



National Learning Network

Investing in People, Changing Perspectives

TRAINING COURSES

Sligo



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Why Students Choose NLN

We provide personalised training courses with specialist learning supports to over 6,500 people, around Ireland, who need extra support to improve their quality of life, to get a job or continue to further education or training.

Here at NLN in Sligo we understand that students choose us because;

- Under 25s may receive an additional training allowance
- We offer **free** courses (All courses are funded by the HSE or the MSLETB)
- You keep any social welfare payments you may be entitled to
- We have small class sizes
- We offer continuous intake
- You work at your own pace
- We have high quality work placements
- You get recognised QQI qualifications
- We have psychological and advocacy supports



At NLN in Sligo You Will Get:

- **Person Centred Approach**

All programmes are tailored to the needs of each individual. A Personal Training Plan is designed for every student to achieve their potential.

- **Education Supports**

Literacy and numeracy classes are available to students who want to improve their reading and writing skills.

- **Personal Development**

In order to provide training which is of maximum benefit to the student and help them get a job, we concentrate on areas such as assertiveness, confidence building, communication skills and independent living skills, as required by the student.

- **Vocational Development**

Courses include job specific modules plus job-seeking skills and work experience.

- **Local Representative Council**

- **Social events and events outside the centre**

- **Wellness Recovery Action Plan Programme (WRAP)[®]**

- **Course sampling**

All courses offer students the opportunity to try a programme before making a decision to start.

“

Over all Jobstart has been brilliant. I got to learn new skills and meet new people. It was a great experience. I had lots of support from my tutor, other staff members, fellow students and I made lots of new friends. The highlight of doing the course was gaining Level 3 Employability Skills Certificate. Now that is something to be very proud of.”

Olivia Harte, studied Jobstart at NLN in Sligo.



Who Comes to NLN?

At NLN we cater for a diverse range of students, including people who have;

- Physical disabilities
- Had a setback in life due to illness or injury
- Mental health issues
- Learning difficulties (including dyslexia, dyspraxia etc.)
- Autism Spectrum Disorder
- Addictions
- Left school early

Eligibility

All courses at National Learning Network are free to people who meet the entry criteria. NLN courses are open to people who are 16 years of age or older and:

- Need extra support
- Have had an accident, illness or injury
- Have a disability
- Are referred by the Department of Social Protection (DSP)
- Are referred by the Health Service Executive (HSE)
HSE applicants must be over 18
- Are approved by the Mayo, Sligo and Leitrim Education and Training Board

If you fit any of the above, then call us today to discuss your options.

TRAINING PROGRAMMES

Transition

Employability Skills, QQI Level 3 Certification (3M0935)

Programme Details

The Transition course is designed to provide students with the skills, attitudes and practical experience necessary to:

- Demonstrate practical communication and teamworking skills
- Advocate for themselves in the community, in relationships, at work etc
- Go on to further training or education in an area of their choosing
- Get a job in an area of their choosing

Transition is a flexible course, which will give students the opportunity to develop essential introductory level skills, knowledge and competencies. It includes both in classroom learning and on-the-job training.

Duration

Up to 18 months in duration.

Accreditation

Students will achieve a **QQI Level 3 Major Award in Employability Skills (3M0935)**.

Modules Include:

Non-Accredited Modules: Induction & Assessment, Community Profiling & Active Citizenship, Independent Living, Keeping a Job, Compensatory Education, Review & Future Planning.

Core Modules: Application of Number, Career Preparation, Communications, Computer Literacy.

Optional Modules: Health & Safety Awareness, Personal Effectiveness, Personal Care & Presentation, Work Experience, Internet Skills, Spreadsheets, Word Processing, Digital Media, Nutrition & Healthy Options, Retail Sales Transactions, Health & Fitness, Caring for Children.

Work Placement

The aim of work placement is to give the students practical hands-on experience in a real-life work environment throughout the duration of the programme. Students will engage in work placement 1-2 days per week and will be supported by site visits from the Instructor.



