

# TULLAMORE

FURTHER EDUCATION & TRAINING CENTRE

Science

Nursing

Healthcare

Social Studies

Hospitality

Engineering

Business

Computer  
Networks



**PLC COURSE  
PROSPECTUS 2020/2021**



Dear Student and Parents,

I warmly welcome you to our 2020/2021 full-time PLC course Prospectus.

After years of education at a primary and secondary level the expectation of parents and students is often that the student should now decide on what college course to pursue. However, in a world of choice it is easy to become confused and overwhelmed with the choices on offer. How can a PLC help? And how can you as a parent support your child to choose wisely?



The PLC pathway towards third level education is becoming increasingly popular for students who have taken the time to research options and who want to make an informed decision in planning their future studies and careers.

A PLC is more than just an academic pathway, it is also an opportunity for a student to develop some independent skills, master the art of meeting assignment deadlines, academic referencing and self-directed learning skills - the very skills which if undeveloped can lead to college drop out.

Our PLC courses also afford an opportunity to engage in a meaningful work placement allowing the student to discover their area of interest and explore a future career in the sector.

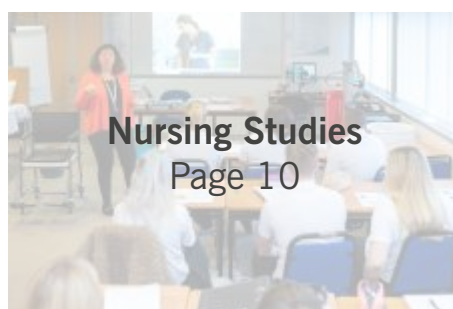
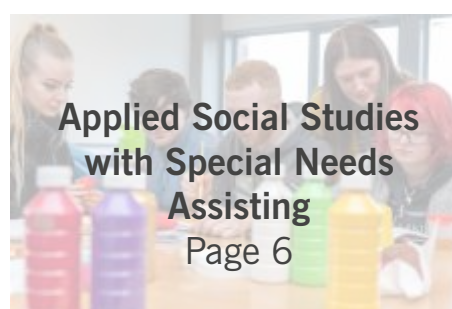
Last year alone, over 80% of our PLC students progressed to third level education. This is a testament to the excellent teaching and learning taking place every day at the Centre.

Beir bua agus beannacht,

A handwritten signature in black ink that reads "Michelle Shanahan".

Michelle Shanahan  
Centre Manager

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# APPLIED SCIENCE (Laboratory Techniques)

Post Leaving Certificate QQI Level 5

This one year full-time programme provides a solid foundation in General Science. The programme aims to provide both the knowledge and practical skills necessary to prepare learners for further studies in areas such as Biomedical, Pharmaceutical, Environmental, Agriculture, Food, Nutrition, Biological, Forensic and Sports Science as well as Pharmacy Technician programmes.

**Duration:**

2nd September, 2020 to May 2021 | Full-Time

**Modules\*:**

1. Biology
2. Chemistry
3. Laboratory Skills
4. Mathematics
5. Microbiology
6. Physics
7. Safety and Health at Work
8. Communications
9. Work Experience

