

GRET B Training Centre

Mervue Business Park, Mervue, Galway

EIRCODE: H91 CDW6



[View courses on www.fetchcourses.ie](http://www.fetchcourses.ie)

E-mail: evening@gretbtrainingcentre.ie OR saturdaycourses@gretb.ie OR

Contact Evening Course Assistance: (091) 706252, 706249, 706235, 706266

Evening & Saturday Courses - Spring 2020

Courses held Monday, Tuesday, Wednesday or Thursday commence week beginning
Monday, 17th February 2020 7pm to 10pm

Courses held Saturday commence Saturday, 1st February 2020 8.30am to 3pm

Course Title	Course Fee	No. of Weeks	Day of Week	No. of Hours	Course Description	Course Certification
CATEGORY: MANUFACTURING						
Good Manufacturing Practice	€300	10	Mon & Wed or Tue & Thur	60	Develop skills, knowledge & competencies to work at operative level in a cleanroom within a medical technologies environment. Good numerical & communication skills essential including verbal & written command of the English language.	QQI 5N1959.
Health, Safety & Environmental Awareness	€300	10	Mon & Wed	60	Acquire the knowledge, skill & competence to perform tasks in compliance with current health, safety & environmental regulations for the manufacturing or services sector. Assessments: Skills Demonstration 60% & Theory Examination 40%. Good verbal & written command of the English language is essential .	QQI 5N2158.
Continuous Improvement in Manufacturing	€300	10	Saturday	60	Develop the skills, knowledge & competence to utilise a range of continuous improvement methodologies whilst working at operative level in the manufacturing sector. Good verbal & written command of the English language is essential .	QQI 5N1915.
CATEGORY: SERVICES						
Skincare & Eye Treatments (ITEC) Location: Tuam	€495	13	Mon & Wed 6pm - 10pm	100	Acquire the skills & knowledge to perform beauty specialist treatments in a professional & safe manner. Good verbal & written command of the English language is essential . Good concentration required & ability to study & focus on learning. Required to purchase own kit (€50.00) & uniform (€35.00).	ITEC Certificate in Skincare & Eye Treatments.
Door Security Procedures	€200	10 or 5 on Sat	Tuesday or Saturday	30	Equip the learner with the knowledge, skill & competence to work under supervision as Door Security Personnel. Assessments: Written assignment 20%; recorded Skills Demonstration 40% & Theory Examination 40%. Verbal & written command of the English language (as per Private Security Authority Guidelines) along with good communication skills are essential .	QQI 4N1114.
Guarding Skills	€200	10 or 5 on Sat	Thursday or Saturday	30	Equip the learner with the knowledge, skill & competence to work under supervision as a Security Officer in a variety of settings including static & the retail industry. Assessments: Written assignment 20%; Recorded Skills Demonstration 40% & Theory Examination 40%. Verbal & written command of the English language (as per Private Security Authority Guidelines) along with good communication skills are essential .	QQI 4N1118.
First Aid Responder (PHECC)	€220	5	Mon & Wed or Tue & Thur or Saturday	30	First Aid knowledge & skills including Cardiac First Response. Learn to provide first aid assistance to a person who becomes suddenly unwell or injured until the arrival of the emergency medical services. Assessments: Skills Demonstration & a multiple choice Theory Exam. Certificate valid for two years.	First Aid Response Certificate.
CATEGORY: INFORMATION & COMMUNICATION TECHNOLOGIES (ICTs)						
Computer Basics	€180	5	Mon & Wed	30	Topics include: Creating a Document, File Management, Internet & Email. EqualSkills is specially developed to cater for those with NO EXPERIENCE of computers. Ideal preparation for Word Processing, Internet & Email Course.	ICDL EqualSkills Certificate.
Word Processing, Internet & Email	€200	7½	Tue & Thur	45	Learn to manage files, folders; navigate internet sites; create & manage a personal email account & develop skills in data entry and word processing. Basic Computer & Keyboard Skills essential . Ideal follow-on course from Computer Basics.	QQI 4N1125.

