



Learner Handbook

**Teagasc Naas
Friary Road, Naas, Co Kildare**

SEPTEMBER 2021

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WELCOME

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.

Your success and enjoyment will be determined by a number of factors, most of which are under your control.

- How hard you work
- Attendance at classes and practicals
- Completion of projects and assignments
- Willingness to take part in discussions and ask questions
- Ability to seek help when you need it

While I can guarantee you our fullest support, ultimately, as an adult you must take responsibility for your own studies. You should aim to receive your certificate with merit or distinction.

Finally, I would like to wish you well with your studies and I hope that you gain the awards

Yours faithfully

Ciara Hickey

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/centre.

Some of the issues addressed in this Handbook are dealt with very briefly. Learners are advised to consult the definitive versions of policies and regulations which are available from the Course Director e.g. Safety Statement, Code of Behaviour, Statement on Bullying, Intimidation and Sexual Harassment, Child Protection Policy, College Computer and IT policy, and other relevant college policies etc.

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 achieves this goal by creating a dynamic, learner-centred environment that promotes individual potential. Teagasc is motivated and supported by the deep commitment of all staff to facilitate learners to work to the full extent of their capabilities.

Teagasc staff are empowered to create and facilitate a learning environment that supports and stimulates learners and enables them to realise their full potential. Belief and confidence in each learner's potential is at the heart of Teagasc's relationship with its learners and is central to everything that Teagasc does for learners.

Teagasc is committed to providing learners with:

- Accessible, quality education at a time, place and pace that mutually suits Teagasc staff and the learners situation and aspirations
- A learning environment and resources that supports and stimulates learners and enables them to realise their full potential
- An environment that promotes continuous improvement
- Courses of the highest quality
- Accurate information about all programmes and expectations
- Assessment of learning that is fair, valid and timely
- The opportunity to evaluate teaching and programmes 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 policies stated in the Learner Handbook and Individual Course Memoranda.

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 Behaviour for Students

Code of Behaviour

Each Teagasc college/centre has a Code of Behaviour. This is available from the Course Director. Staff and learners are expected to behave responsibly at all times, to observe and abide by the Code of Behaviour and not to engage in any activity which might bring the college/centre 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, such a staff member may require the learner to withdraw from the particular timetabled activity and bring the matter to the notice of the Course Director for appropriate action to be taken. Details of the code are in the following sections.

2.1 Purpose of the Code

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

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

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

2.2 Obligations of Students

Students must:

- 2.2.1 Conduct themselves, both inside and outside the centre, in a manner which will maintain the good name of the student and the centre.
- 2.2.2 Act at all times with due regard for their own safety and that of others;
- 2.2.3 Respect the property of the centre and of its staff, other students and visitors;
- 2.2.4 Support staff and other students in the maintenance of a clean and tidy environment throughout the centre.
- 2.2.5 Attend classes/practicals (and other events at which they are scheduled to attend) regularly and punctually.
- 2.2.6 Inform the course director centre office as soon as practicable if for any reason they are unable to attend a class/practical or other scheduled event.

- 2.2.7 Adhere to regulations regarding bio-security measures for the control of animal diseases.
- 2.2.8 Report at once to the course director/ administration office all cases of illness or accidents. When applicable, students absent due to illness must present a doctors certificate to the course director/ administration office on their return.

2.3 Misconduct

The following are examples of misconduct which may result in disciplinary action being taken against students:

- 2.3.1 Breach of any of the students' obligations set out above (including any breach of health and safety or other regulations of the centre.
- 2.3.2 Failure to follow the reasonable instructions of a member of staff;
- 2.3.3 Smoking in non-smoking areas that is indoors & adjacent to doors and windows;
- 2.3.4 Unduly noisy or any unruly behaviour or the use of foul or abusive language;
- 2.3.5 Disrupting class or any other college/centre activity.
- 2.3.6 Deliberately or by gross negligence causing damage to any centre buildings, equipment, books or furnishings or the property of others.
- 2.3.7 Dangerous or careless driving including failure to observe speed limits or parking regulations.
- 2.3.8 Operating machinery or equipment without permission and supervision.
- 2.3.9 Unauthorised interference with software or data belonging to or used by the centre.
- 2.3.10 Theft of property or any other dishonest acts.
- 2.3.11 Possession of alcoholic drinks within the centre or its grounds.
- 2.3.12 Drunkenness on centre premises or on any activity associated with the college/centre.
- 2.3.13 The use or possession or supply of any illegal drug;
- 2.3.14 Bullying, intimidation, taunting, verbal abuse or the use of any violence or threat of violence towards any person;
- 2.3.15 Behaviour which is racially or sexually offensive or which is offensive to those with learning and/or physical disabilities or impediments;
- 2.3.16 An illegal act which may have an adverse effect on the work of the centre or on other students;

