

Opportunities for Life & Living

LEITRIM FURTHER EDUCATION & TRAINING COURSE PROSPECTUS

JANUARY TO JUNE 2023



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



msletb

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



**LOW OR
NO COURSE
FEES**



**Progression to
Employment**

and /or Degrees Course in
Third Level Institutions



**FLEXIBLE LEARNING
FOR THE CHANGING
EMPLOYMENT MARKET**



**CAREER
GUIDANCE**



EARN WHILE YOU
LEARN

**S M A L L
CLASS
SIZES**



**RANGE OF
NATIONAL &
INTERNATIONAL
CERTIFICATION**



**LEARNERS OF ALL
AGES CATERED FOR**



**VARIETY OF
LEARNING
AREAS**



**QUALIFIED
EXPERIENCED &
DEDICATED STAFF**

WWW.FETCHCOURSES.IE

'10 Reasons to Study' infographic created by Donegal ETB

CONTENTS

1.	LEITRIM ADULT EDUCATIONAL GUIDANCE SERVICE	4
2.	GENERAL INFORMATION	6
3.	FURTHER EDUCATION & TRAINING IN COUNTY LEITRIM	7
4.	EMPLOYER SERVICES	8
5.	LOCATION OF SERVICES	9
6.	APPRENTICESHIPS	10
7.	COURSES BY CAREER AREA	13



msletb

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

LEITRIM ADULT EDUCATIONAL GUIDANCE SERVICE

1

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 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 for you to make an informed choice.

CONTACT:

Martina O'Sullivan, Adult Guidance Information Officer martinaosullivan@msletb.ie

or call 071 962 1371 / 086 774 3329

Jane Nolan, Adult Guidance Counsellor / Co-Ordinator janenolan@msletb.ie

or call 071 962 1371 / 086 036 2174 or visit www.msletbadultguidance.ie

[f @leitrimadultguidance](https://www.facebook.com/leitrimadultguidance)

[t @leitrimguidance](https://www.instagram.com/leitrimguidance)

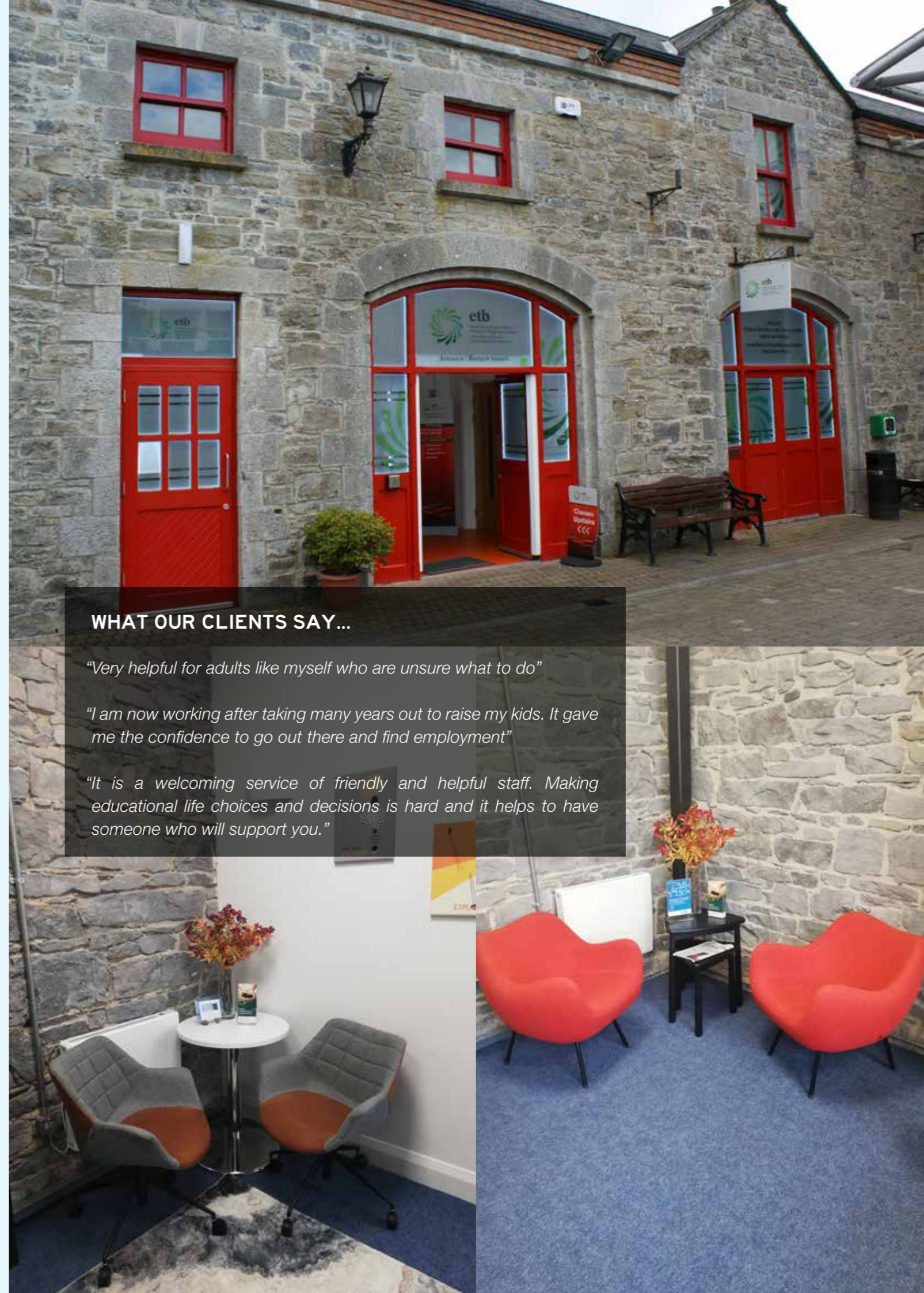
[i laegs_msletb](https://www.instagram.com/laegs_msletb)

