

PART - TIME COURSES

March/April 2022
Monaghan



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Welcome

This brochure provides a guide to the wide range of free part-time programmes available throughout County Monaghan. 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:
Monaghan Tel: 047-71914 | Guidance: 047-30800 | Guidance Carrickmacross: 042 9690739

Where we deliver our programmes

- » Dun Mhuire Adult Education Centre, Monaghan Town
- » Carrickmacross Workhouse
- » European House Monaghan
- » Castleblayney Youthreach
- » Gate House Learning 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 through evening provision.



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:

- » Courses to reskill for employment
- » Mock Interviews and Interview Skills
- » Assisting with Application Forms
- » Reviewing CVs

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: 047 30800
Email: monaghanguidance@cmetb.ie
Webchat: www.cmetbadultguidance.ie (Available Mon-Fri 10am-1pm)

Meet the team



Eithne O'Callaghan
Adult Guidance Co-ordinator/
Counsellor (Monaghan)
eithneocallaghan@cmetb.ie
047 30800 or 087 9809339



Marie Clerkin
Guidance Information
Officer (Monaghan)
marieclerkin@cmetb.ie
047 30800



Bernadette Connolly
Adult Guidance Counsellor
(Carrickmacross)
bernadetteconnolly@cmetb.ie
042 9690739

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 Monaghan.

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 Monaghan:



Angela McCrossan
Adult Literacy Organiser
angelamccrossan@cmetb.ie
Tel. 047 71914



Ceinwen Fergus
Adult Literacy Organiser
ceinwenfergus@cmetb.ie
Tel. 0871967888

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.

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.

Literacy courses: for help with basic skills. If you need help with reading and writing, then we offer small group classes. Classes can be held in any location, please contact Ceinwen or Sharon on 047 71914 for information on your area.

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Reading and Writing Support Ref: 343622	n/a	Castleblayney	Tuesday, 26 th April, 2022	13 weeks	3pm - 4pm
Reading and Writing Support Ref: 337402	n/a	EU House, Monaghan	Friday, 29 th April, 2022	13 weeks	10am - 12 noon
Reading and Writing Support Ref: 341179	n/a	Carrickmacross	Monday, 13 th June, 2022	6 weeks	2pm - 4pm

Classes can be run in any other location, depending on demand. Please ring 047 71914 for information

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.

How to Apply for a Course

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

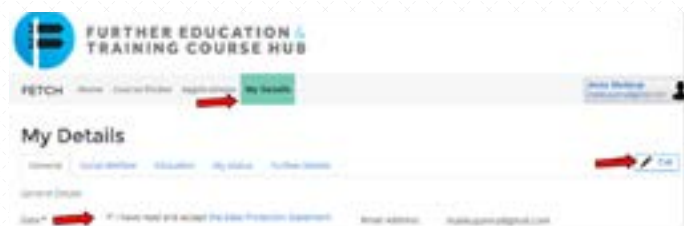
- 1 How to register on FETCH courses, please do step by step by clicking on video below:



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



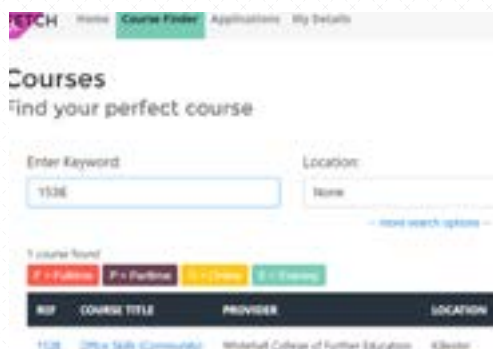
- 3 Select My Details tab and click the Edit button, fill in all required information.



- 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.



- 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 by using the Advanced Search option.



- 6 Select course from the 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.

