



BORD OIDEACHAIS
AGUS OILIÚNA CHIARRAÍ

KERRY EDUCATION
AND TRAINING BOARD

O'CONNELL ADULT EDUCATION CENTRE CAHERCIVEEN



Are You

- Looking to try your hand at something new?
- Unemployed?
- Wishing to upskill or retrain?
- Wishing to change career direction?
- Left school early and need qualifications?
- A school leaver?

Autumn Programme 2017

066 9472414

info@oconnellcentre.ie



Ireland's EU Structural and
Investment Funds Programmes
2014 - 2020

Co-funded by the Irish Government
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AN RÓINN | DEPARTMENT OF
OIDEACHAIS | EDUCATION
AGUS SCILEANNA | AND SKILLS



QQI AWARD

BTEI Courses

Under the Back to Education Initiative (BTEI) part-time programme, learners can gain a QQI (formerly FETAC) accreditation. BTEI courses are free to those who did not complete a Leaving Cert., those in receipt of medical cards and most social welfare recipients.

PPS number must be submitted prior to starting BTEI course.

Community Education

This programme aims to provide a locally based education programme that is responsive to the local community's needs. PPS number must be given before starting course.

Community Groups are welcome to contact the centre directly if they would like a course for their group.

Adult Literacy and Basic Education

This programme is a free and confidential service for adults who wish to improve their reading, writing, spelling and maths or learn a little about computers. You can work *1 to 1* with a tutor or be part of a small group. You decide what you want to work on and learn at your own pace.

Culture Night 2017

Join us at the O'Connell Centre for a night of performance with

Seán O'Laoghaire.

Friday September 22nd

Phone 066-9472414 for booking.

Part-time courses

****To secure the minimum numbers needed for the class to go ahead, class fees must be PAID IN FULL BEFORE the course starts.****

Classes will start on various dates in September and October.

Computers and Work-related Courses

Customer Service QQI Level 4

This course will provide you with the necessary knowledge and skills to provide effective and efficient customer service in work, social, voluntary and community environments.

Thursday 10am – 2pm 10 weeks Cost: BTEI

Office Computer Skills QQI Level 4 Certificate in Computer Applications

This course will enhance your computer skills for working in an office. Learn how to create and query a Database, enter and manipulate data in Spreadsheets and produce and work with images using a graphics package

Wednesday 10am – 1pm Cost: BTEI

Social Media QQI Level 4 Digital Media Technology

This course will be of value to people who want to learn how to use a range of social media to enhance their business or event promotions.

Friday 9.30am – 2.30 pm 10 weeks Cost: BTEI

Computer Basics for Farmers

Farmers, learn how to use computers as part of your farming role.

Learn how to access and use agricultural applications, in particular the Ag. Foods website and ICBF Website.

Monday 7pm – 9pm 6 weeks Cost: Community Education

Smart-Phones and Tablets

Getting stuck using your Smartphone or Tablet? Do you need help in finding the right Apps to suit you in Google Play Store? Learn how to get them and how to share them. Learn the best way to send a message with photo attachments and how to control your device from your settings. Make the most of your device.

Tuesday 10am – 12 noon 6 weeks Cost: €75

Courses related to Health and Caring

Carers' Modules

Care Support QQI Level 5

This module aims to assist you to recognise the different types of clients needing care, different types of care needs and the different care needs of clients. It will equip you with the skills, knowledge and competence to care for clients in a safe and hygienic environment.

Wednesday **9.30am – 2.30pm** **Cost: BTEI**

Work Experience QQI Level 5

This module will equip you with the relevant knowledge and skills to participate in the workplace. You will examine work organisations and personal career opportunities in a vocational area. Participate in work experience in a healthcare setting.

Thursday **9.30am – 2.30pm** **Cost: BTEI**

Special Needs Assisting QQI Level 5

This course provides the learner with the practical skills and competence needed to work effectively in a special needs setting. This course is open to applicants who have completed the module Understanding Special Needs and/or have qualifications/experience in Childcare.

Monday **7pm – 10pm** **Cost: BTEI**

Garda Vetting applies to participants on the above courses.

Occupational First Aid QQI Level 5

This course will provide you with the knowledge, practical skills and understanding required to provide and co-ordinate First Aid in the workplace in compliance with the requirements of the Safety, Health and Welfare at Work Regulations 2007.

Wednesday **7pm - 10pm** **9 weeks Cost: BTEI**

Horticulture

Gardening – QQI Level 3

Develop skills which can be adapted to growing any range of plants.

Cultivate a plot for growing vegetables and sow and maintain a range of vegetables.

