



**Tipperary**  
**ETB**

Bord Oideachais & Oiliúna Thiobraid Árann  
Tipperary Education & Training Board

**Your  
journey,**  
our  
commitment.

# **Tipperary ETB**

## **Learner Handbook**

## Welcome

The purpose of this student handbook is to give you information and advice in preparation for your course with Tipperary Education and Training Board (ETB). Please read this handbook thoroughly as you prepare for learning so that you will get the most out of your course.

This handbook will give you information about Tipperary ETB, your Further Education and Training (FET) centre and your course. It has sections explaining the regulations and procedures relating to student conduct and responsibilities to ensure that you understand what is expected of you. This handbook also provides the basic information needed in relation to student welfare and supports and how to access them, as well as providing information relating to your academic progression through a course - from assessment, grades and academic skills development.

Use the handbook for reference throughout your time in Tipperary ETB; any changes and updates made to Tipperary ETB regulations, policies or procedures will be available on Tipperary ETB website.

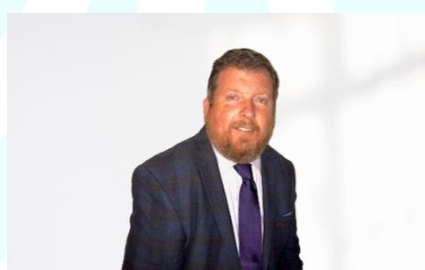
Whether you are working on achieving a nationally recognised qualification, availing of a professional development opportunity, or participating in a personal development programme, this learning experience with us is one of our highest priorities. At some point in your programme, your feedback will be invited and we encourage your contribution.

For now, your focus should be to actively participate in your programme and aim to develop your knowledge, skills and/or competences to the best of your ability with the continuous encouragement and support of your teacher and Tipperary ETB staff.

We would like to take this opportunity to wish you the very best of luck with your course.



**Bernadette Cullen**  
**Chief Executive**



**Colin Cummins**  
**Director of Further Education and Training**



# This handbook belongs to .....

*Tip: When filling in forms, use block or capital letters.*

**First name:** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Eircode:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

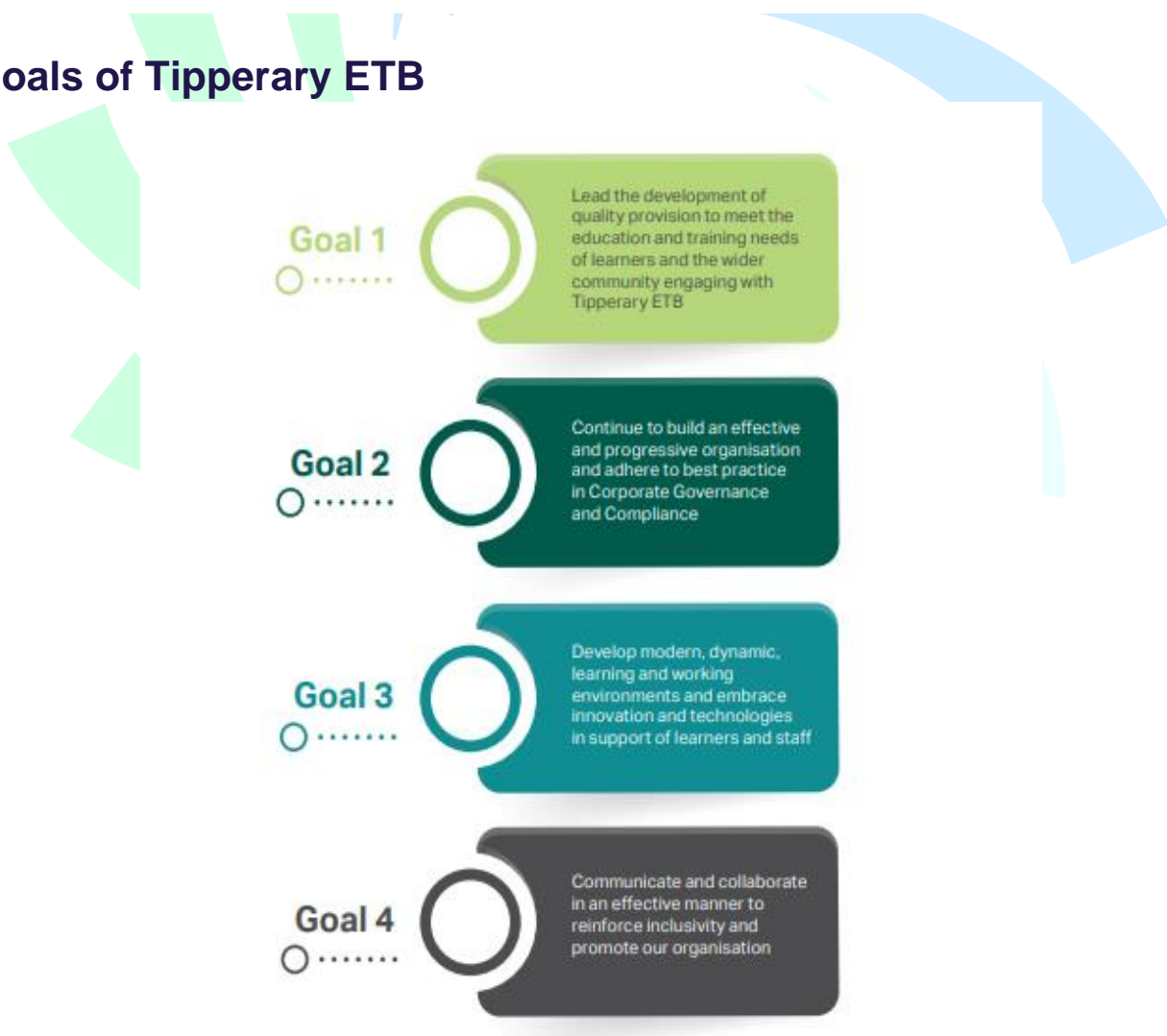
**My Tipperary ETB login username:** \_\_\_\_\_

*(Keep your password in a separate place)*

# Vision, Mission and Values of Tipperary ETB



# Goals of Tipperary ETB



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# Location of Services

The remit of Tipperary ETB, as the statutory provider of education for the County, is the provision of a comprehensive range of quality education and training programmes to meet the needs of the community we serve. Tipperary ETB serves the entire County of Tipperary, with a population of approximately 160,000 people. The map below shows the geographic landscape of the county:



