



Tipperary  
**ETB**  
FET

# Student Information Guide

Information to support a positive learning journey



Produced by the Further Education  
and Training (FET) Quality  
Assurance Office

**Plain  
English**  
Approved by NALA



# Your journey, our commitment



Rialtas na hÉireann  
Government of Ireland



Có-mhainithe ag ar  
Aontas Eorpach  
Co-funded by the  
European Union

**SOLAS**  
learning works

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# Your learning experience is our top priority

## Introduction

As a new student, you are now part of Tipperary FET College community of staff and learners. Together we will help you focus on learning and opportunities whether you are:

- working to achieve a nationally recognised qualification, or
- taking part in professional or personal development or both.

The quality of your learning experience with us is one of our highest priorities.

We place the student experience at centre stage of everything we do. This is why we encourage you to accept personal responsibility for your learning and to become an active learner. To do this, you need to invest your time, energy and focus and to look for advice or support if you are struggling.

This guide gives you information so you can prepare for your learning journey in Tipperary FET College. Use this guide alongside any centre handbooks, guides and support packs your coordinator and teachers give you.

### **This guide has 2 sections**

**Section 1** of this guide will give you:

- information about Tipperary ETB and Tipperary FET College, and
- information that you need as a new student on a course.

Section 1 also explains the regulations and procedures relating to student conduct and responsibilities. We include this to make sure you understand what we expect from you.

**Section 2** of the guide gives you information about student supports and welfare and how to access them.

## Language used in this document

Throughout this document, 'you' means the learner or student and 'we' means Tipperary FET College. The 'centre' is where you attend or access your course. The term 'teacher' means teacher, tutor, trainer, instructor, adult educator or learning practitioner.

## Focus now on taking part in your course

For now, your focus should be to take part in your course and to develop your knowledge, skills and competences to the best of your ability. You will have the continuous encouragement and support of your teacher and Tipperary FET College staff.

## Please give us your feedback

At some point in your course, we will invite your feedback and encourage you to contribute. You can email [learnervoice@tipperaryetb.ie](mailto:learnervoice@tipperaryetb.ie) at any time with thoughts or queries.



Be sure to check out our [FET Student Hub](#). Everything you read here is also there for easy access.

**Good luck!**

We would like to take this opportunity to wish you the very best of luck with your course.

## Section one: Student essentials

### 1.1. Abbreviations explained

<b>ETB</b>	Education and Training Board
<b>FET</b>	Further Education and Training
<b>GDPR</b>	General Data Protection Regulation
<b>NFQ</b>	National Framework Of Qualifications
<b>QQI</b>	Quality And Qualifications Ireland
<b>SOLAS</b>	Further Education and Training (A body that oversees ETBs and other agencies)

### 1.2. QR codes

A QR code is a link that looks like a barcode that you can scan to go directly to a particular website, picture, video or file. We have included the QR code and direct links to information, so you can use whichever is easiest for you.

#### How to scan a QR code

1. Using your mobile phone (or other device), open the camera by tapping on the camera icon from your home screen.
2. Hold your phone steady for 2-3 seconds over the QR Code that you want to scan.
3. Click on the notification (link that pops up) to open the content of the QR Code.

#### Sample QR code

Here is the QR code for Tipperary ETB's home page:

- [Tipperary ETB](#)

QR Code






## 1.3.About Tipperary Education and Training Board and Tipperary FET College

Tipperary ETB is one of 16 Education and Training Boards (ETBs). ETBs are state-supported providers of education and training services. Tipperary ETB is responsible for education and training, youthwork and other functions. We manage and operate further education and training (FET) in a variety of different centres and locations.

Tipperary FET College is part of Tipperary ETB. Tipperary FET College serves the entire county of Tipperary. Our further education and training courses and services are open to adults aged 16 years and over. Our courses are available part-time or full-time, during the daytime and evening. While many courses are classroom-based, some are partly delivered or assessed in the work setting.

We offer accredited courses from Level 1 up to Level 6 on the National Framework of Qualifications (NFQ) – see Section 1.5. We also offer unaccredited courses.

To get more information about courses including locations, durations, start dates and contacts, there are a number of options available to you as you can see in the table below.

