



Certificate in Training and Education 2018-19

Summer, 2018

Dear Applicant,

Congratulations and welcome to our Certificate in Training & Education Blended Learning Course. We welcome you to the programme and wish you every success in the pursuit of your professional development.

NB: Registration – Online registration opens in late August, Further details about this will be made available to you beforehand.

It is imperative that you follow given instructions and register BEFORE attending orientation.

Orientation Day and First Workshop

Orientation and the first module **Introduction to Learning** are combined.

Course content and course delivery will be discussed for the coming year will be discussed.

Date: Thursday, Friday 13 & 14 September, 2018

Venue: Arts Millennium Building -G065 Training Room 1

Time: 9:15am to 5.00pm, Thursday and Friday

Your Workshop Schedule for Year 1 is included. During the year you will have a total of 6 workshops to attend, four 2-day workshops and two 1-day workshops. All our workshops are in Galway.

You will receive further course information and course material for workshops at orientation.

Recognised Prior Learning: Please note if you have already successfully completed the Adult Training and Education Foundation Programme or the Certificate in Training and Continuing Education from NUI Maynooth, you have an exemption from the Essential Trainer Skills module. This is the second workshop on the schedule and you will therefore not be required to attend.

Getting to Galway: Useful links

Directions to Galway <http://www.nuigalway.ie/about-us/contact-us/how-to-find-us.html>

Campus overview and Directions to Lecture Theatre

http://www.nuigalway.ie/media/buildingsoffice/files/maps/M12122_General_CampusMapWEBpdf220217.pdf

The Arts Millennium Building is No. 13 on the map.

Please note that the new entrance at Newcastle Road is the official entrance for staff, students and visitors entering the University campus.

It is important to allow adequate time for travel and parking due to increasing traffic congestion in Galway and on campus. Cars must be properly parked in the official **Pay and display places**. **Clamping** is in operation on the University campus so use the pay and display but be aware these are limited.

- **Course Fee**

The fee for this course is €2,900.00 which includes the €500 deposit already paid when you accepted your place online. This fee includes cost of course modules. **50% of the remaining course fee must be paid on or before orientation on September 13, 2018. The remaining 50% will become due at the end of January, 2018.** Invoices will be sent to all students from mid-August. Alternatively should you wish to pay in more than 2 instalments please complete the Payplan form and return to me.

Fees are paid directly to Adult Training and Education Studies and Cheques/money or postal orders should be made payable to the Adult Training and Education Studies, NUI, Galway and addressed to: **Accounts Administrator, Adult Training and Education Studies; NUI Galway; Nuns' Island; Galway**

Sponsorship: If your employer is funding your participation on the course, please ensure that your completed sponsorship form has been submitted.

Scholarship: Some of you may intend to apply for the scholarship programme. Please note you must complete a Scholarship application form and email or post it together with the relevant document from Social Welfare as directed, further information and relevant form at this link:-

http://www.nuigalway.ie/courses/adult-and-continuing-education-courses/training-education.html#course_fees

This form must be submitted before the course commences on September 13.

If you would like to discuss any aspect of the programme with me please do not hesitate to contact me on my direct line 091-494058 or by email: edel.molloy@nuigalway.ie. You can also contact our main number at 091-494055.

I look forward to working with you this year.

Yours faithfully



Edel Molloy
Course Administrator



FOR SPONSORED PARTICIPANTS ONLY

SPONSORED PARTICIPANTS

If your employer is funding your participation on the course, please complete the following:

Course:

Participant Details: Name: _____

Address: _____

Employer Details: Name: _____

Address: _____

Employer's Signature: _____ Contact name: _____

Telephone: _____ E-mail: _____

Please indicate whether you or your sponsor should be invoiced: **Participant:** **Sponsor:**

Course Fee: €2,900.00 per annum

Payment Procedures

50% of the course fee, €1,450 to be paid before commencing the programme and the remaining 50% €1,450, becomes due on the 31st of January 2019.

Cheques, drafts or postal orders to be made payable to the Adult Training and Education Studies, NUIG and sent to:

Accounts Administrator, Adult Training and Education Studies; NUI Galway; Nuns' Island; Galway



Adult Training and Education Studies

Flexible Payment option 2018/19

Name _____

Address _____

Email _____

Mobile number _____

Year of Study _____

I agree to pay my fees in a number of instalments as follows;

NB: first payment due Sept 2018, last payment due by May 2019

Amount : _____ per month over _____ months

Start date _____ End Date _____

Please indicate the method of payment;

Cheque*	<input type="checkbox"/>
Postal Order*	<input type="checkbox"/>
Bank Draft *	<input type="checkbox"/>
Standing Order**	<input type="checkbox"/>

*Please make cheques/PO/Draft payable to the Adult Training and Education Studies, NUI,Galway.

**If you have selected the standing order Option, bank details are as follows:-

Bank of Ireland, 43 Eyre Square
IBAN IE42 BOFI 9038 1628453773
BIC: BOFIE2D

NB: Please reference payment with your Name and Student Id number. The accounts office will need to trace the payment so these details are essential. Complete and return this form to the programme administrator and email our accounts administrator tara.prendeville@nuigalway.ie to inform her when your money is being transferred.

Signed : _____ Date _____



Workshop Date	Venue	Module	ECTS
Module 1 Sept 13, 14 (Thurs, Fri)	NUIG Campus	TE1102 Introduction to Learning & Orientation	5
Module 2 October 18 & 19 (Thurs, Fri)	NUIG Campus	TE1370 Essential Trainer Skills	10
Module 3 November 16 (Fri)	NUIG Campus	TE165 Individual Learner	5
Module 4 Jan 10 & 11, 2019 (Thurs, Fri)	NUIG Campus	TE164 Learning in Groups	10
Module 5 February 07 & 08, 2019 (Thurs Fri)	NUIG Campus	TE305 Online Teaching & Learning Essentials	10
Module 6 March 11 (Monday)	NUIG Campus	TE173 Learning Process	5

Workshops take place from 9.15am to 5.00pm

Contact details for Administrator Edel Molloy Adult Training and Education Studies; NUI Galway; Nuns' Island; Galway

Ext: 4058 | Direct: 091-494058 | E-mail: edel.molloy@nuigalway.ie | www.nuigalway.ie/adulteducation/courses/education-&-training/

Note: *Please note that while we make every effort to adhere to the schedule, unforeseen circumstances may demand change*