

The CAREER Academy



Your Next Step with The Career Academy

Internationally accredited by ICOES

Contact us | 01 437 8559
info@careeracademy.ie

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The Career Centre - We'll Help You Get a Job!



Gain the confidence to succeed with The Career Centre.

Recruiters and employers get inundated with applicants for advertised positions, so we'll help you break through and ensure your CV stands out for all the right reasons. We will provide a detailed analysis of your CV, connect you with recruitment agencies and employers throughout Ireland, and provide interview tips and techniques to help you gain employment.

It will maximise your earning potential and upskill your employee value.

It will qualify you for taking the next step in your profession.

You will receive industry approved training and education.

Unlock the next step in your career

Our range of short courses, certificates, diplomas, & career-ready pathway programs, ensure that you step into The Career Academy with your dream job in mind, and step out with your dream job in sight.

You'll leap into a world of opportunities with an industry accredited certification from The Career Academy. Each of our courses is specifically tailored for anyone who wants to take their career to the next step. Whether you're someone who simply wants to improve your understanding of basic industry practices, an employee chasing a promotion or simply someone with a logbook of experience but no formal qualifications on paper. The Career Academy is an ICB accredited training provider who's here to help you make that next professional leap.

What is a course at The Career Academy?

It's an opportunity to unlock new doors in your career. Each of our unique courses will steer you in the right direction and help take you a step closer to your dream job. The Career Academy offers a range of industry accredited certifications.

The best part is that each of our courses allow you to work at your own pace, however we recommend that you complete at least one module a week, so your skills stay relevant and up-to-date. Our experienced tutoring team are always on hand to help steer you in the right direction.

Recognition of Prior Learning

Turn your experience into a certification!

We offer a FREE Recognition of Prior Learning (RPL) assessment to all current students at The Career Academy to ensure you're being recognised for your skills and experience!

If you have prior experience that matches the learning content in our certificates, you can apply to have this assessed in place of completing the modules. Alternatively, if you have started or completed a course elsewhere, this can be applied if it matches the material taught in the course modules.

In order to receive course credit, you will need to supply a copy of your CV to demonstrate your knowledge and skills when you apply. This could include things like on-site work experience and volunteer activities.

This means that no matter your level of experience, you'll be taking a step forward with The Career Academy. We won't waste your time or money, making you learn anything you've already mastered, our only goal is to fastrack your career and set you up for success.



What our students say?

I have really enjoyed learning with the Career Academy & have acquired skills which will help me with my career in accounting & administration. The tutors were so helpful, whenever I did not understand the lessons, they were quick to respond which was really encouraging.

Stella Mbengo,
Certificate in Account Admin & Payroll



I found the course excellent in addressing the accounting knowledge needed for a business. The depth and breadth of each assignment set reinforced my understanding of each lesson, as did the online references. My tutor was very responsive (often within one working day) in reviewing and marking each assignment I submitted, with very helpful comments provided every time. I enjoyed the study experience with The Career Academy.

Richard Fowler,
Certificate in Account Admin & Payroll





Not sure what your next step is?

Explore your options with The Career Academy.

We offer a range of pathway programs, short courses, certificates, advanced certifications and more that ensure that you step into The Career Academy with your dream job in mind, and step out with your dream job in sight.



Step into a Career in Accounting With The Career Academy

We offer a range of accounting certifications that will help you manage your own finances or even take the next step in your career. The **Certificate in Accounting** is our most popular qualification as it helps students stand out in the job market by equipping them with a unique combination of important practical skills and industry knowledge that put them a step ahead of the rest.

The **Certificate in Accounting** has been carefully developed by a group of highly qualified Chartered Accountants, so students can be sure they're learning from the best. The course itself consists of ten modules, these include: The Accounting Equation, The General Journals, and Understanding the Trial Balance, and your course load can be adjusted to suit your lifestyle.

The International Association of Accounting Professionals has approved The Career Academy as an Accredited Training Centre.



International
association of
accounting
professionals

Potential Career Outcomes

Accountant Assistant

Financial Accountant

Cost Accountant

Junior Accountant

Accounting Clerk

Testimonial

The Career Academy is awesome to learn with. I have completed short courses, a certificate and a diploma with them and have found them absolutely awesome. The [Certificate in Accounting] is easy to work through and the tutors are very helpful and always on hand if you get stuck and need assistance. With their help I am now a qualified Accounting Technician, and have gone from unemployed to owning my own business and working part time heading toward my CA. Thank you Career Academy.