2.3.17 Sourcing pornographic material on the internet;

2.3.18 Any behaviour which could bring the centre into disrepute.

2.4 Gross Misconduct

Serious case of misconduct may be treated by the centre as gross misconduct. Gross misconduct includes among other things violence or a serious threat of violence, deliberate damage to property, endangering the health or safety of others, deliberate breach of college/centre guidelines relating to bio security issues or any criminal activities affecting the college/centre or other students.

In-appropriate use of camera phones and uploading of in-appropriate comments, images of staff or students etc online is also considered to be gross misconduct.

Interfering with smoke alarms or fire fitting equipment is regarded as gross misconduct.

2.5 Damage to Property

Learners are required to make good, to the satisfaction of the centre, any damage or loss which they intentionally cause to any property of the centre 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.

Reckless or negligent behaviour may result in a fine, suspension for a fixed period or permanent expulsion from the course.

2.6 Guidelines for Disciplinary Procedures

2.6.1 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/centre activity, or which violates any Code of Behaviour, shall constitute a breach of discipline. Disciplinary action may result in a fine, suspension for a fixed period or permanent expulsion from the course.

In particular, and without prejudice to the generality of the foregoing, the following are examples of offences:

- Breaching assessment regulations (see Assessment Regulations)
- Plagiarism on assessments, assignments, projects etc.
- Conduct which is disruptive of or which may disrupt teaching, work practice or study
- Abuse of alcohol or other substances on the centre premises
- Obstruction or harassment of any member of staff or learner in the performance of duties, work or other Teagasc activity
- Damaging, defacing, stealing or misappropriating any property of the centre
- Tampering with safety equipment
- Bullying or sexual harassment of any learner or member of the staff
- Smoking in non-designated areas
- Acts or omissions by learners while outside centre engaged in field trips, work experience, placement or club activities, organised by the centre or while representing the centre which would breach the Code of Behaviour if committed in the centre
- Activity which adversely affects, or is likely to adversely affect the reputation of the centre, the learners or members of staff
- Incitement or encouragement of any other person or persons to do any of the aforementioned things.

It is emphasised that the examples of offences, given in the proceeding paragraphs, are 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 discipline.

Official Verbal Warning

Cases of petty misconduct may be treated informally by staff or others acting on behalf of the centre.

Where the misconduct is repeated or is considered to warrant more formal treatment, staff may give an official verbal warning to the student concerned. An official verbal warning or incidents whereby a student is dismissed from a class or practical should be recorded on a Student Incident Report Form and returned to the Course Director/ administration office.

Formal Written Warning

Where the conduct complained of is of a more serious nature or where conduct has been repeated after official verbal warnings, the student will be invited to attend a disciplinary interview. A student will be entitled to state his or her case before any decision is taken. After hearing the student's case the college/ centre may decide to issue a formal written warning or an official verbal warning or may decide that no disciplinary sanction would be appropriate. Measures, including fines for damage to property may be implemented.

Any formal written warning will be issued within 7 working days of the interview. It will give reasons for the decision and will state that any repeated or similar misconduct by the student may result in further disciplinary action by the college/centre.

3.0 Policy Documents

3.1 Policy on Bullying/Intimidation and Sexual Harassment

Bullying/Intimidation

All students and staff are entitled to be treated with respect and their learning/work environment must be such that students and staff are free to perform their studies/duties in a climate free from intimidation/bullying from other students, staff members, or others. Intimidation/bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or a group against others. It affects the dignity of people and undermines people as human beings.

All students and staff are responsible for ensuring that bullying does not occur in the college/centre.

Bullying should be reported to **Ciara Hickey**, the designated liaison person or to someone of trust on the staff.

Sexual Harassment

The college/centre environment is such that all students and staff are free to perform their studies/duties without sexual harassment from other students, 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 **Ciara Hickey**, the designated liaison person or to someone of trust.

