

# One Step Up Information Booklet

Find your education and training options



The Voice of  
Adult Learning



Find your learning pathway

# hello...

# UP

# STEP

# ONE

## Find your learning pathway

What's ahead in  
One Step Up  
Find your education and training options



Page



Website



Call



Key Point

# Where do I start?



Page 06

Making a decision about what course is right for me



Page 14

Improving my reading, writing, spelling or maths



Page 41/52

Contacting services in my area



Page 16

Finding a course



Page 33

Finding additional supports



Page 07

Understanding qualifications



Page 35

Finding information about funding



I am looking for something else



Freephone AONTAS on 1800 303 669



# Find your learning pathway

## Contents

1	Foreword	26	I want to do an apprenticeship
3	Introduction	27	I want to do an online course
4	Jargon Buster	28	I want to get a qualification for my previous learning or work experience
6	I need help making a decision about what course is right for me	28	I want to volunteer
7	I need help understanding qualifications	29	I want to study at third Level. What steps should I take?
11	I need help finding a particular course	32	What third level access supports are available?
14	I need help improving my reading, writing, spelling or maths	32	Where can I find a list of open days?
15	What Further Education and Training (FET) courses are on offer?	33	What other supports are available?
17	I'm looking for a second chance at learning	35	I need help with funding
17	Post Leaving Certificate (PLC) courses - Full-time	36	Full-time study for those unemployed - Back to Education Allowance (BTEA)
17	Youthreach - Full-time	36	Part-time study for those unemployed - The Part-Time Education Option (PTEO)
18	Traineeships - Full-time	37	Part-time study for those employed
18	Back to Education Initiative (BTEI) - Part-time	38	Funding supports available
18	Specialist Training Providers (STPs) – Full-time	41	Some organisations that offer community education
18	Community Training Centres (CTCs) – Full-time	49	Third Level Contacts for Access or Mature Students Officers
18	Local Training Initiative Programmes (LTIs) – Full-time	52	Adult Education Guidance and Information Service in your local ETB
19	Do I need my Leaving Certificate?	57	Thanks and Acknowledgements
21	I want to do the Leaving Certificate - where do I start?		
23	I want to upskill for work		
25	I want to learn English		

## Foreword

AONTAS is Ireland's National Adult Learning Organisation. As well as providing information to adults we promote the value and benefits of adult learning. AONTAS has worked with adult learners for 50 years and we know it can be hard to take the first step back into education, especially if you have been away from formal education for many years. Although many adults say it can be daunting to enter the classroom again after years out of education often when they do take that step, they find a class full of adults in the same position. Each year in Ireland over 300,000 adults take part in education and training courses or programmes. We hear from many adult learners about their positive experiences of returning to learning.

*“You will learn something new and meet new people who are feeling the same emotions - together you will reach the mountain top of achievement.”*

**One Step Up Learner,  
Age 48**

We have worked with many learners who have returned to learning for different reasons: to learn something new, to get a job, to help their kids with homework, to make friends or because they wanted to get a qualification. Whatever your reason for doing a course, there are a variety of options available. We also know that sometimes it's hard to find information about the opportunities that are available. That's why AONTAS has developed the One Step Up Information Booklet ( [www.onestepup.ie](http://www.onestepup.ie)) to make it easy for you to find options quickly. In developing this booklet we have spoken to many organisations who are providers of courses, information, advice or support in adult and community education, so that we can provide the most useful information for you.

This booklet aims to provide you with information on adult learning options whether it's a course, funding information or local service contacts. The information contained in this booklet is correct at the time of publication: August 2019

### Increasing access to education and training

AONTAS believes that all adults in Ireland have a right to quality learning throughout their lives, and at European level the European Union believes that 'access to learning and training opportunities must be a right for everyone at every stage of life' so that adults can get the skills they need.

About 70 million Europeans need help with basic skills such as reading, this can make it difficult for people to find a job or to live comfortably. As a result, the European Union is supporting Member States, including Ireland to help adults get the skills they need in reading, writing, spelling, maths, and computers. This programme is called 'Upskilling Pathways' - many different organisations will work closely together in order to reach out to learners to help them get involved in further learning and gain skills.

AONTAS would like to thank all those who contributed to this booklet, especially the learners. We hope that you find this booklet useful in finding the information or course that you need to get One Step Up.



## Introduction

### Did you know?

- ✓ You don't need your Leaving Certificate to go to college
- ✓ Over 300,000 adults do Further Education and Training (FET) courses each year
- ✓ There are lots of courses and supports available for adults

This information booklet aims to help you find your education and training options quickly and easily.

### What's included in this booklet:

- Find your options quickly with our visual overview
- Jargon buster for explaining terms
- Adult Education Guidance and Information Service contacts
- Qualifications
- Where to find courses
- Further Education and Training (FET) explained
- Steps to third level education and contact details
- What funding is available
- Local education contacts

This information booklet was published by AONTAS, the National Adult Learning Organisation who also manage the One Step Up ( [www.onestepup.ie](http://www.onestepup.ie)) website.



## Next Steps

Download an online version of this information booklet  [www.onestepup.ie](http://www.onestepup.ie)

Find further information  [www.onestepup.ie](http://www.onestepup.ie)

Contact the Freephone Helpline  1800 303 669

*The information contained in this booklet is correct at the time of publication: August 2019.*

## Jargon Buster

- A**
- Adult Learner:** anyone who is over 16 years (left school early) or wants to further their learning.
  - Adult Education Officer (AEO):** works within adult education services in the Education and Training Boards (ETBs) across the country.
  - Adult Education Guidance and Information Service:** provides information and guidance to support people to make learning choices. There is an Adult Education Guidance and Information Service based in each Education and Training Board (ETB).
  - Adult Literacy Organiser (ALO):** responsible for managing the delivery of the adult literacy service in the ETBs.
  - Award:** Recognises achievement in learning. Usually awarded by Quality and Qualifications Ireland (QQI).
- B**
- Back to Education Initiative (BTEI):** provides part-time further education programmes for young people and adults.
  - Back to Education Allowance (BTEA):** allows qualifying persons to return to full-time education in approved courses while continuing to get income support.
- C**
- Central Applications Office (CAO):** looks after all applications for first year undergraduate degrees.
- E**
- Education and Training Boards (ETBs):** provide education and training programmes across the country.
  - External Applicant:** a person who is not a recognised pupil of a secondary school but is given permission to sit the Leaving Certificate examination (criteria applies).
- F**
- Further Education and Training (FET):** provides courses that lead to awards from levels 1 to 6 on the National Framework of Qualifications (NFQ).
- I**
- Irish National Organisation of the Unemployed (INOUE):** works at local and national level on issues affecting unemployed people.

## Jargon Buster

- I** **Intreo/Department of Social Protection:** a single government point of contact for all employment and income supports.
- N** **National Adult Literacy Agency (NALA):** helps people with literacy and numeracy difficulties so they can fully take part in society and have access to learning opportunities that meet their needs.  
**National Framework of Qualifications (NFQ):** an Irish system of 10 levels where each level grades learning from beginner to advanced. The NFQ is used to classify and compare qualifications.
- P** **Post Leaving Certificate (PLC):** courses are full-time and generally lead to qualifications at NFQ levels 5 and 6.
- Q** **Quality and Qualifications Ireland (QQI):** awarding body of the National Framework of Qualifications (NFQ) and certifies education and training programmes in further education and training, and third level education.
- S** **SOLAS:** The Further Education and Training Authority, responsible for planning, funding and the coordination of FET programmes that are delivered by ETBs and other FET providers.  
**Student Universal Support Ireland (SUSI):** the body that awards student grant applications.  
**Springboard:** provides free courses in third level education from certificate, to degree, to post-graduate level for jobseekers.  
**Springboard+:** provides free courses in third level education at certificate, degree and masters level leading to qualifications in areas where there are employment opportunities in the economy.
- V** **Vocational Training Opportunities Scheme (VTOS):** is a full-time course leading to a range of awards on the NFQ including the Junior Certificate and Leaving Certificate.

## I need help making a decision about what course is right for me

Many people are unsure of where to start when returning to education and often the first step is the hardest. The **Adult Education Guidance and Information Services** delivered by the Education and Training Boards (ETBs) provide information and guidance on learning options. The service:

- ✓ Supports people to explore their Further Education and Training (FET) options while developing a personal progress plan
- ✓ Provides one-to-one educational guidance, information on local and national courses, help with college applications and information on funding sources
- ✓ Is available to people over 18 years of age (and to those over 16 years, who are not in full-time education)
- ✓ Gives priority to those who are currently unemployed
- ✓ Provides a professional service that is free and confidential



Contact the Adult Education Guidance and Information Service based in your local ETB, find contact numbers on  Page 52.

Contacts for these services can be also found on the websites of the Adult Educational Guidance Association of Ireland  [www.aegai.ie](http://www.aegai.ie) and National Centre for Guidance in Education  [www.ncge.ie](http://www.ncge.ie)

If you are looking for web based guidance tools Careers Portal ( [www.careersportal.ie](http://www.careersportal.ie)) has useful information and advice, as well as many career sector videos.

