

Co Donegal VEC

# Adult Education Courses 2013

*Your  
springboard  
to a better  
future...*



Coiste Gairmoideachais Chontae Dhún na nGall  
County Donegal Vocational Education Committee

*Places limited so apply early!*



## Welcome



Thank you for your interest in Co Donegal VEC's adult education courses and a very warm welcome to our new prospectus for 2013. This prospectus is your starting point for all our courses whether you are returning to learning for the first time since leaving school or planning further studies with us.

Co Donegal VEC is funded by the Department of Education and Skills and is the largest provider of adult education in the County. As you will see in this prospectus, 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 full-time for a course that can lead onto higher education, training and employment.

We are very proud of our reputation for excellence, quality and student support and the achievement of our students as they progress through our programmes and beyond to further and higher opportunities. It is extremely important to us that every student has the opportunity to enjoy their learning and has every opportunity to excel in their chosen field of study. This prospectus is organised in such a way as to help you find the courses that interests you most and to give you relevant information on studying with us and making your decision. If you have any questions or require further information then the designated member of staff for your course will be only too happy to help you.

I wish you every success in your decision making and look forward to meeting you at your graduation if you decide to study with us.

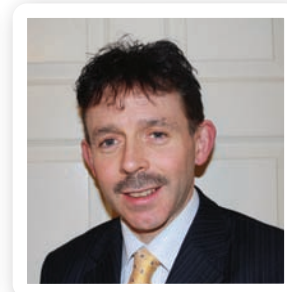
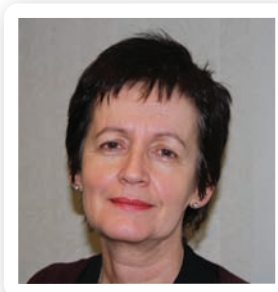
**Shaun Purcell**  
Chief Executive Officer

## Why Study with Co Donegal VEC?

Co Donegal VEC is renowned throughout the county for the excellence and quality of its courses. Making the decision to study with us 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. All our courses are accredited by the Further Education and Training Awards Council (FETAC) and we hold designated FETAC provider status which means that we are able to quality assure our own courses and thereby ensure you have an excellent learning experience.

Co Donegal VEC has been the cornerstone of vocational education in the County since 1905 and has driven the rapid expansion of adult education opportunities following the publication of the White Paper on Adult Education in 2000. As a result of this commitment, Co Donegal VEC has established a comprehensive network of programmes and centres throughout the County that has made adult education accessible to all. In fact an average of 12,000 adults choose to study with us every year.

This prospectus is arranged by area of interest to make it easy for you to find the courses that are right for you. Courses are colour coded depending on the programmes under which they are managed.



**Crona Gallagher and Martin Gormley**  
Adult Education Officers

# ADULT EDUCATION PROGRAMMES

## Learning for Living

The Learning for Living programme offers tuition to adults who are unsure of their skills and knowledge in reading, writing, spelling, maths, numbers and computers. The programme offers learning that is tailored to the needs of each student in a supportive and friendly environment. Time is given to acquire skills and tutors are aware that progress is often made in small stages. The programme also offers a range of family learning options in partnership with schools and provides English language training for speakers of other languages. Students can choose to accredit their study with FETAC Major and Minor Awards offered from Level 1 to Level 4 and State Examination Commission (SEC) examinations. Courses are free to all adults.

## Youthreach Programme

Youthreach is the Department of Education and Skills official education, training and work experience programme for young people who have left school early. 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 open to young people aged 15-21 who have left school early and have few or no qualifications. Youthreach offers both uncertified and certified courses at FETAC Levels 2, 3 and 4, Leaving Certificate Applied (Letterkenny only), ECDL and Safe Pass amongst others in a range of subject areas which vary from centre to centre.

## Back to Education Initiative (BTEI)

BTEI offers education options for those 18 or over and who interested in part-time study. Courses are free of charge to any adult with less than upper second level education

(Leaving Certificate) and those in receipt of a social welfare payment or medical card and their dependents. Fees will apply to other applicants. BTEI offers Major and Minor FETAC Awards at Levels 3 to 5 running from 6 months to 2 years depending on the course. Courses are offered throughout the Adult Education Training Centres and in conjunction with the Community Education Programme in the community.

## Community Education

The Community Education Programme supports the delivery of adult education courses in the community through 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 is always addressing the educational needs of the local community. The Community Education Programme funds a wide range of courses from short courses and evening classes to Major FETAC Awards. The community education courses detailed in this brochure focus on the longer accredited courses; details of all the courses in your area funded through the Community Education Programme can be found through your local community group or by contacting Maeve McGarvey, Tel: 07497 25520.

## Vocational Training Opportunities Scheme (VTOS)

VTOS is a specific training programme for those aged 21 or over and who have been on Jobseekers Allowance for 6 months or more. VTOS is a full-time programme and offers Major Award courses at FETAC Levels 4 and 5 over two years through the Adult Education and Training Centres.

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.

