Athlone Institute of Technology

Evening & Part-Time

Prospectus 2017-2018

AIT
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*Over **100 FREE** places*

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www.springboardcourses.ie

join us
information evening
Thursday **7** September 2017
5.30pm to **8.30pm**

register now

Department of Lifelong Learning

www.ait.ie

with **compliments**

Why choose AIT?

100% of Lifelong Learning students would **recommend us** to their family and friends

97% of Lifelong Learning students rated our service to them as they registered as good to excellent

99% of Lifelong Learning students said they received enough 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

90% of Lifelong Learning students rated their entire educational experience as good to excellent

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

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

100% of Lifelong Learning students believe the Induction is brilliant, necessary and informative

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

Lifelong Learning

Information & Registration Evening
Thursday 7 September 2017
5.30pm - 8.30pm

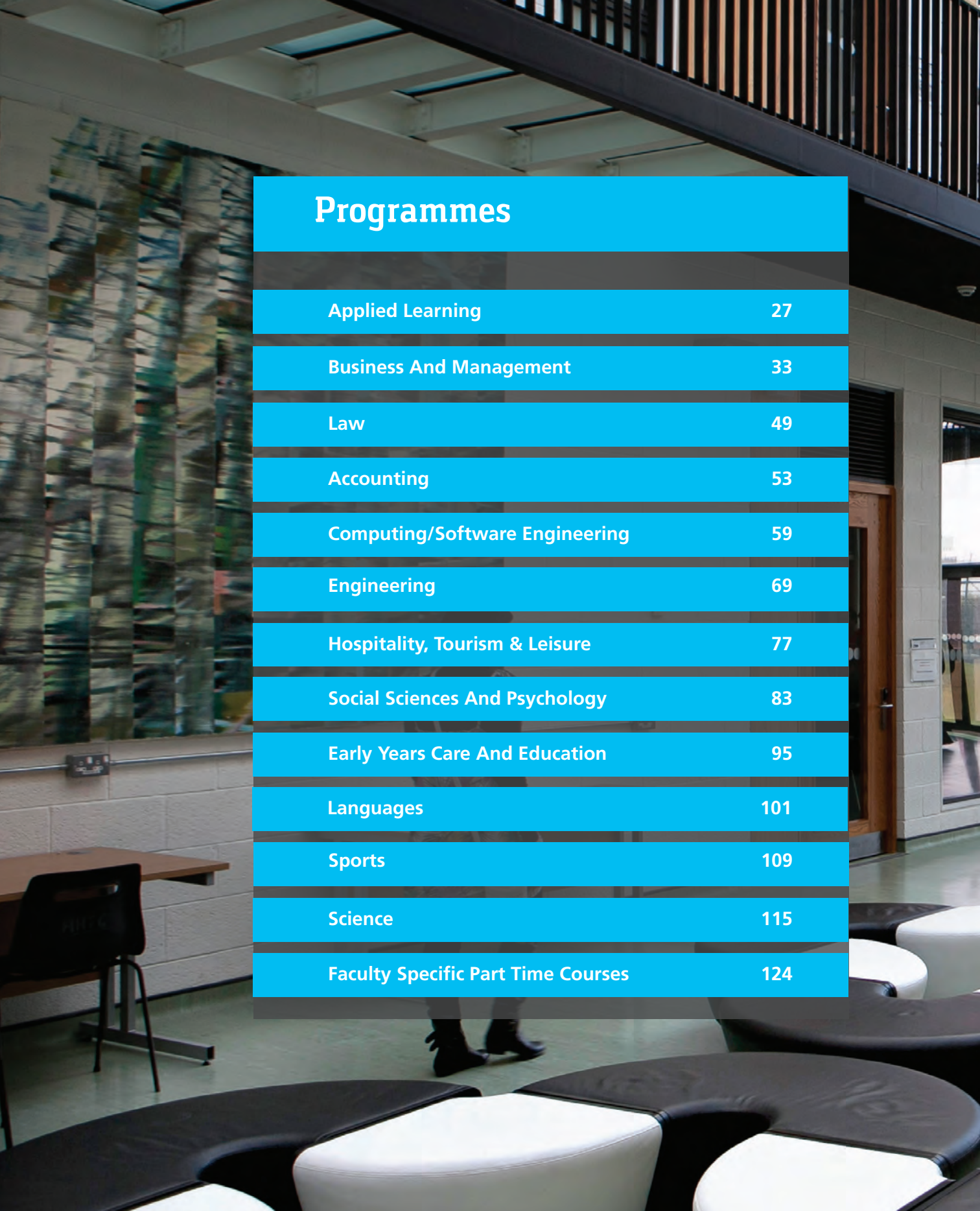
Contact

Department of Lifelong Learning

t + 353 (0)90 648 3050

e lifelonglearning@ait.ie

w www.ait.ie



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Welcome
from the President

> To be 'job fit' in today's workplace you need to pursue a path of Lifelong Learning

The Expert Group on Future Skills Needs (EGFSN) published a report on Lifelong Learning in Ireland which stated that we have a well educated and highly skilled labour force, but it is important that people of all ages and at all education levels participate in learning and up skilling on an ongoing basis in order to sustain their employability.

The continuous training and up-skilling of people in the workforce is particularly important in maintaining the competitiveness of Irish-based businesses and in ensuring that employees' skills do not become obsolete. For wider society, research points to positive social effects of Lifelong Learning on personal development, health and quality of life, and on civic participation.

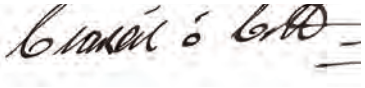
To be 'job fit' in today's workplace you need to pursue a path of Lifelong Learning, or at least plan a programme of, Continuous Professional Development (CPD) to update your work-skills and subject-knowledge. Lifelong Learning is a solid investment for your future career prospects. Investing some time across your working life in some form of learning will enable you to keep your skills and knowledge up-to-date and in doing so, you will strengthen your professional credibility and employability.

AIT presents a suite of programmes designed to best fulfill the needs of the Lifelong Learner. The evidence of the success of their approach is in the thousands of students and graduates who have successfully taken the precise steps you are now considering.

Your ability to expand your mind and strive for lifelong learning is critical to your success. By dedicating yourself to learning, you can get ahead in every aspect of your life. All it takes is a commitment.

Lifelong Learning should be engaging and achievable for you, strengthening your professional credibility and helping you to become more creative whilst challenging established and well-used ideas and beliefs. Go ahead and challenge yourself today. Commit to expanding your mind, continuing your education.

Beir bua.



Professor Ciarán Ó Catháin
President

Welcome
from Head of Lifelong Learning

Welcome to the 2017-2018 Department of Lifelong Learning, evening and part-time courses prospectus.

As you work your way through the various programmes on offer, I hope that you will find at least one course that meets your requirements.

Our mission in the Department of Lifelong Learning is to provide the adult learner with flexible and innovative learning routes, enabling the learner achieve a third level qualification while also recognising they have work, family and indeed life commitments. In doing this we aim to partner with you, the student, to ensure that your third level learning and normal daily life can co-exist as you attain your qualification.

This year, as the economy continues to grow we have in excess of 20 additional programmes that may be of interest to you. Such programmes range from Millinery Design through to a Masters in Environmental, Health and Safety Management – in the majority chosen based on perceived demand that exists for such skills in the workplace. In particular for those working in the Midlands region.

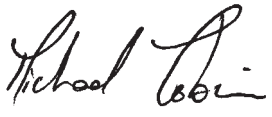
> This year, as the economy continues to grow we have in excess of 20 additional programmes, including up to 100 free places.

As you read our 2017/2018 prospectus I would ask that you reflect on the old saying 'Proper Planning Prevents Poor Performance'. And in doing so, I would impress on you that if you identify an area of learning you are interested in that you contact us and register sooner rather than later. Or indeed, if you just want to get more information, why not contact us or drop in to meet with us and we will gladly discuss your options with you.

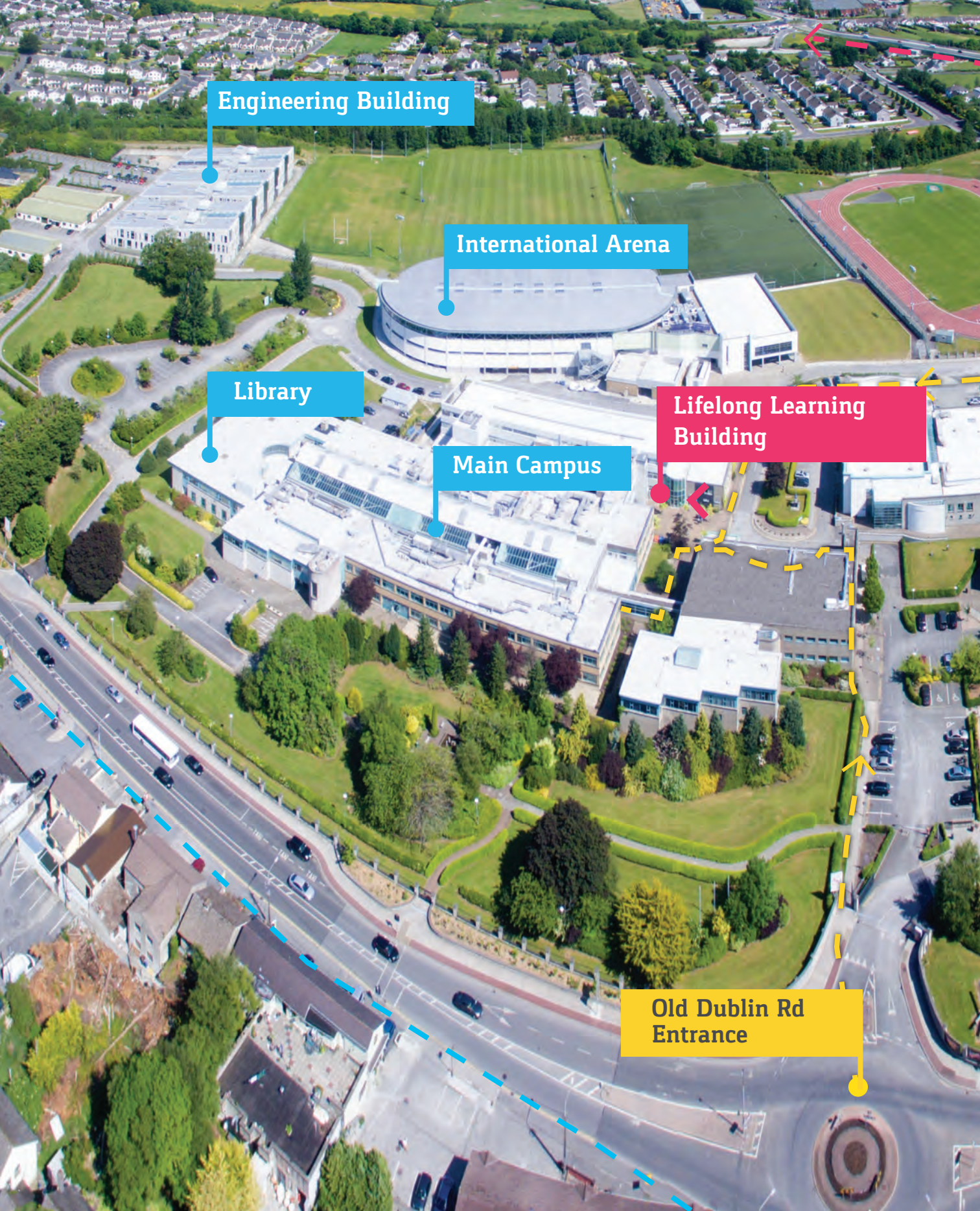
In doing so you will be ensuring that when September finally races around that you are fully organised and prepared for your active year of learning ahead – where you will have considered in an organised manner learning, family, finances, work and life commitments – and, thereby maximising your potential for success.

Finally, I am delighted to advise that we have over 100 free places on three programmes. See pages 12 and 13 for further details.

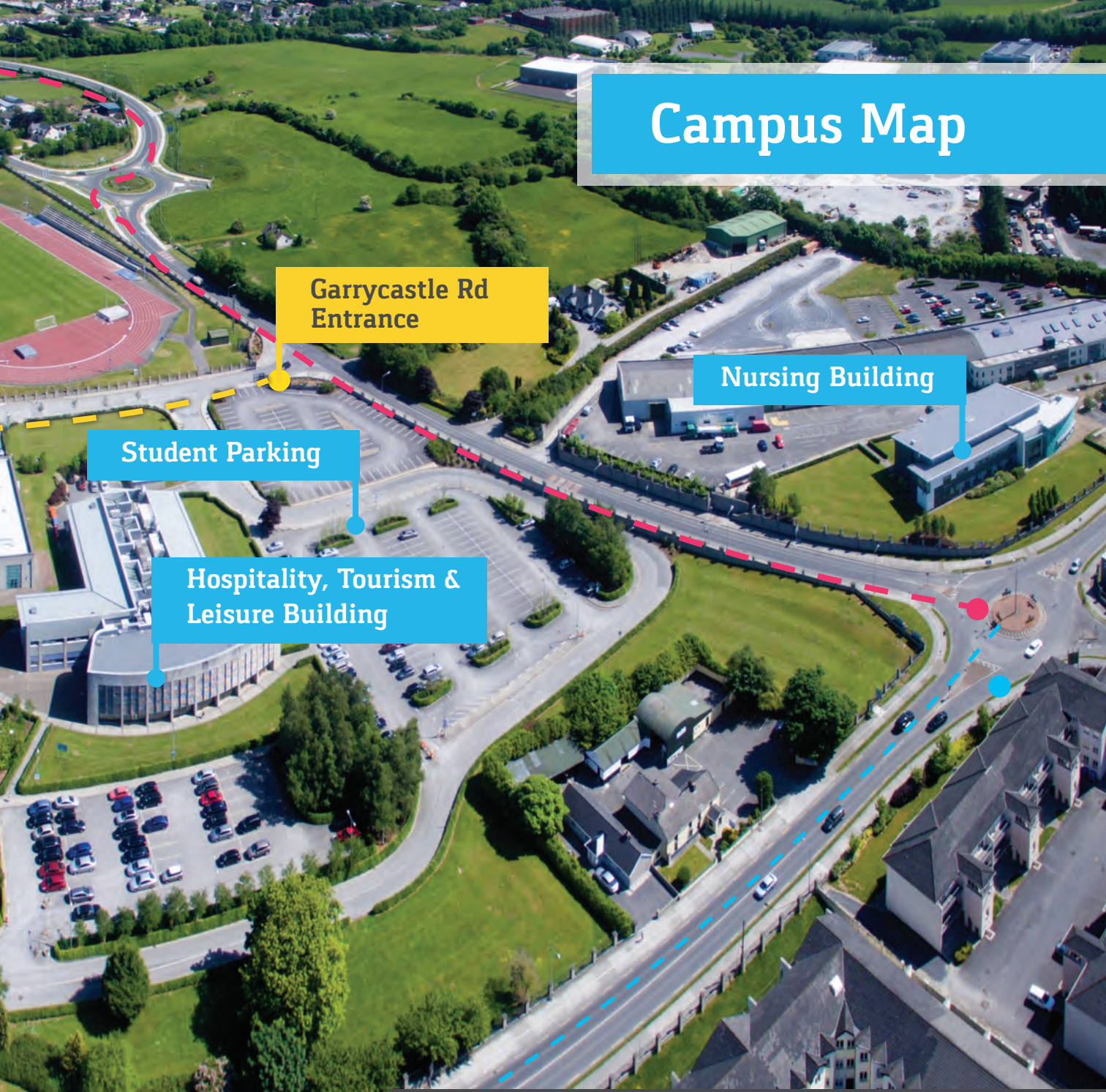
See you in September!



Dr Michael Tobin
Head of Department of Lifelong Learning


Engineering Building
International Arena
Library
Lifelong Learning Building
Main Campus
Old Dublin Rd Entrance

Campus Map

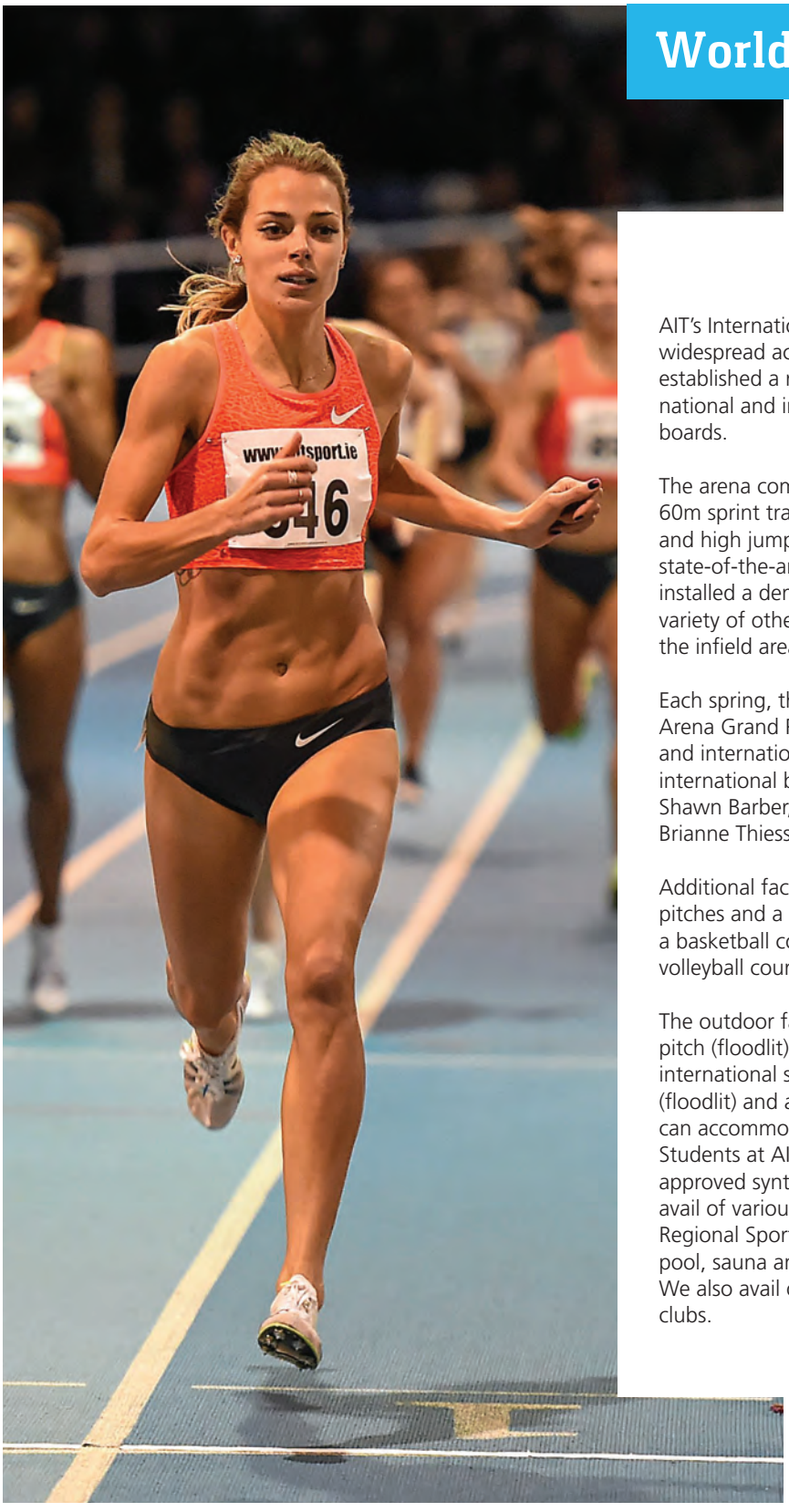


Garrycastle Rd to Dublin/Galway

Old Dublin Rd to Athlone Town Centre

Outer entrance to main Campus entrance

World Class Facilities



AIT's International Arena opened in 2013 to widespread acclaim. In the period since then, it has established a reputation as being a fast track, with national and international records being broken on its boards.

The arena comprises an IAAF-approved 200m track, 60m sprint track, long jump, pole vault, shot putt and high jump areas. The arena also houses the new state-of-the-art gym and studio. The institute has also installed a demountable floor, which allows for a wide variety of other sports, such as futsal, to be played on the infield area of the arena.

Each spring, the institute hosts the AIT International Arena Grand Prix, featuring the cream of Irish and international athletics talent. Amongst the international big names to come to AIT to date are Shawn Barber, Carmelita Jeter, Ashton Eaton and Brianne Thiessen Eaton.

Additional facilities on campus include playing pitches and a multipurpose sports hall which contains a basketball court, four badminton courts, two volleyball courts and futsal.

The outdoor facilities include a full-size GAA pitch (floodlit), a full- size FIFA-approved 2-star international standard all-weather soccer pitch (floodlit) and a multi-sport grass training field which can accommodate rugby, soccer and Gaelic games. Students at AIT can also train on an eight-lane IAAF-approved synthetic athletics track. Students may also avail of various other local facilities. The Athlone Regional Sports Centre comprises a 25m swimming pool, sauna and steam room, jacuzzi and fitness gym. We also avail of the facilities of many local sports clubs.

International Arena Gym

The AIT International Arena gym and studio opened in September 2015. The facility has a dedicated team of qualified instructors who will provide you with excellent guidance, advice and comprehensive fitness programmes to match your fitness level, from complete beginners to elite athletes.

The gym boasts over 70 diverse workout stations. The top specification techno-gym equipment will ensure your workout is safe and effective. The cardio machines are just like a tablet and allow you to manage your training, access your favourite websites or watch your favourite TV programmes, access your social networks and connect and charge your smart phone. We have a wide range of both plate-loaded and traditional strength equipment, and an extensive weights area. For cycling enthusiasts, we have a selection of the best bikes on the market including the Watt Bike, Keiser M3, Body Bike Connect and Airdyne.

Membership also includes access to over 30 group exercise classes each week and scheduled access to run on the IAAF indoor 200m track downstairs in the International Arena.

Indoor Cycling Studio

The fully air conditioned indoor cycling studio has over 20 bikes and one committed instructor to put you through your paces. The Body Bike Connect is a high quality indoor cycle with direct force measurement. The console shows watt output, cadence, heart rate and calorie expenditure, giving you immediate and valuable feedback on the intensity of your workout.

