

Back to
Education
Initiative
Tipperary ETB



etb

Bord Oideachais agus
Oiliúna Thiobraid Árann
Tipperary Education and
Training Board

WELCOME NOTE

Tipperary ETB provides access to part time QQI accredited educational opportunities for young people and adults in various centres throughout Tipperary.

Staff at BTEI strive to create a relaxed, inclusive, supportive and adult-friendly learning environment. We encourage learners of all ages to develop their full potential.

We hope your return to the learning experience is a positive one, and if you have any queries or require further information on any BTEI courses, please contact us.

- Training for Adults returning to Education
 - Part-Time Courses
 - Day and Evening courses
 - Friendly and supportive environment
 - Courses are free to those with:
 - Social Welfare payments and/or Medical Card
- WITH**
- Less than Upper Second Level Education (those who did not complete a Leaving Certificate)
- OR**
- Leaving Certificate completed 15 years ago or more

Closing date for Applications:

- First round of applications closing date: **Friday 6 June 2015**
- Second round of applications closing date (subject to places being available): **14 August 2015**

Main office & Contact details for all courses:

Back to Education Initiative (BTEI), North Block, Army Barracks Campus, Dillon Street, Clonmel, Co. Tipperary

Phone: **052 6176755**

Web: **www.tipperaryetb.ie**

General Information

The Back to Education Initiative (BTEI) aims to increase the participation of young people and adults with less than upper second level education in a range of flexible learning opportunities. We provide tuition that prepares participants for re-entry into the workplace with updated skills and knowledge and a recognised

qualification. The overall aim is to give people an opportunity to combine a return to learning with family, work and other responsibilities.

Courses are available morning time, afternoon and also at night time. Classes are usually 3 hours and learners have a social break during class.

Most classes start in September and we have a week break for all courses during Halloween (from 26 October to 30 October). We take a break also at Christmas and most classes will break on either week ending 11 or 18 December 2015. For those who wish to continue their studies in 2016, centres reopen on Monday 4 January.

Awards Information

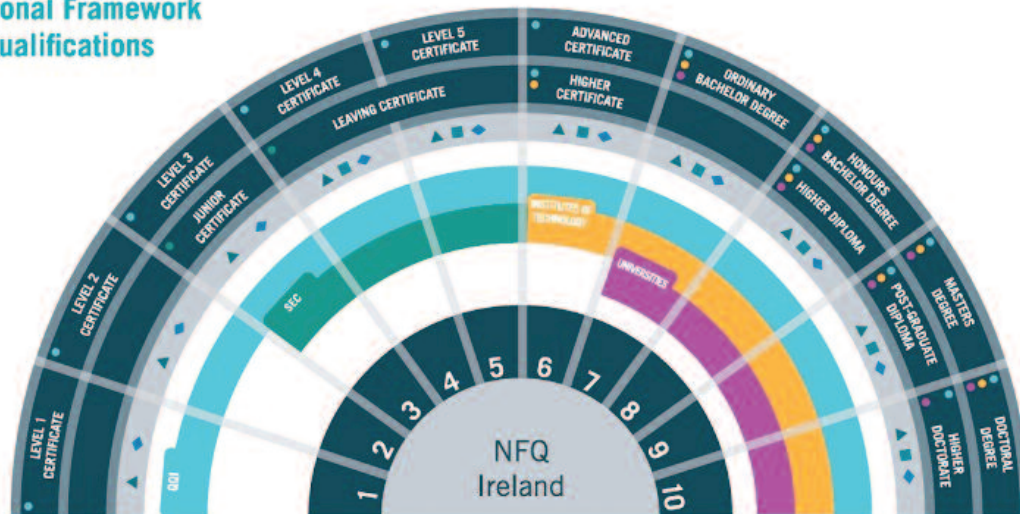
All of the awards advertised here are Minor Awards (part of a Major Award leading to a major qualification in a vocational area). Learners who wish to progress to a Major Award and continue their studies will have the option to complete a major qualification through BTEI.

All awards belong to the National Framework of Qualifications (NFQ).

