



**PLUNKET  
COLLEGE  
OF FURTHER  
EDUCATION**

Back to Education Initiative

**BTEI**

Minor Awards at QQI Level 4



**Beauty Therapy  
Make-up Artistry**

**Basic Car  
Maintenance**

**Introduction  
to Practical  
Carpentry Skills**

**Early Childhood  
Education &  
Care Support**

**Employment Skills  
& Entrepreneurial  
Skills**



PLUNKET  
COLLEGE  
OF FURTHER  
EDUCATION

**BTEI**

The Back to Education Jobs Initiative (BTEI) enables adults and young people over the age of 16 to return to learning in a positive and supportive environment. Classes are small and personal attention is assured. Students in receipt of social welfare payments and health board benefits are also eligible and do not have to pay fees.

Eligible students may be entitled to part-time creche places under the Childcare, Employment and Training Scheme (CETS scheme). Courses begin in the middle of September and continue until the end of May each year. Classes are timetabled to take place four mornings each week from 9.50 to 1pm each day.

**Minor Awards at QQI Level 4**



PLUNKET  
COLLEGE  
OF FURTHER  
EDUCATION

## Courses

### BTEI

Beauty Therapy Make-up Artistry .....	5
Basic Car Maintenance .....	6
Introduction to Practical Carpentry Skills .....	7
Childhood Education & Care Support .....	8
Employment Skills with English as a Second Language .....	9



# Why Plunket College of Further Education?

The college, under the auspices of City of Dublin ETB, offers part-time level 4, full-time Level 5 and Level 6 programmes running from September to May. The Courses on offer are designed with input from Industry and are aimed at ensuring graduates will leave the programme with skill sets enabling them to take up employment or progress to further training and education. Courses are aimed at school leavers, adult learners, those wishing to progress to university programmes and those looking for a career change.

Upon successful completion, courses may enable graduates:

- › to go directly into employment
- › to become self-employed
- › to progress to further education and training including Traineeships and Apprenticeships
- › to progress to Third-Level programmes



## Course Description

This Beauty Therapy course is an introductory Part-time programme which offers participants an award at QQI Level 4. Students will have the opportunity to pursue a career in the Cosmetic/ Beauty Industry. The modules cover an introduction to skills required in beauty therapy such as skin care, eye care, make-up artistry, nutrition and fitness as well as choice of career related modules. The course runs from September to May for 12 hours each week. Classes are timetabled to take place four mornings each week from 9.50 to 1pm each day. Eligible students may be entitled to part-time crèche places under the CETS scheme

## Entry Requirements

**EDUCATION & APTITUDE:** Although no formal qualifications are required, applicants should have a standard of knowledge, skill and competence equivalent to NFQ level 3 when accessing a level 4 programme. Applicants must have a motivation to learn, and the ability to acquire the knowledge, skills and competencies relevant to the course. They must be able to work under direction with some ability to work on their own initiative.

## Learning Outcomes

This course will also enable students to develop life skills which will include effective communication techniques, teamwork and independent learning.

On completion of this programme students will be enabled to progress to employment and or further education and training.

## Course Content

Body Massage and Figure Analysis	5N3465	Food and Nutrition	4N2830
Skin Care, Eye Treatments and Make-Up	5N3466	Customer Service	4N1989
Human Biology	4N2910	Personal Effectiveness	4N1132
		Communications	4N0689

**BTEI Co-ordinator: Maria Dixon**

Telephone: **01-8371689**  
Email: **info@plunket.cdetb.ie**

## Course Description

The Basic Car Maintenance course is an introductory Part-time day programme which offers participants an award at QQI Level 4. It is intended to equip students with the skills for employment in the motor sector. Students will develop skills in understanding the basic systems of car maintenance such as: Types of Engines, Braking Systems, Transmission types, Electrical Circuits, Exhaust Systems, Fuel

Systems, Tyres & Alignment, Standards required for the NCT. The course facilitates entry to other QQI level 5 awards.