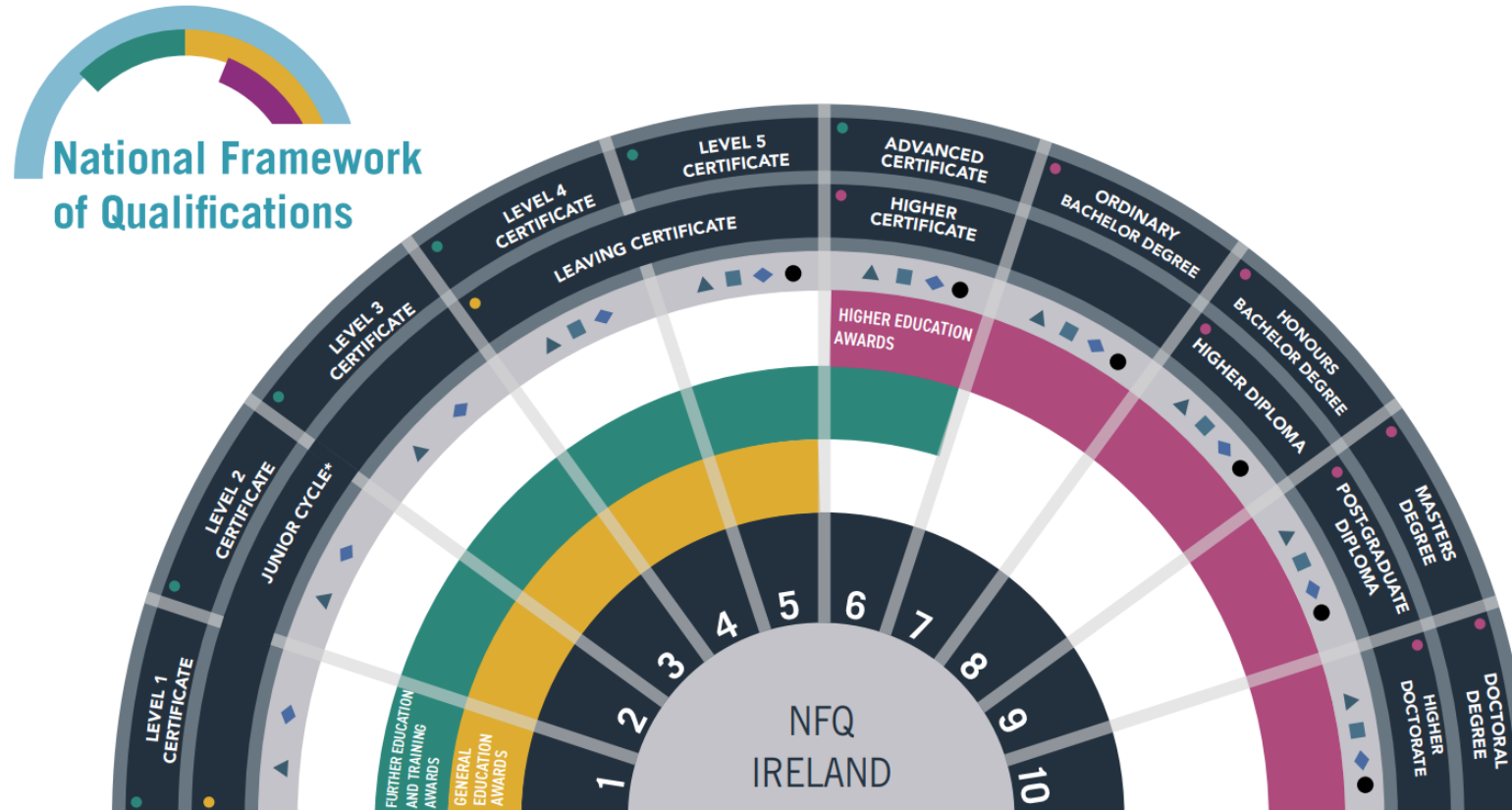
[www.tipperaryetb.ie](http://www.tipperaryetb.ie)

[www.fetchcourses.ie](http://www.fetchcourses.ie)






[Tipperary ETB Facebook Page](#)



# The National Framework of Qualifications - (NFQ)



## CLASSES OF AWARD

-  **Major Awards:** named in the outer rings, are the principal class of awards made at a level
  -  **Minor Awards:** are for partial completion of the outcomes for a Major Award
  -  **Supplemental Awards:** are for learning that is additional to a Major Award
  -  **Special Purpose Awards:** are for relatively narrow or purpose-specific achievement
  -  **Professional Awards:** are for occupation-orientated qualifications including apprenticeships
- \*Please refer to NCCA website, [ncca.ie/en/junior-cycle/](http://ncca.ie/en/junior-cycle/)

## IRISH REGISTER OF QUALIFICATIONS

- For more information on**
- Qualifications
  - Providers
  - Courses
- visit [www.irq.ie](http://www.irq.ie)



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## Common European Framework of Reference for Languages: (CEFR)

The Common European Framework of Reference for Languages, often referred to as CEFR is an international standard for working out your ability within a language. It was established by the Council of Europe and aims to validate language ability. The six levels within the CEFR are A1, A2, B1, B2, C1 and C2.



[Common European Framework of Reference for Languages: Learning, teaching, assessment \(CEFR\)](#)



# Tipperary ETB Programmes and Services

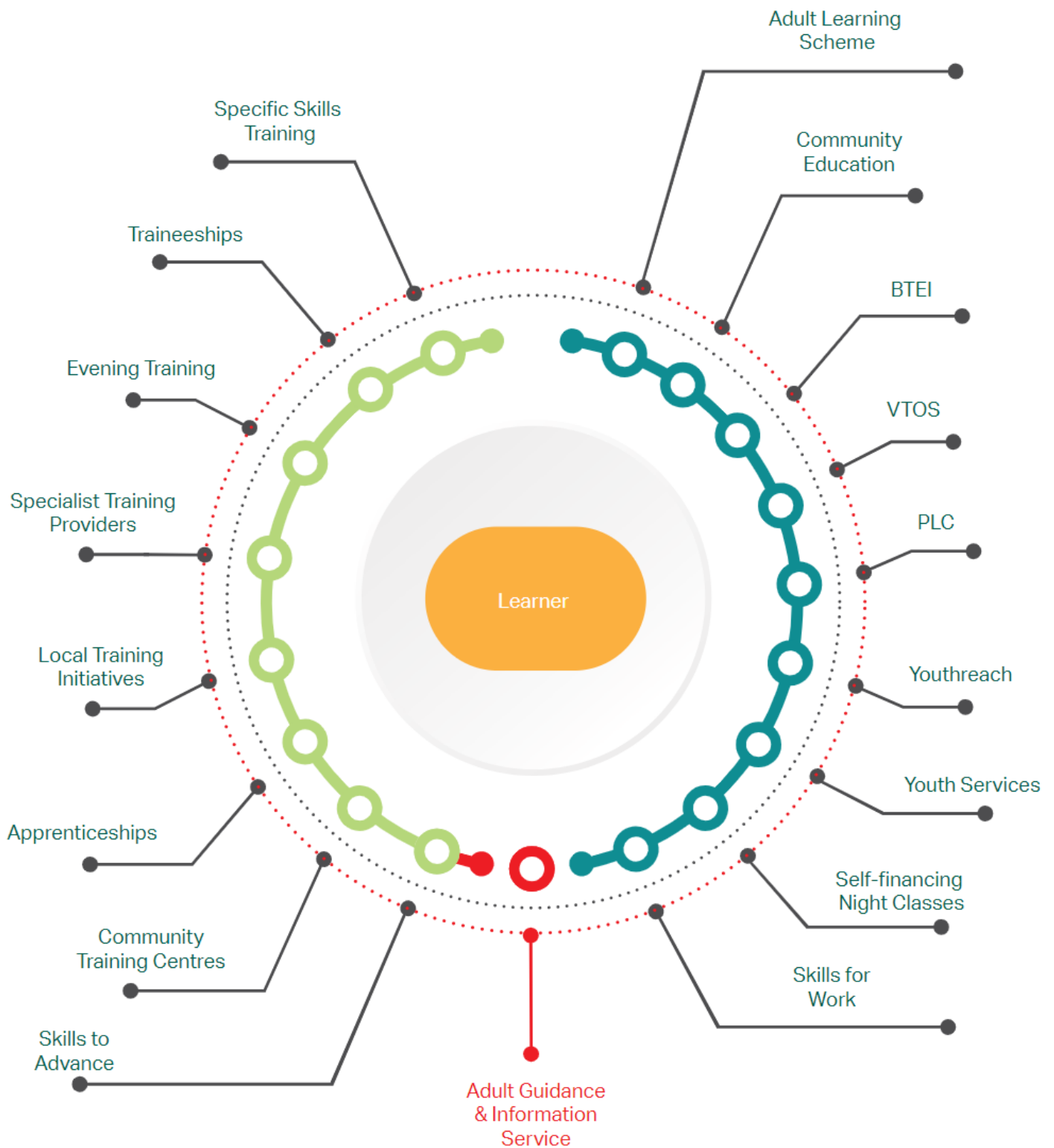


Figure 1: Various types of programmes and services currently on offer in Tipperary ETB

For an explanation and contact details for each programme – please see Appendix 1.

