Join us for our Information Evening

Thursday 6 September 2018
5.30pm to 8.30pm

www.ait.ie
100% of Lifelong Learning students **would recommend us** to their family, friends and work colleagues

98% of Lifelong Learning students rated our service to them as they registered as **good to excellent**

99% of Lifelong Learning students said they **received sufficient support** from us as they decided what course to choose

95% of Lifelong Learning students said they would probably or **definitely study at AIT again**

100% of Lifelong Learning students state that the fees installment structure is **excellent**

47% of Lifelong Learning students choose our courses for work, **53%** do so for their own personal development
Come meet us!

Information & Registration Evening
Thursday 6 September 2018
5.30pm - 8.30pm

Contact
Department of Lifelong Learning
  t  + 353 (0)90 648 3050
  e  lifelonglearning@ait.ie
  w  www.ait.ie

50% of Lifelong Learning students only start applying in August prior to commencing in September

70% of Lifelong Learning students felt they enhanced their knowledge and skills that will contribute to their employability

Student responses to Irish Survey of Student Engagement (ISSE) and Dept. Lifelong Learning surveys
Contents

What Our Students Say About Us 01
Contents 02
Welcome from the President 04
Welcome from Lifelong Learning 05
Campus Map 06
Department of Lifelong Learning Programmes 08
Academic Entry Requirements 11
Awards and Qualifications 12
Work Placements and Vetting Procedures 13
Factors to Consider When Returning to Education 14
Registration and Fees 15
Springboard+ Programmes 16
Free Skills Classes 23, 35, 86
Department of Lifelong Learning Induction 24
Prior Learning Accreditation 26
Learning Supports 28
AIT Lecturer Profiles 38, 56, 64, 80, 96
Important Information 112
Application form Back of this book

Applied Learning, Sport and Community Support

<table>
<thead>
<tr>
<th>APPLIED LEARNING</th>
<th>level</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Become Assertive and Improve your Self-esteem</td>
<td>-</td>
<td>30</td>
</tr>
<tr>
<td>Introduction to Interior Design and Decorating</td>
<td>-</td>
<td>30</td>
</tr>
<tr>
<td>Creative Writing</td>
<td>-</td>
<td>31</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPORTS</th>
<th>level</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundamentals of Sports Science &amp; Exercise Science - Single Subject</td>
<td>6</td>
<td>32</td>
</tr>
<tr>
<td>Sports Nutrition - Single Subject</td>
<td>6</td>
<td>33</td>
</tr>
<tr>
<td>Certificate in Sports Psychology</td>
<td>6</td>
<td>34</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMMUNITY ENGAGEMENT AND SUPPORT</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate in Volunteering</td>
<td>6</td>
<td>36</td>
</tr>
</tbody>
</table>

Business, Law and Accounting

<table>
<thead>
<tr>
<th>BUSINESS &amp; MANAGEMENT</th>
<th>level</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate in Business in Management and Leadership Development</td>
<td>6</td>
<td>40</td>
</tr>
<tr>
<td>Certificate in Project Management</td>
<td>6</td>
<td>41</td>
</tr>
<tr>
<td>Certificate in Operational Security and Crime Risk Management</td>
<td>6</td>
<td>42</td>
</tr>
<tr>
<td>Higher Certificate in Business</td>
<td>6</td>
<td>43</td>
</tr>
<tr>
<td>Bachelor of Business</td>
<td>7</td>
<td>44</td>
</tr>
<tr>
<td>Bachelor of Business (Hons)</td>
<td>8</td>
<td>45</td>
</tr>
<tr>
<td>Bachelor of Business in Real Estate Management</td>
<td>7</td>
<td>46</td>
</tr>
<tr>
<td>Higher Diploma in Professional Management and Leadership</td>
<td>8</td>
<td>48</td>
</tr>
<tr>
<td>Masters in Management in Education (MAME)</td>
<td>9</td>
<td>49</td>
</tr>
<tr>
<td>Diploma in HR Practice</td>
<td>-</td>
<td>50</td>
</tr>
<tr>
<td>Diploma in HR Management</td>
<td>-</td>
<td>51</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LAW</th>
<th>level</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts (Hons) in Law</td>
<td>8</td>
<td>52</td>
</tr>
<tr>
<td>Certificate in Disability Law and Policy</td>
<td>6</td>
<td>53</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>level</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ATI Accounting Technician</td>
<td>-</td>
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</tr>
</tbody>
</table>

Design, Digital Media and Computing

<table>
<thead>
<tr>
<th>DESIGN</th>
<th>level</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Photoshop</td>
<td>-</td>
<td>58</td>
</tr>
<tr>
<td>Web Design and Development</td>
<td>-</td>
<td>58</td>
</tr>
<tr>
<td>Bachelor of Arts (Hons) in Design in Digital Media</td>
<td>8</td>
<td>59</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COMPUTING</th>
<th>level</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Computers</td>
<td>-</td>
<td>60</td>
</tr>
<tr>
<td>Microsoft Office Specialist</td>
<td>-</td>
<td>61</td>
</tr>
<tr>
<td>CISCO Introduction to Networks (CCENT)</td>
<td>-</td>
<td>62</td>
</tr>
</tbody>
</table>
## Social Sciences, Humanities and Languages

<table>
<thead>
<tr>
<th>EARLY YEARS CARE AND EDUCATION</th>
<th>level</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts in Early Years Care and Education</td>
<td>7</td>
<td>66</td>
</tr>
<tr>
<td>Bachelor of Arts (Hons) in Early Years Care and Education (Online)</td>
<td>8</td>
<td>67</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL SCIENCES AND PSYCHOLOGY</th>
<th>level</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Arts in Applied Social Studies in Social Care</td>
<td>7</td>
<td>68</td>
</tr>
<tr>
<td>Bachelor of Arts (Hons) in Applied Social Studies in Social Care</td>
<td>8</td>
<td>70</td>
</tr>
<tr>
<td>Introduction to Counselling and Psychotherapy</td>
<td>-</td>
<td>71</td>
</tr>
<tr>
<td>Certificate in Psychology</td>
<td>6</td>
<td>72</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MINDFULNESS</th>
<th>level</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate in Fundamentals of Mindfulness</td>
<td>6</td>
<td>73</td>
</tr>
<tr>
<td>Certificate in Fundamentals of Mindfulness in Primary Schools</td>
<td>6</td>
<td>74</td>
</tr>
<tr>
<td>Certificate in Fundamentals of Mindfulness in Secondary Schools</td>
<td>6</td>
<td>75</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LANGUAGES</th>
<th>level</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching English as a Foreign Language</td>
<td>-</td>
<td>76</td>
</tr>
<tr>
<td>English for Beginners</td>
<td>-</td>
<td>77</td>
</tr>
<tr>
<td>Spanish - Single Subject</td>
<td>6</td>
<td>78</td>
</tr>
</tbody>
</table>

## Science, Quality and Health and Safety

<table>
<thead>
<tr>
<th>SCIENCE</th>
<th>level</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate in Biopharma and Med-Technology</td>
<td>6</td>
<td>82</td>
</tr>
<tr>
<td>Certificate in Operations, Quality Management and Lean Management</td>
<td>6</td>
<td>84</td>
</tr>
<tr>
<td>Certificate in Applied Laboratory Science</td>
<td>6</td>
<td>87</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QUALITY PROGRAMMES</th>
<th>level</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate in Fundamentals of Quality Assurance</td>
<td>6</td>
<td>88</td>
</tr>
<tr>
<td>Certificate in Lean Six Sigma</td>
<td>7</td>
<td>89</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HEALTH &amp; SAFETY</th>
<th>level</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate in Occupational Health and Safety (NISO)</td>
<td>6</td>
<td>90</td>
</tr>
<tr>
<td>Bachelor of Science in Environmental, Health and Safety Management</td>
<td>7</td>
<td>92</td>
</tr>
<tr>
<td>Masters of Science in Environmental, Health and Safety Management</td>
<td>9</td>
<td>94</td>
</tr>
</tbody>
</table>

## Culinary Arts

<table>
<thead>
<tr>
<th>HOSPITALITY, TOURISM &amp; LEISURE</th>
<th>level</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sugarcraft and Cake Decorating</td>
<td>-</td>
<td>98</td>
</tr>
<tr>
<td>Certificate in Pastry and Breadmaking</td>
<td>6</td>
<td>99</td>
</tr>
<tr>
<td>Certificate in Chocolate Confectionery and Desserts</td>
<td>6</td>
<td>100</td>
</tr>
<tr>
<td>Higher Certificate in Arts in Culinary Arts</td>
<td>6</td>
<td>101</td>
</tr>
</tbody>
</table>

## Springboard+ Programmes

<table>
<thead>
<tr>
<th>SPRINGBOARD PROGRAMMES</th>
<th>level</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate in Biopharma and Med-Technology</td>
<td>6</td>
<td>18, 82</td>
</tr>
<tr>
<td>Certificate in Operations, Quality and Lean Management</td>
<td>6</td>
<td>20, 87</td>
</tr>
</tbody>
</table>

## Faculty Specific Programmes

<table>
<thead>
<tr>
<th>FACULTY SPECIFIC PART TIME PROGRAMMES</th>
<th>level</th>
<th>page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive MBA Programme</td>
<td>9</td>
<td>104</td>
</tr>
<tr>
<td>Masters of Business Studies in Advanced Business Practice</td>
<td>9</td>
<td>106</td>
</tr>
<tr>
<td>Master of Arts in Child and Youth Studies</td>
<td>9</td>
<td>108</td>
</tr>
<tr>
<td>Master of Arts / Postgraduate Diploma in Advanced Social Care Practice</td>
<td>9</td>
<td>110</td>
</tr>
</tbody>
</table>

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### join us
**information evening**

Thursday 6 September 2018

5.30pm to 8.30pm

Application form is at the back of this book
Lifelong learning is crucial to being ‘job-fit’ in the modern workforce. As we move towards a digital economy, new technologies and opportunities are emerging which mandate that workers upskill to maintain the competitiveness of industry and businesses. This can be achieved through the pursuit of Lifelong Learning and Continuous Professional Development (CPD).

Investing in lifelong learning will help future-proof your career prospects by keeping your skills and knowledge up-to-date. In doing so, your professional credibility and employability will be strengthened. Society at large can also benefit from lifelong learning as it can be used to foster social inclusion and drive social mobility, improving health, quality of life and civic participation.

One of the key targets set out by Ireland’s National Skills Strategy 2025 includes an ambition to increase Ireland’s lifelong learning participation rate to 10% by 2020 and to 15% by 2025. The EU has also set a lifelong learning target of 15% by 2020. Our Institute is just as ambitious with our targets to increase the levels of participation for individuals, the self-employed and employers in our region and beyond as we recognise the role of increasing participation in lifelong learning in ensuring our region and our nation has a flexible, skilled workforce. AIT presents a broad range of learning programmes designed to meet the needs of those interested in pursuing the path of lifelong learning and employers need to engage more in supporting a breadth of development opportunities alongside high quality bespoke learning.

Awarded Sunday Times Institute of Technology of the Year 2018, AIT endeavours to help and support lifelong learners in their quest for educational attainment. The Institute offers a range of flexible and innovative learning routes designed to work around work and familial commitments. This approach has proven extremely successful in the past, as can be evidenced by the thousands of students and graduates who have come before and have proven triumphant.

A modicum of dedication will be required for prospective students to achieve their lifelong learning goals, but that commitment and industriousness will lead to success in every facet of their lives. This lifelong learning process, while fun and engaging, will strengthen and future-proof students’ professional credibility.

Go ahead and challenge yourself today. Lifelong learning and upskilling will help you to achieve your career ambitions, stay relevant to the jobs market and learn new skills.

Beir bua.

Professor Ciarán Ó Catháin
President
Continuing with our mission of providing the adult learner with flexible and innovative learning routes, I would like to welcome you to the 2018-2019 Department of Lifelong Learning Evening and Part-time Programmes Prospectus.

The prospectus contains a range of excellent part-time and flexible academic programmes across levels 6 - 9 (NFQ) that are offered in either traditional lecture format or through our online learning approach of ‘blended learning.’

The format of the online blended learning class is that students engage two modes of learning. A weekly interactive online class that they take at home or at work on their smartphone, laptop or personal computer. They will also attend formal lectures at the Institute, typically every fourth Saturday from 9.30am to 4.30pm. To assist them further each online session is recorded and uploaded into our virtual learning environment enabling students access the lecture in their own time, at their own pace and anywhere. In essence, all that is required is good internet connectivity.

This year we also have a number of programmes that are supported through the ‘SPRINGBOARD+’ initiative. These programmes that were traditionally available to those that were unemployed and/or carers. The difference again this year is that they are now available to individuals that are employed, free or at a reduced fee. So why not take a look at the SPRINGBOARD+ programmes to see if there is one to suit you.

You will note from our prospectus that Lifelong Learning is continually changing in terms of content, delivery method and types of programmes. This year alone we have over 10 new accredited programmes on offer. So, as you work your way through the prospectus, I do hope you find something that you are interested in.

Registration is now open for all programmes, so why not drop into the Department of Lifelong Learning Office where we will gladly assist you or you can register online now on www.ait.ie.

Finally, if by September you haven’t chosen your area of learning, please come meet with us on Thursday 6 September at our Information and Registration Evening.

Looking forward to meeting you in September.

Dr Michael Tobin
Head of Department of Lifelong Learning
All programmes included in this prospectus can be delivered or customised in a flexible manner to suit your learning requirements. We can deliver accredited learning or bespoke learning to your organisation and/or your community online, in AIT or in your organisation/community at a time that will suit your needs.

If you are interested in such options, please contact the Department of Lifelong Learning to arrange an appointment to discuss your requirements.

We are “Your Individual, Corporate and Community Learning Partner”.
Department of Lifelong Learning Programmes
Structure - An Insight

The following academic structures are available at the Institute through the Department of Lifelong Learning:

1. Third Level Academic Programmes
   - Higher Certificate (Level 6)
   - Ordinary Degree (Level 7)
   - Honours Degree (Level 8)
   - Master Degree (Level 9)

2. Professional Institute Programmes

3. Applied Learning
About our Programmes

Our programmes are divided into three main groups;

1) Third Level Academic Programmes
The Department of Lifelong Learning delivers programmes at National Framework of Qualifications (NFQ) Level 6; Level 7; Level 8 and Level 9. Each level and programme has its own entry requirements. These are clearly identified throughout the prospectus for each programme. If you are unsure of the most appropriate level for you, please contact the Department of Lifelong Learning.

When you apply to AIT you will note that many of our Third Level Academic Programmes are available through two modes of delivery: the ladder system or the *ab initio* route. See blue box on the right for an explanation of each.

2) Professional Institute Programmes
The Department of Lifelong Learning deliver some programmes in conjunction with professional bodies, such as Accounting Technicians Ireland. The relevant professional body dictates the syllabus to be taught by AIT. In some cases students have to register with and pay registration/examination fees to the relevant professional body as well as register with and pay tuition fees to AIT. This is detailed in the relevant programme details in this prospectus. The examinations for these programmes are set and managed by the relevant professional body, but generally the examinations take place in AIT or in the surrounding area. Each programme is identified in the prospectus.

3) Applied Learning Courses
Generally these courses take place one evening per week over a period of 8-12 weeks. Participants will learn new skills in the relevant area, but the focus of these courses is on the enjoyment of the learning. Participants who attend more than 75% of the scheduled classes will receive an Institute Certificate of Attendance on request. Examples of these courses are Interior Design and Creative Writing. Each course is identified in the prospectus. No formal assessment or award is associated with these courses.

The Ladder System
The ladder system, also referred to as add-on, describes where you can progress from one qualification to a higher-level award. For example, if you obtain a Higher Certificate (Level 6), you may progress to an ‘add-on’ ordinary Bachelor’s degree (Level 7) and subsequently to an honours Bachelor’s degree (Level 8). The levels refer to the standing of the award on the National Framework of Qualifications.
For further details visit [www.qqi.ie](http://www.qqi.ie).

The ladder system gives you considerable flexibility to sample a discipline for two years, to change direction in your studies, to take time out between qualifications to work, and to move between one institution and another as you climb the ladder.

Ab Initio
The alternative path toward obtaining a qualification is known as *ab initio*. This is the Latin for ‘from the beginning’. It describes programmes which allow you to progress directly to award stage. For example, if you undertake an *ab initio* (honours) Bachelor’s degree, you receive that qualification on successful completion of the relevant four-year programme. You do not receive separate awards at level 6 or 7.

Many of the programmes are offered through a number of different modes: Full-time, Part-time, Day-release and ACCS. The Institute’s programmes are also recognised by a number of professional bodies for the purposes of exemptions.
Throughout this prospectus you will see minimum academic entry requirements relating to the Irish Leaving Certificate - particularly relevant to those under 23.

Below is a grades comparison table as a result of recent changes in results format and relevant to those who did the Leaving Certificate prior to 2017.

<table>
<thead>
<tr>
<th>(PRE-2017) LEAVING CERTIFICATE GRADING SCALE</th>
<th>NEW LEAVING CERTIFICATE GRADING SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>H1/01</td>
</tr>
<tr>
<td>A2</td>
<td>H2/02</td>
</tr>
<tr>
<td>B1</td>
<td>H3/03</td>
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Remember if you are 23 or over you are classified as a ‘Mature Student’ and are automatically eligible for most of our courses.
Award Titles
A parallel system of referring to awards is in place: one refers to the level of the award, while the other is for its formal title. Quality and Qualifications Ireland (QQI) established a framework for the development, recognition and award of qualifications based on standards of knowledge, skill or competence acquired by learners. The National Framework of Qualifications provides a level for every award made in the jurisdiction, which are as follows:

- Higher Certificate (Level 6)
- Ordinary Degree (Level 7)
- Honours Degree (Level 8)
- Master Degree (Level 9)
- Higher Diploma (Level 8 – Postgraduate)

Awarding Bodies/Programme Accreditation
The programmes offered at AIT reflect the current and future needs of Ireland’s industrial and commercial sectors, while at the same time meeting the highest national and international standards and gaining recognition and exemptions from the appropriate professional bodies.

AIT is proud of the fact that its academic standards are independently and internationally recognised as being of the highest quality. As a result, the institute is empowered by QQI, the Irish national awarding body for higher education, to confer its own awards up to Level 9 taught programmes and for Level 9 and 10 research awards.

As a part-time student, you would normally expect to gain 30 ECTS credits in a semester or 60 ECTS credits in a full academic year. To support lifelong learning, however, we will facilitate registration within a range of ECTS credits and it is proposed that you can register on as little as 5 ECTS credits.

Some of our programmes are accredited by Professional Institutes, for example our human resources programmes are accredited by CIPD. In instances where this is the case, it is clearly noted in the individual programme descriptions.
Work/Clinical Placements
Placements are a common (and sometimes mandatory) feature of many of our educational programmes. These work experience opportunities provide you with academic and employment benefits not possible in an exclusively college environment. As well as offering exposure to current work practices in industry, industrial placements provide a means by which you can practice the skills and apply the knowledge you have acquired in college, as well as undertake structured research within a teamwork situation. Industrial placement requirements are detailed within the particular programme information.

Garda Vetting Requirements
A number of academic programmes offered by the Department of Lifelong Learning require students to undertake placements that will bring them into contact with children or vulnerable adults, and in which they may assume positions of trust.

To ensure the protection of the public and to justify public trust and confidence, the Department of Lifelong Learning is committed to ensuring that only suitable candidates are allowed to undertake these programmes. All students should be aware that some programmes are subject to successful completion of work placement. In order to commence work placement, each student will be responsible for providing information to the Institute of their suitability for such programmes.

This will include obtaining Garda Vetting and may include medical assessment and provision of personal references relating to suitability for placement. Failure to meet Institute requirements in this regard may make completion of the programme impossible and thus students would be unable to obtain an award. Students are advised that obtaining relevant approval for placement can take up to 6 months, and so students contemplating advanced entry to relevant programmes may need to consider this matter prior to attending the programmes offered by the Department of Lifelong Learning.

The current legal minimum age for sole application for Garda Vetting is 18 years of age. In the event of an applicant being between 16 and 18 years of age, written consent is also required from a parent or guardian. Garda Vetting requires information on all previous residences to be provided. Students who have resided outside the Republic of Ireland are advised that details of all such residences with accurate dates of residence will be required for the Garda Vetting process.

For more info lifelonglearning@ait.ie
Factors to Consider When Returning To Education

The Department of Lifelong Learning finds that individuals do further education for the following three reasons:

› Personal Development
› Promotion or change of company or career
› Improved understanding of your current job

What factors should you consider before applying?

The Department of Lifelong Learning holds that by considering the factors below that you will be better informed in making your decision to attend one of the many programmes on offer in this prospectus.

Entry Criteria
What are the entry criteria for each programme? In general, once you are older than 23 years, most programmes in this prospectus are available to you.

Reasons for Selecting a Particular Programme
Understand why you are selecting a particular programme. This is very important as it increases the probability of you completing the programme and obtaining the qualification.

