

Welcome from College Principal

It gives me great pleasure to welcome you to the North Connaught College prospectus.

North Connaught College has provided education and training programmes of the highest quality in a caring and supportive environment since 1992. We welcome students of all ages, and abilities. The friendly and welcoming ethos in North Connaught College will ensure that your time with us will be both enjoyable and fulfilling. North Connaught College offers you the opportunity to reach your full potential and obtain a qualification, which will open many doors for you. All our courses are certified by QQI, ITEC, CIBTAC, City & Guilds or CIDESCO.

The qualifications obtained in North Connaught College provide students with the opportunity to progress to further study at Institutes of Technology and Universities through the Higher Education Links Scheme.



We welcome mature students who wish to return to Education and Training. If you are interested in up-skilling yourself, want to become more employable or use North Connaught College as a stepping stone to further qualification, I trust that you will find a course of interest to you here. The staff including a Guidance Counsellor are committed, experienced and friendly and will be available to help guide you in making a decision.

Thank you for your interest and I look forward to hearing from you.

A handwritten signature in cursive script that reads "Mary Madden".

Mary Madden - Principal



NORTH CONNAUGHT COLLEGE

College of Further Education Course Prospectus



Support
Knowledge
Development

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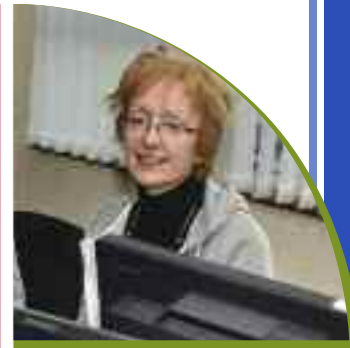
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GENERAL INFORMATION

All our courses are linked with established professional certifying bodies and institutes. This guarantees you a quality assured education, which will provide you with national and international qualifications of the highest standard. All courses in the College are certified by QQI (Quality and Qualifications Ireland), ITEC, CIBTAC, CIDESCO or City & Guilds.

Students who successfully complete QQI Awards may advance to other courses in North Connaught College or progress to Institutes of Technology and Universities. In some cases specific modules of the QQI Awards are required by some Higher Education Institutes. Each Higher Education Institute publishes a list of link awards, which they recognise for application to certain courses. The link between the two systems is called the Higher Education Links scheme and more details can be obtained from the College or from the QQI website www.qqi.ie

Maintenance Grants

Students taking Further Education Courses are eligible for PLC maintenance grants. These grants are means tested and depend on individual's financial circumstances. All grant applications are handled by SUSI (Student Universal Support Ireland) www.susi.ie

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Fees

There are no tuition fees for further education courses as they are assisted by the European Social Fund. However, students may have to pay examination fees, any expense incurred in attending work placement and some course materials. Please note there are specific expenses associated with the Beauty Therapy course.

Government Levy

In 2011 a €200 annual PLC programme participant contribution was introduced. Any learner who enrolls on a PLC course is eligible to pay. It is an annual contribution and participants on PLC courses of more than one year's duration must pay for each year of the course. The following categories of participant are exempt from paying the contribution

- Full Medical Card holders
- Those who are in receipt of a Student Grant.
- Those in receipt of the Back to Education Allowance (BTEA) or Vocational Training Opportunities Scheme (VTOS).

Class Tutor

A class tutor is appointed for each class group. If a student has a concern, academic or otherwise, the class tutor can be approached and issues can be discussed confidentially.

Students Council

The students council is a representative structure for students through which they can become involved in the affairs of the College, working in partnership with College management and staff for the benefit of all.

Student Registration Card

Each student is issued with a College ID card. In conjunction with local businesses students can also avail of special promotions and discounts.

Entry Requirements

Students should be of Leaving Certificate standard or equivalent. However, students who do not possess the educational requirements but who have a particular interest or experience in the course will be considered. Mature students who do not have any formal qualifications are also welcome.

