



BORD OIDEACHAIS  
AGUS OILIÚNA CHIARRAÍ  
KERRY EDUCATION  
AND TRAINING BOARD



## Further Adult Education Brochure

**NORTH KERRY COLLEGE | UPPER CHURCH ST. | LISTOWEL | CO. KERRY**

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## WELCOME TO NORTH KERRY COLLEGE

It gives us great pleasure to welcome you to North Kerry College of Further Education.

All of the courses are certified by Quality and Qualifications Ireland (QQI). They are developed and updated in consultation with prospective employers and third level institutes to ensure that they are relevant to our students' educational needs and the skills required by prospective employers. The qualifications obtained from all the programmes in North Kerry College of Further Education provide students with the opportunity to progress to further studies at third level.

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

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

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

*Stephen Goulding*  
Principal  
North Kerry College





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## INTRODUCTION

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

- Our College day starts at 9.15am which suits students with family or other commitments in as much as possible.
- **Study Skills Programmes** are available to learners who are returning to full-time education.
- We have a fully equipped Canteen providing snacks and hot food.
- **Scholarships** are awarded by North Kerry College to learners who progress to Higher Education or to Further Education.
- Parents who attend the College and who require child minding facilities are catered for by Listowel Family Resource Centre, Stokers Grove, John B. Keane Road, Listowel, and other facilities through the provision of reserved child minding places.
- We reserve a place on the Board of Management for the elected representative of Adult Learners.
- Our Quality Assurance system is in place to maintain and improve the quality of our programmes in Further Education.
- The College has developed links with the Institute of Technology Tralee, University College Cork, Kerry Education and Training Board, North and East Kerry Development, Fáilte Ireland and Local Family Centres in providing a wide range of programmes.
- Having completed a full QQI (formerly FETAC) level 5 programme of study a student can earn CAO points for any University or further Adult Education College.
- Students who complete a full Level 5 can gain entry into the Business, Early Childhood Care and Education and other Level 8 degree programmes at the Institute of Technology, Tralee.
- Students who complete some Level 6 Programmes, to a specific level, may progress directly to second-year in some Higher Education Degree Programmes.
- Learning Supports are available for students who require additional assistance in meeting the demands of the QQI (FORMERLY FETAC) programmes and assessment procedures.
- **Social Activities** such as field trips and social functions are seen as an important aspect of education and are organised throughout the school year.

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

## GENERAL INFORMATION

### FEE POLICY

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

### CATEGORIES OF FEES

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

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

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

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

### PAYMENT METHODS

Payment of Application fee and Registration fee is online via the college website [www.northkerrycollege.ie](http://www.northkerrycollege.ie). Further payments can be paid by cash in the college.

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

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

### FEE SCHEDULE / STAGE PAYMENTS

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

### FEES IN RELATION TO NON-EU NATIONALS

See our website [www.northkerrycollege.ie](http://www.northkerrycollege.ie) for further information.

### REFUNDS POLICY

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

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

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

(\* of materials and service fee).

### EXEMPTIONS

The following exemptions apply:

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

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

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

## GENERAL INFORMATION

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

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

### CLAIMING A REFUND

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

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

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

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

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

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

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

The College charges an **online application fee** of €10 (**non-refundable**) as well as a **registration fee** of €125 (**non-refundable**). Additional fees will apply for course materials.  
*(See each course individually for stated fee.)*

**QQI Exam Fees** of €50 per course (Level 5) or €80 (Level 6) will apply (may change). Medical card holders and social welfare are exempt from this fee.

**First Aid:** Any student taking First Aid as a module in any of the courses will be required to pay an exam fee in the order of €30.

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

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



## GENERAL INFORMATION

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

### EQUAL OPPORTUNITIES

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

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

### English Competence Test for International Students:

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

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

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

- The applicant demonstrates at the interview the capacity to successfully participate on the course for which he/she has applied. This includes both the academic and work experience placement (where applicable) elements of the course. Please see the individual course pages for the specific entry requirements for each course.

- (i) As part of the processing of an application, an applicant may be referred for careers information session and/or learning support for further information.
- (ii) If deemed appropriate, applicants may also be referred for an educational assessment. *These arrangements are in place to help learners to successfully participate in further education.*

### ADDITIONAL EDUCATIONAL SUPPORT

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

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

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

## GENERAL INFORMATION

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

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

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

### ADDITIONAL CERTIFICATION

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

### VISITS AND CLASS EXCURSIONS

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

### ART EXHIBITION

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

### ANNUAL AWARDS CEREMONY

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

### OPEN LEARNING CENTRE

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

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

### APPLYING FOR A COLLEGE PLACE

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

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

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

*Stephen Goulding*  
Principal  
North Kerry College



## APPLICANT INFORMATION

### CAO POINTS AVAILABLE

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

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

### MATURE STUDENTS

Mature students are welcome and encouraged to apply.

