



lyit

Institiúid Teicneolaíochta Leitir Ceanainn
Letterkenny Institute of Technology

Letterkenny Institute of Technology is pleased to present its Prospectus for its Continuing Education Programme for 2009/2010.

Courses

LYIT CAMPUS

Department of Business Studies

[Bachelor of Arts in Administrative Management](#)

[Higher Certificate in Arts in Community Studies](#)

[Bachelor of Arts in Community Development](#)

[NCI Certificate in First Line Management](#)

[NCI Certificate in Personnel Practice \(CIPD\)](#)

[IATI Accounting Technician](#)

[Certificate in Preparatory Studies for Higher Education](#)

[Certified Payroll Technician](#)

[Certified VAT Technician](#)

[Let's Speak Irish \(Level 1\)](#)

[Let's Speak Spanish \(Level 1\)](#)

[Let's Speak More Irish \(Level 2\)](#)

[Let's Speak More Spanish \(Level 2\)](#)

Department of Design

[Introduction to Design Software](#)

[Introduction to Web Design](#)

[Digital Photography \(Beginners\)](#)

Department of Civil Engineering & Construction

[Computer Aided Draughting and Design using AutoCAD City & Guilds \(4353-02\) Level 3](#)

SCHOOL OF TOURISM, KILLYBEGS CAMPUS Contact Aisling (074) 9186615

Department of Tourism & Hospitality

[Certificate in ICT for Tourism / Hospitality Managers](#)

[National Apprentice Programme: Professional Restaurant & Bar Service](#)

[Marketing for Small Tourism Enterprises](#)

[Marine & Countryside Guiding](#)

[Supervisory Development](#)

[Certificate in Preparatory Studies for Higher Education](#)

Department of Gastronomy & Culinary Arts

[Bachelor of Arts in Culinary Arts](#)

[Total Immersion Chef Programme: Professional Cookery](#)

[National Apprentice Programme: Professional Cookery](#)

[EHOA – Primary Certificate in Food Hygiene](#)

[Management of Food Hygiene in the Hospitality Industry](#)

Department of Nursing

[Special Needs Assistant Certificate](#)

Special Needs Assistant Diploma
Care of the Older Person
Child Psychology 4-18 Years
Operating an Early Years Centre
Foundations Studies in Nursing
B.Sc. (Hons.) in Nursing ACCS
Higher Diploma in Science in Nursing

ACCS Courses - (Part-Time study by day)

Learners may avail of the ACCS (Accumulation of Credits and Certification of Subjects) scheme specifically designed for part-time study whereby learners advance at their own pace. This involves attending selected fulltime modules / programmes by day. Applications should be made to the relevant school / department.

School of Business Studies	(074) 9186206
School of Science	(074) 9186306
School of Engineering	(074) 9186406
School of Tourism	(074) 9186615
Department of Computing	(074) 9186306
Department of Nursing	(074) 9186383

The Application Process

Higher Certificate in Arts in Community Studies

Course Code	LY_BCOMB_C
Title & Award	Higher Certificate in Arts in Community Studies
Entry Requirements	Over 23 years of age or Leaving Certificate
Course Duration	6 hours per week for 24 weeks
Nights Proposed	Tuesday/Thursday evenings (Provisional)
Course Fee	€750

Content Details The aim of the course is to provide participants with an understanding of community development and action, and to offer community workers the opportunity to gain a recognised qualification in their own locality. The course content is broad in scope and will improve participants' wider employment prospects and serve as a foundation for further study.

Course Structure

Year 1	Foundation Module Communication Skills Community Development I Group Work Computer Applications Social Studies
Year 2	Data Collection / Research Methods Community Enterprise The Public Administrative System Community Development 2 Community Project (Management & Finance) Community Project

For further information please contact Lisa Devlin – Tel: 074 9186206

Email: lisa.devlin@lyit.ie

Bachelor of Arts in Community Development

Course Code	LY_BCOMB_B
Title & Award	Bachelor of Arts in Community Development
Entry Requirements	Higher Certificate in Arts in Community Studies or equivalent
Course Duration	6 hours per week for 24 weeks
Nights Proposed	To be confirmed
Course Fee	€1,200
Content Details	The course is part-time over two years. It is an add-on degree for graduates of the 'Higher Certificate in Arts in Community Studies'. It has been designed to enhance their employment prospects, not only in community work but also in the wider education, local development and management fields.

Course Structure

Year 1	Community Arts Conflict Resolution Education in Context Equality Studies Management in the Social Economy Sociology and Social Change
Year 2	Adult and Community Education Community Development 3 Gender Studies Peace Studies Research Methods and Dissertation Studies in Social Change

For further information please contact Lisa Devlin – Tel: 074 9186206

Email: lisa.devlin@lyit.ie

Certificate in First Line Management (Part-time & Day Release options)

Programme Description

This programme fully equips people with the necessary skills to be effective supervisors, team leaders and first line managers. The programme will give you the knowledge and skills to get better results in any supervisory role. First line management is always popular, because if you are working as a manager or supervisor with limited formal training, this programme provides a superb grounding in all the key skills you will need. This course was previously known as the NCI Diploma in First Line Management and it provides an ideal start to your management studies.

Who is the programme for?

The programme is aimed at those who have been recently appointed to supervisory positions and those planning to become a supervisor. Participants on the programme have come from every type of organisation and every type of industry sector.

Award and Progression

The Certificate in First Line Management is a Special Purpose Award (30 Credits) awarded by HETAC at Level 6 on the National Framework of Qualifications. This award will allow transfer to level 6 programmes on the NFQ. Graduates will be eligible to apply for the second year of the Higher Certificate in Business, subject to completing bridging studies in accounting.

Entry Requirements

This programme is designed to appeal to those at work or seeking to re-enter the workforce. There are no specific academic requirements with applicants considered based on relevant work and other experience. Under 23's will be assessed based on Leaving Certificate or equivalent.

Additional Information

This programme runs at various centres around the country through our National Campus Network. Course commences in September 2009.

Course Content:

Leadership & Communication

Interviewing Skills
Presentation Skills
Effective Leadership

Business Management

Role of the Manager
Business Planning
Quality Management
& Customer Care

Legal & Regulatory Environment

Principles of Irish Law
Employment Law
Employee Relations
Health & Safety

Fee information

€1,300 Part-time

€2,600 Day release

(Fees revised annually). The cost of fees can be spread with out direct debit plan.

