

LEITRIM FURTHER EDUCATION & TRAINING COURSE PROSPECTUS

JANUARY TO JUNE 2020



msletb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

www.msletb.ie

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1 LEITRIM ADULT EDUCATIONAL GUIDANCE SERVICE

DECIDING WHICH COURSE IS RIGHT FOR YOU.....

Are you considering returning to or continuing with education?

Are you having difficulty in finding or keeping suitable employment due to lack of appropriate education qualifications?

Do you wish to explore new forms of education and training?

Leitrim Adult Educational Guidance Service is a free, impartial and confidential service that helps people to make informed educational, career and life choices.

You will be supported by a professional Adult Educational Guidance Counsellor in identifying your unique strengths, experiences and potential. You will be supported to make decisions about your future and encouraged to achieve your goals through a step by step approach.

The Adult Guidance Information Officer will research your education and training options and provide you with accurate, up-to-date and impartial information to suit your needs. You will be helped by clarifying and simplifying funding supports, entry requirements and qualification levels.

The Leitrim Adult Educational Guidance Service will help you to discover what courses and opportunities are available and suitable to you in order to make an informed choice.

Please contact

Niamh Brennan, Adult Guidance Counsellor / Co-Ordinator niamhbrennan@msletb.ie

Jane Nolan, Adult Guidance Information Officer janenolan@msletb.ie

call 071 962 1371 / 086 774 3329 or visit www.msletbadultguidance.ie

[f @leitrimadultguidance](#)

[t @leitrimguidance](#)

DEFINITION

"Guidance facilitates people throughout their lives to manage their own educational, training, occupational, personal, social and life choices so that they reach their full potential and contribute to the development of a better society"

National Guidance Forum 2007

2 GENERAL INFORMATION

SELF-DIRECTED SEARCH

There are a number of websites that provide up-to-date detailed information on courses provided by Mayo Sligo Leitrim Education and Training Board (MSLETB) and other education providers such as:

- www.fetchcourses.ie
- www.careersportal.ie
- www.qualifax.ie

HOW DO I APPLY?

For further information or to apply for any course listed in this publication you can ring the contact phone number provided otherwise you can apply online at www.fetchcourses.ie

MONEY MATTERS

Many of our courses are free or have a minimal charge. In fact, you may be entitled to some financial supports while studying with MSLETB.

COURSE STANDARDS AND CERTIFICATION

Quality and Qualifications Ireland (QQI) is the main awarding body for courses offered in the Further Education and Training Sector in Ireland.

One of the roles of QQI is to maintain the National Framework of Qualifications (NFQ) as a system of relating different qualification levels to one another. The NFQ supports students in understanding the expectations of each level so they can make informed decisions on the most appropriate course to study.

If you need support exploring your education and training options, wish to discuss what financial supports are available or would like assistance applying for a course please contact the Leitrim Adult Educational Guidance Service on 071 962 1371 / 086 774 3329.

NATIONAL FRAMEWORKS OF QUALIFICATIONS



3 FURTHER EDUCATION & TRAINING IN COUNTY LEITRIM

MSLETB offer full-time, part-time and online courses under the following schemes. In County Leitrim courses range from non-accredited to QQI level 6 certified courses.

For further details on any of these schemes please contact the Leitrim Adult Educational Guidance Service on: 071 962 1371 / 086 774 3329.

ACCREDITATION	PART-TIME	FULL-TIME
QQI Level 6	Back to Education Initiative	Apprenticeships Post Leaving Certificate (PLC)
QQI Level 5	Back to Education Initiative	Apprenticeships Local Training Initiatives Post Leaving Certificate (PLC) Specific Skills Training Traineeships Vocational Training Opportunities Scheme (VTOS)
QQI Level 4	Back to Education Initiative	Community Training Centre Specific Skills Training Specialist Training Providers Youthreach
QQI Level 3	Adult Basic Education Back to Education Initiative Skills for Work	Youthreach
QQI Level 2	Adult Basic Education	
QQI Level 1	Adult Basic Education	
Non-accredited / Hobby Type Courses	Adult Basic Education Community Education Self-financing Evening Classes	

ONLINE
Free courses designed to provide specific skills training to enhance your skills and employment prospectus:
www.eCollege.ie

4 EMPLOYER SERVICES

SKILLS FOR WORK

Skills for Work (SFW) is a national programme aimed at providing educational training opportunities to help employees' basic skill demands of the workplace.



TO PARTICIPATE EMPLOYEES MUST:

- Be in full or part-time paid employment.
- Have no or low educational qualifications.
- Be over 18 years of age.

