

CAVAN & MONAGHAN ETB

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

April 2019-July 2019

For All Bookings Contact Angela, Kathy or Sharon on 047-71914 or email 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:

Dún Mhuire Monaghan	Carrickmacross Workhouse
Friday 5 th April at 10am	Wednesday 3 rd April at 10am
Friday 12 th April at 10am	Wednesday 3 rd April at 7pm
Wednesday 17 th April at 10am	Wednesday 17 th April at 10am
Thursday 4 th April 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.

CHILDCARE 6:

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Dún Mhuire Monaghan	Early Childhood Curriculum	6	Wednesday, 10 th April 2019	12	9.30am-12.30pm
Dún Mhuire Monaghan	Special Needs Assisting	6	Wednesday, 10 th April 2019	12	1pm - 4pm
Carrickmacross Workhouse	Child Development	6	Wednesday, 10 th April 2019	12	6.30pm-9.30pm
Dún Mhuire Monaghan	Personal and Professional Development	6	Monday, 8 th April 2019	12	6.30pm-9.30pm

CHILDCARE 5:

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Dún Mhuire Monaghan	Creative Arts for Early Childhood	5	Monday, 8 th April 2019	12	9.30am-12.30pm
Dún Mhuire Monaghan	Special Needs Assisting	5	Monday, 8 th April 2019	12	1pm - 4pm
Carrickmacross Workhouse	Child Development	5	Monday, 8 th April 2019	12	6.30pm-9.30pm

HEALTH SERVICE SKILLS 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	Palliative Care	5	Monday, 29 th April 2019	7	9.30am – 4pm
Castleblayney	Care Support	5	Tuesday, 30 th April 2019	7	9.30am - 4pm
Dún Mhuire Monaghan	Intellectual Disabilities	5	Wednesday, 1 st May 2019	7	9.30am – 4pm

BUSINESS ADMINISTRATION:

<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 and Administration	5	Tuesday, 30 th April 2019	12	9.30am - 12.30pm
Dún Mhuire Monaghan	Desktop Publishing	5	Tuesday, 30 th April 2019	12	6.30pm - 9.30pm
EU House Monaghan	Word Processing	5	Thursday, 2 nd May 2019	12	9.30am - 12.30pm
Dún Mhuire Monaghan	Business Administration Skills	5	Friday, 3 rd May 2019	12	9.30am - 12.30pm
Carrickmacross Workhouse	Spreadsheet Methods	5	Friday, 26 th April 2019	12	9.30am - 12.30pm

BEAUTY:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Castleblayney	Body Massage and Figure Analysis	5	Monday, 13 th May 2019	12	9.30am - 12.30pm
Castleblayney	Skincare, Eye Treatments and Make-Up	5	Monday, 13 th May 2019	12	1pm - 4pm

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>
Monaghan	Communications	5	Monday, 29 th April 2019	12	9.30am- 12.30pm
Carrickmacross Workhouse	Communications	5	Wednesday, 1 st May 2019	12	6.30pm - 9.30pm
Carrickmacross Workhouse	Work Experience	5	Thursday, 11 th April 2019	12	9.30am - 12.30pm

COOKERY:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Monaghan Institute	International Cuisine	5	Tuesday, 2 nd April 2019	14	9.30am – 1pm

PRACTICAL MODULES LEVEL 4:

<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	Home Repairs and Maintenance	Level 4	Thursday 6 th June 2019	8	Monday and Thursday 9.30am-12.30pm

COMPUTERS:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Carrickmacross Workhouse	Desktop Publishing	4	Monday, 15 th April 2019	20	9.30am - 12.30pm

GENERAL LEARNING

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
EU House Monaghan	Customer Service	4	Wednesday, 1 st May 2019	12	9.30am - 12.30pm
EU House Monaghan	Communications	4	Wednesday, 1 st May 2019	12	1pm-4pm
Carrickmacross Workhouse	Communications	4	Thursday, 2 nd May 2019	12	10am-1pm
Carrickmacross Workhouse	Personal Effectiveness and Mindfulness	4	Wednesday, 1 st May 2019	12	10am - 1pm

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 Angela, Kathy or Sharon on 047-71914 or monaghanadulted@cmetsb.ie



EUROPEAN UNION
Investing in your future
European Social Fund



Ireland's European Structural and Investment Funds Programmes 2014-2020
Co-funded by the Irish Government and the European Union

