Beaufort College
Adult & Further Education
Evening Classes

Will start in September the classes may run 1 to 2 evenings per week, either Tuesday or Wednesday.

Occupational skill development is the focus of most classes.

However, some classes are offered just for the enjoyment of the participant.
Enrolment Date For Evening Courses

Come along to the enrolment night either on
Tuesday 8th or Wednesday 16th September
at
7.00pm to 9.00pm
in
Beaufort College

Or

Online enrolment from 1st July
Log on to www.meathnightclasses.ie

Or

Post application form along with cheque (payable to LMETB) for specific course to
Adult & Further Education Dept.,
Beaufort College, Trim Road, Navan

Application Form on Page 31
Evening Class

Start Dates

Tuesday 21st,
Wednesday 22nd,
September

Contact

Jackie Breen
(Acting Director of Adult Education)
087-9377636
jbreen@lmetb.ie

For more details on evening classes please visit

www.meathnightclasses.ie
EVENING CLASSES

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Computer & Technology Courses

Computers for Beginners

This course is aimed at those who require first steps of computer knowledge from typing a letter to surfing the web. Learn the basics of Microsoft Word, Managing Files and Internet & Email (4 weeks of internet & email).

Starting Tuesday 22nd September  
Times 7.30pm to 9.30pm  
No. of Weeks 8  
Tutor Olivia Clinton  
Fee €95

Computer for Improvers

This course is aimed at those who have already have completed Computers for Beginners or have basic computer skills and wish to learn more about the programmes commonly used in office environments today. Learn the next level in Microsoft Word, Excel, PowerPoint, File Management and Internet & Email.

Starting Wednesday 23rd September  
Times 7.30pm to 9.30pm  
No. of Weeks 8  
Tutor Olivia Clinton  
Fee €95

Web Design for Beginners

This course is designed for beginners. It will provide an insight into all the skills required to design, build and publish a web site. By the end of the course you will be able to design a simple web page on your own. Basic keyboard skills and good computer knowledge would be advisable.

Starting Tuesday 22nd September  
Times 7.30pm to 9.30pm  
No. of Weeks 8  
Tutor Patrick Brennan  
Fee €95

It would be beneficial to have your own laptop and memory key.
Computer & Technology Courses

Smart Devices

Wondering how to get the best from your Smart devices, like Smart Phone, Tablet or iPad? Learn how to search, download apps, delete apps, take pictures and edit them, make online purchases, watch TV/movies online, improve the device memory Wi-Fi settings, hotspots and learn about cloud sharing.

**Starting** Wednesday 23rd September  
**Times** 7.30pm to 9.30pm  
**No. of Weeks** 8  
**Tutor** TBC  
**Fee** €95

SAGE Quickpay Payroll

A course in how to use SAGE Quickpay Payroll software. Covering installation, setting up employees, payment and deductions, processing timesheets and producing payslips. Also covers producing the statutory reports to include P30, P45 and P60’s.

**Starting** Tuesday 22nd September  
**Times** 7.30pm to 9.30pm  
**No. of Weeks** 8  
**Tutor** Dolores Grace  
**Fee** €95

SAGE 50 Integrated Accounts

A course in how to use Ireland’s most popular business accounting software. This course covers everything from setting up the SAGE system and inputting company data to producing financial reports, includes key areas of setting up debtors, creditors, products and banking.

**Starting** Wednesday 23rd September  
**Times** 7.30pm to 9.30pm  
**No. of Weeks** 8  
**Tutor** Dolores Grace  
**Fee** €95
**Language Courses**

**Conversational Irish**

Develop your Irish vocabulary, listening and oral skills to help hold a conversation. This course aims to promote and teach Irish in a fun and interesting way.

- **Starting**: Tuesday 22nd September
- **Times**: 7.30pm to 9.30pm
- **No. of Weeks**: 8
- **Tutor**: Eibhlin Nic Eachaidh
- **Fee**: €95

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**Spanish for Beginners**

This course is aimed at those who have absolutely no Spanish and would like to learn basic conversational skills to assist them on holidays.

- **Starting**: Tuesday 22nd September
- **Times**: 7.30pm to 9.30pm
- **No. of Weeks**: 8
- **Tutor**: Maria Toner
- **Fee**: €95

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**Spanish for Improvers**

This course is designed for those with basic knowledge of the Spanish language. Although conversational skills will be improved, Spanish grammar, verbs and some vocabulary will be the focus of this class.

