

# LEITRIM FURTHER EDUCATION & TRAINING COURSE PROSPECTUS

SEPTEMBER TO DECEMBER 2020



**msletb**

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

[www.msletb.ie](http://www.msletb.ie)

# 10 REASONS

▶ TO STUDY WITH MAYO  
SLIGO AND LEITRIM ETB'S  
FURTHER EDUCATION &  
TRAINING (FET) SERVICE



Bord Oideachais agus Oiliúna  
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Mayo, Sligo and Leitrim  
Education and Training Board



LOW OR  
NO COURSE  
FEES



Progression to  
Employment  
and /or Degrees Course in  
Third Level Institutions



FLEXIBLE LEARNING  
FOR THE CHANGING  
EMPLOYMENT MARKET



CAREER  
GUIDANCE



EARN WHILE YOU  
LEARN

S M A L L  
CLASS  
SIZES



RANGE OF  
NATIONAL &  
INTERNATIONAL  
CERTIFICATION



LEARNERS OF ALL  
AGES CATERED FOR



VARIETY OF  
LEARNING  
AREAS



QUALIFIED  
EXPERIENCED &  
DEDICATED STAFF

[WWW.FETCHCOURSES.IE](http://WWW.FETCHCOURSES.IE)

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ARTS & HUMANITIES  
CHILDCARE  
CONSTRUCTION SKILLS  
CORE SKILLS, LANGUAGE AND GENERAL  
CUSTOMER SERVICE  
HAIR & BEAUTY  
HEALTH & WELFARE  
HORTICULTURE  
IT & OFFICE ADMINISTRATION  
TOURISM & HOSPITALITY  
TRANSPORT & LOGISTICS  
SPORTS, RECREATION & FITNESS



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Education and Training Board



## WELCOME

I am delighted and honoured to introduce the Mayo, Sligo Leitrim Education and Training Board (MSLETB) Leitrim Course Prospectus for September to December 2020. MSLETB is committed to providing transformative education and training opportunities for life and living in Co. Leitrim and beyond. This course prospectus outlines a large portfolio of highly innovative courses offered by MSLETB.

MSLETB currently delivers a large variety of FET courses to a wide-range of client groups including: the school leaver, the lifelong learner, the employee looking to upskill, those who want to re-engage in education after a long period, the employers and the communities within the MSLETB catchment.

Presently we are preparing to assist a significant number of workers who are and will be displaced due to the impact of the COVID-19 pandemic. Unfortunately many of our close family, friends and fellow citizens may become unemployed due to the economic impacts of COVID-19 however many will return to employment either through full-time or part-time roles. For the new jobseekers who do not return to work we offer flexible learning options to support your needs in a range of courses on a full-time, part-time, blended and on-online learning basis.

For those returning to employment many will return to companies who have and are being adversely affected by the COVID-19 Pandemic. These businesses will be looking to increase efficiency, productivity, and competitiveness. MSLETB will play a significant role in providing upskilling opportunities to employees and businesses. Such upskilling will support vulnerable firms in increasing productivity and competitiveness. For employees participating on these courses, they will gain new skills ensuring they are better placed to avail of new opportunities as they arise.

In 2020 we now have a whole range of exciting new courses on offer. We continue to be a leading ETB in the development of new generation apprenticeships, and now there are many apprenticeships not only in traditional craft areas but also in new occupations such as Butchery, Commis Chef and ICT to name a few. Of course, there are many other opportunities

across our wide range of high-quality innovative courses delivered part-time or full-time to suit learners needs.

Recently, MSLETB has been investing significantly in our facilities in Co. Leitrim. We have recently opened our state-of-the-art Further Education and Training Centre in the Market Yard, Carrick-on-Shannon. We have established a Community Training Centre in Parklane, Carrick-on Shannon, a new Leitrim Youthreach Service in Mohill and a new Further Education and Training Centre in the Drumshanbo Enterprise Centre. These new centres provide our adult learners and staff with the best learning spaces and technology available to enhance their learning and education experience.

MSLETB's core values of professionalism, collaboration, quality, proactiveness and being learner centred form the basis of all our relationships. The MSLETB team in Co. Leitrim is a real asset and we regularly receive commendations from our learners telling us that they not only support their learning but that they encourage, motivate, and go that extra mile. I would like to express my gratitude to my colleagues in Co. Leitrim for the work that they do and always keeping our learners at the centre of their decision-making.

Every day, my colleagues and I are privileged to see the success stories of our learners. People who make a personal investment in their development in training and education make transformative changes to their lives.

Finally, please take a chance, enrol on one of our courses, you will not be disappointed.

**Peter Egan**  
Further Education and Training Director MSLETB



**Peter Egan**  
Further Education and Training Director MSLETB

# 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 information 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](mailto:niamhbrennan@msletb.ie)  
**Jane Nolan, Adult Guidance Information Officer** [janenolan@msletb.ie](mailto:janenolan@msletb.ie)  
or call 071 962 1371 / 086 774 3329 / 086 036 2174  
or visit [www.msletbadultguidance.ie](http://www.msletbadultguidance.ie)  
Facebook: [@leitrimadultguidance](https://www.facebook.com/leitrimadultguidance) Twitter: [@leitrimguidance](https://twitter.com/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](#)

## WHAT OUR CLIENTS SAY:

*"They listened to me"*

*"Very professional service offering practical advice and information"*

*"The Guidance Counsellor helped me to gather my thoughts together"*

## STATISTICS:

**The Leitrim Adult Educational Guidance Service Supported over**

**12,000**

people since 2007

**Clients progression pathways for 2019:**

**50%**

to Further Education and Training

**23%**

to Higher Education

**25%**

to Employment

**2%**

to Personal Development / Hobby / Interest

# GENERAL INFORMATION

## 2

### SELF-DIRECTED RESEARCH

If you would prefer to do some online research yourself, you can access information on our courses through the following websites.

[www.fetchcourses.ie](http://www.fetchcourses.ie)

This is the Further Education and Training course hub – you can search over 4000 FET courses offered on a full-time, part-time, online and evening basis. This site will host the most up to date information on all of our courses.

[www.careersportal.ie](http://www.careersportal.ie)

An online careers and course database with a wealth of information on different career areas, courses, and self-assessment tools what will support you in figuring out your values, skills, personality and career interest areas.

