

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

Monaghan December 2022/January 2023 Timetable

E-mail: MonaghanAdultEd@cmetb.ie

Telephone: 047 71914

Bookings via e-mail are encouraged for a faster response time

Note to all students:

All new learners to Level 5 programmes may have to go through Pre-Assessment. This will consist of an appointment with our Adult Guidance Service where learners may be required to complete a pre assessment. Further details will be given on this process at registration.

Academic writing sessions will be provided to learners on commencement of a programme. These sessions are designed to support learners with assignment layout, referencing and plagiarism. We recommend new learners participate in these sessions in preparation for submitting assignments/projects

Further details on Academic writing sessions will be provided to learners on commencement of courses.

Eircode references for our Centres

- Dun Mhuire Adult Education Centre H18 T383
- Carrickmacross Workhouse A81 E372
- Youthreach Centre, Castleblayney A75 YP08
- Iontas Centre, Castleblayney A75 NF74
- Clones Library H23 RW70
- European House H18 YP84
- Gatehouse Learning Centre H18 YE35



BTEI COURSES

Advanced Certificate in Early Learning and Care (Level 6) - 6M21471 - Stage two

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Stage two Advanced Certificate in Early Learning and Care Award Ref: 370030	6	Workhouse, Carrickmacross	Monday, 9th January, 2023	2 year, part-time programme	Every Monday and Wednesday, 6.30pm - 9.30pm

*** The Level 6 Advanced Certificate in Early Learning and Care Award is a two year part time programme consisting of 6 component modules. Certificates are awarded on successful completion of all 6 modules.

Specific Entry requirements: It is a compulsory requirement that learners have a level 5 Major Award in Childcare to access the level 6 Advanced Certificate. Learners will be required to attend a briefing and screening process before entry to this programme. This programme will run on a Monday and Wednesday evening for two years. Attendance is compulsory on both evenings.

Stage one Certificate in Early Learning and Care (Level 5) - 5M21473

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Stage One Early Learning and Care Award Ref: 370031	5	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 11th January, 2023	2 year, part-time programme	Every Wednesday, 9.15am - 4pm

*** The new Early Learning and Care Award is a 2 year, part-time programme consisting of 6 component modules. Certification is awarded on successful completion of all 6 modules.

Intellectual Disability Practice Award (5M1761)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Empowering the Individual Ref: 370033	5	Castleblayney Youthreach Centre	Tuesday, 6th December, 2022	12 weeks	Every Tuesday, 9.30am - 12.30pm
Special Needs Assisting Ref: 370034	5	Carrickmacross Workhouse	Tuesday 17th January, 2023	12 weeks	Every Tuesday, 6.30pm - 9.30pm

Health Service Skills Award (5M3782)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Care Support Ref: 350692	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 5th December, 2022	12 weeks	Every Monday, 9.30am - 12.30pm
Activities of Living Patient Care Ref: 350694	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 5th December, 2022	12 weeks	Every Monday, 1pm - 4pm
Care Skills Ref: 370035	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 5th December, 2022	12 weeks	Every Monday, 6.30pm - 9.30pm
Human Growth and Development Ref: 350696	5	Castleblayney Youthreach Centre	Tuesday 6th December, 2022	12 weeks	Every Tuesday, 1pm - 4pm

Please Note: Any student taking part in the Care Support module must have a work placement in place before beginning the module.

Business Administration Award (5M2468)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Database Methods Ref: 370036	5	Dún Mhuire Adult Education Centre, Monaghan	Thursday, 1st December, 2022	12 weeks	Every Thursday, 9.30am-1pm
Business Administration Skills Ref: 370037	5	Dún Mhuire Adult Education Centre, Monaghan	Friday, 2nd December, 2022	12 weeks	Every Friday, 9.30am-1pm
Digital Marketing Ref: 370038	5	Carrickmacross Workhouse	Friday, 2nd December, 2022	12 weeks	Every Friday, 10am - 1.30pm
Reception and Frontline Office Skills Ref: 370039	5	Carrickmacross Workhouse	Tuesday, 6th December, 2022	12 weeks	Every Tuesday, 9.30 - 1pm
Manual and Computerised Book Keeping Ref: 370040	5	Dún Mhuire Adult Education Centre, Monaghan	Thursday, 8th December, 2022	20 weeks	Every Thursday, 9.30 - 12.30pm
Manual and Computerised Accounting Ref: 370066	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 9th January, 2023	17 weeks	Every Monday, 9.30am - 1pm
Manual and Computerised Payroll Ref: 370041	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 20th February, 2023	13 weeks	Every Monday, 6.30pm - 9.30pm
Manual and Computerised Payroll Ref: 370239	5	Carrickmacross Workhouse	Wednesday, 22nd February, 2023	13 weeks	Every Wednesday, 9.30am - 12.30pm

