

Training Courses in Meath

Fresh Start

QQI Level 3 in Employability Skills

Duration:

Up to one year.

Description:

Fresh Start is for people who want to get back to work or go on to further education after a period of time out of work.

It will provide you with the support you need to develop IT and employment skills and to explore different job options or further education opportunities.

Modules:

Career Planning, Personal Development, Computer Skills, Healthy Lifestyles, Health & Safety, C.V. Preparation and Job Seeking Skills

Employer Based Training

QQI Level 4 in Employment Skills

Duration:

Up to one year.

Description:

This training course is designed to help you get a job. This work-based training course offers you a work placement in a job that interests you, so you get real life training, skills and experience in a job that you want.

Modules:

Career Planning, Computer Applications, IT Skills, Work Experience, Personal Effectiveness and Workplace Safety.

Computer Applications and Office skills

QQI Level 4 in Office Skills

Duration:

Up to 18 months.

Description:

This is a flexible course to give you the chance to get office skills and IT qualifications. The course combines classroom-based learning with work experience so that you get the necessary information technology, office and personal effectiveness skills you need to get and keep a job or go on to further education.

Modules:

Communications, Information Technology or Computer Applications, General Office Skills, Business English, Work Experience including Placement, Customer Service, Reception Skills, Functional Maths and Entrepreneurial Skills

Advance

QQI Level 3 in Employability Skills

Duration:

Up to 18 months.

Description:

This course is designed to help you live independently and get a job or go on to further education. The course will develop your personal, social and employment skills.

Modules:

Personal Effectiveness, Communications, Maths, Internet skills, Health and Fitness, Work Experience/job-seeking skills, Horticulture, Blow Drying Skills and Retail Experience.

Access

QQI Level 3 in Employability Skills

Duration:

Up to three years.

Description:

Access is designed to help you make realistic decisions about your life. The course focuses on your needs, personal goals and strengths. It will help you increase your independence, develop life skills and improve your social integration and personal growth. Access is a person-centred course in line with the HSE's New Directions training policy.

Modules:

Applying Mathematical Skills, Exploring Education & Job Opportunities, Personal & Social Skills, Introduction to Word Processing, Computer Skills, Healthy Lifestyle, Using the Internet, Managing Finance & Budgeting, Managing Personal Care and Presentation, Introduction to Self Advocacy and Participating in a Work Environment.

