General Information

Term Start Dates:
- 25th September, 2017
- 29th January, 2018

Fee waiver:
Evening Training Courses are free to persons in receipts of one of the following payments:
- Job Seekers Allowance
- Job Seekers Benefit
- Disability Allowance
- One-parent family payment (OPFP)
- Signing for credits
- Carer’s Allowance & Benefit
- Short-time working payment
- Part-time workers in receipts of a DSFA payment
- Widows / Widowers (Contributory & non Contributory pension)
- Deserted wife’s benefit (DWB)
- Farm / Fish Assist (FA)
- Blind Pension
- Invalidity Pension
- Illness Benefit
- Rural Social Scheme (RSS)
- TUS Participants
- Internship Programme Participants
- Current Community Employment participants are also free

To be referred for FREE night training, please check your eligibility with Department of Social Protection, Employment Services, Tralee or Killarney or your Local Employment Service Office

Course Location:
The majority of courses will take place in the Kerry ETB Training Centre, Monavalley, Tralee. In addition courses may be run in Dingle, Killarney and Killorglin.

Contact Information:
Course Recruitment, Kerry ETB Training Centre, Monavalley Industrial Estate, Tralee, Co. Kerry
E-mail: trnigh@kerryetbtrainingcentre.ie
Website: www.kerryetbtrainingcentre.ie
Tel: 066-7149600 / 066-7149676 / 066-7149638
Facebook: /Kerry-ETB-Training-Centre

Intreo Office, Edward St., Tralee
Tel. 066 7183301

Intreo Office, Park Court, Beech Road, Killarney
Tel. 064 6678525

North Kerry Local Employment Services
Tel. 066 7129675

South Kerry Local Employment Services
Tel. 066 9473068

Kerry ETB Training Centre

Application Form

RETURN TO:
Evening Course Recruitment, Kerry ETB Training Centre, Monavalley Industrial Estate, Tralee, Co. Kerry

Name: ________________________________
Address: ________________________________
Phone: ________________________________
Gender: □ Male □ Female
PPS No: (required for certification) ________________________________
Date of Birth: (required for certification) ________________________________
E-mail: ________________________________

Course Title: ________________________________
Evenings preferred: (if choice) ________________________________
Course Fee: ________________________________

Signature: ________________________________

Card Type: □ Mastercard □ Visa □ Laser □ Other
Card number: ________________________________
Expiry Date: _____ / _____
Card Holder: ________________________________
Address of Card Holder: ________________________________

Signature: ________________________________
Date: ________________________________

PLEASE NOTE:
All courses are run subject to a minimum number of places.
Fees will only be refunded if the course does not start.
All course start dates and places will be confirmed.
Let us help you gain the practical skills and qualifications to start your career.

The training centre offers an extensive range of courses for people who wish to enter, re-enter or progress within the jobs market. There is a strong emphasis on developing workplace skills which lead directly to employment.

Don’t hesitate to contact us if you require further information on any of the courses listed in this brochure.

For further information and entry requirements on any of the above courses contact:

Kerry ETB Training Centre,
Monavalley Industrial Estate,
Tralee, Co. Kerry

Phone: 066 7149600 / 066 7149638 / 066 7149676
E-mail: training@kerryetbtrainingcentre.ie
Website: www.kerryetbtrainingcentre.ie

or alternatively contact your local Intreo Centre or Local Employment Service Office.

Kerry ETB Training Centre also offers an on-line test facility by appointment and an information service on SOLAS apprenticeships.
Tralee.

**Beauty Therapy Traineeship (TRSS2)**
- **Modules**: Induction, Skin Care and Eye Treatments, Professional Conduct and Business Awareness, Make Up, Manicure and Pedicure, Waxing, Facial Electrical Treatments, Anatomy and Physiology, Holistic Massage, Epilation, Body Therapy, Beauty Therapist Exams and Case Studies, Beauty Therapy Workplace Competencies, Career Planning and Job Seeking Skills.
- **Certification**: I.T.E.C., CIBTAC and CIDESCO Certificates.
- **Start Date**: 14th August 2017. **Duration**: 50 weeks.

