Cavan and Monaghan Education and Training Board

EMPOWERMENT | LEARNING | PROGRESSION

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

Part-Time Courses
Winter 2025 Timetable

Cavan

Adult Education Courses

Website: www.cmetb.ie
E-Mail: CavanAdultEd@cmetb.ie
Phone: 049 436 1881

Rialtas na hÉireann
Government of Ireland

Arna chomhchistiú ag
an Aontas Eorpach
Co-funded by the
European Union

SOLAS
learning works

Adult Guidance and Information Service

The Adult Guidance and Information Service provides a comprehensive, professional and quality guidance and support service to adults and those over the age of 16, who are not in full time education. We support people in making educational, career and life choices.

The service is **free, confidential and impartial.**

Please call the number or e-mail below to arrange an appointment with the Information Officer and/or Guidance Counsellor.

Alternatively, you can apply through www.fetchcourses.ie to arrange a meeting using the code 482482.

We can meet you in person, online or by telephone.

For help choosing a course, contact the **Adult Guidance Service** on:

T: 049 4377001
E: cavanguidance@cmetb.ie
W: www.cmetbadultguidance.ie

Drop in Information Service

The Adult Guidance and Information Service provides a drop in service on the days, times and location listed below:

St Augustines Community Centre H12 E8V0	Ballyjamesduff Adult Education Centre, A82 AX70
Every Wednesday 9.30am - 12.30pm	**Every Wednesday** 9.30am - 12.30pm

Tá an oibríocht seo á comhchistiú ag Rialtas na hÉireann, Solas agus ag an Aontas Eorpach
This operation is co-funded by the Government of Ireland, Solas and the European Union

Note to all students

Please book your course place:
- on Fetch Courses at www.fetchcourses.ie
  or
- by e-email at CavanAdultEd@cmetb.ie
  or
- by phone on 049 436 1881

If you are new to our courses and want to attend a QQI level 5 course:
- we willl arrange a meeting for you with our Adult Guidance Service.
- you may have to complete an assessment.

Unit 5, Church View Sq., Cavan Town

Module	QQI Level	FETCH Ref	Starting	Approx. No of weeks	Time
Care Skills and Care of the Older Person	5	499058	Tuesday, 6th January, 2026	13	Every Tuesday, 9.30am - 4pm
Dementia Care	5	499059	Wednesday, 7th January, 2026	13	Every Wednesday, 10am - 1pm
Reading and Writing	n/a	485838	Thursday, 13th November, 2025	6	Every Thursday, 10am - 1pm
Reading and Writing	n/a	485832	Tuesday, 10th February, 2026	12	Every Tuesday, 10am - 1pm
Introduction to Computers	n/a	485842	Monday, 10th November, 2025	5	Every Monday. 10am - 1pm
Driver Theory	n/a	503096	Friday, 21st November, 2025	5	Every Friday, 10am - 1pm
Going on-line with Internet and E-mail	n/a	482928	Thursday, 8th January, 2026	5	Thursday 10am - 1pm

St Augustine's Community Centre (H12 E8V0)

Module	QQI Level	FETCH Ref	Starting	Approx. No of weeks	Time
Care Support	5	499060	Wednesday, 7th January, 2026	13	Wednesday, 7pm - 10pm
Special Needs Assisting	5	499377	Tuesday, 6th January, 2026	15	Every Tuesday, 7pm 10pm
Work Experience	5	499385	Friday, 9th January, 2026	10	Every Friday, 10am - 1pm
Business Administration Skills	5	431378	Friday, 9th January, 2026	13	Every Friday, 10am - 1pm
Manual and Computerised Payroll	5	499391	Tuesday, 20th January, 2026	13	Every Tuesday, 7pm 10pm
Spreadsheet Methods	5	499806	Friday, 9th January, 2026	13	Every Friday, 10am - 1pm
Teamworking	5	503818	Monday 5th January, 2026	13	Every Monday, 10am-1pm
Reception Skills	4	482912	Friday, 9th January, 2026	12	Every Friday, 10am - 1pm
Word Processing - Pathways	4	428311	Wednesday, 25th February, 2026	12	Every Wednesday, 9.30am - 1pm
Information Technology Skills	4	481709	Monday, 5th Januray, 2026	12	Every Monday, 9.30am - 1pm
Spreadsheet Methods	4	482909	Thursday, 8th January, 2026	12	Every Thursday. 10am - 1pm
Communications - Pathways	4	482910	Tuesday, 24th February, 2026	12	Every Tuesday & Thursday, 10am - 1pm
Career Planning	4	492098	Monday, 26th January, 2026	12	Every Monday, 9.30am - 1pm

