

# Monaghan Part-Time Spring Timetable 2024

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



## The Adult Guidance and 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: 047 30800

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

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

## 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.

Bookings via e-mail are encouraged for a faster response time.

Academic writing sessions will be provided to learners on commencement of a programme. These sessions are designed to support learners with assignment layout, referencing and plagiarism. We recommend new learners participate in these sessions in preparation for submitting assignments/projects.

**Further details on Academic writing sessions will be provided to learners on commencement of courses.**

## STAGE ONE- ADVANCED CERTIFICATE IN EARLY LEARNING AND CARE (LEVEL 5)- 5M21473

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Stage One Early Learning and Care Award	5	Dún Mhuire, Monaghan Ref: 415869	Monday, January 8th 2024	18-24 Months	Every Monday 9.15am - 4.15pm

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.

## STAGE TWO ADVANCED CERTIFICATE IN EARLY LEARNING AND CARE (LEVEL 6)- 6M21471

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Stage Two Advanced Certificate in Early Learning and Care	6	Carrickmacross Workhouse Ref: 404716	Monday, January 15th 2024	24 Months	Every Monday 6.30pm - 9.30pm

The Level 6 Advanced Certificate in 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.  
 Specific Entry Requirements: It is a compulsory requirement that learners have a level 5 Major Award in Childcare to access the Level 6 Advanced Certificate. This programme will run on a Monday evening for two years. All learners joining Stage Two are required to attend an induction session which will include academic writing. This compulsory session will take place in Carrickmacross Workhouse on Friday January 12th 2024.

## HEALTH SERVICE SKILLS AWARD- 5M3782

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Care Skills	5	Dún Mhuire, Monaghan Ref: 415873	Monday, December 4th 2023	12 weeks	Every Monday 9.30am - 12.30pm
Care of the Older Person	5	Dún Mhuire, Monaghan Ref: 415880	Monday, December 4th 2023	12 weeks	Every Monday 1pm - 4pm
Care Support	5	Dún Mhuire, Monaghan Ref: 415885	Monday, December 4th 2023	12 weeks	Every Monday 6.30pm - 9.30pm
Physiotherapy Assistant Practice	5	Dún Mhuire, Monaghan Ref: 415889	Wednesday, January 17th 2024	12 weeks	Every Wednesday 6.30pm-9.30pm

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Health & Safety at Work	5	Castleblaney Youthreach Ref: 415892	Tuesday, January 9th 2024	12 weeks	Every Tuesday 9.30am - 12.30pm
Special Needs Assistant	5	Carrickmacross Workhouse Ref: 415896	Wednesday, December 6th 2023	12 weeks	Every Wednesday 6.30pm - 9.30pm
Special Needs Assistant	6	Dún Mhuire, Monaghan Ref: 415894	Monday, December 4th 2023	12 weeks	Every Monday 6.30pm - 9.30pm

## BUSINESS ADMINISTRATION- 5M2468

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Manual & Computerised Payroll	5	Dún Mhuire, Monaghan Ref: 415922	Monday, February 19th 2024	12 weeks	Every Monday 6.30pm - 9.30pm
Business Administration	5	Carrickmacross Workhouse Ref: 415924	Tuesday, December 5th 2023	12 weeks	Every Tuesday 9.30am -1pm
Manual & Computerised Payroll	5	Carrickmacross Workhouse Ref: 415930	Wednesday, February 21st 2024	13 weeks	Every Wednesday 9.30am - 12.30pm
Manual & Computerised Accounting	5	Dún Mhuire, Monaghan Ref: 415933	Monday, January 8th 2024	15 weeks	Every Monday 9.30am - 1.30pm
Business Information & Administration	5	Dún Mhuire, Monaghan Ref: 415938	Wednesday, December 13th 2023	13 weeks	Every Wednesday 6.30pm-9.30pm
Manual & Computerised Bookkeeping	5	Dún Mhuire, Monaghan Ref: 415942	Thursday, December 14th 2023	20 weeks	Every Thursday 9.30am-12.30pm
Spreadsheets	5	Dún Mhuire, Monaghan Ref: 415946	Thursday, November 30th 2023	11 weeks	Every Thursday 9.30am-1pm
Reception & Frontline Office Skills	5	Dún Mhuire, Monaghan Ref: 415952	Friday, December 8th 2023	12 weeks	Every Friday 9.30am-1pm
Word Processing	5	Carrickmacross Workhouse Ref: 415957	Friday, December 1st 2023	11 weeks	Every Friday 9.30am-1pm
Digital Marketing	5	Dún Mhuire, Monaghan Ref: 422811	Tuesday, December 5th 2023	11 weeks	Every Tuesday 9.30am-12.30pm

## BEAUTY- 5M3471

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Body Massage & Figure Analysis	5	Castleblaney Youthreach Ref: 415969	Monday, December 4th 2023	12 weeks	Every Monday 9.30am - 1.30pm
Reflexology	5	Castleblaney Youthreach Ref: 415981	Wednesday, December 6th 2023	12 weeks	Every Wednesday 6.30pm - 9.30pm