# I need help understanding qualifications

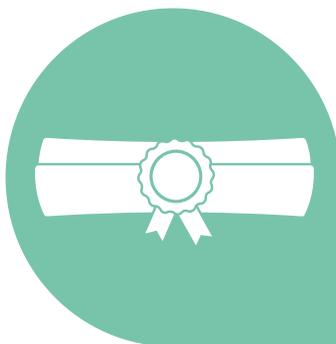
## The National Framework of Qualifications (NFQ)

- ✓ The NFQ is a system of 10 levels
- ✓ Levels represent all learning from beginners to advanced, for example the Junior Certificate is level 3
- ✓ Includes qualifications achieved in school, Further Education and Training (FET) and third level education

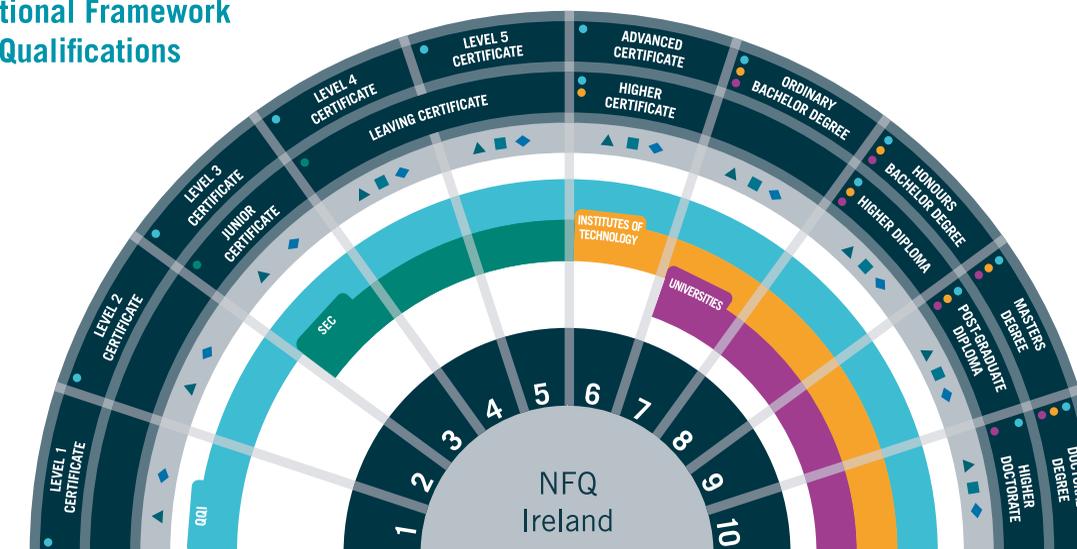
✓ **Learners receive a QQI award when they successfully complete a course, this award is recognised nationally and internationally**



- ✓ Quality and Qualifications Ireland (QQI) look after the NFQ and make awards in further education and training and third level education
- ✓ A qualification may be awarded for a component (part) or a complete (full) award at any level
- ✓ You can find your qualification level on the diagram on the next page. For an interactive map go to [www.nfq-qqi.com](http://www.nfq-qqi.com)



## National Framework of Qualifications



### AWARDING BODIES

- Quality and Qualifications Ireland (QQI) makes awards in further and higher education and training
- SEC - State Examinations Commission (Department of Education and Skills)
- Institutes of Technology
- Universities

### AWARDS IN THE FRAMEWORK

There are four classes of award in the National Framework of Qualifications:

- **Major Awards:** named in the outer rings, are the principal class of awards 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



For further information consult: [www.nfq.ie](http://www.nfq.ie) [www.QQI.ie](http://www.QQI.ie)

The QQI website has a section for learners on:

- ✓ Replacement certificates for further and third level education
- ✓ Recognising foreign qualifications in Ireland and Irish qualifications abroad
- ✓ Getting professional recognition and progression routes into third level education [www.qqi.ie](http://www.qqi.ie)

# I need help understanding qualifications

National Framework of Qualifications (NFQ) awarded by QQI		Awarding Bodies	
Level 1 Certificate	NFQ Level 1	<b>Quality and Qualifications Ireland (QQI)</b> QQI is the national awarding body for further education and training, and third level education in Ireland. QQI make awards from NFQ Level 1 to 10.	The <b>State Examinations Commission</b> makes school awards. Current awards include the Junior Certificate at NFQ Level 3 and the Leaving Certificate at NFQ Levels 4 and 5.
Level 2 Certificate	NFQ Level 2		
Level 3 Certificate	NFQ Level 3		
<a href="#">Junior Certificate</a>	<a href="#">NFQ Level 3</a>		
Level 4 Certificate	NFQ Level 4		
Level 5 Certificate	NFQ Level 5		
<a href="#">Leaving Certificate</a>	<a href="#">NFQ Level 4/5</a>		
Advanced Certificate	NFQ Level 6		
Higher Certificate	NFQ Level 6		
Ordinary Bachelor Degree	NFQ Level 7		
Honours Bachelor Degree	NFQ Level 8		
Higher Diploma	NFQ Level 8		
Master's Degree	NFQ Level 9		
Post-Graduate Diploma	NFQ Level 9		
Doctoral Degree	NFQ Level 10		
Higher Doctorate	NFQ Level 10		



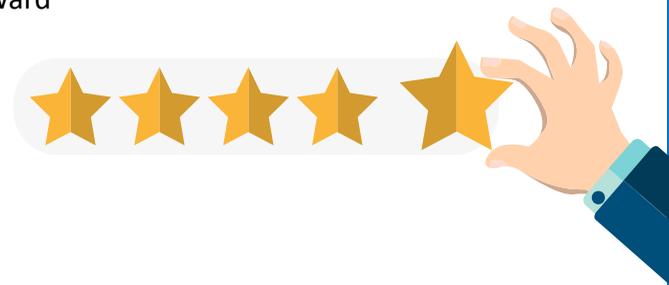
An award recognises an achieved level of learning. A certificate is given to learners who successfully complete a major award or minor award. This is known as an accredited award/course. Non-accredited courses don't lead to a recognised award, although you may receive a certificate from the course provider or centre.

## Major Awards (full awards or certificates)

- Main class of award (for example the Leaving Certificate)
- 16 major awards in the National Framework of Qualifications (NFQ) see the fan diagram page 8
- Major awards usually comprise of 8 minor awards/modules

## Minor Awards (component (part) certificates)

- Awards are single modules which can be completed and certified individually
- All minor awards are linked to a major award
- Learners can build on their minor awards and work towards gaining a major award



# I need help finding a particular course

There are lots of course options, but before you decide on a course it may be useful to get in touch with the Adult Education Guidance and Information Service based in your local ETB, page 52.

## Further Education and Training (FET) Courses (Levels 1-6)

- Courses lead to awards from levels 1 to 6 on the National Framework of Qualifications (NFQ)
- Courses are offered by the 16 ETBs in collaboration with SOLAS, the Further Education and Training Authority
- Courses can be full-time or part-time and are delivered in a wide range of ETB settings including further education colleges, Youthreach, adult education centres and training centres
- Different centres may offer minor (component) or major (complete) awards
- Courses are also provided through community and voluntary groups, commercial training providers and in workplaces

[www.fetchcourses.ie](http://www.fetchcourses.ie) or find contact details for Adult Education Guidance and Information Service based in your local ETB on page 52

[www.onestepup.ie/calendar/](http://www.onestepup.ie/calendar/) to find open days near you

## Third Level Courses (Levels 6-10)



**The term third level will be used throughout this booklet to describe universities or higher education colleges**

Third level institutions offer full-time and part-time courses. You can search for courses on [www.qualifax.ie](http://www.qualifax.ie) or [www.springboardcourses.ie](http://www.springboardcourses.ie).

[www.qualifax.ie](http://www.qualifax.ie), the National Learners' Database provides information on a range of further education and third level education courses and allows you to:

- Find and compare courses
- Create a personal account and save your favourites
- Check out the subject choice module for Junior and Leaving Certificate
- Gather information on mature student entry
- Do an interest assessment to see what suits you

## Community Education (Non-Accredited and Levels 2-6)

Community education takes place in local community projects and centres and offers the following:

- Courses for all adults in a welcoming environment
- A positive, informal, non-threatening first step back to education
- A wide range of part-time courses generally levels 2 to 5 on the National Framework of Qualifications (NFQ). Some organisations may offer courses at level 6 or above
- Non-accredited courses for people who wish to learn a new skill, meet new people and/or develop their confidence
- Courses including everything from computers skills, personal development, professional skills and hobby based courses

Find contact details for Adult Education Guidance and Information Service based in your local ETB on page 52

Find contact details for local community education providers on page 41

## National Learning Network (NLN)

- Flexible courses and supports for people who need extra help (job seekers, unemployed, and people with an illness or disability)
- Class sizes are small so that students receive individual attention and can work at their own pace
- All courses include work experience and lead to levels 1-6 on the NFQ, other awards include ECDL (European Computer Drivers Licence) or City and Guilds qualification and help people to get a job or go on to further education

1890 283 000

[www.nln.ie](http://www.nln.ie)

“I started with a one year Return to Learning (RTL) course which was challenging but it gave me the learning bug and I was eager to progress.”

