

*Opportunities for Life & Living*

# LEITRIM FURTHER EDUCATION & TRAINING COURSE PROSPECTUS

SEPTEMBER TO DECEMBER 2021



**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



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

'10 Reasons to Study' infographic created by Donegal ETB

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# WELCOME

**I am delighted and honoured to introduce the Mayo, Sligo Leitrim Education and Training Board (MSLETB) Leitrim Course Prospectus for September to December 2021.**

**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, employers, and the communities within the MSLETB catchment.

Presently we are assisting 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 families, friends and fellow citizens may be 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, we offer flexible learning options to support your needs through 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 impacted on 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 2021 we 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 Retail Sales, Butchery, Commis Chef and ICT to name a few. There are of course many other opportunities across our wide range of high-quality innovative courses delivered part-time or full-time to suit learners needs.



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

MSLETB continue to invest in our facilities in Co. Leitrim with upgrading works due to commence in Ballinamore and Mohill with additional space secured in the Beepark Resource Centre in Manorhamilton. We have a state-of-the-art Further Education and Training Centre in the Market Yard, Carrick-on-Shannon. We have a Community Training Centre in Parklane, Carrick-on Shannon, a Leitrim Youthreach Service in Mohill and a Further Education and Training Centre in the Drumshanbo Enterprise Centre. These centres provide our adult learners and staff with the best learning spaces and technology available and enhance the learning and education experience.

Despite the global pandemic, it is estimated that 13,000 learners will benefit from MSLETB programmes, both full-time and part-time. In addition, it is estimated that up to 4,000 citizens in the MSLETB region will avail of adult guidance services across Mayo, Sligo and Leitrim. MSLETB is committed to supporting learners in every way possible. It is important to acknowledge that, whilst learners have experienced significant disruption, the way they have adapted to the evolving teaching and learning environment is inspiring.

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 through 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.

# LEITRIM ADULT EDUCATIONAL GUIDANCE SERVICE

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

**Are you uncertain about your future?**

**Are you considering returning to or continuing with education?**

**Are you having difficulty in sourcing or keeping suitable employment?**

**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.

### CONTACT:

Jane Nolan, Adult Guidance Counsellor / Co-Ordinator [janenolan@msletb.ie](mailto:janenolan@msletb.ie)

or call 071 962 1371 / 086 036 2174 or visit [www.msletbadultguidance.ie](http://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**

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# GENERAL INFORMATION

## 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**

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**

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**

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 / 086 036 2174.





## STATISTICS

Leitrim Adult Educational Guidance Service supported over;

**12,750**

people since 2007

Our clients progression pathways:

**49%**

to Further Education & Training

**24%**

to Employment

**4%**

to Personal Development

**23%**

to Higher Education

# 3

# 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)

If you are getting certain social welfare payments you may be 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 071-9640870 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)

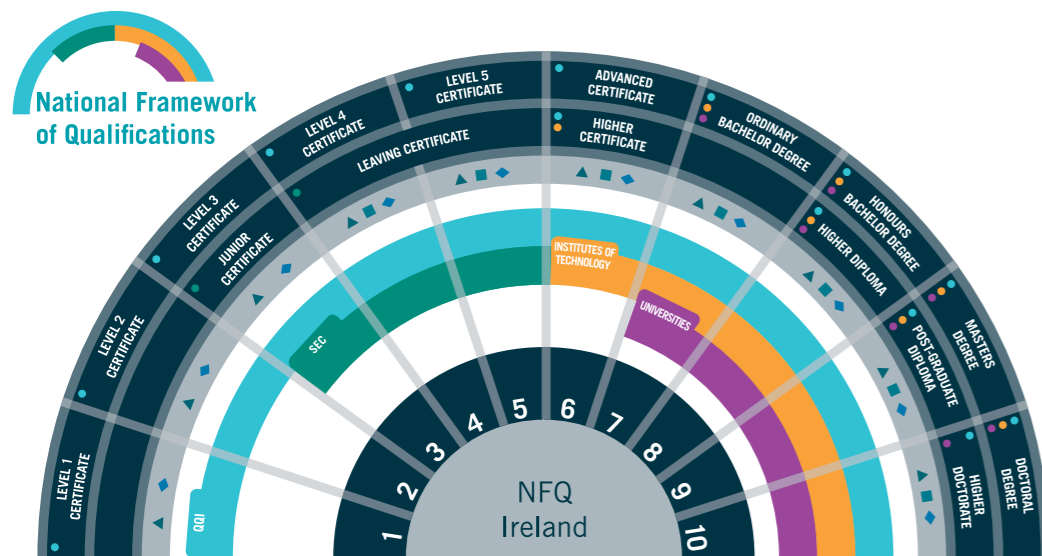
# COURSE STANDARDS AND CERTIFICATION



## 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 & 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



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 Employer Services Evening Provision	Apprenticeships Post Leaving Certificate (PLC)
QQI Level 5	Back to Education Initiative Employer Services Evening Provision	Apprenticeships Local Training Initiatives Opportunities Scheme (VTOS) Post Leaving Certificate (PLC) Specific Skills Training Traineeships Vocational Training
QQI Level 4	Back to Education Initiative Employer Services Evening Provision	Community Training Centre Specific Skills Training Specialist Training Providers Youthreach
QQI Level 3	Adult Basic Education Back to Education Initiative Skills for Work	Community Training Centre 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](http://www.eCollege.ie)



