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# INTRODUCTION

## **Why this training manual is for you:**

This booklet is designed to give you information on the range of training courses available in Co. Wexford. Some of the courses may help you improve your farm business; others may help you to identify opportunities to increase your income off-farm.

Contact details for each of the agencies providing the courses are listed at the back of the book. If you would like more information on any course, just call the relevant agency.

## **Range of courses:**

The booklet provides details on a range of courses. There are short courses which can give you an introduction to the area you're interested in. There are also longer courses which can lead to recognised qualifications. There are also short courses such as Safe Pass which are necessary for any type of construction work.

You may be able to access employment with just a short course, however, in general better qualifications do lead to better pay. It is also worth noting that a number of these courses are held at night and so can fit in with your daily routine.

## **FETAC**

Further Education and Training Awards Council (FETAC) is the national awarding body for further education and training in Ireland and is responsible for making awards that were previously made by Fáilte Ireland, FÁS, NCVA and Teagasc.

FETAC awards range from Level 1 to Level 6. They allow learners to choose from a wide variety of programmes ranging from business, science and technology to crafts, horticulture and tourism. This vibrant sector is driven by learners' needs for more options, greater flexibility, high standards of quality and increased access and progression.

## **Paying for courses:**

If you are in receipt of Farm Assist, another form of Social Welfare Allowance, or hold a Medical Card, you may be able to avail of extra training supports. You should discuss this with the training course provider and/or talk to your local Social Welfare Facilitator (see back for details).

## **TOM POWER**

**County Agricultural Officer**

**Teagasc**

# BUSINESS

## TUS JOBS CLUB

### Course Content:

- ❖ The nature of the farm business
- ❖ Dealing with change, looking at options for the future
- ❖ Off-farm work
- ❖ Small business/enterprise set-up
- ❖ Interview preparation and practice

**Location:** Local venues around Co. Wexford

**Duration:** 60 hours over 4 weeks **Cost:** Free

**Availability:** On demand - 1 or 2 courses run annually

**Organising Body:** County Wexford Partnership

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## FARM FINANCE / DEALING WITH BANKS

### Course Content:

- ❖ Types of finance
- ❖ Making applications
- ❖ How the bank thinks
- ❖ Decisions - positive / negative
- ❖ Credit management
- ❖ Cash flow

**Location:** Local venues around Co. Wexford

**Duration:** 5 hours **Cost:** Free **Availability:** On demand

**Organising Body:** County Wexford Partnership

## START YOUR OWN BUSINESS

### Course Content:

- ❖ Entrepreneurship, idea generation
- ❖ Setting up a business, the business plan
- ❖ Why people succeed

**Location:** Local venues around Co. Wexford

**Duration:** 5 hours      **Cost:** Free      **Starts:** On demand

**Organising Body:** County Wexford Partnership

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## SUCCESSION PLANNING - INTRODUCTION

### Course Content:

- ❖ Stamp Duty
- ❖ Capital Acquisition Tax
- ❖ Family Inheritance
- ❖ Making a Will

**Location:** Local venues around Co. Wexford

**Duration:** 5 hours      **Cost:** Free      **Availability:** On demand

**Organising Body:** County Wexford Partnership

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## START YOUR OWN BUSINESS / BLENDED LEARNING PROGRAMME

### Course Content:

- ❖ Business knowledge, IT training
- ❖ Preparing for computer-based learning

**Location:** Enniscorthy Enterprise and Technology Centre

**Duration:** 12 wks / 7-10pm      **Cost:** €300

**Starts:** Monday, January 30, 2006

**Organising Body:** Wexford County Enterprise Board

**Accreditation:** Waterford Institute of Technology

## START YOUR OWN BUSINESS

### Course Content:

- ❖ Business planning, market research, sales
- ❖ Book-keeping, taxation, financial management
- ❖ Sources of finance
- ❖ Optional: one mentor visit

**Location:** Wexford Enterprise Centre, Kerlogue Industrial Estate  
Enniscorthy Enterprise Centre  
Ashdown Park Hotel, Gorey

**Duration:** 10 wks / 7-10pm      **Cost:** €100 employed / €50 unempl.

**Starts:** Night in different centres to be arranged

**Organising Body:** Wexford County Enterprise Board

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## CLERICAL/RECEPTIONIST SKILLS (EVENINGS)

### Course Content:

- ❖ Manuscript letters, memorandum
- ❖ Office equipment
- ❖ Machine calculations
- ❖ Telephone/Internet/communications

**Location:** FÁS Training Centre, Industrial Park, Cork Road, Waterford

**Duration:** 10 wks      **Cost:** €150

**Starts:** Tuesday, January 24;  
April 4; & September 19, 2006 ( 3 separate courses)

**Organising Body:** FÁS

## **COSTING AND PRICING OF TRADE JOBS**

### **Course Content:**

- ❖ Calculating how much to charge for work you do
- ❖ How to allow for own time and time of staff
- ❖ How to allow for raw materials and other admin costs
- ❖ Planning a system to predict costs and rates

**Location:** Enniscorthy Enterprise and Technology Centre

**Duration:** One day      **Cost:** €120      **Starts:** On demand

**Organising Body:** Waterford Institute of Technology

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## **DEBT COLLECTION**

### **Course Content:**

- ❖ Setting up an efficient and speedy debtor collection system
- ❖ Credit control systems

**Location:** Enniscorthy Enterprise and Technology Centre

**Duration:** One day      **Cost:** €120      **Starts:** On demand

**Organising Body:** Waterford Institute of Technology

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## **SOLVING YOUR INSURANCE PROBLEMS**

### **Course Content:**

- ❖ Assessing organisation's insurance requirements
- ❖ Selecting relevant insurance
- ❖ Keeping insurance costs to a minimum
- ❖ Procedures in case of accident

**Location:** Enniscorthy Enterprise and Technology Centre

**Duration:** One day      **Cost:** €120      **Starts:** On demand

**Organising Body:** Waterford Institute of Technology

## TAXATION FOR SMALL BUSINESSES - INTRODUCTION

### Course Content:

- ❖ Tax bands, VAT, PRSI, PAYE
- ❖ Personal taxation, Allowable reliefs

**Location:** Enniscorthy Enterprise and Technology Centre

**Duration:** One day **Cost:** €200

**Starts:** September 13, October 11 \* Also available on demand

**Organising Body:** Waterford Institute of Technology

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## MANUAL ACCOUNTS & PAYROLL (EVENINGS)

### Course Content:

- ❖ Creditors ledger, debtors ledger, nominal ledger
- ❖ Daybooks, journals
- ❖ Bank reconciliation, trial balance
- ❖ Payroll, VAT returns

**Location:** FÁS Training Centre, Industrial Park, Cork Road, Waterford

**Duration:** 10 wks **Cost:** €190

**Starts:** Tuesday, January 24;  
April 4; & September 19, 2006 (3 separate courses)

**Organising Body:** FÁS

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## MANAGEMENT DEVELOPMENT PROGRAMME

### Course Content:

- ❖ Marketing, planning, staffing issues
- ❖ Understanding financial accounts

**Location:** To be confirmed **Cost:** €200

**Duration:** 20 hours over 10 weeks + mentoring visits + ongoing support

**Starts:** To be confirmed

**Organising Body:** Wexford Organisation for Rural Development



## OWNER/MANAGER PROGRAMME

### Course Content:

- ❖ General management training
- ❖ Smart goals, strategic positioning
- ❖ Business planning, time management
- ❖ Negotiation skills

**Location:** Wexford Enterprise Centre, Kerlogue Industrial Estate

**Duration:** 25 wks / 7-10pm **Cost:** €500

**Starts:** October 2006 **Availability:** 20 places

**Organising Body:** Wexford County Enterprise Board

**Accreditation:** Waterford Institute of Technology

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## CERTIFICATE IN BUSINESS & OFFICE TECHNOLOGY (CITY & GUILDS 7261-403/212/402)

### Course Content:

- ❖ Computers and computing
- ❖ Spreadsheet methods
- ❖ Office practice and organisation

**Location:** Wexford Campus IT Carlow

**Duration:** 25 weeks, one evening per week 7-9.30pm

**Cost:** €800 including City & Guilds fees

**Starts:** September 2006

**Organising Body:** Wexford Campus IT Carlow

**Accreditation:** City & Guilds of London Institute

**Note:** Suitable for those working in or hoping to work in an office environment. Each module is certified individually and on completion of all three modules, students will be presented with the Certificate in Business and Office Technology.

