

Student Handbook

2022-2023



Coláiste na Saoirsí
Liberties College

Liberties College of
Further Education

Coláiste na Saoirsí
Coláiste Breisoideachas

Bull Alley Street, Dublin 8
Sráid an Bhulla, Baile Átha Cliath 8



Tel: +353-(0)1-4540044



Fax: +353-(0)1-4546348



Email: info@liberties.cdetsb.ie

Mission Statement

Liberties College, a constituent College of the City of Dublin Education and Training Board, offers access to quality programmes to students of all communities, abilities and backgrounds.



The education and training programmes of the College develop key skills and enrich capacity for critical thinking, creativity and expression. We seek to create a learning culture that promotes personal responsibility and self-determination as cornerstones of Further Education.

As a College of Further Education we will work in a spirit of respect and tolerance to create a positive, inclusive atmosphere and provide learners with the opportunity to achieve their full potential.



Welcome to Liberties College



Thank you for choosing Liberties College as the next step in your education journey. Our mission is to provide you with the education, training and opportunities that will equip you to progress to higher education or directly into the world of work, in your chosen area.

I am sure you are excited to start a new phase in your education. Whether you have recently finished the Leaving Certificate or are returning to education after a long break, I believe you will have an enjoyable and fulfilling year ahead. Our students come from different backgrounds and have different life experiences. That means we can all learn from each other in a diverse environment.

Liberties College has an experienced staff whose goal is to provide a positive learning environment where each student can reach their full potential. If you need support during the coming year, please make sure to talk to your teachers or guidance counsellors. They can help you work through most issues and provide the assistance you require.

College life is not all about assignments and examinations, there needs to be time for fun too! I encourage you to fully engage in social events. After the recent Covid-19 restrictions, I am sure you are looking forward to more normal interactions.

As you prepare for the coming year, I hope this student handbook will be a useful introduction to the college and a handy reference for use throughout the year.

I look forward to meeting you in September and wish you every success in the year ahead.

Siobhan O Carroll

Principal

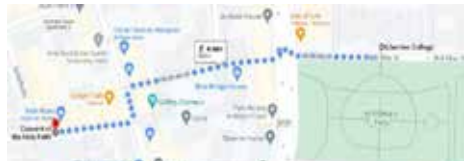


How to get to Liberties College



Situated in the heart of Dublin City, the Liberties College campus has buildings in Bull Alley street and nearby Marks Alley. Where possible, classes are scheduled in one building or the other, depending on the course.

You can walk between the buildings via a pedestrian route on Patrick Street. The college administration is located in the Bull Alley building.



CITY BUS SERVICES to nearby stops

To Christchurch
13, 49, 54a, 65, 123

To Georges Street / Aungier Street
16, 25, 26, 65b, 122

To Kevin Street
27, 56a, 77a, 151

DART SERVICES

Westmoreland St. Station - 20 mins
Connolly Station - transfer to red LUAS

LUAS SERVICES

Green Line: St. Stephens Green – 10 min walk

Red Line: Four Courts – 10 min walk

TRAIN SERVICES

Heuston Station – Transfer to Red LUAS

Connolly Station – Transfer to Red LUAS

LONG DISTANCE BUS SERVICES

Busáras – Transfer to Red LUAS

O'Connell Street – Transfer to Red LUAS

Student Orientation

Student induction occurs during your first week at Liberties College. It is important that you make sure to provide the College with accurate information during induction.

Personal details:

It is important that your name and PPS number are accurately reflected on the College systems. Your PPS number is the unique identifier that is used to register students, provide supports and award certifications. Your name will be reflected on any Certificates and Awards issued by QQI or other awarding bodies. Please ensure these details are accurate.



Address and Phone number

Your address must be accurate so that the College can send certificates, graduation invitations and other details to your correct address. If you change address during the year, you must inform the administration office to ensure they update your record.

Email Address

After registration, all students will be issued with a Microsoft Office365™ account. This will include your student email address.

Student Card

Each student will be issued with a College Student Card. You should have this card with you when attending class at Liberties College. You may be asked to present this card as proof that you are a student to college porters or staff members. A replacement card can be provided by the Administration office for a fee of €10.

Forms to be signed by the student or the College:

You will be asked to complete and submit signed copies of the forms on pages 39-48 of this booklet at your induction. These forms will be held on record by the College. Throughout the year students may have forms that need to be signed by the College office. These should be left in the Administration Office in Bull Alley Street. Please allow two days for signing before calling to collect the form.

Data Protection:

Liberties College follows CDETB's GDPR regulations. Only necessary personal information is collected and retained by the college. Details of the policy are available on the college website. www.libertiescollege.ie/policies



Help With Fees

Student Maintenance Grants (SUSI)

Information on student grants is available from the College administration office. Students may be eligible for a means tested maintenance grant under the SUSI scheme for Further Education courses. Each monthly payment is subject to the student maintaining a satisfactory record of attendance. General information and application details on the Student Universal Support Ireland grant are available on www.susi.ie. You can submit your application for a maintenance grant once you have secured a college place. Candidates are advised to apply for a grant to SUSI.ie once advised of college acceptance, in order to have enough time to submit all of the documents required.

Social Welfare & education supports

Queries about BEA and VTOS will be answered by the College VTOS coordinator. In each case, once your course application is accepted by the college, the BEA/VTOS coordinator will guide you through the relevant procedures

Back to Education Allowance (BEA)

Some of our students are eligible for the Back to Education Allowance (BEA). The BEA may be available if you are 21 or older and are in receipt of Job Seekers payment or credits for at least 3 months before the commencement date of the course OR in receipt of One Parent Family Allowance OR in receipt of Disability Allowance, Disability Benefit, Invalidity Payment OR the Widow's/Widower's Payment. In 2022-2023, BEA may also apply for students who have received the Pandemic Unemployment Payment (PUP). The BEA will allow you to continue to receive your benefits and allowances while pursuing further studies. Please contact the BEA/VTOS coordinator (see page 11) for more details on eligibility.

Vocational Training Opportunities Scheme (VTOS)

Liberties College have a limited number of VTOS places available each year. VTOS is operated through Local Education and Training Boards and is aimed in particular at unemployed people who are early school-leavers. Applicants must be over 21 years of age, unemployed and in receipt of certain social welfare payments for at least 6 months before they can apply for a VTOS place.

VTOS applicants may be eligible for meal and travel allowances and some course expenses (incl. books and materials expenses). VTOS participants are not eligible for student maintenance grants through the SUSI programme. You can only apply to one grant support scheme.

Garda Vetting for Work Experience



Reason for Garda Vetting:

Anyone who works or volunteers with children and vulnerable adults must go through the Garda vetting procedure. Garda vetting is required for all work experience placements in the healthcare sector and in youth work, childcare and social care or similar areas.

Garda vetting is conducted by the Garda Síochána National Vetting Bureau, who will send a vetting disclosure to the College.

Requests for Garda vetting are made with the student's consent. If the student is under 18, the student's parent or guardian must provide the consent. To initiate the Garda Vetting process you will require proof of identity, your current address and a list of your previous addresses in Ireland and abroad. The college Garda vetting coordinator will provide the relevant forms.