Work Commitments
Can you manage your work commitments? Will your employer support you financially or through planned study leave?

Family Commitments
Can you manage your family commitments, while you study? Will your family support you and allow you time to study and attend class?

Study Time
Study time is the extra time you spend learning over and above class attendance time. Are you prepared to put in the additional time?

Expected Gains
What ‘added value’ will you gain by obtaining the qualification? In identifying this early, it will assist in motivating you to complete your programme of study.

Travel Time
How long will it take for you to travel to and from your chosen location of study? How will you travel – car, bicycle or walk?

Cost
How will you pay for the programme of study? Will your employer fund you totally or in part?

“CONSIDER THE ABOVE AND MAKE AN INFORMED DECISION ABOUT YOUR FUTURE PROGRAMME OF STUDY AT ATHLONE INSTITUTE OF TECHNOLOGY”
How to Register / Apply

Depending on which programme you choose, you can apply online at www.ait.ie or through the use of the application form at the end of this book. On each programme in this prospectus you will find an icon denoting which way to apply.

For assistance with this please contact us on 090 6483050 or email lifelonglearning@ait.ie and we will guide you through this process.

An information and registration evening will take place at the Institute from 5.30pm to 8.30pm on: Thursday 6 September 2018

Institute staff and representatives of Professional Bodies will be available on this evening to provide additional information on programmes, answer queries and to offer guidance and assistance. However be aware that we invite you to contact us anytime during the year for guidance and advice.

Alternatively, students may forward a completed application/registration form (see back of this prospectus), including the appropriate fee, to the Department of Lifelong Learning. Please note that postal applications and enquiries are welcome by the Department from April 30 to September 12.

Early registration is advisable, as the number of places on many programmes are limited. Applications will be dealt with in order of receipt either by post, in person or online.

Closing date for applications is 4.00pm Wednesday 12 September 2018

Programme Fees

All programme fees are stated in the relevant programme details in this prospectus. Except where stated programme fees cover the cost of tuition only and refer to the programme or academic year as appropriate.

Additional fees may arise during the programme for photocopying, books etc.

Some programmes require students to pay additional registration/examination fees separately (and in some cases directly) to the accrediting professional body. This is noted in the programmes details in this prospectus. It is the responsibility of each student to ensure that such fees are paid on time. The Department of Lifelong Learning cannot be held responsible in instances where this does not occur.

Payment Plan Option

We encourage all students to pay their programme fee in full on registration, however in some cases we recognise that this may not be possible. To accommodate this we have introduced a structured payment plan option that is only available on programmes where the programme fee exceeds €1000. The structured payment plan is as follows:

Payment One
Deposit of €550 on application

Payment Two
9 November 2018 €600
(or balance of fees if less than €600 outstanding)

Payment Three
18 January 2019 €600
(or balance of fees if less than €600 outstanding)

Payment Four
8 March 2019 €600
(or balance of fees if less or more than €600 outstanding)

In order to avail of the structured payment plan option, applicants must complete and sign the relevant part of the application form and return to the Department of Lifelong Learning with the deposit of €550. Students may make earlier payments, and may pay more than the required amount by each date if they so wish.

Students who do not adhere to the structured payment plan option, (for example do not pay the required amount by the required date) may have their student services revoked, may not be allowed attend further classes or attend examinations until their account is back in good financial standing. Students will not receive notification of any results or transcripts if they have fees outstanding.

For further details on the payment plan and to discuss your eligibility please contact us.
Springboard Programmes
Department of Lifelong Learning
Athlone Institute of Technology

170 FREE Places on
• Certificate in BioPharma and Med-Technology
• Certificate in Operations, Quality and Lean Management

Part-time QQI Level 6 – EVENING CLASSES
FREE - FOR MOST APPLICANTS
Commencing October 2018 Offered through Springboard +

The following are eligible to apply for the above programmes in 2018/19 academic year (subject to the applicant meeting all requirements, e.g. academic and residency requirements)

• Returners (Formerly referred to as Homemakers)
• People in Employment
• The Unemployed or Formerly Self-Employed

For further details of eligibility criteria see www.springboardcourses.ie

For further details contact Janine King
e-mail: jking@ait.ie  tel: 090 6483054
AIT has secured a number of free places for those wishing to attend this programme. These free places are available for employed, unemployed and a wide category of person. For further details please refer to page 17, see www.springboardcourses.ie or contact the Department directly on 09064 83050.

The introductory programme is suitable for people wanting to understand and gain entry to the Biopharma and Med-Technology sectors and also for people within the sector wishing to move to quality assurance/validation and regulatory roles.

Aim of Programme
The primary aim of this programme is to provide upskilling to those who wish meet the current skills shortages in the area of Biopharma and Med Tech sectors. On successful completion individuals will be able to move up the value chain within their organisation and identify employment opportunities in the Biopharma and Med-Tech Sectors.

This programme will be offered in a blended learning format where possible.

Programme Content

Manufacturing Environment
- Active Pharmaceutical Ingredient (API) Manufacturing
- Pharmaceutical Manufacturing
- Biopharmaceutical Manufacturing
- Medical Devices and Sterile Manufacturing
- In-Process Testing
- Process Validation
- Qualifications: Performance, Installation, Operational (PQ, OQ, IQ)
- Good Manufacturing Practices and Good Automated Manufacturing Practices (GAMP)

Systems and Supports
- Cleaning Validation
- Quality Control and Finished Product testing and release
- Analytical Validation
- Regulatory Requirements
- Quality Risk Management
- Deviations and Corrective Action Preventative Action (CAPA)
- Quality Management Systems and Lean Six Sigma
FREE Places - Springboard+  Apply online at www.springboardcourses.ie

Minimum Entry Requirements
Mature student
or
Grade O6 at ordinary level in five subjects in the Leaving Certificate examinations. Two of these subjects must be mathematics and a language (English or Irish).
or
Any QQI level 5 qualification is acceptable.

Duration
16 weeks - one evening per week, see details to the right.

Commencing
See details to the right.

Programme Fee
FREE to eligible participants.

Induction
Please note: Institute induction is on **Saturday 6 October** 2018 from 9.30am to 1.00pm in Athlone Institute of Technology for all centres. Attendance on that date is compulsory.

Contact
Janine King - jking@ait.ie
Call: +353 (0)90 648 3050
Email: lifelonglearning@ait.ie
Web: www.ait.ie

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**Locations**
This Springboard course will be delivered in the following locations.

- Carrick on Shannon
- Athlone
- Longford
- Mullingar
- Ballinasloe
- Tullamore

**Commencing**
**Carrick-on-Shannon** - Monday 1 October 2018
**Athlone** - Tuesday 2 October 2018
**Longford** - Tuesday 2 October 2018
**Mullingar** - Wednesday 3 October 2018
**Ballinasloe** - Thursday 4 October 2018
**Tullamore** - Thursday 4 October 2018

**Saturdays**
6 October 2018
20 October 2018
10 November 2018
1 December 2018
26 January 2019
Seeking to develop new skills or increase your current skills in the areas of Operations, Quality and Lean Management? Then, this FREE programme which is relevant to all business areas (Science, Retail, Technology, Tourism and other) is for you. Terms and conditions apply, see springboard criteria page 17

To be delivered in Athlone, Longford and Mullingar.

AIT has secured a number of free places for those wishing to attend this programme. These free places are available for employed, unemployed and a wide category of person. For further details please refer to page 17, see www.springboardcourses.ie or contact the Department directly on 09064 83050.

This Programme is suitable for those who wish to develop their careers in the Manufacturing (e.g. Food, Biopharamchem, Med-Tech, and Engineering) and/or service sectors (e.g. Retail, Hospitality, Call Centres, Financial Services) but with a specific interest in the area of Quality operations, and will satisfy the minimum-skilled requirements for an individual wishing to commence work in an operations, quality and lean management environment.

On completion students will have a general business operations perspective complemented by skills in the area of Quality Assurance (Lean Six Sigma – Green Belt). Students are urged to take the American Society for Quality (ASQ) (www.asq.org) Lean Six Sigma professional examination.

Aim of Programme
The primary aim of this course is to produce competent workers in the field of Operations, Quality and Lean Management (irrespective of business environment).

Group work, team based learning, discussions and reflecting on current practice will facilitate development of a broad view and will facilitate peer-supported learning, team-working and creativity.
Programme Content
- Business Management
- Introduction to Statistics
- Fundamentals of Quality Assurance
- Operations Management
- Quality Management
- Lean Management
- Professional Development and Career Planning
- Learning and Development for Higher Education

Minimum Entry Requirements
Mature student
or
Grade O6 at ordinary level in five subjects in the Leaving Certificate examinations. Two of these subjects must be mathematics and a language (English or Irish).
or
Any QQI level 5 qualification is acceptable.

Duration
Athlone and Longford 1 year: 24 weeks: Tuesday and Thursday 6.00pm to 10.00pm.
Mullingar: 1 year: 24 weeks: Monday and Wednesday 6.00pm to 10.00pm.

Induction
Please note: Institute induction and commencement of the Learning and Development for Higher Education module is on Saturday 6 October 2018 from 9.30am to 5.00pm. Attendance on that date is compulsory.

Programme Fee
FREE for those eligible.

Contact
Janine King - jking@ait.ie
Call: +353 (0)90 648 3050
Email: lifelonglearning@ait.ie
Web: www.ait.ie

Locations
This Springboard course will be delivered in the following locations.
- Athlone
- Longford
- Mullingar

Commencing
Athlone: 6.00pm Tuesday 2nd October, 2018.
Longford: 6.00pm Tuesday 2nd October, 2018.
Mullingar: 6.00pm Monday 1st October, 2018.

Students of each centre are also required to attend Athlone Institute of Technology on these Saturdays over the duration of the programme:

Semester 1
6, 20 October 2018
10 November 2018
1 December 2018

Semester 2
19 January 2019
9 February 2019
9 March 2019
6 April 2019

Available to the employed and unemployed. See eligibility criteria on page 17
FREE Springboard+ courses in your local area. Commencing October 2018.

Athlone
Ballinasloe
Carrick-on-Shannon
Longford
Mullingar
Tullamore
Free basic computer skills class for all registered part-time students with the Department of Lifelong Learning. This class will allow you to become familiar with computers and computer applications. It is being offered to ensure that all students feel comfortable with their IT environment.

**Outcomes** – by the end of the class you should be able to:

- Navigate around the PC & application
- Use Microsoft Office including Word, PowerPoint and Excel
- Create folders
- Save to the computer and external sources
- Copy and paste including shortcuts.
- Play videos and understand software requirements
- Navigate through Google Chrome and Internet Explorer
- Create notes from different sources
- Open PDF
- Download and upload files
- Email – setting up an email account, composing, attaching a file and inserting information

Free academic writing class for all registered part-time students with the Department of Lifelong Learning to assist you in improving your writing skills in attempting assignments, essays and projects.

**Topics Covered:**

**Planning to Write**

- Making sense of the assignment brief
- Planning your writing using mind maps
- Time management

**Writing Better Sentences and Paragraphs**

- Paragraph structure
- Organisation of a text

**Paraphrasing and Citations**

- Avoiding plagiarism
- Using reporting verbs
- Combining sources in a text

**Scheduled Saturdays for 2018/19 are:** 29 September, 20 October, 17 November 2018.

Each class is three and a half hours in duration from 9.30am to 1.00pm.  
Note: Students only need to attend one session of each class.

**Register Now:**

Register in the Department of Lifelong Learning Office from 6.00pm-8.00pm Monday to Thursday. Upon registration students are required to pay a €5 deposit. This will be refunded on the day of the class to students who attend otherwise it will be donated to charity.

**Book early as places are limited.** Classes may be cancelled if we receive insufficient registrations.
Student Induction

Welcoming you to AIT

Saturday 22 September 2018
On arrival students will attend a lecture where the Institute’s operating system is explained. **Topics covered are:**

- An overview of Athlone Institute of Technology
- An overview of the Department of Lifelong Learning including supports and services
- The AIT Virtual Learning Environment (Moodle) which is a component of our blended learning platform and can be accessed from home
- An overview of the AIT Library and how to access the library off-campus
- Institute rules and regulations
- Examinations
- Illness while studying
- Late submissions
- Repeat examinations
- TURNITIN – A software system used to support students in avoiding plagiarism
- Email – accessing, setting-up AIT student e-mail and security
- One Drive - free online storage for students

Additionally, in the morning students will receive their student ID cards, and they are required (with support) to log into the various IT services of the college, ensuring that all can access the AIT system of learning off-campus following this.

In the afternoon, some students will be broken into their various class groups. Topics to be covered in each group are:

- Learning styles, your learning style and how to optimise your style to your advantage
- Time management and how to manage your learning time
- Study skills – factors to consider as you study
- Academic writing

**Is this day compulsory?**

**Yes** For all new part-time students on academic programmes.

**So please put it in your diary now!**
The philosophy underlying RPL is to enable and encourage people to enter or re-enter formal education, leading to qualifications, by awarding or recognising credit for what they already know from the programme curriculum. This learning may have occurred through attendance on other certified programmes, known as Accreditation of Prior Certified Learning (APCL) or, it may have occurred through work, paid or voluntary or through life experience, known as Accreditation of Prior Experiential Learning (APEL).

The onus is on the student to demonstrate their prior learning, by preparing and submitting adequate evidence, under the guidance and advice of the institute. Both are regarded as part of RPL.

If you have previously completed formal academic study you may be exempt from certain modules or stages in a related academic programme. For example if you have previously completed a Higher Certificate in Arts, which contains modules such as Financial Accounting and Human Resource Management, and you now wish to pursue a Higher Certificate in Business Studies, you can have your previous syllabus reviewed, and if the learning outcomes are comparable you may be granted an exemption from these subjects. This means that you will not need to be examined in these subjects again.

The closing date for exemption application is Friday 17 August 2018.

For further details on making an exemption application please contact the Department of Lifelong Learning.
Accreditation of Prior Experiential Learning (APEL) Recognising Your Previous Work and Learning

Are you an adult learner with experience in the workplace? If so, APEL can get you a ‘headstart’ in your desired programme of study, through exemptions and advanced entry.

Through APEL, AIT ensures that you can get credit for what you have already completed.

What is APEL?
Accreditation of Prior Experiential Learning (APEL) is the system for crediting students for “on the job” learning, through training (certified or non-certified) or through a variety of other sources.

Hundreds of mature learners have benefited from this system to date.

For example if you have previously worked as a manager for a minimum of five years, perhaps you will be exempted from the management module in year 1 of a relevant programme. If so, you will need to apply for the exemption and demonstrate that you have in fact completed the relevant learning outcomes. If the Learning Outcomes are deemed comparable you may be granted an exemption from the subject. This means that you will not need to be examined in this subject again. An individual could similarly apply for an Information Technology or Financial Accounting or Mechanics or Biology exemption based on their previous experiential learning.

There is a non-refundable exemption application fee of €200 per module which is payable on application for the exemptions. This is to cover the cost of the assessment and work involved in bringing you through the APEL process.

The closing date for APEL exemption applications is three months in advance of the commencement date of the programme that you wish to study. This is required in order that you are given sufficient time to prepare your portfolio and that it can be assessed accordingly.

Details of module learning outcome are available from the Department of Lifelong Learning and these should be consulted prior to applying for an APEL exemption. For further details on making an exemption application please contact the Department of Lifelong Learning.
The library at AIT is a modern, engaging, comfortable space for studying, researching and learning. Recently fully refurbished, it is open all year except for public holidays and can help you find, evaluate and use information effectively and ethically.

The library offers access to print and electronic information. It is available for study, borrowing, returning library material, accessing computers and electronic resources. Printing/photocopying facilities are available during opening hours. You may also bring your own laptop and connect to the college WIFI. 32 PCs are available for booking up to 4 hours per student per day. A number of group study rooms, where student teams can work together in a comfortable and quiet environment can be reserved in advance.

Access to online information and electronic resources, including 72,000 electronic journals, 80,000 e-books as well as past examination papers is available on and off campus 24/7 through the library’s website https://library.ait.ie/

The library also has a team of subject librarians to help develop students’ information and research skills to improve their ability to find the variety of resources relevant to their assignments. Skills covered include: identifying information needs and learning how to find, evaluate and effectively use the information across a range of sources and technologies.

MOODLE at AIT

Athlone Institute of Technology makes use of the Virtual Learning Environment (VLE), Moodle. Moodle is a learning management system that is engineered to meet the needs of students.

When you register on an accredited programme with the Department of Lifelong Learning, you will be issued with log on details, and instructions on how to access your course Moodle page. There you will have access to electronic learning materials (such as lecture notes, links to useful websites, videos) as well as learning activities (such as discussion forums and quizzes). You will also have access to the relevant documentation for your programme, such as your course manual, placement documents if relevant, etc.
“The staff were so friendly and helpful”

ISSE Survey 2017

APPLIED LEARNING
Become Assertive and Improve your Self-Esteem 30
Introduction to Interior Design and Decorating 30
Creative Writing 31

SPORTS
Fundamentals of Sports & Exercise Science - Single Subject 32
Sports Nutrition - Single Subject 33
Certificate in Sports Psychology 34

COMMUNITY ENGAGEMENT AND SUPPORT
Certificate in Volunteering 36
**BECOME ASSERTIVE AND IMPROVE YOUR SELF ESTEEM**

**Aim of Course**
The aim of this course is to provide you with skills that will assist you to become more assertive in your daily life, including confidence development and building self-esteem. This course is about acknowledging your abilities, accepting your potential and informing you on how to realise such potential. This course will also attempt to assist those who are seeking to move jobs to be more organised, planned and assertive, as they engage with the interview process, career change or return to education.

**Course content**
- What is being assertive?
- Links with assertiveness, self-confidence and self-esteem
- Building your self-esteem and self-worth
- Managing change
- How to make decisions with confidence
- Dealing with fears and challenges
- Letting go of the past
- Personal Development Planning
- Career Coaching
- Application preparation
- Education coaching
- Self-Motivation

**Intended for**
This course would be very beneficial for those needing to build confidence and self-esteem as they seek to obtain new careers or further their existing careers.

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**INTRODUCTION TO INTERIOR DESIGN AND DECORATING**

**Aim of Course**
To provide the basic skills to enable one to successfully complete a design scheme within the budget constraints for a domestic project.

**Course Content**
- Basic Technical Drawing
- Natural and Man-made Materials
- Lighting – Natural/Artificial
- Colour Theory
- Soft Furnishings
- Room Style

**Intended for**
Those who wish to plan and complete a small domestic interior project.

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**Duration**
10 weeks
Tuesday 7.00pm to 9.30pm

**Commencing**
7.00pm
Tuesday 18 September 2018

**Course Fee**
€250

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**Duration**
5 weeks
Tuesday 6.00pm to 8.00pm

**Commencing**
6.00pm
Tuesday 25 September 2018

**Course Fee**
€100

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**Contact Information**
- +353 (0)90 648 3050
- lifelonglearning@ait.ie
- www.ait.ie
Interested in writing fiction, screenplays or drama?

**Aim of Course**
The aim of this course is to provide students with the tools on how to write, why to write, what to write about and how to get it published. Most budding writers often find they are burning to tell a story, but don’t know how/where to start. This course will begin with the blank page and teach each student to successfully write fiction, screenplays, drama, poetry, journalism and how to understand the publishing world.

Once completed, each participant will leave with the necessary skills to enter the writing industry with confidence and direction. This will include advice/contacts on where and how to send your work, as well as ways to self-promote/produce your writing. An end of course assignment will also ensure each participant finishes with a publishable piece of writing to present to potential agents/publishers.

Students are also welcome to bring existing works in progress to the class to have it discussed, critiqued and developed.

**Course Content**
- Writing Techniques.
- The Art of Fiction
- Journalism
- Screenwriting
- Drama
- Poetry
- Publishing industry

**Intended for**
Writers at all levels of their career. It is particularly suited for beginners and those who need a channel to express themselves creatively. No experience is required as the course will begin with the basics of writing and gradually move through the different stages towards publishing success. It will be an enjoyable, stress free course with one assignment at the end. It will also help those writers working in isolation and looking for a constructive environment to share and develop their work.
This module investigates Sports Science and its role in health, exercise and sporting performance, detailing fundamental fitness skills for health and sport.

**Aim of Programme**
This module introduces the students to the discipline of Sports Science and its role in health, exercise and sporting performance. The module is designed to equip students with the knowledge and skills required to conduct and interpret a range of fitness tests that are appropriate for the general population and the sporting population. The module also focuses on teaching the students basic exercise physiology so that they can understand the scientific principles underpinning programme design and enhanced performance.

On successful completion of this module the learner will be able to:

- Identify and discuss the components of fitness that are essential for health and for optimal performance in a variety of sports and athletic events
- Conduct a needs analysis and set appropriate training goals for athletes, team sports, or members of the general population
- Explain the scientific principles underpinning training programme design
- Set up, deliver and interpret a range of field based fitness tests for the general population, athletes, and team sports

**Progression**
This is a standalone qualification however students are required complete academic work and assessment in order to achieve the single subject certificate.

