



Train the Trainer

Foundation Diploma in Training and Education (Level 7)

Thank you for your interest in our courses at the Open Learning Centre. The next course is scheduled to commence in **March 2012**.

Course Structure

The *Foundation Diploma in Training and Education* is delivered through the medium of self-instructional texts, workshops, assessment and tutor support. Course participants are required to attend a total of two workshops consisting of two days each and approximately three weeks apart. **Attendance at all four workshop days is a key course requirement** The workshops are designed around module content and are guided by experienced tutors from NUI, Galway. Locations are selected to be geographically accessible for students. However, if large numbers of students are located in other regions, workshops may be arranged at local centres to facilitate access.

Progression

The *Foundation Diploma in Training and Education* is awarded at Level 7 of the National Framework of Qualifications. Should you wish to proceed further in your studies successful completion of the Foundation Diploma qualifies you for an exemption from the module *Learning - Essential Trainer Skills* in Year 1/Certificate (Level 7) of the Bachelor of Arts Degree (Training & Education).

FÁS Policy

FÁS policy in relation to the registration of trainers is to ensure that trainers delivering training on behalf of FÁS (contracted training) and of training to companies under the FÁS Competency Development Programme have achieved a minimum set of trainer competencies. FÁS recognises the *Foundation Diploma in Training and Education* as meeting this requirement.

Course Fee

The course fee is €950.00. This fee covers tuition costs and the supply of all course modules. Where employers are sponsoring course fees, the university will facilitate appropriate payment arrangements with the student/employers involved. Payment by bank giro is acceptable. A deposit of €100.00 must accompany your application form. Unsuccessful applicants will be refunded this deposit. The remaining course fee must then be paid before the first workshop. All cheques/postal orders should be made payable to the Open Learning Centre. A fees scholarship programme is available to unemployed applicants who may be eligible to apply under this scheme.

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.

Bernadette Morgan
Course Administrator

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