



Student No. C \_\_\_\_\_

For office use only

SECTION 1

PROGRAMME DETAILS

BLOCK CAPITALS

Programme Title \_\_\_\_\_

Subjects \_\_\_\_\_

Year of Programme 1st  2nd  3rd  4th

Are you are applying for Exemptions? Yes  No

If yes, please ensure to complete Exemption Form & attach the relevant paperwork

SECTION 2

PERSONAL DETAILS

BLOCK CAPITALS

The name you enter here will appear on any parchment to which you are entitled.

\*Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_

Home Address \_\_\_\_\_

PPS Number \* \_\_\_\_\_ Male  Female

Date of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Is English/Irish your first Language? Yes  No

Tel: Home \_\_\_\_\_ Mobile\* \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_

Have you previously been a student in IT Carlow? Yes  No

If yes, Year \_\_\_\_\_

Course taken \_\_\_\_\_ Student number C \_\_\_\_\_

\* Indicates a mandatory field which must be completed.

### SECTION 3

THE FOLLOWING INFORMATION REQUESTED IS FOR ADMISSION AND STATISTICAL PURPOSES ONLY AND WILL BE TREATED IN THE STRICTEST CONFIDENCE.

Indicate the last Educational Institution attended

- Secondary School                       Irish University  
 Irish Institute of Technology       Post leaving Cert College

Other, please specify \_\_\_\_\_

Indicate the Highest Qualification Achieved

- Junior Certificate                       Leaving Certificate                       FETAC/ NCVA  
 Apprenticeship                       Ordinary Degree                       Honours Degree  
 PLC Qualification

Other, please specify \_\_\_\_\_

### SECTION 4

#### PROGRAMME FEES

BLOCK CAPITALS

Applications will not be processed without programme fees (please complete)

- Cash       Cheque       Invoice Organisation       Laser/Credit Card

Please note: if an organisation is paying part or all fees a letter on headed paper from that organisation must be attached to this application form indicating the amount of funding they will provide.

Please indicate if you have attached this letter:                      Yes                       No

If paying by laser or credit card please provide the following information:

Credit Card Holders Name \_\_\_\_\_

Card Number

Expiry Date \_\_\_\_\_ Amount € \_\_\_\_\_

Dates card to be debited \_\_\_\_\_

Please note: programmes run subject to sufficient numbers. If a programme is cancelled a full refund is offered.

I declare that the information given by me in this application is true and accurate and that if accepted I agree to read and abide by the regulations of Institute of Technology Carlow. I authorise the Institute to provide such information contained on this form to HETAC (Higher Education Authority).

Signed \_\_\_\_\_ Date \_\_\_\_\_

I hereby agree that the Institute may use my photograph in publications of the Institute where they judge this to be in the best interest of either myself or the Institute. I understand that the Institute of Technology Carlow will treat all information as confidential and will not disclose such information except as permitted by Law. Other information provided will be held on computer and will only be used for purposes registered under the Data Protection Act.

WEXFORD CAMPUS



INSTITUTE of  
TECHNOLOGY

CARLOW

Institiúid Teicneolaíochta Cheatharlach



WEXFORD CAMPUS

PART - TIME PROGRAMMES

2011 - 2012

LIFELONG LEARNING CENTRE



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## IT CARLOW LIFELONG LEARNING



|                                   |    |
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| Bachelor of Business (Honours)    | 24 |
| Higher Certificate in Business    | 26 |
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## BUSINESS & ACCOUNTING



|  |    |
|--|----|
| Higher Diploma in Business (Management)              | 18 |
| Higher Diploma in Business (Supply Chain Management) | 20 |

## POSTGRADUATE



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| Early Childhood Education & Care | 34    |
| Law                              | 36    |
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## HUMANITIES



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Certificate in Mechanical Engineering 62

## ENGINEERING



Carlow Campus 68

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## OTHER IT CARLOW CENTRES



Computer Systems 66

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## COMPUTING & SCIENCE

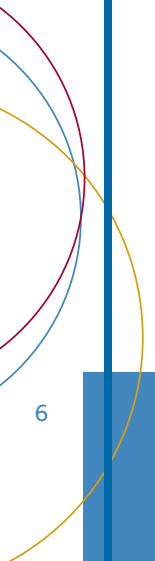


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## ADDITIONAL INFORMATION



# ALERT LIST



## ALERT LIST – NEW COURSES

### POSTGRADUATE

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### BUSINESS & ACCOUNTING

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### HUMANITIES

Bachelor of Arts (Honours) in Applied Social Studies (Professional Social Care) 38

Bachelor of Arts (Honours) in Social & Community Studies 40

### ENGINEERING

Bachelor of Science in Management (Craft) 58

Bachelor of Science in Management (Energy)\* 61

Certificate in Mechanical Engineering\* 62

### COMPUTING & SCIENCE

Certificate in Computer Systems\* 66

\*Currently Undergoing the Validation Process



## PRESIDENT'S WELCOME

## PRESIDENT'S WELCOME



Welcome to the IT Carlow Lifelong Learning Prospectus for 2011/2012.

IT Carlow has been a principal provider of higher education in South Leinster for 40 years in both full-time and part-time education.

The Institute firmly believes that one of the best ways to support personal development, enterprise and industry is through the provision of continuing education and continuing professional development courses. This prospectus offers a broad range of courses aimed at directly supporting the individual, business and enterprise in the region including Business, Law, Health & Safety and Engineering to mention but a few. IT Carlow also believes that social and cultural development are important components in the development of society and for this reason courses in Applied Social Studies and Early Childhood Education and Care are provided.

We are also very pleased to offer again the innovative degree programme for graduates of any FAS or equivalent apprenticeship scheme. This one-year programme offering a BSc in Management (Craft) at Level 7 will provide students with modules on business administration, quality and health and safety as well as enhancing the core skills of the students with specialised modules in their own skills area. This year a variant of this programme with an emphasis on energy is offered.

All of the courses are accredited by IT Carlow, HETAC or other recognised national and international providers and range from short single module special purpose awards through to honours four year degree programmes. So, whether you are an individual who wishes to pursue a higher education qualification or upgrade an existing one, or a business which wishes to improve and strengthen the qualifications of your staff, I hope that you will be able to find something of interest to you in this prospectus.

Dr Ruaidhrí Neavyn

President

## Opening Hours

September to May

Monday-Thursday  
4.00 pm – 9.00 pm

June to August

Monday-Friday  
9.00 am – 5.00 pm

## Contact Details

Lifelong Learning Centre  
Wexford Campus  
Summerhill Road  
Wexford  
Tel: 053 9185800  
Fax: 053 9185801  
Email: [wexford@itcarlow.ie](mailto:wexford@itcarlow.ie)  
Web: [www.wexfordcampus.ie](http://www.wexfordcampus.ie)



ITC Lifelong Learning



@ITCLLL

## **DATES FOR YOUR DIARY**

### **Information Evenings**

#### **CARLOW CAMPUS**

Monday 20th June 2011 & Tuesday 23rd August 2011  
Institute of Technology Carlow, Kilkenny Road, Carlow  
Time: 6.00pm – 8.00pm

#### **WICKLOW CAMPUS**

Tuesday 21st June 2011 & Wednesday 24th August 2011  
Wicklow County Campus, Clermont House, Rathnew, Co  
Wicklow  
Time: 6.00pm – 8.00pm

#### **WEXFORD CAMPUS**

Wednesday 22nd June 2011 & Monday 22nd August 2011  
Wexford Campus (IT Carlow), Summerhill Road, Wexford  
Time: 6.00pm – 8.00pm

### **Closing Date for Applications**

Master in Business Applications –  
12 noon Friday 12th August 2011

All other applications – 12 noon  
Thursday 1st September 2011

### **Registration / Orientation**

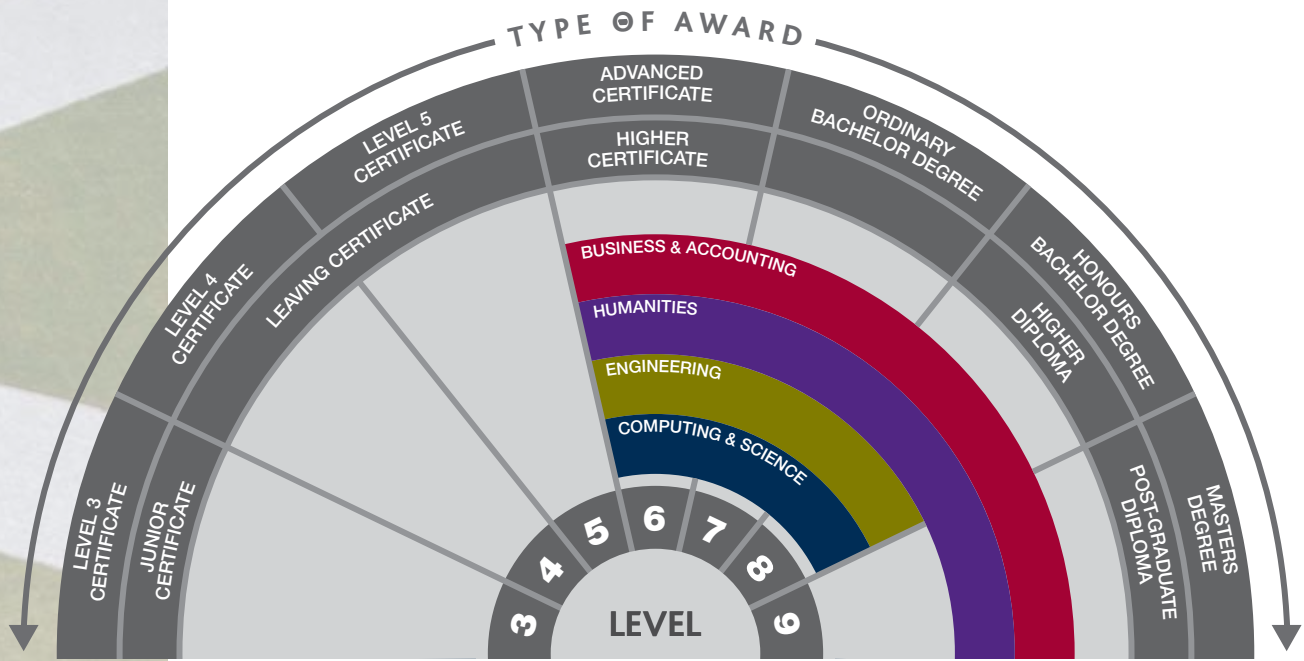
5th - 9th September 2011

### **Courses Commence**

Monday 12th September 2011



## HOW TO MATCH AWARDS & LEVELS



For more information in relation to awards see page 75.



