

LEITRIM FURTHER EDUCATION & TRAINING COURSE PROSPECTUS

JANUARY TO JUNE 2021



msletb

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

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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Education and Training Board



**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

'10 Reasons to Study' infographic created by Donegal ETB

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Mayo, Sligo and Leitrim
Education and Training Board

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:

Jane Nolan, Adult Guidance Information Officer
 email janenolan@msletb.ie
 call 071 962 1371 / 086 036 2174
 visit www.msletbadultguidance.ie
 @leitrimadultguidance @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...

- "I think the service is great from someone that is lost"
- "Very professional, practical advice and information"
- "I am now working after taking many years out to raise my kids. It gave me the confidence to go out there and find employment"

STATISTICS

Leitrim Adult Educational Guidance Service supported over **12,500** people since 2007

Our clients pathways for 2020: **47%** to Further Education & Training

27% to Higher Education

26% to Employment

GENERAL INFORMATION

SELF-DIRECTED RESEARCH

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

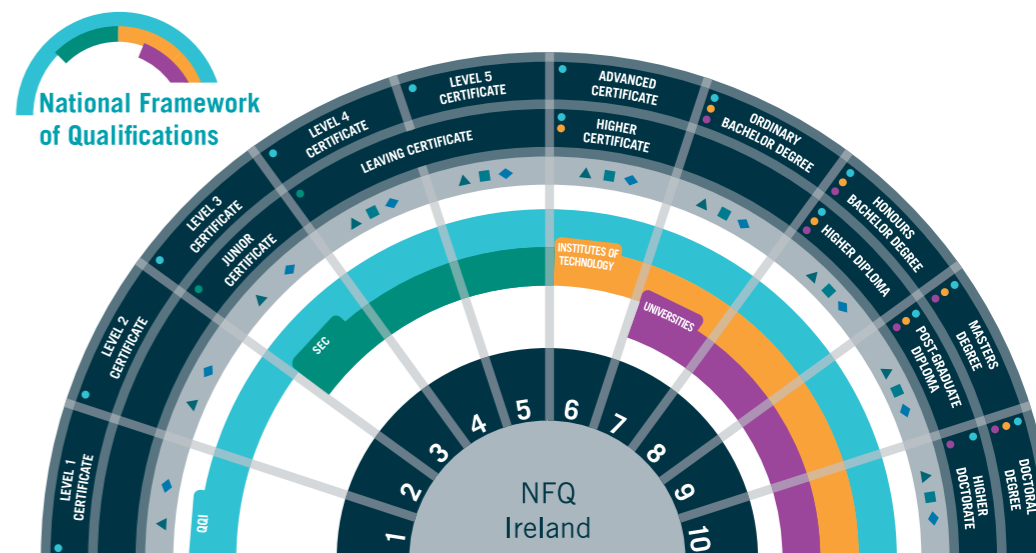
Many of our courses are free or have a minimal charge. In fact, you may be entitled to some financial supports while studying with the MSLETB.

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 level to on 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 / 086 036 2174.



- AWARDING BODIES**
- Quality & Qualification 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

FURTHER EDUCATION & TRAINING IN COUNTY LEITRIM

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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 / 086 036 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	

ONLINE

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

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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 which can be tailored to meet your company's specific needs.

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**

Programmes being delivered during Spring 2021 include:

- **Advanced Excel**
- **Basic IT**
- **Customer Service**
- **Digital Marketing for business**
- **Excel**
- **ICDL**
- **Manual Handling Instructor**
- **Payroll**
- **Social Media for Business**
- **Supervisory Management**

For further information or to discuss any training needs within your business please contact Aidan Tighe, Employer Engagement Officer on 086 036 2142 or email aidantighe@msletb.ie



LOCATION OF SERVICES

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- 1 Adult Basic Education
- 2 Adult Educational Guidance Service*
- 3 Back to Education Initiative
- 4 Community Training Centre
- 5 Local Training Initiative
- 6 Specialist Training Provider
- 7 Specific Skills Training
- 8 Traineeship
- 9 Vocational Training Opportunities Scheme
- 10 Youthreach

