

Roslyn Park College

Prospectus

National Learning Network
Investing in People, Changing Perspectives

Contents

Welcome	3
Why choose Roslyn Park College?	4
Who can apply?	5
Student Services	6
Wellness Foundation	7
College Foundation	8
College Foundation	9
Catering Retail Assistant	10
Employability with Tourism Customer Care	11
Fast Track to Employment	12
Artlink	13
Business Studies (Finance)	14
Business Studies (Administration)	15
IT & Computer Maintenance	16
Computer Aided Design (CAD)	17
Computer Programming & Game Design	18
Performing Arts	19
MultiMedia & Digital Graphic Design	20
Graphic Design for Print	21
Culinary Skills	22
Horticulture Skills	23
Sport & Recreation	24
Next Steps:	25
College Location	26



Welcome to Roslyn Park College

Roslyn Park College offers a wide range of training programmes, from art to cookery, to computers skills, to business courses. Whatever your particular interest, we hope you will find something that suits you.

Most of our courses last for up to two years, but this can vary depending on the individual. Some courses focus on personal development, while others focus on developing skills for employment. Courses are funded by the CDET/B and the HSE. Courses are free of charge to students.

A big difference between us and other colleges is that students can start a course at any time of the year. This means all students work through the programme at their own pace.

Our classes normally run from 9am to 4pm, but we make allowances for medical or other appointments, depending on a student's own needs.

Roslyn Park College is in Sandymount, on the southside of Dublin Bay, close to the City Centre. We are just 15 minutes away from Sandymount DART station. There is also an excellent bus service; routes 1, 18 and 47 stop right at our gate. See the back of this brochure for a map of our location.

Roslyn Park College is part of the National Learning Network, Ireland's largest non-government training organisation.

You can phone us on (01) 261 3400, or fax us on (01) 261 3403, or contact the college by email at rpc@nl.n.ie.

This brochure is available in accessible formats from reception.

College Information





College Information



Why choose Roslyn Park College?

Roslyn Park College can offer you nationally recognised certification which could help you enter employment or go on to further education. It is unique among colleges in that the training is geared to support your individual needs. This is achieved in the following ways:

Continuous intake

Students can start their course at any time during the year, when a vacancy occurs.

Flexible course design

You can move at your own pace through the course. If you need to leave, for illness or other reasons, you can come back and pick up where you left off at another time.

Individual training plan

We assist you to develop your own training plan which can include your training, social and personal goals.

Individual training supports

You will have access to our support staff including our Psychologist, Rehabilitation Officers, Resource Teachers, Sports Instructors or Sign Language Interpreters to assist you on your training course.

Additionally, personalised assistive technology is provided where possible. An Employment Co-ordinator is available to assist you in your search for employment.

The Forum - Recovery Courses

In addition to your chosen training course we offer a wide range of recovery courses which cover mental health subjects in addition to sports, skills and transition support.

Who can apply?

You can apply to the college if you have had an accident or an illness or other disability and you wish to develop your skills and train for employment or further education or training courses. People who are interested in coming to the college will first have an interview and may then spend a few days trying out a course to see if it suits them.

Approval from CDETБ or the HSE will be required before starting a course. Proof of disability will be required and other eligibility criteria may be relevant for non-nationals.

How do I apply?

You can contact the college directly on (01) 261 3400, and we will arrange for you to tour the college, and discuss your options.



College
Information



Student support

Our staff can help you to think about what your long-term objectives are and they can provide you with support where needed. We also run workshops on developing social skills, confidence building and other areas of interest. Our staff can also give you information on student payments, rights and entitlements.

Facilities

Training rooms are equipped with up-to-date facilities which are easily accessible. A selection of hot or cold lunches is served daily in our excellent canteen and tea and coffee is provided free during morning and afternoon breaks. Our gym and exercise room has a qualified Sports Instructor.

Students' Union

Students are members of the Roslyn Park College Students' Union, which is affiliated to the Union of Students of Ireland (USI). Elections are held every year for the Union Committee. The Committee has regular meetings with the Head of College on general issues and may represent individual students when required. The Union regularly organises social and sporting events.