## CERTIFICATE IN MARKETING SKILLS

### Course Content:

- ❖ Marketing in practice
- ❖ Communication skills
- ❖ Selling skills
- ❖ Management for marketers

**Location:** Wexford Campus IT Carlow

**Duration:** 25 weeks, 2 evenings per week, 6.30-9.30pm

**Cost:** €850  
(+ €260 registration fee, €110 exam fee to The Marketing Institute)

**Starts:** September 2006

**Organising body:** Wexford Campus IT Carlow

**Accreditation:** The Marketing Institute

**Note:** The aim of this course is to develop knowledge and skills in the essential business areas of sales and marketing. Those who achieve merit grades can enter Stage 2 of The Foundation Certificate in Marketing or Selling with exemptions from Stage 1. This leads on to the Diploma in Marketing and the Graduateship of the Institute.

## HIGHER CERTIFICATE IN BUSINESS STUDIES

### Course Content:

#### *Year 1 Semester 1*

Business communications  
Psychology  
Management  
Accounting  
Computer skills

#### *Year 2 Semester 2*

Project & professional development  
Economics  
Business ethics  
Business law 2  
Personal & professional development 2

#### *Year 1 Semester 2*

Personal & professional development 1  
Psychology 2  
Management 2  
Business law 2  
Computer skills

#### *Year 2 Semester 2*

Business maths  
Economics  
Sociology  
Comparative politics  
Business entrepreneurship

**Location:** Wexford Campus IT Carlow

**Duration:** Two years, two evenings per week  
(will include some Saturdays)

**Cost:** €2550

\* Applicants may qualify for 60% grant aid under the FÁS Competency Development programme. In order to be eligible to claim FÁS grant funding, it will be necessary for applicants to complete an application form, signed by their employer, which will be submitted to FÁS on their behalf. If successful, applicants may be eligible for grants to a maximum grant of €4,000 per employee in any one year. All NCI fees are payable in instalments.

**Organising body:** Wexford Campus IT Carlow

**Accreditation:** HETAC Certificate in Business  
Level 6 National Qualification Framework

**Note:** This course is for those currently working or seeking to work in business, management, supervision or administration.

## DIPLOMA IN BUSINESS

### Course Content:

- ❖ Business communication
- ❖ Computer skills
- ❖ Business law
- ❖ Personal and professional development
- ❖ Psychology
- ❖ Management
- ❖ Accounting

**Location:** Wexford Campus IT Carlow

**Duration:** One year, two evenings/wk      **Cost:** €2550

\* Applicants may qualify for 60% grant aid under the FÁS Competency Development programme. In order to be eligible to claim FÁS grant funding, it will be necessary for applicants to complete an application form, signed by their employer, which will be submitted to FÁS on their behalf. If successful, applicants may be eligible for grants up to 60% of the course fee subject to a maximum grant of €4,000 per employee in any one year. All NCI fees are payable in instalments.

**Organising body:** Wexford Campus IT Carlow

**Accreditation:** National College of Ireland  
HETAC ACCS credits

**Note:** This course is for those currently working or seeking to work in business, management, supervision or administration.

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## HIGHER CERTIFICATE IN BUSINESS STUDIES IN EQUINE STUDIES

### Course Content:

- ❖ Horse health, husbandry & management
- ❖ Equitation skills
- ❖ Business management, cost accounting
- ❖ Marketing, computing, a foreign language

**Location:** Gurteen Agri. College & Athlone I.T.

**Duration:** Two years      **Cost:** VEC maintenance grant (means tested)

**Starts:** September 2006

**Organising body:** Teagasc      **Awarding Body:** HETAC

**Note:** Progression to degrees in Business Studies or Equine Studies. Application through CAO. Suitable for those training for a career in the equine industry.

# CAREERS

## HUMAN RESOURCE MANAGEMENT

### Course Content:

- ❖ How to control and motivate a team
- ❖ Handling routine problems and making decisions
- ❖ Time management strategies
- ❖ Staff selection procedures and interviews, staff training

**Location:** Enniscorthy Enterprise and Technology Centre

**Duration:** 12 wks / 7-10pm **Cost:** €300

**Starts:** Monday, January 30, 2006

**Organising Body:** Waterford Institute of Technology

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## DIPLOMA IN LEGAL STUDIES

### Course Content:

- ❖ Constitutional law
- ❖ Law of contract
- ❖ Company law
- ❖ Criminal law
- ❖ Real property
- ❖ The law of tort

**Location:** Wexford Campus IT Carlow

**Duration:** Two years - two evenings per week  
7-10pm & 7-8.30pm per year

**Cost:** €700 plus registration and exam fees, payable to ICM

**Organising body:** Wexford Campus IT Carlow

**Accreditation:** Institute of Commercial Management

**Note:** This programme is designed for those who are interested in Law and Legal Studies and wish to develop their general knowledge of the basic concepts of law. The programme also serves as a basis for further professional legal studies.

## CERTIFIED ACCOUNTING TECHNICIAN

### Course Content:

- ❖ Paper 1: Recording financial transactions
- ❖ Paper 2: Information for management control
- ❖ Paper 3: Maintaining financial records
- ❖ Paper 4: Accounting for costs
- ❖ Paper 5: Managing people and systems
- ❖ Paper 6: Drafting financial statements
- ❖ Paper 7: Planning, control and performance management
- ❖ Paper 8: Implementing audit procedures
- ❖ Paper 9: Preparing taxation computations
- ❖ Paper 10: Managing finances

**Location:** Wexford Campus IT Carlow

**Duration:** Two years: 2 evenings per week, 7-10pm

**Cost:** Initial subscription to ACCA £52 sterling  
Annual subscription £52 sterling  
€950 payable to Wexford Campus  
Exam fees (payable before each exam)  
Paper 1 & 2: £30 per paper (total for level £60)  
Paper 3 & 4: £30 per paper (total for level £60)  
Paper 5-10: £35 per paper (total for level £175)

**Registration:** 31 December 2006 for June 2007 exams  
15 August 2006 for December 2006 exams

**Starts:** September 2006

**Organising body:** Wexford Campus IT Carlow

**Accreditation:** ACCA

## CERTIFIED PAYROLL TECHNICIAN

### Course Content:

- ❖ PAYE, PRSI, P45, P60, P30, P35, tax
- ❖ Computer principles - operating systems, payroll packages, data security
- ❖ Computerised payroll

**Location:** Wexford Campus IT Carlow

**Duration:** Stage 1: Ten weeks - one evening per week  
Stage 2: Ten weeks - one evening per week 7-9.30pm

**Cost:** Each stage: €475  
IPASS membership: €80  
Stage 1 & 2 €980 €50 Discount

**Starts:** Stage 1: Sept. 2006; Stage 2: Jan. 2007

**Accreditation:** The Irish Payroll Association (IPASS)

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## DIPLOMA IN RURAL DEVELOPMENT BY DISTANCE LEARNING THROUGH NUI

### Course Content:

- ❖ Socio-economic aspects of rural development
- ❖ Personal & group work in rural development
- ❖ Marketing & enterprise in rural development
- ❖ Transnational, national, regional and area development
- ❖ Social exclusion, gender & equality issues in rural development

**Location:** Various **Cost:** To be confirmed

**Duration:** 2 years **Starts:** To be confirmed

**Organising Body:** Wexford Organisation for Rural Development

**Accreditation:** NUI Dublin, Cork, Galway, Maynooth

## DEGREE IN RURAL DEVELOPMENT BY DISTANCE LEARNING THROUGH NUI

### Course Content:

- ❖ Rural sociology, economics and development theory & practice
- ❖ Project planning, project development & information technology
- ❖ Public & social policy processes
- ❖ Community education & development
- ❖ Quantitative and qualitative research methods
- ❖ Private, community & co-operative rural organisation & management
- ❖ Financial analysis & planning
- ❖ Research project/thesis

**Location:** Various **Cost:** To be confirmed

**Duration:** 2 years **Starts:** To be confirmed

**Organising Body:** Wexford Organisation for Rural Development

**Accreditation:** NUI Dublin, Cork, Galway, Maynooth

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## DEGREE IN HORTICULTURE

### Course Content

- ❖ Science & maths for horticulture
- ❖ Computer applications, communications
- ❖ Mechanisation for horticulture
- ❖ Business management
- ❖ Building construction
- ❖ Marketing
- ❖ Plant identification
- ❖ Elective choice

