



2020-2021

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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 Portarlington 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.

Subjects Maths | IT | Communications

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

Venue Portarlington Further Education and Training Centre

Frequency 3 mornings per week, 9:30 – 11:30 (days TBC))

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

Fee There is no fee for this course.

Return to Learning with IT and Office Administration (QQI Level 4)

FULL TIME OPTION (VTOS)

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

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

Subjects Mathematics L3 | Information Communication Technology (ITS) | Work Experience | Personal Effectiveness | Communications| Computer Applications| Business Calculations | Mathematics L4 |Bookkeeping & 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.portarlingtonfetc.ie

Venue Portarlington Further Education and Training Centre

Frequency VTOS Programme: 5 days per week, over 2 years.

Fee €100 non-refundable Centre Registration.

Students must be eligible under the VTOS Scheme – VTOS Page 17

PART TIME OPTION (BTEI)

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 L3|Communications| Personal Effectiveness| Information Technology Skills (ITS)|Mathematics L4| Bookkeeping and Accounts.

Contact Margaret on 057 8623161 /email mmorrin@loetb.ie www.portarlingtonfetc.ie

Venue Portarlington Further Education and Training Centre

Frequency 2 to 3 days per week, over 2 years

Fee €100 non-refundable Centre Registration.

Students must be eligible under the BTEI BTEI page 17



Return to Learning with Introduction to Healthcare (QQI Level 4)

FULL TIME OPTION (VTOS)

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

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

Subjects Mathematics L3 | Information Communication Technology (ITS) | Work Experience | Personal Effectiveness | Communications| Computer Applications| Business Calculations | Mathematics L4 |Introduction to Healthcare|

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.portarlingtonfetc.ie

Venue Portarlington Further Education and Training Centre

Frequency VTOS Programme: 5 days per week, over 2 years.

Fee €100 non-refundable Centre Registration.

Students must be eligible under the VTOS Scheme – VTOS Page 17

PART TIME OPTION (BTEI)

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 |Communications| Personal Effectiveness| Information Technology Skills (ITS)|Work Experience L4| Introduction to Healthcare

Contact Margaret on 057 8623161 /email mmorrin@loetb.ie www.portarlingtonfetc.ie

Venue Portarlington Further Education and Training Centre

Frequency 2 to 3 days per week, over 2 years

Fee €100 non-refundable Centre Registration.

Students must be eligible under the BTEI BTEI page 17

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

PART TIME OPTION ONLY (VTOS)

This Course is designed for learners who are interested in pursuing a career in childcare or who 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.

Career Opportunities Graduates can apply for entry to the Early Childhood Care & Practice QQI Level 6 or seek employment in the childcare sector.

Subjects Child Development | Early Care and Education Practice | Early Childhood Education and Play| Child Health & Well-Being | Work Experience | SNA | Communications | Children with Additional Needs

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 5 days per week, over 1 academic years.

Contact Margaret on 057 8623161 /email mmorrin@loetb.ie www.portarlingtonfetc.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.



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

PART TIME OPTION ONLY (VTOS)

This Course is designed for learners who are interested in pursuing a career in childcare or who 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.

Career Opportunities Graduates can apply for entry to the Early Childhood Care & Practice QQI Level 6 or seek employment in the childcare sector.

Subjects Child Development | Early Care and Education Practice | Early Childhood Education and Play | Child Health & Well-Being | Work Experience | SNA | Communications | Children with Additional Needs

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 5 days per week, over 1 academic years.

Contact Margaret on 057 8623161 /email mmorrin@loetb.ie www.portarlingtonfetc.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.

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

Healthcare Support (QQI Level 5) Subjects

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 will be able to obtain employment as healthcare workers in hospitals, nursing homes, community day services and as home-help support or apply to Third Level Institutions for a Nursing Degree.

Subjects Safety and Health in the Workplace (September 2020 – December 2020) | Infection Prevention & Control (September 2020– December 2020) | Palliative Care (September 2020– April 2021) | Care Skills (September 2020– April 2021) | SNA| Intellectual Disabilities|

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.portarlingtonfetc.ie

Course Fee €100 non-refundable Centre Registration fee

Tuition Fees may apply where students are not eligible under the BTEI Funding Programme. See BTEI – page 81

* 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 using the Computerised Sage Micro Pay Software package, Bookkeeper using Computerised Sage Line 50 Software Package.

Progression Options Students who successfully complete this course can apply for a place on the Advanced Certificate in Administration Practice, Level 6, or to the Certificate in Accounting Technicians programmes in the Centre. Learners may also apply to Third Level Institutes and Colleges through the QQI Higher Educations Links Scheme or take up employment in their chosen streams.

