FREE TRAINING COURSES IN KILKENNY AND CARLOW

2018 2019

etb
Bord Oideachais agus Oilseána Chill Chainnigh agus Sheasbarlach Kilkenny and Carlow Education and Training Board

Training Services Unit
The information contained within this brochure is a sample of the range of courses that are available and/or planned by the Training Services Unit over the coming months.

The Training Services Unit of Kilkenny and Carlow ETB offer an extensive range of free full-time training programmes for young people and adults who wish to develop the skills and competencies that are required for the workplace and/or for progression to further education and training opportunities. All of our courses lead to nationally and internationally industry recognised accreditation. Furthermore, many of our courses lead directly into employment.

Our courses are offered FREE OF CHARGE to all learners. Recipients of a Social Welfare payment are eligible to keep their payment whilst they participate on our courses. In addition, our courses also offer a contribution towards travel expenses.

Learners under the age of 25 may also be eligible for an additional weekly payment of approximately €90.00 for their participation on a course.

Details on how to apply for our courses can be found throughout the brochure. However, in most instances, you will be able to apply by contacting your local Intreo/DSP Office.

You should keep an eye on:

- www.kcetbtraining.ie for information on our services.
- www.facebook.com/kcetb where we provide regular updates regarding our courses
- www.fetchcourses.ie also contains information on all further education and training courses on offer throughout Kilkenny and Carlow ETB.

Finally, if you require any assistance in choosing the most suitable course for you, please make a free one-to-one appointment with your local Adult Guidance Service. Details of your local Adult Guidance Service can be found on page 38.

Thank you
Mary Butler
Training Services Manager
KCETB
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Disclaimer:
While Kilkenny and Carlow Education and Training Board have made every effort to ensure this information is comprehensive and accurate at the time of going to print, no responsibility can be taken for any errors or omissions.
Benefits of learning with KCETB Training Services

Earn while you Learn
Learners on courses with KCETB are entitled to keep any allowances they are receiving from the Department of Social Protection at the time of course commencement. Learners under the age of 25 may also be eligible for an additional weekly payment of approximately €90.00 for their participation on one of our full time programmes. Learners also receive training allowances in respect of public holidays that occur during time on the course.

Travel/Accommodation Allowance
Learners on our courses are entitled to a travel allowance. The travel allowance is a contribution towards the learners cost of travel based on the distance from the learners place of residence to the place of training.

An accommodation allowance can be paid to learners who relocate in order to attend a course.

Childcare
Learners on our courses are entitled to subsidised childcare through the Childcare Employment and Training Support (CETS) Scheme. Places can be full or part time, afterschool only or afterschool with pick up places, which are provided by local Childcare Providers.

Learner Supports
KCETB is committed to supporting the learners’ progress through their studies and is continually working to enhance the services available.

Learners with a physical or sensory disability or a significant health condition which they would like to bring to the attention of KCETB are advised to contact KCETB to discuss appropriate disability-related facilities and services that can be implemented for the learners benefit.

Learners with dyslexia or any other learning difference are advised to contact KCETB to find out more about the services available to them.

Progression
KCETB Training Services deliver courses from the National Framework of Qualifications (NFQ) Level 3 up to Level 6. The NFQ is designed so that each level builds on the learning achieved at the previous level. Therefore, when learners complete a level, they have the option to progress to the next level, thus improving their career prospects.

National Framework of Qualifications

Many options exist within Kilkenny and Carlow ETB for learners to progress their education and training. Lower levels provide learners with the foundation skills to build on, and at levels 4, 5 and 6 learners may be ready to leave education and training to use the skills they have gained to secure employment. Learners wishing to move on to levels 7-10 can do so in any University or Institute of Technology.
Guidance services at Kilkenny and Carlow ETB can help learners to decide how best to continue in education and training or how to access their chosen career. Details of your local Adult Guidance Service can be found on the inside back page of this brochure.

Supported/Community Training Programmes

Supported training courses are primarily developed and offered to learners who require significant additional supports to access and undertake training as part of their agreed pathway to work. KCETB offer supported training provision across a range of Community Training programmes in both Carlow and Kilkenny. These programmes operate in Kilkenny Employment for Youth and Carlow Youth Training.

Community Training Centre

The community Training centres (CTC’s) provide training to early school leavers aged between 16 and 21 years, who are most in need of basic vocational training. This training provision is divided between in centre learning and linked work experience. Courses lead to Major awards at QQI Level 3 and 4 or VTCT awards.

