

# ACCESS & FURTHER EDUCATION PROGRAMMES

## 2022 – 2024



## An Cosán - Transforming lives through Face-to-Face and Online Community Education

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# ACCESS EDUCATION (UNACCREDITED) & EVENING COURSES

New Access & Evening Courses 2022/2023
Nala key skills *NEW 2022*
Introduction to Irish
Intensive return to learning *NEW 2022*
Computers for the terrified! *NEW 2022*
ESOL
Discover your path *NEW 2022*
Wellbeing & staying well *NEW 2022*
Mindful movement *NEW 2022*
U3A
QQI Level 5 Word Processing *New 2022*

## Monday

1. **Computers for the terrified! (\*NEW\*) - 30 Hours over 12 Weeks - Every Monday morning from 10:00am to 12:30pm(F2F)**

This course is open to both men and women and runs from September to December, and January to June. The aim of the course is to take the fear out of using laptops, tablets, and smartphones and to increase Digital Inclusion. The course is aimed at complete beginners. It provides a fun and relaxed introduction to Digital Steppingstones, the Internet, email and more. Provision is made for progression onto further technology courses.

**2. ESOL - 30 Hours over 12 Weeks – Every Monday morning from 10:00am to 12:30pm(F2F)**

This programme is open to all and plays a vital part in supporting new communities in West Tallaght to access adult community education opportunities and play an increasingly positive role in their own communities. Improving their English language skills increases self-confidence and provides employment opportunities. Digital literacy building is integrated into each class. Students' progress onto Intermediate Level ESOL and other adult or wellbeing community education programmes in An Cosán. Community integration is facilitated through involving our ESOL learners in the organisation of various community events that we host throughout the academic year in An Cosán.

**3. Personal Development - 30 Hours over 12 Weeks – Every Monday morning from 10:00am to 12:30pm(F2F)**

This course is open to all and runs from September to December, and January to June. The course will support learners in their personal development journey and will invite learners to look at goal setting, mindset, confidence building, resistance to change, and resilience amongst other things.

## Tuesday

**4. Key Skills ( NALA – Adult Literacy & Numeracy) - 30 Hours over 12 Weeks – Every Tuesday morning from 10:00am to 12:30pm(F2F)**

This course is open to all and runs and will provide learners with basic literacy tuition, providing them with progression options outlined below. Digital literacy skills are embedded into the programme. Learners are also encouraged and supported to progress into additional Back to Education programmes or Wellbeing courses in An Cosán and are facilitated to get involved in the organising of community events locally. This programme develops adult key skills to support learners to progress onto and achieve accreditation on the QQI framework. Using NALA's online learning allows learners to access to NQF at both Level 2 and 3.

**5. Wellbeing & Staying Well (\*NEW\*) - 30 Hours over 12 Weeks – Every Tuesday Evening from 7:00pm – 9:30pm(F2F)**

This course is open to all and seeks to equip learners with tools required to deal with daily stresses and anxiety. Learning to live in a mindful way brings a newfound sense of joy and happiness.

**6. Introduction to Irish - 30 Hours over 12 Weeks - Every Tuesday Evening from 7:00pm – 9:30pm(F2F)**

The Irish language programme offers parents, whose children attend local Irish schools, the opportunity to brush up on basic Irish skills. Learners explore the Irish language and culture through song, poems music and dance.

Wednesday

**7. Intensive Return to Learning – 48 Hours over 12 Weeks – Every Wednesday morning from 10:00am to 12:30pm(F2F) & Friday from 11:00am – 12:00pm (Online)**

The Intensive Return to Learning course is open to anyone who is considering returning to learning at level 5 or 6. The holistic style of this course will help learners to develop their digital skills, while building confidence, and gaining the essential life & study skills required to make the move back into education. It would be ideal for anyone planning a return to learning. Progression paths include entry to our Level 5 and Level 6 programmes.

Thursday

**8. University of the Third Age (U3A) (bi-weekly) – Every Thursday Afternoon from 2:00pm – 4:30pm(F2F)**

This programme is for people aged 55 years and upwards, encouraging them to engage in Lifelong Learning with the approach of *'you are never too old to learn'*. The learning takes place in a fun and social setting while embracing positive ageing. Topics covered include physical activity, relaxation, computers, and confidence building. It also informs learners of services available to older people and encourages active citizenship.