As a graduate you will be exempt from the above module on the BSc (Hons) in Sports Science with Exercise Physiology delivered on a full-time basis at Athlone Institute of Technology.

**Induction**
Institute Induction for new students to AIT will take place on Saturday 22 September 2018 from 9.30am to 1.00pm. Attendance on that date is compulsory.

**Programme Content**
- Introduction to Sports Science
- Components of fitness for health and sport
- Aerobic endurance
- Anaerobic capacity
Nutrition and its enhancing benefits to the sporting individual are explored in this programme.

**Aim of Programme**
This module examines the scientific principles of nutrition for enhancing the performance of athletes. It is designed to equip students with the knowledge and skills required to provide sound, scientific sports nutrition advice to a variety of athletes. The module focuses on assessing nutritional requirements of athletes from a variety of sporting backgrounds, as well as designing nutritional strategies to enhance performance and promote recovery in these athletes.

On successful completion of this module the learner will be able to:
- Measure the nutritional status of an athlete and determine their energy requirements
- Conduct a physical assessment of an athlete’s body composition
- Develop nutritional strategies that are specific to preparation for competition (pre exercise nutrition), fluid and fuel requirements during exercise (during exercise nutrition) and recovery after training and competition (post exercise nutrition)
- Devise nutritional strategies for special populations such as those aiming to make weight in sport either through weight loss or bulking up
- Critique a range of sports supplements and their appropriate use.

**Programme Content**
- Exercise physiology and metabolism
- Measuring nutritional status of athletes
- Assessment of athletic physique
- Energy requirements of athletes
- Weight loss and the athlete
- Making weight in sport
- Preparation for competition
- Nutrition during exercise
- Nutrition for recovery
- Supplements
- Overtraining
- The female athlete
- The 24 hour athlete
- Nutritional analysis and technology

**Intended for**
Those interested in gaining a greater insight into nutrition from a sports perspective.

**Progression**
This is a standalone qualification, however students are required complete academic work and assessment in order to achieve the single subject certificate.

As a graduate you will be exempt from the above module on the BSc (Hons) in Sports Therapy with Rehabilitation delivered on a full time basis at the Institute.

**Induction**
Institute Induction for new students to AIT will take place on Saturday 22 September 2018 from 9.30am to 1.00pm. Attendance on that date is compulsory.

**Minimum Entry Requirements**
Mature applicant
or
Grade O6 at ordinary level in five subjects in the Leaving Certificate examinations. Two of these subjects must be mathematics and a language (English or Irish).
or
Any QQI level 5 qualification is acceptable.

**Duration**
12 weeks
Monday 7.00pm to 10.00pm

**Commencing**
7.00pm
Monday 17 September 2018,
Also offered in Semester 2 ,
7.00pm
Monday 14 January 2019

**Enquiries**
Maria Slevin
mslevin@ait.ie

**Programme Fee**
€390

**Application form is at the back of this book**

**t** +353 (0)90 648 3050
**e** lifelonglearning@ait.ie
**w** www.ait.ie
Minimum Entry Requirements
Mature applicant
or
Grade O6 at ordinary level in five subjects in the Leaving Certificate examinations. Two of these subjects must be mathematics and a language (English or Irish).
or
Any QQI level 5 qualification is acceptable.

Duration
1 year: 24 weeks
Monday 6.00pm to 10.00pm

Commencing
6.00pm
Monday 17 September 2018

Enquiries
Maria Slevin
mslevin@ait.ie

Programme Fee
€990

Aim of Programme
This programme aims to introduce students to the fundamentals of Psychology with an emphasis on Sport and Sports Psychology. Throughout, it expands on the application of psychology to understanding health performance and the complexity of the relationship between physical and psychological well-being in a sporting environment.

On completion, graduates will have an appreciation of Sports Psychology and its relevance to the sports person and team environment. Development of communication skills also forms part of the programme.

Programme Content
Introduction to Psychology
• Introduction to psychology and sports psychology
• Psychology of learning
• Theories of personality
• Social psychology

Sports Psychology
• The role of the sports psychologist
• Psychology of the athlete, personality and mood
• Burnout, mental health issues associated with the competitive environment
• Motivation theory and models
• Anxiety, arousal and stress relationships and sports performance
• Group dynamics and leadership in team sports
• Social identity theory and conflict management
• Aggression, violence and competition
• Psychological skills training (PST) and intervention strategies

Induction
Please note: Institute Induction is on Saturday 22 September 2018 from 9.30am to 1.00pm. Attendance on that date is compulsory.
Free basic computer skills class for all registered part-time students with the Department of Lifelong Learning. This class will allow you to become familiar with computers and computer applications. It is being offered to ensure that all students feel comfortable with their IT environment.

**Outcomes** – by the end of the class you should be able to:
- Navigate around the PC & application
- Use Microsoft office including Word, PowerPoint and Excel
- Create folders
- Save to the computer and external sources
- Copy and paste including shortcuts.
- Play videos and understand software requirements
- Navigate through Google Chrome and Internet Explorer
- Create notes from different sources
- Open PDF
- Download and upload files
- Email – setting up an email account, composing, attaching a file and inserting information

Free academic writing class for all registered part-time students with the Department of Lifelong Learning to assist you in improving your writing skills in attempting assignments, essays and projects.

**Topics Covered:**

Planning to Write
- Making sense of the assignment brief
- Planning your writing using mind maps
- Time management

Writing Better Sentences and Paragraphs
- Paragraph structure
- Organisation of a text

Paraphrasing and Citations
- Avoiding plagiarism
- Using reporting verbs
- Combining sources in a text

**Scheduled Saturdays for 2018/19 are:** 29 September, 20 October, 17 November 2018.

Each class is three and a half hours in duration from 9.30am to 1.00pm.

**Register Now:**
Register in the Department of Lifelong Learning Office from 6.00pm-8.00pm Monday to Thursday. Upon registration students are required to pay a €5 deposit. This will be refunded on the day of the class to students who attend otherwise it will be donated to charity.

**Book early as places are limited.** Classes may be cancelled if we receive insufficient registrations.
CERTIFICATE IN VOLUNTEERING (Athlone & Tullamore)
NFQ LEVEL 6 (10 Credits)

Volunteering is the commitment of time and energy for the benefit of society and the community, the environment or individuals. It is undertaken freely and by choice, without concern for financial gain.

Minimum Entry Requirements
Mature applicant
or
Grade O6 at ordinary level in five subjects in the Leaving Certificate examinations. Two of these subjects must be mathematics and a language (English or Irish).
or
Any QQI level 5 qualification is acceptable.

Duration
1 Semester: 10 weeks

Athlone - Monday 7.00pm – 9.30pm
Tullamore - Tuesday 7.00pm –9.30pm

Students are also required to attend on one evening on completion of the programme for presentations.

Commencing
Athlone - 7.00pm Monday 17 September 2018
Tullamore - 7.00pm Tuesday 25 September 2018

Enquiries
Jenny Cooper
jcooper@ait.ie

Programme Fee
€95

Are you currently volunteering or interested in Volunteering? If so, why not gain academic credit for the contribution you are making to society through your volunteering?

This unique programme sets out to recognise and reward the great contribution so many are making in society through their efforts in a voluntary capacity. It also seeks to assist them through the creation of a common language, framework and understanding of the dynamics of volunteering. Participants must currently be engaged in volunteering to be eligible to attend as the assessment will be around your practice in that volunteering role.

This programme is also relevant to those interested in engaging in volunteering, through the provision of the framework and discussions that will take place in class.

The minimum volunteering time required to pass the module is 40 hours or three or four hours per week over one semester.

Aim of Programme
This programme will support engagement in volunteering via theory, group work, role plays and scenarios while also supporting experiential learning, as participants engage in their volunteering activities.

On completion of this programme the learner will/should be able to;
• Describe and explain the theory of volunteerism and evaluate how volunteerism contributes to the benefit of society
• Understand and apply ethical and legal considerations regarding volunteering, including an appreciation for the roles and expectations for charitable organisations, Sporting bodies and/or agencies/community groups involved in volunteering
• Describe and experience the concept of reflective practice and how this contributes to the experiential learning experience derived through volunteering
• Develop self-awareness and personal clarity around volunteerism.
• Describe, understand and experience the work of charitable organisations/ volunteering agencies/ sporting organisations/ community groups including the potential benefits of volunteering to the community and society

Programme Content
The theory of volunteerism and the contribution of volunteerism to the benefit of society.
• The role of volunteering organisations (charities, sporting and other)
• Volunteerism-preparation, planning, project design and management in the volunteer domain
• Self-awareness, reflection and reflective practice
• Motivation, teams and teamwork.
• Social, political, ethical and legal considerations regarding volunteering
• Fundraising, legal and ethical management of funding raised
• Social Inequalities and power dynamic issues for host groups and communities
• Experiential learning as a volunteer, Personal development, debriefing and Professional boundaries
• Personal Healthcare, self-care and security including personal time management and planning
Induction
Please note: Institute Induction takes place on the following dates:
**Athlone group** - Saturday 22 September 2018 from 9.30am to 1.00pm.
**Tullamore group** - Saturday 6 October 2018 from 9.30am to 1.00pm.
Attendance on these dates is compulsory.

Evaluation:
Assessment is based on the student's reflective report and presentation and not the outcome or impact of the volunteering activity.
Dr Michael Tobin

Dr Michael Tobin is Head of Department of Lifelong Learning. He has previously been Head of School of Business and Humanities, at the Institute of Technology Blanchardstown; Global Training Manager for Marrakech, a Financial Software Start-up; Consultancy Services Manager for Kindle Banking Systems, a Banking Software Company; a visiting lecturer with Manchester Business School; a Senior Lecturer with Dublin Business School, based in Ireland and Malaysia, visiting lecturer with Manchester Business School and an Assistant Lecturer/Researcher, at NUI Galway. Dr Tobin has worked in Ireland, The United Kingdom, Malaysia, Singapore, Colombia, Mexico, Jamaica, South Africa, India, Zimbabwe, and the United States of America. He gained an MA in Economics from NUIG and an EdD in Education from University of Sheffield. Michael’s research lies in the area of Higher Education – Economic efficiency, Strategic Management, Leadership, System Structure and Lifelong Learning. His Doctoral work was on Future Scenarios for Institutes of Technology in the Irish Higher Education System: A Strategic Foresight Study.

Karen Costello

Karen completed her Bachelor of Civil Law Degree in NUI Galway and thereafter obtained a LLM in European Law from UCD. Karen is a member of the Law Society and a practicing solicitor specialising in the areas of Conveyancing, Probate and Employment Law and has been lecturing in the AIT for the past three years in European Union Law, Company Law and Child Law.

Aisling Wall

Aisling has been lecturing at AIT since 2009 in addition to working as a practicing Barrister. Her areas of particular interest are criminal and family law. She is a graduate of NUIG Galway, University of Cambridge and the Kings Inns. Aisling regularly assists students who wish to pursue a career in the legal professions as well as those who wish to continue with their academic studies.
“Everyone was so helpful and knowledgable”

ISSE Survey 2017

BUSINESS & MANAGEMENT
- Certificate in Business in Management and Leadership Development 40
- Certificate in Project Management 41
- Certificate in Operational Security and Crime Risk Management 42
- Higher Certificate in Business 43
- Bachelor of Business 44
- Bachelor of Business (Hons) 45
- Bachelor of Business in Real Estate Management 46
- Higher Diploma in Professional Management and Leadership 48
- Masters in Management in Education (MAME) 49
- Diploma in HR Practice 50
- Diploma in HR Management 51

LAW
- Bachelor of Arts (Hons) in Law 52
- Certificate in Disability Law and Policy 53

ACCOUNTING
- ATI Accounting Technician (Year 1 and Year 2) 54
The perfect introductory programme for supervisors, middle managers and/or for those aspiring to be supervisors or managers.

Aim of Programme
The main aim of the Certificate in Business in Management and Leadership Development is to provide learners of all backgrounds with the opportunity to explore and develop their interest in management and leadership.

Programme Content
- Leadership and management development
- Reflective practice in the workplace
- Human resources and developing people
- Project, business and operational planning
- Group project and integrative learning
- Financial accounting

Some Modules may be delivered online enabling participants to access learning in their own environment and time.

Intended for
This programme is intended for those who have an interest in supervisory management or have recently become supervisors.

No previous qualifications are required as this is an entry level management programme that introduces the student to the key business areas required to be an effective supervisor/manager.

Progression
On completion of this programme, students will be eligible for direct entry to year two of the Higher Certificate in Business Studies (Level 6), see page 43.

Induction
Please note: Institute induction is on Saturday 22 September 2018 from 9.30am to 5.00pm. Attendance on that date is compulsory.
CERTIFICATE IN PROJECT MANAGEMENT
NFQ LEVEL 6 (20 Credits) Online/Blended

Aim of Programme
This certificate programme introduces candidates to the fundamentals of project management. It provides training on the tools and techniques needed to plan, manage and execute projects. An overview of established project management methodologies, Waterfall (PMBok) and Agile, will also be provided. The programme provides the requisite project management education needed to apply for both the Certified Associate in Project Management (CAPM) and the Project Management Professional (PMP) certifications with the Project Management Institute (PMI).

Programme Content
- Organisational context: strategy, structure, and culture
- Project selection and portfolio management
- Leadership and the project manager
- Scope management
- Project team building, conflict, and negotiation
- Risk management
- Cost estimation and budgeting,
- Project scheduling: networks
- Duration estimation, and critical path
- Project scheduling: lagging, crashing, and activity networks,
- Resource management
- Project closeout and termination

Induction
Institute induction will take place on Saturday 22 September 2018 from 9.30am to 1.00pm. Attendance on that date is compulsory.

Delivery Method
This programme is delivered through a combination of classes and online weekly lectures (Blended learning). Students are required to attend five class based sessions in the Institute on a number of Wednesday from 7.00pm to 9.00pm (see dates to the right).

Online sessions will take place on the other Wednesdays weekly from 7.00pm to 9.00pm during term time.

Classes will be held in AIT on the following Wednesday’s from 7.00pm to 9.00pm.

19 September 2018
17 October 2018
28 November 2018
30 January 2019
6 March 2019

Participants must have access to a pc/laptop/smart phone device with reliable internet to ensure they can avail of the online classes. Recordings will also be uploaded of these classes weekly.

Minimum Entry Requirements
Mature applicant
or
Grade O6 at ordinary level in five subjects in the Leaving Certificate examinations. Two of these subjects must be mathematics and a language (English or Irish).

or
Any QQI level 5 qualification is acceptable.

Duration
1 year; 24 weeks
Wednesday
7.00 pm to 9.00 pm

Commencing
7.00 pm
Wednesday 19 September 2018

Enquiries
Maria Slevin
mslevin@ait.ie

Programme Fee
€850

Learnes develop the fundamental skills and techniques required for the effective project management.
Interested in operational security at supervisory level?

Aim of Programme

The main aim of the Certificate in Operational Security and Crime Risk Management is to provide learners of all backgrounds with the operational security and crime risk management skills that will enable them to be competent supervisors in an operational security role.

The objectives of the programme are:

- To provide the students with a knowledge of those business disciplines which form the basis for a successful career in the field of operational security and crime risk management in an industrial, commercial or public service setting.
- To develop the students’ understanding of the environmental factors which impact the field of operational security and crime risk management.
- To enhance the students’ awareness of the functional areas of operational security including Health and Safety.
- To develop the students’ ability to apply a variety of operational security and crime risk management principles and competencies to a wide range of operational risk scenarios.
- To increase the students’ awareness of how effective interpersonal relations at work contributes to the public image of an organisation and to its success.
- To enhance students’ awareness of appropriate technologies, and operational tools appropriate to the modern security environment.

Programme Content

- Understanding operational security and crime risk management,
- Managing and supervising people
- Regulation, standards and crime in the security industry
- Professional development, communications and career planning
- Security and emergency risk management
- Physical security and technology

The lectures will be delivered through a combination of online and facilitated classroom based workshops. The classroom based workshops will take place in Athlone Institute of Technology.

Induction

Please note: Institute Induction is on Saturday 22 September 2018 from 9.30am to 1.00pm. Attendance on that date is compulsory.
Participants will develop business knowledge and skills essential to a career in industry, commerce or the public service.

**Aim of Programme**
This programme contains business knowledge and skills which form the basis for a career in industry, commerce or the public service. You will gain an understanding of the functional areas of business and of the factors which influence business success.

On graduation, you should be able to use your knowledge and skills to solve technical and human problems in a business/commercial context. You will also learn how effective interpersonal relations at work contribute to the public image of an organisation and to its progress. Development of your communication skills also forms part of the programme.

**Programme Content**

**Year 1**
- Financial Accounting A
- Computer applications
- Economics
- Learning and Development for Higher Education
- Marketing
- Financial Accounting B
- Business Mathematics
- Business Management
- Insurance

**Year 2**
- IT and Computer Applications
- Management Accounting
- Operations and Supply Chain Management
- HR Management
- Marketing Management
- International Economics

**Progression**
Graduates are eligible to apply to join the part-time Bachelor of Business, Level 7 programme at AIT.

**Induction**
Please note: Institute Induction is on Saturday 22 September 2018 from 9.30am to 5.00pm. Attendance on that date is compulsory.
This qualification builds upon the knowledge acquired and skills developed on the Higher Certificate in Business (Level 6) programme.

Aim of Programme
This programme aims to provide you with a deeper insight into the role and functions of a modern business enterprise and to prepare you for a variety of business-related career opportunities upon graduation.

The main aims of this programme are:
• To provide students with both high-level knowledge related to how business organisations function and the factors which impact upon the success of an enterprise.

• To enable students to develop a critical understanding of the key competencies involved in successful business management.

• To enhance the students’ personal development and their capacity to undertake duties and responsibilities at the appropriate level in either a national or international context.

• To enable the students to develop the attitudes and skills required in today’s challenging business environment.

Programme Content (over 18 months)
• Managerial Finance A
• Business Law
• Supply Chain Management
• Managerial Finance B
• Company Law
• International Marketing and Sales Management
• Market Research and Analysis
• Business Information Systems
• Business Management and Enterprise Development

Induction
Institute Induction for students that are new to the Institute will take place on Saturday 22 September 2018 from 9.30am to 1.00pm. Attendance on that date is compulsory.
This qualification builds upon the knowledge acquired and skills developed on the BBS (Level 7) programme.

**Aim of Programme**
This programme aims to provide you with a deeper insight into the role and functions of a modern business enterprise and to prepare you for a variety of business-related career opportunities upon graduation. You will develop a conceptual, systematic and mature approach to the identification, analysis and solution of problems in business/ commercial/ service organisations. You will also acquire the knowledge and critical understanding of the interrelationships between the different functions within business management.

**Programme Content**
- Strategic Analysis
- Strategic Marketing
- Financial Management A
- Systems and Project Management
- Strategic Implementation
- Financial Management B
- Integrated Marketing Communications
- Managing people and Organisational Change

**Minimum Entry Requirements**
BBS Level 7 or an approved equivalent Level 7 qualification

**Duration**
18 months: 24 weeks per annum
Monday and Wednesday
6.00pm to 10.00pm

**Commencing**
6.00 pm
Monday 17 September 2018

**Enquiries**
Maria Slevin
mslevin@ait.ie

**Programme Fee**
€2350 – full academic year
€1175 – half academic year
Total - €3525
BACHELOR OF BUSINESS IN REAL ESTATE MANAGEMENT ADD ON NFQ LEVEL 7 (IPAV)
(New - online blended learning)

Participants will develop business knowledge and skills essential to a career in real estate management.

Minum Entry Requirements
Higher Certificate in Real Estate Management – Level 6 or recognised equivalent.

Duration
18 Months: Three Semesters
Tuesdays and Thursdays 7.00pm – 9.00pm Online
Plus scheduled Saturdays per semester. (Semester 2 dates will be advised in semester 1)
Maximum six Saturdays per semester

Commencing
9.30am
Saturday 22 September 2018

Enquiries
Genevieve McGuirk, IPAV (01) 6785685 or genevieve@ipav.ie or Janine King 09064 83050 or jking@ait.ie.

Programme Fee
Total Fee: €3975 payable to IPAV in instalments.
€2000 on registration and €1000 in March 2019 and €975 in September, 2019.

In conjunction with the Institute of Professional Auctioneers and Valuers. (IPAV)

Delivered in an Online/Blended Learning Format. Online classes are recorded at each session and then uploaded into our Virtual Learning Environment (VLE), currently Moodle. This enables students access the lecture online in their own time and at their own pace.

Online lectures can be viewed via your Smart Phone, Laptop or Personal Computer. All that is required is good broadband connectivity.
Participants will attend two lectures online weekly and a maximum of six Saturdays per term.

This programme is relevant to those who have competed the Higher Certificate in Real Estate Management – Level 6 or equivalent.

The programme is designed to meet the needs of a developing domestic and international property market by providing an articulate, competent professional graduate who will be able to operate to professional standards across a range of occupations, including property sales negotiator and property manager in an ever changing competitive market. It is designed to provide competent professional for the Real Estate industry.