[www.qualifax.ie](http://www.qualifax.ie)

This is an online course search engine the hosts a comprehensive database of information on further and higher education courses available in Ireland and further afield.

### 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 or you can apply online at [www.fetchcourses.ie](http://www.fetchcourses.ie).

In order to apply online you must set up an account with [www.fetchcourses.ie](http://www.fetchcourses.ie). Then you must search for your course of choice. Once you find the course you wish to join, click into it, then click on the green 'Apply Now' button. From there you will be asked to complete an application form to register your interest in the course. Each course will have varying entry requirements. If in doubt you can ring the contact phone number for the course provided in this publication and they will answer any of your questions. If you need support with any of this or assistance with exploring your education and training needs please contact the Leitrim Adult Educational Guidance Service on 071 962 1371 / 086 774 3329 / 086 036 2174.

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# MONEY MATTERS

### WHAT WILL IT COST?

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.

The Adult Basic Education courses are free of charge.

The Back to Education Initiative (BTEI) courses are free for people in receipt of certain social welfare payments, have a medical card or have less than leaving certificate education.

Post Leaving Certificate (PLC) courses are subject to a Government Levy of €200 but you are exempt from this if you have a medical card, are eligible under the SUSI Grant Scheme or are in receipt of the Back to Education Allowance (BTEA).

\*There are a small number of plc courses that may have an additional registration fee.

Vocational Training Opportunities Scheme (VTOS), Local Training Initiatives (LTIs), Specific Skills Training (SST), National Learning Network (NLN), Community Training Centres and Youthreach are free to all eligible learners, in addition these schemes allow for students to continue receiving payments by way of a training allowance. Students may also be eligible for a meals and travel allowance or assistance.

### SOURCES OF FUNDING STUDENT UNIVERSAL SUPPORT IRELAND (SUSI)

The student grant scheme is a means assessed financial support for students, particularly for those applying for our PLC courses. Eligibility is dependent on the household income, residency, national and immigration status and education attainment. Student grants are divided into maintenance grants (support for the cost of living) and fee grants (support towards the cost of fees). For further information visit [www.susi.ie](http://www.susi.ie)

### BACK TO EDUCATION ALLOWANCE (BTEA)

Certain social welfare payments may deem you eligible to get a Back to Education Allowance. For more information contact your local social welfare office or [www.welfare.ie](http://www.welfare.ie)

### THE NATIONAL CHILDCARE SCHEME (NCS)

The National Childcare Scheme replaced most childcare programmes including the CETS scheme which permanently closed in February 2020. This means assessed subsidy will be calculated based on your individual circumstances taking your family income, children's age and educational stage, and the number of children in your family into consideration. If you are studying or training, the maximum number of subsidised hours available per week are 40. You can use your subsidy with any childcare provider who is participating in the Scheme. For further information on the National Childcare Scheme please visit [www.ncs.gov.ie](http://www.ncs.gov.ie) or to find childcare services in your area who are participating in the Scheme please contact the Leitrim County Childcare Committee on 071 964 0870 or email [info@leitrimchildcare.ie](mailto:info@leitrimchildcare.ie)

### STUDENT FINANCE

Student Finance is a convenient and user-friendly source of information on financial support for further and higher education in Ireland. For further information visit [www.studentfinance.ie](http://www.studentfinance.ie)





*“The wisest mind has something yet to learn”*

**George Santayana**

*“You will either step forward into growth,  
or you will step backward into safety.”*

**Abraham Maslow**

*“Start where you are.  
Use what you have.  
Do what you can.”*

**Arthur Ashe**



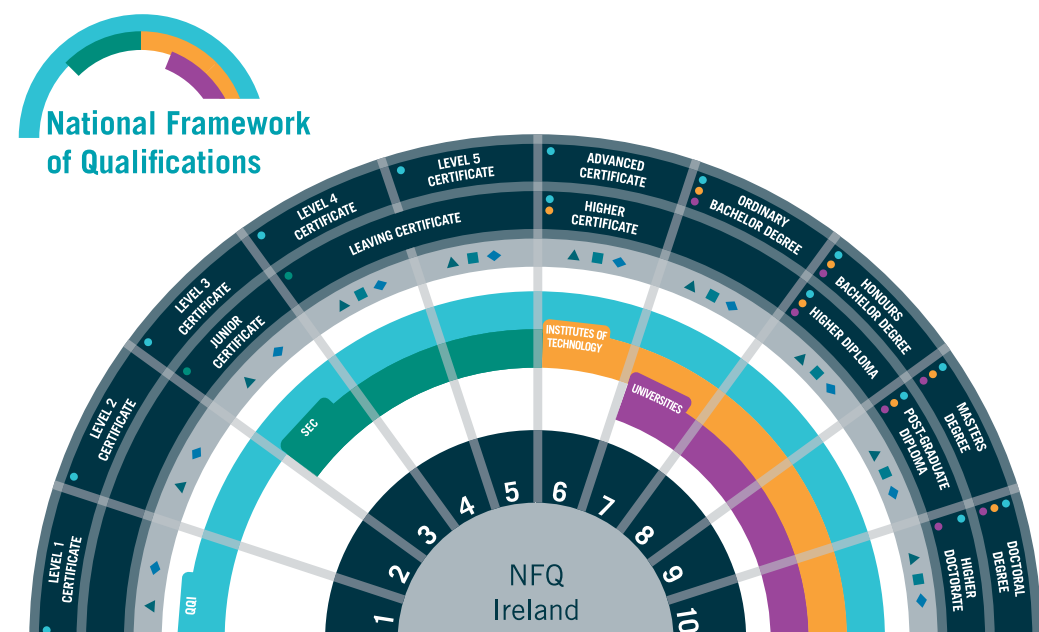
# COURSE STANDARDS & CERTIFICATION

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## NATIONAL FRAMEWORK OF QUALIFICATIONS AND QUALITY AND QUALIFICATIONS IRELAND (QQI)

The [National Framework of Qualifications](#) (NFQ) is a nationally and internationally recognised framework that allows students to compare and classify qualifications across ten levels, ranging from the very initial stages of learning to the most advanced stages. Each level determines the standards of what learners should know, understand, and be able to do after successfully completing a course at a specific level. The NFQ supports students in understanding the expectations of each level so they can make informed decisions on the most appropriate course to study.