**Diploma in Hairdressing (TR08674)**
- **Tralee**
- **Course Content**: Working in the Hair Industry, Health & Safety Practices in the Salon, Cutting Women’s Hair, Colour & Lightening Hair, Perm & Neutralise Hair, Hair Dressing, Products and Services in a Salon, Shampooing & Conditioning Hair and Scalp, Client Consultation.
- **Certification**: City & Guilds Level 2 Diploma in Women’s Hairdressing.
- **Start Date**: 8th May 2017. **Duration**: 32 weeks.

**Welding (ET008)**
- **Tralee**
- **Certification**: QQI Special Purpose Award Level 5 Mounting of Abrasive Wheels and EN287 Certificate in Welding.
- **Start Dates**: 6th February & 12th June 2017. **Duration**: 19 weeks.

**Intermediate Welding (TR030)**
- **Tralee**
- **Certification**: QQI Special Award in Abrasive Wheels and ASME IX/EN287 Welding Certificates.
- **Start Date**: 9th October 2017. **Duration**: 19 weeks.

**Coded Pipe Welding (TR074)**
- **Tralee**
- **Modules**: Induction, Carbon Steel Pipe 6011 Root, 6013 Fill and Cap, Carbon Steel Pipe T.I.G Root, 7018 Fill and Cap, Stainless Steel Pipe Schedule 40, Career Planning and Job Seeking Skills, In-company training.
- **Certification**: ASME IX/EN 287/8.
- **Start Date**: To be decided. **Duration**: 24 weeks.

**CAD Computer Aided Draughting and Design (ET115)**
- **Tralee**
- **Modules**: Induction, Two Dimensional Computer Aided Design, 3D CAD, CAD Project, Advanced Project, Career Planning and Job Seeking Skills, and In-Company Training.
- **Certification**: City & Guilds Level 2 and Level 3 Awards in 2D and 3D Computer Aided Design.
- **Start Dates**: 3rd April & 6th November 2017. **Duration**: 32 weeks.

**CAD – 3D Parametric Modelling (ET4R1)**
- **Tralee**
- **Modules**: Induction, 3D CAD Parametric Modelling – Introduction, 3D CAD Parametric Modelling – Advanced Features, Project Work, Career Planning and Job Seeking Skills, In-company training.
- **Certification**: City & Guilds Levels 1 & 2 Awards in Computer Aided Design Parametric Modelling.
- **Start Date**: To be decided. **Duration**: 30 weeks.

**Heavy Goods Vehicle Driving Rigid (HG) (ET394)**
- **Tralee**
- **Modules**: Induction, Manual Handling, Driving HGV – Rigid Body, ADR Driver Training, Forklift Truck Driving, Driver CPC Training, Career Planning and Job Seeking Skills.
- **Certification**: Class C Driving Licence, RSA Driver Certificate of Professional Competence, RTITB Forklift Certificate and ADR Certification for Drivers.
- **Start Date**: 22nd May 2017. **Duration**: 10 weeks.

**Fibre Installation Technician (ET08632)**
- **Tralee**
- **Course Content**: Induction, Principles of Communications Cabling, Fibre Optic Cabling in an Internal Environment, Cable Management, Cable Construction, and Work Experience.
- **Certification**: City & Guilds Level 2 Award in Communications Cabling.
- **Start Dates**: 27th February and 4th September 2017. **Duration**: 24 weeks.

**Overhead Lines Operative Traineeship (ETS96)**
- **Co. Kerry**
- **Certification**: City & Guilds 2339-23 Level 3 Award in Electrical Power Engineering - Overhead Lines, plus a number of additional CSCS Tickets and work related certificates.
- **Start Date**: 2nd October 2017. **Duration**: 33 weeks.

