

# Part-Time Courses Winter 2025 Timetable

## Monaghan



## Adult Education Courses

**Website:** [www.cmetb.ie](http://www.cmetb.ie)  
**E-mail:** [MonaghanAdultEd@cmetb.ie](mailto:MonaghanAdultEd@cmetb.ie)  
**Phone:** 047 71914



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## Note to all students

### Please book your course place:

- on FETCH courses at [www.fetchcourses.ie](http://www.fetchcourses.ie)  
or
- by e-mail to [MonaghanAdultEd@cmetb.ie](mailto:MonaghanAdultEd@cmetb.ie)

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

**Telephone:** 047 30800  
**E-mail:** [monaghanguidance@cmetb.ie](mailto:monaghanguidance@cmetb.ie)  
**Web Site:** [www.cmetbadultguidance.ie](http://www.cmetbadultguidance.ie)

### If you are new to our courses and want to attend a QQI Level 5 course:

- We may arrange a meeting for you with our Adult Guidance Service.
- You may have to complete an assessment.

## QR Code for FETCH website



This is the QR code for the FETCH website ([www.fetchcourses.ie](http://www.fetchcourses.ie)). Use the FETCH Reference number listed under each course in the timetable to apply.

Scan the QR code to go to the FETCH website. Use the FETCH Reference number listed below to apply for the course you are interested in taking part in.



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## Eircodes for our Centres

Centre	Centre Eircode
Dún Mhuire Adult Education Centre, Monaghan	H18 T383
Monaghan Institute	H18 FY94
European House, Monaghan	H18 YP84
Gatehouse Learning Centre, Monaghan	H18 YE35
Monaghan Library	H18 RP20
Carrickmacross Workhouse	A81 E372
Carrickmacross Library	A81 HY83
Youthreach Centre, Castleblayney	A75 YP08
Iontas Centre, Castleblayney	A75 NF74
Clones Library	H23 RW70
Ulster Canal Stores, Clones	H23 DN76
Teach na nDaoine, Monaghan	H18 D218



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## Adult Guidance and Information Service

If you are unsure of what course you would like to do, contact the Adult Guidance and Information Service.

It is a free and confidential service. It will help you if you want to return to education and/or training but are unsure of what to do. You must be at least 16 years of age and out of formal education. You can meet with an Adult Guidance Counsellor close to where you live or online. Contact details are as follows:

**Telephone:** 047 30800  
**E-mail:** [monaghanguidance@cmetb.ie](mailto:monaghanguidance@cmetb.ie)  
**Web Site:** [www.cmetbadultguidance.ie](http://www.cmetbadultguidance.ie)

Alternatively, you can apply on line through [www.fetchcourses.ie](http://www.fetchcourses.ie) to arrange a meeting using the FETCH code 478470

## Drop In Information Service

The Adult Guidance and Information Service offers a Drop In Service at the day, times and locations listed below:

**European House  
Monaghan  
H18 YP84**

**Every Thursday  
9.30am - 12.30pm**

**Workhouse,  
Carrickmacross  
A81 E372**

**Every Wednesday  
9.30am - 12.30pm**



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# Courses

\*\*\* Please note:

Individuals seeking to enrol in Levels 3 to 6 must possess a solid command of the English Language. A Language assessment may be required to verify your ability.

## Health Service Skills Award Level 5 (5M3782)

Module and Code	QQI Level	Venue	Start Date	Approx. No weeks	Time
Palliative Care <b>FETCH Ref:</b> <b>475571</b>	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 1st December, 2025	12	Every Monday, 9.30am - 12.30pm
Infection Prevention & Control <b>FETCH Ref:</b> <b>475572</b>	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 1st December, 2025	12	Every Monday, 1pm - 4pm
Care of the Older Person <b>FETCH Ref:</b> <b>475573</b>	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 1st December, 2025	12	Every Monday, 6.30pm - 9.30pm



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## Health Service Skills Award Level 5 (5M3782) continued...