Available as 2 years Part-time or 1 year Day Release in certain locations.

For Further Information Contact:

Apply online at www.ncirl.ie

or Contact:

The Admissions Team

Tel: 1850 221 721 Email: admissions@ncirl.ie

Certificate in Personnel Practice (CIPD)

Programme Description

This highly regarded and popular programme offers core skills and knowledge in human resource management and is designed to improve the practical performance of staff involved in HR related areas. The programme will cover key skills in recruitment and selection, managing performance and training and development. The programme structure gives the opportunity to apply the skills covered as you move through the programme and will improve your performance as you progress. The programme will benefit a wide range of people who need HRM skills to perform effectively.

Who is the programme for?

For managers wanting a better knowledge of personnel, people working in HR and people wishing to develop a career in HR. The wide range of participants from different industries and job roles will be a vital part of your learning experience. Note that the fast-track mode of delivery is more suitable for people with some existing knowledge of HR who are able to commit the time necessary for the more intensive nature of this schedule.

Award and Progression

CIPD Certificate in Personnel Practice. Graduates will be eligible to apply for associate membership of the Chartered Institute of Personnel and Development (CIPD). To qualify for the award and associate membership, a separate membership fee must be paid directly to CIPD.

Entry Requirements

This programme is designed to appeal to those at work or seeking to re-enter the workforce. There are no specific academic requirements, with applicants considered based on relevant work and other experience.

Additional Information

This programme runs at various centres around the country through our National Campus Network.

Course Content

- ... Recruitment and Selection
- ... Performance Management including Appraisal
- ... Training and Development
- ... Human Resource Planning/Organisational Context

Assessment is by means of four assignments and a work based project.

Duration

There are two different ways to do this programme:

Evening Option – This is one evening per week. This option will be available in October with the programme running until May.

Saturday Option – This is two Saturdays per month. This option will be available in October with the programme running until May.

Commencing October 2009

Annual Fees

€1,890

For Further Information Contact:

Apply online at www.ncirl.ie

or Contact:

The Admissions Team

Tel: 1850 221 721 Email: admissions@ncirl.ie

IATI Accounting Technician

Title IATI Accounting Technician
Award Professional Certification after completion of both Year 1 and Year 2 examinations, two years relevant work experience and the IATI's Computerised Accounting Assessment.

Entry Requirements Under 21 years of age: Leaving Certificate, 5 passes on ordinary level papers (grade D or better) or 4 passes of which at least two are on higher level papers (grade D or better). Passes must be obtained in English and Mathematics or Accountancy.
Mature Students: 21 years of age or older and have relevant work experience or a recommendation from your employer.

Course Duration 25 weeks per year over two years

Nights proposed Monday and Wednesday from 7.00 pm to 10.00 pm

Course Fee To be decided

Course details & Objectives

The IATI is one of the fastest-growing professional bodies in this country, with more than 4,800 members and 6,200 students. It was founded in 1983 to provide a recognised business qualification for ambitious young people working or planning to work in middle management or at support level in the accounting area. The Institute of Accounting Technicians is a partner body of the Institute of Chartered Accountants in Ireland, which means that it has close links with the accounting profession as a whole and with major employers. The IATI has offices and libraries in Dublin and Belfast and links with local networks throughout Ireland.

Subjects

Year 1

Financial Accounting I
Management Accounting
Business Management
Taxation I

Year 2

Financial Accounting II
Integrated Knowledge & Skills
Law & Ethics
Taxation II

Further Information Naomi McGrath, Registrar

Tel: 01-6377247

Email: naomi.mcgrath@iati.ie

“Members of the IATI receive ample exemptions from the senior accounting and taxation bodies in Ireland.”

Certificate in Preparatory Studies for Higher Education

Course Code	LL_PREPS
Title & Award	LYIT level 6 minor award
Entry Requirements	Over 23 years of age or Leaving Certificate
Course Duration	6 hours per week for 30 weeks
Nights Proposed	Tuesday/Thursday evenings 7.00 pm – 10.00pm
Course Fee	€300
Content Details	The course is intended for adult learners who have little or no formal education qualifications e.g. Inter or Leaving Certificate and who would like to ultimately continue to third level Education.
Course Structure	Communications Maths Introduction to Business Studies Information Technology Learning Skills Introduction to Computing

For further information please contact Brian McGonagle – Tel: 074 918 6170

Email: brian.mcgonagle@lyit.ie

Certified Payroll Technician Qualification

Course Code	LL_PAYTEC
Title & Award	Certificate in Payroll Techniques. Accredited by HETAC at level 6.
Suitable For	Those working in, or intending to work in, the payroll function. The course is designed to provide the skills necessary for payroll personnel to function efficiently and to provide a recognised qualification.
Course Aims & Objectives	This course is promoted by the Irish Payroll Association (IPASS) the professional body for those working in the payroll function. The course is aimed at all those working in, or intending to work in, the payroll function. It is designed to provide all the practical skills necessary for payroll personnel to operate efficiently and in compliance with Revenue regulations. This qualification is the leading payroll qualification in the Ireland.
Entry Requirements	No specific entry requirements. The full course notes are supplied and are written in a manner that the course is suitable for individuals who may not have experience of payroll before the course. Plenty of practical examples are used throughout the course to ensure all students build a thorough knowledge of the correct operation of payroll.
Course Duration	The course is held over two periods of ten weeks duration one night per week. The first ten weeks are from September to December and the second stage is from March to May.
Nights Proposed	Tuesday 7.00pm – 10.00pm
Course Fee	Each stage is priced at €495. The annual registration fee to IPASS is €100 and the annual fee to HETAC is €50.

