

**Vocational Training
Opportunities
Scheme**

VTOS

spells success!

**Merchants Square,
Merchants Road,
Galway**

phone: 091 566885

[www.http://cgvec.ie/vtos/](http://cgvec.ie/vtos/)



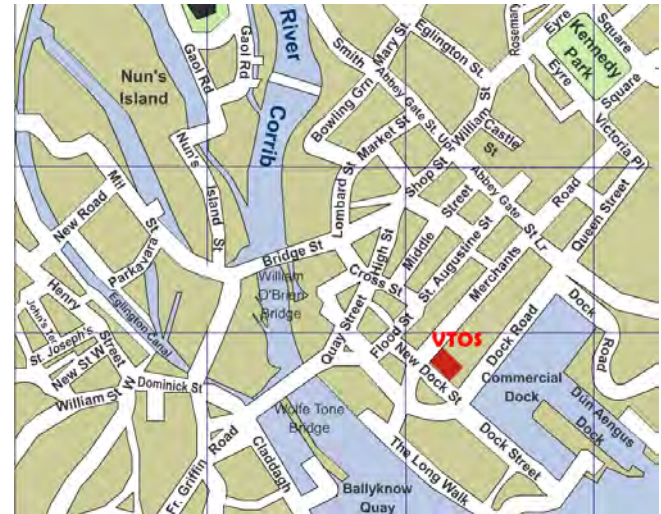
Where to find us in Galway...



VTOS

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Anne Corrigan - VTOS Coordinator

Fáilte go VTOS!

Our mission is to offer opportunities to eligible unemployed adults to acquire educational and training qualifications in a friendly and supportive atmosphere thus enabling students to progress to further education and employment.

VTOS was established in 1989 under the auspices of City of Galway VEC. It is a centre dedicated to providing adults with further or “second chance” education opportunities and consistent with that aim, it offers a wide range of courses ranging from Foundation or Junior Certificate level to FETAC level 5.

We have recently moved to our new premises on Merchants Road and our facilities include three computer rooms, sound engineering studio, TV/film studio, art and craft rooms, photography studio and general classrooms.

The participants are encouraged to be actively involved in accepting responsibility for their own learning. We are proud of our record of academic success, the support we give our students, the progression rates to third level institutions and to employment, and the excellence of the facilities available in the Centre.

Déanfar chuile iarracht chun go mbeadh do sheal anseo i VTOS chomh torthúil agus chomh sásúil agus is féidir.

Career Advice and Guidance Service

In addition to our listed VTOS courses, we provide an educational and vocational guidance service for our adult learners. Confidential one-to-one guidance and support is available regarding career choice or change, and learning opportunities at all stages.

The guidance service also runs a variety of workshops throughout the year.

Contact 087-2600517/091-768596 or drop into Guidance Room on Floor 1.

Other VTOS Facilities include:

• Sound Studio • Computer Rooms • Video Room • Craft Room • Art Room • Canteen

ADDITIONAL PAYMENTS MAY INCLUDE:

• Training Bonus • Travel and Meal Allowance • Childcare Payment

This booklet is for information purposes only and is correct at the time of going to press. VTOS reserves the right to make changes in courses, to limit the number of places available and to withdraw a course. No part of the booklet shall be deemed to form a contract between VTOS and a student or a third party.





Introduction to VTOS: Vocational Training Opportunities Scheme

[www.http://cgvec.ie/vtos/](http://cgvec.ie/vtos/)

VTOS stands for Vocational Training Opportunities Scheme. This scheme was devised with adults in mind and is run by the City of Galway VEC. Eligible participants are offered the chance to return to full-time education and training while retaining their social welfare benefits.

To be eligible, participants must be over 21 years and unemployed for 6 months or more. It aims to enable and encourage participants to reach their potential through their involvement in one of the programmes offered.

- ***All our Courses are certified by FETAC***
- ***Improve your Job Seeking Skills***
- ***You will not have to pay. All our Courses are FREE***



Business Administration Skills BBSXX

Course Duration One Year - FETAC Level 5 Business Studies Award

The Business Administration Skills course is designed for persons wishing to train or retrain in the administration area. It is also suitable for persons wishing to specialise in computerised accounts and payroll. It is designed to provide the student with the knowledge to utilize and understand common computer applications to an advanced level.

