



Bray Institute of Further Education



PROSPECTUS
2010/2011



W E L C O M E

Bray Institute of Further Education congratulates you on returning to full-time education. If you are returning to education after a break or have just left school you are very welcome. Your education is central to our purpose. The dedicated staff of this Institute has years of experience in Further Education and they will assist you in achieving your potential.

We recognise that your decision to enrol with us is a considerable investment by you in your future. We hope that we can make that investment an enriching experience, which will stand you in good stead for many years to come.

Ar aghaidh leis an obair.

Ray Tedders

Principal

Gabriel Allen

Deputy Principal



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GENERAL INFORMATION

INTRODUCTION

For the past twenty-five years Bray Institute of Further Education has been a centre of excellence in the field of Further Education. The Institute is a constituent college of County Wicklow VEC. At present the Institute has over one thousand full-time students studying at Degree, Diploma and Certificate level and three thousand students on part-time courses.

The Institute has a national profile attracting students from all over Ireland and abroad. It is located on Novara Avenue, on a six-acre site, only 150 metres from the town centre. The campus is also within walking distance from the Dart Station.

College Facilities include:

Design Studios	Art and Ceramic Rooms
Multimedia Studios	TV and Video Studio
Sound Studios	DJ Studio
Film Editing Studios	A Graphic Design Studio
Library	Internet access on all PCs
Various Specialised Rooms	Canteen
Playing Pitches and Sports Hall	Nine computer labs
Beauty Therapy Rooms	

Consistently innovative and flexible in its approach, the Institute has maintained its leading role in Further Education. We have established links with Third Level Colleges in Ireland and abroad enabling our graduates to progress to higher education.

ENTRY REQUIREMENTS

Applicants usually have completed and passed the Leaving Certificate, Leaving Certificate Applied (LCA) or its equivalent, unless otherwise stated. Mature applicants may be exempt from the above requirements.

Places on all courses are limited. Applicants will be interviewed. In some cases it may be necessary to bring a portfolio of work to the interview.

ENROLMENT PROCEDURE

Step 1: Complete the application form online at www.bife.ie

or

Download the application form from our website www.bife.ie, complete and return it by post with the booking fee to:

Bray Institute of Further Education,
Novara Avenue,
Bray,
County Wicklow.

Step 2: Attend for Interview.

Applicants will be invited for interview at the Institute. He/She should bring the following to the interview:

- A copy of Leaving Certificate results (if applicable)
- A brief Curriculum Vitae
- A Portfolio of Work (where necessary)
- A Reference (where necessary)

Step 3: Successful applicants will be offered a place by post and email and must secure their place by paying a student resource fee. Failure to pay the relevant fee may result in a lapse of their offer.

Step 4: All students must register at the Institute on the designated registration date.

FEES

Courses at Bray Institute of Further Education are funded largely by the European Social Fund. There are no tuition costs for Irish or EU citizens undertaking PLC courses. However all students are required to pay the following:

- A booking Fee of €25 which must accompany the application
- A Resource contribution for student services of €350.
- Exam fees, the cost of photocopying, field trips and in some cases the cost of registration with professional bodies.
- Applicants wishing to do an Open University Degree course will have to pay an Open University Fee of £1200 Sterling per Module.
- Applicants wishing to do a Sports Course will have to pay coaching and exam fees of €450.

INTERNATIONAL APPLICANTS

The Institute welcomes applications from International Students. International (non-EU) students must comply with Irish immigration requirements. Such applicants will have to secure a visa from the Immigration Section of the Department of Justice.

As all courses are delivered in English, International students will be required to provide a certified qualification of proficiency in English where English is not the applicant's first language. Non-EU students will be required to pay the economic cost of the course as determined by the Department of Education. For further details, please contact the Institute's Office.

SPECIAL EDUCATIONAL NEEDS' SUPPORT SERVICE

The Institute endeavours to ensure that appropriate facilities and services are available to allow full access and participation for all students as far as is practical and having regard to the resources available to the Institute. Applicants with special requirements should notify the Institute at time of interview and arrange to speak to the Special Needs Support Officer. Early contact with the Special Needs Officer will facilitate the provision of such services from the beginning of the year.

MAINTENANCE GRANT

Students on full-time approved courses at the Institute are entitled to apply for Maintenance Grants from The Department of Education. The Grant is means tested. Students should apply to their local VEC for further details and an application form. Students in receipt of the Maintenance Grant must pay all the usual costs of the course.

BACK TO EDUCATION INITIATIVE & VTOS

The Department of Social Welfare and The Department of Education and Science administer these two schemes. These schemes offer unemployed adults an opportunity to return to full-time education while retaining their full social welfare entitlements and in some cases to receive extra benefits.

To qualify, a student needs to be over 21 years of age and in receipt of Social Welfare payments in any of the following for 6 months (156 days) or more:

- Employment Benefit
- Employment Assistance
- Lone Parent Allowance
- Disability Allowance
- Credits

Dependant spouse of long-term unemployed adults also qualify

Conditions for these schemes may be altered by the Department of Social Welfare

LIBRARY

The Institute's Library is available during College hours and is well stocked with an extensive range of books, publications, journals, newspapers, etc. Computers with internet access are available in the library and it provides the student with the ideal environment for study.

LOCATION

Bray Institute of Further Education is a short walk from Bray DART Station and Bray Main Street. It is also served by the following buses: 45, 45A, 84 and 85.



ACCOMMODATION

The Institute will provide, on request, a list of accommodation offered locally to students. The Institute does not endorse any such accommodation listed but students may find it useful. All arrangements are between the provider and the student.

JOBS PLACEMENT SERVICE

The Institute maintains excellent relationships with many employers. Local and national employers from time to time inform us of job vacancies and these details are passed on to the Department Heads and are posted on the Careers Notice Board.

Work Experience is an integral part of most courses in the Institute and students are given advice on preparing for work experience. In addition students will receive help in preparing Curriculum Vitae and interview techniques.

CANTEEN

The canteen is open from 8:30a.m. to 2:30pm daily except during vacation periods and provides an extensive range of hot and cold meals and snacks throughout the day.

PROGRESSION

Bray Institute of Further Education has valuable links with a variety of Irish and UK Higher Education Institutes. Thames Valley University has strong links with our Social, Community and Health Studies Department. The University of Wales, Swansea & Sunderland Universities also have strong links with our Media & Design Departments. We have developed a partnership with the Open University and as a result we offer students the chance to participate on a Degree Programme at our Institute. Other UK Universities visit our College regularly to offer places to our graduates in a variety of Degrees and Diplomas.

STUDENT ACTIVITIES

Students are encouraged to play a full role in Institute activities such as the College Open Day, the Annual Art and Design Exhibition and various Theatre and Film Productions. In addition students participate in various clubs, societies and social events. Each class elects representatives to a Student Social Committee, who in turn organise student activities.

STUDENT REPRESENTATIVE COUNCIL

The Institute encourages students to participate fully in the Student Representative Council. Students from each department elect representatives to this Council. The Council meets regularly to discuss issues related to students' needs. The Management Team regularly meets with the Student Council and values its contribution to the Institute.

CAREER GUIDANCE & COUNSELLING

The Institute provides professional Adult Career Guidance and a confidential Counselling service to all students. The Guidance Counsellor provides advice on career and education options. The Guidance Counsellor is also available to help with other issues which arise all too often in the stressful world of today.

WEBSITE

Details concerning Bray Institute of Further Education can be found on our website

www.bife.ie



Art Portfolio Preparation Course

FETAC Level 5 Component Award

Course Code:
K1

Description:

This course caters solely for those applying to third level college in order to pursue a career in Art, Craft and Design. It is a highly intensive year suited to those who are prepared to commit to high work levels and short deadlines both in and out of college hours. Students are encouraged to use initiative and the course reinforces an independent work ethic. Both practical and conceptual approaches to creativity are encouraged through a range of problem solving tasks. Self motivation and personal commitment are essential. The work ethos and range of skills taught on the course benefits students greatly at third level study. The challenging nature of the course encourages a structured development of a cohesive body of work. The aim of the course is to prepare a portfolio of a very high standard suitable for colleges both in Ireland and abroad.

Programme of Study:

- Observation Drawing
- Painting
- 3D Studies
- Combined Materials
- Design
- Life Drawing

Modules subject to change

Entry Requirements:

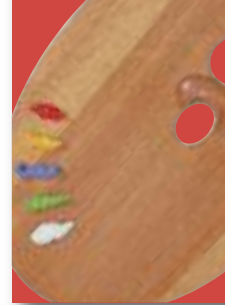
Students should have 2 Honours (Higher Papers), 4 Passes (Ordinary Papers) including subjects required by the N.C.E.A and other third level governing bodies. All applicants will be interviewed and should bring a selection of their most recent, relevant work.

Progression:

This successful course produces graduates who transfer to leading third level art & design colleges such as NCAD, IADT and DIT including colleges abroad such as St. Martins etc.

Course Co-ordinator:
Annette Vella

Duration:
One Year



Art, Ceramics, Craft & Design

FETAC Level 5 Award

Course Code:
K2

Description :

This course consists of a structured programme of classes designed to introduce the student to the major elements of art. It affords them the opportunity to explore their creativity and develop their skills through a wide variety of subjects. Students undertake a series of integrated projects which encourage creativity and proficiency.

The Art & Ceramic Exhibition in the college is an integral part of the course.

Programme of Study:

- Drawing - Observational & Life
- Ceramics / Pottery
- Design
- Painting
- Art Appreciation
- Communications
- Work Experience
- Combined Materials

Modules subject to change

Course Co-ordinator:
Paul Martin

Duration:
One Year

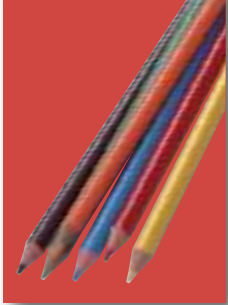


Entry Requirements:

Students should normally have passed the Leaving Certificate or equivalent. Applications will be considered from mature students with no formal qualifications. All applicants will be interviewed.

Progression:

Successful students with an overall merit profile can progress onto our prestigious BTEC Higher National Diploma or to other third level colleges through the FETAC Higher Education links scheme (HELS).



Fine Art

BTEC Level 6 Higher National Diploma

Course Code:

K3(Year 1) K4(Year 2)

Certification:

- BTEC Higher National Diploma in Fine Art Level 6 + equivalence on the NQF
- One Year Top up Honours Degree Available in UK Colleges

Description:

This course is designed to offer motivated art students a challenging two year Higher National Diploma in Fine Art. Students undertake theme-based projects that concentrate on the concept, process and methods of Fine Art in 2D & 3D disciplines. Participants are prepared for presenting and exhibiting their art work professionally. Final year graduates participate in the annual Diploma Show Exhibition. There is also a strong theoretical aspect to the course which involves researching and writing essays in the area of art history and critical studies. The course includes annual study trips to galleries and exhibitions in Ireland and abroad.

Programme of Study:

- | | |
|---|---|
| • Drawing in Fine Art | • Painting |
| • Developing Fine Art Language | • Fine Art Printmaking |
| • Drawing - Personal Development | • Fine Art Sculpture |
| • Materials and Processes in Fine Art | • Fine Art Ceramics |
| • Critical Study | • Site Specific Art |
| • Visual Arts Professional Practice | • Specialist Studio Practices |
| • Developing a Fine Art Identity | • Curating and Participating in Exhibitions |
| • Historical and Contextual Referencing | • Location Photography |
| | • Commissioned Artwork |

Modules subject to change

Entry Requirements:

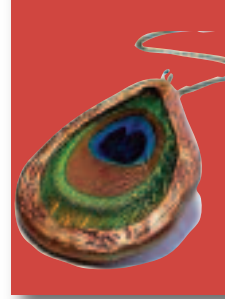
Students who have successfully completed a FETAC Level 5 course in Art, Ceramics, Craft and Design are eligible to apply. Leaving Certificate students are welcome to apply with a portfolio. A number of passes at higher level are desirable. In some cases these requirements may be waived for motivated mature students. All applicants will be interviewed.

