

CHILD CARE



COMPUTER  
SYSTEMS AND  
NETWORKS



BUSINESS  
ADMINISTRATION



ART PORTFOLIO



**QQI LEVEL 5 - POST LEAVING CERTIFICATE**

Students can achieve 390 points towards their CAO application

# Beaufort College

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# Welcome | Fáilte

Beaufort College is committed to providing opportunities for learners to access Higher Education. A Post leaving Certificate Course provides many and varied benefits. A PLC eases the transition from second level to Higher Education and prepares learners for College or University. Our PLC courses can also open up career opportunities as students study courses relevant and compliant with workplace standards. But most importantly a PLC develops knowledge and skills needed to achieve your career goals. Our courses open doors for a better future.

In Beaufort College, we are a small focused PLC Centre. Our learners have achieved to the highest standards under the guidance of our expert and experienced team of tutors.



**Angela  
Crowcock**  
Principal



**Ken Flynn**  
Deputy Principal

**“Being able to differentiate between what you do know and what you don’t. It’s knowing where to go to find out what you need to know; and it’s knowing how to use the information once you get it.”**



**lmetb**

Bord Oideachais agus Oiliúna  
Átha Cliath agus Dhún Laoghaire  
Dublin and Dún Laoghaire  
Education and Training Board

Beaufort College is under the trusteeship of the  
Louth and Meath Education & Training Board

# Portfolio Foundation Course in Art



Ciara Skehan with her wire sculpture



Cormac Delahunty Mounting his NCAD Work for End of Year Art PLC Show Beaufort



Art PLC Room

## Course Overview

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 an Art related area.

## 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.

## Assessment

Continuous assessment during the year in addition to being monitored by an external examiner.

## Pre-requisite for the course

Students must have Leaving Certificate/Leaving Cert Applied with 5 passes or equivalent standard of education.

Mature students i.e. 23 years and over without formal qualifications will be given special consideration.

## Enrolment requirements

A prospective student should have a body of work, which

demonstrates a competence in drawing, painting, 3D studies, photography or other art disciplines.

## Modules Covered *(Subject to change)*

- Drawing
- Sculpture
- Ceramics
- Painting
- Appreciation of Art/Craft Design
- Communications
- Embroidery
- Work Experience

## Interviews

Personal interviews will be held in May.

## Career Opportunities

The Portfolio Preparation for Third Level Colleges is the main focus of this course. Students have found places in many Third Level Colleges of Art, Craft and Design in Ireland such as NCAD, DIT, LIT, CCAD, GMIT and IADT. Some students have been successful in obtaining places in colleges in England and Australia, while other students have successfully obtained employment in Art related areas.

# Secretarial (Business Administration)



Craig using Microsoft Word



Business Administration Course students at work



Students at work

## Course Overview

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.

## Assessment

Continuous assessment and final end of module examinations.

Assessments will be monitored by an internal and external examiner.

## Pre-requisite for the Course

Students must have Leaving Certificate/Leaving Cert Applied with 5 passes or equivalent standard of education.

Mature students i.e. 23 years and over without formal qualifications will be given special consideration.

## Work Placement

This involves placements on a one day a week basis in an office. This gives students a good understanding of their chosen field and the qualities and characteristics required for a successful career.

## Modules Covered *(Subject to change)*

- Text Production/Typewriting
- Desktop Publishing (Publisher)
- Word Processing (Word)
- Computer Applications (Access, Excel and Publisher)
- Information Technology
- Payroll Manual/Computerised (Sage Micropay)
- Bookkeeping Manual/Computerised (Sage Tasbooks)
- Communications
- Business Administration Skills
- Spreadsheets (Excel)
- Work Experience

## Interviews

All eligible applicants are interviewed in May/June and a further round of interviews will be held in late August to assess suitability.

## Career Opportunities

Students who complete the course satisfactorily are very well equipped for a wide variety of positions in business or students may use the course as an alternative to the Leaving Certificate (through the CAO) for progression to higher education degree and diploma courses.

