



## **POST LEAVING CERTIFICATE FETAC POLICY**

### **Introduction:**

Errigal College is a learning environment. We hope you will find your course interesting, enjoyable and beneficial. Our aim is to facilitate you to work to the best of your ability in order to achieve both academically and professionally.

We ask you to read this policy document carefully at the commencement of the course and sign to comply with our college guidelines. All learners are required to comply fully with the rules and procedures of the college. The college expects high standards of behaviour and commitment from all its learners.

### **Mission Statement**

To enable each learner to achieve his/her educational potential based on the principles of caring, dignity, mutual respect and quality.

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Learners will be required to comply with the following guidelines and are expected to:

- Treat others in the school community with respect & courtesy at all times, other learners, teachers, assistants, ancillary staff, canteen staff etc.
- Behave in a proper fashion, reflecting self-respect, self-esteem and an awareness of the dignity and rights of others.
- Use school property and equipment with care and report to your Co-ordinator if damage has occurred.
- We are an equal opportunities college and welcome applications from learners with special needs. Please let the Co-ordinator know if you will require special accommodation.

- Garda Vetting is a requirement on courses where learners have access to children or vulnerable adults. Prior to attending work experience learners must be vetted by the Gardai. All learners being offered a place on a course/programme will be issued with Garda Vetting forms with their course offer.
- Be punctual for all classes and work experience; attend first class each morning at 9.15 am sharp for registration, and also at 2:00 pm for afternoon registration. Full course attendance is expected and marks will be deducted for absenteeism. Learners who are unavoidably absent because of illness, disability or emergency should contact the school and report to their Coordinator on return to college and medical certificates must be submitted to the Co-ordinator in all cases. Please note a minimum of 80% attendance is required for each module.
- There are no tuition fees payable to the college. However, learners are liable for a PLC Government fee of €200 imposed on all PLC Courses in the 2010 Budget. Some courses require additional fees where the cost of the materials are relatively high or have additional examination fees accredited by bodies other than FETAC. An FETAC examination fee of €50 applies to all non medical card holders.
- PLC learners are eligible for Maintenance Grants which are means tested. Application forms are available from the VEC Offices in Letterkenny. Grant payment is based on attendance and does not cover course and examination fees. Grants can be withheld by the VEC for unsatisfactory attendance.
 

*8.1 The Vocational Education Committee shall pay the grant holder's maintenance grant in monthly instalments in arrears during the school year. Payment shall be made subject to satisfactory participation and attendance on the PLC Course."*  
(Post Leaving Certificate Maintenance Grant Scheme 2005-2006)
- Avail of the parking spaces assigned to learners inside the front gate, to the left. Please note that vehicles are parked at the owner's risk.
- Understand that smoking or possession of cigarettes, alcohol or any illegal substance is strictly forbidden in the school or in the vicinity of the school. Learners may not gather at the school gate to smoke.
- Adhere to the dress code for the Course being taken. *Black jumper/cardigan or light jacket; black skirt or trousers; white shirt, blouse or polo shirt. Black track suits and white polo shirts are required for Sport & Recreation learners.* Dress code is school policy.
- Be aware that mobile phones and i-pods must be switched off and not visible in the school building or grounds.
- Present draft work, assignments, etc. in accordance with the dates and deadlines set out by the Co-ordinator and/or in the assignment brief. Deadlines will be given in writing and work will not be accepted after these deadlines.
- Be aware that all work handed up must be the learner's own work and that all work must be signed by the learner. Learners should know how to reference their work properly and avoid plagiarism. Receipts will be given for all work presented.

- Refrain from inappropriate use of the Internet as stated in our School Internet Usage Policy.
- Understand that all work submitted for examination purposes become the property of the school and will be destroyed after external monitoring and the appeals procedure. Learners are therefore advised to keep a copy of their work.
- Learners are encouraged to develop interpersonal skills through involvement in extra-curricular activities within the school. They are also encouraged to take an active role in college Open Day arrangements, careers seminars and exhibitions and to participate in fundraising events.
- Use canteen facilities in the morning and at lunch-break. Eating and drinking (water only) is not allowed in classrooms, computer rooms or corridors.
- Realise that failure to co-operate with these guidelines will be reported to the PLC School Committee (PLC Co-ordinator, Class Co-ordinator and Principal). An interview may then be held to discuss the learner's future on the Course.
- Remember that the staff and management of the school wish to maintain positive working relationships with learners and that learners are welcome to discuss any problems or issues that they may have with their work, or with any other aspect of school life.

Signed:

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Signature of Learner

Date:

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