Programme Structure

Previous FETAC awards may be combined with additional subjects to achieve an overall award.

Modules offered:

Book-Keeping (Manual & Computerised),
Payroll (Manual & Computerised),
Business Calculations,
Business Administration,
Communications, Work Experience,
Database Methods,
Reception Skills,
Text Production,
Desktop Publishing,
Word Processing Level 5



VTOS courses are run by the 33 VECs (Vocational Education Committees) in over one hundred colleges/centres throughout Ireland.



Liberal Arts ELAXX

Course Duration One Year - FETAC Level 5

Our Liberal Arts course has a variety of modules that will impart a general knowledge of the Arts and also help the student to develop their rational thought and intellectual capabilities.

The aim of the course is to help prepare the prospective student advance onto a third level degree course.

Modules offered:

Personal & Professional Development,
Applied Communications,
Communications,
Applied Economics,
Applied Psychology,
Statistics,
Word Processing,
Internet,
Media Analysis,
English Literature,
Social Studies,
French,
Maths.



This course will impart a general knowledge of the Arts and also help to prepare the prospective student to advance onto a third level degree course.

Information Technology BIPXX

One Year Course leading to a Level 5 FETAC Information Processing Award.

The Information Technology course is designed for persons wishing to train or retrain in the computing area. This course gives students a wide range of valuable computing skills and helps progression to Third level education. It is designed to provide the student with the knowledge to utilize and understand common computer applications to advanced level. Previous FETAC awards may be combined with additional subjects to achieve an overall award.

Modules offered:

Business Management,
Business Calculations, eBusiness,
Communications, Work Experience,
Information & Communications Technology,
Spreadsheet Methods,
Database Methods, Statistics,
Word Processing Level 6,
Text Production, The Internet,
Business Computing,
Book-Keeping (Manual & Computerised) FETAC Level 6,
Payroll (Manual & Computerised) FETAC Level 6.



*Participation in a
VTOS course involves
30 hours' course
attendance per week.
Centre is open from
9.00am to 4.00pm daily.*



Community Care DCHSCC

Course Duration One Year - FETAC Level 5 Childcare

This course will provide students with the practical skills and knowledge for employment in the community care areas. This course offers students the opportunity to gain certification (at FETAC Level 5) in the following areas:

Community Care - DCHSCC

Nursing Studies - DCHSN

Community & Health Services - DCHSX

Work Experience takes place on two occasions during the academic year, when students have a practical opportunity to apply theory, knowledge and interpersonal skills in a variety of care settings.

Modules offered:

Care Provision & Practice,
Human Growth & Development,
Safety & Health at Work,
Anatomy & Physiology,
Introduction to Nursing,
Communications,
Work Experience,
Word Processing.



Finished the course in May, and thanks to the Work Experience placement, I'll be starting full-time work in my local crèche in June. Excellent.

Sharon

Childcare DCHSC

Course Duration One Year - FETAC Level 5

This course will provide students with an understanding of the principles of a child's development and the basic skills to pursue a career in childcare. Previous FETAC awards may be recombined with additional subjects to make up a new overall award. On successful completion of this course, participants will receive a FETAC Level 5 award in Childcare.

Work Experience takes place on two occasions during the academic year, when students have a practical opportunity to apply theory, knowledge and interpersonal skills in a variety of childcare and educational settings.

Modules offered:

Caring for Children (0 - 6 years),
Working in Childcare,
Child Development,
Communications,
Early Childhood Education,
Work Experience,
Word Processing,
Community Arts Practice,
Special Needs Assisting,
Legal Studies,
Food Hygiene.



This has been a wonderful journey back into the educational system. While I do plan to return to the workplace, I also intend to go on and do further studies related to Childcare and Community Care.

Rosario Brennan



Interior Design

Course Duration One Year - FETAC Level 5

This long-established course is designed to develop and enhance the student's ability in the area of design and to provide the student with a wide range of skills necessary to prepare a portfolio in preparation for interview at related third level courses. This course also prepares the students for a range of vocational employment including Interior Designer, Architectural Technician, Colour Consultant and Advertising. This course offers students the opportunity to gain certification (at FETAC Level 5) in the following areas:

Interior Design - AIDXX

Art Craft & Design - AACDX

Creative Craft - 5M1981

Modules offered:

Drawing, Design,
Communications,
Work Experience,
Architectural Drawing,
Combined Materials,
Computer Aided Design, Painting,
Embroidery, Batik, Knitting, Painting, Internet,
Word Processing, Colour and Light, Graphic Design,
Appreciation of Art Craft & Design, Ceramics, Printmaking.



