



St. Conleth's Community College

Post Leaving Certificate Student Information

General Information	Page 2-3
Course Charges 2017/2018	Pages 4-5
Policies:	
Learner Code of Conduct	Page 6
Attendance Policy	Page 7
Conduct & Behaviour Policy	Page 8-9
Payment of Course Charges	Page 10
Payment of Maintenance Grant Policy	Page 10
Compassionate Consideration Policy	Page 11
Reasonable Accommodation Policy	Page 12-13
Assessment Malpractice Policy	Page 14-15
Examinations Policy	Page 16
Repeats & Appeals Policy	Page 17
ICT & Internet Acceptable Use Policy	Page 18-19
Data Protection Policy	Page 20
Previous QQI awards/ recognition of prior learning	Page 21
QQI Scoring and Progression Award Scoring	Page 20
Outline of the QQI scoring scheme used by HEIs	Pages 21-23
Garda Vetting Information	Page 24
Course Acceptance Form	Page 25-26

General Information 2017/2018

Course Start Dates 2017

All students will need to attend an Induction Day during the **week beginning September 4th 2017**. Each course will only need to attend for one day this week. You will be notified of the date later in the summer. This will be an opportunity for course tutors to inform students of procedures, class requirements, timetables etc. It is essential that you attend for this. Unless otherwise requested you will only need to bring writing equipment on this day.

Students will be required to complete a **Garda Vetting Form** after classes commence. More information on this is contained later in this booklet.

Classes will start in the week beginning **Monday September 11th 2017**.

Updates to Contact Details

St. Conleth's Community College may contact learners by post, email or text. If any of your contact information changes please contact the school office at stconlethsc@eircom.net or 045431417 as you may miss important information.

College Summer Opening

The office in the main school building of St. Conleth's CC will be open for all of June and from August 16th onwards. We may also be open for some periods outside these times. If you are planning to call in during the summer please contact the office in advance at 045 431417 to ensure that we are open. Course coordinators and tutors may not be available until the end of August.

Timetable/ Calendar

Timetables for each class group will be available at Induction. A calendar for the year will be available to students in September which will contain key dates for work experience, feedback sessions, exams etc. The college follows the standardised school year https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0009_2017.pdf although students should be aware that First Aid, Work Experience or other events may run over mid-terms/breaks.

Letters of Attendance

The letter offering you a place confirms that you have been offered a PLC place by St. Conleth's Community College. Letters confirming that you are registered and/or attending can only be issued when the course starts and you have attended at least one day. Letters will only be issued to students who do not have an outstanding fee balance.

SUSI Student Maintenance Grants

Students who are awarded a Student Universal Support Ireland (SUSI) student maintenance will have a payment made directly into their own bank account monthly by SUSI.

Having a student grant will entitle a learner to an exemption from the Department of Education PLC Programme Participant Contribution which makes up €200 of each course charges. There is no payment made by SUSI to St. Conleth's Community College and receiving a grant will not exempt a learner from any other of the course charges.

Grant payment is based on attendance and is paid a month in arrears e.g. a payment a student receives in October will be based on attendance in September.

For St. Conleth's Community College to approve a student's attendance for grant payment the students attendance must meet the college policy – 80% attendance each calendar month. If a student arrives late in the morning or does not come back to class after lunch this will be counted for absences in addition to full days missed.

College Policies

St. Conleth's Community College is part of Kildare and Wicklow Education and Training Board (KWETB) and PLC courses operate under their policies. St. Conleth's own PLC policies and extracts from some of the ETB policies can be found in this document. Full KWETB policies can be found on the college website. Please make sure to read over all of these carefully as they contain important information that you will need to know as a student of St. Conleth's. You will need to tick the boxes on the Course Acceptance Form indicating that you have read all policies, accept their contents and agree to comply with them.

Car Parking

A very limited number of car parking spaces are available for PLC students. Learners will be able to apply at induction for a parking permit which will allow them to use the college carpark for the year. Applications for Parking Permits will be considered on an individual basis and if necessary entered into a lottery for the available permits.

There is a small administration charge for parking permits. Possession of a Parking Permit does not guarantee a parking space as places will be filled daily on a first come/ first served basis. Clamping is in operation for cars without permits but will not be enforced before permits are issued.

PLC Charges

All charges must be paid in full before students begin. Charges for each course are outlined below. Course charges can be paid by instalment, however the full amount should be paid before the student begins classes.

Charges can be paid online using Debit or Credit Cards using the EasyPaymentsPlus link on the college website www.stconlethsc.ie. Fees can also be paid by cash or cheque in the school office or forwarded by post by cheque, bank draft or postal order. The school office is open from 9.00am-1pm and 2pm-4pm on school days.

A €20 Deposit is required when applying for any PLC course.

A payment of €180 is required to confirm your place on or before Friday August 25th if you are offered a place following interview.

Photocopying/Administration

A €200 administration fee applies to all courses. The deposit paid before interview is deducted from this charge. There is no exemption from this fee.

DES Levy

The €200 PLC Programme Participant Contribution goes directly to the Department of Education and Skills. Medical Card Holders and students in receipt of Student Grants, Back to Education Allowance or Vocational Training Opportunities Scheme Allowances are exempt from this charge.

