



NUI Galway
OÉ Gaillimh

LEARN

WITHOUT LIMITS

- + Part-time
- + Flexible
- + Online
- + Connected
- + Career
- + Opportunity

TRAINING & EDUCATION STUDIES

Certificate, Diploma, Degree & Master Courses

CONTENTS



PROFESSIONAL COURSES (1 YEAR)

CHANGE MANAGEMENT (DIPLOMA) **02**

LEADERSHIP DEVELOPMENT (POSTGRADUATE CERTIFICATE) **03**

LEARNING AND DEVELOPMENT (DIPLOMA) **05**

TECHNOLOGY ENHANCED LEARNING (DIPLOMA) **06**

TRAINING & EDUCATION (CERTIFICATE) **07**



MASTERS/DEGREE/DIPLOMA COURSES

ADULT LEARNING & DEVELOPMENT (MASTERS) **08**

ADULT LEARNING AND TEACHING (MASTERS) **09**

EMPLOYEE ASSISTANCE & SOCIAL SUPPORT (DIPLOMA/CERTIFICATE) **10**

LEADERSHIP DEVELOPMENT (PCERT/DIP, MSC) **03**

PROFESSIONAL DIPLOMA IN EDUCATION (FURTHER EDUCATION) **11**

TRAINING & EDUCATION (DEGREE/DIPLOMA/CERTIFICATE) **07**

WELCOME ABOARD! YOUR NEXT STEP...

Taking the next step in your busy career is a significant challenge in today's complex world. It should allow you opportunities to consider pathways into and out of professional development courses, offer the flexibility to learn at your own pace and time, align with your workplace/lifestyle commitments and be confident that you will attain the professional competencies needed to progress your career pathway. Our flexible courses are designed to help you become that professional educator.

Your Professional Context

If you are working in Education & Training, Learning & Development or Leadership Development roles – then look no further! With participants drawn from industry, higher & further education and community sectors, our part-time blended learning courses are sure to meet your professional development goals.

Our Courses; Your Pathways

These courses are offered at certificate, diploma, degree and masters levels. You can also choose from a range of 1-year special purpose continuing development courses which focus on current themes such as Change Management, Technology Enhanced Learning, and Leadership Development.

Flexible Learning Options

Not sure of where you want to go yet? No problem! All of our course 50+ modules can be taken on a stand-alone Continuing Professional Development mode. This is a great way of accumulating academic credits and availing of exemptions should you wish to progress further with us.

Enhancing Your Capabilities and Competencies

Across our courses you can expect opportunities to develop your professional knowledge and skills through practical and meaningful

work-based learning activities that are transferable to your working environment. All of our courses are developed around continuous assessment and do not require participants to sit end of semester examinations.

So Welcome Aboard! Please feel free to contact us for further information.

With best regards

Paul Gormley
Academic Coordinator



**CONNECT
WITH
US ON
FACEBOOK**

[facebook.com/nuigalway.
adultlearning](https://facebook.com/nuigalway.adultlearning)



**CONNECT
WITH
US ON
TWITTER**

twitter.com/nuig_adult

Diploma in CHANGE MANAGEMENT

Who is this course for?

- Leaders, managers and supervisors in public and private organisations
- Leaders, managers, administrators, and coordinators involved in organisational change

Course Profile

Aim

This course aims to develop effective and responsible change agents who have the capacity to implement strategic plans within their areas of organisational responsibility (e.g. administration, course delivery, co-ordination).

Content

The course emphasises the development of skills, competencies and team-building around three modules: strategic planning and implementation; leading others; and self-management.

Delivery

Three 2-day workshops alongside online activities, projects and professional learning journal.

Assessment

Continuous assessment which includes written assignments, practical projects, online contributions and reflective learning journals.

What career or further study opportunities are there?

Successful students may continue their studies through pathways such as B.Comm (Online), BA in Training and Education and the Postgraduate Certificate in Leadership Development.

Opportunities for career advancement are likely to be found in public and private change management (e.g. senior management and leadership roles, senior administrative functions and senior professional and technical roles).



www.nuigalway.ie/adultlearning/courses/training-&-education

COURSE FACTS

ECTS: 30

NFQ Level: 8

Duration: 1 year, part-time

Mode of study: Blended learning

Fees: EU: €2,500 **Non-EU:** €3,000

Start date: September and January

WHO CAN I CONTACT?

