



CAVAN & MONAGHAN ETB

COURSES ON OFFER THROUGH BTEI AND COMMUNITY EDUCATION PROGRAMME 2017

September 2017- December 2017

For All Bookings Contact Kathy/Carol 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 or 2 evenings which will cover:

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

Date for this Session:

- Tuesday 5th September and Thursday 7th September 2017 - Ballybay Enterprise Centre (6.30 pm- 9.30 pm)
- Thursday 7th September 2017- Carrickmacross Workhouse (9.30 am- 4pm)
- Friday 8th September 2017- 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
Enterprise Centre, Ballybay	Childhood Social Legal and Health Studies	6	Wednesday 13 th September 2017	12	9.30am-12.30pm
Enterprise Centre, Ballybay	Equality and Diversity in Childcare	6	Wednesday 13 th September 2017	12	1pm-4pm
Carrickmacross Workhouse	Child Development	6	Wednesday 13 th September 2017	12	6.30pm-9.30pm
Enterprise Centre, Ballybay	Work Experience	6	Monday 18 th September 2017	12	6.30pm-9.30pm

CHILDCARE 5:

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Enterprise Centre, Ballybay	Early Childhood Education and Play	5	Monday 11 th September 2017	12	9.30am-12.30pm
Enterprise Centre, Ballybay	Special Needs Assisting	5	Monday 11 th September 2017	12	1pm-4pm
Carrickmacross workhouse	Child Development	5	Monday 11 th September 2017	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	Care Skills and Care of the Older Person	5	Monday 11 th September 2017	12	9.30am-4pm
Enterprise Centre, Ballybay	Infection Prevention and Control	5	Tuesday 12 th September 2017	12	9.30am-12.30pm
Enterprise Centre, Ballybay	Palliative Care	5	Tuesday 12 th September 2017	12	1pm-4pm
Enterprise Centre, Ballybay	Intellectual Disabilities	5	Wednesday 13 th September 2017	12	9.30am-12.30pm
Enterprise Centre, Ballybay	Nursing Studies	5	Wednesday 13 th September 2017	12	1pm-4pm

CONSTRUCTION:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Monaghan Institute	Building Construction	5	Thursday 5 th October 2017	10	9.30am-1pm
Monaghan Institute	Work Experience	5	Thursday 14 th September 2017	10	1.30pm-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	Bookkeeping Manual and Computerised	5	Monday 11 th September 2017	20	6.30pm-9.30pm
Carrickmacross Workhouse	Business Administration Skills	5	Tuesday 12 th September 2017	12	10am-1pm
Carrickmacross Workhouse	Payroll	5	Wednesday 13 th September 2017	13	9.30am-12.30pm
Ballybay Enterprise Centre	Accounting Manual and Computerized	5	Wednesday 13 th September 2017	20	6.30pm-9.30pm

Ballybay Enterprise Centre	Payroll	5	Thursday 14 th September 2017	13	9.30am- 12.30pm
Ballybay Enterprise Centre	Spreadsheet Methods	5	Tuesday 12 th September 2017	12	6.30pm- 9.30pm
EU House Monaghan	Text Production	5	Thursday 14 th September 2017	12	9.30am- 12.30pm
Carrickmacross Workhouse	Word Processing	5	Friday 15 th September 2017	12	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	Manicure, Pedicure and Waxing	5	Monday 11 th September 2017	15	9.30am- 12.30pm
Castleblayney	Make up Applications	5	Monday 11 th September 2017	15	1pm-3pm
Castleblayney	Anatomy and Physiology	5	Tuesday 12 th September 2017	15	6.30pm-10pm

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 11 th September 2017	12	10am-1pm
Enterprise Centre, Ballybay	Communications	5	Friday 15 th September	12	10am-1pm
Ballybay Enterprise Centre	Work Experience	5	Thursday 14 th September 2017	10	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 Institute	Short Order Cookery (Suitable for work in deli/cafes)	4	Tuesday 12 th September 2017	14	9.30am-12.30pm
Monaghan Institute	Meal Service (ideal for developing waitressing & waiter skills, silver service, plate techniques, serving wine & drinks, setting dining rooms and for large functions).	5	Tuesday 12 th September 2017	14	12.45pm-2.45pm
Monaghan Institute	Pastry Making and Desserts	5	Wednesday 13 th September 2017	14	9.30am-1.30pm

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	Community Development	5	Friday 15 th September 2017	14	10am-1pm

PRACTICAL SUBJECTS LEVEL 4:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Carrickmacross	Woodcraft	4	Monday 4 th September 2017	15	9.30am-1pm
Castleblayney Youthreach	Landscape Construction and Maintenance	5	Wednesday 13 th September 2017	15	10am-1pm
Carrickmacross	Plant Care and Maintenance	4	Thursday 14 th September 2017	15	10am-1pm

COMPUTERS:

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Carrickmacross Workhouse	Computer Applications and IT Skills	4	Tuesday 12 th September 2017	20	6.30pm-9.30pm
EU House Monaghan	Information Technology Skills	4	Tuesday 12 th September 2017	12	10am-1pm
Monaghan	Desktop Publishing	4	Friday 15 th September 2017	12	10am-1pm

HISTORY

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Carrickmacross Workhouse	History	5	Wednesday 13 th September 2017	14	7pm-10pm

GENERAL LEVEL 3:

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Carrickmacross Workhouse	Personal Development and Mindfulness	3	Wednesday 13 th September 2017	12	10am-1pm
YWCA	Word Processing	3	Wednesday 13 th September 2017	12	9.30am-12.30pm
Dochas Tel: 047 71460	Personal Development and Mindfulness	3	Thursday 26 th October 2017	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 Kathy/Carol on 047-71914 or monaghanadulted@cmetb.ie



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Further Education and Training Authority



QQI AWARD

CAVAN & MONAGHAN ETB
FREE COURSES ON OFFER TO GENERAL PUBLIC THROUGH COMMUNITY EDUCATION
PROGRAMME 2017

September 2017- December 2017

NON-ACCREDITED COURSES THROUGHOUT THE COUNTY

Venue	Course Title	Start Date	Time
Carrickmacross Workhouse	Beginners Computers	Monday 11 th September 2017	9.30am-12.30pm for 6 weeks
Workhouse Carrickmacross	Patrick Kavanagh History Course	Monday 11 th September 2017	6.30pm-9.30pm for 6 weeks
Clones Men's Shed	Fixing Electrical Appliances	Tuesday 5 th September 2017	1.30pm-4.30pm for 10 weeks
Workhouse Carrickmacross	Conversational German for Beginners	Tuesday 12 th September 2017	7pm-10pm for 10 weeks
Clones Library	Creative Writing	Tuesday 12 th September 2017	10am-12noon for 6 weeks
EU House	History of the Rossmores and Leslies	Tuesday 12 th September 2017	6.30pm-9.30pm for 6 weeks
Monaghan Dochas Tel: 047 71640	Introduction to Crochet	Tuesday 12 th September 2017	7pm-10m for 6 weeks
Monaghan Dochas Tel: 047 71640	Introduction to Mindfulness	Thursday 14 th September 2017	10am-1pm for 6 weeks
Monaghan Dochas Tel: 047 71640	Beauty Care- Introduction to Complimentary Therapies	Thursday 14 th September 2017	7pm-10pm for 4 weeks

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