



Dorset
College **Dublin**

Educating since 1983

Professional Programme Guide 2025/2026

Dorset College, Dublin - Excellence through Life Long Learning

[dorset.ie](https://www.dorset.ie)

Welcome to Dorset College Dublin

With **40 years of experience in education**, we have earned a reputation for excellence and offer programmes with clearly defined career paths and excellent academic progression. Our focus is on empowering you with the knowledge and skills necessary to succeed in your chosen profession.

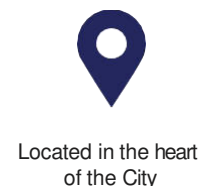
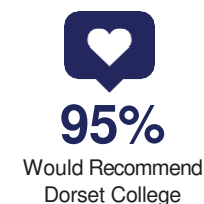
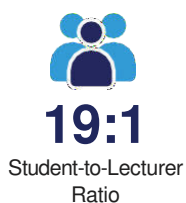


Welcome

Welcome to Dorset College Dublin, where we provide high-quality **Academic, Professional, and Career-focused** courses to help you achieve your career goals.

As a student at Dorset College, you will become part of a **dynamic, culturally diverse community**, where you will develop not just academically, but also **socially, culturally, and professionally**.

Our dedicated team of highly qualified and industry-experienced academic and professional staff provide **excellence** in all areas of your journey with us.



By studying at Dorset College, you will learn from **talented teachers** who will enable you to build the skills necessary to carve out a rewarding career path and demonstrate your expertise to leading employers in your chosen profession.

Additionally, you will have the opportunity to meet **industry experts** who visit the College as guest speakers, providing you with an insight into their professional worlds.

We understand that the job market can be highly **competitive**, which is why we offer **Professional Qualifications** that will give you the edge and set you apart with a valuable skillset.

With a Professional Qualification from Dorset College, you can confidently pursue your career goals and make a lasting impact in your industry.





Recognition and Validation

Dorset College, with the endorsement of a number of validating bodies, offers a wide range of degree and professional courses that meet the needs of students at all stages of their lives and careers.

Discover the Possibilities of a Professional Course

A Professional course offers a wide range of personal and professional benefits, including the opportunity to learn new skills, expand your knowledge and perspective, and gain valuable industry qualifications.

Why Choose a Professional Diploma at Dorset College?

- Investing in a Professional Diploma at Dorset College can help you **advance your career, gain a competitive edge,** and achieve **personal and professional growth.**
- Our team of dedicated **academic lecturers** and staff are committed to inspiring you to meet the emerging challenges in the global business environment.
- As a student of our Professional Diploma programme, you will gain the **practical, hands-on training** required to excel in your chosen profession.
- You will also have opportunities to **network with professionals,** building relationships that can benefit your future career.
- By studying with us, you can enhance your **communication, leadership, and problem-solving skills,** developing personally and professionally along the way.
- With a **Professional Diploma** from Dorset College, you can open doors to exciting new career opportunities and achieve your **professional aspirations.**



Where are our Graduates Now?

At Dorset College, we have had the privilege of working with companies that have a global reach, all while providing training to teams of all sizes right here in Ireland. Here are just a few of the companies that our graduates work for.



AbbVie has pharmaceutical and medical device manufacturing facilities in Westport, Sligo, Galway, Cork and Dublin. Collectively these facilities employ almost 3,000 highly trained staff.



A Network of Regional Skills Fora was created as part of the Government's National Skills Strategy and provides an opportunity for employers and the education and training system to work together to meet the emerging skills needs of their regions.



A Global firm heavily involved in Ireland's Aviation Leasing industry a leading player in its field.



ABP is a privately owned agribusiness company headquartered in Ardee, County Louth. ABP's main business is the processing and sale of a full range of meat products.

"ABP is always interested in securing the services of graduates who have the necessary business acumen and desire to work in our fast pace industry."



Your Trusted Recruitment Partner

"The era of going to school/college, completing your education and then entering the workforce is over for the majority of people working in Internationally focused businesses. Lifelong learning including structured courses, on the job training and the development of personal and technical skills over the course of ones works life is becoming the norm."



Clara Terra is a Greentech start-up targeted initially at individuals. The business is framed around building communities of action to combat climate change.

"Our customer contact is in the digital marketplace as many businesses are now, especially as consumer interaction has been severely impacted by the Covid-19 pandemic."



A Global Organisation operating in multiple geographies and timezones.

"it is extremely important to Superloop that we have access to a talent pool that is fit for purpose and ready to hit the ground running. We also place a lot of emphasis on looking at the culture of our business and what we want it to be."



