



NUI Galway
O'É Gaillimh

NEVER STOP
LEARNING

EDUCATION
DEVELOP
SKILLS
LEADERSHIP
TRAINING
PROFESSIONAL
TEACHING

UNDERGRADUATE COURSES
(ADULT TRAINING & EDUCATION STUDIES)

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tomorrow

Adult Training and Education Studies offers a range of part-time blended and distance learning courses focused on expanding your intellectual and professional competence in the area of adult learning, teaching, training and development. The courses have been developed to meet the educational needs of individuals such as:

- Trainers, tutors and instructors
- Further education personnel who wish to obtain a teaching qualification
- Those practising or planning a career in training or teaching
- Human resource specialists
- Employee assistance and support personnel
- Managers and supervisors in the Further Education and Training sector who wish to enhance their skills
- Those who wish to teach English as a foreign language (TEFL)

The flexibility of our delivery approach keeps you, the learner, in mind. Part-time study allows you to combine personal and professional responsibilities while undertaking recognised university courses. Blended learning methods such as self-study, face-to-face workshops and online learning encourage the development of self-directed and independent learning skills. Distance learning allows you to access the courses regardless of geographical location. Exit options within the courses allow you to plan your educational progression in a way that suits your schedule.

Our undergraduate courses include the BA in Training & Education (page 02) and the Diploma in Employee Assistance and Social Support (page 07).



BACHELOR OF ARTS (TRAINING AND EDUCATION)

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The Bachelor of Arts in Training and Education provides training and education practitioners with the knowledge, skill and competence to deliver excellence. It is delivered over four academic years in which you have the option to exit after Year 1 with a Certificate award or after Year 2 with a Diploma award. The course will enable you to build the professional competence demanded in the training and education environment. The course emphasises the value of existing experience and encourages active participation in the development of training competence.

WHO SHOULD APPLY?

The professional relevance of the Bachelor of Arts in Training and Education extends to many educational, training and human resource development contexts. The course will suit you if you are:

- An educational practitioner in the Further Education and Training sector
- An educational consultant
- A human resource specialist
- An industry and organisational trainer
- Practising or planning a career as an education practitioner in the educational, industrial, commercial, voluntary or community sector

WHAT DOES THE COURSE INVOLVE?

The course builds your professional competence by enabling you to:

- Develop knowledge and understanding of training, education and adult learning concepts and contexts to provide the foundation for effective practice
- Practise communication skills that express information and ideas in a clear, concise and compelling manner to diverse audiences
- Conduct systematic learning needs analyses to ensure relevant course development of course content
- Employ a range of delivery and facilitation techniques and methods aimed at optimising adult learning experiences, development and performance
- Design and develop courses and learning activities that respond to learning needs, that are relevant, engaging and that take account of the learning, diversity and cultural differences of learners
- Moderate courses and support learners in an e-learning environment
- Instigate projects, actions and solutions to successfully build collaborative involvement, support change interventions and manage training and education functions
- Design assessment that meets the requirements and standards of awarding bodies (e.g. Qualifications and Quality Assurance Authority of Ireland)
- Formulate evaluation plans that monitor course progress and allow judgement about the value and impact of training

COURSE FACTS

ECTS: 180

NFQ Level: 8

Duration: 4 years, part-time

Mode of study: Blended learning

Fees: (per annum)

EU: €2,900

Non-EU: €3,400



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DELIVERY

This course is a blended learning course with materials and tutorials delivered through face-to-face workshops and NUI Galway's online learning system – Blackboard. Attendance at workshops and tutorials forms an integral part of the course.

AWARDS AND CREDITS

The BA in Training and Education attracts 180 ECTS and is awarded at NFQ Level 8. You may exit the course after successful completion of Year 1 with a Certificate in Training and Education (NFQ Level 7) or after Year 2 with a Diploma in Training and Education (NFQ Level 7).

NFQ: The National Framework of Qualifications

ECTS: European Credit Transfer and Accumulation System

ASSESSMENT

Your learning achievements will be assessed through written assignments, examinations, videos, group projects, online discussions and learning journal reflections.

ENTRY REQUIREMENTS

To apply, ideally you should have experience in training or tutoring activities. You must be in a position to undertake assignments and work-based projects relating to practical aspects of the course.

You should be proficient in Microsoft Office, Adobe Reader, Email and Internet usage.

English language fluency: international students are required to provide evidence of English language proficiency.

Recognition of Prior Learning (RPL): We recognise prior learning through our RPL process, for more information visit our website: www.nuigalway.ie/adult-learning/recognition-of-prior-learning/

COURSE MODULES

YEAR 1 (CERTIFICATE IN TRAINING AND EDUCATION)

CORE MODULES

Introduction to Learning (5 ECTS)

This module focuses on the general skills and knowledge required to successfully complete your studies. Skills such as study skills, online learning skills, critical reading skills, research skills, communication skills and examination skills are developed to enhance your learning and to optimise your overall success.

