

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

Monaghan Class Timetable September 2023

E-mail: MonaghanAdultEd@cmetb.ie

Phone: 047 71914

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

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 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.

The Adult Guidance and Information Service

If you are unsure of what course you would like to do, the first step would be to contact The Adult Guidance and Information Service. It is a free and confidential service to assist those who wish to return to education and/or training but are unsure of what to do. You can meet with an Adult Guidance Counsellor for one to one appointment either face to face or on line in Monaghan, Carrickmacross, Castleblayney or Clones. Contact details are as follows:

Website: www.cmetbadultguidance.ie

E-mail: monahanguidance@cmetb.ie

Phone: 047 30800

Eircode references for our Centres

- | | |
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| • Dún Mhuire Adult Education CentreH18 T383 | • European House, MonaghanH18 YP84 |
| • Carrickmacross WorkhouseA81 E372 | • Gatehouse Learning CentreH18 YE35 |
| • Youthreach Centre, CastleblayneyA75 YP08 | • Ulster Canal Stores, ClonesH23 DN76 |
| • Iontas Centre, CastleblayneyA75 NF74 | • Carrickmacross LibraryA81 HY83 |
| • Clones LibraryH23 RW70 | • Monaghan InstituteH18 FY94 |



Stage 2 - Advanced Certificate in Early Learning and Care (Level 6) - 6M21471

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Stage two Advanced Certificate in Early Learning and Care Ref: 404716	6	Carrickmacross Workhouse	Monday, 4th September, 2023	Two year part time programme	Every Monday evening, 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. Certification is awarded on 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. This programme will run on a Monday evening for two years.

Stage 1 - Certificate in Early Learning and Care (Level 5) - 5M21473

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Stage 1 Early Learning and Care Award Ref: 383652	5	Carrickmacross Workhouse	Wednesday, 6th September, 2023	Two year part time programme	Every Wednesday evening, 6.30pm - 9.30pm

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

Health Service Skills Award (5M3782) and Intellectual Disability Practice Award (5M1761)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Infection Prevention and Control Ref: 383545	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 4th September, 2023	12 weeks	Every Monday, 9.30am - 12.30pm
Intellectual Disabilities Studies Ref: 383611	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 4th September, 2023	12 weeks	Every Monday, 1pm - 4pm
Activities of Living Patient Care Ref: 404653	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 4th September, 2023	12 weeks	Every Monday, 6.30pm - 9.30pm
Community Inclusion Ref: 404656	5	Castleblayney Youthreach Centre	Tuesday, 5th September, 2023	12 weeks	Every Tuesday, 9.30am - 12.30pm
Special Needs Assisting Ref: 383684	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 4th September, 2023	12 weeks	Every Monday, 6.30pm - 9.30pm
Physiotherapy Assistant Ref: 404660	5	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 6th September, 2023	12 weeks	Every Wednesday, 6.30pm - 9.30pm
Special Needs Assisting Ref: 404659	6	Carrickmacross Workhouse	Wednesday, 6th September, 2023	12 weeks	Every Wednesday, 6.30pm - 9.30pm



Business Administration Award (5M2468)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Manual and Computerised Book Keeping Ref: 383536	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 4th September, 2023	20 weeks	Every Monday, 6.30 - 9.30pm
Manual and Computerised Accounting Ref: 404663	5	Carrickmacross Workhouse	Wednesday, 6th September, 2023	20 weeks	Every Wednesday, 9.30am-12.30pm
Manual and Computerised Payroll Ref: 383331	5	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 6th September, 2023	13 weeks	Every Wednesday, 6.30pm - 9.30pm
Manual and Computerised Payroll Ref: 383527	5	Dún Mhuire Adult Education Centre, Monaghan	Thursday, 7th September, 2023	13 weeks	Every Thursday, 9.30am - 12.30pm
Reception and Frontline Office Skills Ref: 383512	5	Carrickmacross Workhouse	Tuesday, 5th September, 2023	12 weeks	Every Tuesday, 9.30 - 1pm
Information and Administration Skills Ref: 404685	5	Carrickmacross Workhouse	Wednesday, 6th September, 2023	13 weeks	Every Wednesday, 6.30pm - 9.30pm
Business Administration Skills Ref: 383376	5	Dún Mhuire Adult Education Centre, Monaghan	Friday, 8th September, 2023	12 weeks	Every Friday, 9.30am - 1pm
Word Processing Ref: 383598	5	Dún Mhuire Adult Education Centre, Monaghan	Thursday, 7th September, 2023	11 weeks	Every Thursday, 9.30 - 1pm
Digital Marketing Ref: 383644	5	Carrickmacross Workhouse	Friday, 8th September, 2023	11 weeks	Every Friday, 9.30am - 1pm

