



cmetb

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

PART TIME COURSES

2022, Cavan



EUROPEAN UNION
Investing in your future
European Social Fund



QQI

Quality and Qualifications Ireland
Dearbhú Cáilíochta agus Cáilíochtaí Éireann

SOLAS

An tAidilín Oideachais Leamhnigh agus Scléara
Further Education and Training Authority



An Boinn Oideachais
Department of Education

Contents

Welcome	3	Advocacy	25
Where we deliver our programmes	4	Community Development	25
Qualifications Explained	5	Business/Administration	26
The Adult Guidance and Information Service	6	Childcare	28
Adult Literacy Service	7	Cookery	30
How to Apply for a Course	9	Construction	31
Family Learning Classes	12	Healthcare	32
ESOL	13	Horticulture	34
Community Education	14	Information Communications Technology (ICT)	35
Courses for Community Groups	15	Retail Skills	38
Courses for Farmers	17	Tourism	38
Employer Based Training - Upskilling Employees	18	Training & Development	39
Support Courses for Apprentices and FET Students	20	Sport & Recreation	40
Support Courses for Second Level Students	21	Life Skills	41
Preparation Course for QQI Level 5, Apprenticeships & Traineeships	22	All Other Classes	42
Preparing for the Driver Theory Test	23	Learner Stories/Case Studies	43
Career Development Course	24		

Welcome

This brochure provides a guide to the wide range of free part-time programmes available throughout County Cavan. Whether you wish to get help with literacy difficulties, to complete a hobby course, to learn a new skill, to organise training for your employees, or to complete a qualification to allow you progress to employment or further study, I am confident there is something here for you.

Cavan and Monaghan Education and Training Board (CMETB) aim to provide a service that allows you to learn at a time and a pace that suits you, in a venue close to you.

Most of our courses are funded which means they are free to people who are age 16 and over and not in full time education. You will also find contact details for our Guidance Service which is often your first

step on the education ladder. Our qualified Guidance Counsellors can provide you with the necessary skills and information to allow you to decide what option is best for you at this time. In addition, they can help you develop the skills you will need to seek employment- CV preparation, interview skills and presentation.

Remember, it is never too late to learn something new- our learners range in age from 16 to 90! I am certain you will enjoy and succeed in whatever Adult Education programme you choose to do, and trust that CMETB will support you on your learning journey.

I wish you the very best in your studies with us.



Deirdre Byrne
Adult Education Officer
deirdrebyrne@cmetb.ie

To get further information or to register for any of our courses, please contact:
Cavan, tel: 049-4361881 | Ballyjamesduff, tel. 049-8553528 | Guidance, tel. 049-4377001

Where we deliver our programmes

Our 2 main centres in Cavan are in Church View Square and in The Ballyjamesuff Adult & Community Education Centre.

We also deliver programmes throughout the county in various outreach centres as well as offering online courses. We aim to offer flexible delivery to work around the busy lives of learners, offering courses both during the day and during the evening.



The Ballyjamesuff Adult & Community Education Centre
049 8553528



Church View Square, Cavan
049 4361881

Qualifications Explained

The National Framework of Qualifications (NFQ) is a ten-level system (1–10) giving an academic or vocational value to qualifications obtained in Ireland. Accredited part-time courses offered by CMETB range from QQI Level 1- Level 6 on the NFQ.

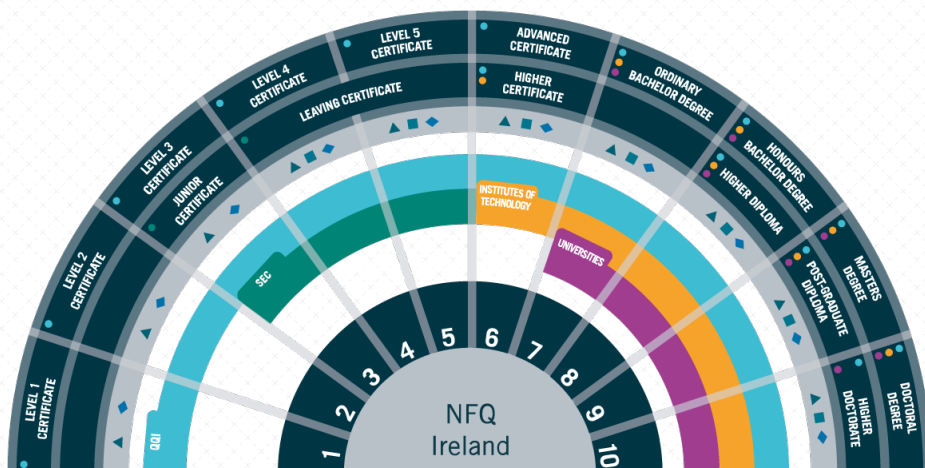
Award types

Your part-time course can be a major award or a minor award. These are explained below:

Major Awards: the overall certificate/award which include several modules.

Minor Awards: 1 module which can build towards a major award.

To obtain a QQI Major Award certain numbers and combinations of modules/components must be successfully completed. Modules/Components are worth 5, 10 or 15 credits.



The Adult Guidance and Information Service

What is it?

We provide free, impartial, careers and education information, one-to-one guidance and group guidance to help people make informed educational, career and life choices.

Who can access the service?

Information and Guidance Services are provided to all adults aged 18 years and over, and those over 16 who have left school early and who are interested in returning to education, employment and/or training. All learners on our part-time programmes can avail of an appointment with a qualified Guidance Counsellor before, during and after their course.

Can you help adults interested in going to third level?

We offer guidance, help and support to those who are thinking of applying for a course in Higher Education through the CAO or UCAS. We can also advise on grants available and possible funding opportunities.

Can you help learners to move into employment?

As part of our commitment to support our learners on courses, we can offer support on the following:

- » Identifying your employability skills
- » Recognising skills gaps
- » Choosing courses to help you upskill
- » Advice on CV's and interview preparation

Is there a Cost?

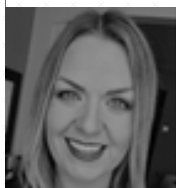
No, the service is completely free of charge and we offer a professional and confidential service.

You can contact the service by phone, email or webchat.

Telephone: 049 4377001

Email: guidancecavan@cmetsb.ie Webchat: www.cmetsbadultguidance.ie (Available Mon-Fri 10am-1pm)

Meet the team



Shauna Brady
Guidance Information
Officer (Cavan)
shaunabradycmetb.ie
049 4377001



Siobhan Mulleary
Adult Guidance
Counsellor (Cavan)
siobhanmulleary@cmetsb.ie
049 4377001

Adult Literacy Service

Do you or does someone you know struggle with literacy including reading, writing, maths and IT? If so, we offer small or one to one support classes in a relaxed and informal environment throughout County Cavan.

We begin with an informal meeting and conversation about an individual learner's needs and together we decide what might work best. Some learners may want specific help with reading, writing, completing driver theory tests, form filling or helping children with homework, while others may want to progress onto more formal educational paths.