Information and Contact:

www.msletbtrainingcentres.ie / www.skillsforwork.ie

Email: trainingcentressligo@msletb.ie or call reception: 071 915 9500

SKILLS TO ADVANCE

Are you an employer or are you currently employed? The Skills to Advance initiative supports working lives and enterprise growth in Ireland with an approach aimed at benefitting both employers and people in employment (including part-time employees and self-employed) by providing free or heavily subsidised education and training opportunities.

WHO IS IT FOR?

- Workers in all parts of the workforce whose skills level is below level 5 or are over 50 years old or people that are working in sectors that are vulnerable to displacement.
- Small and medium sized enterprises and other organisations with limited capacity to identify and meet skill development needs of their employees.
- Industry sectors with skills needs, arising from emerging opportunities or as a result of economic vulnerabilities.

Information and Contact:

www.msletbtrainingcentres.ie

Email: skillstoadvance@msletb.ie or call reception: 071 915 9500

5 LOCATION OF SERVICES



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APPRENTICESHIPS

An Apprenticeship is a programme of formal education and training. It combines learning in your place of work, with learning in an education or training centre. Apprentices are employed by an approved employer for the duration of the programme, up to four years in total. On successful completion of a number of phases of training, apprentices become recognised craftspeople or professionals.

The traditional **craft apprenticeships** is recognised at QQI Level 6 on the National Framework Of Qualifications and normally consists of 3 off-the-job phases focusing on training with an ETB or Institute of Technology and 4 on-the-job phases with a recognised employer.

A range of **new occupational apprenticeships** are in the process of being developed and introduced.

Apprenticeships are currently available and are being developed across a wide range of industries and sectors.

APPRENTICESHIPS IN DEVELOPMENT (AS OF 18TH NOVEMBER 2019)

Applied Horticulture
Arboriculture
Brick Advanced Quantity Surveyor
Bar Manager
Commercial Driver
Farm Manager
Farm Technician
Healthcare Assistant
Manufacturing Data Integration Engineer
Precision Machinist and Quality Control
Recruitment Executive
Sales Specialist
Scaffolding Level
Software Solutions Architect
Sportsturf Management
Stud Farm Assistant Management
Supply Chain Associate

It is important to note that while all apprenticeships are open to people living in Leitrim, all off-the-job training will take place in locations outside the county.

For information on entry requirements, training structure, where to find apprenticeship vacancies and a range of related videos please see www.apprenticeship.ie or contact one of our Senior Training Advisors, Caroline Carty 071 9159573, Linda Lally 071 9659507 or Padraig Greene 071 9159529 or email apprenticeship@msletb.ie

LIST OF APPRENTICESHIPS (AS OF 18TH NOVEMBER 2019)

AUCTIONEERING

Auctioneering and Property Services

BIOPHARMACHEM

Laboratory Technician

Laboratory Analyst

CONSTRUCTION

Brick and Stone laying

Carpentry and Joinery

Geo Driller

Painting and Decorating

Plastering

ELECTRICAL

Aircraft Mechanics

Electrical

Electrical Instrumentation

Electronic Security Systems

Industrial Electrical Engineer

Instrumentation

Refrigeration and Air Conditioning

ENGINEERING

Ferriery

Engineering Services Management

Industrial Insulation

Manufacturing Engineering

Manufacturing Technology

Mechanical Automation and Maintenance Fitting

Metal Fabrication

Original Equipment Manufacturing Engineer

Pipefitting

Polymer Processing Technology

Sheet Metalworking

Toolmaking

FINANCE

Accounting Technician

International Financial Services Associate

International Financial Services Specialist

Insurance Practice

HAIR

Hairdressing

HOSPITALITY AND FOOD

Butcher

Chef De Partie

Commis Chef

Sous-Chef

ICT

CGI Technical Artist

Cybersecurity

ICT Associate Network Engineer

ICT Associate Software Developer

Telecommunications and Data Network

Engineering Technician

LOGISTICS

Lean Sigma Manager

Logistics Associate

Supply Chain Manager

Supply Chain Specialist

MOTOR

Agricultural Mechanics

Construction Plant Fitting

Heavy Vehicle Mechanics

Motor Mechanics

Vehicle Body Repairs

PLUMBING

Stonecutting and Stonemasonry

Wood Manufacturing and Finishing

SALES

Retail Supervision

7 COURSES BY CAREER AREA

LOCATION(S) CERTIFICATION MODULES DELIVERY START DATE DAY & TIME DURATION PROGRAMME CONTACT

ART CRAFT & DESIGN

PHOTOSHOP FOR BEGINNERS

Drumshanbo Enterprise Centre	No Certification	Photoshop	Part-time	20th January 2020	Mondays 7pm-9pm	10 weeks	Self-financing Evening Classes Cost €100	071 968 6017 Aidan
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POTTERY