Students with Disabilities

Applicants with disabilities and special needs are welcomed at North Connaught College. If prospective students have any specific requirements they should get in touch with the College and every effort will be made to assist them. Attention has been paid to the physical structure of the College by providing ramps so that access is made as easy as possible.

Work Experience

Work experience is an essential element of all courses in the College.

Adult Education Evening Classes

North Connaught College offers a wide range of evening courses. Courses are advertised in January and September every year. Any person/group who wishes to have a particular course advertised may contact the College. Courses are provided subject to sufficient demand.

Vocational Training Opportunities Scheme (VTOS)

This scheme gives unemployed people an opportunity to return to education and training opportunities without losing their benefits. It applies to some courses offered at North Connaught College, and places are limited. Please contact the College if you require any further information.

Application Process

Applications will be accepted from February 1st for all courses beginning in September. Applications can be made by completing the application form at the end of this prospectus or on line at www.northconnaughtcollege.net

The information in this handbook is intended as a guide for persons seeking admission to the College and is as accurate as possible at the time of going to press, but is subject to continuing development. North Connaught College reserves the right to change, modify, limit in size or cancel any course or class. The College also reserves the right to amend the list of elective subjects being offered for any course.

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Sligo Adult Guidance in Education (SAGE)

SAGE provides NCC with a qualified Education Guidance Counsellor.

SAGE is for adults who:

- Are considering returning to or continuing with education.
- Are having difficulty in finding or keeping suitable employment due to the lack of appropriate educational qualifications.
- Wish to explore new forms of further education and training.

SAGE will enable adults to:

- Explore strengths and weaknesses and help clarify thoughts.
- Identify learning needs and show possible ways of meeting them
- Learn about finding opportunities
- Set realistic goals
- Design a feasible plan of action.

In addition, for students attending NCC the Guidance Counsellor helps identify and address any difficulties that may interfere with academic and personal development. These may include social/personal difficulties, financial worries or study problems, to name but a few. Classes in study skills, stress and time management and related topics are also provided.

The SAGE resource room in NCC offers:

- Information on colleges, further education, training courses and careers.
- Reference library
- Internet access





Beauty Therapy CCCCC

COURSE DESCRIPTION

This is a two year full time course for students who are interested in Beauty Therapy. This course consists of intensive practical and theoretical training in the various aspects of Beauty Therapy and leads to internationally recognised qualifications. A high level of commitment is essential and the examinations are governed by professional bodies, which require that students reach a very high standard upon completion of this course. The examinations bodies have strict attendance requirements which must be met to register for theory/practical examinations.

ENTRY REQUIREMENTS

Students should be of Leaving Certificate standard or equivalent with a science subject, preferably Biology. However, students who do not possess the educational requirements but who have a particular interest or experience in Beauty Therapy will be considered. Mature students are also welcome. All entry is subject to a suitability interview and an undertaking to fully participate in class as both a model and student therapist. Entry to year 2 is dependent on successful attendance and participation during year 1.

COURSE CONTENT

The following subjects are compulsory:

Facial Therapy: Skin care, cosmetic make up, waxing, facial electrical treatments, consultation techniques.

Nail Treatments

Body Therapy: Swedish massage, figure assessment, diet and nutrition, body electrical treatments, introduction to spa treatments

Epilation: hair structure, short wave diathermy method, blend method, hair disorders

Anatomy & Physiology

Professional Conduct & Business Awareness

Thesis and Specialised Subject: Part of the CIDESCO syllabus includes a 4,000 word thesis in a chosen topic relevant to the beauty sector.

EXTRA CURICULAR COURSES

These are courses that may be completed in addition to the core modules;

Indian head massage, hot stone massage, gel nail & acrylic nail extensions, nail art, semi-permanent eye lash extensions, 3D brows, ear candling, ear piercing, body wraps, specialised/advanced waxing.