## Post-Leaving Certificate (PLC) Programme

The PLC Programme 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 Institutes of Technology and University through the Higher Education Links Scheme. Courses are designed as an ideal progression from Leaving Certificate for those who want an extra year to study a specific vocational area and for adults returning to education. Courses are offered at many of the second level schools managed by Co Donegal VEC.

## Gartan Outdoor Education Centre

Gartan is the 'Jewel in the Crown' of Co Donegal VEC's education provision. Set in 87 acres of stunning lake side scenery on the edge of Glenveagh National Park, Gartan offers courses in outdoor sports, adventure training, environmental education and sustainability for young people and adults. Courses range from a one day introduction to professionally accredited training and programmes can be tailored to meet the specific needs of an individual or group.

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



# NATIONAL FRAMEWORK OF QUALIFICATIONS

The National Framework of Qualifications (NFQ) has been designed to allow learners 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 you a qualification in order to recognise your learning. There are a number of national awarding bodies that have their awards included in the NFQ such as FETAC and the State Examination Commission (SEC) which accredits the Junior and Leaving Certificate. Professional bodies and national bodies in the UK have also been included in the NFQ.

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, FETAC Certificate and Degree

**Minor Award** – provides recognition for learners who achieve a range of learning outcomes but not the specific learning outcomes required for a Major Award. These awards allow learners 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

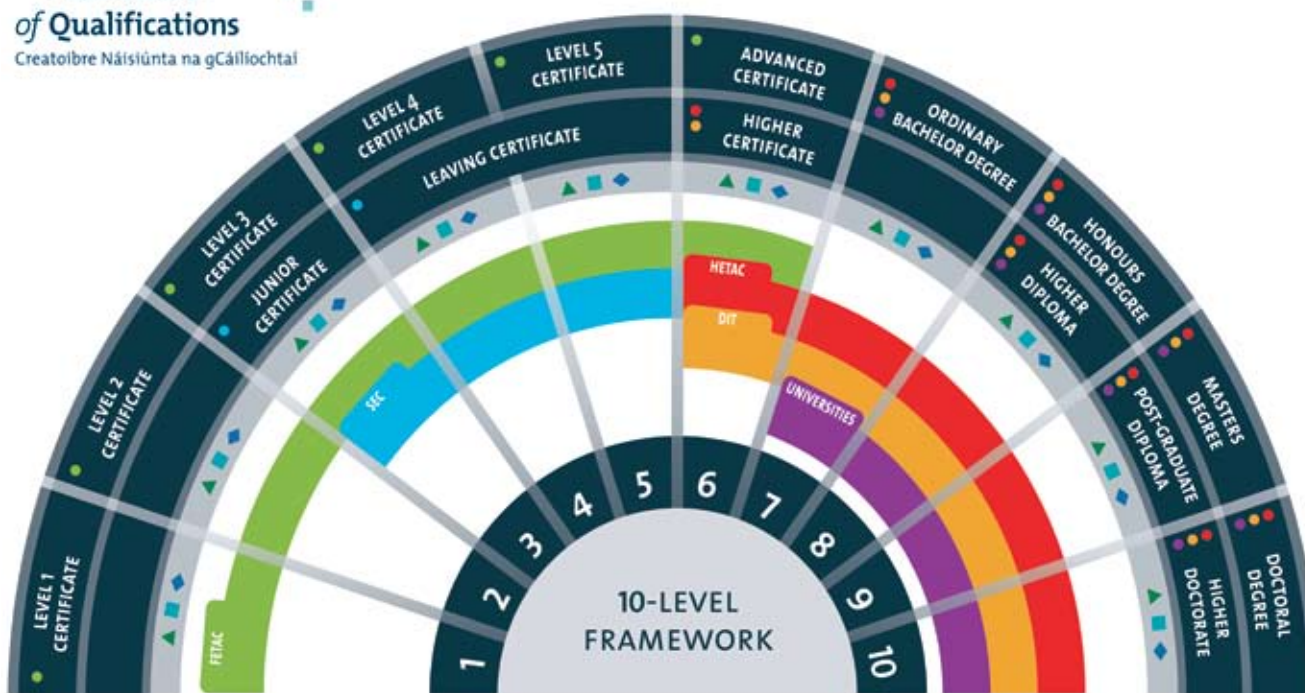
**Supplementary Award** – for learning which is additional to a previous award and are used for updating specific skills and for professional development

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 you are studying for. This becomes very important when you are considering further learning or entering employment both here in Ireland and abroad.

# FETAC AND HETAC

The Further Education and Training Awards Council (FETAC) is the national awarding body for further education and training. FETAC awards are included in the NFQ at Levels 1 to 6.

The Higher Education and Training Awards Council (HETAC) is the national awarding body for higher education and training and HETAC awards are included at Levels 6 to 10 on the NFQ. Institutes of Technology however have delegated authority from HETAC to make their own awards also at Levels 6 to 10. In 2013, FETAC, HETAC and the NQAI have been amalgamated into Quality and Qualifications Ireland (QQI).



