

STUDENT HANDBOOK
LÁMHLEABHAR NA MAC LÉINN
2026/2027



Cardiffsbridge Road, Finglas West, Dublin 11
www.colaisteide.ie

CONTENTS

Events calendar	6
Principal's welcome.....	7
History.....	8
CITY OF DUBLIN FET COLLEGE ÍDE FINGLAS NORTHWEST CAMPUS.....	9
Campus information	10
IT building.....	10
Main building	10
Sports complex as part of main building	10
Administration offices	11
Campus administration.....	12
Health and safety.....	13
Health and safety information.....	13
Getting to City of Dublin FET College Íde Finglas Northwest Campus by public transport	14
ACADEMIC INFORMATION	15
Certification.....	16
National Framework of Qualifications (NFQ)	16
Awarding bodies.....	16
Course completion	17
Deferral.....	17
Delayed course completion.....	17
Repeating a year	17
Course organisation.....	18
Course Coordinator and Module Teachers.....	18
Timetable.....	18
Course delivery	18
Course structure	18
QQI course structure	18
Course participation	19
Work experience	19
Part-time jobs.....	19
Unsatisfactory participation on courses	19
Assessment.....	20
Assessment plan.....	20
Deadlines	20
Examinations	21
Student guidelines for examinations	21
During the examination	21
Leaving the examination.....	21
Cheating in the examination	21

CONTENTS

Grading	22
QQI grades.....	22
Appeals	23
City of Dublin FET College Íde Finglas Northwest Campus internal procedure	23
Appeals procedure	23
HEAR and DARE assistance with progression	24
DARE	24
HEAR.....	24
INFORMATION TECHNOLOGY	26
Information Technology at City of Dublin FET College Íde Finglas Northwest Campus	27
Student network and email account	27
Office 365.....	27
City of Dublin FET College Íde Finglas Northwest Campus email account	28
Email guidelines	28
Accessing your City of Dublin FET College Íde Finglas Northwest Campus email account abroad	28
Termination of your City of Dublin FET College Íde Finglas Northwest Campus email account.....	28
One Drive	29
OneDrive	29
Virtual Learning Environments	29
Moodle	29
Turnitin.....	29
Help	29
Guidelines for communicating online.....	30
Think twice before you comment/post!.....	30
Accuracy, respect, ethical and legal responsibility	30
Student laptop loan scheme	31
STUDENT GUIDANCE COUNSELLING AND SUPPORT SERVICES	32
Guidance counselling	33
Guidance counselling team at City of Dublin FET College Íde Finglas Northwest Campus.....	34
Confidentiality	35
External agencies and counselling services	36
Active Consent*	38

CONTENTS

Your wellbeing	39
How to maintain positive wellbeing.....	39
HSE counselling in primary care CPSI.....	40
How can you contact the DSO?	40
Who does the Disability Support Service (DSS) support?.....	40
How do I register with the DSS?	41
Can you get exam accommodations?	41
Grants and assistance	41
Back To Education Allowance (BTEA)	41
ACADEMIC LEARNING PLANNING	42
Assignments	43
Assignment submission guidelines.....	43
Assignment briefs.....	43
Filenames	43
Back up your work	43
Assignment cover sheet	44
Presentation within the document	44
Note taking.....	45
Further tips to effective learning	45
Mind maps	46
SMART goals	47
POLICIES AND PROCEDURES.....	48
City of Dublin FET College Íde Finglas Northwest Campus policies and procedures	49
Student to student complaint procedure	50
Student computer and and network acceptable use policy	55
Guidelines on administration of medicines in an emergency	57
City of Dublin FET College Íde Finglas Northwest Campus student participation policy 2026/2027.....	61

EVENTS CALENDAR

2026

Aug 31st	Mon	Teaching Staff report for duty and session commences
Sep 14th- 15th	Mon-Tue	Induction
Sep 16th	Wed	All Classes commence
Oct 26th	Mon	Bank Holiday (all classes closed)
Oct 27th	Tue	Mid-Term Beginning Day
Oct 30th	Fri	Mid-Term Finishing Day
Dec 4th	Fri	College closed
Dec 14th	Mon	Examinations begin
Dec 22nd	Tue	Final day of school term before Christmas

2027

Jan 6th	Mon	Classes resume after Christmas
Feb 1st	Mon	St Brigid's Day (Bank Holiday)
Feb 15th	Mon	Mid-Term Beginning Day
Feb 19th	Fri	Mid-Term Finishing Day
Mar 17th	Wed	St. Patrick's Day
Mar 19th	Fri	Final day of school term before Easter
Apr 5th	Mon	Classes resume after Easter
Apr 26th	Mon	Examinations Start
Apr 30th	Fri	Final submission of QQI assignments
May 3rd	Mon	Public Holiday
May 7th	Fri	Examinations End
May 27th	Thu	Graduation
June 4th	Fri	Final day of school before State examination

PRINCIPAL'S WELCOME

FÁILTE ÓN bPRÍOMHOIDE

I would like to welcome you to City of Dublin FET College Íde Finglas Northwest Campus and to wish you the very best of luck for the academic year 2026/2027

City of Dublin FET College Íde Finglas Northwest Campus is a constituent college of City of Dublin Education and Training Board and is one of Ireland's leading providers in Further Education and Training. We offer over 40 programmes across a range of levels, including Post Leaving Certificate (PLC) programmes at QQI Levels 4, 5 and 6, as well as Apprenticeships and Traineeships. Other major awarding bodies include, Accounting Technicians Ireland, ITEC and NCEF.

Programmes are available on a full- and part-time basis. They are funded by SOLAS. The Susi grant is also available to eligible learners who pursue full time programmes.

Our full-time programmes provide strong progression pathways to Universities and Higher Education Institutes via the CAO, with some offering advanced entry options. Many of our learners also progress to Higher Education opportunities in the UK through UCAS and across Europe through UNICAS.

Our learners have achieved success at local, national, and international levels. With a dedicated team of professional staff, we deliver high-quality education in a supportive, caring, and friendly environment that prepares learners for both employment and further study.

The college offers 50 Erasmus+ learner mobility places annually to Italy, France, and Spain. These international placements provide students with valuable learning and work-based experiences abroad, helping to build essential skills and global competencies

Conveniently located in Finglas, our campus is easily accessible by public transport.

Visit our website at www.colaisteide.ie for the latest updates on courses, open days, news, and events. Follow us on social media to stay connected with everything happening at City of Dublin FET College – City of Dublin FET College Íde Finglas Northwest Campus.

Start your journey today – Create your Future with us!

Jean FitzGerald

Principal

City of Dublin FET College Íde Finglas Northwest Campus

INTRODUCTION TO CITY OF DUBLIN FET COLLEGE ÍDE FINGLAS NORTHWEST CAMPUS

History

Governance and Leadership in City of Dublin FET College Íde Finglas Northwest Campus

City of Dublin FET College Íde Finglas Northwest Campus is a constituent college of the City of Dublin Education and Training Board (City of Dublin FET). City of Dublin is the patron of the College, as laid down in the Education and Training Boards Act 2013. The key elements of City of Dublin FET's vision and mission are the development of the individual as a valued member of society, and the inclusive nature of courses and their openness to all, particularly anyone disadvantaged by social exclusion, marginalisation, location or disability. The ability to be innovative and flexible in responding to the needs of individuals and society and a commitment to working in partnership with all relevant stakeholders will underpin the delivery of the vision and mission.

Board of Management

City of Dublin FET College Íde Finglas Northwest Campus is governed by a Board of Management (BOM), which is made up of representatives of the City of Dublin FET, the local business community, educational representatives, teachers and learners. The Board of Management serves for three years. Each year two learners – one male, one female – are chosen from our pool of Student Representatives to sit on the Board of Management to represent learners' interests. We encourage you to put yourself forward for these roles. The BOM has as its remit the management of City of Dublin FET College Íde Finglas Northwest Campus on behalf of the City of Dublin FET, in accordance with relevant legislation; Department of Education and Skills circulars, guidelines and procedures; and any policies or strategies that the City of Dublin FET may establish regarding the operation of its schools. Our BOM aims to provide direction and oversight for City of Dublin FET College Íde Finglas Northwest Campus while ensuring that the rights of all members of the City of Dublin FET College Íde Finglas Northwest Campus community are upheld and that City of Dublin FET College Íde Finglas Northwest Campus is accountable in its operations.



01.

CITY OF DUBLIN FET COLLEGE ÍDE FINGLAS NORTHWEST CAMPUS

CAMPUS INFORMATION

The College Campus is made up of two buildings. Courses are scheduled across the two buildings, however certain courses are generally housed in specific areas as follows:

Main building

- Principal's Office
- Deputy Principal's Office
- PLSS Office
- Leargas Office
- Admissions Office, General Office
- Study Skills Centre
- Student Support Office
- Culinary Arts
- National Commis Chef Apprenticeship
- HealthCare
- Childcare
- Accounting Technician Apprenticeship / PLC
- Science / Forensics
- Childcare Suite
- Moodle Office Science Lab
- Multi-Sensory Room

IT building

- Business Tourism Travel and Airline Studies
- Fashion and Games
- Art and Design
- Computing
- CyberSecurity
- Men's Grooming Traineeship
- Beauty Therapy Traineeship / PLC
- Guidance Counsellors Offices
- ATI Apprenticeship Mentors Office
- Leargas Co Coordinators Office
- Traineeship Office - Travel and Tourism and Beauty

Sports complex as part of main building

- Dublin City Council Sports and Recreation Traineeship and Office
- Personal Training and Sports Nutrition Traineeship and Office
- Sports and Leisure Management
- Sports and Leisure Management Soccer
- Personal Trainer and Group Fitness Instructor
- Pre University Physiotherapy Office and Physiotherapy Work Experience Clinic
- Gyms
- Aerobic Studio
- Sports Reception
- All Weather Football Pitches

CAMPUS INFORMATION

Administration offices

There are two administration offices in City of Dublin FET College Íde Finglas Northwest Campus – one located in the Main Building and one in the Sports Complex. Both offices are open for learner queries from

9.00-1.00pm and 2.00 – 3.30pm daily. All learner forms (e.g. Social Welfare, Grant Forms etc.) and requests for letters must be left in either the Main office, or the Sports Complex office, in person two days in advance. ID cards must be presented when collecting forms and/or letters.

City of Dublin FET College Íde Finglas Northwest Campus student ID cards

You will be issued with the instructions to create your own virtual ISIC learner card when you are a fully registered learner in City of Dublin FET College Íde Finglas Northwest Campus. This International Student Identity Card (ISIC) is recognised as accepted proof of your learner status both nationally and internationally. This ID card gives you access to a diverse selection of benefits and discounts around the world. Refer to www.isic.ie for the full list of benefits.

Canteen facilities

City of Dublin FET College Íde Finglas Northwest Campus canteen facilities are provided by D'B Café catering in the Main and Arts building. The opening hours are from 8.30 am to 2pm Monday to Friday. Payment in the canteen is largely via contactless payment. There are vending machines (drinks and snacks) available in the Sports Complex.

