



ADVANCED ADMIN. & HUMAN RESOURCES

QQI LEVEL 6 (6M4985)

This course is particularly suitable for candidates who have completed a QQI (Level 5) qualification or those who wish to achieve a high level of competency in administration, IT, business management and training skills to advance in their careers.

Main Areas of Study

Business Management, Conflict Management, Word Processing, Spreadsheets, Work Experience, Training Delivery and Evaluation and Communications.

Plus: Payroll Level 5

Employment opportunities

Management/supervisory positions in the public/private sector, clerical/administrative/accounts/legal areas, health services, banking and insurance, training & development.

Further Study: Level 7 and 8 Degree in Business



HOW TO FIND US



**Corville Road
Roscrea
Co. Tipperary
E53 V449**

Tel: 0505 23931 / 23939

Fax: 0505 23933

Email: roscreafe@tipperaryetb.ie

Web: www.cpr.ie



The information contained in this information leaflet is accurate at the time of printing. However, the College reserves the right to cancel, amend or restructure courses without notice.



EUROPEAN UNION

Investing in your Future
European Social Fund



Coláiste Phobail Ros Cré

College of Further Education



QQI Major Professional Qualifications Full-Time Course Information

QQI LEVEL 5 AWARD

Business Technology with Tourism (5M2468)

Early Learning and Care (Childcare Stage 1)

Social and Community Care (5M4468)

Healthcare Support (5M4339)

Nursing Studies (5M4349)

QQI LEVEL 6 AWARD

Advanced Administration with HR (6M4985)

Professional QQI Qualification in One Year Progression Opportunities to College

Low Cost Courses

Grants May Apply

www.cpr.ie



REASONS TO STUDY AT ROSCREA COLLEGE

We understand that it is often difficult to decide what to do next after you leave school. In Roscrea College you will have an opportunity to select a course that interests you and will be your first step towards an exciting new future career.

In RCFE you can avail of one to one assistance to help you in improving your presentation, organisational, revision and study skills.

While studying with us you will be provided with a safe and secure learning environment where everyone is treated as an equal. Here in RCFE we actively promote diversity and respect for different cultures.

We provide a number of courses at Level 5 & 6 on the national Framework of Qualifications (NFQ) with choices from a number of disciplines.

We also provide a guidance counsellor who can assist you in a professional and holistic way. They will work with you in a number of areas including personal, social, educational and vocational concerns.

The College has established strong links with many employers in the area who provide wonderful experiences for learners through our work experience program. Many of our past students have found employment at the end of completing a course with us.

In our college you will be provided with state of the art IT facilities including a modern library, computer rooms and Microsoft Teams training.

FREQUENTLY ASKED QUESTIONS

How do I apply for a place?

You can apply using the on-line application process at www.cpr.ie. Upon receiving your application a confirmation letter will be sent. However, if you have any difficulties you are welcome to call into the College for help and advice.

Do I have to apply through CAO?

You can now apply for any of our PLC courses (Further Education) through the CAO at www.cao.ie

When do I apply for a place on a course?

Applications can be made from January through to September. However, early booking is advised.

How will I know if my application has been successful?

You will receive a letter inviting you to attend the College for an interview in May. Any questions you have will then be answered and our tutors will help you decide if you have selected the course that is right for you. You will be notified within 2 weeks if your application has been successful. Please note Late applicants will be considered in Aug/Sept.

What are the course fees and how do I pay?

There are no tuition fees payable to the College for EU nationals. However, learners are required to pay a registration fee of €50, exam fees, and some costs associated with course material fees. Details of which will be outlined during induction.

FREQUENTLY ASKED QUESTIONS

I only have LCA can I apply?

The LCA is an acceptable entry qualification for all of our courses.

Can I get a grant to do a course?

Grants are available to those qualifying to complete a course with us and are administered by Student Universal Support Ireland (SUSI). For further information see www.studentfinance.ie or www.susi.ie

Garda Vetting

Many of our courses which require students to complete work experience with children and/or vulnerable adults will require Garda Vetting. This will be completed at the beginning of the course by the course coordinator.