## HOSPITALITY TRAINING- 4M2805

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Short Order Cooking	4	Monaghan Institute Ref: 415999	Wednesday, March 6th 2024	12 weeks	Every Wednesday 10am - 2pm

## CORE LEVEL 5 SUBJECTS

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Communications	5	Carrickmacross Workhouse Ref: 416008	Monday, December 4th 2023	12 weeks	Every Monday 9.30am-12.30pm
Work Experience	5	Dún Mhuire, Monaghan Ref: 416016	Thursday, January 11th 2024	12 weeks	Every Thursday 9.30am-12.30pm

## HORTICULTURE AWARD- 4M1994

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Plant Care & Maintenance	4	Dún Mhuire, Monaghan Ref: 416034	Tuesday, January 9th 2024	12 weeks	Every Tuesday 10am - 1pm



## PRACTICAL MODULES-4M2010

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Home Repairs & Maintenance	4	Dún Mhuire, Monaghan Ref: 416048	Tuesday, January 9th 2024	12 weeks	Every Tuesday 10am - 1pm
Woodcraft	4	Dún Mhuire, Monaghan Ref: 416914	Wednesday, January 10th 2024	12 weeks	Every Wednesday 10am - 1pm
Textiles- Creative Embroidery	4	Dún Mhuire, Monaghan Ref: 416058	Wednesday, January 10th 2024	15 weeks	Every Wednesday & Thursday 10am-1pm
Textiles- Creative Embroidery	4	Carrickmacross Workhouse Ref: 416060	Thursday, January 11th 2024	15 weeks	Every Thursday 10am-1pm

## LIFESTYLE CLASSES

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Driver Theory Preparation	Unaccredited	The Workhouse, Carrickmacross Ref: 422344	Tuesday, January 9th 2024	12 weeks	6pm-8pm
Driver Theory Preparation	Unaccredited	EU House, Monaghan Ref: 422371	Wednesday, January 10th 2024	12 weeks	6.30pm-8.30pm

Please note there is a rolling intake for this course so registration is essential. For more information or to register for a place, please contact 047 71914.

## IRISH CLASSES

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Conversational Irish	Unaccredited	Dún Mhuire, Monaghan Ref: 421081	Commencing week of January 15th 2024 (Day TBC)	10 weeks	TBC

## ART CLASSES

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Intermediate Art	Unaccredited	Dún Mhuire, Monaghan Ref: 421114	Monday, January 8th 2024	8 weeks	2pm-5pm
Art & Design	3	The Workhouse. Carrickmacross Ref: 421118	Commencing week of January 8th, 2024 (Day TBC)	12 weeks	TBC

## LITERACY CLASSES

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Reading	1	Castleblaney Youthreach Ref:421092	Tuesday, January 9th 2024	12 weeks	2pm-4pm
Reading	1	EU House, Monaghan Ref:421106	Friday, January 12th 2024	12 weeks	9.30am-12.30pm
Personal Effectiveness	3	Canal Stores, Clones Ref:420905	Wednesday, February 24th 2024	12 weeks	1.30pm-4.30pm
Personal Effectiveness	3	EU House, Monaghan Ref:422680	Thursday, January 11th 2024	12 weeks	9.30am-1pm
Communications	4	EU House, Monaghan Ref:420950	Monday, January 8th 2024	12 weeks	1.30pm-4.30pm
Career Planning	4	EU House, Monaghan Ref:421045	Tuesday, January 9th 2024	12 weeks	9.30am-12.30pm

## NUMERACY CLASSES

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Money Management	2	EU House, Monaghan Ref:421070	Tuesday, January 9th 2024	12 weeks	1.30pm-4pm

## COMPUTERS/DIGITAL LITERACY CLASSES

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Introduction to Smartphones	Unaccredited	The Gatehouse, Monaghan Ref:422512	Thursday, January 11th 2024	8 weeks	10am-12pm
Introduction to Computers	2	EU House, Monaghan Ref:421186	Monday January 8th 2024	12 weeks	2pm-4pm
Introduction to Computers	2	Carrickmacross Library Ref:422538	Friday, January 12th 2024	12 weeks	9.30am-12.30pm
Spreadsheets	2	The Workhouse, Carrickmacross Ref:422342	Tuesday, January 9th 2024	12 weeks	2pm-5pm
Computer Literacy	3	The Gatehouse, Monaghan Ref:420887	Monday, January 8th 2024	12 weeks	10am-1pm
Computer Literacy	3	The Workhouse, Carrickmacross Ref:420892	Tuesday, February 13th 2024	12 weeks	2pm-4.30pm



Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Computer Applications	4	Dún Mhuire, Monaghan Ref:420903	Monday, January 8th 2024	12 weeks	10am-1.20pm
Word Processing	4	EU House, Monaghan Ref:421181	Monday January 8th 2024	12 weeks	10am-1pm
IT Skills	4	The Workhouse, Carrickmacross Ref:420900	Tuesday January 9th 2024	12 weeks	5.30pm-8pm
Word Processing	4	Castleblaney Youthreach Ref:422505	Tuesday, February 5th 2024	12 weeks	4pm-6pm