- **Starting**: Wednesday 23rd September
- **Times**: 7.30pm to 9.30pm
- **No. of Weeks**: 8
- **Tutor**: Maria Toner
- **Fee**: €95
Ni Hao Mandarin Chinese for Beginners

This course emphasises not only daily spoken Mandarin, but also various topics about Chinese culture, for example all the essentials you need to know if you want to travel to China and some interesting facts of real Chinese cooking.

Starting Wednesday 23rd September  
Tutor Jing Farrelly  
Times 7.30pm to 9.30pm  
No. of Weeks 8  
Fee €95

English as a Foreign Language

This course is aimed at those who wish to improve their conversational English and also their grammar and verb use.

Starting Tuesday 22nd September  
Tutor TBC  
Times 7.30pm to 9.30pm  
No. of Weeks 8  
Fee €95
Cookery Courses

There will be a demonstration on the first night of each cookery course, after that learners will be cooking themselves and are required to bring in their own ingredients, equipment and an apron.

Cake Decoration

This course is designed to equip you with all the necessary skills to design and decorate your own speciality cakes. You will learn to use sugar paste, make flowers and novelty animals. You will also learn how to crimp your cake, use moulds, make frills, swags and bows for birthday and christening cakes and other special occasions.

Starting Tuesday 22nd September
Tutor Mandy Donohue

Times 7.30pm to 9.30pm
No. of Weeks 8
Fee €95

Entertaining at Home

Learn simple and delicious, three course, easy to prepare menus for inviting your friends and family around and take the fear out of hosting your own dinner party.

Starting Tuesday 22nd September
Tutor Gerry Meade

Gerry Meade is a Renowned Euro Toque Chef

Times 7.30pm to 9.30pm
No. of Weeks 8
Fee €95

Cookery Course just for MEN

This course is just for men it will cover basic cooking techniques and will include how to creating various dishes for breakfast, lunch, dinner and dessert. Also learn how to cost a meal, plan a menu and build up a recipe collection.

Starting Wednesday 23rd September
Tutor Imelda Mullen

Times 7.30pm to 9.30pm
No. of Weeks 8
Fee €95
**DIY Home Maintenance**

Do you want to learn how to fix problems around your home? Well if so this course is for you.

Learn how to professionally decorate a room, change a fuse safely, drill different surfaces, hang shelves, curtain poles, bleed your radiators and so much more in between.....

**Starting** Wednesday 23rd September  
**Tutor** TBC  
**Times** 7.30pm to 9.30pm  
**No. of Weeks** 8  
**Fee** €95

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**Make and Alter your Own Clothes**

Learn how to use your own sewing machine, and save money by getting back to basics and making your own clothes and transform your old wardrobe. Learn how to take body measurements, lay, cut and read a pattern, assemble a garment, insert a zip and finish a garment.

**Starting** Tuesday 22nd September  
**Tutor** Mary Kirwan  
**Times** 7.30pm to 9.30pm  
**No. of Weeks** 8  
**Fee** €95

A Pattern, fabric, pins and a good pair of scissors are required for the first night. You will need to bring your own sewing machine from the 2nd night.

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**Art, Drawing and Painting**

This course covers basic drawing techniques, compositions, colour, tone and texture. Acrylic paints used. The use of oil paints are optional. Suitable for all levels.

**Starting** Wednesday 23rd September  
**Tutor** TBC  
**Times** 7.30pm to 9.30pm  
**No. of Weeks** 8  
**Fee** €95

Materials required: Acrylic Paints, titanium white, ultramarine blue, cadmium red and yellow, raw umber, burnt sienna, mars black & sap green. Brushes 2, 6,10 filbert.
Flowers for all Occasions

Explore your creative side in a relaxed atmosphere. This course covers all the aspects of Floral Art from contemporary to traditional arrangements.

- **Starting**: Tuesday 22nd September
- **Times**: 7.30pm to 9.30pm
- **No. of Weeks**: 8
- **Tutor**: Mary Owens
- **Fee**: €95

Please note—there is an additional €15 materials fee not included in price above) payable to the tutor on the first night of the course to cover basic materials such as oasis blocks, dishes, cellophane, wire and ribbon. Own flowers must also be provided.

Millinery

Need some fabulous headwear for a wedding, races or a special event but just can’t find something that suits your style or budget? Why not enrol on this millenary course to learn how to make that hat or fascinator for that special event? Learn how to create a fabric covered base in your favourite colours, add decorative details like feathers, veiling, fabric, flowers etc., to make a stunning head piece.

- **Starting**: Wednesday 23rd September
- **Times**: 7.30pm to 9.30pm
- **No. of Weeks**: 8
- **Tutor**: TBC
- **Fee**: €95

Introduction to Shabby Chic Design

Shabby Chic, also referred to as county chic or vintage chic is possibly one of the most popular trends ever, an eclectic style that mixes antique furniture with pastel colours, lace and feminine florals. Learn how to prepare and prime furniture, use chalk paints, distress after painting, wax, decoupage, crackle glaze and use vintage fabrics.