To find out more contact our Adult Literacy team in Cavan:



Regina Clarke
Adult Literacy Organiser,
East Cavan
reginaclarke@cmetb.ie
049 8553528



Deirdre O Callaghan
Adult Literacy Organiser,
West Cavan
deirdreoallaghan@cmetb.ie
087 3802141

A Guide to Adult Literacy Courses

Below is a guide to the different levels in adult literacy; if you are unsure of your level please contact the Guidance Service. All of our courses are free of charge and are suitable for those over the age of 16.

QQI Level 1

A course at this level is designed to meet the needs of learners at the very beginning of their learning journey. It is suitable for adults with little or no formal education who have difficulty with reading and writing. It may also be helpful for those with intellectual and other disabilities. This award offers modules in basic literacy and numeracy.

Sample Modules Include: Reading, Writing, Non-Verbal Communication Skills, Setting Learning Goals, Listening and Speaking, Technology Skills, Computer Skills, Problem Solving Skills, Quantity & Number Skills.

QQI Level 2

Learners may progress from level 1 to this award or may begin their learning journey at this level. This level would also be suitable for learners who wish to improve their basic reading and spelling. Modules at this level may often suit speakers of other languages as it includes modules on Listening and Speaking, Reading and Writing.

Speaking, Reading and Writing.

Modules Include: Computer Skills, Setting Learning Goals, Personal Care, Life Sciences (Horticulture), Quantitative Problem Solving, Quantity & Number, Data Handling, Pattern & Relationship, Personal Safety, Food Choice & Health.

QQI Level 3

Level 3 is a typical starting point for adults who did not previously complete Junior Cert level of education and who now wish to gain qualifications. You may also wish to improve your skills in reading, writing and maths, while also acquiring new skills in other vocational areas such as Communications, Personal Effectiveness, Sewing, Cookery, Computers, Horticulture etc.

QQI Level 4

Level 4 awards are especially popular with adults returning to education after a long break from studies. These courses are offered in a relaxed and supported environment. Awards at level 4 enable learners to develop vocational and personal skills and provide the opportunity to progress to Level 5 certified courses.

Sample modules include: Communications, Customer Service, Functional Mathematics, Information Technology Skills, Computer Applications, Personal Effectiveness, Team Working, Work Experience, Word Processing, Spreadsheet Methods, Business English, Database Methods, Horticulture, Culinary Techniques etc.

Course Name	Venue	Date	Time
Reading and Writing	Cavan Town	Monday and Wednesday	9.30am-12.30pm
Reading and Writing	Cavan Town	Tuesday and Thursday	9.30am-12.30pm
Reading and Writing	Cavan Town	Friday	9.30-12.30pm
Reading and Writing	Cavan Town	Monday or Wednesday	7pm to 9pm
Reading and Writing	Ballyjamesduff	Wednesday	10am - 1pm
Reading and Writing	Bailieboro	Wednesday	10am - 1pm
English Language Speaking and Grammar Practice	Ballyjamesduff	Tuesday 1st March	10am - 1pm

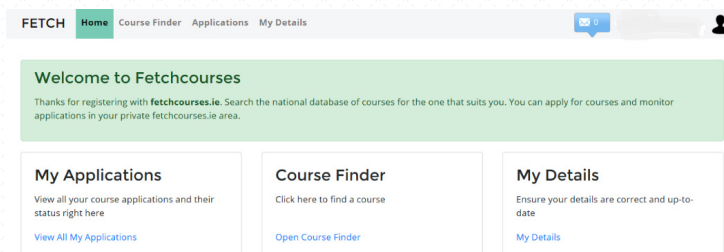
How to Apply for a Course

Guide for Learners and Applicants – Applying Online for a Course Using www.fetchcourses.ie

- 1 How to register on FETCH courses, please do step by step by clicking on video below:



- 2 When you verify your account it will bring you to your own Fetch dashboard/screen



- 3 Select My Details tab and click the Edit button, fill in all required information.

FURTHER EDUCATION & TRAINING COURSE HUB

FETCH Home Course Finder Applications **My Details** Anna Madeup madeupanna@gmail.com

My Details

General Social Welfare Education My Status Further Details

General Details

Data: ☐ I have read and accept the [Data Protection Statement](#) Email Address: madeupanna@gmail.com

[Edit](#)

- 4 It is important to fill in your details in each tab – by clicking on 'Social Welfare', 'Education' and 'My Status'. The Edit button should be clicked to enter your details, it is important to click 'Save' in each section before moving to the next. The 'Further

Details' will not be required until you start on the course, and it is optional to complete. If you have already started the course, you can fill in these details now if you choose to.

Save

Cancel

- 5 If you wish to Apply for a Course, click Course Finder and type in the PLSS National Course Calendar code of course you are looking for (your Tutor or College/Centre will have this information), then select search. If you do not know the course code, you can search by title or location or using the Advanced Search option.

FETCH Home **Course Finder** Applications My Details

Courses

Find your perfect course

Enter Keyword: 1538 Location: None

[-- more search options --](#)

1 course found

F = Fulltime P = Parttime O = Online E = Evening

REF	COURSE TITLE	PROVIDER	LOCATION
1538	Office Skills (Community)	Whitehall College of Further Education	Killester



6 Select course from list, read the information provided then click on

Apply Now

7 You will be required to fill in all fields marked with asterisk * to complete the application process if you have not already filled in these fields. Check that the information is accurate and Apply.

Mobile Number:

Phone Number:

Date of Birth:*

Gender:* ☐ Male ☒ Female

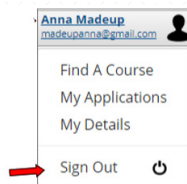
PPSN:* ✖

Agreement:* ☒ I confirm that the information given on this form is accurate and agree to receive follow up communications in relation to this course.

Terms:* ☒ I have read and accept the [Data Acknowledgement Statement](#)

Apply Now Cancel

8 When completed sign out of Fetch account (top right-hand corner) and sign out of your email.



8 Once the College/Centre has accepted and verified your application, you can check the status of your application online by logging into your Fetch account and clicking 'View All My Applications'.

9 You can log into www.fetchcourses.ie anytime in the future to update your details, apply for other courses or check the status of course applications.

Family Learning Classes



A family class is a great way for parents and children to learn skills together. Parents get time to bond with their children and both parties learn valuable life skills. We offer the following:

- » Parent and Child Cookery
- » Lego Mindstorm
- » Hotmework support
- » Story sacs
- » Parent and child horticulture
- » Woodcraft for parents and children
- » Story telling
- » Irish for Parents
- » Core Strength building for children with dyspraxia



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deirdreocallaghan@cmetb.ie
087 3802141



Regina Clarke
Adult Literacy Organiser,
East Cavan
reginaclarke@cmetb.ie
049 8553528

Course	Venue	Start date/time	Duration	Time
Parent and Child Cookery	AEC, Ballyjamesduff Ref: 337519	Thursday 3rd March	6 Weeks	4pm - 6pm

English for Speakers of Other Languages (ESOL)



What is ESOL?

