

wexford



local development

Forbairt Áitiúil Loch Garman



EDUCATION & TRAINING

Information on training courses available in
Enniscorthy, Gorey, New Ross and Wexford:

- General Programmes
- QQI Accredited Training
- Workplace Essentials



SICAP

Social Inclusion &
Community Activation
Programme

Wexford Local Development

Wexford Local Development is one of 49 Local Development Companies in Ireland. WLD implements a number of services and programmes that benefit specific individuals, local communities and micro enterprises on behalf of local and national government.

Wexford Local Development is a community-based organisation with a voluntary board of directors and offices in the four major towns.

Wexford Local Development is committed to making a positive impact across the county by promoting employment, inclusion, supporting enterprise and addressing inequality.



SICAP

Social Inclusion &
Community Activation
Programme

Education and Training Programme

The Social Inclusion & Community Activation Programme (SICAP) is implemented by WLD. It aims to tackle poverty, social exclusion and long-term unemployment through local engagement and partnership between disadvantaged individuals, community organisations and public sector agencies. The WLD Education and Training Programme is focused on providing support to marginalised people and groups within designated communities in Co. Wexford.

SICAP funding helps provide a broad range of training and education opportunities for jobseekers at no cost to eligible participants. Some of the training opportunities available are listed in this booklet including General Programmes, QQI accredited training and Essential Workplace training. Many people qualify for free access to the available training courses, for more information please contact your local WLD office.

Contact

Spawell Road, Wexford 053-9155800

Millpark Road, Enniscorthy 053-9155864

Priory Quay, New Ross 053-9155885

Clonattin Corner, Gorey 053-9155852



WexfordLocalDevelopment



WexfordLocalDev

Email: info@wld.ie

www.wld.ie

COURSE NAME

BASIC IT

Basic IT is for people with little or no previous knowledge or experience of computers. The course will introduce the use of computer basics, creating documents, file management, internet, email and mouse skills.



Suitable For:

Beginners - anyone looking to gain confidence in how to use and understand computers

Assessment:

There is no assessment for this course – participants should attend all 6 classes

Requirements

Participants will need a reasonable level of numeracy and literacy

Duration

This course will run for 3 hours per week for 6 weeks.

On Completion:

Successful participants will have the opportunity to progress onto a Pre-ECDL course or further IT training



COURSE NAME

PRE-ECDL

This course prepares learners for what to expect if moving on to take an accredited ECDL course. It offers learners the chance to improve their skills with a special focus on the four core modules of ECDL – Computer Essentials, Word, Online Essentials and Spreadsheets.

Suitable For:

Pre-ECDL is for anyone with an interest in improving their computer skills including people with basic skills that they haven't used for a while, or people with newly acquired basic skills. It is especially suitable for people considering gaining an accredited qualification in IT who want to build up their knowledge and confidence first.

Assessment:

This is an unaccredited course although it does involve practicing some specific IT tasks

Requirements

A good command of Basic IT is required

Duration

This course will run for 3 hours per week for 6 weeks.

On Completion:

Successful participants will have increased their IT skills and gained the confidence to use computers regularly, and will now be ready to progress on to an accredited ECDL course.

COURSE NAME

ECDL

TM



ECDL

European Computer
Driving Licence

ECDL is an internationally recognised IT skills programme that provides learners with the knowledge to use computers effectively in the workplace, the home or for study. This course covers four core modules – Online Essentials, Word, Computer Essentials and EXCEL Spreadsheets.



Suitable For:

ECDL is suitable for people who are competent using computers and who want to improve their IT skills and gain a recognised IT qualification

Assessment:

Assessments are completed online for each module at a time agreed with the tutor

Requirements

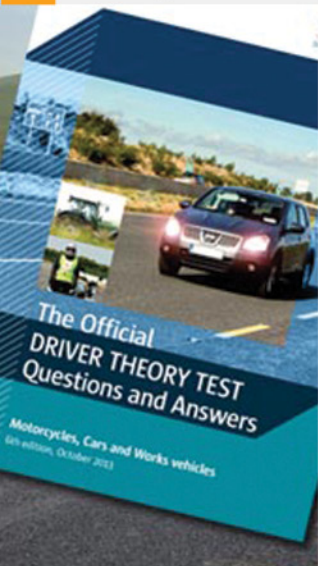
Competent computer skills and good literacy and numeracy are required

Duration

This course will run for 3 hours per week for 12 weeks.

On Completion:

Successful participants gain an internationally recognised IT qualification that will enhance their skills and employment prospects



COURSE NAME

DRIVER THEORY

Driver Theory introduces learners to the format and categories of questions to be expected in the official Driver Theory test. This course prepares participants to successfully pass the test

Suitable For:

Driver Theory is suitable for people wanting to take the first step towards learning to drive

Assessment:

This course is unaccredited but successful participants that meet the attendance requirements may have the opportunity to apply for the official Driver Theory Test

Requirements

Basic computer mouse skills are required

Duration

This course will run for 2 hours per week for 7 weeks

On Completion:

Successful participants will have the opportunity to apply for an official Driver Theory Test

COURSE NAME

CV AND INTERVIEW SKILLS WORKSHOP

This highly practical workshop provides people who are seeking employment the opportunity to evaluate their skills, qualities, strengths and weaknesses. The content covers Curriculum Vitae preparation, body language and communication and includes a mock interview and feedback session.



