

MISSION STATEMENT ON ADULT EDUCATION

Boyne Community School is committed to promoting education opportunities and qualifications for adults in the form of further and continuing education, and especially second chance education for those who have not benefited from their schooling.

ADULT EDUCATION ENROLMENT FORM

Autumn 2019

Please print name and address in BLOCK CAPITALS. Please enclose cheque/bank draft payable to:
Boyne Community School Adult Education

Course Title..... Course Code.....

Second Choice.....Course Code.....

Name.....

Address.....

Phone Numbers. (Home, work, mobile)

H.....W.....Mobile.....

email.....

I accept the conditions of enrolment as detailed in this brochure.

Signed: _____

Monday Night

- M01 First Aid (8 weeks)** €100
Basic First Aid certified by the Red Cross. Opportunity to do a two week Cardiac First Responder Community (CFC –C) after the First Aid course €50
- M02 Digital Photography (8 weeks)** €100
Learn to make the most of your camera – composition, lighting techniques, control exposure etc
B. Lynch
- M03 Special Needs Assistant (Level 5) (20 weeks) (7 – 10 pm)** €750
QQI Level 5N1786 & 5N2356. The course is designed to meet the needs of those seeking employment as an SNA. See website for further details.
- M04 Live Your Best Life (5 weeks)** €60
Feeling stuck in a rut? Acquire skills to uncover your blocks. Course designed for committed people seeking change and will bring positive results.
M. O'Brien
- M05 Ukulele (8 weeks) (8 00 -9 00 pm)** €60
Learn to play this affordable and straightforward instrument.
N. Grant
- M06 Spanish Beginners (8 weeks)** €100
Learn to speak this beautiful language for holidays etc. Discover more about Spain and its culture from a native teacher
M. Moylan
- M07 Counselling: An Introduction (8 weeks)** €100
Get an overview of basic counselling skills.
D. Casserley

- M08 Payroll Manual & Computerised (12weeks)** €350
See the back of the brochure for further details.
- M09 Painting for Pleasure (10 weeks)** €120
Classes in painting, composition and techniques. All levels welcome.
P. McKenna
- M10 Health Services Skills (Mon and Wed) (7.00 – 10.00pm 10 weeks)**
QQI/ Fetac Level 5
Module 1: Care of the Older Person
Module 2: Care Skills
See website for further details.
- M11 Pilates (7.30 – 8.30 pm) (10 weeks) (Max 18 persons)** €60
Wear runners & bring a mat / rug, bottle of water & towel.
D. Davis
- M12 Digital Marketing for Small Business (8 weeks)** €100
Use social media Facebook ,Twitter and Instagram to promote your business effectively.
G. Shannon
- M13 Metalwork & Welding (10 weeks) (Max.10)** €120 + €50
Introduction to metalwork and welding. Basic engineering concepts covered.€50 covers materials used in class.
C.O'Reilly
- M14 Garden Design (6 weeks)** €100 + €10
Grow fruit and vegetables organically .Aimed and beginners and experienced gardeners.€10 covers materials.
L. Gilsenan
- M15 Patchwork (Max.12) (8 weeks))** €100
Patchwork group for experienced patch workers Get ideas Inspiration and advice from an experienced group facilitator. Work on your own project or start something new.
C. Donoghue
- M16 Millinery (5 weeks)** €60+ €20
Make a hat or fascinator for those special events. €20 covers materials used in class.
M.Feher
- M17 Furniture up –cycling (5weeks)** €60 + €20
Make and use your own chalk paint. Decoupage, stenciling, gilding using copper, silver & gold leaf. Crackle finishes. Wax and sealing
M. Casey
- M18 Cómhrá Gaeilge (8 weeks)** €100
Suitable for students with a basic knowledge of Irish and wish to expand their language skills.
P. Rickard

Wednesday Night

- W01 Cake Decorating – Sugar craft (8 weeks)** €100 +€30
Decorate occasional cakes – christening, special birthdays or the perfect Christmas cake.
B. Kennelly
- W02 Guitar for Beginner & Improvers (8 weeks)** €60
Beginners (7 30 to 8 30 pm.)
If sufficient numbers enrol - Improvers class 8 30 to 9 30 pm.
D. Anderson
- W03 Mindfulness (8 weeks) (Max 12)** €100
Release stress and anxiety. Gain an understanding of Mindfulness and Build up a strong practise. Interesting and interactive class .Learn to let go of daily struggles by including Mindfulness practise in daily life.
- W04 Yoga (10 weeks) (7.00 – 8 15pm)** €90
Improve your strength endurance, balance and flexibility. De-stress .tone up and increase concentration.
K. Seerey
- W05 Yoga for Men (10 weeks) (8 30 – 9 45 pm)** €90
Improve your strength, endurance, balance and flexibility. De-stress, tone up and increase concentration
K. Seerey