"Employers across the country continue to demand employees that are exposed to key knowledge and skills that are essential for enterprises that trade internationally. Employees can develop these skills and become a more marketable employee through Springboard+ courses. The Bachelor of Business Level 8 has this international focus where learners will have the opportunity to work in a business setting applying their skills and abilities to support the work of the business."



CIPD Validation

Fully Live Online Classes: You can up-skill or re-skill from the comfort of your own home with **an industry experienced Professional Teacher** who will provide you with inspirational lectures and support materials you need to achieve your goals.

The CIPD Level 3 and Level 5 qualifications are equivalent to Level 5 & 7 respectively on the NFQ.

Chartered Institute of Personnel and Development CIPD

The Chartered Institute of Personnel and Development (CIPD) is a professional body for HR and people development that provide industry-recognized qualifications. You will gain the confidence to drive your career forward and with CIPD membership, the recognition needed to work as a professional in the field of HR.

Whether you're just starting out in HR or looking to take your career to the next level, these CIPD qualifications will equip you with a wide range of relevant knowledge and expertise in people practice, people management or Learning and Development.

The CIPD qualifications are highly respected in the HR industry, providing learners with the knowledge and skills required to excel in their HR careers. The qualifications cover various areas of HR, including talent management, employee relations, and employment law, providing learners with a comprehensive understanding of the HR industry.

Taking a CIPD qualification at Dorset College offers numerous benefits:

- **Internationally Recognized Professionalism:** A CIPD qualification gives you a high level of professionalism that is recognized worldwide.
- **Strengthened Reputation and Connections:** Gain recognition for your expertise, increase your influence within your organization, and expand your career opportunities.
- **Vast Network of Professionals:** As a CIPD member, you'll join a large network of other HR and people development professionals, allowing you to connect with like-minded individuals, share ideas and best practices, and learn from others.
- **Latest Developments in the World of Work:** CIPD provides you with access to the latest developments in the world of work, including emerging trends, research, and best practices.





QQI AWARD

QQI Validation

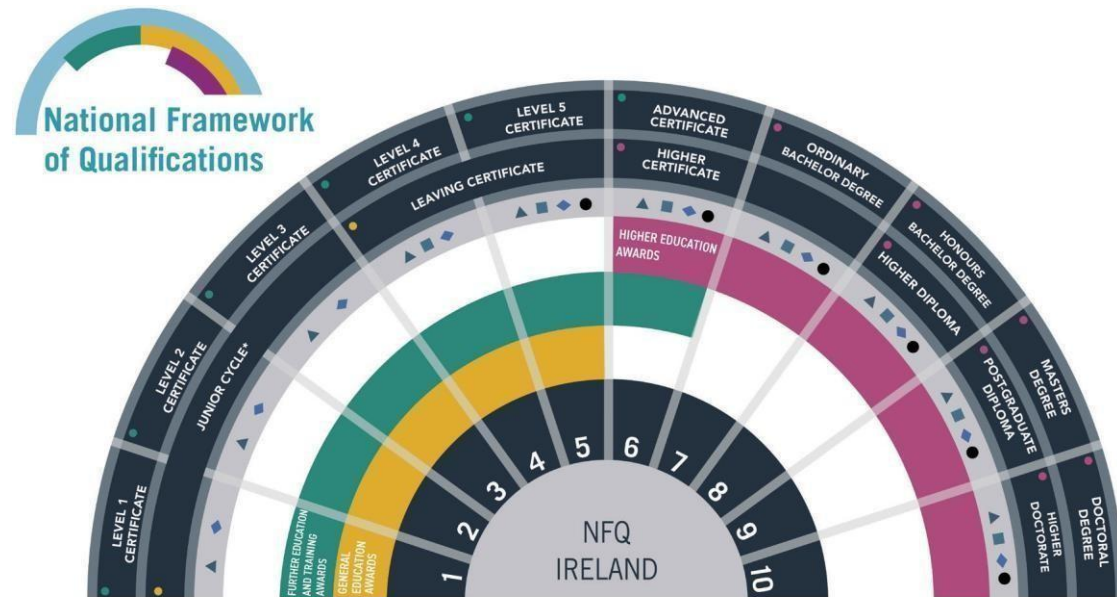
QQI Quality and Qualifications Ireland

QQI awards are recognized by employers, educational institutions, and professional bodies, providing learners with the credentials they need to pursue their career goals.

QQI Qualifications for Career Advancement

The **Quality and Qualifications Ireland (QQI)** is a state agency that is responsible for promoting quality and accountability in education and training. QQI provides a wide range of awards, including certificates, diplomas, and degrees, that are recognized nationally and internationally.