Beauty Award (5M3471)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Reflexology Ref: 404697	5	Castleblayney Youthreach Centre	Monday, 4th September, 2023	12 weeks	Every Monday, 9.30am - 1.30pm
Anatomy and Physiology Ref: 383494	5	Castleblayney Youthreach Centre	Wednesday, 6th September, 2023	12 weeks	Every Wednesday, 6.30pm - 9.30pm
Introduction to Beauty and Complementary Therapies Ref: 404882	n/a	Carrickmacross Workhouse	Thursday, 7th September, 2023	8 weeks	Every Thursday, 10am - 1pm
Introduction to Beauty Ref: 404885	n/a	Dún Mhuire Adult Education Centre, Monaghan	Friday, 8th September, 2023	8 weeks	Every Friday, 10am - 1pm

Hospitality and Culinary Skills Award (4M2063)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
International Cuisine Ref: 404712	5	Monaghan Institute	October, 2023	15 weeks	Wednesday, 9.30am - 1.30pm

Core level 5 subjects for all awards:

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Communications Ref: 383523	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 4th September, 2023	12 weeks	Every Monday, 9.30am - 12.30pm
Work Experience Ref: 383312	5	Carrickmacross Workhouse	Monday, 4th September, 2023	12 weeks	Every Monday, 9.30am-12.30pm

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

Module	QQI Level	Venue	Start Date	Approx. No. of Weeks	Time
Communications Ref: 389037	3	Castleblayney TBC	Monday, 4th September, 2023	15 weeks	Every Monday, 10am - 1pm
Communications Ref: 383602	3	Carrickmacross Workhouse	Tuesday, 5th September, 2023	15 weeks	Every Tuesday, 10am - 1pm
Communications Ref: 388705	3	European House, Monaghan	Thursday, 7th September, 2023	15 weeks	Every Thursday, 9.30am - 1pm
Communications (for speakers of languages other than English) Ref: 389043	4	European House, Monaghan	Tuesday, 19th September 2023	13 weeks	Every Tuesday and Thursday, 10am - 1pm

General Learning (4M2010)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Customer Service Ref: 388099	4	European House, Monaghan	Monday, 4th September, 2023	15 weeks	Monday, 1.30 - 4.30pm
Career Planning Ref: 388687	4	European House, Monaghan	Tuesday, 5th September, 2023	15 weeks	Tuesday, 9.30 - 12.30pm

For more information or to book a place call Sharon or Jacqui at 047 71914 or e-mail monaghanadulted@cmetb.ie

Horticulture Award (4M1994)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Horticultural Science Ref: 383531	4	Dún Mhuire Adult Education Centre, Monaghan	Tuesday, 5th September, 2023	12 weeks	Every Tuesday, 10am - 1pm

Practical Modules (4M2010)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Woodcraft Ref: 383334	4	Dún Mhuire Adult Education Centre, Monaghan	Tuesday, 5th September, 2023	12 weeks	Every Tuesday, 10am - 1pm
Home Repairs and Maintenance Ref: 383534	4	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 6th September, 2023	12 weeks	Every Wednesday, 10am - 1pm
Introduction to Woodcraft Ref: 404883	n/a	Dún Mhuire Adult Education Centre, Monaghan	Wednesday 6th September, 2023	8 weeks	Every Wednesday, 6.30pm - 9.30pm

Sport and Recreation 4M4966

New Sport and Recreation Award. This is a 56 week (4 terms) part-time programme consisting of 9 component modules. Certification is awarded on completion of all 9 modules.

Modules include:

- Soccer
- Gaelic Games
- Canoeing
- Health Related Fitness
- Word Processing
- Communications
- Teamworking
- Food & Nutrition
- Word Experience

Module	QQI Level	Venue	Start Date	Approximate No. of weeks	Time
Sport and Recreation (Specific Purpose Award)	4	Dún Mhuire Adult Education Centre, Monaghan (TBC)	First week of September, 2023 (TBC)	56 weeks (2-3 sessions per week)	TBC

For more information or to book a place call Sharon or Jacqui at 047 71914 or e-mail monaghanadulthood@cmetyb.ie

Art Classes: If you would like to improve your art skills then we offer the following classes:

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Art and Design Ref: 388251	3	Carrickmacross Workhouse	Thursday, 7th September, 2023	15 weeks	Every Thursday, 2pm - 5pm
Unaccredited Intermediate Art Ref: 388108	n/a	Dún Mhuire Adult Education Centre, Monaghan	Monday, 4th September, 2023	10 weeks	Every Monday, 2pm - 5pm

For more information or to book a place call Sharon or Jacqui at 047 71914 or e-mail monaghanadulthood@cmetyb.ie

Specific Purpose Award - Learning to Support Children in Primary School

New Learning to Support Children in Primary School Award. This 1 year part-time Specific Purpose Award consists of 4 Modules. Certification is awarded on completion of all 4 modules.

