

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

Cavan Spring 2024 Timetable



Adult Guidance & Information Service

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
Reading & Writing	Unaccredited	391875	Continuous	6 weeks	Every Monday & Wednesday 10am-1pm
Reading & Writing	Unaccredited	391872	Continuous	6 weeks	Every Tuesday & Thursday 10am-1pm
Introductions to Computers	Unaccredited	421147	January 2024	6 weeks	Every Tuesday 10am-1pm
Skincare & Makeup	Unaccredited	421125	February 2024	6 weeks	Every Tuesday 10am-12pm
Introduction to Gardening	Unaccredited	424738	March 2024	6 weeks	Every Monday 1.30pm-4.30pm
Maths For Trades	Online	424741	January 2024	6 weeks	Every Tuesday 7pm-9.30pm
Computer Skills	2	421129	January 2024	12 weeks	Every Monday 10am-1pm
Computer Skills	2	424736	Continuous	12 weeks	Every Tuesday 2pm-5pm
Smartphones	2	424740	January 2024	12 weeks	Every Wednesday 2pm-4.30pm
Health & Fitness	2	424742	January 2024	12 weeks	Every Thursday 10am-1pm
Communications	3	421130	January 2024	12 weeks	Every Monday & Wednesday 10am-1pm

Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Spreadsheets	3	424737	January 2024	12 weeks	Every Wednesday 10am-1pm
Pastry Baking & Desserts	3	421128	January 2024	12 weeks	Every Wednesday 10am-1pm
Going Online & Personal Effectiveness	3	421131	January 2024	12 weeks	Every Friday 10am-1pm
Garden Planning	3	424739	March 2024	12 weeks	Every Monday 9.30am-12.30pm
Customer Service	4	421050	January 2024	12 weeks	Every Monday 9.30am-1pm
HACCP (2 Day Course)	EHAI Certified	420829	February 2024	2 Days	Monday 9.30am-3.30pm
Computer Applications	4	399171	January 2024	12 weeks	Every Tuesday 9.30am-1pm
Manual Handling (1 Day Course)	Certified	425143	January 2024	1 Day	Tuesday 2pm-5pm
International Cuisine	4	420821	January 2024	12 weeks	Every Tuesday 9.30am-1.30pm
Business English	4	421085	January 2024	12 weeks	Every Tuesday & Thursday 9.30am-1pm
Communications	4	420836	January 2024	12 weeks	Every Tuesday & Thursday 9.30am-1pm

Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Word Processing	4	421047	January 2024	12 weeks	Every Wednesday 9.30am-1pm
Career Planning	4	421057	March 2024	12 weeks	Every Wednesday 9.30am-1pm
Word Processing	4	425057	January 2024	12 weeks	Every Wednesday 2pm-5pm
Spreadsheets	4	421051	January 2024	12 weeks	Every Thursday 9.30am-1pm
Personal Effectiveness	4	420837	January 2024	12 weeks	Every Friday 9.30am-1pm
Maths	4	421086	January 2024	12 weeks	Every Friday 9.30am-1pm
Bookkeeping	4	391976	January 2024	12 weeks	Day TBC 9.30am-1pm
Word Processing	5	417637	January 2024	13 weeks	Every Monday 10am-1pm
Manicure, Pedicure and Waxing	5	418086	February 2024	13 weeks	Every Monday 10am-1pm
Teamworking	5	418082	January 2024	13 weeks	Every Monday 10am-1pm

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



Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Care Skills	5	382465	January 2024	13 weeks	Every Tuesday 7pm-10pm
Infection Prevention & Control	5	422526	January 2024	13 weeks	Every Tuesday 9.30am-1.30pm
Payroll Manual and Computerised	5	417434	February 2024	13 weeks	Every Tuesday 7pm-10pm
Care Skills & Care of the Older Person	5	416648	January 2024	11 weeks	Every Wednesday 9.30am-4.30pm
Special Needs Assisting	5	416665	January 2024	13 weeks	Every Wednesday 10am-2pm
Work Experience	5	417455	January 2024	10 weeks	Every Thursday 7pm-10pm
Childrens Rights, Legislation & Regulation	5	416781	January 2024	50 weeks	Every Friday 9am-1pm
The Developing Child	6	369961	January 2024	50 weeks	Every Tuesday & Thursday 7pm-10pm
Special Needs Assisting	6	416771	January 2024	15 weeks	Every Wednesday 7pm-10pm
Family Rights Advocacy	6	417665	January 2024	15 weeks	Every Friday 10am-1pm