The **National Framework of Qualifications NFQ** is a nationally recognized system for organizing qualifications, making it easier for learners to understand the value of their credentials. Having an award on the NFQ demonstrates that the qualification has met specific quality standards and has been assessed and approved by an external authority.



CLASSES OF AWARD

- Major Awards:** named in the outer rings, are the principal class of awards made at a level
 - Minor Awards:** are for partial completion of the outcomes for a Major Award
 - Supplemental Awards:** are for learning that is additional to a Major Award
 - Special Purpose Awards:** are for relatively narrow or purpose-specific achievement
 - Professional Awards:** are for occupation-orientated qualifications including apprenticeships
- *Please refer to NCCA website, ncca.ie/en/junior-cycle/

IRISH REGISTER OF QUALIFICATIONS

- For more information on
- Qualifications
 - Providers
 - Courses
- visit www.irqi.ie

Professional Development in Business

From our **innovative online learning environments** and use of **digital technologies** which deliver and enhance the study experience, to our **on-campus computer laboratories** and **Library facilities**, we embrace and adopt new and emerging technologies to provide you with a richer educational experience.

Experience a **supportive learning environment** with **smaller class sizes**, allowing you to learn from industry experienced lecturers and connect with like-minded professionals.

Achieving a **professional diploma** will enable you to advance your career with a **solid skill set**, leading to **better job opportunities** and a **well-defined career path**.





NFQ Level: 5

This qualification is recognized as **Level 5** on the Irish **National Framework of Qualifications (NFQ)** and Level 3 in the UK's Regulated Qualifications Framework (RQF).

Delivery

The entire course (**100%**) is taught through our interactive **live online classes**, providing you with the flexibility to learn from anywhere.

What our students say...

"My experience with Dorset College, Level 3 CIPD course was truly amazing. The instructors were very knowledgeable and always went above and beyond to ensure that every student understood the material. The course content was also very comprehensive and practical, which gave me the skills and confidence I needed to excel in my career. I highly recommend this course to anyone who wants to advance their career in HR. Thank you, Dorset College Dublin!" (V Ryan)

Duration: The course duration is 20 weeks, Two Evenings a week + One Saturday workshop

Visit our website at www.dorset.ie for full details on this course.

CIPD Foundation Certificate in Human Resource Practice

Overview

This course is ideal for those looking to start a career in HR or progress to the next level. It provides a broad range of knowledge and expertise in people practice, covering how HR activities support an organization's strategy and contribute to the achievement of business objectives.

How to Apply

To apply for this course, simply submit a direct application to Dorset College. Following that, we will conduct an online interview, to ensure that you're the perfect fit for this course.

Modules Units

- Business, Culture and Change in Context
- Principles of Analytics
- Core Behaviours for People Professionals
- Essentials of People Practice

Assessment

You'll be assessed through two written reports, two skills-based assessments, and a work-based project.

Award

Upon completion, you'll be awarded the **Level 3 CIPD Foundation Certificate in People Practice (Level 5 Irish NFQ)** with a credit value of 24 credits. You'll also receive the designation of CIPD Membership at Foundation Level with "**Foundation CIPD**" after your name.

Next Steps

You can progress onto the CIPD Associate Diploma in People Management (Level 5) or CIPD Associate Diploma in Organizational Learning and Development (Level 5) to further advance your career.

Apply today and join the ranks of successful professionals who have graduated from Dorset College.



NFQ Level: 7

This qualification is recognized as **Level 7** on the **Irish National Framework of Qualifications (NFQ)** and Level 5 in the UK's Regulated Qualifications Framework (RQF).

Delivery

The entire course (**100%**) is taught through interactive **live online classes**, providing you with the flexibility to learn from anywhere.

What our students say...

"Excellent! Our Lecturer was incredible with a real passion and knowledge in the subject. The course material was delivered in a practical way with lots of role plays and examples. The college academic staff were always available to answer questions and offer any support we needed".
(L.M)

Duration: The course duration is 30 weeks, Two Evenings a week + One Saturday Workshop.

Visit our website at www.dorset.ie for full details on this course.

CIPD Associate Diploma in People Management

Overview

Ready to take your career in people practice to the next level? This qualification is designed to help you gain a deeper understanding of the professional behaviours that drive organizational success. Learn how to manage relationships, foster talent, guide strategic planning, and reward performance. With this professional diploma, you will be well-equipped to succeed in the competitive world of people management.

How to Apply

To apply for this course, simply submit a direct application to Dorset College. Following that, we will conduct an online interview, to ensure that you're the perfect fit for this course.

