BAEC

BRAY ADULT EDUCATION CENTRE

Courses
2021-2022

FREE COURSES
VTOS & BTEI funded
Retain full entitlements
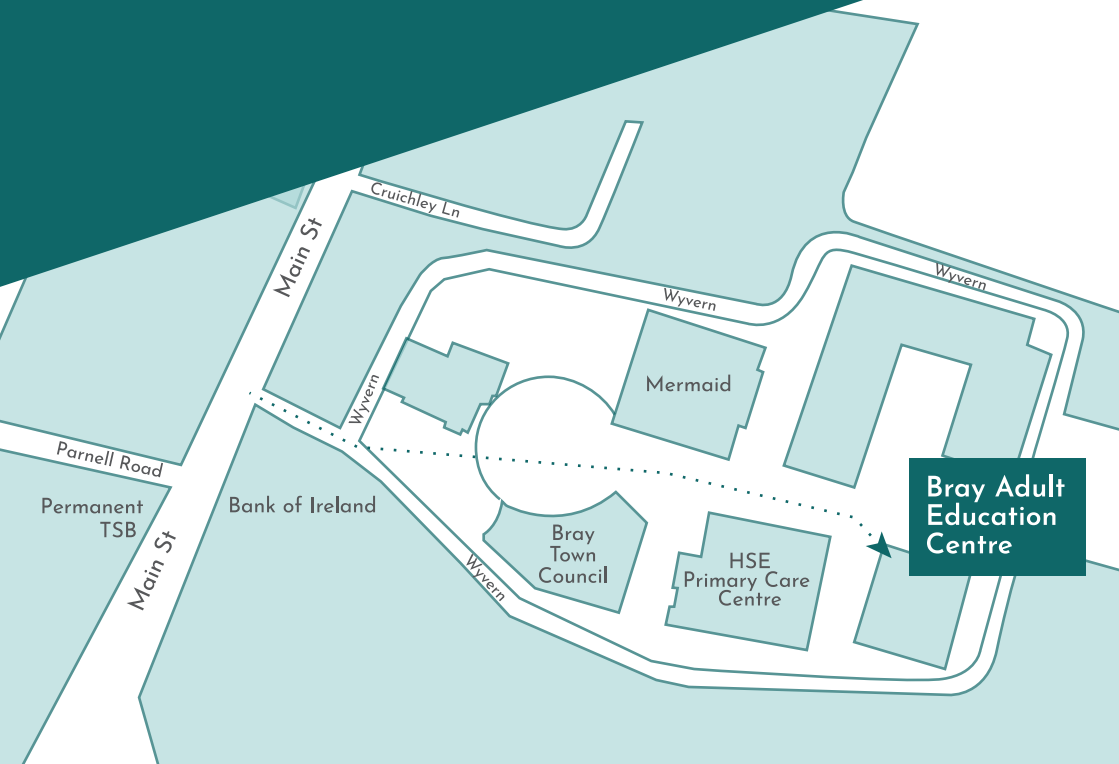
Civic Centre
Main Street
Bray

etb
Bord Oideachais agus Oiliúna
Chill Dara agus Chill Mhantáin
Kildare and Wicklow
Education and Training Board

Welcome to Bray Adult Education Centre

Part of the Kildare & Wicklow Education & Training Board

Cruichley Ln

Main St

Wyvern

Wyvern

Wyvern

Mermaid

Parnell Road

Wyvern

Permanent TSB

Main St

Bank of Ireland

Bray Town Council

Wyvern

HSE Primary Care Centre

Bray Adult Education Centre

Why Choose Us?

We provide free state-accredited courses (both full- and part-time) with qualifications at NFQ-levels 3,4,5 and 6.

> Our full-time courses are funded under the Vocational Training Opportunities Scheme (VTOS)
> Our part-time courses are funded under the Back To Education Initiative (BTEI)

VTOS funding allows you to receive your full social welfare entitlements for up to two years of study. Any entitlements you receive (medical card, rent assistance, childcare assistance, fuel allowance etc.) still apply under VTOS. You will also be eligible for childcare support through the National Childcare Scheme.