*\*Modules subject to change*



## Links to Third Level Courses

<b>Athlone Institute of Technology (AIT)</b>	AL837	Sports Science with Exercise Physiology (Level 8)
	AL838	Biotechnology (Level 8)
	AL839	Microbiology (Level 8)
	AL842	Bioveterinary Science (Level 8)
	AL841	Athletic & Rehabilitation Therapy (Level 8)
	AL840	Pharmaceutical Science (Level 8)
<b>Institute of Technology Carlow (IT Carlow)</b>	CW138	Sport and Exercise Science (Level 8)
	CW188	Sport Rehabilitation & Athletic Therapy (Level 8)
<b>Maynooth University (MU)</b>	MH201	Science (Level 8)
	MH202	Biotechnology (Level 8)
	MH208	Biological & Biomedical Sciences (Level 8)
<b>University College Dublin (UCD)</b>	DN200	Science (Level 8)
	DN250	Agricultural Science (Level 8)
	DN720	Psychology (Level 8)
<b>Galway-Mayo Institute of Technology (GMIT)</b>	GA781	Applied Biology & Biopharmaceutical Sciences (Level 8)
	GA782	Chemical & Pharmaceutical Science (Level 8)
	GA786	Forensic Science & Analysis (Level 8)
<b>Dublin City University (DCU)</b>	DC161	Analytical Sciences (Level 8)
	DC166	Environmental Science & Technology (Level 8)
	DC175	Physics (General Entry) (Level 8)
	DC201	Common Entry into Science (Level 8)
<b>National University of Ireland Galway (NUI Galway)</b>	GY301	Bachelor of Science (Level 8)
<b>Trinity College Dublin</b>	TRO60	Biological & Biomedical Sciences (Level 8)
	TRO61	Chemical Sciences (Level 8)
	TRO62	Geography & Geoscience (Level 8)
	TRO63	Physical Sciences (Level 8)

# APPLIED SOCIAL STUDIES WITH SPECIAL NEEDS ASSISTING

## Post Leaving Certificate QQI Level 5

This full-time one year programme offers an introduction to the theory and practice of Social Studies, Special Needs and Psychology. It aims to increase awareness of the practical applications of social and psychological theory, while also developing the skills and role of the Special Needs Assistant.

It is also relevant to those interested in applying psychological theories to the area of Special Needs Assisting in an educational setting. The course allows graduates to progress to a number of third level courses or to progress to employment as a Special Needs Assistant (SNA).

### Duration:

2nd September 2020 to May 2021 | Full-Time

### Modules\*:

1. Psychology
2. Intercultural Studies
3. Social Studies
4. Special Needs Assisting
5. Human Growth & Development
6. Safety & Health at Work
7. Personal Effectiveness
8. Work Experience
9. Research & Study Skills
10. Mathematics (Optional)



\*Modules subject to change

## Links to Third Level Courses

<b>Athlone Institute of Technology (AIT)</b>	AL764	Early Years Care and Education (Level 7)
	AL765	Applied Social Studies in Social Care (Level 7)
	AL870	Applied Psychology (Level 8) <i>Maths at Level 5 or L.C. Maths O5 or H7 required.</i>
<b>Maynooth University (MU)</b>	MH101	Arts (Level 8)
	MH116	Community and Youth Work (Level 8)
	MH107	Social Science (Level 8)
<b>Galway-Mayo Institute of Technology (GMIT)</b>	GA879	Applied Social Care (Level 7)
	GA889	Applied Social Care (Level 8)
<b>National University of Ireland Galway</b>	GY101	Bachelor of Arts (level 8)
	GY120	Bachelor of Arts (Child, Youth and Family: Policy & Practice) (Level 8)
	GY123	Bachelor of Applied Social Sciences (Level 8)
<b>Institute of Technology Carlow (IT Carlow)</b>	CW717	Professional Social Care (Level 7)
	CW758	Professional Social Care (Level 8)
<b>Waterford Institute of Technology (WIT)</b>	WD150	Criminal Justice Studies (Level 8)
	WD005	Health Sciences (Level 8)
	WD163	Psychology (Level 8)
<b>University College Dublin (UCD)</b>	DN720	Psychology (Level 8)
	DN750	Social Policy and Sociology (Level 8)

# COMPUTER NETWORKS WITH SOFTWARE

## Post Leaving Certificate QQI Level 5

In this one year full-time programme in Computer Networks with Software, you will learn about the latest operating systems, computer hardware, software development and networking technologies, coupled with hands on practical labs. The programme also provides a strong foundation in java programming and cyber security while offering excellent progression routes to both third level and other relevant further education courses.