Toni Rubie



Step into a Career in Bookkeeping With The Career Academy

For those wanting to keep up-to-date on accounting industry technology and practices, a certification in Xero is the perfect pathway to a promotion or even entry into the finance and accounting industry.

The **Certificate in Bookkeeping** is designed to teach you the essential skills required in the bookkeeping industry, including analysing and interpreting profit and loss statements.

The **Certificate in Xero** is designed for business owners or managers who are seeking further knowledge of the software and wish to maintain up-to-date skills. This certificate will help students become confident with executing essential and intermediate accounting functions.



Potential Career Outcomes

- Accounts Assistant
- Data Entry
- Financial assistant
- Assistant Cost Accountant
- Payroll Administrator
- Client Bookkeeper
- Office Manager
- Accounts receivable, payable

Testimonial

To have this opportunity to study online is amazing. I have been working full time and I thought that I wouldn't be able to study unless I work part time. But studying with The Career Academy made it possible. This is actually my 3rd course and I'm still eager to learn more! Thank you so much to all the tutors who are very positive and encouraging.



Michelle Domingo-Trias



Step into a Career in Administration With The Career Academy

The Career Academy's administration courses are designed to give you the key skills you need to become a business administrator. Our recognised courses are designed by experts to help you get a new job or promotion in reception, accounts, project management, business or office management.

The **Certificate in Business Administration** will allow you to become a certified business administrator and increase your job prospects. Learn practical skills that will enable you to work confidently in the administrative field.

Our **Certificate in Personnel Management and Human Resources** teaches you the skills to manage the relationship between people and the organisation they work in. It includes responsibility for recruitment, training programs and staff performance.

The **Certificate in Reception and Office Support** teaches you key office and administrative skills, enabling you to fulfil a reception, administration or office support role. You'll gain an understanding of Microsoft Word, Excel and Powerpoint and grasp the principles of both verbal and written communication.

Get a FREE 12 month membership to the Association of Professional Administrators Ireland (APAI)!



Potential Career Outcomes

Business Administrator

Human Resources Manager

Office Reception

Office Administrator

Testimonial

I found this course absolutely fantastic to get an understanding of what skills and knowledge was needed for admin type jobs from the basics of microsoft office all the way through to payroll and understanding how to use Xero. The assessments and learning modules were all set out in an easy to read and understand way and the support from the tutors was amazing. Very quick to answer any questions and help with parts I didn't understand. The course fit in perfectly around my two young children and I am looking forward to studying even more through the Career Academy!



Melissa Edge



Step into a Career in Medical Reception With The Career Academy

Developed by health experts, the [Certificate in Medical Reception](#) will teach you to use Microsoft Office to manage the day-to-day running of a medical practice. You'll also develop the skills needed to communicate clearly and effectively in a medical environment as well as covering the role of a medical receptionist and the skills needed in this role including time management, ethics and professionalism, and maintaining patient records.

No previous medical training or experience necessary.

The Career Academy is a proud
corporate member of IAHA!



Irish Association
of Healthcare Assistants

Testimonial

The tutors have been very helpful, the introduction email and videos were very informative, and it's great that we can refer to them in the future if need be



Jess Wilcox

Step into a Career in Psychology

With The Career Academy



Fascinated by the human brain and always wondered why people think and behave the way they do? Enrol in one of our many psychology courses, including the [Introduction to Psychology](#) and the [Diploma in Psychology and Counselling](#).

The [Introduction to Psychology](#) covers the neurological processes of the brain, environmental effects on behaviour, personality, psychological development and more.

The [Diploma in Psychology and Counselling](#) walks students through the different theories and approaches used to understand the origin of criminal behaviour. Students will gain a better understanding of criminal thoughts and actions, and the kinds of people who cross the boundary of what is considered socially acceptable.

Receive a FREE 12-month student membership to the International Association for Counselling



International Association
for Counselling

Testimonial

Although this learning style may not suit everyone, I enjoyed it and felt free to explore each topic. I didn't require tutor help during, but any communication I have had with The Career Academy has been great! The people I talked to on the phone were lovely and provided the information I needed quickly and easily. Clearly they know what they're doing, which is great! It made me feel like I had back up.



