



etb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

Further Education Courses

County Sligo 2018 - 2019

For details on courses
www.msletbadutltguidance.ie
www.fetchcourses.ie

Definition of Guidance

“Guidance facilitates people throughout their lives to manage their own educational, training, occupational, personal, social and life choices so that they reach their full potential and contribute to the development of a better society”.

National Guidance Forum 2007

Adult Educational Guidance Service

The Adult Education Guidance Service is a free, impartial and confidential service that assists people in making informed educational, career and life choices.

Should you wish to use our service, you will be supported by a professional Adult Education Guidance Counsellor in identifying your unique strengths, experiences and potential. You will be supported in making your decisions about your future and encouraged to achieve your own goals through a step by step approach.

The Adult Guidance Information Officer will help you in researching your educational and training options and provide you with up to date and impartial information to suit your needs. You will be helped in clarifying and simplifying information such as;

What the entry requirements might be needed to gain access to courses?

What funding may be available to help you access these courses?

What your current qualification level maybe and how to progress this further?

The Adult Education Guidance Service will support you in your educational journey of self-discovery and what courses and opportunities might be available and suitable depending on your needs so that you can make an informed choice about your future.

Who the Adult Educational Guidance Service is for?

This service is for people who are unsure what courses might help them achieve their educational career path goals. The Adult Education Guidance Service is open to people who are part-time employed, short or long-term unemployed. It is for people who want to engage with and return to education, to continue learning or want to upskill in order to gain full, long lasting or more meaningful employment.

Who to contact?

Guidance Sessions - To book a one to one Adult Education Guidance session please contact Saoirse Kennedy. All bookings are subject to availability and are offered on a first come first serve basis.

Adult Education Courses - For information on courses and what funding supports maybe available contact Saoirse Kennedy.

Josephine McGread, Adult Education Guidance Counsellor can be emailed at josephinemcgreadd@msletb.ie

Saoirse Kennedy, Adult Guidance Information Officer, can be contacted on 0719134810 or email saoirsekenedy@msletb.ie.



BACK TO EDUCATION INITIATIVE (BTEI) COURSES

Free Part Time Courses for Eligible Applicants - Autumn 2018

Closing Date 5pm, Monday 20th August 2018 Application

Course Title	Course Timetable	PLSS	Location
<p><u>Learning for Everyday Living Components, QQI Level 3</u></p> <ul style="list-style-type: none"> • Computer Literacy L3 • Word-processing L3 • Internet Skills L3 • Desktop Publishing L3 • Communication Skills L3 	<p>Tuesday & Thursday 10am-1pm</p> <p>Duration: September 2018- June 2019</p>	228415	MSLETB, Quay Street - Sligo Town
<p><u>Pre PLC/VTOS General Learning Components, QQI Level 4</u></p> <p><u>(Essential Skills for Returning to Education)</u></p> <ul style="list-style-type: none"> • IT Skills L4 • Computer Applications L4 • Communication Skills L4 	<p>Monday, & Friday 10am-1pm</p> <p>Duration: September 2018- June 2019</p>	228416	MSLETB, Quay Street – Sligo Town

BTEI Courses 2018 September

<p><u>Level 4 QQI</u></p> <ul style="list-style-type: none"> • Word-processing L4 • Spreadsheets L4 • Database L4 	<p>Tuesday 6pm-9pm</p> <p>Duration: September 2018- June 2019</p>	228417	MSLETB, Quay Street – Sligo Town
<p><u>Entrepreneurial Studies Components, QQI Level 4</u></p> <ul style="list-style-type: none"> • Digital Media Technology L4 • Customer Service L4 • Entrepreneurial Skills L4 • Retail Sales Techniques L4 	<p>Thursday 10am-1pm</p> <p>Duration: September 2018- June 2019</p>	228418 13633	MSLETB, Quay Street -Sligo Town And Ballymote Family Resource Centre
<p><u>Office Administration Level 5</u></p> <ul style="list-style-type: none"> • Word Processing L5 	<p>Tuesday 10am – 1pm</p>	228497	Ballymote Family Resource Centre
<ul style="list-style-type: none"> • Digital Marketing L5 • Event Production L5 	<p>Monday & Friday 10-1pm</p> <p>Duration: September 2018- June 2019</p>	228536	Ballymote Family Resource Centre
<ul style="list-style-type: none"> • Spread Sheets Level 3 	<p>Wednesday 2pm-4:30pm</p> <p>Duration: September 2018- June 2019</p>	228498	MSLETB, Quay Street – Sligo Town

BTEI Courses 2018 September

Course Title	Course Timetable	PLSS	Location
<u>Web Design & Digital Media Studies Components, QQI Level 4</u> <ul style="list-style-type: none"> Web Design L4 Digital Media Studies L4 	Wednesday 10am-1pm Duration: September 2018- June 2019	228419	MSLETB, Quay Street – Sligo Town
<u>Office Administration 5M1997</u> <ul style="list-style-type: none"> Text Processing 5N1422 Text Processing 5N1422 	Monday 10am-4pm Tuesday 10am - 4pm	228423 228424	MSLETB, Quay Street – Sligo Town MSLETB, Quay Street – Sligo Town
<u>Introduction to Computer Skills Components, QQI Level 3</u> <ul style="list-style-type: none"> Computer LiteracyL3 Word ProcessingL3 IT Skills L3 	Monday 6pm-9pm Duration: September 2018- June 2019	228501	MSLETB, Quay Street – Sligo Town
<u>QQI Level 4</u> <ul style="list-style-type: none"> Child Development & PlayL4 Food Nutrition L4 	Tuesday 10am-1pm Duration: September 2018- June 2019	228420	Dromore West
<u>Preparatory for QQI Level 5, Healthcare Studies Components</u> <ul style="list-style-type: none"> Healthcare Studies L4 Human Biology L4 	Tuesday 2pm-5pm	228422	MSLETB, Quay Street – Sligo Town
Care Skill Level 5	Wednesday 3pm-5:30pm	226616	Gleann, Co Sligo

BTEI Courses 2018 September

Course Title	Course Timetable	PLSS	Location
<u>Early Childhood Care & Education Components, QQI Level 6 (must have Level 5)</u> <ul style="list-style-type: none"> Early Learning Environment L6 Early Childhood Curriculum L6 	Thursday 6pm – 9pm Tuesday 6pm – 9pm	228514 228515	MSLETB, Quay Street – Sligo Town MSLETB, Quay Street – Sligo Town
<u>Early Childhood Care & Education Components, QQI Level 5</u> <ul style="list-style-type: none"> Child Health & Well Being L5 Children with Additional NeedsL5 Child development L5 Communications L5 Children with Additional Needs L5 	Tuesday 10am-1pm Thursday 10am 1pm Monday 6-9pm Wednesday 10am -3:30*	228425 228426 228518 228518	MSLETB, Quay Street – Sligo Town MSLETB, Quay Street – Sligo Town MSLETB, Quay Street – Sligo Town MSLETB, Quay Street – Sligo Town