Car park

The car park in the Main Building is reserved for staff, visitors and learners with disabilities. All other learners can park in the car park in front of the Sports Complex.

Lockers

A limited number of lockers are available for learners to use during the academic year in the Arts and the Main buildings. Lockers are allocated on a first-come-first-served basis by the Administrators in each building.

Lost property

Enquiries about lost property should be directed to the Porter's desk at the main entrance.

Student phones

Whilst in class, learners are requested to have their phones on silent at all times and are asked not to record or post to social media without permission. No phone calls /messages can be taken in the office for learners.

COLLEGE ADMINISTRATION

Function	Staff Name	Office Location
Principal:	Jean FitzGerald	Main Building Principal Office
Deputy Principal:	Lisa Bohan	Main Building Deputy Principal Office
PLC Co-Ordinator	Edel Bourke	Main Building Business Office Beside Room 17
Admissions/Marketing Co-Ordinator	Sinead Walsh	Main Building Beside staff Room
Examinations/QQI Co-Ordinator	Dave Tobin	Main Building
PLSS Co-Ordinator/Learner Support Teacher	Patricia McStay	Main Building Beside Deputy Principal Office
Careers Guidance Teacher	Donncha McKenna	New Building Staff Offices (Pink Door)
Quality Assurance Teacher	Corrina Smart	Main Building Business Office Beside Room 17
Moodle Co-Ordinator	Mark Burns	Main Building Business Office Beside Room 17
Physiotherapy Co-Ordinator	Jim Black	New Building Staff Offices
Erasmus	Clare Teague	Main Building Beside General Office
Susi Grant Co-Ordinator	Ciara Murphy	IT Building
Learning Support Officer	Sindy Fitzpatrick	Main Building Behind Sensory Room (Pink Door)
Apprenticeships ATI Mentor	Deirdre Hanamy	Main Building Office Beside General Office
Commis Chef	James Ryan	Main Building Across From Room 23

HEALTH AND SAFETY

Health and safety information

City of Dublin FET College Íde Finglas Northwest Campus is committed to providing a safe and healthy learning and working environment for all learners staff and guests.

As a learner of City of Dublin FET College Íde Finglas Northwest Campus you should read and understand the following health and safety guidelines and familiarise yourself with the precautions and protocols that apply to you.

All learners of City of Dublin FET College Íde Finglas Northwest Campus are required to work in a safe and responsible manner. Under the Health and Safety Act 2005, each learner must pay due regard to their own safety and to the safety and welfare of others.

Successful participation on your course involves behaving in a professional, caring and responsible manner.

While on the course you will receive full instruction in the correct and safe handling of equipment and materials.

- If you are ever in doubt as to the correct use of equipment or materials, then ask a member of staff.
- Familiarise yourself with all exits in case of emergency. If you move within the two buildings familiarise yourself with all exits in each building.
- In the interest of everyone's wellbeing and health, aerosols may not be used in any classroom or indoors, these include: fixatives, spray mount, car spray, hairspray, varnishes
- City of Dublin FET College Íde Finglas Northwest Campus's fully equipped First Aid cabinets are located in designated First Aid Room opposite the General Office, the Porter's office the Deputy Principal's office. There are also First Aid cabinets in the Catering Kitchens, Science Lab and the Sports Complex. There are two Defibrillators located at the Porters Office and in the Sports Complex.
- Note that all buildings and grounds in City of Dublin FET College Íde Finglas Northwest Campus are no-smoking and non-vaping zones.

GETTING TO CITY OF DUBLIN FET COLLEGE ÍDE FINGLAS NORTHWEST CAMPUS BY PUBLIC TRANSPORT



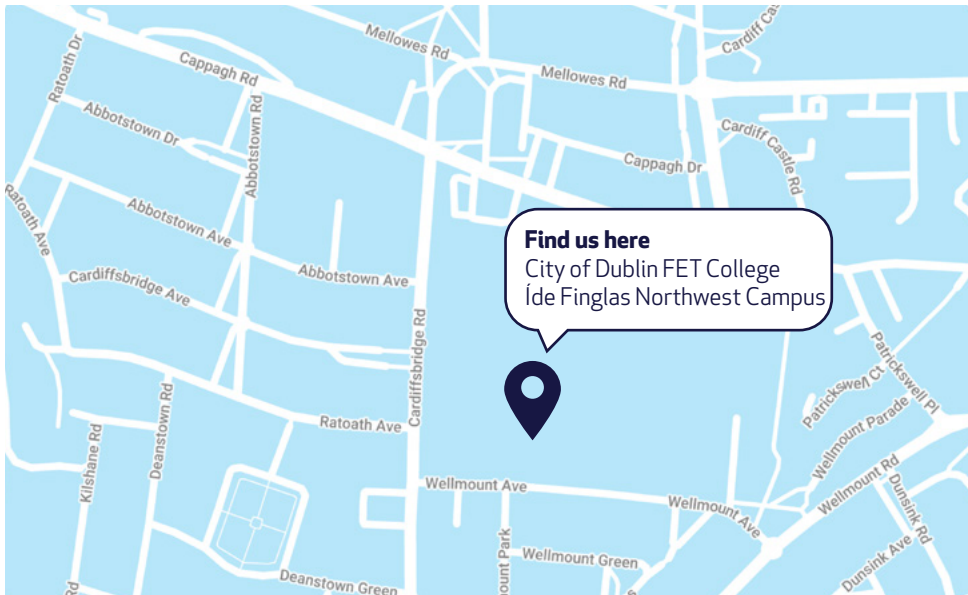
Bus Routes

- 40
- 40D
- N4
- N6
- 40E
- 220



Luas Route

- Green Line to Broombridge connect with Bus 40E



Find us here

City of Dublin FET College
Íde Finglas Northwest Campus

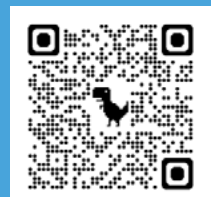
Cardiffsbridge Road,
Finglas West,
Dublin 11,
D11 N402

T 01 834 2333

E info@ide.cdetb.ie

W www.colaisteide.ie

CREATE YOUR FUTURE





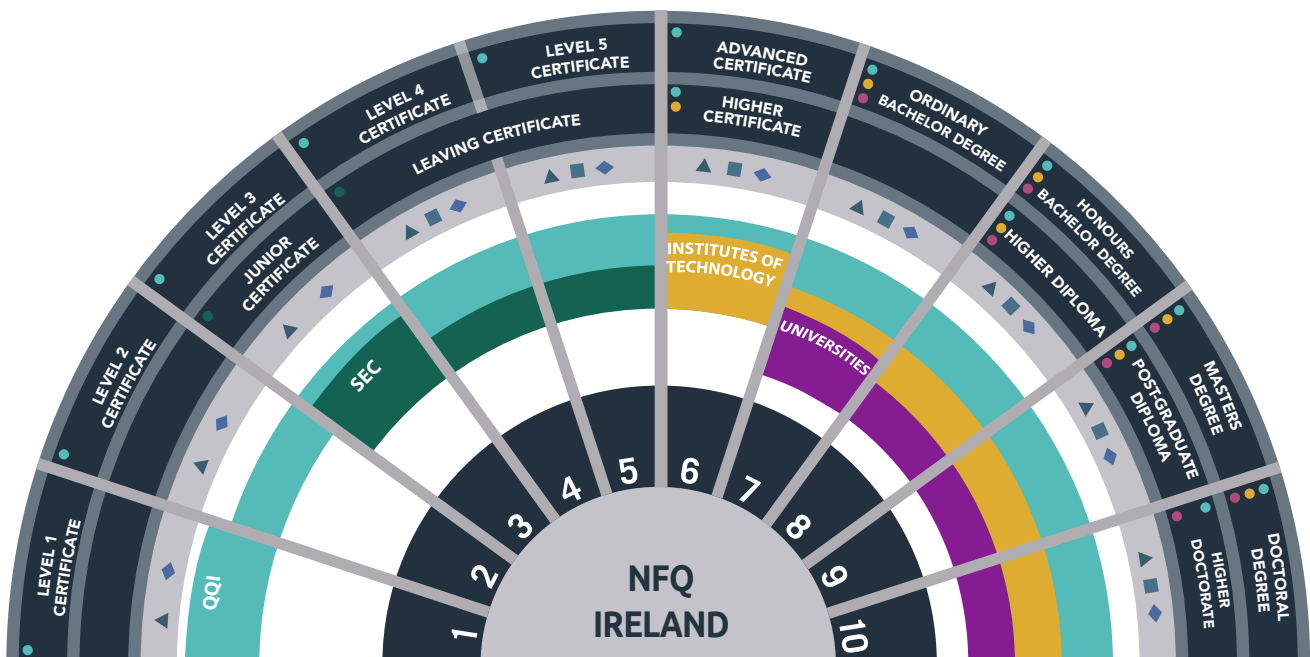
02.

ACADEMIC INFORMATION

CERTIFICATION

National Framework of Qualifications (NFQ)

- The NFQ is a nationally and internationally recognised framework that is designed so that different levels of qualifications can be commonly recognised.
- Certification offered on all of City of Dublin FET College Íde Finglas Northwest Campus's courses are fully recognised between level 4 and level 6 on the NFQ.
- A key purpose of the NFQ is to enable access and progression opportunities within education and training.



Awarding bodies

City of Dublin FET College Íde Finglas Northwest Campus provides a wide variety of programmes that lead to awards validated by four different awarding bodies, QQI, ITEC NCEF ATI



- QQI (Quality and Qualifications Ireland) is a state agency with responsibility for quality assurance of education and training and for qualifications in Ireland. See www.qqi.ie

COURSE COMPLETION

City of Dublin FET College Íde Finglas Northwest Campus is fully aware that learners can encounter difficulties at course commencement or during a course which can lead to learners not starting or not completing the course in the given academic year. To facilitate such situations that may arise for learners the following options are available.

Deferral

A learner can defer their course for one academic year prior to course commencement. To defer the learner must email their request to lisa.bohan@ide.cdetb.ie. This means that the learner can secure a place on their course for the next academic year.

Delayed course completion

If a learner commences a course and realises that they are not able to complete the course, they can request "Delayed Course Completion". This request must be made on or before 30th of November of the given academic year. Only those learners who are fully registered can avail of Delayed Course Completion.

All requests must be emailed to the Principal jean.fitzgerald@ide.cdetb.ie. This means that the learner can secure a place on their course for the next academic year but needs to recommence and complete all assignments again.

Repeating a year

In certain cases, a learner who has not completed the course may apply to repeat the year after the 30th of November of the given academic year provided they are fully registered learners. There is no automatic right to repeat. Each case is examined on its own merits and requests for repeat must be made through the Principal.

Note: A fully registered learner is one who has paid all fees and supplied all documentation.

COURSE ORGANISATION

Course Coordinator and Module Teachers

At induction, your course coordinator along with your module teachers will explain the organisation of your course. Your course coordinator will be your first point of contact throughout the academic year and will monitor the progress of the group and of individual learners.