- Students should not apply individually to be vetted. The vetting must be requested by an employer or the College. It is not performed by local Garda stations. Students should provide their details to the Liberties College Garda Vetting coordinator when requested (see page 11 for details).
- Employers in care and education are required to use the vetting procedure to ensure that persons convicted of child abuse or other related crimes are not employed in the sector.
- Many employers require students seeking work experience to be vetted before the placement.
- International vetting: Students who have lived abroad may be asked to apply for vetting by the police authorities in the countries where they resided. There is no general procedure for this. Liberties College can provide a letter of explanation to accompany a request for vetting in another jurisdiction.
- Vetting is a child protection measure. All previous convictions are reported to the employer or college that makes the application. Following a risk assessment for the specific job role, only convictions that pose a risk to children or vulnerable adults will be considered.

The College cannot arrange or facilitate work experience in a care setting for students who are prohibited from employment in that sector. Because work experience is mandatory for most QQI awards, students who do not get work experience are unlikely to get a QQI award. If you feel you may be precluded from taking up work experience, please contact the Garda Vetting coordinator or Deputy Principal to discuss your particular situation in confidence. CDETB and Liberties College accept no liability where the Garda vetting process precludes students from participation in work placements.



Covid-19

Liberties College implements measures to prevent the spread of Covid-19 in line with HSE and Department of Education guidelines. The College has a Covid Officer who coordinates Covid-19 preparations and monitors adherence to the guidelines.



Coronavirus COVID-19



Coronavirus
COVID-19
Public Health
Advice

If you have fever and/or cough you should stay at home regardless of your travel or contact history.

If you have returned from an area that is subject to travel restrictions due to COVID-19 you should restrict your movement for 14 days. Check the list of affected areas on www.dfa.ie

All people are advised to:

- > **Reduce** social interactions
- > **Keep a distance** of 2m between you and other people
- > **Do not** shake hands or make close contact where possible

If you have symptoms visit hse.ie [QR](#) phone HSE Live **1850 24 1850**

How to Prevent



Stop

shaking hands or hugging when saying hello or greeting other people



Distance

yourself at least 2 metres (6 feet) away from other people, especially those who might be unwell



Wash

your hands well and often to avoid contamination



Cover

your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue



Avoid

touching eyes, nose, or mouth with unwashed hands



Clean

and disinfect frequently touched objects and surfaces

Symptoms

- > Fever (High Temperature)
- > A Cough
- > Shortness of Breath
- > Breathing Difficulties

For Daily Updates Visit

www.gov.ie/health-covid-19
www.hse.ie



Bull Alley

The Bull Alley building is part of the historic Iveagh complex. The College administration offices are located near the main entrance.

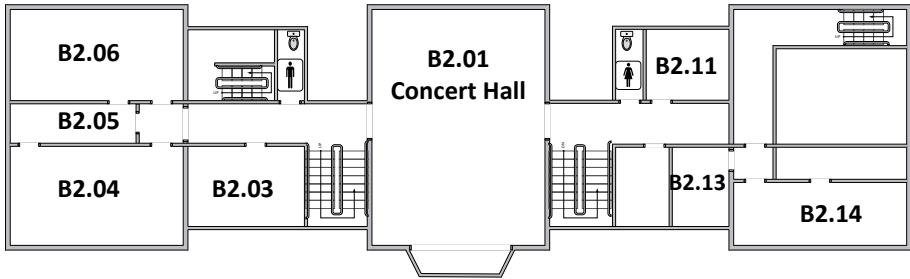
The entrance is on floor 1.

The main classrooms are listed on the floorplans below.

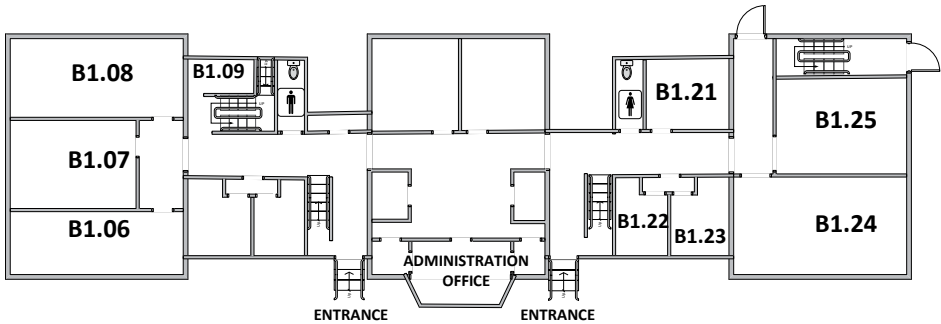
Please note: these floorplans are approximate.



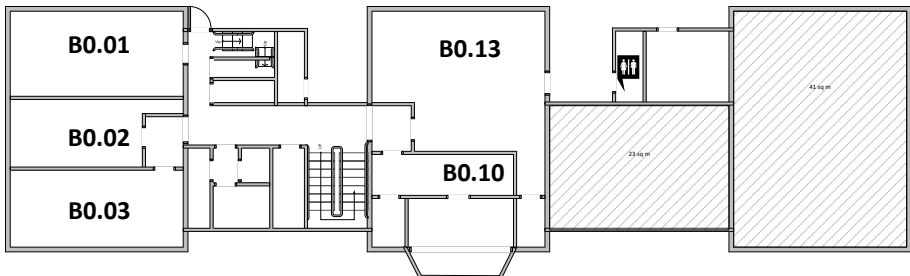
2



1



0



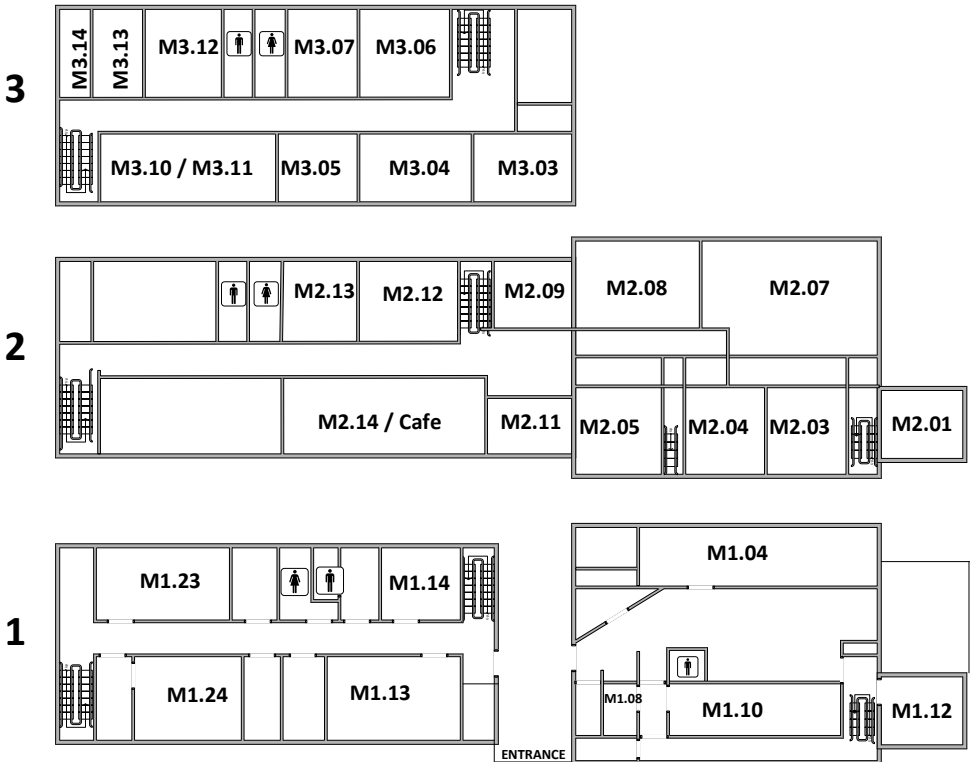
Marks Alley



Marks Alley is home to several course groups. It is 300 meters from the Bull Alley building. This building has a Café, situated on the second floor (M2.14).

