



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 2010/2011

## Courses

### LYIT CAMPUS

#### Department of Business Studies

[Certificate in Digital Marketing with Donegal County Enterprise Board](#)

[IPA Certificate, Diploma, & Degree in Business Studies](#)

[IPA Certificate, Diploma, & Degree in Public Administration](#)

[NCI Certificate in First Line Management](#)

[Certified Payroll Technician](#)

[Certified VAT Technician](#)

#### Department of Law and Humanities

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

[Bachelor of Arts in Community Development](#)

[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 and Creative Media

[Introduction to Design Software](#)

[Introduction to Web Design](#)

[Digital Photography \(Level 1\)](#)

[Digital Photography \(Level 2\)](#)

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

#### Department of Tourism & Hospitality

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

[Advanced Certificate in Professional Restaurant & Bar Service](#)

[Marketing for Small Tourism Enterprises](#)

[Marine & Countryside Guiding](#)

[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**

[NUI Certificate in Counselling Skills](#)

[Special Needs Assistant Training Certificate](#)

[Special Needs Assistant Diploma](#)

[Care of the Older Person](#)

[Child Psychology 4-18 Years](#)

[Advanced Certificate in Supervision in Childcare](#)

[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

## **Application Process**

### **Application Form**

# Certificate in Digital Marketing with Donegal County Enterprise Board

<b>Title</b>	Certificate in Digital Marketing
<b>Award</b>	Certificate in Digital Marketing - LYIT Level 7 Special Purpose Award (10 Credits)
<b>Entry Requirements</b>	Over 23 years of age or Leaving Certificate
<b>Course Duration</b>	12 x 3 Hour workshops
<b>Course Fee</b>	€ 300 approx
<b>Nights proposed</b>	TBA
<b>Course Structure</b>	Website Analysis Search Engine Optimisation (Part 1) Search Engine Optimisation (Part 2) Website Analytics Pay per click advertising Social Media Technologies and Tools Customer Relationship Management Social Networking Sites Email & Database marketing Blogs E-Marketplaces Mobile marketing
<b>Further Information</b>	Tel: Lisa Devlin – Tel: 074 9186206 Email: <a href="mailto:lisa.devlin@lyit.ie">lisa.devlin@lyit.ie</a>

# IPA Certificate in Business Studies

## IPA Diploma in Business Studies

### IPA Honours Degree in Business Studies

<b>Award</b>	<p>Students who successfully pass four subjects in Year 1 will be awarded an NUI Certificate.</p> <p>Students who successfully pass four subjects in Year 2 will be awarded an NUI Diploma.</p> <p>Students who successfully pass four subjects in year 4 will be awarded an NUI Honours Degree (level 8 on the NFQ).</p>
<b>Entry Requirements</b>	<p>Leaving Certificate, minimum grade C in two higher-level papers and grade D in four other subjects, including English, Irish, Mathematics and a Third Language.</p> <p>Or</p> <p>Students of mature years, that is students who are 21 years of age on the 1<sup>st</sup> January of the calendar year of entry, may be matriculated by the IPA for the purposes of entering a course of study on the recommendation of the Faculty Committee.</p> <p>Applicants who have previous qualifications may make an application to the Registrar of the IPA for exemptions/advanced entry.</p> <p>IATI Graduates are entitled to direct entry at the Year 3 stage.</p>
<b>Course Duration</b>	Four year part-time degree course; two year diploma; one year certificate.
<b>Evenings Proposed</b>	Tuesdays and /or Thursdays from 7.00 pm to 10.00 pm each night. Students also attend some weekend seminars at the IPA.
<b>Enrolment &amp; Course Fee</b>	Students should enrol with the IPA (using the form at the back of the application handbook). Total course fee: €2,980. This includes notes, texts, exam fees etc. First instalment €1,490 payable to the IPA on enrolment; second instalment of €1,490 payable to the IPA before 31 <sup>st</sup> January 2011.
<b>Course Details</b>	<p>The Institute of Public Administration (IPA) presents this Degree programme at honours level in order to offer a good working knowledge of the management and business skills needed to perform well in the modern working environment.</p> <p>The Programme is designed to provide a flexible educational facility through which analytical, managerial, and strategic skills can be developed. Emphasis is placed on the application of learning to every-day working situations, and this aspect is enhanced by the range of lecturers who bring a considerable diversity of practical experience to their teaching.</p> <p>Successful completion of the course will lead to substantial exemptions from the Accountancy Bodies and Marketing Institute. Please contact IPA for full details.</p>
<b>Content includes</b>	All participants will take the same subjects in the first year and some core and some special subjects in the later years, depending on which option they choose: Accounting, Human Resource Management, Information Systems Management or Marketing.
<b>Subjects</b>	<b>Year 1 – Core Subjects</b> Financial Accounting Quantitative Methods Managing IT/ Managing Human Resources Business Administration and Marketing
<b>Examinations</b>	Summer examinations will be held in April each year.

