



**etb**

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

ADULT **LITERACY**

●

COMMUNITY EDUCATION

●

ADULT **GUIDANCE**

●

ENGLISH LANGUAGE

●

WORK RELATED

**September 2017**

**Adult Education**

**Service**

**Dún Laoghaire**

**Part Time Free Courses**



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## ADULT EDUCATION SERVICE

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**Starting September 2017**

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## Adult Educational Guidance Service

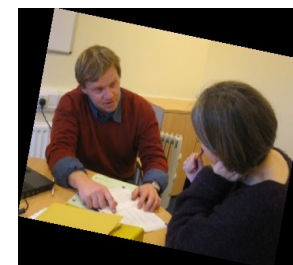
The guidance service provides guidance and information on education, training and careers. We work with individuals and groups and our information service is available to all adults. We help adults who feel they did not do well at school or left school early and now are thinking of returning to learning.

Start with us and

- identify and maximise your unique skills, strengths and potential
- achieve your goals
- know the courses and opportunities available
- make informed decisions
- build your confidence
- develop your CV and interview skills
- see the bigger picture
- take charge of your future
- reach your full potential

Contact **Reception 01 204 3609**

**Carolann Duggan for information 01 204 3676 or**  
**[carolann.duggan@ddletb.ie](mailto:carolann.duggan@ddletb.ie)**



## Community Venues QQI PART TIME

### Early Childhood Care & Education QQI Level 5 in Ballybrack

This is a part time QQI Level 5 Award which enables participants to explore the area of **Childcare** with a view to gaining employment in that area. The course is delivered at a convenient location at times that suit parents with children in school. Participants will need to complete 8 modules in order to gain the major award certificate.

### Community Care QQI Level 5 in Ballybrack

This is a part time QQI Level 5 Award which enables participants to explore the area of **Community Care** with a view to gaining employment in that area. The course is delivered at a convenient location at times that suit parents with children in school. Participants will need to complete 8 modules in order to gain the major award certificate.

### Applied Social Studies QQI Level 5 in Shankill

This is a part time QQI Level 5 Award. Delivery is flexible, participants choose whether they wish to register for one or more modules per term. Participants will need to complete 8 modules in order to gain the major award certificate.

For further information contact or email **Carolann Duggan**  
**01 204 3676 [carolannduggan@ddletb.ie](mailto:carolannduggan@ddletb.ie)**

## ABOUT THE ADULT EDUCATION SERVICE

The Adult Education Service is part of the Dublin and Dún Laoghaire Education and Training Board (DDLETB). The ETB provides education services across the three local authority areas – Dún Laoghaire/Rathdown, South County Dublin and Fingal.

This booklet provides information about classes for September 2017 in **our centre in Loughlinstown and also in the wider Dún Laoghaire area.**

### Eligibility for Free Part-Time Courses

We provide a range of part-time QQI accredited and non-accredited courses in our centre in Loughlinstown and also in various locations in the Dún Laoghaire area. These course are free to people who are in one or more of the following categories

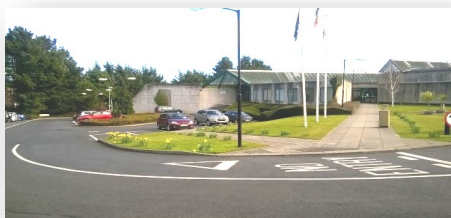
- have less than the Leaving Certificate level of education
- are in receipt of a social welfare payment
- are dependent on someone who is in receipt of a social welfare payment
- have a current medical card
- are signing for credits

## Contacts

### For further information on our services and courses

Contact or email Carolann Duggan 01 204 3676  
[carolannduggan@ddletb.ie](mailto:carolannduggan@ddletb.ie)

#### How to find us in Loughlinstown



Our address is:

DDLETB Adult Education Service Dún Laoghaire,  
 DDLETB Training Centre,  
 Wyattville Rd.,  
 Loughlinstown,  
 Co Dublin.