Training Allowance

Learners are accessed to identify if they are eligible for a training allowance. Learners aged between 16 - 18 are eligible for a €40 weekly payment. Learners aged between 18 - 25 are entitled to maintain any allowances that they are in receipt of from Department of Social Welfare at the time of commencement. Learners under the age of 25 may also be eligible for an additional weekly payment of approximately €90 for their participation on these programmes. A travel allowance may be applicable to some learners based on the distance from a learner’s place of residence to the place of training.

“As salon owners we have nothing only positive feedback from Carlow Youth Training Scheme. It’s fantastic for both the salon and youth involved, as it develops us all in every aspect. We have nothing only excellent feedback for this program.”
How to apply: for an application form or apply online at www.keyctc.ie

Programmes Offered in KEY

Information Technology and Office Skills

- Modules Covered:
  - Communications
  - Information Technology Skills
  - General Business Skills
  - Reception Skills
  - Computer Applications
  - Business English
  - Customer Service
  - Functional Maths
  - Work Experience

Hairdressing and Barbering

- Modules Covered:
  - Working in the hair industry
  - Follow health and safety in salons
  - The art of dressing hair
  - Salon reception duties
  - The art of colouring hair
  - Presenting a professional image
  - Promote products and services
  - Client consultation
  - Cut facial hair
  - Cut men's hair
  - Customer Service
  - Information Technology Skills
  - Work Experience

Woodwork

- Modules Covered:
  - Communication
  - Computer Literacy
  - Application of Numbers
  - Construction Skills
  - Woodwork
  - Woodturning
  - Technical Drawing
  - Personal Effectiveness

Design and Graphics

- Modules Covered:
  - Graphic Design
  - Digital Media
  - Drawing
  - Communications
  - Personal Effectiveness
  - Information Technology Skills
  - Business English
  - Functional Maths
  - Work Experience

Catering and Art

- Modules Covered:
  - Communication
  - Computer Literacy
  - Application of Numbers
  - Career Preparation
  - Art and Design
  - Breakfast Cookery
  - Personal Effectiveness

Catering

- Modules Covered:
  - Communication
  - Computer Literacy
  - Application of Number
  - Career Preparation
  - Cake Baking and Decorating
  - Culinary Operations
  - Breakfast Cookery
  - Personal Effectiveness

Linked Work Experience LWE

LWE is a six month job placement /programme that is offered to people aged 16 – 25 to afford them the opportunity to develop specific skills. A weekly allowance is paid to participants during the programme.
Carlow Youth Training helped me to meet new people and helped me to talk to them. It got me out of my shell a bit. I'm not as afraid of people as I used to be. It gives me the opportunity to learn and find out what I'm really good at. It's nothing like school, as every Tutor is kind and helps you.

Programmes Offered in CYT

<table>
<thead>
<tr>
<th>Programmes Offered</th>
<th>Modules Covered</th>
</tr>
</thead>
</table>
| **VTCT Diploma in Hairdressing Services** | Reception skills.  
Creative art of dressing hair.  
Hair and beauty image.  
Shampoo and condition hair.  
Consultation service for clients.  
Promote products and services.  
Plaiting and twisting hair.  
Colouring hair techniques.  
Scalp massage services.  
Cut facial hair.  
Cut men's hair.  
Health and Safety.  
Client Consultation. |
| **VTCT Diploma in Beauty Specialist Techniques** | Waxing technique.  
Applying make-up.  
Eyelash treatments.  
Eyebrow treatments.  
Manicure.  
Pedicure.  
Facial skincare.  
Client care.  
Health and safety.  
Reception duties. |
| **Employability Skills – Health and Fitness** | Communication.  
Computer Literacy.  
Application of Numbers.  
Career Preparation.  
Personal Effectiveness.  
Health and Safety.  
Health Related Fitness. |
| **VTCT Certificate in Fitness Instructing** | Anatomy and physiology.  
Principles of exercise, health and fitness.  
Support clients.  
Safety and welfare.  |
| **Employability Skills – Childcare** | Communication.  
Computer Literacy.  
Application of Numbers.  
Career Preparation.  
Art and Design.  
Child Development and Play.  
Childcare and Safety  
Personal Effectiveness. |
| **Employability Skills – Catering** | Communication.  
Computer Literacy.  
Application of Number.  
Career Preparation.  
Nutrition and Healthy options.  
Health and Safety.  
Culinary Operations.  
Personal Effectiveness |
**Retail Skills Training Programme**

**Aim:** This programme is designed to help learners to get a job in the retail industry or to progress onto further training or education. At least one day a week will be spent in the retail environment, so that learners get real-life work experience.