- **Starting**: Tuesday 22nd September
- **Times**: 7.30pm to 9.30pm
- **No. of Weeks**: 8
- **Tutor**: TBC
- **Fee**: €95
Introduction to Skin Care

Time for a makeover? Learn how to apply your makeup for that special occasion and take the best care of your skin.

Course will cover skin analyses, skin scanning, home care advice, what products to use, makeup application, magazine looks, evening/occasion makeup, and how to protect your skin from UV rays.

**Starting** Tuesday 22nd September  
**Times** 7.30pm to 9.30pm  
**No. of Weeks** 8  
**Tutor** Grainne Buggy  
**Fee** €95

DIY Hairdressing

Recession busting tips on hair care, colouring, picking the right shampoos & conditioners and other various hair products. Learn what colour suits you, how to use GHD for straightening or curling and creating the wow up style for a special occasion.

**Starting** Tuesday 22nd September  
**Times** 7.00pm to 9.30pm  
**No. of Weeks** 4  
**Tutor** Carolyn Clinton  
**Fee** €85

Introduction to Hairdressing as a Career

This course is aimed at anyone considering or recently started a career in hairdressing. Course covers basic salon duties of a salon apprentice, info on further nationwide training courses, applying basic colours and basic colour theory, blow drying techniques, current trends, creativity and mood boards, up styling, interview skills and CV preparation.

**Starting** Wednesday 23rd September  
**Times** 7.00pm to 9.30pm  
**No. of Weeks** 6  
**Tutor** Carolyn Clinton  
**Fee** €95
# Health & Beauty Courses

## Nail Care

Learn a fun and creative way to take care of your nails from home without the cost. Learn how to maintain your nails with preparation before applying nail varnishes. This course will also cover an introduction to nail art.

**Starting** Wednesday 23rd September  
**Times** 7.30pm to 9.30pm  
**No. of Weeks** 8  
**Tutor** TBC  
**Fee** €95

## Introduction and Intermediate Pilates

Pilates is a series of exercises aimed at improving posture, muscle tone, core strength and flexibility. Each week exercises are progressed to increase stamina and endurance and are taught and completed in a safe manner with individual correction.

- **Beginners class** 7.30 to 8.30 and **Intermediate class** 8.30 to 9.30  
**Starting** Tuesday 22nd September  
**Times** see above  
**No. of Weeks** 8  
**Tutor** Mary Pat Molloy  
**Fee** €60

## Reiki Level 1

Reiki is an ancient art of hands on healing. Learn to heal and balance the energy levels of the body and mind. A one hour session of Reiki is equal to 4 hours sleep. This fact alone makes it one of the most effective natural stress relievers we know of and regular use of Reiki leads to an increase in general vitality and well being and a sense of inner peace.

**Starting** Tuesday 22nd September  
**Times** 7.00 to 10.00  
**No. of Weeks** 5  
**Tutor** Denise Hanlon  
**Fee** €90
The Art of Photography

Learn all about your camera and how to compose a perfect photograph. This course will show you how to take pictures in different exposures/light, and understanding what pixels are, taking pictures in daylight and night time, using macros and much more. There will be a field trip arranged during the course, at the weekend, to put into practice all that you have learned.

Starting Tuesday 22nd September
Tutor Neil McShane

Times 7.30pm to 9.30pm
No. of Weeks 8
Fee €95

Introduction to Creative Writing

We all have a creativity within, whether you are a novice or never put pen to paper then this course is designed for you. This course will cover the basics in each of the following writing fields, short stories, novel writing, screenwriting, poetry, journalism, writing memoirs, blogging and much more.

Starting Tuesday 22nd September
Tutor Grace Vaughan

Times 7.30pm to 9.30pm
No. of Weeks 8
Fee €95

Guitar Lessons

If you are a beginner or a novice we have a level to suit you. Learn how to hold the guitar, change and tune strings, change chords and strum. Also learn plucking/picking techniques and how to play a various tunes/songs.