Student Services





Wellness Foundation

Wellness Foundation offers you a chance to recover from difficulties, feel better about yourself, and improve the overall quality of your life. You can become more self-aware and find out more about your own learning style. You may then prepare to move on, either to another course in Roslyn Park College or to another opportunity.

Course Features

You learn with others who have had similar experiences.

Activities can include:

- Induction
- Exploring wellness & recovery through open dialogue
- Self-advocacy and citizenship
- Learning styles
- Identifying individual strengths
- Team working
- Computer classes in small groups
- Thinking about possible careers
- Creativity and the arts
- Sampling other courses in Roslyn Park College
- Exploring other training or job opportunities

Certification:

- FETAC Level 4 in IT Skills.

After the course

You could progress to other courses in Roslyn Park College or to courses in other National Learning Network centres. You could apply to an ETB College or a third level institution. Or you may seek to do voluntary work or to avail of a local Community Employment Scheme. Or we could help you look for a job.



College Foundation



In College Foundation you have the chance to consider all your options. It is a gateway to college life. You can look at your interests and abilities and decide on your next step with the help of the facilitators and those around you. You may decide to try a course sample on one of the CDETB-funded courses in the college or you may want to look beyond Roslyn Park to other opportunities.

Course Features

The course allows you to work in small groups with individual attention, you work to your own plan and activities include:

- Induction
- Thinking about possible careers
- Self-Advocacy and Citizenship
- Staying Well
- Knowing your own Learning Style
- Field Trips and Projects
- Activities to develop communication skills, creativity and overall wellness
- Part-time Work Experience
- Getting ready for training
- Sampling other courses in Roslyn Park College
- Exploring further options and job opportunities



College Foundation



College Foundation also gives you the chance to improve your Maths, English and computer skills. You can work on your own personal development, and we will work with you as you decide on your next step. You can concentrate on the skills you need and we will help you along the way.

Activities leading to certification include:

- Business English
- Maths
- Computer Applications
- Health related fitness
- Communications
- Information Technology Skills
- Work Experience
- Personal Effectiveness
- Workplace Safety
- Graphic Design
- Drawing
- Painting
- Customer Service

Certification:

- FETAC Level 4

After the course

You could move on to other courses in Roslyn Park College or to courses in other National Learning Network centres. You could apply to an ETB or third-level College or we could help you look for a job.



Catering Retail Assistant



Are you interested in a career in the Catering and Food Service industry? This employment sector is rapidly expanding and requires applicants with hands-on training in catering and food service skills. In addition, you will have the opportunity to practice your skills on work placements with employers.

Course Features

Modules include:

- Retail Sales Techniques
- Retail Payment Procedures
- Handling Food Hygienically
- Short Order Cooking
- Kitchen Skills
- Meal Service
- Stock Control
- Work Experience
- Communications
- Customer Service
- Teamworking

Certification:

- FETAC Level 4: Retail

After the course

You could work in a variety of jobs in the catering and customer services industry including catering assistant, barista, coffee shop assistant, sandwich bar assistant, entry level chef. Students could also progress to Fetac Level 5 courses in Retail or Retail Management.



Employability with Tourism Customer Care

This course provides students with the skills, knowledge and attitudes relevant to gaining employment in the Hospitality and Tourism Industry. The course includes work-based training skills in top class Dublin hotels and work experience in a variety of retail outlets. Students work through modules at their own pace. Assessment is continuous, through assignments and projects.

Course Features

Activities include:

- Induction
- Communication
- Career Planning
- Tourism Visitor Care
- Functional Maths
- Workplace Safety
- Understanding Interculturalism
- Work Experience
- Information Technology Skills
- Team Working

Certification:

- FETAC Level 4: Employability with Tourism Customer Care

After the course

You could get a job in one of the hotels you trained in - many past students have done exactly that. Or you can go on to further training if you want to specialise in a particular area, e.g. bar work, restaurant work or reception duties.



Fast Track to Employment



This course combines training in the workplace with training in the college. You will get a chance to identify which type of job you want to train for and to suggest possible employers. The course facilitator supports you whilst you are in the college and out on work placement throughout the course, and also works with the employer. When you are in the college you can follow a training plan that is designed just for you.

Course Features

The course facilitator arranges a work placement for two or three days per week throughout the course.