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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 computers skills, which will help adults with home, personal and further study. Learners can study as part of a small group or on their own with a tutor. Learners can choose from programmes, which offers 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, 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 on 071 962 0024, or email [paulhamilton@msletb.ie](mailto:paulhamilton@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 on 071 962 0024 or email [paulhamilton@msletb.ie](mailto:paulhamilton@msletb.ie) or visit our website [www.msletb.ie](http://www.msletb.ie)

### WHAT OUR ADULT EDUCATIONAL GUIDANCE CLIENTS SAY...

*"Very helpful for adults like myself who are unsure what to do"*

*"Friendly people that listened and helped steer me in the right direction."*

*"It's a welcoming service of friendly and helpful staff. Making educational life choices and decisions is hard and it helps to have someone who will support you."*

*"I was given the information I needed to pursue the course I'm doing at the moment."*

## 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 Kevin on 071 9621705 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 & TRAINING CENTRE EVENING CLASSES

**MSLETB** offers a broad, diverse programme of part-time evening courses encompassing both fully accredited courses as well as hobby style courses. Our part-time evening provision is designed to accommodate the busy schedules of our learners and those who would like to upskill or develop a career on a part-time basis. Our evening provision provides professional development opportunities and aims to develop learner's personal interests by complementing their existing qualifications or providing learners with the opportunity to acquire a new National Qualification with a variety of accredited courses. Our learners can also avail of non-accredited courses to learn a new skill, language or craft in a relaxed, social and non-exam-based setting. The evening provision creates this pathway for those unable to participate in full-time education.

There are a wide variety of courses available in schools and centres throughout the county subject to demand. For further information, please contact [aislingflynn@msletb.ie](mailto:aislingflynn@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 and 5 and/or to industry recognised accreditation. Courses are traditionally full-time and for persons wishing to up-date or acquire new skills to increase their future employment opportunities.

As a response to recent public health restrictions, some SST programmes have been delivered part-time and entirely online; these have included training in Skills for Remote Workers, Contact Centre Skills and Infection Prevention and Control.

For further information on SST's in Leitrim please contact Anthony Quinn, SST Programme Coordinator in MSLETB Training Centre Sligo on 071 915 9500 or email [anthonyquinn@msletb.ie](mailto:anthonyquinn@msletb.ie)

## TRAINEESHIPS

**Traineeships** provide job-specific training which combines direct training and a significant period of on-the-job training with an employer.

Traineeships are offered across several different disciplines including Health Service Skills and Logistics & Distribution. Traineeship courses involve at least 30% of their overall duration taking place on-the-job with a host employer; this gives learners a great opportunity to experience the workplace while working towards a qualification that will increase their employability. A Traineeship course can last anywhere from 6-11 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.

For further information on Traineeships in Leitrim please contact Anthony Quinn, Traineeship Programme Coordinator in MSLETB Training Centre Sligo on 071 915 9500 or email [anthonyquinn@msletb.ie](mailto:anthonyquinn@msletb.ie)

## 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 two years and leads 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
- Includes the opportunity to travel abroad for 2 weeks work experience under the Erasmus+ Programme - accommodation, travel and living expenses are covered.
- 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 086-0624200 / 071-9686017 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 deliver a student-centred approach to learning, to develop the core skills required for life, 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, holistic, and safe environment on their personal, social, and academic journey. The programme offers LEAVING CERT APPLIED and QQI Level 3 (equivalent to the Junior Certificate on NFQ). Both are geared as pathways to alternative college entry routes, apprenticeship / traineeships and /or sustainable employment opportunities. We also provide breakfast clubs, lunch provisions, 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 45 age 16-18 and Eur 205 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 071-9686018.