**Location:** Kildalton College, Waterford I.T.  
(Also Botanic Gardens & Warrenstown)

**Duration:** Three years **Cost:** VEC maintenance grant (means tested)

**Starts:** September 2006

**Organising body:** Teagasc **Awarding body:** HETAC, Waterford I.T.

# CHILDCARE

## ROOM LEADERSHIP SKILLS

### Content:

- ❖ Overseeing individual childcare rooms in a centre
- ❖ Roles and responsibilities, policies and procedures
- ❖ Parental involvement
- ❖ Pre-school service officer's inspection
- ❖ Communication
- ❖ Child observations
- ❖ Programme planning

**Location:** Venue to be decided

**Duration:** 4 weeks / 1 evening per week **Cost:** €25

**Date:** March 2006

**Availability:** Preference given to those currently working in childcare

**Organising Body:** Wexford County Childcare Committee

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## MANAGEMENT & SUPERVISION - INTRODUCTION

### Course Content:

- ❖ Operating a business
- ❖ Key principles of supervision and management
- ❖ Employing and retaining staff
- ❖ Operational considerations, health and safety, finance

**Location:** Wexford Area Partnership, Mallin Street, Wexford

**Duration:** 5 weeks / 1 evening per week **Cost:** €50

**Starts:** Wednesday, January 25, 2006

**Availability:** Preference given to those working in childcare

**Organising Body:** Wexford County Childcare Committee

## INTEGRATING CHILDREN WITH ADDITIONAL NEEDS - CONFERENCE

### **Conference Content:**

- ❖ The purpose and content of the conference is to give carers working in the early childhood education and care sector a greater understanding of the skills and resources required for good quality inclusive practice, thus enabling children with additional needs (and their parents) to experience increased equality of access, participation and outcome.

**Location:** Riverbank Hotel, Ferrybank, Wexford

**Date:** February 25, 2006                      **Cost:** €15

**Organising Body:** Wexford County Childcare Committee

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## CHILDCARE - FETAC LEVEL 6

### **Course Content (four Level 6 modules):**

- ❖ Supervision in Childcare
- ❖ Social and Legal Issues
- ❖ Child Development
- ❖ Early Childhood Education

\* Course will be made available in March 2006 subject to funding

**Cost:** €75

**Availability:** Preference given to those with Childcare (Level 5)

**Organising Body:** Wexford County Childcare Committee

**Accreditation:** FETAC (NCVA): Childcare, Level 6

# COMPUTER

## BASIC COMPUTING SKILLS (FULL-TIME)

### Course Content:

- ❖ Business English
- ❖ Business calculations
- ❖ Information technology
- ❖ Skills to undertake further training

**Location:** FÁS Training Centre, Whitemills North Industrial Centre,  
Wexford  
FÁS Training Centre, Employment Services, Industrial Estate,  
Cork Road, Waterford

**Duration:** 7 weeks                      **Cost:** Free

**Starts:** Wexford: February 13 & April 24, 2006  
Waterford: April 17, 2006

**Requirements:** Must be registered with FÁS

**Organising Body:** FÁS

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## INTERNET/EMAIL - INTRODUCTION (EVENINGS)

### Course Content:

- ❖ Understanding your PC
- ❖ Accessing the Internet
- ❖ Email

**Location:** FÁS Training Centre, Industrial Park, Cork Road, Waterford

**Duration:** 5 weeks                      **Cost:** €75

**Starts:** Tuesday, January 24, 2006  
& April 4; September 19, 2006 (3 separate courses)

**Organising Body:** FÁS

## INTRODUCTION TO COMPUTERS (EVENINGS)

### Course Content:

- ❖ Computer principles
- ❖ Windows operating system
- ❖ Word processing, spreadsheets
- ❖ Internet

**Location:** FÁS Training Centre, Industrial Park, Cork Road, Waterford

**Duration:** 10 weeks                      **Cost:** €150

**Starts:** Tuesday, January 24  
& April 4; September 19, 2006 (3 separate courses)

**Organising Body:** FÁS

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## INTRODUCTION TO COMPUTERS - IC3 CERTIFICATION

### Course Content:

- ❖ Computing fundamentals
- ❖ Key applications
- ❖ Living online

**Location:** Wexford Campus IT Carlow

**Duration:** 12 weeks, 1 evening per week, 7-10pm

**Cost:** €450 including Microsoft exam fee

**Starts:** September 2006

**Organising body:** Wexford Campus IT Carlow

**Accreditation:** Microsoft Office Specialist

**Note:** IC3 demonstrates to potential employers and academic institutions that you can use a computer effectively, giving those who are IC3 certified a major advantage in the job market.

## ON-FARM COMPUTER TRAINING PROGRAMME

### Course Content:

- ❖ One-to-one computer training in farmer's own home
- ❖ Word, spreadsheets, internet, email, etc.
- ❖ Course designed to meet the computer needs of individual participants

**Location:** Farmer's own home                      **Cost:** To be confirmed

**Duration:** 10 hours                                      **Starts:** To be confirmed

**Organising Body:** Wexford Organisation for Rural Development

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## BASIC COMPUTING & ECDL (FULL-TIME)

### Course Content:

- ❖ Business English, business calculations
- ❖ Information technology, databases, filing systems
- ❖ Word processing, spreadsheets
- ❖ Using the computer and managing files

**Location:** FÁS Training Centre, Employment Services, Industrial Estate,  
Cork Road, Waterford

**Duration:** 24 weeks                                      **Cost:** Free

**Starts:** June 19, 2006

**Requirements:** Must be registered with FÁS

**Organising Body:** FÁS

## COMPUTER APPLICATIONS AND OFFICE SKILLS (FULL-TIME)

### Course Content:

- ❖ Database methods
- ❖ Spreadsheets, word processing
- ❖ Office practice and organisation
- ❖ Career planning and job seeking

**Location:** FÁS Training Centre, Whitemills North Industrial Centre, Wexford

**Duration:** 27 weeks                      **Cost:** Free

**Starts:** May 29, 2006

**Requirements:** Must be registered with FÁS  
Computer and keyboard skills

**Organising Body:** FÁS

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## COMPUTER & OFFICE BUSINESS SKILLS (FULL-TIME)

### Course Content:

- ❖ Catering - community services
- ❖ Woodwork - community services
- ❖ Induction - community services
- ❖ Skills to undertake further training

**Location:** Waterford Youth Training and Education Centre, Ballinanheasagh, Cork Road, Waterford

**Duration:** 52 weeks                      **Cost:** Free

**Starts:** January 2, 2006

**Requirements:** Early school leaver, must be registered with FÁS

**Organising Body:** FÁS

## COMPUTER-AIDED DESIGN (EVENINGS)

### Course Content:

- ❖ Computer-aided design

**Location:** FÁS Training Centre, Industrial Park, Cork Road, Waterford

**Duration:** 10 wks **Cost:** €150

**Starts:** Tuesday, January 24;  
April 4; & September 19, 2006 (3 separate courses)

**Organising Body:** FÁS

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## COMPUTERISED ACCOUNTS (EVENINGS)

### Course Content:

- ❖ Skills and related knowledge for introductory course in Computerised Accounts

**Location:** FÁS Training Centre, Industrial Park, Cork Road, Waterford

**Duration:** 12 wks **Cost:** €190

**Starts:** Tuesday, January 24;  
April 4; & September 19, 2006 (3 separate courses)

**Organising Body:** FÁS

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## MS OFFICE SPECIALIST (WORD CORE - EVENINGS)

### Course Content:

- ❖ Documents: editing, formatting, changing, printing
- ❖ Graphics, templates, tables
- ❖ Word and the Web

**Location:** FÁS Training Centre, Industrial Park, Cork Road, Waterford

**Duration:** 10 wks **Cost:** €220

**Starts:** Tuesday, January 24;  
April 4; & September 19, 2006 (3 separate courses)

**\*ECDL standard of familiarisation with Word desirable**

**Organising Body:** FÁS

## MS OFFICE SPECIALIST (EXCEL CORE - EVENINGS)

### Course Content:

- ❖ Worksheets: editing, formatting, changing, printing
- ❖ Financial and logical functions
- ❖ Using Excel with the Internet

**Location:** FÁS Training Centre, Industrial Park, Cork Road, Waterford

**Duration:** 10 wks **Cost:** €220

**Starts:** Tuesday, January 24;  
April 4; & September 19, 2006 ( 3 separate courses)

**\*ECDL standard of familiarisation with spreadsheets desirable**

**Organising Body:** FÁS

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## MICROSOFT OFFICE SPECIALIST CERTIFICATION - MICROSOFT CORE

### Course Content:

- ❖ Any one of: Word, Excel, Access, Powerpoint, Outlook

**Location:** Wexford Campus IT Carlow

**Duration:** Each module 15 weeks, 1 evening per week, 7-10pm

**Cost:** €450 including Microsoft exam fee

**Starts:** February 2006

**Organising body:** Wexford Campus IT Carlow

**Accreditation:** Microsoft Office Specialist

**Note:** The Microsoft Office Specialist Programme is the official and only Microsoft endorsed certification in Microsoft Office. It provides students with the means to enhance their skills, prove their expertise and advance their careers. Candidates without computing experience are advised to complete the IC3 (CE05/C13) programme before proceeding to this course. Candidates with basic computing experience e.g. ECDL are eligible to apply for this programme.

