mi
monaghan institute

cmetb

Bord Oideachais agus Oiliúna
an Chabháin agus Mhuineacháin
Cavan and Monaghan
Education and Training Board

QQI AWARD

www.monaghaninstitute.ie

STUDENT HANDBOOK

YOUR FUTURE
STARTS HERE

Contents Page

A Message from the Director

There are many routes to a job and career success. Increasingly, further education and training are required. Universities or Institutes of Technology don't suit the needs of all - for some 30,000 Leaving Certificate and mature students, a place on a PLC Course is the preferred option. Courses are open to a wide range of participants including school leavers, adults and second chance learners, social welfare recipients, graduates wishing to re-skill etc.

Monaghan Institute offers a wide range of further education and training (FET) courses. Each course is specifically designed for employment - the balance between theoretical and practical study is decided with the job-market firmly in mind. Close links with local employers and the community ensure that the focus of FET course provision is reflective of local needs and current/future skills shortages. The work experience you complete as part of your training keeps both you and staff attuned to the needs of the workplace.

On the other hand, if you wish to proceed to further studies at Institutes of Technology or Universities, we will equip you with the skills necessary for academic life. All of our courses carry nationally and internationally recognised certification and provide learners with the opportunity to progress to further study through the Higher Education Links Scheme. Over the years, a significant number of past graduates have gone on to complete degrees at third level and are now in employment or running their own businesses and playing an active part in the community. Others have used further education to retrain or up-skill and have changed career.

Monaghan is a pleasant provincial capital town – large enough to provide a city college atmosphere, yet small and intimate enough to enjoy a real town life style. Local shops, restaurants, theatre and night clubs give a quality service and if you are the sporty-type, there are playing-pitches, football and rugby clubs, a running-track, swimming pools, gyms, tennis courts, leisure centres, golf-clubs, equestrian centre, etc. The Students' Union social programme also ensures balanced learner development and you are encouraged to participate in its extra-curricular activities.

Staff at Monaghan Institute are highly-qualified, enthusiastic and dedicated to high academic achievement in the context of a warm tutor-learner relationship. Monaghan Institute can give you the kind of individual attention which will ensure your success, whether you have just completed Leaving Certificate or if you are a mature student returning to education. We welcome learners of all ages, abilities and nationalities and will provide you with a supportive learning environment.

Monaghan Institute has been approved as a registered provider by QQI and other internationally recognised certifying bodies (e.g. City & Guilds, ITEC) having agreed its quality assurance policies & procedures. We are continually reviewing and developing our work practices to ensure a quality service to all learners, past, present and future.

Monaghan Institute fosters positive working relationships with other education providers at home and abroad. The Institute has constructive links with the Institute of Technology in Dundalk, Atlantic Technological University in Letterkenny and the University of Wrexham in Wales to name but a few. Our learners have also completed modules of their courses at training institutions in Belgium, France, Portugal, Germany, Canada, Denmark and Holland, funded through the Leonardo da Vinci and Erasmus + programmes.

Monaghan Institute assures learners of a warm welcome and a quality training service in our state-of-the-art facilities at Monaghan Education Campus.

Martina Rooney, MI Director

1. Monaghan Institute Building Map

Location of Printers

Floor Codes

LG Lower Ground Floor
G   Ground Floor
F   First Floor
S   Second Floor

Room Key

General Classroom
Purpose Classroom
Office
Storage
Toilets
Other
Multimedia Laboratory
Library

LG02

General Purpose
Dining Area

Covered
External
Stair/Seating

Kitchen

Lift

LG 12

Laboratory
Veterinary

Lower Ground Floor

Ground Floor

Balcony

G32
Science Lab

G35
Demonstration
Room

G38
Nursing / Dental
Practical
Room

G36 G37

Outside
Covered
Seating

G04
General
Classroom

G05
General
Classroom

G06
Electrical
Apprenticeship
Room

G31
Office

Lockers

G45

G17 & G18

G16   G14
&
G15

Lift

G08

G09
Design &
Comms
Graphics
Room

Staircase

G26
General
Classroom

G25   G24
Directors
Office

Meeting
Room

G23
General
Office

Main
Entrance

G12
Engineering
Metalwork
Room

G11
Prep
Room

G10
OEM Engineering
Apprenticeship
Room

G27
First Aid

First Floor

F28 Beauty Therapy Room

F30 Beauty Therapy Room

F34 Hairdressing Salon

F29 Beauty Store Laundry

F27 Office

Lobby

F41

Hair & Beauty Reception

Staircase

F24 Office

F23 Guidance Suite

F22 Office

F21 Office

F20 Deputy Directors Office

F19 General Classroom

F02 Multimedia Laboratory

F03 Multimedia Laboratory

F04 Multimedia Laboratory

F14

Lockers

Lift

F06 F07

F05 Library

F11

F10 General Classroom

F09 Tiered General Classroom

F08 General Classroom

Second Floor

S24 Food Science

S29 Multimedia Laboratory

S30 Childcare Classroom

S27 General Classroom

Lockers

S31 Childcare Practical

S23 Office

S40 & S41

S39 S38

S20

S19 Staff Room

S18 Multimedia Laboratory

S02 Multimedia Laboratory

S03 Multimedia Laboratory

S04 Multimedia Laboratory

S13

S12

Social Area

Lift

S05 Lecture Room

S06 Lecture Room

Library Void

S10

S09 Multimedia Laboratory

S08 General Classroom

S07 General Classroom

2. Academic Matters

2.1 Your Details

Personal Information (Optional)		
First Name		**Surname**
Computer Username		
Email Address		
Moodle Username		
eLearning Username		

Contact Details (Optional)		
Mobile Number		**Home Number**
Address		
Additional Information		

Course Information		
Course Name		**Tutors Name**
Tutors Email Address		

2.2 Modules

Module Code	Module Name	Tutors Name

2.3 Your Class Timetable

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09.00					
10.00					
11.00			BREAK		
11.15					
12.00					
13.00			LUNCH		
14.00					
15.00					
16.00					
17.00					

The normal working day will consist of:

9.00	-	11.00 am	Class
11.00	-	11.15 am	Break
11.15	-	1.00 pm	Class
1.00	-	2.00 pm	Lunch/Class
2.00	-	4.00 pm	Class

N.B. Some classes may be scheduled outside of these times, e.g. 1- 2pm or after 4pm.

2.4 Monaghan Institute Calendar

Monaghan Institute Calendar

2023 - 2024

IMPORTANT DATES

SEPTEMBER 2023

S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE 2024

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

CHRISTMAS TERM
Start	Mon 28th August 2023
Mid-Term	Mon 30th Oct-Fri 3rd Nov 2023
Closed	Mon 4th Dec 2023
Finish	Fri 22nd Dec 2023

EASTER TERM
Start	Mon 8th January 2024
Bank Holiday	Mon 5th February 2024
Mid-Term	Mon 12th to Fri 16th Feb 2024
Bank Holiday	Mon 18th March 2024
Finish	Fri 22nd March 2024

SUMMER TERM
Start	Mon 8th April 2024
Bank Holiday	Mon 6th May 2024
Finish	Fri 31st May 2024

N.B. This Calendar may be subject to change as part of contingency arranagments to make up for lost time due to unforseen school closures.

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Knockaconny, Armagh Road
Monaghan
H18 FY94

047 84900
info@monaghaninstitute.ie
www.monaghaninstitute.ie

3.   Induction Information

Online Induction Resources

All information related to your Induction to Monaghan Institute is available on the college website at https://monaghaninstitute.ie/student-area/induction/ .

This includes the Registration and Induction video which has a general welcome from Martina Rooney, Director of MI.

The induction for Monaghan Institute consists of 4 Sessions with the following related resources:

Session 1
   Logging into a College PC for the first time (video)
   Installing Microsoft Office 365 Apps (video)

Session 2
   Accessing Moodle for MI (video)
   Microsoft Teams for Remote Learning (video)
   How to use Microsoft Teams for Video Classes and Meetings (video)
   Saving your Files on Microsoft One Drive (video)

Session 3
   Using Library Facilities at MI (video)
   How to use your MI Student Card (document)
   Top Up your MI Student Card Online
   Paying your MI College Fees (video)

Session 4
   Students Union Activities and Virtual Events (presentation)
   Referencing and Plagiarism (video)

Note: If you have registered late it is essential that you watch all videos on the induction page of the college website and read all available notes - www.monaghaninstitute.ie/student-area/induction.

Printed Induction Resources

In addition to the information available on the induction page on the Monaghan Institute website, the following notes are available in this handbook:

3.1	Login to your College Email Account from Home
3.2	Five Free Copies of Microsoft Office 365 2016
3.3	Accessing Moodle
3.4	Using One Drive
3.5	Library Information and Printing

3.1 Login to your College Email Account from Home

1. In Internet Explorer go to www.monaghaninstitute.ie
2. Click on **Email Login** to access your email account (this can also be accessed from the Monaghan Institute Student Area).
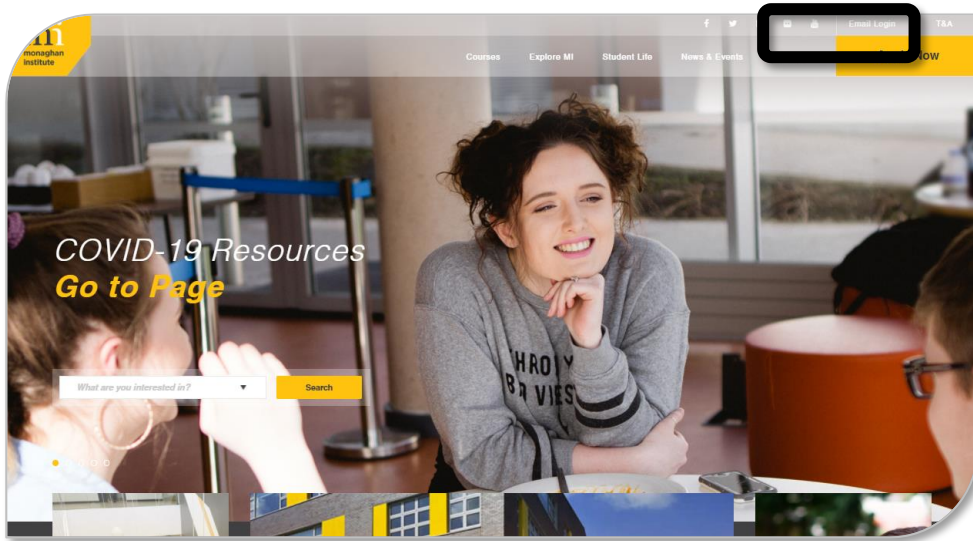
3. Use your College **PC login** details on this page and your email account will open.
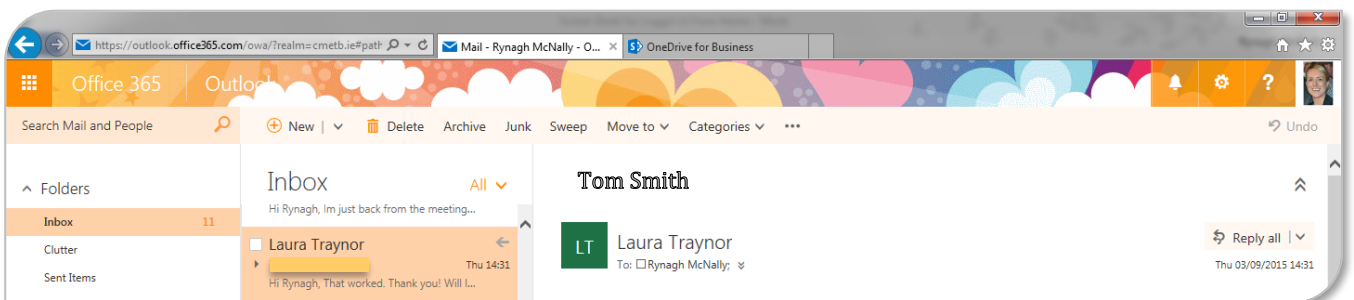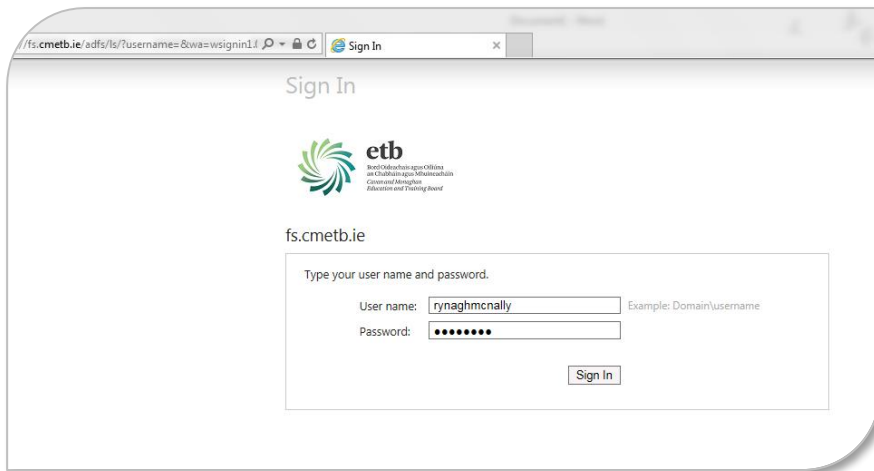
From your email account you can use the Office 365 launcher to access your **Calendar**, **One Drive** (online storage) or **Mail**.

1. To do this click on the Office 365 application launcher in the top left corner as shown.
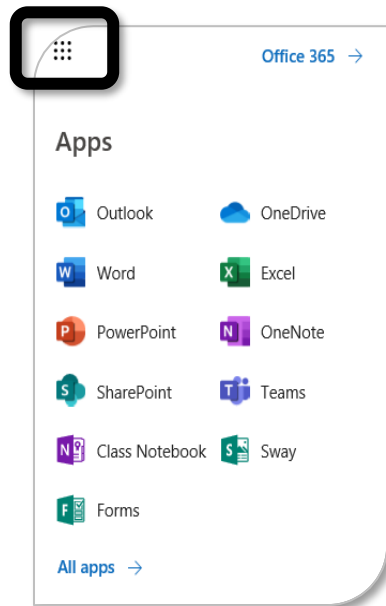
You can also connect your email account to your phone through your Phone Settings and Exchange.

3.2 Five Free Copies of Microsoft Office 365 2016

As a student of **Monaghan Institute,** you are entitled to 5 Free Copies of Microsoft Office 2016 365 for as long as you are registered. These copies can be installed on your home PC, Laptop, Mac, iPad, etc. Please note when you leave the college these copies will expire.

To access the free software you must be outside the college Wifi (the software will only install on devices external to the college Wifi).

1. Login to your email account from home through Internet Explorer.
2. Go to the Office 365 application launcher in the top left corner as shown and click on **Office 365** →
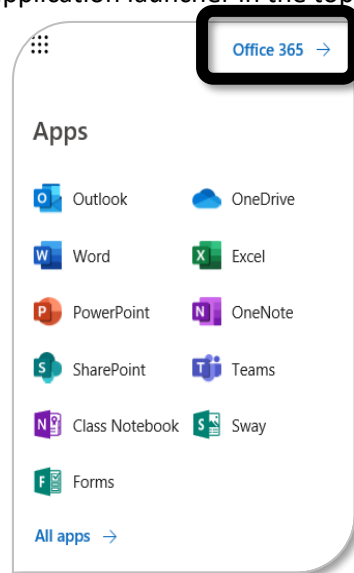
3. Click on the text – **Install Office** (shown here) and select **Office 365 apps**.
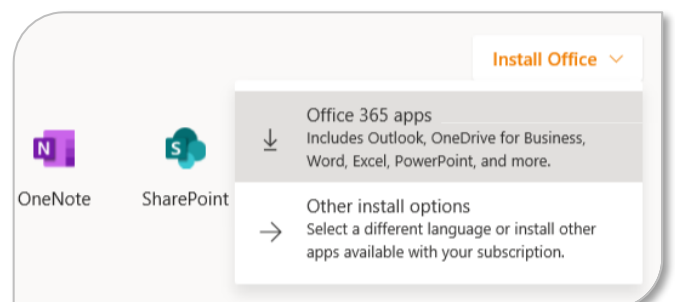
4. Follow the steps in the installation guide. This will install all the software in the Microsoft Office 365 suite for free including - Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, InfoPath and OneDrive for Business.

5. This process can take up to 30 minutes depending on your internet speed and you may need to restart your computer when you have completed.

3.3 Accessing Moodle

As a student of Monaghan Institute some of your tutors will use Moodle to share resources with you. To access Moodle complete the following:

2. In Internet Explorer go to www.monaghaninstitute.ie
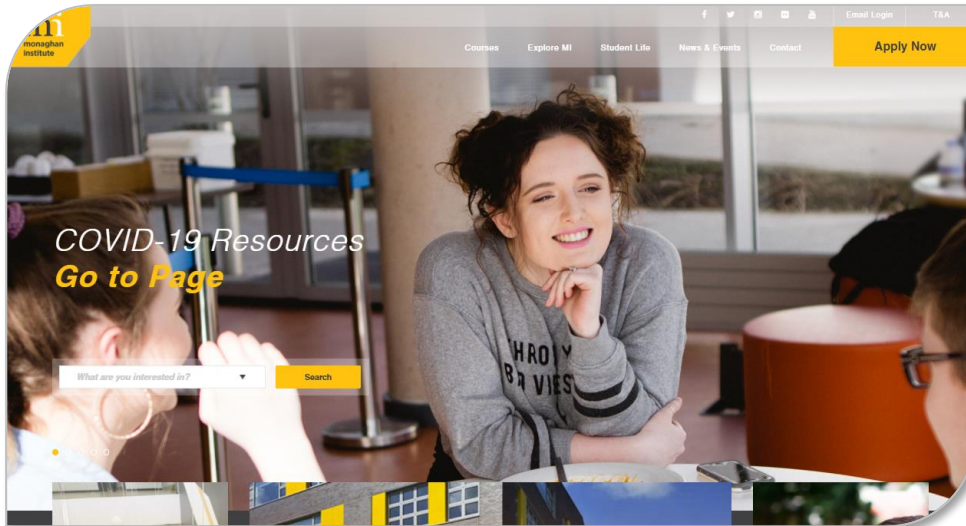
3. Scroll down to the **Monaghan Institute Student Area** and click on this link.
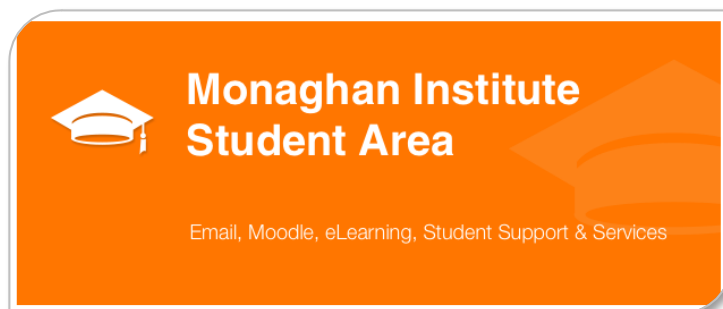
4. Click on the **Moodle** button**.**

5. This will open Monaghan Institutes **Moodle** landing page.

6. Your Moodle account is automatically logged in via **OpenID Connect** single sign on. To access your course modules, scroll down and select the relevant subject area. Your tutor will guide you to the modules notes for your course in class and will give you the password to access your notes.

7. By way of an example, we will find the **Word Processing** module and enter the password to access it.

8. Click on **Common Modules Across Programmes** and click on **5N1358 Word Processing**.

9. The **Password** to access this module is 5N1358, enter the password and you will have access to the notes for this subject.
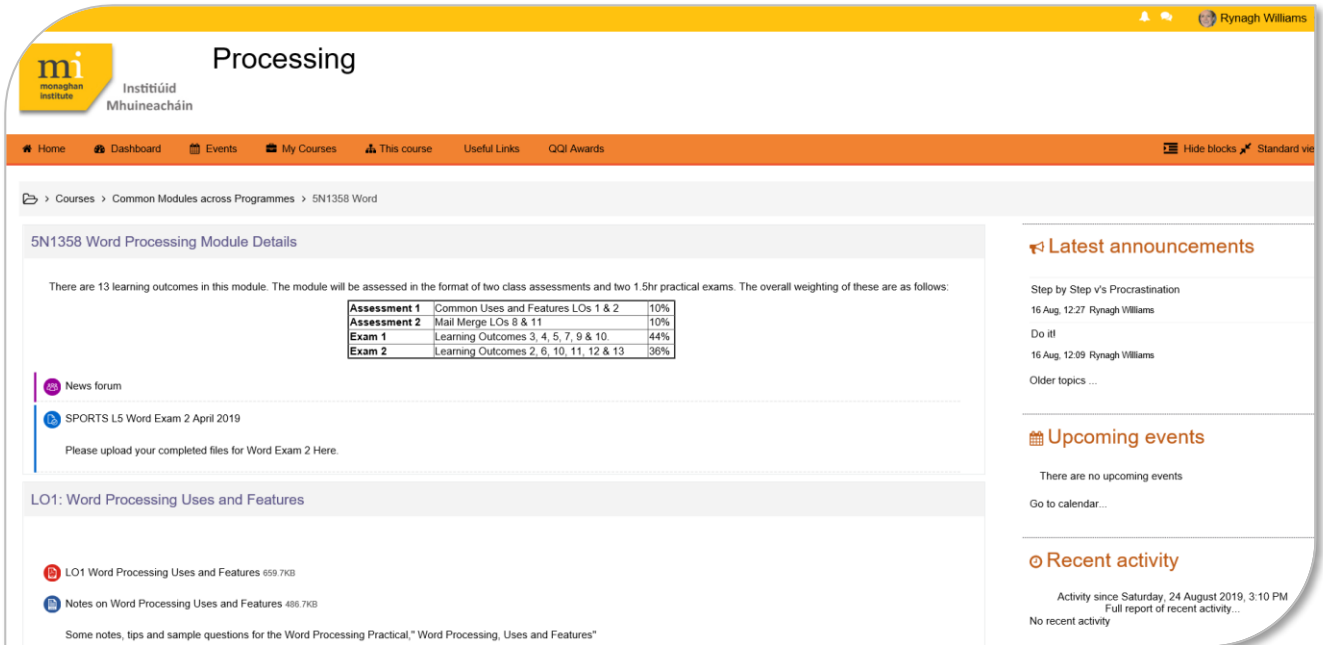
10. An additional module (in this section) you can also access is **Online Resources for All Students**.

3.4 Using One Drive

To save files to your One Drive open One Drive from the application launcher shown above. Your One Drive folder is like an online network file or USB where you can save all of your work.
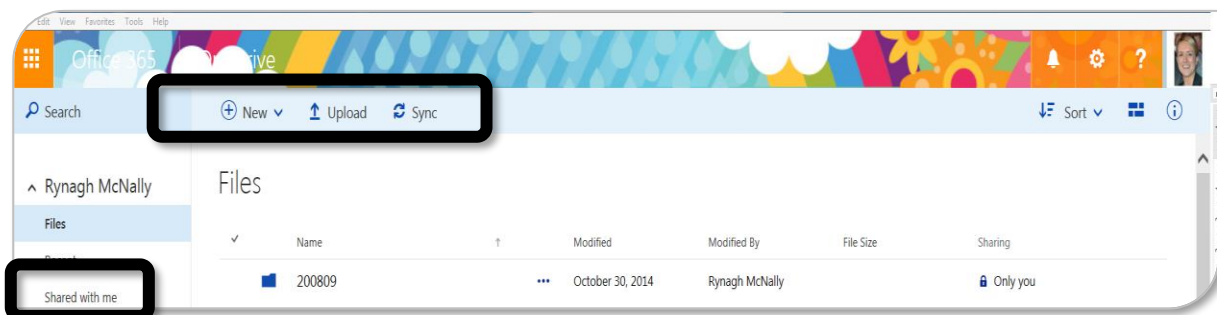
To create a new folder or file in the One Drive click on **New**, to upload files click **Upload** and follow the on screen instructions.
If another user has shared files with you to One Drive you can access them through the **Shared with me** link.

3.5 Library Information and Printing

For further information on the Library please visit the **MI Library** link in the Student Area of the College Website. From this page you can access the **Online Library**, **Top Up** your Student Card and download the notes on **Printing** using your Student Card. This page also contains detailed notes on Referencing and Plagiarism, including the national **Referencing Handbook for the Further Education and Training Sector** which can be downloaded.

Borrowing from MI Library
- You need your Student ID Card to borrow.
- You can borrow up to a maximum of 5 items at any one time and loans are for a maximum of 2 weeks, but can be extended if required.
- Any item borrowed may be recalled. This means it must be returned before its original due date. If we need to recall an item from you we will email you with a new due date.
- You cannot borrow if you have any outstanding Library fines.

Can loans be extended if I'm on placement?

Students going on placement as part of their course may apply for longer loan times for certain items. To apply please speak with a member of Library Staff.

What can I do if all copies of a book I need are on loan?

You can request an item using the online Library system. We will email you when the book is ready for collection from the Library Information Desk.

Renewing
If you need to keep an item for longer, renew it to avoid paying fines. Provided there is no request pending you can extend your loan for a further 2 weeks.

How to renew?
- Online
- At the Library Information Desk

Renewing online
When renewing online, a new due date should be displayed. If this does not happen call to the Library Information Desk. Online renewals will not work the day the item is due. We suggest you renew online the day before.

Problems Renewing?
An item cannot be renewed if:
- You have outstanding Library fines
- You have renewed it once already

Returning
You don't need your Library card to return items.

You must return items directly to a staff member at the Library Information Desk or into the Drop Box located outside the library door.

Return or renew an item on or before its due date, otherwise fines will be applied.

Fines and Lost Items

Fines
For fairness to all Library members, fines are applied to ensure the prompt return of material. You are responsible for all items on your Library Account. Fines are applied as follows:
- 20 cent per day for the first week (including Saturday and Sunday)
- €1.50 per item per day thereafter

Fines can only be paid online

Fines remain on your Library Account until they are paid and will be carried over from one year to the next. If you accumulate fines you will be prevented from further borrowing, renewing, or accessing our online

resources. You may be blocked from registering or graduating if you have significant unpaid fines on your account.

Lost items

<u>If an item is considerably overdue it will be deemed to be a lost item</u>

If you lose an item contact us as soon as possible. You will be charged a replacement plus processing fee of €30. This will appear as a fine on your account. We cannot always accept replacement copies for lost items, so please contact us before you order one.

See full Monaghan Institute Library Regulations in Section 5.5 of this handbook.