English for Speakers of Other Languages (ESOL) is the provision of English language courses for learners whose first language is not English. All ESOL courses aim to develop the learners core language skills in the areas of Listening, Speaking, Reading, Writing and Grammatical Accuracy. The ESOL service provides 6 hours tuition per week to people who do not have english as their first language.

What will I learn?

The content of courses will depend on the level, but the main focus of all our ESOL programmes is to provide learners with the language skills required to be active citizens in a wide range of everyday social, work related and cultural situations. Topics that will be covered include:

- » Introducing yourself
- » Talking about hobbies/interests

- » Shopping
- » Asking for Directions
- » Eating out
- » Visiting the doctor
- » Dealing with your child's school
- » Banking
- » CVs/Letters of application and Job interviews
- » Irish society and culture
- » Education in Ireland
- » Housing/Accommodation issues
- » Grammar

How can I apply for ESOL Courses?

Registration takes place on a monthly basis, at a number of venues across county Cavan. At registration, learners are required to complete a short application form with basic personal details before undertaking a short assessment, which determines their existing level of English. Based on this assessment, learners are allocated to an appropriate level.



Patricia Martin
087 150 08 99
patriciamartin@cmetb.ie

Registration and Assessment	Venue	Date	Time
ESOL	AEC, Ballyjamesduff, A82 AX70	Wednesday 9th March 2022	9.30-10.30am
ESOL	Unit 5, Church View Square Cavan, H12 YA32	Wednesday 9th March 2022	2.30pm-3.30pm
ESOL	AEC, Ballyjamesduff, A82 AX70	Wednesday 30th March 2022	9.30-10.30am
ESOL	Unit 5, Church View Square Cavan, H12 YA32	Wednesday 30th March 2022	2.30pm-3.30pm

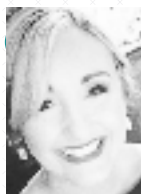
Community Education

If you are a member of a community group and would like to run courses in your area for free, please contact our Community Education Service. We can run a wide range of courses including Art, Crafts, Mindfulness, Yoga, IT, First Aid, Gardening, Community Development, Basket Weaving, Committee Skills, Woodcraft, Cookery, Beauty and many more.

Community Education Grants

Community groups can apply for grants in May each year to assist with training programmes/materials in their centre. We can provide small grants which will allow groups to offer training in their local area.

Courses can be tailored to meet the needs of specific groups. These courses can be availed of by women's group, men's groups, men's sheds, parents' groups etc.



Angela Kelly
Community Education
Facilitator
angelakelly@cmetb.ie
Tel: 049 4361881



Courses for Community Groups

Recycling Arts and Crafts

This class will allow you to interact with everyday items to create attractive and useful craft items that you can take home with you and enjoy at home.

Introduction to Yoga

The beginner's class introduces the history of yoga, fundamental principles of alignment, and breath work. Learners will be introduced to yoga postures through step-by-step verbal description and demonstration. Emphasis is placed on learner understanding, safety, and stability within each pose.

Coping with Everyday Stress

This course involves learning how to reduce your demands and increase your resources to help you manage the stressors in your life. A large emphasis is placed on active coping. This is about doing something to change your situation, get extra help, or support yourself through difficult times.

Creative Writing

An introduction to the varying techniques for creative writing which explores imaginative uses of language through creative genres (fiction, poetry, literary nonfiction) with emphasis on the learner's own unique style and preferred subject matter.

Health and Fitness

This is a practical course aimed at those wishing to adopt a healthier lifestyle and gain an understanding of health benefits of physical activity for physiological and mental health, motivating someone to find ways of integrating exercise around their working life.

Flower Arranging

This course introduces you to the basics of flower arranging where you will gain step-by-step guidance as you produce impressive flower arrangements. You will learn how to use different flowers considering flower structures and colour schemes.

Art Classes

We offer a range of Art and Craft classes, including Drawing, Painting and Textiles. Classes are held once a week for 3 hours each week and can be run anywhere in the county.

Gardening

This course will explain the basics of plants and why they are important. We also look at the production of fruit and vegetables. You will learn about plant propagation, the proper care of seedlings, and how to care for newly transplanted additions to your garden.

DIY

This is a practical hands-on class where you will develop the skills you need to help you in your own home with drilling, electrics, tiling, plumbing and general maintenance.

How to get the best out of your Smartphone

If you want to get the most out of your smartphone, we can offer small-group classes with a sympathetic tutor. Learn how to use and download common apps and learn about safety online.



Courses for Farmers



Courses are provided free of charge for farmers to assist in their daily work.

- » Introduction to computers for the Agri sector
- » Internet and email, Downloading and using the Marteye app, using Zoom etc.

» Register cattle online, learn how to type up official letters/emails, how to fill in an online form and upload (send the completed form back) to the recipient.

- » Health and Safety for the Agri Sector,
- » Using Spreadsheets for farming accounts.



Noelette Dolan
Skills for Work Coordinator
noeletedolan@cmetb.ie
087 9293531

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Computer Skills Plus AIM	2	Gallonray House Maudabawn,	Monday 25th April 2022	10 weeks	Monday 2pm -4.30pm
Computer Skills Plus AIM	2	Unit 20 Church View Square Cavan Town	Monday 25th April 2022	10 weeks	Monday 7pm - 10pm
Internet Skills Plus AIM	3	St Mogues Bawnboy	Tuesday 26th April 2022	10 weeks	Tuesday 7pm - 10pm
Internet Skills Plus AIM	3	Glangevlin	Monday 25th April 2022	10 weeks	Monday 7pm - 10pm
Internet Skills Plus AIM	3	Belturbet	Tuesday 26th April 2022	10 weeks	Tuesday 7pm - 10pm
Internet Skills Plus AIM	3	BDA Bailieborough	Monday 25th April 2022	10 weeks	Monday 7pm - 10pm
Internet Skills Plus AIM	3	Unit 20 Church View Square Cavan Town	Wednesday 27th April 2022	10 weeks	Wednesday 7pm - 10pm
Internet Skills Plus AIM	3	Glangevlin	Tuesday 26th April 2022	10 weeks	Tuesday 7pm - 10pm
Internet Skills Plus AIM	3	Arva	Wednesday 27th April 2022	10 weeks	Wednesday 7pm - 10pm
Word Processing	4	Stradone	Tuesday 26th April 2022	10 weeks	Tuesday 7pm - 10pm
Computer Applications	4	Cootehill	Thursday 28th April 2022	10 weeks	Thursday 7pm - 10pm

Employer Based Training - Upskilling Employees

Skills for Work

Skills for Work is a programme aimed at providing educational training opportunities to help employees deal with the basic skills demands of the workplace. The programme is particularly targeted at workers who may not have the confidence to embrace change. It encourage them to put themselves forward for general training opportunities, or take on new roles and responsibilities. The programme gives employers the opportunity to provide quality training to employees, at no cost to the employer or employee, as the programme is funded by the Irish Government under the Department of Education and SOLAS. Courses can be themed to the exact educational requirements of workers in the various sectors and cover topics which include:

- » Workplace Language Support:
 - » Communications/English: (QQI Level 2, 3 and 4)
 - » Business English: (QQI Level 4)
 - » Computers
 - » Computers for Farmers
 - » Customer Service
 - » B & Bs: Introduction to Social Media
 - » Personal and Interpersonal Development
 - » Health and Safety
 - » Workplace Nutrition for Healthy Eating
 - » Maths for today's workplace
 - » Career Preparation – for internal promotion
 - » Culinary Operations
- Courses can be held on or off site and in some cases through Zoom/Teams and can lead to qualifications up to Level 4 on the National Qualifications Framework.

