

Courses on offer through BTEI, Community Education and Adult Literacy programmes

Cavan Winter/Spring 2022/2023 Timetable



Intellectual Disability Practice:

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Special Needs Assisting	5	Cavan Town Ref: 369162	December 2022	13 weeks	Every Tuesday 7pm-10pm
Special Needs Assisting	6	Cavan Town Ref: 369159	December 2022	13 weeks	Every Wednesday 7pm - 10pm

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

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.

Health Service Skills Level 5:

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Care of the Older Person	5	Ballyconnell Ref: 369165	February 2023	10 weeks	Every Tuesday 7pm-10pm
Palliative Care Support	5	Cavan Town, Ref: 369168	January 2023	13 weeks	Every Tuesday 7pm-10pm
Care Support	5	Dowra Community Centre Ref: 369170	November 2022	13 weeks	Every Wednesday 10.30am-2.30pm
Care Skills	5	Cavan Town, Ref: 369172	December 2022	13 weeks	Every Thursday 7pm-10pm
Care Support	5	Cavan Town, Ref: 369174	November 2022	13 weeks	Every Thursday 9.30am-1.30pm
Activities of Living Patient Care	5	Adult Education Centre, Ballyjamesduff A82AX70 Ref: 369175	December 2022	13 weeks	Every Thursday 7pm-10pm
Care Skills	5	Cootehill Ref: 369163	February 2023	13 weeks	Every Monday 7pm - 10pm

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New - Building Life Skills:

Module	Venue	Starting	Approx. No of weeks	Approx. No of weeks
Developing Resilience within Your Family and Community	Cavan Town Ref: 343391	TBC	6 weeks	Wednesday 10am - 1pm
Learning Outcomes;				
Week 1	Positive Mental Health Learners will develop an understanding of what positive mental health is and why it is important to maintain it. Learners will learn how to develop personal strategies to maintain positive mental health.			
Week 2	Attitudes and Behaviours Learners will develop an understanding of social learning theory and will gain an insight into how behaviours and attitudes can impact on others.			
Week 3	Parents Plus Learners will learn the importance of looking after ourselves as parents. Guest speaker will discuss ways of promoting effective communication and positive relationships with young people.			
Week 4	Safe Talk workshop The learner will partake in a safe TALK workshop. safeTALK is an internationally recognised 3.5 hour training programme that prepares participants to recognise and engage with people who may be having thoughts of suicide and to connect them to suicide first aid resources. This programme is designed for all members of the community.			
Week 5	Making Connections The learner will learn the importance of connections for every individual. They will learn how to recognise the effect of connections, reflect upon own connections and how to reinforce positive connections.			
Week 6	Self-Awareness Learners will develop an understanding of the importance of self-awareness and the impact it has on our actions. Learners will be introduced to mindful practice and will assess personal coping strategies.			

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Information Advice & Advocacy Services :

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Family Rights Advocacy	6	Cavan Town Ref: 369206	November 2022	11 weeks	Every Tuesday 10am - 1pm
Information Advice & Advocacy Practice	6	Cavan Town Ref: 369203	December 2022	11 weeks	Every Friday 10am - 2pm

Community Development:

Module	Level	Venue	Starting	Approx. No of weeks	Time
Understanding Community Development	5	Cavan Town Ref: 369749	January 2023	14 weeks	Every Tuesday 10am - 1.30pm

Business Administration Level 5:

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Payroll	5	Cavan Town Ref: 369177	February 2023	13 weeks	Every Tuesday 7pm-10pm
MS Word	5	Cavan Town Ref: 369179	January 2023	12 weeks	Every Wednesday 9.30am-1.30pm
Spreadsheet Methods	5	Cavan Town Ref: 371140	January 2023	13 weeks	Every Thursday 7pm-10pm

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Full Level 4 General Learning Award 4M2010 - Part-time:

