



Muine Bheag Vocational School

Adult & Further Education Courses



etb

Bord Oideachais agus Oiliúna
Chill Chainnigh agus Ceatharlach
Education and Training Board

A Word of Welcome

It gives me great pleasure to welcome you to Muine Bheag Vocational School. This school has a long and very successful tradition of providing further education and training programmes of the highest quality in a caring and supportive environment.

All of the courses offered in the school are certified by QQI. In addition, the qualifications obtained from the programmes also provide students with the opportunity to progress onto further study at third level through the Higher Education Links Scheme or into the workplace.

We welcome students of all ages and abilities. The friendly, supportive and welcoming atmosphere in Muine Bheag Vocational School will ensure that your time with us will be both enjoyable and fulfilling.

Muine Bheag Vocational School offers you the opportunity to reach your full potential and obtain a qualification which will open many doors for you and be the first step in a challenging and rewarding career.

I look forward to welcoming you to our school.

Jimmy Dermody
Acting Principal



Niamh Hickey
Acting Deputy Principal

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Courses on Offer

Business and Administration Studies

ECDL & Receptionist Administration

Level 5

3

Beginners Computers

Level 5

4

Sports Studies

Sports, Recreation & Exercise

Level 5

5

Education, Health and Welfare Studies

Nursing Studies

Level 5

6

Healthcare Support

Level 5

7

Childcare Including Special Needs

Level 5

8

Other

Construction/Engineering (Pre-Apprenticeship)

Level 5

9

Receptionist Administration & ECDL Level 5



This course aims to provide students with the necessary office skills and a thorough knowledge of computer application packages used in the office. We endeavour to equip students with the knowledge and skills necessary to work in a business environment or as a stepping stone to further studies in the business area.

Course Content*:

ECDL
Reception & Frontline Office Skills
Word Processing
Text Production
Work Experience
Communications
Bookkeeping - Manual & Computerised
Information & Administration
Payroll - Manual & Computerised

*Please note that modules are subject to change.

Career Opportunities:

Graduates of this course can pursue careers in a number of business areas including hotels, offices, insurance and banks.

Certification:

**QQI Level 5 Certification in
Office Administration (5M1997)**

Further Studies:

Graduates who achieve the required standard may progress to further studies in IT Colleges through the Higher Education Links Scheme.

Courses will run subject to enrolment numbers

Computers for Beginners Level 5



This is a course in basic computer applications. The course is designed for students with little or no previous experience in the area of computers and who wish to attain a good level of competency in the skills which are so valued in the office of today.

Course Content*:

- Text Production
- Reception and Frontline Office Skills
- Word Processing
- Information & Administration
- Work Experience
- Communications
- Book-Keeping
- Payroll

*Please note that modules are subject to change.

Entry Requirements:

Applicants must be over 18 years of age. No previous experience with computers is necessary.

Career Opportunities:

Graduates of this course can pursue careers in a number of business areas including hotels, offices, industry, insurance and banks.

Certification:

QQI Level 5 Certification in Office Administration (5M1997)

Further Studies:

The various Institutes of Technology which offer Art courses have places available through the Higher Education Links Scheme for QQI graduates.

Courses will run subject to enrolment numbers

Sports, Recreation & Exercise Level 5



This course is designed for those students wishing to pursue a career in the sports/recreation /leisure industry. Muine Bheag Vocational School has a newly developed state-of-the-art, on-campus sports facility where much of the course is delivered.

Course Content*:

Sports & Recreational Studies	Exercise and Fitness
Nutrition	Communications
Anatomy and Physiology	Work Experience
Safety & Health at Work	

*Please note that modules are subject to change.

Career Opportunities:

Students who qualify in this area can pursue careers in the following areas: Gym/Fitness Instructor, Personal Trainer, Sports Development Officer, Sports Retail Management etc.

Certification:

QQI Level 5 Certificate in Sport, Recreation & Exercise (5M5146)

Additional Fees:

Students will be required to pay a fee for completion of the Occupational First Aid module

Further Studies:

QQI graduates are eligible to apply to Institutes of Technology for follow-on courses.

Garda Vetting:

Garda Vetting is a requirement on this course.

Courses will run subject to enrolment numbers



This course is designed to prepare students for academic programmes in the nursing sector and/or employment in the health sector as a care assistant. This course is structured to provide a foundation in the theory and practice of Health Science for graduates who intend to enter the nursing, paramedical or community care service.

Course Content*:

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

*Please note that modules are subject to change.

Career Opportunities:

Employment opportunities include working in a professional care environment such as Day Care Centres, Nursing Homes and Hospitals.

Certification:

QQI Level 5 Certificate in Nursing Studies (5M4349)
Occupational First Aid Certificate

Additional Fees

Students will be required to pay additional fees for the completion of the Occupational First Aid Module.

