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*Bord Oideachais agus
Oiliúna Lú agus na Mí*
Louth and Meath Education
and Training Board



Further Education and Training Brochure 2022/2023

www.lmetb.ie



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*Some online, part-time options are also available.

Introduction

Louth Meath Education and Training Board, or LMETB, is the largest provider of Further Education and Training, or FET services, in counties Louth and Meath.

With around 14,000 learners completing FET courses with us on an annual basis, LMETB's mission is a commitment to excellence and innovation in the education and training of young people and adults.

We promote, provide and support accessible and inclusive education and training, which enables young people and adults to empower themselves to reach their full potential in a safe and caring environment.

Our FET service does this by providing education and training services to communities across Co. Louth and Co. Meath on a full-time and part-time basis from Levels 1-6.

Our provision includes

- Guidance, Information and Recruitment Services
- Post Leaving Certificate Colleges
- Apprenticeships and Traineeships

We offer

- Full-time education and training for the unemployed and
- Part-time education and training for those returning to learning as an adult, or those already in employment looking to upskill or retrain.

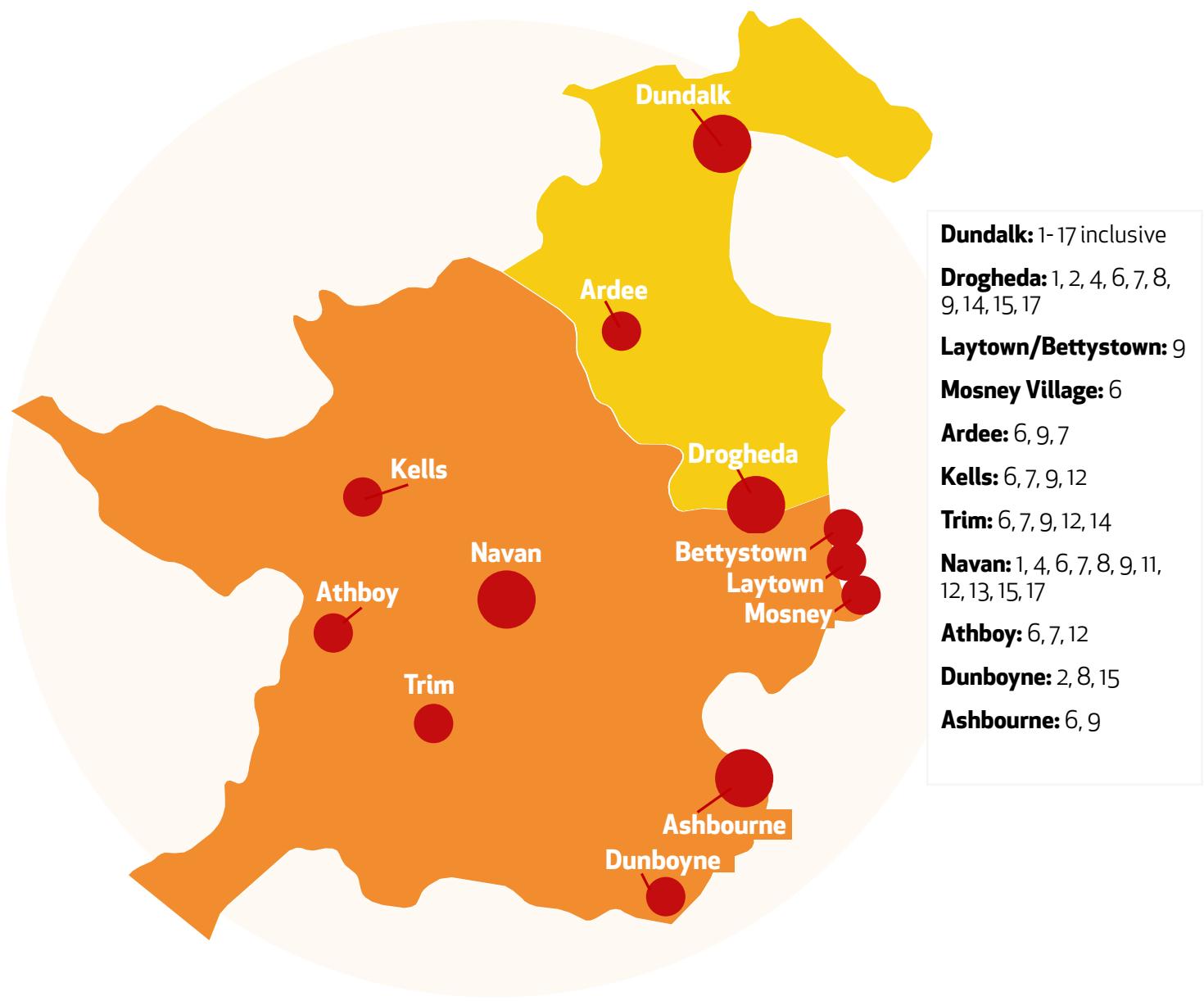
We also provide a wide range of Youth and Community Education and Training Services. We deliver many of these services in partnership with other community, voluntary, statutory and private organisations.

