

Welcome to St. Joseph's Training Centre

Dear Learner,

On behalf of the management and the staff of St. Joseph's Training Centre I would like to take this opportunity to welcome you to the Centre. I hope you have a very rewarding and enjoyable time at our Centre. Your programme commences on _____ and you may participate until _____.

The Centre offers you the opportunity to gain new skills and knowledge and to build on existing ones. It is hoped that you will gain much by being here, and that you will enjoy this education experience!

This induction booklet has been developed to help you to understand all about St. Joseph's Training Centre. If you have any questions or comments about this induction process or questions about the Centre please discuss it with your class tutor. I will be happy to speak with you should you so wish, just make an appointment to see me with Sandra or Bernie in the office.

Once again Cead Mile Failte to you.

*"Apply yourself. Get all the education you can, but then, by God, do something. Don't just stand there, make it happen". **Lee Iacocca***

Yours sincerely

Helen O'Sullivan

Director

Mission Statement

"St Joseph's Education and Training Centre provides a learning environment, recognising and valuing all Cultures.

Our core values are human dignity and respect."

Objectives

- To focus on the Holistic Development of the Learner.
- To create a safe learning environment where all Cultures are valued and respected.
- To encourage Learners to avail of educational opportunities by developing programmes relevant to their individual needs.
- To empower Learners to make responsible adult decisions.
- To instil in the Learner a pride in their own culture and to give them a sense of their own abilities and education.
- To provide a culturally appropriate training programme.
- To facilitate and promote Social Inclusion.
- To support literacy development amongst Traveller families.
- To network with other service providers, both locally and nationally.
- To encourage Learners to avail of employment opportunities appropriate to their expressed needs.

Rates of Training Allowance

You must work 1 week in advance of receiving payment. As part of your induction your pay slips will be explained to you.

Age 15, 16 years €80.60

Age 17 years €100.70

Age 18 years and over €197.80

Each person receives a meal's allowance of €4.00 per week - this pays towards the cost of break and lunch. This is automatically deducted from your pay slip.

Travel expenses over 3 miles are paid. Meal and travel are not paid if you are not in attendance.

Centre Calendar 2008/2009

209 Days

1st Term 2008

Monday 25th August '08 to Tuesday 23rd December '08 incl.

Mid Term: Monday 27th October '08 to Tuesday 28th October '08 incl.

Christmas Holidays: Wednesday 24th December '08 to Friday 2nd January '09 incl.

2nd Term 2009

Monday 5th January '09 to Wednesday 8th April '09 incl.

Tuesday 17th March '09 – Closed

Easter Holidays: Friday 10th April '09 to Tuesday 14th April '09 incl.

3rd Term 2009

Wednesday 15th April '09 to Friday 3rd July '09 incl.

Monday 4th May '09 Bank Holiday

Monday 1st June '09 Bank Holiday

There will be other days off for staff training and you will be told in advance. You will also have the opportunity to you're your teachers regarding your progress.

Absence and Attendance Policy for
St. Joseph's Training Centre

This policy is active from January 1st 2005 - draft 1 review March 2006, August 2006, June 2007, June 2008

St. Joseph's Training Centre is committed to the personal development of all Learners. Attendance and commitment to the programmes offered are essential to Learner's ongoing education. For this reason the following attendance policy has been put in place.

Timekeeping

The Centre is open 8.30 - 4.00 Monday to Friday.
Homework Club runs Monday to Thursday until 5.30.

Centre class times are: 9.15am to 10.45am
11.00 am to 1.15 pm
1.45 pm to 4.00 pm

Morning break is 15 minutes and lunch is 30 minutes.
Classes will be 45 minutes duration each.

Punctuality for all classes is important for your own education and for that of your group. You are expected to know your own timetable and to present to your class on time. It is not the responsibility of staff members to ensure that you are in the right place at the right time.

Part-time Courses

This course is offered as a pilot course this year. There are two courses.
9.15am to 1 pm. and 1pm to 4pm

Training allowance will be paid according to hours attended.

