

# GRETB Training Centre

Mervue Business Park, Mervue, Galway

IRCODE: H91 CDW6



www.gretbtrainingcentre.ie  
www.fetchcourses.ie







E-mail: [evening@gretbtrainingcentre.ie](mailto:evening@gretbtrainingcentre.ie) OR [saturdaycourses@gretb.ie](mailto:saturdaycourses@gretb.ie) OR  
Contact Evening Course Assistance Tel: (091) 706252, 706249, 706273, 706235, 706266


## Evening & Saturday Courses - Autumn 2019

Courses held Monday, Tuesday, Wednesday or Thursday Commence Week Beginning  
Monday, 9th September 2019 7pm to 10pm

Courses held Saturday Commence Saturday, 7th September 2019 8.30am to 3pm

Course Title	Course Fee	No. of Weeks	Day of Week	No. of Hours	Course Description	Course Certification
Good Manufacturing Practice	€300	10	Mon & Wed	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>	QQI Level 5 Minor Certificate in Cleanroom Operations 5N1959.
Health, Safety & Environmental Awareness	€300	10	Tue & Thur	60	The purpose of this award is to equip the learner with the knowledge, skill and competence to perform a range of tasks in compliance with current health, safety and environmental regulations and controls for the manufacturing or services sector. Assessments: Skills Demonstration 60% & Theory Examination 40%. <b>Good verbal &amp; written command of the English language is essential.</b>	QQI Level 5 Minor Certificate in Health, Safety & Environmental Awareness 5N2158.
Continuous Improvement in Manufacturing	€300	10	Saturday	60	The aim of this training programme is to enable learners to acquire the skills, knowledge and competence to utilise a range of continuous improvement methodologies whilst working at operative level in the sciences manufacturing sector. This is an excellent course for operators, supervisors, team leaders and quality personal wanting to increase promotion and employment prospects. <b>Good verbal &amp; written command of the English language is essential.</b>	QQI Level 5 Continuous Improvement in Manufacturing 5N1915.
Skincare & Eye Treatments (ITEC) Location: Tuam	€495	13	Mon & Wed 6pm - 10pm	100	The aim of this training programme is to enable learners to acquire the skills, knowledge & attitudes to perform beauty specialist 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.</b> Good concentration required & an ability to study & focus on learning. <b>Required to purchase own kit (€50.00) &amp; uniform (€35.00).</b>	ITEC Certificate in Skincare & Eye Treatments.
Computer Basics	€180	5	Mon & Wed	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.</b> Ideal preparation for the Information Technology Skills Course.	ECDL EqualSkills Certificate.
Information Technology Skills	€200	7½	Tue & Thur	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.	QQI Level 4 Minor Certificate in Information Technology Skills 4N1125.
Preparation for ECDL	€180	10	Tuesday or Wednesday	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.
ECDL Version 6	€450	11	Mon & Wed or Tue & Thur	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.