Further Studies:

Graduates who successfully complete the course are eligible for consideration for academic progression routes in Nursing and related Health Studies in Universities and Institutes of Technology in Ireland.

Garda Vetting:

Garda Vetting is a requirement on this course.

Courses will run subject to enrolment numbers

Healthcare Support Level 5



This course aims to develop the practical and academic skills in students wishing to pursue a career in the care of the elderly. This course is designed to give those wishing to work in the healthcare system a thorough grounding in the necessary skills. These skills are relevant and practical with each module focusing on a specific area of care.

Course Content*:

- Care Skills
- Care Support
- Work Experience
- Communications
- Word Processing
- Anatomy & Physiology
- Human Growth & Development
- Nursing Theory & Practice

*Please note that modules are subject to change.

Career Opportunities:

A professional qualification in Healthcare is now a prerequisite to working in care of the elderly. Graduates of this course can pursue a career as a qualified carer in the home or in public/private centres.

Certification:

QQI Level 5 Certificate in Healthcare Support (5M4339)
Occupational First Aid Certificate

Additional Fees

Students will be required to pay additional fees for the completion of the Occupational First Aid Module.

Further Studies:

Students may progress to Institutes of Technology and pursue further education in health/nursing areas.

Garda Vetting:

Garda Vetting is a requirement on this course.

Courses will run subject to enrolment numbers

Childcare Including Special Needs Level 5



This course aims to equip students with the knowledge, skills and understanding necessary to pursue a career in Childcare. It also prepares students to work with young children in a variety of childcare settings. It is suitable for both school leavers and for mature students seeking a formal qualification.

Course Content*:

- Child Development
- Early Care & Education Practice
- Communications
- Early Childhood Education & Play
- Special Needs Assisting
- Human Growth & Development
- Occupational First Aid
- Work Experience
- Child Health and Well Being

*Please note that modules are subject to change.

Career Opportunities:

A professional qualification in Childcare is now a prerequisite to working in the ever-expanding childcare area. Students who qualify in this area can pursue a career in the following areas: assistants in crèches and nurseries, Special Needs Assistants, pre-schools and playschools, au pairing etc.

Certification:

QQI Level 5 Certificate in Early Childhood Care and Education (5M2009)
First Aid Certification

Further Studies:

Students may progress to Institutes of Technology and pursue further education in the childcare area through the QQI Higher Education Links Scheme.

Garda Vetting:

Garda Vetting is a requirement on this course.

Courses will run subject to enrolment numbers

Construction/Engineering (Pre-Apprenticeship) Level 5



This course aims to prepare students for apprenticeships in construction and engineering. This course would also suit mature students who want to secure apprenticeships.

Course Content*:

- Engineering Workshop Process
- Engineering Drawing
- Mathematics
- Building Construction
- Communications
- Work Experience
- Wood Fabrication
- Architectural Drawing
- Computer Aided Draughting
- Safety & Health at Work
- Safe Pass (Extra Fee Required)

*Please note that modules are subject to change.

Career Opportunities:

Successful students may achieve apprenticeships in the various trades relating to the construction and building environment.

Certification:

QQI Level 5 Certificate in Construction Technology (5M5010)

Further Studies:

QQI graduates are eligible to apply to Institutes of Technology for follow on courses such as Architectural Technology which includes the building energy rating module.

Courses will run subject to enrolment numbers

General Information

Student Services:

Muine Bheag Vocational School has a support system in place to facilitate the smooth running of the course programmes.

Course Content:

Students should note that modules offered on Post Leaving Certificate courses are subject to change. Courses will run subject to enrolment numbers.

Fees:

Students must pay a non-refundable registration fee of €50 when applying for any of our PLC courses. This fee **MUST** accompany the application form.

Department of Education PLC Levy Fee – An additional fee of €200 must be paid to the Department of Education & Skills. Payment to be made payable to Muine Bheag Vocational School on the first day of attendance.

QQI Examination Fees

» Level 5 Full Award - €50 Level 5 Component Award - €20

The following exemptions to QQI exam fees and the Government PLC Levy apply:

Am I exempt?	Medical Card	Grant	BTEA	VTOS
Government PLC Levy	Exempt	Exempt	Exempt	Exempt
QQI Exam Fees	Exempt	-	-	Exempt

To avail of an exemption you will have to provide relevant documentation. This documentation must not be out of date. E.g. medical card holders should apply for an interim letter from the HSE if their medical card has expired or is about to expire.

Interviews:

Applicants will be interviewed for places on courses.

Grants:

Means-tested Student Maintenance Grants are available to qualifying learners. All new applications have to be made online to a single awarding authority, Student Universal Support Ireland (SUSI), through www.studentfinance.ie.