Where to go for more information	
<b>Adult guidance and information service</b>	
Direct web link: <ul style="list-style-type: none"> <li><a href="#">Adult Guidance and Information Service</a></li> </ul>	<b>QR Code</b> 
<b>Further Education and Training Course Hub (FETCH)</b>	
Direct web link: <ul style="list-style-type: none"> <li><a href="http://www.fetchcourses.ie">www.fetchcourses.ie</a></li> </ul>	<b>QR Code</b> 
<b>Our Facebook page</b>	
Direct web link: <ul style="list-style-type: none"> <li><a href="#">Facebook page</a></li> </ul>	<b>QR Code</b> 

## 1.4. Vision, mission and values of Tipperary ETB

We focus on providing education that is inclusive and includes:

- excellence
- care
- equality
- community
- respect



This is reflected in our vision and mission.

### Vision

To be a progressive organisation that enriches lives, offering innovative education and training opportunities to all.

### Mission

Tipperary ETB provides a quality education and training service, which creates diverse opportunities enabling learners and communities to unlock their potential.

### Core Values

Direct weblink:

<https://tipperaryetb.ie/core-values/>

QR Code



## 1.5. Finding your way around your centre

Starting a new course is an exciting step, and it is normal to feel excited and nervous. To help you settle in, there will be a general introduction called 'induction'. This will:

- give you information about your centre and staff who will support you
- introduce you to the range of student supports and facilities that are available to you.

For example, we may show you the:

- canteen and student areas
- computer rooms and classrooms
- guidance and careers service (if available)
- parking arrangements or bicycle storage (if available).

If at any time you have queries about your centre, please do ask a staff member.

# Getting the most from your course

## 1.6. Your course

### Induction

As a new student, we will ask you to attend an induction. An induction is an introduction to the course. Induction is important as it gives you an opportunity to get to know other students and staff. It also helps you to understand more about the services and procedures in operation in your FET centre.

At the end of the induction, the centre may ask you to sign a declaration checklist to say that you understand what has been covered.



Four students starting their course

## Course and award information

Your coordinator will tell you whether your course leads to an award. If it does, they will give you information about:

- the name of the awarding body
- the title of the award or qualification.

They will also tell you if:

- your course is recognised by the National Framework of Qualifications (NFQ), and if so, the award type and NFQ level.
- if you can use your course towards further education. If it is, they will tell you how you can do this. For example, for:
  - **Access:** How you can use your previous, experience or certification to claim an exemption for completing some parts of the course (if possible).
  - **Transfer:** See what transfer opportunities are available at the same NFQ level.
  - **Progression:** When you successfully complete the course, your teacher or coordinator can tell you about other opportunities to use your award to gain higher-level qualifications.

