

KERRY EDUCATION AND TRAINING BOARD





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KERRY EDUCATION AND TRAINING BOARD



www.northkerrycollege.ie

WELCOME TO NORTH KERRY COLLEGE

It gives us great pleasure to welcome you to North Kerry College of Further Education. North Kerry College is part of the Kerry Education & Training Board.

All of the courses are certified by Quality and Qualifications Ireland (QQI). We also offer certification in City & Guilds and junior and senior trade exams from the Department of Education and Skills. They are developed and updated in consultation with prospective employers and third level institutes to ensure that they are relevant to our students' educational needs and the skills required by prospective employers. The qualifications obtained from all the programmes in North Kerry College of Further Education provide students with the opportunity to progress to further studies at third level and employment.

Over recent years we have developed close links with Institute of Technology Tralee, as well as many other institutions around the country and in the UK. We are confident that this support will be of benefit to our students in the future. We have a wide range of programmes such as Office Administration, Healthcare Support, Nursing, Childcare, Sports & Recreation and Animal Care which we introduced in recent years.

Over the last decade graduates have been very successful in securing places in employment and in the third level sector. We welcome applicants of all ages, nationalities and abilities. The friendly, supportive and welcoming atmosphere in the college will ensure that your time with us will be both enjoyable and fulfilling. We hope this prospectus contains a programme which meets your own particular needs.

All information contained in this brochure is correct at time of going to print but sometimes courses do change subject to demand and availability. If you have any queries on any of these programmes please phone us on 068 21023. Looking forward to providing the right educational opportunity for you.

Stephen Gouldiv Principal

North Kerry College

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INTRODUCTION

Welcome to North Kerry College of Further Education, we are one of the leading Colleges of Further Education in the Munster area and service both North Kerry, Limerick and beyond. Originally as Listowel Community College, North Kerry College has been providing a wide variety of Post Leaving Cert Courses since 2004. The College also providers VTOS for those wishing to return to education. Our Programmes are aimed at improving the employment prospects of learners and in providing progression route to future education such as Institute of Technology Tralee.

- Our College day starts at 9.15am which suit students with family or other commitments in as much as possible.
- Study Skills Programmes are available to learners who are returning to full-time education.
- We have a fully equipped Canteen providing snacks and hot food.
- Parents who attend the College and who require child minding facilities are catered for by Listowel Family Resource Centre, Stokers Grove, John B. Keane Road, Listowel, and other facilities through the provision of reserved child minding places.
- Our Quality Assurance system is in place to maintain and improve the quality of our programmes in Further Education.

- The College has developed links with the Institute of Technology Tralee, University College Cork, Kerry Education and Training Board, North and East Kerry Development, Fáilte Ireland and Local Family Centres in providing a wide range of programmes.
- Having completed a full QQI (formerly FETAC) level 5 programmes of study a student can earn CAO points for any University or further Adult Education College.
- Students who complete a full Level 5 can gain entry into the Business, Early Childhood Care and Education and other Level 8 degree programmes at the Institute of Technology, Tralee.
- Students who complete some Level 6 Programmes, to a specific level, <u>may progress directly to second-year</u> in some Higher Education Degree Programmes.
- Learning Supports are available for students who require additional assistance in meeting the demands of the QQI programmes and assessment procedures.
- Social Activities such as field trips and social functions are seen as an important aspect of education and are organised throughout the school year.

The atmosphere in the College is based on partnership and respect between students and teachers and has regard to the different circumstances, interest and background of each individual.

FEE POLICY

The purpose of this document is to outline North Kerry College's policy on the payment and refund of fees for full time courses. North Kerry College wish to have a fair and equitable system in place for the collection and refunding of fees.

CATEGORIES OF FEES

There is no tuition fee payable by EU Nationals. However, applicants are required to pay:

- Application Fee
- A student registration charge,
- PLC government levy and exam fees.
- QQI Exam Fee
- Materials Fee

In addition, students are required to pay materials fees which will cover the cost of essential materials, workshops, guest speakers etc if applicable, that may be needed for certain courses.

Non EU nationals who do not meet the exemption requirements are required to pay an additional tuition fee, determined by the Department of Education and Skills, in addition to other fees.

PAYMENT METHODS

Payment of Application fee and Registration fee is online via the college website **www.northkerrycollege.ie**. Further payments can be paid by cash in the college.

PAYMENT BY THIRD PARTIES (e.g. Social Welfare)

In this case, the third party organisation must pay fees for the applicant before s/he can be registered on the course.

FEE SCHEDULE / STAGE PAYMENTS

Fee Type	Due Date
Application Fee	On Application
Registration Fee	On Registration
Students Materials Fee	30th September
PLC Government Levy	30th September
Exam Fees	30th January of their academic year

REFUNDS POLICY

The Application Fee and Registration fee is non-refundable. The government levy is only refundable before 30th October of their current academic year.

The student materials fee and is refundable in the following sliding scale only on leaving course.

Student Materials Fee	Refund
Within 2 weeks of course Commencement	90%*
Within 4 weeks of course Commencement	50%*
Within 7 weeks of course Commencement	25%*
From November 1st	0% *

(* of materials and service fee).

EXEMPTIONS

The following exemptions apply:

Category	Medical Card	BTEA	VTOS
PLC Government Levy	*	*	*
QQI Exam Fees	*		*
Non QQI Exam Fees			
Materials Fee			

Exemptions will be applied when applicants provide appropriate documentary evidence of their exempt status.

Exemption from the PLC Government Levy will only be applied to applicants who produce a current medical card at course commencement or no later than 30th October.

Exemption from QQI exam fees will be applied to those who provide a current medical card at day of registration or before 30th of October of their current academic year.

Exemptions based on maintenance grants must be requested within 30 days of the date of confirmation of grant approval.

CLAIMING A REFUND

An applicant wishing to request a refund must complete a student refund request form, whether it is for materials, government levy or otherwise and must sign it, and return it to their Programme Coordinator with proof of fee payment.

Refunds for payments made by cheque will be processed on request subject to confirmation that the cheque has cleared.

Payments made by third parties will be refunded to the third party. The onus is on the student to produce evidence that s/he is entitled to a refund as outlined in the table below:

Please note all refunds are paid into the Learner's bank Account by Kerry ETB.

Fee	Evidence Required
PLC Government Levy	Copy of medical card.
Only before 30th Oct of current academic year.	Copy of grant approval letter. Copy of letter confirming Back Education Allowance (BETA). Copy of letter confirming acceptance on VTOS.
QQI Certification Fee	Copy of medical card.
Materials Fee	Copy of receipt.

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Please note that failure to pay all College Fees will result in the student's college user accounts being frozen, disabling access to the IT facilities. If full payment of all fees is not received by 30th January students will not be entered for certification purposes. Any course assessments that have been completed and/or submitted for correction will be returned to the student if full payment of all fees has not been received. Students will not sit examinations at the College until full payment is received.

The College reserves the right to disallow students sit examinations if fees have not been paid in full.

The College charges an **online application fee** of €10 (non-refundable) as well as a **registration fee** of €135 (non-refundable). Additional fees will apply for course materials. (See each course individually for stated fee.)

QQI Exam Fees of \leq 50 per course (Level 5) or \leq 80 (Level 6) will apply (may change). Medical card holders are exempt from this fee.

First Aid: Any student taking First Aid as a module in any of the courses will be required to pay an exam fee in the order of $\in 60$.

Work Experience: Work experience is an mandatory part of all our courses. The work placement provides students with an opportunity to apply newly acquired skills and greatly enhances their employment prospects.

Career Guidance: A Guidance and Counselling service is available to all students. It aims to facilitate each student in deriving maximum benefit, both personally and vocationally, from his/her stay in the College.

Bonus Points Scheme: The Institute of Technology, Tralee (ITT) have agreed a Bonus Points Scheme which extends progression routes for North Kerry College Students to ITT. Under this scheme bonus points are awarded to CAO applicants from schools who have achieved specific QQI awards and who meet prerequisites for entry to specific ITT programmes. The scheme guarantees a quota of reserved places in the specified programmes for qualifying applicants from schools. Students will apply as normal to the CAO and submit an application form to the Admissions Office, ITT. The Institute will liaise with CAO to apply the bonus points. Further details available at:

http://www.ittralee.ie/en/InformationFor/FutureStudents/ FETACFASOtherStudents/

EQUAL OPPORTUNITIES

North Kerry College of Further Education is committed to a policy of equal opportunities for all students.

Students with a Disability: North Kerry College of Further Education is committed to the provision of equal opportunity in education and to ensuring that students with a disability have complete access to all aspects of College life as can be reasonably accommodated. Applicants who may have special requirements should contact the College or email: info@northkerrycollege.ie

English Competence Test for International Students:

Students whose first language is not English will be required to sit an English competence test in May or September prior to being accepted on a course. This test will be one hour long. Students complete a written exercise and an English comprehension reading task. It is not possible to resit their test. Management decisions are final.

Entry Requirements & Admissions Policy: Places on courses are offered on the basis that each of the following requirements is met:

• There is a place available to be offered, i.e. the course is not full.

