



Templemore, Co Tipperary, Ireland.
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**Student Information
2017-2018**

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College Calendar

Term 1

Open: August 28th 2017

Mid-Term: October 30th to November 3rd 2017

Close: December 22nd 2017

Term 2

Open: Monday January 8th 2018

Mid-Term: February 12th February 16th 2018 (unless changes are required as part of contingency arrangements to make up for time lost due to unforeseen school closures)

St Patricks Day: Closed Monday 19th March 2018

Close: Friday 23rd March 2018 (unless changes are required as part of contingency arrangements to make up for time lost due to unforeseen school closures)

Term 3

Open: April 9th 2018

Close: June 1st 2018

Letter from the Principal

August 2016

Dear Student

You are welcome to Templemore College for the current academic year. On behalf of the staff, I wish you success and fulfilment in your time here.

Adult education is about much more than learning new things. It is, above all else, an opportunity to learn more about ourselves and how we relate to our world. So, by the end of your time here I hope that you will have achieved success in your chosen area. I hope you will have also enjoyed yourself, made new friends, and discovered new abilities in yourself that you did not realise you had. This is what lifelong learning is all about - realising that there are always new things and new ways to learn, that real learning is enjoyable and, most importantly, that we can all do it. In this regard it is important to focus on 'how' you learn as much as on 'what' you learn.

We all have learning needs of some kind, and it is the aim of the College to provide students with as much support as possible, and your course coordinator is your first contact for any queries of this nature. The formal student support services are coordinated by Bridget Condon (Guidance Counsellor) and Geraldine Egan. Do not hesitate to use these as well.

The Students' Council is a very important part of the College. We see the College as a learning partnership primarily between students and staff, but also with the Board of Management, Tipperary ETB, Department of Education and Science and the community of North Tipperary. The Students' Council is the formal way in which students are involved in this partnership process.

As Principal, I may not have as much contact with you as your tutors do. However, I am always happy to meet with you individually or as a group if there is any matter you wish to discuss with me.

Once again, the staff and I look forward to working with you, and we wish you every success in the coming year.

Yours sincerely

Noel Colleran PhD
College Principal

College/Learner agreement

Partnership in Learning

Templemore College aims to encourage students to pursue their studies in an atmosphere that encourages partnership in learning. The focus within our College therefore is on mutual respect for all. The College is dedicated to the promotion of equality of opportunity, respect and courtesy and welcoming and acceptance of difference in the form of race, religious beliefs, social class, gender, sexual orientation or educational ability.

Students can expect:

- To be provided with accurate information and Guidance on opportunities
- To have a named person as Course Co-ordinator to be available as support
- That work will be monitored and feedback given in a timely manner
- Confidentiality where appropriate
- Access to advice and counselling on educational or personal matters
- Representation on the Student Council and the College Board of Management
- To be treated with respect & dignity by all members of staff in a caring & supportive atmosphere
- To be dealt sympathetically where there are medical or other problems
- Classes to start and end on time, and to be notified of any unavoidable changes
- To be kept informed about developments within the College that may affect you.

If students experience any difficulty with the above, they should inform their Course Co-ordinator in the first instance so that the matter can be dealt with.

Normal rules that apply in any community also apply in this College. Your attention is particularly drawn to this Agreement, and the attached Agreements that relate to Attendance, Punctuality, Work Experience and Assessment. Copies of the College Policies will be available on the College's website.

We expect you to:

- Be proud of the good name of the College and do nothing to take from that good name
- Adopt a responsible attitude in helping to create a supportive community in which everybody can flourish
- Respect the rights of all persons within the College community. Treat everybody with respect.
- Take responsibility for your learning by attending regularly and punctually, working hard at your studies and completing all your assignments on time
- Attend all timetabled classes, unless in exceptional circumstances where an alternative arrangement has been negotiated with the College Authorities
- Provide an explanation to your Course Co-ordinator in the case of an occasional absence, and a Medical Cert in the case of a longer absence through illness
- Co-operate with teachers and all other College staff
- Seek help if you need it and let us know quickly if you have any difficulties
- Help to make the College a safe and pleasant place for all
- Take care of College buildings and furnishings, and respect the property of others.

