

Waterford

Adult Education Centre

Durand's Court, Parnell Street, Waterford



FREE Adult Education Courses

Art, Craft and Design

Interior Design and Decoration

Information Technology and Business Administration

Fashion Design and Accessories



Join us on



**WAEC
VTOS**

Welcome to the Waterford Adult Education Centre – a dedicated centre for Adult Learners

I am delighted to introduce you to the Waterford Adult Education Centre's brochure and I hope you will find a course to meet your needs and interests as an adult learner.

The Waterford Adult Education Centre has been offering courses to adults under the Vocational Training Opportunities Scheme (VTOS) since 1994. A range of full-time educational and training courses are available to adults who are aged 21 years or over and in receipt of eligible Social Welfare payments. The emphasis is on providing quality education in a friendly, supportive environment enabling our graduates to progress on to employment or to further education. Our courses are accredited by the Further Education and Training Awards Council (FETAC) which testifies to the standard and professionalism of the education and training being offered.

The Waterford Adult Education Centre is situated in Durand's Court, Parnell Street with purpose designed classrooms for craft, pottery, interior design and textiles, as well as computer laboratories. Ancillary facilities, such as a student canteen and access to the internet and study facilities, further enhance the learning environment of our students. The Waterford Adult Education Centre is located near the city centre and is well serviced by bus routes. A public car park is available approximately three minutes' walk from the centre.

This brochure contains helpful information on the courses and supports available. We also have included reflections from former students on the courses they have studied and how they have benefited by attending VTOS. Their words are a source of encouragement and inspiration to those of you considering returning to education. You are welcome to contact us or visit the centre if you need further information or wish to discuss your options in more detail.

I look forward to meeting you in the Waterford Adult Education Centre.

Helena Finlay

Helena Finlay, VTOS Co-ordinator

Fintan Byrne

Fintan Byrne, Administrator



Claire Mooney, Fashion Design Graduate presented with the 2011 Best Student Certificate and an Irish Handmade Glass Company Vase by Mayor, Cllr. Jim Darcy and Helena Finlay, VTOS Co-ordinator.



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General Information

What is VTOS?

The Vocational Training Opportunities Scheme is a free full-time educational and training programme for adults who are in receipt of an eligible social welfare payment for at least six months and who are 21 years of age and over by the commencement date of their course. We offer a range of FETAC Level 5 accredited courses over a two-year period.

Who Can Qualify?

Applicants must be in receipt of one of these qualifying payments immediately before starting the scheme:

- Jobseeker's Assistance/Jobseeker's Benefit
- One Parent Family Payment
- Disability Allowance
- Illness Benefit*
- Invalidity Pension

OR

- Be a Dependent Spouse/Partner of an eligible person
- Be signing for credits

You may also qualify if you have Refugee Status, or if you are:

- Asylum Seekers who are Parents of an Irish Child*
- Asylum Applicants who are Eligible to Seek Work*
- Persons and their Dependants Granted Leave to Remain on Humanitarian Grounds

**Allowance on course subject to conditions.*





Students retain their social welfare payment for the duration of the course.

The following categories are also eligible to apply for VTOS provided they are at least twenty-one years of age and satisfy the Department of Social Protection that they have not been engaged in work for at least six months, and are in receipt of one of the following payments:

- **Blind Person's Pension**
- **Deserted Wife's Allowance/Benefit**
- **Widower's Non-Contributory/Contributory Pension**
- **Prisoner's Wife's Allowance**

Periods spent on FAS Training Courses, Community Employment Schemes, Job Initiatives, Youthreach Programmes or time in prison can count towards the six-month qualifying period, but a person must be in receipt of one of the relevant social welfare payments immediately before starting a VTOS course.

What are the educational requirements?

There are none. While we offer a range of courses from introductory to more advanced levels, we particularly welcome people who may not have had the opportunity to progress through secondary school. Places are offered based on eligibility and interview. Students for whom English is a second language will be required to take an English language test set by the Centre.

When does VTOS start?

VTOS programmes in the Waterford Adult Education Centre commence in September and conclude at the end of May. The courses last two years.

What can I do after my VTOS course?

VTOS graduates have the options of progressing on to employment, pursuing further education or starting their own business. In the section *VTOS Spells Success* some of our former students talk about how the Waterford Adult Education Centre VTOS courses have benefited them.

What benefits will I obtain?

