

Courses on offer through BTEI, Community Education and Adult Literacy programmes

Cavan Autumn 2023 Timetable



Adult Guidance

The Adult Guidance and Information Service provides a comprehensive, professional and quality guidance and information service to adults and those over the age of 16, who are not in full time education. If you are unsure about which course you would like to do, please contact our Guidance Service on:

T: 049 4377001

E: cavanguidance@cmetb.ie

W: www.cmetbadultguidance.ie



Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Introduction to Computers	Unaccredited	391998	September 2023	6 weeks	Every Tuesday 10am-1pm
Computer Skills	2	404872	September 2023	12 weeks	Every Monday 10am - 1pm
Computer Skills	2	391996	September 2023	12 weeks	Every Tuesday 2pm - 5pm
Smartphones	2	404773	September 2023	12 weeks	Every Wednesday 2pm-4.30pm
Smartphones	2	404774	September 2023	12 weeks	Every Thursday 2pm-4.30pm
Word Processing	3	392006	September 2023	12 weeks	Every Tuesday 10am - 1pm
Communications and Personal Effectiveness	3	391991	September 2023	12 weeks	Every Tuesday & Thursday 10am - 1pm
Personal Care and Presentation	3	404775	September 2023	12 weeks	Every Tuesday 10am-1pm
Pastry, Baking & Deserts	3	405674	September 2023	12 weeks	Every Tuesday 2.30pm-5.30pm
Pastry, Baking & Deserts	3	404776	September 2023	12 weeks	Every Wednesday 10am - 1pm
Going Online and Personal Effectiveness	3	392000	September 2023	12 weeks	Every Friday 10am-1pm
Word Processing	4	370772	September 2023	12 weeks	Every Monday 9.30am-1pm
Career Planning	4	363346	September 2023	12 weeks	Every Monday 9.30am-1pm
General Office Skills	4	391981	September 2023	13 weeks	Every Monday 9.30am-1pm
Culinary Techniques	4	405535	September 2023	13 weeks	Every Tuesday 9.30am-1.30pm

Manual Handling 1 Day Course	Certified	404780	October 2023	1 Week	Tuesday October 5th 2pm-5pm
Communications	4	391958	September 2023	13 weeks	Every Tuesday & Thursday 9.30am-1pm
Health Related Fitness	4	404778	September 2023	10 weeks	Every Wednesday 9.30am-3pm
Word Processing	4	374048	September 2023	12 weeks	Every Wednesday 2pm-5pm
Personal Effectiveness	4	391964	September 2023	12 weeks	Every Thursday 9.30am-1pm
Spreadsheets	4	391974	September 2023	12 weeks	Every Thursday 9.30am-1pm
HACCP 3 Day Course	Certified	391989	September 2023	3 weeks	September 18th, 19th & October 2nd 9.30am-2.30pm
Bookkeeping	4	391976	September 2023	11 weeks	TBC, 9.30am-1pm
Skincare, Eye Treatments & Makeup	5	402592	September 2023	20 weeks	Every Monday 10am-1pm
Spreadsheets	5	404589	September 2023	13 weeks	Every Monday 10am-1pm
Social Studies	5	382630	September 2023	15 weeks	Every Tuesday 10am-1.30pm
Care Skills & Care Of The Older Person	5	402562	September 2023	13 weeks	Every Tuesday 10am-4pm

Infection Prevention & Control	5	382455	September 2023	13 weeks	Every Tuesday 7pm-10pm
Bookkeeping Manual & Computerised	5	404300	September 2023	20 weeks	Every Tuesday 7pm-10pm
Special Needs Assistant	5	382371	September 2023	15 weeks	Every Wednesday 10am-1pm
Work Experience	5	404478	September 2023	10 weeks	Every Thursday 10am-1pm
Care Skills	5	382465	September 2023	13 weeks	Every Thursday 7pm-10pm
Occupational Therapy & Practice	5	404334	September 2023	13 weeks	TBC
Information, Advice & Advocacy Practice	6	404327	September 2023	11 weeks	Every Friday 10am-2pm
Special Needs Assistant	6	404450	September 2023	13 weeks	Every Wednesday 7pm-10pm
Early Learning & Care	6	369961	September 2023	50 weeks	Every Tuesday/ Thursday 7pm-10pm

To Register visit www.fetchcourses.ie and use the ref code provided. Enquiries via email are encouraged for a faster response time. Email cavanadulter@cmetb.ie or call 049 4361881.