**Certification:** QQI Level 4 Major Award in Retail Skills along with other individual Level 4 components.

**Entry Requirements:** At National Learning Network we cater for a diverse range of learners who need extra supports to help them when training. Our students include people who have:

- Left school early
- Had a setback in life due to illness or injury
- Mental Health issues
- Learning Difficulties (including dyslexia, dyspraxia etc.)
- Autism Spectrum Disorder
- Addictions
- Physical Disabilities

**Contact Details:**
Lisa Haugh
Tel: 059 9164257
Email: lisa.haugh@nln.ie
Web: www.nin.ie

“I most like that I can learn and explore the working world at the same time”

“I continue to develop my confidence and interests in a friendly, supportive learning environment”

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National Learning Network in Kilkenny offer vocational training leading to QQI Employment Skills Level 4 Major Award. This Award will enable learners to develop the relevant knowledge, skill and competence to pursue job or apprenticeship opportunities, further education or training.

**What makes National Learning Network Different?**
- Personal development
- Individual learning & support plans
- Numeracy and literacy support
- Psychology support
- Advocacy support
- Qualified & Experienced Instructors
- Career & Education exploration
- Supported work placements
- Participation in social & cultural activities
- Small class sizes
- Module based certified awards

**Contact Details:**
National Learning Network
Regent House, William Street, Kilkenny

Area Manager Vivienne Brady
Tel: 056 7797500
Email: vivienne.brady@nln.ie
Web: www.nln.ie

“I don’t have as bad social anxiety as I used to, I can speak for myself in front of a class. I am more independent and confident than I used to be. Completing the individual modules boosted my confidence as I knew I had actually achieved something”
Moving On – St. Catherine’s, Carlow

**Aim:** This programme is specifically designed for mothers aged 16 to 35 years who may have left school early and are at risk of, or are experiencing, isolation, poverty and difficulties in accessing mainstream education and employment opportunities.

**Certification:** QQI Level 4 Major Award in Employment Skills (4M0857)

**Entry Requirements:** Unemployed lone parents in receipt of a DSP payment aged between 16 – 35 years.

**Contact Details:**
- Thomas Farrell (Coordinator)
- Tel: 059 9138718
- Email: thomasf@catherines.ie
- Web: www.catherines.ie

"I never thought I’d see the day where I would be back in education and bettering my life in such a way as going to college and showing my kids that when times are rough don’t give up there’s light at the end of the tunnel and the Moving On Programme has been my light. My kids will see me graduate and my family and it’s going to be one of the proudest days of my life."

Making Connections – St. Catherine’s, Carlow

**Aim:** This programme provides support for people recovering from substance misuse, homelessness or coming from a probationary background. As a result the individual may require assistance to progress in different areas of training and education. The programme is delivered on a one to one basis over a number of hours per week.

**Certification:** QQI Level 3 Major Award in Employability Skills (3M0935)

**Entry Requirements:** Applicants who are currently unemployed and experiencing barriers accessing the labour market and mainstream education and training as a consequence of addiction or judicial circumstances. Entry to the programme is by referral from a range of agencies including, but not exclusively, HSE Substance Misuse Clinic, Outreach Workers, Probationary Services and Homelessness Services in Carlow.

**Contact Details:**
- Maureen Egerton (Coordinator)
- Tel: 059 9138700 / 085-8053316
- Email: maureenmakingconnections@gmail.com
- Web: www.catherines.ie

"This course I found to be very flexible at two hours a week. The one to one support from the tutors I found made me feel really comfortable in my learning experience. I was not being rushed to complete work because it was at my own pace. The skills that I learned along the way in Making Connections have made me want to further my educational experience. It has also given me more confidence in everyday life tasks. I would recommend this course to anybody in recovery who would like to further their educational experience."

""
**The Grow Project - Ferrybank**

**Aim:**
This award winning programme provides learners with the knowledge, skills and competence to obtain entry-level employment in the horticulture sector or to progress to further education and training.

**Certification:**
- QQI Level 4 Major Award in Horticulture (4M1994)
- QQI Level 5 Major Award in Horticulture (5M2586)

**Entry Requirements:**
Long term unemployed individuals who are specifically seeking to explore/pursue a career in horticulture or progress into further education and training.

**Contact Details:**
Gerard Mullen  
Tel: 085 8597784 or 051 832002  
Email: gmullen@wap.ie  
Web: www.wap.ie

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**Moving On - Ferrybank**

**Aim:**
This programme provides learners with the knowledge, skills, and accreditation necessary to enter or re-enter employment and/or progress to further education and training within the Community/Social Care and Health Sectors.