## OPPORTUNITIES FOR LIFE & LIVING:

# 1530

FET Learners in 2020

# 480

Full-time Learners in 2020

# 1050

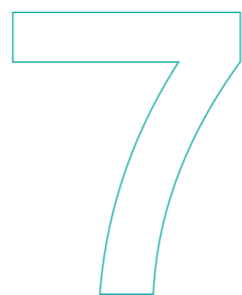
Part-time Learners in 2020

# 910

People Supported by the Leitrim Adult Educational Guidance Service in 2020



# 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:

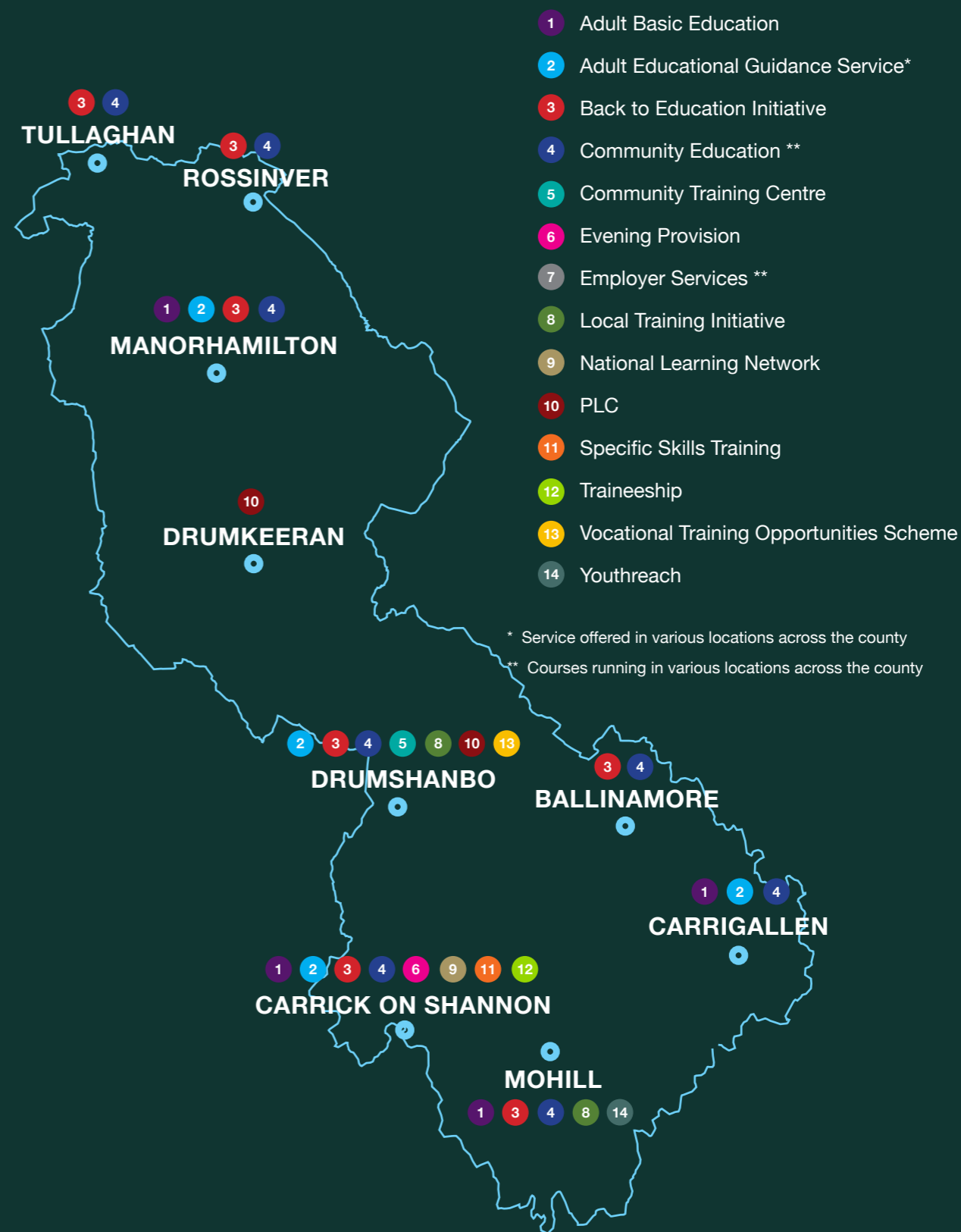
- **Fit in around your business and work schedules**
- **Be relevant to your business needs**
- **Respond to the changing nature of jobs and skills**

Programmes being delivered during Autumn 2021 include:

- **Visual Design with Adobe Photoshop**
- **Digital Marketing**
- **Data Protection Skills**
- **Manual Handling Instructor**
- **Diploma in Hospitality Supervision & Leadership**
- **Diploma in Hospitality Management**
- **Supervisory Management (Leading Through Change)**
- **Skills for Remote Workers**
- **Excel at all levels**
- **Customer Service**
- **Train the Trainer**

For further information or to discuss any training needs within your business please contact Aidan Tighe, Employer Engagement Officer on 086 0362142 or email [aidantighe@msletb.ie](mailto:aidantighe@msletb.ie)