- **You will retain the equivalent of your full weekly Social Welfare Payment** and any secondary benefits you already have such as Fuel Allowance, Smog Allowance, Rent Allowance and Medical Card.
- **Payment is made for the duration of the course including holiday periods.**
- **Courses including textbooks and examination fees are free of charge.**
- **An additional Training Allowance of €20.00 per week** is paid to those in receipt of an eligible social welfare payment for more than one year on the live register.
- **You will receive a small Meal Allowance.**
- **A Travel Allowance** is payable for students who travel over 3 miles from their home to the Waterford Adult Education Centre.

Student Supports

The Waterford Adult Education Centre is committed to providing a supportive learning environment for adults who may not have had the opportunity in the past to return to education. Our classes are small and have a student-centred learning approach with the emphasis on learning new skills to help you progress to employment or return to work. Our course timetables are family friendly since many of our adult learners have family commitments. A range of other supports are also available to support our students.

Childcare Assistance

Childcare assistance is available to VTOS students through the CETS Scheme. Contact the Waterford City Childcare Committee about participating community and commercial crèches/playgroups.

Career Guidance

The Waterford Adult Education Centre is committed to providing students with a professional career guidance service to enable students plan for the future and to explore new options. We work closely with the local Regional Education Guidance Service for Adults (REGSA). REGSA hosts a series of workshops for both, first and second-year students in the following areas:

[Learning Skills Workshop](#) | [CV Writing](#) | [Job Seeking Strategies](#) | [Career Planning](#)

Access to Literacy/Numeracy Support

The Waterford Adult Education Centre, through partnership with the City of Waterford VEC Literacy Service, provides additional supports to students needing help with reading, writing and maths at no extra cost.

Access to English Language Classes

The Waterford Adult Education Centre also provides English language support classes for students whose first language is not English. These classes are free of charge.

Waterford City Enterprise Board Workshops

The Waterford City Enterprise Board offers a series of workshops to students in their second year who are interested in setting up their own business. These workshops and the support of the Waterford City Enterprise Board have helped graduates from the Waterford Adult Education Centre to start up their own businesses in a range of enterprises in craft and design.



Art, Craft and Design

Course Description

This is a practical, two-year course that offers the student the opportunity to develop skills in a wide variety of art and craft disciplines. The course content includes painting, sculpture, printmaking, ceramics, fused glass, stained glass, textiles and woodcraft, with the recent introduction of jewellery-making, enameling, copper work and silver-smithing. The focus is on teaching craft skills that can be carried out and developed in a small craft workshop. In the second year, students learn how to organise craft exhibitions as part of their work experience and attend workshops with the Waterford City Enterprise Board.



Course Content

- Stained Glass/Decorative Glass Design
- Wood Finishing
- Ceramics
- Art Metalcraft
- Painting
- Printmaking
- Batik
- Drawing
- Design Skills
- Sculpture
- Appreciation of Art, Craft & Design
- Combined Materials
- Communications
- Work Experience
- Introduction to Computers



Certification

FETAC National Vocational Certificate
Level 5 Creative Craft (5M1981)



Career Prospects

This is an ideal course for graduates who wish to learn a variety of craft skills with a view to setting up a small craft business. Graduates also have the option of applying for FETAC Level 6 in Further Education Colleges or applying for third-level diploma or degree programmes in Art, Craft and Design.

Please Note: Due to ongoing developments in the FETAC Awards, names and content of awards are subject to change.



Fashion Design and Accessories

Course Description

This course helps students to develop their own individual fashion design identity as well as developing the technical skills of fashion design, including pattern cutting and garment construction, while exploring the cultural and commercial contexts of fashion. Students will learn the practical skills needed to create a collection, how to use fabrics, incorporate colour and texture in their design work. In the second year of the course, the students organise a Fashion Show and Accessories Exhibition, showcasing the clothes and accessories which they have designed and created. Students can attend workshops with the Waterford City Enterprise Board.



Course Content

- Garment Construction
- Pattern Drafting
- Fashion Industry & Design Studies
- Batik
- Combined Materials
- Ceramics
- Drawing
- Design Skills
- Communications
- Work Experience
- Introduction to Computers



Certification

FETAC National Vocational Certificate
Level 5 Fashion Design (5M3865)



Career Prospects

This is an ideal course for graduates who wish to learn a variety of fashion and design skills with a view to setting up a small fashion and accessories business. It would also suit graduates who wish to work in retail or a fashion related business. Graduates also have the option of applying for FETAC Level 6 in Further Education Colleges or applying for a third-level diploma or degree programme in Fashion and Retail.

Please Note: Due to ongoing developments in the FETAC Awards, names and content of awards are subject to change.