Cavan Adult Education Services offer a unique opportunity which will allow the learner to achieve a Level 4 Certificate in General Learning 4M2010 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
Mathematics (10 Credits)	4	Cavan Town, Ref: 369663	February 2023	13 weeks	Every Tuesday and Thursday 10am-1pm
Word Processing (10 Credits)	4	Cavan Town, Ref: 363345	November 2022	12 weeks	Every Thursday 10am -1pm
Computer Application (10 Credits)	4	Cavan Town Ref 321345	January 2023	12 Weeks	Every Monday 10am - 1pm
Personal Effectiveness (10 Credits)	4	Cavan Town, Ref: 363145	January 2023	13 weeks	Every Tuesday 9:30am - 1pm
Communications (15 Credits)	4	Cavan Town, Ref: 363358	January 2023	13 weeks	Every Monday & Wednesday 9:30am - 1pm

The remaining credit value of 45 credits can be obtained by using relevant component(s) from Level 4. A maximum of 10 credits can be used from either Level 3 or Level 5.

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Level 4 Information Technology:

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Computer Applications	4	Cavan Town Ref: 321345	January 2023	12 weeks	Every Monday 10am - 1pm
Computer Applications	4	Adult Education Centre, Ballyjamesduff A82AX70 Ref: 369233	January 2023	12 weeks	Every Thursday
Spreadsheets	4	Cavan Town Ref: 363148	January 2023	12 weeks	Every Friday 10am - 1pm
Database	4	Adult Education Centre, Ballyjamesduff A82AX70 Ref: 369223	January 2023	12 weeks	Every Thursday 10am - 1pm
Word Processing	4	Cavan Town, Ref: 370072	November 2023	12 weeks	Every Thursday 10am -1pm
Word Processing	4	Cavan Town, Ref: 363345	January 2023	12 weeks	Every Wednesday 9:30am - 12:30pm
Word Processing	4	Ballyconnell Ref: 357718	January 2023	13 weeks	Every Wednesday 10am-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	November 2022	12 weeks	Every Friday
Reception Skills	4	Cavan Town Ref: 369665	January 2023	12 weeks	Every Tuesday 10am - 1pm
Customer Service	4	Bailieborough Ref: 369204	January 2023	12 weeks	Every Monday 9.30am - 1:30pm
Office Skills	4	Adult Education Centre, Ballyjamesduff A82AX70 Ref: 369233	January 2023	12 weeks	Every Friday 10am - 1pm
Woodcraft	4	Adult Education Centre, Ballyjamesduff A82AX70 Ref: 369111	January 2023	12 weeks	Every Monday 10am-1pm
Mathematics	4	Cavan Town Ref: 369663	February 2023	13 weeks	Every Tuesday and Thursday 10am-1pm
Personal Effectiveness	4	Cavan Town Ref: 363145	January 2023	13 weeks	Every Wednesday 9:30am - 12:30pm
Communications	4	Cavan Town Ref: 363358	January 2023	13 weeks	Every Monday & Wednesday 9:30am - 1pm
Book Keeping and Accounts	4	Cavan Town Ref: 369666	February 2023	13 weeks	Every Thursday 9.30am-1pm

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CAVAN & MONAGHAN ETB Adult Guidance Service

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

Module	Venue	Starting	Approx. No of weeks	Time
Shaping My Future	ONLINE via Zoom Ref: 325871	January 2023	4 weeks	Tuesday 10am – 12pm
Shaping My Future	ONLINE via Zoom Ref: 325871	February 2023	4 weeks	Monday 10am – 12pm
Shaping My Future	ONLINE via Zoom Ref: 325871	March 2023	4 weeks	Wednesday 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 .

