



loetb

Bord Oideachais agus Oiliúna
Laoise agus Uibh Fhailí
Laois and Offaly
Education and Training Board

PORTARLINGTON Further Education and Training Centre



Bringing Education and Training to a higher level

2019-2020

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English for Speakers of Other Languages (ESOL)

PART TIME

This course aims to provide the learner with the knowledge, skills and competence to communicate socially in work related tasks at an elementary level in English.

Venue Portarlinton Further Education and Training Centre

Frequency 1 morning or 1 evening per week

Contact Deirdre on 057 8661338 /email dbrennan@loetb.ie

Fee There is no fee for this course.

General Learning (QQI Level 3)

PART TIME

This course is ideal for those who left school early and have never completed any exams. The class is small and students have regular feedback on how they are progressing. In some cases students might need additional one-to-one support for a few weeks which can be provided.

Modules Maths | IT | Communications

Entry Requirements The co-ordinator will meet each student and ensure it is the correct course for them.

Venue Portarlinton Further Education and Training Centre

Frequency 1 day per week (TBD) 9:30am to 2:30pm

Contact Lisa McEvoy, ALO on 057 8661338 / email lmcevoy@loetb.ie

Fee There is no fee for this course.



Return to Learning with Streams in Healthcare and Childcare

FULL TIME OPTION (VTOS)

This course will provide the learner with the opportunity to develop the skills to pursue a range of employment opportunities or to progress to further education and training.

Progression Options This Level 4 Certificate provides the learner with competencies to progress to the QQI Level 5 Programmes offered in the Centre.

Subjects Mathematics | IT Skills | Work Experience | Personal Effectiveness | Communications | Introduction to Healthcare | Child Care And Safety | Computer Applications | Career Planning | Child Development And Play | Health And Safety Awareness | Bookkeeping and Accounts | Business Calculations.

Entry Requirements Candidates will be expected to have a minimum of either a QQI Level 3, Junior Certificate English or Maths (Ordinary level), Word Processing Level 3, or provide a working knowledge of English or Maths at this level. Included in the admission process is an interview, followed by an online assessment in Maths and English.

Contact Margaret on 057 8623161 | email: mmorrin@loetb.ie | www.portarlingtonaec.ie

Venue Portarlington Further Education and Training Centre

Frequency VTOS Programme: 5 days per week, over 1 year.

Fee €100 non-refundable Centre Registration.

Students must be eligible under the VTOS Scheme – see VTOS page 10.

PART TIME OPTION

Entry Requirements Candidates will be expected to have a minimum of either a QQI Level 3, Junior Certificate English or Maths (Ordinary level), Word Processing Level 3, or provide a working knowledge of English or Maths at this level. Included in the admission process is an interview, followed by an online assessment in Maths and English.

Subjects Mathematics | IT Skills | Work Experience | Personal Effectiveness | Communications | Introduction to Healthcare | Child Development And Play

Contact Margaret on 057 8623161 | email: mmorrin@loetb.ie | www.portarlingtonaec.ie

Venue Portarlington Further Education and Training Centre

Frequency 2 to 3 mornings per week, over 2 years

Fee: €100 non-refundable Centre Registration.

Students must be eligible under the BTEI see BTEI page 11.

“Upon completion of the leaving cert I then went on to complete Healthcare Support QQI level 5. Thanks to the support and encouragement from not only my teachers but also Margaret I am now working full time as a healthcare assistant and am currently applying for the position of senior carer.”

**Joan Cash,
Healthcare Assistant**

Return to Learning with IT and Office Administration

FULL TIME OPTION (VTOS)

This course will provide the learner with the opportunity to develop the skills to pursue a range of employment opportunities or to progress to further education and training.

Progression Options This Level 4 Certificate provides the learner with competencies to progress to the QQI Level 5 Programmes offered in the centre.

Subjects Mathematics | IT Skills | Work Experience | Personal Effectiveness | Communications | General Office Skills | Computer Applications | Career Planning | Book Keeping and Accounts.

Entry Requirements Candidates will be expected to have a minimum of either a QQI Level 3, Junior Certificate English or Maths (Ordinary level), Word Processing Level 3, or provide a working knowledge of English or Maths at this level. Included in the admission process is an interview, followed by an online assessment in Maths and English.

