

11:30 – 1:30	Personal Effectiveness This course will help you to develop life skills to create more control over daily life, and to recognize and inspire confidence in your own abilities and strengths.	QQI 3	31
2:00 – 4:30	Gardening for Beginners Get the most of your garden by learning a few simple tips and techniques Growing Vegetables Ever wanted to grow your own vegetables? This course provides plenty of tips to get you started	QQI 2 QQI 3	15 16
2:00 – 4:00	Mobile Devices for Beginners New to Phones / Smartphones / Tablets etc... This course will provide you with the basics you need to be able to communicate comfortably using your new piece of technology	QQI 2	31
9:15 – 11:15	Information Technology Skills Bringing it all together... This IT course develops your skills in data entry, word processing, email, internet and file management	QQI 4	32
11:30 – 1:30	Bookkeeping and Accounts Learn the principles & terminology of bookkeeping and accounts and gain practical experience of analysing, organising and recording data in a systematic way.	QQI 4	32
9:15 – 11:15	Payroll - Manual and Computerised Operate and maintain accurate payroll records using manual and computerised systems	QQI 5	32
11:30 – 1:30	Spreadsheet Methods Become confident in the use of formulas, functions and other calculations to produce professional looking spreadsheets and charts	QQI 5	32

Friday – Start Date 7th September

Time	Course	Level	Wks
9:00 – 11:30	Visual Art Create 2D and 3D art work by using a range of materials, tools and equipment in a fun and creative environment	QQI 2	31
9:15 – 11:15	Using Word and Email Microsoft Word is software used in many homes and businesses to write letters, notes, reports, posters and much more. Develop the skills to create these professional looking documents and learn how to email files on to friends and colleagues.	QQI 3	31
11:30 – 1:30	Beginners Computers This is an ideal course for a complete beginner as it will give you the opportunity to learn basic computer, internet and email skills.	QQI 2	31
11:30 – 1:30	Communications / Business English Develop the skills to communicate effectively in routine everyday tasks with a focus on the language associated within the business sector.	QQI 5	32
9:15 – 11:15	Customer Service / Work Experience This course is designed to offer efficient customer service within a work, social or voluntary environment.	QQI 4	32

English for Speakers of other Languages

ESOL is offered at three levels so we can provide the best tuition at a level that suits you (initial assessment is carried out to determine your level)



Tuesday - Start Date 4th September

Time	Course	Level	Wks
6.00 – 8.00	Elementary	QQI 3	32
8.00 – 10.00	Intermediate	QQI 4	32

For initial assessment, contact Edel on 086-0460987

Co. Waterford Adult Educational Guidance Service

“An opportunity to look at your present situation and plan for the future”

Locations: Dungarvan, Cappoquin and Tramore

A free, confidential service that provides information on adult education and training opportunities as well as one to one and group guidance to support people in making informed educational, career and life choices.

INFORMATION:

- Education, training and career information
- College application CAO
- Funding and grant options
- Qualifications and certification

GUIDANCE:

- Guidance in exploring options for learning and/or career progression
- Identifying skills, interests and aptitudes and matching them with opportunities available
- Advice and guidance on skills, training and education required in order to gain employment in a chosen field
- Assistance with job seeking e.g. CV preparation, application forms and interview techniques

For Further Information Contact:

Philip Cullinane, Adult Guidance Counsellor: philipcullinane@wwetb.ie
Aisling Cusack, Guidance Information Officer: aislingcusack@wwetb.ie
Telephone: 058 48228

Cappoquin Adult Education Centre



OPEN DAYS

Thursday May 31st
6pm - 7.30pm

Friday June 1st
10am-2pm

For Information on courses come to our Open Day or Contact Cappoquin Adult Education Centre on 058 52570



Twig Lane,
Cappoquin,
Co. Waterford
t. 058-52570

Overview of Courses on Offer

- Literacy (Maths, English & Computers) Support – small groups
- General Learning – English & Maths
- Computer Skills – Complete beginners to Advanced
- Family Learning
- Gardening for Beginners / Grow your own vegetables
- Visual Art
- Cooking and Catering Skills
- Introduction to Administration/Office Skills
- Healthcare Support
- Business Administration for the Financial Services Sector
- English to Students of Other Languages (ESOL)

QQI Major Awards are available in the above areas, contact the centre on 058-52570 for further details.



Who can take part in these courses?

The **Adult Learning/Adult Literacy** Programme provides adults with a fresh start to learn basic core skills needed for employment, further study and daily life.

- You learn at your own pace
- Classes based around the interests and needs of participants
- You can receive individual support by working with your own tutor to develop your skills
- Small group classes provide excellent opportunities to learn new skills and to make new friends

Adult Learning is available and free to those with less than Junior Certificate Level of Education

QQI Levels 1, 2 and 3

The **Back to Education Initiative** which is often referred to as **BTEI**, is designed to ensure you build on your skills or develop new ones to help you return to work or progress in your current job. You can return to education at a level that suits you and is flexible around your family or work commitments.