Skills for Work Contact Information



Noelette Dolan
Skills for Work Coordinator
noeletedolan@cmetb.ie
087 9293531

Courses	Locations	Starting
Workplace Language Support	St Patricks Hall, Arvagh	Monday 25th April 2022 7pm-9.30pm

Classes offered in a varitey of locations including but not limited to:
Arva, Ballinagh, Ballyjamesduff, Bailieborough, Bawnboy, Cootehill, Glangevlin, Stradone,

Under the Skills to Advance Initiative CMETB 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. Supports are available for small and medium-sized enterprises (SMEs) who need some assistance to invest in and develop their workforce.

Employees (full or part-time) participating in these part time evening courses may qualify for up to 100% funding as part of the Skills to Advance Employee Development Initiative.

Skills to Advance Contact Information



Eileen Roddy
Workforce Development
Officer
eileenrodgy@monaghaninstitute.ie
047 84900



Charlotte Dunne
Workforce Development
Officer
charlottedunne@cmetsb.ie
087 4054311

"CMETB have been absolutely fantastic for MDE Installations. We always reach out first to Eileen who has been instrumental in finding courses which match our business needs. The quality of courses are very high and we cannot recommend CMETB highly enough for local businesses".

Support Courses for Apprentices and FET Students

Maths Support for Apprentices

The aim of this class is to improve the Maths skills of apprentices at Phase 1 of their apprenticeship so that they are ready for their college placement at Phase 2. All apprentices at this stage of their apprenticeship are welcome to apply for support.

Repeat Ordinary Level Leaving Cert Maths

This class is aimed at enabling learners to repeat Ordinary Level Leaving Cert Maths if they did not get the results they required initially. It also provides an opportunity for someone to do LC Ordinary Level Maths for the first time. The class runs 2 hours per week from October to May and is fully supported by the tutor and adult education team .



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087 3802141



Regina Clarke
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reginaclarke@cmetb.ie
049 8553528

Support Courses for Second Level Students

#IntoAJob

This programme is for 5th and 6th year students to give them the skills they need to get a job.

Modules include: Safepass, Manual Handling, CPR, Health and Safety, Barista Training, Customer Service, CV Preparation, Interview skills and advice on applying for a tax free allowance.

This course runs during the summer months for 2 full weeks.

This course is free of charge to all participants with a limited number of spaces.

Entry requirements: Participants must be between 17 and 19 years of age. Participants must be available for both weeks of the programme.

Maths Support for Leaving Cert Students

This course is offered online for 6th Years Leaving Cert ordinary level students one evening per week. The programme comprises a weekly tutorial session, focussing on completion of exam questions in real time, supporting leaving certificate ordinary level Maths students. Delivered via MS Teams, Leaving Certificate students are supported to develop and enhance their understanding and competencies in preparation for the Leaving Certificate Maths exams.

For Further information please contact:



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Adult Literacy Organiser,
West Cavan
deirdreocallaghan@cmetb.ie
087 3802141



Regina Clarke
Adult Literacy Organiser,
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reginaclarke@cmetb.ie
049 8553528

Course	Level	Venue	Starting	Duration	Time
Into a Job	n/a	Cavan Town	June	2 weeks	9am- 4pm
Into a Job	n/a	Cavan Town	July	2 weeks	9am- 4pm

Preparation Course for QQI Level 5, Apprenticeships & Traineeships



Pathways to Future Education

This course will show you how to study, write assignments and essays, and manage your time in addition to improving your computer skills. You will complete three modules at QQI Level 4 (Career Planning, Communications & IT Skills) in addition to QQI Level 2 Setting Learning Goals and Study Skills.

This course is particularly suited to those

who have been out of education for a long time and young people who left school early without a Leaving Certificate. It also helps you prepare and progress to courses at level 5 including courses at Monaghan and Cavan Institutes and part-time adult education programmes, apprenticeships and traineeships.



Deirdre O'Callaghan
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deirdreocallaghan@cmetb.ie
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Regina Clarke
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reginaclarke@cmetb.ie
049 8553528

Course	Level	Venue	Start date	Duration	Time
Pathways to Success	4	Cavan Town	31st May	6 weeks	Monday 9.30am - 1pm

Aim of the Programme

Returning to learning after a break can be difficult. This programme is designed to support adults who wish to progress to further education with skills needed to confidently take up a course at QQI Level 5

Module and Content

- Setting learning Goals QQI level 2
- IT Skills
- Study Skills & Time Management
- Introduction to Online Forums, Moodle, MS Teams & Webinars
- Assignment Writing /Essays/Assignments/Reports
- Preparing for Level 5 Maths
- Guidance & Careers Support

Course Runs 4 Morning per week for 6 Weeks

Free to all Students

Runs from 31st May 2022 for 6 Weeks

For information Contact
087 4167844 or email cavanadulted@cmetb.ie

Preparing for the Driver Theory Test

Driver Theory

This short course is suitable for those people who have to undertake a driver theory test to receive their provisional licence in Car, Bus or Lorry but need some help and practice with the questions. All materials are supplied.

For more information please contact



Regina Clarke
Adult Literacy Organiser,
East Cavan
reginaclarke@cmetb.ie
049 8553528



Deirdre O Callaghan
Adult Literacy Organiser,
West Cavan
deirdreocallaghan@cmetb.ie
087 3802141



Career Development Course



Shaping My Future

The Guidance Service are offering this four-week programme called Shaping My Future. This is a short non-accredited career development programme (2 hrs a week x 4 weeks) using an online programme called MyFuture Plus. It will involve interest and personality inventories, skills and value

audits as well as course and career research skills. This course will require you to do some self-directed research at home and will be delivered completely online by a professional Guidance Counsellor.



Siobhan Mulleary
Adult Guidance
Counsellor (Cavan)
siobhanmulleary@cmetb.ie
049 4377001

Course	Venue	Start date	Duration	Time
Shaping my Future	Online via Zoom Ref: 325871	Tuesday 19th April 2022	4 weeks	10am-12pm
Shaping my Future	Online via Zoom Ref: 325871	Tuesday 31st May 2022	4 weeks	10am-12pm
Shaping my Future	Online via Zoom Ref: 325871	Tuesday 28th June 2022	4 weeks	10am-12pm
Shaping my Future	Online via Zoom Ref: 325871	Tuesday 16th August 2022	4 weeks	10am-12pm

Advocacy



Family Rights Advocacy

This course gives a basic understanding of the Irish legal system and family law in Ireland. Learners will develop an awareness of the main features of family law and understand how legislation affects relationships while becoming familiar with

the legal language, procedures and court documents relevant to the family law area. Learners will develop their advocacy skills and the ability to apply what they have learned to the workplace.