Certified Sickness

12 days annually starting September. There is no carry over. Sick certificates must be handed into the office before **11.00 am** on the **Friday** of your sick week. Late sick certificates will not be accepted.

Uncertified Absences

Personal/Floating days are not an automatic right; they are to be used for exceptional circumstances. *Example:* time for court, family illness, appointments, and weddings.

5 paid days will be allocated to each learner per year (September to July - subject to attendance record). These days will not be carried over and are not allocated until the first three months attendance has been reviewed.

Procedure

The office must be notified, by **11.00 am**, in writing before payroll is done on the Friday of the week of absence as to the reason for the absences. Friday counts as a full working day.

Under 18's must have written consent from their parent/guardian if they have to leave the Centre during opening hours.

Maternity /Adoptive Leave

As per maternity policy.

Bereavement

3 paid days on the death of (Father, Mother, Brother, Sister, (including in-law) Husband, Wife). 2 paid days for the death of (a Grandmother, Grandfather, Aunt, Uncle, Niece, Nephew). If funeral is in Ennis anyone over 18 wishing to attend will be given 2-3 hours on day of burial and appropriate time on the day of the wake - maximum 3 hours. U18's must have parental consent before they leave the Centre. Funerals outside the county will be at Learner's own time.

Weddings

One paid day will be given off to a (Mother, Father, Brother, Sister, Bride or Groom), if more days are required personal days must be used.

Christenings

Paid time will not be given off for Christenings.

Commitment and Participation

100% commitment to the programme is expected. Attendance will be measured monthly. Less than 80% attendance will result in a personal review and may result in Disciplinary Procedures being used.

Participation means attending class on time, working to your best ability and remaining in the classroom for the duration. Failure to meet the required attendance will result in disciplinary procedure being used. You will not be called for class. You must know your own timetable (a copy will be given to you). You must present to the relevant room on time.

Visits to Hospital/School/Clinic Appointments.

Children: Appointments that are made during Centre time must be notified to the office prior to the visit. You will not receive any training allowance for this time. The only exception to this is:

1. Appointments for child development clinics. Proof of attendance will be required. A maximum of 2 paid hours per visit will be paid and a maximum of 4 visits per year.
2. Appointments for specialist clinics where there is no choice around appointments. Proof of attendance will be required. A maximum of 3 paid hours per visit will be paid to a maximum of 4 visits per year.
3. School appointments, when accompanied by note, or by telephone call from the school, will be accommodated.

Learners: All appointments for doctor, HSE and hospitals etc should be made after Centre time. If, however you make an appointment during Centre time you will receive no training allowance for this time. Appointments that are made during Centre time must be notified to the office prior to the visit.

Dental Appointments

All dental appointments should be made out of Centre time. Training allowance will not be paid for appointments made during Centre hours.

Specialist Visits

Learners are entitled to up to 4 visits with a specialist to a maximum of 3 hours each. Proof of appointment is needed.

Signing in and out

Learners must clock in and out when leaving or returning to the Centre. The sign in/out system must not be tampered with. Each Learner must sign in his or her **own name only**, you may not sign in for anyone else. Failure to use the sign in system properly may result in administration not having correct information, therefore a loss of training allowance for the day may happen.

Learners under 18 must have written permission from parent/guardian/Director if they wish to leave the premises at any time, including break times. Learners are only covered by insurance if they are on the grounds at all times. No responsibility will be accepted for accidents or incidents where the Learner is not in compliance with this.

Support Services

Career Guidance; Someone will be available in the Centre to discuss career guidance options with you. Ask your Class Tutor.

Childcare Allowances;

€63.50 per child will be paid to the crèche. (A registered list is available in the office). Learners must secure their own childcare placement. The Learner must pay any outstanding amount.

Qualified First Aiders;

A list of qualified First Aiders will be displayed on the notice board.

Martha Whelan, Brian Crossan & Ann O'Neill.

