



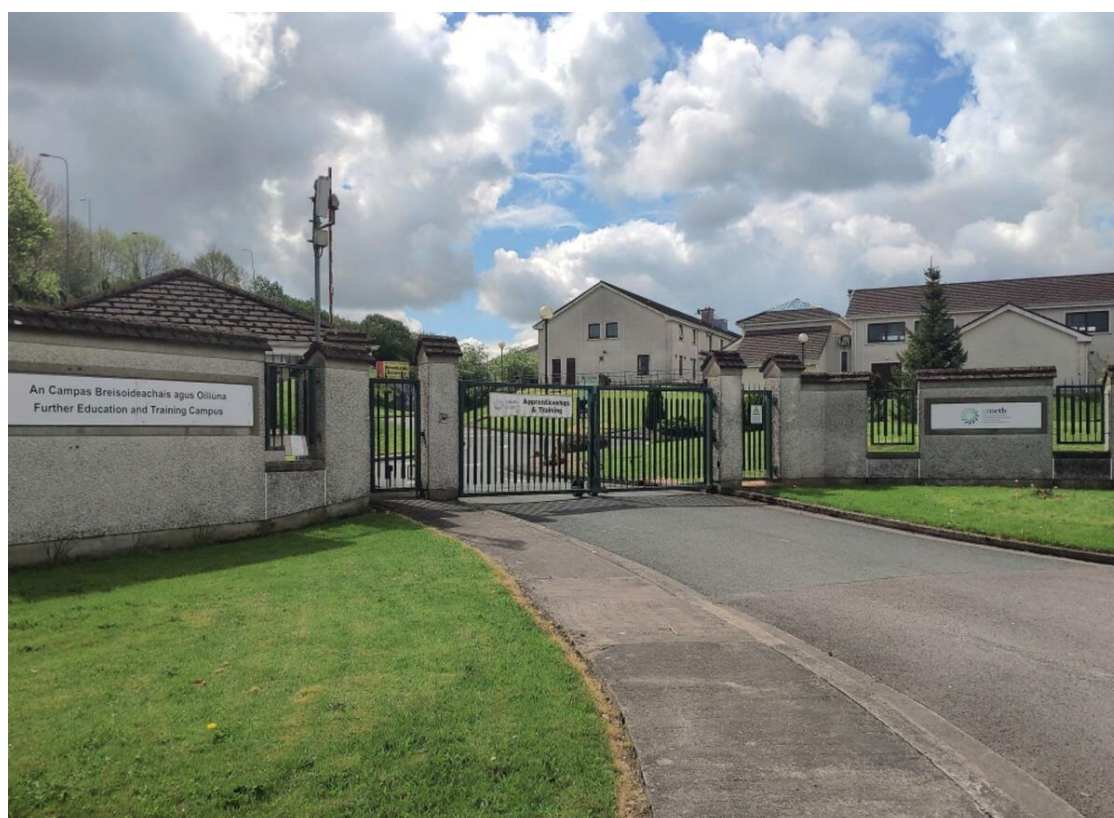
cmetb
Bord Oideachais agus Oiliúna
an Chabháin agus Mhuineacháin
Cavan and Monaghan
Education and Training Board

Evening Provision
Cavan and Monaghan

Evening Courses

Spring Prospectus 2022

Cavan



An Roinn Oideachais
agus Scileanna
Department of
Education and Skills

SOLAS
learning works





CAVAN

VENUE: FET Campus, Dublin Road, Cavan

Scheduled courses Spring 2022

MODULE	LEVEL	START DATE*	TIME	NUMBER of WEEKS
Bookkeeping	5	January 2022	6pm – 9pm	12
SNA (Special Needs Assisting)	5	January 2022	6pm – 9pm	12
Health Care – Palliative Care	5	January 2022	6pm – 9pm	12
Digital Marketing	5	January 2022	6pm – 9pm	12
Business Administration Skills	5	January 2022	6pm – 9pm	12
Database Methods	5	January 2022	6pm – 9pm	12
Communications	5	January 2022	6pm – 9pm	12
Legal Practice and Procedures	5	January 2022	6pm – 9pm	12
Medical Terminology	5	January 2022	6pm – 9pm	12
MOS Excel	N/A	January 2022	6pm – 9pm	12
CAD Autodesk	N/A	January 2022	6pm – 9pm	12
Payroll	6	January 2022	6pm – 9pm	12
Project Management	6	January 2022	6pm – 9pm	12
SNA (Special Needs Assisting)	6	January 2022	6pm – 9pm	12
Supervisory Management	6	January 2022	6pm – 9pm	12
HR Management	6	January 2022	6pm – 9pm	12
Employment Law	6	January 2022	6pm – 9pm	12
Training & Development (Module: Training Delivery and Evaluation)	6	January 2022	6pm – 9pm	12
ICDL Workforce	N/A	January 2022	6pm – 9pm	TBC

***Courses will commence subject to numbers.**

Courses will proceed subject to COVID-19 restrictions and guidelines. Courses may be delivered in a blended learning format. For more information or to register, contact Charlotte Dunne by email to eveningcourses@cmetb.ie or call 087 4054311.

