

Courses on offer through BTEI, Community Education and Adult Literacy programmes Cavan Spring/Summer 2022 Timetable

Bookings via email are encouraged for a faster response time.

Email cavanadulted@cmeth.ie or call 087 4167844

Priority on all BTEI courses will be given to those who fit the BTEI eligibility criteria of being in receipt of a social welfare payment and/or a medical card holder and/or those with less than upper second-level education.

Note to all students:

New learners to Level 5 may have to go through Pre-Assessment. This will consist of either a phone call/email or an assessment that needs to be completed on your own online and then returned. Further details will be given on this process at registration.

BTEI Courses

Early Childhood Care and Education Level 6:

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Special Needs Assisting	6	Unit 20 Church View Square H12H602 Ref: 357545	Monday 25th April 2022	15 weeks	Every Monday 7pm-10pm
Childhood Social & Legal	6	Drumalee GAA, H12DY88 Ref: 357538	Tuesday 19th April 2022	15 weeks	Tuesday 7pm-10pm
Early Learning Environment	6	AEC Ballyjamesduff A82AX70 Ref: 357546	Wednesday 27th April 2022	15 weeks	Wednesday 7pm-10pm

Please be aware that Level 6 Early Childhood Care and Education modules are being deactivated in Summer 2023. These modules above are being run to allow those with some Level 6 modules to complete their full award.

Early Childhood Care and Education Level 5:

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Children with Additional Needs	5	AEC Ballyjamesduff A82AX70 Ref: 350906	Monday 11th April 2022	13 weeks	Every Monday 7pm-10pm
Child Development	5	Unit 20 Church View Square H12H602 Ref: 357277	Friday 1st April 2022	10 weeks	Friday 9.30am - 3.30pm

Owing to National changes to the Childcare Curriculum, we are unable to accept new entrants to this programme. These modules above are being run to allow those with some Level 5 modules to complete their full award.

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NEW Early Learning and Care Award Level 5:

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Children's Rights, Legislation and Regulation	5	Unit 20 Church View Square, Cavan H12H602 Ref: 357277	Monday 25th April 2022	13 weeks	Every Monday and Wednesday 7pm-10pm

The new Early Learning and Care Award is a two year part-time programme consisting of 6 component modules. Certification is awarded on completion of all 6 modules.

Health service skills level 5:

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Infection Prevention and Control	5	Unit 20 Church View Sq, H12H602 Ref: 350199	Tuesday 26th April 2022	10 weeks	Every Tuesday 7pm-10pm
Team Working	5	Dowra Community Centre Ref: 350200	Wednesday 2nd March 2022	11 weeks	Every Wednesday 10.30am -2.30pm
Palliative Care	5	Unit 20 Church View Sq, H12H602 Ref: 350203	Thursday 31st March 2022	13 weeks	Every Thursday 7pm-10pm
Care Support	5	Terry Coyle GAA, H12XK33 Ref: 350205	Thursday 7th April 2022	13 weeks	Every Thursday 10am - 1pm
Care Skills	5	Adult Education Centre, Ballyjamesduff A82AX70 Ref: 350209	Thursday 28th April 2022	13 weeks	Every Thursday 7pm-10pm

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New - Life Skills:

Module	Venue	Starting	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

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

Business Administration Level 5:

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Database	5	Drumalee GAA, H12DY88 Ref: 350227	Wednesday 30th March 2022	13 weeks	Every Wednesday 10am-1pm
Customer Service	5	Unit 20 Church View Sq, Cavan H12H602 Ref: 350230	Thursday 21st April 2022	13 weeks	Every Thursday 7pm-10pm
Payroll	5	Unit 5 Church View Sq, Cavan H12 A592 Ref: 350213	Tuesday 1st March 2022	13 weeks	Every Tuesday 7pm-10pm

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Full Level 4 Award Sports and Recreation 4M4966 - Part-time:

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

Module	QQI Level	Venue	Starting	Approx. No of weeks	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 Ref: 358006	Tuesday 7th June 2022	6 weeks	Tuesday TBC
Gaelic Games (10 Credits)	4	Cavan Town, Ref: 358011	Wednesday 8th June 2022	6 weeks	Wednesday 9.30am - 3.30pm
Soccer (10 Credits)	4	Cavan Town, Ref: 358019	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

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Level 4 Information Technology:

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Spreadsheets	4	Cavan Town Ref: 329063	Friday 4th March 2022	12 weeks	Every Friday 9.30am-1pm
Word Processing	4	Cavan Town Ref: 328262	Tuesday 1st March 2022	12 weeks	Tuesday 9.30am-1pm
General Office Skills and Word Processing	4	Family Focus Centre, Killeshandra Ref: 357719	Monday 28th February 2022	12 weeks	Monday and Wednesday 9.30am - 1pm
Word Processing	4	Ballyconnell Ref: 357718	Wednesday 2nd March 2022	13 weeks	Every Wednesday

Book-Keeping and Accounts:

