Prospectus: Bolton Street

1991

Apprentice: 1991-92

City of Dublin Vocational Education Committee

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1. College of Technology
   Bolton Street
   Dublin 1
   Telephone 727177

2. College of Technology
   Kevin Street
   Dublin 8
   Telephone 757541

3. Dublin College of Catering
   and Hotel Management
   Cathal Brugha Street
   Dublin 1
   Telephone 747866

4. College of Commerce
   Rathmines
   Dublin 6
   Telephone 970666

5. College of Marketing & Design
   Mountjoy Square
   Dublin 1
   Telephone 362000

6. College of Music
   Chatham Row
   Dublin 2
   Telephone 784564

7. Dublin Institute of Technology
   Admissions Office
   14 Upper Mount Street
   Dublin 2
   Telephone 785584
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Apprentice Student Discipline

For Further Information

Introduction

The College has had a major involvement and commitment to apprenticeship education and training since it was opened in 1911 and over the years it has played an important role in its development. In the 1990/91 session a total of more than 3300 apprentices were enrolled in the College pursuing one of 20 different trades in the Construction, Engineering or Printing designations.

The following College Departments are involved in the provision of apprenticeship courses:

- Building Trades
- Metal Fabrication and Plumbing
- Engineering Trades
- Transport Engineering
- Printing and Graphic Communication

The overall apprenticeship activities in the different Colleges of Dublin Institute of Technology (DIT) are co-ordinated and monitored by an Apprenticeship Education Board which reports directly to the DIT Governing Body. This Board is chaired by Mr. Matt Farrell, Vice Principal of the College, and the other members include the Heads of Schools and Departments involved in the apprenticeship area in the different DIT Colleges as well as some elected or co-opted teaching staff members.

Amongst the highlights in the calendar of the apprenticeship area each year are the National Apprenticeship Competitions. Normally the College hosts some ten finals annually for different trade specialisations on behalf of the Department of Education and the candidates are likely to include representatives from RTCs and other centres as well as from this College. The overall winner is eligible to receive a silver medal as well as special consideration for selection for the national team which represents Ireland in the international Youth Skills Olympics. These prestigious competitions are normally held every second year in different parts of the world and Irish apprentices have performed very well in them to date showing that the standards of craftsmanship of the skilled young Irish workforce compare favourably with those in the more advanced industrial countries.

Role of FAS

FAS, the National Training and Employment Authority, has been given special statutory responsibility by the Minister for Labour for monitoring and co-ordinating different aspects of apprenticeship. It operates a number of training centres which provide opportunities for ‘off the job’ training during the first year of apprenticeship and also makes arrangements with other training centres to provide similar facilities for selected apprentices during their first year. Part of the ‘off the job’ training programme involves attendance at a College. In the second and subsequent years of apprenticeship FAS monitor the training arrangements in industry and the release to attend colleges for educational and other aspects.

In 1989 FAS undertook a review of the existing apprenticeship arrangements and published a discussion document following extensive consultation with the different interests. This proposed a standards based apprenticeship system...
culminating in the National Craft Certificate for those who pass the stipulated tests and envisaged that in future full craft status would only be afforded to those holding this Certificate.

How to become an Apprentice
Those interested in becoming an apprentice should first check that they have the stipulated basic minimum educational qualifications at Group or Intermediate Certificate levels. They should then seek out a suitable employer having a vacancy for an apprentice in the trade chosen. While the responsibility for securing an apprenticeship rests with the individual or with his/her parents FAS may be able to assist and those interested should register at the nearest FAS office where further useful information may also be available.

College Courses for Apprentices
College courses for Apprentices are conducted on a Day-release or Block-release basis during which the apprentices are released from their employment on full pay. The courses are designed to cover the requirements of the Junior and Senior Trade Certificate examinations of the Department of Education and corresponding examinations of the City & Guilds of London Institute. The subjects covered on these courses include the relevant trade theory and practice, together with Science, Mathematics, Communications and Social Studies.