If you are claiming an exemption from this charge it is essential that you provide the college with **evidence of this exemption** before the date on which fees are due. If you have an application in progress for any of these but have not yet received written confirmation on the date that fees are due, the €200 must be paid in full. A refund can be claimed if your application is later approved.

QQI Certification Fee

A €50 fee is paid to FETAC/ QQI for all students entered on a course that leads to a QQI awarded Certificate. Students holding a Full Medical Card are exempt from this charge.

Course Specific Charges

Some courses have additional costs associated with them to cover equipment, materials or training related to specific modules in the course. There are no exemptions from these fees.

First Aid

QQI Level 5 First Aid is compulsory for Nursing Studies and Social Care students (unless students already hold a current Level5 First Aid certificate) and is offered as an optional module on several other courses where it may be of benefit to students for work experience or employment prospects. First Aid courses are three days duration and may take place during mid-term breaks/ holidays. Students who wish to take part in the courses must register their names and pay the charge at the beginning of the year.

Financial Support for Students

Student Maintenance Grants

From 2012 student grants became part of new Online Only, Central Grant Applications System administered by Student Universal Support Ireland (SUSI) through www.studentfinance.ie.

Students receiving a Maintenance Grants will not have to pay the €200 Department of Education and Skills PLC Participant Contribution but will have to pay any other course charges in full. There is no payment made by SUSI to St. Conleth's, grant recipients will have a payment made into their own bank account monthly by SUSI if their attendance meets the attendance criteria.

Further information about Student Grants is available from the www.studentfinance.ie website. Anyone applying for a Student Maintenance Grant is encouraged to do so as early as possible.

Back To Education Allowance

The Back to Education Allowance (BTEA) is a scheme for those who are getting certain payments from the Department of Social Protection and want to return to full time education. If you feel you may qualify for this allowance you should contact your local social welfare office as soon as possible.

Other

Potential students can also seek out bursaries from other sources, Kildare Leader Project, Credit Unions etc.

PLC Course Charges 2017/2018

	Animal Care	Art, Craft & Design	Beauty Therapy	Business & Digital	Early Childhood Care & Childcare Supervisor	Computer Science	Social Care	Social Care Level 6	Pre-Engineering	Nursing Studies	Security, Criminology & Sport, Recreation & Wider Options				
Core Charges:															
Application Fee (Paid when applying)	€20	€20	€20	€20	€20	€20	€20	€20	€20	€20	€20	€20	€20	€20	€20
Deposit (to be paid before August 25th)	€180	€180	€180	€180	€180	€180	€180	€180	€180	€180	€180	€180	€180	€180	€180
Department of Education Levy*	€200	€200	€200	€200	€200	€200	€200	€200	€200	€200	€200	€200	€200	€200	€200
FETAC/ QQI Certification Fee#	€50	€50	€50	€50	€50	€50	€50	€50	€50	€50	€50	€50	€50	€50	€50
Class Materials	€50	€200	€950		€50					€350					
Uniform											€60				
Adventure Activities														€130	
Self Defence Classes												€100			
Coaching Qualifications*														€120	
Total Fees	€500	€650	€1,400	€450	€500	€450	€450	See below	€450	€800	See below	€550	€700	€450	
Extra Certificates: (These are essential for Nursing & Social Care students and optional for other courses)															
FETAC Level 5 First Aid Responder					€200	€200		€200	€200		€200	€200	€200		
Manual/Patient Handling								€90	€90		€90	€30			
Total cost with additional certs	€500	€650	€1,400	€450	€700	€650	€450	€740	€740	€800	€800	€780	€900	€450	

* The following categories of participant are exempt from the Department of Education Levy: (1) Full Medical Card holders (2) Those eligible under the student grant scheme (3) Those in receipt of Back To Education Allowance (BTEA) or Vocational Training Opportunities Scheme (VTOS) allowances.

Students holding a Full Medical Card are exempt from FETAC/ QQI Certification Fees

~ FAI Kickstart 1&2, Active Leadership Programme, Foundation & Level 1 GAA (Football & Hurling) Coaching

Non-EU Nationals are liable for tuition fees of €3,653 in addition to the above costs

In all cases where a fee exemption is being claimed, it is the responsibility of the student to provide proof of exemption to the College.

LEARNER CODE OF CONDUCT

St. Conleth's Community College seeks to encourage all learners to fulfil their potential. This is achieved in an environment where all learners and staff show respect for each other. Mutual respect is the principle that underpins the Code of Conduct.