Policy Statement Aims and Elements

The prevention of bullying and sexual harassment is an integral part of the Code of Discipline and Disciplinary Procedures. There is a policy statement on bullying/intimidation and sexual harassment. The essential elements of the policy statement includes:

1. An ethos which encourages students and staff to disclose and discuss incidents of bullying behaviour and sexual harassment.
2. Raising awareness of bullying as a form of unacceptable behaviour with college/centre management, staff, students, parents/guardians.
3. Ensuring comprehensive supervision and monitoring.
4. Procedures for noting and reporting incidents of bullying behaviour and sexual harassment.

5. Procedures for investigating and dealing with incidents of bullying behaviour and sexual harassment.
6. A programme of support for those affected by bullying behaviour and sexual harassment and for those involved in bullying behaviour and sexual harassment.
7. Working with and through various local agencies in countering all forms of bullying and anti-social behaviour.
8. Evaluating the effectiveness of the college/centre policy on anti-bullying behaviour.

Incidents of bullying behaviour or sexual harassment should be reported to **Ciara Hickey (Designated Liaison Person) or to someone of trust.**

3.2 Teagasc Protection for Learners Policy and Practice

This policy outlines Teagasc's policy in the event of a college ceasing to provide training programmes.

3.3 Teagasc Student Equality Policy

This policy outlines Teagasc's commitment to providing equal access to all students. If any student feels that they have not been treated equitably they have the right to lodge a complaint without fear of victimisation with the Area Managers or the Teagasc Head of Education.

3.4 Teagasc Assessment Policy and Practice

This policy outlines Assessment Policy and Practice within Teagasc Courses, and was developed with reference to international theory and best practice.

3.5 Teagasc Policy on Access, Transfer and Progression

This policy outlines Teagasc's commitment to the promotion of access, transfer and progression to facilitate enhancement of opportunities for students to gain access and to education leading to major awards and to progress within it.

3.6 Learner Support

Each centre will assess the learning support requirements of students 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 And Welfare

4.1 Introduction

Health, safety and welfare at work affects everyone. Brief lapses of care and attention can cause injuries, damage health and damage property which take 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 you 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 of you 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/centre.

Additional health and safety information is available in the library or on request from the Course Director. 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.

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 Student Welfare

Good Mental Health

Read some of the notices on the notice boards and feel free to take the leaflets and handouts promoting good mental and emotional health. If something is bothering you, it's best to tackle it sooner than later. There are people here who can help if you need to talk things through. Confide in someone you trust.

Policy Documents

The Anti Bullying Policy that supports a bully free environment. You have the right to enjoy your time here without intimidation or harassment. There are designated staff that you can approach if you experience difficulties. For more information on this policy please see section 3 of the Learner Handbook.

We also have a Substance Use policy. If you have anxieties about someone using or are troubled yourself talk to one of the named staff in confidence on the policy document. It is important to know that substance use is prohibited and illegal.

Alcohol and smoking

Binge drinking or drinking to excess is monitored and recorded. It is important to be aware of the way in which alcohol affects your behaviour.

Smoking is prohibited throughout college/centre buildings. All rooms are fitted with smoke detectors. Designated smoking areas is 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

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

4.3 Fire Safety and Emergency Procedures

Buildings are adequately sign-posted indicating the direction to the nearest exit point and all 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
3. If fire has not been extinguished evacuate immediately

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 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

Back of building, through fire exit in class room

4.4 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 **Graham Waters**

4.5 Medical Services

Learners on specific long-term medication or with a detailed medical history should inform the Course Director and be assured that this will be treated in the strictest of confidence.

Students are advised to have an anti – tetanus vaccination before starting a course.

4.6 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. Teagasc recognises the right of every individual to such an environment and requires all staff and learners to recognise their responsibilities in this regard. Harassment of others by staff or learners will not be tolerated. This policy applies to the behaviour of learners and staff of the college/centre and others on business or engaged in activities relating to the college/centre or providing services to the centre.

4.7 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. In all cases college/centre staff will arrange for the provision of adequate transport for all excursions/field trips in connection with the course. Students cars must be parked in the designated parking areas.

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

4.8 Excursions/Field Trips

In all cases college/centre staff will arrange for the provision of adequate transport for all excursions/field trips in connection with the course. Learners may need to use their own cars in some cases to travel to farms. 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.

4.9 Bio-security

Bio-security in this document refers to measures taken to prevent the introduction of infections which can affect livestock or humans. For student 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.
- 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.

4.10 Policy for the Use of Computers

There are no computers available at the centre. Students are welcome to bring their own laptops to class. There is Wi-Fi available for students to use in the classroom.