For those engaged in the Engineering or Construction industry, the preparation for the Junior Trade Certificate examination may be pursued in two ways:

(i) Apprentices undergoing ‘off-job’ training in an approved training centre during the first year of their apprenticeship, are released to attend Day-release or Block-release courses in the College during that period. The skill training course and the terminal test conducted by the Training Centre meets the requirements for the practical element of the Junior Trade Certificate examination and the College course prepares the students to take the remaining subjects of the examination.

(ii) Those apprentices who do not pursue ‘off-job’ training in a training centre are normally released from their employment to attend Day-release or Block release courses conducted by a College over a two-year period to prepare them for all elements of the Junior Trade Certificate examination.

Both categories of apprentices pursue a further two-year Day release or Block-release course of preparation for all elements of the Senior Trade Certificate examination of the Department of Education. The Senior course is conducted entirely at the College and the apprentices are released from their employment to enable them to attend.

For those apprentices employed in the Printing industry the College provides courses of education and training on a Block-release basis during their first three years of apprenticeship. The first year course of 23 weeks duration commences in January each year and the second and third year courses, each of 8 weeks duration, are conducted between September and December each year. Printing students sit for the Junior Trade Certificate examination at the end of the first year course and the Senior Trade Certificate examination at the end of the third year course.

Special evening courses may be conducted to assist those who wish to re-sit elements of the Senior examination in which they were unsuccessful.

Ladders to Higher Levels for Apprentices
Post-apprenticeship courses are provided by the college where a demand for these courses exists and thus opportunities are made available for students who are successful in the Senior Trade Certificate Examination to proceed to higher level studies. These include a number of craft-based technician courses which are specially designed for those with craft backgrounds. Details of these courses are provided in the College Prospectus or are available on request.

Students holding the Senior Trade Certificate of the Department of Education with one endorsement in mathematics or a science subject satisfy the minimum entrance requirements for courses in the DIT Colleges which specify a pass in five subjects in the Leaving Certificate Examination as the entrance requirement.

Students holding this Certificate with three endorsements in academic subjects are eligible for consideration for entry into related professional degree level courses provided that they also meet any special entry requirements (e.g. Higher Level Mathematics for Engineering courses). Where endorsement subjects are not offered in the trade examinations, a pass in an appropriate subject of the Elementary Technological Certificate Examinations of the Department of Education or an equivalent qualification may be acceptable.

Admission Requirements
Trade courses are provided for the sole purpose of supplementing the practical trade training of persons actually employed at and engaged in the various
operations of the trade. The college realises that it is impossible for a person to learn a trade solely by attendance at these courses and is further of the opinion that the admission of persons not actually engaged in the trades would be not only of little benefit to them but might prejudicially affect the instruction of those for whom the courses have been organised.

Accordingly the College reserves the right to restrict enrolment in the trade practical courses to those persons who are actually employed in the several processes and operations of the trade. For admission to these courses proof of actual employment in the trade may be required as well as certificates to that effect from the employer, the official Trade Union for the trade concerned or FAS. Employers are kept informed during the session of absences or lates on the part of their apprentices. In addition, an end of session report on attendance and progress is issued to the students and employers. Apprentices and employers are asked to note particularly that details of the employment and the attendance of all apprentices enrolled in release courses will be made available to FAS — the National Training and Employment Authority — whether or not the apprentices are registered with that body.

National Craft Certificate (NCC)
The National Craft Certificate is awarded jointly by the Department of Education and FAS. It attests to the successful completion of the apprenticeship programme and may be a required qualification for Irish craftsmen who wish to find work at home or in other countries. It is also likely to become a compulsory requirement in the future for recognition as a craftsman in Ireland.

Requirements for the Award of NCC
To qualify for the award of a National Craft Certificate applicants must provide proof that they have:
(a) been registered with FAS (formerly AnCO),
(b) served the full period of apprenticeship
(c) completed the first year 'off-the-job' training course (may be waived in certain circumstances)
(d) attended the full educational release programme
(e) achieved a pass grade in the following:
   (i) First year assessment programme and terminal test (may be waived in certain circumstances)
   (ii) Department of Education Junior Trade Written Examination.
   (iii) Department of Education Senior Trade Certificate.

