We hope you find a programme that you are interested in and we look forward to meeting you!

If you would like further information, please visit our website www.lcfe.ie (where you can download a copy of this booklet), call us on 061 414 344 or email adulted@lcfe.ie

main campus
Mulgrave Street, Limerick
Telephone 061 414 344

capp amore campus
Cappamore, Co.Limerick
Telephone 061 381 272

www.lcfe.ie  |  Email adulted@lcfe.ie
LCFE ADULT EDUCATION TEAM

Left to right Liam Duggan (Assistant Director), John Hehir (Assistant Director), Arlene Douglas (Director) Margaret Dwane (Assistant Principal 2), Sandra McNamara (Administrator), Sinead Cross (Assistant Director), Marie Duggan (Administrator), Eoin McCarthy (Assistant Principal 2).

LCFE CAPPAMORE CAMPUS

LCFE Cappamore

CENTRE MANAGER
Liam Duggan
ADMINISTRATOR
Marie Duggan

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The contents of this brochure are for information purposes only. No guarantee is given that the programmes, syllabi or fees may not be altered, cancelled or otherwise amended at any time.
INTRODUCTION & WELCOME

Welcome to Limerick College of Further Education and thank you for considering us as a venue to continue your education.

LCFE offers more than 160 part-time evening programmes over many disciplines and currently caters for approximately 3,000 learners annually. There is a wide range of relevant accredited and general interest programmes available every September and January. The programmes on offer are reviewed and updated bi-annually, reflecting changing demands and feedback from learners and industry. Our part-time programmes support those in employment or seeking employment and provide others with the chance to explore new pursuits. We regard learning as a lifelong pursuit and see education as an important step in the adventure towards greater personal development and growth. LCFE is both flexible and adaptable in meeting the needs of adult learners and provides programmes and expert tuition over many fields of study with accreditation by a number of prestigious validating bodies. We are delighted to present this booklet for January 2020 and invite you to join us on a programme of learning at the College.

Since 2013 Further Education and Training has been recognised as the fourth pillar of the Irish Educational System. SOLAS, as an agency of the Department of Education and Skills (DES) has been tasked with creating a world class integrated FET sector that is responsive to the needs of learners and the requirements of a changed economy. LCFE operates as part of Limerick and Clare Education and Training Board (LCETB) Further Education and Training (FET) division. Within this environment LCFE continues the tradition of developing more educational opportunities to reflect the diverse needs of adult learner here in the Mid-West region.

LCFE has many new programmes available at our Mulgrave Street campus and our Cappamore campus for January 2020. We have as always revised a number of our existing programmes. New programmes include Dollmaking for beginners, Facial & Body Massage - an introduction, Special Effects Makeup - An Introduction, MS Project Planner Training, Administration Practice QQI L6, Data Protection & GDPR, Auctioneering & Estate Agency Practices QQI L5, Communications QQI L5, Health Promotion QQI L6, Gerontology QQI L6, Person Centred Planning QQI L6, Human Growth & Development QQI L5, Film Acting Continuation, Podcasting for Beginners, Word QQI L5, Spreadsheet Methods QQI L5, French Continuation, Childhood Social & Legal QQI L6 (Cappamore), Complete Bicycle Maintenance (Cappamore), Spanish Beginners Plus (Cappamore), and Traditional Home Baking (Cappamore).

In recent years, due to the popularity and expansion of our range of programmes, LCFE has scheduled a number of them at the Further Education and Training Centre, Kilmallock Rd. campus (formerly St. Endas). It is an excellent spacious facility with plenty of car parking spaces. There is also a range of evening programmes available in our second facility at Cappamore, which you can see in this booklet. We will endeavour to continue expanding the range of programmes available to learners in LCFE, demonstrating our commitment to providing the widest variety of learning opportunities in the Mid-West.

LCFE supports its teaching and learning with up-to-date resources reflecting business standards and local industry needs. Our greatest asset and key to our success is our staff. They are dedicated, professional and committed to the learners who come here.

The preferred method of enrolling on programmes is to register online. This is a fast, secure and easy way to register your application. So why not go to www.lcfe.ie and explore the full listing of our programmes and prices. This booklet provides you with an overview of what LCFE has to offer and our website provides many of the answers to your queries. You can also follow us on Facebook, Twitter and LinkedIn.

Best Wishes

Director of Adult Education

MISSION STATEMENT

To add value to our learners, our staff and to the communities we operate in by providing a first class education and training experience. We do this by providing accredited, quality assured, skills-based vocational programmes on a full and part-time basis to our learners to enable them to grow, develop and progress to work or to further and higher education.

VISION STATEMENT

To be recognized as an outstanding College of Further Education and Training in Ireland and abroad.

LCFE will be a leader nationally and internationally in the Further Education and Training sector. The College is not only interested in best practice but in next practice. LCFE wishes to invent a new future for itself in the new further education and training landscape which is emerging.

VALUES

The values of the College have developed over a period of time and have had input from the staff, management and learners in LCFE.

- Professionalism
- Respect
- Innovation and Creativity
- Inclusiveness

ENROLMENT PROCEDURE

You may choose the following options when enrolling for a programme:

Programmes at each campus commence week beginning Monday 20th January 2020.

1 ONLINE (PREFERRED METHOD)

Register online for the programme of your choice by logging onto our website and following the simple step by step registration process: www.lcfe.ie

2 ENROLMENT AT LCFE MULGRAVE STREET

Enrolment for Adult Education Evening Programmes for January 2020 will take place at the College as follows:

Enrolment - January 2020

Mon 6th January to Friday 17th January 2020 – 10am to 3pm
Wed 8th January 6.30pm to 7.30pm
Tues 14th January 6.30pm to 7.30pm

FOR SECURITY REASONS WE CANNOT ACCEPT CASH
3 ENROLMENT AT LCFE CAPPAMORE
Enrolment for Adult Education Day and Evening Programmes for January 2020 will take place at the college; Cappamore campus as follows:

Enrolment – January 2020
Mon 6th January to Friday 17th January 2020 – 9.30am to 1.30pm
Wed 8th January 5pm to 7pm

NOTE: For convenience it is possible to register for all of our programmes that are available at each campus at either Mulgrave Street or Cappamore.

4 BY POST
It is possible to register by post by returning a completed application form and payment by cheque, bank draft or postal order. Please make payable to Limerick and Clare Education and Training Board (LCETB). FOR SECURITY REASONS, WE CANNOT ACCEPT CASH. Return application form(s) to:

Evening Courses, Limerick College of Further Education, Mulgrave Street, Limerick

APPLICATION FORM & TUITION FEES
 Fees published in this booklet are tuition fees only, except where otherwise indicated. Some validating bodies charge separate registration/examination fees. Please refer to their respective websites. (See back of Booklet).

Terms and Conditions:
Discounts apply to tuition fees only and not materials fees
Proof for the applicable discount must be provided at registration
Proof for a discount will not be accepted once a programme commences
Discounts cannot be applied for through the online registration system
Once a course starts no refunds are issued

Application forms cannot be processed nor places reserved without the full payment of tuition fees. Cheques, bank drafts or postal orders should be made payable to Limerick and Clare Education and Training Board (LCETB).

FOR SECURITY REASONS WE CANNOT ACCEPT CASH.

REASONABLE ARRANGEMENTS
It is advisable that those representing Vulnerable Adults (Advocacy groups or Service Organisations) should contact the LCFE Adult Education Department in advance of registering service users so that proper safeguards can be identified to accommodate particular needs.

CERTIFICATES OF ATTENDANCE
Certificates of Attendance are posted to respective learners within two months of programme completion. Certificates of Attendance are only issued where a learner has 70% attendance on the programme.

Replacement Certificate: A replacement fee of €20 will apply for the re-issuing of a certificate of attendance.

ASSESMENT REASONABLE ACCOMMODATION (QQI)
Any learner wishing to avail of this must contact the Adult Education Department at the commencement of his/her programme. Details on the procedure for examination accommodation will be provided on week one of the programme. Applicants will be requested to submit details of a professional assessment outlining their special need/learning difficulty. Applications made to the Adult Education office after the third week of the programme may not be considered. This applies to written examinations only. Higher Education Authority (HEA) Funding only supports full time day programmes.

ASSIGNMENT/PROJECT SUBMISSION
Course work will not be returned to learners once submitted for assessment. Learners are therefore advised to retain copies of all course work submitted. This is necessary both for the learner’s own future reference and in the event of the tutor requesting a copy of the course work, for whatever reason. Electronic back-up copies should also be retained. All hard copy materials will be disposed of by 30th September of every academic year.

EXAMINATIONS
Learners are encouraged to undertake examinations of the respective validating bodies. Learners will be informed by the Examination Officer and teacher as follows:

Examination entry procedure and dates for examination entry:
It is the responsibility of the learner to register for all relevant examinations and pay the appropriate examination fee. Examination entry fees are non-refundable.

Dates for presentation of projects and assignments:
Projects cannot be accepted after the specified dates.

Dates of examination sitting:
These will be located on the examinations’ notice board located on the ground floor and on the Adult Education notice board on the top floor.

ISSUE OF ASSESSMENT/ EXAM RESULTS & CERTIFICATES

QQI PROGRAMMES
Results for all QQI assessment will be posted to respective learners in June of each year. Learners completing programmes in the first term in December will also receive their results in the following June. QQI certificates are posted to respective learners in August of each year. Learners wishing to appeal their grades must do so within 14 days of receiving results (from date of postmark). Details of how to appeal will be issued with results.

If, in the unlikely event, a learner has not received any results by the end of August please contact the examinations officer by emailing qqinight@lcfe.ie

Assessment entry with QQI requires learners to supply the Adult Education Department with a correct PPSN, first name, surname and DOB. Failure to supply the correct details will result in the unsuccessful processing of the entry. Throughout the duration of the programme learners will be asked to verify

The National Framework of Qualifications (NFQ) is a 10 level system indicating an academic or vocational value to qualifications in Ireland. FQ levels help show how an award can be used for training, education and employment (See diagram)
their data by their teacher to facilitate the entry process. The data will be used for the purpose of assessment entry only. See note regarding Data Protection on page 9

Note: It is the responsibility of the learner to inform themselves fully of the details of the certificate award in their chosen field of study. If a learner is studying for a full major award at QQI level 5 or 6 she should pay particular attention to acquiring accurate information in relation to mandatory and optional modules of that award. Further information on awards can be obtained at www.qqi.ie. Any queries in relation to awards should be sent directly to the LCFE Adult Education Department by emailing qqinight@lcfie.ie.

NON-QQI PROGRAMMES
Other validating bodies have their own time frame for the issuing of results and certificates. Please consult their respective websites or contact the examination officer for further details.

Note: The college reserves the right to withhold certificates/results from participants whose accounts have not been paid in full i.e. Tuition, Exam Fees etc.

COURSE SUGGESTIONS
LCFE welcomes suggestions and requests for specific programmes aimed at meeting the needs of our business and community partners. Programmes can be designed and tailored to meet the requirements and training needs of business. If you have an idea for a specific programme, please contact the Adult education Department or email adulted@lcfie.ie who will be more than happy to assist with any queries.

LCFE CAPPAMORE
Our Second campus offers the opportunity to study a variety of part time day or evening programmes. Since early 2016 we have successfully expanded the range of part time programmes available. We are committed to continuing that expansion, giving the learner greater flexibility to study at times that suit.

Cappamore also boasts ample free and safe parking on its grounds. It is only a 12 minute drive from Limerick city centre, and is also closer to areas in East Limerick and South Tipperary regions. LCFE is committed to ensuring Cappamore is a vibrant centre of Further Education and Training in the East Limerick area.

QUALITY AND QUALIFICATIONS IRELAND
Quality and Qualifications Ireland was established on 6 November 2012 under the Qualifications and Quality Assurance (Education and Training) Act 2012. The new Authority was created by an amalgamation of four bodies that had both awarding and quality assurance responsibilities: the Further Education and Training Awards Council, the Higher Education and Training Awards Council (HETAC), the National Qualifications Authority of Ireland (NQAI) and the Irish Universities Quality Board (IUQB). The new Authority assumed all the functions of the four legacy bodies while also having responsibility for new or newly-statutory responsibilities in particular areas.

CHANGE OF ADDRESS
The college needs to be informed of any change of address to ensure the prompt delivery of all correspondence, examination results, certificates etc. This can be emailed to: adulted@lcfie.ie. The college is not responsible for any delivery delays or non-delivery caused by a third party.

REFUND POLICY
PROGRAMME CANCELLATION
For a programme to commence it is necessary to enrol a minimum number of participants. If this number is not reached the programme will be cancelled. Participants will be notified and a full fee refund will be processed. Any fees paid by cash are refunded by cheque and will require some time to process.

VIALE PROGRAMMES
All other programmes must remain viable and be self-financing; therefore, NO REFUNDS, UNDER ANY CIRCUMSTANCES, ARE AVAILABLE ONCE A PROGRAMME COMMENCES. We regret we cannot entertain any other requests for refunds. Once a programme commences participants CANNOT DEFER their place on that programme to another term. It is the responsibility of the participants to inform themselves of the programme commencement date, content, programme duration, etc.

IMPORTANT
In all cases fees must be paid before classes commence. Under no circumstances can learners attend a class without an official receipt.

Applications received after the commencement date of a programme will only be accepted at the sole discretion of the Adult Education Department.

PROGRAMME DEFERRALS
Unfortunately, we cannot facilitate applicants who wish to defer a registered place, either before or after a programme commences, to another term. See Refund Policy.

PROPERTY
Responsibility cannot be accepted for the loss or damage to the property of the learner.

CLASS CANCELLATION/ RESCHEDULING
Due to unforeseen circumstances e.g. teacher illness; a class may be cancelled and rescheduled to another date. If sufficient notification has been received by the college, a text message will be issued to all learners registered on the programme advising them of the change. A cancelled class will usually be rescheduled to the week following the last week of the programme, at the normal time and day. However where this is not possible another date will be selected. On rare occasions it may be necessary to reschedule a class because of a bank holiday. Learners must provide a valid mobile number when they register to study with LCFE Evening School.

GARDA VETING
LCFE/LCETB is committed to practices which safeguard the welfare of learners, young people and vulnerable adults. LCFE is registered with the Garda Central Vetting Unit and will be conducting Garda Vetting on learners attending programmes where it is identified that possible interaction with children and vulnerable adults is a feature of the programme. Any information disclosed by the Garda Central Vetting Unit may be shared with the appropriate decision making personnel in prospective work experience organisations. It is the learner’s responsibility to ensure that all information is correct, as any omission will mean a delay in the processing of the application.

DATA PROTECTION & CHILD PROTECTION COMPLIANCE
LCFE / LCETB is committed to acceptable practices that comply with our obligations under all relevant data protection legislation in relation to the personal data we hold about you. Under the General Data Protection Regulation (GDPR) we have an obligation to make improvements to how we use store and share the information we hold about you and we trust that you are happy that we safeguard that data. LCFE / LCETB are also Child Protection compliant and all staff have undertaken training with Tusla – the Child Protection Agency to raise awareness regarding the safeguarding of young people, children and vulnerable adults on each campus.

PARKING
LCFE MULGRAVE STREET
LCFE wish to minimise LCFE night school learners cars causing any disruption to residents, business premises and property owners near the college in particular on Garryowen Road, Rossa Avenue & Rossa Villas, Markets Field Terrace, Geraldine Villas & Arlington Terrace. As part of the Colleges link to Limerick Smart Travel initiative we are

LCFE Mulgrave Street
trainees/students are entitled to use Only full time PLC students / SOLAS LEARNER ID card to use the LRC facilities. daytime opening hours. Learners need a to 7.15pm; check LRC notice board for The L.R.C. is open from Mon-Thurs 6.15 There are two learner photocopiers available for evening learners. great facilities and has ample free parking spaces available. Kilmallock Road. The campus boasts Education and Training Centre (formerly programmes now take place at the Further campus (KRC) A number of LCFE’s part time courses must be over 18 years. There are as specified. Learners undertaking Hair, Beauty or Holistic courses must adhere to the guidelines and procedures outlined by the certifying body e.g. A learner where required must agree to wear a uniform as specified and required by the certifying body and may need to supply their own Model(s) to successfully conduct the practical elements of the course and to satisfy the on-going assessment requirements of the course. Learners must adhere to all health, safety and hygiene requirements of practical courses as specified. All Models for Hair, Beauty or Holistic courses must be over 18 years. There are some exceptions for Hair courses where a model must be over 16 years. A short advisory session may take place before the start date of courses. ENGLISH LANGUAGE REQUIREMENTS /ASSESSMENT On health & safety grounds, it is important that learners undertaking courses have a safe level of written and spoken English. Where an interviewee may need an English Language Assessment, it will be recommended and arranged via LCFE Library services. The assessment takes approximately 45 minutes to complete. USEFUL INFORMATION Limerick College of Further Education offers an excellent range of professional career programmes, certified and accredited by nationally and internationally recognised examining and professional bodies.

<table>
<thead>
<tr>
<th>Limerick College of Further Education</th>
<th>061 414 344</th>
<th><a href="http://www.lcfe.ie">www.lcfe.ie</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality and Qualifications Ireland (QQI)</td>
<td>01 905 8100</td>
<td><a href="http://www.qqi.ie">www.qqi.ie</a></td>
</tr>
<tr>
<td>Accounting Technicians Ireland (ATI)</td>
<td>01 637 7363</td>
<td><a href="http://www.accountingtechnicians">www.accountingtechnicians</a> ireland.ie</td>
</tr>
<tr>
<td>International Therapy Examination Council (ITEC)</td>
<td>+44 (0)20 8994 4141</td>
<td><a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a></td>
</tr>
<tr>
<td>University College Cork</td>
<td>021 490 3000</td>
<td><a href="http://www.ucc.ie">www.ucc.ie</a></td>
</tr>
<tr>
<td>National Counselling Institute (NCII)</td>
<td>061 226 870</td>
<td><a href="http://www.nci.ie">www.nci.ie</a></td>
</tr>
<tr>
<td>Institute of Commercial Management (ICM)</td>
<td>+44 (0)12 0249 0555</td>
<td><a href="http://www.icm.education">www.icm.education</a></td>
</tr>
<tr>
<td>CIBTAC</td>
<td>+44 (0)1452 623114</td>
<td><a href="http://www.cibtac.com">www.cibtac.com</a></td>
</tr>
<tr>
<td>City &amp; Guilds</td>
<td>0844 543 0033</td>
<td><a href="http://www.cityandguilds.com">www.cityandguilds.com</a></td>
</tr>
</tbody>
</table>

recommending that learners should Car Pool as much as possible in the first instance to reduce traffic on Mulgrave Street and the surrounding area. Parking is available in Cornmarket Square Car Park is within walking distance of the college, next to the Milk Market with opening hours: 7.30am to late 10.00am on LCFE college nights Monday to Thursday. There may also be a limited number of car parking spaces available on LCFE grounds. It is the learners responsibility to park legally if they are parking in the surrounding areas and we ask all learners to assist us with this. 11
Skills to Advance

Would you like to update your skills to improve your opportunities at work?

For further information see page 124 and contact LCFE at adulted@lcfe.ie or email skillstoadvance@lcetb.ie indicating what type of training needs you have and your employer.

Enterprise Engagement Support Service
T: 061 578 124 M: 087 177 1971
E: skillstoadvance@lcetb.ie
W: www.learningandskills.ie

Skills to Advance provides access to up-skilling and re-skilling opportunities through Limerick and Clare Education and Training Board.

Who is Skills to Advance for?
- Employees in lower level jobs and/or
- Employees aged 50+ and/or
- Employees whose job maybe at risk.

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

What does it cost?
Up-skilling and re-skilling courses may be free depending on your skill level.

Further Education and Training is your pathway to a better career and a brighter future. If you are interested in Skills to Advance, contact Limerick and Clare Education and Training Board to find out more.

Skills to Advance is for Employees:
- In an Industry at risk of displacement or with emerging opportunities and / or
- In lower skilled jobs and / or
- Who are 50 plus

Up-skilling and reskilling may be free depending on your skill level. If you think you are eligible - You need to talk to your employer about potentially accessible training opportunities.
COURSES
January 2020

ARTS & CRAFTS

APPLY ONLINE
www.lcfe.ie
PARTICIPANT PROFILE
This course is suitable for individuals with no previous knowledge of art who wish to develop their artistic and sketching skills through a variety of mediums in a relaxed and supportive setting.

COURSE DESCRIPTION
- Develop observation skills working from still life using various pencils
- Understanding basic drawing techniques such as shape/form/texture/composition
- Knowing your medium (oil paint/water colour/pastels/charcoal) learn the different properties and create a finished work of art
- Having completed this course participants will have an overall understanding of the creative process and complete a selection of original art works
- This course may progress onto the ‘Art Continuation’ programme at LCFE
- Certain basic drawing materials will be provided

ART: CONTINUATION

PARTICIPANT PROFILE
This course is suitable for individuals wishing to further develop their artistic skills and explore the process of creating art on a more intensive level. Learners will receive tuition that is based on their individual artistic goals and abilities.

COURSE DESCRIPTION
- Observation: Learners will have the opportunity to further develop their observational skills and use these abilities to visually record their observations on paper.
- Painting: A thorough exploration of different methods of using paint and instruction in the understanding of various painting mediums and their individual qualities. The correct use of Acrylic, oil, gouache and watercolour paints will be covered
- Colour Theory: An investigation into the nature of colour and light
- Drawing: Advanced drawing techniques using pencil, charcoal, and ink
- Introduction to further education in art, funding bodies and art workshops

Note: This course may take place at the Further Education and Training Centre, Kilmallock Rd. Campus (KRC), Limerick.

CURTAIN & CUSHION-MAKING

PARTICIPANT PROFILE
This course is suitable for individuals wishing to develop skills in the design and construction of soft furnishings for personal use or to gain employment.

COURSE DESCRIPTION
- Construct Craft Items: curtains; blinds - Roman, Austrian; pelmets; swags; tails; tie-backs; cushions; patchwork cushions & quilts; wall hangings
- Craft Processes: cutting, joining, shaping and finishing; calculation of amount of material required; hand sewing techniques
- Tools and Equipment: measuring and cutting equipment; threading using domestic and industrial sewing machines etc.
- Research an Idea: identify theme of interest; source material; troubleshoot potential problems
INTERIOR DESIGN SKILLS (QQI LEVEL 5)

**COURSE CODE**
AC017

**THURS 19.00 - 21.30**
**DURATION 12 WEEKS**

**TUITION FEE** €250
**MATERIALS FEE** €30

**ACCREDITATION** QQI LEVEL 5 MINOR AWARD IN DESIGN SKILLS 5N0784

**PARTICIPANT PROFILE**
This programme is aimed at those wishing to further themselves with the knowledge, skill and competence in the principles and practice of design skills in relation to interior design utilising a range of creative processes whilst working independently or with others.

**COURSE DESCRIPTION**
- Get involved in the design process - problem solving activity, find strategies to respond to your design brief.
- Understand inter-relationships between those involved in a design process - the client, the designer, the maker and the user.
- Get familiar with tools, materials and technologies and the health and safety issues relating to the design field.
- Evaluate your design outcomes in an historical and cultural context and engage in the design process from briefing, through research and development, to presentation and execution.
- Interpret the design brief / target audience, budget and deadlines, research your design brief.
- Organise a work schedule with agreed deadlines. Generate a range of design solutions through visual and verbal brainstorming, lateral thinking and exploration of materials within a budget and schedule / selected ideas. Communicate these visually & verbally / problem solving in the context of your design brief and develop the design solutions further / objective / design criteria - evaluate strategies you used and the outcome / result and its success while working independently and as part of a design team.

CALLIGRAPHY FOR BEGINNERS

**COURSE CODE**
AC025

**TUES 19.00 - 21.00**
**DURATION 10 WEEKS**

**TUITION FEE** €110
**MATERIALS FEE** €30

**ACCREDITATION** CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**
This course is suitable for those interested in the Art of Calligraphy and provides an introduction for beginners.

**COURSE DESCRIPTION**
Calligraphy means "beautiful writing. It is an ancient art. Centred around letters, forms and symbols, it nurtures the spirit; it cultivates your heart. By practising it, you will gain patience and sharpen your mind. It also helps you learn to appreciate beauty, to find beauty, and to create beauty.

*Note: Calligraphy requires a great number of personal practices to achieve the goal.*

EMBROIDERY - BEGINNERS

**COURSE CODE**
AC015

**MON 19.00 - 21.00**
**DURATION 10 WEEKS**

**TUITION FEE** €100
**MATERIALS FEE** €40

**ACCREDITATION** CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**
This course is suitable for individuals who wish to learn the skill of hand embroidery.

**COURSE DESCRIPTION**
- Outline stitches - straight stitch, backstitch, chain stitch, stem stitch, couching, split stitch.
- Learn about the main stitches - satin stitch, seed stitch, feather stitch, fly-stitch, blanket stitch.
- Decorative stitches - French knots, buillion stitch, spiders web.
- How to transfer a design to fabric.
- Embroider an item of clothing - eg, a shirt collar.
ARTS & CRAFTS

WEAVING FOR BEGINNERS

COURSE CODE AC014

WED 19.00 - 21.00 DURATION 10 WEEKS
TUITION FEE €100 MATERIALS FEE €40
ACCREDITATION CERTIFICATE OF ATTENDANCE

PARTICIPANT PROFILE
This course is suitable for those who wish to learn the skill of hand-weaving

COURSE DESCRIPTION
- Introduction to Weaving Tools, Threads and Equipment
- How to make a frame or Loom
- Learn basic stitches and Knots (Loops, Braids, Straight Stitches, Tassles/Fringing
- Make a small wall hanging

FASHION DESIGN - DRESSMAKING

COURSE CODE AC011

TUES 19.00 - 21.30 DURATION 10 WEEKS
TUITION FEE €130 MATERIALS FEE €30
ACCREDITATION CERTIFICATE OF ATTENDANCE

PARTICIPANT PROFILE
This course is suitable for individuals who wish to develop their skills in dressmaking with a view to making and altering their own clothes. The programme is suitable for beginners and those with basic sewing experience.

