

COURSES ON OFFER THROUGH BTEI, COMMUNITY EDUCATION AND ADULT LITERACY PROGRAMMES

March/April 2022

Email monaghanadulted@cmetb.ie or call 047 71914

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:

All new learners to Level 5 programmes may have to go through Pre-Assessment. This will consist of an appointment with our Adult Guidance Service where learners may be required to complete a pre assessment. Further details will be given on this process at registration.

Learners participating on Level 5 and 6 programmes will use Microsoft Teams and/or Moodle to access class notes and upload assignments. We recommend new

learners participate in an IT preparation session in advance of commencing modules to ensure they are competent in using these platforms

Please find details below of IT preparation courses and indicate your preferred session of choice. These sessions will be delivered fully online.

IT PREPARATION SESSIONS

Date	Time
Wednesday, 9 th March 2022	2pm - 4pm
Friday, 11 th March, 2022	2pm - 4pm

Childcare level 6: (6M2007)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Child Development Ref: 350571	6	Dún Mhuire Adult Education Centre, 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 Adult Education Centre, 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 Adult Education Centre, Monaghan	Tuesday, 15 th March, 2022	12 weeks	Every Tuesday, 9.30am - 12.30pm
** Special Needs Assisting Ref: 350591	5	Dún Mhuire Adult Education Centre, 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 Early Childhood Education and Play & Child Development modules. New learners looking to commence the Childcare Award at level 5 will need to sign up to the Early Learning and Care Award below:**
**** 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.**

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 Adult Education Centre, 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.**

Health Service Skills level 5:

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

Business Administration level 5:

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Word Processing Ref: 351325	5	Dún Mhuire Adult Education Centre, 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
Spreadsheet Methods Ref: 357734	5	Dún Mhuire Adult Education Centre, Monaghan	Thursday, 24 th March, 2022	12weeks	Every Thursday, 6.30pm - 9.30pm
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 Adult Education Centre, Monaghan	Friday, 11 th March, 2022	12 weeks	Every Friday, 9.30am - 12.30pm

Beauty level 5:

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

Core level 5 subjects for all courses:

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Communications Ref: 351766	5	Carrickmacross Workhouse	Monday, 7 th March, 2022	12 weeks	Every Monday, 9.30am - 1pm
Work Experience Ref: 351770	5	Carrickmacross Workhouse	Thursday, 24 th March, 2022	9 weeks	Every Thursday, 9.30am-1.30pm

Please Note: Learners are required to have work placement secured when signing up for the Work Experience module.

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

Computers level 4:

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

Email MonaghanAdultEd@cmetb.ie or call 047 71914. Bookings can also be made by logging on to www.fetchcourses.ie and using the reference code provided.

IMPORTANT - PLEASE NOTE: 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. Priority will also be given to residents of County Cavan and Monaghan and to students who satisfy all BTEI criteria. Short listing and screening may apply.

PATHWAYS TO SUCCESS:

Are you returning to study after a break? Do you want to prepare for a Level 5 course in September? This course is aimed at those who want to progress to Monaghan Institute or one of the other part time level 5 courses. Classes are in small groups, with a supportive tutor. Those wishing to progress to a Level 5 course should attend all 3 subjects.

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

CAVAN & MONAGHAN ETB – COMMUNITY EDUCATION COURSES

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: 357714	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 16 th March, 2022	6 weeks	Every Wednesday, 1.30pm - 3.30pm

Email MonaghanAdultEd@cmetb.ie or call 047 71914. Bookings can also be made by logging on to www.fetchcourses.ie and using the ref code provided.

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 AEC Monaghan	Tuesday, 26 th April, 2022	13 weeks	7pm - 9pm
Container Gardening Ref 356868	3	Dun Mhuire AEC, Monaghan	Wednesday, 27 th April, 2022	13 weeks	2pm - 5pm

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 weeks	2pm - 4pm
Parent and Child Art Ref: 356862	n/a	Dun Mhuire AEC, Monaghan	Wednesday 15 th June - Friday, 17 th June, 2022	3 afternoons	2pm - 4pm
Parent and Child Art Ref: 357859	n/a	Dun Mhuire AEC 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.

BASIC SKILLS COURSES

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

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, 13 th June, 2022	6 weeks	10am - 3pm
Canoeing Ref: 357879	4	Tanagh Outdoor Education Centre Dartrey, Via Cootehill, Co. Monaghan, H16 HC83	Tuesday, 7 th June, 2022	6 weeks	10am - 3pm
Soccer Ref: 357880	4	TBC	Friday 9 th June, 2022	6 weeks	10am - 3pm

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
Computer Skills Ref: 356813 2		Carrickmacross Workhouse	Tuesday, 26th April, 2022	13 weeks	2pm - 4p

For those with some knowledge

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
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](https://www.fetchcourses.ie), Reference 333754 or search for Computer Courses all Levels.

ADULT GUIDANCE AND INFORMATION SERVICE

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

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

CAVAN & MONAGHAN ETB – ESOL COURSES

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.

The content of courses will depend on your level, but the main focus of all of 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.

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.

Monaghan Registration Dates and Times:

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

Carrickmacross Registration Dates and Times:

Module	Venue	Start Date	Time
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

All courses are free of charge. Priority will be given to learners who are unemployed and/or have limited education/English language skills. You **must** have a PPS number.

Contact: Laura Brady, ESOL Co-Ordinator
Phone: 0877427675 e-mail: esol@cmetb.ie