Application Procedure for NCC
Application forms and all necessary information can be obtained from:
Apprenticeship Services
N.C.C. Administration Section
FAS — The Training and Employment Authority
P.O. Box 456, 27-33 Upper Baggot St., Dublin 4.
Telephone:(01)-685777

CALENDAR FOR APPRENTICE COURSES 1991-92

Engineering Block Release
Block 1
Monday, 30th September, 1991-Friday, 13th December, 1991
Block 2
Tuesday, 7th January, 1992-Friday, 20th March, 1992
Block 3
Monday, 23rd March, 1992-Friday, 10th April, 1992
and
Monday, 27th April, 1992-Friday, 19th June, 1992

Printing Block Release
Block 1
Tuesday, 3rd September, 1991-Friday, 25th October, 1991
Block 2
Wednesday, 30th October, 1991-Friday, 20th December, 1991
Block 3
Tuesday, 7th January, 1992-Friday, 19th June, 1992

Engineering and Construction Day Release
Tuesday, 7th January, 1992-Friday, 10th April, 1992
Monday, 27th April, 1992-Friday, 12th June, 1992.

Members of CDVEC Apprentice Education Board
Mr. M.P. Farrell CEng MIEI MIEI (Chairman)
Mr. J. Bernie IEng. MIMechE
Mr. J. Erraught MCFA LCG MIHCI
Mr. R. Eustace BSc (MechE)
Mr. P. Kelly FTC HTC
Mr. B. Kennedy BA FTC (C&G) MIOP LCG
Mr. D. O'Brien NB Dip FTC (CGLI)
Mr. T. O'Connor BA
Mr. J. O'Donnell BA HDipEd IEng(EC) MIIECIE
Mr. P. O'Neill
Mr. D. Tuite IEng MIMI MIRTE SIMI
Mr. A. Whelan
BUILDING TRADES COURSES

D101A BRICKWORK: Day Release
This course requires attendance on one day and one night a week for the First and Second Year and one day per week thereafter. The course is designed to prepare students to take Junior and Senior Trade Certificate Examinations (Practical and Written) of the Department of Education and the City & Guilds of London Institute Craft Certificate Examinations.

Entrance Requirements
Apprenticeship to the trade.

D101B BRICKWORK: Off-the-job
This course meets the requirements of apprentices who are attending full-time for one year at a FAS Training Centre. Students attend the College one day and one evening per week during this one year course. The course is designed to prepare students to take the Junior Trade Certificate Examination of the Department of Education.

Entrance Requirements
Enrolment as an apprentice in an approved Training Centre.

D102A PLASTERWORK: Day Release
This course requires attendance on one day and one evening per week for the First and Second Year and one day only per week thereafter. The course is designed to prepare students to take Junior and Senior Trade Certificate Examinations (Practical and Written) of the Department of Education and the City & Guilds of London Institute Craft Certificate Examinations.

Entrance Requirements
Apprenticeship to the trade.

D102B PLASTERWORK: Off-the-job
This course meets the requirements of apprentices who are attending full-time for one year at a FAS Training Centre. Students attend the College one day and one evening per week during this one year course. The course is designed to prepare students to take the Junior Trade Certificate Examination of the Department of Education.

Entrance Requirements
Enrolment as an apprentice in an approved Training Centre.

D105A PAINTING AND DECORATING: Day Release
This course requires attendance on one day and one evening per week for the first and second year and one day per week thereafter. The course is designed to prepare students to take the Junior and Senior Trade Certificate examinations (Practical and Written) of the Department of Education and the City & Guilds of London Institute Craft Certificate Examinations.

Entrance Requirements
Apprenticeship to the trade.