## POSTGRADUATE COURSES



| TITLE   | LEVEL | PAGE |
|---|-------|------|
| Master in Business                                    | 9     | 16   |
| Higher Diploma in Business (Management)               | 8     | 18   |
| Higher Diploma in Business (Supply Chain Management)* | 8     | 20   |

\*Currently Undergoing the Validation Process

LIFELONG LEARNING

NFQ LEVEL 9

**COURSE CODE**  
**CW-BXLBS-M**

**DURATION**  
**2 YRS**

**CLASSES**  
**2 nights per week**  
**7.00-10.00pm**  
With a number of  
Saturdays throughout  
each year

**AWARDED BY**  
**HETAC**

**FEES FOR 2011-12**  
**€3,500**

**STARTING DATE**  
**September 2011**

**FOR FURTHER**  
**INFORMATION**  
**CONTACT**

Lifelong Learning Centre  
Wexford Campus  
Summerhill Road, Wexford

Tel: 053 9185800

Email: [Wexford@  
itcarlow.ie](mailto:Wexford@itcarlow.ie)

Web: [www.itcarlow.ie/lll](http://www.itcarlow.ie/lll)

## Master Business

### What is this course about?

This new two-year course will provide an opportunity for students to study for a Master in Business, corresponding to a Level 9 Qualification (90 ECTS credits).

### Aim

The aim of this programme is to provide graduates with an in-depth understanding of the contemporary business environment and to equip them with the necessary knowledge and competences in management and enterprise to enable them to make a contribution to the business community in the region, nationally and internationally.

### Progression routes from this programme

Students who successfully complete 60 credits of the MB programme will be eligible for the Postgraduate Diploma in Business (Level 9) should they opt to leave the programme (Embedded Exit Award).

### What are the minimum entry requirements?

The MB and Postgraduate Diploma (Embedded Exit Award) programmes are designed for graduates of Bachelor of Business Honours Degrees (Level 8) or equivalent.

Graduates of programmes in Engineering, Science, Design and other disciplines are required to have completed the Higher Diploma in Business in Management (Level 8) or equivalent to be eligible for admission to the MB programme.

Applicants applying for entry to the programme through progression routes other than those listed above will be considered on a case by case basis. Criteria to be considered will include academic qualifications, recognition of prior learning and/or the applicant's performance in GMAT or equivalent.

Applicants for the MB programmes who hold Postgraduate Diploma in Business (Level 9) programmes will be considered for entry on a case-by-case basis.

All applicants will be considered on a case-by-case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.



## What will I study?

- Corporate Governance & Ethics
- Financial Analysis & Investment Appraisal
- Strategic Marketing Analysis & Implementation
- Strategic HR Management
- Leadership & Strategy
- Entrepreneurship & Innovation Management
- Technology Integration & Management
- Research Methods

LIFELONG LEARNING

NFQ LEVEL 8

**COURSE CODE**  
**CW-BXLBM-H**

**DURATION**  
**1 YEAR**

**CLASSES**  
**2 nights per week**  
**7.00-10.00pm**  
With a number of  
Saturdays throughout  
the year

**AWARDED BY**  
**IT CARLOW**

**FEES FOR 2011-12**  
**€2,000**

**STARTING DATE**  
**September 2011**

**FOR FURTHER**  
**INFORMATION**  
**CONTACT**

Lifelong Learning Centre  
Wexford Campus  
Summerhill Road, Wexford

**Tel: 053 9185800**

**Email: Wexford@  
itcarlow.ie**

**Web: www.itcarlow.ie/lll**

## Higher Diploma Business (Management)

### What is this course about?

This one-year graduate diploma programme is designed for graduates of non-business disciplines in order to equip them with the necessary knowledge and competences in management and business. It will provide graduates with an in-depth understanding of the contemporary business environment.

### Aim

The course will prepare graduates for lifelong learning so that they will be able to further develop, consolidate and synthesize their knowledge and skills through experience, professional and/or academic education.

### Progression routes from this programme

This course will give graduates the basis and maturity to proceed to the MBA or MB taught part-time programmes depending on their general business experience.

### What are the minimum entry requirements?

- (1) Graduates with Level 8 qualifications
- (2) Other applicants will be considered on a case-by-case basis through completion of the Recognition of Prior Learning (RPL) application form available through LLL. The RPL policy of the Institute allows applicants without a level 8 qualification in a recognised area to be afforded the opportunity of submitting a portfolio to support their application. This portfolio should detail applicant's work and education experience to determine their suitability for the programme.

Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.

### What will I study?

International Business  
Management Accounting  
Corporate Governance, Business & Ethics  
Strategic HR Management  
Work based research project  
Marketing or International Business  
Strategic Management



**COURSE CODE**  
CW-BXLBS-M

**DURATION**  
1 YEAR

**CLASSES**  
2 nights per week  
7.00-10.00pm  
with a number  
of Saturdays  
throughout the year

**AWARDED BY**  
IT CARLOW

**FEES FOR 2011-12:**  
€2,000

**STARTING DATE**  
September 2011

**FOR FURTHER  
INFORMATION  
CONTACT**

Lifelong Learning Centre  
Wexford Campus  
Summerhill Road, Wexford

Tel: 053 9185800

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itcarlow.ie

Web: www.itcarlow.ie/lll

## Higher Diploma Business (Supply Chain Management)

### What is this course about?

This one-year graduate diploma programme has been designed for graduates of business and non-business disciplines in order to equip them with the necessary knowledge and competences in supply chain management and business.

### Aim

The course will provide the student with core knowledge, skills and competencies in the areas of supply chain management, strategic management, industrial purchasing strategies, supply chain planning and control and international business.

### Progression routes from this programme

This qualification will allow the participant to apply for the MBA or MB, depending on his/her business experience, and continue to develop and extend their skills base and knowledge at Level 9.

### What are the minimum entry requirements?

- Applicants require an NFQ Level 8 Award or equivalent, for entry to this programme.
- Other applicants will be considered on an individual basis in accordance with the Institute policy on RPL. The RPL policy of the Institute allows applicants without a level 8 qualification in a recognised area to be afforded the opportunity of submitting a portfolio to support their application. This portfolio should detail applicant's work and education experience.
- All applicants who submit a portfolio will be interviewed in order to determine their suitability for the programme.

Lifelong Learning reserve the right to require applicants to attend for an interview to determine their suitability for the programme.



### What will I study?

- Strategic Management
- Industrial Purchasing Strategies
- Supply Chain Planning & Control
- Purchasing & Supplier Management
- International Business
- Work based research project





| <b>TITLE</b>                            | <b>LEVEL</b> | <b>PAGE</b> |
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| Bachelor of Business (Honours)          | 8            | 24          |
| Higher Certificate in Business          | 6            | 26          |
| Higher Certificate in Office Management | 6            | 27          |
| Certificate in Project Management       | 8            | 28          |
| Certificate in First Line Management    | 6            | 29          |
| ACCA Certified Accounting Technician    |              | 30          |

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LIFELONG LEARNING

NFQ LEVEL 8

**COURSE CODE**  
**CW-BXLMB-B**

**DURATION**  
**4 YEARS**

**CLASSES**  
**2 nights per week**  
**7.00-10.00pm**  
**with some Saturdays**  
**throughout the year**

**AWARDED BY**  
**IT CARLOW**

**FEEES FOR 2011-12**  
**€2,000**

**STARTING DATE**  
**September 2011**

**FOR FURTHER**  
**INFORMATION**  
**CONTACT**

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itcarlow.ie

Web: [www.itcarlow.ie/lll](http://www.itcarlow.ie/lll)

## Bachelor of Business (Honours) Business

### What is this course about?

This programme provides an opportunity for students to study for a four-year Business Degree.

This course provides an academic qualification for anyone interested in a career in business and management. It provides the student with a broad skill-base that will ensure that the graduate has a wide range of potential job opportunities. The course covers the basics in core business subjects that form a foundation for more detailed studies specialising in management.

Graduates from this course will be equipped with the knowledge, skills and competencies that are demanded in a modern business enterprise. The graduate will be qualified to join a management team in a wide range of business settings such as industry, banking, public service, financial services and service industries.

### Aim

The programme is designed for those currently working or seeking to work in business, management, or administration.

### Exit awards from this programme

Students who successfully complete Stage 1 and 2 of the Bachelor of Business (Honours) programme may opt to exit with a Higher Certificate in Business.

Students who successfully complete Stages 1-3 inclusive of the Bachelor of Business degree programme may opt to exit with a Bachelor of Business Ordinary degree.

### What are the minimum entry requirements?

All applicants will be considered on a case-by-case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.



## What will I study?

Management  
Supply Chain Management  
Economics  
International Business  
Financial Accounting  
Business Psychology  
Information Systems  
Marketing  
Corporate Governance  
Business Applications  
Management Accountancy  
Quantitative Techniques  
Business Law  
Operations Management

## LIFELONG LEARNING

NFQ LEVEL 6

**COURSE CODE**  
**CW-BXLMB-C**

**DURATION**  
**2 YEARS with**  
**some Saturdays**  
**throughout each year**

**CLASSES**  
**2 nights per week**  
**7.00-10.00pm**

**AWARDED BY**  
**IT CARLOW**

**FEES FOR 2011-12**  
**€2,000**

**STARTING DATE**  
**September 2011**

**FOR FURTHER**  
**INFORMATION**  
**CONTACT**

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Wexford Campus  
Summerhill Road, Wexford

**Tel: 053 9185800**

**Email: Wexford@**  
**itcarlow.ie**

**Web: www.itcarlow.ie/lll**

## Higher Certificate Business

### What is this course about?

This programme will provide an opportunity for students to study for the award of Higher Certificate in Business.

The programme is designed for those currently working or seeking to work in business, management, or administration.



### What are the minimum entry requirements?

All applicants will be considered on a case-by-case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.

### Progression routes from this programme

On successful completion students may progress to year 3 of the BA in Business (Management). Students can also receive exemptions for successful completion of individual modules.