**Certification:**
- QQI Level 4 Award in Pathways to Employment (4M2010)
- QQI Level 5 Award in General Studies (5M3114)

**Entry Requirements:**
Primarily people with either no formal qualifications or incomplete second level qualifications aged 17+.

**Contact Details:**
Denise Wall  
Tel: 086 7942442  
Email: movingonproject@wap.ie  
Web: www.wap.ie

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“I would recommend this course as a great stepping stone for learning and Denise and the gang are very helpful with what you want to do with your life. I got into Waterford IT with their help.

There are two types of people in the world, those that know what they want to do life, and those that don’t... The Moving On Project caters for both. The programme is engaging, challenging and achievable. The tutors are personable, supportive, friendly people whose goals are your goals. I cannot recommend the Moving On Project highly enough.”
**Visual Communication and Multi Media Production - Young Irish Film Makers**

**Aim:** This programme provides learners with the skill, knowledge and competence to obtain entry level employment or progress to further education and training in the area of creative digital media.

**Certification**

QQI Level 5 Major Award in Multi Media (5M2146)

**Entry Requirements:** Primarily people with either no formal qualifications or incomplete second level qualifications between the ages of 16 & 35.

**Contact Details:**

Helen Curtin  
Tel: 056 775 1405  
Email: helen@yifm.com  
Web: www.yifm.com

“Great Course, really opened my eyes to many new opportunities.

Provides a safe and fun environment to explore technical and creative skills.

The course is great. I've got more confident using digital media equipment and software. The tutors are great as well. I've grown more confident in myself.”

**Pharmacy and Beauty Retail Sales - Newpark Close Family Resource Centre**

**Aim:** This programme provides learners with the knowledge, skills and competence to obtain entry-level employment in the retail sector or to progress to further education and training.

**Award Title:** QQI Level 4 Major Award in Retail Skills (4M1998)  
Irish Pharmacy Union customised training

**Entry Requirements:** Primarily long term unemployed with either no formal qualifications or incomplete second level qualifications between the ages of 18 & 35.

**Modules:**

- Teamworking  
- Information Technology Skills  
- Communications  
- Customer Service  
- Retail Sales  
- Work Practice  
- Stock Control  
- Retail Sales Techniques

**Contact Details:**

Mary Donnelly  
Tel: 056 7723309  
Email: newparklti@gmail.com  
Web: www.newparkclosefrc.com
Pathway to Employment - The Mill Family Resource Centre, Urlingford

Aim: To provide learners with knowledge, skills and competence to obtain entry level employment or to progress to further education and training.

Award Title: QQI Level 4 Major Award in Pathways to Employment (4M2010)

Entry Requirements: Primarily long term unemployed with either no formal qualifications or incomplete second level qualifications between the ages of 18 and 35.

Contact Details: Sue Cox
Tel: 056 8838466
E Mail: suecox.mfrc@gmail.com

Very good course, worthwhile and you get a good insight into the world of work.

I would recommend this course to others, not only do you come out with more useful skills for your working and personal life you also make great friends.

Apprenticeship

Existing Standards Based Craft Apprenticeships

The SOLAS Standards Based Apprenticeship is a system of employment focused training and education which enables an individual to obtain the knowledge, skills and competencies required to perform effectively as a craft person in industry. It also enables the individual to progress through further education and training within the national framework of qualifications leading to a QQI level 6 Advanced Craft Certificate.

SOLAS has the responsibility for promoting and overseeing the training and education of all the apprentices in the current 27 designated crafts. A national standard is delivered for each craft based on the occupational analysis of that craft, written as key learning outcomes and structured in modular format. The 27 designated crafts are as follows:

- Agricultural Mechanics *
- Brick and Stonelaying
- Construction Plant Fitting *
- Electrical *
- Electrical Instrumentation *
- Electronic Security Systems *
- Farriery
- Floor & Wall Tiling *
- Heavy Vehicle Mechanics *
- Industrial Insulation
- Instrumentation *
- Metal Fabrication
- Motor Mechanics*
- Pipefitting
- Plumbing *
- Printing *
- Refrigeration & Air Conditioning *
- Sheet Metalworking
- Toolmaking
- Vehicle Body Repairs *
- Wood Manufacturing and Finishing
- Mechanical Automation and Maintenance - MAMF *

* A person wishing to become an apprentice in one of the trades marked * must pass a colour–vision test approved by SOLAS.
Criteria
To become an apprentice the individual must satisfy the minimum entry requirements, obtain employment in their chosen craft with a SOLAS approved employer. The minimum educational entry requirements are as follows: Grade D in five subjects in the Junior Certificate or an approved equivalent.
OR
the successful completion of an approved Pre-Apprenticeship course.
OR
be over 18 years of age and have at least 3 years work experience since the age of 16 in the relevant designated craft as deemed acceptable by SOLAS.

