

Back to Education Programmes

Part time Courses for Adults



- Day or Evening
- City Centre or in your Community
- Certified by Quality & Qualifications Ireland
- **FREE***

**PRIORITY
FOR
UNEMPLOYED**

**QUALITY
ASSURED
PROVIDER**

**PLACES
LIMITED**

Thinking of coming back to education?

If so, this **Back to Education Brochure** details the part-time courses for adults in Limerick City in 2015/16.

Whether you want to improve your basic skills, go on to further learning, or return to work, take a look at our courses, complete our **Application Form**, or talk to us about the best starting point for you.

Our courses are offered at different levels depending on your interest:

- At **Level 3** the focus is on building your confidence and developing your basic, but essential skills for life
- At **Level 4 and 5** the focus is more on work, employability or preparing you to progress into further learning

Take the First Step...

Do you need help with:

- Reading
- Writing
- Maths
- Working with Numbers
- Basic Computer Skills
- The English Language

I never really liked maths...
Now I love to help!



If you would like to improve your basic skills then one of our courses below might work for you:

1. **Essential Skills**
Improve your reading, writing, maths or IT skills
2. **Essential Skills One-to-One**
If you need support from a trained tutor on a one to one basis
3. **Basic Computers and Technology** – if you have little or no IT skills but would like to learn to use computers

Forms used to frighten me...

Not any more!



**Why not call in for a chat
about the course for you?**

Call Eithne, Lorraine or Colin on:

061-445700

Level 3 – Build confidence and develop skills

Certification here is at Level 3. Programmes run for 6 – 10 hours per week for 30 weeks and can run over a couple of years if needed.

English Language Skills

Modules leading to QQI
Level 3 Certificate in
General Learning (3M0874)



Work intensively on English language and study skills to ensure you can progress to, and succeed on, higher level programme options

Typical Subject Choices:

- Reading and Writing
- Personal Effectiveness
- Computers

For entry you need:

- Communications L2, ESOL or equivalent (Level 3/4)

Progression

Pick from a range of progression options at QQI Level 3 or 4

Computers and Technology

QQI Level 3
Certificate in
Information and
Communication
Technologies
(3M0877)

Learn about the range of practical uses of computers and other everyday technologies and build your basic skills for learning

Typical Subject Choices:

- Digital Media or
- Computer Literacy or
- Word Processing

And at least one of the following:

- Desktop Publishing
- Communications
- Personal Effectiveness
- Maths

For entry you need:

- Basic computer skills
- Interest in computers & technology

Progression

Pick from a range of progression options at QQI Level 4 or higher.

General Learning – Food & Cookery

Modules leading to QQI
Level 3 Certificate in
General Learning (3M0874)

**Learn the basics about food,
healthy eating and cookery and
improve your reading, writing,
maths and/or computer skills**

Typical Subjects:

- Culinary Operations
- Breakfast Cookery

**And at least one of the
following:**

- Computers
- Communications
- Personal Effectiveness
- Maths

**For entry you
need:**

- Interest in food
and cooking

Progression

Pick from a range
of progression
options at QQI
Level 4 or higher.

General Learning - Art

Modules leading to a
QQI Level 3 Major
Award in General
Learning (3M0874)

**Develop your creative talents and
artistic abilities and brush up on
your basic skills**

Typical Subject Choices:

- Art & Design
- Woodwork Level 4

And at least one of the following:

- Computers
- Communications
- Personal Effectiveness
- Maths

**For entry you
need:**

- Interest in
creativity and art

Progression

Pick from a range
of progression
options at QQI
Level 4 or higher.



General Learning - Sport & Recreation

Modules leading to
a QQI Level 3 Major
Award in General
Learning (3M0874)

**Learn about healthy lifestyle and
choices and improve your general
fitness and wellbeing**

- Health & Fitness
- Nutrition & Healthy Options

And at least one of the following:

- Computers
- Communications
- Personal Effectiveness
- Maths

For entry you need:

- Keen interest in
Health and Fitness

Progression

Pick from a range of
progression options
at QQI Level 4 or
higher.

Level 4 – Focus on Work & Further Learning

For these courses you need to have your basic skills, but you will continue to improve your English, Maths and Computers. Certification here is mostly at Level 4. Programmes run for 8-10 hours per week for 30 weeks and can run over a couple of years, if needed.

Office Skills

Modules leading to QQI Level 4 Certificate in Office Skills (4M2070)

Learn about work in the office or business environment where good organisation skills and dealing with customers are all important

Typical Subjects:

- General Office Skills
- Communications
- Business English
- IT Skills
- Data Entry

For entry you need:

- Junior Cert or QQI Level 4 or equivalent
- Typing Skills: Min 15 words per minute

Progression

Opportunities for employment in an office or business setting, or further learning at Level 5 or 6

Culinary and Hospitality Skills*

Modules leading to QQI Level 4 Certificate in Catering Support (4M2805) or Certificate in Culinary Skills (4M2063)

Learn the essential skills for kitchen based or 'front of house' work in the food and hospitality sector

Typical Subject Choices:

- Short Order Cooking
- Kitchen Skills
- Customer Service
- Nutrition
- Work Experience

*** 14-16 hours per week, 16 weeks**

For entry you need:

- Junior Cert or QQI Level 4 or equivalent
- Interest in work in Culinary or Hospitality setting

Progression

Opportunities for employment in Culinary or Hospitality area or further learning at Level 5 or 6



Information and Communications Technology (ICT)

Level 4 Certificate in Information and Communications Technology Skills (4M0855)



Cover a wide array of digital skills essential for life or work, or progress to more specialised ICT course options

Typical Subject Choices:

- Computer Applications
- IT Skills
- Data Entry
- Digital Media
- Communications
- Maths
- Work Experience
- Career Planning

For entry you need:

- Junior Cert/QQI Level 3 (including English and Maths)
- Good computer skills

Progression

Opportunities for employment in the ICT area or further learning at Level 5 or 6

Leaving Cert

If you need Leaving Certificate subjects to access other higher level options, these courses will prepare you to sit exams in June 2016

Subject Options:

- English
- Maths

For entry you need:

- Junior Cert or QQI Level 4 or equivalent

Progression

Opportunities for employment in a variety of areas or further learning at Level 5, 6 or 7

Level 5 – Focus on Work & Further Learning

Programmes run for 8-10 hours per week for 30 weeks and can run over a couple of years, if needed.

