

# GRETb Training Centre

Mervue Business Park, Mervue, Galway

EIRCODE: H91 CDW6



evening@gretbtrainingcentre.ie

t: 091 706252, 091 706235, 091 706275

www.gretbtrainingcentre.ie

## Evening Courses - Spring 2017

Registration Day for Fee-Waiver & Fee-Paying Clients on Friday, 13th January 2017  
from 8am to 5pm (open through lunchtime)

Courses commence week beginning Monday, 30th January 2017  
Courses held Monday, Tuesday, Wednesday or Thursday...7pm to 10pm

Course Title	Course Fee	No. of Weeks	No. of Evenings per Week	No. of Hours	Course Description	Course Certification
<b>Infection Prevention &amp; Control</b> (GYQ7756)	€20	10	1	30	The purpose of this programme is to equip the learner with the knowledge, skill and competence to prevent and control infection within the health services area. Assessments: Recorded Skills Demonstration 40%, Learning Experiences Report 20%, Theory 40%. <b>QOI Level 4 Major Award or its equivalent in a care related area prior to entry to the programme is required.</b>	QOI Level 5 Minor Certificate in Infection & Prevention Control 5N3734.
<b>Good Manufacturing Practice</b> (GYQ223)	€300	10	2	60	The aim of the course is to enable the learner to develop the skills, knowledge and competencies to work at operative level in a cleanroom within a medical technologies environment, performing a range of packaging and labelling tasks in compliance with quality standards and good manufacturing practice using a range of continuous improvement methodologies. <b>Good numerical &amp; communication skills essential including verbal &amp; written command of the English language.</b>	QOI Level 5 Component Certificate in Cleanroom Operations 5N1959.
<b>Computer Basics</b> (GYQ172)	€180	5	2	30	This course has been designed to introduce learners with little or no previous knowledge of computers to the basics of Information Communications Technology (ICT). Topics covered in this course include: Creating a Document, File Management, Internet & Email. <b>EqualSkills is specially developed to cater for those with NO EXPERIENCE of computers...Ideal preparation for the Information Technology Skills Course.</b>	ECDL EqualSkills Certificate.
<b>Information Technology Skills</b> (GYQ224)	€200	7½	2	45	The aim of the course is to enable the learner to manage files, folders and directories; navigate specific internet sites; create and manage a personal email account and develop skills in data entry and word processing. <b>Basic Computer &amp; Keyboard Skills Essential.</b> Ideal follow-on course from Computer Basics.	QOI Level 4 Minor Award in Information Technology Skills 4N1125.
<b>Preparation for ECDL</b> (GYQ87)	€180	10	1	30	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. <b>Ideal preparation for the certified ECDL course.</b>	Letter of attendance.
<b>ECDL Version 6...</b> (GYQ276)	€150	11	2	66	ECDL (European Computer Driving Licence) is a recognised European Standard in computer competence. Course modules are: Computer Essentials, Online Essentials, Word Processing, Spreadsheets, Using Databases, Presentation, IT Security. Assessments completed online in the Training Centre. <b>Computer &amp; Keyboard Skills Essential.</b>	Full ECDL licence awarded on successful completion of 7 online assessments.
<b>Digital Imaging ...Using Adobe Photoshop</b> (GYQ64)	€240	10	1	30	Digital Cameras and Computers. Introduction to Adobe Photoshop. Image transfer from your camera, image composition, processing, sizing and cleaning. File formats and saving options for web use and email distribution. <b>Computer &amp; Keyboard Skills Required.</b>	ECDL certificate in Image Editing awarded on successful completion of test.

