www.cmetb.ie







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

CMETB Adult Education
Part-time Courses

Monaghan
Winter 2026/2027

Rialtas na hÉireann
Government of Ireland

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

SOLAS An tSeirbhís Oideachais Leanúnaigh agus Scileanna
Further Education and Training Authority

Dearbhú Cáilíochta agus Cáiliochtaí Éireann
Quality and Qualifications Ireland

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

Registration and Assessment

Online: Book your course place at **www.fetchcourses.ie** and use the course code for the course you want to study, register for your course.
E-mail: MonaghanAdultEd@cmetb.ie
Phone: 047 71914

If you have **not previously** completed a QQI Level 5 award, you will be required to attend one of our Registration and Assessment sessions. These sessions are designed to complete all enrolment requirements before classes begin and help ensure there are no delays to your participation on the course.

Please attend **ONE** of the following sessions:

Monaghan (Dún Mhuire Adult Education Centre)

Tuesday 24 November (10.00am - 12.00pm)
Tuesday 24 November (2.00pm - 4.00pm)
Tuesday 24 November (6.00pm - 8.00pm)

Carrickmacross (The Workhouse)

Thursday 26 November (10.00am - 12.00pm)
Thursday 26 November (2.00pm - 4.00pm)
Thursday 26 November (6.00pm - 8.00pm)

Please note: Failure to attend one of these sessions may place your course offer at risk. If you are unable to attend any of the above sessions, please contact the Guidance Service at **MonaghanGuidance@cmetb.ie** to arrange an alternative time.

Learner Support

If you need support with any area of learning, we are here to help.

For an appointment in your area please contact **Sinead Cahill** on:

Telephone: 087 1985 715
Email: SineadCahill@cmetb.ie

Garda Vetting (Where Required)

If you are enrolled in any of the following courses/modules, Garda Vetting is mandatory and you must bring your proof of identity and proof of address to your Registration and Assessment Session:

- QQI Level 5 Special Needs Assisting
- QQI Level 6 Special Needs Assisting
- QQI Level 5 Early Learning & Care
- QQI Level 6 Early Learning & Care
- QQI Level 5 Work Experience (placements dealing with vulnerable adults)
- QQI Level 5 Care Support

Please note: Garda Vetting must be completed through CMETB, even if you have previously been vetted by another organisation.

You will need one original document from **Category 1** and one original document from **Category 2** - see list below:

Category 1 (Photographic Identification)

- Passport from country of citizenship
- Irish/EU/UK driving licence or learner permit (credit card format)
- Irish Certificate of Naturalisation
- National Identity Card (EU/EEA/Swiss citizens)

Category 2 (Proof of Address - no more than 6 months old from date of Consent on NVB1)

- Bank, building society or credit union statement from recognised bank
- Utility bill (for example: electricity, gas, broadband, waste or TV licence)
- Correspondence from a Government Department
- Letter from a local authority confirming tenancy

****Please bring this documentation with you to the assessment session****

Work Placement Reminder

Learners completing placement as part of their programme should begin sourcing a suitable placement as early as possible, as some placement providers may require additional checks or onboarding processes which can take time to complete.

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, impartial** and **confidential** service. We 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:**

Telephone: 047 30800
E-mail: MonaghanGuidance@cmetb.ie
Website: www.cmetbadultguidance.ie

Alternatively you can apply on-line through www.fetchcourses.ie (using the code 500651) to arrange a meeting.

Drop in Information Service

The Adult Guidance and Information Service Offers a Drop In Service at the day, time 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

No appointment necessary. Drop in and speak with a member of our team.

Course List

Discover flexible part-time courses designed to help you gain new skills, qualifications and confidence.

QR Code for the FETCH Website

Scan the QR code to visit **www.fetchcourses.ie.**
To apply, use the **course code** listed beside each course in the timetable.

QQI Level 4 Healthcare

(in preparation for QQI Level 5 Healthcare or Childcare)

Are you thinking of doing Level 5 Healthcare or Childcare?

This free course is designed to help you to get started on your learning journey.

Venue	Course Code	Start Date	Time
Carrickmacross Workhouse	540564	Monday 04 January 2027	Every Monday 10am - 12.30pm
Unit 5, Church View Square, Cavan	532815	Wednesday 06 January 2027	Every Wednesday 10am - 12.30pm

Note: These courses are continuous intake, you can join on any date.

