

**AUTUMN COURSES 2026**



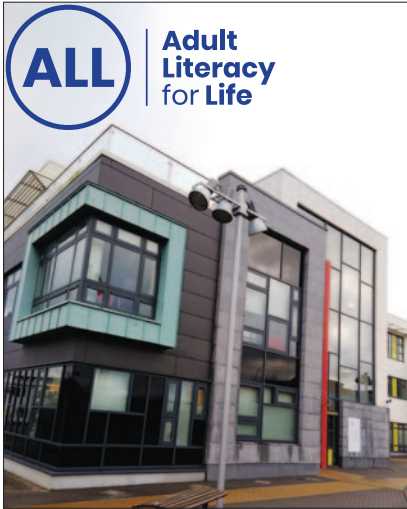
BORD OIDEACHAIS AGUS OILIÚNA  
CHILL DARÁ AGUS CHILL MHANTÁIN  
KILDARE AND WICKLOW  
EDUCATION AND TRAINING BOARD

**Education and Training**  
FOR WORK AND LIFE



# NEWBRIDGE FURTHER EDUCATION AND TRAINING CENTRE

[www.newbridgefetc.ie](http://www.newbridgefetc.ie)



**ALL** Adult Literacy for Life



**English as a Second Language**

[abenewbridge@kwetb.ie](mailto:abenewbridge@kwetb.ie) or 045-448512/087-1532438

**Adult Basic Education & Back to Education Initiative**

[bteinewbridge@kwetb.ie](mailto:bteinewbridge@kwetb.ie) 045-448512/087-1700268

**Newbridge FETC Full & Part-Time Courses**

[newbridgeadmin@kwetb.ie](mailto:newbridgeadmin@kwetb.ie) 045-434297 or 087-1889291



## LOCATION



**Second Floor, Áras Sláinte, Station Road,  
Newbridge, Co. Kildare, W12 XD45**



## Reading/Writing/Spelling/Maths/Computers

- ▶▶ Learn at your own pace in a friendly, informal atmosphere
- ▶▶ Classes at flexible times
- ▶▶ One to one tuition or small learning groups
- ▶▶ Classes are free and confidential

### Classes are for adults who:

- ▶▶ Are over 16 years of age and who are not in full-time education
- ▶▶ Need to brush up on skills such as reading, writing, maths and computers
- ▶▶ Want to up-skill or re-skill for work
- ▶▶ Would like to gain confidence
- ▶▶ Work towards a recognised certificate, if desired



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**Newbridge Further Education and Training Centre**  
**Education and Training FOR WORK AND LIFE**

# ENGLISH AS A SECOND LANGUAGE (ESOL)

Contact: **John Burke**

Telephone: **045-448512** or **087-1700268** or **087-2501413**

Email: **abenewbridge@kwetb.ie**

Course	Day/Time	Start Date
<b>Everyday English for Beginners / Improvers</b> The ESOL courses offer learners the opportunity to gain the English language skills needed to live, study and work in Ireland. The courses are part-time and free of charge. Learners will gain skills in speaking, listening, reading, and writing. Learners work in small groups and build confidence in a relaxed and supportive environment. The classes range in standard from A0 to B1+ on the CEFR.	Various Dates/Times Contact the centre for times/dates of classes	Sept 2026