Counselling Services; See Director.

Chaplaincy Service; Fr Martin Blake

Literacy Support; Discuss this with your Class Tutor

Child Protection Policy

There is now a Child Protection Policy in operation at St Joseph's Training Centre. Copy can be obtained from the office on request.

Attendance

Your attendance at the Centre is very important for your learning/development.

If you are unable to attend for any reason and you do not have permission to be absent in advance it is essential that you contact the Centre as soon as possible.

All absences must be reported to the Centre before 10.00am, failure to do so means deduction of a day's training allowance. Continuous absence will result in a disciplinary procedure being used.

Programmes

All programmes are of one year's duration with the exception of the LCA, which is a two-year programme.

You can re-apply at the end of the year for an additional year.

Leisure and Recreation

Leisure and recreation is a timetabled part of your course and all Learners will be expected to participate. If you are not willing to participate, you must clock out of class and you will not receive a training allowance for this time. Continuous absence/non-participation may result in disciplinary procedures being enforced.

Smoking

Smoking is not permitted anywhere in the buildings or on the grounds surrounding the building. This is a serious offence and will be dealt with accordingly.

Mobile Phones

There is zero tolerance of the use of mobile phones within class time. Mobile phones must be switched off before class begins and only allowed on during official breaks. Personal calls to Learners are not allowed. In case of an emergency a message will be taken at the office and passed on to you as soon as possible. A pay phone is available for your use. Change can be given at the office. Personal calls from the office **will not** be made.

Visitors to the Centre

All visitors must report to the office on entering the building during opening Centre hours

Feedback

Learner Council;

A Learner Council is elected. Each class has one representative who attends the meetings. There is one member of teaching staff and one member of administration staff who also sit on the council. This gives the Learners a voice in the running of the Centre.

Parent/ Learner/ Teacher Meetings; Parents and Learners are given the opportunity to meet with teachers to discuss progress twice yearly on a formal basis. Should you wish to discuss issues with your teacher just make an appointment outside of class time.

Safety at Work

Safety is all our business.

It is the desire of the Training Centre that all Learners and Staff work in a healthy, clean and safe environment. To achieve this, all participants must behave respectfully towards each other and maintain a safe working environment. Any injury must be reported to staff immediately. This will then be recorded in the report book.

The Centre strives to ensure the following:

- Implement and comply fully with the Safety, Health and Welfare at work Act 1989 as far as practicable.
- Identify and eliminate as far as practicable all hazards to Health & Safety of the Learners and staff.
- Elect a Teacher and Learner Safety representative (Learner rep through the Learner council).
- Fully train as far as practical a Safety Representative by attending at Training Courses.
- Afford direct access by the Safety Representative to the Director at all times
- Carry out safety inspections by the safety Officer at regular intervals
- Carry out plant inspections at regular intervals.
- Provide necessary protective clothing to hand eyes ears and feet and breathing apparatus to be provided where necessary
- Ensure that the correct protection is used at all times. EG shoes, goggles etc.
- Teachers and Learners to be trained as to the safe use of machines in their charge
- Regularly evaluate safety statement
- Inform staff and Learners of their safety responsibilities.

Safety Clothing

Learners must wear safety boots, goggles and clothing when required by staff. Any one not wearing required safety gear will not be allowed to participate in class. One pair of Safety boots will be provided for each Learner, except for those in receipt of an annual BTEA grant, which must be

used to buy their own safety equipment. A locker will be assigned to each Learner and all safety clothing must be kept in the Centre.

Use of equipment

Learners must be familiar with hazards and safety guidelines when using electrical or dangerous equipment.

Learners are only allowed to operate machinery and power tools without the supervision of the Teacher/Tutor

Fire Safety

All Learners must participate in fire safety training and in organised fire drills. The fire safety equipment is for the safety of all in the building, it is a very serious offence to tamper with the equipment in the building.