You can also call into us in our centre in the Market Yard, Carrick on Shannon.

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...

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

"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"

"It is 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."

GENERAL INFORMATION

2

SELF-DIRECTED RESEARCH

There are several websites that provide up-to-date detailed information on courses provided by Mayo, Sligo, and 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

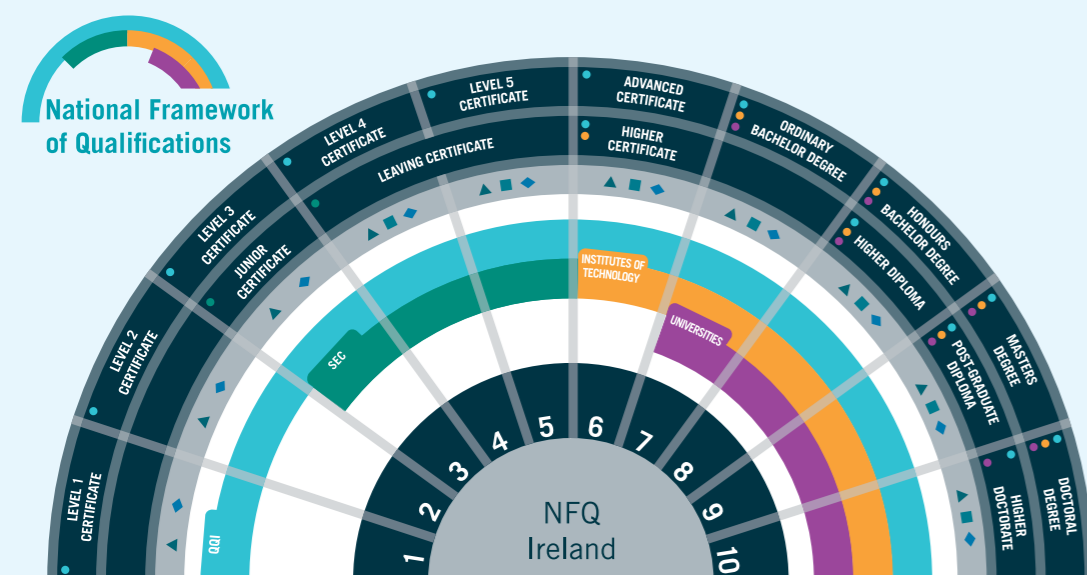
Many of our courses are free or have a minimal charge. In fact, you may be entitled to some financial supports while studying with the MSLETB.

COURSE STANDARDS AND CERTIFICATION

[Quality and Qualifications Ireland](http://www.qqi.ie) (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](http://www.nfq.ie) (NFQ) as a system of relating different qualification levels to one another. The NFQ supports students in understanding the expectations of each level so they can make informed decisions on the most appropriate course to study.