Professional Conduct

Learners are expected to develop a professional approach and attitude to their colleagues, college staff and visitors. Courtesy is essential when dealing with people, including classmates. Learning to deal with stressful situations is an important skill set. Learners should adhere to the following professional code of conduct:

- Learners are expected to attend all classes and be punctual. Continuous absences, late arrivals or early departures will result in the activation of the Sanctions for the Breach of Punctuality/Attendance/Behaviour.
- Projects and assignments must be submitted for the relevant tutor on or before the specified completion date. Failure to do so without reasonable grounds will result in the imposition of a penalty.
- Eating and drinking in areas other than those designated is forbidden. Food is not to be consumed in classrooms.
- Smoking is forbidden, by law, within the college building, grounds and environs. This includes e-cigarettes.
- It is also forbidden to bring alcohol or any illegal substance into the college, or to be under the influence of an illegal or other substance in the vicinity of the college.
- Learners must at all times have respect for the property of others and the college.
- Learners should report damage and accidents promptly to the tutor.
- Learners are fully responsible for property that they bring into the college and the college takes no responsibility for the care of such property.
- Learners MUST make copies of all work they submit to tutors, and are responsible for having such copies if needed. Learners are advised to keep a separate updated copy of all assignments (USB key, copy emailed to self etc) before submission. This will ensure that submission deadlines can be met in the event of the failure of a personal computer/laptop.
- Learners may park their cars in the college car park at their own risk; however, parking is very limited. Those permitted to park cars must have a parking permit which must be displayed at all times, must not obstruct the entrance and exit from the college and must have regard for the safety of others.
- Mobile phones and other electronic equipment are not allowed while in class. The school secretary will accept messages for students in the case of an emergency.
- Learners are expected to maintain high standards of personal hygiene.
- Learners are expected to use appropriate language and wear neat dress, uniform or clothing appropriate to the course taken in class and while on work placement.

ATTENDANCE POLICY

Introduction

Our experience is that students who achieve the best results in examinations, in securing places in higher education and in employment opportunities are those whose attendance is regular and punctual throughout the year.

This also relates to continuous assessment, where absenteeism can result in non-submission, thus a student can miss out on a substantial percentage of a module's grade. This policy is aimed at clarifying the attendance process and procedures so that students know how to maximize their potential in a course even if unforeseen absences occur.

Policy

- Students are required to attend and fully participate in a minimum of 80% of all or each of their time-tabled classes/ modules/ continuous assessments.

Where a student drops below 80% attendance, the following may occur, which is at the lecturers discretion:

- a) Moodle access can be removed.
 - b) Students can be ineligible to sit an examination or continuous assessment.
 - c) Where student attendance falls below 50%, they will automatically be expelled from the course.
 - d) Grants and BTEA will be cancelled.
- Late entry into a class is not permitted, students will be expected to wait and enter classes at the next change of subject/ module.
 - In the event of absence, students must contact the college if they are absent for more than two consecutive days. A medical certificate is required on the 3rd day of consecutive absence and must be presented immediately upon return. (See specific course rules/regulations where applicable). No Medical Certificates submitted in retrospect will be accepted (for attendance or extension requests)
 - If a student is not meeting continuous assessment deadlines set by tutors, students will be required to leave the course or module.
 - If an assignment deadline is missed, due to a significant reason or illness (a medical certificate is required if illness) a student must complete form AB3, which will be available on the college website, and return the form to the office. Please do not approach lecturer to inquire about an extension, as one cannot be granted without the successful submission of the AB3 form. If the request is granted, an extension will be awarded and the lecturer notified.

CONDUCT & BEHAVIOUR POLICY

Quality Statement

All policy decisions in St. Conleth's Community College are based on the philosophy that the college exists to serve the needs of the learners. The work that is carried out in the classroom by the subject tutors is the priority of the college.

St. Conleth's Community College is committed, within the resources at its disposal, to:

- Ensuring learners and staff feel valued, respected and successful.
- Ensuring the safety and security of all its learners and staff.
- Maintaining and enhancing high levels of expectation of study and teaching.
- Providing a caring environment for learners and staff.

You as a learner are accepted onto this course on an understanding that you want to raise your achievement levels. The staff are dedicated to achieving the best for all learners. We will set targets for you and we expect your full co-operation.

St. Conleth's Community college's policies on conduct and behaviour strive for standards and practices complementary to the workplace, especially in the areas of attendance, punctuality, the submission of assignments/projects and the overall quality of performance. It is therefore in the interest of learners to read, understand and accept the policies and procedures of the college. This is done by signing the 'Learner Contract' at the beginning of the academic year.

Breaches of Behaviour

Learners are expected to attend all classes, be punctual and conform to the directions of staff members. Should any learner, during any timetabled activity, be responsible for a breach of behaviour or fail to comply with an instruction from a staff member, the staff member may require the learner to withdraw from that timetabled activity and bring the matter to the attention of the course co-ordinator or PLC co-ordinator for action to be taken. Disciplinary action may result in suspension for a fixed period or permanent expulsion from the college.

