

## GRETB Training Centre

The GRETB Training Centre in Mervue Business Park, Galway City is celebrating 50 years in business this year.

In 1967 AnCO was established by the Irish Government with the aim of providing industrial and commercial training for people. A number of Training Centres were established around the country and in 1969 the Galway Training Centre was founded.

The purpose of these Training Centres was to simulate a workplace where trainees clocked in and out, were treated like employees and got paid a training allowance. This principle still exists today although there have been many changes for the Training Centre in Mervue in the intervening years.

The GRETB Training Centre continues to develop new initiatives and courses, to meet the needs of learners and employers. It has developed strong links with local employers who offer valuable work experience to learners on many of the courses often leading to job offers. There is also a student support team which offers learners extra support in areas such as reading, Maths and comprehension.

The Centre has fully equipped workshops for Carpentry & Joinery, Electrical, Motor Mechanics, Metal Fabrication, MMA Welding. It also has one of the only dedicated simulated training facilities for cleanroom operatives in Europe.

## What we offer?

- Full Time Courses
- Evening Courses
- Traineeships
- Saturday Courses
- Blended (Online Tutor led Training)
- Apprenticeship
- Customised training

## Employer Engagement

GRETB Training Centre has worked closely with local employers for many years building up extensive on-going relationships. These successful relationships have resulted in training options being delivered on an annual basis ensuring employers have access to highly skilled and motivated employees. Most of our courses incorporate a work experience/placement period to ensure learners have the opportunity to consolidate their learning in a working environment. GRETB can connect Employers with potential candidates to meet their employment needs. We are also working with employers to support their employee training needs and with this in mind;

## Our programmes are subsidised to employees if they fall into any of the following categories

- Over 50 years of age
- Have skills at or below QQI Level 5
- Employment is at risk of displacement

The Training Centre in Mervue offers evening and weekend courses that allow those in employment to study while still in work. GRETB will work with employers to customise training to suit their needs and can deliver this training on site at your place of work.

## GRETB is supporting working lives and enterprise growth by focusing on 5 key areas –

- Supporting enhanced productivity in Irish SMEs
- Driving effective regional development
- Responding to the changing nature of jobs and skills requirements
- Meeting the skills development needs of the target groups
- Supporting the development of soft skills

## Our courses include:

- Good Manufacturing Practice
- Supervisory Management
- Instrumentation
- Continuous improvement in Manufacturing
- Quality Assurance
- IT Courses include: Basic IT, ECDL, IT Helpdesk Fundamentals, Web Design, Digital & Social Media Skills, MySQL, Java Programmer, Solidworks, and many more.

- Transversal Skills- Reading, Writing, Numeracy and English as a Second or Other Language
- Office Skills and Customer Service
- Customised Training

## Delivery Method:

- Flexible, Blended and Distance Learning
- Part-time, evening and weekend programmes
- Modularisation- working towards accreditation
- Technology Enhanced Learning

If you have a specific training need, please contact us on 091 706200

## Apprenticeships

The Apprenticeship Programme for Galway and Roscommon is administered from the GRETB Training Centre.

Since 2016 there are many opportunities for apprentices in areas such as Banking, Engineering, Logistics & Catering. Please contact the Training Centre if you are seeking an apprenticeship or if you are an employer seeking to take on an apprentice.

## Key Features of National Apprenticeships

### Apprenticeships in Ireland are:

- Industry-led by consortia of industry and education partners
- Lead to an award at Levels 5 to 10 on the National Framework of Qualifications (NFQ)
- Between 2-4 years in duration
- Minimum 50% on-the-job learning
- Flexible delivery – online, blended, off-the-job learning in increments/blocks
- Apprentices are employed under a formal contract of apprenticeship
- The employer pays the apprentice for the duration of the apprenticeship\*

\*For apprenticeships in place prior to 2016 the State pays a training allowance to apprentices during off-the-job training phases

## Information for Employer

Apprenticeship is a programme of education and training which combines learning in the work place with learning in a Training Centre or educational college. Apprenticeship provides the opportunity for learning acquired off-the-job to be applied and further developed under supervision in the workplace.

## Further Information

For further information on becoming an apprentice or employing an apprentice, please contact the

GRETB Services to Business Office,  
Mervue Business Park,  
Galway.

Tel: 091 706200.

Email: [apprenticeship@gretb.ie](mailto:apprenticeship@gretb.ie)  
[www.apprenticeship.ie](http://www.apprenticeship.ie)

GRETB Training Centre  
Mervue Business Park,  
Mervue,  
Galway

Ionaid Oiliúna Bhord Oideachais & Oiliúna na Gaillimhe & Ros Comáin,  
Páirc Ghnó Mervue,  
Mervue,  
Gaillimh

091 706200

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

[info@gretbtrainingcentre.ie](mailto:info@gretbtrainingcentre.ie)

GRETB Training Centre



Ireland's European Structural and Investment Funds Programmes 2014-2020  
Co-funded by the Irish Government and the European Union



EUROPEAN UNION  
Investing in your future  
European Social Fund

# GRETB Training Centre



# FREE COURSES 2019

## INFORMATION TECHNOLOGY & OFFICE ADMINISTRATION

### MYSQL & PHP For Dynamic Websites

- 20 Weeks
- Oracle/MySQL Certificate: MySQL 5.6 Developer (IZO – 882) – Oracle.
  - W3C Schools Certified PHP Developer



### Solidworks Cad – 3d Parametric Modelling

- 21 Weeks
- City & Guilds 7689-01 and 7689-02 Awards In Computer Aided Design and Parametric Modelling