COURSE DESCRIPTION
- Pattern drafting and alteration: how to prepare and follow commercial patterns
- How to mend/alter garments
- Fabric preparation: fusing, bonding, dying, decorative trimmings, appliqué
- Sewing techniques: concealed zips, facings, sleeves, collars, pockets, linings etc.
- Garment construction and finishing: learners are invited to make and finish a basic skirt and top of their choice

PATCHWORK QUILTING FOR BEGINNERS

COURSE CODE AC004

TUES 19.00 - 21.00 DURATION 10 WEEKS
TUITION FEE €110 MATERIALS FEE €40
ACCREDITATION CERTIFICATE OF ATTENDANCE

PARTICIPANT PROFILE
This course is suitable for individuals who have in interest in patchwork/quilting and wish to gain new skill in this craft art.

COURSE DESCRIPTION
- Introduction to Patchwork/Quilting tools, threads fabrics and equipment
- Learn the basic Patchwork/Quilting techniques
- Fabric Preparation, cutting, applique and sewing
- Decorative stitches and quilting
- Students will make a small patchwork/quilting accessory, e.g. a bag, scarf, notebook cover

FASHION DESIGN - DRESSMAKING: CONTINUATION

COURSE CODE AC013

WED 19.00 - 21.30 DURATION 10 WEEKS
TUITION FEE €130 MATERIALS FEE €30
ACCREDITATION CERTIFICATE OF ATTENDANCE

PARTICIPANT PROFILE
This course is suitable for learners who wish to improve their sewing skills and learn more advanced sewing techniques. This course is intended as a continuation from the beginner dressmaking and fashion wear programmes and it is desirable that learners would have attended either of these before attending this class.

COURSE DESCRIPTION
- Pattern drafting and alteration: how to draft & adjust your own patterns for a skirt and top
- How to mend/alter garments
- Fabric treatments: fusing, bonding, dying, decorative trimmings, appliqué
- Sewing techniques: concealed zips, facings, sleeves, collars, pockets, linings etc.
- Garment construction and finishing: learners are invited to make and finish a dress, trousers, jacket or lined garment of their choice
### FASHION STYLIST

**COURSE CODE** AC020  
**TUITION FEE** €120  
**DURATION** 6 WEEKS  
**ACCREDITATION** CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**
This introductory course is suitable for those that wish to learn how to become a Fashion Stylist.

Fashion stylists work with editorial, retail, photography and entertainment clients and occasionally with one-on-one celebrity clients.

**COURSE DESCRIPTION**
- To understand and relate to a range of clients e.g. editorial, retail, photography and entertainment clients
- To understand the work involved if working as an image consultant where they work primarily with individual private clients on their appearance, consult with corporate clients as well as do personal shopping, closet edits and wardrobe planning
- To gain an understanding of body shape, fit, tailoring, color and personality traits

### HAT DESIGN (MILLINERY)

**COURSE CODE** AC024  
**TUITION FEE** €110  
**MATERIALS FEE** €40  
**DURATION** 10 WEEKS

**ACCREDITATION** CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**
This introductory course is designed for those who have an interest in hat design. It is suitable for beginners, and will introduce the students to a variety of hat design techniques. The student will learn a number of technical skills and will create ONE hat during the class duration.

**COURSE DESCRIPTION**
- Basic Millinery techniques, such as working with Sinamay: one of the main hat making foundations used in Millinery.
- Using stripping to create sculptural organic pieces.
- Working with Millinery wire.
- How to create base for chosen hat.
- Blocking a button-shaped headpiece
- Mounting pieces on a comb, headband or base with elastic etc.

**Note:** Each participant needs to bring along a sketchbook and notebook with pens and colour pencils for concept design and their own choice of additional materials following the first demonstration class. The Materials Fee covers a Beginners Kit ONLY containing: 1 metre of Sinamay, Elastic, Comb, 1 metre of trims, Brides & Scribes. Additional choice materials are not covered by the materials fee.

### SYNC ON SET APP TRAINING – AN INTRODUCTION

**COURSE CODE** AC026  
**TUITION FEE** €110  
**DURATION** 5 WEEKS  
**ACCREDITATION** CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**
This course is suitable for those interested in learning how to use the Synconset App for the first time. This includes Artists, those involved in set decoration and costume design, hair & make-up for Film & TV production, script supervisors and those involved in Props.

**COURSE DESCRIPTION**
- Digital Build of a production importing the script and the breakdown of the script
- Building of a Budget, Costs and Money tracking, Reporting
- Making Changes and Additions – The Characters look, Photos, Notes, Costume changes / additions, Actors Fittings,
- Possession of a Smartphone is a requirement to do this course
**LIMERICK LACE FOR BEGINNERS**

**COURSE CODE**
AC010

**THURS 19.00 - 21.00**
**DURATION** 10 WEEKS

**TUITION FEE** €110
**MATERIALS FEE** €40

**ACCREDITATION** CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**
This course is designed to provide learners with basic knowledge and skill of Limerick Lace making. Limerick lace is a form of hand embroidery and has been described as the most famous of all Irish laces.

**PROGRAMME DESCRIPTION**
- History of Limerick Lace
- Learn basic stitches
- Apply traditional techniques
- Produce small item

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**CROCHET SKILLS**

**COURSE CODE**
AC009

**THURS 18.45 - 20.45**
**DURATION** 10 WEEKS

**TUITION FEE** €110

**ACCREDITATION** CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**
This course is suitable for individuals who wish to learn the skill of crochet and develop it into making accessories and garments.

**PROGRAMME DESCRIPTION**
- Basic stitches
- Incorporating basic stitches into patterns
- Develop skills to make an accessory
- Edgings and borders

---

**SHOP WINDOW DESIGN & DRESSING (AN INTRODUCTION)**

**COURSE CODE**
AC028

**THURS 19.00 - 21.00**
**DURATION** 6 WEEKS

**TUITION FEE** €100
**MATERIALS FEE** €30

**ACCREDITATION** CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**
This introductory course is designed for those that wish to learn how to design and display a shop window with the view to gaining added shop sales.

**COURSE DESCRIPTION**
- Basic rules of shop window dressing and visual merchandising.
- How your brand is enhanced with a creative interestingly dressed window.
- Building and creating your own Window Designs

**UPHOLSTERY**

**COURSE CODE**
AC018

**TUES 19.00 - 21.30**
**DURATION** 10 WEEKS

**TUITION FEE** €100
**MATERIALS FEE** €40

**ACCREDITATION** CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**
This course is designed for individuals with no previous experience of upholstery and who wish to learn and develop creative and design skills.

**COURSE DESCRIPTION**
- Measure and record sizes accurately
- Recognise the characteristics of a range of basic upholstery fabrics and fillings
- Prepare fabrics for cutting and stitching/fixing and make an accurate lay/cutting plan
- Stitch by hand and machine as required
- Apply traditional techniques
- Safe use of hand tools and equipment
- Webbing
- Finishing Techniques

**Project:** Drop-in Seat. Footstool. Small Ottoman.

**Note:** This course may take place at the Further Education and Training Centre, Kilmallock Road Campus, Limerick.
HAND CRAFTED BASKETS/WILLOW WEAVING

COURSE CODE AC021
MON 19.00 - 21.00 DURATION 10 WEEKS
TUITION FEE €110 MATERIALS FEE €40
ACCREDITATION CERTIFICATE OF ATTENDANCE

PARTICIPANT PROFILE
This course is suitable for individuals with no previous knowledge or skill in basket weaving and who wish to develop the basics required to weave a basic traditional Irish basket from start to finish.

COURSE DESCRIPTION
• History & demonstration of Basket weaving
• Preparation of material for weaving
• Selection of correct material
• Develop basic weaving skills
• Selecting and researching project
• Manufacturing project

The teacher used different teaching styles and was very eloquent in the delivery of the lessons. I would definitely recommend the course to my friends.

— Mary, Limerick

CERAMICS

COURSE CODE AC005
WED 19.00 - 21.30 DURATION 10 WEEKS
TUITION FEE €110 MATERIALS FEE €30
ACCREDITATION CERTIFICATE OF ATTENDANCE

PARTICIPANT PROFILE
This course is specifically designed to introduce the complete novice and more experienced learner to clay and who wish to create individual pieces in a relaxed and friendly atmosphere.

COURSE DESCRIPTION
The programme will incorporate basic coil and slab-building techniques, pinch pots and mould making. A variety of decoration methods and glaze applications will also be considered. Demonstrations on all techniques will be given and self directed projects are encouraged. All work will be glazed and it is expected that all learners will have a series of finished work on completion of the course.

MOSAIC DESIGN - FOR THE INTERIOR & GARDEN

COURSE CODE AC003
THURS 19.00 - 21.30 DURATION 10 WEEKS
TUITION FEE €110 MATERIALS FEE €60
ACCREDITATION CERTIFICATE OF ATTENDANCE

PARTICIPANT PROFILE
This course is suitable for individuals wishing to acquire a knowledge in Mosaic design. Both traditional and modern applications of Mosaic will be explored. You will learn design skills, glass cutting, design layout, tiling and grouting. You will leave with one or more pieces of Mosaic Artwork. You will also have sufficient knowledge to Mosaic your bathroom, kitchen or create a piece for your garden.

COURSE DESCRIPTION
• Background to Mosaic design
• Design techniques - colour and pattern
• Contemporary application of Mosaic
• Application of glass or tiles - use of different adhesives
• Interior Mosaic on walls and floors
• Mosaic on furniture/vessels and garden sculpture

SHOP WINDOW DESIGN AND DISPLAY (QQI LEVEL 5)

COURSE CODE AC007
THURS 19.00 - 21.30 DURATION 12 WEEKS
TUITION FEE €240
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN RETAIL DISPLAY 5N1861

PARTICIPANT PROFILE
This course is suitable for individuals who wish to acquire or update skills in the area of retail display. The programme would appeal to anyone working in a retail setting or learners who wish to prepare for employment in retail display or visual merchandising. Learners will have the opportunity to plan and construct retail displays applying a range of techniques.

COURSE DESCRIPTION
• Different types of display
• Merchandising
• Selling Positions
• Display Techniques
• Thematic Displays
• Use of colour in merchandising and display
• Use of graphics in display
• Contribution of lighting to display
DOLL MAKING FOR BEGINNERS

COURSE CODE: AC027

- WED 19.00 - 21.30
- DURATION: 10 WEEKS
- TUITION FEE: €110
- MATERIALS FEE: €60
- ACCREDITATION: CERTIFICATE OF ATTENDANCE

PARTICIPANT PROFILE

This course is designed for those who have an interest in learning about the Art of making Contemporary Dolls. It will open to the students the wonderful world of doll making. Students will learning not only doll making skills but will also learn about the works of the world’s best known Art Dolls makers. It is suitable for beginners. Come and enjoy with us a fascinating Art of making contemporary Dolls in a relaxed and creative atmosphere.

COURSE DESCRIPTION

- Different techniques such as working with light air-dry clay, modelling the face, arms, legs, sanding techniques, drawing, painting with watercolours, hand sewing and embellishing.
- Styling and designing of the costumes.
- The students will learn about different techniques in creating a mini garment for the doll using basic pattern cutting, sewing, embroidery and embellishment techniques.
- At the end of the course each student will have completed one Doll.

Note: The materials fee covers a beginners kit only.

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Realising new futures
**EYELASH AND EYEBROW TREATMENTS**

**COURSE CODE** BH012

**THURS 19.00 - 21.00**  **DURATION 10 WEEKS**

**TUITION FEE €100**  **MATERIALS FEE €100**

**ACCREDITATION CERTIFICATE OF ATTENDANCE**

**PARTICIPANT PROFILE**
This course is for beginners or individuals who may want to pursue a career in beauty.

**COURSE DESCRIPTION**
- Facial Waxing
- Facial Threading
- Tweezing
- Eye brow and eye lash tinting
- Strip and individual lash application
- Perfect brows
- Practice days included

See guidelines for models under Hair, Beauty & Holistic Course Guidelines on page 11.

**EYELASH EXTENSIONS**

**COURSE CODE** BH022

**WED 19.00 - 21.00**  **DURATION 10 WEEKS**

**TUITION FEE €110**  **MATERIALS FEE €100**

**ACCREDITATION CERTIFICATE OF ATTENDANCE**

**PARTICIPANT PROFILE**
This course is suitable for complete beginners that are interested in learning about the art of semi-permanent eye lash extensions. This new innovative popular treatment to thicken and lengthen eye lashes can be learned with no prior skills of knowledge. This course may also interest qualified therapists wishing to update their skills.

**COURSE DESCRIPTION**
- Consultation with Client
- Disorders or Diseases of the eye
- Contra Indications
- Treatment
- Removal of Product
- Client Aftercare
- Pricing and Retail Business Development & Opportunities
- Classic Basic Lashes
- Volume Lashes

See guidelines for models under Hair, Beauty & Holistic Course Guidelines on page 11.

**HAIR UP-STYLE**

**COURSE CODE** BH013

**MON 19.00 - 21.00**  **DURATION 10 WEEKS**

**TUITION FEE €100**  **MATERIALS FEE €100**

**ACCREDITATION CERTIFICATE OF ATTENDANCE**

**PARTICIPANT PROFILE**
This course is suitable for beginners, trainees and qualified hairdressers who want to either learn or up skill themselves with various techniques for hair up styles. It is also suitable for individuals who would like to get into the hairdressing industry; and is also an excellent stepping stone for makeup artists who want to do up styles.

**COURSE DESCRIPTION**
- Introduction
- Product Knowledge
- Vintage Styles
- Current up style trends
- Fashion curls/ barrel curls/ new techniques
- Braiding
- Interviews
- Creativity
- Special Occasions
- Photo shoot

See guidelines for models under Hair, Beauty & Holistic Course Guidelines on page 11.

**BEAUTY: SCULPTURED NAILS / NAIL EXTENSIONS**

**COURSE CODE** BH002/BH003

**WED 18.45 - 20.15**  **DURATION 10 WEEKS**

**THURS 18.45 - 20.15**

**TUITION FEE €80**  **MATERIALS FEE €80**

**ACCREDITATION CERTIFICATE OF ATTENDANCE**

**PARTICIPANT PROFILE**
This course is suitable for individuals who wish to develop skills and techniques in the application and design of sculptured nails/nail extensions so that the participant can offer this service to the public.

**COURSE DESCRIPTION**
- Consultation with Client
- Disorders or Diseases of the eye
- Application of Sculptured Nails/Nail Extensions using Gel Products
- Refill Procedure
- Maintenance of Sculptured Nails/Nail Extensions
- Manicures: Theory and Practice
- Manicure Techniques including Nail and Hand Treatments

See guidelines for models under Hair, Beauty & Holistic Course Guidelines on page 11.
### FACIAL & BODY MASSAGE – AN INTRODUCTION

**COURSE CODE**  
BH026

**TUES 19.00 - 21.00**  
**DURATION** 8 WEEKS

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**ACCREDITATION**  
CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**  
This introductory course is suitable for those wishing to learn the basics of how to do a facial and body massage for the first time.

**COURSE DESCRIPTION**  
- How to massage the Face and how do a facial  
- How to massage the body  
- Instruction on the use of towels during the treatment.
- Learn the mental and physical powers of a small number of Aromatherapy Oils,  
- Know the Contraindications of Massage  
- Enjoy a meditation at the end of each Class

This is an introductory course only delivered by a trained ITEC qualified trainer and the course does not accredit the participant to work as a practitioner in the Beauty Industry.

### REFLEXOLOGY – AN INTRODUCTION

**COURSE CODE**  
BH015

**THURS 19.00-21.00**  
**DURATION** 10 WEEKS

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**ACCREDITATION**  
CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**  
This course is suitable for learners that wish to gain an understanding of reflexology. It is ideal for those who simply want a general understanding of how it works or those who wish to pursue further studies in the area. You will learn how the feet and hands are mapped out and also leaner some simple and basic reflexology massage techniques to use on friends and family.

**COURSE DESCRIPTION**  
Reflexology believes that our organs and skeletal system are mapped out on our feet through the massaging of specific areas of the feet, one can help balance the body’s system and allow an overall relaxing experience.

- What is reflexology?  
- The history of reflexology  
- The benefits of reflexology  
- How the feet and hands are mapped out.  
- Some specific reflexology techniques  
- Some hand reflexology and hand massage techniques

*For hand massage- students may be asked to bring in their own pillow and towel.*

**Note:** This course is simply an introductory taster course that does not allow the learners to practice professionally after completion; however it will assist learners with future professional course choices. See guidelines for models under Hair, Beauty & Holistic Course Guidelines on page 11.
**INTRODUCTION TO BARBERING**

**COURSE CODE** BH009  
**COURSE CODE** BH016  
**COURSE CODE** BH020  
**COURSE CODE** BH025

**PARTICIPANT PROFILE**
This course is suitable for individuals who want to learn the basic skills and techniques involving Barbering.

**PARTICIPANT PROFILE**
To gain the skills you need to work in a hairdressing or barber shop – this award covers a wide range of skills from shampooing, cutting, and styling. A Barbering NVQ is for anyone who is serious about a barbering career. There are options to suit individual needs and aspirations.

**COURSE DESCRIPTION**
- Introduction to Barbering
- Basic Cutting and Styling Techniques
- Client Care and Consultation
- Colour Application (Basic)
- Hair Care
- Learners will be required to provide models for certain classes.
- A kit with the necessary equipment is included.

See guidelines for models under Hair, Beauty & Holistic Course Guidelines on page 11.

**COURSE DESCRIPTION**
- Cut hair using basic techniques.
- Develop and maintain your effectiveness at work
- Fulfil salon reception duties
- Health and Safety considerations in the salon

**PROGRAMME DESCRIPTION**
**SPECIAL EFFECT MAKEUP – AN INTRODUCTION**

**PARTICIPANT PROFILE**
This introductory Special Effects Makeup course is suitable for those that wish to gain skills to become makeup artists in this specialised field. The participant will be working with special effects makeup usually required for film and TV. This is a beginner level course.

**PARTICIPANT PROFILE**
This course is suitable for learners looking to acquire the knowledge, skill and competence to apply a theoretical and working knowledge of makeup special effects and bald cap making and their application in a range of settings.

**COURSE DESCRIPTION**
- Explore materials and products and selecting correct ones for a project
- Examine various looks, effects and the process behind recreating them
- Plan and design a look and set up a work station
- Examine the correct process for applying and removing makeup, prosthetics and bald caps
- Bald cap techniques – uses, setting and removal

See guidelines for models under Hair, Beauty & Holistic Course Guidelines on page 11.

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*The staff here are wonderful, it’s very affordable and now I’ve a qualification in something I always wanted to do which I thought I’d never be able to.*

~ Darren, SFX Make-Up
**MAKE-UP TECHNIQUES**

**COURSE CODE**
BH010

**TUES 18:45 - 21:00**  
**DURATION** 10 WEEKS

**TUITION FEE** €120  
**MATERIALS FEE** €120

**ACCREDITATION** CERTIFICATE OF ATTENDANCE

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**PARTICIPANT PROFILE**
This course is for anyone with an interest in learning about make up at a beginner’s level or for those who may see themselves going on to pursue a career as a Make-up Artist.

**COURSE DESCRIPTION**
- 2 weeks of Theory
- Skin Care.
- Day/Evening Make up
- Block Eye shadow
- Socket line Shadow
- 1940’s (Black flick red lip)
- Smokey Eye
- Contouring (highlighting and shading)
- Bronzing.
- Lips and Brows and lashes plus individual lashes

See guidelines for models under Hair, Beauty & Holistic Course Guidelines on page 11.

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**CERTIFICATE IN MAKE-UP (ITEC LEVEL 2)**

**COURSE CODE**
BH018

**WED 18:30-22.00**  
**DURATION** 14 WEEKS

**TUITION FEE** €250  
**MATERIALS FEE** €250  
**INCLUDING EXAM FEE**

**ACCREDITATION** ITEC CERTIFICATE IN MAKE-UP LEVEL 2

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**PARTICIPANT PROFILE**
This is the foundation module of any Makeup Artistry course and is essential when trying to obtain work within the Industry. This beginners course provides training in the application of Corrective, Day, Evening, Bridal and Special Occasion Make up as well information on skin and skin diseases and disorders.

**COURSE DESCRIPTION**
1. Cleansing, Skin types/ tone
2. Skin Analysis including care, maintenance, conditions and treatments, corrective camouflage.
3. Face, eye, nose and lip shapes and corrective makeup
4. Skin Tones - how to contour and highlight
5. Make-up trends - High Fashion makeup and Avant Garde
6. Colour theory and Basic Lighting
7. Hygiene - sterilization and sanitisation
8. Make up techniques and demonstrations
9. Cosmetic Science and contraindications
10. Case studies

Please note that you will need to bring along the following for the duration of your course,
1. Make-up brushes.
2. 2x Black towel.
3. White single flat sheet
4. Palette and spatula.
5. Exfoliating sponge.
6. Cotton pads and cotton buds
7. White headband

See guidelines for models under Hair, Beauty & Holistic Course Guidelines on page 11.
FLORAL DESIGN

PARTICIPANT PROFILE
This course is designed for those who love the ordinary and extraordinary skill of floral design.

COURSE DESCRIPTION
- Basic Floristry: Posie, Arrangement, Sheaf and Wreaths and Hand Ties
- Weddings: Bridal and Church flowers
- Occasions: Spring flowers etc.
- Designer Floristry: Letting your artistic qualities flow

Please note: There will be an additional fee of €7 to €10 per week for flowers.

FLORAL DESIGN: CONTINUATION

PARTICIPANT PROFILE
This course is suitable for those with a basic knowledge of floristry and wish to acquire a more advanced skills set in floral design.

COURSE DESCRIPTION
- Designer Pieces
- Wedding Workshops
- Bridal Bouquets
- Church Arrangements
- Hotel/Conference Flowers
- Flowers for All Occasions

Please note: There will be an additional fee of €7 to €10 per week for flowers.

Note: This course may take place at the Further Education and Training Centre Kilmealock Road Campus.

APPLY ONLINE
www.lcfe.ie
PARTICIPANT PROFILE
This course is suitable for those with a basic knowledge of floristry and wish to acquire a more advanced skills set in floral design.

COURSE DESCRIPTION
• Introduction to working with fondant – what tools and materials to use. How fondant reacts in different environments. Basic do’s and don’ts of cake decorating.
• Rolling fondant and covering cake and cake boards, adding texture to flat surface
• Adding colour using gels, lustre dusts
• Techniques for stacking cakes
• Different techniques for modelling, moulding cutting and joining basic shapes to create figures, boxes, shoes etc.
• Basic design skills to create beautiful cakes

Note: This course may take place at the Further Education and Training Centre Kilmallock Road Campus, Limerick or LEDP Roxboro Childers Road, Limerick.

BASICS CAKE DECORATING SKILLS / FONDANT MODELLING
COURSE CODE HL006
TUES 19.00 - 21.00 DURATION 10 WEEKS
TUITION FEE €110 MATERIALS FEE €40
ACCREDITATION CERTIFICATE OF ATTENDANCE

WOODCRAFT (QQI LEVEL 4)
COURSE CODE HL007
TUES 19.00 - 21.00 DURATION 10 WEEKS
TUITION FEE €100 MATERIALS FEE €50
ACCREDITATION QQI LEVEL 4 MINOR AWARD IN WOODCRAFT 4N3185
PROGRAMME LOCATION FET CENTRE, KILMALLOCK ROAD CAMPUS

PARTICIPANT PROFILE
This course is suitable for those who wish to equip themselves with the knowledge, skill and competence to use woodwork tools and equipment safely and to plan, design and carry out basic woodcraft assignments.

COURSE DESCRIPTION
• Uses of a range of electric tools to include hand drills and sanders and hand tools to include tools for measuring, marking out, drilling, cutting, assembling and bench working
• Basic properties of a range of materials to include hardwood, softwood, natural and manufactured board, plastics and fibreboard
• Identifying artefacts where halving joints, angle joints and dovetailing joints are commonly used to include chairs, tables, doors and drawers
• Operate a range of electric and woodcraft hand tools to include hand drills, sanders and tools for measuring, marking out, drilling, cutting, screwing, assembling and bench working. Carry out a range of woodcraft techniques to include marking out, drilling, cutting, trenching, shaping, joining (temporary and with adhesives), assembly of halving joints, angle joints and dovetailing joints
• Learn to complete a range of woodwork assignment planning and design tasks to include compiling a materials requirement list, selecting materials, interpreting a design brief with the aid of sketches and producing design solutions and working procedures for specific tasks
• Identify a range various types of finishes
• Health and Safety techniques to include safe use of tools, PPE etc.
**‘UPCYCLING’ FURNITURE**

**COURSE CODE**
HL031

**DURATION**
10 WEEKS

**COURSE DESCRIPTION**
Upcycling is about redesigning your existing items to restore them into something new. Make the most out of a piece of existing furniture and create your own custom piece of unique furniture.

Learn new and exciting restoration, painting, decoupage and decorative techniques. Both traditional and modern applications of furniture restoration will be explored.

Having completed this course the participant will have an overall understanding of the creative process and will have designed and made an original piece of work.

Certain basic materials will be provided but learners are encouraged to bring in their own piece of furniture that they wish to ‘upcycle’.

**PARTICIPANT PROFILE**
This course is suitable for individuals with no previous knowledge of ‘upcycling’ furniture restoration and who wish to develop their creative and making skills.

**TUITION FEE**
€100

**MATERIALS FEE**
€60

**ACCREDITATION**
CERTIFICATE OF ATTENDANCE

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**YOGA**

**COURSE CODE**
HL034

**DURATION**
12 WEEKS

**TUITION FEE**
€120

**MATERIALS FEE**

**ACCREDITATION**
CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**
This course of Yoga practice and study is suitable for people with or without experience of yoga who wish to deepen that understanding and learn more. It will give a flavour of Yoga to those who feel that they may like to teach it in the future.