[Quality and Qualifications Ireland](#) (QQI) is the main awarding body for courses offered in the Further Education and Training Sector in Ireland. QQI courses are accredited as both Major and Minor QQI Awards at Levels 1-6 on the National Framework of Qualifications.



- AWARDING BODIES**
- Quality & Qualifications Ireland (QQI) makes awards in further & higher education & training
  - SEC - State Examinations Commission (Department of Education & Skills)
  - Institutes of Technology
  - Universities

- AWARDS IN THE FRAMEWORK**
- There are three classes of awards in the National Framework of Qualifications:
- Major Awards: named in the outer rings, are the principle class of awards made at a level
  - Supplemental Awards: are for learning that is additional to Major Award
  - ◆ Special Purpose Awards: are for relatively narrow or purpose-specific achievement

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# FURTHER EDUCATION AND TRAINING PROGRAMMES

## ADULT BASIC EDUCATION

The [Adult Basic Education Service](#) caters for adults with basic educational needs and provide new beginnings for employment and daily life. We develop learners reading, writing mathematics and computer skills, which will help adults with home, personal and further study. Participants can study as part of a small group or on their own with a tutor. Learners can choose from programmes, which offer QQI levels from 1-3. The service also offers bus/truck and car theory preparation classes as well as ESOL English for speakers of other languages and family learning classes.

For more information please call Gary Burke, Coordinator or Catherine Shortt at 071 962 1366, 086 045 5013 or email [garyburke@msletb.ie](mailto:garyburke@msletb.ie) or [catherineshortt@msletb.ie](mailto:catherineshortt@msletb.ie)

## BACK TO EDUCATION INITIATIVE

[Back to Education Initiative](#) (BTEI) provides part-time Further Education programmes for young people and adults free or charge. The aim is to give people an opportunity to combine a return to learning with family, work and other responsibilities. BTEI offers Major and Minor QQI Awards at Levels 3 to 6 running over 10 weeks to 2 years depending on the course. Programmes are offered on a part-time basis, in the morning, afternoons and evenings across the county. Courses are free of charge for those with less than upper second level education (Leaving Certificate or equivalent) and those in receipt of certain social welfare payments or medical card holder and their dependants.

For more information please call Paul Hamilton, Coordinator or Aine Traynor on 071 962 0024, ext. 205 or email [ainemarytraynor@msletb.ie](mailto:ainemarytraynor@msletb.ie) or visit our website [www.msletb.ie](http://www.msletb.ie) or [www.fetchcourses.ie](http://www.fetchcourses.ie)

## COMMUNITY EDUCATION

[Community Education](#) refers to adult education and learning, generally outside the formal education sector. It aims to empower and support communities. It is firmly community-based, with local groups taking responsibility for, and playing a key role in organising courses and deciding on programme content. The scheme enables disadvantaged adults to avail of community education at minimal or no cost.

Applications are invited from community and voluntary groups based in County Leitrim who wish to avail of grants under this scheme. For more information please call Paul Hamilton, Coordinator or Aine Traynor on 071 962 0024, ext. 205 or email [ainemarytraynor@msletb.ie](mailto:ainemarytraynor@msletb.ie) or visit our website [www.msletb.ie](http://www.msletb.ie)



## COMMUNITY TRAINING CENTRES

**MSLETB** works in a partnership relationship with Community Training Centres (CTCs) in Sligo and Leitrim to provide community based training for early school leavers as part of the National Youthreach Programme.

The CTC is an independent, community-based organisation which provide training and related supports for young people under 21 years of age at risk, especially early school leavers with no formal or incomplete qualifications. CTCs will work with each learner to help him/her identify and develop to their maximum potential at their own pace.

Learners participate on programmes offering personal and social skills development through modules such as communications, personal effectiveness, teamwork, career planning and literacy and numeracy support which are integrated with the vocational training modules.

The level of awards offered by CTC programmes are QQI Level 3 and Level 4 major awards.

For further information please contact the Paul on 087 660 1002 or Gavin on 086 234 5061 or email [enquiries@leitrimctc.com](mailto:enquiries@leitrimctc.com)

## eCollege

**eCollege** delivers online and distance training courses in business, project management, SQL, Cisco, graphic design, web design, digital marketing, software development and basic computer literacy. eCollege online courses are available free of charge. These courses are designed to give a flexible response to the specific skills needs of job-ready individuals who require training interventions with certification to assist them to re-enter the labour market.

For further information please see [www.ecollege.ie](http://www.ecollege.ie)

## LOCAL TRAINING INITIATIVES

**MSLETB** supports community-based groups to undertake Local Training Initiatives (LTIs) to provide a range of learner-centred training and related services to assist individuals to enter or re-enter the labour market. LTIs address the identified training needs of groups and individuals experiencing exclusion and labour market disadvantage.

LTIs provide learners with the opportunity to contribute to the improvement of the social and economic fabric of their communities. They must be firmly rooted in the community and encourage learners, who otherwise might not avail of mainstream training, to develop their existing skills and learn skills in an environment that is tailored to their particular individual needs.

The overall aim of the LTI programme is to assist unemployed people to move towards employment providing training and work experience leading to nationally recognised qualifications. In general, the level of award offered by LTI programmes ranges from QQI Level 3 to Level 5 major awards.

For further information on LTIs in Leitrim please contact the Sligo Training Centre Sligo Training Centre on 071 915 9500 or email [trainingcentresligo@msletb.ie](mailto:trainingcentresligo@msletb.ie)

## POST LEAVING CERTIFICATE

**Post Leaving Certificate** (PLC) courses take place in schools and Further Education Colleges throughout Leitrim. The courses are full-time and typically run for one academic year, with some offering an additional qualification in a second year. They offer a mixture of practical and academic work and work experience which prepare students for entry level employment or progression to further study. PLC's are certified at QQI levels 5 and 6 on our National Framework of Qualifications. Learners can achieve up to 390 CAO points and use their qualification as entry into Higher Education through the Higher Education Links Scheme.

For more information please contact the relevant school providing the PLC course:

Drumshanbo Vocational School 071 964 1085 [www.dvs.ie](http://www.dvs.ie),

or Lough Allen College on 071 964 8017 [www.loughallencollege.ie](http://www.loughallencollege.ie)

## SELF-FINANCING EVENING CLASSES

MSLETB offers a wide range of **evening classes** in schools and centres throughout the county subject to demand. For further information please contact Sligo Training Centre at [trainingcentresligo@msletb.ie](mailto:trainingcentresligo@msletb.ie)

## SPECIALIST TRAINING PROVIDERS

**MSLETB** supports **Specialist Training Providers** (STPs) in the provision of learner focused training and related services, to assist individuals to enter and re-enter the labour market. STPs address the identified training needs of people with disabilities who are experiencing exclusion and labour market disadvantage.