Beauty Award (5M3471)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Skincare, Eye Treatment and Makeup Ref: 370042	5	Castleblayney Youthreach Centre	Monday, 5th December, 2022	12 weeks	Every Monday, 9.30am-1.30pm
Body Massage and Figure Analysis Ref: 370043	5	Castleblayney Youthreach Centre	Wednesday, 11th January, 2023	12 weeks	Every Wednesday, 6.30pm - 9.30pm



Hospitality and Culinary Skills Award (4M2063)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Culinary Techniques Ref: 370234	4	Monaghan Institute, Monaghan	Wednesday, 1st February, 2023	15 weeks	Every Wednesday, 10am - 2pm

Core level 5 subjects for all awards:

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Communications Ref: 351767	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 5th December, 2022	12 weeks	Every Monday, 9.30am - 12.30pm
Communications Ref: 370046	5	Carrickmacross Workhouse	Wednesday, 7th December, 2022	12 weeks	Every Wednesday, 6.30pm - 9.30pm
Work Experience Ref: 370049	5	Carrickmacross Workhouse	Thursday, 1st December, 2022	12 weeks	Every Thursday, 9.30am-12.30pm

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

CAD Level 5 (5N1604)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
CAD (Computer Aided Design) Ref: 370051	5	Dún Mhuire Adult Education Centre, Monaghan	Tuesday, 10th January, 2023	15 weeks	Every Tuesday, 9.30am - 1pm

Textiles

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Textiles Ref: 370053	4	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 11th January, 2023	12 weeks	Every Wednesday, 10am - 1pm
Garment Construction Ref: 370056	5	Dún Mhuire Adult Education Centre, Monaghan	Thursday, 12th January, 2023	15 weeks	Every Thursday, 10am - 1pm



Computers level 4 (4M2010)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Digital Media Ref: 370059	4	Carrickmacross Workhouse	Tuesday, 21st February, 2023	12 weeks	Every Tuesday, 9.30am-12.30pm
Computer Applications and Information Technology Skills Ref: 370065	4	Carrickmacross Workhouse	Tuesday, 10th January, 2023	20 weeks	Every Tuesday, 6.30pm - 9.30pm

Horticulture Award (4M1994)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Growing Fruit Ref: 370061	4	Dún Mhuire Adult Education Centre, Monaghan	Tuesday, 10th January, 2023	12 weeks	Every Tuesday, 10am - 1pm
Safe Horticultural Practice Ref: 370514	4	Dún Mhuire Adult Education Centre, Monaghan	Wednesday 11th January, 2023	12 weeks	Every Wednesday, 10am - 1pm

General Learning Award (4M2010)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
DIY - Home Repairs and Maintenance Ref: 352077	4	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 11th January, 2023	12 weeks	Every Wednesday, 9.30am - 1pm



Cavan and Monaghan Education and Training Board

Community Education Courses

Unaccredited courses around the county:

The following Courses are available **Free of Charge** through our Community Education Budget. All applicants will be required to complete a registration form for funding and statistical purposes.

*** Christmas Crafts and Flower Arranging Sessions - November/December 2022 ***

Course Title	Venue	Start Date	Approx. No of weeks	Time
Christmas Crafts Ref: 370521	Castleblayney	Wednesday, 9th November, 2022	4 weeks	Every Wednesday, 10am - 1pm
Christmas Crafts Ref: 370522	Carrickmacross Workhouse	Thursday, 10th November, 2022	4 weeks	Every Thursday, 10am - 1pm
Introduction to Flower Arranging Ref: 370523	Dún Mhuire Adult Education Centre, Monaghan	Friday, 11 November, 2022	4 weeks	Every Friday, 10am - 1pm
Christmas Flower Arranging - produce your own traditional table arrangement Ref: 370524	Castleblayney	Monday, 5th December, 2022	1 day	Monday, 10am - 1pm
Christmas Flower Arranging - produce your own traditional table arrangement Ref: 370530	Dún Mhuire Adult Education Centre, Monaghan	Monday, 5th December, 2022	1 day	Monday, 6.30pm - 9.30pm
Christmas Flower Arranging - produce your own traditional table arrangement Ref: 370527	Carrickmacross Workhouse	Thursday, 8th December 2022	1 day	Thursday, 10am - 1pm
Christmas Flower Arranging - produce your own traditional table arrangement Ref: 370529	Dún Mhuire Adult Education Centre, Monaghan	Friday, 9th December, 2022	1 day	Friday, 10am - 1pm
Christmas Flower Arranging - produce your own traditional table arrangement Ref: 370531	Carrickmacross Workhouse	Monday, 12th December, 2022	1 day	Monday, 6.30pm - 9.30pm