- The applicant demonstrates at the interview the capacity to successfully participate on the course for which he/she has applied. This includes both the academic and work experience placement (where applicable) elements of the course. Please see the individual course pages for the specific entry requirements for each course.
 - (i) As part of the processing of an application, an applicant may be referred for careers information session and/or learning support for further information.
- (ii) If deemed appropriate, applicants may also be referred for an educational assessment. These arrangements are in place to help learners to successfully participate in further education.

ADDITIONAL EDUCATIONAL SUPPORT

Students who have a learning support need are encouraged to provide the College with any relevant information at the time of application. Any information provided is treated confidentially and does not prejudice the application. Applicants must bear in mind that, while the College will make every effort to provide reasonable accommodation for their needs, the resources available are limited. All enrolments are subject to the rules and regulations of Kerry Education & Training Board.

School Leavers: CAO/CAS does not apply to our extensive range of courses. Students who have passed Leaving Certificate or Leaving Certificate Applied or Leaving Cert Vocational Programme are eligible to apply.

Applicants will be interviewed. Entry requirements may be waived, in some instances. Our Admission policy procedures meet the requirements of child protection regulations.

Mature Students: The College welcomes applicants from mature students. Entry requirements may be waived for mature students depending on their life experience.

Higher Education Links Scheme: The Higher Education Links Scheme enables learners who have achieved a QQI Level 5 and/or Level 6 certificate to apply for a higher education place in a range of higher education institutions. Details of scheme available from Guidance Service.

PLC Maintenance Grants Scheme: Students attending full-time PLC courses at North Kerry College may be eligible to apply for PLC Maintenance Grant. Check out the student grant online system www.studentfinance.ie

ADDITIONAL CERTIFICATION

Many courses offer additional training opportunities that are related to their field of study. For example, First Aid Certification is offered to many courses.

VISITS AND CLASS EXCURSIONS

Course co-ordinators also organise class visits and excursions for their students.

WORK EXPERIENCE

Work experience is a mandatory part of all QQI Programmes and exemptions may not be considered pending course requirements

ART EXHIBITION

The students of Art, Craft & Design will organise an end-ofyear Art and Design exhibition displaying their year's work.

ANNUAL AWARDS CEREMONY

Every year North Kerry College hosts an Awards ceremony where students receive their QQI Certification.

OPEN LEARNING CENTRE

North Kerry College has an Open Learning Centre. Its main aim is to provide support to all the PLC and VTOS learners studying in the college. Many learners returning to education as adults experience stress and anxiety when confronted with academic exercises and tasks. This can be caused by many factors, including leaving education early, resulting in a lack of the skills required to complete projects and assignments, poor time management and study skills.

The Open Learning Centre seeks to address these difficulties through supporting the learners to achieve their full potential, successfully complete their programmes of study and graduate successfully with QQI certification.

APPLYING FOR A COLLEGE PLACE

Below are some guidelines for applying to North Kerry College of Further Education Courses:

- Apply online at www.nortkerrycollege.ie and bring a signed passport photograph with you to interview or registration.
- Alternatively call to North Kerry College for assistance.
- You will receive notification by email to confirm receipt of your application.
- You will receive notification informing you of your interview date and time.
- Successful applicants will be informed within 2 weeks of their interview.

On receiving a Letter of Offer, the payment of Registration Fee must be paid within 2 weeks of the Offer to secure a place.

> Stephen Goulding Principal North Kerry College

APPLICANT INFORMATION

CAO POINTS AVAILABLE

Study a course in North Kerry College you can earn points for CAO.

Further details are available from Guidance Counsellor. Note: it is advisable to contact all relevant organisations on application directly to confirm all information.

MATURE STUDENTS

Mature students are welcome and encouraged to apply.

FEE INFORMATION

Not all fees may be applicable. For example you may be exempt from the government fee of €200 if you are in receipt of a medical card.

Exemption may apply for QQI exam fees.

MAINTENANCE GRANT

All students applying are encouraged to apply to SUSI (Student Universal Support Ireland).

For further information on maintenance grants please visit **www.susi.ie** where you can find a comprehensive information guide and where you can also apply online.

NURSING STUDIES & PALLIATIVE CARE

Course Code: 5M4349

Duration: One Year - Full Time

PROGRAMME OVERVIEW

The full-time Nursing Studies Course is designed to prepare students who intend to pursue a career in nursing or in a health related science.

The aim of the Nursing Studies Course is to:

- Provide students with a comprehensive introduction to all aspects of the theory and practice of Nursing.
- Develop a range of practical and interpersonal skills necessary to work in a range of care environments.
- Acquire specialist knowledge, skills and competence to work as a health care assistant.

COURSE CONTENT

*All QQI modules subject to change

Nursing Theory and Practice Anatomy & Physiology Work Experience Human Growth and Developmer Communications Care Skills Occupational First Aid Palliative Care Biology Optional: Maths



ENTRY REQUIREMENTS

Applicants must have Leaving Certificate, LCA or equivalent. Holders of a QQI Level 4 Award are also eligible to apply. Mature learners (over 23) may be exempt from the above academic requirements.

Candidates are selected through an interview process.

WORK EXPERIENCE

Work Experience is a mandatory module on this course which provides students the opportunity to link theory to practice and gain valuable experience in nursing care. It also gives students the opportunity to make contacts in the community to secure future employment.

FEES

Application Fee

€10 (non-refundable)* €135 (non-refundable)*

Registration Fee€135 (nonMaterials Fee€200QQI Exam Fee€50First Aid Fee€60Government Levy Fee€200Patient Moving and Handling/ Manual Handling Fee:€30

CERTIFICATION

QQI Level 5 in Nursing Studies.

PROGRESSION ROUTES

Holders of this qualification may apply for entry to courses in General Nursing, Mental Health, Intellectual Disability Nursing, Children's Nursing, Midwifery, Health Related Sciences and Applied Social Studies in a number of Institutes of Technology and Colleges in Ireland. Students also have the opportunity to apply to colleges in the UK. Students will be provided with career guidance and assistance with CAO and UCAS applications.

EMPLOYMENT OPPORTUNITIES

On successful completion of the course students are qualified to work as a Nursing/Health Care Assistant in a number of health and community care settings.

ADDITIONAL CERTIFICATION (May be subject to change)

Breathing Apparatus Fire Warden Hazardous Chemicals Emergency First Responder (EFR) incorporating Defibrillator Training - This is the PHECC standard for Emergency First Response and AED use.

HEALTHCARE SUPPORT - CARING FOR THE ELDERLY

QQI LEVEL 5

PROGRAMME OVERVIEW

Course Code: 5M4339

Designed to provide the necessary skills to work as health care assistants in nursing homes, community hospitals, Home help and a variety of other areas of social care. On completion of this course, holders are eligible for entry to applied social studies in IT Tralee. This Certificate may be equivalent to 400 points for entry to CAO courses.

Duration:

COURSE CONTENT

Care Support Work Experience Safety & Health at work Care Skills Communications *All QQI modules subject to change

Occupational First Aid Human Growth & Development Care of the Older Person Infection Prevention & Control Palliative Care Support Word Processing



ENTRY REQUIREMENTS

Applicants must have Leaving Certificate, LCA or equivalent. Holders of a QQI Level 4 Award are also eligible to apply. Mature learners (over 23) may be exempt from the above academic requirements.

Candidates are selected through an interview process.

WORK EXPERIENCE

Nursing homes, Community Hospitals, Day care centres and other areas which provide social care.

FEES

Application Fee	€10 (non-refundable)*		
Registration Fee	€135 (non-refundable)*		
Materials Fee	€125		
QQI Exam Fee	€50		
First Aid Fee	€60		
Patient Moving and Handling			
/ Manual Handling Fee:	€30		
Government Levy Fee	€200		

CERTIFICATION QQI Level 5 in Healthcare Support.

PROGRESSION ROUTES

One Year - Full Time

Successful candidates will have the option of progression to a wide range of courses in the Institutes of Technology and Universities. Some examples of links are as follows:

Applied Social Studies - IT Tralee Youth and Community work - IT Tralee Social Science UCC

If you wish to get information about any other social care course and QQI Links please contact the career guidance teacher on 068 21023.

EMPLOYMENT OPPORTUNITIES

There are opportunities to work as a Healthcare Assistant in nursing homes and community hospitals. Holders can also work in the area of home help, in day care centres or in the area of special needs.

SOCIAL, HEALTH & COMMUNITY STUDIES: HEALTHCARE SUPPORT LEVEL 6

QQI LEVEL 6

Course Code: 6M2218

Duration:

One Year - Full Time

PROGRAMME OVERVIEW

The Level 6 certificate in Social, Health and Community Studies is designed to provide an understanding of the many roles of a Social Care Worker. The main objective of the course is to develop the learner's knowledge and skills in the area of Health and Social Care.

COURSE CONTENT	*All QQI modules subject to change	
Disability Awareness	Mental Health Awareness	
Rehabilitation Practice	Health Promotion	
Person centred Planning	Learning Difficulties Awareness	
Work Experience	Suicide Awareness	
Communications		

ENTRY REQUIREMENTS

Students who have completed level 5 or have relevant employment experience in this area will be considered. Mature students are welcome.