# 8 LOCATION OF SERVICES





# 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.

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

## APPRENTICESHIPS (AS OF 27TH MAY 2021)

### ARBORICULTURE

Arboriculture - QQI Level 6

### BIOPHARMA

Laboratory Analyst - QQI Level 7  
Laboratory Technician - QQI Level 6

### CONSTRUCTION

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

### ELECTRICAL

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

### ENGINEERING

Engineering Services Management - QQI Level 7  
Equipment Systems Engineer - QQI Level 9  
Farriery - QQI Level 6  
Industrial Insulation - QQI Level 6  
Manufacturing Engineering - QQI Level 7  
Manufacturing Technology - QQI Level 6  
Mechanical Automation and Maintenance Fitting - QQI Level 6  
Metal Fabrication - QQI Level 6  
Original Equipment Manufacturing (OEM) Engineer - QQI Level 6  
Pipefitting - QQI Level 6  
Polymer Processing Technology - QQI Level 6  
Principal Engineer - QQI Level 10  
Sheet Metalworking - QQI Level 6  
Toolmaking - QQI Level 6

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** -  
Craft Apprenticeships for Mayo, 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)

### FINANCE

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

### HAIR

Hairdressing - QQI Level 6

### HEALTHCARE

Advanced Healthcare Assistant Practitioner - QQI Level 6

### HOSPITALITY AND FOOD

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

### ICT

CGI Technical Artist (Animation, Games, VFX) - QQI Level 8  
Cybersecurity - QQI Level 6  
Network Engineer Associate - QQI Level 6  
Software Developer Associate - QQI Level 6  
Telecommunications and Data Network Technician - QQI Level 6

### LOGISTICS

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

### MOTOR

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

### PROPERTY SERVICES

Auctioneering and Property Services - QQI Level 6

### RECRUITMENT

Recruitment Executive - QQI Level 8

### SALES

Retail Supervision - QQI Level 6  
Sales - QQI Level 6

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

### AGRICULTURE

Farm Manager - QQI Level 7  
Farm Technician - QQI Level 6  
Sportsturf Management - QQI Level 6

### CONSTRUCTION

Advanced Quantity Surveyor - QQI Level 9  
Scaffolding - QQI Level 5  
Roofing and Cladding - QQI Level 5

### ENGINEERING

Manufacturing Data Integration Engineer - QQI Level 7  
Precision Machinist and Quality Control - QQI Level 6  
Science Aircraft Asset Management - QQI Level 7  
Wind Turbine Maintenance - - QQI Level 6

### EQUINE

Stud Farm Assistant Management - QQI Level 7

### FINANCE

International Financial Services Advanced Specialist - QQI Level 9

### HORTICULTURE

Applied Horticulture - QQI Level 6

### HOSPITALITY & FOOD

Bar Manager - QQI Level 7  
Executive Chef - QQI Level 9

### ICT

Software Solutions Architect

### LOGISTICS

Commercial Driver



# COURSES BY CAREER AREA

# 10

## ARTS, CRAFT & DESIGN

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>WOODWORK</b>								
Drumshanbo FET Centre	QQI Level 3 / 4	Woodcraft	Part-time	September	Tuesday 9.30am - 4pm	10 weeks	BTEI	071 962 0024
<b>DIGITAL PHOTOGRAPHY</b>								
New Ballagh Centre Rossinver	QQI Level 5	Digital Photography	Part-time	September	To be confirmed	10 weeks	BTEI	071 962 0024
<b>DIGITAL PHOTOGRAPHY</b>								
Online	QQI Level 5	Digital Photography	Part-time	September	To be confirmed	10 weeks	BTEI	071 962 0024
<b>VISUAL DESIGN WITH ADOBE PHOTOSHOP</b>								
Online	Adobe ACA	Visual Design with Adobe Photoshop	Part-time	September	1 workshop per week	10 weeks	Employer Services	<a href="mailto:aidantighe@msletb.ie">aidantighe@msletb.ie</a>
<b>ADOBE PHOTOSHOP</b>								
Carrick on Shannon	Adobe Certified Associate	Adobe Certified Associate (ACA)- Visual Design Using Adobe Photoshop CC 2020	Part-time	September	Evenings from 6pm	10 weeks	Evening Provision	<a href="mailto:Aislingflynn@msletb.ie">Aislingflynn@msletb.ie</a>
<b>ADOBE ILLUSTRATOR</b>								
Carrick on Shannon	Adobe Certified Associate	Adobe Certified Associate (ACA)- Graphic Design & Illustration Using Adobe Illustrator CC 2020	Part-time	September	Evenings from 6pm	10 weeks	Evening Provision	<a href="mailto:Aislingflynn@msletb.ie">Aislingflynn@msletb.ie</a>

## ARTS & HUMANITIES

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>TRADITIONAL IRISH MUSIC</b>								
Drumshanbo FET Centre	QQI Level 4	Communications Music Appreciation Personal Effectiveness Traditional Irish Music Word Processing	Part-time	September	To be confirmed	12 weeks	BTEI	071 962 0024
<b>TRADITIONAL IRISH MUSIC</b>								
Drumshanbo FET Centre	QQI Level 5	Communications Event Production Irish Music Music Industry Studies Music Performance Music Theory Work Experience	Full-time	30th August (continuous intake throughout the year)	Monday - Thursday 9.30am - 3.30pm, Friday 9.30am - 2pm	2 years	VTOS	087 764 0332 Mossie Martin