How to Apply
If you are a learner requiring further information in relation to an Apprenticeship or if you are a business that would like to participate in the Apprenticeship Programme, please contact one of our Senior Training Advisors:

<table>
<thead>
<tr>
<th>Kilkenny Area</th>
<th>Carlow Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Bohan</td>
<td>Tomás McCarthy</td>
</tr>
<tr>
<td>087 1220882</td>
<td>087 6832633</td>
</tr>
<tr>
<td><a href="mailto:virginia.bohan@kilkennykarlowetb.ie">virginia.bohan@kilkennykarlowetb.ie</a></td>
<td><a href="mailto:tomas.mccarthy@kilkennykarlowetb.ie">tomas.mccarthy@kilkennykarlowetb.ie</a></td>
</tr>
</tbody>
</table>

Apprenticeship - New Developments

New Apprenticeships are currently available and are being developed in conjunction with SOLAS and lead industrial consortia across a wide range of industries and sectors, some of which include:

- Accounting Technician, Level 6
- Industrial Electrical Engineer, Level 7
- Commis Chef, Levels 6
- Financial Services, Levels 6-8
- Insurance Practitioner, Level 8
- Manufacturing Engineer, Level 7
- Polymer Processing Technologist, Level 7
- Manufacturing Technician, Level 7
- ICT Network Engineer, Level 6
- ICT Software Developer, Level 6

New Apprenticeships will combine practical on-the-job learning in sponsor companies, with off-the-job training, which will be delivered by the ETBs and/or recognised training and education providers. This will allow Apprentices to develop technical knowledge through formal qualifications, as well as key workplace skills and competencies through experiential learning.

The programmes will lead to QQI awards from level 5 to 9 on the NFQ. The duration of these apprenticeships will range from two to four years, depending on the chosen field of learning and the degree of difficulty involved in meeting the learning outcomes for the particular apprenticeship programme.

How to Apply
If you are a learner interested in completing an Apprenticeship or if you are a business that wishes to participate in the Apprenticeship Programme please contact one of our Senior Training Advisors:

<table>
<thead>
<tr>
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<td><a href="mailto:tomas.mccarthy@kilkennykarlowetb.ie">tomas.mccarthy@kilkennykarlowetb.ie</a></td>
</tr>
</tbody>
</table>
Contract Training Courses

Contract Training refers to training outsourced to contractors by KCETB. This allows us the flexibility to meet changing demand and run courses in locations throughout the County. Our courses are designed to provide learners with a range of employability related skills and formal vocational qualifications. Courses can lead to QQI awards at levels 3, 4, 5 and 6 on the NFQ and/or to industry recognised accreditation.

This provision is shaped by the labour market needs within the region and the specific needs of people who are unemployed. The duration of courses can vary from 5 to 50 weeks. Courses are delivered on a full time basis throughout the year.

To discuss your training options or to enquire about a specific course please phone 056 – 7813014 or email tsu.recruit@kilkennycarlowetb.ie.

Some of the training courses currently on offer from KCETB are detailed over the following pages.

Warehouse Operative - Carlow / Kilkenny

<table>
<thead>
<tr>
<th>Starting</th>
<th>Spring 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>10 Weeks</td>
</tr>
<tr>
<td>Hours of Training</td>
<td>Full-Time - (Mon – Thurs 9:00am - 4:15pm, Fri 9:00am - 1:15pm)</td>
</tr>
</tbody>
</table>

Who is this course for?
If you want to work in the Logistics or Warehousing environment this is for you. You will be well prepared to follow a career path in warehousing which will help you to seek advancement into the Logistics industry.

List of Modules
- Warehousing
- Reach Forklift Truck Skills
- Counterbalance Forklift Truck Skills
- Career Planning and Job Seeking Skills

Certification
Upon successful completion, Learners will be awarded the following certificates:
- Warehousing
- RTITB Counterbalance Forklift Truck Skills
- RTITB Reach Forklift Truck Skills

Requirements:
Applicants should have:
- Reached the current statutory school leaving age
- Achieved a minimum of a QQI Level 3 Major Award or its equivalent.

Selection Criteria
- Applicants will be required to attend an information session.
- Applicants may be required to successfully pass an English comprehension test before being offered a place on this course.
## Basic Welding - Carlow / Kilkenny

<table>
<thead>
<tr>
<th>Starting</th>
<th>Spring 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>8 Weeks</td>
</tr>
<tr>
<td>Hours of Training</td>
<td>Full-Time - (Mon – Thurs 9:00am - 4:15pm, Fri 9:00am - 1:15pm)</td>
</tr>
</tbody>
</table>

### Who is this course for?

If you are able to work without close supervision, follow technical instructions carefully and follow safety procedures at all times, then this course might be for you.