Module Units

- Organizational Performance and Culture in Practice (3 Core Units)
- Evidence-based Practice
- Professional Behaviours and Valuing People
- Employment Relationship Management (3 Specialist Units)
- Talent Management & Workforce Planning
- Reward for Performance and Contribution

Optional Units

- Specialist Employment Law (Option 1)
- Diversity & Inclusion (Option 2)

Assessment

Assessment for the Level 5 CIPD Associate Diploma in People Management is employer driven and aimed at real scenarios that learners may encounter in their future career.

Award

Upon completion, you'll be awarded the **Level 5 CIPD Associate Diploma in People Management** with the designation of CIPD Membership at Associate Level with "**Assoc CIPD**" after your name.

Next Steps

You can progress onto the CIPD Associate Diploma in Organizational Learning and Development to further advance your career.



NFQ Level: 7

This qualification is recognized as **Level 7** on the **Irish National Framework of Qualifications (NFQ)** and Level 5 in the UK's Regulated Qualifications Framework (RQF).

Delivery

The entire course (**100%**) is taught through interactive **live online classes**, providing you with the flexibility to learn from anywhere.

What our Students say...

Excellent course, everything was very well organised and the tutor was very knowledgeable. I especially liked that several of the other students on the course were able to share real life experiences.

Duration: The course duration is 30 weeks, Two Evenings a week + One Saturday Workshop

Visit our website at www.dorset.ie for full details on this course.

CIPD Associate Diploma in Organisational Learning & Development

Overview

Ready to take the lead in shaping your organization's working environment? This professional diploma will equip you with the knowledge and skills needed to measure your company's performance and culture, and organize different forms of learning to boost people's confidence and development.

How to Apply

To apply for this course, simply submit a direct application to Dorset College. Following that, we will conduct an online interview, to ensure that you're the perfect fit for this course.

Module Units

- Organisational Performance and Culture in Practice (3 Core Units)
- Evidence-Based Practice
- Professional Behaviours and Valuing People
- Supporting Self-Directed & Social Learning (3 Specialist Units)
- Learning and Development Design to Create Value
- Facilitate Personalised and Performance-Focused Learning

Optional Units

- Advances in Digital Learning and Development (Option 1)
- Diversity and Inclusion (Option 2)

Assessment

Assessment for the Level 5 CIPD Associate Diploma in Organisational Learning and Development is employer driven and aimed at real scenarios that learners may encounter in their future career.

Award:

Upon completion, you'll be awarded the **Level 5 CIPD Associate Diploma in Organisational Learning & Development** with the designation of CIPD Membership at Associate Level with "**Assoc CIPD**" after your name.

Apply today and join the ranks of successful professionals who have graduated from Dorset College.



PMI UK Certified Professional Diploma in Project Management Skills – External Exam has to be completed.

Delivery

The entire course (**100%**) is taught through interactive **live online classes**, providing you with the flexibility to learn from anywhere.

Duration: The course duration is 14 weeks, one evening per week.

Visit our website at www.dorset.ie for full details on this course.

What our Student says...

“Everything was very well organised and the tutor was highly knowledgeable. I especially valued the real-life experiences that fellow students brought into every session. I now approach my work with far more confidence. Choosing Dorset was absolutely the right decision.”

Project Management

Overview

The Project Management Diploma course is structured to deliver a thorough understanding of the entire project management lifecycle, laying a strong groundwork for those aspiring to excel in project management roles across various sectors. This course offers an engaging and detailed exploration of fundamental project management concepts. It is ideally suited for individuals who have graduated in fields such as business, computing, and engineering, as well as for those who have a keen interest in managing or overseeing projects.

How to Apply

To apply for this course, simply submit an online application to Dorset College. – www.dorset.ie

Module Units

- Creating a High-Performing Team
- Starting the Project
- Doing the Work
- Keeping the Team on Track
- Keeping the Business in Mind

Assessment Method

Practical lab assessments ensure competencies related to the indicative syllabus are acquired. This is a Project-based course. Students are graded according to their performance on the in-class exercises, a Website Design project where they will be assessed on a Website they design in their area of interest using the skills acquired in class.

Award

PMI Certification in Project Management — awarded by Project Management Institute UK. **(External Exam)**

Next Steps

The course enables students to develop professionally, improve their project management skills, apply a formalised and standards-based approach to project management, and seek career advancement by moving into a formal project management job role.

Apply today and join the ranks of successful professionals who have graduated from Dorset College.



CPD UK Certified Professional Diploma
in UX/UI Design & Usability,
independently accredited by The CPD
Certification Service UK.

Delivery Blended

Delivered **live online** to provide you with an
immersive learning experience.