Contact Margaret on 057 8623161 | email: mmorrin@loetb.ie | www.portarlingtonaec.ie

Venue Portarlington Further Education and Training Centre

Frequency VTOS Programme: 5 days per week, over 1 year.

Fee €100 non-refundable Centre Registration.

Students must be eligible under the VTOS Scheme – see VTOS page 10.

PART TIME OPTION

Entry Requirements Candidates will be expected to have a minimum of either a QQI Level 3, Junior Certificate English or Maths (Ordinary level), Word Processing Level 3, or provide a working knowledge of English or Maths at this level. Included in the admission process is an interview, followed by an online assessment in Maths and English.

Subjects Mathematics | IT Skills | Book Keeping and Accounts | Computer Applications.

Contact Margaret on 057 8623161 | email: mmorrin@loetb.ie | www.portarlingtonaec.ie

Venue Portarlington Further Education and Training Centre

Frequency 2 to 3 mornings per week, over 2 years

Fee: €100 non-refundable Centre Registration.

Students must be eligible under the BTEI see BTEI page 11.

“The support provided by the Teachers on the QQI Level 5 Office Administration Course has been excellent. As a mature student I would recommend the Centre to anyone that may be considering a return to education.”

**Michelle Donagher,
Clerical Officer, Muiriosa Foundation Ltd**

“The decision to return to education was one of the best choices I made, the thought seemed daunting at the start but I soon settled in. All of the tutors were very helpful and the students gave each other support, I made some great friends who will be friends for life. The course I chose was Office Administration, this course most definitely helped me to secure the job I have today.”

**Maeve O Carroll
Administrator, Court Services**

Early Childhood Care and Education (ECCE) (QQI Level 5)

PART TIME

This Course is designed for learners who are interested in pursuing a career in childcare or who may wish to progress to further study. Participants will learn the principles and practice of caring for young children in a variety of settings including nurseries, crèches and playgroups. We also welcome those working in the industry who need to achieve their qualification.

Career Opportunities Graduates can apply for entry to the Advanced Certificate in Early Childhood Care and Education, QQI Level 6 or can seek employment in the childcare sector.

Subjects Child Development | Early Care and Education Practice | Early Childhood Education and Play | Work Experience | Communications

Entry Requirements Leaving Certificate or equivalent standard of education. Relevant work experience coupled with life experience. Included in the admission process is an interview followed by an online assessment in Maths and English. All applicants are subject to an interview.

Venue Portarlington Further Education and Training Centre

Frequency: 2- days per week, over 2 years.

Contact Margaret on 057 8623161 | email: mmorrin@loetb.ie | www.portarlingtonaec.ie

Course Fee €100 non-refundable Centre Registration.

*** Course completion is reliant on Garda Vetting Process.**

Laois and Offaly Education and Training Board reserves the right to refuse course admission and/or completion.



Healthcare Support (QQI Level 5)

FULL TIME OPTION (VTOS)

In response to the demand in our community for skilled care workers, this course will facilitate students to acquire the knowledge and skills necessary for a career in this field of work. This qualification enables graduates to work in nursing homes, day care centres, and residential homes or as agency care workers within the community.

Career Opportunities Successful graduates may be able to secure employment as healthcare workers in hospitals, nursing homes, community day services and as home-help support.

Subjects Care Support | Safety & Health at Work | Care Skills | Communications | Work Experience | Infection Prevention and Control | Care of the Older Person | Palliative Care

Entry Requirements Leaving Certificate or equivalent standard of education with Level 4 Certificate in IT Skills. All applicants are subject to an interview and an online assessment in Maths and English.

Venue Portarlington Further Education and Training Centre.

Frequency 5 Days per week.

Contact Margaret on 057 8623161 | email: mmorrin@loetb.ie | www.portarlingtonaec.ie

Course Fee €100 non-refundable Centre Registration.

Students must be eligible under the BTEI see BTEI page 11.

*** Course completion is reliant on Garda Vetting Process.**

Laois and Offaly Education and Training Board reserves the right to refuse course admission and/or completion.

Childcare Education and Training Support Programme (CETS)

To avail of the CETS childcare programme learners must be a current registered student of the Centre and satisfy the terms and conditions as outlined in the directory of childcare services from Laois Childcare Committee. www.laoischildcare.ie

PART-TIME OPTION

In response to the demand in our community for skilled care workers, this course will facilitate students to acquire the knowledge and skills necessary for a career in this field of work. This qualification enables graduates to work in nursing homes, day care centres and residential homes or as agency care workers within the community.

