

National Learning Network College

Learn to change your story



PROSPECTUS

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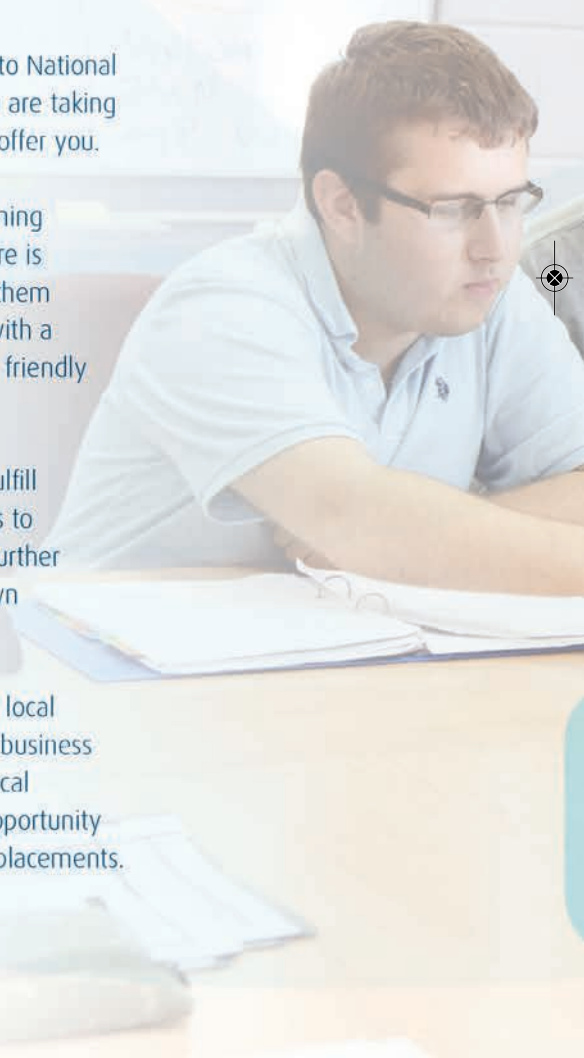
What is National Learning Network College

We are very pleased to welcome you to National Learning Network and are delighted you are taking the opportunity to look at what we can offer you.

Across the country we have over 50 training centres; with centres in each county there is bound to be one near you. Each one of them are hubs of activity providing students with a comfortable, supportive, well resourced, friendly and relaxed environment.

Our courses and supports assist you to fulfill your own personal goals, whether this is to get a qualification or a job, or go on to further education or to simply work on your own personal development.

In each centre we work closely with our local community and have built a network of business and industry partners, including many local employers who offer our learners the opportunity to gain on-the-job training and in-work placements.





Nine out of ten people
who complete courses at NLN
go on to employment or
further education or training.

Supports offered at NLN

- Nationally and internationally recognised accredited training and education courses at Levels 3 - 5 on the National Framework of Qualifications including awards from QQI (Quality and Qualifications Ireland), City & Guilds, ECDL, MOS, CompTIA, CISCO and others.
- Personalised training plans supporting you to achieve your individual goals and ambitions. You learn at your own pace.
- Dedicated key instructors who will act as an extra support should you need it.
- On-site psychologists to support you throughout your time at NLN.
- Wellness programme ensuring a holistic approach to your continuing personal and professional development.
- Education, literacy and numeracy supports where required.
- Information Technology skills training including learning how best to use technology to support your training and education.



- Access to health, leisure, social and cultural individual and group activities supporting your quality of life and ensuring you enjoy yourself as you build confidence.
- Access to work experience and to employers that are seeking employees.
- Training in job seeking skills such as CV development, interview skills and job search skills enhancing your chances of employment.
- Continuous intake, meaning you can start a training course at any time during the year.
- Online and blended learning including our state-of-the-art online digital learning system, eNLN, which allows you to learn in the comfort of your own home.
- We will support you to progress to your chosen next step and all of our awards facilitate your progress to further or higher education in Ireland.
- A student representative committee to support you and your fellow learners.



Why Students Choose NLN

At NLN we recognise the need to do things differently. We've put in places structures and support to help students start and complete their training.

