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Welcome

Going to college will be one of the most exciting phases of your life. It brings you the opportunity to meet new challenges, extend your knowledge and skills and to develop new friendships.

At Ballyfermot College of Further Education we strive for excellence while delivering our programmes in a caring environment enabling and supporting students to reach their full potential.

This handbook is designed to help and inform you as you settle in and understand the way we do things around here!

Having made the decision to study at Ballyfermot College of Further Education, I hope that the time you spend with us will prove to be fulfilling, rewarding and enjoyable and that you benefit educationally, socially and personally.

Maureen Conway
**Important Dates 2016/2017**

**Semester August**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>Mon</td>
<td>1st Year Registration</td>
</tr>
<tr>
<td>30</td>
<td>Tue</td>
<td>1st Year Registration continues</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1st Year Registration/Repeat Exams/Interviews/Submission of summer work</td>
</tr>
<tr>
<td>31</td>
<td>Wed</td>
<td>Repeat Exams/Interviews continue</td>
</tr>
</tbody>
</table>

**September**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Thurs</td>
<td>Repeat Exams/Interviews continue</td>
</tr>
<tr>
<td>2</td>
<td>Fri</td>
<td>Repeat Exams/Interviews continue</td>
</tr>
<tr>
<td>5</td>
<td>Mon</td>
<td>Enrolment for Evening classes</td>
</tr>
<tr>
<td>6</td>
<td>Tue</td>
<td>Late Registration</td>
</tr>
<tr>
<td>7</td>
<td>Wed</td>
<td>Late Registration</td>
</tr>
<tr>
<td>8</td>
<td>Thurs</td>
<td>Induction begins for 1st year students</td>
</tr>
<tr>
<td>9</td>
<td>Fri</td>
<td>1st Year Media, TV/ Film H&amp;S Induction/1st Year Photography Induction</td>
</tr>
<tr>
<td>12</td>
<td>Mon</td>
<td>All Timetabled Day Classes Commence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evening Classes Commence</td>
</tr>
</tbody>
</table>

**October**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Mon</td>
<td>Commencement of location work</td>
</tr>
</tbody>
</table>

**Mon 31st Oct – Fri 4th Nov Mid-Semester 1 Break**

**November**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Sat</td>
<td>CAO on-line application facility opens at 12.00</td>
</tr>
<tr>
<td>24</td>
<td>Thurs</td>
<td>Intercultural Day (TBC)</td>
</tr>
<tr>
<td>25</td>
<td>Fri</td>
<td>Graduation - all Classes</td>
</tr>
</tbody>
</table>

**December**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>Wed</td>
<td>BCFE Website opens for applications</td>
</tr>
</tbody>
</table>

**Mon 19th Dec – Thurs 22nd Dec Student reviews and reading week**

**Semester 2**

**January**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Mon</td>
<td>All classes recommence after Christmas</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enrolment of Evening Classes</td>
</tr>
<tr>
<td>15</td>
<td>Sat</td>
<td>UCAS Applications close at 18.00</td>
</tr>
<tr>
<td>16</td>
<td>Mon</td>
<td>Evening Classes Commence</td>
</tr>
<tr>
<td>20</td>
<td>Fri</td>
<td>CAO reduced rate on-line applications close at 17.15</td>
</tr>
</tbody>
</table>

**February**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wed</td>
<td>Open Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAO closing date for on-line applications in particular mature applicants, restricted courses, HEAR/DARE Applicants at 17.15</td>
</tr>
<tr>
<td>3</td>
<td>Fri</td>
<td>Final Submission of Semester 1 Assignments and Examinations</td>
</tr>
<tr>
<td>5</td>
<td>Sun</td>
<td>CAO facility to amend course choices opens</td>
</tr>
<tr>
<td>10</td>
<td>Fri</td>
<td>Portfolio Submission for NCAD at 16.30</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon 13th Feb – Fri 17th Feb Social Justice Week</td>
</tr>
</tbody>
</table>

**Mon 20th Feb – Fri 24th Feb Mid-Semester 2 Break**
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>Thurs</td>
<td>BCFE Website Closed for Applications.</td>
</tr>
<tr>
<td>25</td>
<td>Sat</td>
<td>UCAS Extra opens for applications</td>
</tr>
<tr>
<td>27</td>
<td>Mon</td>
<td>Round 1 Interviews</td>
</tr>
<tr>
<td>28</td>
<td>Tue</td>
<td>Round 1 Interviews continue</td>
</tr>
</tbody>
</table>

**March**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Wed</td>
<td>CAO final date for receipt of SIF (Supplementary Information Form- HEAR &amp; DARE Applicants)</td>
</tr>
<tr>
<td>2</td>
<td>Thurs</td>
<td>Portfolio Submission for DIT</td>
</tr>
<tr>
<td>3</td>
<td>Fri</td>
<td>Portfolio Submission for DIT</td>
</tr>
<tr>
<td>17</td>
<td>Fri</td>
<td>Public Holiday</td>
</tr>
<tr>
<td>27</td>
<td>Mon</td>
<td>Evening Interviews TBC</td>
</tr>
<tr>
<td>31</td>
<td>Wed</td>
<td>BCFE Website reopens for Round 2 Applications</td>
</tr>
</tbody>
</table>

**April**

Mature Nursing Registration & Test (PAS) takes place this month

**Mon 10th Apr – Fri 21st Apr Easter Break**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>Mon</td>
<td>Classes resume after Easter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submission of September 2015 Repeat Assignments</td>
</tr>
<tr>
<td>28</td>
<td>Fri</td>
<td>Formal classes finish</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BCFE Website Closed for Applications for round 2</td>
</tr>
</tbody>
</table>

May

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mon</td>
<td>Public Holiday</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final date for CAO late applications at 17.15</td>
</tr>
<tr>
<td>2</td>
<td>Tue</td>
<td>Round 2 Interviews</td>
</tr>
<tr>
<td>3</td>
<td>Wed</td>
<td>Round 2 Interviews continue</td>
</tr>
<tr>
<td>4</td>
<td>Thurs</td>
<td>Examinations and final assessments begin</td>
</tr>
<tr>
<td>5</td>
<td>Fri</td>
<td>CAO Free Change of Mind Facility opens</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mon 8th May – Fri 2nd June:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review of courses/ grading of student work/ grades meetings/external examiner visits</td>
</tr>
</tbody>
</table>

June

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Fri</td>
<td>Final day for teaching staff before summer</td>
</tr>
</tbody>
</table>

July

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Tue</td>
<td>UCAS Extra Closes</td>
</tr>
<tr>
<td>5</td>
<td>Wed</td>
<td>UCAS Clearing Opens</td>
</tr>
</tbody>
</table>

CAO: For more detailed information on dates for CAO please see: [http://www.cao.ie/?page=importantdates](http://www.cao.ie/?page=importantdates)

CAO HEAR & DARE: For more detailed information on these schemes please see: [http://accesscollege.ie/](http://accesscollege.ie/)

UCAS: For more detailed information on dates for UCAS please see: [https://www.ucas.com/ucas/undergraduate/apply-and-track/key-dates](https://www.ucas.com/ucas/undergraduate/apply-and-track/key-dates)
Introduction to the college

Mission statement
BCFE is a college of further and higher education providing vocational education through the provision of excellent teaching and guidance in a caring and supportive learning environment.

Recognising our position within the City of Dublin ETB we have a responsibility to provide educational opportunity and support to all and in particular to our local community.

Mindful of the role of education in encouraging active citizenship we strive to create a culture of critical engagement with global social justice issues. We thereby aspire to provide an educational framework that encourages graduates to meaningfully contribute to their community, both local and global.

Conscious of our educational tradition we continue to be innovative and creative in the provision of courses to meet the needs of our present and prospective students.

Our courses provide students with relevant qualifications and competencies enabling them to succeed in work and in further studies.

Management
BCFE is a constituent college of the City of Dublin ETB. The CDETB is the legal manager of the college. This structure is based on relevant legislation and is operated through the CDETB itself, a Board of Management (sub-committee of CDETB) and the Principal.

Maureen Conway is the Principal of the College, Kevin Devine and John Moriarty are the Deputy Principals.