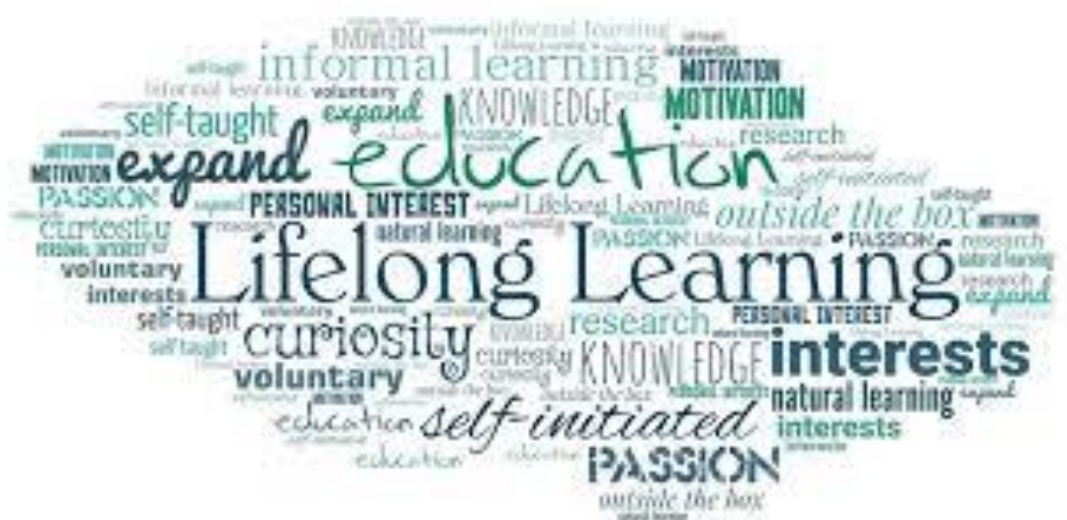


CMETB Evening provision offers a wide range of courses, catering for learners of all ages and abilities. Our part-time evening timetable is designed to accommodate the busy schedules of working learners. Our objective is to support your professional development and develop your personal interests by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

At CMETB we are acutely aware that the workplace is an exciting environment that is constantly changing to meet economic demands and technological developments. Continuous learning and personal development are essential for people looking to enhance their career opportunities or for people looking to start on a completely new career path.

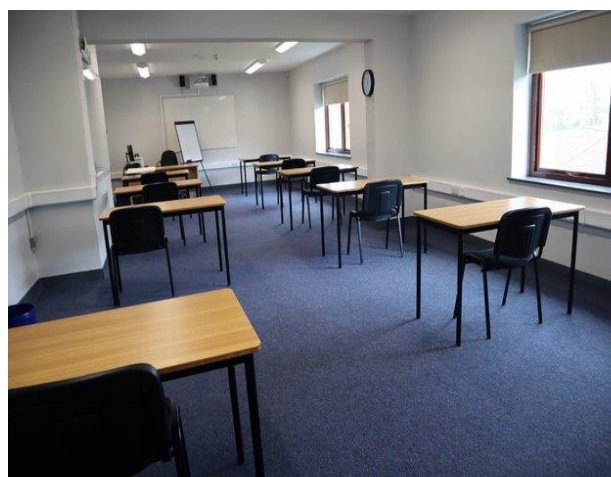
Why study for an Evening Qualification?

- Gain a competitive advantage in the workplace by enhancing your knowledge and skills
- Enhance existing qualifications and CV
- Develop both academically and professionally (enhanced skills such as communication, leadership skills, listening skills)
- Personal development and self-actualisation felt when you obtain a recognised national qualification.
- Develop a personal interest
- Adapt to workplace changes
- Flexible learning – courses are delivered on a part time basis



Our Location - FET Campus, Dublin Road Cavan

Training Services Evening Courses are delivered in our state-of-the-art facilities in the FET Campus, Dublin Road, Cavan. We are delighted that you have chosen CMETB Training Services as your education provider and look forward to welcoming you to our campus.



Course	Bookkeeping (Manual and Computerised)
Certification	QQI Level 5 – Bookkeeping 5N1354
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	11 th January 2022 (subject to numbers)
Venue	FET Campus (Old Army Barracks), Dublin Road, Cavan
Schedule	Tuesday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>The purpose of this award is to equip you with the knowledge, skills and competence to produce and maintain accurate bookkeeping records for a range of organisations, using manual and computerised systems.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Explain the key terminology associated with the recording and maintenance of bookkeeping records, using manual and computerised systems • Outline the advantages and disadvantages of a computerised system over a manual one for record keeping purposes • Complete the books of first entry with appropriate VAT and departmental analysis from the information contained in a range of source documents to include; invoices, credit notes, bank records, petty cash vouchers • Post the information from the daybooks to the appropriate accounts in the ledgers • Extract a trial balance at the end of an accounting period • Prepare a Bank Reconciliation Statement from data supplied • Prepare the end-of-period VAT Return in accordance with the requirements of the Revenue Commissioners • Process all tasks as per the manual ones using an accounts package, comparing manual and computerised results • Analyse tasks completed making appropriate corrections to any errors and editing of data as directed • Print a selection of reports after backing up computerised data on a suitable medium
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904

