

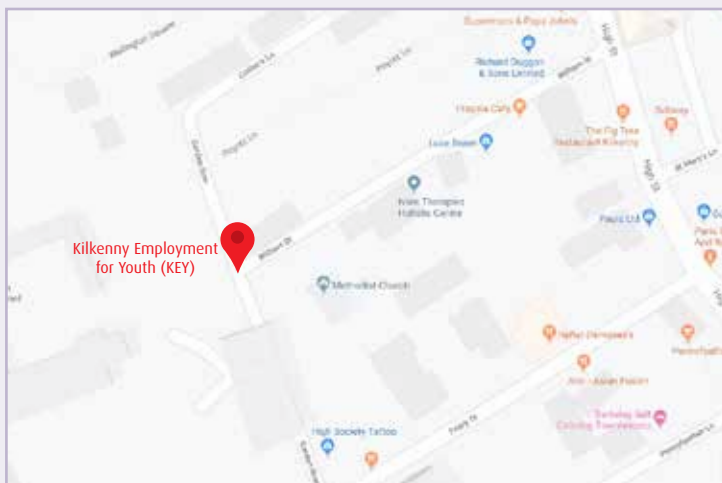
# Kilkenny Employment for Youth (KEY)



**Kilkenny Employment for Youth**  
Garden Row, High Street, Kilkenny  
Tel: 056 7762774  
Web: [www.keyctc.ie](http://www.keyctc.ie)

**How to apply:** for an application form or apply online at [www.keyctc.ie](http://www.keyctc.ie)

Kilkenny Employment for Youth (KEY) is a Community Training Centre (CTC) provide training to early school leavers aged between 16 and 21, who are most in need of basic vocational training. This training provision is offered through in centre learning and linked work experience. Courses lead to a range of Major awards at NFQ Levels 3 and 4.



Kilkenny Employment for Youth is co-funded by the Government of Ireland European, Social Fund and the Youth Employment Initiative as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020

# Kilkenny Employment for Youth (KEY)

## 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
- Career Preparation
- 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 trainees aged 16 – 25 to afford them the opportunity to develop skills for employment. A weekly allowance is paid to trainees during the programme.



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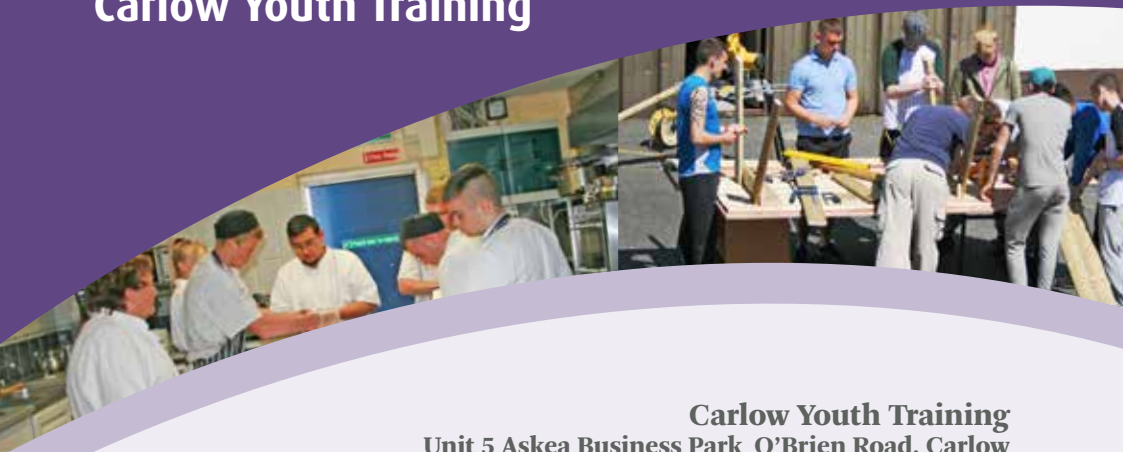


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Gallantry and Creative  
Education and Training Institute