On this course you will learn to:	You will learn about:
• Use a laptop	• The role of the Carer
• Take notes	• Where care can take place
• Research and write assignments	• Keeping yourself and your client safe
• Save and share documents	• Dealing with a medical emergency
• Develop study skills	• Care for equipment
• Complete a skills demonstration	• Exercise and diet for client
• Use Microsoft Teams	• How to talk to clients and their families

For an appointment in your area please contact

Sinead Cahill

Telephone: 087 1985715

Email: SineadCahill@cmetb.ie

Note: These courses are continuous intake, you can join at any time. This class is currently running so if you would like to begin before January 2027 please contact Sinead Cahill.







Advanced Certificate in Early Learning and Care
Level 6 | Stage 2

This full award lasts 18 months in total. There are six modules. You will receive a certificate once you complete all six modules. **Please note**: all participants will need to be **garda vetted** prior to work placement (police clearance will also be required should participants have lived abroad).

In order to study QQI Level 6 Early Learning and Care Award (Stage 2), students must first have successfully completed QQI Level 5 Early Learning and Care (Stage 1) Award.

Module	Course Code	QQI Level	Venue	Start Date	Duration	Time
Early Learning and Care Award (Stage 2)	425260	6	Dún Mhuire Adult Education Centre	Wednesday 06 January 2027	18 months	Every Wednesday 9.30am - 4pm

Note: All Early Learning and Care students are required to attend an **assessment** on **Tuesday 24 or Thursday 26 November.** This assessment is mandatory and is used to determine your suitability for this course. Your place will not be secured until you have completed the pre-assessment.

Health Service Skills Award, Intellectutal Disability Practice Award and Applied Social Studies

Module	Course Code	QQI Level	Venue	Start Date	Duration (Weeks)	Time
Special Needs Assisting	497760	6	Dún Mhuire Adult Education Centre	Monday 11 January 2027	12	Every Monday 6.30pm - 9.30pm
Special Needs Assisting	497757	5	Carrickmacross Workhouse	Wednesday 13 January 2027	15	Every Wednesday 6.30pm - 9.30pm
Intellectual Disability Studies	497748	5	Dún Mhuire Adult Education Centre	Monday 30 November 2026	12	Every Monday 9.30am - 12.30pm
Infection Prevention and Control	497749	5	Dún Mhuire Adult Education Centre	Monday 30 November 2026	12	Every Monday 1pm - 4pm
Palliative Care Support	497750	5	Dún Mhuire Adult Education Centre	Monday 30 November 2026	12	Every Monday 6.30pm - 9.30pm
Care of the Older Person	497751	5	Carrickmacross Workhouse	Thursday 03 December 2026	12	Every Thursday 6.30pm - 9.30pm
Social Studies	497752	5	Carrickmacross Workhouse	Wednesday 13 January 2027	12	Every Wednesday 9.30am - 12.30pm
Patient Moving and Handling	538476	n/a	Dún Mhuire Adult Education Centre	Friday 11 December 2026	1 day	Friday 9.30am - 4pm

Business Administration Award
Level 5

Module	Course Code	QQI Level	Venue	Start Date	Duration (Weeks)	Time
Manual and Computerised Payroll	497778	5	Dún Mhuire Adult Education Centre	Monday 08 February 2027	12	Every Monday 6.30pm - 9.30pm
Manual and Computerised Payroll	497779	5	Carrickmacross Workhouse	Wednesday 10 February 2027	12	Every Wednesday 9.30am - 12.30pm
Manual and Computerised Book-Keeping	497780	5	Dún Mhuire Adult Education Centre	Thursday 17 December 2026	19	Every Thursday 9.30am - 12.30pm
Reception and Front Office Skills	497781	5	Carrickmacross Workhouse	Tuesday 01 December 2026	12	Every Tuesday 9.30am - 1pm
Business Administration Skills	497782	5	Dún Mhuire Adult Education Centre	Friday 04 December 2026	12	Every Friday 9.30am - 1pm
Database Methods	497783	5	Dún Mhuire Adult Education Centre	Tuesday 01 December 2026	12	Every Tuesday 9.30am - 1pm
Word Processing	497784	5	Dún Mhuire Adult Education Centre	Thursday 03 December 2026	12	Every Thursday 9.30am - 12.30pm
Digital Marketing	497785	5	Carrickmacross Workhouse	Friday 04 December 2026	12	Every Friday 9.30am - 1pm