# BUSINESS, ADMINISTRATION & IT

COURSE / LOCATION	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	Continious Intake	2 hours per week	24 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>COMPUTERS</b>								
Carrick on Shannon/Manorhamilton	QQI Level 2 & 3	Open and close a document, writing and 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
<b>INTERNET SKILLS</b>								
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
<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	Continious Intake	2 hours per week	24 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	Continious Intake	2 hours per week	24 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>INFORMATION AND COMMUNICATION TECHNOLOGY</b>								
Ballinamore	QQI Level 3	Communications Computer Literacy Internet Skills Mathematics Spreadsheet Methods Word Processing	Part-time	Information Day 8th September at 11.30am	Wednesday and Friday 10am - 1pm	1 year	BTEI	071 962 0024
<b>INFORMATION &amp; COMMUNICATION TECHNOLOGY</b>								
Drumshanbo	QQI Level 3	Computer Literacy Internet Skills	Part-time	September	Monday 10am - 1pm or 2pm - 4.30pm	52 weeks	BTEI	071 962 0024
<b>INFORMATION &amp; COMMUNICATION TECHNOLOGY</b>								
Mohill	QQI Level 3	Computer Literacy Desktop Publishing Excel Internet Skills Maths Spreadsheets Word Processing Work Experience	Part-time	September	Monday to Thursday 10am-12.30pm	32 weeks	BTEI	071 963 2024 <a href="mailto:info@mct.ie">info@mct.ie</a>
<b>DIGITAL MARKETING</b>								
Online	ICDL	Digital Marketing	Part-time	September	1 class per week	11 weeks	Employer Services	<a href="mailto:aidantighe@msetb.ie">aidantighe@msetb.ie</a>
<b>INFORMATION &amp; COMMUNICATION TECHNOLOGY</b>								
Drumshanbo	QQI Level 4	Communications Word Processing	Part-time	September	Tuesday 10am - 1pm or 2pm - 4.30pm	52 weeks	BTEI	071 962 0024

### INFORMATION AND COMMUNICATION TECHNOLOGY

Manorhamilton	QQI Level 4	Communications Computer Applications Desktop Publishing Information Technology Skills Mathematics Spreadsheet Methods Word Processing Work Experience	Part-time	Information Day Tuesday 7th September at 10am	Tuesday and Thursday 10am - 1pm	1.5 years	BTEI	071 985 6220 - Evelyn
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### INFORMATION & COMMUNICATION TECHNOLOGY

Mohill	QQI Level 4	Communications Database Methods Information Technology Skills Mathematics Spreadsheet Methods Web Design Word Processing Work Experience	Part-time	January	Monday & Thursday 10am - 1pm  Blended Learning with MS Teams and Office 365	52 weeks (excluding July & August)	BTEI	071 963 2024 <a href="mailto:info@mct.ie">info@mct.ie</a>
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### CAREER IN OFFICE AND RETAIL SKILLS

NLN 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
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### INTERNATIONAL COMPUTER DRIVERS LICENCES ICDL (FORMALLY ECDL)

Carrick on Shannon	ICDL	Computer Essentials (ICDL - CE) Online Essentials (New ICDL 2) Documents (New ICDL 3) Spreadsheets (New ICDL 4) Using Databases (New ICDL 5) Presentation Skills (New ICDL 6) Online Collaboration (New ICDL 7) Image Editing (New ICDL 8) Web Editing (New ICDL 9) IT Security (New ICDL 10) Project Planning (New ICDL PP)	Part-time	September	Evenings from 6pm	12 weeks	Evening Provision	<a href="mailto:Aislingflynn@msletb.ie">Aislingflynn@msletb.ie</a>
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### ACCOUNTS & PAYROLL (MANUAL & COMPUTERISED)

Mohill	QQI Level 5	Manual & Computerised Accounts & Payroll	Part-time	September	Tuesday 10am - 1pm, Friday 10am - 4pm	10 weeks	BTEI	071 963 2024 <a href="mailto:info@mct.ie">info@mct.ie</a>
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### BOOK-KEEPING

Carrick on Shannon	QQI Level 5	Book-keeping Manual and Computerised	Part-time	September	Evenings from 6pm	12 weeks	Evening Provision	<a href="mailto:Aislingflynn@msletb.ie">Aislingflynn@msletb.ie</a>
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**BUSINESS ADMINISTRATION**

Carrick-on-Shannon	QQI Level 5	Business Administration Communications Database Methods Desktop Publishing Marketing Practice Spreadsheet Methods Work Experience Work Processing	Part-time	Information Day Monday 6th September at 2pm	Monday and Wednesday 2pm - 5pm	2 years	BTEI	071 962 0024
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**BUSINESS ADMINISTRATION & IT**

