



CAVAN & MONAGHAN ETB

COURSES ON OFFER THROUGH BTEI AND ADULT LITERACY PROGRAMMES

September/October 2020

Bookings via email are encouraged for a faster response time.

Email monaghanadulted@cmetb.ie or call 047 71914

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.

Note to all students:

All new learners to Level 5 may have to go through Pre-Assessment. This will consist of either a phone call/email or an assessment that needs to be completed on your own online and then returned. Further details will be given on this process at registration.

Modules are likely to be delivered in a blended learning format in September. This will result in learners participating in both classroom and online sessions during the scheduled class time. Learners will be required to be available for all sessions as directed and have access to a computer and WiFi to link in from home. Learners will be notified of full details closer to the official start date in line with Covid19 guidelines.

In preparation for blended learning classes, learners will be required to know how to use Microsoft Teams and Moodle. We will be rolling out several IT sessions in September to cover these topics and prepare learners for blended learning classes.

Please find details below of IT preparation courses and indicate your preferred session of choice. These sessions will be fully delivered online.

Date	Time
Monday 24th August	10am-12noon
Wednesday 26th August	10am-12noon
Wednesday 26th August	6.30pm-8.30pm
Monday 31st August	10am-12noon
Wednesday 2nd September	10am-12noon
Wednesday 2nd September	6.30pm-8.30pm

BTEI Courses

CHILDCARE LEVEL 6:

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Dún Mhuire Monaghan	Child Psychology	6	Wednesday 9 th September 2020	12	9.30am-12.30pm
Dún Mhuire Monaghan	Child Development	6	Wednesday 9 th September 2020	12	1pm-4pm
Carrickmacross Workhouse	Early Childhood Literacy and Numeracy	6	Wednesday 9 th September 2020	12	6.30pm-9.30pm

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CHILDCARE LEVEL 5:

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Dún Mhuire Monaghan	Early Childhood Education and Play	5	Tuesday 8 th September 2020	12	9.30am-12.30pm
Dún Mhuire Monaghan	Early Care and Education Practice	5	Tuesday 8 th September 2020	12	1pm-4pm
Carrickmacross	Child Development	5	Tuesday 8 th September 2020	12	6.30pm-9.30pm

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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	Infection Prevention and Control	5	Monday 7 th September 2020	12	9.30am-12.30pm
Dún Mhuire Monaghan	Palliative Care	5	Monday 7 th September 2020	12	1.30pm-4.30pm
Castleblayney Youthreach	Care Skills and Care of the Older Person	5	Tuesday 8 th September 2020	12	9.30am-4pm

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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>
Dún Mhuire Monaghan	Manual and Computerised Accounting	5	Monday 28 th September 2020	20	6.30pm-9.30pm
Carrickmacross Workhouse	Information and Administration	5	Tuesday 1 st September 2020	12	9.30am - 12.30pm
Dún Mhuire Monaghan	Spreadsheet Methods	5	Tuesday 1 st September 2020	12	6.30pm – 9.30pm
Carrickmacross Workhouse	Manual and Computerised Payroll	5	Wednesday 30 th September 2020	13	9.30am-12.30pm
Dún Mhuire Monaghan	Manual and Computerised Bookkeeping	5	Thursday 8 th October 2020	20	9.30am-12.30pm
EU House Monaghan	Word Processing	5	Thursday 3 rd September 2020	12	9.30am – 12.30pm
Dún Mhuire Monaghan	Business Administration Skills	5	Friday 4 th September 2020	12	9.30am - 12.30pm
Carrickmacross Workhouse	Word Processing	5	Friday 4 th September 2020	12	9.30am – 12.30pm

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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	Reflexology	5	Tuesday 1st September 2020	12	6.30pm- 9.30pm

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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>
Dún Mhuire Monaghan	Communications	5	Monday 31st August 2020	12	9.30am- 12.30pm
Carrickmacross Workhouse	Work Experience	5	Monday 7th September 2020	12	6.30pm - 9.30pm
Carrickmacross Workhouse	Communications	5	Wednesday 2nd September 2020	12	6.30pm - 9.30pm
Dún Mhuire Monaghan	Work Experience	5	Thursday 3rd September 2020	12	9.30am - 12.30pm

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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	Computer Applications and Information Technology Skills	4	Tuesday, 1st September 2020	20	9.30am - 12.30pm
Carrickmacross Workhouse	Computer Applications and Information Technology Skills	4	Tuesday, 1st September 2020	20	6.30pm- 9.30pm
Dún Mhuire Monaghan	Computer Applications and Information Technology Skills	4	Tuesday, 1st September 2020	20	9.30am - 12.30pm

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CORE LEVEL 4 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>
EU House Monaghan	Work Experience	4	Monday 28 th September 2020	12	9.30am- 12.30pm
Carrickmacross Workhouse	Personal Effectiveness and Mindfulness	4	Wednesday 30 th September 2020	12	9.30am- 12.30pm

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PRACTICAL LEVEL 4 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>
Dún Mhuire Monaghan	Woodcraft	4	Tuesday 8 th September 2020	15	9.30am- 12.30pm
Dún Mhuire Monaghan	Plant Care and Maintenance	4	Wednesday 7 th September 2020	15	10am-2pm

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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.