BTEI Courses 2018 September

Course Title	Course Timetable	PLSS	Location
Health Service Skills Components, QQI Level 5 <ul style="list-style-type: none"> Care Skills L5 Care of the Older Person L5 Care Support & Work Experience Combined L5 Intellectual Disability Studies L5 	Monday 2pm-5pm Monday 6pm -9pm Thursday 6pm-9pm Tuesday 10am-1pm	228521 226738 226623 228522	MSLETB, Quay Street – Sligo Town MSLETB, Quay Street – Sligo Town MSLETB, Quay Street – Sligo Town MSLETB, Quay Street – Sligo Town
Nursing Studies Components, QQI Level 5 <ul style="list-style-type: none"> Safety & Health at Work L5 Communications L5 	Wednesday 10-4pm*	228523	MSLETB, Quay Street – Sligo Town
<ul style="list-style-type: none"> Infection, Prevention & Control L5 	Tuesday & Wednesday 6pm-9pm	226618	MSLETB, Quay Street – Sligo Town
<ul style="list-style-type: none"> Infection, Prevention & Control L5 Communications L5 	Wednesday 10am-4pm*	226737	MSLETB, Quay Street – Sligo Town
<ul style="list-style-type: none"> Communications L5 	Thursday 6pm-9pm	226738	Grange

BTEI Courses 2018 September

Course Title	Course Timetable	PLSS	Location
<ul style="list-style-type: none"> Communication L5 Care of the Older Person L5 	Monday 10am-4pm*	228524	MSLETB, Quay Street – Sligo Town
<ul style="list-style-type: none"> Infection, Prevention & Control L5 	Monday 6:30 -9pm	226296	Colaiste Iascaigh
<ul style="list-style-type: none"> Palliative Care Support L5 	Tuesday 6:30-9pm	226616	Colaiste Iascaigh
<ul style="list-style-type: none"> Under Standing Mental Health L5 Safety & Health at Work QQI L5 	Tuesday 6pm-9pm Monday 6pm-9pm	228526 228527	Ballinode College - Sligo College of Further Education Ballinode College - Sligo College of Further Education
<ul style="list-style-type: none"> Nursing Theory & Practice L5 Health & Safety, L5 	Tuesday 10am-4pm*	228525	MSLETB, Sligo Town
Applied Social Studies (5M2181) Psychology Level 5	Thursday 10am-1pm	228528	MSLETB, Quay Street – Sligo Town
*Must have completed QQI Level 5 for Level 6 Special Needs Assisting Skills Component, QQI Level 6	Monday 10am-1pm	226747	MSLETB, Quay Street – Sligo Town

BTEI Courses 2018 September

Course Title	Course Timetable	PLSS	Location
Photography Component, QQI Level 3 Photography Component, QQI Level 3	Tuesday 6pm -9pm Thursday 6pm-9pm Duration: September 2018- June 2019	228520 228537	MSLETB, Quay Street – Sligo Town and Ballymote
Level 3 Maths QQI	Monday 2pm-5pm Duration: September 2018- June 2019	228414	MSLETB, Quay Street – Sligo Town
Computer Applications 4N1112	Friday 10am-1pm Duration: September 2018- June 2019	10351	North Connuaght College Tubbercurry
Functional Maths 4N2138	Monday 10am – 1pm Duration: September 2018- June 2019	228662	North Connuaght College Tubbercurry
Level 4 Maths QQi 4N1987	Wednesday 10am-1pm Duration: September 2018- June 2019	228412	MSLETB, Quay Street – Sligo Town
Level 5 Maths QQI	Wednesday 2pm-5pm Duration: September 2018- June 2019	13752	MSLETB, Quay Street – Sligo Town
Leaving Certificate Maths	Thursday 10am-1pm Duration: September 2018- June 2019	228413	MSLETB, Quay Street – Sligo Town
Bread Pastry and Dessert Making Component 3N0522	Tuesday 6pm-9pm	208750	Ballinodde College – Sligo College of Further Education

**PLEASE NOTE: For QQI PURPOSES ALL COURSES WILL REQUIRE VALID ID. Medical Cards have to be photocopied.
*8 Modules can be completed over 18months for Major Award in longer time periods. Interviews will be held early September 2018
All Courses will commence either Monday 10th September or Monday 17th Sept, 2018**

- Course timetables are subject to change.
- Courses will run only if there is a sufficient level of numbers to commence course
- Courses are free to all EU applicants with
 - less than upper second level standard of education i.e. QQI Level 4, 5 or leaving certificate (this should be stated on BTEI course application form and signed by student)
 - in receipt of Social Welfare Payment (please get BTEISW Form 2 stamped from DSP office)
 - dependant on a Social Welfare recipient (please get BTEISW Form 2 stamped from DSP office)
 - with a current medical card (please forward details of Medical Card Number and Expiry Date to BTEI Office)
 - signing for credits (please get BTEISW Form 2 stamped from DSP office)
- Priority of course places on BTEI Programmes are given to early school leavers with less than upper second level education (Less than 5 D's in Leaving Certificate), those in receipt of Job Seekers payments or means tested social welfare benefits and holders of medical cards and their dependents.
- The BTEI recommends that all learners commence their return to learning by enrolling at a Level that meets their learning requirements. For example learners who left school with lower second level education are usually advised to commence at Level 4.

Closing date for receipt of application is 20/08/2018 Advertised on www.fetchcourses.ie Application Forms available at Sligo ETB Reception or on www.msletb.ie (BTEI Section)

**For further information and application details: Contact Bridie McLaughlin, 071 91 38412 or bridiemclaughlin@msletb.ie
Please send completed applications forms to: Bridie McLaughlin, BTEI Co-ordinator (Temp), MSLETB, Quay Street, Sligo**

Application Form 2018

Application Form



Ireland's European Structural and Investment Funds Programmes 2014-2020

Co-funded by the Irish Government and the European Union



EUROPEAN UNION

Investing in your future

European Social Fund



Further Education and Training

CO-FUNDED BY THE IRISH GOVERNMENT AND THE EUROPEAN UNION UNDER THE EUROPEAN SOCIAL FUND

This form is designed to collect the information required by providers and funders to register learners, provide certification, establish eligibility for funding support, and facilitate follow-up with learners upon course completion and for use in statistical analysis of aggregate (non-personally identifiable) data. It facilitates the submission of accurate learner details to SOLAS the Further Education and Training Authority. While the course provider may support the learner in completing the form, the learner should sign off on the accuracy of the details provided and be provided with the Data Impact Statement.

Learner Detail Form

Course Title: _____

PLSS Reference Number: _____

Data Impact Statement

This notice is an overview of how your personal data will be treated. If you would like to learn more about the treatment of your personal data, please see the Data Protection Statement attached to this application.

