



MAINISTIR LAOISE
Ionad Breisoideachais
ABBEYLEIX
Further Education Centre

Prospectus 2012-2013



Welcome to Abbeyleix Further Education Centre



It gives me great pleasure to introduce you to the Abbeyleix Further Education Programme for 2012/2013.

The Further Education Centre, Abbeyleix, Co. Laois was established in 1991. It is a Centre dedicated to providing adults with further or 'second chance' education and training opportunities. The Centre provides a wide range of courses including Junior Certificate, Leaving Certificate, Post Leaving Certificate and Vocational Skills Training courses.

It is staffed by a director and twenty seven full-time and part-time staff. Its ethos is consistent with the profile of its student population, meaning that its focus is on the active participation of the learner in the decision making process.

The participants are encouraged to be involved in accepting responsibility for their own learning. We are proud of our record of academic success, the support we give our students, the progression rates to third level institutions and to employment and the excellence of the facilities available in the Centre.

The Centre is located in a brightly refurbished building which was, at one time, a Vocational School. It operates under the auspices of County Laois Vocational Education Committee and in accordance with the regulations of the Department of Education and Skills.

I hope you can find a course in our programme to suit your needs.

I look forward to meeting you in Abbeyleix Further Education Centre.

A handwritten signature in black ink that reads "Helen Kavanagh".

Helen Kavanagh - Centre Director

To facilitate learning, personal growth and critical reflection through a working partnership with participants and tutors and to enrich the quality of life for all.

To enable participants to engage in life-long learning in an environment of mutual support.

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General Information



Location

The Education Centre is located on the Mountrath Road. If coming from Dublin, take a right turn at the traffic lights in Abbeyleigh and we are located about 200 yards away on the left hand side. If coming from Cork, take a left turn at the traffic lights in Abbeyleigh.

Costs

- There are no tuition fees payable to the Centre by EU Nationals attending a full-time course. However, students should budget for the cost of examinations, textbooks and materials. Non-EU Nationals who do not meet the exemption requirements are liable for the full tuition fee as per the instructions of the Department of Education and Skills.
- Department of Education and Skills PLC Contribution Fee of €200 is payable on registration. This is a fee introduced by the government in the 2011 budget.
 - Medical Card holders, those in receipt of a student grant, Back to Education Allowance (BTEA) or Vocational Training Scheme (VTOS) allowances are exempt from this fee.
- Centre registration fee of €100 payable on registration.
- Transport: PLC Students pay €55 per month to use the bus service. This fee is subject to change for 2012/2013.
- There is a FETAC Certification Fee of €50 payable on registration. Medical Card holders and/or social welfare recipients are exempt from this fee.

Further Education Grants

Students attending full-time approved PLC courses for the 2012/2013 academic year are eligible to apply for a maintenance grant. The maintenance grant is a means tested grant. The grant is payable monthly. A new ONLINE ONLY student grant application system is being introduced for the 2012/2013 academic year. All NEW applications will be made online to a single awarding authority, SUSI (Student Universal Support Ireland), a unit of City of Dublin VEC, through www.studentfinance.ie.

Students who are currently in receipt of a student grant and who are progressing to the next year of the same course will continue to be assessed and paid by their existing awarding authorities - i.e. the relevant local authority or Vocational Educational Committee. If you are changing your course or progressing to a new course you will need to apply through the SUSI online system.

Full Time Class Hours

Monday - Thursday	9:00am - 3:30pm
Friday	9:00am - 1:00pm

FETAC and Quality Assurance

Abbeyleigh Further Education Centre is registered with FETAC to offer programmes leading to FETAC awards on the National Framework of Qualifications and has agreed its quality assurance procedures with FETAC.

PLEASE NOTE: All enrolments are subject to the regulation and policies of Abbeyleigh Further Education Centre and Co. Laois VEC. The information contained in this booklet is accurate at the time of going to press. However, the Centre reserves the right to amend, restructure or cancel any course having given due consideration to students already enrolled.

VTOS

Vocational Training Opportunities Scheme

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

Who is eligible?

