

Further Education and Training (FET) Service

Prospectus

2025–2026

Donegal Education and Training Board

#GoFurtherWith**Donegal**ETB



etb

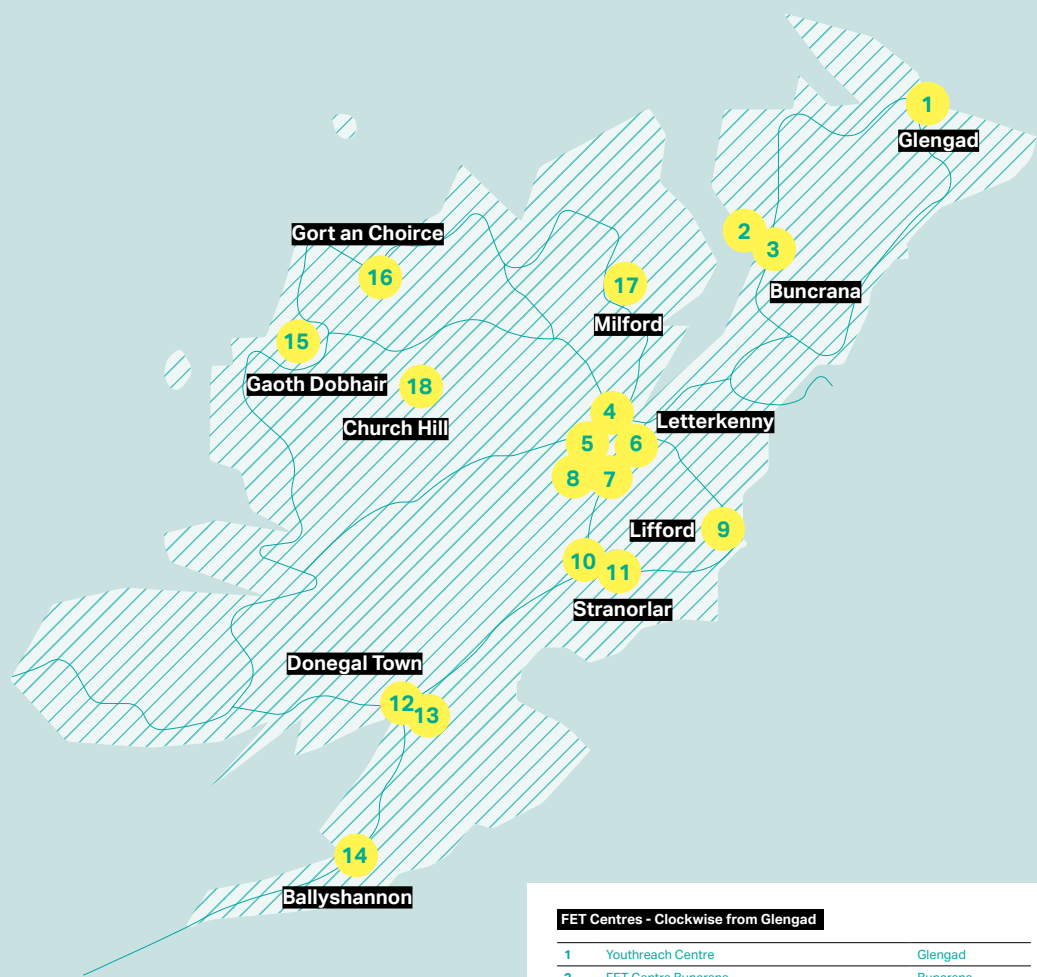
Bord Oideachais agus
Oiliúna Dhún na nGall
Donegal Education and
Training Board





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	Training Centre Gaoth Dobhair	Gaoth Dobhair
16	FET Centre Gort an Choire	Gort an Choire
17	FET Centre Milford	Milford
18	Gartan Outdoor Education and Training Centre	Church Hill

*closed temporarily

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Welcome

A group of four people, likely a climbing team, are posed on a rocky mountain trail. They are wearing red climbing suits, green helmets with headlamps, and safety harnesses. The background features a steep, rocky cliff face with sparse vegetation and a clear blue sky with scattered white clouds. The overall scene conveys a sense of adventure and outdoor activity.

A very warm welcome to our Further Education and Training (FET) Prospectus for 2025–2026. Making the decision to study with Donegal Education and Training Board (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.

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?

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.



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



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

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10 Reasons to Study with Donegal ETB's FET Service

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



EARN WHILE
YOU LEARN



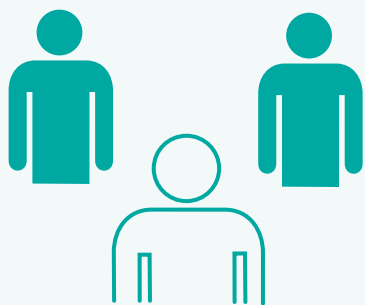
CAREER
GUIDANCE



LOW OR
NO COURSE
FEES



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



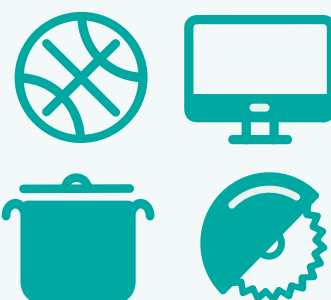
SMALL CLASS
SIZES



QUALIFIED, EXPERIENCED
AND DEDICATED STAFF



RANGE OF NATIONAL
AND INTERNATIONAL
CERTIFICATION



VARIETY OF
LEARNING AREAS



STUDENTS OF ALL AGES
CATERED FOR



FLEXIBLE LEARNING
FOR THE CHANGING
EMPLOYMENT MARKET

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Financial Matters

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

Many of our full-time courses are 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 €244.00. 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)

Tertiary Degrees have no fees attached to the first year of these courses in the Education and Training Boards. You will be eligible to apply for a SUSI grant or Back to Education Allowance.

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)

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.

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.

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) 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.

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/>.

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/>.

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The National Framework of Qualifications

For further information consult: www.nfq.ie or 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

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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.

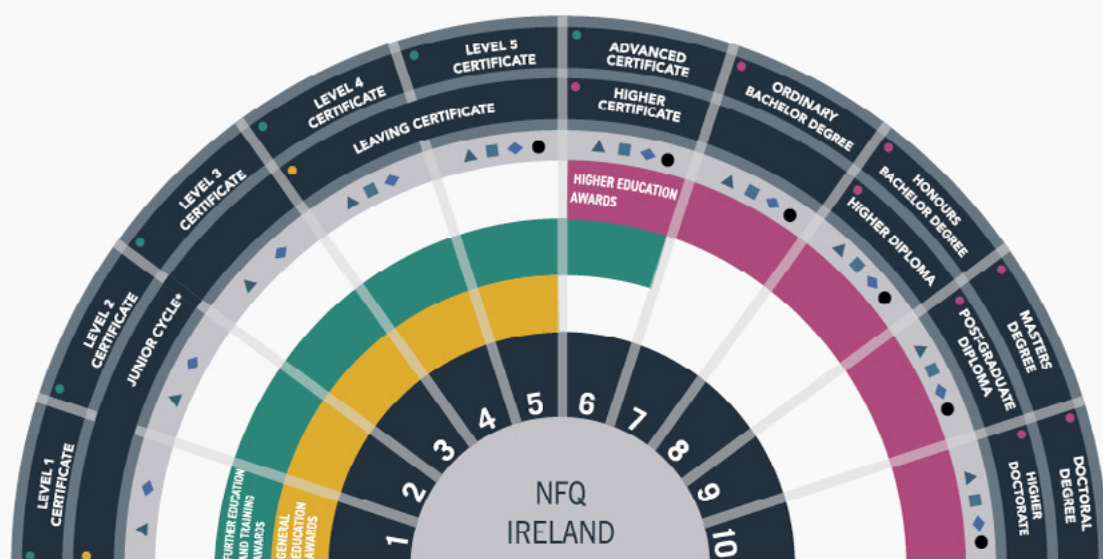
International Links

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

IRISH REGISTER OF QUALIFICATIONS

For more information on

- Qualifications
- Providers
- Courses

Visit www.irq.ie

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Accreditation Offered by Donegal ETB

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

Quality and Qualifications Ireland (QQI)

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 financial management and accounting.

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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

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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 - your local website providing up to date and comprehensive information on courses and the supports that are available to you.
- www.qualifax.ie - a national database of further and higher education courses provided by the Department of Education.
- 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 - an online resource detailing all aspects of funding, grants and social welfare benefits relating to education and training.

Entry Requirements

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Donegal ETB offers a wide range of education and training courses, each with varying entry criteria. Applicants will be interviewed and asked to show their understanding of the course, their motivation for applying and their ability to manage the course requirements. Donegal ETB is aware of the importance of 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 dependants. 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.

BTE/Evening Courses/PLC/Specific Skills/Traineeships/VTOS:

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.

Work placement may be a core element of programmes, facilitating the enhancement of employability and transversal skills - applicants from outside the European Union (EU)/European Economic Area (EEA) must have a Labour Permission Letter, Visa Permission Stamp 4, 5, or 6 or a letter from the Minister for Justice granting permission to work/study in this state.

Further Education and Training Programmes Explained

Full-Time Provision

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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 seventy-six 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.

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.

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 co-funded by the Government of Ireland and the European Union.

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 co-funded by the Government of Ireland and the European Union.

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

Tertiary Degrees

Donegal Education and Training Board, Galway and Roscommon ETB (GR ETB) and Mayo, Sligo and Leitrim ETB (MSL ETB), provide Tertiary degree programmes in conjunction with Atlantic Technological University (ATU).

The first year of these programmes will be completed with the Further Education and Training (FET) Service of Donegal Education and Training Board or MSLETB or GRETB with students continuing their studies with ATU. These unique degree programmes allow learners to remain in their regions while studying for a degree.

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

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 dependants. Fees will apply to other applicants. BTEI offers Major and Minor Awards at Levels 4 to 6 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.

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 over one to two evenings per week from 6–31 weeks. Courses range from introductory courses to QQI Levels 5–6 courses, along with industry recognised professional development courses

Learning for Living

The Learning for Living programme offers free part-time tuition to adults who need to build foundation skills and knowledge.

Reading, writing, maths and digital skills

Courses are offered to meet the needs of each student in small supportive groups and in a welcoming and friendly learning environment.

For more details please contact our Adult Literacy Organiser in the following locations:

Finn Valley, Georgina Thompson
T. 086 7002294

Inishowen, Claire Mc Nicholl
T. 086 1740684

Letterkenny/Milford, Emilia Niewulska
T. 086 1740683

South Donegal, Patricia Walsh Gillespie
T. 086 8207338

West Donegal, Mairead Somerville
T. 086 1740677

English for Speakers of Other Languages (ESOL)

English classes are offered to students at beginner and improver levels based on an assessment of the student's language level at registration. For more details please contact our ESOL coordinator in the following locations:

Finn Valley, Paula Donaghy
T. 086 1696607

Inishowen, Roisin Baldrick
T. 086 1696595

Letterkenny/Milford, Sarah Webster
T. 086 2041130

South Donegal, Elaine O Sullivan
T. 086 1696588

West Donegal, Joanne Donaghy
T. 086 1696585

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.



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How to Apply for a Course

A photograph showing three people in black wetsuits jumping from a wooden dock into a body of water. A blue kayak is on the dock. The background is a dense forest of green trees.

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.

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 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. If you are in receipt of Jobseekers Allowance, then your DSP Case Officer will be able to refer you to our courses.