These 2 special purpose modules include: Information, Advice and Advocacy Practice and Family Rights Advocacy.

For more information please contact Angela Kelly, CEF angelakelly@cmetb.ie or 049 4361881

Community Development



Community Development - QQI Level 5

This course has been designed to introduce learners to the theory and practice of community development. It will enable learners to develop leadership skills to facilitate community group activities. They will gain an understanding of working in a multicultural society and ensuring equality and diversity in the community sector. At its heart, community development is rooted in the belief that all people should have access to health, wellbeing, wealth, justice and opportunity.

Learners will be required to achieve a minimum of 120 credits (eight modules) to attain the full level 5 QQI major award in Community Development.

Modules include: Understanding Community Development, Community Development Practice, Working with Groups, Communications, Work Experience and 3 electives from a range of Community Development modules.

For a full breakdown of course details [please click here](#)

To enquire about these course please contact 049 4361881

Business / Administration



Office Skills - QQI Level 4

This course allows the learner to develop a high standard of office, administration and IT Skills. It will enable the learners to progress on to do a variety of QQI Level 5 courses in Business, Finance or IT.

Modules include: Communications, Business English, Mathematics, Functional Mathematics, Business Calculations, Computer Applications, Database Methods, Spreadsheet Methods, Word Processing, Information Technology Skills, Customer Services, Bookkeeping and Accounts, Work Experience, Career Preparation and Planning.

For a full breakdown of course details [please click here](#)

Business Administration - QQI Level 5

This course will give you the necessary clerical and administration skills to work in an office environment. It will also enable you to progress through the higher education links scheme into third level education. It can lead to a job as a clerical officer, receptionist or administrative assistant in a variety of organisations.

Learners will be required to achieve a minimum of 120 credits (eight modules) to attain the full level 5 QQI major award in Business Administration.

The compulsory module is Business

Administration Skills (5N1610).

Modules Include: Accounting Manual and Computerised, Bookkeeping Manual and Computerised, a soft skills module, word processing or text production, a period of work placement or practice (80 hours) plus 3 other modules from a broad range of options, including payroll, spreadsheets, databases, Desktop Publishing, etc

For a full breakdown of course details [please click here](#)

Bookkeeping - QQI Level 5

The purpose of this module is to equip the learner with the knowledge, skills and competence in the principles and practice of manual and computerised Bookkeeping to enable learners to complete bookkeeping accounts and reports in a range of vocational environments.

Payroll - QQI Level 5

The purpose of this module is to equip the learner with the knowledge, skills and competence to operate and maintain accurate payroll records using manual and computerised systems, for an organisation, working under general direction and supervision.



Reception & Office Skills – QQI Level 5

The purpose of this module is to equip the learner with the knowledge, skill and

competence required to carry out reception related tasks and operations as a front line representative in a range of organisations.

Course	Level	Venue	Start date	Duration	Time
General Office Skills and Word Processing	4	Cavan Town, Ref: 357719	Monday 28th February	13 weeks	Monday & Wednesday 9.30-1pm
Bookkeeping & Accounts	4	Cavan Town, Ref: 328264	Monday 7th March 2022	6 weeks	Mondays & Wednesday 9.30am - 1pm
Customer Service	4	Cavan Town Ref: 353178	Monday 7th March 2022	11 weeks	Every Monday 9.30am-1pm
Customer Service	4	Adult Ed. Centre, Ballyjamesduff Ref: 337464	Monday 7th February 2022	13 weeks	Monday 10am - 1pm
Payroll	5	Unit 5, Church View Square Ref: 350213	Tuesday 1st March 2022	13 weeks	Tuesday 7pm - 10pm
Customer Service	5	Unit 20, Church View Square Ref: 350230	Thursday 21st April 2022	13 weeks	Thursday 7pm - 10pm
Database	5	Drumalee GAA H12 DY88 Ref: 350227	Wednesday 30th March 2022	13 weeks	Wednesday 10am - 1pm

To register for these courses, please visit www.fetchcourses.ie and use the ref code provided. Enquiries via email are encouraged for a faster response time. Email cavanadulted@cmetyb.ie or call 049 4361881



Childcare

NFQ Level 5 and 6 Advanced Certificate in Early Learning and Care

To be offered from January 2022

This course will provide learners with the knowledge, skills and competence to work as autonomous practitioners and to lead and supervise others in the provision of quality early childhood care and education. This includes a variety of early learning and care settings including day care nursery, crèche, pre-school, schools, after school facility or with families as a professional childminder.

Modules Include:

- » Professional Practice Placement in Early Learning and Care
- » Children's Rights, Legislation and Regulation
- » Early Childhood Growth and Development
- » Curriculum, Play and Creative Studies
- » Understanding and Assisting Children with Additional Needs
- » Holistic Care of Children (Birth to Six Years)
- » Advanced Professional Practice Placement in Early Learning and Care
- » Sociology and Social Policy in Early Learning and Care
- » The Developing Child
- » Curriculum and Pedagogy
- » Inclusive Early Learning and Care
- » Supervision and Administration Skills in Early Learning and Care
- » First Aid will be offered to all learners on this course

Assessment will be through continuous

assessment including work-based assignments, projects, skills demonstrations and learner records.

Entry Requirements

All new entrants need to meet with a member of the Guidance Service prior to commencement on the course and must also complete Garda Vetting.

Placement Requirements

The requirement for 300 hours professional practice placement, with 150 hours for level 5 and 150 hours for level 6. In each year, the placements must be in a minimum of two settings. One setting must involve working directly with children aged between birth and 2 years 8 months, and one working directly with children aged between 2 years 8 months and 6 years.

Note: If learners wish to leave after the first set of modules they can be facilitated to achieve a Level 5 Certificate in Early Learning and Care if they have achieved the standards. In order to achieve certification, the learner must achieve all of the modules.

Career opportunities: This course will lead to a job as a Childcare Assistant in a variety of childcare settings as well as to higher education through the Higher Education links scheme.



Course	Level	Venue	Start date	Duration	Time
Special Needs Assisting	6	Unit 20 Church View Square, H12 H602 Ref: 357545	Monday 25th April 2022	15 weeks	Monday 7pm - 10pm
Childhood Social & Legal	6	Drumalee GAA, H12 DY88 Ref: 357538	Tuesday 19th April 2022	15 weeks	Tuesday 7pm - 10pm
Early Learning Environment	6	Adult Education Centre, Ballyjamesduff, A82 AX70 Ref: 357546	Wednesday 27th April	15 weeks	Wednesday 7pm - 10pm
Children with Additional Needs	5	Adult Education Centre, Ballyjamesduff, A82 AX70 Ref: 350906	Monday 11th April 2022	13 weeks	Monday 7pm - 10pm
Child Development	5	Unit 20 Church View Square, H12 H602 Ref: 350907	Friday 1st April 2022	13 weeks	Friday 9.30am - 3.30pm

NEW Early Learning and Care Award Level 5

Course	Level	Venue	Start date	Duration	Time
Children's Rights, Legislation and Regulation	5	Unit 20 Church View Square, H12 H602 Ref: 3572	Monday 25th April 2022	13 weeks	Monday & Wednesday 7pm - 10pm

To register for these courses, please visit www.fetchcourses.ie and use the ref code provided. Enquiries via email are encouraged for a faster response time. Email cavanadulsted@cmetb.ie or call 049 4361881



Cookery

Culinary Skills - QQI Level 4

The Culinary Skills course covers areas such as food preparation and handling, cookery techniques, safe and hygienic food practices and also enables learners to gain HACCP certification which is required for all people who wish to work in the culinary/food industry.