Yoga means unity. Bringing into balance all the parts of our body, mind, breath, emotion and essence. Yoga promotes stability, strength, skeletal alignment and freedom of movement. The practice resources us in our everyday lives, helps reduce stress, makes us stronger physically and emotionally, and we can bring this experience of mindfulness into our day to day living.

What defines contemporary yoga is the emphasis on following the natural flow of the body and breath in the spirit of enquiry and compassion towards oneself.

**COURSE DESCRIPTION**
• Yoga Postures
• Pranayama
• Yoga Sound
• Relaxation
• Yoga movement
• Movement meditation
• Learning/study

Please bring a bath towel to all exercise classes. Learners are encouraged to bring their own exercise mats.

Note: This course may take place at the Further Education and Training Centre Kilmallock Road Campus.

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“I’ve been able to apply a lot of what I learned in the class to my daily life and it’s been a great help.”

— Antoinette, Yoga
**COMPLETE BICYCLE MAINTENANCE**
Learn everything you need to know about your bike

**PARTICIPANT PROFILE**
Learn everything you need to know about your bike. No stone left unturned. By the end of the programme you will have learnt all the skills necessary to be a competent mechanic. No experience is needed to take one of these programmes, we take you right back to basics and build your skills quickly and rapidly.

**COURSE DESCRIPTION**
The programme is a beginners/intermediate programme aimed at those who wish to have knowledge for their own use or join the cycle industry, either as a mechanic or starting their own business or individuals who want to learn more about the art of cycle maintenance.

**ITEMS COVERED**
- Overview of tools
- What types of tools are required within a cycle workshop
- Lubrication and cleaners
- Diagnosing problems with a bike
- Puncture repairs, replacing tubes
- Tyres and inner tubes, description of sizes, installation and removal and repairing
- Pedals, installing, removing and re-threading
- Crank arm, installing and removing, square type, splined and cottered
- Chain rings removal
- Chains, the types of chain available, fitting, removing and getting the correct length
- Chain alignment
- Rear sprocket removal and fitting
- Bottom bracket removal and fitting, cartridge type
- Bottom bracket removal and fitting, adjustable type
- Bottom bracket re-threading and facing
- Hub servicing and adjustments
- Headset servicing
- Headset replacement
- Replacing spokes
- Wheel truing
- Brake systems, caliper, linear, side pull, dual pivot
- Brake cables and housing
- Gear systems, STI levers, twist grips, down tube, thumb levers
- Gear cables and housing
- Front derailleur fitting and indexing/adjustment
- Rear derailleur fitting and indexing/adjustment
- Stems, handlebars and seat posts, types, fitting measuring and adjusting
- Fitting accessories

**ADVANCED BICYCLE MAINTENANCE**
Introduction Qualifications in Cycle Mechanics (CITY & GUILDS)

**PARTICIPANT PROFILE**
This course is specifically designed for those with a good knowledge of bicycle maintenance, have completed the beginner’s course at LCFE or have a working track record in the bicycle industry. This twelve week programme will cover all aspects of bicycle maintenance, dismantling and rebuilding a modern bicycle, part by part.

**COURSE DESCRIPTION**
The programme is a beginners/intermediate programme aimed at those who wish to have knowledge for their own use or join the cycle industry, either as a mechanic or starting their own business or individuals who want to learn more about the art of cycle maintenance.

**ITEMS COVERED**
- Whether you wish to further your career in the bicycle industry or enhance your personal knowledge for enjoyment or as a competitive cyclist, this course offers an in-depth and engaging insight into bicycle maintenance.

<table>
<thead>
<tr>
<th>WEEKS 1 - 3</th>
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<tbody>
<tr>
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<td>Logging and storing of parts</td>
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<td>Quality control of parts</td>
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<tr>
<td>Cleaning and lubricating</td>
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<td>Dismantling the wheel</td>
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<th>WEEKS 4 - 7</th>
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<tr>
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<td>Spoke patterns and choices</td>
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<td>Rim inspection</td>
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<td>Lacing a wheel</td>
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<td>Wheel balancing</td>
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<td>Wheel materials and technology</td>
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<th>WEEKS 8 - 12</th>
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<tr>
<td>Reconstruction of bicycle</td>
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<td>Importance of componentry</td>
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<td>Quality assurance</td>
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<td>Frame and wheel alignment</td>
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<td>Checks and balances</td>
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<tr>
<td>Torque and pressure levels</td>
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<tr>
<td>Servicing</td>
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</tbody>
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EXERCISE AND FITNESS (QQI LEVEL 5)

COURSE CODE HL019

THURS 19.00 - 21.30 DURATION 12 WEEKS
TUITION FEE €240
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN EXERCISE AND FITNESS 5N2668

PARTICIPANT PROFILE
This course is designed for learners who want to gain the skills and knowledge to assist in the delivery of safe and appropriate exercise and fitness programmes.

COURSE DESCRIPTION
• Applied Anatomy and Physiology
• Fitness Training Theory
• Managing an Exercise Session
• Exercise to Music
• Circuit Training and Flexibility
• Resistance Training
• Instructors duty of care to clients
• Health implication of lifestyle of habits and exercise
• Current and developing trends in exercise and fitness
• Record and track fitness indicators

Note: Participants must wear the appropriate footwear for this course.
LCFE are not responsible for any personal injury or property damage that may occur whilst participating in activities associated with this course.

WEIGHT LOSS

COURSE CODE HL045

MON 19.00 - 21.00 DURATION 10 WEEKS
TUITION FEE €120
ACCREDITATION CERTIFICATE OF ATTENDANCE

PARTICIPANT PROFILE
This course is suitable for participants who wish to gain information on how to effectively lose weight through calorie control and exercise.

COURSE DESCRIPTION
• Current research results on weight loss
• Fad diets and why they don’t work
• Various types of activity and calorie expenditure
• Nutrition for effective weight loss
• Psychology and weight loss
• Planning the key to success
• Motivation

NATURAL VISION IMPROVEMENT - YOGA FOR THE EYES

COURSE CODE HL001

THURS 19.00 – 21.00 DURATION 10 WEEKS
TUITION FEE €110
ACCREDITATION CERTIFICATE OF ATTENDANCE

PARTICIPANT PROFILE
This course is suitable for those looking for tips on how they can naturally help themselves to improve their vision holistically.

COURSE DESCRIPTION
• Introduction to Natural Vision Improvement – William Bates, Meirs Sneider, Jacob Leiberman
• Basic Exercises – palming, sunning, the swing, swaying
• Vision Games
• Vision Activities
• Introducing Natural Vision to the Everyday
• Vision & Mindfulness
• Integrating the Methods and Practices
• Nutrition for Vision
• Breathing for Vision
NVI is simply an educational process to assist with the attainment of better vision. Results depend of the individual’s engagement with the suggested methods.
SPORTS NUTRITION (QQI LEVEL 6)

COURSE CODE HL020
TUES 18.45 - 21.45 DURATION 12 WEEKS
TUITION FEE €280
ACCREDITATION QQI LEVEL 6 MINOR AWARD IN SPORTS NUTRITION 6N4651

PARTICIPANT PROFILE
This course is suitable for individuals who wish to develop knowledge, skill and competence in learning the concepts and principles underpinning nutrition, energy sources and energy usage within an active living, exercise, sports and or weight management context.

COURSE DESCRIPTION
Role of macronutrients and micronutrients in the diet and the contribution they make to sport and exercise
- Aerobic and anaerobic energy pathways
- The importance of carbohydrates, glycemic index
- Causes and effects of dehydration and the level, type and timing of fuel and fluid intake
- Basal Metabolic Rate (BMR)
- Health risks of being overweight
- Nutritional ergogenic aids and supplements
- Disordered eating
- Body composition of a subject
- Effective forms of exercise for weight management

Note: It is recommended that Learners should take the QQI Level 5 programme in Nutrition or equivalent before entering on this course.
Note: This course may take place at the Further Education and Training Centre Kilmallock Road Campus.

SPORTS PSYCHOLOGY (QQI LEVEL 6)

COURSE CODE HL017
WED 18.45 - 21.45 DURATION 12 WEEKS
TUITION FEE €280
ACCREDITATION QQI LEVEL 6 MINOR AWARD IN SPORTS PSYCHOLOGY 6N4665

PARTICIPANT PROFILE
This course is suitable for athletes, coaches, sports coordinators, development officers, physiotherapists or those with an interest in sport and want to learn about how psychology applies to sport.

It will equip learners with the skills and competence to apply psychological principles in the coaching of teams and to help change the behaviours of athletes in order to improve performance.

Sport Psychology is continually growing in Ireland. This has been aided by the success of Irish sports teams and individuals who have employed the services of sport psychologists e.g. hurlers footballers and rugby players winning their respective finals

COURSE DESCRIPTION
- Understand the role of the sports psychologist and the relationship between psychology and performance
- Learnhow to design and deliver intervention strategies to improve sports performance e.g. anxiety
- Evaluation of different approaches to motivation in sport
- Influence of leaders and role models in sport

Topics to be covered:
- The Development of Sports Psychology
- Sports Psychology and Performance
- Arousal, Stress and Anxiety
- Concept of Motivation in Sport
- Goal Setting
- Leadership and Coaching

Programmes are in high demand so book your place early!

APPLY ONLINE
www.lcfe.ie
NUTRITION (QQI LEVEL 5)

COURSE CODE HL021

WED 19.00 - 21.30 DURATION 12 WEEKS
TUITION FEE €240
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN NUTRITION SN2006

PARTICIPANT PROFILE
This course would be of interest to individuals who are interested in food, what different food groups can do in your body, the nutritional composition of food and how nutrition can affect your health and lifestyle.

COURSE DESCRIPTION
• The functions of food, specifying the different classes of nutrients and their main functions
• Examine the energy values of the different food types
• Basal metabolic rate (BMR) and reference nutrient intake (RNI) and the factors that can alter BMR
• The role of each type of fat (monounsaturated, polyunsaturated and saturated) and fatty acids in relation to health and the effects of the deficiency and excess intake of fat
• Sources of fat, carbohydrates and protein in the Irish diet
• The functions, sources and deficiency symptoms of minerals
• Importance of fibre in the diet and the effects of a low and a high carbohydrate diet

• Role of vitamins and minerals in maintaining good health and the reference nutrient intake (RNI) and why certain groups of people are at high risk of suffering vitamin and mineral deficiencies
• Specific nutritional needs and the factors that influence the eating habits of infants, children, adolescents, adults and the elderly
• EU regulations and the current dietary recommendations of the Department of Health
• The main categories of food additives
• The causes, symptoms and effects of anorexia nervosa, bulimia and obesity
• The role and impact of diet in a range of diseases and illnesses e.g. coronary heart disease and hypertension, links between diet and types of cancer, osteoporosis, diabetes and dental health

PHOTOGRAPHY: BEGINNERS

COURSE CODE HL025

TUES 18.45 - 20.15 DURATION 10 WEEKS
TUITION FEE €120 MATERIALS FEE €40
ACCREDITATION CERTIFICATE OF ATTENDANCE

PARTICIPANT PROFILE
This module is suitable for individuals who wish to acquire skills and knowledge in digital cameras including camera phones and entry level cameras. Learners will also produce trade processed colour and b/w prints.

COURSE DESCRIPTION
• Cameras: introduction and overview of the main high street digital cameras
• Digital: introduction to camera photo manipulation, post production software and printers

PHOTOGRAPHY TECHNIQUES - DIGITAL & FILM CAMERAS (QQI LEVEL 5)

COURSE CODE HL026

WED 19.00 - 21.30 DURATION 12 WEEKS
TUITION FEE €200 MATERIALS FEE €40
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN PHOTOGRAPHIC TECHNIQUES SN1538

PARTICIPANT PROFILE
This course is suitable for individuals who are familiar with the basic operation of an SLR camera and/or compact cameras with SLR features. The learner will develop skills and techniques used by professional photographers.

COURSE DESCRIPTION
• Practicals: photo shoots on location, in the studio and relevant to the award certificate
• Cameras: Main features of a digital/film SLR and professional compact camera
• Camera accessories: lenses, flash, tripods, storage cards, power supplies
• Digital: post photo shoot production software and printers
• Techniques: taking photographs, lenses, dedicated and independent flash speedlights
• Practical: photo shoots using available, domestic, on camera flash and night photography
• Introduction to studio portrait photography

Note: This course may take place at the Further Education and Training Centre, Kilmallock Road Campus, Limerick.

Owning a Slr or a compact camera with Slr features is a requirement for this course

*Broad module covering all aspects of Photography Techniques
**PHOTOGRAPHY DIGITAL - SLR DIGITAL CAMERA**
(QQI LEVEL 5)

**PARTICIPANT PROFILE**
This course is suitable for individuals who are familiar with the basic operation of a SLR digital camera and cameras with SLR capabilities e.g. mirrorless cameras. It will offer a broad and comprehensive overview to the theory and practice of digital photographic production. It will provide the learner with critical and academic skills who may wish to pursue further education or employment within the digital photography field.

**COURSE DESCRIPTION**
- Skills: acquire skills in many aspects of digital photography capture with emphasis on 35mm SLR cameras, lenses and accessories
- Software: develop skills in photo manipulation using Adobe Photoshop and photo presentation software
- Photo-shoots: emphasis on themes relevant to the awarding certificate
- Portfolio: Build a portfolio of photographs for submission to QQI Level 5 Minor Award in Photography Techniques

Owning a SLR Digital camera is a requirement for this course.

**PHOTOGRAPHY DIGITAL (LIGHTROOM)**
(QQI LEVEL 6)

**PARTICIPANT PROFILE**
This course is suitable for individuals who are proficient with photography and wish to enhance their skills in digital photography and post-production imaging. It aims to provide enhanced techniques and knowledge that are current in the photography industry.

**COURSE DESCRIPTION**
- Evaluate the role of digital photography as a contemporary medium of communication.
- Digital photography workflow including planning, shooting and processing.
- Using the develop tool suite to correct image appearance.
- Using “Lightroom presets” and creating personal pre-set styles that can be applied to your images.
- Batch processing of multiple images and Digital cross processing techniques.
- Demonstrate creativity through research and the practice of photography
- Advanced photo processing using the brush tools, Gradients and healing tools.
- The use of RAW files and the advantages/disadvantages of this file type.
- Generate a portfolio of photographs of a high standard suitable for public display.

Owning a Digital SLR or a compact camera with SLR features is a requirement for this course.

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**COURSE CODE**
HL027

**MON 19.00 - 21.30**

**DURATION 12 WEEKS**

**TUITION FEE €200**

**MATERIALS FEE €40**

**ACCREDITATION QQI LEVEL 5 MINOR AWARD IN DIGITAL PHOTOGRAPHY 5N1270**

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**COURSE CODE**
HL012

**THURS 18.45 - 21.45**

**DURATION 12 WEEKS**

**TUITION FEE €220**

**MATERIALS FEE €40**

**ACCREDITATION QQI LEVEL 6 MINOR AWARD IN DIGITAL PHOTOGRAPHY 6N3589**

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- Disability Allowance
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- Lone Parents Allowance

**ALL FULL TIME LCFE LEARNERS**

**ALL SENIOR CITIZENS**

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**Realising new futures**

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STRENGTH & CONDITIONING PROGRAMME DESIGN

**COURSE CODE:** HL046

**TUES 19.00 - 21.00**  
**DURATION 10 WEEKS**

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<th>TUITION FEE</th>
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**ACCREDITATION** CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**
This course would interest those that wish to gain knowledge with regard to strength & conditioning.

**COURSE DESCRIPTION**
- Factors affecting performance
- Relationship between training and fatigue
- Team harmony
- Testing and training
- Aerobic and anaerobic endurance
- Training for strength, agility, power and speed
- Periodisation

Note: This course may take place at the Further Education and Training Centre Kilmallock Road Campus.

PERSONAL TRAINING PROGRAMME DESIGN

**COURSE CODE:** HL047

**THURS 19.00 - 21.00**  
**DURATION 10 WEEKS**

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<th>TUITION FEE</th>
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**ACCREDITATION** CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**
This course would interest those that wish to gain knowledge in the area of personal training.

**COURSE DESCRIPTION**
- Applied Anatomy
- Programming
- Core Stability
- Advanced Resistance
- Posture and muscle length analysis
- Exercise Psychology
- Exercise for special populations
- Communication Skills

MINDFULNESS - EXPLORING AND LIVING A MINDFUL LIFE

**COURSE CODE:** HL018

**TUES 19.00 - 21.00**  
**DURATION 10 WEEKS**

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<th>TUITION FEE</th>
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**ACCREDITATION** CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**
Living life on Purpose!
The main aim of this life changing course in Mindfulness is rooted in Eastern spiritual traditions involves deliberately bringing our attention into in the present moment with open-hearted awareness and with an attitude of kindness towards ourselves. Developing Mindfulness helps us to find calm and stability in our relationships with ourselves and others in the midst of our busy, stressful lives. This course can be tailored to suit group sizes, interests and needs.

**COURSE DESCRIPTION**
- Discovering Self Compassion: What is self-compassion, Being kind to yourself, Listening to your body, Emotional mastery, Pathways to self-compassion.
- In Practice: Caring for ourselves, Caring for others, Harmony & Balance in life and living, relationship with self.
- Mindfulness & Stress: Body mindfulness, Meditation for stress and anxiety, Transforming fear, Mind Food.
- Mindful eating, rest and exercise: Peace in every step, Inner Peace and Coping skills
- Needs: Higher and Basic, Effects on Mental Health and Inner Strength.

Note: This course may take place at the Further Education and Training Centre, Kilmallock Road Campus, Limerick.

APPLY ONLINE

www.lcfe.ie

find us
CREATIVE WRITING: INTRODUCTION

**COURSE CODE**
HL003

**DURATION**
10 WEEKS

**TUITION FEE**
€130

**ACCREDITATION**
CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**
This course is aimed at anyone who enjoys writing and who wishes to develop skills and confidence in creativity whether in the area of fiction, poetry or memoir. Creativity and idea-generating skills will be built through a mixture of group and individual work as participants are guided in creating, shaping and developing their ideas. The programme will also provide an introduction to the various aspects of the craft of writing.

**COURSE DESCRIPTION**
Through creative participation, the learners will learn to:
- Identify and understand different kinds of ingredients which can be used in a story or poem e.g. hooks, image, plot form etc.
- Build confidence in their verbal creative abilities through simple improvisation
- Stimulate their imagination to produce new ideas
- Contribute creatively to group creations
- Develop ideas into full-length stories or poems
- Edit and shape their writing

BASIC SMALL ENGINE MAINTENANCE (2 STROKE / 4 STROKE ENGINES)

**COURSE CODE**
HL044

**DURATION**
6 WEEKS

**TUITION FEE**
€90

**MATERIALS FEE**
€30

**ACCREDITATION**
CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**
This course is suitable for those who wish to understand the how 2 stroke and small 4 stroke engines operate. E.g. strimmers, lawnmowers and small motorcycles/scooters. It is also for those who wish to know the basics in terms of servicing and maintaining engines of this nature.

**COURSE DESCRIPTION**
- Oil and filter change, battery maintenance, checking brakes, adjusting cables, checking tyres, tyre pressure adjustment, checking bulbs/changing bulbs.
- Checking wheel bearings.
- Replacing brake pads/liquid, bleeding brakes, replacing cables, spark plugs/adjusting spark plugs, air filter change.
- Health and Safety in a Workshop environment

Note: This course may take place at the Further Education and Training Centre, Kilmallock Road Campus.

GENEALOGY – TRACING YOUR FAMILY HISTORY

**COURSE CODE**
HL043

**DURATION**
10 WEEKS

**TUITION FEE**
€130

**ACCREDITATION**
CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**
This course is suitable for anyone wishing to develop a broad array of historical research skills. Designed for those with any level of interest in History, the programme each week will include detailed instruction into the tools and sources that are available to conduct personal, family and community based history research and projects.

**COURSE DESCRIPTION**
- Raw materials of History
- Reading and understanding primary and secondary sources
- The library and archives
- Art of the interview: discovering family secrets through conversations
- Exploring newspapers
- Investigating census records
- Utilising visual and material evidence
- Starting from scratch: techniques for building a family tree
- Family history and the web: tracing your ancestors through the Internet
- Creating and completing the History project

INTRODUCTION TO THEOLOGY

**COURSE CODE**
HL048

**DURATION**
10 WEEKS

**TUITION FEE**
€130

**ACCREDITATION**
CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**
This course is suitable for those interested in world religions, their origin and place in contemporary society.

**COURSE DESCRIPTION**
- The Abrahamic Faith; Judaism, the Jewish People and the Church
- Exploration of the role between Theology and Philosophy
- Examination of the notion of politics in religion and religion in politics
- Investigation and analysis of famous theologians: Karl Barth, St. Thomas Aquinas, St. Augustine, Rudolf Bultmann etc.
- The east comes to the west; the 19th century movement to Orientalism
- Exploring the problem of Evil
- Arguments for and against the existence of God
INTRODUCTION TO PHILOSOPHY (QQI LEVEL 5)

COURSE CODE HL049

THURS 19.00 – 21.30 DURATION 12 WEEKS
TUITION FEE €240
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN PHILOSOPHY 5N3506

PARTICIPANT PROFILE
This course aims to enable the learner to appreciate the relevance and impact of philosophy and philosophical thought on related subjects, develop critical thought processes and analysis skills.

COURSE DESCRIPTION
• Develop an awareness of the pre-Socratic philosophers. Become familiar with the writings of Socrates, Plato and Aristotle.
• Controversies in metaphysics.
• The debate between rationalists, empiricists and idealists concerning the sources and limits of human knowledge.
• Key political and moral philosophical theories including those of Plato, Locke, Hobbes, Kant, Marx and Mill.
• The existence of God and the problem of evil in the context of the philosophy of religion.
• Views of existentialist philosophers including Sartre, Kierkegaard and Nietzsche.
• Elements of informal logic in own and others arguments.
• Methods of deduction and induction.
• Present learning, investigation and argument according to academic and philosophical conventions orally and in writing.

20% DISCOUNT* ON TUITION FEES FOR:
- Individuals in receipt of Job Seekers Allowance, Job Seekers Benefit, Disability Allowance, Invalidity Allowance or Lone Parents Allowance
- All full time LCFE Learners
- All Senior Citizens

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## Human Resource Management (QQI L6)

**Course Code:** BP007  
**Duration:** 12 Weeks  
**Tuition Fee:** €280  
**Accreditation:** QQI Level 6 Minor Award in Human Resource Management 6N3750

**Participant Profile**  
This course is suitable for those who wish to gain the knowledge, skill and competence in human resource management principles to enable the learner to apply these to the planning, organising, implementation, evaluation and revision of human resource management practices for the attainment of organisational goals.

**Course Description**  
- History, Principles and Practice of Human Resources Management  
- Employment Relations  
- Human Resources Planning, Recruitment and Selection  
- Training and Development and Performance Management

## Digital Marketing (QQI Level 5)

**Course Code:** BP033  
**Duration:** 12 Weeks  
**Tuition Fee:** €240  
**Accreditation:** QQI Level 5 Award in Digital Marketing 5N1364

**Participant Profile**  
This course is suitable for individuals who wish to gain a qualification in Digital Marketing as well as build an effective online presence. Interested learners could include business people, marketing professionals or anyone managing a corporate website. Ideally learners will have a basic knowledge of computers and be aware of what the main social media platforms and tools are.

**Course Description**  
- Social Media overview, email marketing, Search Engine optimisation, pay per click advertising  
- Video and mobile marketing, blogging  
- Google web analytics and social media sites such as twitter, facebook, linkedin  
- Analysis, development, implementation and control of digital marketing campaigns  
- E-tools to include social media marketing, blogs, SEO etc  
- Customised digital marketing campaigns and evaluation  
- Digital marketing strategy using appropriate e tools  
- Monitoring digital marketing campaigns using web analytics, social media etc  
- How to create Facebook, twitter and linked in accounts and how to use them effectively for business

## MS Project Planner Training

**Course Code:** BP061  
**Duration:** 8 Weeks  
**Tuition Fee:** €180  
**Accreditation:** Certificate of Attendance

**Participant Profile**  
This course is suitable for those wishing to equip themselves with the relevant knowledge, skill and competence to create and modify spreadsheets at a fundamental level under supervision, using common spreadsheet features.

**Course Description**  
- To introduce the learner to the digital plotting of a project using Microsoft Project planner.

## Criminology (QQI Level 5)

**Course Code:** BP048  
**Duration:** 12 Weeks  
**Tuition Fee:** €240  
**Accreditation:** QQI Level 5 Minor Award in Criminology 5N2107

**Participant Profile**  
This course is suitable for those interested in the study of crime, the causes of crime, types of crime, punishment, crime prevention, and the fear of crime. It will equip learners with the knowledge and skills to analyse characteristics, effects and consequences of criminal activities and recognise appropriate ways of dealing with criminal matters.

**Course Description**  
- Introduction to the history and theory of crime

- Socio and economic factors affecting criminal behaviour  
- Key characteristics of a range of crimes e.g. burglary, youth, cyber, organised crime  
- The function of society in relation to criminology and crime causation: socio-economic factors, the media, politics and community  
- Drugs and crime  
- Criminal Justice system - role of the Gardaí, the Prison System, the Probation service, the DPP etc.  
- Alternatives to Prison as a form of punishment
**BUSINESS & PROFESSIONAL**

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**PAYROLL: MANUAL & COMPUTERISED (QQI LEVEL 5)**

**COURSE CODE** BP023  
**WED 18.45 - 21.45**  
**DURATION** 12 WEEKS  
**TUITION FEE** €240  
**ACCREDITATION** QQI LEVEL 5 MINOR AWARD IN PAYROLL - MANUAL & COMPUTERISED SNI546

**PARTICIPANT PROFILE**  
This course is suitable for individuals who wish to acquire the knowledge and skills necessary to maintain payroll records manually and on computer in a small to medium sized organisation.