Module and Code	QQI Level	Venue	Start Date	Approx. No weeks	Time
Health & Safety at Work <b>FETCH Ref:</b> <b>475574</b>	5	Castleblayney Youthreach Centre	Tuesday, 6th January, 2026	12	Every Tuesday, 9.30am - 12.30pm
Infection Prevention & Control <b>*Limited Availability</b> <b>FETCH Ref:</b> <b>475575</b>	5	Carrickmacross Workhouse	Thursday, 11th December, 2025	12	Every Thursday, 6.30pm - 9.30pm



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## Intellectual Disability Practice Award Level 5 (5M1761)

Module and Code	QQI Level	Venue	Start Date	Approx. No weeks	Time
Physiotherapy Assistant (Practical) <b>FETCH Ref:</b> <b>497491</b>	5	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 7th January, 2026	12	Every Wednesday, 6.30pm - 9.30pm
Special Needs Assisting <b>FETCH Ref:</b> <b>497488</b>	5 & 6 Combined (*start at Level 5 & move onto Level 6)	Dún Mhuire Adult Education Centre, Monaghan	Monday, 5th January, 2026	9	Every Monday, 9.15am - 4.15pm
Special Needs Assisting <b>FETCH Ref:</b> <b>475583</b>	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 5th January, 2026	15	Every Monday, 6.30pm - 9.30pm
Special Needs Assisting <b>FETCH Ref:</b> <b>475587</b>	6	Carrickmacross Workhouse	Wednesday, 7th January, 2026	15	Every Wednesday, 6.30pm - 9.30pm



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## Business Administration Award Level 5 (5M2468)

Module and Code	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Manual and Computerised Payroll <b>FETCH Ref:</b> <b>475610</b>	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 9th February, 2026	13	Every Monday, 6.30pm - 9.30pm
Manual and Computerised Payroll <b>FETCH Ref:</b> <b>475611</b>	5	Carrickmacross Workhouse	Wednesday, 11th February, 2026	13	Every Wednesday, 9.30am - 12.30pm
Manual and Computerised Accounting <b>FETCH Ref:</b> <b>475613</b>	5	Dún Mhuire Adult Education Centre, Monaghan	Thursday, 18th December, 2025 (induction only)	19	Every Thursday, 9.30am - 12.30pm
Business Administration Skills <b>FETCH Ref:</b> <b>475615</b>	5	Carrickmacross Workhouse	Tuesday, 2nd December, 2025	12	Every Tuesday, 9.30am - 1pm
Customer Service <b>FETCH Ref:</b> <b>475616</b>	5	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 3rd December, 2025	12	Every Wednesday, 6.30pm - 9.30pm



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## Business Administration Award Level 5 (5M2468) continued ...

Module and Code	QQI Level	Venue	Start Date	Approx no. of weeks	Time
Reception & Frontline Office Skills <b>FETCH Ref:</b> <b>475617</b>	5	Dún Mhuire Adult Education Centre, Monaghan	Friday, 5th December, 2025	12	Every Friday, 9.30am - 1pm
Spreadsheet Methods <b>FETCH Ref:</b> <b>475618</b>	5	Dún Mhuire Adult Education Centre, Monaghan	Tuesday, 2nd December, 2025	12	Every Tuesday, 9.30am - 1pm
Desktop Publishing <b>FETCH Ref:</b> <b>475619</b>	5	Dún Mhuire Adult Education Centre, Monaghan	Thursday, 4th December, 2025	12	Every Thursday 9.30am - 12.30pm
Word Processing <b>FETCH Ref:</b> <b>475620</b>	5	Carrickmacross Workhouse	Friday, 5th December, 2025	12	Every Friday, 9.30am - 1pm



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## Beauty Award Level 5 (5M3471)

