

QQI LEVEL 5 INFORMATION PROCESSING (RNB8G)



Description:

Full Time Day Course

The programme aims to provide learners with the skill, knowledge and competence in the core areas of Information and Communication Systems, Database and Spreadsheet methods.

All learners are supported in identifying their individual learning needs. Learners are encouraged to develop their key transferable and vocational employment-related skills, appropriate to information processing, at their own pace in a supported learning environment of equality and inclusion.

This programme leads to a **QQI Level 5 Major Award in Information Processing** for learners who meet the award requirements

Course Modules:

- Communications
- Desktop Publishing
- Information and Communication Systems
- Word Processing
- Database Methods
- Information and Administration
- Spreadsheet Methods
- Work Experience

Location: Castlerea, Co Roscommon

Duration: 38 Weeks

Entry Requirements:

- Applicants must be 16 years or older to obtain a place on the Training programme
- Applicants seeking entry to the programme must have achieved a minimum of a QQI Level 4 Major Award or its equivalent prior to entry to the programme.
- The programme will suit learners who are seeking to further develop their key, employment related, transferable skills.
- Applicants may have achieved relevant skills, knowledge and competencies through work experience.
- Any additional supports that are identified at recruitment stage will be accommodated where appropriate.

Course Certification:

QQI Level 5 Major Award in Information Processing

- On completion of the full Major Award, Trainees may use points achieved to progress into a Third Level college of their choice. (Maximum points achievable from this Training Program is **400 Point** towards your leaving Cert)

For More Information:

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