- NLN courses are **FREE** (*All courses are funded by the HSE or the Kerry ETB*)
- There are **no registration fees**
- Students **keep** any social welfare payments they may be entitled to
- If you are under 26 you may receive an **increased payment** (*eligibility criteria apply*)
- If you are aged 16 or 17 you will receive a **training allowance**
- **Transport allowances** may be available
- **Small class** sizes
- **Continuous intake** (Students start when they are ready)
- Work at **your own pace**
- **High quality** work experiences
- Recognised **QQI qualifications**
- Psychological and advocacy **support**

If you are not sure whether one of our training courses is for you, why not try a week or two sampling. We will welcome you to come and 'try us out' and then make a more informed decision.

Who comes to NLN

At NLN we cater for a diverse range of students including people who have:

- Physical disabilities
- Had a setback in life due to illness or injury
- Mental health issues (including anxiety, depression etc.)
- Learning difficulties (including dyslexia, dyspraxia etc.)
- Autism Spectrum Disorder
- Addictions
- Left school early

All applications must be approved by the Department of Employment and Social Protection, the local Education and Training Board (ETB and/ or the Health Service Executive (HSE).

How to Apply

Applying couldn't be easier. Why not give us a call on 1890 263 000 or come and see us at your local centre and we will explain what you need to do. The application process is very straight forward and we will provide you with all the information you need in order to commence a training course with us.

We do Training Differently

We've been providing quality training courses, vocational training and employment opportunities for people with additional support needs for over 50 years.

We understand that some conditions can manifest themselves in many ways such as social phobia, tiredness, stress and anxiety, stamina problems, poor mental and general health, poor eating habits, alcohol or drug dependency, poor or interrupted education, little or no work experience, poor management of a disability and a lack of integration in the community.

Our courses are designed to help students by giving them the tools they need to overcome these issues. Our courses can make the difference you have been looking for.

Vocational Training

We offer students from 16yrs old a wide range of courses that are designed to help them get and keep a job or go on to further training or education. We understand that every student is different and has different needs, abilities and ambitions and we help our students achieve their potential by working with them to devise a Personalised Training Plan.

So, no matter what area of work you are interested in, we have a course to help you get there.



Rehabilitative Training

National Learning Network provides a range of rehabilitative training courses with individualised services allowing people to be supported in all aspects of their lives, including helping people to either return to work or to find a new direction in their lives.

Our rehabilitative training courses support people between 18 and 66 who may have suffered a setback in life through either injury or long-term illness and have left hospital or supported care settings. We also support and deliver training to people with mental health difficulties, people who have learning difficulties who may have left school early or are transitioning from school settings, people with physical and intellectual disabilities and people with Autism Spectrum Disorder.



Certification

National Framework of Qualifications

The National Framework of Qualifications (NFQ) is intended to put you, the student, at the centre of the education and training system in Ireland. The NFQ is a system of ten levels used to describe the Irish qualifications system. Each level is based on nationally agreed standards of knowledge, skill and competence i.e. what an individual is expected to know, understand and be able to do following successful completion of a process of learning.



Quality Assurances and Standards



Quality and Qualification Ireland (QQI)

QQI validates NLN courses and makes awards at six levels. QQI is also responsible for the maintenance, development and review of the National Framework of Qualifications (NFQ).



Education & Training Board

All Vocational Training Courses meet the Education and Training Board training standards and are funded through the Education and Training Boards.



Health Service Executive

All Rehabilitative Training Courses are delivered in line with the New Directions Standard and are funded through the HSE.



The Rehab Group

The Rehab Group Quality & Governance Directorate ensures the delivery and assessment of all courses is compliant with funding body and awarding body standards.

Awarding Bodies



QQI is responsible for the quality assurance of further and higher education and training in Ireland. QQI validates education courses and makes awards for certain providers, NLN being one of them.



The European Computer Driving Licence (ECDL) is a computer literacy certification course provided by ECDL Foundation. ECDL equips learners with the I.T. skills they need to prepare for the workforce or further education.



Microsoft Office Specialist is a certification program for using the Microsoft Office suite: Microsoft Word, Excel, Powerpoint and Access, for business applications.



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Directions

CERTIFICATION:

QQI Level 1 General Learning (P1GL0), QQI Level 2 Skills for Life (P2GL0) and QQI Level 3 Employability Skills (3M0935)

COURSE OVERVIEW

Duration: Up to three years.

