

Part-Time Courses Summer Timetable 2024 Monaghan

Courses on offer through
Back to Education Initiative (BTEI),
Community Education
and Adult Literacy programmes

www.cmetb.ie



Note to all students

Bookings for classes via e-mail is 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.

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

All new learners to Level 5 programmes may have to go through Pre-Assessment. This will involve an adult Guidance Counsellor contacting you. 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.

Telephone: 047 71914
E-mail: MonaghanAdultEd@cmetb.ie

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. Students must be over 16 years of age. You can meet with an Adult Guidance Counsellor close to where you live or on-line. Contact details are as follows:

Telephone: 047 30800
E-mail: monaghanguidance@cmetb.ie
Web Site: www.cmetbadultguidance.ie

Centre Eircodes

Dún Mhuire Adult Education Centre - H18 T383
Carrickmacross Workhouse - A81 E372
Youthreach Centre, Castleblayney - A75 YP08
Clones Library - H23 RW70
European House, Monaghan - H18 YP84
Gatehouse Learning Centre - H18 YE35
Ulster Canal Stores, Clones - H23 DN76
Carrickmacross Library - A81 HY83



Rialtas na hÉireann
Government of Ireland



Có-mhaoinithe ag ar
Aontas Eorpach
Co-funded by the
European Union

SOLAS
learning works



cmetb
Boird Oibriste na n-Éireann
an Chathair agus Mionrochtáin
Cities and Monaghan
Education and Training Board



QR code for FETCH website (www.fetchcourses.ie) so you can apply on-line for any of the courses outlined below.

Go to the website with the QR code and using the FETCH Reference number listed below, apply for the course you are interested in taking part in.

Health Service Skills Award (5M3782)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Palliative Care FETCH Ref: 425381	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 15th April, 2024	6 weeks	Every Monday, 9.30am - 4pm
Infection Prevention and Control FETCH Ref: 425752	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 15th April, 2024	12 weeks	Every Monday, 6.30pm - 9.30pm
Nursing Theory and Practice FETCH Ref: 425459	5	Youthreach Centre, Castleblayney	Tuesday, 23rd April, 2024	6 weeks	Every Tuesday, 9.30am - 4pm

Intellectual Disabilities Practice Award (5M1761)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Special Needs Assisting FETCH Ref: 425264	5	Dún Mhuire Adult Education Centre, Monaghan	Monday, 8th April, 2024	12 weeks	Every Monday, 6.30pm - 9.30pm
Special Needs Assisting FETCH Ref: 425257	6	Carrickmacross Workhouse	Wednesday, 10th April, 2024	12 weeks	Every Wednesday, 6.30pm - 9.30pm

HACCP course

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
HACCP FETCH Ref: 422889	n/a	Dún Mhuire Adult Education Centre, Monaghan	Monday, 22nd & 29th April, 2024	2 days	Monday, 9am - 5pm

Business Administration Award (5M2468)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Reception and Front Line Office Skills FETCH Ref: 425700	5	Carrickmacross Workhouse	Monday, 8th April, 2024	7 weeks	Every Monday, 9.30am - 1.30pm
Information and Administration FETCH Ref: 426865	5	Carrickmacross Workhouse	Tuesday, 19th March, 2024	9 weeks	Every Tuesday, 9.30am-1.30pm
Business Administration Skills FETCH Ref: 425349	5	Dún Mhuire Adult Education Centre, Monaghan	Friday, 22nd March, 2024	9 weeks	Every Friday, 9.30am - 1.30pm
Database Methods FETCH Ref: 443829	5	Dún Mhuire Adult Education Centre, Monaghan	Thursday, 29th February, 2024	11 weeks	Every Thursday, 9.30am - 1pm
Spreadsheet Methods FETCH Ref: 425784	5	Carrickmacross Workhouse	Friday, 1st March, 2024	11 weeks	Every Friday, 9.30am - 1pm
Word Processing FETCH Ref: 425777	5	Dún Mhuire Adult Education Centre, Monaghan	Tuesday, 5th March, 2024	11 weeks	Every Tuesday, 9.30am - 12.30pm

Beauty Award (5M3471)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Beauty Industry Ethics and Practice FETCH Ref: 425402	5	Castleblayney Youthreach Centre	Monday, 8th April, 2024	7 weeks	Every Monday, 9.30am - 1.30pm
Body Massage and Figure Analysis FETCH Ref: 425267	5	Castleblayney Youthreach Centre	Wednesday, 10th April, 2024	12 weeks	Every Wednesday, 6.30pm - 9.30pm

Core level 5 subjects for all awards:

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Communications FETCH Ref: 425417	5	Carrickmacross Workhouse	Wednesday, 10th April, 2024	12 weeks	Every Wednesday, 6.30pm - 9.30pm

