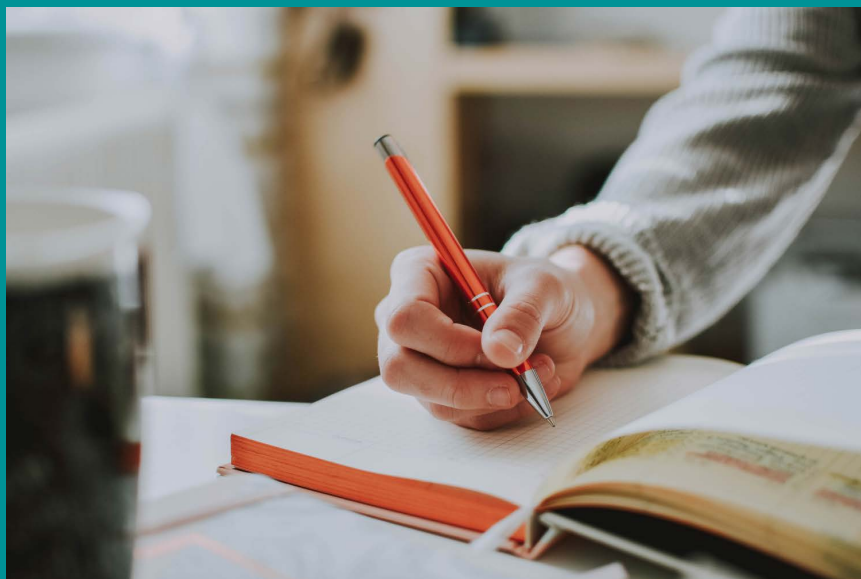


# Courses on offer through BTEI, Community Education and Adult Literacy programmes

## Cavan Spring 2024 Timetable



## Adult Guidance & Information Service

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. If you are unsure about which course you would like to do, please contact our Guidance Service on:

T: 049 4377001

E: [cavanguidence@cmetb.ie](mailto:cavanguidence@cmetb.ie)

W: [www.cmetbadultguidance.ie](http://www.cmetbadultguidance.ie)



# Cavan Town

| Module                     | QQI Level    | Reference | Starting      | Approx. No of weeks | Time                                 |
|----------------------------|--------------|-----------|---------------|---------------------|--------------------------------------|
| Reading & Writing          | Unaccredited | 391875    | Continuous    | 6 weeks             | Every Monday & Wednesday<br>10am-1pm |
| Reading & Writing          | Unaccredited | 391872    | Continuous    | 6 weeks             | Every Tuesday & Thursday<br>10am-1pm |
| Introductions to Computers | Unaccredited | 421147    | January 2024  | 6 weeks             | Every Tuesday<br>10am-1pm            |
| Skincare & Makeup          | Unaccredited | 421125    | February 2024 | 6 weeks             | Every Tuesday<br>10am-12pm           |
| Introduction to Gardening  | Unaccredited | 424738    | March 2024    | 6 weeks             | Every Monday<br>1.30pm-4.30pm        |
| Maths For Trades           | Online       | 424741    | January 2024  | 6 weeks             | Every Tuesday<br>7pm-9.30pm          |
| Computer Skills            | 2            | 421129    | January 2024  | 12 weeks            | Every Monday<br>10am-1pm             |
| Computer Skills            | 2            | 424736    | Continuous    | 12 weeks            | Every Tuesday<br>2pm-5pm             |
| Smartphones                | 2            | 424740    | January 2024  | 12 weeks            | Every Wednesday<br>2pm-4.30pm        |
| Health & Fitness           | 2            | 424742    | January 2024  | 12 weeks            | Every Thursday<br>10am-1pm           |
| Communications             | 3            | 421130    | January 2024  | 12 weeks            | Every Monday & Wednesday<br>10am-1pm |