Applications should be sent directly to the IPA, 57-61 Lansdowne Road, Dublin 4. Tel: (01) 2403600 Email: [undergrad@ipa.ie](mailto:undergrad@ipa.ie) Further information available from Peter Dobson, LYIT, Port Road, Letterkenny, Co. Donegal, Tel: (074) 9186063 Email: [peter.dobson@lyit.ie](mailto:peter.dobson@lyit.ie)

# IPA Certificate in Public Management

## IPA Diploma in Public Management

### IPA Honours Bachelor of Arts Degree

<b>Award</b>	<p>Students who successfully pass four subjects in Year 1 will be awarded an NUI Certificate.</p> <p>Students who successfully pass four subjects in Year 2 will be awarded an NUI Diploma.</p> <p>Students who successfully pass four subjects in Year 3 will be eligible for entry into Year 4.</p> <p>Students who successfully pass four subjects in Year 4 will be awarded an NUI Honours Degree (level 8 on the NFQ).</p>
<b>Entry Requirements</b>	<p>Leaving Certificate, minimum grade C in two higher-level papers and grade D in four other subjects, including Irish, English and a Third Language.</p> <p>Or</p> <p>Students of mature years, that is students who are 21 years of age on the 1<sup>st</sup> January of the calendar year of entry, may be matriculated by the IPA for the purpose of entering a course of study on the recommendation of the Faculty Committee</p> <p>Applicants who have previous qualifications may make an application to the Registrar of the IPA for exemptions/advanced entry.</p>
<b>Course Duration</b>	Four year part-time degree course; two year diploma; one year certificate.
<b>Evening Proposed</b>	Tuesdays and /or Thursdays from 7.00 pm – 10.00 pm each night. Students also attend some weekend seminars at the IPA.
<b>Enrolment &amp; Course Fee</b>	Students should enrol with the IPA (using the form at the back of the application handbook). Total course fee: €2,820. This includes notes, texts, exam fees etc. First instalment €1,410 payable to the IPA on enrolment; second instalment of €1,410 payable to the IPA before 31 <sup>st</sup> January 2011.
<b>Course Details</b>	<p>The Honours Bachelor of Arts (BA Hons) programme is a four-year, part-time programme which offers students the opportunity to improve their knowledge and understanding of public management, the environment within which it operates, and the distinctive role of public organisations. There are six specialist streams:</p> <p>The <b>Healthcare Management</b> stream is for staff in the health and hospital services.</p> <p>The <b>Local Government</b> stream addresses the concerns of local authority officials.</p> <p>The <b>Law and Administration of Justice</b> stream is for members of the Garda Síochána and the security services, or would appeal to public servants who want to specialise in law.</p> <p>The <b>Management</b> stream has been designed specifically to cater for people working in the private sector and commercial state-sponsored bodies.</p> <p>The <b>Public Management</b> stream is particularly suited to those who are in employed in the civil service and wider public sector.</p> <p>The <b>Human Resource Management</b> stream caters for those interested in management of people.</p> <p>Participants may select the stream of their choice irrespective of their work background.</p>
<b>Subjects</b>	<p><b>Year 1 – Core Subjects</b></p> <p>Economics - Fundamentals</p> <p>Law</p> <p>Irish Government &amp; Politics</p> <p>Principles of Management</p>
<b>Examinations</b>	Summer examinations will be held in April each year.

Applications should be sent directly to the IPA, 57-61 Lansdowne Road, Dublin 4. Tel: (01) 2403600 Email: [undergrad@ipa.ie](mailto:undergrad@ipa.ie) Further information available from Peter Dobson, LYIT, Port Road, Letterkenny, Co. Donegal, Tel: (074) 9186063 Email: [peter.dobson@lyit.ie](mailto:peter.dobson@lyit.ie)

# Certificate in First Line Management

## (Part-time & Day Release options)

### Programme Description

This programme fully equips you with the necessary skills to be an effective supervisors, team leaders and first line managers. It 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 and 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 progression to level 6/7 programmes on the NFQ. Graduates will be eligible to apply for:  
... the BA in Management Practice with module exemptions.  
... 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.

### Duration and Schedule

Part-time for 2 Years, 1 evening a week for 3 hours

### Start Date

October 2010

### Fee information

€975 Part-time per annum

€1,950 Day Release

(Fees revised annually)

The cost of fees can be spread with out direct debit plan.