Acknowledgement

By applying for and/or attending a FET programme, I acknowledge that you may process my personal data (e.g. name, address, contact details, education) including sensitive personal data (where I opt to provide this information e.g. racial or ethnic origin) that you collect about me in connection with my application for and/or attendance on a FET programme and for purposes associated with coordinating, evaluating, funding and organising FET programmes and complying with European Union requirements for monitoring and reporting on its funding operations. I acknowledge that you may share my personal data (including my sensitive personal data where I opt to provide it) within your organisation and also with third parties in the FET sector as well as third parties monitoring and reporting on European Union co-funded operations.

I acknowledge that I have reviewed the PLSS Data Protection Statement attached to this application form which sets out the full details regarding the processing of my personal data. I understand that I may also address any questions, comments and requests regarding your data processing practices at DataProtection@msletb.ie.

Section 1: Personal Details

Name: _____

PPSN: _____

Address and Postcode/Eircode: _____

Term Address and Postcode/Eircode (IF DIFFERENT THAN PERMANENT ADDRESS): _____

Phone/Mobile: _____

Email: _____

Date Of Birth: _____

Sex:

Male

Female

Nationality: _____

Country Of Birth: _____

Emergency Contact(s):

Name: _____

Phone: _____

Name: _____

Phone: _____

FOR LEARNERS UNDER 18 ONLY:

Parent/Guardian Contact:

Is the signed Parental Consent form attached?

Yes

No

Name: _____

Phone: _____

Email: _____

Section 2: Social Welfare Payments, Including Secondary Benefits or State Payments

**Are you in receipt of a welfare payment or a dependant of a welfare recipient?
(tick one only)**

I am in receipt of a welfare payment

I am a dependant of a welfare recipient

None of the above

FOR LEARNERS IN RECEIPT OF A WELFARE PAYMENT ONLY:

**What payment(s) are you in receipt of?
(tick one or more)**

Jobseekers Allowance	<input type="checkbox"/>
Jobseekers Benefit	<input type="checkbox"/>
Disability Allowance	<input type="checkbox"/>
Illness Benefit (over 6 months)	<input type="checkbox"/>
Carer's Allowance	<input type="checkbox"/>
Farm Assist	<input type="checkbox"/>
Family Income Supplement	<input type="checkbox"/>
Back to Work Allowance	<input type="checkbox"/>
Jobs Initiative Scheme	<input type="checkbox"/>
Single Household Payment	<input type="checkbox"/>
Jobseeker's Transitional payment	<input type="checkbox"/>
Community Employment Scheme	<input type="checkbox"/>
Pre-retirement Allowance	<input type="checkbox"/>
Invalidity Pension	<input type="checkbox"/>
Widow(er)'s Non-Contributory Pension	<input type="checkbox"/>
State Pension Non-Contributory	<input type="checkbox"/>
State Pension Contributory	<input type="checkbox"/>
Guardian's Payment Non-Contributory	<input type="checkbox"/>
Supplementary Welfare Allowance	<input type="checkbox"/>
Direct Provision Payment	<input type="checkbox"/>
Other	<input type="checkbox"/>

Specify: _____

FOR DEPENDANT LEARNERS ONLY:

**Please state your relationship to a social welfare/training payment recipient/medical card holder recipient
(tick one only):**

Spouse

Daughter

Son

Duration in receipt of welfare payment (in Weeks): _____

FOR NON EEA LEARNERS ONLY:

Do you hold a GNIB stamp 4?

Yes No

Do you have a medical card?

Yes No

Medical Card Number (if applicable): _____

Medical Card Expiry Date (if applicable): _____

Section 3: Educational and Training Attainments and Supports

Education Level	Course Title (if applicable)	Country Achieved	Year
No Formal Education or Training			
Pre-Primary/Primary Education			
Junior/Inter/Group Certificate NFQ Level 3			
Transition Year			
Leaving Certificate/A Levels/LCA			
Certificate NFQ Level 4			
Certificate NFQ Level 5			
Advanced Certificate NFQ Level 6			
Other non-NFQ aligned FET			
Higher Certificate NFQ Level 6			
Diploma NFQ Level 7			
Ordinary Bachelor Degree			
Honours Bachelor Degree			
Professional (NFQ 8+)			
Post-Graduate			
Doctorate or Higher			

Name and address of the last school attended (if known):

Have you gained qualifications/ credits through the Recognition of Prior Learning process?

Yes No

Have you participated in non-formal learning in the previous 4 weeks?

Yes No

e.g.distance learning courses, private lessons, organised sessions for on-the-job training, workshops, seminars, etc.

Do you require any learning support*?
(tick one or more if applicable)

* this is not an indication that supports will be offered

English Language
 Literacy
 Numeracy
 ICT

Do you require any additional supports*?

* this is not an indication that supports will be offered

Yes No

FOR LEARNERS REQUIRING ADDITIONAL SUPPORTS ONLY:

Please describe the learning support required:

Section 4: Economic Status

Indicate economic/employment status on commencement of programme:
(tick one only)

Unemployed (in receipt of Jobseekers Allowance/ Benefit for whole week)	<input type="checkbox"/>
Employed Full-time	<input type="checkbox"/>
Employed Part-time	<input type="checkbox"/>
Student/Trainee	<input type="checkbox"/>
Engaged in home duties	<input type="checkbox"/>
Retired	<input type="checkbox"/>
Inactive for other reasons	<input type="checkbox"/>

Date current status commenced: _____

FOR LEARNERS IN CURRENT EMPLOYMENT OR PREVIOUSLY EMPLOYED ONLY:

Last/current job title: _____

Duration last/current employment: Years: _____ Months: _____

Employment status:
(tick one only)

Employee	<input type="checkbox"/>
Self-employed	<input type="checkbox"/>
Government scheme	<input type="checkbox"/>
Other	<input type="checkbox"/>

Employment type:
(tick one only)

Full-time	<input type="checkbox"/>
Part-time	<input type="checkbox"/>

Tenure:
(tick one only)

Permanent	<input type="checkbox"/>
Fixed Term Contract	<input type="checkbox"/>
Temporary	<input type="checkbox"/>
Agency	<input type="checkbox"/>
Apprenticeship	<input type="checkbox"/>
No Contract	<input type="checkbox"/>

ONLY REQUIRES COMPLETION WHEN APPLICANT COMMENCES COURSE

Section 5: Further Details

**Ethnic and Cultural Background:
(tick one only)**

No Consent	<input type="checkbox"/>
White	<input type="checkbox"/>
Irish	<input type="checkbox"/>
Irish Traveller	<input type="checkbox"/>
Roma	<input type="checkbox"/>
Any other White Background	<input type="checkbox"/>
Black or Black Irish	<input type="checkbox"/>
African	<input type="checkbox"/>
Any other Black Background	<input type="checkbox"/>
Asian or Asian Irish	<input type="checkbox"/>
Chinese	<input type="checkbox"/>
Any other Asian Background	<input type="checkbox"/>
Other, inc. Mixed Background	<input type="checkbox"/>

Specify: _____

**Indicate the grouping that best describes you:
(tick one or more)**

Substance Misuser	<input type="checkbox"/>
Ex-offender	<input type="checkbox"/>
Single Adult Household	<input type="checkbox"/>
Jobless Household with Dependants	<input type="checkbox"/>
Jobless Household with no Dependants	<input type="checkbox"/>
Homeless	<input type="checkbox"/>
None of the above	<input type="checkbox"/>