4. Monaghan Institute Mission Statement and Objectives

4.1 Mission Statement

Monaghan Institute's mission is to provide high quality education and training to all learners in an open, inclusive and supportive environment.

4.2 Objectives

- To provide a range of education and training programmes which will improve the employment prospects of learners
- To provide training courses that meet the needs of enterprise, in particular the local economy
- To provide an open, inclusive, supportive learning environment for all learners and staff
- To provide a range of relevant supports to enable all learners to complete their course of studies
- To monitor, review, expand and adapt programmes to ensure they meet client and industry demands
- To assist learners in gaining quality work experience in local business/industry, where practical
- To maintain strong links with industry and employers to ensure Monaghan Institute's programmes are relevant to their needs
- To offer a variety of flexible learning options to encourage all learners to participate
- To enable and support learners to progress to higher education
- To provide staff with a range of relevant continuing professional development opportunities and resources that will enhance their skills, abilities and experience
- To ensure that all courses, policies & procedures are quality assured
- To ensure learners & staff have access to the latest equipment (including ICT), which enhances the learning experience

5. Monaghan Institute College Policies and Procedures

Monaghan Institute adheres to the underlying principles of recent legislation: Education Act 1998, Education (Welfare) Act 2000, Teaching Council Act 2006, Education (Amendment) Act 2012, Qualifications and Quality Assurance Act 2012, Education and Training Boards Act 2013, Further Education and Training Act 2013, Equal Status Acts 2000 to 2015. In aiming to foster an atmosphere of respect, understanding and support between all, the Institute supports an ethos of partnership, accountability, transparency, inclusion and respect for diversity, student choice, and equality. Monaghan Institute will seek to ensure that policies and procedures are implemented with fairness and integrity.

Every effort is made to ensure the accuracy of the information in this publication. Monaghan Institute reserves the right to alter or delete any of the information included at any time without prior notice and will not be bound by any errors or omissions and cannot accept liability in respect thereof.

5.1 Policy for Admission to Monaghan Institute

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of Monaghan Institute and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual Admission Notice. The Director of Monaghan Institute is responsible for the implementation of this Admission Policy.

The full policy, is available on the Monaghan Institute website at **https://monaghaninstitute.ie/wp-content/uploads/2022/12/MI-Admission-Policy-2023-for-Website.pdf**

Table of Contents
1. Glossary of terms
2. Admission statement
3. Legal framework
4. General admission provisions
5. Applications to study at Monaghan Institute

1   Glossary of Terms
'Applicant' means the person who has made the application for admission to Monaghan Institute on behalf of the Learner, which may include the Learner.

'Learner' means a person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply 'prospective' as part of the interpretation. The definition also captures the legal definition of 'Student' within the meaning of the Education (Admission to Schools) Act 2018.

'Gender', in line with the definition of "the gender ground" in the Equal Status Act 2000, is such that "one is male and the other is female" This does not prejudice any learner who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demi gender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

'Parent' has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

'Intake Group' means the most junior year group of any course, including Learners enrolled in courses which are only one year in duration and Learners who may have already completed a course (or more than one) and who are applying to do a different course.

2   Admission Statement
Monaghan Institute is a centre of learning committed to providing education and training of the highest quality. As part of Cavan and Monaghan Education Training Board (CMETB), we continue to strive to excel in responding to the educational needs of the community. The programmes we offer are learner-centred and provided in a friendly, inclusive, and supportive environment.

Monaghan Institute is committed to being an inclusive college. Fundamental to the implementation of Monaghan Institute's Admissions Policy is the principle of equality. In placing the learner at the centre of the learning process, Monaghan Institute is committed to creating an appropriate learning environment in which individual differences are accepted and embraced.

Accordingly, Monaghan Institute shall not discriminate in its admission of a Learner based on the following grounds:

2.1. Gender of the Learner or Applicant.
2.2. Civil status of the Learner or Applicant.
2.3. Family status of the Learner or Applicant.
2.4. Sexual orientation of the Learner or Applicant.
2.5. Religion of the Learner or Applicant.
2.6. Disability of the Learner or Applicant.
2.7. Race of the Learner or Applicant.
2.8. The Learner's or Applicant's membership of the Traveller community.
2.9. Special educational needs of the Learner or Applicant.

For post-leaving certificate courses and further-education or training courses, costs may be payable.

3   Legal Framework
CMETB was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy. The Board of Management of Monaghan Institute, a recognised school, is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a Board of Management within the meaning of the Education Act 1998.

In addition, Colleges of Further Education are regarded as 'providers' under the Quality and Qualifications (Education and Training) Acts 2012 (as amended). As required thereunder, providers of further education and training courses must establish procedures for access, transfer, and progression of Learners in accordance with the policies and criteria for access, transfer and progression published by Quality and Qualifications Ireland (QQI).

The Education Act 1998 provides for an appeal process in the event of a refusal to admit a Learner.

4   General Admission Provisions
A decision on an application for admission shall be based on:
- the implementation of this Admission Policy,
- the annual Admission Notice of Monaghan Institute and the
- Information provided by the Applicant in the application for admission.

In processing an application, Monaghan Institute shall not consider:
4.1   The occupation, financial status, academic ability, skills or aptitude of a Learner's Parent(s);
4.2   A Learner's connection to Monaghan Institute due to a member of their family attending or having previously attended Monaghan Institute.
4.3   The date and time on which an application for admission was received by Monaghan Institute, as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for the relevant academic year.

Admission to a particular course is governed by the following principle that will be assessed through the application form, and possibly an interview and/or assessment where required for particular courses:
4.4   That, in the professional judgement of Monaghan Institute the Learner's academic ability, skills or aptitude are deemed suitable for the course to which application was made on their behalf. Such academic ability, skills or aptitude shall include the requirements set out at Appendix 1 of this Admission Policy.

Monaghan Institute will consider the offer of a place to every Learner seeking admission, who meets the entry requirements for the course in Monaghan Institute to which they have applied, as outlined in 4.4 above, unless one or more of the following applies:

4.5   The Learner fails to confirm in writing that they accept the Code of Behaviour and that they shall make all reasonable efforts to ensure compliance with such Code.
4.6   Information contained in the application is false or misleading in a material respect.

Subject to 4.5 and 4.6, where Monaghan Institute considers an application, each application which meets the entry requirements of the course, shall be met with an offer of a place, unless the course is oversubscribed, in which case, selection criteria will be applied to each application. This is without prejudice to the requirement for all courses to have a minimum enrolment number in order to proceed.

Section 5 of this Policy addresses the selection criteria and other matters related to specific admission provisions.

5   Applications to Study at Monaghan Institute

5.1   Admission Provisions
   5.1.1.   Oversubscription
   5.1.2.   Selection criteria
   5.1.3.   Selection process
   5.1.4.   Late applications
   5.1.5.   Second/third-round offers of a place
   5.1.6.   Acceptance of a place
   5.1.7.   Refusal
   5.1.8.   Withdrawal of an offer
   5.1.9.   Appeals
   5.1.10. Deferrals

5.2   Appeals
   5.2.1.   Appeal where refusal was due to oversubscription
   5.2.2.   Appeal where refusal was for a reason other than oversubscription
   5.2.3.   Basis for appeal

5.1   Admission Provisions
Subject to 4.5 and 4.6, where Monaghan Institute is not oversubscribed, all applications which meet the published entry requirements for the selected course will be offered a place therein. Such entry requirements are used for the purpose of assessing the Learner's academic ability, skills or aptitude, in line with the authority vested in Monaghan Institute by section 62(e) of the Education (Admission to Schools) Act 2018. Information relating to the courses on offer, and any course specific entry requirements is available to Applicants/Learners in the prospectus of Monaghan Institute and on its website at www.monaghaninstitute.ie.

In assisting Monaghan Institute in determining whether a Learner meets the entry requirements for a given course, it may request that the Learner attend for interview, be referred for an educational assessment, be the subject of a Vetting application to the National Vetting Bureau in line with the requirements under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 or provide a referral from a specified independent third-party.

In line with section 62(7)(o) of the Education (Admission to Schools) Act 2018, admission to a course may also depend on the Learner meeting certain eligibility criteria laid down by the funding body for the course, including age.

5.1.1   Oversubscription
When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled, which shall remain valid only for the academic year in respect of which the applications are

made. Where Monaghan Institute is in a position to offer further places that become available on a particular course up to the 30th Sept of that academic year, places will be offered in accordance with the order of priority in which Learners' applications have been placed on the waiting list.

For the avoidance of doubt, if an Applicant does not receive a place in Monaghan Institute for a given academic year, but they wish to be considered for admission in the following academic year, a new application must be made during the dates specified by Monaghan Institute as being the period when it will accept applications.

5.1.2 Selection Criteria
Monaghan Institute will apply the following criteria in the order in which they are listed for admission to the Intake Group:
5.1.2.1   The Learner's marking at interview;
5.1.2.2   The Learner's marking of any assessment conducted at interview or otherwise;

5.1.3 Selection Process
Monaghan Institute will apply the following process to the selection criteria in order to determine admission ranking to the Intake Group:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where Monaghan Institute still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within Monaghan Institute. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Monaghan Institute will apply a random lottery to assign any available places on the course/s, or on the waiting list, to those applications.

5.1.4 Late Applications
An application received by Monaghan Institute after the closing date published by Monaghan Institute and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Monaghan Institute is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by Monaghan Institute before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by Monaghan Institute subject to section(s) 4.5 and 4.6.

5.1.5 Second/third-round Offers of a Place
Where an Applicant is in receipt of an offer of a place on a course within Monaghan Institute but does not accept the offer, or Monaghan Institute withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Applicant on the waiting list

in a second-round of offers. This process will continue throughout third and fourth rounds etc. until all places on the relevant course have been filled.

5.1.6 Acceptance of a Place
If a Learner in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by Monaghan Institute. Having received an offer of a place on the course for which they applied, the Applicant shall:
5.1.6.1   Indicate acceptance of an offer by fully completing and returning the Acceptance Form and complying with requirements as laid out in the offer letter, within 2 weeks of issuing by Monaghan Institute.
5.1.6.2   Arranging for the completion of any specified payment required for the particular course to which the application was made.

Failure to fully complete the foregoing within 2 weeks of offer issuing by Monaghan Institute, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.
Note: As part of the course acceptance process learners will also be required to agree to and complete the PLSS Data Gathering Form and Code of Conduct at Registration.

5.1.7 Refusal
Where a Learner in respect of whom an application has been made has not been offered a place on the particular course in Monaghan Institute, the Applicant will be provided in writing with:
5.1.7.1.   The reasons that the Learner was not a offered a place Monaghan Institute;
5.1.7.2.   Details of the Learner's place on the waiting list, if applicable; and
5.1.7.3.   Details of the right to appeal the decision.
As set out in 4.6, an offer of admission may not be made where:
5.1.7.4.   The information contained in the application is false or misleading in a material respect.

5.1.8 Withdrawal of an offer
An offer of admission may be withdrawn where:
5.1.8.1.   The information contained in the application is false or misleading in a material respect; or
5.1.8.2.   The Applicant fails to confirm acceptance of an offer of admission by completing the Acceptance Criteria in 5.1.6 above, within 2 weeks of offer issuing by Monaghan Institute; or
5.1.8.3.   The Applicant fails to complete the PLSS Data Gathering Form at Registration; or
5.1.8.4.   The Applicant fails to agree to the Code of Conduct at Registration.
If an offer of a place is withdrawn by Monaghan Institute the Learner on whose behalf the application was made shall lose their place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Applicant shall be treated as a late application in line with section 5.1.4 above.

In the event of a cancellation of a course (due to insufficient enrolment numbers, resources difficulties

etc.) any Applicant(s) in receipt of an offer will be notified of the cancellation. In such circumstances, Applicants may be offered a place on a different course subject to a place being available therein. Where an Applicant declines a place on such an alternative course, any fees already paid (excluding administration fee) for the course will be refunded to the Applicant.

5.1.9   Appeals

For information relating to an Applicant's right to appeal a decision of Monaghan Institute regarding admission to Monaghan Institute see section 5.3.

5.1.10   Deferrals

Applicants who have been offered and have accepted a place on a course at Monaghan Institute, but then decide not to take up the place, may not elect to defer their place on the course to the following academic year. The applicant should submit a new application the following year during the dates specified by Monaghan Institute.

Applicants who elect not to take up an offered course at Monaghan Institute place will be refunded any fees already paid (excluding administration fee).

5.2.   Appeals

5.2.1.   Appeal where refusal was due to oversubscription:

Prior to making an appeal, an applicant is required to request in writing a review by the Board of Management of the decision to refuse admission. The request for a review by the Board of Management must be made within 21 calendar days of the date of the decision to refuse admission and must: (a) be based on the implementation of the school's admission policy and the content of the school's annual admission notice and (b) set out the grounds of the request. A Review by Board of Management Request Form is available from Monaghan Institute office.

If an Applicant is not satisfied with the decision of the Board of Management, or the Board of Management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education under section 29 29F of the Education Act 1998 and Department of Education procedures.

An appeal must be made no later than 63 calendar days from the date of the decision to refuse admission. (Please note this refers to the date of the decision to refuse admission and not to the date of any notification or statement arising from the mandatory request for review by the board of management). Appeals must be made in writing on the Section 29 Appeal Form and must be submitted to the Section 29 Appeals Administration Unit which has been established within the Department of Education to provide administrative support to enable appeals committees to perform their functions. The Section 29 Appeal Form may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit. Contact details for the Unit are available on the Department's website.

5.2.2.   Appeal where refusal was for a reason other than oversubscription:

Prior to making an appeal, an applicant may, but is not required to, request in writing a review by the Board of Management of the decision to refuse admission. The request for a review by the Board of Management must be made within 21 calendar days of the date of the decision to refuse admission and must: (a) be based on the implementation of the school's admission policy and the content of the school's annual admission notice and (b) set out the grounds of the request. A Review by Board of Management Request Form is available from Monaghan Institute office.

In accordance with sections 29 to 29F of the Education Act, 1998 and Department of Education procedures, an appeal may be made in respect of a decision by a Board of Management or by a person acting on behalf of the Board of Management to refuse to admit a student to a school where the decision to refuse admission is for a reason other than the school being oversubscribed. An appeal must be made no later than 63 calendar days from the date of the decision to refuse admission. (Please note this refers to the date of the decision to refuse admission and not to the date of any notification or statement arising from the non-compulsory request for review by the Board of Management). Appeals must be made in writing on the Section 29 Appeal Form and must be submitted to the Section 29 Appeals Administration Unit which has been established within the Department of Education to provide administrative support to enable appeals committees to perform their functions. The Section 29 Appeal Form may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit. Contact details for the Unit are available on the Department's website.

5.2.3.   Basis for appeal:

As required by section 29C (2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the Monaghan Institute's Admission Notice and also set out the grounds of the request to appeal the decision.

Appendix 1: English Language Requirements on Entry
The table below sets out the recommended minimum requirements for English language for admission to courses leading to full or part awards in Further Education and Training in CMETB. It should be noted that the levels listed represent the minimum standard needed in general, and in some field areas, higher levels may be required. FET applicants for whom English is second language will be required to provide evidence of English language proficiency through one of the following mechanisms:

1. A valid certificate in English language from one of the institutions listed in the table below.
2. English language proficiency assessment conducted by CMETB during the enrolment process, in line with the requirements set out in Appendix 2 of this Policy.
3. Recognition of prior learning, which may be applied to Learners who have, in the previous 12 months,

successfully achieved a full award in a cognate discipline at an appropriate level on the National Framework of Qualifications, e.g. at NFQ Level 4 if applying for a course at NFQ Level 5.

	Minimum English Level	International Examinations	Minimum Grade
Courses at Level 3*	Minimum B1 in all skills on entry (reading, writing, speaking, and listening)	Cambridge Preliminary English Test (PET)	Pass
Courses at Level 4	Minimum B2.1 in all skills on entry	Cambridge Preliminary English Test (PET)	Distinction
		Cambridge First Certificate in English (FCE)	Grade C
		IELTS	5.5
Courses at Level 5	Minimum B2.2 in all skills on entry	Cambridge First Certificate in English (FCE)	Grade B or higher
		IELTS	6
Courses at Level 6	Minimum B2.2 in all skills on entry	Cambridge First Certificate in English (FCE)	Grade B or higher
		Cambridge Advanced (CAE)	Borderline Fail Min 170points
		Cambridge Proficiency (CPE)	Unsuccessful With min. 170 points

Appendix 2: English language proficiency assessment
English language assessment tools will be devised centrally and administered locally by designated staff in CMETB.
In order to ensure fair and consistent assessment of English language proficiency across and within centres, the following measures will be compulsory:
1. A number of staff from each centre will be trained to conduct and mark assessments to ensure a common understanding of language levels and consistency of marking across centres.
2. Centres will be required to ensure that assessments are only conducted by designated assessors. To

allow for the possibility of scheduling late registration during holiday periods, centres could request support from the Adult Education Service in administering and marking assessments.

5.2 Learner Code of Conduct

The Institute's code of conduct is applicable at all times whenever learners are involved or engaged on Institute activities irrespective of where those activities take place, including work placement.

Failure to observe this code of conduct may lead to disciplinary action being taken, see sanctions below.

Learners will be expected:

General Conduct
- To behave in a courteous, considerate, and respectful manner towards learners and staff.
- To behave in a manner that does not endanger yourself or others, observing the Institute's Health and Safety Policy, and relevant policies of the Work Placement.
- Not to damage or misappropriate the Institute's property.
- Not to commit physical assault, use threatening or intimidating behaviour, or oral or written abuse to learners or members of staff.
- Respect personal boundaries and privacy of learners or members of staff.
- To pay all appropriate fees in full by the stated deadline.
- To be in possession of a valid Monaghan Institute ID card and produce this whenever requested.
- To aim to achieve full attendance at all classes (face to face or online) and follow the guidelines set down in the attendance policy.
- To be punctual to all classes, whether face to face or online.
- To comply with course requirements in terms of wearing uniforms/lab coats/sports gear or using protective equipment (where applicable), submission of coursework (to meet deadlines and the required standards) etc.
- To behave in an appropriate manner on any transport organised by the Institute.
- To switch off mobile phones or put them on silent whilst in classrooms or study areas, unless special permission has been granted.
- Not to bring non-learners onto the Institute's grounds for unofficial purposes.
- To accept and agree to abide by all Monaghan Institute policies, procedures and regulations.
- To refrain from inappropriate use of computer and electronic equipment. It is forbidden to use camera phones or recording devices to take unauthorised photographs/videos/voice recordings and/or to distribute over electronic media. This includes using these recordings to duplicate over social media or use without consent, as detailed in the Institute's Social Media Policy, see section 5.20.
- To dress appropriately for class and work placement.
- To afford equal respect to all users of the Monaghan Education Campus, which is shared.

Health and Safety

- To adhere to the Covid 19 procedures and protocols if directed to do so by college staff or management.
- Not to eat or drink anywhere in the building except for the Canteen (located on the ground floor), and the designated social areas.
- **Not to smoke in the Institute. Monaghan Institute has a "no smoking" policy in effect throughout the building (including e-cigarettes). Smoking is only permitted outside - away from the building at the lower ground floor - exit through the canteen. Smoking is not permitted outside the main door.**

> Anyone in breach of this no smoking regulation (including e-cigarettes) is breaking the law.

- Not to block any exits, passageways or stairs by sitting, standing, with bags, furniture or any other items.
- To follow the fire evacuation procedure.
- Not to attend the Institute when in possession, or under the influence, of controlled drugs, alcohol or illegal substances, see Substance Misuse Policy in section 5.7.
- Not to litter on the Institute's premises and/or Campus grounds and follow the Institute's recycling/energy awareness guidelines.
- To report all accidents promptly to course co-ordinator/tutor or office staff who will ensure the appropriate action is taken.

Parking

- To park in the designated parking spaces at the Monaghan Institute Building.
- Only cars displaying a disabled parking card may park in disabled spaces.
- Not to park cars in a way that blocks any driveway or roundabout, either at Monaghan Institute or any of the other Campus buildings.
- Not to park in spaces allocated to, and clearly marked, STAFF.
- Not to park in a manner that obstructs pavements or access ramps or bus parking areas.
- To observe the speed limit and all pedestrian crossings on the Campus grounds.
- Not to interfere with or lean against cars parked outside the Institute or any other Campus buildings

Monaghan Institute cannot accept responsibility for personal possessions left in or around the building or in cars parked on the Campus grounds. **Vehicles and contents are left at owner's risk. Management will not accept responsibility for any damage, accidents or losses.**

College Sanctions

Learners engaging in actions contravening any of Monaghan Institute's policies/procedures/regulations, may be subject to some or all of the following sanctions:
- Counselling/advice
- Formal verbal/written warning from Course Co-ordinator, Assistant Principal, Deputy Director or Director
- Suspension from the college as per policy 5.3 below
- Expulsion as per policy 5.3 below

5.3 Suspension and Expulsion Policy

Monaghan Institute (under the auspices of Cavan and Monaghan Education and Training Board) Suspension and Expulsion Policy and Procedures.

The full policy, is available on the Monaghan Institute website at https://monaghaninstitute.ie/wp-content/uploads/2021/03/MI-Suspension-and-Expulsion-Policy-Feb-2021-Final.pdf.

1. **Policy Statement**
1.1 Monaghan Institute is a Further Education College committed to providing education and training of the highest quality.
1.2 Schools and Colleges providing FET programmes are deemed to be second-level schools in law and are bound by all relevant legislation.
1.3 The suspensions and expulsions policy applies to all schools and Further.

2. **Legal framework**
2.1 Cavan and Monaghan ETB acknowledges the duty of schools and FE colleges under its control to publish their policy concerning admission and participation in the school/FE college, including the policy of the school/FE college relating to the expulsion and suspension of students pursuant to Section 15 (d) of the Education Act 1998, as amended by Section 7 of the Education (Admission to Schools) Act 2018 and Section 23 of the Education Welfare Act 2000. The Code of Behaviour in Monaghan Institute specifies:

   - The standards of behaviour that shall be observed by each student attending the FE college
   - The measures that may be taken when a student fails or refuses to observe those standards
   - The procedures to be followed before a student may be suspended or expelled from an FE college
   - The grounds for removing a suspension imposed in relation to a student

2.2. Monaghan Institute affirms that its Code of Behaviour is prepared in accordance with the Guidelines issued by the Education Welfare Board 2008. The Code of Behaviour addresses:

   - The standards of behaviour expected in the FE college
   - The plan for promoting good behaviour
   - The ways in which an FE college responds to unacceptable behaviour
   - The plan for implementing the code of behaviour
   - FE college procedures for the use of suspension and expulsion

2.3. Monaghan Institute recognises the Right to Appeal pursuant to Section 29 of the Education Act , as amended by the Education (Admission to School/FE colleges) Act 2018.

2.4. Monaghan Institute affirms that data collected in relation to students and parents (if student is under 18 yrs.) is in compliance with the Data Protection Acts 1988 to 2018 and the GDPR.

3   Suspensions

3.1   The Board of Management of Monaghan Institute holds the authority to suspend a student. This authority is devolved under Section 44 (11(a)) of the Education and Training Boards Act 2013 by Cavan and Monaghan ETB to the Boards of Management of each of the schools/ FE colleges under its control.

3.2   Cavan and Monaghan ETB recognises that the Board of Management of Monaghan Institute may delegate this authority to the Director of Monaghan Institute. The Board of Management should make a formal delegation arrangement taking due account of the provisions of the Education and Training Boards Act 2013.

3.3   Monaghan Institute recognises that suspension is only one strategy within the Monaghan Institute Code of Behaviour in response to inappropriate behaviour.

3.4   Monaghan Institute recognises that when all other strategies have been exhausted, suspension affords a student time to reflect on their behaviour, to acknowledge and accept responsibility for their behaviour and to accept the need for the behaviour to change. Monaghan Institute works closely with the student (and their parent(s) if the student is under 18 yrs.) to assist a suspended student to re-join the FE college community successfully.

3.5.   Monaghan Institute acknowledges that suspension should be a proportionate response to the behaviour that is causing concern.   The decision to suspend a student requires serious grounds such as that:

- The student's behaviour has had a seriously detrimental effect on the education of other students.
- The students continued presence in the FE college at this time constitutes a threat to safety.
- The student is responsible for serious damage to property.
- The student breaches the Code of Behaviour. (At the discretion of the Director.)

3.6.   Monaghan Institute affirms that all suspensions must be notified to the Board of Management of Monaghan Institute.

3.7.   Monaghan Institute affirms that suspension may occur after the following factors have been considered:

- The nature and seriousness of the behaviour
- The impact and context of the behaviour

- The interventions tried to date
- That all discipline options under the Monaghan Institute Code of Behaviour have been applied and documented
- That all actions /decisions taken are recorded and all correspondence copied.
- Discussion has occurred with the student (and their parent(s), if the student is under 18yrs), regarding the specific behaviour which the FE college considers unacceptable, and which may lead to suspension.

3.8.   The Board of Management of Monaghan Institute affirms that students attending Monaghan Institute may be suspended as follows, pending investigation and /or discussion with the student (and their parent(s), if the student is under 18yrs.) The following list is not exhaustive:

- For serious misbehaviour
- For an unacceptable level of repeated misbehaviour
- For bullying, insulting, aggressive or violent behaviour towards others whether in person, by mobile phone or via social media or other electronic means; in the FE college, or when identifiable with the FE college
- For the supply/possession /use of alcohol and /or illegal drugs
- For the supply /possession /use of weapons/ hazardous materials
- For behaviour that may be a danger to self or others
- For racist behaviour /supply of racist material/use of racist material
- For behaviour that is contrary to the terms of the Equal Status Act 2000
- For sexual harassment and/or the possession/supply /use of pornographic material.

3.9.   Monaghan Institute acknowledges that a single incident of serious misconduct may be grounds for suspension. Such grounds may include where the continued presence of the student in the FE college at the time would represent a serious threat to the safety or welfare of students, staff of the FE college or any other person.

3.10.   A student may be suspended during an examination period and such suspension should normally be approved by the Board of Management of Monaghan Institute. This type of suspension should only be used where there is:

- A threat to good order in the conduct of the examination/s
- A threat to the safety or welfare of other students and personnel
- A threat to the right of the other students to do their exam/s in a calm atmosphere.

3.11.   Cavan and Monaghan ETB recognises that the Board of Management of Monaghan Institute may decide as part of the FE college's policy on sanctions and following consultation process with the Director, teachers, students and parents (of

students under 18yrs.), that particular named behaviour incur suspension as a sanction. This does not remove the duty to follow due process and fair procedures in each case.