The programme has been developed jointly by the Athlone Institute of Technology and the Institute of Professional Auctioneers and Valuers (IPAV). The Institute of Professional Auctioneers & Valuers (IPAV) is a professional representative body for auctioneers, valuers and estate agents nationwide. The Bachelor of Business in Real Estate is a level 7 award (60 ECTS) developed in collaboration with the Department of Lifelong Learning, Athlone Institute of Technology.

Aims of Programme
- To provide the students with a knowledge of those business disciplines which form the basis for a successful career in an industrial, commercial or public service setting
- To establish a sound educational framework for a range of careers in the real estate sector.
- To develop work-related skills which students will acquire through their academic programme
- To allow students the maximum opportunity to prepare for their future careers by forming the skills and attitudes necessary for personal and career development in a changing employment environment

Saturday Dates
<table>
<thead>
<tr>
<th>Semester 1 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>22 September</td>
</tr>
<tr>
<td>6, 27 October</td>
</tr>
<tr>
<td>17 November</td>
</tr>
<tr>
<td>1 December</td>
</tr>
</tbody>
</table>
Progression
A National Framework of Qualifications (NFQ) level 7 BBS award in Real Estate enables graduates move laterally and/or to progress into different fields of core expertise. For example, graduates of the BBS in Real Estate could apply for a Higher Diploma in Marketing or similar, level 8 Higher Diploma and therefore commence a new career in marketing. Alternatively, they could apply for a Higher Diploma in Computing and commence a new career in IT. These are just two of the many options and careers that open up to an individual with a level 7 degree qualification.

Additionally, graduates will be able to move horizontally into more senior positions in their own organisations, while also increasing their potential of pursuing a Masters and/or other Professional qualification, as their career progresses.

Graduates are eligible to progress to a level 8 Bachelor of Business Studies (Honours), NFQ Level 8, at Athlone Institute of Technology.

Professional Membership
Students of the programme will automatically be registered as student members of the IPAV.

Programme Content
- Valuations 3
- Financial Accounting
- Market Research and Analysis
- Management Accounting
- Building Studies 3
- Cyber Psychology and Behaviour
- Macroeconomics for Business

Note: Athlone Institute of Technology advise that modules may be subject to change over the duration of the programme.

Induction
Please note: AIT Induction is on Saturday 22 September 2018 from 9.30am to 5.00pm. Students will be given guidance on all AIT regulations and operating systems on this day. Attendance on that date is compulsory.

Timetable and Examinations
Three Academic Semesters:

Tuesday and Thursday Online from 7.00pm to 9.00pm.
Maximum six Saturdays per semester.

Assessment:
Assessment will comprise a combination of continuous assessment and examination or a combination of both. Examinations are scheduled to take place at the end each semester and will take place on Saturdays at Athlone Institute of Technology. Examinations for the academic year 2018/2019 for semester 1 are scheduled for Saturday 15 December, 2018. Note: Athlone Institute of Technology from time to time may have to change the timetable. In such instances, students will be advised in advance.
Are you currently working as a manager or interested in becoming a manager?

**Minimum Entry Requirements**
Level 7 Qualification

**Duration**
12 Months: Tuesday and Thursday 6.00pm to 10.00pm.
(Subject to change if in blended learning format)
Plus scheduled Saturdays per semester. Final Project is due in August 2019. Date to be determined.

**Commencing**
6.00pm
Tuesday 18 September 2018

**Enquiries**
Jenny Cooper
jcooper@ait.ie

**Programme Fee**
Total Fee: €4500

**Aim of Programme**
This programme is suitable for those with previous degrees at level 7 (as a minimum) who wish to gain a formal qualification in Professional Management and Leadership.

The Higher Diploma in Business is a 12 month part-time programme which is aimed at developing the range of managerial and leadership skills required of an effective manager.

The programme is designed for those who have decided they wish to develop knowledge, skills and behaviours that will assist in developing or enhancing leadership and management techniques, either wholly or as part of their work role. The Level 8 Special Purpose Award is a professional qualification with a syllabus that comprehensively covers all aspects of the participant’s role and is based around practical experience and reflective practice. The programme is designed with strong industry input with a view to producing more efficient and effective managers and leaders. All modules assume no previous knowledge of the subject. This programme provides you with the fundamental skills to work in a management and leadership role and will complement your existing degree. It also provides you with an opportunity for further postgraduate study.

The programme is ideal for anyone without a business qualification wishing to develop key management and leadership skills. It has been designed with management and leadership skills as a dominant focus.

**Programme Content**
- Reflective Practice in the Workplace
- Leadership and Management Development
- Aligning Resources and Plans
- Customer Relationship Management
- Developing People
- Project

*Note: Athlone Institute of Technology advise that modules may be subject to change over the duration of the programme.*

**Progression**
Once you graduate, you will gain an established and nationally recognised qualification that will equip you for employment as a manager in a wide range of business settings. The skills needed for modern organisations are constantly and this programme will seek to address the modern skills needs in business management and leadership.

**Induction**
Please note: AIT Induction is on Saturday 22 September 2018 from 9.30am to 5.00pm. Students will be given guidance on all AIT regulations and operating systems on this day. Attendance on that date is compulsory.
This is a practical programme for education professionals to develop their knowledge, skills and competencies in educational leadership and management.

Programme Overview
Waterford Institute of Technology, in partnership with Athlone Institute of Technology, is pleased to offer the MA in Management in Education (MAME) in 2018/19.

The MAME is a practical programme for education professionals to develop their knowledge, skills and competencies in educational leadership and management. The MAME has been designed by educational leaders in Waterford Institute of Technology to reflect the key changes taking place in education practice and policy both nationally and internationally. In order to meet the continuing professional development needs of educational professionals across the spectrum of education. By connecting theory to practice, participants are encouraged to actively engage and work with like-minded professionals to enhance their learning experience. It is a part-time, flexible programme, delivered in blended mode, and designed to meet the needs of busy professionals.

Programme Structure
The programme comprises mandatory and elective modules:

<table>
<thead>
<tr>
<th>Mandatory Modules</th>
<th>Elective Modules (choose three)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Academic Enquiry</td>
<td>• Education Law</td>
</tr>
<tr>
<td>• Leadership and Management in Education</td>
<td>• Educational Innovation &amp; Entrepreneurship</td>
</tr>
<tr>
<td>• Educational Leadership and Personal Development</td>
<td>• Financial Management</td>
</tr>
<tr>
<td>• Education Research Methods</td>
<td>• Human Resource Management</td>
</tr>
<tr>
<td>• Action Research in Education</td>
<td>• Independent Learning Project</td>
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<tr>
<td>• Education Research Project</td>
<td>• Information Technology</td>
</tr>
<tr>
<td></td>
<td>• Mentoring</td>
</tr>
<tr>
<td></td>
<td>• Public Relations in Education</td>
</tr>
<tr>
<td></td>
<td>• Strategic Planning and Development for Educators</td>
</tr>
<tr>
<td></td>
<td>• Sustainability in Education</td>
</tr>
</tbody>
</table>

Further Information
Please contact, Dr Anne Graham Cagney, Programme Leader - agraham@wit.ie.
Programme Administrator: Suzanne Ryan - T: 051 302225 E: sbryan@wit.ie

Minimum Entry Requirements
An Honours Degree or equivalent and three years postgraduate experience. Applicants must have access to work in an educational organisation.

Enquiries
Maria Slevin
mslevin@ait.ie

How to Apply
Applications for this programme are made online by going to www.pac.ie Code WD548
In order to apply for a single module, please contact Suzanne Ryan T: 051 – 30 2225 E: sbryan@wit.ie

Qualification
MA in Management in Education (90 credits, Level 9)

Cost
€700 per 10 credit module and €1,400 per 20 credit module

Closing Date
31 August 2018
Aim of Course
The Diploma in HR Practice provides a unique opportunity to gain a combination of theory and practical skills in the core areas of HR. Whether you wish to focus your existing HR career or gain skills that will be beneficial in a range of managerial/supervisory roles, this programme provides a route to enhance your career opportunities.

Intended For
- Junior and middle managers
- New recruits to the human resources function
- Staff who need a range of HRM skills to perform more effectively in their roles

If you already hold the CIPD Certificate in Personnel Practice you may be eligible to gain exemptions from certain modules within this programme. Please contact the Institute to discuss your individual case.

Course Content
- Developing yourself as an effective HR practitioner
- Understanding organisations and the role of HR
- Resourcing Talent
- Recording, analysing and using HR information
- Employment Relations
- Performance and reward management
- Delivering learning and development activities
- Supporting change within organisations

Candidates will acquire a combination of theoretical and practical skills needed in the core areas of HR.
In this course learners will develop a deeper understanding of the theory underpinning the core areas of HR.

Aim of Course
Accredited by the Chartered Institute of Personnel and Development (CIPD) the Diploma in HR Management provides an opportunity to gain a deeper understanding of the theory underpinning the core areas of HR. Whether you wish to refocus your existing HR career or gain an understanding of key emerging topics in the area of HR, this course provides a route to enhancing your career opportunities.

Intended for
- Staff within the human resources function who wish to deepen their knowledge of core areas within HR.
- Staff who require a range of HRM skills to perform more effectively in their existing roles.

Course Content
- Developing Professional Practice
- Business Issues and the Contexts of Human Resources
- Using Information in Human Resources
- Managing and Coordinating the Human Resources Function
- Reward Management*
- Improving Organisational Performance*
- Employee Engagement*
- Contemporary Developments in Employment Relations*
- Employment Law*
- Developing Coaching and Mentoring within Organisations*

* Indicates optional units. In addition to the four core units a minimum of 4 units from the list of optional units above will be offered each academic year.
Minimum Entry Requirements
Grade H5 in two subjects plus Grade O6/H7 in four other subjects in the Leaving Certificate examinations. Two of these subjects must be mathematics and a language (English or Irish). or Any QQI level 5 qualification is acceptable, with distinction in three modules.

Please note: applicants must have a good working knowledge of Microsoft Windows, Office and file management.

Duration
4 years; 24 weeks per annum
Monday and Wednesday
6.00 pm to 10.00 pm
(Plus scheduled Saturdays per semester year 1 only)

Commencing
Year 1 – 6.00pm
Monday 17 September 2018
Years 2, 3 and 4 – 6.00pm
Monday 3 September 2018

Enquiries
Jenny Cooper
jcooper@ait.ie

Programme Fee
€2500 per annum

Aim of Programme
The programme is particularly suited for those whose work activities involve them in aspects of law such as Garda Síochána, civil servants and those who seek careers as Clerks, Solicitors or Barristers.

Programme Content
Year 1
• Irish Legal Systems
• Legal Research/Writing and IT
• Constitutional Law
• Contract Law
• Learning and Development For Higher Education

Year 2
• Tort Law
• Criminal Law
• Employment Law
• Administration Law

Please note: students that have successfully completed years one and two may apply to AIT for an exit award, Higher Certificate in Arts in Law – NFQ Level 6.

Year 3
• Land Law
• Equity Law
• Company Law
• European Law

Please note: students that have successfully completed years one, two and three may apply to AIT for an exit award – Bachelor of Arts in Law – NFQ Level 7.

Year 4
• Family Law
• Evidence Law
• Human Rights Law
• Jurisprudence

Exit Awards
Please note that exit awards are only available to those who leave the Institute, and do not intend to complete their studies on this programme.

Induction
Please note: Institute induction and commencement of the Learning and Development for Higher Education module is on Saturday 22 September 2018 from 9.30am to 5.00pm. Attendance on that date is compulsory.

Progression
Graduates from the Honours Degree commonly choose to apply for postgraduate study at Blackhall Place in order to qualify as a solicitor or at the Kings Inn in order to qualify as a barrister. Exemptions from Professional Bodies Upon - successful completion graduates are exempt from the Law Society’s Preliminary examination. This degree is also approved by the Honorable Society of Kings Inns and graduates are eligible to sit the entrance examination to the Barrister at Law Degree Programme.

Designed for those interested in Irish Law and Legal Studies who wish to develop their general knowledge of the basic concepts of law. Successful graduates of this Level 8 can apply for postgraduate study at Blackhall Place in order to qualify as a Solicitor or at the Kings Inn in order to qualify as a Barrister.
Introducing participants to the Fundamentals of Disability Law and Policy.

Aim of Programme
This programme aims to introduce students to disability from the perspectives of law, policy and its application within the Disability sector with a focus on statutory and voluntary services.

The programme will examine current developments and trends, policy development, the role of disability law and disability law reform both nationally and internationally that is facilitating continual change for people with disabilities.

As the programme embraces a broad definition of disability it will be relevant to individuals working in physical/sensory disability, intellectual disability, mental health, education, advocacy services and related sectors, including persons with or without disabilities.

- It will provide students with a good foundation in the area of law, policy and its application within the Disability sector with a focus on statutory and voluntary services.
- The programme examines current development and trends, policy development, the role of disability law and disability law reform both national and international that is facilitating change for people with disabilities.
- The theoretical context and reforms will be considered through case studies e.g. access to justice, legal capacity, discrimination law, employment and access to services.
- Students will actively engage in critical thinking and reflection skills, which will improve their approach to academic learning and writing skills

Programme Content
- Legal Research and Writing
- Introduction to Primary and Secondary Sources of law
- European Union Law and International Treaties
- The Irish Constitution
- Understanding Disability Policy Development and its implementation
- Review of current Disability Policy and International Conventions
- Statutory and Non Statutory Services and S.38 of the Health Act 2004
- Quality Standards in residential and day care services and the role of HIQA
- Special Needs Education and the National Council for Special Education and Higher Education-The Disability Access Route to Education (DARE)

Induction
Please note: Institute Induction is on Saturday 22 September 2018 from 9.30am to 1.00pm. Attendance on that date is compulsory.
This programme ensures candidates technical competency to practice as an Accounting Technician.

Having a recognised accounting qualification demonstrates expertise, experience and knowledge in accounting. Accounting Technicians Ireland provides an accounting qualification that is recognised by industry as one of the leading accounting qualifications in Ireland.

**Aim of Programme**
Qualifying as an ATI Accounting Technician ensures that candidates are technically competent in all aspects of accounts support, testing their theoretical knowledge through a set of stringent examinations, and their ability to apply knowledge by assessing their practical experience.

**Programme Content**

**Year One**
- Financial Accounting I
- Taxation I
- Law & Ethics
- Business Management

**Year Two**
- Financial Accounting II
- Taxation II
- Management Accounting
- Integrated Accounting Systems

**Work Experience**
The Accounting Technicians Ireland qualification is made up of both study and work based learning components. To complete the study element, students must pass all their exams from both First Year and Second Year.

To complete the work based learning part, students must also gain two years relevant work experience. When both of these requirements have been fulfilled, the student will have completed the qualification and can graduate as a Full member of Accounting Technicians Ireland. Please see www.accountingtechniciansireland.ie for further details.

**Programme Accreditation**
This programme is accredited by Accounting Technicians Ireland.

The Accounting Technicians Ireland qualification is divided into two parts, each of which is a qualification in its own right.

**Certificate for Accounting Technicians (1 year)**
The certificate for Accounting Technicians (First Year) offers a progression pathway into the diploma for Accounting Technicians. Once you successfully complete the first year subjects, you will receive the certificate for Accounting Technicians award.

**Diploma for Accounting Technicians (2 years)**
For the Diploma you are required to gain experiential learning through two years full time
employment (or the equivalent part time). This could be relevant work experience from a previous job or voluntary activity for a group or society. The diploma qualification is awarded on successful completion of all 8 subjects and two years relevant work experience.

The diploma for Accounting Technicians is fully approved as a Level 5 on the Qualifications and Credit Framework (QCF) in England, Wales and Northern Ireland. This equates to a Level 6 on the National Framework of Qualifications (NFQ) in the Republic of Ireland.

**Entry Requirements**
Students over 21 years of age - If you are over 21 years of age you can apply to enrol as a student on the basis of your age rather than on your educational background.

Students under 21 years of age must meet one of the following criteria:
- Leaving Certificate with five passes on Ordinary Level papers. (Passes to include O5 grade in English and either Mathematics or Accountancy).
- Leaving Certificate with four passes of which at least two are on Higher Level papers. (Passes to include O5 grade in English and either Mathematics or Accountancy).
- Students who are sitting the Applied Leaving Certificate should contact legri@AccountingTechniciansIreland.ie directly for advice regarding their eligibility.

**Post Leaving Certificate/Further Education entry route:**
- Students under 21 who have successfully completed a nationally recognised qualification such as HETAC, FETAC (Level 5),
- QCA or a BTEC National Diploma holders may be eligible to enter.

**Graduate Opportunities**
Accounting technicians are qualified accounting professionals who work at all levels of finance. They can work in all types of organisations and are widely employed throughout the public sector, industry and commerce and in private accountancy practices. They are involved in the day-to-day practical work of accountancy and play a key operational role in producing reliable financial information.

Accounting technicians can perform a wide range of finance roles, from accounts staff to financial controller and beyond. For instance, they can do financial accounting and budgeting, costing and credit control, payroll administration and tax returns. More experienced accounting technicians may often perform senior managerial tasks and audits.

Accounting technicians can work on their own or alongside professional accountants. In a small company, they may be the only qualified employee looking after the finance function, while in a larger company, they may be working as part of a team alongside accountants and administrative staff. While they are not accountants, they can perform many of the same functions and are qualified to take accounts up to trial balance.

**Examinations**
Exams are conducted by Accounting Technicians Ireland in summer (May) and autumn (August) of each year. All students must submit examination application forms directly to Accounting Technicians Ireland each year.

**Induction**
Please note: Institute Induction is on Saturday 22 September 2018 from 9.30am to 1.00pm. Attendance on that date is compulsory.
Nigel Flynn

Nigel has been lecturing in AIT for over 7 years, and holds a Bachelor of Engineering in Electronic Engineering from the University of Limerick. Previous to this Nigel worked in the semiconductor industry for 12 years as both a Maintenance Technician and as a Design Evaluation Engineer. He has also worked as a contract Maintenance Engineer for 4 years which afforded experience in a range of different industries, including the food industry.

He is currently studying for a Postgraduate Diploma in Learning, Teaching & Assessment.

Darren Doyle

Darren has been lecturing in AIT for over 5 years on many creative modules and programmes such as Adobe Photoshop, Web Development, E-commerce and Social Media. Darren is also Founder and Creative Director of Studio93 with more than 10 years of experience in online marketing and design. As Creative Director, Darren is involved in all creative processes at Studio93, often from start to finish. He is also the Lead Web Developer at Studio93. Additionally he heads social media marketing campaigns for clients so they can get the most out of their online marketing.

Brian Kelly

Brian has worked within the IT Department in Athlone Institute of Technology for 15 years. Brian has been lecturing in AIT for 2 years and holds a first class honours in both Bachelor of Business and Master in Accounting. Brian also holds a Certificate in Auctioneering and Estate Agency.
Design in Digital Media and Computing

“The staff made me feel welcome and excited about going back into education”

ISSE Survey 2017

DESIGN
Adobe Photoshop 58
Web Design and Development 58
Bachelor of Arts (Honours) in Design in Digital Media 59

COMPUTING
Introduction to Computers 60
Microsoft Office Specialist 61
CISCO Introduction to Networks (CCENT) 62
ADOB E PHOTOSHOP
APPLIED LEARNING

Aim of Course
This course introduces digital imaging using Adobe Photoshop CS and is aimed at anyone wishing to acquire a thorough overview of the most important features of this powerful program for use in graphic and photographic design.

Emphasis is placed on working through practical examples for both print and electronic image production. By the end of this course, you will be able to use Photoshop with confidence and produce professional images.

Course Content
• Basic Concepts
• Basic Techniques
• Composition Techniques
• Image Corrections
• Effects and Filters
• Working with Layers and Multiple Photos
• Production

WEB DESIGN AND DEVELOPMENT
APPLIED LEARNING

Aim of Course
The aim of this course is to introduce the student to the concepts of web design along with an introduction to graphic design and Flash animation. Users will gain proficiency in web design and development using industry standard software.

Course Content
• Introduction to Web Design
• Planning and Designing your Website
• Creating Web Pages using Forms, Tables, Templates and CSS
• Adding Content and Multimedia
• Creating Graphics
• Creating Flash Animations
• Publishing your site using FTP

Note: Students are required to develop web material outside of class.

Minimum Entry Requirements
Previous PC, keyboard and Windows experience is essential. A basic knowledge of Internet usage would be useful.

Duration
8 weeks
Tuesday 7.00pm to 9.00pm

Commencing
7.00pm
Tuesday 18 September 2018

Course Fee
€200

Apply using application form

Contact Information
+353 (0)90 648 3050
lifelonglearning@ait.ie
www.ait.ie
Aim of Programme
This programme aims to provide structured yet dynamic learning that is both adaptable and responsive to the successful formation of design professionals in this constantly changing environment. The BA (Hons) in Digital Media programme will create an environment in which students will engage in analytical thinking, visual expression and problem solving. Students will be encouraged to develop strong visual and communication skills required to create user-focused design solutions through a wide range of digital media.

