 numeracy, literacy and strong ICT skills are required.
<b>Previous experience:</b> Interest or experience in an office environment would be beneficial but not essential to gaining access to this programme. 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.
Application process includes an interview.
<b>Duration:</b> 33 weeks <b>Location:</b> Letterkenny
<b>Cost:</b> <u>This course is free.</u> Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.
<b>Contact:</b> Tara McGuire Tel: 074 9120500

# Diploma in Financial and Management Accounting

This course offers students the opportunity to complete the ACCA Level 2 Foundation Diploma in Financial and Management Accounting, along with three QQI Level 5 modules. It is designed to provide students with the knowledge, skills, and competencies to comply with legal requirements, develop professional values, improve personal effectiveness, and behave ethically and in line with regulations in the financial sector. In addition, the QQI modules will provide students with knowledge, skills and competencies required to work in administration or office-based employment. This course is ideal for those seeking employment opportunities in the financial sector. This course is a blended course with much of it delivered online with one day per week class based, therefore applicants require strong IT skills.

**Modules\***

- Bookkeeping Manual and Computerised
- FA1 Recording Financial Transactions
- Foundations in Professionalism
- MA1 Management Information
- Payroll Manual and Computerised
- Start Your Own Business

\*modules may be subject to change

**Progression Routes:** On successful completion of this course, students can progress directly to employment in a variety of financial and/or office settings. Alternatively, students can progress further on their ACCA accounting journey to the Level 3 and Level 4 knowledge-based Diplomas. Students who successfully complete the various levels have the opportunity to progress to more advanced skill level qualifications.



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. 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.

Application process includes an interview.

**Duration:** 53 weeks  
**Location:** Letterkenny

**Cost:** This course is free. Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.

**Contact:**  
Tara McGuire  
Tel: 074 9120500

# Medical/Legal Administration Traineeship

This QQI Level 5 major award course has been designed to provide students with a broad and balanced skill base to enable them to work in the medical or legal sector in an administrative role. The skills, knowledge and competencies developed on this course will allow the student to pursue career opportunities across a wide and varied business sector, to work independently and under supervision providing administrative services and support in a range of office administrative contexts. This course combines directed off-the-job training (classroom-based learning) with on-the-job training (work-based learning, a minimum of thirty percent) delivered in a host company throughout the course.

Modules\*

- Audio Transcription
- Communications
- Customer Service
- Information and Administration
- Legal Practice and Procedures
- Medical Terminology
- Text Production
- Word Processing
- Work Practice
- Work Practice Medical Administration
- Work Practice Legal Administration

\*modules may be subject to change

**Progression Routes:** Graduates of this course will be equipped with recognised qualifications and skills for employment in office administration both in the public or private sector. The specialist modules in medical and legal will further enhance the student's employment opportunities to work in busy medical or legal settings. Alternatively, graduates of this course are eligible to apply through the CAO and/or the Higher Education Links Scheme for entry into year one of a range of higher certificate or degree programmes at universities or further study in Northern Ireland.



Soon after starting a third level food-related degree course, Jamie found the course wasn't for him and decided to explore the world of business instead. He returned to his former school at Finn Valley College for a one-year **Business Administration** PLC. Despite never studying Business at Junior or Leaving Cert level, he discovered a new interest and passion for the field and decided to apply for third-level business courses in the new college year. Jamie used this PLC year to develop skills that are useful in any office or business setting:

**"It's a good insight into what it would be like to work in an office. You improve on your word processing, typing, bookkeeping, you learn about bills, how a business operates and how to manage your own business. I really enjoyed getting the experience and trying something new that I've never done before. It's definitely opened my eyes to a lot more things I can do now."**

— **Jamie McNamee**





# 8.2

## Apprenticeships

An apprenticeship is a programme of structured education and training which formally combines and alternates learning in the workplace with learning in an education or training centre. It is a dual system, a blended combination of on-the-job employer-based training and off-the-job training. Apprenticeships are employer driven and it is important to note the first step in starting an apprenticeship is becoming employed as an apprentice with an approved apprentice employer.

### The key features of all apprenticeships are\*:

- Industry-led
- Leads to Levels 5–10 on the NFQ
- Between 2–4 years in duration
- Minimum 50% on-the-job learning
- Flexible delivery—online, blended, off-the-job learning in increments/blocks
- Apprentices are employed under a formal contract of apprenticeship
- The apprentice is paid for the duration of the apprenticeship

\* On apprenticeships in place prior to 2016 the State pays a training allowance to apprentices during off-the-job phases of their apprenticeship.

It is important to note that each apprenticeship has a different structure and model of delivery – you can find further details on individual apprenticeships here:

[www.apprenticeship.ie/more/apprenticeship-directory](http://www.apprenticeship.ie/more/apprenticeship-directory).

**If you'd like to find out more about apprenticeships, check out our website ([www.donogaletb.ie/apprenticeships](http://www.donogaletb.ie/apprenticeships)) or the national website ([www.apprenticeship.ie](http://www.apprenticeship.ie)) or contact our Senior Training Advisors Lorraine Murray or Claire Lernihan (Tel: 074 9120500 / Email: [apprenticeship@donogaletb.ie](mailto:apprenticeship@donogaletb.ie)). You can also follow them on Twitter @DLApprentice.**



Apprenticeships offer a range of benefits including:

- A wide range of Apprenticeships to choose from
- Earn while you learn
- Trained by industry professionals
- Track record and work experience
- Job ready qualifications
- Excellent career progression

There are currently almost seventy apprenticeship programmes available across sixteen fields of learning and include:

Sector	Apprenticeships
Agriculture and Horticulture Apprenticeships	<ul style="list-style-type: none"><li>— Arboriculture L6</li><li>— Sportsturf Management L6</li></ul>
BioPharma Apprenticeships	<ul style="list-style-type: none"><li>— Laboratory Analyst L7</li><li>— Laboratory Technician L6</li></ul>
Construction Apprenticeships	<ul style="list-style-type: none"><li>— Brick &amp; Stonelaying L6</li><li>— Carpentry &amp; Joinery L6</li><li>— Geo-Driller L6</li><li>— Painting &amp; Decorating L6</li><li>— Plastering L6</li><li>— Plumbing L6</li><li>— Scaffolding L5</li><li>— Stonecutting &amp; Stonemasonry L6</li><li>— Wood Manufacturing &amp; Finishing L6</li></ul>
Electrical Apprenticeships	<ul style="list-style-type: none"><li>— Aircraft Mechanics L6</li><li>— Electrical L6</li><li>— Electrical Instrumentation L6</li><li>— Electronic Security Systems L6</li><li>— Industrial Electrical Engineer L7</li><li>— Instrumentation L6</li><li>— Refrigeration and Air Conditioning L6</li></ul>
Engineering Apprenticeships	<ul style="list-style-type: none"><li>— Civil Engineering L7</li><li>— Civil Engineering Technician L6</li><li>— Engineering Services Management L7</li><li>— Equipment Systems Engineer L9</li><li>— Farriery L6</li><li>— Industrial Insulation L6</li><li>— Lean Sigma Manager L9</li><li>— Manufacturing Engineering L7</li><li>— Manufacturing Technology L6</li><li>— Mechanical Automation and Maintenance Fitting L6</li><li>— Metal Fabrication L6</li><li>— Original Equipment Manufacturing (OEM) Engineer L6</li><li>— Pipefitting L6</li><li>— Polymer Processing Technology L7</li><li>— Principal Engineer L10</li><li>— Sheet Metalworking L6</li><li>— Toolmaking L6</li><li>— Wind Turbine Maintenance Technician L6</li></ul>
Finance Apprenticeships	<ul style="list-style-type: none"><li>— Accounting Technician L6</li><li>— International Financial Services Associate L6</li><li>— International Financial Services Specialist L8</li></ul>
Hairdressing Apprenticeships	<ul style="list-style-type: none"><li>— Hairdressing L6</li></ul>
Healthcare Apprenticeships	<ul style="list-style-type: none"><li>— Advanced Healthcare Assistant Practitioner L6</li></ul>
Hospitality & Food Apprenticeships	<ul style="list-style-type: none"><li>— Bar Manager L7</li><li>— Butcher L5</li><li>— <i>Chef de Partie</i> L7</li><li>— <i>Commis Chef</i> L6</li><li>— <i>Sous-Chef</i> L8</li></ul>
ICT Apprenticeships	<ul style="list-style-type: none"><li>— CGI Technical Artist L8</li><li>— Cybersecurity Associate L6</li><li>— Cybersecurity Practitioner L8</li><li>— Network Engineer Associate L6</li><li>— Software Developer Associate L6</li><li>— Telecommunications &amp; Data Network Technician L6</li></ul>
Insurance Apprenticeships	<ul style="list-style-type: none"><li>— Insurance Practitioner L8</li></ul>

Logistics Apprenticeships	<ul style="list-style-type: none"><li>— Logistics Associate L6</li><li>— Supply Chain Associate L7</li><li>— Supply Chain Manager L9</li><li>— Supply Chain Specialist L8</li><li>— Transport Operations and Commercial Driving L6</li></ul>
Motor Apprenticeships	<ul style="list-style-type: none"><li>— Agricultural Mechanics L6</li><li>— Construction Plant Fitting L6</li><li>— Heavy Vehicle Mechanics L6</li><li>— Motor Mechanics L6</li><li>— Vehicle Body Repairs L6</li></ul>
Property Service Apprenticeships	<ul style="list-style-type: none"><li>— Auctioneering &amp; Property Services L6</li></ul>
Recruitment Apprenticeships	<ul style="list-style-type: none"><li>— Recruitment Executive L8</li></ul>
Sales Apprenticeships	<ul style="list-style-type: none"><li>— Retail Supervision L6</li><li>— Sales L6</li></ul>





Former Moville Community College student Colleen McElroy decided early on that she did not want to go to college full-time. She decided to take on an Electrical Apprenticeship and has come to enjoy every day at work.

"I applied for a job with the ESB and I didn't get in, so I went for an apprenticeship to get started," Colleen said.

"I work with G Electrics now, wiring houses, garages, sheds and farms."

Colleen admits she has faced some surprising reactions when she arrives at a site with her male colleagues, but she is happy to represent a new wave of women in trades.

"People think you're joking. When I walk onto a site, some might say 'What is she doing here?'," she said.

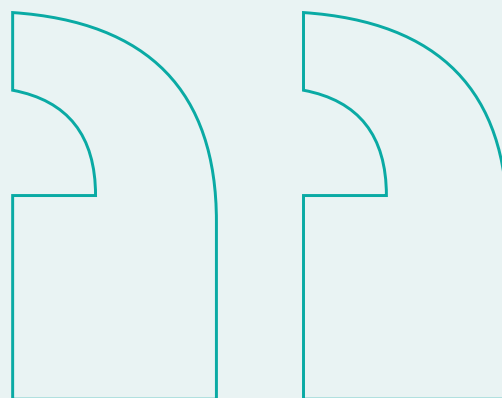
Despite the initial response, Colleen found that nobody has doubted her ability.

"You just have to be thick-skinned and have the craic with them," she said.

"Girls can be scared to do these jobs because it's all men, but there's no need to be."

Colleen is looking forward to becoming a qualified electrician once her four year course is complete.

—  
Colleen McElroy







# 8.3

## Art, Craft & Design

### Entry Requirements

**Education:** Applicants must have successfully completed the Leaving Certificate/Leaving Certificate Applied/Leaving Certificate Vocational Programme Examination or QQI Level 4. Alternatively, 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. 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.

Application process includes an interview.

**Duration:** One academic year  
**Location:** Letterkenny (Errigal College)

**Cost:** PLC courses are subject to an exam fee of €50.00.

The following categories of participants are exempt from paying the €50.00 QQI exam fee:

- Full medical card holders in their own right and their dependent children
- Those who are eligible under the student grant scheme
- Those in receipt of the Back to Education Allowance (BTEA)

All applicants (medical and non-medical card holders) are also required to pay a registration fee of €100.00.

**Contact:**  
Michelle O'Reilly  
Tel: 074 9121047

## Art, Craft and Design

This one year QQI Level 5 major award course is for students interested in building creative and competitive portfolios in different fields of Art, Craft and Design. It is of interest to both students who wish to pursue a career or progress to further study. Work experience is an essential part of the course and gives students the opportunity to apply the knowledge and skills acquired from it. An Erasmus+ work placement is also a possibility.

### Modules\*

- Combined Materials
- Communications
- Design Skills
- Drawing
- Painting
- Safety and Health at Work
- Sculpture
- Work Experience

\*modules may be subject to change

**Progression Routes:** Graduates of this course are likely to progress into Higher Education via the CAO or UCAS system. Many graduates choose courses in Fine Art, Creative Design, Interior Architecture, Art and Design (Arts or Textiles), Animation, Fashion and Graphic Design.



# 8.4

## Construction & Built Environment

## Construction Technology

This one year QQI Level 5 major award course aims to provide students with the opportunity to develop essential knowledge and practical skills to work in the rapidly growing construction and building industries. It gives students a taste of all the main construction trades including Carpentry and Joinery, Building, Plumbing and Electrical. Students will also gain significant on-site experience with local construction companies. This course also provides the opportunity to complete Erasmus+ work placement in Europe.

### Modules\*

- Architectural Drawing
- Building Construction
- Combined Materials
- Communications
- Engineering Workshop Processes
- Safety and Health at Work
- Work Experience

\*modules may be subject to change

**Progression Routes:** Graduates are eligible to apply through the CAO and/or the Higher Education Links Scheme for entry into year one of a range of higher certificate or degree programmes at universities or further study in Northern Ireland. Donegal ETB PLC students have the highest rate of progression from PLC to third level out of all PLC students in the country. Alternatively, students can gain skills, experience and qualifications that may be of interest to traditional trade/craft apprenticeship employers or students may progress directly to employment in this sector following successful completion.

### Entry Requirements

**Education:** Applicants must have successfully completed the Leaving Certificate/Leaving Certificate Applied/Leaving Certificate Vocational Programme Examination or QQI Level 4. Alternatively, 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. 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.

Application process includes an interview.

**Duration:** One academic year  
**Location:** Letterkenny (Errigal College)

**Cost:** PLC courses are subject to an exam fee of €50.00.

The following categories of participants are exempt from paying the €50.00 QQI exam fee:

- Full medical card holders in their own right and their dependent children
- Those who are eligible under the student grant scheme
- Those in receipt of the Back to Education Allowance (BTEA)

All applicants (medical and non-medical card holders) are also required to pay a registration fee of €100.00.

### Contact:

Letterkenny (Errigal College)  
Michelle O'Reilly  
Tel: 074 9121047



Entry Requirements

**Education:** Applicants should have achieved a minimum of an NFQ level 5 major award or its equivalent when accessing this programme. Alternatively, applicants may have achieved relevant skills, knowledge and competences through work experience.

**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. Knowledge of computer skills would be an advantage but not a requirement for entry.

Applicants will compete on an interview basis in order to secure a place on this course.

Applicants should be a minimum of 18 years of age on entry to the programme.

Applications should have a valid category B Driving Licence or hold a valid provisional category B Driving Licence with intentions to have passed their test before the course end date.

**Duration:** 35 weeks  
**Location:** Letterkenny

**Cost:** This course is free. Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.

**Contact:**  
Tara McGuire  
Tel: 074 9120500

# Public Works Operations and Maintenance Traineeship

**The aim of the traineeship is to provide work ready operatives for entry level operations and maintenance positions for the construction or local authority sectors. It will offer opportunities to acquire relevant health and safety industry certification as well as qualifications suitable for roles in areas such as parks and open spaces, piers and harbours, water services, road and paving construction, and general construction opportunities. Further training in transversal skills in digital competences and personal effectiveness will also be provided to ensure that participants have the skills to engage with relevant communication technologies and customer service interactions that are increasingly required for roles of this nature. This programme is for those who are interested in working outdoors and enjoy practical work while also having the relevant skills to conduct health and safety checks and write business reports.**

Modules\*

- Build Garden Walls and Pillars
- Career Planning
- Concreting
- Construct & Maintain Boundaries
- Customer Service Standards and Requirements
- ICDL Workforce in Documents
- ICDL Workforce in Online Essentials
- ICDL Workforce in Spreadsheets
- Induction
- Laying Hard Surfaces for External Landscaping
- Laying Kerbs, Flags & Paviers
- Mow Turf Using a Pedestrian-controlled Mower
- Plant a Tree
- Prepare Ground or Area for Planting
- Understand How to Manage Efficient Use of Materials
- Understand Sustainability & Environmental Issues
- Understand Workplace Information Systems
- Writing for Business

\*Modules may be subject to change

Industry certification or training will also be offered in the following:

- Basic Safety Training
- Confined Spaces - Low Risk
- First Aid Response
- Location of Underground Services
- Manual Handling
- Managing Safely in Construction
- National Water Hygiene Scheme
- Personal Survival Techniques
- Road Construction and Materials Knowledge and Awareness
- Roadworks Health and Safety
- Road Opening and Reinstatement - Basic
- Safepass
- Surface Dressing for Operatives
- Utility SHEA Water Passport

**Progression Routes:** On successful completion of this course, students can progress directly into employment in a range of sectors, public or private in areas such as parks and open spaces, piers and harbours, water services, road and paving construction or general construction operative roles.





# 8.5

## Courses for People with Disabilities

### Entry Requirements

**Education:** Applicants should have a standard knowledge, skill and competence equivalent to NFQ Level 2 when accessing a Level 3 programme. Applicants may have participated in primary and secondary education although no formal education is required.

**Aptitude:** Applicants must have the 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 work under direction with some ability to work on their own initiative.

**Duration:** 18 months (continuous intake)

**Location:** Derrybeg (TACA Training Service)/Letterkenny (Rossan College)

**Cost:** Free for people who meet the desired criteria. A pro-rata training allowance may be paid to participants that have no entitlement to a social welfare payment.

### Contact:

Tommy Boyle  
Tel: 074 9532611/0871424479

Roseleen McGarvey  
Tel: 074 9532611/087 3920375

## Employability Skills

This QQI Level 3 major award in Employability Skills is an employer based training programme which matches the student to a work experience placement of their choice. Three days a week are spent in the work experience placement and two days a week are spent in-centre (Rossan College) completing QQI modules.

### Modules\*

- Application of Number
- Career Preparation
- Communications
- Computer Literacy
- Digital Media
- First Aid
- Health & Fitness
- Health & Safety Awareness
- Internet Skills
- Nutrition & Healthy Options
- Personal Care & Presentation
- Personal Effectiveness
- Personal & Interpersonal Skills
- Spreadsheets
- Word Processing
- Work Experience

\*modules may be subject to change

**Progression Routes:** On completion of the course students are supported in pursuing mainstream education or training of their choice. Alternatively, students can also avail of support into mainstream employment/supported employment with assistance from various DSP schemes.



<b>Entry Requirements</b>
<b>Education:</b> Applicants should have a standard knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme. Applicants may have participated in primary and secondary education although no formal education is required.
<b>Aptitude:</b> Applicants must have the motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
<b>Previous experience:</b> Applicants must be able to work under direction with some ability to work on their own initiative.
<b>Duration:</b> 18 months (continuous intake) <b>Location:</b> Derrybeg (TACA Training Service)/Letterkenny (Rossan College)
<b>Cost:</b> <u>Free for people who meet the desired criteria.</u> A pro-rata training allowance may be paid to participants that have no entitlement to a social welfare payment.
<b>Contact:</b> Tommy Boyle Tel: 074 9532611/0871424479  Roseleen McGarvey Tel: 074 9532611/087 3920375

# Employability Skills

**This QQI Level 4 major award in Employability Skills is an employer based training programme which matches the student to a work experience placement of their choice. Three days a week are spent in the work experience placement and two days a week are spent in-centre (Rossan College) completing QQI modules.**

**Modules\***

- Business English
- Career Planning
- Communications
- Customer Service
- Digital Media Technology
- Functional Mathematics
- Health Related Fitness
- Information Technology Skills
- Personal & Interpersonal Development
- Personal Effectiveness
- Team Working
- Word Processing
- Work Experience
- Workplace Safety

\*modules may be subject to change

**Progression Routes:** On completion of the course students are supported in pursuing mainstream education or training of their choice. Alternatively, students can also avail of support into mainstream employment/supported employment with assistance from various DSP schemes.

# Employer Based Training (Skills for Life)

**The Skills for Life programme is an introductory skills training programme (QQI Level 3 Employability Skills major award) for students who may have just left school or been out of employment/education for a significant period of time. Students will complete a number of core and elective QQI modules while in the centre four days a week and attend a work placement of their choice one day a week. Students will also have the opportunity to achieve either IC3 GS5 Digital Literacy or ICDL certification.**

**NLN designates an instructor with key working responsibilities to each student at entry stage. The instructor/key worker works with each student identifying and working towards personal, social, employability and vocational goals. Individual Training Plans are captured using the Rehab Groups/NLN's Individual Action Planning (IAP) process. IAPs are maintained on an ongoing basis and monthly reviews take place to progress goals and include both students and other relevant stakeholders as appropriate.**

**The student can access advocacy support at any time with the Rehabilitation Officer in-centre.**

- Literacy and numeracy assessment if required
- Psychological support meeting
- Coordination of interagency supports (if appropriate)
- Identification of special accommodations as appropriate to individual need
- Recognition of prior certified learning

**Staff focus on the development of core competencies in individualising the learning journey. Examples include identifying:**

- Personal support needs due to functional limitations
- Practical supports and strategies to deal with stress, anxiety management, disclosure of disability etc.
- Literacy and numeracy supports

**A psychological support service supports students in-centre to manage wellness and refer to external counselling where required on issues such as:**

- Suicide ideation and self-harm
- History of abuse
- Addiction
- Relationships and sexuality



<b>Entry Requirements</b>
<b>Education:</b> Applicants should have a standard knowledge, skill and competence equivalent to NFQ Level 2/Level 3 when accessing a Level 3/Level 4 programme. Applicants may have participated in primary and secondary education although no formal education is required.
<b>Aptitude:</b> Applicants must have the motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
<b>Previous experience:</b> Applicants must be able to work under direction with some ability to work on their own initiative.
<b>Duration:</b> 18 Months (continuous intake) <b>Location:</b> Letterkenny, National Learning Network (Rossvie Business Park)
<b>Cost:</b> <u>Free for people who meet the desired criteria.</u> A pro-rata training allowance may be paid to participants that have no entitlement to a social welfare payment.
<b>Contact:</b> Gina Farren Tel: 074 9168288

- Modules\***
- Application of Number
  - Career Preparation
  - Communications
  - Computer Literacy
  - Digital Media
  - Health & Fitness
  - Health & Safety Awareness
  - Internet Skills
  - Nutrition & Healthy Options
  - Personal Care & Presentation
  - Personal Effectiveness
  - Personal & Interpersonal Skills
  - Spreadsheets
  - Word Processing
  - Work Experience

\*modules may be subject to change

**Progression Routes:** On completion of the course students are supported in pursuing mainstream education or training of their choice. Alternatively, students can also avail of support into mainstream employment/supported employment with assistance from various DSP schemes.

# Employer Based Training (Retail Sales)

**This QQI Level 4 major award in Employability Skills (Retail Sales) is designed for students who wish to expand and build upon their employability skills and focus on progression to employment or further training and education in a retail related field. Market research has found that retail is a dominant sector in Donegal with a variety of opportunities across the sector. Students will complete a number of core and elective QQI modules while in the centre four days a week and attend a work placement of their choice one day a week. Students will also have the opportunity to complete industry specific qualifications to enhance the quality and scope of future opportunities through achieving either IC3 GS5 Digital Literacy or ICDL certification.**

**NLN designates an instructor with key working responsibilities to each student at entry stage. The instructor/key worker works with each student identifying and working towards personal, social, employability and vocational goals. Individual Training Plans are captured using the Rehab Groups/NLNs Individual Action Planning (IAP) process. IAPs are maintained on an ongoing basis and monthly reviews take place to progress goals and include both students and other relevant stakeholders as appropriate.**

**The student can access advocacy support at any time with the Rehabilitation Officer in-centre.**

- Literacy and numeracy assessment if required
- Psychological support meeting
- Coordination of interagency supports (if appropriate)
- Identification of special accommodations as appropriate to individual need
- Recognition of prior certified learning

**Staff focus on the development of core competencies in individualising the learning journey. Examples include identifying:**

- Personal support needs due to functional limitations
- Practical supports and strategies to deal with stress, anxiety management, disclosure of disability etc.
- Literacy and numeracy supports

**A psychological support service supports students in-centre to manage wellness and refer to external counselling where required on issues such as:**

- Suicide ideation and self-harm
- History of abuse
- Addiction
- Relationships and sexuality



<b>Entry Requirements</b>
<b>Education:</b> Applicants should have a standard knowledge, skill and competence equivalent to NFQ Level 2/Level 3 when accessing a Level 4 programme. Applicants may have participated in primary and secondary education although no formal education is required.
<b>Aptitude:</b> Applicants must have the motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
<b>Previous experience:</b> Applicants must be able to work under direction with some ability to work on their own initiative.
<b>Duration:</b> 18 Months (continuous intake) <b>Location:</b> Letterkenny, National Learning Network (Rossvie Business Park)
<b>Cost:</b> Free for people who meet the desired criteria. A pro-rata training allowance may be paid to participants that have no entitlement to a social welfare payment.
<b>Contact:</b> Gina Farren Tel: 074 9168288

**Modules\***

- Business English
- Career Planning
- Communications
- Computer Applications
- Customer Service
- Digital Media Technology
- Information Technology Skills
- Personal & Interpersonal Development
- Personal Effectiveness
- Retail Payment Procedures
- Retail Sales Techniques
- Stock Control
- Team Working
- Work Experience
- Workplace Safety

\*modules may be subject to change

**Progression Routes:** On completion of the course students are supported in pursuing mainstream education or training of their choice. Alternatively, students can also avail of support into mainstream employment/supported employment with assistance from various DSP schemes.

# Information Technology and Business Studies

This Information Technology and Business Studies course is a QQI Level 5 major award (5M1997) and is designed to provide students with the skills, attitudes and practical experience necessary to:

- Develop practical communication and team-working skills
- Obtain employment in administrative and/or information technology related fields either as self-employed, working from home or with a company
- Progress to further education and/or training in a related field
- Achieve the QQI Level 5 Major Award in Office Administration
- Achieve additional industry specific qualifications such as in digital and IT skills. Students will have the opportunity to achieve ICDL certification.

