



National University of Ireland, Galway  
*Ollscoil na hÉireann, Gaillimh*

# Bachelor of Arts (Training & Education) Training of Trainers

Prospectus 2007/2008



OPEN  
LEARNING  
CENTRE



# NUI Galway Open Learning Centre

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# Introduction

Since 1990, The Open Learning Centre at the National University of Ireland, Galway has developed and organised accredited courses in training and education. Our innovative approach helps to promote an accessible learning environment, allowing course participants to develop independent learning skills while undertaking recognised university courses from Foundation to Masters level through distance learning.

The NUI Galway programmes benefit from partnerships developed with FÁS, the Training and Employment Authority, SIPTU and other organisations. Courses are designed for vocational trainers, educational consultants, human resource specialists and those practising or planning a career as trainers in the educational, industrial, commercial, voluntary and community sectors.

The open learning programmes aim to develop the knowledge and skills of training professionals in line with national and European competencies and standards.

The Masters Degree in Adult Learning and Development represents a recent addition to the range of distance learning programmes offered by the Open Learning Centre.

## Open Learning Programmes

- Foundation Diploma in Training and Education (Level 7, NQAI)

The undergraduate programme offers a planned sequence of courses (Certificate, Diploma) leading to a Bachelor of Arts Degree in Training and Education (Level 8, NQAI).

- Certificate in Training and Education – Year I
- Diploma in Arts (Training and Education) – Year II
- Bachelor of Arts (Training and Education) – Year III
- Bachelor of Arts (Training and Education) – Year IV

These innovative courses combine open learning and face-to-face methods of delivery. The medium of open learning allows participants to study at a time, place and pace which suit their individual circumstances. Attendance at course workshops, which are held at various locations throughout the country, provides the opportunity to meet with course tutors and other course participants. Normally, a one-year programme consists of five self-instructional modules, workshops, assignments and a project. All modules are written in high-quality open learning format and include activities and progress checks allowing participants to monitor their understanding and progress.



# Introduction

## Entry Requirements

Applicants must normally have reached 21 years of age on January 1<sup>st</sup> of the calendar year of entry. Applicants under 21 years of age must satisfy the Matriculation requirements of the National University of Ireland, Galway.

Applicants should also have appropriate experience in a training or educational organisation and must be in a position to undertake assignments and work-based projects relating to practical aspects of training or education.

## Course Fees

**The course fees for 2007/2008 are as follows:**

Years I – IV	€2,700 per annum
Masters Programme	€3,200 per annum
Foundation Diploma	€950

Where course fees are being sponsored by employers, the university will facilitate appropriate payment arrangements with students/employers involved. Payment by bank giro is acceptable.

**Tax Relief:** Students undertaking certain courses of two or more years' duration may be eligible for tax relief under Section 7, Finance Act, 1997. (All enquiries in relation to tax relief should be directed to your local Inspector of Taxes.)

## Payment Procedures

**Year I:** A non-refundable course fee deposit of €500 must accompany the application form. 50% of the remaining course fee, the first installment, (€1,100) must then be paid before September 1<sup>st</sup>, 2007 and the remaining 50%, the second installment, (€1,100) will become due at the end of January 2008.

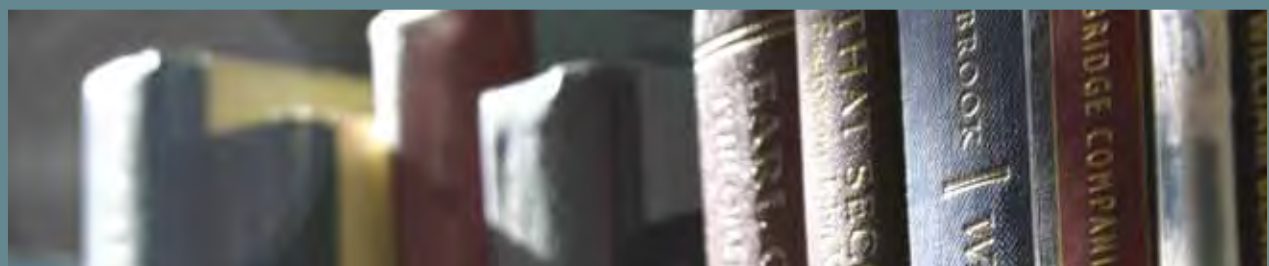
**Years II – IV:** 50%, the first installment, (€1,350) of the course fee should be paid by the 1<sup>st</sup> of September 2007 and the remaining 50%, the second installment, (€1,350) becomes due at the end of January 2008.