Locations where BTEI is run:

Cahir:	Adult Education Centre, Church Street, Cahir
Carrick-on-Suir:	45 New Street, Carrick-on-Suir and Comeragh College
Cashel:	Adult Education Centre, Hogan Square, Cashel
Clonmel:	North Block, Army Barracks Campus, Dillon Street, Clonmel
Killenaule:	Adult Education Centre, Main Street, Killenaule
Tipperary Town:	Knockanrawley Resource Centre & Tipperary Technology Park

National Framework of Qualifications



AWARDING BODIES

- Quality and Qualifications Ireland (QQI) makes awards in further and higher education and training
- SEC - State Examinations Commission (Department of Education and Skills)
- Institutes of Technology
- Universities

AWARDS IN THE FRAMEWORK

There are four classes of award in the National Framework of Qualifications:

- 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
- Supplemental Awards: are for learning that is additional to a Major Award
- Special Purpose Awards: are for relatively narrow or purpose-specific achievement



For further information consult: www.nfq.ie www.QQI.ie

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Ten-level system

The National Framework of Qualifications (NFQ) is a ten-level system (1-10) giving an academic or vocational value to qualifications obtained in Ireland.

NFQ levels help indicate how an award can be used for training, education and employment opportunities (see fan diagram).

Each level is based on nationally agreed standards of what a learner is expected to know and be able to do after receiving an award.

NFQ serves several purposes.

- It ensures awards obtained in Ireland are quality-assured and recognised internationally
- It is part of a system for comparing Irish and international awards
- It supports lifelong learning by recognising knowledge and skills within a comparative framework even if they are not recognised by a formal award
- It provides a system of establishing eligibility in learning processes for access, transfer and progression
- It recognises awards made by professional bodies (see Qualifications Recognition Service below)

International

NFQ is linked to similar frameworks in Europe. This helps people considering employment or study opportunities outside Ireland.

There are two qualifications frameworks at European level:

1. 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)
2. 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** for those seeking guidance on the academic recognition of awards obtained outside the Irish system. We have also developed a system for professional bodies to have their awards recognised in the NFQ.

Social Welfare Payments

In general those in receipt of a Social Welfare Payment can attend BTEI classes without it affecting their payments. However, you are advised to contact your local DSP Office to discuss your individual circumstances. **IF YOU ARE IN RECEIPT OF A SOCIAL WELFARE PAYMENT, YOU MUST NOTIFY THE DSP (Department of Social Protection) BEFORE STARTING ON A COURSE.** BTEI eligible participants can avail of the above QQI (FETAC) accredited courses **FREE OF CHARGE**, however you will not receive any additional payment in respect of your attendance.

Information on all courses available

Colour key of FETAC Levels

FETAC Level 3	(suitable for those returning to education after a long time or for learners who have Junior Certificate or lower)
FETAC Level 4	(Similar to Intermediate Level or Leaving Cert Level)
FETAC Level 5	(Similar to Leaving Cert Higher Level)

Part Time BTEI Daytime courses Sept 2015 - 45 New Street, Carrick on Suir

Field of Learning	Component	Code	Start Date	End Date	Days	Time	Hrs per week	No. of weeks
Using Information and Communication Technologies in Everyday Life	Learning about Computers/Using a Word Processing Application/Using Digital Media Devices/Going online with Internet & Email	3N0881 3N0588 3N0552 3N0931	07/09/2015	02/02/2016	Monday & Tuesday	9.30am to 1.00pm	7	21
Learning for Everyday Living	English as a Second Language with Communications	4N1180 & 3N0880	07/09/2015	16/12/2015	Mon to Wed	9.30am to 12.30pm	9	14
Early Childhood Education and Care Support	Healthcare & Communications with Occupational First Aid and Patient Manual Handling Skills	4N3776 & 4N0689 with 5N1207	10/09/2015	05/02/2016	Thurs & Friday	9.30am to 1.00pm	7	18
Office Skills	Customer Service & Word Processing Skills	4N1989 & 4N1123	09/09/2015	17/12/2015	Wed & Thurs	9.30am to 1.0 pm	7	13