The following are examples of unacceptable behaviour that may result in disciplinary action:

- Unsatisfactory attendance and/or punctuality at timetabled activities
- Disruption of teaching, learning or college activities
- Plagiarism of assessments, assignments, projects etc
- Possessing, selling, being under the influence of, or distributing controlled substances, i.e. drugs (illegal or otherwise), on the grounds of the college
- Possessing or being under the influence of alcohol on the grounds of the college
- Any form of harassment, bullying or intimidation of any member of the college body
- Impersonation of another learner
- Fabrication of evidence

- Alteration of results
- Wrongly obtaining secure assessment materials, e.g. examinations
- Behaving in a way such as to undermine the integrity of the Assessment Process
- Littering, defacing or destroying college property
- Theft, or attempted theft, of personal or college property
- Breaches of the college fire and other health and safety regulations
- Refusing to depart from the grounds of the college when instructed to do so by an authorised member of staff of the college
- Actions, other than those listed above, which may be adjudged to be unacceptable behaviour

SANCTIONS FOR THE BREACH OF PUNCTUALITY/ATTENDANCE/BEHAVIOUR

If a learner is not regularly attending timetabled classes/behaviour is unacceptable, the following procedure will be implemented:

Stage 1: Verbal Warning

Tutors will liaise with the course co-ordinator:

A verbal warning will be given by the course co-ordinator notifying the learner of their unacceptable attendance and the action required by the learner. The learner is reminded of the college's Policy on Conduct and Behaviour and is clearly advised of the Sanctions for Breach of Punctuality/Attendance Procedure. This verbal warning is noted by the co-ordinator.

In the event of verbal contact not being possible, insufficient improvement is made by the learner, or a subsequent breach of behaviour occurs stage 2 will commence.

Stage 2: Letter of Warning (Proceed to Stage 2 after one week)

Tutors will again liaise with the course co-ordinator:

A Warning Letter will be sent out by the co-ordinator notifying the learner of the unacceptable behaviour and the action they are required to take. Once again, the implications of further disciplinary action are made clear to the learner. This warning is noted on the learner's record. The learner must notify the co-ordinator to explain their behaviour.

In the event of the learner failing to contact the co-ordinator, insufficient improvement is made by the learner, or a subsequent breach of behaviour occurs stage 3 will commence.

Stage 3: Tribunal and Sanctions Imposed

The learner will be required to attend a tribunal with the PLC co-ordinator and/or the college principal. Sanctions will be imposed unless the situation can be rectified. Depending on the severity of the case a learner may be asked to leave the course.

PAYMENT OF COURSE CHARGES

All charges must be paid in full before commencing the school year.

Fees are non refundable and non transferrable from year to year.

Students must provide themselves with materials required such as books, stationary, uniform and equipment for each individual module of their course.

Students who have not paid course charges may be subject to sanctions including :

- Having computer/moodle access removed,
- Not being given course materials
- Not being allowed submit assignments/sit exams,
- Results being withheld
- Being asked to leave the course

PAYMENT OF MAINTENANCE GRANT POLICY

The payment of maintenance grants for learners attending PLC courses operates within the Department of Education and Science (DES) and the Student Universal Support Ireland (SUSI) guidelines. Satisfactory participation and attendance is required for payment to be made. SUSI shall pay the grant holder's maintenance grant in monthly instalments, in arrears, during the academic year.

Satisfactory attendance shall be deemed to be not less than 80% attendance of timetabled classes and work experience placements. Failure to meet the 80% attendance requirement will result in the non-payment of grants and BTEA.

Extract from **KWETB COMPASSIONATE CONSIDERATION ARRANGEMENTS**

Sometimes Learners experience personal events which may have an impact on their ability to participate in assessment. When this type of event occurs, a learner can apply for compassionate consideration if they feel that an event like this has affected their assessment performance or preparation.

These are examples of circumstances where a learner may apply for compassionate consideration:

- A physical injury during a period of four to six weeks prior to the assessment
- Emotional trauma during a period of four to six weeks prior to the assessment
- A physical disability or chronic disabling conditions such as epilepsy, glandular fever or other incapacitating illness which prevented participation in the scheduled assessment
- Recent bereavement of a close family member or friend
- Severe accident
- Domestic crisis
- Terminal illness of a close family member
- Other extenuating circumstances

In these circumstances, a learner may apply to defer the assessment: i.e. to complete the assessment activity on another occasion/submit assessment materials on an alternative date. Decisions about whether or not to grant the compassionate consideration will be based on evidence provided by the learner of extenuating circumstances to the School Principal/Centre Coordinator.

To apply for Compassionate Consideration in St. Conleth's Community College a learner must fill out an Extension Request Form (available on college website). This must be submitted before the assignment due date or as soon as possible afterwards.

Deadlines cannot be extended beyond April 30th in any academic year. See calendar for specific date of last submission.

REASONABLE ACCOMODATION POLICY

Equal Opportunity Statement

St. Conleth's Community College is an equal opportunities college and is committed to ensuring that no one is discriminated against on the grounds of gender, age, marital status, family status, sexual orientation, religion, disability, race or membership of the travelling community.

The college will endeavour to ensure that appropriate facilities are available to allow full access and participation for all learners. Learners are also expected to treat all college staff and fellow learners with courtesy and respect.

Extract from **KWETB Policy for Reasonable Accommodations**

The term 'Reasonable Accommodations' refers to the adjustment or adaptation of assessment standards as necessary to cater for the needs of Students whose personal situation means that the assessment would otherwise be unfair e.g. Students with a physical disability; specific learning disability and/or other Students covered by equality legislation.