LMETB is committed to the delivery of a quality, learner-centred education and training service.

Our FET service achieves this by providing a range of recognised certification including Quality and Qualifications Ireland, or QQI, and industry recognized awards such as ICDL, City and Guilds and ITEC.

For more information or to keep up to date with our FET activities, check out www.lmetb.ie or follow @lmetbfet on Facebook, Instagram or Twitter.

Location of FET Services in LMETB



Key

1	Guidance, Information and Course Recruitment Services*	10	Community Training Centre
2	PLC	11	Youth Services*
3	Apprenticeship and Traineeship*	12	Community Education Service*
4	VTOS	13	Specialist Training Providers
5	Specific Skills Training*	14	Local Training Initiatives*
6	Literacy, Numeracy and ESOL*	15	Skills to Advance*
7	Back to Education Initiative*	16	Advanced Manufacturing Training Centre of Excellence
8	Evening Courses	17	Skills for Work*
9	Youthreach		

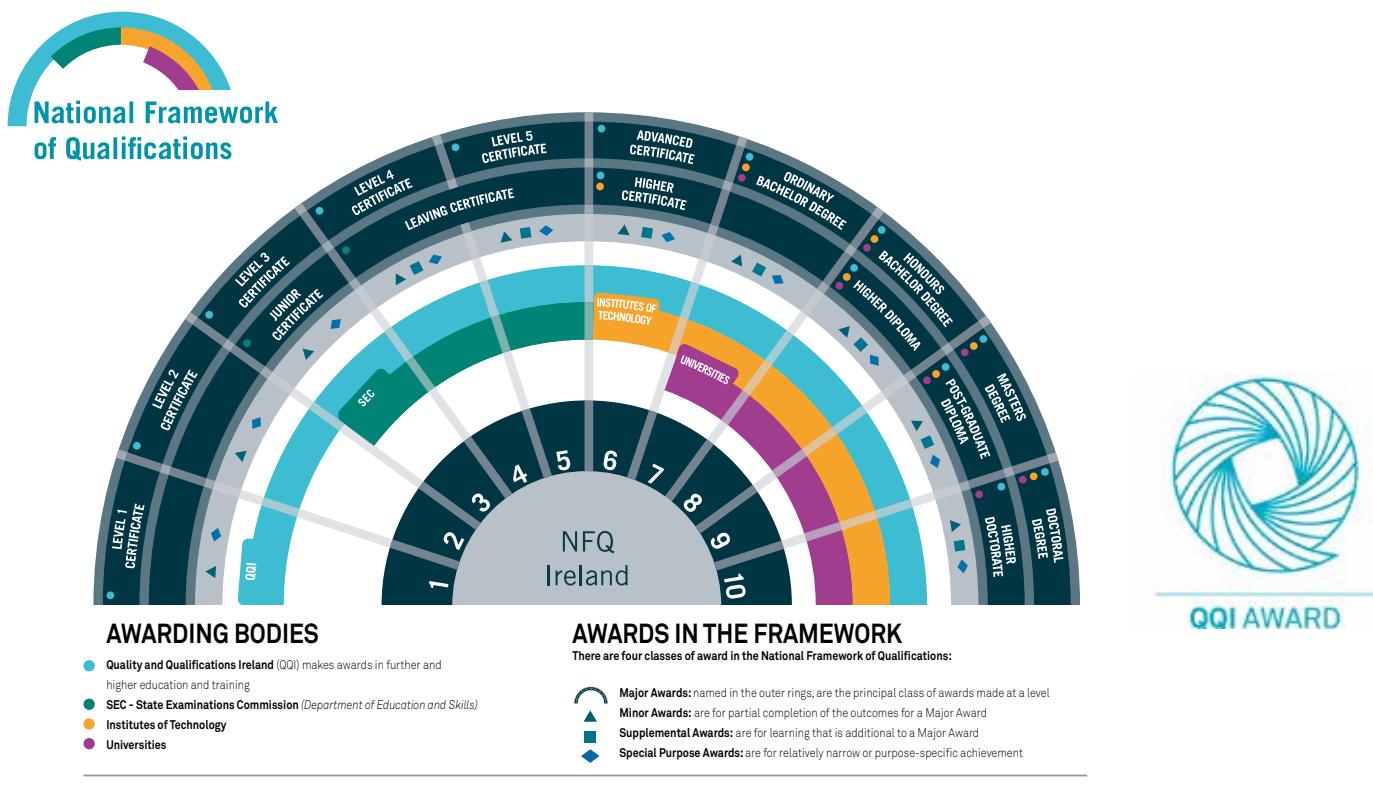
*Courses/Service also running in other outreach settings across Co.Louth/Co. Meath