**Community Education Learner**

## What's an Education and Training Board (ETB?)

The Education and Training Boards (ETBs) (formally Vocational Education Committees or VECs) are the main providers of Further Education and Training (FET) in Ireland.

There are 16 ETBs throughout the country that manage second-level schools, further education centres, training centres, multi-faith community national schools and a range of adult and further education centres delivering education and training programmes. The ETBs work in collaboration with SOLAS, the Further Education and Training Authority. The following table shows the programmes run by the ETBs. They also run open days and information days to showcase the range of courses on offer. To find out about local events visit  [www.onestepup.ie](http://www.onestepup.ie).

## Who are SOLAS?

SOLAS is the Further Education and Training (FET) authority and an agency of the Department of Education and Skills. SOLAS manage, coordinate and support the delivery of FET services by the Education and Training Boards (ETBs) and other FET providers. SOLAS manages the National Apprenticeship system, eCollege, Safe Pass (the Construction Skills Certification Scheme).

 01 533 2500

 [www.solas.ie](http://www.solas.ie)

## What is PLSS (Programme Learner Support System)?

This is an online system used to collect and share information. This includes a national programme database known as

 [www.fetchcourses.ie](http://www.fetchcourses.ie) which lists all FET courses.

# I need help improving my reading, writing, spelling or maths

If you want to improve your basic skills or want to progress but don't feel confident enough, the Adult Literacy Service may be able to help:

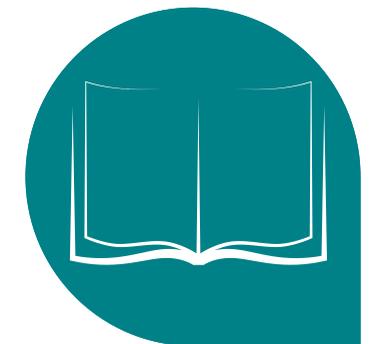
- ✓ Courses are designed to meet each person's ability and aimed at supporting people to return to learning
- ✓ Courses are offered in a relaxed and friendly atmosphere and most centres offer one to one or small group tuition
- ✓ This free and confidential service is open to anyone over 16 years, who is no longer at school, but wants to improve reading, writing, spelling, numeracy skills or learn about computers
- ✓ Adult literacy centres also offer courses in personal development, basic computers and family learning
- ✓ Courses are available in Irish in adult literacy centres in Gaeltacht areas

If you would like information about your options the National Adult Literacy Agency can help.  Freephone 1800 20 20 65 or  Freetext 'LEARN' to 50050  
 [www.takethefirststep.ie](http://www.takethefirststep.ie)

## Distance Learning Service

If you can't travel to one of the centres on a regular basis, the National Adult Literacy Agency (NALA) offers a distance learning service. This option allows you to study online by yourself or you can work with a tutor over the phone. You can study at your own pace and in your own time to improve your skills or get a national qualification.

 [www.writeon.ie](http://www.writeon.ie)



# What Further Education and Training (FET) courses are on offer?

Name of Course	NFQ level awarded by QQI	Duration	PT/FT
Adult Literacy	Level 1,2,3	Varies	Part-time
Apprenticeship	Level 5,6, (7,8,9) <sup>1</sup>	2-4 years	Full-time
Back to Education Initiative (BTEI)	Level 1-6	1 year	Part-time
Bridging/Foundation	Level 3,4	Varies	Full-time
Community Education	Offers non-accredited courses and Level 2,3,4,5 (in some cases Level 6,7,8)	Varies	Part-time
Community Training Centre (CTCs)	Level 3,4	1 year	Full-time
eCollege <sup>2</sup>	Industry standard	Varies	Flexible
English for Speakers of Other Languages (ESOL)	Level 1,2,3, in some cases Level 4	Varies	Part-time
Post Leaving Certificate (PLC)	Level 5,6	1-2 years	Full-time
Skills for Work	Level 1,2,3	Varies	Part-time
Specialist Training Providers	Level 1-6	2 years	Full-time
Specific Skills Training (SST)	Level 4,5,6	Over 6 months	Full-time
Traineeships	Level 4,5, 6	4-9 months	Full-time
Vocational Training Opportunities Scheme (VTOS)	Level 4,5,6	2 years	Full-time
Youthreach	Level 3,4	2 years	Full-time

1. Apprenticeships at levels 7, 8, 9 are offered through third level institutions. Visit [www.apprenticeship.ie](http://www.apprenticeship.ie)

2. eCollege is offered by SOLAS. Visit [www.ecollege.ie](http://www.ecollege.ie)

## FETCH

### (Further Education and Training Course Hub)

FETCH ( [www.fetchcourses.ie](http://www.fetchcourses.ie)) allows learners to find out information on over 4,000 Further Education and Training (FET) courses in one place. These programmes are delivered by a range of FET providers across 26 counties, and online through SOLAS eCollege. [www.fetchcourses.ie](http://www.fetchcourses.ie) was developed by SOLAS, the Further Education & Training Authority in partnership with Education and Training Boards Ireland (ETBI) and other FET providers.

.....▶  **NFQ levels for each programme may vary depending on the ETB or provider.**

.....▶  To find out if you qualify for any of the programmes contact your local ETB. See contacts page 52.

 **Most Education and Training Boards have open days and Information events. To find when your next event is taking place visit:  [www.onestepup.ie/calendar](http://www.onestepup.ie/calendar)**



# I'm looking for a second chance at learning



NFQ levels for each programme may vary depending on the Education and Training Board (ETB) or provider.

Second chance and further education gives people another opportunity to learn in a safe environment that is adult learner centred. There are a number of programmes that you can do including Post Leaving Certificate (PLC) courses, Youthreach, Back to Education Initiative (BTEI), and community education. If you want support in exploring your Further Education and Training (FET) options you can contact your Adult Education Guidance and Information Service based in your local ETB or you can find courses on

[www.fetchcourses.ie](http://www.fetchcourses.ie)

## Post Leaving Certificate (PLC) courses - Full-time

PLCs offer a mixture of practical work, academic work and work experience. These courses can be a step towards skilled employment and so they are closely linked to industry and its skills needs. Courses are delivered in a wide range of subjects, such as business studies, childcare, community care, computers, horticulture, multimedia production, sport and leisure and tourism. The courses generally lead to qualifications at NFQ levels 5 and 6. PLC courses are full-time and last for one to two years. There may be a contribution fee depending on your situation and you can contact Student Universal Support Ireland (SUSI) to find out if you qualify for a grant.

Find out about PLCs through the Adult Education Guidance and Information Service based in your local ETB contacts on [page 52](#).

## Youthreach - Full-time

Youthreach is a programme for young people aged 15 to 20, who left school early and are not working. Learners are supported to develop individual learning plans aimed at increasing their self-esteem, skills and knowledge and ability to get a job. Youthreach programmes lead to awards typically at levels 3 and 4 on the National Framework of Qualifications (NFQ). Depending on the centre, Youthreach may offer Quality and Qualifications Ireland (QQI) accredited, Junior Certificate or Leaving Certificate Programmes. Youthreach is a full-time programme, which usually take place over two years.

Find out about Youthreach through the Adult Education Guidance and Information Service based in your local ETB, contacts on [page 52](#) or on [www.youthreach.ie](http://www.youthreach.ie)

## Traineeships - Full-time

Traineeships provide job-specific training and combine formal classroom training and workplace coaching with a host employer. Traineeships are full-time and usually take 4-9 months to complete. All programmes lead to an award at levels 4-6 on the NFQ or another awarding body. There are a wide range of traineeships on offer including Hairdressing and Aircraft Maintenance.

## Back to Education Initiative (BTEI) - Part-time

BTEI is designed for learners who need to balance their return to learning with family, work and other commitments. Courses are offered on a flexible part-time basis throughout the year. Courses lead to a range of accreditation at levels 1-6 on the National Framework of Qualifications (NFQ). Priority will be given to those who do not have a Leaving Certificate.

## Specialist Training Providers (STPs) – Full-time

STPs offer a range of flexible training programmes for people with disabilities. Courses are generally one to two years in duration, and lead to accreditation at levels 1-6 on the NFQ. Courses include Information and Communications Technology (ICT) and Vocational Multi Skills. Additional support may be provided such as adapted equipment and transport arrangements for a person with a disability.

## Community Training Centres (CTCs) – Full-time

CTCs provide training and education for early school leavers, primarily aged between 16 and 21. All programmes offer personal and social skills development along with vocational training. Courses are generally one year in duration, are full-time and lead to major awards on the NFQ at levels 3 and 4. Examples of programmes offered include employability skills and communications skills.

## Local Training Initiative Programmes (LTIs) – Full-time

LTIs provide project based training and work experience for people who are 18-35 years, unemployed and who are finding it difficult to gain employment. These programmes are run locally by community groups and offered all year round. Training on LTIs lead to awards on the NFQ at levels 3, 4 and 5.

Find out about these programmes through your local Adult Education Guidance and Information Service based in your local ETB, contacts on [page 52](#).