Smoking Manners

In line with current Health and Safety Legislation, smoking is not permitted within the College buildings. Templemore College discourages smoking by all who provide and use the services of the College. However, while smoking is not accepted in the College, a covered smoking area is provided outside the building. Smokers are asked to use the bins provided when disposing of cigarette butts. The use of E-cigarettes is prohibited in the College

Canteen Manners

All students and staff in the College use the College canteen and it is important to be helpful regarding cleanliness and safety. Please lift and return canteen cups/plates etc. to the locations designated by the canteen manager. Be careful when carrying cups of hot beverage and do not leave the canteen area with any mugs or cups.

Continuous/Serious breaches of College Regulations may result in referral to the College Disciplinary Committee, and noted accordingly on your personal file.

Attendance and Punctuality

The College recognises that regular attendance is important for the student's own progress and also for the development of a collective work ethic and support framework among students. Hence, it is the policy of the College to require regular and punctual attendance. In cases where attendance is unsatisfactory the College will seek to identify the causes of the poor attendance and to provide whatever support and encouragement it can to overcome the problem. The College also recognises that some absence is unavoidable, and will endeavour to be understanding in such cases. However, where regular unauthorised absences occur, because of the likelihood of an unsuccessful outcome, the College may recommend the student discontinue with the course. This recommendation is subject to the right to appeal.

Authorised and unauthorised absences

It is recognised that some absences are unavoidable. Authorised absences include:

- Jury service
- Certified sick leave
- Absence on compassionate grounds, e.g., death or illness of a family member.

In all cases of absences, the College should be notified as soon as possible.

In cases of certified sick leave, a doctor's certificate should be provided to the College not later than three days after the period of absence begins. Otherwise, the absence will be deemed unauthorised.

Leave on compassionate grounds must be negotiated and agreed with the College.

Improving Attendance, Participation, and Completion Rates

With a view to improving attendance, participation and, ultimately, completion rates in all programmes, the College has developed a three-stage process aimed to support students to achieve their educational goals. This policy is published on the College website.

Classwork, assignment and deadlines missed due to absence

It is the student's responsibility to identify work and class notes missed during absence, and to catch up on the work outside of class time. While staff will try to be helpful, the work may not be done again in class.

In cases of unauthorised absences, normally no extension of deadlines for projects or assignments will be granted. In cases of authorised absences, the College may exercise its discretion to agree to an extension of project/assignment deadlines.

Examinations missed due to absences will not, except in exceptional circumstances, be made available again.

Attendance in relation to payment of maintenance grants administered by the College

Payment of maintenance grants by the Department of Education and Skills is dependent on satisfactory attendance. Students absent more than six unauthorised days in any month will receive no payment for that month.

In signing this agreement a student accepts that:

- I must notify the College immediately if I am absent from class for any reason.

- Medical certificates must be provided to the College within three days of the absence beginning. Otherwise the absence will be deemed unauthorised.
- Give a written note to the Course Coordinator to obtain permission for absences that I will be aware of in advance (e.g. dental and medical appointments) however, I accept that, where possible, I should make such appointments outside of College time.
- Avoid participation in work or other activities which are not part of my course curriculum, during College hours
- Take responsibility for ensuring that I am marked in on the class register if I arrive after it has been marked.

Work Experience

All students will be Garda-Vetted and, for students who are going on work experience, Garda Clearance will normally be approved before beginning work experience.