FOR NON EEA LEARNERS ONLY:

**Residency Status:
(tick one only)**

Refugee Status	<input type="checkbox"/>
Asylum Seeker	<input type="checkbox"/>
Student Visa	<input type="checkbox"/>
Employment Permit	<input type="checkbox"/>
Leave to remain on humanitarian or other grounds	<input type="checkbox"/>
Other	<input type="checkbox"/>

Specify: _____

**Length of Residency:
(tick one only)**

Less than 1 year	<input type="checkbox"/>
1 year or more	<input type="checkbox"/>

Years: _____

**Do you have any of the following Long Lasting Conditions*?
(tick one or more)**

* this is not an indication that supports will be offered

Blindness or a serious vision impairment	<input type="checkbox"/>
Deafness or a serious hearing impairment	<input type="checkbox"/>
A difficulty with basic physical activities	<input type="checkbox"/>
An intellectual disability	<input type="checkbox"/>
A difficulty with learning, remembering or concentrating	<input type="checkbox"/>
A psychological or emotional condition	<input type="checkbox"/>
A difficulty with pain, breathing, any other chronic illness/condition	<input type="checkbox"/>
None	<input type="checkbox"/>

e.g. walking, climbing stairs, reaching, lifting or carrying, etc.

Programme and Learner Support System Data Protection Statement

In connection with your application for, and subsequent programme of study on, further education and training (FET) programme funded through SOLAS, it will be necessary to process personal data (which may be held on paper, electronically, or otherwise) about you and third parties such as your next of kin. It is important that all personal data is treated in an appropriate and lawful manner, in accordance with applicable data protection laws. The purpose of this notice is to make you aware of how such personal data will be handled in this context. You agree to make third parties whose personal data or information you disclose aware of the terms of this Data Protection Statement.

What is PLSS?

The Programme Learner Support System (PLSS) is a joint project between SOLAS (the National Further Education and Training Authority) and Education and Training Boards Ireland (ETBI). PLSS is a suite of software applications that are designed to provide an integrated approach to the collection and processing of personal data of users of PLSS and FET programmes funded through SOLAS, and the outputs, outcomes and performance of such programmes. FET programme providers include those entities listed in Appendix 1.

Given the permanent importance of ensuring the protection of your personal data and related rights, prior to implementing PLSS, a data protection impact assessment was conducted in consultation with the data controllers below and the Office of the Data Protection Commissioner to ensure compliance with the principles of data protection.

Who collects your data?

When you apply to attend a FET programme funded through SOLAS, personal data and information that you provide will be held by one or more of the following entities (each a "data controller" further details of which are available in Appendix 3):

· SOLAS · Your FET programme provider such as your Education Training Board (ETB) · ETBI · Higher Education Authority · Department of Education and Skills · Quality and Qualifications Ireland · Department of Employment Affairs and Social Protection · Revenue Commissioners

Each data controller is committed to ensuring that the personal data of its learners are handled in accordance with the principles set out in the Data Protection Acts 1988 and 2003 (the "DP Acts"). If you have any queries about how your data are processed please contact DataProtection@msletb.ie.

What data will be collected?

When you apply for a FET programme funded through SOLAS, you will be asked to provide personal data and information about yourself. The personal data will include your PPSN, first name, surname, name as per your birth certificate or passport, address, date of birth, gender, nationality, whether you are in receipt of a Department of Employment Affairs and Social Protection (DEASP) payments and/or employment details for those of you that are in employment and/or attended higher education, whether you have previously attended a FET programme funded through SOLAS. PLSS will record the course you enrolled in and your award (if any).

Each of the data controllers will process personal data and information that you provide and, in some instances where relevant, information provided to them by third parties such as other Governmental/public sector bodies (see more about this below).

Sensitive information about you such as ethnic or cultural background, living circumstances may be requested by a data controller listed below, which you may freely decide to give or not – this is an entirely optional disclosure. If you provide this information, the data will be retained, in aggregate form, for statistical and research purposes and to compare the progress of such groups with other groups. Such statistics and research will assist in identifying gaps in the system and assisting in the development and implementation of appropriate policies (e.g. equal opportunity policies) and interventions for future learners. If you decide to provide this information you are giving your explicit permission for the data to be processed for these purposes. Further details of the data to be processed are listed in Appendix 2.

Why and how do we process the information you provide?

It is necessary to process personal data you provide in connection with your application to and attendance on a FET programme funded through SOLAS. By submitting your application you acknowledge that such personal data may be processed for those purposes, including:

1. To contact you about the application.
2. To administer the application and to assess your eligibility for a FET programme funded through SOLAS in a particular academic year.
3. To follow up with you after the application is received, as required.
4. Maintenance of your learner record (including personal and course details).
5. Management of course processes (including commencement, completion, progressions).
6. Providing advice and support through the FET provider Guidance Services, where available.
7. To contact you after the course completion in order to measure course impact in relation to your further education and training participation and/or employment.
8. To track, evaluate and assess the outcomes of the FET programme.
9. To comply with European Union monitoring and reporting requirements.

Each of the data controllers undertakes to maintain your personal data in secure conditions with appropriate technical and organisational measures to protect it from unauthorised access or use. The data held on your PLSS record will be disclosed to relevant staff of the relevant data controllers and the FET programme provider and SOLAS on a need-to-know basis. All staff are made aware of the procedures they must follow to ensure your data is appropriately protected. It may also be made available to affiliated entities, agents, service providers, advisers and data processors and other Governmental, regulatory and/or public sector bodies.

SOLAS is required under the Further Education and Training Act 2013 to (among other things) to assist in the co-ordination and provision of training by others and conduct research into the functions of SOLAS. This might include tracking involvement in, conducting impact evaluations on and assessing outcomes of FET programmes funded through SOLAS. Accordingly, pursuant to agreed protocols and arrangements, SOLAS may provide to and receive from other Governmental, regulatory and/or public bodies (including those listed in Appendix 3), limited and specific types of data about you or provided by you in your application for a FET programme. For example FET providers are required to disclose some of your personal data to SOLAS for statistical purposes. In addition, if you are attending an European Union co-funded programme the Department of Education and Skills is required to provide some of your personal data to allow monitoring, reporting and evaluating programmes to which they provide funds.

To support efficient processing of the application, a FET programme provider may need to check the accuracy of personal information you provide with external data sources. For example, if you have achieved certifications previously from another institution, the FET programme provider may need to contact the other institution(s) for confirmation of any qualifications obtained. The current list of such institutions/agencies is set out in Appendix 3.

Retention of Data

Each data controller will keep your personal data for the purposes of on-going administration, audit, and review, but only for as long as is necessary to meet the purposes set out in this notice. Each data controller will keep historical data that is no longer required for these purposes for a set time before disposal according to its data retention policy.