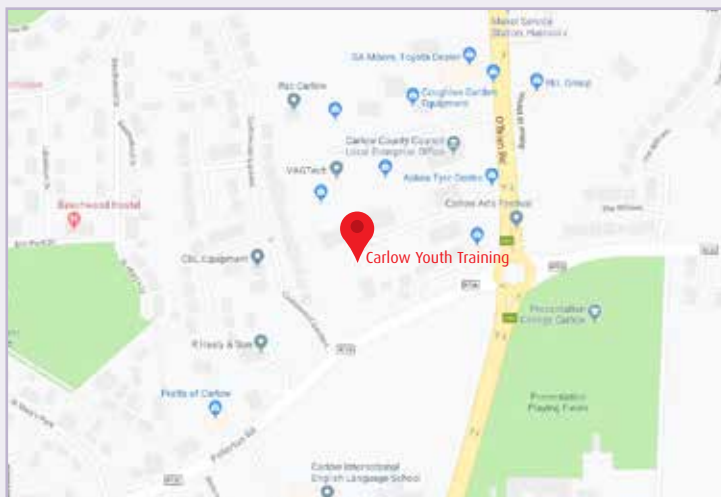
# Carlow Youth Training



**Carlow Youth Training**  
**Unit 5 Askea Business Park O'Brien Road, Carlow**  
**Tel: 059 91 32245**

**Email: [info@carlowyouthtraining.org](mailto:info@carlowyouthtraining.org)**  
**Web: [www.carlowyouthtraining.org](http://www.carlowyouthtraining.org)**

Carlow Youth Training (CYT) is a Community Training Centre (CTC). CYT provides training to early school leavers aged between 16 and 21, who are most in need of basic vocational training. This training provision is offered through in centre learning and linked work experience. Courses lead to a range of Major awards at NFQ Levels 3 and 4.



Carlow Youth Training is co-funded by the Government of Ireland European, Social Fund and the Youth Employment Initiative as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020



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# Carlow Youth Training

## Programmes Offered in CYT

### VTCT Diploma in Hairdressing Services

#### Modules Covered:

- 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

#### Modules Covered:

- 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

#### Modules Covered:

- Communication
- Computer Literacy
- Application of Numbers
- Career Preparation
- Personal Effectiveness
- Health and Safety
- Health Related Fitness

### VTCT Certificate in Fitness Instructing

#### Modules Covered:

- Anatomy and physiology
- Principles of exercise, health and fitness.
- Support clients
- Safety and welfare

### Employability Skills – Craft

#### Modules Covered:

- Communication.
- Computer Literacy
- Application of Numbers
- Career Preparation
- Art and Design
- Health and Safety
- Home Maintenance
- Personal Effectiveness

### Employability Skills – Childcare

#### Modules Covered:

- Communications
- Computer Literacy
- Application of Numbers
- Career Preparation
- Art and Design
- Child Development and Play
- Childcare and Safety
- Personal Effectiveness

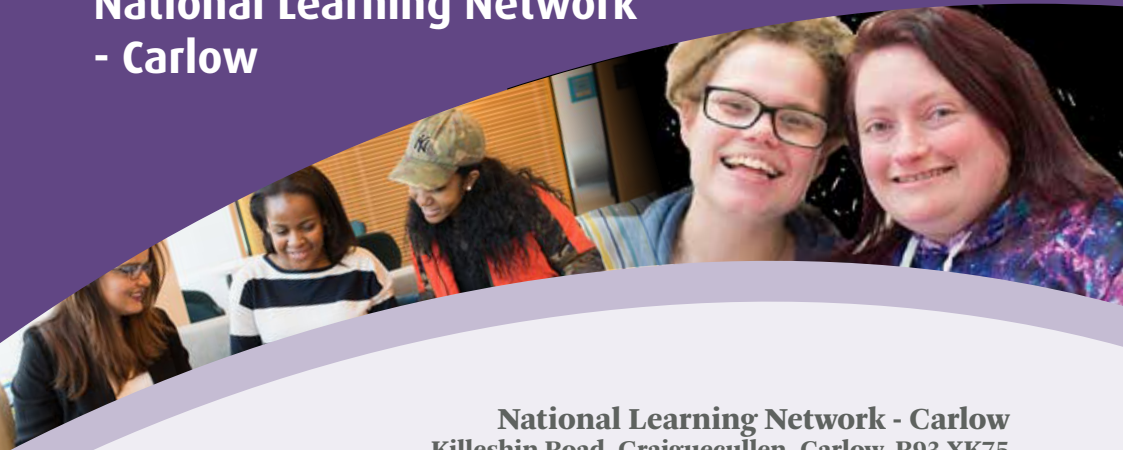
### Employability Skills – Catering

#### Modules Covered:

- Communication
- Computer Literacy
- Application of Number
- Career Preparation
- Nutrition and Healthy options
- Health and Safety
- Culinary Operations
- Personal Effectiveness



# National Learning Network - Carlow



**National Learning Network - Carlow**  
Killeshin Road, Graiguecullen, Carlow, R93 XK75  
Tel: 059 9164257  
Email: [lisa.haugh@nlm.ie](mailto:lisa.haugh@nlm.ie)  
Web: [www.nlm.ie](http://www.nlm.ie)  
[facebook.com/NLNIrelandLearn](https://facebook.com/NLNIrelandLearn)

National learning Network in Carlow offer a range of free courses to give learners the skills they need to increase their confidence and to progress to further education or employment. Their courses combine classroom-based learning and on-the-job training and offer personalised support to facilitate learners to gain a QQI qualification.