Course Title	Course Fee	No. of Weeks	Day of Week	No. of Hours	Course Description	Course Certification
Preparation for ICDL (rebranded ECDL)	€180	10	Tuesday	30	This course is for those who have some experience of computers. The course content includes Windows, Word Processing, Spreadsheets & Databases. With exposure to tests similar to those encountered in ICDL. Ideal preparation for the certified ICDL (International Certification in Digital Literacy) course.	Letter of attendance.
ICDL (rebranded ECDL)	€450	11	Mon & Wed or Tue & Thur	66	ICDL (International Certification in Digital Literacy) is the international digital skills standard. Modules: Computer Essentials, Online Essentials, Word Processing, Spreadsheets, Using Databases, Presentation, IT Security. Assessments completed online in the Training Centre. Computer & Keyboard Skills essential .	ICDL Certificate.
Advanced Spreadsheet Methods	€300	10	Saturday	60	Develop the knowledge, skills & competence to create and modify spreadsheets, using common spreadsheet features including cells, cell references, numeric, alpha, and alphanumeric data, formulae, functions, graphs and macros. Computer skills essential and previous experience using spreadsheets is required.	QQI 5N1977.
Word Processing	€300	10	Saturday	60	Equip the learner with the knowledge, skill & competence to use a word processing application to produce documents to a mailable or publishable standard using features such as text manipulation, document formatting, graphics, tabs, tables, mail merge and label printing. Computer skills essential and previous experience using word is required.	QQI 5N1358.
Microsoft Technology Associate (MTA) Digital Hub	€240	10	Mon & Thur	60	Computer lab of high-spec PC's designed for self-paced learning & certification. Learner provided with access to online course videos, a practice lab environment, access to simulation tests & provided with one exam attempt to achieve certification. Please note this course is not tutor-led and will require the learner to study outside of the hub hours.	MTA - OS Fundamentals, MTA Networking Fundamentals, MTA Security Fundamentals.
Social Media for Business	€300	11	Tue & Thur	66	Develop the knowledge, skill & competence to use a range of social media technologies in a supervised environment & to understand social media as a competitive business tool. Assessments: Project 40%, Portfolio 20%, Skills Demonstration 40%. General background in using a computer, managing files & a basic knowledge of the internet required.	QQI 4N1858.
Digital Imaging Using Adobe Photoshop	€240	10	Tuesday	30	Using Adobe photoshop, participants will learn image composition, processing, sizing & cleaning of images. File formats & saving options for web and email use will also be explored. Computer & Keyboard Skills required .	ICDL certificate in Image Editing.
Web Page Design Introductory	€240	10	Thursday	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®. Computer & Keyboard Skills essential . Ideal preparation for the intermediate Course.	ICDL certificate in Web Editing.
CATEGORY: WELDING						
Manual Metal Arc Welding	€320	10	Mon & Wed or Tue & Thur	60	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 epilepsy. Course available to FEE-PAYERS only.	Certificate in Manual Metal Arc Fillet Weld EN9606-1.
MIG Welding	€350	10	Mon & Wed or Tue & Thur or Saturday	60	Learn the advanced welding skills, knowledge & competencies involved in MIG Welding. Course includes the layout of a welding plant, types of joints, weld variations, MIG welding technology, safety & maintenance. This course is unsuitable for people with epilepsy. Course available to FEE-PAYERS only.	Certificate in M.I.G. Welding EN9606-1.
TIG Welding	€370	10	Saturday	60	Learn the advanced welding skills, knowledge & competencies involved in TIG Welding. Course includes the layout of a welding plant, types of joints, weld variations, TIG welding technology, safety and maintenance. This course is unsuitable for persons fitted with a pacemaker & for people with epilepsy. This course is available to FEE-PAYERS only.	Certificate in TIG welding Stainless Steel plate and TIG welding Aluminium plate - EN9606-1.
CATEGORY: BUSINESS & ADMINISTRATION						
Teamworking	€300	10	Mon & Wed	60	Develop the knowledge, skill & competence to work as an effective member of a team, operating independently while under general direction & within a range of diverse, team-oriented environments. Assessments: Portfolio 60%, Skills Demonstration 40%. QQI Level 4 Major Award or its equivalent required prior to entry to the programme. Written and verbal English is essential . Computer skills and communication skills required.	QQI 5N1367.
Supervisory Management	€300	10	Mon & Wed or Saturday	60	Equip the learner with the relevant knowledge, skill & competence to work in a range of industry sectors independently in a supervisory capacity. Learners are expected to complete 90 hours learning in their own time. Good command of English in both written & verbal form essential , along with strong written comprehension. QQI Level 5 Major Award or its equivalent required prior to entry to the programme.	QQI 6N4329.
Team Leadership	€300	10	Tue & Thur	60	Equip the learner with the relevant knowledge, skill & competence to work as an effective leader & member of a team, independently & or in a supervisory capacity. Assessments: Portfolio 50%, Skills Demonstration 50%. QQI Level 5 Major Award or its equivalent required prior to entry to the programme. Written & verbal English is essential . Computer skills & communication skills required.	QQI 6N1948.
Customer Service	€300	10	Tue & Thur	60	Equip the learner with the knowledge, skill & competence to provide effective customer service within a work, social or voluntary environment, operating independently while under general supervision Assessments: Portfolio / Collection of Work 50% & recorded Skills Demonstration 50%. Written and verbal English is essential . Computer skills required.	QQI 5N0972.

