

INSTITIÚID AN CHABHÁIN - SCOIL DON FHOGHLAIM AR FEADH AN tSAOIL 2011-2012

Is cúis mór áthais dom chun an réamheolaire seo a chur i láthair. Tá an Scoil don Fhoghlaim ar Feadh an tSaoil in Institiúid an Chabháin bunaithe ar an gcoincheap gur próiseas fudsaoil agus feadhSaoil í an fhoghlaim. Tá súil agamsa go dtabharfaidh an réamheolaire seo treoir agus cabhrú leat.



The underlying theme of the courses on offer in the 2011/2012 programme is the provision of opportunities to everyone who wishes to pursue personal and career development goals. In the Government publication - *Learning for Life: White Paper on Adult Education* the role played by the provision of lifelong learning is clearly acknowledged.

The 2011/2012 range of part-time evening courses is Cavan Institute's response to ensuring the needs of the wider community are met by providing quality courses at times suitable to learners in their own community. Education is a fundamental cornerstone for growth in Cavan and the availability of these courses will continue to ensure the successful development and growth of the region. Part-time study is an increasingly popular option for those wishing to obtain certified skills that are nationally and internationally recognized.

As a provider of quality assured courses Cavan Institute caters for all interests including those who are seeking higher education opportunities close to home as well as for those currently in employment who are now looking to enhance their career by up-grading their qualifications. The courses on offer provide an opportunity for continuous professional development, while enrolments on other courses may be motivated more by personal interest and a desire for self-development. If you have any questions, please do not hesitate to phone or call into us and we will assist you in whatever way we can. **Cavan Institute's School of Lifelong Learning will host its Information and Enrolment evening for Autumn and Year Long Courses on Wednesday 7th September, 2011 from 6:00pm until 9:00pm. The Information and Enrolment evening for Spring Courses will be held on Wednesday 11th January 2012 from 6:00pm until 9:00pm.** Learners usually enrol for their chosen course on Information and Enrolment evening but applications will be accepted prior to these dates. Finally may I wish you success and enjoyment in your studies.

A handwritten signature in black ink that reads "Ann Marie Lacey". The signature is written in a cursive style.

Ms Ann Marie Lacey
Director Cavan Institute

FÁILTE ÓN STIÚRTHÓIR AOSOIDEACHAIS

Tá rogha mhór cúrsaí tráthnóna agus páirtaimseartha ar fáil duit in Institiúid an Chabháin a dhéanann freastal ar raon leathan riachtanas agus díol speise.

In the 2011/2012 programme we hope that you will find a course appropriate to your needs, be it professional, academic or recreational. By selecting to study at Cavan Institute you are making a significant first step towards gaining a recognized qualification or skill. In line with our commitment to the provision of a quality learning environment the majority of courses are accredited by leading awarding bodies. These accredited courses give learners a clear indication of the quality of courses offered at Cavan Institute on a part-time basis.



As a provider of quality assurance courses Cavan Institute has valued links with Higher Education providers - NUI Maynooth, University of Ulster, Athlone Institute of Technology and the Institute of Public Administration thus giving the learner maximum opportunity to study to an advanced level within the region. Courses on offer range from Degree programmes in Business Management and Public Management to National Certificate programmes provided by FETAC (Further Education and Training Awards Council), in a variety of disciplines.

Many courses on offer are certified by FETAC and at the end of each module the student is awarded a Component Certificate. This provides the ideal platform for learners to accumulate Component Certificates and ultimately graduate with a FETAC full award. Learners can use their FETAC certification as a means to access, progress and/or transfer to a wide variety of courses throughout the country. FETAC certification is recognised by employers both nationally and internationally.

I hope you will find a course that encourages your interest and meets your learning requirements. I welcome your feedback on the 2011/2012 programme and your suggestions for further courses. I wish you well with your course selection and look forward to receiving your application.

Margaret Tiernan

Ms Margaret Tiernan
Director Adult Education

CAVAN INSTITUTE'S SCHOOL OF LIFELONG LEARNING 2011-2012

Range of Courses

Courses on offer span over a wide range of areas such as NUI Maynooth Certificates in Counselling Skills, Psychology, Payroll Manual and Computerised (FETAC Levels 5 and 6), CAD (Computer Aided Drafting [2D] FETAC Level 5), Childcare (FETAC Level 5 Full Award), Web Design & Development (FETAC Level 5, Health Care Support (Full Award) and Supervision in Childcare (Full Award). Please note that FETAC Levels 5 and 6 modules and full awards may be subject to minor duration changes.

There are also a number of short courses which are 10 weeks in duration that extend across a wide range of disciplines, such as Renewable Energy Systems, Adobe Photoshop, Creative Sewing, Digital Photography, Introduction to Computers, Indian Head Massage, Make-up and Beauty Care, Hairdressing, Cookery Made Easy and Sign Language.

Part-time Day Courses

While many of our courses take place during the evenings, a number of our part-time courses are also now available during the day. Please refer to the back of this prospectus and our website for day time availability of part-time courses in the School of Lifelong Learning 2011/2012.

Finance

If you are pursuing an evening course you may be able to retain your Job Seeker Allowance or Job Seeker Benefit with permission from your local Social Welfare Office. To qualify for this you must continue to satisfy the conditions of being available for and genuinely seeking employment. For further details contact your local Social Welfare Office (www.welfare.ie). It is also worthwhile checking with your local FÁS Office regarding the possibility of funding (www.fas.ie).

Application Process

Log onto www.cavaninstitute.ie and click on **Lifelong Learning (Night School)** link. Click **here to apply**, for the Lifelong Learning course. **Please note that on-line applications require courses to be paid in full at the time of application using either Laser, Visa or Mastercard. Applications cannot be processed until full payment for the relevant course has been received. Course details are available in our on-line brochure. Please note that courses are subject to change or withdrawal at the discretion of the Institute.**

CAVAN INSTITUTE'S SCHOOL OF LIFELONG LEARNING 2011-2012

Childcare Business Development Network

Private childcare providers and their staff or private childminders operating for profit and their staff are entitled to apply for membership of the Childcare Business Development Network and avail of possible funding for FETAC Level 5 modules in the childcare area. Contact CBDN on 043 6685289 to register.

General Course Details

The cost of each course is set at a level to ensure accessible education of the highest quality for all. Courses run subject to demand. Class sizes are limited, thus ensuring that participants receive more individualised tuition. Tutors at Cavan Institute fully appreciate that many of the learners registering for courses may have been away from education for some time, and are anxious about the classroom environment. Tutors are very supportive and they ensure every learner receives a quality education at Cavan Institute.

Course Development and Suggestions

In the current economic climate we are very keen to develop our range of courses and qualifications to constantly maintain their relevance and value. Courses can also be designed and tailored to meet the specific requirements and training needs of individual businesses and the Institute welcomes suggestions of how best to meet the demands of local employers. Members of the public can forward their suggestions for new courses by contacting Cavan Institute at (049) 4380400 or by email to lifelong@cavaninstitute.ie.

Coursework

All learners are advised to save their work on a USB pen. It is not advisable to store anything on the network hard drive as it may be lost. **Coursework will not be returned to the learner once submitted for assessment.** Therefore, it is imperative that a hard copy of all coursework submitted should be retained. This is necessary for the learner's own future reference. Dates for submission of coursework will be provided by the tutor at the beginning of the course and learners are strongly advised to adhere to specified dates. A late submission policy will apply to work submitted after specified dates.

CAVAN INSTITUTE'S SCHOOL OF LIFELONG LEARNING 2011-2012

Change of Address

The Institute needs to be informed of any changes of address so as to ensure the prompt delivery of all correspondence. Cavan Institute is not responsible for any delivery delays or non-delivery caused by a third party.

General Information

1. Fees are outlined beside course.
2. Fees are payable before enrolment and are as outlined in course documentation.
3. **No person may attend a course without payment of the fee.**
4. Fees are non-returnable after issue of receipt, provided the course starts.
5. Fees do not cover the cost of materials. Learners will be expected to bear the cost of materials where such arise.
6. Co Cavan Vocational Education Committee reserves the right to change any or all of the courses offered, or the conditions under which any course is offered. No course will be formed where the number of learners does not warrant it.
7. Responsibility cannot be accepted for loss or damage to the property of learners.
8. Smoking is strictly prohibited in any part of the course premises.

POLICIES AND PROCEDURES 2011-2012

Refunds Policy

For a course to commence it is necessary to enrol a minimum number of participants. If this number is not reached the course will be cancelled, applicants will be notified and a full refund will be issued. Learners who pay fees for a course/module for which they are not accepting a place should request a refund in writing for repayment of fees paid. Learners who attend for a night of a course are not entitled to a refund unless there are very exceptional circumstances. Learners should request a refund in writing for repayment of fees paid outlining the very exceptional circumstances involved. The Director of Lifelong Learning will decide on refund request in very exceptional circumstances. Learners will receive written confirmation of decision.

Deferrals Policy

Cavan Institute's School of Lifelong Learning does not defer places on courses/modules. Learners who paid a fee for a course/module for which they are not accepting a place should request a refund in writing for repayment of fees paid.