# ADULT BASIC EDUCATION (ABE)

Contact: **Ger Cleary**

Telephone: **045-448512** or **087-1700268**

Email: **abenewbridge@kwetb.ie**

Course	Day/Time	Start Date
<p><b>Develop your Reading &amp; Writing Skills</b></p> <p>Classes for adults who wish to improve their reading, writing, and spelling. Support is provided on a one-to-one basis or in a small group. All levels of ability are catered for in a confidential and supportive learning environment. The classes are part-time, free of charge, and are flexible to suit the availability of the learner.</p>	Various times and days	Sept 2026
<p><b>Computers for use in Everyday Life Beginners/Improver Courses</b></p> <p>Build your confidence with computers in a friendly, supportive daytime class designed for complete beginners. This course introduces the essential skills you need for everyday life, including using a computer, browsing the internet, sending emails, and working with basic programs.</p> <p>With step-by-step guidance and plenty of hands-on practice, you'll learn at a comfortable pace in a relaxed environment. Whether you want to stay connected with family, manage online services, or improve your job prospects, this course is the perfect place to start.</p> <p>No prior experience is needed – just bring your curiosity and willingness to learn!</p>	Tuesday 1.00pm – 3.00pm	22nd Sept 2026 (12 weeks)
<b>General Learning – QQI Level 2 (Major Award)</b>		
<p><b>ESOL – Reading and Writing – QQI Level 2</b></p> <p>Build your foundational literacy skills with this QQI Level 2 Reading and Writing course. Designed for learners who wish to improve their ability to read, understand, and write in everyday contexts, this programme focuses on practical, real-life applications. Develop essential skills such as reading short texts, understanding instructions, writing simple sentences, and improving spelling and grammar. Classes are delivered in a supportive, step-by-step format, helping you learn at your own pace. On successful completion, you will achieve a recognised QQI Level 2 award, giving you the confidence to communicate more effectively and supporting further learning and everyday life.</p>	Tuesday & Wednesday 2.00pm – 4.00pm	08th Sept 2026 (12 weeks)
<b>General Learning – QQI Level 3 (Major Award)</b>		
<p><b>Computer Literacy – QQI Level 3</b></p> <p>Take your first step into the digital world with this QQI Level 3 Computer Literacy course, designed for learners with limited computer skills and knowledge. This programme introduces the basic skills needed to use a computer with confidence in everyday life. Learn how to operate a computer, manage files, use the internet safely, and carry out simple tasks such as sending emails and accessing online services. The course is delivered in a supportive, step-by-step format, allowing you to learn at your own pace. On successful completion, you will receive a recognised QQI Level 3 award, giving you a strong foundation for further study and helping you feel more confident in today's digital environment.</p>	Friday 9.30am – 12.00pm	18th Sept 2026 (12 weeks)

# ADULT BASIC EDUCATION (ABE)

Contact: **Ger Cleary**

Telephone: **045-448512** or **087-1700268**

Email: **abenewbridge@kwetb.ie**

## General Learning – QQI Level 3 (Major Award)

Course	Day/Time	Start Date
<p><b>Communications – QQI Level 3</b></p> <p>Build your confidence in everyday communication with this QQI Level 3 course, designed to support learners in developing essential speaking, listening, reading, and writing skills.</p> <p>Through practical activities and real-life examples, you will learn how to express yourself clearly, understand others effectively, and improve your written communication for personal, social, and work situations. The course is delivered in a friendly, supportive environment where you can learn at your own pace.</p> <p>On successful completion, you will achieve a recognised QQI Level 3 award, providing a strong foundation for further education, training, and improved opportunities in everyday life and work.</p>	Tuesday & Friday 10.00am – 12.30pm	22nd Sept 2026 (12 weeks)
<p><b>English as a Second Language – QQI Level 3</b></p> <p>The course helps students develop everyday communication abilities, including speaking, listening, reading, and writing in simple, practical contexts. Learners build confidence using English for daily life, work, and further education, while also gaining an understanding of basic grammar, vocabulary, and pronunciation.</p> <p>Successful completion can support progression to higher-level English courses or training opportunities.</p>	Friday 10.00am – 1.00pm	25th Sept 2026 (11 weeks)
<p><b>Managing Personal Finance – QQI Level 3</b></p> <p>Managing Personal Finance is an introductory course designed to help learners build essential money management skills for everyday life. The course covers topics such as budgeting, saving, banking, and understanding income and expenses. Learners gain practical knowledge on how to make informed financial decisions, manage bills, and plan for future needs. This course supports confidence in handling personal finances and provides a strong foundation for further learning or independent living.</p>	Tuesday & Thursday 1.30pm – 3.30pm	22nd Sept 2026 (12 weeks)
<p><b>Spreadsheets – QQI Level 3 (Basic Excel)</b></p> <p>Spreadsheets is a beginner-friendly course that introduces learners to the basic skills needed to use spreadsheet software effectively. The course covers creating and formatting simple spreadsheets, entering and organising data, and performing basic calculations using formulas. Learners also develop skills in presenting information clearly using charts and tables. This course is ideal for those looking to improve their digital skills for everyday tasks, work, or further study.</p>	Thursday 1.00pm – 3.00pm	24th Sept 2026 (12 weeks)