Learners will be required to achieve a

minimum of 90 credits (eight modules) to attain the full level 4 QQI major award in Culinary Skills.

Modules include: Menu Planning, Personal Effectiveness, Catering Operations and Systems, Culinary Techniques, Pastry Baking and Desserts, Work Experience and 2 other cookery based electives.

For a full breakdown of course details [please click here](#)

Course	Level	Venue	Start date	Duration	Time
Pastry, Baking & Desserts	5	Cavan Town, Ref: 353177	Tuesday 1st March 2022	12 weeks	Tuesday 9.30- 2.30pm
HACCP EHAI Certified	n/a	Ballyjamesduff AEC, Ref: 357445	Friday 29th April 2022	3 weeks	Friday 9.30 - 4pm
Basic Cookery	3	Ballyjamesduff AEC, Ref: 336883	Tuesday 11th January	12 weeks	Tuesday 9.30 - 1.30pm
International Cuisines	5	Ballyjamesduff AEC, Ref: 345051	Monday 25th April 2022	9 weeks	Monday & Thursday 9.30am - 2pm
Taster class	n/a	Ballyjamesduff AEC,	Monday 16th May 2022	3 weeks	Monday TBC
Pastry Baking & Desserts	3	Cavan Town, Ref: 353159	Monday 21st February 2022	12 weeks	Monday 9.30am - 1pm

To register for these courses, please visit www.fetchcourses.ie and use the ref code provided. Enquiries via email are encouraged for a faster response time. Email cavanadulter@cmetb.ie or call 049 4361881

Construction



Construction Technology - QQI Level 5

This course allows learners to broaden their knowledge base into energy efficient building techniques. Practical skills such as solar/photovoltaic panel installation, retro fitting of domestic buildings, green building technology, energy upgrades and installation of insulation are completed in order to build up the learner's skill capacity in this area.

On completion graduates are eligible to progress to construction, architecture and engineering programmes at Third Level or to progress directly into employment.

Learners will be required to achieve a minimum of 120 credits (eight modules) to attain the full level 5 QQI major award in Construction Skills.

Modules include: Computer Aided Draughting(CAD), Building Construction, Wood Fabrication, Communications, Work Experience, Architectural Drawing, Building Services, Safety and Health at Work

For a full breakdown of course details [please click here](#)

To register for these courses, please contact 087-4054311 or 049-4353992 or eveningcourses@cmetb.ie

Healthcare

Healthcare QQI Level 4

One module at Level 4 in Healthcare is being offered. This level 4 module offers an introduction to Healthcare and is designed to provide the learner with an overview of the skills and knowledge needed to work effectively as a Healthcare Worker either within the home or in the workplace.

Health Service Skills - QQI Level 5

This course aims to give training, up-skilling and confidence to learners to enable them to develop the knowledge, skills and experience to be employed as a healthcare worker in acute or long-term residential care settings. This course can lead to a job as a healthcare support worker, domiciliary care worker or care assistant working with people in their home.

You will study several modules directly related to the field of health care. 8 modules will be required for a full award at Level 5. An integral part of this course is work experience. 120 hours work placement will be required in order to achieve a full award.

Modules include: Activities of Daily Living, Infection Prevention and Control, Communications, Health and Safety at Work, Palliative Care, Care Support (40 hours placement as part of this module), Care Skills, Care of the Older Person, Work Experience and Intellectual Disability Studies
Patient Manual Handling will be offered to all healthcare learners as an additional qualification.

Entry Requirements

You may need to speak to a member of the guidance service to ensure suitability for the course. Should you not meet these requirements for the course we would be able to offer alternative courses to help you progress to this level. Garda vetting will be required for entry onto this course.

For a full breakdown of course details [please click here](#)

Health Service Supervisory Management - QQI Level 6

This course is intended for those already employed or seeking work as senior care assistants with supervisory responsibilities in a hospital, nursing home, day care centre or in home care. In addition, it offers a good introduction to management in the health services for those wishing to build upon their experience and to gain a formal qualification in management.

Modules include: Gerontology, Supervisory Skills, Managing People, Conflict Management, Health Promotion, Team Leadership, Work Experience and Disability Awareness.

For a full breakdown of the Health Service Skills Award structure, [please click here](#)



Course	Level	Venue	Start date/time	Duration	Time
Infection Prevention and Control	5	Unit 20 Church View Square, H12 H602 Ref: 350199	Tuesday 26th April	13 weeks	7pm - 10pm
Teamworking	5	Dowra Community Centre Ref: 350200	Wednesday 2nd March	13 weeks	10.30am - 2.30pm
Palliative Care	5	Unit 20 Church View Square, H12 H602 Ref: 350203	Thursday 31st March	13 weeks	7pm - 10pm
Care Support	5	TerryCoyle GAA, H12 XK33 Ref:350205	Thursday 7th April	13 weeks	10am - 1pm
Care Skills	5	AEC, Ballyjamesduff, A82 AX70 Ref: 350209	Thursday 28th April	13 weeks	7pm - 10pm
Introduction to Healthcare	4	Cavan Town, Ref: 321259	Tuesday 1st March	12 weeks	9.30-4.30pm

To register for these courses, please visit www.fetchcourses.ie and use the ref code provided. Enquiries via email are encouraged for a faster response time. Email cavanadulted@cmetb.ie or call 049 4361881

Horticulture



Horticulture - QQI Level 4

This award provides the learner with the skills to work as a general operative in horticulture using the knowledge, skills and competence to select, establish, grow and maintain a range of plants. It also provides an excellent foundation for progression to further education/training and employment in this sector.

Learners will be required to achieve a minimum of 90 credits (eight modules) to attain the full level 4 QQI major award in Horticulture.

Modules include: Safe Horticultural Practice, Identification Care and Maintenance, Communications, Work Experience and 4 other Horticulture electives.