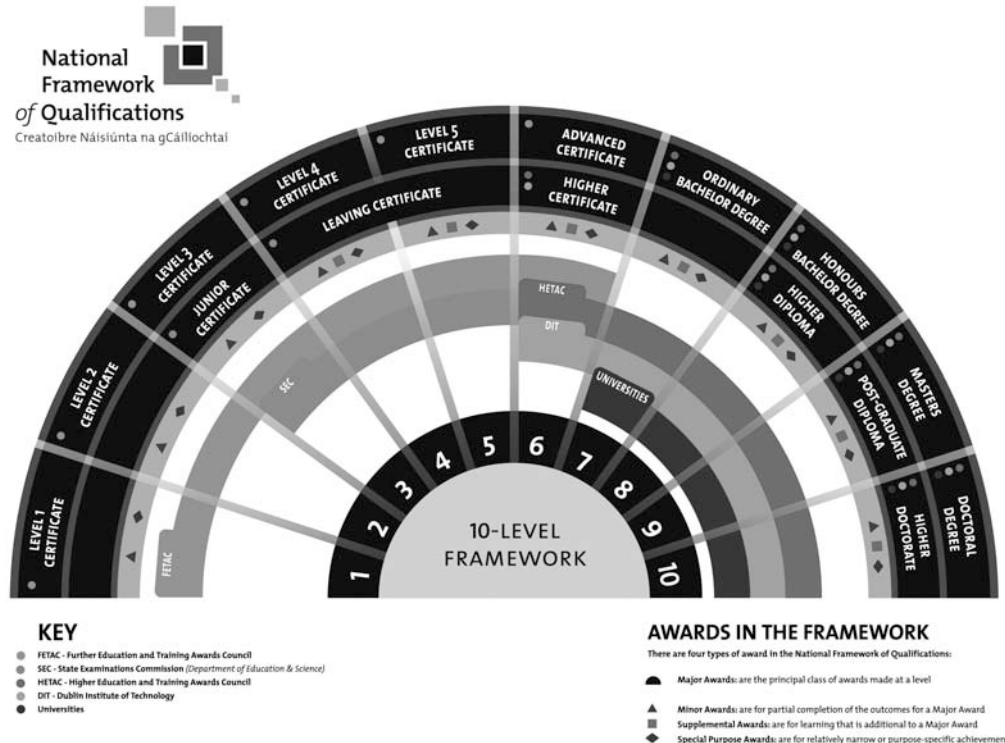
Transfers Policy

Requests for transfers from learners must be received in writing from learners. The Director of Adult Education will decide on transfer request. Learners will receive written confirmation of decision. Learners who are granted a transfer will have their original receipt cancelled and will be issued with a new receipt for their new course/module.

Fees Due Policy

A learner will not be permitted to commence a course/module unless the course/module has been paid for in full by the learner prior to commencement.

CAVAN INSTITUTE'S SCHOOL OF LIFELONG LEARNING 2011-2012



The National Framework of Qualifications

The National Framework of Qualifications consists of 10 levels of education and training in Ireland. FETAC has specific responsibility for providing a range of awards at levels 1-6 in the framework. The framework shows how education and training awards relate to one another. A key element of the framework is to enable access and progression opportunities to education and training between levels.

There are four types of award in the Framework Qualifications:

- Major Awards are the principal class of award 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.

CAVAN INSTITUTE'S SCHOOL OF LIFELONG LEARNING 2011-2012

The courses on offer are certified by the following:

AIT Athlone Institute of Technology

Cavan VEC County Cavan Vocational Education Committee

Environmental Health Officers Association

FETAC Further Education and Training Awards Council

IPA Institute of Public Administration

NUIM National University of Ireland, Maynooth

UU University of Ulster, Belfast

The information provided in this prospectus is intended as a guide for persons seeking admission to the Institute and shall not be deemed to constitute a contract between the Institute and a learner or any third party. The Institute reserves the right to change, modify, limit in size or cancel any course, class or subject grouping. The Institute expressly reserves the right to refuse any application for admission without being obliged to furnish a reason for so doing.

CONTENTS

Art, Craft, Design and Leisure

Painting - FETAC Level 5	13
Oil Painting - Introduction	13
Creative Sewing - Introduction	14
Creative Sewing - Advanced	14
Crochet for Beginners	15
Knitting for Beginners	15
Patchwork FETAC Level 5	16
Cookery Made Easy	16
Sugarcraft and Preparation of Cakes for Icing - Introduction	17
Sugarcraft - Advanced	17
Primary Certificate in Food Safety - HACCP	18
Floristry Theory and Practice - FETAC Level 5	19
Creative Writing - Introduction	19
Musical Instrument Courses	20

Business and Administration

Customer Service - FETAC Level 5	20
Mathematics - FETAC Level 4	21
Bookkeeping (Manual & Computerised) - FETAC Level 5	21
Bookkeeping (Manual & Computerised) - FETAC Level 6	22
Payroll (Manual & Computerised) - FETAC Level 5	22
Payroll (Manual & Computerised) - FETAC Level 6	23
Business Computing - FETAC Level 5	23
Business Administration - FETAC Level 5	24
Business Management - FETAC Level 6	24
Business Mentoring	25

Health Care and Childcare

Advanced Certificate in Supervision in Childcare FETAC Level 6 (Full Award)	25
Health Care Support FETAC Level 5 (Full Award)	26
Childcare FETAC Level 5 (Full Award)	27
Care of the Older Person - FETAC Level 5	28
Introduction to Nursing - FETAC Level 5	28
Care Skills - FETAC Level 5	29
Care Support - FETAC Level 5	29
Manual Handling Certificate	30
Child Development - FETAC Level 5	30
Caring for Children 0-6 Years - FETAC Level 5	31
Working In Childcare - FETAC Level 5	31
Early Childhood Education - FETAC Level 5	32
Work Experience - FETAC Level 5	32
Communications - FETAC Level 5	33
Nutrition - FETAC Level 5	33
Occupational First Aid FETAC Level 5	34
Understanding Special Needs - FETAC Level 5	34
Early Childhood Programmes - FETAC Level 6	35
Child Development - FETAC Level 6	35
Social and Legal Issues in Childcare - FETAC Level 6	36
Supervision in Childcare - FETAC Level 6	36

CONTENTS

Computing, Engineering and Renewable Energy

Introduction to Computers - Stage 1	37
Introduction to Computers - Stage 2	37
Advanced Computers	38
Web Design and Development - FETAC Level 5	38
Internet and Social Media Marketing - FETAC Level 5	39
Computer Aided Draughting (2D) using Autocad - FETAC Level 5	39
Adobe Photoshop	40
Computer Game Analysis and Design - FETAC Level 5	40
Digital Photography - Introduction	41
Intruder Alarm and Access Control - FETAC Level 5	41
Renewable Energy Systems - Introduction	42
Renewable Energy Production Systems - FETAC Level 5	42

Beauty Care, Body Care and Hairdressing

Aromatherapy- Introduction	43
Beauty Care and Makeup - Introduction	43
Beautician Studies - FETAC Level 5	44
Indian Head Massage - Introduction	44
Reflexology - Introduction	45
Sculptured Nails - Nail Extensions, Manicures, Treatments and Nail Art	45
Swedish Massage - FETAC Level 5	46
Hairstyling and Women's Hair Cutting - Introduction	46
Hairdressing - Up-Styling	47

CONTENTS

Languages

Languages - Beginners (French, German, Italian, Spanish, Estonian, Chinese, Polish and Irish)	47
Language - Intermediate (French, German, Italian, Spanish and Irish)	48
Irish for Interviews and Oral Exams and the Public Service - Beginners and Intermediate	48
English as a Second Language - FETAC Level 4	49
Languages FETAC Level 5 - Irish, French, German, Italian and Spanish	49
Sign Language for Beginners	50
Sign Language Intermediate Level	50

NUI Maynooth

Certificate in Addiction Studies	51
Certificate in Counselling Skills	52
Certificate in Medieval Studies	53

Institute of Public Administration (IPA)

Certificate in Business Studies	54
Diploma in Business Studies	54
Bachelor of Business Studies (Honours)	54
Certificate in Public Management	54
Diploma in Public Management	54
Bachelor of Arts (Honours)	54

School of Lifelong Learning Part-time Day Courses 2011/2012	55
--	-----------

PAINTING - FETAC LEVEL 5

Aim of Module

This module is designed to introduce the learner to a range of painting techniques and media and to foster creativity and self expression. It is ideally suited to beginners or to people who have some experience of painting. Please note that the cost of the module does not include the purchase of a small number of materials and learners will be advised about same upon commencement of the course.

Learners who successfully complete this module will

- Develop observation, recording, manipulation and application skills
- Discover their potential for creativity, self expression and visual awareness through painting
- Feel confident with painting as a means of communicating and generating ideas
- Understand the basic principles of colour, colour mixing and representation
- Relate their work to other artists' work and understand the historical context of this work
- Experiment with a range of media and techniques

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Painting
Fee	€200

OIL PAINTING - INTRODUCTION

Aim of Course

This introductory course is for people of all ages who want to develop their artistic skills through oil painting. In the relaxed setting of this class, students will get an opportunity to complete their own piece of art work.

Course Content

- Basic Principles of Colour, Colour Mixing and Representation
- Oil Pastels and Oil Painting Techniques
- Surface Preparation and Brush Care

Please Note:

The fee listed below does not include the cost of painting materials required to complete this course.



Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

CREATIVE SEWING - INTRODUCTION

Aim of Course

This practical introductory course provides the learner with the opportunity to acquire both basic sewing skills and creative sewing techniques. During the course, learners will complete a project on a garment, home accessory or fashion accessory of their choice. This course will be of particular interest to beginners and to those who want to refresh their sewing skills.

Course Content

- Introduction to Sewing
- Purchasing and using a Sewing Machine
- Basic Stitching
- Introduction to Using Patterns
- Completion of Sewing Project
- Troubleshooting
- Researching New Ideas e.g. Party Costumes, Soft Furnishings and Garments
- Fashion Up-Cycling

Please Note

The fee listed below does not include the cost of a small number of basic sewing materials required to complete either of this course. Learners must have their own sewing machine to complete this course.

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€150

CREATIVE SEWING - ADVANCED

Aim of Course

This course is designed for learners who have a previous experience of sewing. The course gives learners an ideal opportunity to explore their creative skills in a relaxed setting. It will introduce the learner to a wide range of techniques to enable them to make a garment from start to finish. This course also introduces the learner to curtain making.

Course Content

- Basic Sewing and Stitching
- Using and Cutting out Patterns
- Cutting out the Garment
- Creative Stitching
- Troubleshooting
- Making the Garment from start to finish
- Completion of Sewing Project
- Researching New Ideas
- Curtain Making
- Fashion Up-Cycling

Please Note

Learners must provide their own sewing machine to complete this course. The fee listed below does not include the cost of a small number of basic sewing materials required to complete this course.

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€150

CROCHET FOR BEGINNERS

Aim of Course

This introductory course is designed for individuals who wish to learn the skill of crochet and to use their skills in making accessories and garments. It provides learners with an ideal opportunity to make home and fashion accessories for themselves or as a gift for family and friends.

Course Content

- Basic Crochet Stitches
- Reading Crochet Patterns
- Incorporating Basic Stitches into Patterns
- Developing Skills to make an Accessory
- Edgings, Borders and Completing Accessories

Please Note

The fee listed below does not include the cost of crochet materials required to complete this course.



Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

KNITTING FOR BEGINNERS

Aim of Course

The aim of this introductory course is to equip the learner with the basics of knitting. This module is ideal for individuals who are beginners or who have not knitted for some time and would like to brush up on their skills. During the course, learners will complete a simple knitting project.

Course Content

- Basic Stitches and Knitting Techniques
- Wool and Yarns
- Introduction to Using Patterns
- Completion of Knitting Project
- Troubleshooting and Researching New Ideas

Please Note

The fee listed below does not include the cost of a small number of materials required to complete the course. Learners will be advised regarding purchase of same upon commencement of the course.

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

PATCHWORK - FETAC LEVEL 5

Aim of Modules

The aim of these modules are to give the learner the skills and knowledge of patchwork and design. These modules will allow the learner to respond creatively to the tactile nature of the materials and develop his/her skills using appropriate threads, natural and man-made materials.

Content of Modules

- Design Studies
- Patchwork Techniques

Learners who successfully complete this module will

- Be familiar with sources that are appropriate to patchwork
- Develop an understanding of the processes involved in patchwork design and construction
- Use materials in a creative manner
- Develop design skills that are appropriate to stitches, threads and fabrics
- Acquire an acceptable level of competency in specific patchwork skills and techniques

Please Note

The fee listed below does not include the cost of a small number of materials required to complete the course.

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Patchwork
Fee	€200

COOKERY MADE EASY

Aim of Course

Prepare to impress your family and friends with your culinary skills after completing this practical cookery course! This course is ideal for individuals who have some cooking experience or none at all. Regardless of how much cooking experience you have, you will be able to prepare healthy meals that taste delicious and that won't break the bank.

Course Content

- Meat, Game and Poultry
- Seasonality and Economic buying
- Cooking Methods and Techniques
- Starters
- Main Courses
- Desserts
- Themed and Seasonal Cookery
- Healthy Cooking for a Healthy Life

Please Note

The fee listed below includes the cost of course ingredients. All recipes are included in a course booklet.

Duration	7 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€200

SUGARCRAFT AND PREPARATION OF CAKES FOR ICING

Aim of Course

This introductory course is designed to equip participants with the necessary skills to design your own speciality cakes using sugarcraft. This course will teach you the correct application of almond paste, icing and hand made figurines and decorations. This practical course is intended for those who have some or no knowledge of sugarcraft and cake artistry. So why not develop your creative flair and impress your family and friends with fantastic speciality cakes!

Course Content

- Basics of Sugarcraft
- Royal Icing, Buttercream and Sugar Paste
- Covering the Cake
- Covering a Lemon Madeira Cake
- Christening, Easter and Birthday Cakes
- Piping, Swags, Bows, Handmade Roses & Novelty Animals
- Troubleshooting

Please Note

This fee listed below does not include the cost of a small number of materials required to complete the course.

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€150

SUGAR CRAFT - ADVANCED

Aim of Course

This practical course is designed to equip learners with advanced skills in sugarcraft and speciality design. The course is an ideal follow on for people who have already completed the introductory course in Sugarcraft and Preparation of Cakes for Icing or for those who already have experience in sugarcraft and want to further their creative skills in this area.

Course Content

- Shaping Cakes, Writing and Lettering
- Piping a Cake
- Run Outs and Brush Embroidery
- Sugar Flower Arrangements - Roses, Carnations & Leaves
- Wedding Cakes, Dowelling and Pillars
- Using Chocolate Paste
- Mini Cakes
- Handmade Figurines
- Troubleshooting
- Completion of a two tier celebration cake of choice

Please Note

The fee listed below does not include the cost of a small number of materials required to complete the course.

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€150

PRIMARY CERTIFICATE IN FOOD SAFETY - HACCP

Aim of Course

This course is designed to provide the learner with knowledge and understanding of food safety in this sector. It is a requirement that all food handlers, chefs, waiting staff, food business operators, bar and restaurant staff have HACCP training.

Course Content

- Introduction to Food Safety
- Microbiological Hazards
- Food Contamination
- HACCP from Food Delivery to Storage
- HACCP from Food Preparation to Cooking and Service
- Personal Hygiene
- Food Premises and Equipment
- Pest Control
- Cleaning and Disinfection
- Food Safety Law and Enforcement

Learners who successfully complete this course will be awarded a Primary Certificate in Food Safety (HACCP) from the Environmental Health Officers Association (EHOA). This certificate is valid for 5 years from the date of issue.

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Primary Certificate in Food Safety - HACCP
Fee	€170



FLORISTRY THEORY AND PRACTICE - FETAC LEVEL 5

Aim of Modules

The purpose of these modules is to provide learners with the background knowledge and skills to pursue a career in floristry. The module enables learners to achieve proficiency in commercial floristry and involves both theory and practical skills.

Content of Modules

- Ordering and Use of Commercial Flowers
- Completion and Presentation of Various Bouquets including Gift Wrapped and Hand Tied
- Completion and Presentation of Floral Arrangements including Seasonal and Special Occasion
- Completion and Presentation of Wedding Floristry
- Completion and Presentation of Funeral Tributes
- Bouquet and Arrangement Care
- Customer Service

Please Note

Due to the practical nature of these modules, places are limited and if interested, it is advisable to book early to avoid disappointment. The fee listed below does not include the cost of a number of materials required to complete the course.

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Floristry Theory and Practice
Fee	€200

CREATIVE WRITING - INTRODUCTION

Aim of Course

This introductory course is for individuals who have a flair for writing and who wish to develop their writing skills. The course has a practical focus and participants will get an opportunity to write their own piece of work.

Course Content

- Essential Writing Skills
- Personal Writing
- Fictional Writing and Writing Poetry
- Completing a Critique of your Work
- Preparing for Publication
- Trouble Shooting

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

MUSICAL INSTRUMENT COURSES

Aim of Courses

This programme of courses involves 1 hour per week over a 20 week period that provides tuition on a musical instrument of the learner's choice. Each course is limited to 5 per class group.

Learners who successfully complete a musical instrument course will

- Learn how to play their individual instrument
- Learn how to read music
- Learn how to perform as an individual or as part of a group
- Explore professional musicianship in relation to performance

Course Available

Guitar
Keyboard
Bodhrán
Fiddle
Tin Whistle

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€200

CUSTOMER SERVICE - FETAC LEVEL 5

Aim of Course

This course is suitable for individuals who want to improve their skills and knowledge in customer service and selling. The ability to sell is central to all successful businesses and this course will enable the learner to deliver quality customer service in any industry, to learn the essential elements of successful selling and/or sharpen existing sales skills. This course is ideal for any individuals who work with customers on a daily basis.

Course Content

- Customer Contact Skills
- Delivering Quality Service
- Professional Telephone Techniques
- Excel in Sales and Anticipating Objectives
- Selling Benefits and Needs and Closing the Sale
- Handling Payments
- Consumer Legislation

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Customer Service
Fee	€200

MATHEMATICS - FETAC LEVEL 4

Aim of Module

The purpose of this award is to equip the learner with the relevant knowledge, skills and competence to apply a range of mathematical skills and tools to a variety of contexts. The module covers the areas of numeracy, geometry, algebra and data handling. This module may be particularly useful to learners who need Mathematics as an entry requirement for further and higher education courses.

Course Content

- Application of number to familiar real life situations
- Calculate conversions to include between currencies, between fractions, decimals and percentages
- Use mathematical formulae
- Present and interpret data in graphical and tabular form
- Calculate statistics
- Discuss and interpret results

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 4 Mathematics
Fee	€150

BOOKKEEPING (MANUAL & COMPUTERISED) - FETAC LEVEL 5

Aim of Module

The purpose of this module is to provide the learner with both an introduction to manual bookkeeping terms and principles, and the knowledge and skills necessary to operate a computerised accounts system using an integrated accounts package.

Learners who successfully complete this module will

- Acquire an understanding of basic bookkeeping concepts and terminology
- Acquire the knowledge and skills to record transactions in a manual accounts system and draw up a trial balance
- Understand the main components of a computer system and acquire the skills to carry out various housekeeping tasks
- Appreciate the advantages of computerised accounts, and be aware of the various accounts packages available
- Appreciate the importance of data accuracy and confidentiality in financial transactions

Module Content

- Bookkeeping Principles
- Computer Principles
- Set-up and Input of Transaction Data
- Computer Reports and Analysis

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Bookkeeping Manual & Computerised
Fee	€200

BOOKKEEPING (MANUAL AND COMPUTERISED) - FETAC LEVEL 6

Aim of Module

The aim of this module is to enable the learner to gain skills necessary to record, edit, interpret and analyse financial data using both manual and computerised bookkeeping systems. Upon completion of this module, learners will have the ability to function effectively in a workplace environment, dealing with all aspects of bookkeeping practices. This module is ideally suited to people who have completed FETAC Level 5 Bookkeeping or any Business related module and who want to enhance their skills with a Level 6 qualification. This module is also suited to learners who have previous bookkeeping experience.

Module Content

- Bookkeeping Entries and Principles
- Correction of Errors and Editing
- Provisions and Reconciliations
- Report Interpretation and Analysis

Learners who successfully complete this module will

- Acquire the necessary skills and knowledge of bookkeeping principles which apply to manual and computerised systems
- Be capable of correcting and amending errors in the record keeping processes
- Complete a bank and control account reconciliation
- Demonstrate how to record adjustments, accruals and prepayments and depreciation
- Analyse financial data from a selection of reports

Duration	15 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 6 Bookkeeping (Manual & Computerised)
Fee	€260

PAYROLL (MANUAL & COMPUTERISED) - FETAC LEVEL 5

Aim of Module

The purpose of this course is to acquire knowledge and skills necessary to use both manual and computerised payroll systems.

Learners who successfully complete this module will

- Understand the terminology associated with personal taxation
- Appreciate the importance of accuracy and security in preparing and maintaining payroll records
- Acquire the knowledge and the understanding of how the cumulative, emergency and temporary tax systems operate

Module Content

- Manual Payroll
- Computer Principles
- Computer Payroll

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Payroll Manual & Computerised
Fee	€200

PAYROLL (MANUAL & COMPUTERISED) - FETAC LEVEL 6

Aim of Module

The aim of this module is to enable the learner acquire the skills necessary to record, edit, interpret and analyse payroll data using both manual and computerised payroll systems. This module is ideally suited to people who have completed FETAC Level 5 Payroll or any Business related module and who want to enhance their skills with a Level 6 qualification. Upon completion of this module, learners will be able to work effectively in Human Resources or Accounts Department, dealing with the payroll function.