**Wind Turbine Maintenance Technician (TR36R)**
- **Tralee**
- **Certification**: City & Guilds Certificate, Global Wind Organisation Tickets, and Health & Safety Certificates.
- **Start Date**: 3rd April 2017. **Duration**: 36 weeks.

**Traditional Stone Wall and Landscape Gardening Construction (ET4R8)**
- **Tralee**
- **Modules**: Induction, Safety and Manual Handling, Traditional Stone Wall Building, Basic Block Laying, Career Planning and Job Seeking Skills, In-company Training.
- **Certification**: QQI Special Purpose Level 5 Award in Traditional Stone Wall Construction.
- **Start Dates**: March & October 2017. **Duration**: 32 weeks.

**Bus Driving – D Licence (ET07114)**
- **Tralee & Killarney**
- **Certification**: Class D Driving Licence, RSA Driver Certificate of Professional Competence, QQI Level 5 Component Cert in Occupational First Aid and CILT - Digital Tachograph.
- **Start Date**: 30th January 2017 in Tralee & 25th September 2017 in Killarney. **Duration**: 14 weeks.

**Tour Guiding (ET20B)**
- **Killarney**
- **Modules**: Induction, Occupational First Aid, Regional and Local Guiding, Irish Culture and Natural Heritage, Tourism Customer Care, Enterprise Development, Career Planning and Job Seeking Skills, and Work Experience.
- **Certification**: QQI Level 6 Special Purpose Award in Regional and Local Guiding, QQI Level 4 Minor Award in Tourism Visitor Care, and QQI Level 5 Minor Award in Occupational First Aid.
- **Start Date**: 6th November 2017. **Duration**: 14 weeks.
Professional Tour Guiding (ET07749)

Trapee.

Modules: Induction, Occupational First Aid, Guiding, City Tour Management, City Culture and Natural Heritage, Irish Culture and Natural Heritage, Customer Relations/Interpersonal Skills, Business Start-Up Overview, Digital Marketing, and Work Experience.

Certification: QQI Level 6 Special Purpose Award in Regional and Local Guiding, and QQI Level 5 Minor Award in Occupational First Aid

Start Date: 23rd October 2017. Duration: 24 weeks.

Angling Guiding (ET09061)

Fenit.

Course Content: Induction, Guiding, Irish Culture and Natural Heritage, Inland Angling, Career Planning & Job Seeking Skills and Work Experience.

Certification: QQI Special Purpose Award in Guiding.

Start Date: 30th January 2017. Duration: 14 weeks.

Food & Beverage Service Traineeship (ET8741)

Killarney.


Certification: City & Guilds Level 2 Diploma in Food and Beverage Service.

Start Date: 30th January 2017. Duration: 28 weeks.

Food Preparation and Cooking (Culinary Arts) (ET20D)

Trapee & Dingle.

Unit Titles: Induction; Prepare Food for Cold Presentation; Safety at Work; Food Safety in Catering; Healthier Foods and Special Diets; Prepare, Cook and Finish Stocks, Soups and Sauces; Prepare, Cook and Finish Fish and Shellfish Dishes; Prepare, Cook and Finish Meat, Poultry and Offal, Prepare, Cook and Finish Vegetables, Fruit and Pulses, Prepare, Cook and Finish Rice, Grain, Farinaceous Products and Egg Dishes; Prepare, Cook and Finish Bakery Products; Prepare, Cook and Finish Hot and Cold Deserts and Puddings; and Catering Operations, Costs and Menu Planning.

Certification: City and Guilds Level 2 Diploma in Food Preparation and Cooking (Culinary Arts) (0806-02)


Deciding Your Future (ET980)

Trapee.

Modules: Induction, Steps to Success, Participant Skills Assessment, Coping with Change, Developing an Individual Employment Plan, Identifying Current Employment Opportunities, Interview Skills, In-company Training.