Progression:

Students who complete this course with a merit profile portfolio may be accepted into the final year of an honours degree programme at various universities in the UK and Northern Ireland or advanced entry into Higher Education colleges.

Course Co-ordinator:
Helen Pomphrey

Duration:
Two Years



Art, Craft & Design

FETAC Level 5 Award

Course Code:

K5

Certification:

- FETAC Level 5 in Art, Craft & Design Award AACDX

Description :

This course offers students a foundation in the areas of art, craft and design through participation in a wide range of craft modules. The course deals with the fundamentals of art and design and these skills are then expanded and developed in various craft areas.

Programme of Study: Compulsory Modules:

- Drawing
- Design
- Communications
- Work Experience
- Ceramics

Three of the following modules will be chosen by the College:

- Combined Materials
- Printmaking
- Photography
- Furniture Design
- Colour & Light
- Materials & Finishes

Modules subject to change

Course Co-ordinator:
Karen Ryan

Duration:
One Year



Entry Requirements:

Students should normally have passed the Leaving Certificate or equivalent. Applications will be considered from mature students with no formal qualifications. All applicants will be interviewed.

Progression:

Successful students with an overall merit profile can progress onto our prestigious BTEC Higher National Diploma or to other third level colleges through the FETAC Higher Education links scheme (HELs).



Youth & Community Studies

FETAC Level 5 Award

Course Code:
Y1

Description:

This one-year course is designed for those who would like to pursue a career working with young people and teenagers in community based settings. Participants will be required to undertake work experience in a youth setting. Coursework will include an examination of particular issues for young people in modern Irish society such as family breakdown, addiction studies, and youth culture.

Programme of Study:

- Working with Young People
- Understanding Youth Work
- Young People & Society
- Outdoor Leadership & Safety
- Communications
- Work Experience
- Occupational First Aid

Modules subject to change

Entry Requirements:

Students should normally have passed their Leaving Certificate Examination or its equivalent. Students must be 18 at time of application. Mature students with relevant experience may be accepted without formal qualifications. Students must show evidence of having worked with young people. All applicants will be interviewed.

Progression:

Successful graduates will find work in the Youth Worker sector and may be eligible to progress to Higher Education Courses through the Higher Education Links Scheme (HELs)

Head of Department:
Cliona McLoughlin

Course Co-ordinator:
Una O'Grady

Duration:
One or Two Years



Beauty Therapy Diploma

ITEC Level 6 Diploma

Course Code:
F1(Year 1) F2(Year 2)

Certification:

- ITEC Diploma level 6 + equivalence on the NQF
- First Aid

Description:

This course offers a range of diplomas to equip graduates for a career in the beauty sector. Students obtain recognised professional qualifications as beauty therapists.

Programme of Study:

1st Year

- Skin Care and Eye Treatments
- Waxing
- Anatomy and Physiology
- Make up
- Manicure and Pedicure
- Professional Conduct and Business Awareness
- Nail Technology
- First Aid
- Diploma in Facial Electrics

2nd Year

- Diploma in Anatomy & Physiology
- Diploma in Body Treatments incorporating:
 - Body Electrical Treatments
 - Massage
 - Figure Diagnosis
- Diploma in Electrolysis
- Diploma in Indian Head Massage

Modules subject to change

Head of Department:
Cliona McLoughlin

Course Co-ordinator:
Sandra Kelly

Duration:
Two Years



Entry Requirements:

Evidence of general academic ability and aptitude for this career area. *Pass Leaving Certificate with Biology. However students with a grade D on any higher Leaving Certificate paper instead of Biology may be accepted. All applicants will be interviewed. *This requirement does not apply to mature students. Direct entry to 2nd year open to those with prior beauty qualifications.

Progression:

Beautician, Cosmetician, Manicurist, Massage Therapist, Makeup Artist in variety of settings such as beauty salon, health and leisure centres, cruise liners, self employed, mobile therapist.



Diploma In Fashion Theatre & Media Make-Up

ITEC Level 6 Diploma

Course Code:
F3

Description:

This course is designed for those interested in a career as a professional make-up artist in Fashion, Theatre, T.V. and Film. It provides learners with the highest level of practical skills with an internationally recognised qualification.

Programme of Study:

- Fashion Theatre and Media Make-up
- Special Effects - wounds, burns, cuts, etc
- Professional Conduct and Business Awareness
- Manicure and Pedicure
- Nail Techology
- Theatrical/Character Make-Up
- Face & Body Painting
- Principles of Lighting
- Principles of Colour

Modules subject to change

Entry Requirements:

Potencial candidates should have a keen interest in this very specialised area. Evidence of aptitude and ability to meet course requirements i.e. creative skills, experience of make-up work would be an advantage. *Leaving Certificate Students should have a Pass Leaving Certificate. This requirement does not apply to mature students. Evidence of art work to be available at interview.

Progression:

Professional Make-Up Artist, Apprentice to Make-Up Artist, Freelance Make-up Artist, Professional Nail Technition, Film and TV work, Work in Fashion and Theatre Sectors, Make-up Specialist with cosmetic company.

Head of Department:
Cliona McLoughlin

Course Co-ordinator:
Sandra Kelly

Duration:
One Year



Diploma in Nail Technology

ITEC Level 6 Diploma

Course Code:
F4

Description:

This course trains students to provide treatments for the purpose of caring for & enhancing nails. It will provide learners with full knowledge & understanding of the nail technology industry.

Programme of Study:

- Acrylic Nails
- Gel Nails
- Silk Nails
- Fibre Glass Nails
- Wraps
- Professional Conduct
- Business Awareness
- Nail Repairs
- Manicures
- Pedicure
- Nail Art

Modules subject to change

Entry Requirements:

An interest in this specialised area is important. Pass leaving Certificate. This does not apply to mature students. All applicants will be interviewed.

Progression:

Professional Nail Technician, Work in Nail Bar, Beauty Salons, Self Employed Mobile Therapist.

Head of Department:
Cliona McLoughlin

Course Co-ordinator:
Sandra Kelly

Duration:
One Year





Nursing / Midwifery Studies

FETAC Level 5 Award

Course Code:
H1

Certification:

- FETAC Level 5 Award DCHSN
- First Aid
- Manual Handling

Description:

This course provides learners with an insight & understanding of the role of the nurse/midwife & the nursing/midwifery profession.

This course provides a link to Nursing Degree programmes in Ireland. It is recognised as an entry requirement to Nursing Diploma / Degree programmes in selected universities in the U.K.

Programme of Study:

- Anatomy & Physiology
- Introduction to Nursing
- Human Growth and Development
- Care Skills
- Maternity Support
- Care of the Older Person
- First Aid
- Manual Handling Techniques
- Safety and Health at Work
- Communications
- Work Experience

Modules subject to change

Entry Requirements:

Pass Leaving Certificate or equivalent. This requirement does not apply to mature students. Places are offered following successful interview. Students who wish to progress to Nursing in Ireland need Biology and Maths as part of their Leaving Certificate.

Progression:

Children and General Nursing (integrated), General Nursing, Intellectual Disability Nursing, Midwifery, Mental Health Nursing. Upon successful completion of the course Universities in the UK will recruit students directly into their Nursing Hons. Degree programme (subject to successful interview). Students are exempt from paying tuition fees for this degree.

Duration:
One or Two Years



Certificate in Childcare

Classroom Assistant / Special Needs Assistant

FETAC Level 5 Award

Course Code:
H2

Certification:

- FETAC Level 5 Award DCHSC
- First Aid

Description:

This course provides learners with a nationally recognised certificate in the theory & practice of Childcare. It is recognised for the purpose of employment as a special needs or classroom assistant.

Programme of Study:

- Child Development
- Early Childhood Education
- Caring for Children 0-6 Years
- Working in Childcare
- Arts & Crafts in Childcare
- Occupational First Aid
- Caring for Children with Special Needs
- Communications
- Work Experience

Modules subject to change

Entry Requirements:

Pass Leaving Certificate or equivalent. This requirement does not apply to mature students. Places are offered following successful interview.

Progression:

Early Childhood Care and Education Worker in Pre-school, Creche, Classroom Assistant/Special Needs Assistant in primary school or special education, Childrens' Nanny. Successful graduates are eligible to progress to Higher education courses through the Higher Education Links Scheme (HELs)

Duration:
One or Two Years





Social Studies & Community Care

FETAC Level 5 Award

Course Code:
H3

Certification:

- FETAC Level 5 Award DCHCC
- First Aid

Description:

This course introduces learners to the study & understanding of social studies & social care. The values which effect good practice, valuing people as individuals, promoting equality of opportunity, respecting cultural diversity are emphasised.

Programme of Study:

- Social Studies
- Psychology
- Care Provision and Practice
- Caring for Children with Special Needs
- Communications
- Art & Crafts for people needing care
- First Aid
- Work Experience
- Safety & Health at Work

Modules subject to change

Entry Requirements:

Pass Leaving Certificate or equivalent. This requirement does not apply to mature students. Places are offered following a successful interview.

Progression:

Positions in Social Care. Resource Centre worker. Learning Disability Support worker. Family Support worker. Links with 3rd Level Colleges for degree in Social Care or Social Science, DIT, UCD, TCD, WIT, AIT, Carlow IT.

Duration:
One or Two Years



Supervision in Childcare

FETAC Level 6 Award

Course Code:
H4

Certification:

- FETAC Level 6 Award DCXXX

Description:

This is an advanced certificate in Childcare. It is designed for people who wish to work in a supervisory capacity in childcare or who wish to obtain an advanced knowledge of Childcare Studies.

Programme of Study:

- Early Childhood Programmes
- Social & Legal Issues in Childcare
- Supervision in Childcare
- Child Development
- Working in Childcare

Modules subject to change

Entry Requirements:

Pass Leaving Certificate or equivalent. Students must have completed a FETAC Level 5 course in childcare (DCHSC) with 5 distinctions and 3 merits.

Progression:

Positions in supervisory management or self-employed in childcare. Entry into 2nd year of some degrees in childcare.

Duration:
One or Two Years





Holistic Health Studies Diploma

FETAC Level 6 Award

Course Code:
H5

Description:

This three year Diploma course is designed for people with an interest and aptitude for Complementary Therapies. Upon completion students will be qualified to work in many areas of holistic and complimentary medicine at home & internationally. It provides the highest level of theoretical & practical skills

Programme of Study:

1st year

- Massage or Reflexology Diplomas
- Anatomy & Physiology (Diploma)
- Professional Conduct & Business Awareness
- Stress Management
- Safety & Health at Work
- First Aid
- Communications
- Hopi Ear Candling
- Facial Rejuvenation Massage

2nd/3rd year

- Reflexology (Diploma)
- Aromatherapy (Diploma)
- Indian Head Massage (Diploma)
- Nutrition (Diploma)
- Stone Therapy Massage (Diploma)
- Work Experience
- Holistic Health Studies
- Reiki

Modules subject to change

Places in Therapy classes subject to availability.

Entry Requirements:

Pass Leaving Certificate or equivalent. This requirement does not apply to mature students. Places are offered following successful interview. Leaving Certificate students should have Biology (at least grade D on an ordinary paper) or grade D on any higher paper.

Progression:

Beauty Salon/Spa, Leisure Centres, Healthfarm, Self Employed, Healthfood Shop, Resource Centre Worker.

Duration:
Two or Three Years



Healthcare Support (Care Assistant)

FETAC Level 5 Award

Course Code:
H6

Description:

This course provides a qualification in care skills. It is suitable for those already working in nursing homes, hospitals and in the community and equally suitable for those seeking work as members of a health care team.