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



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

3

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 or 087 774 3329.

ACCREDITATION	PART-TIME	FULL-TIME
QQI Level 6	Back to Education Initiative	Apprenticeships Post Leaving Certificate (PLC)
QQI Level 5	Back to Education Initiative	Apprenticeships Local Training Initiatives Post Leaving Certificate (PLC) Specific Skills Training Traineeships Vocational Training Opportunities Scheme (VTOS)
QQI Level 4	Back to Education Initiative	Community Training Centre Specific Skills Training Specialist Training Providers Youthreach
QQI Level 3	Adult Basic Education Back to Education Initiative	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

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

Areas covered by our programmes in Spring 2023 include:

- **AutoCAD**
- **Basic IT Skills**
- **Cert in General Patisserie & Confectionery**
- **Cyber Security**
- **Data Analytics**
- **Data Protection Skills**
- **Digital Marketing**
- **Diploma in Hospitality Supervision & Leadership**
- **Healthcare Skills**
- **ICDL Spreadsheets - Basic to Advanced**
- **ICDL Teamwork - Microsoft Teams**
- **ILM Coaching & Mentoring**
- **Leadership & Management**
- **Lean Green Belt**
- **Mental Health 1st Aid**
- **Power BI**
- **Revit**
- **Solidworks**
- **Sustainability**
- **Training & Development**
- **Warehousing and Logistics**



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

4

5

LOCATION OF SERVICES



APPRENTICESHIPS

6

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 several 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 Technological Universities (formerly ITs) 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.

APPRENTICESHIPS (AS OF 28TH JUNE 2022)

ARBORICULTURE

Arboriculture L6

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

Scaffolding – Level 5

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

Equipment Systems Engineer – Level 9

Farriery – Level 6

Industrial Insulation – Level 6

Lean Sigma Manager – Level 9

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

Wind Turbine Maintenance – Level 6

FINANCE

Accounting Technician – Level 6

International Financial Services Associate – Level 6

International Financial Services Specialist – Level 8

HAIR

Hairdressing – Level 6

HEALTHCARE

Advanced Healthcare Assistant Practitioner – Level 6

HOSPITALITY AND FOOD

Bar Manager – Level 7

Butcher – Level 5

Chef De Partie – Level 7

Commis Chef – Level 6

Sous-Chef – Level 8

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.msletbtrainingcentres.ie

ICT

CGI Technical Artist – Level 8

Cybersecurity – Level 6

Cybersecurity Practitioner – Level 8

Network Engineer Associate – Level 6

Software Developer Associate – Level 6

Telecommunications and Data Network Technician – Level 6

INSURANCE

Insurance Practitioner – Level 8

LOGISTICS

Logistics Associate – Level 6

Supply Chain Associate – Level 7

Supply Chain Manager – Level 9

Supply Chain Specialist – Level 8

Transport Operations and Commerical Driving – Level 6

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 28TH JUNE 2022)

AGRICULTURE

Farm Management – Level 7

Farm Technician – Level 6

Sportsturf Management – Level 6

CONSTRUCTION

Advanced Quantity Surveyor – Level 9

ENGINEERING

Manufacturing Data Integration Engineer – Level 7

Precision Machinist and Quality Control – Level 6

EQUINE

Stud Farm Assistant Management – Level 7

HORTICULTURE

Horticulture – Level 6

HOSPITALITY & FOOD

Executive Chef – Level 9

ICT (INFORMATION AND COMMUNICATION TECHNOLOGY)

Software Solutions Architect – Level 9

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

Mahatma Gandhi

Education is not preparation for life, education is life itself

John Dewey

7

COURSES BY CAREER AREA



ARTS, CRAFT & DESIGN

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
CRAFT WOODWORK								
Ballinamore	QQI Level 3	Craft Woodwork	Part-time	February	Thursday	12 weeks	BTEI	071 962 0024
CRAFT WOODWORK								
Drumshanbo	QQI Level 3	Craft Woodwork	Part-time	February	Thursday	12 weeks	BTEI	071 962 0024
DIGITAL PHOTOGRAPHY								
New Ballagh Centre Rossinver	QQI Level 3	Digital Photography	Part-time	January	Friday	10 weeks	BTEI	071 962 0024