FEES

Students on this course must purchase uniforms, professional work kits, class materials and pay for extracurricular courses. There are also registration and examination fees that are payable to the relevant examining bodies.

COURSE CERTIFICATION

This course is accredited by CIDESCO (Comite International d'Esthetique et de Cosmetologie), I.T.E.C. (International Therapies Examination Council) and CIBTAC (Confederation of International Beauty & Cosmetology)

CAREER OPPORTUNITIES

Beauty therapy is a thriving profession and students who successfully complete this course may obtain positions as beauty therapists in beauty salons, hotel and leisure industry, and cruise ships. They can also obtain positions as sales representatives for pharmacies, beauty companies, skin consultants or make up artists. Graduates of this course also have the qualifications to start up their own business. Students can continue to further their studies by progressing to more advanced fields in the beauty sector including IPL, laser, microdermabrasion and advanced make up artistry.





Advanced Certificate in Administration 6M5013

Course description

This is a one year course. It is designed to enhance the knowledge and skills of persons wanting a career in the administration of business or other organisations. This course is a Level 6 award and will follow naturally from the level 5 business course.

Entry Requirements

Entrants should have completed a Level 5 business/administrative course or equivalent qualification or life experience. Suitably qualified applicants will be asked to attend for interview.

Course content

Passes in 8 components are required for the Award.

The following Components will be offered:

- Word Processing
- Administration Practice
- Spreadsheets
- Computerised Accounts
- Communications
- Managing People
- Work Experience
- Manual and Computerised Payroll.

Work Experience

Work experience is an essential element of this course as this is a

work based programme. Participants are required to do one day work experience per week in a relevant vocational setting. The remaining days will consist of tuition; tutorial and self directed study at North Connaught College.

Course Certification

Upon successful completion of this course participants will be awarded a QQI Level 6 certificate. Course assessment is based on a mixture of continuous assessment and examination.

Career Opportunities

Successful participants can aim to gain employment in a variety of business and administrative settings.



Business Studies 5M2102

This is a one year fulltime course, which provides students with the knowledge, skills, and experience to pursue a career in the world of business.

Entry Requirements

Students should be of Leaving Certificate standard or QQI Level 4. However, students who do not possess the educational requirements but who have a particular interest or experience in this work area will be considered. Mature students without formal qualifications are also welcome.

Course content

Components

- Work Experience
- Communications
- Accounting Manual and Computerised
- Business Administration Skills
- Word Processing
- Database Methods
- Text Production
- Retail Selling

Course Certification

This course provides students with a QQI Level 5 certificate.

Career Opportunities

Graduates of this course will be able to seek employment in the business world.



Business Studies – Medical Secretarial 5M2102

Course Description

This is a one year fulltime course, which provides students with the knowledge, skills, and experience to pursue a career as a medical secretary.

Entry Requirements

Students should be of Leaving Certificate standard or QQI Level 4 or equivalent. However, students who do not possess the educational requirements but who have a particular interest or experience in this work area will be considered. Mature students without the formal qualifications are also welcome.

Course content

Components

- Medical Secretarial Terminology
- Text Production
- Communications
- Business Administration Skills
- Word Processing
- Work Experience
- Database Methods
- Customer Service



Course Certification

This course provides students with a QQI Level 5 Certificate

Career Opportunities

Graduates of this course will be able to seek employment in a variety of healthcare settings as a medical secretary.

Business Studies – Legal Secretarial 5M2105

Course Description

This is a one year fulltime course, which provides students with the knowledge, skills, and experience to pursue a career as a legal secretary.

Entry Requirements

Students should be of Leaving Certificate standard or QQI Level 4 or equivalent. However, students who do not possess the educational requirements but who have a particular interest or experience in this work area will be considered. Mature students without the formal qualifications are also welcome.