Programme of Study:

- Care Skills
- Care Support
- Safety & Health at Work
- First Aid
- Communications
- Maternity Support
- Work Experience
- Introduction to Nursing
- Care of the Older Person
- Manual Handling Techniques

Modules subject to change

Entry Requirements:

There are no academic requirements but all applicants must be over 18 and must attend for interview.

Course Co-ordinator:
Iseult Keating

Duration:
One or Two Years



Progression:

Care assistant in a variety of settings (hospital, maternity community, residential care)



Animal Care

FETAC Level 5 Award
(Progression to FETAC Level 6 pending)

Course Code:
H7(Year 1) H8(Year 2)

Certification:

- Fetac Level 5 Award in Applied Science Animal Care CASAC
- First Aid
- Applied Certificate in Animal Management (City & Guilds of London)

Description:

This Certificate in Animal Care is one of the few courses of its kind in Ireland. It offers a broad range of training and career prospects.

Programme of Study:

1st Year

- Animal Grooming
- Wildlife Conservation
- Animal Housing & Feeding
- Practical Animal Care
- Animal Handling & Safe Working
- Communications
- Animal Science
- Animal Welfare
- Work Experience
- First Aid

2nd Year

- Work Experience
- Dog Training
- Pet Store Operations
- Kennel & Cattery Operations
- Animal Behaviour
- Pre-Vet Nursing
- Advanced Animal Healthcare
- Animal Anatomy & Physiology
- Grooming

Modules subject to change

Entry Requirements:

Leaving Certificate with two subjects at higher level, one of which must be Biology. This entry requirement does not apply to mature students. Places are offered following successful interview. (There is an alternative programme for students who do not meet these requirements).

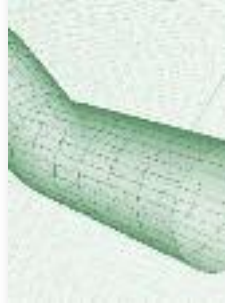
Progression:

Veterinary Clinics, Cattery, Dog Kennels, Animal Sanctuary, Self Employed, Petshops, ISPCA. Graduates are eligible to progress to higher education course in Athlone IT and UCD through the Higher Education Links Scheme (HELS).

Head of Department:
Cliona McLoughlin

Course Co-ordinator:
Brenda Kerrigan

Duration:
Two Years



Computer Aided Design

FETAC Level 5 Award

Course Code:
C1

Certification:

- FETAC Level 5 Award ACADX

Description:

CAD Technologists work with Architects and Engineers to produce computer generated drawings. Using the latest Cad software such as AutoCAD (2D) students will produce detailed drawing information. All aspects of building construction and architectural drawing will be covered together with design and image processing.

Programme of Study:

- 2D CAD
- Design
- Architectural Drawing
- Building Construction
- Image Processing
- Computer Applications
- Communications
- Work Experience

Modules subject to change

Entry Requirements:

Students should normally have passed the Leaving certificate. Applications will be considered from mature students with no formal qualifications. All applicants will be interviewed.

Progression:

This course will qualify students to become AutoCAD operators in the Architectural and Engineering Industry. Students will also have the opportunity of progressing to our two year Higher National Diploma course in Architectural Technology.

Course Co-ordinator:
Sean Owens

Duration:
One Year





Architectural Technology

BTEC Level 6 Higher National Diploma in Construction

Course Code:
C2(Year 1) C3(Year 2)

Certification:

- BTEC Higher National Diploma in Construction Level 6 + equivalence on NQF
- One/Two Year Top-up Honours Degree available in UK colleges

Description:

Architectural Technologists work with Architects and Engineers to produce detailed building construction information. The Higher National Diploma will cover details of built projects including Design, Building Construction, Materials, Management, Specifications and Contracts. Studio work will be based on realistic construction projects from inception to completion in order to prepare the student fully. Work experience will form an essential part of the course. Using the latest CAD software such as Auto Cad (2D) and ArchiCad (3D) the projects will be fully visualised in CAD and comprehensively specified to the latest Building Regulations.

Programme of Study:

Year One

- Design Principles
- Science and Materials
- Analytical Methods
- Health, Safety & Welfare
- Building Construction
- Building Services Engineering
- Design Technology
- CAD 2D/3D

Year Two

- Group Project
- Building Conservation Technology
- Management Principles
- Refurbishment & Adaptation
- Contracts
- Materials
- Specifications
- Surveying
- C.A.D. 2D/3D

Modules subject to change

Entry Requirements:

Leaving Certificate students with several honours papers in relevant disciplines are invited to apply. Anyone with considerable experience in Architectural/CAD will be considered for direct entry subject to interview & portfolio reviews. A relevant FETAC Level 5 or equivalent is also acceptable.

Progression:

Top-up Honours Degree available with one or two further years study at various Universities in the UK

Course Co-ordinator:
Berni Walsh

Duration:
Two Years



Graphic Design

BTEC Level 6 Higher National Diploma

Course Code:
D1(Year 1) D2(Year 2)

Certification:

- Higher National Diploma in Graphic Design (BTEC). Level 6 + equivalence on NQF
- One Year Top-up Honours Degree available in UK Colleges

Description:

Students undertake a two year Higher National Diploma course which qualifies them to work in this industry. This course will enable students to explore modern graphic design procedures and develop problem-solving skills. All students have access to the most up to date computer design facilities including internet access, a modern design studio and a well stocked library of art and design texts.

Programme of Study:

Year One

- Computer Applications in Art & Design
- Multimedia Web Authoring
- Drawing Techniques & Approaches
- Corporate Identity
- Ideas Generation
- Historical & Contextual Referencing
- Professional Studies

- Animation Techniques

Year Two

- Ideas in Context
- Critical Study
- Editorial Design
- Business Practice
- Packaging Design
- Typography
- Communicating with Images
- Location Photography

Modules subject to change

Entry Requirements:

Students should have passed the Leaving Certificate with some higher papers, or equivalent. Students will be asked to attend for interview and should show an interest in the area of art & design. Mature students may be accepted without formal qualifications.

Progression:

Students who have obtained this award may proceed to the final year of an Honours Degree in UK and Northern Ireland Universities. Alternatively students may find work in a wide range of areas such as design, interactive media and graphics or may proceed to higher education at Irish Colleges.

Course Co-ordinator:
Louise Fortune

Duration:
Two Years





Fashion Design

FETAC Level 5 Award

Course Code:
D3

Description:

This course introduces the student to important aspects of Fashion Design necessary for a career in the Fashion Industry. On successful completion of this course a student will have a good foundation in Fashion Design, a better understanding of the industry and the knowledge, which will enable them to advance on to higher level course.

Programme of Study:

- Drawing
- Design
- Combined Materials
- Pattern Making
- Garment Construction
- Work Experience
- Communications
- Embroidery

Modules subject to change

Entry Requirements:

A student would normally have passed the Leaving Certificate, or equivalent and have an enthusiastic approach to fashion. Mature students with experience will also be considered without the Leaving Certificate. Places are offered following a successful interview.

Progression:

Students who successfully complete this course may progress to higher level courses such as our Higher National Diploma in Fashion Design.

Certification:
• FETAC Level 5 Award AFDXX

Course Co-ordinator:
June Verdon

Duration:
One Year



Advanced Fashion Design

BTEC Level 6 Higher National Diploma

Course Code:
D4(Year 1) DF(Year 2)

Description:

This two year Higher National Diploma course will provide students with the knowledge necessary to operate as a Fashion Designer. The course consists of academic & practical workshops in the field of fashion design. Students are encouraged to enter both National & International Fashion Competitions where students have had considerable success in the past. Final year students will exhibit their work at our major end of year exhibition.

Programme of Study:

Year One:

- Drawing Techniques & Approaches
- Historical & Contextual Referencing
- Professional Practice
- Design Application in Fashion
- Design Exploration in Textiles
- Pattern Drafting Visual Communication
- Fashion & Textile Material Understanding

Year Two:

- Professional Practice & Development
- Critical Study
- Pattern Construction
- Garment Manufacturing
- Design Application in Textiles
- Realising a Fashion Collection
- Research & Development in Fashion
- Computing Applications in Art & Design

Modules subject to change

Entry Requirements:

Students should have successfully completed a FETAC level 5 course in fashion design or its equivalent, or have worked in the industry and have the skills, which would enable them to study at this level.

Progression:

Students may receive exemptions from a variety of Colleges and Universities and may proceed to the final year of an Honours Degree programme in the UK or Northern Ireland.

Certification:
• BTEC Higher National Diploma in Fashion Design Level 6+ equivalence on NQF
• One Year Top up Honours Degree available in UK colleges.

Course Co-ordinator:
June Verdon

Duration:
Two Years





Interior Design

FETAC Level 5 Award

Course Code:
D5

Certification:
• FETAC Level 5 Award AIDXX

Description:

Those who successfully complete the course will have the skills necessary to carry out small domestic design projects and to work as assistants to qualified architects & interior designers.

Programme of Study:

- Design
- Colour Theory and Lighting
- CAD
- Materials & Finishes
- Communications
- Architectural Drawing
- Work Experience
- Drawing
- History of Art & Design

Modules subject to change

Entry Requirements:

Students should have passed the Leaving Certificate or equivalent. Students will be asked to attend for interview and should show an interest in the area of art and design. Mature students may be accepted without formal qualifications.

Progression:

Students may proceed to work in an exciting range of areas relating to interior design. Students who hold the FETAC Level 5 Award may progress to our Higher National Diploma Course in Interior Design or to Higher education at Irish Colleges through the FETAC Higher Education Links Scheme.

Course Co-ordinator:
Helen Metcalfe

Duration:
One Year



Advanced Interior Design

BTEC Level 6 Higher National Diploma

Course Code:
D6(Year 1) DD(Year 2)

Certification:
• BTEC Higher National Diploma in Interior Design Level 6 + equivalence on the NQF
• Top-up Honours Degree available in UK colleges

Description:

Students who undertake this two year Higher Diploma will take design projects from initial inception to completion. Year 1 will concentrate exclusively in domestic interiors. In Year 2, the emphasis will be on commercial projects, such as flagship stores, hotels and offices.

Programme of Study:

Year One:

- Drawing Techniques & Approaches
- Historical & Contextual Referencing
- Properties of 3D Materials
- 3D Technology & Processes
- Professional Studies
- Interior Design
- Design Method
- Computer Applications in Art & Design

Year Two:

- Critical Study
- Professional Practice & Development
- Exhibition & Retail Design -Specialist 3D Materials
- Specialist 31) Technology & Processes
- Design & Function
- Visual & Personal Presentation
- Furniture Design
- CAD

Modules subject to change

Course Co-ordinator:
Helen Metcalfe

Duration:
Two Years

Entry Requirements:

Students should have passed the Leaving Certificate or equivalent with some higher papers or have completed a FETAC Level 5 in Interior Design. Students will be asked to attend for interview and show an interest in the area of art and design. Mature students may be accepted without formal qualifications.

Progression:

Students may proceed to work in an exciting range of areas relating to interior design. Students who hold the BTEC Diploma may proceed to the final year of an Honours Degree in colleges in Ireland and the UK.



Furniture Design

FETAC Level 5 Award

Course Code:
D7 (Year 1)

Certification:

- FETAC Level 5 Award AFURX

Description:

This course prepares students in the essential skills of furniture design. All students will have access to a design studio and to a well-equipped woodwork room.

Programme of Study:

- Drawing
- Wood Carving
- Combined Materials
- Furniture Design
- History & Appreciation of Design
- Work Experience
- Wood Turning
- Stained Glass Work
- Computer Aided Design
- Design
- Communications

Modules subject to change

All students exhibit their work in the annual Art & Design exhibition in the College.