**Foundation Diploma:** A course fee deposit of €100 must accompany the application form. Unsuccessful applicants will be refunded this fee. The remaining course fee (€850) must then be paid before the first workshop.

## Enrolment and Registration

Applicants must complete an NUI, Galway Open Learning Centre application form to be submitted by post to the course administrator.

Registration will be arranged following confirmation of acceptance.



# Introduction

## Course Structures and Assessment

Each course comprises a number of modules, detailed in this prospectus.

Course assessment generally takes the form of continuous assessment but may also include written examinations. Continuous assessment methods include written assignments, end of year projects and/or practical assignments.

## Workshops

Participants will be required to attend module-related workshops guided by tutors from NUI, Galway. Workshop locations are selected to be geographically accessible for students. Locations in recent years have included Dublin, Limerick, Cork, Kilkenny, Kildare, Sligo, Donegal, Kerry, Waterford and Galway. Workshop locations may change from year to year.

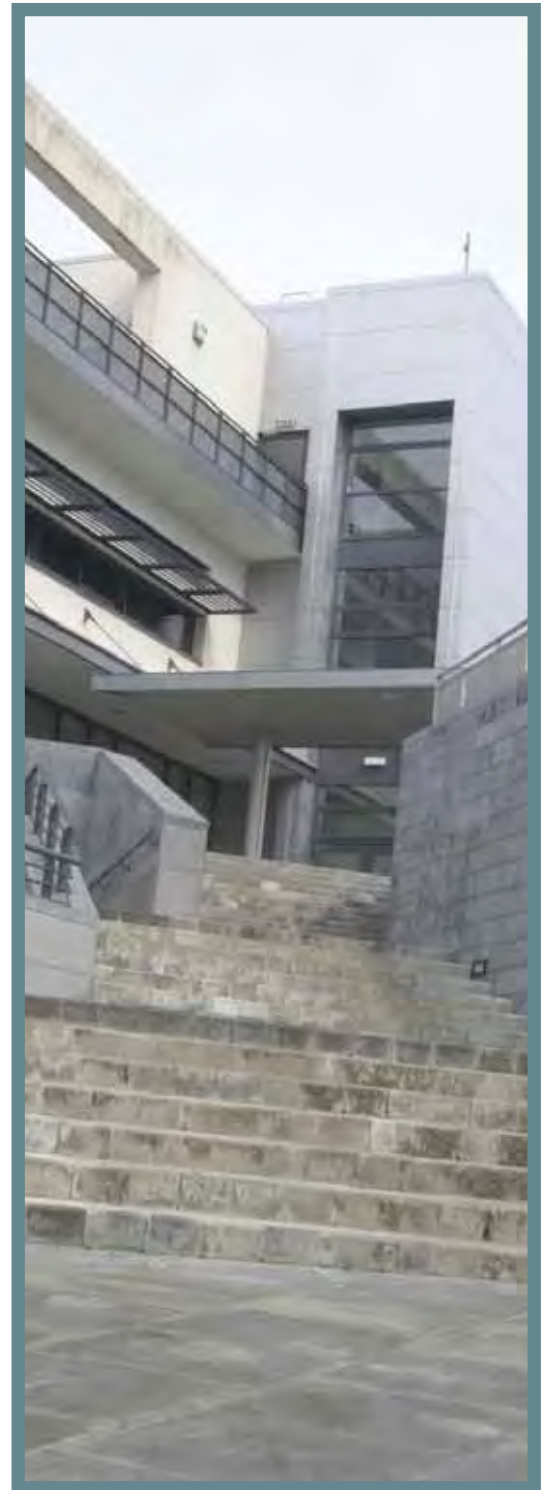
## Student Support

NUI, Galway personnel, tutors and course administrators provide a high level of support to students throughout the programme. Individual tuition and assistance is available during workshops.

Students are encouraged to create their own informal support groups and networks with other students.

## Certification

Successful participants will be conferred with an NUI, Galway Certificate, Diploma or Degree as appropriate.



# Foundation Diploma in Training and Education (Credits: 10 ECTS)

The Foundation Diploma in Training and Education will equip participants with the key competencies necessary to function effectively in a modern training environment. Successful course participants will receive a recognised qualification in training and education.

## Course delivery

The course is run over a 12 week period. Participants attend a total of 4 days of workshops.

The open learning course materials cover the following topics:

- The context of training and education
- Planning for training
- Training Analysis
- The trainer in action
- Motivation
- Communication
- Training methods
- Evaluation and assessment
- Quality in training and education
- Equality – legal & policy issues
- Equality and Diversity
- Training for Equality
- Cultural diversity



## Course assessment

Participants are required to complete an assignment for submission to NUI Galway for assessment. The assignment relates to material covered in the modules and emphasises the practical application of this course material to work situations. Participants are given written feedback on the assignment.

