

National Learning Network

Think *Possible*

# NLN Tullamore

## PROSPECTUS 2023



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# Welcome Message from the Centre Manager

“ **I am delighted** to welcome you to our Tullamore Centre Prospectus. There are many options to learn with us and many learning pathways you can follow. You can do it and we can help.

Whether your personal goals are to manage your health and wellness, learn new skills, get a qualification, move onto further education or college or to get a job, we will listen and try to find the best option with you.

National Learning Network is a community of students with different abilities and different plans for their future. As Centre Manager, I want each person that comes to NLN Tullamore to have their best learning experience, achieve personal success, make friends, and enjoy their time with us.

We are always happy to meet people and talk about their learning and development goals. We may have exactly the right course for you, delivered in a way that suits you.

I wish you every success in your future learning plans and hope that some of you reading this message will become part of the NLN community in the future.”

***Nessa Naughton***



**Nessa Naughton**  
Centre Manager | NLN Tullamore

# National Learning Network

## Who We Are

**We are** very pleased to welcome you to National Learning Network Tullamore and are delighted you are taking the opportunity to look at what we can offer you.

Whether your personal goals are to manage your health and wellness, learn new skills, get a qualification, move onto further education or college or to get a job, we will listen and try to find the best option with you.



Our Tullamore training centre is located in the heart of Tullamore. It boasts a large outdoor polytunnell and extensive garden area which compliment our comfortable, supported, well-resourced training rooms. Our instructors are experienced, and experts in providing specialist training to people who require extra supports. We excel at facilitating person centred training with supports that will help you achieve your goals.

We work closely with our local community and have built a network of business and industry partners, including many local employers who offer our students the opportunity to gain on-the-job training and in-work placements. Our courses and supports assist you to fulfil your own personal goals, whether this is to get a qualification or a job, go on to further education or to simply work on your own personal development.

# Why Students Choose NLN

**At NLN** we recognise the need to do things differently. We've put in place structures and support to help students start and complete their training.

- NLN courses are **FREE** (*All courses are funded by the HSE or the LOETB*)
- There are **no registration fees**
- Students **keep** any social welfare payments they may be entitled to
- If you are under 26 you may receive an **increased payment** (*eligibility criteria apply*)
- If you are aged 16 or 17 you will receive a **training allowance**
- **Transport allowances** may be available
- **Small class** sizes
- **Continuous intake** (Students start when they are ready)
- Work at **your own pace**
- **High quality** work experiences
- Recognised **QQI qualifications**
- Psychological and advocacy **support**

# Learning Options with NLN

Some students come to NLN and have a really clear plan on the course or the job they want. Other students don't have a clear plan and that is why they come to NLN. With NLN, they can explore options, develop new skills, learn about different types of work and make choices about their future.

We have two types of courses – vocational training courses and rehabilitative training courses. Something to suit everyone.

## What is a Vocational Training course?

**Vocational Training Courses** are designed to help you build skills and identify pathways into full or part time work or progress further in your educational and training journey.

You can learn about lots of different career options with NLN if you aren't sure of the exact job or course you would like. While doing this you will get skills that you can use in many career areas.

In NLN there are also courses where you can get skills specific to an occupation such as catering, horticulture, retail and software development.

### **Our Vocational Training Courses Funded by Laois & Offaly Education and Training Board:**

- Transition For Young Adults And School Leavers
- Fresh Start
- Sports & Recreation
- Office Technology Skills
- Retail & Employment Skills

# Rehabilitative Training

National Learning Network provides a range of rehabilitative training courses with individualised services allowing people to be supported in all aspects of their lives, including helping people to either return to work or to find a new direction in their lives.

Our rehabilitative training courses support people between 18 and 66 who may have suffered a setback in life through either injury or long-term illness and have left hospital or supported care settings. We also support and deliver training to people with mental health difficulties, people who have learning difficulties who may have left school early or are transitioning from school settings, people with physical and intellectual disabilities and people living with Autism.