The main entrance is on the ground floor (floor 1).
The main classrooms are listed on the floorplans below.

Please note: these floorplans are approximate.





Student Services



Canteen:

There is a canteen in Marks Alley (room M2:14 on the first floor). Hot food and snacks are available during the day. Café opening times are posted at the café entrance. In Bull Alley, a Common Room called Café Bayno is available with vending machines, hot drinks and microwave facilities.

Food and drink should be consumed only in designated areas such as the canteen. Food and drink may not be consumed in any area in which a 'No Food or Drink' notice is displayed.

Library:

The Library in Mark's Alley is open for study during the day. You can apply for a library card and can borrow books for a limited period.

Photocopying:

There is a photocopier for student use in Bull Alley Street and Marks's Alley. The copy cost is 10c per A4 sheet.

Student Lockers:

There are student lockers available in the Bull Alley and Marks Alley buildings.

Notice Boards:

There are notice boards and electronic displays containing information of importance to students. Students should view the notice boards regularly for information which may affect them. Information is also available on Moodle. There is a notice board in the canteen for student use. Students should seek permission from the Deputy Principal before displaying notices. Unapproved notices may be removed from all notice boards.

Student Travel & Discount Card

Students wishing to avail of a Student Travelcard can do so by post to: Student Travelcard; Porter's Avenue, Coolmine Industrial Estate, Clonsilla D15. You can get a travel card on the spot in the Students' Union in Trinity College. Forms can be downloaded from www.studenttravelcard.ie

Accommodation:

Please note that the College is non-residential and does not accept responsibility for students' accommodation. If you have accommodation difficulties, there are some support services listed on page 14 that may be useful.

Student Services



Information on Careers and Further Education:

A key part of your development at Liberties College is your preparation for a career or further study. The college has two experienced career guidance counsellors who can provide information and guidance on a one-to-one basis. There is also a range of career choice material available for personal short-term borrowing from the Guidance Counsellors.

Green Campus:

Liberties College is implementing systems which support a green and sustainable approach to education and working, including a recycling programme. Please dispose of all paper, light card and plastic waste carefully in the bins provided. There are disposal points for old mobile phones, batteries and ink cartridges. If you are interested in environmental conservation, there is a Green College committee which welcomes new members each year.

Student Council:

Each class group elects a representative to the Student Council. The student council highlights issues of student concern to the Principal on a regular basis. The council selects a representative to sit on the College Board of Management.

Activity	Staff leader	email
College Principal	Siobhan O Carroll	siobhan.ocarroll@liberties.cdetb.ie
Deputy Principal	Elaine O'Reilly	Elaine.oreilly@liberties.cdetb.ie
Learning support	Dee Kearney	Dee.Kearney@liberties.cdetb.ie

Guidance Counsellor	Carmel Buckley	Carmel.buckley@liberties.cdetb.ie
Guidance Counsellor	Jacqui Howard	Jacqui.howard@liberties.cdetb.ie
BEA & VTOS Coordinator	Eileen McPartland	Eileen.mcpartland@liberties.cdetb.ie
Garda Vetting coordinator	Pauline Stack	pauline.stack@liberties.cdetb.ie
IT systems manager	To be announced	
Sports & Culture Council	Brenda Earle	Brenda.earle@liberties.cdetb.ie
Covid-19 Officer	Eilish McLoughlin	Eilish.mcloughlin@liberties.cdetb.ie
Student Council	Lorraine Morrissey	Lorraine.Morrissey@liberties.cdetb.ie
Green College Leader	Elaine O'Reilly	Elaine.oreilly@liberties.cdetb.ie



Student Activities

Sports and Cultural Council (SCC):

Liberties College participates in the CDETБ Sports and Cultural Council (SCC). The SCC organises events across all of the 19 CDETБ colleges. With nearly 10,000 students there are lots of groups to engage with.

Liberties College has its own Sports and cultural group. They have been involved in activities such as Public Speaking, Table quizzes, Poetry and Short Story Competitions, Photography Exhibitions, Intercultural Days; LGBTQ+ events and the Zombie Fun Run for the Peter McVerry Trust.

Sports Activities include Soccer, Badminton, Swimming, Yoga, Table Tennis, staff relay etc. The Iveagh fitness club is located close to Bull Alley and has gym and swimming facilities.



As the majority of students change each year, the range of activities will depend on student interests. Activity sign-up forms will be posted at the start of the academic year. The staff Sports & Culture coordinator (see page 11) can provide further information.



Student Supports

Study support:

The College has a team of study support tutors. They are available to work with you if you would like help in developing the particular reading, writing and study skills needed for your course. You can contact the learning support coordinator to arrange suitable tuition and support



Learning & Disability support:

If you have a disability, the College administers a Fund for Students with Disabilities. Any student with an assessed disability, including specific learning disabilities, may apply for assistance. To learn more, talk things over with your Tutor, Guidance Counsellor or the Learning Support coordinator. If you think you may be eligible for support funding but have not yet had a needs assessment, speak to the learning support coordinator and they will assist you.

Coping with deadline and exam pressure:

If, during the year, you are struggling with assignment workload, please contact your teacher or class tutor as early as possible so that you get the support you need. Many students worry about the pressure of working to deadlines or sitting examinations. If you believe that you may not be able to give a fair account of what you know under exam pressure you may be eligible for reasonable accommodation for examinations. This will be highlighted in an evidence based learning needs assessment. The Learning Support coordinator can provide details of the supports that are available.

Class Tutors:

Each group has a tutor. Your tutor will provide information on the structure and day-to-day running of your course. Teachers will provide information on individual subjects. Please consult your Tutor if in doubt about course or assessment requirements, examination schedules etc.

Guidance and Counselling Service:

Liberties College has two guidance counsellors who offer educational and career guidance and a confidential personal counselling service. You can arrange a one-to-one session by appointment. Information about counselling times and locations will be available when the college year begins. It is possible to be referred to an appropriate and relevant counselling agency through the College Counselling Service..



Support Agencies

Students can, on occasion, get into difficulties. If you encounter a problem, there is support available from a range of agencies. You can also seek confidential advice from our guidance counsellors or the principal and deputy principal. You do not have to manage a problem on your own. Please seek advice and help.

GENERAL INFORMATION

- **Citizens Information** www.citizensinformation.ie
Government funded website with a huge amount of information on benefits, housing, tenant rights, health etc.

ACCOMMODATION

- **Residential Tenancies Board** Landlord and tenant rights & arbitration
PO Box 47, Clonakilty, County Cork. Tel: 0818 30 30 37 www.rtb.ie
- **Threshold Ltd.** Housing Advice,
21 Stoneybatter, Dublin 11. Tel: 6786096. www.threshold.ie
- **Focus Ireland,**
Stanhope Green, Stanhope Street, Dublin 7. Tel 6711219/6778563 or
9-12 High Street, Dublin 8. Telephone: 8815900 www.focusireland.ie

CIVIL LIBERTIES

- **Irish Council of Civil Liberties.** Tel: 01-7994504
- **Amnesty International,** 48 Fleet Street, Dublin 2. Tel: 01-8638300

AIDS/HIV

- **Dublin AIDS Alliance Dublin**
53 Parnell Square, Dublin 1. Tel: 8733799 www.dublinaidalliance.ie
- **HSE Drug/HIV Helpline.** Tel: 1800-459459.