### Course Content:

#### **Leadership & Communication Environment**

Interviewing Skills  
Presentation Skills  
Effective Leadership

#### **Business Management**

Role of the Manager  
Business Planning  
Quality Management  
& Customer Care

#### **Legal & Regulatory**

Principles of Irish Law  
Employment Law  
Employee Relations  
Health & Safety

### How to Apply

Apply online at [www.ncirl.ie](http://www.ncirl.ie)

#### or Contact:

The Admissions Team

Tel: 1850 221 721 Email: [admissions@ncirl.ie](mailto:admissions@ncirl.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 February to May.

**Nights Proposed** Tuesday 7.00pm – 9.30pm

**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
<b>PAYE system</b> – Operation and Calculation of PAYE, Tax Credits & SRCOP, Cumulative basis, Commencements & Cessations, Emergency basis, Week 1 basis etc & the Income Levy	<b>PAYE system</b> – Expenses, Tax free payments, Benefits in Kind, Parking Levy, Termination payments, Pensions, ROS etc
<b>Employment Law</b> – Introduction to Employment Law, Terms of Employment, Payment of Wages, Organisation of Working Time,	<b>Employment Law</b> – Minimum Wages, Maternity Leave, Adoptive Leave, Protection of Part-Time & Fixed Term workers.
<b>PRSI system</b> – The classification system, Contribution weeks, Rules and Exemptions	<b>PRSI system</b> – PRSI Class Benefits & Taxable Social Welfare benefits, 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](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 [courses@ipass.ie](mailto:courses@ipass.ie) Web [www.ipass.ie](http://www.ipass.ie)

# Certified VAT Technician Qualification

<b>Course Code</b>	LL_VATTEC
<b>Title &amp; Award</b>	HETAC accredited Level 6 Certificate in VAT Techniques.
<b>Suitable For</b>	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.
<b>Entry Requirements</b>	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.
<b>Course Duration</b>	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 February to May. Each stage concludes with examinations held in December and May with the Certificate being issued to those who successfully complete both stages.
<b>Nights Proposed</b>	Wednesday 7.00pm – 9.30pm
<b>Course Fee</b>	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](http://www.lyit.ie/courses/continuing_ed/index_continuing_ed.html) and sent to Irish Payroll Association, IPASS House, H4 Centrepont Business Park, Oak Road, Dublin 12. Tel (01) 4089100 Fax (01) 4089102  
Email [courses@ipass.ie](mailto:courses@ipass.ie) Web [www.ipass.ie](http://www.ipass.ie)

# Certificate in Preparatory Studies for Higher Education

<b>Course Code</b>	LL_PREPS
<b>Title &amp; Award</b>	LYIT level 6 minor award
<b>Entry Requirements</b>	Over 23 years of age or Leaving Certificate
<b>Course Duration</b>	6 hours per week for 30 weeks
<b>Nights Proposed</b>	Tuesday/Thursday evenings 7.00 pm – 10.00pm
<b>Course Fee</b>	TBA
<b>Content Details</b>	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.
<b>Course Structure</b>	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](mailto:brian.mcgonagle@lyit.ie)

# Bachelor of Arts in Community Development

<b>Course Code</b>	LY_BCOMB_B
<b>Title &amp; Award</b>	Bachelor of Arts in Community Development
<b>Entry Requirements</b>	Higher Certificate in Arts in Community Studies or equivalent
<b>Course Duration</b>	6 hours per week for 24 weeks
<b>Nights Proposed</b>	To be confirmed
<b>Course Fee</b>	€ 1,200
<b>Content Details</b>	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

<b>Year 1</b>	Community Arts Conflict Resolution Education in Context Equality Studies Management in the Social Economy Sociology and Social Change
<b>Year 2</b>	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](mailto:lisa.devlin@lyit.ie)

## Let's Speak Irish Level (I)

<b>Course Code</b>	LL_IRISH
<b>Title</b>	Conversational Irish (Level I)
<b>Award</b>	None
<b>Entry Requirements</b>	No previous knowledge required
<b>Course Duration</b>	2 hours per week for 20 weeks
<b>Night Proposed</b>	Monday 7.30 pm – 9.30 pm
<b>Course Fee</b>	€ 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](mailto:peter.dobson@lyit.ie)

## Let's Speak Spanish (Level I)

<b>Course Code</b>	LL_SPANISH
<b>Title</b>	Conversational Spanish (Level I)
<b>Award</b>	None
<b>Entry Requirements</b>	No previous knowledge required
<b>Course Duration</b>	2 hours per week for 20 weeks
<b>Night Proposed</b>	Wednesday 7.30 pm – 9.30 pm
<b>Course Fee</b>	€ 300
<b>Content Details</b>	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](mailto:peter.dobson@lyit.ie)

## Let's Speak More Irish (Level 2)

<b>Course Code</b>	LL_IRISH2
<b>Title</b>	Conversational Irish (Level 2)
<b>Award</b>	None
<b>Entry Requirements</b>	No previous knowledge required
<b>Course Duration</b>	2 hours per week for 20 weeks
<b>Night Proposed</b>	Wednesday 7.30 pm – 9.30 pm
<b>Course Fee</b>	€ 300
<b>Content Details</b>	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](mailto:peter.dobson@lyit.ie)

