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PORTOBELLO INSTITUTE

DISTANCE LEARNING

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WHO ARE WE?

Founded in 1981, Portobello Institute is an independent college with over 2,000 students and over 150 staff. It is a young, energetic and creative college with a proud record of innovation in education. Portobello Institute is distinguished by the commitment of all tutors to bringing their creativity, experience and expertise to all our fields of study, and to all students regardless of their location.

WHAT DO WE OFFER?

Portobello Institute offers you the chance to achieve an externally accredited or Portobello Institute certification without altering your current lifestyle. Distance learning provides options for independent study, informal learning and varied communication channels. It also helps to address barriers of time, distance, physical disabilities and personal and professional responsibilities. We in Portobello Institute want all our students to be successful regardless of their prior experiences with distance learning methods and hence have put the resources in place to make this happen. Our course and programme designers are fully aware of learner needs and have designed courses that are flexible enough to meet varied learning styles.

THE ADVANTAGES OF UNDERTAKING A COURSE WITH US

Employers both in Ireland and abroad value not only the skills and knowledge distance learners acquire but also their proven discipline, initiative, persistence, desire and ability to self-manage. Undertaking a distance learning course with Portobello Institute will enable you to acquire these skills and to illustrate them on any CV or in any interview situation you may find yourself.

Even though we provide externally accredited courses geared towards those looking to enter or progress in their chosen field of employment we also deliver distance learning courses aimed at those who wish to pursue a course out of a personal interest in the subject. For these subjects only a short assignment will be required and you will still receive a Portobello Institute certificate of completion.

DISTANCE LEARNING IS NOT A LONELY EXPERIENCE

You will be undertaking your course from home, at work or wherever you choose but we hope that you will never feel alone. Your tutor is on hand throughout your course and you can always contact the Course Director of your chosen course if you have a particular difficulty.

ACCREDITATION

Portobello Institute has received formal recognition from different organisations in a number of countries throughout the world. Our current policy is to develop recognition which is most significant to our students on a global basis.

Portobello Institute is quality assured and provides awards with the Irish Accreditation body FETAC (Further Education Training Accreditation Council). These qualifications are at level 5 and 6 on the National Framework of Qualifications.

Our ever increasing suite of distance learning courses allow you to choose whether to undertake a course validated by FETAC or to undertake a Portobello Institute programme.

CHALLENGING AND REWARDING

You need to be self-motivated and enjoy working independently to successfully meet the challenges of studying with Portobello Institute Distance Learning. Many students find it a rewarding and enriching experience, and one that gives a real sense of achievement.

CHOOSING YOUR COURSE

The task of choosing a course can be daunting. Our student advisors are happy to assist when you are trying to decide upon a course of study. We have helped thousands of individuals to qualify for their chosen career enabling us to understand the kind of support you need - from choosing your course to helping you with your studies. For additional help in selecting the course that best suits you and your goals, this prospectus provides detailed course outlines or you can access our website www.portobelloinstitute.ie for further details. We also have dedicated course advisers who will answer any questions you have and help advise you on the appropriate course for you; please call them on 01 892 0000 or email distancelearning@portobelloinstitute.ie.

SUPPORT FOR YOUR STUDIES

Our main aim is to help you enjoy your learning experience and to successfully complete your course. You are appointed a tutor for the duration of your course. Tutors will:

- Help you understand the course content
- Assess your progress on the course through assignments
- Provide you with written feedback on your assignments
- Help you with course-related challenges

Tutors are available for a specified number of hours per week. These details will be included in your introductory pack.

WHAT YOU CAN EXPECT TO PAY

Costs vary from course to course. At the start of your course each student receives an introductory pack in the post to guide them through their studies. The materials in this pack vary from course to course and may contain:

- Handbooks – specially written and designed to guide you through your studies.
- Textbooks – to complement your course notes.
- CD-ROMs which may include information resources or interactive exercises.
- Study Guide - our 'Guide to studying with Portobello Institute Distance Learning' covers the main points to remember when studying with Portobello Institute. This will be included in your introductory pack or alternatively can be downloaded from the distance learning section of our website www.portobelloinstitute.ie

The only extra things you may need to budget for are a computer to download notes and travel expenses to tutorials if required. You will also be responsible for any telephone or internet service provider charges your suppliers may make.

ATTENDING WEEKEND SEMINARS

Some of our courses require you to attend weekend seminars. These seminars are held on a Saturday and Sunday from 10am – 4pm and are held on more than one occasion throughout the year so you may choose the dates that are most convenient to you. All details of

forthcoming seminars relevant to your chosen area of study will be included in your introductory pack.

COMPLETING PRACTICAL HOURS

Some of our courses require you to undertake work experience and specify a certain number of practical hours to be undertaken. These may be completed at a time and location convenient to you. Your course tutor will be available to advise you if you have difficulty organising a practical placement.

ENTRY REQUIREMENTS

Portobello Institute Distance Learning does not place any formal previous academic requirements on candidates. There is a lower age limit of 17 and no upper age limit. However some FETAC accredited courses do have specific entry requirements. Please see individual course profiles for details.



FREQUENTLY ASKED QUESTIONS



HOW EXACTLY DOES A DISTANCE LEARNING COURSE WORK?

Distance based learning is a flexible approach to learning. You are not tied down to fixed start dates and time limits. Once you enrol in your chosen course, we will send you the initial course materials and you can get started straight away. You will be given a unique username and password for our online learning platform and all notes can be downloaded from this site. A tutor will be assigned to you and contact details of your assigned tutor will also be included in your introductory pack. Progressively, you will complete and submit your assignments to the college by email on our online learning platform. You will receive your certificate or diploma upon successful completion of all elements of the course.

HOW DO I RECEIVE THE MATERIALS?

Introductory packs are posted to students on one allocated day per month and modular notes are downloadable from the Portobello Institute online learning site upon completion of each assignment.

HOW LONG DO I HAVE TO COMPLETE MY COURSE?

For most distance learning courses you have between 6 months to 2 years to complete your course (please see individual course information for details). We encourage you to complete your studies within the set timeframe. However, if you do not have time to complete your course during the specified period simply contact us, as course extensions can be agreed – please see terms and conditions of enrolment.

CAN I STUDY FROM ABROAD?

In general, Portobello Institute Distance Learning programmes are designed so that you can study from anywhere in the world. However, some courses have a mandatory requirement for attendance at seminars; please see individual courses for details. It is also important to note that FETAC Certification is only awarded to residents of the Republic of Ireland with a valid PPS number.

FREQUENTLY ASKED QUESTIONS

HOW MUCH TIME WILL I NEED TO ALLOCATE TO MY STUDIES?

There are no set time requirements; you work at your own pace. The flexible nature of our courses allows you to fit in studying around all the other areas of your life - family, work and so on. As little as 1 hour per week would be required with some of our courses, while other courses could take longer.

IS IT OK THAT I HAVE NEVER STUDIED BEFORE?

Absolutely. Many of our students are in a similar position. At Portobello Institute Distance Learning, you learn at your own pace, in your own home. Each lesson, set out in easy to understand language, takes you step by step through the course. There is no pressure, no competition and our friendly, patient tutors will help you overcome any challenges you may have. If you ever need additional assistance simply contact your tutor and help will never be far away.

DO I NEED TO ATTEND CLASSES / LECTURES?

For some courses students will be required to attend workshops. This dates and times will be available before the student signs up for the course.

DO I NEED ACCESS TO A COMPUTER?

Access to a computer would be desirable as you will be required to download your modular notes from our online learning platform. You can also upload your assignments to the platform and your tutor will post feedback on this site. However, access to a computer is not compulsory as we can arrange for everything to be processed by post under extreme circumstances. There is an additional administration cost of €30 for this service.

