



CAVAN & MONAGHAN ETB

COURSES ON OFFER THROUGH BTEI AND COMMUNITY EDUCATION PROGRAMME 2018

September 2018- December 2018

For All Bookings Contact Kathy/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 3rd September 2018 – Carrickmacross Workhouse (9.30am- 4pm)
- Thursday 6th September 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
To Be Confirmed	Childhood Social Legal and Health Studies	6	Wednesday 5 th September 2018	12	9.30am-12.30pm
To Be Confirmed	Early Childhood Literacy and Numeracy	6	Wednesday 5 th September 2018	12	1pm – 4pm
Carrickmacross Workhouse	Special Needs Assisting	6	Wednesday 5 th September 2018	12	6.30pm – 9.30pm
To Be Confirmed	Personal and Professional Development	6	Thursday 13 th September 2018	12	9.30am – 1pm
To Be Confirmed	Work Experience	6	Thursday 13 th September 2018	12	1pm – 4pm

CHILDCARE 5:

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
To Be Confirmed	Early Care and Education Practice	5	Monday 3 rd September 2018	12	9.30am - 12.30pm
To Be Confirmed	Special Needs Assisting	5	Monday 3 rd September 2018	12	1pm – 4pm
Carrickmacross Workhouse	Early Care and Education Practice	5	Monday 3 rd September 2018	12	6.30pm – 9.30pm

Healthcare 6:

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
To Be Confirmed	Supervisory Management	6	Wednesday 5 th September 2018	12	9.30am-12.30pm

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>
TBC	Care Skills and Care of Older Person	5	Monday 3 rd September 2018	12	9.30am – 4pm
Castleblayney	Infection Prevention and Control	5	Tuesday 4 th September 2018	12	9.30am – 12.30pm
Castleblayney	Palliative Care	5	Tuesday 4 th September 2018	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>
EU House Monaghan	Bookkeeping Manual and Computerised	5	Monday 10 th September 2018	20	6.30pm – 9.30pm
Carrickmacross Workhouse	Information and Administration	5	Tuesday 4 th September 2018	12	9.30am – 12.30pm
EU House Monaghan	Word Processing	5	Tuesday 11 th September 2018	12	6.30pm – 9.30pm
Carrickmacross Workhouse	Accounting Manual and Computerised	5	Wednesday 12 th September 2018	20	9.30am – 12.30pm
Monaghan	Payroll	5	Thursday 13 th September 2018	12	9.30am – 12.30pm
EU House Monaghan	Spreadsheet Methods	5	Thursday 13 th September 2018	12	9.30am – 12.30pm
Carrickmacross	Spreadsheet Methods	5	Friday 7 th September 2018	12	9.30am – 12.30pm
Monaghan	Business Administration	5	Friday 7 th September 2018	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	Skincare, eye treatment and Make up	5	Monday 3 rd September 2018	12	9.30am – 12.30pm
Castleblayney	Beauty Industry and Ethics	5	Monday 3 rd September 2018	12	1pm – 3pm
Castleblayney	Body Massage and Figure Analysis	5	Tuesday 4 th September 2018	12	6.30pm – 9.30pm

Hairdressing – City and Guilds

<u>Venue</u>	<u>Module</u>	<u>City and Guilds</u>	<u>Date</u>	<u>Duration</u>	<u>Time</u>
Monaghan Institute	Hairdressing	4	Monday 3 rd September 2018	1 Day a week for academic year	9.30am – 4pm

Hairdressing is a new programme added to our timetable for this year. The above course will run every Monday from 9.30am-4pm for the full academic year (September 2018 – May 2019). This course is a level 4 City and Guilds accredited programme and covers the following components:

- 202 Following health and safety practice in the salon
- 203 Client Consultation for Hair Services
- 204 Shampoo and Conditioning the Hair and Scalp
- 206 Cut Women's Hair
- 209 The Art of Dressing Hair

Students signing up for this course must be able to commit the full programme outlined above.