| Module                                | QQI Level      | Reference | Starting      | Approx. No of weeks | Time                                |
|---------------------------------------|----------------|-----------|---------------|---------------------|-------------------------------------|
| Spreadsheets                          | 3              | 424737    | January 2024  | 12 weeks            | Every Wednesday 10am-1pm            |
| Pastry Baking & Desserts              | 3              | 421128    | January 2024  | 12 weeks            | Every Wednesday 10am-1pm            |
| Going Online & Personal Effectiveness | 3              | 421131    | January 2024  | 12 weeks            | Every Friday 10am-1pm               |
| Garden Planning                       | 3              | 424739    | March 2024    | 12 weeks            | Every Monday 9.30am-12.30pm         |
| Customer Service                      | 4              | 421050    | January 2024  | 12 weeks            | Every Monday 9.30am-1pm             |
| HACCP (2 Day Course)                  | EHA1 Certified | 420829    | February 2024 | 2 Days              | Monday 9.30am-3.30pm                |
| Computer Applications                 | 4              | 399171    | January 2024  | 12 weeks            | Every Tuesday 9.30am-1pm            |
| Manual Handling (1 Day Course)        | Certified      | 425143    | January 2024  | 1 Day               | Tuesday 2pm-5pm                     |
| International Cuisine                 | 4              | 420821    | January 2024  | 12 weeks            | Every Tuesday 9.30am-1.30pm         |
| Business English                      | 4              | 421085    | January 2024  | 12 weeks            | Every Tuesday & Thursday 9.30am-1pm |
| Communications                        | 4              | 420836    | January 2024  | 12 weeks            | Every Tuesday & Thursday 9.30am-1pm |

| Module                        | QQI Level | Reference | Starting      | Approx. No of weeks | Time                       |
|-------------------------------|-----------|-----------|---------------|---------------------|----------------------------|
| Word Processing               | 4         | 421047    | January 2024  | 12 weeks            | Every Wednesday 9.30am-1pm |
| Career Planning               | 4         | 421057    | March 2024    | 12 weeks            | Every Wednesday 9.30am-1pm |
| Word Processing               | 4         | 425057    | January 2024  | 12 weeks            | Every Wednesday 2pm-5pm    |
| Spreadsheets                  | 4         | 421051    | January 2024  | 12 weeks            | Every Thursday 9.30am-1pm  |
| Personal Effectiveness        | 4         | 420837    | January 2024  | 12 weeks            | Every Friday 9.30am-1pm    |
| Maths                         | 4         | 421086    | January 2024  | 12 weeks            | Every Friday 9.30am-1pm    |
| Bookkeeping                   | 4         | 391976    | January 2024  | 12 weeks            | Day TBC 9.30am-1pm         |
| Word Processing               | 5         | 417637    | January 2024  | 13 weeks            | Every Monday 10am-1pm      |
| Manicure, Pedicure and Waxing | 5         | 418086    | February 2024 | 13 weeks            | Every Monday 10am-1pm      |
| Teamworking                   | 5         | 418082    | January 2024  | 13 weeks            | Every Monday 10am-1pm      |

To Register visit [www.fetchcourses.ie](http://www.fetchcourses.ie) and use the ref code provided. Enquiries via email are encouraged for a faster response time. Email [cavanadulter@cmetb.ie](mailto:cavanadulter@cmetb.ie) or call 049 4361881.



| Module                                     | QQI Level | Reference | Starting      | Approx. No of weeks | Time                                 |
|--|-----------|-----------|---------------|---------------------|--------------------------------------|
| Care Skills                                | 5         | 382465    | January 2024  | 13 weeks            | Every Tuesday<br>7pm-10pm            |
| Infection Prevention & Control             | 5         | 422526    | January 2024  | 13 weeks            | Every Tuesday<br>9.30am-1.30pm       |
| Payroll Manual and Computerised            | 5         | 417434    | February 2024 | 13 weeks            | Every Tuesday<br>7pm-10pm            |
| Care Skills & Care of the Older Person     | 5         | 416648    | January 2024  | 11 weeks            | Every Wednesday<br>9.30am-4.30pm     |
| Special Needs Assisting                    | 5         | 416665    | January 2024  | 13 weeks            | Every Wednesday<br>10am-2pm          |
| Work Experience                            | 5         | 417455    | January 2024  | 10 weeks            | Every Thursday<br>7pm-10pm           |
| Childrens Rights, Legislation & Regulation | 5         | 416781    | January 2024  | 50 weeks            | Every Friday<br>9am-1pm              |
| The Developing Child                       | 6         | 369961    | January 2024  | 50 weeks            | Every Tuesday & Thursday<br>7pm-10pm |
| Special Needs Assisting                    | 6         | 416771    | January 2024  | 15 weeks            | Every Wednesday<br>7pm-10pm          |
| Family Rights Advocacy                     | 6         | 417665    | January 2024  | 15 weeks            | Every Friday<br>10am-1pm             |