The course runs from September to May for 12 hours each week. Classes are timetabled to take place four mornings each week from 9.50 to 1pm each day. Eligible students may be entitled to part-time crèche places under the CETS scheme.

## Course Content

Vehicle, Brake, Oil and Battery Maintenance	4N2647	3 hours
Work Practice	4N1170	2 hours
Workplace Safety	4N1124	2 hours
Communications	4N0689	2 hours
Functional Mathematics	4N2138	2 hours
Information Technology	4N1125	1 hour

## Entry Requirements

**EDUCATION & APTITUDE:** Although no formal qualifications are required, applicants should have a standard of knowledge, skill and competence equivalent to NFQ level 3 when accessing a level 4 programme. Applicants must have a motivation to learn, and the ability to acquire the knowledge, skills and competencies relevant to the course. They must be able to work under direction with some ability to work on their own initiative.



## Learning Outcomes

This course will also enable students to develop life skills which will include effective communication techniques, teamwork and independent learning.

On completion of this programme students will be enabled to progress to employment and/or further education and training.

For further information contact:  
**BTEI Co-ordinator: Maria Dixon**

Telephone: **01-8371689**  
Email: **info@plunket.cdetsb.ie**

## Course Description

The Practical Carpentry Skills course is an introductory Part-time day programme which offers participants an award at QQI Level 4. It is intended to equip students with the skills for employment in the woodcraft sector in an apprenticeship capacity. Students will develop skills in understanding Safety in the workplace, Work Practice and Woodcraft skills. The course facilitates entry to other QQI level 5 awards.

The course runs from September to May for 12 hours each week. Classes are timetabled to take place four mornings each week from 9.50 to 1pm each day. Eligible students may be entitled to part-time crèche places under the CETS scheme.



## Entry Requirements

**EDUCATION & APTITUDE:** Although no formal qualifications are required, applicants should have a standard of knowledge, skill and competence equivalent to NFQ level 3 when accessing a level 4 programme. Applicants must have a motivation to learn, and the ability to acquire the knowledge, skills and competencies relevant to the course. They must be able to work under direction with some ability to work on their own initiative.

## Learning Outcomes

This course will also enable students to develop life skills which will include effective communication techniques, teamwork and independent learning.

On completion of this programme students will be enabled to progress to employment and or further education and training.

## Course Content

Woodcraft	4N3185	4 hours
Work Practice	4N1170	2 hours
Workplace Safety	4N1128	2 hours
Communications	4N0689	2 hours
Information Technology	4N1125	Options
Entrepreneurial Skills	4N1128	Options
Team Working	4N1169	Options

For further information contact:  
BTEI Co-ordinator: **Maria Dixon**

Telephone: **01-8371689**  
Email: **info@plunket.cdetb.ie**

**APPLY ONLINE:**  
**www.plunketcollege.ie**



### Course Description

The Early Childhood Education & Care Support course is an introductory Part-time day programme which offers participants an award at QQI Level 4. It is intended to equip students with the skills for employment in the early childhood education and care sector. The course facilitates entry to other QQI level 5 awards.

The course runs from September to May for 12 hours each week. Classes are timetabled to take place four mornings each week from 9.50 to 1pm each day. Eligible students may be entitled to part-time crèche places under the CETS scheme.

### Entry Requirements

**EDUCATION & APTITUDE:** Although no formal qualifications are required, applicants should have a standard of knowledge, skill and competence equivalent to NFQ level 3 when accessing a level 4 programme. Applicants must have a motivation to learn, and the ability to acquire the knowledge, skills and competencies relevant to the course. They must be able to work under direction with some ability to work on their own initiative.

**BTEI Co-ordinator: Maria Dixon**

Telephone: **01-8371689**

Email: **info@plunket.cdetb.ie**

### Course Content

Communications	4N0689	2 hours weekly
Child Development and Play	4N1111	2 hours weekly
Childcare and Safety	4N1905	2 hours weekly
Personal Effectiveness	4N1132	2 hours weekly
Drama	4N1875	2 hours weekly
Information Technology	4N1125	2 hours weekly

### Learning Outcomes

This course will also enable students to develop life skills which will include effective communication techniques, teamwork and independent learning.