Computer Systems & Networks

Modules leading to QQI Level 5 Certificate in Computer Systems & Networks (5M0536) (Pending Approval)



Be introduced to some fundamentals of PC Operating Systems, their installation and maintenance

Typical Subject Choices:

- Operating Systems (TBC)
- Communications
- Work Experience

For entry you need:

- Level 4 ICT or equivalent
- Experience with computers – familiar with Microsoft Office and Web functionality
- Keen interest in network/systems maintenance and support

Progression

Opportunities for employment in the ICT area or further learning at Level 5 or 6

Childcare

Modules leading to QQI Level 5 Certificate in Early Childhood Care & Education (5M2009)

A comprehensive award that is recognized as standard for entry level work in the Childcare Sector

Typical Subject Choices:

- Early Care & Education Practice
- Child Health & Wellbeing
- Child Development
- Early Childhood Education & Play
- Work Experience
- Communications

For entry you need:

- Junior Cert or QQI Level 4 or equivalent
- Garda Clearance
- Keen interest in work in Childcare area

Progression

Opportunities for employment in Childcare or further learning at Level 5 or 6

Healthcare

QQI Level 5 Certificate in
Healthcare Support –
(5M4339)



A comprehensive award that is recognized as standard for entry level work in Healthcare

Typical Subject Choices:

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

For entry you need:

- Junior Cert or QQI Level 4 or equivalent
- Garda Clearance
- Keen interest in Healthcare area

Progression:

Opportunities for employment in Healthcare or further learning at Level 5 or 6

Business & Office Administration

Modules leading to a QQI Level 5 Certificate in Office Administration (5M1997)



Enhance your skills and employability for work in a business or office setting

Typical Subject Choices:

- Payroll – Manual & Computerised
- Business Administration

And at least one of the following:

- Work Experience
- Communications

For entry you need:

- Junior Cert or QQI Level 4 or equivalent
- Keen interest in Business & Office Administration

Progression:

Opportunities for employment in Office Administration or further learning at Level 5 or 6

Youth & Community

Modules leading to QQI Level 5 Certificates in Youthwork (5M4732) or Community Development (5M3050)

Develop valuable skills and/or have first-hand experience of working in a Youth or Community setting

Typical Module Choices:

- Understanding Community Development

And at least one of the following:

- Work Experience
- Communications

For entry you need:

- Junior Cert or QQI Level 4 or equivalent
- Garda Clearance
- Keen interest in work in Youth & Community work area

Progression:

Opportunities for employment in Youth & Community or further learning at Level 5, 6 or 7

Useful Information

If you are returning to learning, there is nothing to worry about! Tutors are very helpful and understanding and you will get to know others in your course from the first day. We give time to focus on you, your expectations and plans, and how to get the most from your learning.

Some people worry about Maths or Computers, but Maths is taught in a very practical way and basic computing courses are given to anyone who wants them. You may also use computers on a drop in basis at our centre in O'Connell Ave if you wish to practise or complete work.

***Courses are always free if you:**

- Are on any of our Essential Skills Programmes

or

- Have not completed your Leaving Certificate, are a Social Welfare Recipients (or their dependant) or are a medical card holder.

Otherwise, fees can apply.

You can be on our part-time courses for up to 17 hours per week, without affecting your Social Welfare payments. However, you must tell Social Welfare you are on a course when you are offered a place.

Almost all courses in this brochure are certified and lead to an award with Quality and Qualifications Ireland (QQI).

The time needed to complete an award can vary, but we explain all that when you apply to us. Some courses are run at evening time as well as daytime, where there is a demand.

Courses will run in the LCAES building on O'Connell

Avenue and in a number of community locations across the City. We work with the Limerick Community Education Network (LCEN), a network of various communities across Limerick City.

If you have mobility issues you can discuss this with an LCAES staff member or personnel at a local venue when you apply for a course.

What happens next?

1. **Complete the Application Form** in this brochure or online at www.lcaes.ie/bte
2. Submit your application to us.
3. You will be contacted and invited to attend **Introductory Workshops** (in June, July or September 2015).
4. We will work with you to help you choose the course and level that is right for you.
5. We will offer you a place, give you a start date, venue, class time etc. (if there are sufficient numbers).

If you have questions about your application, you can phone or call to see us at the address or phone number below.

Now you're ready to go...

Queries and completed Application Forms to:

Limerick City Adult Education Service,
O'Connell Avenue, Limerick, 061 445700
Email: courses@lcaes.ie
or apply online at www.lcaes.ie/bte



Lcaes

Seirbhís Oideachais d'Aosaigh
Luimnigh agus an Chláir
Limerick and Clare
Adult Education Service



Lcetb

Bord Oideachais agus Oiliúna
Luimnigh agus an Chláir
Limerick and Clare
Education and Training Board

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O'Connell Avenue, Limerick

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SOLAS

An tSeirbhís Oideachais Leansainigh agus Scileanna
Further Education and Training Authority



EUROPEAN UNION

Investing in your future
European Social Fund