

# Courses 2023-2024

## FREE COURSES

For eligible applicants  
Retain full entitlements

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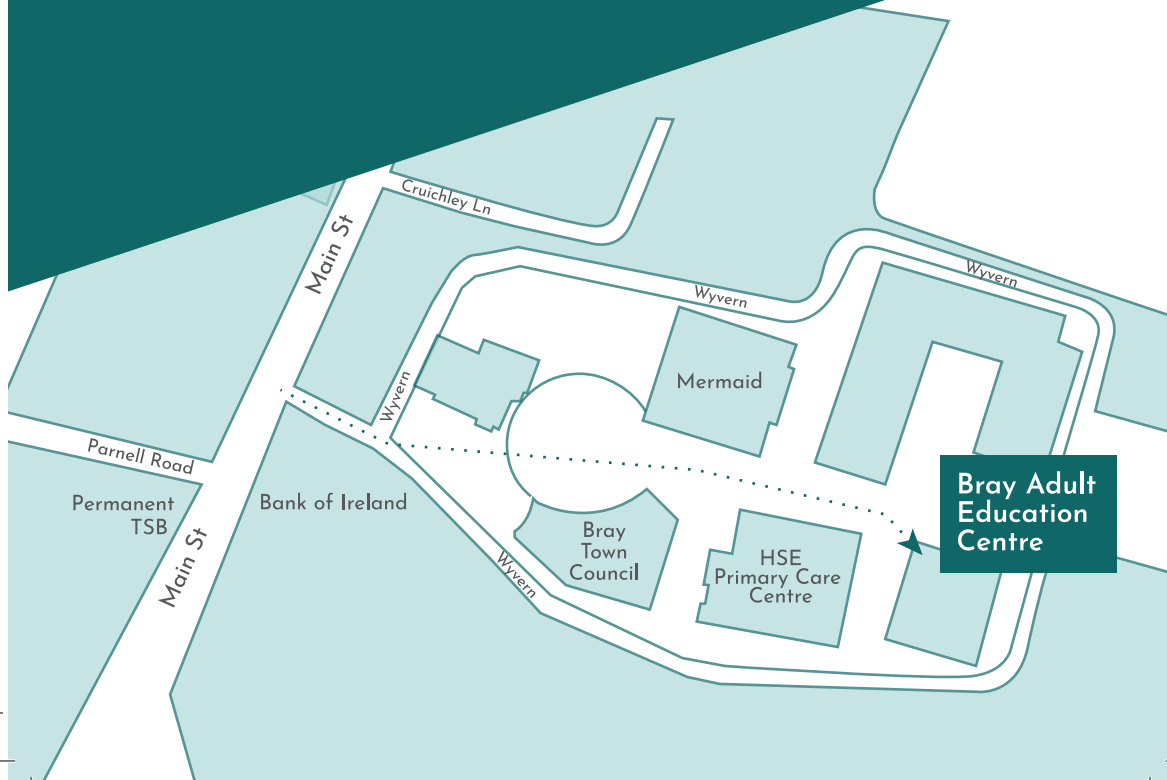


BORD OIDEACHAIS AGUS OILIÚNA  
**CHILL DARA AGUS CHILL MHANTÁIN**  
KILDARE AND WICKLOW  
EDUCATION AND TRAINING BOARD



# Welcome to Bray Adult Education Centre

Part of the Kildare & Wicklow  
Education & Training Board



# 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 likely 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](mailto:baec@kwetb.ie)

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# 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 Methods
- > Database Methods
- > Presentation Software
- > Communications
- > Work Experience

## Award offered

QQI Level 5  
e-Business

Full ICDL





# 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

CompTIA A+

QQI Level 5





## Fulltime Courses

# Skills for Work

This course is a unique offering designed to assist those currently seeking employment or 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
- > Bookkeeping

### 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





## Fulltime Courses

# Art, Craft & Design

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

- > Ceramics
- > Textiles
- > Mosaics
- > Print
- > Developing Creative Sketchbooks
- > Mark Making & Drawing
- > Introduction to Art & Design Elements
- > Appreciation of Art, Craft & Design
- > Art in the Community

### Award offered

QQI Level 4  
Visual & Creative Arts





Fulltime Courses

# Creative Craft

## Advanced Arts, Crafts & Design

Those who complete the first year of Creative Arts, Crafts and Design with us are offered a more advanced 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
- > Design Skills
- > Painting
- > Textiles
- > 2D & 3D mixed media
- > Appreciation of Art, Craft and Design.
- > Entrepreneurial Skills
- > Communications
- > Work Experience

### Award offered

QQI Level 5  
Creative Craft



# Digital Arts

This is a multimedia programme for learners interested in developing computer-based creative skills with a strong emphasis on design, art and aesthetic principles.

Students will learn how to use industry-standard software to create, edit and integrate artwork, digital images, animation, sound and video.

Learners who successfully complete the programme may pursue more specialised study in a favoured discipline at a higher level or seek employment in a creative field.

## Subjects

- > Figure Study Drawing
- > Design Skills
- > Illustration & Graphics
- > Web Authoring
- > Image Processing
- > Animation
- > Communications
- > Work Experience

## Award offered

QQI Level 5  
Creative Media



# 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





# Early Learning & Care

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

## Award offered

Level 5 Certificate  
in Early Learning  
and Care

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



# 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 Courses

# Part-Time Computing & Life Skills 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
- > Personal Effectiveness

## Award offered

QQI Level 3  
Employability Skills



# Part-Time Computing - ICDL

## 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
- > Artificial Intelligence

### Award offered

ICDL



# 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





# 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 grants, 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](mailto:guidancebray@kwetb.ie)

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

[www.facebook.com/wicklowadultguidance](https://www.facebook.com/wicklowadultguidance)







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EDUCATION AND TRAINING BOARD

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**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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