If you receive any of the following, you are eligible for VTOS:

> Jobseeker's Benefit (recently redundant are immediately eligible)
> Jobseeker's Allowance (minimum of six months)
> Disability Allowance
> Illness Benefit
> One Parent Family Payments
> Claiming Credits or a Dependent Spouse

Some other benefits may qualify.

We are happy to help with any questions you may have about our courses or eligibility. Your call is completely confidential and we are here to assist and advise, five days a week. Just call or email and we will help in any way can.

Phone: (01) 5242796 / 087 1666074
Email: baec@kwetb.ie

Course Index

Full Time Courses

Part Time Courses

Computers
for Beginners and Near-Beginners

Computers are everywhere, yet to many of us they remain a mystery. We want to help solve that mystery and show how computers can work for you.

This course will introduce you to the role of computers in the modern world and teach you the fundamental skills necessary for using computers both at home and in work.

Students who complete this course have the option of progressing to one of our more specialised computer programmes.

Subjects

> Computer Literacy
> Word Processing
> Internet Skills
> Communications
> Mathematics
> Career Preparation
> Personal Effectiveness

Award offered

QQI Level 3
Employability Skills

E-Business

Strong IT skills are a necessity in many fields. Students who join our Level 5 e-Business course acquire a broad range of IT skills and get to practice those skills in the workplace.

Using industry-standard software, students learn how to create bespoke spreadsheets and databases, use computerised bookkeeping software, produce effective documents for print and make the most of modern cloud-integrated platforms.

Web Authoring is an important component of this programme and students will create and upload a fully responsive website that is equally functional on PC, tablet or smartphone.

Subjects include

> Web Authoring
> e-Business Studies
> Word Processing
> Spreadsheet Skills
> Database Skills
> Presentation Software
> Communications
> Work Experience

Award offered

QQI Level 5
e-Business

Full ECDL

Computer Systems & Networks

There is a constant demand for skilled computer technicians in the Irish workplace. This programme takes a very hands-on approach to identifying and fixing both hardware and software problems, developing troubleshooting skills and understanding core networking principles.

This course offers both a QQI Level 5 award in Computer Systems & Networks AND the industry-standard **CompTIA A+** professional qualification. Good job opportunities are available for students who successfully complete this programme. It also offers a very viable route to further studies in Computing at third-level, or additional professional qualifications.
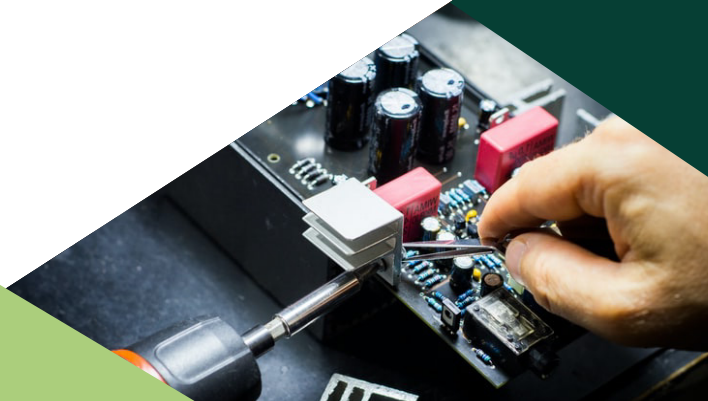
Subjects include

> Computer Systems Hardware
> Operating Systems
> Mathematics for Computing
> ICT Security
> Virtualisation
> Networking
> Web Authoring
> Communications
> Work Experience

Award offered

QQI Level 5 Computer Systems & Networks

CompTIA A+

Skills for Work

This course is a unique offering designed to assist those looking to return to the workplace after an absence.