D105B PAINTING AND DECORATING: Off-the-job
This course meets the requirements of apprentices who are attending full-time for one year at a FAS Training Centre. Students attend the College one day and one evening per week during this one year course. The course is designed to prepare students to take the Junior Trade Certificate Examination of the Department of Education.

Entrance Requirements
Enrolment as an apprentice in an approved Training Centre.
D111A  CABBINETMAKING/CHAIRMAKING: Day Release
This course requires attendance on one day per week for the first and second year and one day per week thereafter. The course is designed to prepare students to take the Junior and Senior Trade Certificate Examinations (Practical and Written) of the Department of Education.

Entrance Requirements
Apprenticeship to the trade.

D111B  CABBINETMAKING/CHAIRMAKING: Off-the-job
This course meets the requirements of the apprentices who are attending full-time for one year at a FAS Training Centre. Students attend the College on one day and one evening per week during this one year course. The course is designed to prepare students to take the Junior Trade Certificate Examination of the Department of Education.

Entrance Requirements
Enrolment as an apprentice in an approved Training Centre.

D121A  CARPENTRY AND JOINERY: Day Release
This course requires attendance on one day per week for four years. The course is designed to prepare students to take the Junior and Senior Trade Certificate Examinations (Practical and Written) of the Department of Education with endorsements and the City & Guilds of London Institute. The Junior examination is taken after two years and the Senior examination after four years. Students who complete the course satisfactorily can proceed to more advanced courses leading to City & Guilds of London Institute Examinations.

Entrance Requirements
Apprenticeship to the trade.

D121B  CARPENTRY AND JOINERY: Off-the-job
This course is designed to meet the requirements of apprentices who are attending a Training Centre on a full-time basis during their first year. They are released to attend the College on one day per week during this period and the course prepares them to take the Junior Trade Certificate Examination of the Department of Education.

Entrance Requirements
Enrolment as a Carpentry and Joinery apprentice in an approved Training Centre.

D122A  WOODCUTTING MACHINIST: Day Release
This course requires attendance on one day per week for four years. The course is designed to prepare students to take the Junior and Senior Trade Certificate Examinations (Practical and Written) of the Department of Education with endorsements and the City & Guilds of London Institute. The Junior examination is taken after two years and the Senior examination after four years. Students who complete the course satisfactorily can proceed to more advanced courses leading to City & Guilds of London Institute Examinations.

Entrance Requirements
Apprenticeship to the Trade.

D122B  WOODCUTTING MACHINIST: Off-the-job
This course is designed to meet the requirements of apprentices who are attending a Training Centre on a full-time basis during their first year. They are released to attend the College on one day per week during this period and the course prepares them to take the Junior Trade Certificate Examination of the Department of Education.

Entrance Requirements
Enrolment as a Woodcutting Machinist apprentice in an approved Training Centre.
METAL FABRICATION AND PLUMBING TRADES COURSES

D123 WELDING: Day Release
This course requires attendance on one day and one evening per week over four years. The course is designed to prepare students to take the Junior and Senior Trade Certificate Examination after two years and the Senior Stage examination after four years. Students who complete the course satisfactorily may proceed to the craft-based Technician Course in Metal Fabrication and Welding.

**Entrance Requirements**
Employment as a welding apprentice.

D125 FOUNDRY MOULDER/COREMAKER: Block Release
This course is conducted at intervals to meet the needs of the Foundry Industry. Students are nominated by their employers or are sponsored by FAS. The course is based on the syllabus for foundry craft studies of the City & Guilds of London Institute and normally entails attending four Block Release courses, each of 11 weeks duration spread over a 4 year cycle.

The course involves both practical and theoretical training in Safe Working Practice, Materials, Methods, Equipment and Related Studies.

In cases where students are employed in foundries outside the Dublin area, a one year off-the-job course may be provided entailing full-time attendance for one year and Block Release attendance for a further two years.

