

GREENHILLS COMMUNITY COLLEGE

FURTHER EDUCATION

LEARNER HANDBOOK



GREENHILLS
COMMUNITY COLLEGE
FURTHER EDUCATION



Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire
Átha Cliath agus Dhún Laoghaire Education and Training Board

INTRODUCTION

Greenhills Community College has a strong tradition in delivering quality Further Education courses. The courses on offer reflect the needs and aptitudes, as well as career paths, of a rapidly expanding and diverse society. All our courses are accredited by QQI on the National Framework of Qualifications. Our courses form an excellent base for further study. The College's team of highly skilled and motivated teachers ensure that all learners enrolling on our various courses will achieve their full potential as learners ready for the world of work and further education.

We, in Greenhills Community College, are committed to providing a comprehensive integrated education that will enable each individual to fulfil his/her potential in a positive, caring, respectful, learning environment where skills and attitudes for life-long learning are developed. We will promote equality, innovation and partnership in the delivery of our services.

Aims and Objectives:

- To foster the growth of the learners of the College morally, socially, academically, emotionally and physically regardless of their social background, educational achievements or intellectual ability.
- To educate learners from all religious and cultural backgrounds
- To provide a comprehensive curriculum to assist each learner to make the most of their talents, skills and abilities.
- To operate the College as a partnership between the staff, learners, parents and the wider community in accordance with the Education Act 1998 and the Education Welfare Act 2000 and any other relevant legislation.
- We aim to establish an inclusive work environment free from discrimination in accordance with the Equal Status Act 2000.

QUALITY ASSURANCE

Greenhills Community College, under the auspices of Dublin & Dún Laoghaire Education and Training Board, is registered with QQI (Quality & Qualifications Ireland) to offer Quality Assured programmes leading to QQI awards in the National Framework of Qualifications. The information contained in this Journal is, to the best of our knowledge, true and accurate at the time of publication. While every effort is made to ensure the accuracy of the information in this publication the college shall not be bound by any errors or omissions and cannot accept liability in respect thereof. The information is intended as a guide to learners in the college and shall not be deemed to constitute a contract between the college and any third party.

GENERAL INFORMATION

TIMETABLES

Each course has its own timetable and learners are expected to attend regularly and punctually. The course must take precedence over any other arrangement that a learner might wish to make during the College week. Attendance is monitored on a continuous basis throughout the day and early departure from class is permitted **ONLY** with prior approval from the course teacher. This attendance record is used for the monthly returns for the SUSI grant, payment of which is based on attendance.

***Please note that whilst timetables are set at the beginning of the academic year, circumstances may force management to make changes at any time of the year.**

CAR PARK

Spaces marked “R” are reserved for staff only. Learners who do not have a Disability Sticker on their car should not park in the spaces allocated and marked for those with disabilities. Learners park at their own risk. Learners who park in the college grounds should drive slowly and carefully when entering and exiting the college. Learners should bear in mind that we are adjacent to a second-level school which has younger learners. Learners driving dangerously within the grounds and in the immediate vicinity of the school may be required to withdraw from their course.

MOBILE PHONES

Learners are required to switch off mobile phones during all class periods, during examinations, and at any other time at the request of a staff member. The use of camera phones is strictly prohibited throughout the College. **Text messaging during class and answering phones during class is absolutely unacceptable.**

FIRE EVACUATION INFORMATION

Fire drills and emergency evacuation procedures are conducted periodically during the academic year. In the event of an emergency in the College teachers will direct the class group to their assembly point. Information on the designated assembly point is available in each room of the College. All other staff and learners not in class at the time should immediately proceed to their designated assembly point. Evacuation should be orderly with no overtaking, running, shouting or any actions likely to cause distraction or panic. At the designated assembly point, the teacher will call the Class Attendance Register, and report absent persons to the staff member in charge. Learners should not leave the assembly point for any reason until the staff member in charge has given permission.

END OF DAY ARRANGEMENTS

Learners must vacate the building at the end of the college day, unless a prior arrangement has been made with a teacher who is present and supervising the learner at the time.

PERSONAL BELONGINGS

Learners should take care of personal belongings. Money or items of value should not be left lying around. The College authorities will NOT accept responsibility for any losses of money, personal articles, equipment, etc. Learners should not have mobile phones out on desks or charging in the college as they are liable to be left behind when leaving the classroom and the school are not responsible for them.

ADMINISTRATIVE ASSISTANCE

A minimum of 24 hours' notice is required by the administrative staff if forms, letters etc. are requested. Learners should notify the College reception and their Course Teacher of a change of address, contact telephone number or email address so that learners will receive all communication from the College.

FOOD AND DRINK CONSUMPTION

The canteen is available before class in the mornings and at break times. Learners are required to contribute to the overall cleanliness and tidiness of the College, by **leaving rooms tidy and putting litter and left-over food in bins**. Food or drink IS NOT allowed in labs, computer rooms, the learner study room, in practical rooms or corridors. The caretaker and maintenance staff are entrusted with the security and maintenance of the building and will thus require the co-operation of learners at all times.

NOISE LEVELS

Learners are requested to move around corridors quietly as classes are constantly in progress throughout the day. Assessments may be in progress and excessive noise from the corridors can be disruptive.

ENTERING AND EXITING THE BUILDING

All learners and visitors must enter and exit the building through the main reception doors. Learners and visitors are not permitted to enter or exit through any other doors.

