



# Part-Time Courses

## Summer Timetable 2024

### Cavan



Courses on offer through  
Back to Education Initiative (BTEI),  
Community Education  
and Adult Literacy programmes

[www.cmetb.ie](http://www.cmetb.ie)



# 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:** 049 4377001

**E:** [cavanguidance@cmetb.ie](mailto:cavanguidance@cmetb.ie)

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



## Note to all students

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

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.

To make a booking, e-mail [CavanAdultEd@cmetb.ie](mailto:CavanAdultEd@cmetb.ie) or phone 049 436 1881. Bookings can also be made by logging onto [www.fetchcourses.ie](http://www.fetchcourses.ie) and using the reference code given beside the course you are interested in taking part in, register for that course.

All new learners to Level 5 programmes may have to go through Pre-Assessment. This will involve an adult Guidance Counsellor contacting you. Further details will be given on this process at registration.

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.**

**Telephone:** 049 436 1881

**E-mail:** [CavanAdultEd@cmetb.ie](mailto:CavanAdultEd@cmetb.ie)



QR code for FETCH website ([www.fetchcourses.ie](http://www.fetchcourses.ie)) so you can apply on-line for any of the courses outlined below.

Go to the website with the QR code and using the FETCH Reference number listed below, apply for the course you are interested in taking part in.

# Cavan Town

Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Reading and Writing	Unaccredited	Continuous Intake	April 2024	Various	Monday & Wednesday 9.30am-12.30pm
Reading and Writing	Unaccredited	Continuous Intake	April 2024	Various	Tuesday & Thursday 9.30am-12.30pm
Reading and Writing	Unaccredited	Continuous Intake	April 2024	Various	Friday 9.30am-12.30am
Reading and Writing	Unaccredited	Continuous Intake	April 2024	Various	Monday or Wednesday 7pm-9pm
Computer Skills	2	428297	March 2024	12 weeks	Thursday 10am-1pm
Word Processing	3	428244	Continuous	12 weeks	Tuesday 2pm-5pm
Database Applications	3	428241	April 2024	6 weeks	Tuesday & Wednesday 9.30am-1pm
Going Online with Internet & Email	3	428240	April 2024	12 weeks	Wednesday 10am-1pm
Digital Media	3	428238	April 2024	12 weeks	Wednesday 10am-1pm
Business English	4	428303	April 2024	12 weeks	Monday 7pm-10pm
Information Technology	4	428305	April 2024	12 weeks	Monday 7pm-10pm



Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Career Preparation	4	428284	February 2024	12 weeks	Wednesday 10am-1pm
Bookkeeping	4	428304	April 2024	12 weeks	Wednesday 10am-1.30pm
Word Processing	4	421047	April 2024	12 weeks	Thursday 9.30am-1pm
Maths	4	421086	April / May 2024	15 weeks	TBC
Care of the Older Person	5	430156	April 2024	13 weeks	Tuesday 7pm-10pm
Activities of Living Patient Care	5	430172	April 2024	13 weeks	Wednesday 9.30am-4pm
Special Needs Assisting	5	444134	April 2024	11 weeks	Thursday 6.30pm-10pm
Special Needs Assisting	6	431315	May 2024	13 weeks	Wednesday 6.30pm-10pm
Manual Handling	Certified	444303	March 11th 2024	1 Day	Monday 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.

# Ballyjamesduff

Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Healthy Food Made Easy	Unaccredited	441579	April 2024	6 weeks	Tuesday 9.30am-1.30pm
Parent & Child Cookery	Unaccredited	441576	April 2024 (27th & 28th)	2 days	Wednesday & Thursday 10am-5pm
Smartphones & Tablets	Unaccredited	411330	April 2024	6 weeks	Thursday 2pm-4pm
Crafts using Natural materials from the garden	Unaccredited	411340	April 2024	6 weeks	Friday 10am-1pm
Basic Computers	2	424400	April 2024	8 weeks	Friday 10am-1pm
Woodcraft	3	444295	April 2024	7 weeks	Monday 10am-1pm
Word Processing	3	424464	April 2024	13 weeks	Monday 10am-1pm
Planting & Potting by hand	3	424492	April 2024	12 weeks	Wednesday 9.30am-1.30pm
Internet & Email	3	424490	April 2024	13 weeks	TBC
Sewing	3	424497	April 2024	8 weeks	Friday 10am-1pm
Bookkeeping & Accounts	4	424499	April 2024	12 weeks	Monday 10am-1pm



Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Powerpoint	4	444297	April 2024	7 weeks	Thursday 9.30am-1.30pm
Growing Fruit	4	424657	April 2024	12 weeks	Thursday 9.30am-3pm
Work Experience	5	444122	April 2024	12 weeks	Thursday 7pm-10pm

## Belturbet

Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Introduction to Computers	Unaccredited	424285	February 2024	6 weeks	Tuesday 10am-1pm
Introduction to Gardening	Unaccredited	428286	March 2024	6 weeks	Monday 10am-1pm

## Cootehill

Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Care Support	5	430142	May 2024	13 weeks	Monday 7pm-10pm

## Ballyconnell

Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Introduction to Gardening	Unaccredited	428284	April 2024	6 weeks	Tuesday 2pm-4.30pm
Growing Vegetables	3	428242	April 2024	12 weeks	Monday 10am-1pm
Care Skills	5	430214	April 2024	13 weeks	Wednesday 7pm-10pm
Workplace Language Support Beginners (Skills for Work)		Daisy Hill, Ballyconnell. Starting April 2024. Tuesday 7pm-10pm			

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 Skills	5	430166	April 2024	13 weeks	Tuesday 7pm-10pm

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 or call 049 4361881.



## 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

**E:** [deirdreocallaghan@cmetb.ie](mailto:deirdreocallaghan@cmetb.ie) **T:** 087 3802141

### **Monaghan**

Jacqui Ward

**E:** [jacquiward@cmetb.ie](mailto:jacquiward@cmetb.ie) **T:** 087 1967888

### **Ballyjamesduff**

Regina Clarke

**E:** [reginaclarke@cmetb.ie](mailto:reginaclarke@cmetb.ie) **T:** 087 2855907



# Cavan and Monaghan Education and Training Board Adult Guidance Service

## Shaping My Future

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: 444069	March 19th 2024	3 weeks	Tuesday 11am - 1pm
Shaping My Future	ONLINE via Zoom Ref: 444070	April 30th 2024	3 weeks	Tuesday 11am - 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 [GuidanceCavan@cmetb.ie](mailto:GuidanceCavan@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. Fully funded training courses to part-time/full-time workers, farmers, self-employers, sole traders.

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Digital Media	3	Gallonray House, Maudabawn	April 2024	12 weeks	Monday 10am-1pm
Spreadsheets	3	Unit 20, Church View, Cavan	April 2024	12 weeks	Monday 7pm-10pm
Spreadsheets	3	St Mogue's College, Bawnboy	April 2024	12 weeks	Monday 7pm-10pm
Spreadsheets	3	St Patrick's Hall, Arva	April 2024	12 weeks	Tuesday 7pm-10pm
Spreadsheets	3	Le Cheile Hub, Cootehill	April 2024	12 weeks	Tuesday 7pm-10pm
Word Processing	3	The Civic Centre, Belturbet	April 2024	12 weeks	Tuesday 7pm-10pm
Digital Media	3	St Patrick's Hall, Arva	April 2024	12 weeks	Wednesday 7pm-10pm
Digital Media	3	Stradone Community Centre	April 2024	12 weeks	Wednesday 7pm-10pm
Spreadsheets	4	St Mogue's College, Bawnboy	April 2024	12 weeks	Tuesday 7pm-10pm

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

# Cavan and Monaghan Education and Training Board

## ESOL (English for Speakers of Other Languages)

**Free Classes/Variou Locations**

**Registration and Assessment**

CMETB Adult Education Unit 12, Church View Square, Cavan H12D792	
Monday, 19th February 2024	2.30pm-4pm
Monday, 26th February 2024	2.30pm-4pm
Monday, 29th February 2024	2.30pm-4pm

CMETB Adult Education Virginia Road, Ballyjamesduff A82AX70	
Friday, February 23rd, 2024	2.30pm-4pm

For further information please contact Cian O'Connor

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

Tel: 087 4167844

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

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



**cmetb**

Bord Oideachais agus Oiliúna  
an Chabháin agus Mhuineacháin  
*Cavan and Monaghan  
Education and Training Board*



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