Quality Assurance:

Muine Bheag Vocational School received its Quality Assurance Agreement with QQI in May 2006. We have agreed procedures and policies with QQI to assure the quality of programmes and services.

VTOS:

To be eligible for V.T.O.S. you must be over 21 years of age and six months on a Social Welfare payment by the start date of your course. Application forms for VTOS PLC places will only be issued when a student has a confirmed place on a course they wish to study in the school (i.e. proof of offer and confirmation of acceptance). Students will be required to complete the forms at the VTOS Centre. **For more information contact VTOS - 1-3 Granby Row, Carlow Tel: 059 9140311**

Work Experience:

Work Experience is a compulsory element of all PLC courses offered in Muine Bheag Vocational School.

Mature Students:

Mature students (over 21 years) make a very significant contribution to the school. They are assured of a warm and friendly welcome on all courses. There are no formal entry requirements for mature students. Muine Bheag Vocational School is committed to promoting equality of opportunity for all our students. It is committed to supporting any student with particular needs.

Career Guidance Service:

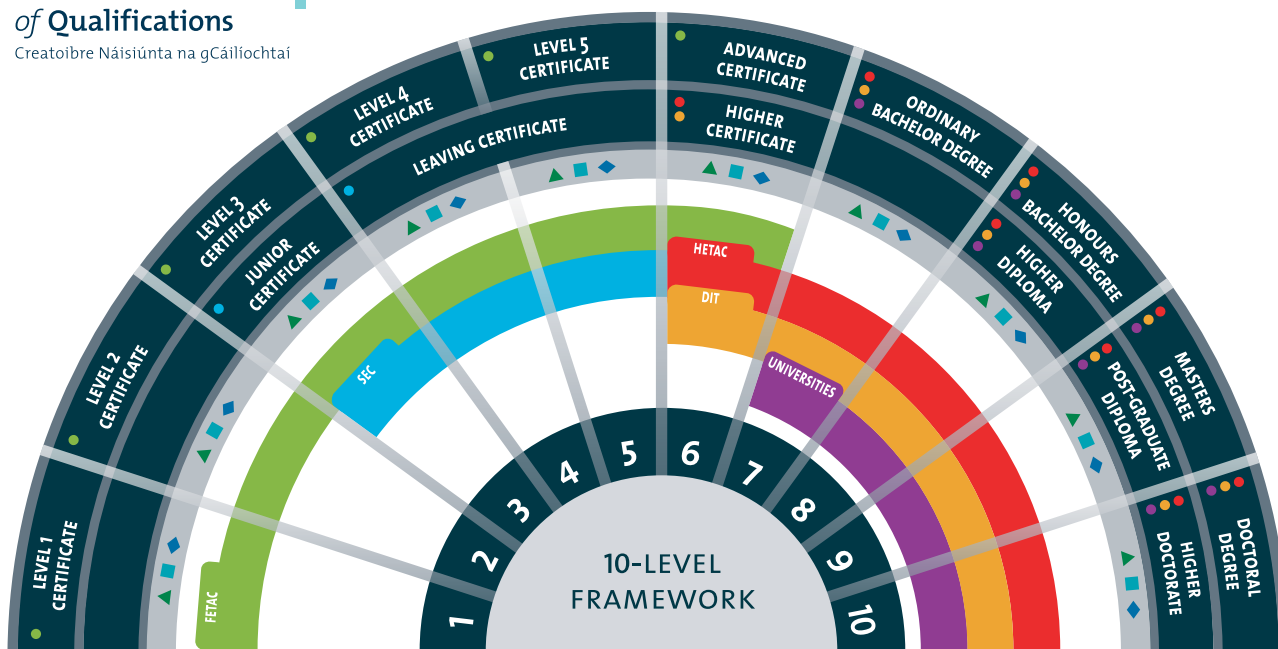
Career Guidance/Counselling service is available to all students completing a course in Muine Bheag Vocational School. The role of the career guidance service is to assist and guide students in making career choices. This service is offered to students on a one-to-one basis.

Facilities:

The school is well served with three networked computer rooms and these are constantly developed and upgraded to assist students in their training. There is Internet access on all computers. The school also has a state of the art Woodwork Room, Metalwork Room, Kitchen and Art Room. All practical rooms are equipped with the latest equipment and resources. The school also has a state of the art gym which may be used by students by arrangement.

Recognition, Accreditation and Progression

The National Framework of Qualifications consists of ten levels with each level based on specified standards of knowledge, skill and competence. These standards define the outcomes achieved by learners seeking to gain awards at each level. Progression routes are clearly outlined.



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



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QQI

Quality and Qualifications Ireland
Dearbhú Cáilíochta agus Cáilíochtaí Éireann