Participants who complete the Foundation Diploma in Training and Education may claim exemption from the Learning – Essential Trainer Skills module in the Certificate in Training and Education programme.

## Fee

The fee for this programme is €950. All Course materials and tea/coffee at workshop venues are included. Additional refreshments are available at workshop locations but are not included in the course fee.

## FÁS policy

FÁS policy in relation to registration of trainers is to ensure that trainers delivering training on behalf of FÁS (contracted training) and of training to companies under the FÁS training support scheme have achieved a minimum set of trainer competencies. FÁS recognises the Foundation Diploma in Training and Education as meeting this requirement.

## How to apply

The Foundation Diploma is offered at regular intervals in various locations around Ireland. Additional information and an application form are available from the Course Administrator.

# Certificate in Training and Education – Year I

## Module Titles:

### **The Individual Learner (Credits: 5 ECTS)**

Examines the role of an effective helper in the trainer/learner relationship and provides a framework of interventions for use when helping learners deal with their learning difficulties.

### **Learning in Groups (Credits: 10 ECTS)**

Provides an analysis of group development and dynamics, examines stages of learning, styles of group leadership and includes practical exercises which promote group development and learning.

### **Learning – Essential Trainer Skills (Credits: 10 ECTS)**

Topics include the context of training and education, training and learning, planning for training, the trainer in action, evaluation and assessment and quality in training and education, and equality and diversity matters for trainers.

### **The Learning Process (Credits: 5 ECTS)**

Focuses on the context in which training and education takes place and explores some major learning theories and their implications. This module also examines issues concerned with adult learning.

### **The Assessment of Learning (Credits: 5 ECTS)**

Explores various methods of assessment. It provides a methodology for designing reliable assessments for use with learners.

### **Work-based Project (Credits: 10 ECTS)**

Course participants are required to submit a work-based project (4,000 words).

## Orientation

Students registered for the Certificate in Training and Education course will be required to attend an Orientation Day. University tutors and course administrators will be in attendance.