Module	QQI Level	Venue	Date	Approx no. of weeks	Time
Book Keeping and Accounts	4	Cavan Town Ref: 328264	Monday 7th March 2022	6 weeks	Monday & Wednesday 9.30am-1pm

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Level 4 General Learning:

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Customer Service	4	Cavan Town Ref: 353178	Monday 7th March 2022	11 weeks	Every Monday 9.30am-1pm
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
Customer Service	4	Adult Ed. Centre, Ballyjamesduff Ref: 337464	Monday 28th February 2022	13 weeks	Monday 10am - 1pm
General Office Skills and Word Processing	4	Family Focus Centre, Killeshandra Ref: 357719	Monday 28th February 2022	12 weeks	Monday and Wednesday 9.30am - 1pm
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
Introduction to Childcare	4	Cavan Town Ref: 329191	Tuesday 3rd March 2022	12 weeks	Tuesday and Thursday 9.30am-4.30pm
Introduction to Healthcare	4	Cavan Town Ref: 321259	Tuesday 1st March 2022	12 weeks	Every Tuesday 9.30am-4.30pm
Health Related Fitness	4	Cavan Town Ref: 236694	Wednesday 9th March 2022	12 weeks	Every Wednesday 9.30am-3pm
Food and Nutrition	4	Cavan Town, Ref: 353180	Monday 7th March 2022	12 weeks	Monday 9.30am - 1.30pm

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Manual Handling:

Module	Venue	Date	Time
Manual Handling 1 Day Course (certified)	Cavan Town Ref: 357728	Thursday 28th April	Thursday 2pm - 5pm
Manual Handling 1 Day Course (certified)	Cavan Town Ref: 357967	Thursday 5th May 2022	Thursday 2pm - 5pm
Manual Handling 1 Day Course (certified)	Ballyjamesduff Adult Ed Centre	Monday 9th May 2022	Monday 2pm-5pm

To register for Ballyjamesduff course please contact Regina Clarke on 049 8553528 or email reginaclarke@cmetb.ie

Horticulture & Gardening:

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Plant Identification, Maintenance and Care	4	Ballyconnell Ref: 357717	Thursday 3rd March 2022	12 weeks	Thursday 9.30am - 3pm
Plant Identification, Maintenance and Care	4	Ballyjamesduff Adult Ed Centre Ref: 345235	Thursday 28th April 2022	5 weeks	Thursday 9.30am - 4pm
Growing Vegetables	3	Ballyconnell Ref: 357727	Thursday 24th February 2022	12 weeks	Thursday 9.30am - 1pm
Container Gardening	3	Cavan Town Ref: 357728	Monday 21st March 2022	12 weeks	Monday 9.30am - 1.30pm
Intro to Gardening Unaccredited	n/a	Daisy Hill Ballyconnell Ref: 357729	Wednesday 15th February 2022	12 weeks	Wednesday 9.30am - 1pm

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Adult Guidance Service

Shaping My Future – 4-week course (non-accredited):

Module	Venue	Start Date	Approx. No of weeks	Time
Shaping My Future	ONLINE via Zoom Ref: 325871	Tuesday 19th April 2022	4 weeks	Tuesday 10am – 12pm
Shaping My Future	ONLINE via Zoom Ref: 325871	Tuesday 31st May 2022	4 weeks	Tuesday 10am – 12pm
Shaping My Future	ONLINE via Zoom Ref: 325871	Tuesday 28th June 2022	4 weeks	Tuesday 10am – 12pm
Shaping My Future	ONLINE via Zoom Ref: 325871	Tuesday 16th August 2022	4 weeks	Tuesday 10am – 12pm

This non-accredited course is designed for those who would like to consider their future career and how to go about setting goals for the future. It will encourage you to look at your interests, your skills, and your values and to research training and education courses that will help you to become more employable in the future. Applicants to this course must have access to a laptop or PC, wifi, and good IT proficiency

To Register visit www.fetchcourses.ie and use the ref code provided. Enquiries via email are encouraged for a faster response time. Email guidancecavan@cmetb.ie or call 049 4377001 .

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Pathways to Success

Course Title	Venue	Starting	Approx. No of weeks	Time
Pathways to Success	Cavan Town	31st May 2022	6 weeks	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