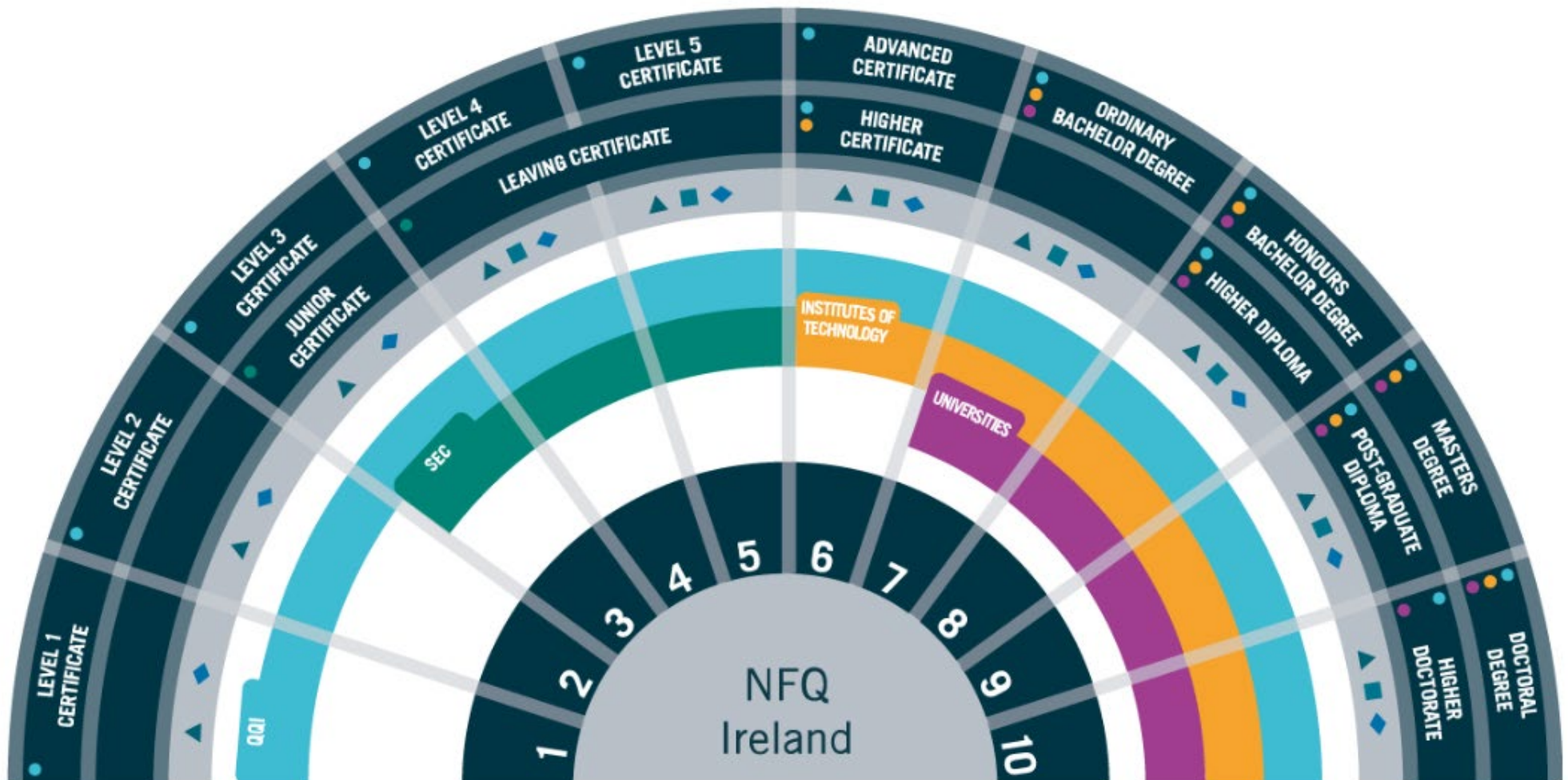
## The National Framework of Qualifications (NFQ)

The NFQ classifies and compares qualifications. The NFQ has 10 levels as you can see in the image on the next page. Each level has specific knowledge, skill and competence associated with it and that you need to achieve to get a particular qualification at that level.

Level 5 is the regular Leaving Certificate award. Higher levels cover some of the courses Tipperary FET College provides and courses in other third-level institutions. Tipperary FET College provides courses on the QQI framework at levels 1 to 6.

The NFQ is useful as it shows how you can move from one level to the next when you meet the requirements for that level.

The National Framework of Qualifications (NFQ) [National Framework of Qualifications](http://NationalFrameworkofQualifications) | [Quality and Qualifications Ireland \(qqi.ie\)](http://QualityandQualificationsIreland)



## Know what NFQ level your course is at

If you are doing a certified course, be sure to understand its level and whether it's included on the National Framework of Qualifications (NFQ). This information is essential for planning your next steps after completing your course with us.

## Timetable and course staff

Your coordinator will let you know:

- the timetable of your classes
- location or locations of your classes
- the teacher that is delivering your modules.

## Assessment

If you are a student doing an accredited course, you will need to know how you will be assessed. Tipperary has a separate Student Guide to Assessment that contains all the information you need about assessment. You will find this guidebook in the [Assessment Section of the FET Student hub](#).