Course Standards and Certification

The National Framework of Qualifications (NFQ) provides a structure to compare and contrast the level and standard of different qualifications. It helps learners make informed decisions about qualification choices and to consider progression opportunities available. The NFQ also makes it easier to explain to others what qualifications someone holds or is studying for. As it is recognised at home and abroad, it can be used to compare Irish qualifications with foreign qualifications. This becomes important for anyone considering coming to Ireland or leaving Ireland for further learning or employment.

The NFQ, illustrated by the "fan diagram" below is a system of ten levels. It is based on standards of knowledge, skill and competence and it incorporates awards made for all kinds of learning. The framework covers qualifications obtained in school right through to PhD level. LMETB Further Education and Training section offers qualifications from Level 1 through to Level 6 on this framework.

Quality and Qualifications Ireland (QQI) is the main awarding body for courses offered in the Further Education and Training Sector in Ireland. QQI courses are accredited as both Major and Minor QQI Awards at Levels 1-6 on the NFQ.



Course Levels

Accreditation	Part-time Programmes	Full-time programmes
QQI Level 6	<ul style="list-style-type: none"> Skills to Advance Evening Courses Specific Skills Training 	<ul style="list-style-type: none"> Apprenticeships Traineeships Post Leaving Certificate (PLC)
QQI Level 5	<ul style="list-style-type: none"> Skills to Advance Evening Courses Back to Education Initiative (BTEI) Specific Skills Training 	<ul style="list-style-type: none"> Apprenticeships Traineeships Post Leaving Certificate (PLC) Vocational Training Opportunities Scheme (VTOS) Specific Skills Training Community Training Centre Specialist Training Providers
QQI Level 4	<ul style="list-style-type: none"> Back to Education Initiative (BTEI) 	<ul style="list-style-type: none"> Traineeships Local Training Initiatives Vocational Training Opportunities Scheme (VTOS) Specific Skills Training Community Training Centre Youthreach Specialist Training Providers Skills for Work
QQI Level 3	<ul style="list-style-type: none"> Back to Education Initiative (BTEI) Adult Learning Service Community Education 	<ul style="list-style-type: none"> Vocational Training Opportunities Scheme (VTOS) Youthreach Community Training Centre Specialist Training Providers Skills for Work Local Training Initiatives
QQI Level 2	<ul style="list-style-type: none"> Adult Learning Service Community Education 	<ul style="list-style-type: none"> Community Training Centre Youthreach
QQI Level 1	<ul style="list-style-type: none"> Adult Learning Service Community Education 	
Non-accredited courses	<ul style="list-style-type: none"> Adult Learning Service Evening Courses Community Education Guidance, Information and Course Recruitment Services 	

Apply for a Course

You can search and apply for FET courses in LMETB at the Further Education and Training Course Hub (FETCH):

www.fetchcourses.ie

If you cannot find the course you are looking for on FETCH, or if you need help in choosing the right course for you, please contact our Guidance, Information and Recruitment Services (Page 9)

How to Use the Course Finder on

www.fetchcourses.ie



**FURTHER EDUCATION &
TRAINING COURSE HUB**

- **Keyword:** Type a keyword related to the type of course you are seeking.
- **Location:** Select a location in Louth/Meath where you would prefer to study.
- On each course page, you will see details on how to apply for the course or how to find out more information.
- Click **“APPLY NOW”** to register your application.