Beauty Therapy
Level 5

Module	Course Code	QQI Level	Venue	Start Date	Duration (Weeks)	Time
Anatomy and Physiology	497797	5	Castleblayney	Monday 30 November 2026	12	Every Monday 9.30am - 12.30pm
Reflexology	497798	5	Castleblayney	Wednesday 06 January 2027	12	Every Wednesday 6pm - 9.30pm

Core Level 5 Subjects

- These can be used towards a range of QQI (Quality and Qualifications Ireland) Level 5 Major awards.
- You will need to have a work placement secured before starting the Work Experience module.
- If your Work Placement for Work Experience class is in a location where there are vunerable adults or children you **will need** to be **garda vetted** before beginning your work placement.

Module	Course Code	QQI Level	Venue	Start Date	Duration (Weeks)	Time
Communications	497808	5	Dún Mhuire Adult Education Centre	Monday 30 November 2026	12	Every Monday 9.30am - 12.30pm
Work Experience	497809	5	Carrickmacross Workhouse	Thursday 03 December 2026	12	Every Thursday 9.30am - 12.30pm

Culinary Skills
Level 3

Module	Course Code	QQI Level	Venue	Start Date	Duration (Weeks)	Time
Pastry, Baking and Desserts	539397	3	Monaghan Institute	Wednesday 27 January 2027	12	Every Wednesday 10am - 1pm

Practical Modules
Level 4

Module	Course Code	QQI Level	Venue	Start Date	Duration (Weeks)	Time
Home Repairs and Maintenance with Energy Saving Skills	538322	4	Dún Mhuire Adult Education Centre	Tuesday 12 January 2027	15	Every Tuesday 10am - 1pm
Home Repairs and Maintenance with Energy Saving Skills	538326	4	Dún Mhuire Adult Education Centre	Tuesday12 January 2027	15	Every Tuesday 1.30pm - 4.30pm
Woodcraft	538327	4	Dún Mhuire Adult Education Centre	Wednesday 06 January 2027	15	Every Wednesday 10am - 1pm
Textiles	538328	4	Dún Mhuire Adult Education Centre	Tuesday 05 January 2027	15	Every Tuesday 10am - 1pm

Horticulture Award
Level 4

Module	Course Code	QQI Level	Venue	Start Date	Duration (Weeks)	Time
Hard Landscape Construction	539475	4	Dún Mhuire Adult Education Centre	Tuesday 12 January 2027	12	Every Tuesday 10am - 1pm

Gardening Classes
Level 3

Module	Course Code	QQI Level	Venue	Start Date	Duration (Weeks)	Time
Container Gardening	538313	3	Dún Mhuire Adult Education Centre	Monday 11 January 2027	11	Every Monday 10am - 12.30pm
Outdoor Vegetable Crop Production	538317	3	Dún Mhuire Adult Education Centre	Wednesday 06 January 2027	11	Every Wednesday 10am - 12.30pm
Planting and Potting by Hand	538318	3	Dún Mhuire Adult Education Centre	Wednesday 06 January 2027	11	Every Wednesday 2pm - 4pm

Computer and Smartphone classes

From absolute beginners to QQI Level 4.