Entry Requirements:

Students should normally have passed the Leaving Certificate or equivalent. Students will be asked to attend for interview and should show an interest in the area of design and art. Mature students may be accepted without formal qualifications

Progression:

Students who have obtained a FETAC Level 5 award may proceed to relevant courses in Third level Institutes of Technology through the FETAC Higher Education links scheme.

Course Co-ordinator:
Engene Dwyer

Duration:
One Year



Garden Design / Applied Horticulture

FETAC Level 5 Award

Course Code:
D9

Certification:

- FETAC Level 5 Award CASHX

Description:

This course aims to provide students with the skills and expertise needed for Garden Design and Landscaping. It will deal with both design and botany. In some cases, students may study the course over two years.

Programme of Study:

- Landscape Construction & Maintenance
- Plant Identification & Use
- Health & Safety at Work
- Communications
- Nursery Stock Production
- Design
- Plant Science
- Work Experience
- Soil Science
- Drawing

Modules subject to change

Entry Requirements:

Students should normally have passed the Leaving Certificate. Students will be asked to attend for interview and should show an interest in the area of design and gardening. Mature students may be accepted without formal qualifications

Progression:

Graduates find employment in Garden Centres, Landscapes Construction, Commercial Nurseries and in Municipal Parks. Many graduates will set up their own landscaping and design business on completion of Level 5. Students may choose to further their studies in Horticulture with Teagasc. Further study is possible through the Higher Education Links Scheme.

Course Co-ordinator:
Claire McQuade

Duration:
One Year - Full time.
Two Years - Part time



Sport & Recreation Studies

FETAC Level 5 Award

Course Code:
E1

Description:

This course will provide an initial look into the world of Sports Coaching, Sports management and Sports Education. Students will be prepared for work in Sports Complexes, Leisure Centers, Health Clubs and Sports coaching through an integrated syllabus involving the theoretical knowledge of physical fitness and exercise, practical participation, administration and management techniques and various coaching skills. Students will also be placed in a working environment as well as trips to different facilities within the Leisure Industry.

Programme of Study:

Year One

- Sports & Recreation
- Work Experience
- Leisure Facility Administration
- Leisure Facility Operations
- First Aid
- Coaching (8 Sports)
- Swimming (Life Saving)

Year Two

- Communications
- Anatomy & Physiology
- Nutrition
- Health, Safety & Welfare at Work
- Life Saving
- Health Related Fitness
- Outdoor Recreation
- Outdoor Leadership & Safety

Modules subject to change

Coaching Skills studied include:

Weight Training, Cardio Training, Life Saving, Basketball, Gym Instruction, Swimming, Gaelic Football, Soccer, Orienteering, Hurling, Badminton, Volleyball, Athletics, Archery, Rock climbing and Kayaking.

Entry Requirements:

There are no academic requirements but all applicants must be over 18, have a proven commitment to sport and leisure and must attend for interview and have two letters of reference.

Progression:

Successful graduates will have the opportunity of progressing to our Level 6 course. Graduates are also eligible to progress to Higher Education Courses through the Higher Education Links Scheme (HELS) in Advanced Sport and Leisure Management.

Certification:

- FETAC Level 5 Award DSRXX
- First Aid - Red Cross Cert.
- Basketball Cert. (I.B.B.A.)
- Royal Life Saving Assoc.
- FAI Soccer Certificate
- Orienteering Cert. (I.O.A.)
- Hurling & Gaelic Football Cert.
- Badminton Association Cert
- Volley Ball Cert.
- Athletics Ireland Certificate

Course Co-ordinator:
Charles Batt

Duration:
Two Years



Advanced Sport & Leisure Management

FETAC Level 6 Award

Course Code:
E2

Description:

This course will provide a more in-depth look at sports management and sports education. Physical Education and the Sports Industry continues to be one of the largest growing industries in Ireland. The course is designed for students to achieve a higher level of certification for employment or to continue on to higher education at a more advanced level.

Programme of Study:

- Sports Coaching
- Sports Community Development
- Life Guarding
- Safety Management
- Holistic Massage
- Sports Psychology
- Sports Nutrition

Modules subject to change

Course Co-ordinator:
Charlie Batt

Duration:
One Year



Entry Requirements:

Students should have successfully completed a FETAC Level 5 Sports course or have worked in the industry and have the skills which would enable them to study at this level. Students will be asked to attend for interview.

Progression:

Graduates may proceed to work in an exciting range of areas relating to Sport. They are also eligible to gain advanced entry to higher education courses through the Higher Education Links Scheme (HELS)

Soccer Studies

FAI Kickstart Level, FAI Youth Certificate and FETAC Level 5 Award

Course Code:
E3

Description:

The course is designed to prepare applicants for a career as a professional/semi-professional soccer player or as a full-time soccer coach. This course is practically orientated and is designed to bring existing soccer skills to a very high level as well as improving player development and to introduce applicants to a broad range of general coaching skills.

Programme of Study:

Year One

- Kick Start Level 1
- Kick Start Level 2
- Work Experience
- Sport & Recreation
- Nutrition
- Coaching Theory
- FAI Refereeing Badge

Year Two

- FAI Youth Coaching Badge
- Health Related Fitness
- Anatomy & Physiology
- Communications
- Work Simulation / Coaching
- FAI Goalkeeping Coaching Certificate

Modules subject to change

Coaching Skills studied include:

Soccer Tournaments, Weight Training, Cardio Training, Fitness Testing, Soccer Skills, Futsal, Refereeing, Goalkeeping, Defensive/Attacking Coaching, Tactical Coaching.

Entry Requirements:

There are no academic requirements but all applicants must be over 18, have a proven commitment to sport and a good level of soccer ability. Applicants must attend for interview and have two written soccer references from a soccer club.

Career Prospects:

Graduates are eligible to progress to Higher Education in sport and recreation at colleges such as CIT and WIT through the Higher Education Links Scheme (HELs) or to gain employment in the following areas: Semi-Professional Soccer - Coaching - Health Clubs/Hotels/Studios



Business Management & Modern Office Technology

FETAC Level 5 Award

Course Code:
J1

Certification:
• FETAC Level 5 Award BBSXX

Description:

This course combines Business theory modules and a range of practical modules with an emphasis on Information Technology. It meets the increasing demand from employers for qualified workers who are proficient in Business and Computer Skills.

Programme of Study:

- I.T. Skills and Computer Applications
- Bookkeeping - Manual & Computerised
- Payroll - Manual & Computerised
- Business Administration
- Marketing
- Database Methods
- Spreadsheets
- Work Placement
- Communications
- Start Your Own Business Statistics
- Statistics

Modules subject to change

Course Co-ordinator:
Paddy McNulty

Duration:
One Year

Entry Requirements:

Students should normally have passed the Leaving Certificate examination or its equivalent. The College will consider applications from Mature Students with no formal qualifications. Places are offered following a successful interview.

Progression:

Students may progress to employment within the Business and Information Technology sectors or may qualify for entry to selected relevant 3rd level courses through the Higher Education Links Scheme (HELs).



Marketing Skills & Business Administration

FETAC Level 5 Award

Course Code:
J2

Description:

This one year course aims to provide students with a range of Business, Computer and Practical skills which are sought after as Ireland expands its export markets. Marketing is one of the key ingredients in a successful business and students who graduate will have the necessary skills to work in an international marketing environment. Successful students may obtain the MII certificate as well as the FETAC business certificate.

Programme of Study: (FETAC)

- Marketing
- Start your own Business
- Computer Applications & IT Skills
- Statistics
- Communications
- Work Experience
- Business Administration

- Bookkeeping - Manual & Computerised
- Payroll - Manual & Computerised

(MII)

- Marketing
- Management
- Selling
- Communications

Modules subject to change

Entry Requirements:

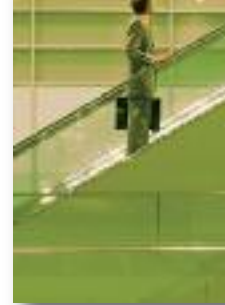
Students should normally have passed the Leaving Certificate examination or its equivalent. The College will consider applications from Mature Students with no formal qualifications. Places are offered following a successful interview.

Progression:

Successful F.E.T.A.C. candidates may qualify for entry to selected relevant third level courses through the Higher Education Links Scheme. Holders of the M.I.I. certificate may progress to stage 2 of the MII graduateship program. Students may further progress to the full graduation which is degree equivalent.

Course Co-ordinator:
Paddy McNulty

Duration:
One Year



International Trade

FETAC Level 5 Award

Course Code:
J3(Year 1)

Description:

This course is designed to provide students with expertise in a wide range of modules relevant to Business and International Trade. This course aims to develop the skills, knowledge and understanding of students in relation to Business and International Trade. The course aims to equip students with a wide range of skills suitable for entry into the workplace at a time when Ireland is hoping to expand its export markets.

Programme of Study:

- Marketing Practice
- Business Law
- International Trade Practice
- Communications
- Work Experience
- Database Methods
- Spreadsheets

- Computer Applications / Information Technology
- eBusiness Studies
- Bookkeeping - Manual & Computerised
- Applied Economics

Modules subject to change

Entry Requirements:

Students should normally have passed the Leaving Certificate examination or its equivalent. The college will consider applications from mature students with no formal qualifications. Places are offered following a successful interview.

Progression:

Students may progress to employment within the business sector or may qualify for entry to selected relevant 3rd level courses through the Higher Education Links Scheme (HELS).

Course Co-ordinator:
Paddy McNulty

Duration:
One Year





Business & Marketing

BTEC Level 6 Higher National Diploma

Course Code:
J4(Year 1) JJ(Year 2)

Certification:

- BTEC Higher National Diploma in Business & Marketing Level 6+ equivalence on the NQF
- One Year Top up Honours Degree available in UK colleges
- Entry to 3rd year of Degree course in IADT

Description:

This two year Higher National Diploma course is designed to further develop the skills, knowledge and understanding of students in relation to Business and Marketing. The course is suited to students with industry experience or graduates of FETAC Level 5 courses in Business or related courses. The course aims to provide students with expertise in a wide range of skills suitable for entry into the Marketing and Business sectors. Graduates may also gain advanced entry into year three of the degree course in Business and Entrepreneurship at the IADT.

Programme of Study:

- | | |
|--|-------------------------------------|
| • Marketing | • Marketing Intelligence |
| • Managing Financial Resources & Decisions | • Advertising & Promotion |
| • Organisations & Behaviour | • Marketing Planning |
| • Business Environment | • Sales Planning & Operations |
| • Common Law 1 | • Managing Professional Development |
| • Business Decision Making | • Human Resources Management |
| • Business Strategy | • Website Design |
| • Research Project | • Project Management |

Modules subject to change

Entry Requirements:

Students should normally have achieved a FETAC Level 5 Certificate in a related discipline or equivalent. Students with significant relevant practical experience may also be considered for this course. All applicants will be interviewed.

Progression:

Students may progress to employment in the Business and Marketing sectors. Students may also qualify for entry to third year of the Degree course in Business and Entrepreneurship at IADT.

Course Co-ordinator:
Paddy McNulty

Duration:
Two Years



Business & Human Resources Management

With Business English As An Option

ICM Level 6 Diploma

Course Code:
J5

Certification:

- ICM Diploma Level 6+ equivalence on the NQF

Description:

This course offers ambitious students a prestigious qualification in the field of Human Resource Management and Business. Students will complete the internationally recognised ICM Diploma which has links to Universities and third level colleges.

Programme of Study:

- | | |
|---|---------------------------------|
| • Business Law | • Employee Relations |
| • Business Management & Administration | • Human Resource Development II |
| • Humal Resource Development I | • Management Theory & Practice |
| • International Business Communications | • Training & Development |

Modules subject to change

Business English for non-native speakers option.