Group Exercise Studio

Our spacious fully air conditioned group exercise studio is equipped to provide an extensive range of fitness classes. We understand that working out as a member of a group can be fun and rewarding. There are over 30 classes each week for members to choose from, and we guarantee a comfortable environment, integrated sound system and an instructor who is passionate about the class they are teaching.

Changing Rooms

Male and female gym members have exclusive access to the changing rooms. Modern and clean changing rooms include showers, hair dryers, lockers and benches.

High Performance Training Area

This state-of-the-art high performance training area has some of the best equipment that money can buy and will easily cater for a squad of up to 30 members. This world-class facility is available for hire with or without our qualified strength and conditioning instructors. With five elite power cages, elite reverse hyper and an extensive free weights area, you have to see it to believe it.

Student Membership

As a student on an accredited programme of study at AIT, you are entitled to become a member of the gym for a very competitive rate. Alternatively, you can use the facility on a pay-as-you-go basis.

SPRINGBOARD+
www.springboardcourses.ie

For further details see next page

Department of Lifelong Learning

Athlone Institute of Technology

100 FREE Places on

- Certificate in BioPharmaChem and Med-Technology
- Certificate in Operations, Quality and Lean Management

Delivered locally in Athlone, Longford, Tullamore

Part-time QQI Level 6 – **EVENING CLASSES**

FREE - For the EMPLOYED, UNEMPLOYED and HOMEMAKERS

Commencing October 2017 Offered through Springboard +

The following are eligible to apply for courses in 2017/18 academic year (subject to the applicant meeting all requirements, e.g. academic requirements):

- Homemakers (all courses are open to Homemakers)
- People in employment
  - who wish to take a course in the manufacturing sector (e.g. Bio-pharma or medical technology)
  or
  - who wish to take an ICT Conversion course
  or
  - who already hold a Level 7 (Ordinary Degree) IT qualification who wish to upskill to a Level 8 IT qualification
- **The unemployed or formerly self-employed** (all courses are open to these category of applicants, with the exception of the two year part-time ICT conversion courses which are not open to those in receipt of a Jobseekers-related payment).

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

For further details contact Janine King
email: jking@ait.ie tel: 090 6483054

SPRINGBOARD+
www.springboardcourses.ie

100 Free Places

CERTIFICATE IN BIOPHARMACHEM AND MED - TECHNOLOGY

NFQ LEVEL 6 (20 Credits)

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 see pages www.springboardcourses.ie or contact the Department directly.

The introductory course 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 Course

The primary aim of this programme is to provide upskilling to those who wish meet the current skills shortages in the area of BiopharmaChem and Med Technology sectors.

On successful completion individuals will be able to move up the value chain within their organisation and/ or identify employment opportunities in the Biopharmchem and Med-Tech Sectors.

This course will be offered in a blended learning format.

Course 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

Entry Requirements

Leaving Certificate with Ordinary Level Grade D3 in 5 subjects to include Mathematics and a language (English or Irish), or equivalent.
or
Mature student

Duration

12 weeks, Tuesdays, plus one Saturday per month
6.00pm to 10.00pm

(Note: The programme may be delivered in regional locations (Tullamore, Mullingar, Longford depending on sufficient enrolments) and at different times – details from the Department of Lifelong Learning.

Commencing

6.00pm
Tuesday 3 October 2017

Enquiries

Janine King
jking@ait.ie

Course 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

Employed and unemployed. See eligibility criteria on page 11

100 Free Places

CERTIFICATE IN OPERATIONS, QUALITY AND LEAN MANAGEMENT NFQ LEVEL 6 (60 Credits)

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 see www.springboardcourses.ie or contact the Department directly.

Candidates will develop multidisciplinary skills in operations, quality and lean management

The course is suitable for people who wish to develop their careers in the Manufacturing (e.g. Food, Biopharamchem, Med-Tech, Engineering) and/or service sectors (e.g. Retail, Hospitality, Call Centres, Financial Services) but with a specific interest in the area of Quality operations.

On completion students will have a general business operations perspective complemented by skills in the area of Quality Assurance (Lean Six Sigma – Green Belt).

Aim of Course

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 and discussions will facilitate development of a broad view and will facilitate peer-supported learning, team-working and creativity.

This course will satisfy the minimum-skilled requirements for an individual wishing to commence work in an Operations, Quality and Lean Management environment.

Course Content

- Learning and Development for Higher Education
- Introduction to Statistics
- Computer Applications
- Fundamentals of Quality Assurance
- Introduction to Management and Leadership
- Business and Operations Planning Quality Management
- Lean Six Sigma – Fundamentals
- Creativity, Innovation and Professional Development
- Work Based Project (On a project in your own organisation or with an approved organisation)

Entry Requirements

Leaving Certificate with Ordinary Level Grade D3 in 5 subjects to include Mathematics and a language (English or Irish), or equivalent or Mature student.

Duration

1 year: 24 weeks: Tuesday and Thursday 6.00pm to 10.00pm

(Note: The programme may be delivered in regional locations (Tullamore, Mullingar, Longford depending on sufficient enrolments) and at different times – details from the Department of Lifelong Learning.

Commencing

6.00pm
Tuesday 3 October 2017

Enquiries

Janine King
jking@ait.ie

Course Fee

FREE for thos eligible

Contact

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

Department of Lifelong Learning
Your Community Training Partner

Lifelong Learning

All programmes included in this prospectus can be delivered or customised in a flexible manner to suit your community training requirements. We can deliver accredited learning / training to you and your community online in AIT or in your community at a time that will suit your community needs...

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

Department of Lifelong Learning Programmes

Department of Lifelong Learning Programmes

The following taught programmes are available at the Institute through the Department of Lifelong Learning:

1 Third level Academic Courses

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

2 Professional Institute Courses

3 Applied Learning

About our Programmes

Our programmes are divided into three main groups;

1) Third Level Academic Courses

The Department of Lifelong Learning delivers programmes at National Framework of Qualifications (NFQ) Level 6; NFQ Level 7; NFQ Level 8 and NFQ 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.

2) Professional Institute Courses

The Department of Lifelong Learning deliver some courses in conjunction with professional bodies, such as the Association of Certified Chartered Accountants. The relevant professional body dictates the syllabus to be taught by AIT. In the majority of 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 course details in this prospectus. The examinations for these courses are set and managed by the relevant professional body, but generally the examinations take place in AIT or in the surrounding area. Each course is identified in the prospectus.

3) Applied Learning Courses

Generally these courses take place one evening per week over a period of 8-10 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 Introduction to Digital Photography and Welding for Beginners. 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**.

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.

Many of the courses are offered through a number of different modes: Full-time, Part-time, Day-release and ACCS. The Institute's courses are also recognised by a number of professional bodies for the purposes of exemptions. On the professional accountancy courses for example, recognition and exemptions are gained from the appropriate professional organisations.

register now

see **pg.21** for more details

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/Course Accreditation

The courses 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 courses are accredited by Professional Institutes, for example our human resources courses are accredited by CIPD. In instances where this is the case, it is clearly noted in the individual course 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

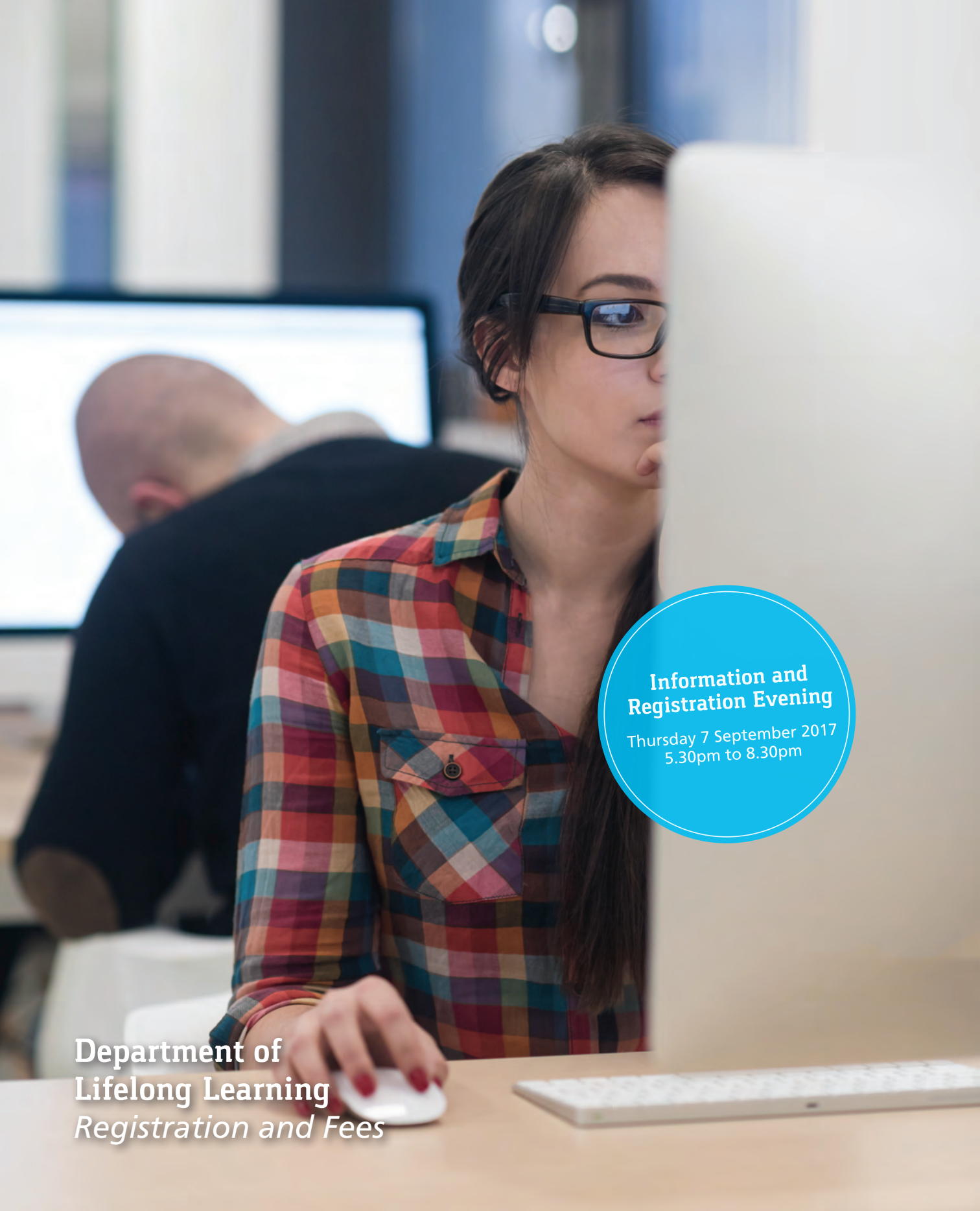
A number of academic programmes offered by the Department of Lifelong Learning require students to undertake placements that will bring them into contact with children or vulnerable adults, and in which they may assume positions of trust.

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 courses 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 courses.

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 courses 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.

more info lifelonglearning@ait.ie



Department of Lifelong Learning

Registration and Fees

How to Register / Apply

Depending on which course you choose, you can apply online at www.ait.ie or through the use of the application form at the end of this book. At the top of each course 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 7 September 2017

Institute staff and representatives of Professional Bodies will be available on this evening to provide additional information on courses, 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 May 1st to September 13th.

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

Closing date for applications is 4.00pm Wednesday 13 September 2017

Course Fees

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

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

Some courses require students to pay additional registration/examination fees separately (and in some cases directly) to the accrediting professional body. This is noted in the course 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 course 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 courses where the course fee exceeds €1000. The structured payment plan is as follows:

Payment One
Deposit of €850 on application

Payment Two
10 November 2017 €500
(or balance of fees if less than €500)

Payment Three
19 January 2018 €500
(or balance of fees if less than €500)

Payment Four
9 March 2018 €500
(or balance of fees if less than €500)

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 €850. 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.

Student Induction

Welcoming you to AIT

23 September 2017

All new part-time students to the Institute on academic programmes must attend this Induction session for the academic year 2017/2018. The induction will take place on Saturday 23 September 2017 from 9.30am to 5.00pm.

What will happen on Induction Day?

On arrival students will attend a lecture where the Institute's operating system is discussed. Topics covered are:

- An overview of the 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 e-mail and security
- One Drive

Additionally, on this 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.

Prior Learning Accreditation

Recognition of Prior Learning
Accreditation of Prior Learning (RPL)
Exemption from Subjects/Stages

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 course 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.

Accreditation of Prior Certified Learning (APCL)

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.

There is a non-refundable exemption application fee of €50 per module which is payable on application for the exemptions.

The closing date for exemption application for new entrants into year one of a programme is Friday 17th August 2017. For registered and attending students there is a closing date of Friday 2nd June 2017.

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 exempt from the management module in year 1 of a relevant course. 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 course 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.

For further details on making an Accreditation of Prior Learning application please contact the Department of Lifelong Learning.

Learning Supports

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.

AIT Library
An Leabharlann

The Library at AIT is an integral part of the institute and it plays a central role in academic life. It supports the educational and research activities of the institution by providing a comprehensive information service. In recent years the library has taken on an educational role by providing instruction in the use of information technology.

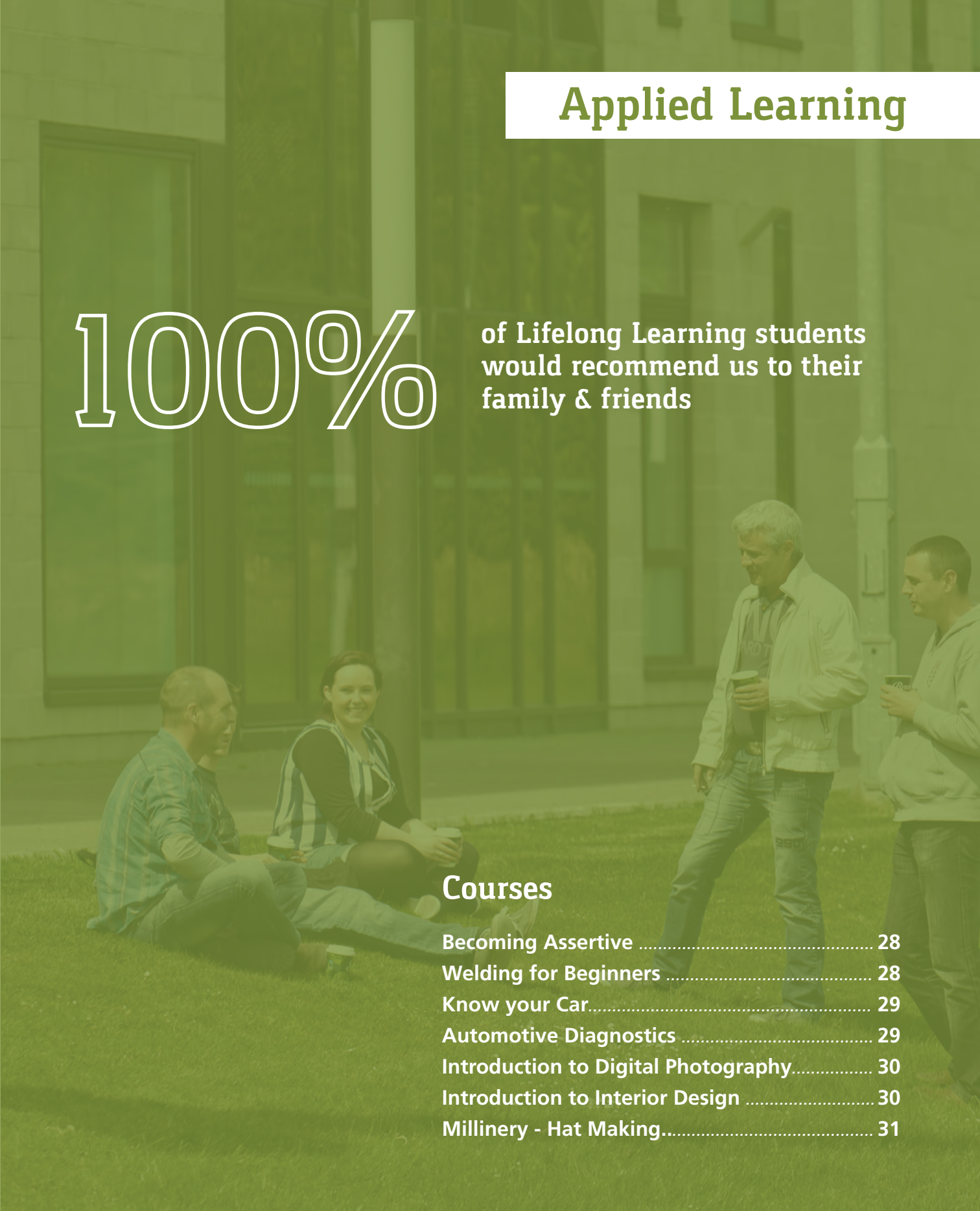
We have a purpose-built modern library which contains 400 study places and a total book stock of over 110,000 print and e-book volumes. The library currently subscribes to over 72,000 electronic journals and e-materials covering subjects in business, engineering, humanities and science. The library subscribes to a number of databases which are accessible through the internet.

The computer room in the library has 20 PCs and internet access that can be booked in advance for the current day at the circulation desk. Information sessions are available for individual students or groups. Students are encouraged to conduct research by using the web databases linked from the library homepage. Library users may book a machine and request individual instruction on searching the databases and the internet. Group information sessions are also provided in collaboration with lecturers. In addition, the library has several open access PCs with internet connections, which are not subject to booking and are available on a first-come, first-served basis. Photocopiers for student use are also available within the library.

The library has an automated circulation system and the computerised catalogue can be searched by means of three public access terminals (OPACs) within the library or through the web (http://libmain.ait.ie). Library staff are available to help students to use the search facility and to answer information queries. Any material not held in the library can be obtained from other libraries using the inter-library loan facility. While there is a charge per item for this service, registered final-year students are entitled to four free inter-library loans per year.

Applied Learning

100% of Lifelong Learning students would recommend us to their family & friends



Courses

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BECOME ASSERTIVE AND IMPROVE YOUR SELF-ESTEEM AND CONFIDENCE

Apply using application form

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
- Positive thoughts to build your confidence
- Where are you at in your life?
- Managing change
- Self-Motivation
- How to make decisions with confidence
- Dealing with fears and challenges
- Letting go of the past and being positive about the future
- Personal Development Planning
- Career Coaching and Job preparation skills
- Application preparation, tips on CV writing and interview skills
- Education coaching

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.

Duration
5 weeks - Tuesday 6.00pm to 8.00pm

Commencing
6.00pm - Tuesday 26 September 2017

Course Fee
€95

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

WELDING FOR BEGINNERS
Applied Learning

Apply using application form

Aim of Course

To enable participants to become proficient in the use of welding equipment.

Course Content

- Health and Safety aspects of welding
- Electric arc welding (horizontal and vertical) of mild steel
- Oxy-acetylene welding, brazing and cutting of mild steel
- An introduction to metal inert gas (MIG-CO2) welding
- Project: Creation of a project using learned welding techniques

Note: This course will contain at least 70% practical work.

Intended for

Beginners and people with a limited knowledge of electric and gas welding.

Duration
10 weeks
Monday 7.00pm to 8.30pm

Commencing
7.00pm
Monday 18 September 2017

Course Fee
€350

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

KNOW YOUR CAR
Applied Learning

Apply using application form

Aim of Course
To familiarise participants with the names of car engine components, the need for same, and their working principles. To outline how simple service procedures are carried out and enable participants to cut down on running costs by highlighting the importance of good routine maintenance.

Course Content
Mechanical and electrical components of the car are examined in theory in ten easy to follow lessons. After each lesson a visit is made to the automobile workshop in the Institute, to observe practical demonstrations of car components in operation.

Intended for
Motorists who wish to have a better understanding of the modern motor car (petrol and diesel).

The course will contain 50% theory and 50% practical demonstration. Student participation in practical work is not required.

Duration
10 weeks
Monday 7.00pm to 9.00pm

Commencing
7.00pm
Monday 18 September 2017

Course Fee
€160

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

AUTOMOTIVE DIAGNOSTICS
Applied Learning

Apply using application form

Aim of Course
- To increase the knowledge of motor/ HGV mechanics regarding modern sensors, actuators and systems
- To give participants an understanding of the differences between older systems and modern systems
- To give participants the knowledge to confidently diagnose automotive problems through the use of multimeters and other diagnostic tools

Course Content
The course will be 50% theory and 50% practical. The subjects covered are
- Automotive Circuitry
- Basic Automotive Electronic Control
- Diagnostics Procedures
- Automotive Sensors and Actuators
- Introduction to Oscilloscopes

Intended for
Anyone involved in the repair/maintenance of cars/HGVs etc.

Duration
10 weeks
Tuesday 7.00pm to 9.00pm

Commencing
7.00pm
Tuesday 19 September 2017

Course Fee
€295

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

INTRODUCTION TO DIGITAL PHOTOGRAPHY
Applied Learning

Apply using application form

Aim of Course
This course aims to give learners a broad and comprehensive introduction to the theory and practice of digital photographic production.

Course Content
- Digital Camera Functions and Settings
- Narrative Photography
- Portrait Photography
- Documentary Photography
- Still-life Photography
- Photographic Techniques
- Image Processing and Correction

Intended for
This course is ideal for anyone who has an interest in improving their photographic skills.

Duration
10 weeks
Wednesday 7.00pm to 10.00pm

Commencing
7.00pm
Wednesday 20 September 2017

Course Fee
€250

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

INTRODUCTION TO INTERIOR DESIGN AND DECORATING
Applied Learning

Apply using application form

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.

Duration
10 weeks
Tuesday 7.00pm to 9.30pm

Commencing
7.00pm
Tuesday 19 September 2017

Course Fee
€250

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

MILLINERY - Hat Design
Applied Learning

Apply using application form

Aim of Course
This intensive millinery design course has been designed to cover all the key elements needed to learn the art and craft millinery. Students will learn the basic and advanced techniques for making fascinators and headpieces to blocking straw, sinamay, felt and fabric hats. It will also allow students to develop your understanding of design, proportion, balance, the application of colour and colour balance. Students will also learn about the range of fabrics available and how they can be applied to their design or concept.