**Students will complete a number of core and elective QQI modules while in the centre three days a week and attend a work placement of their choice two days a week.**

NLN designates an instructor with key working responsibilities to each student at entry stage. The instructor/key worker works with each student identifying and working towards personal, social, employability and vocational goals. Individual Training Plans are captured using the Rehab Groups/NLNs Individual Action Planning process (IAP). IAPs are maintained on an ongoing basis and monthly reviews take place to progress goals and include students and other relevant stakeholders as appropriate.

**The student can access advocacy support at any time with the Rehabilitation Officer in-centre.**

- Literacy and numeracy assessment if required
- Psychological support meeting
- Coordination of interagency supports (if appropriate)
- Identification of special accommodations as appropriate to individual need
- Recognition of prior certified learning

**Staff focus on the development of core competencies in individualising the learning journey. Examples include identifying:**

- Personal support needs due to functional limitations
- Practical supports and strategies to deal with stress, anxiety management, disclosure of disability etc.
- Literacy and numeracy supports

**A psychological support service supports students in-centre to manage wellness and refer to external counselling where required on issues such as:**

- Suicide ideation and self-harm
- History of abuse
- Addiction
- Relationships and sexuality



### Entry Requirements

**Education:** Applicants should have a standard knowledge, skill and competence equivalent to Junior Certificate or QQI Level 4 when accessing a Level 5 programme.

**Aptitude:** Applicants must have the 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 work under direction and also have the ability to work on their own initiative.

**Duration:** 24 months (continuous intake)

**Location:** Letterkenny, National Learning Network (Rossvie Business Park)

**Cost:** Free for people who meet the desired eligibility criteria.

### Contact:

Gina Farren  
Tel: 074 9168288

### Modules\*

- Bookkeeping Manual & Computerised
- Business Administration
- Business Law
- Communications
- Customer Service
- Database Methods
- Desktop Publishing
- Information and Administration
- Information & Communication Systems
- Payroll Manual & Computerised
- Reception and Frontline Office Skills
- Spreadsheet Methods
- Team Working
- Text Production
- The Internet
- Work Experience
- Word Processing

\*modules may be subject to change

**Progression Routes:** On completion of the course students are supported in pursuing third level education or continue further training of their choice. Alternatively, students can also avail of support into mainstream employment/ supported employment with assistance from various DSP schemes.

# 8.6

## Early Learning and Care





Entry Requirements

**Education:** Applicants should have a standard of knowledge, skills and competences equivalent to NFQ level 4 when accessing a level 5 programme. Prior knowledge or experience of the early learning and care sector is not expected on entry but applicants will be expected to demonstrate an interest in the field. A minimum English language and literacy competency of B2 in writing, reading, listening and speaking on the Common European Framework of Reference for Languages (CEFR) is required at entry to the programme for speakers of English as a second or other language.

**Aptitude:** The programme is intended for those interested in a career in early learning and care with children aged from 0–6 years, including those who may have an interest in working as an early learning and care practitioner or for those wishing to progress to higher education in this field.

**Previous experience:** Applicants should have an interest in learning how to care for babies and children, including those who are interested in working in the ELC sector. They must have a motivation to learn and the ability to acquire the knowledge, skills and competencies set out in the course. Target applicants include jobseekers, career changers or those interested in working in the sector who want to develop their skills and/or acquire qualifications.

**Eligibility:** Participants must be in receipt of a qualifying social welfare payment or signing for credits and have been unemployed 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:** Buncrana (FET Centre), Letterkenny (FET Centre) Stranorlar (Finn Valley College - PLC)

**Contact:**  
Buncrana, Elaine Devlin,  
Tel: 074 9362466  
  
Letterkenny, Áine McLaughlin,  
Tel: 074 9706047  
  
Stranorlar, Kathleen Boland,  
Tel: 074 9131684

Early Learning and Care

This one year QQI Level 5 course is designed to enable students to develop the knowledge, skill and competence required to work in an Early Learning and Care (ELC) setting, to promote and support children 0–6 years of age. Successful completion of the programme provides further opportunity to progress to employment and/or further and higher education and training. The course is focused on developing the skills and competencies required by early years employers and part of the course requires students to complete relevant work experience through 150 hours of placement in a minimum of two early years settings—working directly with children aged 0–2 years 8 months and working directly with children aged 2 years 8 months–6 years. This placement is a compulsory part of the programme and the hours of work will be confirmed by the placement provider.

Modules\*

- Children's Rights, Legislation and Regulation
- Curriculum, Play and Creative Studies
- Early Childhood Growth and Development
- Holistic Care of Children, 0-6 Years
- Professional Practice Placement in Early Learning and Care
- Understanding and Assisting Children with Additional Needs

\*modules may be subject to change

**Progression Routes:** Graduates of this course can progress directly into employment in the Early Years sector or as an SNA; employment opportunities are available in settings such as playgroups, crèche, pre-school/after school facilities, nursery, special needs assistant or as a professional private childminder with a family. Alternatively, they can progress onto further education courses with Donegal ETB, or to a higher level course in a third level university.

**Cost:** This course is free for non-PLC applicants. PLC courses are subject to an exam fee of €50.00.

**The following categories of participants are exempt from paying the €50.00 QQI exam fee:**

- Full medical card holders in their own right and their dependent children
- Those who are eligible under the student grant scheme
- Those in receipt of the Back to Education Allowance (BTEA)

**All applicants (medical and non-medical card holders) are also required to pay a registration fee of €100.00.**







Elaine completed the Early Childhood Care and Education PLC course in St. Catherine's Vocational School:

"I came out of my Leaving Cert not knowing what paths to take so I decided to look into childcare... I love putting the theory in class into practice in my placement."

—  
Elaine Boyle





# 8.7

## Engineering & Manufacturing

### Basic Welding

**Welding is a key skill that can be transferred to an array of different industries such as metal fabrication, construction, motor mechanics, ship building, pipe line installation, and beyond and the best part is you don't need a degree to pursue a career in this industry. This basic welding course provides students with the skills and related knowledge in reading drawings and understanding the properties of different metals, while developing key skills to apply a number of different welds. This course provides students with hands-on practical training and includes work experience as a key component of the course.**

#### Modules\*

- Aluminium TIG Weld 3mm Plate / EN9606-AL01
- Induction
- MIG Multi-Run Fillet 10mm Plate / EN9606-CS16
- MIG Vertical Fillet 10mm Plate / EN9606-CS17
- MMA Fillet Multi-Run 6mm Plate / EN9606-CS13
- MMA Vertical Fillet 10mm Plate / EN9606-CS14
- Safe Pass
- SS TIG Complete Fillet Weld 3mm / EN9606-SS06

\*modules may be subject to change

**Progression Routes:** Graduates of this course will be able to progress directly to employment and, after one year working in the industry, can then progress to the intermediate welding course or progress to the Engineering Operations traineeship or other similar courses.

#### Entry Requirements

**Education:** Applicants should have a standard of knowledge, skill and competence equivalent to the Junior Certificate or NFQ Level 3.

**Aptitude:** Good spatial aptitude, good eye/hand co-ordination and good manual dexterity required. 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.

Application process includes an interview.

**Duration:** 18 weeks

**Location:** Gaoth Dobhair and Drumfries, Buncrana

**Cost:** This course is free. Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.

#### Contact:

Tara McGuire  
Tel: 074 91 20500



<b>Entry Requirements</b>
<b>Education:</b> Applicants should have achieved the Basic and Intermediate Welding certificates along with a standard of knowledge, skill and competence equivalent to the Junior Certificate or NFQ Level 3.
<b>Aptitude:</b> Good spatial aptitude, good eye/hand co-ordination and good manual dexterity required. 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.
<b>Previous experience:</b> Applicants must have a minimum of twelve months industry experience at an Intermediate level before progressing to this course. 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.
Application process includes an interview.
<b>Duration:</b> 21 weeks <b>Location:</b> Letterkenny Training Centre
<b>Cost:</b> <u>This course is free.</u> Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.
<b>Contact:</b> Tara McGuire Tel: 074 9120500

# Coded Pipe Welding

**Coded Pipe Welding is a highly valuable skill; those who can master this are viewed as highly skilled in the field of welding. This course has been designed to provide industry with personnel who are certified in coded pipe welding. The aim of the course is to provide experienced students with the skills and related knowledge in carbon steel pipe and stainless steel pipe welding at a variety of positions and to develop their attitudes, personal effectiveness and job seeking skills to enable them to obtain employment as coded pipe welders. On successful completion of this course many welders seek highly paid posts at home and abroad, with many working on gas lines under the sea bed or working in shipyards to name a few.**

**Modules\***

- Induction
- E610/11 Root/E6013 Fill and Cap - 6 inch pipe / EN9606-CS0
- TIG Root/E7018 Fill and Cap/6 inch pipe / EN9606-CS02
- TIG Complete Schedule 40/3 inch pipe / EN9606-CS03
- 2" 316 Stainless Steel TIG Complete Schedule 10 / EN9606-SS01
- 6" Carbon Steel Pipe MAG Root FCAW Fill and Cap Sch80/6G position / EN9606-CS09
- 3" 316 Stainless Steel TIG Complete Schedule 40 / EN9606-SS03
- Autogenous Orbital Welding 2"SS / EN14732-SS05

\*modules may be subject to change

**Progression Routes:** Welding is one of the few career choices that is in high demand, providing flexibility to switch between industries for those who wish to work at home or abroad within industries such as inspection, engineering, robotics, construction, industrial builds, ship building and repairs and pipeline installation. Graduates of this course will be able to progress directly to employment.

<b>Entry Requirements</b>
<b>Education:</b> Applicants seeking entry to the programme must have achieved a minimum of a NFQ Level 3 major award or its equivalent prior to entry to the programme. Alternatively, applicants may have achieved relevant skills, knowledge and competences through work experience.
<b>Aptitude:</b> 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.
<b>Previous experience:</b> Interest or experience in the telecommunications or engineering industry would be beneficial but not essential to gaining access to this programme. 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.
Application process includes an interview.  Applicants must have a provisional licence and be in the process of acquiring a Full Driver's Licence and must be able to provide evidence of same. Colour Vision Testing is an eligibility requirement.
<b>Duration:</b> 46 weeks <b>Location:</b> Letterkenny
<b>Cost:</b> <u>This course is free.</u> Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.
<b>Contact:</b> Tara McGuire Tel: 074 9120500

# Communications Systems Installation Traineeship

**This qualification is aimed at students who would like to gain the knowledge and skills required during their initial training within the network infrastructure (communications cabling) industry for specific job roles.**

**The purpose of this qualification is to meet the wide-ranging needs of the communications cabling industry which is part of the communication technologies sector. This programme combines directed off-the-job training (classroom-based learning) with on-the-job training (work-based learning) delivered in a host company which accounts for eight weeks work placement, a critical component of the course.**

**This course is suitable for those who wish to pursue a career in the telecommunications and cabling sector and/or for those who work in the industry and would like to advance their knowledge and skills with a view to progressing their career opportunities.**

**On successful completion of this course students will have achieved a City & Guilds Certificate in Communications Cabling (Level 3). In addition, successful students will have obtained a variety of vendor approved qualifications.**



**Modules\***

- Induction
- Career Planning
- Copper fault finding and diagnostics
- Design and planning external enterprise networks
- Fibre optic cabling
- Fibre fault finding and diagnostic
- First Aid Response
- Introducing Managing Safely in Construction
- Introduction to Traffic Management
- Location of Underground Services
- Manual Handling for Workplace
- Passive optical networks
- Pole Top Rescue Training
- RTITB – MEWP – Boom Lift Cherry Picker
- RTITB - Vehicle Mounted Hydraulic Lorry Loader (HIAB)
- Safepass
- Safe working practices and behaviours
- Structured cabling and enterprise networks
- Working in Confined Spaces – Medium Risk
- Working at Heights

\*modules may be subject to change

**Progression Routes:** On successful completion of this course, students can progress directly to employment in the telecommunications industry. Alternatively, students can progress to further education and training or higher education and training courses relevant to the sector.



Being a fibre cable splicer is “the best job in the world” according to **James Mc Geoghegan**, who completed the Communication Systems Installation traineeship. He is now working with leading telecommunications company Circet creating high-speed fibre broadband connections.

Out of the class of 2022, 80% gained jobs with Circet after just under a year of training, including two months work experience. While employment with the company is not guaranteed, the skills can take you anywhere. Cable splicers are in demand across Ireland, the UK and the US. Donegal ETB equips students with globally recognised City & Guilds Certificate in Communications Cabling along with extra modules.

**“I always wanted to go into telecoms,” said James. “Within a minute of working, I saw how good this job is. You go everywhere, you see everything, you are in different places and doing different things.”**

His colleague **Craig Shaw** agrees.

**“I was able to walk into a classroom and just months later I was able to walk into work. It’s so much quicker than a college degree.”**

Craig was a plasterer by trade before deciding to change jobs during the pandemic. He enjoyed training under David Mc Groary, who has eight years of experience with Circet. For Craig, the work experience helped him realise that telecoms was a great sector to be part of.

**“That was when I realised this is the job I want to do.”**





**Entry Requirements**

**Education:** Applicants must have successfully completed the Junior Certificate or equivalent qualification. Alternatively, applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.

**Aptitude:** Good spatial aptitude, good eye/hand co-ordination and good manual dexterity required. 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:** Some weaving knowledge and experience would be beneficial but not essential to gaining access to this programme. 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.

Application process includes an interview.

**Duration:** 41 weeks

**Location:** Kilcar, Co Donegal

**Cost:** This course is free. Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.

**Contact:**

Tara McGuire  
Tel: 074 9120500

# Donegal Weaving Traineeship

**The aim of this Scottish Qualification Authority (SQA) course is to enable the student to develop knowledge, skills and competence in the area of Weaving. This course combines directed off-the-job training (classroom-based learning) and twelve weeks on-the-job training (work-based learning a minimum of thirty percent) delivered in a host company throughout the course. It is designed to enable students to achieve a Scottish Qualification Authority Certificate in Donegal Weaving at SQA Level 6 (NFQ Level 5).**

**Modules\***

- Course Induction
- Career Planning
- Design and Make a Fashion Accessory
- First Aid Response
- Manual Handling for the Workplace
- Unit 1 SQA Introduction to the Weaving Industry
- Unit 2 SQA Introduction to the Preparation for Weaving
- Unit 3 SQA Introduction to Weaving & Product Type
- Unit 4 SQA Introduction to Finishing Techniques, Processes and Products

\*modules may be subject to change

**Progression Routes:** On successful completion of this course, students can progress directly to employment in the area of Weaving. Alternatively, students can progress to further education and training relevant to the sector.





**Entry Requirements**

**Education:** Applicants must have successfully completed the Leaving Certificate or equivalent qualification. Alternatively, applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme, such as some engineering skills in a current role.

**Aptitude:** Good spatial aptitude, good eye/hand co-ordination and good manual dexterity required. 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:** Some engineering knowledge and experience would be beneficial but not essential to gaining access to this programme. 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.

Application process includes an interview.

**Duration:** 25 weeks

**Location:** Drummfries, Buncrana

**Cost:** This course is free. Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.

**Contact:**

Tara McGuire  
Tel: 074 9120500

## Engineering — Welding & Fabrication Traineeship

The aim of this City & Guilds Level 2 (NFQ Level 4) qualification is to afford students an opportunity to focus on the major disciplines within the engineering sector and gain the knowledge and skills needed to develop or build on a successful career in engineering, fabrication and welding. This course combines directed off-the-job training (classroom-based learning) and seven weeks on-the-job training (work-based learning a minimum of thirty percent) delivered in a host company throughout the course. This course will also include certification in Abrasive Wheel Mounting and Overhead Gantry Crane Operations. This programme is suitable for those looking to start or progress their career in engineering, welding or fabrication industry.

**Modules\***

- Induction
- Career Planning and Job Seeking Skills
- Fabricating Steel Work Assemblies / C&G 2850-220
- Manual Handling for the Workplace
- Mounting of Abrasive Wheel
- Overhead Gantry Crane Operations
- Principles of Engineering Technology L2 / C&G 2850-202
- Principles of Welding & Fabrication Technology L2 / C&G 2850
- Safepass
- Welding by Manual Metal Arc Process / C&G 2850-213
- Welding by MIG Process / C&G 2850-214
- Welding by TIG Process / C&G 2850 - 215
- Working in Engineering / C&G 2850-201

\*modules may be subject to change

**Progression Routes:** On successful completion of this course, students can progress directly to employment in a variety of engineering, welding or fabricating sectors. Alternatively students can progress to further education and training or seek apprenticeship opportunities in the engineering sector.

## Cathal McGee

– Donegal ETB Senior Welding Instructor  
and WorldSkills Ireland Welding Expert







Images credit: Ruth Connolly



Laura completed basic, intermediate and coded pipe welding with Donegal ETB. She had previously spent ten years working in event management in Dublin and Belfast but when she had to relocate to Donegal, she found herself unemployed and needing to work out her career direction. She never felt fulfilled with event management but knew she liked being creative and was attracted to the craft industry. She started doing some blacksmith work in West Donegal and signed up to a Basic Welding course with Donegal ETB which really confirmed her career path for her. Laura went onto complete the Intermediate and Coded Pipe welding courses.

**Laura said:** "When I look at my finished work, I get a great sense of accomplishment."

My only regret is that I didn't pursue it earlier. I knew at school that I wanted a craft career but it was considered a career for males. So I chose a female career that really didn't fit with my introverted nature. Now I feel like I've arrived. The teaching is genuinely great. The atmosphere is very supportive of women in trades. My tutors Cathal, Paul and Lewis never doubted me and the facilities are amazing. I now feel more at home with myself and I'm looking forward to progressing in the field of welding."

—  
Laura Mulkeen



Entry Requirements
<b>Education:</b> Applicants should have achieved the Basic Welding certificate along with a standard of knowledge, skill and competence equivalent to the Junior Certificate or NFQ Level 3.
<b>Aptitude:</b> Good spatial aptitude, good eye/hand co-ordination and good manual dexterity required. 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.
<b>Previous experience:</b> 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.
Application process includes an interview.
<b>Duration:</b> 17 weeks <b>Location:</b> Letterkenny Training Centre
<b>Cost:</b> This course is free. Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.
<b>Contact:</b> Tara McGuire Tel: 074 9120500

# Intermediate Welding

The aim of this course is to provide those with welding qualifications with an opportunity to advance their skills to an intermediate level while providing them with an opportunity to obtain EN certification in a range of welding tasks. The welding industry provides work opportunities locally, nationally and internationally across numerous industries.

**Modules\***

- Induction
- MMA Vertical Butt Weld / EN9606-CS12
- MIG 10mm Vertical Open Butt Weld / EN9606-CS10
- SS TIG Complete Schedule 5-2 inch pipe/ EN9606-SS04
- Aluminium TIG Weld 3mm Plate / EN9606-AL01
- TIG Complete Schedule 40/3 inch pipe/ EN9606-CS03

\*modules may be subject to change

**Progression Routes:** Welding is one of the few career choices that is in high demand, providing flexibility to switch between industries for those who wish to work at home or abroad within industries such as inspection, engineering, robotics, construction, industrial builds, ship building and repairs and pipeline installation. Graduates of this course will be able to progress directly to employment or progress to the coded pipe welding course after working in the industry for a year.

Entry Requirements
<b>Education:</b> Applicants seeking entry to the programme must have achieved a minimum of a NFQ level 5 major award or its equivalent prior to entry to the programme. Alternatively, applicants may have achieved relevant skills, knowledge and competences through work experience.
<b>Aptitude:</b> 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. Applicants should indicate an interest in securing employment in the engineering sector.
<b>Previous experience:</b> Interest or experience in an engineering discipline would be beneficial but not essential to gaining access to this programme. 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.
Application process includes an interview.
<b>Duration:</b> 49 weeks <b>Location:</b> Various locations
<b>Cost:</b> This course is free. Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.
<b>Contact:</b> Tara McGuire Tel: 074 9120500

# Marine Engineering Traineeship

This course combines City & Guilds certification in Fabrication and Welding Technology, a certificate in Leadership and Management and several sought-after industry tickets. It aims to provide entry level skills for those who seek work in a marine engineering environment, including industry specific training in health and safety requirements and enhance the employability of the participant through effective career planning and the development of transversal soft skills. It combines directed off-the-job training (classroom-based learning) with on-the-job training (work-based learning) delivered in a host company.

**Modules\***

- Abrasive Wheel
- Career Planning and Jobseeking Skills
- Computer and Online Essentials
- Contributing to Innovation and Creativity in the Workplace (ILM)
- Developing Yourself and Others Level 3 (ILM)
- Fabricating Pipework Assemblies
- Fabricating Steel Work Assemblies
- ICDL Workforce Documents
- ICDL Workforce Spreadsheets
- Induction
- Managing Workplace Projects
- Manual Handling for the Workplace
- NMCI Elementary First Aid
- NMCI Personal Survival Techniques
- Overhead Gantry Crane Training
- Principles of Engineering Technology
- Principles of Fabrication and Welding Technology
- RTITB Forklift Counterbalance Operator Certificate
- RTITB MEWP Boom-Lift Cherry Picker
- SafePass
- Safety and Responsibility around Electrics
- Solving Problems and Making Decisions
- Understand the Communication Process in the Workplace

\*modules may be subject to change



**Modules cont\***

- Understand how to manage the efficient use of materials and equipment (ILM)
- Understanding sustainability and environmental issues in an organisation (ILM)
- Using and Interpreting Engineering Data and Documentation
- Welding by MIG Process
- Welding by TIG Process
- Working in Engineering
- Working at Heights
- Working in Low Risk Confined Spaces

\*modules may be subject to change

**Progression Routes:** On successful completion of this course, graduates can progress directly to employment in a variety of roles within the engineering and marine sector. Alternatively, students can progress to further education and training or higher education and training courses relevant to the sector.



# 8.8

## Hair and Beauty





Entry Requirements

**Education:** Applicants should have Leaving Certificate or Leaving Certificate Applied with Biology or another relevant science subject or have previously achieved the ITEC / CIBTAC module in the Beauty Therapy field.

**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 command of the English language is required.

**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. Previous experience in a salon is advantageous.

Application process includes an interview.

**Duration:** 47 weeks  
**Location:** Gaoth Dobhair

**Cost:** This course is free. Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable. There is a small cost for the purchase of make-up brushes and kit along with uniform costs. Where a student is eligible for a training allowance the cost can be deducted from the student's weekly allowance..

**Contact:**  
Tara McGuire  
Tel: 074 9120500

# Beauty Specialist Traineeship

**This programme is ideal for candidates who are interested in the Beauty Therapy sector and wish to pursue a career in this area. The ITEC Beauty Therapy Awards listed in this programme are vocational qualifications recognised by the Office of Qualifications and Examinations Regulation (Ofqual) within the UK Qualifications and Credit Framework. They focus on a range of practical skills and underpinning knowledge required in the Beauty Therapy Industry.**

**The aim of this training programme is to enable students to acquire the skills, knowledge, and attitudes to work effectively as a beauty therapist. The programme aims to enable the student through practical experience to integrate the theoretical and practical aspects of working in the beauty industry.**

**The main aim of the VTCT (ITEC) Level 2 Diploma is to enable students to gain the necessary practical and theoretical skills in order to provide beauty specialist treatments to the general public and to gain employment in the beauty therapy industry.**

**This course is designed to provide occupational competence at Level 2 (NFQ L4) and Level 3 (NFQ L5) in additional areas such as Holistic Massage, Indian Head Massage, Gel Polish Techniques, Thermal Auricular Therapy, Intimate Waxing for Female Clients and Eyelash Extensions, thereby offering a core qualification and additional training in services within the wider beauty services industry. This course combines directed off-the-job training (classroom-based learning) with on-the-job training (work-based learning, a minimum of thirty percent) delivered in a host company throughout the course.**

Modules\*

- Anatomy and Physiology
- Apply Light Cured Polish
- Apply Individual Permanent Lashes
- Career Planning and Job Seeking Skills
- Client Care and Communications in Beauty Related Industries
- Holistic Massage
- Indian Head Massage
- Induction
- Intimate Waxing for Female Clients
- Manicure and Pedicure
- Make-Up
- Monitor and Maintain Health and Safety practice in a Salon
- Professional Conduct and Business Awareness
- Provide Therma Auricular Therapy
- Skincare and Eye Treatments
- Waxing
- Working in Beauty related industries

\*modules may be subject to change

**Progression Routes:** On successful completion of this course students will have achieved seven ITEC qualifications which are globally recognised as the leading qualification for Beauty Therapists. Students will be able to gain employment in the beauty therapy industry providing beauty specialist treatments to the general public. They will be able to find employment in a variety of areas including beauty salons, complimentary therapies, makeup artist, nail technician, health clubs, spas, cruise liners or own business.







Having decided to change careers, I've found the beauty therapist course to be so interesting with hands-on practice and the chance to experience working in the industry. It's been an invaluable experience as well as great craic.

—  
**Sharon Doherty**

I dropped out of school in 5th year prior to the Leaving Cert and I started the Youthreach Programme in Gortahork. The staff were really supportive and I completed two years in Youthreach. They helped me to identify a career path that I wanted to pursue and I set my sights on the Beauty Therapist traineeship which was also offered by Donegal ETB. I put my head down and started preparing for the interview and I secured a place on the course - I was really excited and nervous also as I am dyslexic. I had concerns to begin with about the volume of work and was aware it would be challenging, as it wasn't all about make-up. There was a lot of science and biology elements and I found the course to be very intense, but the tutors were always supportive and I was really enjoying the course so I concentrated and worked hard. I have a wee boy so a full-time course along with family commitments meant I had to focus and work round a routine; I had great family support so I was able to fully commit to my studies - it was challenging but it really paid off. I found the work placement really valuable as it was great to put into practice all we were learning in the classroom, theory and practical classes, and it really helped to build confidence too. I secured a job within two or three weeks after the course finished in Genesis Skin Care and Laser Clinic and I am still working there two years on. I would really recommend the course to anyone who has an interest. No matter what your interest I would strongly encourage others to get in touch with Donegal ETB, it was a fantastic experience for me and to top it all off I have a job that I really love and enjoy.