WILL I RECEIVE A CERTIFICATE AT THE END OF MY COURSE?

Upon successful completion of all courses, you will receive a Portobello Institute certificate of completion in recognition of your achievement. What's more, you will have the knowledge you need to make the most of your new skills.

In addition, many of our courses allow you to gain a qualification from the Irish Accreditation body FETAC (Further Education Training Accreditation Council). These qualifications are at level 5 and 6 on the National Framework of Qualifications and your certificate will reflect this.

WHO WRITES THE COURSES?

All of the courses available on the Portobello Institute Distance Learning programme have been written by industry experts and are updated regularly to ensure that the information is accurate and relevant.





Dear all,

Welcome to the Montessori & Childcare Courses Distance Learning Department.

At Portobello Institute, we have spent over 25 years successfully researching and developing our Montessori Teaching courses. Our training focuses on the child's development during the formative years, from birth to six years – the foundation from which all future learning is built upon.

We offer a varied and exciting selection of FETAC accredited and short certificate based distance learning courses to individuals who are keen to undertake a course in the Maria Montessori method of education but due to barriers such as time, distance, personal and professional commitments are unable to do so on a full time basis.

We provide our students with authentic examples, timely resources, and real-world data that promote an interest and drive to succeed in our courses. Our students are also assigned a personal tutor who will be available throughout the period of the course to help address any queries or concerns. Please browse our course profiles on the following pages and if there is a course that you are interested in please do not hesitate to contact one of our course advisors.

All the best

Denise Flood

Course Director

DIPLOMA IN MONTESSORI TEACHING (AGE 3-6 YEARS)

(FETAC LEVEL 6) 6 X COMPONENT CERTIFICATES

Course Code: DLMTFL610

Introduction

This diploma course is designed to give a clear understanding of how education is achieved naturally through the modern method of Montessori teaching. Students will learn how to help guide the child, through teaching him/her at his/her own pace, to independence, concentration, self-discipline, self-motivation and skills in all areas of development.

Award

- Portobello Institute Diploma in Montessori Teaching (Age 3-6yrs)
- FETAC Level 6 Component Certificate in each Montessori Module – Philosophy, Practical Life, Sensorial, Language, Mathematics, Culture.

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

Depending on the time you have available, it will take you approximately 12 – 18 months to complete this course. The majority of student's submit on average an end of module assignment per month. You have a maximum time frame of two years from the start date to complete this course.

Course Content

There are 7 mandatory modules in this course – an assignment and seminar are attached to each module.

- Module 1: Philosophy
- Module 2: Practical Life Skills
- Module 3: Sensorial Education
- Module 4: Language Development
- Module 5: Montessori Mathematics
- Module 6: Cultural Studies
- Module 7: Work Experience

This course trains the teacher to:

- Have a professional understanding of Montessori Teaching methods.
- Have a respect and understanding of the child's needs
- Select and make available the apparatus and materials appropriate to the child's intellectual and development needs

Course Seminars

There are 6 mandatory one day seminars during this course. The seminars scheduled during each module will provide you with the following:

- An introduction to the module
- An overview of the content
- Details of the assignment and assessment criteria
- Information on the appropriate Montessori equipment for this module

During the seminar, you will have the opportunity to gain the guidance and assistance of experienced and professional Montessori tutors. A course seminar schedule will be sent to you in your introduction pack.

Assessment Criteria

The assessments for each module are available on the Portobello Institute online learning platform and you will be given guidance during the introductory seminar in preparing for and completing the modules. Assessment days are held at evenly spaced intervals on weekend days.

Practical Experience

As the philosophy of Montessori was "Learning by Doing" it is only natural that work experience in an approved Montessori school, under the guidance of a qualified and experienced Montessori directress, be an integral part of the course. During the placement, you will have the opportunity to put into practice the exercises and skills you will have learned during the module. You will have the opportunity by using these skills to stimulate, develop and guide the children under your direction to develop to their full potential. The required number of hours for your practical placement is 50 hours.

Who is this course aimed at?

This course is aimed at any person who has the characteristics and traits required to work with and guide children to their full potential.

ADVANCED CERTIFICATE IN SUPERVISION IN CHILDCARE

(FETAC LEVEL 6) MAJOR AWARD

Course Code: DLASCF610

Introduction

We have developed an exciting programme in Childcare Supervision that is underpinned by a commitment to integrated practice. This course will provide the learner with the skills and knowledge to facilitate an appreciation of the needs of children in a holistic way. It will examine all areas of development, including the child's physical, social, emotional, cognitive, spiritual, language and creative needs.

This exciting programme will encourage best practise in communication skills, understanding current legislation, an appreciation of children's relationships both within the family and society and increase the learner's understanding of the necessity for personal and professional development. This is essentially a programme for those who wish to gain a nationally accredited award as a Childcare Supervisor.

Award

- Portobello Institute Advanced Certificate in Supervision in Childcare.
- FETAC Level 6 Advanced Certificate in Supervision in Childcare major award DCXXX.

Entry Requirements

The learner is required to have completed two FETAC level 5 or one FETAC level 6 qualifying component certificate to make up the additional points required by FETAC for this award.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. Each student has a maximum of 12 months from the start date to complete this course.

Course Content

The following four mandatory modules will be delivered in this course:

- Module 1 - Child Development
- Module 2 - Early Childhood Programmes
- Module 3 - Supervision in Childcare
- Module 4 - Social and Legal Issues in Childcare

Practical Experience

Ideally participants should be in occupational roles sufficient to allow them reflect upon the practical implications of supervising in the context of a childcare setting. However, all applications will be considered. Students must complete at least 50 hours practical work experience in order to successfully complete this programme.

Assessment Criteria

A combination of module appropriate assessment procedures will facilitate the assessment of learning outcomes of the course. These methods will include a combination of continuous assessment of course work through assignments, learner records, projects and skills demonstration. All assignments will be designed to maximize the learner's skills and understanding of childcare supervision.

Who is the course aimed at?

This Advanced Certificate in Supervision in Childcare course is open to all with general work/life experience with children. This programme will particularly suit you if you are a professional working in the childcare sector or if you are considering moving between professions within the childcare sector.

Further Studies

The Advanced Certificate in Supervision in Childcare Full Major Award course provides an excellent progression route to further education and subject to specific requirements the course can be used to apply through the CAO for a third level degree course in a related discipline.



CERTIFICATE IN CARING FOR CHILDREN (AGE 0-6) (FETAC LEVEL 5) 1 X COMPONENT CERTIFICATE

Course Code: DLCCFL510

Introduction

This distance learning course is intended to provide the student with the skills and knowledge to care for children from 0-6 years either in the home or as part of a supervised team in a childcare setting.

Award

- Portobello Institute Certificate in Caring for Children aged 0-6 years.
- FETAC Level 5 Component Certificate in Caring for Children 0-6 years.

Entry Requirements

Applicants must hold a nationally recognised First Aid Certificate in order to complete this module successfully. A list of recognised courses can be obtained from the Health and Safety Authority.

Course Structure

As the course is delivered through distance learning it is carried out at the student's own pace. Each student has a maximum of 12 months from the start date to complete this course.

Practical Experience

Work experience is not a compulsory requirement. However, students may wish to voluntarily observe operations in all areas of a childcare setting. This is advisable.

Course Content

This course will cover two modules with units on the following:

- Health and safety,
- Child development,
- Feeding babies and children,
- Nappy-changing and toileting (as outlined in the FETAC Module Descriptor).

Assessment Criteria

A set of written assignments, a project and one short written exam will be required to successfully complete this course.