### FEE INFORMATION

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

Exemption may apply for QQI exam fees.

### MAINTENANCE GRANT

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

For further information on maintenance grants please visit [www.susi.ie](http://www.susi.ie) where you can find a comprehensive information guide and where you can also apply online.





## NURSING STUDIES

QQI LEVEL 5

**Course Code:** 5M4349

**Duration:** One Year - Full Time

### PROGRAMME OVERVIEW

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

**The aim of the Nursing Studies Course is to:**

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

### COURSE CONTENT

\*All QQI modules subject to change

Nursing Theory and Practice	Care Skills
Anatomy & Physiology	Occupational First Aid
Work Experience	Infection Control
Human Growth and Development	Care of the Older Person
Communications	



### ENTRY REQUIREMENTS

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

### WORK EXPERIENCE

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

### FEES

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

### CERTIFICATION

QQI Level 5 in Nursing Studies.

### PROGRESSION ROUTES

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

### EMPLOYMENT OPPORTUNITIES

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

### ADDITIONAL CERTIFICATION (May be subject to change)

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





## HEALTHCARE SUPPORT - CARING FOR THE ELDERLY

QQI LEVEL 5

**Course Code:** 5M4339

**Duration:** One Year - Full Time

### PROGRAMME OVERVIEW

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

### COURSE CONTENT

\*All QQI modules subject to change

Care Support	Anatomy & Physiology
Work Experience	Occupational First Aid
Safety & Health at work	Human Growth & Development
Care Skills	Care of the Elderly
Communications	



### ENTRY REQUIREMENTS

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

### WORK EXPERIENCE

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

### FEES

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

### CERTIFICATION

QQI Level 5 in Healthcare Support.

### PROGRESSION ROUTES

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

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

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

### EMPLOYMENT OPPORTUNITIES

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





## SOCIAL, HEALTH & COMMUNITY STUDIES: HEALTHCARE SUPPORT LEVEL 6

QQI LEVEL 6

**Course Code:** 6M2218

**Duration:** One Year - Full Time

### PROGRAMME OVERVIEW

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

### COURSE CONTENT

\*All QQI modules subject to change

Disability Awareness  
Rehabilitation Practice  
Person centred Planning  
Work Experience  
Communications

Mental Health Awareness  
Health Promotion  
Learning Difficulties Awareness



### ENTRY REQUIREMENTS

Students who have completed level 5 or have relevant employment experience in this area will be considered. Mature students are welcome. Candidates are accepted through an interview process.

### WORK EXPERIENCE

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

### FEES

Application Fee	€10 (non-refundable)*
Registration Fee	€125 (non-refundable)*
Materials Fee	€125
QQI Exam Fee	€50
Government Levy Fee	€200 (See page on Exemptions)

### CERTIFICATION

QQI - Level 6 Social & Vocational Integration.

### PROGRESSION ROUTES

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

### EMPLOYMENT OPPORTUNITIES

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

### OTHER DETAILS

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





## EARLY CHILDHOOD CARE & EDUCATION (CHILDCARE AND SPECIAL NEEDS)

QQI LEVEL 5

**Course Code:** 5M2009

**Duration:** One Year - Full Time

### PROGRAMME OVERVIEW

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

### COURSE CONTENT

\*All QQI modules subject to change

Child Development	Occupational First Aid
Early Childhood Education & Play	Special Needs Assisting
Early Care & Education Practice	Creative Arts for Early Childhood
Child Health & Wellbeing	
Communications	
Work Experience	



### ENTRY REQUIREMENTS

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

### WORK EXPERIENCE

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

### FEES

Application Fee	€10 (non-refundable)*
Registration Fee	€125 (non-refundable)*
Materials Fee	€140
QQI Exam Fee	€50
First Aid Fee	€30
Government Levy Fee	€200 (See page on Exemptions)

### CERTIFICATION

QQI Level 5 Early Childhood Care and Education.

### PROGRESSION ROUTES

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

### PROGRESS CHART

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

Choice 2: Gain Employment

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

### EMPLOYMENT OPPORTUNITIES

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





## EARLY CHILDHOOD CARE & EDUCATION (SUPERVISION IN CHILDCARE)

QQI LEVEL 6

**Course Code:** 6M2007

**Duration:** One Year - Full Time

### PROGRAMME OVERVIEW

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

### COURSE CONTENT

\*All QQI modules subject to change

Child Development	Supervision in Early Childhood Care
Early Childhood Curriculum	Special Needs Assisting
Childhood Social, Legal & Health Studies	Early Childhood Literacy & Numeracy
Communications	Occupational First Aid
Work Experience	



### ENTRY REQUIREMENTS

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

### WORK EXPERIENCE

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

### FEES

Application Fee	€10 (non-refundable)*
Registration Fee	€125 (non-refundable)*
Materials Fee	€140
QQI Exam Fee	€80
First Aid Fee	€30
Government Levy Fee	€200 (Exemptions may apply)