FIRST AID AND MANUAL HANDLING COURSES

Learners on certain courses are required to complete First Aid and/or Manual Handling training. Fees must be paid in advance of the course. Non-attendance will result in forfeiture of the fee.

COMMUNICATIONS AND WORK EXPERIENCE MODULES

Communications and Work Experience are compulsory modules on every course. Attendance at classes in both modules is compulsory. **You will not gain a full QQI award if you are unsuccessful in either Communications or Work Experience. A full QQI award is necessary in order to progress to Third Level. The Work Experience module requires learners to complete a placement, without which the learner will be deemed unsuccessful.**

REFERENCES

Learners must have a minimum of 80% attendance to obtain a reference. Reference letters can only be provided within one year of a learner completing a course. Learners should note that teachers are not in attendance in the College during the summer months of June, July and August, should references be required during that time. Reference letters cannot be provided where a learner failed any one work experience placement (even where other work experience placements have been passed).

PROMOTION AND ADVERTISING

The staff of Greenhills Community College may at times throughout the academic year take photographs or videos of learners engaged in activities/events. These photographs or videos may be used for promotional purposes on the Greenhills Community College website or Social Media platforms. **Please ensure that you have indicated your consent or non-consent on the relevant form at Induction.**

ERASMUS+ STUDENT MOBILITY PROGRAMME



Co-funded by the
Erasmus+ Programme
of the European Union

At Greenhills Community College, learners can benefit from participation in the Erasmus+ student mobility programme, which is fully funded by the European Commission. Twenty five learners will be selected and will complete 10 days work experience in their vocational area in another European Union Country. Learner selection is based on an interview, attendance and participation on your course. This opportunity is open to all Further Education learners participating on a full time Level 5 course and who will be over the age of 18 at the date of travel.

LEARNER GUIDELINES AND PROTOCOLS FOR MICROSOFT TEAMS and OFFICE 365

- **TEAMS** will be used for communicating with your teacher and other learners in the class.
- Every learner must be registered on **TEAMS** for each module/teacher.
- Class presentations will be uploaded to **TEAMS**. Please move class presentations into your **ONEDRIVE** for ease of access.
- All assignment/assessment briefs will be accessed by learners online through **TEAMS**. The assignments/assessments will be given a final submission deadline date. The submission function on Teams will close after the date has passed.

- All assignments/assessments will be submitted through **TEAMS** attached to the brief in the Assignments section of Teams. **Email will not be used for accepting assignments.**
- Draft work must be submitted before the deadline date. Feedback for draft work submitted online will be allocated a time in a face-to-face class or via online feedback.
- The assignment will be completed in Microsoft Office using **WORD**, **EXCEL**, or **POWERPOINT**. No photographs of assignments will be accepted, photographs of practical work only will be accepted. Videos must be in the format of **.WMV** or **.MP4**.
- All learners will be given a College email address and access to **Office 365**.
- Learners will be responsible for keeping copies and backing up their own work. We encourage you to use **OneDrive** for this backup.
- Do not save your work on the desktop of a computer in the college.
- Learners will name their assignment in a format as agreed by the teacher (such as johnmolloycommunicationsdraft1).
- Learners will only contact their teacher during **college teaching times** (i.e. 9:00 am to 4:00pm), as agreed by your teacher.

Learners will conduct themselves according to the school protocols and GDPR while online using TEAMS, Email and any other form of online communication.

CODE OF CONDUCT & BEHAVIOUR POLICY

1. ETHOS

Greenhills Community College, as a constituent of Dublin and Dún Laoghaire Education and Training Board (DDLETB) encourages each learner to take personal responsibility for their own learning, application to studies and educational achievements. The college aims to promote self-respect and a positive self-image in learners and is committed to providing an environment where all individuals are treated with respect and dignity irrespective of race, gender, disability, religion, age, sexual orientation, marital status, family status or membership of the traveller community. This policy is designed to cater for the common good and to facilitate a positive learning and teaching environment for all. Admission to the college implies acceptance of its Code of Conduct and to all DDLETB and Greenhills Community College policies and procedures.

2. GUIDELINES

Greenhills Community College, as a constituent of DDLETB, is committed to:

2.1 informing learners of the Code of Conduct

2.2 operating and implementing procedures in a fair and consistent manner

2.3 supporting learners who are experiencing difficulties or unforeseen circumstances

2.4 applying appropriate sanctions for unsatisfactory conduct

2.5 notifying the learner of the sanction/s applied. Parents/guardians will be notified of sanctions applied for learners under 18 years of age.

This policy offers guidelines as to the norms of behaviour expected of the learners and includes, but is not limited to, learners' conduct in class, on college premises, on out of college activities and any other course related activities. Greenhills Community College reserves the right to protect the health and safety of all staff and learners at all times.

If in their professional judgement, management considers that there is a risk to the health and safety of any member of the college community, they have the right to remove learner/s from the class/activity/College and its environs until such time as the incident is investigated and a final decision is made. Learners are expected to take reasonable care to protect the safety of themselves and others who might be affected by their acts and omissions.