**Entrance Requirements**
Employed as an apprentice in the Foundry Industry.

D129 SHEET METALWORK: Day Release
This course requires attendance on one day and one evening per week over four years. The course is designed to allow students to take the Junior and Senior Trade Certificate Examinations (Practical and Written) of the Department of Education with endorsements and the City & Guilds of London Institute. Generally, students take the Junior Stage Examination after two years and the Senior Stage Examination after four years. Students completing the course in a satisfactory manner can proceed to the craft-based Technician Certificate Course in Metal Fabrication and Welding.

**Entrance Requirements**
Employment as a Sheet Metalwork apprentice.
**PLUMBING: Day Release**
This course requires attendance on one day per week over four years. The course is designed to allow students to take the Junior and Senior Trade Certificate Examinations (Practical and Written) of the Department of Education with endorsements. The Junior Examination is taken after two years and the Senior Examination after four years. Students who complete the course satisfactorily can proceed to more advanced courses leading to the craft-based Technician Certificate Course in Plumbing.

**Entrance Requirements**
Employment as a Plumbing Apprentice.

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**PLUMBING: Off-the-job**
This course meets the requirement of first year apprentices undergoing off-the-job training in a Training Centre. The apprentices attend the College on one day per week for classes in Trade Technology, Mathematics, Science, Drawing and General Studies. On completion of the course, students are expected to sit the Junior Trade Certificate Examination (Written and Practical) of the Department of Education with endorsements.

**Entrance Requirements**
Enrolment as an apprentice to an approved Training Centre.

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**ENGINEERING TRADES COURSES**

**D140A FITTING, TURNING & MAINTENANCE SYSTEMS: Day Release**

**Objective**
Department of Education Junior & Senior Trade Certificates with endorsements and City & Guilds Certificate in Engineering Systems Maintenance competences.

**Duration of Course**
Four years of day release (1 day and 1 evening per week).

**Subjects**

**Entrance Qualifications**
Apprenticeship to the Trade.

**NOTE:** The City & Guilds Certificate in Engineering Systems Maintenance Competences classes are available in the evenings.

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**D140B FITTING/TURING & MAINTENANCE SYSTEMS: Off-the-job**
This course is designed for Fitter/Turner and Maintenance Fitter Apprentices attending off-the-job courses in Training Centres.

**Objective**
Department of Education Junior Trade Certificate with endorsements, and City & Guilds Certificates in Engineering Systems Maintenance Competences.

**Duration of Course**
One year release (1½ days and 1 or 2 evenings each week, or one week in three over the session). Release in years 2 & 3 from industry is on a Day or Block Release basis.

**Subjects**

**Entrance Qualifications**
Enrolment as an apprentice to an approved Training Centre.
FITTING/TURNING AND MAINTENANCE SYSTEMS: Block Release
This Course is designed for Fitters/Turners and General Maintenance Fitters.

Objective
Department of Education Junior and Senior Trade Certificates in Fitting and Turning with endorsement and City & Guilds Certificate in Engineering Systems Maintenance Competences.

Duration of Course
Four years of Block Release (11 weeks each year).

Subjects

Entrance Qualifications
Apprenticeship to the Trade.

TOOLMAKING
This course caters for Toolmaking apprentices.

Objective
Department of Education Junior and Senior Trade Certificates with endorsements, and modules of City and Guilds Computer-Aided Engineering Course.

Duration of Course
First year release from Training Centres for Department of Education Junior Stage Examinations with endorsements and City & Guilds Computer-Aided Engineering Stage I — followed by two years of day release from industry (1 day and 1 or 2 evenings each week) for Department of Education Senior Stage Examinations with endorsements, and City & Guilds Computer-Aided Engineering Stage II with an option for Stage III.

Subjects

Entrance Qualifications
Apprenticeship to the Trade.

TRANSPORT ENGINEERING TRADES COURSES

AIRCRAFT ENGINEERING APPRENTICES COURSE: Sandwich
This two year sandwich course aims to train apprentices already employed in the Aeronautical Engineering Industry as Aircraft technicians capable of achieving the ICAO Maintenance Engineers’ Licence issued by the Department of Tourism & Transport. Students attend the College on a full-time basis from September to June and spend the remainder of the year working in the Aircraft industry.