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## 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

## Retails and Office Skills QQI Level 4

This 2 year programme is specifically designed to get you a job in Retail. By pairing on the job work experience alongside supported learning of essential retail modules such as; Customer Service, Sales Techniques, Stock Control and Payment Methods, our learners are equipped with both the knowledge and skills to gain employment in the Retail Sector.

## Certification

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



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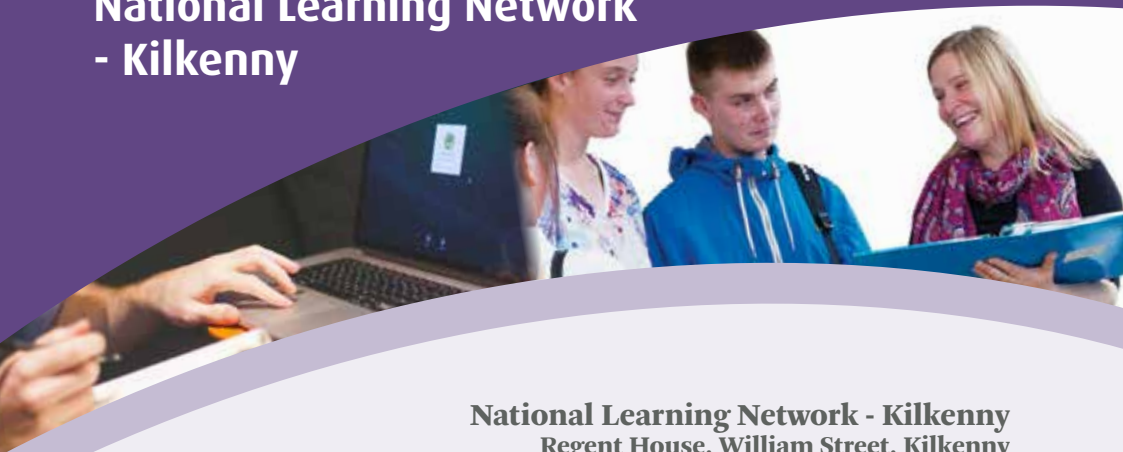
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# National Learning Network - Kilkenny



## National Learning Network - Kilkenny

Regent House, William Street, Kilkenny

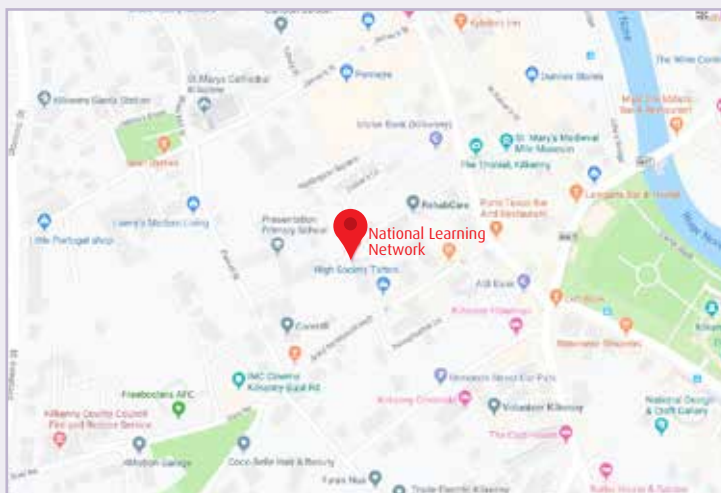
Tel: 056 7797500

Email: [vivienne.brady@nlm.ie](mailto:vivienne.brady@nlm.ie)

Web: [www.nlm.ie](http://www.nlm.ie)

[facebook.com/NLNIrelandLearn](https://facebook.com/NLNIrelandLearn)

National learning Network in Kilkenny offer a range of free courses to give learners the skills they need to increase their confidence and to progress to further education or employment. Their courses combine classroom-based learning and on-the-job training and offer personalised support to facilitate learners to gain a QQI qualification.