This course gives students basic personal, social and work-related skills, helping them gain greater levels of independence and integration into their communities. The course also aims to support and help students to explore their work options and develop skills to help them get a job or go on to further training.

CORE MODULES:

- Personal & Interpersonal Skills
- Application of Numbers
- Word Processing
- Computer Literacy
- Health & Fitness
- Self Advocacy
- Internet Skills
- Work Experience
- Personal Care & Presentation
- Nutrition & Healthy Options
- Career Preparation

NON-CERTIFIED MODULES:

- Job Seeking Skills
- Independent Living Skills
- Assertiveness/Self Esteem
- Goal Setting
- Budgeting
- Leisure/Cultural Activities
- Community Inclusion

Introductory Skills Training

CERTIFICATION:

**QQI Level 3 General Learning (3M0874)
and QQI Level 3 Employability Skills (3M0935)**

COURSE OVERVIEW

Duration: Up to 18 months.

Introductory Skills Training is the course for students who are unsure of their career direction. The aim of this course is to help students get the knowledge and skills they need to make informed choices about getting a job or further education or training. Students will focus on career exploration through a variety of work experience placements. This course helps students develop self-confidence, communication skills, personal and inter-personal skills.

Enrolment is open throughout the year. The course includes three days a week in a classroom and two days a week on-the-job training.

CORE MODULES:

- Career Preparation
- Health & Safety Awareness
- Communications
- Work Experience
- Personal & Interpersonal Skills
- Personal Effectiveness
- Computer Literacy
- Internet Skills
- Word Processing
- Application of Numbers
- Functional Maths
- Spreadsheets

NON-CERTIFIED MODULES:

- Induction
- Manual Handling
- Customer Service
- Team Working Skills
- Research, Project & Presentation Skills
- Health & Wellbeing

Training is tailored to suit individual needs and is delivered in a supported environment.

FOCUS

CERTIFICATION:

QQI Level 3 Employability Skills (3M0935)

COURSE OVERVIEW

Duration: Up to one year.

This course focuses on a student’s right to a meaningful, satisfying and fulfilling life. It is designed to help people increase their independence, achieve better management of their health, improve their social integration and plan to help them get a job or go on to further education or training.

CORE MODULES:

- Career Planning
- Personal/Interpersonal Skills
- Healthy Lifestyles
- Health & Safety Awareness
- Self Advocacy
- Computer Literacy
- Internet Skills
- Nutrition & Healthy options

NON-CERTIFIED MODULES:

- Creative Skills
- Job Seeking Skills (Optional)
- Assertiveness
- Community/Voluntary Work (Optional)
- Managing Changes & Transitions
- Leisure/Non-Work Activities
- Time Management
- Mental Health Management
- Independent Living

Applied Information Technology

CERTIFICATION:

QQI Level 5 Business Administration (5M2468), ECDL and MOS

COURSE OVERVIEW:

Duration: Up to 2 years

The Applied Information Technology course gives students the skills, knowledge and competencies that are required to work in a wide range of office and business administration roles.

CORE MODULES:

- Business Administration Skills
- Communications
- Bookkeeping Manual and Computerised
- Word Processing
- Work Experience
- Database Methods
- Spreadsheet Methods
- Teamworking
- Payroll - Manual and Computerised
- Personal Effectiveness
- New ECDL – Full 7 modules
- Microsoft Office Specialist (MOS) – 5/7 modules
- Adobe Certified Associated

NON-CERTIFIED MODULES:

- Induction
- Health & Safety
- Personal & Interpersonal Skills
- Self Advocacy
- The Office Environment
- Job Seeking Skills & Preparation for Work
- Work Placement
- Literacy & Numeracy Supports

Sporting Chance

CERTIFICATION:

QQI Level 4 Sport and Recreation (4M4966), QQI Level 5 Sport, Recreation & Exercise (5M5146), ITEC Diplomas and NPLQ

COURSE OVERVIEW

Duration: Up to 2 years.

The aim of this course is to give students knowledge, skills and competencies in the area of sport, leisure, recreation and exercise. The Sporting Chance course was designed to help students to get a job in the sports and leisure industry or to work in a variety of sports-related contexts. Experienced instructors will give students individualised training, based on each student's own career and educational goals.