**COURSE DESCRIPTION**  
- Computer Principles: file management functions; range of computerised payroll packages, data accuracy, security and confidentiality; Data Protection Act etc.  
- Computerised Payroll: company/employee details; pay frequency; payment types; non-statutory deductions; payroll management reports; print statutory documents etc.  
- This course is based on Sage software usage

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**SUPERVISORY MANAGEMENT (QQI LEVEL 6)**

**COURSE CODE** BP029  
**WED 18.45 - 21.45**  
**DURATION** 12 WEEKS  
**TUITION FEE** €280  
**ACCREDITATION** QQI LEVEL 6 MINOR AWARD IN SUPERVISORY MANAGEMENT SNI546

**PARTICIPANT PROFILE**  
This course is ideal for those looking to acquire the relevant knowledge, skill and competence to work in a range of industry sectors independently in a supervisory capacity.

**COURSE DESCRIPTION**  
- Examine the duties and responsibilities of the Supervisory Manager  
- Current industry standards, guidelines and practices that affect the work environment e.g. code of conduct, in-house and contract staff, membership of associations, trade unions  
- Understand key steps required in recruitment, communications with clients and colleagues while maintaining an effective standard of service  
- Examine work place systems designed to promote efficiency: work rosters, maintenance schedules, work-related records and communication logs  
- Train and evaluate staff using industry standards – assessing the suitability and performance of the individual and identification of opportunities for personal development

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**SELF-BUILDING AND RENOVATION OF DWELLINGS (SMALL-SCALE CONSTRUCTION PLANNING)**

**COURSE CODE** BP018  
**MON 19.00 - 21.00**  
**DURATION** 6 WEEKS  
**TUITION FEE** €100  
**ACCREDITATION** CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**  
The course is suitable for any individuals who wish to gain a basic understanding of the process of self-building and provide them with knowledge to plan and complete the construction of a dwelling or the renovation of a dwelling house with information provided on responsibilities under health and safety legislation.

**COURSE DESCRIPTION**  
- The planning process application and house plans.  
- Design of dwellings, green buildings and how to maximise the site.  
- The role of the client as self-builder.  
- The role of the client as Project Supervisor Construction and design stage.  
- The role of the Client as Project Supervisor Design stage.  
- Waste Management the law and case studies for waste removal.  
- Project management tools and techniques – basic introduction to MS Project software usage.  
- Building Sign off and self-compliance.

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**Microsoft Office Project**

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**PROJECT MANAGEMENT (QQI LEVEL 6)**

**COURSE CODE** BP020

**WED 18.45 - 21.45**  
**DURATION** 12 WEEKS

**TUITION FEE** €280

**ACCREDITATION** QQI LEVEL 6 MINOR AWARD IN PROJECT MANAGEMENT 6N4090

**PARTICIPANT PROFILE**
This programme is aimed to provide learners with a skill and competency in both the theory and practice of Project Management methodologies, incorporating the elements of soft and hard skills of project management.

**COURSE DESCRIPTION**
- Examine the key principles and concepts underpinning project management theory and practice.
- Investigate a range of approaches to project management to include specific tools and techniques used to plan, cost and manage a project.
- Communicate project management planning operations using a variety of information channels.
- Examine monitoring and evaluation techniques for a project.
- Apply appropriate controls and evaluation techniques to achieve project aims and objectives.
- Formulate a project management proposal by establishing rationale based on valid needs analysis.
- Devise a risk analysis for a project to include the preparation of a contingency plan.
- Evaluate the methodology and process of a selected project.
- Utilise financial planning and budget models within the context of managing a project.
- Manage a project taking corrective action where necessary to meet agreed goals.

**APPLICATION**
- Apply online  
  www.lcfe.ie
- 20% discount* on tuition fees for:
  - Individuals in receipt of Job Seekers Allowance, Job Seekers Benefit, Disability Allowance, Invalidity Allowance or Lone Parents Allowance
  - All full time LCFE Learners
  - All Senior Citizens

*Discounts apply to tuition fees only and not materials fees

**ADMINISTRATION PRACTICE (QQI LEVEL 6)**

**COURSE CODE** BP081

**THURS 18.45 - 21.45**  
**DURATION** 12 WEEKS

**TUITION FEE** €280

**ACCREDITATION** QQI LEVEL 6 MINOR AWARD IN ADMINISTRATION PRACTICE 6N4169

**PARTICIPANT PROFILE**
This programme is aimed at individuals who wish to gain the knowledge, skill and competence to work independently or in a supervisory capacity in an administrative role in the private, public or voluntary sector or to progress to higher education or training.

**COURSE DESCRIPTION**
- Assess the relationships between administration practices and organisations policies, objectives and culture.
- Evaluate the role of administration in major organisational functions.
- Appraise current legislation and good practice guidelines on areas relevant to administration to include health and safety, data protection, corporate governance, employment and equality.
- Research issues relevant to administration to include security, facility management and environmental issues, confidentiality and Freedom of Information requests.
- Utilise verbal, written and presentation communication skills to provide a range of administrative support service such as data and workflow management.
- Organise meetings and events to include the production of related documentation.
- Manage a range of systems to maintain appointment, diary, messaging and mail processing, using information technology applications where relevant.
- Devise procedures for the procurement and issuing of business resources and supplies.
- Organise business travel and accommodation arrangements.
- Utilise a range of office equipment and information technology applications to perform administrative tasks.
- Deliver administrative services through developing working relationships with relevant stakeholders.
- Prioritise tasks in the performance of administrative services.
- Organise administrative support services to develop and maintain customer relationships.
PAYROLL MANUAL & COMPUTERISED: PAYROLL MODERNISATION (QQI LEVEL 6)

COURSE CODE BP006

TUES 18.45 - 21.45 DURATION 12 WEEKS
TUITION FEE €280
ACCREDITATION QQI LEVEL 6 MINOR AWARD IN PAYROLL MANUAL & COMPUTERISED 6N4005

PARTICIPANT PROFILE
The purpose of this award is to equip the learner with the knowledge, skills and competence to record, edit, interpret, analyse and process payroll data using manual and computerised systems within an organisation.

COURSE DESCRIPTION
• Analyse a range of documentation an employee may receive from the Revenue Commissioners.
• Analyse the effectiveness of online services offered by the Revenue Commissioners.
• Complete all appropriate employer tax return forms manually.
• Illustrate how an overpayment or underpayment of tax and PRSI can occur as results of changes in tax credits and various thresholds.
• Entering employee data on a computerised payroll system.
• Process the payroll manually and electronically for employees taxed in accordance with the normal, temporary and emergency tax systems.
• Demonstrate how to edit employee records to include amending error(s) generated in a previous pay period.
• Print a selection of reports and documents to include: end-of-period and or end-of-year tax returns forms, payslips and relevant management reports after backing up computerised data.
• Analyse management reports generated electronically.

LEADERSHIP (QQI LEVEL 6)

COURSE CODE BP021

WED 18.45 - 21.45 DURATION 12 WEEKS
TUITION FEE €280
ACCREDITATION QQI LEVEL 6 MINOR AWARD IN LEADERSHIP 6N2191

PARTICIPANT PROFILE
This course is suitable for those who have an interest in Leadership and are already in or wish to gain a leadership position in an organisation. The course will enhance leadership knowledge and may assist with leadership role promotional opportunities.

COURSE DESCRIPTION
• The evolving role of leadership over time, to include current and past examples of good leadership and its impact on the turn of events.
• Leadership styles and approaches in a range of public and private contexts.
• Leadership dilemmas, the need for leadership in all aspects of life, and the impact of personal and public ethics, morals and values.
• Draw up a personal leadership plan for a task, project or job, to include strengths and areas for improvement.
• Demonstrate effective communication skills, to include oral presentations, listening skills, making suggestions and giving feedback, written documents and correspondence.
• Demonstrate problem-solving skills, to include strategic analysis of issues or problems, action plans, execution of plans, and evaluation of outcomes.
• Working with a team on a practical project or task those results in effective team performance.
• Group dynamics, facilitating the different roles that people play, conflict resolution, interacting with people who have diverse views and styles, teamwork and motivating others.
• Conduct meetings efficiently, to include use of appropriate meeting etiquette, procedures and processes in a particular public, private or voluntary context.
• Demonstrate leadership skills in a chosen environment, to include reflection on personal experience and progress.

APPLY ONLINE
www.lcfe.ie
BUSINESS & PROFESSIONAL

CUSTOMER SERVICE (QQI LEVEL 5)

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>WED 19.00 - 21.30</th>
<th>DURATION 12 WEEKS</th>
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TUITION FEE €240

ACCREDITATION QQI LEVEL 5 MINOR AWARD IN CUSTOMER SERVICE 5N0972

PARTICIPANT PROFILE
This course is designed for learners who want to gain an understanding of the value of the customer service discipline as well as knowledge and skills to provide effective customer service within a work, social or voluntary environment, operating independently or as part of a team.

COURSE DESCRIPTION
- Examine the principles of customer service
- Identify the key features of good customer service
- Identify, for a vocationally-specific area, key elements of consumer legislation and the functions of associated regulatory organisations providing customer protection, representation and redress
- Describe how customer perceptions can be influenced, to include elements such as the physical environment, printed materials, the personal presentation and conduct of a customer contact person
- Apply the personal skills, qualities and attitudes required to perform effectively when dealing with customers
- Use appropriate communication technologies
- Use written and verbal skills to include appropriate style, language and tone
- Handle a range of correspondence and records providing a service to the customer
- Respond to customer complaints and compliments in accordance with organisational policy
- Handle challenging situations
- Demonstrate team or group work in providing customer care

ENTREPRENEURSHIP (QQI LEVEL 6)

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<tr>
<th>COURSE CODE</th>
<th>THURS 18.45 - 21.45</th>
<th>DURATION 12 WEEKS</th>
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TUITION FEE €280

ACCREDITATION QQI LEVEL 6 MINOR AWARD IN ENTREPRENEURSHIP 6N1941

PARTICIPANT PROFILE
This course is aimed at those wishing to equip themselves with the knowledge, skill and competence in adopting an entrepreneurship approach to a specific business and or social innovation context, operating independently and/or in a supervisor capacity.

COURSE DESCRIPTION
- To lead the learner to an understanding of the principles and concepts of business and social entrepreneurship
- To facilitate the learner to identify an opportunity for innovation and entrepreneurship
- Learners will be encouraged to be creative, work in teams to connect with other aspiring entrepreneurs and share thoughts and ideas
- Assist in developing a business plan for availing of an entrepreneurship opportunity including planning for resources, risk management and mitigation
- Develop, implement and monitor innovative strategies and solutions
- To assist the learner to develop the academic and vocational language, literacy and numeracy skills related to Entrepreneurship through the medium of the indicative content.

TAXATION (QQI LEVEL 6)

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<th>COURSE CODE</th>
<th>WED 18.45 - 21.45</th>
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TUITION FEE €280

ACCREDITATION QQI LEVEL 6 MINOR AWARD IN TAXATION 6N4167

PARTICIPANT PROFILE
This course is suitable for individuals wishing to acquire the skills and knowledge needed for taxation practices and principles. It will enable participants to work in an administrative capacity in the taxation process working independently or as a supervisor overseeing the work of others. This course is also ideal for learners looking to progress to higher education and training.

COURSE DESCRIPTION
- Examine the seven main taxes in Ireland in detail, including Income Tax, PRSI, Capital Gains, Capital Acquisition, VAT, Corporation Tax and Stamp Duty
- Analyse relevant tax returns and records required for a typical business to include online payments
- Research the effect of taxation policy on trade structures
- Detailed reports on a range of pension schemes
- Processes involved in completing annual accounts and tax returns

APPLY ONLINE
www.lcfe.ie
BUSINESS MANAGEMENT (QQI LEVEL 6)

COURSE CODE: BP063

WED 18.45 - 21.45
DURATION 12 WEEKS

TUITION FEE: €280

ACCREDITATION: QQI LEVEL 6 MINOR AWARD IN BUSINESS MANAGEMENT 6N4310

PARTICIPANT PROFILE
This course is designed for those interested in Business Management, styles and techniques.

COURSE DESCRIPTION
• Investigate the internal environment of an organisation to include a SWOT analysis (Strength Weaknesses Opportunities Threats)
• Analyse the impact of a range of external factors of an organisation to include a PEST analysis (Political Economic Social Technological)
• Explore the roles of management in an organisation
• Evaluate a range of business management techniques and tools for planning, management control and measuring performance within a business organisation.
• Examine the difference between management and leadership.
• Appraise the role of human resources.
• Design an appropriate workflow system for a business related task to include documentation of the process, identification of responsibilities and expected outputs.
• Compile a report on a management process.
• Evaluate the performance of an individual or group within an organisation.

EMPLOYMENT LAW (QQI LEVEL 6)

COURSE CODE: BP024

MON 18.45 - 21.45
DURATION 12 WEEKS

TUITION FEE: €280

ACCREDITATION: QQI LEVEL 6 MINOR AWARD IN EMPLOYMENT LAW 6N4322

PARTICIPANT PROFILE
This course is suitable for those who wish to equip themselves with the knowledge, skill and competence in the principles of employment law and the statutory frameworks which regulate the employment relationship.

COURSE DESCRIPTION
• Employment law principles and provisions and of the Irish legal system and the influence of European law on Irish employment law.
• Individual employment rights to include discrimination, maternity, adoptive and parental leave, part-time and fixed-term work, agency work, payment of wages etc.
• The contract of employment within the context of scenarios to include terms and conditions, pay and pension, termination, dismissal, leave, duties.
• Employer response to the impact of Data Protection and Freedom of Information in the management and maintenance of employee information in the workplace.
• The role of employment legislation and institutions in combating discrimination and harassment to promote equality in workplace.
• Assess the facts in defined breaches of employment law and legal procedures of redress and remedies.
• Understanding of the status, interpretation and implementation and implementation of collective bargaining.
• Legal significance of Human Resource grievance and disciplinary policies and procedures.
• Legislative framework of health, safety and welfare at work regulations.
• The role and function of labour relations institutions and trade unions and the legal procedures of redress.
• The impact of employment law in vocational areas.

APPLY ONLINE
www.lcfe.ie
HUMAN RESOURCES (QQI LEVEL 5)

COURSE CODE BP005

TUES 19.00 - 21.30  DURATION 12 WEEKS
TUITION FEE €240
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN HUMAN RESOURCES 5N3586

PARTICIPANT PROFILE
The purpose of this award is to equip the learner with the knowledge, skill and competence to understand the role of Human Resource Management with an organisation and to apply these concepts in the workplace.

COURSE DESCRIPTION
• To enable the learner to develop an understanding of the fundamental concepts of Human Resource Management within an organisation
• To enable the learner to develop an appreciation of the contribution Human Resource management can make to the overall success of the organisation
• To facilitate the learner demonstrate an awareness of the various Human Resource processes which could be implemented in an organisation
• The role of training and development
• The recruitment and selection process
• Motivation theories and techniques and their application to the workplace
• Performance management strategies, grievance, discipline and conflict resolution
• Relevant Legislation

Note: This course may take place at Further Education and Training Centre, Kilmallock Road Campus, Limerick

BUSINESS ADMINISTRATION (QQI LEVEL 5)

COURSE CODE BP041

MON 19.00 - 21.30  DURATION 12 WEEKS
TUITION FEE €240
ACCREDITATION QQI MINOR AWARD IN BUSINESS ADMINISTRATION SKILLS 5N1610

PARTICIPANT PROFILE
This course is suitable for those with an interest in business administration. It aims to equip the participant with the knowledge, skill and competence in the administration requirements of a range of organisations to enable the participant to operate effectively in a variety of administration contexts.

COURSE DESCRIPTION
• The Organisation
• Finance and Business Controls
• Banking & Insurance
• Human Resources
• Preparing for Meetings
• Processing Business Documents
• Assessment: Two Assignments with one examination

TRAINING AND DEVELOPMENT (TRAIN THE TRAINER ADVANCED CERTIFICATE) (QQI LEVEL 6)

COURSE CODE BP038

TUES 18.45 - 21.45  THURS 18.45 - 21.45  DURATION 12 WEEKS
TUITION FEE €520 OR €260 PER MODULE
ACCREDITATION QQI LEVEL 6 SPECIAL PURPOSE AWARD IN TRAINING AND DEVELOPMENT 6S3372

PARTICIPANT PROFILE
This new and more comprehensive programme is the replacement for the old FETAC Train the Trainer award E30179 and leads to a full special purpose award 6S3372 as part of QQI’s common awards system.

COURSE DESCRIPTION
To complete this award, participants must complete the following components:
Training Delivery and Evaluation (Train the Trainer) 6N3326
Training Needs Identification and Design 6N3325

PROGRAMME STRUCTURE

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Weeks</th>
<th>Component</th>
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<tbody>
<tr>
<td>Tuesday</td>
<td>18.45 - 21.45</td>
<td>12</td>
<td>Training Delivery and Evaluation (Train the Trainer)</td>
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<tr>
<td>Thursday</td>
<td>18.45 - 21.45</td>
<td>12</td>
<td>Training Needs Identification &amp; Design</td>
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</table>

Learners will have the flexibility to complete both components during the 12 week period and achieve the full award or alternatively learners can select one module only, if they prefer to do so.
Training Needs Identification and Design
This course is suitable for those who wish to become familiar with the functions, process, purpose and benefits of training and development. It will also enable participants to assess approaches and techniques in conducting training needs analysis.
• Internal and external environmental factors influencing training and development requirements
• Concepts of learning, training, development and education
• Purpose of training and development in an organisational and or individual setting
• Training Needs Analysis (TNA) and Instructional System Design (ISD) models
• Barriers to training and attitudes to training in an organisation
• Training plans, prioritised training and cost benefit analysis
• How to design a training intervention, that incorporates a range of design factors
• How to develop appropriate training content
• Performance management approaches in the context of identifying training and development needs

Training Delivery and Evaluation (Train the Trainer)
This course is suitable for those who wish to become familiar with the approaches, tools and techniques used in the evaluation of a training intervention and acquire the comprehensive skills required in the development, delivery and evaluation of a training intervention.
• Concepts and theories underlying the delivery and evaluation of training interventions
• The effectiveness of a training session
• How to appraise a range of evaluation models, approaches, tools and techniques
• Learn how to deliver appropriate training content and materials using a range of training aids
• Constructive feedback
• How to apply a comprehensive range of specialised training delivery and evaluation skills
• Learn how to devise a training evaluation process
Note: This course may take place at the Further Education and Training Centre Kilmallock Road Campus.

BOOKKEEPING: MANUAL & COMPUTERISED (QQI LEVEL 5)

COURSE CODE  
BP004

TUES 19.00 - 21.30  
DURATION 12 WEEKS

TUITION FEE €240

ACCREDITATION  
QQI LEVEL 5 MINOR AWARD IN BOOKKEEPING (MANUAL & COMPUTERISED) 5N1354

PARTICIPANT PROFILE
This course is suitable for individuals with little or no experience of manual bookkeeping and who wish to develop their knowledge and skills to record transactions in a manual and computerised bookkeeping environment, especially within a small business.

PROGRAMME AIMS
Learners who successfully complete this course will:
• Acquire an understanding of basic bookkeeping concepts and terminology
• Acquire the knowledge and skills to record transactions in a manual accounts system and draw up a trial balance
• Understand the main components of a computer system, and acquire the skills to carry out various bookkeeping tasks
• Appreciate the importance of data accuracy and confidentiality in financial transactions

COURSE DESCRIPTION
• Preparing: sales/purchase/bank lodgements/bank payments/petty cash books & VAT forms
• Company: create and register
• Setting up: VAT rates/bank accounts/ledgers; customer/supplier accounts; product details
• Enter Documents: sales/purchase/bank lodgements/bank payments/petty cash/invoices
This course is based on Sage software usage.
Note: This course may take place at the Further Education and Training Centre Kilmallock Road Campus.

“Very happy I discovered the evening classes here, a very positive educational experience, highly recommended.”
— Eamonn, Training and Development

APPLY ONLINE
www.lcfe.ie
**DATA PROTECTION & GDPR**

**COURSE CODE**
BP055

**TUITION FEE** €100

**DURATION** 8 WEEKS

**ACCREDITATION** CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**
As a result of the recent changes in data protection legislation this course would be suitable for those who handle other people's information as part of their job. Examples of such jobs would be business owners, managers, employees, voluntary committee members and team leaders.

**COURSE DESCRIPTION**
Topics covered include the following:
- Why do you need to know and state your legal basis for processing data?
- How must 'consent' be obtained under the new rules?
- What will need to be included in a Privacy Notice?
- How can you demonstrate that you are processing data fairly?
- Rules regarding the personal data of children
- Data portability
- How organisation must respond to complaints
- Financial penalties that can be imposed in the event of a complaint or breach.

**SAFETY AND HEALTH AT WORK (QQI LEVEL 5)**

**COURSE CODE**
BP025

**TUITION FEE** €240

**DURATION** 12 WEEKS

**ACCREDITATION** QQI LEVEL 5 MINOR AWARD IN SAFETY AND HEALTH AT WORK 5N1794

**PARTICIPANT PROFILE**
This course is suitable for individuals who wish to promote, maintain and apply the principles and procedures of health and safety in the workplace.

**COURSE DESCRIPTION**
- Safety, Health and Welfare at Work Act, 2005; Health and Safety Authority
- Safety statement; safe and healthy working practices
- Risk factors, hazard identification and risk assessment in the workplace; mechanical and electrical equipment; safe lifting and handling techniques
- Accidents - causes, prevention, procedures, reporting and recording
- Fire-related issues - causes, prevention, procedures, equipment etc.
- Safety signs; first aid kit; infection control etc.

**Note:** A safe level of written and spoken English is required to understand the terminology – see note English Assessment on pg 11
RECEPTION AND FRONT OFFICE SKILLS IN HOSPITALITY/HOTEL & TOURISM INDUSTRY (QQI LEVEL 5)

COURSE CODE BP050

TUES 19.00 - 21.30 DURATION 12 WEEKS
TUITION FEE €240
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN RECEPTION 5N1407

PROGRAMME LOCATION - NOTE: THIS COURSE MAY TAKE PLACE AT KILMALLOCK ROAD CAMPUS, LIMERICK OR LEDP ROXBORO, CHILDERS ROAD

PARTICIPANT PROFILE
This course is suitable for those who wish to equip themselves with the knowledge, skill and competence in Reception and Front Office in Hospitality/Hotel & Tourism Industry.

PROGRAMME AIMS
- Skills, functions and responsibilities of a receptionist represented within the Hotel/Hospitality Industry
- Key policies, structures of the Hotel/Hospitality industry
- How to source information from the internet, reservation systems, postal services, courier calls and message service
- Apply a range of communications skills including personal, interpersonal and technological proficiencies
- Produce reception material to include inventory of equipment, stock requisitions, petty cash system, function diary, post log, and telephone message
- How to respond quickly in pressurized reception related circumstances requiring fast and efficient comeback
- Display a professional approach to receiving customers, use effective customer service skills
- How to display a professional approach in handling customer complaints and use initiative around unexpected customers
- Present a range of documents including order forms, invoices, and general administration skills within the context of Hotel and hospitality industry.

RECEPTION AND FRONTLINE OFFICE SKILLS (QQI LEVEL 5)

COURSE CODE BP047

WED 19.00 - 21.30 DURATION 12 WEEKS
TUITION FEE €240
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN RECEPTION 5N1407

PARTICIPANT PROFILE
This course is suitable for those who wish to equip themselves with the knowledge, skill and competence in the concepts and principles underpinning Reception and Frontline Office Skills.

COURSE DESCRIPTION
- Skills, functions and responsibilities of a receptionist or front line office representative within an organisation
- Products, services, key policies, structures and personnel of an organisation
- The range of telecommunications network equipment used within a reception and or front office context
- How to source information from the internet, reservation systems, postal services, call and or courier logs and messaging service
- Aspects of safety and health at work legislation pertaining to working within a reception context
- Information flows within an organisation
- Apply a range of communication skills including personal, interpersonal and technological proficiencies
- How to operate a range of equipment in the reception area
- Produce reception material to include notices, inventory of equipment, stock requisitions, petty cash system, diary, post log, visitors log and telephone messages
- How to respond quickly in pressurized reception related circumstances requiring fast and efficient comeback
- Display a professional approach to receiving visitors, use effective customer service skills and use initiative around unexpected visitors and maintain composure when dealing with complaints
- Present a range of documents including order form, invoices and processing travel expenses
- Apply a range of general administrative skills within the reception and or front office context e.g. filing, booking and preparing for board meetings or conferences etc.

"Really enjoyed the course, taught very well and was very in depth. Well worth travelling for."
— Marie, Co. Carlow
**MEDICAL TERMINOLOGY (QQI LEVEL 5)**

**COURSE CODE**
BP042

**TUES 19.00 - 21.30**  
**DURATION** 12 WEEKS

**TUITION FEE €240**

**ACCREDITATION** QQI LEVEL 5 MINOR AWARD IN MEDICAL TERMINOLOGY 5N2428

**PARTICIPANT PROFILE**
This course is designed to provide the learner with the knowledge, skill and competence in the range of medical terminology applicable and relevant specifically to a medical receptionist or secretarial role in a medical practice, clinic and or hospital setting.

**COURSE DESCRIPTION**
- Examine a range of medical terminology required by a medical receptionist or secretary.
- Describe the sources of information available to the medical receptionist or secretary.
- The importance of using correct medical terminology in communicating with patients and medical practitioners.
- Apply medical pronunciation and spelling correctly.
- Medical Abbreviations used in medical investigations and diagnosis.
- Medical terminology associated with the medical specialities carried out in a hospital, and used in medical reports and summaries.
- Preparation of medical reports; ensuring the use of appropriate terminology, language and format.
- Explore current relevant legislation regarding Health Services in Ireland.