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

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

What courses are available to VTOS students?

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

What does participating on a VTOS course involve?

30 hours course attendance per week. Courses can last up to two years. VTOS programmes offer a wide choice of subjects and learning activities. Certification at Abbeyleix Further Education Centre is available at a range of levels, including Junior Certificate, Leaving Certificate and FETAC Levels 3, 4, 5 & 6.

What benefits are available to VTOS students?

Students continue to receive their Social Welfare entitlements plus:

- ✓ No tuition fees;
- ✓ Books are provided on a loan scheme;
- ✓ No exam fees;
- ✓ Free transport currently available from Mountmellick and Portlaoise (this is subject to review in August/September);
- ✓ Meals and travel allowances are paid on a daily attendance basis;
- ✓ Childcare – children of parents who are VTOS participants are eligible for childcare support under the CETS scheme. Please contact the Centre for further details;
- ✓ An additional allowance of €20 is paid to participants who are unemployed for over a year.

All courses are subject to availability of places. Students are admitted to courses following a selection process.

Having been part of the Irish workforce for over thirty years I was one of the casualties of the recession. Carmel from AEGIS introduced me to Abbeylax Further Education Centre. Having left school without sitting the Leaving Cert examination I have always regretted not achieving this goal. I am now half way through the course. I have to warn you, it is not easy but it is very fulfilling. The tutors in Abbeylax FEC are without doubt second to none. I would urge anyone who has any regrets about not finishing their education to take a chance, come in and have a look. Age does not matter at Abbeylax FEC. We are all equal. Do it for yourself.

Kathleen Hickey
2010/2011

Junior Certificate

Duration: One year



Course Description

A comprehensive range of subjects at Junior Certificate level are available at the Further Education Centre. Emphasis is placed on acquiring basic skills and equipping the student for the workplace, further studies or personal satisfaction. Small classes are guaranteed with plenty of support from tutors.

Entry Requirements

- ✓ Eligible for VTOS Programme;
- ✓ All entry is subject to interview.

Course Subjects

- ✓ English
- ✓ History
- ✓ CSPE
- ✓ Maths
- ✓ Art

Information Technology: Junior Certificate students have access to computer classes.

Craft Modules: Students have the opportunity to complete FETAC certified craft modules. This year students completed Upholstery and Pyrography.

Progression

Many students progress to the Leaving Certificate or the Skills programme as they have obtained a good foundation through completion of the Junior Certificate year.

Costs

No tuition fees are charged and the costs of textbooks, materials and examinations are kept to a minimum. Approximate cost of €50 for materials/resources. Please refer to the Costs Section on page 1 for details of additional registration, certification and transport costs.

Leaving Certificate

Duration: One or two year



Course Description

Mature Students are encouraged to sit the Leaving Certificate, as it is the springboard to third level education. Small class size and individual attention in this friendly Centre makes learning rewarding and enjoyable. Leaving Certificate students also have the option to progress to FETAC Level 5 courses offered in the Centre.

Entry Requirements

- ✓ Eligible for VTOS Programme;
- ✓ All entry is subject to interview.

Course Subjects

- ✓ English
- ✓ Irish
- ✓ French
- ✓ Art
- ✓ Maths
- ✓ History
- ✓ Business
- ✓ Biology

Progression

Information Technology: Leaving Certificate students have access to computer classes. Learners may progress to further studies at FETAC Level 5 or to third level education.

Costs

No tuition fees are charged and the costs of textbooks, materials and examinations are kept to a minimum. Approximate cost of €50 for materials/resources.

Students studying under BTEI may incur a cost of approximately €200 to include State Exam entry fee (due in January/February), Mock Exam Papers and Corrections Fee (due in January/February) and general resources. Please refer to the Costs Section on page 1 for details of additional registration, certification and transport costs.



The PLC prepares you really well for college, the layout of the course touches on the aspects of a core year in college.