### What will I study?

- Financial Accounting
- Economics
- Management Accounting
- Management
- HR Management
- Supply Chain Management
- Business Psychology
- Marketing
- Quantitative Techniques
- Business Applications
- Business Law
- Effective Writing & Research

LIFELONG LEARNING

NFQ LEVEL 6

**COURSE CODE**  
**CW-BXL0M-C**

**DURATION**  
**2 YEARS**

**CLASSES**  
**2 nights per week**  
**7.00-10.00pm with**  
**some Saturdays**  
**throughout each year**

**AWARDED BY**  
**IT CARLOW**

**FEES FOR 2011-12**  
**€2,000**

**STARTING DATE**  
**September 2011**

**FOR FURTHER**  
**INFORMATION**  
**CONTACT**

**Lifelong Learning Centre**  
**Wexford Campus**  
**Summerhill Road, Wexford**

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**Email: Wexford@**  
**itcarlow.ie**

**Web: www.itcarlow.ie/lll**

## Higher Certificate Office Management

### What is this course about?

This course provides students with the fundamental business and interpersonal skills required to allow them contribute in a meaningful way to the business community of today. On completion of this course students will be able to communicate with colleagues in a business setting and will have a sound knowledge of the workings of a modern office and modern techniques within that environment.

The graduate of this course will be suited to work in a variety of industries including Banking, Financial Services, Local Authorities and Tourism, filling such roles as Office Manager, Personal Assistant or Office Administrator.

### What are the minimum entry requirements?

All applicants will be considered on a case by case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.

### What will I study?

Office Administration  
Text Processing  
Effective Writing & Research  
Management  
Business Law  
Financial Accounting  
Quantitative Techniques

## LIFELONG LEARNING

NFQ LEVEL 8  
(10 credit module)

COURSE CODE  
**CW-BXLPM-W**

DURATION  
**1 YEAR**

CLASSES  
**1 night per week  
7.00-10.00pm**

AWARDED BY  
**IT CARLOW**

FEES FOR 2011-12  
**€700**

STARTING DATE  
**September 2011**

FOR FURTHER  
INFORMATION  
CONTACT

Lifelong Learning Centre  
Wexford Campus  
Summerhill Road, Wexford

Tel: 053 9185800

Email: [Wexford@itcarlow.ie](mailto:Wexford@itcarlow.ie)

Web: [www.itcarlow.ie/lll](http://www.itcarlow.ie/lll)

# Certificate Project Management

## What is this course about?

This course aims to ensure students understand the role of the Project Manager and the project management function within an organisation together with the outward impact project management has on all aspects of the business. The student will learn to use MS Project software as a project planning tool.

## Learning Outcomes

On completion of this course, students should be able to:

- Understand the strategic importance of project management in the business environment.
- Understand the interaction between project management and other functional areas of business.
- Understand the role that quantitative techniques can play as a decision making tool, as well as their limitations.
- Understand the role of the project manager including the skills required to plan, monitor and control a successful project.
- Use Microsoft Project software to create, track, manage and close a project.

## What are the minimum entry requirements?

Students are required to be computer literate.

This course is suitable for both graduates and non-graduates. Potential students could be in the public or private sector or working in community services. The course consists of lectures plus IT laboratory work using the MS Project software. The course will include both a group project and an individual project which will require the student to accurately develop a project plan.

All applicants will be considered on a case-by- case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.



LIFELONG LEARNING

NFQ LEVEL 6

**COURSE CODE**  
**TBD**

**DURATION**  
**1 YEAR**

**CLASSES**  
**2 nights per week**  
**7.00-10.00pm**

**AWARDED BY**  
**IT CARLOW**

**FEES FOR 2011-12**  
**€2,000**

**STARTING DATE**  
**September 2011**

**FOR FURTHER**  
**INFORMATION**  
**CONTACT**

**Lifelong Learning Centre**  
**Wexford Campus**  
**Summerhill Road, Wexford**

**Tel: 053 9185800**

**Email: Wexford@**  
**itcarlow.ie**

**Web: www.itcarlow.ie/lll**

## Certificate First Line Management

### What is this course about?

This one-year course is an ideal programme of study for anyone employed in a team leader type position of responsibility or other supervisory role in a company. It provides an opportunity for students to study the basic principles of management. The course covers all the recognised key topic areas of management that a team leader might encounter.

The programme is designed for those currently working or seeking to work in industry, business, management, or administration.

### What are the minimum entry requirements?

All applicants will be considered on a case-by-case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.

### Progression routes from this programme

Graduates of this programme will be eligible for exemptions on the Bachelor of Business in Management Degree.

### What will I study?

Health, Safety & Environmental Management  
Management  
Business Applications  
Business Management & Administration  
Human Resource Management  
Effective Writing & Research

## LIFELONG LEARNING

**DURATION**  
**2 YEARS**

**CLASSES**  
**2 nights per week**  
**7.00-10.00pm**

**AWARDED BY**  
**ACCA**

**FEES FOR 2011-12**  
**€1,975 Annually**

The following fees are payable directly to ACCA:

Initial Subscription to ACCA £55.00 sterling  
Annual Subscription £55.00 sterling  
Exam Fees per paper (payable before each exam)

Introductory Level: £32  
Intermediate Level: £32  
Advanced Level: £37

**STARTING DATE**  
**September 2011**

**FOR FURTHER INFORMATION CONTACT**

Lifelong Learning Centre  
Wexford Campus  
Summerhill Road, Wexford

Tel: 053 9185800

Email: Wexford@itcarlow.ie

Web: www.itcarlow.ie/lll

# ACCA

## Certified Accounting Technician

### What is this course about?

The CAT Scheme is designed to equip you with all the necessary technical skills and knowledge required to fulfill a support role in accountancy. Upon completion you will have an internationally recognised technician level qualification. It provides exemptions from Part 1 leading to direct entry to Part 2 of the ACCA Professional examinations or to validate the skills and experience you have already gained. The CAT qualification comprises a set of exams and a practical experience requirement. ACCA professional accountancy qualification is much sought after and respected globally and is a well recognized route in gaining a professional accountancy qualification.

### What are the minimum entry requirements?

The following applicants will be considered for entry:

- (1) Mature students (23 years or over)
- (2) Other applicants will be considered on a case by case basis

### When can you register?

To register for the December exams you must (a) register with the ACCA before August 15th and (b) complete and return your exam entry form before October 15th.

To register for the June exams you must (a) register with the ACCA before December 31st and (b) complete and return your exam entry form before April 15th.

**Please note that these are strict deadlines imposed by the ACCA. Wexford Campus can accept no responsibility for late applications to the ACCA.**

### What will I study?

#### Introductory Level

Paper 1 Recording Financial Transactions  
Paper 2 Information for Management Control

#### Intermediate Level

Paper 3 Maintaining Financial Records  
Paper 4 Accounting for Costs

#### Advanced level

Paper 5 Managing people and Systems  
Paper 6 Drafting financial Statements  
Paper 7 Planning, Control and Performance Management

#### Two Options From:

Paper 8 Implementing Audit Procedures  
Paper 9 Preparing Taxation Computations  
Paper 10 Managing Finances







| TITLE   | LEVEL | PAGE  |
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| Bachelor of Arts (Honours) in Early Childhood Education & Care                  | 8     | 34    |
| Bachelor of Arts (Honours) in Law   | 8     | 36    |
| Bachelor of Arts (Honours) in Applied Social Studies (Professional Social Care) | 8     | 38    |
| Bachelor of Arts (Honours) in Social & Community Studies                        | 8     | 40    |
| Certificate in Constitutional Law   | 8     | 42    |
| Certificate in Employment Law   | 8     | 43    |
| Certificate in Equity & Trust Law   | 8     | 44    |
| Certificate in EU Law   | 8     | 45    |
| Certificate in Contract Law   | 7     | 46    |
| Certificate in Land Law & Succession  | 8     | 47    |
| Certificate in Law of Evidence  | 8     | 48    |
| Certificate in Psychology 1, 2, 3, 4  | 7/8   | 49-52 |
| Certificate in Advocacy   |       | 53    |
| Certificate in Pastoral Ministry  |       | 54    |
| Certificate in Tutoring Skills for Adult Education                              |       | 55    |

LIFELONG LEARNING

NFQ LEVEL 8

COURSE CODE  
CW-HXECE-B

DURATION  
4 YEARS

CLASSES  
2 nights per week  
7.00-10.00pm with  
some Saturdays  
throughout the year

AWARDED BY  
IT CARLOW

FEES FOR 2011-12  
€2,000

STARTING DATE  
September 2011

FOR FURTHER  
INFORMATION  
CONTACT

Lifelong Learning Centre  
Wexford Campus  
Summerhill Road, Wexford

Tel: 053 9185800

Email: Wexford@  
itcarlow.ie

Web: [www.itcarlow.ie/lll](http://www.itcarlow.ie/lll)

## Bachelor of Arts (Honours) Early Childhood Education & Care

### What is this course about?

The overall aim of the programme is to provide an academic and professional qualification in Early Childhood Education and Care. The programme will equip students with the knowledge, understanding and competencies required to provide care and education for young children (0-6 years), in a range of early years settings. The general aim is to develop early childhood professionals who have a specific expertise and a specialised knowledge base, competent to deliver and manage quality services to children and families.

The programme aims to educate students to the level of 'Experienced Practitioner' as defined by the Model Framework (2002).

### What are the minimum entry requirements?

All applicants will be considered on a case-by-case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.

Applicants should currently be employed in an Early Childhood setting.

**NB.** Because this programme requires placement that will bring students into contact with children, IT Carlow is committed to ensuring that only suitable candidates are allowed to undertake these programmes. IT Carlow uses the Garda Central Vetting Unit (GCVU) vetting service to assess the suitability of all applicants. Therefore, offers on this program are conditional and could subsequently be withdrawn if applicants do not meet the Garda Vetting requirements.



## What will I study?

Psychology  
Sociology  
Social Policy  
Creative Studies  
Child Health & Well-Being  
Ethics & Practice  
Legal Issues in Child Education & Care  
Pedagogy & the Curriculum  
Special Additional Needs  
Working with Families & Communities

LIFELONG LEARNING

NFQ LEVEL 8

COURSE CODE  
CW-HXLLW-B

DURATION  
4 YEARS

CLASSES  
2 nights per week  
7.00-10.00pm

AWARDED BY  
IT CARLOW

FEES FOR 2011-12  
€2,000

STARTING DATE  
September 2011

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## Bachelor of Arts (Honours) Law

### What is this course about?

This innovative four year part-time Law Degree offers the student the opportunity to study to Honours Degree standard.