## Let's Speak More Spanish (Level 2)

<b>Title</b>	Conversational Spanish (Level 2)
<b>Award</b>	None
<b>Entry Requirements</b>	No previous knowledge required
<b>Course Duration</b>	2 hours per week for 20 weeks
<b>Night Proposed</b>	Monday 7.30 pm – 9.30 pm
<b>Course Fee</b>	€ 300
<b>Content Details</b>	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](mailto:peter.dobson@lyit.ie)

# Introduction to Design Software

<b>Course Code</b>	LL_DESIGNSO
<b>Title</b>	Introduction to Design Software
<b>Award</b>	None
<b>Entry Requirements</b>	Basic appreciation of Photography & Graphic Design
<b>Course Duration</b>	2 Hours per week for 12 weeks
<b>Night Proposed</b>	Wednesday
<b>Course Fee</b>	€250
<b>Course Details</b>	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](mailto:peter.dobson@lyit.ie)

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

## Introduction to Web Design

<b>Course Code</b>	LL_WebI
<b>Title</b>	Introduction to Web Design
<b>Award</b>	None
<b>Entry Requirements</b>	Computer literacy is desirable
<b>Course Duration</b>	2 hours per week for 15 weeks
<b>Night Proposed</b>	Thursdays 7.00pm – 9.00pm
<b>Course Fee</b>	€ 250
<b>Course Details</b>	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](mailto:peter.dobson@lyit.ie)

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

# Digital Photography (Level I)

<b>Course Code</b>	LL_DIGITAL
<b>Title</b>	Digital Photography Level I
<b>Award</b>	None
<b>Entry Requirements</b>	Prior experience of Photography an advantage but not necessary
<b>Course Duration</b>	2 hours per week for 10 weeks
<b>Night Proposed</b>	Tuesday 7.00pm – 9.00pm
<b>Course Fee</b>	€ 150
<b>Course Details</b>	<ul style="list-style-type: none"><li>• An introduction to digital cameras &amp; Mac computers</li><li>• How to exploit the digital medium.</li><li>• Hardware &amp; Software</li><li>• Photoshop</li><li>• Introduction to Flickr</li><li>• 2 Field trips</li><li>• Home exercises</li></ul>

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

Email: [peter.dobson@lyit.ie](mailto:peter.dobson@lyit.ie)

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

## Digital Photography (Level 2)

<b>Course Code</b>	LL_DIGITAL
<b>Title</b>	Digital Photography Level 2
<b>Award</b>	None
<b>Entry Requirements</b>	Basic understanding of Photography and Software or completion of Level 1
<b>Course Duration</b>	2 hours per week for 10 weeks
<b>Night Proposed</b>	Tuesday 7.00pm – 9.00pm
<b>Course Fee</b>	€ 150
<b>Course Details</b>	<ul style="list-style-type: none"><li>• Introduction to manual modes</li><li>• How to further the digital medium</li><li>• Studio lighting</li><li>• Photoshop</li><li>• Flickr</li><li>• 2 Field trips</li><li>• Home exercises</li></ul>

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

Email: [peter.dobson@lyit.ie](mailto:peter.dobson@lyit.ie)

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

## Certificate in ICT for Tourism / Hospitality Managers

<b>Course Code</b>	LL_CTHM
<b>Award</b>	Students who successfully pass four modules will be awarded a Special Purpose HETAC Level 6 Certificate.
<b>Entry Requirements</b>	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.
<b>Course Duration</b>	One day per week for 15 weeks (Sept – Jan)
<b>Day Proposed</b>	Tuesday from 9.30 am to 1.30 pm each day
<b>Course Fee</b>	€150.00
<b>Course Details</b>	<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>
<b>Modules</b>	<b>Core Modules</b> Hospitality / Tourism ICT Applications Website Development and Maintenance On-line Selling Working with IT staff and 'Outside Experts'
<b>Examinations</b>	Modules are examined by portfolio and practical exercises.
<b>Further Information</b>	Ciarán Ó hAnnracháin, Head of Department – Hospitality and Tourism Tel: 074 9186603. Email: <a href="mailto:ciaran.ohannrachain@lyit.ie">ciaran.ohannrachain@lyit.ie</a>

