

Further Education Opportunities?

These programs enable graduates to engage in further education leading to enhanced employment opportunities or possibly higher education.

To Qualify

You must be over 21 years of age
Be in receipt of a Social Welfare Payment.

Courses are provided free of charge

If you are currently in receipt of any of the following:

- ✓ Job Seekers Allowance or Job seekers Benefit
- ✓ One Parent Family Payment
- ✓ Disability Payment or Farm Assist

You will instead receive a payment from MSLETB
You will receive a small weekly lunch allowance and possibly a travel allowance.

You may qualify for free childcare under the TECS Scheme.



Did You Know?

If you complete 8 modules on the programme with Distinction you can obtain 400 points towards a CAO application.

Testimonial

" This course has helped me to upskill in many areas including bookkeeping and IT. It has also helped to increase my confidence and communication skills which I feel will be beneficial in my future career. The supports available allowed me to balance studying full-time with having a young family. " – Former student

Contact Details:

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This is a FIT Supported Course



ARE YOU UNEMPLOYED?

LOOKING TO START A NEW CAREER?

KEEN TO DEVELOP NEW SKILLS?



Belmullet VTOS – has the ideal course for you!

Business Administration (Level 5)
Tourism with Business (Level 5)



etb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

Business Administration

(QQI Level 5) 5M2468

Course Overview

The Business Administration programme is designed to provide participants with the necessary skills to function effectively in a modern office, in customer facing roles as well in team lead and supervisory roles.

Where could I work?

The job opportunities available to those who complete a Business Administration programme straddle small-to-medium enterprises right up to major multi-national corporations.

On completion a candidate could pursue job opportunities with businesses in IT, insurance, distribution and logistics; with renowned retail outlets, pharmacies and hotels as well as related public sector roles. Indeed any organisation using modern communications and business management tools would be attracted to such skill sets.

With experience and or further training a graduate could readily progress to an Office Supervisor / Office Manager role.

What are the Job Titles?

On completion of the programme candidates would typically progress into the following jobs:

- Administrator / Clerical Officer / Office Admin
- Payroll Officer / Accounts Officer
- Receptionist
- Customer Service Agent / Sales Support

Tourism with Business

(QQI Level 5) 5M5011

Course Overview

The Tourism with Business programme is designed to enable participants to independently and effectively carry out a range of information, administrative and service functions in tourism-related enterprises.

Where could I work?

The programme aims to equip the learner with a detailed understanding of national and international tourism and to appreciate the role of tourism in the Irish economy.

Learners could work independently in a Tourist Information office or in the front office of a range of tourism enterprises, for example Accommodation/Tourist Attractions/Leisure amenities/Craft retail.

What are the Job Titles?

On completion of the programme learners would typically progress into the following jobs:

- Customer Service
- Travel Agent/Tour Guide/Rep
- Conference and Event Management
- Tour Operator
- Reception and Front Office
- Marketing

What do the courses entail?

Business Administration:

- Bookkeeping Manual and Computerised
- Business Administration Skills
- Communications
- Drawing
- Italian
- Irish
- Word Processing
- Work Experience



Students' artwork

Tourism with Business:

- Communications
- Drawing
- Ecotourism
- Irish
- Irish Cultural and Heritage Studies
- Personal Effectiveness
- Tourism Information and Administration
- Tourism Principles and Practice

Note: The above list is indicative: final programmes may offer slightly different configurations.

The programme incorporates FIT employment and placement supports designed to help participants to secure full and part-time positions in their chosen vocational area.

Accreditation

QQI Business Administration Level 5 Award
QQI Tourism with Business Level 5 Award