Essential Trainer Skills (10 ECTS)

In this module you will learn how to identify training needs and how to plan and design training courses. You will learn how to create positive learning environments, deliver effective training, use different delivery methods and evaluate the overall effectiveness of your training.

The Individual Learner (5 ECTS)

This module examines the role of an effective helper in the trainer/learner relationship to provide you with a framework of interventions for use when helping learners deal with their learning difficulties.

Learning in Groups (10 ECTS)

Managing learning groups is a key trainer skill. This module helps you develop techniques for analysing group dynamics and examining stages of group development. It helps you develop a toolkit for promoting effective group learning.

The Learning Process (5 ECTS)

This module focuses on understanding how learning happens and explores some major adult learning theories and their implications.

Skills for Professional Development (10 ECTS)

This module focuses on the development of skills that are seen as central to enhancing your overall professionalism. You will assess your personal skills, learn about effective communication skills, teamwork skills and problem-solving skills.

YEAR 2 (DIPLOMA IN TRAINING AND EDUCATION)**CORE MODULES****Management of Training and Education (10 ECTS)**

This module examines key aspects of the management function in training and education. Topics include leadership, motivation, decision-making, change and conflict management.

Course Design (10 ECTS)

Course Design focuses on the design and evaluation of a training course and the processes involved in analysing training needs and developing training curricula.

Course Delivery (5 ECTS)

Focused on effective facilitation of learning, the module addresses the establishment of a successful learning environment and explores training methods and techniques.

Assessment of Learning (5 ECTS)

This module enables you to plan and develop methods of assessment. It provides a methodology for designing reliable assessments to measure achievement of learning.

Introduction to Research in the Social Sciences (5 ECTS)

This module introduces you to the basic skills of reviewing literature and carrying out research. You will learn various techniques for gathering and organising research data.

Work-based Project (10 ECTS)

The Work-based Project develops your research skills by allowing you to focus on investigating a work-related topic.

YEAR 3 (DEGREE CYCLE)**CORE MODULES****Critical Thinking (10 ECTS)**

In this module you will study the concepts and techniques of critical thinking to enhance language clarity skills, information interpretation, evidence appraisal and reasoning skills.

The Virtual Learning Environment (10 ECTS)

This module aims to provide an understanding of electronic learning technologies and their adaption in designing, implementing and moderating courses in a virtual learning environment.

Social Science: Research Methods (5 ECTS)

Building on your research skills, this module considers the processes and procedures associated with research design, research approaches, data collection techniques and analysis of data.

Lifelong Learning: Contemporary Policy and Practice (5 ECTS)

Focusing on lifelong learning from an official perspective and from a social and personal development perspective, this module enables you to understand the role of lifelong learning in society and its application to training and educational activities.

Work-based Project (10 ECTS)

In this module you will complete a research project based on a topic relating to your work practices in the field of training and/or education.

OPTIONAL MODULES

(select one of the following modules)

Project Planning, Management and Evaluation (5 ECTS)

This module introduces business and project management techniques. It focuses on tackling projects efficiently, managing productively, monitoring effectively and evaluating constructively.

Understanding Communities (5 ECTS)

In this module you will examine the key principles of community development theory and their application to various community settings.

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YEAR 4 (DEGREE CYCLE - FINAL YEAR)

CORE MODULES

The Political and Social Context of Education (10 ECTS)

In this module you will examine how politics and policy is initiated, formulated and implemented in Ireland, with particular reference to the Irish education system.

Organisational Management: Human Resources (10 ECTS)

Focusing on the area of human resource development, this module adds to your training expertise by studying topics such as organisation development, employee involvement, training and team development.

Work-based Project (15 ECTS)

This module enables you to complete a final year research project based on a topic relating to your work practices in the field of training and/or education.

OPTIONAL MODULES

(select one of the following modules)

Quality Assurance (10 ECTS)

The module focuses on the Quality Assurance system as it operates in the Further Education and Training sector in Ireland.

Coaching for Improved Performance (10 ECTS)

This module enables you to build on your training competence by developing coaching knowledge, skills and competence.

Management of Innovation (10 ECTS)

This module contains a practical, step-by-step approach to developing high impact innovation in the training organisation.



HOW CAN I APPLY?

Apply online at: www.nuigalway.ie/apply

WEBSITE

www.nuigalway.ie/adultlearning

WHO CAN I CONTACT?

Name: Edel Molloy

Phone: + 353 (0)91 494058/494055

Email: edel.molloy@nuigalway.ie

‘THE WIDE VARIETY OF INTERESTING AND CHALLENGING COURSE CONTENT, DELIVERY AND ASSESSMENT METHODS ALLOWS LEARNERS TO HONE THEIR KNOWLEDGE BASE, CRITICAL THINKING AND WRITING SKILLS TO THE HIGHEST STANDARD.’