Who is this course aimed at?

This course is aimed at anybody who has a professional or personal interest in childcare. Parents of young children would gain enormously from this programme.



CERTIFICATE IN CHILD DEVELOPMENT (FETAC LEVEL 6) 1 X COMPONENT CERTIFICATE

Course Code: DLCDFL610

Introduction

This module is designed to provide the learner with an in-depth knowledge and understanding of child development from 0-6 years. It also aims to provide the student with the skills required to implement and promote the use of observations in the early childhood education and care setting. This course aims to promote good practice, equality, and respect for diversity in early childhood education and care. It introduces the learner to the underlying psychology of the development of children – essentially why they do what they do.

Award

- Portobello Institute Certificate in Child Development
- FETAC Level 6 Component Certificate in Child Development

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning the student works at their own pace. Each student has a maximum of 12 months from the start date to complete this course.

Course Content

This course comprises of units which include the following:

- Overview of Child Development
- Physical Development
- Intellectual Development
- Language Development
- Social and Emotional Development
- Influencing Children's Development

Practical Experience

A minimum of 40 hours practical work experience in a childcare setting will be required to successfully complete this course.

Assessment Criteria

One set of assignments will be required to successfully complete this course.

Who is this course aimed at?

This course is suited to anyone wishing to learn more about the area of child development from 0-6 years be it in a childcare setting or in the home.

Further Studies

This course is one of the four core modules of the Advanced Certificate in Supervision in Childcare full major award (FETAC Level 6). Students may wish to study further to gain the full award.

CERTIFICATE IN SOCIAL AND LEGAL ISSUES IN CHILDCARE (FETAC LEVEL 6) 1 X COMPONENT CERTIFICATE

Course Code: DLSLFL610

Introduction

This module is designed to provide the learner with an understanding of social policy and legislation relevant to early childhood education and the skills necessary for dealing with child protection issues. It aims to promote good practice, equality and respect for diversity in early years, education and care.

Award

- Portobello Institute Certificate in Social and Legal Issues in Childcare
- FETAC Level 6 Component Certificate in Social and Legal Issues in Childcare.

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning the student studies at their own pace. Each student has a maximum of 12 months from the start date to complete this course.

Course Content

During this course the student will learn about the following areas:

- Be familiar with international perspectives on early childhood education and care.
- Appreciate a range of factors influencing and impacting on early childhood education and care in Ireland. Develop an awareness of statutory regulations and voluntary guidelines, which relate directly to and impact on early childhood education and care settings.
- Understand and interpret social policy as it impacts on children and their families.
- Understand the procedures for dealing with suspected or actual abuse and the need for support for children, families and staff.

Practical Experience

A minimum of 20 hours practical work experience in a childcare setting will be required to successfully complete this course.

Assessment Criteria

One set of written assignments is required to successfully complete this course.

Who is this course aimed at?

This is essentially a programme for those who have a general interest in learning about social and legal issues in childcare or for those who wish to work towards gaining a nationally accredited award as a Childcare Supervisor.

Further Studies

This course is one of the four core modules of the Advanced Certificate in Supervision in Childcare full major award (FETAC Level 6). Students may wish to study further to gain the full award.



CERTIFICATE IN EARLY CHILDHOOD PROGRAMMES

(FETAC LEVEL 6) 1 X COMPONENT CERTIFICATE

Course Code: DLCPFL610

Introduction

This programme is designed to provide the learner with the knowledge, understanding and practical skills required to supervise early childhood programmes of learning for children aged from 0-6 years. This course aims to promote good practice, equality and respect for diversity in early childhood education and care settings.

Award

- Portobello Institute Certificate in Early Childhood Programmes.
- FETAC Level 6 Component Certificate in Early Childhood Programmes.

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. Each student has a maximum of 12 months from the start date to complete this course.

Course Content

This course will cover the following topics:

- Acquire an understanding of early childhood programmes.
- Understand the integrated role of learning, development and curriculum/programmes.
- Appreciate the range of features involved in effective early childhood programmes.
- Explore the role and responsibilities of the supervisor and the childcare worker in relation to programme practice.
- Appreciate the interrelationship between planning, implementation, evaluation and curriculum / programmes.

Practical Experience

A minimum of 20 hours practical work experience in a childcare setting will be required to successfully complete this course

Assessment Criteria

One assignment will be required to successfully complete this course.

Who is this course aimed at?

This is essentially a programme for those who have a general interest in learning about childcare or for those who wish to work towards gaining a nationally accredited award as a Childcare Supervisor.

Further Studies

This course is one of the four core modules of the Advanced Certificate in Supervision in Childcare full major award (FETAC Level 6). Students may wish to study further to gain the full award.

CERTIFICATE IN CHILD DEVELOPMENT

(FETAC LEVEL 5) 1 X COMPONENT CERTIFICATE

Course Code: DLCDFL510

Introduction

Understanding a child's social, emotional and physical development is paramount if one is to provide a caring and nurturing environment for children to develop in. This course covers the individual variation in stages of development, the factors that can affect it and the role you can play in promoting child development.

Award

- Portobello Institute Certificate in Child Development.
- FETAC Level 5 Component Certificate in Child Development.

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. Each student has a maximum of 12 months from the start date to complete this course.

Course Content

During this course students will cover the following topics:

- Overview of child development
- Concept of normative development on children
- Individual variation in stages of development
- Influence of environmental, social and cultural factors
- Role of the childcare worker in promoting child development
- Physical development through play
- The different types and benefits of research
- Cognitive Development
- Language, Moral, Social and Emotional Development
- Managing Behaviour

Practical Experience

A minimum of 20 hours practical work experience in a childcare setting will be required to successfully complete this course.

Assessment Criteria

A combination of module appropriate assessment procedures will facilitate the assessment of learning outcomes of the course. One assignment and one written exam will be required to successfully complete this course.

Who is the course aimed at?

This course is suited to anyone who wishes to understand the stages of child development and the role you can play to promote that development.

Further Studies

Graduates of this course may wish to progress to study one of the Maria Montessori Method of Teaching courses offered by the Portobello Institute.

CERTIFICATE IN MONTESSORI PHILOSOPHY

(FETAC LEVEL 6) 1 X COMPONENT CERTIFICATE

Course Code: DLMPFL610

Introduction

This course aims to introduce the learner to the inspiring philosophy behind a Montessori education. It will offer the learner the opportunity to understand and appreciate the historical background to the origin and theory associated with the Montessori Method of Education.

Award

- Portobello Institute Certificate in Montessori Early Learning Philosophy
- FETAC level 6 Component Certificate in Early Learning Philosophy.

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. Each student has a maximum of 12 months from the start date to complete this course.

Course Content

This course will cover the following Module:

- Montessori Philosophy

Assessment Criteria

One written assignment and will be required to successfully complete this course.

Who is this course aimed at?

This course is ideally suited for anybody working in a pre-school or early years setting with young children.

Further Studies

This course will equip the learner with the knowledge base required to further their studies of Montessori Education. Learners may wish to progress to study the Montessori Teaching Diploma course offered by Portobello Institute.

CERTIFICATE IN CHILD PSYCHOLOGY

(FETAC LEVEL 6) 1 X COMPONENT CERTIFICATE

Course Code: DLCPIC10

Introduction

The purpose of this course is to introduce the student to the methods, language and practice of child psychology. It examines the core issues in relation to psychological development including language, thinking and socialisation with particular focus on the emergence of the child as an individual.

Award

- Portobello Institute Certificate in Child Psychology
- FETAC Level 6 Component Certificate in Child Psychology

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. Each student has a maximum of 12 months from the start date to complete this course.