### CERTIFICATION

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

### PROGRESSION ROUTES

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

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

### PROGRESS CHART

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

Choice 2: Gain Employment

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

### EMPLOYMENT OPPORTUNITIES

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







## SPECIAL NEED AWARENESS & ASSISTING (INCLUSIVE EDUCATION AND TRAINING)

QQI LEVEL 6

**Course Code:** 6M2263

**Duration:** One Year - Full Time

### PROGRAMME OVERVIEW

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

### COURSE CONTENT

\*All QQI modules subject to change

Inclusive Education Practice	Learning Difficulty Awareness
Disability Awareness	Special Needs Assisting
Differentiated Learning and Instruction	Health Promotion
Communications	
Work Experience	



### ENTRY REQUIREMENTS

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

### WORK EXPERIENCE

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

### FEES

Application Fee	€10 (non-refundable)*
Registration Fee	€125 (non-refundable)*
Materials Fee	€125
QQI Exam Fee	€50
First Aid Fee	€30
Patient Moving & Handling/ Manual Handling Fee:	€30
Government Levy Fee	€200 (See page on Exemptions)

### CERTIFICATION

QQI - Level 6 Inclusive Education & Training.

### PROGRESSION ROUTES

Students who have successfully completed Level 6 will be eligible can progress to Level 7. Other options can include the BA in Early Years Childhood Studies U.C.C. Further details are available from Guidance Counsellor.

### PROGRESSION CHART

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

### EMPLOYMENT OPPORTUNITIES

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





## OFFICE ADMINISTRATION FOR BUSINESS

QQI LEVEL 5

**Course Code:** 5M1997

**Duration:**

One Year - Full Time

### PROGRAMME OVERVIEW

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

### COURSE CONTENT

\*All QQI modules subject to change

Word Processing

Information & Administration

Text Production

Communications

Work Experience

Legal Practice & Procedures

Manual & Computerised Payroll

Manual & Computerised Bookkeeping

Audio Transcriptions



### ENTRY REQUIREMENTS

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

### WORK EXPERIENCE

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

### FEES

Application Fee	€10 (non-refundable)*
Registration Fee	€125 (non-refundable)*
Materials Fee	€125
QQI Exam Fee	€50 (Exemptions may apply)
Government Levy Fee	€200 (Exemptions may apply)

### CERTIFICATION

QQI Level 5 Office Administration.

### PROGRESSION ROUTES

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

### EMPLOYMENT OPPORTUNITIES

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





## OFFICE ADMINISTRATION - LEGAL SECRETARY

QQI LEVEL 5

**Course Code:** 5M1997

**Duration:** One Year - Full Time

### PROGRAMME OVERVIEW

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

### COURSE CONTENT

\*All QQI modules subject to change

Word Processing	Legal Practice & Procedures
Information & Administration	Manual & Computerised Payroll
Text Production	Manual & Computerised Bookkeeping
Communications	Audio Transcription
Work Experience	



### ENTRY REQUIREMENTS

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

### WORK EXPERIENCE

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

### FEES

Application Fee	€10 (non-refundable)*
Registration Fee	€125 (non-refundable)*
Materials Fee	€125
QQI Exam Fee	€50
Government Levy Fee	€200 (See page on Exemptions)

### CERTIFICATION

QQI - Level 5 Legal Secretary.

### PROGRESSION ROUTES

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

### EMPLOYMENT OPPORTUNITIES

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





## OFFICE ADMINISTRATION MEDICAL SECRETARY

QQI LEVEL 5

**Course Code:** 5M1997

**Duration:** One Year - Full Time

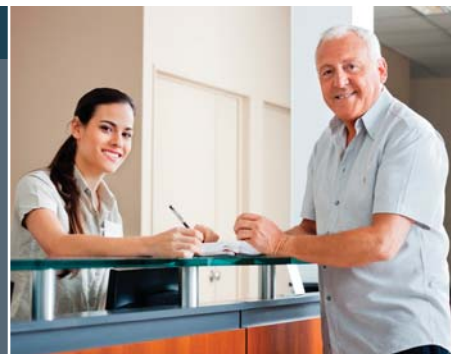
### PROGRAMME OVERVIEW

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

### COURSE CONTENT

\*All QQI modules subject to change

Word Processing	Course Study Medical Terminology
Information & Administration	Manual & Computerised Payroll
Text Production	Manual & Computerised Bookkeeping
Communications	Audio Transcription
Work Experience	



### ENTRY REQUIREMENTS

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

### WORK EXPERIENCE

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

### FEES

Application Fee	€10 (non-refundable)*
Registration Fee	€125 (non-refundable)*
Materials Fee	€125
QQI Exam Fee	€50
Government Levy Fee	€200 (See page on Exemptions)

### CERTIFICATION

QQI - Level 5 Office Administration for Business.