**Our Rehabilitative Training Courses funded by Health Service Executive:**

- Access
- Advance



# Certification



## eNLN Online Digital Learning System

e-Learning is available as standard on all NLN programmes and services. NLN has a state-of-the-art and very user friendly e-learning system that contains thousands of learning and support resources including course notes, training videos, online quizzes, weblinks, discussion forums and more.



## National Framework of Qualifications

**The National Framework of Qualifications (NFQ)** is a system of ten levels used to describe the Irish qualification system. Each level is based on nationally agreed standards of knowledge, skill and competence.



All Vocational Training Courses meet the Education and Training Board training standards and are funded through **Lois & Offaly Education and Training Board**.



**QQI**  
Quality and Qualifications Ireland  
Dearbhú Cáilíochta agus Cáilíochtaí Éireann

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



All Rehabilitative Training Courses are delivered in line with the New Directions Standard and are funded through the **HSE**.

# Transition For School Leavers & Young Adults

## CERTIFICATION:

**QQI Level 3 Employability Skills (3M0935)**

## COURSE OVERVIEW

**Duration:** Up to 18 months.

The Transition course offers young adults and early school leavers the opportunity to explore their future training and employment options in areas such as office administration, retail or catering and hospitality. We help and encourage students to identify their own strengths and goals as well as providing the practical experience and skills necessary to demonstrate communication, self-advocacy and teamwork within their own communities. We differ from other post-secondary school courses in that NLN provide access to psychological supports, one to one coaching and a personal development and training plan to help with any additional supports the student may require.

## CERTIFIED MODULES:

*Students need to obtain 60 credits for Major Award in Employability Skills (approx. 7 completed modules)*

- Application of Numbers
- Breakfast Cookery
- Career Preparation
- Desktop Publishing
- Health and Safety Awareness
- Health and Fitness
- Internet Skills
- Nutrition and Healthy Options
- Personal Care and Presentation
- Personal & Interpersonal Skills
- Work Experience
- Word Processing

## NON-CERTIFIED MODULES:

*Personal Development Skills that we would encourage students to cover whilst attending the Transition course.*

- Career Coaching
- Creative Exploration
- Customer Service Skills
- Enhancing Work Skills
- Health and Safety
- Induction
- Learning to Learn
- Literacy and Numeracy
- Personal Development
- Resilience in the Work Place
- Transition and Moving On

# Fresh Start

## CERTIFICATION:

*Level 4 Employment Skills*

## COURSE OVERVIEW

**Duration:** Up to 15 months.

Sometimes all you need is a Fresh Start. This recovery focused training course helps students build on their personal development, confidence and resilience. The course also explores opportunities to progress to further training or employment, while gaining QQI L4 certification. You do not need to have advanced computer skills – but what you do need is the drive to engage with training and a will to make a Fresh Start. We will support you and give you the tools to do the rest.

### CERTIFIED MODULES MAY INCLUDE:

- Career Planning
- Communications
- Customer Service
- Information Technology Skills
- Personal & Interpersonal Development
- Personal Effectiveness
- Work Experience

### NON-CERTIFIED MODULES:

- My Life My Wellness
- My Mental Health
- Resilience in the Workplace
- Relaxation
- Stress Management

# Sport and Recreation

## CERTIFICATION:

*QQI Level 4 Sport and Recreation (4M4966), Sport and Recreation Certificate in Fitness Instructing Gym Based Exercise*

## COURSE OVERVIEW

**Duration:** Up to 18 months.

This exciting and high energy course is designed to enable students to build a career as future coaches and leaders in the sports & leisure industry. Using both classroom and sports environments for supported and practical learning, students can expect to spend some time in the gym and classroom every week as well as participating in other external recreational activities. The course offers students the opportunity to gain valuable work experience in a host company as part of their qualification.

## CERTIFIED MODULES:

- Communications
- Customer Service
- Food & Nutrition
- Health Related Fitness
- Human Biology
- Information Technology Skills
- Soccer Skills
- Work Experience

## NON-CERTIFIED MODULES:

- Career Coaching
- Code of Ethics in Training
- Disability Inclusion Training
- Self Awareness
- Self Esteem

# Office Technology Skills

## CERTIFICATION:

*QQI Level 4 Office Skills (4M2070)*

## COURSE OVERVIEW

**Duration:** Up to 18 months.

This course will give you the necessary skills and experience to start your career in an office environment. You will gain recognised qualifications in spreadsheets, databases and word processing to name but a few. Students can expect to spend some time every week in a host company gaining the experience of working in an office environment.