**Duration:**

2nd September 2020 to May 2021 | Full-Time

**Modules\*:**

1. Computer Systems Hardware
2. Networking Essentials
3. Operating Systems
4. ICT Security Policy and Management (Cyber Security)
5. Programming and Design Principles
6. Mathematics
7. Personal Effectiveness
8. Work Experience



*\*Modules subject to change*

### Links to Third Level Courses

<b>Athlone Institute of Technology (AIT)</b>	<ul style="list-style-type: none"> <li>AL601 Computer Engineering (Level 6)</li> <li>AL701 Computer Engineering with Network Infrastructure (Level 7)</li> <li>AL704 Computer Engineering (Level 7)</li> <li>AL705 Software Development with Mobile Apps and Connected Devices (Level 7)</li> </ul>
<b>Institute of Technology Carlow (IT Carlow)</b>	<ul style="list-style-type: none"> <li>CW207 Software Development (Level 7)</li> <li>CW227 Cybercrime &amp; IT Security (Level 7)</li> <li>CW248 Information Technology Management (Level 8)</li> </ul>
<b>Technological University Dublin (TU Dublin – formally DIT)</b>	<ul style="list-style-type: none"> <li>TU701 Automation Engineering (Level 7)</li> <li>TU710 Engineering Reliability Management (Level 7)</li> <li>TU716 Networking Technology (Level 7)</li> <li>TU856 Computer Science (Level 8)</li> </ul>
<b>Maynooth University (MU)</b>	<ul style="list-style-type: none"> <li>MH109 Media Studies (Level 8)</li> <li>MH306 Robotics &amp; Intelligent Devices (Level 8)</li> <li>MH601 Computer Science through Arts (Level 8)</li> </ul>
<b>University College Dublin (UCD)</b>	<ul style="list-style-type: none"> <li>DN201 Computer Science (Level 8)</li> <li>DN520 Arts (Level 8)</li> </ul>
<b>Galway-Mayo Institute of Technology (GMIT)</b>	<ul style="list-style-type: none"> <li>GA570 Software and Electronic Engineering (Level 7)</li> <li>GA775 Computing in Software Development (Level 7)</li> </ul>

# ENGINEERING TECHNOLOGY

## Post Leaving Certificate QQI Level 5

This one year full-time programme will introduce students to the world of Engineering. It aims to provide students with a wide range of experience within the Engineering sector, while preparing students for entry into third level education, apprenticeships or direct entry into the workplace. Students will attend our purpose built engineering training workshop for one full day weekly. Here the students will use and learn how to operate different engineering machines including a CNC Lathe and a Laser Cutter. This programme will allow you to become familiar with the terminology, materials, equipment and working practices within the Engineering industry. The course content will be delivered in a practical and hands on environment where students will gain experience in Engineering Processes (Welding) and Computer Aided Design (CAD).

### Duration:

2nd September 2020 to May 2021 | Full-Time

### Modules\*:

1. Engineering Workshop Processes
2. Engineering Workshop Theory
3. Computer Aided Draughting (2D CAD)
4. Engineering Drawing
5. Electronics
6. Mathematics
7. Personal Effectiveness
8. Work Experience

*\*Modules subject to change*



## Links to Third Level Courses

### Athlone Institute of Technology (AIT)

AL820	Mechanical & Polymer Engineering (Level 8)
AL701	Computer Engineering with Network Infrastructure (Level 7)
AL712	Automation and Robotics (Level 7)
AL713	Engineering (Mechanical, Renewable and Mechatronic Engineering) (Level 7)

### Institute of Technology Carlow (IT Carlow)

CW407	Architectural Technology (Level 7)
CW478	Civil Engineering (Level 8)
CW568	Aerospace Engineering (Level 8)
CW728	Product Design & Innovation (Level 8)

### Technological University Dublin (TU Dublin – formerly DIT)

TU710	Engineering Reliability Management (Level 7)
TU720	Automotive Management and Technology (Level 7)
TU811	Product Design (Level 8)

### Maynooth University (MU)

MH305	Product Design (Level 8)
MH306	Robotics & Intelligent Devices (Level 8)

### Limerick Institute of Technology (LIT)

LC257	Interior Design and Technology (Level 7)
LC286	Road Transport Technology and Management (Level 7)
LC248	Built Environment (Level 8)

### Waterford Institute of Technology (WIT)

WD162	Quantity Surveying (Level 8)
WD195	Architectural and Building Information Modelling Technology (Level 8)



# HEALTHCARE SUPPORT

## Post Leaving Certificate QQI Level 5

This full-time one year programme provides a recognised qualification for healthcare workers currently in employment, as well as those seeking to work in this sector. This award is one of the Department of Health's recommended qualifications for Healthcare Assistants working in the public and private sector.

