



## Course Description

## Link to Course/Website

## Course Provider

## Duration

## Accreditation

As the ETB course list updates regularly, it is not possible to list specific courses. A link to the search page is provided with suggested search terms for courses in this sector. Most courses are fully accredited, and most are free but check the course details first. For this sector, please type ' <b>Customer Service</b> ' or ' <b>Administration</b> ' or ' <b>Recruitment</b> ' for related courses.	<a href="https://www.fetchcourses.ie/course/finder">https://www.fetchcourses.ie/course/finder</a>	Education & Training Boards (ETB) Online/Part Time/Evening options	Check course for duration/attendance requirements	QQI. City & Guilds. Check course for accreditation details
Certificate in Recruitment Practice	<a href="#">Certificate in Recruitment Practice   NRF</a>	National Recruitment Federation (Skillnet) (Virtual Classroom; Fee €800)	7 half days	Certificate
Microsoft Word	<a href="#">Microsoft Word   eCollege</a>	eCollege / Solas Free online courses	16 weeks	Yes
Microsoft Excel	<a href="#">Microsoft Excel   eCollege</a>	eCollege / Solas Free online courses	16 weeks	Yes
Microsoft PowerPoint	<a href="#">Microsoft PowerPoint   eCollege</a>	eCollege / Solas Free online courses	16 weeks	Yes

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*If you are in receipt of a Jobseekers payment or the Covid Pandemic Unemployment Payment, you may be eligible for funding for a paid course under a [Training Support Grant \(TSG\)](#). Please contact your Case Officer or your local [Intreo Centre](#)*