

ACCESS & FURTHER EDUCATION PROGRAMMES

2024 – 2025



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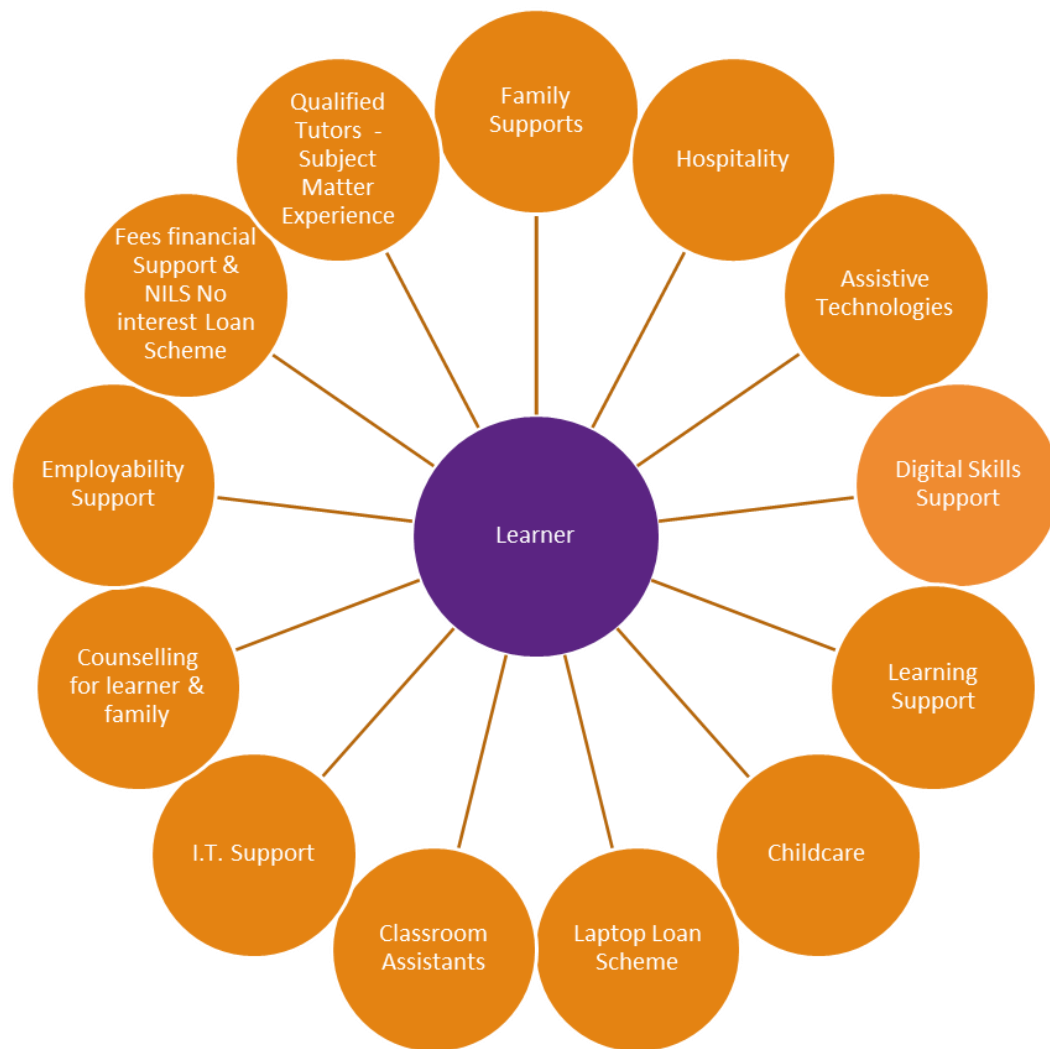
Access Education Course List 2024/2025