Some people with disabilities, because of the nature of their impairment, may have needs that would not be met through non-specialist vocational training provision. The key additional features of specialist vocational training include additional training duration, transport arrangements, enhanced programme content and trainer-learner ratio.

The training provided by our STP, National Learning Network, enables students to practice and develop practical and relevant skills in a retail or office based work environments by completing a QQI Level 4 in Office and Retail Skills. The classroom-based learning supports enhances the students on-site work experience improving their opportunities for meaningful employment.

For further information please contact National Learning Network - Leitrim on 071 965 0693 / 086 248 1383 or email [carrickonshannon@nlm.ie](mailto:carrickonshannon@nlm.ie)

## SPECIFIC SKILLS TRAINING

**Specific Skills Training** (SST) day courses range from 6 – 50 weeks duration and are designed to meet the needs of industry and business across a range of sectors. Programmes offered are recognised at QQI levels 3, 4, 5 and 6 and/or to industry recognised accreditation.

Courses are full-time and for persons wishing to up-date or acquire new skills to increase their future employment opportunities.

For further information on SST's in Leitrim please contact the Sligo Training Centre Sligo on 071 915 9500 or email [trainingcentresligo@msletb.ie](mailto:trainingcentresligo@msletb.ie)

## TRAINEESHIPS

**Traineeships** have a strong focus on "Work based Learning". learners gain valuable work experience in the workplace as part of the programme, typically 30% of their overall duration of the programme takes place on the job with a host employer. This work experience gives the learner better opportunities to obtain employment.

A Traineeship course can last anywhere from 6-20 months in duration depending on the discipline involved. All programmes lead to QQI major awards or equivalent at levels 4 to 6 on the National Framework of Qualifications. MSLETB offers traineeships in: Hairdressing, ICT, Cyber Security, Hospitality, Healthcare, Van Delivery Driver, Logistics & Distribution and many other sectors & disciplines.

For further information on Traineeships in Leitrim please contact MSLETB Training Centre - Sligo on 071 915 9500 or email [trainingcentresligo@msletb.ie](mailto:trainingcentresligo@msletb.ie)



*"The beautiful thing about learning is that no one can take it away from you."*

**B.B. King**





## VOCATIONAL TRAINING OPPORTUNITIES SCHEME

**Vocational Training Opportunities Scheme (VTOS)** is a training programme for those aged 21 or over and who are in receipt of a qualifying social welfare payment or signing for credits and have been unemployed for at least 156 days (flexibility on these criteria is considered subject to individual circumstances). VTOS consists of a range of courses run over one to two years and lead to major awards at QQI Level 5 on the National Framework of Qualifications.

Benefits:

- **Are free of charge.**
- **Allow you to retain your existing social welfare benefits (even if you miss a day of class)**
- **Provide an increase to €203 for students aged 21 – 25 who are on an aged reduced rate of payment.**
- **Qualify for the National Childcare Scheme (previously CETS).**
- **Provide meal and travel allowances.**
- **Provide CV and interview preparation.**
- **Provide one to one meetings with an MSLETB adult guidance counsellor.**
- **Provide Microsoft Office Specialist as an ad-on.**
- **Allow the opportunity of progression to Institutes of Technology due to the availability of a potential 390 CAO points**
- **Include relevant work experience and field trips.**

For more information please contact Sean Bailey, VTOS Co-Ordinator on [seanbailey@msletb.ie](mailto:seanbailey@msletb.ie) or 086 062 4200 / 071 968 6017 or [www.vtosleitrim.ie](http://www.vtosleitrim.ie)

## YOUTHREACH

Leitrim **Youthreach** is a Department of Education and Skills official education, training and work experience programme for young people who leave school early with few or no qualifications between the ages of 15-21. At Youthreach, we aim to develop the core skills required for further learning and to prepare young people to progress to further education/training or into sustainable employment opportunities.

Our mission at Leitrim Youthreach is to work together to educate and inspire our learners in a respectful, creative and safe environment on their personal, social and academic journey. The programme offers LEAVING CERT APPLIED and also QQI Level 3 (equivalent to the Junior Certificate on NQF). Both are geared as pathways to alternative college entry routes, apprenticeship / traineeships and /or sustainable employment opportunities. We also provide a breakfast club, lunch and encourage extracurricular activities around Healthy Eating Initiatives, Health & Wellbeing, Community involvement, Guidance/Counselling Support and also additional literacy support programmes.

FREE Bus transport available throughout Leitrim (demand pending), Meal, Travel & education allowance (Eur 40 age 16-18 and Eur 203 over 18's) available.

Please contact the centre with expressions of interest [Leitrimyouthreach@msletb.ie](mailto:Leitrimyouthreach@msletb.ie) [www.fetchcourses.ie](http://www.fetchcourses.ie), message us on FACEBOOK or telephone 071 968 6018.

# 6

# FURTHER EDUCATION & TRAINING IN CO. LEITRIM

MSLETB offer full-time, part-time and online courses under the following schemes. 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 / 086 036 2174.

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	
<b>ONLINE:</b> Free courses designed to provide specific skills training to enhance your skills and employment prospects: <a href="http://www.eCollege.ie">www.eCollege.ie</a>		

### OPPORTUNITIES FOR LIFE AND LIVING:

**2130**

FET Learners in 2019

**400**

Full-time Learners in 2019

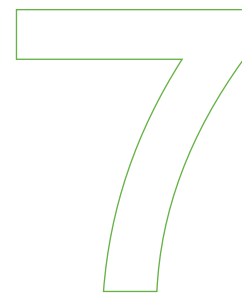
**1730**

Part-time Learners in 2019

**1005**

People Supported by the Leitrim Adult Educational Guidance Service in 2019

# EMPLOYER SERVICES



MSLETB **Employer Services** can help your business succeed by providing the support you need to develop your workforce through further education and training. Our Skills for Work and Skills to Advance programmes provide the means for you to upskill your staff and make your business more competitive.

