

October 2022

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Kerry College of Further Education & Training Guidelines for Learners

These guidelines need to be read in tandem with the KERRY ETB LEARNER HANDBOOK
This is available at www.kerrycollege.ie/learner-information/

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Welcome from Campus Management

This booklet provides learners with details of our policies and operating procedures that should be observed while participating on a training course offered by Kerry College. With your co-operation we can ensure that we provide a safe training and work environment for all of our staff and our learners. Compliance with the code will assist in maintaining a high standard of safety within Kerry College Campuses for all.

We are here to guide, assist and support you through your individual education & training programmes and we undertake to treat all learners with due respect at all times, and we would ask that you afford all Kerry College staff, in particular your course Instructor//Teacher, with the same courtesy.

These rules are not meant to be an imposition. They should be seen instead as a standard of performance appropriate to an individual who is committed to progressing in their training course and subsequent career.

Finally, on behalf of Kerry College staff we would like to wish you every success in achieving the objectives of your training programme and hope that you also enjoy your time with us.

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Induction

The aim of the Kerry College learner handbook is to provide advice and information to help you get the most from your training. It is important to take the time to familiarize yourself with the content, so that you are aware of and understand your rights and your responsibilities as a learner.

If you have any questions or concerns at any time during your training, please speak to your instructor/teacher.

At the start of a course, you will receive information from your instructor/teacher about:

- The starting and finishing times for the course, this will include the times you are expected to attend, and the local arrangements for recording attendance.
- What will be covered on the course and how the training will be delivered.
- The duration of the course and whether training leads to any award or certification.
- Tests/exams that are part of the course and the types of tests i.e. practical, theory, assignments, etc.
- The training location, the facilities and supports available.
- Health and Safety information.
- Allowances paid (if applicable).
- Other specific information related to your participation on the course.

If for any reason you cannot be present when the above is being provided, please speak to your instructor/teacher in this regard to ensure you obtain the necessary information.

Remember: Speak to your instructor/teacher if you have any questions or concerns at any time during your training.

Learner Charter

Kerry College is committed to providing a quality learning experience to all out learners. In agreement with the learner, Kerry College will endeavor to cater for the learner's individual training requirements and needs.

A learner with Kerry College can expect the following:

1. Access to up-to-date and accurate information to assist learners to make informed choices regarding training opportunities is provided.
2. Information provided relating to:
 - How to access programmes, eligibility criteria and training options where they exist
 - Programme content and duration
 - Information on learner supports, allowances, fees, grants if appropriate
 - Award title, type and level on the National Framework of Qualifications
 - Assessment system, scheduling, modification/accommodation, marking, repeats and appeals process
 - Learners' responsibilities relating to attendance, participation and conduct as set out in the relevant Code of Conduct for Learners
 - Complaints procedure
 - Information in relation to Recognition of Prior Learning
3. Kerry College promotes equality of opportunity and recognises learner diversity.
4. Training programmes will be offered in line with learners identified needs.
5. In the event of unavailability or cessation of a training option, an alternative option will be explored to meet the learners identified training needs.
6. Learning provided will take place in a safe and secure environment.
7. The materials and facilities utilised will be suitable to the learning programme undertaken.
8. Kerry College will provide quality assured learning opportunities in accordance with the Kerry ETB Quality Assurance Policy and Procedures.
9. Assessments on learning progress will be given to the learner in a timely manner.
10. Where appropriate, Kerry College will discuss with the learner the relevant supports to assist learner progression.
11. Kerry College will, from time to time, seek feedback on the overall learning experience.

HOURS OF ATTENDANCE

- Basic Training Week: Monday – Friday
- Hours of training: **Vary per Campus location**

Monday – Thursday 8.30 – 15.45/9.00-4.15/9.30-4.45

Friday 8.30 – 12.45/9.00-1.15/9.30-1.45

* In Killorglin Campus, some training occurs at night or may require an overnight stay. This will be notified to you by your tutor in advance.

- Evening training course provision is typically scheduled for delivery outside of core campus delivery times (as outlined above). Such delivery takes place from 6pm – 9:30pm on week days and from 8:30am – 4:15pm on Saturdays. Specific evening training delivery schedules will be confirmed in the course details listing on fetchcourses.ie
- Start and finish times must be observed.
- Ensure that you have your clock card with you each day. (applicable to learners on full time courses only)
- To clock in or out on behalf of another learner is an offence which may lead to instant dismissal from the course
- Please notify your instructor/teacher if you need to leave Campus before the official clock out time.
- Course participants are not permitted to use the training facilities outside the official times except with the knowledge and permission of the course instructor
- If you cannot attend, for whatever reason, please phone your campus before 10.00a.m. This is to advise your instructor/teacher of the reason for non-attendance. Your Instructor / Teacher may give you the direct line to his/her office, in any case you will have his/her email address.
- All classes are entitled to a fifteen-minute morning break and a thirty-minute break up to 1 hour at lunchtime. Your Instructor / Teacher will inform you of break times for your class.