Certification: N/A.

Start Date: 1st October 2017. Duration: 2 months.

Accounting Technicians Ireland First Year (ET214)

Trapee.

Modules: Induction, Financial Accounting 1, Taxation 1, Business Management, Law and Ethics, Career Planning and Job Seeking Skills, and In-Company Training.

Certification: First Year Certificate for Accounting Technicians.

Start Date: 11th September 2017. Duration: 38 weeks.

Accounting Technicians Ireland Second Year (ET21R)

Trapee.

Modules: Induction, Financial Accounting 2, Taxation 2, Integrated Accounting Systems, Management Accounting, Career Planning and Job Seeking Skills, and In-Company Training.

Certification: The Diploma for Accounting Technicians is awarded on successful completion of years 1 and 2 plus two years relevant work experience.

Start Date: 11th September 2017. Duration: 38 weeks.

Digital Marketing with E-Commerce (ET08342)

Trapee.

Course Content: Data Reports, Brand Development, Career Planning & Job Seeking Skills, Delivering E-Commerce Solutions, Professionalism, Digital Marketing Metrics and Analytics, Marketing on Mobile Devices, Online Display Advertising, Keywords and Optimisation, Marketing & Evaluation, Social Media Advertising and Promotion, Social Media within Business, Legal and Ethical Requirements in Sales and Marketing, The Business Environment, Collaborative Technologies, Website Software, Work Experience.

Certification: QQI Level 3 Award Media Expressions.

Start Date: 9th October 2017. Duration: 35 weeks.

Retail Skills Health and Beauty Traineeship (ETS95)

Trapee.

Modules: Induction, Information Technology Skills, Retail Sales Techniques, Stock Control, Retail Payment Procedure, Customer Service, Communications, Product Knowledge – Over the Counter, Team Working, Grooming and Skin Care, Work Practice – Retail, Health and Beauty, Career Planning and Job Seeking Skills.

Certification: QQI Level 4 Major Award in Retail Skills.

Start Date: 27th March 2017. Duration: 37 weeks.

MTA Software & Networking Fundamentals (ET124)

Trapee.

Modules: Induction, Software Development Fundamentals (MTA), MTA.NET Fundamentals, Career Planning and Job Seeking Skills.

Certification: QQI Level 6 Major Award in Software Development.

Start Date: 21st October 2017. Duration: 37 weeks.

Digital Media Production (TRY18)

Trapee.


Certification: In Development.

Foundation In Media (TR08743)

Trapee.


Certification: QQI Level 3 Award Media Expressions.

Start Date: 10th April 2017. Duration: 14 weeks.

Media Techniques – Radio (ET283)

Trapee.


Certification: In Development.

Start Date: 16th October 2017. Duration: 50 weeks.

Radio Broadcasting Foundation (ET41Z)

Trapee.


Certification: In Development.

Start Date: 14th August 2017. Duration: 8 weeks.

Broadcast Production (TRY20)

Trapee.

Modules: Induction; Media Industries Organisation, Regulation and Practice; Researching, Recording and Presenting Information; Video Production Techniques; Commercial Video Editing; Employer Employment.

Certification: In Development.

Start Date: In Development. Duration: In Development.
ECDL (ETK79)
Tralee.
Certification: European Computer Driving Licence (ECDL) and City & Guilds Elementary Level in Typing.

Manual & Computerised Payroll & Bookkeeping (ET0Z5)
Killarney and Tralee.

MySQL and PHP for Dynamic Websites (ETR81)
Tralee.
Course Content: Induction, My SQL Relational Databases - Oracle, PHP Server side Scripting W3C, and Career Planning and Work Experience.
Certification: TBD.
Start Date: 15th May 2017. Duration: 24 weeks.