Course Content
- Use of professional millinery techniques and specialist traditional equipment.
- A range of decorative techniques and methods of professionally making and fitting of hats.
- Knowledge of fitting the hat and choosing the correct hat shape.
- Materials in millinery and how to apply them to designs.
- The art of draping fabric as a hat or as a trim.
- Blocking felt, straw, sinamay and foundation fabrics ... the four key elements in millinery.

During the course students will make:

- A button or small sinamay beret hat.
- A crinoline creation.
- A parasisol straw hat.
- A hand molded felt hat.
- A blocked felt hat using a brim and crown block.
- A fabric hat using a buckram base fabric.
- A small independent hat block using buckram.

Intended for
The course is ideal for someone who wants to start a new or compliment an existing business or for those who have an interest in millinery or those who want to take their basic knowledge a stage further.

Note: While some materials will be provided, students will be expected to supplement materials as required during their studies.

Duration
20 weeks
Wednesday 7.00pm to 10.00pm

Commencing
7.00pm
Wednesday 20 September 2017

Course Fee
€975

t +353 (0)90 648 3050

e lifelonglearning@ait.ie

w www.ait.ie

Business & Management

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

Courses

Higher Certificate in Business - *Level 6* **34**
Bachelor of Business - *Level 7* **35**
Bachelor of Business (Hons) - *Level 8* **36**
Higher Diploma in Business - *Level 8* **37**
Certificate in Business in Management and Leadership Development - *Level 6* **38**
Certificate In Business In Social Media Applications And Sales - *Level 6* **39**
Certificate in Business in Entrepreneurship - *Level 6* **41**
Operations And Supply Chain Management - *Level 6* **42**
Certificate In Project Management - *Level 6* **43**
Certificate In Social Media Applications And E-Business - *Level 6* **44**
Certificate In Marketing, Sales Theory And Practice **45**
Diploma In HR Practice **46**
Diploma In HR Management **47**

Part of Bachelor of Business (Honours)

HIGHER CERTIFICATE IN BUSINESS
NFQ LEVEL 6

Participants will develop business knowledge and skills essential to a career in industry, commerce or the public service

Apply online at www.ait.ie

Entry Requirements
Mature applicant

Duration
2 years: 24 weeks per annum
Monday and Wednesday
6.00pm to 10.00pm
(plus approx. 5 Saturdays per semester)

Commencing
Year 1 – 6.00pm
Monday 18 September 2017
Year 2 – 6.00pm
Monday 4 September 2017

Enquiries
Maria Slevin
mslevin@ait.ie

Course Fee
€2350 per annum

Aim of Course

This course 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 course.

Course 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.

Learning and Development for Higher Education

Please note: Institute Induction and commencement of the Learning and Development for Higher Education module is on Saturday 23 September 2017 from 9.30am to 5.00pm. Attendance on that date is compulsory.

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Apply using an application form

Part of Bachelor of Business (Honours)

BACHELOR OF BUSINESS
NFQ LEVEL 7

This qualification builds upon the knowledge acquired and skills developed on the Higher Certificate in Business (Level 6) course

Aim of Course

The 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 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.

Indicative Course Content (over 18 months)

- Managerial Finance A
- Business Law
- Supply Chain and 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 23 September 2017 from 9.30am to 1.00pm. Attendance on that date is compulsory.

Entry Requirements
Higher Certificate in Business or an approved equivalent Level 6 qualification

Duration
18 months: 24 weeks per annum (subject to review in 2016)
Monday and Wednesday
6.00pm to 10.00pm
(plus approx. 5 Saturdays per semester)

Commencing
6.00pm
Monday 18 September 2017

Enquiries
Maria Slevin
mslevin@ait.ie

Course Fee
€2350 - full academic year
€1175 - half academic year
Total - €3525

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e lifelonglearning@ait.ie
w www.ait.ie

Apply using application form

BACHELOR OF BUSINESS (HONS)

NFQ LEVEL 8

This qualification builds upon the knowledge acquired and skills developed on the BBS (Level 7) course

Apply using an application form

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

Duration
18 months
Monday and Wednesday
6.00pm to 10.00pm
(plus approx. 4 Saturdays per semester)

Commencing
6.00pm
Monday 8th January 2018

Enquiries
Maria Slevin
mslevin@ait.ie

Course Fee
€2350 - full academic year
€1175 - half academic year
Total - €3525

Aim of Course

The 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.

Course 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

Apply using an application form

Apply using application form

HIGHER DIPLOMA IN BUSINESS
NFQ LEVEL 8

Suitable for those with previous degrees who wish to gain a formal qualification in Finance and Business

Aim of Course
The Higher Diploma in Business is an 18 month part-time- programme which is aimed at developing the range of cross-enterprise skills required of modern competitive organisations.

The course is designed with strong industry input with a view to producing more efficient and effective employees. All modules assume no previous knowledge of the subject. This programme provides you with the fundamental skills to work in business, and will complement your existing degree. It also provides you with an opportunity for further postgraduate study.

Course Content
Semester 1; Sept 17 – Dec 17
Financial Accounting and Analysis
Economics for Business
Marketing Management

Semester 2; Jan 18 – May 18
Management and Strategy
Financial Management and Decision Making
Business Enterprise and Project Management

Semester 3; Sept 18 – Dec 18
Human Resource Management
Business Applications
Business Law

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

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

Career Opportunities
Once you graduate, you will gain an established and nationally recognised qualification that will equip you for employment in a wide range of business settings. The skills needed for modern organisations have changed significantly and this course will seek to address the modern skills needs in business management.

Here are some routes our graduates have been successful in gaining employment in businesses both nationally and internationally:
Business development and consultancy
- HRM
- Marketing
- Financial and risk analysis
- Operations management
- IT
- Innovation management
- Establishing new business start ups

Institute Induction
Please note: Institute induction is on Saturday 23 September 2017 from 9.30am to 1.00pm. Attendance on that date is compulsory.

Entry Requirements
Bachelor Degree (Level 7) or Bachelor Degree Honours (Level 8) in any non-business discipline is required.

Duration
18 months: 3 semesters

Tuesday and Thursday 6.00pm to 10.00pm
OR
Friday 2.00pm to 10.00pm

Commencing
September 2017

Enquiries
Maria Slevin
mslevin@ait.ie

Course Fee
€2800 - Full academic year
€1400 - Half academic year
Total - €4200w

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e lifelonglearning@ait.ie
w www.ait.ie

CERTIFICATE IN BUSINESS IN MANAGEMENT AND LEADERSHIP DEVELOPMENT

NFQ LEVEL 6 – 60 Credits

Applicants will develop or enhance leadership and management skills and techniques

Apply online at www.ait.ie

Entry Requirements
Mature applicant.

Duration
1 year; 24 weeks
2 nights per week plus
6 Saturdays.

Commencing
September 2017

Enquiries
Jenny Cooper
jcooper@ait.ie

Course Fee
€2350

Aim of Course

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.

Course 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 with an interest in supervisory management or have recently become supervisors.

Progression

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

Elsewhere: The credits may be used to gain entry to other associated Level 6 and 7 programmes depending on their prior learning and work history on either a full-time or part-time basis.

Institute Induction

Please note: Institute induction is on Saturday 23 September 2017 from 9.30am to 1.00pm. Attendance on that date is compulsory.

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www.ait.ie w

Apply online at www.ait.ie

CERTIFICATE IN BUSINESS IN SOCIAL MEDIA APPLICATIONS AND SALES

NFQ LEVEL 6 (60 Credits)

The social media and digital sector, along with the business world, is moving at a fast pace and the industry is highly evolving

Social media is the pulse of the 21st century. It is how people keep in contact with friends near and far, it is how we share opinions, it is how we purchase and consume goods and services. What is often less visible, however, is just how important social media is to business.

In Ireland, the social media and digital sector, along with the business world, is moving at a fast pace and the industry is highly evolving. As marketers we must embrace this new social movement in order to engage with the ever changing customer within a business context.

Aim of Course

The primary aim of the course is to produce competent workers in the field of Social Media Applications and Sales, with the appropriate multi-disciplinary skills to meet local, regional, and national needs at an introductory level. The blend of theory and practical skills will provide not only an excellent theory basis, but will enable you to build a unique online portfolio during the course of your study. From its outset, the course utilises a practical approach introducing you to the latest tools and techniques for creatively engaging in social media marketing while simulating real world scenarios.

Course Content

- Learning and Development for Higher Education with Social Media
- Computer Applications
- Marketing
- Social Media Applications
- Social Media Sales and Marketing
- E-Business
- Role of the Manager
- Sales Theory and Practice
- Professional Development, Career Planning and Work Based Project

Minimum Entry Requirements

Leaving Certificate with Ordinary Level Grade D3 in 5 subjects, to include Mathematics and a language (English or Irish), or equivalent, or Mature applicant.

Progression

Graduates are eligible to apply and join year two of the Higher Certificate in Business in Social Media Marketing

Learning and Development for Higher Education

Please note: Institute induction and commencement of the Learning and Development for Higher Education module is on Saturday 23 September 2017 from 9.30am to 5.00pm. Attendance on that date is compulsory.

Intended for

This programme is ideal for those who wish to be introduced to the world of social media from a business maximising context.

Entry Requirements
Mature applicant

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

Commencing
6.00pm
Thursday 21 September 2017

Enquiries
Maria Slevin
mslevin@ait.ie

Course Fee
€2350

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

Apply online at www.ait.ie

CERTIFICATE IN BUSINESS IN ENTREPRENEURSHIP

NFQ LEVEL 6 (60 Credits)

Learners develop the fundamental skills to become a successful entrpreneur.

Aim of Course

This programme has been designed to enhance the skills of those interested in the area of entrepreneurship and innovation. The main aim of this course is to provide an opportunity for students to develop the technical, entrepreneurial, interpersonal, innovation and managerial knowledge, skills and competencies required for a variety of job opportunities in their own business.

The programmes intends to:

- Provide the students with a knowledge of those business disciplines which form the basis for a successful career as an entrepreneur.
- Develop the students' understanding of the environmental factors which impact upon entrepreneurial development, the innovation culture, the growth, and the success of modern business organisations.
- Increase the students' awareness of how effective interpersonal relations at work contributes to the public image of an organisation and to its success.
- Enhance students' awareness of potential business and innovation opportunities, sources of finance, appropriate technologies, marketing strategies and social media tools appropriate to the modern business environment.
- Cultivate a culture of entrepreneurship and innovation amongst students.
- Develop the students' communication skills.

Course Content

- Learning and Development for Higher Education
- The Business Environment and the Entrepreneur
- E-Business and Web Creation
- Sales Theory, Practice and the Pitch
- Creativity & Ideation for Product Innovation
- Professional Development, Career Planning and Mentoring
- Finance for Entrepreneurs
- Social Media Applications
- Entrepreneurial Skills

Learning and Development for Higher Education

Please note: Institute induction and commencement of the Learning and Development for Higher Education module is on Saturday 23 September 2017 from 9.30am to 5.00pm. Attendance on that date is compulsory.

Intended for

This programme is intented for those who are interested in starting their own business, and want a foundation in all relevant areas required to be successful in that business.

Entry Requirements
Leaving Certificate with Ordinary Level Grade D3 in 5 subjects to include Mathematics and a language (English or Irish), or equivalent.
or
Mature applicant

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

Commencing
6.00pm
Tuesday 19 September 2017

Enquiries
Jenny Cooper
jcooper@ait.ie

Course Fee
€2350

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

Single Subject - OPERATIONS AND SUPPLY CHAIN MANAGEMENT

NFQ LEVEL 6 (10 Credits)

Learners will develop skills to maximise supply chains within an operations environment

Apply using an application form

Entry Requirements
Mature applicant.

Duration
12 weeks
Monday 6.00pm to 10.00pm

Commencing
6.00pm
Monday 18 September 2017

Enquiries
Maria Slevin
mslevin@ait.ie

Course Fee
€395

Aim of Course

The aim of this module is to evaluate the strategic development of structural and infrastructural features of operations systems in relation to organisational and market requirements. The module will assess how operations and supply chain management can support and effect the formulation and implementation of corporate strategies in companies and other organisations.

Course Content

- Operations and Supply Chain Strategy
- Enterprise Systems
- Business Process Management
- Process Design and Analysis
- Project Management Overview
- Resource Based View of the Firm
- New Product Development (NPD)
- Planning & Control
- Quality Improvement Methods
- Reflective Practice underpinning personal and professional development
- This course will be delivered using a case study approach

Progression

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

Institute Induction

Please note: Institute induction is on Saturday 23 September 2017 from 9.30am to 1.00pm. Attendance on that date is compulsory.

Intended for

This programme will give learners the skills to maximise supply chains within any operations environment.

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www.ait.ie w

Apply online at www.ait.ie

CERTIFICATE IN PROJECT MANAGEMENT

NFQ LEVEL 6 (20 Credits)

Learners develop the fundamental skills and techniques required for effective project management

Aim of Course

This certificate course introduces candidates to the fundamentals of project management. It provides training on the processes, procedures and related IT applications needed to comprehensively and effectively apply the principles of project management on a daily basis. Candidates will therefore gain an applied knowledge of the tools and techniques needed to manage projects from inception to closure, while balancing risk and meeting stakeholder expectations. An overview of project management methodologies (PmBoK, Prince2, Agile), decision making techniques and management principles will also be provided.

Course Content

- Management Theory and Practice
- Project Management
- Project Evaluation
- Risk Management
- Stakeholder Management
- Project Management Methodologies
- Quantitative Methods and Quality Management

Induction

Institute induction will take place on Saturday 23 September 2017 from 9.30am to 1.00pm. Attendance on that date is compulsory.

Entry Requirements
Leaving Certificate with Ordinary Level Grade D3 in 5 subjects to include Mathematics and a language (English or Irish), or equivalent
or
Mature applicant

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

Commencing
6.00pm
Wednesday 20 September 2017

Enquiries
Maria Slevin
mslevin@ait.ie

Course Fee
€820

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

CERTIFICATE IN SOCIAL MEDIA APPLICATIONS AND E-BUSINESS

NFQ LEVEL 6 (20 Credits)

Participants are introduced to the essentials of Social Media and E-Business and its benefits

Apply online at www.ait.ie

Entry Requirements
Leaving Certificate with Ordinary Level Grade D3 in 5 subjects to include Mathematics and a language (English or Irish), or equivalent
or
Mature applicant

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

Commencing
6.00pm
Monday 18 September 2017

Enquiries
Maria Slevin
mslevin@ait.ie

Course Fee
€785

Aim of Course

This certificate introduces candidates to the fundamentals of Social Media and E-Business and the steps involved in creating an e-business platform. The certificate enforces the importance of adequate IT knowledge in order to prepare a thorough baseline to deliver a social media project effectively with an emphasis on ethics and social responsibility throughout this process. It will equip students with an understanding of Social Media Applications and E- Business (Web–site design) and their contribution to the formulation and implementation of a firm's corporate strategies.

Course Content

- Social Media Applications
- E-Business

Induction

Please note: Institute induction is on Saturday 23 September 2017 from 9.30am to 1.00pm. Attendance on that date is compulsory.

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www.ait.ie w

Apply online at www.ait.ie

CERTIFICATE IN MARKETING, SALES THEORY AND PRACTICE

NFQ LEVEL 6 (35 Credits)

Candidates are introduced to the fundamentals of Marketing, Sales Theory and Practice

Aim of Course

This certificate introduces students to the fundamentals of Marketing, Sales Theory and the steps involved in practicing and delivering effective Marketing and Sales events and programmes. The certificate enforces the importance of adequate marketing and sales knowledge in order to prepare a thorough baseline to deliver a marketing and sales project effectively with an emphasis on ethics and social responsibility throughout this process. It will equip students with an understanding of marketing and sales theory and methodologies and their contribution to the formulation and implementation of a firm's corporate strategies.

Course Content

- Marketing
- Sales Theory and Practice
- Services Marketing
- Marketing Management
- Online Work Based Project

Induction

Please note: Institute induction is on Saturday 23 September 2017 from 9.30am to 1.00pm. Attendance on that date is compulsory.

Intended For

This programme is relevant to anyone working in a sales environment.

Entry Requirements
Leaving Certificate with Ordinary Level Grade D3 in 5 subjects to include Mathematics and a language (English or Irish), or equivalent
or
Mature applicant

Duration
1 year: 24 weeks
Monday and Wednesday
6.00pm to 10.00pm
(plus approx. 4 Saturdays per semester)

Commencing
6.00pm
Monday 18 September 2017

Enquiries
Maria Slevin
mslevin@ait.ie

Course Fee
€1570

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

DIPLOMA IN HR PRACTICE (CIPD) Professional Institute

Candidates will acquire a combination of theoretical and practical skills needed in the core areas of HR

Apply using an application form

Duration
1 year
Monday and Wednesday
7.00pm to 10.00pm
and two Saturday workshops

Commencing
7.00pm
Monday 18 September 2017

Enquiries
Alison Sheridan
asheridan@ait.ie

Course Fee
€1600
A registration fee of approx
£130 is also payable to CIPD

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 course 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

join us at our **information evening**
Thursday **7** September 2016
5.30pm to **8.30pm**

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Apply using an application form

DIPLOMA IN HR MANAGEMENT (CIPD) Professional Institute

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.

Duration
1 year
Tuesday and Thursday
7.00pm to 10.00pm
and five Saturday workshops

Commencing
7.00pm
Tuesday 19 September 2017

Enquiries
Alison Sheridan
asheridan@ait.ie

Course Fee
€1950
A registration fee of approx £130 is also payable to CIPD

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e lifelonglearning@ait.ie
w www.ait.ie

AIT Lecturer **Profiles**

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.

Finola Colgan Carey

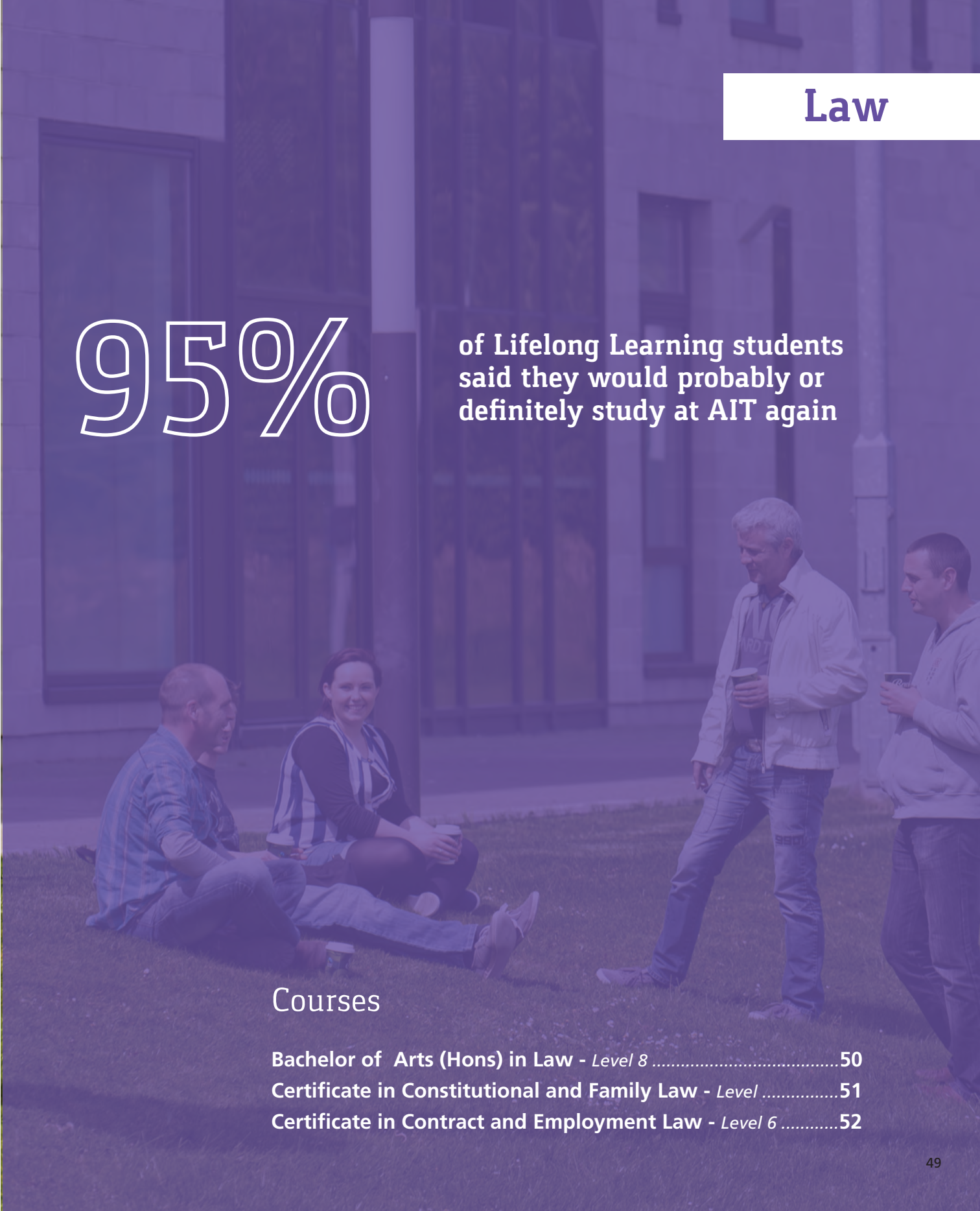
Finola Colgan Carey has been lecturing in AIT for ten years and holds the following qualifications, B.A. LL.B. LL.M (Health Law), Higher Diploma in Education, Diploma in Project Management and Certificate in Train the Trainer. In September 2012 Finola was awarded the Excellence in Teaching Award for the National Academy for the Enhancement of Teaching and Learning. Finola's particular academic interests are Mental Health Law and Child Law combined with Human Rights.

Dr Marc Cashin

Dr Marc Cashin has worked for several high profile, blue-chip multinationals and has over 25 years' experience in technical, managerial and senior leadership roles. His fields of interest are in knowledge management and organisational development, action learning, entrepreneurship, technology management, lean and agile development processes in start-ups and non-profits. Marc is the director of InnovAIT, AIT's entrepreneurship academy. He is also a co-founder and director of the Centre for Advanced Professional Studies at Middlesex University and a director of Novalis International Ltd, a professional development and consultancy services provider.