Career Opportunities Successful graduates may be able to secure employment as a healthcare worker in hospitals, nursing homes, community day services and as home-help support.

Subjects Safety and Health in the Workplace (September – December 2019) Infection Prevention & Control (September – December 2019) Communications and Work Experience (September 2019 – April 2020).

Entry Requirements Leaving Certificate or equivalent standard of education. All applicants are subject to an interview and an online assessment in Maths and English.

Venue Portarlington Further Education and Training Centre.

Frequency 3 mornings per week

Contact Margaret on 057 8623161 | email: mmorrin@loetb.ie | www.portarlingtonaec.ie

Course Fee €100 non-refundable Centre Registration.

Students must be eligible under the BTEI see BTEI page 11.

*** Course completion is reliant on Garda Vetting Process.**

Laois and Offaly Education and Training Board reserves the right to refuse course admission and/or completion.

Office Administration (QQI Level 5)

FULL TIME OPTION (VTOS)

Three streams are offered: Office Administrator, Payroll Assistant, Manual and Computerised, Sage Micro Pay, Bookkeeping and Accounts Assistant, Manual and Computerised, Sage Line 50 Software Package.

Progression Options Students who successfully complete this course may apply to Third Level Institutes and Colleges through the QQI Higher Educations Links Scheme or take up employment in administration.

Subjects Information & Administration | Text Production | Word Processing | Work Experience | Communications | Bookkeeping Manual & Computerised | Business Administration | Payroll Manual & Computerised | Marketing Practice | Spreadsheet Methods.

Entry Requirements Leaving Certificate or equivalent standard of education. Certification in IT Skills Level 4. Included in the Admission process is an interview followed by an online assessment.

Venue Portarlington Further Education and Training Centre

Frequency 5 days per week, over 1 year.

Contact Margaret on 057 8623161 | email: mmorrin@loetb.ie | www.portarlingtonaec.ie

Course Fee €100 non-refundable Centre Registration.

Students must be eligible under the VTOS Scheme – see VTOS page 10.

PART TIME OPTION

Entry Requirements Leaving Certificate or equivalent standard of education. Certification in IT Skills Level 4. Included in the Admission process is an interview followed by an online assessment.

Subjects Bookkeeping Manual & Computerised | Communications | Work Experience | Information & Administration.

Venue Portarlington Further Education and Training Centre

Frequency 2-3 mornings per week, over 2 years.

Contact Margaret on 057 8623161 | email: mmorrin@loetb.ie | www.portarlingtonaec.ie

Fee €100 non-refundable Centre Registration.

Students must be eligible under the BTEI page 12.

*** Course completion is reliant on Garda Vetting Process.**

Laois and Offaly Education and Training Board reserves the right to refuse course admission and/or completion.

“I found all my teachers to be knowledgeable and supportive – I never felt overwhelmed, despite not being in a classroom for nearly twenty years. The subjects were interesting, and you could see the practical application.”

**Majella,
Clerical Officer, Muiriosa Foundation Ltd**

“I gained so much from doing this course; confidence, self-esteem, new skills, new friends and a job.”

**Anne Hogan
Receptionist/Office Administrator**

Professional Qualification: Accounting Technicians Ireland

Portarlington Further Education and Training Centre is an approved Partner of Accounting Technicians Ireland and also a Sage Certified Training Centre. Accounting Technicians Ireland awards two nationally and internationally recognised qualification:

Year 1: Certificate for Accounting Technicians.

Year 2: Diploma for Accounting Technicians.

The Diploma for Accounting Technicians is awarded upon successful completion of both the Certificate for Accounting Technicians and the Diploma for Accounting Technicians plus the completion of the Work Experience requirements.

The Work Experience requirements are based on learning outcomes and assessments criteria of the units which make up the Accounting Technicians of Ireland Diploma for Accounting Technicians. Log onto www.accountingtechniciansireland.ie

Year 1 - Award: The Certificate for Accounting Technicians

FULL TIME OPTION (VTOS)

Subjects Financial Accounting | Taxation | Law and Ethics | Business Management

Entry Requirements Leaving Certificate, Business Administration QQI level 5 Major Award with Distinction or equivalent standard of education. All entry is subject to interview with Centre Assessment. Included in the Admission Process is an interview followed by an online assessment in Maths and English.