IT Support Traineeship (ETS78)
Tralee.
Modules: Induction, CompTIA A+, CompTIA Network+, IT Support Specialist Pratical Application, CompTIA Cloud Essentials and Cloud Virtualisation, Network Mapping, IT Support Specialist Communications, IT Support Specialist Workplace Competence Schedule, Career Planning and Job Seeking Skills.
Certification: CompTIA A+, CompTIA Network+, Cloud Essentials.
Start Date: 19th June 2017. Duration: 48 weeks.

Cisco On-Line Blended Learning (ETL62)
Tralee.
Certification: Cisco Interconnecting Network Devices (ICND) Part 1 and 2 Certificates, or Cisco Interconnecting Network Devices Accelerated CCNA Certificate.
Start Date: 13th February 2017. Duration: 15 weeks.

Digital Web Design with Adobe Dreamweaver (ET3Z6)
Tralee.
Start Date: 13th November 2017. Duration: 22 weeks.

Healthcare Support Traineeship (ETS97)
Killarney and Tralee.
Modules: Induction, Patient Handling, Care Support, Care Skills, Safety and Health at Work, Care of the Older Person, Anatomy and Physiology, Human Growth and Development, Customer Services, Work Practice, Career Planning and Job Seeking Skills.
Certification: QQI Level 5 Major Award in Healthcare Support.

Surf Instructor and Beach Lifeguard (ET1Z3)
Co. Kerry.
Modules: Induction, Surfing Skills, Lifeguarding Skills, Beach Lifeguard Assessment and Qualification, Aquatic First Aid and Emergency Response, Outdoor Surf and Lifeguard Instructor Integrated Workplace Training, Adventure Activities, Surfing Skills Instructor Level 1, Work Experience – Surf Instructor and Beach Lifeguard, Career Planning and Job Seeking Skills.
Certification: Surfing Skills Instructor Level 1 – Irish Surf Association (ISA), Beach Lifeguard Assessment and Qualification Royal Lifesaving Society (RLSS) National Beach Lifeguard Qualification, Aquatic First Aid and Cardiac First Response PHECC (Pre-hospital Emergency Care Council).
Start Date: 13th November 2017. Duration: 25 weeks.

Note: Course titles, duration and start dates are subject to change.
The aim of this course is to enable the learner develop workplace items and safety equipment safely and effectively. 1 evening a week for 10 weeks.

Certification: QQI Level 4 Minor Award in Supervisory.

AutoCad Inventor
AutoCad Inventor is 3D CAD software for 3D mechanical design. It is used to create 3D digital prototypes used in the design, visualisation and simulation of products.

€200

AutoCad Revit
Revit is building information modelling software for architects, engineers, designers and contractors. It allows users to design a building and structure and its components in 3D.

€200

Book-keeping Manual & Computerised (SAGE) (Q225)
The aim of this module is to provide learners with the skills, knowledge and competencies to operate both a manual book-keeping system from source documents up to trial balance and also to use a computerised accounts system. 2 evenings a week for 9 weeks.

Certification: QQI Level 5 Component.

€200

Computer Basics (Equal Skills) Q172
This course has been designed to introduce learners with little or no previous knowledge of computers to the basics of Information Communication Technology (ICT). 1 evening a week for 10 weeks.

Certification: ECDL Equal Skills Certificate.

€200

Information Technology Skills (Q224)
Learners will develop the knowledge, skills and competence to explain a range of information technology concepts and terminology; create and manage a personal email account and develop skills in data entry and word processing. 1 evening a week for 10 weeks.

Certification: QQI Level 4 Minor Award in Information Technology.

ECCL (Full) Version 6 (Q276)
The European Computer Driving Licence is an international standard of competence for computer users and comprises seven modules. 2 nights a week for 12 weeks.

Certification: ECDL Award.

€300

Advanced ECDL (Word Processing) (Q7308)
Advanced Text Manipulation, Mail Merge and Collaboration. 1 night a week for 10 weeks.

Certification: ECDL Award.

