



Cork College of FET
Cork's Further Education & Training Service

CHARLEVILLE CENTRE
A Pathway for Every Learner

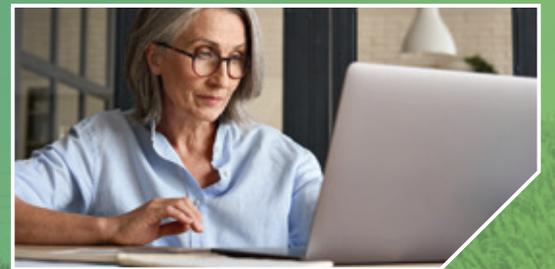
Charleville Centre

PART TIME COURSES

2024/2025

Open Morning
Friday, September 6th

10.00am - 1.00pm



charlevillecentre@corketb.ie

Cork College of FET Charleville Centre,
New Line, Charleville, Co. Cork P56E372 • Tel: (063) 81422



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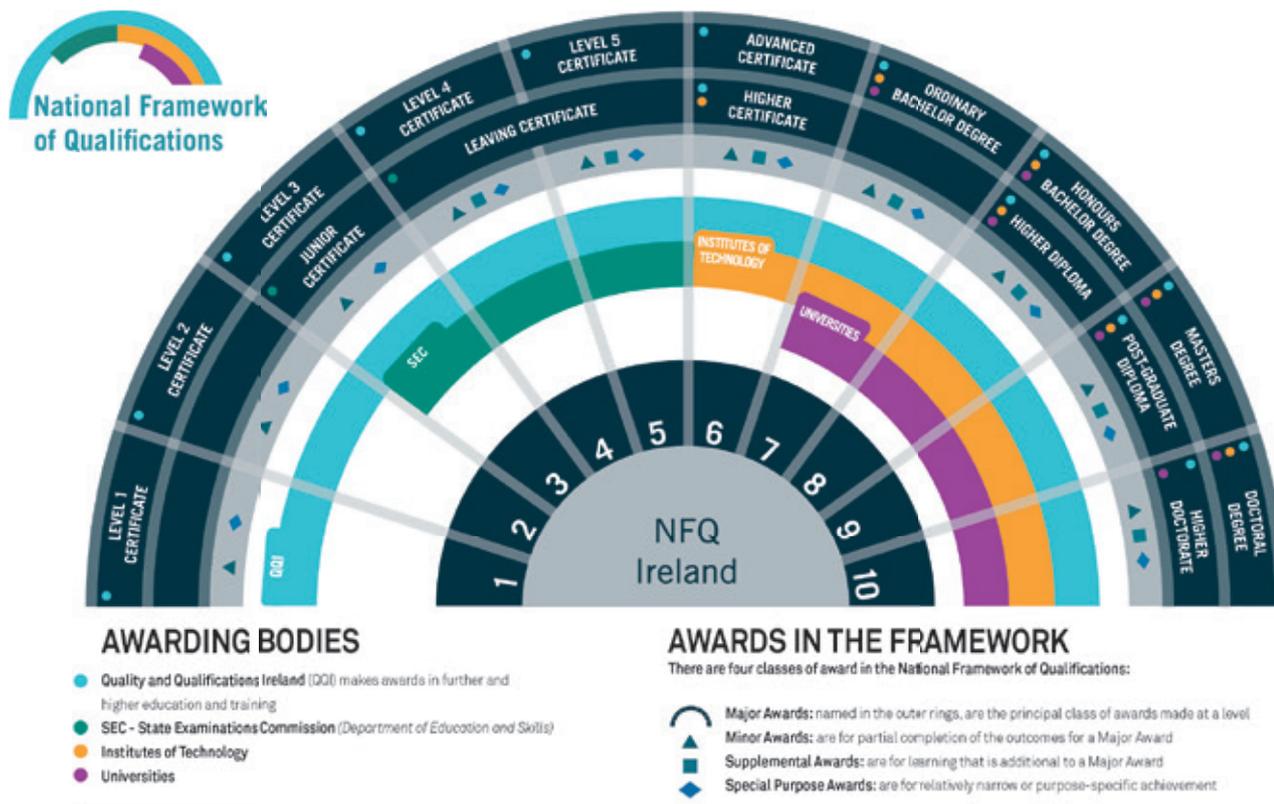
QQI
Quality and Qualifications Ireland
Dearbhú Cáilíochta agus Cáilíochtaí Éireann

SOLAS
learning works

The project is co-funded by the Government of Ireland and the European Union.

