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Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

Evening Courses Spring 2025

GRET Training Centre

Mervue Business Park Mervue, Galway, H91 CDW6



View courses on www.fetchcourses.ie



E-mail: evening@gretbtrainingcentre.ie

Contact Evening Course Assistance: (091) 706200, 706252

Courses held Monday and/or Wednesday 6.30pm to 9.30 pm to commence week beginning Monday, 20th January.

Course Title	No. of Weeks	Day of Week	Course Description	Fetch Code
Security Guarding Skills	10	Wed	Equip the learner with the knowledge, skill & competence to work under supervision in the area of Security Guarding. Verbal & written command of the English language (as per Private Security Authority Guidelines) along with good communication skills are essential. PSA CRITERIA APPLY FOR ADMISSION TO THIS COURSE.	456211
First Aid Responder (PHECC) Class 1	5	Mon & Wed	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. Certificate valid for two years.	457496
ICDL	11	Mon & Wed	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 Computer & Keyboard Skills essential.	457494
Payroll Manual & Computerised - using SAGE Micropay®	10	Mon & Wed	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.	456631
Bookkeeping Manual & Computerised - using SAGE 50®	10	Mon & Wed	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.	456632
Business Administration Skills	10	Mon & Wed	The purpose of this award is to enable the learner to acquire the knowledge, skills and competence to work independently and under supervision in an administrative role in a range of business contexts and/or to progress to further and higher education and training.	456634
Start Your Own Business Class 1	5	Mon & Wed	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.	456636
Training Delivery & Evaluation	11	Mon & Wed	The purpose of this award is to enable the learner to acquire the knowledge, skill and competence to deliver and evaluate a training intervention within a range of training and development contexts.	456213

Know Your Car	8	Wed	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.	457496
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REGISTRATION DETAILS

* Fee-Paying Clients:

Registration online www.fetchcourses.ie

Full payment will be accepted from fee-paying clients at the start of the course.

* Skills to Advance:

Clients in full/part-time employment maybe eligible for free 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 DSP 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.

TERMS & CONDITIONS:

* Fees Payable by online Banking only (Details given at Registration)

* 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 Photo ID with Date of Birth details.**

* **Booking through www.fetchcourses.ie only.**

* NO REFUNDS after Evening 2.

* Details correct at the time of going to print.