Queries

If you have a query concerning your training allowances, or other queries you must go to the office between 9.30 a.m. and 10.30 am each morning or from 2.00 pm to 3.00 pm in the afternoons. If you wish to make an appointment with Helen, please contact the secretary.

Also note that if you leave the building you must clock in and out. This is a fire regulation. Failure to clock in or out may result in the disciplinary procedure being used.

We trust that everyone will endeavour to follow this procedure. If you are having problems committing to the above please discuss these with the Education Support Worker, who will then guide you as to your options.

Learner Disciplinary Procedure

St. Joseph's Training Centre, Gort Road Business Park, Ennis, Co. Clare

Where a learner's conduct, attendance or performance warrants disciplinary action, the following procedures will apply, *except* in cases of misconduct attracting instant dismissal:

1. Verbal Warning

The director/tutor will initially give the learner a verbal warning, which will be recorded on the learner's personnel record, and his/her mentor, will offer counselling. (Kept active for 3 months).¹ A written copy of this will be kept on file.

2. Formal Verbal Warning

In the event of a further breach of conduct, poor attendance, non-participation, or persistent lateness, the learner will be given a formal verbal warning by the director, in the presence of the learners representative² (should they so wish). The warning will be recorded on the learner's personnel record and kept active for 3 months).³

3. First Written Warning

In the event of a further breach, the learner will be issued with a formal written warning, by director, a copy of which will be given to the learner

¹ A teacher may dock a trainee for non-participation in class; this non-payment must be recorded on staff public folder. 3 docking = verbal warning. A note to this effect will be issued to parents.

² The trainee representative must be a person over 18, ideally a parent/guardian, or else a trainee in the [Centre](#).

³ Should a trainee receive a further three non-payments, the trainee may be suspended for a day, without pay. A note to this effect will be issued to parents.

representative, if they so wish and for under 18's a copy will be sent to parent/guardian. (Kept active for 6 months).⁴

4. Final Written Warning/Suspension

In the event of yet a further breach, the learner will be given a final formal written warning, by the director of the Centre, a copy of which will be sent to parent/guardian (under 18's). At this stage the learner may also be suspended for up to 5 days without pay. (Kept active for 6 months).

5. Dismissal

If, following a period of suspension without pay or a final written warning, a learner is guilty of further breaches, the learner will be dismissed.⁵

6. Possible Reversion to Earlier Stage of Procedure

- a. Where, having received a warning at any stage, up to and including Stage 4 of the procedure, an individual's record subsequently remains clear for at least 6 months, that individual will revert to the previous stage of the procedure in the event of any further breach.

- b. Where, having been suspended in line with Stage 4 of this procedure, an individual's record subsequently remains clear for at least 12 months that individual will revert to Stage 1 of the procedure in the event of any further breach.

⁴ Should a trainee receive a further three non-payments, the trainee may be suspended for two days, without pay. A note to this effect will be issued to parents.

⁵ All dismissals must be ratified at the next Board of Management Meeting. Trainees will be suspended without pay, but kept active on books until next meeting.

In cases of misconduct warranting instant dismissal, the following procedures apply:

7. Misconduct

In cases of misconduct such as fighting, theft, wilful damage to Centre property, reporting for work under the influence of alcohol/drugs, threatening language and threatening behaviour etc., the Centre may instantly dismiss a learner without recourse to the procedure contained in Stages 1 to 6 above. In cases where the Centre considers that instant dismissal is warranted it may suspend a learner with pay in order to facilitate investigation of the particular case. Following investigation of any matter under this clause, the Centre may decide either to impose another form of discipline such as suspension without pay and/or final written warning without recourse to the procedure 1-6 above.

8. It is agreed that at Stages 2 to 7 above a learner shall at all times have the right of representation in any discussion with teacher/director.

Verbal Warning:

Verbal warnings will be given for the following offences:

- Non-participation in class;
 - Continuously looking to leave class to go to office, toilet etc.
 - Refusal to clean -up during or after class;
 - Walking out of class;
 - Not having required gear for class etc
 - Using mobile-phone during class;
- Abusive use of language;
- Lateness;
- Graffiti;
-

This list is not exhaustive.