Content Details

Stage 1 – September – December	Stage 2 – February - May
PAYE system – Operation and Calculation of PAYE, Tax Credits, Cumulative basis, Commencements & Cessations, Emergency basis, Week Ietc	PAYE system – Expenses, Tax free payments, Benefits in kind, Revenue audits, Termination payments, Pensions, etc
Employment Law – Terms of Employment, Payment of Wages, Organisation of Working Time, Protection of Part-time & Fixed Term workers	Employment Law – Minimum Wages, Protection of Young Persons, Maternity/Adoptive/ Parental/ Carer’s leave, Jury Service rules
PRSI system – The classification system, Contribution weeks, Rules and Exemptions	PRSI system – Taxable Social Welfare benefits, Company directors, foreign nationals, Irish employees working abroad, etc

Examinations	Each stage concludes with examinations held in December and May with the Certificate being issued to those who successfully complete both stages.
Applications	Applications should be made on the application form at this link: http://www.lyit.ie/courses/continuing_ed/index_continuing_ed.html and sent to Irish Payroll Association, IPASS House, H4 Centrepoint Business Park, Oak Road, Dublin 12. Tel (01) 4089100 Fax (01) 4089102 Email ask@ipass.ie Web www.ipass.ie

Certified VAT Technician Qualification

Course Code	LL_VATTEC
Title & Award	HETAC accredited Level 6 Certificate in VAT Techniques.
Suitable For	Those working in, or intending to work in an office environment, dealing with VAT returns and compliance. The course is designed to provide the skills necessary for graduates to deal with VAT issues efficiently and effectively.
Entry Requirements	No specific entry requirements. The full course notes are supplied and are written in a manner that the course is suitable for individuals who may not have experience of operating VAT before the course. Plenty of practical examples are worked through in the classes.
Course Duration	The course is held over two periods of ten weeks duration one night per week. The first ten weeks are from September to December and the second stage is from March to May. Each stage concludes with examinations held in December and May with the Certificate being issued to those who successfully complete both stages.
Nights Proposed	Wednesday 7.00pm – 10.00pm
Course Fee	Each stage is priced at €495. The annual registration fee to IPASS is €100 and the annual fee to HETAC is €50.

Content Details

Stage 1 – September – December	Stage 2 – February – May
Registration, Principles, Books and Records, Supply of Goods and Supply of Services, Deductible and non deductible VAT, Imports and Exports, Intra community acquisitions, Inter Community Supplies, VAT invoices and credit notes.	Triangulation, VAT on services from abroad, VAT on Construction, Accounting for VAT Fourth Schedule Services, Section 13A relief, VAT on Finance agreements, Repayments to unregistered persons, Introduction to VAT on property, Completion of an ARTD.

Course Aims & Objectives

The IPASS Certified VAT Technician (CVT) qualification is a superb qualification which is designed to provide students with a comprehensive understanding of the operation of the Irish VAT system. The course assumes no prior knowledge of VAT on the part of students and it introduces them in a logical and progressive manner to the VAT implications and treatment of a huge range of business transactions. Starting with first principles, the course explains the basic principles of the Irish VAT system, for all kinds of businesses from sole traders to multinational organisations and includes State and Semi State bodies and VAT exempt institutions. Students will receive a comprehensive course manual written in non technical language, which explains in detail, the workings of the Irish VAT system and which contains numerous practical examples and exercises.

Applications

Applications should be made on the application form at this link: http://www.lyit.ie/courses/continuing_ed/index_continuing_ed.html and sent to Irish Payroll Association, IPASS House, H4 Centrepoint Business Park, Oak Road, Dublin 12. Tel (01) 4089100 Fax (01) 4089102 Email ask@ipass.ie Web www.ipass.ie

Let's Speak Irish Level (I)

Course Code	LL_IRISH
Title	Conversational Irish (Level I)
Award	None
Entry Requirements	No previous knowledge required
Course Duration	2 hours per week for 20 weeks
Night Proposed	Monday 7.30 pm – 9.30 pm
Course Fee	€ 300
Content Details	This course will use communicative methods (no formal grammar) to give learners a basic competence in reading, writing, listening to and speaking Irish in everyday situations.

For further information please contact Peter Dobson – Tel: 074 9186063

Email: peter.dobson@lyit.ie

Let's Speak Spanish (Level I)

Course Code	LL_SPANISH
Title	Conversational Spanish (Level I)
Award	None
Entry Requirements	No previous knowledge required
Course Duration	2 hours per week for 20 weeks
Night Proposed	Wednesday 7.30 pm – 9.30 pm
Course Fee	€300
Content Details	This course will use communicative methods (no formal grammar) to give learners a basic competence in reading, writing, listening to and speaking Spanish in everyday situations introducing them to a background knowledge of Spain and Spanish customs.

For further information please contact Peter Dobson – Tel: 074 9186063

Email: peter.dobson@lyit.ie

Let's Speak More Irish (Level 2)

Course Code	LL_IRISH2
Title	Conversational Irish (Level 2)
Award	None
Entry Requirements	No previous knowledge required
Course Duration	2 hours per week for 20 weeks
Night Proposed	Wednesday 7.30 pm – 9.30 pm
Course Fee	€300
Content Details	This course is suitable for students who attended level 1 and who would like to develop their speaking and listening skills in order to improve fluency and confidence.

For further information please contact Peter Dobson – Tel: 074 9186063

Email: peter.dobson@lyit.ie

Let's Speak More Spanish (Level 2)

Title	Conversational Spanish (Level 2)
Award	None
Entry Requirements	No previous knowledge required
Course Duration	2 hours per week for 20 weeks
Night Proposed	Monday 7.30 pm – 9.30 pm
Course Fee	€300
Content Details	This course is suitable for students who attended level 1 and who would like to develop their speaking and listening skills in order to improve fluency and confidence.

For further information please contact Peter Dobson – Tel: 074 9186063

Email: peter.dobson@lyit.ie

Introduction to Design Software

Course Code	LL_DESIGNSO
Title	Introduction to Design Software
Award	None
Entry Requirements	Basic appreciation of Photography & Graphic Design
Course Duration	2 Hours per week for 12 weeks
Night Proposed	Wednesday
Course Fee	€250
Course Details	Learners will be introduced to the characteristics of Adobe Photoshop Illustrator & InDesign as used by Graphic Designers in Industry.