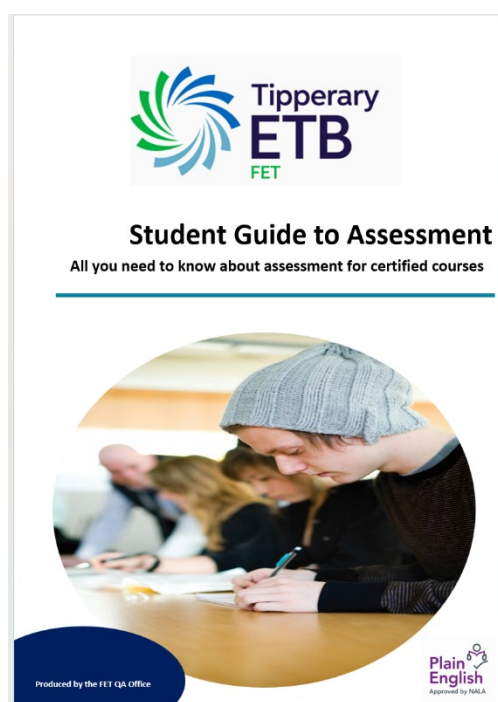
## IT systems

We will give you access to a Tipperary ETB email address and an MS Office account if you need it for your course. Other IT systems and platforms may also be used on your course, for example, Moodle and MS Teams.

We have a computer usage policy that outlines the rules and guidelines for using our IT systems safely. Your coordinator or teacher will explain this policy to you.

## Change of contact details

If you change your contact information such as address or mobile phone number, please notify your centre as soon as possible. It is important that we have up-to-date contacts for you, so that you receive all necessary communications from your centre and from Tipperary ETB.



# Attending, respect and discipline

## 1.7. Attendance

You give yourself the best opportunity to learn and the best chance to succeed in your course when you attend all:

- your classes
- workshops
- field trips
- work placements.

The number of attendance hours required each week depends on your specific course. Your coordinator will give you full details.

For some courses, your attendance is linked to your grant payment or training allowance. This means that if you are absent, you may not get the full amount for the week or month.

For some certified courses, there are strict attendance requirements. If you don't meet the minimum attendance, your work will not be assessed. This means that you could miss out on certification. Be sure you know what attendance is required for your course.

Each centre has its own attendance policy, which the centre will explain to you at induction. You may be absent from time to time, and if you are, we encourage you to speak with your coordinator or teachers. They will do their best to guide and support you based on your circumstances.

### **Don't drop out – drop in and chat!**

Please talk to us if you are struggling.

We may well be able to help you. We can tell you about supports you can use or put you in touch with guidance or other advisory services.

### **Absence due to illness**

If you are absent because you are ill, you may need to show the centre a medical certificate. The centre may also ask for proof of appointment(s) for other types of absences, for example, dental appointments or court services. If you are absent, we expect you to make every effort to catch up on missed work.

### **Low attendance**

Each centre monitors attendance and will want to talk to you if your attendance is low. The centres keep and review attendance records. If you have high absences, you could lose your place on the course, and may need to reapply.

### **Punctuality**

Finally, punctuality is important so that you don't miss out on any learning. Being on time also shows respect to your fellow learners and your teachers.











**These students attended their courses on time and graduated! You can too.**

## 1.8. Equality, respect and dignity

We have an Equality Policy and Code of Practice in place for all staff and learners. It respects diversity and makes sure that our places of learning and work are free from discrimination and harassment. This helps us make sure that our centres are a positive and respectful learning environments for everyone.

We support positive and safe learning, so each centre has policies relating to equality and anti-bullying. The centre will explain these to you at induction. These policies apply to all students while on Tipperary FET College premises. They also apply when away from the centre as part of the course, for example, on trips and work placements.

<b>We will not tolerate any of the following behaviours</b>	
<b>Intimidation, including aggressive body language</b>	
<b>Verbal or physical abuse</b>	
<b>Bullying, including cyber bullying</b>	
<b>Aggressive or obscene language</b>	
<b>Racist comments</b>	
<b>Excluding or isolating anyone</b>	
<b>Conduct which disrupts:</b> <ul style="list-style-type: none"> <li>• teaching</li> <li>• learning</li> <li>• study</li> <li>• assessments</li> <li>• field trips</li> <li>• guest speakers</li> <li>• work placements</li> <li>• any situation where Tipperary FET College is being represented.</li> </ul>	
<b>Any other inappropriate behaviour, for example, being under the influence of drugs or alcohol</b>	

## 1.9. Disciplinary procedures

We have policies in place to make sure that you are learning in a safe and respectful environment. In some centres, this is called the Code of Behaviour; in others, it's called the Code of Conduct. We explain these to you at induction.