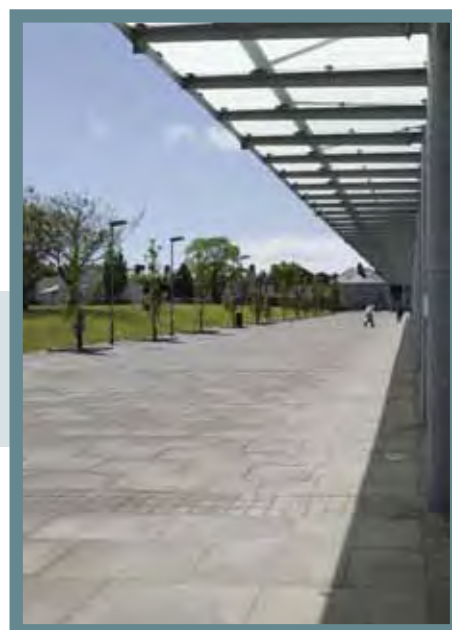
## Course assessment

Assessment for the Certificate award may be based on a combination of written assignments, written examinations and a work-based project.

**Note:** Modules of equivalent status may be offered on each year of the programme

Students may take this programme as the first year in the Bachelor of Arts Degree in Training and Education, or as a stand-alone course for which a Certificate in Training and Education will be awarded.

Participants must successfully complete all course requirements before proceeding to the next year of the Bachelor of Arts programme.



# Diploma in Arts (Training and Education) – Year II

## Module Titles:

### **Management of Training and Education (Credits: 10 ECTS)**

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

### **Course Design (Credits: 10 ECTS)**

Focuses on the design and evaluation of a training programme and the process for analysing training needs.

### **Course Delivery (Credits: 5 ECTS)**

The Course Delivery module addresses the establishment of an effective training environment and explores methods of training delivery.

### **Understanding Communities (Credits: 5 ECTS)**

The Understanding Communities module examines the key principles of community development theory and their application to various community settings.

### **Practical Research and Report Writing (Credits: 5 ECTS)**

Introduces basic skills of research and report writing. Participants learn various techniques for gathering and organising data; drafting and editing a research report.

### **Work-based Project (Credits: 10 ECTS)**

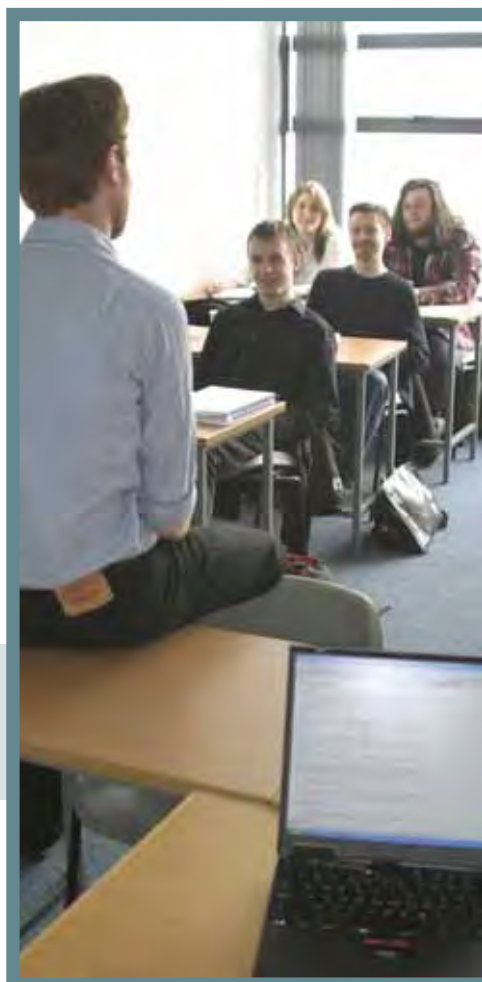
Course participants are required to submit a work-based project (4,000 words).

## Course assessment

Assessment for the Diploma award may be based on a combination of written assignments, written examinations and a work-based project.

**Note:** Modules of equivalent status may be offered on each year of the programme

Participants must successfully complete all course requirements before proceeding to the next year of the Bachelor of Arts programme.