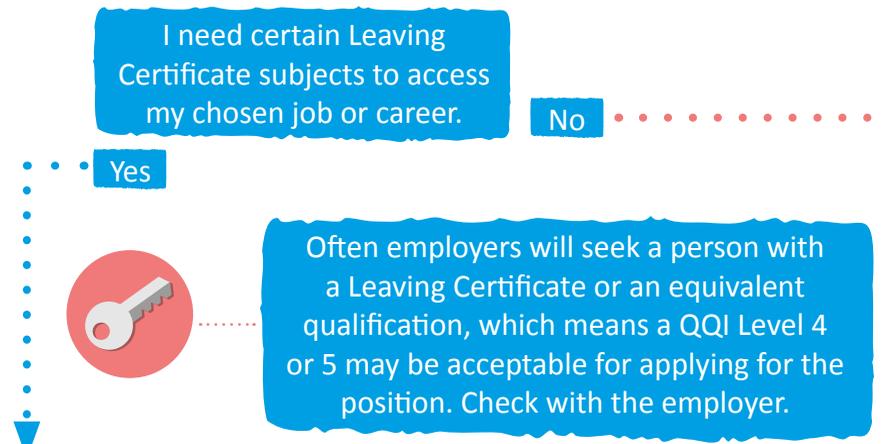
“When I came to Youthreach I could be the real me with no labelling or stereotyping.”

**Youthreach Learner**

# Do I need my Leaving Certificate



## I want to get a job



## I want to do the leaving Certificate because it's a personal goal



## What are my Leaving Certificate options?

**Find Leaving Certificate Subjects**

Search [www.qualifax.ie](http://www.qualifax.ie) to find out if the subject(s) you require are on offer. If not, there are a number of private colleges that offer the Leaving Certificate programme or you may consider applying as an external applicant.

Contact the Adult Education Guidance and Information Service based in your local ETB, contacts [page 52](#).

**External Applicant**

External applicants must get permission from a school authority to sit the exam at their chosen venue. External candidates register for the exam by using the online application form. Visit [www.examinations.ie](http://www.examinations.ie)

**Finding A Course**

To search for Leaving Certificate courses visit: [www.fetchcourses.ie](http://www.fetchcourses.ie)

**Advice**

For advice on Leaving Certificate options: Contact the Adult Education Guidance and Information Service based in your local ETB, [page 52](#).

**Programmes offering Leaving Certificate**

VTOs and BTEI Programmes often offer Leaving Certificate courses for those in receipt of social welfare payments.

Contact the Adult Education Guidance and Information Service based in your local ETB, [page 52](#).



# I want to upskill for work

## I am working

### Skills for Work

If you are employed or an employer but you would like to improve your education or skills to help you in work you may be able to do a course through the Skills for Work programme.

#### Skills for Work:

- Offers a workplace programme helping employees with basic skills such as communications and basic IT
- Offers courses up to NFQ level 3 that are delivered by the ETBs
- Offers this programme to those over 18 years of age and not in full-time second level education
- Please contact your local ETB Skills for Work Co-ordinator

 01 452 9600

 [www.skillsforwork.ie](http://www.skillsforwork.ie)

### Springboard+

Some Springboard courses are now open to those in employment.

 [www.springboardcourses.ie](http://www.springboardcourses.ie)

### Skillnet Ireland

Skillnet can help you develop your career by providing specific training to help you with new challenges and changes in your job, as well as gaining new qualifications and skills.

#### Skillnet Ireland:

- Supports and works with businesses in Ireland to address their current and future skills needs
- Funds groups of companies in the same region/sector, and with similar training needs, with over 60 learning networks nationwide
- Supports employers (who are part of these networks) to provide training
- Courses are subsidised so your employer will pay a reduced rate for your training
- Courses are available from NFQ levels 3-9, as well as industry-accredited

 01 207 9630

 [www.skillnetireland.ie](http://www.skillnetireland.ie)

## I am not working

### Vocational Training Opportunities Scheme (VTOS)

If you are unemployed and would like to get back into the workforce the VTOS Scheme provides a wide range of courses.

#### VTOS courses:

- Help participants to improve their level of education, gain certification, develop their skills and prepare for employment and further education and training
- Lead to a range of awards from levels 3- 6 on the NFQ including the Junior and Leaving Certificate
- Delivered over two academic years on a full-time basis
- Find out if you are eligible by contacting your local ETB

Find contact details for the Adult Education Guidance and Information Service based in your local ETB on  page 52.

### Skillnet Ireland

If you are unemployed, and want training to improve your skills and career prospects, Skillnet can help.

#### Skillnet Ireland:

- Provide access to training and skills in demand as well as networking opportunities
- Provide combined training and work placement through a Job-Seekers Support Programme (JSSP)

 01 207 9630

 [www.skillnetireland.ie](http://www.skillnetireland.ie)

### Community Employment

The Community Employment (CE) scheme offers long-term unemployed people training and work experience in jobs based in local communities.

CE schemes are open to people in receipt of certain social welfare payments.

CE Scheme vacancies are listed on:

 [www.jobsireland.ie](http://www.jobsireland.ie)

For more information contact your local Intreo centre.

### Intreo/Department of Social Protection

Employment Support Services are offered through Intreo centres and through contracted services by Local Employment Services (LES) and Jobs Clubs.

#### Intreo:

- Offers a one-stop shop for all employment and income supports, offering job-seeking advice, information on vacancies and income supports
- Offers expert help and advice on training and personal development opportunities

 [www.welfare.ie](http://www.welfare.ie) or call into your local Intreo Centre

 [www.localemploymentservices.ie](http://www.localemploymentservices.ie) (Local Employment Service or Jobs Clubs)

### Springboard +

The Springboard+ initiative in third level education offers free courses at certificate, degree and masters leading to qualifications in areas where there are employment opportunities in the economy. Courses are open to people in employment, unemployed and previously self-employed people and homemakers.

 [www.springboardcourses.ie](http://www.springboardcourses.ie)

### National Learning Network (NLN)

NLN offers a range of courses for jobseekers who need extra help.

 1890 283 000

 [www.nln.ie](http://www.nln.ie)

## I want to learn English

If you need help with your English language skills there are many options available:

English Courses	Contact
English for Speakers of other Languages (ESOL)	Contact the Adult Education Guidance and Information Service based in your local ETB,  page 52 SPIRASI offer 4 levels to learners and classes are free of charge.  01-838 9664  <a href="http://www.spirasi.ie">www.spirasi.ie</a>
Free conversational English classes for migrants (Fáilte Isteach)	 046 955 8497  <a href="http://www.thirdageireland.ie/failte-isteach">www.thirdageireland.ie/failte-isteach</a>
Free online English language courses including Conversational English and Writing English	 <a href="http://www.alison.com">www.alison.com</a>
Improve your reading, writing and spelling of the English language online	NALA's Freephone  1800 20 20 65 or  Freetext 'LEARN' to 50050 or  <a href="http://www.takethefirststep.ie">www.takethefirststep.ie</a>
Basic English, reading, writing and spelling	The Services Industrial Professional and Technical Union (SIPTU) Members Only on  01 858 6311
Conversation exchanges in your local library helps you practise your language skills with native speakers through conversation	 <a href="http://www.askaboutireland.ie">www.askaboutireland.ie</a> or call into your local library: <a href="http://www.librariesireland.ie">www.librariesireland.ie</a>

## I want to do an apprenticeship

### Apprenticeships

If you would like to work, while also getting a qualification, an apprenticeship may be a good option. There are a variety of apprenticeships on offer from traditional crafts (Carpentry, Electrical, Toolmaking, and Motor) to new apprenticeships in Insurance Practice and Industrial Electrical Engineering. The new apprenticeships are very flexible and range from two to four years. Traditionally, an apprenticeship received a NFQ level 6 award but newer apprenticeships are offered from levels 5 to 9 on the NFQ.

Apprenticeships are managed by SOLAS. Craft apprenticeships are a partnership between employers, trade unions and training providers.

### What do I need to become an apprentice?

Depending on the apprenticeship there will be different entry requirements:

- At least Junior Certificate (or equivalent) but many require Leaving Certificate (or equivalent)
- For some craft apprenticeships you will be required to pass a colour vision test
- A pre-apprenticeship course or at least three years' relevant work experience approved by SOLAS, may also be considered

- You must be employed in your chosen occupation with an approved employer. A bursary is available to employers who recruit females into designated apprenticeships

### How do I apply?

Search for an apprentice position on  [www.jobsireland.ie](http://www.jobsireland.ie) or contact the apprenticeship section in your local Education and Training Board.

Visit  [www.apprenticeship.ie](http://www.apprenticeship.ie) for contact details.

## I want to do an online course

If you want to learn from home there are many options available. An online course means you receive course materials and teaching online such as live lectures and for those which are fully online there is no requirement to attend class. If you would like a mixture of both online and class room based learning there are also many blended learning options available.



It may be useful to contact your **Adult Education Guidance and Information Service** based in your local ETB, contact details on  page 52 to discuss the online learning options available.

### Further Education Options

[www.ecollege.ie](http://www.ecollege.ie) offers a range of online courses from web and graphic design to project management. Courses are offered all year round and use both written and video lessons along with the support of a full time eTutor. At the end of the course you sit an exam to get an industry recognised certificate. Courses are offered by SOLAS and are free to jobseekers and on a fee basis to other individuals. If you are a jobseeker contact your local Intreo office to get registered. If you are a fee-paying client visit  [www.ecollege.ie](http://www.ecollege.ie) for pricing and enrolment.