Candidates are accepted through an interview process.

WORK EXPERIENCE

Work Experience is a mandatory module on this course which provides students the opportunity to link theory to practice and gain valuable experience in the health and social care area. It also gives students the opportunity to make contacts in the community to secure future employment.

FEES

Application Fee

€10 (non-refundable)*

Registration Fee Materials Fee QQI Exam Fee Government Levy Fee €135 (non-refundable)* €125 €80 €200 (See page on Exemptions)

CERTIFICATION

QQI - Level 6 Social & Vocational Integration.

PROGRESSION ROUTES

On completion of this course learners have the opportunity to progress to Colleges or Institutes of Technologies.

EMPLOYMENT OPPORTUNITIES

On successful completion of the course students are qualified to work in various Health and Social Care settings to include, Hospitals, Nursing Homes or Community Services.

OTHER DETAILS

Additional bonus points may be available for students applying to IT Tralee, if required.

EARLY CHILDHOOD CARE & EDUCATION (CHILDCARE AND SPECIAL NEEDS)

QQI LEVEL 5

Course Code: 5M2009

Duration:

One Year - Full Time

PROGRAMME OVERVIEW

This full-time course is designed for students who wish to pursue a career in Schools, Childcare, Social or Community Services. The regulation of provision of these services, in order to ensure the highest possible standard of delivery, has created employment opportunities for graduates of this course in Nurseries, Creches, Schools, Pre-Schools and Childcare facilities in the Public and Private Sectors. Graduates may also progress to further studies in the Institute of Technology Tralee and a BA in Early Childhood Studies in UCC. Students may also apply for Diploma/Degree courses in Great Britain and Northern Ireland.

COURSE CONTENT

*All QQI modules subject to change

Child Development Early Childhood Education & Play Early Care & Education Practice Child Health & Wellbeing Communications Work Experience

Occupational First Aid Creative Arts for Early Childhood



ENTRY REQUIREMENTS

Applicants must be 17 years of age and as a rule should have passed a Leaving Certificate course. These requirements may be waived for mature students. All applicants will be Interviewed. The learner must be Garda Vetted to participate fully on this programme.

WORK EXPERIENCE

This involves students working in specific registered childcare setting under direction.

FEES

Application Fee

Registration Fee Materials Fee QQI Exam Fee First Aid Fee Government Levy Fee €10 (non-refundable)* €135 (non-refundable)* €140 €50 €60 €200 (See page on Exemptions)

CERTIFICATION

QQI Level 5 Early Childhood Care and Education.

PROGRESSION ROUTES

Students may be eligible to apply for entry to Level 6 Early Childhood Care and Education 6M2007 at our College or advance to Institutes of Technology and other colleges around the country, particular interest may be Year 1 BA (Hons) Early Childhood Care and Education Tralee or Social Care Youth and Community Practice. UCC Early Childhood Studies or Year 1 BA (Hons) Further details are available from Guidance Counsellor.

PROGRESS CHART

Choice 1: Year 1 of various courses in Institutes of Technologies or Universities (nationally or internationally).

Choice 2: Gain Employment.

Choice 3: Progression to year 2 in our college of ECCE L6.

EMPLOYMENT OPPORTUNITIES

Successful students can expect to gain employment in a wide range of settings including Nurseries, Crèches, Pre-Schools, and Private Homes. Many students gain employment as special needs assistants particularly in preschool or primary or post primary school settings.

6M2007

EARLY CHILDHOOD CARE & EDUCATION (SUPERVISION IN CHILDCARE)

QQI LEVEL 6

PROGRAMME OVERVIEW

Course Code:

This course is aimed at Childcare Staff who wish to gain an accredited qualification in childcare or those aiming to progress to supervisory managements rolls. This full time course is designed for students who wish to pursue a career in childcare at supervisor level, social or community services. The regulation in the provision of these services, in order to ensure the highest possible standard of delivery, has created employment opportunities for Graduates of this course in Nurseries. Crèches, Schools and Childcare Facilities in the Public and Private Sectors.

Duration:

COURSE CONTENT	*All QQI modules subject to change	
Child Development	Supervision in Early Childhood Care	
Early Childhood Curriculum	Special Needs Assisting (Optional)	
Childhood Social, Legal & Health Studies	Early Childhood Literacy & Numeracy	
Communications	Occupational First Aid	
Work Experience	Business Management	

ENTRY REQUIREMENTS

Students who have completed Level 5 or who have relevant experience in this employment area will be considered for the course. Applicants will be interviewed. The learner must be Garda Vetted to participate fully on this programme.

WORK EXPERIENCE

The work experience requirement for this programme is a minimum of 120 hours. This will allow the learner to demonstrate a range of practical skills and competencies in a notified Early Childhood Care and Education setting or recognised equivalent.

FEES

Application Fee Registration Fee

€10 (non-refundable)*

Registration rec
Materials Fee
QQI Exam Fee
Child Protection Training
Government Levy Fee

€135 (non-refundable)*

€140		
€80	First Aid Fee	€60
€60	Manual Handling	€30
€200 (Exemptions may apply)		

CERTIFICATION

QQI Level 6 Major Award in Early Childhood Care and Education 6M2007 which meets the educational requirements for childcare staff who need to complete it.

PROGRESSION ROUTES

One Year - Full Time

Students who have successfully completed Level 6 will be eligible to apply for a place in Year 2 BA (Hons) ITT Early Childhood Care and Education. Other options can include the BA in Early Years Childhood Studies U.C.C.

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CAO Points can be earned for any College or University course. Memorandum of understanding between Kerry ETB and Institute of Technology Tralee for bonus point if required. Further details are available from Guidance Counsellor.

PROGRESS CHART

Choice 1: Year 1 of various courses in Institutes of Technologies or Universities (nationally or internationally).

Choice 2: Gain Employment.

Choice 3: Progression to Year 2 BA (Hons) Early Childhood Care and Education Tralee if meeting progression criteria.

EMPLOYMENT OPPORTUNITIES

Successful students can expect to gain employment in a wide range of settings including Nurseries, Crèches, Pre-Schools, Early Start Centres and Private Homes.

EARLY CHILDHOOD CARE & EDUCATION (CHILDCARE WITH MONTESSORI)

QQI LEVEL 5

Course Code: 5M2009

PROGRAMME OVERVIEW

This course will equip learners with the skills required to gain employment in a variety of childcare settings but particularly in the pre-school setting. The course covers all aspects of working with children. It will suit both school leavers and mature students who are interested in working with children.

Duration:

COURSE CONTENT	*All QQI modules subject to change	10-000 V
Approaches to Early Childhood Education Child Development Early Childhood Education & Play Early Care & Education Practice Child Health & Wellbeing	Communications Work Experience Occupational First Aid Creative Arts for Early Childhood	

ENTRY REQUIREMENTS

Applicants must be 17 years of age and as a rule should have passed a Leaving Certificate course.

These requirements may be waived for mature Students. All Applicants will be interviewed. The learner must be Garda Vetted to participate fully on this programme.

WORK EXPERIENCE

The work experience requirement for this programme is a minimum of 120 hours. This will allow the learner to demonstrate a range of practical skills and competencies in a notified Early Childhood Care and Education setting or recognised equivalent.

FEES

Application Fee

Registration Fe	e
Materials Fee	

QQI Exam Fee

Manual Handling First Aid Fee

Child Protection Training

Government Levy Fee

€135 (non-refundable)*	
€140	
€50	
€60	
€30	
€60	

€10 (non-refundable)*

€200 (Exemptions may apply)

CERTIFICATION

QQI Level 5 Early Childhood Care & Education.

PROGRESSION ROUTES

One Year - Full Time

Progression to Further Education and Higher Education Graduates may opt to continue their studies to the QQI Level 6 Early Childhood Care and Education in North Kerry College of Further Education.

Also, graduates may alternatively progress to Early Childhood Care and Education at IT Tralee or the B.A. in Early Childhood Care and Education at Mary Immaculate College of Education, Limerick. Further details are available from the relevant institutions.

EMPLOYMENT OPPORTUNITIES

Successful students can expect to gain employment in a wide range of ECCE settings including: childminder, crèche assistant, nursery assistant, playschool, pre-schools, montessori schools, after school services, day care centres, private homes, primary schools.

SPECIAL NEED AWARENESS & ASSISTING (INCLUSIVE EDUCATION AND TRAINING)

Duration:

QQI LEVEL 6

Course Code: 6M2263

PROGRAMME OVERVIEW

This course is aimed at Childcare Staff who wish to gain an accredited qualification in childcare or those aiming to progress Special Needs Assisting. This full time course is designed for students who wish to pursue a career, social or community services. Employment opportunities for graduates of this course could include Preschools, Primary Schools, Post Primary and Further Education as Special Needs Assistants or Personal Assistants.

COURSE CONTENT	*All QQI modules subject to change
Inclusive Education Practice	Learning Difficulty Awareness
Disability Awareness	Special Needs Assisting
Differentiated Learning and Instruction	Health Promotion
Communications	
Work Experience	

ENTRY REQUIREMENTS

Students who have completed Level 5 or who have relevant experience in this employment area will be considered for the course. Applicants will be interviewed. The learner must be Garda Vetted to participate fully on this programme.