Shayne from NLN in Sligo busy training while on work placement.

Job Start

Employment Skills, QQI Level 4 (4M0857)

Course Description

JobStart is a flexible course, which helps students explore career options, develop practical work-related skills and build confidence.

- Achieve **QQI Level 4 Major Award in Employment Skills (4M0857)**
- Support in securing and completing work experience placements
- Personal development, community participation, goal setting and individualised plans
- Progression options include employment or further education and training

Duration

Up to 18 months in duration.

Accreditation

On completion students will achieve a **QQI Level 4 Major Award in Employment Skills (4M0857)**.

Modules Include:

Non Accredited Modules: Induction & Assessment, Health & Education, Community Profiling & Research, Independent Living, Keeping a Job, Compensatory Education, Review & Future Planning.

Accredited Core Modules: Work Place Safety, Personal Effectiveness, Career Planning, Work Experience, Communications, Functional Maths, Customer Service, Information Technology Skills.

Accredited Optional Modules: Teamworking, Digital Media Technology and Computer Applications.

“

NLN is a good start toward whatever you want to be. Whether that's taking the next step to college or getting a job. It is good for our mental health to have some structure in our lives, meeting new people and learning things big or small."

Eileen Murray, student of JobStart course at NLN in Sligo.



Horsemanship

Horsemanship, QQI Level 4 (4M3154)

Course Description

The Horsemanship course is for people who want to work with horses. The Horsemanship course is designed to give students hands on learning, so that they can learn the skills, abilities and practical experience necessary to:

- Get a job within the equine industry
- Advocate for themselves in the work setting, in the community, in relationships and in life in general
- Progress to further education and/or training in an area of their choosing, within the equestrian industry
- Demonstrate practical communication and teamworking skills

Duration

Up to 18 months in duration.

Accreditation

On completion students will be awarded a **QQI Level 4 Major Award in Horsemanship (4M3154)** and a **British Horse Society Ride and Road Safety Certificate**.

Modules Include:

Non Accredited Modules: Induction & Assessment, Preparation for Work, Customer Service Compensatory Education, Advocacy Skills, Keeping a Job, Review & Future Planning.

Accredited Core Modules: Workplace Safety, Personal Effectiveness, Teamworking, Stable & Yard Routine, Horse Riding, Health Related Fitness, Work Experience. Personal & Interpersonal Skills.

Optional Modules:

Accredited Optional Modules: Information Technology Skills, Communications.

Also Offered to Students: British Horse Society Ride and Road Safety Training and exam leading to BHS Ride & Road Safety Certificate. Certified First Aid Training.

Horsemanship

"A great horse will change your life.
The truly special ones define it"



Customer Service

Employment Skills, QQI Level 4 Major Award (4M1998) or Retail Sales, QQI Level 4 Major Award (4M0857)

Course Description

This is a flexible course that helps students to practice and develop practical and relevant skills in a retail or customer service based work environment. The classroom-based learning will support and enhance their on-site training and will include subjects such as Work Place Safety, Customer Service, Personal Effectiveness and Career Planning.

The Customer Service course is designed to give students the skills, attitudes and practical experience necessary to:

- Develop and use practical communication, customer service and teamworking skills
- Get a job in an area of their choosing
- Go on to further education and/or training in a related field

The Customer Service course is based in the workplace where students get 'on-the-job' training in host company three days per week and classroom-based learning two days a week.

Duration

Up to 18 months in duration.

Accreditation

On completion students will be awarded with a **QQI Level 4 Major Award in Employment Skills (4M0857) or QQI Level 4 Major Award in Retail Sales (4M1998)**.

Modules Include:

Non-Accredited Modules: Induction, Individual Profiling, Pre-Placement Preparation, Host Company Induction, Compensatory Education and Review and Future Planning.