For further information please contact Peter Dobson – Tel: 074 9186063

Email: peter.dobson@lyit.ie

Please note that this class is limited to a maximum of 15 participants

Introduction to Web Design

Course Code	LL_WebI
Title	Introduction to Web Design
Award	None
Entry Requirements	Computer literacy is desirable
Course Duration	2 hours per week for 15 weeks
Night Proposed	Thursdays 7.00pm – 9.00pm
Course Fee	€250
Course Details	Basic understanding of HTML, page layout and a web authoring package. Introduction to including graphics on a web page. Optimisation of images, audio and type for the web. The finished product will be a basic web site.

For further information please contact Peter Dobson – Tel: 074 9186063

Email: peter.dobson@lyit.ie

Please note that this class is limited to a maximum of 15 participants

Digital Photography (Beginners)

Course Code	LL_DIGITAL
Title	Digital Photography I
Award	None
Entry Requirements	Prior experience of Photography an advantage but not necessary
Course Duration	2 hours per week for 10 weeks
Night Proposed	Tuesday 7.00pm – 9.00pm
Course Fee	€150
Course Details	<ul style="list-style-type: none">• An introduction to digital processes.• How to exploit the digital medium.• The digital camera.• Hardware & Software

For further information please contact Peter Dobson – Tel: 074 9186063

Email: peter.dobson@lyit.ie

Please note that this class is limited to a maximum of 15 participants

Computer Aided Draughting and Design using AutoCAD (4353-02) 2D Level 3

Course Code	LL_CADDB
Title & Award	City and Guilds 4353-02 2D Level 3 Certificate Computer Aided Draughting and Design using AutoCAD
Entry requirements	Basic AutoCAD knowledge is essential
Course Duration	3 hours per week for 30 weeks
Night proposed	Tuesday 7.00 pm – 10.00 pm
Course Fee	€800 (Including examination fee)
Course Details	<p>As the cost of information storage plummets, and the speed at which computers can process information increases, so the use of microprocessors in drawing and design is changing.</p> <p>The graphical representation of ideas, plans and instructions is being produced on computer, using CAD packages. CAD packages can be specifically used for the design of cars, boats, all types of buildings and in many other areas of design. CAD packages have essentially replaced more traditional methods of draughting and design.</p>
Content includes	<p>The participants will acquire a comprehensive understanding of the principles of:</p> <ol style="list-style-type: none">1. Personal computer hardware and software.2. A working knowledge of Windows.3. How to use AutoCAD, the software package that has become the computer-aided design industry standard throughout the world4. How to draw precision drawings using AutoCAD5. How to store and organise information on computer disc.6. How to plot drawings to a variety of scales whether supplied or stored on disc.
Subject/Sections	<ol style="list-style-type: none">1. Systems requirements and configuration2. Drawing set up and drawing aids3. Operational efficiency4. Drawing and editing5. Dimensioning and cross hatching6. Drawing display and plotting
Examinations	Summer examinations will take place in May 2010

For further information please contact Peter Dobson – Tel: 074 9186063

Email: peter.dobson@lyit.ie

Certificate in ICT for Tourism / Hospitality Managers

Course Code	LL_CTHM
Award	Students who successfully pass four modules will be awarded a Special Purpose HETAC Level 6 Certificate.
Entry Requirements	The profile of the person who would undertake the programme would be a manager / owner of a small tourism enterprise who is responsible for the management of an enterprise, which utilises a number of information and communications technology applications on a daily basis.
Course Duration	One day per week for 15 weeks (Sept – Jan)
Day Proposed	Tuesday from 9.30 am to 1.30 pm each day
Course Fee	€150.00
Course Details	<p>This programme will contribute to the academic and professional development of tourism and hospitality practitioners ensuring that they will make an enhanced contribution to their own enterprises in the area of ICT management.</p> <p>The main aim of the programme is to provide training on the use and management of information technology applications for owners / managers of small tourism and hospitality businesses.</p>
Modules	Core Modules Hospitality / Tourism ICT Applications Website Development and Maintenance On-line Selling Working with IT staff and 'Outside Experts'
Examinations	Modules are examined by portfolio and practical exercises.
Further Information	Ciarán Ó hAnnracháin, Head of Department – Hospitality and Tourism Tel: 074 9186603. Email: ciaran.ohannrachain@lyit.ie

National Apprenticeship Programme: - Professional Restaurant and Bar Service

Course Code	LY_TPRBS_F
Award	Students who successfully pass four modules will be awarded a FETAC Level 6 Certificate. Students who successfully pass individual modules will be awarded a Single Subject Certificate.
Entry Requirements	Students who are currently working in the Hospitality Industry, and who are at least 19 years of age.
Course Duration	One day per week for 12 / 18 months
Day Proposed	Monday from 9.00 am to 4.30 pm each day
Course Fee	There are no fees for this course
Course Details	The Professional Restaurant and Bar Service Programme is a day-release on-the-job training modular programme: students can complete the full programme or selected individual modules as appropriate.
Modules	Core Modules Casual Dining The Business of Customer Care Bar Operations Optional Modules Fine Dining Wine Studies
Examinations	Most modules are examined by portfolio, examinations take place in January and May each year.
Further Information	Ciarán Ó hAnnracháin, Head of Department – Hospitality and Tourism Tel: 074 9186603. Email: ciaran.ohannrachain@lyit.ie

Marketing for Small Tourism Enterprises

Course Code	LY_TMSTE_F
Award	Students who successfully pass both modules will be awarded a Special Purpose FETAC Level 6 Certificate.
Entry Requirements	Students who are currently working in the Hospitality or Tourism Industry, and who are at least 19 years of age.
Course Duration	One ½ day per week for 12 months
Day Proposed	Monday or Tuesday from 9.00 am to 1.00 pm each day
Course Fee	€100.00
Course Details	<p>This programme is aimed at enhancing the marketing skills of proprietors / managers of small to medium tourism enterprises. It will help participants identify a marketing approach that will lead to more satisfied customers and a well organised and efficient enterprise.</p> <p>The programme is particularly suited to those involved in the operations of tourist attractions, heritage centres, restaurants, craft shops and other tourism businesses.</p>
Core Modules	Marketing in the Tourism Environment & Marketing Communications and Promotion
Examinations	Modules are examined by portfolio, examinations take place in January and May each year.
Further Information	Ciarán Ó hAnnracháin, Head of Department – Hospitality and Tourism Tel: 074 9186603. Email: ciaran.ohannrachain@lyit.ie