#### 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.**



| Module                                     | QQI Level    | Reference | Starting     | Approx. No of weeks | Time                                  |
|--|--------------|-----------|--------------|---------------------|---------------------------------------|
| Build your Confidence                      | Unaccredited | 411331    | January 2024 | 6 weeks             | Two mornings<br>(Day TBC)<br>10am-1pm |
| Smartphones & Tablets                      | Unaccredited | 422168    | January 2024 | 6 weeks             | Every Monday<br>2pm-4.30pm            |
| Introduction to Wood Carving               | Unaccredited | 411336    | January 2024 | 6 weeks             | Every Monday<br>2pm-5pm               |
| Literacy Reading & Writing                 | Unaccredited | 411344    | January 2024 | 6 weeks             | Every Monday<br>2pm-5pm               |
| Introduction to Sign Language              | Unaccredited | 411341    | January 2024 | 6 weeks             | Every Monday<br>7pm-9.30pm            |
| Creative Writing                           | Unaccredited | 411348    | January 2024 | 6 weeks             | Every Tuesday<br>10am-12.30pm         |
| Flower Arranging                           | Unaccredited | 411337    | January 2024 | 6 weeks             | Every Tuesday<br>2pm-5pm              |
| Communication Skills for Foreign Nationals | Unaccredited | 411350    | January 2024 | 6 weeks             | Every<br>Wednesday<br>9.30am-12.30pm  |
| Sashiko-Japanese Embroidery Art            | Unaccredited | 411334    | January 2024 | 6 weeks             | Every Friday<br>10am-1pm              |
| Lino & Gelli Printing                      | Unaccredited | 411335    | January 2024 | 6 weeks             | Every Friday<br>2pm-5pm               |
| Healthy Options for Beginners              | 2            | 413257    | January 2024 | 8 weeks             | Every Tuesday<br>9.30am-1.30pm        |
| Beginner Computers                         | 2            | 424381    | January 2024 | 8 weeks             | Every Friday<br>10am-1pm              |



| Module                                   | QQI Level      | Reference | Starting     | Approx. No of weeks | Time                                    |
|--|----------------|-----------|--------------|---------------------|---|
| Internet & Email                         | 3              | 424447    | January 2024 | 13 weeks            | Every Monday 10am-1pm                   |
| Operating Horticulture Tools & Equipment | 3              | 412707    | January 2024 | 13 weeks            | Every Wednesday 9.30am-1.30pm           |
| International Cusines                    | 4              | 413248    | January 2024 | 18 weeks            | Every Thursday 9.30am-1.30pm            |
| Safe Horticulture Practice               | 4              | 412695    | January 2024 | 10 weeks            | Every Thursday 9.30pm-3pm               |
| File Management & Word Processing        | 4              | 412721    | January 2024 | 13 weeks            | Every Thursday 10am-1pm                 |
| Business English                         | 4              | 412739    | January 2024 | 13 weeks            | Every Thursday 2pm-5pm                  |
| Payroll Manual & Computerised            | 5              | 417464    | January 2024 | 13 weeks            | Every Wednesday 7pm-10pm                |
| *Care Support                            | 5              | 416748    | January 2024 | 13 weeks            | Every Thursday 7pm-10pm                 |
| HACCP                                    | EHA1 Certified | 413234    | January 2024 | 2 days              | Every Monday 9.30am-4pm                 |
| First Aid (PHECC)                        | Certified      | 424696    | January 2024 | 3 days              | Monday, Tuesday Wednesday 9.30am-4.30pm |
| Manual Handling (1 Day Course)           | Certified      | 424664    | January 2024 | 1 day               | Wednesday 10am-1pm                      |

**\*Please note any student taking part in the Care Support module must have a work placement in place prior to commencement of module**



## Killeshandra

| Module  | QQI Level    | Reference | Starting      | Approx. No of weeks | Time                                |
|---|--------------|-----------|---------------|---------------------|-------------------------------------|
| Parent & Child Building Core Strength (Beginners) | Unaccredited | 424743    | Continuous    | 6 weeks             | Every Monday 5.30pm-7pm, 7pm-8.30pm |
| Word Processing                                   | 3            | 424735    | February 2024 | 12 weeks            | Every Tuesday 10am-1pm              |

