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Learner Contracts

Please Note

There are 4 sections to these procedures, which require your signature/consent

1. Partnership in Learning – Student Contracts
2. Learner Assessment Contract

The above two sections must be signed/agreed by the Student/Guardian

3. Release Consent
4. Consent of Use of Personal Data

1. Partnership in Learning – Student Contracts

The College aims to encourage students to pursue their studies in an atmosphere that encourages partnership in learning. The focus within the college community is, therefore, on personal responsibility to each other. The College is dedicated to the promotion of equality of opportunity, to the avoidance of unfair practice and to respect for and courtesy towards each other regardless of race, religious beliefs, social class, gender or sexual orientation.

You can expect:

- That we will provide you with accurate information and guidance on opportunities
- To have a named person as Class Teacher to be available as support
- That we will monitor your work and advise you of your progress
- Confidentiality in your dealing with us
- Access to advice and counselling on any educational or personal matter
- Representation on the Student Council & College Board of Management
- To be treated with respect & dignity by all members of staff in a caring & supportive atmosphere
- That we will deal sympathetically with medical or other problems you may have
- Classes to start and end on time, and to be notified of any unavoidable changes
- The guaranteed delivery of your programme
- That we will respond quickly to any problem you tell us about
- To be kept informed about developments within the college that may affect you

If you experience any difficulty with the above, you should inform your Class Teacher in the first instance so that the matter may be dealt with.

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 others within the college community. Treat everybody with respect, regardless of differences in culture, ability, race, gender, age, sexual orientation or social class
- 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

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- Provide an explanation to your Class Teacher 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 place for all
- Take care of college buildings and furnishings, and respect the property of others
- Respect the privacy of every individual, both student and staff that no recording, digital image should be taken without their prior agreement.
- Students should make themselves aware of policies and procedures that are current within the college; these are posted in the student zone of the college website.

The normal rules that apply in any community apply in the college. Any behavior which adversely affects the rights of any other member of the college community or which disrupts the orderly conduct of college activity will be considered a breach of discipline.

Possession or distribution of illegal substances is a serious offence and will be immediately reported to the civil authorities.

Smoking (including e-smoking) & Alcohol

Smoking is only allowed in the designated area adjoining the Student Canteen. Similarly, e-smoking is not permitted only in permitted smoking designated areas. **Alcohol** is strictly forbidden on campus.

Attendance & Punctuality

One of our most important considerations at this college is to see you complete your course, with Full Certification and to see you enter the Workplace with marketable skills, having experienced the best of work practices. From our many years of experience we know that this is just not possible unless you commit yourself to full participation in your chosen course of study.

Full Participation Involves:

- Punctuality at all times
- Attendance at all of your timetabled classes and at Work Experience
- Handing up work/assignments/projects on time
- Co-operating fully with staff in the maintenance of accurate attendance records

Poor Attendance/Punctuality may result in:

- Referral to the College Attendance Committee
- Difficulty in providing a favorable reference to other colleges, training agencies or employers
- Difficulty in recommending you for Full National Certification
- Withdrawal of a place in second year, where a second year programme exists
- Termination of your Course place /Student Grant/VTOS Allowances

In relation to attendance I accept that I must:

- Notify the College immediately if I am absent from class for any reason
- Give a written note to the class teacher to obtain permission for absences that I will be aware of in advance (e.g. dental and medical appointments, representing the college at sporting activities etc.). 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

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- Take responsibility for ensuring that I am marked in on the class register if I arrive after it has been marked.
- Follow instructions given by teachers in relation to all aspects of my studies.

Where a student is absent for more than five days without permission or medical certification they will be written to by the Chairman of the Attendance Committee and invited to come before the Committee to offer an explanation within seven days. Students who are absent for more than fifteen days, without permission or medical certification are normally deemed to have left their course. In this case a student may be allowed return having provided the Committee with a satisfactory explanation and adequate guarantees as to their future good attendance.

Where a student is absent with medical certification for long periods or on a recurring basis, the Attendance Committee may advise in the best educational interests of that student that s/he take time out, and re-apply for a place in college the following year.

Where the Attendance Committee decides that a student's place should be terminated s/he will be informed of the right to appeal to the College Appeals Committee. The student will be allowed seven days to respond in writing.

Maintenance Grant

Grant payments are made on the basis of satisfactory student attendance at college and absences not exceeding 5 days in the relevant month. Where a student is absent with medical certification for long periods or on a recurring basis, the college may not be in a position to recommend continuation of payments.