Course	Special Needs Assistant
Certification	QQI Level 5 – Special Needs Assisting 5N1786
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	11 th January 2022 (subject to numbers)
Venue	FET Campus (Old Army Barracks), Dublin Road, Cavan
Schedule	Tuesday evenings: 6.00pm – 9.00pm (3 hours per evening) Learners will be required to complete an additional 15 hours over at least 5 sessions in one education setting (e.g., a mainstream school or a special national school).
Who should do this course	<ul style="list-style-type: none"> • People who wish to pursue a career in Childcare or as a Special Needs Assistant (SNA). • People looking to gain a QQI Level 5 national qualification.
Description	<p>The aim of this module is to equip you with the knowledge, skill and competence in the practices and principles underpinning the role of a Special Needs Assistant to enable the learner to work effectively under direction in a special needs assisting capacity.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Explore in the role and responsibilities of the Special Needs Assistant • Examine the qualities and skills of an effective Special Needs Assistant • Examine relevant legislation in relation to disability • Explore the rights of children with disabilities in relation to personal autonomy, participation and decision making • Relate effectively and appropriately to children who present with additional needs • Use care routines in feeding, toileting and general hygiene • Maintain appropriate relationships with children parents, primary carers, teachers and other members of the multidisciplinary team • Work effectively with children who present with disabilities under the direction of the classroom teacher • Assist children with disabilities in a range of activities, ensuring equality of opportunity through working in a safe and professional manner • Reflect on personal practice working with children, their parents or guardians and colleagues ensuring that children's individuality is promoted and that their needs are met.
Additional Requirements	<ul style="list-style-type: none"> • Prior to commencing the course, learners must have secured access to a child with special needs in a formal education setting in order to learn skills and be assessed in the workplace. It is the responsibility of the learner to arrange their own placement.

	<ul style="list-style-type: none"> • Learners will be required to complete a minimum of 15 hours over at least 5 sessions in one education setting (e.g., a mainstream school or a special national school). • Learners must undergo Garda Vetting through the standard CMETB processes which will be arranged for you on registration.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904

Course	Palliative Care
Certification	QQI Level 5 – Palliative Care Support 5N3769
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	13 th January 2022 (subject to numbers)
Venue	FET Campus (Old Army Barracks), Dublin Road, Cavan
Schedule	Thursday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>The purpose of this award is to enable the learner to develop a holistic approach to caring for persons with a life-limiting illness and their families.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Discuss the philosophy and principles of palliative care • Summarise the structure and organisation of palliative care services to include the role played by the multi-disciplinary team and diverse family structures in the provision of care for a terminally ill person • Discuss the role of the support worker in the promotion of key issues such as life quality, self-esteem, respect, privacy and dignity in palliative care work • Explore different attitudes to death and dying to include an understanding of individual patterns of grief, bereavement and loss • Employ a range of communication strategies and processes which are central to the work in palliative care • Apply a person-centred approach to caring for a person in the last days of their life to include the provision of supportive and holistic care promoting safety, dignity, respect and comfort • Respond appropriately to the needs of the person who is confused in the last days of life • Work effectively and with great sensitivity in relation to the dying person and their significant others in a palliative care setting • Use the range of skills required from a palliative support worker in relation to end of life care.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904

Course	Digital Marketing
Certification	QQI Level 5 Digital Marketing 5N1364
Cost	Course fees for all Level 5 and Level 6 evening courses will be free of charge under the two initiatives Skills to Advance and Skills to Compete
Duration	12 weeks (36 hours)
Starts	13 th January 2022 (subject to numbers)
Venue	FET Campus, Dublin Road, Cavan
Schedule	Thursday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>This programme module aims to equip the learner with the knowledge, skill and competence to develop and execute digital marketing strategies and activities, under supervision, using a range of e-tools within a range of digital marketing contexts.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Outline the unique characteristics of the web as a marketing medium • Differentiate digital marketing from traditional marketing practice • Identify digital marketing strategies and explain their integration with traditional marketing • Outline the stages of analysis, development, implementation and control of digital marketing campaigns • Identify e-tools to include social media marketing, blogs, rich media, email marketing, search engine optimization, online advertising and their application to digital marketing campaigns • Outline strengths and weaknesses across a range of e-tools • Develop customised digital marketing campaigns to include the use of e-tools • Evaluate the effectiveness of campaigns using analytical e-tools • Plan a digital marketing campaign from inception to completion • Choose appropriate e-tools to implement a digital marketing strategy • Monitor digital marketing campaigns and use e-tools to include web analytics, social media monitoring and social bookmarking, to measure their effectiveness • Demonstrate a range of client management relationship skills to establish and maintain the business-to-business process.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904