## Mullagh

| Module                  | QQI Level | Reference | Starting      | Approx. No of weeks | Time                   |
|-------------------------|-----------|-----------|---------------|---------------------|------------------------|
| Basic Computers         | 2&3       | 417082    | January 2024  | 13 weeks            | Every Monday 10am-1pm  |
| IT Skills               | 4         | 422159    | January 2024  | 13 weeks            | Every Monday 2pm-5pm   |
| Special Needs Assisting | 5         | 435564    | February 2024 | 13 weeks            | Every Tuesday 10am-1pm |

To Register visit [www.fetchcourses.ie](http://www.fetchcourses.ie) and use the ref code provided. Enquiries via email are encouraged for a faster response time. Email [cavanadulted@cmetb.ie](mailto:cavanadulted@cmetb.ie) or call 049 4361881.

## Ballyconnell

| Module                                       | QQI Level    | Reference  | Starting     | Approx. No of weeks | Time                             |
|--|--------------|--|--------------|---------------------|----------------------------------|
| Skincare & Makeup                            | Unaccredited | 421127   | January 2024 | 6 weeks             | Every Tuesday<br>10am-12.30pm    |
| Word Processing                              | 3            | 421148   | January 2024 | 12 weeks            | Every<br>Wednesday<br>2pm-4.30pm |
| DIY  | 4            | 363366   | January 2024 | 12 weeks            | Every Monday<br>9.30am-12.30pm   |
| Care of the Older Person                     | 5            | 369165   | January 2024 | 13 weeks            | Every<br>Wednesday<br>7pm-10pm   |
| Workplace Language Support (Skills for Work) |              | Daisy Hill, Ballyconnell. Starting January 2024.<br>Every Thursday 6-9pm |              |                     |                                  |

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

## Kingscourt

| Module                   | QQI Level | Reference | Starting     | Approx. No of weeks | Time                      |
|--------------------------|-----------|-----------|--------------|---------------------|---------------------------|
| Care Of the Older Person | 5         | 416754    | January 2024 | 13 weeks            | Every Tuesday<br>7pm-10pm |

## Cootehill

| Module                         | QQI Level    | Reference | Starting     | Approx. No of weeks | Time                   |
|--------------------------------|--------------|-----------|--------------|---------------------|------------------------|
| Literacy Reading & Writing     | Unaccredited | 411352    | January 2024 | 6 weeks             | Every Tuesday 2pm-5pm  |
| Art- Drawing Skills            | Unaccredited | 411346    | January 2024 | 6 weeks             | Every Thursday 2pm-5pm |
| Internet & Email               | 3            | 424466    | January 2024 | 13 weeks            | Every Tuesday 10am-1pm |
| Infection Prevention & Control | 5            | 416220    | January 2024 | 13 weeks            | Every Monday 7pm-10pm  |

## Bailieborough

| Module           | QQI Level    | Reference | Starting     | Approx. No of weeks | Time                       |
|------------------|--------------|-----------|--------------|---------------------|----------------------------|
| Smartphones      | Unaccredited | 422177    | January 2024 | 6 weeks             | Every Tuesday 2pm-4.30pm   |
| Computer Skills  | 2            | 424390    | January 2024 | 8 weeks             | Every Tuesday 10am-1pm     |
| Internet & Email | 3            | 424460    | January 2024 | 13 weeks            | Every Monday 2pm-4.30pm    |
| IT Skills        | 4            | 422173    | January 2024 | 13 weeks            | Every Monday 9.30am-1.30pm |

## Cavan and Monaghan Education and Training Board

### Learner Support Service

One-to-one literacy classes are available for learners who do not feel ready to join a bigger class. We can help you with areas you are finding difficult- reading and writing, digital or mathematical literacy. We also help with confidence building.

For support to identify your interests and advise you on courses going forward, we will help you link in with our Guidance Service.