Unaccredited Courses around the County - January 2023

Course Title	Venue	Start Date	Approx. No of weeks	Time
Advanced Flower Arranging Ref: 370149	Carrickmacross Workhouse	Monday, 9th January, 2023	6 weeks	Every Monday, 10am - 1pm
Introduction to Sewing and Embroidery Ref: 370158	Carrickmacross Workhouse	Thursday, 12th January, 2023	6 weeks	Every Thursday, 10am - 1pm
Introduction to Interior Design Ref: 370150	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 11th January, 2023	8 weeks	Every Wednesday, 10am - 1pm
Introduction to Mindfulness Ref: 370154	Monaghan	Wednesday, 11th January, 2023	6 weeks	Every Wednesday, 10am - 11.15am
Introduction to Tai Chi Ref: 370156	Monaghan	Wednesday, 11th January, 2023	6 weeks	Every Wednesday, 11.30 - 1pm
Mindful Art Journaling Ref: 370160	Dún Mhuire Adult Education Centre, Monaghan	Thursday, 12th January, 2023	6 weeks	Every Thursday, 10am - 1pm
Introduction to Reflexology Ref: 370161	Castleblayney Youthreach Centre	Friday, 13th January, 2023	4 weeks	Every Friday, 10am - 1pm
Advanced Flower Arranging Ref: 370519	Dún Mhuire Adult Education Centre, Monaghan	Friday, 13th January, 2023	6 weeks	Every Friday 10am - 1pm
Reducing Energy Costs Ref: 370520	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 25th January, 2023	6 weeks	Every Wednesday, 6.30pm - 9.30pm

E-mail: MonaghanAdultEd@cmetb.ie or call 047 71914.

Bookings can also be made by logging on to www.fetchcourses.ie and using the reference code provided.

Manual Handling and Patient Moving and Handling Courses

The following courses are available free of charge through our Community Education Budget. All applicants will be required to complete a registration form for funding and statistical purposes.

Please note - there are a limited number of spaces available on these sessions. Places will be offered on a first come first served basis.

Course Title	Venue	Start Date	Approx. No of weeks	Time
Manual Handling Ref: 370533	Dún Mhuire Adult Education Centre, Monaghan	Tuesday, 17th January, 2023	1 day	Tuesday, 2pm - 5pm
Manual Handling Ref: 370534	Castleblayney	Tuesday, 24th January, 2023	1 day	Tuesday 2pm - 5pm
Manual Handling Ref: 370536	Carrickmacross Workhouse	Tuesday, 31st January, 2023	1 day	Tuesday 2pm - 5pm
Patient Moving and Handling Ref: 370537	Dún Mhuire Adult Education Centre, Monaghan	Friday, 20th January, 2023	1 day	Friday, 9.30am - 4pm
Patient Moving and Handling Ref: 370540	Dún Mhuire Adult Education Centre, Monaghan	Friday, 27th January, 2023	1 day	Friday, 9.30am 4pm



Basic Skills Courses

Pathways to Success: more options. Are you returning to study after a break? Do you want to prepare for a level 5 course next September? These modules are aimed at those who want to progress to Monaghan Institute or one of our part-time Level 5 courses. Classes are in small groups, with a supportive tutor.

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Computer Applications Ref: 369588	4	Dún Mhuire Adult Education Centre, Monaghan	Monday, 9th January, 2023	13 weeks	Every Monday, 10am - 1.20pm
Team Working Ref: 369585	4	European House, Monaghan	Tuesday, 10th January, 2023	13 weeks	Every Tuesday, 9.30am - 12.30pm
Customer Service Ref: 369586	4	European House, Monaghan	Thursday, 5th January, 2023	13 weeks	Every Thursday, 9.30am - 1pm

Literacy Courses: for help with basic skills. If you need help with reading and writing, then we offer small group classes. Classes can be held in any location, please contact Ceinwen or Sharon on 047 71914 for information for your area.

