

# Tipperary ETB Part Time BTEI Courses:



**etb**

Bord Oideachais agus  
Oiliúna Thiobraid Árann  
Tipperary Education and  
Training Board

**Carrick on Suir  
Clonmel  
Cashel  
Cahir  
Tipperary Town  
Killenaule**

**Back to Education Initiative**

# 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.

If you are in receipt of a social welfare payment, you must notify the DSP (Department of Social Protection) BEFORE starting on a course/component. **PTE01 form must be completed by those getting Jobseeker's Allowance or Jobseeker's Benefit and are seeking permission to take a part-time course and submitted to the DSP – PTE01 form available from DSP or [www.welfare.ie/en/pdf/pte01.pdf](http://www.welfare.ie/en/pdf/pte01.pdf)**

- 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 3rd June 2016**
- Second round of applications closing date (subject to places being available): **5th August 2016**

## 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**

**Email: [bwhelan@tipperaryetb.ie](mailto:bwhelan@tipperaryetb.ie)**

**Web: [www.tipperaryetb.ie](http://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, afternoons and also at night time. Classes are usually 3.5 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 (31st October 2016 to 4th November 2016). We also take a break at Christmas and most classes will break on the week-ending Friday 16th December 2016. For those who wish to continue their studies in 2017, centre reopen on Monday 9th January 2017.

## Awards Information

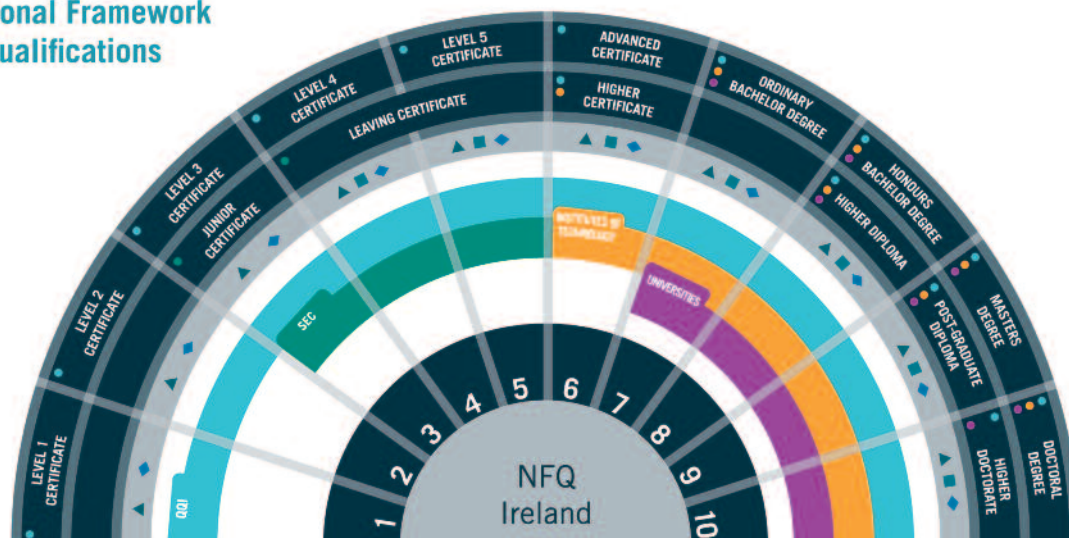
All of the awards advertised here are Minor Awards (part of a Major Award leading to a major qualification in a vocational area). Learners who wish to progress to a Major Award and continue their studies will have the option to complete a major qualification through BTEI.

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

## Locations where BTEI is run:

<b>Cahir:</b>	Adult Education Centre, Church Street, Cahir
<b>Carrick-on-Suir:</b>	Comeragh College Adult Education Centre, Greenside, Carrick-on-Suir
<b>Cashel:</b>	Adult Education Centre, Hogan Square, Cashel
<b>Clonmel:</b>	Prior Park & North Block, Army Barracks Campus, Dillon Street, Clonmel
<b>Killenaule:</b>	Adult Education Centre, Main Street, Killenaule
<b>Tipperary Town:</b>	Community Centre, St Michael's Street, Tipperary Town

# 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](http://www.nfq.ie) [www.QQI.ie](http://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 above).