Category	Course
Heath & Wellbeing	Personal Development
Heath & Wellbeing	Women & Wellness
Heath & Wellbeing	Chair Yoga - Autumn 2024
Heath & Wellbeing	Become Your Best Self - Spring 2025
Language Skills	EVENING - Cúpla Focal
Language Skills	English for Beginners
Language & Social Skills	English for Improvers - Community & Culture
Digital & Social Skills	Skills for Life!
Digital Skills	Step up to Tech
Digital Skills	Tech for the Terrified
Return to Education	Discover Your Path - Autumn 2024
Return to Education	Return to Learning - Spring 2025
Positive Aging	U3A

Further Education Day & Evening Course List 2024/2025

Level	Programme
QQI Level 5	Community Care
QQI Level 5	Community Development
QQI Level 5	WorkAbility – Business Admin with Digital Skills for work (Tues/Thurs)
QQI Level 5	WorkAbility – Business Admin with Digital Skills for work (Wed/Fri)
QQI Level 5	EVENING Business Admin with Digital Skills for work (Tues/Thurs)
QQI Level 5	Early Learning & Care – Stage 1 (TBC)
QQI Level 6	EVENING Early Learning & Care – Stage 2 (TBC)
QQI Level 6	EVENING Women in Leadership
QQI Level 5	EVENING Community Care for Work

How do we support our learners?



- ✓ WARM WELCOMING ENVIRONMENT
- ✓ PART-TIME MORNING & EVENING LEARNING OPPORTUNITIES
- ✓ DIGITAL SKILLS FOR LEARNING
- ✓ LEARNING SUPPORT
- ✓ WRAPAROUND SUPPORTS (SEE ACROSS)
- ✓ TRANSFORMATIVE ADULT LEARNING
- ✓ REGULAR WORKSHOPS
- ✓ PERSONAL DEVELOPMENT OPPORTUNITIES
- ✓ LEARNER VOICE
- ✓ EMPLOYABILITY SKILLS
- ✓ WORK PLACEMENT AVAILABLE IF REQUIRED

Access Education Course List 2024/2025

Monday Classes

Personal Development

9:45am to 12:15pm

Cost: FREE

This course is open to all and runs from September to December, and January to June. The course will support learners on their personal development journey. Learners will look at goal setting, mindset, confidence building, resistance to change, and resilience amongst other things.

Women & Wellness

9:45am to 12:15pm

Cost: FREE

This course aims to develop the learner's self-awareness, and is designed to help identify goals, and gain the confidence, knowledge, and skills to take charge of and to support their own well-being. Learners will be brought through a unique Wellness Wheel, where they are invited to look at different areas of their life, such as sleep, nutrition, menopause etc.

Tuesday Classes

Chair Yoga - Autumn 2024

9:45am to 12:15pm

Cost: FREE (Funded by DDLETB)

This course is open to all and runs from September to December Chair yoga is accessible to people of all levels of fitness. Yoga is a Union of the mind, body and spirit through breathing, poses and meditation in movement. It can help to build strength and flexibility. While Chair Yoga is energising, there is a relaxation side to it too.

Become Your Best Self – Spring 2025

9:45am to 12:15pm

Cost: FREE (Funded by DDLETB)

This course is open to women who would like to get fit, build self-confidence and become the best version of themselves. The course will be a mixture of physical fitness, wellbeing, and personal development. For the physical element, those with physical issues, such as back/ joint, mobility problems or pregnancy, will need a written referral from a GP to confirm that it is safe for them to participate. Learners joining the class will need a good level of written and spoken English.

Cúpla Focal - EVENINGS

6:30pm – 8:30pm

Cost: FREE (Funded by DDLETB)

This Irish language programme is open to all and gives learners the opportunity to brush up on their basic 'school' Irish. Learners can explore the Irish language and culture through song, poems music and dance, to become more confident in their spoken Irish. This class is ideal for parents whose children attend local Irish schools.