- 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
- » Homework support

- » Parent and child horticulture
- » Woodcraft for parents and children
- » Story telling
- » Irish for Parents
- » Core Strength building for children with autism



Ceinwen Fergus
Adult Literacy Organiser
ceinwenfergus@cmetb.ie
Tel. 0871967888

Courses for parents, children and school leavers: these courses will run in the summer, once the school term is finished. School leavers aged 16 and over can join our Driver Theory group for revision and test practice. For parents with school aged children, we have Parent and Child Art running for three consecutive afternoons. Bring your child along for fun activities and art projects!

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Driver Theory for School Leavers Ref: 356860	n/a	European House, Monaghan	Monday, 27 th June, 2022	3	2pm - 4pm
Parent and Child Art Ref: 356862	n/a	Dun Mhuire Adult Education Centre, Monaghan	Wednesday 15 th June - Friday, 17 th June, 2022	3 afternoons	2pm - 4pm
Parent and Child Art Ref: 357859	n/a	Dun Mhuire Adult Education Centre, Monaghan	Wednesday, 22 nd June - Friday, 24 th June, 2022	3 afternoons	2pm- 4pm

For more information or to book a place, please ring Sharon or Ceinwen on 047 71914.

Health and Wellbeing: did you develop an interest in health and wellbeing over lockdown? Do you want to consider it as a career option? Try our taster courses in two subjects. A full level 4 award following on from these will be available in September 2022.

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Health Related Fitness Ref: 356841	4	Gatehouse Learning Centre, Monaghan	Wednesday, 27 th April, 2022	13 weeks	9.30am - 12.30pm
Food and Nutrition Ref: 356836	4	Gatehouse Learning Centre, Monaghan	Friday, 29 th April, 2022	13 weeks	9.30am - 12.30pm
Gaelic Games Ref: 357878	4	TBC	Monday, 13th June, 2022	6 weeks	10am - 3pm
Canoeing Ref: 357879	4	Tanagh Outdoor Ctr (H16 HC83)	Tuesday, 7th June, 2022	6 weeks	10am - 3pm
Soccer Ref: 357880	4	TBC	Friday 9th June, 2022	6 weeks	10am - 3pm

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:

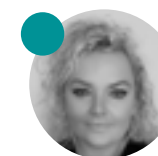
- » Introducing yourself
- » Talking about hobbies/interests
- » Shopping
- » Asking for Directions
- » Eating out

Module	Venue	Start Date	Time
ESOL Registration	European House, Monaghan (Room 2)	Friday, 11 th March, 2022	2.30pm to 4pm
ESOL Registration	European House, Monaghan (Room 2)	Friday 1 st April, 2022	2.30pm to 4pm
ESOL Registration	Workhouse Carrickmacross	Friday, 11 th March, 2022	10.30am to 12.00pm
ESOL Registration	Workhouse Carrickmacross	Friday 1 st April, 2022	10.30am to 12.00pm

- » 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 Monaghan. 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.



Laura Brady
Adult Literacy Organiser/ESOL
Co-ordinator
laurabradycmetb.ie
Tel. 087-7427675

Community Education

If you are a member of a community groups/general public 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.

Meet the team



Carol Kelly
Community Education Facilitator
carolkelly@cmetsb.ie
Tel. 047 71914



Unaccredited courses in Monaghan Town, Carrickmacross and online:

The Following Courses are available Free of Charge through our Community Education Budget. All applicants will be required to complete a registration form for funding and statistical purposes.