You will be supported through the course by our highly experienced instructors to enable you to achieve a major award in Office Technology Skills at level 4 on the National Framework of Qualifications. These skills are acquired through a combination of practical demonstration, instruction, supervised practice, e-learning and work experience. This is a full time course which includes a work experience placement for a minimum of one day per week.

## CERTIFIED MODULES:

- Business Calculations
- Business English
- Communications
- Customer Service
- Databases
- Information Technology
- Presentations/Graphics
- Spreadsheets
- Word Processing

## NON-CERTIFIED MODULES:

- Career Coaching
- Digital Media Technology
- Health & Safety

# Retail & Employment Skills

## CERTIFICATION:

*QQI Level 4 Employment Skills (4M0857) and  
QQI Level 4 Retail Skills (4M1998)*

## COURSE OVERVIEW

**Duration:** Up to one year.

This job-seeking course combines training in a workplace of your choice, with training and support in our centre. You will get a chance to identify which type of job you want and suggest possible employers - our instructors will work with you to find a work placement suitable for you.

The EBT co-ordinator will support both student and employer throughout the process. The course aims to develop the skills and experience the student needs to gain employment in the future. An individualised training plan will assist you in identifying your chosen career path while obtaining certification at QQI Level 4.

## CERTIFIED MODULES MAY INCLUDE:

- Business Research
- Career Planning
- Communications
- Customer Service
- Information Technology Skills
- Personal Effectiveness
- Retail Sales Techniques
- Work Experience

## NON-CERTIFIED MODULES:

- Specific skills training in a designated workplace with a host company
- Placement Preparation
- Review and Future Planning
- Individual Profiling

# Access

## CERTIFICATION:

*QQI Level 3 Employability Skills (3M0935)*

## COURSE OVERVIEW

**Duration:** Up to three years.

The Access course aims to develop the personal and social skills of students. This is done through extensive use of community facilities and practical skills training. Underpinning this course is **New Directions**, a Health Service Executive (HSE) person-centred service for adults with disabilities. Access aims to help boost students confidence and to give people greater level of independence. We will help the student make realistic choices about further training or get a job that best suits their strengths and abilities. Access offers a variety of work experience placements so students can sample different work environments and learn the skills required.

## CERTIFIED MODULES:

- Application of Numbers
- Career Preparation
- Communication
- Community Participation
- Computer Literacy
- Crime Awareness
- Enhancing Personal & Social Skills
- Functional Maths
- Health & Fitness
- Health & Safety Awareness
- Internet Skills
- Managing Personal Finance
- Nutrition & Healthy Options
- Personal Care & Presentation
- Personal Effectiveness
- Personal & Interpersonal Skills
- Self-Advocacy
- Word Processing
- Work Experience

## NON-CERTIFIED MODULES:

- Active Citizenship
- Art/Drama/Craft/Music/Sport
- Community Clubs/Groups/Gaisce Award
- Community Mapping
- Exploring Volunteering
- Independent Living Skills
- Independent Travel
- Literacy & Numeracy
- Managing Change
- Managing Personal Finance
- Moving On
- Positive Risk Taking
- Preparing Healthy Meals
- Relationships & Sexuality
- Team Building

# Advance | Skills for Life

## COURSE OVERVIEW

**Duration:** Up to 18 months.

Advance is a two year rehabilitative training programme funded by the Health Service Executive. The Advance course is individualised person-centered training to support the needs of high functioning Autistic individuals aged 18 years and over. This training is supported by highly experienced team to include Instructors, Rehabilitation officer, Resource teacher and Psychologist. Advance aims to provide the person living with autism and their families with the tools to improve social skills and maximise the use of independent living skills while also supporting their individual progression paths.