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.

## Note on Work Placement:

Work Placements – please note the requirement for work placement relates to a work placement in a supervised setting in a relevant sector to the course of study. Those wishing to use current work towards work placement must provide written evidence from employer that this is in a supervised setting & that work is relevant to course of study. Those not in relevant placement setting are advised to arrange relevant work placement once offered a place on a course.

# Information on all courses available

## Colour key of FETAC Levels

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

## Part Time BTEI Daytime courses Sept 2016 - Comeragh College Adult Education Centre, Greenside, Carrick-on-Suir

Field of Learning	Component	Start Date	End Date	Days	Time	Hrs per week	No. of weeks
Using Information and Communication Technologies in Everyday Life 3M0877	Learning about Computers 3N0881; Using a Word Processing App 3N0588; Using Digital Media Devises 3N0552; Going online with Internet & Email 3N0931; Communications 3N0880; Practical Maths 3N0880; Application of Number 3N0928;	05/09/2016	12/04/2017	Mon, Tues & Wed	9.30 am to 1.00 pm	10.5	28
Early Childhood Education and Care Support 4M2014	Healthcare 4N3776 & Communications 4N0689 & Word Processing Skills with Safety & Health at Work 5N1794 & Occupational First Aid 5N1207 and Patient Manual Handling Skills	08/09/2016	26/05/2017	Thurs & Fri *plus one day placement	9.30 am to 1.00 pm	7	31
Culinary Skills 4M2063	Menu Planning 4N0627; Catering Operations & Systems; 4N1133 Culinary Techniques 4N1134; Pastry, Baking & Desserts 5N2084;	07/09/2016	12/04/2017	Wed *plus one day work placement *no classes in Dec	9.30 am to 4.00 pm	6	26
Engineering Skills 4M2895	Workplace Safety 4N1124; Woodcraft 4N3185; Technical Drawing 4N1289; Maths 4N1987	07/09/2016	13/04/2017	Wed, Thurs & Fri	9.30 am to 1.30 pm	11.5	28
Office Skills 4M2070	General Office Skills 4N1116; Business English 4N1108; Word Processing 4N1123; Data Entry 4N1113; Bookkeeping & Accounts 4N2267; Work Experience 4N11568; Maths 4N1987; Communications 4N0689; Information Technology Skills 4N1125;	05/09/2016	31/05/2017	Mon, Tues & Wed	9.30 am to 1.00 pm	10.5	34
Information & Communication Technologies 4M0855	Computer Applications 4N1112; Word Processing 4N1123; Web Design 4N1122; Spreadsheets 4N1120; Work Experience 4N1168; Maths 4N1987; Communications 4N0689; Information Technology Skills 4N1125;	07/09/2016	02/06/2017	Wed, Thurs & Fri	9.30 am to 1.00 pm	10.5	34

## Part Time BTEI Evening courses Sept 2016 - Comeragh College Adult Education Centre, Greenside, Carrick-on-Suir

Field of Learning	Component	Start Date	End Date	Days	Time	Hrs per week	No. of weeks
Engineering Skills 4M2895	Metalwork 3N0555	05/09/2016	14/12/2016	Mon & Wed	6.30 pm to 9.30 pm	6	14
Information and Communications Technology/Business	ESOL 5N1632	05/09/2016	14/12/2016	Mon & Wed	6.30 pm to 9.30 pm	6	14
Childcare 5M1786	Special Needs Assisting 5N1786; Child Development 5N1764; Work Experience 5N1356;	05/09/2016	12/04/2017	Mon & Wed *plus one day work placement	6.30 pm to 9.30 pm	6	28
These components add credit value to QQI Major Awards at Level 5	Safety and Health at Work 5N1794; Occupational First Aid 5N1207	06/09/2016	14/03/2017	Tues	6.30 pm to 9.30 pm	3	24
Healthcare 5M4339	Care of the Older Person 5N2706; Communications 5N2706; Word Processing; Care Skills 5N0690; Care Support 5N0758; Work Experience 5N1356;	05/09/2016	28/06/2017	Mon & Wed *plus one day work placement	6.30 pm to 9.30 pm	6	38