Reasonable Accommodations are intended to facilitate Students to demonstrate their level of accomplishment in relation to the assessment standards. They are not intended to compensate for lack of accomplishment and should not:

- Give an unfair advantage over other Students
- Reduce the validity and reliability of the assessment
- Compromise the standard of the award

Any adaptation of the assessment by the Assessor should facilitate the Student to demonstrate their achievement without significantly altering the standard for the award.

GENERAL GUIDANCE FOR REASONABLE ACCOMMODATION ARRANGEMENTS

Adaptations should, as far as possible, seek to amend the aspect or aspects of the assessment technique or instrument which prevent(s) the Student's participation in the assessment. It should be used where the particular assessment technique(s) or instrument(s) disadvantage the Student in their assessment, and should do no more than is necessary to allow the Student demonstrate his or her level of accomplishment,

Examples of types of Reasonable Accommodations which can be applied include the following:

- Modified presentation of assignments/examination papers e.g. enlargements
- Scribes/readers
- Use of sign language
- Practical assistants
- Rest periods/supervised breaks
- Adaptive equipment/software
- Use of assistive technology

- Transcription without correction
- Linguistic support
- Assistance in aural assessments
- The use of bilingual dictionary for candidates whose first language is not English
- Extra time

The implementation of these adaptations will ensure that all Students are assessed on an impartial basis.

Students who may require Reasonable Accommodations will need to fill out a form (available on the College website and at induction) detailing what accommodations they may require and provide Medical Reports/Psychological Assessments/other documentation as required in support of their application.

It is the responsibility of the learner to apply to St. Conleth's Community College for any accommodations required and to provide all necessary documentation by the end of September.

KWETB POLICY FOR ASSESSMENT MALPRACTICE

Kildare and Wicklow Education and Training Board is committed to ensuring that assessment is fair and that all learners have equal opportunities to demonstrate their competence by participating in Assessment that is valid. Incidents of assessment malpractice therefore will be taken seriously because they have an impact on the validity of assessment.

General Guidance on assessment malpractice

Examples of Assessment Malpractice include:

- Learner plagiarism i.e. passing off someone else's work as the learner's own with or without getting their permission. This may involve direct plagiarism of another learner's work or getting another person to complete the assessment activity
- Impersonation of another learner
- Fabrication of evidence
- Alteration of results
- Wrongly obtaining secure assessment materials – e.g. examination papers
- Behaving in any way which undermines the integrity of the assessment process.

All allegations of assessment malpractice will be investigated. Kildare and Wicklow Education and Training Board's procedure in dealing with assessment malpractice is outlined below. The process of investigation will be completed within **seven working days** of the allegation. All elements of the process should be recorded in writing.

The outcome of an assessment malpractice investigation will be included with the Internal Verification Report and the External Authentication Report.

Procedure to be used in cases of Assessment Malpractice

1. Learners will be informed about the consequences of assessment malpractice.
2. Assessors may use computer software to check the reliability of assessment evidence submitted.
3. The suspected case of Assessment Malpractice is reported to the Centre Co-ordinator/Principal. This report should be noted in writing and dated by the Co-ordinator/Principal.
4. A meeting is convened between the Co-ordinator/Principals; Teacher/Tutor and Student.
5. The Student's response to the alleged offence is recorded.
6. A decision based on the evidence is made by the Co-ordinator/Principal and Teacher/Tutor.
7. The decision is communicated to the Student.

8. If plagiarism is proved, a mark of "0" is applied to the assessment of that piece of student's work.
9. If plagiarism is not proved, the student's work is marked in the normal way.
10. A report of the incident and its outcome will be sent to the Adult Education Officer of Kildare and Wicklow Education and Training Board.
11. Report to be attached to IV Report and EA Report
12. Learners will be given an opportunity to make an appeal to the Adult Education Officer(AEO) in the event that they are unhappy with the process that has been followed

*Note: An External Authenticator can request a meeting with a learner and/or a teacher in order to confirm the reliability and validity of evidence presented for assessment.

St. Conleth's Community College requires learners to submit assignments through Turnitin, a software programme that will detect plagiarism from fellow learners, the internet and published works.

To avoid assessment malpractice and/or plagiarism it is essential to use proper citation and referencing to acknowledge sources for all assignments. KWETB and St. Conleth's CC use the Harvard Referencing System. Information on how to use this is available on the college website in the Citation and Referencing Guide.

POST LEAVING CERTIFICATE EXAMINATIONS POLICY

- Examination dates and assignment deadlines will be posted in advance on relevant notice boards. Students are responsible for making themselves aware of these dates in advance.
- It is the student's responsibility to be punctual and in attendance for all exams.
- Students must comply with the rules & regulations of the examination body relevant to the course being studied (QQI & CIBTAC).
- Students will not be admitted to an exam centre once the first 15 minutes of the exam has lapsed.
- Students must have their own equipment and materials for exams.
- All work submitted for examinations must be the student's own work.
- Mobile phones and other electronic devices are not permitted in examination centres.
- Communication, either between candidates or by use of electronic devices is strictly forbidden and will result in the cancellation of a student's exam.
- Prior to issuing results, students may be called to interview in order to clarify any issues or irregularities in their work that may have arisen in the tutor marking or in the External Moderation process.
- Where a student misses a scheduled exam, rescheduled exams will only be considered where a valid medical certificate is submitted.
- Requests to repeat exams will not be considered.