History
Established in 1979 as the Senior College, Ballyfermot the college was a provider of senior cycle, second level education and pre-employment programmes to local young people. The first post Leaving Certificate courses began in 1980 and the funding of Vocational Preparation and Training Programme (VPTP) education by the European Social Fund enabled the college to establish itself as one of the first Colleges of Further Education in the State. The delivery of second level programmes was phased out in 1993 and the college is now the second largest provider of Further Education in Ireland. It was renamed Ballyfermot College of Further Education in 1999.

Departments
- Art, Design and Graphics
- Business
- Animation
- Digital
- Media
- Moving Images
- Music Performance, Sound & Management
- Tourism & Travel, Lifelong Learning
- Social Care
Buildings
The college is made up of four buildings:
- Main Building, located on Ballyfermot Road
- Media Building, located on Ballyfermot Road
- Arts Building, located on Kylemore Road
- The college Sports hall is located in the Ballyfermot Leisure Centre, Le Fanu Road
General Information

General Offices
The offices are open for student queries from 9.00-1.00pm and 2.00 – 3.30p.m. Daily. All student forms (e.g. Social Welfare, Grant Forms, USIT etc.) and requests for letters must be left in the main office in person two days in advance. No phone calls/messages can be taken in the office for students. Student ID cards must be presented when collecting forms and/or letters etc.

Library
The College Resource Room is located in the designated area in Ballyfermot Library which is beside the Main Building in Ballyfermot.
Dublin City Council provides excellent services in all its libraries. The staff are willing to source books requested by students.

Canteen Facilities
The main building and arts building have canteen facilities that are normally open from 8.30 am to 2pm. There are vending machines in the Main Building, Art Building and Media Building.

Student Phones
There is a payphone situated outside the General Office in the main Building. Students’ phone no: 01-6269366 (Main Building).

Photocopiers
Main Building, Two black and white photocopiers are located outside the staff room. Cards are available in the Main Office.
Arts Building, Two photocopiers, one black and white and one colour are located in the Student Resource Room. Cards are available in the Office.

Lockers
A limited number of lockers in the Main Building and Art Building are available for student use. A fee of €10 is payable. €5 is refundable on returning the lock and key at the end of the year. Contact the Head Porter in the Main Building and Art Building.

Stationery and Materials
Art materials are available for purchase in the technician’s office in the Art Dept., beside Studio 1

Bus Routes
At the time of going to press the bus routes servicing the college are as follows:

<table>
<thead>
<tr>
<th>Route</th>
<th>Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Sandymount to Palmerstown via Ballyfermot</td>
</tr>
<tr>
<td>25a/25b</td>
<td>Lucan, Chapelizod</td>
</tr>
<tr>
<td>40</td>
<td>Liffey Valley to Finglas Village via Ballyfermot</td>
</tr>
<tr>
<td>66/66a</td>
<td>Maynooth, Leixlip, Lucan, Chapelizod Celbridge, Chapelizod</td>
</tr>
<tr>
<td>76</td>
<td>Chapelizod – Tallaght</td>
</tr>
<tr>
<td>76a</td>
<td>Blanchardstown – Tallaght</td>
</tr>
<tr>
<td>79/a</td>
<td>Aston Quay – Spiddal Park / Park West</td>
</tr>
</tbody>
</table>

Routes 18, 40, 76, 76a. 79 & 79a stop on Ballyfermot Road opposite BCFE.
Routes 25a/25b/66/66a/67 Stop at Glenaulin Road, Chapelizod (towards city) or Chapelizod Bypass Bridge (from City).

For more details [https://www.dublinbus.ie/](https://www.dublinbus.ie/) or download Dublin Bus App

Energy conservation and waste management
All persons in the college share responsibility for energy conservation and waste management.
Our aim is
- To play our part in reducing greenhouse emissions;
- Protect the environment
- Avoid unnecessary costs
- Improve the college environment for everyone.

Students can contribute by
- Turning off lights, machines and computers when not in use;
- Careful use of paper, e.g. use of both sides when photocopying;
- Sensible closing of doors/windows to avoid heat loss etc;
- Using correct bins for rubbish;

Note
Green bins and general waste bins are widely provided. Green bins are for:
- Paper
- Cardboard
- Cans
- Plastic bottles

College Equipment and Materials
Many courses are run using valuable technical equipment which is a resource for all students on the course. Students are expected to use college equipment in a responsible manner.

Use of Equipment
Technical Assistants work in many departments in the college. They are responsible for the organisation, maintenance and distribution of all equipment within the departments. Students or staff are not permitted to take or borrow any item of equipment without the knowledge of the Technical Assistants and approval of the class teacher.

Health and Safety
Fully equipped First Aid cabinets are located in the porter’s office and general offices. While on the course you will receive full instruction in the correct and safe handling of equipment and materials. You are required to work in a safe and responsible manner. You must pay due regard to your own safety and to the safety and welfare of others. Your willingness and ability to function in a professional, caring and responsible manner may form part of the course. If you are ever in doubt as to the correct use of equipment or materials then you should ask a member of staff. Please familiarize yourself with all exits in case of emergency.

The following may not be used in any classroom or indoors; aerosols e.g. fixatives, Spray mount, Car spray, hairspray, varnishes.

The college is a no-smoking area

Computer Facilities
The college has an extensive network of general and specialised computers across all buildings. Students will be required to sign up to the “Computer and Network Usage Policy” issued by the CDETB. All students (including night class students) are bound by this document. There is a copy of the policy in Appendix 6 Computer Use and Network section of this handbook.

At the beginning of the academic year students will be issued with a username, password and college email. This information is extremely important to note as college correspondence will be sent via this email address. Some students may already have a personal email that they favour using. It is possible to set a “rule” in your college email account to forward emails to your personal email address. The college has an extensive Wi-Fi network available to all students. Wi-Fi passwords will be issued to
students at the beginning of the academic year.

For more information on getting started go to the college website www.bcfe.ie and click on Student Supports, Computer Department Training Materials section.
Guidance, Student Supports and Counselling

Guidance Counsellors
BCFE offers a Guidance Counselling Service to its students, which aims to assist them to get maximum benefit from their College experience. There are two Guidance Counsellors in the college and each class group has a designated Guidance Counsellor. The service follows the two strand model and incorporates both guidance and counselling within an educational setting.

Guidance
As courses progress, students need to plan their career path: whether to continue their education here in BCFE, in other Colleges of Further Education or at third level, or to go directly to employment. The Guidance Counsellors offer a service that incorporates guidance on researching options for future study, progression routes, CAO applications (Irish third level) and UCAS (UK third level). This is not a one to one guidance service and students are responsible for their own applications. Guidance information will be communicated to the student via e-mail and it is the students’ responsibility to check their college e-mail regularly. There is a tutorial to help students to activate their college e-mail accounts on-line at www.bcke.ie. Click on Student Supports, and then click on Computer Department Training Materials to access the tutorial.
For up to date guidance news, see the guidance notice board in the Main Building opposite the staff room.
CAO brochures and relevant prospectuses are available in the BCFE section of Ballyfermot library. Some will also be available for a short period in foyer of the Art Block. All information on Open Days is listed on the CAO website and the Qualifax website.

For more information on Progression Routes see Appendix 1 Guidance, Supports and Counselling

Your Studies
While you study in BCFE you may find the following tools helpful;

Mind Maps
A mind map is a powerful graphic tool which provides a key to unlocking the potential of the brain. It enhances the planning and preparation of assignments and allows students to focus on the topic in hand. It harnesses the full range of cortical skills – word, image, number, logic, rhythm, colour and spatial awareness – in a single, uniquely powerful manner. The Mind Map can be applied to every aspect of life where improved learning and clearer thinking will enhance performance. Creating a Mind Map can give you a broad overview of your subject or study topic and provide a framework for assignments.
For further information use https://www.examtime.com/mind-maps/ or https://bubbl.us/
Book: The Ultimate Book of Mind Maps by Tony Buzan

SMART Goals
SMART is an acronym used for effective goal setting. Follow the steps below.
Specific; A specific goal has a much greater chance of being accomplished than a general goal. A general goal, for example, would be to get fit while a specific goal would be to take a walk twice a week for the next two weeks. Sustainable Goals are set at a level that can be integrated into everyday life and so tend to be longer term.