Drumshanbo Enterprise Centre	No Certification	Pottery	Part-time	Late January 2020	One night per week, day & time to be confirmed	5 weeks	Self-financing Evening Classes Cost €75	071 968 6017 Aidan
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PHOTOGRAPHY

New Ballagh Centre, Rossinver	QQI Level 5	Digital Photography	Part-time	21st February 2020	Friday 10am-1pm	10 weeks	BTEI	071 962 0024 ext. 205 Paul
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CONSTRUCTION SKILLS

WOODWORK

Tullaghan	QQI Level 3	Craft Woodwork	Part-time	13th January 2020	To be confirmed	10 weeks	BTEI	071 962 0024 ext. 205 Paul
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BOAT RESTORATION

Drumshanbo	QQI Level 4	Metalcraft Woodwork	Part-time	To be confirmed	Tuesday 9am-3.30pm	8 weeks	BTEI	071 962 0024 ext. 205 Paul
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CONSTRUCTION GROUNDWORK SKILLS

Carrick on Shannon	QQI Level 4	Career Planning Concreting Kerb Flag & Pavior Laying Handling Safety & Manual Safepass	Full-time	17th February 2020	Monday to Thursday 8.30am-3.45pm & Friday 8.30am-12.45pm	12 weeks	Specific Skills Training	071 915 9514 or 071 915 9535
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CORE SKILLS, LANGUAGE & GENERAL LEARNING

BUS DRIVER THEORY

Carrick on Shannon/Manorhamilton	No Certification	Preparation for Bus Driver Theory Test	Part-time	6th January 2020 (continuous intake)	3 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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CONVERSATIONAL IRISH

Drumshanbo Vocational School	No Certification	Conversational Irish	Part-time	Late January 2020	To be confirmed	5 weeks	Self-financing Evening Classes Cost €50	071 968 6017 Aidan
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CAR DRIVER THEORY

Carrick on Shannon/Manorhamilton	No Certification	Preparation for Car Driver Theory Test	Part-time	6th January 2020 (continuous intake)	3 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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FAMILY LEARNING - BUDGET IDEAS FOR THE FAMILY

Carrick on Shannon/Manorhamilton	No Certification	How to budget for shopping, household bills, best value for trips away	Part-time	2nd March 2020	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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FAMILY LEARNING - CODING

Carrick on Shannon	No Certification	Teach your child about basic computer coding techniques	Part-time	2nd March 2020	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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FAMILY LEARNING - LEARNING THROUGH PLAY

Carrick on Shannon/Mohill	No Certification	Learn how to teach your child through everyday toys and games	Part-time	2nd March 2020	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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FAMILY LEARNING - PARENTS HELPING WITH HOMEWORK

Carrick on Shannon/Mohill	No Certification	Learn how to support your children with their homework	Part-time	2nd March 2020	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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FAMILY LEARNING - QUICK & EASY MEALS

Carrick on Shannon/Mohill	No Certification	Cooking, learning new recipes	Part-time	2nd March 2020	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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INTRODUCTION TO ONLINE BANKING

Carrick on Shannon/Manorhamilton	No Certification	Learn how to use online banking	Part-time	2nd March 2020	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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ONE TO ONE READING WRITING & SPELLING

Carrick on Shannon/Manorhamilton	No Certification	Reading, Writing, Spelling	Part-time	6th January 2020 (continuous intake)	1 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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TRUCK DRIVER THEORY

Carrick on Shannon/Manorhamilton	No Certification	Preparation for Truck Driver Theory Test	Part-time	6th January 2020 (continuous intake)	3 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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BUDGETING AND EVERYDAY NUMBERS

Carrick on Shannon/Manorhamilton	QQI Level 1, 2 & 3	Learn how to budget effectively for shopping and household bills	Part-time	6th January 2020 (continuous intake)	2 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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ESOL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)

Carrick on Shannon/Manorhamilton/ Carrigallen	QQI Level 1 to 5, IELTS Beginners, Elementary, Intermediate & Advanced	Learn how to speak, listen, read and write in English from beginners to advanced	Part-time	6th January 2020 (continuous intake)	3 to 5 hours per week	40 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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GENERAL LEARNING / YOUTHREACH