Work Experience/work practice is offered as an integral part of all courses in the College. The importance of Work Experience lies in the fact that:

- It provides an opportunity to experience a real work environment
- It challenges students to experience working conditions and regulations in the real world
- It is a mandatory module in most courses in the College and must be completed successfully in order to obtain a full award
- It provides a valuable link between the College and world of employment
- Many students are offered employment as a result of the quality of their participation in work experience.

When taking up work experience you are expected to represent the College to the best of your ability. A high standard is expected of each student. Students on work experience remain subject to the College Code of Conduct, and in addition should comply with any guidelines laid down by the employer.

In particular your attention is drawn to the following:

Learning: Work experience is part of the learning process on which you have embarked in Templemore College. It is very important that you take responsibility for your own learning while on work experience, in order to gain the maximum benefit from the time you spend with your employer.

Attendance: You are expected to be present and punctual at your designated work experience place during normal working hours. Unless you complete the required number of days work experience it is not possible to be successful in this module.

Absence: If you are unable to attend your work experience, you must inform your employer and Course Co-ordinator immediately. Absence from work experience is permissible only in very exceptional circumstances e.g. illness, and will require a full explanation, Medical Cert etc. Absence from Work Experience will automatically be referred to the management of the College.

Please note that students who have not completed the planning and preparation elements of the work experience module will not be eligible to participate in work placement.

Appropriate Dress/Hygiene

Many employers have a dress and/or hygiene code, whether due to the nature of their business or for Health & Safety reasons. Students are asked to comply with this code.

Instructions/Initiative: Students are expected to follow all reasonable instructions issued by your employer and to show initiative in your work practice.

Documentation: Students are required to keep/collect all relevant work experience documentation as advised by your Class Teacher.

If students have a genuine difficulty during your work experience, you should contact the College immediately. Under no circumstances should you leave or change your work experience without prior permission from the College.

The College staff has established and maintained a valuable network of employers. Any action by a student that might jeopardise this would be viewed as a serious breach of the College Code of Conduct.

With this agreement I accept that I must:

- Cooperate with the Course Coordinator/Class Teacher in securing a suitable work experience placement and inform the Course Coordinator/Class Teacher of suitable contact details.
- Notify the College and the employer immediately if I am absent from work experience.
- Normally make no appointments, except in the most extreme circumstances, which would require me to be absent from work experience.
- Make every effort to be on time.
- Avoid participating in any other work or activities that would require me to absent myself from work experience.
- Follow the instructions given by my teachers and work supervisors relating to my work experience.
- Act in a manner in the work situation, which does not endanger my own health and safety or the health and safety of others.

Plagiarism

Plagiarism is the act of copying, including or directly quoting from, the work of another without adequate acknowledgement. The submission of plagiarised materials for assessment purposes is wrong and all suspected cases will be investigated and dealt with appropriately by the College. The College Plagiarism Policy is available on the College website.

Assessment

Assessment is an integral part of all courses in the College. The College aims to provide and promote an environment where assessment is carried out in a transparent, fair and consistent manner. Our Assessment Policy is available on the College website.

Assignment and Deadlines

Assignments must be returned on the due date. Students may request an extension to the deadline if there is good reason. An extension of more than one week beyond the deadline will not be granted except in very special circumstances.

Dates for examinations

Dates for examinations will be notified to students not later than two weeks in advance. Examination dates are not normally changed.

Return of assignments and projects

Written assignments, projects, examinations or collections of work submitted for the purposes of assessment and certification will not normally be returned – students are advised to make copies before submission. Practical work will be returned at an agreed date after the appeals period has elapsed.

You can expect:

- That all internal assessors are fully briefed and competent to assess your work.
- That all the equipment and materials used in your assessment is fit for the purpose.
- That your assessments/exams will be conducted and supervised in accordance with regulations set down by examining bodies.
- Adequate notice of examinations/assessments will be given to you.
- To know what the consequences are if you violate assessment regulations.
- To be accommodated as far as is practicable if you have special needs.
- To receive feedback from teachers in a timely fashion in order to maximise your chances in your assessment.
- That all your exam/assessment materials are stored in a secure location.
- That you have the right to appeal results of exams/assessments.