ARTS & HUMANITIES

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
TRADITIONAL IRISH MUSIC								
FET Centre Drumshanbo	QQI Level 5 (5M2011)	Communications Event Production Irish Music Music Industry Studies Music Performance Music Theory Work Experience	Full-time	Continuous intake	Monday - Thursday 9.30am - 3.30pm Friday 9.30am - 2pm	2 years	VTOS	Mossie Martin 087 764 0332

BUSINESS, ADMINISTRATION & IT

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
COMPUTERS FOR THE TERRIFIED (BEGINNERS)								
Carrick-on-Shannon/Manorhamilton	No Certification	How to turn a computer on and off safely, accessing websites and email	Part-time	Continuous intake	2 hours per week	January to June	Adult Basic Education	071 962 1366 or 086 045 5013 garyburke@msletb.ie
COMPUTERS								
Carrick-on-Shannon/Manorhamilton	QQI Level 2 & 3	Opening and closing a document, writing an email, using the internet, how to use a mouse and keyboard	Part-time	Continuous intake	2 hours per week	January to June	Adult Basic Education	071 962 1366 or 086 045 5013 garyburke@msletb.ie
INTERNET SKILLS								
Carrick-on-Shannon/Manorhamilton	QQI Level 2 & 3	Learn the basic techniques to access online information, online safety	Part-time	Continuous intake	2 hours per week	January to June	Adult Basic Education	071 962 1366 or 086 045 5013 garyburke@msletb.ie
SPREADSHEETS								
Carrick-on-Shannon/Manorhamilton	QQI Level 2 & 3	Learn how to input information and formulas to perform simple calculations	Part-time	Continuous intake	2 hours per week	January to June	Adult Basic Education	071 962 1366 or 086 045 5013 garyburke@msletb.ie
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	Continuous intake	2 hours per week	January to June	Adult Basic Education	071 962 1366 or 086 045 5013 garyburke@msletb.ie

BUSINESS, ADMINISTRATION & IT

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
INFORMATION & COMMUNICATION TECHNOLOGY								
Drumshanbo	QQI Level 3 (3M0877)	Spreadsheets	Part-time	January	Monday 2pm - 5pm	52 weeks	BTEI	071 962 0024
INFORMATION & COMMUNICATION TECHNOLOGY								
Drumshanbo	QQI Level 3	Word Processing	Part-time	January	Tuesday 2pm - 5pm	52 weeks	BTEI	071 962 0024
COMPUTER APPLICATIONS FOR BEGINNERS								
Mohill Computer Training	QQI Level 3 (3M0877)	Computer Literacy Desktop Publishing Digital Media Internet Skills Word Processing	Part-time	January	2 days a week	January to June	BTEI	071 962 0024
INFORMATION & COMMUNICATION TECHNOLOGY								
Mohill Computer Training	QQI Level 4 (4M0855)	Communications Desktop Publishing Information Technology Skills Mathematics Spreadsheet Methods Web Design Word Processing Work Experience	Full-time In-Class with Blended Learning as required	January	Monday - Thursday 10am - 1pm	52 weeks	BTEI	071 963 2024 info@mct.ie
INFORMATION & COMMUNICATION TECHNOLOGY								
Drumshanbo	QQI Level 4 (4M0855)	Word Processing	Part-time	January	Monday 10am - 1pm	52 weeks	BTEI	071 962 0024
INFORMATION & COMMUNICATION TECHNOLOGY								
Drumshanbo	QQI Level 4	Spreadsheets	Part-time	January	Tuesday 10am - 1pm	52 weeks	BTEI	071 962 0024
BUSINESS & IT WITH PAYROLL AND BOOKKEEPING								
FET Centre Drumshanbo	QQI Level 5 (5M2468)	<u>YEAR 1</u> Bookkeeping: Manual & Computerised (Sage Accounts) Customer Service Spreadsheets Word Processing Work Experience <u>YEAR 2</u> Business Administration Communications Payroll: Manual & Computerised (Sage MicroPay) Safety & Health at Work Work Experience	Full-time	Continuous intake	Monday - Thursday 9.30am - 3.00pm Friday 9.30am - 2pm	2 years	VTOS	086 062 4200 Sean Bailey
BUSINESS ADMINISTRATION								
Manorhamilton	QQI Level 5	Business Administration	Part-time	January	Wednesday 10am - 1pm	15 Weeks	BTEI	071 962 0024
BUSINESS STUDIES								
Carrick-on-Shannon	QQI Level 5 (5M2102)	Databases	Part-time	January	Monday & Wednesday 10am - 1pm	15 Weeks	BTEI	071 962 0024
SPREADSHEETS								
Carrick-on-Shannon	QQI Level 5/ QQI Level 6	Spreadsheets	Part-time	January	Monday 10am - 1pm	15 Weeks	BTEI	071 962 0024
WORD PROCESSING								
Manorhamilton	QQI Level 5	Word Processing	Part-time	January	Tuesday 2pm - 5m	15 Weeks	BTEI	071 962 0024
BUSINESS ADMINISTRATION								
Carrick-on-Shannon	QQI Level 6 (6M4985)	Marketing Practices	Part-time	January	Wednesday 2pm - 5pm	52 weeks	BTEI	071 962 0024