The training is underpinned by the **New Directions** model, which encompasses twelve pillars and uses a blended delivery approach of in centre and community based training.

### CERTIFIED MODULES:

- Application of Numbers
- Career Preparation
- Communications
- Community Participation
- Health & Fitness
- Nutrition & Healthy Options
- Personal & Interpersonal Skills
- Word Processing
- Work Experience

### NON-CERTIFIED MODULES:

- Anxiety Management
- Career Exploration & Understanding Work Communication Skills
- Community & Leisure Activities
- Enhancing Assertiveness
- Independent Living Skills
- Information Technology Skills
- Managing Conflict & Negotiation Skills
- Relationship Building
- Self Advocacy
- Self Awareness
- Social Skills Stress Management

# What our Students Say



“ I felt the staff in NLN understood me. There was always someone there for me when I had a bad day, or if I was struggling with work. I learned that everybody learns differently and the instructors helped me find ways to deal with my worries and concerns...

It gives you back what you have lost – your confidence, self-esteem, belief. I am such a different person today than I was back in March 2018. The staff and the environment in which you learn makes it special.”

**Michelle King**  
NLN Tullamore

“ I joined the National Learning Network Tullamore in September 2019. I was a little bit nervous coming in on my first few weeks as I joined a course with students I didn't know. Over time I became less nervous as I got to know the students and make friends. The course I done when I joined the centre was Advanced. When I completed Advanced, I went on to do the Office Technology Skills Level 4 course where I achieved my Major Award. The best thing about NLN are the class sizes, they are small enough that the tutors can help students out one by one. I have gained computers skills including typing, improved my communication skills. I hope when I finish in the National Learning Network Tullamore that I will be able to get a job in an office.”

**Orla Conroy**  
NLN Tullamore



“ I was in construction for 20 years; I decided to change my career and lifestyle as I was battling alcohol addiction... My counsellor from Merchants Quay suggested doing a course. I picked up a brochure from NLN and read through the courses. Sports and Recreation really stood out. I remember feeling excited and a little nervous. I felt alive again, as I was a shell, just existing up to that point.”

**Mark**  
NLN Tullamore

# Supports offered at NLN

- **Nationally and internationally recognised** accredited training and education courses at Levels 3 - 4 on the National Framework of Qualifications including awards from QQI (Quality and Qualifications Ireland), ECDL and others.



- **Personalised training plans** supporting you to achieve your individual goals and ambitions. **You learn at your own pace.**



- **Key instructors** who will act as an extra support should you need it.

- **Wellness programmes** ensuring a holistic approach to your continuing personal and professional development. WRAP (Wellness Recovery Action Planning) available if needed.



- **Education, literacy and numeracy supports** where required.

- **Information Technology** skills training including learning how best to use technology to support your training and education.



- **Access to health, leisure, social and cultural individual and group activities** supporting your quality of life and ensuring you enjoy yourself as you build confidence.
- **Access to work experience** and to employers that are seeking employees, while fully supported by your Work Experience Co-ordinator.
- **Training in job seeking skills** such as CV development, interview skills and job search skills enhancing your chances of employment.
- **Continuous intake**, meaning you can start a training course at any time during the year.
- **Online and blended learning** including our state-of-the-art online digital learning system, eNLN, which allows you to learn in the comfort of your own home.
- **We will support you to progress** to your chosen next step and all of our awards facilitate your progress to further or higher education in Ireland.
- **Representative Council Student Union** to support you and your fellow students.



# Who Comes to NLN

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

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

All applications must be approved by the Department of Employment and Social Protection, Laois & Offaly Education and Training Board (LOETB) and/or the Health Service Executive (HSE).

# How to Apply

**Applying couldn't be easier.**

 **057 9318300**

 **tullamore@nlm.ie**

 **Drop in to us: Tanyard, Tullamore, County Offaly**

The application process is very straight forward and you will be linked in with our liaison officer who will guide you through the application process and will support you with any additional requirements and support needs you may have.

**Nine out of ten people** who complete courses at NLN go on to employment or further education or training.



🏠 Tanyard, Tullamore, Co. Offaly

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