Entrance Requirements
(a) Department of Education Intermediate or Day Group Certificate in suitable subjects; and
(b) Employment as an apprentice in an Aeronautical Engineering environment.

Course of Study

Mr. Garreth O’Donnell, after receiving two City and Guilds first place medals in the Mechanical Technicians course with Mr. Jim Stain of City and Guilds and Mr. Alan Kelly of Fry Cadbury’s (his employer). Mr. O’Donnell is now pursuing the degree course in Mechanical Engineering.
Examinations and Other Requirements
Students are required to pass Examinations as follows:
(a) At the end of the year — the Department of Education Junior Trade Certificates and Elementary Technological Examinations in Mechanical Engineering; and City and Guilds of London Institute Aeronautical Engineering Competence Part I Certificate.
(b) At the end of the second year — The Department of Education Senior Trades, and City and Guilds of London Institute Aeronautical Engineering Occupational Competences Part II Certificate and Aeronautical Engineering Technician's Certificate Part I.

Department in Charge
Transport Engineering.

D155
GENERAL AIRCRAFT ENGINEERING APPRENTICES COURSE — DAY OR BLOCK RELEASE
Objective
This is a block or equivalent day release course to prepare Aircraft apprentices for the Department of Tourism & Transport Aeronautical Engineering Certificates, Parts 1, 2, 3 and 4, City & Guilds Aeronautical Craft Studies Certificate or appropriate Trade Certificate of the Department of Education.

Duration of Course
Block release or equivalent day release over 3 years.

Department in Charge
Transport Engineering.

D164A
HEAVY VEHICLE MECHANICS: Off-the-job
Objective:
Department of Education Junior Trade Certificate including endorsement subjects and the City & Guilds of London Institute Craft Certificate 381 Part I.

Duration of Course
One year of 36 weeks.

Attendance
One week (35 hours) in every three weeks for first year.

Subjects

Entrance Qualifications
Enrolment as an apprentice in an approved Training Centre.

D164B
HEAVY VEHICLE MECHANICS: Block Release
Objective
Department of Education Junior and Senior Trade Certificates plus endorsement subjects.

Duration of Course
Block release for 11 weeks each year (32½ hours per week) over four years.

Subjects

Entrance Qualifications
Apprenticeship to the Trade.

D164C
HEAVY VEHICLE MECHANIC: Day Release
Objective
Department of Education Junior and Senior Trade Certificates with endorsement subjects and the City & Guilds of London Craft Certificate 381 Part I.

Duration of Course
Four years of 38 weeks each year.

Attendance
One day (7 hours) and two evenings (6 hours) each week.

Subjects

Entrance Qualifications
Apprenticeship to the Trade.

D165
MOTOR CYCLE MECHANICS
Objective
The City & Guilds of London Institute Craft Certificate 389.

Duration of Course
Two years of 38 weeks each year.

Attendance
One day (7 hours) and two evenings (6 hours) each week.

Subjects

Entrance Qualifications
Day Vocational Group Certificate or Intermediate Certificate.
D167A  LIGHT VEHICLE MECHANICS: Off-the-job

Objective
Department of Education Junior Trade Certificate with endorsement subjects.

Duration of Course
One year over 36 weeks.

Attendance
One week (35 hours) every 3 weeks for first year. One day (7 hours) and two evenings (6 hours) each successive year.

Subjects

Entrance Qualifications
Enrolment as an apprentice in an approved Training Centre.

D167B  LIGHT VEHICLE MECHANICS: Block Release

Objective
Department of Education Junior and Senior Trade Certificates plus endorsement subjects.

Duration of Course
Block Release for 11 weeks during each year of apprenticeship with attendance at College for 35 hours each week.

Subjects

Entrance Qualifications
Apprenticeship to the Trade.