Mike Heffernan
2007/2008

Art, Craft and Design

Duration: One year

Certification: FETAC Level 5 - Art, Craft and Design (5M1984)

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Course Description

The Art, Craft and Design course offers students the opportunity to explore the varied aspects of fine art and craft. Over the year students develop and enhance basic skills in drawing and design and transfer these skills into other areas of study such as ceramics, painting, and combined materials amongst others. The student will finish the year with a comprehensive body of skills and a professional portfolio of work. They will also take part in a group exhibition where they get the opportunity to exhibit their work professionally.

Minimum Entry Requirements

- ✓ Leaving Certificate or equivalent standard of education;
- ✓ Successful completion of interview;
- ✓ Applicants are also requested to present samples of their work;
- ✓ Good drawing skills are essential.

Modules

Need to complete 8 modules to receive a full award:

- ✓ Drawing
- ✓ Design
- ✓ Ceramics
- ✓ Work Experience
- ✓ Communications
- ✓ Combined Materials
- ✓ Creative Embroidery
- ✓ Painting
- ✓ Art Appreciation

Opportunities/Progression

Students who successfully complete this course may have the option to continue their studies in the Centre progressing to the Art and Business FETAC Level 6 course. The full FETAC Level 5 award facilitates entry, on a competitive basis, to a range of third level institutions. Graduates can apply for any art/design course in the Institutes of Technology, NCAD or abroad with a quality portfolio. For those students who do not wish to attend third level, there are many employment opportunities in the area of art and creative enterprise.

Art Exhibition

The year's work culminates in a group exhibition in the Dunamase Arts Centre where students are given the opportunity to exhibit their work. The Graduation Show is an annual feature of the Abbeylax Further Education calendar and the Dunamase Arts Centre's exhibition programme.

Costs

Approximately €200 for course materials. Please refer to the Costs Section on page 1 for details of additional registration, certification and transport costs.



Heidi Higgins completed the Art, Craft and Design course in Abbeylax Further Education Centre in 2004/2005. She graduated from Fashion at NCAD in 2008 and she proudly introduced her own label to the Irish market in May 2009.

The Art and Design Programme at LSAD is both exciting and challenging, down through the years we have found that students coming from the Portfolio course at Abbeyleix FEC are well equipped to meet the challenges presented by our course.

The past students of Abbeyleix FEC serve as great ambassadors for the programme and are testament to the dedicated staff and the high standards promoted by the course. I have no doubt that these high standards will continue to be maintained and we look forward to our continued association with the programme.

Mike Fox M.A.

Year One Art and Design Programme Coordinator
Limerick School of Art and Design

Advanced Certificate in Art and Business

Duration: One year

Certification: FETAC Level 6 Art and
Business (AABXX)



Course Description

This advanced certificate offers students the opportunity to further develop their creative talents, exploring a specialised range of creative subjects based on professional practice. Students complete four business based modules which give them a comprehensive understanding of the business of art. As part of the course they will complete the necessary paper work to allow them to professionally apply for *Percent for Art* schemes, exhibitions, residencies etc.

Minimum Entry Requirements

- ✓ Completion of FETAC Level 5 Art, Craft and Design award or its equivalent;
- ✓ Successful completion of interview.



See Our World Your Way
Art Department
Abbeyleix FEC

www.art.abbeyleixfec.ie

Modules

Need to complete 8 modules to receive a full award:

- ✓ Painting
- ✓ Drawing
- ✓ Exhibition Techniques
- ✓ Ceramics
- ✓ Combined Materials
- ✓ Studio Practice
- ✓ Professional Practice for Art, Craft and Design
- ✓ Art Appreciation
- ✓ Sculpture
- ✓ Arts Event Management
- ✓ Fabric Manipulation

Opportunities/Progression

Successful candidates may progress to further study at third level art colleges; gaining entry to second year of these courses may be a strong possibility. Successful candidates may gain employment in the vast area of Art and Craft – as practicing artists, in galleries or on community art projects.

Costs

Approximately €150 for course materials. Please refer to the Costs Section on page 1 for details of additional registration, certification and transport costs.

‘A great sense of hope, belief, effort and creativity sweeps through the art studio in Abbeyleix.’