Course Content

The following topics will be covered in this course:

- Overview of Child Psychology
- Learning and Development
- The Role of Technology in Child Psychology and Learning
- Development of Self: Transitions from Childhood to Adulthood

Assessment Criteria

Two assignments and one project will be required to successfully complete this course.

Who is the course aimed at?

This course is aimed at anyone looking to gain an understanding of the methods, language and practice of child psychology.

Further Studies

Graduates of this course may wish to progress to study one of the Maria Montessori Method of Teaching courses offered by the Portobello Institute.



CERTIFICATE IN MONTESSORI IN THE HOME

Course Code: DLMHPIC10

Introduction

This short distance learning course will give the learner an introduction to the Montessori philosophy of education and how it applies to the young child in a home environment. It will give a background to Maria Montessori's wonderful life and the legacy that she left behind of a full curriculum for the early education of the child. It will also give the learner useful tips to nurture and develop their own child or children in their care in the home.

Award

- Portobello Institute Certificate in Montessori in the Home.

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. Each student has a maximum of 12 months from the start date to complete this course.

Practical Experience

Practical experience is not a compulsory requirement. However, students may wish to voluntarily observe operations in a Montessori setting. This is advisable.

Course Content

During this course the student will cover the following topics:

- Montessori Philosophy
- Montessori Materials
- Useful tips for the younger child in the home.

Assessment Criteria

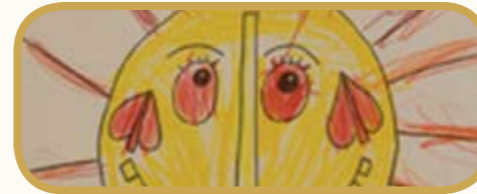
One assignment will be required to successfully complete this course.

Who is this course aimed at?

This course is aimed at anybody interested in the Montessori Method of education and who is searching for inspirational ideas for working with their own children or children within their care in the home setting.

Further Studies

Students may wish to progress to study the Montessori Teaching Diploma (FETAC Level 6) offered by Portobello Institute.



CERTIFICATE IN SUPERVISION IN CHILDCARE (FETAC LEVEL 6) 1 X COMPONENT CERTIFICATE

Course Code: DLSCFL610

Introduction

This module is designed to provide the learner with the knowledge, skills and attributes necessary to effectively supervise in an early childhood education and care setting. This module aims to promote good practice, equality and respect for diversity in early childhood education and care.

Award

- Portobello Institute Certificate in Supervision in Childcare
- FETAC Level 6 Component Certificate in Supervision in Childcare.

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. Each student has a maximum of 12 months from the start date to complete this course.

Course Content

During this course the student will learn about the following:

- Acquire the skills, knowledge and competence required to supervise an early childhood education and care setting and support others in their role and performance.
- Recognise the benefits of being a reflective practitioner.
- Analyse relevant theory and relate it to the practice of supervision.
- The ability to lead, motivate and support a team.
- Devise strategies for working in partnership with parents/carers and external organisations.

Practical Experience

A minimum of 20 hours practical work experience in a childcare setting will be required to successfully complete this course

Assessment Criteria

One set of written assignments will be required to successfully complete this course.

Who is this course aimed at?

This is essentially a programme for those who have a general interest in learning about childcare or for those who wish to work towards gaining a nationally accredited award as a Childcare Supervisor.

Further Studies

This course is one of the four core modules of the Advanced Certificate in Supervision in Childcare full major award (FETAC Level 6). Students may wish to study further to gain the full award.

CERTIFICATE IN ART AND CRAFT IDEAS

Course Code: DLACPIC10

Introduction

Unknown to many in the educational system, art and crafts are indirect preparations for a child's development, learning and concentration. This short distance learning course will provide the learner with inspirational ideas to assist him/her in unleashing a child's imagination through their hands on discovery of painting, sculpting, drawing, collage, paper mache, textiles, sewing, nature and seasonal activities.

Award

- Portobello Institute Certificate in Art and Craft Ideas

Entry Requirements

- There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. Each student has a maximum of 12 months from the start date to complete this course.

Course Content

This course will cover art and craft ideas for the following occasions throughout the year:

- Mother's Day
- Father's Day
- Easter
- Christmas
- Halloween
- Birthdays
- General art and craft ideas

Assessment Criteria

One short assignment will be required to successfully complete this course.

Who is this course aimed at?

This course is aimed at anybody looking to gain inspirational ideas that will assist you to unleash the child's imagination in the world of hands on discovery with painting, sculpting, drawing, collage, song, dress up and other imaginative activities.

Further Studies

Graduates of this course may wish to progress to study one of the Maria Montessori Method of Teaching courses offered by the Portobello Institute.





A Chara,

Welcome to the Health and Special Needs Education Distance Learning department.

The term 'special needs' is used as a generic term to describe people young and old who have a learning difficulty and / or disability. The range of learning difficulties and disabilities is vast and no two people described as having a particular learning difficulty and / or disability are the same. It is for this reason that the Portobello Institute has invested several years developing specialised courses in special needs.

Our doors are open to everyone regardless of educational background. If you have the interest and the motivation to succeed we will provide you with the resources to achieve your goal.

Our Special Needs courses appeal to professionals working in the area of learning difficulties and / or disabilities, to those hoping to pursue a career in the special needs or a related area and to those who have a general interest in learning about a particular area of special needs. We provide both FETAC accredited courses and also a series of short certificate programmes based on specific areas of special needs. Please browse our course profiles on the following pages and if there is a course that you are interested in please do not hesitate to contact one of our course advisors at the contact details provided throughout this brochure.

Wishing you all the best in your studies

Liz Gracey

Course Director

SPECIAL NEEDS EDUCATION

(FETAC LEVEL 5) 2 X COMPONENT CERTIFICATES

Course Code: DLSNFL510

Introduction

The field of Special Needs Education is one of enormous variety and ever changing needs. Portobello Institute has responded to the true needs within the sector by offering a course that will equip our students not only with knowledge but with the empathy and understanding crucial to their future role as a support to persons needing assistance in their learning.

Our research in the field has found that Special Needs Assistants require practical skills and knowledge in a wide range of behaviours and abilities. Thus, we try to encapsulate the lifelong experience of persons with Special Needs within our courses, in Level 5 and in greater detail at Level 6. This course is ideally suited to those who wish to gain a broad knowledge on the different types of disabilities and learning difficulties and the structures and services available in Ireland to cater for those needs.

Award

- Portobello Institute Certificate in Special Needs Education
- FETAC Level 5 Component Certificate in Understanding Special Needs
- FETAC Level 5 Component Certificate in Special Needs Assisting

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Practical Experience

A minimum 20 hours of practical experience is required to successfully complete this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. The student has 12 months to complete this course.

Course Content

During this course you will cover the following topics:

- Types of disabilities and needs
- Language, terms and definitions
- Integration and facilities available
- Challenging behaviour
- Communication Issues
- Social and medical model review
- You will also study the role of an SNA, multidisciplinary teams and their roles.

Who is this Course Aimed at?

This course is suited to anyone who has an interest in Special Needs Education, whether to pursue it as a career or use the knowledge for personal reasons.

Further Studies

Portobello Institute offer courses including FETAC Special Needs Education level 6, Mental Health Awareness (FETAC Level 5), Intellectual Disability Studies (FETAC Level 5), Social Care Studies (FETAC Level 5) and a broad range of short courses in the Special Needs spectrum.



SPECIAL NEEDS EDUCATION

(FETAC LEVEL 6) 1 X COMPONENT CERTIFICATE

Course Code: DLSNFL610

Introduction

This course is ideally suited to those who wish to gain a broad knowledge of the types of disabilities and learning difficulties that exist and the structures and services available in Ireland for those needs. This course also explores the issues and difficulties that are particularly associated with education, in particular literacy and numeracy.