This course is suitable for those who may be considering the option of pursuing a career in the legal profession or who wish to obtain a qualification in law which would assist them in their current employment.

### Exit awards from this programme

Students who successfully complete Stage 1 and 2 may opt to exit with a Diploma in Law.

### What are the minimum entry requirements?

All applicants will be considered on a case-by-case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.

### What will I study?

The Irish Legal System  
EU Law  
Constitutional Law  
Criminal Law  
Family Law  
Administrative Law  
Employment Law\*  
Law of Evidence\*  
Jurisprudence  
Equity & Trust  
Law of Torts  
Company & Partnership Law  
Contract Law

\*Elective Choice



LIFELONG LEARNING

NFQ LEVEL 8

COURSE CODE  
TBD

DURATION  
4-5 YEARS

CLASSES  
2 nights per week  
7.00-10.00pm  
Some Saturday work  
will be necessary  
throughout the  
programme

AWARDED BY  
IT CARLOW

FEES FOR 2011-12  
€2,000

STARTING DATE  
September 2011

FOR FURTHER  
INFORMATION  
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## Bachelor of Arts (Honours) Applied Social Studies (Professional Social Care)

### What is this course about?

In the light of the new Awards Standards for Social Care being implemented we would like our graduates to have the title Professional Social Care in their qualification as they will be qualified Professional Social Care workers.

The aim of this programme is to develop graduates who are equipped with sufficient knowledge and skills in social care practice to enable them to make a professional contribution to communities, groups societies and organisations both nationally and internationally and to prepare graduates for lifelong learning so that they will be able to further develop and consolidate their knowledge and skills through experience, professional and/or academic education.

**N.B. Because of the significant placement element to this course the duration of the programme is dependant on whether the student is working in the social care sector or not.**

### Progression routes from this programme

Students who complete Stage 1 and 2 may opt to exit with a Higher Certificate in Applied Social Studies (Professional Social Care). After completion of Stages 1, 2 and 3 students may opt to exit with a Level 7 Ordinary Degree.

### What are the minimum entry requirements?

All applicants will be considered on a case by case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme. Applicants should currently or previously have been employed in a social care or related setting. Applicants without this experience will be expected to secure themselves an appropriate placement prior to graduation.

**N.B. Because this programme requires placement that will bring students into contact with children or vulnerable adults and in which they will assume positions of trust, it is necessary to ensure the protection of the public, and justify public trust and confidence. Therefore IT Carlow is committed to ensuring that only suitable candidates are allowed to undertake these programmes. IT Carlow uses the Garda Central Vetting Unit (GCVU) vetting service to assess the suitability of all applicants and in some cases, may also require applicants to provide an enhanced disclosure by the completion of an affidavit. Offers on this program are thus conditional and could subsequently be withdrawn if applicants do not meet the Garda Vetting requirements.**



## What will I study?

Psychology  
Social Studies  
Introduction to Social Care  
Health, Wellness & Nutrition  
Creative Skills  
Legal Studies  
Social Research  
Human Rights  
Principles & Practices of Community Care  
Residential Care & Family Services  
Management for Social Care

LIFELONG LEARNING

NFQ LEVEL 8

COURSE CODE  
TBD

DURATION  
4-5 YEARS

CLASSES  
2 nights per week  
7.00-10.00pm

AWARDED BY  
IT CARLOW

FEES FOR 2011-12  
€2,000

STARTING DATE  
September 2011

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Web: [www.itcarlow.ie/lll](http://www.itcarlow.ie/lll)

## Bachelor of Arts (Honours) Social & Community Studies

### What is this course about?

This programme is a Level 8 degree in Social & Community Studies. The aim of the course is to develop graduates who are equipped with sufficient knowledge and skills in social and community practice to enable them to make a professional contribution to communities, groups, societies and organisations in the region, nationally and internationally.

**N.B. Because of the significant placement element to this course the duration of the programme is dependant on whether the student is working in the social care sector or not.**

### What are the minimum entry requirements?

All applicants will be considered on a case-by- case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.

Entry rules and the duration of the programme will be based on the candidates involvement in the social and community sector.

**N.B. Because this programme requires placement that will bring students into contact with children or vulnerable adults and in which they will assume positions of trust, it is necessary to ensure the protection of the public, and justify public trust and confidence. Therefore IT Carlow is committed to ensuring that only suitable candidates are allowed to undertake these programmes. IT Carlow uses the Garda Central Vetting Unit (GCVU) vetting service to assess the suitability of all applicants and in some cases, may also require applicants to provide an enhanced disclosure by the completion of an affidavit. Offers on this program are thus conditional and could subsequently be withdrawn if applicants do not meet the Garda Vetting requirements.**



## What will I study?

Psychology  
Sociology  
Social Policy  
Community Development  
Community Practice  
Management  
Ethics  
Leadership  
International Social Studies  
Social Studies

## LIFELONG LEARNING

NFQ LEVEL 8  
(10 credit module)

COURSE CODE  
CW-HXLCM-W

DURATION  
1 YEAR

CLASSES  
1 night per week  
7.00-10.00

AWARDED BY  
IT CARLOW

FEES FOR 2011-12  
€520

STARTING DATE  
September 2011

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## Certificate Constitutional Law

### What is this course about?

This course gives the students a thorough knowledge of the major provisions of Bunreacht na hÉireann 1937 and of their effect on other areas of law.

This course is an ECTS 10 credit module of the BA (Honours) in Law Degree.

### On completion of this course, students should be able to:

- Demonstrate an in-depth understanding of the manner in which the Irish Constitution has shaped the Institutions and laws of our country.
- Critically assess and analyse the respective functions of the President, both houses of the Oireachtas as well as of the government and central administration.

- Assess and debate the effectiveness of the separations of powers doctrine in Irish law and able to critically assess and analyse the manner in which the Constitution interacts with both EU and International law.
- Demonstrate an in-depth and integrated understanding of the manner in which fundamental rights contained in the Irish Constitution have impacted upon and shaped Irish law and society.

### What are the minimum entry requirements?

All applicants will be considered on a case-by-case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.



## LIFELONG LEARNING

**NFQ LEVEL 8**  
(15 credit module)

**COURSE CODE**  
CW-HXLEM-W

**DURATION**  
1 YEAR

**CLASSES**  
1 night per week

**AWARDED BY**  
IT CARLOW

**FEES FOR 2011-12**  
€520

**STARTING DATE**  
September 2011

**FOR FURTHER  
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# Certificate Employment Law

## What is this course about?

This course gives the students a comprehensive knowledge of the leading principles of employment law.

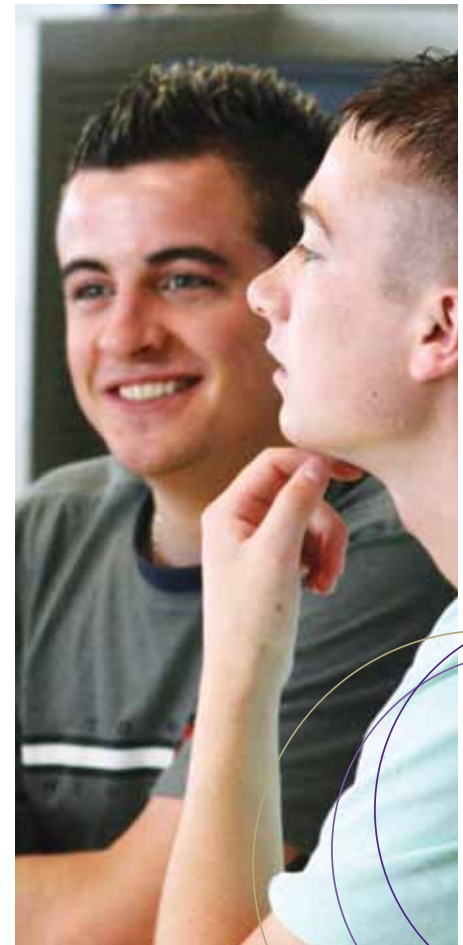
This course is an ECTS 15 credit module of the BA (Honours) in Law Degree.

## On completion of this course, students should be able to:

- Have a thorough appreciation of the laws which effect the recruitment process and be able to assess and evaluate the impact of these required elements upon that process;
- Be able to distinguish between employees and independent contractors and appreciate the importance of that distinction;
- Have a comprehensive knowledge of the main terms and conditions of employment and of the legislation which impacts upon those terms;
- Have a comprehensive knowledge of both the common law and legislative duties on employers as regards health and safety in the workplace, and be able to assess and evaluate the impact of these duties upon the Irish workplace;
- Be able to assess and discuss the impact of employment equality law on the Irish workplace.

## What are the minimum entry requirements?

All applicants will be considered on a case-by-case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.



LIFELONG LEARNING

NFQ LEVEL 8  
(15 credit module)

COURSE CODE  
CW-HXLEQ-W

DURATION  
1 YEAR

CLASSES  
1 night per week

AWARDED BY  
IT CARLOW

FEES FOR 2011-12  
€520

STARTING DATE  
September 2011

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## Certificate Equity & Trust Law

### What is this course about?

The overall aim of this module is to instil in the student an ability to understand and appreciate the historical origins and development of equity and have a thorough knowledge of the modern principles thereof. In particular, students will be given a strong grounding in the maxims of equity and the various equitable remedies available today. Students will also be given an in-depth introduction to the various equitable doctrines covered by the syllabus. A thorough understanding of the law relating to trusts and to appreciate the historical origins and development of this aspect of equity will be expected of the student as well as an extensive knowledge of the position and importance of the trust in modern society.

This course is an ECTS 15 credit module of the BA (Honours) in Law Degree.

### On completion of this course, students should be able to:

- Demonstrate a strong understanding of the origins and history of Equity;
- Comprehend and illustrate the various maxims of equity and the various equitable doctrines and their application in modern jurisprudence;
- Illustrate a sound understanding of equitable interests and mere equities;
- Have an ability to demonstrate a coherent knowledge of the various equitable remedies, and be able to critically evaluate the impact of these remedies on society as a whole;

- Understand and explain the historical origins of the trust from the medieval device of the use up to the present-day form of the trust (including the charitable trust) and its various manifestations;
- Understand the various equitable maxims and doctrines that apply to trusts including the doctrine of cy-pres;
- To explain the nature of trusteeship, including the appointment, control, payment and removal of trustees and the liabilities of trustees for breach of trust.

### What are the minimum entry requirements?

All applicants will be considered on a case-by-case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.