These tell you the standards of behaviour expected and the behaviours that are unacceptable. If a student does not meet the standards of behaviour we expect, the centre will use these codes and the disciplinary procedure to support the student to improve their behaviour.

Be sure you understand these procedures so that all aspects of the course and your experience will be positive. The centre may dismiss a student from the course where they:

- continually behave poorly in a way that affects the learning environment, or
- seriously breach the code of conduct.

If any student is excluded from a course, they may appeal the decision.

## 1.10. Computer and technology usage

As a student in Tipperary FET College, you will probably have access to a range of computers, technology, equipment and facilities. You will need to know how to operate in a safe and secure environment while on your course. You will also need to know how to protect the ETB's networks and resources from damage, loss or destruction.

That is why each centre has a policy on computer and technology usage. Your centre will tell you about this policy. All students must follow this policy to make sure they use technology in a way that is:

- responsible
- professional
- ethical
- lawful.



# Stay healthy and safe

## 1.11. Health and safety

Health and safety is everyone's responsibility. Any lapse of care and attention can cause injuries and damage property. Students should know that they have a duty under the Safety, Health and Welfare at Work Act, 2005 to help Tipperary FET College to maintain a safe place to work and learn.

Health and safety includes:

- behaviour towards others
- work areas, tools, equipment and kits
- premises – indoors and outdoors
- fire safety
- substance misuse
- smoking
- use of mobile phones and personal devices
- Garda vetting (see below).



At your induction and at various other points your course, the centre will tell you how to look after your own health and safety and that of others. The subject-specific teacher will inform you about the health and safety requirements in your subject area. Students must also follow all health and safety rules when on field trips, on placements or when in other situations as part of the course.


We expect you to respect all centre property and equipment.

You are responsible for your personal belongings. Tipperary FET College accepts no responsibility for damage, loss or theft to any of your personal belongings.

We will treat anything that anyone does to affect our health and safety management as very serious. We may take disciplinary action as a result.

## Garda eVetting

All Tipperary FET College students with access to children and vulnerable people must be Garda vetted. Your coordinator will tell you if you need to be Garda vetted as part of your course.

Garda vetting	
Garda vetting must be done electronically (eVetting):  <a href="#">Garda Vetting</a>	QR Code 



### 1.12. General Data Protection Regulation (GDPR)

#### What is personal data?

Once you register on a course in Tipperary FET College, personal data and information about you will be collected, processed, shared, kept, or all, of these. Examples of personal data include your:

- name
- address
- phone number
- date of birth
- PPSN
- gender
- education
- evidence of disability for reasonable accommodation
- other personal information.

## How Tipperary ETB handles personal data

### You agree to us **processing** your personal data

When you apply for or attend a course with us, you must agree to us processing your personal data. This includes sensitive personal data that we collect so we can coordinate, evaluate, fund and organise our courses. We do this in compliance with Irish and EU Union law.

This sensitive information include things like race, ethnicity and nationality. It gives SOLAS, the Department of Education and relevant EU bodies statistical data on enrolment and graduates of the FET sector.

### You agree to us **sharing** your personal data

When you apply for or attend a course with us you must agree to us sharing your personal data:

- within the organisation
- with third parties in the FET sector.

Other people or organisations may monitor and report on what we do when it is related to European Union co-funded operations.

We may have to reveal your personal data to comply with reporting obligations where you are taking part in a European Union co-funded programme. This will allow monitoring, reporting and evaluating of programmes. SOLAS may also disclose your personal data to governmental, regulatory, and public bodies.

There may be other legal reasons when we will also need to share your personal data such as when we request certification for you.

### You agree to us **keeping** your personal data

When you apply for or attend a course with us, you must agree to us keeping some of your personal data on file. Some of it, we will keep for a short time only, for example, we will destroy some data at the end of an academic year when it is no longer needed. Some data we keep for longer, for example, after you leave or otherwise finish your studies with Tipperary FET College.

## Data protection and consent agreements

### 1. Learner detail form

First, in order to become a learner on a Tipperary ETB course you filled in the [‘Learner detail form’](#) or completed the [Fetchcourses](#) registration. By doing this, you confirmed that you had read and understand how we use and share the personal information you provide.