Suitable For:

CV and Interview Skills Workshop is a refreshing and interactive course suitable for people looking to evaluate their opportunities for work, improve their knowledge and gain the confidence to seek interviews

Assessment:

This is an unaccredited course that concludes with a mock interview

Requirements

Participants should bring a CV or draft CV with them on the first day

Duration

This is a two day course with an interview scheduled for the third day

On Completion:

Successful participants will have increased knowledge of their own skills and a focus on the next steps to take in terms of gaining employment or further training



COURSE NAME

HEALTHCARE ASSISTANT

This course is for anyone considering taking a career as a Healthcare Assistant. It provides participants with an overview of the role and a practical introduction to basic healthcare equipment and skills. The content includes an overview of the basic skills needed to meet the hygiene, toileting, grooming, mobility and safety and nutrition needs of the client.

Two workshops are included in the course: Safeguarding the Vulnerable Adult and Falls Prevention which will equip participants with valuable additional training should they decide to pursue a career in this area.

Suitable For:

Any person thinking of working or embarking on training in the Healthcare sector.

Assessment:

A practical skills demonstration on the second day.

Requirements

Participants will need reasonable literacy and comprehension

Duration

Introduction to the Role of Healthcare Assistant is run over three mornings and 1 full day.

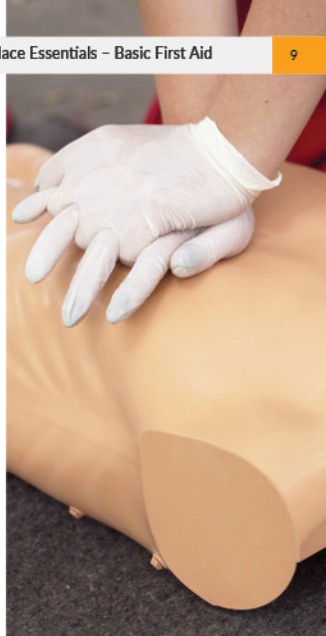
On Completion:

Participants will have gained a 'hands on ' introduction to the role of Healthcare Assistant, will have completed two practical workshops, and will have received information on progression routes for further training in the area.

COURSE NAME

BASIC FIRST AID

The Basic First Aid Course covers key practical skills for emergency first aid response including CPR and Defibrillator



Suitable For:

The course is suitable for people that require a basic command of first aid skills that can be applied in the workplace or in community settings

Assessment:

The course includes a Practical Skills Demonstration as well as a brief written assessment

Requirements

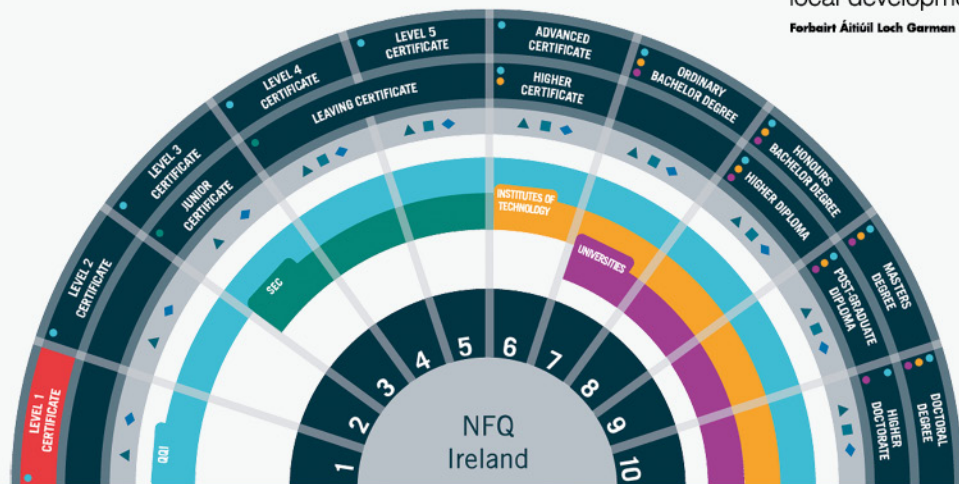
Participants will need reasonable literacy and comprehension

Duration

Basic First Aid is a one day course

On Completion:

Successful participants receive a First Aid certificate valid for three years



QQI Accredited Programmes

WLD runs a number of QQI accredited courses at levels 3, 4 and 5. Courses available are subject to demand but typically relate to employment sectors such as Healthcare, Childcare, Office Skills and other services. Minor Awards all have a 'credit value' and they can be grouped together to complete a Major award.