## Glossary of Frequently Used Terms

BOM	The Board of Management governs the school on behalf of the patron and for the benefit of learners. It includes representatives of parents, teachers, trustees or patron, the principal and the community
BTEA	Back to Education Allowance
BTEI	Back To Education Initiative
CAO	Central Applications Office: This centre processes applications from school leavers to first year undergraduate courses
CETS	Childcare Education and Training Scheme
CSCS	Construction Skills Certificate Scheme
Curriculum	Set of subjects, programmes and activities delivered by a school
Data Protection	Data protection is concerned with the protection of your fundamental right to privacy, and your right to exercise control over how your personal information is used
DES	Department of Education and Skills
ECDL	The European Computer Driving Licence (ECDL) is the world's most successful IT skills certification programme. In Ireland, the ECDL is administered by ICS SKILLS.
ETB	Education and Training Boards established on 01/07/2013 to replace VECs as statutory education authorities with responsibility for education and training, youth work and a range of other statutory functions
Exemption	Refers particularly to sanction granted to opt-out, may have module previously completed
Further Education	Further Education covers education and training which occurs after second level schooling, but which is not part of the third level system.
FET	Further Education & Training
GDPR	General Data Protection Regulation
ICT	Information and Communication Technology
LTU	Long Term Unemployed
NALA	The National Adult Literacy Agency
NFQ	National Framework of Qualifications, A system via which all qualifications (whether at a national or international level) may be measured and related to each other
PLC	Post Leaving Certificate course
PPSN	Personal Public Service Number. It is a unique identifier. This is available from the Client Identity Section in the Department of Social Protection.
PRSI	Pay Related Social Insurance
QA	Quality Assurance
QQI	(Quality and Qualifications Ireland) is a state agency established by the Qualifications and Quality Assurance (Education and Training) Act 2012
QR Code	Quick Response Code. Scanning with your smartphone lets you quickly open a web page, download an app, send a text message, and much more.
RPL	The recognition of prior learning (RPL) describes a process used to evaluate skills and knowledge gained through life outside of formal education and training, for the purpose of recognising life achievements against a given set of standards or learning outcomes.
SOLAS	SOLAS' functions are to manage, co-ordinate and support the delivery of this integrated Further Education and Training by the Education and Training Boards (ETBs)
SUSI	Student Universal Support Ireland
TEFL	Teaching English as a foreign language
VTOS	The Vocational Training Opportunities Scheme (VTOS) is a second chance education and training programme which provides courses of up to two years duration for unemployed people.
YOUTHREACH	Youthreach is a Department of Education and Skills official education, training and work experience programme for early school leavers aged 15 – 20.

## Language Used in this Document

Throughout this document, 'you' means the learner or student and 'we/us' means Tipperary ETB. The 'centre' is where you attend or access your course. The term 'teacher' means teacher, tutor, trainer, instructor, adult educator or learning practitioner.

(Please note that in our Quality Assurance policies and procedures the teacher is called the 'Learning practitioner'.)



## QR Codes

A QR code is a link that looks like a barcode that you can scan to go directly to a particular website, picture, video or file. We have included the QR code and direct links to information, so you can use whichever is easiest for you.

## How to scan a QR code

1. Using your mobile phone (or other device), open the camera by tapping on the camera icon from your home screen.
2. Hold your phone steady for 2-3 seconds over the QR Code that you want to scan.
3. Click on the notification (link that pops up) to open the content of the QR Code.

## Finding your way around your FET Centre

This next section will provide you with some useful information to help you find your way around the centre. As a learner embarking on a new educational journey, you may be excited and nervous about starting your course. To help you settle in, there will be a general introduction called 'induction'. An induction is an introduction to the course and centre. Induction is important as it gives you an opportunity to get to know your centre, other learners and staff. It also helps you to understand more about the services and procedures in operation in your centre.












At the end of the induction, the centre may ask you to sign a checklist to say that you understand what has been covered.

If at any time you have queries about your centre, please do ask a staff member.

<b>Location</b>		
<b>Parking</b>		
<b>Catering Services</b>		
<b>Computer Facilities</b>		
<b>WIFI</b>		
<b>Transport</b>		
<b>Career Guidance Services</b>		
<b>Opening Times</b>		
<b>Coordinator</b>		
<b>Reception</b>		
<b>Queries related to:</b>		

## Code of Conduct

This code of conduct establishes guidelines and expectations for behaviour as a learner within Tipperary Education and Training Board.

	<p><b>Attendance:</b> attend classes regularly and arrive on time. If unable to attend, inform the teacher or appropriate personnel in advance, where possible.</p>
	<p><b>Health, Safety and Welfare:</b> adhere to health and safety guidelines provided by the FET centre and report any safety concerns promptly. Respect the property of others and the learning environment.</p>
	<p><b>Drugs and alcohol:</b> Learners must ensure that they are not under the influence of any intoxicant that could endanger their own safety or the safety of others. Learners found with such substances will be subject to disciplinary action and the matter may be reported to the Gardaí.</p>
	<p><b>Smoking or vaping:</b> Smoking or vaping is not permitted, as per National Legislation in enclosed places.</p>
	<p><b>Technology:</b> use only in an appropriate manner. Ensure mobile phones are switched off or on silent during classes, unless you are using them as a learning tool, as requested by the Teacher.</p>
	<p><b>Respect and courtesy:</b> treat others with respect, courtesy, and professionalism at all times. This includes refraining from offensive language, discriminatory behaviour, or any form of harassment.</p>
	<p><b>Active participation:</b> actively engage in class discussions, ask questions and contribute to a positive learning environment. Listen to others respectfully and consider other opinions.</p>
	<p><b>Academic honesty:</b> uphold the principles of academic integrity by submitting your own work, properly citing sources and avoiding plagiarism or cheating.</p>
	<p><b>Compliance with policies and procedures:</b> familiarise yourself with the policies and procedures of Tipperary ETB and comply with them.</p>
	<p><b>Confidentiality and privacy:</b> respect the privacy and confidentiality of fellow learners and teachers. Do not share personal or sensitive information about others without their consent.</p>
	<p><b>Continuous self-improvement:</b> strive for personal growth and improvement. Be open to constructive feedback, actively seek opportunities for learning, and demonstrate a willingness to adapt and apply new knowledge and skills.</p>

## Attendance

The number of attendance hours required per week will vary depending on your course and will be confirmed by your course co-ordinator.

Attend classes regularly and arrive on time. If unable to attend, inform the teacher or appropriate personnel in advance, where possible

It is recognised that some absences are unavoidable. Authorised absences include:

- jury service,
- certified sick leave
- absence on compassionate grounds.

Start and finish times must be strictly observed. Persistent lates or absences may lead to disciplinary action being taken and deductions made to allowances if applicable.

It may be a requirement that you sign in / out electronically or manually.

If signing out early ensure the teacher or course coordinator has been informed.

Signing in or out on behalf of others will lead to disciplinary action being taken, up to, and including dismissal.

If you are absent from a critical component of the course syllabus, you may be unable to complete the course and this may also affect the certification you receive. In cases where a learner is absent for assignment deadlines, skills demonstrations or examinations the centre *may* exercise its discretion to agree to an extension, repeat date for skills demonstrations and examinations.

If you are unable to attend the course for any unplanned reason, you must notify your course Co-ordinator/teacher by 10am on the morning of the absence. If you do not contact your Co-ordinator/teacher and do not attend the course for **three** consecutive days it will be assumed that you have left the course and your participation on the course will be subject to review, and you may be terminated from the course.

## Maternity and Adoptive Leave

Maternity leave must be taken a minimum of two weeks before the medically certified expected week of birth and four weeks after the end of the expected week of birth. You may take time off for medical visits connected with the pregnancy. You must where practicable, give two weeks' notice of your medical visits.

You are encouraged to notify your teacher as soon as possible so that Tipperary ETB can ensure that it can be supportive of you. Learners must give four weeks written notice of their intention to take leave. Tipperary ETB does not pay Maternity/Adoptive Benefit/Training Allowances during the period of leave. Learners must contact their local Department of Social Protection as early as possible.

Notice of a learner's intent to return to their programme must be given in writing at least 4 weeks before their intended date of return.

You are entitled to 26 consecutive weeks' basic maternity leave or 24 weeks for adoptive Leave. Maternity leave is generally taken two to four weeks before the expected birth. You must take at least two weeks before and four weeks after your expected week of birth. You must provide a medical certificate confirming the expected date of birth. The expected week of birth is the week that the doctor expects you will give birth. Adoptive leave begins on the day of placement of the child.

You are entitled to an additional 16 weeks of leave immediately after your basic maternity/adoptive leave ends. You must tell us in writing that you intent to take the 16 weeks' additional leave either;

- on the date of notification of intention to take basic maternity/adoptive leave or at least four

weeks before the end of the 26 weeks' basic maternity/adoptive leave period.