Learn about soil types, pH levels, crop rotation and plant families, companion planting, nutrients and feeding and composting.

Wednesday **10am – 1pm** **13 weeks** **Cost: BTEI**

Gardening on a budget!

Don't buy another plant or packet of seeds! In this course, you will learn how to save and plant seeds with the right soil conditions and how to grow plants from all types of cuttings. Covers veg, fruit, herbs, shrubs, trees and flowers.

Wednesday 6.30pm – 9pm 5 weeks Cost: €75

Arts & Crafts and Special Interest courses

Painting for Pleasure

Explore your creative side and produce a painting in a relaxed and friendly environment.

Monday 10am – 12 noon 8 weeks Cost: €100

Painting class at the Men's Shed

Join the Men's Shed and take part in this relaxed and fun class. Learn to paint your favourite landscape or a portrait!

Monday 1 pm – 3 pm 6 weeks Cost: Community Ed.

Cookery for Men at the Men's Shed

Join the Men's Shed and learn about or improve your cooking skills. Learn to cook meals and desserts using easily available and affordable ingredients.

Tuesday 1pm – 3 pm 6 weeks Cost: Community Ed.

Cookery with the Women in Agriculture group

Join the Women's group and explore a variety of healthy everyday recipes in this cookery course.

Wednesday 7.30pm – 9.30pm 4 weeks Cost: Community Ed.

The Women in Agriculture group meets every Wednesday night at the O'Connell Centre and is open to women of all ages in the locality both rural and non-rural. All women are welcome!

Photography

Learn to make the most of your digital camera or the camera on your smart phone or tablet by taking part in a photography project about Monsignor Hugh O'Flaherty and Caherciveen.

Learn about camera settings, working with a tripod and editing photos.

Tuesday 10am – 12 noon 6 weeks Cost: Community Ed

Drama

Learn the basic skills of acting. In this introductory course, you will explore; improvisation, movement, voice projection, situation drama, sketch comedy, stage technique, props, timing, etc. No previous acting experience is required so please come and join us as we explore the wonderful world of acting in a safe and fun environment.

Monday **7.30pm – 9.30pm** **4 weeks** **Cost: €50**

Storytelling

This exciting new course aims to heighten our awareness of stories, different elements of storytelling and how to tell a story and ways to express our understanding of stories.

Wednesday **7pm – 9pm** **8 weeks** **Cost: Community Ed.**

Living a Balanced Life

Learn about ways to improve mental balance and physical health in a frantic world.

Thursday **10.30 am – 12.30pm** **6 weeks** **Cost: Community Ed.**

Pilates

Gentle form of exercise that can improve balance, flexibility, circulation, posture and help you to relax. It is also great for strengthening core muscles and alleviating and preventing back pain. This class is suitable for all adults and fitness levels.

Monday **7pm – 8pm** **8 weeks** **Cost: €50**

Yoga for Men

Yoga poses to develop physical and psychological suppleness. Learn relaxation and breathing techniques.

Monday **8.15pm – 9.15pm** **8 weeks** **Cost: €50**

T'ai Chi and Yoga for Athletes will be arranged subject to demand. Phone the centre to book.

Workshops – Dates to be confirmed.

Occupational First Aid REFRESHER

Refresher course covering CPR/Defibrillator, Bandaging, Management of Stroke, Asthma, Choking and more.

1 Day course **€60**

Basic First Aid

Cuts, Bandaging, Bones, Burns and more...

Shelter Belt Planting

Choose and plant trees to suit your garden, provide shelter and encourage biodiversity. Lay and maintain hedgerows.

Woodland Trail Development

Plan, clear and create a trail through a wooded area.

Adult Literacy & Basic Education (ABE)

Computer Basics & Internet

Learn how to manage routine tasks on a computer, send and receive emails and become familiar with social media and much more in a relaxed and enjoyable course...

Monday 10.00am – 12.00pm

Start Date: 26th September 2017

Office Procedures QQI L3

The functions of the office, formal structures & departments commonly found in a large organisation and the software packages commonly used.

Working as part of a team & demonstrating the application of communications, team working, quality awareness, efficient communication skills in an office environment. Health & Safety and much, much more....

Thursday 10.00am – 12.00pm

Start Date: 28th September 2017

Child Development & Play QQI L3

This enjoyable course provides the learner/parent or carer with the knowledge and skills on how to use play as part of the process of child care and development, and to develop the skills necessary to communicate effectively with both children, parents & guardians.

Wednesday 10am – 12pm or Wednesday evening 7pm – 9pm

Junior Certificate Project Maths for Parent & Learner

Introduce both parent and learner to Project Math's concepts and syllabus.