€245

Advanced ECDL (Spreadsheets) (Q33)
Use advanced formulas, functions and mathematical operations. 1 night a week for 10 weeks.

Certification: ECDL Award.

€245

ECCL Web Editing (Q265)
This course enables the candidate to understand key web publishing concepts and to create, upload, and maintain a web site. Learners must have basic computer knowledge and know how to manage Files and Format text. Experience in Graphic Design or Digital Image editing a plus. 1 evening a week for 10 weeks.

Certification: ECDL Web Editing.

€245

Manicure/Pedicure (ITEC Certification) (Q160)
The aim of this course is to provide the learner with the skills, knowledge and attitudes to perform manicure and pedicure treatments in a professional and safe manner, to a standard and timeframe which reflects industry standards. 1 evening a week and a Friday afternoon from 1.30pm to 4.30pm for 9 weeks.

Certification: ITEC Certificate in Manicure/Pedicure.

€300

Nail Technology Diploma (ITEC) (Q192)
The aim of this course is to provide the learners with the skills, knowledge and attitudes to perform the practical application of both Gel and Acrylic systems in a professional and safe manner, to the standard and timeframe which reflects industry standards. Applicants must complete certificate in Manicure/Pedicure or equivalent. 2 evenings per week for 13 weeks.

Certification: ITEC Certificate in Nail Technology.

€300

First Aid Responder PHECC (Q9429)
This course enables the learner to deal with life threatening or potentially life threatening conditions until arrival of emergency medical services. Provide First Aid Response for conditions not thought to be life threatening but are necessary to prevent further harm. Provide pre-hospital First Aid Response in a wide range of environments including home and recreational settings.

€200

Child Development and Play (Q245)
To equip the learner with elementary knowledge and basic practical skills in child development and play in early childhood care and education (ECCE) settings. 2 evenings a week for 10 weeks.

Certification: QQI Level 4 Component Certificate.

€200

Challenging Behaviour
The module is designed to equip the learner with knowledge and skills in supporting individuals with learning disability who present with challenging behaviour.

Certification: QQI Minor Award Level 5.

Barbering
The learner will apply appropriate health and safety procedures relevant to a hairdressing salon. Use effectively the range of tools and equipment within a hair salon. Demonstrate competency in a range of cutting techniques as applied to men’s hairstyles. Demonstrate competency in the cutting of a men’s beards to achieve the desired facial shape.

Certification: City and Guilds Level 2 Certificate in Hair Techniques - Barbering Techniques.

€300

Door Security Procedures (Q221)
The aim of this course is to enable the learner develop the knowledge, skills and competence required for employment in door security. 1 evening a week for 10 weeks.

Certification: QQI Level 4 Minor Award in Door Security.

€200

Milling (Q235)
The aim of this programme is to enable the learner to develop the knowledge, skills and competence to set up and safely operate, under supervision, a vertical milling machine. 2 evenings a week for 10 weeks.

Certification: Engineering Skills, Level 4

€200

Turning (Q236)
The aim of this course is to enable the learner develop the knowledge and skills to safely operate under supervision, a central lathe. 2 evenings a week for 10 weeks.

Certification: Engineering Skills, Level 4

€200

Manual Arc Welding
2 Evenings per week 10 weeks.

€245

Mig Welding
2 Evenings per week 10 weeks.

€300

Tig Welding
2 Evenings per week 10 weeks.

€300

Digital Imaging Using Photoshop
To Provide Trainees with the Skills and Related Knowledge in Digital Imaging Software. Topics Covered in this Module: Introduction to Photoshop, Picture Composition & Cleaning, Colour Composition, Image Selection & Merging, Layers & Filters, File Compression and Printing & Publishing 1 Evenings per week 10 weeks.

Certification: ECDL Award.

€200

Photography
The purpose of this award is to equip the learner with the knowledge, skill and competence in the theory and practice of digital photographic production to produce digital photographic images. 10 weeks.

Certification: QQI Level 5.

€200