### PROGRESSION ROUTES

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

### EMPLOYMENT OPPORTUNITIES

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





## BUSINESS WITH MARKETING/ADMINISTRATION

QQI LEVEL 6

**Course Code:** 6M4985

**Duration:** One Year - Full Time

### PROGRAMME OVERVIEW

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

### COURSE CONTENT

\*All QQI modules subject to change

Business Management	Spreadsheets
Customer Service	Marketing Communication
Work Experience	Business Law
	Word Processing
	Marketing Management



### ENTRY REQUIREMENTS

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

### WORK EXPERIENCE

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

### FEES

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

### CERTIFICATION

QQI Level 6 Advanced Certificate in Administration.

### PROGRESSION ROUTES

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

### EMPLOYMENT OPPORTUNITIES

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





## ENGINEERING TECHNOLOGY

QQI LEVEL 5

**Course Code:** 5M2061

**Duration:** One Year - Full Time

### PROGRAMME OVERVIEW

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

### COURSE CONTENT

\*All QQI modules subject to change

Communications	Computer Aided Design (CAD)
Work Experience	Engineering Workshop Theory
Engineering Workshop Processes	Mathematics
Health & Safety	Building Construction



### ENTRY REQUIREMENTS

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

### WORK EXPERIENCE

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

### FEES

Application Fee	€10 (non-refundable)*
Registration Fee	€125 (non-refundable)*
Materials Fee	€250
QQI Exam Fee	€50
First Aid Fee	€30 (Payable in February)
Government Levy Fee	€200 (See page on Exemptions)

### CERTIFICATION

QQI Level 5 Engineering Technology.

### PROGRESSION ROUTES

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

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

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

### EMPLOYMENT OPPORTUNITIES

Graduates may seek employment in a variety of Engineering Disciplines including Welding, and Metal Fabrication.

Graduates may progress to other higher education institutions to pursue further education in courses such as Mechanical, Civil, Structural, Electrical, Electronic and Computer Engineering.

Graduates may alternatively seek to obtain apprenticeships.





## PHOTOGRAPHY

QQI LEVEL 5

**Course Code:** 5M2094

**Duration:** One Year - Full Time

### PROGRAMME OVERVIEW

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

- Photographic techniques and equipment
- Image processing tools and techniques
- Compositional techniques and creative strategies
- Working independently and in a professional manner

The learner will also construct a portfolio of work suitable for presentation for employment in the industry or to pursue further studies in the photography field.

### COURSE CONTENT

\*All QQI modules subject to change

Digital Photography

Image Processing

Photography Techniques

Communications

Work Experience

Portrait Photography

Colour Photography

Start Your Own Business



### ENTRY REQUIREMENTS

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

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

### WORK EXPERIENCE

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

### FEES

Application Fee	€10 (non-refundable)*
Registration Fee	€125 (non-refundable)*
Materials Fee	€250
QQI Exam Fee	€50
Government Levy Fee	€200 (See page on Exemptions)

### CERTIFICATION

QQI - Level 5 Photography.

### PROGRESSION ROUTES

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

### EMPLOYMENT OPPORTUNITIES

The aim of this course is to provide the knowledge and skills so that learners can enter the labor market ready to take on any challenge. It will allow learners the opportunity to build a valuable portfolio of photographic material for entry into employment or as a freelance photographer. Opportunities for employment as a photographer include the advertising industry, photojournalism, fashion photography, events photography, portrait photography, the print industry, architecture photography, digital based media industry to name but a few.





## BUSINESS & COMPUTER APPLICATIONS

QQI LEVEL 5

**Course Code:** 5M2067

**Duration:** One Year - Full Time

### PROGRAMME OVERVIEW

This course has been designed to provide the student with a strong foundation in computers and office applications. The fundamental emphasis of the programme is on developing the student's proficiency in using computers in the office environment thus enhancing the employment opportunities in the business / information technology (IT) sector. This course may also be of particular interest to those wishing to improve their confidence in using computers and a broad range of computer applications.

### COURSE CONTENT

\*All QQI modules subject to change

Information & Communication Systems	Web Authoring
Data Base Methods	The Internet
Spreadsheet Methods	Desktop Publishing
Communications	
Work Experience	



### ENTRY REQUIREMENTS

No CAO points required.

An English language test may be required for international students from countries where English is not a first language. Places will be allocated on the basis of an interview.

For mature candidate's recognition of prior learning and experience will be considered in lieu of formal qualifications. Leaving Certificate (established), Leaving Certificate Applied (LCA), or equivalent.

### WORK EXPERIENCE

Students will spend at least two weeks in any of the following or similar settings in order to gain practical first-hand experience. The work experience will run for the duration of the college year. This will enable students to establish contacts with prospective employers.

### FEES

Application Fee	€10 (non-refundable)*
Registration Fee	€125 (non-refundable)*
Materials Fee	€125
QQI Exam Fee	€50
Government Levy Fee	€200 (See page on Exemptions)

### CERTIFICATION

QQI - Level 5 in Information Processing.