## Part Time BTEI Daytime courses Sept 2016 - North Block, Army Barracks Campus, Dillon Street, Clonmel

Field of Learning	Component	Start Date	End Date	Days	Time	Hrs per week	No. of weeks
Using Information and Communication Technologies in Everyday Life 3M0877	Learning about Computers 3N0881; Using a Word Processing App 3N0588; Using Digital Media Devises 3N0552; Going online with Internet & Email 3N0931; Communications 3N0880; Practical Maths 3N0880; Application of Number 3N0928;	07/09/2016	13/04/2017	Wed, Thurs & Fri	9.30 am to 1 pm	10.5	28
Engineering 4M2895	Woodcraft 4N1151; Workplace Safety 4N1124; Technical Drawing 4N1989; Maths 4N1987;	05/09/2016	12/04/2017	Mon, Tues & Wed	9.30 am to 1.30 pm	12	28
Culinary Skills 4M2063	Short Order Cooking 4N1151; Handling Food Hygienically 4N1119; Personal Effectiveness 4N1132; Work Experience 4N1168 .	05/09/2016	10/04/2017	Mon *plus one day work placement	9.30 am to 4.00 pm	6	25
Early Childhood Education and Care Support 4M2014	Healthcare 4N3776; Communications 4N0689; Word Processing Skills 4N1123; Safety & Health at Work 5N1794; Occ First Aid 5N1207.	07/09/2016	17/05/2017	Wed & Thurs *plus one day work placement	9.30 am to 1.00 pm	7	32
Horticulture 4M1994	Establishing Tress and Shrubs 4N0666; Horticulture Tools and Equipment 4N0683; Safe Horticulture Practice 4N0719	08/09/2016	16/12/2016	Thurs & Fri *plus one day work placement	9.30 am to 1.30 pm	8	14
Horticulture 4M1994	Hard Landscape Construction 4N0681 with Team working 4N1169	12/01/2017	31/03/2017	Thurs & Fri *plus one day work placement	9.30 am to 1.30 pm	8	12
Horticulture 4M1994	Plant Identiation Care & Maintenance 4N1186; Growing Fruit 4N0668; Growing Veg 4N0671	06/04/2017	30/06/2017	Thurs & Fri *plus one day work placement	9.30 am to 1.30 pm	8	12
Information and Communications Technology/Business	Computer Applications 4N1112; Word Processing 4N1123; Spreadsheets 4N1120; Databases 4N1115; Maths 4N1987	05/09/2016	08/02/2017	Mon& Tues & Wed	9.30 am to 1 pm	10.5	20
Information and Communications Technology 4M0855	Web Design 4N1122; Web Authoring 5N1910;	05/09/2016	01/03/2017	Mon & Wed	2pm to 5 pm	6	22
Information and Communications Technology 4M0855	Communications 4N0689; Info Tech Skills 4N1125; Work Experience 4N1168;	13/02/2017	07/06/2017	Mon& Tues & Wed	9.30 am to 1 pm	10.5	14
Healthcare Support 5M4339	Communications 5N0690; Word Processing; Care Skills 5N2770; Care Support 5N0758; Work Experience 5N1356;	05/09/2016	11/04/2017	Mon & Tues *plus one day work placement	9.30 am to 1.30 pm	8	28
These components add credit value to QQI Major Awards at Level 5	Safety & Health at Work 5N1794; Occ First Aid 5N1207;	09/09/2016	24/02/2017	Fri	9.30 am to 1.30 pm	4	21
Animal Care 5M2768	Animal Grooming 5N0752; Animal Welfare 5N0753; Work Experience 5N1356; Vetinary Assisting Skills 5N1363;	06/09/2016	13/04/2017	Tues, Wed & Thurs *plus one day work placement	9.30 am to 1.30 pm	13	28
Beauty Therapy 5M3471	Anatomy & Physiology 5N0749; Body Massage and Figure Analysis 5N3465; Skin Care, Eye Treatments & Make up 5N3467	05/09/2016	11/04/2017	Mon & Tues *plus one day work placement	9.30 am to 1.00	7	28
Business Administration 5M2468	Business Administration Skills 5N1610; Communications 5N0690; Customer Service 5N0972; Work Experience 5N1356;	07/09/2016	13/04/2017	Wed & Thurs	9.30 am to 1.00 pm	7	28
Sports, Recreation & Exercise 5M5146	Exercise & Fitness 5N2668; Soccer Coaching 5N4887; Sports & Recreation Studies 5N2667; Sports & Injury Prevention 5N5665; Sports Anatomy and Physiology 5N4648; Work Experience 5N1356; Teamworking 5N1367;	05/09/2016	14/06/2017	Mon, Tues & Wed	9.30 am to 1.30 pm	12	36
Sports, Recreation and Exercise 5M5146; Healthcare Support; Beauty Therapy 5M3471;	Nutrition 5N2006	08/09/2016	15/12/2016	Thurs	9.30 am to 1.30 pm	4	14