## MICROSOFT OFFICE SPECIALIST CERTIFICATION - MICROSOFT EXPERT

### Course Content:

- ❖ One of the following: Word, Excel

**Location:** Wexford Campus IT Carlow

**Duration:** 10 weeks, 1 evening per week, 7-10pm

**Cost:** €500 incl. Microsoft exam fee      **Starts:** To be confirmed

**Organising body:** Wexford Campus IT Carlow

**Accreditation:** Microsoft Office Specialist

**Note:** Candidates wishing to undertake this programme are advised to complete the Microsoft Core (CE05/C14) programme before proceeding to this course.

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## ECDL VERSION 4 (EVENINGS)

### Course Content:

- ❖ Information technology
- ❖ Databases, filing systems
- ❖ Information network services
- ❖ Word processing, spreadsheets

**Location:** FÁS Training Centre, Industrial Park, Cork Road, Waterford

**Duration:** 20 wks      **Cost:** €360

**Starts:** Tuesday, January 24;  
April 4; & September 19, 2006 ( 3 separate courses)

**\* Must have completed Introduction to Computers or pre-ECDL course**

**Organising Body:** FÁS

## PLANNING A WEBSITE

### Course Content:

- ❖ Issues involved in setting up a website
- ❖ Documenting existing operation in business
- ❖ Defining who website is aimed at
- ❖ Allocating budget, deadline and staff to implement project
- ❖ Understanding design, layout and navigation of site
- ❖ Knowing how to increase site visits by potential customers

**Location:** Enniscorthy Enterprise and Technology Centre

**Duration:** One day                      **Cost:** €200

**Starts:** On demand

**Organising Body:** Waterford Institute of Technology

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## SME WEBSITE DEVELOPMENT PROGRAMME

### Course Content:

- ❖ Advice on professional website design
- ❖ Training and development of participants' websites
- ❖ Analysis of participant's websites
- ❖ Certified by Waterford Institute of Technology

**Location:** To be confirmed                      **Cost:** €100

**Duration:** 36 hours                      **Starts:** To be confirmed

**Organising Body:** Wexford Organisation for Rural Development

**Accreditation:** Waterford Institute of Technology

## COMPUTER-AIDED ENGINEERING - BASIC CAD - PART 1

### Course Content:

- ❖ CAD software
- ❖ Edit commands
- ❖ Application of blocks
- ❖ Use of multiple layers

**Location:** Wexford Campus IT Carlow

**Duration:** 10 weeks, 1 evening per week, 7-10pm

**Cost:** €350 including course manual and City & Guilds fees

**Starts:** September 2006 & February 2007

**Organising body:** Wexford Campus IT Carlow

**Accreditation:** City & Guilds of London Institute

**Note:** This course is intended to provide a practical introduction to CAD applications. It thus forms a foundation for the following scheme (4351-011). The course does not assume any previous knowledge of CAD nor do the course objectives require the use of industrial CAD system. Previous knowledge, though advantageous, is not necessary. It is assumed that candidates will be familiar with elementary drawing terms and conventions as well as very simple geometrical constructions.

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## COMPUTER LITERACY - FETAC LEVEL 3

### Course Content:

- ❖ Computer operations and use
- ❖ Word processing, spreadsheets, graphics
- ❖ Internet and email

**Location:** Local venues around Co. Wexford

**Duration:** 10 hours      **Cost:** Free      **Availability:** On demand

**Organising Body:** County Wexford Partnership

**Accreditation:** FETAC (NCVA): Computer Literacy (BF0133), Level 3

## COMPUTER APPLICATIONS - FETAC LEVEL 4

### Course Content:

- ❖ Introduction to databases, spreadsheets, graphics

**Location:** Local venues around Co. Wexford

**Duration:** 12 hours      **Cost:** Free      **Availability:** On demand

**Organising Body:** County Wexford Partnership

**Accreditation:** FETAC (NCVA): Computer Applications (B10009), Level 4

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## INFORMATION TECHNOLOGY SKILLS - FETAC LEVEL 4

### Course Content:

- ❖ Data entry/keyboard, word processing
- ❖ Introduction to IT, file management
- ❖ Internet

**Location:** Local venues around Co. Wexford

**Duration:** 12 hours      **Cost:** Free      **Availability:** On demand

**Organising Body:** County Wexford Partnership

**Accreditation:** FETAC (NCVA): IT Skills (B10135), Level 4

---

## WORD PROCESSING - FETAC LEVEL 5

### Course Content:

- ❖ Application management, document management
- ❖ Macros, templates and forms
- ❖ Layout, tables and graphics
- ❖ Mail merge

**Location:** Local venues around Co. Wexford

**Duration:** 12 hours      **Cost:** Free      **Availability:** On demand

**Organising Body:** County Wexford Partnership

**Accreditation:** FETAC (NCVA): Word Processing (B20032), Level 5

# CONSTRUCTION

## ARTICULATED DUMPER

### Course Content:

- ❖ Introduction
- ❖ Construction site safety awareness
- ❖ Health and safety legislation
- ❖ General operating practice/loading & unloading practice
- ❖ Practical skills assessment

**Location:** On-site training available/selected training centres

**Duration:** 1 day **Cost:** €350 per person (max. class 4)

**Starts:** Courses available on demand

**Organising body:** FRS Training

**Accreditation:** FÁS-certified CSCS course

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## 180 EXCAVATOR

### Course Content:

- ❖ Construction site safety awareness
- ❖ Health and safety legislation
- ❖ General operating practice
- ❖ Practical skills assessment
  - Front shovel operating procedure/practice
  - Excavating and digging procedures
  - Back-filling procedures and practices
  - Site levelling and ground consolidation procedures/practice

**Location:** On-site training available/selected training centres

**Duration:** 1 day **Cost:** €350 per person (max. class 4)

**Starts:** Courses available on demand

**Organising body:** FRS Training

**Accreditation:** FÁS-certified CSCS course

## 360 EXCAVATOR

### Course Content:

- ❖ Health and safety legislation
- ❖ General operating practice
- ❖ Practical skills assessment
  - ▶ Manoeuvre the excavator in confined spaces
  - ▶ Remove and re-attach the bucket
  - ▶ Excavating and digging procedures
  - ▶ Back-filling procedures and practices

**Location:** On-site training available/selected training centres

**Duration:** 1 day                      **Cost:** €350 per person (max. class 4)

**Starts:** Courses available on demand

**Organising body:** FRS Training

**Accreditation:** FÁS-certified CSCS course

---

## FORWARD TIPP SITE DUMPER

### Course Content:

- ❖ Construction site safety awareness
- ❖ Health and safety legislation
- ❖ Operating practices

**Location:** On-site training available/selected training centres

**Duration:** 1 day                      **Cost:** €350 per person (max. class 4)

**Starts:** Courses available on demand

**Organising body:** FRS Training

**Accreditation:** FÁS-certified CSCS course

## TELESCOPIC HANDLER (TELEPORTER)

### Course Content:

- ❖ Health and safety legislation
- ❖ Daily inspection
- ❖ Hydraulic systems
- ❖ The effect of load, size, weight, gradients and ground conditions upon the machines stability
- ❖ The loading, storage and transportation of materials

**Location:** On-site training available/selected training centres

**Duration:** 1 day **Cost:** €350 per person (max. class 4)

**Starts:** Courses available on demand

**Organising body:** FRS Training

**Accreditation:** FÁS-certified CSCS course

---

## CONSTRUCTION SKILLS (FULL-TIME)

### Course Content:

- ❖ Safe Pass
- ❖ Basic welding
- ❖ Wattling
- ❖ Drain laying
- ❖ Kerb laying
- ❖ Basic concrete work
- ❖ Career development
- ❖ Introduction to I.T.
- ❖ Health & safety