Course Title	Venue	Start Date	Approx. No of weeks	Time
Flower Arranging Ref: 352910	Clones	Monday, 25 th April, 2022	5 weeks	Every Monday, 10am - 1pm
Introduction to Interior Design Ref: 352911	On Line	Monday, 21 st March, 2022	8 weeks	Every Monday, 7pm - 8.30pm
Introduction to Tai Chi Ref: 352913	Dún Mhuire Adult Education Centre, Monaghan	Tuesday, 15 th March, 2022	6 weeks	Every Tuesday, 10am - 11am
Gentle Yoga Ref: 352914	Dún Mhuire Adult Education Centre, Monaghan	Tuesday, 15 th March, 2022	6 weeks	Every Tuesday, 11.30am - 12.30pm
Introduction to Mindfulness Ref: 352915	On Line	Tuesday, 15 th March, 2022	6 weeks	Every Tuesday, 7pm - 8pm
Introduction to Beauty Ref: 352916	Dún Mhuire Adult Education Centre, Monaghan	Friday, 25 th March, 2022	4 weeks	Every Friday, 10am - 1pm
Introduction to Tai Chi Ref: 352917	Carrickmacross Workhouse	Wednesday, 27 th April, 2022	6 weeks	Every Wednesday, 10am - 11am
Gentle Yoga Ref: 352919	Carrickmacross Workhouse	Wednesday, 27 th April, 2022	6 weeks	Every Wednesday, 11.30 - 12.30pm
Arts and Crafts: Sewing and Embroidery Ref: 352921	Carrickmacross Workhouse	Thursday, 28 th April, 2022	6 weeks	Every Thursday, 10am - 1pm
Introduction to Photoshop Ref: 352922	Carrickmacross Workhouse	Friday, 10 th June, 2022	6 weeks	Every Friday, 10am - 1pm
Mindful Art Journaling Ref: 352924	Dún Mhuire Adult Education Centre, Monaghan	Thursday, 24 th March, 2022	6 weeks	Every Thursday, 10am - 1pm
Creative Writing Ref:	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 16 th March, 2022	6 weeks	Every Wednesday, 1.30pm - 3.30pm

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.

Mindfulness

Mindfulness is an integrative, mind-body based approach that helps people to manage their thoughts and feelings and mental health. Training helps people to become more aware of their thoughts, feelings, and body sensations so that instead of being overwhelmed by them, they are better able to manage them.

Creative Writing

An introduction to the varying techniques for creative writing which explores imaginative uses of language through creative genres (fiction, poetry, literary non fiction) 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.

Arts and Crafts

Arts and crafts describe a wide variety of activities involving making things with your own hands. These include such things as wood carving, sewing, basket weaving or other crafts with all sorts of material.

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.

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.

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.

History of Patrick Kavanagh

Learn more about the Irish poet and novelist, about his writing, his inspiration and his legacy.



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@cmeth.ie
087 9293531

Course	Level	Venue	Start date/time	Duration	PLSS Code
Aim/Zoom/Mart/Internet and email for Farmers	n/a	Dun Mhuire Adult Education Centre, Clones Rd., Monaghan	TBC - Wednesday 7pm - 9.30pm		
Aim/Zoom/Mart/Internet and email for Farmers	n/a	Enterprise Centre, Castleblayney, Co Monaghan	TBC - Thursday 7pm - 9.30pm		
Aim/Zoom/Mart/Internet and email for Farmers	n/a	The Workhouse, Carrickmacross, Co Monaghan	TBC		
Workplace Language Support	n/a	Dun Mhuire Adult Education Centre, Clones Rd., Monaghan	TBC - Wednesday 7pm - 9.30pm		
Workplace Language Support	n/a	The Workhouse, Carrickmacross, Co Monaghan	TBC - Monday 7pm - 9.30pm		
Computers - Progression course	n/a	Drumhowan Community Centre, Drumhowan, Co Monaghan	TBC - Thursday 7pm - 10pm		
Introduction to Computers	n/a	Drumhowan Community Centre, Drumhowan, Co Monaghan	TBC - Monday 7pm - 10pm		

Employer Based Training - Upskilling Employees

Skills for Work

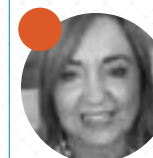
Skills for Work is a programme aimed at providing educational training opportunities to help employees deal with the basic skills demands of the workplace. The programme is particularly targeted at workers who may not have the confidence to embrace change. It encourage them to put themselves forward 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@cmeth.ie
087 9293531

Skills to Advance

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
eileenrodny@monaghaninstitute.ie
047 84900



Charlotte Dunne
Workforce Development
Officer
charlottedunne@cmetb.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.