CAVAN & MONAGHAN ETB
FREE COURSES ON OFFER TO GENERAL PUBLIC THROUGH COMMUNITY EDUCATION

ACCREDITED AND NON-ACCREDITED COURSES THROUGHOUT THE COUNTY

Venue	Course Title	Accredited	Start Date	Duration	Time
Dún Mhuire Monaghan	Introduction to Yoga	Unaccredited	Tuesday, 26 th March 2019	6 weeks	9.30am - 10.30am
Monaghan (047 71640)	Stress Management and Mindfulness	Unaccredited	Tuesday, 26 th March 2019	6 weeks	11am - 1pm
Monaghan (047 71640)	Health and Fitness	Level 3	Wednesday, 27 th March 2019	12 weeks	10am - 1pm
Monaghan Dochas (047 71640)	Drama and Creative Arts Expression	Unaccredited	Thursday, 28 th March 2019	8 weeks	10am - 1pm
Monaghan (047 71640)	Stress Management and Mindfulness	Unaccredited	Thursday, 9 th May 2019	8 weeks	10am - 1pm
Monaghan (047 71640)	Creative writing	Unaccredited	May (exact date to be confirmed)	6 weeks	Tuesday morning
Monaghan (047 71640)	Creative writing	Unaccredited	Wednesday, 1 st May 2019	6 weeks	7pm-9pm
Monaghan	Getting Citizens Online	Unaccredited	TBC	5 weeks	Morning time

For more information and booking Contact Angela, Kathy or Sharon on 047-71914 or email monaghanadulted@cmetb.ie



EUROPEAN UNION
Investing in your future
European Social Fund



**Ireland's European Structural and
Investment Funds Programmes
2014-2020**

Co-funded by the Irish Government
and the European Union

FREE COURSES ON OFFER TO GENERAL PUBLIC THROUGH THE ADULT LITERACY SERVICE

Course name	Details	Location	Date and time	Duration	Start Date
Reading support and Basic Maths	Level 2	Monaghan	Monday 1-4pm	13 weeks	29 th April 2019
Maths	Levels 2-4	TBC	Tuesday 10-1pm	13 weeks	30 th April 2019
Writing	Level 2	Castleblayney	Tuesday 4-7pm	13 weeks	30 th April 2019
Computer Skills	Level 3	Castleblayney	Tuesday 7-9.30pm	13 weeks	30 th April 2019
Using Smartphones and Tablets	Unaccredited	Monaghan	Tuesday 10am-12pm	13 weeks	30 th April 2019
Word processing	Level 3	Clones	Wednesday 1.30-4.30pm	13 weeks	1 st May 2019
Spreadsheets	Level 3	Monaghan	Wednesday 5.30-7.30pm	13 weeks	1 st May 2019
Word Processing	Level 3	Monaghan	Wednesday 6-8.30pm	13 weeks	1 st May 2019
Introduction to computers	Level 2	Monaghan	Thursday 9.30-12.30pm	13 weeks	2 nd May 2019
Reading	Level 2	Clones	Thursday 12.30-2.30pm	13 weeks	2 nd May 2019
Reading and Writing Support	Unaccredited	Monaghan	Friday 9.30-12.30pm	13 weeks	3 rd May 2019
Word Processing	Level 3	Carrickmacross	Friday 1-4pm	13 weeks	3 rd May 2019

We can provide help with basic reading, writing and maths skills. We can also help with learning to use smartphones, tablets and computers.

If you struggle with reading, we can help you prepare for the Driver Theory Test.

For information on any of these courses, please contact Ceinwen on 087 1967888 or email ceinwenfergus@cmetb.ie. You can also call to our office at Dun Mhuire in Monaghan (behind the Boys School on the Clones Road) or at The Workhouse, Carrickmacross.



etb

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

Learning to Learn



QAI AWARD

Accredited at

QQI Level 4

**This course is most suited to adults preparing for
Further Education and Training Opportunities.**

Aim of the programme:

Returning to learning after a break can be a daunting prospect. The learning to learn programme is aimed at providing those who wish to progress to further education with the skills required to work effectively on your own and with others. This programme will help you to overcome barriers to learning and prepare you for different types of assessment.

Candidates who successfully complete this module will:

- Develop an ability to study independently
- Learn how to reference
- Develop note taking skills
- Develop a range of writing skills
- Create a personal study plan
- Explore various research skills
- Identify revision techniques
- Experience a range of ICT Skills
- Discover the importance of reading critically

Modules Covered

- Setting Learning Goals
- Communications
- Business English
- Study Skills
- Word Processing

Classes are held throughout County Monaghan and run twice a week (4 hours a session).
Classes will commence in April.

For further information or to book a place call **Ceinwen** on **087 1967888**.



EUROPEAN UNION

Investing in your future
European Social Fund



An Roinn Oideachais
agus Scileanna
Department of
Education and Skills