

FINGAL ADULT EDUCATION SERVICE

Childcare Training Information Booklet



FETAC
Further Education and
Training Awards Council
Comhairle na nOideachtaí
Breitheachtaí agus Ollscoile

All your achievements
count with FETAC



Coiste Gairmoideachais Chontae Átha Cliath
County Dublin Vocational Education Committee

Every effort has been made to ensure the information contained in this booklet is accurate.

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Acknowledgment

The Service wishes to thank all who contributed to the production of this publication

GUIDE TO CHILDCARE TRAINING

County Dublin Vocational Education Committee (VEC) is the main provider of ongoing and lifelong learning in the Fingal region. Throughout the Fingal region there is a wide variety of adult education services available.

The following components go to make up this Adult Education Service:

- Literacy and Adult Basic Education
- Community Adult Education
- Adult Guidance Service
- Back to Education Initiative (BTEI)
- English for Speakers of other Languages (ESOL)
- Adult Refugee Programme (ARP)
- Workplace Education
- Skills for Work
- Vocational Training Opportunity Scheme (VTOS)
- Childcare Training

The courses on offer as part of this service are designed to enhance the lives of adults living in North Fingal area. Classes include hobby and leisure, life skills and certificate courses at Junior, Leaving Certificate, FETAC Level 3, Level 4 and Level 5.

The Fingal Adult Education Service also works in conjunction with other agencies including HSE, FÁS, Fingal County Council, Prosper Fingal, Eve Holdings, NCDI, Fingal Leader Partnership, etc. in providing on-going Adult Education.

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Introduction



Welcome to the Fingal Adult Education Services guide to Childcare Training. This booklet outlines the different levels of Childcare Training on offer through the Fingal Adult Education Service. We provide childcare training at FETAC Level 3, FETAC Level 4, FETAC Level 5 and FETAC Level 6. The modules on offer are briefly outlined and the model of delivery is identified.

We hope you find this booklet useful. If you are interested in pursuing training with the Fingal Adult Education Service please fill in the Declaration of Interest Form at the back of the booklet and forward it to the Fingal Adult Education Service as soon as possible.

Funding

There are two methods of funding for Childcare Training. FETAC Level 3 and FETAC Level 4 are offered through BTEI (Back to Education Initiative) funding. The BTEI was established to provide an opportunity to return to learning for young people and adults and a re-entry route for those in the workplace who wish to upgrade their skills in line with emerging needs. Emphasis is on part time provision, the chance to combine a return to education and training with family, work and other responsibilities. This funding targets people who are in receipt of a social welfare payment and people who are in employment but have not gained a Junior Certificate or Leaving Certificate equivalent.

Fee Paying Courses

Childcare training at FETAC Level 5 & 6 is fee-paying. Childcare Level 5 is delivered over two years on a part-time basis. Childcare Level 6 is delivered on a part time basis over a year. Fees are paid per annum. There is an easy-payment system in place for both FETAC level 5 and Level 6.