For more details contact Carol Kelly, CEF or Ceinwen Fergus, ALO



Ceinwen Fergus
Adult Literacy Organiser
ceinwenfergus@cmetb.ie
Tel. 08 71967888



Carol Kelly
Community Education Facilitator
carolkelly@cmetb.ie
Tel. 047 71914

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.

For more details contact Carol Kelly, CEF

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.



Carol Kelly
Community Education Facilitator
carolkelly@cmetb.ie
Tel. 047 71914

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.



Ceinwen Fergus
Adult Literacy Organiser
ceinwenfergus@cmetb.ie
Tel. 0871967888

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Career Planning Ref: 356834	4	Dún Mhuire Adult Education Centre, Monaghan	Tuesday, 7 th June, 2022	7 weeks	9.30am - 1.30pm
Communications Ref: 356838	4	Dún Mhuire Adult Education Centre, Monaghan	Thursday, 2 nd June, 2022	8 weeks	9.30am - 1.30pm
Information Technology Skills Ref: 356839	4	Dún Mhuire Adult Education Centre, Monaghan	Monday, 13 th June, 2022	6 weeks	9.30am - 1.30pm

For more details contact Sharon or Ceinwen Fergus ALO 047 71914

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

For more details please contact Ceinwen Fergus on 0871967888

Courses school leavers: these courses will run in the summer, once the school term is finished. School leavers aged 16 and over can join our Driver Theory group for revision and test practice.

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Driver Theory for School Leavers Ref: 356860	n/a	European House, Monaghan	Monday, 27 th June, 2022	3 weeks	2pm - 4pm

the questions. All materials are supplied.



Ceinwen Fergus
Adult Literacy Organiser
ceinwenfergus@cmetb.ie
Tel. 0871967888



Career Development Course

Shaping My Future

The Guidance Service are offering this four-week part time on line 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.



Eithne O'Callaghan
Adult Guidance Co-ordinator/
Counsellor (Monaghan)
eithneocallaghan@cmetb.ie
047 30800 or 087 9809339



Bernadette Connolly
Adult Guidance Counsellor
(Carrickmacross)
bernadetteconnolly@cmetb.ie
042 9690739

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Shaping My Future	Unaccredited	ONLINE via Zoom	Wednesday, 23 rd March, 2022	4 weeks	Every Wednesday, 10am - 11am
Shaping My Future	Unaccredited	ONLINE via Zoom	Wednesday, 1 st June, 2022	4 weeks	Every Wednesday, 10am - 11am

Applicants to this course must have access to a device with internet connection (eg. PC, Laptop, Tablet or Smart Phone)

Priority will be given to all unemployed adults. 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. An initial discussion with a Guidance Counsellor will help to determine your suitability. You must be able to commit to 8 hours of participation over a period of up to 4 weeks.

The Adult Guidance and Information Service provides a comprehensive, professional and quality guidance and information service to adults and those over the age of 16, who are not in full time education.

It is a free and confidential service offered by CMETB to assist those who wish to return to education and/or training but are unsure of what to do.

You can meet with a Guidance Counsellor for a one-to-one appointment both online or face to face and we also offer an outreach service through the libraries in Co Monaghan.

www.cmetbadultguidance.ie **Email: monaghanguidance@cmetb.ie** **Tel: 047 30800**

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 details contact Carol Kelly, CEF (carolkelly@cmetb.ie or 047 71914)

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](#)



Carol Kelly
Community Education Facilitator
carolkelly@cmetb.ie
Tel. 047 71914

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

This module will provide you with the skills, knowledge and competencies to operate both a manual book-keeping and computerised accounts system. The module builds upon previously acquired skills to increase a learner's management ability.

Payroll - QQI Level 5

This module is designed to enable the learner to understand the principles and practice of maintaining payroll records manually and using integrated accounting software.