Award

- Portobello Institute Diploma in Special Needs Education
- FETAC Level 6 Component Certificate in Special Needs Teaching Skills.

Entry Requirements

You must have successfully completed the FETAC Level 5 Certificate in Special Needs Education with Portobello Institute or hold an equivalent qualification. Applicants are welcome to discuss eligibility with the course coordinator.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. The student has 12 months to complete this course.

Course Content

During this course you will cover the following topics:

- Social and Medical Model overview
- Terms and definitions
- Assessment of a special needs child
- Discrimination
- Key legislation
- Educating the special needs child
- Behaviour Therapy
- Communication
- Educating philosophies and issues around intelligence including multiple intelligences
- Literacy and numeracy development and how to overcome associated difficulties

Practical Experience

A minimum of 20 hours work experience is required to successfully complete this course.

Assessment Criteria

A set of written assignments will be required to successfully complete this course.

Who is this course aimed at?

This course is aimed at anyone with an interest in Special Needs Education, whether to pursue it as a career or use the knowledge for personal reasons.

Further Studies

Portobello Institute offer courses including Mental Health Awareness (FETAC Level 5), Intellectual Disability Studies (FETAC Level 5), Social Care Studies (FETAC Level 5) and a broad range of short courses in the Special Needs spectrum.



SPECIAL NEEDS EDUCATION

PORTOBELLO CERTIFICATE

Course Code: DLSNPCJ10

Introduction

Often individuals are interested in the area of Special Needs but don't have the time to commit to practical work experience or a large set of exams. This course is geared towards those who would like to gain a broad understanding of Special Needs Education without having to complete any practical work experience.

Award

- Portobello Institute Certificate in Special Needs Education.

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. The student has 12 months to complete this course.

Assessments

A set of written assignments will be required to successfully complete this course.

Course Content

During the course you will cover the following topics:

- Types of disabilities and needs
- Language terms and definitions
- Integration and facilities available
- Challenging behaviour
- Communication issues
- Social and medical model review

- The role of an SNA, multidisciplinary teams and their roles.

Who is this Course aimed at?

This course is suited to anyone who has an interest in Special Needs Education, whether to pursue it as a career or use the knowledge for personal reasons.

Further Studies

Portobello Institute offer courses including FETAC Special Needs Education levels 5 and 6, Mental Health Awareness (FETAC Level 5), Intellectual Disability Studies (FETAC Level 5), Social Care Studies (FETAC Level 5) and a broad range of short courses in the Special Needs spectrum.

SPECIAL NEEDS EDUCATION

PORTOBELLO DIPLOMA

Course Code: DLSNPID10

Introduction

The field of Special Needs Education is one of enormous variety and ever changing needs. Portobello Institute wish to respond to the true needs within the sector by offering a course that will equip our students not only with the knowledge but with empathy and understanding crucial to their future role as an advocate and companion to persons needing assistance in their education.

This course is suitable for those who hold the Portobello Institute Certificate or equivalent in Special Needs Education and who would like to progress their studies to the next level. This course also explores the issues and difficulties that are particularly associated with education, in particular literacy and numeracy.

Award

- Portobello Institute Diploma in Special Needs Education

Entry Requirements

You must have successfully completed the Special Needs Education Portobello Certificate with Portobello Institute or hold an equivalent qualification. Applicants are welcome to discuss eligibility with the course coordinator.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. The student has 12 months to complete this course.

Course Content

During the course you will cover the following topics:

- Social and Medical Model overview
- Terms and definitions
- Assessment of a special needs child
- Discrimination
- Key legislation
- Educating the special needs child
- Behaviour Therapy
- Communication

- Educating philosophies and issues around intelligence including multiple intelligences
- Literacy and numeracy development and how to overcome difficulties

Practical Experience

No practical experience is required to successfully complete this course.

Who is this Course aimed at?

This course is suited to anyone who has an interest in Special Needs Education, whether to pursue it as a career or use the knowledge for personal reasons.

Further Studies

Portobello Institute offer courses including FETAC Special Needs Level 5 and 6 Mental Health Awareness (FETAC Level 5), Intellectual Disability Studies (FETAC Level 5), Social Care Studies (FETAC Level 5) and a broad range of short courses in the Special Needs spectrum.

MENTAL HEALTH AWARENESS

(FETAC LEVEL 5) 1 X COMPONENT CERTIFICATE

Course Code: DLMHFL510

Introduction

The importance of mental health cannot be underestimated. In light of this, Portobello Institute has developed a new course in Mental Health Awareness which will provide an in-depth understanding of the issues of mental health to the learner who can then apply this knowledge in a supportive and positive manner. This course gives the learner an understanding of mental health issues and their context, enhancing the learners familiarity with the national and local needs and those of their families.

Award

- Portobello Institute Certificate in Mental Health Awareness.
- FETAC Level 5 Component Certificate in Care of People with Mental Illness.

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. The student has 12 months to complete this course.

Practical Experience

A minimum of 20 hours practical work experience is required to successfully complete this course.

Course Content

During this course you will cover the following topics:

- Definitions
- Understanding and incidence
- Range of needs and policies
- Person centred approach: recognition of value and health promotion

- Positive Interventions
- Care planning and reporting systems
- Different environments and settings

Assessment Criteria

- A set of written assignments will be required to successfully complete this course.

Who is the course aimed at?

This course is aimed at teachers, special needs assistants, parents and any other adults involved or interested in learning about Mental Health issues.

Further Studies

Portobello Institute offer courses including FETAC Special Needs Education levels 5 and 6, Intellectual Disability Studies (FETAC Level 5), Social Care Studies (FETAC Level 5) and a broad range of short courses in the Special Needs spectrum.

INTELLECTUAL DISABILITY STUDIES

(FETAC LEVEL 5) 1 X COMPONENT CERTIFICATE

Course Code: DLIDFL510

Introduction

This course has been specifically designed by Portobello Institute so that student's can gain an in-depth understanding of the issues of intellectual disabilities and in turn be equipped to provide the optimal levels of support required for people with intellectual disabilities and their families in a variety of settings. Suitable for anyone with an interest in intellectual disabilities this course is highly recommended as an opportunity for further development for people who have studied Special Needs Education at Level 5 and Level 6.

Award

- Portobello Institute Certificate in Intellectual Disability Studies

- FETAC Level 5 Component Certificate in Intellectual Disability Studies

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the students own pace. The student has 12 months to complete this course.

Practical Experience

A minimum of 20 hours practical work experience is required to successfully complete this course.

Course Content

During this course you will cover the following topics:

- Definitions, language and attitudes
- History and development of provision
- Normalisation, social role valorisation, person centered approach advocacy
- Models / types of service
- Holistic approach
- Approaches to multiple disabilities

Who is the course aimed at?

This course is aimed at teachers, special needs assistants, parents and any other adults interesting in learning about Intellectual Disability studies.

Further Studies

Portobello Institute offer courses including FETAC Special Needs Education levels 5 and 6, Mental Health Awareness (FETAC Level 5), Social Care Studies (FETAC Level 5) and a broad range of short courses in the Special Needs spectrum.

SOCIAL CARE STUDIES

(FETAC LEVEL 5) 3 X COMPONENT CERTIFICATES

Course Code: DLSCFL510

Introduction

This Care Skills course will provide you with an understanding of the various skills needed to be an effective care worker in a variety of settings such as nursing, residential or private homes, disability services and specialized care units. The course objectives include recognizing the personal care needs of clients, how to respond effectively to the client's needs, practical skills in the area of personal care and maintaining a safe, healthy and hygienic environment for clients.