D167C  LIGHT VEHICLE MECHANICS: Day Release

Objective
Department of Education Junior and Senior Trade Certificates plus endorsement subjects and the City and Guilds of London Craft Certificate.

Duration of Course
4 years of 38 weeks each year.

Attendance
1 day (7 hours) and 2 evenings (6 hours) each week.

D167D  LIGHT VEHICLE MECHANICS: Off-the-job (One and a half Day Release)

Objective
Department of Education Junior Trade Certificate with endorsement subjects.

Duration of Course
One year over 38 weeks.

Attendance
One and a Half Days (10 hours) and one Evening (3 hours) each week.

Subjects

Entrance Qualifications
Enrolment as an apprentice in an approved Training Centre.
D167E  LIGHT VEHICLE MECHANICS: Two Day Release

Objective
Department of Education Senior Trade Certificate with endorsement subjects.

Duration of Course
Two years of 38 weeks.

Attendance
Two days (14 hours) each week.

Subjects

Entrance Qualifications
Department of Education Junior Trade Certificate.

D168A  CONSTRUCTION PLANT FITTERS COURSE: Off-the-job

Objective
The City & Guilds of London Institute 620, Part I.

Duration of Course
One year over 36 weeks.

Attendance
One week (35 hours) every 3 weeks.

Subjects

Entrance Qualifications
Enrolment as an apprentice in an approved Training Centre.

D168B  CONSTRUCTION PLANT FITTERS: Block Release

Objective
The City and Guilds of London Institute 620, Parts I and II.

Duration of Course
Block Release Course of 11 weeks during each year of apprenticeship with attendance at College for 35 hours each week.

Subjects

Entrance Qualifications
Apprenticeship to the Trade.

D168C  CONSTRUCTION PLANT FITTERS COURSE: Day Release

Objective
The City and Guilds of London Institute 620, Parts I and II.

Duration of Course
4 years of 38 weeks each year.

Attendance
1 day (7 hours) and 2 evenings (6 hours) each week.

Subjects

Entrance Qualifications
Apprenticeship to the Trade.
D170  MOTOR VEHICLE PARTS PERSONNEL

Objective
The City & Guilds of London Institute Vehicle Parts Personnel Certificate (384), Part I.

Duration of Course
2 years part-time day and evening course (9 hours per week).

Subjects
Parts Merchandising, Commercial Practice and Office Procedures, Stores Administration, Motor Vehicle Knowledge, General Studies including English and Computer Studies.

Entrance Qualifications
Apprenticeship to the Trade.

D171A  LIGHT VEHICLE BODY REPAIR: Off-the-job

Objective
The City & Guilds of London Institute 385 Certificate.

Duration of Course
Six months part-time day (7 hours) and two evenings (6 hours) each week.

Subjects

Entrance Qualifications
Enrolment as an apprentice in an approved Training Centre.

D171B  LIGHT VEHICLE BODY REPAIR: Block Release

Objective
The City & Guilds of London Institute 385 Certificate Parts I and II

Duration of Course
Block release for 11 weeks during each year of apprenticeship.

Subjects

Entrance Qualifications
Apprenticeship to the Trade.

D171C  LIGHT VEHICLE BODY REPAIR: Day Release

Objective
The City & Guilds of London Institute 385, Parts I and II Certificates.

Duration of Course
4 years part-time day and evening course, 1 day (7 hours) and 2 evenings (6 hours) each week, 38 weeks each year.

Subjects

Entrance Qualifications
Apprentice to the Trade.

D176  AUTOMOBILE ENGINEERING

Objective
Department of Education Junior & Senior Trade Certificates with endorsements.

Duration of Course
Four years of day release (1 day and 1 evening per week).

Subjects

Entrance Qualifications
Apprenticeship to the Trade.
PRINTING TRADES COURSES

D190

COMPOSITORS' WORK: Block Release
First year attendance: twenty three weeks.
Second year attendance: eight weeks.
Third year attendance: eight weeks.
Students are prepared for the Trade Certificate Examinations of the Department of Education in Compositors Work.