Graduates are also eligible to apply through CAO to a range of higher certificate and degree programmes to both Universities and Institutes of Technology. Graduates can also progress to employment as support workers, healthcare assistants in public or private sector nursing homes, hospitals, agencies and community care facilities.

**Duration:**

2nd September 2020 to May 2021 | Full-Time

**Modules\*:**

1. Care Skills
2. Care Support
3. Infection Prevention and Control
4. Activities of Living Patient Care
5. Care of the Older Person
6. Safety and Health at Work
7. Word Processing
8. Teamworking
9. Work Experience
10. Certification also provided in Patient Moving and Handling & CPR



*\*Modules subject to change*

### Links to Third Level Courses

**Athlone Institute of Technology (AIT)**

AL765 Applied Social Studies in Social Care (Level 7)

**Dublin City University (DCU)**

DC209 Health and Society (Level 8)

**Institute of Technology Carlow (IT Carlow)**

CW116 Pharmacy Technician Studies (Level 6)  
 CW106 Physiology & Health Science (Level 7)

**Waterford Institute of Technology (WIT)**

WD188 Applied Health Care (Level 7)  
 WD005 Health Sciences (Level 8)  
 WD150 Criminal Justice Studies (Level 8)  
 WD163 Psychology (Level 8)

**Galway-Mayo Institute of Technology (GMIT)**

GA791 Public Health Nutrition (Level 8)  
 GA889 Applied Social Care (Level 8)  
 GA890 Early Childhood Education and Care (Level 8)

## NURSING STUDIES

### Post Leaving Certificate QQI Level 5

This full-time one year programme aims to provide the student with the necessary knowledge and skills to progress on to a nursing degree course at third level in Ireland or the UK. It also provides students with the necessary preparation for a career as a Healthcare Assistant in Hospitals or in Nursing Homes. The student will study a variety of modules, with emphasis on respect, dignity, empathy and confidentiality from our dedicated team of fully qualified nurses. A work placement is a key element of the programme, giving students an opportunity to experience a work setting of their choice.

#### Duration:

2nd September 2020 to May 2021 | Full-Time

#### Modules\*:

1. Nursing Theory & Practice
2. Anatomy and Physiology
3. Care Skills
4. Infection Prevention & Control
5. Human Growth & Development
6. Maternity Care Support
7. Teamworking
8. Work Experience
9. Word Processing
10. Mathematics (Optional)
11. Certification also provided in Patient Moving and Handling & CPR



\*Modules subject to change

### Links to Third Level Courses

#### Athlone Institute of Technology (AIT)

AL630	Pharmacy Technician (Level 6) <i>Level 5 Maths or L.C. Maths required.</i>
AL631	Dental Nursing (Level 6) <i>Level 5 Maths or L.C. Maths required.</i>
AL830	General Nursing (Level 8)
AL832	Psychiatric Nursing (Level 8)

#### Dublin City University (DCU)

DC215	General Nursing (Level 8)
DC216	Mental Health Nursing (Level 8)
DC217	Intellectual Disability Nursing (Level 8)
DC218	Children's & General Nursing (Integrated) (Level 8)

#### Institute of Technology Carlow (IT Carlow)

CW116	Pharmacy Technician Studies (Level 6)
CW106	Physiology & Health Science (Level 7)

#### Galway-Mayo Institute of Technology (GMIT)

GA880	General Nursing (Level 8)
GA882	Psychiatric Nursing (Level 8)