Part Time BTEI Evening courses Sept 2015 - 45 New Street, Carrick on Suir

Field of Learning	Component	Code	Start Date	End Date	Days	Time	Hrs per week	No. of weeks
General Learning	Working with Wood with Practical Maths	3N0589 & 3N0930	08/09/2015	17/12/2015	Tue, Wed & Thurs	4pm to 7pm	9	14
General Learning	Preparing & Cooking a Nutritious Meal & Managing your Money	3N0549 & 3N0921	09/09/2015	28/01/2016	Wed & Thurs	4pm to 7pm	6	20
General Learning	Practical Mathematics in Use	3N0930	09/09/2015	16/12/2015	Wed	4pm to 7pm	3	14
Learning for Everyday Living	Beauty & Make up (Personal Care & Presentation)	3N0596	08/09/2015	09/12/2015	Tues & Wed	2pm to 4.30pm	5	12
Sports, Recreation & Exercise	Soccer Coaching & OFA	5N4887 & 5N1207	16/09/2015	17/12/2015	Wed & Thurs	2pm to 5pm	6	14
Business Administration	Text Production with Word Processing	5N1422 & 5N1358	07/09/2015	09/02/2016	Mon & Tues	6.30pm to 9.30pm	6	18
Business Administration	Farm Business Organisation	5N2352	09/09/2015	10/02/2016	Wed	6.30pm to 9.30pm	3	20
General Learning	Safety and Health at Work with Occupational First Aid	5N1794 & 5N1207	10/09/2015	03/03/2016	Thurs	6.30pm to 9.00pm	3	23
Childcare	Childminding Practice	5N1766	08/09/2015	26/01/2016	Tues	6.30pm to 9.30pm	3	18
Healthcare	Care Support with Communications	5N0758 with 5N0690	07/09/2015	28/01/2016	Mon & Wed	6.30pm to 9.30pm	6	17

Part Time BTEI Daytime courses Sept 2015 - North Block, Army Barracks Campus, Dillon Street, Clonmel

Field of Learning	Component	Code	Start Date	End Date	Days	Time	Hrs per week	No. of weeks
Learning for Everyday Living	Preparing & Cooking a Nutritious Meal & Managing your Money	3N0549 & 3N0921	11/09/2015	18/12/2015	Thurs & Friday	.9.30am to 1.30pm	7	13
Learning for Everyday Living	Beauty & Make up (Personal Care & Presentation)	3N0596	07/09/2015	01/12/2015	Monday & Wed	10 am to 1 pm	6	12
Using Information and Communication Technologies in Everyday Life 3M0877	Learning about Computers/Using a Word Processing Application/Using Digital Media Devises/Going online with Internet & Email	3N0881 3N0588 3N0552 3N0931	10/09/2015	26/02/2016	Thursday and Friday	9.30am to 1pm	7	18
Engineering	Woodcraft & Technical Drawing with Maths	4N3185 & 4N1289 with 4N1987	07/09/2015	02/03/2016	Mon, Tues & Wed	9.30am to 1.00pm	10.5	20
Information and Communications Technology	English as a Second Language with Communications	4N1180 & 3N0880	01/09/2015	16/12/2015	Mon to Wed	9.30am to 12.30pm	9	13
Information and Communications Technology	Web Design	4N1122	07/09/2015	14/12/2015	Monday	1.30pm to 5.00pm	3.5	14
Information and Communications Technology	Computer Applications with Spreadsheets & Databases	4N1112 with 4N1120 & 4N1115	14/09/2015	29/02/2016	Monday & Tues	9.30am to 1pm	7	18
Early Childhood Education and Care Support	Healthcare & Communications with Occupational First Aid and Patient Manual Handling Skills	4N3776 & 4N0689 with 5N1207	09/09/2015	04/02/2016	Wed & Thursday	9.30am to 1.00pm	7	18
Horticulture	Establishing Trees and Shrubs/ Horticulture Tools and Equipment & Safe Horticulture Practice	4N0666 & 4N0683 & 4N0719	10/09/2015	11/12/2015	Thurs & Friday	9.30am to 1.30pm	8	13
Healthcare Support	Communications with Care Skills & Care Support	5N0690 with 5N2770 & 5N0758	08/09/2015	24/02/2016	Mon & Tues	9.30am to 1.30pm	8	20
General Learning	OFA with Safety & Health at Work	5N1207 & 5N1794	11/09/2015	29/01/2016	Friday	9.30am to 1.30pm	4	18
Animal Care	Animal Grooming	5N0752	08/09/2015	16/02/2016	Tuesday	9.30am to 1.30pm	4	20
Animal Care	Animal Welfare with Veterinary Assisting Skills	5N0753 with 5N1363	09/09/2015	28/01/2016	Wed & Thursday 9.30am to	1.30pm	8	16
Business	Business Administration Skills with Communications	5N1610 with 5N0690	09/09/2015	28/01/2016	Wed & Thursday	9.30am to 1.00pm	7	16
Business	Word Processing & Text Production	5N1358 & 5N1422	11/09/2015	04/03/2016	Friday	9.30am to 1.30pm	4	26
Sports, Recreation & Exercise	Soccer Coaching with Exercise & Fitness	5N4887 & 5N2668	07/09/2015	16/12/2015	Mon, Tues & Wed	9.30am to 1.00pm	10.5	13