### PROGRESSION ROUTES

At North Kerry College Graduates of this course may progress to a level 6 FETAC/QQI course in Business Administration. Elsewhere, graduates are also eligible to apply through the CAO and/or the Higher Education Links Scheme for entry to year one of a range of higher certificate and degree programmes at Institutes of Technology and Universities.

CAO Points can be earned for any College or University through this Level 5 programme.

If you wish to get information about any other course and QQI Links please contact the Career Guidance Officer on 068 21023.

### EMPLOYMENT OPPORTUNITIES

Graduates of this course will have acquired the skills necessary to seek employment in a business/IT environment eg office administration, IT support, document maintenance, & publishing. Alternatively, suitably qualified students will have the opportunity to progress to third level.







## HAIRDRESSING

QQI LEVEL 5 Major Award

**Course Code:** 5M3351

**Duration:** One Year - Full Time

### PROGRAMME OVERVIEW

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

### COURSE CONTENT

\*All QQI modules subject to change

Hairdressing Theory and Practice  
Hair Science  
Safety & Health at Work

Creative Styling  
Work Experience  
Customer Service  
Entrepreneurial Skills



### ENTRY REQUIREMENTS

Leaving Certificate, Leaving Certificate Applied  
Mature Students are welcome.

### WORK EXPERIENCE

Work Experience is an integral part of this course.

### FEES

Application Fee	€10 (non-refundable)*
Registration Fee	€125 (non-refundable)*
Materials Fee	€500 apx. (Kit including 2 Block Head)
QQI Exam Fee	€50
First Aid Fee	€30
Government Levy Fee	€200
Department of Education & Skills Junior Trades Certificate Examination fees:	€110

### CERTIFICATION

QQI Level 5 Hairdressing.  
Department of Education Certificate in Junior Trades  
Hairdressing (IST)

### PROGRESSION ROUTES

City & Guilds Level 3 Diploma in Hairdressing Service.  
Department of Education Irish Senior Trades Certificate in  
Hairdressing (IST).  
Master Colour Programme Wella.  
(IHF) Masters Hairdressing Diploma.

### PROGRESS CHART

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

### EMPLOYMENT OPPORTUNITIES

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

### OTHER DETAILS

Fully equipped Commercial Hair Salon in College.





## HAIRDRESSING & COSMETICS

QQI LEVEL 5

**Course Code:** 5M3351

**Duration:** One Year - Full Time

### PROGRAMME OVERVIEW

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

### COURSE CONTENT

\*All QQI modules subject to change

Hairdressing Theory and Practice  
Hair Science  
Safety & Health at Work

Creative Styling  
Work Experience  
Customer Service  
Skin Care, Eye Treatments & Makeup



### ENTRY REQUIREMENTS

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

### WORK EXPERIENCE

Work Experience is an integral part of this course.

### FEES

Application Fee	€10 (non-refundable)*
Registration Fee	€125 (non-refundable)*
Materials Fee	€600 apx. (Kit including 2 Block Head)
QQI Exam Fee	€50
First Aid Fee	€30
Government Levy Fee	€200
Department of Education & Skills Junior Trades Certificate	
Examination fees:	€110

### CERTIFICATION (May be subject to change)

Awarded by QQI Hairdressing Level 5  
Department of Education DES - Certificate in Junior Trade  
Hairdressing

### PROGRESSION ROUTES

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



### PROGRESS CHART

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

### EMPLOYMENT OPPORTUNITIES

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

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

### OTHER DETAILS

Fully equipped Commercial Hair Salon in College.





## HAIRDRESSING YEAR 2

QQI LEVEL 6

**Course Code:** 6M3479

**Duration:** One Year - Full Time

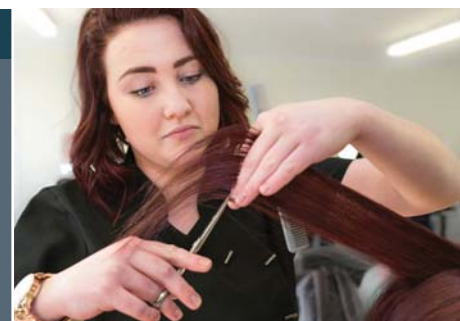
### PROGRAMME OVERVIEW

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

#### COURSE CONTENT

\*All QQI modules subject to change

Indian Head Massage	Cut Women's Hair/Men's Hair
Customer Service	Style and Dress Hair
Health & Safety	Colour Hair / Highlighting Techniques
Consultation Support	Creative Styling & Upstyling Hair



#### ENTRY REQUIREMENTS

Leaving Certificate, Leaving Certificate Applied, Mature Applicants. Entry to Year 2 is dependent on holding a QQI Level 5 in Hairdressing Full Award. Prior industrial experience will be taken into consideration.

#### WORK EXPERIENCE

Work Experience is an integral part of this course.