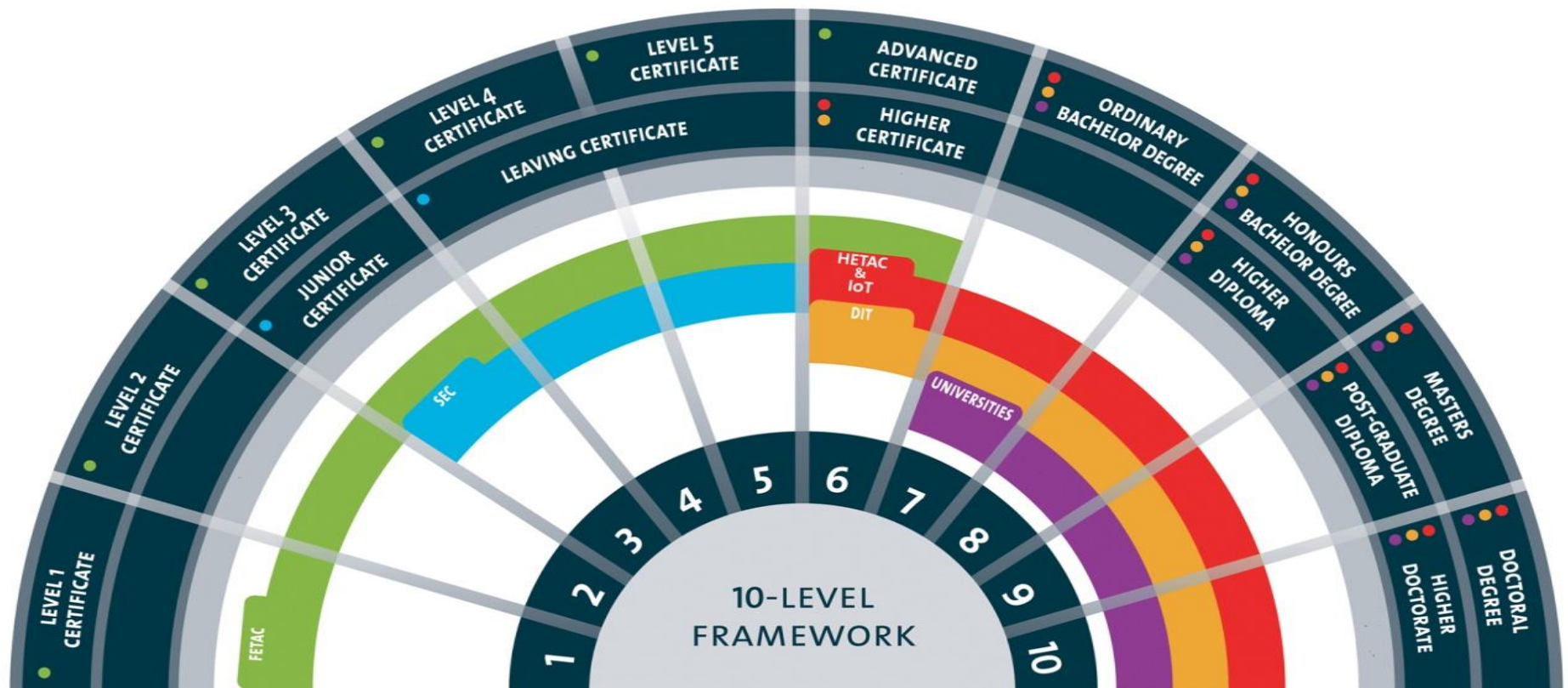
Why Train in Childcare?

The childcare sector in Ireland is becoming more regulated and formal training is required. Currently legislation dictates that Childcare Services that wish to access funding under the Early Childcare Education Scheme (ECE) must have a staff member (Manager/Supervisor) with a FETAC level 6 in Supervision in Childcare Certificate by June 2012.

What is FETAC?

FETAC (Further Education and Training Awards Council) is the national awarding body for further education and training in Ireland. All training courses provided by the VEC adhere to FETAC's Quality Assurance procedures.

National Framework of Qualifications



FETAC Level 3

About the course:

The aim of this course is to provide students with experience of the health, hygiene, safety and nutritional aspects of caring for young children as well as an opportunity to explore play opportunities and to look at how young children develop.

Who is this course for?

No previous qualifications are required however all applicants will be required to attend screening assessment to ensure they are on the correct level for their skills.

Childcare Taster Programme

We also engage participants through a taster programme to ensure participants have been allocated the correct course for their skill set.

Duration:

Childcare Taster- part time hours over a three week period

Childcare Modules – part time hours over a 12-15 week period

Attendance options:

Part time – day, two hours per week (no evening options available).