Beginner class on Tuesday and Improvers class on Wednesday

Starting Tuesday 22nd September
Tutor David Dunne

Times 7.30pm to 9.30pm
No. of Weeks 8
Fee €95
Bridge Lessons Stage 1 & Stage 2

Would you like to join your local Bridge club but don’t know how to play, well then this course is for you.
Learn how to play Bridge, and understand the terminology and rules of the game
Stage 1 Classes on Tuesday and Stage 2 Classes on Wednesday

Starting Tuesday 22nd September
Tutor Kathleen McSharry
Times 7.30pm to 9.30pm
No. of Weeks 8
Fee €95

Introduction to Garden Design

This course will give you the principles of Garden design, topics covered will include, measuring the site and analysing the existing garden, planning the layout of the garden, fundamentals of planting, during the course a visit to a garden centre will be arranged to draw inspiration for your designs,

Starting Tuesday 22nd September
Tutor TBC
Times 7.30pm to 9.30pm
No. of Weeks 8
Fee €95

Pottery

Get your creative juices going learn how to create various pottery pieces, create various shapes, stencil on the piece and dry the pieces once finished. Also learn how to paint dried pottery piece.

Starting Tuesday 22nd September
Tutor TBC
Times 7.30pm to 9.30pm
No. of Weeks 8
Fee €95

Please note– there is an additional €15 materials fee (not included in price above) payable to the tutor on the first night of the course to cover basic materials
# Personal Development

## Angel Awareness

Learn how to call on the angels to, enlighten any area of your life. Celebrate the joy and lightness that angels bring into your life.

**Starting** Tuesday 22nd September  
**Tutor** Martha McManus  
**Times** 7.30pm to 9.30pm  
**No. of Weeks** 8  
**Fee** €95

## Mindfulness

The competing demands of our lives can be a source of stress. We develop mindfulness by using our breath and paying attention in a particular way to the present moment, which causes us to slow down. Developing a mindful practice allows us the opportunity to respond more fully to both the joyful and stressful details of our lives.

**Starting** Wednesday 23rd September  
**Tutor** Maria Flynn  
**Times** 7.30pm to 9.30pm  
**No. of Weeks** 8  
**Fee** €95

## Energy Healing

Energy healing promotes healing by enchanting energy flow correcting disturbances to human energy field or aura with permeates and surrounds the body improving the flow of energy in the energy field. Energy healing helps people move through deep blocks that manifest in the energetic body and chakra system. The programme includes elements of energy, Reiki, cellular and spiritual healing.

**Starting** Tuesday 22nd September  
**Tutor** Margaret Jones  
**Times** 7.30pm to 9.30pm  
**No. of Weeks** 8  
**Fee** €95
Personal Development

The Power of Change
Personal development programme for a better quality of life

This popular training program is designed for personal growth. Participants will learn to design and implement a strategy using techniques to integrate into their daily lives. This programme is experiential and is facilitated in a relaxed and supported manner with social support dealing with personality factors managing emotions such as stress, anxiety and depression. The programme includes Cognitive Behaviour Therapy, stress management, Self-Esteem, communication skills, public speaking, coping skills, breathing techniques, progressive muscular relaxation, mindfulness, visualisation & mediation.

Starting: Wednesday 23rd September  
Times: 7.30pm to 9.30pm  
No. of Weeks: 8  
Tutor: Margaret Jones  
Fee: €95

Leaving Certificate Courses

Higher Level Leaving Certificate Maths

\[ f_c' = \frac{a + b \times + c \times^2}{1 + d \times + e \times^2} \]

Feel like you need a brush up or help with your higher Level Maths, these sessions will help you to learn all the key topics and areas that are covered in the Leaving Certificate Higher Level Maths.

Starting: Tuesday 22nd September  
Times: 7.00pm to 8.00pm  
No. of Weeks: 8  
Tutor: TBC  
Fee: €60
Almost every job in today’s world requires computer skills and most employers who look for basic IT Skills among job applicants, look for ECDL/ICDL.

Being able to say ‘Yes, I have my ECDL’ boosts your chances of securing that new job or moving ahead in your current one.

Full ECDL is awarded on completion of 7 modules.

ECDL Start Cert is awarded to a candidate who has completed four of a possible seven modules of the ECDL programme.

Module on offer:
- Computer Essentials
- Online Collaboration
- Word Processing
- Spreadsheets

Basic working knowledge of computers is required for this course.

**Starting** Tuesday 22nd September  **Times** 7.00pm to 10.00pm  **No. of Weeks** 13  
**Tutor** Barry Devlin  **Fee** €300

The fee of €300 includes registration to ICS Skills and Exams.