* Service offered in various locations across the county



*Create your own pathway.
Create your own new vision*

Herbie Hancock



APPRENTICESHIPS

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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 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 or contact one of our Senior Training Advisors:

Caroline Carty -

New Generation Apprenticeships for Mayo, Sligo and Leitrim

Pauric Mc Weeney -

Craft Apprenticeships for Mayo, Sligo and Leitrim

Email: apprenticeship@msletb.ie

Tel: 071 915 9500,

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

Website: www.msletbtrainingcentre.ie

APPRENTICESHIPS (AS OF 30TH NOVEMBER 2020)

BIOPHARMA

Laboratory Analyst – Level 7
Laboratory Technician – Level 6

CONSTRUCTION

Brick and Stone Laying – Level 6
Carpentry and Joinery – Level 6
Geo-Driller – Level 6
Painting and Decorating – Level 6
Plastering – Level 6
Plumbing – Level 6
Stonecutting and Stonemasonry – Level 6
Wood Manufacturing and Finishing – Level 6

ELECTRICAL

Aircraft Mechanics – Level 6
Electrical – Level 6
Electrical Instrumentation – Level 6
Electronic Security Systems – Level 6
Industrial Electrical Engineer – Level 7
Instrumentation – Level 6
Refrigeration and Air Conditioning – Level 6

ENGINEERING

Engineering Services Management – Level 7
Farriery – Level 6
Industrial Insulation – Level 6
Manufacturing Engineering – Level 7
Manufacturing Technology – Level 6
Mechanical Automation and Maintenance Fitting – Level 6
Metal Fabrication – Level 6
Original Equipment Manufacturing (OEM) Engineer – Level 6
Pipefitting – Level 6
Polymer Processing Technology – Level 6
Principal Engineer – Level 10
Sheet Metalworking – Level 6
Toolmaking – Level 6

FINANCE

Accounting Technician – Level 6
Insurance Practitioner – Level 8
International Financial Services Associate – Level 6
International Financial Services Specialist – Level 8

HAIR

Hairdressing – Level 6

HOSPITALITY AND FOOD

Butcher – Level 5
Chef De Partie – Level 7
Commis Chef – Level 6
Sous-Chef – Level 8

ICT

CGI Technical Artist – Level 8
Cybersecurity – Level 6
Network Engineer Associate – Level 6
Software Developer Associate – Level 6
Telecommunications and Data Network Technician – Level 6

LOGISTICS

Lean Sigma Manager – Level 9
Logistics Associate – Level 6
Supply Chain Associate – Level 7
Supply Chain Manager – Level 9
Supply Chain Specialist – Level 8

MOTOR

Agricultural Mechanics – Level 6
Construction Plant Fitting – Level 6
Heavy Vehicle Mechanics – Level 6
Motor Mechanics – Level 6
Vehicle Body Repairs – Level 6

PROPERTY SERVICES

Auctioneering and Property Services – Level 6

RECRUITMENT

Recruitment Executive – Level 8

SALES

Retail Supervision – Level 6
Sales – Level 6

APPRENTICESHIPS IN DEVELOPMENT (AS OF 30TH NOVEMBER 2020)

AGRICULTURE

Farm Management – Level 7
Farm Technician – Level 6
Sportsturf Management – Level 5

CONSTRUCTION

Advanced Quantity Surveyor – Level 9
Scaffolding – Level 5
Roofing and Cladding – Level 5

ENGINEERING

Equipment System Engineer – Level 9
Manufacturing Data Integration Engineer – Level 7
Precision Machinist and Quality Control – Level 6
Science Aircraft Asset Management – Level 7
Wind Turbine Maintenance – Level 6