CORE MODULES:

- Sport & Recreation Studies
- Exercise & Fitness
- Communications
- Work Experience
- Sports Anatomy & Physiology
- Nutrition
- Leisure Facility Administration
- Occupational First Aid
- Word Processing

Other Certificates:

- ITEC Gym Instructor Diploma
- ITEC Sports Massage Diploma
- ITEC Personal Training Diploma
- RLSS National Pool Lifeguard Qualification
- Swim Teaching
- Disability Inclusion Training
- Coaching Qualifications
- Leprechaun Rugby
- FAI Kickstart
- GAA Foundation

NON-CERTIFIED MODULES:

- Induction
- Health & Safety
- Code of Ethics
- Manual Handling
- Literacy & Numeracy Support
- Stress Management/Relaxation
- Community Initiatives
- GAA for All Initiative
- Xcessibility Schools Athletics Course
- Swim for All Initiative
- Camp Abilities
- FAI Inter-Cultural Initiative

Construction Skills

CERTIFICATION:

QQI Level 3 Certificate in Employability Skills (3M0935)

COURSE OVERVIEW:

Duration: Up to 2 years

Construction Skills is a centre based programme which aims to give students knowledge, skills and competencies in the area of construction. The course focuses on the areas of bricklaying, carpentry, basic plumbing, painting /decorating while also having the opportunity to achieve a level 3 qualification. The Construction Skills course also provides an opportunity to progress to skill specific apprenticeship programmes with Kerry Education and Training Board.

CORE MODULES:

- Construction Skills
- Painting and Decorating
- Woodwork
- Work Experience
- Application of Number
- Functional Mathematics
- Communications
- Personal & Interpersonal Skills
- Computer Literacy
- Word Processing
- Spreadsheets
- Internet Skills
- Health & Safety Awareness
- Safe Pass

NON-CERTIFIED MODULES:

- Induction
- Health & Safety
- Plastering
- Brick and Blocklaying
- Floor and Wall Tiling
- Personal Development
- Countdown to the Job
- Work Placement
- Literacy & Numeracy Supports

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Information Technology by Blended Learning

CERTIFICATION:

QQI Level 5 Office Administration (5M1997), QQI Level 4 Office Skills (4M2070), ECDL and MOS

COURSE OVERVIEW:

Duration: Up to 2 years

Information Technology by Blended Learning is a mixture of home study, in centre training (2 days a week) and work place training. One-to-one tutorials and group training are used as well as online collaborative technology to support you while studying at home and there is a fully active e-learning site available. A blend of training methods are used to give each student the support they need to learn computers and office skills, to achieve certification and get a job.

OFFICE ADMINISTRATION MODULES:	OFFICE SKILLS MODULES:
<ul style="list-style-type: none"> • Word Processing • Spreadsheet Methods • Database Methods • Work Experience • Team Working • Text Production • Communications • Information & Administration • Information and Communications • Desktop Publishing • Payroll Manual and Computerised • New ECDL – Full 7 Modules • Microsoft Office Specialist and Master 	<ul style="list-style-type: none"> • General Office Skills • Business English • Functional Maths • Information Technology • Reception Skills • Work Experience • Computer Applications • Team Working
PROGRESSION OPTIONS:	NON-CERTIFIED MODULES:
<p>Accounts Clerk, Payroll Clerk, Reception, Customer Services, Credit Control, Social Media Clerk, Office Administrator/Supervisor or start up your own business.</p>	<ul style="list-style-type: none"> • Induction • Health & Safety • Study Techniques & Course • Optimisation • Personal & Interpersonal Skills • Self Advocacy • Job Seeking Skills/ Preparation for Work • Work Placement • Literacy & Numeracy Supports

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Employer Based Training

CERTIFICATION:

QQI Level 4 Employment Skills (4M0857).

COURSE OVERVIEW:

Duration: Up to 2 years

Employer Based Training is offered on a full time basis and offers you the opportunity to acquire vocational skills with a host company in the vocational area of your choice. The programme offers you a combination of practical on the job skills training with a host company (3 days per week) and in centre training (2 days per week).

The Employer Based Training programme is designed to support you if you want to get to train on the job while still enjoying all the supports from our training centre.