CHILDCARE, HEALTH & WELFARE

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
HEALTH & FITNESS								
Carrick-on-Shannon/Manorhamilton	QQI Level 2 & 3	What is healthy to eat, useful exercises to keep fit	Part-time	Continuous intake	3 hours per week	January to June	Adult Basic Education	071 962 1366 or 086 045 5013 garyburke@msletb.ie
EARLY LEARNING & CARE								
Carrick-on-Shannon	QQI Level 5 (5M2009)	Child Development Child Health & Well Being Children with Additional Needs Communications Creative Arts for Early Childhood Early Care & Education Practice Early Childhood Education & Play Work Experience	Part-time	April	Monday & Tuesday evenings	47 weeks	BTEI	071 962 0024
EARLY LEARNING & CARE								
Rossinver	QQI Level 5 (5M2009)	Child Development Child Health & Well Being Children with Additional Needs Communications Creative Arts for Early Childhood Early Care & Education Practice Early Childhood Education & Play Work Experience	Part-time	January	TBC	47 weeks	BTEI	071 962 0024
HEALTH, NUTRITION & FOOD SCIENCE								
FET Centre Drumshanbo	QQI Level 5 (5M5267)	<u>YEAR 1</u> Customer Service Dietetics Food Chemistry Food Hygiene Food Safety & HACCP Work Experience <u>YEAR 2</u> Food Processing Laboratory Skills Microbiology Nutrition Safety & Health at Work	Full-time	Continuous intake	Monday - Thursday 9.30am - 3.00pm Friday 9.30am - 2pm	2 years	VTOS	086 062 4200 Sean Bailey
HEALTHCARE SUPPORT								
Carrick-on-Shannon	QQI Level 5 (5M4339)	Care of the Older Person Care Skills Care Support Communications Health & Safety at work Infection Prevention Control Palliative Care Work Experience	Part-time	January	Thursday & Friday 10am - 3pm	47 weeks	BTEI	071 962 0024

CHILD CARE, HEALTH & WELFARE

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
HEALTHCARE SUPPORT								
Rossinver	QQI Level 5 (5M4339)	Care of the Older Person Care Skills Care Support Communications Health & Safety at Work Infection Prevention Control Palliative Care Work Experience	Part-time	January	Tuesday & Wednesday 10am - 3pm	47 weeks	BTEI	071 962 0024
SPECIAL NEEDS ASSISTING & APPLIED SOCIAL STUDIES								
Carrick-on-Shannon	QQI Level 5 (5M2181)	Communications Equality & Disability Human Growth & Development Intercultural Studies Psychology Social Studies Special Needs Assisting Work Experience	Part-time	January	Monday & Wednesday 10am - 2pm	1.5 years	BTEI	071 962 0024

CUSTOMER SERVICE

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
CUSTOMER SERVICE								
NLN Carrick-on-Shannon	QQI Level 4	Communications Customer Service I.T. Skills Retail Payment Procedures Retail Sales Techniques Stock Control Teamworking Work Experience <u>OPTIONAL MODULES:</u> Handling Food Hygienically Workplace Safety	Full-time	Continuous Intake	Monday & Tuesday: Work Experience Wednesday, Thursday, Friday: In Centre	78 weeks	Specialist Training Provision	071 965 0693 or 086 248 1383
DOOR SECURITY & GUARDING SKILLS								
Carrick-on-Shannon	QQI Level 4	Door Security Procedures Guarding Skills	Full-time	March 20th	Monday - Thursday 9am - 4.15pm Friday 9am - 1.45pm	8 weeks	Specific Skills Training	071 915 9500 trainingcentresligo@msletb.ie

