

Drumshanbo Vocational School

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Dear Student

I hope you are looking forward to a well-earned midterm break, during these uncertain times and are managing to keep some momentum in adapting to remote learning for the Leaving Certificate.

The purpose of this letter is to encourage you to **apply now for the PLC Information Technology (IT) course in Drumshanbo**. We are very proud of this well-established course which has been a feature of Drumshanbo Vocational school for over 50 years. All learners on the course will be provided with a laptop for the duration of the course and some learners may be eligible to obtain the Third Level SUSI grant.

There is a lot of uncertainty about third level places in Universities, IT's and some of the larger Further Education Colleges for the year 2021-2022. This uncertainty is due mainly to concerns about facilitating social distancing in lecture halls and computer laboratories.

In the face of all this uncertainty in the third level sector, especially in relation to accommodation in the cities, you may be considering taking a year out, staying close to home and working. This would be an ideal time to complete the PLC in Drumshanbo. You will be using Microsoft Teams, Class notebook and Moodle which should mean you will be well equipped for dealing with blended learning (combination of online and traditional classes) in college, this will undoubtedly be a feature of all third level courses in the future.

Benefits of joining the PLC IT course

Acquire excellent IT skills which you will be using in third level

- Word,
- Excel spreadsheets
- Powerpoint presentations,
- Access Database
- Microsoft Teams

- Moodle
- Classnotebook
- Payroll
- Accounts (SAGE)
- Microsoft Publisher

The course also offers an opportunity to use PLC points to get into Universities as well as the vast majority of ITs.

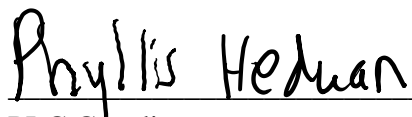
The course is a full-time course and does require full-time commitment. However, the entire course content is available online to complement in-class learning to enable flexibility for the occasional days a learner may not physically be in a position to attend.

The adult education section of the ETB is expecting increased demand for all adult IT courses due largely to the impact of Covid on job losses. Places will be offered to learners who are suitable for the course based on the date we receive the application online. There will only be 20 places on the course. As you know you can change your mind at a later date, but we won't be able to accommodate late applicants, if the course is full. It is with that in mind I am encouraging you to apply sooner rather than later for the PLC course.


ETB are encouraging all learners to apply **online**. Please click [here](#) to register with fetchcourses.ie for our IT Skills with Payroll and Accounts PLC Course. You will need to know your PPSN number and use an alternative email to your dvs one (students in the past have reported difficulty registering using dvs email).

If you have any issues applying online email phyllisheduan@msletb.ie with your phone number and I will attempt to guide you through the process.

Yours sincerely



PLC Coordinator



Principal