Centre-based activities may include:

- Induction
- Communications
- Health & Safety
- Self-Advocacy
- Other training as required by the individual student
- Customer Service
- Career Planning
- Team Working
- Personal Effectiveness
- Functional Maths
- IT
- Work Place Safety

Certification:

- FETAC modules at Levels 4

After the course

This could be the stepping-stone into skilled employment that you have been looking for. You could get a job with the employer that you trained with or with a different employer needing the same skills.





If you have artistic talent that you want to develop further or if you have ever thought about going to Art College, Artlink could be the course for you. We can help you prepare a portfolio for your college application, or to develop your creative skills for employment in the visual arts. You can explore working with different materials and learn to express yourself creatively. The research and problem solving skills you will develop can be brought into any walk of life and they will help you build your confidence and motivation.

Course Features

You will do a number of research and drawing projects, some of them in public galleries such as the National Gallery, the Chester Beatty Library, the Botanic Gardens and the Museum of Modern Art.

Other activities include:

- Induction
- Drawing
- Painting
- Design
- Combined Materials
- Sculpture
- Art Appreciation
- Communications
- Work Experience

Certification:

- FETAC Level 5 in Art, Craft & Design. You will also develop a portfolio of your work.

After the course

If you want to go on to art college we can help you to apply. Or you could work as an art facilitator in a community-based project. Or you may want to develop your own artistic skills to exhibit your own work or work with other artists.

Business Studies (Finance)



This is a very flexible course that gives you a range of business, financial and computer skills. As with all our business courses, you can choose from a range of course modules which you can work through at your own pace with our help. You will learn to use the most commonly used financial software and also get the chance of an extended period of work placement.

Course Features

You can choose a range of subjects including:

- Accounting—both manual and computerised
- Book Keeping – both manual and computerised
- Payroll – both manual and computerised
- Spreadsheets
- Business Communications
- Customer Service
- Word Processing
- Database
- Email and Internet for Business
- Work Experience
- Business Administration
- Information & Administration

Certification:

- FETAC Level 5 in Business Studies.

After the course

You can work as a highly skilled administrative or financial assistant in accounting, payroll or banking environments. Some former students have started their own businesses while others have progressed to third level education.



Business Studies (Administration)



This is a very flexible course that gives you a range of business and computer skills. You can choose from a wide range of course modules which you can work through at your own pace with our help. You will also get the chance of an extended period of work placement.

Course Features

You can choose a range of subjects including:

- Business Administration
- Customer Service
- Reception and Frontline Office Skills
- Accounting - Manual and Computerised
- Payroll – Manual and Computerised
- Bookkeeping - Manual and Computerised
- Business Communications
- Word Processing
- Database Design and Implementation
- Spreadsheets
- Internet
- Work Experience
- Information and Administration
- E Business
- Web Authoring

Certification:

- FETAC Level 5 in Business Studies

After the course

You could get a job as an administrative assistant in a wide range of administrative, clerical, receptionist, customer service, not-for-profit or public sectors. Many students also choose to progress to third level education.



IT & Computer Maintenance



Computers are an essential part of our daily lives; but, like any piece of equipment, they occasionally break down. This flexible course can give you a set of practical skills in maintaining and using your computer. You can learn how to design, build, service, upgrade and repair PCs, and also learn key computer applications, including web design. And you will get the opportunity to undertake an extended work experience period in the College's own Technical Support Department.

Course Features

You can choose a range of subjects including:

- Hardware Essentials
- Information and Communication Systems
- Computer Maintenance and Servicing
- Networking Essentials
- Hardware and Software Troubleshooting
- Web design and Development (HTML & Dreamweaver)
- Database Design and Implementation
- Spreadsheet Design and Implementation
- Business Communications
- Work Experience
- Enterprise Development (optional FETAC Level 5)
- Computer Architecture

Certification:

- FETAC Level 5 in Information Processing.
- FETAC Level 5 Computer Network & Maintenance

After the course

You could go on to work in a Technical Support or Technician role or in a wide variety of related positions in the wider IT sector. Some students have chosen to start their own business or to progress to third level education.

