



CAVAN & MONAGHAN ETB

COURSES ON OFFER THROUGH BTEI AND COMMUNITY EDUCATION PROGRAMME 2019

January 2019 – April 2019

For All Bookings Contact Angela, 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 card holder 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 which will cover:

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

Date for this Session:

- Monday– 17th December 2018, Carrickmacross Workhouse (9.30am- 4pm)
- Wednesday– 19th December 2018, Monaghan (9.30am- 4pm)

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
Monaghan	Early Childhood Literacy and Numeracy	6	Wednesday, 9 th January 2019	12	9.30am-12.30pm
Monaghan	Childhood Social, Legal and Health Studies	6	Wednesday, 9 th January 2019	12	1pm - 4pm
Carrickmacross Workhouse	Child Psychology	6	Wednesday, 9 th January 2019	12	6.30pm-9.30pm
Monaghan	Work Experience	6	Monday, 7 th January 2019	12	6.30pm - 9.30pm

CHILDCARE 5:

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Monaghan	Early Childhood Education and Play	5	Monday, 7 th January 2019	12	9.30am-12.30pm
Monaghan	Child Development	5	Monday, 7 th January 2019	12	1pm - 4pm
Carrickmacross	Child Health and Well Being	5	Monday, 7 th January 2019	12	6.30pm-9.30pm

HEALTH SERVICE SKILLS 5:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Monaghan	Care Support	5	Monday, 7 th January 2019	12	9.30am - 12.30pm
Monaghan	Safety and Health at Work	5	Monday, 7 th January 2019	12	1pm - 4pm

Castleblayney	Care Skills and Care of the Older Person	5	Tuesday 8 th January 2019	12	9.30am - 4pm
Monaghan	Infection, Prevention and Control	5	Wednesday 9 th January 2019	12	9.30am - 12.30pm
Monaghan	Activities of Living Patient Care	5	Wednesday 9 th January 2019	12	1pm - 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>
Carrickmacross Workhouse	Business Administration Skills	5	Tuesday, 8 th January 2019	12	9.30am - 12.30pm
Monaghan	Spreadsheet Methods	5	Tuesday, 8 th January 2019	12	6.30pm - 9.30pm
Monaghan	Manual and Computerised Bookkeeping	5	Thursday, 10 th January 2019	20	9.30am - 12.30pm
Monaghan	Desktop Publishing	5	Thursday, 10 th January 2019	12	9.30am - 12.30pm
Monaghan	Information and Administration	5	Friday, 11 th January 2019	12	9.30am - 12.30pm
Carrickmacross Workhouse	Word Processing	5	Friday, 11 th January 2019	12	9.30am - 12.30pm
Monaghan	Manual and Computerised Accounting	5	Monday, 25 th February 2019	20	6.30pm - 9.30pm
Carrickmacross Workhouse	Manual and Computerised Payroll	5	Wednesday, 6 th March 2019	13	9.30am - 12.30pm

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	Make Up Applications	5	Monday, 7 th January 2019	12	9.30am - 12.30pm
Castleblayney	Manicure, Pedicure and Waxing	5	Monday, 7 th January 2019	12	1pm - 4pm

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	Communications	5	Monday, 7 th January 2019	12	9.30am- 12.30pm
Monaghan	Communications	5	Wednesday, 9 th January 2019	12	6.30pm - 9.30pm
Monaghan	Work Experience	5	Thursday, 10 th January 2019	12	9.30am - 12.30pm

COMMUNITY DEVELOPMENT

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Monaghan	Understanding Community Development	5	Friday, 11 th January 2019	12	9.30am - 12.30pm

COOKERY:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Monaghan	Culinary Techniques	4	Wednesday, 9 th January 2019	15	9.30am - 1.30pm

HISTORY

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Carrickmacross Workhouse	History	5	Wednesday, 20 th February 2018	15	6.30pm - 9.30pm

PRACTICAL MODULES LEVEL 4:

