# How to Sign-in and Apply for a Course using FETCHCOURSES.IE



Investment Funds Programmes 2014-2020 Co-funded by the Irish Government and the European Union

Ireland's European Structural and



EUROPEAN UNION

Investing in your future European Social Fund





## FURTHER EDUCATION & TRAINING COURSE HUB

About FET Course Finder Types of Courses Grants & Allowances Adult Education Guidance

POINTING YOU IN THE RIGHT DIRECTION

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

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Welcome to Further Education and Training Course Hub. Please use the search facility below to find the course that's right for you.



EUROPEAN UNION

Investing in your future

Sign In Register

## Sign in to FETCH

Use the current email address or mobile number you have used registered with FETCHcourses.ie

Enter the password you have created upon registering with FETCHcourses.ie



## Sign in to Fetch

Username

Your Fetch Password

Sign In

Not registered yet? Click Here

Forgotten your password? Click here to reset



FETCH Home Course Finder Applications My Details



### Welcome to Fetchcourses

Thanks for registering with **fetchcourses.ie**. Search the national database of courses for the one that suits you. You can apply for courses and monitor applications in your private fetchcourses.ie area.

## **My Applications**

View all your course applications and their status right here

View All My Applications

## **Course Finder**

Click here to find a course

**Open Course Finder** 

## My Details

Ensure your details are correct and up-todate

My Details





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## Courses

Find your perfect course



## Courses

## Find your perfect course



The Course Page will contain:

- Reference Code and Title of Course
- Entry Requirements
- Course Content
- Learning Outcomes
- Further Detail
- Qualification achievable
- Location (Map)
- Timetable
- Contact

#### 294565 - Office Administration

#### 🖶 Print 🏠 Save Apply Now

the programme is to enable the learn

The aim of the programme is to enable the learner to develop the knowledge, skill and competencies to provide administrative support to include; use of office equipment, use of computer applications, document production, managing filing systems and diaries in a variety of office settings.

On successful completion of the programme, learners may progress to progress into employment or further education and training.

**Employment statement** 

On successful completion of this course individuals will have the skills and competencies to work in a range of office environments or administration functions within an organisation.



#### **ENTRY REQUIREMENTS**

- Education: Applicants should have achieved a minimum of a QQI Level 4 Major Award or its equivalent.
- Aptitude: Good numerical and communication skills are essential, including verbal and written command of the English language.
- Previous Experience: n/a

## Apply for a course

In order to apply for a course click the "Apply Now" button



## **Expression of Interest**

### **Office Administration**

First Name:*		294565
Last Name:*		Office Administration
Address:*	Click here to search for address	Cavan Training CMETB
	House/Apt Number	FET Campus Dublin Road
		Cavan
		GPS (53.9842, -7.3271)
	Town	Map Satellite Hotel Kilmore
Eircode/Postcode:	Eircode/Postcode	
County:*	•	Circle K Cavan

The Expression of Interest form requires:

- First name/Surname
- Address
- Eircode
- Email Address
- Mobile Number
- Date of Birth
- PPSN
- A declaration of accuracy
- Acceptance of Data Acknowledgement Statement
- Click "Apply Now"



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