

Location

Portarlington Further Education and Training Centre is located on Bracklone Street, Portarlington.

Course Fees

You might qualify for free tuition:

- If you are in receipt of a social welfare payment.
- If you are a medical card holder.
- If your level of education is lower than Leaving Certificate.

If you think you are in one of these categories and you want to apply for free tuition, you must provide us with proof of your eligibility.

Tuition fees are charged as follows to students who do not qualify for free tuition:

QQI Major Award	€440
Additional QQI Modules	€50 each
Leaving Certificate	€450.00 per subject
Leaving Certificate Examination Fee	€67.00 for 1 or 2 subjects, €109.00 for 3 or more subjects

Full tuition and certification fees must be paid at time of registration as well as the standard centre registration fee that applies.

Centre Registration Fee

A non-refundable centre registration fee of €100.00 applies to all students and is payable on the day of registration.

This payment covers the full academic year, September 2016 to June 2017. Unfortunately, we can't accept part payment. We also cannot cater for credit/debit card payments.

Registration

When you have been offered a place in our centre, you must provide the following documents on the day of registration. They will be photocopied and a copy placed in your file.

- Positive Garda Vetting – necessary for all students completing work experience modules.
- Official proof of PPS Number – for example, a Revenue letter or a printed payslip.
- Proof of Social Welfare entitlements – for example, a current payslip or letter from Department of Social Protection.
- Proof of Medical Card number which must be valid.

The Registration fee and any other fees due must also be paid at registration.

Registration is considered complete only when all information, supporting documentation and fees requested by the Centre have been submitted and paid.

Students who do not fulfil the registration requirements may not commence any programme.

QQI Awards and Quality Assurance

QQI Awards:

- Are quality assured.
- Are internationally recognised by employers.
- Offer progression routes to further and higher education and training opportunities.

The VTOS scheme is designed to provide second change education for the long-term unemployed and other social welfare recipients.

WHO IS ELIGIBLE?

Applicants must be over 21 and in receipt of one of the following benefits for at least 6 months:

- Jobseekers Allowance
- Jobseekers Benefit
- One Parent Family
- Disability Allowance
- Disability Benefit
- Be signing for credits for a least 6 months
- Be an adult dependant of a person eligible under the headings above.

WHAT COURSES ARE AVAILABLE TO VTOS STUDENTS?

All full-time courses offered at the Centre qualify for VTOS:

- Access to Learning Programme with Office Skills QQI Level 4
- Leaving Certificate
- Certificate in Accounting Year 1 (Accounting Technician) QQI Level 5
- Office Administration QQI Level 5
- Healthcare Support QQI Level 5
- Diploma in Accounting Year 2 QQI HETAC Level 6

What does participating on a VTOS course involve?

You attend thirty course hours per week and you must be present in the centre from 9:00 am to 3:30 pm Monday to Thursday and from 9:00 am to 1:00 pm on Fridays.

What benefits are available to VTOS students?

You continue to get your social welfare entitlements. If you are in receipt of a VTOS payment, you will be paid an allowance that is equivalent to your social welfare payment plus the following benefits by Laois and Offaly ETB:

- Free tuition
- Books on a loan scheme
- No exam fees
- Meals and travel allowances for the days you attend the centre.

Childcare Education and Training Support Programme (CETS)

Registered learners of the centre can avail of the Childcare Education and Training Support Programme (CETS).

The Back to Education Initiative provides part-time further education programmes for young people and adults. The aim is to give people an opportunity to combine a return to learning with family, work and other responsibilities and commitments.

WHO IS ELIGIBLE?

Anyone who has left full-time education can take part in a course being offered. However, priority will be given to those who have less than upper secondary level education and those who wish to take QQI levels 3 and 4. All entry is subject to an interview process and online assessment in Maths and English.

WHAT COURSES ARE AVAILABLE TO BTEI STUDENTS?

The following list of courses qualify for BTEI:

- Access to Learning Programme with Office Skills QQI Level 4
- Leaving Certificate
- Early Childhood Care & Education QQI Level 5
- Office Administration QQI Level 5
- Healthcare Support QQI Level 5
- Certificate in Accounting Year 1 (Accounting Technician)
- Diploma in Accounting Year 2 QQI HETAC Level 6

What do BTEI courses cost?