**Note:** This course may take place at the Further Education and Training Centre, Kilmallock Road Campus.

**Note:** A safe level of written and spoken English is required — see note English Assessment on pg 11.

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**REGIONAL TOUR GUIDE – QQI LEVEL 6 SPECIAL PURPOSE AWARD IN REGIONAL TOUR GUIDING (6S20233)**

**COURSE CODE**
BP071

**TUES 18.45 - 21.45**  
**THURS 18.45 - 21.45**

**DURATION** 12 WEEKS

**TUITION FEE €520**  
**MATERIAL COST €50**  
(includes venue visits and limited minibus hire for simulations only)

**ACCREDITATION** QQI LEVEL 6 SPECIAL PURPOSE AWARD IN REGIONAL TOUR GUIDING 6S20233

**PARTICIPANT PROFILE**
This course is suitable for participants who wish to work as Tour Guides employed by tour operators or tour guide organisations. Tour guides plan and coordinate tours and follow guest itineraries escorting visitor groups in many historical and cultural venues. Guides require the ability to retain facts, figures and folklore and present the information to tourists in an entertaining and interesting way.

Tour guiding is particularly suited to people who are outgoing and who enjoy interacting with others. Communicating, planning and organising are important skills to possess and fluency in a second language is a distinct advantage.

**COURSE DESCRIPTION**
- QNI Level 6 Component in Irish Tour Guiding (6N20229)
  - the role and responsibilities of the tourist guide in the context of the Irish tourism industry.
  - the structures roles of the tourism industry.
- features of a range of regions and localities including historical background, agriculture, modern development, sites, towns, villages, historical architecture, physical geography, flora, fauna, amenities and derivation of place names.
- sustainable tourism, negative impacts of tourism/tours.
- Use weather forecasts to predict weather conditions safe for guiding & Evaluate all health and safety considerations when planning and conducting a guiding experience.
- Research key aspects of Irish economic, political, social, cultural and current affairs.
- Evaluate the main markets for Irish tourism / current legislative requirements.
- Demonstrate an ability to participate in leading tours /tour management/ liaising with the tour operators, administrative procedures, ensuring effective welfare of group participants /management to accommodate of diversity and specific customer needs /communication, social, decision-making, problem solving and conflict resolution skills.
- Delivery of commentaries which communicate.
- Develop digital media skills to enhance the tour experience, to promote potential products and services and exploit employment opportunities.
QQI Level 6 Component in Irish Natural Heritage & Culture (6N20231)
- the role of the cultural heritage product in Ireland and abroad
- current issues in relation to sustainable heritage conservation
- work of the main bodies involved in the support, development, protection and promotion of Irish culture, heritage and natural resources
- key aspects of the course of Irish history from the earliest times to present day
- the origin, antiquity, key literary genres and current status of the Irish language
- international cultures and traditions which have been influenced by the Irish and link with visitors’ origins accordingly / Ireland’s archaeological heritage and its UNESCO World Heritage sites
- the evolution of Irish cuisine and beverages
- the history and status of the current agriculture, forestry and maritime resources in Ireland / significant natural and physical features of Ireland
- development and location of arts and crafts and associated industries in Ireland

- Summarise the major phases, styles and examples of Ireland’s architectural heritage
- Ireland’s cultural heritage perception internationally
- Research likely topics of interest to clients
- Demonstrate how other nationalities and ethnic groups have influenced the development of Ireland’s culture and built heritage

To complete this award, participants must complete the following components:
- QQI Level 6 Component in Irish Tour Guiding (6N20229)
- QQI Level 6 Component in Irish Natural Heritage & Culture (6N20231)

Note: Badges will be issued to graduates of this Regional Tour Guide programme on achievement of the full special purpose award 6S20233

See information at the following link: https://www.failteireland.ie/Supports/Training-Workshops/Tourist-guide-training.aspx

Fáilte Ireland on behalf of industry continues to host a directory of qualified tour guides and continue to be an advocate of tour guiding and recognises the importance that tour guiding plays in enhancing the visitor’s experience of Ireland.

AUCTIONEERING AND ESTATE AGENCY PRACTICES (QQI LEVEL 5)

THURS 19.00 - 21.30 DURATION 12 WEEKS
TUITION FEE €240
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN ESTATE AGENCY PRACTICE 5N3025

PARTICIPANT PROFILE
This programme module is suitable for those wishing to learn knowledge, skills and competence in the principles, practices and the legislative framework underpinning best practice in the Estate Agency and Property Management. This will enable the learner to work in a professional manner in the Estate Agency industry and Property Management industry.

COURSE DESCRIPTION
- Summarise the key methods of selling residential and commercial property in Ireland to include auction, private treaty and tender
- Examine the role of the estate agent, auctioneer and property manager to include their relationship with buyers, vendors, landlords, tenants, financial institutions and developers
- Describe the legal structure and role of the management company
- Explore the roles of relevant professional and legislative bodies in the industry
- Explore the classifications of residential, commercial and industrial property and the lease types associated with each
- Evaluate the power of advertising through examination of advertising techniques and media used within the property industry
- Analyse the location, accommodation and potential investment value to the purchaser of a property that is new to the market
- Create a press release and a brochure for the sale and letting of a property
- Design suitable marketing material for an auctioneering company and the properties on its books
- Demonstrate knowledge of the procedures followed from commencement of the sales process to completion of the sale
- Apply the concepts of both tangible and intangible marketing in relation to individual properties and the company brand
- Evaluate the sources of instruction for the property professional
- Analyse the strengths and weaknesses of the different types of agency within estate agency practice
- Investigate the service charge requirements of a multi-unit development.
PUBLIC RELATIONS (ICM SINGLE SUBJECT)

PROGRAMME CODE: BP061

TUES 18.45 - 21.45 DURATION 12 WEEKS
TUITION FEE €280 REG.ICM: £70 STG
ACCRREDITATION INSTITUTE OF COMMERCIAL MANAGEMENT SINGLE SUBJECT QUALIFICATION.

PARTICIPANT PROFILE
This course is aimed to at learners with an interest in Public Relations.

PROGRAMME DESCRIPTION
• Management and Organisation of Public Relations: What is PR, External & Internal environment, Systems theory etc
• Role of Public Relations Practitioners
• Media Context of Contemporary Public Relations and Journalism: Contemporary media context: the UK media industry, regulation ethics etc
• Public Relations and Democracy: Conditions for representative democracy, Pressure groups, Elections and voting
• Corporate Social Responsibility: The social responsibilities of organisations, The demands of public opinion etc
• International Public Relations
• Public Relations as Planned Communications
• Public Relations Research and Evaluation
• Audiences and Corporate Image: Passive and active audiences, Stakeholders and publics Organisational reputation, image and identity, personality and culture, Organisational identity, strategy and process
• Ethics and Professionalism in Public Relations: Ethics and morality, professionalism, Ethical decision-making models etc.
• Media Relations: Negotiated news: media relations in practice, Media partnerships

MARKETING PRINCIPLES (ICM SINGLE SUBJECT)

PROGRAMME CODE: BP015

THURS 19.00 - 21.30 DURATION 12 WEEKS
TUITION FEE €240 REG.ICM: £70 STG
ACCRREDITATION INSTITUTE OF COMMERCIAL MANAGEMENT (ICM) SINGLE SUBJECT QUALIFICATION

PARTICIPANT PROFILE
This course is aimed to equip the learner with the knowledge, skill and competence in the principles and practice of marketing principles to enable the learner to analyse, evaluate and critically apply marketing principles techniques.

PROGRAMME DESCRIPTION
• Enable the learner to understand the principles and practice of marketing
• Assist the learner to understand the functions of a marketing department
• To facilitate the learner to understand the role of marketing in everyday life, role of marketing in organisations
• Enable the learner to acquire the knowledge to work effectively as a marketing assistant
• Assist the learner in developing a marketing plan for a specific product or service

*PLEASE NOTE: a separate registration and examination fee will have to be paid to ICM (see www.icm.education for details)

This single subject can be combined with other single subjects to gain a Professional Qualification.

Note: A separate registration and exam fee is payable to ICM (www.icm.education)

This single subject can also be combined with others to gain a further professional qualification.

Note: For further info on reg and entry req please see ICM info in this section of brochure.

APPLY ONLINE
www.lcfe.ie
ACCOUNTING FOR SMES: MANUAL & COMPUTERISED (QQI LEVEL 5)

COURSE CODE BP003

THURS 19.00 - 21.30 DURATION 12 WEEKS
TUITION FEE €240
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN ACCOUNTING - MANUAL AND COMPUTERISED 5N1348

PARTICIPANT PROFILE
This course is suitable for those who wish to understand the principles and practice of maintaining financial records manually and using integrated accounting software. It will also enable learners to gain the knowledge and skills to support and maintain records in small/medium organisations (SMEs). It is preferable that learners have a basic knowledge of double entry bookkeeping.

COURSE DESCRIPTION
• Accounting principles, standards and concepts to include consistency and prudence
• Accounting terms i.e. assets and liabilities, debtors and creditors, shareholders, dividends etc.
• The Auditing process, types and purpose of forecasts and budgets
• Computer systems in an accounts environment and the application of integrated accounts systems (IAS) in the preparation of financial statements
• Accounting procedures to include processing adjustments, producing final accounts and results, ratios and completing budgets and forecasts
• File management
• Accounting procedures using IAS or manual procedures
• Produce financial statements for a range of organisations

This course is based on Sage 50 software usage.

RETAIL OPERATIONS & OPERATIONS MANAGEMENT (ICM SINGLE SUBJECT)

COURSE CODE BP079

THURS 19.00 - 21.30 DURATION 12 WEEKS
TUITION FEE €240 REG. ICM £70 STG.
ACCREDITATION INSTITUTE OF COMMERCIAL MANAGEMENT (ICM) SINGLE SUBJECT

PARTICIPANT PROFILE
This course is suitable for those interested in gaining an ICM single subject qualification in Retail Operations and Management.

COURSE DESCRIPTION
• The nature of retail operations & management
• The role of the retail buyer
• Chains of distribution and physical distribution
• Stock and order systems
• Location strategy
• Merchandising and point of sale strategies
• Maintaining optimum stock levels;
• Shrinkage.
• I.T. and retail operations
• International operations
• Operations from independents to major chains
• The different aspects of Retail Operations Management

Note: A separate registration and exam fee is payable to ICM (www.icm.education)
This single subject can also be combined with others to gain a further professional qualification
Note: For further info on reg and entry req please see ICM info in this section of brochure.

APPLY ONLINE www.lcfe.ie

20% discount* on tuition fees for:
Programmes are in high demand so book your place early!

Individuals in receipt of Job Seekers Allowance, Job Seekers Benefit, Disability Allowance, Invalidity Allowance or Lone Parents Allowance
All full time LCFE Learners
All Senior Citizens

20% discount* on tuition fees for:

APPLY ONLINE www.lcfe.ie
ICM Diploma and Graduate Diploma Programmes

Important Note: All learners will be required to register with ICM. Diploma and Advanced Diploma programmes require learners to complete an Academic History form as part of ICM Registration. Copies of all qualifications and Awards obtained by the learner must also accompany the Academic History form.

• Entry to an ICM Diploma programme requires proof of completion of secondary education or equivalent and / or having worked in full time employment for a minimum of 2 years (letter from employer). The minimum age for registration for the majority of programmes is 18.
• The ICM Diploma in Business Studies is awarded on completion of all Part 1 and 2 modules.
• Learners may opt to continue their studies by applying for programmes like the ICM Graduate Diploma in Management Studies.
• Entry to the ICM Advanced Diploma in Business Studies (i.e. part 1 of the ICM Graduation Diploma in Management Studies) requires proof of completion of secondary education or equivalent and / or having worked in full time employment for a minimum number of years (letter from employer) as well as evidence of holding a management or senior supervisory position.
• Entry to part 2 of this course requires completion of all modules in part 1 – see www.icm.education/awards/professional-courses/management-studies/
**CHILD DEVELOPMENT (QQI LEVEL 5)**

**COURSE CODE**: CC006

**TUES 18.45 - 21.45**  **DURATION 12 WEEKS**

**TUITION FEE**: €270

**ACCREDITATION**: QQI LEVEL 5 MINOR AWARD IN CHILD DEVELOPMENT 6N1764

**PARTICIPANT PROFILE**
This course is suitable for individuals wishing to acquire skills and knowledge of child development from 0-6 years and to promote good practice, equality of opportunity and respect for diversity in lifestyles, religion and culture.

**COURSE DESCRIPTION**
- Child Development: nature and nurture interaction; normative development; social, cultural and environmental factors etc.
- Physical Development: conception to birth and pre-natal development; capabilities of newborn child; promote physical development
- Cognitive and Language Development: intellectually stimulating environment; importance of language; pre-linguistic and moral development; multilingual environment
- Social and Emotional Development: self-image and self-esteem; managing children’s behaviour in a childcare setting
- Primary Research in Child Development: child observations – planning, reporting, evaluation and reflection

Note: This course may take place at the Further Education and Training Centre, Kilmallock Road Campus.

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**EQUALITY AND DIVERSITY IN CHILDCARE (QQI LEVEL 6)**

**COURSE CODE**: CC016A

**WED 18.45 - 21.45**  **DURATION 12 WEEKS**

**TUITION FEE**: €250

**ACCREDITATION**: EQUALITY & DIVERSITY IN CHILDCARE 6N1974

**PARTICIPANT PROFILE**
This programme is suitable for those who wish to acquire the knowledge, skill and competence in relation to equality and diversity in Early Childhood, to enable the learner to facilitate optimal development of the child, ensuring benefit from education and care on an equal basis supporting diversity through promoting a sense of belonging and identity.

**PROGRAMME DESCRIPTION**
- Equality and diversity concepts as relevant to Irish Society
- Approaches to diversity education including, assimilation, multicultural, intercultural and anti-bias
- Equality and diversity terminology; including prejudice, discrimination, racism, sexism and abelism etc.
- Current legislation on Equality and Diversity, to include Equality Legislation, the UN Convention on the Rights of the Child and the UN International Convention on the Elimination of All Forms of Racial Discrimination
- The role of the adult in promoting children’s individual and group identity and their sense of belonging enabling the child to value uniqueness and difference
- Explore ways of respecting equality and diversity requirements in relation to identity to include, language, gender, social class, disability, age, religion, dietary considerations, ethnic groups, Traveller community, marital status and sexual orientation
- The importance of having an equality and diversity approach in an ECCE setting

“I've had a fantastic experience and I thoroughly recommend it. I'll be back next year.”

— Michelle, Child Development
NEW

WORK EXPERIENCE (QQI LEVEL 6)

COURSE CODE CC016A
TUES 18.45 - 21.45 DURATION 12 WEEKS
TUITION FEE €250
ACCREDITATION WORK EXPERIENCE 6N1946

PARTICIPANT PROFILE
This course is suitable for those working in various industry areas. Assessments will be based on the workplace that participant are in.

PROGRAMME DESCRIPTION
To pass this module, the learner must complete a work experience placement of 60 hours (or more as required in some programmes - Please refer to the relevant programme descriptor for specific information regarding work experience requirements depending on your Industry area).
Learners must achieve at least a pass mark (50%) in the Skills Demonstration. Learners should be aware that it is mandatory to achieve both of these requirements for this module to insure that results are submitted as specified by QQI.

• Analyse work related issues and trends, Demonstrate understanding of the up-to-date theoretical and or technical knowledge underpinning practice in a particular area of work
• The rights and responsibilities of employees and employers in a particular work context, to include health, safety and welfare at work, equality legislation, union representation and regulations relating to pay and confidentiality challenges and opportunities in the chosen public, private or voluntary sector globally and nationally, to include the impact of challenges and opportunities on personal career choice and direction
• Utilise effective written and interpersonal communication skills, drawing on appropriate communication technologies, to include a CV, letter of application, evidence of job-finding skills and skills checklist
• Present a detailed personal skills audit and career plan for a specific vocational area, to include personal goals and action points, development opportunities and career paths
• Demonstrate supervisory skills and capacities, to include the skills and qualities required for a particular post in the public, private, or voluntary sector
• Investigate options for future education, training and employment in light of work experience

EARLY CHILDHOOD LITERACY & NUMERACY (QQI LEVEL 6)

COURSE CODE CC022A
THURS 18.45 - 21.45 DURATION 12 WEEKS
TUITION FEE €250
ACCREDITATION EARLY CHILDHOOD LITERACY & NUMERACY 6N1935

PARTICIPANT PROFILE
This programme is suitable for those who wish to acquire the knowledge, skill and competence to support early childhood literacy and numeracy in a specific Early Childhood Care and Education (ECCE) learning environment.

PROGRAMME DESCRIPTION
• Concepts, theories and principles underpinning the teaching and learning of literacy and numeracy in a specific ECCE setting
• Evaluate the main theoretical approaches and models that explain language and number acquisition in a specific ECCE learning context
• Assess a range of resources to support children’s language and number acquisition
• Observations evaluating the learning of language and number
• Learn to manage tasks within the parameters of professional conduct including relations with parents, guardians, children and colleagues.

PERSONAL PROFESSIONAL DEVELOPMENT (QQI LEVEL 6)

COURSE CODE CC011A
MON 18.45 - 21.45 DURATION 12 WEEKS
TUITION FEE €250
ACCREDITATION PROFESSIONAL DEVELOPMENT 6N1949

PARTICIPANT PROFILE
This programme is suitable for those who wish to acquire the knowledge, skill and competence to utilise a range of advanced personal and interpersonal skills in variety of personal, civic and specific vocational contexts, operating autonomously and or in a supervisory capacity.

PROGRAMME DESCRIPTION
• The principles and practice of personal development
• Time management to include aids and strategies for good time management
• Problem-solving and decision-making
• Evaluating how organisations manage change
• Strategies to resolve personal or interpersonal conflict
• Delegating tasks to others, to include appropriate planning, identification of skills etc.
• Strategies to recognise and cope with stress, setback and workplace pressure
CHILDMINDING PRACTICE (QQI LEVEL 5)

PARTICIPANT PROFILE
This programme is designed to provide individuals with opportunities to acquire the skills and knowledge to plan, implement and evaluate a suitable programme of activities for a quality school age childcare setting.

PROGRAMME DESCRIPTION
• To explore the roles and responsibilities of the childminder
• To facilitate the learner to understand legislation and best practice guidelines
• To facilitate the learner to acquire the knowledge to engage effectively with children and parents
• To facilitate the learner to write policies and procedures for a childminding service
• To assist the learner to develop the academic language, literacy and numeracy

COURSE CODE CC008A
DURATION 12 WEEKS
TUITION FEE €250
ACCREDITATION CHILDMINDING PRACTICE 5N1766

EQUALITY AND DIVERSITY IN CHILDCARE (QQI LEVEL 5)

PARTICIPANT PROFILE
This course is suitable for those who wish to equip themselves with the knowledge, skill and competence to work effectively in a care setting.

COURSE DESCRIPTION
• Explore core concepts of equality and diversity in Irish society
• Analyse various approaches to diversity education
• Current Legislation
• Explore the role of the adult in promoting children’s individual and group identity.
• Understanding approaches to respecting equality and diversity requirements
• Self-awareness – our own attitudes, values and assumptions and their impact

COURSE CODE CC026
DURATION 12 WEEKS
TUITION FEE €250
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN EQUALITY AND DIVERSITY IN CHILDCARE 5N1775

CHILDREN WITH ADDITIONAL NEEDS (QQI LEVEL 5)

PARTICIPANT PROFILE
This course is suitable for those who wish to equip themselves with the knowledge, skill and competence to work effectively and efficiently with young children with additional needs. It aims to provide the participant with an understanding of special needs and associated issues.

COURSE DESCRIPTION
• The history of special needs
• Legislation and policy development relating to children with additional needs
• Roles, responsibilities and support services available
• Examining the range of approaches in interactions with children with special needs
• Applying good practice to children with additional needs
• Planning appropriate activities
• Develop an awareness of social, ethical and legal issues in relation to education and care

COURSE CODE CC025
DURATION 12 WEEKS
TUITION FEE €250
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN CHILDREN WITH ADDITIONAL NEEDS 5N2396

CHILD MINDING PRACTICE (QQI LEVEL 5)

PARTICIPANT PROFILE
This programme is designed to provide individuals with opportunities to acquire the skills and knowledge to work effectively and efficiently with young children with additional needs.

PROGRAMME DESCRIPTION
• The history of special needs
• Legislation and policy development relating to children with additional needs
• Roles, responsibilities and support services available
• Examining the range of approaches in interactions with children with special needs
• Applying good practice to children with additional needs
• Planning appropriate activities
• Develop an awareness of social, ethical and legal issues in relation to education and care

COURSE CODE CC020
DURATION 7 WEEKS
TUITION FEE €100
ACCREDITATION CERTIFICATE OF ATTENDANCE

EQUALITY AND DIVERSITY IN CHILDCARE (QQI LEVEL 5)

PARTICIPANT PROFILE
This course is suitable for those who wish to equip themselves with the knowledge, skill and competence to work effectively in a care setting.

COURSE DESCRIPTION
• Explore core concepts of equality and diversity in Irish society
• Analyse various approaches to diversity education
• Current Legislation
• Explore the role of the adult in promoting children’s individual and group identity.
• Understanding approaches to respecting equality and diversity requirements
• Self-awareness – our own attitudes, values and assumptions and their impact

COURSE CODE CC026
DURATION 12 WEEKS
TUITION FEE €250
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN EQUALITY AND DIVERSITY IN CHILDCARE 5N1775

CHILD MINDING PRACTICE (QQI LEVEL 5)

PARTICIPANT PROFILE
This programme is designed to provide individuals with opportunities to acquire the skills and knowledge to work effectively and efficiently with young children with additional needs.

PROGRAMME DESCRIPTION
• The history of special needs
• Legislation and policy development relating to children with additional needs
• Roles, responsibilities and support services available
• Examining the range of approaches in interactions with children with special needs
• Applying good practice to children with additional needs
• Planning appropriate activities
• Develop an awareness of social, ethical and legal issues in relation to education and care

COURSE CODE CC025
DURATION 12 WEEKS
TUITION FEE €250
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN CHILDREN WITH ADDITIONAL NEEDS 5N2396

CHILDCARE: “SIOLTA AND AISTEAR, IN PRINCIPLE AND IN ACTION”

PARTICIPANT PROFILE
This is an essential practical and complete program into the Early Childhood Care and Education Framework already in place for children 0 to 6 years aimed at providing the learner with the fundamental Principles and Standards of Siolta and the Themes of Aistear. It is aimed at childcare learners who are starting or already completing QQI level 5 and 6 courses in childcare, Childcare Providers and their staff who want to know how to implement the themes of Aistear into their care settings on a daily basis.

COURSE DESCRIPTION
Theories associated with the Siolta and Aistear framework, will have a practical application, by learners understanding how to design, create and implement age appropriate developmental activities for children from 0 to 6 years.
• Siolta Birth and History to date
• Siolta what it stands for Principles and Standards
• Siolta and Aistear Linked
• Aistear and the Four Themes - Well Being, Identity and Belonging, Exploring and Thinking, Communicating

The programme supports QQI modules in the Early Childhood Care and Education Level 5 and 6 programmes.
**CHILD PSYCHOLOGY (QQI LEVEL 6)**

**COURSE CODE** CC024  
**DURATION** 12 WEEKS  
**TUITION FEE** €280  
**ACCREDITATION** QQI LEVEL 6 MINOR AWARD IN CHILD PSYCHOLOGY 6N2023

**PARTICIPANT PROFILE**  
This course is suitable for social workers, childcare students and workers, teachers and parents who wish to acquire the knowledge in psychological concepts theory and practice relevant to the developing child from pre-natal to adolescent stages.

**COURSE DESCRIPTION**  
- Theories of development change and continuity in infancy, childhood and adolescence  
- Gender consciousness

- Analysis of different approaches to child behaviour and development  
- Role of social, biological and historical perspectives affecting child development  
- Best practice in constructing scientific knowledge on a specific child  
- Analysis of how one’s self-attitude, values and belief systems derive from young person’s learning and development goals  
- Factors impacting on the psychological developmental profile of a child

**ANATOMY & PHYSIOLOGY (QQI LEVEL 5)**

**COURSE CODE** CC023  
**DURATION** 12 WEEKS  
**TUITION FEE** €240  
**ACCREDITATION** QQI MINOR AWARD IN ANATOMY AND PHYSIOLOGY 6N0749

**PARTICIPANT PROFILE**  
This course is suitable for those who wish to gain knowledge of the structure and function of the human body and an understanding of the interrelationship between the systems of the body. It is also suitable for those who wish to follow a career in the community, health services and nursing studies areas.

**COURSE DESCRIPTION**  
- Learners will acquire knowledge of the structure and function of the human body  
- Gain an understanding of the interrelationship between the systems of the body  
- Topics include:  
  - Skeletal and Muscular System  
  - Respiratory System  
  - Circulatory and Lymphatic Systems  
  - Digestive System  
  - Nervous and Endocrine Systems  
  - Reproductive System  
  - Urinary System  
  - Skin  
- Recommended: A basic knowledge of Biology with some work experience in the Healthcare area.

**APPLIED SOCIAL STUDIES (QQI LEVEL 5)**

**COURSE CODE** CC014  
**DURATION** 12 WEEKS  
**TUITION FEE** €250  
**ACCREDITATION** QQI LEVEL 5 MINOR AWARD IN SOCIAL STUDIES 5N1370

**PARTICIPANT PROFILE**  
This course is suitable for individuals who wish to develop an understanding of all aspects of social issues.

**COURSE DESCRIPTION**  
- Demonstrate an understanding of sociology  
- The process of socialisation and the agents of socialisation  
- Social stratification in Irish society i.e. class, gender, race/ethnicity  
- The impact of discrimination on individuals in society  
- Role and function of the family as a social unit  
- Exercise initiative and independence by investigating the experience of discrimination/ discriminating practices encountered  
- Learn to design appropriate survey methods e.g. questionnaires, interviews, observation  
- Investigate strategies to deal with unfamiliar social problems

**CARE SKILLS (QQI LEVEL 5)**

**COURSE CODE** CC027  
**DURATION** 12 WEEKS  
**TUITION FEE** €240  
**ACCREDITATION** QQI LEVEL 5 MINOR AWARD IN CARE SKILLS 5N2770

**PARTICIPANT PROFILE**  
This course is ideal for those looking to gain the knowledge, skill and competence to care for clients while providing and maintaining a hygienic and safe environment.