ADDICTION PROBLEMS

- **Alcoholics Anonymous.**
Tel: 8420700. www.alcoholicsanonymous.ie
- **Gamblers Anonymous Answering Service,** www.gamblersanonymous.ie
Carmichael House, North Brunswick Street, Dublin 7. Tel: 01-8721133
- **HSE National Drug Treatment Centre**
McCarthy Centre 30/31 Pearse Street Dublin 2 Tel: 01- 6488600.
www.addictionireland.ie
- **Merchants Quay Ireland,**
Riverbank Building, 13 Merchants Quay, Dublin 8 Tel: 01 524 0924 www.mqi.ie
- **Health Service Executive Helpline:**
Freephone: 1800-459459

Support Agencies

CRISES

- **Dublin Rape Crisis Centre**, www.drcc.ie
70 Lower Leeson Street, Dublin 2. Tel: 1800-778888
- **Samaritans** www.samaritans.org/ireland/samaritans-ireland/
112 Marlborough Street, Dublin1. Freefone: 1850-609090
- **Women's Aid Helpline:** Domestic violence advice and legal support
Freephone: 1800-341 900 www.womensaid.ie

PREGNANCY/CONTRACEPTION/FAMILY PLANNING

- **Irish Family Planning Association** (Non-directive crisis pregnancy counselling)
5/7 Cathal Brugha Street, Dublin1. Tel: 1850 49 50 51 www.ifpa.ie
- **CURA** 30 South Anne Street, Tel: 01-6710598 / 1850-622626 www.cura.ie

LGBTQ+

- **BeLong:** 13 Parliament Street, D2 Tel: 01 670 6223 www.belongto.org

SINGLE PARENT FAMILIES/PARENTS UNDER STRESS

- **Cherish**,
8 Coke Lane, Dublin 7. Tel: 01-662 9212, www.onefamily.ie
- **Gingerbread Ireland** www.gingerbread.ie
Carmichael House, North Brunswick Street, Dublin 1. Tel: 01-6629212,
Parentline: 1890-927277 or 01 8787230, www.parentline.ie
- **Lone Parents' Allowance Section**, Dept. of Social Protection, College Road, Sligo.
Telephone: 1890-500-000

VICTIM SUPPORT

- **Victim Support.** (victims of crime) Tel: 8603877 or 1800-661771.
- **Crime Victims Helpline** Freephone 116 006. www.crimevictimshelpline.ie/

WOMEN'S/MEN'S HEALTH

- **Sexually Transmitted Infections Clinic**
St.James's Hospital, Dept. of Genito- Urinary Medicine. Tel:01-4162315/4162316.
- **Irish Cancer Society**, www.irishcancer.ie
5 Northumberland Road, Dublin 4. Tel: 1800- 200700/2310500.
- **Medical Card Section**, Dr. Steeven's Hospital, Dublin 8. Tel:6352000

MENTAL HEALTH

- **Aware**, 72 Lr Lesson Street, Dublin 2. Tel: 01-6617211 / 1890 303302. www.aware.ie
- **Headstrong**, 16 Westland Square, Pearse Street, D2. Tel: 01-4727010.
www.headstrong.ie



Getting the most out of College life

Your time at Liberties College should be an opportunity to make new friends and try new experiences.

We are situated in the heart of Dublin near many cultural and entertainment venues. Whether it is comedy or classical music, walks in the park or dancing, movies or rock music, you can find them all within a stones throw – many activities are at affordable prices.

We encourage every student to embrace new ideas and engage fully in college life. Some of the friends you make in Liberties may remain friends for life.



College Calendar 2022-2023

Due to the Covid-19 pandemic, some dates in the academic calendar have been affected by changes in the Leaving Certification and CAO timetables. The dates in this calendar are provisional and are intended only as a guide for students.

Revised dates will be communicated to students on noticeboards within the college as the year progresses.

Date	Event
2022	
September	College academic year begins
September	Evening class start
September	PLC induction during this week
September	PLC Classes start
October	Mid-term begins
December	Christmas Holidays begin
2023	
January	Semester 2 begins
January	Final exceptional deadline for Semester 1 assignments
February	Final date for Reasonable Accommodation requests
February	Mid-term begins
April	Easter Holidays begin
April	Classes commence after Easter
April	Final exceptional deadline for Semester 2 assignments
May	Exam week begins
June	QQI Results
October	College Graduation



College Policies

The college policies are located on the web at www.libertiescollege.ie/policies. The main policies are listed below. Each policy is written in an easy to understand format that is in line with CDETB's policies and procedures. Please take time to review the policies on line.

Admissions Policy

Attendance Policy

Assessments & Examination policy

Academic Records policy

Health & Safety policy

GDPR & Personal Information

Child Protection

Bullying, Harassment & Discrimination policy

Work experience & College trips

Complaints & reporting policy

Disciplinary Procedure

Expected Behaviours

Every organisation has some rules to ensure their operations provide a safe and supportive environment for all members. At Liberties College, we have distilled these into a set of expected behaviours for students and staff. These are based on CDETB policies that are referred to on the following pages.

Safety:

We strive to provide a learning environment that is safe for students and staff.

- Smoking is only allowed in designated smoking areas outside the buildings
- No alcohol or drugs are allowed in the college, on college grounds or while participating in college activities. Note: Personal prescribed medications are allowed.

Respect & Inclusion:

The college is an inclusive community where differences are valued and we show respect to everyone.

- We respect the opinions and perspectives of others.
- We learn from our diverse backgrounds and experiences.
- Bullying, harassment and discrimination have no place in our College.

Professionalism:

We prepare for the world of work by demonstrating professionalism

- We attend and participate fully in classes throughout the year.
- Always attempt to be on time for classes, events and work.
- Dress appropriately for class activities, work placement & study trips.
- Behave professionally at all times in college and on work placements.
- All mobile devices should be switched off on entering the classroom.

Academic Fairness & Integrity:

Our academic work is our own and is assessed in a transparent manner.

- Hand in assessments and practical work on time.
- Plagiarism is not allowed. Only submit your own work.
- Cheating and personation in exams is not tolerated.
- Examinations and assessments will be graded fairly and in a transparent manner that meets the QQI criteria.



Issue Resolution Procedure

If a problem arises between students or between a student and a member of staff, the issue can usually be resolved through dialogue.

It is recommended that students follow this simple process to try and resolve issues as early as possible. If the initial attempt at resolution fails, then proceed to the next level.

The aim of this process is to ensure each party's perspective is understood and heard and a resolution is reached in a transparent and fair manner.

Step 1:

Most problems can be resolved straightaway by bringing them to the attention of the person with whom you are dealing directly. You should write or arrange to speak with this person about your complaint.

Step 2:

Discuss the issue with your course Tutor. They are responsible for coordinating teachers and students on the course and will help to discuss the issue as an independent party

Step 3:

If an agreement cannot be reached or the issue involves the course tutor, you can bring your concern to the Deputy Principal's attention. The Deputy Principal will investigate and work to resolve the issue.