# Advanced Certificate in Professional Restaurant and Bar Service

<b>Course Code</b>	LY_TPRBS_F
<b>Award</b>	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.
<b>Entry Requirements</b>	Students who are currently working in the Hospitality Industry, and who are at least 19 years of age.
<b>Course Duration</b>	One day per week for 12 / 18 months
<b>Day Proposed</b>	Monday from 9.00 am to 4.30 pm each day
<b>Course Fee</b>	There are no fees for this course
<b>Course Details</b>	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.
<b>Modules</b>	<b>Core Modules</b> Casual Dining The Business of Customer Care Bar Operations  <b>Optional Modules</b> Fine Dining Wine Studies
<b>Examinations</b>	Most modules are examined by portfolio, examinations take place in January and May each year.
<b>Further Information</b>	Ciarán Ó hAnnracháin, Head of Department – Hospitality and Tourism Tel: 074 9186603. Email: <a href="mailto:ciaran.ohannrachain@lyit.ie">ciaran.ohannrachain@lyit.ie</a>

## Marketing for Small Tourism Enterprises

<b>Course Code</b>	LY_TMSTE_F
<b>Award</b>	Students who successfully pass both modules will be awarded a Special Purpose FETAC Level 6 Certificate.
<b>Entry Requirements</b>	Students who are currently working in the Hospitality or Tourism Industry, and who are at least 19 years of age.
<b>Course Duration</b>	One ½ day per week for 12 months
<b>Day Proposed</b>	Monday or Tuesday from 9.00 am to 1.00 pm each day
<b>Course Fee</b>	€100.00
<b>Course Details</b>	<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>
<b>Core Modules</b>	Marketing in the Tourism Environment & Marketing Communications and Promotion
<b>Examinations</b>	Modules are examined by portfolio, examinations take place in January and May each year.
<b>Further Information</b>	Ciarán Ó hAnnracháin, Head of Department – Hospitality and Tourism Tel: 074 9186603. Email: <a href="mailto:ciaran.ohannrachain@lyit.ie">ciaran.ohannrachain@lyit.ie</a>

## Marine and Countryside Guiding

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

# Certificate in Preparatory Studies for Higher Education

<b>Course Code</b>	LL_PREPS
<b>Title &amp; Award</b>	HETAC level 6 minor award
<b>Entry Requirements</b>	Over 23 years of age or Leaving Certificate
<b>Course Duration</b>	20 hours per week for 30 weeks
<b>Days Proposed</b>	Monday – Friday 9.00 am – 1.00pm
<b>Course Fee</b>	TBA
<b>Content Details</b>	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.
<b>Course Structure</b>	<b>Semester 1</b> Communications Maths Introduction to Business Studies  <b>Semester 2</b> Information Technology Learning Skills Introduction to Computing
<b>Further Information</b>	Brian McGonagle Access Officer Tel: 074 918 6170. Email: <a href="mailto:brian.mcgonagle@lyit.ie">brian.mcgonagle@lyit.ie</a>

# Bachelor of Arts in Culinary Arts

<b>Course Code</b>	Ly-GCART_D						
<b>Award</b>	Students who successfully complete this programme will be awarded a HETAC Level 7 Certificate.						
<b>Entry Requirements</b>	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.						
<b>Course Duration</b>	1 or 2 days per week for 2-3 years						
<b>Day Proposed</b>	Monday and or Tuesday 9.00am-5.00pm						
<b>Course Fee</b>	Details on request						
<b>Course Details</b>	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.						
<b>Modules</b>	<table><thead><tr><th><u>Savoury</u></th><th><u>Pastry</u></th></tr></thead><tbody><tr><td>Classical &amp; Contemporary Specialised Kitchen &amp; Larder</td><td>Pastry and Confectionary 1 Pastry and Confectionary 2</td></tr><tr><td colspan="2">Gastronomy Food Product Development Culinary Leadership &amp; 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							
<b>Examinations</b>	Most modules have a combination of continuous assessment and end of year examinations.						
<b>Further Information</b>	Deirdre McCole, Head of Department – Culinary Arts Tel: 074 9186604. Email: <a href="mailto:deirdre.mccole@lyit.ie">deirdre.mccole@lyit.ie</a>						

# Total Immersion Chef Programme – Professional Cookery

<b>Award</b>	Students who successfully complete this programme will be awarded a FETAC level 6 Advanced Certificate in Professional Cookery.
<b>Entry Requirements</b>	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.
<b>Course Duration</b>	6 months – three days per week in college and two days in industry 3 months – industry internship
<b>Days Proposed</b>	To be confirmed
<b>Course Fee</b>	There are no fees for this course
<b>Course Details</b>	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.
<b>Examinations</b>	Most modules are examined by continuous assessment and in class tests with formal examinations at the end of the programme.
<b>Further Information</b>	Deirdre McCole, Head of Department – Culinary Arts Tel: 074 9186604. Email: <a href="mailto:deirdre.mccole@lyit.ie">deirdre.mccole@lyit.ie</a>