Programme Content
- Digital Design Briefs 1
- Design and Socio-Cultural Studies
- Final Project
- Digital Design Briefs 2

Note: These modules may be subject to change over the duration of the programme.

Induction
Please note: AIT Induction is on Saturday 22 September 2018 from 9.30am to 1.00pm. Students will be given guidance on all AIT regulations and operating systems on this day. Attendance on that date is compulsory.
Aim of Course
The aim of this course is to allow you to become familiar with computers and computer applications. It is ideal for those with no computer experience.

Course Content
• Microsoft Office including Word, PowerPoint & Excel
• Email
• Create folders
• Save to the computer & external sources
• Navigate around the PC & application
• Copy & paste
• Use paint
• Play videos
• Navigate the internet using google chrome & internet explorer
• Create notes from different sources
• Open PDF
• Download & upload files

Intended for
This course is ideally suited for those with no experience of computers.

Progression
Upon successful completion, students can progress to the Microsoft Office Specialist.

Duration
8 weeks
Tuesday 7.00pm to 9.30pm

Commencing
7.00pm
Tuesday 18 September 2018

Course Fee
€200

Enquiries
Maria Slevin
mslevin@ait.ie

+353 (0)90 648 3050
lifelonglearning@ait.ie
www.ait.ie
This programme provides candidates with an in-depth knowledge of Microsoft Office applications and involves using online resources through self-directed learning.

**Aim of Course**
Microsoft Office Specialist certification gives job applicants and employees the advantage of proven productivity in a competitive market. It distinguishes users of Microsoft Office products as truly knowledgeable and are able to contribute to the overall level of organisational effectiveness.

**Course Content**
The following modules are offered:
- Microsoft Word 2016
- Microsoft Excel 2016
- Microsoft PowerPoint 2016
- Microsoft Access 2016
- Microsoft Outlook 2016
- Microsoft Expert Word and Excel 2016

Course delivery is through a blended learning approach of self-directed learning in a computer laboratory using Microsoft/CCI courseware, GMetrix practise software, e-learning (Moodle) and the Certiport exam software. Candidates are expected to spend a number of hours per week practicing outside of the course time. All software systems are available online for anytime/anywhere practice. Candidates are free to undertake as many modules as is practicable.

**Certification**
All examinations are developed and reviewed by a team of experts who have extensive experience using Microsoft Office applications in diverse business and educational settings. The examinations are performance based, which means each is conducted within a live or simulated Microsoft Office program. Examination candidates are asked to perform a series of tasks within a project to clearly demonstrate their skills. A typical examination takes 50 minutes and examinees are measured on both knowledge and efficiency. Certification is available immediately online after the exam, upon passing. Certification exams are taken in an AIT computer laboratory under invigilation conditions and cannot be taken at home.

**Intended for**
This course is **not suitable** for beginners. Previous completion of an Introduction to PCs course/computer applications programme is ideal.

**Duration**
1 year: 20 weeks  
Thursday 7.00pm to 10.00pm

**Commencing**
7.00pm  
Thursday 20 September 2018

**Enquiries**
Maria Slevin  
mslevin@ait.ie

**Programme Fee**
€630

**Contact**
+353 (0)90 648 3050  
lifelonglearning@ait.ie  
www.ait.ie
The CCENT certification validates the skills required for entry-level network support positions, and can be the starting point for many successful careers in networking.

**Aim of Course**
The Cisco Certified Entry Networking Technician (CCENT) qualification validates the ability to install, operate and troubleshoot a small enterprise branch network, including basic network security. With a CCENT, a network professional demonstrates the skills required for entry-level network support positions – the starting point for many successful careers in networking. The curriculum covers networking fundamentals, initial router configuration, LAN switching and Ethernet basics, VLAN deployment, subnetting, configuration and integration of IPv6 addressing, DHCP, NAT and basic device access security concepts. CCENT is a standalone entry level qualification. It is recommended as a pre-requisite to study the various CCNA specialisations including CCNA Routing and Switching, which covers medium size enterprise branch networks with more complex connections.

The course is a blend of class-based theory and practical’s with a significant amount of online self-study of the curriculum. (Course notes are approx. 700 pages)

Access to broadband is necessary.

**Assessment**
Students will complete a mid-term and final assessment. This takes the form of two multiple choice online exams and two skills tests. In addition students will complete weekly assessments to check their understanding of each topic.

Students are recommended to take the associated certification exam at a date of their choosing, generally over the summer after completion of the course, provided by VUE for a separate fee of approx. €125.

**Progression**
Having your CCENT means you have what it takes to manage a small, enterprise branch network. A CCENT is your first step toward CCNA certification and will help you stand out from the crowd in entry-level positions. Subject to the satisfactory completion of the above course or having a valid CCENT students may progress onto a Cisco CCNA Routing and Switching course.
Free basic computer skills class for all registered part-time students with the Department of Lifelong Learning. This class will allow you to become familiar with computers and computer applications. It is being offered to ensure that all students feel comfortable with their IT environment.

**Outcomes** – by the end of the class you should be able to:
- Navigate around the PC & application
- Use Microsoft office including Word, PowerPoint and Excel
- Create folders
- Save to the computer and external sources
- Copy and paste including shortcuts.
- Play videos and understand software requirements
- Navigate through Google Chrome and Internet Explorer
- Create notes from different sources
- Open PDF
- Download and upload files
- Email – setting up an email account, composing, attaching a file and inserting information

**Scheduled Saturdays for 2018/19 are:** 29 September, 20 October, 17 November 2018.

Each class is three and a half hours in duration from 9.30am to 1.00pm.
Note: Students only need to attend one session of each class.

**Register Now:**
Register in the Department of Lifelong Learning Office from 6.00pm-8.00pm Monday to Thursday. Upon registration students are required to pay a €5 deposit. This will be refunded on the day of the class to students who attend otherwise it will be donated to charity.

**Book early as places are limited.** Classes may be cancelled if we receive insufficient registrations.

Free academic writing class for all registered part-time students with the Department of Lifelong Learning to assist you in improving your writing skills in attempting assignments, essays and projects.

**Topics Covered:**
**Planning to Write**
- Making sense of the assignment brief
- Planning your writing using mind maps
- Time management

**Writing Better Sentences and Paragraphs**
- Paragraph structure
- Organisation of a text

**Paraphrasing and Citations**
- Avoiding plagiarism
- Using reporting verbs
- Combining sources in a text
AIT Lecturer Profiles

Fiona Walshe

Fiona Walshe is a lecturer in the Humanities department and lectures in the area of Applied Social Studies, Disability Studies and Placement Preparation. Fiona has a Masters (research mode) from Athlone Institute of Technology and a BA (Hons) in Applied Social Studies in Social Care also from AIT. She has 10 years lecturing experience and worked in practice in a residential setting and advocacy prior to this. Fiona's area of interest is professionalisation of social care and placements and is currently carrying out research in the area of Professionalisation and Registration of Social Care with Dublin Institute of Technology. She sits on the Placement Committee with IASCE and in AIT and has organised a biannual Social Care Graduate Conference event in AIT which took place for the first time in 2014.

Nuala Rowland

Nuala has been lecturing for AIT for the last 5 years, and she is also Placement Coordinator for the part-time Childcare programmes. Nuala holds a BA and MA in Early Childcare Education. Nuala has previously lectured in the Department of Pedagogy and Early Childhood Studies in Mary Immaculate College in Limerick. Nuala also has extensive experience working in childcare facilities, monitoring children's progress and development, and planning and providing appropriate age based activities and relevant interventions. Nuala's academic interests include Children's Development, Play and Learning, Curriculum Planning and Equality and Inclusion in the Early Years.

Lisa Hanlon

Lisa Hanlon is Placement Coordinator for Social Care students pursuing their degree in social care with Lifelong Learning. Lisa supports students on placement, liaises with work places and coordinates the paperwork for placements. Lisa holds a BA degree in Social Care Practice from AIT and is currently pursuing her Masters in Advanced Social Care Practice. Her career spans over 10 years working in the area of intellectual disability, mental health and health promotion both in the UK and Ireland.
Social Sciences, Humanities and Languages

“The Department of Lifelong Learning is very efficient and well organised”

ISSE Survey 2017

EARLY YEARS CARE AND EDUCATION
Bachelor of Arts in Early Years Care and Education 66
Bachelor of Arts (Hons) in Early Years Care and Education (Online) 67

SOCIAL SCIENCES AND PSYCHOLOGY
Bachelor of Arts in Applied Social Studies in Social Care 68
Bachelor of Arts (HONS) in Applied Social Studies in Social Care 70
Introduction to Counselling and Psychotherapy 71
Certificate in Psychology 72
Certificate in Fundamentals of Mindfulness 73
Certificate in Fundamentals of Mindfulness in Primary Schools 74
Certificate in Fundamentals of Mindfulness in Secondary Schools 75

LANGUAGES
Teaching English as a Foreign Language 76
English for Beginners 77
Spanish - Single Subject 78
This programme equips graduates to be competent, reflective and responsive practitioners in early years’ care and education settings meeting ECCE requirements.

**Aim of Programme**
Graduates will have an in depth understanding of child development and early learning theory and practice. They will be able to perform effectively in a wide range of contexts involving creative and non-routine activities. They will also be able to demonstrate responsibility for implementing required quality standards in childcare settings. This programme will be delivered over 2 years.

**Programme Content**

**Indicative Programme Content - Year 1**
(Two terms)

- Early Childhood Law
- Creative Skills and Play in the Early Years Setting
- Social and Emotional Development of the Child
- Practice Placement
- Applied Curriculum in the Early Years Setting
- Play and Physical Skills in the Early Years Setting
- Food Safety and Applied Nutrition in the Early Years Setting
- Early Years Social Policy and Practice

**Indicative Programme Content - Year 2**
(Two terms)

- The Politics of Children’s Rights
- Pedagogical Approaches
- Language, Cognitive Development and Second Language Acquisition
- Practice Placement
- Introduction to Research Methods
- Inclusion in the Early Years’ Setting
- Business Management in Early Years Setting

**Progression**
Graduates are eligible to progress to the 1 Year Bachelor of Arts (Hons) in Early Years Care and Education (Level 8).

**Induction**
*Please note:* Institute induction and commencement of the placement module is on Saturday 22 September 2018 from 9.30am to 5.00pm. Attendance on that date is compulsory.
BACHELOR OF ARTS (HONS) IN EARLY YEARS CARE AND EDUCATION
NFQ LEVEL 8

This programme develops students capacity to be effective leaders and managers in a rapidly changing sector.

Aim of Programme
Building on the aims and objectives of the Level 7 BA in Early Years Care and Education, students knowledge, skills and competencies will be further enhanced so that they can become highly skilled practitioners in early years’ care and education work settings. Students capacity to be effective leaders and managers in a rapidly changing sector will also be developed.

Programme Content
• Policy and Practice in the Early Years
• Business for Early Years Care and Education
• Responding to Children with Additional Needs
• Recreation and Creative Play Interventions in Early Years Settings
• Research Project
• Placement

Programme Delivery
This programme is delivered in a blended format whereby students attend online classes each Thursday plus face to face classes at AIT on Saturday dates noted above.

Induction
Please note: Institute induction is on Saturday 12 January 2019 from 9.30am to 1.00pm. Attendance on that date is compulsory.

Minimum Entry Requirements
BA in Early Years Care and Education (Level 7) or equivalent. AND
Working in an Early Years Setting - Students are required to be working in an early years setting for the duration of the programme in order that they may complete their placement. All students will be required to undergo Garda Vetting requirements of the Institute.

Duration
1 year: 24 weeks
Thursday
7.00 pm to 9.00 pm Online
(plus scheduled Saturdays)

Commencing
9.30am
Saturday 12 January 2019

Enquiries
Janine King
jking@ait.ie

Programme Fee
€3000

Saturday Dates
<table>
<thead>
<tr>
<th>Semester 1 2019</th>
<th>Semester 2 2019</th>
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<tr>
<td>12 January</td>
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t +353 (0)90 648 3050
e lifelonglearning@ait.ie
w www.ait.ie
Minimum Entry Requirements
Mature applicant

Duration
4.5 years: 24 weeks per annum
Year 1 – Tuesday 2.00pm to 10.00pm (plus scheduled Saturdays)
Year 2 - Work placement workshops will be held on selected Saturdays.
Year 3 – Wednesday 2.00pm to 10.00pm (classes may also take place on occasional Saturdays)
Year 4 Duration
18 months - Thursday 2.00pm to 10.00pm (classes may also take place on occasional Saturdays)

Commencing
Year 1 – 2.00pm Tuesday 18 September 2018
Year 2 - September 2018
Year 3 – 2.00pm Wednesday 5 September 2018
Year 4 – 2.00pm Thursday 6 September 2018

Enquiries
Jenny Cooper
jcooper@ait.ie

Programme Fee
Year 1 - €2350
Year 2 - €850
Year 3 - €2350
Year 4 - €3525 (18 Months)

When you complete this programme you are equipped to make an effective contribution in many areas of Social Care including community based work, youth work, residential care, project work and the care of people with special needs.

Aim of Programme
This part-time programme provides the knowledge and skills foundation for different areas of professional social care work. Students will develop an understanding of their own behaviour and are expected to become more sensitive and successful in a work situation. On completion of this programme you will be capable of coping and interacting effectively with people and situations and qualified to work in a variety of different Social Care settings.

Effective from September 2013
The guidelines on the requirements to become registered as a Social Care Practitioner in the near future with CORU (See www.coru.ie), Ireland's first multi profession health regulator indicate that for registration students will have to complete 800 hours placement to become a registered social care practitioner. As a result, the BA Level 7 degree now takes 4.5 years to complete. During year two of the programme, students are required to complete 500 hours of unpaid placement in a location other than their primary work place. Students will have no examinations in year 2. Students will be advised of their specific placement requirements during year 1. However, students are advised that it will be their responsibility to obtain their own placement.

Programme Content
Year One
- Developmental Psychology
- Introduction to Sociology
- Contemporary Social Care Practice 1.1 and 1.2
- Learning and Development for Higher Education
- Introduction to Law
- Interactional Approaches to Social Care 1.2
- Introduction to Politics
- Modern Irish Politics

Year Two
- Applied Social Care Placement
- Practice Placement Workshops

Year Three
- Contemporary Social Care Practice 2.1 and 2.2
- Communications and Personal Development
- Atypical Child and Adolescent Development
- Fundamentals of Social Policy
- Family and Human Rights Law
- Introduction to Health Promotion

Programme Fee
Year 1 - €2350
Year 2 - €850
Year 3 - €2350
Year 4 - €3525 (18 Months)
• Interactional Approaches To Social Care 2.2
• Applied Social Care Placement 2
• Disability: Models and Practices
• Political Economy of Welfare

Year Four/Five
• Contemporary Social Care Practice 3
• Counselling Skills
• Group Dynamics
• Sociology for Practice
• Disability: Promote Inclusion
• Child Law and Professional Liability
• Interactional Approaches 3.1
• Management Theory and Practice

Please note that this programme requires students to undergo the Garda Vetting Procedures prior to commencing their work placement. This will be fully explained to you on commencement of the programme. Failure to disclose previous convictions will result in students being dismissed from the programme. Previous convictions, depending on their nature, could result in student dismissal from the programme.

Closing Date
The closing date for applications for this programme is 24 August 2018. Late applications will be accepted if places are still available.

Induction
Please note: Institute induction and commencement of the Learning and Development for Higher Education module is on Saturday 22 September 2018 from 9.30am to 5.00pm. Attendance on that date is compulsory.
This programme equips graduates to be competent, reflective and responsive practitioners in social care settings.

Aim of Programme
This honours degree programme encourages and promotes the professional and personal development of students. Your ability to conceptualise, to draw conclusions based on a rigorous, analytical and critical approach to data, and to communicate effectively as part of a team will be enhanced. The degree will equip you with advanced levels of knowledge and skills appropriate to employment at a high level. You will be able therefore, to discriminate between alternative management strategies and practices in social care work.

You will also obtain a deeper understanding of your own goals and priorities, and a fuller awareness of your strengths, limitations and potential, through self-assessment, analysis and critical reflection. You will learn the ability to assume key roles in the management, administration, development and delivery of quality care services across a wide range of disciplines. Communities too will benefit, culturally, socially and economically, through the involvement of graduates in community-based project work. There is no placement element required for this programme.

Programme Content
(over 18 months, 3 Semesters)
- Applied Psychology in Social Care
- Contemporary Social Care Practice 4.1 and 4.2
- Professional Practice with Older People
- Research Project
- Interactional Approaches (Art)
- Contemporary Social Policy
- Sociology of Mental Health & Illness.
- Social Care Management

Progression
You may decide to pursue postgraduate training and research leading to Masters and PhD (Level 9/10) qualifications. Our staff in the department or in the Careers Office can advise on the range of opportunities available in AIT, in Ireland and abroad for such postgraduate programmes. Full details of all postgraduate programmes at AIT are contained in the postgraduate prospectus.

Induction
Institute Induction for new students to AIT will take place on Saturday 22 September 2018 from 9.30am to 1.00pm. Induction is only relevant if you have not completed previous studies at AIT.
Participants will gain a broad introduction to counselling and psychotherapy approaches.

Aim of Course
This course provides an introduction to counselling and psychotherapy theories with special emphasis on person-centred approaches. Using a combination of presentations, case studies, video and experiential exploration it gives students a broad introduction to counselling & psychotherapy approaches and skills and an opportunity for increasing self-awareness.

Course Content
- History and trends, theories and approaches
- Humanistic – existential, person centred counselling skills
- Basic fundamentals of: group therapy, solution focussed relationship therapy, brief therapy, online/telephone counselling
- CBT / MBCT interventions for anxiety management, depressive episodes and phobias
- Psychotherapy for trauma and abuse - models of trauma work, assessment and treatment planning
- Counselling skills /embedded counselling - the skilled helper model, effective listening
- Relationship / couples counselling and models - person centred, imago, attachment based emotionally focused therapy (EFT)
- Psychiatry, dual diagnosis and DSM-5 - connection between psychiatry and psychotherapy, looking at changes from DSM 4 to 5 and common areas e.g. anxiety
- Online and formal telephone counselling
- Common problem areas e.g. social anxiety, depression, addictions, relationships, suicidal ideation and resistance
- Personal development - stress management e.g. mindfulness and MBSR. Having difficult conversations
- Further study / career options

Intended for
Intended for people who wish to get a basic understanding of Counselling and Psychotherapy and how it can help overcome personal blocks to human growth.
This programme introduces participants to the field of psychology, and provides an understanding of human development.

Aim of Programme
The main aim of the programme is to introduce students to the discipline of psychology, and to provide them with an understanding of human development. Students will be encouraged to explore its relevance to the individual, family, community and society. On successful completion the learner will / should be able to:
- Describe and evaluate the main research methods used in psychology
- Demonstrate an understanding of major perspectives in psychology
- Demonstrate an understanding of cognitive, language, social and emotional development
- Describe the various approaches to understanding psychology
- Discuss the factors which influence how people think about, influence and relate to one another

Programme Content
Introduction to Psychology
- Nature of Psychology
- Learning and Conditioning
- Personality
- Social Psychology
- Social Thinking: Social Perception / Attribution, Attitudes
- Social Influence and small Groups: Conformity, Obedience and Groupthink
- Social Relations: Prejudice, Aggression
- Intergroup Relations
- Prejudice: Causes and Cures

Developmental Psychology
- What is Psychology?
- The Psychodynamic Approach to the Development of Personality
- Perspectives on Learning
- Cognitive Development
- Language Development
- Social and Emotional Development
- Attachment

Induction
Institute Induction for new student to AIT will take place on Saturday 22 September 2018 from 9.30am to 1.00pm. Attendance on that date is compulsory.
Mindfulness practice is about directing our attention to what is happening right here, right now, with an attitude of kindness towards ourselves and our experience. Mindfulness has become increasingly popular in recent times with hospitals, schools, prisons, the military, and many workplaces now using this life changing practice.

In recent years there has also been extensive scientific research demonstrating mindfulness many benefits. Regular mindfulness practice has been shown to help us to reduce stress, stay healthy, improve relationships, increase focus, attention and memory as well as deepen our understanding with ourselves, others and the world around us.

Aim of Programme
This programme will give participants a clear understanding of how to integrate mindfulness into daily life. The application of mindfulness in a variety of settings will be explored such as interpersonal relationships, education, healthcare and the workplace. Participants will investigate what gives rise to stress and there will be a strong emphasis on how we can use mindfulness to effectively deal with stress in our lives.

Throughout the programme learners will also explore the practice and benefits of mindful self-compassion practices. We will investigate how developing a kind and compassionate relationship with ourselves can benefit our lives.

The development of a strong personal mindful practice will be at the core of this programme. Participants will be supported in developing and nurturing a personal mindfulness practice and to reflect on this practice as the programme progresses.

