Liberties College

Evening Courses

2018/ 2019

QUALIFICATION & EMPLOYMENT RELATED

- Food Safety
- Healthcare
- Information Technology
- Project Management
- Regional Tour Guiding
- Social Studies

HOBBY & SELF-IMPROVEMENT

- Art and Craft
- Dance
- Dressmaking
- Genealogy
- Mathematics - For parents to help with their children's maths homework

Enrolment

Autumn 2018:

Wed. 5th Sep. 2018
Wed. 12th Sep. 2018

18:00 to 20:00hrs

Spring 2019:

Wed. 16th Jan. 2019
Wed. 23rd Jan. 2019

18:00 to 20:00hrs

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LIBERTIES COLLEGE

CDETB

City of Dublin Education and Training Board

QQI AWARD

QUALIFICATION & EMPLOYMENT RELATED

Food Safety

Primary Course in Food Safety, Environmental Health Association Accredited - 3 wks.

This course is approved by the Food Safety Authority and is recognised by the Environmental Health Officers Association Certified “Primary Food Hygiene Training”.

The objective of the Primary Course in Food Safety is to prepare people for work in the licencing and catering industries. Students will learn about safe and hygienic practices when handling food and beverages. This course is suitable for all food handlers including Crèches, Coffee shops, Bar workers, Chefs or anyone who comes into contact with food in their work place.

The course covers microbiology, food contamination, food hygiene law, personal hygiene, cleaning procedures and Hazard Analysis Critical Control Points (H.A.C.C.P.). These subjects are focused on identifying where problems arise in the preparation, handling, storage or service of food. Students will be taught how to eliminate problems associated with contamination and food poisoning.

Assessment will consist of a written exam and candidates must attain 50% in order to pass. The Primary Course in Food Safety certificate is valid for 5 years.

Healthcare

Maternity Care Support, 5N3746 QQI L5 - 10 wks.

This award is designed to enable the student to develop the knowledge and skills required in the Maternity sector in assisting the midwife in the care of the mother, baby and the family unit. Tuition will focus on the care of Mother and baby, supporting clinical Midwifery teams, knowledge of infection control and maintenance of a clean and safe environment in the maternity unit. For assessment purposes the student will be required to demonstrate a competence in practical skills in a number of procedures normally carried out in a maternity unit, in addition a written assignment is also a requirement.

Anatomy & Physiology, 5N0749 QQI L5 - 10 wks.

This course will enable the student to develop a knowledge and understanding of the functions and structure of the human body. The course is suitable for students who need a science subject to enable them to apply for nursing. It is also suitable for those working in the healthcare sector, community care and beauty therapy to gain a greater understanding of the structure and functions of the body. Assessment is by means of a written theory based exam and two assignments.

Information Technology

CompTIA A+ PC Technician - 20 wks.

The course covers the topics accessed in the A+ Certification Examination. Participants will gain practical hands-on experience in PC Repair and trouble-shooting. Teaching will provide real-life scenarios in order to practice the tasks tested in the examination and so master the fundamentals of PC hardware and Windows system software.

Project Management

Project Management, 6N4090 QQI Level 6 - 20 wks.

Applicants will be required to attend an interview prior to commencing the course where they will be expected to demonstrate an interest in or experience in working in Project Management.

The course aims to provide students with a skill and competency in both the theory and practice of Project Management methodologies, incorporating the elements of soft and hard skills of project management. A copy of of the textbook PMBOK 6th Edition will be provided to students.

Students will learn how to:

- Develop skills required to work effectively in managing projects.
- Develop project management skills, concepts, tools and techniques.
- Create and organise projects, schedule project tasks and manage project risk & communications.
- Identify and analyse elements of risk and create both risk and quality plans to set desired quality standards.
- Pinpoint problems that are likely to require change and set out action plans for this change.

Assessment of student performance will require the submission of written assignments showing understanding of the theoretical and practical skills associated with Project Management.