Marine and Countryside Guiding

Course Code	LL_MCG
Award	Students who successfully pass four modules will be awarded a Special Purpose FETAC Level 6 Certificate.
Entry Requirements	Participation in the programme is open to people currently involved in providing services to special interest markets.
Course Duration	One to two days per week for 30 weeks
Day Proposed	Monday or Tuesday from 9.00 am to 4.30 pm each day
Course Fee	€250.00 approx
Course Details	<p>This programme will provide the professional, social, technical and administrative skills necessary to offer a quality service to domestic and overseas visitors.</p> <p>Successful participants will be eligible to apply for a Local Guide Badge issued by Fáilte Ireland.</p>
Core Modules	<p>Tourism, marketing and Customer Care Group Guiding Skills Basic European Language</p> <p>Optional Modules Hill Walking Guide Local Guide</p>
Examinations	Most modules are examined by portfolio and practical exercises, examinations take place in January and May each year.
Further Information	<p>Ciarán Ó hAnnracháin, Head of Department – Hospitality and Tourism Tel: 074 9186603. Email: ciaran.ohannrachain@lyit.ie</p>

Supervisory Development

Course Code	LY_TSDEV_F
Award	Students who successfully complete the programme will be awarded a Special Purpose FETAC Level 6 Certificate.
Entry Requirements	Participation in the programme is open to individuals 21 years or older who have a level of education, experience and/or qualifications which in the opinion of their employers and interviewers is sufficient to undertake this programme.
Course Duration	One day per week for 30 weeks
Day Proposed	Monday or Tuesday from 9.00 am to 4.30 pm each day
Course Fee	€100.00
Course Details	This programme is offered to individuals who wish to develop their supervisory skills, preparing participants for a position as department head or supervisor in a tourism or hospitality business.
Core Modules	Supervisory Management Skills Human Resource Management Trainers in Industry Skills Sales and Marketing for the Tourism Industry Total Quality Management Labour Law Information Technology Book-keeping and Accounts
Examinations	Most modules are examined by portfolio and practical exercises, examinations take place in January and May each year.
Further Information	Ciarán Ó hAnnracháin, Head of Department – Hospitality and Tourism Tel: 074 9186603. Email: ciaran.ohannrachain@lyit.ie

Certificate in Preparatory Studies for Higher Education

Course Code	LL_PREPS
Title & Award	HETAC level 6 minor award
Entry Requirements	Over 23 years of age or Leaving Certificate
Course Duration	20 hours per week for 30 weeks
Days Proposed	Monday – Friday 9.00 am – 1.00pm
Course Fee	€300
Content Details	The course is intended for adult learners who have little or no formal education qualifications e.g. Inter or Leaving Certificate and who would like to ultimately continue to third level.
Course Structure	Semester 1 Communications Maths Introduction to Business Studies Semester 2 Information Technology Learning Skills Introduction to Computing
Further Information	Brian McGonagle Access Officer Tel: 074 918 6170. Email: brian.mcgonagle@lyit.ie

Bachelor of Arts in Culinary Arts

Course Code	Ly-GCART_D						
Award	Students who successfully complete this programme will be awarded a HETAC Level 7 Certificate.						
Entry Requirements	Students should have successfully completed the Advanced Certificate in Professional Cookery (FETAC Level 6) or equivalent, and have at least one year's relevant post advanced national certificate industrial experience.						
Course Duration	1 or 2 days per week for 2-3 years						
Day Proposed	Monday and or Tuesday 9.00am-5.00pm						
Course Fee	Details on request						
Course Details	Bachelor of Arts in Culinary Arts is a day-release module programme which is designed to provide students with the knowledge, skills, and competencies to be effective team leaders and production specialists.						
Modules	<table><thead><tr><th><u>Savoury</u></th><th><u>Pastry</u></th></tr></thead><tbody><tr><td>Classical & Contemporary Specialised Kitchen & Larder</td><td>Pastry and Confectionary 1 Pastry and Confectionary 2</td></tr><tr><td colspan="2">Gastronomy Food Product Development Culinary Leadership & Training Work-based Learning Synoptic Study</td></tr></tbody></table>	<u>Savoury</u>	<u>Pastry</u>	Classical & Contemporary Specialised Kitchen & Larder	Pastry and Confectionary 1 Pastry and Confectionary 2	Gastronomy Food Product Development Culinary Leadership & Training Work-based Learning Synoptic Study	
<u>Savoury</u>	<u>Pastry</u>						
Classical & Contemporary Specialised Kitchen & Larder	Pastry and Confectionary 1 Pastry and Confectionary 2						
Gastronomy Food Product Development Culinary Leadership & Training Work-based Learning Synoptic Study							
Examinations	Most modules have a combination of continuous assessment and end of year examinations.						
Further Information	Deirdre McCole, Head of Department – Culinary Arts Tel: 074 9186604. Email: deirdre.mccole@lyit.ie						

Total Immersion Chef Programme – Professional Cookery

Award	Students who successfully complete this programme will be awarded a FETAC level 6 Advanced Certificate in Professional Cookery.
Entry Requirements	Career changers who wish to undertake rigorous practical cookery training, based on the Culinary Institute of America model. Employees who currently working in the Hospitality Industry and anxious to gain formal qualifications.
Course Duration	6 months – three days per week in college and two days in industry 3 months – industry internship
Days Proposed	To be confirmed
Course Fee	There are no fees for this course
Course Details	An intensive programme designed to be delivered in an innovative manner combining theory and practice. Subjects include: - Culinary Skills and Standards; Food Safety and Nutrition; European, Mediterranean and Global Cuisine; Pastry; Gastronomy; larder; Culinary Science and Technology; Restaurant Service and Communications.
Examinations	Most modules are examined by continuous assessment and in class tests with formal examinations at the end of the programme.
Further Information	Deirdre McCole, Head of Department – Culinary Arts Tel: 074 9186604. Email: deirdre.mccole@lyit.ie