Horticulture Award (4M1994)

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Growing Vegetables FETCH Ref: 425285	4	Dún Mhuire Adult Education Centre, Monaghan	Tuesday, 30th April, 2024	5 weeks	Every Tuesday, 9.30am - 4pm

First Aid and Patient Moving and Handling Courses

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
FAR First Aid Responders FETCH Ref: 434602	n/a	Dún Mhuire Adult Education Centre, Monaghan	Tuesday, 16th April, 2024	3 weeks	Every Tuesday, 9.30am - 4pm
FAR First Aid Responders FETCH Ref: 443837	n/a	Carrickmacross Workhouse	Thursday, 2nd May, 2024	3 weeks	Every Thursday, 9.30am - 4pm
Patient Moving and Handling FETCH Ref: 428660	n/a	Dún Mhuire Adult Education Centre, Monaghan	Friday 26th April, 2024	1 day	Friday, 9.30am - 4pm
Patient Moving and Handling FETCH Ref: 428696	n/a	Dún Mhuire Adult Education Centre, Monaghan	Friday, 24th May, 2024	1 day	Friday, 9.30am - 4pm

Lifestyle classes: support for people who are studying for the Driver Theory test

Module	QQI Level	Venue	Start Date	Approximate No. of weeks	Time
Unaccredited Driver Theory Preparation FETCH Ref: 422344	n/a	Carrickmacross Workhouse	Tuesday, 20th February, 2024	12 weeks (rolling intake - registration essential)	Every Tuesday, 6pm - 8pm
Unaccredited Driver Theory Preparation FETCH Ref: 422371	n/a	European House, Monaghan	Wednesday, 21st February, 2024	12 weeks (rolling intake - registration essential)	Every Wednesday, 6.30pm - 8.30pm

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

Art classes: you can join these classes to try out Art with no pressure or assignments

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Unaccredited Art FETCH Ref: 436109	n/a	Carrickmacross Workhouse	Thursday, 29th February, 2024	6 weeks	Every Thursday, 6.30pm - 9pm
Unaccredited Art FETCH Ref: 436108	n/a	Dún Mhuire Adult Education Centre, Monaghan	Monday, 26th February, 2024	6 weeks	Every Monday, 2pm - 5pm

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

Literacy classes: start here if you need help with Reading, Writing and Life skills

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Reading FETCH Ref: 421092	1	Youthreach Centre, Castleblayney	Tuesday, 20th February, 2024	9 weeks	Every Tuesday, 2pm - 4pm
Personal Effectiveness FETCH Ref: 420905	3	Ulster Canal Stores, Clones	Wednesday, 21st February, 2024	12 weeks	Every Wednesday, 1.30pm - 4.30pm

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

Numeracy Class: practice everyday skills in handling money such as checking your change

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Money Management FETCH Ref: 421070	2	European House, Monaghan	Thursday, 22nd February, 2024	12 weeks	Every Thursday, 10am - 12pm
Money Management FETCH Ref: 436159	2	Carrickmacross Workhouse	Thursday, 22nd February, 2024	12 weeks	Every Thursday, 1pm - 3pm

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

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Irish Conversation FETCH Ref: 436306	n/a	Dún Mhuire Adult Education Centre, Monaghan	TBC	6 weeks	Evenings
Culinary Skills FETCH Ref: 436483	3	Iontas Centre, Castleblayney	TBC	13 weeks	Mornings
Culinary Skills FETCH Ref: 436485	3	Monaghan Institute	TBC	13 weeks	Mornings

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

Supporting Children with Learning: if you are a parent who wants to help their child with school work, then these are for you.

Module	QQI Level	Venue	Start Date	Approx. No. of weeks	Time
Supporting Children with Maths in Primary School FETCH Ref: 421261	3	Dún Mhuire Adult Education Centre, Monaghan TBC	Wednesday, 28th February, 2024	8 weeks (2 mornings per week, Monday & Wednesday)	Every Monday & Wednesday, 9.30am - 12.30pm
Supporting Children with Digital Literacy in Primary School FETCH Ref: 421260	3	Dún Mhuire Adult Education Centre, Monaghan TBC	Monday, 29th April, 2024	8 weeks (2 mornings per week, Monday & Wednesday)	Every Monday & 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

Computer /Digital Literacy classes: you can join one of these classes if you want to improve your skills on your phone or computer.