You must inform us in writing that you intend to return to your course at least four weeks before your intended date of return. We will try to facilitate you as far as is reasonably practicable to complete your course. You may have to complete your course at a later date or a different location if your original course has finished since you went on maternity/adoptive leave.

Tipperary ETB may request confirmation from your doctor that it is safe for you to continue with your course.

## Paternity Leave

The Paternity Leave and Benefit Act 2016 introduced Paternity Benefit, together with statutory paternity leave of two weeks. The provisions apply to births or adoptions since 1<sup>st</sup> September 2016.

## Sick Leave

If you are unable to attend the course for any reason, you must notify your Co-ordinator/teacher on the morning of your absence. Apprentices and Learners on work placement must also notify their Co-ordinator/teacher and employer. Details of absences will be recorded.

Tipperary ETB must receive the original copy of a doctor's certificate within two weeks of the first day of absence.

For medical, dental or optical appointments, you must provide proof of the medical appointment before the appointment. In the case of an emergency, you must provide proof the next working day after an appointment.

Where your participation on the course is being adversely affected by certified sickness in excess of **10** consecutive days then your participation on the course will be reviewed with the course Co-ordinator/teacher to see what is the best option for you.

Where your participation on the course is being adversely affected by uncertified sickness in excess of **five** cumulative days then your participation on the course will be reviewed with the course Co-ordinator/teacher to see what is the best option for you.

## Holidays

Holiday entitlements are individual to each programme. Payment, where applicable, will be made in respect of Bank Holidays and Public Holidays and at other times as per programme guidelines.

## Two Year Programmes

Learners may remain in receipt of Training Allowances during scheduled holiday breaks including attending a second year of a programme

## Financial information - Allowances, Payments BTEA and Grants

Contact your course coordinator to see if participation in a Tipperary ETB course qualifies you for financial assistance. All payments by Tipperary ETB are made electronically and therefore, nominated account details must be provided.

You will be advised of allowances when you start your course. These allowances may include; Travel, Meal and Accommodation.

## Basic Allowance

Basic Allowance payable will be in accordance with your Social Protection entitlements.

## Travel Allowance

Based on course guidelines, a travel allowance may be paid if you live 5 km or more from your course location. The rate payable is dependent on the distance from the course location to your home. You will be advised of your entitlements when you start your course based on the information submitted on the Learner Starter Form. This is an allowance to contribute to the cost of travelling to your course. Any query relating to the payment of this allowance should be directed to your teacher or another programme staff member.

## Accommodation Allowance

Based on course guidelines, an accommodation allowance may be paid to learners who relocate in order to attend a course. Evidence of this will be sought by Tipperary ETB before payment can be granted. The responsibility for seeking and paying for accommodation rests with the learner. You will be advised of your entitlements when you start your course.

Where an accommodation allowance is granted, the travel allowance will not be paid and vice-versa. Any query relating to the payment of this allowance should be directed to your teacher or another programme staff member.

## Meal Allowance

Based on course guidelines, a meal allowance may be paid by Tipperary ETB (with the exception of courses that are run in the Education and Training Centre in Archerstown, Thurles, where a canteen facility with reduced meal rates is available). You will be advised of your entitlements when you start your course.

## Back to Education Allowance (BTEA)

If you are unemployed, parenting alone or have a disability and are getting certain payments from the Department of Social Protection (DSP), you may be entitled to get a Back to Education Allowance (BTEA). Contact your local Social Protection Office re eligibility.

## Student Universal Support Ireland (SUSI) Grant

The SUSI Grant helps students with their living costs and fees. Fee grants pay tuition fees for students who do not qualify for the Free Fees Scheme. All Grant applications are now managed through the National SUSI service <https://www.susi.ie/>. You cannot get some types of social welfare payments and the student grant.

A J9 stamp will be paid on your behalf by Tipperary ETB for the duration of your training course. As each learner has different circumstances, any queries relating to this stamp and how it affects you should be directed to the Department of Social Protection.

## Childcare

Childcare places may be available through the National Childcare Scheme. If you think that you may be entitled to childcare, please apply via [ncs.gov.ie](https://www.ncs.gov.ie) or through your local County Council office.

## Safety, Health and Welfare

The Safety, Health and Welfare at Work legislation imposes a statutory duty on employers to ensure the health and safety of their employees while at work. Learners should be aware that they also have a duty under the Act to assist

Tipperary ETB in maintaining a safe place to pursue their course and a specific legal duty not to interfere with anything that may compromise safety management at the centre. Health and safety at work affects everyone. Any lapse of care and attention can cause injuries and can damage property. Learners must ensure that they are not under the influence of any intoxicant that could endanger their own safety or the safety of others.

Tipperary ETB will treat any act that may compromise health and safety management as a serious offence and disciplinary action may result.

During your induction, your teacher will make you aware of the general health and safety requirements in the training centre/location and will inform you of the relevant health and safety aspects of the vocational area that you will work/train in.

## **Reporting of Accidents, Incidents or Dangerous Occurrences**

All accidents or incidents, no matter how trivial they may seem, must be reported to your teacher immediately.

## **Health and Safety Notices and Signs**

All health and safety signs displayed must be adhered to, by learners at all times.

## **First Aid**

All accidents and injuries, while attending timetabled activities, must be reported to a member of staff immediately.

Learners on specific long-term medication, or with a medical history should inform the course coordinator.

## **Protective Clothing**

Learners may be required to wear protective clothing in designated areas – this will be advised by your teacher.

Protective clothing includes overalls, gloves, shoes, safety glasses or any other item of protective personal equipment as deemed necessary by the teacher or centre.

Failure to wear the required protective clothing will result in the learner being asked to leave that area.

## **Tools, Equipment and Kits**

Any tools, equipment and kits provided for education and training purposes are the responsibility of all learners. They must be well maintained and not abused or misused. Learners must tidy away any tools or equipment at the end of class/day.

In the interests of safety, any breakage or damage must be reported to your teacher immediately.

Learners may be held financially accountable for any deliberate damage caused to equipment.

Learners are expected to have respect for all Tipperary ETB property and equipment. If there is a problem with equipment (e.g. a computer) it should be reported to a staff member immediately. Tipperary ETB property may not be removed from the premises.

## **Fire Safety**

Learners are expected to familiarise themselves with fire safety and prevention procedures and take all precautions to avoid outbreaks

of fire. Should the fire alarm sound, learners must evacuate the building immediately through the nearest fire exit. Your teacher will advise you of the fire exits and assembly points.

## Personal Care

- We ask that you practice good hygiene at all times.  
With a large learner population, germs and bacteria can spread rapidly. Wash your hands regularly, clean up after yourself and leave canteen and toilet facilities as you found them. Take a shower when you need to, and make sure you feel comfortable with your levels of personal hygiene (both your body and clothes).
- Get enough sleep:  
“A regular schedule of sleep does more to fend off sickness than vitamins, exercise, and washing hands combined.”
- Eat enough food and drink enough water:  
It may seem like a no-brainer to eat, but busyness and stress can lead to learners accidentally skipping meals. Depending on your body type, you should drink at least 6 to 8 (ounce) glasses of water over the course of each day.
- Exercise when you can:  
Daily exercise is ideal for most people. Consider low impact exercise, such as hiking or riding a bicycle if you are worried about long term joint health. But remember, over exerting yourself while running or jogging commonly leads to sore knees.
- It is learner’s responsibility to be in a fit condition for education/training/work and in possession of materials required to participate fully

## Security

Valuables or personal belongings should not be left unattended in classrooms or any other Tipperary ETB location. Tipperary ETB will not be held responsible for any personal articles stolen or damaged while attending the course.

Parking Regulations must be adhered to and parking is at learner’s own risk.

## Garda Vetting

Learners may be required to complete a Garda vetting process.

## Drugs and Alcohol

Learners are expected to abstain from taking, possessing or being under the influence of alcohol or any illegal substances while on Tipperary ETB property or while engaged in Tipperary ETB related activities. Learners found with such substances may be subject to disciplinary action and the matter may be reported to the Gardaí, where appropriate.