Skills for Work provides educational training opportunities to help employees deal with the basic skills demands of the workplace and are accredited up to QQI Level 4.

Skills to Advance provides educational training opportunities to help employees further develop their work skills at QQI levels 5 and 6.

There are a range of training programmes to choose from including information technology, technical programmes, customer service, retail, hospitality, and supervisory management. In some cases training programmes can be tailored to meet a company's specific needs. Examples of current programmes include qualifications in Leadership and Management with the Institute of Leadership and Management (ILM), LEAN Green Belt, Emerging Managers and payroll.

These accessible training opportunities will:

- **Fit in around your business and work schedules**
- **Be relevant to your business needs**
- **Respond to the changing nature of jobs and skills**

For further information please contact Aidan Tighe, Co-Ordinator on 086 0362142 or email [aidantighe@msletb.ie](mailto:aidantighe@msletb.ie)



# LOCATION OF SERVICES





# APPRENTICESHIPS

# 9

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.

For information on entry requirements, training structure, where to find apprenticeship vacancies and a range of related videos please see [www.apprenticeship.ie](http://www.apprenticeship.ie) or contact one of our Senior Training Advisors,

**Caroline Carty - New Generation Apprenticeships for Mayo, Sligo and Leitrim**

**Pauric Mc Weeney (Acting) – Craft Apprenticeships for Mayo**

**Padraig Greene - Craft Apprenticeships for Sligo and Leitrim**

Email: [apprenticeship@msletb.ie](mailto:apprenticeship@msletb.ie)

Tel: 071 915 9500

Facebook: [@msletbtrainingcentres](https://www.facebook.com/msletbtrainingcentres)

Website: [www.msletbtrainingcentre.ie](http://www.msletbtrainingcentre.ie)

## APPRENTICESHIPS (AS OF 23RD JUNE 2020)

### Biopharma

- Laboratory Analyst Technician
- Laboratory Technician

### Construction

- Brick and Stone Laying
- Carpentry and Joinery
- Geo Driller
- Painting and Decorating
- Plastering
- Plumbing
- Stonecutting and Stonemasonry
- Wood Manufacturing and Finishing

### Electrical

- Aircraft Mechanics
- Electrical
- Electrical Instrumentation
- Electronic Security Systems
- Industrial Electrical Engineer
- Instrumentation
- Refrigeration and Air Conditioning

### Engineering

- Engineering Services Management
- Farriery
- Industrial Insulation
- Manufacturing Engineering
- Manufacturing Technology
- Mechanical Automation and Maintenance Fitting
- Metal Fabrication
- Original Equipment Manufacturing (OEM) Engineer
- Pipefitting
- Polymer Processing Technology
- Sheet Metalworking
- Toolmaking

### Finance

- Accounting Technician
- Insurance Practitioner
- International Financial Services Associate
- International Financial Services Specialist

### Hair

- Hairdressing

### Hospitality and Food

- Butcher
- Chef De Partie
- Commis Chef
- Sous-Chef

### ICT

- CGI Technical Artist (Animation, Games, VFX)
- Cybersecurity
- Network Engineer Associate
- Software Developer Associate
- Telecommunications and Data Network 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

### Property Services

- Auctioneering and Property Services

### Sales

- Retail Supervision
- Sales

## APPRENTICESHIPS IN DEVELOPMENT (AS OF 19TH MARCH 2020)

### Agriculture

- Farm Manager
- Farm Technician
- Sportsturf Management

### Construction

- Advanced Quantity Surveyor
- Scaffolding

### Engineering

- Equipment System Engineer
- Manufacturing Data Integration Engineer
- Precision Machinist and Quality Control
- Principal Engineer – Professional Doctorate

### Equine

- Stud Farm Assistant Management

### Healthcare

- Healthcare Assistant

### Horticulture

- Applied Horticulture
- Arboriculture

### Hospitality & Food

- Bar Manager

### ICT

- Software Solutions Architect

### Logistics

- Commercial Driver
- Supply Chain Associate

### Recruitment

- Recruitment Executive

# COURSES BY CAREER AREA

# 10

## ARTS, CRAFT & DESIGN

LOCATION(S)	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>WOODWORK</b>								
Drumshanbo FET Centre	QQI Level 3 & 4	Woodcraft	Part-time	17th September	Thursday 10am-3pm	10 weeks	BTEI	071 962 0024 ext. 205 Paul
<b>WOODWORK</b>								
Rossinver Community Resource Centre	QQI Level 3 & 4	Woodcraft	Part-time	15th September	Tuesday 10am-1pm	10 weeks	BTEI	071 962 0024 ext. 205 Paul
<b>DIGITAL PHOTOGRAPHY</b>								
New Ballagh Centre Rossinver	QQI Level 5	Digital Photography	Part-time	16th September	Wednesday 10am-1pm	10 weeks	BTEI	071 962 0024 ext. 205 Paul

## ARTS & HUMANITIES

LOCATION(S)	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>TRADITIONAL IRISH MUSIC</b>								
FET Centre Drumshanbo	QQI Level 5 (5M2011)	Communications Event Production Irish Music Music Industry Studies Music Performance Music Theory Work Experience	Full-time	31st August (continuous intake throughout the year)	Monday-Thursday 9.30am-3.30pm, Friday 9.30am-2pm	2 years	VTOS	087 764 0332 Mossie Martin



## CHILDCARE

LOCATION(S)	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>EARLY CHILDHOOD CARE AND EDUCATION</b>								
Rossinver	QQI Level 5	Child Development Child Health & Wellbeing Children with Additional Needs Communications Early Care and Education Practise Early Care Education and Play School Age Childcare Work Experience	Part-time	16th September	Wednesday 7pm-10pm, One Saturday a month	60 weeks	BTEI	071 962 0024 ext. 205 Paul
<b>EARLY CHILDHOOD CARE AND EDUCATION</b>								
Carrick on Shannon	QQI Level 5	Child Development Child Health & Wellbeing Children with Additional Needs Communications Early Care and Education Practise Early Care Education and Play School Age Childcare Work Experience	Part-time	16th December	Tuesday 6pm-10pm	60 weeks	BTEI	071 962 0024 ext. 205 Paul
<b>EARLY CHILDHOOD CARE AND EDUCATION (LIMITED PLACES)</b>								
Rossinver	QQI Level 6	Child Development Childhood Social & Legal Issues Communications Early Childhood Curriculum Special Needs Assisting Supervision in Early Childhood Care Work Experience	Part time	17th September	Thursday 7pm-10pm, One Saturday a month	60 weeks	BTEI	071 962 0024 ext. 205 Paul
<b>EARLY CHILDHOOD CARE AND EDUCATION</b>								
Carrick on Shannon	QQI Level 6	Child Development Childhood Social & Legal Issues Communications Early Childhood Curriculum Special Needs Assisting Supervision in Early Childhood Care Work Experience	Part time	14th December	Monday 6pm-10pm	60 weeks	BTEI	071 962 0024 ext. 205 Paul