Please note, for safety and hygiene reasons, that food and beverages may not be removed from the canteen for consumption in class areas.

ALLOWANCES

Training Allowance

Trainees and Apprentices will be paid allowances (*if applicable*) as set out by Department of Social Protection. Your entitlement will be explained to you when you register at the beginning of your course. Training allowances are credited directly to your nominated bank account weekly and are paid on a one-week in arrears basis. Deductions will be made in respect of learners joining class after the daily start times and for those how are absent. and absences.

You will also receive training allowances in respect of public holidays that occur during your time on the course.

Travel/Accommodation Allowances (full time courses subject to qualifying criteria)

Travel allowance is payable if you live 3 miles or more from the Kerry College Campus you are attending, or an accommodation allowance can be paid to those who live more than 20 miles from the Campus, who have to move into accommodation to enable them to attend their course in Kerry College.

Childcare Allowance

Childcare places are available through the new Childcare Employment and Training Support (CETS) Scheme, which is provided and managed by the Office of the Minister for Children and Youth Affairs (OMCYA). Full-time, part-time and after-school places will be provided by local Childcare Providers.

Car Parking

Please use the car spaces provided in the Monavalley Campus car park. Please note there are additional car spaces available at the northern end of the Campus with access to the Main Campus at the steps beside the car park. Please proceed with caution and with due care for pedestrians when travelling in and out of the car park.

In some campus locations – Listowel, Clash, Denny Street you will be made aware of car parking facilities nearby as there is no onsite parking.

At the Killorglin campus please park responsibly to facilitate the free movement of busses and trailers. There is limited parking on site however there is additional parking directly across from the front gate/entrance.

**YOU ARE ADVISED NOT TO PARK YOUR VEHICLE ON THE ROADWAY OUTSIDE THE CAMPUS.
LEARNERS USE OF CAMPUS CAR PARK IS DISCRETIONARY AND AT LEARNERS OWN RISK.**

Learner Responsibilities

You are responsible for your own learning and behavior and are responsible for ensuring that your actions do not impede in anyway other learner's participation on the course.

As a learner you will be expected to:

- Be on time for all of your classes and any exams that you are scheduled to take.
- Ensure full attendance for the duration of the training and to actively participate in training.
- Notify your instructor/teacher if you are unable to attend class.
- Outside of training hours, undertake and complete as required any coursework and study assigned to assist your training.
- Complete the full training programme.
- Complete and submit, where required all learning activities, assignments, projects, etc. within the specified timelines.
- Identify and make known to the course instructor/teacher, any supports you need, arising from a disability or a related specific need, that might assist you complete the training and/or exams/tests.
- Undertake the course exams/test and adhere to the rules governing the conduct of exams/tests.
- Inform your instructor/teacher of any change to your contact details (your address or phone number).
- Comply with the Absence and Sickness Policy.
- Conduct yourself in a safe manner and with due consideration for the Health and Safety of yourself and others. Report any accidents or unsafe practices to your instructor/trainer.
- Refrain from discriminating against other learners and staff.
- Respect fellow learners and staff at all times. Behave in a manner that is appropriate and conducive to learning and that will impact positively on all.
- Refrain from accessing, sending or storing unlawful and inappropriate material on Campus location equipment as per the Computer Resources and Internet Policy.
- Be familiar with the rules governing learner participation on courses.
- Refrain from using drugs and consuming alcohol while at the Campus location. It is not permitted to be under the influence of drugs or alcohol while attending training.
- Ensure that you are not carrying any offensive weapons. It is not permitted to use or possess an offensive weapon.

KERRY COLLEGE POLICY ON LEARNER ABSENCE AND SICKNESS

1. Absence

- If the learner is unable to attend the course for any reason, the learner must notify their instructor/teacher/employer/co-ordinator on the morning of the absence. If the learner does not contact their instructor/teacher/ employer/co-ordinator and does not attend training for three consecutive days it will be assumed that the learner has left the training course and the learner's participation on the training course will be subject to review, and the learner may be terminated from the course.
- The authorization of learner absences is the responsibility of the Instructor/tutor/coordinator who has responsibility for the control of the class, in the first case; this authorization must be accompanied by a reason from the drop down list of reasons (which must be recorded on the Weekly Summary Attendance Sheet). Learners are required to provide detail around any absences and documented evidence to backup the absence.
- Permitted time off for other absences to be approved by instructor/trainer/coordinator, reason(s) recorded on the Weekly Summary Attendance Sheet and approved back-up to be attached to attendance sheet.
- In exceptional circumstances, Kerry College management may authorize payments of allowances to a learner in cases of genuine hardship. In these cases, the Campus Manager or Principal will commence a process for approval of hardship payment. This payment will need to be signed by the learner and a payment plan for reimbursing the Campus will need to be established.