This course has opened my mind to a whole new world of learning possibilities and I'm particularly enjoying the design and artistic subjects.

Gerry Fahy

Visual Communications & Design

Course Duration One Year - FETAC Level 5

This course is concerned with the use of computers in making visual images and using text to communicate. We are surrounded everyday by the products of such Design: Web Sites, Commercial graphics and signs, interior designs, entertainment images, etc.

This course offers students the opportunity to gain certification (at FETAC Level 5) in the following areas:

Design - ADESX

Graphic Design - AGDXX

Digital Photography - EPXXX

Modules offered:

Drawing, Design,
Communications, Work Experience,
Combined Materials, Image Processing,
Digital Photography, Photographic Techniques.
Computer Aided Design, Painting,
Word Processing, Colour and Light,
Printed Textiles, Graphic Design,
Appreciation of Art Craft & Design,
Ceramics, Printmaking, Desktop Publishing, Internet,
Architectural Drawing, Web Authoring, Colour Photography.



*A positive experience
on the whole. With
hard work this can be
the chance to get the
education you missed
out on.*

Dymphna

TV and Film Production EMPXX

Course Duration One Year - Level 5 FETAC Certificate in Media Production

This well-established, successful course provides a broad introduction to the Media. The course will be particularly relevant to those who are interested in pursuing a career in a media-related area such as TV & Video Production, Graphic Design and Photography.

This course offers students who reach the required standard the opportunity to receive a Fetac Level 5 award in **TV-Film Production - ETEPX** or **Media Production - EMPXX**. This practical course will enable the participant to pursue a career in the area of TV/Film production or to progress to Third level education.

Modules offered:

TV and Video Production,
Editing for TV and Film,
Cinematic Camera Operations,
Cinematic Lighting Skills,
Film Production,
Communications, Work Experience,
Photography, Image Processing,
Script Writing,
Media Analysis,
Text Production.



I have always had an interest in TV and Film, but did not know how to plan projects and bring them to completion. I would not have been able to achieve that goal were it not for the support of the staff at VTOS

Anonymous

Media/Sound Engineering EMPXX, EMEXX

One Year Course at Level 5 FETAC Certificate in Media Production or Media Engineering

This course offers students who reach the required standard the opportunity to receive a Fetac Level 5 award in **Media Engineering - EMEXX** or **Media Production - EMPXX**. The course will provide participants with essential skills and knowledge to pursue a career in various areas of the media industry.

We have the latest Protocols Hardware and Software by Digidesign which is the industry standard in modern audio production. Students also acquire a comprehensive knowledge of live sound production and develop practical skills while working with high quality professional equipment. We have also invested in new Audio editing workstations and the latest handheld portable digital recorders. These upgrades bring us up to date with the latest technology and “Tape less work flow” systems used by many radio production professionals today.

Modules offered:

Sound Engineering, Radio Programme Production, Multimedia Sound, Music Video Production, Multimedia Technology, Multimedia Project, Communications, Work Experience, Media Analysis, Print Journalism, Photography, Word Processing, Image Processing, Digital Video Processing, Creative Writing, Digital Photography.



This course introduces you to the world of Adobe Creative. A daunting task for beginners, but through the patience and skills of the teachers, I have turned hours of frustration into finished works of art.

Fran Mahoney

General Learning - NVCL1

Course Duration: One Year

The General Learning course offers students the opportunity to engage in a variety of subjects, all of which are certified by FETAC, at Level 4.

This course would be of particular interest to adults who may have left school early, or those who have not completed the Leaving Certificate or its equivalent

Modules offered:

Information Technology Skills,
Maths,
Communications,
Personal & Interpersonal Skills,
Personal Effectiveness
Drawing,
Junior Cert English
Textiles,
Painting,
Graphic Design.



My time in VTOS were among the best years of my life. The teachers and staff were so helpful to everyone. I learned more in VTOS that I ever learned in school when I was younger.

Mary Hurney



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phone: 091 566885

***e-mail: anne.corrigan@cgvec.ie,
or declan.ramberg@cgvec.ie***

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