Drugs, other than those medically prescribed for the learner’s personal use, may not be brought into the training venue or its surroundings.

## Smoking or Vaping

Smoking/vaping is not permitted, as per National Legislation, in enclosed places. Learners who are in breach of the rule and refuse to comply with policy are in danger of having sanctions applied.

## Technology Resources and Usage

All computer users are obliged to use the provided computer resources responsibly, professionally, ethically and lawfully. Only the provided software and materials supplied may be installed or used. Computer configuration or set-up must not be interfered with.

Where learners are provided with centre-allocated logins and passwords, learners are responsible for all activities on their own account, so it is vital that your logins and passwords are not divulged to anyone.

Use of the internet must be consistent with the purposes of the education and training programme. Downloading of information from the internet must only be carried out on specific instructions of your teacher.

Sending, receiving, uploading, downloading, displaying, printing and handling material that is explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory, or otherwise unlawful is strictly prohibited.

Anyone found breaching these regulations will be subject to the disciplinary process.

## Mobile Phones

As a courtesy to fellow learners and teachers, Mobile phones/Electronic/ICT devices may only be used when permitted and must be switched off or put on silent mode and may not be used in class.

## Respect and Courtesy

Tipperary ETB have an Equality Policy and Code of Practice in place for all staff and learners. It respects diversity and makes sure that our places of learning and work are free from discrimination and harassment. This helps us make sure that our centres are a positive and respectful learning environments for everyone.

We support positive and safe learning, so each centre has policies relating to equality and antibullying. The centre will explain these to you at induction. These policies apply to all learners while on ETB or centre premises. They also apply when away from the centre as part of the course, for example, on trips and work placements.

We will not tolerate any of the following behaviours		
Intimidation, including aggressive body language		X
Verbal or physical abuse		X
Bullying, including cyber bullying		X
Aggressive or obscene language		X
Racist comments		X
Excluding or isolating anyone		X
Conduct which disrupts:		X
<ul style="list-style-type: none"> <li>• teaching</li> <li>• learning</li> <li>• study</li> <li>• assessments</li> <li>• field trips</li> </ul>	<ul style="list-style-type: none"> <li>• guest speakers</li> <li>• work placements</li> <li>• any situation where Tipperary ETB is being represented.</li> </ul>	X
Any other inappropriate behaviour, for example, being under the influence of drugs or alcohol		X

## Harassment, Bullying and Sexual Harassment

Every learner and staff member has the right to be treated with dignity and respect. Any behaviour which endangers the welfare of the individual will be treated as a serious offence. Physical or verbal aggression, derogatory comments toward other learners or staff members, either in person or utilising electronic media such as email or social networking sites is unacceptable and will not be tolerated. Any bullying or harassment, or any discrimination on the grounds of gender, marital status, family status, sexual orientation, religious belief, age, disability, race, colour or nationality or membership of the travelling community. Every learner is required to behave in a manner which enables and encourages participation in the educational activities of the college/centre and does not disrupt the functioning of the college/centre. Behaviour which your teacher considers a danger to you or others may result in you being asked to leave the centre/training venue and you may be subject to disciplinary action

Harassment, bullying and sexual harassment is unacceptable and can be grounds for disciplinary action being taken against a learner, including dismissal. What constitutes harassment, bullying and sexual harassment are explained below:

### Harassment

Harassment is any form of unwanted conduct related to any of the discriminatory grounds. These grounds are marital status, family status, sexual orientation, religion, age, disability, race, and membership of the travelling community.

The unwanted conduct may include acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material.

### Bullying

Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others which could reasonably be regarded as undermining the individual's right to dignity.

### Sexual Harassment

Sexual harassment is any form of unwanted verbal, non-verbal or physical conduct of a sexual nature.

The unwanted conduct may include acts, requests, spoken words, gestures or the production, display or circulation of written words, pictures or other material.

## Complaints Procedure for Harassment, Sexual Harassment and Bullying

### Informal Complaints Procedure for Harassment, Sexual Harassment and Bullying

An informal approach may be the best way to solve an issue particularly for less serious cases. Where appropriate, an attempt may be made to seek to resolve the matter informally with the consent of the parties involved.

1. Learners should firstly contact their teacher with their complaint. Your teacher will discuss and review the situation with their manager
2. Where the complaint relates to the teacher, the learner should contact another programme staff member or manager who will review the situation

As part of their induction process, learners will be informed of who they should contact if they wish to make a complaint.

## Formal Complaints for Harassment, Sexual Harassment and Bullying

A formal complaint may be initiated where the:

- Complainant or respondent wants the complaint to be dealt with formally.
- Informal procedure has not been successful.
- Informal procedure is not appropriate.
- Alleged complaint of bullying, harassment or sexual harassment is too serious.

It is important to note that if the complainant has chosen to bypass the Informal procedure, that they will not be disadvantaged in any way.

A formal complaint should be made in writing to the teacher or the relevant manager and it should include, where relevant:

1. Accurate details of the alleged incident(s)
2. Times and dates of the alleged incident(s)
3. Names of witnesses
4. Description of how the behaviour has affected them
5. Details of any personal responses at the time of the alleged incident(s)
6. Any other information that the complainant deems relevant

## Teaching and Learning

### Learning Environment

Tipperary ETB is committed to creating a learning environment which allows learners to have a holistic and meaningful learning experience, facilitating them to develop both personally as well as vocationally and academically.

### Your Teacher

A suitably qualified and experienced teacher is employed to provide you with a quality-assured learning experience and to support you in your learning journey throughout your course.

### Learner Reviews

Your teacher and/or another programme staff member will regularly review your performance through the Learner Review Process, and/or the monitoring visits conducted by Tipperary ETB staff. This is a valuable opportunity for you to both receive and provide feedback.

### Assessment

Assessment is an integral part of many courses in Tipperary ETB. Tipperary ETB aims to provide and promote an environment where assessment is carried out in a transparent, fair and consistent manner.

As a learner with Tipperary ETB you can expect the following in relation to assessment:

- That all internal assessors are fully briefed and competent to assess your work/evidence
- That all the equipment, facilities and materials used in your assessment are fit for purpose
- To be accommodated, as far as is practicable, if you require any special accommodations for assessments
- That you will be informed of all assessment requirements pertaining to your course, including procedures for repeating exams
- That your assessments will be conducted and supervised in accordance with regulations set down by awarding bodies
- Adequate notice of assessments dates will be given to you with accompanying assessment deadlines
- That you will be informed of assessment regulations and consequences of their violation
- That you will receive timely and constructive feedback from your teachers in order to maximise your chances of success in your assessment
- That all your assessment materials are stored in a secure location
- That you have the right to appeal the assessment process or the results of your assessments

Learner responsibilities around assessment include:

- Attendance and participation in all classes as required and to obtain any information that has been missed through non-attendance
- Notify your teacher/centre representative of any support needs as soon as possible
- Note the date for assessment submissions and submit on time and in the required format
- Prepare for and participate fully in assessments
- Arrive on time for examinations and abide by all examination regulations
- Take responsibility for ensuring that you have received all assessment information
- Familiarise yourself with assessment regulations, including examination regulations
- Submit your own original work; reference your research sources correctly and accurately and avoid plagiarism
- Attend feedback and review sessions and request additional feedback if required
- Note any feedback given by teachers and use this to improve the quality of your work to maximise assessment success
- Keep copies of all assessment materials, where possible

All learners will be provided with this information in more detail and be asked to sign a Learner Assessment Contract following your induction on assessment.

## Appeals

Learners can appeal the assessment process or result, up to a specified deadline, if learners are unhappy with the results awarded or if they perceive there to be irregularities/inequalities in the implementation of assessment.

Appeals are made in writing to the centre using Tipperary ETB's appeals application forms *after* results have been issued to learners. The appeals procedure involves the review of the assessment process, including where appropriate, a review of the learner evidence and marks. An independent person will be assigned to conduct the appeal and the results of this investigation will be notified to the centre and then forwarded to the learner(s).

Learners will be provided with specific appeals information, including deadlines, costs and application criteria.

## Learner Assessment Evidence

Keep copies of all your assessment work before you submit it to your teacher because we do not usually return assessment work once submitted. If you wish to have your assessments returned, you must contact your centre about how to organise this.