Entry Requirements:

Students should normally have completed a FETAC Level 5 Business Award or equivalent qualification. The College will consider applications from mature students with no formal qualifications. All applicants will be interviewed.

Progression:

Successful ICM graduates qualify for exemptions in many Universities and third level institutes. It is possible to complete a top-up Honours Degree within one or two years in the UK or Northern Ireland. Students may also progress to the second year of certain Institute of Technology Courses. Advanced entry to IADT and other institutes.

Course Co-ordinator:
Paddy McNulty

Duration:
One Year





Advanced Certificate in Management

FETAC Level 6 Award

Course Code:
J7

Certification:
• FETAC Level 6 Award BMANX

Description:

This course aims to:

1. Further develop the business skills students learnt at FETAC Level 5
2. Develop advanced business management skills
3. Provide students with a range of career opportunities in business.

Programme of study:

- Business Management
- Business Development
- Finance
- Supervisory Management
- Training & Development
- Communications
- Customer Service
- Business Law
- Word Processing

Modules subject to change

Entry Requirements:

Students should normally have obtained a FETAC level 5 award or its equivalent. The college will consider applications from mature students and those with industry skills or other qualifications. Places will be offered following a successful interview.

Progression:

Graduates may progress into employment in a range of occupations in the business sector. Graduates may also progress to higher education courses at the institute of technology through the Higher Education Links Scheme (HELS).

Course Co-ordinator:
Paddy McNulty

Duration:
One Year



Accounting Technician

ATI Level 6 Award

Course Code:
J8(Year 1) J9(Year 2)

Certification:
• Accounting Technicians Ireland (ATI) Award

Description:

The institute of accounting technicians is the leading accounting technician body in Ireland with over 10,000 members. The IATI qualification is internationally recognised. Graduates are qualified to work in the accounting profession.

Programme of Study:

Year 1

- Law & Ethics
- Business Management
- Financial Accounting I
- Taxation I

Year 2

- Financial Accounting II
- Taxation II
- Integrated Accounting Systems
- Management Accounting

Modules subject to change

Entry Requirements:

Students should have passed Leaving Certificate or equivalent. Applications will be considered from mature students who do not meet these requirements. Places will be offered following a successful interview.

Progression:

Graduates of this course can progress to higher qualification within their profession. The Accounting Institutes offer generous exemptions to qualified Accounting Technicians. Many graduates work with firms of Accountants, Consultants, Banks, in Commercial organisations etc. Successful students may be offered a place in the 3rd year of honours degree programme at I.T. Tallaght.

Course Co-ordinator:
Paddy McNulty

Duration:
Two Years





Tourism, Reception & Reservation Studies

FETAC Level 5 Award

Course Code:
L1

Certification:

- FETAC Level 5 Award DTXXX
- Galileo Training

Description:

This course is aimed at students who wish to gain an initial qualification in one of the many areas of the Tourism industry. Employment outlets include Travel Agencies, Tour Operators, Transport Operators, Heritage Centres, Tourist Information Offices, Conference Centres, Accommodation Sector, Leisure Sector and many other interesting areas.

Programme of Study:

- Customer Service
- Tourism Awareness
- European Studies
- Word Processing
- Start Your Own Business
- Communications
- Information Technology
- Work Experience
- Galileo Ticketing System (in-house training)
- Computer Applications
- Business Administration

Modules subject to change

All students participate on field trips to tourist destinations.

Entry Requirements:

Students should normally have passed the Leaving Certificate examination or its equivalent. The College will consider applications from Mature Students with no formal qualifications. Places will be offered following a successful interview.

Progression:

Graduates may progress into employment in the tourism industry. Graduates may pursue the ICM Diploma in tourism and business management or transfer into a third level college Such as DIT, Waterford IT, through the Higher Education Links Scheme (HELS)

Course Co-ordinator:
Paddy McNulty

Duration:
One Year



Travel & Tourism Advanced Cert.

FETAC Level 6 Award

Course Code:
L3

Certification:

- FETAC Level 6 Award DTTXX

Description:

This course is designed to offer further training for graduates of FETAC Level 5 courses in Tourism or related courses. This course aims to further develop the skills, knowledge and understanding of students in relation to the Travel and Tourism Industry. The course aims to provide detailed study of the outbound and inbound Tourism sector and to provide a wide range of skills suitable for entry into the Tourism Industry workplace. Students may also gain advanced entry into degree courses at 3rd level in the Institutes of Technology.

Programme of Study:

- Consultative Selling
- Tour Operations
- Global Distribution System
- Word Processing
- Business Management
- Customer Service
- Travel Geography
- Retail Travel Management
- Airport Passenger Services
- Sales Presentation

Modules subject to change

Course Co-ordinator:
Paddy McNulty

Duration:
One Year



Entry Requirements:

Students should normally have achieved a FETAC Level 5 Certificate in related discipline or equivalent. Students with significant relevant practical experience may also be considered for this course. Places will be offered following a successful interview.

Progression:

Students may progress to employment in the Tourism and Travel Industry. Students may also qualify for entry to second year of relevant 3rd level courses in the Institutes of Technology.



Tourism & Event Management

FETAC Level 5 Award

Course Code:
L6

Certification:

- FETAC Level 5, Award DTXXX

Description:

In recent years Event Management has grown in importance as an area of the Tourism Industry. This course aims to provide students with the skills and knowledge to work in this sector and to plan event management activities. Some students may choose to set up their own business in this area.

All students participate on field trips to Tourist Destinations. Specialist guest speakers will also be a feature of the course.

Programme of Study:

- Event Production
- Start Your Own Business
- Marketing
- Business Administration
- Tourism Awareness
- Customer Service
- Communications
- Work Experience
- Computer Applications & I.T.
- European Studies

Modules subject to change

Entry Requirements:

Students should normally have passed the Leaving Certificate examination or its equivalent. The College will consider applications from Mature Students with no formal qualifications. Places will be offered following a successful interview.

Progression:

Graduates may progress into employment in the tourism industry. Graduates may pursue the ICM Diploma in tourism and business management or transfer into a third level college Such as DIT, Waterford IT, through the Higher Education Links Scheme (HELS)

Course Co-ordinator:
Paddy McNulty

Duration:
One Year



Cultural And Heritage Studies

Access Course to University

FETAC level 5 Award

Course Code:
L7

Certification:

- FETAC Level 5 Award ECHSX
- Access to BA Hons Courses

Description:

This course affords participants the opportunity to explore Irish culture and examine our heritage, acquire new skills and improve academic performance. It also provides for those who wish to do serious study while at the same time enabling the participants to acquire knowledge in an interesting and exciting way.

The course aims to:

- To provide the learner with an appreciation of Ireland's heritage in terms of its cultural and social value.
- To develop in learners a comprehensive knowledge of the archaeology of prehistoric and early medieval Ireland.
- To introduce learners to an awareness of the Irish political system and to appreciate of the wider geo-political implications of key contemporary issues.
- To offer a broad introduction to the theory and practice of photographic production

Programme of Study:

- Archaeology
- Folklore
- Cultural Studies
- Local Historical Studies
- Communications
- Media Analysis
- Work Experience
- Photography Techniques
- One General Subject

Modules subject to change

Entry Requirements:

Leaving Certificate or equivalent. In the case of mature students this requirement may be waived. Places are limited and subject to interview.

Progression:

This course is an access course to Irish Universities. This allows direct progression to BA Honours Progression in Irish Universities. Successful candidates may qualify for entry to selected relevant 3rd level courses through the higher education link scheme, e.g. NUI Maynooth, UCC, Mater Dei Institute and UCD.

Course Co-ordinator:
Jennifer Owens

Duration:
One Year



Tourism & Business Management Diploma

ICM Level 6 Diploma

Course Code:

L8(Year 1) L9(Year 2)

Certification:

- ICM Diploma
- Top-up Honours Degree Available

Description:

This course will give Graduates Management Skills in both Tourism and Business and will allow graduates employment opportunities in marketing, management, travel and tourism, operations and many related sectors.

Course Content: (A selection of the following)

- Characteristics of World Destinations
- Fundamentals of the Hotel & Catering Industry
- Numeracy & Statistics
- Retail Travel Operations
- Structure of Travel & Tourism
- Accounting
- Business Management & Administration
- Management of Travel & Tourism Operations
- Tour Operations
- Tourism Marketing & Promotion

Modules subject to change

Entry Requirements:

Students should normally have passed the Leaving Certificate examination or its equivalent. The College will consider applications from Mature Students with no formal qualifications. Places are limited and subject to interview.

Progression:

Graduates may progress into employment and business, or transfer directly to the BA (Hons) Tourism Degree at University of Wales which offers prestigious qualifications and includes modules in Management, Tourism, Heritage, Marketing, and a six month international placement. Students may also progress to year 2 of the ITS through the Higher Education Links Scheme.

Course

Co-ordinator:
Paddy McNulty

Duration:

One Year



Tv & Film Production

City & Guilds Level 5 Diploma

Course Code:

M1

Certification:

- City & Guilds 7501 Diploma.
- Level 5 equivalence on the NQF

Description:

This one year course develops practical skills in television production, post production, graphics, lights, DVD authoring, writing, media analysis and film. Students will work in a live multi-camera studio environment and also in production crews for short films and documentaries. Each student will produce short films, documentaries and live studio programmes. Additionally, students will work with an outside Broadcasting Unit. Successful students will have a portfolio of completed work and will be offered a place on the Higher National Diploma for 3rd level graduates in TV & Film Production.

Programme of Study:

- TV Studio Production
- Short Film Production
- Commercial Video Production
- Research
- Media Industry
- Documentry Film Making
- Editing
- Screen Writing
- Titling

Modules subject to change

Entry Requirements:

Leaving Cert or equivalent. These requirements do not apply to mature students. Places are limited and subject to interview.

Progression:

Students may pursue a career in the many avenues of television and film production, camera operation, sound operation, lighting, design, production, editing, TV journalism and TV studio. There are also many opportunities for successful candidates in Internet related video services. Successful students may progress to our Higher National Diploma in Media (Moving Image).

Course

Co-ordinator:
Paul Shortall

Duration:

One Year





Tv/Film - Moving Image

BTEC Level 6 Higher National Diploma

Course Code:

M2(Year 1) MT(Year 2)

Certification:

- BTEC Higher National Diploma Level 6 + equivalence on NQF
- One Year Top-up Honours Degree Available

Description:

This two year full-time course is designed to offer further training for graduates of Media programmes in TV & Film production. This qualification aims to further develop the skills, knowledge & understanding relevant to specific creative activities, media genres or to individual technical skills. Students gain extensive practical experience in the operation of cameras, sound, vision mixing, editing, lighting, direction, producing, screenwriting, research methods, production management.

Programme of Study:

Year One:

- Film Studies
- Practical Skills
- Production Management
- TV Studio Production
- Film & TV Documentary
- Script Writing
- Research Techniques
- Sound for the Moving Image

Year Two:

- Media Project
- Media Industry
- Director
- Commercial Video Production
- Film & TV Drama Production
- Career Development
- Video Editing
- Contextual Studies

Modules subject to change

Entry Requirements:

Applicants will have completed at least one year of a recognised Media course or equivalent relevant experience. Places are limited and subject to interview.

Progression:

Students from this BTEC Higher National Diploma programme can go directly into employment or complete an Honours Degree over one additional year at Swansea University. Successful students will find work in the following area: Television Studios, facility houses & broadcast organisations, independent film companies.

Course Co-ordinator:
Paul Shortall

Duration:
Two Years



Animation & Interactive Media

BTEC Level 6 Higher National Diploma

Course Code:

M3(Year 1) M4(Year 2)

Certification:

- BTEC Higher National Diploma level 6 + equivalence on NQF

Description:

This course integrates interactive media with animation modules to provide the student with an exciting and dynamic academic programme. Over two years, students develop a meaningful knowledge of the technique and principles of traditional and computer animation while also studying a comprehensive interactive media core. The course gives the students the chance to express themselves artistically through the study and creation of 2D and 3D animation, graphics, illustration, web pages, CD/DVD-ROMs and interactive media systems. Students also acquire essential communication and project management skills by taking individual and group projects from conception to completion.