Accredited Core Modules, Employment Skills, (4M0857): Workplace Safety, Personal Effectiveness, CareerPlanning, Work Experience, Communications, Functional Maths, Customer Service, Information Technology Skills.

Accredited Optional Modules: Teamworking, Digital Media Technology, Understanding Interculturalism.

Accredited Core Modules, Retail Sales (4M1998): Retail Sales Techniques, Customer Service, Communications, Work Experience, Team Working, Stock Control, IT Skills and Retail Payment Procedures.

Information Technology & Office Skills

Office Administration, QQI Level 5 (5M1997)

Course Description

The course is designed to give students the skills, abilities and practical experience necessary to:

- Develop practical information technology and business skills
- Get a job in administrative and/or information technology
- Go on to further education and/or training in a related field

Duration

Up to 24 months in duration.

Accreditation

On completion students are awarded with a **QQI Level 5 Major Award in Office Administration (5M1997)**.

Modules Include:

Core Modules: Information & Administration, Text Production, Word Processing, Work Experience, Communications and Customer Service.

Optional Modules (two modules will be selected from this list): Manual & Computerised Bookkeeping, Manual & Computerised Payroll, Spreadsheet Methods, Desktop Publishing, Database Methods, Reception and Frontline Office Skills, Web Authoring.

Non-Accredited Modules: Induction & Assessment, Personal, Interpersonal & Advocacy Skills, Keeping a job, Health, Leisure & Cultural Activities, Compensatory Education & Review and Planning.

IT & Tourism by Blended Learning

Choose from: Office Administration QQI Level 5 (5M1997),
Tourism with Business QQI Level 5 (5M5011),
Tourism Visitor Care QQI Level 4 Special Award, New ECDL

Course Description

This course is offered by Blended Learning, that means that students learn in the classroom two days per week, complete course work from home two days per week and get on-the-job training one day a week. We provide a laptop, printer and course materials for the duration of the course.

The course is designed to give students the skills, abilities and practical experience necessary to:

- Develop practical computer, communication, tourism and customer service skills
- Get a job or go on to further training in administration tourism and/or information technology

Duration

Up to 24 months in duration.

Accreditation

On completion of the course, students can achieve either a **QQI Level 5 in Office Administration (5M1997)**, a **QQI Level 5 in Tourism and Business (5M5011)** or a **QQI Level 4 Special Award in Tourism Visitor Care**. Students can also achieve **ECDL**.

Modules Include:

Core Modules: (Tourism) Information & Administration, Text Production, Communications, Word Processing, Customer Service & Work Experience, (Tourism Principles and Practice).

Optional Modules (two modules will be selected from this list): Spreadsheet Methods, Desktop Publishing, Database Methods, Reception and Frontline Office Skills, Manual & Computerised Bookkeeping, Manual & Computerised Payroll.

Non-Accredited Modules: Induction & Assessment, Personal, Interpersonal & Advocacy Skills, Keeping a job, Health, Leisure & Cultural Activities, Compensatory Education & Review and Planning.

“

Doing this course and going out on work placement has helped me a lot as a person. Before I started I was really shy and had no confidence in myself. Now I have gained some confidence in myself, I speak out if I am asked something in class, before I wouldn't in case I was wrong. I am really glad that I was told about this course, it is the best thing I have done so far.”

Naomi Carty, student of IT & Tourism by Blended Learning at NLN in Sligo.



Link

Brief Description

This is a high quality specialised training programme providing supports for adults who are on the Autism Spectrum. Taking a person centred approach, students are facilitated in identifying their own goals with the aim of exploring choices, enhancing independence and developing a natural circle of support in their own community.

Core Units

Progress is assessed throughout the programme as each student works towards their own personal goals. Each student will also participate in core units including the following:

- Numeric Skills
- Emotion skills with a holistic approach
- Personal and environmental safety
- Life Management Skills
- Using Technology
- Personal and Interpersonal Skills
- Stress Management and Relaxation Techniques
- Literacy skills
- Social and communication skills
- Health and Fitness
- Planning for Work Experience
- Community Networking

This will form part of the assessment and help ensure a more holistic approach to learning is used and that the skills learned are meaningful, real life and develop the key Independence skills required to empower each person.