Course content

Components

- Text Production
- Legal Studies
- Communications
- Business Administration Skills
- Word Processing
- Work Experience
- Database Methods
- Customer Service

Course Certification

This course provides students with a QQI Level 5 Certificate

Career Opportunities

Graduates of this course will be able to seek employment in a variety of legal settings.



Retail Practice 5M2105

Course Description

This is a one year fulltime course, to provide participants with the skills and knowledge necessary to work in the retail sector.

Entry Requirements

Students should be of Leaving Certificate standard or QQI Level 4 or equivalent. However, students who do not possess the educational requirements but who have a particular interest or experience in this work area will be considered. Suitably qualified applicants will be asked to attend for an interview.

Course content

Components

- Accounting Manual and Computerised
- Communications
- Business Administration Skills
- Word Processing
- Work Experience
- Database Methods
- Retail Selling
- Customer Service

Course Certification

Upon successful completion of this course students will be awarded with a QQI Level 5 Certificate

Career Opportunities

QQI Certification is a nationally recognised Award. Successful participants can seek employment in an extensive range of retail settings.





Auctioneering, Estate Agency and Valuation 5M2105

Course Description

This is a one year fulltime course. This course provides a solid introduction to auctioneering.

Entry Requirements

Students should be of Leaving Certificate standard or QQI Level 4 or equivalent. However, students who do not possess the educational requirements but who have a particular interest or experience in this work area will be considered. Mature students are also welcome.

Course content

Components from the following

- Estate Agency Practice
- Valuation
- Sales and Marketing
- Finance Management
- Business Law
- Customer Service
- Work Experience
- Communications
- Business Administration Skills
- Retail Selling

Course Certification

Upon successful completion of this course students will be awarded with a QQI Level 5 Certificate

Career Opportunities

On completing the course graduates will be able to seek employment in an auctioneering related discipline.



Tourism Studies 5M5011

Course Description

This is a one year fulltime course, which provides students with the knowledge, skills, and experience to pursue a career in the tourism industry.

Entry requirements

Students should be of Leaving Certificate standard or QQI Level 4 or equivalent. However, students who do not possess the educational requirements but who have a particular interest or experience in this work area will be considered. Mature students are also welcome.

Course content

Components

- Customer Service
- Business Tourism
- Communications
- Health & Safety at Work
- Text Production
- Word Processing
- Work Experience
- Database Methods



Course Certification

Upon successful completion of this course students will be awarded with a QQI Level 5 Certificate

Career Opportunities

Successful students can seek employment in travel agencies, tour operators, hotels, airlines, tourist offices, heritage centres etc. or start up their own business.





Early Childhood Care & Education 6M2007

Course Description

This is a one-year course. This course is designed to enhance the knowledge, skills, and attitudes of persons currently working in childcare. This course has been designed by QQI to meet the needs of childcare professionals in line with current Irish legislation.

Entry requirements

Entrants to this course must have completed a QQI level 5 Early Childhood Care and Education Award or equivalent prior to entry into the course. Working knowledge and experience in childcare is also desirable. Suitably qualified applicants will be asked to attend for interview. Garda vetting is also required.

Course content

- Communications
- Early Childhood Curriculum
- Special Needs Assisting
- Childhood Social, Health & Legal Studies
- Work Experience
- Creative studies
- Child Development

Course Certification

Upon successful completion of this course, participants will be awarded a QQI at Level 6.

Career opportunities

QQI Certification is a nationally recognised award. Successful participants can expect to gain employment in an extensive range of childcare settings.

Students may also apply for employment as Special Needs Assistants.



Early Childhood Care & Education 5M2009

Course Description

This is a one year fulltime course for those interested in pursuing a career in Childcare. It is designed for those who wish to care for young children in a range of settings, which may include nurseries, crèches, playgroups, primary schools and special needs areas.

Entry Requirements

Students should be of Leaving Certificate standard or QQI Level 4 or equivalent. However, students who do not possess the educational requirements but who have a particular interest or experience in this work area will be considered. Mature students are also welcome. Garda Vetting is a requirement of this programme.