 Edel Molloy

 +353 (0)91 494058

 edel.molloy@nuigalway.ie

APPLY ONLINE AT

www.nuigalway.ie/adultlearning/apply

Postgraduate Certificate/Diploma/Masters in LEADERSHIP DEVELOPMENT

Who is this course for?

- Leaders, managers and supervisors in public and private organisations
- Leaders, managers, administrators, and coordinators involved in organisational change

Special Entry Requirements

Candidates must have a 2.2 honours undergraduate degree and a minimum of three years' experience in a relevant area.

Course Profile

Aim

This course aims to develop effective leaders who have the capacity to lead organisational and sectoral change, implement a strategic vision, and motivate employee performance to deliver excellence.

Content

Course content focuses on the development of leadership qualities that are seen as critically important in complex administrative environments.

Participants develop their ability to manage and lead, bring about change, implement strategic plans, negotiate effectively, assess information logically, take responsibility and lead

performance excellence in their organisations and sectors.

The course places a strong emphasis on experiential learning and skills and, as such, values reflective engagement with assigned content, readings and participation in learning activities.

Delivery

Workshops alongside online activities, projects and a professional learning journal (minor dissertation in the Masters).

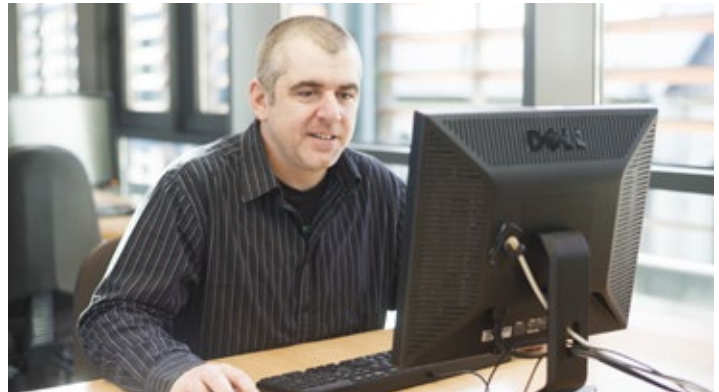
Assessment

Continuous assessment which includes written assignments, practical projects, online contributions and reflective learning journals.

What career or further study opportunities are there?

Students can progress through our Leadership Development pathways: Postgraduate Certificate, Postgraduate Diploma and Masters in Business Leadership Development.

Opportunities for career advancement are likely to be found in public and private organisational roles (e.g. senior management and leadership roles, senior administrative functions and senior professional and technical roles).



www.nuigalway.ie/adultlearning/courses/training-&-education

COURSE FACTS

ECTS: 30 (Cert), 60 (Diploma), 90 (Masters)

NFQ Level: 9

Duration: 1 year (Cert), 1 year (Diploma), 1 year (Masters) - 3 years in total, part-time

Mode of study: Blended learning

Fees: (per annum)

EU: €3,800 (Cert/Dip), €1,900 (Masters)

Non-EU: €4,300 (Cert/Dip), €2,400 (Masters)

Start date: September

WHO CAN I CONTACT?

Berna Morgan

+353 (0)91 494055

berna.morgan@nuigalway.ie

APPLY ONLINE AT

www.nuigalway.ie/adultlearning/apply



WHAT OUR STUDENTS SAY

“

Studying part-time at NUI Galway provided me with a safe outlet to develop my leadership style. The taught modules both online and face-to-face equipped me with the necessary theory, tools & techniques to lead people, projects, teams & change, more confidently.

The support of a varied faculty of industry practitioners and subject matter experts along with the network of peer participants on the course, facilitated a critical thinking space to reflect on my leadership practice in my current role and most importantly, raise my ambition for future professional leadership opportunities within my industry.

”

CLARE POWER

Year 2
MSc/PG Diploma in Leadership Development

Diploma in LEARNING AND DEVELOPMENT

Who is this course for?

- Leaders, managers and supervisors in public and private organisations
- Leaders, managers, administrators and coordinators involved in organisational change

Course Profile

Aim

This course is specifically targeted at those who have coordination, managerial and supervisory responsibilities in corporate and private sector Learning and Development roles. It aims to develop effective and responsible leaders to design, develop and operationalise strategic plans within their remit.

Content

The course emphasises the development of skills, competencies and team-building around three modules: Human Resource Management, Digital Learning and Teaching and Coaching & Mentoring.

Delivery

Three 2-day workshops alongside online activities, projects and professional learning journal.

Assessment

Continuous assessment which includes written assignments, practical projects, online contributions and reflective learning journals.

What career or further study opportunities are there?