Mohill Youthreach Centre	QQI Level 3	Art Maths Career Preparation Communications Culinary Operations Drama Health & Safety Music Personal Effectiveness Sports & Recreation Woodwork Word Processing	Full-time	Continuous Intake	Monday to Thursday 9am-3.45pm & Friday 9am-12.30pm	47 weeks	Youthreach	071 968 6018
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COLLEGE ACCESS PROGRAMME / YOUTHREACH

Mohill Youthreach Centre	QQI Level 4	Career Preparation Communications Health & Safety Information Technology Maths Personal & Interpersonal Skills Skills for Work Sports & Recreation Woodwork Work Experience	Full-time	Continuous Intake	Monday to Thursday 9am-3.45pm & Friday 9am-12.30pm	47 weeks	Youthreach	071 968 6018
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CUSTOMER SERVICE

CAREER IN RETAIL SKILLS

Carrick on Shannon	QQI Level 4	Communications Customer Service IT Skills Retail Payment Procedures Retail Sales Techniques Stock Control Team Working Work Experience	Full-time	Continuous Intake	Monday to Thursday 9am-4.15pm & Friday 9am-1.45pm	78 weeks	National Learning Network, Specialist Training Provider	071 965 0693
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CUSTOMER SERVICE FOR HEALTHCARE & CATERING

Carrick on Shannon	QQI Level 5	Customer Service First Aid Response Manual Handling Patient Handling	Full-time	27th January 2020	Monday to Thursday 8.30am-3.45pm & Friday 8.30am-12.45pm	7 weeks	Specific Skills Training	071 915 9514 or 071 915 9535
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HAIR & BEAUTY

HAIRDRESSING

Carrick on Shannon	QQI Level 3 & 4	Art & Design Application of Numbers Communications Desktop Publishing Hairdressing Basin Skills Hairdressing - Blow Drying Personal Care & Presentation Roller Setting Work Experience Word Processing	Full-time	Continuous Intake	Monday to Thursday 9am- 4.15pm, Friday 9am-1.45pm	104 weeks	Community Training Initiative	071 915 9514 or 071 915 9535
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HEALTH & WELFARE

HEALTH SERVICE SKILLS

Carrick on Shannon	QQI Level 5	Anatomy & Physiology Care of the Older Person Care Skills Care Supports Customer Service Health & Safety at Work Human Growth & Development Infection Prevention & Contro PHECC - First Aid Response Work Practice	Full-time	27th January 2020	Monday to Thursday 8.30am-3.45pm & Friday 8.30am-12.45pm	47 weeks	Specific Skills Training	071 915 9515 or 071 915 9535
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HORTICULTURE

HORTICULTURE

Carrick on Shannon	QQI Level 2 & 3	Learn how to grow fruit & vegetables, seasons in which to grow vegetables using a polytunnel	Part-time	6th January 2020	6 hours per week	10 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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HORTICULTURE

Ballinamore	QQI Level 4	Horticulture	Part-time	Continuous Intake	Thursday 10am-1pm	Continuous Intake	BTEI	071 962 0024 ext. 205 Paul
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HORTICULTURE WITH ECO TOURISM

Drumshanbo	QQI Level 4	Communications Establishing Ornamental Flowering Plants Establishing Trees & Shrubs Growing Fruit Growing Vegetables Health Related Fitness Horticultural Science Plant Propagation Plant Identification Safe Horticulture Practice Tourism Visitor Care Work Practice	Full-time	24th February 2020	Monday to Thursday 9am-4.15pm & Friday 9am-1.45pm	48 weeks	Local Training Initiative	071 915 9515 or 071 915 9535
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ORGANIC HORTICULTURE

Rossinver	QQI Level 5	Biodiversity & The Natural Environment Fruit & Vegetable Production Organic Production Plant Identification Plant Protection Plant Science Soil Science & Growing Media Teamworking Work Practice	Full-time	17th February 2020	Monday to Thursday 9am-4.15pm & Friday 9am-1.45pm	50 weeks	Local Training Initiative	071 915 9515 or 071 915 9535
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IT & OFFICE ADMINISTRATION

COMPUTERS FOR THE TERRIFIED

Carrick on Shannon/Manorhamilton	No Certification	How to turn a computer on and off safely, accessing website and email	Part-time	6th January 2020	2 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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COMPUTERS

Carrick on Shannon/Manorhamilton	QQI Level 2 & 3	Opening and close a document, writing and email, using the internet, how to use a mouse and keyboard	Part-time	6th January 2020	2 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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INTERNET SKILLS