Welcome

Cork College of FET Charleville Centre is a regional Further Education and Training (FET) centre of Cork Education and Training Board (ETB). FET offers a wide variety of life-long education options to anyone over 16. FET includes apprenticeships, traineeships, Post, Post Leaving Cert (PLC) courses, community and adult education as well as core literacy and numeracy services. FET courses are provided at levels one to six on the National Framework of Qualifications (NFQ).



For further information consult: www.nfq.ie www.QQI.ie

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The Charleville Centre offers FET courses ranging from QQI levels 1-5 across a range of subject areas. This brochure gives details of all the part-time courses available and how to apply. You can select individual modules or a group of modules to meet your needs.

Qualifications and Quality Ireland (QQI), a state agency, ensures the centre courses are of a high quality and are valued both nationally and internationally.

Cork ETB is committed to providing a high-quality learner experience, providing a pathway for every learner.

You can apply for all our courses on www.fetchcourses.ie.



www.facebook.com/charlevillefetc

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Key Skills QQI Level 2



Introduction

This course is for adults who want to improve their reading, writing and communication skills. You will learn about using computers and get an introduction to art and science. You can also improve your English language skills.

You can choose to do one module or all four modules in this course.



Course Content

Subject	Time	FETCH No.
Using Technology (M2T10)	Monday 9.30am-11.30am	449034
Visual Art (M2A18)	Monday 12.00pm-2.00pm	423855
Life Science (M2S26)	Tuesday 2.00pm-4.00pm	424781
ESOL English for Speakers of Other Languages	Monday 2.00pm-4.00pm or Tuesday 6.00pm-8.00pm	424816 or 424788

Entry Requirements

Interest in improving key skills and be able to participate on the programme.

Certification

QQI Minor awards in Using Technology (M2T10), Visual Art (M2A18), Life Sciences: Life Cycles (M2S26) and English for Speakers of Other Language.

Progression Opportunities

Learners can progress to a FET course at the same or higher level.

Intensive Tuition in Adult Basic Education (ITABE) QQI Level 2

Introduction

This course provides an intensive tuition opportunity to adults who wish to improve their basic skills. It provides a chance to get back into learning and build your skills in reading, writing, spelling, maths, computers and healthy eating.

Course Content		
Subject	Time	FETCH No.
Reading (M2C01) Food Choice and Health (M2H16)	Thursday 10.00am-1.00pm Friday 10.00am-1.00pm	429977

Entry Requirements

Interest in improving literacy, numeracy, and planning skills and be able to participate on the programme.

Certification

QQI minor awards in Reading (M2C01) and Food Choice and Health (M2H16)

Progression Opportunities

Learners can progress to a FET course at the same or higher level.



Craft Skills QQI Level 3



Introduction

This course introduces a range of beginner Craft Skills in Upholstery, Sewing and Woodwork and Art skills. You will learn how to repair and upholster furniture, how to hand sew and use a sewing machine, how to make things from wood and how to communicate ideas through two- and three-dimensional art pieces. You can choose to do one module or more or all modules on this course.



Course Content

Subject	Time	FETCH No.
Upholstery (3N05579)	Monday 9.30am-11.30pm	442154
Sewing (3N1035)	Monday 2.30pm-4.30pm	442175
Woodwork (3N0589)	Wednesday 10.00am-1.00pm	425156
Art and Design (3N0608)	Friday 9.30am-11.30am or Friday 12.00pm-2.00pm	449024 or 449025

Entry Requirements

An interest in woodwork, upholstery, sewing, textiles or art and a willingness to learn something new. No formal education or qualifications are required although applicants may have participated in primary and secondary education. Applicants will be expected to demonstrate a standard of knowledge, skill and competence equivalent to NFQ Level 2 when accessing a Level 3 programme.

Certification

QQI Minor awards at Level 3 in Upholstery 3N05579, Woodwork 3N0589, Art and Design 3N0608 and Sewing 3N1035.