There maybe a possibility to continue on in January 2016 with the remaining 3 modules to gain the full ECDL certificate depending on the class numbers.
Accrediated Courses

National Framework of Qualifications

AWARDING BODIES
- Quality and Qualifications Ireland (QQI) makes awards in further and higher education and training
- NESC – National Examinations Council (Department of Education and Skills)
- Institutes of Technology
- Universities

AWARDS IN THE FRAMEWORK
There are four classes of awards in the National Framework of Qualifications:
- Major Awards: are the principal class of awards made at a level
- Minor Awards: are for partial completion of the outcomes for a Major Award
- Supplemental Awards: are for learning that is additional to a Major Award
- Special Purpose Awards: are for relatively narrow or purpose-specific achievement

Quality and Qualifications Ireland
Dearbhú Cáilíochta agus Cáilíochtaí Éireann

20
How will QQI benefit me?

All Quality and Qualifications Ireland (QQI) awards:
• are quality assured
• are nationally and internationally recognised
• offer access to further and higher education and training opportunities
• are recognised by employers

All QQI awards are part of the new inclusive National Framework of Qualifications (NFQ), developed by QQI. This Framework brings greater clarity to the Irish education and training system, making it possible for learners, employers and providers to understand and compare different types of qualifications. All QQI awards already have a specific placing on the national framework between levels 1 and 10, allowing QQI award holders to progress more easily within the system.

Employers will also recognise your abilities and skills because QQI awards are quality assured.

What is CAS (Common Award System)?

CAS is a new national qualification system for further education and training in Ireland. Known as CAS or the ‘common awards system,’ programmes leading to these awards are increasingly being offered to learners. CAS awards are part of a national commitment to the highest quality experience for you when you take on a course or programme.

For more information on QQI please visit www.qqi.ie
About Childcare Level 5 & 6
Full Awards

QQI Level 5
Early Childhood Care and Education Full Award 5M2005

About the Course: To gain a full FETAC/QQI Early Childhood Care and Education Award 8 modules must be completed. It is a nationally accredited award in Childcare and meets the minimum entry requirement for a range of higher education institutions/courses.

Who is the course for?: The course is aimed at those who are presently working (or hope to work in the future) in a Childcare setting. It enables participants to develop a broad range of skills and equips them with the practical and theoretical knowledge of working in Childcare in a variety of settings: nurseries, crèches, playgroups, primary schools and special needs areas. Work placement is necessary part of this Award.

Requirements: Submission of course assignments and 85% attendance.

QQI Level 6
Early Childhood Care and Education Full Award 6M2007

About the Course: To gain a full FETAC/QQI Early Childhood Care and Education Award Level 6 eight components modules. There are 3 mandatory components and 5 electives from each of the sections in the Full Level 6 Award.

Who is the course for?: This course aims to equip supervisors with the knowledge, skills, attitudes and theoretical underpinnings to work effectively with staff, young children and their families.

Requirements: Level 5 in Childcare or equivalent and also we would recommend a minimum of one year’s full-time experience working in Childcare and access to undertake work experience as a room/team leader. Submission of course assignments and 85% attendance.
Children with Additional Needs 5N2396

Aim of the Course
This module aims to equip the learner with knowledge, skills and competence to work efficiently and effectively, under direction with young children with additional needs. It aims to provide the learner with knowledge and understanding of the context of special needs associated issues this will enable the learner to demonstrate and reflect on abilities and aptitudes needed to work with children with special needs.

Assessment Techniques
- Collection of Work 60%
- Skills demonstration 40%
- Attendance 85%

Starting Tuesday 8th September
Tutor Joan Doyle

Times 7.00pm to 10.00pm
No. of Weeks 11
Fee €200

Communications 5N0690

Aim of the Course
This module aims to facilitate the learner to acquire communication skills relevant to vocational, personal and interpersonal development., to explore ICT, develop an awareness of the essential role played by communication and relevant legislation in human interaction, to assist the learner to develop the academic and vocational language, literacy and/or numeracy skills related to Communication through the medium of the indicative content.

Assessment Techniques
- Portfolio/Collection of Work 50%
- Skills demonstration 50%
- Attendance 85%

Starting Wednesday 9th September
Tutor Joan Doyle

Times 7.00pm to 10.00pm
No. of Weeks 11
Fee €200
Early Care and Education Practice 5N1770

Aim of the Course
This module aims to equip the learner with the knowledge, skills, competence in Early Childhood Care and Education practice to enable the learner to work under direction with children their families and colleagues with early childhood care and education setting (ECCE).

Assessment Techniques
- Learner Record 40%
- Assignments x 2 30% each
- Attendance 85%

Starting Tuesday 5th January
Tutor Joan Doyle

Times 7.00pm to 10.00pm
No. of Weeks 11
Fee €200

Work Experience 5N1356

Aim of the Course
This module aims to provide a Learner with the personal knowledge, skills and capacity to participate in a suitable work placement under supervision for a limited time with in the areas of Childcare.