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## 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

## Courses at NLN Kilkenny

- Pathways To Employment (with Tourism and Trade) QQI Level 4

## 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



# Moving On – St. Catherine’s



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 DEASP payment aged between 16 – 35 years.

**Contact Details:** Thomas Farrell (Coordinator)

**Address:** 9 St Joseph’s Rd, Rathnapish, Carlow

**Tel:** 059 9138718

**Email:** [thomasf@catherines.ie](mailto:thomasf@catherines.ie)

**Web:** [www.catherines.ie](http://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



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 main stream 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)  
**Address:** 9 St Joseph's Rd, Rathnapish, Carlow  
**Tel:** 059 9138700 / 085-8053316  
**Email:** maureenmakingconnections@gmail.com  
**Web:** www.catherines.ie



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# The Grow Project - Ferrybank



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  
**Address:** Ferrybank, Co. Waterford  
**Tel:** 085 8597784 or 051 832002  
**Email:** gmullen@wap.ie  
**Web:** www.wap.ie



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# Moving On - Ferrybank



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 Retail Skills (4M1998)  
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  
**Address:** Ferrybank, Co. Waterford  
**Tel:** 086 7942442  
**Email:** [movingonproject@wap.ie](mailto:movingonproject@wap.ie)  
**Web:** [www.wap.ie](http://www.wap.ie)

“ 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.

”



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# Young Irish Film Makers



## Visual Communication and Multi Media Production

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 Production (5M2146)

### Modules:

- Work Experience
- Design Skills
- Personal Effectiveness
- Digital Marketing
- Media Analysis
- Multimedia Authoring
- Multimedia Project Development
- Teamworking
- Digital Media Technology

### Entry Requirements:

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



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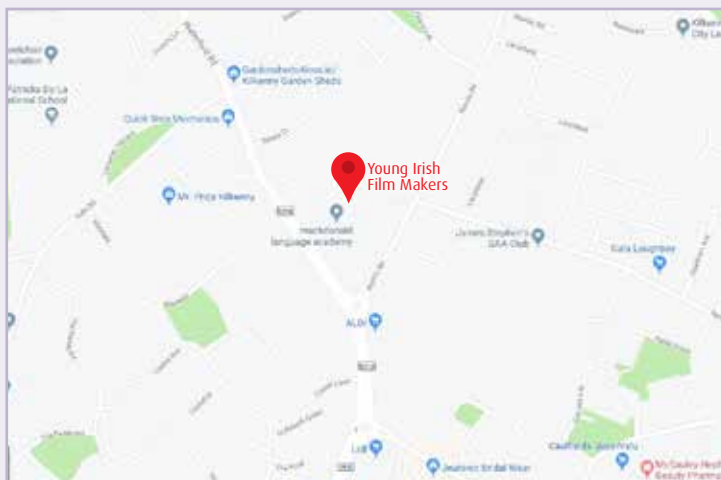


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Éilíne agus Creative  
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## Contact Details:

**Co-ordinator:** Gareth Hanlon  
**Address:** St. Joseph's Studios, Waterford Road, Kilkenny, R95 D8HT  
**Tel:** 056 775 1405  
**Email:** [assistant.lti@yifm.com](mailto:assistant.lti@yifm.com)  
**Web:** [www.yifm.com](http://www.yifm.com)



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# The Mill Family Resource Centre, Urlingford



## Employability Skills

The aim of this programme is to provide learners with the knowledge, skills and competence to obtain entry level employment and/or to progress to further education and training.

### **Certification:**

QQI Level 4 Major Award in General Learning (4M2010)

### **Modules include:**

- Career Planning
- Communications
- Customer Service
- Functional Maths
- Personal and Interpersonal Development
- Work Experience
- Workplace Safety
- Retail Sales Techniques
- Handling Food Hygienically
- Information Technology Skills

### **Entry Requirements:**

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



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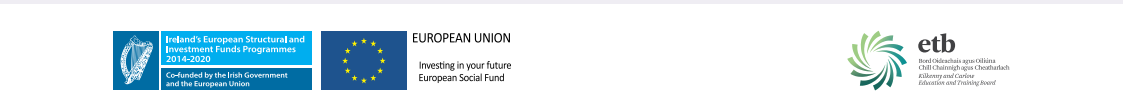


**Co-ordinator:**

Main Street, Urlingford, Co. Kilkenny

056 8838466

coordinator.mfrclti@gmail.com



# Newpark Close Family Resource Centre



## Pharmacy and Beauty Retail Sales

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..