8.0

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
EEA	European Economic Area
ELC	Early Learning and Care
ESOL	English for Speakers of Other Languages
ETB	Education and Training Board
EU	European Union
FET	Further Education and Training
ICDL	International Computer Driving Licence
LCA	Leaving Certificate Applied
MAG	Metal Active Gas
MIG	Metal Inert Gas
MOS	Microsoft Office Specialist
NFQ	National Framework of Qualifications
NLN	National Learning Network
PHECC	Pre-Hospital Emergency Care Council
PLC	Post Leaving Certificate
QQI	Quality and Qualifications Ireland
SEC	State Examination Commission
SQA	Scottish Qualifications Authority
TIG	Tungsten Inert Gas
VLE	Visual Learning Environment
VTOS	Vocational Training Opportunities Scheme



9.0

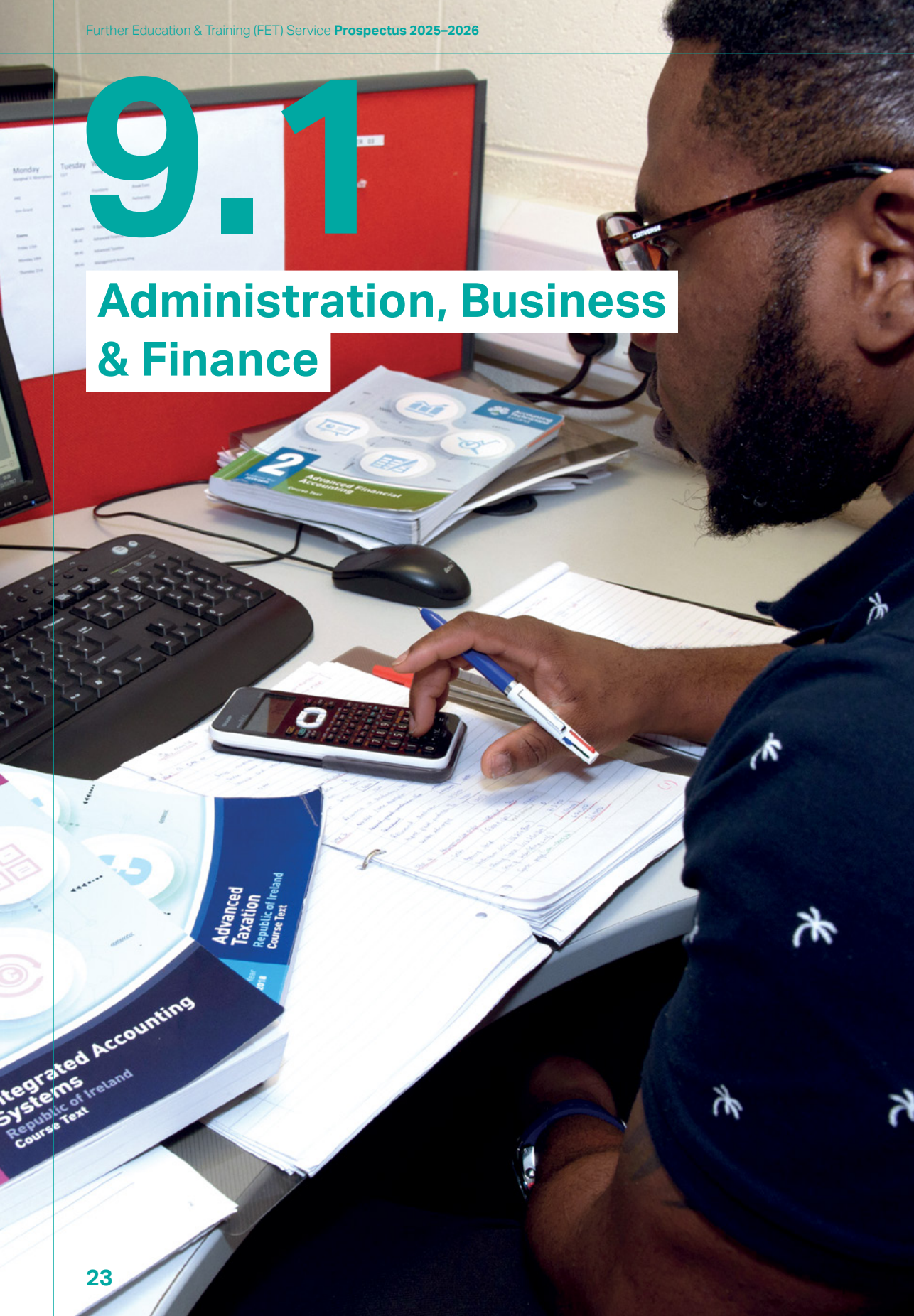
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9.15	Youthreach	p123



9.1

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:

Maria Clarke
Tel: 074 91 31684

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.

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

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

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. 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*

- Bookkeeping Manual and Computerised
- Business Administration
- Communications
- Digital Presentations
- Marketing Practice
- Spreadsheet Methods
- 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.

Entry Requirements

Education: 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 to the Level 3 and Level 4 Diploma 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. Good numeracy, literacy and strong ICT skills are required.

Previous experience: 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.

Duration: 37 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

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. Four weeks of work experience is also included on the course.

Modules*

- Bookkeeping Manual and Computerised
- Foundations in Professionalism
- Management Information
- Payroll Manual and Computerised
- Recording Financial Transactions
- 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.

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.

Duration: 42 weeks (academic terms)

Location: Buncrana

Cost: This course is free.

Contact:

Elaine Devlin,
Tel: 074 93 62466

e-Business

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

Modules*

- Communications
- E-Business Studies
- Payroll Manual and Computerised
- The Internet
- Spreadsheets Methods
- Web Authoring
- Word Processing
- Work Experience

*modules may be subject to change

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

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

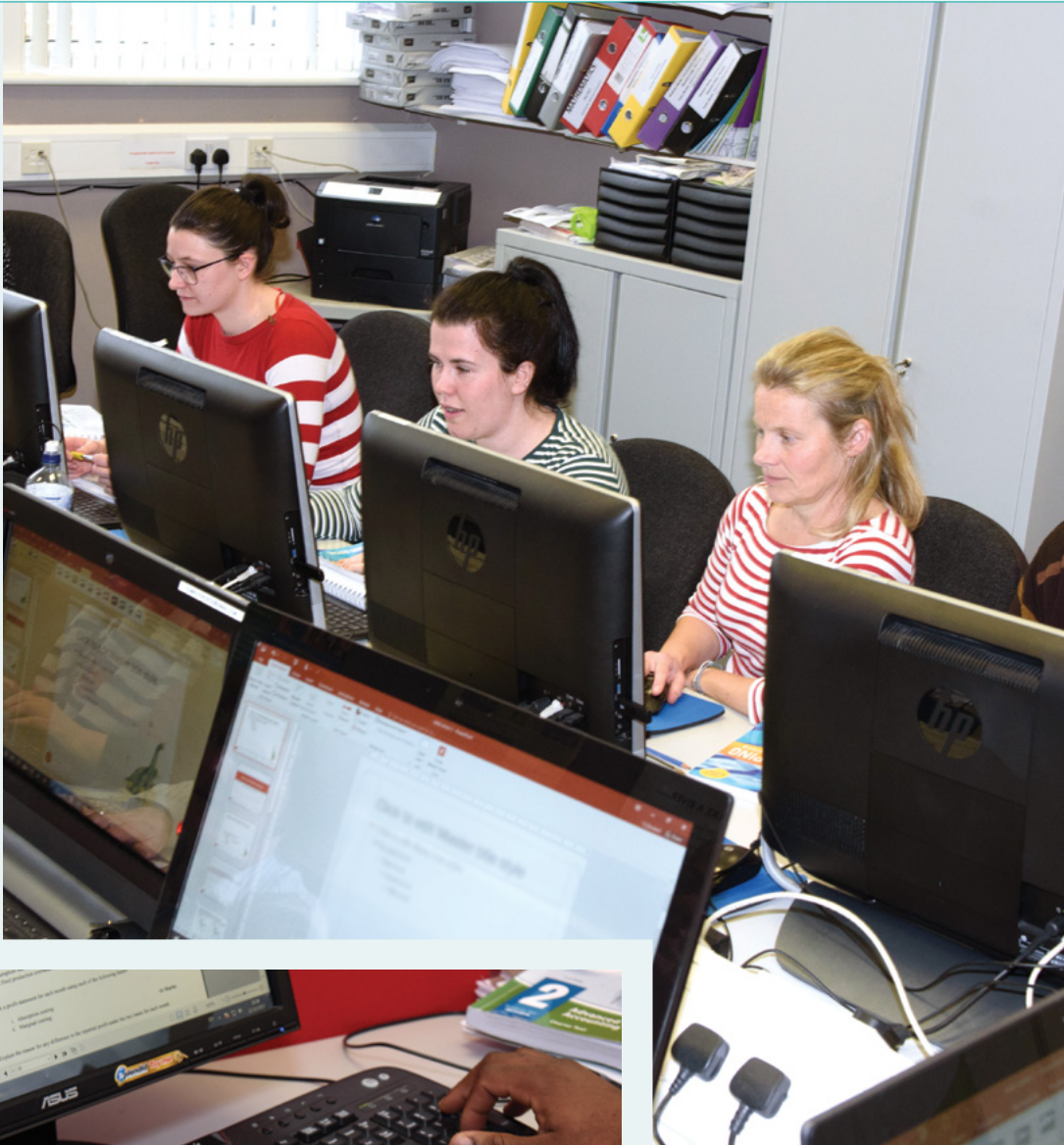
This QQI Level 5 major award course has been designed to provide students with a broad and balanced skill base to enable them to work in the medical or legal sector in an administrative role. The skills, knowledge and competencies developed on this course will allow the student to pursue career opportunities 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

*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.



Entry Requirements

Education: Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme.

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

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: Applicants must be 18+ years of age.

Application process includes an interview.

Duration: 1 academic year (academic terms)

Location: Letterkenny (FET Centre, Port Road)

Cost: This course is free.

Contact:

Charles Gorney
Tel: 074 9706047

Pathway to Business Studies

The aim of this full-time Level 4 Major Award in General Learning is to allow students to further their studies and explore employment opportunities in the area of Business Studies. It will enable students to develop relevant knowledge, skills, and competence in a broad range of personal skills which enable personal development and active citizenship, and/or to progress to employment and/or further education or training.

Modules*

- Business Calculations
- Business English
- English and Communications
- Customer Service
- Entrepreneurial Skills
- Environmental Sustainability Awareness
- Information Technology Skills
- Mathematics
- Personal Effectiveness
- Work Experience

*modules may be subject to change

Progression Routes: On successful completion of this course students will have acquired a broad range of knowledge in an area of personal interest together with key skills for academic research and enquiry. They will have the skills, knowledge and competencies to make informed decisions concerning participation in further education or training or employment.

Entry Requirements

Education: Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme.

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

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: Applicants must be 18+ years of age.

Application process includes an interview.

Duration: 1 academic year (academic terms)

Location: Donegal Town (Drumcliff)

Cost: This course is free.

Contact:

Caroline Ann Gillespie,
Tel: 074 9721705

Pathway to eBusiness

The aim of this full-time Level 4 Major Award in General Learning is to allow students to further their studies and explore employment opportunities in the area of eBusiness. It will enable students to develop relevant knowledge, skills, and competence in a broad range of personal skills which enable personal development and active citizenship, and/or to progress to employment and/or further education or training.

Modules*

- Bookkeeping Manual and Computerised
- Career Planning
- Communications
- Customer Service
- Information Technology Skills
- Spreadsheets (ICDL)
- Team Working

*modules may be subject to change

Progression Routes: On successful completion of this course students will have acquired a broad range of knowledge in an area of personal interest together with key skills for academic research and enquiry. They will have the skills, knowledge and competencies to make informed decisions concerning participation in further education or training or employment.



Anton Cunningham had been working in hospitality but wanted to gain the latest digital and IT skills. This led him to enrol in a Post-Leaving Certificate (PLC) course.

"I didn't want to go to college but I felt I needed something to upskill with to make myself more employable," Anton said.

Anton's eBusiness course teaches the latest digital and IT skills to work in business administration. Modules include communications, payroll, Microsoft Word, Excel and web authoring:

"I feel the modules instil confidence in you, you are always learning by doing and not sitting with loads of theory. Most of the course work is assignments and I didn't feel anything on this course was super difficult. You build up on what you learn previously. I enjoyed learning HTML and building my own website, that was interesting because you are learning while you are doing and you can express your own individuality. The career guidance was excellent too. We did CV writing and cover letters to prepare for the world of work."

Anton and his classmates not only graduated with a QQI Level 5 award but also a network of supportive peers.

"A PLC is very different to school; you can chat with your teacher. There is a nice variety of people of all ages, and we all get on well."

Asked if he would recommend the programme to others, he said:

"This is a course for everyone. I would say definitely do it. If you feel you are not ready for college, you can do this one year. It's a good way to build up your CV."

—
Anton Cunningham
e-Business PLC



9.2

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.

If you'd like to find out more about apprenticeships, check out our website (www.donegaletb.ie/apprenticeships) or the national website (www.apprenticeship.ie) or contact our Apprenticeship team (Tel: 074 9120500 / Email: apprenticeship@donegaletb.ie). You can also follow them on X/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 seventy-six apprenticeship programmes available across sixteen fields of learning (with more in development - see <https://www.apprenticeship.ie/more/apprenticeship-directory>) and include:

Sector	Apprenticeships
Agriculture and Horticulture Apprenticeships	<ul style="list-style-type: none"> — Arboriculture L6 — Farm Manager L7 — Farm Technician L6 — Horticulture L6 — Sportsturf Management L6
BioPharma Apprenticeships	<ul style="list-style-type: none"> — Laboratory Analyst L7 — Laboratory Technician L6
Construction Apprenticeships	<ul style="list-style-type: none"> — Advanced Quantity Surveyor L9 — Brick and Stonelaying L6 — Carpentry and Joinery L6 — Geo-Driller L6 — Painting and Decorating L6 — Plastering L6 — Plumbing L6 — Scaffolding L5 — Stonecutting and Stonemasonry L6 — Wood Manufacturing & Finishing L6
Electrical Apprenticeships	<ul style="list-style-type: none"> — Aircraft Mechanics L6 — Electrical L6 — Electrical Instrumentation L6 — Electronic Security Systems L6 — Industrial Electrical Engineer L7 — Instrumentation L6 — Refrigeration and Air Conditioning L6
Engineering Apprenticeships	<ul style="list-style-type: none"> — Advanced Manufacturing Engineering L8 — Civil Engineering L7 — Civil Engineering Technician L6 — Engineering Services Management L7 — Equipment Systems Engineer L9 — Farriery L6 — Industrial Insulation L6 — Lean Sigma Manager L9 — Manufacturing Engineering L7 — Manufacturing Technology L6 — Mechanical Automation and Maintenance Fitting L6 — Metal Fabrication L6 — Original Equipment Manufacturing (OEM) Engineering Technician L6 — Pipefitting L6 — Polymer Processing Technology L7 — Principal Engineer L10 — Sheet Metalworking L6 — Toolmaking L6 — Wind Turbine Maintenance Technician L6
Finance Apprenticeships	<ul style="list-style-type: none"> — Accounting Technician L6 — International Financial Services Associate L6 — International Financial Services Specialist L8

Hairdressing Apprenticeships	— Hairdressing L6
Health and Social Apprenticeships	— Advanced Healthcare Assistant Practitioner L6 — Social Work L9
Hospitality and Food Apprenticeships	— Bar Manager L7 — Butcher L5 — Chef de Partie L7 — Commis Chef L6 — Sous-Chef L8
ICT Apprenticeships	— Cybersecurity Associate L6 — Cybersecurity Practitioner L8 — Computer Networking Associate L6 — Software Development Associate L6 — Software Solutions Architect L9 — Telecommunications & Data Network Technician L6
Insurance Apprenticeships	— Insurance Practitioner L8
Logistics Apprenticeships	— Logistics Associate L6 — Supply Chain Associate L7 — Supply Chain Manager L9 — Supply Chain Specialist L8 — Transport Operations and Commercial Driving L6
Motor Apprenticeships	— Agricultural Mechanics L6 — Construction Plant Fitting L6 — Heavy Vehicle Mechanics L6 — Motor Mechanics L6 — Vehicle Body Repairs L6
Property Services Apprenticeships	— Auctioneering & Property Services L6
Recruitment Apprenticeships	— Recruitment Executive L8
Sales Apprenticeships	— Digital Marketing L6 — Retail Supervision L6 — Sales L6



Former Merville 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.