4   Inappropriate use of Suspension

- Rolling suspension.   A student should not be suspended again shortly after they return to Monaghan Institute unless they engage in serious misbehaviour that warrants suspension, that fair procedures are observed in full and the standard applied to judging the behaviour is the same as that standard applied to the behaviour of any other student.

- Informal / unacknowledged suspension. Exclusion of a student for part of the FE college day as a sanction is a suspension.

- Open-ended suspension. Students should not be suspended for an indefinite period. Any such suspension would be regarded as a de-facto expulsion.

5   Procedures in respect of Suspension.

5.1 Cavan and Monaghan ETB affirms that Monaghan Institute is required to follow fair procedures when proposing to suspend a student. The FE college should observe the following procedures

- The student (and parent(s) if student is under 18yrs) should be informed about the complaint
- The student (and parent(s) if student is under 18yrs) should be given the opportunity to respond
- In the case of 'immediate' suspension, a preliminary investigation should be conducted to establish the case for the imposition of the suspension. Parents of a student under 18yrs must be notified, and arrangement made for the student to be collected from the FE college. The FE college must have due regard for its duty of care for the student.

5.2 A student should not be suspended for more than 3 days except in exceptional circumstances. Cavan and Monaghan ETB recognises that the Board of Management of Monaghan Institute should provide guidance to the Director concerning the kinds of circumstances under which suspensions of longer that 3 days might be approved. If a suspension of longer than 3 days is being proposed the matter should be referred to the Board of Management for consideration and approval.   However Cavan and Monaghan ETB recognises that the Board of Management of Monaghan Institute may wish to authorise the Director, with the approval of the Chairperson of the Board of Management, to impose a suspension of up to 5 days in circumstances where a meeting of the Board cannot be convened in a timely fashion.   Such authorisation must be recorded in the minutes of meeting of the Board of Management and reviewed on an annual basis.

5.3 Cavan and Monaghan ETB affirms the Boards of Management of Monaghan Institute should formally review any proposal to suspend a student where the suspension would bring the number of days for which the student has been suspended in the current FE college year to 20 days for more. Any such suspension is subject to appeal under section 29 of the Education Act 1998.

6   Implementing the Suspension

6.1 The Director of Monaghan Institute should notify the student (and their Parent(s) if the student is under 18yrs) in writing of the decision to suspend. The letter will confirm:

- The period of the suspension and the dates on which the suspension will begin and end.
- The reasons for the suspension.
- Any study programme to be followed.
- The arrangements for returning to the FE college, including any commitments to be entered into by the student (and their parent(s), if student is under 18yrs).
- The provision for an appeal to the Department of Education, in the case of a suspension which would bring the days suspended in one academic over 20 days.

6.2 In the case where the student (or their Parent(s), if the student is under 18yrs) do not agree to meet with the Director, Cavan and Monaghan ETB confirms that written notice will serve as notice to impose a suspension.

6.3 A suspension may be removed if the Board of Management of Monaghan Institute decides to remove the suspension for any reason.

7   Section 29 Appeal against Suspension

7.1 Where the total number of days for which the student has been suspended in the current FE college year reaches 20 days, the student (or their parent(s), if student is under 18yrs), may appeal the suspension under Section 29 of the Education Act 1998 to the Minister for Education.

7.2 An appeal may be made by the student concerned (or by their parent(s), if the student is under 18 years).

7.3 An appeal must be made within 42 calendar days from the date of the decision of the board of management or a person acting on behalf of the board of management.

7.4 Appeals must be made in writing on the Section 29 Appeal Form and submitted to the Section 29 Appeals Administration Unit which has been established within the Department of Education to provide administrative support to enable appeals committees perform their functions. The Section 29 Appeal Form may be downloaded from the Department's website or obtained directly from the Section 29 Appeals Administration Unit.

Contact details for the Unit are available on the Department's website www.education.ie.

8 Expulsion

8.1 Cavan and Monaghan ETB has the authority to expel a student. This authority may be delegated under Section 44 (11(a)) of the Education and Training Boards Act 2013 by Cavan and Monaghan ETB to the Board of Management of Monaghan Institute.

8.2 Expulsion should be a proportionate response to the student's behaviour. Monaghan Institute acknowledges that expulsion of a student is a very serious step and one that should only be taken by the Board of Management of Monaghan Institute in extreme cases of unacceptable behaviour.

8.3 The Board of Management of Monaghan Institute affirms that Monaghan Institute needs to have taken significant steps to address the misbehaviour and to avoid expulsion.

Such measures may include:
• Meeting with the student (or with their parent(s) if the student is under 18yrs) to try and find ways of helping the student to change their behaviour.
• Making sure that the student understands the possible consequences of their behaviour should it persist
• Ensuring that all possible options have been tried.
• Seeking the assistance of relevant support agencies e.g. HSE.

8.4 A proposal to expel a student requires serious grounds such as that:
• The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
• The student's continued presence in the FE college constitutes a real and significant threat to the safety and welfare of others.
• The student is responsible for serious damage to property.

8.5 Before expulsion is considered, FE college authorities must satisfy themselves that all possibilities have been exhausted for changing the student's behaviour.

8.6 'Automatic Expulsion'
The Board of Management of Monaghan Institute may decide in consultation with the Director, teachers, students or parents (of students under 18yrs), that particular named behaviours would result in 'Automatic' expulsion. This does not remove the duty to follow due process and fair procedure.

8.7 Expulsion for first or once-off offence
There may be exceptional circumstances where the Board of Management of Monaghan Institute decides that a student should be expelled for a first offence. The kinds of behaviour that might result in a proposal to expel on the basis of a single breach of the Code of Behaviour could include:

• A serious threat of violence against another student or member of staff
• Actual violence or physical assault
• Supplying illegal drugs to students in the FE college
• Sexual assault

9 Factors to Consider before Proposing to Expel a Student

9.1 The Board of Management of Monaghan Institute should take the following factors into consideration before considering expelling a student:

• The nature and seriousness of the behaviour
• The context of the behaviour
• The impact of the behaviour
• The interventions already tried to change the student's behaviour
• Whether expulsion is a proportionate response
• The possible impact of expulsion

9.2 Expulsion would not be appropriate for the following:

• Poor academic performance
• Poor attendance or lateness
• Minor breaches of the Code of Behaviour

However, any behaviour that is persistently disruptive to learning or dangerous can be a serious matter. Behaviour must be examined in context to understand both the behaviour itself and the response or sanction that is most appropriate.

10   Procedures in Respect of Expulsion

10.1 A detailed investigation will be carried out under the direction of the Director. The Director should ensure that no party who has had any involvement with the circumstances of the case is part of the investigation.

10.2 The Director should inform the student (and their parent(s), if the student is under 18yrs) about the specific details of the alleged breach of behaviour, how it will be investigated and that it could result in expulsion. The Director must ensure that the student (and their parent(s), if the student is under 18yrs) are given every opportunity to respond to the complaint of serious misbehaviour. The Director should communicate this in writing to ensure that the student (and their parent(s), if the student is under 18yrs) have a permanent record of having been informed.

10.3 A meeting should be arranged between the student (and their parent(s), if the student is under 18yrs) and the Director of Monaghan Institute, before a sanction is imposed.

10.4 Should a student (and their parent(s), if student is under 18yrs) fail to attend a meeting, the Director should write advising:

- the seriousness of the matter
- the importance of attending a re-scheduled meeting
- Failing that, the duty of the FE college authorities to make a decision to respond to the inappropriate behaviour
- Record all correspondence

10.5 Where the Director of Monaghan Institute forms a view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the Director shall make a recommendation to the Board to consider expulsion.

10.6 The Director should:

- Inform the student (and their parent(s), if the student is under 18yrs) in writing that the Board of Management is being asked to consider expulsion.
- Ensure that the student (and their parent(s), if the student is under 18yrs) have written records of (a) the allegation, (b) the investigation, (c) written notice of the grounds on which the Board of Management is being asked to consider expulsion.
- Provide the Board with the same comprehensive records as are given to the student (and their parent(s), if the student is under 18yrs).
- Notify the students (and their parent(s), if the student is under 18yrs) in good time of the date of the hearing with the Board of management and invite them to that hearing.
- Advise the student (and their parent(s), if the student is under 18yrs) that they can make a written and oral submission to the Board of Management.
- Ensure the student (and their parent(s), if the student is under 18yrs) is/are given enough notice to allow them to prepare for the meeting.

10.7 It is the responsibility of the Board of Management of Monaghan Institute College to review the initial investigation and satisfy itself that the investigation was properly conducted in line with fair procedures.

10.8 The Board of Management should undertake its own review of documentation and all circumstances of the case.

10.9 The Board of Management should ensure that no party who has had any involvement with the circumstances of the case is part of the Board's deliberations.

10.10 Where the Board of Management of Monaghan Institute decides to expel a student it must hold a hearing and this meeting should be properly conducted in accordance with Board procedures.

10.11 The student (or their parent(s), if the student is under 18yrs) may be accompanied at the Board hearing but, as this is a lay forum legal representation is not the normal practice, however it may be allowed due to the potentially serious consequences for the student. The Board Secretary should be informed in writing who shall be attending this meeting at least two days prior to the meeting taking place.

10.12 A note taker will be present and provide a written record of the meeting. This record will be shared with all parties. Audio or video recording of the meeting is at the sole discretion of the Board.

10.13 At the start of the meeting the Chairperson shall enquire whether any member has an objective bias in respect of the matter being considered by the Board. Where the Board is satisfied that an objective bias exists, the member(s) involved shall withdraw from the meeting.

10.14 At the hearing the Director and the student (or their parent(s), if the student is under 18yrs), put their case to the Board in each other's presence and will be available to answer questions from Board Members. Each party should be allowed question the evidence of the other party. Questions should be directed through the Chairperson at the end of each presentation.

10.15 Once the Director and the student (or their parent(s), if the student is under 18yrs) have made their cases, they will withdraw from the meeting.

10.16 Should the Board require the professional advice of the Director, the Director may be invited to return to the meeting briefly for that purpose. While the Director is present, there will be no discussion on the merits of the particular case being considered.

10.17 In the conduct of the hearing the Board must take care to ensure they are and are seen to be impartial as between the Director and the student. The student (or their parent(s), if the student is under 18yrs) may wish to be accompanied at hearings and the Board should facilitate this in line with good practice and Board procedures.

10.18 When both sides have been heard the Board should ensure that the Director and the student (or their parent(s), if the student is under 18yrs) are not present for the Board's deliberations.

10.19 In hearing and considering a proposed expulsion the Board shall have regard to:
(a) the nature, scale and persistence of any behaviour alleged to have given rise to, or contributed to, the decision made by or on behalf of the Board,
(b) the reasonableness of any efforts made by the FE college to enable the student to whom the appeal relates (the 'student concerned') to participate in and benefit from education,

(c)   the educational interests of the student concerned and the desirability of enabling the student as far as practicable to participate in and benefit from education with his or her peers,

(d)   the educational interests of, and the effective provision of education for, other students of the FE college and the maintenance of a classroom and FE college environment which is supportive of learning among the students of the FE college and ensures continuity of instruction provided to students in any classroom concerned and the FE college,

(e)   the safety, health and welfare of teachers, students and staff of the FE college,

(f)   the code of behaviour

(g)   the duties on FE colleges or their boards imposed by or under any enactment, and

(h)   such other matters as the Board considers relevant.

11   Board of Management Deliberations and Actions following the Hearing

11.1   Having heard from all the parties involved it is the responsibility of the Board to decide whether or not the allegation is substantiated and if expulsion is the appropriate sanction.

11.2   When the Board of Management having considered all the facts of the case, is of the opinion that the student should be expelled, the Board must notify the student (or their parent(s), if the student is under 18 yrs.) in writing about its conclusions and that expulsion is proposed.

11.3   The student cannot be expelled before the passage of 20 FE college days from the date on which they receive this written notification. The Board of Management may consider it appropriate to suspend a student during this time (20 day period). This should only be considered where the continued presence of the student during this time would seriously disrupt the learning of others or represent a risk to the safety and health of students or staff.

12   Confirmation of the Decision to Expel

12.1   When the 20 day period has elapsed and the Board of Management remains of the view that the student should be expelled, the Board of Management should formally confirm the decision to expel. The Board of Management may delegate authority to the Chairperson and Secretary (i.e. the Director) to review this decision of expulsion after the twenty days has expired.

12.2   The Student (or their parent(s), if the student is under 18yrs), should be notified immediately that the expulsion will now proceed. The Student (or their parent(s), if the student is under 18yrs) must be informed of their right to appeal to the Minister for Education.

13   Section 29 Appeal Against Expulsion

13.1   The Student (or their Parent(s), if the student is under 18yrs), may appeal the expulsion under Section 29 of the Education Act 1998.

13.2   An appeal must be made within 42 calendar days from the date of the decision of the board of management or a person acting on behalf of the board of management.

13.3   Appeals must be made in writing on the Section 29 Appeal Form and submitted to the Section 29 Appeals Administration Unit which has been established within the Department of Education to provide administrative support to enable appeals committees perform their functions. The Section 29 Appeal Form may be downloaded from the Department's website or obtained directly from the Section 29 Appeals Administration Unit. Contact details for the Unit are available on the Department's website www.education.ie.

14   Review of use of Expulsion

14.1   The Board of Management of Monaghan Institute should review the use of expulsion in the FE college at regular intervals.

15   Implementation and Review of Policy

15.1   The Director and Board of Management of Monaghan Institute will responsible for the implementation of this policy.

15.2   This policy shall be reviewed periodically, in light of emerging legislation and circulated Guidelines from the Department of Education from its official approval by Cavan and Monaghan Education and Training Board and Monaghan Institute Board of Management.

This policy was adopted by Cavan and Monaghan Education and Training Board on 13 November 2013.

This policy was reviewed in May 2015 and adopted by Cavan and Monaghan Education and Training Board for incorporation into school/FE college's Codes of Behaviour on 13 May 2015.

This policy was reviewed in November 2020 in light of commencement of changes to the Section 29 Appeals procedures under the Education (Admission to school/FE colleges) Act 2018 and approved by the Chief Executive and Senior Management Team on 11 January 2021.

This policy was ratified by the Monaghan Institute Board of Management on 2nd Feb 2021

Definitions

''Parent'' includes a foster parent, a guardian appointed under the Guardianship of Children Acts,

1964 to 1997, or other person acting in loco parentis who has a child in his or her care subject to any statutory power or order of a court and, in the case of a child who has been adopted under the Adoption Acts, 1952 to 1998, or, where the child has been adopted outside the State, means the adopter or adopters or the surviving adopter;

''Director'' means a person appointed under section 23 and has the same meaning as Principal of a post-primary school;

''School'' means an establishment which:
(a) provides primary education to its students and which may also provide early childhood education, or

(b) provides post-primary education to its students and which may also provide courses in adult, continuing or vocational education or vocational training, but does not include a school or institution established in accordance with the Children Acts, 1908 to 1989, or a school or institution established or maintained by a health board in accordance with the Health Acts, 1947 to 1996, or the Child Care Act, 1991;

"FE College" means Schools and Colleges providing FET programmes which are deemed to be second-level schools in law and are bound by all relevant legislation;

"Institute" means Monaghan Institute of Further Education and Training, an FE College established and maintained by Cavan and Monaghan ETB;

"Student", in relation to a FE college, means a person enrolled at the FE college and in relation to a centre for education, means a person registered as a student in that centre; the term "learner" has the same meaning.

5.4 Attendance Policy

The normal Institute Day is 9.00am–4.00pm. However, classes may also be timetabled outside of these times e.g. lunchtimes, evenings and Saturdays. Every course/activity requires a commitment to attend all parts of the programme on offer (whether face to face or online delivery), fully and punctually.

- Good time keeping is obligatory.
- Attendance rolls will be taken for every class (whether face to face or online delivery).
- Learners arriving late (for any reason) should notify their course coordinator.
- Should a learner be absent for any class throughout the day it will constitute a ½ day's attendance only.
- If a learner needs to leave college early for any reason they must sign out (book outside office) before departure in accordance with Health and Safety policy.

The nature of the course of study undertaken demands a high level of commitment and attendance at all time-

tabled sessions **(theory and practical, face to face or online)** and work placement days.

To help the learner achieve this, the following procedure should be followed:
- All non-emergency appointments should be arranged outside class times. Evidence of unavoidable class-time appointments will be required by your tutor.
- If you must be absent from the Institute for any reason, you should inform your class tutor by telephone (at 047-84900) or by email by 9.30am that same day. However, a phone call/email does not constitute 'certified absence'
- Medical certification of absence should be submitted/posted to Monaghan Institute **within 5 working** days of the start of the certified absence period.

It is imperative that learners make every effort to attend classes/work placement regularly. **Following absence and/or late arrival, it is the learner's responsibility to ensure that they keep up to date with work they have missed**.

If a learner is timetabled for a free class they are not obliged to stay in the building. They are not expected to sign out. When a tutor is absent for a timetabled class, learners will be notified as soon as possible and substitution may be organised. If no substitution is arranged, learners can use the college library and are not obliged to remain on campus.

All part-time work must be undertaken outside of timetable class time and should not affect attendance, course work, field trips, projects or work experience organised by the college. Learners are not allowed to use Monaghan Institute Hairdressing or Beauty Salon facilities during their scheduled class times. Attendance on field trips/visits may be required as part of some courses.

Learners may occasionally be timetabled for classes between 1 and 2pm or after 4pm. Learners may also be required to take additional classes in the evening or on Saturdays in some areas of study.

Generally, learners are encouraged to get involved in a range of extra-curricular clubs and societies outside the normal college day.

Course co-ordinators will check registers and monitor attendance regularly. Monaghan Institute has an Attendance Officer in place who will issue correspondence and follow up with learners regarding non-attendance. Learners who are persistently absent or late (at face to face or online classes) may be asked to leave the course. It is the college's responsibility to report unsatisfactory attendance to professional bodies and grant awarding authorities and make the appropriate deductions in grant payments. Attendance records may also be made available to potential employers and colleges in references.

5.5 Library Regulations

The Library supports the learning, teaching and research needs of Monaghan Institute students and staff. Readers are expected to acquaint themselves with and observe both Institute and Library regulations. All of the main Monaghan Institute regulations, policies, procedures and penalties apply within the Library. All staff are authorised to implement these regulations. Please help us to maintain the Library as an attractive study space by reporting any inappropriate behaviour to Library staff.

Access

The following persons may use the facilities of Monaghan Institute Library:
- Registered students
- Institute staff
- Staff and students of other institutions and CMETB services, in accordance with agreed cooperative schemes.

Children (persons under 18 years old who are not members of the library) entering the space must be accompanied by a supervising adult at all times.

Library space and facilities are primarily designed for the use of Monaghan Institute learners and staff. At times of high demand from Monaghan Institute readers we may need to restrict access for other users.

Library memberships are non-transferable and may only be used by the person named on the ID card.

In order to use the Library readers must have a valid picture ID card with them at all times and may be asked to produce this card by any member of Library staff. Anyone without valid ID may be asked to leave and are expected to comply with the request. Readers may be accompanied off the library premises. Failure to leave when requested constitutes a major offence.

Opening Hours
- The library will be open throughout term time, daily from 9am until 3pm, including lunchtime.
- The library opening times and availability are subject to change and reasonable notice will be given where possible

Borrowing
- If you want to take items from the library you must borrow them. This can be done at the Library Information Desk.
- Removing items without borrowing them is a major offence. If an alarm sounds Library staff reserve the right to inspect bags, folders etc. If you are found to have items that are not borrowed in your possession your borrowing rights will be suspended and the matter may be referred by the Librarian to your Course Co-ordinator, Deputy Director or Director.
- A reader is responsible for all items borrowed in their name. Responsibility for borrowed items is not transferable and ends only when the item has been returned to the Library and the loan cancelled.

- Readers will be charged a replacement cost for items lost / not returned
- Items must be returned by the due date. Fines are charged on all overdue items and borrowing rights withheld until fines are paid.
- All items are subject to recall, regardless of the normal loan period
- Loans may be renewed unless they are on Inter Library loan or requested by another reader.
- Late or non-return of Library items and non-payment of Library fines may mean that you cannot progress to graduation or registration until the items are returned and replacement costs and/or outstanding significant fines are paid.
- Before students are allowed to graduate all items on loan from the Library must be returned. It is the responsibility of each student to check their Library account before leaving the Institute and ensure that all materials are returned and all significant fines paid.
- The Librarian has discretionary power to lend, to refuse to lend, or to recall any book at any time, and to amend fines and charges.
- You can borrow up to a maximum of 5 items at any one time and loans are for a maximum of 2 weeks, but can be extended if required.
- Students going on placement as part of their course may apply for longer loan times for certain items. To apply please speak with a member of Library Staff.
- You can request an item using the online Library system. We will email you when the book is ready for collection from the Library Information Desk.

How to Renew
- Online
- At the Library Information Desk

Renewing Online

When renewing online, a new due date should be displayed. If this does not happen call to the Library Information Desk. Online renewals will not work the day the item is due. We suggest you renew online the day before.

Returning
- You don't need your Library card to return items.
- You must return items directly to a staff member at the Library Information Desk or into the Drop Box located outside the library door.
- Return or renew an item on or before its due date, otherwise fines will be applied.
- For fairness to all Library members, fines are applied to ensure the prompt return of material. You are responsible for all items on your Library Account. Fines are applied as follows:
  - 20 cent per day for the first week (including Saturday and Sunday)
  - €1.50 per item per day thereafter
- Fines remain on your Library Account until they are paid and will be carried over from one year to the next. If you accumulate fines you will be prevented from further borrowing, renewing, or accessing our online resources. You may be blocked from registering or graduating if you have significant unpaid fines on your account.

- If an item is considerably overdue it will be deemed to be a lost item
- If you lose an item contact us as soon as possible. You will be charged a replacement fee plus processing fee of €30. This will appear as a fine on your account. We cannot always accept replacement copies for lost items, so please contact us before you order one.

Library Information and Printing

For further information on the Library please visit the MI Library link in the Student Area of the College Website (www.monaghaninstitute.ie). From this page you can access the Online Library, Top Up your Student Card and download the notes on Printing, using your Student Card. This page also contains detailed notes on Referencing and Plagiarism, which can be downloaded (see the national Referencing Handbook for the Further Education and Training Sector).

Behaviour

- We expect readers to be courteous and respectful to each other, to Library staff and to all readers in the Library space at all times
- People come to the Library to study so therefore all readers must refrain from any noisy or disruptive behaviour or any conduct likely to interfere with the comfort of other readers, likely to damage Library space, equipment, materials or property.
- Readers are expected to study quietly and silently in the Library. It is possible to work together in small groups. All readers working in groups are expected to do so with respect for others and to minimise their noise level as much as possible.
- Library readers may not reserve work spaces. Another reader may claim any space from which a reader is absent for more than 15 minutes. Any reader absent for more than 15 minutes will have Library and personal material removed from the space.
- All mobile phones are to be switched to 'silent' prior to entering the Library. Please do not take or make calls or allow phones to ring in the Library space.
- No materials or posters may be distributed or displayed within the Library without the permission of the Librarian.
- Bottled and covered drinks are allowed within the study area only, but not at or near computers. Food, with the exception of light snacks, is not permitted.
- Readers are expected to dispose of any rubbish they generate in the appropriate bins and to leave desk and spaces tidy.

Copyright and Fair Use of Materials

Materials (books and articles in print and electronic formats) are governed by copyright law. Readers who wish to photocopy or copy materials in the Library must adhere to the Copyright and Related Rights Act, 2000 and the Copyright and Related Rights (Amendment) Act 2004.

- Readers are responsible for the consequence of any breach of copyright.

- Online resources are provided for academic research only and should not be used for any commercial purposes.

Health, Safety and Security

- Please familiarise yourself with the location of fire exits.
- Fire drills are held at intervals during the year and readers are expected to fully co-operate with these drills. When the fire alarm rings continuously readers must leave the Library and comply with directions from Fire Wardens.
- Report any safety hazards to the Library staff.
- Contact a member of staff immediately if you observe any suspicious or inappropriate behaviour or if an accident occurs while using the Library.
- Keep your personal possessions with you at all times. The Library assumes no responsibility for personal property left in the Library
- Please store bags, equipment etc. under desks or work stations, to minimise trip hazards.
- A security system is in operation at the exit doors. Library staff reserve the right to inspect bags, folders etc. if the alarm sounds as you exit.
- Exit doors must be kept clear at all times of furniture/bags etc. to allow free access for health and safety reasons.

Computer network and PCs

- Monaghan Institute students have priority access to Library PCs. These PCs are provided for research and educational purposes only.
- If a PC is left unattended for more than 15 minutes it will automatically logout without saving your work. Library staff may remove personal materials from the space so that another person can use the PC.
- A proportion of the PCs are bookable by staff for class groups. If a staff member has booked the PC you are using their booking has priority and you will be asked to leave the PC.
- Due to limited number of fixed PCs in the Library certain restrictions are in place governing the use of social networking sites on these PCs at peak times.

Readers Must

- Adhere to the Internet Acceptable Use Policy and Social Media Policy governing Monaghan Institute PCs and networks.
- Use PC study spaces quietly and appropriately.
- Respect the privacy of others using the PCs.
- Report any faults immediately to a member of staff.

Disciplinary Measures

Any breach of the regulations above may result in:

- Immediate expulsion from the Library.
- Denial of access to the Library and its services.
- Removal of borrowing entitlements for a period of time.
- The imposition of fines.
- Inability to register or graduate.

Major offences may lead to further Institute disciplinary measures including graduation and registration refusal. The following are considered major offences:

- Attempting to remove Library material illegally.
- Defacement of Library materials or property.
- Theft of Library materials.
- Threatening or abusive behaviour.
- Non-return of a loan.
- Non-payment of a replacement cost or fine.
- Repeated breaches of Library Regulations will also lead to disciplinary measures being applied.

Monaghan Institute Library Customer Care Charter
This Charter outlines our service commitment to you and how you can help us to provide you with a quality service.

We aim to	We ask you to
Treat you with respect and fairness	Treat other users, staff and the space with Respect
Provide a helpful, effective and friendly service	Be aware of and adhere to all Library Regulations
Provide electronic and print resources to the highest academic standard and within our budget	Tell us what resources you need for academic purposes, respecting all legalities
Listen to Library feedback (including statistics) and to implement ideas that have value for the library community	Give us constructive feedback about the Library
Provide a learning environment, conducive to individual and group study	Be considerate of the needs of others and help maintain an environment conducive to learning and research
Inform you promptly about Library services, policies, regulations and opening hours	Regularly check email and social media and tell us about any issues which affect you in the Library.