Modules include:

- Supporting Children with Learning in Primary School
- Supporting Children with Literacy in Primary School
- Supporting Children with Digital Literacy in Primary School
- Supporting Children with Maths in Primary School.

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Supporting Children with Learning in Primary School (Specific Purpose Award)	3	Dún Mhuire Adult Education Centre, Monaghan (TBC)	Monday, 25th September, 2023	43 weeks (2 Sessions per week)	Monday and Wednesday 9.30am - 12.30pm

For more information or to book a place call Sharon or Jacqui at 047 71914 or e-mail monaghanadulted@cmetb.ie

Numeracy Class

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Money Management Ref: 389034	2	European House, Monaghan	Monday, 4th September, 2023	15 weeks	Monday, 9.30am - 12.30pm

For more information or to book a place call Sharon or Jacqui at 047 71914 or e-mail monaghanadulted@cmetb.ie

Computer /Digital Literacy 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:					
Unaccredited Introduction to Smartphones Ref: 388555	n/a	European House, Monaghan	Friday, 15th September, 2023	15 weeks	Every Friday, 9.30am - 12.30pm
Introduction to Computers Ref: 389039	2	Ulster Canal Stores, Clones	Monday, 18th September, 2023	14 weeks	Every Monday, 2pm - 5pm
Introduction to Computers Ref: 388526	2	Castleblayney	Thursday, 7th September, 2023	14 weeks	Every Thursday, 2pm - 5pm
Introduction to Computers Ref: 389033	2	Carrickmacross Library	Friday 8th September, 2023	14 weeks	Every Friday 9.30am - 12.30pm
For those with some knowledge:					
Spreadsheets Ref: 388310	3	European House, Monaghan	Monday, 4th September, 2023	15 weeks	Every Monday, 10am - 1pm
Spreadsheets Ref: 383806	3	Carrickmacross Workhouse	Tuesday, 5th September, 2023	15 weeks	Every Tuesday, 2pm - 4.30pm
Computer Literacy Ref: 389050	3	Carrickmacross Workhouse	Tuesday, 12th September, 2023	15 weeks	Every Tuesday 2pm - 5pm
Computer Literacy Ref: 388081	3	Ulster Canal Stores, Clones	Wednesday, 6th September, 2023	15 weeks	Every Wednesday, 1.30 - 4.30pm
Word Processing Ref: 388068	3	The Gatehouse Learning Centre, Monaghan	Thursday, 7th September, 2023	15 weeks	Every Thursday, 10am - 12pm
Desktop Publishing Ref: 389999	4	The Gatehouse Learning Centre, Monaghan	Monday, 18th September, 2023	15 weeks	Every Monday, 10am - 1pm
IT Skills Ref: 388061	4	Dún Mhuire Adult Education Centre, Monaghan	Monday, 4th September, 2023	15 weeks	Every Monday, 10am - 1.20pm
Word Processing Ref: 388370	4	Castleblayney Youthreach Centre	Tuesday, 5th September, 2023	15 weeks	Every Tuesday, 4pm - 6pm
IT Skills Ref: 384291	4	Carrickmacross Workhouse	Tuesday, 5th September, 2023	15 weeks	Tuesday, 5.30pm - 8pm
IT Skills Ref: 389060	4	Castleblayney (TBC)	Wednesday, 13th September, 2023	15 weeks	Every Wednesday, 2pm - 5pm
Computer Applications & Information Technology Skills Ref: 383189	4	Carrickmacross Workhouse	Tuesday, 5th September, 2023	20 weeks	Every Tuesday, 9.30am - 12.30pm

UNACCREDITED COURSES

Lifestyle Courses (Health Returns, Banking Online, Passport Renewal, Tax Returns)

Module	QQI Level	Venue	Start Date	Approx. No. of weeks	Time
How to Manage your Life Online - Topics covered: <ul style="list-style-type: none"> • Navigating MyGov • Navigating MyWelfare • Online Banking • Online Healthcare Claims • Online Passport Applications • Online Purchases - Groceries, Flights, GAA Tickets etc 					
How to manage your Life Online Ref: 389040	n/a	Gatehouse Learning Centre, Monaghan	Tuesday 7th November, 2023	7 weeks	Every Tuesday, 10am - 12pm
How to manage your Life Online Ref: 389057	n/a	Carrickmacross Workhouse	Wednesday, 13th September, 2023	7 weeks	Every Wednesday, 10am - 12pm
Driver Theory Preparation Ref: 389053	n/a	Carrickmacross Workhouse	Tuesday, 12th September, 2023	8 weeks	Every Tuesday, 6pm - 8pm
Driver Theory Preparation Ref: 389030	n/a	Gatehouse Learning Centre, Monaghan	Thursday, 14th September, 2023	8 weeks	Every Thursday, 2pm - 5pm