Note to all students:

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.

Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Healthy Food Made Easy	Unaccredited	403941	September 2023	6 weeks	Every Friday 9.30am-12pm
Introduction to Drama	Unaccredited	388835	September 2023	6 weeks	Every Tuesday 7pm-9pm
Sign Language	Unaccredited	388842	September 2023	6 weeks	Every Monday 7pm-9.30pm
Creative Writing	Unaccredited	388837	September 2023	6 weeks	Every Tuesday 10am-12pm
Art(Watercolours)	Unaccredited	388853	September 2023	6 weeks	Every Friday 2pm-5pm
Sewing Alterations	Unaccredited	388854	September 2023	6 weeks	Every Monday 9.30am-12.30pm
Communication for Foreign Nationals	Unaccredited	389915	September 2023	6 weeks	Every Wednesday 9.30am-12.30pm
Craft	2	388852	September 2023	8 weeks	Every Friday 9.30am-12.30pm
Computer Skills	2	388862	September 2023	8 weeks	Every Monday 10am-12pm
Smartphones & Tablets	2	389914	September 2023	6 weeks	Every Tuesday 2pm-4.30pm
Literacy- Reading & Writing	2	389927	September 2023	13 weeks	Every Thursday 9.30am-12.30pm

Internet & Email	3	389912	September 2023	12 weeks	Every Tuesday 10am-1pm
Word Processing	3	389920	September 2023	13 weeks	Every Wednesday 10am-1pm
Container Gardening	3	389899	September 2023	13 weeks	Every Wednesday 9.30am-1.30pm
Pastry, Baking & Deserts	3	389906	September 2023	13 weeks	Every Tuesday 9.30am-1.30pm
Career Preparation	4	390306	September 2023	13 weeks	Every Friday 9.30am-1.30pm
Growing Vegetables	4	390303	September 2023	13 weeks	Every Thursday 9.30am-3pm
Hard Landscape Construction	4	390302	September 2023	13 weeks	Every Monday 10am-1pm
Advanced Pastry & Deserts	5	390300	September 2023	13 weeks	Every Thursday 9.30am - 2.15pm
Bookkeeping Manual & Computerised	5	404305	September 2023	13 weeks	Every Wednesday 7pm-10pm
Palliative Care	5	382550	September 2023	13 weeks	Every Thursday 7pm-10pm
First Aid	Certified	388858	TBC	1 week	TBC
Manual Handling	Certified	404386	September 2023	1 Week	Monday 10am-1pm

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Cootehill

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Sewing Basics	Unaccredited	389896	September 2023	6 weeks	Every Tuesday 2pm-5pm
Basic Computers & Literacy	2/3	388856	September 2023	13 weeks	Every Tuesday 9.30am-1.30pm
Spreadsheets	4	389924	September 2023	13 weeks	Every Thursday 9.30am-1.30pm
Activities of Living Patient Care	5	382592	September 2023	13 weeks	Every Monday 7pm-10pm
Manual Handling 1 Day Course	Certified	389925	September 2023	1 week	TBC

Bailieborough

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Literacy- Reading & Writing	2	404666	September 2023	13 week	Every Wednesday 9.30am-12.30pm
Basic Computers	2/3	389928	September 2023	10 weeks	Every Monday 2pm-5pm
Customer Service	4	390298	September 2023	13 weeks	Every Monday 9.30am-1.30pm

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Ballyconnell

Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Introduction to Computers	Unaccredited	391997	September 2023	6 weeks	Every Wednesday 2pm-4.30pm
DIY	Unaccredited	392019	September 2023	6 weeks	Every Monday 10am-1pm
Smartphones	2	404772	September 2023	12 weeks	Every Tuesday 2pm - 4.30pm
Care of the Older Person	5	369165	September 2023	13 weeks	Every Wednesday 7pm - 10pm
Workplace Language Support (Skills for Work)	Daisy Hill House, Ballyconnell. Starting September 2023. Every Wednesday 7pm - 10pm				

Enquiries for the Skills for Work courses can be made by contacting Noelette Dolan on noeletedolan@cmetb.ie or on 087 9293531.