Frequency Monday, Tuesday & Wednesday students are in the class room. Thursday and Friday students are placed on work experience.

Venue Portarlington Further Education and Training Centre

Contact Margaret on 057 8623161 | email: mmorrin@loetb.ie | www.portarlingtonaec.ie

Fee €100 non-refundable Centre Registration. No Portarlington FET Course Fees apply to a VTOS learner. All students will have to pay the following fees to the **Accounting Technicians of Ireland** before commencement of the programme: examination fees, referral fees and exemption, course materials and examination fees. For more information please log onto www.accountingtechnicianireland.ie and www.portarlingtonaec.ie

VTOS students must be eligible under the VTOS Scheme – see VTOS page 10.

Year 2 - Award: Diploma for Accounting Technicians

FULL TIME OPTION (VTOS)

Graduates of the 2nd year course may gain direct entry to Year 3 of the Bachelor of Business Studies (Accountancy) part time course accredited by the Institute Public Administration, a registered college of University College Dublin. Log onto www.ipa.ie.

Subjects Advance Financial Accounting | Advance Taxation | Management Accounting | Integrated Accounting Systems

Entry Requirements Students must have successfully completed the Certificate for Accounting Technicians.

Venue Portarlington Further Education and Training Centre

Frequency Year 2: Monday, Tuesday & Wednesday students are in the class room. Thursday and Friday students are placed on work experience.

Contact Margaret on 057 8623161 | email: mmorrin@loetb.ie | www.portarlingtonaec.ie

Fee €100 non-refundable Centre Registration. No Portarlington FET Course Fees apply to a VTOS learner. All students will have to pay the following fees to the **Accounting Technicians of Ireland** before commencement of the programme: examination fees, referral fees and exemption, course materials and examination fees. For more information please log onto www.accountingtechnicianireland.ie and www.portarlingtonaec.ie

VTOS students must be eligible under the VTOS Scheme – see VTOS page 10.

Accounting Technicians Ireland 2019 – 2020

Course fees payable to Portarlington Further Education & Training Centre

Centre Registration & Course Fees are payable to Portarlington Further Education & Training Centre **by Non VTOS Students.**

Centre Registration and Course Fees are accepted by Cash or Cheque. All cheques are to be made payable to Laois & Offaly Education & Training Board.

Year 1: Certificate for Accounting Technicians

	€
Non-Refundable Registration Fee	100.00
Course Fees: 4 Subjects @ €200.00 per subject	800.00
Total	900.00

Year 2: Diploma for Accounting Technicians

	€
Non-Refundable Registration Fee	100.00
Course Fees: 4 Subjects @ €200.00 per subject	800.00
Total	900.00

Accounting Technicians Ireland

Please log onto www.accountingtechniciansireland.ie to pay all fees that are payable to the Accounting Technicians Ireland. All students will have to pay the following fees to the Accounting Technicians of Ireland before commencement of the programme: registration fees, examination fees, referral fees, exemption fee and course materials. It is the responsibility of each learner to meet the closing date for Registration and Examination deadline dates from the Accounting Technicians academic year 2019/2020.

“I found the course useful and interesting. Teachers were very helpful and understanding as most of us were going back to education after many years of not studying.

After successfully completing the first year of course I was lucky enough to get work experience, as an Accounts Assistant.”

**Zane Polaskova,
Accounts Assistant**

“Returning to education as a mature student was very daunting; however, the Teachers and my classmates made it a very enjoyable experience.

I have continued my studies and am currently enrolled with Chartered Accountants Ireland and working as Trainee Accountant.”

**Corina Rowan
Trainee Accountant, Chartered Accountants Ireland**

Accounting Technicians Ireland 2019 – 2020

Centre fees payable to Portarlington Further Education & Training Centre

Centre Registration & Course Fees are payable to Portarlington Further Education & Training Centre **by VTOS Students.**

Centre Registration and Course Fees are accepted by Cash or Cheque. All cheques are to be made payable to Laois & Offaly Education & Training Board.