Law

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



Courses

Bachelor of Arts (Hons) in Law - *Level 8* **50**
Certificate in Constitutional and Family Law - *Level* **51**
Certificate in Contract and Employment Law - *Level 6* **52**

BACHELOR OF ARTS (HONS) IN LAW
NFQ LEVEL 8

Designed for those interested in Irish Law and Legal Studies who wish to develop their general knowledge of the basic concepts of law

Apply online at www.ait.ie

Entry Requirements
Leaving Certificate with Grade C3 in two Honours Level subjects, one of which must be English, plus four other subjects at Grade D3 (can be Honours or Ordinary Level)
or Mature applicant

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
6.00pm to 10.00pm
(plus approx. 4 Saturdays per semester)

Commencing
Year 1 – 6.00pm
Monday 18 September 2017
Years 2, 3 and 4 – 6.00pm
Monday 4 September 2017

Enquiries
Jenny Cooper
jcooper@ait.ie

Course Fee
€2500 per annum

Aim of Course
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.

Course 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.

Learning and Development for Higher Education
Please note: Institute induction and commencement of the Learning and Development for Higher Education module is on Saturday 23 September 2017 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.

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Apply online at www.ait.ie

CERTIFICATE IN CONSTITUTIONAL AND FAMILY LAW

NFQ LEVEL 6 (30 Credits)

This course provides candidates opportunity to develop knowledge in Irish Constitutional and Family Law

Aim of Course

The main aim of the Certificate in Constitutional and Family Law is to provide learners of all backgrounds the opportunity to explore and develop their interest in Irish Constitutional and Family Law.

Course Content

Constitutional Law

- Irish Constitutional History
- The People, the Nation and the State
- The President and the Council of State
- Composition and Functioning of the Oireachtas
- The Government and Central Administration
- Amendment of the Constitution/ Referenda
- International Relations
- The Separation of Powers
- Personal Rights and the Constitution
- Tribunals
- Life and Human Dignity
- Equality
- Personal Liberty
- Freedom of Expression
- Freedom of Association and Assembly
- The Family and Education
- Religious and Property Rights

Family Law

- The Family in Irish Society; Marriage
- Nullity
- The Family Home
- Family Rights; Separation
- Divorce
- Ancillary Orders
- Children
- Contemporary Issues

Progression

This is a standalone qualification. However, as a graduate you will be exempt from the above modules on the Bachelor of Arts (Hons) in Law delivered on a part-time time basis at the Institute.

Induction

Please note that Induction and Legal Research writing classes will take place from 9.30am to 5.00pm Saturday 23 September 2017.

Important information on page 142 - 145

Entry Requirements
Mature applicants

Duration
1 year: 24 weeks
Tuesday 6.00pm to 10.00pm
(plus approx. 1 Saturdays per semester)

Commencing
6.00pm
Tuesday 19 September 2017

Enquiries
Jenny Cooper
jcooper@ait.ie

Course Fee
€1250

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e lifelonglearning@ait.ie
w www.ait.ie

CERIFICATE IN CONTRACT AND EMPLOYMENT LAW

NFQ LEVEL 6 – 30 Credits

Applicants will have the opportunity to explore and develop their interest in Contract and Employment Law.

Apply using an application form

Entry Requirements
Mature applicants.

Duration
1 year: 24 weeks.
Thursday 6.00pm to 10.00pm.
In addition to selected Saturdays.

Commencing
6.00pm Thursday 21 September 2017

Enquiries
Jenny Cooper
jcooper@ait.ie

Course Fee
€1,250

Aim of Course

The main aim of the Certificate in Contract and Employment Law is to provide learners of all backgrounds the opportunity to explore and develop their interest in Contract and Employment Law.

Course Content

Contract Law

- Nature of Contracts in Common law jurisdictions
- Essential elements of a legally binding contract
- Consideration
- Capacity
- Contractual terms
- Express and implied terms – Sale of Goods Acts
- Exemption clauses
- Vitiating Factors
- Remedies for breach and non-performance
- Discharge.

Employment Law

- Relevant legislation
- Nature of employment
- Essential elements of contracts of employment
- Recruitment
- Conditions of Employment
- Employment Equality
- Protective Legislation
- Health & Safety Legislation
- Consultation and Information
- Termination
- Industrial Relations.

Progression

This is a standalone qualification. However, as a graduate you will be exempt from the above modules on the Bachelor of Arts (Hons) in Law delivered on a part-time time basis at the Institute.

Induction

Please note that Induction and Legal Research writing classes will take place from 9.30am to 5.00pm Saturday 23 September 2017.

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Accounting

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

Courses

ATI Accounting Technician 54
Bachelor of Arts (Hons) in Applied Accountancy - *Level 8* 56

Apply using an application form

ATI ACCOUNTING TECHNICIAN
Professional Institute

This course ensures candidates technical competency to practice as an Accounting Technician

Duration
2 years: 22 weeks per annum

Year One
Monday and Wednesday
7.00pm to 10.00pm

Commencing
Year 1 – 7.00pm
Monday 18 September 2017

Enquiries
Maria Slevin
mslevin@ait.ie

Course Fee
€1980 per annum

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 Course
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.

Course 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.

Course Accreditation
This course 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 Techniciansis fully approved as a Level 5 on the Qualifications and Credit Framework

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(QCF) in England, Wales and Northern Ireland. This equates to a Level 6/7 on the National Framework of Qualifications 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 English and either Mathematics or Accountancy).
- Leaving Certificate with four passes of which at least two are on Higher Level papers. (Passes to include English and either Mathematics or Accountancy).
- A fully completed relevant FETAC Level 5 qualification.

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 23 September 2017 from 9.30am to 1.00pm. Attendance is compulsory.

Apply using an application form

BACHELOR OF ARTS (HONS) IN APPLIED ACCOUNTING

NFQ Level 8

WITH WORK PLACEMENT

Giving you credit for your work as you combine working and learning

Entry Requirement
Mature Applicant and working in an accounting environment

Duration
4 years: 24 weeks per annum Tuesday and Thursday 6.00pm to 10.00pm (plus approx. 4 Saturdays per semester)

Commencing
6.00pm Tuesday 18 September 2017

Enquiries
Maria Slevin
mslevin@ait.ie

Course Fee
€2350 per annum

Aim of Course

The programme is designed to provide the student with a thorough grounding in the fundamental theories, concepts, principles and practices essential to the pursuit of a fulfilling and rewarding career in the area of professional accountancy.

Course Content

Year One
- Learning and Development for Higher Education
- Economics
- Financial Accounting
- Management Accounting
- Law
- IT & Computer Applications
- Work-based project

Year Two
- Organisational Management
- Information Systems
- Business Mathematics 1A
- Business Mathematics 1B
- Financial Management 1
- Corporate Law 2
- Taxation 1
- Professional Skills and Communication for Business
- Work-based project

Year Three
- Financial Accounting 2
- Management Accounting 2
- Project Management
- Accounting Software
- Corporate Reporting
- Microsoft Office Professional
- Work-based project

Year Four
- Management Accounting 3
- Financial Management 2
- Strategic Management
- Taxation 2
- Audit and Systems Review
- Work-based project

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Progression

Graduates of this programme may progress to study for a professional accountancy qualification and / or study related to the business environment, with a particular focus on degree opportunities at Master and Doctorate levels. In particular, the MA in Accounting offered by AIT is an excellent progression choice.

The level 8 degree programme when successfully completed provides students with a significant range of exemptions from the major accountancy bodies including ACCA, CPA, CIMA and CAI. The optional work placement year complements the material studied in earlier years and equips students further, allowing them to put into practice the skills that they have acquired from their degree and thus to extend their professional knowledge and experience.

Learning and Development for Higher Education

Please note: Institute induction and commencement of the Learning and Development for Higher Education module is on Saturday 23 September 2017 from 9.30am to 5.00pm. Attendance on that date is compulsory.

AIT Lecturer **Profiles**

Dr Enda Fallon

Dr Enda Fallon joined AIT from Ericsson where he was a senior software engineer/systems architect. A co- founder of AIT's Software Research Institute, he has been principal investigator on over 30 collaborative industry/academic research projects, which have a combined value in excess of €5.5million. His research interests focus on service mediation and adaptation for heterogeneous networking environments. He is widely published and has presented at conferences all around the world. Enda holds a BSc in Computer Science and Mathematics from NUI, Galway, an MSc in Software Engineering from AIT and a PhD (Computer Science) from UCD.

Darren Doyle

Darren has been lecturing in AIT for 5 years on many creative modules and courses 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.

David Holland

David has been lecturing in AIT for over 10 years firstly in the area of Brick and Stone Laying, but more recently in Business Computing. David holds many qualifications including Advanced Craft Certificates in Brickwork, a Bachelor of Science in Counselling and Psychotherapy, a Bachelor of Business, a Higher Diploma in Computing and a Post Graduate Certificate in Third Level Teaching and Learning.

Computing/Software Engineering

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

Courses

Certificate In Software Development - *Level 6* **60**
Higher Diploma in Computing - *Level 8* **61**
Higher Diploma In Software
(cloud application development) **-** *Level 8* **62**
Microsoft Office Specialist (MOS) Certification **63**
CISCO Introduction to Networks (CCENT) **64**
Introduction to Computers **65**
Web Design and Development **66**
Adobe Photoshop **67**

CERTIFICATE IN SOFTWARE DEVELOPMENT

NFQ LEVEL 6 (45 Credits)

This course focuses on software development, exploring a range of digital mediums

Apply online at www.ait.ie

Entry Requirements
Leaving Certificate with Ordinary Level Grade D3 in 5 subjects to include Mathematics and a language (English or Irish), or equivalent.
or
Mature student

Duration
1 year: 24 weeks
Monday and Wednesday
6.00pm to 10.00pm
Plus approximately one Saturday per month

Commencing
6.00pm
Monday 18 September 2017

Enquiries
Janine King
jking@ait.ie

Course Fee
€1990

Aim of Course

The primary aim of the course is to introduce students to the discipline of software development and to provide them with an understanding of the software development process.

Course Content

- Digital Media
- Software Development 1 & 2
- Web Development 1.1 & 1.2
- Databases
- Software Design and Test

Progression

This is a standalone qualification.

Induction

Institute Induction will take place on Saturday 23 September 2017 from 9.30am to 1.00pm. Attendance on that date is compulsory.

join us at our **information evening**
Thursday **7** September 2017
5.30pm to **8.30pm**

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Apply using an application form

HIGHER DIPLOMA IN COMPUTING
NFQ LEVEL 8 (60 Credits)

Those wishing to pursue careers in the field of computing and information technology are suitable candidates for this course

Aim of Course
This higher diploma programme provides formal education and training for graduates (in any discipline) who wish to pursue careers in areas related to computing and information technology. Holders of the qualification will normally be expected to enter employment involving business ICT, with a view to progressing to a managerial position. They will also be suitable for vacancies in the smaller organisation where a broader base of knowledge and skills is required, while a career in computer hardware/software sales is another realistic objective. The programme emphasises the importance of practical/project work across all modules.

The course will provide you with an understanding of the key competencies involved in business analysis, as well as the theoretical concepts and practical aspects associated with the ICT industry. It will enable you to develop a critical awareness of the strategies and methodologies used in providing computerised solutions to business-related problems. You will gain the ability and sensitivity to plan, design, implement and review a project using the necessary supervisory, interpersonal and project management skills. You will also obtain a detailed understanding of the workings of commercial computerised systems and develop an analytical awareness of the implications, uses and potential of the internet as a tool for the development of e-business.

Course Content
(Over Two Years)
- Computer Technology
- Database Applications
- Enterprise Applications
- Object Oriented Programming and Design
- Systems Analysis and Design
- Systems Development and Implementation

Progression
As a graduate of this Level 8 programme, you are eligible to be considered for the Master of Business one-year, full-time programme at AIT. Those achieving a 2.1 award are also eligible to apply to progress to the MSc in Software Engineering at AIT. Alternatively, you may decide to pursue postgraduate study at another institution. Full details of postgraduate opportunities at AIT are contained in the postgraduate prospectus.

Career Opportunities
As a graduate of this programme, you will have a wide range of skills and will be well suited to gain employment across a broad range of industries building on your original qualification(s), but now enhanced with this business computing qualification

Induction
Institute induction will take place on Saturday 23 September 2017 from 9.30am to 1.00pm. Attendance on that date is compulsory.

Entry Requirements
Level 7 graduates in any discipline.

Duration
2 years: 24 weeks per annum
Monday and Wednesday 6.00pm to 10.00pm
Plus one Saturday per month

Commencing
6.00pm
Monday 18 September 2017

Enquiries
Janine King
jking@ait.ie

Course Fee
€2500 per annum

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HIGHER DIPLOMA IN SCIENCE IN SOFTWARE (CLOUD APPLICATION DEVELOPMENT) Full-Time

NFQ LEVEL 8 (90 Credits)

This programme is specifically designed to up-skill graduates with the technical skills to build software applications that can run on the Internet.

Entry Requirements
Level 7 qualification in ICT related discipline (engineering or software)
OR
Level 8 qualification in a non-engineering/ICT discipline

Duration
1 year 24 weeks
Full-time

Commencing
September 2017

Enquiries
Alan Duffy
aduffy@ait.ie

Course Fee
FREE to those eligible – see www.springboardcourses.ie

Aim of Course

Cloud Computing is considered a relatively new field in Internet computing where novel perspectives in inter networking technologies have emerged. To successfully deal with issues relating to this new paradigm this programme aims to equip graduates with detailed knowledge, and specialist architectural and technical skills required to design and implement cloud based solutions and services. The programme was developed to meet the growing demand for I.T. professionals with a deep understanding of concept and application of Cloud Computing.

This Level 8 Award is specifically designed to up-skill graduates with the technical skills to build software applications that can run on the Internet. It also provides experience of the tools and framework need to continuously deploy software applications.

Course Content

Semester 1

- Object Oriented Programming 1
- Agile Design and Testing 1
- Databases
- Team Project 1
- Networks and Cloud Architecture Project

Semester 2

- Object Oriented Programming 2
- Agile Design and Testing 2
- Web Technologies
- Team Project 2.

Semester 3

- Placement

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Apply using an application form

MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION

Professional Institute

This course provides candidates with an in-depth knowledge of Microsoft Office, 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 2013/2016
- Microsoft Excel 2013/2016
- Microsoft PowerPoint 2013/2016
- Microsoft Access 2013/2016
- Microsoft Outlook 2013/2016
- Microsoft Expert Word and Excel 2013/2016

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

Certification

All Office Specialist 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 Microsoft Office specialist 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 course is ideal. Alternatively, a very good working knowledge of Microsoft Windows/file management/Internet, mouse and keyboard skills is essential.

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

Commencing
7.00pm
Thursday 21 September 2017

Enquiries
Maria Slevin
mslevin@ait.ie

Course Fee
€550

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

CISCO INTRODUCTION TO NETWORKS (CCENT)
Professional Institute

Candidates will learn how to install, operate and troubleshoot a small enterprise branch network, to include basic network security

Apply using an application form

Duration
1 year: 22 weeks
Wednesday 7.00pm to 10.00pm

Commencing
7.00pm
Wednesday 20 September 2017

Enquiries
Janine King
jking@ait.ie

Course Fee
€850
(fee includes books, online course access and network simulation software)

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 on-line 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 on-line 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

Subject to the satisfactory completion of the above course or having a valid CCENT students may progress onto the Cisco CCNA Routing and Switching course.

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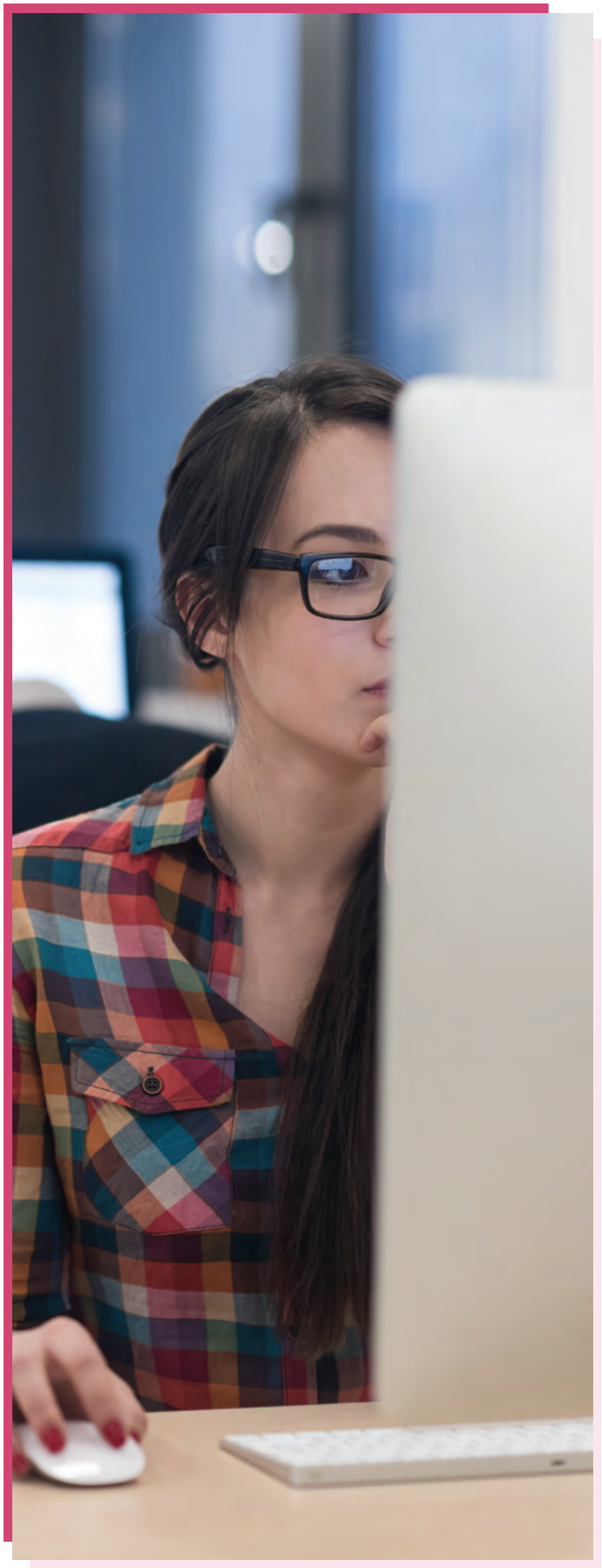

Apply using an application form

INTRODUCTION TO COMPUTERS
APPLIED LEARNING

Aim of Course
The aim of this course is to allow you to become familiar with computers & computer applications. It is ideal for those with no computer experience.

Course Content
- On completion of this single subject the learner should be able to/to use
- 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.

Duration
6 weeks
Wednesday 7.00pm to 9.30pm

Commencing
7.00pm Wednesday 20 September 2017

Course Fee
€150

Enquiries
mslevin@ait.ie

t +353 (0)90 648 3050

e lifelonglearning@ait.ie

w www.ait.ie

Apply using an application form

ADOBE CREATIVE SUITE
Applied Learning

Aim of Course
The Aim of this course is to introduce the student to the Adobe creative suite.

How the software works, How to integrate the different packages. How to bring an idea from concept to finished piece.

Course Content
- Acrobat DC
- After Effects
- Animate
- Audition
- Bridge
- Dreamweaver
- Flash
- Lightroom
- Illustrator
- InDesign
- Media Encoder
- Illustrator
- InDesign
- Media Encoder
- Muse
- Photoshop
- Prelude
- Premiere Pro

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

Duration
10 weeks
Tuesday 7 – 9pm

Commencing
7.00pm
Tuesday 19 September 2017

Course Fee
€200

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e lifelonglearning@ait.ie
w www.ait.ie

Apply using an application form

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

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 19 September 2017

Course Fee
€200

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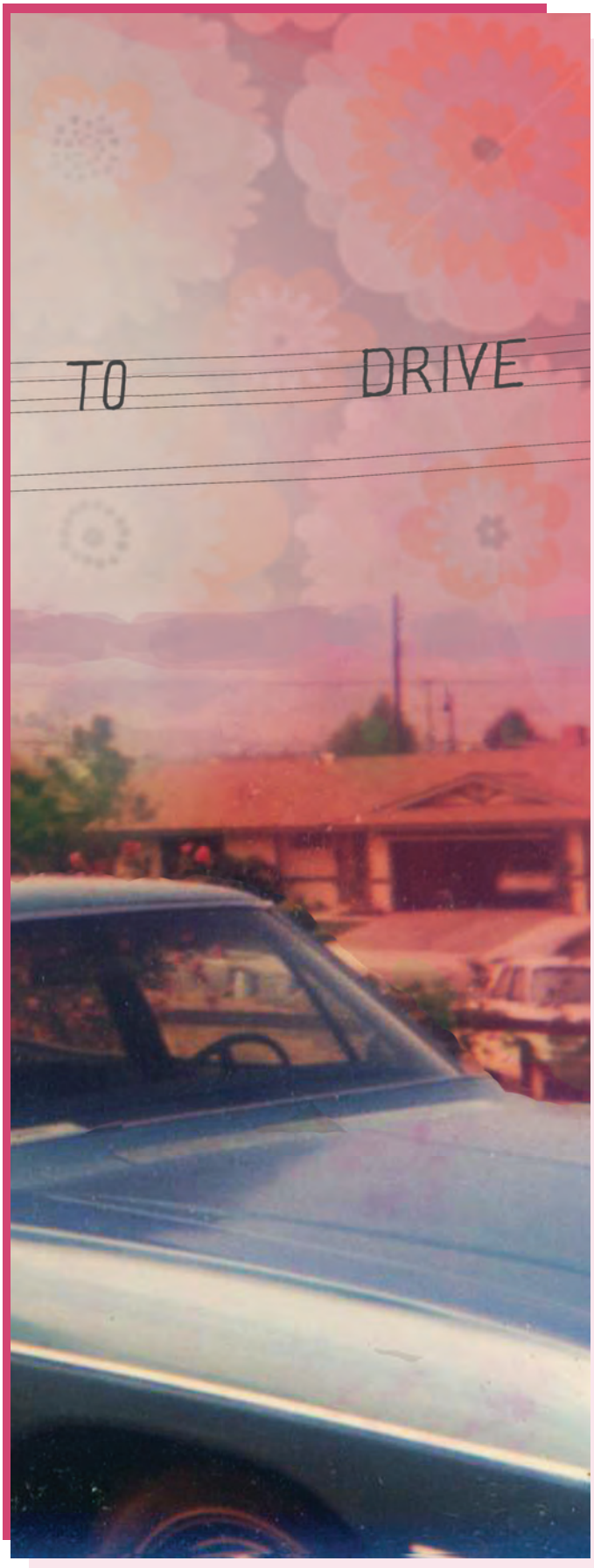

Apply using an application form

ADOBE 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

Duration
8 weeks
Tuesday 7.00pm to 9.00pm

Commencing
7.00pm
Tuesday 19 September 2017

Course Fee
€200

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AIT Lecturer **Profiles**

Kevin Sweeney

Kevin has been lecturing for 7 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 3 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.