Your Rights

You may request, in writing, a copy of your information held by each of the data controllers. Please write to the Data Protection Compliance Officer at the relevant data controller DataProtection@msletb.ie together with payment of the applicable fee (currently €6.35). You may be asked to prove your identity before your request is met. If you believe there may be inaccuracies identified in the information held about you, then you can contact DataProtection@msletb.ie to have such corrected, to block certain uses or object to the processing of your personal data.

Your Queries

If you have any queries about this notice or how your data are processed please contact DataProtection@msletb.ie.

Acknowledgement

I understand that my data will be processed for the purposes and in the manner set out in this notice and will make third parties whose personal data or information I disclose aware of the terms of this Data Protection Statement.

Signed: _____

Date: _____

Please complete this form and return to your ETB

Appendix 1

Education and Training Boards

City of Dublin Education and Training Board
 Donegal Education and Training Board
 Kerry Education and Training Board
 Cork Education and Training Board
 Galway and Roscommon Education and Training Board
 Limerick and Clare Education and Training Board
 Cavan and Monaghan Education and Training Board
 Dublin and Dun Laoghaire Education and Training Board
 Kildare and Wicklow Education and Training Board
 Kilkenny and Carlow Education and Training Board
 Laois and Offaly Education and Training Board
 Longford and Westmeath Education and Training Board
 Louth and Meath Education and Training Board
 Mayo, Sligo and Leitrim Education and Training Board
 Tipperary Education and Training Board
 Waterford and Wexford Education and Training Board

Other Providers

National Adult Literacy Association
 Irish Deaf Society

Community, Voluntary and Secondary Schools

St Louis Community School, Kiltimagh, Co. Mayo
 Coláiste Chiaráin, Summerhill, Athlone, Co. Roscommon
 Our Lady's College, Presentation Road, Galway City

Mary Immaculate Secondary School, Lisdoonvarna, Co. Clare
 Scoil Mhuire, Ennistymon, Co. Clare
 North Presentation Secondary School, Farranree, Cork
 Sacred Heart Secondary School, Clonakilty, Co. Cork
 Nagle Rice Secondary School, Donerale, Co. Cork
 Central College, Sexton Street, Limerick
 Sancta Maria College, Louisburgh, Co. Mayo
 Nagle Centre Presentation Secondary School, Cannon Street, Waterford
 Donahies Community School, Streamville Road, Dublin 13
 Scoil Bernadette, Montenotte, Cork
 St Michaels, Castlereagh, Co. Roscommon.
 Coláiste Mhuire, Ballygar, Co. Galway
 St Cuan's College, Castleblakeney, Ballinasloe, Co. Galway
 Mean Scoil Mhuire, Newtownsmith, Galway
 St. Joseph's College, Summerhill, Athlone, Co. Westmeath
 Our Lady's Secondary School, Belmullet, Co. Mayo
 Jesus & Mary Secondary School, Enniscrone, Co. Sligo
 Mercy College, Sligo
 St. Patrick's Comprehensive School, Shannon, Co. Clare
 Community School, Cabinteely, Dublin 18
 St. Aidan's Community School, Brookfield, Tallaght, Dublin 24
 St. Tiernan's Community School, Parkvale, Sandyford, Dublin 16
 Community School, Tullow, Co. Carlow
 Community School, Castletomer, Co. Kilkenny
 Scoil Phobail Mhic Dara, Carna, Co. Galway
 Clifden Community School, Clifden, Co. Galway
 Community School, Dunmore, Co. Galway
 Ramsgrange Community School, New Ross, Co. Wexford
 Community School, Kilrush, Co. Clare
 Community School Ballyhaunis, Co. Mayo
 Gorey Community School, Gorey, Co. Wexford

Appendix 2

Data Items

PPSN
 First Name
 Last Name
 Gender
 Date of Birth
 Address
 County
 eMail
 Mobile
 Phone
 Nationality
 Country of Birth
 Follow Up Consent
 Length of Residency In Ireland
 Highest Formal Education (Award)
 Highest Formal Education (Level)
 Highest Formal Level field (ISCED)
 Highest Formal Level Institution Type
 Highest Formal Level Country
 Highest Formal Level Duration
 Highest Formal Level Year
 Level of English Proficiency
 Non Formal (0-N) Type, Level, Field, Institution, Delivery Mode, Delivery Method, Duration
 Literacy Level
 Numeracy Level
 ICT Literacy
 Funding
 Referral/EOI Source
 Formal Education History (0-N) Award, Level, Field, Institution, Country, Duration
 Non Formal Education History (0-N) Type, Level, Field, Institution, Duration
 RPL
 Driver's License
 Irish Speaker
 Other Languages
 Economic Status-current
 Economic status - current: start date
 If employed, current employment: type
 If employed, current employment: tenure
 If employed, current employment: occupation
 If employed, current employment: sector
 If employed, current employment: duration with current employer
 If unemployed, previous employment
 If unemployed, previous employment: type
 If unemployed, previous employment: tenure
 If unemployed, previous employment: occupation
 If unemployed, previous employment: sector
 If unemployed, previous employment: duration with last employer
 Total work experience: length of time in paid employment (including current employer, if employed)

If unemployed: DEASP PEX score (probability of exit)
 Employment history (0-N): type, tenure, occupation, sector, duration
 On Live Register
 In receipt of jobseekers benefit
 In receipt of jobseekers benefit: duration
 In receipt of job seeker allowance
 In receipt of job seeker allowance: duration
 In receipt of credits (Live Register)
 In receipt of credits: duration
 In receipt of back to work allowance
 In receipt of back to work allowance: duration
 In receipt of back to education allowance
 In receipt of back to education allowance: duration
 In receipt of training allowance
 In receipt of training allowance: duration
 In receipt of one-parent family payment
 In receipt of one-parent family payment: duration
 In receipt of farm assistance
 In receipt of farm assistance: duration
 In receipt of rural social scheme
 In receipt of rural social scheme: duration
 In receipt of back to work enterprise allowance
 In receipt of back to work enterprise allowance: duration
 In receipt of family income supplement
 In receipt of family income supplement: duration
 In receipt of continued child payment
 In receipt of continued child payment: duration
 In receipt of any other welfare payment
 In receipt of any other welfare payment: type
 In receipt of any other welfare payment: duration
 Welfare payment history (0-N): type, duration
 Homeless
 Disability
 Parenting/caring duties
 In receipt of a disability welfare payment
 In receipt of a disability welfare payment: duration
 In need of learner supports
 Type of learner support required
 Refugee
 Asylum seeker
 Member of a Minority Group
 Eligibility Outcome
 Suitability Outcome
 Start Date
 Finish Reason
 Progression/Placement
 Medical Card Number
 Medical Card Expiry Date
 Parental Consent

Appendix 3

·Department of Education and Skills ·Revenue Commissioners: Confirmation of employment or self-employment and parameters of income details (where available)
 ·Department of Employment affairs and Social Protection: To validate information on applicants in receipt of social welfare payments ·Quality and Qualifications Ireland: To verify information regarding applicant's certification outputs as a result of attending a FET Programme ·Higher Education Authority (HEA): To verify and validate applicants who progress to higher education.
 ·Education and Training Boards: To verify and validate details of applicants who progress to further education.