## LIFELONG LEARNING

NFQ LEVEL 8  
(15 credit module)

COURSE CODE  
CW-HXLEU-W

DURATION  
1 YEAR

CLASSES  
1 night per week

AWARDED BY  
IT CARLOW

FEES FOR 2011-12  
€520

STARTING DATE  
September 2011

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Web: [www.itcarlow.ie/lll](http://www.itcarlow.ie/lll)

# Certificate EU Law

## What is this course about?

The overall aim of this module is for the student to be able to assess the establishment and effect of the new legal order at European level, and its inter-relationship with the Irish legal system. Students should be able to assess the impact of substantive EU rules, both at European and national level. They should have a thorough knowledge of the case law of the ECJ/CFI in the areas covered by the syllabus.

This course is an ECTS 15 credit module of the BA (Honours) in Law Degree.

## On completion of this course, students should be able to:

- Demonstrate an in-depth and critical understanding of the history of the EU;
- Critically evaluate the structure and workings of the EU political and judicial institutions, and analyse the inter-relationships between those institutions;
- Have the ability to source EU law and demonstrate a thorough comprehension of the EU legislative process;
- Analyse the theoretical and legal basis of the fundamental principles of EU law, and be able to assess the impact of these principles on the union as a whole;
- Appreciate the inter-relationship between EU and national law and explain how and when a member state may face liability for non-implementation and mal-implementation of EU law;

- Demonstrate an in-depth and integrated knowledge of the treaty provisions and case law dealing with free movement of goods, services and workers and debate the possible impact of the concept of union citizenship on free movement law;
- Discuss the theoretical and political aims and objectives of EU competition law and critically analyse how these aims and objectives are given effect within the EU;
- Be able to use analytical and problem solving skills gained to apply knowledge to case studies dealing with matters of EU law.

## What are the minimum entry requirements?

All applicants will be considered on a case by case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.



LIFELONG LEARNING

NFQ LEVEL 8  
(15 credit module)

COURSE CODE  
CW-HXLCW-W

DURATION  
1 YEAR

CLASSES  
1 night per week

AWARDED BY  
IT CARLOW

FEES FOR 2011-12  
€520

STARTING DATE  
September 2011

FOR FURTHER  
INFORMATION  
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Lifelong Learning Centre  
Kilkenny Road, Carlow

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Web: [www.itcarlow.ie/lll](http://www.itcarlow.ie/lll)

## Certificate Contract Law

### What is this course about?

This course offers the student an understanding of the principle theories of contract law.

This course is an ECTS 15 credit module of the BA (Honours) in Law Degree.

### On completion of this course, students should be able to:

- Have a thorough appreciation of the legal elements required to form a binding contract and be able to assess and evaluate the impact of these required elements upon various scenarios.
- Be able to distinguish between various types of contract terms, understand their relative importance and effect, and appreciate the impact of the distinction between such terms.
- Be able to assess the impact of mistake, misrepresentation and duress on a contract and be able to discuss the approach of the courts to these invalidating factors.
- Understand the concept of equitable intervention on a contract and be able to identify cases of undue influence and unconscionable bargains.



### What are the minimum entry requirements?

All applicants will be considered on a case-by- case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.

## LIFELONG LEARNING

NFQ LEVEL 8  
(15 credit module)

COURSE CODE  
CW-HXLLL-W

DURATION  
1 YEAR

CLASSES  
1 night per week

AWARDED BY  
IT CARLOW

FEES FOR 2011-12  
€520

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# Certificate Land Law & Succession

## What is this course about?

This course offers the student a thorough understanding of this body of law dealing with the different forms of estate.

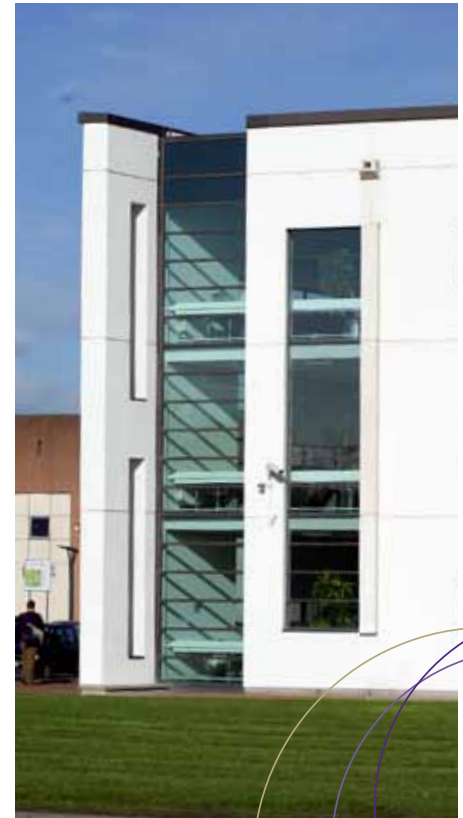
This course is an ECTS 15 credit module of the BA (Honours) in Law Degree.

## On completion of this course, students should be able to:

- Demonstrate a sound understanding of the origins of land law and in particular the distinctions to be made between the different forms of estate;
- Appreciate the role of equity across the spectrum of land law including its impact on future interests, co-ownership, estoppel, family property, mortgages, freehold covenants and trusts relating to land;
- Identify and explain the dynamic of the landlord and tenant relationship and the rights and obligations that involves;
- Understand the system of land registration in Ireland including the systems of registration of title and registration of deeds in Ireland;
- Demonstrate an in-depth knowledge of the principles of testate and intestate succession in Ireland;
- Discuss the disabilities which individuals may have in relation to land and the ways in which rights and interests in land may be extinguished.

## What are the minimum entry requirements?

All applicants will be considered on a case-by-case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.



## LIFELONG LEARNING

NFQ LEVEL 8  
(10 credit module)

COURSE CODE  
CW-HXLEV-W

DURATION  
1 YEAR

CLASSES  
1 night per week

AWARDED BY  
IT CARLOW

FEES FOR 2011-12  
€520

STARTING DATE  
September 2011

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# Certificate

## The Law of Evidence

### What is this course about?

The aim of this module is to introduce the student to the fundamental concepts and laws of evidence in Ireland.

This course is an ECTS 10 credit module of the BA (Honours) in Law Degree.

### On completion of this course, students should be able to:

- Possess a thorough and applied knowledge of the basic concepts of evidence and of the terminology used;
- Be able to analyse and distinguish between the various standards of evidential proof required and comprehend and appreciate the importance of such distinctions;
- Have a command of the witness system, of the competence and compellability of witnesses and of the course of evidence;
- Demonstrate in-depth knowledge of the rules regarding identification and confession evidence;
- Be able to identify when evidence is improperly obtained and analyse the legal status of such evidence;
- Be able to assess and evaluate the impact of the various privileges and immunities upon evidence and will be able to discuss the approach of

the courts to such privileges and immunities;

- Fully understand the rule against self-incrimination and of the rule against hearsay and will be able to evaluate the impact of these rules upon the law of evidence.

### What are the minimum entry requirements?

All applicants will be considered on a case-by-case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.

## LIFELONG LEARNING

NFQ LEVEL 6  
(10 credit module)

COURSE CODE  
TBD

DURATION  
1 YEAR

CLASSES  
1 night per week

AWARDED BY  
IT CARLOW

FEES FOR 2011-12  
€350

STARTING DATE  
September 2011

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Web: [www.itcarlow.ie/lll](http://www.itcarlow.ie/lll)

# Certificate Psychology 1

## What is this course about?

The aim of this module is to give students an understanding of the major issues involved in the psychological development of human beings and how psychological theory can be applied in social and community care settings. Students will be introduced to the main theories and language of psychology.

This course is an ECTS 10 credit Level 6 of the BA (Honours) in Applied Social Studies (Professional Social Care).

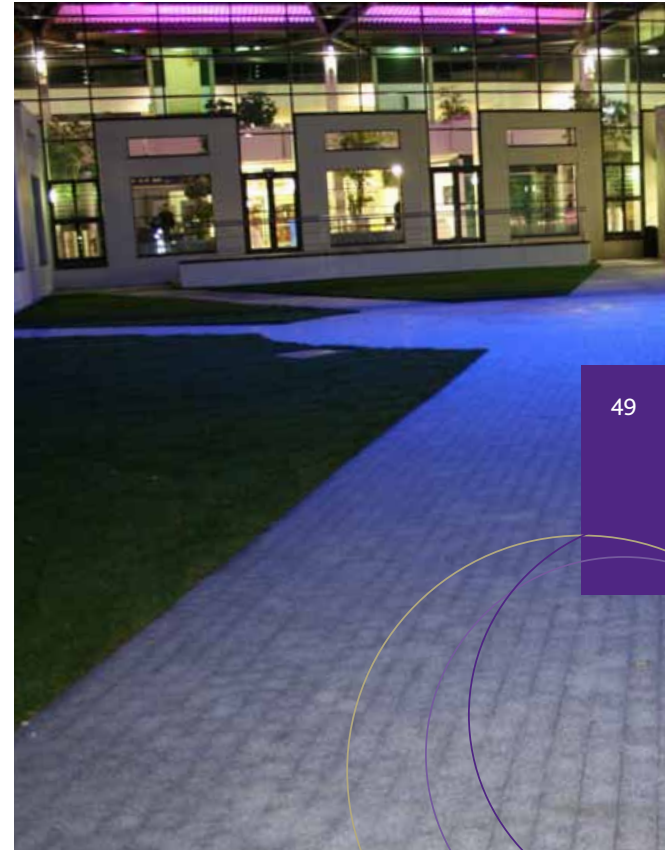
This course should not be considered as a complete programme in Psychology but an introduction to the subject with an emphasis on social and community care settings.

## On completion of this course, students should be able to:

- Describe the different perspectives within psychology;
- Describe the major theories concerned with human psychological development;
- Critically evaluate theoretical perspectives;
- Apply psychological theories to social and community care settings.

## What are the minimum entry requirements?

All applicants will be considered on a case-by- case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.



## LIFELONG LEARNING

NFQ LEVEL 6  
(10 credit module)

COURSE CODE  
TBD

DURATION  
1 YEAR

CLASSES  
1 night per week

AWARDED BY  
IT CARLOW

FEES FOR 2011-12  
€350

STARTING DATE  
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Web: [www.itcarlow.ie/lll](http://www.itcarlow.ie/lll)

## Certificate Psychology 2

### What is this course about?

The aim of this course is to develop an understanding of the psychological foundations of human behaviour. In particular, the course focuses on the social influences concerning lifespan development.