Regional Tour Guiding

Regional & Tour Guiding, 6S20233 QQI Special Purpose Level 6 Award - 20 wks.

Applicants will be required to attend an interview prior to commencing the course where they will be expected to demonstrate an interest in or experience of working in the Tourist industry.

Tourism is a fast growing industry in Ireland and there is a demand for qualified tour guides who hold the Fáilte Ireland Tour Guiding Badge. Successful students will be required to demonstrate the following qualities:

- Excellent communication skills
- Good leadership skills
- Confidence in dealing with large groups of people
- Passionate about their city and its surrounds
- Ability to problem solve on the go
- Possess an awareness of Health and Safety legislation

This course combines lectures with on the job work experience and role playing. Students will learn about the business of tour guiding as well as gaining hands on experience. It is aimed at people who have a genuine interest in their locality and a very positive appreciation of Dublin's history, culture, tradition and folklore and who are enthusiastic about sharing this with others.

Students will complete the following mandatory QQI modules;

- Irish national Heritage and Culture 6N20231
- Irish Tour Guiding 6N20229

In addition students will have the opportunity to study the following;

- Safety and Health at work
- eBusiness
- Entrepreneurial/ Enterprise skills

Assessment of student performance will require the submission of written assignments, skills demonstrations, completion of a portfolio of work and an end of course examination. On completion of this course, students will be eligible to become a Fáilte Ireland registered Regional Tour Guide.

Social Studies

Social Studies, 5N1370 QQI Level 5 - 10 wks.

This award provides an introduction to sociology and social studies. The course is suitable for students who have an interest in social studies or for those working in the youth, social and community care sector. Students will learn about the issues impacting on the social fabric such as discrimination, family breakdown, youth culture and the harm drug and crime can manifest in communities.

Assessment is by means of a written theory based exam and a project where candidates will be expected to demonstrate an understanding of social studies concepts using appropriate research techniques.

HOBBY & SELF-IMPROVEMENT

Art and Craft

Pottery /Beginners - 10 wks.

Covers the basic methods/ techniques in pottery including, pinch pots, coil pots, slab building, mould making, pot throwing, 3D ceramic, relief sculpture and glazing. Participants will have the opportunity to make pottery with both functional and decorative applications.

Pottery /Advanced - 22 wks.

This course focuses on developing the skills learned in the Pottery for Beginners course to enable the participant to attain a greater level of creative confidence and specialist technical proficiency in ceramic design. The areas which will be addressed are master throwing, glazing, edition making ceramic techniques and firing techniques.

Glass Fusing/Slumping - 10 wks.

Covers the basic, glass cutting, forming, fusing and slumping techniques. Students will have the opportunity to design jewellery and make fine art glass pieces.

Painting - 10 wks.

This course helps those new to painting to develop skills in a range of painting techniques and media. Students will be encouraged to paint from observation using primary sources drawn from natural and man-made forms as well as the human figure. Tuition will be provided in brushwork and palette knife techniques as well as the methods used to build a painting such as layering, glazing and underpainting with guided instruction on approaches to colour mixing and blending. The course is suitable for anyone from beginners to those wishing to improve their skills. Students will be supplied with some basic equipment/ materials and will receive recommendations for purchasing their own materials.

Dance

Contemporary Dance /Beginners - 8 wks.

Class focuses on continuous movement within choreography, incorporating floor work, and gently expanding range of technique. There will be a different focus in each class to allow dancers a level of improvement at a comfortable pace, and without distracting from the choreography. The outcome of the class will be a gentle workout which tones and loosens the body, while giving greater sense of fluid and free movement. Ideal for people with experience in any form of movement technique, i.e. Yoga, pilates, etc., or other style of dance who would like to experience contemporary dance technique and movement. Total beginners with an attraction to challenges are also welcome. To be taken barefoot or with socks. Bring loose or flexible clothing as movement will be tested and explored.

Dressmaking

Alterations & Upcycling your Wardrobe - 10 wks.