# Bachelor of Arts (Training and Education) – Year III

## Module Titles:

### **Organisational Management: Human Resources (Credits: 10 ECTS)**

Focusing on the area of human resource development, topics include organisation development, employee involvement, training and team development.

### **Lifelong Learning in Europe (Credits: 5 ECTS)**

The Lifelong Learning in Europe module examines concepts, theoretical models and debates on lifelong learning in a European context.

### **Research Methods in the Social Sciences (Credits: 5 ECTS)**

This module considers the process and procedures associated with research and design.

### **Project Planning, Management and Evaluation (Credits: 5 ECTS)**

The Project Planning, Management and Evaluation module introduces business and project management techniques.

## **OPTIONAL MODULES**

*Students must select one module from the following options:*

### **Quality Systems: World Class Standards (Credits: 10 ECTS)**

The concepts of World Class Standards; World Class Manufacturing and Total Quality Management are reviewed.

### **Applied Communications (Credits: 10 ECTS)**

This module explores issues arising from advances in communication technology, the internet and multimedia.

### **Work-based Project (Credits: 10 ECTS)**

Course participants are required to submit a work-based project (4,000 words).

## Course assessment

Assessment for Year III may be based on a combination of written assignments, written examinations and a work-based project.

**Note:** Modules of equivalent status may be offered on each year of the programme

Participants must successfully complete all course requirements before proceeding to the next year of the Bachelor of Arts programme.



# Bachelor of Arts (Training and Education) – Year IV

## Module Titles:

### **Critical Thinking (Credits: 10 ECTS)**

Participants are introduced to concepts and techniques of critical thinking.

### **Applied Innovation Management (Credits: 10 ECTS)**

Applied Innovation Management contains a practical, step-by-step approach to developing high impact innovation in the training organisation.

### **The Irish Administrative System (Credits: 10 ECTS)**

The Irish Administrative System module develops a local and national focus on administrative systems and issues.

### **Research project (Credits: 15 ECTS)**

Each participant will complete a final year research project based on a topic relating to their work practices in the field of training and education.

Workshops on research skills will be provided to assist students in planning and organising their research project.

## Course assessment

Assessment for Year IV may be based on a combination of written assignments, written examinations and a research project.

The overall degree award result will be based on an aggregate of the marks obtained in Years III and IV.

**Note:** Modules of equivalent status may be offered on each year of the programme



# Master of Arts in Adult Learning and Development

## Course Aims

The Masters Degree in Adult Learning and Development programme aims to provide an intellectually challenging and vocationally relevant environment, enabling graduates to contribute significantly to the training profession in Ireland and abroad.

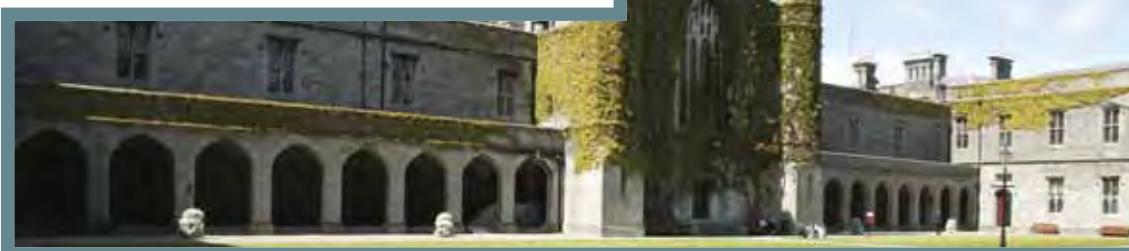
The Masters programme offers trainers and educators working with adults the opportunity to:

- Extend and deepen their knowledge and understanding of theory underlying adult learning and training.
- Contribute to the debate on the role of lifelong learning in the context of international experience, government priorities and the framework for future developments.
- Develop analytical and critical skills.