5.6 Gym Rules

Gym Membership
To avail of gym membership you must be a registered student of Monaghan Institute or be registered on a full time programme taking place in Monaghan Institute. Persons under the age of 16 are not permitted to use the gym. All students must comply with student fee payment arrangements before access will be granted to the gym. All students must have completed an induction with a gym staff member/instructor and a health screening form before any access will be granted. No student will be admitted into the gym without their own valid Monaghan Institute student card. Memberships are strictly non-transferable.
The membership fee is valid for the academic year and entitles current Monaghan Institute students only to use the gym (i.e. if classes for a course are finished or if a student is no longer attending classes or has left the course, membership is no longer valid).

Open Hours
- The facility opening hours and availability are subject to change and reasonable notice will be given where possible.
- Timetables and instructors are subject to change.
- MI gym has been primarily established as a classroom for Sports students from Level 5 and Level 6 courses and classes for these students are given priority at all times.
- All members must be out of the showers 15 minutes before closing times and must have exited the premises by closing time.

Membership Termination
Misbehaviour or misconduct of any sort will not be tolerated in the gym facilities and will result in the student being asked to leave the facility and may also result in membership termination.

Management reserves the right to terminate any membership for violation of any rules and regulations of the gym or for conduct deemed by staff to be detrimental to the welfare, good order, administration, management, safety or character of the facility or its members. Students are also bound by the Monaghan Institute Code of Conduct. No refund will be given for any terminated memberships.
In the event of a dispute between a student member of the facility and the management of the facility, the decision of management will be final.

Respect Equipment, Other Gym Members and Staff Members
- Show respect to other gym user as they are doing their own workout.
- Focus on your own workout and allow others to do the same.
- Keep the gym equipment clean after using it and use the equipment correctly. Respect staff by listening to and following instructions if given.
- Taking photographs or videos is not permitted in the gym. The usage of recording devices is prohibited in the entire facility, unless prior approval has been granted by Director.
- Ask if you may "work in," and always allow others the same courtesy; afterward, return the seat and weight to the last user's setup.

Proper Attire
Please wear appropriate sports clothing and footwear for exercise. No person shall be admitted into the facility wearing inappropriate attire (including footwear) as directed by the management.

Replace Weights and Equipment

Please replace/return any equipment you use to its correct location. Place dumbbells/mats back on the rack in the slots where they belong and always remove your weights from the machines unless the next person specifically asks you to leave them on.

Dropping weights on the floor can cause injury to yourself or others and can also damage the equipment itself. Always set weights down as gently as you can.

The use of chalk is not permitted.

Hygiene

- Please take a hand towel with you every time you use the gym.
- Please clean down the equipment you use with the spray and cloths that are provided in the gym.
- Please use the showers that are provide in the facility after a workout before going back to class.
- Members shall not, while suffering from an infectious disease, enter or use the facility, nor shall any person be admitted to the facility when, in the opinion of staff, they are under the influence of alcohol or drugs.

Hydration

Make sure to bring your own water bottle every time you come to the gym. Refill your water bottle from the water fountain that is provided in the gym facility.

Litter

Place any empty bottles or cleaning cloths in the bin provided. Members are required to pick-up after themselves and discard trash and remove personal items.

Bags or Personal Belongings

Do not bring your gym bag or other personal belongings onto the gym floor. The college or staff members will not be held responsible for any property lost or stolen.

Changing Rooms and Toilets

- Please respect the changing rooms and toilets and keep them clean and tidy.
- Please do not use staff toilet.
- There shall be no changing in any place other than the designated changing rooms.
- The usage of mobile phones is prohibited in the changing facilities.

Damages

If you accidently damage any equipment or notice any fault or damage to equipment in the facility, please inform a member of staff immediately.

Use of Facility and Equipment

- Members use the Monaghan Institute gym facility and equipment at their own risk.
- Consult a physician before using the facility or beginning an exercise program.

- A proper warm-up and cool-down is essential to avoid muscle injury and should always be completed.
- Always use equipment properly and follow direction carefully as improper use of equipment may result in injuries.
- Do not lean on the equipment or sit on machines between sets.
- Keep your hands away from any moving parts.
- Ask staff to show you how to operate equipment properly so that others are not waiting as you figure it out.
- Ensure to have a spotter when lifting heavy weights.
- When using the power cage please set up and use the safety bars provided.
- No dumbbells are allowed on cardio equipment.
- Members are not allowed to reserve any equipment.
- An instructor may, at any time, ask you to leave the gym/class if you are jeopardising the safety or enjoyment of others.
- All equipment and property must remain within the gym facility.
- Any accident or incident should be reported to the staff member on duty immediately.
- Evacuation routes must be kept clear at all times. In case of evacuation, evacuation signs and staff instructions must be followed.
- Emergency equipment must not be tampered with.

Injuries and Injury Prevention

Members will be given an induction to the gym and the equipment when they join and will be asked to complete a screening form.

It is the members' responsibility to take all relevant medical and professional advice to ensure their safety, to verify fitness and to confirm suitability for their use of the Facility. The Management and staff shall not be liable nor shall they accept responsibility for any injury, loss or damage howsoever sustained by any user, whether direct or indirect and including consequential losses arising out of any of the activities in the Facility or in any way whatsoever, which does not arise from any negligent act or omission of the management or employees.

Amendments

The management reserve the right to amend and add to these conditions of Gym Membership as it sees fit and the member shall observe any amended or additional rules so made. The non-enforcement of any of the Rules is not a waiver of the Rules and shall not prejudice the college taking any subsequent action.

5.7 Substance Misuse Policy

Cavan and Monaghan Education and Training Board Schools/Colleges/Centres Substance Misuse Policy.

The full policy, is available on the Monaghan Institute website at https://monaghaninstitute.ie/wp-content/uploads/2021/09/Substance-Misuse-Policy-Final-MI_CMETB.pdf.

1. Rationale

The central objective of our Substance Misuse Policy is the welfare, safety, care and protection of students in line with the Education Act 1998 and the Education (Welfare Act 2000) and, in the case of students over 18 years of age, in common law. This reflects the need for CMETB to assist students in dealing with the many challenges affecting their health and well-being. Exposure to alcohol, drugs, tobacco and other substances is part of this reality.

2. Characteristic Spirit

Monaghan Institute's mission is to deliver excellence in further education and training so that students, staff and the wider community can achieve their potential.

The underlying philosophy is one of concern and caring for students.

3. Scope of Policy

3.1. This policy applies to all colleges and centres for education established and maintained by Cavan and Monaghan Training Board (CMETB). The policy applies to the whole community of Monaghan Institute with the exclusion of staff who are governed by the CMETB Workplace Substance Abuse Policy. The policy will apply at all times during normal college hours and during times in which students and those who accompany them are involved in college-related activities.

3.2. This policy relates to any substance that changes the way the body functions mentally, physically and emotionally. A drug or substance (as used in the context of this policy) is any chemical which alters how the body works, or how the person behaves or feels. This includes illegal and prescription drugs, alcohol, tobacco, legal 'highs', medicines and solvents etc. which all come under the general heading of drugs.

3.3. Definition of College-Related Activities.
The term 'college-related activities' applies to any activities on the college premises, on the way to and from college, lunchtime and breaks and during any college/centre related activities in any location outside the college/centre where students are deemed to be participating in college related activities, representing the college or working as part of a college programme.

4. Aims and Objectives of Policy

- To provide a safe and secure environment within which the educational development of every student can take place.
- To protect each student and staff member in the college, in an atmosphere of caring and concern, from the potentially harmful effects of alcohol and/or any substance defined as a drug.

- To provide clear guidelines in regard to the use of alcohol and/or other substances by students.
- To ensure that, other than possession of and use of prescribed drugs in accordance with the instructions of a medical practitioner, no student will have possession of, use, sell, supply or attempt to sell or supply to others on the college premises, on the way to or from college or on college-related activities as defined in this policy.

5. Relationship to other policies

This policy operates in conjunction with other Monaghan Institute and Cavan and Monaghan ETB policies:

- Monaghan Institute Student Code of Conduct
- Monaghan Institute Child Protection Policy
- CMETB Administration of Medications in Schools/Colleges Policy
- CMETB/Monaghan Institute Suspensions and Expulsions Policy
- Monaghan Institute Health and Safety Policy
- Monaghan Institute Critical Incident Management Policy

This list is not exhaustive and may be added to from time to time as the need arises.

6. Relevant Legislation

A range of legislation applies to the operation of this policy including:

- Health Act (1947)
- Poisons Act (1961)
- Medical Preparations Regulations (1970)
- Misuse of Drugs Act (1977, 1984)
- EU and other international regulations
- Criminal Justice Act (1994)
- Safety, Health and Welfare at Work Acts (2005-2012)

The Road Traffic Act (1961) prohibits the use of mechanical vehicles while under the influence of drugs or alcohol.

7. Operation of the Policy
Part 1 – Alcohol and Drugs

7.1. Definition of Substance or Drug

A drug can be defined as any chemical that causes change in the way a person functions either mentally, physically or emotionally.

A drug or substance (as used in the context of this policy) is any chemical which alters how the body works, or how the person behaves or feels.
Drugs or substances may be addictive and illegal as well as potentially harmful for an individual. Misuse occurs when the use of the drug (legal or illegal) is harmful to the physical, mental or social wellbeing of an individual, group or society. Prescribed drugs, when taken other than as prescribed, can be harmful to the person for whom they have been prescribed or to other(s) for whom they have not.

It is generally accepted that tobacco and alcohol are the most widely abused drugs. However, substances such as cannabis, ecstasy, magic mushrooms, solvents, cocaine, heroin as well as synthetic drugs such as

Ecstasy, LSD, methamphetamine etc. are increasingly becoming a problem in our community. It has been recognised that drug use has serious negative effects on the educational experience, performance and attainment of students. There are many short-term and long-term effects of drug use.

7.2. Substance or Alcohol use or Personal Possession
- Possession or consumption of alcohol or other substances defined as a 'drug' in the policy, in college buildings, on the college premises or by students while they are engaged in any college-related activities is expressly forbidden.
- Students found with alcohol or another drug for their own consumption or suspected of being under the influence of any or either, will be disciplined under the College's Student Code of Conduct. Sanctions and punishments will be implemented depending on the nature of the offence.

7.3. Student possessing with Intent to Supply Substances in College
- Following evidence of any student involved in selling or distributing illicit substances on college premises, his/her activities will be immediately reported to the Gardaí.
- The student will be suspended in accordance with the Code of Behaviour, including the Suspensions and Expulsions Policy and Procedures, pending a decision by the Board of Management.

7.4. A limited number of staff will be involved in the management of suspected or confirmed drug incidents. Staff will be informed on a "need to know" basis. The Director or Deputy Director will hold all written records confidentially. Parents/Guardians of students under 18 years of age will be informed sensitively, and support will be offered to them. In the case of illegal drugs, the Director or a Deputy Director will contact the Garda Liaison Officer, and the Gardaí will deal with any drugs or drug paraphernalia found in accordance with Criminal Law.

7.5. Pastoral support will be offered in response to all incidents. If a student has a problem with substance misuse, referral to outside agencies will be recommended.

7.6. Parents/Guardians of students under 18 years, staff and other students involved in the incident will be offered support. Confidentiality is a complex issue. It is important that the limits of confidentiality are discussed with students before any disclosure is made. The well-being and welfare of the student and teacher must be a primary focus.

7.7. The Director or a Deputy Director will handle all media enquiries. They will not comment on individual cases but will refer to the college policy and procedures in place to manage any drug related incident.

7.8. Management of Students Suspected of being under the influence of a Drug (including alcohol)
- Should a member of staff suspect that a student is under the influence of a substance, they will ensure that the student is not left unaccompanied at any time.
- The assistance of another member of staff will be sought, if appropriate and practicable, so that the safety of all students involved is not compromised.
- Medical assistance will be sought, where necessary.
- If the student is aged under 18yrs, his or her parents/guardians will be contacted as soon as possible.
- If the parents/guardians of a student aged under 18yrs are not available, a staff member will accompany the student to hospital, if necessary.
- The student may be suspended from college.
- The college may require a medical certificate on return to college.
- The student should make an appointment with the Director or a Deputy Director to discuss any ongoing or follow-up treatment required, integration back into the college community and any supports recommended. In the case of a student aged under 18, the parent or guardian of that student will make the appointment and accompany the student to the meeting with the Director or Deputy Director.
- The duration of the absence will be determined by the nature of the substance taken; the level of dependency; recommendations from external professionals and arrangements with parents/guardians if the student is under 18yrs.

In the event of returning to college:
- The student will receive an appropriate caution/sanction under the College Code of Conduct.
- A letter confirming this will be sent to the student or to his/her parents/ guardians if the student is under 18yrs of age.
- The Garda Liaison Officer may be notified if it is that deemed a criminal offence has been committed.
- The college reserves the right to request that the student be screened for drug use on a periodic basis as part of an agreed return to college process. Where a student is under 18 years of age, the college will request the parent/guardian to arrange screening.
- A formal written report will made by the member(s) of staff involved.

7.9. Disciplinary Procedures
- The protection and safety of students who have breached the College Code of Conduct in relation to the use of potentially harmful substances is a priority. However, the use of such substances cannot be condoned and students who offend will be disciplined in accordance with the relevant sections of the College's Code of Conduct.
- A programme of support will be recommended for the student. The college will insist that if the student is to remain in the college, they must participate in the agreed programme of support.

- A student who continues to misuse substances may be suspended or expelled from the college following due process.
- A student who supplies illegal/illicit substances to another person(s) in the college will be suspended or expelled from the college following due process. In the event that the incident is deemed a criminal offence, An Garda Síochána will be notified.
- Illicit substances confiscated in the college will be passed on to the appropriate authorities for identification purposes.

7.10. Medication
- Medication will not be issued by college staff. If a student becomes unwell at college, their emergency contacts - or parents/guardians in the case of a student aged under 18yrs - will be contacted and asked to take the student home.
- The CMETB Administration of Medication in Colleges Policy governs the administration of medicines in the case of students with on-going medical conditions.
- If a student needs to take medication on a regular basis during college hours, they or their parents/guardians (if the student is under 18 years) should inform the relevant course coordinator or the guidance counsellor.

Part 2. Smoking
7.11 The Board of Management is obliged to ensure that the terms of the Public Health Tobacco Act 2002 and the Public Health Tobacco Amendment Act 2004, are implemented in college.

- Smoking is expressly forbidden in the college building and on the college premises (except in the designated smoking area). Students found smoking on the college premises (except in the designated smoking area) will be cautioned and may be disciplined if the caution is unheeded or the behaviour persists.
- The use of electronic smoking devices 'vaping' is prohibited in all CMETB college premises

7.12. Disciplinary Action
- A student, who is found smoking by a member of staff in the college building, will be cautioned and advised that smoking is only permissible in the designated smoking area. The incident will be reported to the Director and the behaviour monitored by course coordinators/tutors.
- If the behaviour persists, disciplinary action will be decided upon by the Director and/or Deputy Director in accordance with the Student Code of Conduct. If the student is under 18yrs, their parents/guardians will be contacted.

8. Training & Development

8.1.Staff
- The College will facilitate training for relevant staff through agencies such as An Garda Siochana, Cavan and Monaghan Drugs and Alcohol Service or the HSE.

- Staff will be offered drug information and awareness training.
- Specific training will be made available to key staff in relation to managing drug-related incidents.
- First Aid training will be made available to staff.

8.2.Students
- The College provides Alcohol, Tobacco and Drug information and advice (leaflets, signs, informal briefing talks)
- Educational programmes from the community and visiting speakers may build on and enhance existing college information provided

9. Availability of Policy
This policy is available to staff, students and their parents/guardians (if student is under 18 years), as well as persons who work in the college on a part-time and/or temporary basis. It applies to all persons who encounter the college or its staff or students when engaged in college-related activities. New staff will be informed of the policy when they take up employment in the college. The policy will be published on the college website and it will be summarised in the student handbook

10. Review of Policy
- This policy will be monitored and reviewed annually on behalf of the Board of Management, by the Director. The practical application of the policy during the preceding year, its efficacy in preventing the use of drugs, alcohol or other substances and an assessment of the needs of students and staff in regard to education and awareness about use of these, will form part of the review process. Results of this review will be submitted to CMETB.

- The policy may be reviewed periodically by CMETB, in light of emerging legislation and circulated Guidelines from the Department of Education and the Department of Further and Higher Education, Research, Innovation and Science, and advice received from other agencies such as Tusla, HSE, Cavan and Monaghan Drugs and Alcohol Service.

5.8 Locker Policy

Lockers are located throughout the Monaghan Institute building. Any Learner wishing to use a locker during the academic year must sign a Learner Locker Agreement Form.

It is recommended that Learners do not bring valuables into college. Monaghan Institute cannot be held responsible for lost, stolen, or damaged personal property. Lockers are to be used at a Learner's own risk. By signing the Learner Locker Agreement Form, Learners agree to abide by the terms and conditions set forth by Monaghan Institute, and outlined below:

- All lockers within the college are the property of Monaghan Institute and are subject to applicable college policies. Monaghan Institute reserves the right to alter the policies governing the use of lockers with appropriate notice.

- Use of a locker by a person other than to whom it is issued is forbidden. Misuse of a locker may lead to termination of locker privileges.
- Only college-provided locks may be used on Monaghan Institute lockers. Any other locks will be removed. Locks may be purchased from the college office.
- Monaghan Institute reserves the right to open a locker with or without the consent of the Learner to whom the locker is registered in instances where locker procedures are being abused or in the case of an emergency situation.
- Flammable materials, dangerous chemicals, explosives or weapons of any kind are strictly prohibited inside the lockers.
- Illegal or controlled substances such as drugs or alcohol are also strictly prohibited. Illegal or dangerous items stored in lockers will be confiscated and the Learner will be reported to the appropriate authorities, see Substance Misuse Policy section 5.7.
- No perishable items are to be stored in lockers.
- Learners are not permitted to affix anything to the interior or exterior of their lockers.
- All personal items must be stored completely within a locker. All items left outside of a locker, whether secured or not, will be removed and disposed of accordingly.
- For safety, locker doors must be kept closed, even when empty. Bags or other items must not be left on the floor in front of or between lockers. Some lockers are located in alcoves fronted by fire shutters, which come down automatically when the fire alarm sounds and could be damaged/prevented from working properly if locker doors are left open or if obstructed by bags.
- Monaghan Institute is not responsible for lost or missing items, either before or after clearance of a locker.
- All lockers must be emptied at the end of the academic year, even if the Learner will be returning the following semester.
- Lockers not emptied by Learners will be emptied by staff, and the contents destroyed.
- Failure to comply with the above regulations may result in loss of locker privileges.

5.9 Work Experience/Placement Policy

Work experience is a mandatory module on the majority of courses at Monaghan Institute. It may take the form of a continuous block, day release or a combination of both depending on chosen course. Learners with a poor attendance record may not be afforded the opportunity to participate in work experience.

It is in the best interests of the learner to find their own suitable/relevant work experience in consultation with the course co-ordinator. Those experiencing difficulty with finding work experience will be assisted by the course coordinator/tutor, but there is no guarantee of choice of location of placement. Any relevant declared special needs may be advised to work placement supervisors. Learners will be consulted in advance of this.

Learners placed on work experience must follow these guidelines:

- To behave in a courteous, considerate and respectful manner towards others.
- To attend and be punctual at all arranged/allocated work experience days.
- If a learner is unable to attend work experience they must contact Monaghan Institute and their work experience supervisor at the place of work before 9.30am.
- Learners are entitled to a one-hour lunch break, but this may need to be flexible to meet the needs of the work place/clients. Recommended full days work placement is 6 hours e.g. 9am – 4pm, but learners should appreciate the importance of work placement as a potential route to employment and for references and should be as flexible as possible.
- To dress neatly and behave properly at all times.
- To follow all employers instructions and policies.
- To follow all tutors guidelines.
- To follow all Health and Safety regulations in the work place.
- To participate in all work placement activities where requested.
- Part-time work should not interfere with work experience.
- Taking photographs/videos while in the work place setting is not allowed without the expressed permission of the work place supervisor.
- Garda Vetting may be required in some vocational areas prior to commencement of work experience (i.e. for placements that may involve regular direct contact with children or vulnerable adults). See separate policy on Garda Vetting for learners on work placement section 5.10.
- To maintain the confidentiality of the workplace/clients.
- Learners must complete all relevant work experience diaries / observations / logs / assignments as requested by tutors.
- In some courses, learners must ensure their attendance sheets are signed each day by the relevant supervisor.
- Monaghan Institute Code of Conduct applies when on work placement.
- It is Monaghan Institute's policy to encourage learners to acquire work placement in a neutral environment i.e. not with a relative.

Garda Vetting

CMETB is committed to practices which safeguard the welfare of learners, young people and vulnerable adults. CMETB is registered with the National Vetting Bureau (NVB) and will be conducting Garda vetting on learners attending courses where it is identified that interaction with children and vulnerable adults is a feature of the course. For further details please refer to the Garda Vetting Policy in this handbook section 5.10.

5.10 Child Protection Policy

The Board of Management recognises that child protection and welfare considerations permeate all aspects of college life and must be reflected in all of the college's policies, practices and activities.

It is important to be alert to the possibility that children with whom we are in contact may be experiencing abuse or neglect. This responsibility is particularly relevant for college staff. Under the Children First Act 2015 teachers are now mandated persons and are statutorily obliged to make reports to TUSLA regarding child protection concerns.

For the purpose of these procedures, 'a child' means anyone who is under 18 years of age. In Ireland, the Child Care Act, 1991 (updated 2015) defines a child as any person under the age of 18 years, excluding a person who is or who has been married. For the purposes of this policy where 'child' or 'learner under 18 years' is referred to, the reference also applies to vulnerable adults. A vulnerable adult means a person aged 18 or older who, by reason of mental or other disability, age or illness is, or may be, unable to take care of him or herself, or unable to protect him or herself against 'significant harm' or 'exploitation'.

To this end, in accordance with the requirements of the Department of Education and Skills' Child Protection Procedures for Primary and Post Primary Schools 2017, the Board of Management of Monaghan Institute has agreed the following child protection procedures:

1. The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools 2017 as part of this overall child protection policy and Children First National Guidance for the Protection and Welfare of Children 2017.

2. The Board of Governors has completed a Child Safeguarding Risk Assessment and prepared and published a Child Safeguarding Statement.

3. **The Designated Liaison Person (DLP) is Martina Rooney, Director.**

4. **The Deputy Designated Liaison Person (Deputy DLP) is Rynagh Williams, Deputy Director.**

5. In its policies, practices and activities, Monaghan Institute will adhere to the following principles of best practice in child protection and welfare: The College will;
    - recognise that the protection and welfare of children is of paramount importance, regardless of all other considerations.
    - fully co-operate with the relevant statutory authorities in relation to child protection and welfare matters.
    - adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect.

- develop a practice of openness with parents and encourage parental involvement in the education of learners who are under 18 years of age.
- fully respect confidentiality requirements in dealing with child protection matters.

Disclosures by a Learner under the age of 18 years.

6. If a learner, under the age of 18 years, makes a disclosure of abuse, to any member of staff in Monaghan Institute the information will be referred by the staff member to the DLP. The DLP in Monaghan Institute may in turn report this information to the Child and Family Agency, TUSLA and/or relevant authorities.

Retrospective Disclosures by Adults

7. From time to time adults (person over 18 years of age) may disclose abuse, which took place during their childhood. If such disclosures are made to any member of staff in Monaghan Institute, this information will be referred, by the staff member to the Designated Liaison Person. The DLP may in turn report this information to the Child and Family Agency, TUSLA and/or other relevant authorities. The learner who has made a retrospective disclosure will be given contact details of The National Counselling Service - see details in box.

8. In order to safeguard the learner concerned, information exchanged during a disclosure within Monaghan Institute will be treated with confidentiality, however, assurances of absolute confidentiality cannot be given to a learner who makes a disclosure to a member of staff as this information must be passed to the DLP. Information will be shared strictly on a need to know basis. Parents of learners under 18 years will be informed by the DLP if a report is being sent to TUSLA/Gardaí, unless doing so is likely to place a child at further risk.
    It is not the responsibility of college staff to investigate the situation. The DLP may report to TUSLA who investigates and decides if there is a need to refer to the Gardaí.

9. The following college policies, practices and activities are particularly relevant to child protection (e.g. the Learner Code of Conduct, ICT Acceptable Use Policy, Social Media Policy, Policy on Educational Tours and Field Trips, Policy on Learner Work Placements and Garda Vetting etc.). The Board has ensured that the necessary policies, protocols or practices as appropriate are in place in respect of each of the above listed items.

10. This policy has been made available to college personnel and is readily accessible to parents/learners on request. The policy will be reviewed by the Board of Management once every academic year.

Retrospective Disclosure – The National Counselling Service

The HSE National Counselling Service is in place to listen to, value and understand those who have been abused in childhood. The service is a professional, confidential counselling and psychotherapy service and is available free of charge in all regions of the country, visit the following website for more information: (www.hse.ie/eng/services/list/4/Mental_Health_Services/National_Counselling_Service) The service can be accessed either through healthcare professionals or by way of self-referral (Freephone 1800 234117).

5.11 Procedure for Learner Work-Placement and Garda Vetting

1. All learners on Childcare, Health Service Skills, Applied Social Studies, Nursing, Community & Social Care, Sport Coaching and Sport & Leisure Management courses must undergo Garda Vetting and will be issued with Vetting Invitation forms on registration, to initiate the eVetting process. (N.B. other learners may also have to undergo Garda vetting, if their chosen placement will bring them into regular direct contact with children or vulnerable adults as part of their main duties). The completed Vetting Invitation Form should be returned to Monaghan Institute, along with two items of personal identity (e.g. Passport, driving licence, utility bill). When identity has been verified, the Vetting Invitation Form is forwarded by Monaghan Institute to CMETB HR Department, after which the e-vetting procedure via the National Vetting Bureau (NVB) commences.

   No learner over 16 years of age can go on Work Experience to a setting where they will have regular access to children or vulnerable persons as part of their main duties unless they have been Garda Vetted. A learner must present evidence of their Garda Vetting to the employer before commencing work experience. It is a criminal offence for a learner to proceed on work experience without Garda Vetting.

   If the learner is over 16 and under 18 years of age, their parent/guardian must complete the Parent/Guardian Consent Form NVB3 (included in the Vetting Invitation form). In the case of students/learners over 16 and under 18, the email address and contact number to be supplied on Form NVB1 (Vetting Invitation) must be that of the Parent/Guardian. CMETB will not communicate directly with students/learners under 18 by email or text.