What happens if I have Additional Needs?

Students with special needs are very welcome on our courses and will be given one to one assistance and support with assignments.

Am I eligible for Vocational Training Opportunities Scheme (VTOS)?

If you are over 21 years of age and are unemployed and have been receiving specific social welfare payments for a minimum of six months, you are eligible to apply for the Vocational Training Opportunities Scheme (VTOS).

How do I qualify for Back to Education?

To qualify you must be at least 21 and be in receipt of a qualifying payment for a minimum of 3 months. Other criteria may apply.



BUSINESS TECHNOLOGY WITH TOURISM

QQI Level 5 (5M2468)

This course equips students with a high level of IT and communications skills to allow them enter and advance in a wide range of careers in both business and tourism related fields.

Main Areas of Study

Business Administration Skills, Text Production, Tourism, Word Processing, Communications, Work Experience, Spreadsheet Methods, Bookkeeping: manual and computerised and Payroll: manual and computerised.

Employment opportunities

Secretary/receptionist, personal assistant in private or public sector, payroll/accounts/office/clerical assistant, computer operative and tourism/ hospitality.

Further Study: Level Six qualifications in Business, Business and Tourism at third level, in Universities and Institutes of Technology.



HEALTHCARE SUPPORT

QQI LEVEL 5 (5M4339)

This nationally recognised course is suitable for those who wish to acquire the practical skills and knowledge necessary for careers as Healthcare Assistants in the health/community care services, agencies, or to progress to further study through the Higher Education Links Scheme.

Main Areas of Study

Care Support, Care Skills, Safety & Health at Work, Communications, Work Experience, Infection Prevention and Control, Activities of Living Patient Care, Care of the Older Person, Safe Patient Handling and CFR.

Employment opportunities

Healthcare assistant in acute hospitals, residential care centres and in community care settings.

Further Study: QQI Level 6 or higher in Healthcare or Social Care.



NURSING STUDIES

QQI LEVEL 5 (5M4349)

This Course is suitable for both school leavers and mature learners who, through their QQI award, wish to progress to a career in nursing through the Higher Education Links Scheme (Ireland) and in the UK.

Main Areas of Study

Anatomy and Physiology, Nursing Theory and Practice, Communications, Word Processing, Work Experience, Human Growth and Development, Care Skills, Care of the Older Person, Infection Prevention and Control, Safe Patient Moving and Handling and Cardiac First Response.

Employment opportunities

Nurse training, Healthcare Assistant in acute hospitals, residential care centres and community care settings.

Further Study: Degree in Nursing or Applied Healthcare in Ireland or UK.



ELC EARLY LEARNING and CARE

Stage 1 (5M21473)

This course will lead to a nationally recognised qualification in the field of childcare.

Main Areas of Study

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

Employment opportunities

Crèches, pre-schools, Special Needs Assistant, daycare/family centres, private homes, national schools, centres for children with special needs.

Further Study: Degree Level Courses in Childcare



SOCIAL AND COMMUNITY CARE

QQI LEVEL 5 (5M4468)

This course introduces learners to the study of social care and prepares them with the necessary knowledge and skills for working in community and social care settings. It equips learners to work with people with a diverse range of needs - including intellectual and physical disabilities.

Main Areas of Study

Safety and Health at Work, Communications, Human Growth and Development, Care Skills, Work Experience, Intellectual Disability Studies, Challenging Behaviour, Person Centred Focus to Disability, Cardiac First Response and Safe Patient Moving and Handling.

Employment opportunities

Day Services, Residential Care Centres, Respite Care Centres, Family/Community Group Projects, Community Care and Agency Work.

Further Study: QQI Level Six to Degree in Social Care at LIT, WIT and Carlow Institute of Technology and a variety of Universities in Ireland and UK.