# National Apprenticeship Programme – Professional Cookery

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

## EHOA – Primary Certificate in Food Hygiene

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

# Management of Food Hygiene in the Hospitality Industry

<b>Course Code</b>	LL_MFHHI
<b>Award</b>	All participants who successfully complete this programme will be awarded a certificate from the National Hygiene Partnership.
<b>Entry Requirements</b>	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.
<b>Course Duration</b>	Eight x 3 hour sessions.
<b>Day Proposed</b>	To be confirmed
<b>Course Fee</b>	€250.00
<b>Course Details</b>	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.
<b>Examinations</b>	A two hour paper with multiple choice and essay type questions.
<b>Further Information</b>	Deirdre McCole, Head of Department – Culinary Arts Tel: 074 9186604. Email: <a href="mailto:deirdre.mccole@lyit.ie">deirdre.mccole@lyit.ie</a>

## NUI Certificate in Counselling Skills

<b>Award</b>	NUI Maynooth Certificate in Counselling Skills (Level 7 of the National Framework of Qualifications)
<b>Entry Requirements</b>	Participants must be 23 years of age or over.
<b>Course Duration</b>	25 x 3 hour classes & 4 Saturdays - Total 100 hours.
<b>Day Proposed</b>	TBA
<b>Course Fee</b>	€1,280
<b>Course Aims</b>	<p>The course aims to provide you with:</p> <ul style="list-style-type: none"><li>○ A deeper appreciation of the emotional impact of life events on individuals.</li><li>○ An understanding of the importance of being present to others in their difficulties.</li><li>○ An understanding of the centrality of relationships in human development.</li><li>○ A deeper appreciation of how you function behave &amp; reflect in relationships in a group setting.</li><li>○ An understanding of the notion of counselling skills &amp; how they can enhance our communication.</li><li>○ The capacity to identify &amp; to demonstrate key listening skills within appropriate models &amp; frameworks.</li></ul>
<b>Course Content</b>	<p>Module 1: Skills &amp; Modules of Counselling. Module 2: A Framework for Counselling. Module 3: Special Issues in Counselling. Module 4: Personal Development. Module 5: Groupwork.</p>
<b>Assessment</b>	<p>85% Minimum Attendance</p> <ul style="list-style-type: none"><li>○ Essay(1,500 words)</li><li>○ Counselling skills interview.</li><li>○ Group Research Project.</li><li>○ Personal statement based on the Learning Journal (1,000 words)</li></ul>
<b>Further Information</b>	<p>Peter Dobson, LYIT, Port Road, Letterkenny, Co. Donegal Tel: (074) 9186063 Email: <a href="mailto:peter.dobson@lyit.ie">peter.dobson@lyit.ie</a> Or Mary Corbally, Dept. of Adult &amp; Community Education, NUI Maynooth, Co. Kildare Tel: (01) 7083784 Email: <a href="mailto:mary.e.corbally@nuim.ie">mary.e.corbally@nuim.ie</a></p>

# Special Needs Assistant Training Certificate

<b>Course Code</b>	LL_SPNEDS
<b>Title</b>	Certificate in Special Needs Assistant Training
<b>Award</b>	<ul style="list-style-type: none"><li>• FETAC Level 5 Component Certificate in <i>Understanding Special Needs</i></li><li>• FETAC Level 5 Component Certificate in <i>Special Needs Assisting</i></li><li>• Certificate in <i>Special Needs Assistant Training</i> (The College of Progressive Education in association with Froebel College)</li></ul>
<b>Who should apply</b>	Those people who are working, or planning to work, with children with special needs in a paid or voluntary capacity.
<b>Entry Requirements</b>	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.
<b>Work Experience</b>	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.
<b>Course Duration</b>	18 evenings 7pm to 9.30pm one evening per week and two Saturdays. (Total 55 hours)
<b>Night Proposed</b>	TBA
<b>Course Fee</b>	€ 750
<b>Content Details</b>	<i>This course aims to:</i> 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
<b>Course Syllabus</b>	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
<b>Assessment Methods</b>	Learners will produce a portfolio of work containing projects, diary of work experience, assignments and assessment of practical skills.
<b>Further Information</b>	<a href="http://www.progressivecollege.com">www.progressivecollege.com</a>

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# Special Needs Assistant FETAC Level 6/ Froebel Diploma Course

