



Welcome to Cork Training Centre



Welcome to the Cork Training Centre, the largest in the country. The purpose of this short booklet is to provide you with the essential information you require on the regulations and procedures while on your course within the Training Centre.

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Do I get paid while I am attending the Centre?

If you have been receiving a payment from the Department of Social Protection or if you are registered as an apprentice you will receive a training allowance.

It is on the basis of your time recorded by your timekeeping that you are paid your allowance. If you don't already have a bank account, it is essential that you set one up with your bank as soon as possible, as payment is made into your bank account.

During your first days at the centre, a staff member from the administration office will clarify exactly how much your allowance will be during your course.

When do I get paid?

All training allowances are paid a 'week in arrears', and so, the first day of payment of your allowance occurs in the second week of training. Training allowances are paid weekly into your bank account on each Thursday (Friday on a week with a Bank Holiday). Your training allowance will be maintained for Bank Holidays and other special holidays when they occur during the course. If you have a query about your allowances, please consult with staff in Room 62 on Thursday afternoons.

Do I receive travel or accommodation allowance?

A travel allowance is paid if you have to travel 3 miles or more to the centre each day. This travel allowance is based on distance from the Training Centre and may not cover actual costs in all cases. An accommodation allowance can be applied for where apprentices or trainees have to move into accommodation while attending their course. Accommodation allowance will not be paid for accommodation which was occupied prior to commencing course. If an accommodation allowance is provided then a travel allowance will not be paid. Travel and accommodation allowances will not be paid for Bank Holidays.

What happens if I cannot attend the Centre?

If you cannot attend the centre for any reason, contact your instructor immediately. Notification of absence through illness/otherwise must be received by your instructor as early as possible. Sick pay allowance will be paid on production of valid doctor's certificate but a total of three certified sick days is allowed within any thirty day period or 6 days is allowed within a six months period.

Hours of Attendance for Learners:

Monday	Tuesday	Wednesday	Thursday	Friday
08.30 – 15.45	08.30 – 15.45	08.30 – 15.45	08.30 – 15.45	08.30 – 12.45

- Time keeping is important; you must be on time.
- Clocking in late or clocking out early is considered a breach of time keeping regulations.
- Please queue in an orderly manner while clocking in or out
- Please do not leave the centre without notifying your instructor and always clock out and back in on return
- Clocking in or clocking out another apprentice/trainee's card is considered to be fraudulent and will lead to instant dismissal.

What about lunch and tea breaks?

There is a canteen within the Training Centre and each course has its own scheduled time for lunch, lasting 35 minutes and 15 minutes morning tea break. A mid-day cooked meal or salad is available, as well as snacks.

- Please respect and show courtesy to canteen staff and other users.
- When you are finished please return your tray and utensils to trolley provided, and any soft drink cans to be placed in bins provided.

Is car parking free?

Yes. The car park is provided for your convenience. The registration number of your car or motor cycle should be given to the office administration staff when you register for your course. The car park can be a dangerous place. Please drive slowly, obey the 15 km/h speed limit and the directional signs.

You are asked not to leave the car park through the residential area on the left as this can cause serious danger to children playing in the area.

- Please adhere to speed limits and follow directional road arrows and signs. Parking is at your own risk and any vehicle which is improperly parked will be clamped.
- Please keep the area litter free.
- Speeding or reckless driving is seen as a serious matter and will lead to suspension or dismissal from your course.
- Closed circuit television (CCTV) is in operation at all times within the surrounds of the training centre.

Standards of Behaviour

- Please keep your classroom and work area tidy.
- The use of mobile telephones is not allowed during training time.
- Inappropriate use of camera phones is strictly forbidden.
- Please do not enter other classroom or workshop areas without the permission of your instructor.
- The use of personal stereos is not permitted.
- Food & beverages not permitted in training areas.
- Newspapers & magazines are not permitted during training time.
- You must wear your personal protective equipment (PPE) when operating in workshop areas and the wearing of rings, neck chains, etc. is not permitted within workshop areas.