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
For Beginners:					
Unaccredited Introduction to Smartphones FETCH Ref: 436113	n/a	Carrickmacross	Friday, 23rd February, 2024	6 weeks	Every Friday, 1.30pm - 3.30pm
Unaccredited Introduction to Smartphones FETCH Ref: 436114	n/a	Gatehouse Learning Centre, Monaghan	Thursday, 25th April, 2024	6 weeks	Every Thursday, 1.30pm - 3.30pm
Introduction to Computers FETCH Ref: 420892	2	Carrickmacross Workhouse	Tuesday, 9th April, 2024	8 weeks	Every Tuesday, 10am - 1pm
For those with some knowledge:					
Internet Skills FETCH Ref: 436224	3	European House, Monaghan	Monday, 22 April, 2024	13 weeks	Every Monday, 2pm - 5pm
Internet Skills FETCH Ref: 436229	3	Carrickmacross Workhouse	Friday, 26th April, 2024	13 weeks	Every Friday, 2pm - 5pm
Word Processing FETCH Ref: 436215	3	European House, Monaghan	Monday, 13th May, 2024	12 weeks	Every Monday, 10am - 1pm
For more information or to book a place call Sharon or Jacqui at 047 71914 or e-mail monaghanadulted@cmetb.ie					

Pathways to Success - take the next step! You can join these classes if you want to progress to a course at Level 5, either with Adult Education or with Monaghan Institute or to an Apprenticeship or Traineeship. You may also be able to join Level 4 classes if you have completed a relevant Level 3 course.

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Information Technology Skills FETCH Ref: 436302	4	Carrickmacross Workhouse	Thursday, 7th March, 2024	13 weeks	Every Thursday, 2pm - 5pm
Computer Applications FETCH Ref: 436283	4	European House, Monaghan	Monday, 22nd April, 2024	13 weeks	Every Monday, 10am - 1pm
Information Technology Skills FETCH Ref: 436292	4	Dún Mhuire Adult Education Centre, Monaghan	Monday, 29th April, 2024	13 weeks	Every Monday, 10am - 1pm
Computer Applications FETCH Ref: 436301	4	Carrickmacross Workhouse	Tuesday, 30th April, 2024	13 weeks	Every Tuesday, 2pm - 5pm
Information Technology Skills FETCH Ref: 436296	4	Gatehouse Learning Centre	Thursday 6th June, 2024	8 weeks	Every Thursday, 1.30pm - 5pm
Career Planning FETCH Ref: 436281	4	European House, Monaghan	Thursday, 11th April, 2024	8 weeks	Every Thursday, 9.30am - 1pm
Career Planning FETCH Ref: 436277	4	Carrickmacross Workhouse	Thursday, 30th May, 2024	9 weeks	Every Thursday, 9.30am - 1pm
Communications FETCH Ref: 436524	4	European House, Monaghan	Monday, 22nd & Tuesday 23rd April, 2024	6 weeks	Every Monday, 1.30pm - 4.30pm & Every Tuesday, 9.30am - 12.30pm
Communications FETCH Ref: 436525	4	Carrickmacross Workhouse	Wednesday, 24th April, 2024	5 weeks	Every Wednesday, 10am - 4pm
Computer Applications FETCH Ref: 436274	4	Youthreach Centre, Castleblayney	Tuesday, 23rd April, 2024	14 weeks	Every Tuesday, 4pm - 6pm
Word Processing FETCH Ref: 436264	4	European House, Monaghan	Wednesday, 24th April, 2024	13 weeks	Every Wednesday, 2pm - 5pm

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 FETCH Ref: 428764	n/a	Carrickmacross Workhouse	Thursday, 11th April, 2024	8 weeks	Every Thursday, 10am - 1pm
Advanced Flower Arranging FETCH Ref: 428761	n/a	Carrickmacross Workhouse	Monday, 8th April, 2024	6 weeks	Every Monday, 10am - 1pm
Advanced Flower Arranging FETCH Ref: 444381	n/a	Dún Mhuire Adult Education Centre, Monaghan	Friday, 12th April, 2024	6 weeks	Every Friday, 10am - 1pm
Introduction to Jewellery Making FETCH Ref: 428723	n/a	Dún Mhuire Adult Education Centre, Monaghan	Tuesday, 9th April, 2024	6 weeks	Every Tuesday, 6.30pm - 9.30pm
Introduction to Genealogy FETCH Ref: 429880	n/a	Carrickmacross Workhouse	Tuesday, 9th April, 2024	6 weeks	Every Tuesday, 6.30pm - 9.30pm
Introduction to Photoshop (**Participants must have access to their own Photoshop software) FETCH Ref: 428618	n/a	Dún Mhuire Adult Education Centre, Monaghan	Thursday, 11th April, 2024	6 weeks	Every Thursday, 6.30pm - 9.30pm
Upstyling Clothes FETCH Ref: 428642	n/a	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 15th May, 2024	3 weeks	Every Wednesday and Thursday, 10am - 1pm