Wednesday Classes

English for Beginners

9:45am to 12:15pm

Cost: FREE (Funded by DDLETB)

This programme is open to learners who want to learn basic English. ESOL (English for speakers of other languages) classes support newcomers to West Tallaght to access adult community education opportunities and play a positive role in their communities. English language skills increase self-confidence and provides employment opportunities. Digital literacy building is embedded into each class. Learners can progress onto Intermediate Level ESOL and other adult or wellbeing community education programmes in An Cosán.

Discover Your Path – Autumn 2024

9:45am to 12:15pm

Cost: FREE (Funded by DDLETB)

Discover Your Path is a 12-week coaching based Life Skills & Futures Literacy programme aimed at women. The programme is considered literacy friendly, with course content delivered using universal design for learning. Learners are supported to uncover and appreciate the skills they have gained throughout their lifetime, learn more about who they are today, explore where they want to be in the future. Throughout the programme learners will gain the confidence and skills they need to design their path forward, whether that path leads to work, education or something completely different!

This course encourages learners to **Think B.I.G.:**

Building: Confidence and making new connections

Inspiring: Thinking about how you can use the skills you have to do what you want to do

Growing: Choosing your Path and investigating other courses or work experience that will help you on your way

Return to Learning – Spring 2025

9:45am to 12:15pm

Cost: FREE (Funded by DDLETB)

The 15 weeks Return to Learning course is open to anyone who is considering returning to education at levels 5 and 6. The holistic style of this course will help learners to develop their digital skills, while building confidence, and gaining the essential life & study skills that will help them make the move back into education. This course is ideal for anyone planning a return to learning. Progression paths include entry to our Level 5 and Level 6 programmes.

Thursday Classes

Skills 4 Life

9:45am to 12:15pm

Cost: FREE (Funded by DDLETB)

This programme is open to all and will provide a great foundation of vital life skills for all ages and stages of life. This course will cover 3 NALA Programmes alongside other relevant content based on learner needs over one year:

Well Now – a literacy friendly health and wellbeing programme.

Facts Matter – a literacy friendly programme for building critical thinking, media (TV, Advertising, News) literacy and digital literacy.

Making Cents - a literacy friendly programme that aims to empower learners to make informed decisions when it comes to finances.

Digital literacy skills are embedded into the programme. Learners are also encouraged and supported to progress into additional Back to Education programmes or Wellbeing courses in An Cosán and are facilitated to get involved in the organising of community events locally. The programme support learners to progress onto and achieve accreditation on the QQI framework using NALA's online learning, which allows learners to access to NQF at both Level 2 and 3.

Step up 2 Tech

9:45am to 12:15pm

Cost: FREE (Funded by DDLETB)

This course is open to both men and women. This course will empower learners to use Microsoft Office 365, Shopping websites, Booking Websites, and social media with confidence. Learners on this course will be given the option to gain a Level 5 Certificate in Word Processing in the Spring term. The course is for people who would like to increase their tech skills for use in their everyday lives and work. This course is also ideal alongside a Level 5 Course.

University of the Third Age (U3A) 2:00pm to 4:30pm Cost: FREE (Funded by DDLETB)

This programme is for people aged 55 years and upwards, encouraging them to engage in Lifelong Learning with the approach of ‘*you are never too old to learn*’. The learning takes place in a fun and social setting while embracing positive ageing. The focus is for people to stay connected, make new friends, share life skills, and learn about being active in your community. Topics covered include physical activity, relaxation, computers, and confidence building. It also informs learners of services available to older people and encourages active citizenship.

Friday Classes

ESOL – Community & Culture 9:45am to 12:15pm Cost: FREE (Funded by DDLETB)

This English language skills course is designed for migrants/refugees who want to improve their English and support their integration to the community. The course uses materials that represent the multiculturalism of our communities through authentic voices, and through activities focussed on identity, intercultural awareness and critical thinking. The course will also look at readying the learners for the Irish workplace, discover their career path, along with helping learners to advocate for their family’s needs so that they can access supports and services effectively.