However, practical items or craft portfolios can be returned to you. Your centre will provide you with arrangements for collection following the certification process.

Once you submit your assessment, we store it securely. For QQI assessments, once the learner appeals process for all the learners has concluded, we securely dispose of learner assessment evidence. For other awarding bodies, (like City and Guilds), we keep the assessment evidence in line with their policies.

More information on Tipperary ETB's Secure Storage of Assessment

[Secure storage of assessment procedure](#)



## Learner Malpractice in Assessment

Assessment malpractice is any act or practice that brings into question the validity or the integrity of the assessment process and which can arise due to accidental or non-accidental (ie deliberate) factors.

Examples of learner malpractice can include plagiarism, breaching assessment rules or requirements, inappropriate conduct during examinations and other forms of unacceptable behaviours that jeopardise the assessment process.

Suspected cases of learner malpractice will be taken very seriously by Tipperary ETB and those involved will be subject to an investigation by the centre and Tipperary ETB, and in some cases the awarding body.

Where learner malpractice is confirmed, the learners involved will be subject to the appropriate sanctions depending on the severity of the malpractice, including written warnings, zero marks, non-submission of results or disqualification.

## Plagiarism

Learners need to be aware of what constitutes plagiarism and how to avoid it when preparing and submitting assessments. As you progress throughout your course, your teacher will work with you to increase your understanding of plagiarism.

Learner plagiarism is defined as the practice of learners submitting any work for assessment that is not their own original work. This could be a percentage of work that has not been referenced and has been copied from published work, the internet, and other learners' work and/or other sources.

Plagiarism in assessment may include but not limited to:

- Representing work completed by and/or authored by another person (including other learners, family, work colleagues and friends) as their own
- Procuring work from a company or external source including the internet
- Copying work from any source or medium without reference (i.e. website, book, journal article, etc)
- Taking a passage of text, or an idea, and summarising it without acknowledging the original source
- Passing off collaborative work as one's own
- Piecing together sections of others' work into a new whole
- Submitting another learner's work with or without their knowledge

## Reasonable Accommodation

In the context of assessment, reasonable accommodation is the term for the adaptation of assessment as necessary to cater for the needs of learners whose personal situation means that assessment would otherwise be unfair e.g. learners with a disability, and/or other grounds covered by the equality legislation.

Adaptation to assessments may include the following:

- Modified assignment briefs/ examination papers
- Scribes/readers
- Use of sign language interpreters
- Practical assistants
- Rest periods
- Adaptive equipment/ software
- Use of assistive technology
- Extra time

If a learner requires special accommodation for assessment, they should inform their teacher or other staff member as soon as possible. The needs of the learner will be catered for, as far as is practicably possible.

## Course Evaluation

Each learner will be asked to complete a course evaluation form during and at the end of the course. Your feedback is important and will assist Tipperary ETB in improving future programmes and their delivery.

## Confidentiality and Privacy

### Data Protection – (GDPR)

Tipperary ETB is committed to data security and the fair and transparent processing of all personal learner data. Once you register on an education/training programme in Tipperary ETB, personal data such as your name, address, phone number, date of birth, gender and/or other personal information pertaining to assessment and certification will be collected, processed and retained in accordance with Tipperary ETB's policy on Data Protection.

Learners will be asked to sign awareness statements and consent agreements, where appropriate, in relation to:

- a) the learner registration process
- b) the collection and retention of digital evidence for assessment purposes
- c) the transfer of personal data to the relevant awarding authority for registration, assessment and certification purposes
- d) the collection and retention of photographic and videographic image for Tipperary ETB's marketing and promotional use (Appendix 3)

The Tipperary ETB Privacy Notice to Learners (and their Parents/Guardians) will be provided to each learner prior to requesting the completion of application forms along with relevant Awarding Body Privacy Notices.

Further information on Tipperary ETB's Data Protection policy is available on the Tipperary ETB's website.

The Tipperary ETB Data Protection Policy and Privacy Notice, along with the relevant contact details are available to view on [Tipperary ETB Data Protection Policy](#) .

## In-Company Training and Work Placement

Tipperary ETB is committed to ensuring that the work-based learning environments that learners experience as part of their work placements are ideally appropriate to their vocational area. To ensure this, your teacher or another staff member will regularly monitor your placement and discuss your progress with you. Monitoring will be conducted via call out or phone call.

In-company education/training, and work experience is offered as a part of many education and training programmes. Learners will continue to receive a training allowance while engaged in in-company training or work placement and may be entitled to a travel allowance.

Your teacher or another programme staff member will supply you with blank time sheets, which must be validated by workplace supervisor (i.e. signed and dated) and, where possible, bear the official work placement company stamp. Completed attendance sheets must be received by your teacher (or another designated programme staff member) no later than 2pm on Friday to ensure the timely payment of your training allowance. Time sheets which have been fraudulently completed will result in instant dismissal from the course.

Tipperary ETB will issue all learners with an indemnity letter for your work placement company to cover you for insurance purposes.

During the work placement period, you will be obliged to abide by the company's rules including hours of attendance, punctuality and dress code. Learners must respect confidentiality in relation to personal observations made while in the workplace. All company policies must be adhered to and learners are expected to act in a professional manner.

Learners are expected to take responsibility for their own learning to gain the maximum benefit from the time spent.

## Learner Supports

### Your Teacher

Your teacher will provide you with all the necessary information you need to know to help you successfully participate on your course and generally is the first point of contact for all your queries.

On admission to a Tipperary ETB programme, learners are encouraged to discuss any special needs or disabilities with staff so that the appropriate supports for teaching, learning and assessment can be considered.

Many colleges & centres provide customised learning support including individual/group support, supportive learning technologies and enhanced building design to accommodate people with disabilities.

Learners need to contact the relevant FET centre for specific details.

## Study and Learning

The Study & Learning Handbook for FET courses is a useful booklet to support learners during their course of study.

<http://tipperary.etb.ie/wp-content/uploads/sites/23/2018/06/Study-and-Learning-handbook-for-FET-courses.pdf>



## Guidance & Information



Guidance is provided in Tipperary ETB's FET sector through various services, including The Adult Education Guidance Services, Guidance in Colleges of Further Education (PLC Programmes), Youthreach, CTCs & others.

The Adult Guidance & Information Service offers information to learners, and the general public, on local and national courses and grants available. 1 to 1 Guidance is also available to specific Target Groups. For further information please see:

<http://tipperary.etb.ie/further-education/adult-guidance-in-education-service/>

## Adult Learning Scheme

The Adult Learning Scheme is a confidential basic adult education service for those whose skills range from very low-level literacy skills to those who wish to improve their basic skills and also avail of the opportunity to work towards accreditation at NFQ levels 1, 2 or 3. For further information and contact details please see: <http://tipperary.etb.ie/further-education/adult-learning-scheme-2/>

## Disciplinary Procedures

These procedures are in place in the event that a learner's conduct or behaviour does not meet the expectations set out in this document.

Minor breaches of discipline will be corrected by your teacher and may not warrant recording on a disciplinary report. In the case of a major breach of Code of Conduct, your teacher, in consultation with the relevant manager if necessary, can proceed to any level of the disciplinary process, up to, and including dismissal from the course depending on the severity of the breach of the code of conduct.

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

## Stage 1 Verbal Warning

Learner is informed of the breach and expected improvements in behaviour is discussed. The teacher will complete the relevant disciplinary report with details of the incident. Learners may be entitled to bring another person with them to any formal disciplinary meeting.

## Stage 2 First Written Warning

For continuous breaches of conduct or serious issues, the teacher will issue the first written warning to the learner and discuss the improvements required. The teacher will complete the relevant disciplinary report with details of the incident. Learner behaviour may be monitored.

## Stage 3 Second Written Warning

For further continuous breaches of conduct or serious issues, the teacher will issue a second written warning to the learner and discuss the corrective actions required. The disciplinary report is completed with details of the incident. Learner behaviour may be monitored.

## Stage 4 Termination from Course

Where a learner fails to address his/her conduct from previous warnings, or, where the actions of a learner are too serious, they may be dismissed from the course. Details of the incident(s) will be recorded.