2. Absence arising from Sickness

- If the learner is sick or unable to attend the course, the learner must notify their instructor/teacher/employer/coordinator on the morning of their absence. If the learner does not contact their instructor/teacher/employer/coordinator and does not attend training for three consecutive days it will be assumed that the learner has left the training course and the learners participation on the training course will be subject to review, and the learner may be terminated from the course. No payment of Training allowance¹ will be made for absences due to sickness that is uncertified.

¹ Participants on Kerry College programmes do not receive Social Welfare payment from Kerry Education & Training Board. They may be eligible for a Kerry Education & Training Board training allowance in lieu of any personal Social Welfare entitlement they may have.

- To avoid unnecessary hardship for the Learner the payment of accommodation allowance and fuel allowances (where applicable) can be continued for the period of both Certified Sickness and Uncertified sickness, which by its nature will be for short periods.
- The payment of supplementary allowances (i.e. meals and travel) can be continued if the learner is in attendance in the training week (*1 day minimum*).

3. Absence arising from Medical, Dental or Optical Appointments

- Learners will be paid for reasonable absences arising from medical appointments including hospital visits for medical tests/ scans and/or consultants', dental or optical appointments. Payment will be made based on proof of appointment/attendance i.e. copy of letter of appointment.
- Every effort should be made to limit duration of absence.

4. Absence arising from a Family Bereavement

- On the death of a learner's spouse/partner or child, up to 5 days compassionate leave will be paid to a learner in receipt of a Training Allowance.
- For absence arising from the death of an immediate family member² a maximum of 3 days compassionate leave will be paid to a learner in receipt of a Training Allowance.
- 1 day compassionate leave for other close relatives to include uncle, aunt, niece or nephew.
- In exceptional circumstances, special leave in excess of the limits prescribed above may be granted.

5. Supporting Documentation Required for Paid Absence

- An original Doctors certificate must be received by Kerry College / Training Provider within one month from the first day of the period of absence due to sickness.
- For medical, dental or optical appointments proof of medical appointment must be provided prior to appointment (in cases of emergency the next working day after the appointment).

6. Deduction of Meals and/or Travel Allowance for Learners Absences

- Pro rata deductions will be made to meal and/or travel allowances in respect of learner absences, subject to 2 above.

² An immediate family member is: parent/step-parent/parent-in-law, brother/step-brother/brother-in-law, sister/step-sister/sister-in-law, grandparent, grandchild.

7. Payment of Allowances on Bank and Public Holidays or on days where the training Location is officially closed.

- On these days, the Learner will be paid all allowances as if they were in training.

8. Certified Sickness Payments to Learners in Receipt of a Training Allowance

- Payments are made for certified sickness in respect of learners who are in receipt of a Kerry ETB Training Allowance. The rules governing the payment of allowances for certified sickness are as follows:

Learners in receipt of a Kerry ETB Training Allowance that were not in receipt of a disability related payment from Dept. of Social Protection prior to starting the course the following rules apply:

On receipt of a valid doctor's certificate, within the required timeline, payments are made in respect of certified sickness absence however restrictions apply, for example;

- A total of 6 days is payable in any rolling 3-month period. (subject to change and in accordance with national policy)
- If absent through illness for periods in excess of 6 days in any rolling 3-month period, the learner should contact their local Department of Social Protection Office regarding entitlements to benefits and apprentices should also contact their employer regarding any payments they may be eligible for.

Learners who were in receipt of a Disability related payment from the Department of Social Protection (and all learners participating on Specialist Training Programmes)

On receipt of a valid doctor's certificate within the required timeline, payment is made in respect of certified sickness absence however restrictions apply, for example;

- A learner with a disability will continue to receive a training allowance for a total of 20 working days certified sick leave in any four-month period. This is subject to change and in accordance with national policy.
- If a learner has an aggregate of 20 days' sick leave over a four-month period, Kerry College will review the situation in consultation with the learner.
- In the case of STPs if the learner is unlikely to be able to continue the training course, a Learner Finish Form should be completed and submitted to the Kerry ETB officer. When the learner is deemed ready to resume the programme, a Learner Start Form must be completed and submitted.

- In all other cases, if the learner is unlikely to be able to continue the training course, arrangements will be made between Kerry College and the Department of Social Protection to restore the person's social welfare payment.

Further clarification on above and any other restrictions relating to learners' specific circumstances should be discussed with their instructor/trainer/employer/co-ordinator.

KERRY COLLEGE POLICY ON LEARNER RESPECT AND DIGNITY

Respect and Dignity Policy

Kerry College is committed to ensuring that all learners are provided with a high quality service in an atmosphere of respect, collaboration, openness, safety and equality. Human Resource management policies and practices will strive to prevent bullying and harassment during training course delivery. Trainees also have responsibility in creating and contributing to the maintenance of a work/training environment free from bullying or harassment or from conduct likely to contribute to bullying or harassment.