## KEY

- FETAC - Further Education and Training Awards Council
- SEC - State Examinations Commission (Department of Education & Science)
- HETAC - Higher Education and Training Awards Council
- DIT - Dublin Institute of Technology
- Universities

## AWARDS IN THE FRAMEWORK

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

- ◐ **Major Awards:** 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

## Awards offered by Co Donegal VEC

FETAC is the main awarding body for courses accredited by Co Donegal VEC. As the statutory provider of adult education in Donegal, we offer Major and Minor FETAC awards at Levels 1 to 6 on the NFQ. Qualifications from other awarding bodies are sometimes offered depending on the course.

In the list of courses offered by County Donegal VEC you will see Minor and Major awards mentioned in the course description.

- A Minor Award can include 1 to 7 Component Certificates at that level.
- A Major Award must include 8 Component Certificates at that level. In certain cases two Component Certificates at one level below the level of the

Major Award can be used for accreditation purposes. e.g. two Level 4 Component Certificates can be combined to give one Level 5 Component Certificate in order to complete the Major Award.

## Deciding what course is right for you

Donegal Adult Learner Guidance Service – The Guidance Service offers impartial and confidential information, advice, guidance and counselling on the educational options that are available to you both within Co Donegal VEC 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. 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 07491 78088.

**Online Guidance Tools** – For those who prefer to do their own research on the options that may be open to them, the following websites may prove useful:

**www.qualifax.ie** – a national database of further and higher education courses provided by the Department of Education and Skills.

**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.

## Entry requirements

There are no formal qualification requirements for Co Donegal VEC Adult Education courses. Applicants will be interviewed and be asked to show their understanding of the course, their motivation for applying and their ability to manage the course requirements. Co Donegal VEC 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 to Donegal Adult Learner Guidance Service who will help you look at your options. The following programmes have specific entry criteria:

### Youthreach

Youthreach is open to young people aged 15-21 who have left school early and have few or no qualifications

### VTOS

To qualify for VTOS, applicants must be at least 21 years of age at the start of the course and be in receipt of a qualifying social welfare benefit or signing for credits for at least 156 days.

### BTEI

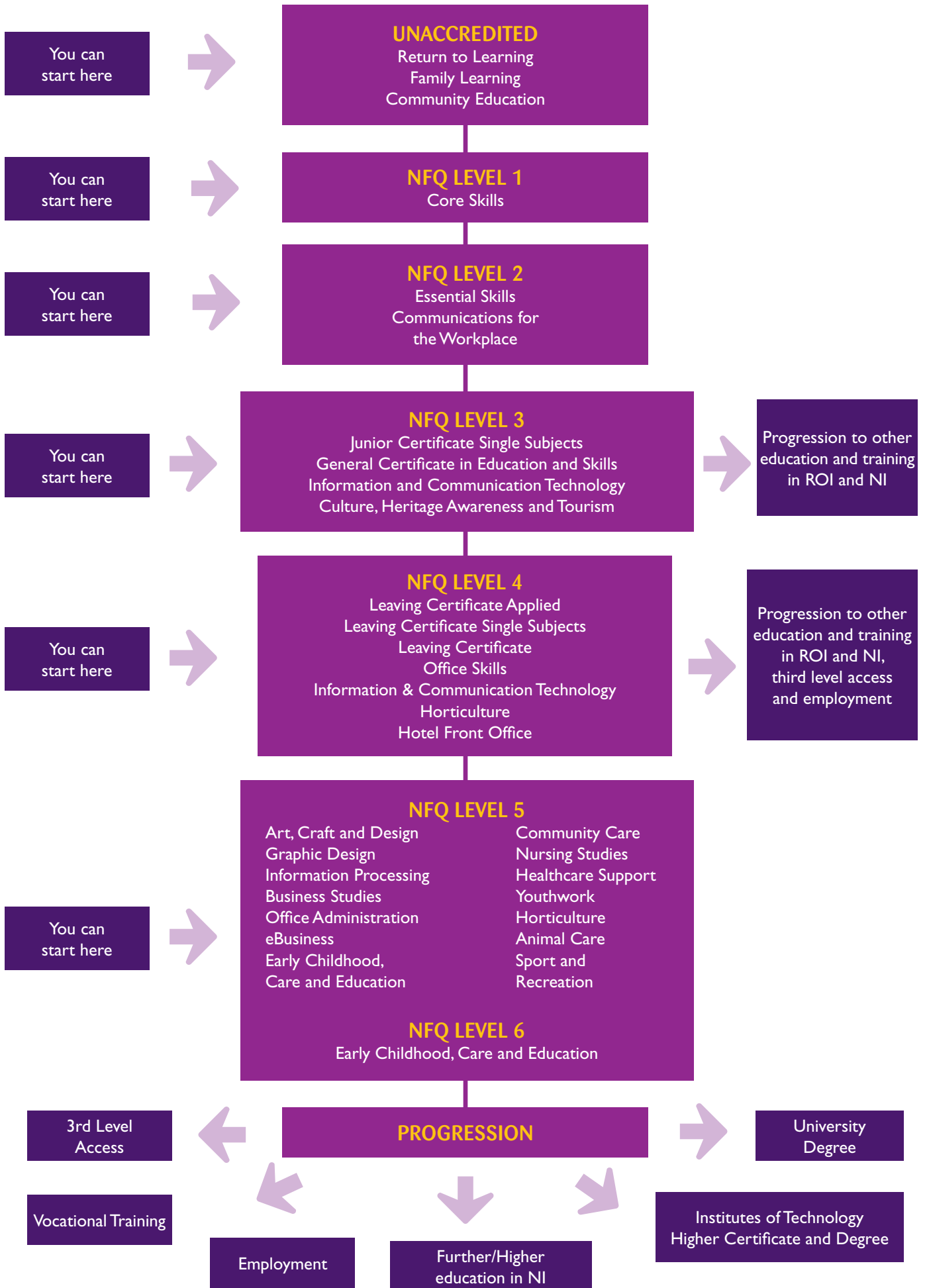
Courses are free of charge to any adult with less than upper second level education and those in receipt of a qualifying social welfare payment or medical card and their dependents. Fees will apply to other applicants.