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

### Modules include:

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

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

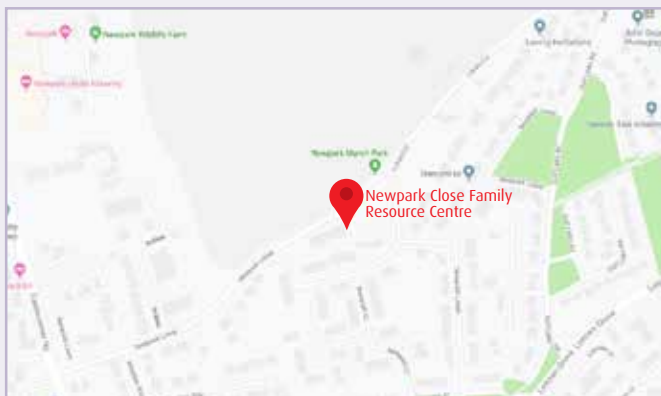
**Hours of Training:** Part time course 9am – 2pm Monday to Friday  
43 weeks

### Learning Outcomes

On completion of this programme learners will have the skills, knowledge and competency to work under supervision in the retail sector and or to progress to further education and training.

### Contact Details:

**Co-ordinator:** Mary Donnelly  
**Address:** Newpark Close, Newpark Lower, Kilkenny  
**Tel:** 056 7723309  
**Email:** [newparklti@gmail.com](mailto:newparklti@gmail.com)  
**Web:** [www.newparkclosefrc.com](http://www.newparkclosefrc.com)



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# Heavy Goods Vehicle (HGV) - Rigid



## Duration

10 weeks

## Hours of Training

*Full-Time – (Mon – Thurs 9am – 4.15pm, Fri 9am – 1.15pm)*

## Course Aim

The aim of the course is to provide trainees with the skills and related knowledge in the rules of the road, driving a heavy goods vehicle - rigid body, care and maintenance of the vehicle, loading and unloading the vehicle, customer care and documentation and to develop their attitudes, personal effectiveness, and job seeking skills which will enable them to obtain employment driving rigid body heavy goods vehicles.

## Modules to include:

- Heavy Goods Vehicle Driving - Rigid Truck (CPC)
- Driving - H.G.V. Rigid Body
- Driver CPC Training
- Manual Handling
- Career Planning and Job Seeking Skills
- Safepass

Heavy Goods Vehicle - Rigid is co-funded by the Irish Government and the European Social Fund as part of the ESF Programme for Employability Inclusion and Learning 2014-2020



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## Learning Outcomes

On successful completion of this programme and complying with the requirements of the Road Safety Authority learners can apply to the RSA for a Certificate of Professional Competence enabling them to operate a HGV rigid truck (or bus or coach).

## Entry Requirements

- Applicants must hold a full current Class B driving licence and a current Class C learner permit at the time they register for this course.
- Applicants must have a good standard of written and spoken English in order to successfully complete this course and the associated assessments:-
  - The ability to correctly interpret and respond to written English instruction is essential for both the assessment and tuition elements of the programme.
  - Spatial aptitude Good hand/eye co-ordination.
  - Good manual dexterity skills.
  - Good numeracy skills
- Applicants are required to have a good working knowledge of ICT and fluency in English prior to commencement of this programme.

## Selection Criteria

- An interview and a Trainability Test (including English Comprehension and Cab Test).

## How To Apply

For further information about this course, visit [www.fetchcourses.ie](http://www.fetchcourses.ie) or contact Training Services on 056 7813014 or Email: [tsu.recruit@kilkennycarlroweth.ie](mailto:tsu.recruit@kilkennycarlroweth.ie)



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# National Tour Guiding



## Duration

16 weeks

## Hours of Training

*Full-Time – (Mon – Thurs 9am – 4.15pm, Fri 9am – 1.15pm)*

## Course Aim

The aim of this programme is to enable the learner to acquire the relevant knowledge, skill and competence to provide guiding and tour management services for tourists visiting and travelling in Ireland.

## Modules to include:

- Irish Tour Guiding
- National Tour Management
- Irish Natural Heritage and Culture

## Entry Requirements

- Applicants must have reached the current statutory school leaving age.
- Applicants are required to have a good working knowledge of ICT and fluency in English prior to commencement of this programme.
- Learners should have a genuine interest in Irish history and culture.