**9. Discover Your Path - 30 Hours over 12 Weeks (\*New\* January 2023) – Every Thursday Evening from 7:00pm – 9:30pm(F2F)**

This unaccredited programme is designed to give learners a taste of further education. It is ideal for those who aren't sure of their career path and want to find out what's involved in each of our Further Education programmes – Early Childhood Care & Education, Community Development, Community Care and Business Administration. Learners will get to see the outcomes, assessment

methods and explore the career opportunities available at the end of each course. Throughout the, the learners will work on personal project and group project over the course of the year. The objective is to support learners in identifying their areas of interest and progress on to the further education programme of their choice.

**10. Mindful Movement (replacing Art) - 30 Hours over 12 Weeks - Every Thursday Evening from 7:00pm – 9:30pm(F2F)**

This programme is based in Somatic Movement Therapy and seeks to equip learners with tools required to deal with daily stresses and anxiety. Movement work is very adaptable and has health, stress management and personal development applications.

**11. Word Processing – QQI Level 5 Minor award (\*New\*) - Every Thursday Evening from 7:00pm – 9:30pm(F2F)**

The purpose of this award is to equip the learner with the knowledge, skill, and competence to use a word processing application to produce documents in a variety of contexts to a mailable or publishable standard whilst working autonomously and under general direction.

Word Processing	5N1358	22/09/2022	15/12/2022	Thursday	7pm - 9:30pm
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FRIDAY

**12. Women & Wellness – 30 Hours over 12 Weeks – Every Friday morning from 10:00am to 12:30pm(F2F)**

This course aims to develop the learner’s self-awareness and is designed to help identify goals, and gain the confidence, knowledge, and skills to take charge of and to support their own well-being. Learners will be brought though a unique Wellness Wheel, where they are invited to look at different areas of their life, such as sleep, nutrition, menopause etc.

## FURTHER EDUCATION (QQI Accredited – Day time & Online)

### Early Childhood Care & Education Level- 5M2009 – F2F

The purpose of this award is to enable the learner to gain the knowledge, skills, and ability to work independently to work in a range of Early Childhood Care and Education (ECCE) settings. To gain a full Major award, learners need to complete 8 modules –the following 4 will be available in 2022/2023

Module Title	Minor Award	Start Date	End Date	Days	Time
Work Experience	5N1356	14/09/2022	20/10/2022	Wed/Thurs	9.30 - 12.30pm
Communications	5N0690	09/11/2022	15/12/2022	Wed/Thurs	9.30 - 12.30pm
Approaches to Early Childhood Education	5N1763	11/01/2023	16/03/2023	Wed/Thurs	9.30 - 12.30pm
Early Childhood Ed. & Play	5N1773	29/03/2023	16/06/2023	Wed/Thurs	9.30 - 12.30pm

### Early Childhood Care & Education 6M2007 – F2F

The purpose of this award is to enable the learner to gain the knowledge, skills, and ability to work independently or to lead and coordinate others who are providing care in a quality early childhood care and education environment which promotes children's well-being, development, and learning. To gain a full Major award, learners need to complete 8 modules – only the following 5 will be available in 2022/2023

Module Title	Minor Award	Start Date	End Date	Days	Time
Supervision in Early Childhood	6N1973	06/09/2022	27/10/2022	Tues/Thurs	7pm-10pm
Child Psychology	6N2023	08/11/2022	19/01/2023	Tues/Thurs	7pm-10pm
Child Development	6N1942	31/01/2023	30/03/2023	Tues/Thurs	7pm-10pm
Social Legal & Health	6N1945	18/04/2023	24/05/2023	Tues/Thurs	7pm-10pm
Early Childhood Curriculum	6N1944	30/05/2023	07/07/2023	Tues/Thurs	7pm-10pm



### Community Care Level 5M2786 – F2F

The purpose of this award is to enable the learner to gain the knowledge, skills, and ability to work under supervision in many community care settings, or to progress to further and or higher education and training. To gain a full Major award, learners need to complete 8 modules – the following 4 will be available in 2022/2023