Course Title	Course Fee	No. of Weeks	No. of Evenings per Week	No. of Hours	Course Description	Course Certification
<b>Certificate in Make-up (ITEC)</b> (GYQ155) <b>Location: Tuam</b>	€150	10	2	60	The aim of this training programme is to enable learners to acquire the skills, knowledge & attitudes to perform make-up treatments in a professional & safe manner, to a standard & in a timeframe which reflects industry standards. <b>Good verbal and written command of the English language is essential. Good concentration required &amp; an ability to study &amp; focus on learning. Required to purchase own kit &amp; uniform.</b>	ITEC Certificate in Make-up.
<b>PC Maintenance</b> (GYQ56)	€180	5	2	30	Course participants will be provided with skills and related knowledge in installing and configuring hardware, software and peripheral equipment in a PC system, to troubleshoot, resolve, and use preventative maintenance for basic PC issues such as anti-virus protection.	Letter of attendance.
<b>Manual Metal Arc Welding</b> (GYQ65)	€20	10	2	60	Course includes the layout of a welding plant, types of joints, weld variations, arc welding technology and safety and maintenance. <b>This course is unsuitable for people with deficient eyesight or epilepsy...No Contact Lenses.</b>	Certificate in Manual Metal Arc Fillet Weld EN9606-1.
<b>MIG Welding</b> (GYQ69)	€50	10	2	60	Learn the advanced welding skills, knowledge and competencies involved in MIG Welding. This course includes: the layout of a welding plant, types of joints, weld variations, MIG welding technology and safety and maintenance. <b>This course is unsuitable for people with deficient eyesight or epilepsy...No Contact Lenses.</b>	Certificate in M.I.G. Welding EN9606-1.
<b>Introduction to AutoCAD®</b> (GYQ58)	Fee Waiver Clients Only	10	1	30	Participants will create and modify drawings using the AutoCAD software...providing learners with knowledge, skills and competencies that will allow them to further their studies in Computer Aided Design. Applicants should have the ability to visualise shapes. <b>The AutoCAD course is available to fee-waiver clients only.</b>	Letter of attendance.
<b>Web Page Design... Introductory</b> (GYQ04)	€240	10	1	30	The aim of this course is to introduce participants to the skills and knowledge of Web Authoring. This is achieved using current industry standard software: Dreamweaver®, Fireworks® & Adobe Photoshop®. <b>Computer &amp; Keyboard Skills essential. Ideal preparation for the intermediate Course.</b>	ECDL certificate in Web Editing awarded on successful completion of test.
<b>Web Page Design... Intermediate</b> (GYQ89)	€80	10	2	60	This certified intermediate level course is for people wishing to further develop skills in Web Design: Introduction to: Web Page design elements, Site planning, GIF Animation, Colour & Graphics, Text & Typography, Web Authoring Communications and Multimedia Studies. Software: Dreamweaver®, Fireworks® & Adobe Photoshop®. <b>Previous knowledge or have completed the 'Introductory Course'.</b>	City & Guilds Level 2 Web Site Software 7574-228
<b>Cert in Training &amp; Development</b> (GYQ66)	€600	13	2	78	The course has been designed to provide business with personnel who are skilled in the area of training and development. The aim is to develop learners with the professional skills and knowledge of Training and Development. Assessments 6N3325: Assignment 40%, Project 60% Assessments 6N3326: Project 40%, Skills Demonstration 40%, Learner Record 20%. Certified through the Irish Institute of Training & Development.	QQI Level 6 Component Awards in Training Needs Identification & Design 6N3325 and Training Delivery & Evaluation 6N3326.
<b>Supervisory Management</b> (GYQ67)	€280	10	2	60	The aim of the course is to equip the learner with the relevant knowledge, skill and competence to understand the role and responsibilities of a supervisor and demonstrate a range of supervisory management skills. Learners will be expected to complete 90 hours learning in their own time. <b>Good command of English in both written and verbal form essential, along with strong written and numerical comprehension. QQI Level 5 Major Award or its equivalent required prior to entry to the programme.</b>	QQI Level 6 Minor Certificate in Supervisory Management 6N4329.
<b>Start Your Own Business</b> (GYQ25)	€180	5	2	30	This course guides the participants in developing a personal plan of action for a small business start-up. The course provides the basic knowledge that is required to start a business – testing your business idea, business types, marketing, finance and accounting.	Letter of attendance.
<b>Customer Service</b> (GYQ229)	€300	10	2	60	Provide learners with the knowledge and skills for effective customer service within a range of environments. Topics include developing a plan of activities aimed at delivering excellent customer service and to recognise the impact of legislative protective practices. Assessments: Portfolio / Collection of Work 50% & recorded Skills Demonstration 50%. <b>Written and verbal English is essential. Computer skills and access to internet required.</b>	QQI Level 5 Component Certificate in Customer Service 5N0972.
<b>Reception &amp; Frontline Office Skills</b> (GYQ244)	€300	11	2	66	The purpose of this course is to equip the learner with the knowledge, skill and competence required to carry out reception-related tasks and operations as a front line representative in a range of organisations. Assessments: Portfolio / Collection of Work 50% & recorded Skills Demonstration 50%. <b>Written and verbal English is essential. Computer skills and communication skills required.</b>	QQI Level 5 Minor Certificate in Reception & Frontline Office Skills 5N1407.