With this agreement I accept that I must:

- Attend examinations on time and behave in a responsible manner during an examination.
- In the event of being unable to attend an examination/assessment due to illness, I must provide medical certification.
- In the case of a death of a close family member I must contact the College as soon as possible.
- I must submit all coursework and assignments on time and sign that it is my own original work paying particular attention to protocols related to acknowledgement and references of others' work.
- I must do my best to produce high quality work in order to increase my chances of getting a good result and thereby increasing my employability or higher education prospects in the future.
- If an emergency occurs during an examination/assessment then I will follow all procedures and instructions laid down by the College.

Photocopying

A photocopying and printing facility is available throughout the College. It is important that this service is used only when paper copies are required. 200 prints/copies will be allocated free of charge to each student on Post Leaving Certificate courses in recognition of student services charge.

Student Council

The Student Council has a very important role to play in the life of the College, and it is the policy of the College to support the council in its activities. Each course sends a representative to the council.

General Objectives and Functions of the Council.

The student's council provides a forum:

- To give student's a voice
- To contribute their knowledge to the school community
- To organise activities of benefit to the students and recognised charities
- To link with national bodies
- To promote respect for all members of the school community
- To promote cooperation between staff and students
- To enhance communications with the school community
- To support students and staff at points of transition
- To provide peer support
- To encourage democracy
- To provide a representative from the students to be a member of the schools Boards of Management.

Student Support Services

Student support services include Career Guidance, Counselling and Learning Support.

Careers Service -

A professionally qualified careers advisor is available to all students for consultation regarding career choice, further study options, workplace skills and interview preparation. Each student during the year will be offered an appointment with the careers advisor. Students can also meet the careers advisor and make an appointment.

Guidance and Counselling Service -

A professional and confidential counselling service is available to all students. A caring and non-judgemental atmosphere is provided to help students challenging circumstances. Appointments can be made by calling to the Guidance office.

Learning support service – Geraldine Egan

A learning support service is available in the College. This aims to support students in managing the transition to College. It involves the following:

- Study skills and exam techniques
- Time management
- Support in completing the course
- Support with specific learning issues
- Support in organising coursework and folders.

Personal Development

The College recognises that personal and social development is central to education. Therefore all staff seeks to promote the development of positive interpersonal relationships that contribute to the development of a climate supportive of each individual in the College.

Change of contact details

If you change your contact address or your mobile phone during the year, please notify the College of the change.

Technology in Templemore College

All Students at Templemore College have a personal ICT account. This allows them access to the ICT resources.

To log on students need a personal user name and password. These will be provided at your first ICT lesson.

You should change your password to a personal password during the first week of term.

Always log on using your personal user name and log off after you have finished. Do not shut down the computer unless you are the last class on that day.

You may access work saved in your 'my documents' folder in the U:\\ drive from any computer in the College.

The use of USB memory key to store you work is not advised – you can use College facilities for this.

The College has one iMac Lab and three dedicated computer classrooms, an open resource area with 10 computers, and individual computers in most classrooms. There is Wi-Fi access throughout the College.

All computers are connected to the Templemore College network and have filtered Internet access.

Some Important Rules for ICT Rooms

Food and drink must not be brought into the computer rooms. This includes the Resource room.

As a courtesy to other users tidy the area around the computer before you leave. Remove any of your personal notes etc.

If a computer is not working please report to your ICT teacher.

It is not expected that ICT resources are used for anything other than course work.

Appeals

In the event of concerns arising in relation to any aspect of your experience in the College, you are encouraged to bring the matter to the attention of the relevant teacher, the course coordinator or the Principal. Most issues can be resolved in this way.

Where issues are unresolved in this way, students have a right of appeal. An appeal should be made in writing in the first instance to the course coordinator, or to the Principal. In the event that a student is unsatisfied with the outcome, the next stage is an appeal to the Board of Management.

