

Kenmare Adult Education Centre

www.kenmareaec.ie



Autumn Programme 2017

3 New Major Awards

**Major Awards in Professional Cookery,
Tourism with Business, Organic Horticulture,
Healthcare Support (Level 5) and Advanced Art (Level 6)**



BORD FÁILTE ÉIREANN
IRISH TOURISM BOARD
AND TRAINING BOARD



DEPARTMENT OF
EDUCATION AND SKILLS
AGUS SCILEANNA IAN D SR T T I S



QQI AWARD



Ireland's EU Structural Funds
Programmes 2007 - 2013
Co-funded by the Irish Government
and the European Union



EUROPEAN UNION

Investing in your future
European Social Fund

Advanced Certificate Art (QQI Level 6)

This Art course is being delivered under the Back to Education Initiative Programme (BTEI). It will run from September 2017 - May 2018 over 4 mornings per week (plus work experience).

This course would suit students who have already completed Art Level 5 (or who can demonstrate, via a portfolio, to have work of the required standard). Students will gain skills to develop their own business or apply to Art School (2nd year).

Subject List:

- **Combined Materials**
- **Drawing**
- **Painting**
- **History and Appreciation of Art**
- **Craft Skills, Ceramics**
- **Work Experience**
- **Entrepreneurship**
- **Studio Practice**

An **Information Pack**, with **Application Form**, is available from the Centre Office or can be downloaded from the Centre's website:
www.kenmareaec.ie

(It is important that prospective students read the information pack so as to be aware as to what the course entails.)

Deadline for Application for this course is **Friday, 1st September 2017**. Interviews will be held on Tuesday, 5th September 2017 and the course will begin on Monday, 11th September 2017 (subject to getting sufficient numbers).

Note: Please note that subjects on above list may change.

Organic Horticulture (QQI Level 5)

This Organic Horticulture course is being delivered under the Back to Education Initiative Programme (BTEI). It will run from September 2017 - May 2018 over 4 mornings per week (plus work experience).

This course contains both theoretical and practical elements. It is suitable for anyone interested in furthering their knowledge of organic growing, with an emphasis on food crops. It can also be a stepping stone to 3rd Level courses.

Subject List:

- **Plant Protection**
- **Plant Science**
- **Work Practice**
- **Plant Identification and Use**
- **Soil Science**
- **Teamworking**
- **Organic Production**
- **Biodiversity & Natural Environment**
- **Fruit & Vegetable Production**

An **Information Pack**, with **Application Form**, for this Organic Horticulture Course is available from the Centre Office or can be downloaded from the Centre's website:

www.kenmareaec.ie

(It is important that prospective students read the information pack so as to have a clear understanding of what the course entails.)

Deadline for Application for this course is **Friday, 8th September 2017**. Interviews will be held on Thursday, 14th September 2017 and the course will begin on Monday, 18th September 2017 (subject to getting a sufficient number of students).

Note: Please note that subjects on above list may change.

Tourism with Business (QQI Level 5)

This Back to Education Initiative (BTEI) course will be delivered over 4 mornings per week from September 2017 - May 2018 (plus work experience).

This course is aimed at providing the student with an understanding of the tourism industry, providing an opportunity to either go on to further education or employment within the industry.

Subject List:

- **Tourism Principles and Practice**
- **Tourism Information and Administration**
- **Customer Service**
- **Work Experience**
- **Payroll: Manual and Computerised**
- **Word Processing**
- **Ecotourism**
- **Digital Marketing**

An **Information Pack**, with **Application Form**, is available from the Centre Office or can be downloaded from the Centre's website:
www.kenmareaec.ie

(It is important that prospective students read the information pack so as to be aware as to what the course entails.)

Deadline for Application for this course is **Friday, 8th September 2017**. Interviews will take place on Wednesday, 13th September 2017. The course will begin on Monday, 18th September 2017 (subject to getting sufficient numbers).

Note: Please note that the subject on above list may change.

Professional Cookery (QQI Level 5)

This Back to Education Initiative (BTEI) course will be delivered over 4 mornings per week from September 2017 - May 2018 (plus work experience).

This course in Professional Cookery combines practical and theoretical modules, designed to enable the learner to secure long-term employment within the tourism industry or to progress to Higher Education. Students have the opportunity to gain a good skill set to work effectively in a professional kitchen setting, etc.

Subject List:

- **Culinary Techniques**
- **Meal Service**
- **Food Science and Technology**
- **Personal Effectiveness**
- **Work Practice**
- **Pastry Baking and Desserts**
- **Menu Planning and Applied Nutrition**
- **Word Processing**
- **International Cuisine**

An **Information Pack**, with **Application Form**, is available from the Centre Office or can be downloaded from the Centre's website:
www.kenmareaec.ie

(It is important that prospective students read the information pack so as to be aware as to what the course entails.)