Disciplinary Procedure

Stage 1 - Verbal warning

For minor infractions, the Instructor will give a verbal warning to the Learner which the Instructor will record on Stage 1 of the F5 – Disciplinary Report Form. This should be signed by both the Instructor and the Learner. The learner should be offered a copy of the recorded warning, which should outline the issue and the expected improvement.

Stage 2 – First Written Warning

For continuous infractions or serious issues, the Instructor may proceed to Stage 2 of the F5 – Disciplinary Report Form and will issue the first written warning to the Learner. This will be signed by both the Instructor and the Learner with a hard copy of this form being sent to the Assistant Manager. The Learner should be given a copy of the F5 form, or where appropriate a formal letter should be sent to the Learner outlining the performance deficiency and the required corrective action.

Stage 3 – Second Written Warning

For continuous infractions or serious issues, the Instructor and Assistant Manager may proceed to Stage 3 of the F5 – Disciplinary Report Form and will issue the second written warning to the Learner. This will be signed by the Instructor, Assistant Manager and the Learner. The Learner should be given a copy of the F5 form, or where appropriate a formal letter should be sent to the Learner outlining the performance deficiency and the required corrective action.

Stage 4 – Termination

Learners who have failed to address performance issues outlined in previous warning(s), or where an action warrants termination, will have their case referred by the Instructor and Assistant Manager to the Training Centre Manager who will, based on the severity of case, determine what action to take, up to and including termination from the course.

Completed and signed copy of the F5 Disciplinary Report Form to be forwarded to the Training Centre Manager. As a learner, you will be afforded the opportunity to appeal any action taken at any stage of the process to the next management level.

Dismissible Offences

Learners who have failed to address performance issues outlined in previous warning(s), or where an action warrants dismissal from the centre, will have their case referred by the Instructor and Assistant Manager to the Training Centre Manager who will, based on the severity of case, determine what action to take, up to and including removal from the course.

Discrimination

The Employment Equality Acts 1998 and 2004 describes discrimination as the treatment of one person in a less favourable way than another person is, has been or would be treated.

Discrimination is outlawed on nine distinct grounds – gender, marital status, family status, sexual orientation, religious belief, age, disability, race and membership of the traveller community. Any form of discrimination in this manner is illegal and may result in dismissal.

Computer User Policy

Access to the Internet is intended for use where appropriate and should be used only in relation to the training provided by Cork Training Centre. All computer resources, including the Internet are to be used only in a manner that is consistent with this policy. Misuse of information technology and of the internet resource subject to disciplinary procedure and may result in dismissal from your course and may also lead to civil and/or criminal liability.

No Expectation of Privacy

All computer resources and any Internet system documents composed, sent, or received on any Cork Training Centre systems are the property of Cork Training Centre. They are not the private property of any person. As a result, you expressly waive any right to privacy and have no expectation of privacy in items created, stored, sent or received on Cork Training Centre systems.

You are advised that Cork Training Centre staff may monitor Internet and mail usage and can generate reports at the level of individual workstations. Care must be taken to ensure that electronic communications do not infringe copyright in any works transmitted.

Transmission of material accessed over the Internet, or the retransmission of material from third parties, may in some circumstances infringe copyright. No software may be used on Cork Training Centre systems unless it has been approved by your Instructor and is licensed for use. You should consult your Instructor if you are in doubt.

Software and Cork Training Centre systems

No software may be installed or used on Cork Training Centre systems unless it has been approved by your Instructor and is licensed for use. Particular care should be taken to ensure that the use of computer resources or Internet does not cause executable files or other software, which may have an adverse effect on the operation of those systems to be installed.

Inappropriate Use and Content

Material that is fraudulent, discriminatory, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory of individuals, firms or companies or otherwise unlawful or inappropriate may not be routed, accessed, downloaded, sent or circulated by e-mail or other form of electronic communication (such as bulletin board systems, newsgroups, chat groups) or displayed in on or stored in Cork Training Centre systems. Inappropriate use of computers and internet includes:

- Recreational use, significant personal use or any activity that may be considered illegal.
- Use that wastes network resources or causes disruption to others.
- Connection of any device to the computer network without first obtaining proper authorisation.
- Accessing or modifying computer data belonging to Cork Training Centre or any other person without prior permission.