Guidance, Information and Recruitment

LMETB's Guidance, Information and Recruitment Services provide

- Information on education and training opportunities, full-time, part-time, locally & nationally
- One to one educational guidance for early school leavers and/or social welfare recipients.
- Referral to a range of education and training options within LMETB and other education providers

The information and guidance service is free, confidential and offers independent advice to people who wish to explore their education and training options, helping them make informed educational, career and life choices.

Information and assistance is also available in the following areas

- Making applications for 3rd level and Further Education and Training Colleges
- Making applications for grant supports and allowances such as SUSI/Back to Education Allowance
- Helping with job search skills, CV and interview preparation for adult learners
- Providing information sessions to groups and organisations on FET provision in LMETB

For more information:

Service	Contact	Phone	Website/Email
Louth Meath Adult Educational Guidance and Information Service	Ann Fallon (Louth) Shona Dunne (Meath)	087 2300195 1800 991898	Visit bit.ly/lmetbadultguidance adultguidance@lmetb.ie
Regional Skills & Training Centre (RSTC): Recruitment and Guidance Services	Carmel Smith	042 9355 700	Visit: www.rstc.ie Email: csmith.rst@lmetb.ie



Post Leaving Certificate Colleges

Post Leaving Certificate (PLC) courses are full-time programmes that prepare students for employment or progression to further study. Courses are designed as a progression from Leaving Certificate or for adults returning to education.

Certification is generally at QQI Levels 5 or 6. All courses include an element of work experience. Courses offered at QQI level 5 last one year and courses at QQI Level 6 take two years to complete.

Successful students may apply to third level programmes at Institutes of Technology and Universities through the Higher Education Links Scheme.

Courses are offered across many areas of learning including:



Tourism Technology
Childcare
Humanities Beauty
Science Arts Sports
Business Multimedia Design
Computing HealthCare Hair
Leisure Engineering
Hospitality

LMETB's Post Leaving Certificate College are as follows:

Service	Location	Principal	Phone	Website / Email
O Fiaich Institute of Further Education	Dundalk A91 WK75	Padraig Mc Govern	042 9331398	Visit www.ofi.ie Email info@ofi.ie
Drogheda Institute of Further Education	Drogheda A92 V586	David McDonnell	041 983 7105	Visit www.dife.ie Email dife@lmetb.ie
Dunboyne College of Further Education	Dunboyne A86 WC91	Denis Leonard	01 8026577	Visit www.dunboynecollege.ie Email dunboynecollege@lmetb.ie

Apprenticeships and Traineeships

An apprenticeship is a full-time training programme that combines classroom-based learning with work-based learning in a company. At least 50% of apprenticeship learning is completed in the workplace. Apprentices 'earn while they learn'! They have an employment contract and are paid a salary for the duration of their apprenticeship training. To become an apprentice in Ireland you must be hired by an employer who is approved to employ apprentices.

Apprenticeship is a fantastic way to get started in a career, by gaining practical, on-the-job experience and skills. It also offers participants the opportunity to get a internationally- recognised qualification, which is on the National Framework of Qualifications. Apprenticeships vary in length depending on the programme and last between two and four years. The minimum age to take part varies from 16-18 years but there is no upper age limit.

The main Apprenticeships offered by LMETB include

- **Hairdressing**
- **Network Engineer**
- **ICT Software Development**
- **Plumbing**
- **Carpentry and Joinery**
- **Pipefitting**
- **Electrical**
- **Toolmaking**
- **Motor Mechanics**
- **Metal Fabrication**
- **Wood Manufacturing and Finishing**

Traineeships combine learning in an education and training setting and in the workplace. They take 6 – 20 months to complete and provide learners with job-specific training at Levels 4-6 on the National Framework of Qualifications, as well as workplace coaching. They also give the learner the opportunity to gain valuable experience in real work and industry environments, which assists in enhancing skills development and employment opportunities. Traineeships are open to people over 16 years and an allowance is offered to those eligible.