You will develop your computer and communications skills, identify your personal strengths and learn how to be flexible and build your confidence.

If you are still deciding on your future direction, then this is the course for you. We will help you find and prepare for a career that matches your strengths and you will also have the option of progressing to one of our more specialised courses.

Subjects include

> Career Planning
> Workplace Safety
> Customer Service
> Computing
> Mathematics
> Communications
> Personal Effectiveness
> Work Experience

Award offered

QQI Level 4
Employment Skills

English

Do you want to learn English?

Develop your written and spoken English skills and build your confidence.

Learn how to use English in the workplace and practise applying for jobs and conducting job interviews in English.

Students who complete this programme have an opportunity to spend an additional year studying on one of our other courses.

Subjects include

> English as a Second Language
> Business English
> Communications
> Career Planning
> Team Working
> Customer Service
> Mathematics
> Work Experience
> Workplace Safety

Award offered

QQI Level 4
Employment Skills

Creative Arts, Crafts & Design
for Beginners and Near- Beginners

Art is a personal and satisfying activity to be enjoyed by anyone at any age. This course offers a unique and enriching experience where you'll explore your artistic side and develop the skills upon which timeless art is created.

You will be introduced to traditional and contemporary art, craft and design techniques, explore how these disciplines inform each other and experiment with different materials and media.

Successful artists are keenly aware of the value of marketing; we also help you acquire the know-how necessary to make a living from your art and participate in exhibitions.

Subjects

> Drawing
> Ceramics
> Art & Design
> 2D and 3D Mixed Media
> Desktop Publishing
> Personal Effectiveness
> Mathematics
> Marketing

Award offered

QQI Level 3
Employability Skills

Creative Craft
Advanced Arts, Crafts & Design

Those who complete the first year of Creative Arts, Crafts and Design with us are offered a more advance programme. Newcomers with previous experience may also wish to apply for this programme.

This is an opportunity to develop existing skills and progress towards professional or higher educational achievements.

Subjects

> Drawing
> Painting
> Design Skills
> Textiles
> Entrepreneurial Skills
> Sculpture
> Work Experience
> Team Working
> Appreciation of Art, Crafts & Design
> Print Making
> Communications

Award offered

QQI Level 5
Creative Craft

Healthcare Support

This course trains participants for a career in the healthcare sector. There is strong demand for healthcare staff both locally and nationally with excellent employment opportunities.

Learners spend 18 hours per week in class plus two full days gaining practical experience and hands-on training in an active healthcare environment.

Students on this course have a reputation within the healthcare sector for their depth of understanding and the high quality of their care skills.

Subjects include

> Care Support
> Care of the Older Person
> Care Skills
> Activities of Living Patient Care
> Safety & Health at Work
> Communications
> Nursing Theory & Practice
> Work Experience

Award offered

QQI Level 5
Healthcare Support

Special Needs in Childcare

We are one of the first centres in the country to offer the brand-new QQI Level 5 Early Learning and Care award, giving our learners a considerable advantage with the most up-to-date Childcare qualification available.

This course provides the skills and qualifications necessary for employment in the childcare, early learning and special needs sector. On successful completion, many students find immediate employment or choose to progress to related Level 6, 7 and 8 programmes.

Onsite work placement forms a vital part of this course and participants gain valuable experience throughout the year in working childcare environments.

Subjects include

> Children's Rights, Legislation and Regulation
> Curriculum, Play and Creative Studies
> Early Childhood Growth and Development
> Holistic Care 0-6 Years
> Professional Practice Placement
> Understanding and Assisting Children with Additional Needs

In addition, students will have opportunity to take part in First Aid Response (FAR), Child Protection Training, Lámh sign language and Manual Handling.

Award offered

Level 5 Certificate in Early Learning and Care

Inclusive Education & Training

This Level 6 programme will suit those who wish to work towards a more inclusive society. Participants will be trained to help disadvantaged people overcome barriers that may prevent access to education, services and employment.