Programme Content
- History of Mindfulness
- Principles of Mindfulness
- Formal Mindfulness Practices
- Informal Mindfulness Practices
- Mindful Self-Compassion
- Science of Mindfulness
- Mindfulness and the Brain
- Mindfulness in Interpersonal Relationships
- Mindfulness in Education
- Mindfulness and Health
- Mindfulness in the Workplace

Induction
Please note: Institute Induction is on Saturday 22 September 2018 from 9.30am to 1.00pm. Attendance on that date is compulsory.
"Mindfulness is a powerful tool that supports children in calming themselves, focusing their attention, and interacting effectively with others, all critical skills for functioning well in school and in life,” Amy Saltzman M.D.

Mindfulness is the practice of paying attention to the present moment, on purpose and in a kind and non-judgemental manner. In recent years mindfulness has been the subject of extensive scientific research which has demonstrated a wide range of benefits for both mental and physical health.

Schools are in a unique position to promote positive mental health and well-being for children. There is strong evidence that implemented effectively implemented mental health promotion programmes in schools can bring long term benefits for young people emotionally, socially and academically.

The introduction of mindfulness in primary schools is rapidly growing in popularity and studies show that children who train in mindfulness show gains in physical and mental health, learning and cognitive skills.

Mindfulness practice can help children to gain greater self awareness, to understand and manage difficult thoughts, emotions and situations, to be kinder to themselves and others and to increase their ability to focus and concentrate.

Aim of Programme
The aim of this certificate is to give participants both a personal and theoretical understanding of mindfulness and to gain a detailed understanding of the applied use of mindfulness in the Irish primary school setting. The benefits of mindfulness practice for children, teachers and the school community as whole will be examined and explored as well as the research which supports this. The programme will include detailed instruction on how to teach mindfulness to primary school students with a specific focus on linking mindfulness with the SPHE curriculum.

Having a strong personal mindfulness practice is key to teaching mindfulness to others effectively. Students will be supported in the development of their own personal mindfulness practice and will be encouraged to reflect on their practice as the programme progresses.

Programme Content
- Principles of Mindfulness
- Formal Mindfulness Practices
- Informal Mindfulness Practices
- Mindful Self-Compassion
- Science of Mindfulness
- Benefits of Mindfulness for Primary Teachers
- Benefits of Mindfulness for Children
- Teaching Mindfulness to Children
- Mindfulness Lesson Plans for Primary Schools
- Linking Mindfulness with S.P.H.E Curriculum

Induction
Please note: Institute Induction is on Saturday 22 September 2018 from 9.30am to 1.00pm. Attendance on that date is compulsory.
Mindfulness is the practice of paying attention to what is happening “right here, right now” on purpose and without judgement. Extensive scientific research has demonstrated that mindfulness practice has significant benefits for mental and physical health and the practice has successfully introduced into many workplaces, social care settings, health care settings and schools.

The introduction of mindfulness in secondary schools has rapidly grown in popularity in recent years. Mindfulness training has been shown to have many benefits for teachers such as decreased job stress, increased teaching effectiveness, and increased work satisfaction, improvements in classroom performance and increased well-being and positive mental health. For students, mindfulness practice has been shown to increase focus and concentration, promote positive mental health and physical health and enhance self-awareness.

**Aim of Programme**
The aim of the certificate is to give participants a strong understanding of mindfulness from both a theoretical and experiential perspective. We will explore the role of the school in the promotion of positive mental health for students and the positive impact mindfulness can bring to students, teachers and the school community as a whole. Participants will be instructed in how to teach mindfulness at post primary level, and there will be a specific focus on linking mindfulness with the SPHE curriculum.

Students will be encouraged to develop a committed personal mindfulness practice and will be supported in reflecting on and nurturing this practice as the programme progresses. Throughout the programme participants will also explore the practice and benefits of mindful self-compassion practices. We will investigate how the practice of developing a kind a compassionate relationship with the self can positively impact both teacher and students.

**Programme Content**
- Principles of Mindfulness
- Formal Mindfulness Practices
- Informal Mindfulness Practices
- Mindful Self-Compassion
- Science of Mindfulness
- Benefits of Mindfulness for Post Primary Teachers
- Benefits of Mindfulness for Young People
- Teaching Mindfulness for Young People
- Mindfulness Lesson Plans for Post Primary Schools
- Linking Mindfulness with S.P.H.E Curriculum

**Induction**
Please note: Institute Induction is on Saturday 22 September 2018 from 9.30am to 1.00pm. Attendance on that date is compulsory.

“Knowledge does not mean mastering a great quantity of different information, but understanding the nature of mind. This knowledge can penetrate each one of our thoughts and illuminate each one of our perceptions.” - Matthieu Ricard.
Considering teaching abroad or traveling the world - Why not try to earn some money as you travel?

**Aim of Course**
This course aims to provide participants with the skills necessary to teach English as a Foreign Language, effectively plan lessons and manage students in a classroom environment.

This course is being offered in conjunction with Galway Language Centre, who also provide the certification for this programme. (HDip or BEd qualified or about to qualify teachers will get Department of Education SQTTEFL certification).

**Course Content**
- English Grammar And Vocabulary
- Teaching Methodology
- Classroom Observation
- Lesson Planning

**Intended for**
This programme is designed specifically for those (native and non native speakers) who wish to learn to teach a foreign language outside the state system.

**Duration**
10 weeks
Wednesday 7.00pm to 10.00pm

**Commencing**
7.00pm
Wednesday 19 September 2018

**Enquiries**
Lifelong Learning
Lifelonglearning@ait.ie

**Programme Fee**
€365 (including examination fee)

+353 (0)90 648 3050
lifelonglearning@ait.ie
www.ait.ie
To provide students with an introduction to the English language, including vocabulary and grammar used in everyday situations and to help with their future studies.

**Aim of Course**
To provide students with an introduction to the English language, including vocabulary and grammar used in everyday situations and to help with their studies.

**Course Content**
- Vocabulary
- Basic Grammar
- Reading
- Writing
- Basic conversations for everyday and academic situations
  
  *(Some of the basic conversations may include personal information, days of the week, time and dates, directions, accommodation, study scenarios, restaurant situations etc.)*

**Intended for**
Those with little or no prior experience of the English language and are interested in acquiring some knowledge of the language for academic and everyday social use.

**Note:** Participants will be required to complete course work on a regular basis as part of this programme. Participants attendance will be monitored.
This programme is ideally suited to mature students who wish to learn how to speak, read and write basic Spanish, or wish to improve their current level of Spanish.

**Aim of Programme**
This module will develop students’ knowledge of the four language skills in Spanish, and of the cultures of the countries in which it is spoken. Students will also gain the practical language skills they need in order to survive when travelling around countries where Spanish is spoken.

**Programme Content**
- Personal Introductions
- Daily Routine
- Hobbies
- Family
- Descriptions
- Food and Drink
- Shopping
- Culture and Society
- Introduction to Spanish Music
- Grammar

**Intended for**
This programme is ideally suited for those who wish to learn how to speak, read and write basic Spanish.

**Induction**
Please note: Institute Induction is on Saturday 22 September 2018 from 9.30am to 1.00pm. Attendance on that date is compulsory.

**Progression**
This is a standalone qualification, however students are required to complete academic work and assessment to achieve the single subject certificate.
Welcome to REGARI Recovery College, a mental health, wellbeing and recovery education centre. We are very excited about continuing our journey of recovery, learning, sharing and hope and we sincerely hope you will join us.

Vision
REGARI Recovery College is a community based initiative that will empower you to become an expert in your own self-care and enhance skills and confidence to manage your own recovery through education in mental health and wellbeing.

Mission
- To promote social inclusion and community involvement.
- To develop and deliver modules through working in partnership with people with lived experience of mental health challenges, family members, carers, people working in mental health and others.
- To make these modules available throughout Roscommon, East Galway and Athlone Institute of Technology.
- To promote a culture of change to ensure an environment of mutual respect, opportunity, control and hope.

Our Autumn/Winter term 2018 in AIT will run on a Thursday evening 6.00pm to 9.00pm starting in early October. The modules we will run are:

1. Let’s Talk Anxiety - 4 October 2018
2. Let’s Talk Anxiety - 11 October 2018
3. Making the Most of your Appointment - 18 October 2018
4. Let’s Talk BPD (Borderline Personality Disorder) - 25 October
5. Relationships - 8 November 2018
6. Resilience - 15 November 2018
7. Presentation of Certificates - 22 November 2018

Our Autumn/Winter 2018 Prospectus will be available in early autumn, we will be present at the AIT Lifelong Learning Open and Information evening in September where you can pick up a brochure and register for the module(s) of your choice.

Would you like to be added to our mailing list? If so please contact...

Contact Details
Amanda & Chloe
Peer Educator
REGARI Recovery College,
The Lodge,
Athlone Road,
Roscommon
Call: 086 1304869  Email: regarirecoverycollege@gmail.com
Kevin Sweeney

Kevin has been lecturing for 6 years, and holds a Bachelor of Engineering and a Master of Science in Astronomy. Previous to this Kevin worked in private industry for over 35 years in a variety of roles such as a Sales and Marketing Manager, a Managing Director and a Guided Weapons Design Engineer. Kevin is particularly interested in astronomy and space. Kevin lectures in Quality Assurance, Quality Management and Lean Six Sigma.

Kevin Farrell

Kevin has been lecturing in AIT for the past 5 years. He holds a MSc (Eng) in Strategic Quality Management (Lean Sigma Systems), and a BSc (Eng) in Mechanical Engineering. Kevin has over 20 years experience in industry, having worked mainly in the aerospace sector, and during this time he spent over 8 years performing regulatory reviews for EASA, the European Aviation Safety Agency. Kevin is a Quality Systems Auditor and has achieved a Master Black Belt in Lean Six Sigma. Kevin’s academic interests include innovative and practical Lean Six Sigma training methods and data analysis.

Dr. Andy Fogarty

Dr. Andy Fogarty is a prolific researcher and expert communicator, equally at home discussing his research and teaching interests with research peers as he is appearing on television. An expert in ecotoxicology and microbiology, he has extensively examined the effects of endocrine disrupting chemicals on fish.

With over 110 research publications and communications, he is also much in demand overseas and regularly lectures in Aalborg University, Denmark and the University of Applied Sciences, Emden/Leer, Germany.

Andy holds an MSc in Environmental Microbiology from Ohio State University and he was awarded his PhD in Ecotoxicology and Microbiology from NUI, Galway.
Science, Quality and Health and Safety

“The lecturers were enthusiastic and creative”

ISSE Survey 2017

SCIENCE
Certificate in Biopharma and Med- Technology 82
Certificate in Operations, Quality Management and Lean Management 84
Certificate in Applied Laboratory Science 87

QUALITY PROGRAMMES
Certificate in Fundamentals of Quality Assurance 88
Certificate in Lean Six Sigma 89

HEALTH & SAFETY
Certificate in Occupational Health and Safety (NISO) 90
Bachelor of Science in Environmental Health and Safety Management 92
Masters of Science in Environmental, Health and Safety Management 94
AIT has secured a number of free places for those wishing to attend this programme. These free places are available for employed, unemployed and a wide category of person. For further details please refer to page 17, see www.springboardcourses.ie or contact the Department directly on 09064 83050.

The introductory programme is suitable for people wanting to understand and gain entry to the Biopharma and Med-Technology sectors and also for people within the sector wishing to move to quality assurance/validation and regulatory roles.

**Aim of Programme**
The primary aim of this programme is to provide upskilling to those who wish meet the current skills shortages in the area of Biopharma and Med Tech sectors. On successful completion individuals will be able to move up the value chain within their organisation and identify employment opportunities in the Biopharma and Med-Tech Sectors.

This programme will be offered in a blended learning format where possible.

**Programme Content**

**Manufacturing Environment**
- Active Pharmaceutical Ingredient (API) Manufacturing
- Pharmaceutical Manufacturing
- Biopharmaceutical Manufacturing
- Medical Devices and Sterile Manufacturing
- In-Process Testing
- Process Validation
- Qualifications: Performance, Installation, Operational (PQ OQ IQ)
- Good Manufacturing Practices and Good Automated Manufacturing Practices (GAMP)

**Systems and Supports**
- Cleaning Validation
- Quality Control and Finished Product testing and release
- Analytical Validation
- Regulatory Requirements
- Quality Risk Management
- Deviations and Corrective Action Preventative Action (CAPA)
- Quality Management Systems and Lean Six Sigma
Minimum Entry Requirements
Mature student
or
Grade O6 at ordinary level in five subjects in the Leaving Certificate examinations. Two of these subjects must be mathematics and a language (English or Irish).
or
Any QQI level 5 qualification is acceptable.

Duration
16 weeks - one evening per week, see details to the right.

Commencing
See details to the right.

Programme Fee
FREE to eligible participants.

Induction
Please note: Institute induction is on Saturday 6 October 2018 from 9.30am to 1.00pm in Athlone Institute of Technology for all centres. Attendance on that date is compulsory.

Contact
Janine King - jking@ait.ie
Call: +353 (0)90 648 3050
Email: lifelonglearning@ait.ie
Web: www.ait.ie
Seeking to develop new skills or increase your current skills in the areas of Operations, Quality and Lean Management?

Then, this FREE programme which is relevant to all business areas (Science, Retail, Technology, Tourism and other) is for you. Terms and conditions apply, see springboard criteria page 17.

To be delivered in Athlone, Longford and Mullingar.

AIT has secured a number of free places for those wishing to attend this programme. These free places are available for employed, unemployed and a wide category of person. For further details please refer to page 17, see www.springboardcourses.ie or contact the Department directly on 09064 83050.

This Programme is suitable for those who wish to develop their careers in the Manufacturing (e.g. Food, Biopharamchem, Med-Tech, and Engineering) and/or service sectors (e.g. Retail, Hospitality, Call Centres, Financial Services) but with a specific interest in the area of Quality operations, and will satisfy the minimum-skilled requirements for an individual wishing to commence work in an Operations, Quality and Lean Management environment.

On completion students will have a general business operations perspective complemented by skills in the area of Quality Assurance (Lean Six Sigma – Green Belt). Students are urged to take the American Society for Quality (ASQ) (www.asq.org) Lean Six Sigma professional examination.

Aim of Programme
The primary aim of this course is to produce competent workers in the field of Operations, Quality and Lean Management (irrespective of business environment). Group work, team based learning, discussions and reflecting on current practice will facilitate development of a broad view and will facilitate peer-supported learning, team-working and creativity.
Programme Content
• Business Management
• Introduction to Statistics
• Fundamentals of Quality Assurance
• Operations Management
• Quality Management
• Lean Management
• Professional Development Career Planning
• Learning and Development for Higher Education

Minimum Entry Requirements
Mature student
or
Grade O6 at ordinary level in five subjects in the Leaving Certificate examinations. Two of these subjects must be mathematics and a language (English or Irish).
or
Any QQI level 5 qualification is acceptable.

Duration
Athlone and Longford 1 year: 24 weeks:
Tuesday and Thursday 6.00pm to 10.00pm.

Mullingar 1 year: 24 weeks:
Monday and Wednesday 6.00pm to 10.00pm.

Induction
Please note: Institute induction and commencement of the Learning and Development for Higher Education module is on Saturday October 6 2018 from 9.30am to 5.00pm. Attendance on that date is compulsory.

Programme Fee
FREE for those eligible.

Contact
Janine King - jking@ait.ie
Call: +353 (0)90 648 3050
Email: lifelonglearning@ait.ie
Web: www.ait.ie
Basic Computer Skills Class

Free basic computer skills class for all registered part-time students with the Department of Lifelong Learning. This class will allow you to become familiar with computers and computer applications. It is being offered to ensure that all students feel comfortable with their IT environment.

Outcomes – by the end of the class you should be able to:
- Navigate around the PC & application
- Use Microsoft Office including Word, PowerPoint and Excel
- Create folders
- Save to the computer and external sources
- Copy and paste including shortcuts.
- Play videos and understand software requirements
- Navigate through Google Chrome and Internet Explorer
- Create notes from different sources
- Open PDF
- Download and upload files
- Email – setting up an email account, composing, attaching a file and inserting information

Scheduled Saturdays for 2018/19 are: 29 September, 20 October, 17 November 2018.

Each class is three and a half hours in duration from 9.30am to 1.00pm.
Note: Students only need to attend one session of each class.

Register Now:
Register in the Department of Lifelong Learning Office from 6.00pm-8.00pm Monday to Thursday. Upon registration students are required to pay a €5 deposit. This will be refunded on the day of the class to students who attend otherwise it will be donated to charity.

Book early as places are limited. Classes may be cancelled if we receive insufficient registrations.

Academic Writing Classes

Free academic writing class for all registered part-time students with the Department of Lifelong Learning to assist you in improving your writing skills in attempting assignments, essays and projects.

Topics Covered:
Planning to Write
- Making sense of the assignment brief
- Planning your writing using mind maps
- Time management

Writing Better Sentences and Paragraphs
- Paragraph structure
- Organisation of a text

Paraphrasing and Citations
- Avoiding plagiarism
- Using reporting verbs
- Combining sources in a text
Interested in becoming a Diagnostic Assistant level and/or Laboratory Assistant working in the Biopharma and Med Technology sectors locally or internationally?

Delivered in a Online/Blended Learning Format. Online classes are recorded at each session and then uploaded into our Virtual Learning Environment (VLE), currently Moodle. This enables students access the lecture online in their own time and at their own pace.

Online lectures can be viewed via your smart phone, laptop or personal computer. All that is required is good broadband connectivity.

**Aim of Programme**
The main aim of the programme is to provide learners of all backgrounds with the opportunity to explore and develop their interest in the Biopharma and Med Technology sectors. In particular, this program will provide the skills for individuals to be effective in a laboratory environment as they work towards the role of diagnostic assistant level and/or laboratory assistant level.

Participation on this programme will provide a pathway to becoming a diagnostic technologist laboratory assistant for graduates into the future.

Skills specifically to be addressed at this level as identified through the consultation process are:
- Diagnostic Immunotechnology
- Intro to Quality Assurance and Management.
- Aseptic Practices
- Introduction to Biopharma
- Work Based Project (On a project in your own organisation or with an approved organisation)

**Induction**
Please note: Institute Induction is on Saturday 22 September 2018 from 9.30am to 1.00pm. Attendance on that date is compulsory.

**Delivery**
The lectures will be delivered through a combination of online and facilitated classroom based workshops. classroom based workshops taking place in the Athlone Institute of Technology.

Students must also attend six full days (three per semester) in a laboratory environment in the Athlone Institute of Technology. These Saturdays will be issued on programme commencement.

**Programme Content**
- Laboratory Techniques and Quantitative Analysis
- Industrial Microbiology
- Diagnostic Immunotechnology
- Intro to Quality Assurance and Management.
- Aseptic Practices
- Introduction to Biopharma
- Work Based Project (On a project in your own organisation or with an approved organisation)

**Minimum Entry Requirements**
Mature applicant or Grade O6 at ordinary level in five subjects in the Leaving Certificate examinations. Two of these subjects must be mathematics and a language (English or Irish). or Any QQI level 5 qualification is acceptable.

**Duration**
1 years 24 weeks Tuesdays 6.00pm to 10.00pm

**Commencing**
6.00pm Tuesday 18 September 2018

**Enquiries**
Janine King jking@ait.ie

**Programme Fee**
€1750

*Note: This programme has yet to be validated within the QQI Framework. But, it will be delivered on a professional basis until then, with a Department of Lifelong Learning Certificate of Attendance.

Application form is at the back of this book
Minimum Entry Requirements
Mature applicant
or
Grade O6 at ordinary level in five subjects in the Leaving Certificate examinations. Two of these subjects must be mathematics and a language (English or Irish).
or
Any QQI level 5 qualification is acceptable.

Duration
12 weeks
Monday and Wednesday
6.00pm to 10.00pm

Commencing
6.00pm
Monday 17 September 2018

Enquiries
Janine King
jking@ait.ie

Programme Fee
€890

Aim of Programme
The main aim of this programme is to provide graduates with an understanding of the basic principles of quality assurance with particular emphasis on quality management system standards including ISO 9001:2008, as well as auditing, statistical techniques and current trends.

This programme is designed for those who wish to gain specialist knowledge of quality management principles and how they are applied in the manufacturing, processing and service industries. This programme covers all the fundamental quality related subjects necessary for anyone new to or considering a career in quality assurance. In addition, the practical application of all the programme concepts is covered.

Programme Content
- Learning and Development for Higher Education
- Introduction to Statistics
- Fundamentals of Quality Assurance

Learning and Development for Higher Education
Please note: Institute induction and commencement of the Learning and Development for Higher Education module is on Saturday 22 September 2018 from 9.30am to 5.00pm. Attendance on that date is compulsory.

Progression
Graduates are eligible to apply for the part-time Certificate in Lean Six Sigma.
Aim of Programme
The aim of this programme is to give participants an understanding of general management principles and of how Lean Six Sigma is managed in a manufacturing or service organisation. It will explain the methodology of Lean Six Sigma improvement, in particular the various tools and techniques for analysis.

The objective is to produce competent workers in the field of Lean Six Sigma (Green Belt) with the appropriate multi-disciplinary skills to meet local, regional, and national needs.

Students may be eligible to apply for additional professional accreditation the American Society for Quality (ASQ). Students will be advised of fees and details while attending the programme.