The delivery would be divided into three parts:

- Identity, culture and social justice
- Everyday life and self-advocacy
- Preparing for Work

Technology for the Terrified 9:45am to 12:15pm Cost: FREE (Funded by DDLETB)

This course is open to both men and women. The aim of the course is to take the fear out of using laptops, tablets, and smartphones and to increase Digital Inclusion. To Safely search the internet and understand online security. Access to Apps, emails, online shopping, and social media. The course is for complete beginners.

Further Education Morning Courses 2024/2025

Community Care Level 5 - 5M2786

9:45am to 2:45pm

Cost: FREE (Funded by DDLETB)

The purpose of this award is to enable the learner to gain the knowledge, skills, and ability to work in many community care settings, or to progress to higher education and training. To gain a full Major award, learners need to complete 8 modules – The following modules have some available places in 2024 – 2025. [Click here to apply for a place on this programme](#)

Module Title	Module Code	Day for Weekly Sessions	Start Date	End Date	Weeks	Time
CARE SKILLS	5N2770	Tuesday	10/09/2024	10/12/2024	13	09:45 - 2:45
Work Experience	5N1356	Tuesday	14/01/2025	04/03/2025	7	09:45 - 2:45
Human Growth & Development	5N1279	Tuesday	11/03/2025	13/05/2025	8	09:45 - 2:45
Care of the Older Person	5N2706	Tuesday	09/09/2025	21/10/2025	7	09:45 - 2:45
Care Provision & Practice	5N2705	Tuesday	04/11/2025	16/12/2025	7	09:45 - 2:45

Community Development Level 5 - 9:45am to 12:45pm Cost: FREE (Funded by DDLETB) 5M3050

The purpose of this award is to enable the learner to gain the knowledge, skills, and ability to work effectively in a range of community development work settings, using some initiative and independence while under general direction, or to progress to higher education and training. To gain a full Major award, learners need to complete 8 modules – The following modules have some available places in 2024 – 2025.

[Click here to apply for a place on this programme](#)

Module Title	Module Code	Day for Weekly Sessions	Start Date	End Date	Weeks	Time
Understanding Community Development	5N0777	Tues/Thurs	10/09/2024	22/10/2024	7	09:45 - 12:45pm
Community Development in Practice	5N1901	Tues/Thurs	05/11/2024	17/12/2024	7	09:45 - 12:45pm
Work Experience	5N1356	Tues/Thurs	14/01/2025	13/03/2025	7	09:45 - 12:45pm
Communications		Tues/Thurs	18/03/2025	15/05/2025	7	09:45 - 12:45pm

WorkAbility - Wednesday & Friday Morning

9:45am to 12:45pm

Cost: **FREE** (Funded by Rethink Ireland)

The purpose of this award is to enable the learner to gain transferable skills for flexible employment so that they can work in an administrative role in any industry they choose. Learners may also choose to progress to higher education and training in a related field. This course is delivered by an Online Tutor with learners attending class in the learning hub in An Cosán, The Blue Door in Ballyfermot or Liberties Training Centre. To gain a full Major award, learners need to complete 8 modules – The following modules have some available places in 2024 – 2025.

[Click here to apply for a place on this programme](#)

Module Title	Module Code	Day for Weekly Sessions	Start Date	End Date	Weeks	Time
Business Administration PART 2	5N1610	Wed/Fri	11/09/2024	11/10/2024	5	09:45 - 12:45pm
Reception & Frontline Skills	5N1407	Wed/Fri	16/10/2024	06/12/2024	7	09:45 - 12:45pm
Spreadsheet Methods	5N1977	Wed/Fri	10/12/2024	14/02/2025	8	09:45 - 12:45pm
Marketing Practice	5N1400	Wed/Fri	26/02/2025	11/04/2025	7	09:45 - 12:45pm
Bookkeeping and Computerised Accounts	5N1354	Wed/Fri	30/04/2025	13/06/2025	7	09:45 - 12:45pm
Work Experience PART 2	5N1356	Wed/Fri	18/06/2025	27/06/2025	2	09:45 - 12:45pm