<b>Course Code</b>	LL_SPNEDS
<b>Title</b>	Special Needs Assistant FETAC Level 6 module & Diploma in Special Needs in association with Froebel College
<b>Award</b>	<ul style="list-style-type: none"><li>• FETAC Level 6 Component Certificate <i>Special Needs Assistant</i>.</li><li>• College of Progressive Education in association with Froebel College <i>Diploma in Special Needs Assistant</i>.</li></ul> <p><b>Please note: Those who have completed the Froebel certificate course with The College of Progressive Education will be required to complete additional Froebel assignments before being awarded the Froebel diploma.</b></p>
<b>Who should apply</b>	Those people who are working, or planning to work, with children with special needs in a paid or voluntary capacity.
<b>Entry Requirements</b>	Learners must be fluent English speakers. Junior cert including English, Irish and Maths required for permanent posts with Dept. of Education.
<b>Work Experience</b>	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.
<b>Course Duration</b>	6 Saturdays over approximately 4 months (30 hours). Learners will be expected to undertake a number of hours of self-directed learning.
<b>Night Proposed</b>	TBA
<b>Course Fee</b>	€ 600
<b>Content Details</b>	<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.
<b>Course Syllabus</b>	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
<b>Assessment Method</b>	Learners will produce a portfolio of work containing projects, diary of work experience (if applicable) and assignments
<b>Further Information</b>	<a href="http://www.progressivecollege.com">www.progressivecollege.com</a>

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## Care of the Older Person

<b>Course Code</b>	LL_CARE
<b>Title</b>	Care of the Older Person
<b>Award</b>	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)
<b>Who should apply</b>	Those people who are working, or planning to work, with the elderly in a paid or voluntary capacity.
<b>Entry Requirements</b>	No specific qualifications required but potential learners would benefit from having experience working with older people.
<b>Work Experience</b>	40 hours work experience working in a nursing home/day-care/community centre during this course is highly recommended but not mandatory. <b>Nursing homes/hospitals will require learners to have completed a manual handling course before being accepted on work experience.</b>
<b>Course Duration</b>	10 evenings 7pm to 9.30pm one evening per week and two Saturdays. (Total 35 hours)
<b>Night Proposed</b>	TBA
<b>Course Fee</b>	€500
<b>Content Details</b>	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
<b>Course Syllabus</b>	The Ageing Process Care Settings Working with the Older Person Caring for Older People with Specific Needs
<b>Assessment Methods</b>	FETAC assessments, work-based assignments and skills demonstration
<b>Further Information</b>	<a href="http://www.progressivecollege.com">www.progressivecollege.com</a>

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## Advanced Certificate in Supervision in Childcare (FETAC Level 6)

<b>Course Code</b>	LL_CCARE
<b>Title</b>	FETAC Level 6 Supervision in Childcare Major Award
<b>Award</b>	FETAC Level 6 Advanced Certificate in Supervision in Childcare (Major Award DCXXX)
<b>Who should apply</b>	Those people who are working or planning to work as supervisors/managers of Early Childhood Care and Education settings
<b>Entry Requirements</b>	Applicants must have previously completed FETAC Level 5 Major Award in Childcare DCHSN
<b>Work Experience</b>	Minimum 4 weeks working in a childcare setting
<b>Course Duration</b>	33 evenings 7pm to 9.30pm one evening per week (Total 82.5 hours)
<b>Night Proposed</b>	TBA
<b>Course Fee</b>	€1750
<b>Content Details</b>	This course aims to: Prepare learners for a supervisory/management career in childcare Facilitate understanding of all domains of the developing child Develop knowledge of a range of curriculum approaches and how they relate to children's learning and development Create understanding of current and emerging legislation as it applies to the care of children
<b>Course Syllabus</b>	Child Development Early Childhood Programmes Social & Legal Issues in Childcare Supervision in Childcare
<b>Assessment Methods</b>	FETAC assessments, work-based assignments and skills demonstration
<b>Further Information</b>	<a href="http://www.progressivecollege.com">www.progressivecollege.com</a>

## Child Psychology 4-18 Years

<b>Title</b>	Child Psychology 4-18 Years
<b>Award</b>	FETAC Level 6 Component Certificate in <i>Child Psychology 4-18 Years</i> . College of Progressive Education Advanced Certificate in Child Psychology
<b>Who should apply</b>	Crèche/playgroup staff, nannies, parents, childminders and teachers would find this course beneficial
<b>Entry Requirements</b>	No specific qualifications required but potential learners would benefit from having experience working with children.
<b>Work Experience</b>	30 hours work experience in a childcare setting e.g. pre-school, crèche, school or youth club is highly recommended but not required.
<b>Course Duration</b>	15 evenings 7pm to 9.30pm one evening per week and two Saturdays. (Total 48 hours)
<b>Night Proposed</b>	TBA
<b>Course Fee</b>	€600
<b>Content Details</b>	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
<b>Course Syllabus</b>	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
<b>Assessment Methods</b>	FETAC assessments, work-based assignments and skills demonstration
<b>Further Information</b>	<a href="http://www.progressivecollege.com">www.progressivecollege.com</a>