This course is an ECTS 10 credit level 6 of the BA (Honours) in Applied Social Studies (Professional Social Care).

This course should not be considered as a complete programme in Psychology but an introduction to the subject with an emphasis on social care settings.

### On completion of this course, students should be able to:

- Explain and critically evaluate theories of language, personality, cognitive development and motivation;
- Critically review the influences of ecology of development;
- Describe and analyse the biological foundations of development;
- Describe and evaluate the role of the family and familial influence;
- Analyse the role of the social setting in the development of the individual.

### What are the minimum entry requirements?

Potential students must have completed Psychology 1.

All applicants will be considered on a case-by-case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.



LIFELONG LEARNING

NFQ LEVEL 7  
(10 credit module)

COURSE CODE  
TBD

DURATION  
1 YEAR

CLASSES  
1 night per week

AWARDED BY  
IT CARLOW

FEES FOR 2011-12  
€350

STARTING DATE  
September 2011

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Web: [www.itcarlow.ie/lll](http://www.itcarlow.ie/lll)

## Certificate Psychology 3

### What is this course about?

The aim of this module is to develop the student's understanding of psychology from the perspective of atypical or abnormal development or behavior.

This course is an ECTS 10 credit level 7 module of the BA (Honours) in Applied Social Studies (Professional Social Care).

This course should not be considered as a complete programme in Psychology but an introduction to the subject with an emphasis on social care settings.

### On completion of this course, students should be able to:

- Describe and analyse what causes psychological disorder problems and learning difficulties;
- Describe the current treatments for psychological health problems;
- Evaluate causes and therapies for challenging behaviour issues;
- Describe and analyse therapeutic interventions;
- Critically review how the experiences of people with psychological health problems compare with the academic models of disorders.
- Analyse and evaluate the ethical issues involved in therapeutic interventions;
- Analyse different methods used in psychological analysis.

### What are the minimum entry requirements?

Potential students must have completed Psychology 1 & 2.

All applicants will be considered on a case-by-case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.

LIFELONG LEARNING

NFQ LEVEL 8  
(10 credit module)

COURSE CODE  
TBD

DURATION  
1 YEAR

CLASSES  
1 night per week

AWARDED BY  
IT CARLOW

FEES FOR 2011-12  
€350

STARTING DATE  
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Web: [www.itcarlow.ie/lll](http://www.itcarlow.ie/lll)

## Certificate Psychology 4

### What is this course about?

The aim of this module is to develop a theoretical framework to guide understanding of abnormal psychology and to examine role in practical interventions in the area of mental health or challenging behaviour.

This course is an ECTS 10 credit level 8 module of the BA (Honours) in Applied Social Studies (Professional Social Care).

This course should not be considered as a complete programme in Psychology but an introduction to the subject with an emphasis on social care settings.

### On completion of this course, students should be able to:

- Critically evaluate models of best practice in responding to psychological disorders;
- Explain the role of the social care practitioner in therapeutic interventions;
- Demonstrate and apply appropriate practical skills in relation to managing the challenging behaviour of individuals;
- Analyse and evaluate the ethical issues involved in therapeutic interventions;
- Evaluate the role of the social care practitioner in multidisciplinary teams.

### What are the minimum entry requirements?

Potential students must have completed Psychology 1, 2 and 3.

All applicants will be considered on a case-by- case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.



## Certificate Advocacy

**COURSE CODE**  
TBD

**DURATION**  
20 weeks

**CLASSES**  
Fridays

**AWARDED BY**  
IT CARLOW

**FEES FOR 2011-12**  
€1200

**STARTING DATE**  
September 2011

**FOR FURTHER  
INFORMATION  
CONTACT**

Lifelong Learning Centre  
Wexford Campus  
Summerhill Road, Wexford

Tel: 053 9185800

Email: [Wexford@itcarlow.ie](mailto:Wexford@itcarlow.ie)

Web: [www.itcarlow.ie/lll](http://www.itcarlow.ie/lll)

### What is this course about?

Advocacy is a set of hands-on technical skills and practices needed to effectively press for change. It is also the foundation of active citizenship, a process through which ordinary people learn to participate in decision making at all levels. The aim of this programme is to allow learners to develop a skill set that will allow them to advocate for their own needs or to advocate for others. The programme is aimed at clients, staff, and supporters of disability services.

The programme is a joint initiative between Wexford Campus and County Wexford Community workshops in Enniscorthy, New Ross and St Aidan's Centre in Gorey. This initiative is funded by Wexford VEC.

### On completion of this course, students will:

- Have a knowledge of rights and responsibility and be able to advocate in support of these.
- Understand the process of self advocacy.
- Understand how teams work and what makes an effective team.
- Know how to use leadership skills within a team.
- Understand the rights and

responsibilities as a basis for advocacy within disability services.

- Be able to identify and deal appropriately with advocacy dilemmas.
- Be able to understand the concepts of natural justice and fairness.
- Know how to respect the autonomy of each individual.

### What are the minimum entry requirements?

Applicants will be selected by the programme board in association with the sponsoring centres. There are no formal educational entry requirements.

Students will study aspects of the following core areas:

- Communications
- Advocacy
- Leadership
- Rights and Responsibilities
- Sociology

## LIFELONG LEARNING

**COURSE CODE**  
TBD

**DURATION**  
20 weeks

**CLASSES**  
1 night per week  
7-9pm

**AWARDED BY**  
IT CARLOW

**FEES FOR 2011-12**  
€500

**STARTING DATE**  
October 2011

**FOR FURTHER  
INFORMATION  
CONTACT**

Lifelong Learning Centre  
Wexford Campus  
Summerhill Road, Wexford

Tel: 053 9185800

Email: [Wexford@itcarlow.ie](mailto:Wexford@itcarlow.ie)

Web: [www.itcarlow.ie/lll](http://www.itcarlow.ie/lll)

# Certificate Pastoral Ministry

## What is this course about?

The aim of this module is to facilitate the human, spiritual and pastoral formation of men and women committed to the mission of Christ. The programme aims to contribute to the theological and spiritual development of the participants and to equip them with the necessary knowledge, skills, and understanding for pastoral ministry in a wide variety of contexts, e.g. schools, local communities, parish liturgy groups, parish development groups, etc.

## On completion of this course, students should be able to:

- Equipped with the knowledge, understanding and skills needed for ministry.
- Acquainted with the theological insights in the Roman Catholic tradition.
- Able to reflect upon and evaluate their learning from a specific pastoral ministry.
- Able to discuss the nature, mission and structure of the Church.
- Introduced to the background and text of the Old and New Testaments.

## What will I study?

Introduction to Ministry  
Belonging to a Faith community  
Understanding the Bible  
Exploring our Faith  
Celebrating our Faith  
Being Christian, Being Moral  
Pastoral Leadership  
Pastoral Counselling  
Working together and living in harmony  
Stewardship

LIFELONG LEARNING

NFQ LEVEL 8

COURSE CODE  
TBD

DURATION  
10 weeks

CLASSES  
1 night per week  
7-9pm

AWARDED BY  
IT CARLOW

FEEES FOR 2011-12  
€350

STARTING DATE  
September 2011 or  
January 2012

FOR FURTHER  
INFORMATION  
CONTACT

Lifelong Learning Centre  
Wexford Campus  
Summerhill Road, Wexford

Tel: 053 9185800

Email: [Wexford@itcarlow.ie](mailto:Wexford@itcarlow.ie)

Web: [www.itcarlow.ie/lll](http://www.itcarlow.ie/lll)

## Certificate Tutoring Skills in Adult Education

### What is this course about?

This course is designed for those who are currently teaching adults on a full-time or part-time basis or who may wish to become tutors in the future. The aim of this course is to enable participants to develop the knowledge and skills necessary to work as adult education practitioners.

### What will I study?

- The Role of the Tutor/Adult Educator
- Learning Theory
- Course Design
- Class Planning and Structure
- Teaching Methods
- Learning Resources
- Managing Group Members, Group Dynamics and Group Facilitation
- Communication Process & Skills
- Evaluation of Learning
- Teaching Practice & Evaluation

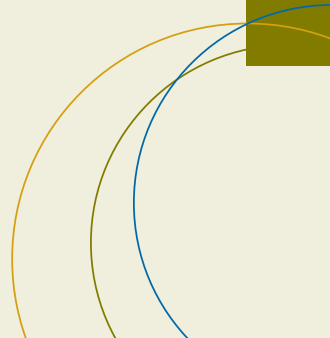






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\*Currently Undergoing the Validation Process



LIFELONG LEARNING

NFQ LEVEL 7

**COURSE CODE**  
CW-EXLCM-D

**DURATION**  
1 YEAR

**CLASSES**  
2 nights per week  
There may also be a number of Saturday workshops each year

**AWARDED BY**  
IT CARLOW

**FEES FOR 2011-12**  
€2,000

**STARTING DATE**  
September 2011

**FOR FURTHER INFORMATION CONTACT**

Lifelong Learning Centre  
Wexford Campus  
Summerhill Road, Wexford

Tel: 053 9185800

Email: Wexford@itcarlow.ie

Web: www.itcarlow.ie/lll

## Bachelor of Science Management (Craft)

### What is this course about?

This exciting and innovative course provides an opportunity for FAS or equivalent graduates of all disciplines to study for a BSc in Management (Craft). The course will provide a range of practical business and management skills as well as the skills development of the student in their own profession craft. The course will broaden and deepen the understanding and competence of the qualified craftsperson through the development of a reflective practice mindset in the learner.

The course will be offered by a combination of web based learning modules backed up by tutorial sessions and traditional classroom based lectures. There will also be a work based learning project in which the student will get the opportunity to implement the theory into the workplace.

### Progression routes from this programme

On completion of this programme, students will be eligible to apply for progression to a programme leading to an Honours Bachelor Degree (Level 8) or to a Higher Diploma (Level 8).

### What are the minimum entry requirements?

Applicants require an NFQ Level 6 Award, or equivalent, for entry to this programme.

All applicants will be considered on a case-by-case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.

