



**cmetb**

Bord Oideachais agus Oiliúna  
an Chabháin agus Mhuineacháin  
*Cavan and Monaghan  
Education and Training Board*

# Traineeships & Training Courses

## Full-time & Part-time



Rialtas na hÉireann  
Government of Ireland



Co-funded by the  
EUROPEAN UNION



**TRAINEESHIP**  
SHAPING SKILLS, BUILDING CAREERS  
[www.traineeship.ie](http://www.traineeship.ie)



**cmetb**

Bord Oideachais agus Oiliúna  
an Chabháin agus Mhuineacháin  
*Cavan and Monaghan  
Education and Training Board*





**Advanced Certificate in  
Building Design using 3D CAD**



**Digital Marketing**



**Healthcare**



**HGV Professional Driver**



**Hospitality**



**Laboratory Assistance**



**OEM Engineering  
Technology**



**Outdoor Activity  
Instructor**



**Youth Work**



**Specialist Skills Training**


# Contents

Contents	3
Welcome from CMETB Training Services	4
COVID-19	5
Qualifications Framework	6
What is a Traineeship?	7
Advanced Certificate in Building Design with 3D CAD Traineeship	8
Digital Marketing Traineeship	9
Healthcare Traineeship	10
HGV Professional Driver Traineeship	11
Hospitality Traineeship	12
Laboratory Assistance Traineeship	13
Outdoor Activity Instructor Traineeship	14
OEM Engineering Technology Traineeship	15
Youth Work Traineeship	16
How do I apply for a Traineeship?	17
Specific Skills Training Courses and How to Apply?	18
List of Specific Skills Training Courses	20
Fees and Finance	21
Other Financial Support	22
Evening Provision Courses	23
Skills to Advance Courses	24

\* Information accurate at time of publication \*

## Contact details:

 Michelle Baker  
Recruitment Officer  
CMETB  
FET Campus  
Dublin Road  
Cavan  
H12 FW53

 0494353924  
0876793462

 training@cmetb.ie  
 www.cmetb.ie





# cmetb

Bord Oideachais agus Oiliúna  
an Chabháin agus Mhuineacháin

*Cavan and Monaghan  
Education and Training Board*



## Welcome from CMETB Training Services

CMETB Training Services wish to extend a warm welcome to you as you start your training programme. Throughout our various training venues, a wide range of Further Education and Training programmes are available to learners entering the labour market. Programmes available will update skills, change career paths or give those who have left school an alternative route to gain qualifications.

We offer a range of education routes in partnerships with local employers and provide a suite of up-skilling/ reskilling programmes for employees. We continue to increase and develop national Apprenticeships and host phase 2 Electrical Apprenticeship, Commis Chef Apprenticeship, Accountancy Technician Apprenticeship and recently the national Original Equipment Manufacturing (OEM) Apprenticeship. CMETB also offer industry accredited qualifications such as Bus Driving, Welding and much more.

Programmes are open to learners of all ages and ability, those within employment, those in receipt of social welfare payments or those who have completed their Junior Certificate/Leaving Certificate.

The vast majority of our programmes include a significant element of work placement, combining learning in an education setting and training setting within the workplace. This provides learners with the skills necessary to progress to further training options and/ or seek employment. For those learners seeking to progress to further studies, our programmes are nationally and internationally recognised and provide opportunities towards further and higher education programmes.

Here the journey of your career, your future and your life begins. CMETB Training Services are delighted to be part of this journey and wish all learners success in their studies.



# COVID-19

CMETB will continue to monitor the ongoing challenges posed by the COVID-19 pandemic and will keep under review the Health Service Executive (HSC) and Government guidance, to ensure the health and safety of our students and staff is maintained.