CAVAN & MONAGHAN ETB

Unaccredited Courses

Course Title	Venue	Starting	Approx. No of weeks	Time
Computers for Beginners	Cavan Town Ref: 363157	January 2023	ongoing	Every Monday 9.30am - 12.30pm
Computers for Beginners	Killeshandra Ref: 321500	January 2023	ongoing	Every Tuesday 2pm - 5pm
Introduction to Smartphones & Tablets	Ballyconnell Ref: 357720	January 2023	6 weeks	Every Wednesday 2pm- 5pm
Computers for Beginners	Ballyconnell Ref: 363157	January 2023	ongoing	Every Tuesday 9.30am-12.30pm
Introduction to Smartphones & Tablets	Cavan Town Ref: 357721	January 2023	6 weeks	Every Monday 2pm-5pm
Basket Making	Adult Education Centre, Ballyjamesduff A82AX70 Ref: 369230	January 2023	4 weeks	Every Tuesday 10am-1pm
Botanical Art	Adult Education Centre, Ballyjamesduff A82AX70 Ref: 369232	January 2023	4 weeks	Tuesday 2pm - 5pm
Introduction to Gardening	Ballyconnell Ref: 369674	February 2023	6 weeks	Every Tuesday 10am-1pm
Healthy Food Made Easy - HSE Nutrition & Cooking Programme	Adult Education Centre, Ballyjamesduff A82AX70 Ref: 369117	January 2023	6 weeks	Every Thursday 10am-1pm

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

CAVAN & MONAGHAN ETB Skills for Work Programmes

Computers for Farmers Levels 2, 3 and 4:

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Word Processing	3	St Mogue's Bawnboy	January 2023	12 weeks	Every Tuesday 7pm-10pm
Internet and Email Plus AIM	3	Belturbet	January 2023	12 weeks	Every Tuesday 7pm-10pm
Word Processing	4	Le Chéile, Hub Muinchille	January 2023	12 weeks	Every Tuesday 7pm - 10pm
Introduction to Office 365		Le Chéile, Hub Muinchille	January 2023	12 weeks	Every Thursday 7pm - 10pm
Word Processing	3	Cavan Town	January 2023	12 weeks	Every Wednesday 7pm-10pm
Word Processing	3	Gallonray House, Maudabawn	January 2023	12 weeks	Every Monday 10am - 1pm
Word Processing	3	Cavan Town	January 2023	12 weeks	Every Monday 7pm - 10pm
Computers Plus AIM	2	Glangevlin	January 2023	12 weeks	Every Tuesday 7pm-10pm
Word Processing	3	Arva	January 2023	12 weeks	Every Wednesday 7pm-10pm

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

Employer Based Training - Upskilling Employees

Workplace Language Support Courses, Communications Level 2-4 Courses are free to the employee and employer, offered on company premises where possible, or in a nearby CMETB Further Education and Training Centre. They can be accredited or non-accredited and can lead to qualifications up to QQI Level 4 on the National Framework of Qualifications.

Module	Locations
Workplace Language Support	Classes offered in a variety of locations including but not limited to; Arva, Ballinagh, Ballyjamesduff, Bawnboy, Cootehill, Glangevlin, Stradone
Workplace Language Support Phase 2	St Patrick Hall, Arvagh. Starting January 2023. Every Tuesday 7pm-9.30pm.
Workplace Language Support phase 2	Daisy Hill, Ballyconnell. Starting January 2023. Every Wednesday 6pm-8.30pm.

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

Computers Level 2 and Level 3:

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Word Processing	3	Cavan Town Ref: 329261	January 2023	12 weeks	Every Wednesday 10am-1pm
Going Online with Internet and Email	3	Cavan Town Ref: 363161	January 2023	12 weeks	Every Friday 10am-1pm
Spreadsheets	3	Cavan Town Ref: 369675	January 2023	12 weeks	Every Monday 9.30-12.30pm
Computers for Beginners	2	Adult Education Centre, Ballyjamesduff A82AX70 Ref: 369195	February 2023	8 weeks	Every Monday 10am-1pm
Computers for Beginners	2	Adult Education Centre, Ballyjamesduff A82AX70 Ref: 369226	January 2023	12 weeks	Every Monday 7pm-10pm
Internet & Email	3	Adult Education Centre, Ballyjamesduff A82AX70 Ref: 369196	November 2022	12 weeks	Every Monday 10am-1pm
Word	3	Adult Education Centre, Ballyjamesduff A82AX70 Ref: 369197	January 2023	12 weeks	Every Friday 10am-1pm
Internet and Email	3	Bailieborough Ref: 369198	January 2023	12 weeks	Every Thursday 10am-1pm

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Level 3 General Learning:

Module	QQI	Venue	Starting	Approx. No of weeks	Time
Mathematics	3	Cavan Town Ref: 363155	November 2023	12 weeks	Every Tuesday & Thursday
Communications and Personal Effectiveness	3	Cavan Town Ref: 369672	January 2023	12 weeks	Every Monday & Wednesday 9.30am-1pm

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Help with reading and writing:

Module	Venue	Starting	Approx. No of weeks	Time
Reading and Writing	Bailieborough Ref: 369199	January 2023	12 weeks	Every Wednesday 9.30am-1.30pm
Reading and Writing	Adult Education Centre, Ballyjamesduff A82AX70 Ref: 369202	January 2023	12 weeks	Every Tuesday 10am-1pm
Reading and Writing	Cavan Town	January 2023	various	Every Monday & Wednesday 9.30am-12.30pm
Reading and Writing	Cavan Town	January 2023	various	Every Tuesday & Thursday 9.30am-12.30pm
Reading and Writing	Cavan Town	January 2023	various	Every Friday 9.30am-12.30pm
Reading and Writing	Cavan Town	January 2023	various	Monday or Wednesday 7pm-9pm

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. For further information please call Deirdre or Regina on the below numbers.

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



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



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Cookery:

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Menu Planning & Practical Cookery	4	Cavan Town Ref: 369650	February 2023	12 weeks	Every Friday 9.30am-2.30pm
Short Order Cookery	4	Cavan Town Ref: 369653	February 2023	12 weeks	Every Tuesday 9.30am-2.30pm
Culinary Techniques	4	Adult Education Centre, Ballyjamesduff A82AX70 Ref: 369112	January 2023	15 weeks	Every Monday 9.30am-1.30pm
Pastry, Baking and Desserts	3	Cavan Town Ref: 369673	January 2023	12 weeks	Every Wednesday 10am - 1pm
Basic Cookery	3	Adult Education Centre, Ballyjamesduff A82AX70 Ref: 369140	February 2023	15 weeks	Every Thursday 10am-1pm

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CAVAN & MONAGHAN ETB

Evening Provision

Module	QQI Level	Venue	Start ing	Approx. No of weeks	Time
Bookkeeping	5	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
Care of the Older Person	5	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
Infection Prevention and Control	5	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
Nutrition	5	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
Digital Marketing	5	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
Reception & Frontline Office Skills	5	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
MOS Word	5	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
Safety and Health at Work	5	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
MOS Excel	N/A	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
CAD Autodesk	n/a	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
Payroll	6	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
Animal Grooming	5	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm

*Courses will commence subject to numbers. Exact Start dates will be confirmed after registration.

For more information or to register, contact The Evening Provision Team by email to eveningcourses@cmetb.ie or call 087 4054311 or 049 4353904.

Module	QQI Level	Venue	Start ing	Approx. No of weeks	Time
Bookkeeping	6	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
Business Management	6	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
Assistive Technology	6	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
Learning Difficulty Awareness	6	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
Health Promotion	6	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
Supervisory Management	6	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
Team Leadership	6	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
HR Management	6	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
Employment Law	6	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
Training & Development (Module: Training Delivery and Evaluation)	6	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
ICDL Workforce	n/a	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm
Maths for IT / Maths	5	FET Campus, Dublin Road, Cavan	January 2023	15 weeks	6pm - 9pm
MOS Outlook with TEAMS & Sharepoint	n/a	FET Campus, Dublin Road, Cavan	January 2023	12 weeks	6pm - 9pm

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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

Thursday, 10th November 2022	4pm-5pm
Friday, 2nd December 2022	5pm- 6pm
Wednesday, 11th January 2023	10am - 11am

CMETB, Unit 5, Church View Square, Cavan
 H12YA32

Thursday, 10th November 2022	2.30pm - 3.30pm
Thursday, 1st December 2022	2.30pm - 3.30pm
Thursdays, 12th January 2023	2.30pm - 3.30pm

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

Email: patriciamartin@cmetb.ie
 Tel: 049 4353957

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

For further information please
contact us on:
cavanadulted@cmetb.ie
049 4361881