REPEATS & APPEALS POLICY

QQI Repeat Policy

St. Conleth's Community College is not in a position to facilitate learners repeating in current sessions. Requests to repeat in subsequent sessions may be considered in extenuating circumstances which will be adjudged by the PLC co-ordinator and the principal.

QQI Appeals Policy

QQI learners are entitled to appeal their results. They must complete the "Learner Appeal Application Form" and return within 10 days of the results being given to the candidate. QQI apply a fee per appeal and this will be returned to the candidate if the outcome of the appeal is successful. Details of this fee will be available with your results.

Only evidence that has previously been presented by the learner, and has been retained by the college following the initial assessment, can be considered as part of the appeal. No new evidence can be submitted. The college will therefore store all submissions safely and securely until after the appeals deadline. To prevent plagiarism and collusion completed assignments are not returned to learners.

ICT & INTERNET ACCEPTABLE USE POLICY

The Internet is available for use in St. Conleth's Community College. It is an invaluable source of information which can be of great use to students and staff.

The college has installed special software which monitors all links and blocks unsuitable material from being accessed. However, the open nature of the internet means that it is not possible to control all the material that students have access to.

Responsible use of the information and opportunities of the Internet is part of the learning process that learners need to experience. We expect students to co-operate by supporting our policy for responsible behaviour.

Conditions of Use:

- The use of foul and abusive language online is totally unacceptable in any language.
- Racist or sexist behaviour is unacceptable.
- Illegal activities (e.g. hacking, downloading music etc). are forbidden.
- You should not reveal personal information about yourself (e.g. address, telephone number to other online)
- Be aware that email is not private and may be accessed by others.
- In line with our Anti-Bullying policy and to ensure student safety at all times, no social networking of any kind e.g. Facebook, Twitter, Messenger, Snapchat, etc, is allowed.
- Students only permitted to use printers or photocopiers during class time and with the permission of their teacher. Printing of assignments and notes (if required) should be done by the student at home. Any student found to be misusing printing may be charged the cost of pages printed.

System Security

- The college network, website, and information on it, is private property. Accessing this private information is a serious breach of college policy and will be dealt with accordingly.
- Downloading material is not allowed without specific authority. It carries great risk to the computer from viruses.
- Memory Sticks are not allowed at all in the college.

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person.
- Students must immediately notify a tutor or the system administrator if they have identified a possible security problem. Students should not go looking for security problems as this may be construed as an attempt to gain access.
- Students will not attempt to gain access to any portion of the electronic network. This includes attempting to log in through another person's account or access another person's folders, work or folders. These actions are illegal, even if only for the purpose of "browsing".
- Users will not attempt to access Websites blocked by district policy, including the use of proxy services, software or websites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

POST LEAVING CERTIFICATE DATA PROTECTION POLICY

Personal Data

Kildare and Wicklow Education and Training Board is registered as a Data Controller under the Data Protection Acts 1988 and 2003. The personal data supplied on application and at registration is required for the purposes of student enrolment, registration, administration, child welfare and to fulfil our other legal obligations. Contact details will also be used to notify you of college/ETB events or activities. While the information provided will generally be treated as confidential to Kildare and Wicklow Education and Training Board, from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including the Department of Education & Skills, SOLAS, the Department of Social Protection, An Garda Síochána, the Health Service Executive, the National Educational Welfare Board or with another centre (where the student is transferring). We rely on students to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update or access your personal data you may request it by writing to the school Principal.

Relevant student information is uploaded to the Department of Education and Skills' secure *Programme and Learner Support System (PLSS)* network system as part of the college's annual data returns.

Details of the data collected on each student and the purpose for which each item is collected is listed in Circular 0063/2016 and the "Privacy Statement for Post Leaving Certificate PLC Data" available on the Department's website www.education.ie.

Data Protection Policy of Kildare and Wicklow Education and Training Board

A copy of the full Data Protection Policy of Kildare and Wicklow Education and Training Board is available on request from The CEO, Kildare and Wicklow Education and Training Board, Administration Centre.

Solas Data Protection

PLC student personal data (e.g. name, address, contact details, education) including sensitive personal data (where a student opt to provide this information e.g. racial or ethnic origin) is uploaded by St. Conleth's to the Programme and Learner Support System (PLSS) network system.

Student data may be processed in connection with an application for and/or attendance on a FET programme and for purposes associated with coordinating, evaluating, funding and organising FET programmes and complying with European Union requirements for monitoring and reporting on its funding operations. Personal data (including sensitive personal data where a student opts to provide it) may be shared within the organisation and also with third parties in the FET sector as well as third parties monitoring and reporting on European Union co-funded operations.

The PLSS Data Protection Statement sets out the full details regarding the processing of student data.

Photographs of Students

The college maintains a database of photographs of events held over years. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the college. Photographs may be published on our website or in brochures, newsletters, local and national newspapers and similar school-related productions. In the case of website photographs student names will not be recorded with the picture. If you would prefer not to have your photograph included in such records, please notify the school principal.

