



**cmetb**

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

Cavan & Monaghan Education and Training Board

## **COURSES ON OFFER THROUGH BTEI, COMMUNITY EDUCATION, ADULT LITERACY AND ESOL PROGRAMME**

February, March and April 2020

**For All Bookings contact our Adult Education Office on 047-71914 or email [monaghanadulted@cmetb.ie](mailto:monaghanadulted@cmetb.ie)**

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. Priority will also be given to residents of County Cavan and Monaghan and to students who satisfy all BTEI criteria. Short listing and screening may apply.

### **All new Level 5 students are required to:**

- **Attend a briefing/pre-assessment session with the Adult Guidance Service to determine suitability for level 5 programmes- see dates below.**
- **Complete a Preparation for Study programme covering Harvard referencing, Avoiding Plagiarism, Time Management and Sourcing Information for assignments – these sessions will commence within the first few weeks of new modules starting.**

### **Dates for Adult Guidance briefing/pre-assessment session:**

#### **Each session will last for a duration of 1 hour**

##### **Dún Mhuire Monaghan**

Tuesday 25<sup>th</sup> February 2020 at 12noon

Tuesday 25<sup>th</sup> February 2020 at 6pm

Friday 28<sup>th</sup> February 2020 at 10am

##### **Carrickmacross Workhouse**

Tuesday 18<sup>th</sup> February 2020 at 10am

Tuesday 18<sup>th</sup> February 2020 at 6.30pm

(Additional dates will be provided if necessary)

**The preparation for study course will be a one off 3-hour session that will take place within the first few weeks of new modules commencing. Students will be advised of these dates by text. Please note attendance at this session is compulsory.**

If any **existing students** would like to enroll for this session, please contact the office to book a place.



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agus Scileanna  
Department of  
Education and Skills

## Cavan and Monaghan Education and Training Board BTEI Courses

### CHILDCARE LEVEL 6

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Dún Mhuire Monaghan	Early Childhood Curriculum	6	Wednesday, 18 <sup>th</sup> March 2020	9	9.30am-1pm
This module will run on a Wednesday morning from 9.30am-1pm for 9 weeks. Learners will also be required to attend <b>one session</b> on a <b>Thursday for a half day</b> before the end of this module. <b>This session will be agreed with learners at the first class.</b>					
Dún Mhuire Monaghan	Special Needs Assisting	6	Wednesday, 18 <sup>th</sup> March 2020	9	1.30pm-5pm
This module will run on a Wednesday afternoon from 1.30pm-5pm for 9 weeks. Learners will also be required to attend <b>one session</b> on a <b>Thursday for a half day</b> before the end of this module. <b>This session will be agreed with learners at the first class.</b>					
Carrickmacross Workhouse	Child Development	6	Wednesday, 18 <sup>th</sup> March 2020	10	6.30pm-10pm
Dún Mhuire Monaghan	Work Experience	6	Monday, 16 <sup>th</sup> March 2020	12	6.30pm-9.30pm

### CHILDCARE LEVEL 5

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Dún Mhuire Monaghan	Creative Arts for Early Childhood	5	Tuesday, 24 <sup>th</sup> March 2020	8	9.30am-1pm
This module will run on a Tuesday morning from 9.30am-1pm for 8 weeks. Learners will also be required to attend <b>one session</b> for a <b>full day on a Monday</b> before the end of this module. <b>This day will be agreed with learners at the first class.</b>					
Dún Mhuire Monaghan	Special Needs Assisting	5	Tuesday, 24 <sup>th</sup> March 2020	8	1.30pm-5pm
This module will run on a Tuesday afternoon from 1.30pm-5pm for 8 weeks. Learners will also be required to attend <b>one session</b> for a <b>full day on a Monday</b> before the end of this module. <b>This day will be agreed with learners at the first class.</b>					
Carrickmacross	Child Health and Wellbeing	5	Tuesday, 24 <sup>th</sup> March 2020	10	6.30pm-10pm

## HEALTH SERVICE SKILLS LEVEL 5

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Dún Mhuire Monaghan	Activities of Daily Living Patient Care	5	Monday, 16 <sup>th</sup> March 2020	7	9.30am-4pm
Castleblayney Youthreach	Infection Prevention and Control	5	Tuesday, 24 <sup>th</sup> March 2020	7	9.30am-4pm

## BUSINESS ADMINISTRATION LEVEL 5

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Carrickmacross Workhouse	Business Administration Skills	5	Tuesday, 24 <sup>th</sup> March 2020	8	9.30am - 1.30pm
Dún Mhuire Monaghan	Word Processing	5	Tuesday, 21 <sup>st</sup> April 2020	12	6.30pm – 9.30pm
EU House Monaghan	Desktop Publishing	5	Thursday, 12 <sup>th</sup> March 2020	10	9.30am – 1.30pm
Dún Mhuire Monaghan	Information and Administration	5	Friday, 20 <sup>th</sup> March 2020	9	9.30am - 1.30pm
Carrickmacross Workhouse	Spreadsheet Methods	5	Friday, 13 <sup>th</sup> March 2020	10	9.30am – 1.30pm

## BEAUTY

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Castleblayney Youthreach	Manicure, Pedicure and Waxing	5	Monday, 16 <sup>th</sup> March 2020	8	9.30am – 2pm

## CORE LEVEL 5 SUBJECTS FOR ALL COURSES

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Carrickmacross Workhouse	Communications	5	Monday, 16th March 2020	9	9.30am-1.30pm
Dún Mhuire Monaghan	Communications	5	Wednesday, 18th March 2020	12	6.30pm - 9.30pm
Dún Mhuire Monaghan	Work Experience	5	Thursday, 19th March 2020	9	9.30am - 1.30pm