**Location:** Local Training Initiative, Heritage Park, Wexford

**Duration:** 6 months **Cost:** Free

**Starts:** October 2005

**Requirements:** No entry qualifications

**Organising Body:** FÁS

## TIG WELDING - BASIC (EVENINGS)

### Course Content:

- ❖ Basic TIG welding

**Location:** FÁS Training Centre, Industrial Park, Cork Road, Waterford

**Duration:** 10 wks **Cost:** €230

**Starts:** Tuesday, January 24;  
April 4; & September 19, 2006 ( 3 separate courses)

**Organising Body:** FÁS

---

## WELDING (EVENINGS)

### Course Content:

- ❖ Skills and knowledge to attain certificate in welding

**Location:** FÁS Training Centre, Industrial Park, Cork Road, Waterford

**Duration:** 10 wks **Cost:** €230

**Starts:** Tuesday, January 24;  
April 4; & September 19, 2006 ( 3 separate courses)

**Organising Body:** FÁS

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## CODED PIPE WELDING (FULL-TIME)

### Course Content:

- ❖ Carbon steel pipe 6011 Root 6013 and cap
- ❖ Carbon steel pipe TIG Root 7018 fill and cap
- ❖ Stainless steel pipe schedule 40
- ❖ Skills to undertake further training

**Location:** FÁS Training Centre, Industrial Park, Cork Road, Waterford

**Duration:** 20 weeks **Cost:** Free

**Starts:** January 2, 2006

**Requirements:** Must be registered with FÁS

**Organising Body:** FÁS

## WELDING (FULL-TIME)

### Course Content:

- ❖ MIG welding, TIG welding
- ❖ Manual metal arc welding
- ❖ Reading basic technical drawings

**Location:** FÁS Training Centre, Industrial Park, Cork Road, Waterford

**Duration:** 20 weeks                      **Cost:** Free

**Starts:** March 27 & August 14, 2006

**Requirements:** Must be registered with FÁS

**Organising Body:** FÁS

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## ENGINEERING MULTI-SKILLS (FULL-TIME)

### Course Content:

- ❖ Milling and turning
- ❖ Manual metal arc welding
- ❖ Oxy-acetylene welding
- ❖ Precision measurement and tooling
- ❖ MIG and TIG welding
- ❖ Fabrication basic skills
- ❖ Bench fitting
- ❖ Introduction to reading of drawings

**Location:** FÁS Training Centre, Whitemills Industrial Centre, Wexford  
FÁS Training Centre, Industrial Park, Cork Road, Waterford

**Duration:** 24 weeks (Wexford), 18 weeks (Waterford)

**Cost:** Free

**Starts:** Wexford: January 30 & August 8, 2006  
Waterford: January 2, 2006

**Requirements:** Must be registered with FÁS  
Junior Certificate or equivalent  
A pass in Maths and/or Mechanical Drawing desirable

**Organising Body:** FÁS

## **BASIC SCAFFOLDING**

### **Course Content:**

- ❖ Introduction to scaffolding
- ❖ System scaffolding
- ❖ Tied scaffold in tube and fitting

**Location:** FÁS Training Centre, Industrial Park, Cork Road, Waterford

**Duration:** 7 days                      **Cost:** €850

**Starts:** Available on demand

**Requirements:** Participants must bring safety boots, hard hat and standard scaffolding tools

**Organising Body:** FÁS

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## **EQUINE / FARMING / HORTICULTURE / RURAL / OTHER**

### **FARM ENERGY TRAINING PROGRAMME**

#### **Course Content:**

- ❖ Energy audit, evaluation of existing energy practices
- ❖ Investigation of potential renewable energy applications
- ❖ Tariff optimisation, energy management, equipment upgrading
- ❖ Training in use of renewable energies

**Location:** Various                      **Cost:** Approx. €250

**Duration:** To be confirmed              **Starts:** To be confirmed

**Organising Body:** W.O.R.D. & Wexford Energy Management Agency

## FARM SAFETY

### Course Content:

- ❖ Legislation, statistics, areas of risk
- ❖ Completing self-assessment document

**Location:** Local venues around County Wexford

**Duration:** 5 hours                      **Cost:** Free

**Availability:** Local venues around Co. Wexford

**Organising Body:** County Wexford Partnership

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## RURAL/AGRI-TOURISM TRAINING PROGRAMME

### Course Content:

- ❖ Marketplace analysis, innovation and product development
- ❖ Tourism development plans & marketing plans

**Location:** To be confirmed              **Cost:** €40

**Duration:** 16 hours                      **Starts:** To be confirmed

**Organising Body:** Wexford Organisation for Rural Development

**Note:** This programme is suitable for farmers and rural dwellers considering rural tourism to supplement income and for existing rural tourism business operators

---

## CERTIFICATE IN AGRICULTURE

### Content:

- ❖ Soils and the environment
- ❖ Animal husbandry and food assurance
- ❖ Accounts
- ❖ Safety
- ❖ Selection of elective modules

**Location:** Teagasc Training Centre, Enniscorthy

**Duration:** 100 hours                      **Cost:** €444              **Starts:** June 2006

**Organising body:** Teagasc                      **Awarding Body:** FETAC

**Note:** The course is designed to meet the needs of part-time farmers with non-farm qualifications in order to qualify for certain grant schemes.

## CERTIFICATE IN FARM MANAGEMENT

### Course Content:

- ❖ Whole farm planning
- ❖ Succession & inheritance  
(plus elective modules)

**Location:** Kildalton College (Local Teagasc centres)

**Duration:** 80 hours                      **Cost:** €338

**Start:** Summer 2006 (various dates to be announced)

**Organising body:** Teagasc                      **Awarding Body:** FETAC

**Note:** This course normally follows the 100 hours Certificate in Agriculture to meet needs of part-time farmers with non-agricultural qualifications in order to qualify for grant schemes.

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## CERTIFICATE IN AGRICULTURAL SKILLS/ HORTICULTURAL SKILLS

### Course Content:

#### *Agricultural:-*

- ❖ Hands-on development of machinery and animal skills
- ❖ Small amount of course work

#### *Horticultural:-*

- ❖ Hands-on horticultural skills development
- ❖ Some course work

**Location:** Kildalton College (Ag)      Warrenstown & Kinsealy (Hort.)

**Duration:** 1 year

**Cost:** Teagasc Grant Scheme  
FÁS Training Allowance for Horticulture

**Starts:** September 2006

**Organising body:** Teagasc                      **Awarding Body:** FETAC

**Note:** Suitable for early school-leavers to continue their general education with training and for those with literacy difficulties.

## VOCATIONAL CERTIFICATE IN:

- |                             |                                       |
|-----------------------------|---------------------------------------|
| ❖ Horticulture              | Kildalton/Warrenstown/Botanic Gardens |
| ❖ Horse Breeding & Training | Kildalton                             |
| ❖ Forestry                  | Ballyhaise, Co. Cavan                 |
| ❖ Green Keeping             | Botanic Gardens                       |

**Duration:** Two years                      **Cost:** Teagasc grant (not means tested)  
Green keeping sponsored by employer

**Starts:** September 2006

**Organising body:** Teagasc                      **Awarding Body:** FETAC

**Note:** Application is direct to the relevant college (in the case of Green Keeping direct to Golfing Union of Ireland). The courses provide training for people who may take up jobs in the relevant sector.

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## RURAL ENVIRONMENTAL PROTECTION COURSE

### Content

- ❖ All the measures in the REPs Scheme
- ❖ Health & safety

**Location:** All Teagasc offices in Co. Wexford

**Duration:** 20 hours                      **Cost:** Free

**Starts:** February, July and October 2006

**Organising body:** Teagasc

**Note:** These courses are provided for participants in the REPs scheme.

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## ADVANCED CERTIFICATE IN:

- |                            |                                      |
|----------------------------|--------------------------------------|
| ❖ Dairy herd management    | Clonakilty & Ballyhaise Ag. Colleges |
| ❖ Drystock production      | Gurteen College                      |
| ❖ Farm machinery           | Pallaskenry College                  |
| ❖ Farm management          | Kildalton College                    |
| ❖ Machinery & arable crops | Kildalton College                    |

**Duration:** 2 years                      **Cost:** Teagasc grant (not means tested)

**Starts:** September 2006

**Organising body:** Teagasc                      **Awarding Body:** FETAC

## VOCATIONAL CERTIFICATE IN AGRICULTURE

### Course Content:

#### *Full-time students:*

- ❖ 28-week course content
- ❖ 4-week placement
- ❖ 9-month placement
- ❖ 8-week course work

#### *Part-time farmers:*

- ❖ 2 years course & skills training
- ❖ 1 year project
- ❖ 8-week farm management course work

**Location:** All agricultural colleges - full-time students  
Selected Teagasc centres - part-time farmers

**Duration:** 2 years' full-time / 3 years' part-time

**Cost:** Teagasc grant                      **Starts:** September 2006

**Awarding Body:** FETAC

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## HIGHER CERTIFICATE IN AGRICULTURE

### Course Content

- ❖ Animal & crop production and mechanisation
- ❖ Computer applications
- ❖ Science, maths
- ❖ Farm business

**Location:** Four Agricultural Colleges & Institutes of Technology

**Duration:** 2 years                      **Cost:** VEC maintenance grant (means tested)

**Starts:** September 2006

**Organising body:** Teagasc

**Awarding body:** HETAC/Institutes of Technology

**Note:** Application through CAO Progression to B.Agr.Sc. UCD.  
Course suitable for future farmers and workers in Agri. industry.