Virus Detection and Protection

Viruses can cause substantial damage to computer systems. You are responsible for taking reasonable precautions to ensure that you do not introduce into Cork Training Centre network any self-replicating/propagating software that may delete or alter data.

Please do not download any files from the Internet or install or use encryption software on any of the centre's systems without first obtaining the permission of your Instructor. You may not use passwords or encryption keys unknown to your Instructor. You may not use any storage devices other than those supplied by Cork Training Centre for the purpose of your training.

Safety Health and Welfare

Legislation

Health and safety legislation is in place to protect workers (this includes learners on training and work experience) or those who may be affected by work activities. The safety, health and welfare of workers is covered principally by the Safety, Health and Welfare at Work Act 2005; the Safety, Health and Welfare at Work (General Application) Regulations 2007; and the Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2007.

Safety Statement

One of the key health and safety requirements for any workplace is a safety statement. The safety statement is prepared by the employer and is a written programme for managing safety and health in the workplace. It should begin with a policy statement on how the employer intends complying with the law. The safety statement should be based on an identification of the hazard¹ and an assessment of the risks² in that particular workplace. The controls/precautions necessary to combat these hazards and reduce these risks (including the controls/precautions necessary to protect young or inexperienced workers) should also be included. Employers must consult with their employees and make the safety statement accessible to them. They must also review the statement particularly when there is a major change in the place of work, or in the work to be carried out, to ensure that there is no significant risk to the safety and health of workers or others who may be affected by the work activity.

How can Learners access the safety statement?

The safety statement is available for review by learners at reception. As well as this Safety Statement, there is a specific Risk Assessment and Hazard Statement for your training area or workshop.

Please read the Risk Assessment and Hazard Statement for your Area!

In order to be aware of the specific hazards in any training or work area you must read the “Risk Assessment and Hazard Statement” for your area. This document describes the dangers and hazards associated with both the area itself and any equipment which

¹ A hazard is anything at work which might cause you harm.

² A risk is the likelihood that harm could occur from a particular hazard and its consequences.

is contained in the area. Familiarise yourself with this important document. Your instructor can supply you with this Risk Assessment and Hazard Statement.

Who is responsible for Safety within the Training Centre?

Everybody is responsible for safety. Remember to take heed of the safety notices within workshops and classrooms.

Employers are responsible for:

- creating and maintaining a safe and healthy workplace
- safeguarding the health and safety of their employees
- providing information, training and instruction to their employees
- ensuring a written safety statement is prepared and made available to all employees.

Employees and Learners have a duty to protect themselves and others. They must co-operate with their employer and must ensure that they:

- Are not under the influence of an intoxicant or in such a state that they might be a danger to themselves or others (an employer may prevent an employee or learner from working if it is apparent that he or she would be such a danger).
- **Make** correct use of any article or substance provided for their use or protection, including protective clothing and equipment; and
- Report to their employer or supervisor any matter that could increase the likelihood of an accident or work related-illness occurring.

Do not operate any machinery without first receiving instruction from your instructor!

If you are unsure, never operate a piece of equipment without first becoming familiar with the hazards associated with it. If you discover that a machine is faulty or dangerous, report it to your instructor immediately. Failure to work safely is a serious offence, and endangers not only your own life, but also the lives of others.

Failing to wear your personal protective equipment is a very serious offence and can result in dismissal from the Training Centre!

Fire

Fire-fighting equipment is for use in emergencies. Keep it clear of obstructions so that it can be deployed quickly and easily. Likewise, all fire doors and exits need to be kept clear of all obstruction. Become familiar with the location of fire-fighting equipment in your classroom or workshop.

What do I do if a fire starts?

You will see red break glass units all over the Training Centre. If a fire starts, lift the flap and break the glass.

This will activate the fire alarm system and you will hear a loud 'bleeping' siren.

Then calmly:

- Switch off all machinery.
- Close all the doors behind you, but don't lock any doors.
- Proceed to the nearest fire exit: walk, don't run and go to your outside designated assembly area.
- Don't return to the area until the 'all clear' siren sounds.