## CONSTRUCTION LEVEL 5

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Dún Mhuire, Monaghan	CAD	5	Thursday, 13th February 2020	12	9.30am - 12.30pm

## COMPUTERS LEVEL 4

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Carrickmacross Workhouse	Information Technology Skills	4	Tuesday, 25th February 2020	10	9.30am - 12.30pm
EU House Monaghan	Information Technology Skills	4	Wednesday, 26th February 2020	10	9.30am - 12.30pm

## LEVEL 4 RETAIL SKILLS

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Carrickmacross Workhouse	Customer Service	4	Thursday, 23rd April 2020	12	9.30am-12.30pm
Dún Mhuire Monaghan	Customer Service	4	Friday, 24th April 2020	12	9.30am-12.30pm

## PERSONAL EFFECTIVENESS AND MINDFULNESS

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Carrickmacross Workhouse	Personal Effectiveness and Mindfulness	3	Wednesday, 22nd April 2020	12	9.30am-12.30pm

Dún Mhuire Monaghan	Personal Effectiveness and Mindfulness	4	Tuesday, 25th February 2020	12	9.30am-12.30pm
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## LEVEL 3 SCIENCE AND ENGINEERING

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Dún Mhuire Monaghan	Construction Skills	3	Tuesday, 3 <sup>rd</sup> March 2020	10	9.30am-2pm

**Please Note:** All Classes are offered on a modular basis. We are unable to guarantee that the other modules will continue in the next term under the same Budget.

All students completing Level 5 and 6 programmes in Childcare or Healthcare must apply for Garda vetting as soon as possible. This will be completed with the Adult Guidance Service at pre-assessment.

**For more information and booking Contact our Adult Education Office on 047-71914 or [monaghanadulted@cmetb.ie](mailto:monaghanadulted@cmetb.ie)**

**Cavan and Monaghan Education and Training Board**  
**Community Education Courses**

**UNACCREDITED COURSES IN MONAGHAN TOWN AND CARRICKMACROSS**

Venue	Course Title	Accredited	Start Date	Duration	Time
Dún Mhuire Monaghan	Recycling through Arts and Crafts	Unaccredited	Tuesday 11 <sup>th</sup> February 2020	8 weeks	7pm-9.30pm
Dún Mhuire Monaghan	Introduction to Yoga	Unaccredited	Thursday 12 <sup>th</sup> March 2020	6 weeks	9.30am- 10.45am
Dún Mhuire Monaghan	Coping with Everyday Stress	Unaccredited	Thursday 12 <sup>th</sup> March 2020	6 weeks	11am-1pm
EU House Monaghan	Creative writing	Unaccredited	Thursday 27 <sup>th</sup> February 2020	6 weeks	7pm-9pm
Monaghan	Health and Fitness	Unaccredited	Thursday 12 <sup>th</sup> March 2020	6 weeks	10am-1pm
Carrickmacross	Flower Arranging	Unaccredited	Tuesday 21 <sup>st</sup> April 2020	8 weeks	7pm-9pm
Carrickmacross	History of Patrick Kavanagh	Unaccredited	Evening class- Exact Start Date To Be Confirmed	6 weeks	7pm-10pm
Carrickmacross	Introduction to Yoga	Unaccredited	Thursday 21 <sup>st</sup> May 2020	6 weeks	9.30am- 10.45am
Carrickmacross	Coping with Everyday Stress	Unaccredited	Thursday 21 <sup>st</sup> May 2020	6 weeks	11am-1pm

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## Cavan and Monaghan Education and Training Board

### Adult Literacy Courses

Venue	Subject	Day	Time	Start date	Duration
<b>Non-certificate courses</b>					
Monaghan (Gatehouse)	Computers for the Petrified	Monday	10am-1pm	2nd March 2020	13 weeks
Carrickmacross (Workhouse)	Computers for the Petrified	Monday	2-5pm	2nd March 2020	13 weeks
Monaghan (Dun Mhuire)	Maths for Apprentices	Monday	6-9pm	20th April 2020	13 weeks
Castleblayney (Youthreach building)	Literacy Support	Tuesday	2-3pm	21st April 2020	13 weeks
<b>Level 2 courses</b>					
Carrickmacross (Workhouse)	QQI Level 2 Reading and Writing	Monday	10am-1pm	20th April 2020	13 weeks
Carrickmacross (Workhouse)	QQI Level 2 Computer Skills	Tuesday	4-6pm	17th March 2020	13 weeks
<b>Level 3 courses</b>					
Monaghan (EU House)	QQI Level 3 Communications	Monday	1-4pm	20th April 2020	13 weeks
Castleblayney (Youthreach building)	QQI Level 3 Communications	Tuesday	3-6pm	21st April 2020	13 weeks
Monaghan (Gatehouse)	QQI Level 3 Computers	Wednesday	6-8.30pm	22nd April 2020	13 weeks

<b>Level 4 courses</b>					
Monaghan (Dun Mhuire)	QQI Level 4 Career Planning	Tuesday	9.30am- 12.30pm	20th April 2020	13 weeks
Carrickmacross (Workhouse)	QQI Level 4 Computers	Friday	9am-12pm	24th April 2020	13 weeks
Monaghan (Dun Mhuire/EU House)	Learning To Learn	Monday, Wednesday and Thursday	9.15am- 1.15pm (Monday and Thursday)  1-5pm (Wednesday)	20th April 2020	6 weeks

## Learning to Learn

Do you want to return to study? Are you hoping to take up a QQI Level 5 course in September? If so the Learning to Learn course is for you. The course runs for 3 sessions a week for 6 weeks. It will include QQI Level 4 Communications, QQI Level 4 IT Skills, Referencing and an overview of Study Skills.

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