Assessment Techniques
- Collection of Work 60%
- Skills Demonstration 40%
- Attendance 85%

Starting Wednesday 6th January
Tutor Joan Doyle

Times 7.00pm to 10.00pm
No. of Weeks 11
Fee €200
Childhood Social, Legal & Health Studies 6N1945

Aim of the Course
This module aims to equip the learner with the knowledge, skills, competence in social and legislative environment of ECCE and to enable each learner to devise implement and evaluate policies and procedures that support health and wellbeing of children in provision and delivery of service, when working autonomously in an ECCE setting.

Assessment Techniques
- Project 60%
- Assignments x 2 20% each
- Attendance 85%

Starting Tuesday 8th September  
Times 7.00pm to 10.00pm  
No. of Weeks 11  
Tutor Marina Cunningham  
Fee €200

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Early Childhood Curriculum 6N1944

Aim of the Course
This module aims to equip the learner with the knowledge, skills, competence required to develop and implement a broad based curriculum in an Early childhood Care and Education (ECCE) setting.

Assessment Techniques
- Skills Demonstration 60%
- Project 40%
- Attendance 85%

Starting Wednesday 9th September  
Times 7.00pm to 10.00pm  
No. of Weeks 11  
Tutor Marina Cunningham  
Fee €200
Equality and Diversity in Childcare 6N1974

Aim of the Course
This module aims to equip the learner with the knowledge, skills, competence to develop, implement and evaluate an equality and diversity approach in the management of an Early childhood Care and Education (ECCE) setting.

Assessment Techniques
- Learner Record 40%
- Assignments x 2 30% each
- Attendance 85%

Starting Tuesday 5th January
Tutor Marina Cunningham
Times 7.00pm to 10.00pm
No. of Weeks 11
Fee €200

Work Experience 5N1356

Aim of the Course
This module aims to provide the learner with the knowledge, skill, competence to work as an effective leader and member of a team, independently and/or in a supervisory capacity.

Assessment Techniques
- Portfolio/Collection of Work 50%
- Skills Demonstration 50%
- Attendance 85%

Starting Wednesday 6th January
Tutor Marina Cunningham
Times 7.00pm to 10.00pm
No. of Weeks 11
Fee €200
QQI Level 5 Healthcare Modules

**QQI Level 5**

*Healthcare Support Full Award 5M4339*

**About the Course:** To gain a full FETAC/QQI Healthcare Award 8 modules must be completed. It is a nationally accredited award in Healthcare and meets the minimum entry requirement for a range of higher education institutions/courses.

**Who is the course for?:** The course is aimed at those who are presently working (or hope to work in the future) in a Healthcare setting. It enables participants to develop a board range of skills and equips them with the practical and theoretical knowledge of working in Healthcare in a variety of settings. Work placement is necessary part of this Award.

**Requirements** Submission of course assignments and 85% attendance.

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**Care Skills 5N2770**

**Aim of the Course**
This module aims to equip the learner with the skills, knowledge and competence to care for clients in a safe and hygienic environment.

**Assessment Techniques**
- Skills Demonstration 60%
- Assignments x 2 20% each
- Attendance 85%

**Starting** Tuesday 21st September
**Tutor** TBC
**Times** 7.00pm to 10.00pm
**No. of Weeks** 11
**Fee** €200
Accounting Technicians of Ireland Qualification

Accounting Technicians of Ireland Qualification (ATI)
What’s an Accounting Technician?
Accounting Technicians are qualified accounting professionals that work at all levels of finance. They can work in all types of organisations and are widely employed throughout the public sector, industry and commerce and in private accountancy practices. This qualification is for those working in accounting on a daily basis, running their own business or wish to pursue a career change and wish to gain a formal qualification.

A wide range of finance roles
They are involved in the day-to-day practical work of accountancy and play a key operational role in producing reliable financial information. Accounting Technicians can perform a wide range of finance roles, from accounts staff to financial controller and beyond. For instance, they can do financial accounting and budgeting, costing and credit control, payroll administration and tax returns. More experienced Accounting Technicians may often perform senior managerial tasks and audits.

Assessment
The Accounting Technicians Ireland qualification differs from many other academic programmes as it combines professional exams with practical work experience.

As members of Accounting Technicians Ireland, individuals are entitled to put the letters MIATI after their name, seen by many employers when hiring

Entry Requirements
Mature learners who have reached 21 years of age (by 1st January of the year in which they wish to commence the course) but do not possess the minimum educational requirements, may still apply to do the course based on age and experience.