## HIGHER CERTIFICATE IN AGRICULTURAL SCIENCE

### Course Content:

- ❖ Science & computer applications
- ❖ Animal & crop production
- ❖ Food science, microbiology, statistics

**Location:** Kildalton/Waterford I.T.

**Duration:** Two years      **Cost:** VEC Maintenance Grant (means tested)

**Starts:** September 2006

**Organising body:** Teagasc      **Awarding body:** Waterford IT

**Note:** Application through CAO, progression to B.Agr.Sc UCD.  
Course suitable for people targeting a career in the Agri Service industry.

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## HIGHER CERTIFICATE IN BUSINESS STUDIES (Agri-Business)

### Course Content:

- ❖ Farm husbandry & Ag. economics
- ❖ Business administration
- ❖ Accountancy, maths
- ❖ French/German
- ❖ Selling & sales management

**Location:** Mountbellew College & Galway Mayo I.T.

**Duration:** Two years      **Cost:** VEC maintenance grant (means tested)

**Starts:** September 2006

**Organising body:** Teagasc      **Awarding body:** Galway Mayo I.T.

**Note:** Application through CAO - progression to Bachelor Degree. Course suitable for students interested in a career in the agri-business sector.

## HIGHER CERTIFICATE IN TECHNOLOGY IN AGRICULTURAL MECHANISATION

### Course Content:

- ❖ Tractor engineering workshop
- ❖ Machinery operation
- ❖ Electric & electronic technology
- ❖ Computer studies
- ❖ Business administration

**Location:** Pallaskenry College, Limerick & Limerick I.T.

**Duration:** Two years      **Cost:** VEC maintenance grant (means tested)

**Awarding Body:** HETAC

**Note:** Progression to engineering degrees at UCD & Institute of Technology Tralee. Course suitable for a career as a skilled technician in the farm machinery industry.

---

## ORGANIC HORTICULTURE - INTRODUCTION TO ORGANIC PRODUCTION

### Course Content:

- ❖ Soil fertility
- ❖ Crop protection, cropping programmes
- ❖ Weed control
- ❖ Marketing
- ❖ Organic standards, organic conversion
- ❖ Mechanisation

**Location:** Wexford Organic Centre, Cushinstown, New Ross

**Duration:** 1 day / week for 8 weeks      **Cost:** Free

**Availability:** By arrangement with Organic Centre

**Organising Body:** County Wexford Partnership

**Accreditation:** IAS (integrated assessment system)

## ORGANIC HORTICULTURE - FETAC LEVEL 5

### Course Content:

- ❖ Organic crop protection
- ❖ Organic conversion
- ❖ Organic food crops
- ❖ Organic soil management

**Location:** Wexford Organic Centre, Cushinstown, New Ross

**Duration:** 2 days/ week for 24 weeks      **Cost:** Free

**Availability:** By arrangement with Organic Centre

**Organising Body:** County Wexford Partnership

**Accreditation:** FETAC (NCVA): Organic Horticulture, Level 5

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## HEALTH AND SAFETY

### HEALTH & SAFETY COURSE

#### Content:

- ❖ Health & safety on the farm
- ❖ Completion of risk assessment document

**Location:** All Teagasc offices, Wexford

**Duration:** 3 hours      **Cost:** Free

**Starts:** January 2006

**Organising body:** Teagasc

**Note:** Course designed to complete Risk Assessment - equivalent to Safety Statement.

## FIRST AID - BASIC

### Course Content:

- ❖ Skills to treat and dress common injuries
- ❖ Recovery position
- ❖ CPR
- ❖ Duties of a first-aider
- ❖ This is a practical course with full participation from all trainees

**Location:** FRS Solutions, Old Dublin Road, Enniscorthy

**Duration:** Half-day      **Cost:** €85 p.p. (max. class of 12)

**Starts:** Available on demand from January 2006

**Organising body:** FRS Training

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## FIRST AID - OCCUPATIONAL

### Course Content:

- ❖ Assessing and managing an accident scene
- ❖ Head injuries, unconsciousness
- ❖ Bleeding, fractures, burns
- ❖ CPR
- ❖ Heart attacks
- ❖ Medical emergencies, crush and spinal injuries
- ❖ General safety rules

**Location:** FRS Solutions, Old Dublin Road, Enniscorthy

**Duration:** 3 days      **Cost:** €250 p.p (max. class of 12)

**Starts:** Available on demand from January 2006

**Organising Body:** FRS Training

**Accreditation:** Health & Safety Authority

## MANUAL HANDLING (EVENINGS)

### Course Content:

- ❖ Manual lifting techniques

**Location:** FÁS Training Centre, Industrial Park, Cork Road, Waterford

**Duration:** 2 wks **Cost:** €100

**Starts:** Tuesday, January 24;  
April 4; & September 19, 2006 (3 separate courses)

**Organising Body:** FÁS

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## SAFE PASS

### Course Content:

- ❖ Safety, Health and Welfare at Work Act
- ❖ Accident reporting & emergency procedure
- ❖ Health & hygiene
- ❖ Manual handling
- ❖ Working at heights
- ❖ Use of hand-held equipment
- ❖ Personal protective equipment
- ❖ Safe use of vehicles
- ❖ Excavations & confined spaces

**Location:** FRS Solutions, Old Dublin Road, Enniscorthy

**Duration:** 1 day **Cost:** €110 per person

**Starts:** Available fortnightly

**Organising body:** FRS Training

**Accreditation:** FÁS

## **SAFETY HEALTH & WELFARE AT WORK (EVENINGS)**

### **Course Content:**

- ❖ Hazards: human factor, chemical, biological
- ❖ Ergonomics, risk assessments
- ❖ Legal rules, legislation, safety statements
- ❖ Manual handling

**Location:** FÁS Training Centre, Industrial Park, Cork Road, Waterford

**Duration:** 10 wks **Cost:** €150

**Starts:** Tuesday, January 24;  
April 4; & September 19, 2006 ( 3 separate courses)

**\*Workplace experience**

**Organising Body:** FÁS

---

## **SAFETY AND HEALTH MANAGEMENT**

### **Course Content:**

- ❖ Hazard and risk assessment, safety statements
- ❖ 1989 Health & Safety Act and updated legislation
- ❖ Safe systems of work, occupational health and occupational disease
- ❖ Human attitudes and behaviour in relation to safety and health

**Location:** Enniscorthy Enterprise and Technology Centre

**Duration:** 12 wks / 7-10pm **Cost:** €300

**Starts:** Wednesday, February 1, 2006

**Organising Body:** Waterford Institute of Technology

## OCCUPATIONAL HEALTH AND SAFETY CERTIFICATE

### Course Content:

- ❖ Occupational health & safety law
- ❖ Communications
- ❖ Hazards, risk assessment, control strategies
- ❖ Chemical control strategies
- ❖ General workplace controls
- ❖ Ergonomics and manual handling
- ❖ Machinery/energy control strategies
- ❖ Emergency planning
- ❖ Occupational health
- ❖ Safety management techniques

**Location:** Wexford Campus IT Carlow

**Duration:** 11 weeks, one evening per week 7-9pm

**Cost:** NISO members €350  
Non-members €410  
Fees include all tuition and course materials, and exam fees

**Starts:** September 2006

**Organising body:** Wexford Campus IT Carlow

**Accreditation:** National Irish Safety Organisation (NISO)  
(Foundation Certificate)

**Note:** This programme is designed for people with responsibility for Health and Safety, such as managing directors of SMEs, production managers, safety managers/officers, safety representatives, members of Safety Committees.