# Operating an Early Years Centre

<b>Title</b>	Operating an Early Years Centre
<b>Award</b>	FETAC Level 5 Component Certificate in <i>Operating an Early Years Centre</i> . College of Progressive Education Certificate in Operating an Early Years Centre.
<b>Who should apply</b>	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.
<b>Entry Requirements</b>	No specific qualifications required
<b>Work Experience</b>	25 hours work experience in an early years centre recommended but not required.
<b>Course Duration</b>	10 evenings 7pm to 9.30pm one evening per week and two Saturdays. (Total 35 hours)
<b>Night Proposed</b>	Tuesday
<b>Course Fee</b>	€ 600
<b>Content Details</b>	<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
<b>Course Syllabus</b>	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
<b>Assessment Methods</b>	Learners will complete a portfolio containing: A plan for an event An integrated assignment An outline budget projection
<b>Further Information</b>	<a href="http://www.progressivecollege.com">www.progressivecollege.com</a>

## Foundations Studies in Nursing

<b>Title</b>	Foundations Studies in Nursing – Level 7
<b>Award</b>	Foundations Studies in Nursing Certificate
<b>Entry requirements</b>	Registration or eligibility to register as a Nurse with An Bord Altranais
<b>Course Duration</b>	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.
<b>Course Fee</b>	Currently under review Examination fee €13 per exam per subject
<b>Course Details</b>	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](mailto: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](mailto: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](mailto:maura.pidgeon@lyit.ie)  
074 9186303

Or

Continuing Nurse Education Facilitator,  
Ms. Louise McBride, [louise.mcbride@lyit.ie](mailto:louise.mcbride@lyit.ie)  
074 9186383

## Higher Diploma in Science in Nursing

<b>Title</b>	Higher Diploma in Science in: <ul style="list-style-type: none"><li>- Accident &amp; Emergency Nursing</li><li>- General Nursing (Older Person)</li><li>- Mental Health Nursing (Adult)</li></ul>
<b>Award</b>	Higher Diploma in Science in Nursing (Specialist Practice) from Letterkenny Institute of Technology
<b>Entry requirements</b>	<ol style="list-style-type: none"><li>1. Registration or eligibility to register as a Nurse with An Bord Altranais</li><li>2. Two years post registration experience, six months of which is in the area of intended specialisation.</li><li>3. Candidates must be employed in the relevant speciality for the duration of their course.</li></ol>
<b>Course Duration</b>	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.
<b>Course Delivery</b>	Part-time day release
<b>Course Fee</b>	Currently under review Examination fee €13 per exam per subject
<b>Course Details</b>	<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><b>Core Modules for Higher Diploma in Science in Specialist Practice include the following:</b></p> <p>Contemporary Issues in Specialist Practice Applied Research Physiology &amp; Pathophysiology (Accident &amp; Emergency strand)</p> <p><b>Or</b></p> <p>Management &amp; Communication Principles (General Nursing Older Person and Mental Health Adult strands)</p> <p><b>Specialist Modules – Accident &amp; Emergency Nursing</b></p> <p>Trauma nursing Emergency Surgical nursing Medical &amp; Psychiatric Emergencies Taught clinical Placement in accident &amp; emergency nursing.</p> <p><b>Specialist Modules – General Nursing Older Person</b></p> <p>Foundations in Gerontological nursing Advances in Gerontological nursing Specialist Practices Issues Gerontology Taught clinical placement in gerontology nursing</p>

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### **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](mailto:maura.pidgeon@lyit.ie)

074 9186303

Or

Continuing Nurse Education Facilitator,

Ms. Louise McBride, [louise.mcbride@lyit.ie](mailto:louise.mcbride@lyit.ie)

074 9186383

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## 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 6<sup>th</sup> September from 6.00pm to 8.00pm** to which representatives from the Institutes Schools, The National College of Ireland, Irish Payroll Association, Institute of Public Administration and The College of Progressive Education will be invited.

### Registration

Application Forms are available at this link: [www.lyit.ie](http://www.lyit.ie) follow Courses then Continuing Education.

The closing date for applications is **Wednesday 8<sup>th</sup> September**.

Classes begin week commencing **Monday 13<sup>th</sup> 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](mailto:peter.dobson@lyit.ie)

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***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.



**lyit**

**Institiúid Teicneolaíochta Leitir Ceánainn**  
Letterkenny Institute of Technology

## Continuing Education Application Form

Applications are invited subject to the terms and conditions outlined in the programme as advertised.  
A separate application may be required where validation by another body is involved.

### Particulars of course applied for

<b>Course Title</b>
<b>Course Code:</b>

### Personal Details

<b>Surname:</b>	
<b>First names:</b>	
<b>Correspondence Address:</b>	
<b>Date of birth:</b>	<b>Nationality:</b>
<b>Mobile No.:</b>	
<b>Email Address:</b>	

### If Applicable Education or training standard already reached which would be relevant to the course


### Fee Payment

- Cash
- Cheque
- Bank Giro
- Postal Order
- Invoice to Organisation