Measurable; - Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress you increase your chances of staying on track, reaching your target and experiencing the satisfaction of achievement that spurs you on to continue the effort required to reach your next goal. (How much? How many? How long? How will I know when it is accomplished?)
Attainable; – When you identify your priorities, resources and supports you begin to see opportunities
and develop the attitudes, abilities, skills to reach them. Goals that may have seemed unachievable become attainable, particularly if taken one step at a time.

**Realistic**- A realistic goal must represent an objective toward which you are both willing and able to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. Equally realistic goals represent substantial progress (not too high & not too low).

**Timely**- It is important to ground goals within a time-frame. Commitment to a deadline helps you to focus your efforts on completion of the goal in a timely fashion.

**Counselling**

Some students find college years can be an anxious and stressful time with lots of adjustments to make. The guidance counsellors provide a support service within an educational setting to students who are willing to engage in change and are prepared to face challenges in new ways. Students can have a variety of issues: academic or college related, personal, or mental health issues. All are important to the student concerned. The Guidance Counsellors may offer a limited number to one to one support sessions by appointment to students of BCFE in a caring, supportive and non-judgmental environment. Though it is a confidential service students should be aware that there are limitations to confidentiality. It may be necessary to share disclosed information with an appropriate third party in order to:

- Protect the interests of the learner,
- Protect the interests of society,
- Safeguard the welfare of another individual or the learner (CDETB Code of Practice 2011).

Guidance counsellors are also required to act within the Children First Act 2015 and the Withholding of Information on Offences against Children and Vulnerable Persons Act 2012. This may result in a disclosure to another relevant person or agency.

In the interest of confidentiality we ask all students to respect the “Do not disturb” sign when in use.

In instances where the issue is severe, complex or persistent the guidance counsellor will seek consultative support from the CDETB Psychological Service and the student will be referred to an appropriate outside agency (in line with Ethical Practice Guidelines for CDVEC Guidance Counsellors and Psychologists, Sections II, IV & VII). The guidance counsellor will not divulge information to third parties without the knowledge of the student concerned.

**Appointments**

Students can make appointments directly with their designated Guidance Counsellor by calling in to the designated Guidance Counsellor’s office (Offices are located in the Main Building) or leaving a note for the designated Guidance Counsellor under the office door.

Alternatively, coordinators can refer a student they are concerned about to the guidance counsellor. Coordinators who wish to refer a student should inform the student of the referral before engaging with the guidance counsellor. Times of availability will be posted on the Careers Notice Boards and on the doors of the Guidance Counsellors’ offices.

BCFE Guidance and Counselling Service are supported by CDETB Psychological Services.

For information on external agencies and counselling services see Appendix 1 Guidance, Supports and Counselling.

**Other Resources:**

You may also find some of the Ted Talks on mental health useful. There is a wealth of u-tube clips on mindfulness, relaxation & stress management that can be easily accessed.

You can find many free apps on-line to help with these issues too e.g. Headspace. Ballyfermot Library has a very good section of books on mental health & wellness as do most local
HSE Counselling in Primary Care
The Counselling in Primary Care is a service for medical card holders, who are 18 years of age or over, and who want help with psychological problems that are appropriate for time limited counselling in primary care. It is for people with mild to moderate psychological difficulties and is accessed through your GP. It is a short-term counselling service that provides up to 8 counselling sessions with a professionally qualified and accredited Counsellor/Therapist. The service is suitable for people who are experiencing certain difficulties such as:

- depression
- anxiety
- panic reactions
- relationship problems
- loss issues
- stress

If you find yourself in a crisis you can visit your GP or local Accident and Emergency Department.

Bullying

Mutual Respect and Dignity
BCFE is committed to promoting dignity and respect of the individual, and facilitating the right of every student and teacher to study and work in an environment which is free from harassment, intimidation or bullying.

Definitions:
- Bullying is defined as repeated physical, verbal or psychological aggression by an individual or group against others.
- Cyberbullying is bullying through the Internet or mobile phone and often through social networking sites.
- Sexual Harassment is defined as unwanted and unwelcome conduct which could reasonably be regarded as gender-based or sexually offensive, humiliating or intimidating.
- Ethnically-based harassment is defined as unwanted and unwelcome conduct based on a person’s ethnicity, which is offensive to the recipient, and which might threaten a person’s security or create a stressful, hostile or intimidating work or study environment.

What to do if you feel you are being bullied, harassed or intimidated:

Informal approach
Any student who feels they are being subjected to offensive, harassing or bullying behaviour should first try to make it clear to the alleged bully that their behaviour is unwanted. They should keep a record of the unacceptable behaviour, of their request for it to stop, and of the alleged harasser’s response. If an alleged victim feels unable to confront the person or feels that the incident is of a serious nature, they should approach their Course Co-ordinator or any member of staff for assistance to bring about an early resolution of the problem.

Formal approach
When an alleged victim has been unsuccessful in resolving a complaint informally, a formal complaint should be made in writing to one of the College Deputy Principals or the Principal. All formal complaints will be fully investigated.

- The rights of both the complainant and the alleged harasser will be respected and every effort will be made to safeguard confidentiality.
- The complainant and the alleged harasser will be informed of the outcome of the investigation. The College will take action as deemed appropriate. Counselling will be made available to both parties when deemed necessary or desirable.
• Retaliation against a complainant is a serious disciplinary offence, as is making a malicious complaint.
• All participants are expected to maintain confidentiality during the process of investigation.

Student Grants and Assistance

Student Universal Support Ireland (SUSI)
BCFE is an approved college for maintenance grants. Currently, all our QQI Level 5 & 6 courses as well as our HNDs are approved courses. Unfortunately, maintenance grants are not paid for top-up degree courses in BCFE.

Students apply for Susi grants on-line at www.susi.ie there is a wealth of information on grants on the following websites;
www.susi.ie
www.studentfinance.ie/
www.citizensinformation.ie/en/
SUSI Helpline: 0761 08 78 74

For students in Colleges of Further Education/PLC courses only the maintenance grant will be paid to eligible students. As there are no tuition fees in these colleges a fees grant is not paid. The maintenance grant does not cover the cost of registration or examination fees. In order to be fully registered as a student of the college and therefore eligible for the maintenance grant students must have paid this contribution fee in full.

To qualify for a maintenance grant, you must fulfill the conditions of the scheme as regards:
• Means
• Nationality and Immigration Status
• Residence

We would also encourage you to use the Eligibility Reckoner on the SUSI website where you can quickly and easily self-assess whether you may be entitled to a grant prior to making your application. See https://susie.ie/eligibility/plc-student/ for further information. Students who are eligible for the maintenance grant will be exempt from the PLC participant contribution (Euro 200 government levy).

Payment

The maintenance grant is paid directly into the students’ bank account each month (over a 9 month period) and is available to fully registered PLC students who are progressing from one level to the next. There is a list of payment dates on the SUSI website.

Progression

To be eligible there are detailed conditions about the level of the course you are attending; whether you have attended a course at the same level already; and whether the course represents progression from your previous studies. In general, you will not get a grant for repeating a year or attending a course at a level that does not represent progression from previous studies. However, 'second chance students' may be eligible for a grant. There is a maximum of 3 years funding in total at PLC level.

Since 2009/10 students participating in BTEA and VTOS are no longer eligible to qualify for receipt of PLC Grants.

For more details on SUSI application see Appendix 1 Guidance, Supports and Counselling.
BCFE Hardship Fund:
Students experiencing extreme financial difficulty should apply directly to the Principal, Maureen Conway.

Vocational Training Opportunities Scheme VTOS

Aims:
- To give unemployed people education and training opportunities
- To prepare people for paid employment or to further opportunities leading to paid employment.

Applications to VTOS:
- Complete online course application form (www.bcfe.ie) and attend for interview.
- Pay course deposit when an offer of a course place is received.
- Enrol with the Course Co-ordinator on Registration day during the first week in September.
- Register with the VTOS Co-ordinator after enrolling with the Course Co-ordinator.