A non-refundable registration fee of €100 is payable by all students. Tuition is free to participants who are in receipt of one of the following:

- | | |
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| → Medical Card | → Back-to-work Allowance |
| → Widow's and Widower's Non-contributory Pension | → Invalidity Pension |
| → Supplementary Welfare Allowance | → Community Employment Scheme Participant |
| → Blind Person's Allowance | → Disability Allowance |
| → Jobseekers Benefit | → Part-time Job Incentive Scheme |
| → Jobseekers Allowance | → Disability Benefit (where you are in receipt of the benefit for a continuous period of a least six months) |
| → Family Income Supplement | |
| → Pre-retirement Allowance | |
| → Carer's Allowance | |
| → Old Age non-contributory Pension | |
| → One-Parent Family Payment | |
| → Orphan's non-contributory Pension | |

Tuition is free for all participants with less than upper secondary education, i.e. participants who do not have a Leaving Certificate or its equivalent.

Childcare Education and Training Support Programme (CETS)

Registered learners of the centre can avail of the Childcare Education and Training Support Programme (CETS).

TESTIMONIALS

“I returned to further education in Portarlington further education Centre to complete a Healthcare Support Course in 2015/2016. It was a great experience. I found the course very practical and well presented by all teachers. Portarlington Further Education and Training Centre is very accommodating to all students’ circumstances. I would highly recommend anyone considering returning to education to look at the very wonderful resource on our doorstep in Portarlington.”

Teresa Briody,
Currently studying Healthcare

“I attended Portarlington Further Education and Training Centre for one year – and did childcare. Completing this course has greatly improved my confidence. The Centre is fantastic and the teachers are amazing. The help and support is brilliant. I will miss the Centre and everyone I met here.”

Jennifer McPartland
Currently studying Childcare



Accounting Technician student Lorraine Thompson (centre), who achieved 5th place in Ireland in the year 1 examinations, pictured with the Centre Manager Margaret Morrin (right) and teacher Tom Power (left).

Brief Description

The overall aim of the programme is to provide the learner with the opportunity to participate in and contribute to modern society, to pursue a range of employment opportunities or to progress to further education and training. Participation on this programme will also assist the learner to develop the English language, literacy and numeracy skills.

Progression Options

On successful completion of this programme, students may progress onto a QQI Level 5 course of their choice.

Subjects

Communications, Maths Level 3, Maths, Information Technology Skills, General Office Skills, Personal Effectiveness, Work Experience, Human Biology, Art

Location/Venue

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

Phone: 057 8623161 | www.portarlingtonfet.ie

Frequency

Full and Part time.

Entry Level Requirements – QQI Level 4

Candidates will be expected to have a minimum of either a QQI Level 3, Junior Certificate English or Maths (Ordinary Level), or provide evidence of a working knowledge of English or Maths at this level. Included in the Admissions Process is an informal interview followed by an Online Assessment in Maths and English.

Progression

This Level 4 certificate builds on the learners' existing knowledge, skills and competencies, and may provide them with additional competencies to progress to either Leaving Certificate or a QQI Level 5 Certificate Programme.

Fees

A non-refundable Registration Fee of €100.00 paid to the centre at Course Registration.

Vocational Training Opportunity Scheme (VTOS) Programme: VTOS Students course fees are free.

Back to Education Initiative (BTEI): See "Back to Education Initiative Eligibility and Entry Criteria" for further details.

All Students must complete the mandatory Occupational First Aid QQI Level 5 module, cost €75.00. This fee must be paid at Registration.

Brief Description

This course provides a formal qualification for those who are currently working in the Healthcare Sector.

Job Options

Holders of a QQI Level 5 Certificate in Healthcare may seek employment as a healthcare worker and may gain career progression in hospitals, retirement homes or residential homes.

Progression Options

Successful students can apply to Irish Universities, Institutes of Technology for entry into the Bachelor of Science Degrees in General Nursing, Psychiatric Nursing or Midwifery.

Subjects

Care skills, Care Support, Communications, Work Experience, Safety & Health at Work, Palliative Care, Care of the Older Person, Infection Prevention and Control.

Venue

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Phone: 057 8623161 | www.portarlingtonfet.ie

Frequency

Full and Part time.