Module Title	Minor Award	Start Date	End Date	Days	Times
Safety and Health at Work	5N1794	13/09/2022	21/10/2022	Tues/Fri	9:30-12:30
Work Experience	5N1356	25/10/2022	09/12/2022	Tues/Fri	9:30-12:30
Care Provision & Practice	5N2705	10/01/2023	03/03/2023	Tues/Fri	9:30-12:30
Human Growth and Development	5N1279	07/03/2023	23/05/2023	Tues/Fri	9:30-12:30

### Community Development Level 5M3050 – F2F

The purpose of this award is to enable the learner to gain the knowledge, skills, and ability to work effectively in a range of community development work settings, using some initiative and independence while under general direction, or to progress to further or higher education and training. To gain a full Major award, learners need to complete 8 modules – the following 4 will be available in 2022/2023

Module Title	Minor Award	Start Date	End Date	Days	Times
Community Development Practice	5N0777	13/09/2022	20/10/2022	Tues/Thurs	9:30-12:30
Work Experience	5N1356	25/10/2022	08/12/2022	Tues/Thurs	9:30-12:30
Understanding Community Development	5N1901	10/01/2023	16/03/2023	Tues/Thurs	9:30-12:30
Working with Young People	5N1384	18/04/2023	22/06/2023	Tues/Thurs	9:30-12:30

### L5 Business Administration w/ Digital Skills - 5M2468 – Online delivery providing space in An Cosán for Tallaght West learners

The purpose of this award is to enable the learner to acquire the knowledge, skills, and competence to work independently and under supervision in an administrative role in a range of business contexts and or to progress to further and or higher education and training. To gain a full Major award, learners need to complete 8 modules – all 8 modules required will be available between 2022 – 2024

Module Title	Minor Award	Start Date	End Date	Days	Time
Personal Development & Digital Skills for Learning	N/A	20/09/2022	27/10/2022	Tues/Thurs	9:30-13:00
The Internet	5N1611	08/11/2022	20/12/2022	Tues/Thurs	9:30-13:00
Word Processing	5N1358	10/01/2023	09/03/2023	Tues/Thurs	9:30-13:00
Business Administration	5N1610	14/03/2023	18/05/2023	Tues/Thurs	9:30-13:00
Spreadsheet Methods	5N1977	12/09/2023	26/10/2023	Tues/Thurs	9:30-13:00
Bookkeeping and Computerised Accounts	5N1354	02/11/2023	19/12/2023	Tues/Thurs	9:30-13:00
Reception & Front-Line Office Skills	5N1407	09/01/2024	29/02/2024	Tues/Thurs	9:30-13:00
Communications/Work Experience	5N0690/5N1356	05/03/2024	09/05/2024	Tues/Thurs	9:30-13:00

## ACCESS & FURTHER EDUCATION PUBLIC CALENDAR

Time	Room	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Morning</b>	Durkan Suite	Internal Booking	Comm Care	L5 Childcare	L5 Childcare	L5 Comm Care
	T1	Personal Development Computers for the terrified!	Comm Dev	Internal Booking	Comm Dev	Women & Wellness
	OLC		RTL/Business Admin (morning hub)	Return to Learning	RTL/Business Admin (morning hub)	Return to Learning
	Library		Key Skills ( NALA – Adult Literacy & Numeracy)	Word on Wednesday	Free	Internal Booking
<b>Afternoon</b>	Durkan Suite	FREE	FREE	Internal Booking	U3A (fortnightly)	FREE
	T1	FREE	FREE	FREE	FREE	FREE
	OLC	Internal Booking	Internal Booking	Word on Wednesday	Internal Booking	Internal Booking
	Library	FREE	Internal Booking	Internal Booking	FREE	FREE
<b>Evening</b>	Durkan Suite	Closed	Women's Shed	Closed	Mindful Movement	Closed
	T1		L6 Childcare		L6 Childcare	
	OLC		Irish Wellbeing for staying well		Level 5 Word Processing	
	Library		Internal Booking		Internal Booking	
<b>Online</b>		Mná Business Admin (morning)	RTL/Business Admin (morning)	Mná Business Admin (morning)	RTL/Business Admin (morning)	

# ACCESS & FURTHER EDUCATION



## PROGRESSION PATHS