#### Dundalk Institute of Technology (DKIT)

DK870	General Nursing (Level 8)
DK872	Intellectual Disability Nursing (Level 8)
DK874	Mental Health Nursing (Level 8)
DK877	Midwifery (Level 8)

#### Waterford Institute of Technology (WIT)

WD150	Criminal Justice Studies (Level 8)
WD005	Health Sciences (Level 8)
WD163	Psychology (Level 8)

#### University College Dublin (UCD)

DN450	General Nursing (Level 8)
DN451	Children's & General Nursing (Integrated) (Level 8)
DN452	Midwifery (Level 8)
DN453	Mental Health Nursing (Level 8)

**Note:** Students will require 8 Distinctions to be considered for a random allocation place on CAO Nursing Degree Programmes.

## HOTEL AND RESTAURANT SKILLS

### Post Leaving Certificate QQI Level 5

This full-time one year programme will give you the unique opportunity to study hospitality at QQI Level 5 and to gain valuable work experience in local hotels and restaurants. During the programme, you will get the opportunity to attend 10 sampling days in the Culinary Arts Kitchen and Training Restaurant, in Athlone Institute of Technology (AIT). These 10 days will give you the opportunity to experience studying in AIT and to be in an advantaged position if you wish to progress to AIT to study in their Hospitality Department.

#### Duration:

2nd September 2020 to May 2021 Full-Time

#### Modules\*:

1. Restaurant Hospitality
2. Restaurant Skills
3. Food Preparation
4. Beverage Service
5. Accommodation Techniques
6. Hotel Front Office Operations
7. Word Processing
8. Personal Effectiveness
9. Work Experience

*\*Modules subject to change*



### Links to Third Level Courses

#### Athlone Institute of Technology (AIT)

AL660	Culinary Arts (Level 6)
AL661	Bar Supervision (Level 6)
AL761	Hotel and Leisure Management (Level 7)
AL855	Hospitality Management with International Placement (Level 8)

#### Galway-Mayo Institute of Technology (GMIT)

GA361	Culinary Arts (Level 6)
GA362	Hotel and Hospitality Operations (Level 6)
GA370	Hotel and Catering Management (Level 7)

#### Technological University Dublin (TU Dublin – formerly DIT)

TU747	Tourism Management (Level 7)
TU942	Culinary Arts (Level 8)
TU745	Hospitality Management (Level 7)

#### Limerick Institute of Technology (LIT)

LC296	Hotel Front Office Management (Level 6)
LC392	Business Studies in Beauty & Spa Management (Level 8)

#### Waterford Institute of Technology (WIT)

WD173	Hospitality Studies (Level 6)
WD194	Culinary Arts (Level 8)

# ADVANCED CERTIFICATE IN BUSINESS

## Post Leaving Certificate QQI Level 6

This full-time one year programme is designed to enable successful learners to gain an in-depth understanding of the role and function of business management, accounting, finance and marketing within different business environments. Key areas of study include marketing and accounting with a focus on developing effective management and advanced IT skills. The programme will also enhance opportunities in securing an apprenticeship in the area of Financial Services, Accounting Technician or Insurance Practitioner.

### Duration:

2nd September 2020 to May 2021 | Full-Time

### Modules\*:

1. Business Management
2. Communications
3. Financial Reporting
4. Applied Economics
5. Spreadsheets
6. Word Processing
7. Marketing Management
8. Mathematics
9. Work Experience
10. Research and Study Skills

*\*Modules subject to change*



## Links to Third Level Courses

### Athlone Institute of Technology (AIT)

AL650 Higher Certificate Business\* (Level 6)

### Institute of Technology Carlow (IT Carlow)

CW906 Higher Certificate Business\* (Level 6)

CW917 Bachelor of Business, options in: Business Mgt, International Business, Supply Chain Mgt, HR Mgt, Marketing\* (Level 7)

### Maynooth University (MU)

MH101 Arts (Level 8)

MH107 Social Science (Level 8)

MH401 Finance (Level 8)

MH407 Business and Accounting (Level 8)

MH411 Entrepreneurship (Level 8)