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Reading and Writing Support Ref: 369213	n/a	Youthreach Centre, Castleblayney	Tuesday, 10th January, 2023	13 weeks	Every Tuesday, 2pm - 4pm
Reading and Writing Support Ref: 369216	n/a	European House, Monaghan	Friday, 13th January, 2023	13 weeks	Every Friday, 10am - 12pm
Reading and Writing Support Ref: 369219	n/a	Carrickmacross Workhouse	Monday, 9th January, 2023	13 weeks	Every Monday, 2pm - 4pm
Reading and Writing Support Ref: 369224	n/a	Dún Mhuire Adult Education Centre, Monaghan	Tuesday, 10th January, 2023	13 weeks	Every Tuesday, 6.30pm - 9.30pm
Communications Ref: 369228	3	Carrickmacross Workhouse	Monday, 9th January, 2023	13 weeks	Every Monday, 6.30pm - 9.30pm
Communications Ref: 369240	4	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 11th January, 2023	13 weeks	Every Wednesday, 6.30pm - 9.30pm

Classes can be run in any other location, depending on demand. Please ring 047 71914 for information

For more information or to book a place, please email MonaghanAdultEd@cmetb.ie or call 047 71914. Bookings can also be made by logging on to www.fetchcourses.ie and using the reference code provided.



Computer and Smart phone classes

if you want to improve your computer skills, then we offer classes from absolute beginners to QQI level 4.

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
For Beginners:					
Using your Smartphone Ref: 369227	n/a	European House, Monaghan	Monday, 9th January, 2023	6 weeks	Every Monday, 2pm - 4pm
Introduction to Computers Ref: 369237	2	Dún Mhuire Adult Education Centre, Monaghan	Thursday, 12th January, 2023	8 weeks	Every Thursday, 6.30pm - 9.30pm
Introduction to Computers Ref: 356812	2	Clones Library	Wednesday, 11th January, 2023	8 weeks	Every Wednesday, 10am - 1pm
Introduction to Computers Ref: 369238	2	Carrickmacross Workhouse	Thursday, 12th January, 2023	8 weeks	Every Thursday, 6.30pm - 9.30pm
Introduction to Computers Ref: 369239	2	Iontas Centre, Castleblayney	Friday, 13th January, 2023	8 weeks	Every Friday, 10am - 1pm
For those with some knowledge:					
Word Processing Ref: 369229	3	European House, Monaghan	Monday, 9th January, 2023	13 weeks	Every Monday, 10am - 1pm
Computer Literacy Ref: 369234	3	European House, Monaghan	Monday, 9th January, 2023	13 weeks	Every Monday, 10am - 1pm
Computer Literacy Ref: 369231	3	Carrickmacross Workhouse	Tuesday, 10th January, 2023	13 weeks	Every Tuesday 2pm - 5pm
Spreadsheets Ref: 369235	3	Carrickmacross Workhouse	Tuesday, 10th January, 2023	13 weeks	Every Tuesday 6pm - 9pm
Word Processing Ref: 369236	3	European House, Monaghan	Wednesday, 11th January, 2023	13 weeks	Every Wednesday, 2pm - 4pm
Computer Applications Ref: 369588	4	Dún Mhuire Adult Education Centre, Monaghan	Monday, 9th January 2023	13 weeks	Every Monday, 10am - 1.20pm
Computer Applications Ref: 369241	4	European House, Monaghan	Wednesday, 8th February, 2023	16 weeks	Every Monday, 7pm - 9pm
Database Methods Ref: 369242	4	Carrickmacross Workhouse	Friday, 24th February, 2023	13 weeks	Every Friday, 10am - 1pm

You can also register an interest in any computer class using www.fetchcourses.ie, reference 333754 or search for computer courses all levels. For more information or to book a place email monaghanadulted@cmethb.ie or call 047 71914.



Adult Guidance and Information Service

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

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Shaping My Future	Unaccredited	ONLINE via Zoom	Thursday, 17th November, 2022	4 weeks	Every Thursday, 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.

