



CAVAN & MONAGHAN ETB

COURSES ON OFFER THROUGH BTEI COMMUNITY EDUCATION AND ADULT LITERACY PROGRAMMES

Spring 2021

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 may be delivered in a blended learning format in Spring/Summer 2021. 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 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 22 nd March 2021	10am-12noon
Friday 26 th March 2021	10am-12noon
Monday 12 th April 2021	7pm-9pm



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BTEI Courses

CHILDCARE LEVEL 6:

Venue	Module	QQI Level	Start Date	Approx. No of weeks	Time
Dún Mhuire Monaghan Ref: 320875	Child Development	6	Wednesday, 14 th April 2021	7 weeks	Every Wednesday 9.30am-4pm
Carrickmacross Workhouse Ref: 320870	Social Legal and Health Studies	6	Wednesday, 14 th April 2021	12 weeks	Every Wednesday 6.30pm-9.30pm
Dún Mhuire Monaghan Ref: 325576	Work Experience	6	Monday, 12 th April 2021	10 weeks	Every Monday 6.30pm- 9.30pm

Owing to National changes to the Childcare Curriculum, we are unable to accept new entrants to this programme. These modules are only available to existing or past students who have not yet completed their full award at level 6.

CHILDCARE LEVEL 5:

Venue	Module	QQI Level	Start Date	Approx. No of weeks	Time
Dún Mhuire Monaghan Ref: 321124	Child Development	5	Tuesday, 13 th April 2021	7 weeks	Every Tuesday 9.30am-4pm
Carrickmacross Workhouse Ref: 321126	Early Care and Education Practice	5	Tuesday, 13 th April 2021	12 weeks	Every Tuesday 6.30pm-9.30pm

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HEALTH SERVICE SKILLS LEVEL 5:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Start Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Dún Mhuire Monaghan Ref: 321129	Infection Prevention and Control	5	Monday, 12 th April 2021	7 weeks	Every Monday 9.30am-4pm
Castleblayney Youthreach Ref: 321127	Care Skills	5	Tuesday, 13 th April 2021	7 weeks	Every Tuesday 9.30am-4pm

BUSINESS ADMINISTRATION LEVEL 5:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Start Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
St. Joseph's Pastoral Centre Monaghan Ref: 325577	Manual and Computerised Payroll	5	Monday, 8 th March 2021	13 weeks	Every Monday 6.30pm-9.30pm
St. Joseph's Pastoral Centre Monaghan Ref: 321139	Manual and Computerised Payroll	5	Thursday, 18 th March 2021	8 weeks	Every Thursday 9.30am-2pm
Carrickmacross Workhouse Ref: 321133	Business Administration Skills	5	Tuesday, 13 th April 2021	6 weeks	Every Tuesday and Thursday morning 9.30am-12.30pm
Online Ref: 321333	Word Processing	5	Wednesday, 14 th April 2021	6 weeks	Every Wednesday and Friday morning 9.30am-12.30pm
Dún Mhuire Monaghan Ref: 321342	Word Processing	5	Thursday, 15 th April 2021	6 weeks	Every Thursday and Friday morning 9.30am-12.30pm

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BEAUTY:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Start Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Castleblayney Youthreach Ref: 321380	Body Massage and Figure Analysis and Beauty Industry and Ethics	5	Thursday, 18 th March 2021	9 weeks	9.30am-4pm

CORE LEVEL 5 SUBJECTS FOR ALL COURSES:

<u>Venue</u>	<u>Module</u>	<u>QQI Level</u>	<u>Start Date</u>	<u>Approx. No of weeks</u>	<u>Time</u>
Dún Mhuire Monaghan Ref: 321326	Communications	5	Monday, 12 th April 2021	6 weeks	Every Monday and Wednesday morning 9.30am-12.30pm
Carrickmacross Workhouse Ref: 321327	Communications	5	Wednesday, 14 th April 2021	12 weeks	Every Wednesday 6.30pm-9.30pm
Dún Mhuire Monaghan Ref: 325578	Work Experience	5	Thursday, 15 th April 2021	6 weeks	Every Thursday 9.30am- 4pm

Please Note: Learners are required to have work placement secured when signing up to the Work Experience module.

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>
Online Ref: 321447	Information Technology Skills	4	Tuesday, 9 th March 2021	10	9.30am- 12.30pm

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Personal Effectiveness and Mindfulness

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Dún Mhuire Ref: 325593	Personal Effectiveness	3	Tuesday, 13 th April 2021	12	9.30am-12.30pm
Carrickmacross Workhouse Ref: 325594	Personal Effectiveness	3	Wednesday, 14 th April 2021	12	9.30am-12.30pm

SCIENCE AND ENGINEERING LEVEL 3

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Dún Mhuire Monaghan Ref: 318913	Health and Safety Awareness	3	Monday, 12 th April 2021	7	Monday 9.30am-2pm

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CAVAN & MONAGHAN ETB
Adult Guidance Service

Shaping My Future – 4-week course (non-accredited)

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
ONLINE via Zoom	Shaping My Future	Unaccredited	Commencing week beginning 12th April 2021	4 weeks	Tuesdays - 10am – 11am

Applicants to this course must have access to a device with internet connection (eg. PC, Laptop, Tablet or Smart Phone)

Priority will be given to all unemployed adults. This non-accredited course is designed for those who would like to consider their future career and how to go about setting goals for the future. An initial discussion with a Guidance Counsellor will help to determine your suitability. You must be able to commit to 8 hours of participation over a period of up to 4 weeks.