Example of traineeships offered by LMETB include:

- **Medical Administration**
- **White Goods Field Technician**
- **Office Administration**
- **Diploma for ICT Systems and Network**
- **Computer Aided Design and Manufacturing**
- **Healthcare Support**
- **Engineering**
- **Hospitality**

For more information on apprenticeships or traineeships:

Service	Location	Contact	Phone	Website / Email
RSTC Recruitment and Guidance Services	Dundalk A91 PH21	Carmel Smith	042 9355700	Visit www.rstc.ie Email Csmith.rst@lmetb.ie

Vocational Training Opportunities Scheme (VTOS)

VTOS offers free, second chance education and training to adults in a supportive learning environment. It caters for adults over 21 (or their dependent spouses) who have been in receipt of a specific social welfare payment or signing for credits for at least 6 months.

VTOS offers full-time courses which help learners to develop skills for employment or Further/Higher Education. It can also prepare learners for a new career or a career change. Learners gain certification at QQI Levels 3, 4, 5 or Leaving Certificate, and retain their social welfare entitlements while on the course.

Courses take place during day-time hours, from September to May over 1-2 years. Course holidays are the same as post-primary schools including mid-term, Christmas, Easter and Summer breaks.

What supports are available for VTOS learners?

While in VTOS, learners retain all Social Welfare benefits and receive a daily attendance-based meal allowance. Travel allowance and childcare supports may be available and course materials and exam fees are free of charge. Learners can also work up to 19 hours weekly outside of class time without social welfare benefits being affected. If learners are in the 21-25 age group, they are also entitled to the full Job Seeker's Allowance rate while on the course.

Who is eligible for VTOS?

Applicants may qualify for VTOS if they are aged over 21 years and if they, or their dependent spouse/civil partner/cohabitant, has been getting one of the following social welfare payments for at least 6 months:

- Jobseeker's Benefit, Jobseeker's Allowance or signing for credits
- One-Parent Family Payment, Disability Allowance, Illness Benefit or Invalidity Pension
- Blind Pension, Deserted Wife's Allowance/Benefit, Widow's, Widower's or Surviving Civil Partner's Contributory Pension, Widow's, Widower's or Surviving Civil Partner's Non-Contributory Pension or Prisoner's Wife's Allowance for at least 6 months (conditions may apply in the case of these payments)

For more information:

Service	Location	Contact	Phone	Email
VTOS Drogheda	Drogheda A92 R594	Mary Reilly	041 983 0870	vtosdrogheda@lmetb.ie
VTOS Dundalk	Dundalk A91 C7D8	Gareth Savage	086 074 7475	gsavage@lmetb.ie
VTOS Navan	Navan C15 X407	Anne Brady	086 0336534	ab Brady1@lmetb.ie

Specific Skills Training

Specific Skills Training offers full-time and part-time courses ranging from six to forty weeks duration. Courses are offered in centre or by blended or online learning. They are designed to provide learners with a range of employment related skills and formal vocational qualifications to assist those entering employment for the first time and those wishing to upskill or reskill.

Specific Skills Training gives learners the opportunity to develop cutting edge skills and knowledge, making them more employable and enhancing their career options.

Specific Skills Training courses are free and learners may be paid a training allowance for the duration of their course. Learners can also claim an accommodation allowance if they need to live away from home for the duration of the course, or a travel allowance if relevant.

Accredited courses are offered in a range of areas including:

- HGV and Bus Driving
- Computer Skills
- Software and Network Development
- HealthCare
- Medical Terminology
- Medical Counter Assistant
- Hairdressing and Beauty
- Business and Finance
- Management
- Communications
- Engineering
- Construction

For more information:

Service	Contact
RSTC Recruitment and Guidance Services	Carmel Smith
Phone	Website / Email
042 9355700	Visit www.rstc.ie Email csmith.rst@lmetb.ie

Adult Learning Service

This service is for anyone who wishes to improve their basic literacy or numeracy skills in a supportive environment. It also provides English for Speakers of Other Languages (ESOL). The service is free and confidential and classes are designed to meet the needs of each learner. Day and evening classes are available on an ongoing basis throughout the year.

Examples of courses offered include:

- One-to one classes, where learners work individually with a tutor
- Small group classes in a range of subjects – including everyday Maths, spelling, reading, writing and computers
- English for Speakers of Other Languages (ESOL)

LMETB's Adult Learning Service also delivers family learning courses in local schools which are included in the national Delivering Equality of Opportunity in Schools (DEIS) plan. Family Learning classes help parents and children learn together.