Course content

Components from the following list:

- Child Health & Well Being
- Communications
- Child Development
- Early Care & Education Practice
- Early Childhood Education & Play
- Special Needs Assisting
- Work Experience
- Creative Studies for Early Childhood
- Nutrition



Course certification

Upon successful completion of this course, participants will be awarded with a QQI Level 5 Certificate

Career Opportunities

Successful students can expect to find employment in a wide range of childcare settings including crèches, playgroups, health services, family centres, early start centres and as special needs assistants in schools.





Community Development 6M3674

Course Description

This is a one year course designed to enhance the knowledge, skills, and attitudes of persons currently working or volunteering in community based organisations. This course has been designed by QQI to meet the needs of Community Development professionals.

Entry Requirements

Working knowledge and experience in community development. Suitably qualified applicants will be asked to attend for interview. Garda Vetting may be a requirement.

Course Content

Components

- Communications
- Community Development Theory
- Community Development Practice
- Group Work Theory & Practice
- Conflict Management
- Social Analysis
- Managing People
- Work Experience

Course Certification

Upon successful completion of this course, participants will be awarded with a QQI Level 6 Certificate.

Career Opportunities

QQI Certification is a nationally recognised award. Successful participants can seek employment in an extensive range of community organisations



Nursing Studies 5M4349

Course Description

This is a one year fulltime course for males and females who are considering nursing as a career.

Entry Requirements

Students should be of Leaving Certificate standard or QQI Level 4 or equivalent. However, students who do not possess the educational requirements but who have a particular interest or experience in this work area will be considered. Mature students are also welcome. Garda Vetting is a requirement of this programme.

Course Content

Components

- Anatomy and Physiology
- Nursing Care & Practice
- Safety & Health at Work
- Work Experience
- Communications
- Human Growth and Development
- Care Skills
- Care Support

Course Certification

This course provides students with a QQI Level 5 Certificate, First aid and a Manual Handling Course are also provided.



Career Opportunities

Our students to date have been very successful in gaining entry to nurse training in Ireland and UK. Progression routes exist for entry into nursing degree courses for students who gain distinctions in at least 5 Components.





Healthcare Support 5M4339

Course Description

This is a one year fulltime course aimed at those wishing to pursue a career as a health care assistant within a variety of care settings. However this course also holds merit for those already working within such care settings who wish to take professional development. The course equips participants with the knowledge and practical skills necessary to support and assist people in their daily lives.

Entry Requirements

Students should be of Leaving Certificate standard or QQI Level 4 or equivalent. However, students who do not possess the educational requirements but who have a particular interest or experience in this

work area will be considered. Mature students are also welcome. Garda Vetting is a requirement of this programme.

Course Content

Components

- Safety & Health at Work
- Work Experience
- Communications
- Care Skills
- Care Support
- Nutrition
- Customer Service
- Care of the Older Person

Course Certification

This course provides students with a QQI Level 5 Certificate, First aid and a Manual Handling Course are also provided.

Career Opportunities

QQI certification is a nationally recognised award. Successful participants can expect to gain employment in an extensive range of care related settings in such positions as care assistants, home-help or family support workers.



Advanced Certificate in Security Operations 6M4980

Course Description

This is a one year fulltime course which prepares students for employment at supervisory level in the highly specialised security industry. It is of particular relevance to students who are interested in a career at management level in the security industry.

Entry Requirements

Students should possess Level 5 security studies. However, students who do not possess the educational requirements but who have a particular interest or experience in this work area will be considered. Mature students are also welcome. Suitably qualified applicants will be asked to attend for interview.

Course content

Components

Passes in 8 components are required for the certification.

- Administration Practice
- Supervisory Security Management
- Crime Prevention
- Customer Service
- Conflict Management
- Communications
- Security Team Leader
- Work Experience
- Security Industry Trainer
- Safety Management

Work experience

Work experience is an integral element of this course as this is a work-based programme. Participants



are required to partake in one-day work experience per week in a relevant vocational setting. The remaining days will consist of tuition, tutorial and self directed study at North Connaught College.

