Learner Handbook

Clonakilty Agricultural College

Final Version – July 1st 2019
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Dear Learner

You have enrolled on a Teagasc course and as Course Director I welcome you, on behalf of the staff, on the course. We hope that you will find the course interesting, challenging and rewarding. The course leads to a widely recognised QQI award.

You may find the course and the new surroundings a little daunting at first. This is natural as it takes time to adapt to a new location, to new ways of learning, to new friends and to becoming a more independent person. Indeed, the aim of Teagasc courses is to assist people to become independent learners who are capable of identifying their own education and training needs. It is our role to help you through this transition process. One of the strengths of most courses offered by Teagasc is that learners can progress “up through the ranks” right up to degree level.

If you work hard and satisfactorily complete all the requirements asked of you, you should pass your assessments. We hope that you will be successful and be well qualified to pursue a worthwhile career of your choice.

Finally, I wish you well for your time with us. I hope that you will benefit from and enjoy your course and the time spent with us.

Yours faithfully

________________________
Course Director

Purpose of the Learner Handbook

This Learner Handbook has been produced for the benefit of all learners enrolling on Teagasc courses. It contains information you may need to refer to throughout your period of study at a Teagasc college.

The handbook provides important guidelines for learners in regard to code of conduct, assessments, health and safety, bio security, college and centre facilities and guidelines in regard to learner welfare and support.

If you have any issues or concerns, please make sure you bring them to the attention of your course co-ordinator or college management.
1.0 Charter of Learners Rights and Responsibilities

1.1 Teagasc Mission

Teagasc is dedicated to providing the highest quality education and training that is accessible to learners in a manner that meets their needs.

Teagasc is committed to providing learners with:

- A learning environment and resources that supports and stimulates learners and enables them to realise their full potential
- Courses of the highest quality
- Accurate information about all programmes and expectations
- Assessment of learning that is fair, valid and timely
- The opportunity to provide feedback on teaching and course quality in confidence
- A skilled, qualified and supportive staff who will treat all learners with dignity and respect and be responsive to learner needs and concerns
- A fair and consistent enforcement of all rules and regulations
- A healthy and safe environment that promotes a positive learning experience.

Teagasc expect learners to:

- Take charge of their own learning and produce work to the best of their ability
- Participate actively in all learning situations
- Make effective use of the facilities and services provided
- Comply with assessment regulations and use assessment feedback to guide their continued learning
- Provide honest and constructive feedback within the opportunities provided
- Support and respect the rights of fellow learners and staff
- Abide by all rules and regulations and guidelines stated in the Learner Handbook and individual Course Memoranda.
- Take responsibility for their own health and safety and to fully comply with college health and safety requirements.
1.2 **Mentoring System**

At the beginning of each year, full-time learners (Level 5 and Level 6) are assigned a member of staff as a personal mentor by the Course Co-ordinator. For adult courses a mentor may be assigned where a need arises. The mentor is responsible for supporting a learner’s academic performance and welfare during their time spent at the college. It is important to maintain contact with this mentor throughout the year.

The agenda for mentor meetings will include some or all of the following items; academic progress, attendance record, work placement, projects and assignments etc.

In addition to timetabled mentor meetings, it is possible to meet a learner mentor informally to discuss any issues of concern. It is recommended that mentors are advised of relevant issues that might have implications for a learner’s welfare, and/or academic work, particularly with respect to attendance and completion of projects/assignments.

1.3 **Additional Learning Support**

Additional learner support is available where evidence of a support requirement is provided. Please contact your course co-ordinator for details.
2.0 **Rules and Code of Conduct for Learners**

2.1 **Purpose of the Code**

a) This section sets out a code of conduct to which learners are expected to adhere to in return for being admitted to the college and being provided with educational and other services and facilities. It also sets out the procedure which should be followed where the code of conduct is breached.

b) Breach of the code of conduct may lead to disciplinary action being taken against a learner and repeated breaches or a single serious breach may result in a learner being suspended or expelled from the college and course.

c) This code applies to all learners, whether full-time or part-time and at all times during the year, whether or not during normal teaching times.

2.2 **General Principles**

Each Teagasc college has a Code of Conduct. Staff and “learners” (meaning learners participating in QQI accredited full time, part time and distance education programmes) are expected to behave responsibly at all times, to observe and abide by the Code of Conduct and not to engage in any activity which might bring the college into disrepute.

Learners are required to attend regularly and punctually all timetabled activities – classes, practicals, work practice, assessment, field trips etc. and to conform to the directions of the staff member(s) responsible.

Should any learner, during any timetabled activity, be responsible for a breach of good conduct, or fail to obey instruction from a staff member, the staff member may require the learner to withdraw from the particular timetabled activity and bring the matter to the notice of the Course Co-ordinator for appropriate action to be taken. Details of the code are in the following sections.

Learners must:

a) Conduct themselves, both inside and outside the college, in a manner which will maintain the good name of the learner and the college.

b) Act at all times with due regard for their own safety and that of others.

c) Respect the property of the college and of its staff, other learners and visitors.

d) Support staff and other learners in the maintenance of a clean and tidy environment throughout the college.

e) Inform the college office as soon as practicable if for any reason they are unable to attend a class/practical or other scheduled event.

g) Adhere to regulations regarding bio-security measures for the control of animal diseases.