Written Warning

Persistent and continuous behaviours as listed above.

The following will constitute immediate suspension and/or dismissal:

- Verbal and/or physical bullying/aggression towards a colleague or staff member;
- Sexual Harassment;
- Working in an unsafe manner;
- Fighting;
- Theft;
- Reporting for training whilst under the influence of drugs/alcohol;
- Falsifying records e.g. doctor's certificates, time sheets, clock cards.

Grievance

1. What is a grievance?

- A grievance is a training/"employment" related problem which you individually or as part of a group cannot resolve informally. The Director will be responsible for carrying out any investigation, should the complaint be against the Director, then the Chairperson of the Board of Management will invoke the grievance procedure and the final say will be with the CEO of County Clare VEC.

2. What sort of problems does this procedure cover?

Any training related concerns. Examples could be:

- Regarding health and safety issues, relationships at work.
- If you are dissatisfied with an action your teacher/director has taken or proposes to take.
- If you are unhappy about a lack of management action.
- If you feel you are being harassed, victimised or the subject of discrimination.

3. How do I raise a grievance?

- If possible, discuss your problem with your teacher and try to resolve it informally. In certain circumstances you may prefer to raise your grievance with another staff member.
- If you cannot resolve your problem informally you can raise a formal grievance. **You have the right to be assisted or accompanied by a fellow learner (from an adult group) not acting in a legal capacity at any stage in the procedure.**
- To formally raise your grievance please follow the guidance below.

4. Raising a formal Grievance

- To start the formal stage of the procedure, you need to complete this attached form.
- Either you or your colleague, acting on your behalf can complete the form. Send the completed form and any related documentation to the Director of the Centre, who will confirm receipt. It will be recorded in confidence and kept separately in your learner file.

What happens when you have raised your grievance?

- The Director will commence procedure as per agreed timeframe.

5. Stages of the Grievance Procedure

Your grievance may be resolved at any stage of the procedure.

- The time limits stated at each stage of the procedure will normally be observed. In some cases however, it may be appropriate to either reduce or extend the time.
- Any changes to the procedure will be discussed with you and confirmed in writing.

Stage 1 The Director will hold a grievance meeting with you. (See also Appendix A) This will normally be held within 10 working days and the outcome confirmed in writing to you within 5 working days with guidance for referring your grievance if necessary.

If you do not feel that your grievance has been resolved, send a copy of the form (including any copies of documentation) to the chairperson of the Board of Management of the Centre. You should do this within 10 working days if you wish to continue to pursue the grievance.

Stage 2 The Chairperson or his/her deputy will gather any further information and will hold a grievance meeting with you. (See also Appendix A) This will normally be held within 10 working days and the outcome confirmed in writing within 5 working days. The decision of the Board of Management is final.

Appendix A

GRIEVANCE MEETINGS

GENERAL GUIDELINES

- The Director will be responsible for carrying out any investigation, should the complaint be against the Director, then the Chairperson of the Board of Management will invoke the grievance procedure and the final say will be with the CEO of County Clare VEC.
- The arrangements for the meeting will depend upon the nature of your grievance. Managers responding to your grievance are expected to be sensitive to the needs of everyone involved.
- The aim of the meeting is to fully explore and discuss your grievance and to seek a mutually acceptable resolution.
- You and the other party involved in the grievance have the right to be accompanied by a colleague not acting in a legal capacity.
- The teacher also has a right to be represented by a colleague or trade union representative.
- The normal process of a grievance meeting is set out below. Any changes to the arrangements or procedure will be discussed and agreed with you and others as applicable.
- In some cases, it may be appropriate to meet with you and the other side involved in your grievance separately.
- The Director considering your grievance may adjourn the meeting at any time in order for example, that further evidence may be produced or for any other reason mutually agreed by yourself and others involved.