Course	Business Administration
Certification	QQI Level 5 Business Administration Skills 5N1610
Cost	Course fees for all Level 5 and Level 6 evening courses will be free of charge under the two initiatives Skills to Advance and Skills to Compete
Duration	12 weeks (36 hours)
Starts	11 th January 2022 (subject to numbers)
Venue	FET Campus, Dublin Road, Cavan
Schedule	Tuesday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>This programme module aims to equip the learner with the knowledge, skill and competence in the administration requirements of a range of organisations to enable the learner to operate effectively under supervision in a variety of administration contexts.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Identify features of different types of business organisations • Explain a range of organisational structures, to include, hierarchical and flat structures • Explore the different types of departments within an organisation, the cooperation between internal departments and the impact of the external environment on the business organisation • Analyse the impact of the external environment on a business • Identify the main functions of management and the role and impact of Human Resource management in an organisation • Examine a range of recruitment options for selecting and appointing staff and current employment rights legislation as it pertains to the staff selection and appointment • Explain the need for quality, the role of quality systems, the various techniques and processes which are used to ensure quality in different types of organisations, to include manufacturing and service focused organisations, and quality accreditations available • Explore sources of finance for a business, distinguishing between long, medium and short term finance and the need for and types of financial controls, to include cash flow

	<ul style="list-style-type: none"> • Examine different types of meetings held within an organisation, the function and role the meetings and the associate documentation • Examine the insurance requirements of a business organisation, identifying appropriate insurance for different types of risk • Implement and adhere to an organisation's systems and procedures, to include, quality management and or control systems, financial controls, employee procedures and health and safety • Complete a range of documentation necessary for the effective function of meetings within an organisation, to include agendas, meeting notes and minutes • Maintain a range of documents pertaining to human resources management and employees within an organisation, to include, employment contracts, attendance records and personnel files • Process a range of business documentation to ensure effective implementation of an organisation's financial and or quality systems and procedures • Use a range of hardware and software to provide administrative support • Carry out a range of administrative functions to support the effective implementation of organisational management systems and procedures
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904

Course	Database Methods
Certification	QQI Level 5 Database Methods 5N0783
Cost	Course fees for all Level 5 and Level 6 evening courses will be free of charge under the two initiatives Skills to Advance and Skills to Compete
Duration	12 weeks (36 hours)
Starts	13 th January 2022 (subject to numbers)
Venue	FET Campus, Dublin Road, Cavan
Schedule	Thursday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>This programme module aims to equip the learner with the knowledge, skill and competence to create and modify databases under limited supervision.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Outline a range of typical uses for databases • Describe essential database concepts including database files, tables, records, fields, queries and reports • Explain the purpose of query views such as design, datasheet, structured query language (SQL), pivot table, and pivot chart • Open an existing database and perform routine operations including accessing records, entering and editing data, adding new records, searching, sorting, and managing fields • Retrieve selected data from the table(s) in a database by designing and building simple queries which can be stored for re-use • Construct a form to facilitate data entry into a database • Create reports which can be used to present selected information from a database in a format suitable for e-mailing or printing • Import data from external data sources such as text files, spreadsheets or existing database files • Develop a database design including tables, keys, table relationships to meet a given design brief • Create a database which includes tables, queries, forms and reports based on a given design brief • Improve personal performance by using additional resources such as the help facility to solve familiar and unfamiliar database problems.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904

Course	Communications
Certification	QQI Level 5 Communications 5N0690
Cost	Course fees for all Level 5 and Level 6 evening courses will be free of charge under the two initiatives Skills to Advance and Skills to Compete
Duration	12 weeks (36 hours)
Starts	11 th January 2022 (subject to numbers)
Venue	FET Campus, Dublin Road, Cavan
Schedule	Tuesday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>This programme module aims to facilitate the learner to acquire communication skills relevant to vocational and personal development.</p> <p><u>This module is a mandatory module on a number of L5 Major (full) Awards.</u></p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> Analyse a range of current issues in communications and information technology Summarise in practical terms the elements of legislation that must be observed in a personal and/or work context, to include health, safety and welfare at work and communications-related legislation Use appropriate non-verbal and visual communication in personal- and work-related settings, to include one-to-one, in a group/team, and in formal and informal interaction Demonstrate verbal skills appropriate to working under general direction, to include making a case and presenting a point of view in group discussion, formal meetings, interviews Demonstrate listening skills appropriate to working under general direction, to include making eye contact, receiving and interpreting information, control of personal response Use reading techniques appropriate to a task, to include skimming, obtaining an overview, identifying key points, critical evaluation, in depth analysis Critique information from a range of complex written material, to include technical/ vocational, personal, literary, and written and visual media texts Research a relevant vocational topic, to include use of primary and secondary sources, acknowledgement of sources, use of enquiry techniques and methods to establish validity and reliability Use drafting, proofreading and editing skills to write a range of documents that follow the conventions of language usage (spelling, punctuation, syntax), to include creative writing, business proposals, correspondence, reports, memoranda, minutes, applications Demonstrate communications styles and techniques relevant to different situations in work and leisure, to include one-to-one and group contexts in conversation, interview, oral presentation, question and answer session and for the purposes of persuading, advocacy and informing