## CONSTRUCTION SKILLS

LOCATION(S)	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>CONSTRUCTION GROUND WORK SKILLS</b>								
Carrick on Shannon	QQI Level 4	Career Planning Concreting Kerb Flag and Pavior Laying Safepass Safety and Manual handling	Full-time	September	Monday to Friday 9am-4.15pm, Friday 9am-1.45pm	12 weeks	SST	071 915 9500 email: trainingcentresligo@msletb.ie

## CORE SKILLS, LANGUAGE AND GENERAL

LOCATION(S)	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>BUS DRIVER THEORY</b>								
Carrick on Shannon/Manorhamilton	No Certification	Preparation for Bus Driver Theory Test	Part-time	Continuous Intake	3 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>CAR DRIVER THEORY</b>								
Carrick on Shannon/Manorhamilton	No Certification	Preparation for Car Driver Theory Test	Part-time	Continuous Intake	3 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>FAMILY LEARNING - BUDGET IDEAS FOR THE FAMILY</b>								
Carrick on Shannon/Manorhamilton	No Certification	How to budget for shopping, household bills, best value for trips away	Part-time	October	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>FAMILY LEARNING - CODING</b>								
Carrick on Shannon	No Certification	Teach your child about basic computer coding techniques	Part-time	October	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>FAMILY LEARNING - LEARNING THROUGH PLAY</b>								
Carrick on Shannon/Mohill	No Certification	Learn how to teach your child through everyday toys & games	Part-time	October	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>FAMILY LEARNING - PARENTS HELPING WITH HOMEWORK</b>								
Carrick on Shannon/Mohill	No Certification	Learn how to support your children with their homework	Part-time	October	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>FAMILY LEARNING - QUICK &amp; EASY MEALS</b>								
Carrick on Shannon/Mohill	No Certification	Cooking, learning new receipes	Part-time	October	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>INTRODUCTION TO ONLINE BANKING</b>								
Carrick on Shannon/Manorhamilton	No Certification	Learn how to use online banking	Part-time	October	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>ONE TO ONE READING WRITING &amp; SPELLING</b>								
Carrick on Shannon/Manorhamilton	No Certification	Reading, Writing, Spelling	Part-time	Continuous Intake	1 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>TRUCK DRIVER THEORY</b>								
Carrick on Shannon/Manorhamilton	No Certification	Preparation for Truck Driver Theory Test	Part-time	Continuous Intake	3 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>BUDGETING AND EVERYDAY NUMBERS</b>								
Carrick on Shannon/Manorhamilton	QQI Level 1, 2 & 3	Learn how to budget effectively for shopping and household bills	Part-time	Continuous Intake	2 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>CV AND INTERVIEW PREPARATION</b>								
Carrick on Shannon/Manorhamilton	Level 3	The course will provide you with the skills necessary to produce a quacity CV, looks for a new job and how to conduct an interview	Part-time	October	2 hours per week	10 weeks	Adult Basic Education	071 962 1366 or 086 045 5013



## CORE SKILLS, LANGUAGE AND GENERAL

### PERSONAL AND INTERPERSONAL SKILLS

Carrick on Shannon/Manorhamilton	Level 3	The course will equip the learner with the knowledge, skill and competence to interact constructively with people.	Part-time	October	2 hours per week	10 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	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 / EQUIVALENT TO JUNIOR CERT

Leitrim Youthreach Centre Mohill	QQI Level 3	Career Preparation Communications Engineering 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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### COLLEGE ACCESS PROGRAMME / YOUTHREACH

Leitrim Youthreach Centre Mohill	QQI Level 4	Career Preparation Communications Engineering 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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### LEAVING CERTIFICATE APPLIED 1 & 2 / YOUTHREACH

Leitrim Youthreach Centre Mohill	State Examinations Commission	All Leaving Certificate Subjects	Full-time	September 2nd	Monday to Thursday 9.15am-3.45pm & Friday 9.15am-12.30pm	47 weeks	Youthreach	071 968 6018
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## CUSTOMER SERVICE

LOCATION(S)	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>DOOR SECURITY AND GUARDING SKILLS</b>								
Carrick on Shannon	QQI Level 4	Door Security Procedures Guarding Skills	Full-time	September	Monday to Friday 9am-4.15pm, Friday 9am-1.45pm	10 weeks	SST	071 915 9500 or email: trainingcentresligo@msletb.ie

## HAIR & BEAUTY

LOCATION(S)	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>HAIRDRESSING</b>								
Carrick on Shannon	QQI Level 3	Application of Numbers Art & Design Communications Desktop Publishing Hairdressing Basin Skills Hairdressing Blow Drying Personal Care & Presentation Roller Setting Word Processing Work Experience	Full-time	Continuous Intake	Monday to Friday 9am-4.15pm, Friday 9am-1.45pm	104 weeks	Community Training Initiative	087 660 1002 or 086 234 5061

## HEALTH & WELFARE

LOCATION(S)	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>MOVING FOR HEALTH</b>								
Carrick on Shannon	Level 2	To use exercise to help everyday health and wellbeing	Part-time	October	3 hours per week	10 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>HEALTH &amp; FITNESS</b>								
Carrick on Shannon/Manorhamilton	Level 3	What is healthy to eat, useful exercises to keep fit	Part-time	October	3 hours per week	10 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>HYGIENE &amp; PERSONAL CARE</b>								
Carrick on Shannon/Manorhamilton	Level 3	To see the benefits of personal hygiene in everyday life	Part-time	October	3 hours per week	10 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>PRE-HEALTHCARE</b>								
Carrick on Shannon	QQI Level 4	Communications Human Biology Introduction to Healthcare Information Technology Mathematics Team Working Work Place Safety Work Practise	Part time	10th September	Thursday 10am-2pm	40 weeks	BTEI	071 962 0024 ext. 205 Paul
<b>HEALTH SERVICE SKILLS TRAINEESHIP</b>								
Carrick on Shannon	QQI Level 5	Care of Older Person Care Support Care Skills Anatomy and Physiology Human Growth and Development Infection Prevention and Control Customer Service Work Practice Safety & Health at Work PHECC-First Aid Response	Full-time	October	Monday to Friday 9am-4.15pm, Friday 9am-1.45pm	46 weeks	Traineeship	071 915 9500 or email: trainingcentresligo@msletb.ie