### PLC

PLC courses are one year intensive Level 5 programmes delivered in several second level schools in the county. A course fee of €300 applies which is reduced to €100 for those with a medical card.

## How to apply for a course

Applying for a course with Co Donegal VEC is simple - just get in touch with the appropriate contact person detailed in the course information and they will send out an application form and answer any questions you may have. If you have any difficulty contacting the relevant person then please contact Donegal Adult Learner Guidance Service in Letterkenny, Tel: 07491 78088 or Donegal Town, Tel: 07497 25520.





# CORE SKILLS AND GENERAL LEARNING

## **Full-Time Courses**

### **Youthreach Programme**

#### **Description:**

A two year education, training and work experience programme for young people aged 15 – 21 who left school early. Course starting at various times throughout the year.

#### **Content:**

Leaving Certificate Applied (Letterkenny only) and FETAC courses at Levels 2, 3 and 4 in Art, Catering, Childcare, Communications, Computers Hairdressing, Metal and Wood Craft and many more....

#### **Next Steps:**

FETAC Courses at Level 3, 4 or 5, and Leaving Certificate, further education opportunities in Northern Ireland or employment.

#### **Location:**

Ballyshannon, Bunclrana/Glengad, Gort a'Choirce, Letterkenny and Lifford, Tel: 074 9178088.

## **SEC Leaving Certificate**

#### **Description:**

A two year, six subject Leaving Certificate programme, designed specifically for adults 18 years and over. Course starting in September.

#### **Content:**

English, Mathematics, Geography, History, Biology, Business Studies

#### **Next Steps:**

FETAC courses at Level 5 and 6, Access Courses and Third Level

#### **Location:**

Letterkenny AETC, Tel: 074 9161581.



## Part-Time Courses

### Family Learning Programme

#### Description:

Wide range of opportunities to help parents support their children's education at:

- Pre-school Level – support your child with English, Maths and reading
- Primary Level – support your child with reading, Maths, computers and the Internet
- Secondary Level – Maths, Irish, English, Computers, Internet Safety and Social Networking and
- Study/Homework Skills
- Courses start at various times throughout the year.

#### Location:

Countywide – day time or evening.  
Contact Learning for Living, Tel: 074 9721705.

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### Return to Learning Short Courses

#### Description:

Specific courses in Driving Test Theory, Improve Your Spelling, Return to Grammar and Return to Numbers. Courses start at various times throughout the year.

#### Location:

Countywide – day time or evening.  
Contact Learning for Living, Tel: 074 9721705.

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### FETAC Level 1 (Major Award) Core Skills

#### Description:

A part-time course for adults who left school early and who need to start at the beginning with reading, writing and maths. Courses start at various times throughout the year.

**Next Steps:** Level 2 in Essential Skills

**Location:** Countywide – day time or evening.  
Contact Learning for Living, Tel: 074 9721705.

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### FETAC Level 2 (Major Award) Essential Skills

#### Description:

A part-time course for adults who left school early and who want to revisit their reading, writing, spelling, maths and learn the basics of using a computer. Courses start at various times throughout the year.

**Next Steps:**

FETAC Level 3 General Certificate in Education and Skills

#### Location:

Countywide – day time or evening.  
Contact Learning for Living, Tel: 074 9721705.

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### FETAC Level 2 (Major Award) Communications for the Workplace

#### Description:

A part-time course for adults, who left school early and who want to revisit their reading, writing, spelling, maths and learn the basics of using a computer in preparation for entering work. Courses start at various times throughout the year.

**Next Steps:**

FETAC Level 3 General Certificate in Education and Skills

#### Location:

Countywide – day time or evening.  
Contact Learning for Living, Tel: 074 9721705.

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### FETAC Level 3 (Major Award) General Certificate in Education and Skills

#### Description:

A part-time course for adults who want to develop and extend basic written and oral communication skills, maths ability and computer skills. Courses start at various times throughout the year.