To facilitate effective teaching and learning for all staff and learners in a productive and safe learning environment, learners are expected to:

- Take an active and positive role in the learning process
- Treat others with respect and consideration and not engage or incite others to engage in any behaviour which constitutes bullying, harassment or discrimination through language, comments or actions towards others
 - Uphold the good name of the college
- Comply with all health and safety policies and procedures
- Refrain from using mobile phones or other electronic devices during class unless permitted by the teacher
- Inform their teacher if they need to leave the learning environment
- Respect the property of the college including that of learners and staff members
- Request permission to display posters and notices in designated areas of Greenhills Community College
- Refrain from recording or taking photographs/video of staff or learners without obtaining prior consent
- Conform to acceptable standards of personal presentation and hygiene

The following types of behaviours are deemed to be in breach of the Code of Conduct. This list is not exhaustive:

- Sale or consumption of alcohol on the college premises
- Sale or abuse of any illegal substance on college premises
- Smoking within college buildings (prohibited under the Public Health (Tobacco) (Amendment) Acts 2004-2013) and vaping
- Verbal or written abuse or other forms of abuse including humiliation, intimidation and victimisation
- Disruptive behaviour
- Physical violence or threats of physical violence
- Bullying of any nature including cyber bullying
 - Posting online or on social media material about other learners or staff or any individual(s) affiliated with the college community that is threatening, harassing, illegal, offensive, defamatory, indecent, or inappropriate in nature. This includes individual(s) linked with work placements and/or the work placement setting itself.
- Accessing or displaying pornographic or offensive materials
- Damaging or stealing another's personal possessions, college equipment or property
- Interfering with college safety systems, network/ICT systems etc.
- Littering on the college premises
- Failing to follow the instruction of a staff member during an evacuation
- Failing to vacate or failing to go to any area when reasonably requested to do by a staff member
- Engaging in behaviour which could be perceived as dangerous

3. DISCIPLINARY PROCEDURES IN THE EVENT OF AN ALLEGED BREACH OF THE CODE OF CONDUCT

In the event of an alleged breach of this Code of Conduct, Greenhills Community College may take corrective action to ensure that the learning environment is safe and conducive to learning:

3.1 Minor breaches will be addressed with the learner and recorded by the relevant staff member in accordance with the recording procedures of Greenhills Community College.

3.2 Persistent minor breaches of this Code of Conduct will be deemed to be a major breach

3.3 Major breaches will be recorded and reported by the relevant staff member and will be referred to the Principal/Deputy Principal. In the absence of the Principal/Deputy Principal the breach will be reported to the designated staff member in charge.

3.4 The learner may be suspended with immediate effect while the incident is being investigated and pending a final decision.

Major Breach of Code of Conduct

The Principal/Deputy Principal shall investigate and adjudicate on alleged major breaches of the Code of Conduct within 12 College days. The College reserves the right to contact the Gardaí in relation to major breaches. This timeline may be extended in the event of the involvement of the Gardaí.

The investigation will be conducted in accordance with the principles of natural justice and fair procedures within 7 College days. The Principal/Deputy Principal may speak with relevant staff members, learners and/or witnesses as part of this investigation.

The learner will be advised in advance of the following:

- Date, time and location of the meeting to discuss the alleged conduct under investigation
- The right to speak in his or her own defence
- The right to call witnesses (details of which must be forwarded to the Principal/Deputy Principal at least 24 hours prior to the scheduled meeting)
- The right to be accompanied to the meeting (details of which must be forwarded to the Principal/Deputy Principal at least 24 hours prior to the scheduled meeting).

The Principal/Deputy Principal will reach a decision that may include the imposition of sanctions within 5 College days of the conclusion of the investigation. Breaches will be recorded on the learner file and be stored in compliance with GDPR requirements.

4. SANCTIONS

When a breach of the Code has been established after due process any one or more of the following sanctions may be imposed:

- A verbal warning
- A written warning
- Temporary exclusion from class (1 to 5 classes as appropriate)
- Temporary exclusion from the college or other college activities (1 to 5 days as appropriate)

- Permanent exclusion from the college

In the event that an in-class assessment is scheduled to take place during the temporary exclusion period, learners will not be denied the opportunity to present for the assessment either during the exclusion period or as soon as possible afterwards, as appropriate.

5. RIGHT TO APPEAL

Greenhills Community College, as a constituent college of DDLETB, recognises the right of learners to appeal sanctions and commits to address every appeal in a timely, fair and consistent manner.

Grounds to Appeal

The decision of the investigating team may be appealed by the learner if:

- 5.1 The learner believes that they were not provided with a fair hearing.
- 5.2 There is new evidence that was unavailable at the earlier hearing that could have affected the outcome.
- 5.3 The learner believes that the penalty imposed is disproportionate to the act of misconduct.

Procedures to Appeal

5.1.1 The decision of the investigation may be appealed in writing stating the grounds of the appeal to the Principal or in exceptional circumstances to DDLETB within 5 college days from the date of the issue of the decision.

5.1.2 A decision to permanently exclude a learner may be appealed to DDLETB. All data collected and recorded in relation to the implementation of the Code of Conduct will be stored in accordance with GDPR requirements.

All data collected and recorded in relation to the implementation of the Code of Conduct will be stored in accordance with GDPR requirements.

GREENHILLS COMMUNITY COLLEGE LEARNER CONTRACT

All learners are required to abide by the Greenhills Community College Code of Conduct & Behaviour.