2. Garda Vetting carried out by other organisations is not acceptable for CMETB courses.

3. Garda Vetting is valid for 2 years, providing the learner is continuously enrolled on a CMETB course.
4. Learners must find their own work placement. Course Co-ordinators and Tutors will not arrange work placement for learners who do not find their own until the result of Garda vetting has been received.
5. The organisation offering work-placement will be issued with a statement (with the insurance and other relevant documentation) as follows:

   "Learners are required to present evidence of the outcome of their Garda Vetting. You should examine this document carefully. A form is enclosed for you to return to Monaghan Institute confirming you have received Garda Vetting and other documents referred to above and, if you are satisfied, your acceptance of this learner on work placement."

6. When the HR Department receives the result of Garda Vetting from the NVB, the following procedure will be followed:

Garda Vetting result - Nil
The Garda Vetting Disclosure, indicating Nil, is issued to the learner. Learners will be advised to keep this document safe as they will be required to produce it before proceeding on work placement. The HR Department does not keep copies of Garda Vetting Disclosures.

Garda Vetting result – Criminal Record and/or Specified Information
- A disclosure from the NVB is a statement which may include details of all criminal records and/or specified information.
- The learner will receive a letter requesting that s/he contacts the Liaison Person to arrange an appointment to meet with them and the Director to discuss the disclosure.
- If the disclosure is serious enough to warrant immediate action, the learner is contacted by phone.
- The Liaison Person and the Director will meet with the learner in private to discuss the disclosure.
- Learner is given the opportunity to dispute/deny the disclosure.
- If the learner accepts/agrees the accuracy and details of the disclosure, the learner is advised that a letter will issue attaching the disclosure. Before proceeding on work placement, the learner must present the Garda Vetting Disclosure to the work-placement supervisor for their consideration/decision. It is a matter for the work placement supervisor to decide whether to accept the learner on work-placement and their decision is final.
- In the most serious cases, the learner may not be facilitated with work placement or, in extreme cases, the learner may be asked to leave the course.
- If the learner does not agree with this decision they have the right to appeal. Appeals should be

submitted in writing to the Chief Executive of CMETB within 10 working days.

- If the learner denies the disclosure, learner must make a written statement denying the disclosure which will be forwarded to NVB requesting that the application be re-examined. The learner may not proceed on work-placement until a response has been received from NVB.

Notwithstanding the above, best practice indicates that the learner should be supervised during their placement and should not be permitted to have substantial unsupervised access to children or vulnerable adults.

5.12   EU and International Links Policy

Over many years Monaghan Institute has participated in a number of EU projects/ exchanges – including the PETRA programme, the SOCRATES project, WIDER HORIZONS, LEONARDO da VINCI, and the ERASMUS + programme. MI has also recently engaged with the Ireland Institute of Pittsburgh one year Internship Programme.

It is the policy of the Institute to try to maximise the opportunities for learners and staff to experience relevant workplace/learning environments in other countries (predominantly in the EU, but not exclusively) in order to broaden their horizons and keep abreast of best practice. To this end, Director and staff are proactive in investigating and applying for funding to facilitate such visits/programmes and learners are actively encouraged to participate.

Monaghan Institute maintains close contact with LEARGAS - the exchange agency, and receives regular mail shots from them in relation to funding opportunities, partner funding seminars, international conferences, etc. In particular, learners (from a variety of vocational areas) have availed of Leonardo da Vinci/Erasmus + funding to participate on three weeks work placement in countries such as Germany, France, Holland, Denmark & Portugal. This most valuable programme is part of their Work Experience module and is certified both by QQI and via the EUROPASS scheme.

It is college policy to supervise learners while abroad, as per CMETB Policy for Educational Tours and Field Trips, (full text is available on request from the Monaghan Institute office) thus giving staff the opportunity to travel with them and support/direct their experiences. Similarly, hosting learners from partner organisations presents a valuable learning experience for staff and students alike.

Over years of availing of Leonardo da Vinci and other programmes, a number of very valuable partnerships have developed, especially in the Nursing/Healthcare, Childcare, Office Administration and IT Departments. It is proposed to maintain those links, as well as developing new ones in the coming years.

5.13   Procedure on Communication with Learners

Communication with learners is of the utmost importance. Monaghan Institute's communication system aims to be:

| *Transparent* | *Informed* | *Direct* | *Positive* |
| *Timely* | *Effective* | *Confidential/Secure* | |

Learners will be given a handbook at the start of the academic year, which will contain information on the following:

- College calendar
- List of staff and their responsibilities
- College policies and procedures
- Rules and regulations
- College services/facilities
- Career Guidance and Appointment service
- Student Financial Support
- Health and Safety
- Useful Contacts
- Study Skills Pack

Course coordinators/class tutors aim to meet individually with each learner to discuss his/her progress, problems issues etc.

Throughout the year the Director, tutors or secretary may use memos, verbal messages, text messages, notices on electronic/general/class notice boards, flip chart, email or letter to communicate with learners. It is the responsibility of each learner to check each of these mediums regularly.

Written feedback on progress is issued to each learner when coursework has been corrected.

Final/official results will be posted/emailed to learners as soon as they issue from the awarding bodies – from mid June onwards. These will be posted/emailed to the address/email address given by the learner on the official application form. If a learner changes address/email it is imperative they inform the secretary/college office.

Learners who are successful in their course will be invited to attend Graduation in the Oct/Nov after final results.

Should a learners' parent/guardian require any information, they are encouraged to contact the college and staff will be pleased to talk to them.

5.14   Learner Complaints Policy and Procedure

Monaghan Institute puts learners first and will do its best to ensure that all learners have a successful and enjoyable experience. Monaghan Institute is also committed to serving the wider business and social community. Monaghan Institute is committed to continuous improvement in all our work.

We recognise however, that occasionally mistakes are made, and things are not done as well as they should be. Monaghan Institute has a commitment to our learners

and stakeholders to ensure that any complaints they may have about our service are dealt with fairly, efficiently and effectively to the best of our ability and within our resources. Monaghan Institute recognises that complaints can be used actively to improve our performance.

Complaints will be analysed and reported to senior managers and the Director. Monaghan Institute will ensure that we are sensitive to issues of confidentiality. Monaghan Institute will also set a deadline to respond to complaints.

Complaints Procedure

Learner Complaint about ETB Service/s, not specifically Monaghan Institute (e.g., Garda Vetting, etc.):
For all grievances relating to ETB services, other than Monaghan Institute, contact the ETB office directly. Telephone 047-30888. Complaints will be dealt with according to the ETB Customer Service Charter.

Learner Complaint about Another Learner, Work Placement, Models/Clients for Practical's:
1. If something goes wrong inform the class tutor if possible, course co-ordinator or if necessary, an assistant principal. In consultation with them, you will decide if it is a formal or informal matter.

2. Informal – for minor complaints the class tutor/course co-ordinator should document that the matter was discussed and advise the learner on how to solve the issue with the relevant people involved.

3. Formal – to be used for complaints of a serious nature or if issue was unsatisfactorily resolved via the informal approach, where the learner wants a formal investigation and official record
    *   Inform the class tutor if possible, course co-ordinator or if necessary, an assistant principal.
    *   They will advise the learner to fill out an official complaints form.
    *   This will be given to the quality assurance co-ordinator.
    *   The learner will receive written notification that the complaint has been received within 5 working days.
    *   The complaint will be investigated and may involve a meeting with senior management and/or Director. Both the complainant and Monaghan Institute representative are entitled to have a third-party present at any meeting/s.
    *   The learner will usually receive written confirmation of the outcome within 15 working days. The learner will be notified if the investigation will take longer.
    *   The complaint will be deemed closed if a request for appeal is not received in writing to the Director within 10 working days of outcome notification.

Learner Complaint about a Member of Staff:
For any complaint about a member of staff, learners should refer to *the Code of Practice for Dealing with Complaints made by Parents or by a Student (18 years and over) against a Staff member employed by the ETB* - available from www.cmetb.ie or from the Monaghan Institute office or a senior staff member.

5.15   Compliments Policy
Monaghan Institute appreciates being told when we do well.

Informal – complete a **Compliments Card**, no formal acknowledgment will be sent.

Formal – complete a **Compliments Form**, available from the office and send it to the quality assurance co-ordinator. Monaghan Institute will acknowledge receipt of your compliment within 10 working days.

5.16   Equal Status Policy
Purpose
The purpose of Monaghan Institute's Equal Status Policy is to:
*   Identify our commitment to combating discrimination, accommodating diversity and promoting equality.
*   Promote equality of access, participation and outcome for all our Learners.

This equal status policy reflects Monaghan Institute's commitment to meet its obligations under the Equal Status Acts 2000 – 2018 which prohibit discrimination (including harassment, sexual harassment and victimisation) in educational establishments for Learners across the nine equality grounds (gender, marital status, family status, religion, age, disability, sexual orientation, race and membership of the Traveller community).

Consultation
This policy has been developed in consultation with staff and service users, including service users who may be a risk of discrimination under the nine grounds or due to other circumstances. Organisations representing groups experiencing inequality have also been consulted.

Statement of Commitment
Equality
Monaghan Institute seeks to ensure that the services it provides:
*   are free from discrimination, sexual harassment, harassment and victimisation;
*   accommodate diversity across the nine grounds covered by the equality legislation and meet needs that are specific to particular groups of Learners;
*   make reasonable accommodation for Learners with disabilities;
*   seek to benefit all Learners from across the nine grounds by promoting equality and

implementing positive action measures where necessary.

Monaghan Institute will not tolerate discrimination, sexual harassment, harassment or victimisation of any person by learners, employees and/or non-employees, (such as other service users or contractors). Such behaviour may lead to disciplinary action or to other sanctions such as suspension or exclusion from our premises.

Mainstreaming

Monaghan Institute seeks to ensure that the needs of Learners from across the groups covered by the equality legislation are taken into account in the planning, design and delivery of its programmes and related services.

Other Policies

This policy should be read in conjunction with other policies as published by Monaghan Institute, for example Monaghan Institute Gender Identity and Expression Policy.

Taking Action

Communication with Learners

Materials

- Information, courses and other materials produced for and by Monaghan Institute will be provided in a relevant and accessible manner to Learners, including those from across the nine grounds and other who may be at risk of experiencing discrimination/disadvantage
- This includes using: *for example:* Different media such as an accessible website; Different formats such as large print (notes and exams)

Promotional Materials

Materials produced to promote our service's programmes will be non-discriminatory and will communicate Monaghan Institute's commitment to equality for Learners.

Direct Contact

In its direct contact with service users, Monaghan Institute seeks to ensure that:

- Learners are dealt with in a considerate, courteous and professional manner
- Learners experience a harassment free environment;
- Reasonable accommodation is made for people with disabilities.

Service User feedback

Monaghan Institute encourages the participation of learners in our feedback systems, with particular emphasis on including learners from across the nine grounds and Learners who may be at risk of discrimination due to other circumstances. We also encourage feedback from organisations representing groups experiencing inequality. These feedback systems include *(for example)*:

- Learner questionnaires /comment cards,

- Learner / tutor meetings, Guidance Service
- Learner focus groups/ Students' Union
- Meetings with representative organisations.

Accommodating Diversity

Monaghan Institute will accommodate the diversity of Learners across the nine grounds and from other groups who may experience inequality by:

- Actively identifying and addressing Learners needs across the nine grounds
- Actively identifying and addressing needs of Learners who may be at risk of experiencing inequality.
- Providing reasonable accommodation for Learners with disabilities
- Ensuring flexibility in the provision of services so as to allow for the diversity of Learners to be accommodated.
- Taking positive action measures to promote equality in practice for disadvantaged persons by providing facilities, arrangements, services and assistance required to cater for the special needs of Learners.
- Providing relevant supporting documentation as required to apply for childcare places under the CETS scheme (this applies to VTOS students only).

Reasonable Accommodation of People with Disabilities

Monaghan Institute seeks to anticipate the requirements of Learners with disabilities (including those with physical, intellectual and sensory disabilities and mental health issues) and to ensure that Learners with disabilities are not excluded by physical, systemic, attitudinal or communication barriers.

Monaghan Institute takes steps to assess the needs of individual Learners with disabilities and to identify how best to meet these needs.

Monaghan Institute seeks to ensure that:

- The physical environment in our buildings and surrounding grounds are accessible and free from barriers. For example, the Monaghan Institute building is wheelchair accessible, there are disabled toilets on the premises, lifts and ramps ensure suitability for wheelchair users and there are handrails on the stairwell.
- Alternative methods of making services available are provided where appropriate and reasonable;
- Communication strategies and materials are being made accessible;
- Staff communicate effectively with Learners with disabilities and do not display patronising attitudes or make assumptions about people's abilities or inabilities.

Monaghan Institute seeks to provide an environment where, in dialogue with staff, a person with a disability can identify their needs and how these can be met.

Promoting Equality

Monaghan Institute will conduct an equal status review at appropriate intervals and will prepare an equality action plan on foot of this review

Implementation

All staff are responsible for implementing this policy and for ensuring that Learners do not experience discrimination, that diversity is accommodated, and that equality is promoted for Learners.

All staff are expected to co-operate in the development and implementation of policies and procedures to promote equality for Learners.

Learners and non-employees (such as other service users or contractors) are also expected to co-operate with this policy.

Communicating this Policy

Monaghan Institute is committed to communicating this policy to:

- All staff
- Learners
- Parents of Learners (where appropriate)
- Business contractors
- Work Placement Supervisors
- Local organisations representing groups at risk of experiencing inequality.

This policy will be communicated through:

- Publication and dissemination of the policy;
- Provision of training on the policy to all staff;
- Display of the policy in public areas of our service
- Reference to the policy in information materials;
- Staff handbooks
- Learner Handbooks

Equality and Diversity Training

Monaghan Institute undertakes to develop an equality and diversity training programme for staff, as may be identified in our Equality Action Plan.

Monitoring and Review

Monaghan Institute will actively seek feedback from service users and staff on the implementation of this policy.

The operation of this policy will be evaluated on a regular basis and this policy will be updated accordingly.

Monaghan Institute will report on the implementation of this policy and of its equality action plan as part of its Self-Evaluation Process.

5.17   Data Protection Policy

Privacy Notice to students (and parent/guardians of students under 18)

By applying for and/or attending an ETB school, centre, course or programme, you acknowledge that your personal data (including special category personal data) shall be processed by Cavan and Monaghan ETB. This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need more information, please see our Data Protection Policy available at www.cmetb.ie.

1.   We are Cavan and Monaghan Education and Training Board (CMETB). Our address and contact details are Cavan and Monaghan ETB, Administration Centre, Market Street, Monaghan H18W449. Phone: 047 30888. We provide Post-primary level education, Further Education and Training, Youthreach, Outdoor Education, Arts Education in addition to other community-based education programmes and services. For further information, see our Data Protection Policy available at www. cmetb.ie

2.   When you are a student with CMETB, we collect and use your personal data. The type of information we collect about you depends on various factors, such as whether you are under 18-years or an adult learner, the type of course you are enrolled on etc. The personal data we collect can include information about your identity and contact details; images/photo (including CCTV); family details; admission/enrolment details; previous schools; academic progress; PPS number; special educational needs; nationality; language; medical data; information about behaviour and attendance; information about health, safety and welfare; financial information (re fees, grants, scholarships etc.); and other personal data. Further details of the data we collect about you can be found in our Data Protection Policy. If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is consulted and asked to give consent for certain things like taking your photograph, going on school trips etc. We use your personal data for purposes including: your application for enrolment; to provide you with appropriate education and support; to monitor your academic progress; to care for your health and wellbeing; to care for our staff and students; to process grant applications and scholarships; to coordinate, evaluate, fund and organise educational programmes; to comply with our legal obligations as an education body; to comply with our monitoring and reporting obligations to Government bodies, and EU funding bodies; to process appeals, resolve disputes, and defend litigation etc. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to our Data Protection Policy available at www.cmetb.ie.

3.   We share your personal data with third parties, including other Government bodies. This includes the State Examinations Commission, the Department of Education and Skills, NCSA, SOLAS, SUSI, HEA, QQI, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc. The level of sharing and the nature of what is shared depend on various factors, including the nature of the course you are undertaking/enrolled on. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc.) and they may aggregate it with other information they already hold about you and your family. We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers,

legal advisors etc), and other schools/colleges and bodies in the further education and training sector, apprenticeship providers, work-experience placements and future employers etc. We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations. Once a student reaches 18 years, the student should let us know if they wish for us to cease providing certain records relating to their educational progress to their parent/guardian. For further information on who we share your data with, when and in what circumstances, and why, please see our Data Protection Policy available at www.cmetb.ie.

4.   We do not transfer your personal data to a third country outside the EEA. Certain companies who process personal data on behalf of CMETB may transfer personal data for processing outside the EU, however this will only be done with the agreement of CMETB and with the assurance that appropriate safeguarding measures are in place to protect the data. We will advise data subjects if their data is to be transferred outside the EU. For further information, please see our Data Protection Policy available at www.cmetb.ie.

5.   We do not engage in Automated Decision Making/profiling.

6.   Some personal data is only kept for a short period (e.g. we will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. retained after you leave or otherwise finish your studies with CMETB. For further information on the retention periods, please go to our Data Protection Policy available at www.cmetb.ie

7.   You have the following statutory rights that can be exercised at any time:

(a)   Right to complain to supervisory authority.
(b)   Right of access.
(c)   Right to rectification.
(d)   Right to be forgotten.
(e)   Right to restrict processing.
(f)   Right to data portability.
(g)   Right to object and automated decision making/profiling.

For further information, please see our Data Protection Policy available at www.cmetb.ie or alternatively contact our DPO.

8.   We have appointed a Data Protection Officer. Her name and contact details are Fiona Nugent fionanugent@cmetb.ie. If you have any queries, please consult our Data Protection Policy (available at www.cmetb.ie) or contact our DPO.

Photographs of Learners (in addition to your student ID card)

Monaghan Institute and CMETB maintain a database of photographs and digital images (including video) of events held over years. It has become customary for programmes to take photographs of learners engaged in activities and events in the interest of creating a pictorial as well as historical record. In addition, Photographs/digital images may also be used to supplement students' assessment/project work.

Photographs/digital images may be published on our websites and social media accounts such as Twitter and Facebook or in brochures, yearbooks, newsletters, local and national newspapers and similar education and training-related productions. In the case of website and social media, photographs/digital images, learner/student names will not appear on the website as a caption to the picture. Consent will be sought from learners re the taking of their photograph and/or publishing it on various media. Consent will be sought from learners re the taking of their photograph and or publishing it on various media. See policy in full in section 18 of this handbook.

If you wish to have your photograph/digital image removed from the website at any time, you should write to the Chief Executive.

See policy in full in section 18 of this handbook.

5.18   Bring Your Own Device (BYOD) for Learning

Monaghan Institute and CMETB is committed to ensuring that teachers/ tutors and learners have access to appropriate technological resources to enable them to engage effectively and fully in learning both within CMETB centres and online.

Monaghan Institute and the CMETB FET 'Bring Your Own Device for Learning' Guidelines facilitate and promote learners bringing a personal mobile device to CMETB centres for use in their education and training and/or using a computer/mobile device for remote learning. It is designed to empower learners by giving them direct involvement in the way they use technology in their learning.

For the purpose of these guidelines, a 'computer/mobile device' refers to a learner owned device such as a tablet, laptop, netbook, iPad, or smart phone used in CMETB centres (Monaghan Institute) or a computer or mobile device used for remote learning when the learner is not onsite at one of our FET centres. The device should meet the below specification.

- Windows 10 Operating System
- 4GB RAM minimum (note: 8GB will provide a better experience)
- 6 hours or more of battery life
- Built-in Wireless capability
- Screen size of 10" or above (please note the larger the screen, the heavier the device)
- Webcam
- Microphone
- Speaker
- Up-to-date anti-virus software

If the course you are attending uses specialist software, you are advised to consult with the course teacher/tutor to ensure that the device can run course-specific

software. You are also responsible for ensuring that the software on your device is updated accordingly.

Objectives:

- To facilitate and promote the bringing of a mobile device to FET centres (Monaghan Institute) by learners for use in their education and training.
- To provide a safe environment in which learners can use their mobile device to support their learning.
- To ensure a minimum standard of device compatibility.
- To enable learners to use technology to further their learning independently and in structured classes.
- To provide a basis on which CMETB FET teachers/tutors can tailor the delivery of classes so that learners can use their own devices in class towards achieving specific learning outcomes.

Actions:

Learners (and their parents/ guardians if under 18):

All learners who are participating in CMETB FET programmes at Monaghan Institute where all or part of the programme is online or blended are expected to have access to a computing device.

The device must be:

- A personal device of the learner's own choosing and ownership which meets the device specification required for the programme, or
- An assigned device loaned by CMETB FET (Monaghan Institute)
- Learners (and their parents/ guardians if under 18) are responsible for ensuring that the device meets all the requirements of the programme and programme coordinators/ teachers/ tutors can advise you on this.
- Prior to bringing a personal device for the first time, learners (and their parents/ guardians if under 18) must read and sign the Acceptable Usage Declaration which sets out the responsibilities and expectations for the use of the personal device in CMETB FET (Monaghan Institute).
- Learners must use their device in accordance with CMETB's (Monaghan Institute) acceptable usage policy (Appendix 1).
- Learners must follow teacher/ tutor's directions as to the appropriate use of their device in class.
- Learners must ensure they use correctly licensed software that is legal and paid for
- Each learner is absolutely and solely responsible for the care and conduct of their personal device while:
  - In the FET centre (Monaghan Institute) or at other FET related activities

  - Travelling to and from the FET centre (Monaghan Institute) and to other FET related activities.
- In the event of loss or theft of the device, learners must change the password used to access their 365 account and any CMETB services and notify College staff so that the 365 account can be blocked, if necessary.
- Learners must connect their device to the designated wireless data network in their FET centre (Monaghan Institute) using their own account credentials only.

Teachers/ Tutors

Teachers/ tutors should encourage and facilitate the use of the learner's devices in their classes where required and where deemed appropriate.

Monaghan Institute and CMETB FET will:

- Subject to demand and availability, operate a device loan system for learners who are unable to access a personal device.
- Provide a BYOD Acceptable Usage Declaration to list the responsibilities and expectations of each learner and ensure the Acceptable Usage Declaration is signed by each learner (and their parents/ guardian if under 18).
- Ensure that the relevant FET centre (Monaghan Institute) can provide advice to learners on the device requirements for their programme of learning.
- Provide a wireless network with filtered internet connection in the relevant FET centre (Monaghan Institute) to which learners may connect their BYOD device.
- Provide cloud storage (OneDrive) onto which the learner's course work and files must be saved.
- Provide support to learners in establishing network connectivity in the relevant FET Centre (Monaghan Institute).
- Accept no responsibility for loss or damage to, or maintenance or repair required on a learner's own device (or data saved) through any act or omission resulting from the negligence or otherwise of the learner, the FET Centre (Monaghan Institute), a member of staff, another learner or visitor to the centre.

Should a learner's device fail to meet a requirement of the Device Specification, the FET Centre (Monaghan Institute) will not facilitate the learner's access to any network or FET centre ICT Services.

Acceptable Use of Personal Devices

The only purpose for bringing a personal IT device into the FET centre (Monaghan Institute) is for educational use. Using a personal IT device for any other reason while in a FET centre (Monaghan Institute) is not permitted.

5.19   Internet Acceptable Use Policy

Monaghan Institute has a state-of-the-art network of computers, all linked to the Internet. Internet use and access is considered a college resource and privilege. The aim of this Acceptable Use Policy is to ensure that learners will benefit from the learning opportunities offered by the College's Internet resources in a safe and effective manner.

College's Strategy:

Monaghan Institute will employ a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

General

- Filtering hardware and software (upgraded) and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The College will regularly monitor learners' Internet usage using computer software.
- Learners and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software will be used and updated on a regular basis.
- Learners will observe good "netiquette" (i.e. manners on the Internet) at all times and will not undertake any actions that may bring the College into disrepute.

World Wide Web

- Learners are **forbidden** to attempt to visit Internet sites that contain obscene, illegal, (e.g. Child Pornography) hateful or otherwise objectionable materials.
- Learners will use the Internet for educational and reference purposes only.
- Learners should be extremely wary of disclosing any personal information on the Internet.
- Learners will be aware that their use of the network will be monitored.
- Learners must not use the internet for any commercial activities including electronic funds transfer or to purchase or sell goods or services having nothing to do with Monaghan Institute.
- Learners should be aware that it is extremely dangerous to enter chat-rooms and that they are forbidden to access them in the college.

Email

- Learners will use college email for educational and reference purposes only.
- Learners are forbidden to send any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Learners are **absolutely forbidden to reveal** their own or other people's personal details, such as addresses, telephone numbers, passwords or pictures.
- Monaghan Institute cannot control the receipt of emails from external personnel. Learners should not respond to any SPAM emails or forward them and should delete them immediately.
- Learners are asked to refrain from inappropriate use of computer and electronic equipment. It is forbidden to use camera phones or recording devices to take unauthorised photographs/videos/voice recordings and/or to distribute over electronic media, this includes during work placement. It is also forbidden to use such recordings to duplicate over social media or to use them without consent.

Sanctions

Misuse of the College network will result in disciplinary action, including withdrawal of access privileges and could lead to suspension or expulsion as per policy 5.2. Monaghan Institute will report any illegal activities (e.g. child pornography) to An Garda Síochána.

PRIOR TO RECEIVING AUTHORISATION TO USE THE INTERNET, LEARNERS MUST SIGN THE FOLLOWING CONTRACT DOCUMENT

I understand that use of the Internet via Monaghan Institute's computer network is a privilege and will abide by the Internet Use Policy outlined. I realise the Internet contains material that is inappropriate for college purposes and, therefore, will take personal responsibility not to access such material. I recognise that it is impossible for Monaghan Institute to prevent access to all controversial materials, and I will not hold Monaghan Institute accountable for unsuitable materials found or acquired on the network or via email.

I further understand that should I commit any violation of the regulations in this policy it will result in the withdrawal of access privileges, suspension or expulsion.

Learner's Signature: _____
Date: _____

5.20   Social Media Policy and Procedure

Rationale

There is scope for irresponsible and inappropriate use of Social Media sites and this can lead to bullying, harassment and illegal activity whilst online. Monaghan Institute therefore needs a policy to ensure the safe & responsible use of Social Media by all members of the college community. This is necessary in order to protect learners, staff and the good name of Monaghan Institute.