Module Content

- Manual Payroll Processing
- Legislation and its impact on the Payroll Function
- Computer Payroll and Reporting

Learners who successfully complete this module will

- Acquire the necessary skills and knowledge of payroll practices which apply to manual and computerised systems
- Detect and amend errors in data entry and record keeping processes
- Complete end of period and end of year returns
- Demonstrate how to record and/or update employee files
- Demonstrate a knowledge and understanding of how certain legislation impact on the payroll function

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 6 Payroll (Manual & Computerised)
Fee	€260

BUSINESS COMPUTING - FETAC LEVEL 5

Aim of Module

The module has been designed to enable the learner to operate effectively within a general office environment. The focus is on acquiring the theoretical knowledge underlying a variety of computer applications used in business and developing the practical skills required for business computing.

Learners who successfully complete this module will

- Appreciate the importance and function of various items of hardware and software used in computer systems
- Develop an understanding and competence in the use of the Internet and related technology
- Develop an understanding and technical competence in the use of word process packages and appreciate their range of applications
- Develop an understanding and technical competence in the use of spreadsheet packages and appreciate their range of applications
- Develop an understanding and technical competence in the use of database packages and appreciate their range of applications

Module Content

- Word Processing
- The Internet and E-mail
- Spreadsheets
- Databases

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Business Computing
Fee	€200

BUSINESS ADMINISTRATION - FETAC LEVEL 5

Aim of Module

This module has been developed to prepare learners for a junior administrative position in an organization. It is also intended to prepare the learner for further study in the related areas.

Learners who successfully complete this module will

- Develop an understanding of the structure of an organization.
- Appreciate the impact of the factors which affect a business organization
- Understand the financial aspects of business administration
- Appreciate the functions of human resources within a business organization
- Undertake administrative duties in relation to meetings
- Process business documents (in relation to sales, purchases, stock control and insurance)

Module Content

- The Organisation
- Finance, Money, Banking and Foreign Exchange
- Human Resources
- Preparing for Meetings
- Processing Business Documents

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Business Administration
Fee	€200

BUSINESS MANAGEMENT - FETAC LEVEL 6

Aim of Module

The aim of this module is to provide the learner with an in depth understanding of the role and function of management in the business environment and to develop effective management skills. This module is ideally suited to people who have completed FETAC Level 5 Business Administration or any Business related module and who wants to enhance their skills with a Level 6 qualification. This module is also suited to learners who are aspiring toward a management role in their workplace.

Module Content

- The Internal Organisation
- The External Environment
- Management Process
- Human Behaviour
- Human Resource Management
- Management Skills

Learners who successfully complete this module will

- Appreciate the role and the importance of the management function
- Understand how organisations need to adopt to a dynamic and changing environment
- Develop their knowledge and understanding of the management process
- Develop effective management skills
- Appreciate the importance of effective communication within the organisation

Duration	16 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 6 Business Management
Fee	€260

BUSINESS MENTORING

Course Description

This course is aimed at business owners and managers who want to learn about and put into practice practical improvements and the creation of new opportunities for their small and medium sized businesses. This course is ideal for participants who want to make real and lasting improvements to their business and who want to make the most of the resources available to them to do this. Please note that each participant will receive confidential one to one consultation as part of the course.

Course Content

- Practical Business and Financial Advice on how to weather the current economic climate
- Promoting and Testing New Opportunities
- One to one Business Consultations over the duration of the course are included
- Group Discussion
- Dealing with Financial Difficulties and Making Positivity Happen in 2011 and in 2012
- Making the Most of Advertising
- Practical Ways to Increase Turnover and Reduce Costs
- Working with Financial Institutions

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

ADVANCED CERTIFICATE IN SUPERVISION IN CHILDCARE - FETAC LEVEL 6 (FULL AWARD)

Course Description

This part time evening course is for males and females who already have a full award in Childcare FETAC Level 5. This award includes six modules in total: four level 6 modules and two level 5 modules.

Modules

Mandatory Modules (Level 6)

Child Development	D30005
Early Childhood Programmes	D30177
Supervision in Childcare	D30178
Social and Legal Issues in Childcare	D30177

Elective Modules

Learners can use any two appropriate level 5 modules with the four Level 6 modules to attain an Advanced Certificate in Supervision in Childcare Level 6.

Please Note

It is strongly recommended that learners pursuing this qualification should be employed in a childcare setting. Please refer to this prospectus for a description of each module.

Private providers and their staff or private childminders operating for profit and their staff are entitled to apply for membership of the Childcare Business Development Network (CBDN) and avail of possible funding. Contact CBDN on 043 6685289 for further details.

Duration	Part time Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 6 Advanced Certificate in Supervision in Childcare
Fee	Fees are charged on a per module basis

HEALTHCARE SUPPORT - FETAC LEVEL 5 (FULL AWARD)**Course Description**

This part time evening course is for males and females who are interested in pursuing a career as a carer in any of the healthcare settings. It provides learners with a FETAC Level 5 Award in Healthcare Support on the basis of successful completion of 8 modules. This course also includes Work Experience and a minimum of 2 weeks must be completed in an appropriate care setting. Garda Vetting procedures apply.

Entry Requirements

Learners should have a particular interest or experience in this work area.

Modules**Mandatory Modules (Level 5)**

Care Skills	D20163
Care Support	D20164
Safety and Health at Work	D20165
Communications	G20001
Work Experience	W20008

Elective Modules (Level 5)

Learners must complete any three of the following modules.

Introduction to Nursing
 Caring for Children (0-6 years)
 Care of the Older Person
 Occupational First Aid
 Nutrition

Please Note

Fees are charged on a per module basis. Please refer to this prospectus for a description of each module.

Duration	Part time Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 full award in Healthcare Support
Fee	Fees are charged on a per module basis

CHILDCARE FETAC LEVEL 5 (FULL AWARD)

Course Description

This part time evening course is for males and females who are interested in pursuing a career in childcare. It is designed for those who wish to care for young children in a range of settings, which may include Nurseries, Crèches, Play groups, Primary Schools and Special Needs areas. Students complete 8 modules.

Entry Requirements

Learners should have a particular interest or experience in this work area.

Course Content - 8 Modules

Mandatory Modules

- Caring for Children (0-6 years)
- Child Development
- Early Childhood Education
- Working in Childcare
- Work Experience
- Communications

Elective Modules

Learners can choose any 2 of the following Modules:

- Nutrition
- Understanding Special Needs
- Occupational First Aid

This course also contains preparation for Work / Work Placement Module certified by FETAC. A minimum of two weeks work placement must be completed in a Childcare setting. Garda vetting procedures (where relevant) apply.

Course Certification

The course is certified by the Further Education and Training Awards Council (FETAC). It is based on continuous assessment both in the work place and in the classroom. It provides students with a FETAC Level 5 Childcare Award on the basis of successful completion of 8 modules.

Please Note

Possible Funding for Private Childcare Providers

Private childcare providers and their staff or private childminders operating for profit and their staff are entitled to apply for membership of the Childcare Business Development Network (CBDN) and avail of possible funding. Contact CBDN on (043) 6685289 to register.

Duration	Part-time Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 in Childcare (Full Award)
Fee	Cost of full award is charged on a per module basis

CARE OF THE OLDER PERSON - FETAC LEVEL 5

Aim of Module

This module is designed to equip learners with the knowledge and skills to provide care for older people in a variety of settings.

Module Content

- Good Work Practices in the Provision of Individualised Holistic Care for Older People
- The Concept of the Ageing Process
- Meeting the Full Range of Needs of Older People in a Variety of Settings
- Enhancing the Quality of Life of the Older Person

Please Note

Learners can complete Care of the Older Person as a stand alone module or in conjunction with FETAC Level 5 Work Experience.

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Care of the Older Person
Fee	€300 (including fee for Certificate in Manual Handling)

INTRODUCTION TO NURSING - FETAC LEVEL 5

Aim of Module

This module explores the nursing profession. It introduces the learner to the caring role of the nurse and it emphasises the importance of interpersonal communication. This practical module is ideally suited to individuals who are considering a full time course and career in nursing now or in the future.

Learners who successfully complete this module will

- Outline the history and development of nursing
- Acquire a knowledge of the structure and function of the health care service in the Republic of Ireland
- Know the various disciplines within nursing
- Understand the nursing process
- Understand the models of care
- Be aware of nursing ethics
- Communicate effectively in ways that are consistent with the carer's role
- Avoid Occupational Hazards
- Become Familiar with Common nursing terminology
- Perform a range of basic skills

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Introduction to Nursing
Fee	€300 (includes Manual Handling Certificate)

CARE SKILLS - FETAC LEVEL 5

Aim of Module

The aim of this module is to equip the learner with the knowledge and skills to care for clients in a safe, comfortable and hygienic environment. This module is particularly suited to people employed in this area or for those who are seeking employment in this area.

Module Content

- Understanding Client Care
- Using Equipment
- Environments of Care
- Assisting Skills

Learners who successfully complete this module will

- Acquire an understanding of relevant groups in need of health care
- Describe the physical, emotional, social, psychological and spiritual needs of a range of groups of people, taking into account individual variation
- Demonstrate excellent communication skills and work practices in the provision of care
- Respond effectively to clients' individual needs with their involvement and use of choice
- Acquire practical skills in the area of client personal care
- Maintain a safe, comfortable, healthy and hygienic environment for clients

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Care Skills
Fee	€200

CARE SUPPORT - FETAC LEVEL 5

Aim of Module

The aim of this module is to equip the learner with the knowledge and skills to work effectively in any of the care settings. The module aims to promote excellent practice and respect for diversity in lifestyle, religion and culture in care work. This module is particularly suited to people employed in this area or for those who are seeking employment in this area.

Module Content

- Relating to the Client
- Reflection and Development
- Working with Others
- Working in Care

Learners who successfully complete this module will

- Understand the responsibilities and entitlements of a care worker
- Understand the need for continuing development in care work, drawing on personal reflection and experience
- Promote excellent practice and respect for diversity in the care setting
- Understand the importance of working effectively as part of a team
- Communicate and deal with people in ways that are consistent with the role of the carer.

