



CAVAN & MONAGHAN ETB

COURSES ON OFFER THROUGH BTEI AND COMMUNITY EDUCATION PROGRAMME 2017

April – July 2018

For All Bookings Contact Kathy or Sharon on 047-71914 or monaghanadulted@cmetb.ie

Priority on all BTEI courses will be given to those who fit the BTEI eligibility criteria of being in receipt of a social welfare payment and/or a medical cardholder and/or those with less than upper second-level education. Priority will also be given to residents of County Cavan and Monaghan and to students who satisfy all BTEI criteria. Short listing and screening may apply.

For all new Level 5 students, it is COMPULSORY to complete a Preparation for Study programme comprising 1 day or 2 evenings which will cover:

- Writing assignments
- Using Harvard referencing
- Avoiding Plagiarism
- Time Management
- Sourcing Information for assignments

Dates for these sessions will be arranged once modules commence:

If any **existing students** would like to enroll for this session, please contact the office to book a place.

CHILDCARE 6:

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Enterprise Centre, Ballybay	Child Development	6	Wednesday 11 th April 2018	12	9.30am- 12.30pm
Enterprise Centre, Ballybay	Child Psychology	6	Wednesday 11 th April 2018	12	1pm-4pm
Carrickmacross Workhouse	Early Childhood Curriculum	6	Wednesday 11 th April 2018	12	6.30pm- 9.30pm
Enterprise Centre, Ballybay	Work Experience	6	Thursday 12 th April 2018	12	9.30am- 12.30pm

CHILDCARE 5:

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Enterprise Centre, Ballybay	Child Development	5	Monday 9 th April 2018	12	9.30am- 12.30pm
Enterprise Centre, Ballybay	Child Health and Wellbeing	5	Monday 9 th April 2018	12	1pm-4pm
Carrickmacross workhouse	Special Needs Assisting	5	Monday 9 th April 2018	12	6.30pm- 9.30pm

HEALTH SERVICE SKILLS & NURSING STUDIES:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Enterprise Centre Ballybay	Activities of Living Patient Care	5	Monday 23 rd April 2018	7	9.30am-4pm
Enterprise Centre, Ballybay	Intellectual Disabilities	5	Wednesday 25 th April 2018	7	9.30am-4pm

BUSINESS ADMINISTRATION:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Monaghan (Venue TBC)	Manual and Computerised Payroll	5	17 th April 2018	13	9.30am – 12.30pm
Carrickmacross Workhouse	Business Administration	5	Tuesday 10 th April 2018	12	10am-1pm
Ballybay Enterprise Centre	Spreadsheets	5	Tuesday 1 st May 2018	12	6.30pm-9.30pm
EU House Monaghan	Desktop Publishing	5	Thursday 26 th April 2018	12	9.30am-12.30pm
Carrickmacross Workhouse	Word Processing	5	Friday 27 th April 2018	12	9.30am-12.30pm
Ballybay Enterprise Centre	Information and Administration	5	Friday 20 th April 2018	12	10am – 1pm

Note: For Accounting Level 5 you must previously have completed Bookkeeping Level 5.

BEAUTY:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Castleblayney	Body Massage and Figure Analysis	5	Monday 9 th April 2018	15	9.30am-12.30pm
Castleblayney	Manicure, Pedicure and Waxing	5	Monday 9 th April 2018	15	1pm – 4pm

Castleblayney	Skincare, treatments and Makeup	Eye and	5	Tuesday 10 th April 2018	15	6.30pm-10pm
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CORE LEVEL 5 SUBJECTS FOR ALL COURSES:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Carrickmacross Workhouse	Communications	5	Monday 16 th April 2018	12	10am-1pm
Monaghan- Exact Venue TBC	Communications	5	Wednesday- Date TBC	12	6.30pm-9.30pm
Carrickmacross Workhouse	Work Experience	5	Monday 9 th April 2018	10	6.30pm-9.30pm

LEVEL 4:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Monaghan	Communications	4	Friday (Exact date TBC)	12	10am-1pm
Carrickmacross Workhouse	IT Skills	4	Tuesday 15 th May 2018	10	9.30am-12.30pm

GENERAL LEVEL 3:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Carrickmacross Workhouse	Personal Development and Mindfulness	Level 3	2 nd May 2018	10 weeks	10am – 1pm
Gatehouse	Internet Skills	Level 3	9 th May 2018	10 weeks	9.30am – 12.30pm

EU House	Communications	Level 3	April 2018 (Exact date TBC)	18	Pending Learners' Availability
Carrickmacross Workhouse	Communications	Level 3	April 2018 (Exact date TBC)	18	Pending Learners' Availability
Monaghan	Exploring a Career in Care	Levels 3, 4 and unaccredited	April 2018 (Exact date TBC)	15	9.30 to 3 two days a week
Carrickmacross and Monaghan	Learning to Learn Preparing to go to College Word Processing	Levels 3 and 4	April 2018 (Exact date TBC)	16	3 mornings a week

Please Note: All Classes are offered on a modular basis. We are unable to guarantee that the other modules will continue in the next term under the same Budget.

All students completing Level 5 and 6 programmes in Childcare or Healthcare must apply for Garda vetting as soon as possible. Please contact either the Adult Education office or the Guidance Service to complete this form.

Important Note: If you are combining old and new QQI Modules you will need to apply for exemptions through the Adult Education Office or a member of the Guidance Service. You can only do this if your modules are 5 years old or less.

For more information and booking Contact Kathy or Sharon on 047-71914 or monaghanadulted@cmetb.ie



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QQI AWARD

CAVAN & MONAGHAN ETB
FREE COURSES ON OFFER TO GENERAL PUBLIC THROUGH COMMUNITY EDUCATION
PROGRAMME 2018

April – July 2018

NON-ACCREDITED COURSES THROUGHOUT THE COUNTY

Venue	Course Title	Start Date	Time
Carrickmacross Workhouse	Beginners IT	Monday 21 st May 2018	9.30am-12.30pm
Monaghan	Care of the Older Person- Unaccredited preparatory course for level 5	Tuesday 24 th April 2018	10am -1pm
<p>Are you looking after an Adult in care at home? The above course is an introduction to Healthcare with the intention of preparing students for progressing to level 5. This course will have no exams or assignments but provide a good platform for those progressing to Further Education.</p>			
Clones	Irish History and Culture	Wednesday 25 th April 2018	6.30pm - 9.30pm
EU House	Getting Citizens Online	April 2018	10am - 12noon
EU House	Getting Citizens Online	April 2018	6pm - 8pm
Carrickmacross Workhouse	Getting Citizens Online	Thursday 12 th April 2018	10am - 12noon
Carrickmacross (Exact venue TBC)	Getting Citizens Online	April 2018	6pm - 8pm

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