WorkAbility – Tuesday & Thursday Morning

9:45am to 12:45pm

Cost: FREE (Funded by Macquarie)

The purpose of this award is to enable the learner to gain transferable skills for flexible employment so that they can work in an administrative role in any industry they choose. Learners may also choose to progress to higher education and training in a related field. This course is delivered by an Online Tutor with learners attending class in the learning hub in An Cosán, Wexford Local Development Group, or Abbeyquarter Community Centre in Sligo. To gain a full Major award, learners need to complete 8 modules – The following modules have some available places in 2024 – 2026.

[Click here to apply for a place on this programme](#)

Module Title	Module Code	Day for Weekly Sessions	Start Date	End Date	Weeks	Time
Word Processing	5N1358	Tues/Thurs	04/09/2024	25/10/2024	8	09:45 - 12:45pm
Work Experience 1	5N1356	Tues/Thurs	05/11/2024	12/12/2024	6	09:45 - 12:45pm
Communications	5N0690	Tues/Thurs	07/01/2025	06/03/2025	8	09:45 - 12:45pm
Business Administration	5N1610	Tues/Thurs	11/03/2025	15/05/2025	8	09:45 - 12:45pm
Reception & Frontline Skills	5N1407	Tues/Thurs	03/09/2025	24/10/2025	8	09:45 - 12:45pm
Spreadsheet Methods	5N1977	Tues/Thurs	04/11/2025	18/12/2025	7	09:45 - 12:45pm
Marketing Practice	5N1400	Tues/Thurs	13/01/2026	05/03/2026	7	09:45 - 12:45pm
Bookkeeping and Computerised Accounts	5N1354	Tues/Thurs	10/03/2026	14/05/2026	8	09:45 - 12:45pm
Work Experience 2	5N1356	Tues/Thurs	19/05/2026	28/05/2026	2	09:45 - 12:45pm

Further Education Evening Courses 2024/2025

Business Administration with Digital Skills – Tuesday & Thursday Evening

6:30pm to 9:30pm

Cost: FREE (Funded by DDLETB)

The purpose of this award is to enable the learner to gain transferable skills for flexible employment so that they can work in an administrative role in any industry they choose. Learners may also choose to progress to higher education and training in a related field. This course is delivered face to face in An Cosán. To gain a full Major award, learners need to complete 8 modules – The following modules have some available places in 2024 – 2026 – [Click here to apply for a place on this programme](#)

Module Title	Module Code	Day for Weekly Sessions	Start Date	End Date	Weeks	Time
Mandatory Induction Week	N/a	Tues/Thurs Evenings	17/09/2024	19/09/2024	1	6:30 - 9:30pm
Return To Learning Module	N/a	Tues/Thurs Evenings	24/09/2024	24/10/2024	5	6:30 - 9:30pm
Word Processing	5N1358	Tues/Thurs Evenings	05/11/2024	19/12/2024	7	6:30 - 9:30pm
Work Experience PART 1	5N1356	Tues/Thurs Evenings	07/01/2025	30/01/2025	4	6:30 - 9:30pm
Communications	5N0690	Tues/Thurs Evenings	04/02/2025	03/04/2025	8	6:30 - 9:30pm
Business Administration	5N1610	Tues/Thurs Evenings	08/04/2025	12/06/2025	8	6:30 - 9:30pm
Reception & Frontline Skills	5N1407	Tues/Thurs Evenings	09/09/2025	23/10/2025	7	6:30 - 9:30pm
Spreadsheet Methods	5N1977	Tues/Thurs Evenings	04/11/2025	18/12/2025	7	6:30 - 9:30pm
Marketing Practice	5N1400	Tues/Thurs Evenings	06/01/2026	26/02/2026	7	6:30 - 9:30pm
Bookkeeping and Computerised Accounts	5N1354	Tues/Thurs Evenings	03/03/2026	07/05/2026	8	6:30 - 9:30pm

Level 6 Advanced Certificate in Early Learning & Care - EVENING

6:30pm – 9:30pm Cost: €1000 Per Year (€2000 total)

Financial support may be available to those on low income.