Entry Level Requirements – QQI Level 5

Candidates will be expected to have a minimum of either a QQI Award at Level 4 with distinctions achieved in Communications and Information Technology Skills (ITS), Leaving Certificate English or Maths (Ordinary Level), or provide evidence of a working knowledge of English and Maths at this level. An acceptable level achieved through undertaking the Online Assessment in Maths and English.

Course completion also requires the Garda Vetting Process, Laois & Offaly Education and Training Board reserves the right to course admission. Completion of a mandatory period of one hundred and eighty hours relevant work experience is necessary to achieve a major Award in this discipline.

Fees

A non-refundable Registration Fee of €100.00 paid to the centre at Course Registration.

VTOS Programme: VTOS Students course fees are free.

Back to Education Initiative (BTEI): See “Back to Education Initiative Eligibility and Entry Criteria” for further details.

All Students must complete the mandatory Occupational First Aid QQI Level 5 module, cost €75.00. This fee must be paid at Registration.

Brief Description

The overall aim of the programme is to provide the learner with the opportunity to work under direct supervision, providing assistance and support within an Early Childhood Care and Education (ECCE) setting and/or to progress to further education and training.

Job Options

Holders of a QQI Level 5 Certificate in childcare may seek employment as a childcare worker in crèches, play-schools, and special needs schools or as a classroom assistant.

Progression Options

If you have sufficient practical experience in childcare, you may progress to the QQI Level 6 Advanced Certificate in Supervision in Childcare.

Subjects

Early Childhood Education & Play, Safety & Health in the Workplace, Child Development, Communications, Work Experience, Children with Additional Needs.

Frequency

Part time.

Location /Venue

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

Phone: 057 8623161 | www.portarlingtonfet.ie

Entry Level Requirements – QQI Level 5

Candidates will be expected to have a minimum of either a QQI Award at Level 4 with distinctions achieved in Communications and Information Technology Skills (ITS) at Level 4, Leaving Certificate English or Maths (Ordinary Level), or to provide evidence of a working knowledge of English or Maths at this level. An acceptable level achieved through undertaking the Online Assessment in Maths and English.

Course completion is dependant on Garda Vetting Process, Laois & Offaly Education and Training Board reserves the right to course admission and completion of a mandatory period of one hundred and eighty hours relevant work experience.

Fees

A non-refundable Registration Fee of €100.00 paid to the centre at Course Registration.

Back to Education Initiative (BTEI): See “Back to Education Initiative Eligibility and Entry Criteria” for further details.

All Students must complete the mandatory Occupational First Aid QQI Level 5 module, cost €75.00. This fee must be paid at Registration.

Brief Description

Students are encouraged to sit the Leaving Certificate as this course is recognised by all employers. It also gives students access to further education and training.

Progression

Graduates can progress to QQI Level 5 or apply through the CAO or as a mature student entry to Irish Universities and Institutes of Technology.

Subjects

Leaving Cert. Maths (Ordinary Level)	6 hours per week
Leaving Cert. English (Ordinary/Higher Level)	6 hours per week
Leaving Cert. Economics (Ordinary/Higher Level)	4 hours per week
Leaving Cert. Business Studies (Ordinary/Higher Level)	4 hours per week
Leaving Cert. Irish (Ordinary/Higher Level)	5 hours per week
Leaving Cert. Biology (Ordinary/Higher Level)	5 hours per week
Word Processing QQI Level 5 module is mandatory for VTOS students	2 hours per week

FULL LEAVING CERTIFICATE OPTION

Learners will attend classes five days a week to complete a full Leaving Certificate in preparation for the Leaving Certificate examination in June 2017.

Progression

Graduates can progress to QQI Level 5 programmes of their choice.

Venue

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Phone: 057 8623161 | www.portarlingtonfet.ie

Entry Level Requirements – Leaving Certificate

Candidates will be expected to have a minimum of either a QQI Level 4 with distinctions achieved in Communications and Information Technology Skills (ITS), Junior Certificate English or Maths (Ordinary Level), or provide evidence of a working knowledge of English and Maths at this level. An acceptable level achieved through undertaking the Online Assessment in Maths and English.