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Module	Course Code	QQI Level	Venue	Start Date	Duration (Weeks)	Time
Information Technology Word, E-Mail, Internet, Spreadsheets & Data Entry	498098	4	Castleblayney	Tuesday 12 January 2027	15	Every Tuesday 11am - 1.30pm
Computer Applications Spreadsheets - Database - Graphics	538276	4	Monaghan	Wednesday 06 January 2027	15	Every Wednesday 1.30pm - 4pm
Computer Applications Spreadsheets - Database - Graphics	538274	4	Carrickmacross	Tuesday 12 January 2027	15	Every Tuesday 10am - 12.45pm
Spreadsheet Methods	538307	3	European House Monaghan	Friday 08 January 2027	13	Every Friday 10am - 12.30pm
Spreadsheet Methods	538474	3	Carrickmacross Workhouse	Tuesday 12 January 2027	13	Every Tuesday 1.30pm - 4pm
Digital Media create - share - connect - sell	538306	3	Dún Mhuire Adult Education Centre	Wednesday 06 January 2027	15	Every Wednesday 10am - 12.30pm
Word Processing	538304	3	Carrickmacross Workhouse	Tuesday 12 January 2027	15	Every Tuesday 2pm - 4.30pm
Desktop Publishing Publishing using Canva to create posters, flyers and invitations	538668	3	European House Monaghan	Wednesday 06 January 2027	15	Every Wednesday 6pm - 8.30pm
Internet and E-Mail	538305	3	Carrickmacross Workhouse	Tuesday 12 January 2027	12	Every Tuesday 6pm - 8.30pm
Word Processing	538302	3	European House Monaghan	Monday 22 February 2027	15	Every Monday 1.30pm - 4.30pm
Computer Skills for Beginners	538303	2	Carrickmacross Library	Tuesday 12 January 2027	12	Every Tuesday 10am - 12.30pm
Computer Skills for Beginners	538732	2	Castleblayney Gate Lodge	Monday 11 January 2027	12	Every Monday 2pm - 4.30pm
Using Technology in every-day life	498618	2	Carrickmacross Library	Friday 08 January 2027	12	Every Friday 10am - 12.30pm
Using Technology in every-day life	538741	2	European House Monaghan	Monday 22 February 2027	12	Every Monday 10am - 12.30pm
Smartphones	540730	N/A	Monaghan Library	Monday 16 November 2026	6	Every Monday 1.30pm - 4pm
Smartphones	537553	N/A	European House Monaghan	Monday 11 January 2027	5	Every Monday 10am - 12.30pm

General Courses
From Unaccredited up to QQI Level 4

Module	Course Code	QQI Level	Venue	Start Date	Duration (Weeks)	Time
Career Planning	538669	4	Carrickmacross Workhouse	Friday 26 February 2027	12	Every Friday 10am - 12.30pm
Business English	538734	4	Monaghan	Thursday 07 January 2027	16	Every Thursday 9.45am - 12.45pm
Communications	499286	4	Monaghan	Thursday 07 January 2027	16	Every Thursday 9.45am - 12.45pm
Communications	538297	3	Carrickmacross Workhouse	Tuesday 12 January 2027	16	Every Tuesday 10am - 12.40pm
Personal Care and Presentation	498233	3	Castleblayney Youthreach Centre	Tuesday 02 March 2027	16	Every Tuesday 2pm - 4.30pm
Health and Safety Awareness	538298	3	Carrickmacross Workhouse	Tuesday 12 January 2027	16	Every Tuesday 1.30pm - 4pm
Sustainable Living Save Money, Waste Less, Live Greener	498243	3	Clones Library	Wednesday 13 January 2027	12	Every Wednesday 2pm - 4pm
Reading and Writing Support	538730	N/A	European House Monaghan	Thursday 14 January 2027	ongoing	Every Thursday 10am - 12pm
Reading and Writing Support	538731	N/A	Castleblayney Library	Monday 11 January 2027	ongoing	Every Monday 5.30pm - 7pm
Driving Theory Preparation	538300	N/A	European House Monaghan	Monday 11 January 2027	6	Every Monday 1.30pm - 4.30pm
Driving Theory Preparation	538736	N/A	Carrickmacross Workhouse	Friday 08 January 2027	6	Every Friday 10am - 1pm

Short Courses for Work and Life

Develop practical skills for work with our short courses. Ideal for anyone preparing for employment or looking to refresh their workplace skills.

Module	Course Code	QQI Level	Venue	Start Date	Duration (Weeks)	Time
Manual Handling	538404	N/A	Dún Mhuire Adult Education Centre	Wednesday 06 January 2027	1	Wednesday 1.30pm - 4.30pm