Duration: The course duration is 12 weeks, one
evening per week.

Visit our website at www.dorset.ie for full
details on this course.

What our Student says...

*“The lecturers were brilliant and the staff are
excellent. Within a year of completing the
programme, my company became the leading
provider in our industry. Completing this
course is one of my proudest achievements to
date.”*

Leadership & Management

Overview

Ready to take your career to the next level and develop the skills needed to bring out the best in your team? Ideal for aspiring, new, or middle managers who wish to develop their skills, knowledge, and career opportunities in leadership and management. Whether you're seeking to advance in your current role or exploring new opportunities, this professional diploma is the perfect stepping stone to success.

How to Apply

To apply for this course, simply submit a direct application to Dorset College.

Modules Units

- Introduction to Leadership
- Personal Leadership & Project Management
- Leadership & Communication
- Leadership & Change Management
- Team Building & Motivation
- Diversity
- Leadership Style

Assessment Method

Each module is assessed through a variety of methods, including assignments, examinations, projects, and practical skills demonstrations.

Award

Upon completion, you'll be awarded the **Digital** CPD Leadership Certificate and the Dorset College Diploma in Leadership & Management.

Next Steps

You can progress onto the CIPD Associate Diploma in People Management (Level 5) or CIPD Associate Diploma in Organizational Learning and Development (Level 5) to further advance your career.



CPD UK Certified Professional Diploma in UX/UI Design & Usability, independently accredited by The CPD Certification Service UK.

Delivery

The entire course (**100%**) is taught through interactive **live online classes**, providing you with the flexibility to learn from anywhere.

Duration: The course duration is 11 weeks, one evening per week.

Visit our website at www.dorset.ie for full details on this course.

What our Student says...

“Excellent course with very practical, real-world content. The classes were engaging and the flexibility of online learning made it easy to fit around work. I gained valuable skills and would highly recommend it to anyone looking to upskill.”

UX UI Design

Overview

Enhance your career with a UX/UI design course that's recognized in the industry. This practical User Experience design course offers quality education through project-based learning, enriching your portfolio while allowing real-time interaction with experienced tutors. UX is not just the present but the future of design, serving as a valuable addition to various professional backgrounds like visual design, marketing, product development, engineering, business strategy, and beyond. Possessing a UX design skillset can not only boost your current job performance but also open up exciting new career paths.

In this course, you will develop the ability to design user interfaces, craft wireframes and vector graphics, and generate digital content. This content can be integrated into applications and websites to facilitate seamless and intuitive user interactions.

How to Apply

To apply for this course, simply submit an online application to Dorset College. – www.dorset.ie

Module Units

- Design Theory
- UI Design - Working with Wireframes & Vector Images
- Introduction to Web Page Authoring
- Sourcing, Editing and Embedding Media Assets
- Web and App Animation

Assessment Method

The assessment strategy is an individual supervised project (70%).. Also students will be individually continuously assessed (30%) and an individual supervised project (70%) - A project designed to showcase your ability to use UX/UI.

Award

CPD Certification in UX/UI Design & Usability — awarded by Dorset College Dublin, accredited by CPD Certification Service UK.

Next Steps

The opportunity to progress onto the BSc. in Computing Level 7 (NFQ) subject to meeting the entry requirements..

A young man with glasses is looking down at a smartphone. The background is a colorful, abstract pattern with shades of blue, purple, and pink. The text is overlaid on a dark purple rectangular area.

Future-Ready Skills for the Digital Age

“Gain an Edge in the Tech Industry with Our Professional Courses”

In today's fast-paced technology landscape, enhancing your skills and staying ahead of the curve is essential for career success. That's why we offer a wide range of **professional courses** designed to help you improve your career prospects and prepare for the future.

With **smaller class sizes** and a **supportive learning environment**, you'll have the opportunity to learn from **experienced lecturers/teachers** and connect with like-minded professionals.

Take your skills to the next level and gain an edge in the **competitive tech industry**.

Explore our courses today at www.dorset.ie.



CPD UK Certified Professional Diploma in Python Programming, independently accredited by The CPD Certification Service UK.

Delivery

The entire course (**100%**) is taught through interactive **live online classes**, providing you with the flexibility to learn from anywhere.

Duration: The course duration is 11 weeks, one evening per week.

Visit our website at www.dorset.ie for full details on this course.

What our Student says...

"Everything was very well organised and the tutor was highly knowledgeable. I especially valued the real-life experiences that fellow students brought into every session. I now approach my work with far more confidence. Choosing Dorset was absolutely the right decision."