KK Kenny

KK Kenny has been lecturing for over 30 years, and has been a part-time lecturer in AIT for the past 6 years. KK holds an Honours Degree in Polymer and Mechanical Engineering, and many other qualifications in Mechanical Design. Before this KK worked in industry in mould processing, injection mould design and extrusion processing. KK is very interested in 3D modelling, and enjoys developing his own skills as well as designing online 3D modelling courses.

Engineering

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

Courses

Certificate in Fundamentals of Quality Assurance - *Level 6* **70**
Certificate in Quality Management - *Level 7* **71**
Certificate in Lean Six Sigma (GreenBelt) - *Level 6* **72**
Mathematics - *Level 6* **74**
3D Mechanical Modelling Using Solidworks SWA –
Certified Solidworks Associate **75**
Autodesk Revit **76**

CERTIFICATE IN FUNDAMENTALS OF QUALITY ASSURANCE

NFQ LEVEL 6 (20 Credits)

Basic principles of quality assurance will be obtained with focus on quality management system standards

Apply using an application form

Entry Requirements
Leaving Certificate with Ordinary Level Grade D3 in 5 subjects to include Mathematics and a language (English or Irish), or equivalent
or
Mature student

Duration
12 weeks
Monday and Wednesday
6.00pm to 10.00pm

Commencing
6.00pm
Monday 18 September 2017

Enquiries
Janine King
jking@ait.ie

Award
Certificate in Fundamentals of Quality Assurance

Course Fee
€890

Aim of Course

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 course 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 course 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 course concepts is covered.

Course 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 17 September 2016 from 9.30am to 5.00pm. Attendance on that date is compulsory.

Progression

Graduates are eligible to apply for the part-time Certificate in Quality Management, or Certificate in Lean Six Sigma.

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Apply using an application form

CERTIFICATE IN QUALITY MANAGEMENT

NFQ LEVEL 7 (20 Credits)

Candidates will develop an understanding of general quality management principles

Aim of Course

The aim of this programme is to give participants an understanding of general management principles (based on the ISO9000 standards) and of how quality is managed in a manufacturing or service organisation. It will explain the methodology of quality improvement, in particular the various tools and techniques for analysis. The objective is to produce competent workers in the field of Quality Management with the appropriate multi-disciplinary skills to meet local, regional, and national needs at an introductory level.

Course Content

- Quality Management
- Quality Management Methodologies

Entry Requirements
Certificate in Quality Assurance or equivalent.

Duration
12 weeks
Monday and Wednesday
6.00pm to 10.00pm

Commencing
6.00pm
Monday 15 January 2018.

Enquiries
Janine King
jking@ait.ie

Course Fee
€890

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e lifelonglearning@ait.ie
w www.ait.ie

CERTIFICATE IN LEAN SIX SIGMA (Green Belt)

NFQ LEVEL 7 (10 Credits)

Candidates will acquire knowledge in the fundamentals of Lean Six Sigma and general management principles

Apply using an application form

Entry Requirements
Certificate in Quality Assurance or equivalent.

Duration
12 weeks
Wednesday 6.00pm to 10.00pm

Commencing
6.00pm
Wednesday 17 January 2018

Enquiries
Janine King
jking@ait.ie

Course Fee
€890

Aim of Course

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.

Course Content

- Lean Six Sigma Fundamentals

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Single Subject- MATHEMATICS

NFQ LEVEL 6 (10 Credits)

An introduction to third level Maths

Apply using an application form

Entry Requirements
Mature applicant

Duration
1 year : 24 weeks
Wednesday 7.00pm to 9.30pm

Commencing
7.00pm Wednesday 20 September 2017

Enquiries
Maria Slevin
mslevin@ait.ie

Course Fee
€585

Aim of Course

This single subject will introduce the student to the basic mathematical procedures in arithmetic, trigonometry and statistics used in third level study.

Course Content

Arithmetic: signs, ratios, fractions, percentages, indices, standard form, logarithms.
Algebra: Logarithms, exponents, manipulation of formulae, simultaneous linear and quadratic equations.
Graphs: direct, inverse, straight line, equation of line.
Geometry: definitions, angles, properties, Pythagoras, construction of triangles
Trigonometry: Trigonometric ratios & identities, sine and cosine rules, applications; circle and quadrilaterals, terminology, areas, volume.
Statistics: data collection, presentation
Errors: types, calculations.

Intended for

This course is ideally suited for mature students who wish to return to third level education in engineering, computing, data analytiscs or science, but need to develop competence and confidence in the area of mathematics before doing so.

Progression

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

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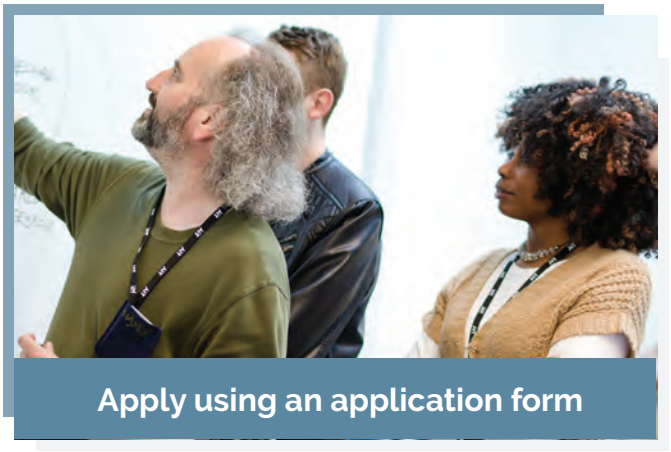

Apply using an application form

3D MECHANICAL MODELLING USING SOLIDWORKS CSWA – CERTIFIED SOLIDWORKS ASSOCIATE

Professional Institute

Participants will develop competency in the computer aided design programme SolidWorks

Aim of Course

As a Certified SolidWorks Associate (CSWA), you will stand out from the crowd in today's competitive job market. CSWA certification is proof of your SolidWorks® expertise – cutting-edge skills that businesses seek out and reward. A Certified SolidWorks Associate is an individual that has successfully passed the SolidWorks fundamental skills examination. Each CSWA has proven their ability to design parts and assemblies using a variety of core features in SolidWorks.

Course Content

- Sketch entities – lines, rectangles, circles, arcs, ellipses, centerlines
- Sketch tools – offset, convert, trim
- Sketch relations
- Boss and cut features – extrudes, revolves, sweeps, lofts
- Fillets and chamfers
- Linear, circular and fill patterns
- Dimensions
- Feature conditions – start and end
- Mass properties
- Materials
- Inserting components
- Standard mates – coincident, parallel, perpendicular, tangent, concentric, distance angle
- Reference geometry – planes, axis, mate references
- Drawing views
- Annotations

This course will also incorporate online video tutorials and online support. Participants will also receive educational Solidworks software.

The exam is online and results are issued immediately.

All successful candidates receive electronic certificates and personal listing on the CSWA – Academic directory.

Duration
24 weeks
Tuesday 7.00pm to 9.30pm

Commencing
7.00pm
Tuesday 19 September 2017

Enquiries
KK Kenny, Course Tutor
kkkenny@ait.ie

Course Fee
€950

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

AUTODESK REVIT
Applied Learning

Revit is now becoming an essential design team and management tool.

Apply using an application form

Entry Requirements
Mature applicant

Duration
10 weeks
Tuesday 7.00pm to 9.30pm
Plus 1 Saturday workshop.

Commencing
7.00pm Tuesday 19 September 2017

Enquiries
lifelonglearning@ait.ie

Course Fee
€300

Aim of Course

The course is intended to give participants comprehensive practical experience of Autodesk Revit with particular emphasis on the collaboration, management, analysis and modelling tools available. Revit incorporates Revit Architecture, MEP and Structures in one package, thereby allowing access to all disciplines.

Students will undertake regular project work in order to ensure that the theory is implemented through hands-on practice.

Course Content

- Introduction to Building Information Modelling (BIM)
- BIM in Management
- Revit User Interface
- Converting 2D to 3D models
- Modelling in Revit (3D)
- Massing Studies
- Creating Schedules & Coloured Presentations
- Collaboration and Worksharing
- Rendering and Animation

Intended for

Those in management positions who require an understanding of the capabilities and potential uses of Autodesk Revit; those who require up skilling from traditional 2D to 3D modelling through hands on practical's; those wishing to collaborate outside of Ireland where Revit is now becoming an essential design team and management tool.
Basic computer and keyboard skills essential. Previous CAD experience not required.
Access to broadband is recommended and students will be given access to free student software and handouts.

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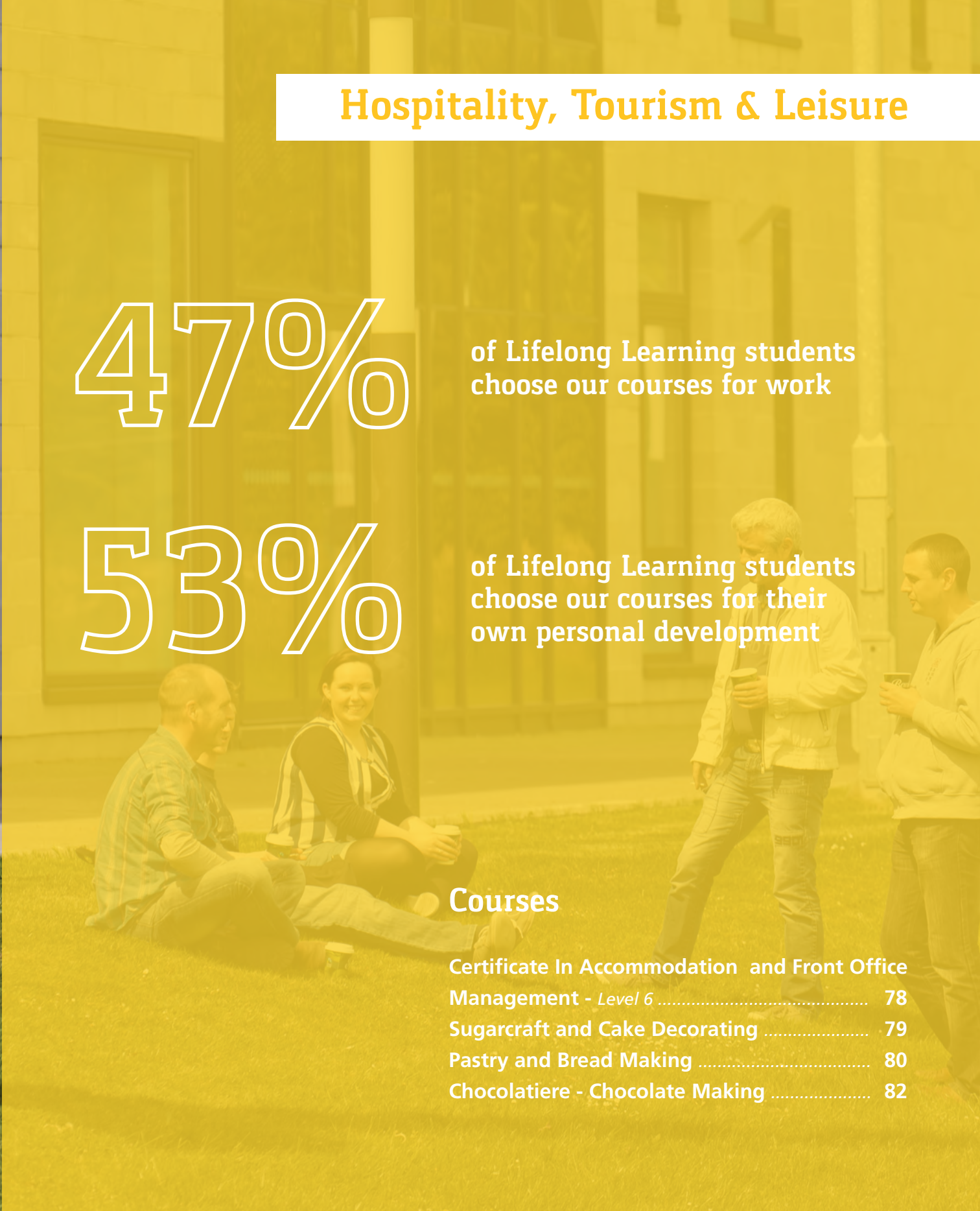
Hospitality, Tourism & Leisure

47% of Lifelong Learning students choose our courses for work

53% of Lifelong Learning students choose our courses for their own personal development



Courses

Certificate In Accommodation and Front Office Management - *Level 6* 78
Sugarcraft and Cake Decorating 79
Pastry and Bread Making 80
Chocolatiere - Chocolate Making 82

CERTIFICATE IN ACCOMMODATION AND FRONT OFFICE MANAGEMENT

NFQ LEVEL 6 (60 Credits)

This programme develops students technical, accommodation, hospitality, interpersonal, and front office knowledge skills

Apply using an application form

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

Commencing
Tuesday 19 September 2017,
Plus one Saturday per month

Enquiries
Jenny Cooper
jcooper@ait.ie

Course Fee
€2350

This programme has been designed by the Department of Lifelong Learning to support those who are considering applying for jobs with Center Parcs, Longford and/or other Hospitality providers in the Midlands. Center Parcs, have advised that they will require up to 1000 staff in a variety of roles namely 50 roles in Retail, 240 roles in food and beverage, 250 roles in Leisure, 300 roles in Housekeeping, 60 roles in Administration, 50 roles in Guest services and security, 50 roles in Maintenance and Landscaping. All roles expected to commence by 2019.

Aim of Course

The aim of this programme is to provide an opportunity for students to develop the technical, accommodation, hospitality, interpersonal, and front office knowledge, skills and competencies required for a variety of job opportunities in the hospitality sector.

The programme intends:

- To provide the students with a knowledge of those business disciplines and skill areas which form the basis for a successful career in the accommodation and front office area of the hospitality sector.
- To develop the students' understanding of the environmental factors which impact upon the hospitality sector, the innovation culture, the growth, and the success of modern business organisations.
- To enhance students' awareness of customer service and environment, health and safety management appropriate to the modern hospitality business environment.
- To cultivate a culture of responsibility, professionalism and innovation among students.

Course Content

- Introduction to Customer Service, Business and Management
- Environment, Health & Safety Management
- Accommodation Operations and Housekeeping
- Front Office Operations
- Industry Software for Hospitality and Leisure
- Professional Development, Career Planning and Mentoring
- College Work Based Project

Entry Requirements

Leaving Certificate with Ordinary Level Grade D3 in 5 subjects, to include Mathematics and a language (English or Irish), or equivalent or Mature applicant.

Institute Induction

Please note: Institute induction is on Saturday 23 September 2017 from 9.30am to 1.00pm. Attendance on that date is compulsory.

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Apply using an application form

SUGARCRAFT AND CAKE DECORATING – BEGINNERS

Applied Learning

Candidates will develop skills required to specialise in cake design and decoration

Aim of Course

These courses are 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.

Beginners Sugarcraft – This course is for candidates who have little or no knowledge of Sugarcraft and cake artistry.

Duration
10 weeks
Beginners –
Monday 4.30pm to 7.00pm

Commencing
4.30pm
Monday 18 September 2017

Enquiries
Sharon Sweeney, Course Tutor
info@cacamilis.com

Course Fee
€295
(participants will have to purchase materials separately)

join us at our **information evening**
Thursday **7** September 2017
5.30pm to **8.30pm**

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

PASTRY AND BREAD MAKING

Applied Learning

Suitable for those wishing to develop their knowledge in this area, this course encompasses all aspects of patisserie and bread making

Apply using an application form

Duration
1 year: 20 weeks
Tuesday 9.00am to 1.00pm

Commencing
9.00am
Tuesday 19 September 2017

Enquiries
lifelonglearning@ait.ie

Course Fee
€1,050

Aim of Course

The pastry course outlined here is designed to appeal to those interested in this aspect of the Hospitality Industry. It is designed to embrace all areas of patisserie and bread making using recipes and techniques reflecting international best practice.

Participants will be encouraged to generate ideas, develop recipes suitable to their respective workplaces. This course should be of benefit to those people who wish to further develop their knowledge of this area in the hospitality industry.

This course has been run with great success over the past number of years, and is aimed at those who have wish to develop their skills in the area of bakery and pastry production. A wide variety of pastries, desserts and breads are covered in this programme.

Course Content

- Bread, doughs and fermented products
- Pastry, brioche paste
- Tarts, pies, tartlets and flans
- Pain au chocolat, apfelstrudel
- Danish pastries and croissants
- Cakes
- Plated desserts
- Meringues and vacherins
- Flans and gateaux
- Chocolate work and petit fours
- Jams and chutneys
- Introduction to advanced chocolate and sugar work

Ideally participants should have a basic knowledge of ingredients but this is not essential. Learning is achieved in a relaxed and friendly environment.

At the end of this course participants should be able to produce a wide variety of high quality pastry products Participants will have an opportunity to evaluate dishes prepared and discuss the feasibility of each one in the workplace.

Please note that for health and safety reasons, participants will have to purchase and wear protective clothing.

As this course takes place in a professional kitchen all students will be individually assessed re: eligibility following application.

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AIT

Apply using an application form

CHOCOLATIERE – CHOCOLATE MAKING
Applied Learning

Aim of Course
This course will provide participants with an understanding of chocolate work. The course is aimed at those who wish to develop the skills required for all aspects of chocolate work. This foundation course could be your first step towards introducing chocolate more creatively in your workplace.

Course Content
This is a hands-on practical course where learners will have the opportunity to practice a range of techniques. The course will commence with tempering techniques to solve any troubleshooting issues. The list below makes the basis of the course content, however there will be time allocated for any chocolate techniques that each member would like to learn. An emphasis will be on tempering by hand.

The tutor will focus on the creative use of chocolate in a variety of ways such as:

- Chocolate gateau
- Hand-dipped cut ganache, truffles & and moulded bon bons using coloured cocoa butters and creative powders
- Artistic showpiece
- Chocolate wedding cake

Duration
6 weeks - Tuesday 6.00pm to 9.00pm

Commencing
6.00pm Tuesday 19 September 2017

Enquiries
Kevin Ward, Course Tutor - kevinward@ait.ie

Course Fee
€295
(participants will have to purchase materials separately)

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w www.ait.ie

Please note that for health and safety reasons, participants will have to purchase and wear protective clothing

Social Sciences And Psychology

100% of Lifelong Learning students believe the induction is brilliant, necessary and informative

Courses

Bachelor of Arts in Applied Social Studies in Social Care - *Level 7* 84
Bachelor of Arts (Hons) in Applied Social Studies in Social Care - *Level 8* 86
Certificate in Volunteering - *Level 6* 87
Bachelor Of Arts (Honours) In Applied Addiction Studies 88
Certificate in Psychology - *Level 6* 90
Introduction to Councelling and Psychology 91
Introduction to Mindfulness 92

BACHELOR OF ARTS IN APPLIED SOCIAL STUDIES IN SOCIAL CARE
NFQ LEVEL 7

This degree is the recognised entry point for social care workers

Apply online at www.ait.ie

Entry Requirements
Mature applicant

Duration
4.5 years: 24 weeks per annum
Year 1 - Tuesday 2.00pm to 10.00pm
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 19 September 2017
Year 2
September 2017
Year 3 – 2.00pm
Wednesday 6 September 2017
Year 4 – 2.00pm
Thursday 7 September 2017

Enquiries
Jenny Cooper
jcooper@ait.ie

Course Fee
Year 1 - €2350
Year 2 - €850
Year 3 - €2350
Year 4 - €2350 + €1175 = €3525

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www.ait.ie w

If you want to become a professional Social Care Worker, this degree is the recognised entry point. 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 Course

This part-time course 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 course 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. This programme is recognised for the purpose of registration of Social Care Practitioners under the Health and Social Care Act 2005.

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. And, in order to ensure that our graduates are eligible (based on current information) for registration with CORU on graduation with a level 7 degree, it has been decided to implement these guidelines from 2013. As a result, the BA Level 7 degree will now take 4.5 years to complete. And, the Higher Certificate will now take three years to complete. During year two of the programme, students are required to complete 500 hours of placement in a location other than their primary work place. Students will have no examinations or academic subjects in year 2. Students will be advised of their specific placement requirements during year one. However, students are advised that it will be their responsibility to obtain their own placement.

Course 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 I
- 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
- 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
- Applied Social Care Practice
- 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 25 August 2017.
Late applications will be accepted if places are still available.

Learning and Development for Higher Education

Please note: Institute induction and commencement of the Learning and Development for Higher Education module is on Saturday 23 September 2017 from 9.30am to 5.00pm. Attendance on that date is compulsory.

BACHELOR OF ARTS (HONS) IN APPLIED SOCIAL STUDIES IN SOCIAL CARE
NFQ LEVEL 8

This programme equips graduates to be competent, reflective and responsive practitioners in social care settings

Apply using an application form

Minimum Entry Requirements
Bachelor of Arts in Applied Social Studies in Social Care (Level 7) or an equivalent Level 7 qualification

Duration
18 months: 24 weeks per annum
Wednesday 2.00pm to 10.00pm
(classes may also take place on occasional Saturdays)

Commencing
Year 1 & 2
2.00pm
Wednesday 20 September 2017

Enquiries
Jenny Cooper
jcooper@ait.ie

Course Fee
Year 1 - €2350 (2 semesters)
Year 2 - €1175 (1 semester)

Aim of Course
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.

Course Content
(over 18 months)
- 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 student to AIT will take place on Saturday 23 September 2017 from 9.30am to 1.00pm. Attendance on that date is compulsory.