Award

- Portobello Institute Certificate in Social Care Studies
- FETAC Level 5 Component Certificate in Client Skills
- FETAC Level 5 Component Certificate in Care Practice
- FETAC Level 5 Component Certificate in Care Support

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. The student has 12 months to complete this course.

Course Content

During this course you will cover the following topics:

- Understanding Client Care
- Using Equipment
- Assisting Skills
- Caring Qualities
- Communication Skills
- Enhancing privacy and dignity, independence, and positive self image for the client in care

Practical Experience

A minimum of 20 hours practical work experience will be required to successfully complete this course.

Assessment Criteria

A number of written assignments will be required to successfully complete this course.

Who is the course aimed at?

This course is suited to those seeking to gain a more formal understanding of the principles of caring for others in a range of settings.

Further Studies

Portobello Institute offer courses including FETAC Special Needs Education levels 5 and 6, Mental Health Awareness (FETAC Level 5), Intellectual Disability Studies (FETAC Level 5) and a broad range of short courses in the Special Needs spectrum.

DYSLEXIA AWARENESS

Course Code: DLUDPCJ10

Introduction

Dyslexia is a specific learning difficulty which makes it difficult for some children to learn to read, write and spell correctly. A child can become frustrated by these difficulties and over time may also show signs of low self-esteem and behavioural problems at home and school. In addition, the child may also become unmotivated and develop a dislike for school which can impact on the child's overall success in school. This course will enable you to learn more about how to tell if someone has dyslexia and more importantly how you can help them.

Award

- Portobello Institute Certificate in Dyslexia Awareness.

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. The student has 6 months to complete this course.

Course Content

During this course you will cover the following topics:

- What is dyslexia
- Signs that a child may have dyslexia
- How dyslexia is diagnosed
- Other conditions that can occur with dyslexia
- Effects of dyslexia on the child (both learning and emotional)
- Effective strategies to help the child with dyslexia in the classroom

Assessment Criteria

One short case study based assignment will be required to successfully complete this course.

Who is the course aimed at?

This course is aimed at teachers, special needs assistants, parents and any other adults involved in working with a child with dyslexia.

Further Studies

Portobello Institute offer courses including FETAC Special Needs Education levels 5 and 6, Mental Health Awareness (FETAC Level 5), Intellectual Disability Studies (FETAC Level 5), Social Care Studies (FETAC Level 5) and a broad range of short courses in the Special Needs spectrum.



UNDERSTANDING LITERACY DEVELOPMENT SKILLS

Course Code: DLLSPIC10

Introduction:

Many adults have left school not being fully functional in literacy. Many children also experience great difficulty in learning the skills of reading, writing and listening. The ability to read, write and listen is very important but can also prove very difficult to learn. A high proportion of difficulties arise from environmental factors and learning difficulties. This course is intended to outline the major issues around literacy development. It will also provide an insight into alternative approaches which can be taken outside of classrooms. Strategies and creative approaches to learning how to read, write and listen more effectively, whether for a child or adult, will be identified.

Award:

- Portobello Institute Certificate in Literacy Development Skills.

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. The student has 6 months to complete this course.

Course Content

During this course you will cover the following topics:

- How we learn
- The theories and approaches to learning literacy

- Ways of supporting literacy development
- Barriers to learning and how to overcome them
- Practical and creative approaches to developing literacy

Assessment Criteria

One short assignment will be required to successfully complete this course

Who is the course aimed at?

This course is suitable for anyone with an interest in learning about literacy development skills.

Further Studies

Portobello Institute offer courses including FETAC Special Needs Education levels 5 and 6, Mental Health Awareness (FETAC Level 5), Intellectual Disability Studies (FETAC Level 5), Social Care Studies (FETAC Level 5) and a broad range of short courses in the Special Needs spectrum.

DEAF AWARENESS

Course Code: DLDAPIC10

Introduction

This course aims to deliver an understanding of the range of communication tactics used in communicating with deaf people. Students will learn to become 'deaf aware' and gain a basic knowledge of deafness and communication skills which can be used with a range of deaf, hard of hearing and deaf blind people. This course will also assist the student to learn various strategies to assist deaf and hard of hearing people to communicate effectively and also be involved to the best of their ability in everyday conversations.

Award

- Portobello Institute Certificate in Deaf Awareness

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the students own pace. The student has 6 months to complete this course.

Course Content

During this course you will cover the following topics:

- Introduction to Deaf Culture and Terminology
- Deafness and Communication Types
- Communication Strategies and Technical Aids
- Communication Challenges for People who are Deaf and Hard of Hearing
- Supports Available

Assessment Criteria

One short assignment will be required to successfully complete this course.

Who is the course aimed at?

This course is suitable for anyone with an interest in being deaf aware be it a personal or professional interest.

Further Studies

Portobello Institute offer courses including FETAC Special Needs Education levels 5 and 6, Mental Health Awareness (FETAC Level 5), Intellectual Disability Studies (FETAC Level 5), Social Care Studies (FETAC Level 5) and a broad range of short courses in the Special Needs spectrum.



SPEECH AND LANGUAGE DIFFICULTIES AWARENESS

Course Code: DLSLPIC10

Introduction

Being able to communicate our thoughts, aspirations and basic needs is a civic right. Speech and language are the main media through which we communicate. For a variety of reasons some individuals have a delay or inflections to their speech and language development. Through this course the student will develop a strong knowledge based insight into how speech, language and communication are developed. Furthermore, this course will identify a range of speech and language issues that may affect any individual at any stage of their life and it will also suggest some coping strategies to deal effectively with these issues.

Award

- Portobello Institute Certificate in Speech and Language Difficulties

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. The student has 6 months to complete this course.

Course Content

During this course you will cover the following topics:

- Reflection of present knowledge status
- Definitions of the different levels and areas of speech and language difficulties
- Speech and language development
- The different ways of communicating factors that affect speech and language acquisition
- Speech and language therapy, what is it and how does it work?
- Practical steps and support systems
- Using assistive technology for individuals

with speech and language difficulties

- Suggested adaptations to school / work / home environment

Assessment Criteria

One short assignment will be required to successfully complete this course.

Who is the course aimed at?

This course is aimed at teachers, special needs assistants, parents or any other adults involved in working with a child with speech and language difficulties in the school or home environment.

Further Studies

Portobello Institute offer courses including FETAC Special Needs Education levels 5 and 6, Mental Health Awareness (FETAC Level 5), Intellectual Disability Studies (FETAC Level 5), Social Care Studies (FETAC Level 5) and a broad range of short courses in the Special Needs spectrum.

UNDERSTANDING BASIC SIGN LANGUAGE

Course Code: DLBSLPC10

Introduction

Approximately 40,000 deaf and hearing people overall use Irish Sign Language (ISL) either as their first language or in addition to their first language on a daily basis in Ireland. This course will give a concise overview of ISL, basic signs and instructions for their use. Students will gain an understanding of the problems and barriers that people who have a hearing loss can experience. It will also outline basic strategies hearing people can use to communicate respectfully and effectively with deaf people.

Award

- Portobello Institute Certificate in Understanding Basic Sign Language

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. The student has 6 months to complete this course.

Course Content

During this course you will cover the following topics:

- Background to Sign Language in Ireland
- Communication Strategies and Body Positioning
- ISL Alphabet and Finger Spelling
- Basic Communication
- Interacting with a Deaf Person
- ISL in Practice

Assessment Criteria:

- One short assignment will be required to successfully complete this course.

Who is the course aimed at?

This course is suitable for anyone with an interest in understanding basic sign language be it a personal or professional interest.