For more information:

Service	Contact	Phone	Email
Meath Adult Learning Service	Helen Kenealy	086 0320446	hkenealy@lmetb.ie
Drogheda/Mosney Adult Learning Service	Deirdre Carmody	086 0828673	dcarmody@lmetb.ie
Dundalk and Ardee Adult Learning Service	Kinga Byrne	086 0132244	kbyrne@lmetb.ie



Back to Education Initiative (BTEI)

The Back to Education Initiative provides part-time Further Education and Training courses for young people over 16 years and adults. The aim is to give people an opportunity to combine a return to education and training with family, work and other responsibilities. BTEI courses are available to everyone and are offered in the mornings, afternoons and evenings in a wide variety of locations throughout the LMETB area. Priority is given to those whose education is below Leaving Certificate (or equivalent) level. Courses are free to anyone without a Leaving Certificate or anyone who is in receipt of, or is the dependant of, a person in receipt of a social welfare payment or medical card.

BTEI offers courses on a part-time basis leading to certification at QQI levels 3,4 and 5 and Leaving Certificate.

Courses offered vary between locations but examples of some subject areas on offer include:

- Leaving Certificate Individual Subjects: English, Maths, History, Art, Geography
- Healthcare and Childcare
- Youthwork
- Social Studies
- Information Technology including ICDL
- Employment skills
- Office Skills
- Hairdressing and Beauty
- Science
- Horticulture
- English for Speakers of Other languages (ESOL)

For more information:

Service	Contact	Phone	Email
BTEI Meath	Serena Duffy	086 067 6656	sduffy1@lmetb.ie
BTEI Louth	Alanah Kirk	086 0760212	akirk@lmetb.ie



Evening Courses

LMETB offers FET evening courses in 5 locations in Co. Louth and Co. Meath. There is a varied range of classes on offer from hobby to fully certified courses. Classes offer learning opportunities for lifelong learners and career changers.

Evening Courses are typically offered over a 10-week period, either one or two evenings a week, beginning in September, January or April each year.

Fees are generally charged for evening courses. However, in some cases, deductions or subsidised fees may apply, depending on employment and/or social welfare status.

LMETB's evening course locations:

Service	Location	Contact	Phone	Email
Drogheda Institute of Further Education	Drogheda A92 V586	Maeve Coleman	041 9837105	Visit www.louthnightclasses.ie Email difenightschool@lmetb.ie
O Fiaich Institute of Further Education	Dundalk A91 WK75	Colm McCourt	042 935396	Visit www.louthnightclasses.ie Email ofnight@lmetb.ie
Regional Skills Training Centre	Dundalk A91 PH21	Áine Rogan	042 9355794	Visit www.rstc.ie Email arogan.rst@lmetb.ie
Dunboyne College of Further Education	Dunboyne A86 FH01	Shauna O'Brien	01 825 2552	Visit www.meathnightclasses.ie Email sobriendbc@lmetb.ie
Beaufort College	Navan C15 PY53	Olga Farry	046 9028915	Visit www.meathnightclasses.ie Email Olga.BFT@lmetb.ie

Youthreach

Youthreach is a second chance education and training programme for young people aged between 16 and 20 years who have left school with few or no qualifications. It seeks to provide learners with knowledge and skills to help them to reach their full potential and enable them to progress to further education, training and employment.

LMETB supports 8 Youthreach centres across counties Meath and Louth. Each centre offers a wide variety of both accredited and non-accredited programmes, all delivered in caring, supportive and structured environments. Programmes run from September to July each year with referrals accepted throughout the year.

LMETB Youthreach Centres of Education

Location	Contact	Phone	Email
Ardee A92 AN83	Enda O Reilly	086 8222 700	Eoreilly1@lmetb.ie
Ashbourne A84 RC99	Aaron Fowler	01 8359 085 or 087 2906069	afowler@lmetb.ie
Drogheda A92 R594	David Carry	041 9839 917 or 086 0455442	dcarry@lmetb.ie
Dundalk, A91 EOAW	Michelle McConville	042 9338 324	mmcconville@lmetb.ie
Kells A82 F866	Patrick Jarratt	046 924 9665 or 087 121 6894	pjarratt@lmetb.ie
Laytown/Bettystown A92 XK64	Vivenne Branigan	041 981 3401	vbranigan@lmetb.ie
Navan C15 KV84	Sharon Maher	046 905 9508	smaher@lmetb.ie
Trim C15 YR60	Mary Hibbits	046 9431203	mhibbits@lmetb.ie

Community Training Centre

Dundalk Community Training Centre (Magnet Training Centre) provides vocational education and training options to meet the needs of young people aged 16-20 from the local area who left school early or who left with few or no qualifications. Each learner is helped with identifying and developing their maximum potential at their own pace in a supported learning environment.