#### FEES

Application Fee	€10 (non-refundable)*
Registration Fee	€125 (non-refundable)*
Materials Fee	€500 apx. (Kit including 2 Block Head)
QQI Exam Fee	€50
First Aid Fee	€30
Government Levy Fee	€200
Department of Education & Skills Junior Trades Certificate Examination fees:	€110

#### CERTIFICATION (May be subject to change)

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



#### PROGRESSION ROUTES

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

#### PROGRESS CHART

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

#### EMPLOYMENT OPPORTUNITIES

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

City & Guilds Level 3 International Vocational Qualifications (IVQs) These qualifications are designed to measure the knowledge and practical skills of learners and are designed specifically for the international marketplace.

#### OTHER DETAILS

Fully equipped Commercial Hair Salon in College.





## MUSIC TECHNOLOGY / SOUND PRODUCTION

QQI LEVEL 5

**Course Code:** 5M2149

**Duration:**

One Year - Full Time

### PROGRAMME OVERVIEW

The overall aim of the programme is to provide the learner with the opportunity to develop the required knowledge, skills and competence in music technology and performance in order to meet the standards set by the awarding body in the award specification at level 5.

The primary aim of this programme is to ensure that learners are proficient in the practical application and appreciation of music technology and music performance. It will prepare learners to work in sound studios and related areas or to progress to related higher level programmes. The programme will be delivered on a full-time basis.

### COURSE CONTENT

\*All QQI modules subject to change

Communications	Music Industry Studies
Work Experience	Ethnomusicology
Music Technology	Music Performance
Sound Engineering & Production	Event Production



### ENTRY REQUIREMENTS

Students who have passed a leaving Certificate or Leaving Certificate applied or Leaving Certificate Vocational Programme are eligible to apply.

Interest in Music and Music Technology.

### WORK EXPERIENCE

Work experience is completed in a suitable environment – for example, local recording studios, radio stations - PA and audio visual hire, web design studio for audio.

### FEES

Application Fee	€10 (non-refundable)*
Registration Fee	€125 (non-refundable)*
Materials Fee	€150
QQI Exam Fee	€50
First Aid Fee	€30
Government Levy Fee	€200 (See page on exemptions)

### CERTIFICATION

QQI Level 5 Sound Production.

### PROGRESSION ROUTES

The learner may also progress to other appropriate programmes leading to awards at the next level of the National Framework of Qualifications (NFQ), CAO Points can be earned for any course for example in the Institute of Technology Tralee. (Providing 3 distinctions in Level 5 is achieved, students have the opportunity to progress into the IT Tralee, to study one of the three courses.)

**Music Technology (HONS) 4 Years – Full Time.**  
**Interactive Multimedia (HONS) 4 Years – Full Time.**  
**Radio and New Media Broadcasting (HONS) 4 Years – Full Time.**

Alternatively, the learner may be eligible to apply to progress to the next or higher levels of the NFQ with a higher education provider. Career prospects for graduates of this course may include live performance, song-writing and production.

### PROGRESS CHART

NKC - ITT/CIT - UL

### EMPLOYMENT OPPORTUNITIES

Students will acquire basic competency in the theory and technologies associated with the fields for music technology, composition and production, sound engineering and recording, music education, community music, sound for film, radio, tv, multimedia, audio post production, internet streaming, location sound recording, sound synthesis and design, audio for games, etc. Graduates will have a basic understanding how to compose and produce music for media and may also to seek employment in recording, audio post production and audio for games industries.





## SPORTS & RECREATION STUDIES

QQI LEVEL 5

**Course Code:** 5M5146

**Duration:**

One Year - Full Time

### PROGRAMME OVERVIEW

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

### COURSE CONTENT

\*All QQI modules subject to change

Sport & Recreation Studies	Gaelic Football Coaching
Exercise and Fitness	Leisure Facility Operations
Work Experience	Soccer Coaching
Communications	Occupational First Aid
	Anatomy and Physiology



### ENTRY REQUIREMENTS

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

### WORK EXPERIENCE

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

### FEES

Application Fee	€10 (non-refundable)*
Registration Fee	€125 (non-refundable)*
Materials Fee	€350 includes some activities costs.
QQI Exam Fee	€50
First Aid Fee	€30
Government Levy Fee	€200 (See page on Exemptions)

### CERTIFICATION (May be subject to change)

QQI Level 5 Sports Recreation and Exercise  
 Kickstart Level 1  
 FAI Child Protection Certificate  
 FAI 4 v 4 workshop  
 GAA Football Coaching

### PROGRESSION ROUTES

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

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

### PROGRESSION CHART

NKC - Yr 1 IT Tralee - UL

### EMPLOYMENT OPPORTUNITIES

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

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





## ART, DESIGN & PORTFOLIO PREPARATION

QQI LEVEL 5

**Course Code:** 5M1985

**Duration:** One Year - Full Time

### PROGRAMME OVERVIEW

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

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

### COURSE CONTENT

\*All QQI modules subject to change

Drawing	Combined Materials
Painting	Batik
Sculpture	Design Skills
Work Experience	
Communications	



### ENTRY REQUIREMENTS

Leaving Certificate/ Leaving Certificate Applied or equivalent. Mature Students are welcome. All applicants will be called for interview on a date specified by the college.