Drumshanbo FET Centre	QQI Level 5 (5M2468)	<u>Year 1</u> Bookkeeping: Manual and Computerised (Sage) Customer Service Spreadsheets Word Processing Work Experience <u>Year 2</u> Business Administration Communications Payroll: Manual and Computerised (Sage) Safety and Health at Work	Full-time	30th August (continuous intake throughout the year)	Monday - Thursday 9.30am - 3.30pm Friday 9.30am - 2pm	2 years	VTOS	086 062 4200 Sean Bailey
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**BUSINESS IT**

Drumshanbo FET Centre	QQI Level 5 (5M2468)	Business Administration Communications Computerised Account (Sage) Database Payroll Presentations Spreadsheets Word Processing Work Experience Work Experience	Full-time	Registration 2nd September Classes commencing 9th September	Monday, Tuesday & Thursday 9am - 4pm, Wednesday 9am - 1pm, Friday 9am - 2pm Blended Learning with MS Teams and Office 365	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 6th	Monday, Wednesday & Thursday, 10am - 4pm Blended Learning with MS Teams and Office 365	47 weeks	PLC	087 988 50390 & 086 418 3299
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**COMPUTER APPLICATIONS IN THE WORKPLACE**

Mohill Computer Training	QQI Level 5	Bookeeping Manual & Computerised Communications Database Methods Payroll Manual & Computerised Information Communication Systems Spreadsheet Methods Web Authoring Work Experience	Full-time	September 6th	Monday to Thursday 9am - 4.30pm, Friday 9am - 12.30pm Blended Learning with MS Teams and Office 365	47 weeks	Local Training Initiative	071 963 2024 <a href="mailto:margaret@mct.ie">margaret@mct.ie</a>
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<b>EXCEL</b>								
Carrick on Shannon	Microsoft Office Specialist	Creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions and creating charts and objects.	Part-time	September	Evenings from 6pm	10 weeks	Evening Provision	<a href="mailto:Aislingflynn@msletb.ie">Aislingflynn@msletb.ie</a>
<b>EXCEL</b>								
Online	ICDL & various QQI Levels	Excel	Part-time	September	2 classes per week	To be confirmed	Employer Services	<a href="mailto:aidantighe@msletb.ie">aidantighe@msletb.ie</a>
<b>INFORMATION PROCESSING</b>								
Ballinamore	QQI Level 5	Communications Database Methods Desktop Publishing Information and Communication Systems Marketing Practice Spreadsheet Methods Word Processing Work Experience	Part-time	Information Day Wednesday September 8th at 10am	Wednesday and Friday 10am - 1pm	1 year	BTEI	071 962 0024
<b>PAYROLL</b>								
Carrick on Shannon	QQI Level 5	Payroll, Manual and Computerised	Part-time	September	Evenings from 6pm	12 weeks	Evening Provision	<a href="mailto:Aislingflynn@msletb.ie">Aislingflynn@msletb.ie</a>
<b>POWERPOINT</b>								
Carrick on Shannon	Microsoft Office Specialist	Create, edit, and enhance presentations and slideshows using all powerpoints functions	Part-time	September	Evenings from 6pm	10 weeks	Evening Provision	<a href="mailto:Aislingflynn@msletb.ie">Aislingflynn@msletb.ie</a>
<b>ADVANCED BUSINESS</b>								
Carrick on Shannon	QQI Level 6	Business Management Communications Customer Service Law Marketing Personal & Professional Development Spreadsheets Word Processing	Part-time	Information Day Wednesday 8th September at 2pm	Wednesday 2pm - 5pm	2 years	BTEI	071 962 0024
<b>ADVANCED BUSINESS</b>								
Lough Allen College, Drumkeerin	QQI Level 6	Business Management Communications Entrepreneurship Human Resource Management Text Production Word Processing Work Experience	Full-time	September 6th	Monday, Wednesday & Thursday, 10am - 4pm Blended Learning with MS Teams and Office 365	47 weeks	PLC	087 988 5039 or 086 418 3299
<b>DATA PROTECTION SKILLS</b>								
Online	QQI Level 6	Data Protection	Part-time	September	2 class per week	7 weeks	Employer Services	<a href="mailto:aidantighe@msletb.ie">aidantighe@msletb.ie</a>
<b>SUPERVISORY MANAGEMENT</b>								
Carrick on Shannon	QQI Level 6	Supervisory Management	Part-time	September	Evenings from 6pm	12weeks	Evening Provision	<a href="mailto:Aislingflynn@msletb.ie">Aislingflynn@msletb.ie</a>
<b>SUPERVISORY MANAGEMENT (LEADING THROUGH CHANGE)</b>								
Online	QQI Level 6	Supervisory Management	Part-time	September	3 classes per week	10 weeks	Employer Services	<a href="mailto:aidantighe@msletb.ie">aidantighe@msletb.ie</a>