Your designated assembly point will be identified to you by your instructor.

There is a weekly bell test which is conducted at 2:30 p.m. on Mondays.

Fire drills will take place regularly during the time you are attending the Centre. Never ignore a fire alarm: it could cost you your life. In your area, there is a map showing the fire assembly point for your class. When in doubt, get out. The fire alarm system is there for your safety, and interfering with it can risk the lives of everybody within the Centre.

Interference with break glass units is a serious offence and will lead to dismissal.

What happens if I have an accident while attending the Centre?

If you have an accident, within the training centre however small, report it immediately to your instructor. If you urgently require first aid or if you see someone you think requires first aid, please ring Reception at 6201 and one of the trained first aid staff within the centre will come to help.

If you need to go to hospital, appropriate arrangements will be made by a member of staff to bring you to the hospital. Needless to say, in cases of a more serious accident an ambulance will be called. First Aid boxes are available in all training areas for minor

cuts and accidents. If you wish to leave the Training Centre for medical reasons, you must first consult with your instructor.

Common Hazards:

- Using machinery or tools without authority.
- Operating at unsafe speeds or in violation of safe work practices.
- Removing or disabling guards or other safety devices on machinery or equipment.
- Using defective tools or equipment or using tools or equipment in unsafe ways.
- Using hands or body instead of tools or push sticks.
- Overloading, crowding or failing to balance materials or handling materials in other unsafe ways, including improper lifting.
- Repairing or adjusting equipment that is in motion, under pressure, or electrically charged.
- Failing to use and/or maintain, or improperly using personal protective equipment or safety devices.
- Creating unsafe, unsanitary or unhealthy conditions by improper personal hygiene, poor workplace maintenance or by smoking in unauthorized areas, standing or working under suspended loads, scaffolds, shafts, or open hatches.

Slips, trips and falls

Slips, trips and fall are by far the most commonly occurring accidents. Slips on a wet or highly polished floor always present a potentially serious hazard. Please heed a signage regarding wet floors or otherwise sectioned off areas. Trailing leads and cables are a very common trip hazard. Loose matting, tile or any other loose flooring material can also cause trips. Be conscious of material at floor level in workshops and classrooms. Observe safety procedures, including all harnesses and arrest systems when working at any height.



Lifting and Carrying

Manual Handling training is important if you are in a work environment which demands frequent lifting and carrying: learning the correct methods of lifting manageable loads manually can help prevent serious and long term lower back injury.



Working with Chisels and other Cutting Tools

Cuts and lacerations are a common hazard when you work with chisels and cutting tools in general. Always cut away from hands and fingers and ensure that all PPE is properly worn. Injury with cutting tools is often as a result of slips of the hand.



Working In Proximity of Running Equipment and Machinery

Milling machines, centre lathes, drills, guillotines, bench saw and routers, bending machines and vehicle hoists and any other machine with moving parts, present potentially high risk of serious accident. Make sure you listen carefully to any machine specific safety instruction and heed all signage. Never remove safety guards or otherwise unsafely alter the operation of the machine, however temporary. Never attempt repairs to a running machine and heed refer to your workshop safety hazard and safety instruction.



Forklifts

Be vigilant of forklift movements in and around workshops and in the surrounds of the Training Centre in general. Never walk near or especially behind a moving forklift truck, as your movements may not be visible to the fork truck operator. Be especially attentive to reversing forklift trucks.



Chemicals

All sorts of workplace chemicals gasses may cause harm, from solvents used in paint thinning, from battery acid to toners in photocopiers, to the more dangerous acids used in industry. Please read the safety information and procedure relating to the particular chemical or gasses you are handling. Take particular care in the use of flammable welding gasses and in the handling of car and truck batteries.



Dust

Dust can present serious respiratory hazards, be it dust from wood machining and band saws, or dust from concrete or block cutting equipment. It is important to wear dust masks and any other required respiratory protection when operating in dusty environments.