 Freephone: 1800 855 831

 [www.ecollege.ie](http://www.ecollege.ie)

### Improve your Reading, Writing and Number Skills

NALA offer a distance learning service to help you improve your basic skills online.

 [www.writeon.ie](http://www.writeon.ie)

### Third Level Options

Many third level institutions also offer accredited (at certificate, degree, or postgraduate) online courses, most of these courses are offered part-time. Most have a specific online learning website which gives useful information on the courses offered and what is required so check out their individual website.

 [www.qualifax.ie](http://www.qualifax.ie)

### Free Non-Accredited Courses

If you want to try online learning without any cost or commitment, then look for a MOOC (Massive Open Online Course) which is a free online learning experience.

 [www.qualifax.ie](http://www.qualifax.ie)

 [www.distancelearningireland.com](http://www.distancelearningireland.com)

## I want to get a qualification for my previous learning or work experience

Recognition of Prior Learning (RPL) is learning or work experience that you have built up over the years outside of the classroom. This learning may have taken place formally, through a further or third level education provider or informally or non-formally through work/life experiences. Certificates, photographs of your work or letters from your employer are examples of ways which you can show how you have met the learning outcomes required for your new course of study.

Some Further Education and Training (FET) and third level providers have RPL policies and procedures in place, but these can vary. It is best to speak with your course provider regarding their RPL procedures.

Contact your FET providers on  page 52 or third level contacts on  page 49.

## I want to volunteer

If you want to take part in non-formal learning, volunteering can help you develop life skills such as team work, creativity and initiative. There are many ways to volunteer and thousands of organisations across Ireland looking for help. If you are interested in becoming a volunteer you can find opportunities near you by searching on the Volunteer Ireland website.

 01 636 9446

 [www.volunteer.ie](http://www.volunteer.ie)

If you are between 17 and 30 years of age and would like to volunteer in another country the European Voluntary Service (EVS) provides support and funding for young people to spend some time doing voluntary work in another country.

 01 887 1210

 [www.eurodesk.ie](http://www.eurodesk.ie)

# I want to study at third Level. What steps should I take?

Adult learners can take part in third level education in a number of ways. Adults who would like to do an undergraduate course (certificate or degree) for the first time, or to upskill by doing a new course, can apply as a mature student applicant to any third level education institution.

A mature student is someone who is aged 23 or over on 1st January in the year of entry to a full-time undergraduate course. Many third level institutions also offer part-time courses, continuing professional development (CPD) courses and postgraduate courses, all of which are open to adult learners.

## Step 1: Seek Guidance

Guidance can help people make the right learning choices. Some third level institutions have a pre-entry educational guidance service that you may be able to access or you can contact your local Adult Education Guidance and Information Service based in your local ETB.

Contact details are on  page 52 of this information booklet.



**Mature student applicants do not apply through the 'points' system, and may not need to have completed the Leaving Certificate. Applications are based on life experience and academic achievement.**

## Step 2: Research Your Choices

Before making an application you should spend time researching different programmes of interest, including the subjects that are taught, whether there are specific entry requirements and what career options are available afterward. As a mature student you generally do not need to have completed a Leaving Certificate. However some programmes may specify certain Leaving Certificate subjects as part of their entry criteria. You can search for third level courses on  [www.qualifax.ie](http://www.qualifax.ie), and then contact the institution directly to request a prospectus.

Contact details for each institution are on  page 49 of this information booklet.

## Step 3: Attend an Open Day

Most third level institutions have open days or information sessions especially in September, October and January. These events will give you an opportunity to look around the college, meet teaching and support staff and learn about the programmes available. To find out what open days are taking place visit  [www.onestepup.ie](http://www.onestepup.ie).

## Step 4: Complete a Pre-College Course

Access or Foundation courses are designed for those who have been away from formal education for a number of years but would like to return. These courses help mature students to develop core skills to pursue a third level education such as study skills and computer skills. Some access courses also cater for students from disadvantaged backgrounds who are not necessarily mature students.

Third level contacts are listed on  page 49.



**Post Leaving Certificate (PLC) courses can provide a very useful progression route into Third Level courses.**

## Step 5: How to Apply

- To submit an application as a mature student for most full-time undergraduate courses you must apply online through the Central Applications Office (CAO) before the 1st February, otherwise most third level education institutions **will not** consider you as a 'mature student' even if you apply using the 'Late Application' or 'Change of Mind' forms
- To request a copy of the CAO handbook visit  [www.cao.ie](http://www.cao.ie) or call  091 509 800. The handbook gives advice on whether to apply through the CAO or directly, and by what date you should submit your application
- Before applying you should visit  [www.cao.ie/mature](http://www.cao.ie/mature) for mature applicants
- Mature applicants must tick 'Mature Applicant' and provide additional information such as a statement of interest, experience, and hobbies/interest
- Most third level institutions will interview mature applicants
- Application fees apply but a discount is available if you apply early
- Decisions on offers of places to mature applicants are normally made in early July
- Visit Mature Students Ireland (MSI)  [www.maturestudents.ie](http://www.maturestudents.ie)

# I want to study at third Level. What steps should I take?

## Step 6: Research the Cost and Funding

Going back to third level may involve costs, depending on the course you choose and the location, for full time students there are two types of fees:

### 1. Tuition Fees

Tuition fees vary depending on the course, the institution and whether you are an EU or non-EU student. If you are an Irish or EU national, or have been granted Refugee status attending full-time third level education for the first time you may be entitled to the Free Fees Initiative which covers the majority of full-time undergraduate programmes. The course must be at least two years and offered by one of the main third level institutions in Ireland. For more information and to find out if you qualify visit:

 [www.studentfinance.ie](http://www.studentfinance.ie)

### 2. Student Contribution Fee

A full time student is required to pay a student contribution fee to cover various student services such as examination fees. Eligible students may apply to the Student Universal Support Ireland (SUSI) to cover this fee. The maximum rate of the student contribution fee for the academic year 2018/2019 is €3,000.

 [www.susi.ie](http://www.susi.ie)

### Other Factors - Cost of Living

As a mature student, you need to consider the cost of living while attending full time education for more information on For more information and support around this, you can contact your local Adult Education Guidance and Information Service based in your local Education and Training Board (ETB). Contact details on  page 52.

# What third level access supports are available?

## Students with a disability

If you are under 23 years and your disability impacted your second level education, then you may be able to apply for Disability Access Route to Education (DARE). DARE offers reduced points places to eligible school leavers. To qualify for DARE you must meet both the DARE evidence of disability criteria and DARE educational impact criteria. Mature students and students applying on the basis of Further Education and Training (FET) results have different admission routes.

 091 509 800 (CAO Helpdesk)

 [www.accesscollege.ie](http://www.accesscollege.ie)

## Students from disadvantaged backgrounds

If you are under 23 years and from a socio-economically disadvantaged background living in Ireland you may be able to avail of the Higher Education Access Route (HEAR). This scheme offers places on reduced points and extra college support. Applications to HEAR can only be made online through the CAO. Mature students and students applying on the basis of Further Education and Training (FET) results have different admission.

 091 509 800 (CAO Helpdesk)

 [www.accesscollege.ie](http://www.accesscollege.ie)

# Where can I find a list of open days?

Many course providers hold open days to show the range of courses they have on offer. These open days are a great opportunity to find out about courses, take a tour of the college or centre, and speak to a tutor. Although open days can be held at any time of year, many colleges and centres host events in September or January. The One Step Up website has a calendar of events.

 1800 303 669

 [www.onestepup.ie](http://www.onestepup.ie) to find an event near you



# What other supports are available?

If you are returning to education but you need extra support there are a number of options available.

## Childcare

If you are taking part in a FET course you may be eligible for financial assistance with childcare. Check with your local Education and Training Board (ETB) to find out what options are available. Childcare support schemes are available in Tusla registered childcare services, including registered childminders. For more information on affordable childcare and a list of contacts for your local City or County Childcare Committee visit the website below

 [www.affordablechildcare.ie](http://www.affordablechildcare.ie)

## Transport

If you live in a rural area and need transport to get to and from a centre check with Local Link which offers public transport services in local and rural areas of Ireland. Visit:

 [www.locallink.ie](http://www.locallink.ie) for contact details of your nearest Local Link or Rural Transport Group.

## Supports for migrants, refugees and asylum seekers

The EPIC programme helps immigrants to find employment or further training. EPIC also run the RISE programme which is suitable for recently arrived refugees or refugees who have been in Ireland for longer but have not worked for a long time, and for asylum seekers who are eligible for work permits.

 01 874 3840

## Support for people with disabilities

AHEAD (Association for Higher Education Access and Disability) provides:

- DisAbility Access interactive map including information on college applications and preparing for college life

 01 714396

 [www.ahead.ie/accessmap](http://www.ahead.ie/accessmap)

- AHEAD also provide The WAM (Willing Able Mentoring) programme offers graduates with disabilities the chance to take up mentored work placements in companies

 01 716 8844

SMS: 086 739 9971

 [www.ahead.ie/wam](http://www.ahead.ie/wam)

- The National Learning Network offer flexible training programmes and support for people who need specialist support

 1890 283 000

 [www.nln.ie](http://www.nln.ie)

## Dyslexia

The Dyslexia Association of Ireland (DAI) has a useful website where you can read or listen to information on services for people affected by dyslexia.