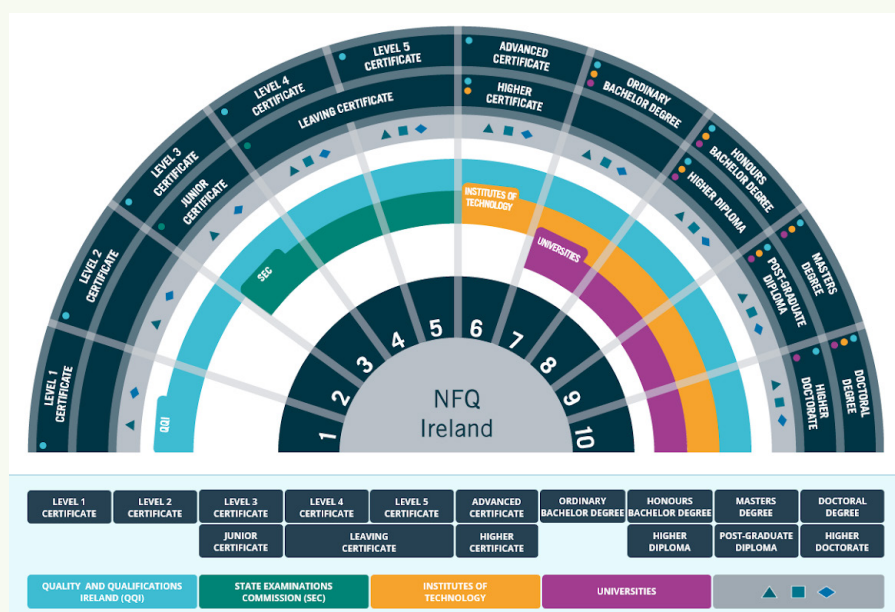
As the curve of the disease is continually changing the level of restrictions will also change, in line with public health circumstances. We will continue to offer small group learning whilst facilitating social distancing rules and Remote Emergency Learning where appropriate. We will also support online learners who can not present onsite for example, those who are not in a position to travel outside of their county or physically attend due to their specific health conditions

CMETB may therefore have to make changes or a reasonable adjustments to your course. We aim to ensure that you will be informed of these changes in a timely manner.



# Qualifications Framework

The National Qualifications Framework describes the qualifications of an education and training system and how they interlink. For Traineeships, qualifications are either a QQI Level 5 or 6 on the framework. For other Training courses, qualifications are between QQI Level 3, 4 or 5.



## Entry Requirements

	Entry Requirement	Equivalent
<b>Level 6</b>	QQI Level 5, Leaving Certificate	Vocational & Technical Qualifications, Higher National Certificate
<b>Level 5</b>	QQI Level 4, Leaving Certificate	Vocational & Technical Qualifications, AS & A-Level
<b>Level 4</b>	QQI Level 3, Junior Certificate	Vocational & Technical Qualifications, GCSE grade A*-C, grade 9-4
<b>Level 3</b>	QQI Level 2	Vocational & Technical Qualifications, GCSE grade D-G, grade 3-1

For all courses you will be required to have an interview. There may be specific requirements for courses, for example driver learner permits or aptitude testing.

For mature students (over 23) these prior qualification need not apply. Applications may be considered based on a proven interest or experience in the occupational area.

# What is a Traineeship?

A Traineeship is a training programme tailored to the identified needs of a specific industry and leads to nationally recognised qualifications. Traineeships combine directed off-the-job training (classroom-based learning) with on-the-job training (work-based learning). A min of 30 % of the course is on-the-job. This approach provides the opportunity to develop practical skills and gain real work experience, reinforcing the theory learnt in the classroom.

## What are the benefits of a Traineeship over other courses?

- No Course Costs
- Study close to home
- Greatly improved employment prospects
- Significant work experience with local employers
- Possible training, meal and travel allowances
- Develop work based learning skills, knowledge & competence
- Uniforms and PPE are provided for trainees

## Why choose a Traineeship?

Traineeships are fully funded courses which offers significant progression paths to employment or further education and training.

## Costs

There are no course fees or hidden costs associated with Traineeship courses. CMETB Training Programmes are co-funded by the European Social Fund Programmes for Employment Inclusion and Learning 2014-2020.

## Duration

Traineeships range from 6 months to 18 months. See specific course for further details.

## Location

Locations of training will vary depending on the course you choose. See specific course for further details.

## How do I know if I'm eligible to apply?

To ensure your eligibility individuals will be asked questions at different stages in different formats. This will include completing an application form, aptitude testing and interviews. We aim to ensure this recruitment process is relaxed and straightforward.

### To be eligible to apply applicants should

- Be of statutory school leaving age,
- Have attained a major award or equivalent at the level below their interested course,
- Be EEA nationals or have permissions to work/study in Ireland.

### Mature Student (over 23 years of age)

For mature students these requirements need not apply and applications may be considered based on a proven interest or experience in the occupational area.

Applications are also welcome from employees who wish to upskill or reskill.



# Advanced Certificate in Building Design with 3D CAD Traineeship

CMETB in conjunction with Entekra™ have collaborated to develop a Level 6 Traineeship in Architectural Technology and Design.

**Ideal if :** You are a creative person with strong attention to detail who enjoys working with technology and has an interest in building materials and construction.

## ● QUALIFICATION

QQI Level 6 Architectural Technology and Design

## ● DURATION

Full Time for 26 weeks classroom based learning and 12 weeks work based learning, starting in September.