Progression Opportunities

Learners can progress to a FET course at the same or higher level.

Introduction to Office Skills

QQI Level 3



Introduction

This course introduces a range of business and computer skills. It provides a foundation for those interested in working in an office, business or retail job. You can choose to do one module or all five modules on this course.

Course Content		
Subject	Time	FETCH No.
Digital Media (3N0552)	Monday 9.30am-11.30am	423898
Word Processing (3N0588)	Monday 12.00pm-2.00pm	426001
Career Preparation (3N0896)	Monday 2.30pm-4.30pm	436173
English for Speakers of Other Language (3N0870)	Wednesday 11.30am-1.30pm	424783
Computers (3N0881)	Wednesday 9.30am-11.30am	422896

Entry Requirements

An interest in learning more about working in an office or business environment. Applicants will be expected to demonstrate a standard of knowledge, skill and competence equivalent to NFQ Level 2 when accessing a Level 3 programme.

Certification

QQI Minor awards at Level 3 in Digital Media (3N0552), Word Processing (3N0588), Career Preparation (3N0896) English for Speakers of Other Language (3N0870) and Computers (3N0881).

Progression Opportunities

Learners can progress to a FET course at the same or higher level.



Employability Skills QQI LEVEL 3



QQI AWARD

Introduction

This course introduces a range of business, health, hairdressing, and computer skills. You can choose to do one module or all four modules on this course.



Course Content

Subject	Time	FETCH No.
Career Preparation (3N0896)	Monday 2.30pm-4.30pm	424766
Computers (3N0881)	Wednesday 9.30am-11.30am	422896
Health and Fitness (3N0531)	Thursday 12.00pm-2.00pm	449027
Hairdressing Basin Skills (3N0533) Hairdressing Blow drying Hair (3N0500)	Thursday 1.00pm-4.00pm	422650
English for Speakers of Other Languages (3N0870)	Wednesday 11.30am-1.30pm or Thursday 6.00pm-8.00pm	424783 424785

Entry Requirements

An interest in learning more about working in a health, hairdressing and business environment. Applicants will be expected to demonstrate a standard of knowledge, skill and competence equivalent to NFQ Level 2 when accessing a Level 3 programme.

Certification

QQI Minor awards at Level 3 in Career Preparation (3N0896), Blow drying (3N0500), Basin Skills (3N0533), Computer Literacy (3N0881), Health and Fitness (3N0531) and English for Speakers of Other Languages (3N0870).

Progression Opportunities

Learners can progress to a FET course at the same or higher level.

Green Skills QQI LEVEL 3



Introduction

This course introduces a range of business and horticulture skills. You can choose to do one module or all four modules on this course.

Course Content		
Subject	Time	FETCH No.
Sustainability-Green Energy (3S22319)	Friday 9.30am-12.00pm	449026
Horticulture Plant Propagation (3N0569) Horticulture Planting and Potting (3N0891)	Friday 12.30pm-3.00pm	449035
Career Preparation (3N0896)	Monday 2.30pm-4.30pm	436173
Computers (3N0881)	Wednesday 9.30am-11.30am	422896
Internet Skills (3N0931)	Monday 12.00pm-2.00pm	441057
Digital media (3N0552)	Monday 9.30am-11.30am	423898

Entry Requirements

An interest in learning more about working in horticulture or green skills area. Applicants will be expected to demonstrate a standard of knowledge, skill and competence equivalent to NFQ Level 2 when accessing a Level 3 programme.

Certification

QQI Minor awards at Level 3 in Horticulture Plant Propagation (3N0569), Horticulture Planting and Potting (3N0891), Sustainability (3S22319), Career Preparation (3N0896), Computers (3N0881).

Progression Opportunities

Learners can progress to a FET course at the same or higher level.



Horticulture Level 4 QQI L4



QQI AWARD

Introduction

On this course you will learn about the safe use, maintenance and storage of horticulture tools and the preparation of soil, planting and care of growing fruit. Work Experience and Communications prepare learners for working in the area.



