



etb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Léitrim
Mayo, Sligo and Leitrim
Education and Training Board

NORTH CONNAUGHT COLLEGE OF FURTHER EDUCATION ATTENDANCE AND PARTICIPATION POLICY

NORTH CONNAUGHT COLLEGE OF FURTHER EDUCATION

LEARNER ATTENDANCE AND PARTICIPATION POLICY

NCC welcomes and supports those learners who enrol on our courses.

LEARNER RESPONSIBILITIES

Learners are obliged to make themselves aware of, and comply with all relevant MSLETB rules and regulations and the local rules and regulations of North Connaught College of Further Education.

Each learner has a responsibility in the following areas:

1. **To fellow learners:** in the creation and maintenance of a suitable learning environment.
2. **To staff:** to facilitate staff in the maintenance of an effective learning environment.
3. **To the College:** to respect the buildings, property and equipment, and to behave in a way that ensures the College maintains a respected position in the community.
4. **To the health and wellbeing of all:** to comply with all health and safety policies and procedures.

ATTENDANCE AND PARTICIPATION

It is the learners' responsibility to attend all parts of the courses that they have committed to, fully and punctually.

Attendance

1. In general, a minimum of 90% attendance is required for Beauty Therapy (including Laser Therapy and IPL) and 80% for all other courses. There are additional attendance criteria for those on the VTOS Programme. A medical certificate or evidence of appointments cover absent days for SUSI grant and QQI courses. Medical certificates do not cover absenteeism from Beauty Therapy courses. Medical certificates must be presented **within two weeks** of returning to College.
2. Any learner encountering difficulties in attendance or participation should, in the first instance, discuss the matter with the relevant class support tutor. The College will always seek to encourage and support learners in their learning.

Participation

1. Learners must participate in all subjects and in all aspects of the course. In Beauty Therapy **all learners** must participate as both therapist and model during practical sessions as directed by the teacher, except where a valid medical certificate is presented. Participation includes attending online classes where timetabled. Attendance will be recorded, and learners must have cameras switched on when directed by their teacher.
2. Full Uniform must be worn at all times for the Beauty Therapy course (see uniform guidelines Appendix I).
3. It is the learners' responsibility to secure a **work experience placement** in the vocational area of the course they are doing. For the purpose of certification all work placements should be approved and validated by the teacher or work experience co-ordinator. Learners under 18 undertaking work experience will require parental consent to complete the Garda Vetting Process.
4. Any learner under 18 must be accompanied by a person over 18 when involved in fundraising activities outside of the College.
5. Any learner under 18 must be accompanied by a person over 18 when involved in a college trip or outing. Learners going on a trip or outing must complete a permission slip and students under 18 must also complete the parental consent form.

College outings involving overnight stay and foreign travel will adhere to Erasmus+ guidelines.

Managing course materials and assignments

1. Learners are responsible for organising their own class materials e.g. laptop/tablet, books, stationery, kits, towels, folders etc. If a learner is absent from class it is their responsibility, on their return, to get any additional notes that were handed out in class or made available online. Learners are responsible for maintaining their own folders, including digital folders.
2. **Learners are expected to comply with all deadlines for assigned course work as specified by the College.** Learners will submit all course work digitally using the media specified by the teacher (Microsoft Teams/email).
3. Learners who submit coursework by the draft deadline date will be furnished with feedback from their class teacher within two weeks. **Learners will not receive feedback if they miss the agreed draft deadline date unless an extension has been agreed.**
4. **All course work to be presented for Certification must be submitted to the class teacher on or before the final deadline.**
5. Learners needing an **extension (more time to complete coursework – draft or final deadlines)** must apply using the relevant Extension Request form (See Appendix 2) . This form is available online in the NCC Learner Teams Page. The teacher will consider the

application in line with College policy and procedure and reply within 24/48 hours. Learners are urged to submit a request for an extension as far in advance of the deadline as possible.

6. All work submitted must be the learners' own work, not copied from any other source including another learner. Learners must provide proper references with all work (as per College Referencing Guidelines), to show where information was obtained.
7. The College will investigate **plagiarism** (copying) and apply sanctions where warranted as per ETBI policies and procedures (refer to: ETBI Assessment Reference Handbook).
8. Beauty Therapy students must present/upload a minimum of 90% of their completed case studies before taking part in practical examinations.

Mobile Phones

1. The use of mobile phones, including camera phones and any such recording devices, is strictly forbidden during class time other than when agreed by the teacher for the purpose of instruction/learning/research.

(The College number 071 – 9185035 and Mobile Phone 089 2667813 can be used to receive urgent messages)

Health and Safety

1. There is a no smoking policy for all buildings on campus.
2. In the interest of health and safety, food and drinks may only be consumed in the designated area.
3. Learners should familiarise themselves with the health and safety policy of the College.

Progression

1. For a two year course, attendance, participation and results during year one will be considered prior to admission to Year 2.

Misconduct

1. Any learner who impedes, interferes with or disrupts the learning of others can expect to be investigated by the College authorities, in accordance with the Anti Bullying and/or Substance Misuse Policy and the Guidelines for Disciplinary Procedures.
2. Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The College reserves the

right to report any illegal activities to the appropriate authorities. Please refer to the Internet Policy for further clarification.

3. When all other avenues have been exhausted, the College may seek the removal of a learner where it is considered that their attendance is unsatisfactory and/or where their participation and commitment to their course/module is found to be unsatisfactory. The learners will be notified of this decision in writing. Please also refer to Guidelines for Disciplinary Procedures.
4. A learner may appeal a decision taken by the college provided such appeal is lodged in writing to the Principal within 10 days of receipt of written decision.

This Policy will be reviewed regularly. Ongoing reviews and evaluation take cognisance of changing information, changing society, legislation, ministerial/government instructions, developments in the school based programmes and feedback from learners, staff, parents/guardians and the Board of Management/ETB.

Signed: Dara Mulvey

Date: 14/10/2021

Dara Mulvey, Chairperson, Board of Management

Review Date: Academic Year 2022 - 2023

Appendix I:

UNIFORM GUIDELINES FOR BEAUTY THERAPY COURSES

- Full makeup each day
- Tunic top washed and ironed
- Black trousers (ankle length)
- Black cardigan
- Plain black socks or tights
- Plain black shoes (No runners)
- Hair and fringe tied back and long hair in a bun.
- No lash extensions
- Nails short, clean and varnish free
- Good personal hygiene
- Avoid wearing strong perfume/scents
- No false tan
- Jewellery removed
- Piercings removed
- No visible under garments
- No chewing gum.

Appendix 2:

Application to request to extend an Assessment Deadline (Draft/Final)

Section 1 – This section must be completed by the learner (once complete, please email this form to your teacher)

Learner name:	
Course:	
Module / subject:	
Type of Assessment /Assessment title (found on the Assessment Brief):	
Reason for requiring the extension:	
How much extra time will you need to complete this assessment:	
Supporting Evidence / documentation included (e.g. medical certificate)	
Learner signature (can be typed if necessary):	
Date:	

Section 2 – This section must be completed by the teacher. Your teacher will return the decision by email.

Teacher name:	
Date notified by learner:	
Notified by (e.g. message, email)	
Receipt date of Application:	
Decision (please highlight):	Granted Declined
If granted, revised deadline:	
Declaration	<p>I can confirm that:</p> <ul style="list-style-type: none"> - There is sound evidence to grant/decline this application - If granted, the granting of the extension will not give the learner in question an unfair assessment advantage over the other learners undertaking this assessment. - I will inform the learner immediately of the decision.
Teacher signature:	
Date:	