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Apply using an application form

CERTIFICATE IN VOLUNTEERING
NFQ LEVEL 6 (10 Credits)

An eclectic approach to learning involving a combination of the traditional teacher-behaviourist approach and the more student-centred humanistic model

Aim of Course
The aim of the Certificate in Volunteering is to equip the student with a knowledge and understanding of overseas volunteerism. The philosophy underpinning this course is an eclectic approach to learning involving a combination of the traditional teacher-behaviourist approach and the more student-centred humanistic model, which views the student as central to the process of learning.

Course Content
- Volunteerism-preparation and planning. Self-awareness, Motivation, Teams & Teamwork.
- The construct and work of Non-governmental Organisations. Culture & cultural awareness.
- Geo-Political awareness. Social Inequalities.
- Fundraising, Legal & Ethical Management of funding raised.
- The role, purpose and management of Reflective Diaries and Reflective Practice. experiential learning as a volunteer
- Personal Development, Debriefing & Professional Boundaries·
- Personal Healthcare Self-Care & Security. Travel planning. Personal Travel & Health Insurance Progression.

Progression
This is a standalone qualification.

Duration
2 Saturdays

Entry Requirements
Mature applicant

Commencing
1 Saturday in October, and 1 Saturday in November – Dates TBA

Enquiries
Jenny Cooper
jcooper@ait.ie

Course Fee
€50

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e lifelonglearning@ait.ie
w www.ait.ie

BACHELOR OF ARTS (HONOURS) IN APPLIED ADDICTION STUDIES
NFQ LEVEL 8

This degree equips you with the skills to workin the ever evolving addiction sector

Apply online at www.ait.ie

Minimum Entry Requirements
Mature applicants

Duration
4 Years: 24 weeks per annum
Monday & Wednesday
6.00pm to 10.00pm
(classes may also take place on occasional Saturdays)

Commencing
6.00pm
Monday 18 September 2017

Enquiries
Jenny Cooper
jcooper@ait.ie

Course Fee
€2500 Per annum

Addiction services are provided in a continuously changing and complex environment. The addiction professional must be able to respond to these changing needs and demands.

Aim of Course

The Applied Addiction Studies programme aims to address the needs of people working with addiction.

The four strands of each year will:

- Provide students with a framework for understanding addiction, both from an individual and social context;
- Develop an understanding of treatment and intervention approaches;
- Develop skills and competencies in all areas of addiction work;
- Promote the understanding and values of reflective practice and evidence –based practice;

Course Content

Year 1
- The Biopsychosocial Framework
- Introduction to Alcohol and Drugs
- Introduction to Sociology & Social Policy
- Addiction Research
- Information Technology, Learning and Development for Higher Education
- Introduction to Psychology
- Professional Practice & Personal Development

Year 2
- Addiction Services: an Interagency Approach
- Prevention, Education and Health Promotion
- Treatment Interventions I
- Group Work & Group Facilitation Skills

Year 3
- Addiction & Cultural Diversity
- Treatment Interventions II
- Evidence Based Practices
- Key Working Skills

Year 4
- Process Addictions
- Treatment Interventions III
- Project Dissertation
- Community Development & Planning

Intended for

Addiction workers from Outreach, needle exchange, keyworkers, community work, voluntary sector, residential rehabilitation services, Inter-agency approach, family support services; and professionals from health care settings, prison and probation workers, social care workers, community care workers, education professionals.

Professional experience –

direct or indirect - is not a pre-requisite for this course.

The programme is mapped to the integrated pathway of care defined by the HSE, which outlines a tiered framework of services and service

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provision. A practical approach, that addresses the complexities of addiction, will provide students with the understanding and skills required to work competently in this area.

Exit Awards

If a student cannot complete all four years, they may apply for an exit award at the points detailed below. Please note that exit awards are only available to those who leave the Institute permanently, and do not intend completing their studies on this programme.

On successful completion of Years 1 & 2
Higher Certificate in Applied Addiction Studies (Level 6)

On successful completion of Years 1, 2 & 3
Bachelor of Arts Applied Addiction Studies (Level 7)

On successful completion of Years 1, 2, 3 & 4
Bachelor of Arts (Hons) Applied Addiction Studies (Level 8)

Learning and Development for Higher Education

Please note: Institute induction and commencement of the Learning and Development for Higher Education module is on Saturday 23 September 2017 from 9.30am to 5.00pm. Attendance on that date is compulsory.

CERTIFICATE IN PSYCHOLOGY
NFQ LEVEL 6 (20 Credits)

This course introduces participants to the field of psychology, and provides an understanding of human development

Apply online at www.ait.ie

Entry Requirements
Mature applicants

Duration
1 years: 24 weeks
Tuesday 6.00pm to 9.30pm
(plus occasional Saturdays)

Commencing
6.00pm
Tuesday 19 September 2017

Enquires
Jenny Cooper
jcooper@ait.ie

Course Fee
€990

Aim of Course

The main aim of the Certificate in Psychology 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

Course 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 23 September 2017 from 9.30am to 1.00pm. Attendance on that date is compulsory.

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Apply using an application form

INTRODUCTION TO COUNSELLING AND PSYCHOTHERAPY

Applied Learning

Candidates 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.

Duration
20 weeks
Monday 7.00pm to 9.30pm

Commencing
7.00pm
Monday 18 September 2017

Enquires
lifelonglearning@ait.ie

Course Fee
€400

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INTRODUCTION TO MINDFULNESS

Applied Learning

This course introduces participants to the field of psychology, and provides an understanding of human development

Apply using an application form

Duration
20 weeks
Wednesday 7.00pm to 9.00pm

Commencing
7.00pm Wednesday
20 September 2017

Enquiries
Janine King
jking@ait.ie

Course Fee
€450

Aim of Course

"Mindfulness is about being fully awake in our lives. It is about perceiving the exquisite vividness of each moment." - Jon Kabat-Zinn

Mindfulness involves paying attention to our moment-by-moment experience of thoughts, feelings, bodily sensations, and surrounding environment. Mindfulness also involves having an accepting and non-judgemental attitude towards our experience in the present moment. Many studies have demonstrated how mindfulness practice can reduce stress and improve emotional regulation, focus, and executive functioning.

Course Content

- The basics of mindfulness meditation practice
- Mindfulness practices to reduce stress and anxiety
- Mindfulness techniques for dealing with difficult emotions
- Practices that cultivate positive states of mind
- The role mindfulness plays in interpersonal relationships
- Mindfulness practices for coping with pain
- Mindful eating and mindful movement techniques
- Mindfulness in the workplace
- Mindful parenting
- Support for developing a daily mindfulness practice

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register now
see pg.15 for more details

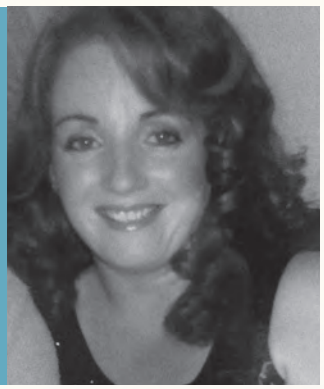
AIT Lecturer **Profiles**

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 3 years, and she is also Placement Co-ordinator 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.

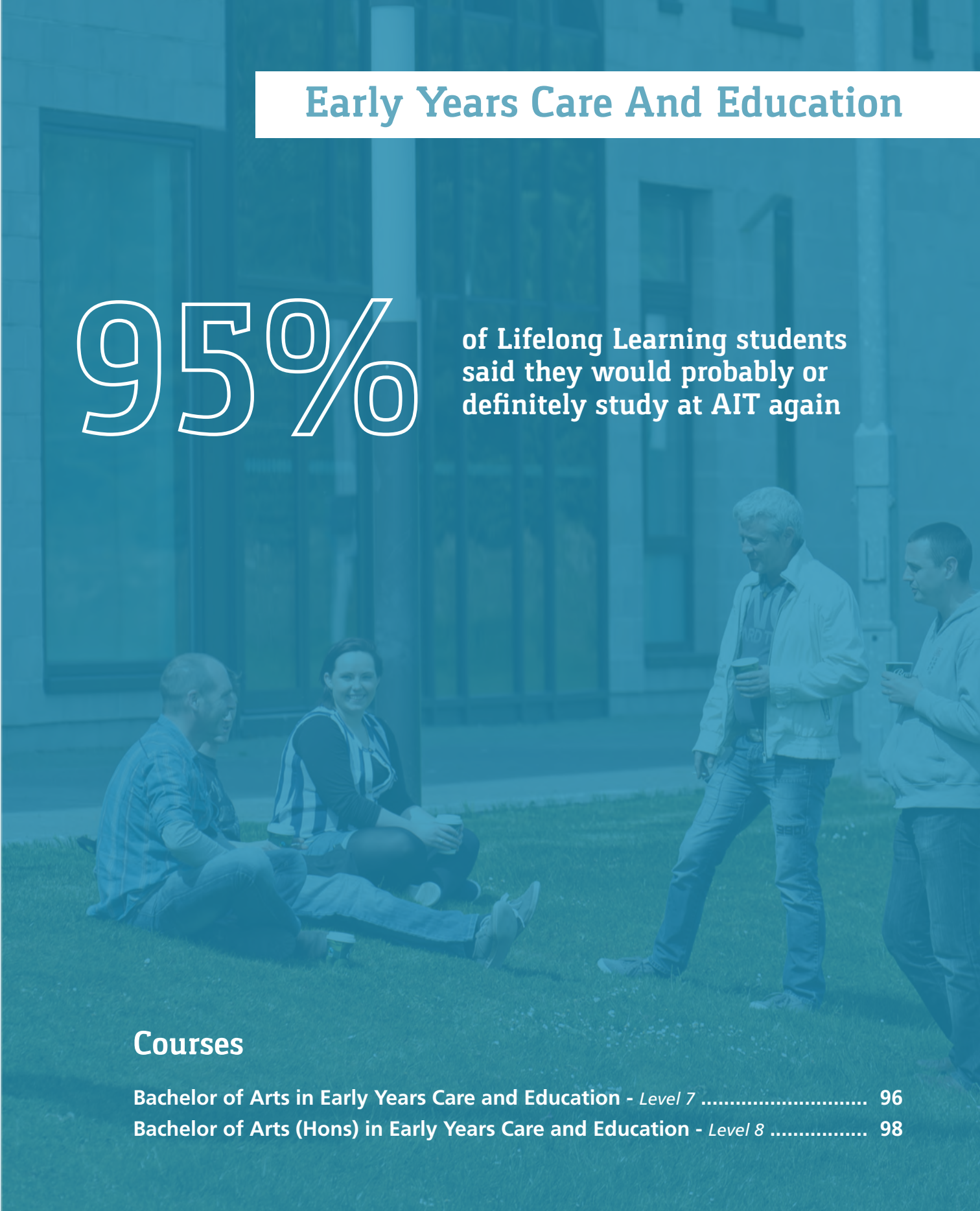


Pauline Clarke Orohoe

Pauline is the Placement Coordinator for students on the Applied Social Studies course through the Department of Lifelong Learning. Pauline has a BA (Hons) in Applied Social Studies in Social Care from Athlone Institute of Technology. She has 15 years practice experience in the areas of family support, residential & community care. Pauline currently manages a family support project part time, and has been involved in lecturing on the Social Studies and Childcare courses since joining AIT. Pauline has an interest in the area of client participation within social care, and has written an article for the recent Social Care publication on the use of language within practice.

Early Years Care And Education

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



Courses

Bachelor of Arts in Early Years Care and Education - *Level 7* **96**

Bachelor of Arts (Hons) in Early Years Care and Education - *Level 8* **98**

BACHELOR OF ARTS IN EARLY YEARS CARE AND EDUCATION

NFQ LEVEL 7 - 2 years

(with advanced entry for those with FETAC level 6)

This programme equips graduates to be competent, reflective and responsive practitioners in early years' care and education settings

Apply using an application form

Minimum Entry Requirements
FETAC/QQI Level 6 in Early Years Care and Education or equivalant

Duration
2 years: 24 weeks per annum
Tuesday and Thursday
6.30pm to 10.00pm
(Plus, four Saturdays per term)

Commencing
Year 1
6.30pm
Tuesday 19 September 2017

Enquiries
Janine King
jking@ait.ie

Course Fee
€3000 per annum

Aim of Course

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 3.5 years.

Course Content

Indicative Course 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

Indicative Course Content - Year 2
(Two terms)

- The Politics of Children's Rights
- Pedagogical Approaches
- Early Years' Social Policy and Practice
- 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

Students are required to be working in a Childcare facility in order that they may complete their placement. All students will be required to undergo Garda Vetting requirements of the Institute.

Progression

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

Please note: Institute induction and commencement of the Learning and Development for Higher Education is on Saturday 23 September 2017 from 9.30am to 5.00pm. Attendance on that date
is compulsory.

This course is currently being delivered on an outreach basis, subject to minimum numbers (20 per centre) in Galway and Mayo.

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Apply using an application form

BACHELOR OF ARTS (HONOURS) 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 Course
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.

Course 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
- Leadership and Management in Early Years' Settings
- Research Project
- Placement

Institute Induction
Please note: Institute induction is on Saturday 23 September 2017 from 9.30am to 1.00pm. Attendance on that date is compulsory.

Entry Requirements
- BA in Early Years Care and Education (Level 7) or equivalent.
- 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
Tuesday and Thursday 6.30pm to 10.00pm, plus one Saturday per month

Commencing
6.00pm
Tuesday 19 September 2017

Enquiries
Janine King
jking@ait.ie

Course Fee
€3000 per annum

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e lifelonglearning@ait.ie
w www.ait.ie

REGARI
Recovery College

"Sharing, Caring, Learning, Together
Across Roscommon & East Galway"

Understanding Mental Health, Recovery and Wellbeing through Conversation, Collaboration and Education

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 2017 in AIT will run on a Thursday evening 6-9pm starting in early October. The modules we will run are:

1. Let's Talk Mental Health (1 x 3hr session)
2. Let's Talk Anxiety (2 x 3hr sessions)
3. Hope and Empowerment (1 x 3hr session)
4. Let's Talk Depression (1 x 3hr session)
5. Introduction to Mindfulness (1 x 3hr session)
6. Making the most of your appointment with your Mental Health Professional (1 x 3hr session)

Our Autumn/Winter 2017 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
Ailish Connaughton
Peer Educator
REGARI Recovery College,
The Lodge,
Athlone Road,
Roscommon
Call: 086 1304869/087 2280165 Email: regarirecoverycollege@gmail.com

ARI Advancing Recovery in Ireland
GENIO
The Melting Pot
Feidhmeannacht na Seirbhíse Sláinte Health Service Executive
AIT Connect & Discover

LANGUAGES

100% of Lifelong Learning students would recommend us to their family & friends

Courses

Teaching English as A Foreign Language 102
English for General Studies - *Level 6* 103
Single Subject - German 104
Single Subject - French 105
Single Subject - Spanish 106

Apply using an application form

TEACHING ENGLISH AS A FOREIGN LANGUAGE
Applied Learning

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 course 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 20 September 2017

Course Fee
€365 (including examination fee)

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e	lifelonglearning@ait.ie
w	www.ait.ie

Apply using an application form

Single Subject-
ENGLISH FOR GENERAL STUDIES
(Beginners English)
NFQ LEVEL 6 (15 Credits)

This course is ideally suited for those who wish to develop a better understanding of the English language

Aim of Course
The aim of this module is to enable international students to use effectively the productive and receptive skills of English language.

Course Content
On completion of this single subject the learner should be able to Communicate ideas effectively by written means in a manner intended to the appropriate audience;

- Demonstrate a variety of writing skills through the preparation of a writing portfolio;
- Use English to interact in social and general situations;
- Demonstrate effective listening and comprehension skills in a variety of general and social contexts;
- Pronounce English in both words and sentences to a level that is readily understood by a native speaker;
- Demonstrate different reading skills (skimming, scanning and intensive reading) according to the purpose required;
- Apply English skills in a variety of communication activities such as online communication and social networking.

Intended for
This course is ideally suited for those who wish to develop a better understanding of the English language, and develop competence in listening, speaking and writing.

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

Minimum Entry Requirements
Mature Applicants

Duration
1 year : 24 weeks
Thursday 7.00pm to 10.00pm

Commencing
7.00pm Thursday 21 September 2017

Enquiries
Maria Slevin
mslevin@ait.ie

Course Fee
€585

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

Single Subject - GERMAN

NFQ LEVEL 6 (10 Credits)

This course is ideally suited for mature students who wish to learn how to speak, read and write basic German, or wish to improve their current level of German

Apply using an application form

Minimum Entry Requirements
Mature applicants

Duration
1 year : 24 weeks
Wednesday 7.00pm to 10.00pm

Commencing
7.00pm Wednesday 20 September 2017

Enquiries
Maria Slevin
mslevin@ait.ie

Course Fee
€495

Aim of Course

This module will provide students with an introduction to German, and to 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 in which German is spoken.

Course Content

- Personal introductions
- Daily routine
- Hobbies
- Family
- Descriptions
- Food and drink
- Shopping
- Directions
- Culture and society
- Introduction to German music
- Grammar

Intended for

This course is ideally suited for mature students who wish to learn how to speak, read and write basic german.

Progression

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

Guten Tag!

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Apply using an application form

Single Subject - FRENCH

NFQ LEVEL 6 (10 Credits)

This course is ideally suited for mature students who wish to learn how to speak, read and write basic French, or wish to improve their current level of French

Aim of Course

This module will develop students' existing knowledge of the four language skills in French, 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 French is spoken.

Course Content

- Personal introductions
- Daily routine
- Hobbies
- Family
- Descriptions
- Food and drink
- Shopping
- Culture and society
- Introduction to French music
- Grammar

Intended for

This course is ideally suited for mature students who wish to learn how to speak, read and write basic French.

Progression

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

Bonjour!

Minimum Entry Requirements
Mature applicants

Duration
1 year : 24 weeks
Wednesday 7.00pm to 10.00pm

Commencing
7.00pm Wednesday 20 September 2017

Enquiries
Maria slevin
mslevin@ait.ie

Course Fee
€495

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e lifelonglearning@ait.ie
w www.ait.ie

Single Subject - SPANISH

NFQ LEVEL 6 (10 Credits)

This course is ideally suited for mature students who wish to learn how to speak, read and write basic Spanish, or wish to improve their current level of Spanish

Apply using an application form

Minimum Entry Requirements
Mature applicants

Duration
1 year : 24 weeks
Thursday 7.00pm to 10.00pm

Commencing
7.00pm Thursday 21 September 2017

Enquiries
Maria Slevin
mslevin@ait.ie

Course Fee
€495

Aim of Course

This module will develop students' existing 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.

Course Content

- Personal introductions
- Daily routine
- Hobbies
- Family
- Descriptions
- Food and drink
- Shopping
- Culture and society
- Introduction to Spanish music
- Grammar

Intended for

This course is ideally suited for mature students who wish to learn how to speak, read and write basic Spanish.

Progression

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

Hola!

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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 courses on offer in this prospectus.

Entry Criteria

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

Reasons for selecting a particular course

Understand why you are selecting a particular course. This is very important as it increases the probability of you completing the course 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 course 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?

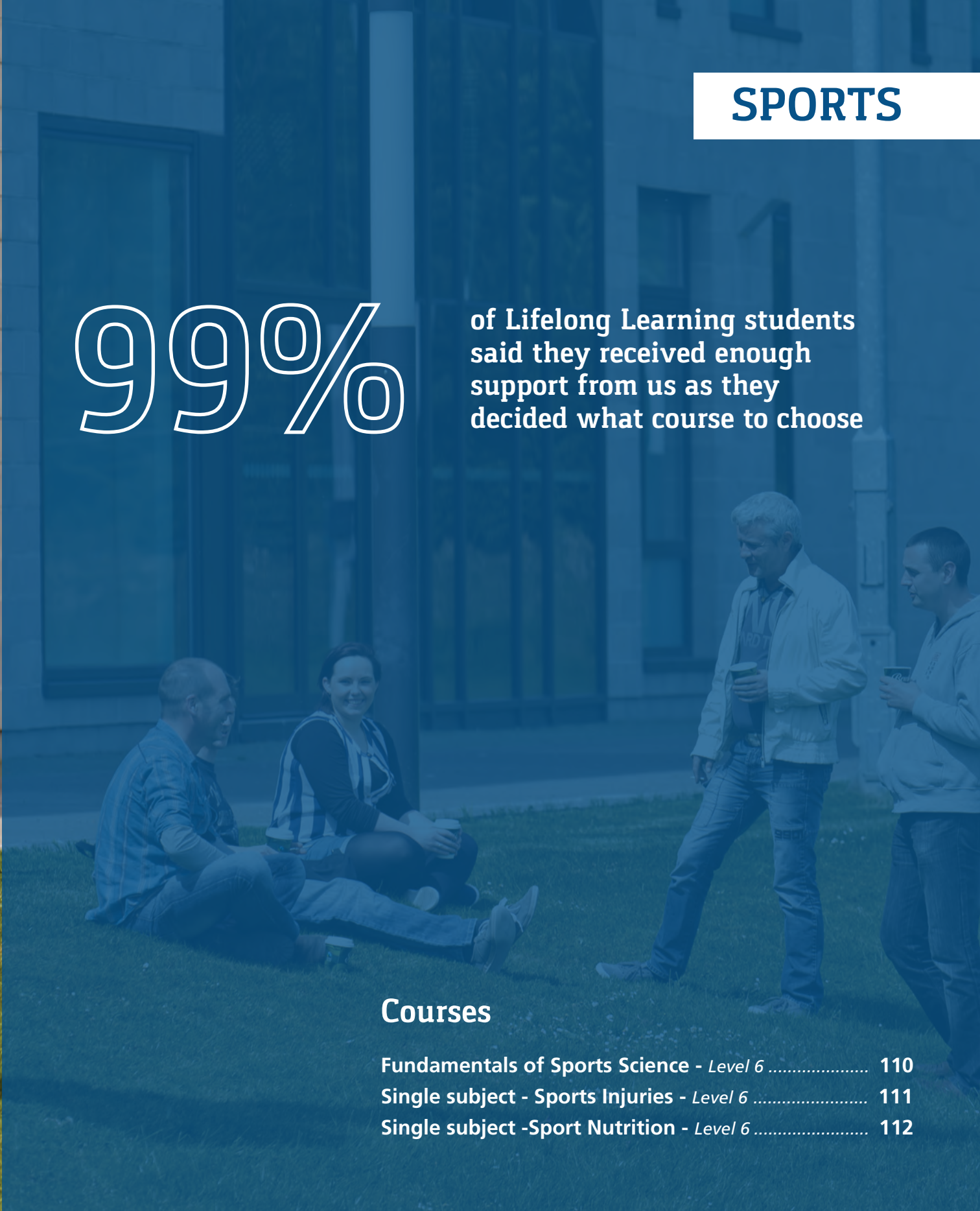
Cost

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

"CONSIDER THE ABOVE AND MAKE AN INFORMED DECISION ABOUT YOUR FUTURE COURSE OF STUDY AT ATHLONE INSTITUTE OF TECHNOLOGY"

SPORTS

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



Courses

Fundamentals of Sports Science - *Level 6* **110**
Single subject - Sports Injuries - *Level 6* **111**
Single subject -Sport Nutrition - *Level 6* **112**

Single Subject – FUNDAMENTALS OF SPORTS SCIENCE

NFQ LEVEL 6 (5 Credits)

This module investigates Sports Science and its role in health, exercise and sporting performance

Apply using an application form

Minimum Entry Requirements
Mature applicants

Duration
12 weeks
Thursday 7.00pm to 10.00pm

Commencing
7.00pm
Thursday 21 September 2017

Enquiries
Maria Slevin
mslevin@ait.ie

Course Fee
€390

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

Intended for

Fitness professionals, coaches, athletes.