Successful students may continue their studies through pathways such as B.Comm (Online), BA in Training and Education and the Postgraduate Certificate in Leadership Development.

Opportunities for career advancement are likely to be found in public and private learning and development roles (e.g. senior management and leadership roles, senior administrative functions and senior professional and technical roles).



www.nuigalway.ie/adultlearning/courses/training-&-education

COURSE FACTS

ECTS: 30

NFQ Level: 8

Duration: 1 year, part-time

Mode of study: Blended learning

Fees: EU: €2,500 Non-EU: €3,000

Start date: September and January

WHO CAN I CONTACT?

 Edel Molloy

 +353 (0)91 494058

 edel.molloy@nuigalway.ie

APPLY ONLINE AT

www.nuigalway.ie/adultlearning/apply

Diploma in TECHNOLOGY ENHANCED LEARNING

Who is this course for?

Practitioners, managers and leaders in public and private organisations especially the following areas:

- Teaching and Learning
- Learning and Development
- Change Management and Strategic Leadership

Special Entry Requirements

A working knowledge of applications such as MS Office or equivalent.

Course Profile

Aim

This course aims to develop the capabilities of participants who are interested in incorporating digital learning practices, tools and strategies in their own professional contexts.

Content

The course content is designed to bring participants through hands-on tasks and strategies that support: blended learning and teaching; online curriculum design; and digital leadership.

Each participant is provided with their own private online course to allow the development of new knowledge and skills that can be applied to all digital

settings. In parallel, the course adds a business and leadership perspective through the development of business cases. These may include scenarios where new courses are being developed, or face-to-face courses are moving to a blended learning format.

Students participate in three face-to-face workshops where experienced tutors facilitate lectures, discussions and group work designed to present new information in ways that assist engagement with course material. All materials are hosted on our Blackboard learning platform where online activities such as webinars and blogs is a core requirement of the course.

Assessment

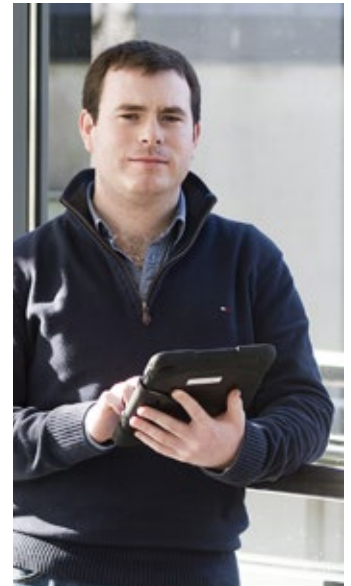
This course employs continuous assessment projects based on a philosophy of demonstrating learning through realistic work-related activities. All assessments draw upon elements of theory and practice, and allows participants to ground their submissions within their own workplace context. Assessment involves:

- Online Activities
- Professional Learning Journal
- Work-based Projects

What career or further study opportunities are there?

For graduates who do not hold an undergraduate degree, the course offers exemptions into Business/Commerce (Degree/Diploma) and Training & Education (Degree/Diploma/Certificate).

For graduates who hold an undergraduate degree the course offers progression with exemptions to Leadership Development (PCert/Dip, MSc).



www.nuigalway.ie/adultlearning/courses/training-&-education

COURSE FACTS

ECTS: 30

NFQ Level: 8

Duration: 1 year, part-time

Mode of study: Blended learning

Fees: EU: €2,500 Non-EU: €3,000

Start date: September and January

WHO CAN I CONTACT?

 Edel Molloy

 +353 (0)91 494058

 edel.molloy@nuigalway.ie

APPLY ONLINE AT

www.nuigalway.ie/adultlearning/apply

Bachelor of Arts in TRAINING AND EDUCATION

Who is this course for?

- Further education tutors
- Vocational trainers, instructors, tutors
- Educational consultants
- Self-employed trainers
- Those practising or planning a career as training or instructional specialists in the educational, industrial, private, voluntary or community sectors

Special Entry Requirements

Applicants typically have appropriate experience in a training or educational organisation and are in a position to undertake assignments and end of year projects relating to practical aspects of training or education.

Course Profile

Aim

This course aims to provide a comprehensive grounding in the knowledge and skills required to develop professional competence in training delivery and related activities.

Content

Course content in Year 1 focuses on basic trainer skills, adult learning theories, and individual and group management techniques. In Year 2, curriculum design, course delivery methods, assessment of learning and management of training and education are studied. Content in Years 3 and 4 extends knowledge and skill development to encompass human resource development, project and change management, quality assurance, coaching techniques, online learning, lifelong learning issues, community issues, the sociology of education and critical thinking. Students learn and apply research skills in the completion of work-based projects.