Timetable

Each course will have a fixed timetable to ensure all subject areas that are required to achieve the full award in each academic year is accounted for. Start and end time to the academic day and individual class duration varies across the college, depending on the course of study. 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 course.

Course delivery

Delivery of courses during the academic year 2026-2027 will be face- to-face. The specifics of for each course will be given at induction.

Course structure

You are embarking on a course of study related to your chosen career. This course combines theory and practice, where you may work in groups on some assignments and individually on others. You are expected to be actively involved in your own learning through a variety of activities and will be encouraged to research information for yourself, to develop your skills in communication and teamwork. Assessments will be set which will help you to develop skills and knowledge as an integrated part of your course. Your course coordinator and specific module teachers will outline the modules relevant to your particular course during your induction period and supply you with an assessment plan for the year.

QQI course structure

Quality and Qualifications Ireland (QQI) awards are normally achieved in one year and are composed of a minimum of eight modules that include specific and mandatory modules related to your chosen vocational area. QQI courses are moderated by QQI External Authenticators to ensure national standards are met.

COURSE PARTICIPATION

As a registered full-time learner you must participate fully on your course. This includes full attendance and participation in all classes. Continuous assessment is an intrinsic feature of all the college's courses, and this requires full participation, as learning is built on sequential blocks. Courses are demanding and success is dependent upon attendance (in class or online), commitment and hard work. What you truly get out of a course is what you put into it!

Work experience

Work Experience is a mandatory element of many courses. The arrangements for work experience will vary according to each course. Students are encouraged to find their own work experience, but assistance will be given by college staff if necessary. The work experience must be with an employer appropriate to the course.

Part-time jobs

Part-time work is often a necessary source of funding for a learner. Striking a balance between the demands of coursework and part time work is also necessary. Working long hours in part-time jobs can greatly interfere with the quality of your course work. The recommendation is no more than 11 hours a week in a part-time job, as any more is considered to be excessive.

Unsatisfactory participation on courses

Every course/activity requires a commitment to attend fully, and on time, all parts of the course. Any learner 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 80% attendance is required. Re-enrolment can only occur with the permission of the Principal, Jean FitzGerald

The policy of the college is to address unsatisfactory attendance in consultation with the learner.

Poor attendance will affect SUSI grant payments as City of Dublin FET College Íde Finglas Northwest Campus is obliged to confirm attendance with SUSI on a monthly basis.

ASSESSMENT

Assessment plan

All learners will receive a course assessment plan on course commencement

Students complete and submit assignments according to the assessment plan throughout the academic year Feedback will be given to learners on all assignments

Last date for the final submission of assignments is Friday 30th April 2027

In April/May, all learner evidence is prepared for final award determination according to the following process:

- Students upload work in the correct online format for correcting and grading.
- All learner evidence is internally verified.
- All learner evidence is verified externally.
- Final Grades Meetings are completed.
- Results are uploaded to the different awarding body platforms.
- Provisional results are made available to learners at the end of May 2027.
- Internal progression is offered to those who meet the criteria.

Your coordinator and individual module teacher will explain the nature and type of assessment that will apply to your course and to each module at induction.

These assessments may include portfolios, projects, written reports, skills demonstrations, oral presentations, class-based tests, or examinations. You should ensure that you are fully aware of the assessment techniques, assessment schedule and percentage allocated to each piece of work.

Most of these assessments are locally devised and graded with internal cross- moderation and external verification.

Some courses use examinations as part of their assessment provision. You will be responsible for ensuring that you are aware of the dates, times, and location of examinations relevant to your course of study, (See Student guidelines for examinations in the Student Handbook).

Deadlines

All assignments will have a date for completion and submission.

Allowances for extended submission dates will only be made in exceptional circumstances.

When a learner is aware in advance of a reason for non-submission by the deadline an extension can be applied for in writing. In exceptional circumstances a revised deadline can be agreed in writing.

Where a learner has missed a deadline with no advance notice, the grade is deemed a fail (pending action by the learner).

Where group work is undertaken as part of assessment, work is assessed both on a group and on an individual basis.

EXAMINATIONS

Student guidelines for examinations

- The learner should be present at the appointed location at least fifteen minutes ahead of the commencement of the examination.
- Once the examination has commenced, late arrivals can only enter the examination hall up to 30 minutes after the examination has begun. After this period has elapsed learners will be directed to the Examinations Coordinator
- Students, who arrive 1 hour after the commencement of the examination, will not be permitted to sit the examination.

During the examination

- All bags, switched off mobile phones and study material must be left at a designated place in the room and examination materials (e.g. pens, pencils, rubber, Tippex, calculator) only can be retained at the desk. Water or soft drinks are permitted.
- If there are any questions or queries during the examination, the learner must raise their hand and wait for the exam supervisor to attend to the query.
- If more than one script is used, the learner's name, class, teacher's name and examination must be clearly marked on all scripts which should also be clearly numbered.
- An Attendance Sheet will be circulated for signing during the examination; it is noted on this attendance sheet the time the learner leaves the exam hall and how many scripts were handed up.

Leaving the examination

- A learner may not leave the examination hall within the first 30 minutes of the start of the examination. Thereafter, they may leave until 10 minutes before the scheduled ending of the examination.
- If a learner requires a bathroom break, they must raise their hand and wait until the exam supervisor can escort them from the exam hall; a limited number of learners are allowed out a time.

Academic Misconduct

- Students may have their examination cancelled if during examinations, if they:
 - Have in their possession any books, notes, papers or online materials other than stationery/equipment allowed.
 - Attempt to aid another learner.
 - Communicate or attempt to communicate in any way with another learner.
 - Disrupt other learners.
 - Do not turn off their mobile phone.
- You are not permitted to use any AI tools with the exception of Microsoft Translate.



**Scan to
access our
College
Policies**

GRADING

QQI grades

A learner's performance in each module is graded as Pass, Merit or Distinction.

Distinction	D	80%	- 100%
Merit	M	65%	- 79%
Pass	P	50%	- 64%
Unsatisfactory	U	Below 50%	

Grades are not final or official until they have been approved by the QQI Results Approval Panel (RAP) following external authentication in May.

Final results are usually available in the college by mid-July. QQI have an appeals procedure in place. (See details of the appeals procedures below).

Certificates will be presented to learners at graduation.

APPEALS PROCEDURE

Internal procedure

Each of the four awarding bodies in City of Dublin FET College Íde Finglas Northwest Campus have different policies and procedures for appealing a grade awarded to a piece of work or an overall grade. Module teachers will engage with learners about the assessment work learners must complete to achieve their award. This engagement will address the standard and form of work required for assessment. The module teacher corrects the work, provisionally grades the work and will give feedback. Should a learner feel that they should have been awarded a higher grade, any learner can invoke the internal appeals process under the following headings:

1. Mitigating circumstances
2. Procedural errors including administrative issues
3. Perception of bias or prejudice on behalf of the teachers

QQI formal appeals procedure

In addition, for those learners receiving a QQI award there is an additional opportunity to appeal a grade. City of Dublin FET College Íde Finglas Northwest Campus will inform learners in late May or early June of their official QQI grades and, at the same time, outline the formal QQI appeals.



Scan to
access our
Appeals
Policy

QQI end of year completion and progression options

QQI

1. A learner who achieves an Unsuccessful grade in one or two QQI modules may submit the relevant assignments by Friday 27 August 2027 through dave.tobin@lde.cdetb.ie

Grades for the resubmitted work will be internally verified, assessed, and overall learner outcomes signed off at the September 2027 exam board meetings.

Note 1: The grading of all summer referral work for QQI modules is not capped.

A learner who does not have the required mandatory and elective modules for a full award after the September 2027 exam board will receive a QQI component certificate. Only students who have successfully completed their full Level 5 or Level 6 QQI award in May 2027 can avail of Round zero offers through the CAO in early August.

2. A learner who achieves an Unsuccessful grade in three or more QQI modules and has documented and supported mitigating circumstances will be given serious consideration at the May 2027 exam board meeting and may be given the opportunity to repeat the year. Students should note that repeating the academic year will mean that the course fees will be payable again, and they will not be eligible for a SUSI grant when repeating the same level of course.

Note 2: A common progression route is the Higher Links Scheme, whereby learners can use Level 5 or Level 6 QQI results for admission to a third level course which is linked to your award. Students should note that many third level institutions require **full completion of a Level 5 Award within one year and in one sitting in order to access the Higher Links Scheme.**

3. Students who have not achieved their full City of Dublin FET College Íde Finglas Northwest Campus QQI award due to being unsuccessful in certain QQI modules will not be able to avail of CAO round zero offers.

Students are advised to make an appointment with the Guidance Counsellors early in the year, to ensure they have up-to-date information on progression links.

HEAR AND DARE ASSISTANCE WITH PROGRESSION

BOTH OF THESE SCHEMES RELATE 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 Certificate results. 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 Education 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 1st January 2027. 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.

Meeting Evidence of
Disability Criteria.



Meeting Educational
Impact Criteria



DARE Eligibility

18 Colleges/Higher Education Institutes (HEIs) 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.

Carrying forward eligibility for DARE from 2025 to 2026

If you applied to AND were eligible for DARE in 2025, eligibility for DARE carries forward for one year provided that you:

- Apply to the CAO by 17:15 on 1st February 2027.
- And no later than 17:15 on 1st March 2027, 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 1st March 2025.
- Supply your correct 2026 CAO number under Question 1(b) by 17:15 on 1st March 2027. You will find more detailed info at www.cao.ie

HEAR AND DARE ASSISTANCE WITH PROGRESSION

HEAR

The Higher Education Access Route (HEAR) is a college and university scheme which offers places on reduced Leaving Certificate points with 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 learners who may not traditionally go onto third level.

The scheme does not apply reduced points to PLC/ Further Ed. qualification learners unless they are applying to the CAO using their Leaving Certificate points rather than their QQI points.

HEAR Applicants must meet a range of financial, social and cultural indicators to be considered for a reduced points place 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.

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.

Carrying forward eligibility for HEAR from 2025 to 2026

If you applied to AND were eligible for HEAR in 2025, eligibility for HEAR carries forward for ONE year provided that you:

- Apply to CAO by 17:15 on 1st February 2026 at the latest and indicate that you wish to apply to the HEAR scheme by 17:15 on 1st March 2027.
- Supply your correct 2025 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 www.cao.ie



03.

INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY AT CITY OF DUBLIN FET COLLEGE ÍDE FINGLAS NORTHWEST CAMPUS

As a City of Dublin FET College Íde Finglas Northwest Campus learner IT will play a large role in your studies. You will have access to a wide range of equipment, software, online storage facilities and digital devices depending on your chosen course of study and your financial situation.

You are asked to treat these resources with respect and adhere to communications and computer usage policies which are available in your Student Handbook and on the college website.

Student network and email account

As a learner of City of Dublin FET College Íde Finglas Northwest Campus you will be issued with a learner network account which will include a username and password. This will be issued to you by text at induction.