## Learner Complaints Procedure

Where a learner is dissatisfied with the standard of service, treatment, action or lack of action or decisions taken, they may make a complaint. A learner who makes a complaint will not be disadvantaged in any way.

Complaints provide an important source of feedback on the performance of Tipperary ETB's programmes and services and Tipperary ETB will monitor the registration of complaints and the progress towards resolution.

The complaints procedure is as follows:

1. The learner should first try to address the issue with their teacher as early as possible. Stage one will generally be an oral and informal process.
2. The teacher upon receiving the complaint should take the appropriate informal action in attempt to resolve the issue.
3. Where the issue cannot be resolved, and/or, a more formal approach is appropriate, the teacher should refer to their manager who will review the situation. Tipperary ETB' Management may also be notified of the complaint, if appropriate.
4. The learner may also at this stage complete the Learner Complaint Form and submit to their teacher or other programme/centre staff member (See Appendix 2).
5. The learner may be invited to discuss the complaint with the manager/coordinator. If the complaint relates to another person, this person may also be contacted as part of the review.

6. The learner will be contacted regarding the outcome. If the learner is unhappy with the outcome, the complaint will be elevated to Tipperary ETB senior management team.

If, for any reason, a learner has a serious complaint, they may bypass the above procedure and write directly to Tipperary ETB



# Appendix 1

## Programmes and Services

### Adult Guidance & Information Service

The Information service is open to learners on all ETB Adult Education & Training programmes and the general public. Guidance is aimed at learners on ETB adult education programmes (**BTEI, VTOS, Adult Learning & Community Education**) as well as particular target groups within the community.

The service is used by adults considering a return to learning, those involved in Adult Education courses & also by those looking to progress with their education.

**Please call 067-32282 (Nenagh) or 052-6191424 (Clonmel) to see how the service can support you.**

### Adult Learning Scheme (Adult Literacy Service)

The Adult Learning Scheme (ALS) provides a confidential basic education service for improving reading, writing, numeracy and ICT skills. An informal assessment is carried out with the learner before tuition begins. One-to-one and small group tuition is available. Learners can receive up to 8 hours tuition per week and programmes are designed around the needs of the learners. Accreditation is available at NFQ levels 1, 2 and 3. The ALS provides classes in English for Speakers of Other Languages (ESOL). A language level assessment is carried out before the learner is assigned a class. Classes are organised subject to availability of funding. The ALS

provides classes in partnership with Skills for Work for adults in employment whose literacy and/or numeracy skills are below level 3 on the NFQ.

**For further information on courses held in South Tipperary please contact: Adult Learning Scheme, Clonmel: 052 612 7543**

**For further information on courses held in North Tipperary please contact:**

**Adult Learning Scheme, Nenagh: 067 31845 or visit [www.tipperary.etb.ie/further-education/adult-learning-scheme-2](http://www.tipperary.etb.ie/further-education/adult-learning-scheme-2)**

### Apprenticeships

Apprenticeship is a demand driven, workplace and classroom, educational and training programme aimed at developing the skills of the apprentice to meet the needs of industry and the labour market. Anyone wishing to become an apprentice must first obtain employment with an approved employer and meet the entry requirements of the particular Apprenticeship. On successful completion of an apprenticeship, QQI certification is awarded which is recognised internationally.

**For further information please contact:**

**Apprenticeships Services: 052 619 1431 or visit [www.tipperary.etb.ie/further-education/training-services](http://www.tipperary.etb.ie/further-education/training-services)**

### Back to Education Initiative (BTEI)

BTEI offers part time education options for those aged 16 or over. BTEI offers Major and Minor QQI Awards at Levels 3, 4 and 5. It gives individuals the opportunity to combine a return to learning with family, work and other responsibilities. Courses are offered throughout the county. Courses are free of charge for those with less than upper second level education (Leaving Certificate or equivalent) and those in receipt of a social welfare payment or medical card holders.

**For further information please call us on 052 617 6755 or visit [www.tipperary.etb.ie/further-education/backto-education/](http://www.tipperary.etb.ie/further-education/backto-education/)**

### Community Education

Community education is outside the formal education sector, with the aims of enhancing learning, fostering empowerment and contributing to civic society. The content of the courses is based on the needs of individuals and communities. The community education service facilitates and supports community-based adult education classes for a range of groups through the provision of teacher hours in Tipperary. Community education groups and voluntary organisations are invited to apply for this service. Priority is given to community education courses that engage individuals and groups who experience particular barriers to participation in adult learning and increase participation in community activity.

**For further information on courses held in South Tipperary please contact: Community Education, Clonmel 051 640 746**

**For further information on courses held in North Tipperary please contact: Community Education, Nenagh 067 31845**

**or visit [www.tipperary.etb.ie/further-education/community-education/](http://www.tipperary.etb.ie/further-education/community-education/)**

## Community Training Centres (CTCs)

Community Training Centres are independent community based organisations, catering for the training and employment needs of early school leavers, primarily aged between 16 and 21. Examples of programmes offered include employability skills, personal and social employment skills and science skills. Courses are generally one year in duration, are full-time and lead to major QQI Awards at levels 3 and 4. There are three Community Training Centres (CTCs) funded by Tipperary ETB.

**For further information please contact the relevant centre:**

**Clonmel CTC: Clonmel Youth Training Enterprise (CYTE) 052 6124011**

**Thurles Community Training Centre (CTC) 0504 21592**

**Nenagh Community Training Centre (CTC) 067 32832**

**or visit [www.tipperary.etb.ie/further-education/training-services](http://www.tipperary.etb.ie/further-education/training-services)**

## Evening Training

Accredited evening training courses are offered throughout the county. Evening training courses are part time, one or two evenings per week for up to 15 weeks and can provide learners or employees with an opportunity to supplement existing learning or to up-skill.

**For further information on Evening Training (county wide) please contact:**

**Training Services: 052 613 4348 or visit [www.tipperary.etb.ie/further-education/training-services/](http://www.tipperary.etb.ie/further-education/training-services/)**

## Local Training Initiatives (LTI)

The Local Training Initiatives are project-based training community and run by local community groups throughout Tipperary. It is designed for people who are unemployed, and who are experiencing difficulty in gaining entry to the labour market. Local Training Initiatives support many organisations. Courses are QQI accredited, full-time and delivered all year round. Local Training Initiatives are 30 week courses with a specific focus.

**For further information please contact the relevant centre:**

**Clonmel LTI: Waterford & South Tipperary Youth Services 086 771 6289**

**Cahir LTI: Cahir Development Association 052 744 3224**

**Cashel LTI: Spafield Family Resource Centre 062 63622**

**Cashel LTI: Tipperary Association for Special Needs 062 61338**

**Tipperary Town LTI: Knockanrawley Resource Centre 062 52688**

**Carrick-on-Suir LTI: Carrick-on-Suir Development Association (COSDA) 051 640 200**

**Littleton LTI: Littleton Development Association 0504 33629 or visit [www.tipperary.etb.ie/further-education/training-services](http://www.tipperary.etb.ie/further-education/training-services)**

## Post Leaving Certificate (PLC)

PLC courses are intensive full-time, one year programmes which prepare learners for entry level employment or progression to further/higher education. PLC courses are ideal progression routes from Leaving Certificate for those who want an extra year to study a specific vocational area but also for adults returning to education. A PLC Participant Contribution Fee of €200 applies (exemptions available). Registration/materials and any other additional costs are payable by all. Applicants should normally have Leaving Certificate, Leaving Certificate Applied or a QQI Level 4 Major Award. Equal consideration will be given to mature applicants who do not meet these entry requirements.