We all have things in our wardrobe that don't fit or just don't work on you anymore. This course shows you how to give your pre-loved garments a new lease of life to turning them into modern wearable pieces. To start with students will learn how to do simple alterations like hemming a garment or sewing on a button properly. Next you will be shown how to refit a garment and replace a zip. As you grow in confidence we will tackle more experimental tasks and try completely changing and upcycling a garment to create something more suitable for your wardrobe. The objective of the course will be to create a few more garments for your wardrobe and in the process learn the skills to continue making changes to your clothes and transform or upcycle your older wardrobe items.

In order to carry out practical sewing, embellishment and finishing tasks the college recommends that students supply the following:

Materials List:

- Garments for fitting & alterations
- Fabric recycled form pre-loved clothes
- Box of pins (dressmaking)
- Needles (hand and machine, assorted)
- Material scissors
- Variety of threads
- Measuring tape
- Tailors chalk

Genealogy

Genealogy - 5 wks.

Want to discover your ancestry and connect with past generations of your family. Find surviving relatives with whom they may have lost contact (or, indeed, never met) due to a variety of circumstances such as generational emigration or adoption. Students will learn how to access records e.g., census, church, property and registry office records. Instruction will also be given in using online research tools to compile genealogical records.

Mathematics

Maths for Parents and Adults - 8 wks.

This course is designed to help parents with their children's maths homework by covering topics that are included on the school curriculum. It will also demonstrate ways to bring maths to life at home, helping to make the subject relevant to everyday life. This course is also suitable for adults wanting to improve their maths.

Quality & Qualifications Ireland (QQI)

The QQI certificate is recognised for progression to Higher Education and training. Applicants should familiarise themselves with the appropriate awards and module titles prior to applying for courses at Liberties College. Further information is available at http://www.qqi.ie.

Programme Schedule

Autumn 2018

Sept. 5th & 12th Wed.	Enrolment
Sept. 19th Wed.	Classes commence
Oct. 31st Wed.	Mid-Term Break
Dec. 12th Wed.	End of term, final class

Interview Dates

Interviews for Tour Guiding and Project Management will take place between 16:00hrs and 18:00hrs on Wednesday the 3rd and 10th October 2018.

Spring 2019

Jan. 16th & 23rd Wed.	Enrolment
Jan. 16th Wed.	Classes resume
Jan. 30th Wed.	New classes commence
Feb. 20th Wed.	Mid-Term Break
Apr. 10th Wed.	Final class before Easter Holidays
May 1st Wed.	Classes resume after Easter
May 22nd Wed.	End of term, final class

Examination Dates - to be confirmed

Evening Programme Schedule 2018/'19 - Autumn 2018

QUALIFICATION & EMPLOYMENT RELATED

Code	Course Title	Wks.	Places Available	Day	Time	Sessions	Start Date	End Date	Fee
Food Safety									
EPFSA	Primary Course in Food Safety - Environmental Health Association Accredited	3	15	Wed. 1 Sat.	18:00 - 21:00 09:30 - 12:00		03/10/'18	17/10/'18	€100
Healthcare									
EMC5A	Maternity Care Support Level 5 QQI Minor Award 5N3746	10	15	Wed. 2 Sat.	18:30 - 21:00 09:30 - 14:00		19/09/'18	28/11/'18	€250
Information Technology									
ECTAA	CompTIA A+ PC Technician	20	15	Wed. 2 Sat.	18:00 - 21:00 09:30 - 14:00	Autumn Spring	19/09/'18 16/01/'19	28/11/'18 27/03/'19	€380
Project Management Application form and interview									
EPM6A	Project Management Level 6 QQI Minor Award 6N4090	20	15	Wed. 4 Sat.	18:00 - 20:30 09:30 - 14:00	Autumn Spring	07/11/'18 16/01/'19	12/12/'18 08/05/'19	€450
Regional Tour Guiding Application form and interview									
ETG6A	Regional & Tour Guiding Special Purpose Level 6 QQI Award 6S20233 which includes; ▪ Irish Guiding 6N20229 ▪ Irish National Heritage & Culture 6N20231	20	15	Wed. 5 Sat.	16:00 - 18:00 18:30 - 20:30 09:30 - 13:00	Autumn Spring	07/11/'18 16/01/'19	12/12/'18 08/05/'19	€600
Social Studies									
ESS5A	Social Studies Level 5 QQI Minor Award 5N1370	10	15	Wed. 3 Sat.	19:00 - 21:00 09:30 - 14:00		19/09/'18	28/11/'18	€210

