

# Business Mentoring

- FETAC Level 6



## Content

This is a two year part-time course to prepare business people for the discipline of business mentoring in a business context. This course is suited for those with an interest in learning to understand the concept and unique relationship which exists in business mentoring. This course will also prepare participants to offer support, advice and strategies necessary in the process of business mentoring.

This course would be directed at existing business mentors who wish to receive a formal qualification for the work they do, those who wish to add to their own life skills, business acumen or indeed existing qualifications. Participants have the opportunity to attain a FETAC level 6 award in Management. Tuition focuses on teaching the skills to perform effective mentoring in a professional manner. The syllabus is structured as follows:

- **Business Management** : Developing an appreciation for effective management skills in dynamic organisations.
- **Finance** : Developing an awareness of good financial planning and how finance works.
- **Spreadsheets** : Developing spreadsheets skills to an advanced level and applying them in business.
- **Corporate Governance** : An introduction to the principles of effective corporate governance and its role in business today.
- **Business Law** : Appreciating the role of legislation in modern Irish business settings and organisations.
- **Business Development** : Appreciating the role and development of customer relations, markets and market entry strategies
- **Entrepreneurial Studies** : Creating an appreciation of the concept of business planning and how plans are used in different settings.
- **Mentoring Theory and Process** : An introduction to different mentoring frameworks and an understanding of individual mentoring styles

## Assessment

Assessment takes place both during the course and by examination.

Assessment includes written projects and assignments. Participants are advised to familiarise themselves with the FETAC assessment protocols as well as the submission deadlines pertaining to each module. These may be accessed at [www.fetac.ie](http://www.fetac.ie).

## Features of the course

- Curriculum delivered by established business mentors
- Case studies of mentoring scenarios.
- Delivery includes Saturday workshops
- Opportunities for group work and class discussions

## Entry Requirements

Applications are invited from the following:

- Leaving Certificate or equivalent.
- Applicants with previous business or relevant life experience.
- Attainment of a FETAC Level 5 award in Business Studies.

## Application Procedures

Applicants will be offered an induction interview. At the interview teachers will offer information on course requirements and advise on the suitability of the course to the applicant needs. Please present for interview on the evening of enrolment. Enrolment dates are available from the college office.

## Certification

Awarding Body : FETAC  
Major Award : Management  
NQF Level : Level 6  
Award Code : BMANX

## Contact

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Business Mentor  
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## Fees

Year 1				
Course Title	Award	Fee	Duration	Payment Code
Business Management	FETAC Level 6	370 Euro	42hrs	Autumn - EBM6A
Spreadsheets	FETAC Level 6	370 Euro	42hrs	Autumn - ESP6A
Mentoring Theory and Process	FETAC Level 6	370 Euro	42hrs	Spring - EMT6S
Business Law	FETAC Level 6	370 Euro	42hrs	Spring- EBW6S
Year 2				
Finance	FETAC Level 6	370 Euro	42hrs	Autumn - EFN6A
Business Development	FETAC Level 6	370Euro	42hrs	Autumn - EBD6A
Entrepreneurial Studies	FETAC Level 6	370 Euro	42hrs	Spring - EES6S
Corporate Governance	FETAC Level 6	370 Euro	42hrs	Spring - ECG6S