For example:

username: will be Year of College
26AdmissionName@colaisteide.ie
26JohnSmith@colaisteide.ie

password: will be text, numbers and symbols

The email password cannot be changed by the learner. Please contact the General Office, and they can provide it to you.

Office 365



Learner network and email account you have access to all of the applications contained in Office 365. These include Outlook, Word, Excel, PowerPoint, Calendar, Forms and as well as the virtual learning environments (VLEs) used in City of Dublin FET College Íde Finglas Northwest Campus including Microsoft Teams and Moodle.

A short video/tutorial on how to log into your Moodle account is available on www.colaisteide.ie



All of these apps have options to work with them within your internet browser. However, it is recommended that you download them to your computer to get the full functionality of the applications.

It is recommended that you work on your assignments on either a laptop or desktop computer and not on a mobile phone. If you do not have your own computer, you can apply for the loan of a laptop while you are studying at City of Dublin FET College Íde Finglas Northwest Campus (limited number available). You can also use the learner computer rooms on campus.

CITY OF DUBLIN FET COLLEGE ÍDE FINGLAS NORTHWEST CAMPUS EMAIL ACCOUNT



Microsoft Outlook will be used to receive and send emails.

Your college email will be one of the most important means of communication outside of your classes. You are expected to use email in a professional manner and refrain from any comments which could be regarded as disrespectful or offensive

Once you are fully registered on the course, City of Dublin FET College Íde Finglas Northwest Campus, including your teaching team, will ONLY use your college email, so it is important that you check your messages at least once a day.

Email guidelines

Emails can be easily misunderstood and, therefore, it is important to ensure that the message conveys the intended tone (i.e. professional, friendly, and courteous). Think of your correspondence over email as practice for your work in a face-to-face environment after college.

- Always use your college account for college business.
- Insert a relevant subject line, including your course code and/or the module name, (e.g. 'John Smith ITH1 - request for meeting')
- In the body of the email, state who you are (e.g. John Smith ITH1 Individual Project; explain the purpose of your email, make a polite request, thank the receiver and sign off properly (e.g. Kind regards, Best wishes)
- Adopt a friendly and personable tone. Do not write anything that you would not be happy for everyone to see or that you would not say to the recipient's face.
- Proof-read your email before you send it.
- Do not use text abbreviations such as 'b4', 'gr8' etc. in an email and avoid slang.
- Do not expect an instant or very quick response to your email, especially if it is not that urgent. Teachers will respond to you when they get the chance so be patient. Remember we all have the right to disconnect outside of working hours

Note: All College correspondence and information will only be sent to you via your City of Dublin FET College Íde Finglas Northwest Campus email accessing your City of Dublin FET College Íde Finglas Northwest Campus Email.

Accessing your City of Dublin FET College Íde Finglas Northwest Campus email account abroad

Your City of Dublin FET College Íde Finglas Northwest Campus email account is only accessible in Ireland. However, if you travel abroad, while you are a learner at City of Dublin FET College Íde Finglas Northwest Campus, you need to request access to your account before you travel by emailing oxana.frunzi@ide.cdetb.ie

Termination of your City of Dublin FET College Íde Finglas Northwest Campus email account

Please be aware that your email account will no longer be accessible once you complete your studies at City of Dublin FET College Íde Finglas Northwest Campus.



ONE DRIVE

OneDrive



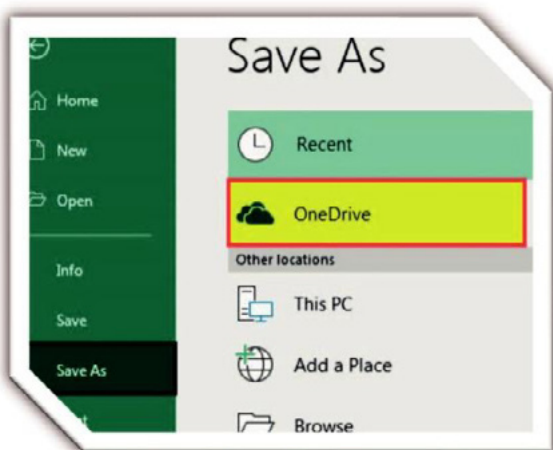
OneDrive is where you can save all your work, including class notes, and your assignments to the Microsoft cloud service. You can access them through OneDrive on any device. This eliminates the need to use a USB for storage and movement of your files.

How to save files to your OneDrive Account

- When working in Word or any application, and you have a file ready for saving, select the File tab, and then Save As. Then select the OneDrive option.
- If you have not already done so, you will be asked to enter your Office 365 email address and password.

Step to retrieve files from OneDrive:

- If you are using Microsoft Word, PowerPoint or Excel you click on Open, select the OneDrive option and select the required file.



VIRTUAL LEARNING ENVIRONMENTS

Depending on which course you are taking you will be using one of two virtual learning environments (VLEs). They are Microsoft Teams and/or Moodle. The login details for both are the same as your City of Dublin FET College Íde Finglas Northwest Campus account and both systems can be accessed through mobile friendly apps as well as through your computer.

You will be informed at the start of the college year which of the following VLEs your course is using.

Moodle



Teams will be used by teachers to communicate with learners and share resources, these may include class notes and links to further information. It is also a space for learners to present work and collaborate with both teachers and other learners. You will be invited to become a member of Moodle by your teachers.

Turnitin



Turnitin is a system that is used with VLEs that can help with the management of online submission of assignments and coursework. It allows learners and staff to check submitted pieces of writing for unclear referencing, citation issues or potential instances of plagiarism.

HELP

If you are having any difficulty in accessing any of these platforms and resources, you must inform either your course coordinator or Moodle.

GUIDELINES FOR COMMUNICATING ONLINE

Social Media and technology are considered to be powerful communication tools that have a significant impact on organisational and professional reputations, but they sometimes blur the lines between personal voice and institutional voice.

City of Dublin FET College Íde Finglas Northwest Campus is fully aware that social media, such as Facebook, Twitter, YouTube, LinkedIn and Flickr, are now part of daily communications and City of Dublin FET College Íde Finglas Northwest Campus does not seek to limit their use, but to ensure that they are used effectively and in a way that does not interfere with teaching and learning and the personal lives of City of Dublin FET College Íde Finglas Northwest Campus staff and learners.

- Any mention of the College, whether in professional or personal use of social media and whether inside or outside the workplace or college must be done in a responsible manner.
- As a learner, you are expected to treat your fellow learners and staff with courtesy and respect and refrain from posting material that infringes on the rights of others. This equally applies to the virtual environment as it does to the physical environments of the campus or work placements.

Think twice before you comment/post!

- You are personally responsible for what and how you communicate online. In this context online communication includes email, VLEs (Virtual Learning Environments), instant messaging, chat rooms, and electronic noticeboards as well as all social media networks.
- Social networking and social media are powerful tools of communication which can significantly impact the reputations of organisations and individuals. Everything you post online is public and traceable and anything uploaded or posted will remain there in some form or another into the future.

Accuracy, respect, ethical and legal responsibility

- You should therefore strive for accuracy and post on social media sites information that adheres to the legislation in force at the time, for example the Defamation Act 2009 or the Prohibition of Incitement to Hatred Act 1989.
- You should not post on social media sites material that could be deemed threatening, bullying, harassing, illegal, offensive, indecent or obscene, defamatory, slanderous, or hostile towards any individual or entity.
- You are the publisher of information online and must take full ethical and legal responsibility for what you publish.

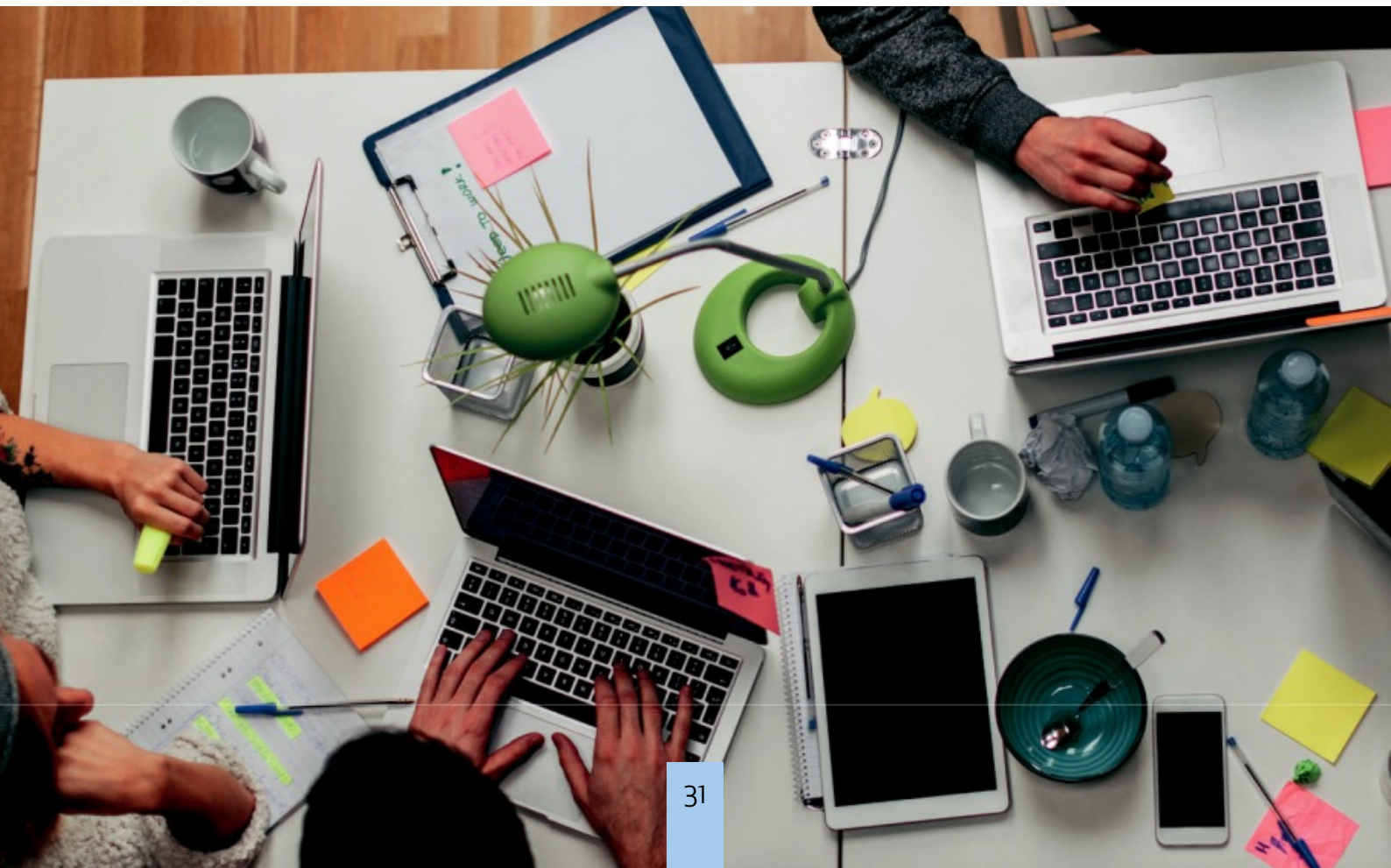


STUDENT LAPTOP LOAN SCHEME

City of Dublin FET College Íde Finglas Northwest Campus has a limited number of laptops available for fully registered learners to loan for the duration of the academic year.