Report at once all accidents to the college office.
2.3 Breaches of the Code of Conduct

The following sets out a non-exhaustive list of examples of behaviour which constitutes a breach of the Code of Conduct and may result in the initiation of disciplinary procedures under this Code:

a) Breach of any of the general principles set out above (including any breach of health and safety or other regulations of the college).
b) Failure to follow the reasonable instructions of a member of staff.
c) Smoking, including vaping, in non-smoking areas and adjacent to doors and windows. Smoking, including vaping, is restricted to designated smoking areas.
d) Unduly noisy or any unruly behaviour or the use of foul or abusive language

e) Conduct which is disruptive of or which may disrupt teaching, work practice or study

f) Causing damage to, defacing, stealing or misappropriating any college property or the property of others. See section 2.4 for further details on damage to property.
g) Dangerous or careless driving including failure to observe speed limits or parking regulations. Vehicles and bicycles must be parked in authorised places and are parked at the owner’s risk.
h) Operating machinery or equipment without permission and supervision.
i) Unauthorised interference with software, IT equipment or data belonging to or used by the college.
j) Theft of property or any other dishonest acts.
k) Use or possession of alcohol or illegal substances within the college or its grounds.

l) Drunkenness or substance abuse (i.e. use of illegal drugs and the misuse of prescribed drugs or substances) on college premises or on any activity associated with the college.
m) Obstruction of any member of staff or learner in the performance of duties, work or other Teagasc activity.
n) Bullying, harassment, sexual harassment, intimidation, taunting, verbal abuse or the use of any violence or threat of violence towards any person.
o) An illegal act which may have an adverse effect on the work of the college or on other learners.
p) Breaching assessment regulations including plagiarism (see Assessment Regulations - Section 8).

q) Acts or omissions by learners while outside college engaged in field trips, work experience, placement or club activities, organised by the college or while representing the college which would breach the Code of Conduct if committed in the college.
r) Activity, including but not limited to the posting of material on social media, which adversely affects, or is likely to adversely affect the reputation of the college, the learners or members of staff or bring the college into disrepute.
s) Furnish during a course of study any false or misleading information calculated to deceive or mislead the college or calculated to deceive or mislead any other person or organisation to which they are accountable while on work practice, assessment, field trips, and placement.

Incitement or encouragement of any other person or persons to do any of the aforementioned things.
2.4 Serious Misconduct

Breaches of the above requirements may, when necessary, be treated by the college as serious misconduct.

Further examples of serious misconduct include the following:

a) Assault or abuse physically or verbally of any other learner or staff member of the college or a serious threat of violence.
b) Behaviour which is racially or sexually offensive or which is offensive to those with learning and/or physical disabilities or impediments.
c) The possession or supply of any illegal drug or the inappropriate supply of prescribed or other drugs to learners or other individuals.
d) Sourcing pornographic material on the internet or dissemination of such material.
e) Endangering the health or safety of self or others.
f) Deliberate breach of college guidelines relating to bio security issues.
g) Any criminal activities affecting the college or other learners.
h) Inappropriate use of camera phones and uploading of inappropriate comments, images of staff or learners etc. online.
i) Reckless or negligent behaviour that results in damage or loss to the college or to any learner or staff member including damage to property.
j) Unwarranted interference or tampering with college safety equipment, firefighting equipment, security systems or alarm systems.
k) Setting of fires.
l) Use of or possession of any offensive weapon.

Personation

Personation of others, within or outside the college, in connection with academic attainments, awards or otherwise will be treated as serious misconduct. Only learners who are registered may be admitted to classes and assessments at the college and or centre.

Damage to Property

Learners are required to make good, to the satisfaction of the college, any damage or loss which they intentionally cause to any property of the college or for any such loss or damage which arises as a result of their being reckless or negligent. Learners are similarly required to make good any damage or loss which they cause to the personal property of any other learner or member of staff.
2.5 Guidelines for Disciplinary Procedures and Breaches of Discipline

Any act or omission, which affects adversely the rights of any staff/learner or which disrupts the orderly and responsible conduct of any college activity, or which violates the Code of Conduct, shall constitute a breach of discipline. Disciplinary action may result in a fine, suspension for a fixed period or permanent expulsion from the course.

It is emphasised that the examples of breaches of the Code of Conduct, outlined above, are non-exhaustive and demonstrative and in no way prevents the appropriate member of staff from considering and adjudicating upon the conduct or action of any learner which is thought to constitute a breach of the Code of Conduct.

Informal Procedure

Cases of minor breaches of discipline may be treated informally by staff or others acting on behalf of the college. However if it is not appropriate to deal with the matter informally or if it fails to resolve the issue, the procedures set out below will be followed.

Formal Procedure

There are a number of stages to the formal procedure and it is usual to progress sequentially through the stages. However, depending on the seriousness of the allegation, the disciplinary procedure may be invoked at any stage.

Before imposing any of the sanctions set out below, an appropriate investigation of the relevant facts will be conducted.

The purpose of an investigation is for the college to establish the facts in relation to any allegations made against (or suspicions existing in relation to) the learner before considering whether or not to impose one of the disciplinary sanctions set out below. The extent of investigation required will depend on the nature of the allegation(s) or suspicions and will vary from case to case.

At every stage in the formal disciplinary procedure, the learner will be furnished with details of the allegation(s)/complaint(s) made against him/her and will be given the opportunity to respond fully to such allegation(s)/complaint(s) before any decision is taken.
Disciplinary Meeting

A decision on who conducts the disciplinary meeting will be made at the time based on the nature of the concern and other relevant factors. The college decides, who on behalf of the college, will conduct disciplinary meetings.

The college will write to the learner setting out the allegation(s)/complaint in relation to him/her, the basis for the allegation(s)/complaint(s) and what the likely range of consequences will be if it is decided, at the conclusion of the disciplinary process, that the allegation(s)/complaint(s) are well founded.

