

Back to Education Initiative (BTEI)

How do I register my interest in a course?

Simply complete the BTEI Enquiry Form attached to this leaflet and send it into the Centre.

Brief informal meetings will then be held for all courses in the months and weeks leading up to commencement. These meetings are held to inform you of the exact content of the course, to complete any paperwork required and to answer any questions you may have relating to the course.

You can contact the Centre between 9.30 a.m & 1 p.m weekdays if you require any further information.



Centre Contact Details

Adult Education & Training Centre
College Street,
Ballyshannon,
Co. Donegal.

Telephone: 07198 51276

Contact: Maria Faherty
Email: mariafaherty@donegaletb.ie

Office Hours: 9.30 a.m - 1 p.m
(Mon-Fri)



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Adult Education
&
Training Centre

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**Oideachais Aosaigh
Adult Education**

Daytime Courses September 2014

Back to Education Initiative (BTEI)

What is the Back to Education Initiative?

The Back to Education Initiative (BTEI) provides part-time further education programmes for young people and adults. The aim is to give people an opportunity to combine a return to learning with family, work and other responsibilities.

Who can take part in a BTEI programme?

Anyone who has left full-time education can take part. However, priority will be given to those with less than second level education.

What will a BTEI course cost?

Tuition is free to any adult with less than upper second level education (less than Leaving Certificate level) and to those in receipt of a social welfare entitlement or medical card. The remainder will be charged fees.

Will I obtain certification for a BTEI course?

Certification is offered to all participants.

BTEI Course September 2014

The following modules may be commencing:

- ⇒ Keyboarding Skills
- ⇒ I.T Theory
- ⇒ File Management
- ⇒ Word Processing
- ⇒ Spreadsheets
- ⇒ Internet & Email
- ⇒ Mathematics
- ⇒ Communications

Enquiry Application Form

Name: _____

Address: _____

DOB: _____

Phone: _____

Mobile: _____

Email: _____

Please return this enquiry form to:
Maria Faherty
Adult Education & Training Centre,
College Street,
Ballyshannon,
Co. Donegal.

Telephone: 07198 51276

Signature: _____

Date: _____

Office Use Only

Date Application Form Sent ___/___/___

Date Received and Stamp