01 204 3681 / 204 3609

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

The Adult Education Service is located in the former FÁS Training Centre in Loughlinstown. You can get here by taking the number 111 or 7 bus and getting off on the Wyattville Road. Alternatively you can take the 145, 84 or 84A bus which will leave you on the Bray Road near the Wyattville Road. You can also walk from the Cherrywood LUAS stop.

## Reading, Writing, Spelling and other courses in Loughlinstown

Would you like to improve your **reading, writing, spelling, maths or computer skills**? We deliver a range of different courses where you can develop your confidence in these subjects. The groups are small and the atmosphere is friendly and respectful and the courses are free. You can enrol any time of the year, September to June. Intensive tuition courses are also delivered.

Contact **Nessa Mason** on **01 204 3681** or

[nessamason@ddletbaes.ie](mailto:nessamason@ddletbaes.ie) to arrange an appointment to meet us and see our centre.

NON-ACCREDITED COURSESES	Day	Start time	Finish time	Start date	Finish date	Hrs. per week	No. wks
BEGINNERS COMPUTERS	FRI.	11:30	13:30	15 Sept. 2017	15 Dec. 2017	2.0	13
BEGINNERS CCOMPUTERS	FRI.	11:30	13:30	15 Sept. 2017	15 Dec. 2017	2.0	13
COMPUTERS FOR JOB SEARCHING	TUES.	14:00	16:00	26 Sept. 2017	07 Nov. 2017	2.0	6
COMPUTERS FOR JOB SEARCHING	TUES.	14:00	16:00	14 Nov. 2017	19 Dec. 2017	2.0	6
WRITING AND SPELLING	TUES.	11:30	13:30	12 Sept. 2017	12 Dec. 2017	2.0	13
SPELLING	TUES.	14:00	16:00	12 Sept. 2017	12 Dec. 2017	2.0	13
READING, WRITING AND SPELLING	MON.	9:15	11:15	11 Sept. 2017	11 Dec. 2017	2.0	13
READING AND WRITING	TUES.	14:00	16:00	12 Sept. 2017	12 Dec. 2017	2.0	13
MATHS	WED.	11:30	13:30	13 Sept. 2017	13 Dec. 2017	2.0	13

## English for Speakers of Other Languages ESOL

If you would like to improve your spoken and written English skills we deliver a range of accredited and no-accredited courses. The courses are free to people who have refugee status, are asylum seekers or migrant workers with low levels of education. You are also eligible if you receive a DSP payment or are a dependent on someone who receives a payment.

Contact **Marie Campbell 01 204 3660** or  
**[mariecampbell@ddletb.ie](mailto:mariecampbell@ddletb.ie)**

MODULES	Day	Start time	Finish time	Start date	Finish date	Hrs. per week
ESOL FAMILY LEARNING	FRI	09:30	11:30	29 Sept. 2017	15 Dec. 2017	2
ESOL BEGINNERS	MON & THURS	14:00 11:30	16:00 13:30	25 Sept. 2017	14 Dec. 2017	4
ESOL ELEMENTARY	WED	09:15	12:30	27 Sept. 2017	13 Dec. 2017	3
ESOL BUSINESS ENGLISH	THURS	11:30	13:30	28 Sept. 17	14 Dec. 2017	2
L3 ENGLISH AS A SECOND LANGUAGE	TUES & THURS	09:15	11:15	26 Sept. 2017	21 Dec. 2017	4
L4 ENGLISH AS A SECOND LANGUAGE	WED & THURS	09:15	11:15	27 Sept. 2017	21 Dec. 2017	4
L4 ENGLISH AS A SECOND LANGUAGE	MON & WED	18:15	21:15	11 Sept. 2017	15 Nov. 2017	5
L5 ENGLISH AS A SECOND LANGUAGE	MON & WED	18:15	21:15	11 Sept. 2017	15 Nov. 2017	6
L3 WORD PROCESSING	TUES	09:15	11:15	25 Sept. 2017	May 2018	2
L4 WORD PROCESSING	MON	11:30	13:30	25 Sept. 2017	May 2018	2

## Loughlinstown PART TIME

### QQI Level 2 courses

These courses provide an opportunity for you to build your education skills and if you successfully complete the module you will gain a nationally recognised QQI L2 award. Adult education guidance is provided during the courses.