1. The online registration process must be completed in full by all learners before commencing classes. Registration at Greenhills Community College involves the learner agreeing to abide by the College's Code of Conduct and Behaviour.
2. The onus is on ALL learners to familiarise themselves with College Rules and Regulations contained in the Code of Conduct, including regulations for examinations and assessment.
3. Learners will be held liable for any wilful damage to machines, equipment, furniture etc.
4. Learners are expected to treat all members of staff and fellow learners with courtesy and consideration. Everyone has the right to be treated respectfully and equally in accordance with legislation.
5. Learners should not furnish the College with false or misleading information, calculated to deceive or mislead.
6. Learners are expected to attend ALL classes, including Communications and Work Experience. These two modules are compulsory on all awards and without a successful grade in both, learners will not receive a full award.
7. Learners should not engage in academic cheating, copying or plagiarism as this will result in a zero mark.
8. Learners should not harass, sexually or otherwise, any other member of the College Community. Bullying or intimidation will not be tolerated within the College.
9. All staff and learner's pronouns are to be respected at all times.
10. The College authorities may require the withdrawal of any learner, without obligation, for gross misconduct. Equally, any learner whose application to work, attendance, punctuality or conduct is unsatisfactory may be asked to withdraw. Such learners will forfeit fees paid.
11. Learners should comply at all times with Health & Safety Regulations, particularly in computer rooms and in craft, laboratory and workshop areas.

12. Learners must not interfere with or damage in any way the work of another learner.
13. Any learner who is unable to abide by ALL College Rules and Regulations or appears not to be committed to his/her course will have their further attendance at the College reviewed.
14. Learners are not allowed to interfere with the College printers. Loading of paper or changing printer settings is strictly forbidden, as this task is carried out by staff members.
15. Unauthorised filming or photography is strictly prohibited throughout the entire College.
16. College rules and regulations may be added to, or amended, as deemed necessary by management.

ATTENDANCE

The Greenhills Community College attendance policy advocates regular and punctual presentation at the College by all learners in order that each learner achieves his/her full potential. Learners should liaise directly with their Course Teacher on all matters relating to attendance.

1. All learners are required to attend regularly and punctually and to be in their scheduled rooms at the appointed times. **All classes are compulsory unless an exemption has been granted. Learners seeking exemption from a module on the basis that they have already achieved it should bring a copy of their original award/results in that module to reception. The College will verify the exemption upon which the learner will be exempt from that class. Learners seeking exemptions who intend to continue to Third Level, should consult with the Guidance Counsellor before giving up that module as some Third Level courses require a full award to be completed in one sitting.**
2. It is a learner's responsibility to be on time for all classes, regardless of where they travel from. Late attendance and absence are normally acceptable only in the case of personal illness (certified) or family bereavement. All other explanations/excuses are accepted at the discretion of the Teacher. Medical/dental or other appointments should take place outside of the course timetable as classes will not be repeated.
3. If absent, a learner should contact their teachers by email or Teams to let them know that they will be not attending their class that day. Learners who have Doctor's or Hospital certificates should leave them at reception on their return from absence and notify their tutor and/or teacher.
4. **Following an unexplained absence of ten college days and an unsuccessful attempt from the Attendance Officer to make contact, you will be assumed to have left the**

course and your name will be removed from the register. You will no longer be able to attend classes or submit work as you will be deemed to no longer be a learner of Greenhills Community College.

5. Learners should notify the College authorities of any disability e.g. dyslexia, and any medical conditions e.g. asthma, etc. **at the start of the course.** Relevant assessments should be submitted so that the College can apply to the HEA for extra resources for the learner. Please contact the Further Education Co-ordinator for further details **at the start of your course.** Should a learner be granted learning support, they will be required to complete a contract with the College outlining the terms and duration of the support. Learners who require Reasonable Accommodation in assessments should complete and submit the necessary form. Further details on this are contained in the later pages of this Journal.

6. Learners should notify the College authorities of any notifiable or contagious diseases to which they may have been exposed. Should a learner suffer from a contagious disease, she/he may be required to produce medical evidence of it and/or a certified medical “all clear” before returning to College.

ASSESSMENT SUBMISSION

Assessment Brief

Work must be submitted to your teacher for assessment by stated deadlines. Your assignments, portfolio, exam etc. (as required for each module) are assessed by your teacher. Following completion of your course, an external assessor will visit the centre to examine portfolios and confirm results.

An Assessment Brief is the set of instructions given to you by your teacher telling you:

- What you are required to do for the assessment of the module
- How the assessment will be marked and
- When it must be submitted.

Examinations and assessments are held throughout the academic year. All examinations/assessments are timetabled during daytime hours between 9 a.m. and 4 p.m. You may be required to sit examinations in the afternoon, even if you normally attend morning classes.

Submission of Assessments

For each assessment you complete, your module teacher will issue two deadlines. The first deadline will be for submission of a draft and the second deadline for submission of the final assessment. Your teacher will give you feedback on the draft which will assist you to

get a higher mark in your final assessment, so you are strongly recommended to complete the draft and submit it by the draft deadline. A reasonable time will be given for completion of each assignment by the module teacher, depending on the nature of the assignment.

All learners have access to the briefs for each module on their course of study online through Microsoft Teams. It is the responsibility of each learner to obtain all briefs for their course online through Teams.

All draft and final assignments/assessments will be submitted online through TEAMS attached to the signed and dated brief in the Assignments section of Teams. Email will not be used for accepting assignments. Work which is submitted for final assessment will not be returned. **It is the learner's responsibility to ensure that all submitted assessments are correct, have been uploaded in full and are named properly.**

Zero marks will be awarded for Skills Demonstrations (and other assessments) which are not attended by the learner during the scheduled time.