The learner will be given written notice of the date, time and place of the disciplinary meeting. The meeting will be held as soon as reasonably practicable; having regard to the learner's entitlement to assess the allegation(s)/complaint(s) made against him/her and prepare his/her case. The meeting will take place at a time and place at which it is reasonably practicable for the learner to attend and the learner must take all reasonable steps to attend the meeting. A learner may be accompanied by a friend, learner representative, or relative at the meeting.

As soon as practicable, after the meeting, the staff member who conducted the meeting will notify the learner of his/her decision, in writing, together with details of the learner's right of appeal. Where a sanction is given (i.e. Stages 1-3 below) it should state the reason for the sanction, the behaviour which requires improvement (if any) and the consequences of failure to improve (if applicable) or the consequences for repeated breaches of discipline.

Holding suspension

A learner may be suspended pending an investigation or disciplinary process where the college has reason to believe that the learner has committed an act of serious misconduct or has ignored a previous written warning. The learner will be informed of the reason for any such suspension and given an opportunity to respond. Suspension pending a disciplinary interview or other disciplinary process is a holding suspension and is not an indication that a decision has been made that misconduct has occurred. No such decision will be made or sanction applied until after a disciplinary meeting.
2.6 *Implementation of Disciplinary Measures*

**Stage 1: Official Verbal Warning**

Where the minor breach of discipline is considered to warrant formal treatment, the learner may be given an official verbal warning.

An official verbal warning or incidents whereby a learner is dismissed from a class or practical should be recorded on a *Learner Incident Report Form* by a Teagasc member of staff.

*The official verbal warning will lapse after a period of 6 months.*

**Stage 2: Formal Written Warning**

Where the conduct complained of is of a more serious nature or where a further breach of discipline has occurred after an official verbal warning, the learner may be given a formal written warning.

*The formal written warning will lapse after a period of 9 months.*

**Stage 3: Serious Misconduct**

Where the conduct complained of is of a serious nature or where a further breach of discipline has occurred after a formal written warning:

- a fine may be applied (normally where there is loss or damage to property) or
- a learner may be suspended for a fixed period or expelled from the college.

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**Right of Appeal**

A learner will have the right of appeal to the college against formal disciplinary sanction.

This right of appeal must be exercised in writing to Teagasc Head of Education setting out the grounds of appeal within 5 working days of the date of receipt of notification of the sanction.

Having considered the appeal, the Appeal Panel may confirm the original sanction, revoke the original sanction or substitute one sanction for another.

**Criminal Offences**

Where any member of staff has reason to believe that a learner may have committed a criminal offence, the college may refer the matter to the Gardaí.
2.7 Time and Attendance

Learners must attend classes/practicals (and other events at which they are scheduled to attend) regularly and punctually. This is a requirement for all learners at Teagasc colleges. Attendance records are an essential management resource to support:

- Duty of care to minors
- Health and Safety management
- Student mentoring (attendance patterns)
- Student Maintenance Grant payments

**Clonakilty Agricultural College reserves the right to refuse practical assessments to students who have not achieved at least 80% attendance.**

*The college has a duty of care to the all students and staff; this is also to maintain the health and welfare of the livestock on the farm and the protection of the college assets.*

Notification of Absence/Illness

Notify the college/administrative office of illness.

**Learners absent for more than 3 days due to illness, are required to present a doctors certificate to the college office on their return.**

If a learner is absent from class/practical for more than 5 days without a doctor’s sick certificate or other force majeure they will be required to account for their absence with college management.

**Where a learner is absent in excess of 10 days without a doctor’s certificate or force majeure circumstances it will be assumed that the learner has withdrawn from the programme.**

Time and Attendance Recording

Minors (under 18 years of age): The college reserves the right to contact parents/guardians where minors do not attend classes or practical instruction, or give cause for concern in other respects.

For full-time courses, time and attendance is recorded using biometric readers. Attendance data is considered necessary for the purposes of monitoring learner’s time and attendance and is also required by Teagasc to facilitate duty of care to minors, health and safety management and learner mentoring. Teagasc requires accurate records of learner attendance for the purposes of confirming learners’ attendance for maintenance grant payments. Personal data collected through the reader system will not be processed for any other purposes nor will it be transferred to any third parties, unless necessary for lawful reasons under data protection legislation or in circumstances where Teagasc is compelled to do so by law.
The information collected through the use of the biometric readers is your personal data and will be processed in accordance with the Data Protection Act 2018 and Regulation (EU) 2016/679. Teagasc is the data controller in relation to this personal data.

In order to protect your personal data the biometric reader system does not record your full fingerprint. Instead, a biometric reader is used to measure the depth of a number of ridge points from your finger. This information is converted to a data string, which is then encrypted. The image of the fingertip is not stored other than in the form of an encrypted data string. This data string cannot be reversed to be used as a fingerprint for any other purposes.

This data is then stored for subsequent authentication both on the biometric reader and the Time Management System database.

Your personal data is retained as outlined in the Teagasc data retention policy. Biometric data is cleared from the system every August following completion of the Level 6 programme or earlier if the student doesn’t progress. Your personal data will not be retained for a longer period of time unless necessary for lawful reasons under data protection legislation or in circumstances where Teagasc is compelled to do so by law.