	<ul style="list-style-type: none"> Choose the appropriate communications technology to give and receive requests, instructions, suggestions, discussion and feedback in both work and leisure, to include a rationale for choosing one technology over another in different contexts and for different messages.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904

Course	Legal Practice and Procedures
Certification	QQI Level 5 Legal Practice and Procedures 5N1394
Cost	Course fees for all Level 5 and Level 6 evening courses will be free of charge under the two initiatives Skills to Advance and Skills to Compete
Duration	12 weeks (36 hours)
Starts	11 th January 2022 (subject to numbers)
Venue	FET Campus, Dublin Road, Cavan
Schedule	Tuesday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>This programme module aims to equip the learner with the knowledge, skill and competence in legal practice and principles to enable the learner to appreciate the role of law in a range of vocational context and within their personal lives.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Identify the sources of Irish law to include an explanation of the features of each source • Assess the role of the Constitution in the Irish legal system • Explain the meaning of common general legal terms to include plaintiff, defendant, injunction, in camera and precedent • Outline the structure of the Irish judicial system to include the hierarchy, jurisdiction, and function of courts within the Irish court system. • Outline the role and function of personnel within the Irish legal system • Explore the impact of European Law on the Irish legal system • Define the nature of tort to include the recognition between tort and other civil and criminal wrongs • Describe the proceedings in a Court of law • Evaluate relevant documents and legislation relevant to a specific vocational area • Identify the main categories of remedies available to include compensation, injunction, declaration, specific performance and Judicial review • Evaluate impact of European Law on Irish Law • Identify the sources Irish law to include an explanation of the features of each source • Distinguish between civil and criminal, public and private and procedural and substantive law.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904

Course	Medical Terminology
Certification	QQI Level 5 Medical Terminology 5N2428
Cost	Course fees for all Level 5 and Level 6 evening courses will be free of charge under the two initiatives Skills to Advance and Skills to Compete
Duration	12 weeks (36 hours)
Starts	13 th January 2022 (subject to numbers)
Venue	FET Campus, Dublin Road, Cavan
Schedule	Thursday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>This programme module aims to equip the learner with the knowledge, skill and competence in the range of medical terminology applicable and relevant specifically to a medical receptionist or secretarial role in a medical practice, clinic and or hospital context.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Examine a range of medical terminology required by a medical receptionist or secretary within a general medical practice and or specialist medical practice context. • Explore current relevant legislation regarding Health Services in Ireland. • Describe the sources of information available to the medical receptionist or secretary. • Examine the importance of using correct medical terminology in communicating with patients and medical practitioners. • Apply medical pronunciation and spelling correctly. • Define medical abbreviations used in medical investigations and diagnosis. • Define medical terminology associated with the medical specialities carried out in a large general hospital. • Define medical terms used in medical reports and summaries. • Use correct medical terminology in a wide range of specialities; when dealing with both patients and medical practitioners. • Assemble and prepare X-ray reports. • Prepare final medical reports; ensuring the use of appropriate terminology, language and format.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904