Course Content

Subject	Time	FETCH No.
Horticulture- Tools and Equipment (4N0683) Horticulture- Growing Fruit (4N0668)	Tuesday 10.00am-3.15pm	425398
Communication (4N0689)	Tuesday 9.30am-1.30pm	450339
Work Experience (4N1168)	Thursday 9.30am-11.30am	424292

Entry Requirements

An interest in advancing basic horticulture skills with a view to working in the area. No formal education or qualifications are required although applicants may have participated in primary and secondary education. Applicants will be expected to demonstrate a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme.

Certification

QQI Minor awards at Level 4 in Horticulture- tools and equipment (4N0683), Horticulture- Growing Fruit (4N0668), Communications (4N0689), Work Experience (4N1168).

Progression Opportunities

Learners can progress to a FET course at the same or higher level.



Introduction

This course introduces a range of business and Career skills to equip learners with the knowledge, skill and competence to perform administrative functions within an office environment, navigate a desktop publishing programme to create a variety of publications. Learners will create a career plan based on their skills, attitudes, experiences and interests and gain work experience in an area of their interest.

Course Content		
Subject	Time	FETCH No.
Business English (4N1108)	Wednesday 2.30pm-4.30pm	449031
Communications (4N0689)	Tuesday 9.30am-1.30pm	450339
General Office Skills (4N1116)	Wednesday 9.30am-11.30am	449029
Desk Top Publishing (4N1854)	Wednesday 12.00pm-2.00pm	449030
Work Experience (4N1168)	Thursday 9.30am-11.30am	405292
Career Planning (4N1109)	Thursday 12.00pm-2.00pm	450340

Entry Requirements

An interest in learning more about working in the business office world or preparing and planning to apply for work. No formal education or qualifications are required although applicants may have participated in primary and secondary education. Applicants will be expected to demonstrate a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme.

Certification

QQI Minor awards at Level 4 in Business English (4N1108), Communication (4N0689), General Office Skills (4N1116), Desk Top Publishing (4N1854), Work Experience (4N1168), Career Planning (4N1109).

Progression Opportunities

Learners can progress to a FET course at the same or higher level.

English Language and Employability QQI L4



Introduction

This course will provide you with the knowledge, skill and competence to communicate accurately and effectively in English in a business context. Work experience and career preparation will prepare and support you to work in Ireland.

Course Content		
Subject	Time	FETCH No.
Business English (4N1108)	Wednesday 2.30pm-4.30pm	449031
Communications (4N0689)	Tuesday 9.30am-1.30pm	450339
Work Experience (4N1168)	Thursday 9.30am-11.30am	405292
Career Planning (4N1109)	Thursday 12.00pm-2.00pm	450340
English for Speakers of Other Language (4N1180)	Tuesday 10.00am-1.00pm or 6.00pm-8.00pm	424818 or 383105
Health and Fitness (4N2666)	Friday 9.30am-11.30am	450336

Entry Requirements

An interest in improving your English language skills and applying for work. No formal education or qualifications are required although applicants may have participated in primary and secondary education. Applicants will be expected to demonstrate a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme.

Certification

QQI Minor awards at Level 4 in Business English (4N1108), Communication (4N0689), Work Experience (4N1168), Career Planning (4N1109), English for Speakers of Other Language (4N1180) and Health and Fitness (4N2666).

Progression Opportunities

Learners can progress to a FET course at the same or higher level.

Upholstery and Business Skills QQI L4



Introduction

This course will provide you with the knowledge, skill and competence to communicate accurately and effectively in English in a business context. Work experience and career preparation will prepare and support you to work in Ireland.

Course Content		
Subject	Time	FETCH No.
Upholstery Design (4N1139)	Monday 9.30am-11.30am	442189
Business English (4N1108)	Wednesday 2.30pm-4.30pm	449031
Communications (4N0689)	Tuesday 9.30am-1.30pm	450339
Work Experience (4N1168)	Thursday 9.30am-11.30am	405292
Career Planning (4N1109)	Thursday 12.00pm-2.00pm	450340

Entry Requirements

An interest in improving your Upholstery skills with a view to working in the area. No formal education or qualifications are required although applicants may have participated in primary and secondary education. Applicants will be expected to demonstrate a standard of knowledge, skill and competence equivalent to NFQ Level 3 when accessing a Level 4 programme.

Certification

Minor awards at level 4 in Design (4N1139), Business English (4N1108), Communication (4N0689), Work Experience (4N1168), Career Planning (4N1109).