## Timetable 2010 - 2012

Year 1				
Autumn Term				
Course Title	Day	Time	Start Date	Finish Date
Business Management	Monday 2 x Saturday	6.30pm to 9pm 9am to 3pm	Mon. 20th Sep. 2010 To be decided	Mon. 13th Dec. 2010
Spreadsheets	Wednesday 2 x Saturdays	6.30pm to 9pm 9am to 3pm	Wed. 22nd Sep. 2010 To be decided	Wed. 15th Dec. 2010
Spring Term				
Mentoring Theory and Process	Monday 2 x Saturday	6.30pm to 9pm 9am to 3pm	Mon. 24th Jan. 2011 To be decided	Mon. 11th May 2011
Business Law	Wednesday 2 x Saturdays	6.30pm to 9pm 9am to 3pm	Wed. 26th Jan. 2011 To be decided	Wed. 13th May 2011
Year 2				
Autumn Term				
Course Title	Day	Time	Start Date	Finish Date
Finance	Monday 2 x Saturdays	6.30pm to 9pm 9am to 3pm	Mon 19th Sep. 2011 To be decided	Mon. 19th Dec. 2011
Business Development	Wednesday 2 x Saturdays	6.30pm to 9pm 9am to 3pm	Wed. 21st Sep. 2011 To be decided	Wed. 30th Nov. 2011
Spring Term				
Entrepreneurial Studies	Monday 2 x Saturdays	6.30pm to 9pm 9am to 3pm	Mon. 23rd Jan. 2012 To be decided	Mon. 30th April 2012
Corporate Governance	Wednesday 2 x Saturdays	6.30pm to 9pm 9am to 3pm	Wed. 25th Jan. 2012 To be decided	Wed. 2nd May 2012

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## Enrolment

Year 1			Fee Regulations
Term	Time	Date	
Summer 2010	5pm to 6.45pm	Mon. 31st May 2010	
	5pm to 6.45pm	Wed. 2nd June 2010	
Autumn 2010	6pm to 8pm	Mon. 13th Sep. 2010	
	6pm to 8pm	Wed. 15th Sep. 2010	
	6pm to 6.45pm	Mon. 20th Sep. 2010	
	6pm to 6.45pm	Wed. 22nd Sep. 2010	
Spring 2011	6pm to 8pm	Mon. 17th Jan. 2011	
	6pm to 8pm	Wed. 19th Jan. 2011	
	6pm to 6.45pm	Mon. 24th Jan. 2011	
	6pm to 6.45pm	Wed. 26th Jan. 2011	
Year 2			Course Briefing
Term	Time	Dates	
Summer 2011	6pm to 6.45pm	Mon. 30th May 2010	
	6pm to 6.45pm	Wed. 1st June 2010	
Autumn 2011	6pm to 8pm	Mon. 12th Sep. 2010	
	6pm to 8pm	Wed. 14th Sep. 2010	
	6pm to 6.45pm	Mon. 19th Sep. 2010	
	6pm to 6.45pm	Wed. 21st Sep. 2010	
Spring 2012	6pm to 8pm	Mon. 16th Jan. 2011	
	6pm to 8pm	Wed. 18th Jan. 2011	
	6pm to 6.45pm	Mon. 23rd Jan. 2011	
	6pm to 6.45pm	Wed. 25th Jan. 2011	
			Venue
			Liberties College Bull Alley Street Dublin 8 t. +353 (0)1 454 0044

- Fee Regulations**
- Fees to be made payable by cheque or postal order made out to the City of Dublin VEC.
  - All fees must be paid at the time of enrolment.
  - Under no circumstances will fees be accepted in installments.
  - Fees will not be refunded except where class does not form.
  - Minimum class size of 10 students.
  - Receipt/payment ticket must be shown to the teacher at the first class.
  - CE scheme invoices will be issued on receipt of an Invoice Request Form.
  - PPS number to be provided at enrolment.

**Course Briefing**

All applicants are required to attend a course briefing before enrolling on the course. This will take place on the evening of enrolment. Applicants will then have an opportunity to discuss the course and its suitability to their learning needs.

**Venue**

Liberties College  
Bull Alley Street  
Dublin 8  
t. +353 (0)1 454 0044

## Examinations and Portfolio Submission Schedule

Year 1			
Autumn Term			
Examination	Examination Date/Time	Portfolio	Submission Date/Time
Spreadsheets	Wed. 15th Dec. 2010 7pm to 9pm	Business Management	Mon. 13th Dec. 2010 7.00pm to 8.00pm
		Spreadsheets	Wed. 15th Dec. 2010 6.30pm
Spring Term			
Examination	Examination Date/Time	Portfolio	Submission Date/Time
Mentoring Theory and Process(Skills Demo)	To be arranged	Mentoring Theory and Process	Mon. 9th May 2011 7.00pm
		Business Law	Wed. 4th May 2011 7.00pm