Python Programming

Overview

Python, recognized globally as one of the leading programming languages, continues to expand its influence. This course begins with the fundamentals, offering a robust foundation in Python programming. You'll be equipped with the skills and knowledge necessary to jumpstart your career by utilizing Python, the world's rapidly growing major programming language. This course enables you to harness Python's extensive capabilities for developing both web and data science applications. Known for its ease of learning and simplicity, Python streamlines the programming process. Its straightforward syntax and efficient compilation feature significantly reduce development time. Additionally, Python boasts an array of libraries that are essential for data analysis, manipulation, and visualization, contributing to its popularity..

How to Apply

To apply for this course, simply submit an online application to Dorset College. – www.dorset.ie

Module Units

- Programming Theory Basics
- Techniques for implementing programs
- Algorithms
- Define common programming language concepts
- Examine different algorithms and their use(s) in computer programming
- Design a flowchart or pseudo-code to solve a real problem and much more.....

Assessment Method

Project work will be utilised to assess students on this programme. - A project designed to showcase your ability to use Python's powerful applications.

Award

CPD Certification in Python Programming — awarded by Dorset College Dublin, accredited by CPD Certification Service UK.

Next Steps

The opportunity to progress onto the BSc. in Computing Level 7 (NFQ) subject to meeting the entry requirements.

Apply today and join the ranks of successful professionals who have graduated from Dorset College.



CPD UK Certified Professional Data Analyst Certificate, independently accredited by The CPD Certification Service UK.

Delivery

The entire course (**100%**) is taught through interactive **live online classes**, providing you with the flexibility to learn from anywhere.

Duration: The course duration is 11 weeks, one evening per week.

Visit our website at www.dorset.ie for full details on this course.

What our Student says...

"I knew it would be hard, but it was worth every bit of it. The programme opened doors I simply would not have reached otherwise. I would not have gone this far without Dorset College."

Data Analytics with Python & BI

Overview

Data analytics is now one of the most valuable and sought-after skill sets in today's digital economy. Organisations across every industry are increasingly looking for professionals who can interpret data, generate meaningful insights, and support informed business decision-making. Updated to reflect the latest AI tools, technologies, and industry trends, the CPD Data Analytics Professional Certificate at Dorset College Dublin offers a practical and accessible introduction to modern data analytics, designed specifically for professionals with no prior technical experience. Delivered live online over 11 weeks, with one evening class per week, the course covers key areas including Python, SQL, data cleaning, data visualisation, Power BI dashboards, and modern AI-driven analytics workflows widely used across industry today.

How to Apply

To apply for this course, simply submit an online application to Dorset College. – www.dorset.ie

Module Units

- Python and Data Analytics
- SQL and Working with Databases
- Data Structures and Control Flow
- Functions and Error Handling
- Working with Files and CSV Data
- Data Cleaning with Pandas and much more.....

Assessment Method

Project work will be utilised to assess students on this programme. - Project-based assessment: 100%

Award

CPD Certification in Data Analytics - awarded by Dorset College Dublin, accredited by CPD Certification Service UK.

Next Steps

The opportunity to progress onto the BSc. in Computing Level 7 (NFQ) subject to meeting the entry requirements.

Apply today and join the ranks of successful professionals who have graduated from Dorset College.



CPD UK Certified Diploma in Cyber Security & Forensics, independently accredited by The CPD Certification Service UK.

Delivery

This course is delivered in a blended learning environment. Visit www.dorset.ie for more details.

Duration: The course duration is 11 weeks, one evening per week

Visit our website at www.dorset.ie for full details on this course.

What our Student says...

"I would highly recommend Dorset College, it felt more personable than other colleges offering the same course. The staff were very nice to deal with and always responded to queries very quickly."

Cybersecurity

Overview

Immerse yourself in the dynamic and fulfilling world of cybersecurity through our inclusive Diploma programme. CPD Certification in Cyber Security & Forensics — awarded by Dorset College Dublin, accredited by CPD Certification Service UK.

How to Apply

To apply for this course, simply submit a direct application to Dorset College.

Student Profile

It is expected that students have some basic knowledge of computer systems, networking, and operating systems. Students should be comfortable working with various software applications and have a basic understanding of how data is stored, retrieved, and transmitted over networks.

Module Units

- Introduction to Cybersecurity
- Digital Forensics
- Handling Digital Evidence
- Hardware Systems
- Threat Analysis Techniques
- Protecting Networks
- And much more.....

Assessment

Our practical exercises ensure that you have a hands-on understanding of the cybersecurity concepts and skills acquired throughout the course.

Award

CPD Certification in Cyber Security & Forensics — awarded by Dorset College Dublin, accredited by CPD Certification Service UK.