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Spreadsheet Methods	€300	10	Saturday	60	The aim of this course is to equip the learner with the knowledge, skill and competence to create and modify spreadsheets under supervision, using common spreadsheet features. <b>Computer skills essential and previous experience using spreadsheets is required.</b>	QQI Level 5 Component Certificate 5N1977.
 Word Processing	€300	10	Saturday	60	The aim of this course is to equip the learner with the knowledge, skill and competence to use a word processing application to produce documents in a variety of contexts, to a mailable or publishable standard whilst working autonomously and under general direction. <b>Computer skills essential and previous experience using word is required.</b>	QQI Level 5 Component Certificate 5N1358
 Microsoft Technology Associate (MTA) Digital Hub	€240	10	Mon & Thurs	60	The Digital Hub is a computer lab of high-spec PC's designed for self-paced learning and certification. When you enrol on a course you are provided with access to online course videos, a practice lab environment, access to simulation tests and provided with one exam attempt to achieve your certification. <b>Please note this course is not instructor led and will require the learner to study outside of the hub hours.</b>	MTA - OS Fundamentals, MTA Networking Fundamentals, MTA Security Fundamentals
Social Media for Business	€300	11	Tue & Thur	66	The aim of this course is to equip the learner with the knowledge, skill and competence to use a range of social media technologies in a supervised environment and to understand social media as a competitive business tool. Assessments: Project 40%, Portfolio 20%, Skills Demonstration 40%. <b>General background in using a computer, managing files and a basic knowledge</b>	QQI Level 4 Component Certificate in Digital Media Technology 4N1858.
Digital Imaging Using Adobe Photoshop	€240	10	Tuesday	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.
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®. <b>Computer &amp; Keyboard Skills Essential. Ideal preparation for the intermediate Course.</b>	ECDL certificate in Web Editing awarded on successful completion of test.
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. <b>This course is unsuitable for people with epilepsy.</b>	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 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 epilepsy.</b>	Certificate in M.I.G. Welding EN9606-1.
TIG Welding	€370	10	Saturday	60	Learn the advanced welding skills, knowledge and competencies involved in TIG Welding. This course includes: the layout of a welding plant, types of joints, weld variations, TIG welding technology, safety and maintenance. <b>This course is unsuitable for persons fitted with a pacemaker. This course is unsuitable for people with epilepsy.</b>	Certificate in TIG welding Stainless Steel plate and TIG welding Aluminium plate - EN9606-1.
 Teamworking	€300	10	Mon & Wed	60	The purpose of this award is to equip the learner with the relevant knowledge, skill and competence to work as an effective member of a team, operating independently while under general direction and within a range of diverse, team-oriented environments. Assessments: Portfolio 60%, Skills Demonstration 40%. <b>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.</b>	QQI Level 5 Minor Certificate in Teamworking 5N1367.
Training & Development	€360	13	Mon & Wed	78	The purpose of this award is to enable the learner to acquire the knowledge, skill and competence to identify training and development needs and to deliver and evaluate a training intervention within a range of training and development contexts. Assessments for module 6N3325: Assignment 40%, Project 60%. Assessments for module 6N3326: Project 40%, Skills Demonstration 40%, Learner Record 20%. <b>Good command of English in both written and verbal form essential, along with strong written and numerical comprehension.</b>	QQI Level 6 Component Awards in Training Needs Identification & Design 6N3325 and Training Delivery & Evaluation 6N3326.
Supervisory Management	€300	10	Mon & Wed or Saturday	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 Component Certificate in Supervisory Management 6N4329.
 Team Leadership	€300	10	Tue & Thur	60	The aim of this award is to equip the learner with the relevant knowledge, skill and competence to work as an effective leader and member of a team, independently and or in a supervisory capacity. Assessments: Portfolio 50%, Skills Demonstration 50%. <b>QQI Level 5 Major Award or its equivalent required prior to entry to the programme. Written and verbal English is essential. Computer skills and communication skills required.</b>	QQI Level 6 Minor Certificate in Team Leadership 6N1948.
Reception & Frontline Office Skills	€300	10	Mon & Wed or Tue & Thur or Saturday	60	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% & Skills Demonstration 50%. <b>Written and verbal English is essential. Computer skills and communication skills required.</b>	QQI Level 5 Component Certificate in Reception & Frontline Office Skills 5N1407.
Bookkeeping Manual & Computerised - using SAGE 50®	€300	10	Mon & Wed	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.

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<b>Payroll Manual &amp; Computerised using SAGE Micropay®</b>	€300	10	Tue & Thur	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>First Aid Responder (PHECC)</b>	€220	5	Mon & Wed or Tue & Thur or Saturday	30	This course offers training and certification to learners who require a first aid skill set including cardiac first response. PHECC First Aid Responder course is replacing the QQI Occupational First Aid course. Assessments: Skills Demonstration and a multiple choice Theory Exam. <b>Certificate valid for two years.</b>	First Aid Response Certificate.
<b>Door Security Procedures</b>	€200	10 or 5 on Sat	Tuesday or Saturday	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. *Please visit our website as there is information for learners who wish to apply for the course as per new PSA Guidelines*.</b>	QQI Level 4 Component Certificate in Door Security Procedures 4N1114.
<b>Guarding Skills</b>	€200	10 or 5 on Sat	Thursday or Saturday	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. *Please visit our website as there is information for learners who wish to apply for the course as per new PSA Guidelines*.</b>	QQI Level 4 Component Certificate in Guarding Skills 4N1118.
<b>Start Your Own Business Letter of attendance</b>	€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 and accounting.	Letter of attendance.
<b>Start Your Own Business Certified</b>	€300	10	Saturday	60	The aim of this course is to equip the learner with the knowledge, skills and competence to compile a business plan to start their own business. The course includes the processes involved in starting, operating and evaluating a business, importance of planning, implementation, evaluation and factors that can influence the development of a business.	QQI Level 5 Component Certificate in Start Your Own Business 5N1418.
 <b>Know Your Car</b>	€130	5	Mon & Wed	30	The aim of the course is to equip learners with the practical and theoretical knowledge relating to 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:** (Non Social Welfare Clients)

Registration online [www.fetchcourses.ie](http://www.fetchcourses.ie)

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

**Social Welfare Clients:**

Registration for this course **MUST BE THROUGH YOUR LOCAL DEASP INTREO OFFICE** to be approved for the fee-waiver scheme.

**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 GRET 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 Information Session prior to start of the course.

\* **NO REFUNDS** after Evening 2.

\* Details correct at the time of going to print.