- W06 Supervisory Management 7- 10 pm (12 weeks)** €350
See the website for further details. QQI Level 5
- W07 Special Needs Assistant (Level 6) (10 weeks) (7 – 10 pm)** €600
QQI Level 6 6N1957 .Course suitable for those who have completed SNA Level 5. See website for further details.
C. Bowman
- W08 Creative Flowers (5 weeks)** €60 + €20
Join this fun class and make a variety of displays. Use materials from the garden . Suitable for all levels. €20 covers oasis blocks, ribbons etc. Own flowers must be provided.
M. Owens
- W09 Zumba(8 weeks) (7.00 – 8.00 pm)** €60
Get fit in this fun Latin inspired dance fitness class
R. Brady
- W10 Interior Decoration Beginners (5 weeks)** €70
Learn about kitchen and bathroom designs, flooring. Choose the best colours , fabrics and soft furnishing for your house . Dress a room-furniture placement and wall décor.
M. Casey
- W11 ECDL Essentials (10 weeks) (7 00 – 10.00pm)** €330
ECDL Essentials is a new four module course which will improve IT skills and provide a qualification to enhance job opportunities. See website for further detail.
J. Canning
- W12 English as a Second Language (8 weeks)** €90
Do you want to speak and read English more fluently? Improve your listening Skills, reading, pronunciation and speaking abilities
L. Cavalier
- W13 Dressmaking (8 weeks)** €100
Learn the basics of dress- making, understand and use patterns. Make simple garments. Fabrics provided. Bring basic sewing kit.
- W14 Digital Skills for Citizens (5weeks) Friday (2 – 4 pm)** Free
Learn to browse and search the internet, e-mail and book flights.
J. Canning
- W15 French Conversation (8weeks)** €100
Re-fresh your French conversation skills and prepare for your next holiday in France.
P. Rickard.

Rooms available to rent for clubs and groups.

Contact 046 9438000 or e-mail boyneaded@eircom.net

Most COURSES are 10 weeks duration.

Classes begin **Monday 23rd & Wednesday 25th September, 2019** from **7.30 – 9.30pm** (unless otherwise stated)

Note: The school will only contact you when a class is cancelled. Once enrolled come to class the first night.

PROFESSIONAL BODY

ICS SKILLS/ECDL Essentials

The ECDL is an internationally recognised qualification certified by ICS Skills. It verifies computer competence and is in demand by employers.

ECDL Essentials is a **new** four module course which is awarded on the completion of four of the seven modules of the ECDL programme. Additional modules will be offered in the spring 2020 term if required. 30 hours tuition. The four modules are:

Computer Essentials, Online Essentials, Word Processing and Spreadsheets

Further details from: www.ics-skills.ie/ecdl/about-ecdl.php

The College of Progressive Education

The Special Needs Assistant course Level 5 5N1786 & 5 N2356 and Level 6 6 N1957 will be delivered and QQI validated by The College of Progressive Education Telephone (01 4884300.) Course duration:

Level 5 10 weeks autumn 2019 and 10 weeks spring 2020
Monday 7 – 10 pm.

Cost: €750 Instalment payment available on-line

Level 6: 10 weeks autumn 2019 and 10 weeks spring 2020
Wednesday 7 – 10

Cost € 600 (includes course materials and accessed via Moodle E-learning platform)
Instalment payment available on-line

QQI-Health Care support – 5M4339

Eight modules must be completed to achieve a full QQI Level 5 Major Award Modules can be completed on a stand-alone basis.

Module 1 Care of the Older person 5N2706 €200

Module 2 Care Skills 5N2770 €200

Additional charge of €50 euro per full certificate issued. €20 per individual certificate. 2/3 modules can be included on each certificate. Some exemptions may apply

This Course will be tutored and QQI validated by Healthcare Training Solutions www.healthcaretrainingsolutions

See www.boyneadulthoodeducation for further detail on the modules

TRIM ARCH CLUB

The Club meets every Monday in Boyne School 7.30 – 9.30 p.m... It provides a **social outlet** in a safe friendly environment for people aged 15 upwards with intellectual disability and special needs.