Course	MOS Excel
Certification	Microsoft Office Specialist (MOS) Excel, an internationally recognised standard for demonstrating desktop skills.
Cost	Course fees for this course will be free of charge under the Skills to Advance or Skills to Compete initiative
Duration	10 weeks
Starts	13 th January 2022 (subject to numbers)
Venue	FET Campus, Dublin Road, Cavan
Schedule	Thursday evenings – 3 hours per evening 6 - 9pm
Description	<p>This course is designed for Microsoft Excel users who wish to extend their knowledge and skills beyond building simple workbooks.</p> <p>Excel 2019 training course focuses on how to work more efficiently with calculations, how to further enhance the appearance of the data in the spreadsheet and introduces some data analysis features of Excel. It will demonstrate how to control more complex formulas and functions and how to use formula auditing. It will also cover the use of various tools to analyse data such as sorting, filtering and a basic introduction to Pivot tables. You will learn how to organise and present your data using tables, charts and conditional formatting.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Create Worksheets and Workbooks • Navigate in Worksheets and Workbooks • Format Worksheets and Workbooks • Customize Options and Views for Worksheets and Workbooks • Configure Worksheets and Workbooks for Distribution • Insert and format data in Cells and Ranges • Summarize and Organize Data • Create and Manage Tables • Manage Table Styles and Options • Filter and Sort a Table • Summarize Data by using Functions • Perform Conditional Operations by using Functions • Format and Modify Text by using Functions • Create and format Charts • Insert and Format Objects
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	CAD – Computer Aided Design (2D) Autodesk
Certification	ACU – Autocad Certified User
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	11 th January 2022 (subject to numbers)
Venue	FET Campus (Old Army Barracks), Dublin Road, Cavan
Schedule	Tuesday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>The Autodesk Certified User (ACU) certification is an industry-recognized credential that can effectively start students' careers as designers, engineers, and makers. It enhances students' higher ed applications and resumes by providing the evidence of competency and proficiency. Learners will be able to:</p> <p>APPLY BASIC DRAWING SKILLS</p> <ul style="list-style-type: none"> • Create selection sets • Use coordinate systems <p>DRAW OBJECTS</p> <ul style="list-style-type: none"> • Draw lines and rectangles • Draw circles, arcs, and polygons • Draw polylines <p>DRAW WITH ACCURACY</p> <ul style="list-style-type: none"> • Work with grid and snap • Use object-snap tracking • Use coordinate systems <p>MODIFY OBJECTS</p> <ul style="list-style-type: none"> • Move and copy objects • Rotate and scale objects • Create and use arrays • Trim and extend objects • Offset objects • Mirror objects • Use grip editing Fillet and chamfer objects <p>USE ADDITIONAL DRAWING TECHNIQUES</p> <ul style="list-style-type: none"> • Draw and edit polylines • Apply hatches and gradients <p>ORGANIZE OBJECTS</p> <ul style="list-style-type: none"> • Change object properties Alter layer assignments for objects • Control layer visibility <p>REUSE EXISTING CONTENT</p> <ul style="list-style-type: none"> • Insert blocks <p>ANNOTATE DRAWINGS</p> <ul style="list-style-type: none"> • Add and modify text Use dimensions <p>LAYOUTS AND PRINTING</p> <ul style="list-style-type: none"> • Set printing and plotting options <p>APPLY BASIC DRAWING SKILLS</p> <ul style="list-style-type: none"> • Create selection sets • Use coordinate systems • Use dynamic input, direct distance, and shortcut menus • Use inquiry commands
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Payroll (Manual and Computerised)
Certification	QQI Level 6 – Payroll Manual and Computerised 6N4005
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	13 th January 2022 (subject to numbers)
Venue	FET Campus (Old Army Barracks), Dublin Road, Cavan
Schedule	Thursday evenings: 6.00pm – 9.00pm (3 hours per evening)
Description	<p>The purpose of this module is to equip the learner with the knowledge, skills and competence to record, edit, interpret, analyse and process payroll data using manual and computerised systems within an organisation.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Examine the main provisions of the Organisation of Working Time Act to include its impact on employers and employees • Examine a range of forms and information in electronic format an employee may receive from the Revenue Commissioners • Analyse the effectiveness of online Services, offered by the Revenue Commissioners, for both employee and employer • Document the stages involved in the processing of payroll from an employer and an employee perspective • Illustrate how an overpayment and underpayment of tax, Universal Social Charge (USC) and Pay Related Social Insurance (PRSI) may occur as a result of changes in tax credits and various thresholds • Demonstrate how to deal with mid-year scenarios to include: employee starting work for the first time, employee changing employment and leaving employment • Enter employee data and the organisation payroll parameters from data supplied on a computerised payroll system • Process the payroll manually for employees taxed in accordance with the normal, temporary and emergency tax systems from a range of data supplied to include: regular pay, bonus, commission, overtime, holidays, benefit-in-kind, tax-saver scheme, health cover, sick pay, statutory redundancy, unpaid leave, reimbursed expenses, pension, statutory and non statutory deductions • Process the payroll electronically for employees taxed in accordance with the normal, temporary and emergency tax systems for a minimum of two pay periods from data supplied to include: regular pay, bonus, commission, overtime, holidays, benefit-in-kind, tax-saver scheme, health cover, sick pay, statutory redundancy, unpaid leave, reimbursed expenses, pension, statutory and non-statutory deductions

	<ul style="list-style-type: none"> • Demonstrate how to edit employee records to include amending error(s) generated in a previous pay period • Print a range of reports and documents such as: end-of-period and or end-of-year tax return forms, payslips and relevant management reports after backing up computerised data on a suitable medium • Analyse management reports generated electronically.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Project Management
Certification	QQI Level 6 – Project Management 6N4090
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	13 th January 2022 (subject to numbers)
Venue	FET Campus, Dublin Road, Cavan.
Schedule	Thursday evenings – 3 hours per evening 6.00pm – 9.00pm
Description	<p>The purpose of this award is to provide learners with a skill and competency in both the theory and practice of Project Management methodologies, incorporating the elements of soft and hard skills of project management.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Examine the key principles and concepts underpinning project management theory and practice. • Investigate a range of approaches to project management to include specific tools and techniques used to plan, cost and manage a project. • Communicate project management planning operations using a variety of information channels. • Examine monitoring and evaluation techniques for a project. • Apply appropriate controls and evaluation techniques to achieve project aims and objectives. • Formulate a project management proposal by establishing rationale based on valid needs analysis. • Devise a risk analysis for a project to include the preparation of a contingency plan. • Evaluate the methodology and process of a selected project. • Utilise financial planning and budget models within the context of managing a project. • Manage a project taking corrective action where necessary to meet agreed goals.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Special Needs Assistant
Certification	QQI Level 6 – Special Needs Assisting 6N1957
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	13 th January 2022 (subject to numbers)
Venue	FET Campus, Dublin Road, Cavan.
Schedule	Thursday evenings: 6.00pm – 9.00pm (3 hours per evening) Learners will be required to complete an additional 30 hours over at least 5 sessions in one education setting (e.g., a mainstream school or a special national school).
Description	<p>The aim of this module is to equip the learner with the knowledge, skill and competence in the theory and practice underpinning the education and care of those who present with special educational needs to enable the learner to assist in the provision of this education and care.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Evaluate the provision of education for people with special educational needs with reference to current legislation. • Assess the various educational options available in Ireland for people with special educational needs. • Examine relevant theories, skills and processes relevant to curriculum implementation. • Explore the differences between integration and inclusion. • Organise learning opportunities in order to promote independence and responsibility • Evaluate the importance of the multidisciplinary team in devising individual education plans • Analyse skills that can be used to aid the teacher in the administration of the national curriculum • Assess interventions and behaviour management techniques that may be used in the learning environment • Manage meaningful activities that are suited to people's needs and connect with their experiences and interests in the learning environment. • Identify strategies for dealing with stressors within the workplace • Provide assistance in the provision of education and care for individuals that present with special educational needs. • Reflect on own attitudes, values, beliefs and assumptions in relation to working with and on behalf of people who present with disabilities.
Additional Requirements	<ul style="list-style-type: none"> • Prior to commencing the course, learners must have secured access to a child with special needs in a formal education setting in order to learn skills