## Part Time BTEI Evening courses Sept 2016 - North Block, Army Barracks Campus, Dillon Street, Clonmel

Field of Learning	Component	Start Date	End Date	Days	Time	Hrs per week	No. of weeks
Information and Communications Technology 4M0855	ESOL 5N1632	05/09/2016	15/12/2016	Tues & Thurs	6.30 pm to 9.30	6	15
Business Administration 5M2468	Bookkeeping 5N1354 (Manual and Computerised) & Payroll 5N1546	05/09/2016	22/02/2017	Mon & Wed	6.30 pm to 9.30 pm	6	22
Early Childhood Care & Education 5M2009	Early Care & Education Practice 5N1770; Early Childhood Education & Play 5N1773; Child Health and Well Being 5N1665; Communications 5N0690;	06/09/2016	29/06/2017	Tues & Thurs Plus work placement must be secured before coming onto this course	6.30 pm to 9.30 pm	6	38
Healthcare Support 5M4339	Intellectual Disability Studies 5N1652; Challenging Behaviour 5N1706;	05/09/2016	29/03/2017	Mon & Wed	6.30 pm to 9.30 pm	6	25
Healthcare Support 5M4339	Palliative Care 5N3759	06/09/2016	14/02/2017	Tues	6.30 pm to 9.30 pm	3	20

## Part Time BTEI Daytime courses Sept 2016 - Adult Education Centre, Church Street, Cahir

Field of Learning	Component	Start Date	End Date	Days	Time	Hrs per week	No. of weeks
Using Information and Communication Technologies in Everyday Life 3M0877	Learning about Computers 3N0881; Using a Word Processing App 3N0588; Using Digital Media Devices 3N0552; Going online with Internet & Email 3N0931; Communications 3N0880; Practical Maths 3N0880; Application of Number 3N0928;	06/09/2016	13/04/2017	Tues, Wed & Thurs	9.30 am to 1 pm	10.5	28
Information and Communications Technology 4M0855	ESOL	05/09/2016	14/12/2016	Mon & Wed	10.30 am to 1.30 pm	6	14
Office Skills 4M2070	General Office Skills 4N1116; Business English 4N1108; Data Entry 4N1113; Bookkeeping & Accounts 4N2267; Functional Maths 4N2138;	07/09/2016	31/03/2017	Wed, Thurs & Friday	9.30 am to 1 pm	10.5	26

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

Field of Learning	Component	Start Date	End Date	Days	Time	Hrs per week	No. of weeks
Using Information and Communication Technologies in Everyday Life 3M0877	Learning about Computers 3N0881; Using a Word Processing App 3N0588; Using Digital Media Devices 3N0552; Going online with Internet & Email 3N0931;	06/09/2016	23/02/2017	Tues & Thurs	6.30 pm to 9.30 pm	6	20
Information and Communications Technology/Business	Computer Applications 4N1112; Word Processing 4N1123; Spreadsheets 4N1120;	05/09/2016	01/03/2017	Mon & Wed	6.30 pm to 9.30 pm	6	22
These components add credit value to QQI Major Awards at Level 5	Safety & Health at Work 5N1794; Occ First Aid 5N1207;	08/09/2016	16/03/2017	Thurs	6.30 pm to 9.30 pm	3	24

