

What undergraduate programmes can I progress to afterwards?

A list of these programmes is available on the Institute website or by contacting the Lifelong Learning office directly. Students must achieve a **PASS** in **all six modules** on the Certificate to be eligible for a place on the undergraduate programme of their choice**.

**The number of candidates eligible to progress following successful completion of the Certificate in General Studies is confined to approximately 5 to 10% of the available places.

Mature students (aged 23+) also have the option of applying on a competitive basis to any other programme of their choice, outside of the guaranteed list.

Note: Non-Irish students must meet the minimum residency requirements in order to be eligible for free tuition fees for a full-time undergraduate programme.

The latest date for the receipt of applications is 5.00pm on Friday 5th September 2008.

However, applications should be sent in as early as possible due to a high demand for the programme.

How do I apply for the Certificate in General Studies?

Application forms are available from:

Mary Stritch
Lifelong Learning Officer
Institute of Technology, Tralee
North Campus, Tralee, Co Kerry.

Tel: 066 7191701

E-mail: lifelonglearning@ittralee.ie

Web: www.ittralee.ie

The Shannon Consortium is a partnership of four institutions of higher education in the Shannon Region, comprising the University of Limerick, Mary Immaculate College, Limerick Institute of Technology and the Institute of Technology, Tralee.



Foundation Certificate in General Studies in Business and Community Studies

September 2008 – May 2009



Are you aged 18 or over? Would you like to study a third-level programme in the future?

The Certificate in General Studies
In Business and Community Studies
may be the course for you.....

About the Certificate in General Studies

The **Certificate in General Studies** is a full-time **programme** delivered at IT, Tralee.

Successful students on the programme are guaranteed **direct entry** onto a select** range of undergraduate programmes in each of the partner institutions. Full details available on our website.

Subjects available on the Certificate in General Studies

The programme consists of a) four core modules and b) two specialist electives.

A. Core modules—to be completed by all participants:

- Communications and Personal Effectiveness
- Business Information Technology
- Community and Enterprise Studies
- Work Placement

B. Specialist electives—two to be taken

Office Administration
Business Management

Frequently asked questions

What is the Certificate in General Studies designed to do?

The Certificate in General Studies prepares students for **entry to the first year** of a third-level undergraduate programme. It allows students to develop skills which will be useful to them in higher education, such as study skills, communications and information technology skills. It also gives students an opportunity to study a specialist subject area such as office administration and business management* and to experience life in higher education by studying these subjects on campus.

*This course is also available through the Downtown Centre in Limerick where further options in science, humanities and maths are available as specialist subjects. For further information see www.downtowncentre.ie

Is the programme full-time or part-time?

The Certificate in General Studies is a **full-time** programme, delivered between September and May. Classroom contact hours average at 16 hours a week.

Is there a fee to do the Certificate?

There are no fees for the programme.

Who is eligible to apply?

Anyone **over the age of 18** who is out of education for a minimum of one year is eligible to apply. A prior educational qualification (e.g. Leaving Certificate) is not necessary. Admission will be on the basis of a completed application form and an interview and applicants will be assessed in terms of their experience, motivation and overall potential to do well on the programme. If places for the programme are oversubscribed, priority will go to anyone who, for genuine reasons, has not had an opportunity to apply to third-level through conventional routes.

What award do I get afterwards?

On completion of all five modules, students will be awarded a **FETAC Level 5 Certificate in General Studies**.

Are there financial supports available?

The Certificate in General Studies is approved for the **Back to Education Allowance**. To determine your eligibility for this allowance please contact us directly or contact your local Social Welfare Office.

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