

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 16th Jan 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.

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

Spring 2017



ENROLMENT

**Monday 16th Jan 2017
7.30p.m. to 9.00p.m.**

COURSES BEGIN

**Monday 30th Jan 2017
Thursday 2nd Feb 2017**

FOR FURTHER INFORMATION

Tel: 0504-31007

Email: info@tcfe.ie

Website: www.tcfe.ie



(ECDL): European Computer Driving Licence

The course consists of seven modules, four of which will be offered this term (Powerpoint, Database, Internet & Email, IT Security)

⇒ **Fee:** €350. **Duration:** 15 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 7.00-8.30 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

Yoga

The unique art of relaxation, using specific stretching techniques to bring a state of peace and harmony. **Items needed:** Loose comfortable clothes, water, mat.

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

ACCREDITED COURSES

Care Skills 5N2770 (QQI 5)

This module is aimed predominantly at those working in Healthcare Support. The module is designed to equip learners with the knowledge and skills to provide care for older people in a variety of settings.

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

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

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

Child Health and Wellbeing 5N1765 (QQI 5)

This module is aimed predominantly at those working in childcare.. It aims to equip the learner with the knowledge, skill and competence to provide for the health and well-being of children and maintain healthy, hygienic and safe practices and environments in a range of Early Childhood Care and Education (ECCE) settings.

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

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

Special Needs Assisting 6N1957 (QQI 6)

The purpose of this course is to equip the learner with the knowledge, skill and competence in the theory and practice underpinning the education and care of those who present with special educational needs to enable the learner to assist in the provision of this education and care.

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

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

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

Payroll Manual and Computerised 5N1646 (QQI 5)

This module aims to equip the learner with the knowledge, skills and competence necessary to enable them operate and maintain accurate payroll records using manual and computerised systems, for an organisation, working under general direction and supervision.

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

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

Safety and Health at Work 5N1794 (QQI Level 5)

This module is aimed predominantly at those working in Healthcare Support. It aims to equip the learner with the knowledge, skill and competence to promote and maintain safety and health in a work environment.

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

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

Veterinary Assisting Skills 5N13673 (QQI 5)

This module aims to equip the learner with the knowledge, skill and competence to care and manage a variety of animals under supervision in a veterinary care environment, understanding the use of preventative medical care and management in a variety of domestic and commercial animal care contexts.

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

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

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

Pilates

Pilates exercises teach awareness of breath and alignment of the spine, and strengthen the deep torso muscles, which are important to help alleviate and prevent back pain. **Items needed:** Loose comfortable clothes, water, mat.

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

Sean Nós Dancing

Sean Nós Dancing is the old traditional dancing handed down by families in the west of Ireland. You don't need a partner to learn to dance, you create your own style.

⇒ **Fee:** €65 **Duration:** 8 weeks, Thursdays 7.00-8.00 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

Introduction to Air Dry Clay

Dry Clay is very easy to work with & doesn't even require baking time to harden. It is also an inexpensive medium to work with & you can paint it any colour you like! The projects that you will learn are simple & will have many different uses. Most importantly, you will walk away from the class having the skills to create basic clay projects with confidence!

⇒ **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 your 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 tips & 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.



Antique Furniture Restoration plus Basic Upholstery

This course includes the assessment and evaluation of an item of furniture. Learn the basic rudiments of French Polishing, Waxing, Stripping down etc. First night you are required to bring your own small piece of furniture ie small table, locker, dining room chairs, etc. **Materials not included in fee. Only 10 places available.**

⇒ **Fee:** €160. **Duration:** 10 weeks Thursdays 7.30–9.30pm

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

Write your Own Story Course:



If you've ever thought to yourself - I really should write that down - then this is the course for you.. Come along to our 8 week "write your own story" course and be guided through the process of writing your memoir. Learn how to put your experiences and memories into words in our enjoyable and fun creative writing class.

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

ACCREDITED COURSES

Occupational First Aid Course 5N1207 (QQI 5)

Learners who successfully complete this course will be able to provide treatment for the purpose of preserving life or minimising the consequences of serious injury until being treated by a medical practitioner or nurse.

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

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

Occupational First Aid Recertification Course (QQI Level 5)

This course is aimed at those whose occupational first aid cert needs to be renewed. If your certificate is more than three months out of date you must redo the full course.

⇒ **Fee:** €60. **Duration:** 2 weeks, Mondays 7.00-10.00pm.

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