HOBBY & SELF IMPROVEMENT

Code	Course Title	Wks.	Places Available	Day	Time	Sessions	Start Date	End Date	Fee
Art and Craft Courses									
EPOTA	Pottery - Beginners	10	9	Wed.	19:00 - 21:00		19/09/'18	28/11/'18	€170
EPTAA	Pottery - Advanced	22	9	Wed.	19:00 - 21:00	Autumn Spring	19/09/'18 16/01/'19	28/11/'18 10/04/'19	€360
EGLAA	Glass Fusing/ Slumping	10	9	Wed.	19:00 - 21:00	Autumn Spring	07/11/'18 16/01/'19	12/12/'18 06/02/'19	€170
EPTGA	Painting	10	9	Wed.	19:00 - 21:00		19/09/'18	28/11/'18	€160
Dance									
ECDNA	Contemporary Dance	8	10	Wed.	19:40 - 20:50		03/10/'18	28/11/'18	€100
Dressmaking									
EAUWA	Altering & Upcycling your Wardrobe	10	9	Wed.	19:00 - 21:00		19/09/'18	28/11/'18	€160

Autumn 2018, continued

Code	Course Title	Wks.	Places Available	Day	Time	Start Date	End Date	Fee
Genealogy								
EGENA	Genealogy	5	15	Wed.	19:00 - 21:00	26/09/'18	24/10/'18	€40
Mathematics								
EMPAA	Maths for Parents & Adults	8	15	Wed.	19:00 - 21:00	26/09/'18	21/11/'18	€70

