



County Wicklow VEC Community Education Programme

Community Group Application Guidelines 2012

General Guidelines

The Community Education Programme supports community groups to provide locally based educational opportunities for adults who otherwise would not be in a position to access these opportunities. Community groups, not individuals make applications to the Community Education Programme, although organizations may apply on behalf of community groups.

In general, the educational opportunities supported by the Community Education Programme create pathways into education for adults who finished schooling at an early age and also allow members of community groups to gain knowledge and skills that help them in their voluntary/paid work in their communities.

The Community Education Facilitator, Brenda Delaney, can support community groups to explore course and accreditation options, to design programmes relevant to the needs of the group and to source suitably qualified tutors.

Funding is provided for tutor's fees. To apply, complete the Community Education Application form, and return it to the Community Education Facilitator.

Guidelines in relation to questions on the application form

How has the need for this course been identified?

Examples

- Questionnaire
- Open day
- Follow on from a previous course
- Focus group meeting
- One to one meetings
- Group's strategic planning

Type of group

Examples

Older people, lone parents, refugees, asylum seekers, people who are homeless, people with disabilities, travellers, community arts groups, disadvantaged community based groups, migrant workers, early school leavers and other socially or economically excluded groups.

Low cost tuition is given to participants in receipt of means tested social welfare/HSE benefits and also to people who left school before completing the Leaving Certificate.

Course aims

Examples

- Enhancing employment prospects
- Personal well being
- Community arts project
- Strengthening communities
- Supporting families
- Supporting the work of a community group (e.g. committee skills/strategic planning)

Feedback from Learners / Course Evaluation

Possible ways to gather feedback from learners and evaluate courses

- Regular review meetings with learners
- Review meetings with tutors
- Learner questionnaires/evaluation forms
- Community focus groups

Expected outcomes

Examples

- To improve participants' job opportunities
- To support a group with its work in the community
- To enable groups to network with other groups
- To create opportunities for social interaction
- To increase uptake of services in the community
- Improved health choices
- Increase in community volunteering
- Improved environments and reduction in antisocial behavior

Conditions of Grant Aid

- Successful groups should complete a Course Planning Template and return to the Community Education Programme.
- Groups should inform the Community Education Programme of start and end dates/times, venue etc
- Groups must acknowledge the support of Co. Wicklow VEC's Community Education Programme in any publicity material relating to the course, including advertisements, flyers, press releases, websites etc, by including the following statement 'This course is supported by the Department of Education and Skills through Co. Wicklow VEC's Community Education Programme'.
- On all written and online material, the VEC logo should be used. It is available to download from the Community Education Section of <http://www.wicklowvec.ie/>
- On the first day of the course, participants should complete the Learner Application Forms.
- Learner Application Forms to be returned with the tutor's first salary pay claim.
- The completed Roll Book should be returned with the tutor's final salary claim form.

Further Information

If you have any questions, or require assistance with completing the application form, contact:

Brenda Delaney

Community Education Facilitator

Murrough Campus, Wicklow Further Education Centre, Co Wicklow VEC, The Murrough, Wicklow Town

Telephone: 0404 32650 | 087 641 0866

Fax:0404 32576

Email:bdelaney@wicklowvec.ie

Completed application forms should be sent to Brenda Delaney at the above address.