Laptops are allocated to students based on need and availability, with priority given to those who do not have access to a suitable device for their studies. Applicants may be required to provide details of their personal circumstances to support their request. Allocation is subject to the approval of the college administration and may depend on funding availability and specific program requirements.

To apply please email john.fox@ide.cdetb.ie with **STUDENT LAPTOP LOAN SCHEME** in the subject line.





04.

STUDENT GUIDANCE COUNSELLING AND SUPPORT SERVICES

STUDENT GUIDANCE COUNSELLING AND SUPPORT SERVICES



GUIDANCE COUNSELLING

Welcome to the City of Dublin FET College Íde Finglas Northwest Campus Guidance Counselling Department. There are 2 guidance counsellors in City of Dublin FET College Íde Finglas Northwest Campus who works with designated departments. We are available to support you as you make your way through college.

We offer a listening ear, provide support, and offer guidance to facilitate you as you make informed decisions, cope with issues and prepare for further study, work and life.

If you think we can help, then please drop your designated guidance counsellor an email to make an appointment.

Please note: Each Guidance Counsellor will be appointed to particular class groups. You will be informed which person to contact at the start of your course.

Guidance counselling team at City of Dublin FET College Íde Finglas Northwest Campus

Donncha Mc Kenna

Email : donncha.mckenna@ide.cdetb.ie

Guidance

As your course progresses, you may want to take time to plan your future. This may involve educational opportunities and/or assessing whether a particular career path is suitable for you.

Information on guidance is predominantly offered through your City of Dublin FET College Íde Finglas Northwest Campus email and through the City of Dublin FET College Íde Finglas Northwest Campus Moodle site. This information includes guidance on future study, progression routes, CAO applications (Irish third level) and UCAS (UK third level courses). Course specific progression notes are usually emailed to each learner by end of Semester one. Valuable information on career opportunities available to you is also offered as part of your Personal Professional Development (PDD) module on some courses.

You are asked to check your college email regularly and are reminded that you are responsible for your own applications.

Students taking a QQI Level 5 course may apply to:

- Irish Universities, Technical Universities and Institutes of Technology through the CAO (Central Applications Office) using the QQI CAS points system/ Higher Education Links Scheme
- Related courses in UK/ European universities through UCAS (UCAS is the UK equivalent of our CAO, UNICAS is the European equivalent)
- Higher National Diploma (HND) courses or QQI Level 6 Courses in City of Dublin FET College Íde Finglas Northwest Campus /other FE colleges.

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

The Guidance Counselling Service is by appointment and available to learners during term time and college hours only. Students need to be aware that recording of meetings with the guidance counsellor is not permitted.

GUIDANCE COUNSELLING

Confidentiality

The information which a learner shares with a Guidance Counsellor during a session is confidential. Sometimes it may be necessary to share disclosed information with an appropriate third party. This happens when the Guidance Counsellor needs to:

- Protect the interests of the learner.
- Protect the interests of others.
- Safeguard the welfare of another individual or the learner.

Guidance Counsellors may sometimes break confidentiality to comply with 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, but the Guidance Counsellor will not divulge information to third parties without the knowledge of the learner concerned.



GUIDANCE COUNSELLING

External agencies and counselling services

On occasion it may be of benefit for learners to seek advice and support from external agencies. You may find the list below useful:

These are not exhaustive lists, nor are they recommended lists. But they do provide contact details of some services and agencies in the catchment area and are agencies and services that learners have accessed in the past.

1Life Suicide Helpline	01 800 247 100
Alcohol Treatment Unit (Baggot Street Community Hospital)	01 660 7838
Alcoholics Anonymous	01 842 0700
Alcoholics Anonymous Text Service for the Deaf & Hard of Hearing	087 146 0387
AWARE	1800 80 48 48
Ballyfermot Civic Centre	01 620 7160
Belongto.org LGBTQI	01 670 6223
Bodywhys (support for those with Eating Disorders)	01 210 7906
Citizens Information	0818 074 000
FLAC (Free Legal Aid Centre)	01 906 1010
Gamblers Anonymous	01 872 1133
GROW Mental Health Support	1890 474 474
MABS (Money Advice Bureau)	0818 072 000
Narcotics Anonymous	01 672 8000
Outhouse	01 873 4999
Samaritans 24hr helpline	116 123
Shine Schizophrenia Ireland Helpline	01 860 1610
Spunout www.spunout.ie	1800 666 666
St Vincent De Paul	01 884 8200
Teenline (24hr)	1800 833 634
TENI (Transgender Equality Network Ireland)	01 873 3575
Teoir (Information for unmarried parents)	01 670 0120

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.

Aware Life Skills Programme promotes good mental health and resilience and can be done on-line or in person. See www.aware.ie/life-skills

GUIDANCE COUNSELLING

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

AMEN (Men's Aid Ireland)	087 737 1737
ARC (Supporting those affected directly or indirectly by Cancer)	01 554 3811
Ballyfermot Community Civic Centre	01 620 7160
Believe Counselling (Tallaght)	01 451 3076
Cherry Orchard Health Centre	01 620 6300
Crannóg Counselling (Tallaght)	01 452 4000
Crosscare, Drumcondra and Blanchardstown	01 836 0911
Dean Clinic Capel Street (via GP)	01 878 3848
Dean Clinic Lucan (via GP)	01 249 3535
Dublin Counselling and Therapy Centre	01 878 8236
Frontline Addiction support	01 473 6502
Insight Matters Counselling (specialising in gender issues)	01 891 0703 085 203 1487
Jigsaw (Blanchardstown)	01 890 5810
Jigsaw (City Centre)	01 658 3070
Jigsaw (Clondalkin)	01 538 0087 087 044 6172
Jigsaw (Tallaght)	01 464 9350
Loreto Centre Crumlin	01 454 1078
My Mind Counselling Christchurch & Rathmines	076 680 1060
National Counselling Service	1 800 477 477
Oasis Counselling (Ballyfermot)	01 626 8519
Oasis Counselling (Brookfield)	01 462 0012
One Family	01 662 9212
PCI Counselling Service (Clondalkin)	0818 555 450
Pieta House (Ballyfermot)	01 623 5606
Pieta House (Lucan)	01 601 0000
Pieta House (Tallaght)	01 620 0020
Pieta Suicide Support Service (24h)	1800 247 247
Rape Crisis Centre	1 800 778 888
Ruhama	01 836 0292
SATU Sexual Assault Treatment Unit, Rotunda Hosp.	01 817 1736 01 817 1700 out of hours
St Catherine's Counselling Service (Tallaght)	01 451 3076
The Village Counselling (Killinarden Enterprise Park)	01 466 4205 087 904 9497
The Voyage Counselling (Bawnogue)	086 042 4981
WOVE (Women Overcoming Violent Experiences)	085 162 0257
Women's Aid	1800 341 900

ACTIVE CONSENT*

In a study carried out by NUIG, over 80% of young people say it is important to talk about sexual consent. Here in City of Dublin FET College Íde Finglas Northwest Campus we support the Active Consent* programme. The aim of the programme in City of Dublin FET College Íde Finglas Northwest Campus is to both provide our learners with the tools to recognise and communicate consent, but to also promote a positive and confident approach to their sexual health. It is a sex positive programme that also hopes to protect all parties involved while honouring their choices - whether or not they choose to become sexually active.

This means all parties can change their mind, that all parties consent and that neither party has been coerced or is under the influence.

Attached are some useful tools to help you navigate Active Consent.

Two particularly useful tools are "how do we communicate consent" and "No means No, but so does..." which will help you to communicate your willingness to take part or not to take part.

We also want our learners to be aware that sharing intimate images of someone without their consent is illegal; Harassment, Harmful Communications and Related Offences Act 2020.

Here in Ireland, we also have a consent law; Section 48.9.1, Criminal Law (Sexual Offences) Act 2017 which states that people must freely and voluntarily agree to engage in the sexual activity.

Stay safe and should you or someone you know need to contact SATU (Sexual Assault Treatment Unit) the details are below. Also be aware that guards will NOT be present at the initial meeting.

SATU Contact details

SATU (Sexual Assault Treatment Unit, Rotunda Hospital)
01 817 1736 - Mon-Fri
01 817 1700 - out of hours satu@rotunda.ie



YOUR WELLBEING

Your health, both physical and mental, influences how you think, feel and behave; it affects your capacity to learn, communicate and form relationships.

It is important to recognise that wellbeing impacts how you adapt to change and life events. Maintaining positive wellbeing will play a role in your learning journey as you progress through City of Dublin FET College Íde Finglas Northwest Campus.

Mental health difficulties affect approximately 1 in 4 people and can adversely affect your ability to carry out day-to-day activities. In the current climate it is more important than ever to look after your mental health and wellbeing. Remember support is available within City of Dublin FET College Íde Finglas Northwest Campus and through external bodies.

Please reach out to your course coordinator or guidance counsellor if you feel you would benefit from speaking to someone.

How to maintain positive wellbeing

- Connect with friends, family, teachers and other supports.
- Create a routine and try to stick to it.
- Exercise regularly, especially walking.
- Attend college and go to classes.
- Create a study plan to help you stay on top of your college workload.
- Keep regular, healthy sleep routines.
- Maintain a healthy, balanced diet.
- Avoid excess alcohol and other substances.
- Practice breathing exercises, relaxation techniques.
- Find a hobby you enjoy such as - reading a book, baking, cooking, painting, practicing yoga.
- Stay informed but set limits for social media.
- Be kind to yourself and others.

A list of helpful contacts, websites and apps that you can use on your mobile phone is available on the guidance counselling section of this Student Handbook and on www.colasteide.ie



YOUR WELLBEING

IF YOU ARE USING MENTAL HEALTH SERVICES FOR AN EXISTING MENTAL HEALTH CONDITION, IT CAN BE HELPFUL TO HAVE A PLAN TO HELP YOU GET THROUGH DIFFICULT TIMES.

Things you can do include:

- Have a list of the numbers of mental health service and relatives or friends you can call if you need support.
- Keep taking any medication and continue to fill your prescription with support from your GP or medical professional.
- Continue with any counselling or psychotherapy sessions.
- Ensure that you get your information from trusted sources.
- Practice relaxation techniques and breathing exercises.
- If your condition worsens see your Doctor or other health professional.

HSE counselling in primary care CPSI

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:

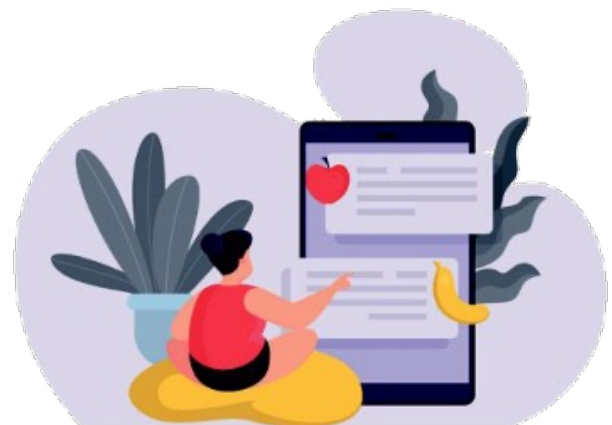
- Depression
- Anxiety
- Panic reactions
- Relationship problems
- Loss issues
- Stress

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

Who does the Disability Support Service (DSS) support?