# BACK TO EDUCATION INITIATIVE (BTEI)

Contact: **Ger Cleary**

Telephone: **045-448512** or **087-1700268**

Email: **bteinewbridge@kwetb.ie**

## Information & Communication Technology – QQI Level 4 (Major Award)

Course	Day/Time	Start Date
<p><b>IT Skills – QQI Level 4</b></p> <p>Enhance your digital confidence and develop essential IT skills with this QQI Level 4 course, suitable for learners with some basic computer knowledge. This programme builds on existing skills and introduces more advanced tools for both personal and professional use.</p> <p>You will learn how to use a range of software applications, manage files effectively, work with documents and spreadsheets, and communicate using digital technologies. The course also covers safe and efficient use of the internet, helping you become more confident in a modern digital environment.</p> <p>Delivered in a supportive and practical setting, this course includes plenty of hands-on experience to reinforce your learning.</p> <p>On successful completion, you will achieve a recognised QQI Level 4 award, supporting your progression to further education, training, or employment opportunities.</p>	Tuesday & Thursday 10.00am – 12.30pm	01st Sept 2026 (10 weeks)
<p><b>Word Processing – QQI Level 4</b></p> <p>Develop your document creation and formatting skills with this QQI Level 4 Word Processing course. Ideal for learners looking to gain confidence in using word processing software for personal, educational, or professional purposes. Learn how to create, edit, and format documents, apply styles, insert tables and images, and produce professional-quality work. The course combines step-by-step instruction with hands-on practice in a supportive, interactive environment. On successful completion, you will receive a recognised QQI Level 4 award, enhancing your digital skills and improving your opportunities for further education, training, or employment.</p>	Tuesday 6.30pm – 9.30pm	29th Sept 2026 (14 weeks)

## Office Skills – QQI Level 4 (Major Award)

<p><b>Customer Service – QQI Level 4</b></p> <p>Develop the skills and knowledge needed to provide excellent customer service with this QQI Level 4 course. Designed for learners seeking to enhance their communication and problem-solving abilities in a professional setting, this programme focuses on real-world customer service scenarios.</p> <p>You will learn how to interact effectively with customers, handle inquiries and complaints, deliver quality service, and work confidently as part of a team. Practical exercises and role-play activities ensure you gain hands-on experience in a supportive learning environment.</p> <p>On successful completion, you will achieve a recognised QQI Level 4 award, helping to boost your career prospects and prepare you for roles in retail, hospitality, or other customer-focused industries.</p>	Friday 10.00am – 1.00pm	02nd Oct 2026 (13 weeks)
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# BACK TO EDUCATION INITIATIVE (BTEI)

Contact: **Ger Cleary**

Telephone: **045-448512** or **087-1700268**

Email: **bteinewbridge@kwetb.ie**

## Office Skills – QQI Level 4 (Major Award)

Course	Day/Time	Start Date
<p><b>Communications and Career Planning – QQI Level 4</b></p> <p>You will develop advanced skills in speaking, listening, reading, and writing, with practical activities to improve presentations, reports, and workplace correspondence. Classes are interactive and supportive, allowing you to practice and build confidence in real-life communication scenarios. You will learn how to explore career options, create effective CVs and cover letters, develop job search skills, and improve interview techniques. The course includes practical exercises and guidance tailored to your individual career aspirations.</p> <p>On successful completion, you will achieve a recognised QQI Level 4 award, giving you the confidence and tools to plan your career path and enhance your employment opportunities.</p>	Tuesday & Thursday 10.00am – 12.30pm	22nd Sept 2026 (10 weeks)