CORE SKILLS, LANGUAGES & GENERAL

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
CAR, BUS AND TRUCK DRIVER THEORY								
Carrick-on-Shannon/Manorhamilton	No Certification	This course is designed to prepare learners to pass their driver theory examinations for either car, Heavy Goods Vehicle (rigid and articulated) and bus	Part-time	Continuous intake	3 hours per week	January to June	Adult Basic Education	071 962 1366 or 086 045 5013 garyburke@msletb.ie
FAMILY LEARNING - MY BABY AND ME								
Carrick-on-Shannon/Manorhamilton	No Certification	Learn how to teach your child through everyday toys and games	Part-time	Continuous intake	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013 garyburke@msletb.ie
FAMILY LEARNING - ART FOR PARENTS								
Carrick-on-Shannon	No Certification	This course is for parents and their children to learn together using art	Part-time	Continuous intake	2 hours per week	4 weeks	Adult Basic Education	071 962 1366 or 086 045 5013 garyburke@msletb.ie
FAMILY LEARNING - GARDENING WITH YOUR CHILD								
Carrick-on-Shannon/Mohill	No Certification	Learn how to plant vegetables and fruit with your child	Part-time	Continuous intake	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013 garyburke@msletb.ie
INTRODUCTION TO ONLINE BANKING								
Carrick-on-Shannon/Manorhamilton	No Certification	Learn how to use online banking, either on computers or smart phone	Part-time	Continuous intake	2 hours per week	6 weeks	Adult Basic Education	071 962 1366 or 086 045 5013 garyburke@msletb.ie
ONE TO ONE READING WRITING & SPELLING								
Carrick-on-Shannon/Manorhamilton	QQI Level 1, 2 & 3	One to one lessons with a tutor to help with reading, writing and spelling	Part-time	Continuous intake	1 hours per week	January to June	Adult Basic Education	071 962 1366 or 086 045 5013 garyburke@msletb.ie
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	January to June	Adult Basic Education	071 962 1366 or 086 045 5013 garyburke@msletb.ie
ESOL (ENGLISH FOR SPEAKERS OF OTHER LANGUAGES)								
Carrick-on-Shannon/Manorhamilton/ Carrigallen	QQI Level 1 to 6, 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	January to June	Adult Basic Education	071 962 1366 or 086 045 5013 garyburke@msletb.ie
COLLEGE ACCESS PROGRAMME/YOUTHREACH								
Leitrim Youthreach Centre	QQI Level 4 - Access Programme	Communications Culinary Operations Horticulture & Agriculture IT Skills Leisure & Recreation Maths Painting & Photography Personal & Interpersonal Skills Personal Care Woodwork Work Experience	Full-time	Continuous intake	Monday - Thursday 9am - 3.45pm Friday 9am - 12.30pm	47 weeks	Youthreach	071 968 6018

CORE SKILLS, LANGUAGES & GENERAL

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
GENERAL LEARNING/EQUIVALENT TO JUNIOR CERT								
Leitrim Youthreach Centre	QQI Level 3 in General Learning/Junior cert level	Career Preparation Communications Culinary Operations Horticulture & Agriculture Information Technology Maths Personal & Interpersonal Skills Personal Care Photography & Painting Skills for Work Sports & Recreation Woodwork	Full-time	Continuous intake	Monday - Thursday 9am - 3.45pm Friday 9am - 12.30pm	47 weeks	Youthreach	071 968 6018
LEAVING CERTIFICATE APPLIED 1 & 2/YOUTHREACH								
Leitrim Youthreach Centre	State Examinations Commission	All Leaving Certificate Subjects Career Guidance Counselling Support Engineering English & Communications Graphics & Construction Hair & Beauty Hotel Catering & Tourism ICT Irish/Modern Language Maths Office Admin & Customer Care SPHE Sports & Recreation Visual Art Vocational Preparation	Full-time	Continuous intake	Monday - Thursday 9.15am - 3.45pm Friday 9.15am - 12.30pm	47 weeks	Youthreach	071 968 6018

HAIRDRESSING

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
HAIRDRESSING								
Carrick-on-Shannon	QQI Level 3	Art & Design Communications Desktop Publishing Hairdressing Basin Skills Hairdressing Blow Drying Mathematics Reception Skills Roller Setting Shampoo Skills Word Processing Work Experience	Full-time	Continuous intake	Monday - Thursday 9am - 4.15pm Friday 9am - 1.45pm	104 weeks	Community Training Centre	071 962 1705 or 086 234 5061