**COURSE DESCRIPTION**  
- Identify relevant groups in need of health care  
- Examine the physical, emotional, social, psychological and spiritual needs of a range of groups of people, taking into account individual variation  
- Identify hygiene needs and discuss prevention of pressure sores  
- Demonstrate a range of interpersonal skills when dealing with clients to include empathy, respect, patience and effective communication  
- Give assistance to clients across a broad range, including day to day needs (dressing, grooming, eating, mobility etc.), assistance with care equipment while also enhancing the privacy, dignity, independence and positive self-image of clients in care  
- Completing client documentation and reporting changes in the client’s condition where appropriate

*This is a mandatory component for the QQI LEVEL 5 Healthcare Support Award 5M4339 complete assessment. Note: A safe level of written and spoken English is required – see note English Assessment on pg 11*
CARE OF THE OLDER PERSON (QQI LEVEL 5)

**COURSE CODE**
CC015

**DURATION**
12 WEEKS

**TUITION FEE**
€240

**ACCREDITATION**
QQI LEVEL 5 MINOR AWARD IN CARE OF THE OLDER PERSON SN2706

**PARTICIPANT PROFILE**
This course is designed to equip learners with the knowledge and skills to provide care for the older person in a variety of settings.

**COURSE DESCRIPTION**
- The ageing process
- Working with the older person
- Caring for the older person with specific needs and care settings

Note: Contact with an Older Person would be a requirement as assessment is based on a Project (40%) and a Skills Demonstration (60%). Garda Vetting can also be facilitated by the College.

**OCCUPATIONAL FIRST AID TRAINING**
Note: Garda Vetting can also be facilitated by the College.

**PATIENT/ MANUAL HANDLING**
Note: A safe level of written and spoken English is required – see note English Assessment on pg 11

FAMILY SUPPORT WORKER TRAINING (QQI LEVEL 5)

**PROGRAMME CODE**
CC028

**DURATION**
12 WEEKS

**TUITION FEE**
€240

**ACCREDITATION**
QQI LEVEL 5 MINOR AWARD IN FAMILY SUPPORT SKILLS SN3738

**PARTICIPANT PROFILE**
This course is designed for those interested learning the skills, knowledge and competence that will aid them as a family support worker.

**COURSE DESCRIPTION**
- Role of Health Service Executive (HSE), Role of Family Support worker, Irish Child & Family Legislation
- Normative Child Development, family dynamics, social, cultural, environmental
- Risk Management Legislation, organisational structures & family support work link
- Family types and influence on child development, Understanding of Parenting skills and awareness of social issues
- Interpersonal & Leadership skills (verbal & non-verbal communication) needed for good family support work, to assist in a family support context / advocacy, confidentiality, teamwork
- Conflict Resolution and Negotiation skills development

CARE SUPPORT (WITH WORK EXPERIENCE) (QQI LEVEL 5)

**COURSE CODE**
CC035A

**DURATION**
12 WEEKS

**TUITION FEE**
€280

**ACCREDITATION**
QQI LEVEL 5 MINOR AWARD IN CARE SUPPORT SN0758 AND WORK EXPERIENCE SN1356

**PARTICIPANT PROFILE**
This is suitable for those who wish to equip themselves with the knowledge, skill and competence to work effectively in a care setting.

**COURSE DESCRIPTION**
- Personal effectiveness as a care worker
- Learn how to reflect on relationships with clients, relatives and multidisciplinary team members and interpersonal issues that arise in care work.

These components are combined to give the learner the opportunity to develop their personal knowledge, skills and competence to work effectively in a care setting. It aims to promote good practice and respect for diversity in lifestyle, religion and culture in care work.

These are two mandatory components of the full Award QQI Healthcare Support 5M4339. The learner must be in a Healthcare setting (employed or volunteer) as minimum of 10 days’ work experience placement is essential to complete assessment.
COMMUNICATIONS (QQI LEVEL 5)

PROGRAMME CODE CC035B

WED 19.00 - 21.30 DURATION 8 WEEKS

TUITION FEE €160

ACCREDITATION QQI LEVEL 5 MINOR AWARD IN COMMUNICATIONS SN0690

PARTICIPANT PROFILE

The course is suitable for those wishing to equip themselves with the relevant knowledge, skill and competence to communicate verbally and non-verbally in standard everyday and work related tasks, operating independently while under general direction. Upon completion, this minor award can be used to meet the requirements of the majority of QQI Major awards which include Early childhood Care & Education 5M2009, Healthcare Support 5M4339, Nursing Studies 5M4349, Business Administration 5M2468.

COURSE DESCRIPTION

• Analyse a range of current issues in communications and information technology

• Use appropriate non-verbal and visual communication in personal- and work-related settings, to include one-to-one, in a group/team, and in formal and informal interaction

• Demonstrate communications styles and techniques relevant to different situations in work and leisure, to include one-to-one and group contexts in conversation, interview, oral presentation, question and answer session and for the purposes of persuading, advocacy and informing

• Demonstrate verbal skills appropriate to working under general direction, to include making a case and presenting a point of view in group discussion, formal meetings, interviews

NOTE Starting Wed 5th February 2020

COMMUNITY ADDICTION STUDIES (QQI LEVEL 5)

PROGRAMME CODE CC019

THURS 18.45 – 21.45 DURATION 12 WEEKS

TUITION FEE €260

ACCREDITATION QQI LEVEL 5 MINOR AWARD IN COMMUNITY ADDICTION STUDIES SN1834

PARTICIPANT PROFILE

This course is suitable for those who already work with or intend to work within homeless and/or drug services and those engaged in community development. The course is intended to give the learner competencies and knowledge necessary to meet the various needs of substance users and to assist them in making choices regarding treatment options.

COURSE DESCRIPTION

• The process of addiction in the context of drugs and their effects on the individual.

• The effects and impacts of addiction on individuals, families and communities. Emotional dimensions and family dynamics.

• Trends in drug use in Ireland and in the local community and Key agencies, national and local, that respond to addiction, strategies, interventions and supports available to individuals and families

• Research issues and stages of addiction at community level, & responses to target interventions - strategies and effectiveness, understanding of change within the process of addiction.

• The role of the media in its treatment of addiction issues & one's own values and attitudes to addiction, how to become better involved in developing responses to addiction at a local level.

20% discount* on tuition fees for:

Programmes are in high demand so book your place early!

DISCOUNTS apply to tuition fees only and not to materials fees
NURSING THEORY AND PRACTICE (QQI LEVEL 5)

COURSE CODE CC013
MON 19.00 - 21.30 DURATION 12 WEEKS
TUITION FEE €240
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN NURSING THEORY AND PRACTICE SN4325

PARTICIPANT PROFILE
This course is suitable for individuals interested in the nursing profession or enhancing their skills and knowledge of the work of a carer/nurse in the healthcare environment while emphasising the importance of interpersonal communication.

COURSE DESCRIPTION
• The basic requirements in understanding the care and duties of a nurse/carer
• The role of An Bord Altranais (Irish Nursing Board), the hospital environment and hospital personnel
• Care of the patient with a variety of conditions; medical/surgical
• Daily routines on a patient, e.g. skin, hygiene, toileting, exercise and medications
• Theories of the Nursing Process
• Practical elements including record of pulse, temperature, blood pressure and fluid balance chart
This module is also mandatory for those who wish to pursue the QQI Full Awards in Nursing Studies, Healthcare Support and Community Health Services.
Manual Handling is mandatory for this module. If a participant hasn’t already completed a training programme LCFE can facilitate it for you with an outside provider.
Note: A safe level of written and spoken English is required – see note English Assessment on pg 11

INTRODUCTION TO PSYCHOLOGY (QQI LEVEL 5)

COURSE CODE CC013
THURS 18.45 - 21.45 DURATION 12 WEEKS
TUITION FEE €250
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN APPLIED PSYCHOLOGY SN0754

PARTICIPANT PROFILE
This course is suitable for individuals who wish to develop an understanding of the basic concepts of Psychology and aims to equip learners with the knowledge, skills and capacity to understand psychological processes.

COURSE DESCRIPTION
• Major Psychological Perspectives
• Understanding Behaviour
• Application of Psychological Theory to Work Practice
• Research Methods and Ethical Issues in the study of Psychology
• Psychological Theory and Behavioural Interventions

MENTAL HEALTH AWARENESS (QQI LEVEL 6)

Course code CC034
MON 18.45 - 21.45 DURATION 12 WEEKS
TUITION FEE €280
ACCREDITATION QQI LEVEL 6 MINOR AWARD IN MENTAL HEALTH AWARENESS 6N2209

PARTICIPANT PROFILE
The purpose of this course is to equip the learner with the knowledge, skill and competence to work independently or in a supervisory capacity in an organisation which provides services to individuals with mental health difficulties.

COURSE DESCRIPTION
• Theory connected with mental health issues and the major classifications of mental illness
• Strategies to promote and maintain positive mental health (mind and body), interventions available in the community
• Barriers to positive mental health, the positive and negative factors which may affect your mental health
• Models used in understanding mental illness
• Treatment approaches and their application; advantages and disadvantages of treatment approaches and best practice
• Roles of mental health professionals
• Positive supports in the community which promote positive mental health
• The features of recovery, the recovery process and the recovery movement in Ireland
• The key issues relating to current legislation
Note: It is recommended that learners should take the QQI Level 5 Course - Introduction to Psychology or equivalent before entering on this course.
Note: Recommended that learners should have prior knowledge of Care Skills and/or Medical Terminology/ Nursing Theory and Practice

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Individuals in receipt of Job Seekers Allowance, Job Seekers Benefit, Disability Allowance, Invalidity Allowance or Lone Parents Allowance
All full time LCFE Learners
All Senior Citizens

*Discounts apply to tuition fees only and not material fees.
INFECTION, PREVENTION AND CONTROL
(QQI LEVEL 5)

COURSE CODE
CC007

THURS 18.45 - 21.45 DURATION 12 WEEKS
TUITION FEE €280

ACCREDITATION QQI LEVEL 5 MINOR AWARD IN INFECTION, PREVENTION AND CONTROL 5N3734

PARTICIPANT PROFILE
This course is suitable for those who wish to equip themselves with the knowledge, skill and competence to prevent and control infection within the health services area.

COURSE DESCRIPTION
• Basic principles of infection and the application of standard precautions in relation to infection control
• Infection prevention and control in the healthcare area
• Types of micro-organisms and infection process
• Contact precautions, respiratory precautions and enteric precautions
• Role and functions of the local infection control team
• Cleaning, disinfection and sterilisation procedures
• Main blood borne viruses
• Role of antibiotics
• Social, antiseptic and surgical hand hygiene
• Techniques in the management of blood and body fluid spillages
Note: Recommended that learners have some prior knowledge of care skills or nursing theory or medical terminology and a good level of written english.

SCHOOL AGE CHILDCARE (QQI LEVEL 5)

COURSE CODE
CC004A

MON 19.00 - 21.30 DURATION 12 WEEKS
TUITION FEE €250

ACCREDITATION QQI LEVEL 5 MINOR AWARD IN SCHOOL AGE CHILDCARE 5N1781

PARTICIPANT PROFILE
This course is designed to provide individuals with opportunities to acquire the skills and knowledge to plan, implement and evaluate a suitable programme of activities for a quality school age childcare setting.

COURSE DESCRIPTION
• Understand the importance of the school age environment
• Develop an understanding of school age childcare provision
• Understand what is meant by programme of activities
• Acquire the skills, knowledge and competence to plan, implement and evaluate a programme of activities in a school age childcare setting
• Understand the process of evaluation
AFTER SCHOOL SUPPORT SKILLS (QQI LEVEL 5)

PARTICIPANT PROFILE
This course is designed to provide learners with the knowledge and skills needed to support children and young people, including those with additional needs, in participating in after school support activities.

COURSE DESCRIPTION
- Analyse the purpose and functions of after-school services
- Examine current legislation relevant to after-school support services to include Child Protection and Health and Safety Legislation
- Analyse the main developmental stages of children and young people
- Illustrate appropriate procedures to be followed in an after-school support service to include; Child Protection, Health and Safety Monitoring, Record keeping and Feedback Procedures
- Plan, carry out and evaluate a range of suitable after-school support activities
- Analyse a range of community interventions available which meet the needs and interests of participants
- Carry out a safety check prior to implementing an activity using an appropriate observational method
- Analyse how social issues affect participants in after-school support services
- Evaluate how participation in a variety of activities supports the development of children and young people
- Take responsibility for own role and practice when engaging with children and young people
- Reflect on personal strengths and weaknesses when working with children and young people

HEALTH PROMOTION (QQI LEVEL 6)

PARTICIPANT PROFILE
This programme module aims to equip the learner with the knowledge, skill and competence to raise community awareness of health related issues, holistic approaches to health and to establish and evaluate health promotion programmes.

PROGRAMME DESCRIPTION
- Explain how food is converted into energy and identify the factors that can affect the energy requirements of an individual: weight, height and exercise level
- Outline current diet guidelines and explain the link between exercise and well-being
- Demonstrate a basic knowledge of substance and drug abuse
- Demonstrate awareness about common illnesses in the population: Emphysema, COPD, Asthma, Diabetes, Heart Disease, etc.
- Identify Health issues in the local community
- Identify key agencies at local and national level e.g. medical, social, education, religious and sporting
- Demonstrate the importance of being a positive role model in promoting a healthy lifestyle in others
- Identify ways to facilitate change through creative means
- Identify local resources i.e. funding, key personnel, facilities etc.
- Identify tasks required for successful implementation of a planned event e.g. design information sheet, booking event, guest speaker
- Use creative means to promoting healthy living and be able to motivate people (e.g. staff, clients, etc.)
- Adhere to budget guidelines
- Review of set targets and identifying key issues of a planned event
- Appraise the need for a holistic (mind-body-spirit) approach to wellbeing
- Set health promotion targets to promote a healthier lifestyle
- Develop a health promotion event relevant to the local community

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find us
**GERONTOLOGY (QQI LEVEL 6)**

**PROGRAMME CODE**
CC043

**DURATION** 12 WEEKS

**TUITION FEE** €280

**ACREDITATION** QQI LEVEL 6 MINOR AWARD IN GERONTOLOGY 6N3748

**PARTICIPANT PROFILE**

This programme module aims to equip the learner with the knowledge, skills and competence to enhance the quality of life of the older person and enable the learner to develop an understanding of the concepts of ageing from the physical, psychological and societal perspective and to address the needs of the older person in a dignified, inclusive and holistic manner.

**PROGRAMME DESCRIPTION**

- Evaluate a range of common age-related psychological changes and their effect on the ageing client.
- Assess personal and societal attitudes towards the older person to include issues of stereotyping, perpetuation of attitudes and personal bias.
- Assess the importance of cultivating loving relationships throughout life to provide emotional supports to include the ability to address ageing, death and dying.
- Evaluate how services in long term care establishments can assist clients and their families to cope with issues of integration and change.
- Examine the roles of individuals involved in the person centred planning process.
- Outline the resources necessary to ensure that person centred planning will make a significant difference in an individual’s life.
- Recognise a range of factors that contribute to physical decline and specific physical changes in ageing to include visual, auditory, musculatory, cardiopulmonary and skeletal factors.
- Identify a range of entitlements available to older citizens in Ireland to include legal entitlements, professional and governmental services and community and national organisations that provide help for older people.
- Research the normal and pathological changes in adulthood and ageing to include osteoporosis, dementias, incontinence, night blindness, hyper and hypo tension and heart disease.
- Evaluate older person care provision nationally and internationally to include definition of old age, institutional care provision, services and supports to promote independent living.
- Describe the sociological aspects of ageing to include role transition, family life, spirituality, employment, ageing as a gradual life long process and potential stage of growth, discovery and opportunity.

**PERSON CENTRED PLANNING (QQI LEVEL 6)**

**PROGRAMME CODE**
CC044

**DURATION** 12 WEEKS

**TUITION FEE** €280

**ACREDITATION** QQI LEVEL 6 MINOR AWARD IN PERSON CENTRED PLANNING 6N2206

**PARTICIPANT PROFILE**

This programme module aims to equip the learner with the knowledge, skill and competence relevant to the theory and practice of Person Centred Planning, to implement person centred planning approaches in a specific workplace context.

**PROGRAMME DESCRIPTION**

- Explain the concept of person centred planning, to include origins, the key features, characteristics and benefits.
- Examine the effectiveness of a holistic and interdisciplinary approach to person centred planning.
- Analyse a range of theories of and approaches to person centred planning.
- Outline relevant Irish legislation in the field of disability and rehabilitation and its effect on the way the person centred planning process is conducted.
- Assess the challenges for an organisation in the person centred planning process.
- Examine the implementation and evaluation of person centred planning in a specific organisation.
- Analyse recent developments in Ireland in the area of person centred planning.
HUMAN GROWTH & DEVELOPMENT  
(QQI LEVEL 5)

PROGRAMME CODE CC045

TUES 19.00 - 21.30  DURATION 12 WEEKS
TUITION FEE €240
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN HUMAN GROWTH & DEVELOPMENT 5N1279

PARTICIPANT PROFILE
This course is suitable for those wishing to gain an understanding of human development and behaviour from infancy to old age. It is designed to enable learners to work in a variety of community/social care settings where frequent demand is made on the individual to relate to people with various levels of ability. The module is also aimed at learners who wish to pursue further studies in this area.

PROGRAMME DESCRIPTION
• Understand the concept of human growth and development from conception to old age
• Understand normal patterns of development from infancy to old age with reference to physical, emotional, social and intellectual development
• Recognise variations within the normal range of human growth and development and understand factors that can effect development throughout the lifespan
• Develop interpersonal/interactive skills appropriate to responding to the needs of others
• Apply skills/knowledge to typical work-based problems
• Explore own personal prejudices, fears and anxieties about working with people in need of care
• Develop self-confidence and empathy in dealing with people
• Demonstrate the ability to identify a range of individual needs and apply the interpersonal skills and strategies required to meet these needs in a range of settings.

SPECIAL NEEDS ASSISTING (QQI LEVEL 6)

COURSE CODE CC003

MON 18.45 - 21.45  DURATION 12 WEEKS
TUITION FEE €250
ACCREDITATION QQI LEVEL 6 MINOR AWARD IN SPECIAL NEEDS ASSISTING 6N1957

PARTICIPANT PROFILE
This course is designed to provide learners with the knowledge, skill and competence in the theory and practice underpinning the education and care of those who present with special educational needs to enable the learner to assist in the provision of this education and care.

COURSE DESCRIPTION
• Evaluate the provision of education for people with special educational needs with reference to current legislation
• Examine relevant theories, skills and processes relevant to curriculum implementation
• Analyse skills that can be used to aid the teacher in the administration of the national curriculum
• Explore the differences between integration and inclusion
• Organise learning opportunities in order to promote independence and responsibility.
Note: It is desirable that learners have some prior certification in child development or special needs or equivalent.
PALLIATIVE CARE SUPPORT (QQI LEVEL 5)

WED 19.00 - 21.30
DURATION 12 WEEKS
TUITION FEE €240
ACCREDITATION QQI LEVEL 5 MINOR AWARD IN PALLIATIVE CARE SN3769

PARTICIPANT PROFILE
This course is suitable for those who wish to be equipped with the knowledge, skills and competence to enable them to care for and address the needs of a person and their family after the diagnosis of a life-limiting illness, in a dignified, inclusive and holistic manner.

COURSE DESCRIPTION
• Philosophy and principles of palliative care
• Structure and organisation of palliative care services to include the role played by the multi-disciplinary team and diverse family structures in the provision of care for a terminally ill person
• Role of the support worker in the promotion of key issues in palliative care work
• Exploring different attitudes to death and dying
• How to employ a range of communication strategies and processes which are central to the work in palliative care
• How to apply a person-centered approach to caring for a person in the last days of their life
• Skills required to work effectively and with great sensitivity in relation to the dying person and their significant others in a palliative care setting
• Range of skills required from a palliative support worker in relation to end of life care
Support 5M4339. The learner must be in a Healthcare setting (employed or volunteer) as minimum of 10 days’ work experience placement is essential to complete assessment.

Apply online
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WRITING SKILLS FOR JOURNALISM (QQI LEVEL 5)

**COURSE CODE** ME004

**TUITION FEE** €240

**ACCREDITATION** QQI LEVEL 5 MINOR AWARD IN WRITING SKILLS FOR JOURNALISM 5N2435

**PARTICIPANT PROFILE**

This course is suitable for individuals who wish to develop essential writing skills in order to work in Journalism. It aims to provide learners with the knowledge, skill and ability to produce written copy across a range of writing styles.

**COURSE DESCRIPTION**

Writing News Stories – Including hard news, human interest stories, court reporting & demonstration of different house styles – tabloid, broadsheet, radio and TV.

- Writing Feature Articles – areas of special interest
- Writing Editorials – opinion / comment
- Writing Reviews – critical assessments of different pieces of work e.g. books, exhibitions, concerts, films, plays, shows
- Law and the Journalist

VIDEO PRODUCTION & EDITING - PRE-PRODUCTION TO DISTRIBUTION (QQI LEVEL 5)

**COURSE CODE** ME003

**TUITION FEE** €240

**ACCREDITATION** QQI LEVEL 5 MINOR AWARD IN DIGITAL MOVIE PROCESSING LEVEL 5 5N1605

**PARTICIPANT PROFILE**

This course is suitable for individuals who wish to learn about professional video production techniques using modern digital processing techniques and utilise key production methods in digital movie processing, including planning, camera operation and non-linear post-production (editing). This is a practical hands-on programme developing key filmmaking skills.

**COURSE DESCRIPTION**

- Practical Hands-on Camera Workshops
- Planning your production - Exploring the expanding role played by digital movies in graphic communications
- Shot Composition
- Lighting techniques, Demonstrations and Workshops Editing Video and Audio using Final Cut Pro X:
  - Learning the Final Cut Pro X Pro Interface
  - Electing Settings, Adjusting preference
  - Applying Specialised Editing Tools
- Outputting your video to YouTube, Vimeo, We, Blu-ray, DVD or mobile devices

SHORT FILM SCRIPTWRITING

**COURSE CODE** ME030

**TUITION FEE** €110

**ACCREDITATION CERTIFICATE OF ATTENDANCE**

This course is suitable for those who wish to gain an introduction to the craft of screenwriting - developing character, writing the individual scene, dialogue, structure, format, rewriting techniques, writing treatments and how to sell your script. You will finish this course with a completed short film script ready to film.

**PARTICIPANT PROFILE**

The purpose of this award is to equip the learner with the knowledge, skill and competence to write a short film script, pitch it to producers and how to market it.

**COURSE DESCRIPTION**

- explore what makes a good story
- take a script idea and develop it into a script
- explain film terminology and understand who does what on a film set
- understand the importance of story structure, design, character development and marketing in short film
- set up, find and use film script programmes
- put together a ten to fifteen minute short film script
- edit, rewrite and polish their script for pitching
- pitch their script to potential producers

FILM ACTING FOR BEGINNERS

**COURSE CODE** ME005

**TUITION FEE** €120

**ACCREDITATION CERTIFICATE OF ATTENDANCE**

This course will introduce the basics skills of film acting and self-tape auditions.

**PARTICIPANT PROFILE**

- Planning your production - Exploring the expanding role played by digital movies in graphic communications
- Shot Composition
- Lighting techniques, Demonstrations and Workshops Editing Video and Audio using Final Cut Pro X:
  - Learning the Final Cut Pro X Pro Interface
  - Electing Settings, Adjusting preference
  - Applying Specialised Editing Tools
- Outputting your video to YouTube, Vimeo, We, Blu-ray, DVD or mobile devices

**COURSE DESCRIPTION**

- The participant would learn how to work with the script, analyze the character and the scene, how to record a self-tape audition and much more.
- It will be a very fun and practical experience, by the end of the course, every participant will have high-quality video materials of the scenes shot in class that he and she can start using to build their own acting career.
**STUDIO & LOCATION RECORDING FOR JOURNALISTS (QQI LEVEL 6)**

**COURSE CODE** ME009  
**MON 18.45 - 21.45**  
**DURATION** 12 WEEKS  
**TUITION FEE** €280  
**MATERIALS FEE** €50  
**ACREDITATION** QQI LEVEL 6 MINOR AWARD IN STUDIO & LOCATION SOUND PRODUCTION (6N4981)

**PARTICIPANT PROFILE**  
This course is suitable for Journalists and others who wish to gain knowledge, skill and competence to work independently or with others in all aspects of studio and location sound.

**COURSE DESCRIPTION**
- Organise all aspects of a recording session to include suitable documentation  
- Evaluate a range of audio formats, and explore the tools of the editing software  
- Manage the functions and parameters of a sound mixing desk  
- Assemble suitable recording equipment for recording sound at a suitable recording level and free of any distortion  
- Assemble / utilise a small public address system  
- Use suitable types of cable for connecting the different pieces of equipment  
- Set up boom microphones and assemble various audio sections into a free flowing piece of audio and employ a multi-track recording studio to layer and mix a composition  
- Apply fx processing to individual tracks  
- Listen to the recording with a critical ear and meet all safe working practices

**SOUND DESIGN FOR FILM / MOVIE PRODUCTION (QQI LEVEL 5)**

**COURSE CODE** ME012  
**MON 18.45 - 21.45**  
**DURATION** 12 WEEKS  
**TUITION FEE** €250  
**MATERIALS FEE** €50  
**ACREDITATION** QQI LEVEL 5 MINOR AWARD IN MULTIMEDIA AUDIO PRODUCTION (5N2148)

**PARTICIPANT PROFILE**  
This course is suitable for those who wish to learn how to manipulate sound and how to put sound effects to picture / movies /film providing a QQI Level 5 qualification in Multimedia Audio Production.