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Care Support
Fee	€200

MANUAL HANDLING CERTIFICATE

Aim of Course

The aim of this course is to train learners in all aspects of manual handling. This is an essential qualification for individuals who are employed in the caring profession.

Duration	2 evenings - 6:00pm-10:00pm
Commencing	Notification by Post
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Manual Handling Certificate
Fee	€80

CHILD DEVELOPMENT - FETAC LEVEL 5

Aim of Module

The module is designed to provide the learner with an introduction to the theory and practice of child development from 0-6 years.

Learners who successfully complete this module will

- Understand the concept of progression in child development
- Identify and respond appropriately to children's developmental needs in the home and the early years setting
- Appreciate variations within the normal range of development
- Recognize the contribution of adults to the development of children
- Recognize the value of observation as a learning and research tool for the childcare worker
- Understand the integrated role of play and development

Module Content

- Overview of Child Development
- Physical Development
- Cognitive and Language Development
- Social and Emotional Development
- Primary Research in Child Development

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Child Development
Fee	€200

CARING FOR CHILDREN (0 TO 6 YEARS) - FETAC LEVEL 5

Aim of Module

This module is designed to equip the learner with the skills and knowledge to care for children from 0-6 years either in the home or as part of a supervised team in a childcare setting.

The module aims to promote good practice, equality of opportunity and respect for diversity in lifestyles, religion and culture and the maintenance of a health, hygienic and safe environment for children.

Learners who successfully complete this module will

- Understand the responsibilities involved in caring for children
- Care for the physical needs of children from 0-6 years
- Promote good practice in caring for children
- Maintain an environment for children that are healthy, hygienic and safe.

Module Content

- Safety
- Health
- Feeding Babies and Children
- Nappy-Changing and Toileting

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Awards	FETAC Level 5 Caring for Children (0-6)
Fee	€200

WORKING IN CHILDCARE - FETAC LEVEL 5

Aim of Module

The aim of this module is to equip the learner with the personal skills and knowledge required to work in a professional manner with children, parents and colleagues in a child care setting. This module is ideal for people employed in this area or for people who are hoping to secure employment in this area in the future.

Module Content

- Overview : Working in Childcare in Ireland
- Legislation
- Working with Parents
- Relating to Parents, Children and the Childcare Team
- Personal Reflection

Learners who successfully complete this module will

- understand the history and current trends and developments in childcare provision in Ireland
- appreciate the importance of team working in the childcare setting
- understand the importance of certain personal qualities and values for those working with children
- understand the entitlements and responsibilities of a childcare employee
- understand the importance of continuous professional development in childcare, drawing on personal reflection and experience
- understand the legislative background to childcare provision in Ireland

Please Note

Places are limited to 16 participants on this course and if you are interested, it is advisable to book early to avoid disappointment.

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Working in Childcare
Fee	€200

EARLY CHILDHOOD EDUCATION - FETAC LEVEL 5

Aim of Module

This module enables the learner to investigate the purpose and potential of play activities during children's development from 0-6 years. Its aims to promote good practice, equality of opportunity and respect for diversity in lifestyles, religion and culture in early years care.

Learners who successfully complete this module will

- Understand the types and stages of play in child development
- Understand the integrated nature of play and child development
- Explore the benefits of play for children
- Plan, implement and evaluate a range of play activities appropriate to different stages of children's development
- Understand the role and responsibility of the childcare worker when playing with children

Module Content

- Understanding Play
- Play Activities
- Toys, Games and Play Equipment

Please Note

Funding may be available from CBDN for private providers. Please refer to page 5 for further details.

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Early Childhood Education
Fee	€200

WORK EXPERIENCE - FETAC LEVEL 5

Aim of Module

The aim of this module is to give the learner the skills and knowledge required to complete a successful work placement in a vocational area of his/her choice. Learners are required to complete a minimum of ten days (80 hours) work placement for this module. **Work Experience can be taken as a stand alone module or in conjunction with any of the other FETAC Level 5 modules included in this prospectus.**

This module is ideal for individuals who are thinking of changing career paths, or who have recently been made redundant or are unemployed. There are three modes of undertaking work experience to meet the diverse needs of learners. These are Work Placement, Work Practice and Work Based Learning.

Garda Vetting

Garda Vetting may apply depending on the type of work placement. Applicants will be informed of this procedure prior to commencement of module.

Module Content

- Planning and Preparation
- Experience
- Review and Evaluation

Please Note

Learners undertaking work experience as part of a full award in Childcare must complete 2 weeks work placement (10 days).

Duration	10 weeks - Tuesday evenings 2 week work placement
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Work Experience
Fee	€180

COMMUNICATIONS - FETAC LEVEL 5

Aim of Module

Communication skills are highly valued in the workplace but this module extends beyond exclusively vocational needs, recognizing that the acquisition of these skills is a life-long process, and central to personal, social and professional development and fulfilment. **Learners can complete communications as a stand alone Module or as part of a full FETAC Level 5 Award.**

Learners who successfully complete this module will

- Develop an awareness of the essential role played by communication in human interaction
- Acquire communication skills relevant to vocational and personal development
- Understand the communicative principle and practices involved in gathering and relaying information
- Acquire the skills and confidence to convey and interpret meaning in writing, orally and visually
- Develop a critical awareness of communications messages and media
- Explore the use of modern communication and information technology, and its application in personal & vocational life.

Module Content

- Listening and Speaking
- Reading and Writing
- Non-Verbal and Visual Communication
- Communications Technology

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Communications
Fee	€180

NUTRITION - FETAC LEVEL 5

Aim of Module

This module is designed to provide the learner with knowledge of the composition of food and an understanding of how food affects an individual's personal wellbeing.

Module Content

- Composition of Food
- Nutrition and Healthcare
- Nutrition and Exercise
- Food Labelling

Learners who successfully complete this module will

- Be familiar with the composition of food
- Evaluate the nutritional content of food
- Understand the relationship between health and nutrition
- Be familiar with the nutritional needs of different groups of people
- Acquire a range of practical techniques
- Examine eating habits
- Interpret current dietary information and recommendations

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Nutrition
Fee	€200

OCCUPATIONAL FIRST AID - FETAC LEVEL 5

Aim of Module

The aim of this module is to give the learner the skills and knowledge required to complete first aid and to coordinate first aid in the workplace in compliance with the requirements of the Safety, Health and Welfare at Work (General Application) Regulations 2007.

Module Content

- First Aid in the Workplace
- Patient Assessment
- Respiratory Emergencies
- Cardiac First Response
- Wounds and Bleeding
- Altered Levels of Consciousness
- Muscular Injuries
- Burns, Scalds, Chemicals and Electric Shock

Learners who successfully complete this module will

- Understand the responsibilities of the First Aider
- Be able to provide treatment for the purpose of preserving life or minimising the consequences of injury until discharge or the arrival of medical assistance
- Be able to provide treatment in the workplace for an injury that does not require the attention of a medical practitioner or nurse
- Be familiar with health and safety legislation on first aid provision in the workplace
- Be capable of coordinating first aid arrangements in the workplace

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Occupational First Aid
Fee	€200

UNDERSTANDING SPECIAL NEEDS - FETAC LEVEL 5

Aim of Module

This module is designed to give learners an understanding of the context of special needs, associated issues and approaches. The module is appropriate for those working in specialist settings in public, private and voluntary childcare settings.

Learners who successfully complete this module will

- Appreciate the context of children with special needs in Ireland
- Be aware of the range and characteristics of the main types of special needs conditions
- Be aware of the importance of team working and partnership between the child's parents and carers and professionals
- Demonstrate knowledge of approaches to children with special needs
- Become aware of legislative and policy developments relating to children with special needs

Module Content

- Context of special needs
- Characteristics of special needs
- Responding to special needs
- Manual handling

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Understanding Special Needs
Fee	€340 (including fee for Certificate in Manual Handling)

EARLY CHILDHOOD PROGRAMMES - FETAC LEVEL 6

Aim of Module

The module is designed to provide the learner with the knowledge, understanding and practical skills required to supervise the implementation of early childhood programmes of learning for children 0-6 years. **This module is ideal for people employed in the childcare sector who already have FETAC Level 5 certification or equivalent and are now pursuing a Level 6 qualification in Childcare.**

Module Content

- Overview of early Childhood Education
- Features of Effective Early Childhood Programmes
- Programme Development and Implementation
- Planning and Evaluation

Learners who successfully complete this module will

- Appreciate the range of features involved in effective early childhood programmes
- Explore the role and responsibilities of the supervisor and the childcare worker in relation to programme practice
- Acquire an understanding of early childhood programmes
- Understand the integrated role of learning, development and curriculum/programmes
- Appreciate the interrelationship between planning, implementation, evaluation and curriculum programmes

Entry Requirements

FETAC Level 5 in Childcare or equivalent.

Duration	15 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 6 Early Childhood Programmes
Fee	€260

CHILD DEVELOPMENT - FETAC LEVEL 6

Aim of Module

The module is designed to provide the learner with the knowledge and understanding of child development from 0-6 years and the skills required to implement and promote the use of observations in the early childhood education and care setting. **This module is ideal for people employed in the childcare sector who already have FETAC Level 5 certification or equivalent and are now pursuing a Level 6 qualification in Childcare.**

Module Content

- The Physical Child
- The Thinking Child
- The Social and Emotional Child
- Observation
- The Whole Child

Learners who successfully complete this module will

- Recognise the capabilities and potential of the individual child across all domains of development
- Carry out observation and evaluation techniques, and understand their implications for practice
- Understand the influence of genetic, social, cultural and environmental factors on the overall development of the child
- Critically reflect on child development theory and its impact on early childhood education and care practice

Entry Requirements

FETAC Level 5 in Childcare or equivalent

Duration	15 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 6 Child Development
Fee	€260

SOCIAL AND LEGAL ISSUES IN CHILDCARE - FETAC LEVEL 6

Aim of Module

This module is designed to provide the learner with an understanding of social policy and legislation relevant to early childhood education and care settings, children and their families and the skills necessary for dealing with child protection issues. It aims to promote good practice, equality and respect for diversity in early years education and care. This module is suitable for individuals who are employed in the childcare sector and want to up skill by completing a Level 6 qualification.

Entry Requirements

Learners must have achieved a FETAC Level 5 award in Childcare. Learners must be currently employed in the childcare sector.