Step 4:

If the proposed resolution is not satisfactory, you may raise the matter with the Principal. This request should be made in writing and reference the prior steps that have been completed. The Principal will investigate the issue and will advise you of the outcome of the investigation and inform you of the findings and resolutions.

Step 5:

If you are not satisfied with the resolution proposed by the Principal, you may write to the FET Director at CDETB head office providing details of your concerns. The address is; City of Dublin Education and Training Board, Administrative Offices, Town Hall, Ballsbridge, Dublin 4.

Safe & Healthy Behaviours

Liberties College aims to provide you with a safe learning environment. Please follow the safety advice and work with maintenance staff to keep the college clean and secure. The College Principal is the Safety Officer. There is a Health and Safety Committee which meets a number of times per year.

To Report a Hazard:

Safety is everyone's responsibility. If you observe something that you think is a hazard, please speak without delay to the Porter on duty or a member of staff.

Accidents and First Aid:

All accidents resulting in injury and potentially serious situations with the risk of injury must be reported to a member of staff immediately. First Aid is available by contacting the porter on duty. The staff member will complete an Accident Report form to record the incident details so that the issue can be prevented in the future.

No Smoking Policy:

The College and College grounds are designated by law as no smoking areas.

Fire Evacuation Procedures:

Any person discovering a fire should report it immediately to a porter or staff member. The fire alarm is a continuous ringing of the alarm bell. Should the alarm sound, students and staff must leave the building immediately and proceed to the assembly areas. During evacuation move quickly, but do not run and do not delay your exit to collect belongings.

Entering and Leaving the College:

Students are to enter and leave the college buildings and campus through the main entrances and exits. Fire exits are for use only in emergencies.

Pedestrians:

Students and staff moving between Bull Alley and Marks Alley should use the pedestrian crossing on Patrick St and Francis St when moving from one building to the other. Please be especially careful on wet winter days when visibility for drivers is poor.





Respect & Inclusive Behaviours

Liberties College strive to create a learning environment that is psychologically and physically safe for all students and staff. We have a diverse population in the college and we can all learn from each other's different experiences and perspectives.

It is important that students and staff have genuine respect and concern for each other. At times, this can take effort, but it is an important part of the College and CDETБ ethos.

In particular, Liberties College and CDETБ firmly oppose bullying, harassment and discrimination and will always respond to queries and reports in this regard. This includes physical, verbal and internet incidents.

Bullying and Unwelcome Behaviour:

If you are experiencing unpleasant and unwelcome behaviour that makes you anxious or uncomfortable it is possible that you are being bullied. All reports of bullying are investigated.

The College implements an anti-bullying policy and procedures that align with the Department of Education guidelines. This includes cyberbullying.

It should be noted that once-off posting of negative comments or photographs, intended to embarrass someone, or the liking of such postings can be interpreted as bullying because it can be viewed and repeated by many others.

Discrimination:

Discrimination is defined as an incident or behaviour where the intention is to treat a person, or group of people, less favourably than another. This could be on grounds of race, gender, age, disability, religion or sexual orientation.

A discriminatory incident can include violence against the person, criminal damage, threatening, abusive or insulting words or behaviour, slogan writing, leafletting, etc. The College will carefully examine any incident or behaviour perceived as discriminatory and will take positive action to:

- Support a person or group experiencing discrimination
- Prevent the repetition or continuance of behaviour that discriminates.

Unsafe Behaviours:

Using or distributing alcohol, illegal drugs or any other mood altering substances in or around the College or when representing the College will be investigated and most likely result in disciplinary action by the College. The Gardai will be notified of any potentially illegal activity.

Professional Behaviour

The purpose of the College is to provide vocational education and prepare students for the world of work and for progression to higher education.



ATTENDANCE AND PUNCTUALITY

To be effective students, employees and good team members, punctuality and consistent work attendance is required throughout the academic year.

In our experience, those students who attend regularly and engage positively with the programme are most likely to achieve the best results and reach their potential. We recognise that there is a direct link between consistent class attendance and high levels of student achievement.

In order to reach your potential, Liberties College recommends that you do the following:

- Attend all scheduled classes.
- Arrive to class on time and with all required materials.
- Schedule medical and other appointments out of College hours, where possible.
- Avoid taking on work or other commitments which clash with class time.
- Remain for the entire duration of each class.
- Communicate any absences or lateness to the relevant teacher, in advance of, or as soon as possible after the event.
- Note that teachers are not obliged to allow consistent latecomers to enter the class. Late arrival to class will be noted on the attendance register.
- Be aware that in a practical course, skills demonstrations may be necessary in a simulated or in a workplace setting. Unexplained absences therefore, may result in loss of marks for these demonstrations.
- Students should inform themselves of the material covered in class during any absences, including notes, details of work missed, details of assessments discussed, completed or planned. Students are responsible for securing copies of any assignment briefs handed out in their absence.
- Be aware that some organisations may require information about attendance and punctuality when seeking references. Therefore, tutors and teachers will be referring to your records when completing these references.



Professional Behaviour

The aim of these requirements is to help students balance external circumstances with the need to attend College and keep up to date with all assessment and practical work. To help students meet the mandatory requirements, the following procedure will be implemented:

1. After 5 days of unexplained absence, students will be contacted by their Tutor to attend a meeting to discuss and agree an attendance improvement plan. Any extenuating circumstances will be taken into consideration in this meeting.
2. If unexplained absences continue, and reach 10 days in the academic year, a letter will be issued. On receipt of this letter, students must meet with the Tutor within 3 College days to discuss the matter.
3. Where the Tutor is still concerned about these unexplained absences, they may refer the student to the Deputy Principal.
4. If unexplained absences reach 15 days, the student will be notified that they may be removed from the register. Re-affirmation of enrolment can only occur with the permission of the Principal.

Protective Clothing and Dress Codes:

Some courses have specific uniforms and protective clothing. Students on these courses are expected to wear the appropriate uniform and protective clothing at practical sessions and events specified by the course tutor. Dress codes specified in College or in Work Experience placements must be respected.

Work Placements:

Work experience is an essential vocational element of many courses. Students on these courses are expected to engage in the programme and seek suitable work placements. All work placements must be approved in advance by the course work placement tutor.

Insurance for Students on Work Placement:

Students on work placement are covered by the College's insurance, provided all the necessary documents are completed.

Behaviour on College trips and events:

Students represent Liberties College and CDET B when they are on external trips or attending College related events. Students are expected to act professionally at all times and adhere to the work experience and college trip policy.

Academic Fairness & Integrity

Assessment and Examinations:

Teachers issue submission deadlines for all assignments. Students should observe these deadlines. Each class will be issued with an Assessment Calendar at the beginning of the academic year, detailing the submission dates for all assignments throughout the year. This is designed to avoid bottlenecks of assignments and spread the work load on students, as much as possible. Nevertheless, certain times of the year will be busier than others and students are expected to manage their own time effectively, in order to meet the deadlines set.

All assignments should be handed in on the date they are due. They should be submitted using the designated submission process on Moodle.

Applications for an extension on the submission date should be made in writing to the subject teacher, one week before the submission date. Late submission permission after the submission date is only available in exceptional circumstances, such as serious illness or bereavement (subject to provision of the relevant documentation). Where an assignment is handed up late, the student forfeits their right to feedback.

Examination Regulations:

Examination information and dates will be displayed on notice boards and on Moodle. Students are responsible for ensuring they provide correct information on any forms required for external examinations.