Further Studies

Portobello Institute offer courses including FETAC Special Needs Education levels 5 and 6, Mental Health Awareness (FETAC Level 5), Intellectual Disability Studies (FETAC Level 5), Social Care Studies (FETAC Level 5) and a broad range of short courses in the Special Needs spectrum.

AUTISM AWARENESS

Course Code: DLAAPIC10

Introduction

The area of autism has become one of the most highlighted areas of disability in relation to mainstream education in recent years. The aim of this course is to provide the student with an understanding of the issues involved in the area of autistic spectrum disorders. The student will acquire the knowledge and skills to effectively work with a child with autism in a school, home or social environment.

Award

- Portobello Institute Certificate in Autism Awareness

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. The student has 6 months to complete this course .

Course Content

During this course you will cover the following topics:

- The indications of autistic spectrum disorders and related issues
- The onset of symptoms
- How it is assessed
- The support systems available (early intervention and approaches e.g. ABA)

- Inclusion Issues
- The ways in which you can help

Assessment Criteria

One short assignment will be required to successfully complete this course.

Who is the course aimed at?

This course is aimed at teachers, special needs assistants, parents and any other adults involved in working with a child with autism.

Further Studies

Portobello Institute offer courses including FETAC Special Needs Education levels 5 and 6, Mental Health Awareness (FETAC Level 5), Intellectual Disability Studies (FETAC Level 5), Social Care Studies (FETAC Level 5) and a broad range of short courses in the Special Needs spectrum.

VISUAL IMPAIRMENT AWARENESS

Course Code: DLVIPIC10

Introduction

In the present ever changing and evolving world of today, diversity, equality and differentiation are commonly used terms. Therefore, in accordance with The Equality Status Act 2000, valuing and accommodating all citizens of the state, regardless of impairments is essential. This course aims to provide the student with an insight and in-depth knowledge of visual impairment issues, which will help you to respond appropriately and confidently when dealing or working with people who are blind or who have significant sight loss.

Award

- Portobello Institute Certificate in Visual Impairment Awareness

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. The student has 6 months to complete this course.

Course Content

During this Course you will cover the following topics:

- Reflection of present knowledge status
- Definitions of the different levels and degrees of visual impairment
- The incidence of sight loss
- The different ways to communicate and do's and don'ts
- How best to approach situations, guidelines on leading a person with visual impairment
- Use of language and terminology
- Myths and fears surrounding sight loss
- Using assistive technology with a person with visual impairment
- Suggested adaptations to school / work / home environment

Assessment Criteria

One short assignment will be required to successfully complete this course

Who is the course aimed at?

The course will give you a very good understanding of the issues involved in the area of visual impairment and blindness. This course is suitable for anyone with an interest in understanding visual impairment issues be it a personal or professional interest.

Further Studies

Portobello Institute offer courses including FETAC Special Needs Education levels 5 and 6, Mental Health Awareness (FETAC Level 5), Intellectual Disability Studies (FETAC Level 5), Social Care Studies (FETAC Level 5) and a broad range of short courses in the Special Needs spectrum.

SUPPORTING A WHEELCHAIR USER

Course Code: DLSWPIC10

Introduction

This course is intended to give the student an insight into the issues around mobility disabilities and how to best support a person who is a wheelchair user. This course explores the barriers experienced by people with mobility disabilities such as spinal cord injury, cerebral palsy, spina bifida, multiple sclerosis and motor neuron disease to name but a few. Do we see the person first or the wheelchair? What are the practical factors involved in transport, shopping, socialising, sport and holidaying for these individuals? This course aims to teach the student how to treat a wheelchair user with dignity and respect, always thinking about the person first and the disability second.

Award

- Portobello Institute Certificate in Supporting a Wheelchair User

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. The student has 6 months to complete this course.

Course Content

During this course you will cover the following topics:

- The incidence of physical disability leading to mobility difficulties
- The different ways to communicate with a person who uses a wheelchair
- Guidelines on 'Best Practice'
- How best to support a wheelchair user, approaches to different situations
- Use of language and terminology

- Myths and fears surrounding mobility difficulties
- The type of physical training available and necessary for carers (Health and Safety)

Assessment Criteria

One short assignment will be required to successfully complete this course.

Who is the course aimed at?

This course is suitable for anyone with an interest in the issues surrounding supporting a wheelchair user be it a personal or professional interest.

Further Studies

Portobello Institute offer courses including FETAC Special Needs Education levels 5 and 6, Mental Health Awareness (FETAC Level 5), Intellectual Disability Studies (FETAC Level 5), Social Care Studies (FETAC Level 5) and a broad range of short courses in the Special Needs spectrum.

UNDERSTANDING DISABILITY ETIQUETTE

Course Code: DLDEPIC10

Introduction

Do you know the correct approach to take with a person who is disabled? Do you worry about using the wrong language or being patronising? Do you speak to the 'person' or their 'carer'? Do you assume that a person with a disability always needs assistance? If these are questions you ask yourself then this course can help give you good advice and information when dealing with a work situation or socially meeting someone who has a disability.

Award

- Portobello Institute Certificate in Disability Etiquette

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. The student has 6 months to complete this course.

Course Content

During this course you will cover the following topics:

- The incidence of disability
- The different ways to communicate
- How to relax around people with disabilities
- Use of language and terminology
- Myths and fears surrounding disability

- Inclusion
- Changing attitudes, being aware

Assessment Criteria

One short assignment will be required to successfully complete this course.

Who is the course aimed at?

This course is suitable for anyone with an interest in understanding disability etiquette be it a personal or professional interest.

Further Studies

Portobello Institute offer courses including FETAC Special Needs Education levels 5 and 6, Mental Health Awareness (FETAC Level 5), Intellectual Disability Studies (FETAC Level 5), Social Care Studies (FETAC Level 5) and a broad range of short courses in the Special Needs spectrum.



UNDERSTANDING DYSPRAXIA

Course Code: DLU DPIC10

Introduction

Dyspraxia is a difficulty with thinking out, planning and carrying out sensory and/or motor tasks. Children with dyspraxia face many challenges each day in carrying out activities that many take for granted. Such difficulties can have an effect on the child's ability in school and also on their overall self esteem. The aim of this course is to provide the student with an understanding of dyspraxia and the specific difficulties associated with this. The student will acquire the knowledge and skills to effectively work with a child with dyspraxia in a school or home environment.

Award

- Portobello Institute Certificate in Dyspraxia Awareness

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. The student has 6 months to complete this course.

Course Content

During this course you will cover the following topics:

- What is dyspraxia
- Signs that a child may have dyspraxia
- How and when dyspraxia is diagnosed
- Effects of dyspraxia on the child / adolescent
- Role of a multidisciplinary team
- Effective strategies to assist a child with dyspraxia

Assessment Criteria

One short case study based assignment will be required to successfully complete this course.

Who is the course aimed at?

This course is aimed at teachers, special needs assistants, parents and any other adults involved in working with a child with dyspraxia.

Further Studies

Portobello Institute offer courses including FETAC Special Needs Education levels 5 and 6, Mental Health Awareness (FETAC Level 5), Intellectual Disability Studies (FETAC Level 5), Social Care Studies (FETAC Level 5) and a broad range of short courses in the Special Needs spectrum.

COPING WITH CHALLENGING BEHAVIOURS

Course Code: DLCCPIC10

Introduction

The aim of this course is to provide the student with an understanding of challenging behaviours and the factors that can create challenging behaviours. It will also provide the student with the knowledge and skills to effectively work with a child with challenging behaviours in a school or home environment.

Award

- Portobello Institute Certificate in Coping with Challenging Behaviours.