Part Time BTEI Evening courses Sept 2015 - North Block, Army Barracks Campus, Dillon Street, Clonmel

Field of Learning	Component	Code	Start Date	End Date	Days	Time	Hrs per week	No. of weeks
Using Information and Communication Technologies	Learning about Computers/Using a Word Processing Application/Using Digital Media Devises/Going online with Internet & Email	3N0881 3N0588 3N0552 3N0931	07/09/2015	29/02/2016	Monday & Tues	6.30pm to 9.30pm	6	20
Culinary Skills	Menu Planning; Catering Operations & Systems; Culinary Techniques; Pastry, Baking & Deserts	4N0627 4N1133 4N1134 5N2084	14/09/2015	TBC	Monday & Another Day	2.30pm to 6.30pm	8	20
Business	Bookkeeping & Payroll	5N1354 & 5N1546	15/09/2015	25/02/2016	Tues & Thursday	6.30pm to 9.30pm	6	22
Business	Entrepreneurial Skills	5N1951	15/09/2015	15/12/2015	Tues & Thursday	6.30pm to 9.30pm	6	13
Floristry	Retail Display with Retail Floristry	5N1861 with 5N1896	07/09/2015	16/12/2015	Monday, Tuesday & Wed	2 pm to 5pm	9	14
Early Childhood Care & Education	Special Needs Assisting	5N1786	08/09/2015	26/01/2016	Tuesday	6.30pm to 9.30pm	3	18
Healthcare Support	Care Skills & Care Support	5N2770 & 5N0758	15/09/2015	15/12/2015	Tues & Thursday	6.30pm to 9.30pm	6	13
Animal Care	Small Animal Husbandry & Housing	5N1898	08/09/2015	02/02/2016	Tuesday	6.30pm to 9.30pm	3	19

Part Time BTEI Daytime courses Sept 2015 - Adult Education Centre, Church Street, Cahir

Field of Learning	Component	Code	Start Date	End Date	Days	Time	Hrs per week	No. of weeks
Learning for Everyday Living	Beauty & Make up (Personal Care & Presentation)	3N0596	10/09/2015	20/11/2015	Thurs & Friday	10am to 1 pm	6	10
Office Skills	Word Processing & General Office Skills & Business English	4N1123 & 4N1116 & 4N1108	14/09/2015	16/12/2015	Monday, Tuesday & Wed	9.30am to 1 pm	10.5	13

Part Time BTEI Evening courses Sept 2015 - Adult Education Centre, Church Street, Cahir