The Advanced Certificate in Early Learning and Care is Stage 2 in a two-stage programme leading to an Advanced Certificate in Early Learning and Care at NFQ level 6. An Cosán offer the Level 6 Advanced Certificate in Early Learning and Care* on a part-time basis over two academic years, which is the equivalent of a one-year full-time programme. This programme is designed to meet the QQI professional award standards for early learning and care at NFQ level 6 and is advertised subject to QQI Validation. To gain a full Major award, learners need to complete all 6 modules – The following modules have some available places in 2024 – 2026 - [Click here to apply for a place on this programme](#)

***Applicants must hold a current QQI Level 5 Major award in ECCE or ELC, along with a valid Children First Certificate.**

Module Title	Module Code	Day for Weekly Sessions	Start Date	End Date	Weeks	Time
Advanced professional practice placement*	6C21517	Tues/Thurs	17/09/2024	21/11/2024	9	6:30 - 9:30pm
The Developing Child	6C21519	Tues/Thurs	03/12/2024	14/02/2025	10	6:30 - 9:30pm
Supervision & Administration	6C21522	Tues/Thurs	04/03/2025	05/06/2025	12	6:30 - 9:30pm
Curriculum & Pedagogy	6C21520	Tues/Thurs	09/09/2025	20/11/2025	10	6:30 - 9:30pm
Sociology and Social Policy	6C21518	Tues	25/11/2025	22/01/2026	9	6:30 - 9:30pm
Inclusive Early Learning & Care	6C21521	Thurs	27/01/2026	26/03/2026	9	6:30 - 9:30pm

Level 6 Women in Leadership - EVENING

6:30pm – 9:30pm

Cost: €295

This QQI Level 6 module aims to equip women with the knowledge, skill, and competence to develop standards, measure performance, motivate and empower staff while working in a supervisory role.

The programme is aimed at women who may have completed related Level 5 awards in areas such as business, childcare or community development and are looking to gain a recognised qualification at QQI Level 6 in the area of leadership and management. Learners can relate the learning to their current role or use the qualification for advancement.

At the end of the programme learners can progress to employment or apply for admission to Level 6/7 programmes in related fields.

[Click here to apply for a place on this programme](#)

Module Title	Module Code	Day for Weekly Sessions	Start Date	End Date	Weeks	Time
Women in Leadership leading to QQI Level 6 in Managing People	6N3945	Tues/Thurs	17/09/2024	12/12/2024	12	6:30 - 9:30pm

The Women in Leadership programme covers the following topics:

- Leadership, Management & Motivation,
- Employment Law & Workforce Diversity
- Organisational Culture & Stakeholder Management
- Communication, Teamwork & Delegation
- Managing Performance & Developing People
- Networking, Personal Development & Revision

QQI Level 5 Community Care for Work 6:30pm – 9:30pm - EVENING

Cost: €450

This programme is open to all* and is aimed at those who want to work in the area of Community or Social Care. Throughout the programme learners will complete two QQI Level 5 modules required to work in a home care or community care setting over 15 weeks.

[Click here to apply for a place on this programme](#)

***Applicants Must hold a current Manual Handling Certificate.**

Module Title	Module Code	Day for Weekly Sessions	Start Date	End Date	Weeks
Level 5 Care Skills & Caring of the older Person	5N2770 & 5N2706	Tues/Thurs	07/01/2025	08/05/2025	15

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Notes