National Apprenticeship Programme – Professional Cookery

Course Code	LY_GAPCK_F
Award	Students who successfully complete this programme will be awarded a FETAC level 6 Advanced Certificate in Professional Cookery.
Entry Requirements	Employees who currently working in the Hospitality Industry and anxious to gain formal qualifications.
Course Duration	One or two days per week for three years.
Day Proposed	To be confirmed.
Course Fee	There are no fees for this course.
Course Details	The NAP's Professional Cookery Programme is a day-release on-the- job modular programme.
Examinations	Most modules are examined by continuous assessment and in class tests with five formal examinations over the three years.
Further Information	Deirdre McCole, Head of Department – Culinary Arts Tel: 074 9186604. Email: deirdre.mccole@lyit.ie

EHOA – Primary Certificate in Food Hygiene

Course Code	LL_PCFH
Award	Students who successfully complete this programme will be awarded a certificate from the Environmental Health Officers Association.
Entry Requirements	Employees who are currently working in the Hospitality Industry and require food safety certification.
Course Duration	Four x 2 hour sessions or eight x 1 hour sessions.
Day Proposed	To be confirmed.
Course Fee	€75.00
Course Details	The objective of the programme is to create an awareness and knowledge in food workers of the importance of food hygienic practice
Examinations	A one hour examination with multiple choice and short answer questions.
Further Information	Deirdre McCole, Head of Department – Culinary Arts Tel: 074 9186604. Email: deirdre.mccole@lyit.ie

Management of Food Hygiene in the Hospitality Industry

Course Code	LL_MFHHI
Award	All participants who successfully complete this programme will be awarded a certificate from the National Hygiene Partnership.
Entry Requirements	The programme is designed for managers and or supervisors working in the Hospitality Industry. It will give practical hands on advice on what you can do to raise the standard of food hygiene in your workplace.
Course Duration	Eight x 3 hour sessions.
Day Proposed	To be confirmed
Course Fee	€250.00
Course Details	In order to achieve the necessary standards of food hygiene, training of all employees in the hospitality industry is essential. Managers and supervisors must first gain the knowledge and skills themselves and then organise on going training for their staff.
Examinations	A two hour paper with multiple choice and essay type questions.
Further Information	Deirdre McCole, Head of Department – Culinary Arts Tel: 074 9186604. Email: deirdre.mccole@lyit.ie

Special Needs Assistant Certificate Course

Course Code LL_SPNEDS

Title Certificate in Special Needs Assistant Training

Award

- FETAC Level 5 Component Certificate in *Understanding Special Needs*
- FETAC Level 5 Component Certificate in *Special Needs Assisting*
- Certificate in *Special Needs Assistant Training* (The College of Progressive Education in association with Froebel College)

Who should apply Those people who are working, or planning to work, with children with special needs in a paid or voluntary capacity.

Entry Requirements Minimum age 17 years. Learners must be fluent English speakers. Junior cert including English, Irish and Maths required for permanent posts with Dept. of Education.

Work Experience Learners must complete at least 30 hours working with individuals with special needs under the age of 18 in a supervised setting. This work experience may be of a paid or voluntary nature.

Course Duration 18 evenings 7pm to 9.30pm one evening per week and three Saturdays. (Total 60 hours)

Night Proposed Tuesday

Course Fee € 975

Content Details *This course aims to:*
Meet the training needs of those working or volunteering as special needs assistants
Develop skills, knowledge and understanding of the role of the special needs assistant
Promote good practice amongst those working with special needs children

Course Syllabus
Child Development
Equal Opportunities
Child Protection
The Role of the Special Needs Assistant
Behaviour Management
Disability Studies
Communication & Language Development
Health & Safety
Art and Crafts

Assessment Methods
Learners will produce a portfolio of work containing projects, diary of work experience, assignments and assessment of practical skills.

Further Information www.progressivecollege.com

Special Needs Assistant FETAC Level 6/ Froebel Diploma Course

Course Code	LL_SPNEDS
Title Award	Special Needs Assistant <ul style="list-style-type: none">• FETAC Level 6 Component Certificate <i>Special Needs Assistant</i>.• College of Progressive Education in association with Froebel College <i>Diploma in Special Needs Assistant</i>. <p>The Froebel diploma is only awarded to those who have also successfully completed the Froebel certificate course with The College of Progressive Education.</p>
Who should apply	Those people who are working, or planning to work, with children with special needs in a paid or voluntary capacity.
Entry Requirements	Learners must be fluent English speakers. Junior cert including English, Irish and Maths required for permanent posts with Dept. of Education.
Work Experience	Learners eligible to complete the Froebel diploma must complete at least 50 hours work experience in a supervised special needs setting with individuals under the age of 18. This work experience may be of a paid or voluntary nature.
Course Duration	6 Saturdays over approximately 4 months (30 hours). Learners will be expected to undertake a number of hours of self-directed learning.
Night Proposed	TBA
Course Fee	€ 700
Content Details	<i>This course aims to:</i> Enable learners to further develop the knowledge and skills gained on the FETAC Level 5/Froebel Special Needs Assistant course Explore aspects of the role in more detail in order to enhance their effectiveness when working with children with special needs.
Course Syllabus	Individual Education Programmes/Plans Primary School Curriculum Secondary School Curriculum Information Technologies available for the child with a specific special need Visual Arts Curriculum focusing on Music and Drama Literacy skills when working with children with special needs Personal and Professional Development Job/ Interview skills
Assessment Method	Learners will produce a portfolio of work containing projects, diary of work experience (if applicable) and assignments
Further Information	www.progressivecollege.com

Care of the Older Person

Course Code	LL_CARE
Title	Care of the Older Person
Award	FETAC Level 5 Component Certificate in <i>Care of the Older Person</i> Certificate in <i>Care of the Older Person</i> (The College of Progressive Education)
Who should apply	Those people who are working, or planning to work, with the elderly in a paid or voluntary capacity.
Entry Requirements	No specific qualifications required but potential learners would benefit from having experience working with older people.
Work Experience	40 hours work experience working in a nursing home/day-care/community centre during this course is highly recommended but not mandatory. Nursing homes/hospitals will require learners to have completed a manual handling course before being accepted on work experience.
Course Duration	12 evenings 7pm to 9.30pm one evening per week and two Saturdays. (Total 40 hours)
Night Proposed	Tuesday
Course Fee	€ 600
Content Details	This course aims to: Demonstrate good work practices in the provision of care for older people Understand the concept of the ageing process Be able to meet the needs of older people in a variety of care settings Enhance the quality of life of the older person
Course Syllabus	The Ageing Process Care Settings Working with the Older Person Caring for Older People with Specific Needs
Assessment Methods	FETAC assessments, work-based assignments and skills demonstration
Further Information	www.progressivecollege.com