## HEALTH & WELFARE

### HEALTHCARE SUPPORT

<b>Carrick on Shannon</b>	QQI Level 5	Care of the Older Person Care Skills Care Support Communications Health & Safety at Work Infection Prevention Control Palative Care Work Experience	Part time	11th December	Thursday and Friday 10am-3pm	47 weeks	BTEI	071 962 0024 ext. 205 Paul
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### HEALTHCARE SUPPORT

<b>Rossinver</b>	QQI Level 5	Care of the Older Person Care Skills Care Support Communications Health & Safety at Work Infection Prevention Control Palative Care Work Experience	Part time	15th September	Tuesday and Wednesday 10am-3pm	47 weeks	BTEI	071 962 0024 ext. 205 Paul
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### HEALTH, NUTRITION AND FOOD SCIENCE

<b>FET Centre - Drumshanbo</b>	QQI Level 5 (5M5267)	Year 1 Customer Service Dietetics Food Chemistry Food Hygiene Food Safety and HACCP Work Experience Year 2 Food Processing Laboratory Skills Microbiology Nutrition Safety and Health at Work	Full-time	31st August (Continuous Intake)	Monday to Thursday 9.30am-3.30pm Friday 9.30am-2pm	2 years	VTOS	086 062 4200 Sean Bailey
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## HORTICULTURE

LOCATION(S)	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>Carrick on Shannon</b>	QQI Level 2 & 3	Learn how to grow fruit and Vegetables, seasons in which to grow vegetables, using a polytunnel	Part-time	Continious Intake	6 hours per week	10 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>Ballinamore</b>	QQI Level 4	Plant Identification & Maintenance Establishing Trees & Shrubs Growing Vegetables Growing Trees	Part-time	Continious Intake	Thursday 10am-1pm	10 weeks	BTEI	071 962 0024 ext. 205 Paul

# HORTICULTURE

## HORTICULTURE & ECOTOURISM

Lough Allen Education Centre Drumshanbo	QQI Level 4	Communications Establishing Ornamental Flowering Plants Growing Fruit Growing Vegetables Horticultural Science Plant Identification, Care and Maintenance (Core) Safe Horticulture Practice (Core) Work Experience	Full-time	To be confirmed	Monday to Thursday 9am-4.15pm, Friday 9am-1.45pm	42 weeks	Local Training Initiative	071 915 9500, trainingcentresligo@msletb.ie
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## HORTICULTURE

Organic Centre Rossinver	QQI Level 5	Biodiversity and the Natural Environment Fruit and Vegetable Production Organic Production Plant Identification and Use Plant Protection Plant Science Soil Science and Growing Media Team Working Work Practice	Full-time	To be confirmed	Monday to Thursday 9am-4.15pm, Friday 9am-1.45pm	50 weeks	Local Training Initiative	071 985 4338, Steve, Phil or Sabine
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# IT & OFFICE ADMINISTRATION

LOCATION(S)	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>COMPUTERS FOR THE TERRIFIED</b>								
Carrick on Shannon/Manorhamilton	No Certification	How to turn a computer on and off safely, accessing website and email	Part-time	Continuous Intake	2 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>COMPUTERS</b>								
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	Continuous Intake	2 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>INTERNET SKILLS</b>								
Carrick on Shannon/Manorhamilton	QQI Level 2 & 3	Learn the basic techniques to access online information, online safety	Part-time	October	2 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>SPREADSHEETS</b>								
Carrick on Shannon/Manorhamilton	QQI Level 2 & 3	Learn how to input information and simple formulae to perform simple calculations	Part-time	October	2 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>WORD PROCESSING</b>								
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	October	2 hours per week	41 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>INFORMATION &amp; COMMUNICATION TECHNOLOGY</b>								
Mohill Computer Training	QQI Level 3	Computer Literacy Desktop Publishing Excel Internet Skills Maths Spreadsheets Word Processing Work Experience	Part-time	14th September	Monday to Thursday 10am-12.30pm	32 weeks	BTEI	071 963 2024



# IT & OFFICE ADMINISTRATION

## INFORMATION & COMMUNICATION TECHNOLOGY

Ballinamore	QQI Level 4	Communications Desktop Publishing Maths Spreadsheet Methods Work Experience	Part-time	21st September	Wednesday and Friday 10am-1pm	52 weeks	BTEI	071 962 0024 ext. 205 Paul
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## INFORMATION & COMMUNICATION TECHNOLOGY

Drumshanbo	QQI Level 4	Communications Desktop Publishing Maths Spreadsheet Methods Work Experience	Part-time	14th September	Monday 10am-1pm	52 weeks	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	7th September	Monday and Thursday 10am-1pm	52 weeks (excluding July & August)	BTEI	071 963 2024
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## CAREER IN OFFICE AND RETAILS SKILLS

NLN 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- 3.45pm & Friday 9am-12.30pm	78 weeks	National Learning Network	071 965 0693 or 086 248 1383
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## DATABASES

Carrick on Shannon	QQI Level 5	Database Methods	Part-time	14th September	Monday 10am-1pm	14 weeks	BTEI	071 962 0024 ext. 205 Paul
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## DATABASES

Manorhamilton	QQI Level 5	Database Methods	Part-time	15th September	Tuesday and Thursday 10am-1pm	7 weeks	BTEI	071 962 0024 ext. 205 Paul
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# IT & OFFICE ADMINISTRATION

## BUSINESS ADMINISTRATION

FET Centre - Drumshanbo	QQI Level 5 (5M2468)	Year 1 Accounting: Manual & Computerised (SAGE) Bookkeeping: Manual & Computerised (SAGE) Desktop Publishing Web Design/Authoring Word Processing Work Experience Year 2 Business Administration Communications Customer Service Payroll: Manual and Computerised (MicroPay) Safety and Health at Work Spreadsheets	Full-time	31st August (continuous intake throughout the year)	Monday to Thursday 9.30am-3.30pm Friday 9.30am-2pm	2 years	VTOS	086 062 4200 Sean Bailey
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## BUSINESS IT