### List of Modules

- Manual Metal Arc Welding
- Oxy-Acetylene Welding
- Preparing For Work
- Safepass

### Certification

Upon successful completion learners will be awarded certification in MMA Fillet Weld

### Requirements:

Applicants should have:
- Reached the current statutory school leaving age preferably with junior certificate standard of education.
- Good eye/hand co-ordination
- A good standard of written and spoken English in order to successfully complete this course and the associated assessments.

### Selection Criteria

- Applicants will be required to attend an information session.
- Applicants may be required to successfully pass an English comprehension test before being offered a place on this course.

## HGV Driving (Artic) - Kilkenny

<table>
<thead>
<tr>
<th>Starting</th>
<th>Spring 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>10 Weeks</td>
</tr>
<tr>
<td>Hours of Training</td>
<td>Full-Time - (Mon – Thurs 9:00am - 4:15pm, Fri 9:00am - 1:15pm)</td>
</tr>
</tbody>
</table>

### Who is this course for?

If you're a good communicator with driving experience and want to progress to heavy commercial vehicle driving, then this is a great opportunity for you.

### List of Modules

- Induction
- Driving – HGV Articulated Body
- Career Planning

### Certification

Upon successful completion learners will be awarded the following:
- RSA – Driving Licence Class CE
- Driver Certificate of Competence (CDC)

### Requirements:

Applicants must have:-
- Reached the current statutory school leaving age.
- Both a full current class C and a current learner permit Class CE Driving Licence.
- A good standard of written and spoken English in order to successfully complete this course and the associated assessments.
- Spatial awareness, hand/eye co-ordination and manual dexterity skills.

### Selection Criteria

- An Interview and a Trainability Test (Including English Comprehension & Cab Test).
### Van Delivery Driver - Bagenalstown

<table>
<thead>
<tr>
<th>Starting</th>
<th>Spring 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>6-8 Months</td>
</tr>
<tr>
<td>Hours of Training</td>
<td>Full-Time - (Mon – Thurs 9:00am - 4:15pm, Fri 9:00am - 1:15pm)</td>
</tr>
</tbody>
</table>

**Who is this course for?**

If you would like to learn to drive a car or light van with a view to becoming a delivery driver then this is the ideal course for you.

**Modules to include:**

- Driver Theory for classes ABMW
- Driving Test Class B – Car and Light Van Practical
- Interpersonal Development
- Career Planning QQI Level 4
- Customer Service QQI level 4
- Manual Handling
- Information Technology Skills QQI Level 4
- Teamworking QQI Level 4

**Certification**

Upon successful completion learners will be awarded the following:

- Driver Theory Test Certificate for Classes ABMW
- Class B Driving Test – Practical
- QQI Component Certification

**Requirements:**

- Applicants must have reached the current statutory school leaving age
- A good standard of written and spoken English is essential in order to successfully complete this course and the associated assessments.
- Applicants must hold a learner permit for class B for 6 months.

**Selection Criteria**

- Applicants are required to attend an information session prior to the course start date.

*Course content subject to change*

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### DIY and Retail Pharmacy - Bagenalstown

<table>
<thead>
<tr>
<th>Starting</th>
<th>Autumn 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duration</td>
<td>35 weeks</td>
</tr>
<tr>
<td>Hours of Training</td>
<td>Full-Time - (Mon – Thurs 9:00am - 4:15pm, Fri 9:00am - 1:15pm)</td>
</tr>
</tbody>
</table>

**Who is this course for?**

If you are an outgoing, friendly and enthusiastic person and would like to develop your skills in order to gain employment in the retail / pharmacy sector then this may be the course for you.

**List of Modules:**

- Career Planning
- English and Communications
- Computer Applications
- Customer Service
- Functional Maths
- Information Technology Skills
- Personal and Interpersonal Development
- Work Practice
- Retail Payment Procedures

**Certification:**

Upon successful completion learners will receive certification at QQI level 4 in retail skills.

**Requirements:**

- Education: No formal education or qualifications are required although applicants may have participated in primary and secondary education. Applicants will be expected to demonstrate a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme.
- Aptitude: Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
- Previous Experience: Applicants must be able to demonstrate a broad range of knowledge, skills and competencies relevant to the course and be able to exercise initiative and independence when carrying out course activities.