For further information, please contact the Teagasc Data Protection Officer at Data Protection Officer, Teagasc, Oak Park, Carlow, R93 XE 12, or by email to dpo@teagasc.ie.
3.0  Child Safeguarding, Student Welfare and Equality Guidelines

3.1  Teagasc Child Safeguarding Statement

Teagasc is committed to the safeguarding of all children (persons <18 years of age) participating in Teagasc education and training programmes. Teagasc’s Child Safeguarding Statement is prepared in accordance with the Children First Act 2015 and the Children First: National Guidance together with the other legal provisions. It sets out the principles and procedures to be observed to ensure, as far as possible, that a child availing of Teagasc’s services is safe from harm. Some of the aims of the Teagasc Child Safeguarding Statement include (but are not limited to) the following:

- To create a safe environment for children in their interactions with Teagasc and minimise the possibility of harm, either deliberate or accidental.
- To encourage safe practices for those who work with children.
- To set out appropriate responses and procedures to adverse events or disclosures.

Teagasc has assigned staff to act as Designated Liaison Person (DLP) and Deputy Designated Liaison Person (Deputy DLP) in keeping with best practice in child safeguarding. The DLP and Deputy DLP are the contact persons for any children protection concerns within Teagasc. At national level the Designated Liaison Person (DLP) is Mary O’Shaughnessy, Teagasc, Grange, Dunsany, Co. Meath. 076-1113202/mary.oshaughnessy@teagasc.ie. The Deputy Designated Liaison Person (Deputy DLP) is Karen O’Connell, Teagasc, Clonakilty College, Cork. 023-8832500/karen.oconnell@teagasc.ie.

Each college also has designated liaison staff. For Clonakilty College the designated liaison persons are:

- Karen O’Connell (Designated Liaison Person)
- Michéal White (Deputy Designated Liaison Person)

The Teagasc Child Safeguarding Statement is accessible on the Teagasc web site.
3.2 **Bullying/Intimidation and Sexual Harassment**

**Dignity and Respect**

Teagasc is committed to the promotion of an environment for work and study which upholds the dignity and respect of the individual and which supports every individual's right to study and/or work in an environment, which is free of any form of harassment, intimidation or bullying. This policy applies to the behaviour of learners and staff of the college and others on business or engaged in activities relating to the college or providing services to the college.

**Bullying/Intimidation**

All learners and staff are entitled to be treated with respect and their learning/work environment must be such that learners and staff are free to perform their studies/duties in a climate free from intimidation/bullying from other learners, staff members, or others. Intimidation/bullying are repeated aggression, verbal, psychological or physical, conducted by an individual or a group against others. Bullying should be reported to Karen O’Connell, the designated liaison person or to someone of trust on the staff.

**Sexual Harassment**

The college environment is such that all learners and staff are free to perform their studies/duties without sexual harassment from other learners, staff members, or others. Sexual harassment includes any single serious incident which the recipient finds offensive or repeated and/or unwanted verbal or physical advances which are offensive or objectionable to the recipient or which cause discomfort or humiliation or which interfere with the recipient’s study/job performance. Sexual harassment should be reported to Karen O’Connell, the designated liaison person or to someone of trust.

**Code of Conduct**

The prevention of bullying and sexual harassment is an integral part of the Code of Conduct. The college will seek to;

a) Promote an ethos which encourages learners and staff to disclose and discuss incidents of bullying behaviour and sexual harassment.

b) Raise awareness of bullying as a form of unacceptable conduct with college management, staff, learners, parents/guardians.

c) Implement procedures for noting and reporting incidents of bullying behaviour and sexual harassment.

d) Implement procedures for investigating and dealing with incidents of bullying behaviour and sexual harassment.

e) Offer a programme of support for those affected by bullying behaviour and sexual harassment and for those involved in bullying behaviour and sexual harassment.

Review the effectiveness of the college measures on anti-bullying behaviour.
3.3 Learner Welfare

Learner welfare involves management, administration, catering, teachers, technicians and house staff, learner clubs and societies. All of these support the total wellbeing of the learner and help build up a sense of community.

Student Assistance Programme (SAP)

This is a counselling and information service, provided by Vhi Corporate Solutions. The service is a stand-alone and separate service from Vhi Healthcare and does not require Vhi membership. All full time students and their family members are eligible to access the SAP service.

Through the SAP service, free professional counselling and information services will be available to you and your family. You will be able to talk to a counsellor on the phone 24 hours a day, for the duration of your course. You can also see a counsellor locally for face to face counselling. The service is totally confidential and can help you or your family with problems you may experience in your own life.

Mental Health

If something is bothering you, no matter how big or small, you should raise it sooner rather than later with a college staff member or contact the Student Assistance Programme (SAP).

Additional information on mental health issues and events may be posted on college social media/notice boards from time to time.

Illegal Substance Use

If you have anxieties about someone using illegal substances or have personal concerns, talk to a staff member in confidence. It is important to know that substance use is prohibited and illegal.

Alcohol and smoking

It is important to be aware of the way in which alcohol affects your behaviour. Smoking is prohibited throughout college buildings. Designated smoking areas are provided. It is essential that there is no smoking anywhere in the vicinity of the main kitchen area. This is to comply with food hygiene regulations.
Personal Safety

a) When travelling to your accommodation or sports club use well lit walkways – avoid dark or isolated areas.
b) Walk facing traffic so vehicles cannot approach you from behind without you being aware of their presence. Wear high visibility clothing.
c) Avoid situations that will necessitate you travelling alone at night. There is safety in numbers. Plan your journey with safety in mind.
d) Do not leave valuables or personal documents in your car.

3.4  Learner Equality

Teagasc is committed to providing equal access to all learners. If any learner feels that they have not been treated equitably they have the right to lodge a complaint without fear of victimisation with the College Principal or the Teagasc Head of Education.