**Next Steps:**

FETAC Level 4 Courses and further education opportunities in Northern Ireland

#### Location:

Countywide – day time or evening.  
Contact Learning for Living, Tel: 074 9721705.

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### SEC Junior Certificate - Single Subject

#### Description:

Single subject Junior Certificate for adults who left school early. Courses start at various times throughout the year.

#### Content:

English, Maths, History or Irish

**Next Steps:**

FETAC Level 3 and 4 or Leaving Certificate or further education opportunities in Northern Ireland.

#### Location:

Countywide – day time or evening.  
Contact Learning for Living, Tel: 074 9721705.

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### SEC Leaving Certificate – Single Subject

**Description:** Single subject Leaving Certificate for adults who left school early. Courses start at various times throughout the year.

**Content:** English or Maths

**Next Steps:** FETAC Level 4 and 5 or full Leaving Certificate or further education opportunities in Northern Ireland

**Location:** Countywide – day time or evening.  
Contact Learning for Living, Tel: 074 9721705.

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# ART, CRAFT AND DESIGN

## Full-Time Courses

### FETAC Level 5 (Major Award) Certificate in Art, Craft and Design

**Description:**

An intensive one year PLC course designed for those interested in developing their art, craft and design skills and preparing a portfolio for application to third level college courses. Course starting in September.

**Content:**

Painting, Drawing, Design, Sculpture, Combined Materials/Woodwork, Work Experience and Communications.

**Next Steps:**

Application for third level study via the Higher Education Links Scheme in Ireland or further study in Northern Ireland

**Location:**

Errigal College, Letterkenny, Tel: 074 9121047.

## Part-Time Courses

### FETAC Level 5 (Major Award) in Graphic Design

**Description:**

A two year BTEI course for those interested in developing a solid foundation in Graphic Design and preparing a portfolio for application to third level courses using Apple iMac technology. Course starting in September.

**Content:**

Design Skills, Drawing, Graphic Design Skills, Work Experience, Desktop Publishing, Web Authoring, Digital Photography

**Next Steps:** Application for third level study via the Higher Education Links Scheme in Ireland, further study in Northern Ireland or employment.

**Location:** Stranorlar AETC, Tel: 074 9190610.



# BUSINESS AND ADMINISTRATION

## Full-Time Courses

### FETAC Level 4 (Major Award) Certificate in Office Skills

#### Description:

A one or two year VTOS course designed to build the confidence and skills required to consider office based work and/or further study. Course starting in September.

#### Content:

Communications, Maths, Databases, Spreadsheets, Business English, Reception Skills, Customer Service, Book-Keeping and Accounts, Business Calculations, Data Entry, Work Experience and OCR Qualifications.

#### Next Steps:

FETAC Level 5 Courses, further study in Northern Ireland or employment.

#### Location:

Donegal Town AETC (One Year). Tel: 074 9740183.  
Letterkenny AETC (Two Year). Tel: 074 9161581.

### FETAC Level 5 (Major Award) Certificate in Information Processing

#### Description:

A one or two year VTOS course designed to build the confidence and the specific skills required for employment in an office environment where a professional level of information processing is required. Course starting in September.

#### Content:

Communications, Business Calculations, Spreadsheets, Web Authoring, Payroll, Book-Keeping, Databases, Desktop Publishing, Word Processing, ICT and OCR Qualifications.

#### Next Steps:

Application for third level study via the Higher Education Links Scheme in the Republic, further study in Northern Ireland or employment.

#### Location:

Donegal Town AETC (One Year), Tel: 074 9740183.  
Buncrana AETC (Two Year), Tel: 074 9362466.  
Letterkenny AETC, (Two Year), Tel: 074 9161581.

### FETAC Level 5 (Major Award) Certificate in Business Studies

#### Description:

A two year full-time VTOS course designed to build confidence and core skills to develop the specific skills required to consider employment in the business and administration sector and/or further study. Course starting in September.

#### Content:

A minimum of eight component certificates from the following list depending on centre specification: Word Processing, Database Methods, Spreadsheet Methods, Payroll, ECDL, Book Keeping, Maths, OCR, Business Administration Skills, Personal Effectiveness in the Workplace, Accounting, Communications, Work Experience, Marketing Practice, Text Production, Business Law, Computer Applications, Desktop Publishing, Web Authoring, Tourism Awareness

#### Next Steps:

Application for third level study via the Higher Education Links Scheme in the Republic, further study in Northern Ireland or employment.

#### Location:

Errigal College, Letterkenny (One Year),  
Tel: 074 9121047.  
Abbey Vocational School, Donegal Town (One Year),  
Tel: 074 9721105.  
Ballyshannon AETC (Two Year), Tel: 074 9851276.  
Gort a'Choirce AETC (Two Year), Tel: 074 9135218.



# BUSINESS AND ADMINISTRATION

## Full-Time Courses

### FETAC Level 5 (Major Award) Certificate in Office Administration

**Description:**

An intensive one year PLC course designed to develop specific skills required to consider employment in the business, office and administration sector. Course starting in September.

