

GENERAL INFORMATION

QQI REQUIREMENT

Templemore College of Further Education is registered with QQI to offer programmes leading to QQI Awards in the national Framework of Qualifications and adheres to the Equal Status Act 2000.

- ✓ **POSTAL ENROLMENT** - You can use the Postal Enrolment Form below, complete and return it with the full fee by cheque to Templemore College of Further Education, Templemore, Co. Tipperary.
- ✓ **ENROLMENT** will also take place in Templemore College of Further Education, Templemore on Monday 11th Sept 2017 from 7.30 pm to 9 pm.
- ✓ **FEES** must be paid in full on Enrolment
- ✓ **FEES** are non-refundable except where a course does not form. Fees will be returned by post.
- ✓ **FORMATION OF COURSES** will depend upon sufficient enrolments for the course. We will only contact you if your course is not going ahead.
- ✓ **CAR PARKING** spaces are available behind the college. Cars are parked at owners risk.
- ✓ **PARTICIPANTS** must normally be at least 18 years of age in order to participate in Adult Education Courses.
- ✓ **CLASS MATERIALS:** Where necessary a charge will be made for class materials.
- ✓ **PLEASE book early** to avoid disappointment.
- ✓ **PRSI No** required if doing a QQI course.

POSTAL ENROLMENT FORM

Note: Booking accepted with payment only
(Cheque/Postal Order/Bank Draft)

Name:

Address:

Day Tel:..... Email:.....

Course Title:Fee enclosed:€

I accept the conditions of enrolment as stated in the brochure

Signed:.....

EVENING COURSES

Autumn 2017



ENROLMENT

Monday 11th Sept 2017
7.30p.m. to 9.00p.m.

COURSES BEGIN

Monday 25th Sept 2017
Thursday 28th Sept 2017

FOR FURTHER INFORMATION

Tel: 0504-31007

Email: info@tcfe.ie

Website: www.tcfe.ie

FEES NON-REFUNDABLE AFTER COMMENCEMENT OF COURSES



(ECDL) European Computer Driving Licence

The course consists of seven modules, three of which will be offered this term (Word Processing, Excel, Computer Essentials)

⇒ **Fee:** €350. **Duration:** 12 weeks, Thursdays 7.00-9.30 pm.

Word Processing

This course is for those who wish to learn how to use word processing software to create, edit, save and print such documents as letters, posters, menus etc.

⇒ **Fee:** €95 **Duration:** 8 weeks, Mondays 8.30-10.00 pm.

Getting Started with iPads/iPhones

This course will show you how to get the most from your iPad/iPhone Topics include: physical features, multi tasking, virtual keyboard, iTunes, syncing files, working with apps, emails, editing files, using the camera, sharing photos and media. Learners are required to bring their own iPad.

⇒ **Fee:** €95 **Duration:** 8 weeks, Mondays 7.00-8.30 pm.

Conversational Irish

This class is for those who are interested in learning conversational Irish.

⇒ **Fee:** €50 **Duration:** 6 weeks, Mondays 7.00-8.30 pm

Guitar Lessons for Beginners

This course is suitable for beginners. Tuning, strumming, finger styles etc.

⇒ **Fee:** €95 **Duration:** 8 weeks, Thursdays 7.00-8.30 pm

Gents and Ladies Hair Cutting Class

This course is designed for beginners or more experienced hairdressers. Participants are required to bring their own head block/ model and equipment.

⇒ **Fee:** €140. **Duration:** 8 weeks, Thursdays 7.30-9.30 pm

ACCREDITED COURSES

Care Support 5N0758 (QQI 5)

This module is aimed predominantly at those working in Healthcare Support. It aims to provide a learner with the personal knowledge, skills and competence to work effectively in a care setting. It aims to promote good practice and respect for diversity in lifestyle, religion and culture in care work .

(Exam fee, €20, not included in course fee)

⇒ **Fee:** €190. **Duration:** 10 weeks, Thursdays 7.00-9.00pm.

Special Needs Assisting 5N1786 (QQI 5)

This module is aimed predominantly at those working in childcare. It aim is to equip the learner with the knowledge, skill and competence in the practices and principles underpinning the role of a Special Needs Assistant to enable the learner to work effectively under direction in a special needs capacity .

(Exam fee, €20, not included in course fee)

⇒ **Fee:** €190. **Duration:** 10 weeks, Mondays 7.00-9.00pm

Supervision in Early Childhood Care

6N1973 (QQI 6)

This module aims to equip the learner with the knowledge, skill and competence to supervise others in providing child care and education in a range of Early Childhood Care and Education (ECCE) contexts.

(Exam fee, €20, not included in course fee)

⇒ **Fee:** €380. **Duration:** 12 weeks , Thursdays 7.00-10.00pm

ACCREDITED COURSES

Bookkeeping Manual and Computerised 5N1354 (QQI 5)

This module aims to equip the learner with the knowledge, skills and competence to produce and maintain accurate bookkeeping records for a range of organisations, using manual and computerised systems.

(Exam fee, €20, not included in course fee)

⇒ **Fee:** €285. **Duration:** 12 weeks, Mondays 7.00-9.30pm.

