

COURSE DETAILS

AIMS:

To provide students with the information technology and interpersonal skills needed for the work place today.

WORK EXPERIENCE:

Students are placed in employment for a period of two weeks to gain experience and to establish contact with prospective employers.

CAREER GUIDANCE:

Students are prepared for every aspect of securing employment.

ENTRY REQUIREMENTS:

Mature students are eligible to apply without a Leaving Certificate.

MATURE STUDENTS:

This is an ideal course for adults who wish to get a qualification to enter the workforce.

This FETAC award is part of the National Framework of Qualifications and is placed at Level 5.

WHAT ARE THE COSTS

GRANT AID:

The course is grant aided under the **SUSI** 3rd level grant scheme. For more information see: www.studentfinance.ie

FEES:

No fees are charged for this course but a **€200** Government Levy is to be paid with exemptions under the rules laid down by the Department of Education and Science. (e.g. Medical Cards holders, Grant Recipients).

COURSE DURATION:

September 2015—May 2016
Time: 9.00 a.m.—1.30 p.m. (Mon-Fri)

EQUIPMENT:

Multi-media Pentium PC Computers, Internet and Email access, Printers, Wireless, Scanner, and an extensive range of software packages.

CERTIFICATION

THE COURSE CONSISTS OF THE FOLLOWING MODULES:

- Business Administration Skills
- Bookkeeping Manual & Computerised
- Word Processing
- Communications
- Payroll Manual & Computerised
- Work Experience
- Spreadsheets
- Text Production
- ECDL

APPLICATION FORM.

Name: _____

PPS No: _____

Address: _____

Date of Birth: _____

Gender: Male Female

Country of Birth: _____

Phone No: _____

Email Address: _____

Mothers Maiden Name: _____

Do you hold a Medical Card: Yes No

Traveller Status: Yes No

MOST RECENT EDUCATION

PRIOR TO 01-9-2015

(Please tick one of the following)

- Completed Leaving Cert this year
- Training (Fás, Apprenticeships etc.)
- Employed (part-time)
- Unemployed—**tick**
(0-6mths, 6-12mths, 12 & over)
- Not in Labour Market
- Other

*The above questions are required by the
Department of Education & Skills.*

ATTAINMENTS:

(Please tick most recent)

FETAC LEVEL 3, 4, 5, 6

HETAC Level 6-10

Junior Cert:

Leaving Cert:

Leaving Cert Applied:

LCVP

Group Cert /Junior Cert

National foundation Certificate

No Prior Qualification

Other

THE FETAC GUARANTEE OF QUALITY.

FETAC promotes national standards in further education and training. National standards are agreed in consultation with representatives from industry, education and training.

A FETAC AWARD OFFERS PATWAYS TO:

- Employment
- Further and Higher Education and Training

FETAC AWARDS ARE:

- Nationally and Internationally recognised.
- A programme leading to a FETAC award is quality assured by FETAC.

FETAC WILL:

- Validate programmes to guarantee quality.
- Ensure fair and consistent assessment as part of quality assurance.
- Ensure that procedures for access, transfer and progression for learners are implemented locally and nationally.

ST. BRIGID'S V.S.

LOUGHREA,

CO. GALWAY



BUSINESS

ADMINISTRATION

POST LEAVING CERTIFICATE COURSE

FOR MATURE STUDENTS

Principal:

Mr Sean Connolly

Co-ordinator:

Ms. Mary Mulkerrins

Phone No:

091-841919

E-mail:

admin.stbrigidsvs@gretb.ie

Web:

www.lvs.ie

***Please attach a copy of Birth Cert/
Passport with your Application.***