- Students are required to be in the examination centre prior to the commencement of the examination. The exam supervisor will allocate seats in the examination room.
- Students may not leave or return to the examination centre without the permission of the supervisor. Time lost through such absence will not be compensated for at the end of the examination.
- During examinations a student shall not aid or attempt to obtain aid from another candidate or communicate or attempt to communicate with another candidate.
- Examination bodies such as QQI prescribe strict penalties for copying and cheating, up to and including the loss of all credit for a unit or a subject. All allegations of cheating are fully investigated.
- The rules of examinations must be strictly adhered to. No books, paper or notes can be brought into the examination room. In most cases, no material relevant to a subject may be brought into an examination centre.



Assignments and Examinations

Plagiarism:

To plagiarise is to take someone else's work and pass it off as your own. Teachers want to know what you have to say yourself. A smaller amount of work that you have worked through and thought about has much more value than a large amount of work that is not yours, however well it may look on the page.

Plagiarism in assignments is typically, but not limited to, in two forms:

1. Copying another person's ideas or work and presenting them as your own.
2. Using ideas and information from publications and the internet without properly referencing the source.

The problem with plagiarism is not that a student has used ideas or information gathered from somewhere else, but that s/he has not said where the material comes from and is hoping to get credit for it. There is a correct way to use the information that you have gathered and to quote from sources, but everything that you take directly from someone else must be carefully referenced to that source (see the guideline on referencing later in this handbook).

When you search the internet for material on a topic you may find a lot of information that looks relevant. It may seem that the best thing to do is to copy it into your assignment. However, information that you have 'cut and pasted' from another source has no value as evidence of your own learning or competence.

If you copy another person's work, both you and the person you copied from will be investigated for plagiarism. This includes work copied from past student assignments. When you submit an assignment for assessment, you will be asked to confirm that it is 'my own original work'. To attempt to mislead the college by stating falsely that someone else's work is your own is cheating and is 'unsatisfactory conduct'.

The college uses anti-plagiarism software to check students' work. If plagiarism is detected the penalties for violation of regulations will apply. These penalties may include deductions or elimination of module credit of marks or the removal of certifications. Students may be debarred from entering for any of the assessments for such period as the College may determine. QQI and all other Awarding bodies view plagiarism as a serious breach of regulations.

A student will be notified in writing when a suspected violation of plagiarism regulations is being investigated.

Assignments and Examinations

Appeals:

If you are unhappy with an assessment grade you should speak to the teacher concerned. If the matter is not resolved, you are welcome to raise your concerns with the course tutor who will review the issue. If the appeal relates to your final result at the end of the year, you can apply to view your work and the applied marking. If you still consider the grade is not appropriate you can submit a QQI appeal form to the QQI coordinator. Your work will be reviewed by QQI who will issue a final grade decision.

Academic Council:

The academic council reviews the overall assessment and examination process. The council is comprised of the Principal, Deputy Principal, head of the assessment quality team and the QQI coordinator. The academic council will consider any appeals relating to final results under the rules defined by the awarding body (e.g. QQI).

Awards and Certification

All courses in Liberties College lead to fully recognised Awards. There are 9 bodies in all who make Awards in the college or who recognise college qualifications. Most awards are made by QQI (Quality and Qualification Ireland). QQI is the statutory awarding body for further education and training in Ireland. QQI makes quality assured awards that are part of the National Framework of Qualifications (NFQ). Most QQI Awards made in Liberties College are at Levels 5 and 6 on the National Framework. For more information on QQI see www.qqi.ie

As a QQI recognised course provider, Liberties College assessments and examination results are checked by internal verifiers and external authenticators to ensure that the QQI award criteria have been applied in a consistent manner.





Information Technology Resources

Computers and phones have become an indispensable resource for education and work, especially during the recent Covid-19 pandemic. Liberties College provides a variety of IT resources for students to help them with their academic work.

User IDs and accounts:

After registration all students will be issued with a Microsoft Office365™ account. This will include a student email address. Office365™ will provide access to Microsoft Word, Powerpoint and Excel software. Each student will have a cloud storage allocation on OneDrive.

Office365 will improve collaboration between students and teachers and enable a broader learning experience.

All students are required to sign up to the Computer and network usage policy issued by the CDET. If you are under 18, your parent or guardian may be asked to sign the policy.

WiFi and internet:

Internet access is provided throughout the college. Log in details will be provided at the start of the year.

Network Printing:

Network printing services are available for occasional use. Do not print large files and never print notes that have been distributed electronically.

Moodle:

The college uses Moodle as a platform for course provision. Key information for students will be provided on Moodle by the class teachers. Moodle is accessed via a tab on

www.libertiescollege.ie

Information Technology Resources

Virus Protection:

Students are expected to install virus protection on their laptops and personal devices. It is preferable to transfer files via the internet / cloud. Please avoid the use of USB keys.

Laptop loans

If a student requires the use of a laptop during the year, they can contact their class tutor who will check that they meet the required eligibility criteria. Once approved, the College IT department will provide a unit on loan. The student must agree to the following rules if availing of a laptop loan.

- The student must maintain the laptop in good working order throughout the year. It will be required by students next year.
- No unlicensed software should be loaded on the laptop.
- The student is responsible for ensuring their information is properly backed up. Laptop hard drives are scrubbed at the end of the year and the College takes no liability for any student information that is lost.
- The laptop will be provided with virus protection software. This must be maintained up to date with the latest automatic downloads from the supplier.
- The laptop must be returned with any accessories provided by the end of the academic year. Laptops cannot be retained during the summer months.
- If you are on a two year course, a new loan unit will be provided in the second year.

Accessibility software

If you have an impairment that makes it hard to interact with computer devices (e.g. seeing, hearing, typing), the IT department can advise you about software and other devices that will make computer work easier. You can get this advice direct from an IT tutor or through the Learning Support Manager (see page 11).

Office365

Liberties College is introducing Microsoft Office365™ for all students in 2022 / 2023. The exact roll-out schedule may depend on Covid-19 restrictions and the College induction schedule.

Students will be issued with a college email address.

There will be detailed communications provided when Office365™ is introduced.





Computer Room Use

Liberties College have a number of computer rooms for IT courses and general student use. In addition to accepting the college AUP (Acceptable Use Policy) when first logging onto the college network, all users of Computer Centres or IT facilities must observe these Computer Centre Rules at all times.

1. Users may not bring food or drink (including water) into any computer centre.
2. Mobile telephones should not be used for making or receiving calls in any computer centre.
3. Users may not move, unplug or interfere with any computer equipment in any way.
4. Users should never give their logon password to someone else or use another user's identity, no matter what the circumstances. Users will be held accountable for any breach of regulations conducted using their user identity.
5. Users may not download or install applications.
6. Users may not change computer settings including desktop arrangement, shortcuts, wallpaper, screen-savers etc.
7. Users must log off when finished and when leaving the room for any reason except in case of an emergency situation such as a fire.
8. Computers and monitors should not be switched off or shutdown.
9. Users have storage facilities on the network and work should be saved to this location. Work should not be saved to an individual workstation.
10. Users are allocated printing credit at the start of the college year and should monitor their account carefully. B & W printouts are charged at 3c each.
11. Students may use computer centres when classes are not in session, at lunch times and after 4pm. At any other time, computer centres may only be used with the explicit permission of the teacher. Students must vacate the room if requested to do so.
12. Computer centre should be kept clean and tidy at all times.