EQUINE

Stud Farm Assistant Management – Level 7

FINANCE

International Financial Services Advanced Specialist – Level 9

HEALTHCARE

Healthcare Assistant – Level 6

HORTICULTURE

Applied Horticulture – Level 6
Arboriculture – Level 6

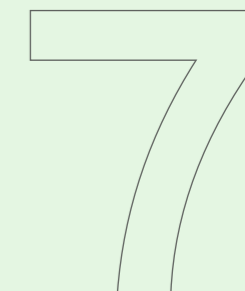
HOSPITALITY & FOOD

Bar Manager – Level 7
Executive Chef – Level 9

LOGISTICS

Commercial Driver
Supply Chain Associate

COURSES



ARTS, CRAFT & DESIGN

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
WOODWORK								
Drumshanbo	QQI Level 3	Woodcraft	Part-time	February	Tuesday 9.30am - 4pm	10 weeks	BTEI	071 962 0024 ext. 205 Paul
DIGITAL PHOTOGRAPHY								
Kiltyclogher	QQI Level 3	Digital Photography	Part-time	January	To be confirmed	10 weeks	BTEI	071 962 0024 ext. 205 Paul
DIGITAL PHOTOGRAPHY								
Rossinver	QQI Level 3	Digital Photography	Part-time	18th January	Monday 2pm - 5pm	10 weeks	BTEI	071 985 4030
WOODWORK								
Drumshanbo	QQI Level 4	Woodcraft	Part-time	February	Wednesday 9.30am - 4pm	10 weeks	BTEI	071 962 0024 ext. 205 Paul
DIGITAL PHOTOGRAPHY								
Rossinver	QQI Level 6	Digital Photography	Part-time	15th January	Friday 10am - 1pm	10 weeks	BTEI	071 985 4030

CHILDCARE

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
EARLY CHILDHOOD CARE AND EDUCATION								
Rossinver	QQI Level 5	Child Development Child Health & Wellbeing Children with Additional Needs Communications Early Care and Education Practice Early Care Education and Play School Age Childcare Work Experience	Part-time	June closing date with classes starting in September	Wednesday 7pm-10pm, One Saturday a month	60 weeks	BTEI	071 962 0024 ext. 205 Paul
EARLY CHILDHOOD CARE AND EDUCATION								
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	June closing date with classes starting in September	Thursday 7pm-10pm, One Saturday a month	60 weeks	BTEI	071 962 0024 ext. 205 Paul

CONSTRUCTION SKILLS

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

CORE SKILLS

COURSE TITLE	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
BUS DRIVER THEORY								
Carrick on Shannon/Manorhamilton	No Certification	Preparation for Bus Driver Theory Test	Part-time	Continuous Intake	3 hours per week	24 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
CAR DRIVER THEORY								
Carrick on Shannon/Manorhamilton	No Certification	Preparation for Car Driver Theory Test	Part-time	Continuous Intake	3 hours per week	24 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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	February	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
FAMILY LEARNING - CODING								
Carrick on Shannon	No Certification	Teach your child about basic computer coding techniques	Part-time	February	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
FAMILY LEARNING - LEARNING THROUGH PLAY								
Carrick on Shannon/Mohill	No Certification	Learn how to teach your child through everyday toys and games	Part-time	February	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
FAMILY LEARNING - PARENTS HELPING WITH HOMEWORK								
Carrick on Shannon/Mohill	No Certification	Learn how to support your children with their homework	Part-time	February	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
FAMILY LEARNING - QUICK & EASY MEALS								
Carrick on Shannon/Mohill	No Certification	Cooking, learning new receipes	Part-time	February	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
INTRODUCTION TO ONLINE BANKING								
Carrick on Shannon/Manorhamilton	No Certification	Learn how to use online banking	Part-time	February	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
ONE TO ONE READING WRITING & SPELLING								
Carrick on Shannon/Manorhamilton	No Certification	Reading, Writing, Spelling	Part-time	Continuous Intake	1 hours per week	24 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
TRUCK DRIVER THEORY								
Carrick on Shannon/Manorhamilton	No Certification	Preparation for Truck Driver Theory Test	Part-time	Continuous Intake	3 hours per week	24 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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	Continuous Intake	2 hours per week	24 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
CV AND INTERVIEW PREPARATION								
Carrick on Shannon/Manorhamilton	Level 3	The course will provide you with the skills necessary to produce a quatity CV when looking for a new job and how to conduct an interview	Part-time	February	2 hours per week	24 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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	February	2 hours per week	24 weeks	Adult Basic Education	071 962 1366 or 086 045 5013