07 DIPLOMA IN EMPLOYEE ASSISTANCE AND SOCIAL SUPPORT

This course is designed to enable participants to develop and enhance their understanding, knowledge and skills relevant to Employee Assistance and Social Support work practice and policy in Ireland.

WHO SHOULD APPLY?

The professional relevance of the Diploma in Employee Assistance and Social Support extends to many workplace contexts. The course will suit you if you have responsibility for:

- Promoting well-being in your organisation
- Supporting staff who have welfare and well-being issues
- Providing confidential counselling support
- Providing support to staff who are dealing with conflict
- Referring staff who have personal or work-related well-being difficulties

WHAT DOES THE COURSE INVOLVE?

The course builds your professional competence by enabling you to:

- Develop knowledge and understanding of the factors that undermine well-being in the workplace

- Support staff who are dealing with staff conflict situations
- Offer support and advice to those who are experiencing difficulties in the workplace (bullying, stress, depression)
- Offer referral advice to staff who are experiencing trauma (assault, bereavement)
- Provide referral advice to staff who are at risk (addiction, substance misuse)

COURSE MODULES

YEAR 1 (CERTIFICATE IN EMPLOYEE ASSISTANCE AND SOCIAL SUPPORT)

Employee Assistance: Origins, Principles and Organisation (5 ECTS)

The historical overview presents the full range of ideas about the health and wellbeing of people at work. You will study a range of approaches to the design, delivery, and evaluation of Employee Assistance programmes.

Individual Help in the Employee Assistance Process (10 ECTS)

In this Module you will explore certain skills and knowledge

COURSE FACTS

ECTS: 45 (Certificate), 90 (Diploma)

NFQ Level: 7

Duration: Part-time, 1 year (Certificate), 2 years (Diploma)

Mode of study: Blended learning. This course may be offered in a number of locations throughout the country.

Fees: (per annum)

EU: €2,900 **Non-EU:** €3,400

NB: On successful completion of the Diploma, students may progress to Year 3 of the BA in Training and Education.



which you can use to help individuals who are experiencing difficulties. The aim of the module is to help you to develop as an effective helper.

Problem Management and Creativity (5 ECTS)

In this module you learn about two models of problem solving or problem management. You learn about creativity and its relevance to solving and managing problems.

Negotiations and Negotiation Skills (5 ECTS)

In this module negotiation and negotiation skills are studied to help understand how they are relevant to the work of the EA Practitioner (EAP). You will be introduced to a variety of models of negotiation and learn how they can be used in analysing the work of the EAP.

The Legal and Policy Framework of EAP (10 ECTS)

The practice of Employee Assistance is governed by laws which the practitioner must take into account as he or she delivers a service. This module provides a firm grounding in the law as it applies both to the workplace in general, to delivery of their particular service, and to the quality of their personal practice

Work-based Project (10 ECTS)

In this module you will complete a research project based on a topic relating to your work practices in the field of employee assistance.

YEAR 2 (DIPLOMA IN EMPLOYEE ASSISTANCE AND SOCIAL SUPPORT)

Responding to Substance Misuse in the Workplace (10 ECTS)

This module prepares you to design, negotiate, and implement responses and interventions within the workplace to reduce the potential for harm caused by substance misuse.

Introduction to Research in the Social Sciences (5 ECTS)

This module introduces you to the basic skills of reviewing literature and carrying out research. You will learn various techniques for gathering and organising research data.

Depression and Common Mental Disorders in EAP (10 ECTS)

This module introduces you to the issue of mental disorder. You will be introduced to explanations of the many terms used in psychiatric literature and you will study the ways in which depression and common mental disorders show themselves in society.

Employee Assistance: Psychological Trauma (5 ECTS)

In this module you will explore the dimensions of stress and how it affects the individual's health and well-being, from the common every day experience of stress to the more extreme post-traumatic stress reactions following serious trauma.

Employee Assistance: Bullying and Harassment (5 ECTS)

This module introduces you to various definitions and causes of bullying and harassment, at individual and organizational level. You will learn about the typical tactics employed by bullies, their effects and the symptoms of those effects and learn how to identify the types of individuals who fall victim to bullies.

Work-based Project (10 ECTS)

In this module you will complete a research project based on a topic relating to your work practices in the field of employee assistance.



HOW CAN I APPLY?

Apply online at: www.nuigalway.ie/apply

WEBSITE

www.nuigalway.ie/adult-learning

WHO CAN I CONTACT?

Name: Pauline Dillon

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Email: pauline.dillon@nuigalway.ie

CONTINUING PROFESSIONAL DEVELOPMENT CREDIT (CPD)

Certain modules within our courses may be taken on a standalone basis. See full list of CPD modules on our website: <http://www.nuigalway.ie/adultlearning/cpd/>



National University of Ireland, Galway
Ollscoil na hÉireann, Gaillimh