Deadline for Application for this course is **Friday, 8th September 2017**. Interviews will take place on Friday, 15th September 2017. The course will begin on Monday, 18th September 2017 (subject to getting sufficient numbers)

Note: Please note that the subject on above list may change.

Certified Single Subjects (QQI Level 4)

These 'stand-alone' subjects are run under the Back to Education Initiative Programme (BTEI) and are aimed at combating educational disadvantage but are open to all.

People with a Social Welfare payment, Medical Card, or who left school before completing their Leaving Certificate (or equivalent) do not pay for BTEI courses. All others pay a fee of either €75 (QQI 3&4) or €150 (QQI 5). An outline of each course is available from the Centre upon request.

Single Subject List - QQI Level 4:

Painting*: Friday, 10.00am-2.00pm

On this course you will learn the basics of painting in several different media, plus the use of colour. Learning to record from observation subjects in natural and built environment, and a little history.

*People who may wish to consider doing a Major Award Art in the future, and who may have little experience in art, are encouraged to do these courses to help give a foundation for progression to the Major Award.

Ceramics: Tuesday, 2.30-5.30pm

A certified pottery course which may be of interest, as a follow-on from Level 3, or for those who have done a little ceramics in the past and who want to progress.

Spreadsheet Methods: Thursday, 10.00am-2.00pm

This 12-week course would suit anyone wishing to become confident and skilled to work in an office environment. It is also useful as a stepping stone to further office administration courses.

Digital Media Technology:

Monday and Wednesday, 2.30-5.00pm

Learn to use all types of technology in your daily life, and how they are used in a business context.

General Office Skills: Tuesday, 10.00am-1.00pm

Learn all the basic office skills, including use of technology, filing, communications and organisation.

Entrepreneurial Skills: Thursday, 2.30-5.00pm

Learn the principles of entrepreneurship in business and social contexts, and how to source funding for an enterprise.

Certified Single Subjects (QQI Level 5)

Single Subject List - QQI Level 5:

Care of the Older Person: Tuesday, 2.30 - 5.30pm

This module aims to equip the learner with the knowledge, skills and competence to meet the full and holistic needs of older people in a variety of care contexts and to develop an awareness of the increasing needs of older people in the community today.

Psychology: Friday, 10.00am - 2.00pm

This module introduces learners to an understanding of Psychology and to the core principles and concepts within the discipline. Identify therapies, interventions, practical and ethical boundaries of each psychological perspective.

Occupational First Aid: Monday, 2.30 - 5.30pm

First Aid in the workplace includes the following:

Patient assessment • Altered level of consciousness • Nervous system • Adult - recovery position • Head injury • Cardiac arrest • Cardiac first response • Heart attack • Use of aspirin and angina • Wounds and bleeding • Shock • Fainting • Types of wounds • Management of wounds • Musculoskeletal system and management of injuries related to same • Burns, scalds • Chemicals, poison & electric shock • Medical emergencies • Asthma • Foreign body • Airway obstruction • Stroke • Diabetes • Epilepsy • Hypothermia.

There is a charge of €10 for the book for this course.

Bookkeeping:(Manual & Computerised):

Monday and Wednesday, 10.00am - 1.00pm

Learn the importance of good bookkeeping for a small business, what records Revenue need you to keep, and how to do this both manually, and using a computer package.

A short course outline is available for each of these single subjects from the Centre Office. To book a place on any of these courses please contact the Office on: **064-6641157** or email: **info@kenmareaec.ie**

Note: Please note that subjects on above list may change.

Healthcare Support (QQI Level 5)

This Back to Education Initiative (BTEI) course will be delivered over 4 mornings per week from September 2017 - May 2018 (plus work experience).

This course will be of interest to people who would like to gain vocational skills in Healthcare so as to be in a position to gain employment with the Health Service Executive, Nursing Home(s) or Home Help. It also 'qualifies' people to apply for General and Psychiatric Nursing with the Institutes of Technology (Second year).

Subject List:

- **Care Skills**
- **Care Support**
- **Communications**
- **Anatomy and Physiology**
- **Health and Safety at Work**
- **Nursing Theory and Practice**
- **Human Growth and Development**
- **Work Experience**

An **Information Pack**, with **Application Form**, is available from the Centre Office or can be downloaded from the Centre's website:
www.kenmareaec.ie

(It is important that prospective students read the information pack so as to be aware as to what the course entails.)

Deadline for Application for this course is **Friday, 8th September 2017**. Interviews will take place on Monday, 11th September 2017 and the course will begin on Monday, 18th September 2017 (subject to getting sufficient numbers).

Note: Please note that subjects on above list may change.

Self-Financing Courses

Self-Financing courses, as the name suggests, are courses that have to recover the cost of their delivery.