Contact **Nessa Mason on 01 204 3681** or  
**[nessamason@ddletbaes.ie](mailto:nessamason@ddletbaes.ie)**

L2 MODULES	Day	Start time	Finish time	Start date	Finish date	Hrs. per week
L2 INTENSIVE COURSE WRITING AND COMPUTERS	MON. & THURS.	9:15	14:00	11 Sept. 2017	May 2018	10.0
L2 COMPUTER SKILLS	FRI.	9:15	11:15	15 Sept. 2017	22 Dec. 2017	2.0
L2 CRAFT	FRI.	9:15	11:15	15 Sept. 2017	15 Dec. 2017	2.0



## QQI Level 3 courses

These courses provide an opportunity for you to improve on and develop your skills in communications, maths and computers. Vocational modules are also delivered. These can enhance life skills and also increase your potential for employment. For each module you successfully complete you will receive a QQI L3 award. Adult education guidance is provided during the courses. Contact **Nessa Mason** on **01 204 3681** or [nessamason@ddletbaes.ie](mailto:nessamason@ddletbaes.ie)

L3 MODULES	Day	Start time	Finish time	Start date	Finish date	Hrs. per week
L3 WORD PROCESSING	FRI.	9:15	11:15	15 Sept. 2017	May 2017	2.0
L3 INTERNET SKILLS	TUES.	9:15	11:15	12 Sept. 2017	May 2018	2.0
L3 INTERNET SKILLS	MON.	11:30	13:30	11 Sept. 2017	May 2018	2.0
L3 SPREADSHEETS	WED.	9:15	11:15	13 Sept. 2017	May 2018	2.0
L3 COMMUNICATIONS AND L3 PERSONAL EFFECTIVENESS	TUES.	11:30	13:45	12 Sept. 2017	May 2018	2.25
L3 MATHEMATICS	WED.	11:30	14:00	13 Sept. 2017	May 2018	2.5
L3 OUTDOOR VEGETABLE CROP PRODUCTION	TUES.	14:00	16:00	12 Sept. 2017	May 2018	2.0
L3 CONTAINER GARDENING	THURS.	14:00	16:00	14 Sept. 2017	May 2018	2.0
L3 PERSONAL CARE AND PRESENTATION	TUES.	9:15	11:15	12 Sept. 2017	May 2018	2.0

## QQI Level 4/5 courses

These courses are especially useful for people planning to return to the workplace or going onto further education and training in the future. You can develop your confidence and skills in writing, communicating, using IT, using technical language, solving problems, organising, planning and critical thinking. For each module you successfully complete you will receive a QQI minor award. Adult guidance is provided during these courses. Contact **Nessa Mason** on **01 204 3681** or [nessamason@ddletbaes.ie](mailto:nessamason@ddletbaes.ie)

L4/5 MODULES	Day	Start time	Finish time	Start date	Finish date	Hrs. per week
L4 INFORMATION TECHNOLOGY SKILLS	MON.	9:15	11:15	11 Sept. 2017	May 2018	2.0
L4 COMMUNICATIONS	MON.	11:30	13:30	11 Sept. 2017	May 2018	2.0
L4 FUNCTIONAL MATHS	WED.	9:15	11:15	13 Sept. 2017	May 2018	2.0
L4 FOOD AND NUTRITION	THURS.	9:15	11:15	14 Sept. 2017	May 2018	2.0
L4 WORK EXPERIENCE	WED.	11:30	13:30	13 Sept. 2017	May 2018	2.0
L4 CUSTOMER SERVICE	MON. & THURS.	9:15	11:15	11 Sept. 2017	21 Dec. 2017	4.0
L4 HUMAN BIOLOGY	TUES.	11:30	13:30	12 Sept. 2017	May 2018	2.0
L4 BUSINESS ENGLISH	THURS.	11:30	13:30	14 Sept. 2017	May 2018	2.0
L5 HUMAN GROWTH AND DEVELOPMENT	MON.	9:15	11:15	11 Sept. 2017	May 2018	2.0