Reception & Office Skills – QQI Level 5

This module offers learners the opportunity to develop good interpersonal skills when dealing with clients/customers in person or on the telephone. It is suitable for those who wish to equip themselves with the knowledge, skills and competence in the concepts and principles underpinning Reception and Frontline Office Skills.

Adobe Illustrator with Social Media

The Adobe Certified Associate (ACA) certification is an excellent way to demonstrate proficiency with the Adobe suite of products,

as well as an understanding of the digital communication skills associated with them. Learners will gain the skills needed to use popular social media platforms such as Facebook, Instagram, Twitter, YouTube, LinkedIn and many more. Learners will also create and edit professional-looking adverts, Social Media content and create artworks quickly. This illustrator course is designed to introduce you to basic know-hows of the adobe illustrator suite.

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Word Processing Ref: 351325	5	Dún Mhuire AEC Monaghan	Thursday, 3 rd March, 2022	12 weeks	Every Thursday, 9.30am-12.30pm
Spreadsheet Methods Ref: 351323	5	Carrickmacross Workhouse	Friday, 4 th March, 2022	12 weeks	Every Friday, 9.30am - 12.30pm
Manual and Computerised Payroll Ref: 351312	5	Carrickmacross Workhouse	Monday, 7 th March, 2022	12 weeks	Every Monday, 9.30am - 1.30pm
Information and Administration Ref: 351321	5	Carrickmacross Workhouse	Tuesday, 8 th March, 2022	12 weeks	Every Tuesday, 9.30am - 1pm
Business Administration Ref: 357732	5	Carrickmacross Workhouse	Wednesday, 9 th March, 2022	12 weeks	Every Wednesday, 6.30pm - 9.30pm
Business Administration Ref: 351319	5	Dún Mhuire AEC, Monaghan	Friday, 11 th March, 2022	12 weeks	Every Friday, 9.30am - 12.30pm
Spreadsheet Methods Ref: 357734	5	Dún Mhuire AEC, Monaghan	Thursday, 24 th March, 2022	12weeks	Every Thursday, 6.30pm - 9.30pm

To register for these courses, please contact 047 71914

Childcare

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

To be offered from April 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.

To register for these courses, please contact 047 71914



Stage One Advanced Certificate in Early Learning and Care (Level 5) - 5M21473

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Children's Rights, Legislation and Regulation Ref: 357860	5	Dún Mhuire AEC Monaghan	Monday, 14 th March, 2022	9 weeks	Every Monday, 9.15am - 1.15pm

*** 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.**

Childcare level 6: (6M2007)

Module	QQI Level	Venue	Start Date	Approx. No weeks	Time
Child Development Ref: 350571	6	Dún Mhuire AEC Monaghan	Wednesday, 16 th March, 2022	12 weeks	Every Wednesday, 9.30am - 12.30pm
** Special Needs Assisting Ref: 350585	6	Carrickmacross Workhouse	Wednesday, 16 th March, 2022	12 weeks	Every Wednesday, 6.30pm - 9.30pm
Personal and Professional Development Ref: 350580	6	Dún Mhuire AEC Monaghan	Monday, 14 th March, 2022	12 weeks	Every Monday, 6.30pm - 9.30pm

*** Owing to National changes to the Childcare Curriculum, we are unable to accept new entrants to this programme. These modules are only available to existing or past students who have not yet completed their full award at level 6.**

**** The Special Needs Assisting module can be completed as a stand alone module for those wishing to gain a qualification in the area of Special Needs.**

Childcare level 5: (5M2009)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Early Childhood Education and Play Ref: 350588	5	Dún Mhuire AEC Monaghan	Tuesday, 15 th March, 2022	12 weeks	Every Tuesday, 9.30am - 12.30pm
Special Needs Assisting Ref: 350591	5	Dún Mhuire AEC, Monaghan	Tuesday, 15 th March, 2022	12 weeks	Every Tuesday, 1pm - 4pm
Child Development Ref: 350594	5	Carrickmacross Workhouse	Tuesday, 15 th March, 2022	12 weeks	Every Tuesday, 6.30pm - 9.30pm