Anti-bullying policy for Learners

Kerry College recognises the very serious nature of bullying and the negative impact that it can have on the lives of learners and is therefore fully committed to the following key principles of best practice in preventing and tackling bullying behaviour:

- ❖ A positive training campus culture and climate which-
 - is welcoming of difference and diversity and is based on inclusivity;
 - encourages learners to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and
 - promotes respectful relationships across the training Campus community;
- ❖ Effective leadership;
- ❖ A training Campus - wide approach;
- ❖ A shared understanding of what bullying is and its impact;
- ❖ Implementation of education and prevention strategies (including awareness raising measures) that-
 - Build empathy, respect and resilience in learners; and
 - Explicitly address the issues of cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying.
- ❖ Supports for staff;
- ❖ Consistent recording, investigation and follow up of bullying behaviour;
- ❖ On-going evaluation of the effectiveness of the anti-bullying policy.

Bullying

Bullying is “repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and /or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work”. (Government Task Force report, 2001 Workplace Bullying).

An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but a once off incident is not considered bullying. Unlike harassment (see below) any behaviour which is considered to be bullying does not depend on the person being bullied being a member of any distinct group within society.

The following types of bullying behaviour are included in the definition of bullying:

- ❖ deliberate exclusion, malicious gossip and other forms of relational bullying,
- ❖ cyber-bullying and

- ❖ identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of the Traveller community and bullying of those with disabilities or special educational needs.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the Campus code of behaviour.

However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the Campus code of conduct.

The following are examples (not exhaustive) of behaviour which does not amount to bullying:

- ❑ Legitimate instructions to perform a task(s);
- ❑ Reasonable and essential action arising from the good management of the performance of trainees;
- ❑ Actions taken which can be justified as regards the safety, health and welfare of trainees

Harassment

Harassment is closely associated with, but is not the same as, bullying. Harassment is defined by reference to the Employment Equality Acts 1998-2008. This legislation states that harassment is a form of prohibited discrimination if it involves less favourable treatment of an employee/learner based on one of the following grounds:

- ❑ Gender
- ❑ Civil Status
- ❑ Family Status
- ❑ Sexual Orientation
- ❑ Disability
- ❑ Age
- ❑ Race
- ❑ Religious Belief
- ❑ Membership of the Traveller Community

Harassment can be any form of unwanted conduct relating to one of the above 9 grounds which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. The unwanted conduct can include acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material.

Sexual Harassment is any form of unwanted verbal or non-verbal or physical conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment. (Employment Equality Acts 1998 to 2008). The unwanted conduct can include unnecessary touching, unwelcome sexual advances, unwanted or offensive flirtations, suggestive remarks, innuendos or lewd comments or insults display or

circulation of written words, pictures or other material that are gender related. Sexual Harassment is also a form of discrimination on the grounds of gender in relation to conditions of employment.

Victimisation

Victimisation occurs where a person is treated less favourably than another because he/she has in good faith made a complaint in relation to harassment or bullying behaviour or has sought to exercise any of his/her rights under the Employment Equality Acts 1998 to 2008. Victimisation is prohibited by the Employment Equality Acts 1998 to 2008.

Victimisation as a result of reporting bullying will be regarded as a serious breach of discipline and may result in disciplinary action for the person(s) responsible for the victimization.

Dealing with Bullying Allegations

Kerry College cannot deal with incidents of harassment, bullying or victimisation if they are not reported. Complaints must be brought to the attention of your Instructor/Teacher/Coordinator, in the first instance. If a member of staff is the subject of the complaint – then the complaint should be brought to the next level of management.

Learners have access to informal and formal procedures to deal with bullying and harassment or victimisation while on a training course. Choosing to use the informal procedures does not exclude access to the formal procedures, at some later date. Choosing not to use the informal procedures, on the part of either party, will not reflect negatively on either the complainant or the person(s) complained of.

In the event that a learner believes that s/he is being or has been bullied or harassed or victimised by another person on Campus, and wishes to make a formal complaint s/he should report the matter as soon as possible. In the interests of a fair outcome for all concerned, including witnesses, this should generally be within 6 months of the occurrence of the incident/behaviour on which the belief is based. It is important (unless there are significant reasons justifying why not) that this timeframe is respected. This is in the interests of both the person making the complaint and the person against whom the complaint is made. The point of the time frame is to ensure that situations do not drift and thereby deteriorate and also it is necessary that the matter can be fully investigated while details are still clear in the minds of those involved.

Informal Procedure

Many complaints of bullying and/or harassment can be dealt with effectively in an informal way with the minimum of conflict and stress for those involved. Kerry College will in the first instance attempt, where possible and if appropriate, to resolve any complaints of bullying and/or harassment in the workplace informally with the consent of the parties involved. This informal approach in no way proposes to diminish the issue or its effect on individuals.

Often the person(s) complained of is unaware of the effect that his/her behaviour is having on others. The person making the complaint (“the complainant”) should explain clearly to the person(s) complained of that the behaviour in question is unacceptable and should request that the behaviour cease. On being made aware of the distress caused by his/her actions, the unacceptable behaviour often ceases.

