

National Learning Network

Think *Possible*



🏠 Tanyard, Tullamore
Co. Offaly

☎ 057 93 18300

✉ tullamore@nlm.ie

🌐 www.nlm.ie

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NLN Tullamore
PROSPECTUS
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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.

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**

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.

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.



What our Students Say

Meet our former student Michelle and read how studying with NLN was a life-changing experience for her.

“ I was a vulnerable, nervous person. I wasn't in a good place. I was uncomfortable, overwhelmed and felt strange being around people and mixing as I wasn't used to that. I wasn't sure which course in NLN would suit me but I found staff there very welcoming and pleasant and they gave me great help and support. I decided to give the Fresh Start programme a try to see if I liked it. After a week of sampling Fresh Start, I joined the course. I was glad I took that option and joined, because I started getting on well with people in the class and making friends.



The course helped improve my confidence, and helped me mix and chat with other people and I began to see a different side of myself. I began to believe more in myself, and knew I could achieve more if I wanted to.

On completion of Fresh Start, I joined the Office Technology Skills programme and made such progress, where my self-esteem, confidence and IT skills improved so much that I was able to stand up in class and give a presentation, which is something I never thought I would be able to do. I successfully completed this course with a QQI Level 4 Major Award in Office Skills. I was so proud of myself.

I knew then that I was now ready to join the Fast Track to Employment programme in NLN, that I originally came into the centre to do. The support I was given I will never forget. I have gained retail skills, customer skills, IT skills, communication skills along with personal skills.

I have now achieved two more major awards, a QQI Level 4 Retail Skills and a QQI Level 4 Employment Skills, and have also successfully secured a full-time job.

I felt the staff in NLN understood me, they were there for 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.

People in the centre are so friendly, and everyone helps each other out and supports one another. It is a lovely friendly environment to be in and you make great friends in the centre for life.

It gives you back what you have lost – your confidence, self-esteem and belief in yourself.

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 Student

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.



All vocational training programmes are funded by the Laois Offaly Education and Training Board.

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.



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.



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 Vocational Training Courses meet the Education and Training Board training standards and are funded through the **Education and Training Boards**.



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

Employer Based Training

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:

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

NON-CERTIFIED MODULES:

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

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:

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

NON-CERTIFIED MODULES:

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

Transition

CERTIFICATION:

QQI Level 3 Employability Skills (3M0935)

COURSE OVERVIEW

Duration: Up to 24 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
- Career Preparation • Internet Skills
- Health and Safety Awareness
- Health and Fitness
- Nutrition and Healthy Options
- Personal Care and Presentation
- Personal & Interpersonal Skills
- Potting and Planting by Hand
- Work Experience

Options Depending on Career Choice

- Retail Skills or/Breakfast Cookery
- Culinary Operations
- Operating a Dishwasher or/ Desktop Publishing
- Word Processing • Spreadsheets

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

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:

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

NON-CERTIFIED MODULES:

- Health & Safety
- Digital Media Technology
- Career Coaching

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:

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

NON-CERTIFIED MODULES:

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

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
- Communications
- Community Participation
- Health & Fitness
- Information Technology
- Managing Personal Finance
- Nutrition & Healthy Options
- Personal & Interpersonal Skills
- Personal Care & Presentation
- Self-Advocacy
- Work Experience
- Workplace Safety

NON-CERTIFIED MODULES:

- Active Citizenship
- Art/Drama/Craft/Music/Sport
- Community Clubs/Groups/Gaisce Award
- Community Mapping
- Decision Making
- Independent Living Skills
- Independent Travel
- Literacy & Numeracy Assessments
- Managing Change
- Managing Personal Finance
- Moving On
- Person Centred Planning
- Personal Discovery
- Positive Risk Taking
- Programme Sampling
- Relationships & Sexuality
- Team Building
- Cooking
- DIY
- Induction

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



www.nln.ie