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Monaghan	Home Repairs and Maintenance	4	Thursday, 10 th January 2019	14	9.30am - 12.30pm
Carrickmacross	Safe Horticultural Practice	4	Thursday, 10 th January 2019	14	2pm - 5pm

COMPUTERS:

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Carrickmacross Workhouse	Computer Applications and IT Skills	4	Tuesday, 19 th February 2019	20	9.30am - 12.30pm
Carrickmacross Workhouse	Computer Applications and IT Skills	4	Tuesday, 19 th February 2019	20	6.30pm - 9.30pm
Monaghan	Computer Applications and IT Skills	4	Tuesday, 19 th March 2019	20	9.30am - 12.30pm

GENERAL LEARNING

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Carrickmacross Workhouse	Customer Service	4	Thursday, 10 th January 2019	12	9.30am - 12.30pm
Carrickmacross Workhouse	Personal Effectiveness and Mindfulness	3	Wednesday, 9 th January 2019	12	10am - 1pm
Monaghan	Personal Effectiveness and Mindfulness	3	Thursday, 10 th January 2019	12	10am - 1pm

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 Angela, Kathy or Sharon on 047-71914 or monaghanadulter@cmetb.ie



EUROPEAN UNION
Investing in your future
European Social Fund



Ireland's European Structural and Investment Funds Programmes 2014-2020
Co-funded by the Irish Government and the European Union

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

January 2019

ACCREDITED AND NON-ACCREDITED COURSES THROUGHOUT THE COUNTY

Venue	Course Title	Accredited	Start Date	Duration	Time
Monaghan	Introduction to Yoga	Unaccredited	Tuesday, 22 nd January 2018	6 weeks	9.30am - 10.30am
Monaghan	Introduction to Mindfulness	Unaccredited	Tuesday, 22 nd January	6 weeks	11am - 1pm
Monaghan	Health and Fitness	Unaccredited	Wednesday, 23 rd January 2019	6 weeks	10am - 1pm
Monaghan Dochas (047 71640)	Introduction to Creative Writing	Unaccredited	Wednesday, 23 rd January 2019	6 weeks	6.30pm - 9.30pm
Monaghan Dochas (047 71640)	Introduction to Smartphones	Unaccredited	Friday, 18 th January 2019	4 weeks	10am - 1pm
Monaghan	Introduction to Beauty (Facial, Make up application, Nails and Massage)	Unaccredited	Wednesday, 16 th January 2019	4 weeks	1.30pm - 4.30pm
Carrickmacross Workhouse	Introduction to Beauty (Facial, Make up application, Nails and Massage)	Unaccredited	Thursday, 17 th January 2019	4 weeks	1.30pm - 4.30pm

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



EUROPEAN UNION
 Investing in your future
European Social Fund



**Ireland's European Structural and
 Investment Funds Programmes
 2014-2020**

**Co-funded by the Irish Government
 and the European Union**

CAVAN & MONAGHAN ETB

Expression of Interest is open for the following courses under the Adult Literacy Service for January 2019.

Exact dates and times to be confirmed

Venue	Course Title	Accredited	Start Date	Duration	Time
Monaghan	Communications	QQI Level 3	To Be Confirmed	15 weeks	Daytime class to run once a week
Monaghan	Mathematics	QQI Level 3	To Be Confirmed	15 weeks	Daytime class to run once a week
Monaghan	Introduction to Computers	Unaccredited	To Be Confirmed	6 weeks	Daytime class to run once a week
Carrickmacross	Introduction to Computers	Unaccredited	To Be Confirmed	6 weeks	Daytime class to run once a week
Monaghan	SmartPhones and IPads	Unaccredited	To Be Confirmed	6 weeks	Daytime class to run once a week

If you would like help with Reading, Writing, Basic Maths or Basic Computer Skills then please contact Ceinwen on 087 1967888 or phone 047 71914.



EUROPEAN UNION
Investing in your future
European Social Fund



Ireland's European Structural and Investment Funds Programmes 2014-2020
Co-funded by the Irish Government and the European Union