Course Title	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Skincare and Makeup Application FETCH Ref: 429902	n/a	Carrickmacross Workhouse	Friday, 22nd March, 2024	8 weeks	Every Friday, 10am - 1pm
Introduction to Beauty and Complementary Therapies FETCH Ref: 429896	n/a	Dún Mhuire Adult Education Centre, Monaghan	Thursday, 21st March, 2024	8 weeks	Every Thursday 10am - 1pm
Introduction to Interior Design FETCH Ref: 429919	n/a	Dún Mhuire Adult Education Centre, Monaghan	Friday, 12th April, 2024	6 weeks	Every Friday, 10am - 1pm
Introduction to Woodcraft FETCH Ref: 428747	n/a	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 10th April, 2024	8 weeks	Every Wednesday, 6.30pm - 9.30pm
Summer Pot Planting FETCH Ref: 429869	n/a	Dún Mhuire Adult Education Centre, Monaghan	Wednesday, 10th April, 2024	6 weeks	Every Wednesday, 2pm - 4pm

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 Monaghan and Cavan. Shortlisting and screening may apply.

Adult Guidance and Information Service

Website: www.cmetbadultguidance.ie
Email: monaghanguidance@cmetb.ie
Telephone: 047 30800

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.

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

Module	QQI Level	Venue	Start Date	Approx. No of weeks	Time
Shaping My Future FETCH Ref: 444069	Unaccredited	ONLINE via Zoom	Tuesday, 19th March, 2024	3 weeks	Every Tuesday 11am - 1pm
Shaping My Future FETCH Ref: 444070	Unaccredited	ONLINE via Zoom	Tuesday, 30th April, 2024	3 weeks	Every Tuesday, 11am - 1pm

To register for either modules, go to the website www.fetchcourses.ie and using the reference code provided, register for your course. Enquiries via email are encouraged for faster response time. E-mail monaghanguidance@cmetb.ie or phone 04730800.

These are non-accredited course designed for those who are considering their future career and how to go about setting goals for that future. It will encourage you to look at your interests, your skills and your values and to research training and education courses which will help you to be come more employable in the future. Applicants to this course must have access to a device with internet connection (eg. PC, Laptop, Tablet or Smart Phone) and good IT skills. Priority will be given to all unemployed adults. An initial discussion with a Guidance Counsellor will help to determine your suitability. You must be able to commit to 6 hours of participation over a period of up to 3 weeks.

Drop In Information Service

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



Rialtas na hÉireann
Government of Ireland



Có-mhaoinithe ag ar Aontas Eorpach
Co-funded by the European Union



cmetb
Boird Oibríochtaí agus Oiliúna an Chláirín agus Micreoscóil
Career and Monaghan 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 class.



Registration Dates and Times:

European House, Monaghan, H18 YP84	Workhouse, Carrickmacross A81 E372
Friday 08 March, 2024 Friday 12 April, 2024 Friday 10 May, 2024 Friday 07 June, 2024	Friday 08 March, 2024 Friday 12 April, 2024 Friday 10 May, 2024 Friday 07 June, 2024
Room 2 2.30pm - 4pm	Room 30 10.30am - 4pm

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 to take part in any of the classes.

Contact: Karen McCarron, ESOL Co-Ordinator
Phone: 0877427675
e-mail: esol@cmetb.ie
website: www.cmetb.ie



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 like reading, 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 following Co-Ordinators

Monaghan - Jacqui Ward | jacquiward@cmetb.ie | 0871967888

Cavan - Deirdre O'Callaghan | deirdreocallaghan@cmetb.ie | 0873802141

Ballyjamesduff - Regina Clarke | reginaclarke@cmetb.ie | 0872855907



Rialtas na hÉireann
Government of Ireland



Có-mhaoinithe ag ar
Aontas Eorpach
Co-funded by the
European Union

SOLAS
learning works



QQI AWARD



cmetb
Boord Cúrsaí Bain agus Úsáid
an Chábháin agus Mídeascáil
Cúrsaí agus Monatóir
Education and Training Board

For further information please contact us on:

MonaghanAdultEd@cmetb.ie

047 71914



cmetb

Bord Oideachais agus Oiliúna
an Chabháin agus Mhuíneacháin
*Cavan and Monaghan
Education and Training Board*

www.cmetb.ie



Rialtas na hÉireann
Government of Ireland



Có-mhaoinithe ag ar
Aontas Eorpach
Co-funded by the
European Union

SOLAS
learning works



QQI AWARD



cmetb
Bord Oideachais agus Oiliúna
an Chabháin agus Mhuíneacháin
*Cavan and Monaghan
Education and Training Board*