Information Technology and Business Administration

Course Description

Technology and computer skills are an essential asset for workers in all industries as an increasing number of jobs require the use of computer applications. The Information Technology and Business Administration is a two year course that enables students to demonstrate and apply a wide range of computer and business skills and knowledge in a variety of business contexts. Students are provided with an understanding of payroll and accounts, customer service, marketing, web design and general business. The course is unique in its accessibility to learners. The first year of the course focuses on introducing students to computer and business skills with accreditation at FETAC Level 4 and 5, with the second year building on the skills learned.



**FETAC
Certification in
Information Processing,
Business Administration
or Business Studies**

Course Content

Year 1 – Introduction to Computer Applications and Business Studies:

- Business Administration
- Communications
- Computer Applications
- Information Technology
- Bookkeeping & Accounts

Year 2 - Core Subjects:

- Database Methods
- Spreadsheet Methods
- Word Processing
- Work Experience

Elective Components

depending on Certification:

- Bookkeeping, Manual & Computerised
- Information & Communication Systems
- Customer Service
- Payroll, Manual & Computerised
- Marketing Practice
- The Internet
- Web Authoring CSS
- Desktop Publishing



Certification

FETAC Level 5 in Information Processing (5M2067)

FETAC Level 5 in Business Studies Administration (5M2468)

FETAC Level 5 in Business Studies (5M2102)



Career Prospects

This course is intended for students who wish to pursue a career in information processing, payroll or accounts or in general business areas, as well as those wishing to undertake further studies in computer applications, accounting or business. Graduates may further their education by applying for FETAC Level 6 Awards in Colleges of Further Education or applying for a third-level diploma or degree programme in Institutes of Technology/University. Many of our graduates have progressed to employment in office administration positions and IT related environments.

Please Note: Due to ongoing developments in the FETAC Awards, names and content of awards are subject to change.



Interior Design and Decoration

Course Description

This course is an exciting and practical course offering students the opportunity to explore contemporary Interior Design concepts. Students will be introduced to the principles of design through set projects, and learn to communicate design solutions from a brief to a client presentation. There is also a strong emphasis on the development of practical skills - planning a space, choosing colour schemes and working with various materials and finishes - to enable students to achieve a high standard of competence. Students also learn how to refurbish old and new furniture and bric-a-brac using paint and decorative effects, e.g. marbling, wood graining and decoupage.



Course Content

- Appreciation of Art, Craft & Design
- Architectural Drawing
- Design Skills
- Communications
- Work Experience
- Furniture & Fittings*
- Drawing
- Ceramics
- Combined Materials
- Materials & Finishes
- Colour & Light
- Printmaking/ Batik
- Introduction to Computers & CAD



Certification

FETAC National Vocational Certificate **Level 5 Interior Design** (5M5054)

FETAC National Vocational Certificate **Level 5 Art, Craft and Design** (5M1984)



Career Prospects

Graduates of this course have found employment in retail, interior design consultancy and other design related businesses. Graduates will also have the option of applying for FETAC Level 6 Awards in Colleges of Further Education or applying for a third-level diploma or degree programme in Art related disciplines.

***Please Note:** Due to ongoing developments in the FETAC Awards, names and content of awards are subject to change.



VTOS Spells Success!

Past Students Tell Their Stories



Barbara Prusak:

Fashion Design and Accessories Graduate

I was drawn to the Fashion Design and Accessories as a result of the economic downturn and being unable to find a job in my profession, which is Interior Design, I stumbled upon the VTOS brochure and read about this course. As fashion has always been my second passion, I took this opportunity to gain additional skills that would help me to find future employment. The course was very intensive and I learned a lot starting from textile manipulation, jewellery making, to sewing my own garments which resulted in me being able to complete my first

collection “Natural Instinct”. The skills learned gave me the idea to set up my own business, “nunnah”, a sustainable fashion label, which is jewellery and custom clothing under one roof. The workshops organised by VTOS with the Waterford City Enterprise Board also helped, giving me the basic information needed to set up and participate in the market with my business.

I am now fully focused on expanding my brand and completing my latest collection “Light and Dark”, where each piece is individually designed and handmade providing high quality and one-of-a-kind designs. To find out more, please see www.nunnah.ie.



Paul Dower:

Information Technology and Business Administration Graduate

I lived for 14 years in Germany and worked as an industrial paint sprayer. On returning home to Ireland with a young family, I found there were few opportunities in this area. I needed to up-skill to better my chances of gaining employment. While looking into courses that were available in Waterford, a friend of mine told me about the Waterford Adult Education Centre and gave me their prospectus and I was immediately interested in the Information Technology and Business Administration. I really got a lot out of the course and I loved learning new things. I continued to WIT and graduated with a degree in International

Business (BAIB) and progressed on to a Master’s Degree in Internationalisation, which is ongoing (MBSI). The modules and lecturing style of the Waterford Adult Education Centre was a life changing experience and has been a very positive part of my life.