5.0 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.

5.1 Written Examinations

- 5.1.1. You must always sit at your assigned desk during all written examinations unless otherwise directed. Attendance will be taken according to the seating chart, therefore if you are not sitting at your assigned desk you will be marked absent and your paper may be in danger of not being accepted. You must remain in this place for the duration of the examination
- 5.1.2. Any writing on your assigned desk must be brought to the attention of the superintendent before the exam commences otherwise you will be held accountable and disciplined accordingly
- 5.1.3. You must carefully note the date, time and location for all written examinations
- 5.1.4. You are required to be in attendance at the examination room/hall prior to the commencement of the examination. If you are late you will be in danger of not being admitted into the examination room /hall
- 5.1.5. You will not be admitted to the examination room/hall after the examination has commenced
- 5.1.6. You will not be allowed to leave the examination room/hall and re-enter it during the time of the examination
- 5.1.7. If you leave the examination centre before the end of the examination you must surrender to the superintendent the examination papers, answer books and all other stationery supplied during the examination period
- 5.1.8. You must enter your name on every separate piece of stationery used during the examination
- 5.1.9. Any additional stationery issued to you during the examination should be returned to the superintendent
- 5.1.10. You must not bring any mobile phone, books, paper or notes (except in the case of open book exams) into the examination room/hall or have any of these within reach, under your control or in your possession
- 5.1.11. You must not, use or attempt to use books, mobile phone, notes or papers while in the examination room/hall other than the examination paper, answer book and stationery supplied by the superintendent
- 5.1.12. You must not while in the examination room/hall, aid or attempt to obtain aid from another candidate
- 5.1.13. You must not, while in the examination room/hall, communicate with or attempt to communicate with another candidate in any way
- 5.1.14. You must not write in the answer book anything that is not directly connected with the subject matter of the questions to be answered
- 5.1.15. You must not damage the examination room/hall or its furniture
- 5.1.16. At the end of the examination, you should hand all stationery including examination papers and answer books to the superintendent

- 5.1.17. You must obey the directions of the superintendent in all matters relating to the examination
- 5.1.18. You may be expelled from the examination room/hall if your behaviour, in the opinion of the superintendent, is such as to jeopardise the successful conduct of the examination
- 5.1.19. Repeated expulsion from the examination room/hall may result in more serious disciplinary action
- 5.1.20. At the conclusion of the examination, you should immediately stop writing and remain in your seat until the superintendent has collected the scripts.
- 5.1.21. It is the candidates responsibility to ensure his/her name has been entered onto the examination script and additional sheets, and that the script has been handed to the invigilator.

5.2 Practical Examinations

The regulations applying to the written examination will be adopted as appropriate for the conduct of practical assessments. In addition you must:

- 5.2.1 Wear personal protective equipment appropriate for the practical examinations in question
- 5.2.2 Use safe procedures and practices at all times
- 5.2.3 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)
- 5.2.4 Inform the assessor if under the influence of medication, drugs or alcohol.

5.3 Written Coursework (Assignments/Projects)

- 5.3.1 You must observe deadlines for submission of written coursework for assessment. Courses have laid down penalties for late submissions:

Assignments submitted late will be marked as a 2nd attempt and the module result will be capped as a pass.

- 5.3.2 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
- 5.3.3 You must not interfere with or damage, in any way, the work of other learners
- 5.3.4 You must not access files of any other candidate on a computer.

5.4 Penalties for Breaches of Assessment Regulations

It shall be 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:

- (i) Cheating
- (ii) Copying
- (iii) Plagiarism
- (iv) Misrepresentation
- (v) Bribery
- (vi) Falsification
- (vii) Personating or other such form of deception
- (viii) Breaching examination paper security
- (ix) Aiding another candidate
- (x) Untrue claim to have carried out assignments, work based learning, projects etc.
- (xi) 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:

- (i) **No credit in the assessment** or part of the assessment in which the offence was committed
- (ii) **No credit for the module** in which the offence was committed
- (iii) **No credit for all of the modules for a particular year** of the course being followed
- (iv) **Ineligible for an award** during the year of the breach
- (v) **Suspension** of the candidate, from all activities of the college/centre, for a fixed period of time
- (vi) A recommendation to the Teagasc, Head of Education for the **formal expulsion of the candidate** from the college/centre.

You will be notified in writing when a suspected breach of assessment regulations is being investigated.