## Selection Criteria

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

National Tour Guiding is co-funded by the Irish Government and the European Social Fund as part of the ESF Programme for Employability Inclusion and Learning 2014-2020



## Learning Outcomes

On successful completion of this programme learners will be able to:

1. Demonstrate a comprehensive knowledge of the structures and profiles of the tourism and hospitality sectors.
2. Demonstrate an understanding of Irish cultural, built and natural heritage.
3. Demonstrate a range of communication, information and customer care skills to offer a professional and positive presentation of Ireland as a tourist destination.
4. Develop digital media skills to enhance the tour experience, to promote potential products and services and exploit employment opportunities.
5. Manage and conduct tours on behalf of a tour operator or as a self-employed guide, implementing best safety and environmental practice.
6. Demonstrate specialist tour guiding and tour management skills and techniques.

## How To Apply

For further information about this course, visit [www.fetchcourses.ie](http://www.fetchcourses.ie) or contact Training Services on 056 7813014 or Email: [tsu.recruit@kilkennycarloweth.ie](mailto:tsu.recruit@kilkennycarloweth.ie)



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# Bus Driving (D Licence)



## Duration

18 Saturday Classes  
(with scheduled breaks)

## Hours of Training

*Part-Time – (Saturdays 9am – 5pm)*

## Who is this course for?

If you are a good communicator with driving experience and want to progress to bus driving, then this is a great opportunity for you.

## Modules to include:

- CPC Category D
- Customer Service - Bus Driving
- Digital Tachograph
- Documentation for Bus Driving
- Manual Handling and Fire Safety
- Technical Standards
- Bus Driving lessons (Category D)

Bus Driving (D Licence) is co-funded by the Irish Government and the European Social Fund as part of the ESF Programme for Employability Inclusion and Learning 2014-2020



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Eilimintaire agus Cúrsaí  
Eilimintaire agus Cúrsaí



### Certification

Upon successful completion learners will be awarded the following:

- DOE Class D Driving Licence
- RSA driver Certificate of Professional Competence
- CILT Digital Tachograph

### Entry Requirements

Applicants must have:

- Reached the current statutory school leaving age.
- Both a full current class B and a current learner permit Class D 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 coordination and manual dexterity skills.

### Selection Criteria

- An interview and a Trainability Test (including English Comprehension and Cab Test).

### How To Apply

For further information about this course, visit [www.fetchcourses.ie](http://www.fetchcourses.ie) or contact Training Services on 056 7813014 or Email: [tsu.recruit@kilkennycarloweth.ie](mailto:tsu.recruit@kilkennycarloweth.ie)

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# 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

KCETB Traineeships are co-funded by the Irish Government and the European Social Fund as part of the ESF Programme for Employability Inclusion and Learning 2014-2020



# Hospitality Traineeship



## Duration

37 weeks

## Hours of Training

*Full-Time – (Mon – Thurs 9am – 4.15pm, Fri 9am – 1.15pm)*

## Who is this 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.

## Modules to include:

- 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

Hospitality Traineeship is co-funded by the Irish Government and the European Social Fund as part of the ESF Programme for Employability Inclusion and Learning 2014-2020



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## 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.

## How To Apply

For further information about this course, visit [www.fetchcourses.ie](http://www.fetchcourses.ie) or contact Training Services on 056 7813014 or Email: [tsu.recruit@kilkennycarloweth.ie](mailto:tsu.recruit@kilkennycarloweth.ie)



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# Culinary Skills Traineeship



## Duration

42 weeks

## Hours of Training

*Full-Time – (Mon, Tues, Thurs and Fri  
9am – 4.15pm, Wed 9am – 1.15pm)*

## Who is this 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.

## Modules to include:

- Menu planning
- Personal effectiveness
- Catering operations and systems
- Culinary techniques
- Pastry, baking and desserts
- Work practice
- Nutrition and healthy options
- Functional maths
- Information technology skills
- Kitchen skills

Culinary Skills Traineeship is co-funded by the Irish Government and the European Social Fund as part of the ESF Programme for Employability Inclusion and Learning 2014-2020





## 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.

## 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.

## How To Apply

For further information about this course, visit [www.fetchcourses.ie](http://www.fetchcourses.ie) or contact Training Services on 056 7813014 or Email: [tsu.recruit@kilkennycarlweth.ie](mailto:tsu.recruit@kilkennycarlweth.ie)



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# Office Administration Traineeship



## Duration

41 weeks

## Hours of Training

*Full-Time – (Mon, Tues, Wed and Thurs  
9am – 4.15pm, Fri 9am – 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
- Spreadsheet Methods
- Information & Administration
- Career Planning & Job Seeking Skills
- Work Practice - Office Administration

## Optional Modules may include:

- Business Administration Skills
- Legal Practice and Procedures
- Anatomy and Physiology

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### Certification

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

### Entry Requirements

- 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.