## ● WHAT WILL YOU STUDY?

The course will provide a solid understanding of Building Technology and Design using Computer Aided Draughting (CAD).

There will be opportunity for student affiliation to Chartered Institute of Architectural Technologists (CIAT) and Autodesk Certified User Accreditation (ACU)

### MODULES INCLUDE:

- Building Technology Design
- Architectural Drawing & Presentation
- Computer Aided Draughting (2D)
- Computer Aided Design (3D)
- Work Experience
- Surveying
- Environmental Studies

## ● CAREER PROSPECTS

Graduates can apply for employment opportunities within Entekra including roles such as a CAD Technician, Engineering Panel Designer or an Architectural Design Technician. Alternatively, students may decide to travel and work abroad.

Graduates are eligible to apply through CAO and/or the Higher Education Links Scheme for entry to year one of a range of Higher Certificate and Degree programmes including Level 8 Civil Engineering or Architecture.



### NIALl FIELDS - GRADUATE

"Having just completed the Advanced Certificate in Building Design with 3D CAD, I commenced full time employment with Entekra.

Prior to taking part in the traineeship I was employed in the construction sector.

Following an information event at Entekra HQ I made the decision to leave full time employment and return to education to complete the traineeship.

The training I have received in 9 months is like no other– I haven't looked back since, it's one of the best decisions I've ever made."



# Digital Marketing Traineeship

**Ideal if:** You are seeking to work in the Creative Digital Marketing Industry creating video, graphical and animated content for web and social media campaigns and you wish to learn how to use Industry Standard software including Photoshop, Illustrator and Dreamweaver.

## ● QUALIFICATION

QQI Level 5 Multimedia Production

## ● DURATION

Full Time for 38 weeks comprising classroom and work based learning, starting in September.

## ● WHAT WILL YOU STUDY?

Learners will develop project management skills, advertising and selling online, create and maintain websites and social media platforms i.e. Facebook, Twitter, create images, posters, animations and videos for use online and how to use modern techniques such as analytics to understand on-line marketing campaigns.

All learners will receive a free Adobe Creative Cloud licence and can become an Adobe Certified Associate (ACA).

### MODULES INCLUDE:

- Web Authoring
- Project Development
- Digital Movie Processing
- Digital Marketing
- Multimedia Authoring
- Graphic Design Skills

## ● CAREER PROSPECTS

Graduates can apply for employment opportunities within host companies or related job roles, for example in Digital Marketing, Digital Content Creation, Web Development, Graphic Design and Video Production.

Graduates are eligible to apply through CAO and/or the Higher Education Links Scheme for entry to year one of a range of Higher Certificate and Degree programmes. Courses include:

- Level 6 Advanced Certificate in Digital Media and Web Design;
- Level 7 Digital Marketing, Communication & Public Relations and
- Level 8 Multimedia.

### “ NIAL TREANOR - GRADUATE

“The main reason I chose this Traineeship was because I lacked first-hand ‘practical’ experience in digital marketing. I graduated from Sligo IT in Business and Marketing and found when I was going for interviews with employers the feedback I was getting, showed I lacked the experience. This Traineeship has provided me with that experience. It has also developed my skills in Video Marketing, Graphic Design, and Web Design. After completing the Traineeship, I am now employed with Cavan based web design company Opus Design.”



# Healthcare Traineeship

CMETB in conjunction with Cavan Institute and local health care providers in Cavan and Monaghan have collaborated to develop a Level 5 Traineeship in Healthcare. This course will provide qualifications, skills and experience to those interested in a career in healthcare.

**Ideal if :** You are a caring, patient, giving person with a genuine interest in helping others.

## ● QUALIFICATION

QQI Level 5 Health Service Skills

## ● DURATION

Full Time for 26 weeks classroom based learning and 12 weeks work based learning, starting in September.

## ● WHAT WILL YOU STUDY?

The course will provide a solid understanding of Healthcare and the skills and attributes to work within the industry.

In addition to the QQI Qualification learners will receive certificates in Cardiac First Response (CFR), Patient Moving & Handling, Safeguarding and Management of Actual or Potential Aggression (MAPA).

### MODULES INCLUDE:

- Care Support
- Infection Prevention & Control
- Personal Effectiveness
- Work Experience/Work Practice
- Care of the Older Person
- Care Skills

## ● CAREER PROSPECTS

Graduates can apply for employment opportunities within the public or private healthcare setting. Many individuals commence employment with their placement provider before the end of the course.

Graduates are eligible to apply through CAO and/ or the Higher Education Links Scheme for entry to year one of a range of Higher Certificate and Degree programmes.