## Healthcare Support – QQI Level 5 (Major Award)

<p><b>Care of the Older Person – QQI Level 5</b></p> <p>Gain the knowledge and practical skills needed to provide high-quality care for older adults with this QQI Level 5 course. Designed for learners interested in health, social care, or caregiving roles, this programme combines theory and hands-on practice. You will learn about the physical, emotional, and social needs of older people, safe care practices, communication skills, and promoting independence and wellbeing. The course also covers relevant legislation, ethics, and professional standards in elder care.</p> <p>On successful completion, you will achieve a recognised QQI Level 5 award, preparing you for further study or employment in healthcare, residential care, and community support roles.</p>	Tuesday 6.30pm – 9.30pm	22nd Sept 2026 (16 weeks)
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# NEWBRIDGE FETC FULL & PART-TIME PROVISION

Contact: **Patricia Dalton**

Telephone: **045-434297** or **087-1889291**

Email: **newbridgeadmin@kwetb.ie**

## Community Health Services – QQI Level 5 Part-Time

Course	Day/Time	Start Date
<p><b>Special Needs Assistant Level – QQI Level 5</b></p> <p>This QQI Level 5 Special Needs Assistant programme helps learners build the skills and knowledge they need to work in education and care settings, under supervision with the option to move on to further or higher education.</p>	Days/Times To be confirmed	Sept 2026 (15 weeks)
<p><b>Special Needs Assistant Level – QQI Level 6</b></p> <p>This QQI Level 6 Special Needs Assistant programme helps learners build more advanced skills and knowledge to work under supervision in education and care settings. Learners should have completed the QQI Level 5 Special Needs Assistant programme and may also use this course as a pathway to further or higher education.</p>	<p><i>Please contact:</i> newbridge@kwetb.ie 087-1889291 045-434297</p>	Sept 2026 (15 weeks)

## Business Studies – QQI Level 5 Part-Time

<p><b>Payroll – QQI Level 5</b></p> <p>This practical course equips the learner to operate and maintain payroll records for a company, using both manual and computerised systems. Learners will learn how to calculate gross pay, as well as tax, USC, PRSI, and other deductions. Course participants will gain practical experience using Sage 50 Payroll software. This subject pairs well with bookkeeping.</p>		Sept 2026 (15 weeks)
<p><b>Medical Terminology – QQI Level 5</b></p> <p>This course introduces learners to key medical terms and language needed for reception and administrative roles in healthcare settings. It works well alongside other healthcare or business modules.</p>	Days/Times To be confirmed	Sept 2026 (15 weeks)
<p><b>Bookkeeping – QQI Level 5</b></p> <p>This practical programme equips the learner to learn the double entry bookkeeping system using both manual and computerised systems. Learners will use Sage 50 Accounts, a bookkeeping software package used by many businesses. This course goes well with QQI level 5 Spreadsheets and Payroll modules.</p>	<p><i>Please contact:</i> newbridge@kwetb.ie 087-1889291 045-434297</p>	Sept 2026 (15 weeks)
<p><b>Word Processing – QQI Level 5</b></p> <p>Learners will gain the skills needed to confidently use word processing software for everyday tasks in education, office, and administrative settings. This course helps learners develop practical word processing skills and sits well with all modules, supporting learners in creating documents for studying and assignments.</p>		Sept 2026 (15 weeks)
<p><b>Spreadsheets – QQI Level 5</b></p> <p>This course helps learners develop the skills needed to create and edit spreadsheets using common features such as formulas and functions. Learners will also learn how to organise and manage data effectively using Excel and works particularly well alongside bookkeeping and payroll.</p>		Sept 2026 (15 weeks)