## Entry Requirements

1. **Academic:** Candidates must have achieved an honours grade in the Bachelor of Arts Degree in Training and Education or its equivalent.
2. **Technological:** Candidates should have computer proficiency.
3. **Experiential:** Candidates must possess a minimum of three years' experience in training and education or other relevant experience.

Candidates for entry may be required to attend for interview prior to being offered a place on the programme. The number of places will be restricted.



## Programme Delivery and Modules

This open learning programme is delivered over two academic years and attendance at workshops, seminars and tutorials form an integral part of the programme.

### Modules:

1. Human Resource Development and Training for work
2. Psychology of Learning I
3. Learning Society I
4. Research Methods I
5. Management of Training and Education
6. Educational and Training Technology
7. Psychology of Learning 2
8. Learning Society 2
9. Research Methods 2
10. Dissertation

## Assessment

Participants are required to submit a written assignment for each module. A proportion of marks will be available for quality of contributions to online discussions on course topics. A research dissertation must be submitted during the second year of the programme.

## Open Learning Centre Personnel

- **Maureen Langan-Egan,**  
B.A., B.Comm., H.Dip. in Ed., M.Ed.,  
M. T.E.F.L., Ph. D.  
Director
- **John Bradley,**  
M.A., B. Comm., H. Dip. in Ed., Dip. Psych.,  
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**Note:** The information given in this brochure is intended as a guide to prospective applicants and shall not be deemed to constitute a contract of the terms thereof between NUI Galway and an applicant or any third party, or representations concerning same. The University reserves the right to revise, amend, alter or delete programmes of study in accordance with its academic regulations. Applicants should note that new procedures, course structures, course content and course assessment procedures may be introduced from the 2007/2008 academic year.

#### For Further Information Please Contact:

Open Learning Centre  
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Ballard House,  
Westside,  
Galway

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**Fax:** 091 - 528905

**email:** [info@openlearningcentre.com](mailto:info@openlearningcentre.com)

**web:** [www.openlearningcentre.com](http://www.openlearningcentre.com)

## Testimonials

"I have a confidence now in my work I would never have dreamed possible before."

"I can use what I have learned in my everyday work."

"I left school at 14 years. I couldn't believe I could ever get a B.A. Degree. I had a few dark moments like everyone else I suppose, but the staff at the Centre brought me through. Thanks!"

"Concepts such as new forms of work organisation and teamwork were only buzz words but are now very real practical tools I know and understand."

"The Workshops are very useful and essential in my view. Recapping on the modules at the start of each workshop is a good refresher. The timing is not rushed in any way which is good."

"I have enjoyed the year, and found it most interesting. The facilitators were very professional and well informed. Also they were helpful on an individual basis when necessary."

"I am finding this course exciting and challenging. The method of delivery - open learning - is new to me and my colleagues but we are coping very well. There's a great backup team. The material is excellent as are the workshops. So far the time has flown. It's hard to believe that the first year is almost over. This course is suitable for all."

"Mar dhuine nár fhreastal ar an choláiste triú leibhéal nuair a bhí mé in aois críochnú leis an iarbhunscolaíocht, caithfidh mé a rá go bhfuair mé thar a bheith suimiúil an chúrsa seo san Oilíúint agus san Oideachas. Bhí foghlaimíocht i gceist cinnte, ach i mbealaí difriúla ón gnáth chóras scolaíochta agus thar a bheith spéisiúil ag an am céanna. Más duine thú atá bainte le oilíúint a chur ar dhaoine eile nó ar spéis leat an ábhar seo, b'fhiú go mór an chúrsa seo a dhéanamh agus an cáilíocht seo a bhaint amach."

"As a student of the MA in Adult Learning and Development, I find it challenging, demanding and rewarding. Computer skills are a must before committing yourself to the course."

"This MA course is very stimulating and challenging. The module subjects are diverse yet complementary. I had some initial concerns about the online delivery of the modules, but the technology was easy to manage. I'm really enjoying this MA course."