Fees

A non-refundable Registration Fee of €100.00 paid to the centre at Course Registration.

VTOS Programme: There are no tuition fees for VTOS students and other costs – for example, books and materials are kept to a minimum.

Back to Education Initiative (BTEI): See “Back to Education Initiative Eligibility and Entry Criteria” for further details.

BTEI students may incur a cost of about €200 payable in January or February to cover the State exam fee and mock exams.

Brief Description

This is an intensive one year course. It offers a wide range of subjects with a particular emphasis on office administration. This course may provide students with job opportunities in their chosen sectors and allow progression to third level study.

Progression Options

On successful completion of this programme, students can progress onto a QQI Level 6 course of their choice or find employment in a variety of business sectors. A QQI Level 5 Major Award Certificate offers entry on a competitive basis to a range of third level institutions nationwide.

Subjects

Information and Administration, Text Production, Word Processing, Work Experience, Communications, Payroll Manual and Computerised, Accounting Manual and Computerised, Desktop Publishing, Audio Typing, Medical Terminology.

Location/Venue

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Phone: 057 8623161 | www.portarlingtonfet.ie

Frequency

Full and Part time.

Entry Level Requirements – QQI Level 5

Candidates will be expected to have a minimum of either a QQI Award at Level 4 with distinctions achieved in Communications and Information Technology Skills (ITS) at Level 4, Leaving Certificate English or Maths (Ordinary Level), or to provide evidence of a working knowledge of English or Maths at this level. An acceptable level achieved through undertaking the Online Assessment in Maths and English.

Course completion is reliant on Garda Vetting Process, Laois & Offaly Education and Training Board reserves the right to course admission and completion of a mandatory period of 180 hours relevant work experience.

Fees

A non-refundable Registration Fee of €100.00 paid to the centre at Course Registration.

Back to Education Initiative (BTEI): See “Back to Education Initiative Eligibility and Entry Criteria” for further details.

All Students must complete the mandatory Occupational First Aid QQI Level 5 module, cost €75.00. This fee must be paid at Registration.

Brief Description

Our Accounting Technician course runs over two years and is accredited by the Accounting Technicians of Ireland. First Year gives a foundation knowledge of business and accounting, while Second Year of our accountancy course will build a deeper understanding of more advanced accounting issues. There is a practical focus on the IT systems that are commonly used in accounting.

Job Options

Accounting Technicians are qualified accounting professionals that work at all levels of finance. They can work in all types of organisations and are widely employed throughout the public sector, industry and commerce and in private accountancy practices.

Progression Options

Accounting Technicians may progress to the Institute of Public Administration Bachelor of Business Studies degree. Exemptions may apply. For more information contact www.ipa.ie

Our Accountancy Course subjects:

First Year Subjects

Financial Accounting
Taxation
Law & Ethics
Business Management

Second Year Subjects

Advanced Financial Accounting
Advanced Taxation
Management Accounting
Integrated Accounting Systems

Work Experience

To be awarded a Diploma for the Accounting Technicians of Ireland, two years work experience is required.

Frequency

Year 1: three days per week Monday, Tuesday & Thursday 9:30 am to 2:30 pm plus two days per week in a relevant work placement.

Year 2: three days per week Monday, Tuesday & Thursday 9:30 am to 2:30 pm plus two days per week in a relevant work placement.

Location /Venue

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Phone: 057 8623161 | www.portarlingtonfet.ie

Fee

Year 1: A non-refundable Registration Fee of €100.00 plus €800.00 tuition fees to the centre. Registration, Examination Fees and Subject Materials are paid directly to Accounting Technicians Ireland.

Year 2: A non-refundable Registration Fee to the centre of €100.00. Registration Fee, Examination Fees and Subject Materials are paid directly to Accounting Technicians Ireland.

Entry Requirements to Year 1

Candidates will be expected to have a minimum of either a QQI Award at Level 5 with distinctions achieved in Communications and Information Technology Skills (ITS) at Level 4, Leaving Certificate English, Maths and Business (Ordinary Level), or provide evidence of working background in a business environment. An acceptable level achieved through undertaking the Online Assessment in Maths and English.

Entry Requirements to Year 2

Successful completion of year 1 Examinations or direction received from the Accounting Technicians of Ireland.