Certification: Two childcare modules at FETAC Level 3.

| | |
|---|--|
| Course code: 3N0610 Caring for Children Credit Value: 10 | Course code: 3N0611 Child Development & Play Credit Value: 10 |
| Units: Food and Nutrition, Health and Hygiene, Safety, Communication. Assessment: Portfolio 100% The assessment will consist of a Portfolio containing some of these components: <ul style="list-style-type: none">• a menu card for a child for one day;• a checklist identifying common signs of illness in children;• a wall chart presenting information in relation to an emergency;• and a description of good communication practice with children. | Units: Exploring play, development, planning and organising play and communication. Assessment: Portfolio 100% The assessment will consist of a Portfolio containing some of these components: <ul style="list-style-type: none">• a comparison of play today with play when the candidate was a child;• a record of two play activities experienced by the candidate;• and a wall chart presenting 'play ideas for children'. |

Achieving a full Award:

County Dublin VEC has written a programme that will give the learner the opportunity to achieve the Level 3 Certificate in General Learning 3M0874.

In order to achieve certification in this Major Award, a learner must achieve a minimum of 60 credits to satisfy the following FETAC award structure:

10 credits from the following Component(s)

| | | |
|--------|----------------|------------|
| 3N0880 | Communications | 10 credits |
|--------|----------------|------------|

A minimum credit value of 10 from the following Components

| | | |
|--------|-----------------------------------|------------|
| 3N0564 | Personal and Interpersonal Skills | 10 credits |
|--------|-----------------------------------|------------|

| | | |
|--------|------------------------|------------|
| 3N0565 | Personal Effectiveness | 10 credits |
|--------|------------------------|------------|

A minimum credit value of 10 from the following Components

| | | |
|--------|-------------|------------|
| 3N0929 | Mathematics | 10 credits |
|--------|-------------|------------|

| | | |
|--------|------------------------|-----------|
| 3N0930 | Functional Mathematics | 5 credits |
|--------|------------------------|-----------|

| | | |
|--------|-----------------------|-----------|
| 3N0928 | Application of Number | 5 credits |
|--------|-----------------------|-----------|

A minimum credit value of 10 from the following Components

| | | |
|--------|-----------------|------------|
| 3N0588 | Word Processing | 10 credits |
|--------|-----------------|------------|

| | | |
|--------|----------|------------|
| 3N0550 | Database | 10 credits |
|--------|----------|------------|

| | | |
|--------|--------------|------------|
| 3N0542 | Spreadsheets | 10 credits |
|--------|--------------|------------|

| | | |
|--------|--------------------|------------|
| 3N0551 | Desktop Publishing | 10 credits |
|--------|--------------------|------------|

| | | |
|--------|-------------------|------------|
| 3N0881 | Computer Literacy | 10 credits |
|--------|-------------------|------------|

The remaining credit value of 20 can be obtained by using relevant component(s) from Level 3 (from those listed above and/or other components). A maximum of 10 credits may be used from EITHER level 2 OR level 4.

FETAC Level 4

About the course:

The aim of this course is to provide students with the knowledge and skills required to pursue a career in childcare.

Who is this course for?

This course is open to adults seeking a professional qualification in childcare. This course is also suitable for participants who have no previous experience of childcare and who wish to progress to FETAC Level 5 Childcare Training.

Duration:

Childcare modules: part time hours over 20 – 30 weeks approximately

Attendance options:

Part-time day

Modules Offered: Two modules at FETAC Level 4

***Subject to programme revision scheduled for 2012**

| | |
|---|--|
| Course code: D10124 Caring for Children | Course code: D10125 Child Development and Play. |
| Units: Food and nutrition, health and hygiene, safety, first-aid. Assessment: Written examination 40% Portfolio of assignments (2) 60% The two assignment topics should be drawn from different units of the module and each use a different method of presentation e.g. project, newsletter or leaflet. | Units: Child development, play, planning and organising play. Assessment: Portfolio 100% The assessment will consist of a portfolio containing some of the following components: <ul style="list-style-type: none">• one child observation;• a play item for a child• accompanied by a written report;• an activity for a child accompanied by a written report;• critique of a toy;• a collection of ten indoor and outdoor play activities. |

To receive a full FETAC Award, participants may access additional modules through our General Vocational Certificate Level 4, please request an application for through our reception.

FETAC Level 5

Aim:

The aim of this course is to provide students with a practical experience of the health, hygiene, safety and nutritional aspects of caring for young children and an opportunity to develop communication skills with both adults and children.