Casey Jackson
Introduction to Psychology



Step into a Career in Counselling With The Career Academy

Do you have a knack for listening, understanding and helping people? Maybe your future career lies in counselling. A [Certificate in Counselling](#) is the perfect pathway towards becoming an accredited counsellor.

The [Certificate in Counselling](#) will equip you with communication and people management skills, as well as guide you through the counselling process, teaching you to talk people through their problems and feel comfortable in your presence. The course itself will advance your career through case studies, quizzes and written assessments, which will be offered alongside online and phone support from experienced tutors.

Receive a FREE 12-month student membership to
the International Association for Counselling



International Association
for Counselling

Testimonial

I have been involved with counselling on a voluntary basis – and realised that a number of tools I used were mentioned in this course and learned lots about the skills I did not have, but desired to acquire – awesome!



Karen Frith
Certificate in Counselling



Step into a Career in Animal Care With The Career Academy

Got a soft spot for four-legged friends? Turn it into your dream career with The Career Academy. We offer a range of Animal Care courses that can help you turn your love for furry friends into a profitable job pathway, including the [Certificate in Dog Psychology and Training](#).

The [Certificate in Dog Care](#) is designed to help you understand animal behaviour and common health problems. It teaches students valuable industry knowledge and skills that help separate you from the competition, including dog nutrition, exercise, training, hygiene and common health issues to look out for.

Potential Career Outcomes

- Animal Care Assistant
- Animal Attendant
- Dog Day Care Supervisor
- Animal Shelter Attendant
- Dog Handler

Testimonial

Very impressed with the course, it made a lot of sense.
My tutor is always there whenever I need help!



Harriet Gregory
Certificate in Dog Care



Step into a Career in Hospitality and Tourism

With The Career Academy

Looking to get your hands dirty in a face-paced and rewarding industry? Complete a **Diploma in Hospitality & Tourism** and learn how to become responsible, qualified bartender, a capable, certified travel agent, a competent, recognised hotel manager and a knowledgeable restaurateur.

The whole course is endorsed by the Institute of Hospitality and combines our four Travel and Hospitality courses into the one course, giving your the best foundation for your career and saving your money at the same time.



Potential Career Outcomes

- Hotel Manager
- Restaurant Manager
- Reservations Manager
- Duty Manager
- Food & Beverage Manager
- Functions Manager
- Travel Agent
- Bartender

Testimonial

The notes look simple but the tasks ensure you do the research and really understand the topic.



Samantha

Kick Start your Career

With The Career Academy's Business Pathways

Are you looking to get your dream career off the ground and make it a reality? Our Pathway programs are built from the ground up to teach you everything you need to know about your chosen industry, speed up the studying process, and help you step into a successful career sooner.

Administration Pathway Program

This Pathway will put you on the road to becoming a certified administrator faster. You'll gain the skills, knowledge and practical understanding necessary for a career in administration via the completion of a ten week certificate, followed by a six month diploma and a final assessment. The course itself is designed for entry level students through to working professionals with intermediate level administrative experience.

Bookkeeping to Business Pathway

This Pathway will help you launch your business and set you up to freelance, subcontract or even start your own bookkeeping business. Students will increase their earning potential by completing the program and learning proven and practical skills that will help them attract more clients, increase sales and save time. Students will also receive four hours of one-to-one tutoring.

Dog Grooming Pathway

This Pathway is designed to give you the skills to become a professional dog groomer. You'll learn about nutrition, exercise, training, dog handling, health and safety, caring for the skin and coat, preparing for showing, and more. You will also receive training on how to start a business with 4 hours of practical one to one tuition and mentoring from our experienced dog grooming team.

Dog Training Pathway

This Pathway will show you how to teach dogs good behaviour habits that will last a lifetime. Understanding man's best friend is vital for responsible owners and anyone working with dogs. This interactive online course will teach you about dog psychology, senses and behaviour, and basic dog obedience training techniques.



Testimonial

A very well organized and conceived course. By following the course materials, I was able to learn & build on the concepts with minimal questions. I would have no troubles recommending this course.



Chris Chung
Administration Pathway
Program

Enrol Now

01 437 8559

info@careeracademy.ie

www.careeracademy.ie