### WORK EXPERIENCE

Work experience is an integral part of this course.

### FEES

Application Fee	€10 (non-refundable)*
Registration Fee	€125 (non-refundable)*
Materials Fee	€250
QQI Exam Fee	€50
Government Levy Fee	€200 (See page on Exemptions)

### CERTIFICATION

QQI Level 5 Art

### PROGRESSION ROUTES

With ample progression opportunities, this varied and stimulating QQI Level 5 course equips learners with the Art and Design skills necessary to study Art and Design and

facilitates entry, on a competitive basis to a range of third level institutions nationwide. Learners will be supported in applying for whatever their chosen Art and Design course may be. CAO points may be earned for any College or University course.

### PROGRESS CHART

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

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

### EMPLOYMENT OPPORTUNITIES

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





## PRE-UNIVERSITY ARTS

QQI LEVEL 5

**Course Code:** 5M2154

**Duration:** One Year - Full Time

### PROGRAMME OVERVIEW

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

### COURSE CONTENT

\*All QQI modules subject to change

Creative Writing	Archaeology
Literary/Visual/Performing Arts	Local History
Heritage Studies	Folklore and Ethnology
	Communications
	Work Experience



### ENTRY REQUIREMENTS

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

### WORK EXPERIENCE

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

### FEES

Application Fee	€10 (non-refundable)*
Registration Fee	€125 (non-refundable)*
Materials Fee	€125
QQI Exam Fee	€50
First Aid Fee	€30 (Payable in February)
Government Levy Fee	€200 (See page on Exemptions)

### CERTIFICATION

QQI Level 5 Culture & Heritage.

### PROGRESSION ROUTES

On completion of this course students may be eligible under the Higher Education Links Scheme to pursue BA Degree programmes at the relevant third level colleges.

Further details are available from the Guidance Counsellor. CAO Points can be earned for any relevant College or University course.

### EMPLOYMENT OPPORTUNITIES

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





## APPLIED SCIENCE - PHARMACY STUDIES

QQI LEVEL 5

**Course Code:** 5M3807

**Duration:** One Year - Full Time

### PROGRAMME OVERVIEW

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

### COURSE CONTENT

\*All QQI modules subject to change

Laboratory Skills	Safety and Health at Work
Mathematics	Retail Selling
Biology	Skin Care, Eye Treatments and Make Up
Chemistry	Occupational First Aid
Communications	
Work Experience	



### ENTRY REQUIREMENTS

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

### WORK EXPERIENCE

Work experience can be carried out in Pharmacists, laboratory based placement in the food and pharmaceutical areas. Work experience can be carried out in a computer based setting. If candidates are interested in pursuing a career in computer science. The animal care area is another option for those with an interest in animal science.

### FEES

Application Fee	€10 (non-refundable)*
Registration Fee	€125 (non-refundable)*
Materials Fee	€250
QQI Exam Fee	€50
First Aid Fee	€30
Government Levy Fee	€200 (See page on Exemptions)

### CERTIFICATION

QQI - Level 5 Applied Science.

### PROGRESSION ROUTES

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

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

CAO Points can be earned for any College or University. If you wish to get information about any other science course and QQI Links please contact the Career Guidance Officer on 068 21023.

### EMPLOYMENT OPPORTUNITIES

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







## ANIMAL CARE & GROOMING

QQI LEVEL 5

**Course Code:** 5M2768

**Duration:** One Year - Full Time

### PROGRAMME OVERVIEW

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

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

### COURSE CONTENT

\*All QQI modules subject to change

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



### ENTRY REQUIREMENTS

Students who have passed Leaving Certificate or Leaving Certificate Applied or Leaving Certificate Vocational Programme are eligible to apply. Mature Students are welcome or persons who have relevant experience. Applicants will be interviewed.

### WORK EXPERIENCE

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

### FEES

Application Fee	€10 (non-refundable)*
Registration Fee	€125 (non-refundable)*
Materials Fee	€300
QQI Exam Fee	€50
First Aid Fee	€30 (Payable in February)
Government Levy Fee	€200 (See page on Exemptions)

### CERTIFICATION

QQI Level 5 Animal Care.

### PROGRESSION ROUTES

Learners may progress to Veterinary Nursing in Letterkenny IT, Dundalk IT, Athlone IT and UCD. Learners may progress to the Institute of Technology in Tralee through CAO to pursue Biological and Environmental Studies, Agricultural Science or study Wildlife Biology. Learners may progress to UCD to study Agricultural Science.