Apply today and join the ranks of successful professionals who have graduated from Dorset College.



CPD UK Certified Professional Diploma in Bookkeeping & Payroll, independently accredited by The CPD Certification Service UK.

Delivery Online

Classes are live online, to provide you with an immersive learning experience. You will be taught by an **industry-experienced professional** and teacher who will support, mentor, and guide you to achieve your goals.

Duration: The course duration is 13 weeks, one evening per week.

Visit our website at www.dorset.ie for full details on this course.

What our Student says...

"Amazing, challenging, and unique. I loved every moment of studying here and am leaving with a course, a network, and a plan for what comes next."

Bookkeeping and Payroll

Overview

Do you want a **Professional CPD in Book-keeping and Payroll** that will showcase your ability to contribute effectively and with confidence in the area of finance and accounting? Designed to enable you to develop your career with many opportunities in this field or progress to further or higher education.

You will gain the skills and knowledge in Bookkeeping and Payroll using the industry-standard Sage Professional Accounting and Sage Micropay Professional Payroll Software.

How to Apply

To apply for this course, simply submit a direct application to Dorset College via our website.

Bookkeeping

- The introduction to bookkeeping principles
- Double Entry
- Financial Statements/Cash flow
- Understand and use accounting software systems
- Understanding the finance function of an organisation
- Strategic financial management
- Sources of finance

Payroll

- Introduction to computerised payroll (Thesaurus Software)
- Installation, reporting and PAYE modernisation
- Understand PAYE / PRSI & USC
- Entering relevant information
- Learn how to run reports and keep data safe
- Security & Backup
- And much more.....

Assessment Method

Assessments will be practical in nature, focusing on the practical elements of Bookkeeping and Payroll.

Award

CPD Certification in Bookkeeping & Payroll — awarded by Dorset College Dublin, accredited by CPD Certification Service UK.

Professional Healthcare Science Courses

Dorset College offers a range of **professional healthcare science courses** designed to help you kickstart your career in this **dynamic and rewarding** field. Taught by highly experienced professionals with extensive knowledge in the healthcare industry, ensuring that you receive a quality education that is relevant to the current healthcare landscape.

At Dorset College, we pride ourselves on offering **small class sizes** and a **supportive learning environment** and with excellent **progression routes**, allowing you to continue your education and advance your career in the healthcare industry.





QZI AWARD

NFQ Level: 5

Delivery

Delivered in our modern and well-equipped classrooms, the course offers face-to-face instruction to provide you with an immersive learning experience

How to Apply

To apply for this course, simply submit a direct application to Dorset College.

This is what our Students say ...

“Completing the Nursing Studies course has assisted me in gaining entry to a BSc in Intellectual Disability Nursing, and gave me a great foundation for the course programme ahead. I was confident in Academic Writing from my time in Dorset College, which was a great help. The Nursing Studies programme was also the key for me being recruited as a Healthcare Assistant”

Duration: One Year, two evenings per week, plus Saturday Workshops.

Further Information: You can find more information by visiting our website at www.dorset.ie

Pre-Nursing Studies Level 5 NFQ

Why Take this Course?

If you have a passion for making a difference in people’s lives, nursing can be a fulfilling and rewarding career choice. The Pre-Nursing Studies Level 5 NFQ course provides an excellent foundation for those who want to pursue a career in nursing, with numerous opportunities, challenges, and rewards.

The Nursing Studies Major Award equips you with the necessary skills, knowledge, and confidence to apply for a Nursing Degree Programme through the CAO and UCAS in General Nursing, Maternity Nurse, Mental Health, Intellectual Disability, Children’s or Social Care in Ireland and the UK. Alternatively, you can also work as a Qualified Healthcare Assistant.

Student Profile

We welcome mature applicants with relevant life/work experience, as well as those who have a Junior/ Leaving Certificate standard or equivalent qualifications. Test may apply to non-native speakers of English to ensure language competence.

Programme Modules

- Anatomy & Physiology
- Nursing Theory and Practice
- Human Growth and Development
- Care Skills
- Work Experience (100 Hours Mandatory)
- Communication
- Safety & Health at Work
- Care of the older Person

Assessment Method

A combination of module-appropriate assessment methods will facilitate the assessment of learning outcomes on the course. These methods will include an assignment and a skills demonstration.

Award (Code: 5M4349)

Upon successful completion of the course, you will receive a **QZI Nursing Studies Level 5 Major Award** with a Credit Value of 120 ECTS, awarded by **QZI, Quality and Qualifications Ireland**. In addition, you will also receive a **Certificate in Manual Handling**.