Module Content

- Personal Development
- Supervisory Management
- Organisational Skills
- Leading a Childcare Team
- Working in Partnership with Parents/Carers

Learners who successfully complete this module will

- Be familiar with international perspective on early childhood education and care
- Appreciate a range of factors influencing and impacting on early childhood education and care in Ireland
- Understand and interpret social policy and statutory regulations which relate directly to and impact on children and their families

Duration	15 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level Supervision in Childcare
Fee	€260

SUPERVISION IN CHILDCARE - FETAC LEVEL 6

Aim of Module

This module is designed to provide the learner with opportunities to acquire the knowledge, skills and attitudes necessary to effectively supervise an early childhood education and care setting. This module is particularly suited to people employed in this area or for those who are seeking employment in this area who want to pursue a Level 6 qualification.

Learners who successfully complete this module will

- Recognise the benefits of being a reflective practitioner
- Analyse relevant theory and relate it to the practice of supervision
- Be able to lead, motivate and support a team
- Acquire the skills, knowledge and competencies required to supervise an early childhood education and care setting and support others in their role and performance
- Understand the need for continuing development in care work, drawing on personal reflection and experience
- Promote excellent practice and respect for diversity in the care setting
- Devise strategies for working in partnership with parents/ carers and external organisations

Please Note

This module is one of four mandatory modules required to attain a full FETAC Level 6 award in Supervision in Childcare (DCXXX).

Duration	15 weeks - Tuesday evenings
Commencing	Autumn: October 2010 & Spring February 2011
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 6 Supervision in Childcare
Fee	€260

INTRODUCTION TO COMPUTERS - STAGE 1

Aim of Course

This course provides students with the skills and knowledge to be competent in, and capable of, operating a personal computer (PC) and using some common software applications. The course is intended for those who have no prior computer experience but wish to gain an understanding and a working knowledge of PCs.

Course Content

- Hardware and Software
- The Windows Interface
- File Management and Disks
- Word Processing
- Spreadsheets
- Drawing
- Purchasing a Personal Computer
- Internet & Email

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

INTRODUCTION TO COMPUTERS - STAGE 2

Aim of Course

The aim of this course is to provide students with the necessary skills and knowledge to be competent in, and capable of, operating a personal computer (PC) and using some common software applications.

Course Content

- Hardware and Software
- The Windows Interface
- File Management
- Word Processing
- Spreadsheets
- Drawing
- Purchasing a Personal Computer

This course is intended for learners who have some prior computer experience but wish to gain more of an understanding and working knowledge of PCs.

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

ADVANCED COMPUTERS

Aim of Course

The aim of this course is to equip the learner with advanced computer skills and competencies. This course is ideal for individuals who have previous computer usage experience or who have completed Introduction to Computers Stages One or Two.

Course Content

- Usage of Computer and file management
- Advanced Word Processing using MS Office Word
- Advanced Spreadsheets using MS Office Excel
- Advanced Databases using MS Office Access
- Advanced Presentation using MS Office Power
- Using Online Communication Software Applications (Skype)

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

WEB DESIGN & DEVELOPMENT - FETAC LEVEL 5

Aim of Modules

These modules is designed to give the learner the relevant skills to author webpages and to design, construct and maintain a website.

Learners who successfully complete these modules will

- Be familiar with Hypertext Marking Language (HTML) tags and the use of HTML editors
- Design, construct and maintain Web pages and site
- Acquire the necessary skills and knowledge of design principles for supporting the building, testing and refining of web pages and sites.

Content of Modules

- HTML
- Using HTML Editors
- Designing a Web Site
- Scripting Language
- Interactive Web Site Design



Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Web Design & Development
Fee	€200

INTERNET AND SOCIAL MEDIA MARKETING FOR BUSINESS - FETAC LEVEL 5

The aim of this course is to equip the learner with the skills and competencies to set up, maintain and generate new business through the internet and the following social media platforms including Facebook, Twitter, Youtbase and blogging. Previous knowledge of web design is preferable but not essential. In the current economic climate, this course is essential for small and medium sized businesses to optimise upon their marketing and sales on the internet and through social media.

Course Content

- Traditional Marketing
- Traditional Marketing and Internet /Social Media Marketing Compared
- E mail Marketing
- Internet Marketing Strategy
- Passive and Active Internet Marketing
- Pay per click and display advertising
- Social Media Marketing

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Internet and Social Media Marketing
Fee	€200

COMPUTER AIDED DRAUGHTING [2D] USING AUTOCAD - FETAC LEVEL 5

Aim of Module

This module provides learners with the necessary skills to set up and use AutoCAD software for the production of a wide variety of drawings.

Learners who successfully complete this module will

- Be familiar with computer-aided draughting [CAD] packages.
- Be confident users of computer design technology.
- Be able to use the computer aided draughting from the stage of early design concepts to hardcopy working drawings.

Module Content

- Definition of Equipment required for AutoCAD System
- Initialisation of the System Hardware and Software
- Use all the Drawing Commands
- Production of Drawings for a Wide Range of Uses such as Graphic Design, Architecture and Engineering
- Editing Existing Drawings
- Application of Blocks
- Use of Multiple Layers

Please Note

Previous knowledge of CAD is not necessary, however basic file handling and keyboards skills are required for this module.

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Computer Aided Draughting [2D]
Fee	€200

ADOBE PHOTOSHOP

Aim of Course

This course introduces digital imaging using Adobe Photoshop CS2 and is aimed at anyone wishing to acquire a thorough overview of the most important features of this powerful program for use in graphic and photographic design.

Emphasis is placed on working through practical examples for both print and electronic image production. By the end of this course, you will be able to use Photoshop with confidence and produce professional images.

Course Content

- Basic Concepts
- Basic Techniques
- Composition Techniques
- Image Corrections - Remove Red Eye, Remove Blemishes, and Manipulate Photographs
- Effects and Filters
- Working with Layers and Multiple Photos
- Create Original Images, Flyers and Posters from a Blank Canvas
- Production

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

COMPUTER GAMES ANALYSIS AND DESIGN - FETAC LEVEL 5

This module gives the learner a practical introduction to Entertainment Media Technology. Computer games technology is currently an employment growth area worldwide and this module introduces the learner to all aspects of the games industry along with using design and analysis tools to produce a simple 2D game. This course is certainly worth considering if you are interested in furthering your studies in the institute's full time day course in this area.

Course Content

- Entertainment Media Technology
- The Games Industry
- Tools
- Levels design and character animation within a provided software package
- Importing and Exporting material to/from different editing packages
- Use of the technical grammar of 2D and 3D game editing
- Production of a 2D game

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

DIGITAL PHOTOGRAPHY - INTRODUCTION

Aim of Course

In this course you will learn to master the basic functions of Digital Cameras and a variety of photographic and compositional techniques. You will also learn how to create your own computer based photo albums, download photographs to your computer and print images from your personal computer.

Course Content

- Basic Functions of your Digital Camera
- Advantages of Digital Photography
- Using a Variety of Flashes
- Avoid Red Eye on Photographs
- Avoid Shaky or Blurred Photographs
- Basics Photographic Techniques
- Downloading your Photographs to your Computer
- Saving, Printing, Mounting and Framing your Photographs

Duration	10 weeks - Tuesday evenings
Commencing Enquiries	Autumn: October 2011 & Spring: February 2012 lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

INTRUDER ALARM & ACCESS CONTROL - FETAC LEVEL 5

Aim of Module

This module has been designed to enable the learner to understand the concepts and develop the skills required to install intruder alarms and access control systems.

Learners who successfully complete this module will

- Appreciate the historical development of intruder alarm systems
- Understand the various standards and regulations governing and guiding the industry
- Acquire the skills to install a range of intruder alarm and access control systems
- Appreciate the requirements for programming and commissioning systems

Module Content

- Historical Development
- Standards and Regulations
- Intruder Alarm Installation
- Intruder Alarm Programming and Commissioning
- Access Control

Duration	13 weeks - Tuesday evenings
Commencing Enquiries	Autumn: October 2011 & Spring: February 2012 lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Intruder Alarm & Access Control
Fee	€200

RENEWABLE ENERGY SYSTEMS - INTRODUCTION

Aim of Course

The aim of this course is to introduce learners to a range of renewable energy systems. It will be of particular interest to those wishing to install a renewable energy system in their home or business.

Course Content

- Introduction to Energy, Renewable Energy and Energy Efficiency
- Solar Hot Water Systems & Solar Photovoltaic (PV) Systems
- Heat Pumps - Ground Source, Air Source and Water Source
- Biofuels - Wood Pellet, Wood Chip, Biodiesel and Bioethanol
- Wood Pellet and Wood Chip Burners - Stoves and Boilers
- Wind Energy - Large and Small Scale Wind Power Systems
- Energy Efficiency
- Rainwater Harvesting
- Energy Efficiency in the Home - make the most of it!

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

RENEWABLE ENERGY PRODUCTION SYSTEMS - FETAC LEVEL 5

Aim of Module

This module will provide the learner with the knowledge and skills associated with solar PV, solar thermal & domestic wind turbine system specification and design. Upon successful completion of the course learners should be able to interpret customer requirements and provide advice on the solution options available. This practical module is ideal for those who are working in this area or for people considering work in this area in the future.

Module Content

- Solar Water Heating Systems Specification and Design, Installation and Maintenance
- Battery Storage, Charge Control and Inverter Use for Stand Alone, Grid Connect and Grid Support Systems for PV, Hydro and Domestic Wind Turbine Power Systems
- Solar Electric Systems Specification and Design, Installation and Maintenance
- Domestic Wind Turbine Systems Specification and Design, Installation and Maintenance
- Hydro Electric System Specification and Design, Installation and Maintenance

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Renewable Energy Production Systems
Fee	€200

AROMATHERAPY - INTRODUCTION

Aim of Course

This introductory course is for people who want to learn about aromatherapy so that it may be used safely in the home.

Course Content

- Nature of Aromatherapy Oil
- Selection, Safety and Methods of Use
- Study of Various Aromatherapy Oils (12 in total)
- Benefits of Aromatherapy
- Home use
- Body and Skin Care
- Massage Techniques



Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

BEAUTY CARE AND MAKEUP - INTRODUCTION

Aim of Course

This introductory course provides you with a great opportunity to learn about skincare and the use of makeup to enhance your features.