Who is this course for?

This course is suitable for anyone thinking of pursuing a career in childcare or currently working in a childcare environment. It is also for students hoping to gain entry into third level education. This is now the nationally recognised minimum qualification for those currently working in or hoping to work the sector.

Duration:

Two years part-time.

Attendance options:

Part-time day or evening.

Evening programme: two evening per week, (three hours per evening).

Daytime programme: one day per week, (six hours per day).

Modules Offered: Six mandatory subjects

| | |
|---|--|
| Course code: D20159 Caring for children (0-6 years). | Course code: D20007 Early Childhood |
| Units: Safety, health, feeding babies and children, nappy changing and toileting. Assessment: Skills demonstration 40% Project 40% Examination 20% Need for basic first aid certificate. This will be incorporated in to the course for participants who do not have a valid first aid certificate. | Units: Understanding play, play activities, toys, games and play equipment. Assessment: Assignment (2) 60% Skills demonstration 40% <ul style="list-style-type: none">• Assignment 1 - play activity• Assignment 2 - critique of a toy, equipment or play area.• Skills demonstration, oral presentation and evaluation. |

| | |
|--|---|
| Course code: D2005 Child Development | Course code: D20165 Safety & Health at Work |
| Units: Overview of child development, physical development, cognitive and language development, social and emotional development, primary research in child development Assessment: Collection of work 40% Assignment 30% Examination 30% | Units: Health and safety Legislation, hazard and risk assessment, emergency procedures, control and risk of hazards. Assessment: Assignments X 2 60% Examination (theory based) 40% |

| | |
|---|---|
| Course code: W20008 Work Experience | G20001 Communications |
| Units: Planning and preparation, experience, review, evaluation Assessment: Learner record 50% Skills demonstration 30% Assignment 20% | Units: Listening and speaking, reading and writing, non-verbal and visual communication, communications technology. Assessment: Collection of work 50% Skills demonstration 50% |

| | |
|--|---|
| Course code: D20121 Special Needs Assisting | Course code: D20121 Understanding Special Needs |
| Units: Good practice relation to children with special needs, relating to other stake holders, special needs assisting skills. Assessment: Skills demonstration 60% Learner record 40% | Units: Context of special needs, characteristic of special needs, responding to special needs. Assessment: Project Case study X 2, 100% |

Course code: D20153
Working in Childcare

Units:

Overview: Working in childcare, legislation, working with parents, relating to parents, children childcare team, personal reflection.

Assessment:

Assignment (2) 60%
Learning record 40%
4 elective subjects

Certification

On successful completion of the course the FETAC Level 5 Certification in Childcare is awarded. Graduates can progress to specialised courses in higher education.

Career Opportunities & Academic Progression

Students who successfully complete the course will have many professional opportunities such as early start pre-schools centres, playgroups, nurseries, au pairing and crèches. Progress to full Level 6 Supervision in Childcare Award and a degree in Early Childhood Education, Bachelor of Social Science and Bachelor of Science in Education and Training.

Tuition

Childcare modules are taught by Fingal Adult Education Service experienced tutors.

Access to Childcare Training at Level 5

To ensure participants are aware of the commitment to undertaking the FETAC Level 5 childcare course and to determine their suitability, participants are interviewed prior to the course commencing. This ensures participants are entering the training at the level suited to their ability and needs. Interviews are scheduled between June and September for courses commencing in September.

FETAC Level 6

About the course:

This course is aimed at participants who are already working and are experienced in the childcare sector. It is particularly suitable for participants who wish to progress into a supervisor or management role.

Who is this course for?

Participants who have successfully completed childcare training at Level 5 and who are already working and experienced in the childcare sector.

Duration:

The course takes 12 months to complete.

Attendance options:

Evening part-time only.

Certification:

Four modules certified at FETAC Level 6.