WORK EXPERIENCE

There is a work experience requirement for this programme. This will allow the learner to demonstrate a range of practical skills and competencies in a notified Early Childhood Care and Education setting or recognised equivalent.

FEES

Appl	ication	Fee	
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Registration	Fee
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Materials Fee QQI Exam Fee First Aid Fee Manual Handling Fee: Child Protection Training Government Levy Fee €10 (non-refundable)* €135 (non-refundable)* €125 €80 €60 €30 €60 €200 (See page on Exemptions)

CERTIFICATION

QQI - Level 6 Inclusive Education & Training.

PROGRESSION ROUTES

One Year - Full Time

Students who have successfully completed Level 6 will be eligible can progress to Level 7.

Other options can include the BA in Early Years Childhood Studies U.C.C.

Further details are available from Guidance Counsellor.

PROGRESSION CHART

- Choice 1 Year 1 of various courses in Institutes of Technologies or Universities (nationally or internationally).
- Choice 2 Gain Employment.

EMPLOYMENT OPPORTUNITIES

Successful students can expect to gain employment in a wide range of settings include Preschools, Primary Schools, Post Primary and Further Education as Special Needs Assistants or Personal Assistants.

APPLIED SOCIAL STUDIES

Course Code: 5M2181

Duration:

One Year - Full Time

PROGRAMME OVERVIEW

Launch your career in social care or social work. Identify issues affecting your own life and that of your community and society. Study psychology and how to apply the theory to real life situations. Acquire the knowledge and skills necessary for active and positive participation in the complex, diverse and rapidly changing society we live in. Develop an awareness for how to best support and respond to the needs of people with intellectual difficulties. Develop your professional competency by learning about law and how to promote safety and health in a working environment.

Applied Social Studies at North Kerry College will equip you with knowledge, confidence and ability to advance to degrees in social care, social work and in youth and community work. Graduate with the competence to work effectively in a variety of community/social care settings and with the ability to relate to people of all ages regardless of their needs.

*All QQI modules subject to change

COURSE CONTENT Psychology

Intercultural Studies Social Studies Communications

Work Experience Political Studies Young People & Society Substance Use- Issues for Youthwork



QQI LEVEL 5

ENTRY REQUIREMENTS

CAO points not required. All applicants will be required to attend an interview. An offer of a place on this course is contingent on the applicant meeting the minimum entry requirements set out here, and satisfactory presentation at interview. Leaving Certificate or equivalent. For mature applicants appropriate experience will be considered in lieu of formal qualifications.

WORK EXPERIENCE

Students will complete work experience as part of the course. This work experience will run for the duration of the college year. Links made with employers during work experience often results in employment.

FEES

Application Fee Registration Fee Materials Fee QQI Exam Fee Government Levy Fee €10 (non-refundable)* €135 (non-refundable)*

€125 €50 €200 (See page on Exemptions)

CERTIFICATION

QQI - Level 5 Applied Social Studies.

PROGRESSION ROUTES

Graduates can progress to Social Care and Community Development in CIT, to Arts, Applied Psychology, Social Work, Youth & Community and Criminology in UCC, to Social Care in IT Tralee, to Psychology & Sociology in UL, to Social Science, Psychology and Social Care in WIT.

EMPLOYMENT OPPORTUNITIES

- Community and youth work projects.
- Community childcare opportunities.
- Intellectual disability services.
- Social care assistant (after further study).
- Voluntary organisations.

OFFICE ADMINISTRATION FOR BUSINESS

QQI LEVEL 5

Course Code: 5M1997

PROGRAMME OVERVIEW

This QQI Level 5 Certificate course prepares the learner for employment in the modern office. The track record for employment from this course is very positive with past students successfully employed in numerous administrative positions with companies. Students can progress on to the Level 6 Advanced Certificate after completing the Level 5.

Duration:

COURSE CONTENT

Word Processing Information & Administration Text Production Communications Work Experience *All QQI modules subject to change Legal Practice & Procedures Manual & Computerised Payroll Manual & Computerised Bookkeeping Audio Transcriptions



ENTRY REQUIREMENTS

Students who have passed the Leaving Certificate, Leaving Certificate Applied or a level 4 Certificate are eligible to apply. Mature Students are welcome. Applicants will be interviewed.

WORK EXPERIENCE

Students will complete work experience as part of the course. This work experience will run for the duration of the college year. Links made with employers during work experience often results in employment.

FEES Application Fee

€10 (non-refundable)*

CERTIFICATION

QQI Level 5 Office Administration.

PROGRESSION ROUTES

One Year - Full Time

Students who have successfully completed QQI L5 can continue to complete a QQI L6 in Business Marketing/ Administration, here at North Kerry College. Alternatively students can enter the world of work or apply to the Institute of Technology to complete a degree course.

EMPLOYMENT OPPORTUNITIES

Given the broad spectrum of subjects covered, career opportunities are numerous. The knowledge and skill gained by students make them an attractive proposition for any employer. Multiple career options exist in both private and public sector. Banks, financial institutions and government departments are prime recruiters. Media, publishing and public relation firms also employ graduates.

OFFICE ADMINISTRATION - LEGAL SECRETARY

QQI LEVEL 5

PROGRAMME OVERVIEW

Course Code: 5M1997

This QQI Level 5 Certificate course prepares the learner for employment in the Offices of Legal Practitioners. It familiarises Students with legal practices and procedures and is essential for those who would like to work with Solicitors or in legal firms. Students can progress on to the Level 6 Advanced Certificate after completing the Level 5.

Duration:

COURSE CONTENT

Word Processing Information & Administration Text Production Communications Work Experience *All QQI modules subject to change Legal Practice & Procedures Manual & Computerised Payroll Manual & Computerised Bookkeeping Audio Transcription



ENTRY REQUIREMENTS

Students who have passed the Leaving Certificate, Leaving Certificate Applied, or a level 4 Certificate are eligible to apply. Mature Students are welcome. Applicants will be interviewed.

WORK EXPERIENCE

Students will complete work experience as part of the course. This work experience will run for the duration of the college year. Links made with employers during work experience often results in employment.

FEES Application Fee

€10 (non-refundable)*

CERTIFICATION

QQI - Level 5 Office Administration.

PROGRESSION ROUTES

Students who have successfully completed QQI L5 can continue to complete a QQI L6 in Business Marketing/ Administration, here at North Kerry College. Alternatively students can enter the world of work or apply to the Institute of Technology to complete a degree course.

EMPLOYMENT OPPORTUNITIES

Given the broad spectrum of subjects covered, career opportunities are numerous. The knowledge and skills gained by students make them an attractive proposition for potential employers. Graduates from this programme can gain employment in the following areas: Legal Office Administration, Personal Assistant, Legal Administrator in the Court Service, Banking and Insurance etc.

OFFICE ADMINISTRATION MEDICAL SECRETARY

QQI LEVEL 5

Course Code: 5M1997

PROGRAMME OVERVIEW

This QQI Level 5 Certificate course provides students with skills and knowledge specifically for the medical sector. It educates students on medical terminology and administration practices which are required by those who see themselves working in any medical office in the future. Students can progress on to the Level 6 Advanced Certificate after completing the Level 5.

Duration:

COURSE CONTENT

Word Processing Information & Administration Text Production Communications Work Experience *All QQI modules subject to change Course Study Medical Terminology Manual & Computerised Payroll Manual & Computerised Bookkeeping Audio Transcription



ENTRY REQUIREMENTS

Students who have passed the Leaving Certificate, Leaving Certificate Applied, or a level 4 Certificate are eligible to apply. Mature Students are welcome. Applicants will be interviewed.

WORK EXPERIENCE

Students will complete work experience as part of the course. This work experience will run for the duration of the college year. Links made with employers during work experience often results in employment.

FEES Application Fee

€10 (non-refundable)*

CERTIFICATION

QQI - Level 5 Office Administration.

PROGRESSION ROUTES

One Year - Full Time

Students who have successfully completed QQI L5 can continue to complete a QQI L6 in Business Marketing / Administration, here at North Kerry College. Alternatively students can enter the world of work or apply to the Institute of Technology to complete a degree course.

EMPLOYMENT OPPORTUNITIES

Given the broad spectrum of subjects covered, career opportunities are numerous. The knowledge and skills gained by students make them an attractive proposition for potential employers. Graduates from this programme can gain employment in the following area Medical Office Administration.

BUSINESS WITH MARKETING/ADMINISTRATION

QQI LEVEL 6

Course Code: 6M4985

Duration:

One Year - Full Tim

PROGRAMME OVERVIEW

This QQI Level 6 Certificate course prepares the learner for employment in the modern office. The track record for employment from this course is very positive with past students successfully employed in numerous administrative positions with companies.

*All QQI modules subject to change

COURSE CONTENT

- Business Management Customer Service

Spreadsheets Marketing Communication Business Law Word Processing Marketing Management Audio Transcription



ENTRY REQUIREMENTS

Students who have completed level 5 or who have relevant experience in this employment area will be considered for the course. Applicants will be interviewed. Mature Students are welcome.