Applications:
Aged 21 or over, at least 156 days on benefit

Eligible categories include:
- Job Seeking Allowance
- Job Seeking Benefit
- One Parent Family Payment
- Disability Allowance
- Disability Benefit
- Invalidity Pension
- Blind Person Allowance
- Deserted Wife's Allowance
- Deserted Wife's Benefit
- Widow/er's non-contributory pension
- Widow/er's contributory pension
- Widow/er's non-contributory pension
- Widower's non-contributory pension
- Widow/er's contributory pension
- Invalidity Pension
- Prisoner's wife allowance

Registration
- Registration takes place on enrolment day in early September
- Completed Forms include SW, CDETB Set-up, Registration, Travel, and Childcare
- A bank account is required

Benefits:
- Retain full SW Benefits and all Secondary Benefits
- Meal and travel Allowances
- No course fees
- Book loan scheme & basic course materials
- Childcare crèche allowances (Limited)
- Grant paid over summer holiday (Subject to conditions)
- CAO fees paid
- Part time work permitted (20 hours limit)

Payments:
- Commences in mid-October
- Lodged in bank a/c on Thursday/Friday every week

Funding:
VTOS is operated through local Education and Training Boards and is aimed in particular at unemployed people who are early school-leavers.

Duration:
Students are allowed to remain on VTOS scheme for 2 years. If your course is longer than two years
duration, you may transfer to the BTEA scheme to complete your course. The BTEA application is made through your local SW office.

**Coordinator**

Frank C Kenny  
Queries can be made during VTOS office times.  
Email: vtos@bcfe.ie  
Text: 087-2363139

**Supports**

**Disability Advisory Service**
If you have any queries relating to disability you can contact Grainne Delahunt 0866064450, Disability Officer, who attends the college one day a week.

Students with special needs are advised to contact the disability officer at the beginning of the college year to arrange appropriate support services and examination facilities.

**International Students**
There is an International Students Liaison Service in the college. If you have any queries, contact Anna Gacquin, International Students Liaison Officer in the Main Building.

**Students Union**
There is a Students’ Union in the college. The union can be contacted at the Students’ Union office opposite Room 25 in the Main Building.

**Accommodation**
An accommodation list is available from the Main Office.
Academic Information

Awarding Bodies
The college offers a wide variety of courses and there are a number of different awarding bodies. The majority of courses are validated by either of two awarding bodies.

QQI
QQI (Quality and Qualifications Ireland) is a state agency established by the Quality Assurance and Qualifications (Education and Training) Act 2012.

BTEC
BTEC awards are owned and regulated by the UK awarding body Pearson, [www.pearson.com](http://www.pearson.com)

Degree Programmes
There are additional supplementary handbooks for students who are on the BA MPM degree programme and the BA degree programmes in Visual Media and these handbooks set out academic information and regulations relevant to those courses only.

Course Structure

General
Each student embarking on a college programme of study will study a number of modules which relate to the career area you have chosen. Class teachers will outline the modules relevant to your particular course during your induction period. Your programme is a combination of theory and practice where you will be encouraged to find information for yourself, to develop your skills in communication and teamwork. You will work in groups on some assignments and do others individually. The programme emphasises the fact that you must be actively involved in your own learning through a variety of activities. Assignments will be set which will help you to develop skills and see knowledge as an integrated whole.

QQI Course Structure:
QQI awards are normally achieved in one year. They are composed of a minimum of eight modules. Certain modules will be specific to the vocational area and there will be a Work Experience module included. QQI courses are moderated by approved External Authenticators to ensure national standards are met.

BTEC Course Structure
Higher National Diploma and National Diplomas (HNDs & NDs) will normally have 16 modules studied over two years. All BTEC courses are moderated by an external verifier. The standards verifier will usually visit the college in an academic year and will meet with some of the students on the course.

Class Teacher
A class teacher will monitor the progress of the group and of individual students. At induction your class teacher will explain the organisation of your particular course.

Timetable
During the year you will have periods when you are not timetabled for formal classes. These periods allow you time for research, reading and completion of assignments. Organising your time is an important skill which enables you to get the most out of your programme.
Progression

Regulations
In common with all educational institutions, the college has regulations governing the progression of students from one year to another and from final year to graduation. In general terms all modules must be successfully completed before a student can progress. Regulations on completion and progression are contained in the Appendix 5 Completion and Progression section of this handbook.

A student does not have an automatic right to repeat assessments nor does a student have a right to defer a college place without prior college approval. Students should keep in contact with their teachers so that problems can be anticipated and solutions sought at an early stage.

QQI Progression
The following information is important for students who have already completed some QQI Level 5 Modules;

The following Universities & ITs require a QQI Level 5 Major Award in one sitting, i.e. You have one academic year to complete all 8 modules in order to meet the minimum entry requirements for courses in these colleges.

- Athlone Institute of Technology
- St Angela’s College, Sligo-Nursing & related courses
- University College Cork (NUI)
- Dublin Business School & DBS School of ARTS
- Dublin City University
- Dun Laoghaire Institute of Art Design and Technology
- University College Dublin (NUI) - Nursing & related courses
- National University of Ireland Galway
- University of Limerick
- Letterkenny Institute of Technology-Nursing, Social Care, Child Care & related courses, also Pharmacy Technician
- Maynooth University (NUI)
- Mary Immaculate College of Education
- St. Patrick’s College Pontifical University
- St. Patrick’s College Drumcondra- now incorporated into DCU
- Shannon College of Hotel Management
- Trinity College, Dublin
- Waterford Institute of Technology -Nursing & related courses
- DIT will accept a combined Level 5 Cert but it must be on One Certificate not two separate Certs.
- National Counselling Institute of Ireland

Students can present a Level 5 Award with combined subjects over several years for colleges not listed above. It is the student’s responsibility to contact QQI & request a single certificate combining their results- PPS number required.
For further information please see http://www.cao.ie/index.php?page=fetac_search

HEAR & DARE – Assistance with Progression

Both of these schemes pertain to CAO applications.

DARE
Disability Access Route to Education (DARE) is a third level alternative admissions scheme for school-leavers whose disabilities have had a negative impact on their second level education/Leaving Cert.
DARE offers reduced points places to **school leavers** who as a result of having a disability have experienced additional educational challenges **in second level education**. (It does not apply reduced points to PLC or Further Ed. Qualifications).

For more information on DARE see **Appendix 1 Guidance, Supports and Counselling**

**HEAR**
The Higher Education Access Route (HEAR) is a college and university scheme which offers places on reduced Leaving Cert. points and extra college support to school leavers from socio-economically disadvantaged backgrounds who are resident in the Republic of Ireland. HEAR is an admissions scheme to help students who may not traditionally go on to third level.

For more information on HEAR see **Appendix 1 Guidance, Supports and Counselling**

**Programme Completion**

**Course Deferral**
A written application requesting permission to defer the programme to the following academic year must be made to the Principal before 31st August. The student must provide evidence of meeting entry requirements. There is no automatic right to deferral. Each case is examined on its merits.

**Delayed Programme Completion**
Delayed Programme Completion may arise where a student has registered for a programme but does not complete the programme. When a student becomes aware that s/he will not complete the current year, s/he may apply to delay completion of the programme to the following year.

There is no automatic right to a delayed programme completion. A written application must be made to the principal explaining the specific circumstances. Each case is examined on its merits. Permission will not be granted to delay completion for more than one year.

Students recommencing are liable for full course fees.

**Repeating a year**
In certain cases, at the end of an academic year, a student who has not completed the programme may apply to repeat the year. There is no automatic right to repeat. Each case is examined on its merits.

Students recommencing are liable for the full course fees.

**Course Participation**

**Participation in programmes**
Students registering in the college are full-time students. Full participation in your course is a requirement and all courses involve elements of teamwork in which your contribution is necessary to your success on the course. Continuous assessment is an essential feature of all the college courses and this requires full participation. Courses are demanding and success is dependent upon commitment and hard work.

Every course/activity requires a commitment to attend all parts of the programme on offer fully and punctually. Any student unable to fulfil this commitment may be required to leave the course/activity.