Computer Aided Design (CAD)



If you enjoyed technical drawing at school, even if it was a long time ago, you may be interested in our CAD course. Even if you have never done anything like this before but you like attention to detail, or perhaps you already have some experience but need to update your skills, this course could suit you. You will cover key areas such as the preparation of drawings and plans, using the same software that you would find in an architect's office. You will get the chance for site visits and work placement or you can prepare a portfolio for further education.

Course Features

The course involves a number of drawing projects to build up a portfolio of work which will include:

- Computer Aided Design (CAD) using the current version of AutoCAD
- Communications
- Work Experience
- Safety and Health at Work
- Design Skills
- Architectural Drawing
- Materials Science
- Word Processing
- Drawing
- 3D Computer Aided Design
- Desktop Publishing
- Building Construction

Certification:

- FETAC Level 5 in CAD, ECDL CAD, Safepass

After the course

You could work as a draughtsperson in an architectural or engineering office. You could apply for a job with the planning department of a local authority or the Office of Public Works. Or you could use your portfolio to apply to third level education.



Computer Programming & Game Design



Computer Programming meets game design in this exciting course that offers you a route into one of the fastest-growing industries in the world. You can tailor the course to suit your programming and your other IT interests. This is an excellent course for beginners who want to move into the digital entertainment industry or develop computer applications.

Course Features

You can choose a range of subjects including:

- Compute Programming
- Software Development
- Computer Game Design
- Website Authoring
- Database Design and Implementation
- Spreadsheet Design and Implementation
- Mathematics
- Computer Architecture
- eBusiness
- Work Experience
- Communications

Certification:

- FETAC Level 5 in Information Technology or Information Processing.

After the course

Whether you want to work in software design and development, computer game design, web design or technical support, this course could be for you. Many students pursue careers in the wider IT sector or even start their own businesses. Some have chosen to go on to third level education.

Performing Arts



If you have an interest in performance, whether in acting or working backstage, you will find something in this course for you. You will be introduced to professionals and see them at work. Going to cultural events and performances, and visits by guest lecturers are all part of the course. You will work on projects such as devising and producing events and performances, from both the technical and performing perspectives, working closely with your fellow students.

Course Features

You can choose from a range of modules, including the following:

- Communications
- Media Analysis
- Acting Skills & Techniques
- Theatre Studies
- Theatre Performance
- Performance Craft
- Stage Management & Administration
- Event Production
- Work Experience

Certification:

- FETAC Level 5 Certificate in Performing Arts.

After the course

Graduates can find employment as drama facilitators in community-based projects or backstage in a drama group. Other options include careers in sound editing or local radio stations, as well as many other possibilities.



Multimedia & Digital Graphic Design



Multimedia is part of the new age of communication and this course offers students an introduction to the new digital media including web and graphic design, it combines all aspects of "front end" web design including image processing and manipulation with photoshop, 2D web animation and illustration and aspects of blogging and social media. During the course students design and build their own personal website with the latest state of the art design software.

Course Features

Learn to build new and exciting websites through a range of modules that include:

- Computer Illustrated Graphics
- Image Processing
- Web Authoring
- Multimedia Authoring
- Multimedia Project Development
- Design Skills
- Work Experience
- Communications

Certification:

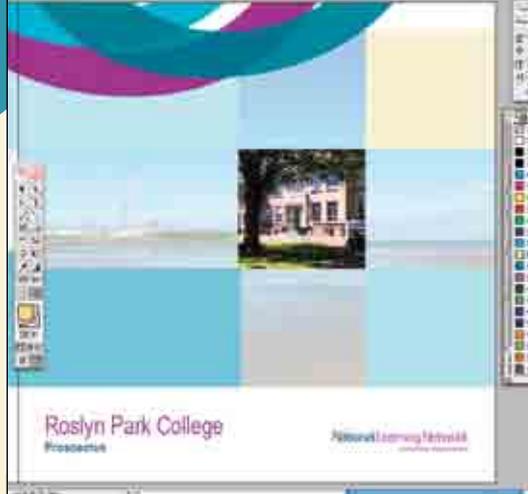
- FETAC Level 5 in Multimedia Production

After the course

We have established strong links with a number of colleges of further education where you could choose to continue your training and education or you can take your new found skill into the work place in design, advertising, photography and multimedia studios.