Quality and Qualifications Ireland (QQI)

Quality and Qualifications Ireland (QQI) was established as a new integrated agency (replacing the Further Education and Training Awards Council, the Higher Education and Training Awards Council and the National Qualifications Authority of Ireland and incorporating the functions of the Irish Universities Quality Board).

QQI is responsible for the external quality assurance of further and higher education and training (including English language provision) and validates programmes and makes awards for certain providers in these sectors.

QQI is also responsible for the maintenance, development and review of the National Framework of Qualifications (NFQ).

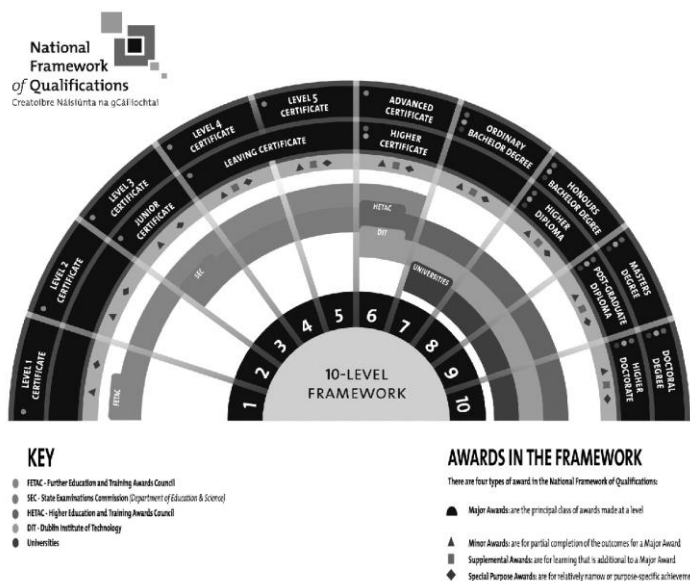
Further Education is a great way of furthering your education if you don't get the points you need to get into College or university. Not only does it offer really worthwhile courses where you gain excellent training, skills and qualifications designed specifically to help you in the industry you want to get into, it also helps fast-track you into university or College. Further Education acts like a "stepping stone" into higher education as well as preparing you for the world of work by enabling you to gain the skills and training needed for a particular career. Further Education programmes are designed to help you progress either into a specific career or third level education.

QQI makes over 70,000 awards annually to learners in Ireland. QQI awards are placed on the NFQ at levels 3-6 and under this system their value is easily compared with other national and international awards. Please see diagram below:



The Higher Education Links Scheme

(HELS) links specific Level 5 Certificates and Level 6 Advanced Certificates to reserved places on a variety of higher education programmes. The QQI/FETAC certificate titles and codes are listed on the FETAC website (www.fetac.ie). To gain a place in a 3rd level institution applicants must have obtained a FETAC major award. A component certificate will not suffice. It is important to speak with the Guidance Counsellor with regard to progression.



Templemore College Student Cards ISIC

Close those books and head out into the world armed with discounts! The ISIC is the ONLY internationally recognised proof of full-time student status. It's your passport to global cities, unbeatable specials and access into fabulous facilities the world over. Feel like a VIP for only €13.

You'll get:

- Discounts in Ireland and over 100 countries abroad
- Temple Bar Culture Stamp (optional)
- Over 33,000 discounts online at <http://www.isic.org/sisp/index.htm>
- Free travel with a travel stamp

Get your card today!

Complete an application form (available on www.usit.ie)

Include a Passport Photo (Write your name and date of birth on the back)

Include a letter from the College verifying that you are a full time student

Cheque, postal order or money order to the value of €13 made payable to **USIT**

Only original documentation will be accepted

Include a stamped (€1.50) addressed envelope

Send applications to: ISIC Counter, USIT, 19/21 Aston Quay, Dublin 2