Carrick on Shannon/Manorhamilton	QQI Level 2 & 3	Learn the basic techniques to access online information, online safety	Part-time	6th January 2020	2 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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SPREADSHEETS

Carrick on Shannon/Manorhamilton	QQI Level 2 & 3	Learn how to input information and simple formulae to perform simple calculations	Part-time	6th January 2020	2 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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WORD PROCESSING

Carrick on Shannon/Manorhamilton	QQI Level 2 & 3	Learn how to copy and paste, create documents for work or home, change font, bullet points, etc	Part-time	6th January 2020	2 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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INFORMATION & COMMUNICATION TECHNOLOGY

Mohill Computer Training	QQI Level 3	Word Processing Excel Internet Skills	Part-time	13th January 2020	Monday to Thursday 10am-12.30pm	4 weeks	BTEI	071 963 2024
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INFORMATION & COMMUNICATION TECHNOLOGY

Tullaghan	QQI Level 3	Communications Computer Literacy Desktop Publishing Internet Skills Maths Spreadsheets Work Experience Word Processing	Part-time	Late January	To be confirmed	52 weeks	BTEI	071 962 0024 ext. 205 Paul
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CAREER IN OFFICE SKILLS

Carrick on Shannon	QQI Level 4	Communications Customer Service Digital Media Technology Functional Maths General Office Skills Information Technology Skills Personal Effectiveness Personal & Interpersonal Development Reception Skills Retail Payment Procedures Retail Sales Techniques Stock Control Team Working Work Experience Workplace Safety	Full-time	Continuous Intake	Monday to Thursday 9am-4.15pm & Friday 9am-1.45pm	78 weeks	National Learning Network, Specialist Training Provider	071 965 0693
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INFORMATION & COMMUNICATION TECHNOLOGY

Ballinamore	QQI Level 4	Communications Desktop Publishing Maths Spreadsheet Methods Work Experience	Part-time	8th January 2020	Wednesday & Friday 10am-1pm	52 weeks (excluding summer months)	BTEI	071 962 0024 ext. 205 Paul
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INFORMATION & COMMUNICATION TECHNOLOGY

Mohill Computer Training	QQI Level 4	Communications Database Methods Desktop Publishing Information Technology Skills Mathematics Spreadsheet Methods Web Design Word Processing Work Experience	Part-time	13th January 2020	Monday to Thursday 10am-1pm	52 weeks (excluding July & August)	BTEI	071 963 20204
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MARKETING PRINCIPLES

Manorhamilton	QQI Level 5	Marketing Principles	Part-time	March 2020	Tuesday & Thursday 10am-1pm	12 weeks	BTEI	071 962 0024 ext. 205 Paul
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WORD PROCESSING

Carrick on Shannon	QQI Level 5	Word Processing	Part-time	6th January 2020	Monday 10am-1pm	13 weeks	BTEI	071 962 0024 ext. 205 Paul
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TOURISM & HOSPITALITY

CATERING

Carrick on Shannon	QQI Level 3 & 4	Art & Design Application of Numbers Bread, Pastry & Desserts Breakfast Cookery Communications Desktop Publishing Handling Food Hygienically Nutrition & Healthy Options Textiles Work Experience Word Processing	Full-time	Continuous Intake	Monday to Thursday 9am-4.15pm, Friday 9am-1.45pm	104 weeks	Community Training Initiative	071 915 9514 or 071 9159535
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HOSPITALITY OPERATIONS

The Food Hub, Drumshanbo	QQI Level 5	Accommodation Techniques Communications Food Preparation Restaurant Skills Safety & Health at Work Work Experience	Full-time	8th June 2020	Monday to Thursday 9am-4.15pm & Friday 9am-1.45pm	42 weeks	Local Training Initiative	071 915 9514 or 071 915 9535
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TOURISM AND BUSINESS

FET Centre, Drumshanbo	QQI Level 5	YEAR 1 Ecotourism Event Production Irish Cultural & Heritage Resources Safety and Health at Work Tourism Information & Administration Word Processing YEAR 2 Communications Customer Service Work Experience Marketing Practice Tourism Principles and Practice Spreadsheets	Full-time	Continuous Intake	Monday to Thursday 9.30am-3.30pm & Friday 9.30am-2pm	38 weeks	VTOS	086 062 4200 Sean Bailey
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*Tell me and I forget,
teach me and I remember,
involve me and I learn*

Benjamin Franklin

Disclaimer

Please note that the content in this prospectus is for information purposes only.
The content and subjects taught on courses may change.
Courses will run subject to demand. Start dates may change.



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