Graphic Design for Print



Graphic Design is all around us, everywhere we look. This course will give you the skills you need to work in a design studio producing and designing anything from brochures, magazines or signage to packaging. The range of possibilities is endless. You will learn to see the computer as a design tool and use it for anything from laying out a page, to retouching a photograph, to drawing an image from scratch. And you will see how to turn a client's brief into a creative solution.

Course Features

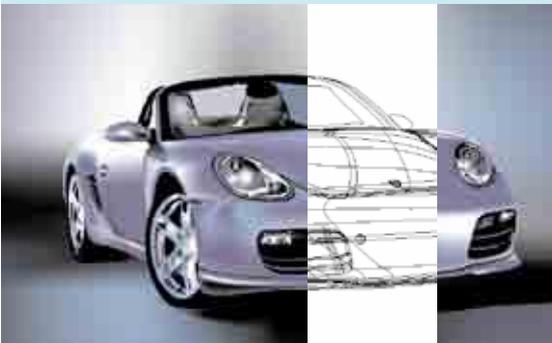
- Drawing
- Design Skills
- Desktop Publishing
- Graphic Design Skills
- Image Processing
- Computer Illustration Graphics
- Communications
- Personal Effectiveness
- Photography
- Work Experience

Certification:

- FETAC Level 5 in Graphic Design. You will also develop a portfolio of your work.

After the course

Graduates can work in a variety of areas in design, advertising or printing or may go on to further study in a third level college.



Catering Support



Are you interested in the Food Service Industry?. This course allows you to take your interest and be trained in a range of cooking areas. With subjects to help you develop skills to further our experience in the catering sector. You will also get the chance to practice your skills in your work placement.

Course Features

- Kitchen Skills
- Short Order Cooking
- Meal Service
- Workplace Safety
- Communications
- Customer Service
- Team Working
- Work Experience

Certification:

- FETAC Level 4: Catering Support

After the course

You could work as a Commi/Trainee chef or part of the culinary staff in the catering and tourism industries. Some former students have chosen to go on to further training or education.



Horticulture Skills



The horticulture business is vibrant and diverse. Gardening, commercial growing, green-keeping, sales and grounds maintenance are just some of the possibilities open to you after this course. So if you prefer to work outdoors, this could be just right for you.

Course Features

- Plant Identification, Care & Maintenance
- Safe Horticultural Practice
- Work Experience
- Communications
- Information Technology Skills
- Teamworking
- Customer Service
- Plant Propagation
- Horticulture Tools and Equipment
- Growing Vegetables
- Hard Landscape Construction
- Establishing Ornamental Flowering Plants
- Establishing Turf Grass
- Growing Fruit
- Establishing Trees and Shrubs

Certification:

- FETAC Level 4: Horticulture Skills

After the course

Many career opportunities are available to graduates in the area of grounds maintenance, horticultural sales, working with garden centres, local authority parks departments, landscape designers and horticultural growers.



Sport & Recreation Studies



Provides students with the skills, knowledge & attitudes relevant to gaining employment in the Sports and Leisure Industry. The course includes practical training skills in the College's Sports facility and work experience opportunities in gyms, leisure or community centres. Students work through modules at their own pace. Assessment is continuous, through assignments and projects.

Course Features

Activities can include:

- Communications
- Sports & Recreation Studies
- Health Related Fitness
- Customer Service
- Exercise & Fitness
- Safety & Health at Work
- Occupational First Aid
- Coaching - Kick Start FAI Badges
- Personal Planning, Transition Guidance
- Work Experience
- Work Related Social Skills
- Career Planning
- Study Skills & Techniques.
- Nutrition
- Sport Anatomy
- Human Biology
- Team Working

Certification:

- FETAC Levels 4 or 5

After the course

After this course you would be suitable for a number of positions within the leisure industry. Also, the course would give you a good foundation to study Sports and Recreation at a higher level.

Next Steps:

Information:

We organise weekly tours in the college every Wednesday from 1:30pm. The tour gives you a chance to see the college, speak with the course tutors and learn more about what we do.