Programmes on offer include

- General Learning QQI Level 2
- Employability Skills QQI Level 3
- Employment Skills QQI Level 4
- Child Care QQI Level 5
- Hairdressing City & Guilds Level 1/2

For more information:

Service	Contact	Phone	Website/Email
Regional Skills & Training Centre (RSTC): Recruitment and Guidance Services	Carmel Smith	042 9355700	Visit www.rstc.ie Email csmith.rst@lmetb.ie



Youth Services

LMETB Youth Office, in cooperation with the Department of Children, Equality, Disability, Integration and Youth (DCEDIY), provides a wide range of services for young people between the ages of 10 to 24. It consults with relevant stakeholders to identify emerging youth work needs for the region, and offers a wide range of services which include:

- Administration of funding schemes to support Youth work, including UBU Your Place Your Space, Local Youth Club Grant Scheme, LGBTI+ Youth Service Scheme, Targeted Youth Employability Support Initiative etc.
- Assistance and support to Youth Work organisations e.g, Foróige, Youth Work Ireland, Scouting Ireland, Irish Girl Guides, Catholic Girl Guides, Order of Malta, Macra na Feirme and others
- Participation in the work of the Children and Young People's Services Committees (CYPSC) in the region
- Support, advice and recommendations to LMETB's Youth Work Committee

For more information:

Service	Contact	Phone	Website/Email
Youth Officer Louth	Ian Walker	042 933 4047	iwalker@lmetb.ie
Youth Officer Meath	Claire Reburn	046 901 0083 or 086 0679509	creburn@lmetb.ie



Community Education Service

LMETB Community Education Service supports new and existing community groups and organisations to establish community-based education programmes. The service prioritises individuals and groups who experience educational/social disadvantage or social exclusion. Programmes are offered on a part-time basis in non-formal, community-based settings and are intended to provide personal and skills development for group members.

The group itself has an important role in deciding the subject area of any course. The type of course offered depends on the needs and abilities of the group. LMETB Community Education Service can assist groups in assessing their needs and provide an LMETB tutor to deliver a programme with the group. Courses may be QQI accredited at levels 3,4,5 or non-accredited. Applications for funding are invited three times annually. Funding covers the cost of tutor payment only.

Examples of courses completed by groups are:

- Community Arts/Crafts
- Cookery on a budget
- Personal Development
- ICT
- Maths
- Communications
- Health & Fitness
- Digital photography

For more information:

Service	Contact	Phone	Website/Email
Community Education Service Louth	Eamonn Quinn	086 263 2408	equinn@lmetb.ie
Community Education Service Meath	Jackie Breen	087 9377636	jbreen@lmetb.ie

Specialist Training Providers

LMETB supports Specialist Training Providers in offering education and training opportunities for people with additional support needs. Applicants must have needs which cannot be met in a non-specialist centre. Programmes are learner-focused, nationally recognised, accredited and are open to people who are 16 years and older. Courses are intended to assist people to enter or re-enter the labour market, particularly those who are experiencing exclusion and labour market disadvantage.

LMETB supports the National Learning Network in Dundalk and Navan as a specialist training provider.

Courses offered include:

Course Name	Location
Pathways to Employment QQI Level 3	Dundalk
Advance QQI Level 3	Navan
Fresh Start QQI Level 3	Dundalk/Navan
Fastrack to Employment QQI Level 4	Dundalk/Navan
Computer Applications QQI Level 4	Navan
IT with Office Skills QQI level 5	Dundalk

For more information:

Service	Location	Contact	Phone	Email
National Learning Network Dundalk	Dundalk A91 EV6T	Cormac Woods	042 9328441	cormac.woods@nln.ie
National Learning Network Navan	Navan C15 YK8R	Helen Mallon	046 9021975	helen.mallon@nln.ie



Local Training Initiatives (LTIs)

These programmes offer training in a variety of skills areas and are open to anyone who is unemployed, aged 18 to 35 years. Courses available include Sports and Recreation, ICT Skills, Employability Skills and General Learning. The training is based in community settings and work experience is also offered.