Please Note: This policy may be updated during the year. Any changes will be posted on the college website www.stconlethscce.ie

PREVIOUS QQI AWARDS/ RECOGNITION OF PRIOR LEARNING

PLC Students who have previous FETAC QQI Minor or Major awards can apply for an exemption from sitting these again e.g. students who have done communications as part of another QQI award do not have to sit it again.

Learners complete a form to claim an exemption (available at induction) and must submit evidence of having successfully completed the award.

Please be aware if you intend applying for further study after completing your QQI course that some Higher Education Institutions may require that you earn a full QQI major award in one sitting.

QQI AWARD SCORING & PROGRESSION

A full QQI Major award is made up of eight minor awards. Every course has several modules that are compulsory to pass for the full award. Even if you pass eight minor awards you will not receive a full award if you fail any of the compulsory modules. Your tutor will give you more information on these at induction.

Students who successfully complete a full QQI Major Award can apply to Third Level Institutions, directly or through the CAO. If you do not receive the **full major award** your application will not go through the CAO.

Some third level institutions will keep a small number of reserved places for applicants applying with QQI qualifications. Other providers will use points earned from QQI qualifications to rank QQI applicants alongside applications applying on the basis of their Leaving Certificate qualifications.

You cannot combine your Leaving Cert results and QQI results for points – you can only be counted on the basis of one for CAO scoring. You may be able to use Leaving Cert results to meet minimum entry requirements for a course e.g. passing Maths at Leaving Cert to meet course maths requirement but making the points with QQI award.

Some courses will require learners to have completed specific major and/or minor awards. If you are applying for a Third Level course it is important to check that your QQI course includes these. These can be checked on the CAO website under the QQI FET/FETAC Link in the Student Resources section.

http://www.cao.ie/index.php?page=fetac_search

Students are advised to check the literature for any Higher Education Institution (HEI) that they intend applying to to see how each assesses QQI Level 5 & 6 awards. Students with a Level 6 award are advised by the CAO to contact the admissions office of a HEI that they are applying to for information on the admissions process.

St. Conleth's Community College has progression agreements with a number of Third Level Institutions, where there are links set up between our PLC courses and their degree/diploma courses. Further information on this can be sought from your course tutor or guidance counsellor after courses commence.

The information and scoring examples below are taken from the CAO Website at http://www2.cao.ie/fetac/FETAC_scoring.pdf

OUTLINE OF THE QQI FET/FETAC SCORING SCHEME IN USE BY ALL HEIS FROM 2017

This scoring scheme only applies where all the requirements for the major award are met, i.e. when the named component awards specified have been achieved to a minimum of 120 credits.

Each component is given a score based on the credit value of the component and the weighting of the grade achieved.

Most component awards have a credit value of 15 (the possible component credit values are 5, 10, 15, 20 and 30).

The following weightings will apply to the grades achieved: pass=1, merit=2, distinction=3.

To calculate a component score, multiply the credit value of the component by the weighting for the grade achieved.

Add all of the component scores up to a cumulative credit value of 120. When adding up these scores begin with distinctions, then merits, then passes.

Finally, multiply the total by 13 and divide by 12 to give the overall score (maximum 390). *

Examples of the QQI FET/FETAC scoring scheme in use by all HEIs from 2017

In these examples distinction = D, merit = M, pass = P.

1. In this example the applicant has 9 distinctions (DDDDDDDDD).

All of her components have a credit value of 15. The table below shows the steps required to calculate the overall score. Begin by listing the components in grade order DDDDDDDDD.

Step										
1	Grade	D	D	D	D	D	D	D	D	D
2	Credit Value	15	15	15	15	15	15	15	15	15
3	Cumulative credit value (max=120)	15	30	45	60	75	90	105	120	n/a
4	Credit value for scoring (max = 120)	15	15	15	15	15	15	15	15	0
5	Weighting	3	3	3	3	3	3	3	3	n/a
6	Weighting x Credit Value	3x15	3x15	3x15	3x15	3x15	3x15	3x15	3x15	n/a
7	Add the results	45	45	45	45	45	45	45	45	=360

She has 135 credits and can only count 120 for scoring purposes, so eliminate 15 credits with the least value – i.e. eliminate one of the distinctions.

Now multiply 360 by 13 and divide by 12 = 390.

2. In this example the applicant has 7 distinctions (DDDDDDD).

His components have various credit values. The table below shows the steps required to calculate the overall score. Begin by listing the components in grade order DDDDDDD.

Step								
1	Grade	D	D	D	D	D	D	D
2	Credit Value	30	30	15	15	15	15	15
3	Cumulative credit value (max=120)	30	60	75	90	105	120	n/a
4	Credit value for scoring (max = 120)	30	30	15	15	15	15	0
5	Weighting	3	3	3	3	3	3	n/a
6	Weighting x Credit Value	3x30	3x30	3x15	3x15	3x15	3x15	n/a
7	Add the results	90	90	45	45	45	45	=360

He has 135 credits and can only count 120 for scoring purposes, so eliminate 15 credits with the least value – i.e. eliminate one of the distinctions with a credit value of 15.