# CONSTRUCTION

COURSE / LOCATION	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	13th September	Monday to Friday 9am - 4.15pm, Friday 9am - 1.45pm	12 weeks	SST	071 915 9500 <a href="mailto:trainingcentresligo@msletb.ie">trainingcentresligo@msletb.ie</a>

# CORE SKILLS

COURSE / LOCATION	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	24 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	24 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	February	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	February	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 and games	Part-time	February	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	February	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	February	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	February	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	24 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	24 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	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 quality CV, looks 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
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### 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
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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	24 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
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### GENERAL LEARNING

Tullaghan	QQI Level 3	Word Processing Personal Effectiveness Communications	Part-time	15th September	Wednesday & Thursday 2 - 6pm	12 weeks	BTEI	071 962 0024
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### GENERAL LEARNING / EQUIVALENT TO JUNIOR CERT

Leitrim Youthreach Centre	QQI Level 3 in General Learning/Junior cert level)	Career Preparation Communications Culinary Operations Digital Photography 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	QQI Level 4 -CAP (College Access Programme)	Art Career Preparation Communications Engineering Health & Safety Information Technology Maths Personal & Interpersonal Skills Short Order Cooking 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	State Examinations Commission	<b>All Leaving Certificate Subjects</b> Career Guidance Counselling Support English and Communications Engineering Graphics and Construction Hotel Catering and Tourism Hair and Beauty ICT Irish / Modern Language Maths Office Admin & Customer Care SPHE Sports & Recreation Visual Art Vocational Preparation	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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## SKILLS FOR REMOTE WORKERS

Online	QQI Level 5	Customer Service Microsoft Applications	Part-time	September	3 classes per week	8 weeks	Employer Services	<a href="mailto:aidantighe@msletb.ie">aidantighe@msletb.ie</a>
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# CUSTOMER SERVICE

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>CUSTOMER SERVICE</b>								
On site	QQI Level 4	Customer Service	Times to suit business needs	To suit business needs	To be confirmed	To be confirmed	Employer Services	<a href="mailto:aidantighe@msletb.ie">aidantighe@msletb.ie</a>

# EDUCATION

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>MANUAL HANDLING INSTRUCTOR</b>								
Leitrim	QQI Level 6	Manual Handling Instructor	Part-time	September	To be confirmed	5 full days	Employer Services	<a href="mailto:aidantighe@msletb.ie">aidantighe@msletb.ie</a>
<b>TRAIN THE TRAINER (TRAINING DELIVERY AND EVALUATION)</b>								
Carrick on Shannon	QQI Level 6	Training, Delivery and Evaluation	Part-time	September	Evenings from 6pm	12 weeks	Evening Provision	<a href="mailto:Aislingflynn@msletb.ie">Aislingflynn@msletb.ie</a>
<b>TRAIN THE TRAINER (TRAINING DELIVERY AND EVALUATION)</b>								
Leitrim	QQI Level 6	Training, Delivery and Evaluation	Part-time	September	1 class per week	To be confirmed	Employer Services	<a href="mailto:aidantighe@msletb.ie">aidantighe@msletb.ie</a>

# 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	071 9621705 or 086 234 5061

# HORTICULTURE

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>HORTICULTURE</b>								
Carrick on Shannon	QQI level 1 to 3	Learn how to use polytunnels, grow vegetables and fruit	Part-time	Continious Intake	Monday 9.30am - 4.30pm	24 weeks	Adult Basic Education	071 96 21366 or 086 045 5013
<b>GARDENING</b>								
Mohill Family Resource Centre	QQI Level 3	Gardening Planning Growing Vegetables	Part-time	September 7th	Tuesday 10 - 2pm	10 weeks	BTEI	071 962 0024
<b>HORTICULTURE</b>								
Ballinamore	QQI Level 3	Garden Planning	Part-time	September 8th	Wednesday 10am - 2pm	10 weeks	BTEI	071 962 0024
<b>GARDEN PLANNING</b>								
Ballinamore	QQI Level 4	Growing Vegetables	Part-time	September 9th	Thursday 10am - 2pm	10 weeks	BTEI	071 962 0024