# NEWBRIDGE FETC FULL & PART-TIME PROVISION

Contact: **Patricia Dalton**

Telephone: **045-434297** or **087-1889291**

Email: **newbridgeadmin@kwetb.ie**

## Business Studies – QQI Level 5 Part-Time

Course	Day/Time	Start Date
<p><b>Communications – QQI Level 5</b></p> <p>This module helps learners develop communication skills for both personal and work life. It focuses on improving listening, reading, writing, speaking, visual, digital, and IT communication skills through individual and group activities.</p>	<p>Days/Times To be confirmed</p> <p><i>Please contact:</i> newbridge@kwetb.ie 087-1889291 045-434297</p>	Sept 2026 (15 weeks)
<p><b>Marketing Practice – QQI Level 5</b></p> <p>This module introduces learners to the basics of marketing. You will learn how businesses promote products and services, understand customer behaviour, and explore key marketing concepts. This module is ideal for anyone interested in business and is a strong foundation for further study, including Digital Marketing.</p>		Sept 2026 (15 weeks)
<p><b>Business Administration – QQI Level 5</b></p> <p>This module helps learners develop the practical skills and knowledge needed to work confidently in a business administration setting. It prepares learners for office support roles across a range of sectors, including healthcare, education, and corporate services.</p>		Sept 2026 (15 weeks)

## Business Studies – QQI Level 6 Part-Time

<p><b>Business Management – QQI Level 6</b></p> <p>This module helps learners develop advanced skills and knowledge to manage and support business operations effectively. It builds confidence in key areas such as planning, organising, leadership, and decision-making, and prepares learners for supervisory or management roles or progression to further or higher education.</p>	<p>Days/Times To be confirmed</p> <p><i>Please contact:</i> newbridge@kwetb.ie 087-1889291 045-434297</p>	Sept 2026 (15 weeks)
<p><b>Project Management – QQI Level 6</b></p> <p>This module helps learners develop the skills and knowledge needed to plan, manage, and complete projects successfully. Learners will gain an understanding of project planning, time management, teamwork, budgeting, and risk management. This module supports career development across a wide range of sectors and is suitable for learners progressing to supervisory or management roles or further study.</p>		Sept 2026 (15 weeks)
<p><b>Bookkeeping – QQI Level 6</b></p> <p>A follow up from Level 5 bookkeeping, this practical course builds the learner's knowledge of manual and computerised bookkeeping. Learners learn how to identify and correct errors and make various other adjustments in the accounts which affect the accurate production of an accurate trading, profit and loss account and balance sheet. The software used for the computerised elements is Sage 50 Accounts.</p>		Sept 2026 (15 weeks)

# NEWBRIDGE FETC FULL & PART-TIME PROVISION

Contact: **Patricia Dalton**

Telephone: **045-434297** or **087-1889291**

Email: **[newbridgeadmin@kwetb.ie](mailto:newbridgeadmin@kwetb.ie)**

## Health Service Skills – QQI Level 5 Full-Time / Part-Time

Course	Day/Time	Start Date
<p><b>Care Skills – QQI Level 5</b></p> <p>This module helps learners develop practical care skills and understanding needed to support individuals in a range of care settings. Learners will explore areas such as person-centred care, dignity and respect, communication, and safe working practices. This module is ideal for those interested in working in healthcare, childcare, or community and care support roles, and supports progression to further study or employment.</p>	<p>Days/Times To be confirmed</p> <p><i>Please contact:</i> <a href="mailto:newbridge@kwetb.ie">newbridge@kwetb.ie</a> 087-1889291 045-434297</p>	<p>Sept 2026 (15 weeks)</p>
<p><b>Care of the Older Person – QQI Level 5</b></p> <p>This module helps learners develop the knowledge and practical skills needed to support older people in a safe, respectful, and person-centred way. Learners will explore topics such as ageing, independence, communication, health needs, and promoting quality of life. This module is ideal for those interested in working in healthcare, community care, or residential care settings, and supports progression to further study or employment in the care sector.</p>		<p>Sept 2026 (15 weeks)</p>
<p><b>Infection Prevention &amp; Control – QQI Level 5</b></p> <p>This module helps learners understand how infections spread and how to prevent and control infection in care and work settings. Learners will develop practical skills in hygiene, safe work practices, and the correct use of personal protective equipment (PPE). This module is essential for anyone planning to work in healthcare, childcare, or community and care settings, and supports safe and professional practice.</p>		<p>Sept 2026 (15 weeks)</p>
<p><b>Community Addiction Studies – QQI Level 5</b></p> <p>This module helps learners develop an understanding of addiction and its impact on individuals, families, and communities. Learners will explore different types of addiction, treatment approaches, and the role of support services. This module is suitable for those interested in working in community, care, or support roles, and supports progression to further study in health or social care.</p>		<p>Sept 2026 (15 weeks)</p>
<p><b>Equality &amp; Disability – QQI Level 5</b></p> <p>This module helps learners understand equality for people with disabilities and develop the skills to recognise and challenge discriminatory behaviour in personal and workplace settings. It highlights the importance of inclusion across all areas of society and sits well with business, social care, and healthcare modules.</p>		<p>Sept 2026 (15 weeks)</p>