School leavers should have a Leaving Certificate with pass grade in 5 Ordinary level subjects (including English and either Maths or Accountancy), or pass grades in 2 Ordinary level subjects together with 2 pass grades at Higher level (pass grades to include English and either Maths or Accountancy).
Accounting Technicians Ireland Course Details

**Accounting Technicians Ireland Course**

**Year 1**

**Subjects**
- Financial Accounting
- Taxation
- Law & Ethics
- Business Management

**Days** Tuesday & Wednesday
**Times** 7.00pm to 10.00pm
**No of weeks** 25
**Tutors** Team
**Cost** €800 (4 subjects)

**Year 2**

**Subjects**
- Advanced Financial Accounting
- Advanced Taxation
- Management Accounting
- Integrated Accounting Systems (IAS) - (Computerized Accounting module)

**Days** Tuesday & Wednesday
**Times** 7.00pm to 10.00pm
**No of weeks** 25
**Tutors** Team
**Cost** €800 (4 subjects)

**Please Note:**
- Students are advised that this is a demanding course and a commitment to additional independent study is required.
- Students should also be aware that our fee of €800 covers tuition costs only and that the Accounting Technicians Ireland charges its members for registration and examination fees. The costs for 2014-2015 are:
  - **Year 1**—Registration fee - €170; Examination fee per subject - €75 x 4 and Course Materials package fee per subject - €65 x 4.
  - **Year 2**—Subscription fee - €85; Examination fee per subject - €75 x 3 + IAS exam €120 and Course Materials package fee per subject - €65 x 4.
- It is advised that all students who enroll on course register online with ATI ASAP to avoid delay getting course manuals delivered as all students are expected to have manuals, writing materials and calculator on first night of course, 22nd September.
- Registration deadline with Accounting Technicians Ireland is the 25th October.

For more details contact Beaufort College or visit Accounting Technicians Ireland’s website at [www.AccountingTechniciansIreland.ie](http://www.AccountingTechniciansIreland.ie) or contact: Student Services ATI: 01 – 6498120
Terms & Conditions

- No enrolment without fees
- If third party funding is approved for a course documentary evidence of this must be provided along side deposit is required to secure place on enrolment. This deposit will be refunded subject to payment by funding body at end of course.
- There are minimum numbers required before classes can be formed and classes may be cancelled if this minimum number is not reached.
- Refunds will only be issued if a class is cancelled. Refunds will be issued last week of October.
- Places allocated on first paid basis.
- Fee non-refundable once class forms.
- Fees cover cost of class tuition, where class materials or the hire of specialist equipment is involved the cost will be carried by the learners. Please ensure class is going ahead before buying materials. Email jbreen@lmetb.ie
- Transfer between classes is at the discretion of Director of Adult Education.
- Please refer to entry requirements if applying for QQI or ATI courses prior to application.

✔ Severe weather conditions: encase of severe weather conditions in Autumn Term check the website at www.meathnightclasses.ie or www.beaufortcollege.ie
✔ Minimum Age all participants must be 16 years or over to enrol on a night class.
✔ Parking at your own risk with consideration for others, leaving all laybys clear and do not park on the grass.
✔ Smoking is strictly prohibited in any part of the educational campus of Beaufort College.
✔ Property LMETB is not responsible for the damage/loss to students’ property, course work, cars, etc.
✔ Tea/Coffee facilities available 8pm to 9pm on Tuesday & Wednesday Nights.
✔ No classes during Mid term break: week beginning Monday 26th October.
✔ Intending students will only be contacted by us if the class that they have enrolled for is cancelled. Once you have enrolled, assume you have your place and attend on the first night.

Information on brochure is correct at point of going to press.
How to Enrol

• **Enrol online** - Beat the queues and enrol from the comfort of your home
  Log on to [www.meathnightclasses.ie](http://www.meathnightclasses.ie) Laser and all Major Credit Cards accepted

• **Postal enrolment** - Complete enrolment form and return it with the full fee
  (by cheque/Bank Draft/Postal Order)

• **Come Along to enrolment night** either Tuesday 8th or Wednesday 16th September,
  7pm to 9pm

**Postal Enrolment Form**

Name ___________________________________________________________

Address _________________________________________________________________________

__________________________________________________________________________________

Tel: _______________________________ Mobile _________________________________

Email ____________________________________________________________________________

**Course Title**

1\(^{st}\) choice __________________________________________________________
  Tuesday Night  [ ]  Wednesday Night  [ ]

2\(^{nd}\) choice __________________________________________________________
  Tuesday Night  [ ]  Wednesday Night  [ ]

Amount of Payment enclosed _________________________________________________

Cheques payable to **LMETB** & post to:
**Adult & Further Education Dept., Beaufort College, Trim Road, Navan, Co. Meath**

I have read and accept the condition of enrolment as outline on previous page  [ ]

Signed _________________________________________________________________________

Office use  Date received ________ Processed by ____________ Receipt No _____________
Portfolio Foundation Course in Art 5M1985

The purpose of this Course is to provide learners with an understanding of Art and Design. Students will prepare a portfolio of work with a view to entering third level colleges in Art and Design or to enhance their skills to find employment in Art related areas.