A wide variety of learners who live with a variety of disabilities are supported through our service every year at City of Dublin FET College Íde Finglas Northwest Campus . Examples include:

- Autistic Spectrum Disorder
- Deaf/Hard of Hearing (HOH)
- Developmental Coordination Disorder, Dyspraxia
- Mental Health Difficulty
- Ongoing Illness, health condition e.g. Cystic Fibrosis, Diabetes Physical Disability
- Specific Learning Difficulty, Dyslexia
- Speech and Language Difficulty
- Visual Impairment



YOUR WELLBEING

How do I register with the DSS?

Prior to registering for this service, you need to visit City of Dublin FET College Íde Finglas Northwest Campus's website and read the information in relation to the Disability Support Service under the Student Information tab. This information will provide you with clarity around what the service is and what supports are available. The two documents to read are:

- Handbook for Students Availing of Support Transitioning from School to College
- Information for Students with Disabilities, Health Conditions and or Specific Learning Difficulties

You then need to complete the Needs Assessment Form which gives you an opportunity to provide information describing the impact of your disability in the learning environment. You can outline the supports you received at school, for example learning supports and exam accommodations. This Needs Assessment Form will also ask you to consider the supports that you will required to complete your course in City of Dublin FET College Íde Finglas Northwest Campus.

When you have completed the form, please email it to me, with medial evidence confirming your disability/difficulty. Please note, a letter from your GP is not sufficient, Documentation is required from a specialist/consultant.

What supports can you get?

Within the limits of available resources, and subject to funding approval, the following are the types of supports available to learners who fulfil criteria for FSD:

- Irish Sign Language Interpreter
- Notetaker
- Personal Assistance, with academic support
- Funding towards taxi costs
- Assistive Technology and Software
- Academic Support

Can you get exam accommodations?

If you have been granted reasonable accommodations for your Junior/Leaving Cert, and you can provide me with documentary evidence of this, you can avail of the same accommodations for end of year exams at City of Dublin FET College Íde Finglas Northwest Campus. Examples of reasonable accommodations include a reader, scribe, extra time, spelling and grammar waiver, rest breaks etc.

*REMEMBER

The DSS Service acknowledges that City of Dublin FET College Íde Finglas Northwest Campus learners are adults and encourages you to take charge of your learning and educational progression. We encourage you to access the supports you have requested and to inform us if your requirements change during the academic year.

GRANTS AND ASSISTANCE

Back To Education Allowance (BTEA)



This scheme is run by the Department of Employment and Social Protection (DEASP) and allows people in receipt of certain social welfare payments to retain those payments whilst participating in full-time further education courses. Refer to www.welfare.ie.



04.

ACADEMIC LEARNING PLANNING

ASSIGNMENTS

Assignment submission guidelines

Throughout your studies, you will submit assignments on different dates during the year. Depending on the course of study these assignments may be practical in nature, or they may be presented in the form of written work. Your subject teacher will provide you with the assessment information for your subject.

Here are some tips to guide you when presenting your work for grading.

IMPORTANT:

Unless requested otherwise, written work should be submitted as a Word document only, so that it can be checked for plagiarism using plagiarism detection software such as 'Turnitin'.

Assignment briefs

When working on an assignment you will be given a brief. The assignment brief outlines what is required of you for that particular assignment. Treat your assignment brief as a long 'to do' list. Break it down into tasks and tackle each one at a time.

Depending on the course of study, assignment briefs may include a marking scheme which outlines what you need in order to meet your learning outcomes and achieve a good grade, double and triple check these requirements to ensure you have not missed or forgotten an element.

IMPORTANT:

When you are presented with an assignment brief take some time to read and digest it. If you do not understand what is being asked of you, it is up to you to ask your subject teacher to explain it further. Always question, we are here to support you on your learning journey in City of Dublin FET College Íde Finglas Northwest Campus.

Filenames

When presenting work ALWAYS name your files. Here is an example of the order your file name should follow:

Student Name Course Code module Name and Assignment Title

Example: John Smith IFX1 Principles of Photography: Composition Strategies

Back up your work

It is very important that you create a backup of all your digital work. A backup is a copy of important data that is stored on an alternative location, so it can be recovered if deleted or it becomes corrupted. You need to back up your data as hard drives crash, files can accidentally be deleted or become corrupt, viruses can corrupt or delete files, you may need to upgrade to a new computer and need to move your files and most importantly your module teacher may request an additional copy. You can create a backup of your data by copying your files to an alternative data source such as another cloud-based account or external hard-drive.

ASSIGNMENTS

Assignment cover sheet

Depending on the module you may be asked to use a City of Dublin FET College Íde Finglas Northwest Campus cover page. Regardless of what the cover page looks like you must have the following details on the front page of any assignment submission.

- Your name
- Name of module
- Name of module teacher name (the teacher the assignment is being submitted to)
- Assignment title
- Assignment due date and submission date

Presentation within the document

Here is a recommended format for submitting written work.

Header:

Name:

Class:

Date:

Font Size Headings: 16

Sub-Headings: 14

Text: 12

Font Style: Arial Spacing: 1.5

Margins: Justified

Pages Numbered: After the Introduction

Sections and Subsections: Numbered

NOTE TAKING

Being able to make good notes efficiently is a key skill for studying at City of Dublin FET College Íde Finglas Northwest Campus.

- You will need to make notes in different situations: in lectures, seminars and tutorials; when working in groups; when planning and writing essays; on field trips and placements and when revising for exams.
- You should take note of important information for use in your academic studies including essay writing and revision.

Note taking can help you:

- Keep a record of your learning and where you obtained your information from, as this will help when it comes time to write your bibliography.
- Plan and organise essays, assignments and presentations.
- Focus on a specific subject and remember key facts.
- Revise effectively for your exams.

Further tips to effective learning

- Create a study timetable for yourself to include your class schedule and any part-time work you may be doing. This will help you tackle your course work in a manageable way.
- Remember to take regular breaks, get up from the desk, stretch your legs, and most importantly get some fresh air.
- Create or choose an environment which suits your learning needs.
- Limit noise and distractions.
- Ensure you are comfortable that the room temperature is not too hot or too cold and that you are in a supportive chair.
- Good lighting is key.
- Break large tasks into smaller more manageable chunks. Treating your assignment brief like a to do list can make the tasks less daunting.
- Maintain a healthy balanced diet and drink plenty of water. It's next to impossible to focus with a dehydrated or hungry body.
- Use technology to help you: From meditation apps to dictation tools like Otter, use freely accessible technology to make your life easier.

MIND MAPS

WHILE YOU STUDY IN CITY OF DUBLIN FET COLLEGE ÍDE FINGLAS NORTHWEST CAMPUS YOU MAY FIND THE FOLLOWING TOOLS HELPFUL:



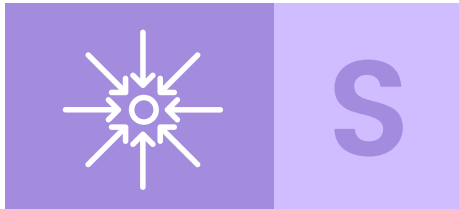
A mind map is a powerful graphic tool which provides a key to unlocking the potential of the brain. It allows us to plan, prepare and focus on the topic in hand. It harnesses the full range of cortical skills – word, image, number, logic, rhythm, colour and spatial awareness – in a single, uniquely powerful manner. The Mind Map can be applied to every aspect of life from basic organisation skills, to doing a simple brain dump to ease the stresses of the day.

Creating a Mind Map can give you a broad overview of your subject or study topic and provide a framework for assignments. There are several free websites you can use to create a mind map you can find some examples here:

- Canva.com/graphs/mind-maps/
- Exam Time Mind Maps
- MindMup.com

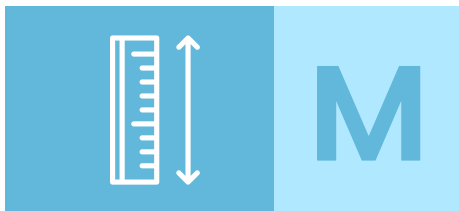
SMART GOALS

SMART is an acronym used for effective goal setting. The following steps will help you make sure your goals are clear and reachable:



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.



05.

POLICIES AND PROCEDURES

CITY OF DUBLIN FET COLLEGE ÍDE FINGLAS NORTHWEST CAMPUS POLICIES AND PROCEDURES

Every stage of your journey is guided by policies and procedures. These policies serve to protect you and inform you of your rights and responsibilities. You should broadly familiarise yourself with these documents. Those most relevant to you are summarised in alphabetical order here. A full copy of each policy and procedure will be made available to you. Please note that other policies and procedures may be developed during your college year and City of Dublin FET College Íde Finglas Northwest Campus will notify you about any newly developed or amended policies and procedures when necessary.



Policies and procedures

Academic Integrity and Plagiarism Policy: This policy sets out clear definitions of both academic integrity and plagiarism and outlines how you can ensure that the evidence you submit for assessment meets the standard. Academic integrity is 'the expectation that teachers, learners, researchers, and all members of the academic community act with honesty, trust, fairness, respect, and responsibility. Academic integrity is a fundamental principle that should underpin all academic activity in City of Dublin FET College Íde Finglas Northwest Campus. Breaching academic integrity is known as 'academic misconduct'. Plagiarism is an example of 'academic misconduct' and this means using the work of others without acknowledging the original source.



**QA procedures in Case of
Academic Misconduct**

Admissions: This policy clarifies the procedure involved in applying to undertake a course in City of Dublin FET College Íde Finglas Northwest Campus and the steps that must be taken before you become a fully registered learner. It also outlines the application procedure you must follow to defer, delay course completion, repeat or apply to complete the second year of your course. You also refer to the Course Completion section of this handbook.



Admissions Policy

Anti-Bullying: City of Dublin FET College Íde Finglas Northwest Campus is committed to promoting dignity and respect and facilitating the right of you and every other member of City of Dublin FET College Íde Finglas Northwest Campus's community to study and work in an environment which is free from harassment, intimidation, or bullying. This policy clearly outlines the steps you must take if you feel that you are being bullied, harassed, or intimidated. These steps include informal and formal approaches to resolution.



Anti-bullying Policy

CITY OF DUBLIN FET COLLEGE ÍDE FINGLAS NORTHWEST CAMPUS POLICIES AND PROCEDURES

Attendance: As a registered full-time learner you must participate fully on your course. Full attendance is desirable for your sequential learning and award success whether you are in-class or online. Each class builds on the knowledge, skills, and competencies of the previous class. Vital information about subject assessment, course and college activities are delivered in class and unless you attend you will miss this information. Your course in City of Dublin FET College Íde Finglas Northwest Campus will train you for the workplace, and in the workplace, absenteeism will not be tolerated. 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 80% attendance is required.