Care of the Older Person 5N2706 (QQI 5)

This module is aimed predominantly at those working in Healthcare Support and 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.

(Exam fee, €20, not included in course fee)

⇒ **Fee:** €190. **Duration:** 10 weeks, Mondays 7.00-9.00pm.

Small Animal Husbandry & Housing 5N1898 (QQI 5)

This module aims to provide the learner with the knowledge, skills and competences required to care for a variety of pet animals in both domestic and commercial set ups including the provision of food, provision specialised housing, an understanding of behaviour strategies and the requirements for breeding.

(Exam fee, €20, not included in course fee)

⇒ **Fee:** €240. **Duration:** 10 weeks, Mondays 7.00-9.30pm

Reception and Frontline Office Skills 5N1407 (QQI 5)

This module aims to provide learners with the opportunity to develop the knowledge, skills and competencies necessary to demonstrate good interpersonal skills with dealing with clients/customers in person or on the telephone.

(Exam fee, €20, not included in course fee)

⇒ **Fee:** €190. **Duration:** 10 weeks, Mondays 7.00-9.00pm.

Taiho Jutsu –The Art of Self Defence

GET FIT AND LEARN NEW SKILLS i.e. Personal Safety Awareness, Breakaway Techniques, Physical Fitness and Conflict Management. Taiho Jutsu is martial art for everyone. Learn simple defensive techniques combined with physical activity to get fit. This is an introductory course that requires you to dress in a track suit. It will involve PAD training.

⇒ **Fee:** €95 **Duration:** 6 weeks, Thursday 7.00-9.00 pm

Skin Care, Makeup and Nails

Learn the fundamental techniques for skin care, make up and nail care. The daily routines you should be using. How to shop for cosmetics and skin care products, and how to use them. Advice on nail and hair care. The roles that diet, exercise and rest play in how you look.

⇒ **Fee:** €140. **Duration:** 8 weeks, Mondays 7.00-9.00 pm

Beginner sewing & Creative appliqué

In just a few sessions, you will be shown from the beginning to the end how to sew your very first appliqué design using you're own sewing machine. We will cover everything you need to know on how to complete your project. We will also give you all our special tip's and show you techniques so that you can get superior results. Most importantly, you will walk away from the class having the skills to appliqué with confidence. **(Materials not included in fee)**

⇒ **Fee:** €130. **Duration:** 8 weeks Thursdays 7.00 to 9.00 pm.

Introduction to Aromatherapy

The focus of our *Introduction to Aromatherapy course* is to provide an introduction to the use of carrier essential oils in massage

⇒ **Fee:** €140 **Duration** 8 weeks, Thursdays 7.00-9.00 pm

Introduction to Special Make Up Effects

The focus of our *Introduction to Special Make up Effects* is to provide an introduction to the use of makeup to create the effect of bruising, blackeyes, burns etc

⇒ **Fee:** €110 **Duration** 6 weeks, Thursdays 7.00-9.00 pm

Introduction to Reflexology

Learn the basics of Reflexology to help take care of yourself and others in a safe and caring way.

⇒ **Fee:** €140 **Duration:** 8 weeks Thursdays 7.00–9.00 pm

ACCREDITED COURSES

Manual Handling

To comply with current Health and Safety legislation, staff engaged in manual handling must be given training in safe manual handling techniques. This training will show learners how to carry out manual handling tasks correctly and therefore avoid back injuries.

⇒ **Fee:** €45. **Duration** 3 hours, Monday 7.00-10.00 pm

Patient Handling

This course provides the learner with the knowledge skills and attitude required for safe patient handling. Patient Handling Certificate will be issued which will be valid for 2 years .

⇒ **Fee:** €45. **Duration** 3 hours, One Monday 7.00-10.00pm

Advanced Diploma in Hairdressing

This programme leads to an international qualification for experienced hairdressers. It will expand their range of techniques, skills and knowledge. It will provide participants with management and supervisory skills. It is the highest qualification available in hairdressing with City & Guilds. Participants also have the chance to undertake Senior Trades (Dept of Education & Skills) exams. **(Exam fee, €300 approx not included in course fee)**

⇒ **Fee:** €1500 **Duration:** 5 hours every Monday (Sept 2017-April 2018) from 4pm to 9pm

PHECC First Aid Response Course

The course is for anyone wanting to learn how to recognise and care for people with life-threatening injuries before the arrival of healthcare practitioners. It is also for people who require basic first aid training as part of their job. This could include non-healthcare personnel, sports coaches, teachers and parents as a very small example. Learners should be physically well enough to carry out CPR as well as other practical skills

(Certification fee, €25, not included in course fee)

⇒ **Fee:** €230. **Duration:** 10 weeks, Thursdays 7.00-9.30 (24 hrs)

Communications 5N0690 (QQI 5)

This module offers learners an opportunity to acquire communication skills relevant to vocational & personal development, understand the communicative principles and practices in gathering and relaying information and the confidence to convey and interpret meaning in writing, orally and visually. **(Exam fee, €20, not included in course fee)**

⇒ **Fee:** €190 **Duration:** 10 weeks, Thursdays 7.00-9.00pm