Module and Code	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Reflexology <b>FETCH Ref:</b> 475629	5	Castleblayney Youthreach Centre	Monday, 5th January, 2026	15	Every Monday, 9.30am - 12.30pm
Anatomy & Physiology <b>FETCH Ref:</b> 475630	5	Castleblayney Youthreach Centre	Thursday, 8th January, 2026	15	Every Thursday, 9.30am - 12.30pm
Manicure, Pedicure & Waxing <b>FETCH Ref:</b> 475631	5	Castleblayney Youthreach Centre	Wednesday, 7th January, 2026	15	Every Wednesday. 6.30pm - 9.30pm

## Core level 5 subjects for all awards:

- These can be used towards a range of QQI (Quality and Qualifications Ireland) Level 5 Major awards.
- Please talk to **The Adult Guidance Service** for more information.
- You will need to have a work placement secured before starting the Work Experience module.

Module and Code	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Communications <b>FETCH Ref:</b> 475639	5	Carrickmacross Workhouse	Monday, 1st December, 2025	12	Every Monday, 9.30am - 12.30pm
Work Experience <b>FETCH Ref:</b> 475640	5	Dún Mhuire Adult Education Centre, Monaghan	Thursday 4th December, 2025	12	Every Thursday, 9.30am - 12.30pm



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## Practical Modules Level 4 (4M2010)

Module and Code	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Woodcraft <b>FETCH Ref:</b> 475649	4	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 7th January, 2026	12	Every Wednesday, 10am - 1pm
Home Repairs and Maintenance (DIY) <b>FETCH Ref:</b> 475648	4	Dún Mhuire Adult Education Centre, Monaghan	Tuesday, 6th January, 2026	12	Every Tuesday, 10am - 1pm
Textiles <b>FETCH Ref:</b> 475651	4	Dún Mhuire Adult Education Centre, Monaghan	Tuesday, 6th January, 2026	15	Every Tuesday, 10am - 1pm
Textiles <b>FETCH Ref:</b> 475652	4	Carrickmacross Workhouse	Thursday, 8th January, 2026	15	Every Thursday, 10am - 1pm



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## Hospitality and Culinary Skills Level 4 (4M2063)

Module and Code	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Introduction To Professional Cookery - Culinary Techniques <b>FETCH Ref: 497476</b>	4	Monaghan Institute	Tuesday, 13th January, 2026	12	Every Tuesday, 10am - 1pm

Module and Code	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Food Safety & HACCP <b>FETCH Ref: 499293</b>	HACCP 1 & 2	Monaghan TBC	Friday, 20th March, 2026	3	Every Friday, 9.30am - 1.30pm
Manual Handling <b>FETCH Ref: 498176</b>	n/a	Monaghan TBC	Friday, 27th February, 2026	1 day	10am - 1pm



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## Horticulture Award Level 4 (4M1994)

Module and Code	QQI Level	Venue	Start Date	Approx. No weeks	Time
Plant Propagation <b>FETCH Ref:</b> 475656	4	Dún Mhuire Adult Education Centre, Monaghan	Tuesday, 13th January, 2026	12	Every Tuesday, 10am - 1pm

## Gardening Classes

for people who want to learn how to:

- grow plants in containers
- grow vegetables
- improve their potting and planting skills

Module and Code	QQI Level	Venue	Start Date	Approx. No weeks	Time
Container Gardening <b>FETCH Ref:</b> 498236	3	Dún Mhuire Adult Education Centre, Monaghan	Monday, 5th January, 2026	15	Every Monday, 10am - 12.30pm
Outdoor Vegetable Crop Production <b>FETCH Ref:</b> 498633	3	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 7th January, 2026	15	Every Wednesday 10am - 12.30pm
Planting and Potting by Hand <b>FETCH Ref:</b> 498192	3	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 7th January, 2026	15	Every Wednesday, 2pm - 4pm



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## Computer and Smart Phone classes

If you want to improve your computer skills, then we offer classes from beginners to QQI Level 4.