WORK EXPERIENCE

Students will complete work experience as part of the course. This work experience will run for the duration of the college year. This will enable students to establish contacts with prospective employers.

FEES

Application Fee Registration Fee Materials Fee QQI Exam Fee Government Levy Fee €10 (non-refundable)*
€135 (non-refundable)*
€125
€80
€200 (See page on Exemptions)

CERTIFICATION

QQI Level 6 Advanced Certificate in Administration.

PROGRESSION ROUTES

Students who have successfully completed Year 2 will be eligible to gain entry into year 2 of the Higher Certificate in Office Information Systems at the Institute of Technology, Tralee. Alternatively students can enter the world of work.

EMPLOYMENT OPPORTUNITIES

Because of the broad spectrum of subjects, career opportunities are numerous. The knowledge and skill gained by students make them an attractive proposition for any employer. Multiple career options exist in both private and public sector. Banks, financial institutions and Local Authority Offices are prime recruiters.

ENGINEERING TECHNOLOGY

Course Code: 5M2061

Duration:

One Year - Full Time

PROGRAMME OVERVIEW

This course will introduce students to Engineering processes and will provide the background knowledge base for students who wish to pursue a career in the Engineering Industry. This course is ideally suited to students who wish to pursue Engineering at 3rd level or those whom hope to pursue an apprenticeship in the Engineering Sector. The course content will be delivered in a practical and hands on environment where students will gain experience in Engineering Processes (Welding, Brazing etc.), Computer Aided Design (Cad) and Computer Numerically Controlled (CNC) Machining.

COURSE CONTENT

Communications Work Experience Engineering Workshop Processes Health & Safety *All QQI modules subject to change Computer Aided Design (CAD) Engineering Workshop Theory Mathematics Building Construction



QQI LEVEL 5

ENTRY REQUIREMENTS

Applicants should have the Leaving Certificate, Leaving Cert Applied or Equivalent. Mature Applicants welcome. Interviews for the course apply where applicants who show aptitude will be selected for the course.

WORK EXPERIENCE

One day per week will be spent on work experience in an appropriate Engineering focused working environment. This will introduce and prepare students for employment in their chosen areas and enable them to develop relevant Engineering skills and form links with local industry.

FEES

Application Fee Registration Fee

Materials Fee QQI Exam Fee Government Levy Fee €10 (non-refundable)*
€135 (non-refundable)*
€250
€50
€200 (See page on Exemptions)

CERTIFICATION

QQI Level 5 Engineering Technology.

PROGRESSION ROUTES

Learners who successfully complete the QQI L5 can progress to Degree programmes in the Institutes of Technology, Universities or seek apprenticeships.

CAO Points can be earned for any College or University course.

Bonus points may be earned for any course at the Institute of Technology Tralee where required. Memorandum of understanding between Kerry ETB and Institute of Technology Tralee.

EMPLOYMENT OPPORTUNITIES

Graduates may seek employment in a variety of Engineering Disciplines including Welding, and Metal Fabrication. Graduates may progress to other higher education institutions to pursue further education in courses such as Mechanical, Civil, Structural, Electrical, Electronic and Computer Engineering.

Graduates may alternatively seek to obtain apprenticeships.

PHOTOGRAP	ΉY			QQI LEVEL 5	
Course Code:	5M2094	Duration:	One Year - Full Time		

PROGRAMME OVERVIEW

The purpose of this course is to give students the opportunity to acquire the knowledge, techniques and creative skills needed for a career in the photographic industry. In completing this course the learner will acquire a broad range of knowledge and skills in:

- Photographic techniques and equipment
- Image processing tools and techniques

 Compositional techniques and creative strategies
 Working independently and in a professional manner The learner will also construct a portfolio of work suitable for presentation for employment in the industry or to pursue further studies in the photography field.

COURSE CONTENT

Digital Photography

Communications

Portrait Photography Colour Photography **Events Production**



ENTRY REQUIREMENTS

Applicants must have Leaving Certificate, LCA or equivalent. Holders of a QQI Level 4 Award are also eligible to apply. Mature learners (over 23) may be exempt from the above academic requirements.

Places on the programme are limited and will be allocated on the basis of a personal interview and a selection of applicant's own work. N.B. Applicants are advised to bring samples of their work to the interview in digital or print form.

WORK EXPERIENCE

Work Experience is an integral part of this course. The dates and duration will be specified by the College. Learners are advised to work with working photographers, photographic studios and in digital image related industry.

FEES

Application Fee Registration Fee

Materials Fee QQI Exam Fee Government Levy Fee €10 (non-refundable)* €135 (non-refundable)* €250

€50 €200 (See page on Exemptions)

CERTIFICATION QQI - Level 5 Photography.

PROGRESSION ROUTES

Students who successfully complete all modules are eligible to advance to Level 6 holders of this gualification may take up places in third level colleges and Institutes of Technologies such as; LSAD, DIT and IADT, DCU. Institutes of Technology. Universities and other Colleges around the country may be offering opportunities for further studies in lens based art. Please check with the Individual Admissions Offices of any institution you are interested in attending or learn more about the Higher Education Links Scheme (HELS) on the QQI website www.qqi.ie.

EMPLOYMENT OPPORTUNITIES

The aim of this course is to provide the knowledge and skills so that learners can enter the labour market ready to take on any challenge. It will allow learners the opportunity to build a valuable portfolio of photographic material for entry into employment or as a freelance photographer.

Opportunities for employment as a photographer include the advertising industry, photojournalism, fashion photography, events photography, portrait photography, the print industry, architecture photography, digital based media industry to name but a few.

FURNITURE DESIGN AND MANUFACTURE

Course Code: 5M2012

Duration:

One Year - Full Time

PROGRAMME OVERVIEW

This course is designed to

- Prepare participants for entry to Furniture colleges.
- Develop the design and woodworking skills required in the furniture industry.
- Prepare learners for apprenticeships in furniture or woodwork.

COURSE CONTENT

Design Furniture Making Drawing Communications Work Experience *All QQI modules subject to change

Appreciation of Art, Craft and Design Computer Aided Draughting (2D) Wood Fabrication



ENTRY REQUIREMENTS

Leaving Certificate/ Leaving Certificate Applied or equivalent. Mature Students are welcome.

All applicants will be called for interview on a date specified by the college.

FEES

Application Fee Registration Fee Materials Fee QQI Exam Fee

Government Levy Fee

€10 (non-refundable)* €135 (non-refundable)*

€250 €50 €200 (See page on Exemptions)

CERTIFICATION

QQI - Level 5 Furniture Design & Manufacture. Occupational First Aid.

PROGRESSION ROUTES

Students who successfully complete the course may gain entry to Third Level Institutes and Colleges through the QQI Higher Education Links Scheme eg College of Furniture Letterfrack (Letterfrack: GA970, GA971, GA981, GA982) and Tralee Institute of Technology.

- The most up-to-date information on Higher Education Links is located at the CAO website.
- Students can also progress to UK Furniture Colleges.

APPRENTICESHIPS

Graduate opportunities may include the following: Furniture Designer, Restorer or Maker, Designer in the Manufacturing Industry, Apprenticeship in Carpentry and Joinery, Interior Design, Product Design, Construction Industry, Management/ Sales within the Furniture Industry, or Self Employment. HAIRDRESSING TRAINEESHIP

Course Code: 5M3202

Duration: One Year - Full Time

City & Guilds Diploma in Woman's Hair Level 2

PROGRAMME OVERVIEW

This course is for people who are starting out in hairdressing and those who have some knowledge and basic skills in the industry - probably from a role where they worked under supervision.

Participants will get the opportunity to learn hairdressing theory and practice, gain salon experience and achieve a recognised qualification.

They will develop the knowledge and skills to cut, shampoo, condition, blow dry, style, perm and colour hair and learn many of the other competencies required to work in a commercial hair salon. The learning outcomes are easily transferred to the workplace and graduates of this course will seek positions as junior hairdressers and stylist.

COURSE CONTENT	*All QQI modules subject to change	- million
Working in the Hair Industry	Cut Women's Hair	
Health and Safety in the Salon	Colour and Lighten Hair	
Client Consultation for Hair Services	Perm and Neutralise Hair	
Shampoo, Condition the Hair and Scalp	The Art of Dressing Hair	
Promote Products and Services to Clients in a Salon	Create an Image Based on a Theme within the Hair and Beauty Sector	
	Provide Scalp Massage Services	

ENTRY REQUIREMENTS

- Demonstrate evidence of an interest in and knowledge of the industry.
- Good hand-eye co-ordination and good finger dexterity.
- Has the ability to use hairdressing tools equipment safely when working on a client's hair.
- Ability to identify basic shapes and to visualise the end result of a hairstyle.
- Good colour vision.
- Out going personality and good communication skills.
- Good general appearance.
- Previous full-time or part-time work experience in a commercial salon is an advantage.
- A letter from the owner or manager of a hairdressing salon offering work experience is an advantage.

HAIRDRESSING TRAINEESHIP			City & Guilds Diploma in Woman's Hair Level 2	
Course Code:	5M3202	Duration:	One Year - Full Time	

WORK EXPERIENCE

Work experience is a mandatory part of course and aligns with practical skills developed during the course.