Luke Monaghan
Level 6 2009/2010

'I decided to return to study in Abbeylax FEC as I wanted to start up my own business. I studied carefully the contents of the courses offered and realised that it was the Business Studies Administration Course that I should do. The subjects studied on this course are relevant and modern and I knew that they were just what I needed. I made many friends during the year also and the Centre has excellent up to date IT facilities which greatly helped. The tutors were excellent and extremely helpful. I have since set up my own business since leaving the course. I am very pleased to say that the business is going very well and has been a great success! The knowledge that I learned during the year has greatly contributed to this success!'

Lawrence Martin
2009/2010

Business Studies Administration/ Secretarial with ECDL

Duration: One year

Certification: FETAC Level 5 Business Administration (5M2468)

FETAC Level 5 Office Administration (5M1997)

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Course Description

This is an intensive one year course. It offers a wide range of subjects with a particular emphasis on office administration and IT skills. Over the past number of years this course has provided students with job placements in their chosen sectors. A number of students have set up their own successful businesses.

Entry Requirements

- ✓ Leaving Certificate or equivalent standard of education;
- ✓ Basic Computer Skills;
- ✓ All entry is subject to interview.

Modules

Need to complete 8 modules for a full award:

- ✓ Bookkeeping – Manual and Computerised
- ✓ Word Processing
- ✓ Database Methods
- ✓ Business Administration Skills
- ✓ Communications
- ✓ Work Experience
- ✓ French
- ✓ Text Production
- ✓ Desktop Publishing
- ✓ Customer Service
- ✓ Statistics

Progression /Career Opportunities

Students who successfully complete this course may have the option to continue their studies at the Centre progressing to the Business Management FETAC Level 6 course. Students who have satisfied the criteria set by the CAO process for progression to third level education have in the past secured a place into the National Universities of Ireland and many of the Institutes of Technology.

Graduates from this course have taken up various clerical, book-keeping and administrator positions in the following areas amongst many others:

Auctioneering, Plant Hire, Commercial Banking, Local Government, Retail Sales, Telecommunications, Accountancy, Taxation, Insurance, An Post.

Costs

€100 for course materials. Please refer to the Costs Section on page 1 for details of additional registration, certification and transport costs.

I continued into the Level 6 course having successfully completed the Business Level 5 courses in the previous year. I found the course to be very extensive and while it was a challenge, the support of the tutors and fellow students in the Centre was incredible. I would strongly recommend this course in Abbeyleix to anyone who wants to expand their knowledge and I am now hoping to be accepted into a third level course in college so that I can continue my education.

Catherine Gray
2009-2010

Advanced Certificate in Business Management

Duration: One year

Certification: FETAC Level 6
Advanced Certificate in Business (BBMXX)



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Course Description

This advanced certificate course is designed to enhance existing skills of students who have completed a business studies course at FETAC Level 5 and further develop their knowledge and skills based on professional practice.

Entry Requirements

- ✓ Business Administration (BBSAX) or Business Studies Secretarial (BBSX) FETAC Level 5 or its equivalent;
- ✓ All entry is subject to interview.

Modules

Need to complete 8 modules for a full award:

- ✓ Business Management
- ✓ Spreadsheets
- ✓ Applied Economics
- ✓ Word Processing
- ✓ Finance
- ✓ Web Authoring
- ✓ Communications
- ✓ Accounting – Manual and Computerised Level 5

Progression/Career Opportunities

- ✓ The full FETAC Level 6 award facilitates entry, on a competitive basis, to a range of third level institutions nationwide - Institutes of Technology Carlow, Athlone, Dublin, St. Patrick's College, Thurles.
- ✓ Exemptions based on FETAC results may be secured from various colleges.
- ✓ Previous students have progressed to study for IATI accounting exams and other professional exams depending on results achieved.
- ✓ The combination of Business and Information Technology prepare students for a wide range of career opportunities at middle management level in Finance, Management, Self-Employment and the Public Sector.
- ✓ Start your own business using SAGE TAS Books and Payroll packages.

Costs

€100 for course materials. Please refer to the costs section on page 1 for details of Registration, Certification and transport costs.



