

GRETB Training Centre

Mervue Business Park, Mervue, Galway






Saturday Courses

to register telephone (091) 706241 / 706280 or e-mail saturdaycourses@gretb.ie

Fee Waiver Clients must call into their local Intreo Centre to be waitlisted for a course

Courses commence Saturday 4th March 2017

<p>Start Your Own Business (GYQ255) Fee €300 Duration 10 weeks (60 hours)</p>	<p>Equip participants with the knowledge, skill and competence to compile a business plan to start their own business. The programme includes processes involved in starting, operating and evaluating a business, the importance of planning, implementation, evaluation and factors that can influence the development of a business. QQI Level 5 (5N1418) Start Your Own Business Certificate</p>
<p>Reception and Frontline Office Skills (GYQ244) Fee €300 Duration 11 weeks (66 hours)</p>	<p>Enable participants develop the knowledge, skills and competence required to carry out reception-related tasks and operations as a front line representative in a range of organisations. Good communication and numerical skills along with a good command of the English language are essential. QQI Level 5 (5N1407) Reception and Frontline Office Skills</p>
<p>Supervisory Management (GYQ67) Fee €280 Duration 10 weeks (60 hours)</p>	<p>Equip participants with the relevant knowledge, skill and competence to understand the role and responsibilities of a supervisor and demonstrate a range of supervisory management skills. Participants will be expected to complete 90 hours learning in their own time. Good command of the English language is essential. QQI Level 5 Major Award or its equivalent is required prior to entry to the Programme. QQI Level 6 (6N4329) Supervisory Management</p>
<p>Cert in Training & Development (GYQ66) Fee €600 Duration 13 weeks (78 hours)</p>	<p>Develop participants with the professional skills and knowledge of Training and Development. This programme is certified through the Irish Institute of Training & Development QQI Level 6 (6N3325) Training Needs Identification & Design QQI Level 6 (6N3326) Training Delivery and Evaluation</p>
<p>Payroll Manual & Computerised (GYQ228) Fee €300 Duration 10 weeks (60 hours)</p>	<p>Provide participants with skills, knowledge and competencies to operate and maintain accurate payroll records using both manual and computerised systems for an organisation working under general direction and supervision. QQI Level 4 Major Award or its equivalent is required prior to entry to the Programme. QQI Level 5 (5N1546) Payroll Manual and Computerised</p>
<p>Preparation for ECDL (GYQ87) Fee €180 Duration 5 weeks (30 hours)</p>	<p>This course is for those who have some experience of computers. The course content will include Windows, Word Processing, Spreadsheets and Databases. With exposure to tests similar to those encountered in ECDL. Ideal preparation for certified ECDL course.</p>

<p>ECDL Version 6 (GYQ276) Fee €450 Duration 12 weeks (72 hours)</p>	<p>Topics covered: Computer Essentials, Online Essentials, Word Processing, Spreadsheets, Using Databases, Presentation Software and IT Security. Computer and Keyboard Skills required. Full ECDL licence awarded on successful completion of this programme</p>	
<p>Advanced Digital Imaging (GYQ108) Fee €240 Duration 8 weeks (48 hours)</p>	<p>Provide participants with the skills and related knowledge to develop their personal effectiveness and job seeking skills so as to enable them to obtain employment in the photographic or printing industry. This course is suitable for participants who completed the ECDL digital imaging course. Adobe ACA-P Visual Communication using Photoshop Certificate</p>	
<p>Infection Prevention & Control (GYQ7756) Fee €220 Duration 5 weeks (30 hours)</p>	<p>The purpose of this programme is to equip participants with the knowledge, skill and competence to prevent and control infection within the health services area. QQI Level 4 Major Award or its equivalent in a care related area prior to entry to the programme is required. QQI Level 5 (5N3724) Infection and Prevention Control</p>	
<p>Occupational First Aid Course and Defibrillation (GYQ256) Fee €220 Duration 5 weeks (30 hours)</p>	<p>A certified course to provide participants with the necessary skills and knowledge to be competent in dealing with accidents and emergencies in the workplace. QQI certificate valid for two years. QQI Level 5 (5N1207) Occupational First Aid Certificate</p>	
<p>Vehicle Brake, Oil and Battery Maintenance (GYQ233) Fee €300 Duration 10 weeks (60 hours)</p>	<p>The aim of this programme is to provide participants with the knowledge and skill to maintain and replace components with the brakes, battery and oil system. QQI Level 3 Major Award or its equivalent prior to entry to the programme is required. QQI Level 4 (4N2647) Vehicle Brake, Oil and Battery Maintenance</p>	
<p>Manual Metal ARC Welding (GYQ65) Fee €320 Duration 10 weeks (60 hours)</p>	<p>Course includes the layout of a welding plant, types of joints, weld variations, arc welding technology and safety and maintenance. This course is unsuitable for people with deficient eyesight or epilepsy...No contact lenses. Certificate in Manual Metal Arc Fillet Weld - EN9606-1</p>	
<p>TIG Welding (GYQ200) Fee €370 Duration 10 weeks (60 hours)</p>	<p>Learn how to use T.I.G. Welding equipment safety and correctly. Includes weld mild steel, stainless steel and aluminium plate in horizontal, vertical and overhead positions to complete 'lapp fillet' and 'tee fillet' joints. This course is unsuitable for people with deficient eyesight or epilepsy...No contact lenses. Certificate in TIG Stainless Steel Weld and TIG Aluminium Weld - EN9606-1</p>	
<p>Door Security (GYQ221) Fee €200 Duration 5 weeks (30 hours)</p>	<p>This course provides participants with the skills, attitude and related knowledge required to provide door security services. Good communication skills along with a good command of the English language are essential. QQI Level 4 (4N1114) Door Security Procedures</p>	
<p>Guarding Skills (GYQ222) Fee €200 Duration 5 weeks (30 hours)</p>	<p>This course provides participants with the skills, attitude and related knowledge required to provide guarding services. Good communication and numerical skills along with a good command of the English language are essential. QQI Level 4 (4N1118) Guarding Skills Certificate</p>	
 <p>gretb Bord Oideachais agus Oiliúnaí na hÉireann agus na hEireann Galway and Roscommon Education and Training Board</p>	<p>Courses are run subject to demand. Courses run from 8.30am – 3.00pm. Fees payable by cash/ personal cheque or draft. All courses require date of birth & PPSN details. No refunds after Week 2. Details correct at the time of going to print.</p> <p>For further information, telephone (091) 706241/706280 e-mail saturdaycourses@gretb.ie or visit our website www.gretbtrainingcentre.ie  GRETB Training Centre</p>	 <p>Clár Cluigi Struchtúracha ag an Innealtóireacht AE na hÉireann 2014-2020 Comhadúcháin agus tuisiú na hÉireann ag an Aireán Eorpach</p> <p>Ireland's EU Structural and Investment Funds Programmes 2014-2020 Co-funded by the Irish Government and the European Union</p>