For a full breakdown of course details [please click here](#)

Course	Level	Venue	Start date/time	Duration	Time
Container Gardening	3	AEC, Ballyjamesduff Ref: 336870	Wednesday 12th January	12 weeks	9.30am - 1.30pm
Plant Identification, Maintenance and Care	4	Daisy Hill, Ballyconnell Ref: 357717	Thursday 3rd March	12 weeks	9.30am - 3pm
Plant Identification, Maintenance and Care	4	AEC, Ballyjamesduff Ref: 345235	Thursday 28th April	10 weeks	9.30am - 3pm
Growing Vegetables	3	Ballyconnell Ref: 357727	Thursday 24th February	12 weeks	9.30am - 1pm
Intro to Gardening (Unaccredited)	n/a	Daisy Hill, Ballyconnell Ref: 357729	Wednesday 16th February	12 weeks	9.30am - 1pm

To register for these courses, please visit www.fetchcourses.ie and use the ref code provided. Enquiries via email are encouraged for a faster response time. Email cavanadulter@cmetyb.ie or call 049 4361881

Information Communications Technology (ICT)

Introduction to Computers

The introduction to computers course is ideal for anyone wishing to learn basic computer and internet skills. We offer unaccredited courses and courses that start at QQI Level 3 in ICT.

IT Skills and Computer Applications (QQI Level 4)

These 2 modules provide learners with an understanding of a range of Microsoft applications. (i.e. Excel, Access, Word, PowerPoint, Internet, Email and File Management). These modules can be combined and used as one module towards a full award at Level 5. For a full breakdown of modules click on the links below:

- » [Level 4 IT Skills](#)
- » [Level 4 Computer Applications](#)

Word Processing – (QQI Level 3, Level 4 & Level 5)

The purpose of this award is to equip the learner with the knowledge, skills and competence to use word processing applications to standards required in the workplace. For a full breakdown of the modules, click on the links below:

- » [Level 3 Word Processing](#)
- » [Level 4 Word Processing](#)
- » [Level 5 Word Processing](#)

Spreadsheets - (QQI Level 3, Level 4 & Level 5)

The purpose of this award is to equip the learner with the knowledge, skill and competence to use spreadsheet applications to standards required in the workplace. It is designed to develop skills in editing and producing spreadsheets. For a full breakdown of the modules, click on the links below:

- » [Level 3 Spreadsheets](#)
- » [Level 4 Spreadsheets](#)
- » [Level 5 Spreadsheets](#)

Databases - (QQI Level 3, Level 4 & Level 5)

The purpose of this award is to equip the learner with the knowledge, skill and competence to create, implement and organise databases using a database application. For a full breakdown of the modules please click on the links below

- » [Level 3 Databases](#)
- » [Level 4 Databases](#)
- » [Level 5 Databases](#)

Computer Aided Design (CAD) QQI Level 5

Computer Aided Draughting (2D) enables learners to utilise Computer technology as a design tool and a presentation media. The purpose of this award is to equip learners with the knowledge, skill and competence to analyse key features and characteristics of computer hardware and software in relation to computer-aided draughting and the AutoCad interface.



Course	Level	Venue	Start date	Duration	Time
Database	5	Drumalee GAA, H12 DY88 Ref: 350227	Wednesday 30th March	13 weeks	Wednesday 10am - 1pm
Word Processing	4	Cavan Town, Ref: 328262	Tuesday 1st March	12 weeks	Tuesday 9.30am - 1pm
Spreadsheets	4	Cavan Town, Ref: 329063	Friday 4th March	12 weeks	Friday 9.30am - 1.30pm
Word Processing	4	Cavan Town, Ref: 357718	Wednesday 2nd March	12 weeks	Wednesday 9.30am - 1pm
General Office Skills and Word Processing	4	Family Focus Centre Ref: 357719	Monday 28th February 2022	12 weeks	Monday and Wednesday 9.30am - 1pm
Word Processing	3	Cavan Town Ref: 322005	Thursday	12 weeks	Thursday 9.30am-1pm
Word Basics	3	Ballyjamesduff Adult Ed Centre REF: 336553	Monday 28th February 2022	12 weeks	Monday 10am -1pm
Internet and Email	3	Ballyjamesduff Adult Ed Centre REF: 336852	Wednesday 2nd March 2022	12 weeks	Wednesday 7pm - 10pm
Internet and Email	3	Ballyjamesduff Adult Ed Centre REF: 336558	Tuesday 1st March 2022	12 weeks	Tuesday 10am - 1pm
Spreadsheets	3	Ballyjamesduff Adult Ed Centre REF: 336859	Friday 4th March 2022	12 weeks	Friday 10am - 1pm
Internet and Email	3	Bailieboro Bus Dev Centre Ref: 337680	Friday 4th March 2022	10 weeks	Friday 10am - 1pm
Word Basics	3	Bailieboro Bus Dev Centre Ref: 337682	Wednesday 2nd March 2022	10 weeks	Wednesday 10am - 1pm
Internet and Email	3	Cootehill Youthreach Centre Ref: 337684	Mid March	13 weeks	TBA
Spreadsheets	3	Cootehill Youthreach Centre Ref: 337685	Mid March	13 weeks	TBA



To register for these courses, please visit www.fetchcourses.ie and use the ref code provided.
Enquiries via email are encouraged for a faster response time. Email cavanadulted@cmetsb.ie or
call 049 4361881

Introductory Level Computers

Module	Venue	Start Date	Approx. No of weeks	Time
Computers For Beginners (unaccredited)	Cavan Town, Ref: 357723	Monday 21st February 2022	6 weeks	Monday 10am - 12.30pm
Computers For Beginners (unaccredited)	Killeshandra Ref: 357725	Tuesday 22nd February 2022	6 weeks	Tuesday 10am - 12.30pm
Computers For Beginners (unaccredited)	Ballyconnell Ref: 357724	Tuesday 22nd February 2022	6 weeks	Tuesday 10am - 12.30pm
Smartphones and Tablets	Ballyconnell Ref: 357720	Tuesday 22nd February 2022	6 weeks	Tuesday 2pm - 4pm
Smartphones and Tablets	Killeshandra Ref: 357725	Wednesday 23rd February 2022	6 weeks	Wednesday 2pm - 4pm
Smartphones and Tablets	Cavan Town, Ref: 357723	Thursday 24th February 2022	6 weeks	Thursday 2pm - 4pm
Smartphones and Tablets	Bailieboro Bus Dev Centre Ref: 337683	Friday 4th March 2022	6 weeks	Friday 2pm - 4.30pm

Course	Level	Venue	Start date	Duration	Time
Computers for Beginners	2	Ballyjamesduff Adult Ed Centre Ref: 336513	Wednesday 2nd March 2022	8 weeks	Wednesday 10am - 1pm
Computers for Beginners	2	Ballyjamesduff Adult Ed Centre Ref: 336545	Wednesday 2nd March 2022	8 weeks	Wednesday 7pm - 10pm
Computers for Beginners	2	Cootehill Youthreach Centre Ref: 337687	Mid March	8 weeks	TBA

To register for these courses, please visit www.fetchcourses.ie and use the ref code provided. Enquiries via email are encouraged for a faster response time. Email cavanadulted@cmetb.ie or call 049 4361881

Retail Skills



Retail Skills - QQI Level 4

This award in Retail Skills prepares people for working in shops, customer service and sales environments as well as progression options to further education and/or training.

The total credit value required for this major award is 90 with a number of mandatory and optional modules.