Students who have been absent without satisfactory explanation for fifteen days will be deemed to have opted out of the course. In general a minimum of 75% attendance is required. Re-affirmation of enrolment can occur only with the permission of the principal.
Unsatisfactory Participation in programmes
The policy of the college is to address unsatisfactory attendance in consultation with the student.

Part Time Jobs
Students registering in the college are full time students. Courses are demanding and success is dependent upon commitment and hard work. Working long hours at part-time jobs can interfere with the quality of course work. More than 11 hours at a part time job is considered to be excessive.

Work Experience
Work Experience is an important part of many courses. The arrangements for different courses will vary but in general work experience will cover a block of 2 to 3 weeks. Students are encouraged to find their own work placement but assistance will be given by college staff if necessary. The work placement must be with an employer appropriate to the course. A minimum of 10 days’ work experience is required for QQI courses.

Assessment

Assessment in General
Continuous assessment is an essential part of all courses. Your class teacher will explain the particular arrangements that apply to your course at induction.

Most assessment is locally devised and graded with internal cross-moderation and external moderation. Student guidelines for examinations are contained in Appendix 4 Examinations section of this handbook.

On the successful completion of your course you will be awarded a certificate of achievement. There is an overall grade awarded for some courses and this will be explained at induction.

Plagiarism
If a student presents another’s work as their own without due acknowledgement, it is considered to be plagiarism. In common with other academic institutions the college sees plagiarism as a serious matter and students who have presented work which is plagiarised may not be permitted to continue on the course. Teachers will explain to students how legitimate use can be made of other authors’ ideas.

Plagiarism can arise from actions such as:

- Copying another student’s work
- Representing someone else’s work as your own
- Quoting directly, without acknowledgment, from books, articles, or other sources, either in print, recorded or other sources
- Giving incorrect information about the source of a quotation
- Paraphrasing, with acknowledgment of the author(s)

Students responsibility
It is each student’s responsibility to ensure that they do not commit plagiarism. Students can ensure the integrity of their work by seeking advice from course co-ordinators, teachers and literature available.

Project work
- Students should retain copies of their own work
- All work produced for the college remains the property of the college.
- Any work undertaken by students for outside clients that uses any college resources or the
college name must be approved in advance by the principal. The work will remain the property
of the college.

**Deadlines**
All assignments will have a date for completion and submission.
Please see the college calendar in relation to the completion of first semester assignments. Allowances will
be made in exceptional circumstances.

When a student is aware in advance of a reason for non-submission by the deadline s/he can apply in
writing for an extension. In exceptional circumstances a revised deadline can be agreed in writing.

Where a student has missed a deadline with no advance notice, the grade is deemed a fail (pending action
by the student).
Where group work is involved, teachers may stipulate in advance the outcomes for a given assignment
where there is a lack of performance by an individual.

**Assignment submission**
It is the policy of the college that teachers should only take in assignments for their own course. There is
no guarantee that an assignment that is not handed in to the designated teacher will be accepted or
graded.
Students must keep a back-up copy of work submitted for assessment.

**Grading**

**QQI Grades**
Your performance in each module is graded as pass, merit or distinction.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Code</th>
<th>Minimum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinction</td>
<td>D</td>
<td>80% - 100%</td>
</tr>
<tr>
<td>Merit</td>
<td>M</td>
<td>65% - 79%</td>
</tr>
<tr>
<td>Pass</td>
<td>P</td>
<td>50% - 64%</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>U</td>
<td>Below 50%</td>
</tr>
</tbody>
</table>

Your grades are not final or official until they have been approved by the QQI grades approval board,
following external authentication in May. Final results are usually available in the College by mid-July.
QQI have an appeals procedure in place. Details of the appeals procedures are contained in Appendix 3
Appeals section of this handbook.

**BTEC Grades:**
BTEC Grades are determined by comparing performance to criteria set out in advance for each
assignment. These criteria are called Learning Outcomes and Grade Descriptors (M1, M2, M3, D1, D2,
D3)

**Pass:**
Students who achieve all the Learning Outcomes of a unit will achieve a Pass grade for the unit.

**Merit (M1, M2, M3)**
Students who achieve a Pass grade plus M1, M2 and M3 will achieve a Merit grade for the unit.

**Distinction (D1, D2, D3)**
Students who achieve a Merit grade plus D1, D2 and D3 will achieve a Distinction grade for the unit.
**Referral**
The performance in the assignment does not reach pass standard in all areas but can be improved or reworked in certain aspects to achieve a pass. The student must resubmit within an agreed time.

**Fail**
The student has not submitted work within the time allowed or the performance is so far below pass standard that a complete reassessment of the relevant outcomes is necessary.
Appendix 1 Guidance, Supports and Counselling

Progression Routes

We recommend the following websites for researching progression routes:

- www.cao.ie
- www.qualifax.ie
- www.qqi.ie
- www.ucas.co.uk
- www.careersportal.ie
- www.findacourse.ie
- www.eunicas.com

Students taking a QQI Level 5 course may apply to:

1. Irish Universities and ITs through the CAO using the QQI CAS points system,
2. Related courses in UK universities through UCAS or
3. Higher National Diploma (HND) courses or QQI Level 6 Courses in BCFE/other FE colleges.

Students are advised that this is a competitive process. All students under 23 must meet the minimum entry requirements of the course they are applying to.

Students taking a HND may apply for:

1. Advanced entry to related courses in individual ITs here in Ireland,
2. Advanced entry or top-up degrees in related courses in UK universities through UCAS
3. Top up degrees in Colleges of Further Education here in Ireland.

Students are advised that this is a competitive process.

You may find the following websites useful in your job search;

- www.irishjobs.ie
- www.recruitireland.ie
- www.intreo.ie
- www.monster.ie
- www.itshappeninghere.ie
- www.careers-register.com
- www.economistjobs.com
- www.osborne.ie
- wwwfinancejobs.ie
- www.hays.ie
- www.firstaff.ie
- www.betterjobs.ie
- www.headhunt.ie
- www.hrm.ie
- www.irishrecruitment.ie
- www.irishjobs.ie
- www.reedglobal.ie
- www.hoteljobs.ie
- www.noel.ie

Useful Apps for Jobseekers to download

- Jobseeker App for iPhone & Android
- EURES Jobs for iPhone
- Monster.ie App for iPhone and Android
- LinkedIn App for iPhone and Android
- Find a Job Ireland app for iPhone
Agencies and counselling services
On occasion it may be of benefit for students to seek advice and support from external agencies or helplines. The list below is not a recommended listed. It is merely a list of agencies and services that students have accessed in the past.

- AWARE (supporting those with anxiety or depression): 1890 303302
- Samaritans (24 hr listening service): 1850 609090
- GROW (supporting those with depression): 1890 474474
- Headstrong: 01 4727010
- Schizophrenia Ireland Helpline: 1890 621631
- Spunout: www.spunout.ie
- Alcoholics Anonymous: 1890 412412
- Gamblers Anonymous: 01 8721133
- Narcotics Anonymous: 01 6728000
- Alcohol Treatment Unit (Baggot Street Community Hospital): 01 6607838
- Bodywhys (support for those with Eating Disorders): 1890 200444
- Outhouse: 01 8734932
- Belongto.org: 01 8734184
- GLEN (Gay & Lesbian Equality Network): 01 6728650
- TENI (Transgender Equality Network Ireland): 01 8734932
- Console: 1800 201 890, Console Suicide Helpline; 1800 247 247
- 1Life Suicide Helpline: 1800 247 247
- Citizens Information: 0761 075000
- MABS: (Money Advice Bureau) 0761 072800
- St. Vincent De Paul: 01 8550022
- FLAC (Free Legal Advice Centres): 1890 350250
- Treoir (Information for unmarried parents): 01 6700120
- Walk in my Shoes Helpline: 01 2493555

The following offer counselling services free of charge or at discounted rates to students:

- Pieta House (Tallaght): 01 6200020
- Pieta House (Ballyfermot): 01 6235066
- Jigsaw (Clondalkin): 01 5380087/086 0446172
- Jigsaw (Tallaght): 01 4649350
- Jigsaw (Ballyfermot): due to open late 2016
- Loreto Centre: 01 4541078
- The Village Counselling (Killinarden Enterprise Park): 01 4664205/ 087 9049497
- St. Catherines Counselling Service (Tallaght): 01 4513076
- Crannog Counselling (Tallaght): 01 4524000
- Dublin Counselling and Therapy Centre: 01 8788236
- Believe Counselling (Tallaght): 086 7371737
- The Voyage Counselling (Bawnogue): 086 0424981
- PCI Counselling Service (Clondalkin): 0818 555 450
- ARC: (Supporting those effected directly or indirectly by Cancer): 01 7078880 or 018307333
- Oasis Counselling (Ballyfermot): 01 6268519
- Oasis Counselling (Brookfield): 01 4620012
- Rape Crisis Centre: 1800 778888
- National Counselling Service: 1800 477477
- Insight Matters Counselling (specialise in gender issues): 01 8910703 or 085 2031487
- WOVE (Women Overcoming Violent Experiences): 085 1620257
- AMEN: 046 9023718
Ruhama: 01 8360292,  
Crosscare, Drumcondra & Blanchardstown, Free Drug & Alcohol Counselling Service: (01)8360911  
Hesed House: 01 4549474,  
One Family: 01 6629212,  
Cherry Orchard Health Centre: 01 6206300,  
Community Services Centre: 01 4155700,  
Dean Clinic Lucan (via GP): 01 2493535,  
Dean Clinic Capel Street(via GP): 01 8783848  
This is not an exhaustive list but provides contact details of some services and agencies in the catchments area. Nor is it a recommended list.  
AWARE run a young person’s group weekly. The group meets every Thursday evening at 7.30 in 72, Lower Leeson Street in Dublin city centre. The Aware Life Skills Programme is an on-line course to promote good mental health and resilience. See www.aware.ie/life-skills.

SUSI How to apply

All student grant applications will be made through SUSI (Student Universal Support Ireland), the online student grant application facility; www.susi.ie. Students should only submit one application. This covers both PLC courses and third level courses/Higher Education. There is no need to submit separate applications.

- **Opening Date:** This online application system opened in April 2016.
- **Closing Date:** The closing date for the prioritising of renewal applications is **6 June, 2016** and for new applications is **8 July, 2016**.
- Late applications are accepted but processing will be delayed and are not guaranteed.
- You will need to create a SUSI online account. You will find guidelines on the website.
- Make sure you fill in the grant application form correctly and without leaving empty spaces. Familiarise yourself with all relevant information about student grants and read the Guidance Notes available online before completing an application form. Make sure you use the correct PPS No.
- Delays can be caused if all relevant documentation is not attached. Bear in mind that there can be significant delays in processing grants. Therefore budget carefully before grant money is paid.
- Students who are progressing to the next year of their course must renew their grants and SUSI will be writing to students who received grant funding for the 2016/2017 academic year in the spring/early summer.

Course Acceptance Form

When you have accepted a place on an **approved FULL-TIME Post-Leaving Certificate (PLC) course in BCFE for 2016** you will need to return a course acceptance form to SUSI. This should be done online by logging into your SUSI Account and clicking the FCA link. Complete the on-line FCA form. You will need the following information to hand to complete your final course acceptance form (FCA):

- Your unique username and password for your SUSI account.
- Your Course code and full title of course
- The full name of the college you will attend
- Your application number (this will be on all correspondence you received from SUSI)
SUSI Website www.susi.ie/

You will find the following Quick links on the SUSI homepage useful:

- Grant Thresholds and Awards
- Important Notes for Grant Applicants
- Application Form Guide 2016/17
- Change in Circumstances
- Complaints
- Compulsory Field Trips
- Credit Union List 2016
- Final Course Acceptance (FCA) Form
- Online Tracker
- Payments
- Repayments
- Renewal Applications
- Reviewing your grant decision
- Appealing Your Grant Decision
- Self Employment, Farming or Rental
- Special Rate Awards
- Submitting your documents
- SUSI Forms
- SUSI Grant Process
- Glossary A-Z

If you are not happy with your grant decision from SUSI then you can review it or appeal it on-line.

HEAR & DARE
Both of these schemes pertain to your CAO application.

DARE
Disability Access Route to Education (DARE) is a third level alternative admissions scheme for school-leavers whose disabilities have had a negative impact on their second level education/Leaving Cert. DARE offers reduced points places to school leavers who as a result of having a disability have experienced additional educational challenges in second level education. (It does not apply reduced points to PLC or Further Ed. Qualifications). DARE requires applicants to have an Educational Statement that covers at least the three most recent years that they spent in secondary education.

DARE applies to CAO applicants under the age of 23 as of 1 January 2017. Applicants to DARE can present with an Irish Leaving Certificate, A-Levels and other EU qualifications. To be eligible for DARE you must meet both the DARE evidence of disability criteria and DARE educational impact criteria.
18 colleges/Higher Education Institutes participate in DARE. Each participating college and university has a reserved number of places to offer eligible DARE applicants at lower or reduced Leaving Certificate points. The applicant must also, like all other applicants applying to college, meet the minimum entry requirements and any specific course requirements before being considered for a DARE reduced points offer.

Eligibility for DARE carries forward for one year provided that you:
- Apply to CAO by 17:15 on 1 February 2017.
- No later than 17:15 on 1 March 2017, disclose your disability and/or specific learning difficulty in your CAO application and fully and correctly complete Section A of the Supplementary Information Form (SIF). You must answer YES to Question 1 (‘do you wish to be considered for DARE?’) on Section A of the fully completed SIF by 17:15 on 1 March 2017.
- Supply your correct 2016 CAO number under Question 1(b).

You will find more detailed info at http://accesscollege.ie/dare/. There is a useful application video on the website also.

**HEAR**

The Higher Education Access Route (HEAR) is a college and university scheme which offers places on reduced Leaving Cert. points and extra college support to school leavers from socio-economically disadvantaged backgrounds who are resident in the Republic of Ireland. HEAR is an admissions scheme to help students who may not traditionally go on to third level.

The scheme does not apply reduced points to PLC/Further Ed. Qualifications students unless they are applying to the CAO using their Leaving Cert. points rather than their QQI/FETAC points.

HEAR Applicants must meet a range of financial, social and cultural indicators to be considered for a reduced places point and extra college support.

The applicant must also meet the minimum entry requirements and any specific programme requirements before being considered for a HEAR reduced points offer. The reduction in points for HEAR places varies every year.

Eligibility Criteria are considered in combinations of the following: Low Income, Medical Card, Social Welfare, Socio-Economic Grouping (based on occupation and employment status), Attendance at a DEIS School, Geographical Area of concentrated disadvantage.

When completing a HEAR application, applicants will receive online prompts requesting that they submit specific documentation to support above indicators. Applicants will receive a supporting document checklist at the bottom of the application form. The supporting document checklist will list what documents they need to submit to the CAO to complete their HEAR application. The checklist is based on the answers given in Section 7 of the online HEAR application form.

Eligibility for HEAR carries forward for one year provided that you:
- apply to CAO by 17:15 on 1 February 2017 and indicate that you wish to apply to the HEAR scheme by 17:15 on 1 March 2017
- supply your correct 2016 CAO number
- 

In the event of being offered and accepting a HEAR place carried over from the previous year, you will be required to provide the original documentation, copies of which accompanied your previous HEAR application.

You will find more detailed info at http://accesscollege.ie/hear. There is a useful application video on the website also.
Appendix 2 Referencing

Harvard Style

A brief introduction to Citation and Referencing

As part of your coursework you will be asked to produce reports, essays and other written texts. It is important to record the details of all the sources of information, (such as books, newspaper articles, films, documentaries, web pages and web sites etc.) that you use to produce these written assignments. This record will help you when referencing sources in your written work. You must reference sources twice:

1. when the source is first referred to within your text,
2. when compiling either a reference list or bibliography.

Citation or referencing within texts

You need to cite the sources for every quotation, statistic, opinion, concept or idea that is not your own. Short quotations of no more than three lines or 20-25 words, may be incorporated into your texts and enclosed by quotation marks as follows:

Example: Short quotations

Edward Said (1987:5) has argued that ‘ideas, cultures, and histories cannot seriously be understood or studied without their force, or more precisely their configurations of power also being studied.’