### How To Apply

For further information about this course, visit [www.fetchcourses.ie](http://www.fetchcourses.ie) or contact Training Services on 056 7813014 or Email: [tsu.recruit@kilkennycarloweth.ie](mailto:tsu.recruit@kilkennycarloweth.ie)



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# Healthcare Support Traineeship



## Duration

47 weeks

## Hours of Training

*Full-Time – (Mon – Thurs 9am – 4.15pm,  
Fri 9am – 1.15pm)*

## Who is this course for?

This course is aimed at people who wish to develop the knowledge, skills and competencies to work as part of a multidisciplinary team in the provision of effective and appropriate healthcare supports to clients in a variety of settings, recognising clients individual needs, assisting with activities of daily living and maintaining a safe and hygienic healthcare environment..

## Modules to include:

- Care support
- Care skills
- Safety and health at work
- Work practice
- Infection prevention and control
- Teamworking
- Care of the older person
- CPR / First aid
- Manual and patient handling

Healthcare Support Traineeship is co-funded by the Irish Government and the European Social Fund as part of the ESF Programme for Employability Inclusion and Learning 2014-2020



### Certification

Learners who successfully complete this course will achieve a QQI level 5 major award in Healthcare Support 5M4339 and will be eligible to seek employment in the healthcare industry.

### Entry Requirements

- Education: Applicants should have 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 competence set out in the course.
- Garda vetting is a requirement for this course.

### 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.

### How To Apply

For further information about this course, visit [www.fetchcourses.ie](http://www.fetchcourses.ie) or contact Training Services on 056 7813014 or Email: [tsu.recruit@killkennycarlowetb.ie](mailto:tsu.recruit@killkennycarlowetb.ie)



# Skills to Advance



## What is Skills to Advance?

Skills to Advance is an exciting new funding stream aimed at those in full or part time employment, who wish to upskill or reskill. It is designed for those currently in a lower level job, employees aged 50+ and employees whose job may be at risk.

## Objectives of Skills to Advance

- To meet the skill needs of specific sectors and local employers
- To provide employees with the opportunity to achieve recognised accreditation and progress their career pathway ambitions

## What are the benefits for you?

**By successfully completing a Skills to Advance course, you will:**

- Keep your skills up to date
- Improve your work options
- Expand your skills
- Adapt to workplace changes
- Get a recognised qualification



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## Key Features of Skills to Advance Training

- Courses are delivered on a part time basis
- Accreditation is at levels 5 and 6 on the National Framework of Qualifications
- Courses are structured in response to industry needs
- Some courses are tutor led while others are offered in a blended learning environment
- Upskilling and reskilling courses are subsidised and may be free depending on your skill level
- This initiative offers valuable skills development opportunities to those in lower skilled jobs, working in small and medium sized enterprise in vulnerable sectors.

For further information on Skills to Advance please visit **[www.solas.ie/skillstoadvance](http://www.solas.ie/skillstoadvance)**

**CONTACT US:** Phone: 056 - 7813014 Email: [tsu.recruit@kilkennycarlowlowetb.ie](mailto:tsu.recruit@kilkennycarlowlowetb.ie)



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Eilimne agus Treinint



# Van Delivery Driver (B Licence)



## Duration

19 Saturday Classes with  
scheduled breaks included

## Hours of Training

*Part-Time – (Saturdays 9am – 5pm)*

## 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.

## Training to include:

- Driving lessons
- Driving Test Class B – Car and Light Van Practical
- Customer Service
- Manual Handling
- Eco Driving
- Defensive Driving
- Stock Control
- Basic IT



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### Certification

Upon successful completion learners will be awarded the following:

- Class B Driving Test – Practical

### Entry 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.

### How To Apply

For further information about this course, visit [www.fetchcourses.ie](http://www.fetchcourses.ie) or contact Training Services on 056 7813014 or Email: [tsu.recruit@kilkennycarloweth.ie](mailto:tsu.recruit@kilkennycarloweth.ie)



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# Leadership and Management (ILM)



## Duration

Continuous intake

## Hours of Training

*Part time- evenings*

## Course Aim

See reverse

## Modules to include:

- Planning Change in the Workplace
- Understanding Leadership
- Understand How to Establish an Effective Team
- Understanding Discipline in the Workplace
- Understanding Performance Management
- Understanding Organising and Delegating in the Workplace
- Leading and Motivating a Team Effectively



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### Course Aim

The aim of this programme is to enable candidates to acquire the skills and knowledge to lead, organise and motivate teams. It will provide them with the skills required to operate as:

1. Effective and confident first-line managers.
2. Communicate effectively and forge better relationships with team members.
3. Provide candidate with the tools to develop their own skills and abilities as managers.
4. Plan and manage change, create a culture of innovation.
5. Manage people and relationships - negotiation, networking, building relationships.