Relation to Mission

The Mission Statement of Monaghan Institute and embedded pastoral approach place a committed emphasis on care for the learner. The focus is on care for the individual, respect for others and the promotion

of positive behaviours that will enable learners to participate safely in a digital world and aligns to the objectives of this Social Media Policy.

Aims

This Policy aims to:

- Produce a set of strategies for learners that will allow them to use Social Media safely and responsibly.
- Protect the integrity and good name of all members of Monaghan Institute community from online abuse.
- Outline behaviours which are unacceptable and the consequences for these.
- Provide guidance for staff on the appropriate use of Social Media.

Policy Content

1. **Strategies recommended to learners to enable safe & responsible use of Social Media**

a. Use strict privacy settings.

Review all of the options on your privacy settings page. Many sites default settings tend to keep information public until a user makes it private (although Facebook is a little stricter with minors' accounts). "Friends Only" is a good choice for most items, but you can be even more selective.

b. Be selective and control what you post.

Be selective about what you share by customising the recipients of your posts. Activities on Facebook, including applications used and games played, can be viewed by others. Remember: Everything online happens in front of a vast, invisible, and often anonymous audience. Once something is out there, it doesn't go away as it can be copied and forwarded easily and quickly. Everything leaves a digital footprint.

As a rule of thumb if you wouldn't be comfortable posting something (pictures comments etc.) on a notice board in the college corridor then don't post it online.

You should never post personal details such as your phone number, email address or home address. Remember that irresponsible online behaviour can damage your real-life reputation.

c. Be selective with friends.

Be careful who you make friends with online. In general, it is better to restrict friends to people you know and trust in the real world.

d. Pre-approve tags.

Choose the settings that allow you to see everything you've been tagged in (including photos) before the tag links to your page.

e. Use notification settings.

You can tell Facebook (or other social media site) that you want to be notified of any activity performed on your name, including photo tags.

f. Never post your location.

Facebook lets users post their location on every post. You should not do this for safety and privacy reasons. It also allows you to "tag" friends' location. You can prevent anyone from tagging your location in the 'How Tags Work' section of the website.

g. Responsible Account Use

Ensure that you keep your log in details private and do not share them with anybody. Do not allow other users to access the network under your username. Always log off when finished.

h. Cyber bullying

Cyber bullying can involve unwanted text messages, phone video recordings, voice recordings or web posts being used to threaten, abuse or harm someone. It is like physical or verbal bullying, but it uses technology instead. Cyber bullying, like all bullying, is difficult on the victim. It can be hard to prove and difficult to get the courage to report it. If you are experiencing this form of bullying, it is vital you don't suffer in silence. Also, if you have witnessed cyber bullying, it is important that you take action and address the problem.

Further information for Parents/Guardians and Students/Learners is available from the following publication produced by Barnardos and the NCTE: Get With IT - A Guide to Cyberbullying from the Internet Safety Website www.internetsafety.ie.

Read the Office for Internet Safety's Guide to cyberbullying, which includes information on when and how to contact service providers if you are being cyber bullied.

i. Beat Cyber bullying

- Don't reply to the messages or get into any online arguments.
- Block unwanted senders from contact list
- Save the evidence (photo/email/video/web post/voice recording, etc.) as proof. Take a screenshot of any comments that are threatening.
- Make a note of the time and date that messages or images were sent, along with any details you have about the sender.
- Tell a trusted adult, such as a close relative, a friend, a Tutor/Guidance Counsellor in the Institute, health professional, someone who will be able to help you and give you support.
- Contact a free confidential support service such as Samaritans - telephone 1850 609090.
- Report the bullying to the police or Gardaí.
- Report the bullying to the technology providers such as the mobile phone company, web host or website owner.

Text Bullying

Texting can also be used to harass, bully and frighten people. Text bullying or harassment can be texts that frighten, insult, threaten you or make you feel uncomfortable. Email, social networks like Facebook/Twitter/BBM (Blackberry Messaging) and phone calls can be used to harass in the same way.

It is illegal to bully or harass someone by text, phone, Internet or email and if the harassment is getting out of hand you should report it to the police or Gardaí.

If you're being bullied by texts:

- Don't stay quiet about the bullying. Tell a trusted adult, such as a close relative, a friend, a Tutor/Guidance Counsellor in the Institute, health professional, someone who will be able to help you and give you support.
- Don't reply to the messages or get into any text arguments. If there's no answer, hopefully they will get bored and stop harassing you.
- Don't delete the messages; you can use them as evidence for reporting the crime. Make a note of the time and date that messages or images were sent, along with any details you have about the sender.
- Report the bullying to the police or Gardaí and your phone company. If they are aware of the problem and can give you a new phone number or caution the person harassing you.

The Office of Internet Safety booklet "Get with IT!" is a Guide to Cyber bullying. This booklet is intended to increase awareness of all aspects of cyber bullying in the new media world and to help parents and young adults understand the often confusing issues of new media technologies and tools which young people are using for this behaviour.

This publication was produced as a joint initiative between the Office for Internet Safety, the National Centre for Technology in Education (NCTE), O2 and Barnardo's.

http://www.internetsafety.ie/website/ois/oisweb.nsf/page/DPCY-7LYJ4V1343473-en.

j.   Using Social Media on your Mobile Phone.

If your profile is linked to your mobile phone, you should use the website's privacy settings to ensure that your phone number is not visible.

k.   Chat and VoIP services.   (These allow for communication that may be typed or spoken with or without webcam access)

When using the above services e.g. Skype, Google Talk, Facebook Chat; you should only communicate with people you trust and remember that other people may be able to view all aspects of the communication.

Appendix A contains links to some online resources that may be useful to learners in educating themselves on the responsible use of the Internet and Social Media.

Appendix B contains information on reporting inappropriate use on the Facebook site.

2.   Unacceptable uses of Social Media sites and their consequences.

Unacceptable use of Social Media sites will include:

- Sending or posting discriminatory, harassing, or threatening messages or images that may cause harm to any member of the college community.
- Forwarding or 'Liking' material that is likely to cause offence or hurt to a third party.
- Sending or posting messages or material that could damage the image or reputation of Monaghan Institute.

- Creating a fake profile that impersonates another member of the college community.
- Sending or posting material that is confidential to Monaghan Institute.
- Uses that violates copyright law, fail to observe licensing agreements or infringe on others intellectual property rights.
- Participating in the viewing or exchange of inappropriate images or obscene material.

Social Media during a Critical Incident
In the unlikely event of a critical incident occurring at Monaghan Institute. Learners should respect individual's privacy and sensitivities in relation to the use of social media.

While all cases involving the inappropriate use of social media will be dealt with on an individual basis, Monaghan Institute and its Board of Governors considers the above to be serious breaches of our Code of Behaviour. Disciplinary consequences up to and including expulsion may be exercised in certain cases.

Roles and Responsibilities

1. The **Board of Management** will approve the policy and ensure its development and evaluation. The Policy will then go before the ETB for ratification. This approval, development and evaluation is conducted in parallel to the prescriptions of the CMETB Social Media Policy
2. The **Director** will be responsible for the dissemination of the Institute's Social Media Policy, ensuring it is adhered to and the application of consequences, which are conducted in parallel to the prescriptions of the CMETB Social Media Policy.
3. **Monaghan Institute Student Handbook** will contain a copy of the Social Media Policy which will outline unacceptable uses of Social Media to learners. The college will keep records of breaches of Section 2 of the Policy which are reported to them.
4. **All Staff** will be alert to the signs and possibilities of Bullying within the college.
5. **All Staff** will report any known incidents of online bullying and be mindful of their obligations under the Child Protection Guidelines.
6. The **Guidance Counsellor** will provide support for learners who have been victims of on online bullying.
7. **All Staff** must highlight that use of Social Media in cyber, text or other bullying formats maybe the concern of the Institute if it impacts on Institute itself, its staff or learners.
8. **All staff** must adhere to this policy and the prescriptions of the CMETB Social Media Policy.

Appendix A

Follow the links below for resources to assist learners in educating themselves on the responsible use of the Internet and Social Media.

http://www.makeitsecure.org/en/young-users.html
http://www.make-it-safe.net/
http://www.webwise.ie/

http://www.facebook.com/safety/groups/teens/
http://www.internetsafety.ie/website/ois/oisweb.nsf/page/safety-en
www.watchyourspace.ie
www.thinkb4uclick.ie
www.safekids.com
http://www.spunout.ie

Appendix B

Procedure for Alerting Facebook in the case of Bullying or the posting of inappropriate images.

The link below can be used to report the above to Facebook who generally take such reports seriously and quickly remove the offensive material.
www.facebook.com/help/?page=178608028874393&ref=bc

Procedure for Reporting a Fake Profile on Facebook.

The first piece of action to be taken by a person, in respect of whom a fake profile on Facebook has been set up, is to contact the Facebook Help Centre immediately and require Facebook to remove the fake profile. This can be done using the link to the Help Centre below. Facebook state that the profile will be removed within 24 hours from notification.
www.facebook.com/help/?faq=167722253287296

Procedure for having inappropriate or offensive clips removed from YouTube

YouTube may be alerted to inappropriate uses by selecting the 'Flag' option beside the clip. YouTube will then ask you to select one of six reasons why the video is inappropriate: Sexual Content; Violent or Repulsive Content; Hateful or Abusive Content; Harmful Dangerous Acts; Infringement of Personal Rights; Spam. Once you have indicated the reason YouTube will review the clip within 48 hours and delete it if necessary

5.21   Anti-Bullying Policy and Procedure

In accordance with the requirements of the Education (Welfare) Act 2000 and the code of behaviour guidelines issued by the NEWB, the Board of Management of Monaghan Institute has adopted an anti-bullying policy within the framework of the college's overall code of behaviour. This policy fully complies with the requirements of the Anti-Bullying Procedures for Primary and Post-Primary Schools which were published in September 2013.

The full text of Monaghan Institutes anti-bullying policy, is available online on our website in the Student Area under Policies https://monaghaninstitute.ie/wp-content/uploads/2021/12/MI-Anti-Bullying-Policy-Final-Dec-2021.pdf.

6. Monaghan Institute Assessment Policies and Procedures

6.1 Policy on Exams/Assignments/Course Work

Monaghan Institute staff aim to assess learners in a way that is, fair, consistent, transparent, cognisant of learner workloads and deadlines, accommodating of special needs and circumstances and fulfils the requirements of the certifying body.

Assessment Procedures – Examinations

Monaghan Institute operates the CMETB Examinations: Planning, Conducting and Concluding policies and procedures in relation to examinations. The following is an extract referring to learner responsibilities, the full text is available on the Monaghan Institute website at **https://monaghaninstitute.ie/wp-content/uploads/2019/08/FINAL-v2-Examinations-140819.pdf**.

The learner must:
- Take responsibility to note carefully the assessment: date/time; duration; and examination location, as fixed on the timetable, for the examination in the modules in which the learner intends to present himself/herself.
- Be responsible for making their own arrangements to ensure timely attendance at the examination.
- Be in attendance within at least fifteen (15) minutes) before the hour stated in the timetable.
- Not enter the examination after thirty (30) minutes from the time at which the examination began (recommended time for 2 hour examination). Access to a learner will be denied after the specified time has elapsed (unless the invigilator is satisfied that the learners need to leave is genuine e.g. because of illness, urgent need to visit the toilet).
- Not leave the examination until at least thirty (30) minutes from the time at which the examination began (recommended time for 2 hour examination). Permission to the learner will be denied until after the specified time has elapsed.
- Present a valid photo ID (passport, drivers licence, college ID or public services card) for inspection by the invigilator where the learners are unknown (e.g. larger Centres).
- Not bring into the examination, or have in his/her possession or under his/her control or within his/her reach, whilst he/she is in such room: -
  - o Any resource, memorandum, notes, etc, except those as permitted under the particular examination
  - o Any electronic equipment including iWatch or equivalent etc.
- Be responsible for their personal property. Where small bags (e.g. handbags) are permitted in the examination learners are responsible for their own property. Small bags should be placed away from learners on the floor, not accessible during the examination, and phones must be switched off. Bags must be placed on the floor and out of the reach of each learner
- Sit the examination/practical assessment at the published time
- Adhere to the guidelines in the Examinations: Planning, Conducting and Concluding Policy and Procedures available on the Monaghan Institute **at https://monaghaninstitute.ie/wp-content/uploads/2019/08/FINAL-v2-Examinations-140819.pdf**. See section 6.8.
- Be aware of the implications of any malpractice.
- Sign and submit all assessment materials after the examination.
- No learner shall be permitted to leave the examination in the final ten (10) minutes of the examination time (recommended time for 2 hour examination).

Assessment Procedures – Assignments/Projects /Skills Demonstrations

- Assignment/projects/skills demonstration briefs are given out throughout the year during class time.
- If a learner is absent on the day a brief is given out, it is their responsibility to obtain a copy from either the relevant tutor or notice board/network.
- ALL ASSIGNMENTS/ PROJECTS/ skills demonstrations MUST BE SUBMITTED BY THE STATED DEADLINE DATE and will be receipted. In exceptional circumstances, learners experiencing difficulties may apply in writing to their tutor **before the submission date** for an extension to the deadline see policies on Assessment Deadlines and Compassionate Consideration in sections 6.3 and 6.4.
- Once assignments/ projects/ skills demonstrations have been receipted, they are deemed to have been accepted and, once accepted, QQI assignments/ projects/ skills demonstration cannot be amended and/or re submitted.
- It is the learner's responsibility to keep a copy of all assignments/ projects/ skills demonstrations that they hand up for assessment, as work will not be returned following external authentication.
- Any work saved on storage devices is the learner's responsibility and should be backed up, as Monaghan Institute is not liable for work lost or corrupted electronically.
- Assignments/projects/skills demonstration must be signed by learners to verify that they are their own original work – see Assessment Malpractice Policy section 6.5.
- Any assignments/ projects/ skills demonstrations that are word processed should be formatted as specified by the relevant tutor.

General

- Tutors aim to provide feedback on assessment within six weeks after submission deadline – this may not apply to late submissions, depending on the assessment.
- Any marks given to learners for assessment are provisional, subject to external authentication.
- Learners may only appeal <u>final</u> module grades after the external authentication process is complete. To appeal a QQI result, learners should contact the Monaghan Institute office <u>within the deadline advised in the letter accompanying exam result statement</u> re intention to appeal. Monaghan Institute operates both the CMETB Results Appeals Process (see section 6.7) and the CMETB Assessment Process Appeals procedures (see section 6.6). Learners must complete the relevant Appeal Form and pay the stated appeal fee per module. The outcome of the appeal may not be available for a number of weeks. For other awarding bodies (e.g. City & Guilds, ITEC) learners should follow relevant appeal guidelines – *see Monaghan Institute website for details at https://monaghaninstitute.ie/student-area/policies/*.
- Monaghan Institute will accommodate learners with special needs, to facilitate their progress on the course and at assessment. Learners who have a disability and wish to avail of support should contact the Course Co-ordinator/Guidance Counsellor as soon as possible and complete a Reasonable Accommodation in Assessment application form available in Appendix 1, of the Reasonable Accommodation in Assessment policy (see section 6.9). Applications must be submitted by 31st October and may not be accepted after that date.
- Special arrangements for assessment, when necessary, will be accommodated as per the Reasonable Accommodation in Assessment policy (see section 6.9), when relevant up to date documentation (e.g. educational assessment) is provided. The provision of reasonable accommodation (within the ETB's resource constraints and assessment requirements of the certifying body) will be agreed between the Director, the tutor and the learner and documented.
- Learners must comply with the rules and regulations of the examining/awarding body relevant to the course being attended.

6.2 Monaghan Institute Assessment Process for QQI

Learner submits work to Tutor

⬇

Tutor corrects work and gives feedback to Learner

⬇

Internal Verification takes place

⬇

External Authentication takes place

⬇

Results Approval Panel authorise certification
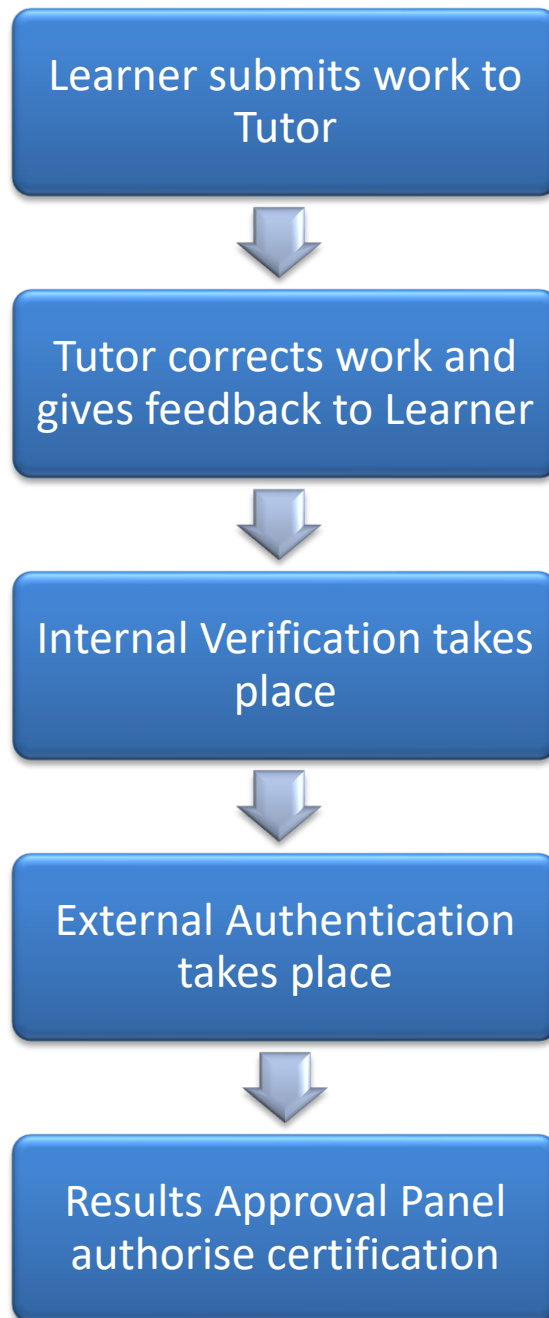
Statement of Results is sent out to Learner with details of appeals process. Results are submitted to **QQI** requesting certification.

6.3 Assessment Deadlines: Compassionate Consideration in Extenuating Circumstances

The full Assessment Deadlines: Compassionate Consideration in Extenuating Circumstances policy, is available on the Monaghan Institute website at https://monaghaninstitute.ie/wp-content/uploads/2019/08/FINAL-v2-Compassionate-Consideration-160819.pdf.

6.4 Assessment Deadlines: Short-Term Extensions

The full Assessment Deadlines: Short-Term Extensions policy, is available on the Monaghan Institute website at https://monaghaninstitute.ie/wp-content/uploads/2019/08/FINAL-v2-Assessment-Deadlines-160819.pdf.

6.5 Assessment Malpractice including Plagiarism

The full Assessment Malpractice including Plagiarism policy, is available on the Monaghan Institute website at https://monaghaninstitute.ie/wp-content/uploads/2022/09/FINAL-Assessment-Malpractice-June-22.pdf.

6.6 Assessment Process Appeals

The full Assessment Process Appeals policy, is available on the Monaghan Institute website at https://monaghaninstitute.ie/wp-content/uploads/2022/09/FINAL-PDF-v3-Assessment-Process-Appeals-311219-1.pdf.

6.7 Assessment Results Appeal

The full Assessment Results Appeal policy, is available on the Monaghan Institute website at https://monaghaninstitute.ie/wp-content/uploads/2022/09/FINAL-PDF-V3-Results-Appeals-Process-311219-1.pdf.

6.8 Examinations: Planning, Conducting and Concluding

The full Examinations: Planning, Conducting and Concluding policy, is available on the Monaghan Institute website at https://monaghaninstitute.ie/wp-content/uploads/2019/08/FINAL-v2-Examinations-140819.pdf.

6.9 Reasonable Accommodation in Assessment

The full Reasonable Accommodation in Assessment policy, is available on the Monaghan Institute website at https://monaghaninstitute.ie/wp-content/uploads/2019/08/FINAL-v2.2-Reasonable-Accommodation-120819.pdf.

6.10 Recognition of Prior Learning (RPL)

The full policy, is available on the Monaghan Institute website at https://monaghaninstitute.ie/wp-content/uploads/2019/08/FINAL-v2-Recognition-of-Prior-Learning-120819.pdf.

6.11 Lost Certificates

Monaghan Institute under GDPR regulations does not retain copies of learner certificates. If a learner loses their certificate and wishes to replace it, they need to contact the relevant awarding body directly.

QQI   https://www.qqi.ie/what-we-do/qqi-awards/replacement-certificates-learner

City and Guilds   https://www.cityandguilds.com/help/help-for-learners/replace-and-amend-certificates

ITEC   http://www.itecworld.co.uk/learners/replacement-certificates/

SEC   https://www.examinations.ie/?l=en&mc=ca&sc=te

7. College Management Structure

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┌─────────────────────┐     ┌─────────────────────┐
│ Cavan & Monaghan    │     │ Chief Executive     │
│ Eduction and        │─────│ Officer             │
│ Training Board      │     │ Dr. Fiona McGrath   │
│ CMETB               │     │                     │
└─────────────────────┘     └─────────────────────┘
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Cavan & Monaghan Eduction and Training Board CMETB

Chief Executive Officer
Dr. Fiona McGrath

Monaghan Institute
Board of Governors

Director of Monaghan Insitute
Martina Rooney

Deputy Director of Monaghan Institute
Rynagh Williams

Assistant Principal I
Raymond Quinn

Assistant Principal I
Shelagh Niland

Assistant Principal I
TBC

Assistant Principal II
Sinead Corrigan

Assistant Principal II
Una McKenna

Assistant Principal II
Fergal Sherry

Assistant Principal II
Karol Harvey

7.1 Monaghan Institute Post of Responsibility Holders

Role	Name	Title of Post
Assistant Principal I	Raymond Quinn	Buildings, Equipment & Technology
Assistant Principal I	Shelagh Niland	Academic Affairs
Assistant Principal I	TBC	SEN and Examinations
Assistant Principal II	Sinead Corrigan	Student's Union, Staff Welfare
Assistant Principal II	Una McKenna	Graduation, First Aid Course Co-ordination
Assistant Principal II	Fergal Sherry	eLearning and IT Development, ICT Support, Stock Taking
Assistant Principal II	Karol Harvey	SEN, Promotion Visits, Employer Links

7.2 Course Co-ordinators

Course	Co-ordinator
Advanced Animal Science Level 6	Fiona Breen
Advanced Applied Social Studies Level 6	Trina Marron
Advanced Beauty Therapy Level 6	Antoinette Boyce
Advanced Certificate in Creative Media Level 6	Suzannah O'Neill
Advanced Early Learning and Care Level 6	Lynda Smyth
Advanced IT and Business Management Level 6	Una McKenna
Advanced Software Design Level 6	Ray Quinn
Accounting, Payroll and Financial Studies	Shelagh Niland
Animal Care	Fiona Breen
Applied Social Studies and Psychology	Trina Marron
Beauty Therapy	Antoinette Boyce
Biomedical Science	Aileen Fitzpatrick
Business Studies and Office Administration	Shelagh Niland
Digital Media and Web Design	Suzannah O'Neill
Early Learning and Care, Stage 1	Concepta Connolly
Engineering Technology	Matthew Ward
Food Science and Nutrition	Aileen Fitzpatrick
Hairdressing and Barbering	Clodagh Mc Kenna
Health Service Skills	Marie Conlon
Liberal Arts and Pre-University Arts	Ollie Maldonado
Mental Health Support	Trina Marron
Nursing Studies	Marie Conlon
Occupational Therapy Assistant	Marie Conlon
Physiotherapy Assistant	Elaine Reilly (Siobhan McEntee)
Pharmacy Assistant	Shelagh Niland
Pre-University Education and Teaching	Ollie Maldonado
Pre-University Law with Business	Shelagh Niland
Science and Laboratory Techniques	Aileen Fitzpatrick
Software Development with Games Design	Fergal Sherry
Sport and Leisure Management, Sports Coaching	Elaine Reilly (Siobhan McEntee)
Tourism and Travel with Cabin Crew Training	Melanie Keith

8. Being a Student – Student Services

8.1 Accommodation

Learners seeking rental accommodation in Monaghan are encouraged to join the secure Facebook group called "**Student Accommodation Monaghan**" and can add their accommodation requirements.

This is a free portal for:
- Students – searching for accommodation.
- Landlords – with houses or apartments to rent.
- B&B or homeowners – with rooms or lodgings to advertise.
- Estate agents – with rental properties to let.

Information may also be obtained from the Northern Standard Newspaper, which is published every Thursday or from local estate agents.

Finding accommodation is solely the responsibility of the learner and his/her parents/guardians.

8.2 Course Fees

Payment of course fees takes place on or before Registration Day. Contact the Monaghan Institute office for fee/payment details. For further information see the Fee Payment and Refund Policy and Procedure in section 8.3 below.

8.3 Fee Payment and Refund Policy and Procedure

Monaghan Institute (MI) wishes to have a fair and equitable system in place for the collection and refunding of learner programme fees.

Purpose

The purpose of this policy is to outline to the public, applicants, learners and staff in an unambiguous and clear way the procedures in relation to the collection/payment of fees and the refunding of fees. The scope of this policy extends to all fees and charges due to the Institute by learners, to include Administration Fee, Course Fees, Government PLC Levy, Exam Fees. MI wants to ensure that everyone is treated fairly and equally. This policy should be read in conjunction with the Institute's Admission Policy and Equality and Diversity Policy.

Fees

QQI Exam Fee (in 2022 the QQI exam fee for a Level 5 award is €50 and for a Level 6 award is €80).

The following categories of participants are currently **exempt** from paying the QQI Exam Fee:
- Social welfare recipients and/or Medical Card holders.

Participants must provide supporting documentation/evidence for the exemptions to apply.

> The Institute will require a copy of the relevant documentation for validation of fee waivers – please bring evidence with you on Registration Day, otherwise you will be expected to pay the relevant fee.

Announcement August 2022 – Monaghan Institute and CMETB have announced plans to significantly reduce fees on full time courses. This means that your course fees have been reduced to a maximum of €200. If you have a Medical Card/Social Welfare Payment, the fee will be €150. This fee includes all course materials, exam fees, toolkits, and uniforms.

MI reserves the right to correct the fee charged to a learner in the event that the incorrect fee is notified as a result of human error, incorrect information being obtained at enrolment or a change in student circumstances which affect fees due.