# NEWBRIDGE FETC FULL & PART-TIME PROVISION

Contact: **Patricia Dalton**

Telephone: **045-434297** or **087-1889291**

Email: **newbridgeadmin@kwetb.ie**

## General Learning – QQI Level 4 Part-Time

Course	Day/Time	Start Date
<p><b>Introduction to Artificial Intelligence – QQI Level 4</b></p> <p>This module introduces learners to the basics of artificial intelligence (AI) and how it is used in everyday life. Learners will gain an understanding of AI concepts, practical applications, benefits, and challenges of AI. This module is suitable for beginners and helps build digital awareness and confidence for further study or work.</p>	<p>Days/Times To be confirmed <i>Please contact:</i> newbridge@kwetb.ie 087-1889291 045-434297</p>	<p>Sept 2026 (15 weeks)</p>

## Office Skills – QQI Level 4 Part-Time

<p><b>Business English – QQI Level 4</b></p> <p>This programme prepares the learner to use English effectively in a professional work situation. Learners will practice creating a range of business documents as well as carrying out work related telephone calls and communicating through email. This course also helps the learner to expand their vocabulary, particularly regarding business related terminology.</p>		<p>Sept 2026 (15 weeks)</p>
<p><b>IT Skills &amp; Word Processing – QQI Level 4</b></p> <p>This module helps learners develop the skills needed to create, edit, and format a wide range of documents using Microsoft Word. Learners will gain confidence in tasks such as typing and editing text, formatting documents, creating tables, managing files, and opening and closing the application correctly. This module is ideal for building essential IT skills for study, work, or everyday use.</p>	<p>Days/Times To be confirmed</p>	<p>Sept 2026 (15 weeks)</p>
<p><b>Communications – QQI Level 4</b></p> <p>This course will help the learner to gain the communication skills necessary to communicate effectively in every day, and workplace settings. It will focus on improving, listening, speaking, reading, writing, visual, IT, and digital communication skills through individual and group-based activities.</p>	<p><i>Please contact:</i> newbridge@kwetb.ie 087-1889291 045-434297</p>	<p>Sept 2026 (15 weeks)</p>
<p><b>Reception Skills – QQI Level 4</b></p> <p>The purpose of this award is to equip the learner with the relevant knowledge, skill and competence to operate effectively in a reception and front office settings across hospitality, healthcare and business sectors.</p>		<p>Sept 2026 (15 weeks)</p>
<p><b>Spreadsheets – QQI Level 4</b></p> <p>This course helps learners develop the skills needed to create and edit spreadsheets using common features such as formulas and functions. Learners will also learn how to organise and manage data effectively using Excel. This course pairs well with bookkeeping and accounts.</p>		<p>Sept 2026 (15 weeks)</p>

# NEWBRIDGE FETC FULL & PART-TIME PROVISION

Contact: **Patricia Dalton**

Telephone: **045-434297** or **087-1889291**

Email: **newbridgeadmin@kwetb.ie**

## General Learning – QQI Level 4 Part-Time

Course	Day/Time	Start Date
<p><b>Introduction to Artificial Intelligence – QQI Level 4</b></p> <p>This module introduces learners to the basics of artificial intelligence (AI) and how it is used in everyday life. Learners will gain an understanding of AI concepts, practical applications, benefits, and challenges of AI. This module is suitable for beginners and helps build digital awareness and confidence for further study or work.</p>	<p>Days/Times To be confirmed <i>Please contact:</i> newbridge@kwetb.ie 087-1889291 045-434297</p>	<p>Sept 2026 (15 weeks)</p>