Objectives
Students will be encouraged to develop their creativity in a wide range of visual and artistic skills based on study through a number of art related modules.

Modules Covered
- Drawing
- Sculpture
- Ceramics
- Painting
- Appreciation of Art/Craft
- Design
- Communications
- Graphic design
- Work Experience

Business Administration 5M2468

The purpose of this Course is to provide learners with Business and Secretarial knowledge and skills to enable them to function with confidence in a modern office environment.

Objectives
Students will have the qualifications and confidence to allow them enter the business environment.

Modules Covered
- Text Production/Typewriting
- Desktop Publishing (Publisher)
- Word Processing (Word)
- Computer Applications (Access, Excel and PowerPoint)
- Information Technology
- Payroll Manual/Computerised (Sage Quickpay)
- Bookkeeping Manual/Computerised (Sage Tasbooks)
- Communications
- Business Administration
- Business Law
- Work Experience
Software Development 5M0529

Software developers are in extremely high demand within all business sectors, including IT, medical, educational, etc. Completing this one year course demonstrates that a graduate possesses the necessary knowledge and skills required to succeed in this booming area.

Objectives
Students will be equipped with the knowledge required to understand, build and maintain software systems. Successful participants will also be competent in the operations of the computer system.

Modules Covered
- Object-Oriented Programming
- Programming & Design Principles
- Software Architecture
- Mathematics for IT
- Communications
- Work Experience
- Database Methods
- Web Authoring
- Word Processing
(subject to change)

Early Childhood Care and Education 5M2009

The purpose of this Course is to prepare students to work with young children in a range of settings including Nurseries, Crèches, Playgroups, Primary Schools and Special Needs areas.

Objectives
Students will have the qualifications and confidence that will allow them enter the Childcare Services.

Modules Covered
- Child Development
- Early Care and Education Practice
- Early Childhood Education and play
- Child Health and Well Being
- Communications
- Special Needs Assisting
- Creative Arts for Early Childhood
- Children with Additional Needs
- Information Technology Skills

Work Experience: work placement for one day a week and a block of two weeks during the course is mandatory.
Pre-requisite for the Course & Enrolment Details

**Pre-requisite for the Course**
Students must have a leaving certificate with 5 passes or equivalent standard of education. Mature Students i.e. 23 years and over without formal qualifications will be given special considerations.

**Enrolment details**

**Portfolio Foundation Course in Art 5M1985**
A prospective Student should have a body of work, which demonstrates a competence in drawing, painting, 3D studies, photography or other art disciplines.

**All Courses**
For all the PLC Day times courses, all eligible applicants are interviewed for their place to assess course suitability.
Students can achieve 400 points towards their CAO application.

**For more information on PLC courses contact**
Beaufort College
Trim Road, Navan on 046-9028915
www.beaufortcollege.ie
Full Day Programmes Sept 15 to June 16
Post Leaving Certificate Courses
Application Form

Course __________________________________________________________

First name ___________________________ Surname _________________________________

Address _____________________________________________________________________
_________________________________________________________________________________

Mobile No. ______________________________ Email ________________________________

Date of Birth __________ ____________

Country of Birth _______________________ Mothers Maiden Name ______________________

Medical card No ______________________

Education: Leaving Certificate ☐ other ____________________________________________

Last School Attended ___________________________________________________________

Course Fee: €400 (includes €200 Government fee) Exemption of €200 to Medical Card Holders. **Deposit of €50 required.** Enclosed €

Please make cheques/ Bank Drafts payable to; **Beaufort college**

**Note:** All students are eligible to apply through SUSI for a PLC Maintenance Grant (means tested)

Signed ___________________________ Date ________________________
Enrolment Details
For
Evening Courses
Come along enrolment night either on
Tuesday 8th or Wednesday 16th September,
7.00pm to 9.00pm
in Beaufort College
Or
Online enrolment from 1st July
Log on to www.meathnightclasses.ie
Or
Post application form (Page 31)
along with cheque (payable to LMETB)

Classes Start Dates
Tuesday 21st, Wednesday 22nd, September

Contact
Jackie Breen
(Acting Director of Adult Education)
087-9377636  jbreen@lmetb.ie

For more details on night courses please visit
www.meathnightclasses.ie