Modules include: Communications, Retail Sales Techniques, Customer Service, Work Experience, Computer Applications, IT Skills, Retail Payment Procedures, Career Preparation and Planning.

For a full breakdown of course details [please click here](#)

Enquires via email are encouraged for a faster response time. Email cavanadulter@cmetb.ie or call 049 4361881

Tourism

Regional Tour Guiding - QQI Level 6

This is a Special Purpose Award which was developed in collaboration with Fáilte Ireland to enable learners to acquire the

relevant knowledge, skills and competencies to work effectively as a Tour Guide.

The 2 modules are as follows: Irish Tour Guiding and Irish Natural Heritage and Culture

Enquires via email are encouraged for a faster response time. Email cavcanadulter@cmetb.ie or call 049 4361881



Training & Development



Supervisory Management - QQI Level 6

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

Training & Development – QQI Level 6

(Module 1: Training Needs Identification and Design)

This award will enable learners to acquire the knowledge, skill and competence to identify

training and development needs and to deliver and evaluate a training intervention within a range of training and development contexts.

(Module 2: Training Needs Identification and Design)

This award will enable learners to acquire the knowledge, skill and competence to differentiate between the concepts of learning, training, development and education and examine the purpose of training and development in an organisational or individual setting.

To register for these courses, please contact 087-4054311 or 049-4353992 or eveningcourses@cmeth.ie

Sport & Recreation

The purpose of this award is to enable the learner to acquire the relevant knowledge, skill and competence to develop personal proficiency in a range of sport and recreation activities, to work under supervision in a sport and recreation context and or to progress to further education and training.

Cavan Adult Education Services offer a unique opportunity which will allow the learner to achieve a Level 4 Certificate in Sport and Recreation 4M4966 on a part-time basis.

In order to achieve certification in this major award, the learner must achieve a minimum of 90 credits to satisfy the following QQI award structure.

To register for these courses, please contact 087-4167844 or 049-4353992 or eveningcourses@cmetb.ie

Course	Level	Venue	Start date	Duration	Time
Health Related Fitness (10 Credits)	4	Cavan Town, Ref: 236694	Wednesday 9th March 2022	12 weeks	Every Wednesday 9.30am - 3pm
Food and Nutrition (10 Credits)	4	Cavan Town, Ref: 353180	Tuesday 8th March 2022	12 weeks	Every Tuesday 9.30am - 1pm
Career Planning (15 Credits)	4	Cavan Town, Ref: 353179	Wednesday 2nd March 2022	12 weeks	Every Wednesday 2pm-5pm
Customer Service (10 Credits)	4	Cavan Town, Ref: 353178	Monday 7th March 2022	12 weeks	Every Monday 9.30am - 1pm
Canoeing (10 Credits)	4	Cavan Town,	Tuesday 7th June 2022	6 weeks	Tuesday
Gaelic Games (10 Credits)	4	Cavan Town,	Wednesday 8th June 2022	6 weeks	Wednesday 9.30am - 3.30pm
Soccer (10 Credits)	4	Cavan Town,	Thursday 8th June 2022	6 weeks	Thursday 9.30am - 3.30pm
Communications (15 Credits)	4	Cavan Town, Ref: 236694	Wednesday 31st August 2022	14 weeks	Monday and Wednesday 9.30am - 1pm

Life Skills

Developing Resilience within your Family and Community

Resilience is a vital attribute in life. It helps young people gain the skills for life that can help them deal with and manage challenging situations and circumstances that are unavoidable in life.

This course will begin to explore possible strategies and information on how we as a community, parents and family members can help to empower our young people to develop the skills needed to develop resilience.

The Content will include:

- Making connections
- Positive risk taking
- Coping strategies
- Communication strategies

Course is suitable for parents and those working or volunteering in community or youth settings

Module	Venue	Start Date	Approx. No of weeks	Time
Developing Resilience within your Family and Community	Unit 20 Church View Sq, Cavan H12H602 Ref: 343391	April 2022	10 weeks	Every Wednesday 10am-1pm

All other classes

Course	Level	Venue	Start date/time	Duration	Time
Planning Your Career	3	Cavan Town, Ref: 322004	Wednesday 2nd March 2022	12 weeks	Wednesday 9.30am -1pm
Communications and Personal Effectiveness	3	Cavan Town, Ref: 305914	Thursday 17th February 2022	12 weeks	Tuesday and Thursday 9.30am-1pm
Maths	4	Cavan Town Ref:305899	Thursday 3rd March 2022	15 Weeks	Thursday 7pm-10pm
Mathematics	3	Cavan Town Ref: 305917	Thursday 2nd June 2022	14 Weeks	Tuesday and Thursday 2pm - 5pm
Maths	4	Cavan Town Ref: 305899	Tuesday 1st March 2022	15 weeks	Every Thursday 7pm-10pm
Career Planning	4	Cavan Town Ref: 353179	Wednesday 2nd March 2022	13 weeks	Every Wednesday 2pm - 5pm
Business English	4	Cavan Town Ref: 353181	Monday 14th March 2022	12 weeks	Every Monday pm
Communications	4	Adult Ed. Centre, Ballyjamesduff Ref: 337474	Tuesday 8th February 2022	13 weeks	Tuesday 10am - 1pm
Manual Handling 1 Day Course (certified)	n/a	Cavan Town Ref: 357728	Thursday 28th April	1 day	2pm - 5pm
Manual Handling 1 Day Course (certified)	n/a	Cavan Town Ref: 357967	Thursday 5th May 2022	1 day	2pm - 5pm
Manual Handling 1 Day Course (certified)	n/a	Ballyjamesduff	Monday 9th May 2022	1 day	2pm - 5pm



Learner Stories/Case Studies



"A big thank you to the Adult Guidance Team and all the help I received. From the moment I went to CMETB Adult Education Guidance and Information Service (The Adult Guidance and Information Service) I knew I had done the right thing by making contact. They helped me look at all my options that I would not have been aware of and got me on the right path."

"I started my healthcare course after years of uncertainty and lacking motivation. Now I'm working in my ideal job, thanks to you in Adult Education and guidance!"

"I worked on the building sites straight after leaving school but when the recession came I had no work. I failed maths in the Leaving Cert so just thought I couldn't go to college. The AEGIS Service helped me realise that if I completed a QQI level 5 course I could apply

through the Higher Education Links Scheme. So I did a part time business administration course and I have since started a degree course in Dundalk IT!"

"I was made redundant after a life time of employment and felt very lost with the uncertainty of it all. Thankfully the adult literacy service helped me to look at my situation in another light and to see it as an opportunity to do something I had always wanted to do. I am doing courses at the moment and hope to keep going!"

I was initially very anxious about going into education as an adult ...completed Pre Assessment and was fine...started and Covid hit ...had to move to online learning and I missed the classroom but coped and was very appreciative of all the support from the guidance service and tutors and all who work in Adult Education.



cavanmonaghan.etb.ie

To get further information or to register for any of our courses, please contact:
Cavan, tel: 049-4361881 | Ballyjamesduff, tel. 049-8553528 | Guidance, tel. 049-4377001



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