Printing Guideline - to be observed at all times

- Print single copies only. Multiple printing is not allowed - use the photocopier.
- Check that the printer is working and contains paper before printing (usually indicated by a green light).
- If notes have been distributed electronically, do not use college facilities to print them off.
- Do not grab pages while they are leaving the printer. Wait until they drop into the tray. This is important

If there is a problem with computer equipment or printers, please report any problems to your tutor, IT teacher or the IT department.

Referencing: Liberties College Referencing System

The Liberties College Referencing System has been adapted from the Harvard System of Referencing. It shows you how to reference most sources.

When do you reference?

You are expected to reference your sources when you quote directly from someone's work or when you paraphrase another person's ideas in your own words.

Where do you reference?

You reference your sources in two places: in the text, as you quote or paraphrase; and in a bibliography at the end of the assignment.

How do you present quotations?

Short quotations (less than two lines) should be in italics and placed between single quotation marks. Longer quotations (more than two lines) should be in italics, without quotation marks, indented on both sides, justified and in single spacing. The reference should be in brackets on the line below and right aligned.

Examples of In-text Referencing

In-Text Reference of a website

www.website.domain.year

Short Quotations

Gray (2002, p. 28) argues that science *'will never be used chiefly to pursue truth, or to improve human life'*.

As Drudy and Lynch (1993, p.6) point out, it is the unqualified school leaver who is *'not too surprisingly, the least satisfied with the experience of schooling'*.

A recent report (National Adult Literacy Agency, 2005, p.7) notes that *'literacy difficulties have been identified as a barrier to accessing and understanding financial products and services'*.



Long Quotations

The claims of 'pure science' to objectivity are strongly contested by those who stress that scientists are themselves subject to the human condition and by others who remind us of the intrinsic limitations of the scientific method.

Science will never be used chiefly to pursue truth, or to improve human life. The uses of knowledge will always be as shifting and crooked as humans are themselves. Humans use what they know to meet their most urgent needs – even if the result is ruin.

(Gray, 2002, p.28)

A major problem with existing tests of intelligence and with examinations generally is that they assess ability in an entirely artificial situation. Tests are given (usually to groups) in a once-off examination-type setting, so there is no scope for assessing functional ability or intelligence. Such tests cannot determine how someone will perform in a real-life situation.

(Drudy and Lynch, 1993, p.232)

Paraphrasing

According to Hayes (2005) early childhood education in Ireland is seriously underfunded.

It has been argued in a recent journal article that early childhood education in Ireland is seriously underfunded (Hayes, 2001).

Drudy and Lynch (1993, p.3) note that unqualified school leavers tend to be the least satisfied with their experience of the education system.

A recent report (Department of Health and Children, 2005, p.15) claims that obesity tends to be higher in those with little or no education.

Members of the general public have been invited to comment on their experience of the Health Service (HSE, undated).

On the subject of privacy and ethical trends in journalism Bourke (2008) argues ...

Traveller culture is in conflict with that of the settled people (Prime Time Investigates, 2008).

How Do You Present a Bibliography?

The bibliography should be at the end of your assignment on a separate page. It should include a list of all the sources you have referenced in the text of your assignment. The bibliography is arranged in alphabetical order by author's surname or, where appropriate, the name of the relevant Government Department or Organisation. In the case of DVDs, films, or radio and television programmes, it is the title which should appear in alphabetical order in the bibliography.

Examples of Referencing in a Bibliography

BOOKS

Gray, J. (2002) *Straw Dogs*, London: Granta Books.

Hayes, N. (2005) *Early Childhood – An Introductory Text*, 3rd ed, Dublin: Gill & Macmillan.

Maycock, P. and O'Sullivan, E. (2007) *Lives in Crisis: Homeless Young People in Dublin*, Dublin: Children's Research Centre.

CHAPTER IN EDITED BOOK

Peeters, J. (2005) 'Promoting Diversity and Equality in Early Childhood Care and Education', in Schonfeld, H. , O'Brien, S. and Walsh, T. eds, *Questions of Quality: International Conference*, Dublin: CECDE.

JOURNAL ARTICLES

Browne, C. and Doyle, M. (2001) 'University Teaching, Students and Scholarships', *Education Studies*, vol.40, no.3, pp.34-38.

Hayes, N. (2001) 'Early childhood education in Ireland: policy, provision and practice', *Administration*, vol. 49, no.3, pp.43-67.

NEWSPAPER ARTICLES

Long, S. (2009) 'How stunning visuals keep the music alive', *The Irish Times*, 11th May, p.14.





Examples of Referencing in a Bibliography

REPORTS

Department of Health and Children. (2005) *Obesity The Policy Challenges-The Report of the National Taskforce on Obesity 2005*, Dublin: Government Publications Office.

National Adult Literacy Agency. (2005) *Annual Report 2004-2005*, Dublin: NALA.

LEAFLETS

Health Service Executive. (undated) *Your Service Your Say: Your Guide to the HSE's Comments and Complaints Policy*, HSE Leaflet.

INTERNET SOURCES

Bourke, S. (2008) *Ethical Trends in Irish Journalism, 1973-2008*. [Online] Available at: <http://www.dcu.ie/news/2008/sep/s0908m.shtml> [Accessed 18th February 2009].

Author unknown. Year unknown. *Independent Communications Authority of South Africa (ICASA)-Official Site*. [Online] Available at: <http://www.icasa.org.za> [Accessed 20th February 2009].

RADIO AND TELEVISION

Liveline, 2009. [Radio programme] RTE Radio 1, 2nd February 2009 13.45.

Prime Time Investigates: Travellers-On the Edge, 2008. [TV programme] RTE 1, 8th December 2008 23.00.

DVD

Understanding Sociology, 1996 [DVD] Leicester: Online Classroom Ltd

FILM

The Matrix Reloaded, 2003. [Film] Wachowski, A. and L. [Directors], Los Angeles: Warner Brothers Inc.

Useful Website Addresses



www.qualifax.ie	<i>National learners' database of course and career information for courses in Ireland</i>
www.nottingham.ac.uk	<i>Useful site for resources for Arts and Humanities</i>
www.cao.ie	<i>Central Applications Office</i>
www.ucas.ac.uk	<i>Managing applications to UK higher education courses.</i>
www.cisco.com	<i>Cisco Networking Academy. This is where we access the course content from</i>
www.networkdictionary.com	<i>A very useful Networking dictionary and Glossary.</i>
www.compnetworking.about.com	<i>Networking Basics -Key Concepts in Computer Networking Begin your study of computer networking basics by exploring these key concepts and essential technologies.</i>
www.irishisptest.com	<i>Useful for checking actual broadband upload and download speeds.</i>
www.howstuffworks.com	<i>Really useful site for explaining all about networking and the devices and protocols we use.</i>
www.en.wikipedia.org	<i>Wikipedia takes a lot of flack for not being completely accurate and reliable, but most of the time they're spot on.</i>
www.leftworld.net	<i>Cisco Cookbook is organized as a series of recipes. It is a very useful guide for detailed configurations of Cisco Routers and switches.</i>
www.lantronix.com	<i>Tutorials to help provide you with a solid foundation and understanding of basic networking protocols and techniques.</i>
www.lnetworking.ringofsaturn.com	<i>Useful networking tools, configurations and information for CCNA students.</i>
www.designboom.com	<i>Design ezine (International)</i>
www.designinnovation.ie	<i>National Cente for Design Innovation.</i>
www.idi-design.ie	<i>The Institute of Designers in Ireland.</i>
www.qqi.ie	<i>The QQI site offers copies of most materials.</i>