 01 877 6001

 [www.dyslexia.ie](http://www.dyslexia.ie)

## Mental Health

The National Learning Network (NLN) offers a range of flexible courses and supports for people who need extra help.

 1890 283 000

 [www.nln.ie](http://www.nln.ie)

## One Parent Families

One Family offers supports to one parent families with a wide range of financial supports including accredited courses and a career clinic for one-parent families.

 01 662 9212

 [www.onefamily.ie](http://www.onefamily.ie)

## Older People

Age Action provides:

- One-to-one training on computers, tablets and smartphones to people over the age of 55

- Supports University of the 3rd Age (U3A) groups with developing their own learning programmes. Members devise their own schedule of talks and activities

 01 475 6989

 [www.ageaction.ie](http://www.ageaction.ie)

## Welfare Rights

The Irish National Organisation of the Unemployed (INOU) provides information on welfare rights and welfare to work information to the unemployed.

 01 856 0088

 [www.inou.ie](http://www.inou.ie)

## Employment Support Services

Intreo offers a single point of contact for all employment and income supports for people who are unemployed contact your local Intreo office. There are conditions attached to keeping welfare payments while taking courses which you need to be aware of, you can also contact the Adult Education Guidance and Information Service contact on  page 52.

 [www.welfare.ie](http://www.welfare.ie)



# I need help with funding

## Student Universal Support Ireland (SUSI) – Full-time study in further or third level

SUSI (Student Universal Support Ireland) provides financial support to eligible students in the form of maintenance grants and/or fees (or student contribution, where applicable).

Where the student is pursuing an approved full-time education in further education (Post Leaving Certificate courses), third level education, postgraduate studies and also in some cases to students who wish to study outside of the Republic of Ireland.

Further Education	Third Level Education		
Post Leaving Certificate	Degrees	Postgraduate	Outside the Republic of Ireland
If you are attending full-time further education (Post Leaving Certificate courses) you can apply for a maintenance grant. The value of this grant is determined by the level of reckonable income in the household for the previous year and the distance travelled from home to college (more or less than 45km). <b>It should be noted that those in receipt of a Back to Education allowance from the Department of Social Protection are not eligible for a SUSI maintenance grant.</b>	If you are attending third level education and you qualify for the maintenance grant, the fees/student contribution may also be covered, whichever applies to the student. For mature students going back to study, <b>it should be noted that those in receipt of a Back to Education allowance from the Department of Social Protection are not eligible for a SUSI maintenance grant.</b>	Eligible students at postgraduate level receive a contribution towards the cost of the postgraduate fees and from the beginning of the 2017/18 academic year, postgraduate students qualifying for the Special Rate of grant from SUSI may receive a maintenance grant.	Eligible students attending approved courses/institutions outside of the Republic of Ireland, at undergraduate level <u>only</u> , receive a maintenance grant from SUSI. There is no funding available towards fees, further education or postgraduate education (except for some courses in four institutions in Northern Ireland) for students studying outside the State.



## How to apply

- Make an application through  [www.susi.ie](http://www.susi.ie)
- Self-assess using the 'Eligibility Reckoner' on the home page of SUSI's website
- Find out if you qualify for a student grant before making an application
- Set up your own online SUSI account creating a username, password and PIN code
- Enter your own Personal Public Service (PPS) number and those of your parents/spouse etc
- Track the progress of your application

## Full-time study for those unemployed - Back to Education Allowance (BTEA)

If you are unemployed, parenting alone or have a disability and you are getting certain welfare payments, you may be able to take part in a second or third-level education course and get a Back to Education Allowance (BTEA). This means:

- ✓ You can keep your social welfare payment and return to approved full-time courses
- ✓ You must be progressing in your education
- ✓ You will not qualify if you have a post graduate qualification
- ✓ To find out if you qualify contact the Adult Education Guidance and Information Service based in your local ETB, contacts on  page 52 or local Intreo Centre

 [www.welfare.ie](http://www.welfare.ie)

 [www.studentfinance.ie](http://www.studentfinance.ie)

## Part-time study for those unemployed - The Part-Time Education Option (PTEO)

If you are unemployed you may be able to keep your Jobseeker's Allowance or Jobseeker's Benefit and attend a part-time day or evening course of education or training. If you are offered work while on the course you will be expected to accept the job offer. You can be any age and may be unemployed for any length of time before starting a part-time course of education. To find out if you qualify contact your Intreo centre or social welfare office.

 [www.welfare.ie](http://www.welfare.ie)



**If you receive a social welfare payment there are criteria applied to part-time and full-time study which must be adhered to in order to keep your social welfare payment.**

# I need help with funding

## Part-time study for those employed

There is currently no funding available for part-time education for those employed.

Find contact details for the Adult Education Guidance and Information Service based in your local ETB on page 52 or your local Intreo Centre or [www.welfare.ie](http://www.welfare.ie)

## Tax Relief

Tax relief is available for tuition fees paid for approved courses in Irish third level institutions. It is available to repeat, postgraduate and part-time students. A list of approved courses and colleges can be found on the revenue website.

[www.revenue.ie](http://www.revenue.ie)

[www.studentfinance.ie](http://www.studentfinance.ie)

# Funding supports available



## Disadvantaged

### The Society of Saint Vincent de Paul

Offers a Higher Education and Training Bursary for people living in disadvantaged circumstances. The application process varies depending on where you live. Contact your regional office for more information.

[www.svp.ie](http://www.svp.ie)

01 884 8200

### The Student Assistance Fund

The Student Assistance Fund provides financial assistance for students in higher education who are experiencing financial difficulties whilst attending college.

Contact your third level institution see page 49.

### 1916 Bursary Fund

This Fund will close in 2020. Contact the access office of the institution in which you hope to study.

## Area Based

### Dublin Port Company Scholarship

Offers support for school leavers or mature students hoping to study at third-level.

01-887 6000

### Local Area Partnerships

Check with your Local Area Partnership at:

[www.ildn.ie](http://www.ildn.ie)

# Funding supports available

## Mature Students

### **NUI Galway Mature Student Scholarship**

Supports the entry of mature students to its full-time undergraduate degree programmes. The scholarships will be awarded to qualifying adults for the first year of the degree programme.

 091 495 999

### **Irish Tax Institute**

Offers a third level scholarship to Leaving Certificate and Mature Students interested in a career in tax.

 [www.taxinstitute.ie](http://www.taxinstitute.ie)

### **Uversity Higher Education Scholarships for Adult Learners**

U-versity's scholarships aim to remove the financial barriers to pursue a bachelor's degree for the first time for students over 23.

 [u-versity.eu/](http://u-versity.eu/)

## Credit Unions

The Credit Union Plus Member Scholarship Scheme is open to applicants who have been a member of a credit union for 3 years.

 [www.creditunionplus.ie/scholarship-scheme/](http://www.creditunionplus.ie/scholarship-scheme/)

Local branches may offer financial supports for education in their catchment areas for students studying at various levels of further and third level education; these can be in the form of loans, grants or bursaries.

 [www.creditunion.ie](http://www.creditunion.ie)

## Other Groups

### **Education and Development Support Scheme (SIPTU)**

Offers members the opportunity to complete a second level or third level award. To qualify you must be a member for at least one year.

 01 858 6498

### **Fund for Students with Disabilities**

If you have a disability and are attending a full-time further or third level education course you may qualify for this fund. The fund supports students studying at PLC level up to doctoral level. Contact the designated person/Disability or Access Officer in your college, contacts on  page 49.

## Postgraduate

### **North/South Scholarships**

Offers students from the Republic of Ireland and Northern Ireland the opportunity to cross the border to take a postgraduate course and experience life in the other Irish jurisdiction. This is offered by Universities Ireland.

 +44 (0)28 3751 5292

### **UCD Michael Smurfit Graduate Business School**

Offers the Aspire scholarship for those who wish to study at the UCD Smurfit School.

 [www.smurfitschool.ie](http://www.smurfitschool.ie)

### **Maynooth University**

Offers a number of postgraduate scholarships including the John and Pat Hume Doctoral Awards Scheme.

 01 708 6018

### **Third Level Institutes**

 Ask your third level contact if they are aware of funding support see contacts on page 49.

## Asylum Seekers or Refugees

### **The Irish Refugee Education Fund**

This Irish Refugee Education Fund aims to financially assist people in the asylum process in accessing further education.

 [www.irishrefugeecouncil.ie](http://www.irishrefugeecouncil.ie)

 01 764 5854

If you are an asylum seeker or refugee a number of third level institutions offer scholarships.

 For more information contact your third level institution Access Office. See page 49.