### Galway-Mayo Institute of Technology (GMIT)

GA170 Business (Level 7)

GA174 Marketing and Sales (Level 7)

GA175 Finance (Level 7)

GA176 Business with Entrepreneurship (Level 7)

GA182 Business (Level 8)

**\*Upon completion of the Major Award 6M4985, students may progress directly to Year 2 of these courses.**

Level 6 Awards (Advanced Certificates) provide enhanced progression into year two of higher education programmes where the higher programme is in a similar discipline. This mechanism is known as 'advanced entry'. In some cases, a candidate with a level 6 Award may be offered exemptions from elements of programmes within the first year. This is at the discretion of the higher education institution.

## Adult Education Guidance and Information Service

The Adult Educational Guidance and Information Service meets with all students in both a group and one-to-one setting throughout the academic year. Students receive the following assistance:

- A confidential space to explore educational, career and life choices
- Guidance on the next steps to further and higher education and training including apprenticeships
- Advice on learning support provision
- Ongoing personal support
- Information and assistance in completing CAO, UCAS and SUSI applications.
- Students can use their QQI award in applying for third level places abroad.
- Advice on funding and grants

## Learning Support Service

Learning support is provided to students who require additional support with their academic studies. The needs of each student are identified, to plan appropriate learning support. Students can avail of this on a one-to-one basis or in small groups. Learning support can include the following: assignment planning and writing, report/project planning and writing, comprehension of assignment briefs, exam preparation, study skills, memory techniques, organisation and time management skills, research and referencing techniques. Dyslexia support, including assistive technology is also provided. Learning support is guided by the student's requirements, to help them meet the academic standards of their course.

## Progression Routes for Higher Education

The HELS (Higher Education Links Scheme) provides progression opportunities for learners achieving QQI Level 5 and Level 6 major awards and who are interested in applying for Higher Education programmes through the CAO (Central Applications Office). To get full details of the range of Higher Education institutions and programmes available under the scheme, visit [www.cao.ie](http://www.cao.ie).

### Grants:

- **SUSI** applications can be made online at [www.susi.ie](http://www.susi.ie)
- **Back to Education Allowance Scheme:** When you are accepted on a course, you should notify the DEASP by filling in the Back to Education Allowance Application Form, which is available from your Intreo Office.
- There is detailed information on the range of grants and funds for students in further and higher education on the website [www.studentfinance.ie](http://www.studentfinance.ie).

## PLC Fees:

€200 Registration Fee (non-refundable, payable by all students)

€200 PLC Government Levy\*

€50 QQI Certification Fee (Level 5)\* or €80 (Level 6)\*

\*You may not have to pay the PLC Government Levy & Certification Fee if:

- You hold a full medical card in your own right or your dependent children
- You are eligible under the student grant (SUSI) scheme
- You are in receipt of the Back to Education Allowance (BTEA) or Vocational Training Opportunities Scheme (VTOS) allowances

## How to Apply

Entry to all PLC Programmes are subject to an in-house online assessment (BKSB) and an interview. Garda vetting may also be required for some programmes and work placements. PLCs are not in the centralised CAO system, so applications must be made directly to Tullamore Further Education & Training Centre.

### Mail the enclosed completed Expression of Interest form to:

Tullamore Further Education & Training Centre,  
PLC Office - 4th floor,  
Castle Buildings, Tara Street,  
Tullamore, Co. Offaly.

Forms can also be downloaded from the website, [www.tullamorefetc.ie](http://www.tullamorefetc.ie)

Enquiries can be directed to:

Elaine on 057 93 49471 or [esheridan@loetb.ie](mailto:esheridan@loetb.ie)

## Eligibility

You should have finished your secondary education or completed a Major Award at QQI Level 4 in order to be eligible. A keen interest in the subject area is also essential.