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## SKILLS

### DRIVING THEORY TEST

#### Course Content:

- \* Screen-based Interactive Training
- \* Preparation for Driving Test

**Location:** Local venues around Co. Wexford

**Duration:** 8 hours      **Cost:** Free      **Availability:** On demand

**Organising Body:** County Wexford Partnership

## TIME MANAGEMENT

### Course Content:

- ❖ Aims for the next year
- ❖ Planning to achieve your aims
- ❖ How to use available time to complete tasks
- ❖ How to find time to do things you want to do

**Location:** Enniscorthy Enterprise and Technology Centre

**Duration:** One day                      **Cost:** €200

**Starts:** Wednesday, January 11

**\* Also available on demand**

**Organising Body:** Waterford Institute of Technology

---

## TUTORING SKILLS FOR ADULT EDUCATION - INTRODUCTION

### Course Content:

- ❖ Role of tutor
- ❖ Learning process
- ❖ Designing a course & class planning
- ❖ Teaching methods & learning resources
- ❖ Communications, evaluation
- ❖ Managing groups, teaching practice

**Location:** Wexford Campus IT Carlow

**Duration:** 10 weeks, one evening per week 7-9pm

**Cost:** €250

**Starts:** September 2006

**Note:** This course is designed for those who are currently teaching adults on a full-time or part-time basis or who may wish to become tutors in the future. The aim of this course is to enable participants to develop the knowledge and skills necessary to work as adult education practitioners.

## INTERIOR DESIGN (EVENINGS)

### Course Content:

- ❖ Flooring, lighting, space planning
- ❖ Colour, pattern, texture
- ❖ Styles, stencilling

**Location:** FÁS Training Centre, Industrial Park, Cork Road, Waterford

**Duration:** 10 wks **Cost:** €250

**Starts:** Tuesday, January 24;  
April 4; & September 19, 2006 ( 3 separate courses)

**\* Must be registered with FÁS**

**Organising Body:** FÁS

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## CERTIFICATE OF PROFESSIONAL COMPETENCE IN ROAD TRANSPORT OPERATIONS

### Course Content:

- ❖ Setting up a road haulage or road passenger operation
- ❖ Access to marketing, financial and operating management
- ❖ Documentation needed for transport
- ❖ Technical standards
- ❖ Civil and commercial laws
- ❖ Route planning
- ❖ Road safety

**Location:** Enniscorthy Enterprise and Technology Centre

**Duration:** 110 hours / 7-10pm **Cost:** €800

**Starts:** Monday, January 30 until June 9

**\*This course runs on Monday and Thursday nights**

**Organising Body:** Waterford Institute of Technology

## HAIRDRESSING (FULL-TIME)

### Course Content:

- ❖ Perming, blowdrying, colouring
- ❖ Cutting, curling and finger waving
- ❖ Setting, styling, shampooing and conditioning
- ❖ Simulated commercial salon operations

**Location:** FÁS Training Centre, Industrial Park, Cork Road, Waterford

**Duration:** 26 weeks                      **Cost:** Free

**Starts:** April 24 & October 16, 2006

**Requirements:** Must be registered with FÁS

**Organising Body:** FÁS

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## YOUTHREACH

### Course Content:

- ❖ Personal and social development
- ❖ Vocational skills
- ❖ Communications skills

**Eligibility:** Unemployed early school-leavers aged 15-20

**Location:** Youthreach, Keelogue Institute, Barntown, Wexford  
Youthreach, Co Wexford VEC, 8 Castle Street, Enniscorthy  
Youthreach, Education and Training Centre, Irishtown, New Ross

**Duration:** Full-time, year-round                      **Cost:** Free

**Starts:** September each year

**Organising Body:** Co. Wexford VEC

## **PRE-APPRENTICESHIP (FULL-TIME)**

### **Course Content:**

- ❖ Catering - community services
- ❖ Woodwork - community services
- ❖ Induction - community services
- ❖ Skills to undertake further training

**Location:** Youth Train Wexford Ltd., 59 North Main St., Wexford  
& Waterford Youth Training and Education Centre,  
Ballinanheasagh, Cork Road, Waterford

**Duration:** 52 weeks                      **Cost:** Free

**Starts:** January 2, 2006

**Requirements:** Early school leaver, must be registered with FÁS

**Organising Body:** FÁS

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## **CO. WEXFORD VEC - INTRODUCTION**

Second-chance education opportunities are made available mainly through the Adult and Community Education Service.

These include VTOS, Youthreach, Back to Education Initiative (BTEI), Community Education and Adult Literacy.

The service is managed by Eilis Leddy, Adult Education Officer. She can be contacted at 053 912 3799 or [eilisleddy@cowexfordvec.ie](mailto:eilisleddy@cowexfordvec.ie)

## **BTEI - BACK TO EDUCATION INITIATIVE**

### **Course Content:**

The group will decide the area of study. A wide range of programmes have been undertaken to date including:

- ❖ Horticulture
- ❖ Health-related fitness
- ❖ Cookery
- ❖ Information technology
- ❖ Customer services
- ❖ Personal development
- ❖ Personal and interpersonal skills
- ❖ Childcare
- ❖ ESOL
- ❖ Art and craft

### **Eligibility:**

Priority is given to those in receipt of Social Welfare allowances who left school early or on completion of the Junior Certificate (Inter Cert.), or those who left school before completing the Leaving Certificate.

**Location:** Countywide

**Duration:** 1 or 2 hours a week, max. 16 hours per week  
Maximum tuition hours per year is 400 hours

**Costs:** Free for those in receipt of Farm Assist, unemployment payments or means tested social welfare benefits, holders of medical cards, along with their dependants.  
Reduced fees for other unwaged participants who did not complete the Leaving Certificate

**Starts:** Any time during the year

**Organising Body:** Co. Wexford VEC

**Contact:** Ms. Eilis Leddy, Adult Education Officer.

## VTOS - VOCATIONAL TRAINING OPPORTUNITIES SCHEME

### Course Content:

The VTOS is a special range of courses designed to meet the education needs of unemployed people. You can apply to join if you are: aged 21 or over; getting unemployment payments or signing for credits for at least six months.

- ❖ A limited number of places are available to recipients of the Lone Parents or Disability Allowances, and to dependent spouses of all categories of people eligible to join VTOS.

**Location:** Enniscorthy, New Ross, Bunclody, Wexford

**Duration:** 30 hours' course attendance per week, (6 hours a day for 5 days)  
Courses last up to two years.

**Cost:** Free

- ❖ If you are currently receiving an unemployment payment, you will instead get a training allowance equivalent to the maximum standard rate of Unemployment Benefit. If you are getting One-Parent Family Payment or Disability Allowances you will get a payment equivalent to the maximum rate of your current social welfare payment. You will continue to receive payment in the normal way from the Department of Social, Community and Family Affairs.
- ❖ You will receive travel (for distances over 3 miles) and meal allowances
- ❖ You will be given books and materials free of charge.

**Starts:** September each year

**Organising Body:** Co. Wexford VEC

**Accreditation:** Range of levels, including Junior & Leaving Certificate, FETAC

### Contact:

Wexford town: Ann Slaven. T. 053 914 6188. E. [evtoswex@iol.ie](mailto:evtoswex@iol.ie)

Bunclody: Evelyn Mulrennan. T. 053 937 7326

Enniscorthy: Eithne Agar. T. 053 923 7224

Gorey: Laurence McLaughlin. T. 053 942 1791

New Ross: Elizabeth Fortune. T. 051 425034

## COMMUNITY EDUCATION

Community education refers to education and learning, generally outside the formal education sector, with aims of enhancing learning, empowerment and contributing to civic society. It is firmly community-based, with local groups taking responsibility for, and playing a key role in organising courses, deciding on programme content and recruiting tutors.

### Criteria for making applications to Co. Wexford VEC

- ❖ The group must have an organisational structure
- ❖ The need for the project must be clearly identified and rooted in the community
- ❖ The learning outcomes for the group and individual are clearly identified
- ❖ Is the course contributing to the developmental capacity of the community?
- ❖ Is the course contributing to volunteering in the community?
- ❖ The course is available to the whole community
- ❖ There is evidence of linkage with other groups and agencies
- ❖ Priority will be given to groups whose focus is addressing disadvantage and or low educational levels
- ❖ Elements of personal development are integrated into the programme
- ❖ Social outlets are not funded
- ❖ New people must participate on each programme
- ❖ Progression routes must be clearly identified and included in a plan

**Cost:** Free or minimal

**Note:** Application forms are available from the Community Education Facilitator - Ms Fran Kennedy (053) 912 3799

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## ADULT LITERACY

The Adult Literacy service responds to all adults who seek help with their literacy and numeracy skills on a confidential basis.