# Some organisations that offer community education

## C

### Carlow

St. Catherine's Community Services Centre

☎ 059 913 8700

### Cavan

Bailieborough Development Association

☎ 042 969 4716

### Clare

Clare Local Development Company

☎ 065 686 6800

Clare Women's Network

☎ 065 682 8731

### Cork

IRD Duhallow Ltd - Community Based Rural Development Company

☎ 029 606 33

Mayfield Arts Centre

☎ 021 453 0434

Meitheal Mara - Community Boatyard Cork

☎ 021 431 6813

South and East Cork Area Development Partnership (SECAD) Ltd

☎ 021 461 3432

The Social and Health Education Project (SHEP)

☎ 021 466 6180

The Lantern Project, Nano Nagle Place

☎ 086 174 6374 / 086 023 6442

## D

### Donegal

Craoibhin Community Enterprise Centre

☎ 074 911 9988

Mevagh Family Resource Centre

☎ 074 915 5055



## D

### Dublin

Active Senior IT Society, Dublin 6W

☎ 01 490 3237

Addiction Response Crumlin

☎ 01 411 3222

ACE (Adult Community Education) Network

☎ 01 296 3691

An Cosán - Community Education Centre, Tallaght

☎ 01 462 8488

An Cosán Virtual Community College

☎ 01 534 1847

Ballyfermot and Chapelizod Partnership

☎ 01 623 5612

Ballyfermot STAR Realt Nua Education and Training Project

☎ 01 612 0950

Empower

☎ 01 820 9550

Clondalkin Addiction Support Programme (CASP)

☎ 01 616 6750

CEEDS - Clondalkin

☎ 01 623 3629

Community After Schools Project

(CASPr) – North Inner City

☎ 01 836 6364

Community Awareness of Drugs (CAD), Dublin 1

☎ 01 878 3656

Dundrum Adult Training and Education (DATE)

☎ 01 296 4322

Dublin 8 Community Education Centre (D8CEC)

☎ 01 405 4906

Down Syndrome Ireland

☎ 01 426 6500

Dublin Adult Learning Centre, Dublin 1

☎ 01 878 7266

## Some organisations that offer community education

D

Dublin Institute of Technology – Access and Civic Engagement

 01 402 7616

Dublin Simon Community

 01 635 4884

Dublinia Heritage Centre – Culture and Heritage Studies

 01 679 4611

Exchange House Ireland National Travellers Service

 01 872 1094

Henrietta Adult and Community Education Service (HACE), Dublin 1

 01 887 4129

KLEAR Adult Education Centre, Dublin 5

 01 867 1845

Larkin Unemployed Centre, Dublin 3

 01 836 5544

Loreto Centre Crumlin

 01 454 1078

Lourdes Youth and Community Services Ltd, Dublin 1

 01 836 3416

Matt Talbot Community Trust

 01 626 4899

Mercy Family Centre, Dublin 8

 01 454 3713

The National Collective of Community Based Women's Networks (NCCWN)

 085 131 2983

Near Media Co-op - Not For Profit Community Media Project

 01 867 1190

North Wall Community Development Project

 01 836 5399

D

One Family - Supporting One Parent Families

 01 662 9212

Partners Training for Transformation, Dublin 12

 01 406 7588

The People's College for Continuing Education and Training, Dublin 1

 01 873 5879

Quarryvale Family Resource Centre, Dublin 22

 01 626 9151

RADE (Recovery through Art, Drama and Education), Dublin 8

 01 454 8733

Ruhama - Supporting Women Affected by Prostitution

 01 836 0292

SAOL Project - Supporting Women Affected by Addiction and Poverty, Dublin 1

 01 855 3391

Soilse - Addiction Recovery Rehabilitation Service, Dublin 7

 01 872 4535

South Dublin County Partnership

 01 464 9300

SPIRASI (Spiritan Asylum Services Initiative)

 01 8389664

Southside Women's Action Network (SWAN)

 01 282 5932

St Andrew's Resource Centre, Dublin 2

 01 677 1930

TARGET (Trinity Adult Resource Group for Education and Training), Dublin 13

 01 867 1967

Urrús Training (drug and alcohol addiction related training), Ballymun

 01 846 7980

Warrenmount Community Education Centre, Dublin 8

 01 454 2622

# Some organisations that offer community education

## G

### Galway

Blue Teapot Theatre Company

☎ 091 520 977

Enterprising Athenry ADC

☎ 091 845 422

Society of St Vincent De Paul - Croí na Gaillimhe

☎ 091 895 203

## K

### Kildare

Maynooth University, Centre for Adult & Community Education

☎ 01 708 6062

### Kilkenny

KCAT Arts Centre

☎ 056 775 5115

Kingsriver Community - Residential and Day Programmes for Adults with A Variety of Support Needs

☎ 056 772 8234

## L

### Leitrim

About Hygiene: Food Safety and Hygiene Training

☎ 071 964 5111

### Limerick

Hospital Family Resource Centre

☎ 061 383 884

Limerick Community Education Network

☎ 087 764 2659

Northside Family Resource Centre

☎ 061 326623

### Longford

Longford Women's Link

☎ 043 334 1511

## M

### Mayo

Mayo Abbey Training Centre

☎ 094 936 5987

### Monaghan

Blayney Blades Women's Group

☎ 042 975 3410

## O

### Offaly

Acorn Midlands Education and Training Service

☎ 046 9732854

Ballycommon Telework and Training Centre

☎ 057 935 3177

## R

### Roscommon

Croghan Organic Gardens

☎ 071 966 8963

Roscommon Women's Network

☎ 094 962 1690

## T

### Tipperary

Knockanrawley Resource Centre

☎ 062 526 88

Spafield Family Resource Centre

☎ 062 636 22

## W

### Waterford

Brill Family Resource Centre

☎ 051 350 100

Men's Development Network

☎ 051 844 260

Waterford Women's Centre: Access 2000

☎ 051 351 918

### Westmeath

Killucan Area Services CLG

☎ 044 937 4725

# Some organisations that offer community education

## W

South Westmeath Employment, Education & Training Services (SWEETS)

 057 933 2030

Transformative Recovery College

 085 143 0909

Women's Community Projects (Mullingar)

 044 934 4301

## Wexford

ACCESS 2000 Wexford Ltd

 053 912 1200

Community Training and Education Centre (CTEC)

 053 912 1036

Southwest Wexford Family Resource Centre

 051 389 418

## Wicklow

Bray Family Resource and Development Project

 01 286 7644

Bray Travellers Community Development Group

 01 276 2075

Carnew Training and Development Centre

 053 942 6555

Greystones Family Resource Centre

 01 255 7528

## N

## Nationwide

Age Action Ireland

 01 475 6989

Age and Opportunity

 01 805 7709

Active Retirement Ireland

 01 873 3836

Congress Centres Network (ICTU)

 01 889 7704

## N

## Nationwide

Epilepsy Ireland

 01 455 7500

Focus Ireland

 01 878 6514

Irish Men's Sheds Association

 01 891 6150

Irish National Organisation of the Unemployed

 01 856 0088

Irish Yoga Association

 01 493 4672

National Learning Network

 1890 283 000

The Open Training College

 01 298 8544

The National Collective of Community Based Women's Networks (NCCWN)

 085 131 2983

Yoga Therapy Ireland

 01 235 2120

# Third Level Contacts for Access or Mature Students Officers

## A

### Antrim

Open University, Belfast

+44 22 90 2450 25

University of Ulster

048 903 66547

Queens University Belfast

048 909 73838

## C

### Carlow

Institute of Technology Carlow

059 917 5603

### Cork

Cork Institute of Technology

021 433 5109

University College Cork

021 490 1873

## D

### Donegal

Letterkenny Institute of Technology

074 918 6175

### Dublin

American College

01 676 8939

Dublin City University

01 700 6987

TU Dublin - Technological University Dublin

01 402 7606

Institute of Art, Technology & Design,  
Dun Laoghaire

01 239 4628

Technical University Dublin Blanchardstown

01 885 1133

## D

Marino Institute of Education

01 805 7752

National College of Art and Design

01 636 4217

National College of Ireland

01 406 0500

Open University, Dublin

01 678 5399

Royal College of Surgeons Ireland

01 402 2237

Royal Irish Academy of Music

01 632 5313

Trinity College Dublin

01 896 1386

University College Dublin

01 716 7542

Technical University Dublin Tallaght

01 404 2173

## G

### Galway

Galway Mayo Institute of Technology

091 742 129

NUI Galway

091 492 695

## K

### Kerry

Institute of Technology Tralee

066 719 1682

### Kildare

Maynooth University

01 708 3307

St. Patricks College Maynooth

01 708 4772

## Third Level Contacts for Access or Mature Students Officers

L

### Limerick

Limerick Institute of Technology

 061 293 130

Mary Immaculate College

 061 204 927

University of Limerick

 061 213 481

L

### Louth

Dundalk Institute of Technology

 042 937 0200 Ext:2

S

### Sligo

Institute of Technology Sligo

 071 930 5381

St. Angela's College

 071 919 5575

T

### Tipperary

Tipperary Institute of Technology

 050 428 152

W

### Waterford

Waterford Institute of Technology

 051 845555

### Westmeath

Athlone Institute of Technology

 090 646 8123

## Adult Education Guidance and Information Service in your local ETB

C

### Carlow

Kilkenny and Carlow ETB

 059 913 3123

 [www.kilkennycarlow.etb.ie](http://www.kilkennycarlow.etb.ie)

### Cavan

Cavan and Monaghan ETB

 049 437 7001

 [www.cavanmonaghan.etb.ie](http://www.cavanmonaghan.etb.ie)