Child Psychology 4-18 Years

Title	Child Psychology 4-18 Years
Award	FETAC Level 6 Component Certificate in <i>Child Psychology 4-18 Years</i> . College of Progressive Education Advanced Certificate in Child Psychology
Who should apply	Crèche/playgroup staff, nannies, parents, childminders and teachers would find this course beneficial
Entry Requirements	No specific qualifications required but potential learners would benefit from having experience working with children.
Work Experience	30 hours work experience in a childcare setting e.g. pre-school, crèche, school or youth club is highly recommended but not required.
Course Duration	15 evenings 7pm to 9.30pm one evening per week and two Saturdays. (Total 48 hours)
Night Proposed	TBA
Course Fee	€ 700
Content Details	This course aims to: Help the learner develop new ideas and competence that can be utilised in the workplace Promote good practice in relation to interaction with children and adolescents
Course Syllabus	Development of personality and knowledge of self Gender-consciousness Development of language and communication skills How children and young people develop and maintain relationships The role of computer-based activities at home and in the classroom The impact of transition and change in children's lives The impact of continuity and security in the lives of children and adolescents
Assessment Methods	FETAC assessments, work-based assignments and skills demonstration
Further Information	www.progressivecollege.com

Operating an Early Years Centre

Title	Operating an Early Years Centre
Award	FETAC Level 5 Component Certificate in <i>Operating an Early Years Centre</i> . College of Progressive Education Certificate in Operating an Early Years Centre.
Who should apply	Individuals involved in the running of an ECCE (Early Childhood Care and Education) centre. This could be a crèche, pre-school, parent and toddler group or childminding service.
Entry Requirements	No specific qualifications required
Work Experience	25 hours work experience in an early years centre recommended but not required.
Course Duration	12 evenings 7pm to 9.30pm one evening per week and two Saturdays. (Total 40 hours)
Night Proposed	Tuesday
Course Fee	€ 600
Content Details	<i>This course aims to:</i> Develop awareness of the issues involved in supervision and administration of an ECCE setting Make learners aware of their responsibilities with regard to children, parents, staff and committees Develop good employment practice Show learners how to develop policies, procedures and action plans
Course Syllabus	Employment law: right of employees and responsibilities of employers Keeping employment records for tax purposes Efficient operation of financial and physical resources Accessing potential funding Maintaining accurate accounts Recruiting, interviewing and inducting new staff Working with staff, parents and committees Formulating and implementing policies and procedures Complying with statutory and non-statutory requirements
Assessment Methods	Learners will complete a portfolio containing: A plan for an event An integrated assignment An outline budget projection
Further Information	www.progressivecollege.com

Foundations Studies in Nursing

Title	Foundations Studies in Nursing – Level 7
Award	Foundations Studies in Nursing Certificate
Entry requirements	Registration or eligibility to register as a Nurse with An Bord Altranais
Course Duration	This four-module course is offered on a part-time basis over one year. A module takes 3 to 4 hours per week of class study.
Course Fee	Currently under review Examination fee €13 per exam per subject
Course Details	This course is offered under the ACCS (Accumulation of Credits and Certification of Subjects) Scheme of HETAC whereby credits for each module can be obtained individually and accumulated so that on successful completion of all modules, a Foundations Studies Certificate (Level 7) may be awarded.

The following Modules of Study are offered:

Introduction to Research

Contemporary Nursing

Introduction to Sociology and Psychology in Nursing

Introduction to Human Physiology

Students are offered this HETAC course on a modular basis, during the day/evening. Students may include nurses who wish to proceed to a Bachelor Degree in Nursing (Honours), or those wishing to upgrade their knowledge in particular areas. The course may also be of interest to Nurses on a single subject basis. Please note that programme provision depends on an adequate uptake of places.

For further information Contact:

Head of Department of Nursing and Health Studies,

Dr. Maura Pidgeon, maura.pidgeon@lyit.ie

074 9186303

Or

Continuing Nurse Education Facilitator,

Ms. Louise McBride RGN, RNT, MSc in Nursing, PG CHSE

louise.mcbride@lyit.ie

074 9186383

B.Sc. (Hons.) in Nursing ACCS

Title Bachelor of Science (Honours) in Nursing

Award Bachelor of Science (Honours) in Nursing from HETAC

Entry requirements

1. Registration or eligibility to register as a Nurse with An Bord Altranais
2. Direct entry to the degree will be provided for candidates who possess a three-year pre-registration National Diploma in Nursing or the equivalent.

Course Duration This six-module course is offered on a part-time basis over three terms (one and half years). A module takes 3 hours per week of class study.

Course Fee Currently under review
Examination fee €13 per exam per subject

Course Details This course is offered under the ACCS (Accumulation of Credits and Certification of Subjects) Scheme of HETAC whereby credits for each module can be obtained individually and accumulated so that on successful completion of all modules, a B.Sc. in Nursing may be awarded.

The following Modules of Study are offered:

Mandatory Modules:

(Students must complete 3 of the 4 listed modules)

Contemporary Issues in Nursing

Research Skills in Nursing Practice

Applied Physiology and Pathophysiology

OR

Applied Social and Behavioural Science

Elective Modules:

(Students complete three of the following listed elective modules)

Leadership and Management in Clinical Practice

Interpersonal Skills in Healthcare

Law and Nursing
Social and Health Policy
Quality Issues in Health Care Practice
Diversity and Equality in Healthcare
Contemporary Issues in Promoting Health
Teaching and Assessment in Clinical Practice
Concepts of High Dependency Nursing
Contemporary Issues in Mental Health
Contemporary Issues in Intellectual Disability Nursing
Applied Pharmacology in Practice
Foundations in Care of Older Person
Principles of Care for High Dependency Patients
Contemporary Issues in Community Nursing

Special Regulations:

Students must complete mandatory subjects and three elective subjects. Students are offered this Higher Education and Training Awards Council course on a modular basis, during the day. The course may also be of interest to Nurses on a single subject basis.