Programme of Study:

Year 1

- Drawing Techniques
- Digital Art & Design
- Web Authoring
- Image Manipulation
- Inteactive Design & Authoring
- 3D Animation
- Animation Principles
- Historical & Cultural References
- Animation Techniques
- Computer Fundamentals

Year 2

- Cultural Interpretations
- Ideas in Context
- Project Management
- 3D Animation
- Animation Principles
- Professional Team Brief
- Video Post Production

Modules subject to change

Amongst the Software used are: Flash, Photoshop, HTML, Dreamweaver, Illustrator, Quark Express, Avid, after effects, 3D Studio Max.

Course Co-ordinator:
Paul Shortall

Duration:
Two Years



Entry Requirements:

Students should normally have passed their Leaving Cert with some higher level papers. Mature students can apply who do not meet these requirements. Students must be reasonably computer literate. Places are limited and subject to interview.

Progression:

Successful students will find work in the following areas: Broadcast Animation, Motion Graphics, Web, Web Animation, CD/DVD Authoring and Design, Educational Design. Students who complete this course with a Merit Profile Portfolio may be accepted into the Final year of an Honours Degree Programme in the UK.



3D Game Design Foundation Course

FETAC Level 5 Award

Course Code:
M5

Certification:

- FETAC Level 5 Certificate in Creative Media ECMXX

Description:

This course is an introduction to 3D computer game design and development. Students will design and create their own computer games. This course will examine all aspects of computer game production and successful students will have a comprehensive knowledge of game design as well as an extensive portfolio of work.

Programme of Study:

- 3D Visualisation
- 3D modelling & Animation
- Audio Production
- Game Studies
- Music Technology
- Animation
- Work Experience
- Communications
- Game Analysis & Design

Modules subject to change

Entry Requirements:

Students should normally have passed their Leaving Certificate or equivalent. While this is an introductory course, students should have a good working knowledge of computers. Places are limited and subject to interview.

Progression:

Successful students can progress to further education or can apply directly for work in the industry.

Course Co-ordinator:
Paul Shortall

Duration:
One Year



Sound Recording & Music Technology

City & Guilds Level 5 Diploma

Course Code:
M6

Certification:

- City and Guilds Diploma 7503
- Level 5 equivalence

Description:

This one year full-time course is designed to instruct students in every aspect of Sound Recording and Music Technology. "Hands on" experience coupled with tuition from industry professionals provides students with not only the technical competency, but also the interpersonal skills essential to securing a position in the competitive music industry. This course places a heavy emphasis on students gaining practical skills in the operation of analogue and digital mixing consoles, studio equipment, microphone techniques, music software, samplers and music recording/production techniques.

Programme of Study:

- Employment Opportunities
- Studio Routing & Wiring
- Mixing & Recording Consoles
- Microphones
- Equalisation
- MIDI
- Sampling & Synthesis
- Acoustics & Monitoring
- Session Management
- Music Technology for Hardware and Software
- Composing with Technology
- Sound for Film, TV and Video
- Acoustics and Sound Reinforcements
- Audio Electronics

Modules subject to change

Entry Requirements:

Leaving Certificate or equivalent. These requirements do not apply to mature students. Places are limited and subject to interview.

Progression:

Successful candidates will find work in the following areas: Radio and sound recording business, Television, Sound Production, Sound Editing for TV & Film, Live Sound Engineer, Interactive Media, Studio Sound, Retail. Graduates are expected to proceed directly into employment, or to our Higher National Diploma (M7) Music Production & Sound Engineering Course.

Course Co-ordinator:
Paul Shortall

Duration:
One Year





Music Production & Sound Engineering

BTEC Level 6 Higher National Diploma

Course Code:
M7(Year 1) M8(Year 2)

Certification:

- BTEC Higher National Diploma Level 6 + equivalence on NQF
- One-year Top-up Honours Degree Available

Description:

This 2 year Higher National Diploma in Music Production is your pathway to achieving the career you've always dreamed of. Whether you're a relative newbie or a seasoned amateur our Diploma in Music Production will give you the technical skills, insider insight and industry contacts to build a successful career in the music industry. The college offers tuition from recognised industry professionals, complete access to three fully equipped training studios and an opportunity for further study to degree level. Our Higher National Diploma in Music Production focuses on instruction in industry standard recording and production packages such as Pro-Tools, Ableton, Soundforge and Cubase. Learn the art of studio sound, mixing and mastering, live sound reinforcement, sound design and creative music production for TV & Film.

Programme of Study:

Year One

- Live Sound System Spec.
- Sound Creation & Manipulation
- Audio Recording
- Audio Electronics
- Studio & Facilities Management
- Principles of Musical Sound
- Music, Health & the Law
- Contextual Studies

Year Two

- Performance Technology
- Music Electronics
- Studio Production
- Production Analysis
- Project Realisation
- Research
- Critical Music Listening
- Music Business & the Entrepreneur

Modules subject to change

Entry Requirements:

Applicants will have completed at least one-year of a recognised Sound course or equivalent relevant experience. Places are limited and subject to interview.

Progression:

Students from this BTEC Higher National Diploma programme can go directly into employment or complete an Honours Degree over one additional year in the UK or Northern Ireland.

Course Co-ordinator:
Paul Shortall

Duration:
Two Years



DJ Techniques & Music Production

(In association with School of Sound Recording in Manchester)

City & Guilds Level 5 Award

Course Code:
M9

Certification:

- City & Guilds 7755 Award
- FETAC Level 5 Component Award

Aim:

Bray Institute of Further Education is currently running Ireland's only accredited City & Guilds DJ course. This one-year course is designed to educate students in all aspects relating to DJ techniques and music production. A heavy emphasis is placed upon the skills required to be a successful DJ/Producer including practical technical experience, management and promotion expertise. The course is supplemented with regular guest lectures from industry professionals such as club & radio DJ's, producers, promoters and label owners.

Programme of Study:

Turntable Techniques	Sound Engineering	Music Technology	Graphic Design	Event Management
• Beat Mixing/Set Construction	• Sound Systems • Recording Techniques	• MIDI Sequencing & Audio Editing • Sampling & Sound Synthesis	• Design Principles • Image Manipulation	• PR/Marketing • Label creation & promotion
• Scratching/Beat Juggling				
• CDJs/Digital DJ				

Modules subject to change

Entry Requirements:

Entry to the course is open to anyone 18 years or over, subject to interview. Students should have examples of their work.

Progression:

Successful candidates will find work in the following areas: DJ, Sound Production, Radio DJ, Remixer, DJ Promoter, Label Owner, Management. Graduates are expected to proceed directly into employment. Alternatively, they may apply to our Higher National Diploma course in Music Production and Sound Engineering (M7).

Course Co-ordinator:
Paul Shortall

Duration:
One Year





Performing Arts Acting Foundation Year

FETAC Level 5 Award

Course Code:
P1

Description:

This one year course provides an intensive production-led study in theatre performance. It enables students to develop the personal qualities and performance skills essential to an actor/performer, self confidence, focus, concentration, flexibility, trust, imagination and co-operation.

Programme of Study:

- Alexander Technique
- Improvisation / Devising
- Voice/Singing
- Communications
- Writing for Performance
- 20th Century Acting
- & Directing Techniques
- Masks / Puppets
- Digital Movie Editing
- Set Design & Construction
- Lighting
- Movement / Tai Chi / Stage Combat / Fencing
- Make-up for Stage & Screen
- Physical Theatre / Dance

Modules subject to change

Training is given in:

Dance, Acting Skills, Physical Theatre, Stage Combat, Fencing, Tai Chi, Alexander Technique, Improvisation, Voice, Singing, Audition, Puppets, Masks, Make-up, Stage Management, Set Design, Writing for Performance, Video/Film.

Entry Requirements:

Entry to the course is open to anyone 18 years or over, subject to suitability, interview and successful participation in a workshop/audition. The course is open to school leavers and mature students. Places are limited.

Progression:

Students who complete year one can audition to progress to our Higher Diploma in Performing Arts. The course provides skills and training which will enable students to identify and seek employment in the expanding Performing Arts Industry.

Certification:

- FETAC Level 5 Award EPATP or EPATD

Course Co-ordinator:
Mary Kelly - Borgatta

Duration:
One Year



Performing Arts Advanced Acting for Stage & Screen

BTEC Level 6 Higher National Diploma

Course Code:
P2(Year 1) P3(Year 2)

Description:

This course is a production-led exploration of all aspects of theatre (performance and production) which will enable students to proceed to a top up degree (B.A. Hons) Performing Arts. Students will be expected to participate in at least 4/5 public performances over their course of study. Performances take place in local Black Box venue and at Mermaid Arts Centre.

Programme of Study:

Unit Structure:

- Historical Studies
- Contemporary Studies
- Research
- Project Realisation
- Process & Production
- Professional Practice
- Vocal Method
- Singing
- Movement for the actor
- Devising Performance
- Writing for Performance
- Physical Theatre
- Dance Theatre Styles

Performance:

- Acting Methods & Styles General
- Acting Methods Classical
- Acting Methods Naturalism
- Acting Methods Epic Theatre
- Acting Methods Innovations
- Acting Methods Masks
- Voice & Speech

Production:

- Mask Design & Construction
- Stage Management
- Theatre Make - Up
- Stage Properties for Performance
- Scenic Design Concept
- Workshop Construction Skills
- Lighting Design
- Lighting Operation
- Rigging
- Arts Marketing

Modules subject to change

Course Co-ordinator:
Mary Kelly - Borgatta

Duration:
Two Years



Entry Requirements:

Completion of a foundation course in acting or equivalent acting experience. Places are limited and subject to interview.

Progression:

Students may progress to a range of careers in the performing industry and allied sector of theatre and drama. Students who wish may proceed and complete a top up year degree (B.A. Hons) in Theatre at University of Wales (Swansea).



Dance Foundation Year

FETAC Level 5 Award

Course Code:
P4

Description:

This is a one year course focusing on dance, performance and related areas. It will include Classical Ballet, Contemporary Dance, Jazz, Media Analysis, Kinesiology, and Modern Theatre dance. The course will give students the opportunity to acquire a comprehensive knowledge of various styles of dance. Students who reach the required level of competency may take examinations of the Imperial Society of Teachers of Dancing. The course has been designed with great care to give each student a unique opportunity to develop his/her dance potential. It also aims to provide a firm foundation for further studies in dance.

Programme of Study:

- Classical Ballet
- Communications
- Jazz / Modern Theatre Dance
- Tap
- Event Production
- Choreography
- Music
- Contemporary
- Media Analysis
- Work Experience
- Development of Dance Studies

Modules subject to change

Entry Requirements:

Students are expected to have some previous experience in dance. All applicants will be interviewed and auditioned.

Progression:

Successful students may progress to our Higher National Diploma in Dance or to higher education courses through the Higher Education Links Scheme (HELS).

**Course
Co-ordinator:**
Paul Shortall

Duration:
One Year



Advanced Dance

BTEC Level 6 Higher National Diploma

Course Code:
P5 (Year 1) P6 (Year 2)

Description:

This two year course gives students the opportunity to develop their creative, technical and performance skills to a high level. Students are able to proceed to a top up degree (BA Hons) dance. Performances take place in community, theatre and other venues.