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**CAVAN & MONAGHAN ETB
COMMUNITY EDUCATION COURSES**

UNACCREDITED COURSES IN MONAGHAN TOWN, CARRICKMACROSS AND ONLINE

Venue	Course Title	Start Date	Day/Time	Duration
Online Ref: 319083	Creative Writing	Thursday, 11 th March 2021	Every Thursday 10.30am-12.30pm	6 weeks
Online Ref: 325616	Introduction to History	Tuesday, 16 th March 2021	Every Tuesday 7pm-9pm	6 weeks
Dún Mhuire Monaghan Ref: 325617	Flower Arranging	Monday, 12 th April 2021	Every Monday 10am-1pm	6 weeks
Online Ref: 325624	Organising Photos/Creating Photo Albums	Monday 12 th April 2021	Every Monday 10am-1pm	5 weeks
Online Ref: 325614	Yoga	Tuesday, 13 th April 2021	Every Tuesday 7pm-8.15pm	6 weeks
Online Ref: 325615	Mindfulness	Tuesday, 13 th April 2021	Every Tuesday 8.30pm-9.30pm	6 weeks
Online Ref: 325620	Introduction to Painting	Tuesday, 13 th April 2021	Every Tuesday 7pm-9pm	8 weeks
Carrickmacross Workhouse Ref: 325612	Yoga	Thursday, 15 th April 2021	Every Thursday 10am-11.15am	6 weeks
Carrickmacross Workhouse Ref: 325613	Mindfulness	Thursday, 15 th April 2021	Every Thursday 11.45am-1pm	6 weeks
Dún Mhuire Monaghan Ref: 325621	Introduction to Painting	Thursday, 15 th April 2021	Every Thursday 10.30-12.30pm	8 weeks
Carrickmacross Workhouse Ref: 325618	Introduction to Beauty	Friday, 16 th April 2021	Every Friday 10am-1pm	4 weeks
Online Ref: 325623	Introduction to Genealogy	Monday, 19 th April 2021	Monday evening 7pm-9.30pm	5 weeks
Dún Mhuire Ref: 325619	Introduction to Beauty	Friday, 14 th May 2021	Every Friday 10am-1pm	4 weeks

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**CAVAN & MONAGHAN ETB
ADULT LITERACY COURSES**

PATHWAYS TO SUCCESS - PREPARE FOR FURTHER EDUCATION/CHILDCARE: LEVEL 4

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Dun Mhuire, Monaghan	IT Skills	4	Friday 19 th March	13 weeks	2-5pm
Dun Mhuire, Monaghan	Communications	4	Thursday 18 th March	13 weeks	9.30am-1.30pm
Dun Mhuire, Monaghan	Career Planning	4	Thursday 18 th March	13 weeks	2-5pm

WORD PROCESSING LEVEL 4

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Dun Mhuire, Monaghan	Word Processing	4	Wednesday 28 th April	13 weeks	5.30-7.30pm

BUSINESS ENGLISH LEVEL 4

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Carrickmacross Workhouse	Business English (for ESOL learners)	4	Monday 15 th March	13 weeks	Monday and Wednesday 9.30am-12.30pm

COMPUTER LITERACY LEVEL 3

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
EU House, Monaghan	Computer Literacy	3	Tuesday 20 th April	13	2-5pm

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SPREADSHEETS LEVEL 3

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
EU House, Monaghan	Spreadsheets	3	Wednesday 10 th March	13	9.30am-12.30pm

COMPUTER SKILLS LEVEL 2

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Castleblayney	Computer Skills	2	Tuesday 28 th April	13	4-6pm

COMPUTERS FOR WORK AND LIFE

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
EU House, Monaghan	Using Technology	2	Tuesday 28 th April	8	5-7pm
Carrickmacross Workhouse	Using Technology	2	Monday 27 th April	8	5-7pm

HELP WITH READING AND WRITING

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
EU House, Monaghan	N/A	N/A	Monday 26 th April	13	2-3pm
Castleblayney Youthreach	N/A	N/A	Tuesday 27 th April	13	2-3pm
Carrickmacross Workhouse	N/A	N/A	Monday 26 th April	13	2-3pm

MATHS FOR APPRENTICES

Venue	Module	QQI Level	Date	Approx. No of weeks	Time
Monaghan	N/A	N/A	Thursday 11 th March	13	6-9pm

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