Electricity

Electricity can kill or cause severe burns and must be treated with respect. Make sure you understand the instructions before using any electrical equipment - if in doubt ASK! Immediately report to your instructor any damaged tools or electrical equipment, including plugs, cables or extension leads. Do not interfere with or attempt to repair any electrical equipment and if you see any electrical problem, contact your instructor immediately.



Computer workstation

The main problems which can occur with the use of computer workstations are related to the layout design of the workstation. A badly organised workstation can lead to bad working posture, with consequent pains in muscles and joints. Make sure you know how to arrange your work and workstation to avoid awkward movements, light reflections, back or neck aches and pains. Adequate breaks must also be provided if there is intensive or continuous use of computer workstation in your training area. Repetitive strain injury can occur if motions are repeated frequently (e.g. every few seconds) and for prolonged periods, resulting in the accumulation of fatigue and muscle strain.



Noise

Exposure to high levels of noise can have a number of effects on workers including stress, tinnitus and possibly permanent loss of hearing can occur. High noise levels can also interfere with communications in the workplace, leading to an increased risk of accidents. Please heed safety signs within your workshop or training area and wear ear muffs or other hearing protection as required at all times. You must wear ear protectors when working with woodworking machinery, heavy metal guillotines, angle grinders and percussion drills.



Compressed Air

Compressed air can injure or kill without warning. Compressed air if misused can cause damage to sensitive organs such as ears or eyes and internal organs. Be especially careful in dealing with compressed air and heed all safety notices and wear appropriate PPE such as gloves and facemask.



Protect Your Eyes!



When in working with materials that could harm your sight it is vital to wear the correct eye protection. Failing to wear your eye protection could result in a serious accident resulting in partial or complete loss of sight. Please heed the safety sign which indicate where eye protection is required and be vigilant in keeping your eyes protected.

Welding

If you are welding be sure to always wear your full PPE. This includes welding helmet with arc flash filter, hearing protection, cap, goggles, dark flame proof clothing with long sleeves and neck fastenings, gloves, apron and steel capped boots. It is also important to familiarise yourself with any eye-wash stations in your workshop area.



Protect your hands, feet and head!



Protection for the hands is available in many forms and for many purposes. Gloves that are suitable for handling sheet metal will probably be unsuitable for working with chemicals. It is very often highly dangerous to wear certain types of gloves when working with machinery, particularly where there is risk of gloves being caught up on the moving parts of the machine.

Gloves should **not** be worn when working at drilling machines, grinding machines, lathes, milling machines, pipe threading machines, circular saws and vertical & horizontal band saws. It is also vital that you wear adequate footwear to prevent an injury. Ask your instructor for details of purchasing safety boots or shoes.



It is vital to wear a helmet to avoid possible head injury. Wearing a safety helmet is absolutely essential on construction sites and its use in many other industrial industries is highly desirable. Heed safety sign which demand the wearing of a safety helmet.

Protect your skin

Industrial Dermatitis is an inflammatory reaction of the skin caused or aggravated by regular contact with irritant substances in the course of employment.

There are two types of dermatitis, namely Irritant Contact Dermatitis (ICD) and Allergic Contact Dermatitis (ACD).

- **Avoid** direct contact between unprotected hands and substances, products and wet-work where this is sensible and practical, for instance. If possible dispense with use of the causal substance/product/wet-work altogether. Alternatively, substitute the product/substance for something less harmful. Furthermore, introduce controls (such as systems, devices and tools) to keep a safe working distance between skin and substances/products/wet-work.
- **Protect** the skin. Wear suitable personal protective equipment such as gloves. Also using appropriate barrier skin cream, as well as using washing facilities with hot and cold water will afford protection from irritation. Remember to wash your hands before eating and drinking, and before wearing gloves. If you are exposed to a possible skin irritant, wash any contamination from your skin promptly. Use soft cotton or disposable paper towels to dry the skin thoroughly after washing.
- **Check** hands regularly for the first signs of itchy, dry or red skin: early detection of irritation of the skin can afford early treatment. Seek advice from a medical practitioner if you suspect that you may have skin problems. If in doubt, talk to your instructor.