### Clare

Limerick and Clare ETB

 1800 707 077

 [www.learningandskills.ie](http://www.learningandskills.ie)

### Cork - City & East, Mid & West Cork

Cork ETB

 1800 404 141

 [www.cork.etb.ie](http://www.cork.etb.ie)

D

### Cork - City & North & South Cork

Cork ETB

 021 490 7149

 [www.cork.etb.ie](http://www.cork.etb.ie)

### Donegal - Letterkenny

Donegal ETB

 074 917 8088

 [www.donegaletb.ie](http://www.donegaletb.ie)

### Donegal - Donegal Town

Donegal ETB

 074 972 5520

 [www.donegaletb.ie](http://www.donegaletb.ie)

### Dublin - Ballymun (Dublin 5, 9, 13, 17)

City of Dublin ETB

 01 862 3835

 [www.cityofdublin.etb.ie](http://www.cityofdublin.etb.ie)

# Adult Education Guidance and Information Service in your local ETB

## D

### Dublin - Finglas (Dublin 7, 11)

City of Dublin ETB

 01 558 5199

 [www.cityofdublin.etb.ie](http://www.cityofdublin.etb.ie)

### Dublin - Inner City (Dublin 1, 3, 7, 9)

City of Dublin ETB

 01 878 7495

 [www.cityofdublin.etb.ie](http://www.cityofdublin.etb.ie)

### Dublin - Crumlin (Dublin 6W, 8, 10, 12)

City of Dublin ETB

 01 454 7193

 [www.cityofdublin.etb.ie](http://www.cityofdublin.etb.ie)

### Dublin - Ringsend (Dublin 2, 4, 6, 8)

City of Dublin ETB

 01 878 7495

 [www.cityofdublin.etb.ie](http://www.cityofdublin.etb.ie)

### Dublin North West - Blanchardstown

Dublin and Dún Laoghaire ETB

 01 821 2829

 [www.ddletb.ie](http://www.ddletb.ie)

### Dublin South East - Dún Laoghaire - Dundrum

Dublin and Dún Laoghaire ETB

 01 204 3676 / 01 298 9283

 [www.ddletb.ie](http://www.ddletb.ie)

### Dublin North - Swords & Balbriggan

Dublin and Dún Laoghaire ETB

 01 840 8946 / 01 841 7763

 [www.ddletb.ie](http://www.ddletb.ie)

### Dublin South West - Tallaght- Lucan - Clondalkin

Dublin and Dún Laoghaire ETB

 01 451 5733

 [www.ddletb.ie](http://www.ddletb.ie)

## G

### Galway City

Galway and Roscommon ETB

 087 055 2292

 [www.galwayroscommon.etb.ie](http://www.galwayroscommon.etb.ie)

### Galway County

Galway and Roscommon ETB

 091 847 798

 [www.galwayroscommon.etb.ie](http://www.galwayroscommon.etb.ie)

## K

### Kerry

Kerry ETB

 066 712 1300

 [www.kerryetb.ie](http://www.kerryetb.ie)

## Kildare

Kildare and Wicklow ETB

 045 448 512

 [www.kildarewicklow.etb.ie](http://www.kildarewicklow.etb.ie)

## Kilkenny

Kilkenny and Carlow ETB

 056 776 4448

 [www.kilkennycarlow.etb.ie](http://www.kilkennycarlow.etb.ie)

## L

## Laois

Laois and Offaly ETB

 057 867 2963

 [www.laoisoffalyetb.ie](http://www.laoisoffalyetb.ie)

## Leitrim

Mayo, Sligo and Leitrim ETB

 071 962 1371

 [www.mayosligoleitrim.etb.ie](http://www.mayosligoleitrim.etb.ie)

# Adult Education Guidance and Information Service in your local ETB

## Limerick - City

Limerick and Clare ETB

 1800 707 077

 [www.learningandskills.ie](http://www.learningandskills.ie)

## Limerick - County

Limerick and Clare ETB

 1800 707 077

 [www.learningandskills.ie](http://www.learningandskills.ie)

## Longford

Longford and Westmeath ETB

 043 334 7319 / 087 266 9988

 [www.longfordwestmeath.etb.ie](http://www.longfordwestmeath.etb.ie)

## Louth

Louth and Meath ETB

 041 984 2030 / 042 936 4643

 [www.lmetb.ie](http://www.lmetb.ie)

## M Mayo

Mayo, Sligo and Leitrim ETB

 094 903 5814

 [www.mayosligoleitrim.etb.ie](http://www.mayosligoleitrim.etb.ie)

## Meath

Louth and Meath ETB

 1800 991 898

 [www.lmetb.ie](http://www.lmetb.ie)

## Monaghan

Cavan and Monaghan ETB

 047 308 00 / 042 969 0739

 [www.cavanmonaghan.etb.ie](http://www.cavanmonaghan.etb.ie)

## O Offaly

Laois and Offaly ETB

 057 934 9425

 [www.laoisoffalyetb.ie](http://www.laoisoffalyetb.ie)

## R Roscommon

Galway and Roscommon ETB

 087 351 5034 / 087 055 2292

 [www.galwayroscommon.etb.ie](http://www.galwayroscommon.etb.ie)

## S Sligo

Mayo, Sligo and Leitrim ETB

 071 913 8411

 [www.mayosligoleitrim.etb.ie](http://www.mayosligoleitrim.etb.ie)

## T Tipperary - South

Tipperary ETB

 052 613 4105

 [www.tipperary.etb.ie](http://www.tipperary.etb.ie)

## Tipperary - North

Tipperary ETB

 067 32282

 [www.tipperary.etb.ie](http://www.tipperary.etb.ie)

## W Waterford - Waterford City

Waterford and Wexford ETB

 051 302 287

 [www.waterfordwexford.etb.ie](http://www.waterfordwexford.etb.ie)

## Waterford - Waterford County

Waterford and Wexford ETB

 058 48228

 [www.waterfordwexford.etb.ie](http://www.waterfordwexford.etb.ie)

## Westmeath - Athlone

Longford and Westmeath ETB

 086 386 7847

 [www.longfordwestmeath.etb.ie](http://www.longfordwestmeath.etb.ie)

## Westmeath - Mullingar

Longford and Westmeath ETB

 086 386 7954 / 087 125 5541

 [www.longfordwestmeath.etb.ie](http://www.longfordwestmeath.etb.ie)

## Wexford

Waterford and Wexford ETB

 053 915 2067

 [www.waterfordwexford.etb.ie](http://www.waterfordwexford.etb.ie)

## Wicklow

Kildare and Wicklow ETB

 01 276 4638

 [www.kildarewicklow.etb.ie](http://www.kildarewicklow.etb.ie)

# Thanks and Acknowledgements

A special thanks to all who contributed to the development of this booklet:

**John Connell**

*Adult learner*

**Noeleen Watson**

*Adult learner*

**Angela Lambkin**

*Quality and Qualifications Ireland (QQI)*

**Ann Fallon**

*Louth and Meath Adult Education Guidance and Information Service*

**Aoife Mc Cormack**

*Adult Literacy Organisers Association (ALOA)*

**Barry Ryan**

*City of Dublin Education and Training Board (CDETБ) Guidance and Information Service*

**Bernadette Sproule**

*City of Dublin Education and Training Board (CDETБ)*

**Communications Team**

*SOLAS*

**Fiona Lester, eCollege**

*SOLAS*

**Gerard Gallagher**

*Maynooth University Access Programme*

**Graham Doyle**

*Student Universal Support Ireland (SUSI)*

**Jenny Marchant**

*Skillnet*

**Julia Mannion**

*SOLAS*

**Liz Farrelly**

*Intreo*

**Lorraine Gallagher**

*Association for Higher Education Access & Disability (AHEAD)*

**Marian Lynch**

*Skills for Work*

**Martin Grant**

*Rehab Group*

**Mary Butler**

*Kilkenny and Carlow ETB*

**Mary Stokes**

*National Centre for Guidance in Education (NCGE)*

**Mary Walsh**

*Adult Education Officers Association (AEOA)*

**Michelle Kinsella**

*Dyslexia Association of Ireland*

**Rhona McCormack**

*Mature Student Ireland (MSI)*

**Shane Rooney**

*Adult Education Guidance Association of Ireland (AEGAI)*

**Siobhan Kane**

*Caranua*

**Tara O'Brien**

*SOLAS*

[www.onestepup.ie](http://www.onestepup.ie)

Cover photo: Adult learners from The EPIC Programme (AONTAS STAR Award winners in 2017)



**SOLAS**  
learning works



Rialtas na hÉireann  
Government of Ireland



Funded by the  
Erasmus+ Programme  
of the European Union



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



EUROPEAN UNION  
Investing in your Future  
European Social Fund

## For more information contact:

AONTAS

The National Adult Learning Organisation,  
2nd Floor, 83-87 Main Street,  
Ranelagh, Dublin 6, D06 E0H1

**Freephone:** 1800 303 669

**Email:** [mail@aontas.com](mailto:mail@aontas.com)

**Website:** [www.aontas.com](http://www.aontas.com)  
[www.onestepup.ie](http://www.onestepup.ie)

Follow our work on:



Charity Reg: 6719    Company Reg: 80958