Please note that programme provision depends on an adequate uptake of places.

For further information contact:

Head of Department of Nursing and Health Studies,
Dr. Maura Pidgeon, maura.pidgeon@lyit.ie
074 9186303

Or

Continuing Nurse Education Facilitator,
Ms. Louise McBride, louise.mcbride@lyit.ie
074 9186383

Higher Diploma in Science in Nursing

Title	Higher Diploma in Science in: <ul style="list-style-type: none">- Accident & Emergency Nursing- General Nursing (Older Person)- Mental Health Nursing (Adult)
Award	Higher Diploma in Science in Nursing (Specialist Practice) from Letterkenny Institute of Technology
Entry requirements	<ol style="list-style-type: none">1. Registration or eligibility to register as a Nurse with An Bord Altranais2. Two years post registration experience, six months of which is in the area of intended specialisation.3. Candidates must be employed in the relevant speciality for the duration of their course.
Course Duration	These modularised courses are offered on a part-time basis over one year. The programme comprises of core modules, specialist modules and a taught clinical placement in specialist practice.
Course Delivery	Part-time day release
Course Fee	Currently under review Examination fee €13 per exam per subject
Course Details	<p>These HETAC approved courses aim to enable nurses develop specialist knowledge and skills with which to function effectively as healthcare providers within their area of expertise. The courses comprise a set of core modules, which are common to all pathways and have the potential to be delivered to interdisciplinary student groups.</p> <p>Core Modules for Higher Diploma in Science in Specialist Practice include the following:</p> <p>Contemporary Issues in Specialist Practice Applied Research Physiology & Pathophysiology (Accident & Emergency strand)</p> <p>Or</p> <p>Management & Communication Principles (General Nursing Older Person and Mental Health Adult strands)</p> <p>Specialist Modules – Accident & Emergency Nursing</p> <p>Trauma nursing Emergency Surgical nursing Medical & Psychiatric Emergencies Taught clinical Placement in accident & emergency nursing.</p> <p>Specialist Modules – General Nursing Older Person</p> <p>Foundations in Gerontological nursing Advances in Gerontological nursing Specialist Practices Issues Gerontology Taught clinical placement in gerontology nursing</p>

Specialist Modules – Mental Health Nursing (Adult)

Contemporary Mental Health Nursing (shared)

Therapeutic Interventions in Mental Health

Exploratory of Patient Experience

Taught clinical placement in mental health nursing (adult)

Clinical Placements in Specialist Practice

Students will gain practical experience and learning within their chosen speciality by means of 975 hours of specialist clinical experience, inclusive of 250 hours that is clinically supervised and assessed for clinical competency.

Placements will be arranged in a range of care settings relevant to the chosen specialist nursing practice.

- Special Requirements:**
1. Students must complete core module subjects, specialist module subjects and the clinical placement in the chosen specialist nursing practice areas.
 2. Students are required to work in the relevant speciality for the duration of their course.
 3. External placements are negotiated with outside agencies as required.
 4. The courses are offered subject to service needs analysis and sufficient student uptake.

These Higher Diploma Courses are offered on a part-time basis. Students may include nurses who wish to follow the Intermediate Career Pathway for confirming such Clinical Nurse Specialists/Clinical Midwifery Specialists (CNS, CMS) posts as specified by the National Council for the Professional Development of Nursing & Midwifery.

The Higher Diploma in Science in Nursing provides the nurse with an appropriate qualification to undertake the role of CNS subject to recruitment and selection procedures of the Health Service Executive (HSE). In addition to providing specialist education to meet the requirements of CNS function, this course will enable the nurse to pursue further progression mechanisms (supported by accredited experiential learning) to M.Sc. and other post-graduate programmes and will therefore facilitate their progression towards meeting the educational requirements for Advanced Nurse Practitioner.

For further information contact:

Head of Department Nursing and Health Studies,

Dr. Maura Pidgeon, maura.pidgeon@lyit.ie

074 9186303

Or

Continuing Nurse Education Facilitator,

Ms. Louise McBride, louise.mcbride@lyit.ie

074 9186383

Application Process

Entry Requirements

Details of entry requirements are given for each course and relevant experience or qualifications are necessary for some courses.

Course Fees

Please note that as all Continuing Education courses must be self-financing, the fees quoted are indicative and subject to revision.

Course Fees are payable in full on registration. Where an employer is paying Course Fees, a letter of undertaking from the employer must be presented at registration. Concessions are available for those who are wholly dependent on State benefits with reductions of up to 50% available in approved cases. Evidence of State benefit payments must be submitted with any application with all information given treated in the strictest of confidence. Please note that concessions cannot be claimed retrospectively.

Information Evening

An Information Evening for prospective students will be held in An Dánlann (Sports Centre) at the Institute on **Monday 7th September from 6.00pm to 8.00pm** to which representatives from the Institutes Schools, The National College of Ireland, Irish Payroll Association, The Institute of Accounting Technicians and The College of Progressive Education will be invited.

Registration

Application Forms are available at this link at www.lyit.ie (programmes then Continuing Education)

The closing date for applications is **Wednesday 9th September**. Classes begin week commencing **Monday 14th September**. You will be notified by mail if your chosen course is going ahead. Payment of fees will take place in the same week on the first night of class between 6.00 and 7.00pm. Payment can be by Cheque, Cash, Postal Order, Bankers Draft, or Bank Giro. Payment can also take place before registration during office hours. The decision to run any course is subject to sufficient numbers and LYIT reserves the right to cancel any course not financially viable.

Please note learners must be registered before attending any class.

For further Information please contact:

074 9186063

Email: peter.dobson@lyit.ie

Important advice

You are strongly advised to register early for courses. Places are limited on certain courses and applications will be dealt with in order of receipt.

Every effort has been made to ensure that the information contained in this prospectus is correct at the time of printing. However, the course outlines should be regarded as summary information.

While every effort is made to ensure that the costings of all courses are accurate please note that all fees are indicative and subject to review.

In the case of courses which are being offered in Letterkenny Institute of Technology on behalf of other institutions, the Entry Requirements, Course Content and Course Fees outlined in this prospectus are based on the latest information to hand from the external providers involved.