FEES

€10 (non-refundable)*

CERTIFICATION

Application Fee

City & Guilds Dimloma in Woman's Hair Level 2.

EMPLOYMENT OPPORTUNITIES

Hairdresssing offers a rewarding and diverse career. On Successful completion of this course you will have acquired knowledge of hairdressing theory, develop hairdressing skills, gain salon experience and obtain a recognised qualification.

The next step in to seek employment as a junior or apprentice hairdresser in a commercial hair salon. The best place to do this is in a salon offers a structured training programme leading to additional hairdressing qualifications.

These programmes generally take 2 years or more to complete. With further training and experience you can become a senior stylist or salon manager focusing on running the business. Hairdressers also have the option of becoming self-employed and opening their own salons or seeking employment in health and beauty spas, hospitals, care homes, TV Studios and on board cruise ships.

OTHER DETAILS

Fully equipped Commercial Hair Salon in College.

HAIRDRESSING & COSMETICS

Course Code: 5M3351

Duration:

This course is designed for students who are interested in a career in Hair and Beauty. Students will study and practice all aspects hairdressing tailored to meet the needs of the hairdressing industry. All students will gain the knowledge and competence to work independently in carrying out skin care, eve treatments and make up.

COURSE CONTENT	*All QQI modules subject to change
Hairdressing Theory and Practice	Creative Styling
Hair Science	Work Experience
Safety &Health at Work	Customer Service
	Skin Care, Eye Treatments & Makeup



QQI LEVEL 5

ENTRY REQUIREMENTS

Leaving Certificate, Leaving Certificate Applied. Mature Applicants are welcome.

WORK EXPERIENCE

Work Experience is an integral part of this course.

FEES

Application Fee

€10 (non-refundable)*

CERTIFICATION (May be subject to change) Awarded by QQI Hairdressing Level 5. Department of Education DES - Certificate in Junior Trade Hairdressing.

PROGRESSION ROUTES

QQI Beauty Therapy. City & Guilds Level 3 Diploma in Hairdressing Services. ITEC Teaching Diploma. Department of Education Senior Trades DES. Master Colour Programme Wella. (IHF) Masters Hairdressing Diploma.



PROGRESS CHART

LCC - City & Guilds Level 3 - Master Colour Programme. Wella - DES Senior Trades - (IHF) Masters Hairdressing Diploma.

EMPLOYMENT OPPORTUNITIES

The learner could work as a hairdresser in salons throughout the Ireland and world wide. Learners could also find opportunities in a number of other places, such as hotels, hospitals and care homes, cruise ships and Spas.

With experience you could progress to jobs like senior stylist or salon manager. By taking suitable further qualifications, you could move into training or assessing. Other options include wig making, training in make-up techniques and working in the theatre, film and television industries or working freelance.

OTHER DETAILS

Fully equipped Commercial Hair Salon in College.

HAIRDRESSING YEAR 2

Course Code: 6M3479

Duration: One Year - Fu

PROGRAMME OVERVIEW

This course is designed for students who are interested in a career in Hairdressing. Students will study and practice all aspects of women and mens hairdressing tailored to meet the needs of the hairdressing industry.

COURSE CONTENT

Indian Head Massage

Customer Service Heath & Safety

Consultation Support

*All QQI modules subject to change Cut Women's Hair/Men's Hair Style and Dress Hair Colour Hair / Highlighting Techniques Creative Styling & Upstyling Hair



ENTRY REQUIREMENTS

Leaving Certificate, Leaving Certificate Applied, Mature Applicants. Entry to Year 2 is dependent on holding a QQI Level 5 in Hairdressing Full Award.

Prior industrial experience will be taken into consideration.

WORK EXPERIENCE

Work Experience is an integral part of this course.

FEES

Application Fee

€10 (non-refundable)*

Registration Fee	€135 (non-refundable)*		
Materials Fee	€500 apx. (Kit including 2 Block Head)		
QQI Exam Fee	€80		
First Aid Fee	€30		
Government Levy Fee	€200		
Department of Education &			
Skills Junior Trades Certificate			
Examination fees:	€110		

CERTIFICATION (May be subject to change) Awarded by QQI Component Certification Indian Head Massage 6N3477. Customer Services 6N6097. Communications 6N1950. City & Guilds Level 3 in Diploma Hairdressing Services. City & Guilds Level 2 in Barbering. Department of Education & Skills Irish Senior Trade. Certificate in Hairdressing Level 6 (IST).

PROGRESSION ROUTES

City and Guilds Level 4 Diploma in Hairdressing. ITEC Level 4 Diploma In Hairdressing. ITEC Teaching Diploma. Department of Education Senior Trades DES. Master Colour Programme Wella. (IHF) Masters Hairdressing Diploma.

PROGRESS CHART

LCC - City & Guilds Level 4 - Master Colour Programme Wella - (IHF) Masters Hairdressing Diploma.

EMPLOYMENT OPPORTUNITIES

The learner could work as a hairdresser in salons throughout the Ireland and world wide. Learners could also find opportunities in a number of other places, such as hotels, hospitals and care homes, cruise ships. With experience you could progress to jobs like senior stylist or salon manager. By taking suitable further qualifications, you could move into training or assessing. Other options include wig making, training in make-up techniques and working in the theatre, film and television industries or working freelance.

OTHER DETAILS

Fully equipped Commercial Hair Salon in College.

SPORTS & RECREATION STUDIES

Course Code: 5M5146

Duration:

This is a one year full-time course that will enable students to gain employment in the sports and leisure industry. The points from this course can be used to gain entry to certain third level courses. This course is designed to facilitate students who wish to pursue employment in the areas of Leisure, Coaching, and Sports Development or as a P.E. teacher.

COURSE CONTENT	*All QQI modules subject to change	
Sport & Recreation Studies	Gaelic Football Coaching	
Exercise and Fitness	Leisure Facility Operations	
Work Experience	Soccer Coaching	
Communications	Occupational First Aid	
	Anatomy and Physiology	

ENTRY REQUIREMENTS

Applicants must be 17 years of age and should have passed a Leaving Certificate Course. These requirements may be waived for mature students and for people who have experience in this area. Selection will be made by interview.

WORK EXPERIENCE

Work Experience is a mandatory component of the course and this allows students to gain valuable experience in many aspects of patient care. It also provides students the opportunity to make contacts in the local community for future employment. Work experience can be completed in some of the following places: Schools, Gymnasiums, Sports Centres, Sports Clubs, Youth Organisations.

FEES

Application Fee Registration Fee

€10 (non-refundable)*

Materials Fee QQI Exam Fee First Aid Fee Government Levy Fee €135 (non-refundable)*

€350 includes some activities costs. €50 €60 €200 (See page on Exemptions)

CERTIFICATION (May be subject to change) QQI Level 5 Sports Recreation and Exercise. Kickstart Level 1. FAI Child Protection Certificate. FAI 4 v 4 Workshop. GAA Football Coaching.

PROGRESSION ROUTES

Holders of this QQI Level 5 award may be eligible to apply for the Health & Leisure Degree Course in Tralee IT and other Degree Courses under the Higher Education Links scheme. Further details are available from Guidance Counsellor. CAO Points may be earned for any College or University course. Extra bonus points may be obtained through a memorandum of understanding between Kerry ETB and Institute of Technology Tralee.

QQI LEVEL 5

Students may progress to the following degree courses in: Leisure and Recreation Management, Coaching, Physical Education, Sports Science, Sociology of Sport, Youth work, Teaching and Sports Psychology.

PROGRESSION CHART

NKC - Yr 1 IT Tralee - UL.

EMPLOYMENT OPPORTUNITIES

Learner may be able to progress into the following fields: Adapted Physical Activity

- Fitness Instructor
- Games Development Officer • PE Teacher
- Gym Instructor • Personal Trainer
- Sports Coach
- Sports Psychologist
- Physiotherapist
- Sports Nutritionist
- Sports Scientist

ART, DESIGN & PORTFOLIO PREPARATION

Course Code: 5M1985

Duration:

One Year - Full Time

This course is designed for learners who wish to develop their skills and Knowledge in Art and Design. Creativity will be explored in a positive environment where students will learn the principles of Art and Design. Students will learn how to sample and produce art work with confidence and skill through project led coursework. Learners will use an extensive range of media from pencil, ink, charcoal, acrylic, watercolour, oil paints, chalk, oil pastel, clay, fabric, dyes, wire and an abundance of other art materials. The course consists of studio work and self-directed work at home.

Learners will have the opportunity to visit Art and Design exhibitions. Learners will also showcase their work in a public end of year exhibition.

COURSE CONTENT	*All QQI modules subject to change	
Drawing	Combined Materials	
Painting	Batik	
Sculpture	Design Skills	
Work Experience		
Communications		

ENTRY REQUIREMENTS

Leaving Certificate/ Leaving Certificate Applied or equivalent. Mature Students are welcome.

All applicants will be called for interview on a date specified by the college.

WORK EXPERIENCE

Work experience is an integral part of this course.