FET Provider Office Use Only

This form should not be altered in any way. Should the form be altered, for whatever reason, the PLSS System can assume no responsibility for and give no guarantees, undertakings or warranties concerning the accuracy, completeness or up to date nature of the information provided and does not accept any liability whatsoever arising from any errors or omissions.

School/Centre: _____

Funding Category:

<i>(please tick)</i>	Adult Literacy Groups	<input type="checkbox"/>	Local Training Initiatives	<input type="checkbox"/>
	Apprenticeship Training	<input type="checkbox"/>	Other Funding	<input type="checkbox"/>
	Blended Training	<input type="checkbox"/>	PLC	<input type="checkbox"/>
	Bridging and Foundation Training	<input type="checkbox"/>	Refugee Resettlement	<input type="checkbox"/>
	BTEI Groups	<input type="checkbox"/>	Skills for Work	<input type="checkbox"/>
	Community Education	<input type="checkbox"/>	Specialist Training Providers	<input type="checkbox"/>
	Community Training Centres	<input type="checkbox"/>	Specific Skills Training	<input type="checkbox"/>
	ESOL	<input type="checkbox"/>	Traineeship Training	<input type="checkbox"/>
	Evening Training	<input type="checkbox"/>	Voluntary Literacy Tuition	<input type="checkbox"/>
	FET Cooperation Hours	<input type="checkbox"/>	VTOS Core	<input type="checkbox"/>
	ITABE	<input type="checkbox"/>	VTOS Dispersed	<input type="checkbox"/>
	Justice Workshop	<input type="checkbox"/>	Youthreach	<input type="checkbox"/>
	Libraries Training	<input type="checkbox"/>	Traineeship Employed	<input type="checkbox"/>

Eligibility:

<i>(please tick)</i>	VTOS - Over 21	<input type="checkbox"/>
	Youthreach - Early School Leaver	<input type="checkbox"/>
	BTEI - Medical Card	<input type="checkbox"/>
	BTEI/VTOS - 6 month receipt of SW payment	<input type="checkbox"/>
	BTEI/VTOS - SW Payment	<input type="checkbox"/>
	BTEI/VTOS - Dependent of SW Recipient	<input type="checkbox"/>
	BTEI/VTOS - Credits	<input type="checkbox"/>
	Youth Guarantee	<input type="checkbox"/>
	Parenting/Care Duties	<input type="checkbox"/>

This form will be reviewed January 2018



BTEI SW Form 2 • Please return this document to the Back To Education Initiative Co-ordinator

Back To Education Initiative

Confirmation of receipt of social welfare income or income through participation on a Training Scheme.

Geraldine Tighe, BTEI Co ordinator
Bord Oideachais agus Oiliuna Mhaigh Ea, Shligigh agus Liatroma Mayo,
Sligo and Leitrim Education and Training Board
Quay Street
Sligo
Tel: 071-91-38412

BTEI Course Code

To whom it may concern:

_____, PPS No _____ has been offered a place on a part-time course with Mayo Sligo Leitrim ETB (Sligo Office) under BTEI. For the purposes of establishing his / her entitlement to free tuition, we need confirmation of his /her social welfare income or income through a training scheme. We would therefore appreciate if you would fill in the relevant details below.

..... Is currently in receipt of the following social welfare payment/training allowance or
..... is a dependant of
who is currently in receipt of the following social welfare payment/training allowance.

Please lick below as appropriate:	<input checked="" type="checkbox"/>	
One Parent Family Payment	<input type="checkbox"/>	
Farm Assist	<input type="checkbox"/>	
Deserted Wife's Allowance/Benefit	<input type="checkbox"/>	
Back To Work Allowance	<input type="checkbox"/>	
Widow's/Widower's Con. Pension	<input type="checkbox"/>	
Job Seekers Benefit	<input type="checkbox"/>	
Job Seekers Allowance	<input type="checkbox"/>	
Disability Allowance/Benefit	<input type="checkbox"/>	
Family Income Supplement	<input type="checkbox"/>	
Orphans Non-Contributory Pension	<input type="checkbox"/>	
Social Economy Initiative	<input type="checkbox"/>	
Blind Pension	<input type="checkbox"/>	
Job Initiative Scheme	<input type="checkbox"/>	
Carers Allowance	<input type="checkbox"/>	
Community Employment Scheme	<input type="checkbox"/>	
Invalidity Pension	<input type="checkbox"/>	
Other (Please state)	<input type="checkbox"/>	

Indicate Duration Of Payment (Please tick)

Less Than 6 Months 6-12 Months 13-24 Months 25-36 Months More Than Three Years

Signed & Stamped on behalf of Social Welfare/Training Scheme

Signed: Date:



etb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

Back to Education Initiative Eligibility for Free Tuition

Courses offered under the **Back to Education Initiative (BTEI)** are free to all EU applicants with

less than an upper second level standard of education i.e. QQI

Level 4, 5 or leaving certificate (this should be stated on BTEI course application form and signed by student).

- in receipt of Social Welfare Payment (please get BTEISW Form 2 stamped from DSP office)
- dependant on a Social Welfare recipient (please get BTEISW Form 2 stamped from DSP office)
- with a current medical card (please forward details of Medical Card Number and Expiry Date to BTEI Office)
- signing for credits (please get BTEJSW Form 2 stamped from DSP office)
- applicants who are not eligible for free tuition, the cost per module will be €150 which must be paid on course commencement Payment can be made to BTEJ, MSLETB, Quay Street, Sligo by Cheque, Postal Order, Bank Draft or EFT.

Priority of course places on BTEI Programmes are given to **early school leavers with less than upper second level education** (Less than 5 D's in Leaving Certificate), those in receipt of Job Seekers payments or means tested social welfare benefits and holders of medical cards and their dependents.