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
Build your Confidence	Unaccredited	411331	January 2024	6 weeks	Two mornings (Day TBC) 10am-1pm
Smartphones & Tablets	Unaccredited	422168	January 2024	6 weeks	Every Monday 2pm-4.30pm
Introduction to Wood Carving	Unaccredited	411336	January 2024	6 weeks	Every Monday 2pm-5pm
Literacy Reading & Writing	Unaccredited	411344	January 2024	6 weeks	Every Monday 2pm-5pm
Introduction to Sign Language	Unaccredited	411341	January 2024	6 weeks	Every Monday 7pm-9.30pm
Creative Writing	Unaccredited	411348	January 2024	6 weeks	Every Tuesday 10am-12.30pm
Flower Arranging	Unaccredited	411337	January 2024	6 weeks	Every Tuesday 2pm-5pm
Communication Skills for Foreign Nationals	Unaccredited	411350	January 2024	6 weeks	Every Wednesday 9.30am-12.30pm
Sashiko-Japanese Embroidery Art	Unaccredited	411334	January 2024	6 weeks	Every Friday 10am-1pm
Lino & Gelli Printing	Unaccredited	411335	January 2024	6 weeks	Every Friday 2pm-5pm
Healthy Options for Beginners	2	413257	January 2024	8 weeks	Every Tuesday 9.30am-1.30pm
Beginner Computers	2	424381	January 2024	8 weeks	Every Friday 10am-1pm

Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Internet & Email	3	424447	January 2024	13 weeks	Every Monday 10am-1pm
Operating Horticulture Tools & Equipment	3	412707	January 2024	13 weeks	Every Wednesday 9.30am-1.30pm
International Cusines	4	413248	January 2024	18 weeks	Every Thursday 9.30am-1.30pm
Safe Horticulture Practice	4	412695	January 2024	10 weeks	Every Thursday 9.30pm-3pm
File Management & Word Processing	4	412721	January 2024	13 weeks	Every Thursday 10am-1pm
Business English	4	412739	January 2024	13 weeks	Every Thursday 2pm-5pm
Payroll Manual & Computerised	5	417464	January 2024	13 weeks	Every Wednesday 7pm-10pm
*Care Support	5	416748	January 2024	13 weeks	Every Thursday 7pm-10pm
HACCP	EHA1 Certified	413234	January 2024	2 days	Every Monday 9.30am-4pm
First Aid (PHECC)	Certified	424696	January 2024	3 days	Monday, Tuesday Wednesday 9.30am-4.30pm
Manual Handling (1 Day Course)	Certified	424664	January 2024	1 day	Wednesday 10am-1pm

***Please note any student taking part in the Care Support module must have a work placement in place prior to commencement of module**

Killeshandra

Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Parent & Child Building Core Strength (Beginners)	Unaccredited	424743	Continuous	6 weeks	Every Monday 5.30pm-7pm, 7pm-8.30pm
Word Processing	3	424735	February 2024	12 weeks	Every Tuesday 10am-1pm

Mullagh

Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Basic Computers	2&3	417082	January 2024	13 weeks	Every Monday 10am-1pm
IT Skills	4	422159	January 2024	13 weeks	Every Monday 2pm-5pm
Special Needs Assisting	5	435564	February 2024	13 weeks	Every Tuesday 10am-1pm

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

Ballyconnell

Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Skincare & Makeup	Unaccredited	421127	January 2024	6 weeks	Every Tuesday 10am-12.30pm
Word Processing	3	421148	January 2024	12 weeks	Every Wednesday 2pm-4.30pm
DIY	4	363366	January 2024	12 weeks	Every Monday 9.30am-12.30pm
Care of the Older Person	5	369165	January 2024	13 weeks	Every Wednesday 7pm-10pm
Workplace Language Support (Skills for Work)	Daisy Hill, Ballyconnell. Starting January 2024. Every Thursday 6-9pm				

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

Kingscourt

Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Care Of the Older Person	5	416754	January 2024	13 weeks	Every Tuesday 7pm-10pm