The service is administered from the New Ross office, with programmes in centres in Bunclody, Enniscorthy, Gorey, New Ross and Wexford. Tuition is also available in tutors' homes, learners' homes, community centres and other venues.

**Contact:** Ms Frances Ryan, Adult Literacy Organiser  
T 051 425118

## HELPING FARMERS TO EXPAND THEIR SKILLS

### AGRI-NET WORKS

REMAIN

**Contact:** Áine O'Meara

Agri-net Works, Farm Centre, Mill Park Road, Enniscorthy  
T: 053 923 5833

### COUNTY WEXFORD PARTNERSHIP

Computer Applications  
Computer Information Processing  
Driving Theory Test  
Farm Finance/ Dealing with Banks  
Farm Safety  
Organic Horticulture  
Succession Planning - Introduction  
Start Your Own Business  
TUS Jobs Club

**Contact:** Seamus Codd

TUS Programme Co-ordinator, County Wexford Partnership  
Mill Park Road, Enniscorthy, Co Wexford  
T: 053 923 7033     E: [seamus@wexfordpartnership.ie](mailto:seamus@wexfordpartnership.ie)

### COUNTY WEXFORD VEC

Adult Literacy  
Back to Education Initiative  
Community Education  
VTOS  
Youthreach

**Contact:** Eilis Leddy,

Co. Wexford VEC,

Iberius House,

Common Quay Street,

Wexford.

T: 053 912 3799     E: [eilisleddy@cowexfordvec.ie](mailto:eilisleddy@cowexfordvec.ie)

## FÁS

Basic Computing and ECDL  
Basic Computing Skills  
Clerical/Receptionist Skills  
Coded Pipe Welding  
Computers - Introduction  
Computer Aided Design (Basic)  
Computer and Office Administration Skills  
Computer and Office Business Skills  
Computerised Accounts  
Computerised Accounts and Payroll  
Construction Skills  
ECDL  
ECDL Version 4  
Engineering Multi-Skills  
Hairdressing  
ILM Cert in Management  
Interior Design  
Internet/Email - Introduction  
Manual Accounts & Payroll  
Manual Handling  
MS Office Specialist (Excel Core)  
MS Office Specialist (Word Core)  
Organic Horticulture  
Pre-Apprenticeship  
Safety Health and Welfare at Work  
Scaffolding  
TIG Welding (Basic)  
Welding

**Contact:** FÁS Employment Centre, Bridgepoint, Enniscorthy  
T: 053 923 9300

FÁS Employment Centre, Henrietta Street, Wexford  
T: 053 913 2936

## FRS SOLUTIONS

Articulated Dumper  
180 Excavator  
360 Excavator  
First Aid  
Forward Tipp Site Dumper  
Manual Handling  
Safe Pass  
Telescopic Handler

**Contact:** Joe Rowe  
FRS Solutions, Old Dublin Road, Enniscorthy  
T: 053 923 6222

## TEAGASC

Certificate in Agricultural Skills/ Horticultural Skills  
Vocational Certificate in Agriculture  
Certificate in Agriculture  
Higher Cert in Agriculture  
Higher Cert in Agricultural Science  
Higher Cert in Business Studies (Agri Business)  
Higher Certificate in Technology in Agricultural Mechanisation  
Degree in Horticulture  
Higher Cert in Business Studies in Equine Studies  
Advanced Cert in Dairy Herd Management  
Advanced Cert in Drystock Production  
Advanced Cert in Farm Machinery  
Advanced Cert in Farm Management  
Vocational Certificate in Forestry  
Vocational Certificate in Green-Keeping  
Health & Safety Course  
Vocational Certificate in Horticulture  
Vocational Certificate in Horse Breeding and Training  
Certificate in Farm Management  
Advanced Cert in Machinery & Arable Crops  
Rural Environmental Protection Course

**Contact:** Tom Power  
Teagasc, Dublin Road, Enniscorthy  
T: 053 923 3332

## WATERFORD INSTITUTE OF TECHNOLOGY

Certificate of Professional Competence in Road Transport Operations  
Costing and Pricing of Trade Jobs  
Debt Collection  
Human Resource Management  
Planning a Website  
Safety and Health Management  
Solving Your Insurance Problems  
Start Your Own Business  
Taxation for Small Businesses - Introduction  
Time Management

**Contact:** John O'Connor

Enniscorthy Enterprise & Technology Centre

Milehouse Road, Enniscorthy

T: 053 923 7499 W: [www.eetc.ie](http://www.eetc.ie)

**\* A more extensive list of courses is available from the EETC, Enniscorthy**

## WEXFORD CAMPUS IT CARLOW

Business & Office Technology Certificate  
Certified Accounting Technician  
Certified Payroll Technician  
Diploma in Business  
Higher Certificate in Business Studies  
Human Resource Management  
Introduction to Computers  
Legal Studies Certificate  
Marketing Skills Certificate  
Microsoft Office Specialist  
Occupational Health & Safety Certificate  
Tutoring Skills for Adult Education

**Contact:** Ann Tracey

Continuing Education Co-Ordinator

Wexford Campus (IT Carlow), Summerhill Road, Wexford

T: 053 912 2992 E: [ann.tracey@itcarlow.ie](mailto:ann.tracey@itcarlow.ie)

W: [www.itcarlow.ie](http://www.itcarlow.ie)

## **WEXFORD COUNTY CHILDCARE COMMITTEE**

Childcare  
Integrating Children with Additional Needs - Conference  
Management & Supervision - Introduction  
Out-of-School Workshop  
Room Leadership Skills

**Contact:** Joy O'Driscoll  
Wexford County Childcare Committee, 11 Weafer Street, Enniscorthy  
T: 053 923 7156

## **WEXFORD COUNTY ENTERPRISE BOARD**

Owner/Manager Programme  
Start Your Own Business

**Contact:** Sean Mythen, CEO  
Wexford County Enterprise Board, 16/17 Mallin Street, Wexford.  
T: 053 912 2965 W: [www.wexfordceb.ie](http://www.wexfordceb.ie)

## **WEXFORD ORGANISATION FOR RURAL DEVELOPMENT (W.O.R.D.)**

Community Leader Training Programme  
Diploma in Rural Development by Distance Learning through NUI  
Degree in Rural Development by Distance Learning through NUI  
Farm Energy Training Programme (Wexford Energy Management Agency)  
Fibre glass maintenance and repair  
Foliage crop maintenance and harvesting in Co. Wexford  
Food preparation/handling and HACCP  
Future Farms Training Programme  
Inshore Fisheries Training Programme  
National Certificate and Diploma in Community Education and Development  
On-Farm Computer Training Programme  
Promoter Management Pre-Development Programme  
Promoter Management Development Programme  
Renewable Energy Training Programme  
Rural/Agri Tourism Training Programme  
Rural Women's Training Programme  
SME Website Development Training Programme  
Storytelling Training Programme  
Tourism Transition Year Training Programme  
Youth Choral Training Programme  
Youth Music Training Programme

**Contact:** Eileen Dake  
Wexford Organisation for Rural Development, Johnstown Castle, Co. Wexford.  
T: 053 914 6453 E: [edake@wexfordleader.ie](mailto:edake@wexfordleader.ie) W: [www.wexfordleader.ie](http://www.wexfordleader.ie)

## **SOCIAL WELFARE FACILITATORS**

### ***Wexford Town:***

Social Welfare Local Office, Anne St., Wexford

T: 053 916 5400

F: 053 912 2429

Social Welfare Inspectors, Anne St., Wexford

T: 053 916 5467

F: 053 912 1044

Facilitator, Social & Family Support Services, Anne St., Wexford

T: 053 914 7604

F: 053 912 1044

### ***Enniscorthy:***

Social Welfare Branch Office, Mernagh St., Enniscorthy, Co Wexford

T: 053 924 2900

F: 053 924 2922

Social Welfare Inspectors, Portsmouth House, Shannon Quay, Enniscorthy

T: 053 924 2670

F: 053 923 4376

### ***New Ross:***

Social Welfare Branch Office, Cross St., New Ross

T: 051 421 693

F: 051 422 228

Social Welfare Inspectors, 18 Mary St., New Ross

T: 051 421 489

F: 051 425 859

### ***Gorey:***

Social Welfare Branch Office, Thomas St., Gorey

T: 053 942 1188

F: 053 942 2008

Social Welfare Inspectors, Thomas St., Gorey

T: 053 942 1225

F: 053 942 2582