Entrance Requirements
Apprenticeship to the Trade.

D191

BOOKBINDING: Block Release
First year attendance: twenty three weeks.
Second year attendance: eight weeks.
Third year attendance: eight weeks.
Students are prepared for the Trade Certificate Examinations of the Department of Education in Bookbinding.

Entrance Requirements
Apprenticeship to the Trade.

D192

LITHOGRAPHY: Block Release
First year attendance: twenty three weeks.
Second year attendance: eight weeks.
Third year attendance: eight weeks.
Students are prepared for the Trade Certificate Examinations of the Department of Education in Lithography.

Entrance Requirements
Apprenticeship to the Trade.

D193

GRAPHIC REPRODUCTION: Block Release
First year attendance: twenty three weeks.
Second year attendance: eight weeks.
Third year attendance: eight weeks.
Students are prepared for appropriate examinations.

Entrance Requirements
Apprenticeship to the Trade.
**STUDENT DISCIPLINE**

1. Students are expected to participate in College activities in a manner conducive to establishing a sound educational atmosphere.
2. All students are required to observe the published regulations laid down by the College.
3. Any student disrupting or causing disruption of any College activity may be suspended from the College.
4. Students must at all times obey the lawful instructions of lecturers and other members of the college staff who are responsible for the maintenance of good order.
5. Misconduct in any of the Colleges comprising the Institute may lead to suspension by the College Principal of the student or students concerned.
6. Students are liable for the cost of repair or replacement of Institute or College property maliciously or negligently damaged by them.
7. Students are not allowed to smoke in the College except in areas designated for smoking.
8. Students are required to carry their Identity Card with them while in College or wherever they may be required to identify themselves as students of the College.
9. The Vocational Educational Committee reserves the right to expel from the College at any time any student whose conduct is in serious breach of the regulations.
10. Students are forbidden to park cars/bicycles/motor cycles except in such places as they are authorised to do so from time to time.

**FOR FURTHER INFORMATION**

Enquirers seeking further information about Day or Block Release apprenticeship and other craft-related courses provided by the college should contact Departments as follows:

**Department of Building Trades 'A'**
- Courses D101 - D111 inclusive.

**Department of Building Trades 'B'**
- Courses D121 - D122 inclusive.

**Department of Metal Fabrication & Plumbing**
- Courses D133 - D134 inclusive.

**Department of Engineering Trades**
- Courses D140 - D142 inclusive.

**Department of Transport Engineering**
- Courses D154 - D176 inclusive.

**Department of Printing & Graphic Communication**
- Courses D190 - D193 inclusive.

**College Telephone Number** 727177

**Senior Staff in the Apprenticeship area of the College**

- **Vice Principal — School of Trades** Matthew P. Farrell (ext. 504)
- **Head of the School of Construction Trades** Joseph Bernie (ext. 505)
- **Department of Building Trades 'A'** Frederick Hosford (ext. 512)
  - Joseph Lawlor (ext. 511)
  - Patrick Kelly (ext. 520)
  - James Kelly (ext. 521)
- **Department of Building Trades 'B'** Charles Hurley (ext. 542)
  - Seamus Murran (ext. 531)
  - *Robert Eustace*
  - Joseph Shiels (ext. 204)
- **Department of Metal Fabrication & Plumbing**
- **Department of Engineering Trades**
- **Department of Transport Engineering**
  - Dominick Tuite (ext. 120)
  - Kenneth Bracken (ext. 118)
  - William Brazil (ext. 552)
- **Department of Printing & Graphic Reproduction**
  - Brian Kennedy (ext. 220)
  - John Foley (ext. 216)
- **Department of Science, Mathematics & General Studies**
  - Philip Murray (ext. 532)

*Head of Department.*

The College also provides a number of Evening courses which may assist those who wish to resit for elements of the Senior Trade examinations in which they have not been successful so far or to broaden or enhance their qualifications. Details of these courses are provided in a separate section of the College prospectus, in leaflets or in another publication available on request.