Geraldine Tighe
BTEI Co-ordinator
7/7117

End of Application Form

ALEC COURSE LIST 2018/19

COMPUTERS	COURSE REF	TITLE	DAY/TIME	DURATION	DATES	ACCREDITED
Computers September 2018-December 2018	221768	Introduction to iPads and Apps	Mondays 2pm-4pm	12 weeks	September 2018 - December 2018	NO
	222059	Introduction to Online Banking/ Tax Credits/ Pay Pal	Tuesdays 2pm-4pm	12 weeks	September 2018 - December 2018	NO
	221798	Introduction to Computers QQI Level 3	Wednesdays 2pm-5pm	14 weeks	September 2018 - December 2018	YES
	221792	(Computer Literacy, Internet Skills, Word Processing)	Thursdays 2pm-4pm	12 weeks	September 2018 - December 2018	NO
	221788	Computers for the Terrified	Fridays 2pm-4pm	12 weeks	September 2018 - December 2018	YES
	221771	Introduction to iPads and Apps	Mondays 2pm-4pm	12 weeks	January 2019 - April 2019	NO
	222085	Introduction to Online Banking	Tuesdays 2pm-4pm	12 weeks	January 2019 - April 2019	NO
	222834	Introduction to Computers & Internet Skills QQI Level 3	Thursday 2pm - 5pm	20 Weeks	January 2019 - June 2019	YES
	221795	Computers for the Terrified	Fridays 2pm-4pm	12 Weeks	January 2019 - April 2019	NO
	221674	Driver Theory	Fridays 2pm- 4pm	6 Weeks	September 2018 - October 2018	ACCREDITED
Driver Theory September 2018 - December 2018	221678	Bus & Truck Theory	Fridays 11am - 1pm	6 Weeks	September 2018 - October 2018	NO
	221687	Driver Theory	Fridays 2pm- 4pm	6 Weeks	November 2018 - December 2018	NO
	221682	Bus & Truck Theory	Fridays 11am - 1pm	6 Weeks	November 2018 - December 2018	NO
	221703	Driver Theory	Fridays 2pm- 4pm	6 Weeks	January 2019 - February 2019	NO
	221698	Bus & Truck Theory	Fridays 11am - 1pm	6 Weeks	January 2019 - February 2019	NO
	221702	Driver Theory	Fridays 2pm- 4pm	6 Weeks	March 2019 - April 2019	NO
	221694	Bus & Truck Theory	Fridays 11am - 1pm	6 Weeks	March 2019 - April 2019	NO
	222132	Introduction to Film & Editing QQI Level 3	Thursday 10am - 4pm	20 Weeks	October 2018 - March 2019	ACCREDITED
	222142	Electrical Skills & Maths QQI Level 3	Mon, Thurs 2pm - 5pm	20 Weeks	October 2018 - March 2019	Yes
	222145	Health & Fitness QQI Level 3	Tues, Wed 10am - 1pm	10 Weeks	October 2018 - Dec 2019	Yes
222155	Introduction to Horticulture Part 3	Wednesday 10am - 4pm	10 Weeks	August 2018 - October 2018	No	
ESOL		Assessment Date for ESOL is September 12th 2018	10am - 1pm		Quay Street, Sligo	
			and 2pm - 4pm			
FAMILY LEARNING	222267	Child & Parent Art Programme	Tuesday 10am - 12noon	4 Weeks	May 2019 - May 2019	No
	222241	Quick & Easy Meals	Tuesday 10am - 12noon	6 Weeks	September 2018 - October 2018	No
	222246	Play & Learn with your Junior/Senior	Thursday 10am - 12noon	6 Weeks	September 2018 - October 2018	No
	222252	Child Development QQI Level 3	Monday 10am - 1pm	30 Weeks	September 2018 - June 2019	Yes
	222258	Caring for Children & Paediatric Aid QQI Level 3	Monday 10am - 12noon	6 Weeks	September 2018 - October 2018	No
	222253	Interpersonal Family Skills QQI Level 3	Wednesday 10am - 1pm	30 Weeks	September 2018 - June 2019	Yes
	222242	Easy Meals for Special Occasions	Tuesday 10am - 12noon	6 Weeks	November 2018 - December 2018	No
	222248	Story Sacks	Thursday 10am - 12noon	6 Weeks	November 2018 - December 2018	NO
	222240	Quick & Easy Meals	Tuesday 10am - 12noon	6 Weeks	January 2019 - February 2019	No
	222249	Maths Help for Parents of Junior/Senior Infants to 1st Class	Thursday 10am - 12noon	4 Weeks	January 2019 - February 2019	No
MATHEMATICS	222244	Quick & Easy Meals - St. Vincent De Paul	Tuesday 10am - 12noon	6 Weeks	April 2019 - May 2019	No
	222262	My Baby & Me	Thursday 10am - 12noon	5 Weeks	February 2019 - March 2019	No
	222243	Quick & Easy Meals for Special Needs	Tuesday 10am - 12noon	6 Weeks	February 2019 - March 2019	No
	222166	Maths for Trades	Friday 2pm - 4pm	10 Weeks	September 2018 - December 2018	No
	222165	Maths for Everyday Living QQI Level 3	Monday 2pm - 4pm	12 Weeks	January 2019 - April 2019	Yes
	222162	Introduction to Maths QQI Level 3	Monday 2pm - 4pm	10 Weeks	October 2018 - December 2018	Yes
	222161	Budgeting & Handling Money QQI Level 3	Tuesday 2pm - 4pm	12 Weeks	September 2018 - December 2018	Yes
	222062	Junior Cycle English for Adults	Mon, Tues, Wed 2pm - 4pm	36 Weeks	September 2018 - May 2019	No
	221930	Introduction to Creative Writing QQI Level 3	Tuesday 7pm - 9pm	10 Weeks	October 2018 - December 2018	Yes
	221853	Introduction to Writing QQI Level 3	Thursday 11am - 1pm	28 Weeks	October 2018 - April 2019	Yes
LITERACY	221814	Exploring Options	Friday 10am - 1pm	10 Weeks	October 2018 - December 2018	Yes
	222127	General Learning QQI Level 1	Friday 10am - 12noon	24 Weeks	October 2018 - April 2019	Yes
	222099	Introduction to Drama	Wednesday 11am - 1pm	8 Weeks	October 2018 - November 2018	Yes
	222090	How to write Assignments for QQI Courses	Monday 6.30pm - 8.30pm	10 Weeks	October 2018 - December 2018	No
	222065	Leaving Certificate English	Wednesday 6.30pm - 8.30pm	36 Weeks	September 2018 - June 2019	No
	222109	Introduction to Current Affairs	Wednesday 10am - 1pm	10 Weeks	October 2018 - December 2018	No
	221800	Reading, Writing, Spelling, PPT Unaccredited	Wed & Fri 10am - 1pm	40 Weeks	September 2018 - June 2019	No
	221807	R, W, S, C for Adults with Dyslexia	Wednesday 10am - 1pm	10 Weeks	October 2018 - December 2018	No
	222139	Read, Write, Spell, Maths, Computers QQI Level 2	Friday 11am - 1pm	20 Weeks	October 2018 - March 2019	Yes

ENGLISH FOR SPEAKERS of other languages (ESOL)
COME TO OUR REGISTRATION DAY



etb *Do you want to learn English in at*
Mairí O'Leachais agus Oiliúna
Mírábh Éa, Shligigh agus Leitrim
Mayo, Sligo and Leitrim
Education and Training Board

Mayo, Sligo & Leitrim ETB?

DATE: Wednesday September 12th 2018

TIME: 10am - 1pm & 2pm - 4pm

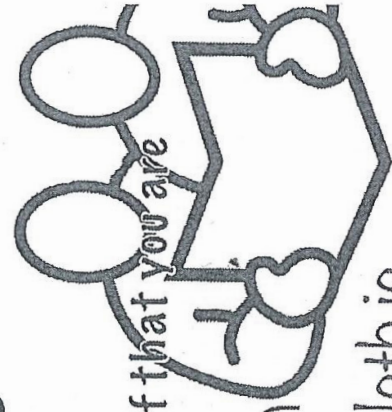
VENUE: Sligo ETB, Quay Street, Sligo

(Forms available from Social Welfare or MSL ETB)

**Please bring your Medical Card Number & PPS Number with you & proof that you are
in receipt of Social Welfare**

For information contact ALEC Reception

071 9138415/6 or e-mail cathypowell@msletb.ie





Are you working in Donegal, Sligo or Leitrim?