VTOS

VTOS students pay the Booking Fee. The majority of course fees do not apply (contact VTOS co-ordinator for details). VTOS students are expected to purchase equipment kits, uniforms and all other consumables.

Note: Fees must be paid in full prior to the exam entry deadline date (which varies depending on the examining body), otherwise learners will not be entered for exams/assessment. Learners will be advised of the relevant exam entry deadline dates.

Non-EU Applicants

The Department of Further and Higher Education, Research, Innovation & Science has confirmed that, as PLC courses are funded through the European Social Fund, they are only available free of charge to EU citizens, or to non-EU residents who have refugee status or permission to remain in the State.

Pilot arrangements for access to PLC courses (updated 10 August 2020) exist on the following basis for the three particular groups (asylum applicants, subsidiary protection applicants and those at the leave to remain stage but in respect of whom a deportation order has not issued):

Applicants in these three groups must
- meet the definition of protection applicant or person at leave to remain stage (other than those at the deportation order stage); and
- have been part of an application for protection or leave to remain for a combined period of 3 years as at 31 August 2023.

From the start of the academic year 2022-23, international protection applicants who have permission to work will no longer have to pay international fees of €3,653 to access PLC courses.

Non-EU nationals who do not fall into the above categories are liable for a full tuition fee of €3,653 as per instruction of the Department of Further and Higher Education, Research, Innovation & Science.

Monaghan Institute Registration and Exam Fees are also payable. The tuition fee is non-refundable.

Payment
The total fees for the programme of study must be paid in full before the 30th October at the latest.

We encourage successful applicants to pay online at www.monaghaninstitute.ie using their online application login and password. This information can be found on the acknowledgement issued to you when you first applied online for the course. Any applicants that did not apply online will have to contact the Monaghan Institute office 047 84900 to make a card payment.

Please make Cheques/Postal Orders/Bank Drafts payable to Cavan and Monaghan Education and Training Board

Laser/Debit & Credit Cards are accepted – Please contact the Monaghan Institute office (047 84900) to arrange payment.

For learners experiencing financial difficulties, a structured payment plan may be approved for the collection of fees. Please contact the college office for details.

Note: Any unpaid fees are considered to be a debt of the learner payable to CMETB-Monaghan Institute.

Refunds
To apply for a refund (in particular circumstances) a Fee Refund Form must be completed and submitted with copies of relevant documents and returned to the Institute office for processing.

The following instances may give rise to a refund:
• The QQI fee is refundable if an applicant has a current full Medical Card
• (or is awarded a full Medical Card in the course of the academic year)

• The PLC Government Fee is refundable to any of the following category of applicant:
   ❖ full medical card holders in their own right.
   ❖ those who are eligible under the student grant scheme.
   ❖ those in receipt of the Back to Education Allowance (BTEA) or Vocational training Opportunities Scheme (VTOS) allowance.

• A learner, who is registered but does not take up a programme, may be entitled to a full refund of fees paid, less €50 booking fee if applied for before 1st November of the relevant academic year. **N.B. If a learner begins a programme and subsequently leaves this programme, he/she is not entitled to any refund.**

Note: Any funds that learners have credited onto their Monaghan Institute student card are non-refundable. Credit can be used in the college canteen and on photocopiers.

Refunds of Non-Card Payments
These refund requests can take up to a month to process by credit transfer through CMETB accounts and will require an Electronic Funds Transfer (EFT) form to be completed (see Refund Request Form).

Online Payment Refunds
Each Fee Online Fee Refund Request can take at least two weeks to process. Online payment refunds (payment by Credit/Debit Card) will be made back to Credit/Debit card used to pay the fee.

Claiming a Refund
The onus is on the applicant to produce evidence that he/she is entitled to a refund:

Claiming a Refund	Evidence Required
Capitation Fee	Copy of Receipt
QQI Exam Fee	Copy of Full Medical Card Evidence of BTEA allowance

The **Fee Refund Request Form** must be completed and signed and supported by relevant documentation and returned to the Institute for processing. The Fee Refund Request Form is available on the MI Website in the Student Area under Policies at the following link https://monaghaninstitute.ie/wp-content/uploads/2022/09/Fee-Refund-Policy-updated-Sept-2022.pdf.

8.4 Identification Cards

Each learner is required to have a photograph taken on registration for the maintenance of college records and the issuing of college ID Cards.

Monaghan Institute ID cards are multi-functional, allowing learners to use the Library and to top up credit for the college's managed printing service. Learners may be required to present college ID cards at examinations/assessment. Therefore, ID cards need to be kept safely by learners.

Learners will be notified when cards are ready for collection from reception. Please note, there will be a Fee of €30 to replace lost/stolen/damaged ID cards.

8.5 Computer Facilities

Monaghan Institute has eight fully equipped multi-media Information Technology Laboratories on campus. Learners have access to over 300 new networked computers, all with Internet Access. In addition, there is wireless connectivity throughout the Institute.
All staff and learners have unique usernames and passwords to log onto the college network. Learners will be issued with usernames by tutors early in the first term.
All faults/requests in relation to IT equipment should be reported by completing an *Equipment Request/Fault Report Form*, available from the office, which must be authorised by a class tutor. Tutors will forward reports to relevant staff.

8.6 Students' Union

The Students' Union is an important Institute group. Each class will nominate two Student Representatives to the Union before the end of the first week of October. Information on voting will be given by the course coordinators at the start of the year. These representatives will attend Students' Union meetings on behalf of the class. The student body will elect a President, Vice-President, Secretary, Treasurer and PRO from the group of class representatives. The Union can present written suggestions/proposals on behalf of the student body to the Board of Management. The Union organises a number of social activities throughout the year. All Union activities must be arranged during students' free time and must not infringe on class work. There is a Students' Union Liaison Officer, Sinead Corrigan, appointed by the college to offer support to the Union when necessary.

As the principal vehicle of communication and representation between learners, tutors, and the local community, the Students' Union is involved in promoting and improving the quality of life of the learners in our college. Together they organise various functions throughout the year to benefit both the learners and the local community. The Union provides opportunities for involvement and individual development for all learners. They encourage the widest possible participation in their various activities.

Students' Union Officers: President, Vice-President, Secretary, Treasurer and Public Relations Officer.

8.7 Career Guidance and Counselling Service

Monaghan Institute provides the services of a qualified Guidance Counsellor, who is available in the college at particular times throughout the week. This service helps learners with the transition from college to working life through one-to-one guidance, together with the provision of career information and visits from local employers. Learners are equipped with job search skills including designing curriculum vitae, interview skills, introduction to aptitude tests and work placement. They are also provided with information on opportunities for further study at home and abroad.

In addition, the Guidance Counsellor helps learners identify and solve any difficulties that may interfere with their academic and personal development. These may include social/personal difficulties, financial worries or study problems, to name but a few. The Guidance Office is located on the first floor of the Monaghan Institute building. Appointments can be made by emailing karolharvey@monaghaninstitute.ie.

9. Student Activities

9.1 Clubs and Societies

Monaghan Institut has a growing number of sports clubs and societies to further enhance learners experience as part of college life. There are a range of options available that should encompass a broad spectrum of interests and we also encourage learners

to be creative and develop a new club or society through the Students' Union. So whether tennis, basketball, hill walking or canoeing is for you, or if you enjoy reading, films, comedy and art we will encourage you to get involved in the things you love as part of your experience with us.

In recent years, we have entered both ladies and gentlemen teams in the GAA colleges leagues. Basketball, Badminton and 5 a side soccer clubs have also been established in the College.
Sports facilities available to Monaghan Institute include:

- State of the art sports facilities at Monaghan Institute, including a sports gymnasium, fully equipped fitness suite and sport pitches.
- An outdoor basketball and tennis court.

Learners may also participate on day or weekend trips to Tanagh Outdoor Education Centre at a reduced rate, where the great outdoors can be explored with fully qualified instructors.

10. Student Financial Support

10.1 Vocational Training Opportunities Scheme (VTOS)

This is a scheme operated to give unemployed people education and training opportunities without losing their benefits. It applies to all full-time courses offered at Monaghan Institute. The number of places on VTOS is limited and priority is given to those who have not had the opportunity to complete second-level education and/or are long term unemployed.

To qualify for VTOS, learners must be aged 21 or over and be in receipt of unemployment payments or other Social Welfare benefits for at least 6 months. There is a bonus payment on VTOS for those receiving Social Welfare payments for at least one year before starting college.
VTOS students pay the Booking Fee. The majority of course fees do not apply (contact VTOS co-ordinator for details).

Participants receive a meal and travel allowance (depending on distance from college). Childcare support is also available under the CETS Scheme (Administered by County Monaghan Childcare Committee). For further details, contact Denise McKenna at 047 84900 or email denisemckenna@monaghaninstitute.ie.

10.2 Back to Education Allowance

If you are eligible for VTOS (as outlined above), but there is no place available to you, you may apply for the Back to Education Allowance as an alternative. If you are aged over 18 years, and receiving a qualifying Social Welfare payment for at least 3 months, then you may apply for the Back to Education Allowance through your local Social Welfare Office. See www.welfare.ie or www.studentfinance.ie for further information.

10.3   Maintenance Grant

Maintenance grants are means tested (based on household income) and apply to eligible learners who are pursuing approved full-time courses. Please visit www.susi.ie and www.studentfinance.ie to familiarise yourself with all relevant information about student grants and to read the Guidance Notes for completing an application before you apply online. A mature candidate means a candidate who is at least 23 years of age on the 1st of January in the year he/she enters the course. A learner who reaches the age of 23 during the course of study does not become a mature candidate. A candidate must have been legally resident in Ireland for at least 3 of the 5 years prior to commencement of approved course. You must be an EU national or have official refugee status or have been granted humanitarian leave to remain in the state to be eligible to apply

10.4   Disability Fund

A fund for Learners with Disabilities is provided through SOLAS This Third Level Access activity is funded by the Irish Government and part funded by the European Social Fund under the Human Capital Investment Operational Programme 2014-2020. The fund provides grants towards the provision of services and the purchase of equipment for learners with disabilities attending courses in Post Leaving Certificate Colleges. The scheme applies to learners who have serious sensory, physical and/or communicative disabilities. The purpose of the scheme is to provide the learners in question with assistance and/or equipment to enable them to enter, partake in and complete their course of study.

If you feel that you are eligible to apply, please contact the Director/Guidance Counsellor/secretary who will arrange a meeting to discuss your needs. Monaghan Institute will then forward a funding application on your behalf to SOLAS. *N.B. Relevant up to date documentation (e.g. educational assessment) must accompany all applications for funding.* Confirmation of funding is not normally received until December of the year of application. For further information, please see www.studentfinance.ie.

11. College Services/ Facilities

11.1   Canteen Facilities

There is a canteen located in the lower ground floor. This academic year the canteen facility for the college will be provided by the Food Village App and the Garage Theatre Café. There are also vending machines located in the canteen and the library social area. Students can bring their lunches to college and use microwave facilities available in the canteen.

11.2   Health Services

The college does not provide a medical service. However, there is a First Aid room, G27, located on the Ground Floor and emergency First Aid is available from qualified members of staff. Learners living away from home are strongly advised to register with a local doctor so that they may receive treatment when it is

required and do not have to wait until they go home. See *Contacts List* for details section 14.

11.3   Parking Facilities

There is ample student parking located at the Monaghan Institute building. Learners and staff are requested to observe the regulations below:
*   To park in the designated parking spaces at the Monaghan Institute Building.
*   Only cars displaying a disabled parking card may park in disabled spaces.
*   Not to park cars in a way that blocks any driveway or roundabout either at Monaghan Institute or any of the other Campus buildings.
*   Not to park in spaces allocated to, and clearly marked, STAFF
*   Not to park in a manner that obstructs pavements or access ramps or bus parking areas.
*   To observe the speed limit and all pedestrian crossings on the Campus grounds.
*   Not to interfere with or lean against cars parked outside the Institute or any other Campus buildings

Monaghan Institute cannot accept responsibility for personal possessions left in or around the building or in cars parked on the Campus grounds. Vehicles and contents are left at owner's risk. Management will not accept responsibility for any damage, accidents or losses.

11.4   Beauty Therapy and Hairdressing Facilities

Our Beauty and Hairdressing Salons are open to staff, learners and the wider public. Learners can only avail of these services outside of their scheduled class times. A wide variety of treatments, therapies and hairdressing services are available at competitive prices. Hairdressing and Beauty students carry out treatments under the guidance and supervision of qualified staff.   Appointments can be made by contacting the relevant Course Co-ordinator.

11.5   Lost and Found

Money or articles of value should not be left unattended anywhere on the Monaghan Institute campus. College Authorities will not accept responsibility for the safety of such items. All items such as clothing, bags etc. should be clearly marked with some identification mark. Items lost or found should be reported at reception. Items handed in at reception will be kept for maximum of six months, after which they will be disposed of if they have not been collected.

11.6   General Administration Office

The general reception is located on the ground floor. The service hatch is located just inside the front entrance and is open from Mon-Thurs 9am to 4.45pm and Fri 9am-4pm. Reception is closed over lunch time, from 1-2pm. Where possible, learner enquiries should

be made via email to *info@monaghaninstitute.ie*. Forms for completion should be posted into the green letter box beside the service hatch.

12. College Health and Safety

12.1 Fire Evacuation Procedures

Please read ALL Health and Safety notices carefully. Make sure you understand and follow all instructions regarding fire hazards and escape routes.

1. In the event of a fire/emergency, the fire alarm will sound. You must leave the building immediately. Staff members will contact the emergency services.
2. If you are in class when the alarm sounds your tutor will direct and accompany your class to the Assembly Point in the car park opposite the main entrance. Framed information on Escape Routes/Fire Exits is available in each room. *Please familiarise yourself with these important details at the start of the academic year.*
3. If you are not in class, but in the building (including the canteen downstairs), when the alarm sounds you should immediately leave via the nearest exit and go to the Assembly point in the car park opposite the main entrance.
4. Evacuation should be orderly with no overtaking, running, shouting or any actions likely to cause distraction or panic.
5. You must go directly to the Assembly Point in the car park opposite the main entrance. You should not stop or delay for any reason. No risk to personal or group safety should be taken. At the Assembly point your co-ordinator will call the register and report absent persons to the assembly point co-ordinator and /or senior fire officer. It is therefore essential that you are present for the roll call.
6. For the Health & Safety of all, and in order to have an accurate record of who is in the building at any specific time, learners arriving to college late must sign in. Likewise, learners who have been marked in the register, but subsequently leave the building must sign out.
7. Learners or staff should not return to the building until the all clear has been given.
8. A fire drill and emergency evacuation procedures will be practised in the first few weeks of term.
9. The lifts in the building can under no circumstances be used in the event of a fire.

12.2 General Health and Safety

If you see a danger or hazard or notice any defect in equipment provided by the College, report it immediately to a member of staff, the Health & Safety Officer and/or College Director/Reception. DO NOT LEAVE IT TO SOMEONE ELSE TO REPORT. If we are notified in time we may be able to prevent an accident.

Learners should only use equipment, tools, lifting appliances, etc. with permission and under staff supervision. Responsibility will not be accepted for any injuries received through the disregard of College instructions or safety regulations or by negligence.

Learners are required to wear appropriate clothing during practical classes and to comply with safety regulations concerning gloves, footwear, eye protection, loose scarves etc. Admission to practical areas is conditional upon learners meeting these requirements.

Any action that damages safety equipment or controls is a criminal offence. Never damage or tamper with any fire alarm, fire-fighting appliance or safety notice. Never obstruct, damage or wedge open any Fire door. You must not interfere with any electrical appliances, attempt to carry out any repairs or fix plugs to any electrical equipment. You must not bring private electrical equipment to college if it has to be connected to the mains supply. Take extra care when using equipment coded with warning signals or notices, or where machinery, electricity or chemicals are used. Never leave a piece of equipment running unattended.

First Aid boxes are located throughout the College, as detailed below:
- Lower Ground Floor – beside the lift, opposite the Animal Grooming Room.
- Ground Floor - in the First Aid Room G27 and beside the lifts on the East & West blocks.
- First Floor - beside the lifts on the East & West blocks.
- Second Floor - beside the lift on the East & West blocks.

Location of these boxes will be identified to all staff and learners during the orientation on the first week of the term. A number of staff have completed First Aid training (e.g. Marie Conlon, Concepta Connolly, Ray Quinn).

There are also two defibrillators, one is located in the Front Atrium on the ground floor near reception, the other is located beside the fire door at the top of the stairs on the second floor. In case of an emergency, this equipment can be freely accessed. The defibrillators should only be used by those who have completed CPR training.

In the event of illness, learners must inform their tutor or the office before leaving the premises, if they need to go home. In the case of suspected Covid 19 symptoms, the learner must inform the college of the test outcome, to facilitate contract tracing, if necessary. If a learner becomes seriously unwell at college, Monaghan Institute staff will contact a learner's parent/guardian, partner or emergency contact(s) and, if necessary, call an ambulance.

12.3 Smoke-Free Workplace Policy

Smoking of tobacco products is prohibited in Monaghan Institute, by the Tobacco Smoking (Prohibition) Regulations 2003. As a result, no smoking is permitted in any of the college buildings. The use of electronic cigarette (e-cigarettes), 'vaping' and/or other electronic tobacco replacement products is also banned. These are strict regulations and must be adhered to by all staff and learners.

12.4   Environmental Concerns

Each learner is required to contribute to the overall tidiness and general cleanliness of the College. Please dispose of your litter carefully using the designated recycling bins and assist in leaving the rooms neat, clean and tidy for the next class. NB – all liquids should be emptied out of containers/cups/bottles/cans before disposal in bins.

Learners are asked to turn lights off when leaving a room and to turn computers off when they are not in use.

12.5   Mobile Phones

Neither tutors nor learners will be called to the office telephone during regular college hours, except in the case of an emergency.

Mobile phones must be kept on silent during class times. Learners are only permitted to use their mobile phone in matters of urgency. Text messaging, picture messaging and MP3 players should not be used during class times.

12.6   CCTV

CCTV systems are installed both internally and externally in Monaghan Institute for the purpose of enhancing security of the building and its associated equipment. The surveillance security system is in operation within and/or in the external environs of the premises during both the daylight and night hours each day. CCTV surveillance at Monaghan Institute is intended for the purposes of:

- protecting buildings and assets, both during and after hours;
- promoting the health and safety of staff, students and visitors;
- preventing bullying;
- reducing the incidence of crime and anti-social behaviour (including theft and vandalism);
- supporting the Gardaí in a bid to deter and detect crime;
- assisting in identifying, apprehending and prosecuting offenders; and
- ensuring that Monaghan Institute rules and policies are respected so that the college can be properly managed.

This surveillance system will be operated 24-hours a day, every day. Recorded images may be passed to An Garda Síochána. The system is controlled by Monaghan Institute and Cavan and Monaghan ETB and images recorded are subject to CMETB Data Protection and CCTV policies, which are available on request from the Monaghan Institute office.

13. Study/Learning and Examination Skills Pack

Returning to formal education for adults often means an experience of self-transformation and personal fulfilment. In order to succeed students need courage, good humour and self-determination in equal measure. Don't be daunted by the journey that lies ahead. Some tips follow on how to get started and to marry your own life and responsibilities with studying. Use them to get the most from your course of study.

A useful framework for learning is the 'Model for Strategic Learning'. This model incorporates the various factors that influence successful learning:

Skill- Knowledge about self and learning strategies
Will- personal goals, motivation and coping with stress
Self-management- effectively managing your learning
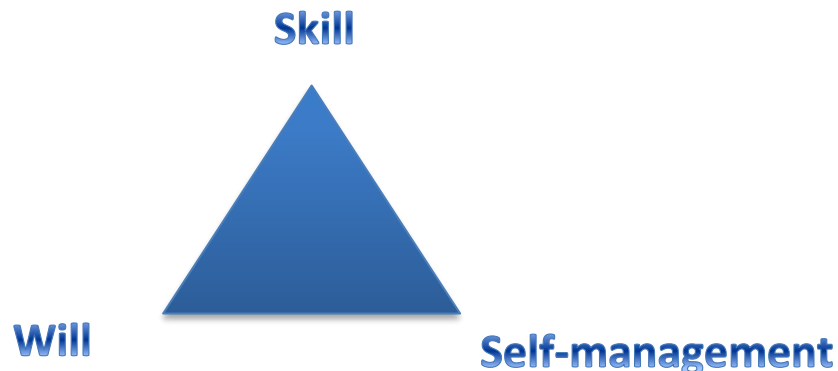
13.1   Finding a place to call your own
Post Leaving Certificate courses are one or two year programmes of study, which require quite a bit if commitment and planning. Your first task as a student is to find a place to study. It is best to use the same place if possible. If you are lucky enough to live near a well-stocked library which has a study area, you may decide to go there on a regular basis. If not you may decide to make a study area in your home. If you have a spare room it might be suited, or organise a corner of a room for your needs. Make sure your books, notes, pencils, pens and study diary are kept in the same place also. You need to ensure that the area is warm enough and bright enough for reading. Don't make it too comfortable, you need to concentrate not sleep.

13.2   Planning your Time
Now you have your space addressed, you need to set aside sufficient time to get down to work. There is no easy answer to how much time is required, everyone has different time clocks and what works for one student might not work for you. As a general rule, students should attempt to set aside **at least** eight hours a week for study and extra time will be needed on top of this for the completion of assignments. Test out some of the following time management strategies and see which of these works for you.
1.   Create a master schedule or diary that indicates on a term basis when holidays, reports, essays, workshops etc. are due.
2.   Create a weekly schedule like the one attached.
     - ✓   At a regular time, e.g. Sunday evening, plan your week, taking into account your master schedule and your study goals for that week
     - ✓   Mark out commitments such as classes, work, sport etc.
     - ✓   Make a list of study tasks, be specific and prioritise using a numbering or staring system. Schedule these into available time slots.
     - ✓   Consider the purpose of the study task- if it's working on an essay, more time will be needed, therefore schedule a block of time. If the purpose is for review, to scan a text then make use of the odd half hours available. Be sure to include time for recall and review.
     - ✓   Monitor and Evaluate: review what has been accomplished at the end of a day and decide if the schedule needs to be changed the next day.
     - ✓   Allot times for relaxation and be sure to include a cease study time to allow you to unwind before sleep.
3.   Some students work better off a detailed weekly "To Do List", still being specific and prioritising.
4.   Organise where and when you study in advance.
5.   When you have finished a study task, cross it off your timetable.
6.   Avoid too much detail- a schedule has to remain flexible or it becomes a dinosaur!
7.   Schedule in rewards, after completing a task you were finding a challenge.
8.   Use concentration strategies as needed.
9.   Buy a dictionary.

Time saving strategies for you may include:
Watching less television
Cutting down on telephone calls
Doing less housework
Doing less DIY

One of the best timesavers of all is learning how to say "NO" in an assertive but courteous way. When you explain to people that you are studying most will understand and let you get on with it. Here are a few tips on how to effectively manage.

13.3   Getting going and keeping motivated
Being a successful student means more than settling yourself down and organising your time. It also means achieving your goals and putting your plans into action. Motivation is the key to success. Although this guide will provide you with some helpful hints to enhance motivation, if you are a self-motivated person you have the advantage from the start. Make sure you take responsibility for your learning, study habits, for seeking resources and assistance and for managing your time. You have to want to do well enough to put in the effort! We all have a tendency to put things on the "long finger". Avoid putting off what you need to do.

13.4   Consider setting up or joining in a study group
Some students have in the past set up informal study groups to discuss concepts and help them review the course material. Early in your course, your tutor will mention this option to you and in the course of the first weeks you may find fellow students, who live nearby, who may be interested in meeting on a regular basis. This is a great way to use your fellow students as a support group.

Advantages of a study group:
- Learn from one another's insights and understanding
- Get different perspectives
- Discuss views about course
- Share the workload
- Moral support-motivating
- Discuss learning approaches and strategies
- Opportunity to teach and explain which helps deepen your learning
- Provides feedback about your understanding
- Opportunity to practice important teamwork skills
- Helps avoid procrastination

How to begin:
- Small groups are better
- Choose classmates that you feel you can work with efficiently
- Decide on a time that all members can commit to

What and where?
- Share reading - divide extra reading, summarise for group members
- Compare notes, handouts, topics for discussion etc.
- Ask each other questions
- Discuss readings - do you understand?, main points?, debate.
- Discuss projects or essay - brainstorm for ideas, discuss feedback from tutors

Guidelines
- Listening skills are critical
- Providing feedback to members is useful, (don't be too critical).
- Avoid the study group becoming a social group - use an agenda.
- Members must come prepared - have reading done, notes made.
- Be patient it takes time for a group to settle.

13.5   Reading Skills

Different types of reading

The largest part of your study time will be spent reading the course material. There is a range of approaches to reading and in order that you make the most effective use of your study time, it is important that you know the difference between the following types of reading.

- ✓   Reading for pleasure - it's not important to take in every word, relaxed, and often done in bed.
- ✓   Reading to find a specific piece of information - looking for a specific piece of information, you might scan a book to find the piece of information required.
- ✓   Scanning for an overview -not looking for detail, checking to get an overall picture. Looking at introduction, index and concluding sections.

However, the purpose will determine the approach, and therefore the strategy you should select. The most recommended strategy is the SQ3R because it can be adopted to suit most purposes and circumstances. SQ3R involves five steps that can be applied to books articles or chapters. It stands for:

1.   Survey
2.   Question
3.   Read
4.   Recall
5.   Review

1.   Survey:

A survey gives you a quick preview of what you will be reading. For a book, look over the title page, table of contents, introduction, summaries, index and bibliography. For chapters or articles, glance at the headings, first paragraphs, key words, photos, graphs and exercises. This activates the thinking process on a particular topic.

Consider the depth of understanding required; maybe you require only a general outline of the topic. Be selective in what you read. Read in detail material that suits your style of reading, and skim read a selection that may give you extra important information around a topic.

2.   Question:

Develop a set of questions raised from the topic, it helps focus the mind, and read more critically.
- ✓   Question your reading
- ✓   Take notes or underline, put key ideas in the margin, summarise points
- ✓   Try to answer your questions as you read
- ✓   Reread difficult bits out loud
- ✓   Check new vocabulary
- ✓   Use deep processing skills to understand the material

3.   Read:

Read with concentration. Concentrate on key issues in the writing. Try to recall the ideas from your reading, in your own words describe the authors' argument or ideas. Reread certain sections, that aren't fully understood.