3.5  Learner Support

Clonakilty Agricultural College has an Access Officer, Mary O’Driscoll Murphy, who can assess the learning support requirements of learners with recognised special needs or disabilities. Where appropriate and feasible Teagasc will provide reasonable accommodation to these learners at assessment.
4.0 Health and Safety

4.1 Introduction

Health, safety and welfare at work affect everyone. Brief lapses of care and attention can cause injuries, damage health and damage property which takes their toll both in human and monetary terms.

The main piece of legislation dealing with health and safety is the Safety, Health and Welfare at Work Act 2005. Under this Act, Teagasc has a duty to provide learners with safe entry/exit within buildings and around buildings and farms, safe equipment, adequate safety information, instruction, training and supervision and adequate welfare arrangements.

You should bear in mind that each learner also has a duty under the Safety, Health and Welfare at Work Act to assist Teagasc in maintaining a safe place to pursue your course and a specific legal duty not to interfere with anything which may compromise safety management at the college.

A Safety Management System operates at the Teagasc colleges. Relevant elements of the Safety Management System will be communicated to learners as part of your induction and at ongoing course activities.

Additional health and safety information is available on request from the Course Co-ordinator. Your course may contain instruction and practice elements pertaining to machinery, field trips, animals, laboratories, computing and information technology. Tutors will provide you with information, instruction and training which will allow for a safe system of work within these areas.

Colleges will require you to wear high visibility clothing in designated areas of the college.

Any act which may compromise safety management will be treated as a serious offence by Teagasc and may be subject to disciplinary action.

4.2 Fire Safety and Emergency Procedures

Buildings are sign-posted indicating the direction to the nearest exit point and exits are individually sign-posted.

Please note the following when the alarm sounds:

(a) Walk (don’t run) to the nearest exit point.

(b) Do NOT delay to pick up personal belongings.

(c) Close all doors behind you (where appropriate).

(d) On arriving at the designated assembly point(s) please obey the requests of staff and keep areas adjacent to buildings clear.

(e) Do NOT re-enter the building until authorisation has been given.
Any Person discovering a fire shall:

1. Activate the nearest Fire Alarm Break Glass Unit Immediately
2. Extinguish the fire if it is safe to do so (No more than 1 extinguisher to be operated – if fire has not been extinguished evacuate immediately)
3. Provide details to fire wardens / security staff of exact location and extent of the fire

*Alarm*

A continuous ringing of the alarm is the signal to evacuate the building. All students must evacuate without delay. No person may enter the building to rescue belongings or equipment if the alarm has been given. Go to the designated assembly point and record your name on the roll call. Once the alarm is ringing, the relevant Fire Marshal will ascertain the need to alert the fire brigade.

*Assembly Points*

The Fire Assembly Point is in the car parks at the designated sign – see below.
Evacuation Routes

Buildings can be exited by a number of routes throughout the building and these routes are clearly marked throughout the building. These will be made know to you at induction.

Emergency Exits

NEVER block or leave anything (bags or equipment) to obstruct emergency exits or normal entry/exits to any building. THIS INCLUDES VEHICLES.

Emergency Lighting

Emergency Lighting will be activated in the event of a power cut.

Break Glass Units

Break glass Fire Call Point units are strategically located near exit routes. Breaking the glass sounds the alarm and alerts all occupants. The ‘glass’ will break readily using elbow, fist or any small implement.

Fire Drills

A fire drill will be conducted at least once during the academic year to test the measures in place facilitate a safe evacuation of the building in a reasonable time-frame.

Fire fighting equipment

Different colours of labels are used to identify the different types of fire extinguisher

<table>
<thead>
<tr>
<th>Colour of Label</th>
<th>Type</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED Label</td>
<td>Water</td>
<td>Do not use on electrical fire</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Do not use on flammable liquids</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Suitable for wood, paper textiles</td>
</tr>
<tr>
<td>BLUE Label</td>
<td>Dry Powder</td>
<td>Suitable for electrical fires, flammable liquids, wood, paper, textiles</td>
</tr>
<tr>
<td>BUFF / CREAM Label</td>
<td>Foam</td>
<td>Do not use on Electrical fires</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Suitable on flammable liquids, wood, paper and textiles</td>
</tr>
<tr>
<td>BLACK Label</td>
<td>Carbon Dioxide</td>
<td>Suitable for electrical fires, flammable liquids, wood, paper, textiles</td>
</tr>
</tbody>
</table>
4.3 **First Aid**

All accidents and injuries, while attending timetabled activities, must be reported to a member of staff so that injuries can be assessed, medical attention arranged and to ensure that accidents are prevented in the future.

The trained first aiders are: Mary O’Driscoll Murphy, Fergal Coughlan, Micheal White, Tom Scannell, Kieran Keohane, Patricia O’Regan, AnneMarie Sutton, Colette Collins O’Sullivan.

**Emergency Numbers**

Local emergency numbers are given at the back of this book

4.4 **Medical Services**

Learners requiring a doctor or pharmacist, while attending timetabled activities, should contact a member of staff. Costs for these services are the responsibility of the learner.

Local doctors are:

After hours service is provided by SOUTH DOC, Tel.1850 335 999

Learners on specific long-term medication or with a detailed medical history should inform the Course Co-ordinator and be assured that this will be treated in the strictest of confidence. Courses may include handling livestock, soil, machinery and farm equipment, and other materials. If you have concerns, it is recommended that you consult with your medical practitioner in regard to any health risks that might arise and precautions you should take (e.g. tetanus risk).