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	24 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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GENERAL LEARNING / EQUIVALENT TO JUNIOR CERT

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

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

Mohill	State Examinations Commission	All Leaving Certificate Subjects English and Communications Maths Irish / Modern Language ICT Hotel Catering and Tourism Hair and Beauty Graphics and Construction Engineering Visual Art Vocational Preparation Career Guidance SPHE Counselling Support Sports & Recreation	Full-time	Continuous Intake	Monday to Thursday 9.15am - 3.45pm, Friday 9.15am - 12.30pm	47 weeks	Youthreach	071 968 6018
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CUSTOMER SERVICES

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

RETAIL SALES								
Carrick on Shannon	QQI Level 4	Communications Computer Applications Customer Service Information Technology Skills Personal Development Retail Payment Procedures Retail Sales Techniques Work Experience	Part-time	June closing date with classes starting in September	Monday and Wednesday 2pm - 5pm	52 weeks	BTEI	071 962 0024 ext. 205 Paul

HAIR & BEAUTY

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
HAIRDRESSING								
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	071 9621705 or 086 234 5061

HEALTH & WELFARE

COURSE TITLE	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
HYGIENE AND PERSONAL CARE								
Carrick on Shannon/Manorhamilton	Level 2 & 3	To see the benefits of personal hygiene in everyday life	Part-time	Continuous Intake	3 hours per week	24 weeks	Adult Basic Education	071 962 1366 or 086 045 5013

HEALTH AND SAFETY AWARENESS								
Rossinver	QQI Level 3	Health & Safety Awareness	Part-time	February	To be confirmed	To be confirmed	BTEI	071962 0024 ext. 205 Paul

HEALTHCARE SUPPORT								
Carrick on Shannon	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	January	Thursday and Friday 10am - 3pm	47 weeks	BTEI	071 962 0024 ext. 205 Paul

COURSE TITLE	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
HEALTHCARE SUPPORT								
Rossinver	QQI Level 5	Care of the Older person Care Skills Care Support Communications Health & Safety at Work Infection Prevention Control Palliative Care Work Experience	Part-time	June closing date with classes starting in September	Tuesday and Wednesday 10am - 3pm	47 weeks	BTEI	071 962 0024 ext. 205 Paul

HEALTH, NUTRITION AND FOOD SCIENCE

Drumshanbo	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	6th January (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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HEALTH SERVICE SKILLS TRAINEESHIP

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	To be confirmed	Monday to Thursday 9am - 4.15pm, Friday 9am - 1.45pm	46 weeks	Traineeship	071 915 9500, email trainingcentresligo@msletb.ie
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HORTICULTURE

COURSE TITLE	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
HORTICULTURE								
Carrick on Shannon	QQI Level 2 & 3	Learn how to grow fruit and vegetables, seasons in which to grow vegetables & using a polytunnel	Part-time	Continious Intake	Monday 9.30am - 3.30pm	24 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
HORTICULTURE								
Mohill	QQI Level 3	Garden Planning and Design	Part-time	12th January	Tuesday 10am - 2pm	10 weeks	BTEI	071 962 0024 ext. 205 Paul
HORTICULTURE								
Ballinamore	QQI Level 3	Garden Planning and Design	Part-time	14th January	Thursday 10am - 2pm	10 weeks	BTEI	071 962 0024 ext. 205 Paul

HORTICULTURE

Ballinamore	QQI Level 4	Establishing Trees & Shrubs Growing Trees Growing Vegetables Plant Identification & Maintenance	Part-time	13th January	Wednesday 10am - 2pm	10 weeks	BTEI	071 962 0024 ext. 205 Paul
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GENERAL HORTICULTURE WITH ORNAMENTAL LANDSCAPING