Assessment

Assessment methods include written assignments, practical assignments (videos), online activities, learning portfolios, group projects and work-based research projects.

Note: Students who successfully complete Year 1 may exit with a Certificate in Training and Education. Students who successfully complete Year 2 may exit with a Diploma in Training and Education.

What career or further study opportunities are there?

Successful students may undertake postgraduate study.

The course provides students with a recognised training qualification which can lead to career opportunities in the further education and training sector, voluntary and community-based training organisations and the human resources and staff development areas of a wide range of public and private organisations and businesses. Opportunities also exist with private training providers and in the corporate training and professional development sectors.

www.nuigalway.ie/adultlearning/courses/training-&-education

COURSE FACTS

ECTS: : 45 (Cert), 90 (Diploma), 180 (Degree)

NFQ Level: 7 (Cert/Diploma), 8 (Degree)

Duration: Part-time, 1 year (Cert), 2 years (Diploma), 4 years (Degree)

Mode of study: Blended learning

Fees: (per annum)

EU: €2,900 **Non-EU:** €3,400

Start date: September

WHO CAN I CONTACT?

 Edel Molloy

 +353 (0)91 494058

 edel.molloy@nuigalway.ie

APPLY ONLINE AT

www.nuigalway.ie/adultlearning/apply

Master of Arts in ADULT LEARNING AND DEVELOPMENT

Who is this course for?

- Further education teachers
- Vocational trainers, instructors, tutors, supervisors, managers
- Instructional designers
- Educational consultants
- Human resource specialists
- Self-employed trainers
- Those practising or planning careers as training or instructional specialists in the educational, industrial, commercial, voluntary or community sectors

Special Entry Requirements

Candidates must have a:

- 2.2 Honours undergraduate degree
- Minimum three years' experience in a relevant area

Course Profile

Aim

This course offers education, training and human resources practitioners the opportunity to enhance their professional competence by extending and deepening their knowledge and understanding of the theories, practices and contexts of adult learning and development.

Content

The course encompasses knowledge of learning theories and processes to enable effective integration of theory and practice in adult learning and development approaches. Students will learn about people development in the workplace, fostering transferable skills, responding to issues and trends in the practice of lifelong learning, managing the education and training environment and the pedagogy and design of online learning. These skills will help learners develop the professional competence needed to practically respond to the rapidly changing field of education and training.

Assessment

Assessment includes written assignments, practical projects, online contributions and reflective learning journals. Students complete a research-based dissertation in the second year of the course.

Note: Students who gain 60 ECTS may exit with a Postgraduate Diploma in Adult Learning and Development.

What career or further study opportunities are there?

Successful students may continue their postgraduate studies.

Career opportunities occur as training and instructional specialists in the further education and training sector, voluntary and community-based training organisations and in the human resources and staff development areas of a wide range of public and private organisations and businesses. Opportunities also exist with private training providers and in the corporate training and professional development sectors.

www.nuigalway.ie/adultlearning/courses/training-&-education

COURSE FACTS

ECTS: 90

NFQ Level: 9

Duration: 2 years, part-time

Mode of study: Blended learning

Fees: EU: Year 1 €4,200, Year 2* €3,700

Non-EU: Year 1 €4,700, Year 2 €4,200

*The Postgraduate Diploma has an EU fee of €1,250 (Non-EU: €1,750) for Year 2.

Start date: September

WHO CAN I CONTACT?

 Tara Prendeville

 +353 (0)91 494061

 tara.prendeville@nuigalway.ie

APPLY ONLINE AT

www.nuigalway.ie/adultlearning/apply

Master of Arts in ADULT LEARNING AND TEACHING

Who is this course for?

Qualified teachers working or intending to work in the Further Education and Training sector

Special Entry Requirements

Candidates must have a:

- Professional Diploma in Education (Further Education) or
- An equivalent teaching qualification award (NFQ Level 8/60 ECTS)

Course Profile

Aim

The Master of Arts in Adult Learning and Teaching is designed to afford teachers who have successfully completed the Professional Diploma in Education (Further Education) or an equivalent Level 8 qualification to progress their studies. Having achieved this qualification applicants will then be awarded a 30 credit exemption through the RPL process for advanced entry to the Masters.

Content

This course aims to develop the required skills, competencies and capabilities of educators intending to work in the lifelong learning environment. It prepares participants to: address

management and leadership demands; effectively implement a learning environment; and engage with the online learning environment to become effective e-Learning professionals.