Course certification

Upon successful completion of this course participants will be awarded a Further Education QQI Level 6 Certificate.

Career opportunities

This course is of particular relevance to students who are interested in a career in an Garda Siochana, the defence forces or the prison service. This course has been designed to meet the needs of the security industry in line with the terms of the Private Security Services Act 2004.



Golf and Sports Turf Management 6M4330

Course Description

This is a one year fulltime course. It is designed to enhance the knowledge and skills of persons wanting a career in the specialised field of green keeping for amenities such as parks and golf courses. This course is a level 6 award.

Entry Requirements

Entrants should preferably have completed a Level 5 course or equivalent or have some experience in this area of work. Suitably qualified applicants will be asked to attend for interview.

Course Content

6 Modules are required for Certification

Components

- Sport Turf Mechanisation
- Sports Turf Science and Maintenance
- Sports Turf Facilities
- Customer Service
- Communications
- Business Management
- Supervisory Skills
- Sales and Marketing Management

Course Certification

Upon successful completion of this course participants will be awarded a QQI Level 6 Certificate. Course assessment is based on a mixture of continuous assessment and examination.

Career Opportunities

QQI Certification is a nationally recognised award. Successful participants can expect to gain employment in a variety of sports and green keeping settings.



Security Studies 5M2110

Course Description

This is a one year fulltime course which prepares students for employment in the highly specialised security industry. It provides students with an introduction to the different sectors of the security industry in Ireland, an understanding of a range of systems and procedures used and the practical skills necessary to obtain employment in the security industry.

Entry Requirements

Students should be of Leaving Certificate standard or QQI Level 4 or equivalent. However, students who do not possess the educational requirements but who have a particular interest or experience in this work area will be considered. Mature students are also welcome. Garda Vetting is a requirement of this programme.

Course content

Components

- Word Processing
- Legal Studies
- Safety & Health at Work
- Security Systems & Procedures
- Communications
- Work Experience
- Door Security Procedures
- Basic Guarding Skills
- Conflict Resolution

Course Certification

This course provides students with a QQI Level 5 certificate



Career Opportunities

Graduates of this course will be able to apply for a Private Security Authority Licence and seek work as a security guard. It is also beneficial for those who wish to pursue a career with An Garda Síochána or the defence forces. Students who complete the Level 5 Security Systems and Procedures component will satisfy the criteria for the granting of a Door Supervisor or Security Guard Licence from the Private Security Authority.



NOTES

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APPLICATION FORM

Surname Personal Public Service No. (PPS)
 Name

Address **COURSE CHOICE**
 Course Title
 Course Code

Telephone **EDUCATION**
 Mobile Last school/college attended:
 Date of birth
 e-mail Address

Nationality
 Please tick EU NON EU
 Gender Male Female
 Address for correspondence (if different): Name of course

..... Date attended
 Next of Kin
 Contact Tel No.





APPLICATION FORM

Exams taken (Please Tick)

- Leaving Cert
- Mode: Traditional LCV LCA
- Junior Cert GCSE A levels

Other (Please Specify)
.....

Please tick the appropriate box to indicate your status on the previous September to the course starting

- Attending school Third Level
- Left school Training FAS /CERT
- Working Employed
- Unemployed

Do you have a disability or a specific learning requirement?
 Yes No

Name and address of referee
.....

Please note: Garda clearance is required for some courses. Please tick to indicate you understand this requirement.

I agree to abide by the rules and regulations of the College

Signature

Date

- Please attach
1. Copy of your Leaving Certificate
 2. Birth Cert
 3. Photo

For Office use only

Interview date Time

Photos Interviewed by

Course Code:

Place offered Yes No

Place accepted Yes No

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