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

### EMPLOYMENT OPPORTUNITIES

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



## VTOS (Vocational Training Opportunities Scheme)

**Please come to North Kerry College  
for an application form.**

### What is VTOS?

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

### Who is eligible?

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

### What are the qualifying benefits?

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

### What benefits will I obtain?

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

- Fuel Allowance • Rent Allowance
- Mortgage Interest • Supplements

There is an extra allowance for long term unemployed.

### How much will it cost?

No Course Fees

- Meal Allowance is provided.
- Travel Allowance (if you are staying more than 3 miles from the College).

### What about Creche Facilities?

An allowance will be paid towards creche places in a community day care centre.

### Course Content:

QQI Level 4 courses.

### How Do I apply for VTOS?

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

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

**The Kerry Adult Guidance service provides educational, career guidance and information to adults. In particular to those who are thinking about or doing a VTOS (Vocational Training Opportunities Scheme), literacy, BTEI or Community Education Course. This guidance service assists students in making choices appropriate to their needs.**

**VTOS Programme 2017 - 2018**  
*Please apply to the College directly*

### Level 3 in General Learning

Communications, Work Experience, Maths, Career Planning, Customer Service, Entrepreneurial Skills, Word Processing, Computer Literacy, Database, Personal Effectiveness.

### Level 4 in IT Skills

Subjects include Communications, Work Experience, Maths, Computer Applications, Digital Media Technology, IT Skills, Teamworking, Web Design, Entrepreneurial Skills, Desktop publishing, Digital Photography and Career Planning.

### Level 4 in Employment Skills

Subjects include Communications, Work Experience, Maths, Career Planning, Customer Service, Workplace Safety, Retail Skills, Word Processing, Personal Effectiveness and Entrepreneurial Skills.



# STUDENT APPLICATION

Please staple one  
Passport  
Photo here

## PLC COURSE APPLICATION FORM 2017

### PERSONAL DETAILS

First Name: .....

Surname: .....

Correspondence Address: .....

.....

.....

.....

Date of Birth: .....

Gender: Male  Female

Country of Birth: .....

Nationality: .....

PPS Number: .....

Email Address: .....

Mobile Telephone No. ....

Name & Address of Family Doctor: .....

.....

.....

Mothers Full Maiden Name: .....

Next of Kin: .....

Next of Kin Contact No: .....

1st Course Choice : .....

2nd Course Choice: .....

3rd Course Choice: .....

### EDUCATION DETAILS

Please indicate your status on 30th Sept. 2016 last.

Employed Part Time  Not in Labour Market

Unemployed 0-6months  Unemployed 6-12months

Unemployed 12months or more

Name & Address of School Last Attended:

.....

.....

What Year did you leave School: .....

Are you completing your Leaving cert in 2017: .....

Most recent exam taken while at School: .....

.....

Please indicate your highest educational achievement to date: .....

Have you ever studied at Listowel Community College before: .....

If so please indicate dates: .....

Do you have a Family or Student Medical Card? .....

Card No: .....





## STUDENT APPLICATION

### SERVICES AND SUPPORTS

Indicate any medical condition that the college should be aware of: .....

Do you have any specific learning disability (If so specify): .....

Have you received educational assistance for this learning disability .....

Have you any other disabilities which may need consideration .....  
If so please specify .....

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

### MARKETING INFORMATION

How did you hear about our courses?

- Radio  Newspaper  Peer Contact
- Guidance Counsellor  College Staff
- Website  School Visit  Other

### CHECKLIST

Please check that you have completed ALL sections. I have enclosed the following: (do not include originals)

- A copy of my Birth Certificate
- A copy of my Social Services Card (PPS Number)
- One Passport Photo (Stapled to Form)

Signature .....

Date .....



## STUDENT APPLICATION

### APPLICATION FORM

Please check website for  
application form

[www.northkerrycollege.ie](http://www.northkerrycollege.ie)



#### HOW DO I PAY ON LINE?

On-line applications for the next academic year are on the college website [www.northkerrycollege.ie](http://www.northkerrycollege.ie) just click on the link that says Apply Now.

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

#### No Credit Card...

If you do not have a credit card. You can still pay online.  
Just go to [www.3v.ie](http://www.3v.ie) and acquire a free prepay credit card.

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



## NOTES

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BORD OIDEACHAIS  
AGUS OILIÚNA CHIARRAÍ  
KERRY EDUCATION  
AND TRAINING BOARD





North Kerry College | Listowel | Co. Kerry  
Telephone: 068 21023 • Email: [info@northkerrycollege.ie](mailto:info@northkerrycollege.ie)  
[www.northkerrycollege.ie](http://www.northkerrycollege.ie)



Principal: Mr. Stephen Goulding Deputy Principal: Mrs. Iseult Glynn



Ireland's EU Structural and Investment Funds Programmes 2014 - 2020.  
Co-funded by the Irish Government and the European Union.



EUROPEAN UNION  
Investing in your future  
European Social Fund