Useful Website Addresses



www.edexcel.com www.dyslexstudyskills.group.shef.ac.uk	<i>Useful Interactive site for all students. Deals with note taking, essay writing, presentations etc.</i>
www.bbc.co.uk/history	<i>This site frequently has articles by respected academic historians about key events.</i>
www.crc.ie	<i>Central Remedial Clinic provides a range of specialised services for children and adults with physical disabilities</i>
www.nda.ie	<i>National Disability Authority gives independent expert advice to the Government on policy and practice</i>
www.ucd.ie/library/students/information_skills/plagiari.html	<i>How to present essays and avoid plagiarism</i>
www.achive.org/details/texts	<i>Useful for old books</i>
www.tcd.ie/childresearchcentre	<i>Particularly useful for Childcare, Social Care and Youth Studies students</i>
www.hse.ie www.dohc.ie www.gov.co.uk www.hiqa.ie	<i>These are useful for social care and health care in general</i>
www.intute.ac.uk	<i>This government-sponsored site is a search engine for the arts and humanities material at University level.</i>
www.bubl.ac.uk	<i>Like intute, this is a guide to selected Internet resources covering all academic subject areas. Note the ac.uk domain name. This means that it is a proper academic website.</i>
www.openlearn.open.ac.uk	<i>This is an open learning website run by the Open University in the UK. This provides some excellent learning material on various topics.</i>
www.searchpigeon.org	<i>This is a bit more-advanced but it is useful. It is a research-engine for persons in the arts and humanities. You will get references to useful books and journals, though these may not necessarily be for persons coming to a subject at entry level.</i>

Useful Website Addresses



www.scholar.google.com	<i>This is very similar to the previous website. It identifies and sometimes allows you to access articles, etc. on various topics. This is better than using google as it doesn't return a wide-range of nonsense, but you still have to be careful.</i>
www.books.google.com	<i>A great way to find books, but be careful, full-view books are often old and out-of-date.</i>
www.itunesu.com	<i>This is useful if you have a computer and an MP3 player. If you have iTunes then you can go to the iTunes link in the iTunes Store and search for lecture notes etc. iTunes U is a resource providing lecture notes, etc. as downloads on various courses in American universities. Often these lectures are part of a sweeping overview course (i.e. courses that cover everything from "Plato to NATO") but they nonetheless serve as useful introductions into various topics. Also, look at the following sites as well.</i>
www.youtube.com/edu and www.academicearth.org	<i>These provide downloadable video lectures on various topics, often from universities such as Harvard.</i>
www.ucd.ie/library/electronic_resources/	<i>It's a guide to how you should use web resources in academia. It also provides some useful links.</i>
www.google.com/support/websearch/	<i>Google search techniques</i>
www.archive.org/details/texts	<i>Archive (digitised books)</i>
www.ucd.ie/library/	<i>UCD Library links</i>
www.ocw.mit.edu/high-school/	<i>MIT open courseware</i>
www.academicearth.org/subjects/	
www.searchpigeon.org	
www.openlearn.open.ac.uk/course/	<i>Other similar sites</i>
www.apple.com/education/itunes-u/	<i>iTunes U</i>



Liberties College Personal Record Form

The information on this form is confidential and is requested in the interest of student Health and Safety. The information you provide will be carefully stored on your personal record and will be used only with your knowledge and (where appropriate) your permission.

Personal Details

Name:

Postal Address for this Academic Year:

Tel:

E-mail:

Permanent address if different from above:

Tel:

Nationality:

Date of Birth:

Ethnic and Cultural Background:

Is your mother tongue: English Irish Other

Mother's maiden name:

Next of Kin Information

Next of Kin:

Address:

Tel:

Relationship: Parent Spouse Partner Son Daughter Other

Health

Do you have a health condition or problem which the college should be aware of; asthma, epilepsy, impaired sight or hearing, allergy, mobility problem or other.

Yes No

If Yes give details:

Are you at present taking any medication, receiving on-going medical treatment or attending a hospital outpatient department or similar.

Yes No

If Yes give details:

Doctor's Name & Address:

I give Liberties College permission to share this information with the Department of Education and Science.

Signed:

Date:

Please complete back of form as well



Photography Permission

If you are **not** happy to give Liberties College permission to take your photograph on college trips and various college activities and use it for promotion purposes in the college brochure or other promotional material, please tick this box.

Signed: _____

Class: _____



Liberties College Guidance and Counselling Service

Dear Student,

We are writing to you as you as you begin your first term in Liberties College. We hope that you have a positive experience, and that you enjoy your chosen course.

There will be a variety of **workshops** held during the year, for example: **CAO applications, UCAS, progression to further study, QQI Higher Education Links Scheme** to mention a few. These may be of interest to you, so keep an eye on the notice boards and your Moodle page for dates and times. After Christmas, there will be **Third Level Application workshops and Aptitude Test Preparation** sessions which are very helpful in the job seeking process. We would encourage you to attend these, as they are a valuable source of information.

We are aware that during the first term some students occasionally encounter difficulties, which they are not immediately able to resolve. If you have any issue or concern, which is impeding your progress in **Liberties College**, the **Guidance and Counselling Team** want to support you in investigating your options and in taking the necessary steps to achieve your goals.

If it is the case that you need some advice now or during your course, please detach the pre-printed form below and return it to the relevant Guidance Office (post it under the door) including email address (please print). You can also email cbguidance@libertiescollege.ie or Jacqui.howard@liberties.cdetsb.ie and we will contact you with an appointment time.

We have a drop in service during lunchtime Jacqui: Monday and Tuesday, Carmel: Wednesday and Thursday 12.00 – 1.00 which is useful for quick queries (10 mins). Consultation by appointment usually takes 50 minutes.

May we take this opportunity to wish you every success on your course and we look forward to meeting with you throughout the coming year.

Carmel Buckley

Jacqueline Howard

Appointment Card

Name:

Class:

Email Address:

Mobile No:

Please indicate by ticking the box below: Personal Guidance

Carmel Buckley, Guidance and Counselling Service, Room M2.09
Jacqueline Howard, Guidance and Counselling Service, Room B2.19





Medical Information

The information provided on this form is confidential and will be retained, used and disclosed by Liberties College in line with the CDETB Data Protection Policy.

Student Name	
Course Name	
Student Mobile #	
Date of Birth	
Parent/Guardian Name (if under 18 years of age)	
Parent/Guardian Phone (if under 18 years of age)	

Are there any relevant medical or safety issues that may affect you on a college trip away. Please select "none applicable" if there are no issues

None Applicable

Please provide details of relevant issues in the space below

Emergency contact numbers:

Contact name: _____

Home: _____

Work: _____

I certify that any information I have given above is true and correct.

Student Signature: _____ Date: _____



Request for Student Letter

To be completed in block capital letters.

Date:

Name:

PPS. No.:

Address:

E-mail:

Telephone:

**Mother's
maiden name:**

Course:





Application for Study Support Teaching and Learning Centre

To be completed in block capital letters.

Name:

Class Group:

E-Mail:

**Mobile
Number:**

Please detach this page and place in the postbox provided in M3.01

We will be in touch with you as soon as possible.

If you are applying for reasonable accommodation, please bring the required documents to the meeting, which the Teaching and Learning Centre Tutor will set up for you.