Field of Learning	Component	Code	Start Date	End Date	Days	Time	Hrs per week	No. of weeks
Learning for Everyday Living	Cooking Healthy Meals	3N0549	08/09/2015	15/12/2015	Tues	6.00pm to 9.00pm	3	14
Using Information and Communication Technologies	Learning about Computers/Using a Word Processing Application/Using Digital Media Devises/Going online with Internet & Email	3N0881 3N0588 3N0552 3N0931	07/09/2015	29/02/2016	Monday & Tues	6.30pm to 9.30pm	6	20
Learning for Everyday Living	English as a Second Language with Communications	4N1180 & 3N0880	01/09/2015	01/12/2015	Monday & Thursday	TBA	8	12
Culinary Skills	Handling Food Hygienically with HACCP	4N1119	31/08/2015	24/11/2015	Monday, Tuesday	2pm to 5pm	6	12
Sports, Recreation & Exercise	Exercise & Fitness	5N2668	17/09/2015	11/12/2015	Thurs & Friday	2.30pm to 5.30pm	6	12
General Learning	Safety and Health at Work with Occupational First Aid	5N1794 & 5N1207	16/09/2015	16/03/2016	Wed	6.30pm to 9.00pm	3	23

Part Time BTEI Daytime courses Sept 2015 - Adult Education Centre, Hogan Square, Cashel

Field of Learning	Component	Code	Start Date	End Date	Days	Time	Hrs per week	No. of weeks
Retail Skills	Retail Sales Techniques & Stock Control	4N1183 & 4N1184	07/09/2015	02/02/2016	Monday & Tuesday	9.30am to 1pm	7	20
Business Administration	Text Production with Word Processing	5N1422 & 5N1358	08/09/2015	30/03/2016	Wed	9.30am to 1.30pm	4	18
Healthcare	Communications with Care of the Older Person	5N0690 & 5N2706	10/09/2015	18/12/2015	Thurs & Friday	9.30am to 1.30pm	8	14

Part Time BTEI Evening courses Sept 2015 - Adult Education Centre, Hogan Square, Cashel

Field of Learning	Component	Code	Start Date	End Date	Days	Time	Hrs per week	No. of weeks
Using Information and Communication Technologies in Everyday Life 3M0877	Learning about Computers/Using a Word Processing Application/Using Digital Media Devises/Going online with Internet & Email	3N0881 3N0588 3N0552 3N0931	07/09/2015	15/03/2015	Mon & Tues	2.00pm to 4.30pm	5	25
Information and Communications Technology	English as a Second Language with Communications	4N1180 & 3N0880	31/08/2015	16/12/2015	Mon & Wed	6.30pm to 9.30pm	6	15
Business Administration	Farm Business Organisation	5N2352	10/09/2015	04/02/2016	Thurs	6.30pm to 10 pm	3.5	20
General Learning	Safety and Health at Work with Occupational First Aid	5N1794 & 5N1207	01/09/2015	23/02/2016	Tues	6.30pm to 9.30pm	3	23

Part Time BTEI Evening courses Sept 2015 -Adult Education Centre, Main Street Killenaule

Field of Learning	Component	Code	Start Date	End Date	Days	Time	Hrs per week	No. of weeks
Using Information and Communications Technologies	Learning about Computers/Using a Word Processing Application/Using Digital Media Devises/Going online with Internet & Email	3N0881 3N0588 3N0552 3N0931	09/09/2015	25/02/2016	Wed & Thurs	6.30pm to 9.30pm	6	20
General Learning	Preparing & Cooking a Nutritious Meal & Managing your Money	3N0549 & 3N0921	08/09/2015	28/01/2016	Tues & Thurs (in MFRC, Glengoole)	6.30pm to 9.30pm	6	16
Business Administration	Reception & Frontline Office Skills with Word Processing Skills	5N2352 & 4N1123	09/09/2015	17/12/2015	Wed & Thurs	6.30pm to 9.30pm	6	14
Healthcare Support	Infection Prevention & Control	5N3734	09/09/2015	16/12/2015	Wed	6.30pm to 10pm	3.5	14
Sports, Recreation & Exercise	Exercise & Fitness	5N2668	07/09/2015	11/11/2015	Mon, Tues & Wed	6.00pm to 8.30pm	7.5	8

Disclaimer: From the information available to us at the time of print, the enclosed information is accurate and correct. However, Tipperary ETB BTEI accepts no responsibility for any inaccuracies that may be contained in same. Similarly, we cannot be held responsible for any changes which occur in the future which may render the enclosed information inaccurate.