### What will I study?

Health, Safety and Environmental Management  
Business Management & Administration  
Quality Management & Control  
Work based Project  
Project & Communications Skills  
Advanced Transferable Skills  
Mathematical Reasoning and Problem Solving  
Technical Modules based on individual background





## LIFELONG LEARNING

NFQ LEVEL 7

### COURSE CODE

TBD

### DURATION

1 YEAR

### CLASSES

2 nights per week

There may also be a number of Saturday workshops each year

### AWARDED BY

IT CARLOW

### FEES FOR 2011-12

€2,000

### STARTING DATE

September 2011

### FOR FURTHER INFORMATION CONTACT

Lifelong Learning Centre  
Wexford Campus  
Summerhill Road, Wexford

Tel: 053 9185800

Email: Wexford@itcarlow.ie

Web: www.itcarlow.ie/lll

# Bachelor of Science Management (Energy)

## What is this course about?

This exciting and innovative course provides an opportunity for FAS apprentice or equivalent graduates of all disciplines to study for a BSc in Management (Energy). The course will provide a range of practical business and management skills as well as the skills development of the student in their own energy-related profession. The course will broaden and deepen the understanding and competence of the qualified craftsperson and extend their skills base to include significant areas of relevance to the Green Economy.

This course has the dual aims of developing the student's own technical expertise with the emphasis on skills relevant to the Green Economy, as well as enhancing the range of management knowledge and skills of the graduate to allow him/her operate in managerial and supervisory roles.

## Progression routes from this programme

This qualification will allow the participant to apply for Level 8 awards such as the Higher Diploma in Business and continue to develop and extend their skills base and knowledge.

## What are the minimum entry requirements?

Applicants must have completed a FÁS apprenticeship or equivalent, for entry to this programme.

All applicants will be considered on a case by case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.

## What will I study?

Health, Safety & Environmental Management  
Energy Technology  
Energy Management  
Sustainable Energy  
Project & Communication Skills  
Work based Project

## LIFELONG LEARNING

NFQ LEVEL 6

### COURSE CODE

TBD

### DURATION

1 YEAR

### CLASSES

It is expected that classes will take place from 5.00-10.00pm Monday-Friday

### AWARDED BY

IT CARLOW

### FEES FOR 2011-12

€2,400

### STARTING DATE

September 2011

### FOR FURTHER INFORMATION CONTACT

Lifelong Learning Centre  
Wexford Campus  
Summerhill Road, Wexford

Tel: 053 9185800

Email: Wexford@itcarlow.ie

Web: www.itcarlow.ie/lll

# Certificate Mechanical Engineering

## What is this course about?

This programme is designed to provide a specific tailored path for those from mechanical and electrical backgrounds. It allows those who were heavily involved in maintenance, engineering and plant operations to develop a broad knowledge and skills of the principles and applications of electro-mechanical engineering so as to gain employment in various sectors. This course has the aim of developing the range of technical knowledge and skill of the graduates to allow them operate in technologist roles.

## Progression routes from this programme

Students who successfully complete this programme may progress to year 2 of the Higher Certificate in Mechanical Engineering.

## What are the minimum entry requirements?

Leaving Certificate and/or relevant prior learning/work experience. Typical applicants with mechanical or electrical craft background and ideally be qualified to at least Level 5 on the NFQ.

All applicants will be considered on a case-by-case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.

## What will I study?

Engineering Technology  
Mechanical Workshops  
Technical Communications  
Energy  
Mathematics  
Electrical Science  
Technical Graphics





Info About  
The Institute  
Carlow Town & County  
Campus Facilities  
Wexford Campus  
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\*Currently Undergoing the Validation Process

LIFELONG LEARNING

NFQ LEVEL 6

COURSE CODE  
CW-KXLCC-U

DURATION  
1 YEAR

CLASSES  
It is expected that classes will take place from 5pm-10pm Monday - Friday

AWARDED BY  
IT CARLOW

FEES FOR 2011-12  
€2,000

STARTING DATE  
September 2011

FOR FURTHER  
INFORMATION  
CONTACT

Lifelong Learning Centre  
Wexford Campus  
Summerhill Road, Wexford

Tel: 053 9185800

Email: Wexford@  
itcarlow.ie

Web: www.itcarlow.ie/lll

## Certificate Computer Systems

### What is this course about?

This is a one year part-time programme for applicants wishing to pursue a qualification in Computing and Information Technology.

### On completion of this course students will:

- Explain the basic components and interconnections that make up a computer and computer network.
- Explain the role of the main components of a various element of computer systems and networks.
- Solve basic software based problems in a structured way.
- Manipulate arithmetic expressions and carry out numerical computations with confidence.
- Use basic testing and troubleshooting skills to identify and isolate hardware faults within computer networks and systems.
- Install, configure and perform basic administration tasks on computer and operating systems and networks.

### Exit awards and Progression routes from this programme

This programme is designed to cover the material necessary for students to progress onto year 2 of the Higher Certificate in Computer (Computer Applications).

### What are the minimum entry requirements?

Leaving Certificate and / or relevant prior learning / work experience. Applicants must demonstrate a motivation to study Computing and Information Technology at third level.

All applicants will be considered on a case-by- case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.

### What will I study?

Computer systems  
Operating systems  
Computer networks  
Software development  
Maths  
Applications & Interpersonal Communication

**COURSE CODE**  
CW-EXLHS-V

**DURATION**  
1 Academic Term

**CLASSES**  
1 night per week

**AWARDED BY**  
IT CARLOW

**FEES FOR 2011-12**  
€450

**STARTING DATE**  
TBD

**FOR FURTHER  
INFORMATION  
CONTACT**

Lifelong Learning Centre  
Wexford Campus  
Summerhill Road, Wexford

Tel: 053 9185800

Email: Wexford@  
itcarlow.ie

Web: www.itcarlow.ie/lll

## Certificate Health, Safety & Environmental Management

### What is this course about?

This module covers the key requirements of the health, safety and environment legislation including the role and contents of the safety statement, accident prevention, emergency planning, environmental awareness and waste management.

This course will be offered in blended learning format consisting of a combination of online and in-class lectures.

### On completion of this course students will be able to:

- Explain the key requirements of the Safety Health and Welfare at Work framework legislation;
- Explain the contents and function of a Safety Statement;
- Explain the concept of risk management and apply the hazard identification and risk assessment process;
- Identify and analyse the importance of accident reporting and investigation;
- Describe and evaluate the key components of emergency planning and of an evacuation procedure;
- Describe the key parameters of an IPC license, analysing how company activities can impact upon this;

- Evaluate the role of waste management and detail waste control and minimisation strategies.

### What are the minimum entry requirements?

All applicants will be considered on a case-by-case basis. Lifelong Learning reserves the right to require applicants to attend for an interview to determine their suitability for the programme.





## CARLOW CAMPUS

The following is a list of courses offered at our main Carlow Campus:

### **Postgraduate**

Masters in Business Administration

Master in Business

Higher Diploma in Business (Management)

Higher Diploma in Business (Supply Chain Management)\*

### **Business & Accounting**

Bachelor of Business (Honours)

Bachelor of Business (Honours) in Business with Law

Bachelor of Arts (Honours) in Accounting

Certificate in Project Management

Certificate in Accounting for Club Treasurers

Higher Certificate in Business

Certificate in First Line Management

Higher Certificate in Office Management

Accounting Technician (Accounting Technicians Ireland)

Certified Public Accountancy (CPA)

Computerised Accounts

## Humanities

Bachelor of Arts (Honours) in Early Childhood Education & Care

Bachelor of Arts (Honours) in Law

Bachelor of Arts (Honours) in Applied Social Studies (Professional Social Care)

Bachelor of Arts (Honours) in Social & Community Studies

Certificate in Emotional Intelligence

Certificate in Sustainable Design Innovation

Certificate in Contract Law

Certificate in Constitutional Law

Certificate in Criminal Law

Certificate in Employment Law

Certificate in Equity & Trust Law

Certificate in EU Law

Certificate in Family Law

Certificate in Land Law & Succession

Certificate in the Law of Evidence

Certificate in the Law of Tort

Certificate in Irish Legal System

Certificate in Psychology 1, 2, 3, 4

Certificate in English for Professional Communication

## Engineering

Bachelor of Engineering (Honours) in Mechanical Engineering

Bachelor of Engineering in Mechanical Engineering

Bachelor of Science in Management (Craft)

Bachelor of Science in Management (Energy)\*

Higher Certificate in Mechanical Engineering

Certificate in Mechanical Engineering\*

Computer Aided Engineering – Basic CAD – Part 1

Level 2 Award in Computer Aided Design

Level 3 Award in 3D Computer Aided Design

Using Architectural Desktop in the Built Environment

Computer Aided Design using Solid-Works

Certificate in Process Control & Instrumentation

Certificate in Electrical Principles

Programmable Logic Controllers – Plan Production PLC Programs

Programmable Logic Controllers – Write/Prove PLC Programs

Programmable Logic Controllers – Document & Store PLC Programs

Programmable Logic Controllers – Provide Interface facilities between PLC's and IMS's

## Computing & Science

Certificate in IP Network Administration & Management

Certificate in Information Security Systems

Certificate in Computer Systems\*

Certificate in Health, Safety & Environmental Management

## \*Springboard Approved Programme

For Further information contact the Wicklow County Campus directly:

Carlow Campus  
Kilkenny Road, Carlow

Tel: 059 9175280

Email: [LLLcentre@itcarlow.ie](mailto:LLLcentre@itcarlow.ie)



## WICKLOW CAMPUS

The following is a list of courses offered at our Wicklow Campus:

### **Postgraduate**

Higher Diploma in Business (Management)

Higher Diploma in Business (Supply Chain Management)\*

### **Business & Accounting**

Bachelor of Business (Honours)

Bachelor of Arts (Honours) in Accounting

Certificate in Project Management

Higher Certificate in Business

Higher Certificate in Office Management

## Humanities

Bachelor of Arts (Honours) in Early Childhood Education & Care

Bachelor of Arts (Honours) in Law

Bachelor of Arts (Honours) in Applied Social Studies (Professional Social Care)

Bachelor of Arts (Honours) in Social & Community Studies

Certificate in Contract Law

Certificate in Constitutional Law

Certificate in Criminal Law

Certificate in Employment Law

Certificate in Equity & Trust Law

Certificate in EU Law

Certificate in Family Law

Certificate in the Law of Tort

Certificate in Irish Legal System

Certificate in Psychology 1, 2, 3 & 4

## Engineering

Bachelor of Science in Management (Craft)

Bachelor of Science in Management (Energy)\*

Certificate in Mechanical Engineering\*

## Computing & Science

Certificate in IP Network Administration & Management

Certificate in Information Security Systems

Certificate in Computer Systems\*

Certificate in Health, Safety & Environmental Management

For Further information contact the  
Wicklow County Campus directly:

Wicklow County Campus

Rathnew, Co. Wicklow

Tel: 0404 67125

Email: [wicklow@itcarlow.ie](mailto:wicklow@itcarlow.ie)

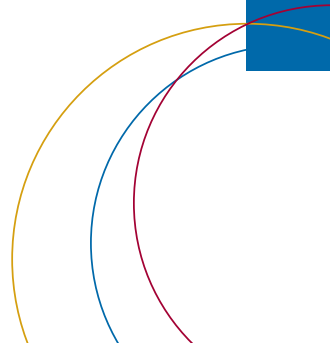
**\*Springboard Approved Programme**



## ADDITIONAL INFORMATION



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# ADDITIONAL INFORMATION

## Programmes awarded by IT Carlow

The National Framework of Qualifications includes all education and training awards (schools, Institutes of Technologies, Universities) offered in Ireland and relates them to each other. This section briefly explains the award types and gives an overview of the main features of these awards.