4.5 **Use of Vehicles**

Teagasc accepts no liability in the event of accidents or damage to personal vehicles used by learners in connection with their studies for reasons of personal convenience. Learner’s cars must be parked in the designated parking areas.

The college is committed to an environment which ensures the health and safety of all staff, learners and visitors. To achieve this objective, certain rules apply to the use of vehicles at the college. We require the full co-operation of our employees, learners, contractors and visitors with these rules.

Please take a few minutes to become familiar with these rules and observe them at all times for your health and safety.

- There is a general speed limit of **30** Kph throughout all college grounds.
- Learners are required to register details of vehicles used in the college office.
- Learners keeping vehicles at the college are required to park in the designated learner car park.
• Do not park on double yellow lines
• Unauthorised vehicles are not allowed to enter restricted areas e.g. the college farm yard, or the farmyards of farms being visited.
• Only vehicles displaying authentic permits can park in designated disabled parking areas.

The college reserves the right to prohibit the keeping of a vehicle at the college where individuals fail to co-operate with these regulations.

4.6 Excursions/Field Trips

College staff will arrange for the provision of adequate transport for excursions/field trips in connection with the course. For reasons of personal safety and bio-security, learners are not allowed use personal vehicles for such trips, unless specifically approved and in such instances learner cars must be parked in the designated parking areas. Teagasc accepts no liability in the event of accidents, personal injury or damage to personal vehicles used by learners in connection with their studies for reasons of personal convenience.

4.7 Bio-security

Bio-security refers to measures taken to prevent the introduction of infections which can affect livestock or humans. For learner safety, and bio-security on your home farm, around agricultural college farms and that of visited farms, the following precautions should be taken:

• You must provide a clean set of Wellingtons, solely for the use on farm visits/college farm activities.
• You must disinfect these Wellingtons at the entrance and when leaving visiting farms.
• You must wear and/or use personal protective equipment provided while on farm visits.
• You must follow instructions and visiting protocols.
• You must follow any bio security regulations in place at the college. In the event of a notifiable animal or plant disease occurring at the college or in the area, or on your home farm, or in your home area, you may be requested to comply with more detailed bio security procedures.
4.8 Use of Computers/Printers

The college aims to promote an environment which is supportive of and conducive to the training and the personal development of all learners and staff. Computer facilities which are efficient and reliable play a very important role in this development. All learners enrolled will be allocated an individual password for computer access.

General Computer Usage

Teagasc are finalising an Acceptable Usage Policy which states the practices a user must agree to access the network, resources, services and the Internet. The learner specific items given here are only part of the overall policy to be published on the Teagasc website.

a) Users must log on to the computer network system using their own user name and password.

b) This password must be confidential to each user and must not be made known to other learners.

c) Learners must not interfere with the system settings on the computer.

d) Accessing another learner’s computer account is strictly forbidden.

e) When a user is finished he/she must log out of the computer.

f) Should a user have problems logging on, or with their password they should contact a member of staff.

g) The computer rooms are to be kept tidy at all times.

h) There is no food or drink allowed in the computer rooms.

i) Wilful damage to facilities in the computer room will be treated as misconduct.

j) Learners carrying out projects will have preferential access to computers.

k) If a computer user encounters a problem with a computer, this should be reported to a member of staff.

Use of the Internet, mobile phones and e-mail

Accessing, downloading or sending indecent, obscene, pornographic, sexist, defamatory, racist or other inappropriate material and the circulation of these materials are a potential criminal offence, and will be treated in a very serious manner. Passing information through email and the internet greatly increases the risk of computer viruses, and users should be aware of this when they receive suspicious emails especially. Internet use will be monitored on a regular basis by college staff. Learners who do not comply with the regulations will be subject to disciplinary procedures.

Printing

Learners on full time, part time and distance education courses will have a print top-up payment system available to print projects and assignments. Once credit is used, further credit must be purchased through the college office/administration. Learners on other courses will have to purchase credit for printing.
5.0 Teagasc Student Maintenance Grant Scheme

The Teagasc Student Maintenance Grant Scheme is the means testing of maintenance grants for students attending full time Level 5 and Level 6 courses at Teagasc and Private Agricultural Colleges. Teagasc maintenance grants are paid through Teagasc and the grant scheme is managed by Teagasc. The scheme is implemented along the lines of the national Student Grant Scheme but varies in respect of items added back to determine overall reckonable income.

The Student Maintenance Grant is a contribution towards the living costs of students. Students will not be paid for non-attendance unless specifically allowed. See section 2.7 on time and attendance.

All scheme information including application form and guidance notes are available at www.teagasc.ie/education/going-to-college/grants/.

6.0 Teagasc education and training promotion

Teagasc use various means to promote education and training. The list below, not exhaustive, includes:

- Educational videos
- Event promotional material
- Conference presentation
- Testimonial videos
- Teagasc Course Prospectus

A consent form is required for learners to participate in such promotional materials. This consent allows for the use of the learners image, and sound of the learners voice as recorded on audio or video devices, without payment or any other consideration, for Teagasc educational, training or promotional purposes. The image and/or voice recording may be edited, copied, exhibited, published or distributed and this personal data may be used in diverse educational/promotional settings and mediums within an unrestricted geographic area.

The learner will be asked to complete a consent form as part of their online application.
7.0 **Data Protection Statement**

Teagasc (or private college) will comply with all its obligations under the Data Protection Act 2018 and Regulation (EU) 2016/679. Teagasc is the data controller in relation to any personal data which you provide to us.