Longer quotations should be entered without quotation marks, as a separate paragraph, indented on both sides with single line spacing, including above and below the quote:

In media studies the term stereotype has had many different applications including as: a label which involves a process of categorisation and evaluation. Although it may refer to situations or places, it is most often used in conjunction with representations of social groups. In its simplest terms, an easily grasped characteristic (usually negative) is presumed to belong to a whole group, e.g. estate agents are insincere, devious and smooth talking.

In ideological terms, stereotyping is a means by which support is provided for one group’s differential (often discriminatory) treatment of another. (O’Sullivan et al, 2003:78) without their force, or more precisely their configurations of power also being studied.

Reference List / Bibliography

At the end of your assignment you must include the list of sources you have used. When compiling either a reference list or a bibliography, your references should be organised alphabetically according to the authors’ or editors’ surnames and adhering to the following formats:

(a) To reference a book:

<table>
<thead>
<tr>
<th>Author(s) surname(s) and first and initial(s)</th>
<th>Date of publication in brackets</th>
<th>Title italicised</th>
<th>Edition (if not the first)</th>
<th>Place of publication + colon</th>
<th>Publisher’s name + full stop</th>
</tr>
</thead>
</table>

Example: Reference to books


(b) To reference a newspaper:

<table>
<thead>
<tr>
<th>Author(s) surname(s) and first and initial(s)</th>
<th>Date of publication in brackets</th>
<th>Title italicised</th>
<th>Edition (if not the first)</th>
<th>Place of publication + colon</th>
<th>Publisher’s name + full stop</th>
</tr>
</thead>
</table>
Example: Reference to newspaper articles

(c) To reference website:

(d) To reference a web articles:

<table>
<thead>
<tr>
<th>Author(s) surname(s) and first and initial(s)</th>
<th>(Year)</th>
<th>Article Title italicised</th>
<th>[on line]</th>
<th>Available from&lt;URL &gt;</th>
<th>[Date of access]</th>
</tr>
</thead>
</table>

Example: Reference to Web article:
Appendix 3 Appeals

Appeals Procedure

Class teachers mark assignments. There is a system of cross moderation in place where the work of one teacher is monitored by another teacher to ensure standards are applied evenly. Nevertheless it may happen that a student considers that a higher grade should have been awarded.

Appeals may be made under the following headings:
- Mitigating circumstances
- Procedural errors including administrative issues
- Bias or prejudice on behalf of the examiners

Internal appeals (during academic year)

The first step for a student is to talk to the teacher concerned immediately. The teacher will normally review the work and discuss the grade with the student in the light of the criteria specified.

Stage 1.
If the student is still dissatisfied then s/he may lodge a formal appeal. The student must inform the Course Co-ordinator in writing within 72 hours of receiving the graded work. The appeal can be lodged pending the discussion with the subject teacher. The Course Co-ordinator will normally await the outcome of the discussion. If the matter is not resolved and the issue involves the quality of the work the co-ordinator will appoint a person from the teaching staff to review the work and award a grade without prior knowledge of the existing grade. (The student may be required to submit a clean copy of the work). In cases where the issue relates to rules and procedures rather than the quality of the work the course co-ordinator will make a decision on the matter. In either case the co-ordinator will communicate the appeal decision to the student in writing within two weeks of the appeal date.

Stage 2,
If the student is not satisfied then the appeal can be taken to the college BTEC/QQI Co-ordinator. The role of this Co-ordinator is to establish whether the correct procedures have been followed. Where the correct procedures have been followed, the grade stands. The BTEC/QQI co-ordinator will respond within one week of the matter being referred to him/her.

Stage 3.
The student can make a final appeal to the college appeals panel which consists of the Principal and Deputy Principals and co-opted academic expert(s). The panel will respond within two weeks of the matter being referred to the panel.

QQI formal appeals procedure
In addition, any student is entitled to appeal directly to QQI. Such an appeal can only be made on receipt of the official QQI grades. There is a QQI administration fee for such an appeal, which at the time of writing is €40 per module. Details of QQI appeals and forms are included with official results posted at the end of the academic year.
Appendix 4 Examinations

Student Guidelines for Examinations

For Examination
Please be present at the appointed location at least fifteen minutes ahead of the commencement of the examination.

Once the examination has commenced, all late candidates will be directed to a holding room and will be allowed commence 20 minutes after the commencement of the exam.

Candidates, who arrive 1 hour after the commencement of the examination, will not be permitted to sit the examination.

During the Examination
Please leave bags etc. at the designated place in the room and retain examination materials only at your desk. One soft drink (bottle) is permitted.

All mobile phones must be switched off for the duration of the examination. Headphones can only be used with permission.

If you have any questions or queries during the examination please raise your hand and wait for the supervisor to attend to your query.

If more than one script is used, your name, class and examination must clearly marked on all your scripts which should also be clearly numbered.

An Attendance Sheet will be circulated during the examination, and when handing up scripts when the examination is over.

Leaving the Examination
You may not leave the Centre within the first hour of the start of the examination. Thereafter, you may leave at 20 minute intervals.

Cheating in the Exam
Candidates may have all or part of their assessments cancelled if during examinations, they:

- Have in their possession or under their control any books, notes or papers other than stationery/equipment allowed.
- Aid or attempt to aid another candidate.
- Communicate or attempt to communicate in any way with another candidate.
- Disrupt other candidates
Appendix 5 Completion and Progression

Regulations
- A student cannot progress or graduate unless all relevant modules have been successfully completed.
- A student who has one or two modules outstanding at the date of the May Grades Meeting for the programme may, where feasible, complete the modules in accordance with the procedures set out below.
- A student who has three or more outstanding modules at the date of the May Board Meeting cannot progress or graduate in the current academic year. Such students will receive individual counselling to enable them to decide on the best course of action. (For this purpose a module is not considered outstanding if the only incomplete assessment is a final examination).
- A student is normally allowed to repeat examinations a maximum of three times. A student may not continue to attend the programme while waiting to sit repeats.

Completion Procedures
- The May Board Meeting date is the last date for consideration of student grades in the academic year. Any additional work undertaken can only be considered at the September Board Meeting as outlined below.
- Where the outstanding assignment is a project this will be completed over the summer and handed in on the specified date in late August/September.
- Where the outstanding assignment involves a class test/exam the exam will be held on the specified date in September.
- Where necessary, programme teams will hold a September Grades Meeting after the specified date for assignments.
- This will be the final opportunity for students to progress or graduate in this academic year.
- If, after the September Grades meeting, a student has not reached a pass standard, then he/she will be afforded a further opportunity to repeat/submit before the following May Grades meeting. Repeat examinations will take place as part of the May examinations.
- If the work is still considered not to have met the required standard, a final examination will be permitted the following September after which the student will be deemed to have failed the programme.

Communication
Programme Leaders will notify students of the outcome of the Grades Meeting and will ensure that the necessary documentation is in place to enable successful students to enrol/graduate.
Appendix 6 Computer Use and Network

Computer Facilities

CDETB Policy:

All students should read the document “Computer and Network Usage Policy” issued by the CDETB. All students (including night class students) are bound by this document. Registered students should sign the Student Usage Agreement. A copy of this agreement is included in this handbook for reference.

Computer information can be found on your P: Network Drive called: ‘Computing Notes for Students’

Ballyfermot College of Further Education Student Computer and Network Usage

Students who use the College/Centre’s computer and network facilities do so on the understanding that he/she agrees to abide by the City of Dublin Education and Training Board’s Computer and Network Usage Policy and by the Code of Practice outlined below. The primary purpose of this Code of Practice is to ensure that all users operate in a safe and secure environment and that the computer and network resources in the College/Centre are protected from loss, modification or destruction.