Modules Offered:

| | |
|--|--|
| Course code: D30005 Child Development | Course code: D30176 Early Childhood Programmes |
| Units: In this module students take an in-depth look at how children develop-it includes the development of the brain, perceptual learning and sensitive periods in a child's development, moral development and learning how to view all of the progressions, changes and developments in a holistic manner. There is also a study done of various methods of observations and their current relevancy in the workplace. Assessment: Project 80% Assignment 20% | Units: In this module students learn how to plan, prepare, carry out , evaluate and reflect on various types of programmes suitable for children in the 0-6 age group. It looks at the history of play, the importance of play with an in-depth study of the relevant theorists, it helps the students understand the need to plan and prepare programmes in relation to the child's current abilities. Assessment: Project 60% Assignment 40% |

| | |
|--|---|
| Course code: D30177 Social and Legal Issues in Childcare | Course code: D30178 Supervision in Childcare |
| Units: In this module the student looks at how the legislation effects childcare practice within the workplace settings at the impact changes in legislation can have and study how the legal system in Ireland works and how specific legislation becomes law. This unit also looks in dept at what is quality provision and equality provision in the sector. Assessment: Project 60% Assignment 40% | Units: This area of the course helps students understand how to become a better manager by understanding the various factors that effect a group of people working together. Areas covered include: how change effects people and work production, team leading and building, leadership and the different types of leadership styles etc. Assessment: Portfolio of course work 100% |

(Plus two modules carried up from Childcare Level 5)

Funding

This is a fee paying course with easy plan payment options available.

Scholarship

Participants who have successfully completed Childcare Level 5 are invited to apply for a scholarship towards the fee for Childcare Level 6. More information is available on the website www.fingaladulthoodeducation.ie

Locations of courses;

Our centres are located in Swords & Balbriggan

For further details about childcare training and your options:

Gwen Hogan

Childcare Co-ordinator

01 8408946

e-mail: gwen.hogan@codubvec.ie

Contact details:

Guidance Counsellor:

Majella Callaghan

01 8408946

e-mail: majella.callaghan@codubvec.ie

ADULT AND FURTHER EDUCATION SERVICE FINGAL

| | |
|--|---|
| Adult Education Officer | Austin Wynne (01 8408946) |
| Adult Literacy Organiser (Swords) | Maria Culbert/Miriam McClean (01 8404946) |
| Adult Literacy Organiser (Balbriggan) | Paul Carroll (01 8417763) |
| Adult Guidance Co-ordinator | Majella Callaghan (01 8408946) |
| Balbriggan Education Co-ordinator | Zara Rogers (01 8417763) |
| BTEI Co-ordinator | Helena Browner (01 8408946) |
| Childcare Coordinator | Gwen Hogan (01 8408946) |
| Community Education Facilitator | Seamus Hughes (01 8408946) |
| Darndale Education Co-ordinator | Melanie Loughran (01 8771667) |
| ESOL Co-ordinator | Josephine Garry (01 8408946) |
| Education Development Officer | Patrice Hamilton-Long (01 8408946) |
| VTOS Co-ordinator | Joanne Russell (01 8417763) |

Assistant Staff Officer Rena Wynne (8408946)

Clerical Officer Swords Bernadette Drinane/Eileen Meenaghan (01 8408946)

Clerical Officer Balbriggan Anne Whelan/Tracy McCormack (01 8417763)

Swords Centre

7 The Plaza, Forster Way, Swords, Co. Dublin Ph. (01) 8408946

Balbriggan Centre

Sarsfield House, Mill Street, Balbriggan, Co. Dublin Ph. (01) 8417763

Email: fingalinfo@codubvec.ie

Websites: www.fingaladulteducation.ie / www.codubvec.ie

Childcare Declaration of Interest Form

Name:

Address:

Contact No.

E mail:

Please tick box appropriate:

Childcare Taster Programme

Childcare Level 5

Childcare Level 6

Please return the completed form to the

Adult and Further Education Service:

7 The Plaza, Forster Way, Swords, Co. Dublin

or

Sarsfield House, Mill Street, Balbriggan, Co. Dublin

We will contact you regarding your choice of course.

Gwen Hogan

Childcare Training Co-ordinator

01 8408946

Coiste
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ais Chontae
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County
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Vocational
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