**Content:**

Office Information Administration, Text Production, Word Processing, Work Experience, Communications, Spanish, Audio Transcription, Spreadsheet Methods

**Next Steps:**

Application for third level study via the Higher Education Links Scheme in the Republic, further study in Northern Ireland or employment.

**Location:**

Finn Valley College, Stranorlar, Tel: 074 9131684.

### FETAC Level 5 (Major Award) Certificate in eBusiness

**Description:**

An intensive one year PLC course designed to develop specific skills required to consider employment in the eBusiness, office and administration sector. Course starting in September.

**Content:**

The Internet, eBusiness Studies, Web Authoring, Word Processing, Personal Effectiveness in the Workplace, Work Experience, Book-keeping Manual and Computerised, Communications.

**Next Steps:**

Application for third level study via the Higher Education Links Scheme in the Republic, further study in Northern Ireland or employment.

**Location:**

St. Catherine's Vocational School, Killybegs, Tel: 074 9731491.

## Part-Time Courses

### FETAC Level 4 (Minor or Major Award) Office Skills

**Description:**

A two year BTEI course designed to develop specific skills which are required by office based employers. This course will build confidence, core skills and prepare you for further study. Course starting in September.

**Content:**

Communications, Maths, Database Methods, Spreadsheets, General Office Skills, Business English, Customer Service, Reception Skills, Book-Keeping and Accounts, Data Entry, Business Calculations, Work Experience.

**Next Steps:**

This course will enhance skills to work in office and administration environment. Students will also be able to apply for further component or full certificate programmes at Level 5.

**Location:**

Ballyshannon, Tel: 071 9851276,  
Milford, Tel: 074 9153194,  
Stranorlar, Tel: 074 9190610,  
Magheraarty, Tel: 074 9725520,  
Donegal Town, Tel: 074 9725520.



# COMPUTING AND INFORMATION TECHNOLOGY

## Part-Time Courses

### FETAC Level 3 (Minor Award) Information and Communication Technology

**Description:**

A one year BTEI course providing essential skills needed to prepare you for progression to Level 4 courses in computing and business.  
Course starting in September.

**Content:**

Computer Literacy, Word Processing, Internet Skills, Communications, Maths

**Next Steps:**

Progression towards independent learning and further courses such as further component or full FETAC Level 3 certificates or progressing to a FETAC Level 4 course or Junior Certificate English and Maths.

**Location:**

Ballyshannon, Tel: 071 9851276.  
Donegal Town, Tel: 074 9725520.

### FETAC Level 3 (Major Award) Information and Communication Technologies

**Description:**

A Learning for Living course providing the opportunity to develop and extend basic written and oral communication skills, maths ability and computer skills to a level that provides a solid foundation for further study. Course starting at various times throughout the year.

**Content:**

English and Communications, Introduction to Computers, Maths, Word Processing, Internet skills.

**Next Steps:**

This course offers an ideal opportunity to return to learning in a manageable way and prepares for further study at FETAC levels 4 and 5 where appropriate

**Location:**

Countywide – day time or evening. Contact Learning for Living, Tel: 074 9721705.



## Full-Time Courses

### FETAC Level 4 (Minor or Major Award) in Information and Communication Technology

**Description:**

A Learning for Living course, providing the opportunity to develop information and communication technology skills to a level that provides a solid foundation for further study and employment. Course starting in September.

**Content:**

Communications, Maths, Desktop Publishing, Web Design, IT Skills, Work Experience, Digital Media Technology, Computer Applications

**Next Steps:**

Progression to relevant FETAC Level 5 courses, third level access courses and relevant programme in Northern Ireland or employment.

**Location:**

Stranorlar AETC, Tel: 074 9190610.  
Donegal Town, Tel: 074 9725520.



# HEALTH, SOCIAL AND CHILDCARE

## **Full-Time Courses**

### **FETAC Level 5 (Major Award) Certificate in Early Childhood Care and Education**

#### **Description:**

An intensive one year PLC or two year VTOS course designed to build confidence and to develop the specific skills required to consider employment in the childcare sector and/or further study. Course starting in September.

#### **Content:**

A minimum of eight component certificates from the following list depending on centre specification: Child Development, Child Health and Well Being, Communications, Work Experience, Early Care and Education Practice, Early Childhood Education and Play, Children with Additional Needs, Equality and Diversity in Childcare, Creative Arts for Early Childhood.

#### **Next Steps:**

Employment in a variety of childcare settings. Students can compete for entry to relevant 3rd level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme.

#### **Location:**

Errigal College, Letterkenny (One Year),  
Tel: 074 9121047.  
St. Catherine's Vocational School, Killybegs (One Year),  
Tel: 074 9731491.  
Buncrana AETC (Two Year), Tel: 074 9362466.  
Letterkenny AETC (Two Year), Tel: 074 9161581.

### **FETAC Level 5 (Major Award) Certificate in Community Care/ Nursing Studies/ Community and Health Services**

#### **Description:**

A two year VTOS course designed to develop the specific skills required to consider employment in the health sector and/or further study. Depending on your career goals, you can choose your final award in Community Care, Community and Health Services or Nursing Studies. Course starting in September.