Year 1: Certificate for Accounting Technicians	
	€
Non-Refundable Registration Fee	100.00
Course Fees: 4 Subjects @ €200.00 per subject are waived	0.00
Total	100.00
Year 2: Diploma for Accounting Technicians	
	€
Non-Refundable Registration Fee	100.00
Course Fees: 4 Subjects @ €200.00 per subject are waived	0.00
Total	100.00

Accounting Technicians Ireland

Year 1: The Certificate for Accounting Technicians

VTOS students will not have to pay to the Accounting Technicians of Ireland the Registration Fee of €170.00 for the Year 1: Certificate for Accounting Technicians. This will be paid by Laois & Offaly Education and Training Board on their behalf.

They will have to pay examination fees, referral fees, exemption and course materials. It is the responsibility of each learner to meet the closing date for Registration and Examination deadline dates from the Accounting Technicians academic year 2019/2020.

Year 2: The Diploma for Accounting Technicians

VTOS students will not have to pay to the Accounting Technicians of Ireland the Registration Fee of €65.00 for the Year 2: Diploma for Accounting Technicians. This will be paid by Laois & Offaly Education and Training Board on their behalf.

They will have to pay examination fees, referral fees, exemption fee and course materials. It is the responsibility of each learner to meet the closing date for Registration and Examination deadline dates from the Accounting Technicians academic year 2019/2020.

“The quality of the lectures and the support I received from the staff was second to none and I thoroughly enjoyed my time in Portarlington.”

**Sinead Jacob Weafer,
Accounts Assistant**

Advanced Certificate in Administration (QQI LEVEL 6)

FULL TIME OPTION (VTOS)

On completion of this programme learners will have the skills, knowledge and competencies to work in a supervisory capacity in an administrative role in the private, public or voluntary sector and or to progress to higher education or training.

Progression Options Graduates could progress to University to complete Level 7 and Level 8 courses. Successful graduates could also seek out management roles in an office based environment.

Subjects Business Management| Communications | Work Experience | Project Management | Marketing Management | Web Authoring | Finance| Customer Service | Word Processing |Audio Typing

Entry Requirements Leaving Certificate, Business Administration QQI Level 5 Major Award with Distinction or equivalent standard of education. Included in the Admission process is an interview followed by an online assessment in Maths and English.

Venue Portarlington Further Education and Training Centre

Frequency Full-time VTOS Programme: 5 days per week, over 1 year

Contact Margaret on 057 8623161 | email: mmorrin@loetb.ie | www.portarlingtonaec.ie

Fee €100.00 Non-refundable Centre Registration.

VTOS students must be eligible under the VTOS Scheme – see VTOS page 10.

PART TIME OPTION

Entry Requirements Leaving Certificate, Business Administration QQI Level 5 Major Award with Distinction or equivalent standard of education. Included in the Admission process is an interview followed by an online assessment in Maths and English.

Subjects Customer Service| Audio Typing| Marketing Management| Word Processing.

Venue Portarlington Further Education and Training Centre

Frequency 2-3 days per week, over 2 academic years.

Contact Margaret on 057 8623161 | email: mmorrin@loetb.ie | www.portarlingtonaec.ie

Fee €100.00 Non-refundable Centre Registration.

Students must be eligible under the BTEI page 11.

“We have found that the quality of student from Portarlington Further Education Centre is excellent and as well as having very good accountancy knowledge they also have the required computer skills, which is very important for us.”

Brian Somers
Back Up Power Solutions, Portarlington

“Thanks to the Student Volunteers presently with us from your facility and my congratulations to you and to your colleagues and students on a wonderful programme you are running in Portarlington!”

Gerry McLaughlin,
Volunteer Programmes Manager & Community Employment Co-ordinator,
Muiriosa Foundation Ltd

Study Options

A Learner has the choice to study on either the full time option the **(VTOS)** or the part-time option the **(BTEI)** in our Centre.