HORTICULTURE

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
HORTICULTURE								
Carrick-on-Shannon/Manorhamilton	QQI Level 2 & 3	Learn how to grow fruit and vegetables, seasons in which to grow vegetables and using a polytunnel	Part-time	Continuous intake	6 hours per week	January to June	Adult Basic Education	071 962 1366 or 086 045 5013 garyburke@msletb.ie
GARDENING								
Mohill	QQI Level 3	Establishing Trees & Shrubs Growing Fruit Growing In Containers	Part-time	January	Tuesday 10am - 2pm	10 weeks	BTEI	071 962 0024
HORTICULTURE								
Ballinamore	QQI Level 3	Establishing Trees & Shrubs Growing Fruit Growing Vegetables	Part-time	January	Wednesday 10am - 2pm	10 weeks	BTEI	071 962 0024
GARDEN PLANNING								
Ballinamore	QQI Level 4	Establishing Trees & Shrubs Garden Planning Growing Fruit Growing Vegetables Plant Identification	Part-time	January	Thursday 10am - 2pm	10 weeks	BTEI	071 962 0024
HORTICULTURE								
Carrick-on-Shannon	QQI Level 4	Establishing Trees & Shrubs Garden Planning Growing Fruit Growing Vegetables Plant Identification Care & Maintenance	Part-time	January	Monday 10am - 2pm	10 weeks	BTEI	071 962 0024
GENERAL HORTICULTURE WITH ORNAMENTAL LANDSCAPING								
Lough Allen Centre Drumshanbo	QQI Level 5 (5M2586)	Environmental Sustainability Fruit & Vegetable Production Landscaping Construction & Maintenance Ornamental Horticulture Plant Identification & Use Plant Protection Plant Science Soil Science & Growing Media Teamworking Work Practice	Full-time	February 20th	Monday - Thursday 9am - 4.15pm Friday 9am - 1.45pm	50 weeks	Local Training Initiative	071 964 1770
HORTICULTURE								
The Organic Centre Rossinver	QQI Level 5 (5M2586)	Biodiversity & The Natural Environment Fruit & Vegetable Production Organic Production Plant Identification & Use Plant Protection Plant Science Soil Science & Growing Media Teamworking Work Practice	Full-time	March 6th	Monday - Thursday 9am - 4.15pm Friday 9am - 4pm	50 weeks	Local Training Initiative	071 985 4338

TOURISM & HOSPITALITY

COURSE / LOCATION	CERTIFICATION	MODULES	DELIVERY	START DATE	DAY & TIME	DURATION	PROGRAMME	CONTACT
CATERING								
Carrick-on-Shannon	QQI Level 3 & 4	Art & Design Breakfast Cookery Cake Baking & Decoration Communications Desktop Publishing Dishwashing Handling Food Hygienically Mathematics Nutrition & Healthy Options Short Order Cooking Textiles Word Processing Work Experience	Full-time	Continuous intake	Monday - Thursday 9am - 4.15pm Friday 9am - 1.45pm	104 weeks	Community Training Centre	087 660 1002 or 086 234 5061

TOURISM WITH BUSINESS								
FET Centre Drumshanbo	QQI Level 5 (5M5011)	<u>YEAR 1</u> Bookkeeping: Manual & Computerised Ecotourism Heritage Safety & Health at Work Tourism Information & Administration Word Processing <u>YEAR 2</u> Communications Customer Service Marketing Practice Spreadsheets Tourism Principles & Practice Work Experience	Full-time	Continuous intake	Monday - Thursday 9.30am - 3.00pm Friday 9.30am - 2pm	2 years	VTOS	086 062 4200 Sean Bailey

TRANSPORT & CONSTRUCTION

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 & Pavior Laying Safepass Safety & Manual handling	Full-time	April 23rd	Monday - Thursday 9am - 4.15pm Friday 9am - 1.45pm	12 weeks	Specific Skills Training	071 915 9500 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

DISCLAIMER

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.



msletb

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



www.facebook.com/msletb



twitter.com/msletb

www.msletb.ie

Published by Leitrim Adult Educational Guidance Service



An Roinn Oideachais
agus Scileanna
Department of
Education and Skills