Subjects Information & Administration | Text Production | Word Processing | Work Experience | Communications | Bookkeeping Manual & Computerised| Behavioural Studies| Spreadsheet Methods.

Entry Requirements Leaving Certificate or equivalent standard of education. Included in the

Admission process is an interview followed by online assessment in English and Maths.

Venue Portarlington Further Education and Training Centre

Frequency 5 days per week, over 1 year or over 2 years

Contact Margaret on 057 8623161 / email mmorrin@loetb.ie www.portarlingtonfetc.ie

No course fees (**VTOS Programme**) - **€100 non-refundable Centre Registration fee.**

Students must be eligible under the VTOS Scheme – VTOS page 17

* 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) (Part-Time over 2 Academic Years)

PART TIME OPTION ONLY (BTEI)

Two streams are offered. Office Administrator, Payroll Assistant, using Manual system and a Computerised system using Sage Micro Pay Software Package.

This course will equip students with the skills to operate as junior Office Administrator, |Payroll Assistant.

Progression Options Students who successfully complete the major award in Office Administration course can apply for a place on the Advanced Certificate in Administration Practice, Level 6, or to the Certificate in Accounting Technicians programmes in the centre. Learners may also apply to Third Level Institutes and Colleges through the QQI Higher

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

Entry Requirements Leaving Certificate 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 2-3 days per week, over 2 academic years

Contact Margaret on 057 8623161 / email mmorrin@loetb.ie www.portarlingtonfetc.ie

Fee (BTEI programme) Non-refundable Centre Registration fee: €100.00

Students must be eligible under the BTEI BTEI page 17

Professional Qualification: Certificate for Accounting Technicians

FULL TIME OPTION (VTOS)

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

1.The Certificate for Accounting Technicians

2.The Diploma for Accounting Technicians

The Diploma for the 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.

3. 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. For more information log onto www.accountingtechniciansireland.ie

Year 1 - 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 (Distinction Award) or equivalent standard of education. All entry is subject to interview & Centre based assessment. Included in the Admission process is an interview followed by an online assessment in Maths and English. Each student must have secured a 1 to 2 days work placement at the Admission stage. This course is a full-time programme that requires students to be present in the Centre from 9am to 3:30pm.

Frequency Monday, Tuesday and Thursday students are in the classroom Wednesday and Friday students are placed on relevant work placement.

Venue Portarlington Further Education and Training Centre and their work placement venue.

Contact Margaret on 057 8623161 / email mmorrin@loetb.ie www.portarlingtonfetc.ie

Fees The VTOS student will have no course fees to pay to Portarlington Further Education Centre. A €100 non-refundable Centre Registration fee applies to all students. Registration is incomplete until all the Centre fees are paid. All other Centre related fees are due at registration.

The VTOS students must pay to the Accounting Technicians for the cost of the books and materials, examination, exemption and referral fees. Proof of payment must be presented at Centre Registration.

Portarlington Further Education & Training will fund to the Annual Registration Fee of €170 to the Accounting Technicians on behalf of the VTOS student.

For more information please log onto www.accountingtechniciansireland.ie

VTOS students must be eligible under the VTOS Scheme – VTOS page 17

Patrice O'Mahoney – The Certificate for Accounting Technicians 2018 – 2019

“If you are reading these reviews and testimonials you are thinking about returning to education. Do it! Take the leap! Believe that you can! I made the decision to return to full time education to the Certificate for Accounting Technicians in Portarlington Further Education and Training Centre. It was the best decision I made for myself in a long time. I loved it. The support, encouragement and patience I received from the tutors was second to none. I have made friends for life and gained a qualification and a career in the process. Do it! You won't regret it!”



Year 2 - The Diploma for Accounting Technicians

FULL TIME OPTION (VTOS)

Graduates of the Diploma for Accounting Technicians programme may gain direct entry to Year 3 of the Bachelor of Business Studies (Accountancy) QQI Level 8 part time course accredited by the Institute Public Administration, a registered college of University College Dublin. (Log onto www.ipa.ie) this programme is offered in Portarlinton Further Education Centre as a part-time evening programme.

Subjects The subjects for study in the Diploma for Accounting Technicians are Advanced Financial Accounting | Advanced Taxation | Management Accounting | Integrated Accounting Systems (IAS)

Entry Requirements Students must have successfully completed the Certificate for Accounting Technicians programme. However, a student may progress to the Diploma Stage after successfully passing Financial Account 1 and Taxation 1 and carry Law & Ethics and Business Management. For more information log onto www.accountingtechniciansireland.ie

Venue Portarlinton Further Education and Training Centre

Frequency Monday, Tuesday and Thursday students are in the classroom Wednesday and Friday students are placed on relevant work placement.