'As a mature student returning to education Abbeyleix Further Education Centre gave me the courage and the confidence to pursue my dream of a business degree. The Centre fosters the learner inside you and with hard work and determination prepares you more than adequately for third level. The Advanced Certificate in Business also gained me exemptions in Communication and Management in Carlow Institute of Technology. Now a Year 2 student and loving every minute of it. Thank you Abbeyleix Further Education Centre.' **Annetoinette Gleeson-Mills**

Congratulations to Annetoinette who was awarded an Academic Scholarship from Carlow Institute of Technology in March 2011.



My nursing studies course at Abbeylax was enjoyable and is a valuable basis for first year in third level. Without this course I would not now be starting in DCU and going on to my dream career of nursing.

Aisling McKenna
2009/2010

Nursing Studies

Duration: One year

Certification: FETAC Level 5 Nursing Studies Award (DCHSN)

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Course Description

This course introduces learners to the theories and practices of nursing. It is a valuable foundation course for those who wish to pursue a nursing career, incorporating a broad knowledge base, in all aspects of healthcare. The course provides students with a working knowledge of hospitals and nursing homes.

Entry Requirements

- ✓ Candidates should be of Leaving Certificate standard or equivalent.
- ✓ Aptitude, interest and experience will be taken into account.
- ✓ All entries are subject to interview.
- ✓ Garda clearance is essential.

Modules

Subjects include:

- | | |
|----------------------------------|--------------------------------|
| ✓ Introduction to Nursing | ✓ Human Growth and Development |
| ✓ Anatomy and Physiology | ✓ Care, Provision and Practice |
| ✓ Safety and Health at Workplace | ✓ Child Development |
| ✓ Communications | ✓ Word Processing |
| ✓ Work Experience | |

Progression

Learners, who have successfully completed the full FETAC Level 5 Nursing Studies Award, on a competitive basis, are eligible to apply for nurse training degree programmes at University, both in Ireland and the UK.

Costs

Approximately €280 for course materials. Please refer to the Costs Section on page 1 for details of additional registration, certification and transport costs.

Certification

- ✓ FETAC Level 5 Nursing Studies Award (DCHSN)
- ✓ Manual Handling of Patients Certificate
- ✓ Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Certificate
- ✓ FETAC Level 5 Occupational First-Aid Certificate (optional)

Work Experience

Work experience placement is an integral part of this course. Candidates gain first-hand experience by attending appropriate and related work placements within the healthcare environment. Garda clearance is essential to partake in work experience which comprises of a minimum of three weeks work placement.

Previous Learner Pathways

Previous learners, who have successfully completed the Nursing Studies course, are now studying or employed as:

- | | |
|--|--|
| ✓ Registered general nurses; | ✓ Carers in the hospital/ nursing homes; |
| ✓ Registered nurses for intellectual disabilities; | ✓ Carers in the community; |
| ✓ Registered midwives; | ✓ Child care workers; |
| ✓ Dental nurses; | ✓ Social care workers; |
| ✓ Emergency medical technicians within the ambulance services; | ✓ Complimentary healthcare therapists; |
| | ✓ Special needs assistants. |





I thoroughly enjoyed my year at Abbelyleix. All of the teaching staff are amazing, and the personal interest in ensuring the success of every student will never be forgotten by most of us in the class. The qualification I achieved has already opened so many doors for me that I could not have opened on my own.

Jane Hughes
2010/2011

Community Care

Duration: One year

Certification: FETAC Level 5 Community Care Award (DCHCC)



Course Description

This one year full-time course is designed to suit the learner who wishes to enter the workforce as a carer or pursue a career in social studies. It enhances the learner's awareness and understanding of the role and the responsibilities of the carer within the healthcare environment. This course aims to equip the learner with the appropriate provision of holistic healthcare for compromised clients and those with disability.

Entry Requirements

- Candidates should be of Leaving Certificate standard or equivalent;
- Aptitude, interest and experience will be taken into account;
- All entries are subject to interview;
- Garda clearance is essential.