FEES

Application Fee

Registration Fee Materials Fee QQI Exam Fee Government Levy Fee €10 (non-refundable)*
€135 (non-refundable)*
€275
€50
€200 (See page on Exemptions)

CERTIFICATION

QQI Level 5 Art

PROGRESSION ROUTES

With ample progression opportunities, this varied and stimulating QQI Level 5 course equips learners with the Art and Design skills necessary to study Art and Design and facilitates entry, on a competitive basis to a range of third level institutions nationwide. Learners will be supported in applying for whatever their chosen Art and Design course may be. CAO points may be earned for any College or University course.

QQI LEVEL 5

PROGRESS CHART

NKC - Yr 1 Limerick School of Art and Design (L.S.A.D) Yr 1 Crawford College of Art and Design Yr 1 National College of Art and Design (N.C.A.D)

Examples of progression routes: Digital Media, Arts Business Management, BA (hons) Fine Art, BA (Hons) Contemporary Applied Arts, BA (hons) Multimedia, Textiles and Surface design.

EMPLOYMENT OPPORTUNITIES

Students will create a portfolio of artwork showing their creative ability and transferable skills with which to continue their work as: Independent Studio Artists and Designers and to also take part in community based Art Projects. Further study at third level may lead to Art Teaching, Art Therapy, Exhibition Curating, Interior Design, Graphic Design, Printmaking, Sculpting, Painting, Ceramics and visual display art.

PRE-UNIVERSITY ARTS

Course Code: 5M2154

Duration:

PROGRAMME OVERVIEW

This course offers ideal preparation for anyone wishing to pursue a Bachelor of Arts Degree programme. A variety of stimulating modules are taught on this course. Students learn valuable research skills and academic essay writing techniques. Overall the course offers students the opportunity to sample a wide range of Arts related subjects such as Archaeology and Creative Writing. Students who have completed this course have pursued BA Degrees at University College Cork, Mary Immaculate College Limerick and IT Tralee.

COURSE CONTENT



QQI LEVEL 5

ENTRY REQUIREMENTS

Applicants should have passed a Leaving Certificate. Entry requirements may be waived for mature students who have a keen interest in Creative Writing and the Arts.

WORK EXPERIENCE

In appropriate setting e.g: literary centres, theatres, arts centres, local publishing companies.

FEES

Application Fee Registration Fee

€10 (non-refundable)*

Materials Fee QQI Exam Fee Government Levy Fee €135 (non-refundable)* €125 €50 €200 (See page on Exemptions)

CERTIFICATION

QQI Level 5 Culture & Heritage.

PROGRESSION ROUTES

On completion of this course students may be eligible under the Higher Education Links Scheme to pursue BA Degree programmes at the relevant third level colleges. Further details are available from the Guidance Counsellor. CAO Points can be earned for any relevant College or University course.

EMPLOYMENT OPPORTUNITIES

Candidates can pursue employment in areas of interest such as: Print and Internet Media, Television and Radio, Publishing, Historical Research or Teaching.

APPLIED SCIENCE - PRE UNIVERSITY SCIENCE

QQI LEVEL 5

Course Code: 5M3807

Duration:

One Year - Full Time

PROGRAMME OVERVIEW

This course has a dual purpose of being a preparatory science course for those wishing to progress to further study or alternatively as a preparation for employment in a pharmacy. Students who complete this course will graduate with a good mix of science, retail and knowledge of cosmetics. Completion of the course will allow students to either progress to further study in a science related area or to apply for employment in the Pharmacy/Pharmaceutical area. The range of modules studied will consolidate understanding of the key scientific areas will also enhance the student's communication and interpersonal skills.

COURSE CONTENT	*All QQI modules subject to change		
Laboratory Skills	Health & Safety	In 1	
Mathematics	Word Processing	- 11	
Biology		e 14.	
Chemistry			
Communications		-	
Work Experience			

ENTRY REQUIREMENTS

Leaving Certificate or equivalent, Leaving cert applied or Leaving Certificate Vocational Programme. Applicants will be interviewed. Entry requirements may be waived for mature students or those who have relevant experience.

WORK EXPERIENCE

Work experience can be carried out in Pharmacists, laboratory based placement in the food and pharmaceutical areas. Work experience can be carried out in a computer based setting. If candidates are interested in pursuing a career in computer science.

FEES

Application Fee

Registration Fee

Materials Fee QQI Exam Fee Government Levy Fee €10 (non-refundable)*
€135 (non-refundable)*
€250
€50
€200 (See page on Exemptions)

CERTIFICATION

QQI - Level 5 Applied Science.

PROGRESSION ROUTES

Suitably qualified candidates will have the opportunity to progress to Higher Certificate, Diploma and Degree courses in science in several colleges including Limerick IT, IT Tralee and University College Cork. Some examples of the links are as follows:

Food Science - IT Tralee, Pharmaceutical Science - IT Tralee Environmental Science/Forensics - IT Tralee, Nutritional Science/Biological and Chemical Sciences - UCC.

CAO Points can be earned for any College or University. If you wish to get information about any other science course and QQI Links please contact the Career Guidance Officer.

EMPLOYMENT OPPORTUNITIES

Having completed further studies in the relevant areas, suitably qualified candidates may have a wide range of career options including: Laboratory technician, quality control in the food and pharmaceutical sector, environmental monitoring/water analysis. Graduates who wish to enter employment directly on course completion will be eligible to work in local Pharmacies assisting the Pharmacist in the areas of healthcare advice, beauty/cosmetics and in retail display/sales.

ANIMAL CARE & GROOMING

Course Code: 5M2768

Duration:

One Year - Full Time

PROGRAMME OVERVIEW

This course provides Learners with fascinating insights into the health care, grooming, welfare needs and behaviour of a wide variety of small animals. Learners will study Animal Anatomy and Physiology and Biology to enhance their theoretical knowledge as well as getting hands on practical experience with animals during work experience. In addition Learners will carry out grooming in the in-house grooming parlour as well as learning how to deal with customers by studying Communication. Mathematics is also included in programme for progression links. Learners will learn about the world of work by learning about Health and Safety at work and by completing the work experience module.

*All QQI modules subject to change

This course also includes field trips to vets clinics, zoos, areas of conservation, animal grooming and welfare facilities.

COURSE CONTENT

Animal Welfare Animal Anatomy and Physiology Work Experience Communications Animal Behaviour Animal Grooming Biology Mathematics



ENTRY REQUIREMENTS

Students who have passed Leaving Certificate or Leaving Certificate Applied or Leaving Certificate Vocational Programme are eligible to apply.

Mature Students are welcome or persons who have relevant experience. Applicants will be interviewed.

WORK EXPERIENCE

Work Experience is an integral part of this course. The dates and duration will be specified by the College. Learners are advised to work with veterinary practices, dog groomers or animal welfare organisations.

FEES

Application Fee Registration Fee

Materials Fee QQI Exam Fee Government Levy Fee €10 (non-refundable)* €135 (non-refundable)* €300 €50

€200 (See page on Exemptions)

CERTIFICATION

QQI Level 5 Animal Care.

PROGRESSION ROUTES

Learners may progress to Veterinary Nursing in Letterkenny IT, Dundalk IT, Athlone IT and UCD.

Learners may progress to the Institute of Technology in Tralee through CAO to pursue Biological and Environmental Studies, Agricultural Science or study Wildlife Biology or a BSc in Veterinary Bioscience.

Learners may progress to UCD to study Agricultural Science.

Further details are available from Guidance Counsellor. Note: it is advisable to contact all relevant organisations on application directly to confirm all information.

EMPLOYMENT OPPORTUNITIES

Employment Opportunities may be in careers in Animal Welfare Organisations, Grooming, Veterinary Clinics, Kennel Assistant and Agriculture.

VTOS - VOCATIONAL TRAINING OPPORTUNITIES SCHEME



What is VTOS?

It is Vocational Training Opportunities Scheme which is suitable for those adults who have been out of education and wish to return education in a relaxed environment. It is a full time day course.

Why choose Listowel VTOS?

Listowel VTOS recognises the importance of learning as a lifelong process and makes this possible through its flexible structure and varied course content. Following an up-grading of skills, new opportunities should become available which will enable a participant to either return to the work force or progress to third level or further education.

Who is eligible?

You must be over 21 years and have been receiving benefits for least 156 days. In April 2009 the Department of Education and Science states that people who have statutory redundancies are now VTOS eligible without the qualifying social welfare.

What are the qualifying benefits?

- Unemployed and receipt of Social Welfare Payments.
- Lone Parent Allowance.
- An Adult dependent or a person in receipt of Unemployment Assistance.
- A person on Disability Allowance.
- A person on Disability Benefit.
- (you must apply to the Exemption Section, Dept. of Social , Community and Family Affairs, Store Street, Dublin 1 for an exemption).
- Prisoner's Spouse.

What benefits will I obtain?

Welfare payment and any other benefits you already have, such as

- Fuel Allowance Rent Allowance.
- Mortgage Interest Supplements.

There is an extra allowance for long term unemployed.

Social Activities:

- Day trips to historical, cultural & geographical sites.
- Walks and field trips to National Park.
- Visits to local Gym, Pitch & Putt etc.

VTOS - VOCATIONAL TRAINING OPPORTUNITIES SCHEME

Additional Supports:

- Career Guidance Counselling
- Personal Counselling
- Access to IT & Study Room
- Library
- Literacy & Numeracy Support

How much will it cost?