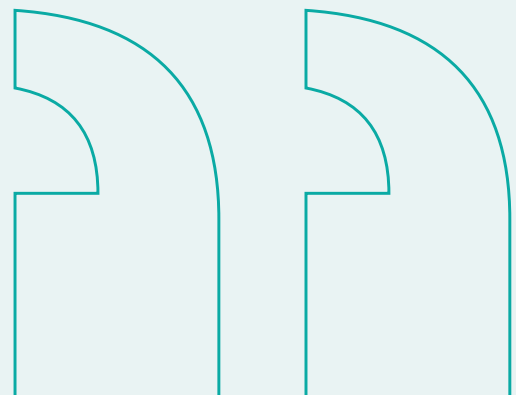
"People think you're joking. When I walk onto a site, some might say 'What is she doing here?'" she said.

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 McElroy
Electrical Apprenticeship









9.3

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

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*

- Ceramics
- Communications
- Design Skills
- Digital Photography
- Drawing
- Painting
- Printmaking
- 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.

9.4

Construction & Built Environment



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

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. 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 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: 42 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 and Maintain Boundaries
- Customer Service Standards and Requirements
- Elementary First Aid
- ICDL - Computer and Online Essentials
- ICDL Workforce - Documents
- ICDL Workforce - Spreadsheets
- Induction
- Laying Hard Surfaces for External Landscaping
- Laying Kerbs, Flags and Paviers
- Mow Turf Using a Pedestrian-controlled Mower
- National Water Hygiene
- Plant a Tree
- Prepare Ground or Area for Planting
- Understand How to Manage Efficient Use of Materials
- Understand Sustainability and 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:

- First Aid Response (PHECC)
- Location of Underground Services
- Manual Handling for Workplace
- Managing Safely in Construction
- 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
- Working in Low Risk Confined Spaces

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.



9.5

Courses for People with Disabilities

Entry Requirements

Education: 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.

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: 43 weeks (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 9532611/087 1424479

Roseleen McGarvey,
Tel: 074 9532611/087 3920375

Employer-Based Training

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
- Personal Effectiveness
- Spreadsheets
- Word Processing
- Work Experience
- Wide range of ICDL modules

*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

(JobStart)

The JobStart 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

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

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

Entry Requirements
<p>Education: 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.</p>
<p>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.</p>
<p>Previous experience: Applicants must be able to work under direction with some ability to work on their own initiative.</p>
<p>Duration: 78 weeks (continuous intake) Location: Letterkenny, National Learning Network (Rossvue Business Park)</p>
<p>Cost: <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.</p>
<p>Contact: Dawn Patterson Tel: 074 9168288</p>

Modules*

- Application of Number
- Art and Design
- Career Preparation
- Communications
- Computer Literacy
- Digital Media
- Health and Fitness
- Health and Safety Awareness
- Induction
- Internet Skills
- Nutrition and Healthy Options
- Personal Care and Presentation
- Personal Effectiveness
- Personal and Interpersonal Skills
- Retail Sales - Introduction
- Spreadsheets
- Word Processing
- Work Experience
- Wide range of ICDL modules

*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 Skills)

This QQI Level 4 major award in Retail Skills 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/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

Entry Requirements

Education: 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.

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: 78 weeks (continuous intake)

Location: Letterkenny, National Learning Network (Rossview Business Park)

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:

Dawn Patterson
Tel: 074 9168288

Modules*

- Business English
- Career Planning
- Computer Applications
- Customer Service
- Digital Media Technology
- English and Communications
- Functional Maths
- Information Technology Skills
- Personal and Interpersonal Development
- Personal Effectiveness
- Retail Payment Procedures
- Retail Sales Techniques
- Stock Control
- Team Working
- Work Experience
- Workplace Safety
- Wide range of ICDL modules

*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/NLN's 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
<p>Education: Applicants should have a standard knowledge, skill and competence equivalent to Junior Certificate or QQI Level 4 when accessing a Level 5 programme.</p>
<p>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.</p>
<p>Previous experience: Applicants must be able to work under direction and also have the ability to work on their own initiative.</p>
<p>Duration: 43 weeks (continuous intake) Location: Letterkenny, National Learning Network (Rossvue Business Park)</p>
<p>Cost: <u>Free for people who meet the desired eligibility criteria.</u></p>
<p>Contact: Dawn Patterson Tel: 074 9168288</p>

Modules*

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

*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.

9.6

Early Learning & 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)

Contact:

Buncrana, Elaine Devlin,
Tel: 074 9362466

Letterkenny, Charles Gorney,
Tel: 074 9706047

Stranorlar, Maria Clarke,
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.



A past pupil of Moville Community College, Alex wasn't sure what route to go down after her Leaving Cert.

"I was looking at college courses, but it was too expensive for me. I didn't know what to do," she said.

"I found the course in Buncrana and thank God I got in. It's a Level 5 programme and it's a good qualification to get in a year."

The one-year full-time course offers a mixture of practical work, academic work and work experience.

The Early Learning and Care programme is designed to prepare students for work in crèches, pre-schools and as Special Needs Assistants but can also act as a foundation for further studies in this area in higher education.

Alex, full of praise for the course and her teacher, said it was a refreshing change from post-primary school.

"It doesn't feel like school at all because you're treated as an adult, you're not sitting in a class doing the same thing every day. The staff are so helpful and you're happy to work knowing that you're going to get something out of it," she said.

Alex is confident that she's on the right path to getting qualifications that she can take anywhere.

"There is a lot of demand for SNAs, in childcare there is a lot of demand for relief staff for people on maternity and sickness. Preschools and creches all around this county are hiring, or you can go anywhere and work."

"I would tell young people to definitely consider a PLC, it can be hard jumping into a college or university degree but I am so happy that I did this year."

Alex McClay

Early Learning and Care PLC



Entry Requirements

Education: Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme.

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

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: Applicants must be 18+ years of age.

Application process includes an interview.

Duration: 1 academic year (academic terms)

Location: Letterkenny (FET Centre, Port Road)

Cost: This course is free.

Contact:
Charles Gorney
Tel: 074 9706047

Pathway to Special Needs Assisting and Early Learning Studies

The aim of this full-time Level 4 Major Award in General Learning is to allow students to further their studies and explore employment opportunities in the area of Special Needs Assisting and Early Learning and Care. It will enable students to develop relevant knowledge, skills, and competence in a broad range of personal skills which enable personal development and active citizenship, and/or to progress to employment and/or further education or training.

Modules*

- Child Development and Play
- Childcare and Safety
- English and Communications
- Environmental Sustainability Awareness
- Information Technology Skills
- Mathematics
- Personal Effectiveness
- Special Needs Assisting
- Work Experience

*modules may be subject to change

Progression Routes: On successful completion of this course students will have acquired a broad range of knowledge in an area of personal interest together with key skills for academic research and enquiry. They will have the skills, knowledge and competencies to make informed decisions concerning participation in further education or training or employment.



After twenty years with a multinational firm in Letterkenny, Lisa Doherty took the leap into a Pathways course in Special Needs Assisting and Early Learning Studies.

Lisa admits it was a bold move to leave her established career for a new sector. However, the joy she's getting from her work experience in a local primary school has shown her that she's on the right path:

"I love it. It's the best thing I ever did. It was a scary move at the same time. I was out of education for well over 30 years, and I was at Optum for 21 years. I loved my job, and they are a great employer, but when I hit my 50s, something changed."

Returning to the classroom takes some adjustment, but Lisa found friendly support from the moment she arrived at the FET centre on Letterkenny's Port Road:

"All the teaching staff were unbelievably good ... This course is so doable. It has brought me on so much to believe that any of us are capable of something in the right environment and with people supporting you."

The subjects are taught during parent-friendly hours, with four days of training and one day of work experience per week.

"It's very varied and you get an hour after classes every day if you want to stay behind and get extra help. I never enjoyed maths in school, but I found the teachers here very good, and I'm not afraid anymore. At one time, I would have dreaded maths," Lisa said.

In just one year of training (September to May), students gain a QQI Level 4 qualification. It can open doors for people to go directly into employment or provide a stepping stone to further education or training.

Would Lisa recommend the course?

"100%. Particularly for older individuals, I think we have a lot to give. I have my three children reared, and even though it's scary making the jump, you know in yourself it feels right."

Lisa Doherty

Pathway to Special Needs Assisting and Early Learning Studies

9.7

Engineering & Manufacturing



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: Letterkenny 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 91 20500

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*

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

*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 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.

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 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.

Duration: 20 weeks

Location: Letterkenny 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

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.

Modules*

- Induction
- E610/11 Root/E6013 Fill and Cap - 6 inch pipe / EN9606-CS01
- 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.

Cathal McGee

– Donegal ETB Welding Instructor and
WorldSkills Ireland Welding Expert







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

Basic, Intermediate and Coded Pipe Welding

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 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 Drivers Licence and must be able to provide evidence of same. Colour Vision Testing is an eligibility requirement.

Duration: 38 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

Communications Systems Installation

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 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
- Computer and Online Essentials (ICDL)
- Fibre optic cabling
- Fibre fault finding and diagnostics
- Manual Handling for Workplace
- Mobile Elevated Work Platform Training (MEWP - RTITB)
(Boom and Scissor)
- Passive optical networks
- Pole Top Rescue Training
- Safepass
- Safe working practices and behaviours
- Signing, Lighting and Guarding at Roadworks
- Structured cabling and enterprise networks
- Telecoms Fundamentals
- Workforce – Documents (ICDL)
- 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.



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

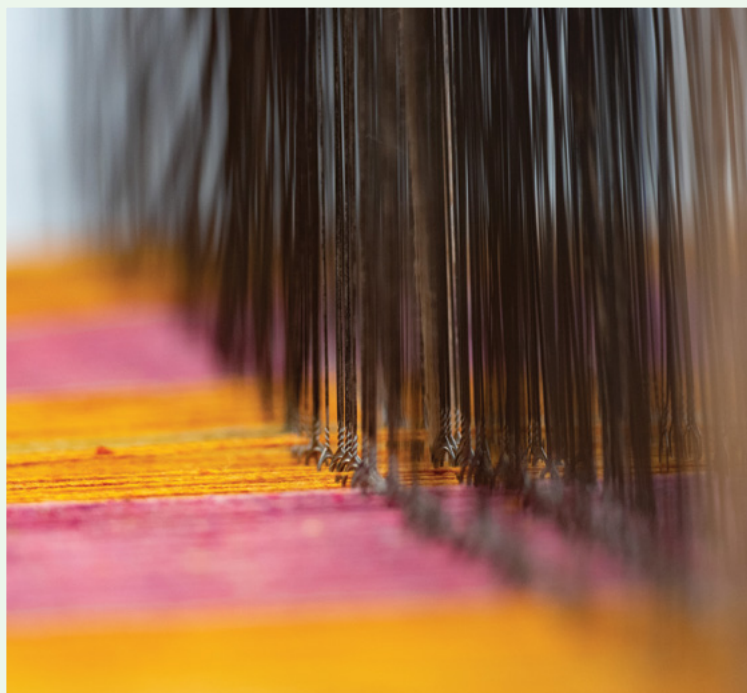
The aim of this course is to enable the student to develop knowledge, skills and competence in the area of Weaving. This course combines directed off-the-job training (classroom-based learning) and twelve weeks on-the-job training (work-based learning a minimum of thirty percent) delivered in a host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

Modules*

- Course Induction
- Career Planning
- Design for Craft
- First Aid Response (PHECC)
- Manual Handling for the Workplace
- Introduction to the Weaving Industry (SQA)
- Introduction to the Preparation for Weaving (SQA)
- Introduction to Weaving and Product Techniques (SQA)
- Introduction to Finishing Techniques, Processes and Products (SQA)
- Sewing Machine Techniques

*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.