Modules

Subjects include:

- Care, Provision and Practice
- Safety and Health at Workplace
- Human Growth and Development
- Communications
- Work Experience
- Child Development
- Intellectual Disability Studies
- Social Studies
- Word Processing

Progression/Career Opportunities

Learners, who have successfully completed the Community Care course, are eligible to apply for employment as a carer within the community health services.

Alternatively, the full FETAC Level 5 Award facilitates entry, on a competitive basis, to a range of third level institutions to study social care/studies.

Costs

Approximately €280 for course materials. Please refer to the Costs Section on page 1 for details of additional registration, certification and transport costs.

Certification

- FETAC Level 5 Community Care Award (DCHCC);
- Manual Handling of Patients Certificate;
- Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Certificate;
- FETAC Level 5 Occupational First-Aid Certificate (optional).

Previous Learner Pathways

- Emergency medical technicians within the ambulance services;
- Carers in the hospital/nursing homes;
- Carers in the community;
- Child care workers;
- Social care workers;
- Special needs assistants.



Craft/Skills Course

Duration: One year

Certification: FETAC Level 4

General Learning Certificate (4M2010)



Course Description

Abbeyleix Further Education Centre offers this course under the VTOS programme. Comprehensive training in the use of tools and equipment is a component of this programme. Awareness of and familiarisation with Health and Safety regulations is also provided to all participants.

Entry Requirements

- ✓ Eligible for VTOS Programme;
- ✓ All entry is subject to interview.

Modules

Subjects include:

- | | |
|--------------------------|----------------|
| ✓ Communications | ✓ Upholstery |
| ✓ Information Technology | ✓ Room Design |
| ✓ Personal Effectiveness | ✓ Pyrography |
| ✓ Everyday Maths | ✓ Painting |
| ✓ Woodcraft | ✓ Horticulture |

Progression

Successful completion of this course facilitates the student when moving to further education. Students may progress to Leaving Certificate or FETAC Level 5 courses in the Centre.

Costs

Approximately €250 for course materials. Please refer to the Costs Section on page 1 for details of additional registration, certification and transport costs.

It was hard work getting the various projects completed by the end of the year and indeed there was no one more surprised than myself to see what could be accomplished. I thoroughly enjoyed this course and it is a great opportunity for the student to develop their practical talents. Having got a taste for learning, I enrolled in the FETAC Level 5 Business Administration Course which I have just completed.

Carmel McManus
Skills 2009/2010



AEGIS Adult Educational Guidance and Information Service



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Thinking about returning to learning as an adult?

AEGIS can help.

AEGIS can help you;

- ✓ Find the right course for you;
- ✓ Apply for local courses;
- ✓ Apply for college courses;
- ✓ Find out about fees and grants;
- ✓ Find out about social welfare payments for education.

AEGIS offers a drop in service in our Portlaoise office on Mondays from 10.00am to 1.00pm and from 2.00pm to 4.00pm. For appointments at other times please contact the service.

In addition AEGIS also provides the following services to students in the Further Education Centre in Abbeyleix.

- ✓ One-to-one career and educational guidance;
- ✓ Information sessions on applying for courses and funding for education;
- ✓ Assistance with applications;
- ✓ Referrals to the Student Support Officer;
- ✓ Guest speakers from Higher Education Institutions;
- ✓ Guest speakers from support services such as MABS, the HSE and CIC;
- ✓ Visits to third level institutions.

Student Support Officer

A Student Support Officer is available at the Centre. Visits are by appointment only. Students are referred to the Support Officer through the Adult Educational Guidance and Information Service or Course Co-ordinators.

For further information contact AEGIS on **057 867 2963** or via email: info@laoisaegis.ie and on the Co. Laois VEC website – www.laoisvec.ie

Guidance is... a torch in a dark room that guides you to the door... you have to find the handle and open it.

Nigel Fitzpatrick

VTOS Vocational Skills student, 2011

Part-time Courses



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

Who is eligible?

Anyone who has left full-time education can take part in a course being offered, but priority will be given to those with less than upper second level education.

How to apply

A Registration Morning is held in September/October. Please contact the Centre in mid-September for further details of the 2012/2013 programme.