Now multiply 360 by 13 and divide by 12 = 390.

3. In this example the applicant has 4 distinctions, 2 merits and 2 passes.

Her components have various credit values. The table below shows the steps required to calculate the overall score. Begin by listing the components in grade order DDDMMPP.

Step									
1	Grade	D	D	D	D	M	M	P	P
2	Credit Value	30	15	15	10	30	15	15	15
3	Cumulative credit value (max = 120)	30	45	60	70	100	115	130 over max of 120	n/a
4	Credit value for scoring (max = 120)	30	15	15	10	30	15	5	0
5	Weighting	3	3	3	3	2	2	1	n/a
6	Weighting x Credit Value	3x30	3x15	3x15	3x10	2x30	2x15	1x5	
7	Add the results	90	45	45	30	60	30	5	=305

She has 145 credits and can only count 120 for scoring purposes, so eliminate 25 credits with the least value – i.e. eliminate one of the passes and calculate a score for 5 credits of the remaining pass.

Now multiply 305 by 13 and divide by 12 and round the result to the nearest whole digit = 330.

4. In this example the applicant has 4 distinctions, 2 merits and 2 passes.

His components have various credit values. The table below shows the steps required to calculate the overall score. Begin by listing the components in grade order DDDMMPPP.

Step											
1	Grade	D	D	D	D	M	M	P	P	P	
2	Credit Value	15	15	10	10	15	15	15	15	15	
3	Cumulative credit value (max=120)	15	30	40	50	65	80	95	110	125 over max of 120	
4	Credit value for scoring (max = 120)	15	15	10	10	15	15	15	15	10	
5	Weighting	3	3	3	3	2	2	1	1	1	
6	Weighting x Credit Value	3x15	3x15	3x10	3x10	2x15	2x15	1x15	1x15	1x10	
7	Add the results	45	45	30	30	30	30	15	15	10	=250

He has 125 credits and can only count 120 for scoring purposes, so eliminate 5 credits with the least value – i.e. calculate a score for 10 credits of the last pass.

Now multiply 250 by 13 and divide by 12 and round the result to the nearest whole digit = 271.

GARDA VETTING PROCEDURES

Garda Vetting is required for all PLC students in St. Conleth's Community College. **Students will be asked to fill out Garda Vetting Forms in classes the week beginning September 11th.** There are two forms as part of the vetting process: a Vetting Invitation Form and an Identification Verification Form.

It is very important that these forms are filled out accurately as incorrect or incomplete forms will be returned. This delays Garda clearance and can mean students are unable to take up work experience positions.

In order to acquire Garda Vetting prior to work experience the following items need to be provided during the week of September 11th:

1. Proof of Identity

E.g. Passport, Irish Driving License, Birth Certificate, Public Services Card, GNIB Card

In some cases more than one form of identification may be required.

More information about what documents are acceptable will be available during Induction week.

2. Proof of Address

E.g. Utility bill (not mobile phone), bank statement (dated within the last six months)

If you are under 18 on the date you are filling the form you will not need Proof of Address but need to have one of (a) Birth Certificate, (b) Passport, (c) Student Photographic Identity Card or (d) a Written statement by a Principal confirming attendance on an educational institution on school headed paper are the only acceptable forms of ID.

3. A Valid email address that you check regularly

After filling out the Vetting Invitation Form you will receive an email with a link to an online Garda Vetting Application. It is essential that the email address you supply on form is correct and that you check your email regularly as the link to fill out the full Garda Vetting form is only valid for a limited period.

If you are under 18 on the date you are signing the Garda Vetting Form you will also need a **Parental Garda Vetting Consent Form**. Your parent/guardian will need to sign this to say that they give consent for you to undergo the vetting process.

You will need to know **all addresses** from your date of birth up to your current address.

If you have a passport you will also need the passport number.

If you are aware of any issues that may arise during the Garda Vetting Process please let the PLC coordinator know as soon as possible.

St. Conleth's Community College

PLC Course Acceptance 2017/2018

Sign under Option A or B below. Please return this sheet to St. Conleth's Community College within 10 days of being offered a place.

Option A: If you are accepting your place:

Student Name: _____
(Print)

Course: _____

- I wish to confirm my acceptance of a place on the above course in St. Conleth's Community College for 2017/2018.

I have fully read the below policies and noted their contents. I accept the policies and agree to comply with their operation in the college.

Please tick each box to indicate agreement:

- Learner Code of Conduct
- Conduct & Behaviour Policy
- Attendance Policy
- Compassionate Consideration Policy
- Reasonable Accommodation Policy
- Assessment Malpractice
- Examinations Policy
- Repeats & Appeals Policy
- Data Protection Policy
- ICT & Internet Acceptable Use Policy

I understand that my place on the course is subject to:

- Receiving Garda clearance
- Paying course fees in full
- Fulfilling any criteria requested of me in my place offer letter or interview.

Signed: _____

Date: _____

Option B: If you are not accepting your place:

Student Name: _____
(Print)

Course: _____

I do not wish to accept the place offered to me in St. Conleth's Community College.

Signed: _____

Date: _____