To give hints and tips to both the parents and the learner to improve the learners' ability to achieve their best in the Junior Certificate exam.

To familiarise both the parent and learner with the formula book and exam structure of the Junior Certificate Mathematics.

Day & Time TBC. 5 weeks * 1.5 hours pw

Driver Theory Tuition

Let us help you pass the test by understanding the vocabulary and the theory. Up to

Let us help you pass the test by understanding the vocabulary and the theory. Up to date CDs & books supplied for use on this course.

Tuesday 2pm – 4pm

Free & Confidential Help with Reading, Writing, Spelling & Numeracy
One to One tuition provided - You decide what you want to work on and learn at your own pace with an understanding tutor at a time that suits you.

This is a free and confidential service.

Contact Deirdre Fitzgerald, Literacy Organiser, at 066-9473166

Full-time Courses

PLC (Post Leaving Certificate)

Tourism with Business 5M5011

Course Description

This QQI Level 5 programme is designed to enable learners to carry out a range of business and administrative functions in tourism related enterprises and provide a solid foundation for success in a business career with a special focus on tourism. 1.5 million tourists pass through Caherciveen annually, we are on the Ring of Kerry, Kerry Way, Wild Atlantic Way and the Dark Sky Reserve. Capitalise on our tourism and business opportunities.

Course Content

Bookkeeping – Manual & Computerised, Customer Service, Word Processing, Irish Cultural & Heritage Resources, Event production, Tourism Information & Administration, Tourism Principles & Practice, Work Experience.

Entry Requirement: Applicants should have Leaving Certificate, LCVP, LCA or a Level 4 Certificate. Mature applicants are very welcome. Access to this programme will be decided by interview.

Work Experience: Work experience forms an integral part of this O’Connell Centre Programme. Students participate in quality placements allowing a valuable opportunity to gain hands-on experience in the tourism industry and apply the skills acquired on the course in a work setting.

Career Opportunities: Because of the broad spectrum of subjects, career opportunities are numerous. The knowledge and skills gained by students make them

an attractive proposition for any employer or for self-employment in the Tourist Industry.

Progression to Further Education and Higher Education

On successful completion of this Level 5 course, learners can progress to Tourism with Business Level 6. Students who achieve this Level 5 Major award are also eligible to apply to courses of Higher Education Level. Students are advised to check with the individual college regarding entry requirements. Students enrolled on this course will also have guidance available to them.

Grants – Student Grant information and application online at www.susi.ie

Course Fees – Registration fee of €100 applies.

Capitation fee/Government Levy €200 – Concessions apply

QQI Examination Fee: €50

Certification: Students who complete the course successfully will achieve a QQI Major Award Level 5 in Tourism with Business.

**Application: Online application available at www.oconnellcentre.ie
or Tel: 066 9472414**

VTOS (Vocational Training Opportunity Scheme)

General Learning 3M0874

Employment Skills 4M0857

This is a full-time, Monday to Friday, 2 year programme with South Kerry VTOS. This programme aims to develop the core skills needed for further learning and to prepare adults returning to education to progress to further education/training or to employment.

Course Content: Communications, Maths, Computers, Personal & Interpersonal Skills, Art & Design, Woodcraft, Ceramics and Work Experience.

Entry Requirements: Age 21 or over, unemployed for at least 6 months OR in receipt of a qualifying Social Welfare payment OR signing for credits for at least 6 months OR have received Statutory Redundancy.

Applicants will retain their entitlements.

Garda Vetting is required.

Application Details: Application forms are available from Centre. Interviews will apply for all applicants.

Contact **Joe Brennan** VTOS Co-Ordinator **066-9762748 / 9472414**

Additional Notes

Guidance Service

One to one career guidance sessions will be available at the O'Connell Centre by appointment. Please ring the centre at 066-9472414 to make an appointment.

Class Fees

A minimum of 10 people is needed for a course to go ahead. Therefore, all fees must be paid in full before beginning classes. Fees can be paid by cash or **cheque made payable to Kerry ETB**. Course fees are receipted.

Cancelled Classes

Refunds of fees are made only where classes are cancelled due to insufficient enrolment numbers. A refund of your tuition fees will be prepared and forwarded to you at your postal address.

Online enrolment available at www.connellcentre.ie for PLC course.

Information is accurate at time of publication, adjustments to programme may arise.

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**Full-Time
Programmes**

**VTOS
Youthreach
PLC**



**Wide Range
of Workshops
and Night
Classes**



**Part-Time
Programmes**

**Adult Literacy &
Basic Education
Community Education
BTEI**



**Open Day - Register for courses!
Tuesday 5th September 10am – 4pm**



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