It is essential that candidates sign and date the declaration of authenticity on each brief as this attests that the work is the result of their own study and that no other person had an active part in the final production of the work and all sources have been acknowledged.

Assessment Deadlines

Module teachers will inform learners of the due date of assessments. The learner should take careful note of those deadlines. Missed assessment deadlines refer to:

- Failure to submit assessment evidence in advance of agreed assessment deadline, and/or
- Failure to attend a practical assessment (e.g. Examination, Skills Demonstration etc.).

Learners requesting a short-term extension due to extenuating circumstances (e.g. personal illness with a Medical Certificate) should complete the Short-Term Extension Application Form and submit it to the Module Teacher with supporting evidence, such as a Doctor's certificate.

Where the extenuating circumstances extend beyond a short-term extension, a learner should complete the Compassionate Consideration Application Form and return it to their teacher, along with supporting evidence (e.g. a GP's certificate), within two days and no longer than two weeks.

- A learner who is not granted an extension may appeal the decision by completing an Appeals Application Form and submitting it to their teacher with the Appeals fee of 40 euro. If the appeal is successful, the fee will be refunded.

THE FOLLOWING ARE NOT ACCEPTABLE REASONS FOR ASSESSMENT EXTENSION

- **Minor illnesses such as a common cold**
- **Holidays**
- **IT and/or computer failure (excluding in an examination)**
- **English is not the first language of the learner.**

REASONABLE ACCOMMODATION IN ASSESSMENT

• Reasonable Accommodation in assessment will only be accommodated when a learner can demonstrate with appropriate evidence/documentation that because of a specific need he/she cannot compete on equal terms, under standard assessment conditions, with his/her peers. Adaptations may include separate room/space, additional time, rest breaks, use of assistive technology, scribes/readers and other adaptations.

• Learners requiring reasonable accommodation in assessment must complete and return a Reasonable Accommodation in Assessment Application Form, along with relevant evidence/documentation. This form is available from the Further Education Co-ordinator and should be returned to the Further Education Co-ordinator at the start of the course or at the very least by the end of September. The Co-ordinator will meet with the learner to discuss the application and will inform the learner in writing when the funding is granted.

• If the application is unsuccessful, the learner has the right to appeal the decision. An appeal must be made in writing, using the Appeals Application Form, within one day of the decision. This form is available from the Further Education SEN Coordinator. The result of this appeal will issue within six days. A fee of 40 euro is payable for appealing the Reasonable Accommodation in assessment decision and must accompany the application form. If an appeal is successful, the fee will be refunded.

ASSESSMENT MALPRACTICE

Assessment malpractice is defined as malpractice committed by a learner during the course of the assessment process. Assessment malpractice includes:

1. Plagiarism:

Plagiarism is the presentation of someone else's ideas, arguments, concepts or work as a learner's own by failing to reference or acknowledge it properly. It is the practice of learners submitting any work for assessment that is not their own original work including work that has been copied from published work, the Internet, other learners' work and/or other sources.

Plagiarism is regarded as a serious academic offence, and evidence of plagiarism in learners' assessment submissions will be penalised and may lead to formal disciplinary procedures.

Examples of plagiarism:

- Quoting or summarising material without crediting the source. The source of the material could include books, websites, magazines, films, newspapers and television programmes.

Work which is directly downloaded from the Internet without correct referencing is marked zero, as it is plagiarised.

- Copying or using work by another learner. **Learners are strongly advised not to show other learners their work. In cases, where learners present with work which is obviously the work of another learner, both learners will automatically be marked zero.** Where group projects/assignments have been undertaken, all candidates must indicate which part of the work is their own. The portfolio of each group member should record or contain supporting evidence of the individual's contribution to the group task.

- Buying completed work on the internet or downloading a paper from a free site.

- Getting someone to do the work for you.

Sometimes learners don't acknowledge sources because they think they are not supposed to depend on other people's work. In fact the opposite is true. It is hard to write a successful assignment without doing research. The key thing is to reference your work.

2. Unacceptable Behaviour – this includes

Use of unauthorised digital devices including a mobile phone, iWatch or equivalent during an assessment.

Disruptive, violent and offensive behaviour in relation to assessment.

Submitting work that has been purchased from the Internet and turning it in as your own work.

Assisting other learners or copying from another learner.

Procedure for dealing with suspected incidents of assessment malpractice (including plagiarism):

- An investigation will be held into any alleged assessment system malpractice. This will have due regard to the principles of natural justice and will be completed as promptly and efficiently as possible.

- The learner is made aware of the allegation and is given the opportunity to respond. The learner should know what evidence exists to support the allegation.
- Appropriate personnel may interview those involved in the alleged case of assessment malpractice. If deemed appropriate, a learner may be asked to attend a meeting to discuss their work/behaviour etc.
- The learner may submit a written statement and seek advice if they so wish. An investigation is held and the learner will be notified in writing of whether the allegation has been substantiated or not within 10 working days. If the allegation has been substantiated, details of sanctions/consequences will be outlined.