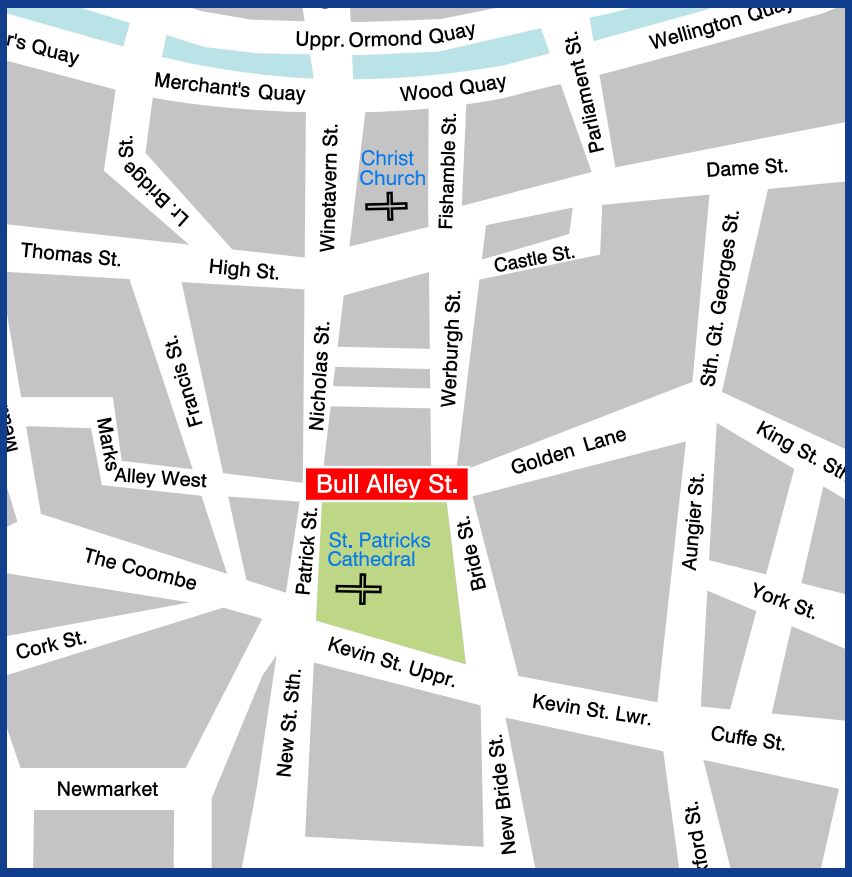
Spring 2019

QUALIFICATION & EMPLOYMENT RELATED

Code	Course Title	Wks.	Places Available	Day	Time	Start Date	Finish Date	Fee
Food Safety								
EPFSS	Primary Course in Food Safety - Environmental Health Association Accredited	3	15	Wed. 1 Sat.	18:00 - 21:00 09:30 - 12:00	30/01/'19	13/02/'19	€100
Healthcare								
EAP5S	Anatomy & Physiology Level 5 QQI Minor Award 5N0749	10	15	Wed. 1 Sat.	18:30 - 21:00 09:30 - 14:00	30/01/'19	10/04/'19	€230
Social Studies								
ESS5S	Social Studies Level 5 QQI Minor Award 5N1370	10	15	Wed. 3 Sat.	18:00 - 20:30 09:30 - 14:00	30/01/'19	10/04/'19	€210

HOBBY & SELF IMPROVEMENT

Code	Course Title	Wks.	Places Available	Day	Time	Start Date	Finish Date	Fee
Art and Craft Courses								
EPOTS	Pottery - Beginners	10	9	Wed.	19:00 - 21:00	30/01/'19	10/04/'19	€170
EPTGS	Painting	10	9	Wed.	19:00 - 21:00	30/01/'19	10/04/'19	€160
Dance								
ECDNS	Contemporary Dance	8	10	Wed.	19:40 - 20:50	30/01/'19	27/03/'19	€100
Dressmaking								
EAUWS	Altering & Upcycling your Wardrobe	10	9	Wed.	19:00 - 21:00	30/01/'19	10/04/'19	€160
Genealogy								
EGENS	Genealogy	5	15	Wed.	19:00 - 21:00	30/01/'19	06/03/'19	€40
Mathematics								
EMPAS	Maths for Parents & Adults	8	15	Wed.	19:00 - 21:00	30/01/'19	27/03/'19	€70



Evening Courses
2018/2019

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w. http://www.libertiescollege.ie

Find us on Facebook/ Twitter

Application Procedures

Rules and Regulations:

All enrolments are subject to the rules and regulations of City of Dublin Education and Training Board, CDETB, a copy of which is available from the college office. Course descriptions, schedules and fees are correct at time of printing. Liberties College reserves the right where appropriate to alter course schedules or fees and to substitute any teacher or instructor.

Enrolment:

Entry to all courses is by enrolment which requires the completion of a form and payment of the course fee. Unless otherwise stated enrolment on courses should be made in person at the college or over the phone. All courses must reach the quota to be deemed viable. Courses are filled on a first come first served basis.

Application form and Interview:

Completion of an application form and interview is required prior to enrolling on the **Project Management** and **Regional Tour Guiding** courses. Application forms are available on the course page on the college website. The deadline for return of completed applications is Wed. 26th September 2018. Late applications may be accepted if places are still available on the course.

Fees:

Must be paid in full prior to commencing tuition. The CDETB cannot accept part payment or payment by instalment. Fees are not transferable to another student. Payment must be made by cheque, bank draft, postal order or credit/debit card as no CASH ACCEPTED. Cheques/ postal orders should be made payable to City of Dublin ETB.

Refunds:

In the event that a course does not form a refund will be provided. Please be advised that this can take a number of weeks to process. The CDETB does not guarantee a fee refund where a course has formed.