#### **Content:**

Social Studies, Introduction to Nursing, Care Provision and Practice, Anatomy and Physiology, Occupational First Aid, Safety & Health at Work, Care Support, Communications, Human Growth, Work Experience

#### **Next Steps:**

Employment in a variety of community care settings. Students can also compete for entry to relevant 3rd level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme and to Nursing through the mature student entry programme.

#### **Location:**

Milford AETC, Tel: 074 9153194.

## **FETAC Level 5 (Major Award) Certificate in Nursing Studies**

### **Description:**

An intensive one year PLC course designed for those considering a career in the care sector and provides a foundation of knowledge and competencies whilst also enhancing abilities.

### **Content:**

Introduction to Nursing, Anatomy and Physiology, Human Growth and Development, Safety and Health at Work, Health Related Fitness, Understanding Special Needs, Personal Effectiveness in the Workplace, Biology, Occupational First Aid, Maths, Work Experience, Communications, Word Processing.

### **Next Steps:**

Employment in a variety of community care settings. Students can also compete for entry to relevant 3rd level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme and to Nursing through the mature student entry programme.

### **Location:**

Errigal College, Letterkenny, Tel: 074 9121047.  
Magh Ene College, Bundoran, Tel: 071 9841244.  
St. Catherine's Vocation School, Killybegs,  
Tel: 074 9731491.

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## **FETAC Level 5 (Major Award) Certificate in Healthcare Support**

### **Description:**

An intensive one year PLC course designed for those considering a career in healthcare support, providing the knowledge and competencies for a solid foundation in the care sector. Course starting in September.

### **Content:**

Introduction to Nursing, Anatomy and Physiology, Human Growth and Development, Safety and Health at Work, Care Support, Care Skills, Work Experience and Communication.

### **Next Steps:**

Employment in a variety of community care settings. Students can also compete for entry to relevant 3rd level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme and to Nursing through the mature student entry programme.

### **Location:**

St Catherine's Vocational School, Killybegs,  
Tel: 074 9731491.

## **FETAC Level 6 (Major Award) Certificate in Early Childhood Care and Education**

### **Description:**

An intensive one year PLC course designed to prepare students for employment as a supervisor in a childcare setting and/ or further study. Course starting in September.

### **Content:**

Child Development, Early Childhood, Social and Legal Issues in Childcare, Supervision in Childcare. Two existing Level 5 component certificates are needed to complete the points required for Level 6 accreditation.

### **Next Steps:**

Employment in a variety of childcare settings. Students can compete for entry to relevant 3rd level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme.

### **Location:**

St Catherine's Vocational School, Killybegs,  
Tel: 074 9731491.

## **Part-Time Courses**

### **FETAC Level 5 (Major Award) Certificate in Nursing Studies**

#### **Description:**

A two year BTEI course designed for employment in the health care sector and/or further study. Course starting in September.

#### **Content:**

Anatomy & Physiology, Human Growth & Development, Nursing Theory & Practice, Communications, Work Experience, Care of the Older Person, Intellectual Disability Studies, Care Provision and Practice

#### **Next Steps:**

Employment in a variety of community care settings. Students can also compete for entry to relevant 3rd level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme and to Nursing through the mature student entry programme.

#### **Location:**

Donegal Town, Tel: 074 9725520,  
Letterkenny, Tel: 074 9161518.

## Part-Time Courses

### FETAC Level 5 (Major Award) Certificate in Early Childhood Care and Education

**Description:**

A two year BTEI course designed to prepare for employment as a childcare practitioner in a childcare setting and/or further study. Course starting in September.

**Content:**

Child Development, Child Health and Wellbeing, Work Experience, Communications, Early Care and Education Practice, Early Childhood Education and Play, Children with Additional Needs, Equality and Diversity in Childcare.

**Next Steps:**

Employment in a variety of childcare settings. Students can compete for entry to relevant 3rd level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme and through the CAO mature student entry programme.

**Location:**

Milford Tel: 074 9153194,  
Gortahork Tel: 074 9135218,  
Donegal Town Tel: 074 9725520.

### FETAC Level 5 (Major Award) Certificate in Youth Work

**Description:**

A 15 month BTEI course designed to prepare you for employment in the youth work sector and/or further study. The course has a strong practical focus. Course starting in September.

**Content:**

Understanding Youth Work, Young People & Society, Working with Young People, Communications, Work Experience, Occupational First Aid, After School Support Skills, Peer Education, Information Technology Skills, Manual Handling.

**Next Steps:**

Employment in a variety of youth work settings. Students can compete for entry to relevant 3rd level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme and through CAO mature student entry programme.

**Location:**

Raphoe, Tel: 074 9725520.





# HORTICULTURE & SUSTAINABLE DEVELOPMENT



## Full-Time Courses

### FETAC Level 5 (Major Award) Certificate in Horticulture

#### Description:

An intensive one year PLC course designed to develop the understanding and competencies required for employment and further education in the Horticulture Sector. Course starting in September.