The objective of the informal procedure is to allow scope for resolving the issue quickly and with minimum distress for the complainant. This procedure may also assist in maintaining confidentiality and avoiding disciplinary action.

Where a learner would find it difficult to confront the person(s) complained of directly, s/he should seek support and assistance from an Instructor / Teacher or another member of staff. The learner may notify a line manager of the situation where a staff member or manager is the person complained of.

Kerry College line manager to whom the incident has been reported will establish the facts and the context and decide how best to proceed in dealing with the matter under the informal procedure. A method aimed at resolving the issue will then be agreed so that both parties can return to a harmonious working environment.

Follow Up:

On-going support and/or review will be made available to both parties following the informal process. Regular checks will be made by the line manager to ensure that the behaviour complained of has ceased. Where a complaint has been found to be malicious it may be dealt with under the *Kerry ETB Policy on Learner Code of Conduct Infringement Process*.

Formal Procedure

If, following the informal route, there is no resolution OR at any point during the informal procedure OR the matter is too serious to be resolved in an informal way, a formal written complaint should be made as follows:

If a learner is the alleged perpetrator, the complaint should be addressed to the Campus Manager who will address the issue under the existing *Kerry College Policy on Learner Code of Conduct Infringement Process*.

If a staff member or other person associated with the Campus is the alleged perpetrator, the complaint should be addressed to the Campus Manager who will deal with the complaint under the *Kerry College Policy on Learner Respect and Dignity*.

If another person associated with the Campus is the alleged perpetrator, this will be dealt with under *Complaints Procedure*.

An investigation will be conducted by either a designated member(s) of management or Kerry College Manager deems appropriate, a third party. The investigator(s) will have appropriate training and experience and be familiar with the procedures involved.

Appeal:

Appeals shall be dealt with under the appropriate procedures.

Monitoring/Training and Supervision:

Kerry College will monitor and record incidents of bullying, harassment and victimisation at work, and will use such statistics and information to assist in taking corrective action or in achieving

continuous improvement of the policies and procedures set out in this document. Employees will be provided with such training and supervision as identified as appropriate in the risk assessment on issues related to bullying at work, including the provision of training for managers, supervisors, and for all staff at induction or through appropriate awareness raising initiatives.

Resources (available in the Campus):

- ❖ Workplace Bullying & Harassment (Vocam) – Video and Training manual
- ❖ <http://www.belongto.org/> - “Stand Up At Work” video

KERRY COLLEGE POLICY ON LEARNER HEALTH AND SAFETY

General Behaviour

Kerry College places high priority and importance on the safety and welfare of all our staff and learners. Mature and disciplined behaviour is required and expected in all areas of the training location and surrounds. Please respect all fellow learners and staff at all times. Safety regulations and rules are there to ensure that a safe and healthy environment is provided for all. These rules and regulations must be adhered to at all times. Any learner found responsible for inappropriate behaviour that could cause damage or hurt to others or to property at the training location will be liable to dismissal from the course.

Training Environment

A clean classroom/workplace is a safe environment. All areas in relation to instruction should be treated with respect at all times. Please ensure that your own work area is kept safe and orderly at all times including passageways around your workspace or desk.

When training occurs in the outdoor environment special consideration should be given to the protection of this environment and respect demonstrated for the other users and owners of these locations.

Notice and Signs

All Health and Safety signs displayed throughout the training location must be adhered to at all times.

Hazard Statements

Hazard statements if appropriate are displayed in the relevant training areas. Your trainer / Instructor / Teacher will explain these to you along with specific rules and regulations that must be adhered to. Please read statements and familiarise yourself with their contents.

Drugs, Alcohol or Stimulants

The unlawful possession, use, or distribution of illicit drugs or controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs); the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed. Drugs, other than those prescribed of a medical nature are not permitted in the training location and any person found in possession will be subject to disciplinary action up to and including dismissal from training. The consumption of alcohol or use of stimulants in the training location is prohibited. Learners found to be under the influence of alcohol or other stimulants, irrespective of when or where consumed will be subject to the disciplinary process.

Possessing or using dangerous weapons, firearms, or explosives

The possession or use of explosives, fireworks, incendiary materials, or weapons (weapons include, but are not limited to, guns, firearms, shotguns, rifles, air rifles, paintball and pellet guns, tasers, and knives) by any learner, is absolutely prohibited in the training location and any person found in possession will be subject to disciplinary action up to and including dismissal from training. Learner Code of Conduct Infringement Report.

Fire Precautions

Should the fire alarm sound, all persons must evacuate the building immediately through the nearest fire exit. Once outside the building do not re-enter for any reason but go straight to your designated assembly point. Everyone should familiarise themselves with the fire prevention procedure and please take all sensible precautions to avoid outbreaks of fire. Your instructor/teacher will advise accordingly.

Tools/Equipment

Tools, equipment and machinery are supplied by Kerry College where applicable for training purposes. You must report any defect and/or damage immediately to your instructor/teacher.