THE MEETING

- Both parties will be able to explain their case, bring witnesses and documentation.
- Both parties and the Manager hearing the grievance will be able to ask questions.
- You will normally present your case first. The other side will present their case and you will then be able to respond to any new points raised.
- Both parties will be able to make concluding statements before a decision is made.
- After an adjournment, the decision will be give either verbally or in writing. Verbal decisions will be confirmed in writing.

Maternity Protection Policy 2004 - Check with Sandra if this is the latest one.

This policy is active from January 1st 2006 and will be reviewed annually and amended as deemed necessary. Reviewed Dec 07 and March 08

The purpose of this policy is to provide pregnant learners with an entitlement to:

- Maternity Leave (unpaid);
- Time off for ante-natal and post-natal medical visits;
- Time off for ante-natal classes;
- The Right to Return to Training;
- Protection of Training Place within the Centre;
- Provide a mechanism for the resolution of disputes and appeals regarding entitlements under this policy.

Maternity Leave

This entitles a learner who is pregnant to a minimum of six weeks unpaid leave and a maximum of 18 weeks unpaid leave, two of which must be taken prior to the expected date of confinement.

In order to ensure this leave, a learner must inform the Director, in writing, enclosing a medical certificate indicating the week during which it is expected the baby will be born. This notification must be given four weeks before the beginning of maternity leave, which includes the mandatory period of 2 weeks before the expected confinement. This means that notification in writing must be given **six weeks before the expected date of confinement.**

A woman must take a minimum of two weeks' leave before the last day of her expected week of confinement. She must also take a minimum of four weeks' leave after the last day of her expected week of confinement. She may take the other 12 weeks' leave, if desired, as long as these weeks run consecutively with the core period, e.g. four before and 14 after or vice versa.

Exceptions to the normal rules governing maternity leave:

If a learner has less than four weeks leave left when her baby is born, then her maternity leave may be extended so that she still has four weeks' maternity leave after her **delivery**. The maximum extension is for four weeks.

In such circumstances the learner must notify the director, in writing, of such an extension as soon as possible, stating the duration of the extension.

Still Births

In the event of a stillbirth occurring after the 24th week of pregnancy, the mother is still entitled to 18 weeks' maternity leave.

Health and Safety

Pregnant learners are expected to fully participate in all programmes offered by the Centre. If a woman feels that participation in a programme will establish a risk to her or her baby, a letter from the doctor, confirming the risk will be required.

In the event of the Centre receiving such a letter, the training Centre, will find suitable alternative programmes appropriate to the circumstances, within reasonable efforts and subject to available resources.

In the event of suitable alternative programmes not being available, the learner will go on extended unpaid maternity leave and that time added on to the training programme on her return to the training programme.

Entitlement to Time Off Without Loss of Training Allowance for Ante-Natal and Post-Natal Medical Care Visits

Pregnant learners are entitled to time-off without loss of training allowance for antenatal and post-natal medical visits. This includes the time required to travel to and from the appointment and the time taken for the appointment itself. Time allowed will be at the discretion of the Director and dependent on location of appointment.

After her first appointment, the learner must provide a medical certificate confirming both the visit and her pregnancy. Thereafter, the appointment card must be presented as proof of further scheduled visits. In the event of a learner having to undertake an unscheduled antenatal or post-natal medical visit, she must provide a medical certificate confirming the visit.

Antenatal Classes.

It is the policy of St. Joseph's Training Centre that all pregnant learners will be given paid time off to attend ant-natal classes. Proof of attendance at these classes must be presented. Provision will be made for expectant fathers to attend 4 antenatal classes up to a maximum of 3hrs per visit with their partner. Proof of attendance is required.

Return to training after leave

Learners who are not participating in time-defined programmes are entitled to return to the Training Centre after Maternity Leave. The training period is extended by that amount of maternity leave taken, e.g. 6 weeks, 18 weeks, to a maximum of 18 weeks. The training centre must be notified, of the learners' intention to return, at least 5 days prior to the return.