These are the courses available this Autumn:

- **Ceramics:** Tuesday (6.30 - 9.30pm) **€90**
plus **€15 materials** (5 weeks)
A chance to create something of your choice out of clay, to glaze it and have it fired. For all levels of experience.
- **Batik:** Thursday (2.30 - 5.30pm) **€90**
plus **€15 materials** (5 weeks)
Make beautiful pictures and patterns on fabric using wax and dyes.
- **Social Media with Skype:**
Tuesday (7.00 - 9.00pm) **€50** (4 weeks)
Learn to make the most (safely) out of Facebook, Twitter, Skype and more.
- **Introduction to Botanical Illustration:**
Wednesday (2.30 - 5.00pm) **€150** (10 weeks)
An introduction to making accurate representations of flowers, fruits, etc. using pencils and watercolour.
- **Contemporary Dance:**
Tuesday (7.00 - 9.00pm) **€75** (6 weeks)
This course will focus on movement exploration and the unique potential of the individual.

The above courses must be **booked** and **paid for** before the course begins. (No specific start dates are listed here as the self-financing courses only run once there is enough people to make a viable group. However, viable courses usually begin in late September or early October.)

Course outlines are available from the Centre.

Note: Please note that subject on above list may change.

Weekend workshops

Autumn 2017 Workshops are as follows:

- **Raku Workshop (2 days)**

with Catriona Varley:

Saturday, 14th and Saturday, 21st October 2017
(10.00am - 4.00pm)

€75, plus **€15** for materials.

- **Ceramics Workshop (3 days)**

with Catriona Varley:

Saturdays 18th and 25th November, plus
2nd December 2017 (10.00am - 4.00pm)

€90, plus **€15** for materials.

- **Watercolours Workshop (3 days)**

with Chris Shaw:

Saturday, 28th October, and 4th and 11th
November 2017 (10.00am - 2.00pm) **€75**

- **Occupational First Aid Refresher:**

Saturday, 14th October 2017 (9.00am - 5.00pm)

€60 (NB: attendees must possess a current
First Aid Certificate).

A short Course Outline is available for each of
these Workshops from the Centre Office.

All Workshops have to be **booked** and **paid for**
before the date the Workshop is due to start.

To book a place, please contact the Centre on:

064-6641157 or email: **info@kenmareaec.ie**

Note: Please note that subjects on above list may change.

Adult Literacy



and Basic Education

- **Reading, Writing and Spelling**
one-to-one help to brush up on the basics.
- **Beginners' Computers**
including internet, email and smart-phones
- **Family Budgets and Everyday Maths**
- **Personal Development**
courses to help you make a fresh start.
- **Healthy Eating and Easy Food**

**All these courses are
FREE OF CHARGE**

They are for people who left school with no qualifications, to have a second chance.

They run both daytime and evening, by demand. So get in touch to book a place at a time that suits you.

Talk to Maggie in total confidence on: **064-6642728** or **086 8279248**

Kenmare Adult Education Centre

Kenmare Adult Education Centre

provides Department of Education & Skills programmes and courses for the Greater Kenmare area. It offers courses from basic skills (literacy) to QQI Level 6 .

Note: All courses on offer in this brochure are subject to funding being made available by SOLAS - the further education and training authority. (www.solas.ie)



Kenmare Adult Education Centre, Bell Height, Kenmare, County Kerry
Tel: 064-6641157 ▪ **email: info@kenmareaec.ie** ▪ **web: www.kenmareaec.ie**

Programme Information:

Post Leaving Certificate (PLC)

PLC course are designated full-time courses and qualify for Back to Education Allowance (BTEA) where applicable.

Back to Education Initiative (BTEI) programme

People with a Social Welfare payment, Medical Card, or who left school before completing their Leaving Certificate (or equivalent) do not pay for BTEI courses. All others pay a fee of either **€75** (QQI 3 & 4) or **€150** (QQI 5 & 6). The BTEI programme is aimed to combat educational disadvantage, but courses are open to all.

Community Education

This programme aims to provide locally based education to meet the needs of the community, not just the individual. Courses are run at a reduced fee, providing an opportunity for people to get a 'taste' of something new or different. (People may then decide to take up a QQI Certified, or other, course.)

Quality & Qualifications Ireland (QQI)

All QQI accredited courses lead to a national qualification which is recognised in Ireland and the EU. (www.qqi.ie) (Previously FETAC.)

Adult Basic Education (ABE)

If you are interested in returning to education to improve your reading, writing, spelling or maths, or perhaps you would like some help with form filling or letter writing, we can offer one-to-one help from a voluntary tutor. We also provide a variety of small group classes. All classes are held in friendly surroundings in the Centre. This is a free and confidential service. To find out more, contact Maggie on: **064-6642728** or **086 8279248**, or email: returntolearning@gmail.com

Kerry Adult Guidance Service

This service provides one to one guidance sessions to eligible adults who want to find out more about courses and career options. The service is available at Kenmare one day a month. Contact the Centre on **064-6641157** for an appointment.