The research element of the programme allows participants to: develop an evidence-based disposition that promotes systematic intellectual inquiry; and engenders responsibility for recognizing and acting on the ongoing requirements which underpin the professional standards within this sector.

Assessment

Assessment includes written assignments, group projects, online contributions and reflective learning journals.

What career or further study opportunities are there?

Successful students may continue their postgraduate studies.

Career opportunities occur as training, learning and development and instructional specialists in a wide range of public and private organisations and businesses. These include: further education and training centres; voluntary and community-based training organisations; and human resources and staff development sectors.

Opportunities also exist within private training providers alongside corporate training and professional development sectors.



www.nuigalway.ie/adultlearning/courses/training-&-education

COURSE FACTS

ECTS: : 90 (60 to complete + 30 Exempt)

NFQ Level: 9

Duration: 1 year, part-time

Mode of study: Blended learning

Fees: EU: €5,000 Non-EU: €5,500

Start date: September

WHO CAN I CONTACT?

 Tara Prendeville

 +353 (0)91 494061

 tara.prendeville@nuigalway.ie

APPLY ONLINE AT

www.nuigalway.ie/adultlearning/apply

Diploma in EMPLOYEE ASSISTANCE AND SOCIAL SUPPORT

Who is this course for?

- Human resource practitioners who have responsibility for employee wellbeing initiatives
- Managers and supervisors who fulfil the role of employee assistance practitioners

Special Entry Requirements

Applicants must be in a position to undertake assignments and work-based projects relating to practical aspects of employee assistance and support.

Course Profile

Aim

The Diploma in Employee Assistance and Social Support is a two-year, blended learning course for staff working or intending to work in Employee Assistance Programmes (EAPs). The course provides knowledge and basic training in the skills necessary to fulfill the role of an EAP practitioner. The course is broadly based on recognition of the very different functions and responsibilities allocated to the EAP support role in different types of enterprise and organisations.

Content

Year 1 of the course focuses on building basic knowledge and skills for the practice of employee assistance, while Year 2 further expands these core competencies. Participants will develop the competence to use a range of interpersonal skills to respond to the needs of their clients within the workplace. Participants will learn about responding to and managing individual problems, using negotiating skills relevant to employee assistance and interpreting the main laws affecting Irish workplaces. During the Diploma year participants will study topics such as substance misuse, depression, common mental disorders, psychological trauma, bullying and harassment.

Delivery

Participants are required to attend two, 2-day and four, 1-day workshops each year guided by tutors from NUI Galway. A full set of self-instructional learning material is provided at the start of each module.

Assessment

Assessment is by means of a written assignment for each module plus an end of year project.

What career or further study opportunities are there?

Those who successfully complete the Diploma may progress to Year 3 of the BA in Training and Education. Career opportunities occur in the human resources and staff development areas of a wide range of public and private organisations and businesses. Opportunities also exist with private training providers and in the corporate training and professional development sectors.

www.nuigalway.ie/adultlearning/courses/training-&-education

COURSE FACTS

ECTS: 45 (Cert), 90 (Diploma)

NFQ Level: 7

Duration: Part-time, 1 year (Cert), 2 years (Diploma)*

Mode of study: Blended learning. The course may be offered in a number of locations throughout the country.

Fees: (per annum) **EU:** €2,900 **Non-EU:** €3,400

Start date: September

**Please note that there is an attendance requirement of 8 days per academic year.*

WHO CAN I CONTACT?

 Pauline Dillon

 +353 (0)91 494059

 pauline.dillon@nuigalway.ie

APPLY ONLINE AT

www.nuigalway.ie/adultlearning/apply

Professional Diploma in EDUCATION (FURTHER EDUCATION)

Who is this course for?

- Tutors, instructors, trainers (full-time or part-time) who are currently working in further education schools and centres, and who wish to obtain a teaching qualification
- Individuals working in the further education sector and who wish to obtain a further education teaching qualification
- Those who seek registration with the Teaching Council

Special Entry Requirements

Educational Requirements

Level 8 primary degree or Level 7 ordinary degree and an additional qualification.

Teaching Practice Requirements

Applicants must demonstrate that they are in a position to undertake the teaching practice requirements of the PDE(FE).

These include:

- Year 1: commencing a teaching practice portfolio
- Year 2: carrying out teaching practice class requirements (100 hours of teaching) in subject(s) in which registration with the Teaching Council is sought

Note: Garda Vetting is a requirement for this course.

