



# Thinking of coming back to education?

If you are returning to learning as an adult, you are embarking on what we hope will be a really rewarding and enjoyable experience...

This Back to Education Brochure details the part-time courses for adults in Limerick City in 2017/18.

Our courses are offered at different levels depending on your interest:

- At Levels 1 and 2 the focus is on improving reading and writing
- At Level 3 the focus is on further building your literacy skills and general confidence and developing your essential skills for life
- At Level 4 and 5 the focus is more on work, employability or preparing you to progress into further learning.



## COMMUNITY-BASED PROVISION 2017/18

Back to Education courses at Levels 1 – 3, listed in this Brochure (over), are generally available, subject to demand, across the City. The following centres are offering courses at Levels 4 - 6 in their locations.

Below are the names of the local centres and the broad subject areas on offer. For further information contact the local Adult Education Contact Person.

Community Location & Contact(s)	Subject Areas
<b>NORTHSIDE FAMILY RESOURCE CENTRE</b> Michelle Hannan T: 061 326623 E: michellehannan@northsidefrc.ie	<ul style="list-style-type: none"><li>• Theatre Skills Level 4 (Drama)</li><li>• Early Childhood Care &amp; Education L5</li><li>• Healthcare Support L5</li><li>• Community Development L5</li><li>• Early Childhood Care &amp; Education L6</li></ul>
<b>LIMERICK CITY CDP</b> Helen Flanagan (St Munchins) T: 087 2843172 E: helen@limerickcitycdp.ie Susan O'Neill (St Munchins) T: 086 8162906 E: susan@limerickcitycdp.ie Kay Flanagan (Our Lady of Lourdes) T: 087 6254216 E: kay@limerickcitycdp.ie	<ul style="list-style-type: none"><li>• Information &amp; Communications Technology L3</li><li>• Information &amp; Communications Technology L4</li><li>• Community Development L5</li><li>• Office Administration L5</li><li>• Health and Wellbeing L4</li><li>• Hair &amp; Beauty L5</li></ul>
<b>MOYROSS ADULT EDUCATION GROUP</b> Josephine Sheedy T: 087 3379437 E: moyaded@moyross.ie	<ul style="list-style-type: none"><li>• Early Childhood Care &amp; Education L5</li></ul>
<b>SOUTHILL FAMILY RESOURCE CENTRE</b> Jimmy Prior T: 061 440250 E: jimmyprior@eircom.net Joan Keehan E: joansouthillfrc@gmail.com	<ul style="list-style-type: none"><li>• Information &amp; Communications Technology L4</li><li>• Early Childhood Care &amp; Education L5</li><li>• Youth Work L5</li></ul>
<b>OUR LADY OF LOURDES COMMUNITY CENTRE</b> Sue Considine T: 061 228596 E: susan.considine@ololcsg.ie	<ul style="list-style-type: none"><li>• Office Skills L4</li><li>• Healthcare Support L5</li></ul>
<b>ST MARYS ADULT EDUCATION CENTRE</b> Anthony Mooney T: 061 313993 E: stmarysadedworker@gmail.com E: stmarysaded@gmail.com	<ul style="list-style-type: none"><li>• Information &amp; Communications Technology L3</li><li>• Information &amp; Communications Technology L4</li></ul>

## USEFUL INFORMATION

There are many Back to Education course choices at a variety of different levels to meet your needs. We will work with you to help you choose the course and level that is right for you.

Courses are free, and you can be on our part-time courses for up to 17 hours per week, without affecting your Social Welfare payments.

Almost all courses in this brochure are certified and lead to an award with Quality and Qualifications Ireland (QQI). The time needed to complete an award can vary, but we explain all that when you apply to us. Courses can run daytime or evening, according to demand.

Courses will run in the Further Education & Training Centre (FET Centre) in our O'Connell Avenue Campus and in a number of community based locations across the City.

Support classes and Guidance & Information services are also available.

### How to apply

1. Either call into the Further Education & Training Centre office in O'Connell Avenue, or ring 061-445700 or apply online at [www.lcaes.ie/bte](http://www.lcaes.ie/bte).
2. You can collect & complete the Application Form there, or we will help you to do this.
3. If someone else is referring you to our Service they can complete the online Application Form with you at [www.lcaes.ie/bte](http://www.lcaes.ie/bte). For Levels 1 & 2 follow the link to Adult Basic Education (Part-time) and then ABE Referrals.
4. Submit your Application to us.
5. You will be contacted and invited to attend an Information Workshop, in the FET Centre, O'Connell Avenue (In June or September).
6. We will offer you a place, give you a start date, venue, class time etc. (if there are sufficient numbers).

If you have questions about your Application, you can phone or call to see us at the address or phone number on the back page. Information on these and other further education courses are available on [www.fetchcourses.ie](http://www.fetchcourses.ie)

Now you're ready to go...