—  
**Maria Woods**

“

I have thoroughly enjoyed every part of the beauty therapist course, both the theory and the practical elements. The work experience was also an excellent opportunity to gain experience and build confidence.

—  
**Ciara McShea**



**Entry Requirements**

**Education:** Applicants should have a standard of knowledge, skill and competence equivalent to NFQ 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. Applicants must pass a colour vision test.

**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. Work experience in the industry is desirable.

Application process includes an interview.

**Duration:** 40 weeks

**Location:** Letterkenny (ETB Training Centre)

**Cost:** This course is free but students will be expected to purchase uniforms for this course. Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.

**Contact:**

Tara McGuire  
Tel: 074 9120500

## Hairdressing (Women and Men's Hairdressing) Traineeship

This course has been designed in conjunction with local hairdressing companies across the county to ensure that students are provided with up to date knowledge, skills and competences to secure a career in the hairdressing industry. Students will study and practice a range of aspects relating to women's and men's hairdressing tailored to meet the needs of the industry. Work experience forms an integral part of this course, as it combines directed off-the-job training (classroom-based learning) with on-the-job training (work-based learning, a minimum of thirty percent) delivered in a host company throughout the course. This provides the student with an opportunity to build key skills and experience the professional nature of the industry to ensure the student has an excellent insight into the sector in which they wish to pursue a career.

**Modules\***

- Client Consultation for Hair Services
- Colour and Lightening Hair
- Cut Men's Hair
- Cut Women's Hair
- Follow Health and Safety Practice in the Salon
- Promote Products and Services to Clients in a Salon
- Shampoo and Condition the Hair and Scalp
- The Art of Dressing Hair
- Perm and Neutralise hair
- Salon Reception Duties

\*modules may be subject to change

**Progression Routes:** Graduates of this course can progress directly to employment in the hairdressing industry. Students who successfully complete this course often secure positions as junior hair stylists or sales representatives for hairdressing products or obtain employment opportunities in the travel/tourism industry. Other opportunities include employment opportunities on cruise liners and with airlines in the travel industry.





# 8.9

## Health & Social Care



### 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 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:**  
FET Centre, Milford  
Tel: 074 9153194

## Essential Health Care 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
- Care Skills
- Communications
- Infection Prevention & Control
- Safety & Health at Work
- Work Experience

\*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.



Entry Requirements
<b>Education:</b> Applicants must have successfully completed the Leaving Certificate/Leaving Certificate Applied/Leaving Certificate Vocational Programme Examination or QQI Level 4. Alternatively, applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.
<b>Aptitude:</b> 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.
<b>Previous experience:</b> 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.
Application process includes an interview and Garda vetting.
<b>Duration:</b> One academic year <b>Location:</b> Letterkenny (Errigal College)
<b>Cost:</b> <b>Cost:</b> PLC courses are subject to an exam fee of €50.00.  <b>The following categories of participants are exempt from paying the €50.00 QQI exam fee:</b> <ul style="list-style-type: none"><li>— Full medical card holders in their own right and their dependent children</li><li>— Those who are eligible under the student grant scheme</li><li>— Those in receipt of the Back to Education Allowance (BTEA)</li></ul> <b>All applicants (medical and non-medical card holders) are also required to pay a registration fee of €100.00.</b>
<b>Contact:</b> Michelle O'Reilly Tel: 074 9121047

# Health Service Skills

This one year QQI Level 5 major award course is designed for students interested in acquiring knowledge, developing skills, and an overall competence to work in providing health care support in a variety of healthcare settings. These can include health care assistant, home help, working with people in a hospital, respite care, social care, community development or residential setting. It is also for those interested in progressing to further and/or higher education and training in different fields in this area. This course provides students with an understanding of healthcare worker needs and caring skills to work with individuals and groups. Work experience is an essential part of the course and Erasmus+ work placement opportunities may be available in Europe.

**Modules\***

- Anatomy & Physiology
- Care Support
- Communications
- Human Growth & Development
- Infection Prevention & Control
- Nursing Theory & Practice
- Personal Professional Development
- Safety and Health at Work
- Work Experience

\*modules may be subject to change

**Progression Routes:** Graduates of this course are eligible to apply through the CAO and/or the Higher Education Links Scheme for entry into year one of a range of higher certificate or degree programmes at universities or further study in Northern Ireland. Donegal ETB PLC students have the highest rate of progression from PLC to third level out of all PLC students in the country. Alternatively, students may progress directly to employment in this sector following successful completion.

Entry Requirements
<b>Education:</b> Applicants must have successfully completed the Leaving Certificate/Leaving Certificate Applied/Leaving Certificate Vocational Programme Examination or QQI Level 4. Alternatively, applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.
<b>Aptitude:</b> 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 communication and interpersonal skills are essential, including verbal and written command of the English language.
<b>Previous experience:</b> 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.
Application process includes an interview and Garda vetting.
<b>Duration:</b> 45 weeks <b>Location:</b> Various locations (Letterkenny/ Gaoth Dobhair/ Buncrana/Donegal Town)
<b>Cost:</b> This course is free. Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.
<b>Contact:</b> Tara McGuire Tel: 074 9120500

# Healthcare Support Traineeship

This course was developed with industry to provide those who are seeking a career in the healthcare sector with the knowledge, skills and competence to work in a variety of healthcare settings to include: health care assistant, home help, working with people in a hospital, respite care, social care, community development or residential setting to name a few. This course is suitable for students who are passionate about providing care, the purpose of the course is to provide students with a clear understanding of the academic requirements, personal qualities and characteristics necessary for a successful career in the healthcare sector. The course combines directed off-the-job training (classroom-based learning) with on-the-job work based training (work-based learning, a minimum of thirty percent) delivered in a host company throughout the course. The wide range of modules are carefully selected to ensure that the student obtains the Major Award at QQI Level 5 along with an extended work experience of ten weeks in duration. The course also prepares students for interviews and career progression along with enhancing studies skills should the student wish to progress to degree courses.

**Modules\***

- Anatomy & Physiology
- Career Planning and Job Seeking Skills
- Care of the Older Person
- Care Support
- Care Skills
- Communications
- First Aid Response
- Human Growth & Development
- Induction
- Infection Prevention & Control
- Patient Handling
- Safety & Health at Work
- Work Practice Healthcare

\*modules may be subject to change

**Progression Routes:** Graduates of this course can progress directly to employment in a range of health care support settings or progress to further and higher education courses. Graduates of this course are eligible to apply through the CAO and/or the Higher Education Links Scheme for entry into year one of a range of higher certificate or degree programmes universities or further study in Northern Ireland.



Entry Requirements
<b>Education:</b> Applicants must have successfully completed the Leaving Certificate, including Leaving Certificate Applied or equivalent qualification at QQI Level 5. Where an applicant does not have a Leaving Certificate or Level 5 qualification, they will have the opportunity to demonstrate their readiness for the course in an interview.
<b>Aptitude:</b> 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.
<b>Previous experience:</b> Applicants must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the course and be able to exercise initiative and independence when carrying out course activities.
Application process includes an interview and Garda vetting.
<b>Duration:</b> 1 academic year <b>Location:</b> Letterkenny
<b>Cost:</b> PLC courses are subject to an exam fee of €50.00.  <b>The following categories of participants are exempt from paying the €50.00 QQI exam fee:</b> <ul style="list-style-type: none"><li>— Full medical card holders in their own right and their dependent children</li><li>— Those who are eligible under the student grant scheme</li><li>— Those in receipt of the Back to Education Allowance (BTEA)</li></ul> <b><u>All applicants (medical and non-medical card holders) are also required to pay a registration fee of €100.00.</u></b>
<b>Contact:</b> Michelle O'Reilly Tel: 074 9121047

# Inclusive Education and Training

**This one-year QQI Level 6 course aims to enable the student to acquire the knowledge, skills and competence to design, promote and implement best practice in inclusive education in a range of contexts and settings and or to progress to further higher education and training. Work experience is an essential part of the course and Erasmus+ work placement opportunities may be available in Europe.**

**Modules\***

- Differentiated Learning and Instruction
- Disability Awareness
- Health Promotion
- Inclusive Education and Practice
- Mental Health Awareness
- Special Needs Assisting
- Team Leadership
- Work Experience

\*modules may be subject to change

**Progression Routes:** On successful completion of this course, graduates may progress to work in inclusive education settings including special needs assisting. Alternatively, students can progress onto further education courses with Donegal ETB, or are eligible to apply through the CAO and/or the Higher Education Links Scheme for entry into year one of a range of higher certificate or degree programmes at universities.

Entry Requirements
<b>Education:</b> Applicants should have Leaving Certificate or Leaving Certificate Applied or LCVP. Alternatively, applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.
<b>Aptitude:</b> 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.
<b>Previous experience:</b> 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.
Application process includes an interview and Garda vetting.
<b>Duration:</b> 44 weeks <b>Location:</b> Various locations
<b>Cost:</b> <u>This course is free.</u> Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.
<b>Contact:</b> Tara McGuire Tel: 074 9120500

# Intellectual Disability Practice Traineeship

**The purpose of this QQI Level 5 major award course is to enable students to acquire the knowledge, skills and competence to enable individuals with an intellectual disability to reach their full potential and live the lives of their choice. This course is suitable for students who are passionate about working with individuals with an intellectual disability. The course is diverse and will allow students to pursue a career path working with either children or adults with additional needs. Students studying this course will acquire the knowledge, skills and competence to work independently and under supervision in a variety of settings. The course includes a wide range of modules carefully selected to meet the requirements for a major award at QQI Level 5. Work placement is an important element of the course which combines directed off-the-job training (classroom-based learning) and on-the-job training (work-based learning, a minimum of thirty percent) delivered in a host company throughout the course allowing the student to experience at first hand the real life working environment while providing a unique insight to the diverse range of jobs available in this sector.**

**Modules\***

- Challenging Behaviour
- Community Inclusion
- Empowering the Individual
- Facilitating Learning
- First Aid Response
- Intellectual Disability Studies
- Special Needs Assisting
- Team Working
- Understanding Special Needs
- Work Practice

\*modules may be subject to change

**Progression Routes:** Graduates of this course can progress directly to employment in settings with children, young people with special needs or progress to further and higher education courses. Graduates of this course are eligible to apply through the CAO and/or the Higher Education Links Scheme for entry into year one of a range of higher certificate or degree programmes at universities or further study in Northern Ireland.



**Entry Requirements**

**Education:** Applicants must have successfully completed the Leaving Certificate/Leaving Certificate Applied/Leaving Certificate Vocational Programme Examination or QQI Level 4. Alternatively, 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. 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.

Application process includes an interview and Garda vetting.

**Duration:** One academic year  
**Location:** Killybegs  
(St. Catherine's Vocational School)

**Cost:** PLC courses are subject to an exam fee of €50.00.

The following categories of participants are exempt from paying the €50.00 QQI exam fee:

- Full medical card holders in their own right and their dependent children
- Those who are eligible under the student grant scheme
- Those in receipt of the Back to Education Allowance (BTEA)

All applicants (medical and non-medical card holders) are also required to pay a registration fee of €100.00.

**Contact:**  
Sharon Stevenson  
Tel: 074 9731491

## Nursing Studies

This QQI Level 5 major award course is suitable for students who are considering a career in all aspects of nursing. The purpose of the course is to provide students with a clear understanding of the academic requirements and personal attributes required to pursue a career in the nursing sector. Students studying this course will acquire the knowledge, skills and competence to work under supervision in a variety of healthcare settings. Work placement is an important element of the course and will allow students to experience at first hand the real life working environment while providing a unique insight to the diverse nature of the nursing and healthcare sector.

**Modules\***

- Anatomy & Physiology
- Care of the Older Person
- Care Skills
- Communications
- Human Growth & Development
- Infection Control & Prevention
- Nursing Theory & Practice
- Work Experience

\*modules may be subject to change

**Progression Routes:** Graduates of this course are eligible to apply through the CAO and/or the Higher Education Links Scheme for entry into year one of a range of higher certificate or degree programmes at universities or further study in Northern Ireland. Donegal ETB PLC students have the highest rate of progression from PLC to third level out of all PLC students in the country.

# 8.10

## Horticulture





Entry Requirements

**Education:** Applicants seeking entry to the programme must have achieved a minimum of a NFQ level 3 major award or its equivalent prior to entry to the programme. Alternatively, applicants may have achieved relevant skills, knowledge and competences through work experience.

**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:** Interest or experience in horticulture would be beneficial but not essential to gaining access to this programme. 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.

Application process includes an interview.

**Duration:** 29 weeks  
**Location:** Letterkenny (ETB Training Centre)

**Cost:** This course is free. Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.

**Contact:**  
Tara McGuire  
Tel: 074 9120500

# Horticulture Traineeship

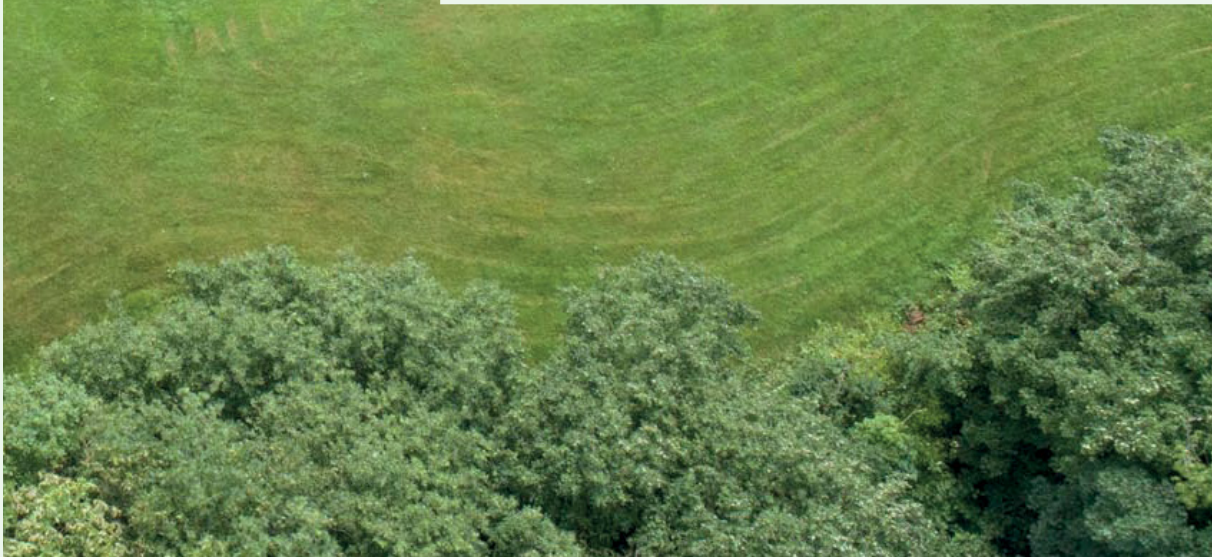
**The aim of this City and Guilds Level 3 90 Credit Diploma in Horticulture is to meet the needs of students in a centre-based environment who may wish to work within the horticultural industry or progress to further learning and/or training. This qualification allows learners to develop underpinning knowledge whilst practising skills that could be used within employment in the horticulture industry. This course combines directed off-the-job training (in centre), industry based certification and nine weeks on-the-job training (work placement) delivered in a host company.**

Modules\*

- Basic Chainsaw Training
- Career Planning
- Induction
- Manual Handling
- Pesticide and Sprayer Training
- Safepass
- Understand and Carry Out Identification, Planting and Care of Trees
- Undertake and Review Work Experience in the Land-based Industries
- Undertake Identification, Selection and Use of Ornamental Plants
- Understand the Principles of Advanced Horticulture Science
- Understand the Principles of Organic Crop Production
- Understand the Principles of Plant Science
- Understand the Principles and Practices of Landscape and Garden Design
- Understand the Principles of Soil Science
- Understand the Principles and Identify the Signs of Pests and Diseases of Trees
- Undertake Tree and Shrub Pruning and Maintenance

\*modules may be subject to change

**Progression Routes:** On successful completion of this course, students can progress directly to employment in the horticulture industry. Alternatively, students can progress to further education and training or higher education and training courses relevant to the sector.





# 8.11

## IT & Computing



### Entry Requirements

**Education:** Minimum Statutory school leaving age. Applicants seeking entry to the programme must have achieved a minimum of a NFQ level 3 major award or its equivalent prior to entry to the programme. Alternatively, applicants may have achieved relevant skills, knowledge and competences through work experience.

**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:** Some I.T. knowledge and experience would be beneficial but not essential to gaining access to this programme. 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.

Application process includes an aptitude test and interview.

**Duration:** 33 weeks  
**Location:** Letterkenny

**Cost:** This course is free. Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.

**Contact:**  
Tara McGuire  
Tel: 074 9120500

## Data Science Traineeship

The aim of this training is to provide students with entry level skills within the financial technology sector in databases, data analytics, programming and project management. The course will focus on developing skills and processes required to interpret large amounts of data from a variety of types of data to assist in decision making and drive business forward. The programme content integrates City & Guilds unit certification at Level 3 (NFQ L5) with industry certification from ICDL, Microsoft and the British Computer Society, to provide a holistic introduction to business programming and analytics and provide an industry-based perspective on decision making using data. This course includes eight weeks of work placement as a critical component of the Traineeship.

### Modules\*

- Career Planning and Job Seeking Skills
- Creating a Procedural Computer Programme
- Course Induction
- Data Analytics Foundations
- Developing Software using SQL
- ICDL Insights - Big Data
- ICDL Workforce - Spreadsheets
- Information Technologist Database
- Power BI Data Analyst
- Principles of ICT systems and Data Security

\*modules may be subject to change

**Progression Routes:** On successful completion of this course, students can progress directly to employment in the area of Data Science. Alternatively, students can progress to Further Education and Training or Higher Education and Training courses relevant to the sector.



Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skills and competence equivalent to NFQ Level 4 when accessing a Level 5 programme. It is essential that applicants have a current ICDL achieved within the last three years.
<b>Aptitude:</b> 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.
<b>Previous experience:</b> 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. It is essential that applicants have an understanding and previous experience in ICT to access this programme.
<b>Eligibility:</b> Participants must be in receipt of a qualifying social welfare payment or signing for credits and have been unemployed 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. Applicants must be 18+ years of age.
Application process includes an interview.
<b>Duration:</b> 1 academic year (academic terms) <b>Location:</b> Letterkenny (FET Centre, Port Road)
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Áine McLaughlin Tel: 074 9161581

# Digital Office Administration

**This is a one-year course, leading to a City & Guilds Level 3 Certificate (NFQ Level 5) for IT Users. Computer productivity is supported on this course by undertaking the Microsoft Office Specialist programme (MOS) as part of the overall qualification allowing students to gain two qualifications on successful completion. This course is equivalent to a Level 5 major award in ICT.**

**Modules\***

- Computerised Accounting Software 3 (Level 3)
- Desktop Publishing Software 3 (Level 3)
- Developing Personal and Team Effectiveness Using IT
- Excel (Excel and Excel 2019)
- Improving Productivity Using IT 3 (Level 3)
- Outlook (Outlook and Outlook 2019)
- PowerPoint (PowerPoint and PowerPoint 2019)
- Word (Word and Word 2019)

\*modules may be subject to change

**Progression Routes:** On successful completion of this course, students may progress to employment in a variety of related business and administrative sector roles in a wide range of organisation types. Graduates may also progress onto further education courses with Donegal ETB, or to a third level course.

Entry Requirements
<b>Education:</b> Applicants will be expected to demonstrate a standard of knowledge, skills and competence equivalent to NFQ Level 3 when accessing a Level 4 programme.
<b>Aptitude:</b> Applicants must have the 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.
<b>Previous experience:</b> 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.
<b>Eligibility:</b> Participants must be in receipt of a qualifying social welfare payment or signing for credits and have been unemployed 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. Applicants must be 18+ years of age.
Application process includes an interview.
<b>Duration:</b> 1 year (academic terms) <b>Location:</b> Letterkenny (FET Centre, Port Road)
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Áine McLaughlin Tel: 074 9161581

# Digital Office Skills

**This course is designed to provide students with a qualification that is ideal for those with little experience in ICT and can aid progress to further education and training or employment. Office productivity is supported on this course by undertaking five ICDL modules as part of the overall qualification allowing students to gain two qualifications on successful completion. This course is equivalent to a Level 4 Major award in ICT.**

**Modules\***

- Computer and Online Essentials
- Data Protection
- Desktop Publishing Software 2
- Developing Personal and Team Effectiveness using IT
- Documents
- Improving Productivity using IT Level 2
- IT Security for Users 2
- ITQ Computerised Accounting Software Level 2
- Spreadsheets
- Presentation
- Using a Computer Keyboard
- Using Email Level 1

\*modules may be subject to change

**Progression Routes:** On successful completion of this course, students may progress to employment in a variety of related business and administrative sector roles in a wide range of organisation types. Graduates may also progress onto further education courses with Donegal ETB, or to a third level course.



<b>Entry Requirements</b>
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.
<b>Aptitude:</b> 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.
<b>Previous experience:</b> 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.
<b>Eligibility:</b> Participants must be in receipt of a qualifying social welfare payment or signing for credits and have been unemployed 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.
<b>Duration:</b> 41 weeks (academic terms) <b>Location:</b> Donegal Town (Drumcliff FET Centre), Buncrana
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Donegal Town Caroline Ann Gillespie Tel: 074 9721705  Buncrana, Elaine Devlin Tel: 074 93 62466

# e-Business with Digital Marketing

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\*\*
- Communications
- Digital Marketing\*\*
- E-Business
- Payroll Manual and Computerised
- Personal and Professional Development\*\*
- The Internet
- Spreadsheets Methods\*\*\*
- Web Authoring
- Wordprocessing\*\*\*
- Work Experience

\*modules may be subject to change

\*\*Donegal Town only

\*\*\* Buncrana only

**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 universities or further study in Northern Ireland..

<b>Entry Requirements</b>
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.
<b>Aptitude:</b> An initial assessment of each applicant will be made before the start of the course. 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.
<b>Previous experience:</b> 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.
Application process includes an interview.
<b>Duration:</b> 35 weeks <b>Location:</b> Letterkenny
<b>Cost:</b> <u>This course is free.</u> Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.
<b>Contact:</b> Tara McGuire Tel: 074 9120500

# Introduction to Software Development

This City and Guilds (C&G) course has been designed to equip candidates who are interested in pursuing a career in the IT sector in entry level positions in areas such as system analysts, system support technician, web designer or software developer. This course will give candidates an opportunity to build on their skills and knowledge with opportunities to progress to further education in this field.

**Modules\***

- Creating an Object Orientated Computer Program
- Creating a Procedural Computer Program
- Customer Support Provision
- Fundamentals of Database Administration
- HTML5 Application Development Fundamentals
- Induction
- Information Technologist - Database
- Information Technologist - HTML5 and CSS
- Principals of ICT Systems and Data Security

\*modules may be subject to change

**Progression Routes:** Graduates of this course can progress to further or higher education and/or directly to employment in arrange of IT or software roles.



Entry Requirements
<b>Education:</b> No formal education requirements. Some ICT knowledge and experience would be beneficial but not essential to gaining access to this course.
<b>Aptitude:</b> Applicants should have an interest in information technology and be interested in progressing within the IT application sector. Applicants should have the ability to take initiative for their own learning in a facilitated learning environment and be able to set individual learning goals. Good communication and numeracy skills required.
<b>Previous experience:</b> Applicants should have some previous knowledge in using computers and familiarity with the internet and email.
Application process includes an interview.
<b>Duration:</b> From 5–51 weeks, depending on modules taken <b>Location:</b> Buncrana and Letterkenny
<b>Cost:</b> <u>This course is free.</u> Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.
<b>Contact:</b> Tara McGuire Tel: 074 9120500

# Multimedia

The aim of this course is to enable students to choose various IT modules within office productivity, software development and IT maintenance, security and network support at an introductory/associate level within a blended learning environment. It is a flexible course which allows the student and the tutor to develop a personal learning plan based on the individual students needs and requirements. The course can last as little as five weeks or continue up to fifty-one weeks depending on the student’s unique learning plan and career progression route. Learning will be facilitated with tutor workshops, demonstrations and online learning resources in a self-directed student-focused environment.

**Modules\***

There are over fifty modules to choose from depending on the student’s individual learning plan and chosen career path. A sample of these include:

- CompTIA A+ Core Series
- ICDL Advanced Word Processing
- ICDL Advanced Spreadsheets
- ICDL Online Collaborations
- ICDL Online Essentials
- ICDL Web Editing
- Microsoft Access
- Microsoft PowerPoint
- Microsoft Word Core
- Microsoft Office Specialist (MOS)

\*modules may be subject to change

**Progression Routes:** This course will improve students IT skills which will allow them to progress directly into employment or alternative further education and training courses with Donegal ETB or with other providers. Some examples of progression may include office productivity, software tester and software developer.

Entry Requirements
<b>Education:</b> Applicants seeking entry to the programme must have achieved a minimum of a NFQ level 3 major award or its equivalent prior to entry to the programme. Alternatively, applicants may have achieved relevant skills, knowledge and competences through work experience.
<b>Aptitude:</b> 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.
<b>Previous experience:</b> Some programming or I.T. knowledge and experience would be beneficial but not essential to gaining access to this programme. 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.
Application process includes an aptitude test and interview.
<b>Duration:</b> 54 weeks <b>Location:</b> Letterkenny
<b>Cost:</b> <u>This course is free.</u> Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.
<b>Contact:</b> Tara McGuire Tel: 074 9120500

# Software Technologist Traineeship

The aim of this industry certification and City & Guilds course is to enable the student to develop knowledge, skills and competence in the area of Software Development and to work independently under supervision in a range of key areas in this industry. Students participating on this course will develop key skills in programming and coding using a variety of coding languages to include Phyton, Java, HTML text, CSS and C#. This course combines directed off-the-job training (classroom-based learning) and twelve weeks on-the-job training (work-based learning, a minimum of thirty percent) delivered in a host company throughout the course. It is designed to enable students to achieve a variety of City and Guilds Award & Industry Certification.