Progression Opportunities

Learners can progress to a FET course at the same or higher level.

Full-time Level 5 Courses in Charleville Centre

Course Content	Award
Applied Social Studies	QQI Level 5 in Applied Social Studies
Business and Computers for Adults	QQI Level 5 in Business Administration
Healthcare Assistant	QQI Level 5 in Healthcare Support
Nail Technology with Make-Up	iTEC Award
Nursing Studies QQI	QQI Level 5 in Nursing Studies
Personal Training	iTEC Award
Secretarial Course	QQI Level 5 in Business Administration
Special Needs Assistant	QQI Level 5 in Community Health

- All courses start on week of **September 9th 2024**.
- Grants and funding available.
- For more information or to apply visit: **CharlevilleCampus.ie**
- Phone: **(063) 81422**
- Email: **apply@charlevillecampus.ie**



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CHARLEVILLE CENTRE
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**SCAN
ME!**



Additional Information

How to apply

- A new learner can register on www.fetchcourses.ie and apply for a course using the Fetch number for the course.
- If you are an existing learner, open your fetch account online and apply for a course of choice. Or call in to the Charleville centre and we can support you with your application.
- You will need your PPS number to register for a course.



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[Sign In](#) [Register](#)

Course Fees

Almost all of our courses are free. No course fees are payable by persons entitled to, or dependents of persons entitled to:

- A Full Medical Card
- An Unemployment Payment
- A Means Tested Welfare Payment
- A Family Income Support Payment

However, for a small number of courses a fee may be required for those who do not meet these criteria.

DISCLAIMER

A minimum enrolment is required for courses to run.

Cork College of FET reserves the right to restructure or cancel any course without notice. This brochure does not infer or impose any legal obligation on Cork ETB or Cork College of FET Charleville Centre to provide courses or other services to students

Inclusivity

Cork College of FET Charleville Centre is an inclusive environment and fosters a positive culture where every member of the centre community has the right to be treated with courtesy, dignity and respect irrespective of disability, gender, age, religion, civil status, race, sexual orientation, family background or membership of the travelling community.

Cork ETB Adult Education Guidance and Information Service

This free, impartial and confidential service is available to current adult learners and unemployed adults with less than QQI Level 6 qualification(s). Guidance can help you to explore your interests and to identify the best course options for you.

TO FIND OUT MORE PLEASE CONTACT:

Claire Nagle Guidance Information Officer claire.nagle@corketb.ie 086 795 9651

Joan McSweeney Guidance Counsellor joan.mcsweeney@corketb.ie 086 833 7591

Digital Skills

We offer a range of information and communications technology course from beginners to improver levels. Almost 1 in 2 (47%) adults lack basic digital skills (Adult Literacy for Life Strategy). In Cork College of FET Charleville Centre, we have a digital skills course from complete beginners up to QQI level 5.

Course Content			
Level	Subject	When	FETCH No.
	Getting connected with smart phones in Charleville Library	Thursday 10.00am-12.00pm Sept/ Oct	423915
		Thursday 10.00am-12.00pm Nov/ Dec	424758
		Thursday 10.00am-12.00pm Jan/ Feb	422205
		Thursday 10.00am-12.00pm March / May	423915
2	Introduction to Using Technology (M2T10)	Monday 9.30am-11.30am	440934
3	Introduction to Computers (3N0881)	Wednesday 9.30am-11.30am	422896
3	Digital Media (3N0552)	Monday 9.30am-11.30am	423898
3	Word Processing (3N0588)	Monday 12.00pm-2.00pm	426001
3	Internet Skills (3N0931)	Monday 12.00pm-2.00pm	441057
4	General Office Skills (4N1116)	Wednesday 9.30am-11.30am	449029
4	Desk Top Publishing (4N1854)	Wednesday 12.00pm-2.00pm	449030

English Language (ESOL) Classes



QOI AWARD

We provide part-time English for Speakers of Other Languages (ESOL) classes for levels A1, A2, B1 and B2 on the Common European Framework of Reference for Languages.

Courses are interactive and involve listening, speaking, reading and writing at all levels. Courses are certified by QQI.