Students will acquire the knowledge, skills and competencies to implement best practice in a range of caring and educational environments.

Within many employment sectors, particularly education and social care, there is a demand for people trained to ensure an inclusive environment that respects all.

For those who successfully complete this award, employment opportunities exist in Preschool care, Primary & Secondary schools, Disability services and Public and Private healthcare.

Subjects include

> Inclusive Education Practice
> Disability Awareness
> Differentiated Learning & Instruction
> Work Experience
> Communications
> Special Needs Assisting
> Learning Difficulty Awareness
> Assistive Technology

Award offered

QQI Level 6
Inclusive Education and Training

Part-Time Computing
for Beginners and Near- Beginners

Over nine months this course will introduce you to the role of computers in the modern world and teach you the fundamental skills necessary for using computers both at home and in work.

Many students taking this course have gone on to more advanced studies on our other computer programmes.

Subjects

> Computer Literacy
> Word Processing
> Internet Skills
> Communications
> Mathematics
> Career Preparation
> Personal Effectiveness

Award offered

QQI Level 3
Employability Skills

Part-Time Computing
for the Experienced User

This course is ideal for those who are already comfortable using a computer for everyday tasks and are interested in developing additional skills.

The main emphasis of the course is training in the most common computer applications – Word Processing, Spreadsheets and Databases. IT Theory and Maths is also included to give additional insight into the workings of a modern computer.

Subjects

> IT Skills
> Computer Applications
> Word Processing
> Spreadsheets
> Mathematics
> Communications

Award offered

QQI Level 3
Employability Skills

Part-Time Workshop Crafts

Our Workshop Crafts programme is suitable for a range of skills with awards offered at Levels 3,4 and 5. This hands-on course focuses on wood crafts with opportunities to also work with other materials.

Participants on this programme hone their skills with a view to exhibiting work created during the course.

Subjects

> Carving
> Marquetry
> Pyrography
> Turning
> Leathercraft

Award offered

QQI awards available at Levels 3,4 and 5

Part-Time Computer Programming

This programme offers learners an insight into the fundamentals of programming. Students will analyse and appraise code and review testing and troubleshooting techniques. Participants learn how to apply logic and generate code using industry-standard applications.

This programme is ideal for those who are interested in studying coding but currently unable to commit to a fulltime course. Following completion of this programme, many learners will choose to pursue further studies in coding.

Subjects

> Coding
> Code design
> Testing

Award offered

L5 Programming and Design Principles

Adult Guidance Service

Bray Adult Guidance Service is a free service for those interested in local educational opportunities. They are also on-hand to offer advice on future progression paths for students of Bray Adult Education Centre and appointments can be made to talk with their guidance officers within the centre.

Are you considering doing a course or changing your career, do you need guidance?

It may help to discuss your thoughts & concerns with a Guidance Counsellor

We Provide:
> One-to-one career/educational guidance to help people make informed life choices
> Information on all local and national courses
> CV preparation and interview skills
> Student application procedures for colleges
> Information and advice on education grant, rights and entitlements

The service is:
> Free
> Friendly
> Professional

You can contact us:
1 Brennans Parade, Bray, Co. Wicklow
Phone: 01 276 4638
Email: guidancebray@kwetb.ie
www.kwetb.ie
www.facebook.com/wicklowadultguidance

ADULT GUIDANCE SERVICE

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etb
Bord Oideachais agus Oiliúna
Chill Dara agus Chill Mhantáin
Kildare and Wicklow
Education and Training Board

Kildare & Wicklow Education and Training Board

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NDP NATIONAL DEVELOPMENT PLAN

EUROPEAN UNION
Investing in your future
European Social Fund

Ireland's European Structural and Investment Funds Programmes 2014-2020
Co-funded by the Irish Government and the European Union

Co-funded by the Irish Government and the European Social Fund as part of the ESF Programme for Employability Inclusion and Learning 2014-2020

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