- No Course Fees
- Meal Allowance is provided
- Travel Allowance (if you are staying more than 3 miles from the College.)
- What about Crèche Facilities? An allowance will be paid towards crèche places in a community day care centre.

Course Content

Our VTOS Progamme offers the following content.

VTOS Leaving Certificate

Leaving Certificate with subjects including English, Maths, Business Studies, Home Economics, Computer Science and Biology.

QQI Course content includes QQI Level 4 Employment Skills, QQI Level 4 Information, Communication and Technology Skills and QQI Level 3 General Learning. Core and elective subject to be chose from the list below:

- Communications
- Payroll Manual & Computerised
- Information Technology Skills
- Health Related Fitness
- Career Planning
- Personal Effectiveness
- Maths
- Career Planning
- Teamworking

- Work Experience
- Computer Applications
- Desktop Publishing
- Customer Service
- IT Skills
- Web Design
- Art
- Workplace Safety
- Digital Media

How Do I apply for VTOS?

Fill out the VTOS (Vocational Training Opportunities Scheme) application form available in the College. The closing date for receipt of completed application form forms is the first week in September.

Applications will be prioritised on the basics of education need and the length of time you are on Social Welfare. Places are limited so you should apply as soon as possible.

VTOS - VOCATIONAL TRAINING OPPORTUNITIES SCHEME



VTOS TESTIMONIAL

As an adult in my early thirties, I was constantly heard whining about not having any qualifications to my name, eventually, instead of sitting around I decided to do something about it. My brother was chatting to me one evening and said" why don't you enrol on the VTOS programme in North Kerry College Listowel".

My experience in VTOS is so positive and powerful that it has changed the whole course of my life, never in a million years would I have been part of an amazing team to have produced a Lapel pin as part of our entrepreneurial class or even stood up in the middle of a class to speak as I didn't have the confidence to do so. *Mary - VTOS Student*

To apply for our VTOS Programme please contact us today on 068 21023 or by emailing vtos@northkerrycollege.ie



STUDENT APPLICATION

PLC COURSE APPLICATION FORM 2017

PERSONAL DETAILS

First Name: Surname: Correspondence Address: Date of Birth: Gender: Male Female 🗆 Country of Birth: Nationality: PPS Number: Email Address: Mobile Telephone No..... Name & Address of Family Doctor: Mothers Full Maiden Name: Next of Kin: Next of Kin Contact No: 1st Course Choice : 2nd Course Choice: 3rd Course Choice:

Please staple one Passport Photo here

EDUCATION DETAILS

Please indicate your status on 30th Sept. 2016 last. Employed Part Time Not in Labour Market 🖵 Unemployed 0-6months D Unemployed 6-12months D Unemployed 12months or more Name & Address of School Last Attended: What Year did you leave School: Are you completing your Leaving cert in 2018: Most recent exam taken while at School: Year of last exam taken at School:..... Please indicate your highest educational achievement to date:.... Have you ever studied at this college before:..... If so please indicate dates: Do you have a Family or Student Medical Card? Card No: Expiry Date:

STUDENT APPLICATION

SERVICES AND SUPPORTS	MARKETING INFORMATION
Indicate any medical condition that the college should be aware of: Do you have any specific learning disability (If so specify):	How did you hear about our courses? Radio Newspaper Peer Contact Guidance Counsellor College Staff Website School Visit Other
Have you received educational assistance for this learning disability	CHECKLIST Please check that you have completed ALL sections. I have enclosed the following: (do not include originals) A copy of my Birth Certificate A copy of my Social Services Card (PPS Number)
Have you any other disabilities which may need	One Passport Photo (Stapled to Form) \Box
consideration	Signature
If so please specify	Date

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This information will be treated as confidential and will not adversely affect your application

STUDENT APPLICATION

APPLICATION FORM

Please check website for application form

www.northkerrycollege.ie



HOW DO I PAY ON LINE?

On-line applications for the next academic year are on the college website www.northkerrycollege.ie just click on the link that says Apply Now.

Please note: Photo and email are mandatory and course fees are currently being reviewed. A valid email address must be used as correspondence may be made via email.

No Credit Card...

If you do not have a credit card. You can still pay online. Just go to **www.3v.ie** and acquire a free prepay credit card.

Any questions or for further information please contact the college on 068 21023.

STUDENT TESTIMONIALS



Pre-Nursing Course

My name is Karen Whelan, I studied pre-nursing at North Kerry College of Further Education in Listowel Co. Kerry. I was absolutely delighted with the course. I learned so much and gained a huge amount of skills from my work experience in a nursing home. I am now totally sure that nursing is the career for me because of this course. The high standard of teaching and support I received allowed me to obtain very high exam results. Thanks to this pre-nursing course I have secured a place in the University of Southampton in the UK where I will obtain my Bachelor of Nursing degree. I can't wait to begin my career in Nursing. I would highly recommend North Kerry College of Further Education as a great place to begin your career or as a pathway to higher education. *Karen Whelan*



Pre-Nursing Course

I walked in the door of the North Kerry College on the 11th September 2015 to start down a new path at the age of 45; I was so nervous and anxious because I had left school at 17 and I did not do my leaving cert so this was a massive leap for me. At the end of the first day I felt like I could settle in here no problem, the staff of the college were so welcoming and the atmosphere was warm and I felt like I belonged even though I hadn't been in education for almost 30 years!

During the year I studied the modules associated with the pre-nursing course in 2015/2016, they included Biology, Anthony & Physiology, Human Growth & Development, Nursing Theory & Practice, First Aid, Health & safety, Communications, Care Skills, Work Experience and Computers.

The modules were very well laid out, we got loads of advice on our assignments and plenty of time to do them, the lectures were amazing. Each and every lecture delivered their classes with warmth and enthusiasm along with making sure that we all understood each section of the course before moving on to the next step. I recall coming out of biology one morning and remarking to my friend that the class was double Dutch! I thought I'd never make it, that I'd never get it, that comment was overheard by a passing lecturer and an extra support class was immediately set up where you could literally get help and support for any of the subjects, what a brilliant facility, there was no way I could fail now!

And I didn't, in fact I got all distinctions! These distinctions are down to the hard work and determination that each and every lecture gave not just to me but to all the class in order to get all of us over the finish line, they put so much into us! I am so glad I turned up for each lecture, every day was different we learned so much so fast, I am also glad that I took my teenage sons advise and listened, because their advice was invaluable. I also took all the help offered and it paid off! Before Christmas I worked with the career guidance teacher in filling out the CAO form, choosing the IT in Tralee for my first option to go on and study nursing, which is a life time dream for me. Now that my year is finished I know that I will miss the college dearly, I didn't just develop academically but I also developed personally and going forward I will carry with me a great education along with great memories!

I want to personally thank all my lecturers for their unique teaching techniques, for the laughs and the tears we shared along the way along with the mindfulness we experienced; I wish I could do it all over again! I would highly recommend the North Kerry College, Listowel to anybody, I personally think that it offers a great foundation going forward to study in any college in Ireland or the UK. *Mary Fiona O'Callaghan*

STUDENT TESTIMONIALS



Art Course

I entered North Kerry College of Further Education in September 2016. From start to finish my experience in the college was nothing but positive. I found the place to be a home away from home. The staff were extremely professional and motivational, they encouraged and helped us to reach our full potential without being forceful. I also really enjoyed how the mature students and the younger students mixed and interacted with each other.

I did the portfolio preparation course during my time in Listowel with Marian Sugrue as my tutor. Marian is an amazing teacher, I could not say a bad word about her. She is an extremely talented artist and our group excelled under her supervision and mentoring, I can personally say my skills improved greatly as a

result of the tasks and projects we undertook. There was immense mutual respect between Marian and the students and we all formed a bond quickly. I always enjoyed the conversions and company in the studio when working - it made the place very enjoyable, I always looked forward to coming in and seeing everyone. Marian is a very passionate teacher, and this rubbed off very positively on us. The fact that the college is smaller than most was also extremely beneficial as we got lots of individual attention from all teachers.

I sincerely appreciate the interest Stephen Goulding the Principal and all of the staff in the college showed in our work. They made me proud to show what I had been working on, they also made me feel appreciated. I will forever be grateful that I chose North Kerry College to do my PLC. Thanks to Marian and the work completed during my time I received 600 points (100%) in my art portfolio for Limerick School Of Art and Design, this was an incredible achievement for me. Even more impressive is the fact that three other students from my group who also applied for the portfolio got above 550 points - one other also received full marks. This alone is testament to the course and how well it is run. I would highly recommend North Kerry College to anyone wishing to continue their education or as a starting point if someone is looking to get into third level education. **Briana O'Connor**

GRADUATION 2018

Congratulations to the class of 2018 who recently graduated with excellent results. Below are just a few of our students on their graduation day! We wish you every success in your future careers.

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KERRY EDUCATION AND TRAINING BOARD



www.northkerrycollege.ie





North Kerry College | Listowel | Co. Kerry Telephone: 068 21023 • Email: info@northkerrycollege.ie www.northkerrycollege.ie



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