Module and Code	QQI Level	Venue	Start Date	Approx. No weeks	Time
Computer Applications <b>FETCH Ref:</b> <b>499314</b>	4	Carrickmacross Workhouse	Tuesday, 6th January, 2026	15	Every Tuesday, 10.15am - 1pm
Computer Applications <b>FETCH Ref:</b> <b>499313</b>	4	European House, Monaghan	Thursday, 8th January, 2026	15	Every Thursday, 11.30am - 2.15pm
Information Technology Skills <b>FETCH Ref:</b> <b>498244</b>	4	European House, Monaghan	Monday, 9th February, 2026	15	Every Monday, 10am - 12.30pm
Spreadsheet Methods <b>FETCH Ref:</b> <b>499287</b>	3	Gatehouse Learning Centre, Monaghan	Monday, 5th January, 2026	15	Every Monday, 9.45am - 12.30pm
Word Processing <b>FETCH Ref:</b> <b>498632</b>	3	Dún Mhuire Adult Education Centre, Monaghan	Monday, 5th January, 2026	15	Every Monday, 11am - 1.30pm
Word Processing <b>FETCH Ref:</b> <b>498611</b>	3	Carrickmacross Workhouse	Tuesday, 6th January, 2026	14	Every Tuesday, 2pm - 4.30pm
Internet Skills <b>FETCH Ref:</b> <b>498617</b>	3	Carrickmacross Library	Tuesday, 6th January, 2026	14	Every Tuesday, 10am - 12.30pm
Internet Skills <b>FETCH Ref:</b> <b>498615</b>	3	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 7th January, 2026	15	Every Wednesday, 10am - 12.30pm



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## Computer and Smart Phone classes continued . . . . .

Module and Code	QQI Level	Venue	Start Date	Approx. No weeks	Time
Artificial Intelligence for beginners <b>FETCH Ref:</b> <b>498219</b>	3	Carrickmacross Library	Wednesday, 7th January, 2026	15	Every Wednesday, 10am - 1pm
Using Technology <b>FETCH Ref:</b> <b>498259</b>	2	European House, Monaghan	Monday, 5th January, 2026	15	Every Monday, 1.30pm - 4pm
Using Technology <b>FETCH Ref:</b> <b>498257</b>	2	Carrickmacross Workhouse	Tuesday, 6th January, 2026	14	Every Tuesday, 2pm - 4.30pm
Computer Skills: Smartphones <b>FETCH Ref:</b> <b>498619</b>	2	Carrickmacross Workhouse	Tuesday, 6th January, 2026	14	Every Tuesday, 6pm - 8.30pm
Computer Skills: Smartphones <b>FETCH Ref:</b> <b>498598</b>	2	European House, Monaghan	Friday 27th Februray, 2026	15	Every Friday, 10.30am - 12.30pm
Computer Skills <b>FETCH Ref:</b> <b>498608</b>	2	Carrickmacross Library	Friday 9th January, 2026	15	Every Friday, 10.30am - 1pm



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## General Courses

These include classes in:

- Communications
- Maths
- Health and Safety
- Reading and Writing Support
- Driver Theory Support

Module and Code	QQI Level	Venue	Start Date	Approx. No weeks	Time
Communications <b>FETCH Ref:</b> <b>499306</b>	4	European House, Monaghan	Tuesday, 6th January, 2026	12	Every Tuesday, 9.30am - 12.30pm
Communications <b>FETCH Ref:</b> <b>499312</b>	4	Carrickmacross Workhouse	Tuesday, 6th January, 2026	12	Every Tuesday, 1.30pm - 4pm
Maths <b>FETCH Ref:</b> <b>498107</b>	4	Clones Library	Wednesday, 7th January, 2026	20	Every Wednesday, 2pm - 4.30pm
Health and Safety <b>FETCH Ref:</b> <b>499295</b>	3	Carrickmacross Workhouse	Tuesday, 6th January, 2026	15	Every Tuesday, 10am - 12.40pm
Health and Safety <b>FETCH Ref:</b> <b>499294</b>	3	European House, Monaghan	Wednesday, 7th January, 2026	15	Every Wednesday, 9.30am - 12.30pm
Communications <b>FETCH Ref:</b> <b>499289</b>	3	European House, Monaghan	Thursday, 8th January, 2026	12	Every Thursday, 9.30am - 12.30pm



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## General Courses continued ...