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Unaccredited Courses

Course Title	Venue	Starting	Approx. No of weeks	Time
Parent and child Cookery	AEC, Ballyjamesduff Ref: 337519	Thursday 3rd March 2022	6 weeks	Every Thursday 4pm-6pm
Computers for Beginners	Cavan Town Ref: 357723	Monday 21st February 2022	6 weeks	Every Monday 10am-12.30pm
Computers for Beginners	Ballyconnell Ref: 357724	Tuesday 22nd February 2022	6 weeks	Every Tuesday 10am-12.30pm
Computers for Beginners	Killeshandra, Ref: 357725	Tuesday 22nd February 2022	6 weeks	Every Tuesday 10am-12.30pm
Introduction to Smartphones & Tablets	Killeshandra Ref: 357722	Wednesday 23rd February 2022	6 weeks	Every Wednesday 2pm-4pm
Introduction to Smartphones & Tablets	Cavan Town Ref: 357721	Thursday 24th February 2022	6 weeks	Thursday 2pm - 4pm
Introduction to Smartphones & Tablets	Ballyconnell Ref: 357720	Tuesday 22nd February 2022	6 weeks	Tuesday 2pm - 4pm
Introduction to Smartphones & Tablets	Baillieborough Bus Dev Ref: 337683	Friday 4th March 2022	6 weeks	Friday 2pm - 4pm
Introduction to Gardening	Ballyconnell Ref: 357729	Tuesday, 15th February 2022	6 weeks	Every Tuesday 10am-12.30pm
Introduction to Art	Ballyconnell Ref: 357726	Thursday 3rd March 2022	6 weeks	Every Thursday TBC
English Language - Speaking and Grammar Practice	AEC, Ballyjamesduff Ref: 336900	Tuesday 1st March 2022	8 weeks	Every Tuesday 10am - 1pm

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Skills for Work Programmes

Computers for Farmers Levels 2, 3 and 4:

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 Mogueus 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

Workplace Language Supports:

Module	Venue	Start Date	Approx. No of weeks	Time
Workplace Language Support	St Patricks Hall Arvagh	Monday 25th April 2022	10 weeks	Monday 7pm-9.30pm

Enquiries for the above courses can be made by contacting Noelette Dolan on noeletedolan@cmetb.ie or on 087 9293531.

Computers Level 2:

Module	QQI	Venue	Start Date	Approx. No of weeks	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	TBC

Computers Level 3:

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
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 8th February	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	TBC
Spreadsheets	3	Cootehill Youthreach Centre Ref: 337685	MID March	13 weeks	TBC

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Maths:

Module	QQI	Venue	Start Date	Approx. No of weeks	Time
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

Career Planning and Communication Skills:

Module	QQI Level	Venue	Starting	Approx. No of weeks	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

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Help with reading and writing:

Module	Venue	Start Date	Approx. No of weeks	Time
Reading and Writing	Cavan Town	ongoing	varies	Monday and Wednesday 9.30am -12.30pm
Reading and Writing	Cavan Town	ongoing	varies	Tuesday and Thursday 9.30am -12.30pm
Reading and Writing	Cavan Town	ongoing	varies	Friday 9.30am-12.30pm
Reading and Writing	Cavan Town	ongoing	varies	Monday or Wednesday 7pm-9pm
Reading and Writing	Ballyconnell	ongoing	varies	Tuesday 2pm-4pm
Reading and Writing	Killeshandra	ongoing	varies	Thursday 2pm-4pm
Reading and Writing	Ballyjamesduff Adult Ed Centre Ref: 336917	ongoing	varies	Wednesday 10am - 1pm
Reading and Writing	Bailieborough Beckscourt Ref: 337678	ongoing	varies	Wednesday 10am - 1pm
English Language - Speaking and Grammar Practice	Ballyjamesduff Adult Ed Centre Ref: 336900	Tuesday 1st March 2022	varies	Tuesday 10am - 1pm

Cavan Adult Education Services offer a free and confidential service to anyone having difficulty with reading and writing. Classes may be offered on a one to one basis or in small groups. Please call Noelene or Deirdre on 087 4167844 for further information

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Cookery:

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Pastry Baking and Desserts	5	Cavan Town Ref: 353177	Tuesday 1st March 2022	12 weeks	Tuesday 9.30am-2.30pm
Parent & Child Cookery	n/a	Ballyjamesduff Adult Ed Centre Ref: 337519	Thursday 3rd March 2022	6 weeks	Thursday 4pm - 6pm
Pastry, Baking & Desserts	3	Cavan Town Ref: 353159	Monday 21st February 2022	12 weeks	Monday 9.30am - 1pm
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

Catering:

Module	Level	Venue	Start Date	Approx. No of weeks	Time
HACCP	EHA1	Ballyjamesduff Adult Ed Centre Ref: 357445	Friday 29th April 2022	3 weeks	Friday 9.30am -4pm

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CAVAN & MONAGHAN ETB

ESOL (English for Speakers of Other Languages)

Free Classes/Variou Locations Registration and Assessment

Adult Education, Virginia Road, Ballyjamesduff
A82AX70

Wednesday, 9th March 2022

9.30am-10.30am

Wednesday, 30th March 2022

9.30am-10.30am

CMETB, Unit 5, Church View Square, Cavan
H12YA32

Wednesday, 9th March 2022

2.30pm - 3.30pm

Wednesday, 30th March 2022

2.30pm - 3.30pm

Alternatively please book an appointment with Patricia to register at any time.

For information or registration outside of these dates please contact Patricia Martin to book an appointment

Email: patriciamartin@cmetb.ie
Tel: 087 1500899

* To Register please ensure to bring Photo ID and Proof of PPSN

For further information please contact us on:
cavanadulced@cmetsb.ie
049 4361881