## Office Skills – QQI Level 4 Part-Time

<p><b>Customer Service – QQI Level 4</b></p> <p>This course is designed to equip the learner with the essential skills and knowledge to deliver effective customer service across a range of industries, including hospitality, healthcare, and business environments.</p>	<p>Days/Times To be confirmed  <i>Please contact:</i> newbridge@kwetb.ie 087-1889291 045-434297</p>	<p>Sept 2026 (15 weeks)</p>
<p><b>Bookkeeping &amp; Accounts – QQI Level 4</b></p> <p>This module introduces learners to the basics of bookkeeping and accounts. You will learn how to record financial transactions, manage simple accounts, and understand day-to-day business finances. This course is ideal for beginners and supports further study or entry-level roles in business or administration.</p>		<p>Sept 2026 (15 weeks)</p>
<p><b>General Office Skills – QQI Level 4</b></p> <p>This module helps learners develop essential skills needed for everyday office work. You will learn basic administration tasks, communication skills, filing, time management, and the use of office equipment. This course is ideal for those starting out in an office environment or preparing for further study or employment.</p>		<p>Sept 2026 (15 weeks)</p>



**PLEASE NOTE ALL COURSES SUBJECT TO CHANGE**

## Back to Education Initiative (BTEI)

### Back to Education Initiative (BTEI) courses are free if:

- ▶▶ You have less than upper second level education (No Leaving Cert),
- ▶▶ Are in receipt of a Social Welfare payment or a dependant of someone in receipt of a Social Welfare payment,
- ▶▶ Have a full valid medical card.

**Fees may apply to those who do not meet the above criteria**

## Skills to Advance – Route 1

- ▶▶ Learners who are in part-time or full-time employment, will qualify for free fees under the Skills to Advance Initiative, if they do not meet the eligibility for free fees under the BTEI eligibility criteria.



# Lifelong Learning

## Newbridge Further Education and Training Centre

At Newbridge FET Centre, we open the door to new opportunities through a dynamic range of full-time and part-time courses designed specifically for adult learners. Whether you are returning to education, developing new skills, or planning your next career move, our programmes are tailored to support your ambitions. With flexible learning options and a wide variety of subject areas to choose from, you can build your skills at a pace that suits your lifestyle. Our expert tutors bring a wealth of experience and are dedicated to creating a welcoming, supportive, and engaging learning environment where every learner can thrive. Join a community that values growth, confidence, and achievement. Take the next step on your learning journey with us – contact Newbridge FET Centre today and discover the possibilities waiting for you.

**Newbridge FET Management Team**



# ADULT EDUCATION GUIDANCE & INFORMATION SERVICE

Contact: **Rachael Tuite** or **Loyola Ryan** to book an appointment.

Email: **guidancekildare@kwetb.ie**

Telephone: **045-448512** or **087-3354577**

**The career guidance service provides a free, professional, impartial career guidance and information service to all adult learners.**

The KWETB Adult Guidance and Information Service offers the following free of charge:

- One-to-one career/educational guidance to help people make informed life choices,
- Information on all local and national courses,
- CV preparation and interview skills,
- Student application procedures for colleges,
- Information and advice on education grants, rights, and entitlements.

The **Adult Guidance and Information Service** is available to all adults. The service assists clients in exploring their further education/training options and to develop their personal work/career progression plan.





## Please note the following conditions of attendance

1. The centre reserves the right to change or cancel any course.
2. A waiting list system will apply for oversubscribed classes.
3. Further enrolments may take place one week after the start of a course, if there are vacancies.
4. Only those over 16 years who have left full-time second level education may enrol on a course.
5. The provision of classes during the mid-term break may vary.
6. Management are not responsible for loss or damage to student's property.
7. Limited parking available.
8. Smoking and Vaping are strictly prohibited in any part of the centre. Management reserve the right to refuse admission to those presenting under the influence of alcohol/drugs.
9. Fees are non-refundable, except where a course is cancelled.

## Fees

- ▶ Fees may be paid by either Cash or Cheque. Cheques should be made payable to Kildare and Wicklow ETB.  
**Unfortunately we cannot accept Debit/Credit cards**
- ▶ Where necessary, an additional charge will be made for class materials.