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>
Monaghan	Communications	5	Monday 3 rd September 2018	12	9.30am – 12.30pm
To Be Confirmed	Work Experience	5	Monday 10 th September 2018	12	6.30pm – 9.30pm
Carrickmacross Workhouse	Communications	5	Wednesday 5 th September 2018	12	6.30pm – 9.30pm

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	Pastry, Baking and Desserts	5	Tuesday 11 th September 2018	15	9.30am-1.30pm
Monaghan Institute	Culinary Techniques and Menu planning	4	Wednesday 12 th September 2018	15	9.30am-2.30pm

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	Working with Groups	5	Friday 14 th September 2018	12	10am-1pm

HISTORY

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Monaghan	History	5	Tuesday 18 th September 2018	15	6.30pm – 9.30pm
Carrickmacross Workhouse	History	4	Wednesday 12 th September 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	Tuesday 4 th September 2018	14	9.30am – 1pm

COMPUTERS:

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Carrickmacross Workhouse	Computer Applications and IT Skills	4	Tuesday 4 th September 2018	20	9.30am – 12.30pm
Carrickmacross Workhouse	Computer Applications and IT Skills	4	Tuesday 4 th September 2018	20	6.30pm – 9.30pm
EU House Monaghan	Computer Applications and IT Skills	4	Tuesday 11 th September 2018	20	10am – 1pm

CORE LEVEL 4 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>
Monaghan	Communications	4	Tuesday 4 th September 2018	12	10am – 1pm
Carrickmacross Workhouse	Communications	4	Thursday 6 th September 2018	12	10am – 1pm
Carrickmacross	Personal Effectiveness and Mindfulness	4	Wednesday 12 th September 2018	12	10am – 1pm
Dochas	Personal	4	Thursday 13 th	12	10am – 1pm

Monaghan Tel: 047 71640	Effectiveness and Mindfulness		September 2018		
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GENERAL LEARNING

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Monaghan	General Learning Award	4	September 2018 (Exact date TBC)	Full Academic year	3 Mornings a week
Monaghan	Employability Skills Award	3	September 2018 (Exact date TBC)	Full Academic year	To Be Confirmed
Monaghan	Exploring a Career in Care (Childcare, ICT, Maths and Communications)	Levels 3 and unaccredited	September 2018 (Exact date TBC)	15	9.30 to 3 two days 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/Sharon on 047-71914 or monaghanadulted@cmetb.ie



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FREE COURSES ON OFFER TO GENERAL PUBLIC THROUGH COMMUNITY EDUCATION

September 2018- December 2018

ACCREDITED AND NON-ACCREDITED COURSES THROUGHOUT THE COUNTY

Venue	Course Title	Accredited	Start Date	Duration	Time
Dochas Monaghan Tel: 047 71640	Personal Care and Beauty	QQI Level 2	Friday 7 th September 2018	8 weeks	10am – 1pm
Carrickmacross Workhouse	Beginners IT	Unaccredited	Monday 10 th September 2018	6 weeks	10am – 1pm
Dochas Monaghan Tel: 047 71640	Pennies to Prada- Updating Clothes	Unaccredited	Tuesday 11 th September 2018	8 weeks	10am – 1pm
Dochas Monaghan Tel: 047 71640	Introduction to Crafts	Unaccredited	Tuesday 11 th September 2018	8 weeks	1.30pm – 3.30pm
Carrickmacross	Introduction to Smartphones	Unaccredited	Wednesday 12 th September 2018	4 weeks	10am – 1pm
Dochas Monaghan Tel: 047 71640	Creative Writing	Unaccredited	Wednesday 12 th September 2018	6 weeks	7pm – 9pm
Clones	Craft	QQI Level 2	Thursday 13 th September 2018	10 weeks	9.30am – 12.30pm
Clones	Craft	QQI Level 2	Thursday 13 th September 2018	10 weeks	1pm – 3pm
Dochas Monaghan Tel: 047 71640	Personal Development and Mindfulness	QQI Level 3	Tuesday 11 th September 2018	12	7pm – 9pm
Dochas	Beginners IT	Unaccredited	Friday 14 th	6 weeks	10am – 1pm

Monaghan Tel: 047 71640			September 2018		
Dochas Monaghan Tel: 047 71640	Health and Fitness	Unaccredited	Wednesday 3 rd October 2018	6 weeks	10am – 1pm
Monaghan	Research Your Family Tree	Unaccredited	Wednesday 10 th October 2018	4 weeks	10am – 1pm

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