For more information or to book a place call Sharon or Jacqui at 047 71914 or e-mail monaghanadulted@cmetb.ie

Irish Classes

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Unaccredited - Conversational Irish Ref: 384449	n/a	Monaghan TBC	Week commencing 18th September, 2023 (TBC)	10 weeks	TBC

For more information or to book a place call Sharon or Jacqui at 047 71914 or e-mail monaghanadulted@cmetb.ie

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 Jacqui or Sharon on 047 71914 for information for your area.

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Unaccredited Literacy Ref: 388326	n/a	Youthreach Centre, Castleblayney	Tuesday, 5th September, 2023	15 weeks	Every Tuesday, 2pm - 4pm
Unaccredited Literacy Ref: 369229	n/a	European House, Monaghan	Friday, 8th September, 2023	14 weeks	Every Friday, 9.30am -12.30pm

For more information or to book a place call Sharon or Jacqui at 047 71914 or e-mail monaghanadulted@cmetb.ie

HOBBY COURSES

Course Title	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Introduction to Embroidery Ref: 404878	n/a	Carrickmacross Workhouse	Thursday, 7th September, 2023	8 weeks	Every Thursday, 10am - 1pm
Introduction to Flower Arranging Ref: 404879	n/a	Carrickmacross Workhouse	Monday, 4th September, 2023	6 weeks	Every Monday, 9.30am - 12.30pm
Introduction to Flower Arranging Ref: 404886	n/a	Dún Mhuire Adult Education Centre, Monaghan	Friday, 8th September, 2023	6 weeks	Every Friday, 10am - 1pm
Upstyling Clothes Ref: 404888	n/a	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 6th September, 2023	8 weeks	Every Wednesday, 10am - 1pm

To make a booking: e-mail: monaghanadulted@cmetb.ie or call 047 71914. Bookings can also be made by logging onto www.fetchcourses.ie and using the reference code given above, register for the course you are interested in taking part in.

Important Please Note: 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 of education. Priority will also be give to residents of Counties Cavan and Monaghan and to students who satisfy all BTEI eligibility criteria. Shortlisting and screening may apply.



ADULT GUIDANCE AND INFORMATION SERVICE

Shaping My Future – 3-week course (non-accredited):

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Shaping My Future Ref: 404322	Unaccredited	ONLINE via Zoom	Tuesday, 26th September, 2023	3 weeks	Every Tuesday 10am - 12pm
Shaping My Future Ref: 404323	Unaccredited	ONLINE via Zoom	Tuesday, 24th October, 2023	3 weeks	Every Tuesday, 10am - 12pm
Shaping My Future Ref: 387946	Unaccredited	ONLINE via Zoom	Wednesday, 15th November, 2023	3 weeks	Every Wednesday 10am - 12pm

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

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 an Adult Guidance Counsellor for a one to one appointment either face to face or online in Monaghan, Carrickmacross, Castleblayney and Clones.

Drop In Information Service

The Adult Guidance and Information Service Offers a Drop In Service at the day, times and locations listed below:

No appointment necessary



European Union House
Monaghan H18 T383
Every Thursday
9.30am-12.30pm



Carrickmacross
Workhouse A81 E372
Every Wednesday
9.30am-12.30pm



CBI/CV Workshop
European House, Monaghan
H18YP84
Friday, 28th July, 2023
9.30am - 12.30pm

* CBI - Competency Based Interviews

www.cmetbadultguidance.ie

Email: monaghanguidance@cmetb.ie

Tel: 047 30800



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Education and Training Board

English Language Registration Dates (ESOL)

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 learner's 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.

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, 1st September, 2023	2.30pm to 4pm
ESOL Registration	European House, Monaghan (Room 2)	Friday, 15th September, 2023	2.30pm to 4pm

Carrickmacross Registration Dates and Times:

Module	Venue	Start Date	Time
ESOL Registration	Workhouse Carrickmacross (room 41)	Friday, 1st September, 2023	10.30am to 12.00pm
ESOL Registration	Workhouse Carrickmacross (room 41)	Friday, 15th September, 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: Karen McCarron, ESOL Co-Ordinator
Phone: 0877427675
e-mail: esol@cmeth.ie
website: www.cmeth.ie

For further information please contact us on:

MonaghanAdultEd@cmetb.ie

047 71914



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