The **Vocational Training Opportunity Scheme (VTOS)** allows a learner to attend the Centre on a full time basis. Where a student wishes to take and meets the criteria for a VTOS place on a programme, the LOETB will take over their weekly Job Seekers Allowance or Job Seekers Benefit payment and pay them the equivalent on a weekly basis and in some cases will pay a travel allowance and a meal allowance on a pro rata basis. You can still be eligible for the VTOS programme if you are signing for credits and other payments. Please check with the Centre for more information. The learner may be entitled to receive the Childhood Education and Support Scheme, the CETS programme. For more information on the CETS programme please check with www.laoischildcare.ie

The part time option is available to learners who want to study on a part-time basis. The part time option is suitable to workers who want to upskill or retrain. If a learner is in receipt of Job Seekers Allowance or Job Seekers Benefit they can still study on a part time basis and continue to receive their payment after notifying the Department of Social and Family Affairs. A learner may also be entitled to receive the Childcare Education and Support Scheme, the CETS programme.

We encourage learners who may wish to pay the course fees and who are not in receipt of a Social Welfare payment to retrain and up skill.

Vocational Training Opportunities Scheme (VTOS)

The VTOS scheme provides a range of courses to meet the education and training needs of unemployed people. It gives participants opportunities to improve their general level of education, gain certification, develop their skills and prepare for employment, self-employment and further education and training. Applicants must be aged twenty one years or older and be in receipt of a social welfare payment for at least 6 months before their chosen VTOS course begins.

Successful applicants can receive a VTOS payment for the duration of their course equivalent to their social welfare payment. They may be able to avail of additional supports including childcare support, meal and travel allowances. On some courses books and course materials may also be provided on loan for the duration of the academic year.

Back to Education Initiative (BTEI)

The Back to Education Initiative, BTEI, provides part-time further education programmes for adults over the age of eighteen years. BTEI courses cover Junior and Leaving Certificate subjects along with major and minor QQI awards from Levels 2 to 5. As BTEI provides part-time options in learning it offers the chance to combine a return to education and training with family, work and other responsibilities.

BTEI entry requirements

BTEI courses can be provided free of charge to adults who have left full-time education and meet at least one of the following criteria:

- * Have less than upper second level education (Leaving Certificate)
- * Have a medical card or are the dependent of a medical card holder
- * Are in receipt of a social welfare payment (e.g. Jobseeker Allowance/ Benefit, One Parent Family Payment, Cares Allowance, Disability Allowance, etc.)
- * Course fees may apply to applicants who do not meet these criteria.

For more information please contact:

Margaret Morrin, Centre Manager
Portarlinton Further Education and Training Centre
Bracklone Street, Portarlinton
Co. Laois R32 CX71
Tel: 057 862 3161 Email: mmorrin@loetb.ie

ACADEMIC CALENDAR 2019 - 2020

Co-ordinator	Monday 19 August 2019
Staff Meeting	Wednesday 28 August 2019
Student Registration	Monday 26 August 2019 – Friday 30 August 2019
Induction (full-time / VTOS)	Monday 2 – Friday 6 September 2019
Induction (part- time)	Monday 16th September – Friday 20th September 2019
Teaching term	Monday 9th September – Friday 20 December 2019
October mid-term	Friday 25 October 2019 – Friday 1 November 2019
Christmas Break	Friday 20 December – Monday 6th January 2020

TERM 2

Teaching Term	6th January 2020 – Friday 3 April 2020
February Midterm	Monday 17 February 2020 – Friday 21 2020
Easter Break	Friday 3 April 2020 - Monday 20 April 2020

TERM 3

Teaching Term (VTOS)	20 April 2020 - Friday June 26 2020
VTOS Project work	6 June 2020 – 26 June 2020
* St Patrick Day:	Closed Tuesday 17th March 2020
* May Bank Holiday:	4th May 2020
* June Bank Holiday:	1st June 2020

Enrolment Dates

- First round of interviews will commence on Wednesday 7 May and the closing date for applications is Friday 24 May 2019.
- First round of programme offers will be made on Monday 10 June 2019.
- Programme Registration will take place between Monday 17 June and Thursday 20 June 2019.
- Second round of interviews will commence during Monday 26 August and Friday 30 August 2019.

How do you apply?

Contact us for an Application Form, complete it and send it into Portarlinton Further Education and Training Centre, Bracklone Street, Portarlinton.



Portarlington Further Education
and Training Centre,
Bracklone Street,
Portarlington, Co. Laois

t: +353 (0)57 86 23161
f: +353 (0)57 86 23024
e: portarlingtonfet@loetb.ie
www.loetb.ie



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An Roinn Oideachais
agus Scileanna
Department of
Education and Skills