**Modules\***

- ASP.NET CORE 2.2 MVC
- Career Planning
- Course Induction
- Creating an Event Driven Computer Program Level 2
- Creating an Object Oriented Computer Program Level 3
- Information Technologist - Databases
- Information Technologist - HTML5 Application & CSS
- Information Technologist - Java
- Information Technologist - Python
- ISTQB® Certified Tester - Foundation Level (ISQI Certified – Manual Testing)

\*modules may be subject to change

**Progression Routes:** On successful completion of this course, students can progress directly to employment in the Software Development industry. Alternatively, students can progress to further education and training or higher education and training courses relevant to the sector.



# 8.12

## Sport, Recreation & Fitness



### Entry Requirements

**Education:** Applicants should have a Junior Certificate or equivalent with relevant experience, while mature applicants should have relevant life experience.

**Aptitude:** Applicants must have an aptitude for, and demonstrate a keen interest in this field by active participation in regular sports or outdoor recreational pursuits. An aptitude for working with various types of individuals/groups is also necessary, demonstrated by work in the community or within the sporting arena.

**Previous experience:** Applicants must be able to demonstrate experience or interest within sports/ outdoor recreation activities such as membership of a club, any leadership roles within industry or own time looked upon favourably e.g. Scout Leader etc.

Application process includes an interview.

**Duration:** 47 weeks

**Location:** Gartan Outdoor Education Centre, Churchill, Letterkenny

**Cost:** This course is free. Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable. There is a small cost for the purchase of personal equipment. Where a student is eligible for a training allowance, the cost can be deducted from the student's weekly allowance.

### Contact:

Tara McGuire  
Tel: 074 9120500

## Outdoor Activity Instructor Traineeship

This major award course has been designed to provide the student with the skills and related knowledge in outdoor activities to operate as instructors with a particular emphasis on water based sports. The course will help students to develop the aptitudes, confidence and job seeking skills needed to obtain employment in the outdoor recreational industry. The course combines a number of industry recognised qualifications which are highly sought after in the outdoor activity industry. Former students of this course have secured employment opportunities nationally and internationally throughout Ireland, mainland Europe, America, Australia and beyond, while other students have progressed to self-employment. Work placement is an important element of this course where students will have the opportunity to develop their skills in a real live working environment; it combines directed off-the-job training (classroom-based learning) and on-the-job training (work-based learning, a minimum of thirty percent) delivered in a host company throughout the course.

### Modules\*

- Induction
- Career Planning and Job Seeking Skills
- Child Welfare and Protection in Sport
- Dinghy Instructor
- First Aid Response
- Go Windsurfing
- ISA Basic Skills - Small Boat Sailing Scheme
- ISA Small Boat Sailing Scheme - Improving Skills
- Kayaking Skills
- Kayaking Instructor
- Mountain Skill Certificate
- National Powerboat Certificate
- Safeguarding 1 Certificate
- Windsurfing Instructor

\*modules may be subject to change

**Progression Routes:** Graduate of this course can progress directly to employment as an outdoor activity instructor in the public or private sectors. Alternatively, they may progress to further education and training courses with Donegal ETB or with other providers.



Entry Requirements
<b>Education:</b> Applicants seeking entry to this programme must hold a valid Canoeing Ireland Kayaking Level 1 Instructor qualification. Along with a logbook detailing relevant experience gained since completing all qualifications.
<b>Aptitude:</b> This course is ideal for individuals currently working on a seasonal / part-time / casual basis in the outdoor education sector or adventure sports industry but are unable to secure employment beyond the busy season (May to October). 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.
<b>Previous experience:</b> Possess the relevant prerequisites along with a logbook detailing relevant experience.
Application process includes an interview.
<b>Duration:</b> 24 weeks <b>Location:</b> Gartan Outdoor Education and Training Centre
<b>Cost:</b> <u>This course is free.</u> Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.
<b>Contact:</b> Tara McGuire Tel: 074 9120500

# Upskilling in Paddlesports with Trail Cycle Leader

This course aims to give entry level instructors employed in a seasonal capacity the opportunity to upskill to more advanced levels in Kayaking, as well as qualifications in Stand Up Paddleboarding and Mountain Biking (Trail Cycle Leader). The majority of people employed within the Outdoor Education, Adventure Sport and Adventure Tourism sectors have entry level skills qualifications and may not have advanced to Level 3 instructor or higher in their chosen Adventure Sport disciplines. Additionally, at the initial instructor level, the workforce is generally seasonal, gaining employment from Spring to early Autumn with a lay off period during late Autumn and Winter, which is the delivery period of the course.

**Modules\***

- Adventure Activities
- Career Planning and Job Seeking Skills
- Child Welfare and Protection in Sport
- Induction
- Level 2 Kayak Instructor
- Level 3 Sea Kayak Instructor Training
- Level 4 Sea Kayak Skills Training and Assessment
- Rescue Emergency Care Level 3
- River Safety and Rescue Level 2
- Stand Up Paddleboard Instructor
- Trail Cycle Leader

\*modules may be subject to change

**Progression Routes:** Individuals who gain a broader qualification base and/ or a higher level of qualification within a specific Adventure Sport may avail of longer periods of seasonal employment and/or progress toward delivery of National Governing Body courses during the winter months. Students can progress directly to employment in the outdoor and adventure industry. Alternatively, students can progress to further education and training or higher education and training courses relevant to the sector.

Entry Requirements
<b>Education:</b> Applicants must have successfully completed the Leaving Certificate/Leaving Certificate Applied/Leaving Certificate Vocational Programme Examination or QQI Level 4. Alternatively, applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.
<b>Aptitude:</b> 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.
<b>Previous experience:</b> 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.
Application process includes an interview.
<b>Duration:</b> One academic year <b>Location:</b> Stranorlar (Finn Valley College)
<b>Cost:</b> PLC courses are subject to an exam fee of €50.00.  <b>The following categories of participants are exempt from paying the €50.00 QQI exam fee:</b> <ul style="list-style-type: none"><li>— Full medical card holders in their own right and their dependent children</li><li>— Those who are eligible under the student grant scheme</li><li>— Those in receipt of the Back to Education Allowance (BTEA)</li></ul> <b>All applicants (medical and non-medical card holders) are also required to pay a registration fee of €100.00.</b>
<b>Contact:</b> Kathleen Boland Tel: 074 9131684

# Sports, Recreation & Exercise

The aim of this QQI Level 5 major award course is to enable the student to acquire the knowledge, skill and competences to work in the rapidly expanding sports and leisure industries. Students will acquire understanding of physical fitness and sports both practically (FAI, GAA, BI Coaching) and theoretically.

**Modules\***

- Basketball Coaching
- Communications
- Exercise & Fitness
- GAA Coaching
- Nutrition
- Soccer Coaching
- Sport & Recreation Studies
- Word Processing
- Work Experience

\*modules may be subject to change

**Progression Routes:** Graduates of this course are eligible to apply through the CAO and/or the Higher Education Links Scheme for entry into year one of a range of higher certificate or degree programmes at universities or further study in Northern Ireland. Donegal ETB PLC students have the highest rate of progression from PLC to third level out of all PLC students in the country. Alternatively, students may progress directly to employment in this sector following successful completion.



Entry Requirements

**Education:** Junior Certificate Level or equivalent with a Pass in English.

**Aptitude:** Applicants should have a Junior Cert standard of literacy and mathematics. Basic computer literacy (Word, Email, and Internet Proficiency) is preferred. Good communication skills and a good ability for teamwork are also required along with an outgoing, demonstrative, cheerful personality. Good level of personal fitness and a strong swimming ability are needed (a swimming test prior to interview for programme requires 400m in under 9 minutes).

**Previous experience:** Applicants should have experience of team-based outdoor pursuits such as Scouting, Guides, Gaisce Award. Experience of surfing, swimming, membership of sports clubs, teams is preferred, as is experience of working with youth groups such as Neighbourhood Youth Projects, Foróige or summer camps.

Application process includes an interview.

**Duration:** 27 weeks  
**Location:** Bundoran

**Cost:** This course is free. There is a small cost for student personal equipment. Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.

**Contact:**  
Tara McGuire  
Tel: 074 9120500

# Surf Instructor and Beach Lifeguard

The aim of this course is to train students to become outdoor instructors, with recognised qualifications in Surf Instruction, Beach Life-guarding and Aquatic First Aid. The course will develop students to become instructors, to deliver surfing and adventure activities so that they are employable and competent in this area while also improve their personal effectiveness and job seeking skills so as to enable them to obtain or retain employment in the outdoor activities sector. Upon successful completion of this course, the student will receive a number of highly recognised and sought after industry qualifications to include:

- Irish Surf Association (ISA) Level 1 Surf Instructor
- Beach Lifeguard Assessment and Qualification Royal Lifesaving Society (RLSS) National Beach Lifeguard Qualification
- Aquatic First Aid and Cardiac First Response PHECC (Pre-hospital Emergency Care Council)

Modules\*

- Adventure Activities
- Aquatic First Aid & Emergency First Aid (AFA)
- Career Planning & Job Seeking Skills
- Child Welfare and Protection In Sport
- Induction
- Irish Water Safety National Beach Lifeguard Award
- Life-Guarding Skills
- National Vocational Beach Lifeguard Qualification
- Outdoor Surf and Lifeguard Instructor Integrated Workplace Training
- Surfing Skills
- Surfing Skills Instructor Level 1
- Work Experience – Surf Instructor and Beach Lifeguard

\*modules may be subject to change

**Progression Routes:** Graduates of this course can progress directly to employment in a range of adventure sport activities to include surf instructor, beach or pool lifeguard, adventure sports instructors and/or progress to further or higher education. Previous graduates have obtained employment nationally and internationally with qualifications obtained on this course.







Myles enjoyed balancing practical and academic work in the PLC course:

**"There is a good mix of subjects and we would be out coaching first and second years in the school. You're always looking forward to being outside at some stage in the week," he said.**

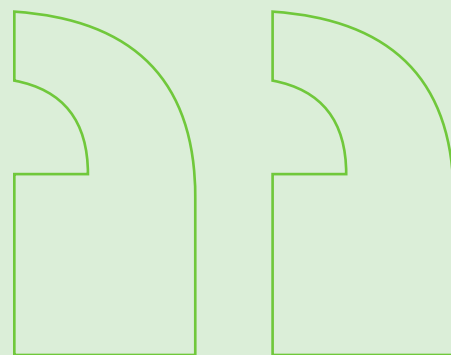
On the back of his PLC studies, Myles gained an offer from Ulster University to study sports and based on his experience would recommend this course:

**"I would say 100% do it if you have any kind of interest. It gives you a great taste of what a sports course would actually be like in college," he said.**

—  
**Myles Mulgrew**

Myles Mulgrew completed a Sports, Recreation and Exercise PLC after falling short of the Leaving Cert points he needed to study sports at third level but:

**"Instead of working or sitting around for the year, I thought I would go and get a new qualification. Sport is a big passion of mine but never something I thought about going into professionally. The PLC course is giving me time and helping me see if it is something I would be interested in as a career."**





# 8.13

## Transport



### Entry Requirements

**Education:** Applicants should have a standard of knowledge, skill and competence equivalent to Junior Certificate and/or NFQ Level 3 when accessing this programme.

**Aptitude:** A good standard of written and spoken English is essential in order to successfully complete this course and the associated assessments. The ability to correctly interpret and respond to written English instruction is essential for both the assessment and tuition elements of this programme. Spatial aptitude, good hand/eye co-ordination, good manual dexterity skills and good numeracy skills are required.

**Previous experience:** Applicants must hold a clean Category B Licence and obtain the appropriate Student Permit for D category driving licence before applying for this course. 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.

Application process includes an interview.

**Duration:** 14 weeks

**Location:** Letterkenny (various locations subject to criteria)

**Cost:** This course is free. Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.

### Contact:

Tara McGuire  
Tel: 074 9120500

## Bus Driving with Tourism Visitor Care

This intensive course has been designed to provide business with personnel who are skilled as Class D licensed drivers of Large Public Service Vehicles (LPSVs) with Driver Certificate of Professional Competence (CPC) certifications. The aim of the course is to provide the students with the skills and related knowledge to secure employment in the passenger transport industry. The addition of a Tourism Visitor Care module equips students with the knowledge and understanding of their role in providing a positive tourism visitor experience, thereby increasing the range of employment opportunities open to a professional driver. The course includes additional valuable industry certificates such as Gluais training which enables bus drivers to professionally address the transport needs of elderly and disabled passengers and to work with wheelchairs, ramps, lifts and clamping equipment.

### Modules\*

- Career Planning and Job Seeking Skills
- Digital Tachograph
- Driver (CPC) Certificate of Professional Competence
- First Aid Response
- GLUAIS Driver Training
- Manual Handling for the Workplace
- Professional Bus Driver Training
- Tourism Visitor Care

\*modules may be subject to change

**Progression Routes:** On successful completion of this course, students can progress directly to employment in the passenger transport industry. Job opportunities may include services routes, tour business, school runs, private and corporate hire.





**I completed three years of a computer course with LYIT [now ATU] after completing my Leaving Cert but decided this wasn't right for me and after completing my category B car licence, I realised I really enjoyed driving and wondered could I make a career out of it - I liked the idea of possibly working as a tour driver, travelling around the country and enjoying the sites of Ireland while working.**

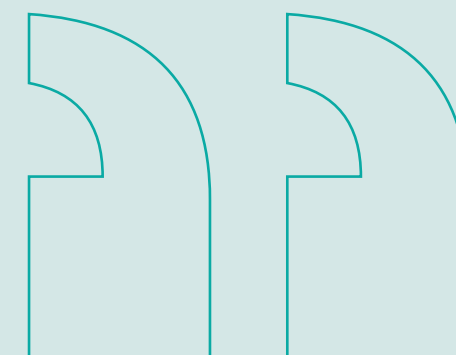
When I saw Donegal ETB offering a fully funded Bus Driving with Tourism Visitor Care course, I applied immediately. Once I secured a place, the course was very enjoyable - the tutors and driving instructors put us at ease from day one and we enjoyed plenty of laughs along the way.

While the focus for most of us on the course was achieving the D licence, there were lots of extras like First Aid, Tourism Visitor Care and Gluais training which I found very useful when I went looking for a job as I had more than just the D licence to offer to an employer.

I completed a four-week work placement with Boyce's Travel as they are practically on my doorstep and they treated me like one of the team from the start, so when they offered me a tour driving job at the end of the work placement I was thrilled! I'm now busy taking twelve-day tour trips all around Ireland and really love it.

If you're considering a career in the bus industry, I would 100% encourage you to apply for this course with Donegal ETB as you don't just get the licence, you get a lot more valuable qualifications that will stand out when applying for jobs.

—  
**Dylan Robinson**





Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to Junior Certificate and/or NFQ Level 3 when accessing this programme.
<b>Aptitude:</b> A good standard of written and spoken English is essential in order to successfully complete this course and the associated assessments. The ability to correctly interpret and respond to written English instruction is essential for both the assessment and tuition elements of this programme. Spatial aptitude, good hand/eye co-ordination, good manual dexterity skills and good numeracy skills are required.
<b>Previous experience:</b> Applicants must hold a clean Category B and C Licence and obtain the CE Permit before applying for this course. 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.
<b>Duration:</b> 4 weeks <b>Location:</b> Letterkenny (various locations subject to criteria)
<b>Cost:</b> <u>This course is free.</u> Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.
<b>Contact:</b> Tara McGuire Tel: 074 9120500

# HGV (Heavy Goods Vehicle) Artic Driving

This course has been designed as an add-on course to the HGV Rigid course to provide the transport industry with personnel who are skilled as Class CE Licensed drivers of Heavy Goods Vehicles with Articulate Bodies.

Only Applicants who hold a full HGV Rigid (Category C) and Learner Permit in Articulated Truck (CE) are eligible to take up a place on this course.

The aim of the course is to provide students with the skills and related knowledge of the rules of the road, driving a heavy goods vehicle - articulated body, care and maintenance of the vehicle along with the skills and knowledge to load the vehicle safely, provide customer care and complete relevant documentation.

**Modules\***

- Heavy Goods Vehicle Driving – Artic Truck
- Career Planning

\*modules may be subject to change

**Progression Routes:** On successful completion of this course, students can progress directly to employment in the transport industry to drive HGV Artic lorries.

Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to Junior Certificate and/or NFQ Level 3 when accessing this programme.
<b>Aptitude:</b> A good standard of written and spoken English is essential in order to successfully complete this course and the associated assessments. The ability to correctly interpret and respond to written English instruction is essential for both the assessment and tuition elements of this programme. Spatial aptitude, good hand/eye co-ordination, good manual dexterity skills and good numeracy skills are required.
<b>Previous experience:</b> Applicants must hold a clean Category B Licence and obtain the appropriate Student Permit for C category driving licence before applying for this course. 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.
Application process includes an interview.
<b>Duration:</b> 13 weeks <b>Location:</b> Letterkenny (various locations subject to criteria)
<b>Cost:</b> <u>This course is free.</u> Students may be eligible for a training allowance subject to criteria and accommodation and/or travel allowances may also be payable.
<b>Contact:</b> Tara McGuire Tel: 074 9120500

# HGV (Heavy Goods Vehicle) Rigid Driving

This course is designed to provide business with personnel who are skilled as Class C licensed drivers of Heavy Goods Vehicles with Rigid Bodies and Driver CPC Certification. The aim of the course is to provide students with the skills and related knowledge of the rules of the road, driving a heavy goods vehicle - rigid body, care and maintenance of the vehicle along with the skills and knowledge to load the vehicle safely, provide customer care and complete relevant documentation. In addition, the course includes additional valuable industry certificates such as Forklift and Counterbalance and the handling of Hazardous Materials.

**Modules\***

- ADR Driver Training – Transport of Hazardous Goods
- Career Planning and Job Seeking Skills
- Heavy Goods Vehicle Driving – Rigid Truck
- Digital Tachograph
- Driver (CPC) Certificate of Professional Competence
- In-company work experience
- Manual Handling
- Safe Pass

\*modules may be subject to change

**Progression Routes:** On successful completion of this course, students can progress directly to employment in the transport industry to drive HGV rigid lorries. Alternatively students may progress further and obtain a HGV Artic licence thereby increasing the range of employment opportunities open to a professional driver in the haulage industry.



## 8.14

## Veterinary



## Entry Requirements

**Education:** Applicants must have successfully completed the Leaving Certificate/Leaving Certificate Applied/Leaving Certificate Vocational Programme Examination or QQI Level 4. Alternatively, 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. 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.

Application process includes an interview.

**Duration:** One academic year (academic terms)

**Location:** Letterkenny (Errigal College)

**Cost:** PLC courses are subject to an exam fee of €50.00.

**The following categories of participants are exempt from paying the €50.00 QQI exam fee:**

- Full medical card holders in their own right and their dependent children
- Those who are eligible under the student grant scheme
- Those in receipt of the Back to Education Allowance (BTEA)

**All applicants (medical and non-medical card holders) are also required to pay a registration fee of €100.00.**

**Contact:**

Michelle O'Reilly  
Tel: 074 9121047

## Animal Care

**This one year QQI Level 5 major award course is designed to provide students with the opportunity to acquire the knowledge, skills and competence required to work independently, and under supervision, in a range of veterinary/animal care contexts and/or to progress to further or higher education and training particularly in the field of veterinary nursing. Students will study core areas of Animal Health Care. Work experience is an essential part of the course and Erasmus+ work placement opportunities may be available in Europe.**

**Modules\***

- Animal Anatomy & Physiology
- Animal Grooming
- Animal Welfare
- Biology
- Business Administration
- Communications
- Safety & Health at Work
- Work Experience

\*modules may be subject to change

**Progression Routes:** Graduates of this course are eligible to apply through the CAO and/or the Higher Education Links Scheme for entry into year one of a range of higher certificate or degree programmes at universities or further study in Northern Ireland. Donegal ETB PLC students have the highest rate of progression from PLC to third level out of all PLC students in the country.





Miranda Darnell from Ardara dreams of becoming a zookeeper and chose to undertake the Animal Care Post-Leaving Certificate (PLC) programme to set her on the right path. The one year course gives students the skills, knowledge and competencies to provide for the needs of animals independently under supervision in a range of animal care settings.

Miranda undertook the Animal Care PLC before going to college in order to get the basic skills and experience in animal welfare. She has always had a dog at home, and the occasional goldfish, but her ultimate goal would be to work with marine animals such as seals.

**"I don't think that I was ready to go off from home just yet. But this prepared me for college,"** Miranda said.

Miranda also enjoyed the opportunities that came from the programme with the highlight being an Erasmus trip to study in Malaga. She gained experience in a local groomers and over three weeks she got a unique experience of another culture and other methods of professional animal care.

Miranda also got invaluable work experience at Amanda's Dog Kennels and Cattery in Glenswilly.

**"I loved learning their care systems. I took the dogs for walks, fed them, cleaned their kennels and helped to look after their health and dietary requirements."**

**"The course was a very good layout,"** Miranda said. **"A lot of the contact is related to dogs, but we looked at a range of animals in anatomy."** Students also went on field trips locally to meet the staff and see the inner workings of Wild Ireland in Burnfoot and Tropical World at Alcorn's Letterkenny.

Miranda also enjoyed the further education teaching methods and the mutual respect shared between students and the teachers, she said. **"We focused on getting through the syllabus and making sure everyone was on the same level ... With a small class we were able to get comfortable around each other and we were never afraid to ask a question."**

**"I would recommend the Animal Care PLC as a good stepping stone, even if you are not sure it's what you want to do. You will soon see if it's right for you,"** Miranda said.

Miranda Darnell



# 8.15

## Youthreach

Youthreach 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 is a full-time two year programme offering a range of accredited and non-accredited awards. It is co-funded by the Government of Ireland and the European Union.

Youthreach is the official education, training and work experience programme of the Department of Further and Higher Education, Research, Innovation and Science for young people aged 16–20 years who have left school early or for whom the formal education and system has not worked out.



Course Details
<b>Duration:</b> Two years. Youthreach operates a continuous intake policy all year around so applications can be made at any time of the year.
<b>Location:</b> Ballyshannon, Buncrana, Glengad, Gort an Chiorce and Letterkenny/Lifford
<b>Cost:</b> <u>The Youthreach programme is free to early school leavers, aged between 16 and 20 years old.</u> Students are paid a training allowance to undertake their course (currently €45 for 16–17, €220 for those aged 18+ years). They also receive a small meal allowance and a travel allowance where applicable.
<b>Progression Routes:</b> Students who complete the Youthreach programme can progress directly to employment or onto further and higher education options in Co Donegal and beyond: <ul style="list-style-type: none"><li>— <b>Level 2:</b> Progression to Level 3 within FET.</li><li>— <b>Level 3:</b> Progression to Level 4 within FET or employment.</li><li>— <b>Level 4:</b> Progression to Level 5 within FET or to HET options or employment. Youthreach has a direct entry option to the Atlantic Technological University Donegal's Certificate in Preparatory Studies course.</li></ul>
<b>Contact:</b> Ballyshannon: Paula Burns Youthreach Coordinator Tel: 071 9851286  Buncrana: Jayne O Donnell Youthreach Coordinator Tel. 074 9362466  Glengad: Jayne O Donnell Youthreach Coordinator Tel: 074 9362466  Gort an Chiorce: Caitriona Cullen Youthreach Coordinator Tel: 074 9135218  Letterkenny: Gillian Kennedy, Acting Youthreach Coordinator Tel: 074 9122585  Lifford: Aidan Callaghan, Acting Youthreach Coordinator Tel: 074 9122585

**Modules**

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**Youthreach offers young people a wide range of learning and training opportunities. A range of national QQI (Quality and Qualifications Ireland) qualifications are provided at Levels 2 (General Learning), 3 (Employability Skills) and 4 (General Learning). Subjects include art and craft, catering, computers, childcare, hairdressing, health and fitness, literacy, numeracy, office skills, outdoor pursuits, personal development, woodcraft and many more. Work experience is also an important part of the Youthreach Programme. Other qualifications may include Basic Food Hygiene, ICDL, First Aid and Gaisce awards. Centres also provide an extensive Health Promotion programme covering areas such as positive mental health, sexual health, alcohol and drugs, road safety, citizenship and money management.**

**Level 2 General Learning**

- Listening and Speaking
- Writing
- Non-Verbal Communications
- Reading
- Using Technology
- Computer Skills
- Quantity and Number

**Entry Requirements Level 2**

**Education:** No formal education or qualifications are required although applicants may have participated in primary and secondary education. Applicants will be expected to demonstrate a standard of knowledge, skill and competence equivalent to NFQ Level 1 when accessing a Level 2 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 an elementary range of knowledge, skills and competencies relevant to the course and be able to work under direction.

Application process includes an interview.

**Level 3 Employability Skills**

**Modules vary from centre to centre but can include:**

- Application of Number
- Art and Design
- Career Preparation
- Caring for Children
- Communications
- Computer Literacy
- Construction Skills
- Craft – Textiles
- Craft – Wood
- Desktop Publishing
- Functional Mathematics
- Hairdressing Basin Skills
- Health and Fitness
- Internet Skills
- Mathematics
- Metalwork
- Nutrition and Healthy Options
- Office Procedures
- Personal Effectiveness
- Personal and Interpersonal Skills
- Personal Care and Presentation
- Spreadsheets
- Woodwork
- Word Processing
- Work Experience

**Entry Requirements Level 4**

**Education:** Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.

**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 under direction with some ability to work on their own initiative.

Application process includes an interview.

**Entry Requirements Level 3**

**Education:** Applicants do not need any previous formal qualification to apply for Youthreach.

**Aptitude:** Students who are ready to take on new tasks, can follow direction and are moving towards independent learning.

**Previous experience:** No previous experience required. Suitable for students who wish to progress to employment or further education and training through the attainment of a QQI Level 3 major award.

Application process includes an interview.