**Selection Criteria**

Applicants may be required to successfully complete an English comprehension test and attend an interview before being offered a place on the course.
Office Administration - Carlow
(option to specialise in Finance/Legal/Medical)

Starting: Autumn 2018
Duration: 38 Weeks
Hours of Training: Full-Time - (Mon – Thurs 9:00am - 4:15pm, Fri 9:00am - 1:15pm)

Who is this course for?
If you are a sociable, friendly and enthusiastic person and would like to develop your skills in order to gain employment in an office environment then this may be the course for you.

Modules to include:
- Text Production
- Communications
- Word Processing
- Audio Transcription
- Spreadsheet Methods
- Information & Administration
- Career Planning & Job Seeking Skills
- Work Practice - Office Administration
- Reception and Frontline Office Skills

Optional Modules may include:
- Accounting Manual and Computerised
- Legal Practice and Procedures
- Anatomy and Physiology

Certification
Upon successful completion learners will be awarded a QQI Level 5 Major Award in Office Administration.

Requirements:
Applicants must have:
- Reached the current statutory school leaving age.
- Good numerical and communication skills are essential, including verbal & written command of the English language.
- Typing speed of 15 words per minute.
- Achieved a minimum of a QQI Level 4 Major Award or its equivalent.
- Garda Vetting may be required as part of this course.

Selection Criteria
- Applicants will be required to attend an information session and may be required to pass an English comprehension test before being offered a place on this course.
- Applicants may be required to sit a typing test before being offered a place on this course.

Traineeships

What is a Traineeship?
A Career Traineeship is a learning model that combines classroom based learning with work-based learning within a supportive working environment.

Objectives of Traineeship
- To meet the skill needs of specific sectors and local employers.
- To provide trainees with the opportunity to achieve recognised accreditation and progress their career pathway ambitions within an industry sector.

What are the benefits for you?
By successfully completing a traineeship, you will:
- Improve your employment prospects by gaining skills required in the workplace
- Gain relevant work experience for your career
- Have opportunities to build employer contacts
- Be awarded an industry recognised qualification on the National Framework of Qualification

Key Features of a Traineeship
- Programmes are full-time.
- Social Welfare recipients will maintain their current payments
- Those aged between 18 and 25 may be eligible for an additional payment of €90 per week
- Accreditation is at levels 4 and 5 on the NFQ.
- Programmes are structured around identified career pathways.
- Programmes are demand led – they address the skill needs of a sector.
- Partnership between KCETB and industry is central to its success.
- 70% of places are reserved for people on the live register (JSA/JSB). 30% of places can be offered to other interested applicants e.g. school leavers.

Traineeships Available
- Animation
- Engineering
- Hospitality
- Professional Bus and Coach Driving, Kilkenny

For further information on Traineeships, please contact: Kilkenny and Carlow ETB Training Services or log onto www.traineeship.ie
Animation Traineeship - Cartoon Saloon

Who is the course for?
If you are a creative person with a genuine interest in animation and/or are seeking employment in Clean-up or as a Junior Production Assistant this could be the opportunity you have been waiting for.

List of Modules
- Teamworking
- Communication
- Work Practice
- Information Technology
- Animation Drawing
- Life Drawing
- Shotgun
- TV Paint
- Other modules to be confirmed

Certification
Upon successful completion learners will be awarded a major award at NFQ Level 5 in Creative Media.

This traineeship is currently under review, details to be finalised on www.fetchcourses.ie

Entry Requirements
- Education: No formal education or qualifications are required although applicants may have participated in primary and secondary education. Applicants will be expected to demonstrate a standard of knowledge, skill and competence equivalent to NFQ Level 5 when accessing a Level 6 programme.
- Aptitude: Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
- Previous Experience: Applicants must be able to demonstrate a broad range of knowledge, skills and competencies relevant to the course and be able to exercise initiative and independence when carrying out course activities.

Selection Criteria
Applicants are required to successfully complete an English comprehension test and attend an interview before being offered a place on the course.

Hospitality - Carlow and Kilkenny

Who is the course for?
If you are a sociable, energetic and enthusiastic person with a genuine interest in the hospitality industry and are seeking employment in this general area this could be the opportunity you have been waiting for.

List of Modules
- Safety at work
- Food safety in catering
- Customer service in hospitality and catering industry
- Menu knowledge and design
- Hot beverage product knowledge
- Beverage product knowledge
- Food and beverage service
- Handling payments
- Food and Beverage Service Principles
- Food safety in catering

Certification
Upon successful completion learners will be awarded certification at NFQ Level 4.