Contact Margaret on 057 8623161 / email mmorrin@loetb.ie www.portarlintonfetc.ie

Fees The VTOS student will have no course fees to pay to Portarlinton Further Education Centre. A €100 non-refundable Centre Registration fee applies to all students. Registration is incomplete until all the Centre fees are paid. All other Centre related fees are due at registration.

The VTOS students must pay to the Accounting Technicians for the cost of the books and materials, examination, exemption and referral fees. Proof of payment must be presented at Centre Registration.

Portarlinton Further Education & Training will fund to the Annual Registration Fee of €65.00 to the Accounting Technicians on behalf of the VTOS student.

For more information please log onto www.accountingtechniciansireland.ie

The IAS Examination Fee, €120.00 must be paid to ATI by the student in November 2020. This is a separate certificate. Proof of payment must be presented to Portarlinton Further Education and Training Centre in early October 2020.

For more information please log onto www.accountingtechniciansireland.ie

VTOS students must be eligible under the VTOS Scheme – VTOS page 17

Accounting Technicians Ireland 2020 – 2021

Year 1 - The Certificate for Accounting Technicians

In a situation where a student does not qualify as a VTOS Student and they want to study on the Certificate for Accounting Technicians they may still apply for entry to the programme. The course is full-time.

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

Entry Requirements Leaving Certificate, Business Administration QQI Level 5 Major Award (Distinction Award) or equivalent standard of education. All entry is subject to interview & Centre based assessment. Included in the Admission process is an interview followed by an online assessment in Maths and English. Each student must have secured a 1 to 2 days' work placement at the Admission stage. This course is a full-time programme that requires students to be present in the Centre from 9am to 3:30pm.

Frequency Monday, Tuesday and Thursday students are in the classroom Wednesday and Friday students are placed on relevant work placement.

Venue Portarlington Further Education and Training Centre and their work placement venue.

Contact Margaret on 057 8623161 / email mmorrin@loetb.ie www.portarlingtonfetc.ie

Fees payable to Portarlington Further Education & Training Centre:

Non Refundable Centre Registration Fee	€100.00
Tuition Fees:	
Financial Accounting	€200.00
Taxation 1	€200.00
Business Management	€200.00
Law & Ethics	€200.00
Total	€900.00

The above fees are accepted by Cash or Cheque. All cheques to be made payable to Laois and Offaly Education & Training Board. We do not accept Credit Cards.

Please log onto www.accountingtechniciansireland.ie to check the fees that have to be paid to the Accounting Technicians. These fees may consist of the Annual Registration Fee; materials and books; examination fees; referral fees and exemption fees. Proof of payment of these fee must be presented to Portarlington Further Education and Training Centre at Centre Registration. It is the responsibility of each learner to meet the closing deadline dates for the Annual Registration and Examination deadline dates from the Accounting Technicians.

Year 2 – The Diploma for Accounting Technicians

In a situation where a student does not qualify as a VTOS Student and they want to study on the Diploma for Accounting Technicians they may still apply for entry to the programme. The course is full-time.

Subjects Advanced Financial Accounting | Advanced Taxation | Management Accounting | Integrated Accounting Systems (IAS)

Entry Requirements Students must have successfully completed the Certificate for Accounting Technicians programme. Each student must have secured a 1 to 2 days' work placement at the Admission stage. This course is a full-time programme that requires students to be present in the Centre from 9am to 3:30pm.

Frequency Monday, Tuesday and Thursday students are in the classroom Wednesday and Friday students are placed on relevant work placement.

Venue Portarlinton Further Education and Training Centre and their work placement venue.

Contact Margaret on 057 8623161 / email mmorrin@loetb.ie www.portarlintonfetc.ie

Fees payable to Portarlinton Further Education & Training Centre:

Non Refundable Centre Registration Fee	€100.00
Tuition Fees:	
Advanced Financial Accounting	€200.00
Advanced Taxation	€200.00
Management Accounting	€200.00
Integrated Accounting Systems (IAS)	€200.00
Total	€900.00

The above fees are accepted by Cash or Cheque. All cheques to be made payable to Laois and Offaly Education & Training Board. We do not accept Credit Cards.

Please log onto www.accountingtechniciansireland.ie to check the fees that have to be paid to the Accounting Technicians. These fees may consist of the Annual Registration Fee; materials and books; examination fees; referral fees and exemption fees. Proof of payment of these fees must be presented to Portarlinton Further Education and Training Centre at Centre Registration. It is the responsibility of each learner to meet the closing deadline dates for the Annual Registration and Examination deadline dates from the Accounting Technicians.

Advanced Certificate in Administration Practice (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 on the private, public or voluntary sector and or to progress to higher education and 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. Graduates may progress to the Certificate for Accounting Technicians and seek exemptions in Business Management subject.