It is a legal requirement that City of Dublin FET College Íde Finglas Northwest Campus monitors and records your attendance. City of Dublin FET College Íde Finglas Northwest Campus is also obliged to report this attendance to SUSI or the Department of Employment and Social Protection (DEASP) upon request. Poor attendance will affect your grant and/or your DEASP allowance.



Attendance Policy

CCTV: City of Dublin FET College Íde Finglas Northwest Campus, as a constituent college of City of Dublin FET, is bound by its CCTV Policy. This policy supplements the CCTV privacy notice in City of Dublin FET College Íde Finglas Northwest Campus and the City of Dublin FET Data Protection Policy. All of these are available at www.cityofdublinitb.ie/about-us/corporate-services/policies. This policy outlines the reasons why CCTV is used and what CCTV data is collected.



CCTV Policy

Code of Conduct: The Code of Conduct sets out the standards of behaviour that City of Dublin FET College Íde Finglas Northwest Campus expects of you. You should familiarise yourself with these expectations as understanding your responsibilities will help you to make the most of your experience and gives you the opportunity to contribute to a positive learning environment for others while you are a learner in City of Dublin FET College Íde Finglas Northwest Campus. The primary aim of this Code of Conduct is to create an inclusive learning environment. City of Dublin FET College Íde Finglas Northwest Campus upholds to administer this Code of Conduct fairly and consistently and is required to record all incidents on individual learner profiles where necessary. All learners are given every opportunity to engage with learners supports (internal and external referral) throughout the entire process.



Code of Conduct

Child Protection: As there are some learners under the age of 18 attending City of Dublin FET College Íde Finglas Northwest Campus all regulations and guidelines of the Children's First Act 2015 are adhered to.



Child Safeguarding Statement



Additional Child Protection Guidelines

CITY OF DUBLIN FET COLLEGE ÍDE FINGLAS NORTHWEST CAMPUS POLICIES AND PROCEDURES

Complaint Procedure: A procedure for processing complaints made by parents/ guardians of learners OR adult learner(s) currently enrolled in a City of Dublin FET school/ centre against a staff member employed by City of Dublin FET is available at www.cityofdublinitb.ie/about-us/corporate-services/policies. This procedure outlines the informal and formal approaches to resolution that must be undertaken.



Complaint Procedure

(Also see page 52 of this document.)

Computer Usage: City of Dublin FET has developed a clear and comprehensive policy in relation to ICT usage. This policy governs staff and learners and is available at www.cityofdublinitb.ie/about-us/corporate-services/policies. As a learner in City of Dublin FET College Íde Finglas Northwest Campus you will (a) receive a @colaisteide.ie email address, (B) have access to ICT equipment, and (C) you may have a device on loan such as a laptop. This policy governs use of that equipment and ICT access and especially refers to email, the internet, use of social media, software, mobile devices and displaying material of an obscene or offensive nature.

Student computer and network acceptable use policy

See page 55 of this document.

Data Processing Policy: This City of Dublin FET policy clearly sets out City of Dublin FET College Íde Finglas Northwest Campus's approach to Data Protection, Data Processing and GDPR. This policy can be viewed at www.cityofdublinitb.ie/about-us/corporate-services/policies. This policy outlines City of Dublin FET College Íde Finglas Northwest Campus's responsibilities regarding the capture, retention and sharing of your data.



Information on Data Protection

Disability: This policy aims to underpin City of Dublin FET College Íde Finglas Northwest Campus's commitment to a learning environment in which no learner will have their learning unduly inhibited because they have a physical or learning disability. This policy outlines City of Dublin FET College Íde Finglas Northwest Campus's statutory duty under the Disability Act 2005 to make reasonable accommodations for learners with disabilities. It also explains the different supports available within City of Dublin FET College Íde Finglas Northwest Campus and how to access them.



Disability Supports Information

Student Retention Policy: City of Dublin FET College Íde Finglas Northwest Campus is aware that learners can face considerable challenges when they commence a course of study. The aim of the Student Retention policy is to encourage and support learners to complete their course. This includes providing course induction, supports (where applicable) and providing options to assist learners in completing their award.



Attendance policy

Student Participation Policy: You will be asked to complete the Student Participation policy form. This form identifies how you can successfully participate in your course of study in City of Dublin FET College Íde Finglas Northwest Campus to achieve your full award. This form brings together all aspect of college life and clearly lays out the standards expected of you during your time in City of Dublin FET College Íde Finglas Northwest Campus.

Student Participation policy

See page 61 of this document.

STUDENT TO STUDENT COMPLAINT PROCEDURE

Introduction

City of Dublin FET College Íde Finglas Northwest Campus is a centre of learning committed to providing education and training to the highest quality. As a constituent college of City of Dublin ETB, City of Dublin FET College Íde Finglas Northwest Campus strives to excel in responding to the educational needs of the full registered learners.

The maintenance and development of an inclusive learning community is greatly facilitated by a Student-to-Student Complaints Procedure which fosters relationships between learners which are characterized by mutual courtesy, respect and fairness.

Aim

The aim of this procedure is to provide a system which allows learners attending City of Dublin FET College Íde Finglas Northwest Campus to make complaints in respect of the conduct and/or behaviour of other learners who are also attending in the same either on the same course or on another course within the college in either of the three buildings.

Objectives

The objectives for this Student-to-Student Complaints Procedures are to:

- Promote dialogue among learners to resolve student-to-student issues.
- Endeavour to respond to student-to-student complaint as quickly as possible so that teaching and learning is not disrupted for either party.
- Promote resolution and ensure that both parties to the complaint remain dedicated to their course of study.
- Retain records of all complaints in accordance with the City of Dublin ETB's Records Retention Schedule.
- It is City of Dublin FET College Íde Finglas Northwest Campus's policy to keep a record of all complaints received for a fixed period of time, in accordance with City of Dublin's ETB's Record Retention Schedule.

Scope/To whom It applies

The procedure applies to all learners participating in a Further Education and Training course provided by City of Dublin FET College Íde Finglas Northwest Campus but excludes:

- Complaints made by student(s) against a staff member, which are appropriate to being dealt with under the Code of Practice for dealing with Complaints made by Parent(s), Guardian(s) of a learner or by an adult learner currently enrolled in a FET Centre, against a staff member employed by the ETB.
- Anonymous allegations, unless they are deemed to fall under the definitions as set out in the City of Dublin ETB's Disclosure Policy.
- Complaints in respect of child abuse which are dealt with under separate guidelines and procedures issued by the Department of Education.
- Complaints which are the subject of legal proceedings or claims for redress under statutory provisions.
- Complaints that relate to conduct and/or behaviour that occurs outside of the ETB's premises, except where the conduct and/or behaviour brings the ETB into disrepute and/or potentially affects the reputation of the ETB.
- Complaints that may constitute a serious breach of the Students Code of Conduct will be dealt with under the Student Code of Conduct.

STUDENT TO STUDENT COMPLAINT PROCEDURE

Procedure Details

Informal Stage

- Students are encouraged to raise their complaint informally with the relevant student in the first instance. Complaints, whether verbal or in writing, should be processed informally unless one of the parties' objects to same, in which case the formal procedure will apply.
- Communication between the parties to the complaint must take place in an atmosphere that is calm, dignified and in a climate that respects the viewpoint of either party to this procedure.
- The student may request that they be accompanied by their class representative or a friend during the informal phase on the basis of providing support.
- If no satisfactory resolution is reached either student can proceed to formal stage 1.

Formal Stage 1

- Initial complaints should be dealt with by the course coordinator through discussion with the student(s) involved in the complaint.
- In circumstances where the matter cannot be resolved, the course coordinator will advise the complainant that they may refer the complaint to the Deputy Principal.
- Where a complaint is being referred to Stage 2, the complainant will be required to submit their complaint in writing.

Formal Stage 2

- The Deputy Principal will arrange to meet with both parties to the complaint. The meeting will ideally take place within 5 working days of the complaint being referred to the Deputy Principal.
- The Deputy Principal may convene a meeting separately and/or jointly with the parties to the complaint to facilitate a resolution.
- When the Deputy Principal is satisfied that the matter has either concluded or that they cannot facilitate a resolution, they will communicate the outcome in a statement to all parties.
- In circumstances where a resolution has not been achieved, the complainant may refer the complaint within 5 working days to the Principal.

Formal Stage 3

- The Principal will arrange to meet with both parties to the complaint. The meeting will ideally take place within 5 working days of the complaint being referred to the Principal.
- The Principal may convene a meeting separately and/or jointly with the parties to the complaint to facilitate a resolution.
- The Principal may also meet with teacher, course co-ordinators and/or any other person they deem necessary.
- The Principal may put forward proposals in an effort to resolve issues.
- When the Principal is satisfied that the matter has either concluded or that they cannot facilitate a resolution, they will communicate the outcome in a statement to all parties.
- In circumstances where a resolution has not been achieved, the complainant may refer the complaint within 5 working days to the Director of FET.

Formal Stage 4

- The Director of FET (or Designated Person) will arrange to meet with both parties to the complaint. The meeting will ideally take place within 5 working days of the complaint being forwarded.
- The Director of FET (or Designated Person) may convene a meeting separately and/or jointly with the parties to the complaint to facilitate a resolution.
- The Director of FET (or Designated Person) may also meet with teachers, course co-ordinators, Deputy Principal, Principal and/or any other person they deem necessary.
- The Director of FET (or Designated Person) will consider all matters presented and, in the absence of an agreed resolution, make a decision on the appropriate intervention required.
- All parties will be notified in writing of the Director of FET's (or Designated Person's) decision, which shall be final.

Gross Misconduct

- Where a complaint is raised which may be considered as gross misconduct, the Principal shall designate the course co-ordinator or Deputy Principal to

STUDENT TO STUDENT COMPLAINT PROCEDURE

investigate the matter.

- On completion of an investigation, the course coordinator or Deputy Principal shall furnish the Principal with a report of the findings of fact with a recommendation as to whether there is a case to be answered or not.
- The Principal will arrange to meet with both parties to the complaint. The meeting will ideally take place within 5 working days of the complaint being forwarded.
- This meeting is to allow parties an opportunity to put their case to the Principal and to answer to the findings of the investigation.
- The Principal on consideration of the report and direct representations, shall make a decision on the appropriate intervention required, which may include referral to the disciplinary procedure up to and including suspension and/or exclusion.

STUDENT COMPUTER AND AND NETWORK ACCEPTABLE USE POLICY

The aim of this Acceptable Use Policy (AUP) is to ensure that learners will benefit from learning opportunities offered by the ICT resources in a safe and effective manner. Internet use and network access is considered a resource and a privilege.

Any learner who uses City of Dublin FET College Íde Finglas Northwest Campus's computer and network facilities does so on the understanding that he/she agrees to abide by the City of Dublin Educational Training Board Committee's (City of Dublin FET) 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 City of Dublin FET College Íde Finglas Northwest Campus are protected from loss, modification or destruction.