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

Co-funded by the Irish Government
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Adult Literacy Courses

<u>Venue</u>	<u>Subject</u>	<u>Day</u>	<u>Time</u>	<u>Start date</u>	<u>Duration</u>
Non-certificate courses					
Online	Get Connected - Get Ready for Online Learning	Friday	10am-1pm	17th July 2020	2 weeks
Monaghan (Dun Mhuire)	Maths for Apprentices	Monday	6-9pm	31st August 2020	15 weeks
Castleblayney (Youthreach building)	Literacy Support	Tuesday	2-3pm	1st September 2020	15 weeks
Monaghan	Get Connected - Get Ready for Online Learning	Wednesday	2-4pm	2nd September 2020	2 weeks
Monaghan	Get Connected - Smartphones and Internet	Thursday	2-4pm	3rd September 2020	6 weeks

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<u>Venue</u>	<u>Subject</u>	<u>Day</u>	<u>Time</u>	<u>Start date</u>	<u>Duration</u>
Level 2 courses					
Monaghan (Gatehouse)	Using Technology	Monday	10am-1pm	31st August 2020	15 weeks
Carrickmacross (Workhouse)	Using Technology	Monday	2-5pm	31st August 2020	15 weeks
Carrickmacross (Workhouse)	Reading and Writing	Monday	2-5pm	31st August 2020	15 weeks
Carrickmacross (Workhouse)	Computer Skills	Tuesday	4-6pm	1st September 2020	15 weeks

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<u>Venue</u>	<u>Subject</u>	<u>Day</u>	<u>Time</u>	<u>Start date</u>	<u>Duration</u>
QQI Level 3 courses					
Monaghan (Gatehouse)	Internet Skills	Monday	4.30-6.30pm	31st August 2020	15 weeks
Monaghan (EU House)	Communications	Monday	1-4pm	24th August 2020	12 weeks
Carrickmacross (Workhouse)	Word Processing	Tuesday	2-4pm	1st September 2020	15 weeks
Castleblayney	Communications	Tuesday	3-6pm	1st September 2020	15 weeks

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<u>Venue</u>	<u>Subject</u>	<u>Day</u>	<u>Time</u>	<u>Start date</u>	<u>Duration</u>
QQI Level 4 courses					
Monaghan (Dun Mhuire/EU House)	Get Ready for College: QQI Level 4 full award	Monday, Wednesday and Thursday	3-4 classes per week	24th August 2020	36 weeks
Monaghan (Dun Mhuire)	Communications	Tuesday	9.30am-12.30	25th August 2020	12 weeks
Monaghan (Gatehouse)	Information Technology Skills	Wednesday	6-8.30pm	23 rd September 2020	15 weeks
Carrickmacross (Workhouse)	Information Technology Skills	Friday	9am-12pm	23rd October 2020	15 weeks

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Get Ready for College

If you want help getting ready for college or a PLC/Level 5 course, then our full Level 4 award is for you. It will give you the skills you need to take your learning to the next level. It is a full award at QQI Level 4, and include Communications, IT Skills, Computer Application, Maths, Work Experience, Business English, Customer Service and Personal Effectiveness. Classes take place 4 times a week. To sign up, or for more information contact Ceinwen on 087 1967888 or Kathy, Sharon and Angela on 047 71914, or email ceinwenfergus@cmetb.ie.

Get Connected: Get Ready for Online Learning

Get ready for online learning with our short course. Learn how to register online, use a virtual classroom such as Teams, and learn how to access Moodle. Classes can be run online or in the classroom. Courses will run for 2 weeks, one session per week. Classes in July's course will start on Friday 17th July, 10am-1pm. Courses will also run in September. To sign up, or for more information contact Ceinwen on 087 1967888 or Kathy, Sharon and Angela on 047 71914, or email ceinwenfergus@cmetb.ie.

Adult Learning courses

Do you find it hard to read, write or use numbers? Do you want to learn basic computer skills? We offer help with everyday skills. Phone Ceinwen on 087 1967888 or Kathy, Sharon and Angela on 047 71914, or email ceinwenfergus@cmetb.ie



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