## Part Time BTEI Daytime courses Sept 2016 - Adult Education Centre, Hogan Square, Cashel

Field of Learning	Component	Start Date	End Date	Days	Time	Hrs per week	No. of weeks
Using Information and Communication Technologies in Everyday Life 3M0877	Learning about Computers 3N0881; Using a Word Processing App 3N0588; Using Digital Media Devises 3N0552; Going online with Internet & Email 3N0931; Communications 3N0880; Practical Maths 3N0880; Application of Number 3N0928;	05/09/2016	12/04/2017	Mon, Tues & Wed	9.30 am to 1 pm	10.5	28
Business Administration	Business Administration Skills 5N1610; Communications 5N0690; Customer Service 5N0972; Work Experience 5N1356;	05/09/2016	11/04/2017	Mon & Tues	9.30 am to 1.30 pm	7	28
Healthcare 5M4339	Communications 5N0690; Word Processing; Care Support 5N0758; Work Experience 5N1356;	08/09/2016	14/04/2017	Thurs & Friday	9.30 am to 1.30 pm *plus one day work placement	8	28
These components add credit value to QQI Major Awards at Level 5	Safety & Health at Work 5N1794; Occ First Aid 5N1207;	05/09/2016	13/03/2017	Mon	6.30 pm to 9.30 pm	3	24
Information and Communications Technology/Business	Computer Applications 4N1112; Word Processing 4N1123; Spreadsheets 4N1120;	05/09/2016	01/03/2017	Mon & Wed	6.30 pm to 9.30 pm	6	22
Information and Communications Technology/Business	ESOL 5N1632	08/09/2016	15/12/2016	Thurs & one other session to be agreed	6.30 pm to 9.30 pm	6	14

## Part Time BTEI Daytime courses Sept 2016 - Community Centre, St Michael's Street, Tipperary Town

Field of Learning	Component	Start Date	End Date	Days	Time	Hrs per week	No. of weeks
Using Information and Communication Technologies in Everyday Life 3M0877	Learning about Computers 3N0881; Using a Word Processing App 3N0588; Using Digital Media Devises 3N0552; Going online with Internet & Email 3N0931; Communications 3N0880; Practical Maths 3N0880; Application of Number 3N0928;	07/09/2016	12/04/2017	Wed, Thurs & Friday	9.30 am to 1 pm	10.5	28
Information & Communication Technologies 4M0855	Computer Applications 4N1112; Word Processing 4N1123; Web Design 4N1122; Spreadsheets 4N1120; Work Experience 4N1168; Maths 4N1987; Communications 4N0689; Information Technology Skills 4N1125;	07/09/2016	26/05/2017	Wed, Thurs & Fri	9.30 am to 1.00 pm	10.5	34
Information and Communications Technology 4M0855	Web Design 4N1122; Web Authoring 5N1910;	06/09/2016	01/03/2017	Tues and Thurs	6.30 pm to 9.30 pm	6	22
These components add credit value to QQI Major Awards at Level 5	Safety and Health at Work (5N1794) with OFA (5N1207)	07/09/2016	01/03/2017	Wed	6.30 pm to 9.30 pm	3	23
Healthcare Support 5M4339	Care of the Older Person 5N2706; Infection Prevention & Control 5N3734;	06/09/2016	16/02/2017	Tues and Thurs	6.30 pm to 9.30 pm	6	20

**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.



### To Apply:

To apply for the courses above please contact the BTEI centre who will post you an application form.  
BTEI, North Block, Army Barracks Campus, Dillon Street, Clonmel, Co. Tipperary **Phone: 052 617 6755 extension 23**

Complete and return the application form before the closing date(s).

Closing Dates for Applications: **Friday, 3rd June 2016** (First round of applications) **Friday, 5th August 2016**  
(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](http://www.tipperaryetb.ie)**



Ireland's European Structural and  
Investment Funds Programmes  
2014-2020  
Co-funded by the Irish Government  
and the European Union



European Union  
European Regional  
Development Fund