For example a Major Award in Early Childhood Care and Education at level 5 requires 120 credits. There are 4 compulsory modules or minor awards worth 15 credits each. The remaining 60 credits can be obtained by completing 4 or more additional modules from a menu of awards relevant to the course. Some learners opt to do one or two Minor awards through WLD before progressing onto a full time course or Major award elsewhere.

Description:

A QQI (Quality and Qualifications Ireland) award is the quality assured award for further and higher education and training in Ireland.



QQI AWARD

Suitable for:

Studying for a Minor award or module requires a lot of self discipline. For most awards there are a set number of classroom hours but learners are also expected to complete assignments in their own time, and submit a portfolio of work to a deadline, therefore learners need to be motivated and willing to put in the necessary time and effort.

WLD provides access to Minor awards that suit learners who are able to commit to 3-4 hours per week minimum for a period of 8-12 weeks



Requirements

QQI awards are made across a ten level spectrum. To achieve a level 4 award or higher participants would need a good level of literacy and numeracy. Level 5 awards would usually require Leaving Cert standard of literacy, numeracy and comprehension

Assessment:

QQI awards are normally assessed through a combination of Skills Demonstration and written portfolios. Participants work is collated and submitted for assessment at the end of each course or module. Skills Demonstration usually requires the learner to perform a specific task that is observed and recorded by the course tutor and others. Written portfolios must be the work of the learner and assignments will have a deadline for completion.

Duration

The duration of QQI awards varies depending on the type and level of the module. For example some level 4 Industry based courses can be completed over 2-5 days. Other modules such as Healthcare can be run one morning or afternoon per week for 12 weeks.

On Completion:

Successful participants can use the credit value of their Minor award towards achieving a Major award. Participants will need to complete additional modules to achieve a Major award.



COURSE NAME

PATIENT MANUAL HANDLING

This course provides participants with the information and training to be competent in Patient Manual Handling, in order to avoid injury to the patient and themselves. The course covers legislation, identifying dangers, laws of motion and anatomy and how to move patients safely

Suitable For:

Any person working or seeking to work in an environment where they may be expected to lift, handle or move patients or other people

Assessment:

There is a requirement that each trainee demonstrate practical and safe lifting techniques. The outcomes are recorded on an assessment form that can be provided for prospective employers

Requirements

Participants will need reasonable physical health that enables them to lift or move people safely

Duration

Patient Handling is a one day course

On Completion:

Successful participants receive a Patient Handling Certificate valid for 2 years from issue

COURSE NAME

MANUAL HANDLING

This course provides participants with the information and training necessary to be competent in Manual Handling in the workplace, in order to avoid injury to themselves and others. The course covers legislation, identifying dangers, levers and laws of motion, anatomy and how to handle loads safely

**Suitable For:**

Under the Safety, Health and Welfare at Work (General Application Regulations) 2007, it is a requirement that ALL employees attend a Manual Handling Training Course. A Manual Handling Cert is useful for any jobseeker to have

Assessment:

There is a requirement to demonstrate correct lifting procedures to obtain full certification

Requirements

Participants will need reasonable physical health

Duration

Manual Handling is a half day course

On Completion:

Successful participants receive a Manual Handling Certificate valid for 3 years from issue



COURSE NAME

SAFE PASS

The Safe Pass course covers all aspects of onsite safety as per the requirements of the Solas Safe Pass Health and Safety Awareness Training Programme

Suitable For:

It is a legal requirement for any worker on a building site to have a valid Safe Pass. This course is essential for any person seeking work in the construction sector

Assessment:

There is a written examination which must be completed

Requirements

Participants with a reasonable standard of reading or writing will be able to complete the Safe Pass. Participants with language or literacy difficulties may be able to complete the course pending consultation with the tutor. Participants must bring photo ID together with a small passport sized photo of themselves

Duration

Safe Pass is a one day course running from 8am-5pm

On Completion:

Successful participants receive a letter of completion with the Solas Safe Pass Card to follow – this usually takes 2-3 weeks. The card is valid for 4 years

Who is **Eligible** for SICAP funded courses?

SICAP funded training courses are available free to many people. You can benefit from this free training if you fulfil one or more of the following criteria:

- ✓ Are unemployed
- ✓ Belong to the Traveller or Roma communities
- ✓ Are a one parent family
- ✓ Have a disability
- ✓ Live in an area which is less well off
- ✓ Are a migrant, refugee or asylum seeker
- ✓ You or your family are living on a low income
- ✓ Are a young person looking for a job or training



These are just some of the training opportunities available in Wexford under WLD's Education and Training Programme, funded by SICAP. For more information on employment options, further training, support for setting up your own business, improving your CV and developing your skills, contact your local Wexford Local Development Office.

Contact details are on the back of this booklet

- Are you looking for a job or want to improve your skills?
- Could you benefit from an education or training opportunity?
- Are you a young person 16 or over not in education, employment or training?



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WexfordLocalDevelopment



WexfordLocalDev



Ireland's European Structural and
Investment Funds Programmes
2014-2020
Co-funded by the Irish Government
and the European Union



EUROPEAN UNION
Investing in your future
European Social Fund



Rialtas na hÉireann
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