Léila Worth from Churchill decided to take on the Donegal Weaving traineeship in 2024, after a number of years of mentorship with Master Weaver John Heena in Ardara. By the time she enrolled she was already designing her own handwoven blankets and coats.

"Weaving is a craft to master over years," Léila said. "When I started selling, I realised that I needed to up my skills. I wanted to be immersed in the environment of weaving and to get the certificate since its [development was supported] by Harris Tweed in Scotland."

Léila is most enjoying the opportunity to explore her creativity while fine-tuning her skills in the classroom and at the loom.

"It's been really good for me because it's given me more time to learn how to warp and use different colourways," she said.

Léila is studying with a view of keeping the craft alive and developing her own brand and business in the future.

In early 2024, the Irish Times tipped Léila as one of the top 50 people to watch in Ireland. This media feature, while it was a pleasant surprise, it prompted her to step back and go for formal training.

"My goal would be to find a studio and set up a website," said Léila, while she is also keen to be part of the promotion of the craft as a part of our cultural heritage.

"That's why this course is so important, to keep this craft alive in Donegal, and we are so fortunate to have mentors to learn all the ways".

—
Léila Worth
Donegal Weaving





Entry Requirements
Education: 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.
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: 17 weeks Location: Letterkenny Training Centre
Cost: <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.
Contact: 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
- TIG Complete Schedule 40/3 inch pipe/ EN9606-CS03
- 2" 316 Stainless Steel TIG Complete Schedule 10 / EN9606-SS01
- 2" 316 Stainless Steel TIG Complete schedule 5 / EN9606-SS04

*modules may be subject to change

Progression Routes: Welding is a career choice 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.

9.8

Hair & 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: 36 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 Therapist 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 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 and Gel Polish Techniques, thereby offering a core qualification and additional training in services within the wider beauty services industry. One day courses in Advanced Makeup, BIAB/e-file, eyelash lift and intimate waxing are also included.

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
- Career Planning and Job Seeking Skills
- Holistic Massage
- Induction
- Manicure and Pedicure
- Make-Up
- Professional Conduct and Business Awareness
- Skincare and Eye Treatments
- Waxing

*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

Beauty Therapist Traineeship



Entry Requirements

Education: Applicants should have a standard of knowledge, skill and competence equivalent to NQQ 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

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
- Display Stock to Promote Sales in a Salon
- Follow Health and Safety Practice in the Salon
- Promote Products and Services to Clients in a Salon
- Salon Reception Duties
- Shampoo and Condition the Hair and Scalp
- The Art of Dressing Hair

*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.



Amie's hairdressing traineeship with Donegal ETB was an exciting journey through the foundations of hairdressing to achieve Level 2 City & Guilds awards:

"I loved every minute of it at the ETB, if I could go back I would! You cover so much that when you go out into the hairdressing world you are prepared for everything they throw at you. You will need to continue training, it's not enough for you to set out on your own, but the basic knowledge you get is unbelievable for coming into a salon."

No prior experience is needed for the traineeship, although Amie had already built up her customer skills by washing hair in a salon during her teenage years [and] Amie advises finding a busy salon for the work experience portion of the course and an encouraging mentor:

"A good salon experience means you will be taught well outside of college too. You need someone that will challenge you [and] doing the ETB course has speeded me up in all the hairdressing training I do now."

Hairdressing is a career that can take you anywhere, from salons to sales for hairdressing products and opportunities in the travel/ tourism industry. Amie advises students who are thinking about entering the sector to consider a traineeship to help them get their foot in the door.

Amie Thompson

Women and Men's Hairdressing Traineeship



9.9

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: 36 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 Skills
- Care Support
- Communications
- Infection Prevention and Control
- Nursing Theory and Practice
- Safety and 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 employment in specific healthcare support roles.

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: 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 9116017

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 and Physiology
- Care of the Older Person
- Care Skills
- Care Support
- Communications
- Human Growth and Development
- Infection Prevention and Control
- Nursing Theory and Practice
- Work Practice

*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. Alternatively, 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 communication and interpersonal skills are essential, including verbal and written command of the English language.

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: 45 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

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 and Physiology
- Care of the Older Person
- Care Support
- Care Skills
- Career Planning and Job Seeking Skills
- Communications
- First Aid Response (PHECC)
- Human Growth and Development
- Induction
- Infection Prevention and Control
- Patient Handling
- Safety and Health at Work
- Safety Intervention (CPI)
- Verbal Intervention (CPI)
- 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.



Letterkenny's John Wilkie, who started a new career at 60, kickstarted his journey to becoming a Care Assistant in 2022. Now working with Cheshire Ireland, he loves helping others, listening and **"bringing a bit of light into somebody's day".**

John has been on an education journey with Donegal Education and Training Board's Further Education and Training (FET) Service for a number of years.

"When I thought about going back I wanted to get clarity on what I was going to do. I met with an Adult Guidance Counsellor and they sat me down to look at my strong points ... People like myself, when you've left school a long time, you think you're not good enough. But when they sit you down, you see your life experiences and all you have done over a lifetime ... With the help of the ETB and the Adult Guidance Counsellor, they focused me on what I would like to do," he said.

The Health Care Support course is a full-time QQI Level 5 programme taught in Letterkenny. In less than a year, students have the skills and experience to be employment ready.

"It was a bit daunting on my first day, it's like back to school, and my grandson asked me did I get a uniform!" John said.

"There is great support there for your assignments and presentations."

John also benefitted from the career planning and job seeking skills portion of the course.

"They get your CV updated and they give you support to approach the next job. If you trust yourself and go on, it will lead to better money, a better job and something more fulfilling."

John soon saw the benefit of having a qualification when Cheshire Ireland accepted his application.

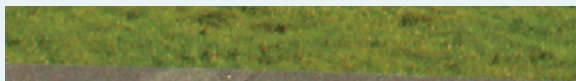
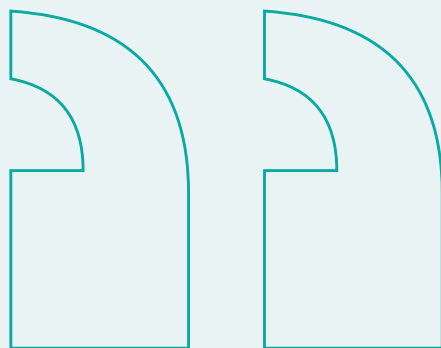
"The Level 5 copper-fastens the knowledge you have, from the theory to the practical and you go into work as a professional."

At Cheshire, John assists people with a variety of needs and conditions, from Dementia to Parkinson's and Intellectual Disabilities. His work ranges from driving an accessible van, assisting people attending an event, or hoisting them from a bed to a wheelchair.

"You know when you find a job you like, you'll never work a day in your life. It's like that for me," John said.

John Wilkie

Healthcare Support Traineeship





Entry Requirements

Education: 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.

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 and be able to exercise initiative and independence when carrying out course activities.

Application process includes an interview and Garda vetting.

Duration: 1 academic year
Location: Letterkenny

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

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

Education: 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.

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 and Garda vetting.

Duration: 44 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

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 (PHECC)
- 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.

Entry Requirements

Education: Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme.

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

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: Applicants must be 18+ years of age.

Application process includes an interview.

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

Cost: This course is free.

Contact:
Charles Gorney
Tel: 074 9706047

Pathway to Health and Fitness Studies

The aim of this full-time Level 4 Major Award in General Learning is to allow students to further their studies and explore employment opportunities in the area of Health and Fitness Studies. It will enable students to develop relevant knowledge, skills, and competence in a broad range of personal skills which enable personal development and active citizenship, and/or to progress to employment and/or further education or training.

Modules*

- English and Communications
- Environmental Sustainability Awareness
- Food and Nutrition
- Health-Related Fitness
- Human Biology
- Information Technology Skills
- Mathematics
- Personal Effectiveness
- Work Experience

*modules may be subject to change

Progression Routes: On successful completion of this course students will have acquired a broad range of knowledge in an area of personal interest together with key skills for academic research and enquiry. They will have the skills, knowledge and competencies to make informed decisions concerning participation in further education or training or employment.



Entry Requirements

Education: Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme.

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

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: Applicants must be 18+ years of age.

Application process includes an interview.

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

Cost: This course is free.

Contact:
Charles Gorney
Tel: 074 9706047

Pathway to Healthcare and Nursing Studies

The aim of this full-time Level 4 Major Award in General Learning is to allow students to further their studies and explore employment opportunities in the area of Healthcare and Nursing Studies. It will enable students to develop relevant knowledge, skills, and competence in a broad range of personal skills which enable personal development and active citizenship, and/or to progress to employment and/or further education or training.

Modules*

- English and Communications
- Environmental Sustainability Awareness
- Food and Nutrition
- Healthcare
- Human Biology
- Information Technology Skills
- Mathematics
- Personal Effectiveness
- Work Experience

*modules may be subject to change

Progression Routes: On successful completion of this course students will have acquired a broad range of knowledge in an area of personal interest together with key skills for academic research and enquiry. They will have the skills, knowledge and competencies to make informed decisions concerning participation in further education or training or employment.



Entry Requirements

Education: Leaving Certificate/ LCVP or a Merit in Leaving Certificate Applied or a relevant QQI Level 4 certificate. Mature applicants (aged 23 on or before 1st January of the course commencement year) do not have to meet the minimum entry requirements listed here and are considered on an individual basis (previous education, work experience, and demonstration of competence to undertake the programme). A minimum English language and literacy competency of B2 in writing, reading, listening and speaking on the Common European Framework of Reference for Languages (CEFRL) is required at entry to the programme for speakers of English as a second or other language. Applicants must be a minimum of 17 years of age.

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 and be able to exercise initiative and independence when carrying out course activities.

Application process includes an interview and Garda vetting.

Duration: 1 academic year

Location: Letterkenny

Cost: This course is free in its first year with Donegal ETB

Contact:

Deirdre McColgan
Tel: 074 9116017

Tertiary Access Route into Bachelor of Science (Honours) in General Nursing

This NFQ Level 5 course offers a unique access route into the BSc Honours degree in General Nursing with ATU.

Upon successful completion of this QQI Level 5 course and meeting all of the academic requirements within it, you will automatically progress into Year 1 of the BSc in General Nursing with ATU in its Castlebar, St. Angela's, Sligo or Letterkenny campuses. Where progression to ATU for undergraduate study is not possible a QQI Level 5 Certificate for a major award or component award will be offered. There will be no deferral option upon completion as any offer of a place within ATU must be taken up in the year of offer. Places on this course are limited to twenty.

Modules*

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

*modules may be subject to change

Progression Routes: On successful completion of this course, graduates will achieve a QQI Level 5 award and may progress to the BSc Honours degree in General Nursing with ATU. 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.



Mum-of-three Elaine Tinney had been a stay-at-home mum for years before deciding to go back to education in 2024. Her dream of nursing took flight thanks to a Tertiary Access Route into a Bachelors' Degree:

"I'd been in a care position for a long time, so I knew I wanted to do healthcare. The tertiary course was introduced to me at the ETB Further Education and Training [FET] Fair and I found it so interesting. I thought there was never a chance for me to go and do nursing [as] I left school early because I became a mum at a young age and I didn't have a Leaving Certificate. This is a fantastic opportunity for anyone."

Going back to education at her age was the start of an exciting new chapter for Elaine:

"I was quite nervous at the start, but everybody was so welcoming. Everything was explained well, and we took our time. You do need to be focused and make the time to study, but if you have the determination, you find the time," she said.

Students cover modules in Communications, Anatomy and Physiology, Care of the Older Person, Care Skills, Human Growth and Development, Nursing Theory and Practice and Infection Prevention and Control.

Elaine adds: "I liked the real-life skills we got in Nursing Theory and Practice. We were hands-on taking blood pressure and taking vital signs."

Elaine soon put her training into action during the Work Practice portion of the course, which she completed in a residential home for young adults with a disability.

"I learned so much in my work experience. It was fantastic to see all the training come together," she said.

Now that Elaine has completed the nine months of study with Donegal ETB, achieving distinctions, she is ready to progress to ATU:

"It opens so many doors for you ... I now have the foundation and the basic knowledge for going into ATU."

—
Elaine Tinney

Tertiary Access Route into Bachelor of Science (Honours) in General Nursing

9.10

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: 28 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

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 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 and Microsoft to provide a holistic introduction to business programming and analytics and provide an industry-based perspective on decision making using data.

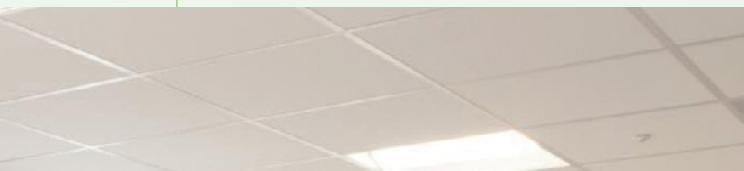
Modules*

- Career Planning and Job Seeking Skills
- Creating a Procedural Computer Programme
- Course Induction
- Data Analytics Foundations
- Develop Software using SQL
- ICDL Insight - Big Data
- ICDL Workforce - Spreadsheets
- Information Technologist - Database
- Microsoft 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

Education: No formal education requirements. Some ICT knowledge and experience would be beneficial but not essential to gaining access to this course.