Personal Protective Equipment (PPE) (where applicable)

Learners must wear personal protective equipment e.g. protective clothing, footwear, gloves, and safety glasses as advised by their instructor/teacher. It is the responsibility of each learner to ensure that all protective equipment is kept clean. Protective clothing, including protective footwear, relevant to your training must be worn at all times in your training area.

Reporting of Accidents, Incidents or Dangerous Occurrences

Accidents or incidents no matter how small or minor they may seem must be reported to your instructor/teacher and recorded. All dangerous occurrences must be reported to your instructor/teacher. A dangerous occurrence is an unplanned and undesired occurrence which may have the potential to cause injury or damage to property, equipment or the environment. Please adhere to this procedure as it benefits both you and others.

Malicious Action

Deliberate abuse of fellow learners, staff or training location property, and equipment including theft, is deemed as a criminal offence and will incur instant dismissal and details will be forwarded to the appropriate authorities. Deliberate abuse of the Fire Alarm by any learner will also incur instant dismissal.

Media Recording

Learners may not make recordings (photographs, video or sound), electronic or otherwise, within the Campus without the written permission of the Campus Manager. All recordings made, may not be shared or published in any format or on any platform without the written permission of the Campus Manager.

KERRY COLLEGE Policy on Learner Code of Conduct **Infringement Process**

Kerry College will maintain a safe and productive learning environment for all learners on all courses. Where an infringement of the Learner Code of Conduct occurs the following process will apply:

Stage 1 - Verbal warning

For minor infringements, the Instructor / Teacher will give a verbal warning to the Learner which the Instructor / Teacher will record on the Kerry College Learner Code of Conduct Infringement Report Form. This should be signed by both the Instructor/teacher and the Learner. The Learner should be offered a copy of the recorded warning, which should outline the issue and the expected improvement.

1 - The Term Instructor/teacher also refers to trainer or tutor.

2 - Where the course is delivered on behalf of Kerry College through a Second Provider or Contracted Training arrangement, the Instructor / Teacher will also notify the Second Provider or Contracted Training Manager, who liaises/co-ordinates with Kerry College in this regard.

3 - In the case where there is no Assistant Manager for the programme the Form or referral is sent to the relevant Officer / Manager with responsibility for the programme.

Stage 2 – First Written Warning

For continuous infringements or serious issues, the Instructor / Teacher may proceed to Stage 2 and will issue the first written warning to the Learner, using Kerry College, Learner Code of Conduct Infringement Report Form. This will be signed by both the Instructor/teacher and the Learner with a copy of this form being sent to Campus Assistant Manager/Deputy Principal and the STB Advisor (where appropriate). A copy will be given to the Learner or where appropriate a formal letter

should be sent to the Learner outlining the performance deficiency and the required corrective action.

Stage 3 – Second Written Warning

For continuous infringements or serious issues, the Instructor / Teacher and the Campus Assistant Manager /Deputy Principal may proceed to Stage 3 and will issue the second written warning to the Learner, using the Kerry College Learner Code of Conduct Infringement Report Form. This will be signed by both the Instructor/teacher and the Learner with a copy of this form being sent to the Campus Assistant Manager, the STB Advisor and the employer (where appropriate). A copy will be given to the Learner or where appropriate a formal letter should be sent to the Learner outlining the performance deficiency and the required corrective action.

Stage 4 – Termination

Learners who have failed to address performance issues outlined in previous warning(s), or where an action warrants termination, will have their case referred by the Instructor/teacher and the Campus Assistant Manager/Deputy Principal to the Campus Manager who will, based on the severity of case, determine what action to take, up to and including termination from the course. The STB Advisor will also be informed. Learner Code-of-Conduct Infringement Report

Will be completed and signed copy of the Kerry ETB Learner Code of Conduct Infringement Report Form is forwarded to the relevant Officer / Manager and copied to the employer, where appropriate.

Appeal Process

Learners will be afforded the opportunity to appeal any action taken at any stage of the process to the next management level in Kerry ETB .

Appeal of Stage 1 or Stage 2 is to:

Assistant Manager /Deputy Principal

Appeal of Stage 3 is to:

Campus Manager /Principal

Appeal of Stage 4 is to:

Campus Manager /Principal

Learner Code of Conduct Infringement Report Form
(Disciplinary Report – For use with Kerry College Monavalley Campus & Contracted Training Courses)

- The severity of the event will determine the level of action required up to and including termination from the course.
- At all stages prior to the participant being terminated from the course, they must be given the opportunity to improve and must be told that failure to meet the required standard may lead to termination from the course.
- *The learner has the right to appeal any disciplinary action to the next management level.*

Learner Name:

Start Date:

Course Code:

Course Title:

Stage 1: Record of formal Verbal Warning		Date:	Delivered by Instructor:
Summary of issue:			
Action taken:			
I am aware of action being taken.		Learner signature:	
Stage 2: 1st Written Warning*		Date:	Delivered by Instructor:
Summary of issue:			
Action taken:			
I am aware of action being taken.		Learner signature:	
A copy of this form must be sent to the Campus Assistant Manager or Officer ³ in the event of a Learner been given a Stage 2: 1 st written warning			
Stage 3: 2nd Written Warning*		Date:	
Summary of issue:			
Delivered by: Assistant Manager ⁴		Instructor	
Action taken:			
I am aware of action being taken.		Learner signature:	
A copy of this form must be sent to the Campus Assistant Manager or Officer in the event of a Learner been given a Stage 2: 1 st written warning			

³ Where the course is delivered on behalf of Kerry College of Further Education & Training – Monavalley Campus through Contracted Training, the Instructor / Teacher will also notify the Contracted Trainer Manager, who liaises/co-ordinates with the Kerry ETB Training Centre in this regard.

⁴ In the case where there is no Assistant Manager for the programme the report is sent to the relevant Campus Manager / Officer with responsibility for the programme.

Stage 4: Termination*	Date:
Summary of issue:	
Delivered by: Assistant Manager: _____ Instructor / Teacher	
Action taken:	
I am aware of action being taken. Learner signature:	
A copy of this form is sent to the Campus Manager. This form is retained as part of the learner training records.	

* Where this report relates to an Apprentice, a copy of this form must also be sent to relevant STB Training Adviser for Stages 2, 3 & 4.

¹ Where the course is delivered on behalf of Kerry College of Further Education & Training – Monavalley Campus through Contracted Training, the Instructor / Teacher will also notify the Contracted Trainer Manager, who liaises/co-ordinates with the Kerry ETB Training Centre in this regard.

¹ In the case where there is no Assistant Manager for the programme the report is sent to the relevant Campus Manager / Officer with responsibility for the programme.

KERRY COLLEGE POLICY ON LEARNER COMPUTER RESOURCES AND INTERNET USAGE

Introduction

Kerry College provides computer resources to support the normal activities of the Campus. These resources are provided to assist in day-to-day administration tasks and to train and assist Campus Learners.

The Internet system is intended for use where appropriate only in relation to the training provided by Kerry College.

Computer resources including the Internet are to be used only in a manner that is consistent with this policy.

Breach of the policy will be treated as a disciplinary matter subject to Kerry College disciplinary procedure and depending on the severity of the breach may result in serious disciplinary action up to and including dismissal from training. Breach of this policy may also attract civil and/or criminal liability.

No Expectation of Privacy

All computer resources, Internet system documents composed, sent, or received on Kerry College systems are the property of Kerry College. They are not the private property of any person. As a result, you expressly waive any right to privacy and have no expectation of privacy in items created, stored, sent or received on the Kerry College systems. You are advised that Kerry College monitors Internet and mail usage and can generate reports at the level of individual workstations.

Copyright

Care must be taken to ensure that electronic communications do not infringe copyright in any works transmitted. Transmission of material accessed over the Internet, or the re-transmission of material from third parties, may in some circumstances infringe copyright. You should consult your Instructor / Teacher if in doubt.

Software and Kerry College systems

No software may be used on the Kerry College systems unless it has been approved by your Instructor / Teacher and is licensed for use by Kerry College on its network. Particular care should be taken to ensure that the use of computer resources or Internet does not cause executable files or other software, which may have an adverse effect on the operation of those systems to be installed.

Inappropriate Use and Content

Material that is fraudulent, discriminatory, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory of individuals, firms or companies or otherwise unlawful or

inappropriate may not be routed, accessed, downloaded, sent or circulated by e-mail or other form of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed in on or stored in Kerry College systems. This rule will be strictly enforced and a breach may result in termination of your training.

Other uses of computer resources and the Internet considered inappropriate include:

- Recreational use, significant personal use or any activity that may be considered illegal
- Use that wastes network resources or causes disruption to others
- Connection of any device to the computer network without first obtaining proper authorisation
- Accessing or modifying computer data belonging to Kerry College or any other person without prior permission

Virus Detection and Protection

Viruses can cause substantial damage to the Kerry College computer systems. You are responsible for taking reasonable precautions to ensure that you do not introduce into the Kerry College network any self-replicating/propagating software that may delete or alter data. You may not download any files from the Internet or install or use encryption software on any of the Kerry College without first obtaining the permission of your Instructor / Teacher. You may not use passwords or encryption keys unknown to your Instructor / Teacher.

You may not use any CD ROMS, USB Sticks or Blue Tooth Devices to connect to the Kerry College System - other than those supplied by Kerry College for the purpose of your training.

Code of conduct infringement process

Violation of Kerry College Computer Resources and Internet Usage Policy will be addressed in line with Learner Code of Conduct Infringement Process. Actions taken for violation of this policy may include, but is not limited to suspension and/or termination. The measure of the action taken will correspond to the gravity, of the offence in the opinion of Kerry College.