Programme Content
• Lean Six Sigma Fundamentals

Minimum Entry Requirements
Certificate in Quality Assurance or equivalent.

Duration
12 weeks
Wednesday 6.00pm to 10.00pm

Commencing
6.00pm
Wednesday 16 January 2019

Enquiries
Janine King
jking@ait.ie

Programme Fee
€890

t +353 (0)90 648 3050
e lifelonglearning@ait.ie
w www.ait.ie
The primary objectives of this programme are to equip participants with the knowledge to work safely in a variety of workplaces.

**Aim of Programme**

Occupational Health and Safety is a major concern to employers and employees across all industry sectors in small, medium and large organisations, for profit or not.

Preventable accidents, lost time and errors cost businesses both time and money, not to mention the personal pain and suffering that many accidents at work bring to those affected.

Businesses with a Strategic Occupational Health and Safety Plan show lower injury rates while they enjoy higher productivity and employee morale.

Effective training and awareness is probably the most cost effective safety measure available to any company. Most workers and managers will be aware of and take action in the obvious areas, mostly in a reactive capacity. However, training sharpens the mind and increases the opportunity for a proactive systematic approach to managing workplace safety and health.

**Objectives**

The primary objectives of this programme are to equip participants with the knowledge to work safely in a variety of workplaces and to comply with the competency requirements laid down in the Safety Health and Welfare at Work Act 2005.

The programme seeks to furnish participants with a good basic knowledge and understanding of Occupational Safety and Health (OSH), outlining what is required to provide a safe place of work.

**Who should attend?**

- Managers,
- Supervisors,
- Safety representatives,
- Persons who have some responsibility for safety and health at work.
- Persons who wish to gain knowledge in this area.

**Programme Content**

- Irish Law
- Safety, Health and Welfare at Work Act 2005
- Risk Management
- Safety Management
- Fire Safety, Emergency Planning and First Aid
- Ergonomics
- Physical Hazards
- Chemical Safety
- Psychosocial Hazards
- Occupational Health
- Accident Causation and Investigation
- Construction Safety
- Agricultural Safety

This programme comprises of a series of thirteen, two hour modules, illustrated with examples and case studies.

The presentations are based on the core theme of hazard identification, risk assessment and identification and evaluation of control measures.

**Programme / Certificate Validation**

Students who successfully complete the requirements of all modules and assessments will be awarded the NISO Introduction to Occupational Safety and Health Certificate.
Programme Materials
Comprehensive learning materials are supplied and include a NISO eResource CD containing extensive up to date OSH legislation, OSH Guidance, Codes of Practice, Standards and NISO designed Risk Assessment Templates.

Evaluation Methods
The programme assessment includes an assignment based on carrying out a small risk assessment in the workplace. It is to be submitted during the programme. At the end of the programme, there is a 2 hour written final examination with multiple choice questions and essay questions.

Progression
Successful students of this programme are eligible to apply for the BSc in Environmental, Health and Safety Management (Level 7) and may gain entry if they have relevant work experience. Many students in the past have pursued this.

join us at our information evening
Thursday 6 September 2018
5.30pm to 8.30pm
BACHELOR OF SCIENCE IN ENVIRONMENTAL, HEALTH AND SAFETY MANAGEMENT
NFQ LEVEL 7

Learners will develop skills essential to the field of environmental, health and safety management.

Aim of Programme
There is a continuing demand across industry and the public sector for qualified environmental, health and safety practitioners, as organisations try to keep ahead of the vast range of legislation that now applies in these areas. Health and safety officers and managers, occupational health personnel, environmental officers amongst others, play a pivotal role in implementing policies and programmes and complying with their legal responsibilities in this regard.

This Bachelor of Science in Environmental, Health and Safety Management (Level 7) combines these two different, but related disciplines that are increasingly operationally linked in the work place. It is aimed at higher certificate holders who wish to obtain a degree level qualification, as well as those already employed in environmental, health and safety positions who wish to obtain a recognised degree in this discipline.

Successful completion of this programme will facilitate membership of the appropriate professional body, the Institution of Occupational Safety and Health (IOSH).

Programme Content
Year 1 - Semester 1
- Learning and Development for Higher Education
- Introductory Environmental Science
- Training and Computing

Year 1 - Semester 2
- Legislation
- Practical Environmental Science
- Occupational Health, Hygiene & Hazards 1

Year 2 - Semester 1
- Risk Management
- Principles of Environmental Management
- Occupational Health, Hygiene & Hazards 2

- Waste Management Technology
- Fire & Construction Safety
- Project (Over Semester 1 and Semester 2 in year 2)

Induction
Please note: Institute induction is on Saturday 22 September 2018 from 9.30am to 5.00pm. Attendance on that date is compulsory.

Progression
As a graduate of this programme, you may be eligible to apply for the MSc in Environmental, Health and Safety Management at AIT. This programme is also offered on a part-time basis over two years.

Accreditation
Successful completion of this programme will facilitate membership of the appropriate professional body, the Institution of Occupational Safety and Health (IOSH).

Career Opportunities
For people already employed in the area of environmental, health and safety management, this degree will give them a formal qualification in this subject. For those seeking to change career into this area, the programme will afford them the opportunity to change their career path.
Minimum Entry Requirements
NISO Certificate in Occupational Health and Safety, Higher Certificate in Science, Engineering, Technology or an equivalent Level 6 qualification plus relevant work experience.

In the case of a mature applicant (23 years of age or over) 5 years' relevant work experience e.g. a nominated safety representative, HACCP (Hazard Analysis Critical Control Points) officer, health and safety officer, environmental officer or fire officer, etc.

Applicants with less than 5 years' relevant work experience will be reviewed on a case-by-case basis. Consideration will be given to applicants who have completed other environmental, health and safety programmes e.g. NISO, environmental pollution and control, City & Guilds’ health and safety programmes, etc.

join us at our information evening
Thursday 6 September 2018
5.30pm to 8.30pm
This programme offers participants an opportunity to reflect on their professional practice and gain a theoretical and critical perspective.

Aim of Programme
This two-year, part-time Master’s degree will provide participants with specialist knowledge in both environmental management and health and safety management. It offers participants an opportunity to reflect on their professional practice and gain a theoretical and critical perspective of issues associated with environmental, health and safety management.

Programme Content
Year 1
- Occupational Toxicology
- Risk Management and Organisational Behaviour
- Environmental Hazards
- Occupational Hygiene and Hazards
- Environmental, Health and Safety Law
- Project Management
- Business and Professional Development
- Research Methods

Year 2
- Environmental Toxicology
- Strategic Management & Implementation
- Environmental Management
- Environmental Assessment
- Thesis

Induction
Induction is on Saturday 22 September 2018 from 9.30am to 1.00pm. Attendance on that date is compulsory.

Minimum Entry Requirements
Holders of a BSc (ordinary degree, Level 7) in Environmental, Health and Safety Management at Merit Grade 1 or equivalent, and with three years’ relevant work experience. This work experience does not necessarily imply additional experience to that which may already have been considered for entry to the undergraduate programme, or
Holders of a Level 8 science or engineering degree with two years’ relevant post-qualification experience.

Closing Date
As this is a Master’s Programme at level 9, students are required to have registered with the Institute on or before Friday 7 September.

Programme Fee
€4650 per annum
Kevin Ward

Kevin has been lecturing for 6 years, and holds a Bachelor of Arts in Culinary Arts and a Bachelor of Arts (Hons) in Hotel and Catering Management. Kevin also holds several Postgraduate qualifications in Learning and Teaching before coming to work in AIT, Kevin held Executive Chef roles in some of the Irelands most prestigious hotels and has 25 years of relevant industrial experience.

Kevin is particularly interested in Pastry and Chocolate and has represented Ireland in International Culinary Competitions. Kevin has trained several gold medal winning students since taking up the role of lecturer at AIT.

Brian Ó Ruairc

Brian Ó Ruairc joined the lecturing team in 2003, He holds an MBA, MA, Postgraduate Cert, Postgraduate Diploma, BPS (Hons), CHE (Certified Hospitality Educator,) and Advanced City and Guilds Craft Qualification. He has studied at Letterkenny IT (Killybegs), Thames Valley University, State University of New York, Dublin Institute of Technology and Athlone Institute of Technology.

Prior to coming to AIT, Brian was a Lecturing Instructor at the Culinary Institute of America, Dublin Institute of Technology (Cathal Brugha St.) and Failte Ireland. He brings real world experiences having worked in New York, California, Geneva, London and Dublin.

Sharon Sweeney

Sharon has been lecturing in AIT for over 10 years, alongside running her own family business, Cannaboe Confectionery in Ballinamore, Co. Leitrim. Sharon has been creating fabulous celebration cakes over the past 20 years, from christening cakes to wedding cakes and everything in between, including Ryanair’s Michael O’Leary’s wedding cake. She has made corporate cakes for some of the best known businesses in Ireland including Bewleys & AvantCard.

Sharon has helped to ignite a passion for sugarcraft in her many students over the years, whether it be making cakes for family and friends, or to go on to setting up their own businesses. From ages 18-98, there is something in Sharon’s sugarcraft programme for everyone.
Culinary Arts

“Excellent services and information thats required for a seamless entry back to the world of study”

ISSE Survey 2017

HOSPITALITY
Sugarcraft and Cake Decorating 98
Certificate in Pastry and Breadmaking 99
Certificate in Chocolate Confectionery and Desserts 100
Higher Certificate in Arts in Culinary Arts 101
Candidates will develop skills required to specialise in cake design and decoration.

**Aim of Course**
This course is designed to equip you with all the necessary skills to design and decorate your own speciality cakes.

**Course Content**
This course will teach you the correct application of almond paste and sugar paste along with piping on a cake.

You will learn how to make flowers and novelty animals for your cake. You will also learn how to crimp your cake, how to use moulds, make frills, swags and bows for birthday and christening cakes.

**Intended for**
This course is for candidates who have little or no knowledge of Sugarcraft and cake artistry.
CERTIFICATE IN PASTRY AND BREADMAKING*
NFQ LEVEL 6 (20 Credits)

Interested in working in restaurants as pastry and bread making personnel or establishing your own pastry and bread making enterprise?

Aim of Programme
This programme aims to introduce students to the fundamentals on Pastry and Bread Making. Throughout it expands on the application of scientific principles and production processes underpinning this discipline.

On completion of this module the participants will be able to;
- Demonstrate an understanding of the scientific principles underpinning all the processes used in pastry production
- Demonstrate knowledge of the commodities, equipment & techniques related to pastry and baking
- Prepare a range of desserts and pastries and breads
- Identify and assess the properties and quality of a wide range of pastry and bakery ingredients,
- Employ all relevant labour saving equipment associated with professional pastry and bakery production
- Compete at professional international competition level

Classes will consist of demonstrations followed by practical group work, the use of multimedia resources will be employed in the form of instructional videos and screencasts.

Programme Content
- Bakery Products
- Quick Breads, Yeast Bread, Sourdoughs, Enriched Dough and Viennoisserie
- Classical and Contemporary Hot and Cold Plated Desserts
- Petit Fours
- Macaroons
- Chocolate Work including centre-pieces, Moulded and Dipped Chocolates
- Entremets and Decorated Gateau including Petit Gateau
- Workplace and Food Safety Considerations with the aim of Preparing Students to compete at international competition level

Requirements
Participants are required to obtain the following (at their own expense):
- Chefs double breasted Jacket or White lab coat
- Head covering, scarf’s, bandanas, baseball caps, and chefs hats (or skull caps)
- Hair nets if necessary
- Long aprons (bib aprons preferably)
- Chef’s pants or loose comfortable pants
- Non slip safety shoes

Induction
*Please note: Institute Induction is on Saturday 22 September 2018 from 9.30am to 1.00pm. Attendance on that date is compulsory.

Minimum Entry Requirements
Mature applicant
or
Grade O6 at ordinary level in five subjects in the Leaving Certificate examinations. Two of these subjects must be mathematics and a language (English or Irish).
or
Any QQI level 5 qualification is acceptable.

Duration
1 years: 24 weeks
Tuesdays - 9.00am to 2.00pm
Commencing
9.00am
Tuesday 18 September 2018

Enquiries
Maria Slevin
mselvin@ait.ie

Programme Fee
€1150

*Note: This programme has yet to be validated within the QQI Framework. But, it will be delivered on a professional basis until then, with a Department of Lifelong Learning Certificate of Attendance.

Application form is at the back of this book

www.ait.ie

+353 (0)90 648 3050
lifelonglearning@ait.ie
www.ait.ie

99
Aim of Programme
This programme aims to introduce students to the fundamentals of Chocolate Making. Throughout it expands on the application of scientific principles and production processes underpinning this discipline.

On completion of this module the participants should be able to
• Interpret the principles underpinning the processes used in chocolate confection production.
• Apply the skills necessary for tempering chocolate.
• Design and construct a themed chocolate showpiece.
• Produce a variety of seasonal and occasional chocolate confections
• Employ various specialised tools and equipment used in the production of modern and traditional chocolate confections.

Classes will consist of demonstrations followed by practical group work, the use of multimedia resources will be employed in the form of instructional videos and screencasts.

Programme Content
• Produce Flavoured Ganache,
• Learn how to temper chocolate,
• Explore the process of colouring chocolate and applying various techniques in order to create a range of textural and visual effects,
• Produce moulded chocolates and truffles,
• Make novelty figures and decorations and a range of hand dipped items,
• Create a chocolate showpiece.

Requirements
Participants are required to obtain the following (at their own expense):
• Chefs double breasted Jacket or White lab coat
• Head covering, scarf’s, bandanas, baseball caps, and chefs hats (or skull caps)
• Hair nets if necessary
• Long aprons (bib aprons preferably)
• Chef’s pants or loose comfortable pants
• Non slip safety shoes

Induction
Please note: Institute Induction is on Saturday 22 September from 9.30am to 1.00pm. Attendance on that date is compulsory.
The course is very dynamic and hands on, which combines theory and practical subjects to equip you for the world of cooking.

This part-time programme is aimed at those who are working full time in the hospitality industry who have gained work experience. Applicants must have worked for one year full time in a restaurant, hotel or contract catering kitchen or similar environment. Applicants must apply online and will also be requested to attend interview.

**Minimum Entry Requirements**
Mature applicant
or
Grade O6 at ordinary level in five subjects in the Leaving Certificate examinations. Two of these subjects must be mathematics and a language (English or Irish).
or
Any QQI level 5 qualification is acceptable.

**Aim of Programme**
This programme will appeal to students who want to make a career for themselves in the hospitality industry. The course is a very dynamic and hands on, which combines theory and practical subjects to equip you for the world of cooking. The hospitality industry is one that is evolving all the time and is very rewarding. This programme will prepare you to work as a professional chef in the tourism and hospitality sector.

**Programme Content**

**Year 1**
- Culinary Computer Leadership
- Learning and Development for Higher Education
- Culinary Practice 1A &1B
- Pastry and Baking Practice 1A & 1B
- Nutrition and Menu Planning
- Food Preparation
- Food Service
- Placement

**Year 2**
- Culinary Business Management
- Modern Gastronomy
- Global Cuisine
- Culinary Practice
- Environmental Management and Food Safety
- Buffet Presentation
- Classical and Contemporary Cuisine
- Pastry and Baking Practice

**Progression**
Upon completion of the HC Culinary Arts, students who wish may progress to the add-on one year BA Culinary Arts FT or two year BA Culinary Arts PT. Upon completion of the B.A. Culinary Arts, students can then progress if they wish to the B.A. (Hons) Culinary Entrepreneurship (either PT or FT).

**Programme Fee**
€2500 per annum. Plus additional costs of approximately €400 in term 1 for uniform, knives, books and Safety certification.
# Faculty - Specific Part-Time Programmes

<table>
<thead>
<tr>
<th>Program</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive MBA Programme</td>
<td>104</td>
</tr>
<tr>
<td>Master of Business Studies in Advanced Business Practice</td>
<td>106</td>
</tr>
<tr>
<td>Master of Arts in Child and Youth Studies</td>
<td>108</td>
</tr>
<tr>
<td>Master of Arts / Postgraduate Diploma in Advanced Social Care Practice</td>
<td>110</td>
</tr>
</tbody>
</table>
Athlone Institute of Technology offers additional part-time courses that are not managed by the Department of Lifelong Learning. The following courses are offered and managed by the relevant Faculties as detailed in the individual course details.

Should you be interested in these programmes, please contact the specific contact in the individual course details.

Applications for these courses must be made through the Admissions Office email admissions@ait.ie
Entry Requirements
Entry to the Executive MBA requires you have at least five years work experience, ideally, some of which is in a management role, but this is not essential. In addition, you should hold one of the following:
• A recognised Level 8 Degree in any field
• A Postgraduate Diploma in Management
• A relevant Professional qualification

Commencement
The programme will commence with a residential weekend on Friday 7 September 2018, which is included in programme fees.

Award
Master of Business Administration (Level 9)

Programme Fee
€7,850 per annum

Enquiries
Trevor Prendergast
Head of Department
tprendergast@ait.ie

Aim of Programme
The Executive MBA from the Business School at Athlone Institute of Technology is a prestigious Master’s degree designed for Middle Managers, Senior Executives and Consultants. The MBA has been specifically designed to meet the needs of both practising or aspiring Middle and Senior Managers. Whilst there is a strong emphasis on academic content, much of the assessment has been designed to ensure that this is applied to a variety of organisational contexts.

The Executive MBA programme at Athlone Institute of Technology is characterised by applying the latest thinking in Management and Leadership to solve real-world business problems. You’ll be challenged by faculty who have extensive experience of industry, and whose teaching connects ground-breaking theory with the business stories making the news. The culture of the AIT MBA is one of teamwork; where you’ll work together with classmates to solve complex business problems. With students drawn from the private and public sectors, start-ups and multinationals, you will develop the analytical skills and acumen to appreciate business forces and decision making scenarios from a wealth of different perspectives.

What will I experience
On the AIT MBA, you will encounter a variety of teaching and learning approaches. For example, you will spend a significant proportion of your time participating in case exercises and working on assignments in small groups. This will provide an opportunity for understanding different viewpoints, as well as sharing experiences and ideas. Group work will also allow you to practice skills of analysis and, through discussion, to argue for and negotiate solutions to problems. The taught elements are delivered over two academic years on Friday afternoons and evenings (2.00pm to 9.00pm) and occasional Saturdays (10.00am to 5.00pm).

Included in the fees are all books plus an overnight residential teambuilding weekend in a local hotel.

What opportunities might it lead to
The executive MBA programme is designed for Middle and Aspiring Managers and as such the programme provides opportunities for promotion and career progression.

New for 2018 - scholarship programme
Athlone Institute of Technology (AIT) are delighted to announce a full scholarship to our Executive MBA programme. The scholarship is being funded by our esteemed alumnus Mr Michael Brewster an accomplished Wall Street adviser.

The AIT Executive MBA Scholarship will be awarded to a student who can articulate and demonstrate the benefits to their organisation within the context of their own Lifelong Learning journey. The scholarship is open to all successful MBA applicants who apply before the deadline and is open to legal residents of the Republic of Ireland only.

Applicants are requested to apply to the MBA as normal through the AIT application website link.

Once this information is received, applicants will be invited to complete a written personal statement of approximately 1000 words under the following two topics:

• Benefits to you and your personal development by undertaking an MBA (max 500 words)
• Value added to your organisation by undertaking an MBA (max 500 words)

In addition, all applicants will be required to undergo an interview.

If you have any questions, please contact Trevor Prendergast, Head of Department on (0906) 471857 or tprendergast@ait.ie.

Assessment Information
Students are assessed in a number of ways that include: group and individual projects, assignments, peer review, reflective practice and presentations. Some modules also have an exam component. A novel feature of the programme is the consulting project that takes place in Semester 2 of year 2, where students have to work on a group project in a real-world scenario, with a real client (which can be nominated by the student). In addition, students will be expected to deliver a 20,000 word thesis.

What will I study?
Year 1
Strategic Management,
Financial Statement Analysis,
Research Methods,
Applied Strategic Marketing,
Economics and the Business Environment,
Supply Chain Management.

Year 2
Strategic Human Resource Management,
Innovation and Project Management,
Organisational Development, Leadership and Change,
Corporate Finance,
Management Consulting Project,
Dissertation.
MASTER OF BUSINESS STUDIES IN ADVANCED BUSINESS PRACTICE
NFQ LEVEL 9

This programme is aimed at enhancing core competencies (skills), developing an entrepreneurial spirit.

Duration
Each module will run over one semester. The learner has the flexibility to decide the period of time they take to achieve an MBS or PgD award (up to a maximum of ten years).

Minimum Entry Requirements
Applicants must hold a Level 8 award in Business or a cognate discipline at a minimum 2.2 level.

Next Intake
September 2018

Enquiries
Owen Ross
oross@ait.ie

Programme Fee
€750 per module

Aim of Programme
Postgraduate Steps is a radically new approach to postgraduate education developed by Athlone Institute of Technology. Recognising that people's Higher Education needs are diverse, Postgraduate Steps enables learners to undertake modules (subjects) that address their professional development needs, in a fashion that suits their diverse lifestyle. The MBS/PgD and Minor Awards in Advanced Business Practice provides further education and training to graduates of a business and cognate disciplines.

