



For All Bookings Contact Deirdre ,Linda or Angela on 049-4353952 / 087 4167844 or email deirdreocallaghan@cmetb.ie or register on FETCHCOURSES.IE (ref codes)

BTEI - Level 4 Courses

Course Name	Details	Day/Time	Duration	Provisional Start Date
Preparing for Further Education and Training (Ref:305893)	Level 4	Monday Wednesday and Friday 9.30-12.30	26 Wks	4 th January 2021
Bookkeeping and Accounts Ref(305894)	Level 4	Wednesday 9.30-1.30	12 Wks	13 th January 2021
Customer Service (Ref: 305895)	Level 4	Tuesday 9.30-1.00	14 Wks	12 th January 2021
General office Skills (Ref: 305896)	Level 4	Tuesday evening 7pm to 10pm	14 Wks	19 th January 2021
General Office Skills (Ref: 305897)	Level 4	Thursday 9.30-1.00	14 Wks	14 th January 2021
Communications (Ref: 305898)	Level 4	Tuesday and Thursday 9.30am to 1.30pm	14 Wks	26 th January 2021
Mathematics (Ref: 305899)	Level 4	Monday and Wednesday 2pm to 5pm	14 Wks	04 th January 2021
Word Processing (Ref: 305900)	Level 4	Monday 9.30-1.00	14 Wks	04 th January 2021
Spreadsheets (Ref: 305901)	Level 4	Friday 9.30-1.00	14 Wks	15 th January 2021
Personal Effectiveness (Ref: 305902)	Level 4	Friday 9.30-1.00	14 Wks	09 th April 2021
Career Preparation (Ref: 305903)	Level 4	Tuesday and Thursday 9.30am to 1pm	10 wks	02 ST March 2021
Computer Applications (Ref: 305904)	Level 4	Thursday 7pm to 10pm	14 Wks	21 st January 2021
Culinary Techniques (Ref: 305905)	Level 4	Tuesday/Friday 9.30am to 1.30pm	14 Wks	23rd February 2021
Computer Applications (Ref: 305906)	Level 4	Wednesday 9.30am to 1pm	14Weeks	3 rd February 2021
Healthcare (Ref: 305907)	Level 4	Thursday 9.30am to 4.30pm	14 Wks	25 th February 2021
Childcare (Ref: 305908)	Level 4	Tuesday and Thursday 9.30am to	14 Wks	23 rd February 2021

Level 4 General Award 4M2010- Part- time

Cavan Adult Education Services has written a programme that will afford the learner the opportunity to achieve the Level 4 Certificate in General Learning 4M2010.

In order to achieve certification in this major award, the learner must achieve a minimum of 90 credits to satisfy the following QQI award structure:

Course Name	Details	Day/Time	Duration	Provisional Start Date
Communications (Ref: 305898)	Level 4 15 Credits	Tuesday / Thursday 9.30am to 1.30pm	14 Wks	26th January 2021
Mathematics (Ref: 305899)	Level 4 10 Credits	Monday and Wednesday 2pm to 5pm	14 Wks	04 th January 2021
Computer Applications (Ref: 305904)	Level 4 10 Credits	Wednesday 9.30am to 1.00pm		3 rd February 2021
Personal Effectiveness (Ref: 305902)	Level 4 10 Credits	Fridays 9.30-1.00	6 Wks	09 th April 2021
Career Preparation (Ref: 305903)	Level 4 15 Credits	Tuesday and Thursday 9.30am to 1pm	10wks	02 st March 2021

The remaining credit value of 35 can be obtained by using relevant component(s) from Level 4. A maximum of 10 credits may be used from either Level 3 or Level 5

Level 3 Skills for Employment - Part- time

In order to achieve certification in this major award, the learner must achieve a minimum of 60 credits to satisfy the following QQI award structure:

Course Name	Details	Day/Time	Duration	Provisional Start Date
Planning your Career (Ref: 305909)	Level 3 20 Credits	Monday and Wednesday 2pm to 5pm	Approx 12 Wks	18 th January 2021
Spreadsheets (Ref: 305910)	Level 3	Wednesday 9.30am to 1pm	Approx 12 Weeks	10 th February 2021
Mathematics (Ref: 305911)	Level 3 10 Credits	Tuesday and Thursday 2pm to 5pm	Approx 12 Wks	19 th January 2021
Cookery (Ref: 305912)	Level 3 10 Credits	Monday or y 2pm to 5pm	Approx 12 Wks	25 th January 2021
Word Processing (Ref: 305913)	Level 3 10 Credits	Wednesday 2pm to 5pm	Approx 12Weeks	27 th January 2021

The remaining credit value of 20 can be obtained by using relevant component(s) from Level 3.



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ADULT EDUCATION SERVICE

Ballyjamesduff, Cootehill & Bailieborough



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an Chabháin agus Mhuineacháin
Cavan and Monaghan
Education and Training Board