Agree:

- to accept that any behaviour considered inappropriate in the ordinary world is also considered inappropriate in the virtual world and that inappropriate behaviour in using the Internet is prohibited.
- to make no attempt to try to gain access to confidential information concerning individuals which is held on the system, “hack” into systems or interfere with the intended operation of the College/Centre’s computer and network resources and to accept that “hacking” is a serious offence under criminal law.
- not to access, download, save, create or transmit unauthorised software, “plug-ins”, games or other entertainment software (including screen savers) or save inappropriate or offensive material.
- not knowingly to perform any act which will interfere with the normal operation of computers, peripherals or networks or knowingly destroy the integrity of computer-based information.
- not to give another individual unauthorised access to my computer account and to make no attempt to access another individual’s computer files.
- not to use the computer and network facilities for unauthorised profit or commercial purposes.
- not to create or transmit any abusive, obscene, threatening, defamatory, offensive or harassing images or material or cause offence to another individual or discriminate on the grounds of gender, marital status, sexual orientation, religious or political belief, age, disability, race, colour or membership of the traveller community.
- send or store anonymous e-mail or partake in, or promote chain e-mail messages or send unnecessary files that would adversely affect computer and network resources.
- not to open e-mail attachments from unsolicited or unknown sources.
- that by its very nature, the Internet is an insecure network with no guarantee of either privacy or confidentiality for its users and that information posted on the Internet is available to a global audience.
• not to post on the Internet any personal information such as home address, telephone numbers, contact details, or other personal information about myself or any other person without the express permission of the principal/head of Centre.

• not to register or sign “visitors books” on Websites without prior permission.

• that the College/Centre may check my computer files and monitor my e-mail and Internet activities.

• to report to the College/Centre any suspected abuse of computer and network resources, or any inappropriate material or e-mail that may come to my attention as well as any suspected damage or problems with files.

• to access the Internet during the period(s) allocated to me for this purpose only.

• that should I fail to comply with any of the preceding conditions, all access privileges may be denied to me and I may be subject to other disciplinary procedures.

**Computer and Network usage Policy**

To All Staff and Students

The primary objective of the City of Dublin Education and Training Board’s (CDETB’s) computer and network resources is to enhance and support its educational, training and administrative services. These resources include hardware, software, user accounts, local and wide area network facilities as well as e-mail and internet. The CDETB is committed to providing computer and network resources for staff and student use in a manner which will facilitate their work, education and training.

Computer and network resources are powerful enabling technologies for accessing, and delivering information and knowledge. As such, they are strategic technologies for the current and future needs of the CDETB. Because these technologies give individuals the ability to access and copy information from remote sources, users must respect the rights of others, respect the integrity of the systems and related physical resources, and observe all relevant laws, rules, regulations and contractual obligations. These will include all existing CDETB regulations and policies.

This policy applies to all CDETB staff, students and to others who are authorised to use its computer and network resources whether individually controlled or shared, standalone or networked. The Policy also applies to all computer and network facilities controlled or contracted by the CDETB. These include PCs, workstations, servers, communication equipment as well as associated peripherals and software regardless of whether used for administration, teaching, training, research or other purposes. I would like to take this opportunity of wishing all staff and students in the CDETB every success in their work, education and training.

Jacinta Stewart
Chief Executive Officer
City of Dublin Education and Training Board Town Hall, Merrion Road, Ballsbridge, Dublin 4.
Tel: 6680614
Fax: 6680710
E-mail: info@cdetb.ie
General Rules

The CDETB’s computer and network resources represent a considerable investment and providing access to them is expensive. They shall not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code such as viruses, self-replicating programmes etc., pornographic text or images, or any other unauthorised materials.

Users shall not use the CDETB’s Internet connection to download unauthorised software, inappropriate or offensive material must never be downloaded onto any computer or network devise. “Plug-ins”, games or other entertainment software (including screen savers) should not be down- loaded unless approved in advance by a course teacher as class material.

Unlicensed software must not be installed on any computer or network device. Software provided by the CDETB shall be used only as part of the user’s role as a member of the CDETB staff or for educational and training purposes as a student of the CDETB.

The user agrees to abide by all copyright and licencing agreements for software entered into by the CDETB with other parties. Users shall not copy or use material created by others without acknowledgement, or, where appropriate obtain permission from the copyright owner.

Users must not jeopardise, in any way, the integrity, security, performance or reliability of the CDETB’s computer and network resources. No attempts must be made to circumvent data protection schemes, “hack” into systems or interfere with the intended operation of the CDETB’s computer and network resources. Users are warned that gaining unauthorised access to data (including programs) and/or interfering with data belonging to others are offences under the criminal law.

Users shall not use their personal devices such as PDAs, mobile and camera phones or iPods etc. to synchronise with and/or download data from the CDETB’s computer network resources. Users are forbidden to engage in unauthorized copying of data and/or software from the CDETB’s computer and network resources to removable media such as CD-RWs and USB keys.

It is not permitted to use computer and network resources for inappropriate purposes which include but are not limited to the following activities:

- Knowingly performing any act which will interfere with the normal operation of computers, peripherals or networks.
- Knowingly destroying the integrity of computer-based information.
- Deliberately wasting computer resources.
- Compromising the privacy of others.
- Granting another individual unauthorised access to your computer account or attempting to access another individual’s computer files. Each user is responsible for all activity carried out under his/her account.
- Using the computer and network facilities for unauthorised profit or commercial purposes.
- Accessing, downloading, saving, creating or transmitting any abusive, obscene, threatening, defamatory, offensive or harassing images or material.
- Causing offence to another individual or discriminating on the grounds of gender, marital status, sexual orientation, religious or political belief, age, disability, race, colour or membership of the traveller community.

Data Protection (Amendment) Act 2003

Due to the permanent nature of electronic communication, and because record keeping is often now kept electronically, such records may be demanded from the CDETB in connection with legal proceedings. Further, if any such communications contain personal data, which includes, but is not limited to, data relating to the racial or ethnic origin, the political opinions and the religious or philosophical beliefs of a person or the health or sexual life of the data subject or the commission or alleged commission of any office by the data subject, then the data subject can require the CDETB to provide copies of such communications. Accordingly, all electronic communication must be as carefully worded as other formal written correspondence.
Email
E-mail is provided for educational, training and administrative use only. Users should be aware that e-mail is neither secure nor guaranteed to be private.

Users must not send messages, including attachments, which are abusive, obscene, threatening, defamatory, offensive or harassing. Users must not partake in or promote the sending or distribution of chain e-mail messages or send unnecessary files which would adversely affect computer and network and network resources.

The CDETB accepts no liability for lost or deleted e-mail.

Users must not send anonymous e-mails. Neither may they use the e-mail address of another user to send e-mail.

CDETB Centre Websites
Students’ work should only appear in an educational context on Web pages with a notice prohibiting the copying of such work without the expressed written permission of the CDETB Centre.
Copyrighted material must not appear on any Web page without the permission of and an acknowledgement of the copyright holder.

No personal information such as home address, telephone numbers, contact details, or other personal information about a student, the student’s family or members of staff should appear with such work.

Only large college/centre group photographs should be used on the Website. No individual student photographs or images which might assist in identifying an individual should appear. No photographs of staff should appear on a Website without the informed prior approval of that staff member.

Students are not permitted to register or sign “visitor’s books” on Websites without prior permission. If a Web page is inviting contact from other internet users, a generic e-mail address must be used e.g. info@centrename.cdetb.ie

All Websites should display the following disclaimer: “The information contained in these Web pages is, to the best of our knowledge, true and accurate at the time of publication and is solely for information purposes only. The CDETB accepts no liability for any loss or damage arising as a result of use or reliance on this information.”

Any website which allows users to upload personal information such as applicants for courses should be encrypted with SSL technology.

External Websites:
Access to Social Networking websites (example: Bebo and Friendster) should be restricted as these sites permit users to upload personal comments about others. This can give rise to cyberbullying. Like any form of bullying cyberbullying is a serious matter and will be dealt with under the CDETB’s established disciplinary procedures.

Policy Enforcement:
Users should report to their Principal or Head of Centre any suspected abuse of computer and network resources, or any unpleasant material or e-mail that may come to their attention as well as any suspected damage or problems with files. Users when requested are expected to co-operate with system administrators and/or other authorised staff in any investigation of system abuse.
The CDETB reserves the right to examine any files held on its computer systems. The CDETB also reserves the right to monitor email and internet access using third party software where appropriate. Staff should be informed of the nature and extent of this monitoring as recommended by the Data Protection Commissioner.

Any user found in breach of this Policy may be liable for legal and CDETB disciplinary procedures.