# HEALTH & WELFARE

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>HYGIENE &amp; PERSONAL CARE</b>								
Carrick on Shannon/Manorhamilton	Level 2 & 3	To see the benefits of personal hygiene in everyday life		Continuous Intake	3 hours per week	24 weeks	Adult Basic Education	071 962 1366 or 086 045 5013
<b>HEALTH AND SAFETY AWARENESS</b>								
Rossinver	QQI Level 3	Health & Safety Awareness	Part-time	September	To be confirmed	To be confirmed	BTEI	071 962 0024
<b>HEALTHCARE SUPPORT</b>								
Drumshanbo	QQI Level 4	Communications Health & Wellbeing Healthcare Personal Effectiveness Word Processing	Part time	September	To be confirmed	12 weeks	BTEI	071 962 0024
<b>HEALTH SERVICE SKILLS TRAINEESHIP</b>								
Carrick on Shannon	QQI Level 5	Anatomy and Physiology Care of Older Person Care Support Care Skills Customer Service Human Growth & Development Infection Prevention & Control Work Practice PHECC-First Aid Response Safety & Health at Work	Full-time	September	Monday to Friday 9am - 4.15pm, Friday 9am - 1.45pm	46 weeks	Traineeship	071 915 9500 <a href="mailto:trainingcentresligo@msletb.ie">trainingcentresligo@msletb.ie</a>
<b>HEALTHCARE SUPPORT</b>								
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	September	Tuesday and Wednesday 10am-3pm	47 weeks	BTEI	071 962 0024
<b>HEALTH, NUTRITION AND FOOD SCIENCE</b>								
FET Centre, Drumshanbo, Co. Leitrim	QQI Level 5 (5M5267)	<u>Year 1</u> Customer Service Dietetics Food Chemistry Food Hygiene Food Safety and HACCP Work Experience <u>Year 2</u> Food Processing Laboratory Skills Microbiology Nutrition Safety and Health at Work	Full-time	30th August (continuous intake throughout the year)	Monday - Thursday 9.30am - 3.30pm, Friday 9.30am - 2pm	2 years	VTOS	086 062 4200 Sean Bailey



# TOURISM & HOSPITALITY

COURSE / LOCATION	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	September	Monday to Thursday 9am-4.15pm, Friday 9am-1.45pm	42 weeks	Local Training Initiative	071 9641770 or 086 021 2258
<b>TOURISM</b>								
Rossinver	QQI level 5	Customer Service Entrepreneurial Skills Heritage Marketing Practice Internet Skills Tourism Information & Administration Tourism Principles & Practice Work Experience	Part-time	September	To be confirmed	47 weeks	BTEI	071 962 0024
<b>TOURISM AND BUSINESS</b>								
FET Centre - Drumshanbo, Co. Leitrim	QQI Level 5 (5M5011)	<u>Year 1</u> Administration Bookkeeping: Manual & Computerised Ecotourism Heritage Processing Safety and Health at Work Tourism Information & Word <u>Year 2</u> Communications Customer Service Marketing Practice Practice Spreadsheets Tourism Principles and Work Experience	Full-time	30th August (continuous intake throughout the year)	Monday - Thursday 9.30am - 3.30pm, Friday 9.30am - 2pm	2 years	VTOS	086 062 4200 Sean Bailey
<b>DIPLOMA IN HOSPITALITY SUPERVISION &amp; LEADERSHIP</b>								
Leitrim	QQI Level 5	Diploma in Hospitality Supervision & Leadership	To be confirmed	September	To be confirmed	To be confirmed	Employer Services	<a href="mailto:aidantighe@msletb.ie">aidantighe@msletb.ie</a>
<b>DIPLOMA IN HOSPITALITY MANAGEMENT</b>								
Leitrim	QQI Level 6	Diploma in Hospitality Management	To be confirmed	September	To be confirmed	To be confirmed	Employer Services	<a href="mailto:aidantighe@msletb.ie">aidantighe@msletb.ie</a>

# TRANSPORT & LOGISTICS

LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<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	September	Monday to Friday 9am-4.15pm, Friday 9am-1.45pm	45 weeks	Traineeship	071 915 9500 <a href="mailto:trainingcentresligo@msletb.ie">trainingcentresligo@msletb.ie</a>

# SPORTS, RECREATION & FITNESS

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
<b>OUTDOOR SPORT &amp; RECREATION</b>								
Allen Center Drumshanbo	QQI Level 5 (5M5148)	Adventure Activities Communications Emergency Care Exercise & Fitness First Aid Level 3 Rescue 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	Mid September	10.00 to 3.30pm	September - June	PLC	083 388 2280 Tojo Lazzari
<b>SPORT RECREATION &amp; EXERCISE</b>								
Allen Center Drumshanbo	QQI Level 6 (6M5147)	Communications Community Development Event Management Exercise & Fitness River Kayaking Instruction Rock Climbing or Windsurfing Sailing Skills Sports Industry Practice Sports Nutrition Sports Psychology Work Experience	Full-time	Mid September	10.00 to 3.30pm	September - June	PLC	083 388 2280 Tojo Lazzari

*"The mind is not a vessel to be filled but a fire to be ignited."*

Plutarch

*"Education is the passport to the future, for tomorrow belongs to those who prepare for it today."*

Malcolm X

*"Anyone who has never made a mistake has never tried anything new."*

Albert Einstein







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- **Start dates may change.**
- **Course delivery may change.**

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