**EMPLOYMENT SKILLS
CORE MODULES**

- Communications
- Career Planning
- Functional Mathematics
- Workplace Safety
- Customer Service
- Personal Effectiveness
- Personal and Interpersonal Development
- Work Experience
- Understanding Inter-culturalism
- Information Technology Skills
- Reception Skills

EXTRACURRICULAR MODULES:

- HACCP
- First Responder Training
- Child Protection /
Children First Safe Pass
- WRAP
(Wellness Recovery Action Plan)
- Manual Handling

NON-CERTIFIED MODULES:

- Induction / Initial Assessment
- Health and Safety
- Personal Development Skills
- Literacy & Numeracy Supports
- Pre-placement Preparation
- Host Company Induction
- Future Planning

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Catering

CERTIFICATION:

*City & Guilds Diploma in Food Production and Cooking (7132-06),
Primary Course and Food Safety Certificate and Manual Handling Certificate*

COURSE OVERVIEW

Structure and Duration: Training is tailored to suit individual needs and is delivered in a supported environment over 2 years.

The Catering course gives you knowledge, skills and competence in food production and cooking. The training is delivered in a fully operational kitchen where students develop their skills, learn the theory behind the practices and are assessed on an ongoing basis.

CORE MODULES:

- Maintain a Safe, Hygienic and Secure Working Environment
- Maintain Food Safety when storing, preparing and cooking food
- Work effectively as part of a Hospitality Team
- Produce Basic Meat Dishes
- Produce Basic Vegetable Dishes
- Produce Basic Hot Sauces
- Produce Basic Cakes, Sponges and Scones
- Prepare Hot and Cold Sandwiches
- Give customers a positive impression of self and your organisation
- Complete Kitchen Documentation
- Set up and Close Kitchen

NON-CERTIFIED MODULES:

- Induction
- Health & Safety
- Personal Development
- Self Advocacy
- IT Skills
- Job Seeking Skills/Preparation for Work
- Work Experience Placement
- Literacy & Numeracy Supports

Retail Skills

CERTIFICATION:

QQI Level 4 Certificate in Retail Skills (4M1998)

COURSE OVERVIEW:

Duration: Up to 2 years

Retail Skills is offered on a full time basis and offers you the opportunity to acquire retail skills with a host company in the broad retail industry. The programme offers you a combination of practical on the job skills training with a retail host company (3 days per week) and in centre training (2 days per week). The Retail Skills programme is designed to support you if you want to get to train on the job while still enjoying all the supports from our training centre.

CORE MODULES:

- Retail Sales Techniques
- Customer Service
- Communications
- Work Experience
- Stock Control
- Personal Effectiveness
- Information Technology Skills
- Workplace Safety

NON-CERTIFIED MODULES:

- Induction / Initial Assessment
- Health and Safety
- Personal Development Skills
- Literacy & Numeracy Supports
- Pre-placement Preparation
- Host Company Induction
- Future Planning

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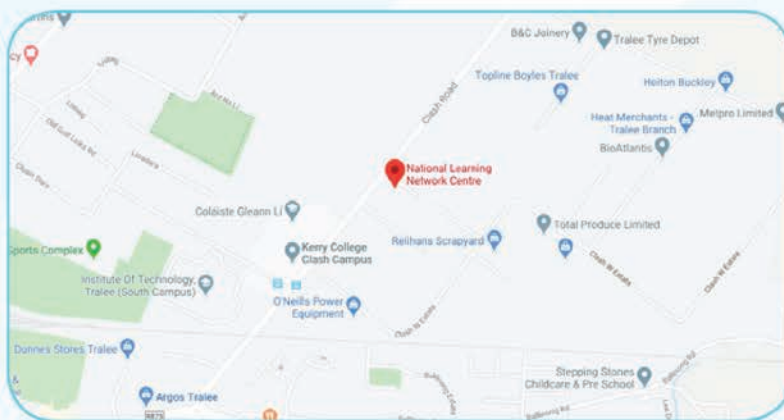
Admissions Office

Address: Clash Industrial Estate,
Tralee, Co. Kerry V92 H427

Tel: (066) 712 2533

Email: tralee@nlm.ie

Web: <https://www.facebook.com/NLNTralee/>



At NLN Tralee we are a team of 28 instructors and support staff offering a wide range of community based rehabilitative and supported vocational training courses. Over 3,000 students have come through our doors since they opened in 1979 and we currently have nearly 170 students training with us.