### “ AGNIESZKA CHOJNOWSKA - GRADUATE

“I was born in Poland. I moved to Cavan in 2019. For few years I wanted to do QQI level 5. I was afraid of English because that is not my first language. I came across the opportunity to do the Traineeship and I took the chance. Everything was new for me, assignments, work practice, environment etc. I got an amazing tutor who is an inspiration to others. I was given all the support needed.

I am so happy that I decided to do it because I have gained so much knowledge about healthcare settings. I am now working in nursing home and looking forward to go further with my career. I recommend the Traineeship with all my heart.”





# HGV Professional Driver Traineeship

CMETB in conjunction with the Irish Road Haulage Association and local employers are offering a Professional Driver Traineeship. This course will provide the required driving licenses, skills and work experience to those interested in a career in driving.

**Ideal if:** You wish to qualify as a Class C Rigid Heavy Goods Vehicle Driver and Class CE Articulated Heavy Goods Vehicle Driver. Applications are welcome from both young and mature learners.

## ● QUALIFICATION

Driving Licence in Rigid (Category C) and Articulated (Category CE)

## ● DURATION

Full Time for 26 weeks, to include 8 weeks work experience.

## ● WHAT WILL YOU STUDY?

Individuals will learn how to drive and operate various trucks; develop knowledge of the rules of the road, care and maintenance of the vehicles;

### MODULES INCLUDE:

- RSA Driver CPC Training
- RSA Heavy Good Vehicle Driving Rigid & Articulated
- Digital Tachograph/Walk around
- Forklift Reach
- Forklift Counterbalance
- Pallet Truck
- ADR Hazard Chemical Training
- First Aid Responder
- Safepass & Manual Handling

## ● PRE-ENTRY REQUIREMENTS

Individuals must have a C class learner permit to be eligible for this course. In order to get this permit individuals must pass their C class theory test and complete a medical before applying for their learner permit. The theory test can be booked via:

[www.theorytest.ie](http://www.theorytest.ie)

## ● CAREER PROSPECTS

Successful candidates will be qualified to drive Rigid and Articulated trucks and can also source employment as a forklift operator.

Individuals can apply for other courses at a higher level in the National Framework of Qualifications. Individuals have progressed into other driving course such as Bus Driving.

### INDUSTRY VIEW

**UMBERTO DE PRETTO**  
**IRU SECRETARY GENERAL**

“The road transport industry could be a massive source of employment for young people. The road transport industry needs young people to meet the growing demand for drivers and ensure the continuity of our services.

20% of young people aged 15-24 worldwide are not in employment, education or training, while the road transport industry has many job vacancies to fill. This needs to change.”

# Hospitality Traineeship

CMETB in conjunction with Cavan Institute have collaborated to develop a Level 5 Traineeship in Hospitality. This Traineeship is an exciting course containing classroom learning whilst gaining practical skills in prestigious hotels across Cavan and Monaghan. On completion individuals can also apply for the ERASMUS+ programme to gain international work placement in Europe in Spain, France or Belgium.

**Ideal if :** You are a practical person and enjoy working with the public and as part of a team. Full range of modules allow individuals to try the different areas of hospitality before focusing on a specific career.

## ● QUALIFICATION

QQI Level 5 Hospitality Operations

## ● DURATION

Full Time for 42 weeks comprising classroom and work based learning, starting in September.

## ● WHAT WILL YOU STUDY?

This course will provide a solid understanding of the various operations within Hospitality industry.

Individuals will complete additional certificates in Barista Operations and Food Safety.

### **MODULES INCLUDE:**

- Accommodation Techniques
- Restaurant Skills
- Pastry Baking & Desserts
- Customer Service
- Reception and Frontline Office Skills
- Food Preparation

## ● CAREER PROSPECTS

Graduates can apply for employment opportunities within host companies or related job roles in the Hospitality Industry including Hotels, Restaurants, Cruise Ships and Airports. Often employment is secured during placement.

Graduates are eligible to apply through CAO and/or the Higher Education Links Scheme for entry to year one of a range of Higher Certificate and Degree programmes including Level 6 Commis Chef Apprenticeship and hospitality degree programmes.

### **INDUSTRY VIEW**

#### **DELOITTE - HOSPITALITY AND TOURISM SECTOR DOMESTIC MARKET REVIEW**

“The Hospitality and Tourism Sector is one of Ireland’s most diverse and vibrant areas of employment seeing significant growth over the last decade making it a key component of the Irish economy.