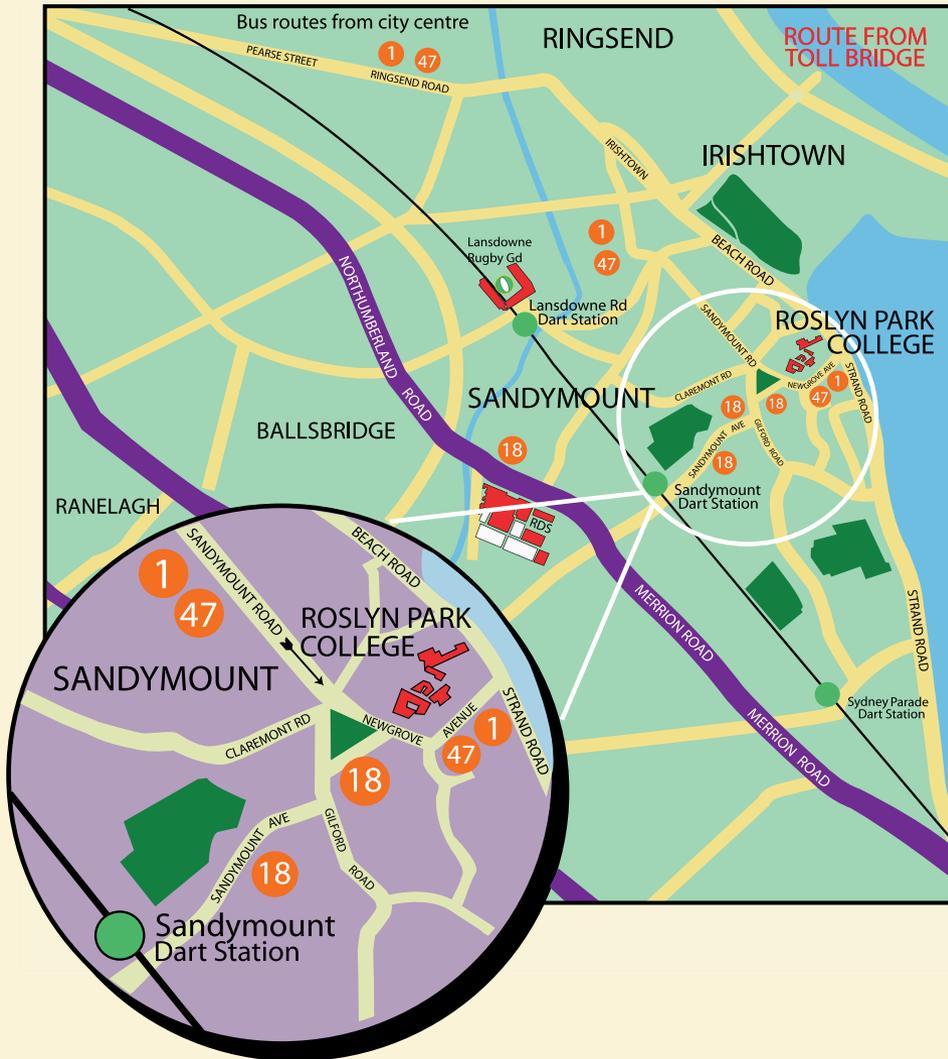
If you would like to book a place on an upcoming College Tour - please contact the college reception on 01-2613400 and they will advise you of the next available date.

Applications:

If after attending the tour you are interested in applying for the course, we will give you the application details. Once completed and returned we can begin to process your application.



College Location



Public transport to Roslyn Park College

- Dublin Bus Routes, numbers 1, 18, 47.
(The above bus routes are now operated using wheelchair accessible vehicles.)
- Dart, nearest station Sandymount (15 mins)



National Learning Network - other Dublin & North Wicklow Centres

Ballyfermot (01) 626 9979

Bray (01) 282 9643

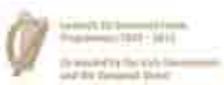
Phibsboro (01) 882 0030

Swords (01) 840 4120

Tallaght (01) 452 5777

Blanchardstown (Assessment Service) (01) 885 1386

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Investing in your future



EUROPEAN SOCIAL FUND



Roslyn Park College, Beach Road, Sandymount, Dublin 4, Ireland.

Tel +353 1 2613 400 Fax +353 1 2613 403 Email - rpc@nl.n.ie Web - www.nln.ie