For more information on one-to-one literacy classes, please contact the below Co-Ordinators:

**Cavan-** Deirdre O'Callaghan | [deirdreocallaghan@cmetb.ie](mailto:deirdreocallaghan@cmetb.ie) | 087 3802141

**Monaghan-** Jacqui Ward | [jacquiward@cmetb.ie](mailto:jacquiward@cmetb.ie) | 087 1967888

**Ballyjamesduff-** Regina Clarke | [reginaclarke@cmetb.ie](mailto:reginaclarke@cmetb.ie) | 087 2855907



## Cavan and Monaghan Education and Training Board

### Adult Guidance Service

#### Shaping My Future Course

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 have good IT proficiency.

| Module            | Venue                          | Starting              | Approx. No of weeks | Time                   |
|-------------------|--------------------------------|-----------------------|---------------------|------------------------|
| Shaping My Future | ONLINE via Zoom<br>Ref: 391998 | January 23rd<br>2024  | 3 weeks             | Tuesday<br>10am - 12pm |
| Shaping My Future | ONLINE via Zoom<br>Ref: 391997 | February 27th<br>2024 | 3 weeks             | Tuesday<br>10am - 12pm |

To Register visit [www.fetchcourses.ie](http://www.fetchcourses.ie) and use the ref code provided. Enquiries via email are encouraged for a faster response time. Email [cavanguidance@cmetb.ie](mailto:cavanguidance@cmetb.ie) or call 049 4377001 .

# Cavan and Monaghan Education and Training Board

## Skills for Work Programmes

### Employer Based Training - Upskilling Employees

Workplace Language Support Courses, Communications Level 2-4 Courses and Business English Level 4 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                                 | QQI Level    | Venue                         | Starting     | Approx. No of weeks | Time                     |
|--|--------------|-------------------------------|--------------|---------------------|--------------------------|
| Introduction to Tablets & Smart Phones | unaccredited | Gallonray House, Maudabawn    | January 2024 | 10 weeks            | Every Wednesday 10am-1pm |
| Spreadsheets Plus AIM                  | 3            | St Patrick's Hall, Glangevlin | January 2024 | 12 weeks            | Every Thursday 7pm-10pm  |
| Database Plus AIM                      | 3            | Unit 20, Church View, Cavan   | January 2024 | 12 weeks            | Every Monday 7pm-10pm    |
| Internet & Email Plus AIM              | 3            | Belturbet Civic Centre        | January 2024 | 12 weeks            | Every Tuesday 7pm-10pm   |
| Introduction to Office 365             | 3            | Le Cheile Hub, Cootehill      | January 2024 | 12 weeks            | Every Tuesday 7pm-10pm   |
| Introduction to Office 365             | 3            | Stradone Community Centre     | January 2024 | 12 weeks            | Every Wednesday 7pm-10pm |
| Spreadsheets                           | 4            | St Mogues College, Bawnboy    | January 2024 | 12 weeks            | Every Tuesday 7pm-10pm   |
| Word Processing Plus AIM               | 4            | St Patrick's Hall, Arva       | January 2024 | 12 weeks            | Every Wednesday 7pm-10pm |
| Word Processing Plus AIM               | 4            | St Mogues College, Bawnboy    | January 2024 | 12 weeks            | Every Tuesday 7pm-10pm   |

Enquiries for the above courses can be made by contacting Noelette Dolan on [noelettedolan@cmeth.ie](mailto:noelettedolan@cmeth.ie) or on 087 9293531.



# Cavan and Monaghan Education and Training Board

## ESOL (English for Speakers of Other Languages)

### Free Classes/Various Locations

### Registration and Assessment

Adult Education, Virginia Road, Ballyjamesduff  
A82AX70

Friday, January 26th 2024

2.30pm-4pm

CMETB, Adult Education, Unit 12, Church View Square, Cavan  
H12D792

Monday, 8th January 2024

10am - 12pm

Monday, 15th January 2024

10am - 12pm

Monday, 22nd January 2024

10am - 12pm

Monday, 29th January 2024

10am - 12pm

For further information please contact Caroline McDermott.

Email: [carolinemcdermott@cmetb.ie](mailto:carolinemcdermott@cmetb.ie)  
Tel: 087 4053618

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



For further information please  
contact us on:  
[cavanadulthood@cmetb.ie](mailto:cavanadulthood@cmetb.ie)  
049 4361881



Rialtas na hÉireann  
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