### Web Design With Adobe Dreamweaver

- 20 Weeks
- Adobe Certified Associate In Web Communication Using Adobe Dreamweaver CS6

### Office Support Skills

- 15 Weeks
- QQI Level 4
  - 2 Weeks Work Experience

### Reception & Frontline Office Skills

- 17 Weeks
- QQI Customer Service Level 5
  - QQI Information & Administration
  - QQI Wordprocessing
  - 2 Weeks Work Experience



### Java Programming

- 29 Weeks
- Java SE7 Programmer - Oracle

### IT Helpdesk Fundamentals

- 12 Weeks
- MTA Operating System Fundamentals
  - MTA Networking Fundamentals
  - MTA Windows Server Fundamentals
  - Effective Helpdesk Specialist Skills



## RETAIL SALES

### Retail Sales

- 13 Weeks
- QQI Level 4
  - QQI Teamworking
  - QQI Retail Sales Techniques
  - Retail Payments Procedure
  - 2 Weeks Work Experience



## BLENDED LEARNING COURSES

### CompTIA A+

- 20 Weeks (1-day workshop each week)
- CompTIA A+

### Cisco Certified Network Associate

- 20 Weeks (1-day workshop each week)
- Cisco Interconnecting Network Devices

### CompTIA Cloud Essentials

- 10 Weeks (1-day workshop each week)
- CompTIA Cloud Essentials

### CompTIA Security

- 10 Weeks (1-day workshop each week)
- CompTIA Security+

### CompTIA Network+

- 10 Weeks ((1-day workshop each week)
- CompTIA Network +



## ENGINEERING COURSES

### Welding (Flat Horizontal) ARC & Oxy-Acetylene Welding

- 10 Weeks
- (EN9606-1CS11) Oxy-Acetylene Weld
  - (EN9606-1CS01) Fillet Weld



### AUTOCAD Computer Aided Draughting & Design

- 33 Weeks
- City & Guilds 7689-05 and 7689-06 Awards in 2D & 3D Computer Aided Design

### Solidworks CAD – 3D Parametric Modelling

- 21 Weeks
- City & Guilds 7689-01 and 7689-02 Awards in Computer Aided Design and Parametric Modelling engineering courses

### CAD/ CNC MILLING & TURNING

- 44 Weeks
- City & Guilds Award in Computer Aided Design Parametric Modelling (SolidWorks Module)
  - City & Guilds Diploma in Machining (CNC Module)



## TRANSPORT COURSES

### Heavy Goods Vehicle Driving (HGV) RIGID

- 8 Weeks
- The Department of Environment Class C Driving Licence
  - RSA – Driver Certificate of Professional Competence (CPC)
  - Forklift Driving



### Heavy Goods Vehicle Driving (HGV) ARTIC

- 6 Weeks
- RSA – Driving Licence Class EC
  - RSA – Driving Certificate of Professional Competence (CPC)



### Bus Driving – D Licence

- 10 Weeks
- Department of Environment Class D Driving Licence & RSA – Driver Certificate of Professional Competence (CPC)
  - QQI Level 5 Component Certification in Occupational First Aid 5N 1207 CLT
  - Digital Tachograph
  - 2 Weeks Work Experience



### Delivery Driver B Licence

- 10 Weeks



## MANUFACTURING COURSES

### Cleanroom & Packaging Operations

- 21 Weeks
- QQI Level 5 Component Certificate in:
- Quality and Good Manufacturing Practice
  - Continuous Improvement in Manufacturing
  - Cleanroom Operations
  - Packaging & Labelling
  - Infection Prevention & Control
  - 6 Weeks Work Experience



## FINANCE

### Manual & Computerised Payroll & Bookkeeping

- 20 Weeks
- QQI Level 5 Component Certificate in:
- Payroll-Manual & Computerised.
  - Bookkeeping Manual & Computerised
  - Spreadsheet methods
  - 4 Weeks Work Experience



## DOOR SECURITY

### Door Security & Guarding Skills

- 8 Weeks - QQI Level 4
- QQI Customer Service
  - QQI Door Security Procedures
  - QQI Guarding Skills



## SPORTS RECREATION

### Sports Recreation & Exercise

- 46 Weeks - 10 Weeks Work Placement
- QQI Level 5
- Communications
  - Exercise & Fitness
  - Nutrition
  - Sport & Recreation Studies
  - Sports Anatomy & Physiology



## TRAINEESHIPS

### Pharmacy Sales Assistant (Retail Skills Health & Beauty)

- 39 Weeks
- QQI Level 4 Major Award In Retail Skills
  - 10 Weeks Work Placement



### Beauty Therapist Traineeship

- 15 Weeks Experience (Full Time) 35 Weeks Integrated
- ITEC Diplomas in
- Holistic Massage
  - Anatomy & Physiology
  - Professional Conduct & Business Awareness
  - Make-Up Certificate
  - Manicure & Pedicure
  - Skincare & Eye Treatments
  - Epilation
  - Facial Electrical Treatments
  - Waxing
- ITEC Certification in
- Threading
  - Thermal Auricular Therapy
  - HD Brows Training



## CONSTRUCTION COURSES

### Employment Skills: Forklift, Safepass, Manual Handling

- 7 Weeks
- RTITB - Forklift Counterbalance Certificate
  - RTITB - Forklift Reach Certificate
  - City & Guilds - Intro to Health & Safety Awareness in Workplace



# HOW TO REGISTER



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

Or



Call into your Local  
**Department of Employment  
Affairs & Social Protection  
Office**

Courses are run subject to demand