Sanctions for Assessment Malpractice (including plagiarism) include:

- **The particular assessment is marked as zero and submitted.**
- **The entire module is marked as zero and submitted.**
- **Other sanctions may be deemed appropriate. For instance, results may not be submitted or will be cancelled in exceptional cases.**

A learner may appeal the decision in relation to the Assessment Malpractice findings. An appeal must be made within 5 working days of the decision, in writing using the Appeals Assessment System Malpractice Application Form. The result of the appeal will issue in 6 working days.

EXAMINATIONS

Formal examinations will take place after Easter and/or before Christmas depending on the module. Details of dates and times will issue during the year. Please note that when examinations are held, they may be scheduled between 9 a.m. and 4 p.m. **Learners whose classes are held in the mornings will be expected to be available for both morning and afternoon examinations.**

Learners are personally responsible for:

- Noting carefully the date, time, duration and examination location for the examination in the modules in which the learner intends to present himself/herself.
- Making their own arrangements to ensure timely attendance at the examination.

- Being in attendance at least 15 minutes before the hour stated in the examination timetable, subject to centre requirements.
- Not entering the examination after a specific timeframe – 30 minute – from the time at which the examination began. Access to a learner will be denied after the specified timeframe has elapsed.
- Not leaving the examination until a specific timeframe has elapsed (recommended timeframe: at least 30 minutes) from the time at which the examination began. Permission to leave will be denied until after the specified time has elapsed.
- Presenting valid photo ID if this is required.
- Not bringing into the examination any notes, digital devices including a iWatch or equivalent.
- Being aware of the implications of any malpractice.
- Sign and submit all assessment materials after the examination and ensure that their names are on all scripts.

NO LEARNER IS PERMITTED TO LEAVE THE EXAMINATION IN THE FINAL 10 MINUTES OF THE EXAMINATION.

During the examination:

- Mobile phones should be switched off and placed at a distance from the learner.
- Bags must be placed out of the reach of each learner
- Each learner should check that they have the correct examination paper
- Strict silence should be observed
- A learner should raise his/her hand if he/she wishes to attract the attention of the supervisor.
- A learner should not use any notes or electronic devices and should not try to communicate with any other learners.
- All unused answer books/stationery must be left in the examination centre.

PENALTIES FOR VIOLATION OF REGULATIONS

Where the College is of the opinion that any candidate has:

- Violated any of the assessment regulations;
- Attempted to obtain a result to which the candidate is not entitled;

- Claimed or attempted to claim such a result
- Furnished incorrect information in relation to their candidature;
- Aided or attempted to aid another candidate, except where group work is required;
- Obtained or attempted to obtain aid from another candidate, except where group work is required;

Such a candidate shall be liable to be:

- Deprived of certification, module credit or marks or to have such deductions made as the College Management deems appropriate
- Debarred from entering for any of the assessments for such period as the College may determine.

A candidate will be notified in writing when a suspected violation of regulations is being investigated.

ASSESSMENT APPEALS

ASSESSMENT PROCESS APPEALS

An Assessment Process Appeal refers to the appeal by the learner to the college, based on the assessment conditions and/or process: the learner believes the assessment conditions and/or process negatively impacted his/her assessment performance. Grounds which may be considered include, but are not limited to:

- Serious disruption during an examination
- The learner not having due access to the assessment instruments or the assessment event.
- Other.

The learner must complete an Assessment Process Appeals Application Form and submit it to the Co-ordinator within 6 working days with the fee of 40 euro. An Independent Appeals Committee will make a decision and the Co-ordinator will inform the learner. If the appeal is upheld, the fee is refunded.

ASSESSMENT RESULTS APPEAL

An Assessment Results Appeal refers to the appeal of an approved result – where the learner is not satisfied with an assessment result: the learner believes the marks awarded are not representative of the quality of the work submitted for assessment. Only approved results for work submitted can be formally appealed by the learner. No new assessment

evidence can be submitted. All assessment evidence as required by the module descriptor must be available for the appeal. Any evidence not available will be assumed not to have been completed.

Full details regarding the appeals procedure will be issued to learners along with results. Owing to the appeals' results being submitted to C.A.O., the timeframe for appeals is short, so all instructions must be followed carefully and quickly.

Grounds for Assessment Results appeal are:

- Learner believes marks were not totalled correctly or were not recorded properly;
- Learner believes the assessment was marked inappropriately.

All learners are entitled to view their Examination Scripts. Learners should complete and submit the Request to View Examination Script Form. Arrangements will be made by the college for viewing. Learners who wish to appeal a result should complete the QQI Learner Assessment Result Appeal Application Form and submit it with the fee of 40 euro per grade/result being appealed. This fee is refunded if the appeal is successful.

HARVARD REFERENCING

When do you reference?

You are expected to reference your sources when you quote directly from someone's work or when you paraphrase another person's ideas in your own words.

Where do you reference?

You reference your sources in two places: in the text, as you quote or paraphrase; and in the bibliography at the end of an assignment.

How do you present quotations?

Short quotations (less than two lines) should be in italics and placed between single quotation marks. Longer quotations (more than two lines) should be in italics, without quotation marks, indented on both sides, justified and in single spacing. The reference should be in brackets on the line below and right aligned.

EXAMPLES OF IN-TEXT REFERENCING

Paraphrasing (Summarising in your own words)

- According to Hayes (2022) early childhood education in Ireland is seriously underfunded.