## Application Process

<b>Early applications:</b>	January 2nd to April 3rd, 2020
<b>Online Assessments:</b>	Monday 6th – Friday 17th April, 2020
<b>Interviews:</b>	May 2020
<b>All other applications:</b>	May to 21st August, 2020
<b>Online Assessments:</b>	August 2020
<b>Interviews:</b>	Week of August 24th, 2020
<b>Course commencement:</b>	Wednesday 2 September, 2020

Late applications will also be accepted, however course places are subject to availability. Early application is advisable.

Once an offer has been made, a deposit of €200 is required to secure your place. Full fees are due by Tuesday September 1st, 2020.

**The best way to find out what Tullamore FETC has to offer is to visit us on our Open Days, where you will get an opportunity to meet our course Teachers and current learners.**

# OPEN DAYS 2020

**Wednesday March 11th**  
Secondary School Students &  
Career Guidance Teachers

Session I 10am to 12pm  
Session II 12:30pm to 2:30pm

**Wednesday May 20th**  
Open to the Public

Session I 10am to 2pm  
Session II 5pm to 7pm.









**EUROPEAN UNION**  
Investing in your future  
**European Social Fund**



## Further Education and Training

CO-FUNDED BY THE IRISH GOVERNMENT, THE EUROPEAN SOCIAL FUND AND THE YOUTH EMPLOYMENT INITIATIVE  
AS PART OF THE ESF PROGRAMME FOR EMPLOYABILITY, INCLUSION AND LEARNING PEIL 2014-2020

This expression of interest form is designed to collect the information required by the School/Centre, providers and funders (funders being, SOLAS and the Department of Education and Skills) (each a "controller") to put forward your expression of interest and facilitate follow-up correspondence from a controller with you. The details of this form will be used as a basis for the formal application process to be a course participant and related matters (e.g. course funding support). It facilitates the submission of more detailed applicant details to SOLAS (the Further Education and Training Authority).

While a School/Centre or other provider may support the applicant in completing the form, the applicant should confirm the accuracy of the details and should read the data protection statement below.

## Expression of Interest Form

School/Centre \_\_\_\_\_

Course Title \_\_\_\_\_

### Section 1: Personal Details

Name: \_\_\_\_\_ Gender: Male  Female

Date Of Birth: \_\_\_\_\_ PPSN: \_\_\_\_\_

Address and Postcode: \_\_\_\_\_  
Eircode \_\_\_\_\_

Term Address and Postcode (IF DIFFERENT THAN PERMANENT ADDRESS): \_\_\_\_\_  
Eircode \_\_\_\_\_

Phone/Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### Applicant Declaration

I confirm that the information given on this form is accurate and agree to receive follow up communications in relation to this course.

### Applicant Data Protection Statement

By submitting this expression of interest form, I acknowledge that each controller may process my personal data (e.g. name, address, PPSN, contact details) for the purposes of assessing my interest in attending an FET course and also to take steps to enrol in a FET course. I acknowledge that it may also be necessary to process my personal data for the performance or administration of a function of SOLAS or other controller under applicable law.

I acknowledge that each controller may share my personal data within its organisations, with third parties in the FET sector and with third parties monitoring and reporting on European Union funded operation. I also understand that my personal data will be stored on the Programme Learning Support System ("PLSS") which is an ICT system for FET providers to manage and administer the programmes and courses which they offer.

I acknowledge that each Controller will keep my Personal Data for as long as is necessary in connection with my application to attend/enrol on a FET course and in accordance with each Controller's retention policy. Each Controller will keep historical data that is no longer required for these purposes for a set time before disposal according to its data retention policy.

I understand that I may address any questions, comments and requests (e.g. access, erasure, restriction, rectification and portability) regarding a controller's processing practices regarding my personal data to [dpo@loetb.ie](mailto:dpo@loetb.ie)

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





Tullamore Further Education & Training Centre (FETC)  
PLC Office - 4th Floor, Castle Buildings,  
Tara Street, Tullamore, County Offaly

Tel: (057) 93 494171  
Email: [tullamoreplc@loetb.ie](mailto:tullamoreplc@loetb.ie)  
Web: [www.tullamorefetc.ie](http://www.tullamorefetc.ie)