**COURSE DESCRIPTION**
- Sound Effects and Sound Design for Movie Production e.g. foley, sound-tracking, special effects and music composition.  
- the theory and waveform characteristics of sound  
- effects processing parameters and their application  
- the MIDI implementation protocol and MIDI sequencing tools  
- the digital audio chain  
- concepts of sound design and the audio post-production process  
- utilise the tools of sound design and the audio post-production process  
- select appropriate audio inputs, outputs and connections  
- set up and maintain appropriate levels  
- avoid distortion when recording audio sources  
- utilise editing tools of a midi sequencer  
- balance multiple sound sources  
- produce a stereo master from a multi-track project  
- produce a stereo master of a midi sequencer project  
- produce content using codecs and streaming software applications.
### MUSIC PRODUCTION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>TUE 19.00 - 21.00</th>
<th>Duration</th>
<th>Tuition Fee</th>
<th>Accreditation</th>
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<tr>
<td>ME011</td>
<td></td>
<td>12 Weeks</td>
<td>€220</td>
<td>Certificate of Attendance</td>
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</table>

**PARTICIPANT PROFILE**

This course is designed to provide anyone who is interested in making, recording and composing music using Logic Studio Pro. The programme is perfect for beginners, people who want to brush up on skills, or home musicians who want to take their music to the next level. Learners will acquire skills to use and command Logic Studio Pro & Garageband to a high standard. The aim of the programme is that learners will have completed a finished track on completion of the programme.

**COURSE DESCRIPTION**

- **Using a DAW:** Learn to use a DAW to sequence music, record and edit sounds and create finished tracks and pieces of music
- **Audio & MIDI Sequencing:** Making beats, bass lines or creating soundscapes, learn how to make these using Logic Studio Pro. Take advantage of Logics extensive Loops library and learn how to make your own
- **Sampling:** Learn to sample and edit various sources & formats of audio
- **Recording:** Record audio signals to Logic Pro & Audacity with home studio audio interfaces. How to route audio signals and achieve the best possible results
- **Effects, Automation and Dynamic Processing:** Bring your tracks to life adding colour and depth with Logics powerful onboard effects and processing tools

Some knowledge of computers is desirable to undertake this course and experience in using an iMac is an advantage.

### FILM ACTING - CONTINUATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Mon 19.00 - 21.00</th>
<th>Duration</th>
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<td>ME014</td>
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<td>10 Weeks</td>
<td>€130</td>
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**PARTICIPANT PROFILE**

This course is designed for the students who are interested to continue from the beginner’s film acting course or for people who have some experience in acting and would like to get more skillful in it.

**COURSE DESCRIPTION**

This course will work deeper on the character, acting range, and flexibility in the scene and ability to listen and follow directions. By the end of the course, a short film will be shot and every student will get a chance to experience a real film set and will have an acting credit on IMDB.

### PODCASTING FOR BEGINNERS

<table>
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<tr>
<th>Course Code</th>
<th>TUE 19.00 - 21.00</th>
<th>Duration</th>
<th>Tuition Fee</th>
<th>Materials Fee</th>
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<tr>
<td>ME033</td>
<td></td>
<td>8 Weeks</td>
<td>€90</td>
<td>€20</td>
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**PARTICIPANT PROFILE**

This course is perfect for newcomers to the world of radio and those interested in acquiring key skills for developing and producing radio/podcast content.

**COURSE DESCRIPTION**

This programme is aimed at exploring the world of podcasts from both a practical and theory background. Learners will be equipped with the knowledge of how to plan, research, setup, produce and publish their own podcast content while exploring this media and examining the technical, administrative and social facets of developing a podcast. The course will delve into the various technical requirements for a podcast, how to:

- build your own kit
- explore acoustic environments as well as how to plan and format programmes
- produce well-structured and engaging content.
**Radio Programme Production (QQI Level 5)**

**Course Code:** ME002

**Mon 19.00 - 22.00**  
**Duration:** 12 weeks

- **Tuition Fee:** €240  
- **Materials Fee:** €60

**Accreditation:** QQI Level 5 Minor Award in Radio Production 5N1379

**Participant Profile**

This course is designed to provide a basic introduction to all aspects of Radio Broadcasting. It is aimed at individuals with no previous experience of broadcasting who wish to develop both the practical and personal skills required for a career in the Radio Industry. Learners will acquire skills to produce their own radio programmes in the college’s new digital studio facility.

**Course Description**

- Radio Broadcasting Perspectives
- Understand the various narrative techniques used in storytelling
- Examine editorial trends and technical developments in contemporary broadcasting
- Develop professional work practices: time-keeping, administration, equipment management
- Analyse legal and ethical issues arising in production and broadcasting

---

**Event Management (QQI Level 5)**

**Course Code:** ME001

**Mon 18.45 - 21.45**  
**Duration:** 12 weeks

- **Tuition Fee:** €290

**Accreditation:** QQI Level 5 Minor Award in Event Production 5N1374

**Participant Profile**

This course is designed for individuals who have a desire to study all aspects of event management, including event creation, debriefing and future development. Learners will acquire both theoretical and practical skills over the duration of the programme.

**Course Description**

- **Event Management**
  - Introduction to the key areas of event management, including event creation, planning, execution, debriefing and development, programming, staffing and health and safety

---

**Sound Engineering & Production (QQI Level 5)**

**Course Code:** ME007

**Wed 18.45 - 21.45**  
**Duration:** 12 weeks

- **Tuition Fee:** €260  
- **Materials Fee:** €50

**Accreditation:** QQI Level 5 Minor Award in Sound Engineering and Production 5N1900

**Participant Profile**

This course is designed to equip the learner with the knowledge, skill and competence to work independently and under supervision in a sound engineering and production environment and develop an awareness of present audio technological developments.

**Course Description**

- Explore the theory of sound and examine waveform characteristics
- Identify different cables, connectors and interfacing options for analog and digital audio
- Define common terms relating to audio equipment operations
- Setup and apply communications, foldback, monitor and headphone systems for recording and live sound systems
- Select and place microphones for specific tasks while considering all factors that might impact on the sound
- Complete full studio and live sound documentation procedures
- Carry out correct health and safety procedures when dealing with electricity, sound levels, and lifting/carrying equipment

Some knowledge of computers is desirable to undertake this course and experience in using an iMac is an advantage.
CREATIVE WRITING (QQI LEVEL 5)

TUES 19.00 - 21.30
DURATION 12 WEEKS

COURSE CODE
ME010

TUITION FEE €240

ACCREDITATION QQI LEVEL 5 MINOR AWARD IN
CREATIVE WRITING 5N4765

PARTICIPANT PROFILE

This course is aimed at anyone who is serious about writing and who wishes to develop the habit of writing and perfecting work. The writing will be discussed, polished, assessed and moved forward with a view to presenting it to publishers. The programme will focus on the craft of writing and on introducing participants to all the various aspects of techniques.

COURSE DESCRIPTION

• Examine various platforms: the novel, poetry, short stories etc. and the types of forms, processes and creative language used

• Create and develop pieces of work to be shared with the group

• Focus on the individual – preparing and growing ideas through the creative process

• Group work – sharing ideas, offering insight and working to create a positive and inspirational working environment

Note: This course may take place at the Further Education and Training Centre Kilmallock Road Campus.

APPLICATIONS ARE INVITED

ALL FULL/TIMED LEARNERS

ALL SENIOR CITIZENS

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Individually

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All Senior Citizens

Programmes are in high demand so book your place early!

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Realising new futures

Computers
& Social Media
**COMPUTER PROGRAMMING: BEGINNERS**

(QQI LEVEL 5)

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<th>COURSE CODE</th>
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<td>MON 18.45 - 21.45</td>
<td>DURATION 12 WEEKS</td>
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<tr>
<td>TUITION FEE €250</td>
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<tr>
<td>ACCREDITATION QQI LEVEL 5 MINOR AWARD IN PROGRAMMING AND DESIGN PRINCIPLES 5N2927</td>
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**PARTICIPANT PROFILE**
This course is suitable for individuals wishing to understand the concepts involved in computer programming and the principles of software design in order to acquire the skills to write reliable, tested software programs.

**COURSE DESCRIPTION**
- Become familiar with industry standard programming practices through the high-level programming language, Java
- Learn how to install, configure and use one of the industry standard programming toolkits, Eclipse
- Acquire the ability to write programs that process arrays, strings and characters using procedures and functions

**ENTRY REQUIREMENTS**
- Basic understanding of computers
- Basic typing skills

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**PHOTOSHOP: INTRODUCTION**

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<td>MON 19.00 - 21.30</td>
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**PARTICIPANT PROFILE**
This course is suitable for individuals who wish to manipulate images taken from a variety of sources and create artwork for print or web applications.

**COURSE DESCRIPTION**
- Photoshop interface and tools; resizing images and the canvas size
- Adding and editing text
- Adjusting colours, contrasts, hues and the colour modes of an image
- Rotating, scaling, distorting an image
- Preparing/saving images for print and the web
- Using channels and masks and advanced painting effects
- Review and evaluation

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**WEB DESIGN (USING WORDPRESS)**

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<td>WED 19.00 - 21.30</td>
<td>DURATION 10 WEEKS</td>
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<td>TUITION FEE €190</td>
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<td>ACCREDITATION CERTIFICATE OF ATTENDANCE</td>
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**PARTICIPANT PROFILE**
This course is suitable for anyone including business owners who wish to learn how to build a website using Wordpress.

**COURSE DESCRIPTION**
- Creating Pages
- Creating the Main Menu
- Design Options for your Site
- Progress review

**Unit 4: Publishing and Editing Content**
- Posts vs. Pages
- Publishing Blog Posts
- Publishing Page Content
- Formatting Text, Lists and Paragraphs
- Basic HTML Formatting
- Images and Video
- Introduction to CSS

**Unit 5: Forms and Tables**
- Designing and Building Interactive Forms
- Designing and Building Tables

**Unit 6: Publishing a Website**
- Search Engine Optimisation
- WAI Compatibility and Accessibility
- User Testing
- Maintaining your Site
**GRAPHIC DESIGN SKILLS** (QQI LEVEL 5)

**COURSE CODE** CM013

**THURS 19.00 - 21.30**  **DURATION** 12 WEEKS

**TUITION FEE** €240

**ACCREDITATION** QQI LEVEL 5 MINOR AWARD IN GRAPHIC DESIGN 5N1978

**PARTICIPANT PROFILE**
This course is suitable for individuals who want to build a graphic design portfolio to enter art college, take a step towards working as a designer, or learn design skills to improve their design/marketing communications within their organisation. This course is delivered using state of the art industry standard facilities.

**COURSE DESCRIPTION**
- Understand the principles of Graphic Design
- Analyse case studies, understand how design works
- Create design projects from brief to final design solution within time constraints
- Critical evaluation of design work done
- Develop design strategies
- Research, understand context and background of project set
- Create sketchbooks and develop ideas
- Understand the balance of design, layout, image, colour and typography
- Understand how to select and scale images
- Develop detailed understanding of typography
- Basic computer skills
- Understand production and print
- Develop presentation skills
- Basic typing skills

**AUTOCAD-2D: INTRODUCTION** (QQI LEVEL 5)

**COURSE CODE** CM001

**TUES 19.00 - 21.30**  **DURATION** 12 WEEKS

**TUITION FEE** €240

**ACCREDITATION** QQI LEVEL 5 MINOR AWARD IN COMPUTER AIDED DRAUGHTING 5N1604

**PARTICIPANT PROFILE**
This course is suitable for learners looking to gain the knowledge, skill and competence to utilize computer technology as a design tool and a presentation media.

**COURSE DESCRIPTION**
- Interpret key terminology, commands and icons associated with computer-aided draughting
- Analyse key features and characteristics of computer hardware and software
- Employ appropriate techniques, including hatching, text and dimensioning
- Create, insert and edit blockers, layers and templates
- Health and safety initiatives aimed at reducing the risks associated with the use of digital technology.

**MOBILE APP DESIGN** (MOBILE TECHNOLOGIES 5N0580) (QQI LEVEL 5)

**COURSE CODE** CM011

**WED 18.45 - 21.45**  **DURATION** 12 WEEKS

**TUITION FEE** €260

**ACCREDITATION** QQI LEVEL 5 MOBILE TECHNOLOGIES 5N0580

**PARTICIPANT PROFILE**
This course is suitable for anyone wishing to develop the specialised skills, knowledge and competence which are needed in the development of a functioning mobile application which may be deployed on a relevant device.

**COURSE DESCRIPTION**
- Explain the concepts and theory of mobile technologies, current operating systems, memory management, input/output, filing systems, resource allocation
- Display an understanding of the capabilities of mobile technologies and mobile devices
- Outline the fundamentals of mobile device networking, device configuration and the nature of the tools involved
- Show an appreciation of the design, interactions, ergonomics, gestures, transitions and navigation with respect to mobile devices
- Demonstrate an understanding of mobile app development concepts and working with APIs
- Critically appraise the role and contribution of mobile technologies and devices in the modern day
- Explore the use of programming concepts in mobile application development
- Demonstrate a basic mobile application development lifecycle, including API description for various operating systems, user interface considerations and deployment requirements
- Use a mobile application development environment to install, configure, test, and deploy a prescribed basic mobile application
- Use local and networked data and data stores
- Effectively manage mobile IT devices and systems (e.g. configure settings, manage back-ups and resolve faults)
- Participate in the execution of a project plan addressing the on-going planning, maintenance and upgrading of mobile platforms and technologies

Note: Some Knowledge of JAVA software is desirable

**APPLY ONLINE**
www.lcfe.ie
### Networking Essentials (QQI Level 5)

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<th>Course Code</th>
<th>CM008</th>
<th>Tuition Fee</th>
<th>€250</th>
<th>Accreditation</th>
<th>QQI Level 5 Minor Award in Networking Essentials SN2929</th>
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<td>Course Code</td>
<td>CM008</td>
<td>Tuition Fee</td>
<td>€250</td>
<td>Accreditation</td>
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<tr>
<td>Tuition Fee</td>
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<td>Accreditation</td>
<td>QQI Level 5 Minor Award in Networking Essentials SN2929</td>
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**Participant Profile**

This course is suitable for individuals who want to gain the knowledge, skill and competence to support the operation of typical computer networks and be able to assist in implementing and maintaining common network configurations.

**Course Description**

- Essential characteristics of the main components of computer networks i.e. servers, clients, networked resources, wired/ wireless communication
- Become familiar with the fundamentals of computer networking, network topologies and the different types of networks i.e. PAN, LAN, MAN and WAN
- Functions and features of network components such as hubs, switches, bridges, routers, gateways
- Elements of device identification on a network such as device names, MAC addresses, static and dynamic IPs
- Benefits and limitations of computer resource sharing models e.g. centralised, peer to peer, thin client, client-server and cloud
- Functions of a range of common networking protocols used in the transport of data
- Diagnostic tools to troubleshoot network performance and implement network resource management e.g. file and print shares etc.

### Computer Games Design (QQI Level 5)

<table>
<thead>
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<th>Course Code</th>
<th>CM006</th>
<th>Tuition Fee</th>
<th>€290</th>
<th>Accreditation</th>
<th>QQI Level 5 Minor Award in Games Analysis Design SN1651</th>
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<tr>
<td>Course Code</td>
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<td>Tuition Fee</td>
<td>€290</td>
<td>Accreditation</td>
<td>QQI Level 5 Minor Award in Games Analysis Design SN1651</td>
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<tr>
<td>Tuition Fee</td>
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<td>Accreditation</td>
<td>QQI Level 5 Minor Award in Games Analysis Design SN1651</td>
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</tbody>
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**Participant Profile**

This course is designed for individuals with an interest in gaming across all platforms looking to acquire the knowledge and skills to work independently or under supervision in a games development work environment. This course is also ideal for learners looking to begin their studies in the field of video game design before continuing on to higher education and training.

**Course Description**

- Analyse Structure and Explore Technological Components in Games
- Identify Level Structures and Genres in Games
- Examine the History of Video Games and their Development
- Develop Graphics for Animations, Backgrounds and Interfaces
WEBSITE DEVELOPMENT & DESIGN (QQI LEVEL 5) HTML/CSS/DREAMWEAVER/CONTENT MANAGEMENT SYSTEMS

PARTICIPANT PROFILE
This course is suitable for individuals wishing to learn the fundamentals of website design, creation and maintenance in a structured environment provided through weekly theory and practical lessons.

COURSE DESCRIPTION
- Understand how HTML and CSS has evolved over the years
- Learn how to write HTML – The language of the World Wide Web
- Learn how to use CSS to style modern, sleek and great looking websites
- Learn how to use the Adobe Dreamweaver professional web-editor
- Understand the advantages and disadvantages of creating websites through Content Management Systems such as WordPress
- Understand the process involved in registering domain names, purchasing web hosting and uploading a website through FTP
- By the end of this course the learner will have planned, designed and created a fully functioning website that will be ready to live on the World Wide Web

ENTRY REQUIREMENTS
- Computer Skills – Installing software, creating and maintaining files and folders
- Basic typing skills

COMPUTER APPLICATIONS: BEGINNERS

PARTICIPANT PROFILE
This course is suitable for individuals with no previous knowledge of computers. It is designed to introduce and develop one’s knowledge of the Personal Computer.

COURSE DESCRIPTION
- Computer Operation and Use: Parts of a computer system; common software applications; operate a computer
- Internet and E-mail: Search techniques; send/retrieve/reply to e-mail
- Word Processing: Basics; edit/format/ enhance/find/replace text; header/footer; bullets; spell checker; proof-read; tables; printing etc.
- Spreadsheets: Edit/format/delete data; rows/columns; currency/percentage/decimal formats; formulae; charts, printing etc.
- Graphics: Basics; electronic freehand drawing; insert/edit shapes; colour, size

COMPUTER APPLICATIONS: CONTINUATION (QQI LEVEL 4)

PARTICIPANT PROFILE
This course is suitable for individuals who want to learn IT techniques that include basic data entry, word, internet and file management.

COURSE DESCRIPTION
- Data Entry: Input data accurately using correct functions and techniques
- Introduction to Word Processing
- Introduction to The Internet
- Introduction to File Management
- Introduction to Information Technology: Hardware, software, storage devices, ROM, RAM etc.
### Word (QQI Level 5)

**Course Code** CM028  
**Mon 19.00 - 21.30**  
**Duration 12 Weeks**  
**Tuition Fee** €240  
**Accreditation** QQI Level 5 Minor Award in Word 5N1358

**Participant Profile**  
This course is suitable for those wishing to equip themselves with the relevant knowledge, skill and competence to use a word processing application to produce documents in a variety of contexts to a mailable and publishable standard whilst working autonomously and under general direction.

**Course Description**  
- Describe a typical word processing application in terms of common uses and features including – text manipulation, document formatting, graphics, tabs, tables, mail merge and label printing.
- Identify frequently-used toolbar icons and related functions associated with file handling and text formatting.
- Create documents applying a range of text processing features including – margins and line spacing, indenting text and paragraphs, borders and shading to tables and sorting table content.
- Create mail merge and labels.
- Use markup capabilities to make track changes to documents.
- Produce a range of different types of documents using common word processing features including – manual text formatting, applying styles, creating tables, inserting and manipulating graphics.
- Print mailable documents and labels using a range of print features to include – print preview, single and multiple copies, printing specific pages, selecting parameters and adjusting the appearance and positioning of text and graphics.
- Use a word processing application to create a file from a document template by performing all required steps including creating and storing the template, entering data, and printing and storing the file appropriately for subsequent retrieval.
- Improve personal performance by using additional resources such as the help facility to solve familiar and unfamiliar word processing problems.

### Spreadsheet Methods (QQI Level 5)

**Course Code** CM024  
**Tues 19.00 - 21.30**  
**Duration 12 Weeks**  
**Tuition Fee** €240  
**Accreditation** QQI Level 5 Minor Award in Spreadsheets 5N1977

**Participant Profile**  
This course is suitable for those wishing to equip themselves with the relevant knowledge, skill and competence to create and modify spreadsheets at a fundamental level under supervision, using common spreadsheet features.

**Course Description**  
- Investigate a range of common uses for spreadsheets.
- Explore key spreadsheet elements including cells, cell references, numeric, alpha, and alphanumeric data, formulae, functions, graphs and macros.
- Demonstrate common spreadsheet usability features to include use of toolbars, window management, sorting, and filtering.
- Use spreadsheet design features involving data and cell formatting techniques, which enhance understanding and legibility.
- Automate routine multi-step tasks through the creation, execution, and management of simple macros.
- Print complete or partial sections of a spreadsheet, formatted fit for presentation.
- Use advanced spreadsheet features including absolute and relative cell references, conditional IF statements, statistical, financial, and date and time functions.
- Generate a variety of types of graphs, with appropriate titles and labels, from spreadsheet data.
- Produce a spreadsheet, with minimal supervision, that meets a simple design specification and is fit for purpose.
- Demonstrate personal initiative and resourcefulness in editing and amending spreadsheets to ensure they are fit for purpose.
PARTICIPANT PROFILE
The purpose of this course is aimed at training the learner to design and create spreadsheets using advanced spreadsheet techniques working independently or within a supervisory capacity.

COURSE DESCRIPTION
Learners will be able to:
• Describe spreadsheet design principles to include requirements analysis, solution design, data inputs and expected outputs, data formats, and worksheet layout
• Customise the user interface to optimise application usability by creating default file locations, customising toolbars, creating custom menus, showing and hiding rows and columns, freezing Panels and using multiple windows
• Use advanced application-provided data manipulation capabilities to include logical, mathematical, text and financial functions and formulae
• Automate routine multi-step tasks through the creation, execution, & management of complex Macros
• Debug spreadsheet errors using features such as formula auditing
• Analyse spreadsheet data using pivot tables, charts and graphics
• Enhance spreadsheet usability through worksheet and cell protection, data validation, and conditional formatting
• Design a spreadsheet to meet an advanced specification, implementing a comprehensive range of spreadsheet features to produce the required outcome
• Assess the suitability of using a spreadsheet to achieve a given requirement
• Critique spreadsheets created by others to include recommendations for any required changes.

ADVANCED CERTIFICATE IN SPREADSHEET TECHNIQUES (QQI LEVEL 6)

COURSE CODE CM020
TUES 18.30 - 22.00 DURATION 12 WEEKS
TUITION FEE €290
ACCREDITATION QQI LEVEL 6 SPREADSHEET TECHNIQUES 6N4089
### Irish for Beginners (QQI Level 3)

**Course Code:** LA028  
**Duration:** 10 weeks  
**Tuition Fee:** €130  
**Accreditation:** QQI Level 3 Minor Award in Irish  
**Code:** 3N0869

**Participant Profile**
This course is suitable for individuals wishing to develop conversational skills in spoken Irish or to gain an introductory qualification. Tuition will be conducted in a relaxed setting with emphasis on the oral aspects of the Irish language.

**Course Description**
An Irish Language course covering basic conversational topics including:
- **Oneself / Personal Information:** name, age, nationality, occupation, exchange familiar information, where you live, people you know and things you have /first/family name; age/nationality/occupation etc.
- **Food/Drink/Shopping:** making purchases, order and pay for food/drink; ask the price, house and home, hobbies and pastimes etc.
- **Breakdown in Communication:** ask "do you speak english?"; signal non-understanding; ask for repetition/speak more slowly etc.
- **Others / Interpersonal Communication:** Use introductory vocabulary, to include greetings, take leave introductions, courtesies, basic personal information, numbers 1-100, time, greet / say yes/no/please/thank you; make an apology; recognise words on notices/signs etc.
- **Work and daily routines:** news, weather, read simple notices, signs and short pieces of text on familiar subjects, to include social and or work-related information.
- **Life - Simple directions:** time, quantity, date/month; counting: directions etc.
- **Travel and Accommodation:** public transport; departure/arrivals; vending machines; book/pay/enquire about accommodation etc.

### Sign Language: Basic

**Course Code:** LA015 / LA016  
**Duration:** 10 weeks  
**Tuition Fee:** €120  
**Accreditation:** Preparation for Sign Language Association of Ireland - L1 and L2 Examinations. Certificate of Attendance

**Participant Profile**
This course is suitable for individuals who wish to develop skills in Irish Sign Language for effective communication with deaf and hard of hearing relatives, employees and customers in a variety of situations.

**Course Description**
- **The Deaf Community**
- **Vocabulary, Grammar, Expressions:** family; numbers; hospital; holidays; colours; clothes; food; drink etc.
- **Group Work:** conversation; stories; fun stories
- **Deaftech:** alarm, video caption reader etc.
- **Causes of Deafness**
- **The Deaf Culture**

### Polish Beginners

**Course Code:** LA003  
**Duration:** 10 weeks  
**Tuition Fee:** €130  
**Accreditation:** Certificate of Attendance

**Participant Profile**
This course is designed for non-native Polish speakers and is suitable for complete beginners. The primary aim is to develop basic communication skills, focusing on listening and speaking. However, reading and writing will also be taught. The programme includes pronunciation, basic vocabulary and basic grammar.

**Course Description**
- **Communication in Polish using basic dialogue**
- **Asking and answering simple questions**
- **Acquire rudimentary knowledge of grammar and be able to read some basic characters & words**
- **Develop an understanding of contemporary Polish culture and be able to apply language skills aptly and appropriately.**
- **Topics Include:** Greetings, introductions, apologising, asking for directions, shopping, expression of gratitude, making appointments, and more.

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**Apply online**
www.lcfe.ie
ENGLISH AS A SECOND LANGUAGE: BEGINNERS  
(QQI LEVEL 3)

PARTICIPANT PROFILE
This course is suitable for individuals who wish to develop skills in English grammar, vocabulary and pronunciation through practical exercises in speaking, listening, reading and writing.

COURSE DESCRIPTION
• Speaking: Learners will improve their level of spoken English through role plays and mock interviews
• Listening: Learners will improve their comprehension of spoken English using listening material, including news, reports, etc. and by extension, listening and speaking to their fellow learners
• Reading: Material suited to the ability of the class is selected from textbooks dealing with real-life issues in order to familiarise one with specific language and vocabulary
• Writing: Learners are taught how to construct formal letters, CVs, faxes, postcards etc.