Local Training Initiatives offered by LMETB:

Drogheda, Co. Louth:

- Drogheda United FC Diploma in Business Administration
- Focus Your Future
- Education Skills Learning Opportunities programme (ESLO)

Dundalk, Co. Louth

- Job Focus
- Muirhevnamor LTI
- FAI Player Development and Education Programme
- Create Project

Co. Meath

- Fastrack into IT: Advance Manufacturing, Dunshaughlin
- Meath Opportunities for Training (MOT), Trim
- Fastrack into IT: Pre- Tech Apprenticeship, Dunshaughlin

For more information:

Service	Contact	Phone	Website/Email
RSTC Recruitment and Guidance Services	Carmel Smith	042 9355700	Visit www.rstc.ie Email csmith.rst@lmetb.ie

Skills to Advance

Skills to Advance is an initiative which aims to equip employees with the skills they need to progress in their current role or to adapt to the changing job market. It provides certified, part-time training opportunities for employees to upskill or reskill.

Working closely with small and medium-sized enterprises, Skills to Advance helps employers identify skills needs and invest in their workforce by providing heavily subsidised education and training to eligible staff.

Information for employees:

Skills to Advance has opportunities for anyone in employment to upskill or reskill, particularly if their skills level are below level 5 on the National Framework of Qualification and/or if they are:

- Currently working in a lower-skilled job or
- Aged 50+ or
- Currently working in a job that is experiencing significant change

For further information on opportunities for employees, please contact skillstoadvance@lmetb.ie.

Information for employers:

Skills to Advance can help employers identify their employees' skills needs and adapt to market changes. We offer subsidised upskilling and reskilling options for employees, creating a straightforward way to help increase company productivity and competitiveness in a fast-changing business sector.

Skills to Advance provides workforce training opportunities which:

- Are flexible to fit around business hours and work schedules.
- Develop skills relevant to a company's business needs.
- Respond to the changing nature of jobs and skills.

For further information on opportunities for employers, contact any of our Employer Engagement Team:

Contact Name	Phone	Email
Linda Ennis	086 067 9510	lennis@lmetb.ie
Ann Gallagher	086 787 0854	agallagher@lmetb.ie
Aoife McDaid	086 035 7568	amcdaid@lmetb.ie

Advanced Manufacturing Training Centre of Excellence (AMTCE)

The Advanced Manufacturing Training Centre of Excellence (AMTCE) aims to provide the training required by businesses for the successful transformation to Industry 4.0 technologies and practices. The AMTCE supports people to reskill or upskill in technologies and processes relevant to advanced manufacturing, for example, in Engineering, Pharma, BioPharma, Food and Drink sectors.

AMTCE offers an extensive course catalogue to companies and their employees, designed for the needs of industry and delivered by leading industry training practitioners. Manufacturing sector employees or individuals wishing to pursue new careers in the sector have the chance to gain QQI Level 5/6 certifications or vendor certified technology skills.

For more information:

Service	Address	Contact	Phone	Website/Email
Advanced Manufacturing Training Centre of Excellence	Dundalk A91 Y319	Michael McGrath	042 9419040	Visit www.amtce.ie Email amtce@lmetb.ie



Skills for Work

Skills for Work programme aims to providing education and training opportunities to help employees deal with the basic skills demands of the workplace. The programme is particularly targeted at low skilled workers, who may not have the confidence to put themselves forward for general training opportunities, or take on new roles or tasks within the workplace.

Courses are free and are offered on company premises where possible or in LMETB Further Education and Training Centres. They can be accredited or non-accredited and can lead to qualifications up to QQI Level 4 on the National Framework of Qualifications.

Skills for Work is available to all private and semi-private employees who meet the following criteria:

- Having few, outdated or no educational qualifications
- In full or part-time paid employment
- Over 18 years of age.

Courses can be themed to the exact educational requirements of workers and cover topics which include:

- Workplace Language Support – for employees whose first language is not English
- Communications
- Business English
- ICT/ Computers
- Customer Care
- Health and Safety in the workplace
- Personal Development
- Retail Skills
- Everyday Mathematics for the workplace

For employers seeking to find out how Skills for Work can help upskill employees, please contact:

Service	Contact	Phone	Email
Skills for Work Co-ordinator North East Region	Noelette Dolan	042 9328441	noelettesdolan@cmetb.ie



LMETB Further Education and Training

www.lmetb.ie

@lmetbfet



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