Cootehill

Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Literacy Reading & Writing	Unaccredited	411352	January 2024	6 weeks	Every Tuesday 2pm-5pm
Art- Drawing Skills	Unaccredited	411346	January 2024	6 weeks	Every Thursday 2pm-5pm
Internet & Email	3	424466	January 2024	13 weeks	Every Tuesday 10am-1pm
Infection Prevention & Control	5	416220	January 2024	13 weeks	Every Monday 7pm-10pm

Bailieborough

Module	QQI Level	Reference	Starting	Approx. No of weeks	Time
Smartphones	Unaccredited	422177	January 2024	6 weeks	Every Tuesday 2pm-4.30pm
Computer Skills	2	424390	January 2024	8 weeks	Every Tuesday 10am-1pm
Internet & Email	3	424460	January 2024	13 weeks	Every Monday 2pm-4.30pm
IT Skills	4	422173	January 2024	13 weeks	Every Monday 9.30am-1.30pm

CAVAN & MONAGHAN ETB Learner Support Service

One-to-one literacy classes are available for learners who do not feel ready to join a bigger class. We can help you with areas you are finding difficult- reading and writing, digital or mathematical literacy. We also help with confidence building.

For support to identify your interests and advise you on courses going forward, we will help you link in with our Guidance Service.

For more information on one-to-one literacy classes, please contact the below Co-Ordinators:

Cavan- Deirdre O'Callaghan | deirdreocallaghan@cmetb.ie | 087 3802141

Monaghan- Jacqui Ward | jacquiward@cmetb.ie | 087 1967888

Ballyjamesduff- Regina Clarke | reginaclarke@cmetb.ie | 087 2855907



CAVAN & MONAGHAN ETB Adult Guidance Service

Shaping My Future Course

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.

Module	Venue	Starting	Approx. No of weeks	Time
Shaping My Future	ONLINE via Zoom Ref: 391998	January 23rd 2024	3 weeks	Tuesday 10am - 12pm
Shaping My Future	ONLINE via Zoom Ref: 391997	February 27th 2024	3 weeks	Tuesday 10am - 12pm

To Register visit www.fetchcourses.ie and use the ref code provided. Enquiries via email are encouraged for a faster response time. Email cavanguidance@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 Courses and 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.

Module	QQI Level	Venue	Starting	Approx. No of weeks	Time
Introduction to Tablets & Smart Phones	unaccredited	Gallonray House, Maudabawn	January 2024	10 weeks	Every Wednesday 10am-1pm
Spreadsheets Plus AIM	3	St Patrick's Hall, Glangevlin	January 2024	12 weeks	Every Thursday 7pm-10pm
Database Plus AIM	3	Unit 20, Church View, Cavan	January 2024	12 weeks	Every Monday 7pm-10pm
Internet & Email Plus AIM	3	Belturbet Civic Centre	January 2024	12 weeks	Every Tuesday 7pm-10pm
Introduction to Office 365	3	Le Cheile Hub, Cootehill	January 2024	12 weeks	Every Tuesday 7pm-10pm
Introduction to Office 365	3	Stradone Community Centre	January 2024	12 weeks	Every Wednesday 7pm-10pm
Spreadsheets	4	St Mogue's College, Bawnboy	January 2024	12 weeks	Every Tuesday 7pm-10pm
Word Processing Plus AIM	4	St Patrick's Hall, Arva	January 2024	12 weeks	Every Wednesday 7pm-10pm
Word Processing Plus AIM	4	St Mogue's College, Bawnboy	January 2024	12 weeks	Every Tuesday 7pm-10pm

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



CAVAN & MONAGHAN ETB

ESOL (English for Speakers of Other Languages)

Free Classes/Variou Locations

Registration and Assessment

Adult Education, Virginia Road, Ballyjamesduff
 A82AX70

Friday, January 26th 2024	2.30pm-4pm
---------------------------	------------

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

Monday, 8th January 2024	10am - 12pm
Monday, 15th January 2024	10am - 12pm
Monday, 22nd January 2024	10am - 12pm
Monday, 29th January 2024	10am - 12pm

For further information please contact Caroline McDermott.

Email: carolinemcdermott@cmetb.ie
 Tel: 087 4053618

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



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



Rialtas na hÉireann
Government of Ireland



Có-mhainithe ag an
Aontas Eorpach
Co-funded by the
European Union

SOLAS
learning works



GQI AWARD