#### Content:

Plant Science, Soil Science and Growing Media, Plant Identification and Use, Personal Effectiveness in the Workplace, Food Crops/Organic Production Principles, Safety and Health at Work, Communications, Work Experience.

#### Next Steps:

Entry level work in the horticulture sector and/or progression to Third Level courses through the Higher Education Links Scheme or further study in Northern Ireland.

#### Location:

St. Catherine's Vocational School, Killybegs,  
Tel: 074 9731491.

## Part-Time Courses

### FETAC Level 5 (Major Award) Certificate in Horticulture

#### Description:

A 15 month BTEI course designed to provide a solid foundation in horticulture theory and practice. Course starting in September.

#### Content:

Safe Horticultural Practice, Communications, Teamworking, Horticultural Science, Growing Vegetables, Work Experience, Growing Fruit, Plant Identification Care & Maintenance, Plant Propagation

#### Next Steps:

Progression to relevant Level 5 courses or employment.

#### Locations:

Gweedore, Arranmore Island and Letterkenny,  
Tel: 074 9725520.

# SCIENCE, ENGINEERING AND TECHNOLOGY

## Full-Time Courses

### FETAC Level 5 (Major Award) Animal Care

#### Description:

An intensive one year PLC course designed to develop understanding and skills required for employment as a Veterinary Assistant in the animal care sector. Course starting in September.

#### Content:

Animal Anatomy and Physiology, Biology, Animal Welfare, Safety and Health at Work, Animal Grooming, Database Methods, Work Experience, Word Processing, Communications.



#### Next Steps:

Entry Level work in the animal care sector and/or application for third level study via the Higher Education Links Scheme in the ROI or further study in N.I.

#### Location:

Magh Ene College, Bundoran, Tel: 071 9841244

# SPORT, LEISURE AND RECREATION

## Full-Time Courses

### FETAC Level 5 (Major Award) Certificate in Sport and Recreation

**Description:**

An intensive one year PLC course designed to develop understanding and skills required for employment and further education in the sport and recreation sector. Course starting in September.

**Content:**

Sport and Recreation Studies, Soccer Coaching, Exercise and Fitness, Basketball Coaching, Communications, Work Experience and Word Processing.

**Next Steps:**

Entry level work in health and fitness sector. Graduates can also progress to third level study through the Higher Education Links Scheme or further study in Northern Ireland.

**Location:**

Errigal College, Letterkenny, Tel: 074 9121047.

## Part-Time Courses

### Gartan Outdoor Education Centre

**Description:**

Outdoor Education is based on the premise of experiential learning, providing direct experience of challenge and risk in a supported environment, as the basiles of real learning. Courses start at various times throughout the year.

**Content:**

Short courses in Kayaking, Windsurfing, Sea Kayaking, Hill Walking, Orienteering, Rock Climbing, Sailing. Leader/Instruction training courses: Mountain Skills, Walking Group Leader, Mountain Leadership, Kayak Instructor, Kayak Skills Star Awards, First Aid, Windsurfing Skills Awards, Rescue Emergency Care, Beach Lifeguard.

**Next Steps:**

Those taking part in a skills award or leadership courses will be eligible to progress onto for outdoor instructor training courses.

**Location:**

Gartan Outdoor Education Centre, Churchill, Letterkenny, Tel: 074 9137032.

### FETAC Level 3 (Major Award) Culture, Heritage Awareness and Tourism

**Description:**

This part-time Learning for Living course will provide you with the opportunity to develop your basic written and oral communication skills, maths ability and computer skills through a focus on Culture and Tourism. Course starts at various times throughout the year.

**Content:**

Tourism, Local and International Culture, Engaging as a Tourist, Knowing My Community, Exploring work in the Tourist Industry

**Next Steps:**

Progression to FETAC level 4 courses or Level 5 where appropriate.

**Location:**

Countywide – day time or evening. Contact Learning for Living, Tel: 074 9721705.

### FETAC Level 4 (Major Award) Hotel Front Office

**Description:**

A 15 month BTEI course is designed to develop the skills and competencies required for employment and further education in the hospitality sector. Course starting in September.

**Content:**

Hotel Front Office Operations, Personal & Interpersonal Development, Customer Service, Tourism Principles & Practice, Work Experience, General Office Skills, Reception Skills

**Next Steps:**

Employment in the hospitality sector. Students can also progress to the leaving certificate programmes, further education programmes in Northern Ireland third level access programmes.

**Location:**

Tory Island and Bundoran. Contact BTEI Office, Tel: 074 9725520.





Co Donegal VEC  
Administrative Offices  
Ard O'Donnell  
Letterkenny  
Co. Donegal

Tel: 074 9161600  
Fax: 074 9122439  
Email: [info@donegalvec.ie](mailto:info@donegalvec.ie)

Donegal Adult Learner Guidance Service  
2nd Floor, McKendrick Place  
Pearse Road  
Letterkenny  
Co. Donegal

Tel: 074 9178088  
Fax: 074 9178089  
Email: [adultguidance@donegalvec.ie](mailto:adultguidance@donegalvec.ie)