The Masters of Business Studies in Advanced Business Practice is aimed at enhancing core competencies (skills), developing an entrepreneurial spirit and employing critical thinking skills for the modern business environment. The content of the modules within the programme will reflect current professional development needs as articulated by Business Professionals.

Any learner, who enrols, on a single module, will have three potential avenues open to them as follows:

1. Completion of four designed modules worth 40 credits in addition to the modules, “Research Methods” and “Dissertation”, leading to an award of a Master of Business Studies in Advanced Business Practice.

2. Completion of six designed modules over time leading to an award of a Postgraduate Diploma in Business in Advanced Business Practice.

3. Completion of one designed module leading to a minor award associated with the Master of Business in Advanced Business Practice (level 9).

This programme is built module by module. The process involves an on-going consultation and collaboration with a wide array of the Institute’s strategic partners in enterprise and business graduates in order to identify the areas within their profession/sector where there is a skill and/or educational deficit. Based on bi-annual findings, the Institute will develop a series of designed modules to meet the needs of the employee, employer, and sectoral demands while addressing emerging issues in the business environment. This innovative process is designed to respond to the sector’s education needs in a flexible, timely and appropriate manner. This coming September, modules offered will be Managerial Finance and Supervision of People, Culture and Change.

The MBS/PgD in Advanced Business Practice offers:

- Flexibility of provision: evening programme, day release or weekend hours
- Flexible modes of delivery (lectures, tutorials, discussions, blended learning, group work, case studies, problem solving)
- Work based assessments to encourage reflective practice
- On-going review and consultation with business leaders, to ensure currency and adaptability to address changes within the business environment as they occur
- Support the learning, enhancement of skills and professional development for Business Graduates.

+353 (0)90 648 3050
lifelonglearning@ait.ie
www.ait.ie
Programme Content
Modules are developed in line with graduate and industry requirements in a timely fashion. Please visit our website for further details.

Career Opportunities
Graduates can reasonably expect to rise to more advanced positions, including Senior Executive Level, and command salaries commensurate with their status.
This programme equips learners with the skills necessary to specialise in the field of child and youth studies.

**Minimum Entry Requirements**
- BA (Hons) Degree (Level 8) in Applied Social Studies in Social Care at grade 2.2 or an approved equivalent qualification.
- Applicants who hold a 2.2 grade Honours Degree or higher in a cognate discipline may also be considered.

**Duration**
2 years: 24 weeks per year
Tuesday 9.30am to 5.30pm

**Commencing**
September 2018

**Enquires**
Oliver Hegarty
ohegarty@ait.ie

**Award**
Master of Arts in Child and Youth Studies

**Programme Fee**
€2,950 per annum

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**Aim of Programme**
Social care is an evolving sector which addresses the needs of people who experience marginalisation or disadvantage or who have ‘special needs’. One of the largest sub-disciplines within this sector is that of child and youth care. Child and youth care workers work with children who are at risk of not reaching their developmental potential, or who already have experienced difficulties in development, as a result of social disadvantage.

Over the past ten years the needs and circumstances of clients and the forms of care have changed considerably. Some of the current challenges for the profession include the evolution of specialisations in therapeutic approaches, the development of a multidisciplinary approach to the care of children and youth, and an appreciation of an increasingly rights-based approach to policy and practice. The MA in Child and Youth Care will equip you with the skills necessary to become a leader in the profession and to advance the field of child and youth care to internationally accepted standards of best practice.

As a graduate of this programme, you will have a specialised knowledge of child development, risk and resilience; will appreciate and advocate the rights approach to the care of children and youth; and will be in a position to develop empirically-based intervention programmes for children and young people. The programme will promote a holistic and multidisciplinary approach to the care of the young, and will make a significant contribution to the move from crisis-based approaches to early intervention and prevention of problems.

**Programme Content**
- Research Methods
- Models of Care
- Child and Youth Law
- Therapeutic Approaches and Interventions
- Management in Child and Youth Care
- Research Dissertation

**Progression**
Graduates of this programme may be eligible to pursue postgraduate training and research leading to Masters and PhD (NFQ Levels 9 and 10) qualifications.

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**Join us information evening**
Thursday 6 September 2018
5.30pm to 8.30pm

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+353 (0)90 648 3050
lifelonglearning@ait.ie
www.ait.ie
This programme provides advanced, specialised training and knowledge in the field of social care.

**Aim of Programme**

The social care profession is dedicated to protecting and assisting the most vulnerable in our society. Social Care workers are on the front line in attempting to address pertinent social issues like: child abuse and protection, domestic violence, mental health, promoting equality of opportunity for those with special needs; as well as the rights and social inclusion of the marginalised in our society. Such a profession requires highly competent, confident and qualified persons with specialised training and knowledge of national and international best practice.

The future of social care focuses on promoting high standards of: professional conduct, education, training and competence as outlined by CORU. In line with this, educational bodies will deliver qualifications that prepare professionals ensuring that social care workers keep their professional knowledge and skills up to date through the pedagogies of Continued Professional Education (CPE). The MA/PgD. in Advanced Social Care Practice is designed to support professionals in extending their knowledge and skills to a higher level, including unique and emerging techniques linked to evidence-based practice. It will encourage social care workers to keep themselves well-informed on current policy, strategy and quality considerations that impact on their work.

This innovative programme has been designed after extensive consultation with relevant stakeholders to identify the current needs of the sector. Furthermore, each future module will be created following annual consultation with the social care sector i.e. social care workers, agencies, and organisations.

**Programme Content**

Any learner who enrolls will have three potential avenues open to them as follows:

- **Master of Arts in Advanced Social Care Practice**: Completion of designed modules worth 40 credits in addition to the following two modules, a “Research Methods” module and a “Dissertation”.
- **Postgraduate Diploma in Advanced Social Care Practice**: Completion of six (10 credit) designed modules of choice over time.
- **Minor Award (Level 9) associated with the Master of Arts in Advance Social Care Practice**: Completion of one designed module.

New modules will be introduced in response to key developments in the area of social care. This innovative process is designed to respond to the sector’s education needs in a flexible, timely and appropriate manner. It is demand driven and content will evolve along with the sector and the changing environment.
The current MA/Postgraduate Diploma in Advanced Social Care Practice (PG Steps) modules are as follows:

- Contemporary approaches in Intellectual Disability Practice.
- Contemporary Development in Social Care Practice (5 credits)
- Academic Writing for post graduate study (5 credits)
- Behaviours that Challenge
- Mental Health, Law and Policy
- Approaches to Supporting Families
- Interpersonal Conflict: Prevention & Resolution
- Approaches to Care with Older People
- Managing for Professional Social Care Practice
- Research Methods (Prerequisite: the completion of three existing modules)
- Dissertation (Prerequisite: the completion of three existing modules & Research Methods)

Please note: modules are run pending demand, so please ensure to list all modules of interest on your application form/cover letter.

Programme Structure
This programme is delivered on a part-time basis, each module is run over a semester 12/13 weeks in duration, as per AIT academic calendar. This flexible mode of delivery includes one evening per week (per module) from 6.00pm to 9.00pm. The programme aims to facilitate two modules each semester pending modular demand.

Progression
Graduates of this programme may be eligible to pursue postgraduate training and research leading to Masters and PhD (NFQ Levels 9 and 10) qualifications.

Entry Requirements
The Institute's MA/Postgraduate Diploma in Advanced Social Care Practice is a programme designed specifically for social care workers, who wish to pursue qualifications at postgraduate diploma and masters level (Level 9). Applicants for a place on our MA/Postgraduate Diploma in Advanced Social Care Practice will be required to meet two main entry criteria:

- Hold a BA (Honours) Degree - Level 8 in Applied Social Studies/Social Care or Cognate Discipline
- Be currently employed in the social care sector

*This programme will not necessarily entitle you to register as a social care worker if you do not hold an appropriate undergraduate social care qualification.
1. Staff of Department of Lifelong Learning

Head of Department of Lifelong Learning
Dr. Michael Tobin, Tel: 090 6483050

Support Staff - Tel: 090 6483050
Janine King: jking@ait.ie
Jenny Cooper: jcooper@ait.ie
Maria Slevin: mslevin@ait.ie
John Carroll: johncarroll@ait.ie

2. Academic Calendar and Institute Regulations

The Institute Academic Calendar will be issued to all registered students on the first night of their chosen programme.

Indicative Academic Calendar for 2018/2019

Term One - Weeks commencing 3 September to 3 December 2018

Mid Term - Week commencing 29 October 2018

Semester One Examinations - Weeks commencing 10 and 17 December 2018

Term Two - Week commencing 14 January to 12 April 2019.

Easter Break - Weeks commencing 15 April and 22 April 2019.

Semester Two Examinations - Weeks commencing 29 April and 7 May 2019.

All registered students must adhere to the Institute Regulations. These can be found in the Student Handbook available at www.ait.ie/handbook.

3. ACCS

The ACCS (Accumulation of Credits and Certification of Subjects) scheme allows students to follow any subject on an approved programme, and to be awarded a single subject certificate on successful completion of the subject.

4. Start Dates of Programmes

Programme start dates are specified in detailed programme profiles. It is the responsibility of each student to ensure that they are aware of the specific start date for their chosen programmes. We do not send letters to students confirming start dates. All programmes will start on dates stated in this prospectus.
5. Programme Fees

All programme fees are stated in the relevant programme details in this prospectus. Except where stated programme fees cover the cost of tuition only and refer to the programme or academic year as appropriate. Additional fees may arise during the programme for photocopying, books etc. Some programmes require students to pay additional registration/examination fees separately (and in some cases directly) to the accrediting professional body. This is noted in the programme details in this prospectus. It is the responsibility of each student to ensure that such fees are paid on time. The Department of Lifelong Learning cannot be held responsible in instances where this does not occur.

Flexible Payment Option
We encourage all students to pay their programme fee in full on registration, however in some cases we recognise that this may not be possible. Therefore this year we have introduced a structured payment plan option, that is only available on programmes where the programme fee exceeds €1000.

The structured payment plan is as follows:

**Payment One** Deposit of €550 on application
**Payment Two** 9 November 2018 €600
(or balance of fees if less than €600)
**Payment Three** 18 January 2019 €600
(or balance of fees if less than €600)
**Payment Four** 8 March 2019 €600
(or balance of fees if less or more than €600)

In order to avail of the structured payment plan option, applicants must complete and sign the relevant part of the application form and return to the Department of Lifelong Learning with the deposit of €550. Students may make earlier payments, and may pay more than the required amount by each date if they so wish.

Students who do not adhere to the structured payment plan option, (for example do not pay the required amount by the required date) may have their student services revoked, may not be allowed attend further classes or attend examinations until their account is back in good financial standing. Students will not receive notification of any results or transcripts if they have fees outstanding.

5. Tax Relief on Part-time Programmes
Since April 2001, the Revenue Authorities have simplified the system that allows tax relief on certain third-level programmes. You now can claim tax relief on fees paid for approved undergraduate, postgraduate, information technology and foreign language programmes.

Both undergraduate and postgraduate programmes must be approved by the Minister for Education and Science, and the tuition fees must be paid by the individual on his or her own behalf or on the behalf of a spouse, child or person’s legal guardian. To apply for the tax relief you will need an application form called IT31, which can be downloaded from the Revenue Commissioners website at www.revenue.ie this needs to be completed and returned with the receipt for the fees paid. If you are currently working and claiming relief on fees paid during the last tax year, you will need to send a copy of your most recent P60 with your application.

6. Examinations and Examination Fees

Registration for Examinations
For AIT accredited programmes (Higher Certificate, Degree, Honours Degree and Higher Diploma) there are three examination sessions per academic year. Semester One examinations normally take place in December. Semester Two examinations normally take place in May. Autumn repeats normally take place in August.

It is the responsibility of the student to make themselves aware of each examination session.

It is also the responsibility of the student to ensure that they are registered for the relevant modules for each examination session.

For your information all students are automatically registered for all semester one and semester two examinations as per their programme schedule (you will find this in your programme manual). However in relation to repeat examinations (August) the student must register themselves.

Repeat examinations are subject to an additional fee. The current fee is €100, but this is subject to review on an annual basis. The process for a student to register for a repeat examination is managed centrally by the examinations office, and is subject to review, so please make yourself aware of what to do via the Institute website.

After you check your examination results, if you need to register for a repeat examination, return to the Institute website page which contained the link to your results. You will see a link to a document detailing how to register and pay for your repeat examination(s). You will also find details of the closing date for registration.

Please note that on AIT accredited academic programmes, the first attempt in a subject is included in your programme fee. Repeat examination fees will apply thereafter, as per Institute policy.
**Examination Timetables**

Examination dates are defined by the Examinations Office or relevant professional body, in consultation with the Department of Lifelong Learning. **Examinations will normally take place between the hours of 9.00am and 6.00pm Monday to Saturday.**

Examinations are delivered in accordance with the Institute’s Marks and Standards. Changes are not permitted to the Examinations Timetable.

Students sitting AIT managed examinations are advised to check the online examination timetables regularly in case any changes take place. Students are also advised to reconfirm the date and time of each examination on the web based timetables within 24 hours of each scheduled examination. Students sitting external examinations must ensure that they are aware of external examination dates. In addition, students must ensure that they have registered for and paid the appropriate examination fee by the relevant closing date, where relevant. **Students should make themselves aware of examination entry closing dates, fees etc.**

Additional examination fees are payable separately and in some cases directly to professional bodies. The Department of Lifelong Learning is not responsible in instances where this does not occur.

On the morning or afternoon of the respective examination, candidates must present to the examination invigilator with an AIT student card or the relevant professional body student card, whichever is relevant prior to being admitted to the examination. Failure to do so will mean non-admittance to the examination.

Progression/Repeat and Attend Students are informed that it is not possible to progress to a subsequent higher year if they have failed in excess of 10 credits or one module.

In relation to progressing from a Higher Certificate (Level 6) to an Ordinary Degree (Level 7), or an Ordinary Degree (Level 7) to an Honours Degree (Level 8), students cannot progress if they have not successfully completed all modules of the full award.

In such instances, students have two options:
1) To repeat the examinations only, therefore the repeat examination registration process applies. For any further queries, please contact the Examinations Office.
2) To repeat classes and the examinations. For this a fee of approximately €500 per module applies. For further information please contact the Department of Lifelong Learning.

**7. Refund Policy**

**Please note:** The onus is on the student to notify the Department of Lifelong Learning in writing in the event of their withdrawing from their programme for any reason as soon as is practicable.

**Short programmes (3-12 weeks):**
A full refund will be given if requested one week before programme commencement. A refund less administration fee (25%) will be given if requested where one class of the programme has taken place. Refunds are not available thereafter.

**For programmes of 13 weeks or more:**
A full refund will be given if requested one week before programme commencement. A refund less administration fee (25%) will be given where two classes of the programme have taken place. Refunds are not available thereafter.

**Please Note:** Requests for refund of programme fees must be made in writing to the Department of Lifelong Learning. A 25% administration fee is charged as per the above refund policy. Receipts must be produced when requesting a refund of programme fees.

**8. Cancelled Programmes**

As all Lifelong Learning classes must be self-financing, Athlone Institute of Technology reserves the right to cancel any class that is not financially viable prior to commencement. All registered students will be notified and all fees will be refunded automatically.

**9. Programme Schedules**

All registered students will be issued with a schedule/timetable as appropriate on the first night of their programme.

The Institute reserves the right to change the schedule of any programme outlined in this prospectus. The Department of Lifelong Learning or the lecturer may under unavoidable circumstances change the day and time of any class, (students will always be notified).

Please note that the number of weeks scheduled for each programme is approximate – some programmes may necessitate additional classes in order to complete the programme within the academic year and ensure that students are fully prepared for scheduled examinations. In general these extra classes will be scheduled on Saturdays.
Some programmes listed in this programme have been scheduled with Saturday classes – this is noted in the individual programme description. The following dates are the Saturdays that the Institute is open for the academic year 2018/2019. Any Saturday classes necessary will be scheduled on one/some of these dates:

**Semester 1 (2018)**
- September 15, 22, 29.
- October 6, 13, 20, 27.
- November 10, 17, 24.
- December 1.

**Semester 2 (2019)**
- January 19, 26.
- February 2, 9, 16, 23.
- March 2, 9, 16, 23, 30.
- April 6, 13.
- May 4.

**10. Library**

Registered part-time students on Academic/Professional and/or AIT accredited academic programmes may avail of the Institute's library facilities. Details of library services for such students are available at [www.library.ait.ie](http://www.library.ait.ie)

**Library Opening Hours**
- Monday to Thursday: 9.15am to 9.45pm
- Friday: 9.15am to 4.00pm
- Saturday: opening hours will vary throughout the academic year.

Please contact the Library to clarify these if you wish to use the facilities in the evening time or on Saturdays.

**11. Institute Regulations**

All students are required to make themselves aware of the Institute Regulations. A copy of the Student Handbook is available to download from the Institute website [www.ait.ie](http://www.ait.ie). All students sitting AIT programme examinations are required to have read the Examination Regulations contained in the Student Handbook.

**12. Banking**

Bank of Ireland operates a full on-campus banking service. An ATM facility is also available in the Institute’s reception area.

**13. Restaurant Facilities**

The Institute has a restaurant, which serves meals and snacks each day between 9.00am and 9.00pm, Monday to Thursday, 9.00am to 2.00pm on Fridays and 10.00am to 12.00pm on Saturdays.

**14. Parking Facilities**

Adequate facilities are provided at the side and rear of the Institute. Cars may only be parked in authorised areas. Vehicles parked in non-designated areas will be clamped. The release fee is approximately €80.

Please note that if you wish to come to the Institute and park before 6.00pm, you MUST have a student parking permit. These are available from APCOA via the AIT website – [www.ait.ie](http://www.ait.ie) go to quick link for Parking on bottom right hand side. The cost for a permit for the academic year is approximately €20.

Please note there are penalties in place if you do not adhere to these rules. These are outside the control of the institute.

**15. Institute Identity Card**

Only students registered on programmes leading to Academic Awards and Professional Awards will be issued with an Institute Identity Card. This card also allows access to the Institute’s library computer and photocopying facilities.

**16. Academic Content**

Please be aware that the Institute reserves the right to change academic content and structure of all programmes.

**17. Terms and Conditions**

The Institute is a Data Controller and will comply with its obligations under existing or future Data Protection and Freedom of Information legislation. Further details regarding how your data is stored and processed is available in our full Data Protection guidelines at [www.ait.ie/gdpr](http://www.ait.ie/gdpr).

You must agree to the Terms and Conditions in order to register as a student with Athlone Institute of Technology.

Occasionally, it may be necessary for the Institute to send a text message or an email in relation to your registration status, changes to timetable or institute business of which you need to be aware.

Your consent will be required at the time of application, please indicate your preference on the application form.
Department of Lifelong Learning
Athlone Institute of Technology

170 FREE Places on
• Certificate in BioPharma and Med-Technology
• Certificate in Operations, Quality and Lean Management

Part-time QQI Level 6 – EVENING CLASSES
FREE - FOR MOST APPLICANTS
Commencing October 2018 Offered through Springboard +

The following are eligible to apply for the above programmes in 2018/19 academic year (subject to the applicant meeting all requirements, e.g. academic and residency requirements)

• Returners (Formerly referred to as Homemakers)
• People in Employment
• The Unemployed or Formerly Self-Employed

For further details of eligibility criteria see www.springboardcourses.ie

For further details contact Janine King
email: jking@ait.ie    tel: 090 6483054
Do you have an innovative business idea?

NEW FRONTIERS PROGRAMME

New Frontiers is Ireland’s national entrepreneur development programme, funded and coordinated by Enterprise Ireland and delivered in the Midlands Mid-East region by Athlone Institute of Technology in partnership with Maynooth University.

New Frontiers 2018 offers:
- Structured business development training over an intensive 6-month period commencing in September 2018
- State-of-the-art start-up facilities at Athlone Institute of Technology and Maynooth University
- Funding of up to €15,000
- Access to the facilities and resources of AIT and Maynooth University
- Access to industry expertise and networks
- Business strategy development, planning and execution
- 1:1 mentoring and business coaching
- Web hosting and support from Amazon worth €15,000
- Support in winning €50,000 Competitive Start Funding from Enterprise Ireland

Pre Programme 2018/19
Business Feasibility Workshops

A series of Workshops to help prospective entrepreneurs develop their business proposition will be held in AIT and Maynooth University in June-July 2018/19. Participants who complete the Workshops will be encouraged to apply for New Frontiers Programme 2018 commencing in September.

APPLICATIONS ARE NOW INVITED FOR NEW FRONTIERS PROGRAMME 2018.
For more information please see www.ait.ie/newfrontiers
What our students say...

"Everyone is so HELPFUL"

"The staff were very SUPPORTIVE"

"Everything is very ORGANISED"

"The registration and induction process is EXCELLENT"

"I found my engagement with the department very ENCOURAGING"