Entry Requirements
- Education: No formal education or qualifications are required although applicants may have participated in primary and secondary education. Applicants will be expected to demonstrate a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.
- Aptitude: Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
- Previous Experience: Applicants must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.

Selection Criteria
Applicants are required to successfully complete an English comprehension test and attend an interview before being offered a place on the course.
**Engineering - Carlow and Kilkenny**

**Planned** Autumn 2018

**Who is the course for?**

If you are an enthusiastic and creative person with a genuine interest in the engineering industry and are seeking employment in this general area this could be the opportunity you have been waiting for.

**List of Modules**

- Working in Engineering
- Principles of Engineering Technology
- Principles of Manufacturing Technology
- MIG and TIG Welding
- Other modules to be confirmed

**Certification**

Upon successful completion learners will be awarded certification at NFQ Level 4.

*This traineeship is currently under review, details to be finalised on www.fetchcourses.ie*

**Entry Requirements**

- Education: No formal education or qualifications are required although applicants may have participated in primary and secondary education. Applicants will be expected to demonstrate a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.
- Aptitude: Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
- Previous Experience: Applicants must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.

**Selection Criteria**

Applicants are required to successfully complete an English comprehension test and attend an interview before being offered a place on the course.

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**Engineering - Carlow and Kilkenny**

**Planned** Autumn 2019

**Who is the course for?**

This programme is aimed at learners who wish to develop their skills, knowledge and competencies in culinary techniques. It also teaches the learner to plan, produce and present international cuisine in a variety of culinary settings.

**List of Modules**

- Menu planning
- Personal effectiveness
- Catering operations and systems
- Culinary techniques
- Pastry, baking and desserts
- Work practice

**Certification**

Upon successful completion learners will be awarded certification at QQI Level 4 in Culinary Skills 4M2063 and will be eligible to seek employment in the hospitality industry and/or register for the Chef Apprenticeship.

*This traineeship is currently under review, details to be finalised on www.fetchcourses.ie*

**Entry Requirements**

- Education: No formal education or qualifications are required although applicants may have participated in primary and secondary education. Applicants will be expected to demonstrate a standard of knowledge, skill and competence equivalent to NFQ Level 4 when accessing a Level 5 programme.
- Aptitude: Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
- Previous Experience: Applicants must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.

**Selection Criteria**

Applicants are required to successfully complete an English comprehension test and attend an interview before being offered a place on the course.
Additional Services

Additional Services Provided by Kilkenny and Carlow Education and Training Board

KILKENNY

Kilkenny Adult Guidance Service
Lower New Street, Kilkenny
056 7764448
Email: adultguidance@kkadulted.ie

Adult Education Office
43 Upper Patrick Street, Kilkenny
056 7765103

Adult Literacy Scheme (Word Aid)
43 Upper Patrick Street, Kilkenny
056 7763149

Back To Education Initiative (BTEI)
Unit 7, Danville Business Park, Kilkenny
056 7701020

Community Education Service
Lower New Street, Kilkenny
056 7786896

Vocational Training Opportunities Scheme (VTOS)
Bishop Birch Training Centre, Nuncio Road, Kilkenny
056 7764719

Youthreach
Lower New Street, Kilkenny
056 772550

Kilkenny Youth Services
C/O Community Education
Lower New Street, Kilkenny
056 7786896

CARLOW

Carlow Adult Guidance Service
1a Meadow Court, Burrin Street, Carlow
059 9133123
Email: info@carlowadultguidance.ie

Carlow Adult Learning Centre
Tullow Road, Carlow
059 9135544

Back To Education Initiative (BTEI)
1b Meadow Court, Burrin Street, Carlow
059 9139532

Community Education Service
1a Meadow Court, Burrin Street, Carlow
059 9179376

Vocational Training Opportunities Scheme (VTOS)
1-3 Granby Row, Carlow
059 9140311

Youthreach
Tullow Road, Carlow
059 9142032

Carlow Youth Services
1a Meadow Court, Burrin Street, Carlow
059 9179465

Notes

Kilkenny and Carlow ETB Training Services are continually designing new traineeships in collaboration with local employers who have identified employment opportunities which require specific skillsets.

We are currently in the process of developing two new and exciting traineeships:

- Software Developer Traineeship in collaboration with Carlow IOT
- Professional Bus and Coach Driving Traineeship.

Keep an eye on our website www.kcetbtraining.ie or visit www.fetchcourses.ie for further updates.
KCETB Training Services
Unit 4
Danville Business Park
Ring Road
Kilkenny

Tel: 056 7813014
Email: tsu.recruit@kilkennycarlowetb.ie
Web: www.kcetbtraining.ie

Facebook.com/KCETB    Twitter.com/KCETB