Course Content

- Skin care and cleansing routine
- Hand and Nail Care
- Makeup
- Back Massage
- Aromatherapy
- Style Coaching
- Class Choice

Learner Kit List

- Nail File
- Cuticle Sticks
- Nail Polishes
- Nail Polish Remover

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

BEAUTICIAN STUDIES - FETAC LEVEL 5

Aim of Module

The aim of this module is to give the learner a basic knowledge of beauty therapy so as to enable them to carry out basic beauty treatments. This module is an ideal starting point for individuals who are considering beauty therapy as a career now or in the future.

Module Content

- Care of the Skin and Specialised treatments
- Anatomy and Physiology
- Manicure and Pedicure Skills
- Day Make-Up and Evening Make-Up Skills
- Health, Diseases, Hygiene and Safety

Learners who successfully complete this module will

- Acquire the skills necessary to carry out beauty treatments on clients
- Understand the principles of beauty therapy
- Acquire the necessary knowledge underpinning the beauty treatments
- Understand the skin and its structures
- Understand diseases and disorders of the skin
- Have excellent personal presentation habits and develop safe and hygienic work practices

Please Note

Places are limited on this course and if you are interested, it is advisable to book early to avoid disappointment. The fee listed below does not include the cost of a small number of materials required to complete the course.

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Beautician Studies
Fee	€200

INDIAN HEAD MASSAGE - INTRODUCTION

Aim of Course

Indian Head Massage is an extensive specialised massage in which learners work on shoulders, neck, upper arm, head and hair. It is excellent for conditions such as migraines, disturbed sleep, insomnia and depression. Indian head massage instantly clears the mind and produces a sense of calmness.

Course Content

- Introduction to Indian head massage, how it works, history
- Managing stress, how systems of the body are affected by stress
- Basic Massage Techniques and Demonstration
- Looking after your hair
- Using oils
- Muscular strains and headaches
- The treatment sequence and giving a whole Indian head treatment
- When to use head massage and reasons not to treat somebody

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€120

REFLEXOLOGY - INTRODUCTION

Aim of Course

Reflexology is a form of natural, holistic therapy based on points on the feet and hands which correspond to organs, systems and structures within the entire body. This corresponding relationship is called a 'reflex'. A reflex is when stimulation at one point brings about a response in another point or area.

In reflexology, by using special pressure techniques to stimulate the points on the feet and hands, imbalances in the tissue, organs and systems of the body can be both detected and effectively treated to restore balance and well-being.

Course Content

- Introduction to reflexology, history, benefits and how it works
- Body systems and how stress effects the body
- Treatment and Reflexology Techniques.
- The Treatment Sequence and giving a Whole Foot treatment
- Reflexology for Children and for the Elderly
- Hand Reflexology
- Effects of Reflexology, Exercise and Relaxation

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

SCULPTURED NAILS - NAIL EXTENSIONS, MANICURES, TREATMENTS AND NAIL ART

Aim of Course

This course is for those who wish to develop skills and techniques in the application and design of sculptured nails/ extensions. The application of sculptured nails and nail extensions is an art in itself that takes time, precision and skill. Sculptured nails are semi-permanent nails made from a mixture of powder and acrylic liquid that are applied to the nail plate and tip to extend its length.

Course Content

- Application and Maintenance of Sculptured Nails/Nail Extensions
- Refill Procedure
- Manicures: Theory and Practice
- Manicure Techniques including Nail and Hand Treatment
- Nail Art - Skills and techniques in the application of nail art
- Acrylic Nails
- Troubleshooting

Please Note

The fee listed below does not include cost of materials.

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

SWEDISH MASSAGE - FETAC LEVEL 5

Aim of Module

This module is designed to equip learners with knowledge of Swedish Massage and the skills to be able to complete massage treatments.

Learners who successfully complete this module will

- Acquire in-depth knowledge of Swedish Massage
- Be able to complete Massage Treatments
- Understand the Effects of Massage on the Body
- Maintain Professionalism at all Times
- Provide High Standards of Client Care
- Have an Awareness of Clinic Organisation

Module Content

- Introduction to Swedish Massage
- Contra-indications to Massage
- Benefits and Effects of Massage on the Body
- Massage Movements
- Professionalism
- Client Care
- Clinic Organisation



Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Swedish Massage
Fee	€200

HAIRSTYLING AND WOMEN'S HAIR CUTTING - INTRODUCTION

Aim of Course

This introductory course is designed for individuals who would like to learn basic hair care and hair styling skills. This course is suitable for beginners and for those who have a basic knowledge of hairstyling. The course has a very practical focus and each week learners will have an opportunity to practice their skills.

Course Content

- Introduction to Hairstyling/Introduction to cutting
- Choosing a Suitable Style for your Hair
- Combing and Brushing Basics
- Blow drying and Straightening Hair
- Style and Go Tips
- Product Types and Hair Care
- Hair Repair
- Hair Styles for Special Occasions

Please Note

The fee listed below does not include the cost of a small number of materials required to complete this course.

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

HAIRDRESSING - UP-STYLING

Course Content

- Theory of Up-Styling and Consultation Skills
- Demonstrate Hair Up-Styles
- Demonstrate and assist learners in the use of curling tongs and straightening irons
- Demonstrate and assist learners in the learning and practice of the following:
 - Grace Up-Style
 - Adele Up-Style
 - Bridal Up-Styles
 - Dutch Plait
 - Interview Up-Styles

Student Kit List

- 1 Mannequin head and clamp
- 1 long hair styling brush
- 1 Box of Kirby grips
- 1 Box of long hair styling pins
- 1 Pintail comb
- 1 Curling tong

Student Kit List

The fee listed below does not include the cost of hairdressing up-style kit.

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€150

LANGUAGES - BEGINNERS

Courses Offered

- French
- German
- Spanish
- Italian
- Estonian
- Polish
- Irish
- Chinese

Aim of Course

The aim of each course is to instil an interest and develop conversational skills in the language. In so doing, learners will be introduced to cultural and social aspects of the country concerned. The language courses are intended for those who have little or no previous experience of the language and are interested in acquiring knowledge of the language for business/holiday purposes. Beginners Irish is particularly aimed at people who may have forgotten their Irish learned at school and who want to improve their conversational Irish for themselves or for helping their children with homework.

Course Content

- Reading
- Conversation
- Grammar
- Vocabulary
- Culture and Society

French, German, Italian, Estonian, Polish, Chinese, Spanish & Irish

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

LANGUAGES - INTERMEDIATE

Courses Offered

- French
- German
- Spanish
- Italian
- Irish

Aim of Course

The Intermediate Language courses are suitable for people who already have experience of speaking their chosen language and who now wish to further develop their conversational skills. These courses are also ideal for learners who want to build upon the knowledge they have gained at beginners level in their chosen language.

Course Content

- Conversation/Working in Groups/Interpersonal Communication
- Vocabulary and Phrases
- Grammar and Sentence Construction

French, German, Spanish, Italian & Irish

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

IRISH FOR INTERVIEWS, ORALS AND THE PUBLIC SERVICE - BEGINNERS AND INTERMEDIATE

Aim of Courses

The purpose of these courses is to enable public service staff to communicate confidently and proficiently through Irish as the need arises in the course of their work. This course aims to give learners the linguistic competence and confidence necessary to carry out their work with the public through Irish if required.

The content of the courses which has been devised in conjunction with Cavan County Council are particularly aimed at all public service staff and at employees who speak Irish regularly or occasionally in their place of work. The emphasis is on spoken Irish and learning through role play throughout the course. Learners are expected to practice speaking Irish in between classes and practical exercises will be given at the end of each class. All aspects of the course are in accordance with the terms of the Official Languages Act 2003.

Course Details

Irish for Public Service - Beginners
Irish for Public Service - Intermediate

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€150 per course

ENGLISH AS A SECOND LANGUAGE - FETAC LEVEL 4

Aim of Module

The aim of this module is to develop the learner's language skills through broad vocationally related activities. The main emphasis is on speaking the language correctly along with integrating the skills of listening, speaking, reading and writing.

The module aims to give beginners or near beginners a basic level of competency in speaking English as a second language and a qualification in this area. This module may also be particularly useful to full time learners in Cavan Institute who do not speak English as their first language.

Module Content

- Interpersonal Communication
- Travel and Accommodation
- Speaking, Listening and Reading the Language
- Food and Drink
- Shopping and Making Purchases

Learners who successfully complete this module will

- Develop the ability to use the language effectively for practical communication
- Acquire the skills necessary to progress to further study in the language
- Develop their confidence in speaking the language
- Develop greater awareness of the culture and civilisation of countries/areas where the language is spoken

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 English as a Second Language
Fee	€200

LANGUAGES - FETAC LEVEL 5

Aim of Module

The aim of each module is to develop the learner's language skills through broad vocationally related activities. The main emphasis in each module will be on speaking the language correctly along with integrating the skills of listening, speaking, reading and writing. The module is ideal for any individuals who has grasped the basics of the language and now wish to gain a qualification in the area.

Module Content (for each language)

- General Concepts
- Language of the Workplace and Business Communication
- Speaking, Listening, Reading and Writing the Language

Learners who successfully complete this module will

- Develop the ability to use the language effectively for practical communication, social and vocational purposes
- Acquire the skills necessary to progress to further study or into employment
- Develop their confidence and fluency in speaking the language
- Develop greater awareness of the culture and civilisation of countries/areas where the language is spoken

Modules Offered

Gaeilge	E20110	Spanish	E20108
Italian	E20109	German	E20107
French	E20106		

Gaeilge, German, French, Italian & Spanish

Duration	13 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	FETAC Level 5 Language
Fee	€200 (per language)

SIGN LANGUAGE FOR BEGINNERS

Aim of Course

Irish Sign Language is the first language of many hard of hearing and deaf people. Today many hearing people learn sign language as a means of communicating with deaf and partially deaf people. Signs are made using the hands in combination with non-manual features; eyes, brows, cheeks, lip patterns, tilting the head and some movement of the shoulder and the upper torso.

Course Content

- Vocabulary, Grammar, Sign in Context, Expressions
- Family, places, holidays, food, drink & hobbies
- Group Work
- Deaf Technology
- Deaf Culture and Community

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

SIGN LANGUAGE - INTERMEDIATE LEVEL

Aim of Course

This course is specifically designed for individuals who have completed an introductory sign language course or who have previous knowledge of Irish Sign language and who now want to build upon their basic signing skills. This practical course will enhance the learner's ability to communicate effectively and confidently with hard of hearing and deaf people.