The Health and Safety Authority Guide draws attention to the general duties of employees/trainees under section 13 of the 2005 Safety Health and Welfare at Work Act.

Thus where employees/trainees are provided with PPE, they must, taking into account the training and instruction given to them:

- make full and proper use of Personal Protective Equipment (PPE)
- use the Personal Protective Equipment in accordance with the instructions given and
- take all reasonable steps to ensure that PPE is returned to storage after use.

IT IS CRITICALLY IMPORTANT TO WEAR YOUR REQUIRED PERSONAL PROTECTIVE EQUIPMENT!

Assessment Information

What is assessment?

Assessment is an important part of the learning process. Assessments can be used for two different reasons. Firstly, they are used to provide information that tells you and your Instructor/Trainer how well you are doing on the course/programme. Secondly, they are used to tell if you have reached the standard required to be awarded a certificate. There are different ways to assess how well you are doing: your Instructor/Trainer will tell you how you will be assessed.

Will I have to pay fees?

In general, you will not have to pay fees for your assessment. Your Instructor/Trainer will let you know if any payments are needed.

What will I be assessed on?

You will be assessed on some of the content of the course/programme that you are doing. The content of the course/programme will be based on an award standard that has been approved by FETAC or another awarding body. Your Instructor/Trainer will tell you more about the awarding body.

How will I be assessed?

There are lots of different ways to assess what you have learned. Your Instructor/Trainer will let you know what will be involved before you do the assessment.

- You may be asked to perform an activity or activities that will demonstrate your learning (e.g. practical, drawing or course work assessment). You may also be asked to answer questions (theory test). If you are taking part in a practical test, you will be asked to make something or perform certain tasks. If you are taking part in a drawing test, you will be asked to create/construct a drawing.
- If you are taking part in a theory test, you will be asked to answer questions.
- If you reach the required standard you will pass the test. You will be told what the required standard is before you do any test.

If you need further information about the test you will be taking, please ask your Instructor/Trainer.

When will I be assessed?

You may be assessed during your training course/programme, and/or at the end of your training course/programme. Your Instructor/Trainer will give you more information regarding dates.

If I have specific needs, how can they be met during assessment?

When you applied for your course/programme, you may have discussed your specific needs with a Cork Training Centre staff member. Specific needs could be not being able to read or write well, not being able to hear or see, or needing to use a wheelchair, for example. However, once you start your training course/programme, you must make sure that your Instructor/Trainer knows about your specific need. He/she will discuss with you whether or not you need any additional supports during assessment. He/she will also tell you what you should do to make sure that your needs are considered. If it is agreed that you can have supports during assessment, you will be told of the arrangements approximately two weeks beforehand.

What will happen if I don't want to do an assessment?

As stated before, assessment is an important part of the learning process. Many people do not enjoy being assessed. By attending all of your course/programme you will be helped to prepare for your assessment. Your Instructor/Trainer will understand if you don't want to do an assessment. However, he/she will give you as much encouragement and help as you need in order to help you prepare for the assessment. In order to be awarded a certificate you will need to pass your assessment(s). If you do not do the assessment(s), you will not get a certificate.

What should I expect on the day of assessment?

Throughout your course/programme, your Instructor/Trainer will help you to prepare for the assessment(s). He/she will give you details of what to expect and how best to approach the assessment. On the day of assessment, you will be given clear instructions by your Assessment Supervisor. Written instructions will also be handed out. If supports have been arranged to meet a specific need, this will be in place for you on the day of assessment.

Who will mark the assessments?

Generally, your Instructor/Trainer will mark your assessment. This marking will be fair and may be reviewed by others.

How are results of assessments graded?

You may be awarded one of **three** grades.

- **Pass:** This means that you have achieved the minimum standard required.
- **Referred for Further Training/Assessment:** This means that your level of achievement has not yet met the minimum standard required.
- **Credit:** This means that you have greatly exceeded the minimum standard required.

You should talk to your Instructor/Trainer to find out more information about the grades that are awarded for your course/programme.

When will I get my results?

Your Instructor/Trainer will tell you when to expect your results. Generally, this will be as soon as possible after the assessment.