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

Entry Requirements Leaving Certificate, Business Administration QQI Level 5 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

Fee Non- Refundable Centre Registration Fee: €100.00

Contact Margaret on 057 8623161 / email mmorrin@loetb.ie www.portarlingtonfetc.ie

VTOS students must be eligible under the VTOS Scheme – see VTOS page17

Advanced Certificate in Administration Practice (QQI LEVEL 6)

PART TIME OPTION ONLY (BTEI)

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

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 Work Experience, Audio Typing, Digital Marketing, Word Processing.

Entry Requirements Leaving Certificate, Business Administration QQI Level 5 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 2-3 days per week, over 2 academic years

Contact Margaret on 057 8623161 / email mmorrin@loetb.ie www.portarlingtonfetc.ie

Fee (BTEI programme) Non-refundable Centre Registration fee, €100.00.

Students must be eligible under the BTEI BTEI page 17

Social Care QQI Level 6

PART TIME OPTION ONLY (BTEI)

Social Care is a rapidly expanding professional work area in Ireland, particularly with the current emphasis on Person Centred Planning in Irish social care policy. This two-year part-time professional qualification has been developed for people who wish to pursue a career in social care. Previous students were new to or had already worked in this area. The course runs via a two year part time programme of classroom tuition, work placement and assessment.

Career Opportunities Upon successful completion students can seek direct employment as Social Care Workers or progress to Higher Education.

Subjects Work Experience / Rehabilitation Practice / Communications / Boundary Management / Health Promotion

Entry Requirements QQI Level 5 in Social Care, Healthcare Support or a relevant discipline. All applicants are subject to a written assessment and interview. 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 2-3 days per week, over 2 academic years

Contact Margaret on 057 8623161 / email mmorrin@loetb.ie www.portarlingtonfetc.ie

Fee (BTEI programme) Non-refundable Centre Registration fee, €100.00.

Students must be eligible under the BTEI

* 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.

Access to Further Education and Training Programme

Part-Time Option only

This course has been designed to encourage a learner to dip their toe in a short part-time return to education and training programme of learning.

Progression Options This course will provide the learner with basic computer skills, improve their writing skills, learn basic Maths through darts and develop good communication skills. These skills will equip the learner with the necessary skills that are required to progress to an accredited programme in the Centre in September 2020.

The eleven-week course will allow the learner to engage in an adult learning environment. The student will have an opportunity to avail of Career Guidance Counselling, it will allow the learner to connect with other learners in the classroom, to increase their self-confidence.

Subjects Information Technology Skills (ITS); Writing Skills; Maths through Darts; Communications Skills.

Frequency Three mornings per week: Monday, Thursday & Friday.

Fees Free of charge

Contact Margaret on 057 8623161 / email mmorrin@loetb.ie www.portarlingtonfetc.ie

Elaine Kavanagh – Access to Further Education & Training Programme

February 2019 to June 2019; Office Administration QQI Level 5 – 2019 - 2020

“I never thought at my age getting the opportunity to go back to school would have ever been possible. It has been a great experience. I had zero knowledge of computers and didn't think I would manage but the staff are incredible to work with. Age/experience doesn't matter in LOETB we are all the same and I would highly recommend anyone at any age to return to learning if you are giving the opportunity. It can open so many doors to the future and you will meet lots of great people along the way.”



Kevin Kilmartin – Access to Education and Training Programme

February 2019 to June 2019; Return to Learning with Office Skills QQI level 4, 2019 - 2020

“After leaving school over 40 years ago, I wanted to return to education but was unsure would I be able for it? So I decided to do the Access Programme and test the waters. I had learned more about social media and a lot more besides. I found that learning is a lot better than when I went to school, that's why I stayed on and I am nearly finished my QQI Level4 and hope to go to 3rd level as a mature student.”



Study Options

A learner has the opportunity to study on either the full time option, the Vocational Training Opportunity Scheme, the (VTOS) or the part-time option the Back to Education Training Initiative, the (BTEI), or as a Category 3 of the BTEI Scheme, where tuition fees can apply to a max of €400.00 for a Major Award, that is €50.00 per module.

Vocational Training Opportunities Scheme (VTOS)

The VTOS scheme requires the learner to attend the Centre on a full time basis. When a student meets the criteria for a VTOS place they agree to attend the Centre on a full time basis. The VTOS programme 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 Director)

Portarlington Further Education and Training Centre, Bracklone Street,

Portarlington, Co. Laois R32 CX71

Tel: 057 862 3161 | Email: mmorrin@loetb.ie

Disclaimer: Modules of Learning are subject to change



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An Roinn Oideachais
agus Scileanna
Department of
Education and Skills