Course Content

Level	Subject	When	FETCH No.
A1	ESOL Level 1	Thursday 6.00pm-8.00pm	424793
A1	ESOL Level 1	Wednesday 9.15am-11.15am	424796
A2	ESOL Level 2	Monday 2.00pm-4.00pm	424816
A2	ESOL Level 2 (Life Sciences M2S28)	Tuesday 2.00pm-4.00pm	424781
A2	ESOL Level 2	Tuesday 6.00pm-8.00pm	424788
B1	ESOL Level 3 (3N0870)	Wednesday 11.30am-1.30pm	424783
B1	ESOL Level 3 (3N0870)	Thursday 6.00pm-8.00pm	424785
B2	ESOL Level 4 (4N1180)	Tuesday 10.00am-1.00pm	383105
B2	ESOL Level 4 (4N1180)	Tuesday 6.00pm-8.00pm	424818

Driver Theory Course

If you need help with reading or using a computer in order to take the driver theory test, then this course is for you. This short course will support those who need to gain a driver's license with a view to passing a driving test.

It is designed to help you to read and understand the questions that are asked in the driver theory test. You will be helped to learn the correct answers and to practice taking mock Driver Theory tests, using a computer.

We are running 4 courses during the year in 6-week blocks.



Class	Time	FETCH No.
Driver Theory 1 Sept/Oct	Monday 10.00am-12.00pm	424723
Driver Theory 2 Nov/Dec	Monday 10.00am-12.00pm	424723
Driver Theory 3 Jan/Feb	Monday 10.00am-12.00pm	424723
Driver Theory 4 March/May	Monday 10.00am-12.00pm	424723

Entry Requirements

This course is primarily aimed at adults and young people who left school early and need support to prepare for the driver theory test.

Progression Opportunities

Learners can progress to QQI Level 1, 2 or 3 Certification options.

Community Education Opportunities

Cork ETB provides a range of classes in the community locally in partnership with organisations including Ballyhoura Development Group, St Joseph's Foundation, Travellers of North Cork, Charleville Ladies Group, St Joseph's Convent School, Charleville CBS Primary School, St Anne's Primary School, Charleville Men's Shed and Cairde Women's Group.

Community education refers to adult education and learning, generally outside the formal education sector, which aims to enhance learning, empower people and contribute to society. It promotes personalised learning and flexibility within the learning group. Participants are involved as equal partners in identifying needs, designing and implementing programmes, and adapting them on an ongoing basis.

Introduction to Yoga Course

Yoga improves your mental, physical and social wellbeing. It reduces stress and anxiety and improves academic performance. Classes are available in 6-week blocks.

Subject	Time	FETCH No.
Yoga 1 Sept/Oct	Thursday 10.00am-11.00am	448978
Yoga 2 Sept/Oct	Thursday 11.00am-12.00pm	448972
Yoga 3 Nov/Dec	Thursday 10.00am-11.00am	448635
Yoga 4 Nov/Dec	Thursday 11.00am-12.00pm	430256
Yoga 5 Jan/Feb	Thursday 10.00am-11.00am	430286
Yoga 6 Jan/Feb	Thursday 11.00am-12.00pm	448643
Yoga 7 March/May	Thursday 10.00am-11.00am	448973
Yoga 8 March/May	Thursday 11.00am-12.00pm	448979

Attending this course will:

- Improve flexibility & balance
- Increase strength & tones muscles
- Improve cardio-vascular system
- Improve posture and reduces risk of strains & sprains
- Increase focus & concentration.

Progression Opportunities

Learners can progress to QQI Level 3 or 4 Health Related Fitness options or to Level 5 Personal Training with Sports Coaching.

For Further Information

Please call in at New Line, Charleville, Co. Cork (P56 E372).

Or you can call us on **(063)81422** or email us at **Charvillecentre@corketb.ie**

Staff Contact List

Carol Power Walsh	Resource Worker	carol.powerwalsh@corketb.ie
Michelle Hayes	ESOL Resource Worker	michelle.hayes@corketb.ie
Mary O'Connell	Development Worker	mary.oconnell@corketb.ie
Brendan Glynn	BTEI Coordinator	brendan.glynn@corketb.ie
Ria Breen	Area Coordinator	ria.breen@corketb.ie
Nuala Glanton	Adult Education Officer	nuala.glanton@corketb.ie



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