Hobby Courses
Unaccredited

Module	Course Code	Venue	Start Date	Duration (Weeks)	Time
Christmas Wreath Making	538391	Carrickmacross Workhouse	Wednesday 16 December 2026	1 day	6.30pm - 9.30pm
Christmas Wreath Making	538392	Dún Mhuire Adult Education Centre	Thursday 17 December 2026	1 day	6.30pm - 9.30pm
Introduction to Flower Arranging	538394	Carrickmacross Workhouse	Monday 04 January 2027	6	Every Monday 10am - 1pm
Introduction to Flower Arranging	538395	Dún Mhuire Adult Education Centre	Thursday 07 January 2027	6	Every Thursday 10am - 1pm
Advanced Flower Arranging	538396	Carrickmacross Workhouse	Monday 22 February 2027	6	Every Monday 10am - 1pm
Advanced Flower Arranging	538397	Dún Mhuire Adult Education Centre	Thursday 25 February 2027	6	Every Thursday 10am - 1pm
Home Crafts using a Sewing Machine	538398	Carrickmacross Workhouse	Thursday 07 January 2027	8	Every Thursday 10am - 1pm
Needle Felting	538399	Dún Mhuire Adult Education Centre	Wednesday 06 January 2027	8	Every Wednesday 10am - 1pm
Introduction to Jewellery Making	538402	Carrickmacross Workhouse	Tuesday 19 January 2027	6	Every Tuesday 7pm - 9.30pm
Introduction to Jewellery Making	538403	Dún Mhuire Adult Education Centre	Wednesday 20 January 2027	6	Every Wednesday 7pm - 9.30pm
Exercise and Wellbeing during Menopause	538400	Dún Mhuire Adult Education Centre	Wednesday 13 January 2027	6	Every Wednesday 7pm - 9pm
Managing Arthritis through movement	538401	Dún Mhuire Adult Education Centre	Wednesday 24 February 2027	6	Every Wednesday 7pm - 9pm

For help with any of our courses, please e-mail **MonaghanAdultEd@cmetb.ie** or phone 047 71 914

Learning English
ESOL - English for Speakers of Other Languages



English for Speakers of Other Languages (ESOL) courses are designed for people whose first language is not English.

ESOL courses help learners develop their English language skills in listening, speaking, reading and writing, while also improving grammatical accuracy.

The ESOL service provides **4 hours of tuition each week.** We offer courses in the mornings, afternoons or evenings.

At registration, you will be asked to complete a short application form with your basic personal details. You will also complete a short assessment to determine your level of English. This helps us place you in the course that best meets your needs.

To enrol in an ESOL class, you must:
- have a PPS number.
- attend a registration session.
- bring photo ID and proof of your PPS number.
- complete a short assessment to help us place you in the right class.



ESOL Registration Dates
ESOL - English for Speakers of Other Languages

European House Monaghan
H18 YP84

Friday 20 November 2026
Friday 11 December 2026
Friday 15 January 2027
Friday 26 February 2027
Friday 19 March 2027
Friday 23 April 2027
Friday 28 May 2027

Room 2
2.30pm - 4pm

Carrickmacross Workhouse
A81 E372

Friday 20 November 2026
Friday 11 December 2026
Friday 15 January 2027
Friday 26 February 2027
Friday 19 March 2027
Friday 23 April 2027
Friday 28 May 2027

Room 41
10.30am - 12pm

Carrickmacross Workhouse
A81 E372

Every Wednesday

Room 41
12pm - 1pm

Castleblayney Gate Lodge
A75 V383

Every Thursday

12pm - 1pm

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
Phone: 087 7427 675

Community Choir

Join our Inclusive Community Choir

A welcoming space for people of all cultures and backgrounds to come together through music.



The choir is open to everyone, including those who are new to Ireland or improving their English. Singing is a great way to build confidence, make friends and become part of the community. **Everyone Welcome**

Every Tuesday
Room 3, European House
Monaghan
6.30pm - 8.30pm

Singing can help your English language skills
Meet new people in your community. Join us on Tuesdays! All you need to bring is your singing voice!

For further information please contact **Karen McCarron:**

Email: MonaghanAdultEd@cmetb.ie
Telephone: 047 71 914

Literacy 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
087 1985 715

Elizabeth McCaffrey
ElizabethMcCaffrey@cmetb.ie
085 7555 705

We run One-to-One sessions in many locations across both counties Monaghan and Cavan.

Centre Eircodes

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
Castleblayney Library	A75 V383
Clones Library	H23 RW70

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For further information please contact us on:

Telephone: 047 71 914

Email: MonaghanAdultEd@cmetb.ie