Aptitude: 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.

Previous experience: Applicants should have some previous knowledge in using computers and familiarity with the internet and email.

Application process includes an interview.

Duration: From 5–54 weeks, depending on modules taken
Location: Buncrana and 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

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-four 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 seventy modules to choose from depending on the student's individual learning plan and chosen career path. A sample of these include:

- Adobe - Digital Video using Adobe Premiere Pro
- Adobe - Multiplatform Animation Using Adobe Animate
- Adobe - Print and Digital Media Publication using Adobe InDesign
- Adobe - Visual Effects and Motion Graphics using Adobe After Effects
- ICDL – Data Protection
- ICDL - Digital Marketing
- ICDL Professional - Web Editing
- ICDL Workforce - Teamworking
- Information Technologist - Java
- Information Technologist – Networking
- Information Technologist – Software Development
- Information Technologist – Python
- Microsoft Excel – Excel and Excel 2019
- Microsoft Outlook and Outlook 2019
- Microsoft PowerPoint – PowerPoint and PowerPoint 2019
- Microsoft Word – Word and Word 2019

*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.

9.11

Science



Science	Entry Requirements
	Education: Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme.
	Aptitude: Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
	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: <u>Applicants must be 18+ years of age.</u>
	Application process includes an interview.
	Duration: 1 academic year (academic terms) Location: Letterkenny (FET Centre, Port Road)
	Cost: <u>This course is free.</u>
	Contact: Charles Gorney Tel: 074 9706047

Pathway to Science Studies

The aim of this full-time Level 4 Major Award in General Learning is to allow students to further their studies and explore employment opportunities in the area of Science Studies. It will enable students to develop relevant knowledge, skills, and competence in a broad range of personal skills which enable personal development and active citizenship, and/or to progress to employment and/or further education or training.

Modules*

- Biology
- English and Communications
- Environmental Sustainability Awareness
- Human Biology
- Information Technology Skills
- Laboratory Techniques
- Mathematics
- Personal Effectiveness
- Work Experience

*modules may be subject to change

Progression Routes: On successful completion of this course students will have acquired a broad range of knowledge in an area of personal interest together with key skills for academic research and enquiry. They will have the skills, knowledge and competencies to make informed decisions concerning participation in further education or training or employment.



9.12

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 are 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 Sport and Recreation 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 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*

- | | |
|--|---|
| — Adventure Activities | — ISA Small Boat Sailing Scheme |
| — Career Planning and Job Seeking Skills | — Improving Skills |
| — Child Welfare and Protection in Sport | — Kayak Skills |
| — Dinghy Instructor | — Kayaking Instructor |
| — First Aid Response (PHECC) | — Outdoor Recreation |
| — Get Up+Go! Windsurfing | — Rescue Emergency Care Level 3 |
| — Go Windsurfing | — River Safety and Rescue Training 2 |
| — Induction | — River Safety and Rescue 1 |
| — ISA Basic Skills - Small Boat Sailing Scheme | — Safety Boat Handling Skills |
| — ISA National Powerboat Certificate | — Sailing Skills |
| — ISA Safety Boat Certificate | — Stand-Up Paddleboard (SUP) Instructor |
| | — Stand-Up Paddle Instructional Skills |
| | — Teamworking |
| | — Work Experience |
| | — 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

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: Stranorlar (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:
Maria Clarke
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 and Fitness
- GAA Coaching
- Nutrition
- Personal Effectiveness
- Soccer Coaching
- Sport and Recreation Studies
- 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. Alternatively, students may progress directly to employment in this sector following successful completion.





When Niamh did her Leaving Certificate at St Catherine's Vocational School in Killybegs, she knew she wasn't ready for college just yet. She took a year out to work. Approaching her second year out of education made her think about her routes to following her passion for a career in sport.

"I really enjoyed doing PE as a Leaving Cert subject, it was one of my favourite subjects," Niamh said. "So, with having an interest in sport and Irish dancing, I decided to carry it on to PLC and third level."

PLC courses are designed as the ideal progression from Leaving Certificate for students who want an extra year to study a specific vocational area and for adults returning to education. The Sports, Recreation and Exercise PLC at Finn Valley College [in Stranorlar] proved to be the perfect fit for Niamh. It combined hands-on modules in various sports like basketball, soccer, and Gaelic along with theory in nutrition and essential skills in communications, and word processing.

"I really enjoyed the coaching modules," Niamh said. "That was hands-on, doing sessions with the teacher, training in coaching people and groups."

"It was more active and physical than sitting in a classroom, which I didn't mind either. The academic writing prepares you for going on to third level."

"It is a great course, all the teachers in the school are great and helpful and it's a really lovely experience."

For her work experience module, she returned to her former secondary school in Killybegs to shadow a PE teacher, which she also enjoyed.

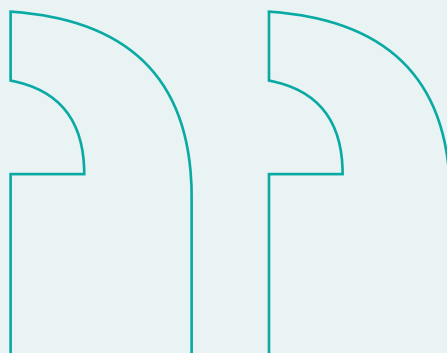
The course structure is intended to prepare students for the independent learning expected at third level. Once Niamh began her first year at ATU, she could see the preparation work paid off:

"Doing the PLC definitely helped that transition from schoolwork to college work. I felt more comfortable with being given assignments to do in your own time, instead of having homework to do every evening. It gives you more academic freedom."

"For me, I wasn't sure if I was ready for third level, this was a trial run for me, it's not college, it's not school, it's in between. It really helped the transition, and if anyone asks me 'should I do it?', I would recommend it. If you are not ready or unsure, it's definitely a great stepping stone between secondary and third level."

Niamh Maguire

Sports, Recreation and Exercise PLC





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 Lifeguarding 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:

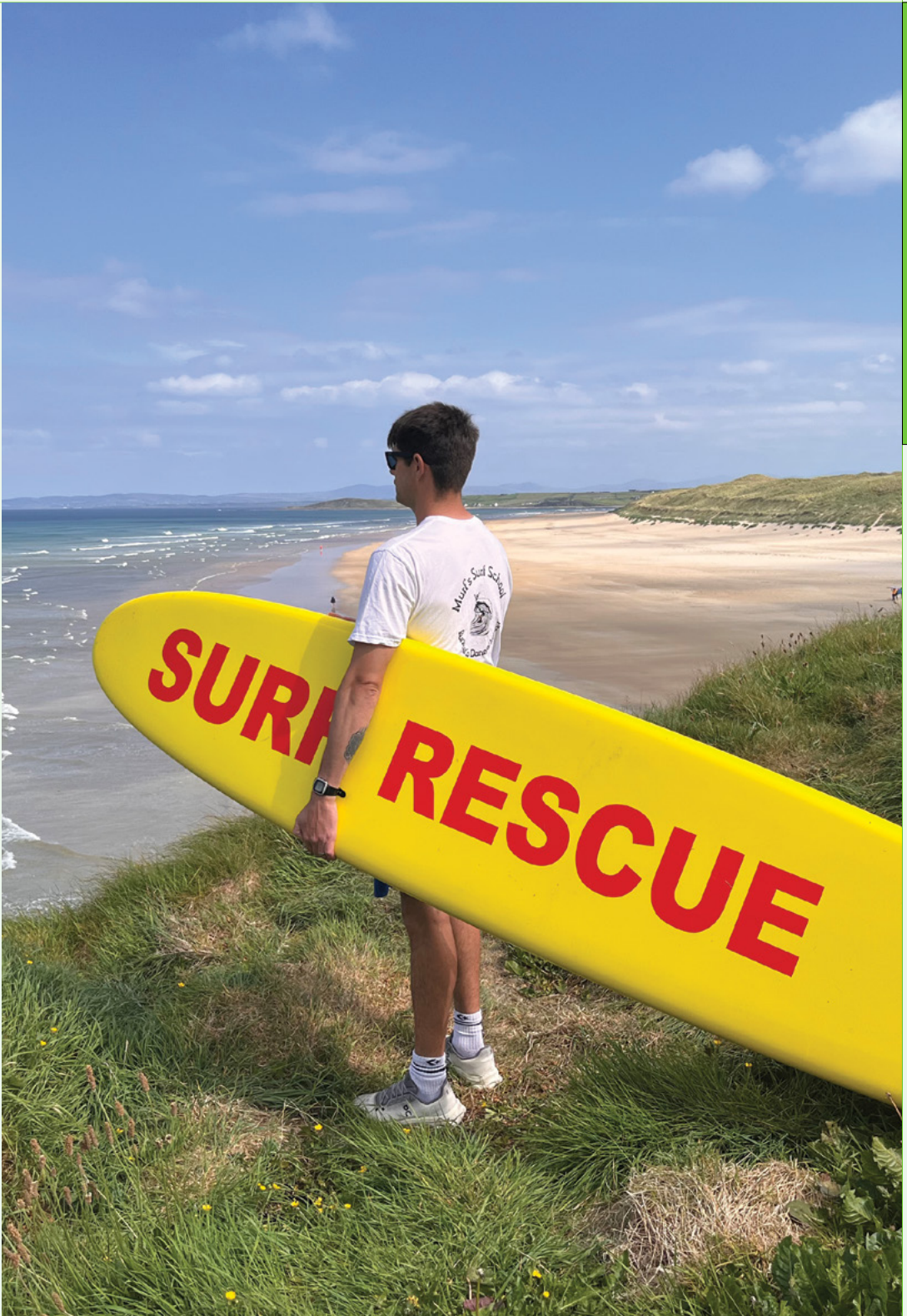
- Aquatic First Aid and Cardiac First Response PHECC (Pre-hospital Emergency Care Council)
- Irish Surf Association (ISA) Level 1 Surf Instructor
- Royal Lifesaving Society (RLSS) National Beach Lifeguard Qualification

Modules*

- Adventure Activities
- Aquatic First Aid and Emergency Response – Aquatic First Aid (AFA)
- Aquatic First Aid and Emergency Response – Cardiac First Response (PHECC)
- Career Planning and Job Seeking Skills
- Induction
- Irish Water Safety National Beach Lifeguard Award
- Lifeguarding Skills
- 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.



9.13

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. Spatial aptitude, good hand/eye co-ordination, good manual dexterity skills and good numeracy skills are 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.

Application process includes an interview.

Duration: 15 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

Bus Driving with Tourism

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
- Certificate of Professional Competence (CPC Bus Driving)
- First Aid Response (PHECC)
- GLUAIS Driver Training
- Induction
- 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 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.

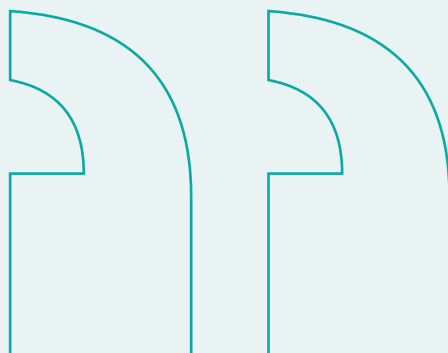
While the focus for most of us on the course was achieving the D licence, there were lots of extras like First Aid, Tourism Visitor Care and Gluais training which I found very useful when I went looking for a job as I had more than just the D licence to offer to an employer.

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

Bus Driving with Tourism





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 full clean B license and must have their Provisional Category C License to be considered 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. Applicants must be 18 years or over.

Application process includes an interview.

Duration: 19 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

Heavy Goods Vehicle (HGV) Rigid/Artic 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*

- Career Planning and Job Seeking Skills
- Driver Certificate of Professional Competence (CPC)
- First Aid Response (PHECC)
- Heavy Goods Vehicle Driving – Articulated Truck
- Heavy Goods Vehicle Driving – Rigid Truck
- Induction

*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.

9.14

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 and Physiology
- Animal Behaviour
- Animal Welfare
- Biology
- Business Administration
- Communications
- 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.





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
Animal Care

9.15

Youthreach

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 system has not worked out.



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	Course Details
	Duration: Two years. Youthreach operates a continuous intake policy all year around so applications can be made at any time of the year.
	Location: Ballyshannon, Buncrana, Glengad, Gort an Choice and Letterkenny/Lifford
	Cost: <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, €244 for those aged 18+ years). They also receive a small meal allowance and a travel allowance where applicable.
	Progression Routes: 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">— Level 2: Progression to Level 3 within FET.— Level 3: Progression to Level 4 within FET or employment.— Level 4: Progression to Level 5 within FET or to higher education options or employment. Youthreach has a direct entry option to the Atlantic Technological University Donegal's Certificate in Preparatory Studies course.
	Contact: <p>Ballyshannon: Pernille Burns Youthreach Coordinator Tel: 071 9851286</p> <p>Buncrana: Jayne O Donnell Youthreach Coordinator Tel. 074 9362466</p> <p>Glengad: Jayne O Donnell Youthreach Coordinator Tel: 074 9362466</p> <p>Gort an Choice: Caitriona Cullen Youthreach Coordinator Tel: 074 9135218</p> <p>Letterkenny: Gillian Kennedy, Acting Youthreach Coordinator Tel: 074 9122585</p> <p>Lifford: Aidan Callaghan, Acting Youthreach Coordinator Tel: 074 9122585</p>

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

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

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 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.