BTEI is available and free to those with:

- No leaving certificate
- Current Medical Card
- Social Welfare Payment
- CE Scheme Participant
- A dependant of a Social Welfare Recipient

QQI Levels 4 and 5

For more information on BTEI, contact Edel on 086-0460987 or edelwalsh@wwetb.ie

Monday – Start Date 3rd September

Time	Course	Level	Wks
9:15 – 11:15	HSE – Cook It! Aims to provide practical information on healthy eating and to develop and improve skills to provide healthy, nutritious, low cost meals and snacks.	QQI 2	31
9:15 – 11:15	General Computer Skills Develop your skills in data entry, word processing, email, internet and file management	QQI 4	31
11:30 – 1:30	Everyday Maths (using technology) This course takes a look at the numbers & maths that we use everyday such as shopping, sport, advertisements, cooking, medicines, bills etc.	QQI 3	31
11:30 – 1:30	Food Preparation Gain the skills required in serving and preparing delicious food.	QQI 2	31
2:00 – 4:00	Nutrition and Healthy Food Good nutrition is one of the keys to a healthy life. This course will provide you with the knowledge and skills to improve/maintain your health by keeping a balanced diet.	QQI 3	31
9:15 – 11:15	Safety and Health at Work Learn the skills to promote and maintain safety and health in a work environment. Infection Prevention and Control The purpose of this course is to provide you with guidance on infection prevention and control measures to reduce the risk of infection within a care setting.	QQI 5 QQI 5	16 16
11:30 – 1:30	Communications / Work Experience Develop the skills to communicate effectively both verbally and nonverbally in routine everyday tasks and to prepare for and participate in the workplace.	QQI 5	32
7pm – 9:30	Computers – Getting Connected Learn and bring together the skills required for word processing, email and internet.	QQI 4	32

Tuesday – Start Date 4th September

Time	Course	Level	Wks
9:15 – 12:15	Irish for Parents Irish for parents of children in primary school education.	QQI 3	31
9:15 – 11:15	Internet & Email Skills General Computer Skills with a focus on using the Internet and email and understanding the privacy and security elements when using the Internet	QQI 3	31
11:30 – 1:30	Get the most from your Smart Phone This course covers everything from setting up your contacts, sending messages, using various applications, connecting to the internet and much more...	QQI 3	31
9:15 – 11:15	Food & Nutrition Making informed choices about food and nutrition and plan and cook for a healthy diet.	QQI 4	32

11:30 – 1:30	Meal Service This course provides the learner with the knowledge and skill to understand the meal experience concept and serve plated food and accompanying beverages to customers.	QQI 5	32
9:15 – 11:15	Word Processing Learn some advanced features of word which includes editing, formatting, image manipulation, mail merge and much more...	QQI 5	32
11:30 – 1:30	Business Administration Skills This course will provide you with the administration skills required to understand & work effectively in a wide range of organisations.	QQI 5	32

Wednesday – Start Date 5th September

Time	Course	Level	Wks
9:30 – 11:30	Story Sacks & Craft (Primary/Preschool) A unique opportunity for young children (with their parents/guardians) to enjoy stories in their preschool years. Lots of fun and creative ideas.		10
7pm – 10pm	Computer Skills for Farmers Learn computer skills which could assist with the day to day management of your farm. Topics will include registering calves online, searching DoneDeal, Email, Motor Tax and accessing numerous online farming sites.	QQI 3	10
9:15 – 11:15	Computer Applications Enjoy exploring some common Microsoft applications such as Excel spreadsheets, Access databases and PowerPoint presentations.	QQI 4	32
9:15 – 11:15	Care Support / Care of the Older Person Gain the knowledge, skills and competence to care for the elderly in a safe and hygienic environment while promoting good practice and respect for diversity in lifestyle, religion and culture.	QQI 5	32
11:30 – 1:30	Business Calculations Develops the skills necessary to perform, quickly and accurately, common calculations you may encounter in your personal and business lives.	QQI 4	32
11:30 – 1:30	Care Skills / Palliative Care Learn the skills required to meet the full range of needs of older people in a variety of care settings	QQI 5	32

Thursday – Start Date 6th September

Time	Course	Level	Wks
9:15 – 11:15	Improve your Reading/Writing & Spelling Do you wish you could be just a little bit better with your reading or writing? Do you ever worry about little spelling mistakes? This course is a great opportunity to practice and improve on these everyday skills.	QQI 2	31
10:00 – 1:00	Health and Fitness This course will cover many aspects of a healthy lifestyle, including healthy eating, physical activity, mental health and stress management.	QQI 2	31