QI AWARD

NFQ Level: 5

(Minor Award 15 Credits)

Delivery

Delivered in our modern and well-equipped classrooms, the course offers face-to-face instruction to provide you with an immersive learning experience.

What our Students say ...

"From the staff to the Lecturers everyone is very professional, and I enjoyed every second of my classes. If you are interested in starting your career in the world of Midwifery like me, then I highly recommend this course!" (M.A Collins)

Duration: 7 Weeks, One full day per week

Further Information: You can find more information by visiting our website at www.dorset.ie

Maternity Care Support Level 5 NFQ

Why Take this Course?

The Maternity Care Support Award is designed to equip you with the skills, knowledge, and interpersonal skills required to assist midwives in caring for mothers, babies, and the family unit. You will gain practical hands on experience in specialist equipment, examples include a hospital bed, baby cot, hospital trolley, drip and many other items of equipment.

Student Profile

We welcome mature applicants with relevant life work experience or post leaving certificate students who are interested in pursuing a career in maternity nursing. Competence in spoken and written English.

How to Apply

To apply for this course, simply submit a direct application to Dorset College via our website.

Programme Modules

- Understand health and safety issues in maternity care
- Infection prevention and control
- Treat all clients with dignity and respect
- Learn how to assist mothers during ante-partum, intra-partum and post-partum stages
- Assist mothers in caring for themselves and their babies
- Understand hand washing techniques

Assessment Method

Assessment methods include an assignment and a skills demonstration, to evaluate your learning outcomes. Work experience is not a requirement of this course.

Award

QI Maternity Care Support Level 5 Minor Award (Code:5N3746) Credit Value of 15 ECTS.

Career & Progression

On successful completion of the QI Maternity Care Support Level 5, (5N3746) Minor Award, learners can combine this with the Healthcare Support or the Nursing Studies Level 5 Major Awards which will qualify them to seek employment in a Hospital or as a Healthcare Assistant for work in a Maternity Care facility.



QQI AWARD

NFQ Level: 5

(Major Award 120 ECTS)

Delivery

Delivered in our modern and well-equipped classrooms, the course offers face-to-face instruction to provide you with an immersive learning experience.

How to Apply

To apply for this course, simply submit a direct application to Dorset College.

What our Students say ...

"I chose to study health Care Support at Dorset College as I had heard it was a good programme at a great college! The staff and Lecturers at Dorset College have exceeded beyond my expectations - they have been extremely understanding and helpful in my time studying with them – I highly recommend" GW.

Duration: One Year, two evenings per week, plus Saturday Workshops.

You can find more information by visiting our website at www.dorset.ie

Healthcare Support Level 5 NFQ

Why Choose Healthcare Support?

If you have a passion for helping people, the healthcare industry can offer one of the most rewarding and fulfilling career paths. With a qualification in Healthcare Support, you can gain a broad range of knowledge, skills, and competence to work as a Healthcare Assistant in various healthcare settings. It can also serve as a stepping stone towards a degree in Nursing or Social Care.

Student Profile

We welcome mature applicants, as well as those who have a Junior/Leaving Certificate standard or equivalent qualifications. Applicants may be required to undergo English language testing to establish their language competency.

Programme Modules

- Care of the Older Person
- Care Skills
- Care Support
- Nursing Theory and Practice
- Work Experience (100 Hours Mandatory)
- Communication
- Safety & Health at Work
- Palliative Care Support

Through these modules, you will gain valuable skills and knowledge to work under supervision as a Healthcare Assistant in various healthcare settings.

Assessment Method

A combination of module-appropriate assessment methods will facilitate the assessment of learning outcomes on the course. These methods will include an assignment and a skills demonstration.

Award

Upon successful completion of this course, you will receive a **QQI/FET Healthcare Support Level 5 Major Award (Code: 5M4339)** with a Credit Value of 120 ECTS, awarded by QQI Quality and Qualifications Ireland. In addition, you will also receive a **Certificate in Manual Handling**.












Your future starts here.

Dorset College, Dublin

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D01 EV27

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 Email: (Reception)
 Website: professionalcourses@dorset.ie
 Apply: www.dorset.ie/professional/
www.dorset.ie/apply-now/

-  58 Great Charles Street
-  7 Belvedere Place
-  8 Belvedere Place / Main reception
-  66 Dorset Street Lower
-  ABC (Art & Bussines Campus)
-  Building - 40 Drumcondra Rd Lower
-  Bus stop nearby
-  Drumcondra Train Station
-  Walk to our buildings path







JOIN US NOW

Contact: pprofessionalcourses@dorset.ie

www.dorset.ie

Tel: 01-5746850