*** Owing to National changes to the Childcare Curriculum, we are unable to accept new entrants to this programme. New learners looking to commence Childcare Award at level 5 will need to sign up to the early Learning and Care award above:**

**** The Special Needs Assisting module can be completed as a stand alone module for those wishing to gain a qualification in the area of Special Needs.**

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 everyone 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](#)

To register for these courses, please contact 047 71914

Catering Support - QQI Level 4

This course is for those who are passionate about food, who want to learn new skills and develop knowledge and competence to work under supervision within a catering setting.

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

Modules include: Meal Service, Communications, Kitchen Skills, Short Order Cookery, Work Experience, Customer Service, Personal Effectiveness and one elective module.

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

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.

To register for these courses, please contact 047 71914

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

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](#)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Care of the Older Person Ref: 350600	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 21 st March, 2022	8 weeks	Every Monday, 9.30am - 4pm
Activities of Living Patient Care Ref: 350691	5	Castleblayney Youthreach Centre	Tuesday, 22 nd March, 2022	9 weeks	Every Tuesday, 9.30am - 1.30pm

To register for these courses, please contact 047 71914

Beauty

This award provides the learner with the knowledge, skill and competence to work independently in providing beauty therapy treatments in a variety of contexts and or to progress to further and or higher education and training.

On completion of the overall award students will:

- demonstrate theoretical and practical knowledge of a range of beauty therapy treatments, techniques, products, and equipment
- demonstrate a knowledge of the concepts and theory in relation to beauty therapies and techniques and the role of the beauty
- utilise a range of specialised skills, techniques, products, and equipment to provide beauty therapy treatments

- demonstrate judgment in selecting appropriate techniques in response to clients' requirements
- apply beauty therapy skills and treatments within a range of varied and specific contexts to meet client needs

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



Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Beauty Industry Ethics and Practice Ref: 351304	5	Castleblayney Youthreach Centre	Monday, 25 th April, 2022	6 weeks	Every Monday, 9.30am-1.30pm
Reflexology Ref: 351305	5	Castleblayney Youthreach Centre	Wednesday, 6 th April, 2022	12 weeks	Every Wednesday, 6.30pm - 9.30pm

To register for these courses, please contact 047 71914

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](#)

Introduction to Sustainability: these classes include a basic course in gardening, and an introduction to sustainable living. This will cover ways in which you can improve your recycling and cut down on waste. Small changes have a big impact!.

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Introduction to Sustainable Living Ref: 356859	n/a	Dun Mhuire Adult Education Centre, Monaghan	Tuesday, 26 th April, 2022	13 weeks	7pm - 9pm
Container Gardening Ref 356868	3	Dun Mhuire Adult Education Centre, Monaghan	Wednesday, 27 th April, 2022	13 weeks	2pm - 5pm

To register for these courses, please contact 047 71914

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](#)

Microsoft Office Specialist (Excel)

Microsoft Office Specialist (MOS) Excel, is an internationally recognised standard for demonstrating spreadsheet skills. This course is designed for Microsoft Excel users who wish to extend their knowledge and skills beyond building simple workbooks.

The Excel 2016 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.

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](#)

Databases - (QQI Level 3, Level 4 & 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, skills and competence to analyse key features and characteristics of computer hardware and software in relation to computer-aided draughting and the AutoCad interface.

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Computer Applications Ref: 337358	4	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 2nd March, 2022	12 weeks	Every Wednesday 9.30am-12.30pm
Information Technology Skills Ref: 337354	4	Carrickmacross Workhouse	Tuesday, 1st March 2022	12 weeks	Every Tuesday 9.30am-12.30pm

Register for these course on www.fetchcourses.ie

Computer classes and smartphone classes: if you want to improve your computer skills, then we offer classes from absolute beginners to QQI Level 4.