- It has been argued in a recent journal article that early childhood education in Ireland is seriously underfunded (Hayes, 2021).
- Drudy and Lynch (2022) note that unqualified school leavers tend to be the least satisfied with their experience of the education system.
- A recent report (Department of Health and Children, 2022) claims that obesity tends to be higher in those with little or no education.

Short Quotations

- Gray (2022) argues that science ‘will never be used chiefly to pursue truth, or to improve human life’.
- As Drudy and Lynch (2021) point out, it is the unqualified school leaver who is ‘the least satisfied with the experience of schooling’.
- A recent report (National Adult Literacy Agency, 2022) notes that ‘literacy difficulties have been identified as a barrier to accessing and understanding financial products and services’.

HOW DO YOU PRESENT A BIBLIOGRAPHY?

The bibliography should be at the end of your assignment on a separate page. It should include a list of all sources you have referenced in the text of your assignment. The bibliography is arranged in alphabetical order by author’s surname or, where appropriate, the name of the relevant Government Department or Organisation. In the case of DVDs, film, or radio and television programmes, it is the title which should appear in alphabetical order in the bibliography.

EXAMPLES OF REFERENCING IN A BIBLOGRAPHY

Internet

- Bourke, S. (2021) Ethical Trends in Irish Journalism. [Online]
Available at: <http://www.dcu.ie/news/2008/sep/s0908m.shtml>
[Accessed 18th February 2022].
- Author unknown. Year unknown. Independent Communications in South Africa. [Online]
Available at: <http://www.icasa.org.za>
[Accessed 20th February 2022].

Books

- Gray, J. (2022) Straw Dogs, London: Granta Books.
- Hayes, N. (2021) Early Childhood – An Introductory Text, 3rd ed, Dublin: Gill & Macmillan.

Journal Article

- Browne, C. and Doyle, M. (2022) ‘University Teaching Learners and Scholarships’, Education Studies, vol.40, no.3, pp. 34-38.
- Hayes, N. (2021) ‘Early childhood education in Ireland: policy, provision and practice’, Administration, vol. 49, no.3, pp.43-67.

Newspaper Articles

- Long, S. (2022) ‘How stunning visuals keep the music alive’, The Irish Times, 11th May, p.14.

Leaflets

- Health Service Executive. (undated) Your Service Your Say: Your Guide to the HSE’s Comments and Complaints Policy, HSE Leaflet.

Reports

- Department of Health and Children. (2021) Obesity The Policy Challenges – The Report of the National Taskforce on Obesity 2021, Dublin: Government Publications Office.
- National Adult Literacy Agency. (2021) Annual Report 2019 – 2021, Dublin: NALA.

Radio

- Liveline, 2022. [Radio programme] RTE Radio 1, 2nd February 2022 13.45pm.

Television

- Prime Time Investigates: Life On the Edge, 2022 [TV programme] RTE 1, 8th December 2022 23.00pm.

WORK PLACEMENT POLICY

Learners are expected to attend ALL Work Experience classes and should remember that **WORK EXPERIENCE IS A COMPULSORY MODULE FOR ALL COURSES AND LEARNERS WILL NOT BE ELIGIBLE TO GET A FULL AWARD WITHOUT PASSING THIS SUBJECT. This will affect CAO applications.**

- Learners MUST seek out an appropriate work placement. A two week block in January is allocated for Work Experience. Further details on work experience dates will be provided by each classes Work Experience teacher.
- Work experience must be completed in Ireland, unless the learner is part of an Erasmus or similar programme. Each learner must fill in the Employer Details form and return it to their Work Experience teacher in advance of going on their placement. Learners are responsible for finding their own work placement. The College will contact Employers during the placement.
- Learners should ensure that they complete the required number of hours/days/ weeks work placement in order to fulfil their course requirement. You may be required to work earlier or later than your normal College hours. Please check the hours you will be required to work with your work placement employer prior to starting the placement.
- All Level 5 courses require 10 days or 60 hours work placement with the exception of HEALTHCARE who must complete 20 days or 150 hours work placement and EARLY LEARNING AND CARE who must complete 120 hours placement. Attendance in class is mandatory in order to progress onto work placement. Learners who have missed significant class time, may not be permitted to attend work placement.
- Learners should ensure that their work placement receives all the relevant paperwork, i.e. Letter from the College, Supervisor's Assessment Form, College Insurance details and College Work Placement Policy.
- Work attire: Learners should consult with their employer regarding the required uniform/protective clothing/ attire for the work placement. Learners should present themselves for work placement dressed in the appropriate requested attire, paying particular attention to the work placement's requirements regarding makeup and jewellery.
- All learners who are accepted for work placements must respect and maintain the privacy and confidentiality of their employer/workplace.
- **It is the learner's responsibility to ensure that they complete the learning requirements of their module descriptor as outlined by the Work Experience teacher. Learners must ensure that any paperwork which is to be graded or completed by the Workplace Supervisor is submitted to the Work Experience teacher. Where skills demonstrations, for a range of modules, are undertaken in the work placement, learners should ensure that they fully complete such demonstrations and have the marking sheets marked in the placement and submitted to the college.**
- Attendance: Throughout the duration of the placement it is the learner's responsibility to arrive at their work placement on time and to leave at the agreed times. Where possible if for any reason a learner cannot attend, they should give prior notice to their work placement supervisor.