Module	QQI Level	FETCH Ref	Starting	Approx. No of weeks	Time
Culinary Operations	4	481713	Tuesday, 11th November, 2025	13	Every Tuesday, 9.30am - 1.30pm
Culinary Operations	3	485752	Monday, 5th January, 2026	12	Every Monday, 10am - 1pm
Breakfast Cookery	3	485826	Wednesday, 7th January, 2026	12	Every Wednesday, 10am - 1pm
Eating better for less	3	485827	Wednesday 15th April, 2026	12	Every Wednesday, 10am - 1pm
Word Processing	3	485849	Tuesday, 10th February, 2026	12	Every Tuesday, 1.30pm - 4.30pm
Spanish for Beginners	n/a	485829	Monday, 17th November, 2025	6	Every Monday, 10am - 1pm
Introduction to DIY	n/a	481659	Monday, 17th November, 2025	6	Every Monday, 2pm - 4.30pm
Using the Internet safely	n/a	482927	Monday, 12th January, 2026	12	Every Monday, 2pm - 4.30pm
Introduction to Make-Up and Skin Care	n/a	482926	Tuesday, 18th November, 2025	4	Every Tuesday, 2pm - 4.30pm
Flower Arranging	n/a	482925	Thursday, 20th November, 2025	4	Thursday, 2pm - 4.30pm
Smartphones and Tablets	n/a	485839	Monday, 24th November, 2025	6	Every Monday, 1.30pm - 4pm
Healthy food made easily	n/a	485828	Thursday, 8th January, 2026	6	Thursday, 10am - 1pm

Cavan

Module	QQI Level	FETCH Ref	Starting	Approx. No of weeks	Time
Food Safety and HACCP	HACCP 1 & 2	499322	Monday, 23rd February, 2026	3	Every Monday, 9.30am - 1.30pm
Barista	n/a	499326	Thursday, 2nd July, 2026	1	Thursday, 10am - 1pm
Manual Handling	n/a	499328	Friday, 3rd July, 2026	1	Friday, 10am - 1pm

Cavan Institute

Module	QQI Level	FETCH Ref	Starting	Approx. No of weeks	Time
Barista	n/a	499325	Monday, 27th April, 2026	1	Monday, 9.30am - 1.30pm

The Hub, Cootehill

Module	QQI Level	FETCH Ref	Starting	Approx. No of weeks	Time
Special Needs Assisting	6	499062	Tuesday, 6th January, 2026	15	Every Tuesday, 7pm - 10pm
Social Studies	5	499061	Monday, 5th January, 2026	15	Every Monday, 7pm - 10pm
Care of the Older Person	5	501305	Wednesday, 7th January, 2026	13	Every Wednesday 9.30am-3.00pm
Smartphones and Computer Skills	2	498427	Thursday, 8th January, 2026	15	Every Thursday, 7pm - 9.30pm
Beginners Sewing	n/a	498375	Wednesday, 18th February, 2026	6	Every Wednesday, 10am - 1pm

Church Street Ballyconnell

Module	QQI Level	FETCH Ref	Starting	Approx. No of weeks	Time
Infection Prevention and Control	5	499063	Wednesday, 7th January, 2026	13	Every Wednesday, 7pm - 10pm
Computer Skills	2	485831	Wednesday, 7th January, 2026	12	Every Wednesday, 10am - 1pm
Introduction to Computers	n/a	485830	Wednesday, 12th November, 2025	6	Every Wednesday, 10am - 1pm

Ballyjamesduff

Module	QQI Level	FETCH Ref	Starting	Approx. No of weeks	Time
Care Support	5	499811	Thursday, 8th January, 2026	13	Every Thursday, 7pm - 10pm
Business English	4	498518	Friday, 16th January, 2026	12	Every Friday, 10am - 1pm
Safe Horticultural Practice	4	498507	Thursday, 8th January, 2026	12	Every Thursday, 9.30am -1.30pm
Home Repairs and Maintenance (DIY)	4	498553	Monday, 23rd February, 2026	12	Every Monday, 9.30am - 12.30pm
Bookkeeping and Accounts	4	498543	Monday, 19th January, 2026	12	Every Monday, 10am - 1pm
Information Technology Skills	4	498546	Friday, 9th January, 2026	12	Every Friday, 10am - 1pm
Operating Horticultural Equipment	3	498479	Wednesday, 7th January, 2026	12	Every Wednesday, 9.30am - 1.30pm
Breads, Pastries and Desserts	3	498491	Tuesday, 13th January, 2026	11	Every Tuesday, 9.30am - 1pm
Smartphones and Using Technology	2	498425	Monday, 5th January, 2026	12	Every Monday, 10am - 1pm
Woodcarving	n/a	498385	Wednesday, 14th January, 2026	6	Every Wednesday, 1pm - 3pm
Woodcarving	n/a	498386	Wednesday, 25th February, 2026	6	Every Wednesday, 1pm - 3pm