## SUPPORTING CHILDREN WITH LEARNING

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Supporting Children with Literacy in Primary School	3	Dún Mhuire Ref:421258	Monday, January 8th 2024	8 weeks (Monday & Wednesday Morning)	9.30am- 12.30pm
Supporting Children with Digital Literacy in Primary School	3	Dún Mhuire Ref:421260	Wednesday, February 28th 2024	8 weeks (Monday & Wednesday Morning)	9.30am- 12.30pm
Supporting Children with Maths in Primary School	3	Dún Mhuire Ref:421261	Monday, April 29th 2024	8 weeks (Monday & Wednesday Morning)	9.30am- 12.30pm

## SPORTS & RECREATION CLASSES

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Soccer	4	Dún Mhuire Ref:422683	Commencing Week of February 19th 2024 (Day TBC)	12 weeks	TBC
Health Related Fitness	4	Dún Mhuire Ref:422685	Commencing Week of January 15th, 2024 (Day TBC)	12 weeks	TBC

## HACCP

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
HACCP	Certified	Dún Mhuire Monaghan Ref:422897	Monday, January 22nd and 29th 2024	2 days	9am-5pm
HACCP	Certified	Dún Mhuire Monaghan Ref:422889	Monday, April 22nd and 29th 2024	2 days	9am-5pm

To Register visit [www.fetchcourses.ie](http://www.fetchcourses.ie) and use the ref code provided. For more information or to register for a place, please contact 047 71914.

## UNACCREDITED COURSES

Module	Venue	Starting	Approx. No of weeks	Time
Christmas Flower Arranging	Carrickmacross Workhouse Ref: 416076	Monday, December 4th 2023	1 Day	Monday 9.30am-12.30pm
Christmas Flower Arranging	Carrickmacross Workhouse Ref: 416079	Monday, December 4th 2023	1 Day	Monday 6.30pm- 9.30pm
Christmas Flower Arranging	Dún Mhuire, Monaghan Ref: 416088	Friday, December 8th 2023	1 Day	Friday 9.30am- 12.30pm
Christmas Flower Arranging	Dún Mhuire, Monaghan Ref: 416097	Monday, December 11th 2023	1 Day	Monday 9.30am-12.30pm
Christmas Flower Arranging	Carrickmacross Workhouse Ref: 416094	Monday, December 11th 2023	1 Day	Monday 6.30pm-9.30pm
Christmas Flower Arranging	Dún Mhuire, Monaghan Ref: 416099	Friday, December 15th 2023	1 Day	Friday 9.30am-12.30pm
Introduction to DIY	Dún Mhuire, Monaghan Ref: 416165	Wednesday, January 10th 2024	8 weeks	Every Wednesday 7pm-10pm
Introduction to Flower Arranging	Dún Mhuire, Monaghan Ref: 416140	Friday, January 12th 2024	8 weeks	Every Friday 10am-1pm
Introduction to Flower Arranging	Carrickmacross Workhouse Ref: 416144	Monday, January 8th 2024	8 weeks	Every Monday 10am-1pm
Introduction to Coffee Making using a Barista Machine	Monaghan Institute Ref:416148	Thursday, January 18th 2024	4 weeks	Every Thursday 10am-2pm
Introduction to Crochet	Dún Mhuire, Monaghan Ref: 416157	Thursday, January 11th 2024	6 weeks	Every Thursday 10am-1pm
Introduction to Beauty	Dún Mhuire, Monaghan Ref: 418858	Thursday, January 11th 2024	4 weeks	Every Thursday 7.30pm-10pm

# CAVAN & MONAGHAN ETB

## 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 & MONAGHAN ETB

## 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 Ref: 391998	January 23rd 2024	3 weeks	Tuesday 10am - 12pm
Shaping My Future	ONLINE via Zoom Ref: 391997	February 27th 2024	3 weeks	Tuesday 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 [monaghanguidance@cmetb.ie](mailto:monaghanguidance@cmetb.ie) or call 047 30800 .

# CAVAN & MONAGHAN ETB

## ESOL (English for Speakers of Other Languages)

### Registration and Assessment

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 learner's core language skills in the areas of Listening, Speaking, Reading, Writing and Grammatical Accuracy.

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.

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.

#### Carrickmacross Workhouse, A81 E372

Friday, 12th January 2024

10.30am-12pm

#### European House, Monaghan, H18 T383

Friday, 12th January 2024

2.30pm-4pm

For further information please contact Karen McCarron, ESOL Co-Ordinator

Email: [esol@cmetb.ie](mailto:esol@cmetb.ie)

Tel: 087 7427675

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



For further information please  
contact us on:  
[MonaghanAdultEd@cmetb.ie](mailto:MonaghanAdultEd@cmetb.ie)  
047 71914



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Government of Ireland



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