

# Further Education College, Clonakilty

## Coláiste Breisoideachais

### Chloch na gCoillte



#### Application Procedure

Further Education College, Clonakilty welcomes applications from the following

- Leaving Certificate Students
- Leaving Certificate Applied Students
- Individuals who are currently unemployed
- Adults or mature students who would like to return to the workforce
- Individuals who would like to learn new skills or update existing skills

#### How to Apply

- Select the course which you wish to pursue
- Complete the application form and forward to college. Ensure you have included a passport photograph. Applications are processed on a first come first served basis so early application is strongly advised.
- You will then receive a letter acknowledging receipt of your application form. This letter will outline costs and any necessary equipment for your course. Candidates will also be informed of the commencement date for their course.

#### College Fees

Please see individual courses for an outline of examination fees and cost of materials.

## **College Funding Opportunities**

### **Student Grants**

Candidates on our courses are entitled to apply for maintenance grants. These grants are means tested. Once a candidate qualifies for a grant the amount they receive will depend on their distance from the college. Further information is available at The Education Support Services, Co Cork VEC, Yeats House, Barrack Square, Ballincollig, Co Cork. Tel 021 466 5000. E-mail [reception@cocorkvec.ie](mailto:reception@cocorkvec.ie)

### **VTOS – Vocational Training Opportunity Scheme**

The Vocational Training Opportunities Scheme (V.T.O.S.) is a special range of courses designed to meet the education and training needs of unemployed people.

The aim is to give unemployed people education and opportunities which will develop their employability.

To prepare people to go to paid employment or to further opportunities leading to paid employment.

For further clarification on any of the above information, please contact: Maureen Murnane, VTOS Co-ordinator, Sutherland Centre, North Street, Skibbereen. E-Mail: [maureen@wcaded.ie](mailto:maureen@wcaded.ie) Web: [www.wcaded.ie](http://www.wcaded.ie)

### **BTEA – Back to Education Allowance**

The Back to Education Initiative (BTEI) provides part-time Further Education programmes for young people and adults. This aim is to give people an opportunity to combine a return to learning with family, work and other responsibilities.

Anyone who has full-time education can take part in a course being offered, but priority will be given to those with less than upper second level education. All the programmes are FETAC accredited, usually Level 3 to Level 6.

Individuals will have different entitlements as regards payment for courses. Those in receipt of unemployment payments or means-tested social welfare benefits, and holders of medical cards and GP only cards, and their dependants, are entitled to free tuition. Other unwaged people with less than upper second level education will be entitled to a reduction in fees. The remainder will be charged fees.

For further information on BTEI courses in your area contact Teresa O’Sullivan on 028 40293 or email [btei@wcaded.ie](mailto:btei@wcaded.ie)

## **Support & Career Guidance**

All candidates have access to a Guidance and Career Counselling service, appointments can be made through your course co-ordinator.

## **Links with Industry**

Over the last number of years our College has established strong links with local employers. This is of great benefit to those wishing to find employment as employers often contact our college when recruiting. These links have also provided very worthwhile work experience placements from each of our courses.

## **IT Facilities & Internet Access**

All students have access to a computer lab, internet access is also available on each computer.

## **Availability of Courses and Places.**

Courses are offered on the basis of demand. In the unlikely event of a course not having sufficient numbers and not going ahead, applicants will be advised of same and have their application fee refunded.

Please note that our offices will be closed during the month of July but all information about our courses will be available on line at [www.clonakiltycc.ie](http://www.clonakiltycc.ie).