On completion of this programme students will be enabled to progress to employment and or further education and training.

## Course Content

---

Career Planning	4N1109	2 hours weekly
Information Technology	4N1125	2 hours weekly
Functional Mathematics	4N2138	2 hours weekly
Communications	4N0689 Option	2 hours weekly
Entrepreneurial Skills	4N1128 Option	2 hours weekly
Personal Effectiveness	4N1132 Option	2 hours weekly
English as a Second Language (ESOL)	4N1180 Option	6 hours weekly

Students may wish to progress to a full-time course in English Language with Business and Preparation for IELTS at QQI level 5 award which is offered in the college. IELTS is the international testing system which tests English fluency across the world. IELTS measures the ability of students to communicate in English across four language skills of Listening, Reading, Writing and Speaking. It is recognized internationally by universities and third level colleges as a means of entry to their courses.

## Course Description

---

The Employment Skills course is an introductory Part-time programme which offers participants an award at QQI Level 4. We offer two options in this very popular course in Employment Skills. One course focuses on English language for non-native speakers of English and the second includes service industry subjects-Entrepreneurial Skills, Customer Service and Personal Effectiveness. The course runs from September to May for 12 hours each week. Classes are timetabled to take place four mornings each week from 9.50 to 1pm each day. Eligible students may be entitled to part-time crèche places under the CETS scheme.



## Entry Requirements

---

### EDUCATION & APTITUDE:

Although no formal qualifications are required, applicants should have a standard of knowledge, skill and competence equivalent to NFQ level 3 when accessing a Level 4 programme. Applicants must have a motivation to learn, and the ability to acquire the knowledge, skills and competencies relevant to the course. They must be able to work under direction with some ability to work on their own initiative.



**PLUNKET  
COLLEGE  
OF FURTHER  
EDUCATION**

## Courses

### Post Leaving Certificate

Introduction to Counselling & Psychology  
Pre University (Arts) Third Level Access  
Pre University (Arts)  
Holistic Health  
Motor Vehicle Maintenance  
Carpentry and Joinery  
Furniture Craft and Design  
Construction Technology with Draughting  
Accounting Technician  
Business and Information Technology  
Language and European Studies  
English Language with Business and IELTS Preparation  
Advanced Psychology Level 6  
Childcare Special Needs Assistant through Irish Level 5

### Pre Apprenticeship

Construction  
Carpentry and Joinery  
Motor Vehicle Maintenance

### Leaving Certificate

Leaving Certificate Year 1 and 2  
Repeat Leaving Certificate

### VTOS Courses

English Language, Business & IT QQI L4  
Computer & Office Skills with ECDL  
English Language, Business & IT QQI L5  
Home Maintenance Skills  
Office Systems and Support

### BTEI

Beauty Therapy Make-up Artistry  
Basic Car Maintenance  
Introduction to Practical Carpentry Skills  
Childhood Education & Care Support  
Employment Skills and Entrepreneurial Skills



PLUNKET  
COLLEGE  
OF FURTHER  
EDUCATION



# PLUNKET COLLEGE OF FURTHER EDUCATION

Plunket College of Further Education

Swords Road, Whitehall, Dublin 9, D09C94K

Tel: 01 837 1689 / 837 1680

[info@plunket.cdetb.ie](mailto:info@plunket.cdetb.ie)

[www.plunketcollege.ie](http://www.plunketcollege.ie)

**CDET B**

An Bord Oideachais agus Oiliúna Chathair Bhaile Átha Cliath  
City of Dublin Education and Training Board



Cláir Chisti Eorpacha Struchtúrtha  
agus Infheistíochta na hÉireann  
2014–2020

Cómhaoinithe ag Rialtas na hÉireann  
agus ag an Aontas Eorpach



EUROPEAN SOCIAL FUND



DEPARTMENT OF  
EDUCATION  
AND SKILLS