Therefore, if the City of Dublin FET College Íde Finglas Northwest Campus's AUP is not adhered to, this privilege will be withdrawn, and appropriate sanctions as outlined in the Code of Practice below may be imposed.

Legislation

City of Dublin FET College Íde Finglas Northwest Campus will provide links to the following legislation on our website (Coláiste Íde .ie) which underpins the usage of the computer and network facilities which learners should familiarise themselves with:

- The Data Protection Act 1988
- Data Protection (Amendment) Act 2003
- Child Trafficking and Pornography Act 1998
- General Data Protection Regulation - Regulation (EU) 2016/679

I AGREE:

1. 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.
2. 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 City of Dublin FET College Íde Finglas Northwest Campus's computer and network resources and to accept that "hacking" is a serious offence under criminal law.
3. 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.
4. To not knowingly perform any act which will interfere with the normal operation of computers, peripherals or networks or knowingly destroy the integrity of computer-based information.
5. Not to give another individual unauthorised access to my computer account and to make no attempt to access another individual's computer files.
6. Not to use the computer and network facilities for unauthorised profit or commercial purposes.
7. 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.
8. To use social media in a responsible manner and not to engage in behaviour on social media which would impact the college or other learners in the college.
9. Not to 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.
10. Not to open e-mail attachments from unsolicited or unknown sources.

STUDENT COMPUTER AND AND NETWORK ACCEPTABLE USE POLICY

11. 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
12. Internet is available to a global audience. I also agree 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.
13. Not to register or sign "visitors books" on Websites without prior permission.
14. That City of Dublin FET College Íde Finglas Northwest Campus may check my computer files and monitor my e-mail and Internet activities.
15. To report to City of Dublin FET College Íde Finglas Northwest Campus 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.
16. 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

AUP acceptance

It is envisaged that City of Dublin FET College Íde Finglas Northwest Campus will revise this AUP annually. Before signing, the AUP, it should be read carefully to ensure that the conditions of use are accepted and understood.

I have read and understood the above and agree to its terms.

Signed:

Course: _____

Name: (Block Letters) _____

Date: _____

Sanctions

- Misuse of network resources and abuse or infringement on the conditions outlined in this 'Acceptable Use Policy' will result in referral to the processes and possible sanctions within the City of Dublin FET College Íde Finglas Northwest Campus Code of Conduct and may result in withdrawal of access privileges.
- City of Dublin FET College Íde Finglas Northwest Campus reserves the right to report any illegal activities to the appropriate authorities including TUSLA and/or the Gardaí. This could include unacceptable use of the internet, inappropriate use of any app which includes the camera, inappropriate, inaccurate, defamatory, obscene or illegal material found on devices. This also includes the distribution, publication and sharing of any inappropriate images and/or links to private and confidential data.

GUIDELINES ON ADMINISTRATION OF MEDICINES IN AN EMERGENCY

This policy has been prepared with reference to 'Managing Chronic Health Conditions at Schools – a resource pack for teachers and parents'/guardians prepared by the Asthma Society of Ireland, Diabetes Federation Ireland, Brainwave the Irish Epilepsy Association and Anaphylaxis Ireland.

The aims of this policy are:

- To meet the needs of learners under who require administration of essential medications during the college day in an emergency, in compliance with legislation, and in line with best practice.
- To protect City of Dublin FET College Íde Finglas Northwest Campus staff by ensuring that any involvement in the administration of medication complies with legislation and best practice guidelines.

Content

- Prescription medication can only be stored in City of Dublin FET College Íde Finglas Northwest Campus following recommendation from a medical practitioner who must make application to the Principal /Deputy Principal at the beginning of the academic year. A Parent/Guardian consent form must be completed.
- The learner must supply, written confirmation from a medical practitioner, that the medication can be administered by a non-medically trained person in an emergency situation. This must not be dated more than a month from date of submission.
- All learners whose medication is stored in the college for emergency use must supply, written confirmation from a medical practitioner, of the correct dose to be administered and the circumstance under which medication should be given.
- City of Dublin FET College Íde Finglas Northwest Campus staff will receiver required training to administer emergency medication to learners.
- City of Dublin FET College Íde Finglas Northwest Campus reserves the right, after due consideration, to withdraw administering medication in circumstances where it is inappropriate.
- The authority from the learner and/or parents/guardians requesting administration of medicines in an emergency situation must be accompanied by the Authority for Administration of Medication – Information and Consent Form (see Appendix 1). This form summarises essential information to inform training of staff and safe administration of the medication in an emergency. .
- If it is approved that the medication can be stored and administered in the college, it will be stored in a locked cupboard in the First Aid Room. The medication will be securely stored and labelled with the learner's name, expiry date, dosage, circumstances under which it should be administered and consent of the learner and/or parent/guardian to self-administration as, where possible, medication should be self-administered by the learner under supervision.
- It is the responsibility of the learner and/or parents/guardians to ensure that an adequate supply of medication is in stock and that it has not passed its expiry date. If medication passes its expiry date without being used, the learner or parents/guardians will take responsibility for its safe disposal (usually by returning it to the pharmacy).
- It may be necessary to store medication in a controlled temperature environment of 4°C in a refrigerator. If this is the case the medications will be stored separately to food and other items. The refrigerator will be securely located in the First Aid Room in the Main Building to avoid interference/tampering with the medication(s).
- A change in medication and/or dosage will require immediate submission of an updated request form to be submitted to the Principal / Deputy Principal as outlined above. All changes should be in writing and accompanied by a new consent form so that a current date is included on file. In either case the Request for Administration of Medication – Information and Consent Form will need to be updated. It is the responsibility of the learner and/or parents/guardians to ensure that the dosage noted on the container in which this medication is stored is also amended.

GUIDELINES ON ADMINISTRATION OF MEDICINES IN AN EMERGENCY

- A written record of all medication administered in City of Dublin FET College Íde Finglas Northwest Campus will be maintained. When medication is administered by City of Dublin FET College Íde Finglas Northwest Campus representatives to treat an emergency (e.g. allergic reaction, asthma attack, seizure, hypoglycaemia, etc.), next of kin will be notified by telephone.
- The Principal/Deputy Principal will audit the medication books at least once a year to ensure that the actual administration of medication complies with the information on the Authority for Administration of Medication – Information and Consent Form. Identified discrepancies will be addressed to parents/guardians with whom responsibility for arranging assessment of their clinical relevance (if any) by a physician will rest.

Authority for Administration of Medication

For the administration of medication to learners to be signed by the learner or if the learner is under 18 to be co-signed by the parent/guardian.

Student's name:	
Date of birth:	
Weight:	
Name of medication:	
Dosage:	

Condition for which medication is required:	
Under what circumstances medication should be given to the learner at City of Dublin FET College Íde Finglas Northwest Campus?	
Other medication being taken:	

I consent to the learner's self-administration of this medication:	Yes ☐	No ☐
---	-------------------------------------	------------------------------------

GP'S Name:	Phone Number:
1st emergency contact:	Mobile:
2nd emergency contact:	Mobile:

I authorise administration of medication in an emergency situation by City of Dublin FET College Íde Finglas Northwest Campus staff in dosage of specificity in the letter from my medical practitioner as outlined in the circumstances above.

I understand that information about my (or my child's) medical condition and treatment will be shared with college representatives and medical personnel as necessary.

I consent to the disclosure of this information to appropriate medical practitioner/s, e.g. in an emergency, and to relevant insurers as per City of Dublin ETB's Data Protection Policies and Privacy Notices.

I understand that City of Dublin FET College Íde Finglas Northwest Campus staff administering this medication may not be medical trained.

Signed:

(Student Signature)

Date:

Signed:

(Parents/Guardians Signature)

Date:

City of Dublin FET College Íde Finglas North-west Campus student participation policy 2026/2027

As a learner in City of Dublin FET College Íde Finglas Northwest Campus I commit to the following:

1. I understand that it is my responsibility to acquaint myself with all the details of my course, assessment procedures, City of Dublin FET College Íde Finglas Northwest Campus rules and regulations as outlined in City of Dublin FET College Íde Finglas Northwest Campus's Student Handbook 2026/2027.
2. I am fully committed to the course which I am undertaking. I will work to the best of my ability and will meet all deadlines set to the best of my ability.
3. I will pay all City of Dublin FET College Íde Finglas Northwest Campus fees on the dates announced or displayed. Applicants are only registered as a learner of the college when all course fees have been paid. I understand that I will not receive official examination certification until all fees are paid.
4. I understand that all the assignments that I submit during my course must be my own work.
5. I understand that I need to pass all modules to gain my full award. In addition, I understand that it is my responsibility to research the progression opportunities available, so that I am aware of the grades and components required to secure a place on a Level 6 course within City of Dublin FET College Íde Finglas Northwest Campus or a Third Level place.
6. I realise that my performance (attendance, work input, behaviour, and general attitude) at City of Dublin FET College Íde Finglas Northwest Campus will be reflected in any reference given by City of Dublin FET College Íde Finglas Northwest Campus. In addition, this performance will be considered should I apply to repeat a year of a course or apply for another course in City of Dublin FET College Íde Finglas Northwest Campus the following year.
7. City of Dublin FET College Íde Finglas Northwest Campus requires learners to attend all modules on offer, fully and punctually. I understand that if I am unable to fulfil this commitment that I may be asked to withdraw from my course of study.
8. I understand that it is my responsibility to notify my course coordinator of any attendance difficulties I have. Absences with medical certification fall outside normal attendance requirements. (Absences with medical certification fall outside normal attendance requirements).
9. I understand that I have an obligation to meet any Safety, Health and Welfare Rules and Regulations as they relate to my course, myself and others.
10. I am aware that there are CCTV cameras on the City of Dublin FET College Íde Finglas Northwest Campus campus and that the recordings from these cameras can be used in the event of an accident or incident.
11. If I am absent from City of Dublin FET College Íde Finglas Northwest Campus, I accept that it is my responsibility to acquaint myself with any assessment or examination details, timetable changes announced or displayed during my absence.
12. I understand that City of Dublin FET College Íde Finglas Northwest Campus will communicate general messages and notifications either through text or through my City of Dublin FET College Íde Finglas Northwest Campus email and that it's my responsibility to notify City of Dublin FET College Íde Finglas Northwest Campus of any changes to my personal data including telephone number or postal address.
13. I understand that I must notify my course coordinator if I have any additional learning needs or need for examination accommodations on or before the 3rd of October 2026.
14. I commit to submitting assignment work that is (a) my own, (b) properly referenced, (c) not copied from another learner, (d) not copied from the Internet, book, website, journal or manual.
15. I commit to abiding by the City of Dublin FET College Íde Finglas Northwest Campus Student Code of Conduct.

Learner Signature:

NOTES



BE WHO YOU ARE AND SAY
WHAT YOU FEEL,
BECAUSE THOSE WHO MIND
DON'T MATTER,
AND THOSE WHO MATTER
DON'T MIND.

- Dr. Seuss