If you are working in Retail, Manufacturing or Hospitality

These are the courses on offer:

- Basic computer classes such as Microsoft Word , Excel Spreadsheets – QQI Level 3
- Introduction to Internet (IE, Chrome, Mozilla Firefox) and Email (Outlook, Gmail etc.) – QQI Level 3
- Customer Service
- Personal Effectiveness

Skills for Work provides free training to people in full time or part time employment.

For more information contact Pamela

Mobile: 0867015102

Email: pamelazarb@skillsforwork.ie

www.skillsforwork.ie



Mayo, Sligo and Leitrim Education and Training Board
 Administrative Offices, Quay Street, Sligo. Tel (071) 9138312 Mobile (086) 0420669

Vocational Training Opportunities Scheme (V.T.O.S.)

Enquiry Form 2018 - 2019



	Social Studies	Cultural and Heritage Studies	Computer in the Work Place
Which course are you interested in joining?			

Name: _____

Address: _____

Contact Telephone Number : _____

Email address : _____

PPS Number: _____

How did you hear about VTOS? (Please tick)

Newspaper Advert _____ Radio _____ VEC Enquiry _____ Friend _____

Signed:

Date:.....



VTOS Course STARTING in September 2018

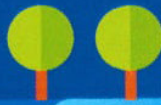
Enrolment Now Open

- **QQI Level 4 in Social Studies**
- **QQI Level 4 in Tourism**
- **QQI Level 4 in Computers in the Workplace**

**Contact Fearghal O'Boyle on
0719138312 or register through
www.fectchcourses.ie**



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TRAINING COURSE HUB



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Find transport links

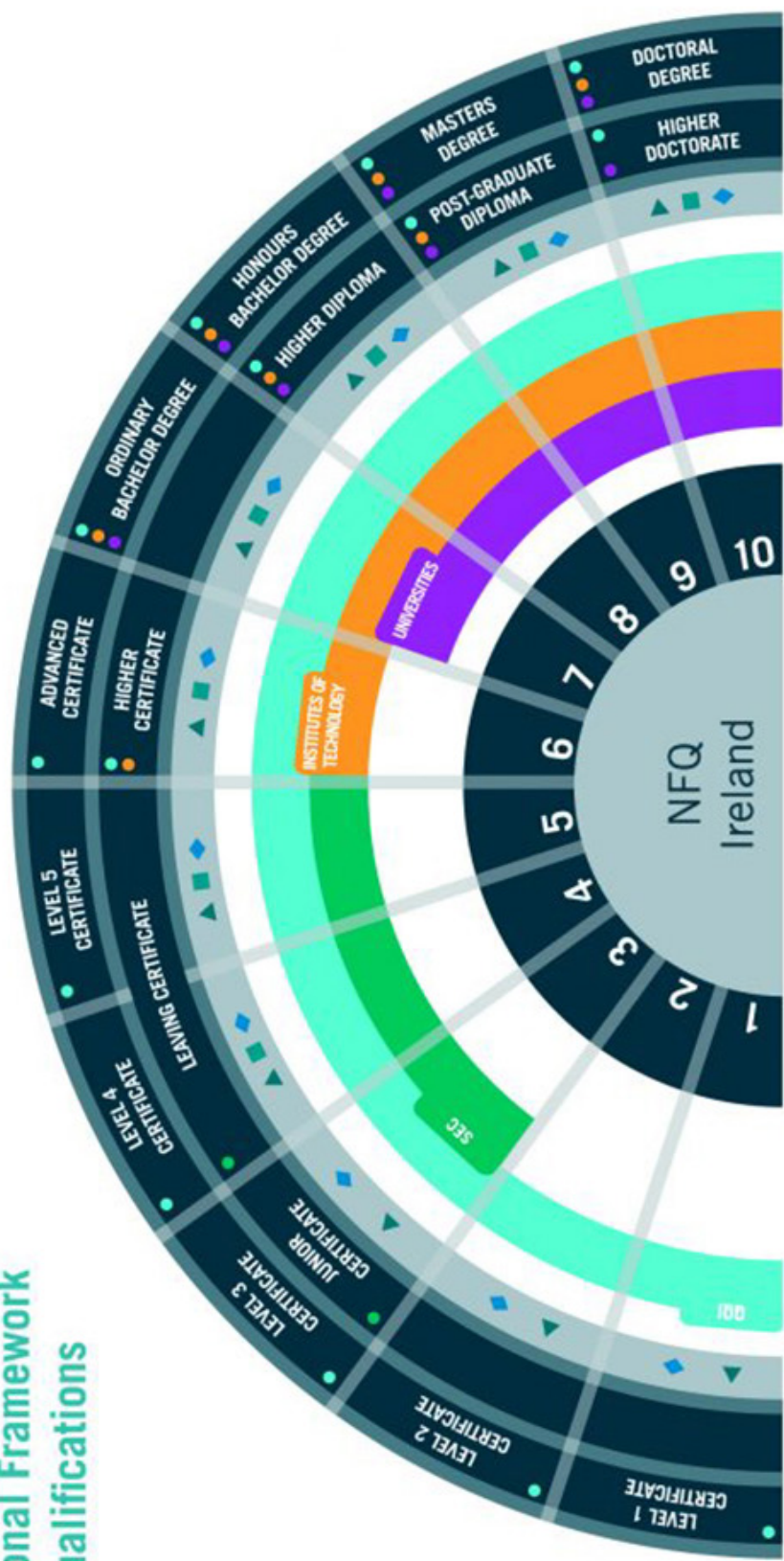
Fetchcourses.ie was developed by SOLAS, the Further Education & Training Authority, in partnership with Education and Training Boards Ireland (ETBI) and other Further Education and Training providers.



EUROPEAN UNION

Investing in your future
European Social Fund

National Framework of Qualifications



AWARDING BODIES

- Quality and Qualifications Ireland (QQI) makes awards in further and higher education and training
- SEC - State Examinations Commission (Department of Education and Skills)
- Institutes of Technology
- Universities

AWARDS IN THE FRAMEWORK

There are four classes of award in the National Framework of Qualifications:

- Major Awards:** named in the outer rings, are the principal class of awards made at a level
- Minor Awards:** are for partial completion of the outcomes for a Major Award
- Supplemental Awards:** are for learning that is additional to a Major Award
- Special Purpose Awards:** are for relatively narrow or purpose-specific achievement



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

©QQI 2014

**All BTEI forms
are to be
returned by the
21st August 2018
before 5pm.**

Sligo Adult Guidance in Education

MSLETB

Quay Street

Sligo

071-9138410

F91 XH96

0719138410

www.msletbadultguidance.ie

www.fetchcourses.ie