COURSE TIMETABLE

JANUARY 2021

Ballyjamesduff Adult Education Centre

Course Name	Details	Day/Time	Duration	Provisional Start Date
Sign Language for Beginners 295395	Unaccredited	Wednesday 10am -12.00	6 weeks	13 th January 2021
Smartphones and Tablets 305290	Unaccredited	Wednesday 2pm -4pm	4 weeks	13 th January 2021
Irish for Beginners 295403	Unaccredited	Friday 10am -1pm	6 weeks	15 th January 2021
Literacy – Reading Spelling and Grammar 305135	Unaccredited	Wednesday 9.30am to 12.30pm	Ongoing	13 th January 2021
Conversational English and Grammar for Speakers of Other Languages 305855	QQI 2	Fridays 9.30am - 12.30 or m	6 weeks	29 th January 2021
Computers for Beginners 305133 (Morning Fri) 305848 (Evening Mon)	QQI 2	Fridays 9.30am – 12.30 Mondays 7pm to 10pm	10 weeks	11 th /15 th January 2021
MS Word for Beginners 304414	QQI 3	Monday 9.45am - 12.45	10 weeks	11 th January 2021
Internet & Email 305167	QQI 3	Wednesday 10am -1pm	10 weeks	13 th January 2021
Spreadsheets for Beginners 295912	QQI 3	Friday 9.30am -12.30	10 weeks	15 th January 2021
Horticulture – Safe Horticultural Practice 305289	QQI 4	Thursday 9.15am – 12.15 or 12.30pm - 3.30pm	14 weeks	28 th January 2021
Horticulture – Plant Propagation – Grow from Cuttings or Seeds 305288	QQI3	Wednesdays 9.30- 1.30	13 weeks	27 th January 2021
Culinary Techniques 305999	QQI 4	Monday or Thursday 9.30am-1.30pm	14 weeks	7 th January 2021
Get fit, Stay fit for 2021 – Health Related Fitness 305854	QQI 2	Tuesday 2pm -4pm	8 weeks	19 th January 2021
Customer Service 305867	QQI 4	Thursday 9.45am-12.45	14 weeks	14 th January 2021
Book Keeping and Accounts 305852	QQI 4	Tuesday 10am -1pm	14 weeks	12 th January 2021
Skills to Compete- EHAI - Primary Certificate in Food Safety 306116	Online	Wednesday 9.30am -1.30	3 morning sessions	27 th January 2021

Register online: www.fetchcourses.ie (using codes above)

Email: reginaclarke@cmetb.ie

COURSE TIMETABLE

Adult Education | Part-time Classes | Cootehill

Course Name	Details	Day/Time	Duration	Provisional Start Date
Internet and Email 306256	QQI 3	Friday 1pm – 4pm	10 weeks	15 th January 2021
Smart phones and Tablets 306259	Unaccredited	Wednesday 6.30pm to 8.30pm	6 weeks	13 th January 2021
Conversational Irish 306252	Unaccredited	Tuesday 6.30pm to 9.30pm	6 weeks	12 th January 2021

Adult Education | Part time classes | Bailieborough

Course Name	Details	Day/Time	Duration	Provisional Start Date
Literacy – Reading and Writing (contact Regina to register)	QQI 2	Tues/Wednesdays 10am to 1pm	Ongoing	12 th January 2021
Graphic Design – Posters /cards 306277	QQI 3	Tuesday 9.30am -12.30	10 weeks	12 th January 2021
Microsoft Excel Foundation 306284	QQI 3	Thursday 9.30am -12.30apm	12 weeks	14 th January 2021
Business English 305863	QQI 4	Friday 9.30am - 12.30	12 weeks	15 th January 2021

Please Note

- Courses will run subject to COVID Restrictions and Guidelines
- Minimum/Maximum numbers will apply to all courses
- Learners will be contacted via text prior to start of course to confirm place

**** If you would like help with Reading, Writing, Basic Maths or Basic Computer Skills please contact Regina on 049-8553918 in strict confidence**

Register online: www.fetchcourses.ie (using codes above)

Phone enquiries: 049 8553528

Email: reginaclarke@cmetb.ie

CMETB Community Education Service Cavan - Spring 2021

Day/Time	Location	Level	FETCH	Full Award Course	Module	Start Date
Monday 10am - 1pm	Terry Coyle GAA, H12XK33	5		Early Childhood Care & Education	Work Experience	11th Jan 2021
Monday 10am - 1pm	Unit 20 Church View Sq. H12H602	5	301209	Health Service Skills	Infection Prevention	11th Jan 2021
Tuesday 7pm - 10pm	Drumalee GAA, H12DY88	6		Early Childhood Care and Education	Supervision in Early Childhood Care	12th Jan 2021
Wednesday 10am - 1pm	Terry Coyle GAA, H12XK33	6	298105	Advocacy	Information Advice & Advocacy Practice	Feb 2021
Wednesday 10.30am - 2.30pm	Dowra Community Centre	5		Health Service Skills	Team Working	13th Jan 2021
Thursday 7pm - 10pm	Unit 20 Church View Sq. H12H602	6		Early Childhood Care and Education	Early Childhood Curriculum	Feb/Mar 2021
Thursday 10am-1pm	Terry Coyle GAA, H12XK33	5		Health Service Skills	Team Working	Feb/Mar 2021
Friday 10am - 1pm	Unit 20 Church View Sq. H12H602	5		Early Childhood Care and Education	Team Working	Feb 2021
Wednesday 10am - 1pm	Drumalee GAA, H12DY88	5		Business Administration	Payroll	May 2021
TBD	Unit 20 Church View Sq. H12H602	5		Business Administration	Personal & Professional Development	Jan 2021
Wednesday 10am - 1pm	Terry Coyle GAA, H12XK33	6		Healthcare Supervisory Management	TBD	Jan 2021

To enrol on a module without having done a Level 5 module before you must complete a pre assessment and attend a 2-week preparation course. To enrol on a Level 6 course you must have completed a Level 5 full award and be working in a setting.



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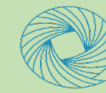


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QQI AWARD

For more information contact:

Tel: 0494331044 ext 2

Email: gemmabradycmetb.ie

www.fetchcourses.ie

Guidance Service: noelenesharkeycmetb.ie



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