Course Content

- Introduction to Sports Science
- Components of fitness for health and sport
- Aerobic endurance
- Anaerobic capacity
- Local muscular endurance
- Strength
- Power
- Speed
- Agility
- Flexibility
- Principles of training
- Principle of periodisation
- Needs analysis, goal setting and programme design
- Basic exercise physiology
- Anthropometric testing / body composition
- Field based team testing and interpretation
- Field based athlete testing and interpretation

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.

+353 (0)90 648 3050 t
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www.ait.ie w

Apply using an application form

Single Subject – SPORTS INJURIES

NFQ LEVEL 6 (5 Credits)

This module provides the learner with skills to enable diagnosis and treatment of sporting injuries

This module explores the functional anatomy of the exercising body and how sports injuries are diagnosed and treated.

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

- Apply the understanding of anatomy to understand the mechanisms of exercise-related injury and to allow accurate diagnosis with clinical and investigative skills
- Examine the nature and causes of various sports injuries including acute injuries, overuse injuries etc.
- Devise means to prevent injury by appropriate assessment and advice pre or during exercise or training programmes
- Critically assess the evidence base of available treatment options once an injury has been diagnosed
- Develop a holistic, multi-disciplinary understanding of all aspects of exercise-related injury and gain an appreciation of multi-factorial nature of musculoskeletal injuries
- Demonstrate problem-solving skills based on the requirements of the injured individual using case studies

Course Content

- Sports injuries
- Sources of pain
- Biomechanics of common sporting injuries
- Clinical assessment and diagnosis of injuries
- Investigations
- Injury prevention
- Aspects of recovery, including the role of nutrition and psychology
- Introduction to musculoskeletal conditions

Intended for

Coaches, Athletes and Therapists.

Progression

This is a standalone qualification (however students are required complete academic work and assessment in order to achieve the single subject certificate). However, as a graduate you will be exempt from the above module on the BSc (Hons) in Sports Science with Exercise Physiology that is delivered on a full time basis.

Minimum Entry Requirements
Mature applicants

Duration
12 weeks
Monday 7.00pm to 10.00pm

Commencing
7.00pm
Monday 18 September 2016

Enquiries
Maria Slevin
mslevin@ait.ie

Course Fee
€390

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

Single Subject –
SPORTS NUTRITION
NFQ LEVEL 6 (5 Credits)

Nutrition and its enhancing benefits to the sporting individual are explored in this module

Apply using an application form

Minimum Entry Requirements
Mature applicants

Duration
12 weeks
Wednesday 7.00pm to 10.00pm

Commencing
7.00pm
Wednesday 20 September 2017

Enquiries
Maria Slevin
mslevin@ait.ie

Course Fee
€390

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.

Course 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

Coaches, Athletes and Therapists.

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.

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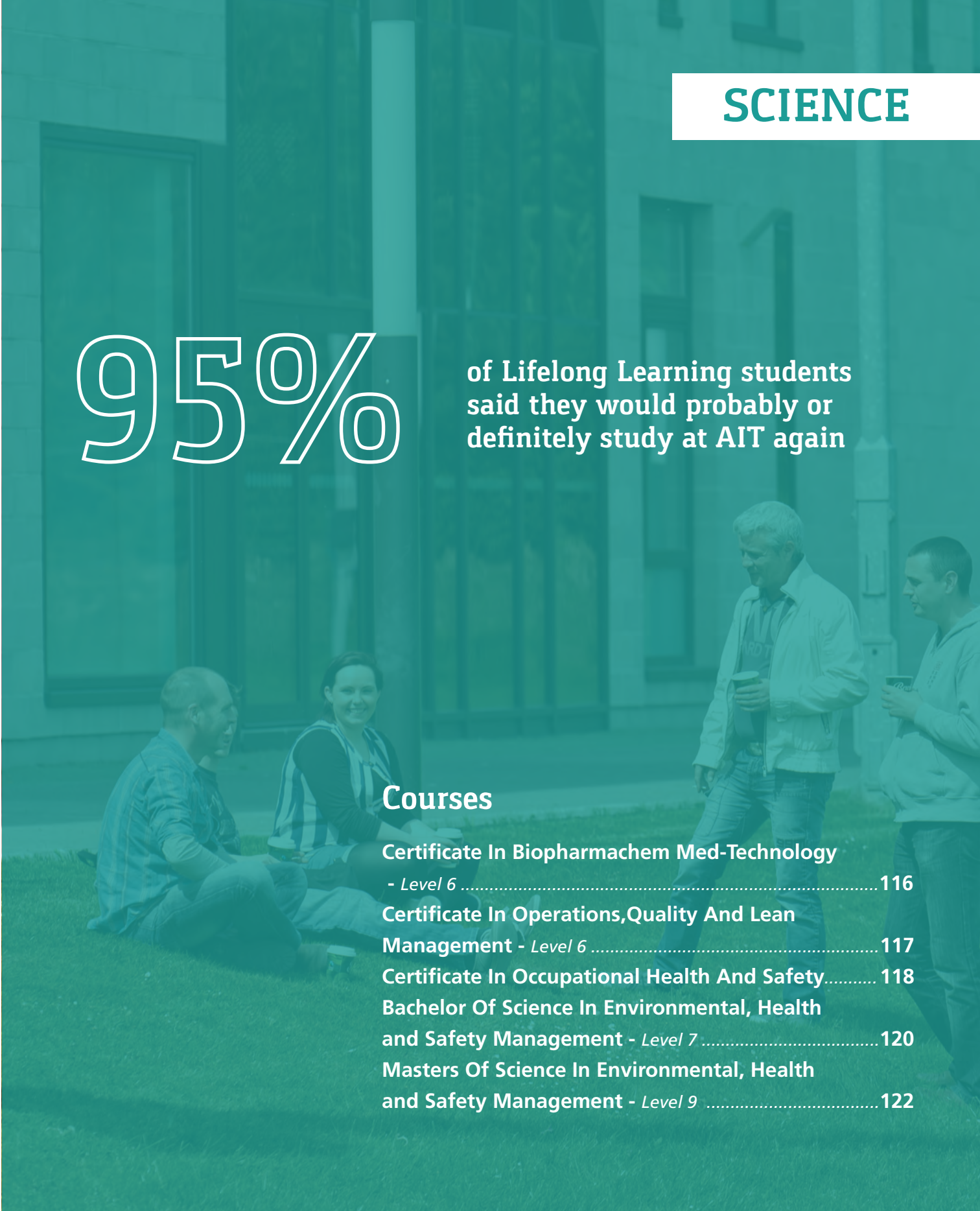
SCIENCE

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



Courses

Certificate In Biopharmachem Med-Technology - *Level 6* **116**

Certificate In Operations,Quality And Lean Management - *Level 6* **117**

Certificate In Occupational Health And Safety **118**

Bachelor Of Science In Environmental, Health and Safety Management - *Level 7* **120**

Masters Of Science In Environmental, Health and Safety Management - *Level 9* **122**

FREE Places - Springboard+

Apply online at www.springboardcourses.ie

CERTIFICATE IN BIOPHARMACHEM MED-TECHNOLOGY
NFQ LEVEL 6 (20 Credits)

The introductory course is suitable for people wanting to understand and gain entry to the Biopharma and Med-Technology sectors

Entry Requirements
Leaving Certificate with Ordinary Level Grade D3 in 5 subjects to include Mathematics and a language (English or Irish), or equivalent.
or Mature student

Duration
12 weeks
Tuesday
6.00pm to 10.00pm

***(Note:** The programme may be delivered in regional locations (Tullamore, Mullingar, Longford depending on sufficient enrolments) and at different times – details from the Department of Lifelong Learning.*

Commencing
6.00pm
Tuesday 3 October 2017

Enquiries
Janine King
jking@ait.ie

Course Fee
FREE

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 contact the Department directly.

The introductory course 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 Course

The primary aim of this programme is to provide upskilling to those who wish meet the current skills shortages in the area of BiopharmaChem and Med Technology sectors.

On successful completion individuals will be able to move up the value chain within their organisation and/ or identify employment opportunities in the Biopharmchem and Med-Tech Sectors.

This course will be offered in a blended learning format.

Course 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

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FREE Places - Springboard+

Apply online at www.springboardcourses.ie

CERTIFICATE IN OPERATIONS, QUALITY AND LEAN MANAGEMENT

NFQ LEVEL 6 (60 Credits)

Candidates will develop multidisciplinary skills in operations, quality and lean management.

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 contact the Department directly. Candidates will develop multidisciplinary skills in operations, quality and lean management

The course is suitable for people who wish to develop their careers in the Manufacturing (e.g. Food, Biopharamchem, Med-Tech, Engineering) and/or service sectors (e.g. Retail, Hospitality, Call Centres, Financial Services) but with a specific interest in the area of Quality operations.

On completion students will have a general business operations perspective complemented by skills in the area of Quality Assurance (Lean Six Sigma – Green Belt).

Aim of Course

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 and discussions will facilitate development of a broad view and will facilitate peer-supported learning, team-working and creativity.

This course will satisfy the minimum-skilled requirements for an individual wishing to commence work in an Operations, Quality and Lean Management environment.

Course Content

- Learning and Development for Higher Education
- Introduction to Statistics
- Computer Applications
- Fundamentals of Quality Assurance
- Introduction to Management and Leadership
- Business and Operations Planning Quality Management
- Lean Six Sigma – Fundamentals
- Creativity, Innovation and Professional Development
- Work Based Project (On a project in your own organisation or with an approved organisation)

Entry Requirements
Leaving Certificate with Ordinary Level Grade D3 in 5 subjects to include Mathematics and a language (English or Irish), or equivalent.
or Mature student

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

***(Note:** The programme may be delivered in regional locations (Tullamore, Mullingar, Longford depending on sufficient enrolments) and at different times – details from the Department of Lifelong Learning.*

Commencing
6.00pm
Tuesday 3 October 2017

Enquiries
Janine King
jking@ait.ie

Course Fee
FREE

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

CERTIFICATE IN OCCUPATIONAL HEALTH AND SAFETY

NATIONAL IRISH SAFETY ORGANISATION (NISO) Professional Institute

Aim of Course

To provide participants with an appreciation of the various aspects of Health and Safety in the workplace which will be of relevance to employees in a wide variety of work functions within industry, local authorities etc.

Course Content

- Safety Legislation
- Risk Assessment Procedures
- Chemical and Physical Safety Management
- Emergency Planning, Fire and First Aid Procedures
- Ergonomics
- Psycho-Social Hazards and Occupational Health
- Accident Causation and Investigation
- Construction and Agricultural Safety

Duration
15 weeks – Monday 7.30pm to 9.30pm

Commencing
7.30pm Monday 18 September 2017

Enquiries
Dr Sean Reidy , MICI, MRSC C. Chem
sreidy@ait.ie

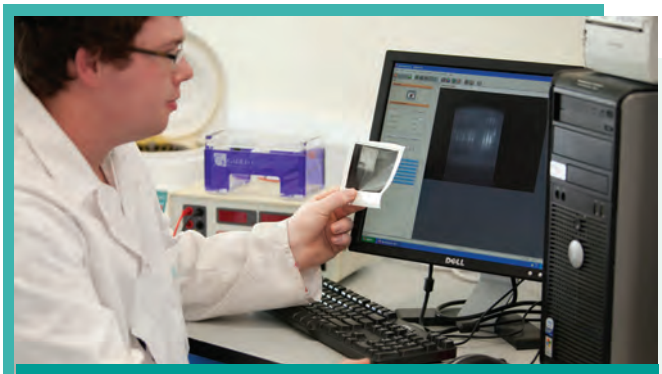
Course Fee
€425 NISO members
(including examination fee)
€525 non-members
(including examination fee)

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

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



Apply using an application form

Duration
2 years: 24 weeks per annum
Tuesday and Thursday
6.00pm to10.00pm

Commencing
Year One - 6.00pm
Tuesday 19 September 2017
Year Two - 6.00pm
Tuesday 12 September 2017

Enquiries
Cynthia Bradley
cbradley@ait.ie

Carmel Kealey -
Programme Co-ordinator
ckealey@ait.ie

Course Fee
€2350 per annum

Aim of Course

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).

Course 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

Year 2 - *Semester 2*

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

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.

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www.ait.ie w

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

Higher Certificate in Science, Engineering, Technology or an equivalent Level 6 qualification.

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 courses e.g. NISO, environmental pollution and control, City & Guilds' health and safety courses, etc.

MASTERS OF SCIENCE IN ENVRONMENTAL, HEALTH AND SAFETY MANAGEMENT

NFQ LEVEL 9

Offers participants an opportunity to reflect on their professional practice and gain a theoretical and critical perspective

Apply using an application form

Duration
2 years: 24 weeks per annum
Monday and Wednesday
6.00pm to 10.00pm

Commencing
6.00pm
Monday 18 September 2017

Enquiries
Cynthia Bradley
cbradley@ait.ie

Carmel Kealey -
Programme Co-ordinator
ckealey@ait.ie

Course Fee
€4650 per annum

Aim of Course

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.

Course 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

Institute induction

Please note: Institute induction is on Saturday 23 September 2017 from 9.30am to 1.00pm. Attendance on that date is compulsory.

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.

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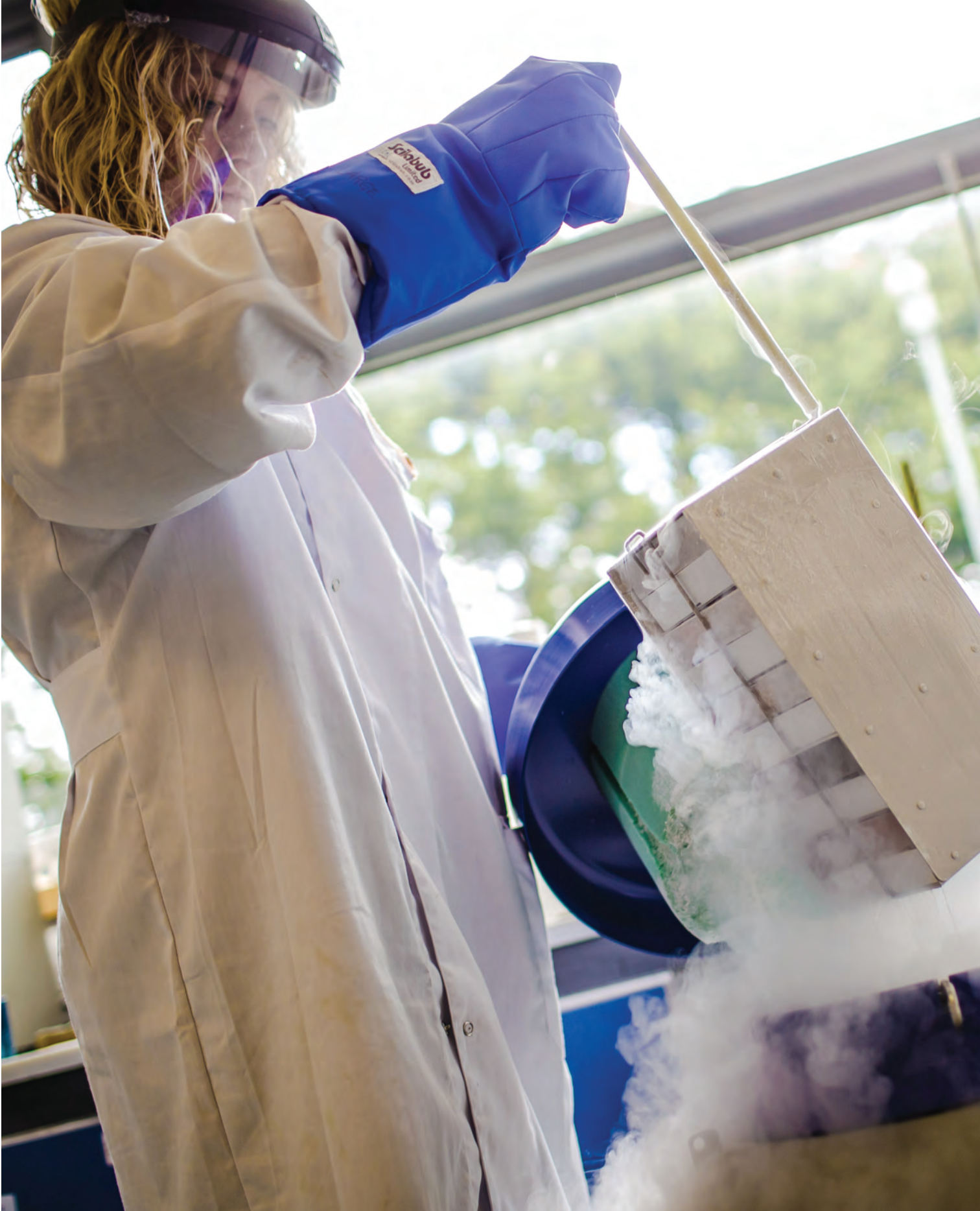

Faculty - Specific Part-Time Courses

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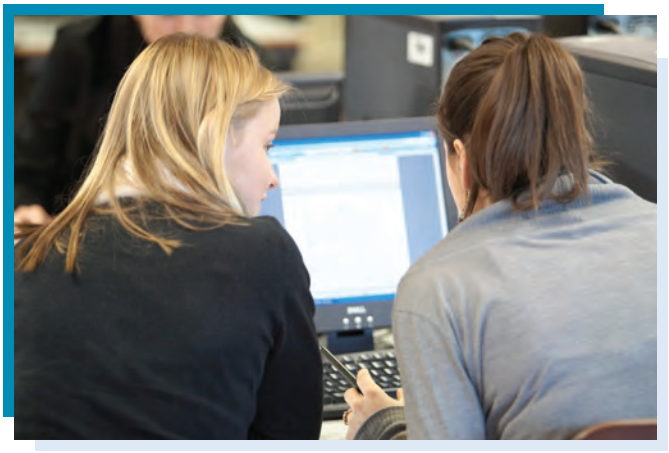
EXECUTIVE MBA PROGRAMME
NFQ LEVEL 9

You will learn to demonstrate effective communication skills in situations / circumstances pertaining to executive management



Duration
The programme is taught over two years, 24 weeks per year, on Friday afternoons and evenings, as well as occasional Saturdays

Award
Master of Business Administration (Level 9)

Course Fee
€7,850 per annum

Enquiries
Trevor Prendergast - Head of Department
tprendergast@ait.ie

Aim of Course

To provide an educational experience which enables practicing managers to achieve an integrated understanding of the operation and strategy of management, and to develop appropriate intellectual and personal skills.

After successfully completing the programme, participants will have demonstrated the competencies necessary to:

1. Adopt analytical, systematic approaches toward problem solving and decision making, while simultaneously displaying an appropriate awareness and understanding of the sensitivities involved in the context of organisational dynamics;

2. Conceive, plan, cost, resource, and manage projects across a range of settings;

3. Participate in business planning and decision making at all levels from strategic to operational, while taking due cognisance of the legal, social, political and economic environments;

4. Demonstrate effective communication skills in situations / circumstances pertaining to executive management;

5. Display higher-level competence in analysis and research, through the completion of an in-depth dissertation and other assessment-type exercises associated with the programme;

6. Demonstrate personal qualities of empathy, leadership and teamworking;

7. Manage their own learning and development, and evaluate their own experience through a reflective approach towards the impact of the programme on their lives;

8. Be catalysts of change within their employing organisations, as a result of the adoption of creative and innovative approaches to opportunities and threats.

This last objective means that students must not only be able to analyse the need for change but must be able to facilitate and manage the process of change in their own working environment. This requires a range of abilities, skills and knowledge which the programme will enhance and, in some cases, provide.

Course Content

Year 1

- Strategic Management
- Financial Statement Analysis
- Business Research Methods
- Operations and Supply Chain Management
- Economics and the Business Environment
- Applied Marketing Strategy

Year 2

- Innovation, Entrepreneurship and Project Management
- Organisational Development and Leading Change
- Strategic Human Resource Management
- Corporate Finance
- Management Consulting Project
- Dissertation

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Intended for

The Executive MBA at AIT is a prestigious Master's Degree designed for middle managers, senior executives and consultants. While there is a strong emphasis on academic content, much of the assessment relates to a variety of organisational contexts. Participants are required to engage with real-life problems, opportunities and dilemmas faced by organisations.

Entry Requirements

In order to gain entry to the MBA, applicants should normally have at least five years' work experience, with three years in a management-related role, in addition to their academic qualifications. Applicants should have a level 8 qualification or equivalent. All qualified applicants are required to attend for interview.

Commencement Date

The next programme is scheduled to commence in September 2017. The closing date for applications is early June 2017. Late applications may be considered if places are available.

