

Kerry Education and Training Board Community Education Application form 2021/2022



Please return completed application form to:

Michelle Anne Houlihan (Community Education Facilitator)
Kerry Education & Training Board, Centrepoint, John Joe Sheehy Road, Tralee, Kerry. V92 P2FE
E-mail: mhoulihan@kerryetb.ie

The CEF is available to support groups in completing the application process and in the planning of Community Based Education Programmes. Please note that Kerry Education & Training Board must be mentioned in any publicity or recruitment material.

Geographic Area: Code (select ONE target group from options below):

Person With Disability (A) I or P	Substance Misuser (B)	Ex-offender (C)	Early School Leaver (D)	One Parent Family (E)
Traveller groups (F)	Homeless (G)	Refugee (H)	Asylum Seeker (i)	Migrant Worker (J)
Other (K)	Women's Groups (L)	Older People (M)	Men's Groups (N)	Isolated Rural (O)

SECTION ONE:

Name of group:				
Contact person:				
Address:				
Telephone:		Email:		
Estimated number of participants (Minimum 12):				
Number of Students by Age Profile:				
16-20	21-34	35-54	55-64	65 and over
Venue:		Eircode:		
Day:		Time: AM (from _____ to _____) PM (from _____ to _____)		
Course duration (weeks):		Total hours:		
Start date:		Final class date:		



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QQI AWARD

SECTION TWO:

Name of course:

Type of Course (select ONE from options below):

Science and Technology (1)	Animal Science (2)	Agriculture, Horticulture and Mariculture (3)	Hairdressing, Beauty and Complementary Therapies (4)	Art, Craft and Media (5)
Information Technology (6)	Transport, Distribution & Logistics (7)	Sales & Marketing (8)	Health, Family, other Social Services (9)	Build Environment (10)
Financial Services (11)	Business Admin & Management (12)	Manufacturing (13)	Natural Resources (14)	Tourism (15)
Food & Beverage (16)	Sampling Skills (17)	General Learning, (Including Literacy Numeracy and ICT Skills) (18)		

Aims of the course:

Expected outcomes of the course:

Is this a once off project or part of a longer term plan?

Has your group applied to any other source for funding for this programme?

Yes No

If yes what was the outcome of the application?

Venue (select one):

Kerry ETB Centre	Kerry ETB School	FRC/CDP
Other community facility	Other	

Is the premises wheelchair accessible?

Yes

No

Is the premises insured?

Yes

No



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SECTION THREE:

- **DATA PROTECTION**

I _____ (*applicant's signature*) understand that my data may be shared with consultancy bodies and agencies approved by the Department of Education and Skills/SOLAS/ Department of Employment Affairs and Social Protection/ETB/Centre from time-to-time for the purposes of monitoring the impact of the part-time Community Education Programme. I understand that under the Data Protection Act personal information recorded in manual format and on computers must be stored safely and treated as confidential, that it will never be made available public in any way which could identify an individual person, and that it will not be used without consent other than for the purpose for which it was gathered.

I agree to be contacted to give feedback on module(s)/course(s) I have attended _____ (please tick)

- Courses are approved subject to a minimum of 12 adult students.
- We rely on the applicant to provide us with accurate and complete information and to update us in relation to any change in the information provided.
- Kerry Education & Training Board must be mentioned in any publicity or recruitment material.

Please note that all participants on Community Education programmes must fully complete a Learner Detail Form and must provide their PPS Numbers.

The collection of learner data, including PPS numbers, for inclusion on the PLSS learner database is required for all learners receiving funding from Kerry ETB. If an organization or group is unable or unwilling to collect this learner data, or make it available to Kerry ETB for inclusion on the PLSS system, regrettably Kerry ETB will be unable to fund any further courses with that entity.

Each tutor will receive Learner Detail Forms in their course pack prior to commencement of course. The tutor will return them to Kerry Education & Training Board one week after start date of course.

Failure to comply with this could affect future funding.

Signed:	Date:
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FOR OFFICE USE ONLY – Community Education Facilitator comments:



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