The course focuses on various aspects of Irish Sign Language including grammar, use of placement, non manual features and directional verbs. This course is an ideal follow on from the Sign Language for Beginners course.

Course Content

- Greetings
- Current Affairs
- Hobbies and Holidays
- Work and Education
- Deaf Culture and Community in Ireland

Duration	10 weeks - Tuesday evenings
Commencing	Autumn: October 2011 & Spring: February 2012
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate of Attendance
Fee	€130

CERTIFICATE IN ADDICTION STUDIES

Introduction

This course is designed to provide participants with the adequate knowledge and skills to respond effectively and positively to addiction related issues as they arise in the community or at work. It constitutes part one of the NUI Diploma in Addiction Studies programme and students who successfully complete this certificate course may apply for progression to the diploma course.

Content

- Module 1 Group Work and Facilitation Skills/Reflective Learning
- Module 2 Substance Misuse and Dependence
- Module 3 Drug and Alcohol Misuse in Contemporary Ireland
- Module 4 Approaches to Prevention Treatment and Rehabilitation

Admission Requirements

Participants must be 21 years or over and it is preferable that applicants have:

Experience of working in a community setting
Experience of work with alcohol and/or drug related problems
Openness to reflect on one's own practice, attitudes and beliefs
Commitment to learning in a group setting

Assessment Procedures

85% Minimum Attendance
Class Participation
Completion of relevant assignments/projects

Duration	100 hours part time over one year
Commencing	Autumn: October 2011
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Award	Certificate in Addiction Studies Level 7 (NUJM)
Fee	€ 950



CERTIFICATE IN COUNSELLING SKILLS

Aim of Course

The NUI Certificate in Counselling Skills seeks to meet the growing need that people are experiencing in their personal and professional lives for a course concerned with introducing them to the communication skills central to human relationships. Whereas the course may serve, in some instances as an entry point to a variety of further education options, it does not aim to train people in the field of therapeutic counselling.

The course seeks to provide you with

- An understanding of the notion of counselling skills and be able to differentiate it from the activity of counselling
- The capacity to identify and to demonstrate key listening skills within appropriate models and frameworks
- An understanding of the role of personal development within a counselling skills approach to interpersonal communication
- A deeper appreciation of how you function, behave and reflect in relationships in a group setting
- An understanding of the key principles of the ethical use of counselling skills in non-professional settings

Module 1: Skills and modules of counselling

Module 2: A framework for counselling

Module 3: Special issues in counselling

Module 4: Personal development

Module 5: Groupwork

Admission and Assessment Requirements

- Participants must be 21 years or over & 85% attendance

We strongly recommend that you seriously consider the following before applying:

Participants on the course will be expected to:

- Have a satisfactory level of maturity and self-responsibility as evidenced by your capacity to reflect on relationships.
- Be willing to engage with group activities and group learning.
- Have a level of literacy that will enable you to complete the assignments (see under Assessment procedures).
- Have a commitment to learn through dialogue and reflection on experience.
- Have an openness to explore interpersonal challenge and conflict.
- Have responsibility for your emotional health and well-being.

Participation on this course can generate strong emotions and feelings. If you are in doubt about your emotional capacity to engage fully in the learning process please seek appropriate advice. Should you have any difficulty in deciding whether or not to apply for the course, please contact Mary Corbally at (01) 708 3784 to discuss your application. However, responsibility for the decision remains with the applicant.

The following assignments will be completed:

1. Essay
2. Counselling Skills Interview
3. Group Research Project
4. Personal Statement based on the Learning Journal.

Please Note

That this is not a therapeutic course. It does not offer a professional qualification in counselling. The course will be of special interest to those who are closely involved (paid or unpaid) in working with people.

Duration	Tuesday evenings
Commencing	October 2011 (100 Hrs part time over 1 year)
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400 Mary Corbally (01) 7083784
Award	Counselling Skills (Certificate Level)
Fee	€1,150

CERTIFICATE IN MEDIEVAL STUDIES

Introduction

This course is offered by the School of Celtic Studies, National University of Ireland Maynooth and carries 20 credits. Students will explore the history, literature and legal material of the early Irish period. The course is taught through English and no knowledge of the Irish language is required.

Content

- Module 1 Introduction to sources and early Irish myths and sagas
- Module 2 Women in early Medieval Ireland
- Module 3 Christianity and the Vikings
- Module 4 Cultural Heritage

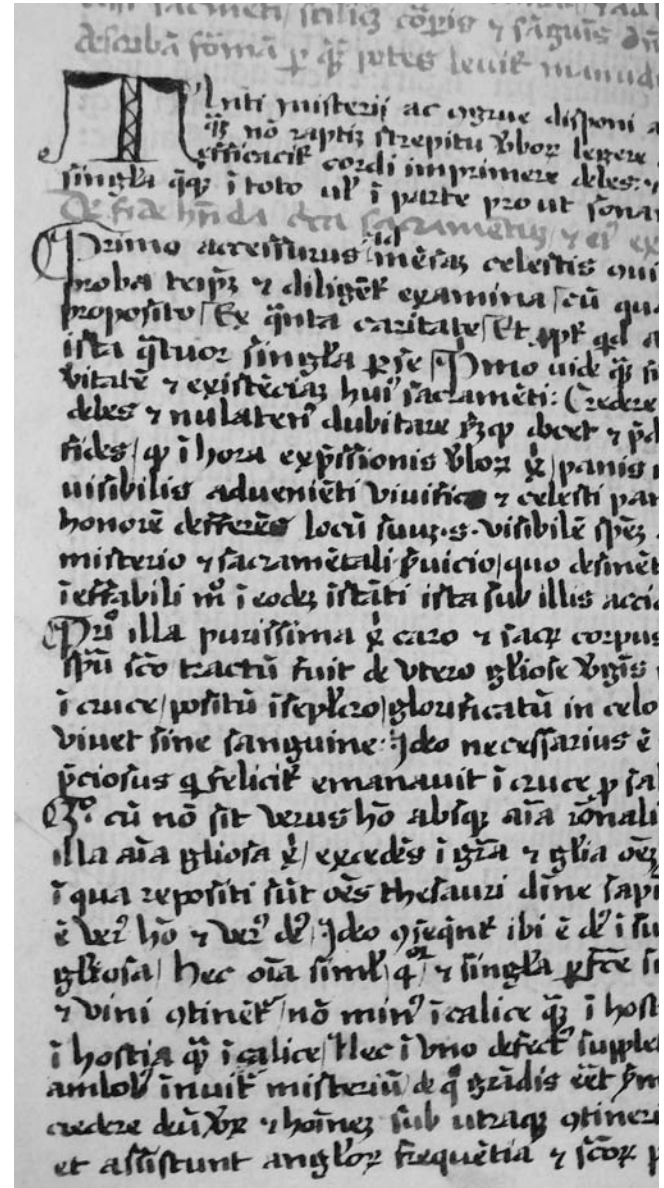
Admission Requirements

Participants must be 21 years or over and have adequate skills to participate in a NUI Certificate level course.

Assessment Procedures

80% Minimum Attendance
Class Participation
Essays
Fieldwork
Research Project

Duration	100 hours part time over one year
Commencing	Autumn: October 2011
Enquiries	lifelong@cavanainstitute.ie or (049) 4380400
Award	Certificate in Medieval Studies Level 7 (NUIM)
Fee	€950



**COURSES IN CONJUNCTION WITH THE INSTITUTE
OF PUBLIC ADMINISTRATION (IPA)**

Education Programmes at the IPA 2011-2012

The Institute of Public Administration (IPA) is one of Ireland's most distinguished academic institutions. A Recognised College of the National University of Ireland (NUI), Ireland's largest university, the IPA provides around 30 NUI-accredited programmes in public management and business studies.

Undergraduate Programmes

Certificate in Business Studies
Diploma in Business Studies
Bachelor of Business Studies (Hons)
Certificate in Public Management
Diploma in Public Management
Bachelor of Arts (BA) (Hons)

IPA Courses

- Part-time and can be taken from anywhere in the country
- Give exemptions from subjects/stages
- Are between levels six and eight of the National Framework of Qualifications
- Let students specialise in specific fields
- Provide exemptions from the examinations of other professional bodies

See IPA Brochure at www.ipa.ie for course details.

Information & Enrolment Evening - Cavan Institute

Wednesday 7th September 2011 between 6:00-9:00pm.

The School of Life Long Learning also provides training for the staff of local industries and public bodies to meet their specific requirements.

Duration	Tuesday evenings
Commencing	October 2011
Enquiries	lifelong@cavaninstitute.ie or (049) 4380400
Fee	See IPA Brochure at www.ipa.ie for course fees



SCHOOL OF LIFELONG LEARNING PART-TIME DAY COURSES 2011/2012

A number of our evening courses are also now available on a part time basis during the day in Cavan Institute. This offers greater flexibility to learners who are unable to avail of the evening option. What follows here is a list of the courses being offered during the day and evening in Cavan Institute. If you are interested in completing any of these courses you can apply and pay on line in the normal way. Please note that days and times of courses are to be confirmed and courses are subject to demand. Please refer to relevant page in this prospectus for course details.

Crochet for Beginners	15
Creative Writing	19
Maths - FETAC Level 4	21
English as a Second Language - FETAC Level 4	49
Primary Certificate in Food Safety - HACCP	18
Bookkeeping - FETAC Level 5	21
Work Experience - FETAC Level 5	32
Communications - FETAC Level 5	33
Care Skills - FETAC Level 5	29
Care Support - FETAC Level 5	29
Renewable Energy Production Systems - FETAC Level 5	42
Early Childhood Education - FETAC Level 5	32
Working in Childcare - FETAC Level 5	31
Child Development - FETAC Level 5	30
Caring for Children 0-6 years - FETAC Level 5	31

NOTES

The information provided in this prospectus is intended as a guide for persons seeking admission to the Institute and shall not be deemed to constitute a contract between the Institute and a learner or any third party. The Institute reserves the right to change, modify, limit in size or cancel any course, class or subject grouping. The Institute expressly reserves the right to refuse any application for admission without being obliged to furnish a reason for so doing.