TUITION FEE €170
ACCREDITATION QQI LEVEL 3 MINOR AWARD, ENGLISH AS A SECOND LANGUAGE 3N0870

ENGLISH AS A SECOND LANGUAGE: CONTINUATION  
(QQI LEVEL 4)

PARTICIPANT PROFILE
This course is suitable for individuals who wish to improve their skills in English grammar, vocabulary and pronunciation at a continuation level.

COURSE DESCRIPTION
• Speaking: Learners will receive considerable opportunity to speak, discuss, debate and argue, thus improving their spoken skills
• Listening: Learners will improve their comprehension of spoken English in varying native accents from everyday listening material, including news, reports, etc.
• Reading: Material suited to the ability of the class is selected from textbooks dealing with real-life issues in order to familiarise one with specific language and vocabulary
• Writing: Learners are taught how to construct formal letters, CVs, faxes, postcards etc.

TUITION FEE €170
ACCREDITATION QQI LEVEL 4 ENGLISH AS A SECOND LANGUAGE 4N1180

ENGLISH AS A SECOND LANGUAGE: ADVANCED  
(QQI LEVEL 5)

PARTICIPANT PROFILE
This course is suitable for individuals who wish to further improve their skills in English grammar, vocabulary and pronunciation at an advanced level in the English language in standard social, cultural and or work environments.

COURSE DESCRIPTION
• Speaking: provide learners with the understanding of everyday terms and topics including those related to familiar areas of interest and work
• Listening: gain the skills to understand and follow discussions on a wide range of topics including socio-cultural courtesies, customs, politics and current affairs
• Reading: gather information from a range documents including work documents, health and safety information, regulations, forms and websites
• Writing: construct formal and informal correspondence, CVs, invoices, order forms etc.

TUITION FEE €240
ACCREDITATION QQI LEVEL 5 ENGLISH AS A SECOND LANGUAGE 5N1632

SPANISH / ITALIAN: BEGINNERS PLUS  
(QQI LEVEL 3 OR 4)

PARTICIPANT PROFILE
This course is for individuals who already have some basic knowledge of the Spanish / Italian language and who wish to improve and develop their communication skills further. The programme will involve activities in speaking, reading, writing and listening.

COURSE DESCRIPTION
• Accommodation: enquire about accommodation: book and pay in a hotel or similar
• Travelling: ask for places, directions, understand brochures and signs
• Health: know the parts of the body. Express different health problems. Go to the doctor
• Shopping: ask for size, colour, quantity, type of fabric when shopping for clothes
• Preferences: express and find out attitudes such as likes & dislikes.
• Describing people, express qualities
• Daily activities: talk about habitual actions
• Housing: describe a house/apartment etc.

TUITION FEE €130
ACCREDITATION QQI LEVEL 3 OR 4 SPANISH 3N0868 OR 4N1178, ITALIAN 3N0864 OR 4N1174
ITALIAN: BEGINNERS (QQI LEVEL 3)

COURSE CODE: LA012
MON 19.00 - 21.00  DURATION: 12 WEEKS
TUITION FEE: €130
ACCREDITATION: QQI LEVEL 3 MINOR AWARD 3N0864

PARTICIPANT PROFILE
This course is suitable for individuals wishing to develop conversational skills in basic Italian.

COURSE DESCRIPTION
• Interpersonal Communication: greet / take leave; say yes / no / please / thank you; make an apology; recognise words on notices / signs etc.
• Personal Information: first / family name; age / nationality / occupation etc.
• Breakdown in Communication: ask “do you speak English?”; signal non-understanding; ask for repetition / speak more slowly etc.
• Travel and Accommodation: public transport; departure / arrivals; vending machines; book / pay / enquire about accommodation etc.
• Time, Quantity, Directions: time; date / month; counting; directions etc.
• Food/Drink/Shopping: order and pay for food / drink; ask the price etc.

FRENCH BEGINNERS

COURSE CODE: LA005
THURS 19.00 - 21.30  DURATION: 10 WEEKS
TUITION FEE: €130
ACCREDITATION: CERTIFICATE OF ATTENDANCE

PARTICIPANT PROFILE
This programme is designed for non-native French speakers and is suitable for complete beginners. The primary aim is to develop basic communication skill, focusing on listening and speaking. However, reading and writing will also be taught. The programme includes pronunciation, basic vocabulary and basic grammar.

COURSE DESCRIPTION
• Communication in French using basic dialogue
• Interpersonal Communication e.g. Greet/ take leave/ thank you etc.
• Asking and answering simple questions
• Acquire rudimentary knowledge of grammar and be able to read some basic characters & words
• Develop an understanding of contemporary French culture and be able to apply language skills aptly and appropriately.
• Topics Include: Greetings, introductions, apologising, asking for directions, shopping, expression of gratitude, making appointments, and more

PORTUGUESE: BEGINNERS

COURSE CODE: LA030
TUES 19.00 - 21.30  DURATION: 10 WEEKS
TUITION FEE: €130
ACCREDITATION: CERTIFICATE OF ATTENDANCE

PARTICIPANT PROFILE
This course is designed for non-native Portuguese speakers and is suitable for complete beginners. The aim is to develop basic communications skills focusing on listening and speaking with reading and writing basic Portuguese also taught. Pronunciation, basic grammar and vocabulary will be delivered and is key to learning Portuguese.

COURSE DESCRIPTION
• Greetings, Asking directions, Shopping, Expressions of gratitude, Making appointments
• Likes / dislikes
• Booking hotel and tickets. Developing and understanding Portuguese culture and traditions and be able to apply language skills appropriately
Note This course may take place at the Further Education and Training Centre Kilmallock Road Campus

PORTUGUESE CONTINUATION

COURSE CODE: LA031
THURS 19.00 - 21.30  DURATION: 10 WEEKS
TUITION FEE: €130
ACCREDITATION: CERTIFICATE OF ATTENDANCE

PARTICIPANT PROFILE
This course is suitable for individuals who already have a simple and basic knowledge of the Portuguese language and who wish to improve and develop their communication skills further. This program would be the second step in the participant’s language development. Participants will improve their speaking, reading, writing and listening abilities in Portuguese. This program is also suitable for individuals interested in either European or Brazilian Portuguese.

COURSE DESCRIPTION
• Accommodation: enquire about accommodation, book and pay in a hotel or similar
• Travelling: ask for places, directions, understand brochures and signs
• Health: know the parts of the body. Express different health problems. Go to the doctor
• Shopping: ask for size, colour, quantity, type of fabric when shopping for clothes
• Preferences: express and find out attitudes such as likes & dislikes.
• Describing people: express qualities
• Daily activities: talk about daily actions
• Housing: describe a house/apartment etc.
**FRENCH CONTINUATION**

**COURSE CODE**
LA009

**MON 19.00 - 21.30**
**DURATION** 10 WEEKS

**TUITION FEE** €130

**ACCREDITATION** QQI LEVEL 3 MINOR AWARD IN FRENCH 3N0862

**PARTICIPANT PROFILE**
The course is suitable for individuals who already have a simple and basic knowledge of the French Language. This program aims to provide the learner with a strong foundation in the knowledge, skills and competence necessary to communicate effectively in French.

**COURSE DESCRIPTION**
- Display awareness of some basic features of the culture of the target country, to include commonplace greetings and social courtesies, and local customs
- Use introductory vocabulary, to include greetings, introductions, courtesies, basic personal information, numbers 1-100, time, simple directions, making purchases, food and drink
- Use sentence connectors, question words and simple grammatical constructions with correct pronunciation
- Exchange familiar information, to include personal details such as where they live, people they know and things they have, notions of time and quantity, space and location, lifestyle preferences and responsibilities
- Indicate a breakdown in communication, to include a signal of non-understanding, asking for repetition or slower speech, or 'Do you speak English/ [name mother tongue]' in the target language
- Read simple notices, signs and short pieces of text on familiar subjects, to include social and/or work-related information
- Interact in a simple way in the target language, to include simple exchanges and use of basic phrase, ordering food and drink, and making familiar purchases

**NEW**

**SPANISH/GERMAN: BEGINNERS**
(QQI LEVEL 3)

**COURSE CODE**
LA007
**MON 19.00 - 21.00 SPANISH**
**DURATION** 12 WEEKS

**TUITION FEE** €130

**ACCREDITATION** QQI LEVEL 3 MINOR AWARD 3N0868 / 3N0863

**PARTICIPANT PROFILE**
This course is suitable for individuals wishing to develop conversational skills to speak German or Spanish.

**COURSE DESCRIPTION**
- **Interpersonal Communication:** greet/take leave; say yes/no/please/thank you; make an apology; recognise words on notices/signs; time; quality; quantity; space; attitudes; contacts; comparisons; loss/theft/missing etc.
- **Personal Information:** first/family name; age/nationality/occupation etc.
- **Breakdown in Communication:** ask 'do you speak English?'; signal non-understanding; ask for repetition/speak more slowly etc.
- **Travel and Accommodation:** public transport; departure/arrivals; vending machines; book/pay/enquire about accommodation etc.
- **Food and Drink:** order/pay; understand a menu and programmes; types of meat/vegetables/dairy products etc.
- **Shopping and Making Purchases:** opening/closing times; different departments; size/colour/price; postal rates/stamps/telephone cards; follow operator instructions; telephone book/directory etc.
LANGUAGES

SPANISH/GERMAN/ITALIAN: INTERMEDIATE (QQI LEVEL 4)

COURSE CODE
LA011 SPANISH
LA026 GERMAN
LA022 ITALIAN

THURS 19.00 - 21.00 SPANISH
WED 19.00 - 21.00 GERMAN
TUES 19.00 - 21.00 ITALIAN

DURATION 12 WEEKS

TUITION FEE €130

ACCREDITATION QQI LEVEL 4 MINOR AWARD LANGUAGE - SPANISH 4N1178 - ITALIAN 4N1174 - GERMAN 4N1173

PARTICIPANT PROFILE

This course is suitable for individuals with a knowledge of the chosen language who wish to develop more conversational Spanish, Italian, German or French for leisure and tourism. The programme is based on spoken activities, tapes and readings.

COURSE DESCRIPTION

• Interpersonal Communication: revision; time; attitudes; asking for information; loss/theft/missing; comparisons; jobs and careers
• Travel: types of transport; advantages and disadvantages; types of holidays; describe experiences; places; weather; phone conversation etc.
• Spare Time: shopping; cultural events; cinema reviews; reading newspapers; talking about news; understanding brochures; likes and dislikes etc.
• Food; traditions; health and the environment etc.

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- All full time LCFE Learners

Discounts apply to tuition fees only and not material fees

Realising new futures

find us
**BLACKSMITHING** PART-TIME EVENING

**COURSE CODE** CAP001

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<tbody>
<tr>
<td>THURS</td>
<td>19.00 - 21.15</td>
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**TUITION FEE** €200
**MATERIALS FEE** €60

**CLASS SIZE:** MAX 7 PERSONS

**ACCREDITATION CERTIFICATE OF ATTENDANCE**

**PARTICIPANT PROFILE**

This program is aimed at individuals who have an interest in Ironcraft and using a Forge. No prior experience is required as our master craftsman takes the learner through every stage of forging iron.

**COURSE DESCRIPTION**

- Creating objects from iron or steel by the process of forging
- The use of a forge fuelled by coal
- Learn to use blacksmithing techniques to shape metal into a semi-flexible state
- Heating pieces of wrought iron or steel, until the metal becomes soft enough to shape with hand tools i.e. hammer, anvil and chisel etc.
- Health and safety practices

Note: Programme places are very limited. Max 7 places. Book early to avoid disappointment.

**WELDING FOR BEGINNERS** PART-TIME EVENING

**COURSE CODE** CAP004

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**TUITION FEE** €90
**MATERIALS FEE** €80

**ACCREDITATION CERTIFICATE OF ATTENDANCE**

**PARTICIPANT PROFILE**

This course is suitable for a wide range of participants and craft persons, for example the self-employed and those with no welding experience.

**COURSE DESCRIPTION**

- Basic welding techniques
- Health and Safety
- Arc welding
- Welding in Horizontal and Vertical Positions
- Safety features in welding equipment

**WELDING INTERMEDIATE** PART-TIME EVENING

**COURSE CODE** CAP007

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Duration</th>
<th>8 WEEKS</th>
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<tr>
<td>WED</td>
<td>19.00 - 21.00</td>
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**TUITION FEE** €90
**MATERIALS FEE** €80

**ACCREDITATION CERTIFICATE OF ATTENDANCE**

**PARTICIPANT PROFILE**

This course is suitable for a wide range of students and craft persons, for example the self-employed and young people with basic welding experience.

**COURSE DESCRIPTION**

- Develop upon the skills obtained in the beginners class
- Safety and arc welding techniques
- Vertical welding
- Horizontal welding
- Safety features in welding equipment

**BLACKSMITHING: INTERMEDIATE** PART-TIME EVENING

**COURSE CODE** CAP016

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<th>Day</th>
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<td>MON</td>
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**TUITION FEE** €250
**MATERIALS FEE** €60

**CLASS SIZE:** MAX 7 PERSONS

**ACCREDITATION CERTIFICATE OF ATTENDANCE**

**PARTICIPANT PROFILE**

This is a step up from the beginners’ class which participants will have already completed. Learners will follow a program of tool making and tempering and will create their own piece of Ironcraft.

**COURSE DESCRIPTION**

- Craft the tools used in conjunction with the forge
- Create decorative pieces of iron craft
- Develop the skills necessary to setup a forge for personal use

Note: Programme places are very limited. Max 7 places. Book early to avoid disappointment.
TIG WELDING - AN INTRODUCTION
PART-TIME EVENING

**COURSE CODE** CAP034

- **WED 19.00 - 21.00**
- **DURATION** 8 WEEKS
- **TUITION FEE €120**
- **MATERIALS FEE €120**
- **ACCREDITATION** CERTIFICATE OF ATTENDANCE

**PARTICIPANT PROFILE**
This course is suitable for individuals with an interest in developing and improving their ability to TIG Weld. No previous experience is required as our Tutor takes the learner through all the basic stages in how to TIG weld competently and correctly.

**COURSE DESCRIPTION**
- Introduction to TIG welding
- Candidates will develop specific welding techniques
- Complete various weld joints on variety of materials in the flat position with regard to the TIG welding process.
- Health & Safety Practices

**Note:** Programme places are limited. Book early to avoid disappointment

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CARE SKILLS (QCI LEVEL 5) PART-TIME EVENING

**COURSE CODE** CAP040

- **THURS 19.00-21.30**
- **DURATION** 12 WEEKS
- **TUITION FEE €220**
- **ACCREDITATION** QQI LEVEL 5 MINOR AWARD IN CARE SKILLS 5N2770

For participant profile and course description please brochure page 97.

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CHILDHOOD SOCIAL, LEGAL AND HEALTH ISSUES (QCI LEVEL 6)

**PROGRAMME CODE** CAP054

- **FRI 9.30 - 12.30**
- **DURATION** 12 WEEKS
- **TUITION FEE €220**
- **ACCREDITATION** QQI MINOR AWARD IN CHILDHOOD SOCIAL, LEGAL AND HEALTH ISSUES 6N1945

**PARTICIPANT PROFILE**
This Level 6 programme aims to promote good practice, quality and respect for diversity in early years setting. It is designed to provide the learner with an understanding of social policy and legislation relevant to childcare. It will enable the learner to devise policies and procedures that support the health and wellbeing of children in the provision and delivery of service working in an Early Childhood Care and Education (ECCE) setting.

**PROGRAMME DESCRIPTION**
- Factors influencing children’s health and wellbeing
- Child protection
- Statutory regulations and national practice guidelines
- National and International Social policy
- Bias, discrimination and prejudice within ECCE environments

---

SPECIAL NEEDS ASSISTING (QCI LEVEL 6)
PART-TIME DAY OR EVENING

**COURSE CODE** CAP005/ CAP006

- **DAY THURS 9.30 - 12.30**
- **NIGHT TUES 18.45 - 21.45**
- **DURATION** 12 WEEKS
- **TUITION FEE €240**
- **ACCREDITATION** QQI LEVEL 6 MINOR AWARD IN SPECIAL NEEDS ASSISTING 6N1957

For participant profile and course description please see brochure page 111.

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CARE OF THE OLDER PERSON (QCI LEVEL 5)
PART-TIME EVENING

**PROGRAMME CODE** CAP013

- **WED 19.00 - 21.30**
- **DURATION** 12 WEEKS
- **TUITION FEE €210**
- **ACCREDITATION** QQI LEVEL 5 MINOR AWARD IN CARE OF THE OLDER PERSON 5N2706

For participant profile and programme description please see brochure page 98.

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Apply online
www.lcfe.ie
**COMPLETE BICYCLE MAINTENANCE**
Learn everything you need to know about your bike

**PARTICIPANT PROFILE**
Learn everything you need to know about your bike. No stone left unturned. By the end of the programme you will have learnt all the skills necessary to be a competent mechanic. No experience is needed to take one of these programmes, we take you right back to basics and build your skills quickly and rapidly.

**COURSE DESCRIPTION**
The programme is a beginners/intermediate programme aimed at those who wish to have knowledge for their own use or join the cycle industry, either as a mechanic or starting their own business or individuals who want to learn more about the art of cycle maintenance.

**ITEMS COVERED**
- Chain rings removal
- Chains, the types of chain available, fitting, removing and getting the correct length
- Chain alignment
- Rear sprocket removal and fitting
- Bottom bracket removal and fitting, cartridge type
- Bottom bracket removal and fitting, adjustable type
- Bottom bracket re-threading and facing
- Hub servicing and adjustments
- Headset servicing
- Headset replacement
- Replacing spokes
- Wheel truing
- Brake systems, caliper, linear, side pull, dual pivot
- Brake cables and housing
- Gear systems, STI levers, twist grips, down tube, thumb levers
- Gear cables and housing
- Front derailleur fitting and indexing/adjustment
- Rear derailleur fitting and indexing/adjustment
- Stems, handlebars and seat posts, types, fitting measuring and adjusting
- Fitting accessories

**COMPUTERS**
PART-TIME EVENING

**PARTICIPANT PROFILE**
This course is suitable for individuals with no previous knowledge of computers. It is designed to introduce and develop one’s knowledge of the Personal Computer.

**COURSE DESCRIPTION**
- Computer Operation and Use: parts of a computer system; common software applications; operate a computer

**SPANISH: BEGINNERS (QQI LEVEL 3)**
PART-TIME EVENING

**PARTICIPANT PROFILE**
This course is for all those who wish to learn the basic conversational skills, vocabulary and grammar of Spanish. It is especially suitable for those who just have an interest or for those travelling abroad on holidays etc. QQI accreditation is optional.

**COURSE DESCRIPTION**
- Interpersonal Communication: Greet/take leave; say yes / no / please / thank you; make an apology; recognise words on notices/signs; time; quality; quantity; space; attitudes; contacts; comparisons; loss/theft/missing etc.
- Personal Information: First/family name; age/nationality/occupation etc.

- Breakdown in Communication: Ask "do you speak English?"; signal non-understanding; ask for repetition/speak more slowly etc.
- Travel and Accommodation: Public transport; departure/arrival; vending machines; book/pay/enquire about accommodation etc.
- Food and Drink: Order/pay; understand a menu and programmes; types of meat/vegetables/dairy products etc.
- Shopping and Making Purchases: Opening/closing times; different departments; size/colour/price; postal rates/stamps/telephone cards; follow operator instructions; telephone book/directory etc.
### SPANISH BEGINNERS PLUS

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<tr>
<th>COURSE CODE</th>
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<td>€95</td>
<td>QQI LEVEL 3 MINOR AWARD IN SPANISH 3N0868</td>
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**PARTICIPANT PROFILE**
The course is suitable for individuals who already have a simple and basic knowledge of the Spanish language and who wish to improve and develop their communication skills further. The programme will involve activities in speaking, reading, writing and listening.

**PROGRAMME DESCRIPTION**
- Accommodation: enquire about accommodation: book and pay in a hotel or similar
- Travelling: ask for places, directions understand brochures and signs
- Health: know the parts of the body. Express different health problems. Go to the doctor
- Shopping: ask for size, colour, quantity, type of fabric when shopping for clothes
- Preferences: express and find out attitudes such as likes & dislikes
- Daily activities: talk about habitual actions
- Housing: describe a house/ apartment etc.

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### NUTRITION (QQI LEVEL 5)

<table>
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<tr>
<th>COURSE CODE</th>
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<tr>
<td>€240</td>
<td>QQI LEVEL 5 MINOR AWARD IN NUTRITION 5N2006</td>
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**PARTICIPANT PROFILE**
This course would be of interest to individuals who are interested in food, what different food groups can do in your body, the nutritional composition of food and how nutrition can affect your health and lifestyle.

**PROGRAMME DESCRIPTION**
- The functions of food, specifying the different classes of nutrients and their main functions
- Examine the energy values of the different food types
- Basal metabolic rate (BMR) and reference nutrient intake (RNI) and the factors that can alter BMR
- The role of each type of fat (monounsaturated, polyunsaturated and saturated) and fatty acids in relation to health and the effects of the deficiency and excess intake of fat
- Sources of fat, carbohydrates and protein in the Irish diet
- The functions, sources and deficiency symptoms of minerals
- Importance of fibre in the diet and the effects of a low and a high carbohydrate diet
- Essential and non-essential amino acid
- Role of vitamins and minerals in maintaining good health and the reference nutrient intake (RNI) and why certain groups of people are at high risk of suffering vitamin and mineral deficiencies
- Specific nutritional needs and the factors that influence the eating habits of infants, children, adolescents, adults and the elderly
- EU regulations and the current dietary recommendations of the Department of Health
- The main categories of food additives
- The causes, symptoms and effects of anorexia nervosa, bulimia and obesity
- The role and impact of diet in a range of diseases and illnesses e.g. coronary heart disease and hypertension, links between diet and types of cancer, osteoporosis, diabetes and dental health

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### ART: BEGINNERS

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<tr>
<th>COURSE CODE</th>
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<td>€70</td>
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For participant profile and course description please brochure page 16.
## TRADITIONAL HOME BAKING

<table>
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<th>COURSE CODE</th>
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<tr>
<td>Accreditation</td>
<td>Certificate of Attendance</td>
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### PARTICIPANT PROFILE
This course is suitable for those who wish to learn the basic skills of traditional home baking; there are few things more welcoming than the smell of homemade cakes wafting from the oven. Ireland has a long tradition of baking various types of breads, cakes and puddings, including soda bread and barnbrack.

### COURSE DESCRIPTION
- Experience a hands-on informative and fun class.
- Learn traditional Irish recipes.
- Bake a variety of breads, cakes, scones and tarts
- Take home a full suite of recipes
This is a hands-on practical programme.

## YOGA

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<td>Accreditation</td>
<td>Certificate of Attendance</td>
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### PARTICIPANT PROFILE
This programme of Yoga practice and study is suitable for people with or without experience of yoga who wish to deepen that understanding and learn more. It will give a flavour of Yoga to those who feel that they may like to teach it in the future.

Yoga means unity. Bringing into balance all the parts of our body, mind, breath, emotion and essence. Yoga promotes stability, strength, skeletal alignment and freedom of movement. The practice resources us in our everyday lives, helps reduce stress, makes us stronger physically and emotionally, and we can bring this experience of mindfulness into our day to day living.

What defines contemporary yoga is the emphasis on following the natural flow of the body and breath in the spirit of enquiry and compassion towards oneself.

### COURSE DESCRIPTION
- Yoga Postures
- Pranayama
- Yoga Sound
- Relaxation
- Yoga movement
- Movement meditation
- Learning/study

**Note: Starting 4th February**
Please bring a bath towel to all exercise classes. Learners are encouraged to bring their own exercise mats. 
*Book early as places are limited.*

## INTRODUCTION TO PLUMBING

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<tr>
<td>Accreditation</td>
<td>Certificate of Attendance</td>
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### PARTICIPANT PROFILE
This course is suitable for those wishing to gain knowledge and understanding of the key elements of basic DIY plumbing.

### COURSE DESCRIPTION
- Cylinder and pipes that are in the hot press.
- Tanks in the attic
- Heating systems
- Valves and taps
- Toilets, Wash hand basin, Shower
- Pipe bending and fittings

## OUTDOOR CROP PRODUCTION

<table>
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<th>PROGRAMME CODE</th>
<th>CAP051</th>
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<tr>
<td>Tuition Fee</td>
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<td>Materials Fee</td>
<td>€20</td>
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<tr>
<td>Accreditation</td>
<td>Certificate of Attendance</td>
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### PARTICIPANT PROFILE
The purpose of this course is to equip the participant with the knowledge, skill and competence to produce a crop of outdoor vegetables.

### COURSE DESCRIPTION
- Use a range of techniques to maintain the vegetable crop including thinning, transplanting, watering, feeding, weed-control, mulching, disease and pest control

**Note: Starting Tuesday 25th February.**
- Prepare the ground for autumn growing vegetables including clearing the ground organically or with chemicals, single digging, improving soil fertility, cross-digging the area, forking over, raking and levelling, marking out and preparing drills
- Using poly-tunnel for sowing of seeds

*Note: Starting Tuesday 25th February.*
Individuals in receipt of Job Seekers Allowance, Job Seekers Benefit, Disability Allowance, Invalidity Allowance or Lone Parents Allowance.

All full time LCFE Learners

20% discount*

Terms and Conditions:

Discounts apply to tuition fees only and not materials fees.

Proof for the applicable discount must be provided at registration.

Proof for a discount will not be accepted once a programme commences.

Discounts cannot be applied for through the online registration system.
We hope you find a programme that you are interested in and we look forward to meeting you!

If you would like further information, please visit our website www.lcfe.ie (where you can download a copy of this booklet), call us on 061 414 344 or email adulted@lcfe.ie

www.lcfe.ie  |  Email adulted@lcfe.ie

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