Various reports value the sector’s total economic contribution at between €5 billion - 7.6 billion. The sector employs 260,000 workers, 71% of sectoral employment is outside of Dublin.”



# Laboratory Assistance Traineeship

**Ideal if:** You enjoy science and are a logical, systematic person who would enjoy working in a laboratory. Individuals should have good attention to detail and have strong organisational skills.

## ● QUALIFICATION

QQI Level 5 Laboratory Techniques

## ● DURATION

Full Time for 38 weeks comprising classroom and work based learning, starting in September.

## ● WHAT WILL YOU STUDY?

Individuals will learn about the science behind food-production the procedures to be followed when working in a laboratory and use of technology in science.

A substantial amount of time on this Traineeship will be spent on placement in the research and development laboratories of local employers.

### **MODULES INCLUDE:**

- Biology
- Chemistry
- Food Chemistry
- Soil Science & Growing Media
- Laboratory Skills
- Work Practice
- Microbiology
- Mathematics
- Communications

## ● CAREER PROSPECTS

Graduates can apply for employment opportunities within host companies or related job roles in laboratories or in other science related areas such as Laboratory Assistant, Biomedical Scientist or Research Assistant.

Graduates are eligible to apply through CAO and/ or the Higher Education Links Scheme for entry to year one of a range of higher certificate and degree programmes including Level 7 Biomedical Science or Level 8 Science or Agricultural Science.

### **CHRISTOPHER AMEGAH - GRADUATE**

“In the last 2 years since I moved to Ireland from Ghana I have lived the best moments of my life. I applied for the Traineeship in 2019, attended the Open Day and completed an aptitude test as part of the recruitment process. I was invited for an interview and offered a place on the course.

Two weeks after college had begun, I got my work permit and went straight to school - I could not wait. On my first day, Aileen (Course tutor) and the rest of the class were so accommodative. Today, I am working as a technician with Mbio. It feels like a dream come true.”





# Outdoor Activity Instructor Traineeship

**Ideal if:** You are an outdoor person who enjoys physical activity. Challenge yourself to master both water and land based activities and gain the confidence to then instruct others in these outdoor pursuits.

## ● QUALIFICATION

QQI Level 5 Outdoor Sport & Recreation

## ● DURATION

Full Time for 44 weeks comprising classroom and work based learning, starting in October.

## ● WHAT WILL YOU STUDY?

The course will provide a solid understanding of Outdoor Activity Instructing.

### **MODULES INCLUDE:**

- Level 3 Canoe & Kayak Skills
- Level 1 Canoe & Kayak instructor Award
- Level 2 Canoe & Kayak Instructor Training
- REC 3 First Aid
- Rock Climbing Instructor Training
- National Powerboat Certificate
- Mountain Skills Award
- Work Placement
- Safeguarding
- Leave No Trace

## ● CAREER PROSPECTS

Graduates can apply for employment opportunities in all areas of the Outdoor Industry for example working as an instructor in Outdoor Centres, working as a freelance instructor or working as a self-employed provider. Individuals may be given the opportunity to interview for vacancies within their placement.

Graduates are eligible to apply through CAO and/ or the Higher Education Links Scheme for entry to year one of a range of higher certificate and degree programmes Level 6 Outdoor Activity Instructor Traineeship or Level 7 Bachelor of Business in Recreation & Sport Management.

### **CLIODHNA MCARDLE - GRADUATE**

“What a year what a year!!!! Met the most amazing people and made lifelong friendships. People that are absolute legends at their sport, truly inspiring!!!

This Traineeship gave me so much confidence, Skills, Knowledge and absolutely amazing opportunities!! Stuff you dream of!! From the highs of the mountains to the lows of the rivers not only seeing the views but being part of the amazing landscapes and features Ireland has to offer places you would have never seen before.

It's opened so many doors for me, and to have a Job that you love sure it's great, live life when you can!! I'd highly recommend for anyone at any age or ability to do this course it's the best thing you will ever do!! You need no gear all gear is given out for the year. All you need is a compass and the courage to take the step!!! Memories for life!! Skills and Knowledge for life!! And a Job you Love!!”



# OEM Engineering Technology Traineeship

CMETB in partnership with Combilift have developed a Traineeship course to teach learners about engineering and to prepare them for work as Assembly Technicians within Combilift.

**Ideal if:** You are a practical person who enjoys working with their hands and as part of a team. Individuals should have good eye-hand co-ordination and an interest in assembly.

## ● QUALIFICATION

QQI Level 5 Engineering Technology

## ● DURATION

Full Time for 26 weeks classroom based learning and 12 weeks work based learning, starting in September.

## ● WHAT WILL YOU STUDY?

The courses offers practical skills in machining, control systems, auto electrics, CAD and hydraulics. It combines theory with practical industry experience.

### MODULES INCLUDE:

- Engineering Workshop Processes & Theory
- Control Systems
- Hydraulics
- Computer Aided Design (2D)
- Safety & Health at Work
- Auto Electricity
- Electronics
- Engineering Drawing
- Lean Manufacturing

## ● CAREER PROSPECTS

Graduates can apply for employment opportunities within Combilift for example roles such as Electrical Technician, Assembly Technician, Testing and PDI Technician, Facilities & Maintenance Technician, Service Engineer, Lean & Quality Engineer or Control Systems Engineer.

There is also an opportunity to be considered for the OEM Apprenticeship programme. Holders of a QQI Level 5 Engineering Technology award also have the opportunity to progress to third level degree programmes at Universities/Institutes of Technology through the Higher Education Links Scheme.

### DANIEL BOYLE - GRADUATE

“I wanted to leave school early because theory wasn’t for me and I didn’t want to go to University. A family friend who worked in Combilift told me about the traineeship. I really enjoyed going out for work experience in Combilift, as it was for two and three weeks each time and I learned a lot putting the theory into practice.

I would encourage anyone who is interested in working with their hands to do the course. Combilift offered me a full-time job and I am proud to say that I have a job doing something I really love.”



# Youth Work Traineeship

CMETB in partnership with local employers have developed a Youth Work Traineeship to prepare students for an exciting, meaningful and challenging career in youth work/community development within the Community and Voluntary Sector.

**Ideal if:** You are an enthusiastic person who is motivated to impact positively in young people's lives.

## ● QUALIFICATION

QQI Level 6 Community Development

## ● DURATION

Full Time for 18 months comprising classroom and work based learning, starting in September.

## ● WHAT WILL YOU STUDY?

Individuals can complete a range of workshops including: Drug Awareness, Suicide Alertness, First Aid Responder and Mental Health Awareness.

On completion, individuals can also apply for the ERASMUS+ programme to volunteer abroad.

### MODULES INCLUDE:

- Community Development Practice
- Community Development Theory
- Community Addition studies
- Conflict Management
- Supervisory Skills
- Understanding Youth work

## ● CAREER PROSPECTS

Graduates could progress to higher qualifications on the National Framework of Qualifications including degree programmes such as Level 7 Community and Youth Development or Level 8 BA Hons. Degree in Social Care Practice.

Career options could include Community Worker, LGBT Support Worker, Youth Project Worker, Equality Advocate or wider careers within the Community and Voluntary Sector.

### EMMA CROTTY - GRADUATE

"My favourite part of the course is the mix between class work and placement. I have been fortunate to have had two work placements. The first in Tullacmongan Resource Centre and the second in Youth Work Ireland - Bounce Back. I have really enjoyed the variety of work and different experience in both.

At the moment I am delivering online classes to young people in special effects so I am using what I have learnt from other courses as well. I have really enjoyed the Youth Work Traineeship and hope to gain full time employment as a Youth Worker or Support Worker in the future."



# How do I apply for a Traineeship?

Individuals can register their interest by referring themselves through [www.fetchcourses.ie](http://www.fetchcourses.ie)



Complete a Traineeship Application form and return to [training@cmetb.ie](mailto:training@cmetb.ie) or via post to CMETB Recruitment Office, FET Campus, Dublin Road, Cavan, H12 FW53

Application forms can be obtained by clicking on the below links or contacting the Recruitment Office on 049 435 3924.

[OEM Engineering Application form](#)

[All other Traineeship Application forms](#)



## What happens after I apply?

### Pre-Entry Briefing Sessions

We will invite you to attend a pre entry briefing where you will be given more information on the course of your choice

### Evaluation Opportunity through Interview

Our recruitment process includes an Interview which allows us to consider skills beyond academic achievement this can include, for example aptitude testing, driving assessment or portfolio review.

### Place on course

Providing all the entry requirements are met you will be offered a place on the course. You must provide a copy of valid Photographic ID i.e. Passport, Licence or Public Service Card and any other evidence you are asked for. In the case of oversubscription, reserve places will be offered.

# Specific Skills Training Courses and How to Apply?

CMETB offer a range of specialist training provision through highly skilled and occupationally competent contractors. Not only do the contractors have experience in delivery of training courses but also the occupational background to support both classroom and practical learning.

These courses run throughout the year and are run for a set number of weeks.

## What are the benefits of Specific Skills Training Courses?

- No hidden course costs
- Gain industry recognised qualification
- Receive training from Highly skilled and occupationally competent tutors
- Possible training allowance equivalent to social welfare payments
- Possible additional financial supports of meal and travel allowances
- Uniforms and PPE

## Why choose a Specific Skills Training Course?

Fully funded course which offers significant progression paths to employment or further education and training.

## Costs

There are no course fees or hidden costs associated with these courses. Please see specific course listings on [www.fetchcourses.ie](http://www.fetchcourses.ie) for more information.

CMETB Training Programmes are Co-funded by the European Social Fund Programmes for Employment Inclusion and Learning 2014-2020.

## Duration

Courses range from 2 weeks to 52 weeks. Please see specific course listings on [www.fetchcourses.ie](http://www.fetchcourses.ie) for more information.





## Location

Locations of training will vary depending on the course you choose.

## How do I know if I'm eligible to apply?

To ensure your eligibility individuals will be asked questions at different stages in different formats.

This will include completing an application form, aptitude testing and interviews. We aim to ensure this recruitment process is relaxed and straightforward.

### To be eligible to apply applicants should:

- Be of statutory school leaving age,
- Have attained a major award or equivalent at the level below their interested course,
- Be EEA nationals or have permissions to work/study in Ireland.

### Mature Student (over 23 years of age)

- For mature students these requirements need not apply and applications may be considered based on a proven interest or experience in the occupational area.
- Applications are also welcome from employees who wish to upskill or reskill.

## How to apply?

Individuals can register their interest by referring themselves through [www.fetchcourses.ie](http://www.fetchcourses.ie)

## What happens after I apply?

### Pre-Entry Briefing Sessions

We will invite you to attend a pre-entry briefing where you will have be given more information on the course of your choice.

### Evaluation Opportunity through Interview

Our recruitment process includes an Interview which allows us to consider skills beyond academic achievement this can include, for example aptitude testing, driving assessment or portfolio review.

### Place on course

Providing all the entry requirements are met you will be offered a place on the course. You must provide a copy of valid Photographic ID i.e. Passport, Licence or Public Service Card and any other evidence you are asked for. In the case of oversubscription reserve places will be offered.

# List of Specific Skills Training Courses

## Driving Courses

- Bus Driving
- Forklift
- HGV Professional Driver - Rigid & Artic Truck
- Plant Machinery Operator - New Entrant (Dumper, Digger & Teleporter)

## Computer & Administration Courses

- Payroll - Manual and Computerised
- Computer Skills – (ICDL, MOS)
- Office Administration

## Construction Courses

- Kerb Flag and Paviour Laying
- Construction Employment Skills
- Floor & Wall Tiling
- Welding/Fabrication
- Textile Floor Covering

## Other Full Time Courses

- Smart Building Technologies
- Training & Development
- Barista Foundation
- NEBOSH - International/General Certificate in Occupational Health & Safety
- Practical Cleaning Skills Professional Operator

## Online Courses

- PRINCE2
- Microsoft Excel 2016 Core & Expert
- Microsoft Word 2016 Core & Expert
- Microsoft Access 2016 Core
- Microsoft Powerpoint 2016 Core





# Fees and Finance

## ? Do I have to pay fees?

There are no course fees or hidden costs.

CMETB training programmes are co-funded by the European Social Fund Programme for Employability Inclusion and Learning 2014-2020

## ? Do I get paid when attending the course?

A SOLAS Training allowance will be paid to participants on the traineeship who have a personal entitlement to a Social Welfare Payment.

The Department of Social Protection (DSP) will advise each individual on the amount they will receive whilst on the course and the final decision will be made by DSP.

Depending on the Traineeship participants may receive an Employer Bursary.

## If I am currently in receipt of Social Welfare Payments these be affected?

The CMETB Recruitment Team will provide information on which Social Welfare payments will transfer to a Training Allowance.

The Department Social Protection (DSP) will advise each individual on the amount they will receive whilst on the course.

### Disability Allowance

Individuals in receipt of Disability Allowance are eligible to do the course and will receive a Training Allowance payment.

### Disability Benefit or Invalidity Pension

Individuals in receipt of Disability Benefit or Invalidity Pension are eligible to do the course but require permission from DSP prior to commencing training. We do not pay a Training Allowance, the individual remains on payment from DSP.

### One Parent Family Allowance

Individuals in receipt of a one parent family allowance must notify their social welfare office. We do not pay a Training Allowance, the individual remains on payment from DSP.



## I am currently received a Pandemic Unemployment Payment (PUP), will this be affected if I start a course?

Individuals are unable to remain on PUP and attend a full time FET training course.

For further information and support please contact the Recruitment Office 049 435 3924.

## ? What if I am not in receipt of any social welfare payment?

Individuals can be eligible if they are working or do not receive a social welfare payment.

All learners receive a meal allowance and may be eligible for travel, accommodation or support with childcare.

# Other Financial Support

## Is there any additional financial support?

Meal, Travel or Accommodation allowances may be available to participants.

### Meal Allowance

Whilst attending the course individuals will receive a contribution of €4 per week for Tea/Coffee.

### Travel Allowance

Individuals are entitled to claim travel if they live more than 3 miles/5 kilometres from the training location. These are paid at a weekly rate of:

Kilometres	Rate
5km to 8km	€4.60
8km to 16km	€11.90
16km to 32km	€17.60
32km to 48km	€21.60
48km to 64km	€27.70
64km to 80km	€32.60

## Accommodation Allowance

Individuals are entitled to claim an accommodation allowance of **€69.90** per week if they live more than 30 kilometres from the training location. The new accommodation must be within 3miles/5 kilometres from the training location.

Individuals cannot claim for both travel and accommodation allowances.

## Is there any support with Childcare?

Cavan and Monaghan Education and Training Board do not provide childcare payments. You may be entitled to apply for support under the National Childcare Scheme. If you wish to avail of Childcare please call your local childcare committee for more information on how to apply:

- Cavan 0494365856
- Monaghan 04772896





# Evening Provision Courses

CMETB Evening provision offers a wide range of courses, catering for learners of all ages and abilities. Our part-time evening timetable is designed to accommodate the busy schedules of working learners. Our objective is to support your professional development and develop your personal interests by complementing your existing qualifications or providing you with the opportunity to acquire a new national qualification.

Part time evening courses starting in venues in Cavan and Monaghan in September include:

## IT & Administration courses

- Bookkeeping
- Payroll
- Administration Practice
- Spreadsheet Methods
- MOS Excel
- MOS Powerpoint
- Digital Marketing
- Adobe Illustrator
- CAD Solidworks
- CAD Autodesk Certified User (ACU)

## Management Courses

- ILM Certificate in Leadership and Management
- HR Management
- Project Management
- Team Leadership
- Training and Development

## Care Courses

- Special Needs Assistant
- Care Skills
- Activities of Living Patient Care

## Certification and Fees

Courses provided by CMETB Evening Provision offer learners the opportunity to gain certification at Level 5 & Level 6 on the National Framework of Qualifications.

Courses at Level 5 are available free of charge, and courses at Level 6 have a €50 fee per module.

For more information or to register, contact Charlotte Dunne by email to [eveningcourses@cmetb.ie](mailto:eveningcourses@cmetb.ie) or call 087 4054311.

# Skills to Advance Courses



Skills to Advance is a nationwide initiative for employees and employers, providing upskilling and reskilling opportunities that aim to equip employees with the skills to progress in their current job, or to take advantage of new job opportunities and adapt to a changing job market.

Under the Skills to Advance Initiative, Cavan Monaghan ETB can offer targeted support for vulnerable groups in the workforce, particularly those with lower skill levels who need more opportunities to advance in their working lives.

CMETB offers accredited training courses to employers across a variety of sectors to enhance and develop the skillset of employees. We have supports available for small and medium-sized enterprises who may need some assistance to invest in and develop their workforce.

Our Workforce Development Officer works with employers and enterprises to support them in ensuring their businesses can keep apace in an ever-changing environment. CMETB can provide access for employers to an existing suite of high-quality education opportunities through on-line learning, part-time and evening provision.

We can also work with companies to develop flexible bespoke and tailored training solutions for their individual needs.

To find out more about subsidised Skills to Advance training opportunities, contact Eileen Roddy [eileenroddy@cmetb.ie](mailto:eileenroddy@cmetb.ie)









**Contact details:**

📍 Michelle Baker  
Recruitment Officer  
CMETB  
FET Campus  
Dublin Road  
Cavan  
H12 FW53

☎ 0494353924  
0876793462  
✉ [training@cmetb.ie](mailto:training@cmetb.ie)  
🌐 [www.cmetb.ie](http://www.cmetb.ie)



Rialtas na hÉireann  
Government of Ireland



Co-funded by the  
EUROPEAN UNION



**TRAINEESHIP**  
SHAPING SKILLS, BUILDING CAREERS  
[www.traineeship.ie](http://www.traineeship.ie)



**cmetb**  
Bord Oideachais agus Oiliúna  
an Chabháin agus Mhuineacháin  
Cavan and Monaghan  
Education and Training Board