Programme of Study:

Year 1

- Contemporary Studies
- Historical Studies
- Research
- Small Business Mang. in the Arts
- Contemporary Dance Techniques
- Classical Ballet
- Jazz Dance Techniques
- Tap Dance Techniques

Year 2

- Professional Practice
- Process and Production
- Project Realisation
- Contemporary Dance - Development
- Classical Ballet - Development
- Jazz Dance - Development
- Modern Theatre Dance
- Choreography

Modules subject to change

**Course
Co-ordinator:**
Annette Hynes

Duration:
Two Years



Entry Requirements:

Applicants will have completed at least one year of a Recognised Dance course or equivalent relevant experience. Places are limited and subject to interview.

Progression:

Students who complete this course may proceed to further study in the areas of performance, teaching and dance administration. Successful graduates who have obtained this award may proceed to the final year of an honours degree in the UK or Northern Ireland or to other higher education courses in Ireland through the Higher Education Links Scheme (HELS).



Information Technology

FETAC Level 5 Award

Course Code:
N1

Description:

This course will teach students the practical applications of computers in a variety of commercial situations. The emphasis is on giving students practical skills in current software packages. The course is designed to equip students for the workplace. Students, on completion, will be eligible to work in the computer industry or to proceed to further education.

Programme of Study:

- Computer Programming
- Computer Architectural Systems
- Database Methods
- Word Processing
- Mathematical Methods
- Communications
- Work Experience
- Image Processing
- Web Authoring

Modules subject to change

Entry Requirements:

Leaving Certificate or its equivalent. The College will consider applications from mature students who do not meet these requirements. Places are limited and subject to interview.

Progression:

Graduates on completion will be eligible to work in the computer industry. Graduates may continue their studies at BIFE on the Computing Portfolio Course (Level 6 Advanced Certificate) or into certain Higher Education Colleges through the Higher Education Links Scheme (HELs)

Course Co-ordinator:
Mary Hannon

Duration:
One Year



Computing Portfolio Course

FETAC Level 6 Award

Course Code:
N2

Description:

This course provides students with a comprehensive knowledge of a broad range of areas of computing. The current workplace demands an increasingly highly skilled workforce and this course will provide students with a portfolio of work in core areas of computing such as PC Maintenance, Networking, Programming and Web Design.

Programme of Study:

- Windows Programming
- Communications
- System Maintenance
- Web Authoring
- Networks
- Relational Database
- Data Communications
- Work Experience
- Mathematical Methods

Modules subject to change

Entry Requirements:

Leaving Certificate or its equivalent. The college will also accept students who have successfully completed a FETAC Level 5 Course in Computing. The college will consider applications from mature students who do not meet these requirements. Places are offered following a successful interview.

Progression:

Progression pathways from this course are available through the HELs (Higher Education Links Scheme) and CAO Pilot Scheme into Higher Education. The following 3rd level colleges offer successful students Diploma and Degree opportunities on completion of this course: Institute of Art, Design & Technology, Dun Laoghaire (IADT), IT Tallaght, IT Blanchardstown, Institute of Technology Waterford (WIT), Carlow IT.

Course Co-ordinator:
Mary Hannon

Duration:
One Year



E.C.D.L. & Return to Work Skills

FETAC Level 5 Award & ECDL Award

Course Code:
N4(Year 1) N5(Year 2)

Certification:

- FETAC Level 5 Component Award BBSXX
- European Computer Driving Licence (ECDL)

Description:

ECDL is now recognised as a major advantage for anyone returning to the workforce. This course aims to provide core skills which prepare students, particularly mature students, for the modern working environment. As well as acquiring an industry standard qualification in computer literacy, students will also receive FETAC level 5 Certificate in Business Studies.

Programme of Study:

Year 1:

ECDL modules

Basic concepts of IT - Theory
File Management - Using Windows
Word Processing - Word
Spreadsheets - Excel
Database - Access
Presentations - PowerPoint

FETAC modules

Communications
Customer Service
Text Production
Word Processing

Year 2:

Advanced ECDL modules

Word
Powerpoint

FETAC modules

Desktop Publishing
Advanced Keyboarding Skills
Advanced Word Processing
Audio Typing
Database Methods
Work Experience

Modules subject to change

Entry Requirements:

There are no academic requirements but all applicants must attend for interview

Progression:

Students on completion of this year's study may progress to the Advanced ECDL and Office Skills Course

Duration:
Two Years

Time:
9.15am to 1.00pm.



Advanced E.C.D.L. & Office Skills

FETAC Level 5 Component Award & Advanced ECDL

Course Code:
N5

Certification:

- FETAC Level 5 Award BBSXX (Business Studies).
- European Computer Driving Licence (ECDL)

Description:

The advanced course is offered to those who have previously completed ECDL or similar qualification. Students build on their previous years' study by acquiring higher-level skills in key IT areas and office skills as well as work placement opportunities. Examinations are undertaken in Advanced ECDL and FETAC subjects (when combined with year one subjects, students can qualify for a Level 5 Certificate in Business Studies.

Programme of Study:

FETAC modules

Advanced Word Processing
Desktop Publishing
Database Methods
Data Entry Skills
Audio Typing
Work Experience

Advanced ECDL modules

Word
Powerpoint
Modules subject to change

Course Co-ordinator:
Mary Hannon

Duration:
One Year

Time:
9.15am to 2.00pm.



Entry Requirements:

ECDL or its equivalent. Consideration will also be given to applicants with relevant work experience in this area. All applicants must attend for interview.

Progression:

Successful candidates may continue their studies in this area at BIFE on two Level 6 FETAC Higher Certificate Courses. These are the Computing Portfolio Course or the Office Administration and Computer Applications Course. Graduates may also progress to higher education courses through the Higher Education Links Scheme (HELs)



Psychology

Course Code:
OP

B. Sc. (Hons) Psychology Level 8 Degree

Description:

B.Sc. (Hons) Psychology is a professionally recognised degree that qualifies you for further professional training in different areas of psychology. You will learn to understand ideas, theories, methods and debates in psychology; to analyse and evaluate psychological concepts and theories, and to assess different kinds of evidence, including quantitative and qualitative data. Psychology graduates have skills and knowledge relevant to careers in education, industry, the health professions, management and social services. This degree is accredited by the Irish Psychological Society and the British Psychological Society as conferring eligibility for the Graduate Basis for Registration. This is the first step towards becoming a Chartered Psychologist.

Programme of Study:

Year 1

An Introduction to the Social Sciences, Understanding Social Change (DD 101)

Year 2

Exploring psychology, Child development, Biological psychology, Exploring psychology project

Year 3 and 4

Social psychology, Cognitive psychology

Modules subject to change

Entry Requirements:

Applications are invited from highly motivated students. While there are normally no entry requirements for the OU, for the first year of this programme students will ideally have passed Leaving Certificate. Mature students do not have to meet these academic requirements. BIFE students are entitled to apply for means tested Further Education Grants provided they follow a FETAC programme as well as an OU degree.

Progression:

There are many areas in psychology that a graduate may choose, for example educational, clinical, social, industrial, sports, and managerial roles

Certification:

- Open University Honours Degree in Psychology Level 8 equivalence on NQF
- FETAC Level 5 Award

Course Co-ordinator:
Jenny Owens

Duration:
Four Years
May be taken over a longer period if desired



Social Sciences

Course Code:
OS

B.A. or B. Sc (Hons) Level 8 Degree

Description:

After a preliminary FETAC course the student will look at how society works? How does it change? Studying Social Science can change the way you look at the world forever. Developing a knowledge and understanding of society and the ability to analyse key social science concepts will put you in a good position for a variety of careers - in the business world, media, education social and caring professions. This degree explores issues such as changes in family, work and identity, risk and environment, and the impact of globalisation. You can choose to specialise in many different area in economics, environment, geography, media studies, politics, psychological studies, social policy and sociology.

Programme of Study:

Year 1 An Introduction to the Social Sciences, understanding Social Change (DD 101). An Introduction to Health and Social Care (K101)

Year 2 Choose from the following:

Exploring psychology, Child development, Welfare crime and society, Economics and economic change Politics, media and war and many more.

Year 3 Cognitive psychology, Understanding economic behaviour, Living political ideas, Personal lives and society and many more.

Modules subject to change

Entry Requirements:

Applications are invited from highly motivated students. While there are normally no entry requirements for the OU, for the first year of this programme students will ideally have passed Leaving Certificate. Mature students do not have to meet these academic requirements. BIFE students are entitled to apply for means tested Further Education Grants provided they follow a FETAC programme as well as an OU Degree.

Progression:

In Ireland today and Europe there is a great demand for graduates in Social Science to enter the workforce in interesting and challenging ways.

Certification:

- Open University Honours Degree in Social Science Level 8 equivalence on NQF
- FETAC Level 5 Award

Course Co-ordinator:
Jenny Owens

Duration:
Three Years
May be taken over a longer period if desired



Health & Social Care

B. A. / B.Sc. (Hons) Level 8 Degree

Course Code:
OH

Certification:

- Open University Honours Degree in Health and Social Care Level 8 equivalence on NQF
- FETAC Level 5 Award

Description:

We offer you a preliminary FETAC course with year one and two of your degree. It covers a broad range of topics relevant to employment in the health and social care sectors. You will gain a critical understanding of policy, theory and practice in health and social care. The degree is closely attuned to priorities in the health and social care sectors which are vital to modern society today. By the end of your studies you will be able to evaluate your own and others roles in the context of policy developments, engage in developing strategic solutions, and recognise and value diversity and difference. All the courses you study put emphasis on crossing professional boundaries with a focus on the perspectives of the service user. There's lots of flexibility in your course selection. You can choose to focus on health, social care, or working with children and young people.

Programme of Study:

- Year 1** An Introduction to Health and Social Care (K101)
An Introduction to the Social Sciences and Social Change.
- Year 2** Challenging ideas in mental health, Social Care, Social Work and the Law, Medicine and society in Europe and many more.
- Year 3** Managing care, Research with children and young people, Communication in health and social care and many more.

Modules subject to change

Entry Requirements:

Applications are invited from highly motivated students. While there are normally no entry requirements for the OU, for the first year of this programme students will ideally have passed their Leaving Certificate or equivalent. Mature students do not have to meet these academic requirements. BIFE students are entitled to apply for means tested Further Education Grants provided they follow a Fetac programme as well as an OU degree.

Progression:

There are many opportunities for employment in Ireland and elsewhere today for those interested in working the health and social care area.

Course Co-ordinator:
Jenny Owens

Duration:
Three Years
May be taken over a longer period if desired



Security Studies

FETAC Level 5 Award

Course Code:
E4

Certification:

- FETAC Level 5 Award CSSXX

Description:

This course is designed to prepare students for employment in the security industry. The course material provides an introduction to the relevant areas of the industry in Ireland. An integral part of the course is the work placement, giving students on-the-job experience. This course can be a valuable addition to those who may apply to join An Garda Síochána, the Defence Forces or the Prison Services. It has been designed to meet the needs of the security industry. Under the Private Security Services Act 2004 all security personnel are required to register and obtain a licence. Students who pass Basic Guarding, Security Industry Awareness and Door Security Procedures may apply for a Security licence under the Private Security Services Act 2004.

Programme of Study:

- Security Systems and Procedures
- Safety and Health at Work
- Business Administration
- Legal Studies
- Door Security Procedures
- Basic Guarding
- Communications
- Work Experience
- Behavioural Studies
- Customer Service
- Security Industry Awareness
- Business Computing

Modules subject to change

Course Co-ordinator:
Charles Batt

Duration:
One year



Entry Requirements:

Leaving Certificate or its equivalent. The College will consider applications from mature students who do not meet these requirements. Students will be asked to attend for interview with two letters of reference

Progression:

Students can progress from this course to Institutes of Technology through the Higher Education Links Scheme on obtaining a full award.

Stenography - Realtime Writing / Captioning

FETAC Level 5 Award

Course Code:

S1(Year 1) ST(Year 2)

Certification:

- FETAC Level 5 Award in Business Studies BBSXX
- National Court Reporters Association (NCRA) R.P.R. (The International Registered Professional Reporters Examination), Year 2.