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

Commencing
September 2017

Enquires
Owen Ross
oross@ait.ie

Course Fee
€750 per module

Aim of Course

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.

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Postgraduate Steps

The MBS/PgD in Advanced Business Practice offers:

- Flexibility of provision: evening course, 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.

Course 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.

BACHELOR OF BUSINESS (HONS) IN APPLIED ACCOUNTING

NFQ LEVEL 8

You will learn to conduct critical appraisals in the context of strategic business management and will develop skills of analysis

Duration
The programme will be delivered over one full academic year via blended learning with a limited number of face-to-face sessions

Entry Requirements
You should have successfully completed professional examinations of a major internationally recognised accounting body – e.g. CPA, CIMA, ACCA, ICAI – or have successfully completed the penultimate (up to, but not including final) examinations of one of these bodies

Commencing
September 2017

Enquires
Trevor Prendergast
tprendergast@ait.ie

Aim of Course

If you have successfully completed professional examinations of a major internationally recognised accounting body up to and including the penultimate (second-last) stage, this add-on honours degree may be of interest to you. The programme is based on practical, professional, employer-driven requirements. As a student, you will develop enhanced technical abilities and practical operational skills, complementing the success which you have already achieved in professional accountancy examinations and maximising your career prospects.

During this honours programme you will develop an advanced understanding of concepts, theories and practice. You will learn to conduct critical appraisals in the context of strategic business management and will develop skills of analysis, interpretation, evaluation and judgement.

The ability to work as part of a team and to take leadership and responsibility in a group setting are core workplace skills which will be enhanced throughout the year. You will learn to use interpersonal skills for the deployment of advanced techniques.

Research, analysis, interpretation and the recommendation of innovative solutions to problems are further skills that will be developed during this year. In particular, you will develop the capacity to conduct high-level qualitative and quantitative research and the strategic ability to analyse and interpret information.

Part of the skill-set you will develop on this programme is the ability to research current theories and practices, and to make recommendations on their strategic impact on an organisation in an accounting and finance context. Particular emphasis will be placed upon business ethics and corporate social responsibility

Course Content

- Human Resources Management
- Corporate Governance
- Strategic Management
- Research Methodology
- Research Project

Progression

An honours degree is an effective basis for postgraduate studies and research leading to Master's (Level 9) qualifications. You may also decide to study towards full membership of one of the professional accountancy bodies. Full details on all postgraduate opportunities at AIT are contained in the postgraduate prospectus.

Career Opportunities

As the availability of honours graduates becomes more widespread in the jobs market, employers can be more selective. This qualification is designed to provide you with the knowledge, skills and attitudes necessary for further success and progression in a competitive job market.

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School of Science and Health

MASTER OF ARTS IN CHILD AND YOUTH STUDIES

NFQ LEVEL 9

This programme equips learners with the skills necessary to specialise in the field of child and youth studies

Aim of Course

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.

Course 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 course may be eligible to pursue postgraduate training and research leading to Masters and PhD (NFQ Levels 9 and 10) qualifications.

Minimum Entry Requirements
BA (Hons) Degree (Level 8) in Applied Social Studies in Social Care at grade 2.2 or an approved equivalent qualification
or
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 2017

Enquires
Oliver Hegarty
ohegarty@ait.ie

Award
Master of Arts in Child and Youth Studies

Course Fee
€2,950 per annum

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

School of Science and Health

MASTER OF ARTS / POSTGRADUATE DIPLOMA IN ADVANCED SOCIAL CARE PRACTICE

NFQ LEVEL 9

This programme provides advanced, specialised training and knowledge in the field of social care

Further Information
Further detailed information can be obtained at:
www.ait.ie/postgraduatesteps
or
visit us on our face book page at
AIT Social Care Postgraduate Steps

Online application can be made at www.ait.ie.

Commencing
September and January of the current academic year

Enquiries
Admissions
Tel: +353 (0) 90 646 8130
email: admissions@ait.ie

Ms. Pearl Moore
(Programme Coordinator)
Tel: +353 (0) 90 647 1875
email: pgsteps@ait.ie

Course Fee
€750 per module

Aim of Course

The social care profession is dedicated to protecting and assisting the most vulnerable in our society. Social care professionals 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 to provide safe and appropriate care, 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 professionals, agencies, and organisations.

Course Content

Any learner who enrols 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 flolowing two modules, a "Research Methods" module and a "Dissertation".
- **Postgraduate Diploma in Advanced Social Care Practice:** Completion of six 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

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Postgraduate Steps

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:

- 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.

Course 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 6pm-9pm, and one Friday from 10am to 4pm.
The programme aims to facilitate two modules each semester pending modular demand.

Progression

Graduates of this course 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

and

- 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*

SPA CERTIFICATE IN CLINICAL PHARMACY & PHARMACEUTICAL CARE

NFQ LEVEL 7

This programme provides advanced, specialised training and knowledge in the field of social care

Duration
1 Semester

Delivery format
1 Orientation Day with the remainder of the programme delivered through eLearning.

Commencing
September 2017

Enquiries
Ms Caroline McLoughlin
Phone 0906468131 or
Email admissions@ait.ie

Course Fee
On Application

Aim of Course

The aim of this module is to equip the pharmacy technician with advanced knowledge and skills enabling them to function more effectively as healthcare providers within the area of pharmaceutical care. The knowledge gained will be evidence-based and aimed at bridging the gap between theory and practice.

Course Content

Clinical Pharmacy & Pharmaceutical Care.

Progression

This is a continuous professional development opportunity and should as such enhance career prospects.

Minimum Entry Requirements

Higher Certificate in Science Pharmacy Technician or equivalent.

SPECIAL PURPOSE AWARD CERTIFICATE IN GERONTOLOGY NURSING

NFQ LEVEL 8

Students will gain the knowledge and skills enabling them to function effectively as healthcare providers within the area of gerontology

Aim of Course

The main aim of the programme is to equip the Registered Nurse with specialist knowledge and skills enabling them to function effectively as healthcare providers within the area of gerontology.

Course Content

- Develop academic writing skills and referencing and how to assess evidenced-based information.
- Critically evaluate the principles underlying communication and its impact on planning and providing care for clients within the Gerontology environment.
- Evaluate in a critical manner the specialist knowledge and skills required to deliver optimal care in a Gerontological environment.
- Demonstrate an appropriate level of competence in relation to the assessment, planning, delivery and evaluation of care in Gerontological nursing practice.
- Demonstrate critical thinking ability which enhances clinical diagnosis, treatment implementation and evaluation through discursive knowledge, reflective of evidence-based practice.
- Critical appraise the clinical, legal and ethical issues pertaining to caring for the Gerontological patient.
- Develop, implement and evaluate policies and criteria for appropriate nursing interventions across a wide range of Gerontological services.
- Ensure that professional accountability is maintained in accordance with clinical guidelines to ensure the safe and effective delivery of healthcare.

Progression

This is a continuous professional development opportunity and should as such enhance career prospects.

Minimum Entry Requirements
Up-to-date registration with the Nursing and Midwifery Board of Ireland.

Duration
1 Semester

Delivery format
1 Orientation Day with the remainder of the programme delivered through eLearning.

Commencing
September 2017.

Enquiries
Ms Caroline McLoughlin
Phone 0906468131 or
Email admissions@ait.ie

Course Fee
On Application

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SPECIAL PURPOSE AWARD CERTIFICATE IN END OF LIFE CARE
NFQ LEVEL 8

You will learn to critically appraise the clinical, legal and ethical issues pertaining to caring for the End-of-Life patient

Duration
1 Semester

Delivery format
Delivered over 6 one day visits to Athlone IT

Commencing
September 2017

Enquiries
Ms Caroline McLoughlin
Phone 0906468131 or
Email admissions@ait.ie

Course Fee
On Application

Aim of Course
The aim of the Module is to enable health professionals to explore some End of Life issues for clients in a variety of health care settings.

Course Content
- Develop academic writing skills and referencing and how to assess evidenced-based information.
- Critically evaluate the principles underlying communication and its impact on planning and providing care for clients around End-of-Life care.
- Evaluate in a critical manner the specialist knowledge and skills required to deliver optimal care in of End-of-Life care nursing.
- Demonstrate an appropriate level of competence in relation to the assessment, planning, delivery and evaluation of End-of-Life nursing practice.
- Demonstrate critical thinking ability which enhances clinical diagnosis, treatment implementation and evaluation through discursive knowledge, reflective of evidence-based practice.
- Critical appraise the clinical, legal and ethical issues pertaining to caring for the End-of-Life patient.
- Develop, implement and evaluate policies and criteria for appropriate nursing interventions across a wide range of End-of-Life services.
- Ensure that professional accountability is maintained in accordance with clinical guidelines to ensure the safe and effective delivery of healthcare.

Progression
This is a continuous professional development opportunity and should as such enhance career prospects.

Minimum Entry Requirements
Up-to-date registration with the Nursing and Midwifery Board of Ireland.

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SPECIAL PURPOSE AWARD CERTIFICATE IN CHILD PROTECTION AND WELFARE

NFQ LEVEL 8

You will lean to critically evaluate the principles underlying child protection and welfare issues

Aim of Course

The main aim of the programme is to equip the Registered Nurse with specialist knowledge and skills enabling them to function effectively as healthcare providers within the area of Child Protection and Welfare. The knowledge gained will be evidence-based and aimed at bridging the gap between theory and practice.

Course Content

- Review and assess evidenced-based information including legislative documentation.
- Critically evaluate the principles underlying child protection and welfare issues.
- Critically review and evaluate on appropriate Child Protection/Welfare Policies and strategies.
- Critically review the appropriateness and effectiveness of reporting child welfare/ protection concerns.
- Critically appraise the clinical, legal and ethical issues in relation to Child Protection and Welfare.
- Demonstrate the critical skills necessary for effective communication within the interdisciplinary and interagency teams.Ensure that professional accountability is maintained in accordance with clinical guidelines to ensure the safe and effective delivery of healthcare.

Progression

This is a continuous professional development opportunity and should as such enhance career prospects.

Minimum Entry Requirements

Up-to-date registration with the Nursing and Midwifery Board of Ireland.

Minimum Entry Requirements
Up-to-date registration with the Nursing and Midwifery Board of Ireland.

Duration
1 Semester

Delivery format
1 Orientation Day with the remainder of the programme delivered through eLearning.

Commencing
September 2017.

Enquiries
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Course Fee
On Application

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MASTER OF SCIENCE/POSTGRADUATE DIPLOMA IN INTELLECTUAL DISABILITY NURSING

NFQ LEVEL 8

Graduates will be able to critically examine the supports and barriers that influence the ability of people with an intellectual disability

Duration
2 Years

Delivery format
Delivered over 1 one day attendance in Athlone IT for first 3 semesters with individualised thesis supervision days thereafter.

Commencing
September 2017

Enquiries
Ms Caroline McLoughlin
Phone 0906468131 or
Email admissions@ait.ie

Course Fee
On Application

Aim of Course

On successful completion of the programme, graduates will be able to critically examine the supports and barriers that influence the ability of people with an intellectual disability to integrate into their community.

Course Content

Year 1

Primary Health and Social Care, Advanced Management and Leadership Skills, The Evolving Role of the Nurse in the Intellectual Disability Service, Contemporary Issues in Intellectual Disability Nursing, Health-related Research, Clinical Practice Module.

Year 2

Critical Ethical and Legal Issues in Intellectual Disability, Advanced Health Research, Dissertation.

Progression

The student who completes year 1 of the programme can exit and receive a postgraduate diploma, or they can also progress to year 2 and upon completion receive a Master's degree. Graduates from the MSc may be in a position to progress to doctoral studies at AIT and elsewhere.

Minimum Entry Requirements

Applicants will have a BSc in Nursing/Midwifery or in any discipline of Nursing (General Nursing, Midwifery, Public Health Nursing, Intellectual Disability Nursing or Psychiatric Nursing), plus a minimum of three years' post-registration clinical nursing experience, two of which should be immediately prior to application. Applicants may be interviewed for recognition of prior learning purposes. Candidates for the course must be registered on the active file as a nurse with The Nursing and Midwifery Board of Ireland. Applicants must have current direct experience of working with clients with an intellectual disability for the duration of the course.

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HIGHER DIPLOMA IN BEHAVIOURS OF CONCERN

NFQ LEVEL 8

This programme equips learners with a greater understanding and knowledge of issues around Behaviours of Concern

Aim of Course

The aim of the programme is to equip the Registered Nurse or equivalent health professional who work in the Health Service with an increased understanding and knowledge of issues around Behaviours of Concern and to develop strategies to manage these behaviours.

Course Content

- Demonstrates the ability to develop a strategic management plan through the application and integration of clinical information and advanced assessment skills.
- Prepare and implement individual care plans/person centred plans in conjunction with other members of the multidisciplinary team (where appropriate).
- Develop and deliver a range of therapeutic, rehabilitative, health promoting and socialisation programmes relative to the needs of the service user group.
- Ensure legal, safe and ethical standards in treatment programmes are maintained.
- To manage a crisis as it occurs in relation to behaviours of concern and be able to organise and deliver debriefing with staff and others as appropriate following incidents.
- Promote awareness among all colleagues of best practice in relation to behavioural support management and promote and maintain effective communication with service users, families, friends, advocates and members of the multi-professional team.
- Collaborate with colleagues in the development and review of evidence based nursing policies, procedures, protocols and clinical guidelines.

Progression

It is envisaged that learners who graduate from this course will possess 60 ECTS credits which should facilitate their progress on to further post- graduate studies e.g. Master of Science/Postgraduate Diploma in Intellectual Disability Nursing.

Minimum Entry Requirements

Up-to-date registration with the Nursing and Midwifery Board of Ireland.

Duration
1 Year

Delivery format
Delivered over 1 one day per week attendance in Athlone IT..

Commencing
September 2017.

Enquiries
Ms Caroline McLoughlin
Phone 0906468131 or
Email admissions@ait.ie

Course Fee
On Application

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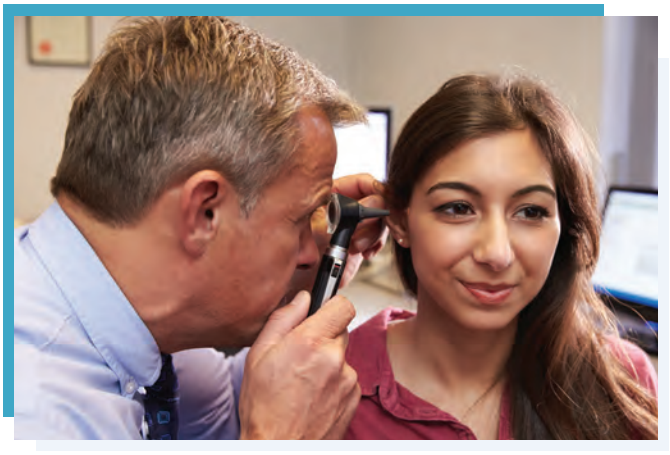
HIGHER CERTIFICATE IN SCIENCE IN HEARING AID AUDIOLOGY
NFQ LEVEL 6

The student is trained to deal with the assessment and rehabilitation associated with the provision of hearing aids for adults



Duration
2 Years

Delivery format
Delivered with 4 weeks attendance in Athlone IT over the 2 years and blended / eLearning throughout the academic years.

Commencing
September 2017

Enquiries
Ms Caroline McLoughlin
Phone 0906468131 or
Email admissions@ait.ie

Course Fee
On Application

Aim of Course
The primary aim of the two-year work-based part-time Level 6 Higher Certificate in Science (Hearing Aid Audiology) programme at AIT is to provide the requisite training to meet the statutory requirements of being able to practice as a Hearing Aid Audiologist, trained to deal with the assessment and rehabilitation associated with the provision of hearing aids for adults.

Course Content
The programme is aimed specifically at people already employed in the field of Hearing Aid Audiology who wish to gain a recognised qualification to allow them to register and practice as a Hearing Aid Audiologist in the Republic of Ireland and the UK. The course content will reflect this. As recommended by the HSE commissioned National Audiology Review Group report in 2011, registration of Hearing Aid Audiologists (HAAs) would be incorporated within the regulatory scheme in the Republic of Ireland. The report supports the proposal of the Irish Society of Hearing Aid Audiologists (ISHAA) for registration of HAAs based on such a two-year training programme.

Progression
Transfer from Higher Certificate in Science (Hearing Aid Audiology) at AIT to an add-on Year part-time BSc in Hearing Sciences.

Minimum Entry Requirements
The programme is for persons employed or aiming to be employed in the Hearing Aid Audiology Industry. Access is through direct admissions for suitably qualified candidates and the candidate must have a suitable Practice Tutor in place prior to commencement of the programme

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Important Information

1. Staff of Department of Lifelong Learning

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

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

Indicative Academic Calendar for 2017/2018

Term One - Weeks commencing
11 September to 4 December 2017
Mid Term - Week commencing
30 October 2017
Semester One Examinations - Weeks commencing 15 and 22 December 2017
Term Two - Week commencing
15 January to 16 April 2018
Easter Break - Weeks commencing 26 March and 2 April 2018
Semester Two Examinations - Weeks commencing 30 April and 7 May 2018

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 course, and to be awarded a single subject certificate on successful completion of the subject.

4. Start Dates of Courses

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

5. Course Fees

All course fees are stated in the relevant course details in this prospectus. Except where stated course fees cover the cost of tuition only and refer to the course or academic year as appropriate. *Additional fees may arise during the course for photocopying, books etc.*
Some courses require students to pay additional registration/examination fees separately (and in some cases directly) to the accrediting professional body. This is noted in the course 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 course 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 courses where the course fee exceeds €1000.
The structured payment plan is as follows:

Payment One Deposit of €850 on application
Payment Two 10 November 2017 €500
(or balance of fees if less than €500)
Payment Three 19 January 2018 €500
(or balance of fees if less than €500)
Payment Four 9 March 2018 €500
(or balance of fees if less than €500)

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 €850. 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.

6. Tax Relief on Part-time Courses

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

Both undergraduate and postgraduate courses 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.

7. 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 course schedule (you will find this in your course 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 course 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.

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 €250 per module applies. For further information please contact the Department of Lifelong Learning.

8. 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 course for any reason as soon as is practicable.

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

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

Please Note: Requests for refund of course 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 course fees.

9. Cancelled Courses

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.

10. Programme Schedules

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

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 course have been scheduled with Saturday classes – this is noted in the individual course description.

The following dates are the Saturdays that the Institute is open for the academic year 2017/2018. Any Saturday classes necessary will be scheduled on one/some of these dates:

Semester 1	Semester 2
16 September 2017	20 January 2018
30 September 2017	03 February 2018
14 October 2017	17 February 2018
21 October 2017	03 March 2018
11 November 2017	10 March 2018
25 November 2017	14 April 2018

11. 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 **http://libmain.ait.ie/**

Librarian Ms Josephine Corkery
Library Opening Hours
Monday to Thursday: 9.15am to 9.45pm
Friday: 9.15am to 5.00pm
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.

12. 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. All students sitting AIT programme examinations are required to have read the Examination Regulations contained in the Student Handbook.

13. Banking

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

14. 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.

15. 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, and outside the control of the Institute.

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 go to quick link for Parking on bottom right hand side. The cost for a permit for the academic year is approximately €20. If you park at the Institute before 6.00pm and do not have a student parking permit displayed in your vehicle you will be clamped. The release fee is approximately €80, and outside the control of the Institute.

16. Institute Identity Card

Only students registered on courses 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.

> “a great descision. I’ve gained so many wonderful attributes. One of the most brilliant, life-changing, experiences I have ever had...
>
> Laura Dermody

Discover Your Next Step

Lifelong Learning

Athlone Institute of Technology

For further details see pages 12 & 13

Department of Lifelong Learning

Athlone Institute of Technology

100 FREE Places on

- Certificate in BioPharmaChem and Med-Technology
- Certificate in Operations, Quality and Lean Management

Delivered locally in Athlone, Longford, Tullamore

Part-time QQI Level 6 – **EVENING CLASSES**

FREE - For the EMPLOYED, UNEMPLOYED and HOMEMAKERS

Commencing October 2017 Offered through Springboard +

The following are eligible to apply for courses in 2017/18 academic year (subject to the applicant meeting all requirements, e.g. academic requirements):

- Homemakers (all courses are open to Homemakers)
- People in employment
  - who wish to take a course in the manufacturing sector (e.g. Bio-pharma or medical technology)
  or
  - who wish to take an ICT Conversion course
  or
  - who already hold a Level 7 (Ordinary Degree) IT qualification who wish to upskill to a Level 8 IT qualification
- **The unemployed or formerly self-employed** (all courses are open to these category of applicants, with the exception of the two year part-time ICT conversion courses which are not open to those in receipt of a Jobseekers-related payment).

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

For further details contact Janine King
email: jking@ait.ie tel: 090 6483054

NEW FRONTIERS
entrepreneur development
an Enterprise Ireland programme

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.

Lorem ipsum

New Frontiers 2017 offers:

- Structured business development training over an intensive 6-month period commencing in September 2017
- 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
- Access to Microsoft's BizSpark platform for software **developers worth € 100,000**

Emma-Rose Conroy
Euro Stallions

New Frontiers Participant 2014
Best Young Entrepreneur Offaly 2014
Best Start-Up Offaly 2014

training

resources

support

success

Pre Programme 2017
Business Feasibility Workshops

A series of Workshops to help prospective entrepreneurs to develop their business proposition will be held in AIT and Maynooth University in July-August 2017. Participant who complete the Workshops will be encouraged to apply for New Frontiers Programme 2017 commencing in September.

APPLICATIONS ARE NOW INVITED FOR NEW FRONTIERS PROGRAMME 2017.

For more information please see www.ait.ie/newfrontiers

AIT Institiúid Teicneolaíochta Bhaile Átha Luain Athlone Institute of Technology

Maynooth University National University of Ireland Maynooth

Ireland's European Structural and Investment Funds Programmes 2014-2020 Co-funded by the Irish Government and the European Union

European Union
European Regional Development Fund

ENTERPRISE IRELAND
where innovation means business

Connect & Discover

An Roinn Foghlama ar Feadh an tSaoil
Institiúid Teicneolaíochta Bhaile Átha Luain
Bóthar Bhaile Átha Cliath, Baile Átha Luain, Co na hIarmhí

Department of Lifelong Learning
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