New members and volunteers welcome. For details telephone. 087 9440835

The College of Progressive Education

Payroll Manual and computerised QQI Level5 (6N4005)

The Payroll Module is delivered in two parts

- Manual Payroll** : payroll terms & frequencies, tax credits, standard cut offs, cumulative ,emergency and temporary tax systems, cumulative tax deductions/emergency/temporary tax deduction form, calculating gross pay & tax liability, PRSI & income levies, statutory documents P45/60/30/35 .
- Computerised Payroll**: using SAGE. Includes entering company details, setting a payroll period entering employee details, standard cut offs ,base codes for PRSI, salary details, processing payroll, editing employee data, printing employee reports, printing statutory documents, updating records, saving data password protection.

Supervisory Management QQI Level 5 6N 4329

This award will equip the learner with the relevant knowledge, skill and competence to work in a range of industry sectors independently in a supervisory capacity.

WATCH OUT FOR NEW COURSES IN OUR SPRING BROCHURE OUT IN JANUARY 2020

New Courses. If you have a skill you can impart or an idea for courses, please send in outline or CV to the Director or to boyneaded@eircom.net

For further information, contact Boyne Community School:

Principal Elizabeth Cahill
Director of Adult Education Máire Walsh
Administration P. Darby C. Fitzsimons
Night Staff G. Gibney
Information Technology T. Byrne
Adult Education Office Ph. (046) 94 38000

Fax (046)94 81660

E-mail boyneaded@eircom.net

Website www.boyneadulthoodeducation.com

General Information

Evening Classes are offered in Boyne Community School on Mondays and Wednesdays.

Information: The Director or School representative will be available to answer queries on these nights after 23rd September from 7.00 – 10 p.m.

Telephone: 046 9438000

Postal Enrolment will be accepted with full fee from 5– 13th September or in person (see front of brochure for times). **Online enrolment** is now possible. Students are enrolled on a “first come first served basis”. Early enrolment is necessary to ensure sufficient numbers for classes to form.

Fees in full must be paid before classes commence.

Course Closure: No course may be formed where the number of students enrolled does not warrant it. The Director reserves the right to close a course and refund fees or to alter times & dates of a course if deemed necessary.

Refunds Fees are non-refundable, unless a course does not form due to insufficient numbers or a tutor being unavailable. Expect these refunds week 4 of courses.

Property: Responsibility cannot be taken for loss of / damage to students' property, cars etc.

Parking Please park your car with consideration for others, leaving access clear. Do not park on the grass. Access parking at the back of the school through lane at left of main entrance.

Expenses Expect to have to buy materials for some courses

Funded Courses: The fee for some courses is less than for others – this is part of our commitment to the community

Gift Vouchers These can be purchased in the Adult Education Office, Monday – Wednesday at night.

Tea / Coffee Break some classes take a 10 - minute break, when you can buy a cup of tea or coffee.

Discipline: The student subscribes to the regulations of the school and is bound by them. Students have access to school rooms and equipment, which must be treated with care and left ready for the next day. The school reserves the right to suspend from class or building as appropriate.

Smoking is strictly forbidden in any part of the school building. Please do not litter the school grounds.

Career Guidance for Adults: check out MAEGS (Meath Adult Education Guidance Service), maegs@meathvec.ie or Ellis at ph (046) 90 68249

NB Assume you have got a place. We ring you only when a course will not run Receipts are issued on the first night of class, if you have enrolled by post or directly to you if you enrol online.



Pobalscoil na Bóinne Boyne Community School Trim, Co. Meath

Adult Education Evening Classes Autumn Programme 2019

ENROLMENT

ON LINE ENROLMENT

Online at www.boyneadulthoodeducation.com

OFFICE ENROLMENT

Thursday, 5th September to
Friday 13th of September

12 to 1.00 pm and 4.00 to 5.00 p.m.

Wednesday 11th September

7 - 8.00pm in Adult Education Office

CLASSES COMMENCE

Monday 23rd September 2019

Wednesday 25th September 2019

School closed for Mid-Term Break

Monday 28th October 2019

Wednesday 30th October 2019

ENQUIRIES

Telephone: 0469438000

Mobile: 0851704051

Fax: 0469481660

Email: boyneaded@eircom.net

www.boyneadulthoodeducation.com