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning, the student studies at their own pace. The student has 6 months to complete this course.

Course Content

During this course you will cover the following topics:

- What is behaviour?
- Why do people behave in particular ways?
- Understanding of what is meant by "challenging" behaviour
- Examples of behavioural difficulties
- Role of observation in dealing with challenging behaviour
- Importance of a non-confrontational response to challenging behaviour
- Behaviour management
- Effective strategies to reduce challenging behaviour

Assessment Criteria

One short case study based assignment will be required to successfully complete this course.

Who is the course aimed at?

This course is aimed at teachers, special needs assistants, parents and any other adults involved in working with a child with challenging behaviours.

Further Studies

Portobello Institute offer courses including FETAC Special Needs Education levels 5 and 6, Mental Health Awareness (FETAC Level 5), Intellectual Disability Studies (FETAC Level 5), Social Care Studies (FETAC Level 5) and a broad range of short courses in the Special Needs spectrum.

COMMUNICATION STRATEGIES FOR NON-VERBAL CHILDREN

Course Code: DLCPIC10

Introduction

The inability to effectively communicate has been found to affect numerous daily life tasks. Researchers have found that individuals with disabilities experience less success than able-bodied individuals with respect to employment, education, independent living, and relationships. It is essential therefore to offer augmentative and alternative communication (AAC) to non-verbal children and have the knowledge to help the child to effectively use their particular system.

Award

- Portobello Institute Certificate in Communication Strategies for non-verbal Children.

Entry Requirements

There are no formal previous academic requirements necessary to apply for this course.

Course Structure

As this course is delivered through distance learning it is carried out at the student's own pace. The student has 6 months to complete this course.

Course Content

During this course you will cover the following topics:

- What is involved in communication
- What is Augmentative and Alternative Communication (AAC)
- Types of AAC (Aided and Unaided Communication)
- Types of AAC Communicators
- Role of language and literacy in using AAC
- Benefits of using AAC
- Problems faced by children using AAC
- Strategies to improve the use of different types of AAC
- What is PECS
- Specific stages / phases of PECS

- Skills required for a child to effectively use PECS
- Importance and value of introducing PECS to the child

Assessment Criteria

One short case study based assignment will be required to successfully complete this course.

Who is the course aimed at?

This course is aimed at teachers, special needs assistants, parents and any other adults involved in working with a non-verbal child with autism.

Further Studies

Portobello Institute offer courses including FETAC Special Needs Education levels 5 and 6, Mental Health Awareness (FETAC Level 5), Intellectual Disability Studies (FETAC Level 5), Social Care (FETAC Level 5) and a broad range of short courses in the Special Needs spectrum.

**TO DISCUSS ANY OF OUR COURSES FURTHER
PLEASE CONTACT OUR COURSE ADVISORS:
TEL – 01-8920000.
EMAIL:
DISTANCELEARNING@PORTOBELLOINSTITUTE.IE**

APPLICATION PROCEDURE

When you have decided on the course you would like to study, simply complete the enclosed enrolment form, and return the completed form with the appropriate fee to Portobello Institute to in one of the following ways:

POST:

PORTOBELLO INSTITUTE, DISTANCE LEARNING,
43 LOWER DOMINICK STREET, DUBLIN 1

WEB:

WWW.PORTOBELLOINSTITUTE.IE TO APPLY ONLINE.

PHONE:

01-8920000

TO ENROLL OVER THE PHONE

APPLICATIONS ARE ACCEPTED AT ANY TIME OF THE YEAR.

8 GREAT REASONS TO STUDY WITH PORTOBELLO INSTITUTE!

- GAIN A RECOGNISED PROFESSIONAL QUALIFICATION
 - EXCITING RANGE OF COURSES
 - DEDICATED ONE TO ONE TUTOR SUPPORT
 - NO PREVIOUS QUALIFICATIONS REQUIRED
- LEARN FROM HOME AT YOUR OWN PACE, LIMITED OR NO CLASSES TO ATTEND
 - CONTINUE EARNING WHILE YOU LEARN
- CLEAR, EASY TO UNDERSTAND COURSE MATERIAL, WRITTEN BY EXPERTS
 - LIMITED OR NO EXPENSE IN TRAVEL OR TRAFFIC

TERMS OF ENROLMENT

TERMS AND CONDITIONS OF ENROLMENT

Portobello Institute Distance Learning (hereafter called 'the Company') is a subsidiary of Portobello Institute Ltd. The terms and conditions apply to the provision of the Companies courses provided in printed or electronic format. Separate terms and conditions apply to the taught programmes provided by Portobello Institute. Upon enrolling in a course with the Company, a student is entering a legal agreement under common law, in which they agree to abide by the conditions of enrolment (including meeting stated payments), in exchange for the service offered by the Company in the delivery of the course. This agreement is between YOU and the Company.

PROVISION OF PROGRAMMES

Once you have submitted your application with full payment, you will receive a confirmation and you can expect to receive your introductory pack within one month. For overseas students there is an additional charge of €45 per course.

CANCELLATION

Should you decide to cancel your application you may do so provided that you notify the Company within 7 working days from the original order date. You are also required to return all materials to the Company and bear the cost of this return. If you cancel your course in accordance with these terms, a full refund will be made to you, using the same method as you made your original payment. However, please note that all programmes carry a registration fee of €65 which covers administration, registration and postage fees. This is non refundable.

If you cancel within 15 days of ordering a 70% refund will be made, less the registration fee. No refund will be made if cancellation notice is received after 15 days.

CHANGE AND TRANSFER

Should you wish to change course and transfer to another course, you may do so within 30 days of the original order, provided that you return all materials in their original condition. A new registration fee of €65 must be paid and any price difference for the new programme must also be paid. Transfer to another person cannot be made under any circumstances.

COMPLETION OF STUDIES

Short courses should be completed within 6-12 months of enrolment. The Diploma in Montessori Teaching should be completed within 2 years of enrolment.

INTERRUPTION TO STUDIES

Deferments and Extensions: If there is a valid reason you may apply to the Distance Learning office manager in writing for a deferment or extension. If you have demonstrated some commitment to study we may grant a 6 month extension. If you demonstrate exceptional circumstances, we may grant a 6 to 12 month extension.

LOSS OF CONTACT

Any student, experiencing difficulty in maintaining their studies is expected to inform their tutor and the Distance Learning office manager in writing and agree appropriate action. Should a student not contact the tutor or college for a period longer than three calendar months, that student will be deemed to have withdrawn from the course.

TERMS OF ENROLMENT

ATTENDANCE AT SEMINARS

Where a student has to cancel attendance at a seminar, they can arrange to attend the next scheduled seminar on that particular topic at no extra charge. Should a student fail to attend a booked seminar, they can arrange to attend the next scheduled seminar on that particular topic, however, there will be a fee applied to this seminar, see individual courses for details.

WORK EXPERIENCE

Where the course requires the student to engage in work experience, it is the responsibility of the student to arrange and secure this placement. The Company bears no responsibility for the actions or insurance of students while they gain experience in their chosen field.

COMPLAINTS

If any aspect of the Companies product or service causes you dissatisfaction, please contact the Distance Learning office manager, preferably in writing to outline the nature of your concern.

DISCLAIMER

Every attempt is made to ensure all information from the college is accurate and that the student has attained the competencies taught in a course, at the point of their assessment. Beyond this point, the graduate is responsible to maintain their acquired competencies, and apply acquired knowledge and skills in a way that is appropriate to the unique characteristics of each application. This will release the school from any liability, action and claims of any nature whatsoever in connection with, or arising from any such information, instruction or advice, given by any student or ex-student, whether directions given during the course are followed or not.

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