Module and Code	QQI Level	Venue	Start Date	Approx. No weeks	Time
Support for Reading, Writing and Spelling <b>FETCH Ref:</b> <b>498216</b>	n/a	Dún Mhuire Adult Education Centre, Monaghan	Monday, 5th January, 2026	15	Every Monday, 6pm - 7.30pm
Conversational Irish <b>FETCH Ref:</b> <b>499777</b>	n/a	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 5th November, 2025	6	Every Wednesday, 7pm - 9pm



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## Makeup of Computer Applications and Information Technology Skills classes

Computer Applications	Information Technology Skills
In Computer Applications class you will cover:	In Information Technology skills you will cover:
<ul style="list-style-type: none"><li>Databases</li></ul>	<ul style="list-style-type: none"><li>Information Technology effect on everyday life</li></ul>
<ul style="list-style-type: none"><li>Spreadsheets</li></ul>	<ul style="list-style-type: none"><li>File management</li></ul>
<ul style="list-style-type: none"><li><u>Graphics</u></li></ul>	<ul style="list-style-type: none"><li>Data entry</li></ul>
	<ul style="list-style-type: none"><li>Microsoft Word</li></ul>
	<ul style="list-style-type: none"><li>Internet and E-mail</li></ul>
	<ul style="list-style-type: none"><li>Proof reading documents</li></ul>



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## Hobby Courses (unaccredited)

Module and Code	QQI Level	Venue	Start Date	Approx. No weeks	Time
Christmas Flower Arranging <b>FETCH Ref:</b> 497540	n/a	Carrickmacross Workhouse	Monday, 1st December, 2025	1 day	Monday, 10am - 1pm
Christmas Flower Arranging <b>FETCH Ref:</b> 497542	n/a	Dún Mhuire Adult Education Centre, Monaghan	Thursday, 4th December, 2025	1 day	Thursday, 10am - 1pm
Christmas Flower Arranging <b>FETCH Ref:</b> 497537	n/a	Carrickmacross Workhouse	Monday, 8th December, 2025	1 day	Monday 10am - 1pm
Christmas Flower Arranging <b>FETCH Ref:</b> 497539	n/a	Dún Mhuire Adult Education Centre, Monaghan	Thursday 11th December, 2025	1 day	Thursday 10am - 1pm
Christmas Flower Arranging <b>PLSS Ref:</b> 497543	n/a	Carrickmacross Workhouse	Monday 15th December, 2025	1 day	Monday, 10am - 1pm
Christmas Flower Arranging <b>PLSS Ref:</b> 497544	n/a	Dún Mhuire Adult Education Centre, Monaghan	Thursday, 18th December, 2025	1 day	Thursday, 10am - 1pm
Christmas Crafts - Using Fabric - *Limited Places <b>PLSS Ref:</b> 497559	n/a	Dún Mhuire Adult Education Centre, Monaghan	Tuesday, 4th November, 2025	7	Every Tuesday, 10am - 1pm



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## Hobby Courses (unaccredited) ..... Continued

Module and Code	QQI Level	Venue	Start Date	Approx. No weeks	Time
Christmas Crafts - Felting <b>PLSS Ref: 497548</b>	n/a	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 5th November, 2025	7	Every Wednesday, 10am - 1pm
Introduction to Embroidery <b>PLSS Ref: 497562</b>	n/a	Carrickmacross Workhouse	Monday, 5th January, 2026	8	Every Monday, 10am 1pm
Introduction to Embroidery <b>PLSS Ref: 497564</b>	n/a	Dún Mhuire Adult Education Centre, Monaghan	Thursday, 8th January, 2026	8	Every Thursday, 10am - 1pm
Introduction to Genealogy <b>PLSS Ref: 497566</b>	n/a	Dún Mhuire Adult Education Centre, Monaghan	Monday, 5th January, 2026	6	Every Monday, 10am - 1pm
Introduction to Genealogy <b>PLSS Ref: 497570</b>	n/a	Carrickmacross Workhouse	Wednesday, 7th January 2026	6	Every Wednesday, 10am - 1pm
Train your Brain (Brain Booster puzzles & quizzes) <b>PLSS Ref: 497710</b>	n/a	Monaghan Library	Monday, 5th January, 2026	6	Monday, 2pm - 4.30pm
Train your Brain (Brain Booster puzzles & quizzes) <b>PLSS Ref: 497735</b>	n/a	Carrickmacross Workhouse	Tuesday, 6th January, 2026	6	Tuesday, 2pm - 4.30pm