- If a learner is absent during their placement, they **MUST** contact their work placement supervisor. In addition, the learner should contact their Work Experience teacher via email or a message on Teams in relation to this.
- All learners must adhere to the Greenhills Community College's Further Education's Code of Conduct.
- It is the learner's responsibility to ensure that their teacher receives the completed and stamped Supervisor's Assessment Form. The Supervisor must sign and stamp the form with the employer's stamp. If a stamp is not available, then the employer's signed letterhead/compliment slip should be attached to the Supervisor's Assessment Form.
- **YOU MUST COMPLETE THE WORK PLACEMENT TO PASS THIS MODULE AND TO OBTAIN THE FULL AWARD.**

USE OF COMPUTER FACILITIES

College-run courses require the use of a large amount of very expensive equipment. Learners are expected to use this equipment and, indeed all College property, with due care. Facilities of the College may be used at the scheduled times and at other times only with the permission of staff in charge.

In computer rooms, all computers should be shut down completely and monitors switched off at the end of class. Lights in classrooms should be switched off and the door closed as learners leave the room. This saves energy. Computer rooms are not permitted for use after classes end.

SPECIFIC REGULATIONS FOR THE USE OF COMPUTER FACILITIES:

1. Registered learners will be given a computer access user name and password for the duration of the course. Before a learner commences work at the PC he/she should check that the machine is in full working order. Any machine malfunctions should be reported immediately to the staff member in charge or else the learner may be held responsible. Learners will be held responsible for unreported damage, including defacing of the computer at which they are working.
2. Destruction of any files on the hard disk of any of the machines will result in the learner's access privilege being withdrawn.
3. Learners should not delete files or introduce unauthorised software. As computer viruses are a continuing problem, learners are forbidden to introduce new programs and files on to computers.
4. The consumption of food, drinks, gum, etc. is strictly prohibited in any of the computer rooms.

5. All unwanted printouts should be placed in the bin provided. Learners should not be wasteful with paper.
6. Learners should not interfere with files, system settings, set-up configurations, or in any way with the workings of computers.
7. Copyrights on software should be respected. Learners are not permitted to copy software from College computers.
8. Learners should not jeopardise the integrity of any computer equipment, systems, networks, programs or any other stored information.
9. The College authorities reserve the right to monitor the use of all email and Internet services within the College.
10. It is not permitted to use College email and/or other Internet services for the access or transmission of material offensive to race, colour, creed, religion or sex.
11. Learners are not allowed to interfere with the college printer, including loading paper and changing printer settings, which may only be carried out by the Teacher.
12. Internet use for playing games, accessing, transferring or displaying pornographic or other offensive material is strictly forbidden. The access, display, etc. of such material may be viewed as sexual harassment and as such will be considered a very serious breach of College Rules and Regulations. The “chat room” feature of the Internet may not be accessed at any time. Unauthorised access of the Internet during scheduled class times is not allowed.
13. If a learner is aware of the misuse of facilities, it is in everybody’s interest to report this in confidence, to a staff member.
14. **Learners are advised to save all their work to OneDrive. This means that a learner can access their work at college or at home. In the event of a laptop becoming faulty or a school closure, the learner will not lose their work as they will be able to access their work from any computer. There is no USB facility on any of the computers in the college.**

In summary, Greenhills College’s computer systems may not be used for any of the following:

1. The creation or transmission of offensive, obscene or indecent material.
2. The creation or transmission of material that is designed, or likely to cause annoyance, inconvenience or needless anxiety.
3. The creation or transmission of defamatory material or the distribution of computer viruses.
4. The transmission of material that infringes copyright.

5. The transmission of unsolicited commercial or advertising material to other users. 6. Deliberate unauthorised access to facilities or services via the Greenhills College computer system.

Learners may not:

- Use another learner's Microsoft Office account.
- Corrupt or destroy other users' data.
- Violate the privacy of other users.
- Disrupt the work of other users.
- Use Greenhills College computer systems in a way that denies service to other users.
- Use Greenhills College computer systems or networked resources to introduce viruses.

The College reserves the right to monitor all activity by learners using its IT facilities, to ensure compliance with all relevant legislation. Breaches of acceptable practice in the use of the College IT facilities by a learner may merit immediate exclusion from the College.

GUIDANCE COUNSELLING

Our Career Guidance service is one of the many supports Greenhills Community College provides to help our learners achieve and progress in their chosen careers. We provide relevant information throughout the year and help learners with CAO, UCAS, Mature Learner and Susi applications. We can help you explore your career goals and work with you to develop plans to achieve these goals. We are also here to support learners who may be experiencing anxiety or other personal difficulties and can help access external services when necessary. To ask advice or arrange an appointment you can email guidancecounselling@greenhillscollege.ie

HEALTH AND SAFETY STATEMENT

Learners are expected to behave in such a way as not to put their own safety or that of anyone else at risk. To help ensure this they are required to:

- Take reasonable care in the school and the school grounds to ensure their own safety and that of others.
- Familiarise themselves with the designated emergency exit route from each room that they use, and the congregation and counting area at safety drill.
- Refrain from interfering with safety equipment such as fire alarms, fire extinguishers and hose reels.

- Refrain from littering the school building or grounds. All accidental spills or other potential hazards should be reported immediately to a member of staff. Smoking is forbidden within the school grounds.

- Must obey all verbal and written safety instructions given to them by staff members.

A full Health and Safety statement is available on our college website.

POLICIES

All our policies can be accessed on our website at www.greenhillscollege.ie/further-education/