FET Centre - Drumshanbo	QQI Level 5 (5M2468)	Business Administration Communications Computerised Accounts (Sage) Databases Desktop Publishing Option to Repeat Leaving Certificate Subjects Payroll Presentations Spreadsheets Word Processing Work Experience	Full-time	Registration 2nd September Classes commencing 9th September	Monday, Tuesday & Thursday 9am-4pm, Wednesday 9am-1pm, Friday 9am-2pm	38 weeks	PLC	071 964 1085
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## CLERICAL OFFICER

Lough Allen College, Drumkeerin	QQI Level 5	Communications Desktop Publishing Information & Administration Spreadsheet Methods Text Production The Internet Word Processing Work Experience	Full-time	September 7th	Monday to Thursday 10am-4pm, Friday 10am-1pm	47 weeks	PLC	087 988 50390 & 086 418 3299
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## COMPUTER APPLICATIONS IN THE WORKPLACE

Mohill Computer Training	QQI Level 5	Bookkeeping Manual & Computerised Communications Database Methods Digital Presentation Information Communication Systems Spreadsheet Methods Word Processing Work Experience	Full-time	September 7th	Monday to Thursday 9am-4.30pm, Friday 9am-12.30pm	47 weeks	Local Training Initiative	071 963 2024
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## ADVANCED BUSINESS

Lough Allen College, Drumkeerin	QQI Level 6	Business Management Communications Entrepreneurship Human Resource Management Text Production Word Processing Work Experience	Full-time	September 7th	Monday to Thursday 10am-4pm, Friday 10am-1pm	47 weeks	PLC	087 988 5039 or 086 418 3299
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# TOURISM & HOSPITALITY

LOCATION(S)	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>CATERING</b>								
Carrick on Shannon	QQI Level 3 & 4	Art & Design Application of Numbers Breakfast Cookery Communications Desktop Publishing Handling Food Hygienically Nutrition & Healthy Options Short Order Cooking Textiles Work Experience Word Processing	Full-time	Continuous Intake	Monday to Friday 9am-4.15pm, Friday 9am-1.45pm	104 weeks	Community Training Initiative	087 660 1002 or 086 234 5061
<b>HOSPITALITY OPERATIONS</b>								
The Food Hub Drumshanbo	QQI Level 5	Accommodation Techniques Communications Food Preparation Restaurant Skills Safety & Health at Work Work Experience	Full-time	12th October	Monday to Thursday 9am-4.15pm, Friday 9am-1.45pm	42 weeks	Local Training Initiative	071 964 1770 or 086 021 2258
<b>TOURISM WITH BUSINESS</b>								
Rossinver	QQI Level 5	Customer Service Entrepreneurial Skills Heritage Marketing Practice The Internet Tourism Information and Administration Tourism Principals and Practice Work Experience	Part time	16th September	Wednesday 10am-3pm	47 weeks	BTEI	071 962 0024 ext. 205 Paul
<b>TOURISM AND BUSINESS</b>								
FET Centre - Drumshanbo	QQI Level 5 (5M5011)	Year 1 Ecotourism Event Production Irish Cultural & Heritage Resources Safety and Health at Work Tourism Information & Administration Word Processing Year 2 Communications Customer Service Marketing Practice Spreadsheets Tourism Principles and Practice Work Experience	Full-time	31st August (continuous intake throughout the year)	Monday to Thursday 9.30am-3.30pm Friday 9.30am-2pm	2 years	VTOS	086 062 4200 Sean Bailey

## TRANSPORT & LOGISTICS

LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>VAN DELIVERY DRIVER TRAINEESHIP</b>								
Carrick on Shannon	QQI Level 4	Career Planning Customer Service English and Communications Entrepreneurial Skills Functional Maths Information Technology Skills Team Working Work Experience Workplace Safety	Full-time	October	Monday to Friday 9am-4.15pm, Friday 9am-1.45pm	26 weeks	Traineeship	071 915 9500 or email: trainingcentresligo@msletb.ie
<b>LOGISTICS AND DISTRIBUTION TRAINEESHIP</b>								
Carrick on Shannon	QQI Level 5	Customer Service Digital Presentations Freight Forwarding Inventory Control Purchasing Safety & Health at Work Warehousing Work Experience	Full-time	October	Monday to Friday 9am-4.15pm, Friday 9am-1.45pm	45 weeks	Traineeship	071 915 9500 or email: trainingcentresligo@msletb.ie

## SPORTS, RECREATION & FITNESS

LOCATION(S)	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>OUTDOOR SPORT &amp; RECREATION</b>								
FET Centre Drumshanbo & Lough Allen Education Centre	QQI Level 5 (5M5148)	Adventure Activities Communications Exercise & Fitness First Aid Level 3 Rescue Emergency Care Kayaking Level 1-2 Instructor Mountain Skills Outdoor Leadership & Safety Outdoor Recreation Powerboat Sailing skills Sports Anatomy & Physiology Team Working Windsurfing Skills Work Experience	Full-time	Drumshanbo	Mid September	Monday to Friday 10.15am-3.30pm	PLC	083 388 2280 Tojo
<b>SPORT RECREATION &amp; EXERCISE</b>								
FET Centre Drumshanbo & Lough Allen Education Centre	QQI Level 6 (6M5147)	Communications Community Development Event Management Exercise & Fitness River Kayaking Instruction Sailing Skills Sports Industry Practice Sports Nutrition Sports Psychology Windsurfing Instructor Work Experience	Full-time	Drumshanbo	Mid September	Monday to Friday 10.15am-3.30pm	PLC	083 388 2280 Tojo



**msletb**

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



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## DISCLAIMER

MSLETB adapted quickly in response to the challenges of the Covid-19 crisis and moved its teaching and learning environment online to ensure students continued on their programmes in the Spring term.

Please be advised that MSLETB endeavours to deliver their FET Provision in the Autumn term taking into consideration all public health advice issued in relation to Covid-19. Therefore please note:

That the content in this prospectus is for information purposes only.

The content and subjects taught on courses listed in this prospectus may change.

Courses will run subject to demand.

Start dates may change.

Course delivery may change.



An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills