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.

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 Chiorce 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."

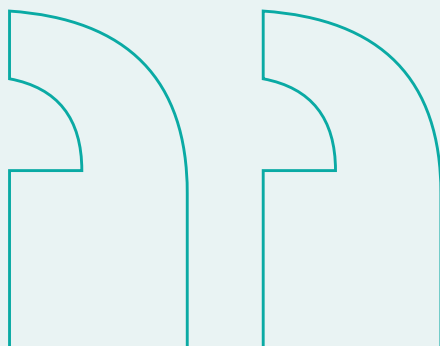
Pierce also benefitted hugely from the small class sizes and the life skills element of the programme.

"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
Youthreach





10.0

Part-Time Courses

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10.2	Art, Craft & Design	p142
10.3	Early Childhood Care & Education	p145
10.4	Engineering & Manufacturing	p148
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10.12	Enterprise Engagement	p191
10.13	Recognition of Prior Learning (RPL)	p193



10.1

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 29 weeks (1 morning per week)

*duration may vary

Location: Letterkenny (evening), Buncrana (day)

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.

Contact:

Evening Course Recruitment
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.

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

Duration: 35 weeks
Location: Milford

Cost: This course is free.

Contact:
Siobhan Coughlan
Tel: 074 9120571

Bookkeeping and Payroll (Manual and Computerised)


This part-time QQI Level 5 course will interest those who want to learn about basic accounting practices and have an interest in working in payroll and/or general accounting positions. The aim of the course is to enable students to develop the knowledge, skills, and competence to work independently and/or under supervision in a range of areas of business, finance and IT so they will be motivated to explore job opportunities or further education and training within these sectors. The bookkeeping module covers associated terminology and a range of documentation including invoice, credit notes, bank records, petty cash and VAT, along with ledgers and trial balance and bank reconciliation. The payroll module covers 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*

- Bookkeeping Manual and Computerised
- Payroll Manual and Computerised

*modules may be subject to change

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.



Elise Gillespie manages a gym but in recent years, she has been doing evening classes in bookkeeping and payroll to strengthen her business knowledge. Now, she has the confidence to provide backup to the accounts manager if required:

"Many employers see the benefit of having a staff member who can pick up where somebody might have left off or who can do more than one task."

Elise, who is originally from Canada, had spent nine years working for the owners of the Waterfront Hotel and now the Sweeneys Hotel. With a university degree in English and Geography, Elise has a diverse professional background, having held administrative positions in Ireland, England, and Japan.

Upon returning to Ireland, once her children were older, she began working as a breakfast supervisor at the Waterfront and was later approached with the opportunity to develop the hotel's gym. It was the perfect fit for Elise as she holds various certifications in yoga, strength and conditioning, and Pilates instruction.

Through her work, Elise realised the need to enhance her knowledge of accounting and finance. This prompted her to enrol in the ETB's payroll evening classes which she followed up with bookkeeping:

"I love learning and these courses complimented the direction I was going," she said.

Elise has plenty of praise for all of the staff of Donegal ETB:

"The lecturer for payroll had a lot of industry knowledge because she had worked in different business situations. While she could do the curriculum, she also was able to give a lot of information about what challenges you might come up against in the real world. That was great. The instructors have a professional background, not just an academic background. Their big push is to support people in their current role in the workforce or to get people into the workforce."

What Elise enjoyed the most about her training was developing her own understanding of the accounting procedures:

"While I may have done payroll and bookkeeping before, understanding them from the fundamentals and knowing why numbers are the way they are gives you the full picture. Now, if an employee were to ask me something about a payslip, I can explain it, I know where it's coming from."

The other benefit of QQI courses is the formal qualification gained upon completion. Elise said:

"If you ever change jobs, just saying you do something doesn't give confidence to a new employer but having that certification is a standard that you can see."

Elise Gillespie
Bookkeeping and Payroll

Entry Requirements

Education: Applicants should have either successfully completed a programme leading to a level 4 QQI certificate or can demonstrate the levels of knowledge, skill and competence associated with NFQ Level 4.

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. They will have the capacity to take responsibility for their own learning within the managed environment provided.

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).

Duration: 38 weeks

Location: Donegal Town

Cost: This course is free.

Contact:

Caroline Ann Gillespie
Tel: 074 9721705

Bookkeeping and ICDL Spreadsheets

This part-time course aims to allow students to further their studies and explore employment opportunities while gaining skills in Bookkeeping and Spreadsheets. It includes the ICDL Spreadsheets modules to build on digital numeracy.

Modules

- Bookkeeping Manual and Computerised
- New ICDL Spreadsheets

Progression Routes: Graduates of this course will have acquired a broad range of knowledge in an area of personal interest together with key skills for academic research and enquiry. Students will have the skills, knowledge and competencies to make informed decisions concerning participation in further education or training or to progress to employment in a wide range of generalist roles in various sectors.

Entry Requirements

Education: Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme or have achieved the 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 programme. Applicants must be able to work with responsibility and demonstrate the ability to work on their own initiative.

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: 14 weeks
Location: Letterkenny

Cost: €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.

Contact:

Evening Course Recruitment,
Tel: 074 9120500

Building Digital Skills

The aim of this programme is to provide the student with the knowledge and skills to use a range of digital business tools and applications to enhance customer experience and business productivity and enhance the sales and marketing approach of a business by using social media for digital sales and marketing.

Modules*

- Digital Business Solutions
- Social Media for Digital Marketing

*modules may be subject to change

Progression Routes: On successful completion of the course, the student will be able to demonstrate knowledge of customer types and the key features of an effective digital customer experience, map out a customer journey within a business to develop an effective digital customer experience strategy to increase sales, identify a range of digital business solutions and relevant business communication techniques and apply an appropriate application to improve efficiencies across business processes, identify social media platforms, analytics and e-tools appropriate for a particular business's sales and marketing needs, and the process and benefits of developing a social media marketing strategy and create, maintain and monitor a social media account for a business.

Entry Requirements

Education: Applicants should have achieved a minimum of NFQ Level 4 major or its equivalent prior to entry the Level 3 Diploma programme. Alternatively, applicants may have achieved relevant skills, knowledge and competences through work experience.

Aptitude: Good numeracy, literacy and basic ICT skills.

Previous experience: None required.

Duration (Evening): 30 weeks (two evenings per week)
Location: Letterkenny

Cost (Evening): €572.00 */**
*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:
Evening Course Recruitment,
Tel: 074 9120500

Diploma in Financial and Management Accounting

This ACCA Diploma in Financial and Management Accounting (RQF Level 3) is a financial and management accounting qualification covering the main records, procedures, processes and techniques needed for employment and provides the necessary capabilities for the accounting profession at the junior and apprentice level across all sectors. This qualification is for anyone planning to work or already working as a bookkeeper or cost clerk in an SME, or someone in an accounting administration role within an accounting department of a larger organisation. It is also suitable for school leavers or those upskilling in a new area as an entry level programme for those with an interest and aptitude in finance and accounting.

Modules*

- Maintaining Financial Records
- Foundations in Professionalism
- Managing Costs and Finances

*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 who successfully complete the various levels have the opportunity to progress to more advanced skill level qualifications.



Mum of two Yuliia Vaniukova, who left her home city of Kyiv with her family, is now working to rebuild her career in Letterkenny.

Despite being an accountant in Ukraine, Yuliia faced the difficult task of learning the Irish tax system and law before she can work here. She understood she needed to get an accounting certification approved by the Irish authorities.

"First of all, I was met with great help and support by the Irish people. My goal then was to realise my professional life as quickly as possible," Yuliia said of her first months in Ireland.

Yuliia's education journey began at a Donegal ETB FET Fair, where she met tutor Marguerite McGee. Encouraged by Marguerite, Yuliia enrolled in a payroll programme. This was the crucial first step towards her professional reintegration.

She then embarked on the ACCA Diploma in Financial and Management Accounting, a Level 3 programme delivered over two evenings per week, from 6pm–10pm, which allowed Yuliia to complete her studies while working part-time.

"I enjoyed this course indeed, I met really high-level professional tutors, Claire Curran and Marguerite McGee," she said.

"The support started from the reception, when you come to Donegal ETB it is a special atmosphere."

Yuliia benefitted from IT support and, in all her years of education, some of the best tutoring she has encountered.

"Marguerite not only taught the educational material but worried about each student as her own child," she said.

After completing two courses, Yuliia's only wish was that there were more!

"Now I'm preparing for my exams on my own, and it's much more difficult to go without courses and support of ETB. If I could continue my studies with ETB courses, it would be awesome!" she said.

"My ETB studies gave me an excellent understanding of local taxation principles, which help me in my Irish work experiences," she said.

Yuliia's first job in Ireland was a part-time role at Letterkenny Community Development Project (CDP), which she did alongside her ETB evening courses.

"I am grateful to the management and colleagues at CDP for their care and support, and interesting projects I was involved in during my time there. Everyone there is like one big family, where there is an atmosphere of ease, acceptance and support for everyone regardless of nationality, personal history and other differences," she said.

After completing her evening course, Yuliia moved into full-time employment with Bonner Gill Company - Accounting & Auditing Services Donegal.

"There I met highly qualified professionals who I learn from day by day, and I'm so grateful for their support and patience, and hopefully I will become fully qualified accountant," she said.

"If anyone needs high standard services in Accounting and Audit, I'm happy to invite you to our company's website bonnergill.com."

Yuliia Vaniukova

Diploma in Financial & Management Accounting

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*: Evening – 15 weeks (1 evening per week) or
Day – 27 weeks (2 mornings per week)
*duration may vary

Location: Letterkenny (evening),
Gort an Choire (day)

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

Contact:

Evening Course Recruitment
Tel: 074 9120500

Siobhan Coughlan
Tel: 074 912057 (day class)

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.

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.

Entry Requirements

Education: Applicants should have Leaving Certificate standard of education. Applicants should have a background knowledge in the design, implementation and delivery of projects, and wish to gain a recognised Project Management certification. Some awareness and experience of Project Management/PRINCE2 methodology is desirable for this course.

Aptitude: Good verbal and written communication skills are essential.

Previous experience: Some knowledge and experience of service or project management is desirable but not essential.

Duration (Evening): 10 weeks
(1 evening per week online)
Location: Online

Cost (Evening): €1,090 */**

* 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:
Evening Course Recruitment
Tel: 074 9120500

PRINCE2 Foundation

(Project Management)

PRINCE2 is a globally recognised and established project management method that offers a structured, scalable, and tailorable approach to project management. Its focus on governance, risk management, and benefits realisation sets it apart from other qualifications. By integrating agile concepts and emphasising tailoring, the new PRINCE2 is even more adaptable to diverse project environments. PRINCE2 7th Edition addresses changes in the project management sector and adapts to evolving working practices and technologies. 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.

Modules

- PRINCE2® 7 Foundation

Progression Routes: The successful completion of this award will enable applicants to source employment in the area of Project Management Methodology using PRINCE2 for planning product development, controlling change and performing quality assurance testing in the workplace.

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
PRINCE2 Foundation

10.2

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.

Application process includes an interview.

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

Duration: 37 weeks
Location: Stranorlar

Cost: This course is free.

Contact:
Siobhan Coughlan
Tel: 074 9120571

Digital Photography and Graphic Design

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
Art and Design

10.3

Early Childhood Care & Education



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.

Duration: Two years

Location: Letterkenny, Stranorlar

Cost: This course is free.

Contact:

Siobhan Coughlan
Tel: 074 9120571

Early Learning and Care

This two year part-time 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.

Entry Requirements

Education: Applicants should have a standard of knowledge, skills and competences equivalent to NFQ level 5 when accessing a level 6 programme. 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). Applicants are required to have successfully completed a major award QQI Level 5 in Early Learning and Care or the equivalent within the past five years to gain access to this course.

Application process includes an interview and Garda vetting.

Duration: Two years (academic terms)

Location: Buncrana, Letterkenny, Stranorlar

Cost: This course is free.

Contact:

Siobhan Coughlan
Tel: 074 9120571

Early Learning and Care

- Stage 2 Advanced Certificate

This two-year part-time QQI Level 6 course is designed to enable students to develop the knowledge, skills, and competence to work as autonomous practitioners, subject to practice supervision, promoting and supporting the holistic needs of children from 0 to six years, and/or to take responsibility for a room or area in an ELC setting. It is important to note that the six mandatory programme modules are not accredited awards in their own right. The Advanced Certificate in Early Learning and Care will only be awarded on successful completion of Stage One of the Programme and all of the six mandatory Programme Modules in Stage Two.

Modules*

- Advanced Professional Practice Placement in Early Learning and Care
- Curriculum and Pedagogy
- Inclusive Early Learning and Care
- Sociology and Social Policy in Early Learning and Care
- Supervision and Administration in Early Learning and Care
- The Developing Child

*modules may be subject to change

Progression Routes: The successful completion of the overall two stage programme and achievement of the Advanced Certificate in Early Learning and Care Award will enable the applicant to work as an autonomous practitioner and or take responsibility for an area or room, leading and coordinating the provision of a quality early learning and care environment across a range of early learning and care settings. The focus is on promoting the holistic well-being, development and learning of children from 0 to six years across a range of ELC settings. This award also provides the opportunity to transfer and progress into further and higher education and training.

10.4

Engineering & Manufacturing



Entry Requirements

Education: 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.

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.

Duration: 15 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. Contact us for further information.

Contact:
Evening Course Recruitment,
Tel: 074 9120500

Manual 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 and pipe line installation 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 transferable 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.

Entry Requirements

Education: 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.

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.

Duration: 15 weeks
(one evening per week)

Location: Letterkenny

Cost: €500*

*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:

Evening Course Recruitment,
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.

Engineering & Manufacturing	Entry Requirements
	Education: Applicants must complete the Manual Arc welding and/or have experience in welding before progressing to this course.
	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: 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.
	Duration: 15 weeks (one evening per week) Location: Gaith Dobhair
	Cost: €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.
Contact: Evening Course Recruitment, 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.



Entry Requirements

Education: Applicants have a Leaving Certificate standard of education with a pass in a technical drawing subject and maths or have achieved an equivalent level of relevant industrial experience or training. It is also essential that they have good computer skills which includes file management and the use of word-processing and spreadsheet applications.

Aptitude: Good spatial aptitude and good form perception are essential as are good numerical and literacy skills.

Previous experience: Previous relevant technical design or manual draughting experience is desirable.

Duration: 25 weeks

Location: Letterkenny

Cost: € 550.00*/**

*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:

Evening Course Recruitment,
Tel: 074 9120500

2D Computer Aided Design

The aim of this course is to equip the student with the basic understanding and principles of a 2D drawing environment and will develop their knowledge and practical skills to create complex drawings including annotations and output using multiple view layouts. It will also enable them to manage CAD drawing data and libraries in line with industry standards using the latest version of AutoCAD.

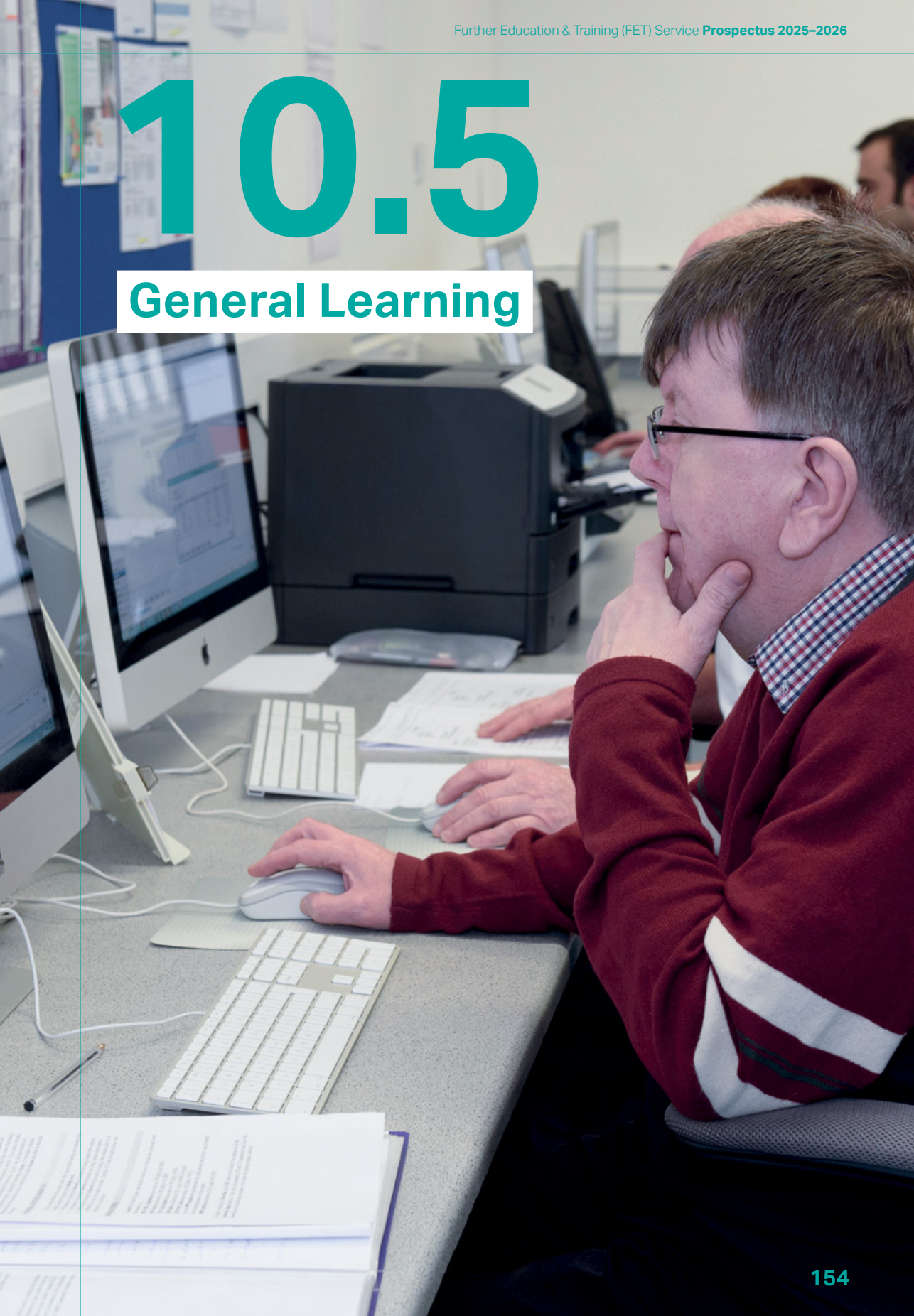
Modules

- Induction
- Using 2D Computer Aided Design Software

Progression Routes: On successful completion of the course, the student will be equipped with the basic understanding and principles of a 2D drawing environment and can progress to employment or to more advanced skill level qualifications.

10.5

General Learning



Entry Requirements

Education: Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme.

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

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: Applicants must be 18+ years of age.

Application process includes an interview.

Duration: 1 academic year (academic terms)

Location: Donegal Town (Drumcliff)

Cost: This course is free.

Contact:

Caroline Ann Gillepsie,
Tel: 074 9721705

Pathway to Further Education and Training

The aim of this part-time Level 4 course in General Learning is to allow students to further their studies and explore employment opportunities in various vocational areas. It will enable students to develop relevant knowledge, skills, and competence in a broad range of personal skills which enable personal development and active citizenship, and/ or to progress to employment and/or further education or training. This course includes ICDL modules to build on digital skills.

Modules*

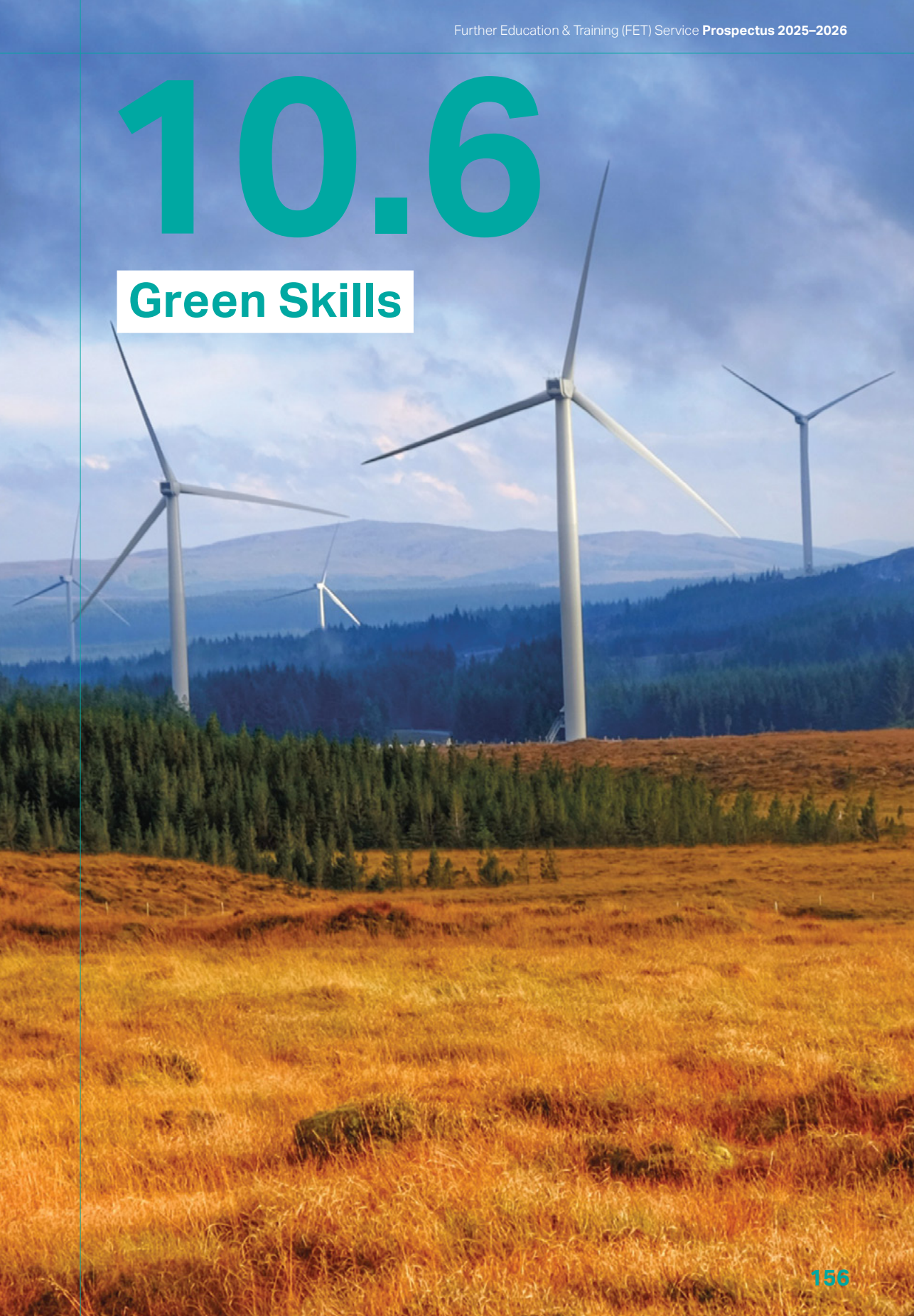
- Career Planning
- Communications
- Customer Service
- Information Technology Skills
- Team Working

*modules may vary, depending on group requirements

Progression Routes: On successful completion of this course students will have acquired a broad range of knowledge in an area of personal interest together with key skills for academic research and enquiry. They will have the skills, knowledge and competencies to make informed decisions concerning participation in further education or training or employment.

10.6

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: 8 weeks

Location: Various locations.

Cost: This course is free.

Contact:

Siobhan Coughlan
Tel: 074 9120571

Environmental Sustainability 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): 10 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:

Evening Course Recruitment
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).





10.7

Hair & Beauty

Entry Requirements

Education: Junior Certificate or equivalent.

Aptitude: Good manual dexterity.

Previous experience: None required.

Duration (Evening): 27 weeks
(2 evening per week)
Location: Letterkenny

Cost (Evening): €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.

Contact:
Evening Course Recruitment
Tel: 074 9120500

Barbering Techniques

The purpose of this City & Guilds Level 3 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 or similar qualification with another awarding body.

Entry Requirements

Education: 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.

Aptitude: Good manual dexterity.

Previous experience: None required.

Duration (Evening): 22 weeks
(1 evening per week)
Location: Letterkenny

Cost (Evening): €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.

Contact:
Evening Course Recruitment
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 in this sector.



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: Gaoth Dobhair

Cost: €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.

Contact:

Evening Course Recruitment
Tel: 074 9120500

Make-Up Certificate

This 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:
Evening Course Recruitment
Tel: 074 9120500

Manicure and Pedicure Certificate

This ITEC component award course enables 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.



10.8

Health & Social Care



Entry Requirements

Education: No formal education requirements. However, 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. Good communication and interpersonal skills are essential, including verbal and written command of the English language.

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: 6 weeks
(3 hours per week)

Location: Gaoth Dobhair,
Letterkenny

Cost: €200 */**

*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:

Evening Course Recruitment
Tel: 074 91 20500

First Aid Response (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 Response. 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 including 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. The card/certificate is valid for two years.

Entry Requirements

Education: 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.

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 communication and interpersonal skills are essential, including verbal and written command of the English language.

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 Garda vetting.

Duration: Two years (two evenings per week over four academic terms)
Location: Letterkenny

Cost: €500 per term or €2,000 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.

Contact:

Evening Course Recruitment
 Tel: 074 91 20500

Healthcare Support (Blended)

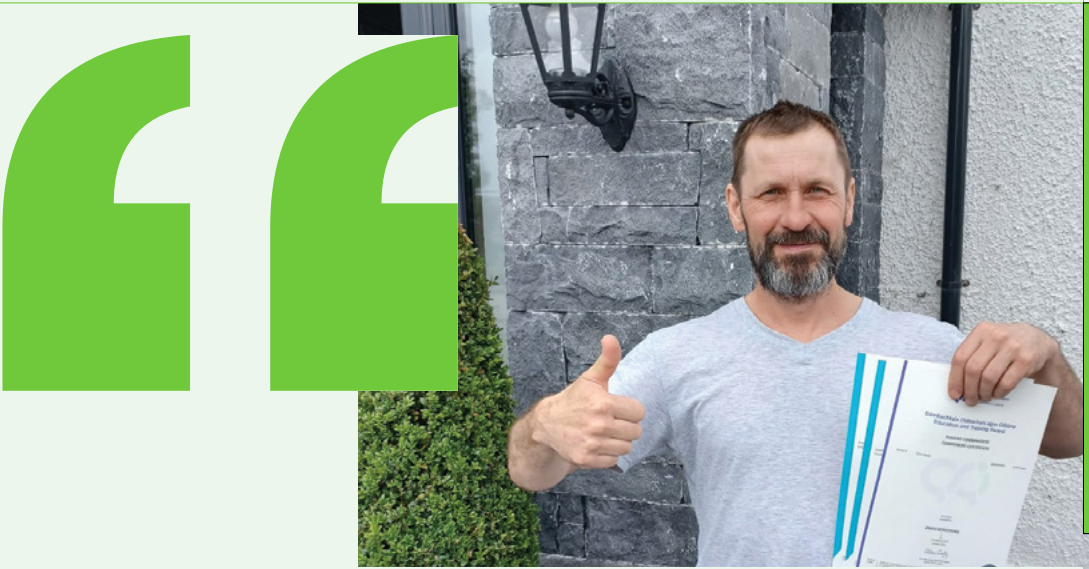
The aim of this QQI Level 5 major award course is to enable the student to develop the knowledge, skills and competencies to work as part of a multidisciplinary team in the provision of effective and appropriate healthcare support to clients in a variety of settings, recognising client's individual needs, assisting with activities of daily living and maintaining a safe and hygienic healthcare environment. Work placement/work experience may be a core feature/element of programmes in this field facilitating the enhancement of employability and transversal skills.

Modules*

- Care of the Older Person
- Care Skills
- Care Support
- Communications
- Infection Prevention and Control
- Palliative Care Support
- Safety and Health at Work
- Work Practice

*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.



Zintis Borodkins, who is originally from Latvia, has been living and working in construction in Donegal for 23 years. Now, after completing a two-year course in Healthcare Support he's looking forward to more meaningful work indoors.

"Work in construction is hard during the winter, and I am getting older, but being self-employed, I can now plan to work 50-50 between stonemasonry and healthcare," says Zintis.

Zintis "knew from the start" that there will always be work in healthcare, and it was this job security and love of connecting with people that inspired him to go back to education. He completed a two-year Level 5 Healthcare Support course in the evening's giving Zintis the freedom to continue working during the day.

"I really liked health and safety in first year because all the background came into real life practice in second year," Zintis recalls.

He praises the staff, particularly lecturer Siobhan Hewitson for their guidance and expertise:

"A good teacher is so important. Siobhan was always helpful, even if I was late submitting assignments, it was no problem," he said.

A placement in Hillcrest House Nursing Home helped Zintis affirm that he had made the right decision to pursue healthcare:

"After the work experience, I decided that healthcare is really for me ... I saw that the most important thing in a nursing home is a team. There was a very helpful team there."

Being employed meant Zintis was eligible for a course fee waiver (under the ETB's Skills to Advance initiative), a perk that sealed the deal for him to go back to education.

Healthcare is by no means easier than construction, but Zintis personally finds that it is more beneficial for the mind.

"To help people is to have meaning in life," he said.

"I like to be in touch with people, and I enjoy the conversations and craic. The thought of doing something for people is great."

For anyone else who is considering returning to education mid-life, he says:

"Go. It's never too late to learn and change your life. The ETB suits everybody and doing a course in your spare time is greatly beneficial."

Zintis Borodkins,
Healthcare Support

Entry Requirements

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

Duration: Two years
(four modules per year)
Location: Various locations

Cost: This course is free.

Contact:
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
- Infection Prevention and Control
- Palliative Care Support
- Safety and Health at Work
- Teamworking
- Work Practice

*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

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

Applicants will be expected to pass the Garda Vetting process and will compete on an interview basis in order to secure a place on this course.

Duration: 37 weeks

Location: Stranorlar, Letterkenny

Cost: This course is free.

Contact:

Siobhan Coughlan
Tel: 074 9120571

Intellectual Disability Practice

The aim of this programme is to enable students to acquire the knowledge, skill and competence to work independently and under supervision, applying best practice, to enable individuals with an intellectual disability to reach their potential and live the lives of their choice and or to progress to further and or higher education and or training.

Modules*

- Challenging Behaviour
- Intellectual Disability Studies
- Special Needs Assisting
- Work Practice

*modules may be subject to change

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

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: 14 weeks Location: Stranorlar
Cost: <u>This course is free.</u>
Contact: Siobhan Coughlan, Tel: 074 9120571

Special Needs Assisting Advanced

The purpose of this QQI Level 6 component course is to equip students with the knowledge, skill and competence, to design, promote and implement best practice in inclusive education in a range of contexts and settings and or to progress to higher education and training.

Modules

- Special Needs Assisting

Progression Routes: On successful completion of this course students will have the skills, knowledge, and competencies to work independently and under supervision in a range of settings and/or to progress to higher education and training.

Health & Social Care	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: 36 weeks Location: Buncrana
	Cost: <u>This course is free.</u>
	Contact: Siobhan Coughlan Tel: 074 9120571

Special Needs Assisting and Caring for Children with Additional Needs

This Level 5 course aims to enable students to acquire the knowledge, skills and competence to work independently and under supervision applying best practice to enable individuals with an intellectual disability to reach their potential and live the lives of their choice and or to progress to further and or higher education and/or training.

Modules

- Caring for Children with Additional Needs
- Special Needs Assisting

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

10.9

Horticulture



Horticulture	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 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*: 33 weeks *duration may vary depending on modules offered Location: Letterkenny
	Cost: <u>This course is free.</u>
Contact: 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 Fruit
- Growing Vegetables
- Establishing Ornamental Flowering Plants
- Establishing Trees and Shrubs
- Environmental Sustainability Awareness

*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.







10.10

IT & Computing

Entry Requirements**Education:** None required.**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).

Application process includes an interview.

Duration: 36 weeks**Location:** Gort an Choirce, Milford, Stranorlar.**Cost:** This course is free.**Contact:**Siobhan Coughlan
Tel: 074 9120571

Computer Skills ICDL

The aim of this course is to build the digital skills necessary for the modern workplace. These modules will help employees and candidates demonstrate their effective use of technology with skills and knowledge that can be further developed by progressing to the ICDL Professional modules and beyond. All of the modules listed in this course are standalone modules and lead to profile certification.

Modules*

- Computer and Online Essentials
- ICDL Workforce – Cyber Security
- ICDL Workforce - Documents
- ICDL Workforce - Online Collaboration
- ICDL Workforce – Presentation
- ICDL Workforce - Spreadsheets
- ICDL Workforce – Teamworking

*modules may be subject to change

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

IT & Computing	Entry Requirements
	Education: None required.
	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).
	Application process includes an interview.
	Duration: 36 weeks Location: Buncrana.
	Cost: <u>This course is free.</u>
	Contact: Siobhan Coughlan Tel: 074 9120571

ICDL Digital Office Skills and Payroll

The aim of this course is to build the digital skills necessary for the modern workplace. These modules will help employees and candidates demonstrate their effective use of technology with skills and knowledge that can be further developed by progressing to the ICDL Professional modules and beyond. All of the modules listed in this course are standalone modules and lead to profile certification. The payroll module will equip the learner with the knowledge, skills, and competence to operate and maintain accurate payroll records using manual and computerised systems, for an organisation, working under general direction and supervision.

Modules*

- Computer and Online Essentials
- ICDL Workforce - Documents
- ICDL Workforce - Online Collaboration
- ICDL Workforce – Presentation
- ICDL Workforce - Spreadsheets
- Payroll Manual and Computerised

*modules may be subject to change

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

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: 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.

Duration: 13 weeks
(1 evening per week)

Location: Letterkenny

Cost: €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.

Contact:

Evening Course Recruitment
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. Successful applicants will be able to use enhanced spreadsheet capabilities to produce better reports with deeper data analysis and will feel confident managing complex data with spreadsheets and collaborating with others.

Modules

— ICDL Professional – Management Spreadsheets

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



Entry Requirements

Education: Applicants should have a standard of knowledge, skill and competence equivalent to NFQ Level 3 (Junior Cert standard).

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: 23 weeks
(1 evening per week)

Location: Letterkenny

Cost: €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.

Contact:

Evening Course Recruitment
Tel: 074 91 20500

ICDL

– Workforce/Professional/Insights/Digital Citizen

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. For information on the learning outcomes associated with each of the modules listed and further information please go to:

<https://icdl.ie/icdl-programmes/>

Modules*

- Computer and Online Essentials
- ICDL Workforce - Cyber Security
- ICDL Workforce - Documents
- ICDL Professional - Databases Advanced
- ICDL Workforce - Presentation
- ICDL Workforce - 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

Education: No formal education requirements. Students should have a high level of computer literacy and an interest in coding and basic maths and algebra. An aptitude for logical thinking and problem solving would also be a distinct advantage.

Aptitude: Good verbal and written communication skills are desirable, including a high level of computer literacy, logical thinking, strong problem-solving skills, a strong interest in coding/computer programming and good basic maths (basic arithmetic, basic algebra).

Previous experience: Experience in using web-based learning systems is an advantage. To actively participate in course activities, students must have access to a computer with stable broadband internet access.

Duration: 21 weeks
Location: Online

Cost: € 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 in receipt of a DSP payment, you may be eligible for a fee waiver. Contact your local Intreo office for a direct referral.

Contact:
Evening Course Recruitment,
Tel: 074 9120500

IT Specialist in Python

This online course is focused on teaching students the fundamental skills and concepts of Python which is one of the world’s most popular and versatile cross-platform programming languages. Python’s popularity has grown vastly in over the last decade, because it is relatively easy to learn, is highly portable and utilises streamlined code. Some of the world’s leading tech companies use Python for their websites’ back-end, including Google, Instagram, Spotify, Netflix, Uber and Dropbox. This course in Python covers the core fundamentals of the Python language. You will learn to recognise and write syntactically correct Python code, recognise data types supported by Python, and be able to recognise and write Python code that will logically solve complex problems.

Modules

- IT Specialist in Python

Progression Routes: Graduates from this course will have the skills and competency to pursue a career as a Software Developer, Web Developer, Data Scientist, Data Analyst, or Machine Learning Engineer.

10.11

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:

Evening Course Recruitment
Tel: 074 9120500

ILM Leadership and Management

This City & Guilds Level 3 Certificate (equivalent to Level 5 on the National Framework of Qualifications) in Leadership and Management is ideal for individuals who have management responsibilities but no formal training and are serious about developing their abilities. This award particularly supports practising team leaders seeking to move up to the next level of management, and managers who need to lead people through organisational change, budget cuts and/or other pressures.

Modules

- Planning Change in the Workplace
- Understanding How to Motivate to Improve Performance
- Understanding Leadership
- Writing for Business

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 evenings 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:
Evening Course Recruitment
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 transferable to a wide range of sectors and are highly sought after qualifications and skills.

Modules

- 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.

10.12

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 2024, almost **1,600 employees** in **170 companies** were supported across a wide range of sectors such as agriculture, beauty, FinTech, health, manufacturing, retail/sales, services, technology and tourism.

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 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):

- Barista Training
- Basic and Social IT
- Bespoke Microsoft training (Word, Excel, Teams, Outlook, PowerPoint)
- Digital Skills for the Farming Sector
- Essential IT (Word Processing and emailing skills)
- Front of house/Customer Service workshops
- Introduction to Regenerative Agriculture
- Introduction to Social Media (Facebook, Instagram, Canva, insights)
- IT and Digital Workshops (Content Creation and eCommerce)
- Office Procedures
- Retail Industry Knowledge
- Undertaking Farm Habitat Management (City & Guilds)


Levels 5–6 (certified):

- Building Digital Business Skills
- Effective Coaching (ILM)
- Environmental Sustainability in the Workplace
- Healthcare Support Unit Awards (Care Skills, Care of the Older Person)
- Introduction to Python Programming / Certified Associate
- Leadership and Management (ILM – Award and Certificate)
- Microsoft Excel (Associate and Expert)
- Project Management (Prince2 – Foundation and Practitioner)
- Sustainable Supply Chain Procurement
- Work-Based Learning Practices

10.13

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 or calling 074 9120592/086 0655120.





Image Credits: Ciaran Cunningham (landscapes), Donegal ETB Communications and Sandra Buchanan, Rachel McLaughlin and Clive Wasson for Donegal ETB Communications with some additional stock images.

Contact

Donegal ETB

Administrative Offices

Ard O'Donnell,
Letterkenny,
Co. Donegal.

Tel: 074 9161600

Email: info@donegaletb.ie

Donegal ETB Adult Guidance and Information Service

The Business Hub, Business Park Road,
Letterkenny,
Co Donegal.

Tel: 074 9178088

Email: adultguidance@donegaletb.ie

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Arna chomhchistiú ag
an Aontas Eorpach

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