**Level 4 General Learning**

**Modules vary from centre to centre but can include:**

- Biology
- Career Planning
- Child Development and Play
- Computer Applications
- Drawing
- Engineering Workshop Processes
- English and Communications
- Environmental Sustainability Awareness
- Fine Art Painting
- Food and Nutrition
- Functional Maths
- Health Related Fitness
- Information Technology Skills
- Mathematics
- Personal and Interpersonal Development
- Personal Effectiveness
- Team Working
- Textiles
- Woodcraft
- Word Processing
- Work Experience





**Pierce Butler progressed to a law degree thanks to the support of Youthreach, despite having left post-primary school in fourth year.**

Pierce dealt with illness during post-primary school which caused him to miss most of third year, and he struggled with having to repeat fourth year so he decided to leave school, but he didn't really want his academic time to be over yet.

**"I thought that was me, my education was over, until a friend suggested Youthreach."**

Pierce saw the programme as "something to do" with the support of a weekly training allowance but soon after he started at the Gort an Chioirce centre, he learned it was an invaluable experience for learning and self-development.

**"I'm really, really glad I did go to Youthreach, albeit at the start it was for trivial reasons, ultimately it was one of the best decisions I've made in my young life," he said.**

Pierce, who has dyslexia, particularly enjoyed the way each subject was taught; "There are so many different ways to learn that you are given in Youthreach that you can't get in schools," Pierce explains.

**"The structure couldn't have been better. The approach is much more personal. You know your tutor's first name and they don't mind being called by their first name. I took it more seriously because there was that mutual respect. The tutors really take the time to encourage you and help you understand properly."**

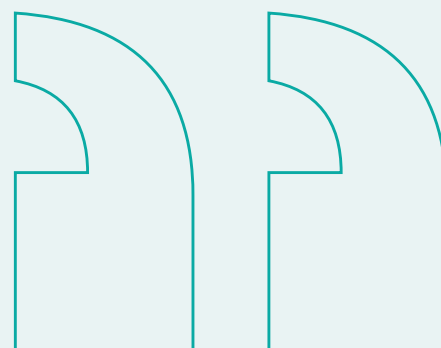
Pierce also benefitted hugely from the small class sizes and the life skills element of the programme.

**"The funny thing about Youthreach for me, towards the end of it, I was more happy with how much I developed as a person, not just by getting back into the academic side of it, I developed in confidence, people skills, and things that are important in life," he said.**

He gained QQI Level 3 and 4 qualifications, which helped him begin his journey through the local third level Access programme which gave him a taste of the courses on offer there. From day one, he knew that Law was the one for him.

**"Without Youthreach, I wouldn't be in college that's for sure. You definitely don't need to go to college to be happy in life, but I think I would have been very hard on myself throughout life if I didn't try."**

—  
**Pierce Butler**





# 9.0

## Part-Time Courses

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# 9.1

## Administration, Business & Finance



### 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:** Good numerical and communication skills are essential, including verbal and written command of the English language. 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 (evening):** Eligibility will be determined by employment status.

**Eligibility (day):** Priority will be given to those with less than upper second-level education (Leaving Certificate or equivalent) and the application process includes an interview.

**Duration\*:** 15 weeks (1 evening per week) or 12 weeks (1 morning per week)

**\*duration may vary**

**Location:** Letterkenny, Stranorlar and other locations

### Contact:

Tricia Fitzpatrick  
Tel: 074 9120500 (evening class)

Siobhan Coughlan  
Tel: 074 9120571 (day class)

## Bookkeeping Manual and Computerised

This QQI Level 5 single component module course will interest those who want to learn about basic accounting practices. The purpose of this award is to provide the student with the knowledge, skills and competence to produce and maintain accurate bookkeeping records for a range of organisations. The course has been designed to include both manual and computerised systems and covers associated terminology and a range of documentation including invoice, credit notes, bank records, petty cash, VAT along with ledgers and trial balance and bank reconciliation.

### Modules

- Induction
- Bookkeeping Manual and Computerised

**Progression Routes:** Graduates of this course are eligible to apply for the QQI Level 5 Major Award in Business Administration along with a wide range of other further education and training courses. Alternatively, successful candidates can move directly to employment.

**Cost (Evening):** €300.00 \*/\*\*

\*If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information.

\*\*If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver – contact your DSP case officer.

**Cost (Day):** This course is free for those who:

- Have less than upper-second level education
- Are in receipt of social welfare payment
- Have a full medical card
- Are in the workforce with low skill levels and who need opportunities to upgrade their skills in order to advance their career

**Fees apply to other applicants.**



Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.
<b>Aptitude:</b> Good numerical and communication skills are essential, including verbal and written command of the English language. 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.
<b>Previous experience:</b> 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.
<b>Duration:</b> 13 weeks (1 evening per week) <b>Location:</b> Letterkenny and possible other locations depending on demand.
<b>Cost:</b> €170.00 */** *If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information. **If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver – contact your DSP case officer.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 9120500

# Business Administration Skills

The purpose of this QQI Level 5 single module component course is to equip the student with the knowledge, skill and competence in the administration requirements of a range of organisations to enable the learner to operate effectively under supervision in a variety of administration contexts. The course will cover key areas such as business function in many different organisation contexts, quality systems, financing and HR function along with meeting management, record keeping and reporting functions to name a few.

**Modules**

- Induction
- Business Administration Skills

**Progression Routes:** Graduates of this course are eligible to apply for the QQI Level 5 Major Award in Business Administration along with a wide range of other Further Education and Training Courses. Alternatively, successful candidates can move directly to employment.

Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.
<b>Aptitude:</b> Good numerical and communication skills are essential, including verbal and written command of the English language. 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.
<b>Previous experience:</b> 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.
<b>Eligibility (evening):</b> Eligibility will be determined by employment status. <b>Eligibility (day):</b> Priority will be given to those with less than upper second-level education (Leaving Certificate or equivalent) and the application process includes an interview.
<b>Duration*:</b> Evening–15 weeks (1 evening per week) or Day–20 weeks (2 mornings per week) *duration may vary <b>Location:</b> Various
<b>Cost (Evening):</b> €300.00 */** *If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information. **If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver – contact your DSP case officer.
<b>Cost (Day):</b> <u>This course is free for those who:</u> <ul style="list-style-type: none"><li>— Have less than upper-second level education</li><li>— Are in receipt of social welfare payment</li><li>— Have a full medical card</li><li>— Are in the workforce with low skill levels and who need opportunities to upgrade their skills in order to advance their career</li></ul>
<b>Fees apply to other applicants.</b>

# Payroll Manual and Computerised

This QQI Level 5 single module course is for those with an interest in working in payroll and/or general accounting positions. The aim of this course is to equip the student with the knowledge, skills and competence to operate and maintain accurate payroll records using both manual and computerised systems, for an organisation, working under general direction and supervision. The course will cover key areas such as associated terminology, the tax system, employee entitlements in reference to pay and annual leave, tax credits, statutory and non-statutory deductions, revenue and legislation to name a few.

**Modules**

- Induction
- Payroll Manual and Computerised

**Progression Routes:** Graduates of this course are eligible to apply for the QQI Level 5 Major Award in Business Administration along with a wide range of other further education and training courses. Alternatively, successful candidates can move directly to employment.

<b>Contact:</b> Tricia Fitzpatrick Tel: 074 9120500 (evening class)
Siobhan Coughlan Tel: 074 912057 (day class)



**Entry Requirements**

**Education:** The PRINCE2 Foundation Certificate in Project Management is aimed at project managers and aspiring project managers seeking a foundation qualification in Project Management.

**Aptitude:** PRINCE2 Foundation certification is suitable for anyone managing projects.

**Previous experience:** Aimed at project managers, aspiring project managers and anyone who manages projects.

**Duration (Evening):** 16 weeks (1 evening per week online)  
**Location:** Letterkenny

**Cost (Evening):** €350.00 \*/\*\*  
\* If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information.  
\*\* If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver – contact your DSP case officer.

**Contact:**  
Tricia Fitzpatrick  
Tel: 074 9120500

# PRINCE2 Foundation (Project Management)

**PRINCE2 Foundation provides theoretical knowledge on how to plan, manage and deliver projects from start to finish. This certification is aimed at current and aspiring project managers or professionals who manage projects. It is also relevant to other key staff involved in the design, development and delivery of projects, including Project Board members (e.g. Senior Responsible Owners), Team Managers (e.g. Product Delivery Managers), Project Assurance (e.g. Business Change Analysts), Project Support (e.g. Project and Programme Office personnel) and operational line managers/staff.**

**Modules**

— PRINCE2 Foundation Certificate in Project Management

**Progression Routes:** The successful completion of the Foundation Level Awards in PRINCE2 Project Management will enable applicants working as project managers or aspiring project managers working in the design, development and delivery of projects to apply these principles, themes and processes to a project. A pass at Foundation level is a prerequisite for the Practitioner certification.

Dylan McCroary works for Grant Thornton, one of Ireland’s largest professional services firms. He completed the PRINCE2 Foundation (Project Management) evening class and studied remotely from Dublin:

“PRINCE2 was one of the main things that we discussed in my interview for Grant Thornton. It was great to have it on my CV already and I think it made me stand out,” Dylan said.

“To have the opportunity to study it in Donegal is massive considering it’s such a globally recognised qualification.”

PRINCE2 gives people like Dylan the optimum base to manage a project for optimum results.

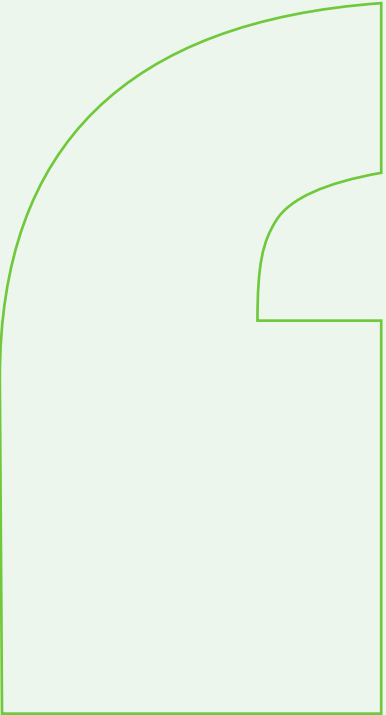
**He said:** “We follow PRINCE2 for most projects. It is a flexible framework that can be tailored to meet clients’ needs. I’m not managing projects yet, but you understand right away what is involved, what documents and reports are going to be recorded throughout. You can be more proactive because you are already comfortable with how the project is going to go.”



He now employs the seven principles, themes and processes of PRINCE2 daily as he works on both short and long-term projects:

“It’s a brilliant thing to do, my experience with Donegal ETB was great and I would have no hesitation in recommending it to anyone.”

—  
**Dylan McCroary**





**Entry Requirements**

**Education:** NFQ Level 4 or equivalent 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.

**Duration (Evening):** 15 weeks

(1 evening per week)

**Location:** Letterkenny

**Cost (Evening):** €300.00 \*/\*\*

\* If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information.

\*\*If you are in receipt of a DSP payment, you may be eligible for a fee waiver. Contact your local Intreo office for a direct referral.

**Contact:**

Tricia Fitzpatrick  
Tel: 074 9120500

## Taxation

The purpose of this single module award is to equip the student with knowledge, skills and competence in the Irish Tax system and processes. It will also enable the student to carry out a range of procedural, consultative and compliance taxation activities for a range of organisations.

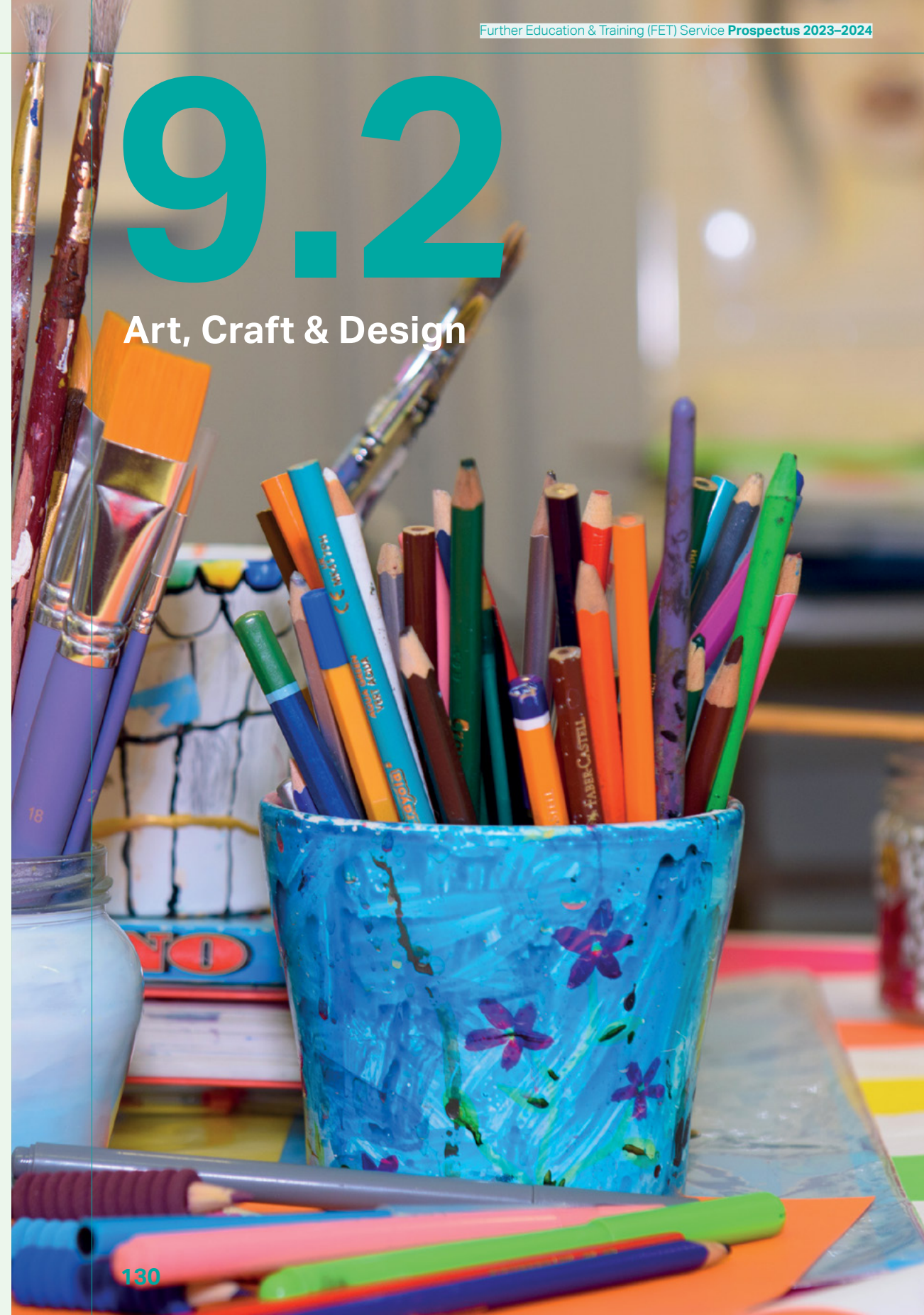
**Modules**

— Taxation

**Progression Routes:** Completion of this award will enable the student to progress to other appropriate programmes leading to awards at the next or higher levels of the National Framework of Qualifications.

# 9.2

## Art, Craft & Design





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. 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:** Priority will be given to those with less than upper second-level education (Leaving Certificate or equivalent).

Application process includes an interview.

**Duration:** 40 weeks  
**Location:** Letterkenny

**Cost:** This course is free for those who:

- Have less than upper-second level education
- Are in receipt of social welfare payment
- Have a full medical card
- Are in the workforce with low skill levels and who need opportunities to upgrade their skills in order to advance their career

Fees apply to other applicants.

**Contact:**  
Siobhan Coughlan  
Tel: 074 9120571

# Art and Design Skills

The overall aim of this QQI Level 5 course is to enable the student to acquire the knowledge, skill and competence to engage in a range of art, craft and design practices and to progress to further and or higher education and training.

**Modules\***

- Design Skills
- Drawing
- Painting

\*modules may be subject to change

**Progression Routes:** Students who successfully complete this course can progress to relevant further and higher education courses and programmes or may progress to employment in the creative arts sector.





**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. 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.

Application process includes an interview.

**Eligibility:** Priority will be given to those with less than upper second-level education (Leaving Certificate or equivalent).

**Duration:** 40 weeks  
**Location:** Stranorlar

**Cost:** This course is free for those who:

- Have less than upper-second level education
- Are in receipt of social welfare payment
- Have a full medical card
- Are in the workforce with low skill levels and who need opportunities to upgrade their skills in order to advance their career

Fees apply to other applicants.

**Contact:**

Siobhan Coughlan  
Tel: 074 9120571

# Digital Photography and Design Skills

**This QQI Level 5 (component modules) course has been designed to enable students to acquire the knowledge, skill and competence of the graphic design process along with giving the student digital photography skills. It is ideal for those who have an interest in Graphic Design and would like to progress to further study or a career in this area.**

**Modules\*:**

- Digital Photography
- Graphic Design Skills

\*modules may be subject to change

**Progression Routes:** Graduates of this course can progress to relevant further and higher education courses and programmes or may progress to employment in the creative and performance arts sector which may include graphic designer or motion graphics designer, arts administrator or theatre production/performer.



**Debbie Pearson completed a Fashion with Promotion Level 8 degree, including being crowned Designer of the Year for her programme in third year, which all began a number of years earlier with a part-time QQI Level 5 Art and Design course with Donegal ETB's Further Education and Training (FET) Service.**

Debbie had always worked in retail, focusing on fashion and footwear, but a number of her workplaces closed, and after the final redundancy in 2015, her heart wasn't in it anymore.

She got support in choosing her next step and decided on the artistic route, having got an A in Art in school and applied for a part-time QQI Level 5 Art and Design course at the ETB's FET Centre in Stranorlar.

As soon as she joined the classes, she felt right at home; **"I just loved it. I'm still close with everybody that I did the course with," she said.**

The part-time format suited Debbie well, as she had a daughter in primary school at the time.

**"I finished at 2.00pm and I could collect my daughter at 3.00pm. We were in class three days a week, so I had the other days to catch up. When I look back now, the workload was very manageable. When you enjoy what you are doing, it's a lot easier."**

Debbie has high praise for her teacher, Cróna Kerr, who guided all students through the two years.

**"Cróna could see everyone's strengths and weaknesses. She gives you the confidence to do what you do best," Debbie said.**

**"I never dreamed of going to college, but one day Cróna said to me: 'Apply for it' and I did. I applied to do graphics and I ended up on common entry, that's when I chose to study fashion."**

Now, after four years of Fashion with Promotion, Debbie still finds that she uses her graphic design skills daily.

**"All of my designs are print and inspired by graphics. I am very into fashion illustration, and it was Cróna who introduced me to Illustrator and Macs."**

Debbie's experience with Donegal ETB prepared her well for college, and she easily settled into learning as a mature student. "We had briefs, we were used to deadlines, so it was second nature to me once I started my degree."

Debbie's 2021 end of year Retro Vintage collection was selected to win a McElhinney's Student Fashion Designer Award, and her designs featured in the front window of the department store.

**"I'm so happy that I've got this far. The ETB course was one of the best things I could have done. Without it, I never would have gone to college. It opened the doors for me."**

—  
**Debbie Pearson**



# 9.3

## Customer Care



Fáilte  
Reception

### Entry Requirements

**Education:** Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.

**Aptitude:** Applicants must have the 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 range of knowledge, skills and competencies relevant to the course and be able to work under direction.

Application process includes an informal assessment.

**Duration\*:** 16–20 weeks  
(2 classes per week)  
\*duration varies depending on the number of weekly class hours scheduled.

**Location:** Various locations throughout the county.

**Cost:** This course is free

### Contact:

Finn Valley, Georgina Thompson  
Tel: 074 9190610

Inishowen, Claire McNicholl  
Tel: 074 9362466

Letterkenny/Milford,  
Emilia Niewulska  
Tel: 074 9706097

South Donegal,  
Trisha Walsh Gillespie  
Tel: 074 9721705

West Donegal,  
Vacant at time of publication  
Tel: 074 9180871

## Customer Service

**This QQI Level 4 component module course is aimed at those who are looking to gain practical knowledge and skills in customer communication, identifying and assessing customer needs and dealing with queries effectively in a professional manner, adapting to any environment for that purpose.**

### Modules

— Customer Service

**Progression Routes:** Students who complete this course will have the skills and competency to complete tasks and processes, to deal with choices and decision making and to recognise personal talents, abilities and interests. They may progress to entry-level employment and/or further education and training.



<b>Entry Requirements</b>
<b>Education:</b> Applicants must have a standard of knowledge, skill and competence equivalent to NFQ Level 3 Major Award (Junior Cert standard) or its equivalent.
<b>Aptitude:</b> Good numerical skills and verbal and written command of the English language along with good communication skills are essential.
<b>Previous experience:</b> 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.
<b>Eligibility:</b> Applicants must be over 18 years of age to apply for this course and will be expected to pass the Garda Vetting process in order to secure a place on this course. In accordance with new PSA (Private Security Authority) regulations, applicants whose first language is not English must pass an English proficiency test prior to the course commencing. Where grades are provided across a number of modules, for example, reading, writing and oral, the minimum level required must be obtained in each module. Students must organise their own test and produce evidence of the test at registration. Applicants should contact us for more information relating to the list of approved tests set out by the PSA.
<b>Duration:</b> 7 weeks <b>Location:</b> Letterkenny
<b>Cost:</b> €320.00 */** *If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information. **If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver – contact your DSP case officer.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 9120500

# Door Security and Guarding Skills

The aim of this QQI Level 4 course is to provide students with the skills, attitude and related knowledge required to provide security guarding and door security services. The course is designed to meet the industry requirements for suitably qualified candidates to work in a safe manner while adhering to health and safety and regulatory requirements associated with the duties and responsibilities of door security personnel.

**Modules\***

- Induction
- Door Security Procedures
- Guarding Skills

\*modules may be subject to change

**Progression Routes:** Graduates of this course can progress directly to employment under supervision in the private security industry as a Security Officer and/or as a Door Security Person, skilled in modern security guarding techniques and/or further education and training.

<b>Entry Requirements</b>
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 2 when accessing a Level 3 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.
<b>Aptitude:</b> Applicants must have the motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
<b>Previous experience:</b> Applicants must be able to demonstrate a range of knowledge, skills and competencies relevant to the course and be able to work under direction.
Application process includes an informal assessment.
<b>Duration*:</b> 30–50 weeks (2-3 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Employability Skills (Retail)

This programme offers adults the opportunity to achieve all or part of this QQI Level 3 major award (3M0935) with a focus on retail skills. The content has been designed to enable the student to develop the relevant knowledge, skill and competence to use a range of skills and tools. The course enables the student to develop personal qualities and strengths to make informed choices related to employment opportunities in the retail sector or to progress to further education or training.

**Modules\***

- Career Preparation
- Communications
- Internet Skills
- Mathematics
- Personal Effectiveness
- Retail Industry Knowledge
- Retails Sales - Introduction
- Word Processing
- Work Experience

\*modules vary from centre to centre and, subject to demand, a combination of a fewer number of modules may be offered in a component award.

**Progression Routes:** Graduates of this course will have the skills and competency to complete tasks and processes, to deal with choices and decision making and to recognise personal talents, abilities and interests. They may progress directly to entry-level employment and/or further education and training.



# 9.4

## Early Childhood Care & Education



### Entry Requirements

**Education:** Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 course. CERFL proficiency at B2 is required for access to Level 5 courses for those whose first language is not English; mature learner entry requirements are available via the local ETB pathway. Additional requirements may apply to non-EU/EEA Applicants and may be subject to full international fees.

**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.

Application process includes an interview.

**Duration:** 18 weeks  
**Location:** Stranorlar

**Cost:** This course is free for those who:

- Have less than upper-second level education
- Are in receipt of social welfare payment
- Have a full medical card
- Are in the workforce with low skill levels and who need opportunities to upgrade their skills in order to advance their career

**Fees apply to other applicants.**

**Contact:**  
Siobhan Coughlan  
Tel: 074 9120571

## Challenging Behaviour

**The aim of this part-time course is to enable the student to acquire the knowledge, skill and competence to work independently and under supervision in a range of Early Childhood Care and Education (ECCE) settings and or to support progression to higher education and training.**

### Modules\*:

- Challenging Behaviour

\*modules may be subject to change

**Progression Routes:** On successful completion of this course students may progress to further education in this field and/or enter employment.





Entry Requirements

**Education:** Applicants should have a standard of knowledge, skills and competences equivalent to NFQ level 4 when accessing a level 5 programme. Prior knowledge or experience of the early learning and care sector is not expected on entry but applicants will be expected to demonstrate an interest in the field. A minimum English language and literacy competency of B2 in writing, reading, listening and speaking on the Common European Framework of Reference for Languages (CEFR) is required at entry to the programme for speakers of English as a second or other language.

**Aptitude:** The programme is intended for those interested in a career in early learning and care with children aged from 0-6 years, including those who may have an interest in working as an early learning and care practitioner or for those wishing to progress to higher education in this field.

**Previous experience:** Applicants should have an interest in learning how to care for babies and children, including those who are interested in working in the ELC sector. They must have a motivation to learn and the ability to acquire the knowledge, skills and competencies set out in the course. Target applicants include jobseekers, career changers or those interested in working in the sector who want to develop their skills and/or acquire qualifications.

**Eligibility:** Priority will be given to those with less than upper second-level education (Leaving Certificate or equivalent).

Application process includes an interview.

**Contact:**  
Siobhan Coughlan  
Tel: 074 9120571

Early Learning and Care

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 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\*

- Children's Rights, Legislation and Regulation
- Curriculum, Play and Creative Studies
- Early Childhood Growth and Development
- Holistic Care of Children, 0-6 Years
- Professional Practice Placement in Early Learning and Care
- Understanding and Assisting Children with Additional Needs

\*modules may be subject to change

**Progression Routes:** Graduates of this course can progress directly into employment in the Early Years sector or as an SNA; employment opportunities are available in settings such as playgroups, crèche, pre-school/after school facilities, nursery, special needs assistant or as a professional private childminder with a family. Alternatively, they can progress onto further education courses with Donegal ETB, or to a higher level course in a third level university.

**Duration:** Two years  
**Location:** Various locations

**Cost:** This course is free for those who:

- Have less than upper-second level education
- Are in receipt of social welfare payment
- Have a full medical card
- Are in the workforce with low skill levels and who need opportunities to upgrade their skills in order to advance their career

**Fees apply to other applicants.**



**Entry Requirements**

**Education:** Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 2 when accessing a Level 3 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.

**Aptitude:** Applicants must have the 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 range of knowledge, skills and competencies relevant to the course and be able to work under direction.

Application process includes an informal assessment and Garda vetting.

**Duration\*:** 30–50 weeks (2–3 classes per week)  
\*duration varies depending on the number of weekly class hours scheduled

**Location:** Various locations throughout the county.

**Cost:** This course is free

**Contact:**

Finn Valley, Georgina Thompson  
Tel: 074 9190610

Inishowen, Claire McNicholl  
Tel: 074 9362466

Letterkenny/Milford,  
Emilia Niewulska  
Tel: 074 9706097

South Donegal,  
Trisha Walsh Gillespie  
Tel: 074 9721705

West Donegal,  
Vacant at time of publication  
Tel: 074 9180871

## Employability Skills (Childcare)

**This programme offers adults the opportunity to achieve all or part of this QQI Level 3 major award (3M0935) with a focus on preparation for childcare. The content has been designed to enable the student to develop the relevant knowledge, skill and competence to use a range of skills and tools. The course enables the student to develop personal qualities and strengths to make informed choices related to employment opportunities in the childcare sector or to progress to further education or training.**

**Modules\***

- Career Preparation
- Caring for Children
- Child Development and Play
- Communications
- Internet Skills
- Mathematics
- Personal Effectiveness
- Word Processing
- Work Experience

\*modules vary from centre to centre and, subject to demand, a combination of a fewer number of modules may be offered in a component award.

**Progression Routes:** Graduates of this course will have the skills and competency to complete tasks and processes, to deal with choices and decision making and to recognise personal talents, abilities and interests. They may progress directly to entry-level employment and/or further education and training.

# 9.5

## Engineering & Manufacturing





Entry Requirements
<b>Education:</b> Participants must be of minimum statutory school leaving age and employed or training in an area related to the motor trade.
<b>Aptitude:</b> Students will have an interest in gaining the knowledge to work safely when carrying out routine maintenance activities on electric/hybrid vehicles.
<b>Previous experience:</b> IMI Accreditation is suitable for technicians working in a variety of sectors within the automotive industry (e.g. light vehicle or motorcycle maintenance, roadside assistance, accident repair, autoglazing, parts distribution and customer service etc.)
<b>Eligibility:</b> Eligibility will be determined by employment status.
<b>Duration (Evening):</b> 15 weeks (1 evening per week) <b>Location:</b> Letterkenny
<b>Cost (Evening):</b> €360.00 */** * If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information. ** If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver – contact your DSP case officer.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 9120500

# Electric/Hybrid Vehicle Routine Maintenance

The aim of this Level 2 Award course is to provide students with the knowledge to work safely when carrying out routine maintenance activities on electric/hybrid vehicles. It offers an introduction to this specialised industry sector which, in addition to complimenting current industry qualifications and experience, will enable students to continue to work safely within their role. The purpose and aim of this IMI electric/hybrid vehicle qualification (VRQ) is to instruct individuals from the retail automotive industry and the public service sector (for example, members of the emergency services, who may attend an accident involving an electric/hybrid vehicle) in the maintenance, service, and/or handling of electric/hybrid vehicles.

## Modules

- IMI Electric/Hybrid Vehicle Routine Maintenance Level 2

**Progression Routes:** The following IMI awards are listed on this framework: Level 1 Award in Electric/Hybrid Vehicle Awareness (INT-EHV1-A), Level 2 Award in Electric/Hybrid Vehicle Routine Maintenance (INT-EHVRM2-A) and Level 3 Award in Electric/Hybrid Vehicle System Repair and Replace (INT-EHVS3-A). Participants who have gained Level 1 to Level 3 qualification in these awards may progress onto qualifications that further develop their knowledge and skills within a technical role, carrying out diagnosis, repair and testing of high voltage components on electric/hybrid vehicles. For example, a Level 4 Award in the Diagnosis, Testing and Repair of Electric/Hybrid Vehicles and Components.

Entry Requirements
<b>Education:</b> Prior knowledge and experience of welding would be advantageous.
<b>Aptitude:</b> Willingness to learn.
<b>Previous experience:</b> Knowledge of the welding industry.
<b>Eligibility:</b> 18+ years of age.
<b>Duration (Evening):</b> 12 weeks (1 evening per week) <b>Location:</b> Letterkenny
<b>Cost (Evening):</b> €275.00* * If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 9120500

# Introduction to Robotics

This course aims to support candidates with experience in the welding industry to explore opportunities in automated processes including hardware set-up, programming control interfaces and welding a custom part. Training is delivered in our state-of-the-art Robotic Welding Cell complete with our KUKA 6 axis robotic welder.

## Modules

- Introduction to Robotics

**Progression Routes:** Progression opportunities to other modules are a possibility.



<b>Entry Requirements</b>
<b>Education:</b> Applicants do not require any previous formal qualification. However, a standard of knowledge, skill and competence equivalent to the Junior Certificate or NFQ Level 3 would be beneficial.
<b>Aptitude:</b> Good spatial aptitude, good eye/hand co-ordination and good manual dexterity required. 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.
<b>Previous experience:</b> 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.
<b>Duration:</b> 15 weeks (one evening per week) <b>Location:</b> Letterkenny
<b>Cost:</b> €360.00* *If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 9120500

# Manual Metal Arc Welding (EN Certified)

Welding is a key skill that can be transferred to an array of different industries such as metal fabrication, construction, motor mechanics, ship building, pipe line installation, and beyond and the best part is you don't need a degree to pursue a career in this industry. This course will allow students to gain a basic knowledge and competence in a limited range of welding processes. The aim of the course is to give participants an insight into the welding discipline as a viable career path while also developing key transferrable skills. On successful completion of this course students will have achieved a QQI Level 3 minor award in Manual Arc Welding. This course is typically available for recruitment twice per year in the Autumn and Spring.

**Modules**

- Induction
- MMA Fillet Multi-Run 6mm Plate / EN9606-CS13

**Progression Routes:** On successful completion of this module students can progress to additional modules in MIG and/or TIG processes or alternatively to do the full-time Basic Welding certification.

<b>Entry Requirements</b>
<b>Education:</b> Applicants must complete the Manual Arc Welding course and/or have experience in welding before applying for this course. Applicants do not require any previous formal qualification. However, a standard of knowledge, skill and competence equivalent to the Junior Certificate or NFQ Level 3 would be beneficial.
<b>Aptitude:</b> Good spatial aptitude, good eye/hand co-ordination and good manual dexterity required. 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.
<b>Previous experience:</b> 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.
<b>Duration:</b> 15 weeks (one evening per week) <b>Location:</b> Letterkenny
<b>Cost:</b> €500.00* *If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 9120500

# MIG Welding (EN Certified)

The aim of this courses is to provide students with the skills, knowledge and competence to enable them to use MIG welding equipment safely and correctly. On successful completion of this course participants will have achieved EN certification in MIG Welding Processes. This course is typically available for recruitment twice per year in the Autumn and Spring.

**Modules**

- Induction
- MIG Multi Run Fillet 10mm Plate / EN9606-CS16

**Progression Routes:** On successful completion of this module students can progress to additional modules in MMA and/or TIG processes or alternatively to do the full-time Basic Welding certification.



Entry Requirements
<b>Education:</b> Applicants should have evidence or proof of a qualification in the trade or allied trade or previous oil burner service engineer experience.
<b>Aptitude:</b> Good spatial aptitude, good eye/hand co-ordination and good manual dexterity required. 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.
<b>Previous experience:</b> Previous experience is essential such as evidence of work experience from the trade, an allied trade, existing oil burner commissioning or service engineering.
<b>Duration:</b> 5 weeks (two evenings per week) <b>Location:</b> Gaoth Dobhair
<b>Cost:</b> €600.00* *If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance Initiative. Contact us directly for further information.
<b>Contact:</b> Brid McLaughlin Tel: 074 9560500

# Oil Fired Appliance Servicing

This Oil Firing Technical Association (OFTEC) certified course is designed to enable qualified craft persons, who have previous experience in the installation, commissioning and maintenance of light oil fired heating and cooking appliances fitted with pressure jet burners and vaporising burners, to progress and complete practical and theory assessments which lead to an industry recognised qualification. This course is typically available for recruitment twice per year in the Autumn and Spring (subject to demand).

Modules

- Induction
- Health & Safety
- Installation & Commissioning of PJ Oil Appliances
- Oil Storage & Supply
- Oil System Installation & Efficiency

**Progression Routes:** On successful completion of this course students can then apply for registration with OFTEC (<https://www.oftec.org/>) to become an OFTEC registered Oil Fired Technician.

Entry Requirements
<b>Education:</b> Applicants must complete the Manual Arc welding and/or have experience in welding before progressing to this course.
<b>Aptitude:</b> Good spatial aptitude, good eye/hand co-ordination and good manual dexterity required. 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.
<b>Previous experience:</b> Previous experience is desirable but not essential provided the Applicant has completed the Arc Welding course. 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.
<b>Duration:</b> 15 weeks (one evening per week) <b>Location:</b> Gaoth Dobhair
<b>Cost:</b> €500.00* *If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 9120500

# TIG Welding (EN Certified)

This TIG Welding course has been designed to provide the student with the skills, knowledge and competence which will enable them to use TIG welding equipment safely and correctly. Students will develop skills to weld mild steel, stainless steel and aluminium plate in horizontal, vertical and overhead positions to complete 'lapp fillet' and 'tee fillet' joints. This course is typically available for recruitment twice per year in the Autumn and Spring.

Modules

- Aluminium TIG Weld in 3mm Plate / EN9606 - AL01
- Induction
- SS TIG Complete Fillet Weld 3mm / EN9606-SS06

**Progression Routes:** On successful completion of this module students can progress to additional modules in MMA and/or MIG processes or alternatively to do the full-time Basic Welding certification.



# 9.6

## Family Learning

### Entry Requirements

There are no formal entry requirements.

**Duration:** 6 weeks  
(1 class per week)

**Location:** Various locations throughout the county.

**Cost:** This course is free.

### Contact:

Finn Valley, Georgina Thompson  
Tel: 074 9190610

Inishowen, Claire McNicholl  
Tel: 074 9362466

Letterkenny/Milford,  
Emilia Niewulska  
Tel: 074 9706097

South Donegal,  
Trisha Walsh Gillespie  
Tel: 074 9721705

West Donegal,  
Vacant at time of publication  
Tel: 074 9180871

## 'At the Kitchen Table' – Helping with Homework

**This family learning course (non-accredited) is designed to support parents and carers of children gain skills, knowledge and confidence to support their children with homework and their development. This course will help parents to understand just how their children learn to read and write and do sums and will give tips and information about how to help in the evening—so that the kitchen table doesn't become a homework battlefield.**

### Modules

- Getting started with Reading and Writing (2 sessions)
- Recognising and Dealing with Learning Difficulty
- Paired Reading
- Spelling Tips
- Making the Computer help!
- Fun with sums

**Progression Routes:** Students who complete this course may choose to participate in other family learning courses and/or consider other courses in further education and training.



Entry Requirements
There are no formal entry requirements.
<b>Duration:</b> 12 weeks (1 class per week) <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Computer and Tablet Skills

**This family learning course (non-accredited) is designed to support parents and carers of children gain skills, knowledge and confidence to support their children with homework and their development. This course will support parents and caregivers to gain a range of skills using a computer or tablet to help them and their children with school life.**

**Modules**

- Communicate with schools
- Help their children with homework and project work
- Learn to surf the net with their children/child.
- Use computers and tablets
- Use email, internet and Zoom

**Progression Routes:** Students who complete this course may choose to participate in other family learning courses and/or consider other courses in further education and training.

Entry Requirements
There are no formal entry requirements.
<b>Duration:</b> 6 weeks (1 class per week) <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# EuroWatchers (Money Management Programme)

**This course was developed by Donegal ETB and MABS, the Money Advice and Budgeting Service. It is a money management course which supports participants to consider how they spend and save their money. It is a fun course which allows time for discussion and interaction. Case studies are used for the discussion and examples are provided throughout.**

**The course explores:**

- The knowledge and skills required for the effective management of money, and planning ahead.
- The skills necessary to establish and maintain an effective home money management system.
- An awareness of the importance of saving, and of the factors to consider in deciding how and where to save.
- An awareness of credit options, and the skills required for the responsible use of credit.

**Modules**

- Setting the scene
- Money go Round
- Budgeting
- Managing Monday – Paying and prioritising bills and record keeping
- Savings – the why and how
- The Credit Trail

**Progression Routes:** Students who complete this course may choose to participate in other family learning courses and/or consider other courses in further education and training.



Entry Requirements
There are no formal entry requirements.
<b>Duration:</b> 6 weeks (1 class per week) <b>Location:</b> Various locations throughout the county
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Help your Child with Grammar and Spelling (English)

**This family learning course (non-accredited) is designed to support parents and carers of children gain skills, knowledge and confidence to support their children with homework and their development. This course will give parents and caregivers information to support their children with grammar and spelling.**

**Modules**

- Spelling – age and level
- Strategies to improve spelling
- Spelling rules and exceptions
- Grammar points
- Sentence structure

**Progression Routes:** Students who complete this course may choose to participate in other family learning courses and/or consider other courses in further education and training.

Entry Requirements
There are no formal entry requirements.
<b>Duration:</b> 6 weeks (1 class per week) <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Help your Child with Grammar and Spelling (Irish)

**Family learning courses (non-accredited) are designed to support parents and carers of children gain skills, knowledge and confidence to support their children with homework and their development. This course is designed to give parents and caregivers an understanding of Irish to enable them to support their children.**

**Modules**

- Irish texts in school
- Reading Irish
- Speaking Irish
- Writing Irish
- Texts used in school

**Progression Routes:** Students who complete this course may choose to participate in other family learning courses and/or consider other courses in further education and training.



Entry Requirements
There are no formal entry requirements.
<b>Duration:</b> 6 weeks (1 class per week) <b>Location:</b> Various locations throughout the county
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

## Internet Safety

**This family learning course (non-accredited) is designed to support parents and carers of children gain skills, knowledge and confidence to support their children with homework and their development. This course will support parents and caregivers to gain a range of skills that will help them keep their children safe on the internet. The course includes practical tips for ensuring that your children are using the internet safely as well as information on the different types of technology and terminology that are currently in use.**

**Modules**

- Internet usage
- Advantages of using the internet
- Dealing with threats and risks
- Safe use of internet
- Virus protection
- Understanding social media.

**Progression Routes:** Students who complete this course may choose to participate in other family learning courses and/or consider other courses in further education and training.

Entry Requirements
There are no formal entry requirements.
<b>Duration:</b> 8 weeks (1 class per week) <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

## Maths for Parents (Primary and Second Level)

**This family learning course (non-accredited) is designed to support parents and carers of children gain skills, knowledge and confidence to support their children with homework and their development. This course will support parents and carers to develop skills to help their children with maths.**

**Modules**

- Working with numbers
- School methods
- Fractions
- Percentages
- Using everyday objects to solve problems with numbers
- Measurements

**Progression Routes:** Students who complete this course may choose to participate in other family learning courses and/or consider other courses in further education and training.

Entry Requirements
There are no formal entry requirements.
<b>Duration:</b> 6 weeks (1 class per week) <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Storysacks

**This family learning course (non-accredited) is designed to support parents and carers of children gain skills, knowledge and confidence to support their children with homework and their development. This course will support parents and carers to develop skills to help them engage with their children through reading and games.**

**Modules**

- Books – fiction and non-fiction
- Planning a storysack
- Content: toys, books and props
- Making a sack – choosing the materials
- Art work
- Creative use of everyday materials
- Games – development and sharing

**Progression Routes:** Students who complete this course may choose to participate in other family learning courses and/or consider other courses in further education and training.

Entry Requirements
There are no formal entry requirements.
<b>Duration:</b> 3 weeks (1 class per week) <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Transition from Primary to Second Level

**Family learning courses (non-accredited) are designed to support parents and carers of children gain skills, knowledge and confidence to support their children with homework and their development. Moving from primary to second level school can be a big step for parents as well as for their children. This short course supports parents and helps them to support their children at this stage of their lives. It is a short course and provides information and time for discussion. The course is usually run in the second level school in the month of May. This has the advantage of introducing parents to the school that their child will attend.**

**Modules**

- Transition from Primary to Second Level

**Progression Routes:** Students who complete this course may choose to participate in other family learning courses and/or consider other courses in further education and training.



# 9.7

## General Learning



### Entry Requirements

**Education:** Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 1 when accessing a Level 2 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.

**Aptitude:** Applicants must have a willingness to learn and an interest in the subject.

**Previous experience:** Little previous experience is required for this course.

Application process includes an informal assessment.

**Duration\*:** 24–32 weeks (1–2 classes per week)  
\*duration varies depending on the number of weekly class hours scheduled.

**Location:** Various locations throughout the county.

**Cost:** This course is free.

**Contact:**  
Finn Valley, Georgina Thompson  
Tel: 074 9190610

Inishowen, Claire McNicholl  
Tel: 074 9362466

Letterkenny/Milford,  
Emilia Niewulska  
Tel: 074 9706097

South Donegal,  
Trisha Walsh Gillespie  
Tel: 074 9721705

West Donegal,  
Vacant at time of publication  
Tel: 074 9180871

## Communications for the Workplace

**This QQI Level 2 course is designed to support adults gain skills towards better engagement in the workplace. The content has been designed to enable the student to develop the relevant knowledge, skill and competence to use a range of skills and tools. The modules listed have been specifically integrated and themed to create a course that will deliver the basic transversal skills required for all workplaces.**

### Modules

- Listening and Speaking
- Non-verbal Communications
- Personal Decision Making
- Personal Safety
- Quantitative Problem Solving
- Reading
- Relaxation Techniques
- Using Technology
- Writing

**Progression Routes:** Students who complete this course will have the skills and competency to complete tasks and processes, to deal with choices and decision making and to recognise personal talents, abilities and interests. They will be able to apply their learning in a very practical and effective way in their individual workplaces. Students may progress to other courses in further education and training.

Entry Requirements
<b>Education:</b> There are no formal entry requirements.
<b>Aptitude:</b> Applicants must have a willingness to learn and an interest in the subject.
<b>Previous experience:</b> No previous experience is required for this course.
Application process includes an informal assessment.
<b>Duration*:</b> 10–16 weeks (1–2 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Core Skills for Working with Numbers

This QQI Level 1 course is ideal for adults who left school early and who wish to refresh, or fill gaps, in their basic skills for working with numbers. The course is delivered with encouragement and support. The class groups are small to ensure that each student's needs are met by an experienced tutor.

**Modules**

- Quantity and Number

**Progression Routes:** On successful completion of this course students may continue with our other Core Skills modules and/or progress to Level 2.

Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 1 when accessing a Level 2 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.
<b>Aptitude:</b> Applicants must have a willingness to learn and an interest in the subject.
<b>Previous experience:</b> Little previous experience is required for this course.
Application process includes an informal assessment.
<b>Duration*:</b> 16–20 weeks (1–2 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Essential Skills for Working with Numbers

This QQI Level 2 course is ideal for adults who left school early and who wish to refresh, or fill gaps, in their skills for working with numbers. The course is delivered with encouragement and support. The class groups are small to ensure that each student's needs are met by an experienced tutor.

**Modules**

- Quantity and Number

**Progression Routes:** On successful completion of this course students may continue with our other Essential Skills modules to obtain a General Learning major award (P2GLO) and/or progress to modules at Level 3.



Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 2 when accessing a Level 3 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.
<b>Aptitude:</b> Applicants must have the motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
<b>Previous experience:</b> Applicants must be able to demonstrate a range of knowledge, skills and competencies relevant to the course and be able to work under direction.
Application process includes an informal assessment.
<b>Duration*:</b> 30–50 weeks (1–3 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# General Learning

This programme offers adults the opportunity to achieve all or part of this QQI Level 3 major award in General Learning (3M0874). The content has been designed to enable the student to develop the relevant knowledge, skill and competence to use a range of skills and tools. The course enables the student to develop the transversal skills, personal qualities and strengths to make informed choices related to progression in further education and training or to explore employment opportunities in administration and other sectors.

**Modules\***

- Communications
- Event Participation
- Internet Skills
- Mathematics
- Personal Effectiveness
- Spreadsheets
- Word Processing

\*modules vary from centre to centre and, subject to demand, a combination of a fewer number of modules may be offered in a component award.

**Progression Routes:** Students who complete this course will have the skills and competency to complete tasks and processes, to deal with choices and decision making and to recognise personal talents, abilities and interests. They may progress directly to entry-level employment and/or further education and training.

Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 2 when accessing a Level 3 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.
<b>Aptitude:</b> Applicants must have the motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
<b>Previous experience:</b> Applicants must be able to demonstrate a range of knowledge, skills and competencies relevant to the course and be able to work under direction.
Application process includes an informal assessment.
<b>Duration*:</b> 22–26 weeks (1–2 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Intercultural Awareness

This QQI Level 3 component module course is aimed at those who are seeking to improve their understanding of what culture is and examine the similarities and differences between cultures. The content also focuses on cultural identity, cultural heritage and folklore and what it means to live in a multicultural society.

**Modules**

- Intercultural Awareness

**Progression Routes:** Students who complete this course will have the skills and competency to complete tasks and processes, to deal with choices and decision making and to recognise personal talents, abilities and interests. They may progress to other further education and training courses.

Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 2 when accessing a Level 3 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.
<b>Aptitude:</b> Applicants must have the motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
<b>Previous experience:</b> Applicants must be able to demonstrate a range of knowledge, skills and competencies relevant to the course and be able to work under direction.
Application process includes an informal assessment.
<b>Duration*:</b> 22–26 weeks (1–2 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

## Mathematics

**This QQI Level 3 component module course is aimed at those who are seeking to improve their skills in working with numbers and gain practical knowledge of mathematics as part of everyday life. The course provides an opportunity to adults to take a fresh look at the world of numbers in a small class group, even if they may have found mathematics difficult in the past.**

**Modules**

- Mathematics

**Progression Routes:** Students who complete this course will have the skills and competency to complete tasks and processes, to deal with choices and decision making and to recognise personal talents, abilities and interests. They may progress to other further education and training courses.

Entry Requirements
<b>Education:</b> No formal education or qualifications are required although applicants may have participated in primary and secondary education. Applicants will be expected to demonstrate a standard of knowledge, skill and competence appropriate to the NFQ Level of the accredited programme they are preparing for.
<b>Aptitude:</b> 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.
<b>Previous experience:</b> Applicants must be able to demonstrate an elementary range of knowledge, skills and competencies relevant to the course and be able to work under direction.
Application process includes an informal assessment.
<b>Duration:</b> 6–8 weeks (1–2 classes per week) <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

## Return to Study in Further Education and Training (FET)

**This course is designed to supports adults to improve their spelling, grammar, writing and computer skills in preparation for joining an accredited course in Further Education and Training. This course helps adults gain skills in these areas, provides a basis for further progression and rebuilds their confidence to succeed.**

**Modules\***

- Assignment Writing
- Grammar and Spelling
- IT Skills
- Punctuation
- Setting Learning Goals
- Understanding Learning Styles
- Using the Internet for Research

\*modules may vary, depending on group requirements

**Progression Routes:** Students who complete this course will be in a confident position to progress to an accredited course in further education and training.



# 9.8

## Green Skills



### Entry Requirements

**Education:** Applicants must have achieved a minimum of a NFQ Level 3 Major Award or its equivalent prior to entry to the programme, or have achieved the relevant skills, knowledge, and competence through work experience. Students within this category are assessed prior to enrolment to ensure they meet the required skills to undertake the programme. Students will not be expected to have prior knowledge of environmental sustainability on entry to the programme, but they will be expected to demonstrate an interest in the field.

**Aptitude:** None required.

**Previous experience:** None required.

**Eligibility:** Priority will be given to those with less than upper second-level education (Leaving Certificate or equivalent).

**Duration:** 10 weeks

**Location:** Various locations.

**Cost:** This course is free for those who:

- Have less than upper-second level education
- Are in receipt of social welfare payment
- Have a full medical card
- Are in the workforce with low skill levels and who need opportunities to upgrade their skills in order to advance their career

### Contact:

Siobhan Coughlan  
Tel: 074 9120571

## Environmental Sustainability and Awareness

**The aim of the Level 4 Special Purpose Award in Environmental Sustainability Awareness is to develop awareness of the impacts of environmental change and the key sustainable practices that can be implemented at individual and community level. This programme is delivered through 100% face to face and classroom delivery using a virtual learning environment (VLE). If classroom delivery is not possible due to specific circumstances, tutor led online delivery may take place.**

### Modules

- Environmental Sustainability Awareness

**Progression Routes:** Participants who successfully complete this course will be more aware of environmental issues and will be able to make some changes to their personal practice as a result of their participation in the programme.



**Entry Requirements**

**Education:** Applicants who have either successfully completed a programme leading to a Level 4 QQI qualification or can demonstrate the levels of knowledge, skills and competence associated with NFQ Level 4 will be eligible to apply for entry to this programme.

**Aptitude:** None required.

**Previous experience:** None required.

**Eligibility:** Eligibility will be determined by employment status - as this is funded through the Skills to Advance initiative, students must be defined as an 'employee' - those who work part-time or full-time under a contract of employment, whether oral or written, express or implied, have recognised rights and duties and are in receipt of pay for their service. Self-employed persons are eligible to participate. Students must be over 18 years of age.

**Duration (Evening):** 14 weeks (1 evening per week)

**Location:** Letterkenny

**Cost (Evening):** €120.00 \*

\* If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information.

**Contact:**

Tricia Fitzpatrick  
Tel: 074 9120500

## Environmental Sustainability in the Workplace

**This Level 5 Special Purpose Award is intended for those who want to acquire a general knowledge and understanding of environmental sustainability in the workplace and who want to use that knowledge, competence and understanding to support sustainable practices in the workplace. Students will be able to identify, prioritise and implement environmentally sustainable improvements in their workplace and in their own personal lives and communities. A range of units with content covering key sustainable practices are available, including:**

1. climate change, other environmental pressures and global initiatives
2. energy management
3. sustainable food and food waste prevention
4. circular economy
5. environmental management and green awareness for employees
6. greening communities and greening your lifestyle

**Module**

— Environmental Sustainability in the Workplace

**Progression Routes:** Participants who successfully complete this course will be more aware of environmental issues and will be able to make some changes in their workplace as a result of their participation in the programme. Successful completion of module 5N21794 Environmental Sustainability in the Workplace will achieve a Special Purpose Award in Environmental Sustainability in the Workplace (5S21793).

# 9.9

## Hair & Beauty





Entry Requirements
<b>Education:</b> Junior Certificate or equivalent.
<b>Aptitude:</b> Good manual dexterity.
<b>Previous experience:</b> None required.
<b>Duration (Evening):</b> 25 weeks (2 evening per week) <b>Location:</b> Letterkenny
<b>Cost (Evening):</b> €400.00 */** * If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information. ** If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver – contact your DSP case officer.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 9120500

## Barbering Techniques

The purpose of this award is to equip applicants with the knowledge, skills and competence to use barbering techniques, tools and equipment to create men's hairstyles within the hairdressing and barbering industry, operating independently while under general supervision.

### Modules

- Cut Men's Hair
- Cut Facial Hair
- Follow Health and Safety Practice in the Salon
- Shampoo and Condition the Hair and Scalp
- Styling men's hair
- Working in the Hair Industry

**Progression Routes:** On completion of this course students can progress to the City & Guilds Level 3 Diploma in Women's Hairdressing (3002-30) or similar qualification with another awarding body.

Entry Requirements
<b>Education:</b> Leaving Certificate is desirable but not essential. Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 course. Applicants should have achieved a major award QQI Level 5 or its equivalent in Hairdressing (alternatively, a minimum of 12 months hairdressing experience in industry).
<b>Aptitude:</b> 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.
<b>Previous experience:</b> 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.
<b>Duration:</b> 15 weeks <b>Location:</b> Letterkenny
<b>Cost:</b> €360.00 */** *If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information. **If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver – contact your DSP case officer.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 9120500

## Creative Styling

This QQI Level 5 component award course is designed for qualified hairdressers who wish to develop their skills in creative styling techniques. The course is aimed at hairdressers who have previously completed Level 5 or equivalent in hairdressing. The purpose of this award is to equip the student with the knowledge, skills and competence to provide an up style, wig, hairpiece or hair extension service for a client using relevant equipment and styling products. Students will be required to source models for practical classes as this module is assessed by skills demonstration and exams. This course typically runs twice per year in September and February.

### Modules

- Induction
- Creative Styling

**Progression Routes:** Students who complete this course may progress directly to employment in the beauty sector. Alternatively many graduates continue in further education to obtain additional qualifications.

Entry Requirements
<b>Education:</b> There are no formal entry requirements for candidates undertaking these qualifications. However, centres must ensure that candidates have the potential and opportunity to gain the qualification successfully.
<b>Aptitude:</b> Good manual dexterity.
<b>Previous experience:</b> None required.
<b>Duration (Evening):</b> 28 weeks (1 evening per week) <b>Location:</b> Letterkenny
<b>Cost (Evening):</b> €410.00 */** * If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information. ** If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver – contact your DSP case officer.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 9120500

# Introduction to Hairdressing

On completion of this City & Guilds (C&G) programme, students will have the skills, knowledge and competencies to use a range of skills and tools, under direction and with limited autonomy, related to seeking employment or in employment. You will gain an understanding of the basic principles of health and safety, salon etiquette and decorum, professional behaviour, communication skills, working with others and team building.

**Modules**

- Introduction to the Hair and Beauty Industry
- Presenting a Professional Image in a Salon
- Styling Women’s Hair

**Progression Routes:** It enables the student to develop personal qualities and strengths to make informed choices to pursue a range of employment opportunities or to progress to further education or training.

Entry Requirements
<b>Education:</b> Leaving Certificate is desirable but not essential. Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing this course
<b>Aptitude:</b> 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.
<b>Previous experience:</b> 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.
<b>Duration:</b> 15 weeks <b>Location:</b> Letterkenny
<b>Cost:</b> €330.00 */** Students will be required to purchase their own beauty therapist tunic and make-up kit. *If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information. **If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver – contact your DSP case officer.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 9120500

# Make-Up Certificate

This VTCT (ITEC) component award course is designed to enable students to gain the necessary practical skills, theoretical knowledge and competency required to provide a range of make-up applications to clients and source employment within the Beauty Industry. This course typically runs twice per year in September and February.

**Modules**

- Induction
- Make-up

**Progression Routes:** Students who complete this course may progress directly to employment in the beauty sector. Alternatively many graduates continue in further education to obtain additional qualifications in Manicure and Pedicure for example or to the full-time ITEC Beauty Therapist traineeship.



**Entry Requirements**

**Education:** Leaving Certificate is desirable but not essential. Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing this course.

**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.

**Duration:** 15 weeks

**Location:** Letterkenny

**Cost:** €400.00 \*/\*\*

Students will be required to purchase their own beauty therapist tunic and make-up kit.

\*If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information.

\*\*If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver – contact your DSP case officer.

**Contact:**

Tricia Fitzpatrick  
Tel: 074 9120500

## Manicure and Pedicure Certificate

**This VTCT (ITEC) component award course is designed to enable students to gain the necessary practical skills, knowledge and attitudes to perform manicure and pedicure treatments in a professional and safe manner, to a standard and in a timeframe that reflects industry standards. This course typically runs twice per year in September and February.**

**Modules**

- Induction
- Manicure and Pedicure

**Progression Routes:** Students who complete this course may progress directly to employment in the beauty sector. Alternatively many students continue in further education to obtain additional qualifications for example the full-time ITEC Beauty Therapist traineeship.

# 9.10

## Health & Social Care



Entry Requirements
<b>Education:</b> No formal education requirements. However, applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing this course.
<b>Aptitude:</b> 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 communication and interpersonal skills are essential, including verbal and written command of the English language.
<b>Previous experience:</b> 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.
<b>Duration:</b> 6 weeks (3 hours per week) <b>Location:</b> Various locations
<b>Cost:</b> €130.00 */** *If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. **If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver. Contact your DSP case officer.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 91 20500

# First Aid Responder (PHECC)

The aim of this part-time evening course is to enable the student to develop the knowledge, skills and competencies to operate as a First Aid Responder. The course aims to develop the student’s personal skills, composure, competence and confidence while understanding their limitations. This qualification is highly sought after in a number of different sectors to include Childcare, Healthcare and the Emergency Services.

**Modules\***

- Induction
- First Aid Response

\*modules may be subject to change

**Progression Routes:** Students who complete this course will have gained the necessary skills to assess a client who may require first aid, to administer basic first aid and basic life support measures until the arrival of emergency medical services, to ensure that the safety of the client is of the utmost importance and to ensure first aid is given to prevent any further harm. These skills can then be used in a variety of care and other work settings.

Entry Requirements
<b>Education:</b> Applicants should have Leaving Certificate or Leaving Certificate Applied or LCVP. Alternatively, applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 course.
<b>Aptitude:</b> 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 communication and interpersonal skills are essential, including verbal and written command of the English language.
<b>Previous experience:</b> 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.
Application process includes Garda vetting.
<b>Duration:</b> Two years (two evenings per week over four academic terms) <b>Location:</b> Various locations
<b>Cost:</b> €513 per term or €2,050 in total */** *If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. **If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver. Contact your DSP case officer.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 91 20500

# Healthcare Support (Blended)

The aim of this QQI Level 5 major award course is to enable the student to develop the knowledge, skills and competencies to work as part of a multidisciplinary team in the provision of effective and appropriate healthcare support to clients in a variety of settings, recognising client’s individual needs, assisting with activities of daily living and maintaining a safe and hygienic healthcare environment. Students are expected to secure a work placement with a host employer for a minimum of 300 hours throughout the course.

**Modules\***

- Care of the Older Person
- Care Skills
- Care Support
- Communications
- First Aid Response
- Human Growth & Development
- Infection Prevention & Control
- Patient Handling
- Safety & Health at Work
- Work Practice Healthcare

\*modules may be subject to change

**Progression Routes:** Graduates of this course can progress directly to employment in a range of healthcare settings such as public or private hospitals/nursing homes as health care assistants or in social care, community or residential care settings for example. Alternatively, graduates can progress to further or higher education courses.



Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 course.
<b>Aptitude:</b> 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.
<b>Previous experience:</b> 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.
<b>Eligibility:</b> Priority will be given to those with less than upper second-level education (Leaving Certificate or equivalent).
Application process includes an interview and Garda vetting.
<b>Duration:</b> Two years (four modules per year) <b>Location:</b> Various locations
<b>Cost:</b> <u>This course is free for those who:</u> <ul style="list-style-type: none"><li>— Have less than upper-second level education</li><li>— Are in receipt of social welfare payment</li><li>— Have a full medical card</li><li>— Are in the workforce with low skill levels and who need opportunities to upgrade their skills in order to advance their career</li></ul>
<u>Fees apply to other applicants.</u>
<b>Contact:</b> Siobhan Coughlan Tel: 074 9120571

# Health Service Skills

This part-time QQI Level 5 major award course, delivered over two years, is designed for students interested in pursuing a career in the health service sector. The course will assist students in acquiring knowledge, developing skills and an overall competence to work in the health service sector and/or to progress to further and or higher education and training in this field.

**Modules\***

- Activities of Living Patient Care
- Care of the Older Person
- Care Skills
- Care Support
- Communications
- Customer Service Practice
- Infection Prevention & Control
- Palliative Care Support
- Work Practice
- Work Placement

\*modules may be subject to change

**Progression Routes:** Graduates of this course are eligible to progress to further education and training with Donegal ETB and/or higher education and training in the field of healthcare. Alternatively, graduates may progress to work in specific healthcare support settings including health care assistance, home help, social care, community development or residential care settings.

Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 course.
<b>Aptitude:</b> 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.
<b>Previous experience:</b> 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.
<b>Eligibility:</b> Priority will be given to those with less than upper second-level education (Leaving Certificate or equivalent).
Application process includes an interview.
<b>Duration:</b> 17 weeks <b>Location:</b> Stranorlar
<b>Cost:</b> <u>This course is free for those who:</u> <ul style="list-style-type: none"><li>— Have less than upper-second level education</li><li>— Are in receipt of social welfare payment</li><li>— Have a full medical card</li><li>— Are in the workforce with low skill levels and who need opportunities to upgrade their skills in order to advance their career</li></ul>
<u>Fees apply to other applicants.</u>
<b>Contact:</b> Siobhan Coughlan Tel: 074 9120571

# Intellectual Disability Studies

The purpose of this QQI Level 5 component course is to enable students to acquire the knowledge, skill and competence to work independently and under supervision in a range of Early Childhood Care and Education (ECCE) settings and Health Service Skills (HSS) or to progress to higher education and training.

**Modules**

- Intellectual Disability Studies

**Progression Routes:** On successful completion of this course students may progress to further education in this field and/or enter employment.

Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 2 when accessing a Level 3 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.
<b>Aptitude:</b> Applicants must have the motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
<b>Previous experience:</b> Applicants must be able to demonstrate a range of knowledge, skills and competencies relevant to the course and be able to work under direction.
Application process includes an informal assessment.
<b>Duration*:</b> 26–32 weeks (2–3 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Introduction to Healthcare

**This QQI Level 3 component award with a focus on the healthcare sector, has been designed to enable the student to develop the relevant knowledge, skill and competence to use a range of skills and tools. This course enables the student to develop personal qualities and strengths to make informed choices related to employment opportunities in the healthcare sector or to progress to further education or training.**

**Modules\***

- An Introduction to the Health Services in Ireland
- Basic First Aid
- Career Preparation
- Communications
- Health and Safety Awareness
- Personal Effectiveness
- Word Processing

\*modules vary from centre to centre and, subject to demand, a combination of a fewer number of modules may be offered in a component award.

**Progression Routes:** Students who complete this course will have the skills and competency to complete tasks and processes, to deal with choices and decision making and to recognise personal talents, abilities and interests. They may use the knowledge gained to progress to other further education and training courses.

Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.
<b>Aptitude:</b> Applicants must have the motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
<b>Previous experience:</b> Applicants must be able to demonstrate a range of knowledge, skills and competencies relevant to the course and be able to work under direction.
Application process includes an informal assessment.
<b>Duration*:</b> 20–24 weeks (1–2 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Nutrition and Healthy Options

**This QQI Level 3 component module course is aimed at adults seeking to develop personal qualities and strengths to make informed choices about their own or their family's health and nutrition.**

**Modules**

- Nutrition and Healthy Options

**Progression Routes:** Students who complete this course will have the skills and competency to complete tasks and processes, to deal with choices and decision making and to recognise personal talents, abilities and interests. They may use the knowledge gained to progress to other further education and training courses.



Entry Requirements

**Education:** Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 5 when accessing a Level 6 course.

**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:** Priority will be given to those with less than upper second-level education (Leaving Certificate or equivalent).

Application process includes an interview.

**Duration:** 13–20 weeks\*  
\*duration may vary depending on location.  
**Location:** Various locations.

**Cost:** This course is free for those who:

- Have less than upper-second level education
- Are in receipt of social welfare payment
- Have a full medical card
- Are in the workforce with low skill levels and who need opportunities to upgrade their skills in order to advance their career

**Fees apply to other applicants.**

**Contact:**  
Siobhan Coughlan  
Tel: 074 9120571

# Special Needs Assisting

The purpose of this QQI Level 6 component course is to equip students with the knowledge, skill and competence in the theory and practice underpinning the education and care of those who present with special educational needs to enable the student to assist in the provision of this education and care.

Modules

- Special Needs Assisting

**Progression Routes:** On successful completion of this course students may progress to further education in this field and/or enter employment.

# 9.11

## Horticulture



Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 2 when accessing a Level 3 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.
<b>Aptitude:</b> Applicants must have the motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
<b>Previous experience:</b> Applicants must be able to demonstrate a range of knowledge, skills and competencies relevant to the course and be able to work under direction.
Application process includes an informal assessment.
<b>Duration*:</b> 30–50 weeks (2–3 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Employability Skills (Horticulture)

**This QQI Level 3 Employability Skills major award (3M0935), with a focus on horticulture, has been designed to enable the student to develop the relevant knowledge, skills and competence to use a range of skills and tools. The course enables the student to develop personal qualities and strengths to make informed choices to pursue a range of employment opportunities or to progress to further education or training.**

**Modules\***

- Application of Number
- Career Preparation
- Communications
- Event Participation
- Functional Mathematics
- Internet Skills
- Outdoor Vegetable Crop Production
- Plant Propagation
- Planting & Potting

\*modules vary from centre to centre and, subject to demand, a combination of a fewer number of modules may be offered in a component award.

**Progression Routes:** Graduates of this course will have the skills and competency to complete tasks and processes, to deal with choices and decision making and to recognise personal talents, abilities and interests. They may progress directly to entry-level employment and/or further education and training.

Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.
<b>Aptitude:</b> 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.
<b>Previous experience:</b> 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.
<b>Eligibility:</b> Priority will be given to those with less than upper second-level education (Leaving Certificate or equivalent).
Application process includes an interview.
<b>Duration*:</b> 41 weeks *duration may vary depending on modules offered <b>Location:</b> Stranorlar
<b>Cost:</b> <u>This course is free for those who:</u> <ul style="list-style-type: none"><li>— Have less than upper-second level education</li><li>— Are in receipt of social welfare payment</li><li>— Have a full medical card</li><li>— Are in the workforce with low skill levels and who need opportunities to upgrade their skills in order to advance their career</li></ul>
<b>Fees apply to other applicants.</b>
<b>Contact:</b> Siobhan Coughlan Tel: 074 9120571

# Horticulture

**This QQI Level 4 horticulture course focuses on sustainable gardening and horticulture to promote sustainable approaches to living in harmony with nature. It consists of component awards that will give students the knowledge, skills and competencies to enable them to seek employment opportunities in the field of horticulture. The course focuses on sustainable green practices including increasing soil fertility and composting, natural pest control, energy efficiency and recycling and growing plants to enhance well-being and to attract biodiversity in the garden. The course will also enable the student to develop personal qualities and strengths in goal setting and career planning that will help them make informed choices whether to pursue a range of employment opportunities or to progress to further education or training.**

**Modules\***

- Growing Vegetables
- Plant Identification Care and Maintenance

\*modules may be subject to change

**Progression Routes:** Students who complete this course can progress directly to entry level employment and or to other further education and training courses.



# 9.12

## IT & Computing



### Entry Requirements

**Education:** Leaving Certificate, or equivalent Computer Literacy is essential. Some knowledge of computer languages, HTML and CSS is desirable but not essential. Completion of Digital Imaging using Photoshop Skills would be an advantage though not a requirement.

**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. An analytical approach to problem solving and decision making is essential. Good diagnostic skills. Self-motivated, ability to work on one's own and complete tasks to a deadline.

**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. Experience in working in Photoshop or similar graphic editing programme is desirable but not essential. Previous experience of using web based learning is also desirable.

**Duration:** 12 weeks  
(1 evening per week)  
**Location:** Letterkenny

**Cost:** €250.00 \*/\*\*

\*If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information.

\*\*If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver – contact your DSP case officer.

### Contact:

Tricia Fitzpatrick  
Tel: 074 9120500

## Advanced Digital Imaging

The aim of this course is to allow students to demonstrate proficiency in the digital communications tool Adobe Photoshop. On completion of the course, students will be able to demonstrate that they have attained the foundation skills to communicate with digital media tools, knowledge of design principles and image composition and setting project requirements. Students will know how to manipulate images using Photoshop by covering layers, masks and channels, colour calibration, photo corrections, retouching, vector and bitmap graphics, files in browsers, pen tools and preparing images for web and Photoshop CC tools. They will be proficient in preparing images for web and print and in working in a creative environment where they have to present their ideas and work within a team.

### Modules\*

— ADOBE Certified Associate in Visual Design using Photoshop 2018

\*modules may be subject to change

**Progression Routes:** The course is fundamental for those students who wish to pursue a career as a graphic designer, photographer, marketing professional and web designer and may assist in obtaining employment in these industries.

Entry Requirements
<b>Education:</b> Computer skills are essential, some knowledge of computer languages including HTML and CSS, is desirable but not essential.
<b>Aptitude:</b> 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.
<b>Previous experience:</b> Experience in graphic design, fine art, web development, Photoshop or similar graphic editing program is desirable but not essential. 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.
<b>Duration:</b> 12 weeks (1 evening per week) <b>Location:</b> Letterkenny
<b>Cost:</b> €250.00 */** *If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information. **If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver – contact your DSP case officer
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 9120500

# Advanced Web Design – Web Authoring Using Adobe Dreamweaver

The aim of this evening course is to enable the students to acquire the knowledge, skills and competencies necessary to build and maintain a website using Adobe Dreamweaver CS6 software. This course is aimed at those with previous web design experience and a knowledge of HTML and Javascript. It covers a number of areas including setting project requirements, planning site design and page layout, understanding the Adobe Dreamweaver interface, adding content, organising content, evaluating and maintaining a site.

- Modules**
- Induction
  - Advanced Web Design

**Progression Routes:** Students who complete this course will receive an Adobe Certified Associate certificate which will enable them to progress onto employment or to related further education or training courses.

Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4.
<b>Aptitude:</b> 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.
<b>Previous experience:</b> 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.
<b>Duration:</b> 15 weeks (1 evening per week) <b>Location:</b> Letterkenny
<b>Cost:</b> €250.00 */** *If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information. **If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver – contact your DSP case officer.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 9120500

# Computers Basic (IC3)

This course has been designed for those who have little or no previous knowledge of computers. The IC3 Global Standard 5 (GS5) delivers a comprehensive solution for learning how to succeed in any environment that requires the use of computers, devices, or the Internet. This is a foundation level programme which will enhance a student's ability to effectively use software applications on a PC or computer.

- Modules\***
- IC3 – GS5 Living Online
  - IC3 – GS5 Key Applications
  - IC3 - GS5 Computing Fundamentals

\*modules may be subject to change

**Progression Routes:** Students who complete this course will have achieved the basic ICT skills required to use computers, devices and the internet. They may progress to other ICT related courses to build their skills and related knowledge further within further education and training.



Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 1 when accessing a Level 2 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.
<b>Aptitude:</b> Applicants must have a willingness to learn and an interest in the subject.
<b>Previous experience:</b> Little or no previous experience is required for this course.
Application process includes an informal assessment.
<b>Duration*:</b> 16–20 weeks (1–2 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Computer Skills & Using Technology (Social IT)

This QQI Level 2 course is ideal for adults who wish to develop computer skills with an emphasis on basic digital social skills by learning about a range of social media platforms. The course is delivered with encouragement and support. The class groups are small to ensure that each student’s needs are met by an experienced tutor.

**Modules\***

- Computer Skills
- Using Technology
- Writing

\*modules may be subject to change

**Progression Routes:** On successful completion of this course students may continue with our other Essential Skills modules to obtain a General Learning major award (P2GL0) and/or progress to modules at Level 3.

Entry Requirements
<b>Education:</b> There are no formal entry requirements.
<b>Aptitude:</b> Applicants must have a willingness to learn and an interest in the subject.
<b>Previous experience:</b> No previous experience is required for this course.
Application process includes an informal assessment.
<b>Duration*:</b> 10–16 weeks (1–2 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Core Skills for ICT (Information and Communications Technology)

This QQI Level 1 course is ideal for adults who left school early and who are seeking to learn how to use computers, smartphones and tablets for the first time. This course for beginners is delivered with encouragement and support. The class groups are small to ensure that each student’s needs are met by an experienced tutor.

**Modules**

- Computer Skills
- Using Technology

**Progression Routes:** On successful completion of this course students may continue with our other Core Skills modules and/or progress to Level 2.

Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.
<b>Aptitude:</b> 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.
<b>Previous experience:</b> 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.
<b>Duration:</b> 10 weeks (1 evening per week) <b>Location:</b> Letterkenny
<b>Cost:</b> €200.00 */** *If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information. **If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver – contact your DSP case officer.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 9120500

# Digital Imaging using Photoshop ICS Skills

This evening course aims to provide students with skills and related knowledge in Adobe Photoshop digital imaging software by covering introduction to Photoshop, picture composition and cleaning, colour composition, image selection and merging, layers and filters, file compression, printing and publishing. This course will allow students to achieve the ICDL Image Editing module on successful completion.

**Modules\***

- Image Editing

\*modules may be subject to change

**Progression Routes:** Students who complete this course may progress to the Advanced Digital Imaging using Photoshop course and/or further ICS related IT courses.

Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 1 when accessing a Level 2 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.
<b>Aptitude:</b> Applicants must have a willingness to learn and an interest in the subject.
<b>Previous experience:</b> Little previous experience is required for this course.
Application process includes an informal assessment.
<b>Duration*:</b> 16–20 weeks (1–2 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Essential Skills for ICT (Information and Communications Technology)

This QQI Level 2 course is ideal for adults who left school early and who wish to refresh, or fill gaps, in their skills for working with computers and modern technology. The course is delivered with encouragement and support. The class groups are small to ensure that each student’s needs are met by an experienced tutor.

**Modules**

- Computer Skills
- Using Technology

**Progression Routes:** On successful completion of this course students may continue with our other Essential Skills modules to obtain a General Learning major award (P2GL0) and/or progress to modules at Level 3.



Entry Requirements
<b>Education:</b> There are no formal entry requirements.
<b>Aptitude:</b> Applicants should be motivated and willing to engage with education.
<b>Previous experience:</b> None required.
<b>Duration*:</b> 4–8 weeks (1–2 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Getting Started to Get Online

**This unaccredited course is ideal for adults who need assistance in getting to grips with the online world for the first time. This course for beginners is delivered with encouragement and support. The class groups are small to ensure that each student's needs are met by an experienced tutor.**

**Modules**

- An Introduction to the world of Social Media
- Getting to grips with passwords
- How to keep your personal information and your device safe
- How to put an app on your device
- How to use technology to find information
- How to use your online classroom
- How we use technology in our daily lives
- Keeping in touch with your family, friends and community.
- The advantages and disadvantages of technology
- Tools for Learning

**Progression Routes:** On successful completion of this course students may continue with our other Core Skills modules and/or progress to the next appropriate level.

Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.
<b>Aptitude:</b> Good numerical and communication skills are essential, including verbal and written command of the English language. 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.
<b>Previous experience:</b> Keyboard skills desirable but not essential. 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.
<b>Duration (Evening):</b> 12 weeks (1 evening per week) <b>Location:</b> Letterkenny
<b>Cost (Evening):</b> €260.00 <b>*/**</b> * If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information. ** If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver – contact your DSP case officer.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 9120500

# ICDL Documents (Advanced Word)

**The Documents (Advanced) ICDL single module covers the concepts and skills needed to produce complex documents. It covers creating long reports, formatting documents, structuring information, creating templates, as well as improving productivity. This module is suitable for a wide range of candidates who want to go beyond basic word processing skills and produce sophisticated documents. The skills developed in this module are applicable in any work or academic setting. Candidates will also see an improvement in productivity and learn to collaborate with others on documents.**

**Modules**

- ICDL - Documents (Advanced)

**Progression Routes:** Students who complete this course may progress to employment and/or other further education and training courses.

<b>Entry Requirements</b>
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.
<b>Aptitude:</b> Good numerical and communication skills are essential, including verbal and written command of the English language. 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.
<b>Previous experience:</b> Keyboards skills desirable but not essential. 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.
<b>Duration:</b> 12 weeks (1 evening per week) <b>Location:</b> Letterkenny
<b>Cost:</b> €260.00 */** *If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information. **If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver – contact your DSP case officer.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 9120500

# ICDL Professional – Management Spreadsheets

This single module course is designed for those who have previous experience of Spreadsheets and who wish to progress to the Advanced syllabus to improve their skills, knowledge and competence to effectively operate Microsoft Excel Advanced. Topics covered in this module include Advanced Editing and Manipulation of Data, Handle Data, Advanced Functions, Formulas and Mathematical Ops, Using Analysis/Audit Tools and Techniques and using Special Tools.