Drumshanbo	QQI Level 5	Soil Science and Growing Media Fruit and Vegetable Production Plant Identification and Use Plant Science Landscape Constuction and Maintenance Ornamental Horticulture Work Practice Teamworking Plant Protection	Full-time	8th February	Monday to Thursday 9am - 4.15pm, Friday 9am - 1.45pm	50 weeks	Local Training Initiative	071 9641770 or 086 20131664
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HORTICULTURE

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	1st March	Monday to Friday 9am - 5pm	50 weeks	Local Training Initiative	071 985 4338, Steve, Phil or Ingrid, email: lti@theorganiccentre.ie
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IT & OFFICE ADMINISTRATION

COURSE TITLE	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
COMPUTERS FOR THE TERRIFIED								
Carrick on Shannon/Manorhamilton	No Certification	How to turn a computer on/off safely, accessing website & email	Part-time	Continious Intake	2 hours per week	24 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
COMPUTERS								
Carrick on Shannon/Manorhamilton	QQI Level 2 & 3	Open and close a document, writing email, using the internet, how to use a mouse and keyboard	Part-time	Continious Intake	2 hours per week	24 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
INTERNET SKILLS								
Carrick on Shannon/Manorhamilton	QQI Level 2 & 3	Learn the basic techniques to access online information, online safety	Part-time	Continious Intake	2 hours per week	24 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
SPREADSHEETS								
Carrick on Shannon/Manorhamilton	QQI Level 2 & 3	Learn how to input information and simple formula to perform simple calculations	Part-time	Continious Intake	2 hours per week	24 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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	Continious Intake	2 hours per week	24 weeks	Adult Basic Education	071 962 1366 or 086 045 5013

COURSE TITLE	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
INFORMATION AND COMMUNICATION TECHNOLOGIES								
Ballinamore	QQI Level 3	Communications Computer Literacy Desktop Publishing Mathematics Spreadsheet Methods Word Processing	Part-time	June closing date with classes starting in September	Wednesday and Fri 10am - 1pm	52 weeks	BTEI	071 962 0024 ext. 205 Paul
INFORMATION & COMMUNICATION TECHNOLOGY								
Drumshanbo	QQI Level 3	Internet Skills Computer Literacy	Part-time	January	Monday 10am - 1pm or 2pm - 4.30pm	52 weeks	BTEI	071 962 0024 ext. 205 Paul
INFORMATION & COMMUNICATION TECHNOLOGY								
Mohill	QQI Level 3	Computer Literacy Desktop Publishing Excel Internet Skills Maths Spreadsheets Word Processing Work Experience	Part-time	January	Monday to Thursday 10am - 12.30pm	32 weeks	BTEI	071 963 2024
CAREER IN OFFICE AND RETAILS SKILLS								
Carrick on Shannon	QQI Level 4	Communications Customer Service Digital Media Technology Functional Maths General Office Skills Information Technology Skills Personal & Interpersonal Development Personal Effectiveness Retail Payment Procedures Retail Sales Techniques Stock Control Team Working Work Experience Some Modules are electives	Full-time	Continuous Intake	Monday to Thursday 9.30am- 4pm, Friday 9.30am - 1pm	78 weeks	National Learning Network	071 965 0693 or 086 248 1383
INFORMATION & COMMUNICATION TECHNOLOGY								
Drumshanbo	QQI Level 4	Word Processing Communications	Part-time	January	Tuesday 10am - 1pm or 2pm - 4.30pm	52 weeks	BTEI	071 962 0024 ext. 205 Paul
INFORMATION & COMMUNICATION TECHNOLOGY								
Mohill	QQI Level 4	Communications Database Methods Desktop Publishing Information Technology Skills Mathematics Spreadsheet Methods Web Design Word Processing Work Experience	Part-time	Feburary	Monday to Thursday 10am - 1pm	52 weeks (excluding July & August)	BTEI	071 963 2024