Bailieborough

Module	QQI Level	FETCH Ref	Starting	Approx. No of weeks	Time
Manual and Computerised Book-keeping	5	499376	Thursday, 8th January, 2026	20	Every Thursday, 10am - 1pm
Computer Applications	4	498548	Monday, 5th January, 2026	12	Every Monday, 10am - 1pm
Digital Media	3	498500	Monday, 5th January, 2026	12	Every Monday, 2pm - 5pm
Computer Skills with Smart Phones	2	498424	Monday, 5th January, 2026	12	Every Monday, 6pm - 8.30pm
Planning for a Healthy Lifestyle	n/a	498396	Wednesday, 14th January, 2026	6	Every Wednesday, 2.15pm - 4.15pm
Wellbeing and Relaxation	n/a	498701	Wednesday, 25th February, 2026	6	Every Wednesday 2.15pm - 4.15pm
Food Safety and HACCP	HACCP 1 & 2	499323	Monday, 11th May, 2025	3	Every Monday, 9.30am - 1.30pm

Corlurgan Business Pk (No. 6), Cavan (H12 DP86)

Module	QQI Level	FETCH Ref	Starting	Approx. No of weeks	Time
Family Rights Advocacy	6	491345	Friday, 9th January, 2026	15	Every Friday, 10am - 1pm

Community Garden

Module	QQI Level	FETCH Ref	Starting	Approx. No of weeks	Time
Growing Vegetables	4	482911	Monday, 9th February, 2026	6	Every Monday, 9.30am - 1pm
Introduction to Gardening	n/a	485840	Thursday, 26th February, 2026	8	Every Thursday, 2pm - 5pm

Mullagh

Module	QQI Level	FETCH Ref	Starting	Approx. No of weeks	Time
Special Needs Assisting	6	499374	Tuesday, 6th January, 2026	15	Every Tuesday, 10am - 1pm
Introduction to Sign Language	n/a	498406	Thursday, 22nd January, 2026	7	Every Thursday, 10am - 12.30pm

Learner Support Service

Is reading, writing or basic maths holding you back?

- We have one-to-one help for people who are not ready to join a class.
- This help is for people who need assistance with basic reading, writing or maths.
- We can help you build your confidence as well as your skills.
- For support to identify your interests and advise you on courses going forward, we will help you link in with our Guidance Service.

For information on one-to one help contact:

- **Cavan:**
  Deirdre O'Callaghan - deirdreocallaghan@cmetb.ie - 087 3802141

- **Monaghan:**
  Sinead Cahill - sineadcahill@cmetb.ie - 087 1985715

- **Ballyjamesduff**:
  Caroline McDermott - carolinemcdermott@cmetb.ie - 087 405 3618

We run one to one sessions in many locations across both counties

Tá an oibríocht seo á comhchistiú ag Rialtas na hÉireann, Solas agus ag an Aontas Eorpach
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Skills For Work Courses

Fully funded courses for part-time or full-time workers, farmers, self-employed, sole traders etc.

Employer Based Training includes Workplace Language Support courses, Communications Level 2 - 4 courses and Business English Level 4

Courses are **free** to the employee and employer. They are offered **at the workplace** where possible, or in a nearby CMETB Adult Education Centre.

They can be **accredited or non-accredited** and can lead to a qualification up to QQI Level 4 on the National Framework of Qualifications.

Enquiries for the below courses can be made by **contacting Noelette Dolan** on:
E-mail: noelettedolan@cmetb.ie
Telephone: 087 9293531.

Module	QQI Level	Venue	Starting	Approx No of weeks	Time
Word Processing plus Introduction to AI	3	Stradone Community Centre, Co. Cavan	Wednesday, 7th January, 2026	12	Every Wednesday, 7pm - 9.30pm
Computer Literacy	3	Civic Centre, Belturbet	Tuesday, 13th January, 2026	12	Every Tuesday, 7pm - 10pm
Computer Skills	2	St. Mogues College, Bawnboy, Co. Cavan	Wednesday, 14th January, 2026	12	Every Wednesday, 7pm - 10pm
Introduction to Computers (Office 365)	n/a	St Patricks Hall, Glangevlin, Co. Cavan	Monday, 12th January, 2026	12	Every Monday, 7pm - 10pm
Introduction to Computers (Office 365)	n/a	St Patrick's Hall, Arvagh, Co Cavan	Wednesday, 14th January, 2026	12	Every Wednesday, 7pm - 10pm

ESOL (English for Speakers of Other Languages)

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*Cavan and Monaghan
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Free Classes/Various Locations
Registration and Assessment

Unit 5, Church View Sq, Cavan H12 A592 • Tuesday, 18.11.25 • Tuesday, 2.12.25 • Tuesday, 13.1.26 • Tuesday, 10.2.26 **10.30am - 12 noon**	**Ballyjamesduff Adult Education Centre, Virginia Rd, Kilmore, Ballyjamesduff A82 AX70** • Wednesday, 19.11.25 • Wednesday, 3.11.25 • Wednesday, 14.1.26 • Wednesday, 11.2.26 **10.30am - 11.30am**

For all ESOL Queries contact:

Contact: Patricia Martin
E-mail: patriciamartin@cmetb.ie
Phone: 0871500899

For further information please contact us on:

CavanAdultEd@cmetb.ie

049 4361881

www.cmetb.ie