Part Time BTEI Daytime courses Sept 2015 Tipperary Technology Park & Knockanrawley Resource Centre

Field of Learning	Location	Component	Code	Start Date	End Date	Days	Time	Hrs per week	No. of weeks
General Learning	Knockanrawley	Using a Word Processing Application/Going online with Internet & Email	3N0588 3N0931	16/04/2015	23/07/2015	Thurs	10am to 1pm	3	20
General Learning	Knockanrawley	Application of Number in Everyday Life with Managing your Money	3N0928 with 3N0921	17/04/2015	29/08/2015	Tues	10am to 1pm	3	15
General Learning	Knockanrawley	Preparing & Cooking Nutritious Meals with Bread, Pastry and Deserts	3N0549 with 3N0522	15/04/2015	26/08/2015	Wed	1 am to 1pm	3	20
General Learning	Tipp Technology Park	Beauty & Make up (Personal Care & Presentation)	3N0596	10/09/2015	10/10/2015	Thurs & Fri	2.00pm to 4.30pm	5	12
Horticulture	Knockanrawley	Safe Horticultural Practice	4N0719	11/09/2015	27/11/2015	Fri	10am to 1pm	3	11
Horticulture	Knockanrawley	Growing Fruit with Growing Vegetables	4N0671 with 4N0668	20/04/2015	02/09/2015	Wed	10am to 1pm	3	20
Horticulture	Knockanrawley	Communications & Info Tech Skills	4N0639 & 4N1125	21/04/2015	13/09/2015	Tues	10am to 1pm	3	20
Horticulture	Knockanrawley	Plant Propagation	4N1990	10/09/2015	18/12/2015	TBD	10am to 2pm	4	14
Early Childhood Education and Care Support	Tipp Technology Park	Healthcare & Communications with Occupational First Aid and Patient Manual Handling Skills	4N3776 & 4N0689 with 5N1207	10/09/2015	05/02/2016	Thurs & Fri	9.30am to 1pm	7	18
Info & Communications Technology	Tipp Technology Park	Database Methods with Spreadsheet Methods and Word Processing	4N1115 with 4N1120 & 4N1123	09/09/2015	25/02/2015	Wed and Thurs	9.30am to 1pm	7	18
Sports, Recreation & Exercise	Tipp Technology Park	Soccer Coaching with Exercise & Fitness	5N4887 & 5N2668	03/09/2015	18/12/2015	Thurs & Fri	9.30am to 1.30pm	8	15

Part Time BTEI Evening courses Sept 2015 Tipp Technology Park & Knockanrawley Resource Centre

Field of Learning	Component	Code	Start Date	End Date	Days	Time	Hrs per week	No. of weeks
Business Administration	Farm Business Organisation	5N2352	01/09/2015	02/02/2016	Tues	6.30pm to 10pm	3.5	20
General Learning	Safety and Health at Work with Occupational First Aid	5N1794 & 5N1207	03/09/2015	25/02/2016	Thurs	6.30pm to 9.30pm	3	23

To Apply:

To apply for the course above please contact the BTEI Centre who will post you an application form. Complete and return the application form before the closing date(s).

BTEI, North Block, Army Barracks Campus, Dillon Street, Clonmel, Co. Tipperary **Phone: 052 617 6755 extension 23**

Closing Dates for Applications: **Friday, 6th June 2015** (First round of applications) **Friday, 14th August** (Second round / subject to availability)

Main office & Contact details for part-time accredited courses (BTEI):

Back to Education Initiative (BTEI), North Block, Army Barracks Campus, Dillon Street, Clonmel, Co. Tipperary

Phone: 052 6176755 Web: www.tipperaryetb.ie



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