

FREE Courses in a friendly environment

## QQI Level 5 Business Administration

(5M2468 Accounts & Business)

Would you like to change career or develop your knowledge and skills?

**This Major award will support you to:**

- Communicate effectively and professionally in the workplace
- Become proficient in the use of accounts, software and IT systems valued by employers
- Gain the skills, knowledge and abilities required to fulfil an administrative/accounts role
- Participate in a practical work placement
- Gain a QQI Level 5 Major Award qualification
- Progress to employment/self-employment or 3rd level studies

**Modules include:**

Book-Keeping, Research And Study, Business Administration, Communications, Word Processing, Spreadsheets, Health And Safety at Work & Work Experience, ESOL.

**Apply online at:**

<https://www.fetchcourses.ie/coursefinder?sfcw-courseId=318561>

*"I was always the girl who said college wasn't for me but here I am in my first year of college, succeeding quite well might I add and it is all because of VTOS."*

**Nicole B Former Student**

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All of our courses are delivered by our team of dedicated teachers in a supportive, friendly and relaxed environment.

### Why Choose VTOS?

In addition to our quality programmes you will also benefit from:

- No course fees\*
- VTOS Training Allowance\*
- Meals and travel allowance\*
- Childcare supports from The National Childcare Scheme\*
- Free educational and career guidance service
- Free books and materials
- School holidays
- Work outside your course hours without impacting your social welfare allowances
- Access to a range of additional supports

\*subject to eligibility

**VTOS Gorey**

**Co-ordinator: Noreen Traynor**

**Phone: 087 1170569 or 053 9421791**

**Email: [Noreentraynor@wwetb.ie](mailto:Noreentraynor@wwetb.ie)**

## VTOS Gorey QQI Adult Educational Programmes 2021-2022

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[www.waterfordwexford.etb.ie](http://www.waterfordwexford.etb.ie)



## Introduction & Welcome

You are very welcome to our brochure for the 2021 - 2022 academic year. This year we have designed a variety of programmes to cater for the diverse needs of learners from QQI levels 3 - 5. So, whether you are thinking about returning to learning in order to upskill, change career paths or simply to open up new opportunities, we are confident that you will find something to suit you here.

At VTOS we are passionate about learning and work hard to ensure a learner-centred approach in our centre. Each programme on offer is a Major Award accredited by QQI and upon completion our learners have the option to progress to the next QQI level.

Our team at VTOS strive to foster a positive and engaging learning environment. Our work is underpinned by our commitment to our learners and we deliver on this by using innovative and creative teaching approaches in small, friendly class groups.

We look forward to welcoming you to our learning community and being a part of your new pathway.

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**Noreen and the VTOS Team**

## Would you like to return to learning?

### QQI Level 3 Employability Skills (3M0935 Career Preparation & IT)

- Build your confidence as an adult learner
- Learn how to use a range of IT programmes
- Build your skills in online communications
- Gain a recognised QQI Level 3 Major Award qualification
- Progress to employment or further education

#### Modules include:

Communications, Spreadsheets, Personal Effectiveness, Application Of Numbers, Career Prep, Functional Maths, Computer Applications, Information Technology & Study Support

#### Apply online at:

<https://www.fetchcourses.ie/course/finder?sfcw-courseId=318570>

#### Testimonial:

*"I never enjoyed school but I thoroughly enjoyed VTOS. I would 100% recommend VTOS for any age or any stage in life"*

**Michelle S Former student.**

### QQI Level 4 Office Skills (4M2070 IT & Business)

- Gain a recognised QQI Level 4 Major Award qualification
- Learn how to develop your knowledge and skills in using a wide range of IT programmes
- Improve your career planning skills
- Gain practical experience in your career of choice
- Progress to QQI Level 5 programmes or into employment/self-employment

#### Modules include:

Communications, General Office Skills, Business English, Maths, Word Processing, Book-Keeping & Accounts, Customer Service Work Experience, ESOL.

#### Apply online at:

<https://www.fetchcourses.ie/course/finder?sfcw-courseId=318561>

#### Testimonial:

*"I left after 2 years with skills that changed my life, I have a strong basis acquired thanks to the unbelievable work of all my VTOS tutors".* **Antonio P.**