Part-time programme 2012

The part-time programme changes every year. The next programme will commence in October 2012 and details should be available from the Centre by mid-September.

Please see below the current modules on offer for 2011/2012.

- ✓ **FETAC Level 3** – Basic Computers, Communications, Personal Effectiveness
- ✓ **FETAC Level 4** – Woodcraft, Mathematics, Information Tech Skills
- ✓ **FETAC Level 5** – Word Processing, Text Production, Communications

On the current timetable FETAC classes run for a 3 hour session from 10.00am - 1.00pm.



Costs

Tuition is free to participants who are in receipt of one of the following:

- ✓ Medical Card;
- ✓ Widow's and Widower's Non-Contributory Pension;
- ✓ Supplementary Welfare Allowance;
- ✓ Blind Person's Pension;
- ✓ Unemployment Benefit;
- ✓ Unemployment Assistance;
- ✓ Family Income Supplement;
- ✓ Pre-retirement Allowance;
- ✓ Carer's Allowance;
- ✓ Old Age Non-Contributory Pension;
- ✓ One-Parent Family Payment;
- ✓ Orphan's Non-Contributory Pension;
- ✓ Back-to-Work Allowance;
- ✓ Invalidity Pension;
- ✓ Community Employment;
- ✓ Disability Allowance;
- ✓ Part-time Job Incentive Scheme;
- ✓ Disability Benefit, where this has been held for a continuous period of at least 6 months.

Tuition is free for all participants with less than upper secondary education, i.e. participants who do not have Leaving Certificate or its equivalent. For all remaining participants, full fees will be charged. BTEI courses are run on a modular basis. Full tuition cost for one module is €220 (may be subject to change for 2012/2013). A Centre Registration fee of €100 is payable on commencement of a course.

Self-financing Classes 2012

The Centre offers a number of self-financing classes each year. This year the classes on offer are Art and Woodcraft. The classes begin in March and run for 10 weeks on Tuesday afternoons from 1:30pm - 3:30pm. **Cost:** €110



Student Facilities

Access to fully equipped Computer Rooms

An element of Information Technology is integrated in all areas of the timetable allowing every student the opportunity to access computer classes. There are 3 fully equipped and networked computer rooms in the Centre. These rooms cater for a high demand for access to workstations. There is a wide range of application software ranging from industry standard word processing, database, spreadsheet and publishing software to more specialised accounts, payroll, Adobe and Web Authority software.

Internet broadband facilities are available in all computer rooms. Intranet technology is integrated into the delivery of selected business modules allowing students to download class notes, work sheets and assignment briefs.

Canteen

The canteen is at the heart of Abbeyleix Further Education Centre. The Canteen provides the staff and students with an area to relax and unwind from the pressures of classes, assignments and exams. This area provides an opportunity for the diverse population of the Centre to meet and catch up on news and exchange ideas and opinions regarding events inside and outside the Centre.

Literacy Support

The Centre's timetable provides for the availability of a basic English tutor for a number of hours per week. Students with basic literacy and numeracy skills can avail of this support and classes are designed specifically for the needs of individual students. Extra tuition, for students who request it, can be organised through the Laois Adult Learning Centre which is also part of Laois VEC. All contact with the Adult Learning Centre is treated in strictest confidence.

Student Activities

Art Exhibition

Art students showcase an extensive range of work from painting, drawing, sculpture, combined materials and garment construction. The art exhibition is held annually in the Dunamais Arts Centre.

Student Committee

Students from each course select a student representative. The student representatives form a committee which meets throughout the year to discuss matters of interest to the students. The student committee organises a programme of activities within the Centre, e.g. fundraising events such as the Christmas food appeal and raffle held every year for St. Vincent de Paul.

Centre Trips

Student groups travel abroad to destinations such as Paris, Barcelona, Rome, Madrid and most recently to Florence in 2012. These trips are of great educational benefit to the students, both culturally and socially. A number of day trips are organised throughout the year for different groups.