**Modules**

- Induction
- ICDL - Management Spreadsheets

**Progression Routes:** Students who complete this course may progress to employment and/or other further education and training courses.

<b>Entry Requirements</b>
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 3 (Junior Cert standard).
<b>Aptitude:</b> 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.
<b>Previous experience:</b> 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.
<b>Duration:</b> 24 weeks (1 evening per week) <b>Location:</b> Letterkenny
<b>Cost:</b> €500.00 */** *If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information. **If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver – contact your DSP case officer.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 91 20500

# ICDL – Workforce Profile Modules

The aim of this programme 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. The new ICDL programme offers a greater range of modules and provides a practical programme of up-to-date skills and knowledge areas which are validated by a test. There is now a choice of at least 11 ICDL modules instead of the previous 7 and the 3 year limit on completing ICDL has been removed. Once candidates register they have a skills card for life and they can add additional modules to their skills card over time.

**Modules\***

- Advanced Documents
- Computer and Online Essentials
- Cyber Security
- Documents
- Presentation
- Spreadsheets

\*modules may be subject to change

**Progression Routes:** Graduates of this course are eligible to apply for a wide range of other further education and training courses. Alternatively, successful candidates can move directly to employment.



Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme.
<b>Aptitude:</b> 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.
<b>Previous experience:</b> 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
<b>Eligibility:</b> Priority will be given to those with less than upper second-level education (Leaving Certificate or equivalent).
Applicants will compete on an interview basis in order to secure a place on this course.
<b>Duration:</b> 20–40 weeks (2–4 mornings per week). <b>Location:</b> Various locations.
<b>Cost:</b> <u>This course is free for those who</u> <ul style="list-style-type: none"><li>— Have less than upper-second level education</li><li>— Are in receipt of social welfare payment</li><li>— Have a full medical card</li><li>— Are in the workforce with low skill levels and who need opportunities to upgrade their skills in order to advance their career</li></ul>
<u>Fees apply to other applicants.</u>
<b>Contact:</b> Siobhan Coughlan Tel: 074 9120571

# ICDL Workforce Programme

This Level 4 course is designed for students who want to build or update their IT and customer service skills and would like to progress into employment in a related work area or progress onto further education and training courses.

**Modules\***

- Computer Essentials
- Documents
- General Office Skills
- Online Collaboration
- Online Essentials
- Spreadsheets

\*modules may be subject to change

**Progression Routes:** Students who complete this course can progress into other further education and training courses or directly into employment.

Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 2 when accessing a Level 3 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.
<b>Aptitude:</b> Applicants must have the motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
<b>Previous experience:</b> Applicants must be able to demonstrate a range of knowledge, skills and competencies relevant to the course and be able to work under direction.
Application process includes an informal assessment.
<b>Duration:</b> 30–50 weeks (1–3 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Information and Communications Technologies (ICT)

This QQI Level 3 major award (3M0877) has been designed for adults to build on existing skills in a range of subjects that facilitate using ICT effectively. The course enables the student to develop personal qualities and strengths to make informed choices related to employment opportunities in the ICT sector or to progress to further education or training.

**Modules\***

- Communications
- Computer Literacy
- Internet Skills
- Mathematics
- Spreadsheets
- Word Processing

\*modules vary from centre to centre and, subject to demand, a combination of a fewer number of modules may be offered in a component award.

**Progression Routes:** Graduates of this course will have the skills and competency to complete tasks and processes, to deal with choices and decision making and to recognise personal talents, abilities and interests. They may progress directly to entry-level employment and/or further education and training.

Entry Requirements
<b>Education:</b> No formal education requirements.
<b>Aptitude:</b> Students should have an interest in Information technology and be interested in progressing within the productivity, software development of IT Security strands of Information technology. Students should have the ability to take initiative for their own learning in a facilitated learning environment and be able to set individual learning goals. Must be numerate and literate, interested in lifelong learning, ambitious to succeed in the Information Technology sector, good communication skills both written and verbal.
<b>Previous experience:</b> Students should have some previous knowledge in using computers and familiarity with the internet and email.
<b>Duration (Evening):</b> 15 weeks (1 evening per week) <b>Location:</b> Letterkenny
<b>Cost (Evening):</b> €300.00 */** * If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information. **If you are in receipt of a DSP payment, you may be eligible for a fee waiver. Contact your local Intreo office for a direct referral.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 9120500

# Information Technology

## – Java

The purpose of this industry certification is to enable students to demonstrate that they can recognise, write, and debug Java code that will logically solve a problem.

**Modules**

- Information Technologist - Java

**Progression Routes:** Graduates from this course will have the skills and competency to complete tasks and processes, to deal with choices and decision making and to recognise personal talents, abilities and interests. They may progress directly to entry-level employment and/or further education and training.

Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4.
<b>Aptitude:</b> An interest in learning how to create websites. 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.
<b>Previous experience:</b> 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.
<b>Duration:</b> 15 weeks (1 evening per week) <b>Location:</b> Letterkenny
<b>Cost:</b> €450.00 */** *If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative. Contact us for further information. **If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver – contact your DSP case officer.
<b>Contact:</b> Tricia Fitzpatrick Tel: 074 9120500

# Web Design

This City & Guilds Level 2 evening course aims to provide students with the necessary skills and knowledge to enable them to construct web pages for web sites and enhance existing web sites. Course content includes creating styles and layouts for websites, using software tools to prepare content for websites and how to test, upload and publish websites.

**Modules**

- Induction
- IT Users (ITQ) Website Software Level 2

**Progression Routes:** This course will provide students with the skills and knowledge to plan, design and build websites and will enable students to progress onto employment or to related further education or training courses.



# 9.13

## Languages



### Entry Requirements

**Education:** There are no formal entry requirements.

**Aptitude:** Applicants must have a willingness to learn and an interest in the subject.

**Previous experience:** No previous experience is required for this course.

Application process includes an informal assessment.

**Duration:** 10–16 weeks (1–2 classes per week)  
\*duration varies depending on the number of weekly class hours scheduled.

**Location:** Various locations throughout the county.

**Cost:** This course is free.

### Contact:

Finn Valley, Georgina Thompson  
Tel: 074 9190610

Inishowen, Claire McNicholl  
Tel: 074 9362466

Letterkenny/Milford,  
Emilia Niewulska  
Tel: 074 9706097

South Donegal,  
Trisha Walsh Gillespie  
Tel: 074 9721705

West Donegal,  
Vacant at time of publication  
Tel: 074 9180871

## Core Skills for English

This QQI Level 1 course is ideal for adults who left school early and who wish to refresh, or fill gaps, in their basic reading and writing skills. The course is delivered with encouragement and support. The class groups are small to ensure that each student's needs are met by an experienced tutor.

### Modules

- Listening and Speaking
- Reading
- Writing

**Progression Routes:** On successful completion of this course students may continue with our other Core Skills modules and/or progress to Level 2.

Entry Requirements
<b>Education:</b> No formal education or qualifications required although applicants will be expected to demonstrate a standard of knowledge, skill and competence relevant to the course.
<b>Aptitude:</b> Applicants must have the motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
<b>Previous experience:</b> No previous experience required.
Application process includes an informal assessment.
<b>Duration*:</b> 4–6 weeks (3–4 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# English for Speakers of Other Languages (ESOL) Pre-entry Level

The aim of this (unaccredited) course is to provide a comprehensive introduction to ESOL Level 1. The content will provide a solid foundation for students to progress and develop their English language skills.

**Modules\***

- Listening and Speaking
- Non-Verbal Communication
- Reading
- Writing

\*modules offered may be subject to change, relevant to the needs of students.

**Progression Routes:** Students may choose to further develop their English language skills by progressing to English for Speakers of Other Language (ESOL) Level 1.

Entry Requirements
<b>Education:</b> No formal education or qualifications required although applicants will be expected to demonstrate a standard of knowledge, skill and competence relevant to the course.
<b>Aptitude:</b> Applicants must have the motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
<b>Previous experience:</b> No previous experience required.
Application process includes an informal assessment.
<b>Duration*:</b> 24–36 weeks (1–2 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# English for Speakers of Other Languages (ESOL) Level 1

The aim of this QQI Level 1 component modules course is multi-purpose. The knowledge, skill and competence acquired on this programme are relevant to personal development and participation in society, community and employment and provides a basis for further progression. The programme covers the acquirement of basic knowledge, skills and competencies in a narrow range of fields of learning including key outcomes in literacy and numeracy.

**Modules\***

- Computer Skills
- Listening and Speaking
- Non-Verbal Communication
- Reading
- Using Technology
- Writing

\*modules offered may be subject to change, relevant to the needs of students.

**Progression Routes:** Students may choose to further develop their English language skills by completing additional modules or progressing to the next level.



Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 1 when accessing a Level 2 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.
<b>Aptitude:</b> Applicants must have the motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
<b>Previous experience:</b> Applicants must be able to demonstrate a range of knowledge, skills and competencies relevant to the course and be able to work under direction.
Application process includes an informal assessment.
<b>Duration*:</b> 24–36 weeks (1–2 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# English for Speakers of Other Languages (ESOL) Level 2

The aim of this QQI Level 2 component modules course is multi-purpose. The course is ideal for adults whose first language is one other than English. The English language content is complemented by the inclusion of computer skills, providing a more comprehensive programme of learning. The knowledge, skill and competence acquired on this programme are relevant to personal development and participation in society, community and employment and provides a basis for further progression. The programme covers the acquirement of basic knowledge, skills and competencies in a range of fields of learning including key outcomes in English language and ICT.

**Modules\***

- Computer Skills
- Listening and Speaking
- Non-Verbal Communication
- Reading
- Using Technology
- Writing

\*modules offered may be subject to change, relevant to the needs of students.

**Progression Routes:** Students may choose to further develop their English language skills by completing additional modules or progressing to the next level.

Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 2 when accessing a Level 3 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.
<b>Aptitude:</b> Applicants must have the motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
<b>Previous experience:</b> Applicants must be able to demonstrate a range of knowledge, skills and competencies relevant to the course and be able to work under direction.
Application process includes an informal assessment.
<b>Duration*:</b> 24–36 weeks (1–3 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# English for Speakers of Other Languages (ESOL) Level 3

The aim of this QQI Level 3 component modules course is multi-purpose. The course is ideal for adults whose first language is one other than English. The English language content is complemented by the inclusion of communications and computer skills, providing a more comprehensive programme of learning. The knowledge, skill and competence acquired on this programme are relevant to personal development and participation in society, community and employment and provides a basis for further progression. The programme covers the acquirement of basic knowledge, skills and competencies in a range of fields of learning including key outcomes in English language and ICT.

**Modules\***

- Communications
- English as a Second Language (ESOL)
- Internet Skills

\*modules offered may be subject to change, relevant to the needs of students.

**Progression Routes:** Students may choose to further develop their English language skills by completing additional modules in a wide variety of modules in further education and training.

Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.
<b>Aptitude:</b> Applicants must have the motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
<b>Previous experience:</b> Applicants must be able to demonstrate a range of knowledge, skills and competencies relevant to the course and be able to work under direction.
Application process includes a formal assessment.
<b>Duration*:</b> 30 - 36 weeks (2 classes per week) * duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county, subject to demand and formal initial assessment of suitability.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson, Tel: 074 9190610  Inishowen, Claire McNicholl, Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska, Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie, Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# English for Speakers of Other Languages (ESOL) Level 4

This QQI Level 4 component module is ideal for adults whose first language is one other than English. The knowledge, skill and competence acquired on this programme are relevant to personal development and participation in society, community and employment and provides a basis for further progression. The programme covers the acquirement of basic knowledge, skills and competencies in English language.

**Modules\***

- English as a Second Language (ESOL)

\*modules offered may be subject to change, relevant to the needs of students.

**Progression Routes:** Students may choose to further develop their English language skills by completing additional modules in a wide variety of modules in further education and training.

Entry Requirements
<b>Education:</b> Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 1 when accessing a Level 2 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.
<b>Aptitude:</b> Applicants must have a willingness to learn and an interest in the subject.
<b>Previous experience:</b> Little previous experience is required for this course.
Application process includes an informal assessment.
<b>Duration*:</b> 16–20 weeks (1–2 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Essential Skills for English

This QQI Level 2 course is ideal for adults who left school early and who wish to refresh, or fill gaps, in their reading and writing skills. The course is delivered with encouragement and support. The class groups are small to ensure that each student's needs are met by an experienced tutor.

**Modules**

- Listening and Speaking
- Non-verbal Communications
- Reading
- Writing

**Progression Routes:** On successful completion of this course students may continue with our other Essential Skills modules to obtain a General Learning major award (P2GL0) and/or progress to modules at Level 3.



Entry Requirements
<b>Education:</b> No formal education or qualifications required.
<b>Aptitude:</b> Applicants must have the motivation to learn and an interest in the subject.
<b>Previous experience:</b> No previous experience is required.
Application process includes an informal assessment.
<b>Duration*:</b> 12–16 weeks (1–2 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Irish Language Classes – Beginners

This unaccredited Irish language course is suitable for individuals seeking to learn Irish for the very first time. This course is suitable for students who have never studied or spoken Irish before. This course for beginners is delivered with encouragement and support. The class groups are small to ensure that each student’s needs are met by an experienced tutor.

**Modules**

- Irish language skills for beginners

**Progression Routes:** On successful completion of this course students will be able to further develop their language skills by progressing to Teastas Eorpach na Gaeilge (TEG).

Entry Requirements
<b>Education:</b> No formal education or qualifications required.
<b>Aptitude:</b> Applicants must have the motivation to learn and an interest in the subject.
<b>Previous experience:</b> No previous experience is required.
Application process includes an informal assessment.
<b>Duration*:</b> 26–30 weeks (1–2 classes per week) *duration varies depending on the number of weekly class hours scheduled. <b>Location:</b> Various locations throughout the county.
<b>Cost:</b> <u>This course is free, however a TEG examination fee €60 to €85 applies.</u>
<b>Contact:</b> Finn Valley, Georgina Thompson Tel: 074 9190610  Inishowen, Claire McNicholl Tel: 074 9362466  Letterkenny/Milford, Emilia Niewulska Tel: 074 9706097  South Donegal, Trisha Walsh Gillespie Tel: 074 9721705  West Donegal, Vacant at time of publication Tel: 074 9180871

# Irish Language Classes – Beginners and Improver (TEG)

Irish language classes for beginners and improvers. Accreditation can be obtained at Beginner Levels A1 and A2, then at Intermediate Levels B1 and B2. Your qualified class tutor will advise on which level is right for you. These courses are delivered with encouragement and support. The class groups are small to ensure that each student’s needs are met by an experienced tutor. **For more information on TEG visit [www.teg.ie](http://www.teg.ie).**

**Modules**

- Listening
- Reading
- Speaking
- Writing

**Progression Routes:** Students may choose to further develop their Irish language skills by progressing to the next Teastas Eorpach na Gaeilge (TEG) level.

# 9.14

## Professional Programmes



### Entry Requirements

**Education:** Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 5 minimum and/or ILM equivalent L2 qualification.

**Aptitude:** Good communication skills including verbal and written command of the English language. 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 should have experience in supervisory or management roles, with a keen interest in developing their leadership and management skills. 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.

**Duration:** 10 weeks  
(one evening per week)

**Location:** Letterkenny

**Cost:** €360.00 \*/\*\*

\*If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative.

\*\*If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver. Contact your DSP case officer.

### Contact:

Tricia Fitzpatrick  
Tel: 074 9120500

## ILM Leadership and Management

**This City & Guilds Level 3 course covers a wide range of modules designed to develop core management skills including how to organise and delegate, skills in communication, team leadership, change, innovation and managing working relationships. This course is suited to practising team leaders seeking to move up to the next level of management or managers who need to lead people through organisational change, budget cuts or other pressures. Students will be expected to take responsibility for self-directed learning outside of class time in order to meet the standard required to successfully pass this course.**

### Modules

- Solving Problems and Making Decisions
- Understanding and Developing Relationships in the Workplace
- Understanding Stress Management in the Workplace
- Understanding the Communication Process in the Workplace

**Progression Routes:** Graduates of this course will have gained skills to enable them to source employment as a First Line Manager or Supervisor in a range of sectors.



**Entry Requirements**

**Education:** Leaving Certificate or equivalent or have a QQI Level 5 qualification in a related subject area.

**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:** Preferably two years relevant previous work experience, alternatively 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.

**Duration:** 15 weeks  
(two nights per week)

**Location:** Letterkenny

**Cost:** €480.00 \*/\*\*

\*If you are in employment or self-employed you may be eligible for a fee waiver or reduced course fees under the Skills to Advance initiative.

\*\*If you are unemployed and in receipt of a qualifying social welfare payment, you may be eligible for a fee waiver. Contact your DSP case officer.

**Contact:**

Tricia Fitzpatrick  
Tel: 074 9120500

## Training and Development

The purpose of this QQI Level 6 award is to enable the student to acquire the knowledge, skill and competence to identify training and development needs and to deliver and evaluate a training intervention within a range of training and development contexts to include business and educational settings. The skills developed through this course are transferrable to a wide range of sectors and are highly sought after qualifications and skills.

**Modules**

- Induction
- Training Delivery and Evaluation
- Training Needs Identification and Design

**Progression Routes:** Graduates of this course will be able to source employment in the training and education sector identifying training and development needs and delivering and evaluating a training intervention within a range of training and development contexts. They may also progress to other further or higher education courses in this area.

# 9.15

## Sport, Recreation & Fitness





Entry Requirements

**Education:** Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 2 when accessing a Level 3 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.

**Aptitude:** Applicants must have the 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 range of knowledge, skills and competencies relevant to the course and be able to work under direction.

Application process includes an informal assessment.

**Duration\*:** 30–50 weeks (1–3 classes per week)  
\*duration varies depending on the number of weekly class hours scheduled.

**Location:** Various locations throughout the county.

**Cost:** This course is free.

**Contact:**  
Finn Valley, Georgina Thompson  
Tel: 074 9190610

Inishowen, Claire McNicholl  
Tel: 074 9362466

Letterkenny/Milford,  
Emilia Niewulska  
Tel: 074 9706097

South Donegal,  
Trisha Walsh Gillespie  
Tel: 074 9721705

West Donegal,  
Vacant at time of publication  
Tel: 074 9180871

# Health and Fitness

**This programme offers adults the opportunity to achieve all or part of this QQI Level 3 major award (3M0874) with a focus on health, fitness and wellbeing. The content has been designed to enable the student to develop the relevant knowledge, skill and competence to use a range of skills and tools. The course enables the student to develop personal qualities and strengths to make informed choices related to progression in further education and training or to explore employment opportunities in the health and fitness sector.**

Modules\*

- Communications
- Event Participation
- Health and Fitness
- Internet Skills
- Mathematics
- Nutrition and Healthy Options
- Personal Effectiveness
- Word Processing

\*modules vary from centre to centre and, subject to demand, a combination of a fewer number of modules may be offered in a component award.

**Progression Routes:** Graduates of this course will have the skills and competency to complete tasks and processes, to deal with choices and decision making and to recognise personal talents, abilities and interests. They may progress directly to entry-level employment and/or further education and training.





# 9.16

## Tourism & Hospitality

### Entry Requirements

**Education:** Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 2 when accessing a Level 3 programme. Applicants may have participated in primary and secondary education although no formal qualifications are required.

**Aptitude:** Applicants must have the 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 range of knowledge, skills and competencies relevant to the course and be able to work under direction.

Application process includes an informal assessment.

**Duration\*:** 30–50 weeks (1–3 classes per week)  
\*duration varies depending on the number of weekly class hours scheduled.

**Location:** Various locations throughout the county.

**Cost:** This course is free.

**Contact:**  
Finn Valley, Georgina Thompson  
Tel: 074 9190610

Inishowen, Claire McNicholl  
Tel: 074 9362466

Letterkenny/Milford,  
Emilia Niewulska  
Tel: 074 9706097

South Donegal,  
Trisha Walsh Gillespie  
Tel: 074 9721705

West Donegal,  
Vacant at time of publication  
Tel: 074 9180871

## Cultural Heritage and Awareness of Tourism (CHAT)

**This programme offers adults the opportunity to achieve all or part of this QQI Level 3 major award (3M0874) with a focus on the cultural heritage and tourism sector. The purpose of this award is to enable the student to develop the relevant knowledge, skill and competence to use a range of skills and tools, under direction and with limited autonomy, in familiar situations. It enables the student to participate in and contribute to modern society, to pursue a range of employment opportunities or to progress to further education or training.**

### Modules\*

- Communications
- Computer Literacy
- Engaging as a Tourist
- Event Participation
- Knowing my Community
- Local, National and International Culture
- Mathematics
- Personal Effectiveness
- Tourism Awareness
- Understanding Tourism and Tourists
- Working and Training in the Tourism Industry
- Word Processing

\*modules vary from centre to centre and, subject to demand, a combination of a fewer number of modules may be offered in a component award.

**Progression Routes:** Graduates of this course will have the skills and competency to complete tasks and processes, to deal with choices and decision making and to recognise personal talents, abilities and interests. They may progress directly to entry-level employment and/or further education and training.



# 9.17

## Transport

## Driver Theory Skills

The aim of this programme is multi-purpose. The course is delivered in a supportive environment and aims to motivate adults to apply for and pass the driver theory test. The knowledge, skill and competence acquired on this programme are relevant to personal development and participation in society, community and employment and provides a basis for further progression.

### Modules\*

- Driver Theory
- Setting Learning Goals

\*modules may vary from centre to centre..

**Progression Routes:** Upon completion of this course, students will be in a confident position to complete their driver theory test.

### Entry Requirements

**Education:** No formal education or qualifications are required although applicants may have participated in primary and secondary education. Applicants will be expected to demonstrate a standard of knowledge, skill and competence equivalent to NFQ Level 1 when accessing a Level 2 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 an elementary range of knowledge, skills and competencies relevant to the course and be able to work under direction.

Application process includes an informal assessment.

**Duration:** 15 weeks

**Location:** Various locations throughout the county.

**Cost:** This course is free.

### Contact:

Finn Valley, Georgina Thompson  
Tel: 074 9190610

Inishowen, Claire McNicholl  
Tel: 074 9362466

Letterkenny/Milford,  
Emilia Niewulska  
Tel: 074 9706097

South Donegal,  
Trisha Walsh Gillespie  
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West Donegal,  
Vacant at time of publication  
Tel: 074 9180871



# 9.18

## Enterprise Engagement

Donegal ETB's Enterprise Engagement Service provides free or heavily subsidised certified training for businesses across the county to upskill and reskill staff with a wide variety of certified, tailored training opportunities to help boost company productivity and profits.

**All businesses types are catered for including sole traders, Small and Medium-sized Enterprises (SMEs) and larger companies across Donegal and is available from Levels 1–6 daytime or evening, in class or online, in training centres or onsite.**

In 2022 **eight hundred employees** in over **one hundred companies** were supported across a wide range of sectors such as beauty, health, manufacturing, retail/sales, services, technology, tourism and agriculture.

Working with employers to identify their training needs enables our Enterprise Engagement staff to provide tailored, agile programmes in response to specific needs. We also work closely with Donegal County Council and the Local Enterprise Office, while also collaborating with many business networks in the county including Letterkenny Chamber of Commerce, Donegal Business Network, Donegal Women in Business and the Killybegs Harbour Development Group.

**Cost:** Training is either fully funded by Donegal ETB or is provided at a highly subsidised rate.

**Contact:** For more information contact Donegal ETB's Enterprise Engagement staff by emailing [enterpriseengagement@donegaletb.ie](mailto:enterpriseengagement@donegaletb.ie) or calling Donna McDade on 086 6069381 or Dearbhla Kelly on 086 6016131.

### Examples of training that we provide:

#### Levels 1–4 (certified and uncertified):

- Basic and Intermediate Computers
- Customer Service
- Internet and Email
- Introduction to Health & Safety
- Introduction to Social Media
- IT for Farmers
- Personal and Interpersonal Skills
- PowerPoint and Presentations
- Professional Development
- Smartphone Training
- Spreadsheets
- Workplace Communications
- Workplace Maths

#### Levels 5–6 (certified):

- Advanced Spreadsheets (ICDL)
- Diploma in Social Media for Business (City & Guilds)
- Infection Prevention and Control (QQI)
- Leadership and Management (ILM)
- Multimedia (Java)
- Project Management (Prince 2)



# 9.19

## Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a process that accredits prior learning. Prior learning is all the learning someone has achieved in a range of different settings. This includes skills, knowledge and competencies that may have been gained through non-formal learning (a course at work, supplementary training, further education courses, etc.) and informal learning (work practice, roles at work or in the community, hobbies, interests, etc.).

**Sectors who have achieved awards through the RPL process with Donegal ETB include:** food processing, tourism, retail, care sector, advocacy and volunteer groups.

### **Process:**

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The RPL process requires that the skills, knowledge and competencies which have been achieved are compared with the learning outcomes (standards) of the award applicants wish to be considered for. An applicant who wishes to be considered for an award through the RPL process needs to complete Donegal ETB's RPL application form. The application form will be assessed and, if approved for the RPL process, a mentor will be assigned to support with the process.

**Cost:** Recognition of Prior Learning is free.

**Contact:** For more information contact Siobhan Murray by emailing [rpl@donegaletb.ie](mailto:rpl@donegaletb.ie) or calling 074 9153194/086 0655120.





**Image Credits:** Ciaran Cunningham (landscape), Clive Wasson Photography for Donegal ETB, Donegal ETB Communications and additional stock images.

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## Donegal ETB

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Letterkenny,  
Co. Donegal, F92 DP98.

**Tel:** 074 9161600

**Email:** [info@donegaletb.ie](mailto:info@donegaletb.ie)

### Donegal ETB Adult Guidance and Information Service

The Business Hub, Business Hub Park,  
Letterkenny,  
Co Donegal, F92 HX4F.

**Tel:** 074 9178088

**Email:** [adultguidance@donegaletb.ie](mailto:adultguidance@donegaletb.ie)

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Adult Literacy and Youthreach are co-funded by the Government of Ireland and the European Union.

BTEI, evening classes, specific skills training and traineeships are funded by the European Union - NextGenerationEU.