### Definitions

**Programme:** The course.

**Award:** The qualification at the end of the programme.

**Module:** The individual subject studied.

Each programme is made up of modules. A module has a specific

content, assessment tasks and credit value. The credit value of a module is linked to the volume of learning covered and the academic demands placed on the student. A credit is a way of measuring the amount of learning undertaken by a student. This will normally include time you devote to your studies, teaching time through lectures, work for assignments and private time. Credits are gained when you have successfully completed the assessments and/or exams for that module.

IT Carlow uses the European Credit Transfer System (ECTS), in which 1 ECTS credit corresponds to approximately 20 to 25 hours of learning time. One advantage of ECTS is that it is

internationally recognised by European and international universities. Some modules of our programmes are offered on a stand alone basis e.g. Psychology from our Social Studies Programme. This means you study the module at the same level as those doing the full programme and you receive the same credits but you only cover that one module. This will provide you with a chance to "dip your toe" into the course and should you decide to pursue the full programme later any accumulated credits will go towards the Award.

## National Framework of Qualifications Comparison Table

| Old awards up to 2004   | NFQ Level | New awards                                 | NFQ Level |
|-------------------------|-----------|--|-----------|
|                         |           | Masters/Postgraduate Diploma               | 9         |
| Honours Bachelor Degree | 8         | Honours Bachelor Degree/<br>Higher Diploma | 8         |
| National Diploma        | 7         | Bachelors Degree                           | 7         |
| National Certificate    | 6         | Higher Certificate                         | 6         |

## OUR AWARDS MAY BE CLASSIFIED UNDER THREE HEADINGS:

- **Major Awards** - are the principal class of awards, e.g. Honours Bachelor Degree at Level 8 such as the Bachelor of Arts (Honours) in Law.
- **Minor Awards** - are linked to a Major Award and they provide recognition for learners who achieve a range of outcomes, but not the specific combination of learning outcomes required for a Major Award, e.g. Diploma in Law.
- **Special Purpose Awards** - may include learning outcomes which form part of a Major Award. While special purpose awards are intended to stand alone they may be attached to a major award, e.g. Employment Law which is a module of the Honours Degree in Law.

### We offer several different types of Awards

**A Certificate:** is awarded for programmes at level 6, with 60 credits or less and can be achieved in one year e.g. Certificate in Mechanical engineering. This example is a Minor Award linked to the Bachelor of Engineering programme.

**A Diploma:** is awarded for programmes with more than 60 credits but less than 120 credits and would require two or

more years, e.g. Diploma in Law. This example is a Minor Award linked to our Honours Degree in Law.

**A Higher Certificate:** is awarded for programmes at level 6 with 120 credits and would require two years study, e.g. Higher Certificate in Business. This is a Major Award.

**An Ordinary Bachelors Degree:** is awarded for programmes at Level 7 with 180 credits and would require, on average, three years study, e.g. Bachelor of Arts in Applied Social Studies. This is a Major Award.

**An Honours Bachelors Degree:** is awarded for programmes at Level 8 with a minimum of 180 credits and would require a minimum of four years part-time study, e.g. The Bachelor of Business (Honours) in Management. This is a Major Award.

**Masters Degree:** is awarded for programmes at Level 9 with a minimum of 90 credits and would require a minimum of 2 years part-time study, e.g. Masters in Business Administration / Masters in Business.

### Start Dates

Most courses commence in September 2011. Students will receive written confirmation of their place on the

course. This letter will also include the start dates, timetable of classes and room details.

### Entry Requirements

All courses have their own entry requirements. Please refer to the relevant course page for detailed entry requirements. For non-native English speakers: IELTS (6.5), TOEFL 575 (paper)/232 (computer) with TWE (5.0), TOEIC (730) or Cambridge CPE (A, B or C) and satisfactory performance at interview. These applications must be supported by two references completed by individuals capable of assessing the applicant's suitability for the chosen programme. At least one of the referees should be someone in a position to judge academic ability, while the other should be someone who is able to assess practical management qualities. Students whose first language is not English will be required to sit an English language test.

### Students with disabilities

If you have a disability you are encouraged to contact the Lifelong Learning Centre at 059 9175280 to discuss your situation with confidential and friendly advice.

# ADDITIONAL INFORMATION

## Course Accreditation

Students registering for Lifelong Learning programmes should be aware that, with the exception of the professional programmes such as IATI, CPA, CPC, all programmes offered in this prospectus have undergone or are in the process of undergoing validation under the Qualifications (Education and Training) Act 1999.

## Fees and Refund Policy

**Programme fees quoted are for the 2011-12 academic year and are subject to change over the duration of the programme.**

**Students taking courses of 1 year duration or longer where course fees exceed €1,000 and who opt to pay full course fees before Friday 9th September 2011 will be eligible for a 5% reduction in the cost of their course fees.**

- (a) Course fees are expected to be paid in full at the commencement of the course. IT Carlow recognises that some students may have difficulties in paying the full amount in one transaction thus the Lifelong Learning Centre has created a number of fee payment by instalment options. All such applications will be treated in confidence. In general, fee payment by instalment applications will only be considered for fees in excess of €1,000.

Students who apply for and are granted a fee payment by installment plan should note that failure to meet the payment dates set down for their payment scheme, in particular key dates, may:

- be denied access to Blackboard
  - be prevented from sitting examinations in December, May or August as applicable
  - have all other assignment / exam results withheld until payments are made
  - assignments will not be accepted nor will a late submission for an assignment be accepted after late payments are made
  - may pay an additional surcharge.
- (b) Students in receipt of Grants or employer sponsorship etc. will be required to submit a letter of confirmation of grant eligibility from their granting authority in lieu of fees. They must also include a Purchase Order Number for invoice purposes. Where fees have not been paid by the 'sponsor' within thirty days after issue of the invoice, it is the responsibility of the student to then pay the fee and claim back fees from their sponsor.
- (c) Repeat students will be required to pay relevant examination fee when applying to sit repeat.
- (d) The Lifelong Learning Centre has a strict policy in relation to Refund of Course Fees and a fees refund or a percentage of same will only be given in the following circumstances:
- A full refund will be given if requested in writing before the commencement of the course.
  - Where a student leaves within two weeks of the start of a short course (10-13 weeks), 70% refund of the course fee will apply. Outside this two week period there will be no refund of fees.
  - For long courses i.e. those of one year duration or longer, a percentage of fees refund will be given over the first nine weeks of the course as per the table opposite. Thereafter there will be no refund of fees.
  - The refund calculation is based on the full fee for the course not the amount that a student may have paid under a fees payment instalment agreement.
  - The fees refund calculation is based on the date that the student formally applies in writing to withdraw from the course.
  - All courses will run subject to sufficient numbers. Where a course has to be cancelled those students who have registered and paid will be refunded in full.
  - Receipts must be retained and produced when requesting a refund of course fees which must be applied for on the official LLL refund form.

Table 1: Percentage Fees Refund

| Week of Course | Refund to Student (based on full fee of course) |
|----------------|---|
| 1              | 75%   |
| 2              | 60%   |
| 3              |   |
| 4              |   |
| 5              | 50%   |
| 6              | 40%   |
| 7              | 30%   |
| 8              | 20%   |
| 9              | 10%   |
| 10             | 0%  |

## EXEMPTIONS POLICY

### Introduction

A student may be eligible for an exemption to a module, a number of modules, a stage(s) of an academic programme based on previous courses of study.

An example is a student who has completed a Higher Certificate in Business would be considered for entry onto Year 3 of the Bachelor of Business degree.

Exemption Application forms are available from the Lifelong Learning Office. Providing the Module(s)

Exemption Application has been made within the allocated time period, a student who receives an exemption in a module(s) will not be charged fees for that module(s) and if fees have already been paid, a full refund of the module(s) will be given.

### Student Process

It is the responsibility of the applicant to gather the information together in order to allow a Course Team assess an exemption application. An incomplete submission will not be considered and there is potentially a financial impact to the applicant if the application is delayed (see Restrictions below). Delays in receiving information from another third level college are not the responsibility of IT Carlow, thus applicants are advised to start the exemption process as early as possible.

This means that the applicant must provide:

- Completed application form, submitted by the closing date
- Necessary fee
- A copy of the academic transcript(s) related to the exemption
- A copy of the syllabus describing the Learning Outcomes of the module(s).

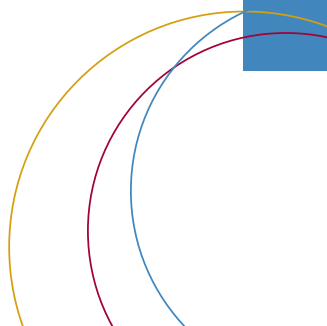
### IT Carlow Process

Decisions on exemptions are made by the Course Teams or their representatives. Students will be informed initially by phone of the result of the application and this will be followed by a letter of confirmation.

### Restrictions

- Exemptions are not granted for any module of the award year of a degree or for a module of a Higher Diploma in Business, Bachelor of Science in Management or of a Masters Programme.
- Applications for exemptions must be made by Friday 16th September 2011 for all modules to be studied in the Academic Year 2011-2012.
- Applications received after this date will only be considered if the applicant has paid full course fees.
- If an exemption is granted to a late application there will be no refund of fees for that module(s).
- If an incomplete application form is submitted and the final documentation is submitted after the 16th September 2011 the application will be considered as a late application and the no fees refund rule will apply.

# NOTES



# NOTES