### Learning Outcomes

On successful completion of this programme candidates will be able to:

1. Apply a range of key management skills bespoke to your individual role in the workplace.
2. Motivate and engage teams and manage relationships confidently in the workplace.
3. Develop your leadership and management skills using your own knowledge, values and motivations.

### Selection Criteria

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

### How To Apply

For further information about this course, visit [www.fetchcourses.ie](http://www.fetchcourses.ie) or contact Training Services on 056 7813014 or Email: [tsu.recruit@kilkennycarloweth.ie](mailto:tsu.recruit@kilkennycarloweth.ie)



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# Microsoft Office Suite (MOS)



## **Duration**

Continuous intake

## **Hours of Training**

*Part time - evenings*

## **Course Aim**

The aim of the Microsoft Office Specialist Programmes is to provide learners who are skilled in the use of all the functionality available in the Microsoft Software Applications listed in this programme to industry standard.

## **Modules to include:**

- Microsoft Office Specialist - Powerpoint
- Microsoft Office Specialist - Outlook
- Microsoft Office Specialist - Access
- Microsoft Office Specialist - Excel
- Microsoft Office Specialist - Word



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### Learning Outcomes

- On completion of Microsoft Office Specialist 2010 or Microsoft Office Specialist 2016 candidates will have the skills, knowledge and competency to use the full range of functionality available in all MOS software applications listed in this programme to Microsoft Specialist 2010 or 2016 standard and source employment.
- The successful completion of the Microsoft Office Specialist 2010 or 2016 certification enables applicants to source employment as an Administrative Assistant, PA Secretary or other role within the office environment.

### Entry Requirements

- This programme is offered through Skills to Advance funding. It is specifically aimed at those in full/part-time employment who wish to enhance their existing vocational skills.
- All applicants should have intermediate level skills in respect of the particular MOS programme they are interested in studying e.g. QQI Level 4 Spreadsheets; ECDL.
- All applicants must have a very good standard of written and spoken English.
- Residency Status: All non-EU/EEA applicants must hold a Stamp 4

### Selection Criteria

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

### How To Apply

For further information about this course, visit [www.fetchcourses.ie](http://www.fetchcourses.ie) or contact Training Services on 056 7813014 or Email: [tsu.recruit@kilkennycarloweth.ie](mailto:tsu.recruit@kilkennycarloweth.ie)



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# Train the Trainer



## Duration

22 weeks

## Hours of Training

*Part time - Tuesday evenings plus two Saturdays*

## Modules to include:

- Training Needs Identification And Design (6N3325)
- Training Delivery and Evaluation (6N3326)

## Course Aim

The purpose of this award is to enable the learner to acquire the knowledge, skill and competence to identify training and development needs and to deliver and evaluate a training intervention within a range of training and development contexts.

A course contribution may apply.



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### Learning Outcomes

- Learners will have acquired the knowledge skills and competencies in the theory and practice in this vocational area.
- Successful completion of the QQI L6 Special Purpose Award in Training and Development will enable applicants to acquire a teacher training qualification without subject specialisation.
- Successful applicants will be able to source employment in the training and education sector identifying training and development needs and delivering and evaluating a training intervention within a range of training and development contexts.

### Entry Requirements

- This training programme will be offered through Skills to Advance funding and is aimed at those in full/part-time employment with a background in training and/or staff mentoring. Open to those signing for X's and O's.
- All applicants will be required to give details of their current employment (including employer VAT no.) prior to commencing this course.
- All applicants must have a very good standard of written and spoken English.
- Residency Status: All non-EU/EEA applicants must hold a Stamp 4.

### Selection Criteria

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

### How To Apply

For further information about this course, visit [www.fetchcourses.ie](http://www.fetchcourses.ie) or contact Training Services on 056 7813014 or Email: [tsu.recruit@kilkennycarloweth.ie](mailto:tsu.recruit@kilkennycarloweth.ie)