Teagasc will process your personal data for purposes which are necessary to comply with the Learner Handbook. We may, on occasion, share your personal data with third parties such as host farms or units, education contractors employed by the college, Central Statistics Office, QQI and college service providers (e.g. catering companies, security companies).

Teagasc applies different retention periods for different categories of your personal data. The personal data supplied by you will be retained according to Teagasc Data Retention polices. Your personal data will only be processed for purposes other than compliance with the Learner Handbook where such processing is necessary for lawful reasons under data protection legislation or in circumstances where Teagasc is compelled to do so by law.

Teagasc has taken the appropriate technical and organisational security measures to protect your personal data from loss, abuse and unauthorised access. For more information on how Teagasc may process your personal data, please contact the Teagasc Data Protection Officer at: [dpo@teagasc.ie](mailto:dpo@teagasc.ie)
8.0 **Assessment Regulations for Teagasc - Programmes Leading to QQI Awards**

It is your duty to familiarise yourself with the regulations relating to written examinations, assignments and practical assessments and the consequence of infringing these regulations.

8.1 **Assessment and Practice**

Teagasc adhere to QQI guidelines in regard to fairness and consistent assessment practice. Assessment Policy and Practice within Teagasc Courses was developed with reference to international theory and best practice.

8.2 **Written Examinations**

a) You must sit at your assigned desk during all written examinations unless otherwise directed. An attendance record will be taken according to the seating plan, therefore if you are not sitting at your assigned desk there is a risk that you may be marked absent and your paper may be in danger of not being accepted. You must remain in your assigned desk for the duration of the examination.

b) Any writing on your assigned desk must be brought to the attention of the superintendent before the exam commences otherwise you may be held accountable and disciplined accordingly.

c) You must carefully note the date, time and location for all written examinations.

d) You are required to be in attendance at the examination hall prior to the commencement of the examination. If you are late you will be in danger of not being admitted into the examination hall.

e) You will not be admitted into the examination hall once a learner has surrendered their examination script and left the examination hall.

f) You will not be allowed to leave the examination hall and re-enter it during the time of the examination.

g) If you leave the examination hall before the end of the examination you must surrender examination papers, answer books and all other stationery supplied to the superintendent.

h) It is the candidate’s responsibility to ensure his/her name has been entered onto the examination script, answer book and any additional stationery used during the examination.

i) You must not bring any books, paper or notes into the examination hall or have any of these within reach, under your control or in your possession.

j) You must not, use or attempt to use a mobile phone, while in the examination hall.

k) You must not while in the examination hall, aid or attempt to obtain aid from another candidate.

l) You must not, while in the examination hall, communicate with or attempt to communicate with another candidate.

m) You must not write in the answer book anything that is not directly connected with the subject matter of the questions to be answered.

n) You must not damage the examination hall or its furniture.

o) At the conclusion of the examination, you should immediately stop writing and remain in your seat until the superintendent has collected the scripts.

p) At the end of the examination, you should hand all stationery including examination papers and answer books to the superintendent.

q) You must obey the directions of the superintendent in all matters relating to the examination.

r) You may be expelled from the examination hall if your behaviour, in the opinion of the superintendent, is such as to jeopardise the successful conduct of the examination.

s) Expulsion from the examination hall may result in more serious disciplinary action.

t) Each learner may be asked to sign that they have read and understand the Teagasc Assessment Policy and Practice before undertaking written examinations.
8.3 **Practical Examinations**

The regulations applying to the written examination will be adopted as appropriate for the conduct of practical assessments. Where learners have not attended instruction in practical skills, the college reserve the right not to allow the learner to attempt the practical examination due to health and safety considerations. In addition you must:

a) Wear personal protective equipment appropriate for the practical examinations in question.
b) Use safe procedures and practices at all times.
c) Ensure that you do not compromise your safety, the safety of the assessor, the safety of the public, the safety of the environment and/or the safety/welfare of the animal (if applicable).
d) Inform the assessor of any factors which may influence the learners’ ability to sit a practical assessment.

8.4 **Written Coursework (Assignments/Projects)**

You must observe deadlines for submission of written coursework for assessment.

If the assignment is submitted late it will be treated as a repeat assessment thereby capping the associated module grade at a pass.

a) You must sign a declaration that all coursework (assignments, projects, records, collection of work, portfolios etc) submitted for assessment is your own original work. Downloaded and submitting material directly from the internet is not your own work and may be regarded as plagiarism.
b) Where group projects/assignments are to be undertaken, all candidates must indicate which part of the work is their own and submit supporting evidence of each individual’s contribution to the group projects/assignment.
c) You must not interfere with the work of other learners.
8.5 **Penalties for Breaches of Assessment Regulations**

It is an offence, under the Assessment Regulations for Teagasc, to procure, or to attempt to procure a breach of the regulations, whether on your own behalf or on behalf of any other person.

A **breach of assessment regulations** shall be deemed to have occurred when there has been an actual or attempted form of:

a) Cheating
b) Copying
c) Plagiarism
d) Misrepresentation
e) Bribery
f) Falsification
g) Personating or other such form of deception. Personation will be treated as serious misconduct.
h) Breaching examination paper security
i) Aiding another candidate
j) Untrue claim to have carried out assignments, work based learning, projects etc.
k) Untrue claim to the acquisition of results is committed by a learner, whether acting alone or in concert with any other person or persons.