Course Title	Course Fee	No. of Weeks	No. of Evenings per Week	No. of Hours	Course Description	Course Certification
<b>Bookkeeping Manual &amp; Computerised - using SAGE 50® (GYQ225)</b>	€300	10	2	60	The aim is to provide learners with the skills, knowledge and competencies to operate both a manual bookkeeping system from source documents up to trial balance and to use a computerised accounts system incorporating Debtors, Creditors, Nominal Ledgers and financial reporting system. <b>QQI Level 4 Major Award or its equivalent required prior to entry to the programme.</b>	QQI Level 5 Component Certificate in Bookkeeping Manual & Computerised 5N1354.
<b>Payroll Manual &amp; Computerised - using SAGE Micropay® (GYQ228)</b>	€300	10	2	60	The aim of this course is to equip the learner with the knowledge, skills and competence to operate and maintain accurate payroll records using both manual and computerised systems for an organisation working under general direction and supervision. <b>QQI Level 4 Major Award or its equivalent required prior to entry to the programme.</b>	QQI Level 5 Component Certificate in Payroll Manual and Computerised 5N1546.
<b>Occupational First Aid &amp; Defibrillation (GYQ256)</b>	€20	5	2	30	A certified course to provide the learner with the necessary skills and knowledge to be competent in dealing with accidents and emergencies in the workplace. Assessments: Basic Life Savings Skills 40%, Theory 30%, Two Skills Demonstrations 30%. QQI certificate valid for two years.	QQI Level 5 Minor Certificate in Occupational First Aid 5N1207.
<b>Refresher Occupational First Aid (GYQ8534)</b>	€100	2	2	12	For learners who have achieved certification in Occupational First Aid and need to recertify. Learners <b>must produce evidence</b> that their QQI certificate is within date. <b>Eligible participants must be within two years of taking their last Occupational First Aid examination.</b>	Occupational First Aid Refresher Certificate.
<b>Door Security Procedures (GYQ221)</b>	€200	10	1	30	The aim of the course is to enable the learner to develop the knowledge, skills and competence required for employment in door security. Assessments: Written assignment 20%; recorded Skills Demonstration 40% & Theory Examination 40%. <b>Verbal and written command of the English language along with good communication skills are essential.</b>	QQI Level 4 Component Certificate in Door Security Procedures 4N1114.
<b>Guarding Skills (GYQ222)</b>	€200	10	1	30	The aim of the course is to equip the learner with the knowledge, skill and competence to work under supervision as a security officer, performing practical security duties and procedures whilst also responding to security situations in a variety of settings. Assessments: Written assignment 20%; recorded Skills Demonstration 40% & Theory Examination 40%. <b>Verbal and written command of the English language along with good communication skills are essential.</b>	QQI Level 4 Component Certificate in Guarding Skills 4N1118.
<b>CV &amp; Interview Preparation (GYQ45)</b>	€80	5	2	30	The aim of the course is to provide learners with the skills to enable them to write a Curriculum Vitae, a letter of application and to approach an interview situation in a confident and professional manner. Topics covered include researching, CV & letter of application preparation and interview preparation.	Letter of attendance.
<b>Culinary Operations (GYQ9087)</b> <b>Location: Tuam</b>	€50	8½	2	51	The purpose of this course is to equip the learner with the knowledge, skill and competence to prepare, cook and present a limited range of nutritious meals. Assessments: Portfolio / Collection of Work 20% & recorded Skills Demonstration 80%. <b>Learners required to have good literacy, numeracy &amp; IT skills. Required to bring own ingredients, apron, hat &amp; appropriate kitchen shoes. Learners expected to complete 50 hours learning in their own time.</b>	QQI Level 3 Minor Certificate in Culinary Operations 3N0549.

#### METHODS OF REGISTRATION FOR ALL COURSES:

**1) Social Welfare Clients...** Call to your local Intreo Centre, Department of Social Protection prior to the registration date to be approved for the fee-waiver scheme and waitlisted for the training course of your choice & attend Registration Day.

**Intreo Centre, Department of Social Protection contact details:**

- \* Sean Duggan Centre, Fairgreen Road, Galway (over Coach Station) t: 091 500800
- \* Station Road, Loughrea t: 091 576870
- \* High Street, Tuam t: 093 70064/5
- \* Convent Road, Roscommon t: 090 6632980

**2) Fee Paying Clients...** Attend Registration Day.

**3) CE Scheme Participant...** Return completed registration form (**note address on form**)... Available from your Scheme Supervisor ...& attend Registration Day.

#### TERMS & CONDITIONS:

- \* Fees Payable by Personal Cheque (no company cheques), Draft or Cash... in person at GRETB Training Centre, Mervue Business Park, Mervue, Galway.
- \* Courses run subject to demand.
- \* Places secured on a 'first come, first served' basis.
- \* ALL courses require Date of Birth & PPS No. details.
- \* **NO Advance Booking.**
- \* Clients **MUST** attend registration day.
- \* NO REFUNDS after Evening 2.