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### To make a booking:

You can:

- e-mail [MonaghanAdultEd@cmetb.ie](mailto:MonaghanAdultEd@cmetb.ie)  
or
- phone 047 71914.  
or
- log onto [www.fetchcourses.ie](http://www.fetchcourses.ie) and using the FETCH reference number given with the course you are interested in on the list, register for the course you are interested in taking part in.

For help with any of our courses, please e-mail [MonaghanAdultEd@cmetb.ie](mailto:MonaghanAdultEd@cmetb.ie) or phone 047 71914

## 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 assistance is for people who need help with basic reading, writing or maths.
- We can help you build your confidence as well as your skills.

### For information on one-to-one help contact:

Sinead Cahill - [sineadcahill@cmetb.ie](mailto:sineadcahill@cmetb.ie) - 087 1985715

or

Elizabeth McCaffrey - [elizabethmccaffrey@cmetb.ie](mailto:elizabethmccaffrey@cmetb.ie) - 085 7555705

We run one to one sessions in many locations across both counties Monaghan and Cavan



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# English Language Registration Dates (ESOL - English for Speakers of other languages)

**English for Speakers of Other Languages (ESOL)** are English language courses for students 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.

The ESOL service provides 4 hours tuition per week to people who do not have English as their first language.

**At registration, you will need to complete a short application form** with basic personal details.

**You will also do a short assessment** to check your level of English. Based on the assessment, you will be put on a suitable course



## To Join an English class you must:

- have a **PPS** number
- attend one of these **registration** sessions
- **bring your identification and proof of PPS number to the registration session**
- complete a short **assessment**



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## Registration Dates and Times for English (ESOL) classes:

### Carrickmacross Workhouse A81 E372

Friday, 23rd January, 2026  
Friday, 27th February, 2026  
Friday, 27th March, 2026  
Friday 24th April, 2026

**Room 41**  
**10.30am - 12pm**

### European House Monaghan H18 YP84

Friday, 23rd January, 2026  
Friday, 27th February, 2026  
Friday, 27th March, 2026  
Friday 24th April, 2026

**Room 2**  
**2.30pm - 4pm**



### Castleblayney Library A75 V383

on demand

### Clones Library H23 RW70

on demand

**All courses are free of charge. Priority will be given to learners who**

- are unemployed
- have limited education
- have limited English language skills.
- You must have a PPS number to take part in any of the classes.

**For further details contact [Karen McCarron](#) at:**

**E-Mail:** [esol@cmetb.ie](mailto:esol@cmetb.ie)  
**Phone:** 087 7427675



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# Join our Multicultural Community Choir

**Everyone  
Welcome!**

**Singing is a great way  
to improve your English  
Language Skills**

**All you need  
to bring is your  
singing voice!**

**Come along and meet new  
people in a friendly and  
relaxed atmosphere**



**Every Tuesday**

**Starting Tuesday, 13th January 2026**

**Room 3, European House, H18 YP84  
6.30pm - 8.30pm**

**For more information contact:**

**E: [monaghanadulted@cmetb.ie](mailto:monaghanadulted@cmetb.ie) or T: 047 71914**



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***For further information please contact  
us on:***

***MonaghanAdultEd@cmetb.ie***

***047 71914***



***www.cmetb.ie***



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