Description:

This course aims:

- To equip students with I.T. and stenograph skills which will facilitate the production of verbatim transcripts to international standards.
- To provide students with extensive practical experience in the use of CAT software (Computer Aided Transcription), ie: CaseCATalyst.
- To provide students with a level of understanding of the basic legal procedure which will enable them to perform their duties as competent stenographers.
- To acquire, through the Work Experience Programme, a knowledge of the working environment of the professional stenographer.

Programme of Study:

- | | |
|--|--|
| • Instruction in computer compatible theory | • Typewriting / Text Production |
| • Practice and intense speed building on Stenograph machine | • Word Processing |
| • Instruction and practice in computer transcribing software, ie: CaseCATalyst | • Typewriting from stenograph plated notes |
| • Production of verbatim transcripts | • Medical Studies |
| | • Legal Studies |
| | • Business Law |
| | • Communications |

Modules subject to change

Entry Requirements:

Leaving Certificate or equivalent is essential with Higher Level English. These requirements need not necessarily apply in the case of Mature Students. Places are limited and subject to interview.

Progression:

Graduates may progress to realtime reporting in the law courts, tribunals, conventions and realtime captioning with television companies. They are also eligible to progress to Higher Education Courses through the Higher Education Links Scheme (HELS)

Course

Co-ordinator:
Agnes Gallagher

Duration:

Two Years



Luathscríbhneoireacht cúirte; Scríbhneoireacht chomhuaineach; Fotheidealú teilifíse

FETAC Leibhéal 5

Course Code:

SG(Year 1) SC(Year 2)

Certification:

- FETAC Leibhéal 5 i Staidéar Gnó BBSXX

Aidhmeanna:

Chun scil na luathscríbhneoireachta i nGaeilge a thabhairt do na micléinn chun go mbeidís in ann taifid ar ghnáthchaint suas go dtí an luas 250 focal in aghaidh an nóiméid ionas go mbeadh siad in ann athscríbhinní a sholáthar do na cúirteanna agus d'imeachtaí eile m.sh. an teilifís. Soláthróidh an cúrsa tuiscint don mhacléinn ar an mbogearra a bheidh á úsáid sa mheaisín luathscríbhneoireachta, agus ar an gcaoi chun an foclóir a fheabhsú trí dhianchleachtadh. Chun gramadach Gaeilge an mhicléinn a fheabhsú agus cleachtadh agus taithí a thabhairt ar chanúintí na Gaeilge. Tabharfar oiliúnt do na micléinn ar chleachtais dlí sna cúirteanna agus an téarmaíocht atá in úsáid ag na breithiúna agus na dlíodóirí. Tabharfar taithí oibre do na micléinn i gcomhthéacsanna éagsúla sna cúirteanna, i bhfotheidealú agus in áiseanna do dhaoine le fadhbanna éisteachta.

Clár staidéir:

- | | |
|---|---|
| • Oiliúnt ar theoiric na meaisíní ríomhaireachta. | • mbeadh tuiscint ar an mbogearra a úsáidtear san athscríbhinn. |
| • Cleachtadh speisialta chun luas ar na meaisíní a bhaint amach | • Staidéar ar fhoclóir na n-ábhar seo: leigheas, dlí, gnó, cumarsáid. |
| • Oiliúnt ar chleachtadh chun athscríbhinn foirfe a sholáthar | • Staidéar speisialta ar ghramadach agus ar fhoclóir na Gaeilge. |
| • Modh oibre a mhíniú ionas go | |

Dul chun chinn:

Daoine a chríochníonn an cúrsa dhá bhliana seo le caighdeán sásúil sa luathscríbhneoireacht is féidir leo leanúint ar aghaidh agus dul ag obair sna cúirteanna, sna binsí fiosrúcháin, i gcomhdhálacha náisiúnta, fo-theidealú a dhéanamh do stáisiúin teilifíse agus cabhrú le mic léinn a bhfuil fadhbanna éisteachta acu sna hollscoileanna.

Riachtanais iontrála:

An Ard-Teist nó a chomhionann agus Grád C Ardeibhéal sa Ghaeilge.

Course

Co-ordinator:
Agnes Gallagher

Duration:

Dhá Bhliain





Higher Certificate in Office Administration and Computer Applications

FETAC. Level 6 Award

Course Code:
S3

Description:

If you have completed a Level 5 FETAC course or equivalent in office skills, business or computer studies this exciting new Level 6 FETAC Course will provide you with a high level of skills in office administration, communications and advanced computer applications. The aim of this course is to provide students with the knowledge base and skills that will prepare them for the challenges posed by the dynamic nature of the modern business environment.

Programme of Study:

Level 6 Modules:

- Advanced Word Processing
- Relational Database
- Business Management
- Web Authoring
- Communications
- Spreadsheets or Customer Service

Modules subject to change

Students may choose 4 Level 5 modules from the following:

- Text production
- Audio Transcription
- Book Keeping - Manual & Computerised
- Information and Administration
- Legal Studies/Business Law
- Payroll - Manual & Computerised

Modules subject to change

Entry Requirements:

Students must have successfully completed a FETAC Level 5 course in Office, Business or Computer Studies (or equivalent). Students with relevant work experience may also be considered for this course. Places are limited and subject to interview.

Progression:

Graduates are eligible to progress to higher education courses through the Higher Education Links Scheme (HELS)

Course Co-ordinator:
Tony Nolan

Duration:
One Year



Legal Secretary

FETAC Level 5 Award

Course Code:
S5

Description:

Course aims to:

- Prepare for employment as secretaries to the legal profession.
- Acquire the practical skills necessary in a modern legal office.
- Understand the various functions of an office with particular reference to I.T.
- Develop the necessary personal and interpersonal skill required of the office person.
- Acquire a basic knowledge of law necessary for effective legal secretary work.
- Acquire, through the Work Experience Programme, a knowledge of the world of work, experience of specific workplaces, and an opportunity of establishing contact with future employers.

Programme of Study:

- Legal Studies
- Office Procedures/Information & Administration
- Audio Transcription
- Communications
- Info. Technology
- Typewriting / Text Production
- Word Processing
- Book Keeping - Manual & Computerised
- Work Placement
- Customer Service

Modules subject to change

Entry Requirements:

Leaving Certificate or equivalent is essential, with at least Grade D in English. These requirements may not apply in the case of Mature Students. Places are limited and subject to interview.

Progression:

Graduates are eligible to progress to Higher Education Courses through the Higher Education Links Scheme (HELS)

Course Co-ordinator:
Tony Nolan

Duration:
One Year





Office Management & Information Technology

FETAC Level 5 Award

Course Code:
S6

Certification:

- FETAC Level 5 Award in Business Studies - Secretarial Award BBSSX
- City & Guilds Examination Institute

Description:

To enable students:

- Prepare for employment in the secretarial area with particular emphasis on a comprehensive study of computer applications and information technology.
- Understand the various functions of an office with particular reference to word-processing, database methods, spreadsheet methods and computer applications.
- Develop the necessary personal and interpersonal skills required of the office person.
- Acquire, through the Work Experience Programme, a knowledge of the world of work, experience of specific workplaces, and an opportunity of establishing contact with future employers.

Programme of Study:

- Information Technology
- Office Procedures/Information and Administration
- Typewriting/Text Production
- Word Processing
- Business Administration
- Book-keeping - Manual & Computerised
- Communications
- Audio Transcription
- Work Placement
- Customer Service

Modules subject to change

Course Co-ordinator:
Tony Nolan

Duration:
One year

Entry Requirements:

Leaving Certificate or equivalent is essential, with at least Grade D in English. These requirements may not apply in the case of Mature Students. Places are limited and subject to interview.

Progression:

Graduates are eligible to progress to Higher Education Courses through the Higher Education Links Scheme (HELS)



Medical Secretary

FETAC Level 5 Award

Course Code:
S7

Certification:

- FETAC Level 5 Business Studies - Secretarial / Award BBSSX
- City & Guilds Examination Institute.

Description:

This course aims to enable students:

- Prepare for employment as secretaries to the medical profession - general practice, dental practice, hospitals, health boards etc.
- Acquire the practical skills necessary in the different medical disciplines.
- Understand the various functions of an office with particular reference to information technology.
- Develop the necessary personal and interpersonal skills required of the office person.
- Acquire a basic knowledge of medicine necessary for effective medical secretary work.
- Acquire, through the Work Experience Programme, a knowledge of the world of work, experience of specific workplaces, and an opportunity of establishing contact with future employers.

Programme of Study:

- Medical Studies
- Office Procedures/Information & Administration
- Communications
- Information Technology
- Audio Transcription
- Work Placement
- Typewriting/Text Production
- Word Processing
- Book-keeping - Manual & Computerised
- Customer Service

Modules subject to change

Course Co-ordinator:
Tony Nolan

Duration:
One Year

Entry Requirements:

Leaving Certificate or equivalent is essential, with at least Grade D in English. These requirements may not apply in the case of Mature Students. Places are limited and subject to interview.

Progression:

Graduates are eligible to progress to Higher Education Courses through the Higher Education Links Scheme (HELS)





Advanced Office Skills

FETAC Level 5 Award

Course Code:
S2

Description:

This course aims to:

- Prepare students for Advanced Level Typewriting Examinations.
- Enable students acquire Teaching Method skills in Typewriting.
- Develop practical office skills to an Advanced Level.
- Develop an understanding of selected aspects of Business Administration and Taxation.

Programme of Study:

- | | |
|---------------------------------|--------------------------|
| • Typewriting (Adv.) | • Word Processing (Adv.) |
| • Information Technology (Adv.) | • Web Design |
| • Teaching Methods | • Business Management |
| • Desk top Publishing | • Work Placement |
| • Computerised Accounts/Payroll | • Marketing |
| • Relational Database | • Business Law |

Modules subject to change

Entry Requirements:

Applicants for this course must have previous secretarial training and/or have previous office experience.

Progression:

Graduates are eligible to progress to Higher Education Courses through the Higher Education Links Scheme (HELs)

Course Co-ordinator:
Tony Nolan

Duration:
One year



Repeat Leaving Certificate

Course Code:
R1

Certification:
• Leaving Certificate

Description:

Repeat Leaving Certificate Classes are offered at Honours Level in a wide range of subjects depending on demand. In certain subjects, students may be accommodated at ordinary level. Supervised Library Study facilities are provided for students throughout the day.

Programme of Study:

- | | |
|-------------------------|--|
| • Irish | • Biology |
| • English | • Physics |
| • Mathematics | • Chemistry |
| • History | • Home Economics (Social & Scientific) |
| • Geography | • Art |
| • French | • Music |
| • German | • Construction Studies |
| • Business Organisation | • Technical Drawing |
| • Accounting | |
| • Economics | |

Modules subject to demand & resources

Course Co-ordinator:
Eoin Ryan

Duration:
One Year



Entry Requirements:

1. A copy of most recent Leaving Certificate results must accompany all applicants.
2. Students must attend for interview with a parent/guardian
3. A commitment to excellent attendance is required on the course.
4. Only students who have completed the Leaving Certificate course will be considered.



Pass Leaving Certificate

Course Code:
R2

Certification:
• Leaving Certificate Pass

Description:

This course offers those who have never taken the Leaving Certificate a chance to undertake this important examination. All students can be assured of a friendly and supportive learning environment at Bray Institute of Further Education.

Programme of Study:

Leaving Certificate classes are offered in a wide range of subjects. The choice of subjects offered will depend on demand.

Course Co-ordinator:
Eoin Ryan

Duration:
One Year

Entry Requirements:

No formal qualifications are required. All applicants are required to attend an interview. Mature students are welcome.



Notes

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Bray Institute of Further Education

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Co. Wicklow Vocational Education Committee