Course Profile

Aim

The aim of the course is to provide student teachers with a recognised teaching qualification. It provides the trainee teachers with the professional knowledge, understanding and pedagogical skills required to carry out their further education teaching roles and responsibilities.

Content

The course content guides student teachers in developing the theoretical knowledge, pedagogical skills and professional competencies required to successfully teach in the further education sector. Participants will study teaching methods and techniques, curriculum design and development and the theory of adult learning processes. Quality assurance concepts and procedures are studied to provide participants with the competences necessary to meet awarding bodies' requirements. Throughout the course, student teachers will complete microteaching sessions and will engage in ongoing reflection on their practice. Teaching placement in line with Teaching Council of Ireland requirements is a core component of the course.

Assessment

Assessment methods include written assignments, practical assignments (videos), online activities, learning portfolios, projects and a teaching portfolio.

What career or further study opportunities are there?

Successful students who successfully complete the course gain exemption to progress to the Master of Arts in Adult Learning and Development.

The course provides students with a recognised teacher education qualification. It has been specifically developed to meet the needs of persons working in the further education sector who wish to register with the Teaching Council of Ireland as a further education teacher in Ireland and the EU, as well as other English-speaking countries.

www.nuigalway.ie/adultlearning/courses/training-&-education

COURSE FACTS

ECTS: : 60

NFQ Level: 8

Duration: 2 years, part-time

Mode of study: Blended learning

Fees: (per annum)

EU: €3,500 **Non-EU:** €4,000

Start date: September

WHO CAN I CONTACT?

 Edel Molloy

 +353 (0)91 494058

 edel.molloy@nuigalway.ie

APPLY ONLINE AT

www.nuigalway.ie/adultlearning/apply



WHAT OUR STUDENTS SAY

“

It was a big decision to change from a career in IT to become an Adult Education teacher. So far, I have no regrets. The PDE-FE course has given me the tools, methodologies, academic insights, along with the practical experience, to begin teaching.

The teaching practice commenced from the beginning with short microteaching exercises. These exercises were video-taped and peer reviewed to ensure continuous improvement. It has given me exposure to class planning and content development in a variety of subject areas, experience in dealing with diverse adult classes, liaison experience with resident teachers, and the opportunity to continuously improve my own teaching professionalism.

I now feel I have the confidence to become a full-time teacher in the Adult Education sector. This confidence has been built on a strong academic foundation, along with practical teaching experience. The course has given me an insight into the learning needs of adult learners, along with a broad understanding of the sector. I feel vindicated in my decision to make this career change and the course has equipped me to pursue a teaching role in Further Education.

”

THOMAS RANGLES

Professional Diploma in Education –
Further Education

CONTINUING PROFESSIONAL DEVELOPMENT

Not sure of where you want to go yet? No problem! Each of our course modules (50+) can be taken on a stand-alone basis through Continuing Professional Development.

This is a great way of accumulating academic credits and availing of exemptions should you wish to progress further.

For further information and our schedules please see: www.nuigalway.ie/adult-learning/courses/training-&-education



PARTNERSHIP ENGAGEMENT

Is your institution, company or service interested in partnering with NUI Galway Adult Training and Education Studies? We want to hear from you!

We have successfully provided consulting, design, development, accreditation and delivery of bespoke solutions to multiple organisations over a 10 year period.

Our strong track record has allowed us to collaborate with multiple stakeholders such as:

Allergan, Basketball Ireland, Boston Scientific, Connaught Rugby, ETBI, the GAA, an Garda Síochána, GRETB, Galway Technical Institute (GTI), Foróige, Irish Prison Services, Irish Rugby Football Union (IRFU), Medtronic, SOLAS and other public and private entities.

These engagements include the following current and strategic themes: Assessment and Evaluation, eLeadership, Education and Training, Employment Assistance, Change Management,

Coaching and Mentoring, Essential Trainer Skills, Leadership & Management, Learning & Development, Technology Enhanced Learning, and Sports Performance Coaching

For further information please contact:

Adult Training & Education Studies

☎ +353 (0)91 494055

✉ trainingeducation@nuigalway.ie

www.nuigalway.ie/adultlearning/courses/training-&-education



CONNECT WITH US ON FACEBOOK

facebook.com/nuigalway.adultlearning



CONNECT WITH US ON TWITTER

twitter.com/nuig_adult

LEARN

WITHOUT LIMITS



National University of Ireland, Galway
Ollscoil na hÉireann, Gaillimh