Access

Course Description

This 2 year course is for adults over 18 years of age. NLN in conjunction with Training Support Services from HSE West will support its students to successfully integrate within their own local community and to become active citizens achieving community inclusion through participation in a Person Centred Plan. NLN works closely with parents/carers to ensure skills learned are practiced at home as well as in the centre. This helps embed skills into everyday life and means students will keep the skills they have learned even when they've finished the programme.

Aims

Support the student to develop a Person Centred Plan and encouraging them to take ownership of it.

Individual Learning

- Developing valued social roles
- Improving confidence/Speaking to people in new situations
- Travelling independently
- Community involvement
- Making choices for myself/Being assertive

Progress is assessed throughout as every student works towards their own pre-determined outcomes.

Core Units

Every student will also take part in:

- Health & Hygiene
- Functional Numeracy
- Planning for Work Experience
- Social Communication
- Using Technology
- Independent Travel/Cooking/Money Management

Social Inclusion Programme

Course Description

The Social Inclusion Programme aims to support students to participate in life to their full potential, while helping them to make realistic choices and contribute to their community in a meaningful way.

Aims

- To engage with families, friends, advocates and relevant others (circle of support) in the planning and implementation of the person centred plan
- To support student development throughout the course while encouraging ownership and continuous improvement of their individual plan
- Track their progress throughout the course to ensure students are working towards specific outcomes

Individual Learning

- Developing valued social roles
- Improving confidence/Speaking to people in new situations
- Community involvement
- Making choices for myself/Being assertive

Progress is assessed throughout as every student works towards their own pre-determined outcomes.

Core Units

Every student will also take part in:

- Health and Fitness
- Life Management Skills
- Planning for Work Experience
- Using Technology
- Personal and Interpersonal Skills
- Community Networking
- Stress Management and Relaxation Techniques
- WRAP®

National Framework of Qualifications

The National Framework of Qualifications (NFQ) is intended to put you, the student, at the centre of the education and training system in Ireland. The NFQ is a system of ten levels used to describe the Irish qualifications system. Each level is based on nationally agreed standards of knowledge, skill and competence i.e. what an individual is expected to know, understand and be able to do following successful completion of a process of learning. NLN offers training programmes placed across levels 1-6 of the framework.



Awarding Bodies



QQI is responsible for the quality assurance of further and higher education and training in Ireland. QQI validates education programmes and makes awards for certain providers, NLN being one of them.



The European Computer Driving Licence (ECDL) is a computer literacy certification programme provided by ECDL Foundation. ECDL equips learners with the I.T. skills they need to prepare for the workforce or further education.

Quality Assurances and Standards



Quality and Qualification Ireland (QQI)

QQI validates NLN programmes and makes awards at six levels. QQI is also responsible for the maintenance, development and review of the National Framework of Qualifications (NFQ).



Business Excellence

National Learning Network uses the EFQM Business Excellence model as the framework for its management structures and achieved the Recognised for Excellence Award in 2008, 2010 and 2013



eQuass

National Learning Network also achieved the European Quality in Social Services Award in all of its training locations. eQuass is a European quality mark that recognises excellence in rehabilitation services.



Excellence through People

NLN achieved the Excellence through People Gold Standard award in 2006, 2009, 2013 and 2014.

National Learning Network

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How to Apply

Applying couldn't be easier. Why not give us a call or come and see us and we will explain what you need to do. The application process is very straightforward and we will provide you with all the information you need to start a training course with us.

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Bord Oideachais agus Oiliúna
Múnaigh, Oideachais agus Lámhanna
Mayo, Sligo and Leitrim
Education and Training Board



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



QQI AWARD