5.5 Assessment Appeals

There is a system of appeal for learners unhappy with their assessment results. All written assessment scripts are retained by your tutor 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 script was marked. If you are still unhappy about the result you then have the option of lodging a formal assessment appeal. There is a special application form on which the appeal must be made. Appeals can only be considered where a valid reason for the appeal is given. Valid reasons include:

- (i) Perceived inequity in the marking of scripts or practical assessments
- (ii) Perceived defects in the Record of Education and Training

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

5.6 Results

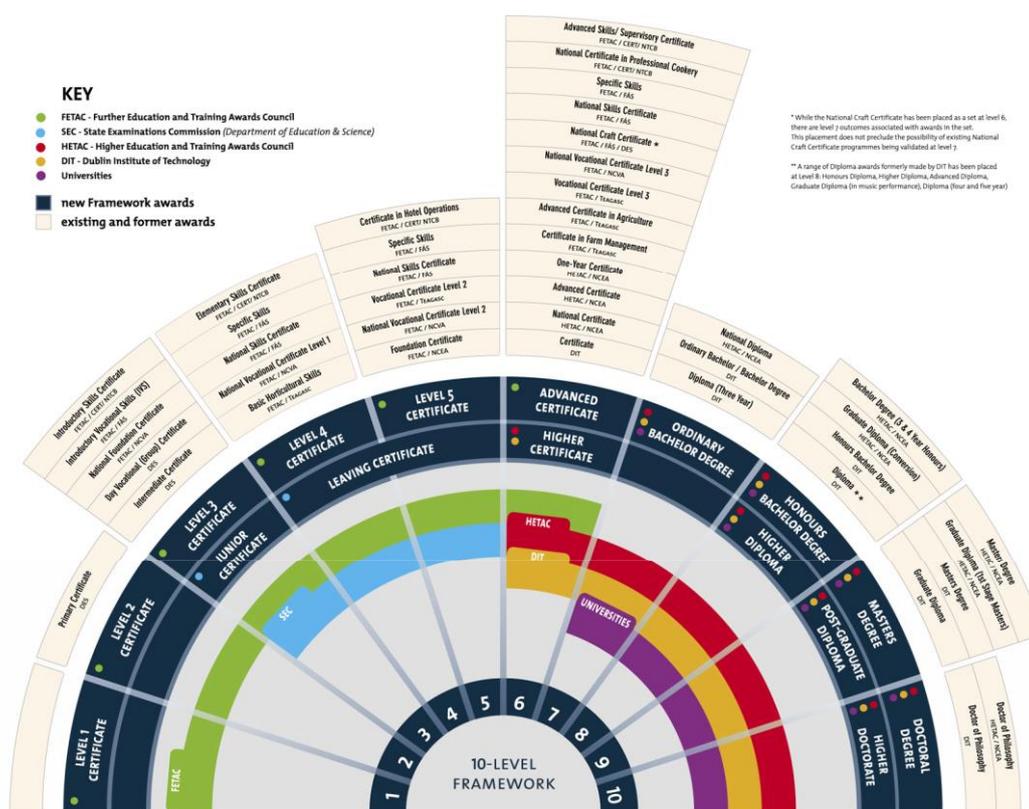
All results are provisional until verified by an appointed External Verifier. All results can be viewed on Quercus.

6.0 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.

The QQI Learner Charter can be read and downloaded from the QQI website at www.qqi.ie

National Framework of Qualifications



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) and with the Applications Office of the individual Institution. Further information on the Higher Education Links Scheme is available from the QQI website www.qqi.ie

6.1 Recognised Prior Learning (RPL)

Recognition of Prior Learning is a process that enables individuals with prior learning to receive formal recognition for skills, knowledge and competence they already have.

The learner will be required to provide valid and reliable evidence of this prior learning to Teagasc Curriculum Development and Standards Unit to demonstrate attainment of the exempted element of the programme. The decision of granting of recognised prior learning will be made by Teagasc Curriculum Development and Standards Unit.

If you believe that you have a case you must arrange to meet and discuss your case initially with your course director. Your course director will advise you on the best course of action, which may include the learner to prepare a portfolio / collection of evidence to submit for assessment against the standards of a specific award. The decision of granting of recognised prior learning will be made by Teagasc Curriculum Development and Standards Unit. The learner may be required to undertake further assessments and an interview (s) as appropriate to demonstrate the standards of the award.