Resolution of Disputes Arising from this Policy

The learner grievance and disciplinary procedure may be used to settle disputes arising from this policy.

Paternity Leave

Expectant fathers will be given one day's paid leave on the birth of their child. The office requires written confirmation prior to taking the day. Expectant fathers will be entitled to accompany their partner for 4 antenatal visits up to a maximum of 3hrs per visit. An appointment card must accompany each visit.

Bullying

There is zero tolerance of bullying in St. Joseph's. bullying is defined as the following:

Verbal and written bullying through jokes, offensive language, gossip and slander.

Physical intimidation.

Verbal intimidation.

Isolation or non-co-operation at work, or exclusion from activities.

St. Joseph's aims to ensure such behaviour will not be tolerated. We will also ensure that no member of St. Joseph's will be victimised from complaining of such abuse.

Bullying is dealt with under the Learners Disciplinary Procedure.

Code of Conduct

St. Joseph's Training Centre

St. Joseph's Training Centre employs a Code of Conduct for Learners designed to enable Learners to fully and safely participate in our Education Programmes.

The Code of Conduct aims to ensure that Learners participate to the best of their ability, that Centre users are respectful and co-operative. There are codes of behaviour expected of Learners outside the Centre. Incidences of violence which may impact on the Safety and well-being of Staff and Learners at the Centre, even if they occur outside the Centre, will also be dealt with under the Centre's Code of Conduct procedures.

It is important that Learners understand the Centre's Code of Conduct and to understand the types of behaviour, which may lead to Disciplinary action being taken at the Centre

This Code of Conduct will be communicated to Learners during their Induction. A copy of the Code of Conduct is available from the office and will be available for download from the St. Joseph's Training Centre website. Acceptance of a place at the Centre implies willingness to adhere to the Code of Conduct.

Every Learner is required to behave in a manner, which will not endanger or inconvenience fellow Learners, staff members or visitors, or bring discredit to the organisation.

Breaches in the Code of Conduct for Learners are dealt with under The Centre's Disciplinary Procedure.

Photograph Permission

Learners Name _____

At various times during you time in St. Joseph's photos will be taken of learners.

If the opportunity arises to use your photograph in a project/article, do we have your permission to use the photograph in publications?

Yes I give permission to use photo

No I do not give permission to use photo

Learner's checklist

Do you have all of the following:

Yes No

*All health and safety statements signed
for each class*

<input type="checkbox"/>	<input type="checkbox"/>
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- *Safety shoes*

<input type="checkbox"/>	<input type="checkbox"/>
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- *Safety overalls*

<input type="checkbox"/>	<input type="checkbox"/>
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- *Safety goggles*

<input type="checkbox"/>	<input type="checkbox"/>
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- *Timetable*

<input type="checkbox"/>	<input type="checkbox"/>
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- *Bank Details*

<input type="checkbox"/>	<input type="checkbox"/>
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- *Previous educational*

<input type="checkbox"/>	<input type="checkbox"/>
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Details

St. Joseph's Contract (Centre's copy)

I have read and understood the regulations of
St. Joseph's Training Centre.

I agree to abide by these regulations.

I agree to participate in my education programme to the best of my ability.

Signed _____

Date _____

Staff member _____

Date _____

St. Joseph's Contract (Students Copy)

I have read and understood the regulations of
St. Joseph's Training Centre.

I agree to abide by these regulations.

I agree to participate in my education programme to the best of my ability.

Signed_____

Date_____

Staff member_____

Date_____

Trips to Local Amenities

Learners will frequently be brought on trips to local facilities such as the library or to special events arranged in and around Ennis.

Learners who are under eighteen will only be able to attend such events if consent is given by their parent/guardian

I _____ (Your Name) give permission for my son/daughter

_____ (Learners Name) to attend trips to local amenities as these opportunities arise.

Signed: _____

Date: _____