Revision of this Policy and Conclusion

This policy and any amendment to it should be strictly, observed. You will be notified of any amendment and/or revision. If you have any queries or concerns in relation to the use of computer resources and/or the Internet please contact your Instructor/Trainer.

KERRY COLLEGE POLICY ON LEARNER MATERNITY LEAVE

As an expectant mother you are entitled to 26 consecutive weeks' basic maternity leave. Maternity leave is generally taken 2-4 weeks before the expected birth however a minimum of 2 weeks must be taken before the medically certified expected week of confinement and 4 weeks after the end of the expected week of confinement. You are entitled to an additional 16 weeks' unpaid leave immediately after that of the basic maternity leave.

You are encouraged to notify your instructor/trainer as soon as possible so that Kerry College can ensure that it can be supportive of you and your requirements during that time. Learners are obliged to give Kerry College at least 4 weeks' written notice of their intention to take maternity leave and provide a medical certificate confirming the expected date of confinement. Learners must inform Kerry College in writing of their intention to take the 16 weeks' additional unpaid leave either on the date that they notify Kerry College of their intention to take maternity leave or in any event not later than 4 weeks before the end of the 26 weeks' maternity leave period.

Notice to Kerry College of a Learner's intention to return to training must be given in writing at least four weeks before the intended date of return after the birth. Kerry College will seek to facilitate you as far as is reasonably practicable in completing your training (which may be at a later date and/or a different location/programme if your original training programme has since finished).

Kerry College itself does not pay Maternity Benefit/Training Allowances during the period of maternity leave. Learners should contact their local Department of Social Protection office as early as possible to determine any entitlements that may be due during your maternity leave. To ensure that such entitlements can be clarified, Learners may be advised/given time to visit their local Department of Social Protection Office when the necessary notification of intention to take maternity leave is given to Kerry College.

Medical Appointments

As an expectant mother you may take reasonable time off for medical visits connected with the pregnancy. There is no maximum or minimum amount of time off specified for these visits. Rather, you are entitled to as much time off as is necessary to attend each visit. This includes the time required to travel to and from the appointment and the time taken for the appointment itself. You must, where practicable, give 2 weeks' notice of your medical visits. You should show your appointment card if requested by Kerry College at any time after your first appointment. If you are in receipt of a training allowance you are entitled to be paid while keeping these medical appointments for the duration of the course.

Ante-natal classes

As an expectant mother you are entitled to take time off to attend one complete set of ante-natal classes during your pregnancy except for the last 3 classes of the set. An expectant father is also entitled to time off, on a once-off basis, for the purpose of attending the last two antenatal classes.

Health and Safety

Kerry College may, due to the nature of the training programme you are attending, request confirmation from your doctor that it is safe for you to continue with your training. Where a risk is identified, Kerry College may suspend all or part of your training in the interest of Health and Safety.

GARDA VETTING

Kerry ETB is committed to safeguarding children and vulnerable adults.

All staff undergo Garda Vetting.

It is also a requirement for learners enrolled on certain further education and training courses. This involves completing a form with personal information.

On rare occasions information on convictions or pending convictions may exclude a learner from a course. If this happens Kerry ETB will make every effort to help you find another course, you can meet with a Guidance Counsellor or contact the Kerry College Information Hub to explore other options.

Feedback and Complaints

Feedback

Feedback is an important part of any education and training programme. During and/or after your course you will be asked to provide feedback. The purpose of this is to help Kerry College gather information on your experiences while on the course.

Feedback provides Kerry College with information that allows us to continuously improve our courses and ensure the relevance of our programmes for all our stakeholders.

Complaints

If you have any queries or concerns while on your course you can bring these to the attention of your instructor/teacher at any stage.

How to make a complaint:

A complaint is defined as any contact made by a customer, the purpose of which is to express dissatisfaction with the standard of service, action or lack of action or decision taken by Kerry College.

- A complaint can be submitted to the Kerry College manager. All complaints are acknowledged and investigated.
- You will be informed of the outcome of this investigation.
- Complainants have the option to make direct contact with the Office of Ombudsman of Ireland (from 2013) in the event that they are not satisfied with the resolution to the complaint.

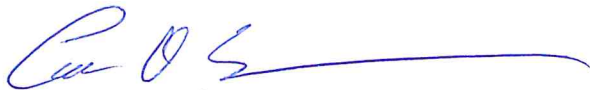
Student Card

Learners attending a Kerry College full time course will be issued with a Student Card. This card will also act as your clock in – clock out card. Lost or stolen cards must be notified immediately to your Instructor / Teacher.

Replacement cards may incur a cost.

Kerry College of Further Education & Training Guidelines for Learners document was formally approved by the Board of Kerry College of Further Education and Training on December 8th 2022. This policy will be reviewed in December 8th 2023.

Signed _____ Date _____
Chairperson, Board of Governance



8/12/22

Signed S. Goulding Date 8/12/22

Signed _____ Date 8/12/22



Co-Secretaries to the Board of Governance