Killeshandra

Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Introduction to Computers & Smartphones	Unaccredited	391996	September 2023	12 weeks	Every Tuesday 10am-1pm
Smartphones	2	404771	September 2023	12 weeks	Every Monday 2pm - 4.30pm

Mullagh

Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Flower Arranging	Unaccredited	389928	September 2023	6 weeks	Every Monday 10am-1pm
Smartphones & Tablets	Unaccredited	389930	September 2023	6 weeks	Every Tuesday 10am-12.30pm
HACCP 3 Day Course	Certified	390301	September 2023	3 weeks	August 28th, September 4th & 11th September 2023
Internet & Email	3	390086	September 2023	13 weeks	Every Monday 2pm-5pm

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CAVAN & MONAGHAN ETB Adult Guidance Service

Shaping My Future course (non-accredited):

Module	Venue	Starting	Approx. No of weeks	Time
Shaping My Future	ONLINE via Zoom Ref: 404322	26th September 2023	3 weeks	Tuesday 10am - 12pm
Shaping My Future	ONLINE via Zoom Ref: 404323	24th October 2023	3 weeks	Tuesday 10am - 12pm
Shaping My Future	ONLINE via Zoom Ref: 387946	15th November 2023	3 weeks	Wednesday 10am - 11am

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. It will encourage you to look at your interests, your skills, and your values and to research training and education courses that will help you to become more employable in the future. Applicants to this course must have access to a laptop or PC, wifi, and have good IT proficiency.

To Register visit www.fetchcourses.ie and use the ref code provided. Enquiries via email are encouraged for a faster response time. Email guidancecavan@cmetb.ie or call 049 4377001 .



CAVAN & MONAGHAN ETB Skills for Work Programmes

Employer Based Training - Upskilling Employees

Workplace Language Support Courses, Communications Level 2-4, Customer Service, Personal and Interpersonal Skills, Computers, Business English Level 4 are free to the employee and employer, offered on company premises where possible, or in a nearby CMETB Further Education and Training Centre. They can be accredited or non-accredited and can lead to qualifications up to QQI Level 4 on the National Framework of Qualifications. Course are free to part-time/full-time workers, farmers, self-employed, sole traders, etc. with skills needs.

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Health & Safety	3	Gallonray House, Maudabawn	September 2023	12 weeks	Every Monday 10am - 1pm
Introduction to Office 365	3	Gallonray House, Maudabawn	September 2023	12 weeks	Every Monday 7pm - 10pm
Health & Safety	3	St Patrick's Hall, Arvagh	September 2023	12 weeks	Every Wednesday 7pm - 10pm
Health & Safety	3	St Mogue's College, Bawnboy	September 2023	12 weeks	Every Tuesday 7pm - 10pm
Word Processing Plus AIM	3	St Patrick's Hall, Glangevlin	September 2023	12 weeks	Every Thursday 7pm - 10pm
Spreadsheets Plus AIM	3	ALS Centre, Cavan Town	September 2023	12 weeks	Every Monday 7pm - 10pm
Internet & Email Plus AIM	3	Belturbet Civic Centre	September 2023	12 weeks	Every Tuesday 7pm - 10pm
Introduction to Office 365	3	Le Cheile Hub, Cootehill	September 2023	12 weeks	Every Tuesday 7-10pm

Enquiries for the above courses can be made by contacting Noelette Dolan on noeletedolan@cmetb.ie or on 087 9293531.

CAVAN & MONAGHAN ETB

ESOL (English for Speakers of Other Languages)

Free Classes/VariouS Locations
 Registration and Assessment

Adult Education, Virginia Road, Ballyjamesduff
 A82AX70

Tuesday, 1st August 2023	3pm - 4pm
Tuesday, 15th August 2023	3pm - 4pm
Tuesday, 12th September 2023	3pm - 4pm

CMETB, Adult Education, Unit 12, Church View Square, Cavan
 H12D792

Thursday, 3rd August 2023	2.30pm - 4pm
Thursday, 17th August 2023	2.30pm - 4pm
Thursday, 14th September 2023	2.30pm - 4pm

For further information, please contact Caroline McDermott.

Email: carolinemcdermott@cmetb.ie
 Tel: 049 4353957

*** To Register please ensure to bring Photo ID and Proof of PPSN**

For further information please
contact us on:
cavanadulter@cmetb.ie
049 4361881



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