**For further information please contact the relevant school/PLC college:**

**Clonmel: CTI Senior College 052 612 6269**

**Tipperary: St. Ailbe's 062 51905**

**Thurles: Coláiste Mhuire 0504 21734**

**Templemore: Templemore College of Further Education 0504 31007**

**Roscrea: Roscrea College of Further Education 0505 23939/23931**

**Nenagh: Nenagh College of Further Education 067 31525**

**or visit [www.tipperary.etb.ie/further-education/plc-courses/](http://www.tipperary.etb.ie/further-education/plc-courses/)**

## Self-Financing Night Classes

Fee paying (self-financing) night classes may be offered by some of Tipperary ETB's second level schools

**For further information please visit: [www.tipperary.etb.ie/further-education/self-financing-night-classes/](http://www.tipperary.etb.ie/further-education/self-financing-night-classes/)**

## Specialist Training Providers (STP)

STP programmes in Tipperary are delivered to people with disabilities who may require more intensive support. The features of this specialist vocational training include: longer duration; adapted equipment; transport arrangements and enhanced programme content. Examples include ICT and vocational multi-skills. Courses are delivered all year round and lead to QQI accreditation.

**For further information please contact the relevant centre: National Learning Network, Clonmel 052 618 1555**

**Cluain Training and Enterprise Centre, Clonmel 052 612 5328 or visit [www.tipperary.etb.ie/further-education/training-services](http://www.tipperary.etb.ie/further-education/training-services)**

## Specific Skills Training (SST)

Day courses are designed to provide learners with a range of employability related skills and formal vocational qualifications to facilitate those entering the labour market for the first time and persons wishing to update or acquire new skills and progress to access market-led specific skills courses. Courses lead to QQI Awards at levels 3, 4, 5 and 6 and/or to industry recognised accreditation. The duration of training can vary. Short modular courses are typically 6 weeks and longer courses can be up to 40 weeks duration. The majority of day courses are delivered on a full-time basis throughout the year in outreach locations. Courses are supplemented by contracted providers allowing Tipperary ETB the flexibility to meet changing industry demands.

**For further information on Specific Skills Training (county wide) please contact:**

**Training Services: 052 613 4348 or visit [www.tipperary.etb.ie/further-education/trainingservices](http://www.tipperary.etb.ie/further-education/trainingservices)**

## Traineeships

Traineeships are occupational specific and industry endorsed training programmes leading to QQI Major Awards mostly at Levels 5 and 6 and/or industry recognised certification providing access to specific occupations in designated sectors. These programmes are targeted at occupations which are not designated as apprenticeships but entail significant skill requirements which are best acquired through a combination of alternating periods of on and off-the-job training. Traineeships are aimed at new labour market entrants and unemployed persons. A key characteristic of the Traineeship Programme is the role employers play in the training process. Aptitude tests and interviews are used in certain cases to select participants.

**For further information on Traineeships please contact: 052 613 4348 or visit [www.tipperary.ie/further-education/training-services](http://www.tipperary.ie/further-education/training-services)**

## Vocational Training Opportunities Scheme (VTOS)

The VTOS Scheme provides a range of courses to meet the education and training needs of unemployed people. It gives learners opportunities to improve their general level of education, gain certification, develop their skills and prepare for employment, self-employment and further and higher education and training. To be eligible for VTOS you must be aged 21 or over and in receipt of a qualifying social welfare payment for 156 days (6 months) or more. On the programme you receive a VTOS allowance at the rate

equivalent to your Jobseekers Benefit/Allowance payment.

**For further information please contact the relevant VTOS centre:**

**VTOS Clonmel: CTI Senior College 052 612 6269**

**VTOS Cahir: Further Education and Training Centre**

**VTOS Carrick-on-Suir: Further Education and Training Centre 051 649932**

**VTOS Thurles: Coláiste Éile 0504 21166**

**VTOS Nenagh: Teach an Léinn, Nenagh 067 33437 or visit [www.tipperary.etb.ie/further-education/vtos](http://www.tipperary.etb.ie/further-education/vtos)**

## Youthreach/Youthreach Progression

The programme is aimed at young people between the ages of 15 and 20 years of age who may have no or low formal certification. Youthreach/Youthreach Progression provide QQI level 3 and 4 courses as well as the Leaving Certificate Applied programme. In required cases, specific learning programmes are delivered. Counselling and Advocacy and the opportunity for Work Experience and progression to further education provision are built in to the Youthreach programme.

**For further information please contact the relevant centre:**

**Youthreach Cappawhite: Further Education and**

**Training Centre 062 75225**

**Youthreach Roscrea: Roscrea Education Centre 0505 22481**

**Youthreach Progression Templemore: Céim Eile, Templemore College 0504 31007**

**or visit [www.tipperary.etb.ie/further-education/youthreach-youthreach-progression/](http://www.tipperary.etb.ie/further-education/youthreach-youthreach-progression/)**

## Appendix 2

### Learner Complaints Form

Learner Contact Details			
First Name:		Last Name:	
Contact Number:		Email:	

Learner Centre/Programme Details	
Name of the Centre that you were attending that you wish to make the complaint about:	
Address of the Centre:	
Name of the Programme that you were registered on:	

Details of the Complaint (Please be specific and include dates, locations and witnesses if appropriate)

You may attach copies of any documentation/correspondence that are relevant to the complaint	
Signed:	
Date:	

## Appendix 3

### Photographic and Videographic Image - Consent Form



Photographs and videos are stimulating forms of media which can motivate and inspire learners. Research has shown that using such forms of media in education can help encourage creativity, motivation, as well as improve communication and team-working skills.

**[Insert name of FET programme/college/centre and Tipperary Education & Training Board (ETB)]** asks that parent(s)/guardian(s) consent to their son/daughter being featured in photographic and videographic promotional material if their son/daughter is under 18 years of age. Where a learner is 18 or older, he/she is capable of giving such consent. This form is requesting that consent be given for each use of photograph or video footage. If such consent is given, the following procedures will apply with regard to taking photographs or video footage of learners in **insert name of FET programme/college/centre**:

- 1) Staff will be aware of possible Child Protection issues when taking photographs of learners (aged under 18) and in relation to where these photographs are used.
- 2) Learners may be identified in these publications in recognition of their participation in events/activities, except where the publication is online.
- 3) Learners in photographs or videos published on the **insert name of FET programme/college/centre or delete as appropriate** and/or the Tipperary ETB website will not be named or identified in any way other than by group.
- 4) Consent to the processing of a photograph and/or video can be withdrawn at any time by filling out a [Withdrawal of Consent Form](#) and sending it to our Data Protection Officer at [dataprotection@tipperaryetb.ie](mailto:dataprotection@tipperaryetb.ie). If you choose to withdraw your consent, the FET Programme/College/Centre/ETB will no longer use your photographic or videographic image for the purposes set out below. However, processing already carried out may not be able to be redacted e.g. if a photograph is published in a newspaper already printed or a past yearbook etc.
- 5) All online media promotion on behalf of **insert name of FET programme/college/centre** and Tipperary ETB is underpinned by our [Information and Communication Technology \(ICT\) Acceptable Usage Policy](#), and **[insert website link to college's/centre's Internet Safety Policies or delete as appropriate]**.

I \_\_\_\_\_ [insert name of Parent/Guardian/Learner over 18 years] **consent** that photographs and video footage of \_\_\_\_\_ [insert learner's name] may be taken and used by or on behalf of [insert FET programme/college/centre name] and Tipperary ETB to promote its activities (currently and in the future) in the following circumstances; as selected by me:

Photographic Image and/or Videographic footage of the student for the purpose of:		
Please tick as appropriate	Yes	No
On [insert FET programme/college/centre name or delete as appropriate] website, and/or the Tipperary ETB website, social media and any other online publication associated with Tipperary ETB schools/colleges/centres/programmes/services.		
Given to third parties, with the learner's name, for the purpose of being used in print media e.g. newspapers, magazines, brochures/leaflets, posters, prospectus, reports books and other similar publications, e.g. a learner attaining top results in their course/apprenticeship/traineeship.		
Displayed within the [insert college/centre name] and including the learner's name e.g. an image of a learner awarded the highest result in their course with their name below.		
In [insert FET programme/college/centre name] yearbooks with the learner's name also used.		
For promotional purposes related to the [insert FET programme/college/centre name] and/or Tipperary ETB e.g. a course prospectus or video.		

**In circumstances not listed above where the learner's photographs or videos are sought, your consent as a parent/guardian/learner over 18 years will be requested separately at a later date.**

**Name of Learner:** \_\_\_\_\_

**Name of Parent(s)/Guardian(s):**  
**[where learner is under 18 years]** \_\_\_\_\_

**Date:** \_\_\_\_\_