The **penalties to be imposed for breach of assessment regulations** may constitute any or all of the following:

a) No credit in the assessment or part of the assessment.
b) No credit for a module.
c) No credit for all of the modules associated with a particular programme.
d) Ineligible for an award.
e) Suspension of the candidate, from all course activities, for a fixed period of time.
f) A recommendation to the head of college for the formal expulsion from a college.

**You will be notified in writing if a suspected breach of assessment regulations is being investigated.**
8.6 **Assessment Appeals**

There is a system of appeal for learners unhappy with their assessment results. All written assessment scripts, assignments, projects and skills assessment record sheets are retained by your tutors for verification by the External Verifier.

*Procedure*

If you are unhappy about an assessment result you should firstly contact your tutor, who will explain to you how the assessment was marked. If you are still unhappy about the result you then have the option of lodging a formal assessment appeal. There is an application form on which the appeal must be made. A fee of €20 is charged for an appeal. This fee is refundable if the appeal is upheld. Appeals can only be considered where a valid reason for the appeal is given. Valid reasons include:

a) Perceived inequity in the marking of scripts or practical assessments
b) Perceived errors in the Record of Education and Training

The Application Form for an Assessment Appeal can be provided by your Course Co-ordinator.

Any unresolved disputes between learners and assessors are referred to the External Verifier.

8.7 **Results**

Results of assessments will be available to view on Quercus using your user name and password. However it is important to note that all results are provisional until verified by an appointed External Verifier.
9.0  **QQI Certification**

QQI stands for Quality and Qualifications Ireland. QQI awards framework allows for progression through the education system. Your qualification will be awarded by QQI and will be part of the awards framework below.

**National Framework of Qualifications**

The QQI Learner Charter can be read and downloaded from the QQI website at [www.qqi.ie](http://www.qqi.ie)

9.1  **Access, Transfer, Progression and Higher Education Link Scheme**

Teagasc is committed to the promotion of access, transfer and progression to facilitate enhancement of opportunities for learners to gain access and to education leading to major awards and to progress within it. Normal progression is from one level to the next on the QQI framework.

The Higher Education Links Scheme provides for holders of QQI Level 5 Certificates and Level 6 Advanced Certificates to apply for reserved places on a variety of higher education programmes. Applicants must have achieved a QQI Major Award. Higher Education Institutions operating the scheme may have other requirements for access to programmes. It is essential that learners intending to apply should check with the Central Applications Office ([www.cao.ie](http://www.cao.ie)) and with the Applications Office of the individual Institution. Further information on the Higher Education Links Scheme is available at [www.qqi.ie](http://www.qqi.ie)

**Other Progression Links**

For information on progression and links to other courses and institutions, contact your Course Co-ordinator and check with the relevant institution itself.
10.0 **Services for Learners**

10.1 **Lockers**
Lockers for use when changing into farm work clothing can be accessed from the corridor in the main building. When suited up the external door should be used going to and returning from practicals. The bootwash on the yard must be used to remove dirt and animal faeces before leaving the yard and returning to the changing area.

10.2 **Lost and found**
Found items should be handed in to the college receptions

10.3 **Notice boards**
The college uses notice boards to alert students on full-time courses of timetables, etc. Social media apps are also used on an opt-in basis to share information on course schedule.

10.4 **Parking**
Student parking is available in designated areas shown to you by the course director at induction.

10.5 **Post**
If post has been directed to the college it can be collected at the college’s reception.

10.6 **College office**
The college reception opening hours are 9am – 1pm and 2pm to 5:15pm.

10.7 **Catering and special diets**
There is a dining service where customers pay at the till. If you have specific dining requirements you can discuss them with college management.
10.9 **Security / CCTV**

Teagasc operates Closed Circuit Television (CCTV) on its Clonakilty property. Learners may be recorded on CCTV in accordance with the Teagasc CCTV policy [insert link or state where the policy can be accessed] and Teagasc’s legal obligations under the Data Protection Act 2018 and the General Data Protection Regulation (2016/679).

*Locations of cameras with the college and purpose:*

For further information relating to Teagasc’s CCTV recording activities contact the Teagasc’s Data Protection Officer at: Data Protection Officer, Teagasc, Oak Park, Carlow, R93 XE 12, or by email to dpo@teagasc.ie
11.0  **Emergency Contact Numbers**

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff contact</td>
<td>Karen O’Connell 023 8832518</td>
</tr>
<tr>
<td>Local Garda Station</td>
<td>023 88 21570</td>
</tr>
<tr>
<td>Local General Practitioner</td>
<td>023 88 33386</td>
</tr>
<tr>
<td>Out of hours Doctor</td>
<td>1850 335 999</td>
</tr>
<tr>
<td>Fire Brigade</td>
<td>023 88 33346 or 999</td>
</tr>
<tr>
<td>Child Protection Designated Lead Person(s)</td>
<td>Keith Kennedy 023 8832511</td>
</tr>
<tr>
<td>College Access/Disability Officer</td>
<td>Mary O’Driscoll Murphy 023 8832510</td>
</tr>
</tbody>
</table>

12.0  **Other Relevant Policies**

The Learner Handbook does not exhaustively detail all Teagasc policies of potential relevance to learners.

Other policies may be accessed through the Teagasc website (approximate date of publication September 2019).
13.0 Learner Handbook Learner Agreement

DETACH AND RETURN TO YOUR COURSE CO-ORDINATOR (manual applicants only)

Name of Course __________________________________________________________

Course Co-ordinator ______________________________________________________

I have received the learner handbook.

I have read and understood the learner handbook.

Signed: _________________________________________________________________

Print Name: _____________________________________________________________

Date: ________________________________________________________________