What can I do if I do not pass my assessment?

If you do not pass your assessment you will be given an opportunity to repeat/re-sit it as soon as possible. Five working days must pass between the first attempt and the repeat attempt of a written assessment. Your Instructor/Trainer will give you information about repeating/re-sitting assessments. He/she will also give you information about how best to prepare for your repeat/ re-sit.

What can I do if I am not happy with my results?

You have a right to view your assessment answer papers. Your Instructor/Trainer will tell you more about how you can access your answer papers. You also have a right to query your result. You can ask to have your results checked, or in special circumstances you can ask for an 'Appeal', which involves a more detailed investigation into your assessment performance. You should speak to your Instructor/Trainer who will tell you how to appeal your results.

Will I get a certificate for every assessment I pass?

This depends on the award you are working towards. In most cases, Learners will need to pass a number of assessments in order to be awarded a major award. In other

cases, Learners will be awarded a certificate for each assessment they pass. Your Instructor/Trainer will give you more details.

What are the rules on assessment day?

There are a number of rules that you need to be aware of. These will be available from your Instructor/Trainer. Please ask for them if you have not received them. Breaking assessment rules is viewed as a very serious matter.

You should be aware that:

- You must not bring mobile phones or other communications devices into the assessment room
- You must complete the assessment without help from anyone else (unless you have been granted additional support due to a specific need)
- You must not help other Learners or interfere with their work
- You must stop all work when the time for the assessment is over
- You must not remove assessment papers, answer booklets, graph paper, rough paper etc. from the assessment room, even when the assessment is over.

Within Cork Training Centre the offence of cheating includes:

- Getting an assessment paper ahead of its release.
- Copying any assessment material without permission, including assessment papers, model answers, learner instructions, etc.
- Having, using, or attempting to use unauthorised material in an assessment, namely mobile phones, books, notes, electronic aids or other materials
- Giving or getting help from another Learner or any other person, where such help is forbidden.
- Copying the words of others (plagiarism). If you use the words or ideas of someone else in your assessment, you must state clearly that they are not your own original words/ideas and state where they came from.

What will happen if I break assessment rules?

If you break any assessment rules, you may have all or part of your assessment cancelled. The awarding of a certificate will depend on the outcome of an investigation into your behaviour during assessment. You may also be stopped from taking future assessments in CORK TRAINING CENTRE.

What should I do if I am sick or there is a family emergency in the lead up to an assessment or on the day of assessment?

If you are sick or have an emergency on the day or days leading up to assessment, you should let your Instructor/Trainer know as soon as possible. He/she will advise you of what you should do.

What will happen if I don't turn up for an assessment?

If you do not turn up for an assessment without a valid reason, this will be counted as an attempt at the assessment. Your Instructor/Trainer will give you further information.

What should I do if I become sick during assessment?

You should let your Assessment Supervisor know and he/she will help you to deal with your situation.

How can I make sure that I do well?

In order to do well in your assessment, you should make sure to attend all of your classes and complete all of your course work. Listen to the advice of your Instructor/Trainer. Participate as well as you can in everything. Don't be afraid to ask questions.

Assessment “Do’s” and “Don’ts”

Do:

- Make sure that you know WHEN and WHERE your assessment is going to be held
- Prepare as well as you can
 - Arrive in good time (at least 20 minutes early)
 - Bring ID with you
 - Read the rules carefully
 - Turn off your mobile phone
 - Listen carefully to the instructions
 - Leave your bags, coat, books etc in a designated area
 - Quietly raise your hand if you want to gain the attention of the Assessment Supervisor
 - Remain silent during written assessments
 - Try to relax!

Don’t:

- Be persuaded by anyone else to do their assessment for them.
- Disturb other Learners.
- Cheat or otherwise break the rules of assessment.
- Leave the assessment room unless you have been given permission from the Supervisor/ Assessor
- Eat, drink or smoke in the assessment area. If you need to eat/drink for a medical reason, you must let your Instructor/Trainer know as soon as possible (preferably at the start of your training course/programme) Every effort will be made to meet your requirements.

Good Luck and Don’t PANIC!