Work Experience Student Contract

Work Experience 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 mandatory module under QQI and Department of Education & Skills regulations and must be completed successfully in order to obtain a full QQI award
- It provides a valuable link between the College and world of employment
- Many students are offered employment on foot of their diligent application to 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 Central 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.

Absence: If you are unable to attend at your work experience, you must inform your employer and class teacher 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 Attendance Committee

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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. You must comply with this code.

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

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

If you 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 worked long and hard over many years in establishing and maintaining the valuable network of employers. Any action by a student that might jeopardize this would be viewed as a serious breach of the College Code of Conduct, and will result in the student being referred through the College Disciplinary structure.

In relation to Work Experience I accept that I must:

- *Cooperate with the class teacher in securing a suitable work experience placement and inform the class teacher of suitable contact details.*
- *Notify the college and the employer immediately if I am absent from work experience. I understand that such absence will only be tolerated in extreme circumstances.*
- *Make no appointments, except in the most extreme circumstances, which would require me to be absent from work experience.*
- *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.*

NOTE:

- *Two modes of work experience are used in this college i.e. work placement and work practice. The more common is work placement with an employer. However, some students take work practice, which involves a work programme modelled on a real work situation. References in this contract which are made, explicitly or by implication, to work placement should be interpreted as applying equally to work practice.*
- *Work Placements must only be sought within the Republic of Ireland as the Cork Education and Training Board insurance policy does not cover beyond this.*

Declaration: I have read the student contracts presented in this document and I agree to abide by the terms of these contracts. I also acknowledge receipt of my Student Information Guidelines, which contains my copy of the student contracts.

Learner Name: _____

Signed: _____

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2. Learner Assessment Contract

6.1b Learner Assessment Contract (L4-6)

As a learner with Cork ETB, I expect the following in relation to assessment:

- Fair and consistent assessments that are transparent and accessible.
- A valid, reliable, quality assured assessment process
- Accurate, accessible information about course requirements, learning outcomes and assessment dates
- Clear instructions in relation to assessments that provide opportunities to demonstrate achievement of the standards of knowledge, skills and competence required
- Information regarding assessment procedures in a learner handbook
- An assessment process that is internally verified as fair and consistent
- Externally authenticated assessments consistent with national standards
- Reasonable and appropriate accommodation in assessments
- Constructive feedback from my assessor
- Security of all assessment materials submitted
- A right to appeal results and to repeat assessments under certain conditions.

Signed on behalf of the CETB:



Mr. Timothy Owens, Chief Executive

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As a learner with Cork ETB:

- I will attend and participate in all classes required
- It is my responsibility to get any information that I have missed through non-attendance
- I will submit assessments on time and in the format requested
- I will bring my support needs to the attention of the centre in a timely manner
- I will prepare for and participate fully in assessments
- I will take responsibility for ensuring that I have received all Assessment Procedures and regulations
- I will familiarise myself with and adhere to CETB Assessment procedures and regulations
- I will arrive on time for examinations
- I will submit my own original work, correctly reference any quotations and not plagiarise anyone's work
- I will attend feedback sessions and request additional feedback is required
- I will keep copies of all my assessment materials where possible
- I will review my progress to get the most from my class

Learner Name: _____ Signature _____

Class Group: _____

Parent/Guardian Signature (if learner is under 18):

_____ Date: _____

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3. Release Consent

I give St. John's Central College and the Cork Education and Training Board, its successors and assigns, the right to distribute, advertise, broadcast and make use of the contribution or any parts thereof and use my name, photographs, likeness and voice recordings derived from the contribution in all media produced by the college and will solely be used for college and the Cork Education and Training Board purposes. This includes material for the college website www.stjohnscollege.ie.

Students who put themselves forward as class representations consent to the use of their email addresses for communication purposes to other members of the Student Council

Learner Name: _____

Signed: _____

Class Group: _____

Date: _____

4. Consent for Use Of Personal Data

We currently hold your personal information such as Name, Address, etc. on a St. John's Central College Database, for the purpose of informing you of updates to your programme, Training Courses, potential jobs etc.

Under new Data Protection legislation, we require your consent to retain your personal data for the purposes outlined above.

If you wish to **remain** on this Database, please tick "**YES**":

YES: _____

Student Name: _____

Signed: _____

Please note, that if you do not grant permission for us to retain and utilise your details, you will no longer receive communications from St. John's Central College regarding the matters outlined above.

If, at any time, you wish to unsubscribe, please email us notifying us of your wish to be removed from our database.