COURSE TITLE	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
OFFICE SKILLS								
Carrick on Shannon	QQI Level 4	Business English Communications Data Entry General Office Skills Mathematics Reception Skills Word Processing Work Experience	Part-time	June closing date with classes starting in September	Monday and Wednesday 2pm - 5pm	52 weeks	BTEI	071 962 0024 ext. 205 Paul
OFFICE SKILLS								
Manorhamilton	QQI Level 4	Business English Communications Data Entry General Office Skills Mathematics Reception Skills Word Processing Work Experience	Part-time	June closing date with classes starting in September	Tuesday 10am - 4.30pm	52 weeks	BTEI	071 962 0024 ext. 205 Paul
INFORMATION PROCESSING								
Ballinamore	QQI Level 5	Communications Database Methods eBusiness Studies Information and Communication Systems Marketing Practice Spreadsheet Methods Word Processing Work Experience	Part-time	June closing date with classes starting in September	Wednesday and Friday 10am - 1pm	52 weeks	BTEI	071 962 0024 ext. 205 Paul
INFORMATION PROCESSING								
Carrick on Shannon	QQI Level 5	Communications Database Methods eBusiness Studies Information and Communication Systems Marketing Practice Spreadsheet Methods Word Processing Work Experience	Part-time	June closing date with classes starting in September	Monday 10am - 1pm	2 years	BTEI	071 962 0024 ext. 205 Paul
INFORMATION PROCESSING								
Manorhamilton	QQI Level 5	Communications Database Methods eBusiness Studies Information and Communication Systems Marketing Practice Spreadsheet Methods Word Processing Work Experience	Part-time	June closing date with classes starting in September	Thursday 10am - 4.30pm	52 weeks	BTEI	071 962 0024 ext. 205 Paul
MANUAL AND COMPUTERISED ACCOUNTS & PAYROLL								
Mohill	QQI Level 5	Manual & Computerised Accounts & Payroll	Part-time	February	Tuesday 10am - 1pm Friday 10am - 4pm	10 weeks	BTEI	071 963 2024
MANUAL AND COMPUTERISED ACCOUNTS & PAYROLL								
Rossinver	QQI Level 5	Manual & Computerised Accounts & Payroll	Part-time	Mid-April	To be confirmed	10 weeks	BTEI	071 963 2024

TOURISM & HOSPITALITY

COURSE TITLE	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
CATERING								
Carrick on Shannon	QQI Level 3	Application of Numbers Art & Design Breakfast Cookery Communications Desktop Publishing Handling Food Hygienically Nutrition & Healthy Options Short Oder Cooking Textiles Word Processing Work Experience	Full-time	Continuous Intake	Monday to Friday 9am - 4.15pm Friday 9am - 1.45pm	104 weeks	Community Training Initiative	071 9621705 or 086 234 5061

TOURISM AND BUSINESS

Drumshanbo	QQI Level 5 (5M5011)	Year 1 Ecotourism Heritage Safety and Health at Work Tourism Information & Administration Word Processing Bookkeeping: Manual & Computerised Year 2 Communications Customer Service Marketing Practice Spreadsheets Tourism Principles and Practice Work Experience	Full-time	6th January (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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TOUR GUIDING

Rossinver	QQI Level 6	Tour Guiding	Part-time	June closing date with classes starting in September	To be confirmed	To be confirmed	BTEI	071 962 0024 ext. 205 Paul
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TRANSPORT & LOGISTICS

COURSE TITLE	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
LOGISTICS AND DISTRIBUTION TRAINEESHIP								
Carrick on Shannon	QQI Level 5	Customer Service Digital Presentations Freight Forwarding Inventory Control Purchasing Safety & Health at Work Warehousing Work Experience	Full-time	February	Monday to Friday 9am - 4.15pm Friday 9am - 1.45pm	45 weeks	Traineeship	071 915 9500, email trainingcentresligo@msletb.ie

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

B.B. King

Learning is a treasure that follows its owner everywhere

Chinese Proverb

Live as if you were to die tomorrow, learn as if you were to live forever

Mahatma Gandhi





msletb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
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DISCLAIMER

MSLETB continues to adapt to the challenges of the Covid-19 crisis by altering its teaching and learning environment to take into consideration all public health advice issued.

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.



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