	<p>and be assessed in the workplace. It is the responsibility of the learner to arrange their own placement.</p> <ul style="list-style-type: none"> • Learners will be required to complete a minimum of 30 hours over at least 5 sessions in one education setting (e.g., a mainstream school or a special national school). • Learners must undergo Garda Vetting through the standard CMETB processes which will be arranged for you on registration. • Learners enrolling for L6 SNA should have previously completed L5 SNA
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Supervisory Management
Certification	QQI Level 6 – Supervisory Management 6N4329
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	11 th January 2022 (subject to numbers)
Venue	FET Campus, Dublin Road, Cavan.
Schedule	Tuesday evenings – 3 hours per evening 5.00pm – 8.00pm
Who should do this course	<ul style="list-style-type: none"> Existing Team Leaders and Supervisors who wish to gain a formal accredited qualification. Newly appointed Team Leaders and Supervisors who wish to learn how to manage people and teams. Managers in business who have direct reports and wish to learn best-practice techniques for managing people.
Description	<p>The aim of this module is to equip you with the relevant knowledge, skill and competence to work in a range of industry sectors independently in a supervisory capacity.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> Summarise the duties and responsibilities of a supervisory manager, to include reference to relevant policies and services in the chosen vocational or work environment Evaluate up-to-date industry standards, guidelines and recommended practices that affect the work environment, to include the purpose and methods of supervision, the staff code of conduct, advantages and disadvantages of in-house and contract staff, and of membership of professional or trade associations, trade unions and/or a works committee Describe the precautions necessary to safeguard information and/or records Describe key steps required to recruit staff, to include pre-planning, methods to source and screen staff, use of an application form to shortlist candidates, and the benefits of a chosen approach Analyse the risks for which adequate insurance cover is recommended Draft a range of procedures for work-related activities, to include lines of communication with clients, colleagues and other relevant parties, procedures

	<p>for maintaining effective standards of service, criteria for staff recruitment, criteria for supervisory procedures</p> <ul style="list-style-type: none"> • Devise a system for maintaining work-related records, to include operational records, a work roster for operational staff, and a maintenance schedule for equipment and vehicles • Prepare a departmental budget, to include details of planned spending under a number of headings and of contingency spending • Train staff, drawing on up-to-date industry standards in training using appropriate aids and supporting material, and assessing the suitability of individuals during the training session • Carry out staff evaluations to include achievement of objectives, feedback on performance, identification of opportunities for personal development.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Human Resources Management
Certification	QQI Level 6 – HR Management 6N3750
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	11 th January 2022 (subject to numbers)
Venue	FET Campus, Dublin Road, Cavan.
Schedule	Tuesday evenings – 3 hours per evening 6.00pm – 9.00pm
Description	<p>The purpose of this award is to equip you with the knowledge, skills and competence in human resource management principles. You will apply these to the planning, organising, implementation, evaluation and revision of human resource management practices for the attainment of organisational goals.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Assess the evolution, nature, scope and policy goals of human resource management • Evaluate the relevance of strategic human resource management to organisational performance and business strategy • Explore the benefits and process of human resource planning, to include appropriate strategies for dealing with labour shortages and surpluses • Assess the goals, benefits, process and methods of organisational motivation, training and development to include the needs for and benefits of a training plan • Evaluate the core objectives, benefits, challenges and methods of performance management, to include evaluation of what constitutes good performance management and reward systems • Explore the role, benefits and methodologies of effective grievance and discipline handling within an organisation • Evaluate the theoretical basis for Industrial Relations and its application in the business environment • Generate appropriate recruitment and selection documentation to include job specification, person specification and interview marking sheets • Devise an interview strategy for a stated vacancy, to include an appropriate interview environment, panel and structure, and use of appropriate interview techniques and questions, taking cognisance of relevant employment legislation • Formulate appropriate performance management methodologies for an organisation • Formulate appropriate performance management methodologies for given organisational roles

	<ul style="list-style-type: none"> • Generate appropriate grievance and discipline strategies for a given set of circumstances • Apply theoretical principles and practical skills to solving human resource management issues in the work environment • Support the effective operation of a human resource department in the business environment.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Employment Law
Certification	QQI Level 6 – Employment Law 6N4322
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 weeks (36 hours)
Starts	13 th January 2022 (subject to numbers)
Venue	FET Campus, Dublin Road, Cavan.
Schedule	Thursday evenings – 3 hours per evening 6.00pm – 9.00pm
Description	<p>The purpose of this award is to equip the learner with the knowledge, skill and competence in the principles of employment law and the statutory frameworks which regulate the employment relationship.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Demonstrate a specialised knowledge of employment law principles and provisions and of the Irish legal system and the influence of European law on Irish employment law • Evaluate the theoretical concepts and models relating to individual employment rights to include discrimination, maternity, adoptive and parental leave, part-time and fixed-term work, agency work, payment of wages, the organisation of working time, pensions, health and safety, equality and privacy • Apply a comprehensive range of specialised skills and tools to the contract of employment within the context of well-defined scenarios for a range of employee categories to include terms and conditions, pay and pension, termination, dismissal, leave, duties • Formulate an employer's response to the impact of Data Protection and Freedom of Information in the management and maintenance of employee information in the workplace • Evaluate the role of employment legislation and institutions in combating discrimination and harassment to promote equality in the workplace • Assess the facts in defined breaches of employment law and the legal procedures of redress and remedies available through labour relations institutions and the courts • Demonstrate a specialised understanding of the status, interpretation and implementation of collective Bargaining • Appreciate the legal significance of Human Resource grievance and disciplinary policies and procedures within the context of dispute resolution strategies

	<ul style="list-style-type: none"> • Investigate the legislative framework of health, safety and welfare at work regulations with which employers and employees are legally obliged to comply • Evaluate the role and function of labour relations institutions and trade unions and the legal procedures of redress which apply under employment law • Report on the impact of a principal of employment law in a chosen vocational area based on a specific court case history.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .

Course	Training and Development
Certification	QQI Level 6 Training Delivery and Evaluation 6N3326
Cost	All Level 5 and Level 6 evening courses are free of charge under the Skills to Advance or Skills to Compete initiative
Duration	12 Weeks (36 Hours)
Starts	11 th January 2022 (subject to numbers)
Venue	FET Campus, Dublin Road, Cavan.
Schedule	Tuesday evenings – 3 hours per evening 6.00pm – 9.00pm
Description	<p>The purpose of this award is to equip the learner with the knowledge, skill and competence to deliver, assess and evaluate a training and development intervention.</p> <p>Learners will be able to:</p> <ul style="list-style-type: none"> • Outline the concepts and theories underlying the delivery and evaluation of training interventions. • Explore the elements which impact on the effectiveness of a training session to include, the learning environment, the trainer, learning methodologies and the group dynamics of the participants. • Demonstrate an awareness of a range of issues to include equality, diversity and disability in the context of current legislation with regard to training provision. • Appraise a range of evaluation models, approaches, tools and techniques used in the evaluation and monitoring of a training and development intervention. • Deliver appropriate training content and materials using a range of training aids. Formulate appropriate evaluation tools, techniques and approaches for a training session to determine whether or not training needs were met and objectives fulfilled. • Provide constructive feedback to participants in relation to training intervention • Apply a comprehensive range of specialised training delivery and evaluation skills in the delivery of an appropriate training intervention.

	<ul style="list-style-type: none"> • Devise a training evaluation process to include the identification of key stakeholders, feedback from the trainee, challenges within the process and the conduct or the methodology of evaluation. • Select from a range of evaluation tools, techniques and approaches for a training session to determine whether or not training needs were met and objectives fulfilled. • Report on a training and development evaluation to include the identification of areas of success and of improvement opportunities.
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904

Course	ICDL Workforce (formerly ECDL)
Certification	ICDL certification - an internationally recognised standard for demonstrating desktop skills.
Cost	Course fees for this course will be free of charge under the Skills to Advance or Skills to Compete initiative
Duration	10 weeks
Starts	11 th January 2022 (subject to numbers)
Venue	FET Campus, Dublin Road, Cavan.
Schedule	Tuesday evenings – 3 hours per evening 6 - 9pm
Description	<p>ICDL Workforce is designed to build the digital skills of the modern workplace. These modules will help employees and candidates demonstrate their effective use of technology with skills and knowledge that can be further developed by progressing to the ICDL Professional modules and beyond.</p> <p>Modules in the ICDL Workforce programme will include:</p> <ul style="list-style-type: none"> • Computer Essentials • Documents (MS Word) • Spreadsheets (MS Excel) • Presentations (MS PowerPoint) <p>On completion of the ICDL Workforce certification learners may progress to modules on the ICDL Professional programme.</p>
How to apply	Please contact eveningcourses@cmetb.ie to register or call 087 4054311 or 049 4353904 .