



Certificate in Training and Education, 2011-2012

June, 2011

We are now inviting applications for the Certificate in Training and Education which commences in September 2011. This is the first year of the *Bachelor of Arts (Training and Education)* four year programme and can also be taken as a stand alone course of one year's duration, with a Certificate Level 7 award on successful completion.

For the undergraduate programme by distance learning, we have designed a flexible model of certification which provides a planned sequence of courses leading to a *B.A. Degree in Training and Education*.

The course is part-time and combines distance and a blended learning programme delivered through self-study texts, regional workshops and online contributions. The medium of open learning allows participants to study at their own pace, while attendance at course workshops provides the opportunity to meet with course tutors and other course participants.

Normally, a one-year programme consists of five self-instructional modules, workshops, assignments and Skills for Life and Employment module. All modules are written in high-quality open learning format and include activities and progress checks for you to test your understanding of the material as you work through it.

Assessment is based on a combination of written assignments, written examinations, online contributions and an end-of-year project based on the Skills for Life and Employment module.

Students who have successfully completed the Train the Trainer Foundation Diploma in Training and Education at NUI Galway or the Certificate in Training and Continuing Education at NUI Maynooth will receive a fee reduction and will have an exemption from the Essential Trainer Skills module in the Certificate programme.

Orientation Day

Students registered for the Certificate in Training and Education will be required to attend a one day orientation programme at:

NUI, Galway 31 August, 2011.

Successful applicants will be given advance notice regarding arrangements for the orientation day. University tutors and course administrators will be present to advise students.

Course Workshops

Course participants are required to attend a total of six workshops: 2 two-day and 4 one-day workshops. Final details on workshop dates and venues will be confirmed and circulated to students when registrations are complete.

Course Fee

The course fee for the *Certificate in Training and Education* is €2,900. The fee includes the course materials.

If your employer is funding your participation on the course, you must enclose a completed sponsorship letter signed by your employer with your application form.

If you are applying under the fees scholarship scheme please provide the information as required from your local Social Welfare office and complete and return the Scholarship application form.

Application Details

Please include the following with your application

- A completed Application Form with a **signed passport photograph** attached
- Sponsorship Letter or Social Welfare declaration, (if applicable).
- A Copy of your Birth Certificate and also your Marriage Certificate if registering in your married name.

Please feel free to contact this office should you wish to discuss further any aspect of the course. Thank you for your interest and I look forward to hearing from you.

Yours sincerely

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