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. It is a free and confidential service offered by CMETB to assist those who wish to return to education and/or training but are unsure of what to do. You can meet with a Guidance Counsellor for a one-to-one Appointment both online or face to face and we also offer an outreach service through the libraries in Co Monaghan.

www.cmetbadultguidance.ie

Email: monaghanguidance@cmetb.ie

Tel: 047 30800



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ESOL Courses

English for Speakers of Other Languages (ESOL) is the provision of English language courses for learners whose first language is not English. All ESOL courses aim to develop the learners core language skills in the areas of Listening, Speaking, Reading, Writing and Grammatical Accuracy. The ESOL service provides 6 hours tuition per week to people who do not have English as their first language.

The content of courses will depend on your level, but the main focus of all of our ESOL programmes is to provide learners with the language skills required to be active citizens in a wide range of everyday social, work related and cultural situations.

Registration takes place on a monthly basis, at a number of venues across County Monaghan. At registration, learners are required to complete a short application form with basic personal details before undertaking a short assessment, which determines their existing level of English. Based on this assessment, learners are allocated to an appropriate level.

Monaghan Registration Dates and Times:

Module	Venue	Start Date	Time
ESOL Registration	European House, Monaghan (Room 2)	Friday, 2nd December, 2022	2.30pm to 4pm
ESOL Registration	European House, Monaghan (Room 2)	Friday 13th January, 2023	2.30pm to 4pm

Carrickmacross Registration Dates and Times:

Module	Venue	Start Date	Time
ESOL Registration	Workhouse Carrickmacross	Friday, 2nd December, 2022	10.30am to 12.00pm
ESOL Registration	Workhouse Carrickmacross	Friday 13th January, 2023	10.30am to 12.00pm

All courses are free of charge. Priority will be given to learners who are unemployed and/or have limited education/English language skills. You **must** have a PPS number.

Contact: Laura Brady, ESOL Co-Ordinator
Phone: 0877427675 e-mail: esol@cmetb.ie



Cavan and Monaghan Education and Training Board Evening Provision

Monaghan Evening Provision courses are delivered in Monaghan Institute, Armagh Rd, Knockaconny, Co. Monaghan.

MODULE	LEVEL	START DATE	TIME	NUMBER of WEEKS
Maths for IT / Maths	5	Jan-23	6pm – 9pm	15
Bookkeeping	5	Jan-23	6pm – 9pm	12
Accounting	5	Jan-23	6pm – 9pm	12
Activities of Living Patient Care	5	Jan-23	6pm – 9pm	12
Nutrition	5	Jan-23	6pm – 9pm	12
Safety and Health at Work	5	Jan-23	6pm – 9pm	12
CAD Solidworks	5	Jan-23	6pm – 9pm	12
Spreadsheet Methods	5	Jan-23	6pm – 9pm	12
MOS Excel	N/A	Jan-23	6pm – 9pm	12
Business Administration Skills	5	Jan-23	6pm – 9pm	12
Digital Marketing	5	Jan-23	6pm – 9pm	12
Animal Grooming	5	Jan-23	6pm – 9pm	12
Sales and Marketing Management	6	Jan-23	6pm – 9pm	12
Administration Practices	6	Jan-23	6pm – 9pm	12
Bookkeeping	6	Jan-23	6pm – 9pm	12
Payroll	6	Jan-23	6pm – 9pm	12
Learning Difficulty Awareness	6	Jan-23	6pm – 9pm	12
Assistive Technology	6	Jan-23	6pm – 9pm	12
Employment Law	6	Jan-23	6pm – 9pm	12
HR Management	6	Jan-23	6pm – 9pm	12
Training & Development (Module: Training Needs Identification & Design)	6	Jan-23	6pm – 9pm	12
Training & Development (Module: Training Delivery and Evaluation)	6	Jan-23	6pm – 9pm	12
Professional Presentations	6	Jan-23	6pm – 9pm	12
Adobe Illustrator	N/A	Jan-23	6pm – 9pm	10
ICDL Workforce	N/A	Jan-23	6pm – 9pm	12
Cake Decorating	FDQ	Jan-23	6pm – 9pm	TBC
Team Leadership	6	Jan-23	6pm – 9pm	12

Visit: www.cmetb.ie/evening-provision

Evening Provision Team

E: eveningcourses@cmetb.ie
T: 049 4353904 or 087 4054311



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For further information please contact us on:

MonaghanAdultEd@cmetb.ie

047 71914



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