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
For Beginners					
Using your Smartphone Ref: 357760	n/a	European House, Monaghan	Wednesday, 27 th April, 2022	11 weeks	2pm - 4pm
Introduction to Computers Ref: 356812	2	Gatehouse Learning Centre, Monaghan	Tuesday, 26 th April, 2022	13 weeks	10am - 12 noon
For those with some knowledge					
Spreadsheet Methods Ref: 356808	3	European House, Monaghan	Monday, 25 th April, 2022	13 weeks	10am - 12 noon
Spreadsheet Methods Ref: 357596	3	Carrickmacross Workhouse	Tuesday, 26 th April, 2022	13 weeks	2pm - 5pm
Word Processing Ref: 343618	3	Youthreach Centre, Castleblayney	Tuesday, 26 th April, 2022	13 weeks	4pm - 6pm
Word Processing Ref: 343614	3	Carrickmacross Workhouse	Tuesday, 10 th May, 2022	11 weeks	6.30pm - 9.30pm
Information Technology Skills Ref: 356816	4	Dun Mhuire Adult Education Centre, Monaghan	Wednesday, 27 th April, 2022	11 weeks	6.30pm - 8.30pm
Spreadsheet Methods Ref: 357605	4	Gatehouse Learning Centre, Monaghan	Thursday 28 th April, 2022	11 weeks	9.30am - 12.30pm
Spreadsheet Methods Ref: 357608	4	Carrickmacross Workhouse	Friday, 29 th April, 2022	11 weeks	9.30am - 12.30pm

You can also register an interest in any computer class using Fetchcourses.ie, Reference 333754 or search for Computer Courses all Levels.

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](#)

To register for these courses, please contact 047 71914

Customer Services Level 4

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Customer Service Skills Ref: 357920	4	Dún Mhuire Adult Education Centre, Monaghan	Thursday, 24th March, 2022	12 weeks	Every Thursday, 9.30am - 12.30pm

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

To register for these courses, please contact 047 71914



Training & Development



Human Resources Management - QQI Level 6

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.

Team Leadership - QQI Level 6

On completion of this module learners will have acquired the knowledge, skill and competence in the theory, principles, and practice of management within a range of contexts to enable them to work independently or in a management capacity and/or to progress to higher education or training.

Please contact eveningcourses@cmetb.ie if interested in the above courses.

Training & Development – QQI Level 6

(Module: 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.

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

Learner Stories/ Case Studies

The choices we make really do build a better future. «

“Back in 2010, I found myself at a crossroads after losing my job in construction. I decided to do an Adult Education course with CMETB. The first step in this process was to speak with the guidance counsellor. Having been an early school leaver and not completing my leaving cert, I realised the best option for me was to start by completing a QQI level 4 course. Over the next three years I completed my QQI level 4 with CMETB and Level 5 & 6 in Monaghan Institute. I came in as a literacy learner who lacked confidence, neglected my reading and writing skills while not knowing how to turn on a computer. After completing my three years I was full of confidence, learned so many new skills and was able to work a computer as good as anyone. After Monaghan Institute I went on to Carlow IT where after 4 years I graduated with a Level 8 degree in Business Management Practice.”

“I left school early and had so little self-confidence when I first made contact with CMETB and the Adult Guidance Service but with all the support, I have now finished my QQI level 4 courses and am hoping to go to Monaghan Institute to study. I feel so much happier in myself and want to do something worthwhile with my life. I never thought I'd say it but I really enjoy the study!”

“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 Guidance 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!”

“When my youngest child started school I wanted to get back to work but felt I would need to retrain first. After listening to my story, the Guidance Counsellor helped me to look at my strengths and interests. I joined some classes with CMETB and have enjoyed the challenge as well as meeting new people. It feels very good to be doing something for me for a change!”

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 on-line learning and I missed the classroom but coped and was very appreciative of the support from the guidance service and tutors and all who work in Adult Education.