I also worked as an intern in the Waterford City Enterprise Board which helped me use my new skills and meet new people and build a network of contacts. At the moment I am working on various different projects around tourism in Waterford and the South East. I owe a lot to the Waterford Adult Education Centre and can highly recommend the centre to everyone considering developing their skills and learning new ones.



Michelle Gault:

Information Technology and Business Administration Graduate

After I fell pregnant in school I honestly didn't think that I had very much of a future.

Some of the school's faculty was less than supportive and the negativity did rub off on me.

However, as my son grew older, I began to look to possible avenues for our future. Having had such a bad experience in school I was very nervous about returning to education but the Adult Education Centre was the best decision I have ever made. I learnt so much over the two years,

both academically and personally. The staff was so supportive and encouraged us to ask questions, which helped me to find my voice.

The Waterford Adult Education Centre was an excellent foundation for me to progress to third level and I have been lucky to achieve both a Degree and a Masters in Accounting. Now I am an Associate Auditor with one of the Big-4-Firms but I never would have achieved it without the Waterford Adult Education Centre's support.



Paul Kirby:

Art, Craft and Design Graduate

When I was made redundant a few years back I found it difficult getting back into work so

I decided to try a different direction. I was looking around for a suitable course when I came across the VTOS Adult Education prospectus. I'd done an art course in my teens but had drifted into factory work over the years. When I joined the VTOS Art and Crafts course, I didn't have any expectations. It had been a long time since I'd been in a classroom environment. Being on the course got me back into drawing and thinking about design. There were different options on the course which gave you a chance to find what you were most comfortable working with, for example wood, glass, metal, clay

or in my case painting and drawing. It gave me a chance to brush up on my skills and learn new ones. I was never good with working with my hands but it gave me the opportunity to try. It gave me the confidence to develop some ideas so that when I finished the course I could think about finding ways to sell my work.

Since leaving the course, I've looked at different means of showing my work. I'm a member of Waterford Homecrafts and I've shown some of my work at their craft fairs. I was also involved in the Winterval Festival where I exhibited with the Waterford Enterprise Board. I also set up a blog site – catsmelodjan.blogspot.ie – to display my work on the internet. It's early days but so far the response has been good.





How to Apply

- Places on courses are offered based on eligibility and interview.
- Interviews are held in May and late August.
- Applicants will be notified of interview result in June or early September.
- Students for whom English is a second language will be required to sit an English language test.
- Early application is advised as places are limited.
- Courses commence in mid-September.
- Message through our facebook page



**WAEC
VTOS**

- Email info@adulthoodeducationcentre.ie for application form.

Please Note

The information in this prospectus is intended to act as a guide to persons seeking admission to the Waterford Adult Education Centre and shall not be deemed to constitute a contract between the Centre, or any third party. Every effort is made to ensure the accuracy of the information in this publication, however the centre shall not be bound by any errors or omissions and cannot accept liability in respect thereof. The Waterford Adult Education Centre reserves the right to amend, change or delete any programme of study or academic regulation at any time having give due consideration to students who are enrolled.



V.T.O.S. Application Form

PLEASE USE BLOCK CAPITALS

Name: _____	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Age <input type="text"/>
Address: _____ _____ _____	PPSN <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Phone No.: _____	
Nationality: _____	Mobile No.: _____		

Title of Course you wish to apply for:

First Choice: _____

Second Choice: _____

Signed: _____ Date: _____

Please Affix
Passport
Photograph
Here

Disability if any: YES ☐ NO ☐

If YES, please specify: _____

Last School / College Attended:

Name and Address: _____

Examinations Taken:

Junior Cert. ☐ Leaving Cert. ☐ Leaving Cert. Applied ☐ No Formal Qualifications ☐ Other ☐

Employment History:

Last Employer: _____ Dates: _____

Position: _____

Previous Employment: _____

OFFICE USE ONLY

This last section must be completed by the Dept. of Social Welfare or Health Board before returning form to the Waterford Adult Education Centre

This applicant qualifies for admission to VTOS YES ☐ NO ☐

This applicant has been claiming one of the following for at least 6 months and is over 21 years of age

Job Seekers Allowance ☐ Job Seekers Benefit ☐ Signing for Credits ☐

Other, please specify: _____

No. of months unemployed Hatch No.

Signed: _____

STAMP



Waterford

Adult Education Centre

Durand's Court, Parnell Street, Waterford

Helena Finlay, VTOS Co-ordinator
Susan Callanan, VTOS Assistant Co-ordinator

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