# Computer Systems and Networks



Computer Components



Osmar Roa and Tutor



Computers Systems and Networks Students at work

## Course Overview

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

## Objectives

Students will be equipped with the fundamental knowledge required to install, configure and maintain networks and computer systems.

## Assessment

Continuous assessments in the form of Projects, Assignments and Skill Demonstrations throughout the academic year in addition to final examinations.

## Pre-requisite for the Course

Students must have Leaving Certificate/Leaving Cert Applied with 5 passes or equivalent standard of education (OD3 minimum mathematics requirement). Mature students are welcome. All applicants will have an advisory meeting to offer guidance and to ensure course suitability.

## Work Placement

This will take place on a one day a week basis in a course related setting. This gives the student a good understanding of their chosen field in addition to the quality and characteristics required for a successful career.

## Modules Covered *(Subject to change)*

- Computer Systems Hardware
- Networking Essentials
- Operating Systems
- Maths for Information Technology
- Communications
- Work Experience
- Visualisation Support
- Programming and Design Principles
- Word Processing

## Interviews

All eligible applicants may be interviewed in May/June/ August to assess course suitability.

## Career Opportunities

Graduates may choose to undertake employment in a Computer Systems/Networking related area or pursue further study in a range of colleges and universities.

# Childcare - Early Childhood Care and Education

## Course Overview

The purpose of this Course is to prepare students to work with young children in a range of setting 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.

## Pre-requisite for the course

Students must have Leaving Certificate/Leaving Cert Applied with 5 passes or equivalent standard of education.

Mature students i.e. 23 years and over without formal qualifications will be given special consideration.

## Assessment

Examination in Child Development only: Continuous assessment in all modules during the year in addition to monitoring by an internal and external examiner.

## Modules Covered *(Subject to change)*

- 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
- Work Experience



Feeding the Baby. Student: Malwina



Bathing the Baby.  
Students: Emma and Owen

## Enrolment requirements

A prospective student should have an interest in Childcare.

## Interviews

All eligible applicants are interviewed to assess suitability.

## Career Opportunities

This course is intended for students wishing to pursue a career in Childcare. It also offers opportunities to access further specialist training courses in the area of Childcare.

## Work Placement **(minimum of 120 hours)**

This involves work placement on a one day a week basis in a Childcare setting. In addition students must undertake a **two week** block in February. This gives students a good understanding of their chosen field and the qualities and characteristics required for a successful career.

## Garda Vetting

All students must be Garda Vetted through LMETB and their work placement before Work Experience commences.

# APPLICATION FORM

**\*Please complete application in full**

**Course Title:**

**First Name:**

**Surname:**

**Address:**

**Mother's Maiden Name:**

**Health Concerns:**

**Next Of Kin:**

**Relationship to you:**

**Education:**  Leaving Certificate  Level 5 Course, course name:

Other, please give details:

**Last School Attended:**

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

**\*Deposit of €50 required which is a non-refundable fee to include processing and registration of application.**

**Copy of Valid Medical Card is required. All fees to be paid in full on or before 30.09.17.**

**Enclosed:** €

**Receipt No:**

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:**

## FOR OFFICIAL USE ONLY

**Application Processed:**  Facility  PLSS  Deposit €50.00  Medical Card details  MC Copy  
 Offer Letter  Terms & Conditions Acceptance



# Terms and Conditions

The application fee for all PLC Courses is €50. This fee is non-refundable and will be deducted from the overall fee price should you be successful in your application.

The course fee for all PLC courses is €400.

If you hold a current medical card the course fee is €200. Medical card number and expiry date must be provided to the College authorities.

50% of fees are payable on or before 30th September each year. The remaining 50% of fees must be paid in full by 15th November each year.

All fees are non-refundable.

90% attendance is a requirement for all courses.

Some work experience placements may require garda vetting.

**I accept the above terms and conditions.**

**Date:**

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