## CONTACT INFORMATION

Queries and completed Application Forms to:

Further Education and Training Centre  
O'Connell Avenue Campus  
O'Connell Avenue  
Limerick

T: 061 445700

E: [btecourses@lcebtb.ie](mailto:btecourses@lcebtb.ie)

Or apply online at:

[www.lcaes.ie/bte](http://www.lcaes.ie/bte)



## BACK TO EDUCATION



## PART TIME COURSES FOR ADULTS LIMERICK CITY 2017/18



CERTIFIED BY QQI AND DEPARTMENT OF EDUCATION AND SKILLS

COURSES IN THE CITY CENTRE OR IN YOUR COMMUNITY

FLEXIBLE TIMES  
SMALL GROUPS  
FREE



Taking the First Step		QQI Levels 1 & 2	Number of Hours Per Week	QQI Level 3	Number of Hours Per Week	QQI Level 4	Number of Hours Per Week	QQI Level 5	Number of Hours Per Week
<p>When you have been out of learning for a while, you will need to start off gently. Your Reading, Writing, Maths and Computers will need to be revised and it's important not to take on too much too soon. You can start without accreditation and then continue at QQI Levels 1 &amp; 2.</p> <p>The focus of the courses is reading, writing and personal development using interesting topics such as:</p> <ol style="list-style-type: none"><li>Cookery</li><li>Independent Living</li><li>Confidence-building</li><li>Family learning</li><li>Computers</li><li>Gardening</li></ol> <p>Courses generally run between 20-30 hrs in total.</p> <p><i>One-to-one help is available</i></p>		Improve your core skills		Information & Communications Technology (29 wks)		Office Skills (27 wks)		Office Administration (29 wks)	
		Reading & Writing	2-4	Digital Media	4	General Office Skills & Business English	4	Text Production	2.5
		Spelling skills	2-4	Computer Literacy / Word Processing	4	IT Skills	2.5	Word Processing (February 2018)	4
		Maths	2-4	Spreadsheets (February 2018)	4	Customer Service	2.5	Computer Systems and Networks (23 wks)	
		Beginner Computers	2	Internet & Email	2-4	Word Processing L5 (February 2018)	4	Computer Systems Hardware	3
		Introduction to iPads	2	Desktop Publishing	2	Information & Communication Technology (32 wks)		Creative Media (29 wks)	
		Introduction to Digital Skills	2			Web Design	2.5	Drawing L4 (for Animation)	3
		Spongecakes & Spellings	2-4	Creative Arts (27 weeks)		Computer Applications & IT Skills	4	Animation Layout (February 2018)	3
		Healthy Eating & Exercise	2-4	Art & Design	3	Graphic Design (February 2018)	3	Early Childhood Care & Education (33 wks)	
		Family Learning	2	Printmaking	3	Introduction to Culinary Skills (21 weeks)		Child Development	2.5
		Confidence-Building	2	Drama	3	Kitchen Skills	3.5	Communications (February 2018)	2.5
		Driver Theory Support	2	Music Appreciation	2	Short Order Cooking & Theory	3.5	Health Service Skills (30 wks)	
		SPSV Support (Limo/Taxi/Hackney exam)	3	Introduction to Woodcraft (27 wks)		Work Experience	2	Care of the Older Person	2.5
				Woodcraft	2.5	Customer Service	2.5	Care Support	3
				Technical Drawing	1	HACCP (add on week)	12 (total)	Infection Prevention and Control	3
		Food & Nutrition (33 wks)		Introduction to Healthcare (20 wks)		Intellectual Disability Studies (February 2018)	3		
		Culinary Operations	3	Healthcare	3	Health & Safety at Work (February 2018)	2		
		Breakfast Cookery	3	Introduction to Science and Engineering (27 wks)		Add-on Core Skill Options**			
		Nutrition & Healthy Options	3	Lab techniques	2.5	Communications	2		
		Bread, Pastry & Desserts	3	Engineering Workshop Skills	2.5	Work Experience	2		
		Health & Fitness	3	Health and Wellbeing (29 wks)					
		Introduction to the WorkPlace (33 wks)		Exercise & Fitness L5	4	<p>** Needed to achieve a Major Award</p>			
		Introduction to Office Skills	2	Health Related Fitness (February 2018)	4				
		Reception Skills	2	Leaving Certificate Ordinary Level (29 wks)					
		Career Preparation	4	Mathematics	5+				
		Add-on Core Skill Options**		Add-on Core Skill Options**					
		Communications	2	Communications	2				
		Maths	3	Maths	3				
		Personal Effectiveness	2	Personal Effectiveness (February 2018)	2.5				
		Personal & Interpersonal Skills	2	Work Experience	2				
		Managing Personal Finances	2						
		Intercultural Awareness	3						
				** Needed to achieve a Major Award					