Student Awards Day

The student awards day signifies the end of the year. Each student (with a minimum 80% attendance) is presented with a certificate listing the modules/subjects they studied throughout the year. A student is selected from each course and presented with an individually chosen award which signifies their outstanding dedication, achievement and contribution to the course throughout the year.

FETAC & ECDL Awards Night

In October/November each year, the Centre acknowledges and celebrates the achievements of the students who completed their studies in the Centre during the previous year. Students' families are invited to the ceremony and FETAC Awards and ECDL Certificates are presented to the students.



Student Awards Night 2011



Application procedures 2012/2013



- ✓ Admissions are invited from 1st February 2012 for all daytime courses commencing September 2012. Application forms are available on request from the Centre or can be accessed from our website www.abbeyleixfec.ie.
- ✓ Application forms should be completed and returned by post or by hand to the Further Education Centre, Mountrath Road, Abbeyleix, Co. Laois. All applications will be acknowledged by post.
- ✓ The closing date for the receipt of applications for the **first round of interviews** is Friday 11th May 2012.
- ✓ The closing date for the receipt of applications for the **second round of interviews** for all courses is Friday 8th June 2012. Applicants who apply by this date will be called for interview during June. Offer of places will be subject to completion of interview and achievement of the minimum entry requirements.
- ✓ Applicants will be notified of their interview results in July.
- ✓ Applicants who are offered a place in July who receive Leaving Certificate grades equal to or higher than those specified by the course of their choice will be accepted. Before Monday 27th August applicants are requested to submit a copy of their Leaving Certificate results (*where applicable*) to the Centre or their place on the course may be forfeited.
- ✓ Successful applicants will be requested to attend a registration morning the week commencing 27th August 2012.
- ✓ If an applicant would like to query the status of their application they should contact the Course Co-ordinator or Centre Director when the Centre re-opens on the 27th August 2012.
- ✓ Late applications received after 8th June 2012 will be processed, subject to availability of places, at the end of August/early September.
- ✓ As places on courses are limited, application before this date is strongly advised.
- ✓ Students for whom English is a second language will be required to take and pass an English test set by the Centre.
- ✓ Courses commence at the start of September.
- ✓ Closing date for late applications to PLC courses is 30th September of the current examination year.
- ✓ Course enrolment is considered complete only when all information and supporting documentation requested by the Centre has been submitted.





Abbeyleix Further Education Centre Application Form 2012/2013

Mountrath Road, Abbeyleix, Co. Laois
T. 057 873 1127 W. www.abbeyleixfec.ie

First Name:

Surname:

Address:

D.O.B.: Age:

Gender: ☐ Male ☐ Female

Nationality:

Phone No:

Mobile No:

Do you require Transport? ☐ Y ☐ N

Do you require Crèche? ☐ Y ☐ N

PPS No:

Are you in receipt of any Social Welfare? ☐ Y ☐ N

If Yes, please specify:

Duration:

Medical Card No:
(if applicable):

Expiry Date:

☐ I understand that for statistical purposes my data may be shared with the Department of Education and Skills.

For Official Use

Date of Commencement:

Date of Completion:

Please return completed application form to above address

Please indicate your standard of Education:

☐ Primary	Y Y	☐ Junior Cert	Y Y
☐ Leaving Cert	Y Y	☐ LCVP/LCVA	Y Y

If you have any other education please specify:

Were you previously a registered VTOS student?

☐ Y ☐ N

VTOS Courses:

1st Choice
 2nd Choice

If applying for Leaving Certificate state subjects required:

Subject 1	Subject 4
Subject 2	Subject 5
Subject 3	Subject 6

PLC Courses:

1st Choice
 2nd Choice

BTEI Courses

1st Choice
 2nd Choice

How/Where did you learn about this Centre?

Status:





COISTE GHAIRMOIDEACHAIS CHO. LAOISE
COUNTY LAOIS VOCATIONAL EDUCATION COMMITTEE
A PROVIDER OF EDUCATIONAL OPPORTUNITIES

Abbeyleix Further Education Centre

Mountrath Road, Abbeyleix, Co. Laois.

T. 057 873 1127

F. 057 873 1864

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YOUR FUTURE