Course Title	Course Fee	No. of Weeks	Day of Week	No. of Hours	Course Description	Course Certification
Reception & Frontline Office Skills	€300	10	Mon & Wed or Saturday	60	Equip the learner with the knowledge, skill & 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% & Skills Demonstration 50%. Written and verbal English is essential . Computer skills and communication skills required.	QQI 5N1407.
Payroll Manual & Computerised - using SAGE Micropay®	€300	10	Tue & Thur	60	Equip the learner with the knowledge, skills and competence to operate and maintain accurate payroll records using both manual and computerised systems. QQI Level 4 Major Award or its equivalent required prior to entry to the programme.	QQI 5N1546.
Bookkeeping Manual & Computerised - using SAGE 50®	€300	10	Mon & Wed	60	Equip the learner with the skills, knowledge and competencies to operate both a manual bookkeeping system from source documents up to trial balance & to use a computerised accounts system incorporating Debtors, Creditors, Nominal Ledgers and financial reporting system. QQI Level 4 Major Award or its equivalent required prior to entry to the programme.	QQI 5N1354.
Start Your Own Business Letter of attendance	€180	5	Mon & Wed or Tue & Thur	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 & accounting.	Letter of attendance.
Start Your Own Business Certified	€300	10	Saturday	60	Equip the learner with the knowledge, skills & competence to compile a business plan to start their own business. Course includes the processes involved in starting, operating & evaluating a business, importance of planning, implementation, evaluation & factors that can influence the development of a business.	QQI 5N1418.
CATEGORY: TRAINING & DEVELOPMENT						
Cert in Training & Development	€600	13	Mon & Wed	78	Develop the knowledge, skill & competence to identify training & development needs (6N3325) & to deliver & evaluate a training intervention (6N3326) within a range of training & development contexts. Certified through the Irish Institute of Training & Development. Assessments for 6N3325: Assignment 40%, Project 60%. Assessments for 6N3326: Project 40%, Skills Demonstration 40%, Learner Record 20%. Good command of English in both written & verbal form essential, along with strong written comprehension.	QQI 6N3325 & QQI 6N3326.
CATEGORY: VEHICLE MAINTENANCE						
Know Your Car	€130	5	Mon & Wed	30	Equip learners with the practical & theoretical knowledge relating to the day-to-day maintenance/care of their vehicles. Learners will receive practical demonstrations and will get the opportunity to work on "live" engines and training vehicles. It is not intended to substitute in any way the expertise and knowledge required to complete advanced car maintenance performed by qualified automotive technicians.	Letter of attendance.

REGISTRATION DETAILS:

* Fee-Paying Clients:

Registration online www.fetchcourses.ie

Full payment will be accepted from fee-paying clients at the Information Session.

* Skills to Advance:

Clients in full/part-time employment maybe eligible for reduced course fees under the "Skills to Advance" employee development initiative. Details available on www.solas.ie/SkillsToAdvance

* Social Welfare Clients applying for Fee-Waiver Scheme:

Registration for this course MUST BE THROUGH YOUR LOCAL DEASP INTREO OFFICE for fee-waiver scheme approval.

* Community Employment Scheme Participants:

Return completed registration form (note return address on form). Available from your Scheme Supervisor.

INFORMATION FOR ALL APPLICANTS

* Places are secured on a "First Come, First Served Basis".

* Mandatory Information Sessions will take place prior to the start of the course.

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**".

* Clients MUST attend Information Session prior to start of the course.

* ALL courses require Date of Birth & PPS No. details.

* **NO Advance Booking.**

* NO REFUNDS after Evening 2.

* Details correct at the time of going to print.



Online
www.fetchcourses.ie

Or



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