4.   Recall:

Record by note taking on key issues, keep the notes short. Using your notes as a cue to review the material you have developed, check that you can remember facts and figures.

5.   Review:

Reflect on the information read and studied.
1.   Look at headings of the sections and paragraphs, to get a feel for how it is organised.
2.   Scan any pictures, charts, diagrams, graphs and tables.
3.   Look for words that might give signposts: the important thing.. in conclusion..
4.   Skim through summaries.

Words to watch for in an Assignment	
Analyse	Break into separate parts and discuss, examine or interpret each part.
Compare	Examine two or more things. Identify similarities and differences. Comparisons generally ask for similarity more than differences.
Contrast	Show differences. Set in opposition.
Criticise	Make judgements. Evaluate comparative worth. Criticism often involves analysis.
Define	Give the meaning: usually a meaning specific to the course or subject. Determine the precise limits of the term to be defined. Explain the exact meaning. Definitions are usually short.
Describe	Give a detailed account. Make a picture with words. List characteristics, qualities and parts.
Discuss	Consider and debate or argue the pros and cons of an issue. Write about any conflict. Compare and Contrast.
Enumerate	List several ideas, aspects, events, things, qualities, reasons, etc.
Explain	Make an idea clear. Show logically how a concept is developed. Give reasons for an event.
Evaluate	Give your opinion or cite the opinion of an expert. Include evidence to support the evaluation.
Illustrate	Give concrete examples. Explain clearly by using comparisons or examples.
Interpret	Comment upon, give examples, and describe relationships. Explain the meaning. Describe, then evaluate.
Outline	Describe main ideas, characteristics or events (Does not necessarily mean 'write a Roman Numeral/letter or bullet point outline').
Prove	Support the facts (especially facts presented in the class or in the text).
Relate	Show the connections between ideas or events. Provide a larger context.
State	Explain precisely.
Summarise	Give a brief, condensed account. Include conclusions. Avoid unnecessary details.

13.6   Writing an Assignment:

There are several different types of written work; essays, reports, projects, assignments which depend on the purpose. Your first task is to understand for what purpose you have been asked to write the paper. It is important that your writing skills are sufficiently developed so that you can present your thoughts and ideas in a concise, logical and relevant way. Through practice, and with assistance from your tutor, you will master the skills required. These skills will enable you to achieve better grades, and will benefit you in your work, everyday life and in further studies.

1. **Scheduling**
   Determine the submission date and work backwards to the present, allow for hiccups and life's extra demands. Make a list of writing tasks involved, such as selecting a topic if there is a choice; pick one you are most comfortable with. Allow time for first draft, revising and second draft, references, proof reading and final draft.

2. **Understand the question**
   Check that you are clear about the question being asked. That you are aware of the key issues that are to be addressed, how they might be linked and presented when writing the essay.

3. **Do initial research and create an outline**
   Get an overview of the subject, read course modules, notes or key texts. Be systematic, discard with irrelevant information. Keep note taking as part of your work as you research. This allows you to remain focused and allows you to retrieve information quickly in your own words.
   - ✓ List all relevant points
   - ✓ Number the ideas in order of priority, use index cards it allows you to change the order of the key points with one point per card.
   - ✓ Expand on these key points on the card, using articles, recommended texts, reports and other sources such as the internet for information.

✓ Draw on real life (your experiences) to allow you to demonstrate a practical everyday understanding of the theoretical concepts that are being presented.

4. **Writing a first draft**
Using your outline start writing, it allows you to develop a framework in which to explore key points and ideas. Explain your subject and keep one idea per paragraph. Be concise, structured and logical in your presentation of the topic you are trying to explore. Put your draft away for a day or two and read and revise. The process of good writing is the process of rewriting.

5. **Revising**
Cut out any unnecessary words or paragraphs that don't fit the purpose. Rearrange so that the discussion flows logically. Let a friend read the essay and critique it. Be critical. Look at words and phrases: check grammar and spelling, avoid vagueness. Once you are sure you have covered your topic and the discussion is clear, check your presentation: preferably type written with proper spacing and margins, put your best foot forward, present it like it's a sales job!

6. **Proof read.** Take or keep a copy. Submit**!**

7. **Check feedback**; examine how you can improve your next assignment.

13.7 Essay Length
There are no set guidelines as to how many words are recommended, for your assignment. Learn to cut out the waffle.

Structure:
❑ Introduction
❑ Main body
❑ Conclusion
❑ List of references

Introduction: The introduction sets the scene for what is to follow. You may present an outline of how you propose to address the assignment reason for your topic, and background information. Focus on defining the subject for discussion and your angle on the issue. Three or four good sentences are enough here. A good introduction is clear and concise.

Main body: Here is where you will write about your key points. You must prioritise the points you wish to address and go on to discuss these in a step-by-step manner. You should draw on the course material use other module sources if appropriate and a range of appropriate texts to back up what you say. You can also support your ideas with reference to your own life and work experience. Try to make your paragraphs big enough so you have enough space to develop your ideas.

Conclusion: Your conclusion should be about three or four good sentences, which draw together the key points you have discussed in the main body of your essay. You can offer informed opinion if you feel that this is appropriate. Always conclude with a balanced assessment of the evidence presented and don't introduce any new material in this section.

List of References: A list of references should be included at the end of each essay. This list should be made up of all external material covered in your essay arranged in alphabetical order of authors' names.

Marking Criteria:

✓ This is based on whether the guidelines or direction was followed.
✓ The ability to address the topic
✓ The ability summarise key points
✓ The ability to analyse key points or theories around the topic
✓ Has the student applied the learning and displayed an understanding of the theories/ key points.

13.8 Guidelines for compiling a list of References
Throughout your chosen course, various assignments will require you to refer to published sources in order to produce a list of references. The reason this is done may be to support an argument, illustrate a point, justify claims or identify summary points. It is crucial that the reference section provides clear and accurate details of <u>all</u> the published work to which you have referred. The basic rule of thumb is that **you must include sufficient detail for someone to locate and read the reference if they wish.** Thus, for all references you **must include the author(s), year (and for books, the place) of publication, title, publisher or other source and pagination**. The details of the source will vary depending on whether it is a book, a report, or an Internet publication. The references **should be listed alphabetically by author**.

If you quote directly or summarise information from books, journals, etc in your assignments, you must acknowledge them at the appropriate point in your text. The Harvard system of referencing is the one preferred by the College. In this system, references within the text are cited by author's surname and date (see examples – in your text)

(A) Books

(a) Single author

        <u>in your text</u>: Bush (2006) argues that ……

        <u>in the list of references:</u> Bush, T. (2006) *Theories of Childcare*.

London: Haper and Row

- Authors' surname, (comma) author's initial(s) (full stop)
- Date of publication (in brackets)
- Title of book (full stop) in italics
- Edition (if it is not the first edition) (full stop)
- Place of publication (colon)
- Name of publisher (full stop)

(b) Two authors

        <u>in your text</u>: Bolman and Deal (2003) found that………

        <u>in the list of references:</u> Bolman, L.G. and Deal, T.E. (2003) *Modern Approaches*
to Understanding and Managing Organisations. San Francisco: Jossey-Bass.

(c) More than two authors

        <u>in your text</u>: Baldridge *et al*. (2005, p22) have stated that………..

        <u>in the list of references:</u> Baldridge, J.V., Curtis, D. V., Euchre, G. and Riley, G. L. (2005) *Effective Communication*: Gill and
MacMillen

(d) If the book has more than one edition, make clear in the references which edition you have used.

        <u>in your text</u>: Handy (1981, pg16) states……..

        <u>in the list of references:</u> Handy, C. (1981, 2nd Edition) *Understanding Health Care*. Harmondsworth: Penguin Books

(B) Articles in Journals

        <u>in your text</u>: Hoyle (2002, pg27) states that………

        <u>in the list of references:</u> Hoyle, E. (2002) 'Customer Service and Reception Skills' Management and Administration,
10(2), pp87-88 (note you should include the volume number, in this case 10, the part number where available and page
numbers.)

- Author's surname (comma) author's initial(s) (comma)
- Date of publication (in brackets)
- Title of article
- Title of journal (in italics)
- Volume number (may be abbreviated to Vol,)
- Issue number
- Page numbers on which the article appears (abbreviated to pp.)

(C) References from the Internet

The important principle to follow for electronic sources is accuracy. Thus:

- Details of addresses should be recorded with complete accuracy:
- All use of capital and lower case letters must be respected;
- All punctuation must be recorded exactly as given;
- No punctuation should be added – for instance do not put a full stop at the end of an address;
- Typographic symbols (#.@.!,/) should be incorporated accurately;
- You should include a record of the date the site was visited (as electronic documents may easily be updated at any time
or indeed may be removed from access.) For example:

Hyland, T. (2006) A definition of teamworking and learning, http://www.lgu.ac.uk/teamwork/hyland2.html (last
accessed on 30 June 2007).

(D) Pamphlets, brochures, leaflets

Title, year of publication, publisher, place of publication.
Ireland's Salons, Styles Today!, 2000, Salon Selectives Agency, Dublin.

(E) Interviews

Name of interviewee, year of interview, position of interview (Interview), date of interview.
McLelland, S., 2002, Manager of Monaghan Tourist Office, (Interview), 14 November.

14. Useful Information & Contact Details

Banks / Building Societies		
Bank of Ireland	Church Square, Monaghan	047 81211
AIB	The Diamond, Monaghan	047 81844
Permanent TSB	Dawson Street, Monaghan	047 81710
Credit Union	Castle Meadow Court, Monaghan	047 81810

Doctors		
Dr Shelia Prosser	90 Glaslough St, Monaghan	047 81986
Dr Kieran Bourke	90 Glaslough St, Monaghan	047 72115
Swan Park Family Practice	The Diamond, Monaghan	047 81321
Dr Nuala Barry	11 Hillside, Monaghan	047 81168
Dr Marian Smyth	High St, Monaghan	047 83449

College		
Monaghan Institute	Monaghan Education Campus, Knockaconny, Armagh Road	047 84900
CMETB	Administration Centre, Market St	047 30888

Taxis		
Call A Car	3 Park Street, Monaghan	047 84300/087 1425666
Carn Hackneys	25 Dublin Street, Monaghan	047 71122

Book Shop		
Easons	Flemings, Church Square	047 81344

Bus Information		
Bus Éireann Station	Monaghan	047 82377
McConnons	Monaghan	047 72164
McGinleys	Donegal	074 9135201
Eamonn McEntee	Carrickmacross – Castleblaney- Monaghan	086 8170966
Local Link (Cavan and Monaghan)	Ballybay, Scotstown, Tydavnet, Ballinode Clones, Newbliss, Threemilehouse	1850 211 923 047-51840
Conlon Travel	Clones, Smithboro	047 51826

Hospital		
Monaghan General Hospital	Hill Street, Monaghan	047 81811
Ambulance Service	112	

Library		
County Library	The Diamond, Clones	047 51143
Monaghan Library	North Road, Monaghan	047 81830

Leisure and Recreation		
Monaghan Leisure Complex	Clones Road, Monaghan	047 81734
Tanagh Outdoor Education	Rockcorry, Monaghan	049 5552988
Rally School (IRL)	Gola, Scotstown, Monaghan	047 89098
Garage Theatre/Cinema	Monaghan Education Campus	047 81597
Monaghan Museum	Arts Office, Hill Street, Monaghan	047 71114
Hillgrove Hotel	Leisure Club, Old Armagh Road, Monaghan, Co Monaghan, Ireland	047 73232
Four Seasons Hotel	Coolshannagh, Monaghan, H18 Y220	047 81888
Fitness Habit	Ballybay Road, Monaghan	047 77943
Pitch and Putt	Killygoan, Monaghan	047 84928
Rossmore Golf Club	Cootehill Rd, Monaghan	047 81316
Darren Tierney Strength and Conditioning	Killyconnigan, Co. Monaghan	047 84466

Employment Agencies		
Local Employment Service	5 North Road, Monaghan	047 72191
Rutledge Recruitment	1a Dawson Street, Monaghan	047 72250

Personal Help Lines		
Garda Station	Monaghan	047 77200
Alcoholics Anonymous	109 SCR Leonards Corner Dublin 8	01 4538989
AWARE (Depression support)	24 hour Helpline	1890 303302
BODYWHYS (Help Support & Understanding for Anorexia & Bulimia Nervosa)	PO Box 105 Blackrock Dublin	Lo Call: 1890 200444
CURA (Pregnancy counselling Service)	17 Jocelyn St Dundalk	042 9337533
Drugs Treatment Centre Board	Trinity Court Pearse St Dublin	01 6488600
One in Four (support men and women who have experienced sexual abuse and their family members)	Email info@oneinfour.ie. Website: www.oneinfour.ie	Telephone: 01-6624070

15. Useful Website addresses

Website Addresses	
Monaghan Institute Homepage	http://www.monaghaninstitute.ie
Cavan and Monaghan ETB	http://www.cmetb.ie
QQI	http://www.qqi.ie
CAO Homepage	http://www.cao.ie
UCAS Homepage	http://www.ucas.com
SOLAS Homepage	http://www.solas.ie
SUSI Student Universal Support Ireland	https://www.susi.ie/
Dept of Education and Skills	http://www.education.ie
Dept of Further and Higher Education, Research, Innovation and Science	https://www.gov.ie/en/organisation/department-of-higher-education-innovation-and-science/
City & Guilds Homepage	http://www.city-and-guilds.co.uk
ITEC	http://www.itecworld.co.uk
Further Education Support Service	http://www.fess.ie

16. College Staff Email Addresses

Tutors Name	Subject Area	Email Address
Tracey Molloy	Animal Care/Grooming	traceymolloy@monaghaninstitute.ie
Fiona Breen	Animal Care	fionabreen@monaghaninstitute.ie
Trina Marron	Applied Social Studies/Mental Health Support	trinamarron@monaghaninstitute.ie
Antoinette Boyce	Beauty Therapy	antoinetteboyce@monaghaninstitute.ie
Una McNally	Business/Accounting	unamcnally@monaghaninstitute.ie
Shelagh Niland	Business and Office Administration	shelaghniland@monaghaninstitute.ie
Sinead Corrigan	Communications	sineadcorrigan@monaghaninstitute.ie
Suzannah O'Neill	Creative Media and Marketing	suzannahoneill@monaghaninstitute.ie
Vanessa Treanor	Creative Media	vanessatreanor@monaghaninstitute.ie
Concepta Connolly	Early Learning and Care, Stage 1	conceptaconnolly@monaghaninstitute.ie
Lynda Smyth	Early Learning and Care, Stage 2	lyndasmyth@monaghaninstitute.ie
Matthew Ward	Engineering and CAD	matthewward@monaghaninstitute.ie
Rosita Mc Kearney	Graphic Design	rositamckearney@monaghaninstitute.ie
Clodagh Mc Kenna	Hairdressing	clodaghmckenna@monaghaninstitute.ie
Caroline Nelson	Hairdressing	carolinenelson@monaghaninstitute.ie
Maire Meehan	Occupational Therapy	mairemeehan@monaghaninstitute.ie
Sinead Brady	Pharmacy Counter Assistant	sineadbrady@monaghaninstitute.ie
Cormac Timoney	Physiotherapy Assistant	cormactimoney@monaghaninstitute.ie
Aileen Fitzpatrick	Science, Biomedical and Food Science	aileenfitzpatrick@monaghaninstitute.ie
Raymond Quinn	Software Development and IT	rayquinn@monaghaninstitute.ie
Fergal Sherry	Software Development and IT	fergalsherry@cmetb.ie
Ollie Maldonado	Liberal Arts and Pre-Uni Education	olliemaldonado@monaghaninstitute.ie
Marie Conlon	Nursing/Health Service Skills	marieconlon@monaghaninstitute.ie
Donal Litster	Science	donallitster@monaghaninstitute.ie
Elaine Reilly	Sports and Leisure Management	elainereilly@monaghaninstitute.ie
Siobhan McEntee	Sports and Leisure Management	siobhanmcentee@monaghaninstitute.ie
Melanie Keith	Travel and Tourism	melaniekeith@monaghaninstitute.ie
Karol Harvey	Guidance Counsellor	karolharvey@monaghaninstitute.ie
Ann Sherry	Administration	annsherry@monaghaninstitute.ie
Niamh McKenna	Administration	niamhmckenna@monaghaninsitute.ie
Denise McKenna	Administration VTOS	denisemckenna@monaghaninstitute.ie
Johann McCague	Library	johannmccague@monaghaninstitute.ie
Martina Rooney	Director	info@monaghaninstitute.ie
Rynagh Williams	Deputy Director	martinarooney@monaghaninstitute.ie

17. Monaghan Institute Learner Agreement

What you Can Expect From Us	What We Can Expect From You
Help to choose the right course and method of study	A responsible attitude to your learning
Information about College facilities and services	That you apply yourself, to the best of your ability, to all aspects for your course
Information about your course/programme of study	That you attend regularly and be punctual for all classes, tutorials and work placements
Good quality and varied teaching and learning opportunities	That all work and assignments set are completed and handed in on time
Support from your course tutors and feedback on your progress	That you respond to guidance given by tutors and take advantage of the learning support facilities available
Advice, information and counselling on educational, career and personal matters	**That you read, accept and abide by all Monaghan Institute Rules, Regulations and Policies, as outlined in the Student Handbook and Code of Conduct.**
A safe, healthy and supportive environment	That you follow Health and Safety Regulations so that you do not endanger yourself or others
Fair treatment and respect for individual differences in line with the college's equal opportunities policy	That you treat everyone fairly and with respect regardless of age, culture, religion, gender, race, disability, sexuality or social class.
Any problems dealt with quickly and fairly	That you keep us informed of any problems that may arise

18. Monaghan Institute Data Protection Statement

Privacy Notice to students (and parent/guardian of students under 18 years)

By applying for and/or attending an ETB school, centre, course or programme, you acknowledge that your personal data (including special category personal data) shall be processed by Cavan and Monaghan ETB. This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need more information, please see our Data Protection Policy available at www.cmetb.ie.

1.   We are Cavan and Monaghan Education and Training Board (CMETB). Our address and contact details are Cavan and Monaghan ETB, Administration Centre, Market Street, Monaghan H18W449. Phone: 047 30888. We provide Post-primary level education, Further Education and Training, Youthreach, Outdoor Education, Arts Education in addition to other community-based education programmes and services. For further information, see our Data Protection Policy available at www. cmetb.ie

2.   When you are a student with CMETB, we collect and use your personal data. The type of information we collect about you depends on various factors, such as whether you are under 18-years or an adult learner, the type of course you are enrolled on etc. The personal data we collect can include information about your identity and contact details; images/photo (including CCTV); family details; admission/enrolment details; previous schools; academic progress; PPS number; special educational needs; nationality; language; medical data; information about behaviour and attendance; information about health, safety and welfare; financial information (re fees, grants, scholarships etc.); and other personal data. Further details of the data we collect about you can be found in our Data Protection Policy. If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is consulted and asked to give consent for certain things like taking your photograph, going on school trips etc. We use your personal data for purposes including: your application for enrolment; to provide you with appropriate education and support; to monitor your academic progress; to care for your health and wellbeing; to care for our staff and

students; to process grant applications and scholarships; to coordinate, evaluate, fund and organise educational programmes; to comply with our legal obligations as an education body; to comply with our monitoring and reporting obligations to Government bodies, and EU funding bodies; to process appeals, resolve disputes, and defend litigation etc. For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to our Data Protection Policy available at www.cmetb.ie.

3.   We share your personal data with third parties, including other Government bodies. This includes the State Examinations Commission, the Department of Education and Skills, NCSA, SOLAS, SUSI, HEA, QQI, TUSLA, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc. The level of sharing and the nature of what is shared depend on various factors, including the nature of the course you are undertaking/enrolled on. The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc.) and they may aggregate it with other information they already hold about you and your family. We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc), and other schools/colleges and bodies in the further education and training sector, apprenticeship providers, work-experience placements and future employers etc. We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations. Once a student reaches 18 years, the student should let us know if they wish for us to cease providing certain records relating to their educational progress to their parent/guardian. For further information on who we share your data with, when and in what circumstances, and why, please see our Data Protection Policy available at www.cmetb.ie.

4.   We do not transfer your personal data to a third country outside the EEA. Certain companies who process personal data on behalf of CMETB may transfer personal data for processing outside the EU, however this will only be done with the agreement of CMETB and with the assurance that appropriate safeguarding measures are in place to protect the data. We will advise data subjects if their data is to be transferred outside the EU. For further information, please see our Data Protection Policy available at www.cmetb.ie .

5.   We do not engage in Automated Decision Making/profiling.

6.   Some personal data is only kept for a short period (e.g. we will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. retained after you leave or otherwise finish your studies with CMETB. For further information on the retention periods, please go to our Data Protection Policy available at www.cmetb.ie

7.   You have the following statutory rights that can be exercised at any time:
(a)   Right to complain to supervisory authority.
(b)   Right of access.
(c)   Right to rectification.
(d)   Right to be forgotten.
(e)   Right to restrict processing.
(f)   Right to data portability.
(g)   Right to object and automated decision making/profiling.
For further information, please see our Data Protection Policy available at www.cmetb.ie or alternatively contact our DPO.

8.   We have appointed a Data Protection Officer. Her name and contact details are Fiona Nugent fionanugent@cmetb.ie If you have any queries, please consult our Data Protection Policy (available at www.cmetb.ie) or contact our DPO.

Photographs of Learners (in addition to your student ID card.)

Monaghan Institute and CMETB maintain a database of photographs and digital images (including video) of events held over years. It has become customary for programmes to take photographs of learners engaged in activities and events in the interest of creating a pictorial as well as historical record. In addition, Photographs/digital images may also be used to supplement students' assessment/project work.

Photographs/digital images may be published on our websites and social media accounts such as Twitter and Facebook or in brochures, yearbooks, newsletters, local and national newspapers and similar education and training-related productions. In the case of website and social media, photographs/digital images, learner/student names will not appear on the website as a caption to the picture.

If you wish to have your photograph/digital image removed from the website at any time, you should write to the Chief Executive.

19. Bring Your Own Device Acceptable Use Declaration

1. For the purpose of these guidelines, a 'mobile device' refers to a learner/student owned device such as a tablet, laptop, netbook, iPad, or smart phone. Personal gaming devices are not allowed unless authorised by your teacher/ tutor.
2. Any learner who wishes to use a personally owned mobile device within an FET centre (Monaghan Institute) must read and sign this Acceptable Use Declaration (AUD).
3. If the learner is under 18, a parent /guardian of the learner must also read, sign and submit the AUD to the FET centre (Monaghan Institute) office.
4. Learners must take full responsibility for the appropriate use of their device at all times. The FET centre (Monaghan Institute) is not responsible in any way for the device or for its' use.
5. Learners must not leave their device unattended.
6. The following activities are considered as unacceptable usage of devices:
   - The storing or transmission of illicit materials
   - Storing or transmission of proprietary information
   - The harassment of others
   - Engaging in outside business activities
   - Use of devices for any action or activity which is not compliant with CMETB policies, procedures and guidelines including but not limited to CMETB ICT AUD, CMETB Data Protection Policy
7. CMETB (Monaghan Institute) are not responsible for breakages, maintenance, costs of repair or replacement of learner devices. Learners/ parents/ guardians are fully responsible for their devices in this regard.
8. The FET centre (Monaghan Institute) reserves the right to inspect or monitor learner's CMETB Microsoft 365 accounts at any time.
9. Violations of any FET centre (Monaghan Institute) policies or rules involving a learner device may result in a learner not being allowed to continue using the device during FET centre hours and/or disciplinary action, for a period to be determined by the FET centre (Monaghan Institute). CMETB reserves the right to disconnect devices or disable services without notification.
10. Learners will comply with teachers/ tutors' requests regarding use of devices during FET centre (Monaghan Institute) hours and classes.
11. Mobile devices must be charged prior to bringing them to the FET centre (Monaghan Institute) so as to be usable during FET centre hours.
12. Learners may not use the devices to record, transmit or post photos or videos of teachers/ tutors or learners. No images or video recorded at the FET centre (Monaghan Institute)can be transmitted or posted at any time unless authorised by teachers/ tutors.
13. Learners may use the FET centre (Monaghan Institute) wireless network and content filtered broadband. Use of other 'unfiltered public wireless connections, such as mobile networks, is not allowed during FET centre hours.
14. The FET centre (Monaghan Institute) reserves the right to change the AUD in line with overall FET centre policy
15. In order to prevent unauthorised access all devices must be password protected using the features of the device and a strong password is required to access the company network.
16. Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the network.

20. Learner Agreement Declarations

Bring Your Own Device Acceptable Use Declaration

Learners should complete the following details and sign to consent to terms and conditions. Include Mobile Device Details e.g. Tablet – include manufacturer, type of device here.

As a Learner I understand and will abide by this AUD. I understand that any violation of this AUD may result in not being able to use my mobile device in the FET centre (Monaghan Institute), and could mean other disciplinary action. As a Parent/Guardian (of a learner under 18 years of age) I understand that my child accepts the responsibilities outlined in the Bring Your Own Device AUD. I have discussed the AUD with them and we both understand own responsibilities.

Photographic Image and/or Videographic Use Declaration

 I _____ [insert NAME of LEARNER or of Parent/Guardian if student is under 18 years] consent that photos and video footage of _____ [insert NAME OF LEARNER] may be taken and used by or on behalf of Monaghan Institute 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 Monaghan Institute's website, and/or CMETB's website, social media and any other online publication associated with CMETB schools/centres/programmes/services.		
Given to third parties, with the student'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 student attaining top results in an exam or a team winning a competition.		
Displayed within the college and including the student's name e.g. an image of a student awarded 'Student of the Year' with his/her name below.		
In college yearbooks with the student's name also used.		
For promotional purposes related to the college e.g. college prospectus or video of college production.		

Monaghan Institute Learner Agreement

I have received my digital copy of the MI Student Handbook and I agree to abide by the Monaghan Institute Learner Agreement.

Internet Acceptable Use Contract

Prior to receiving authorisation to use the Internet, learners must sign the following contract document: I understand that use of the Internet via Monaghan Institute's computer network is a privilege and will abide by the Internet Use Policy outlined. I realise the Internet contains material that is inappropriate for college purposes and, therefore, will take personal responsibility not to access such material. I recognise that it is impossible for Monaghan Institute to prevent access to all controversial materials, and I will not hold Monaghan Institute accountable for unsuitable materials found or acquired on the network. I further understand that should I commit any violation of the regulations in this policy it will result in the withdrawal of access privileges, suspension or expulsion.

Signature of Learner or Parent/Guardian (of learner U18 years): _____

Course Name: _____