## 2. Induction and during your course

Second, at induction and various other points in the course, we will give you relevant data protection information. If you are doing a certified course, we will ask you to sign various awareness statements and consent agreements. This means you give permission to the centre and Tipperary FET College to share your personal data with the awarding body for certification.

## 3. Tipperary ETB data protection policy

Third, we explain how we collect and use your personal data in our:

- [Tipperary ETB's data protection policy](#)
- [The Privacy Notice \(Data Protection Statement\) for Students \(and their Parents/Guardians\)](#)
- PLSS Data Protection Statement which is at the end of the [Learner detail form](#). (PLSS stands for Programme Learner Support System and this is a software application that collects and processes (uses) the personal data of learners using our services).

### Further information and questions about data protection

If you need any more information or have questions about data protection, please contact Tipperary ETB's Data Protection Office by email: [dataprotection@tipperaryetb.ie](mailto:dataprotection@tipperaryetb.ie)



### 1.13. Work experience

Work experience is an essential part of many further education and training courses in Tipperary FET College. In some courses, you must complete work experience to gain certification.

#### Benefits of going on work experience

Going on work experience gives you the chance to:

- see what the world of work is like in general
- learn more about the area or industry, for example, the latest technologies and equipment
- see how the theory parts of your module link to real practice
- practise and further develop the skills that you have learned in class
- build contacts for employment opportunities
- do work experience that you can put on your CV.

## **Planning, preparation and practice for work experience**

Your centre will work to prepare you for work experience.

### **Exploring suitable options**

Before you go on work experience, the centre will make sure that they are satisfied with the employer and the place of work. The centre will check that the workplace complies with health and safety and employment regulations.

### **Preparing for work**

Your teacher will help you to be more 'work ready'. This includes helping you to:

- look for work experience
- write a CV and cover letter
- prepare workplace skills
- manage your expectations.

Everyone working with the Tipperary FET College will encourage and support you so you can take an active role in finding your own work experience.

Make sure your teacher or coordinator knows of any disabilities or special needs you have, so that they can link with the work placement to see particular arrangements can be provided.

### **How to act professionally**

We will give you the information you need so you can act in a professional manner at all times during your placement. Your teacher will explain general workplace requirements. They will tell you about an employer's expectations in relation to, for example:

- attendance and punctuality
- health and safety
- data protection
- appropriate clothes
- confidentiality.



### **Parental consent**

If you are under 18 years old, you will need consent from your parents or guardians before you can go on a work placement.

### **Monitoring of work experience**

Work placements are an important part of the learning environment. We have quality assurance procedures in place so that your work experience is as meaningful, valuable and safe as possible.

As part of our quality assurance, while you are on work experience a representative from your centre will contact your work experience supervisor. This can be a visit, a phone call or a remote meeting. They will talk to them about how your placement is going and what you are achieving. You can also discuss your progress, including any issues you have, with your teacher.

Your workplace supervisor may also talk to you about your progress, achievements or challenges. Please note that employers can confidentially contact your centre with any queries, issues or concerns they may have.

### **Attendance at your work experience**

For some certified courses, you must attend work experience. Make sure you know the work experience requirements of your course.

### **Documentation**

If you are doing a certified course, you must collect, obtain, or keep work experience documents during your placement. This may be, for example, time sheets, reports and learning diaries. Your teacher will tell you what you need.

## **Garda vetting**

If your work experience is in a setting where there are children or vulnerable adults, you must complete Garda vetting. In these settings, you must have Garda vetting before you can start work experience. See [section 1.10 on Garda eVetting](#).

## **Insurance**

We will provide you with a 'liability indemnity letter' to give to your employer. This means you will be covered by insurance while working for them.

### **1.14. Course evaluation**

At the end of the course, you need to complete a course evaluation form. During longer courses, you may need to do this during the course. The centre and Tipperary FET College may ask you to tell us what you think about:

- your course
- the learning environment
- the learning resources and supports
- anything else that we would like your feedback on.

Please take the time to give your feedback. Your feedback is very important and will be used to help to improve future services, courses and their delivery.

### **1.15. Student complaints procedure**

At Tipperary FET College, we welcome and encourage all feedback from you. You will not be disadvantaged in any way if you make a complaint or give us suggestions for improvement.

#### **Definition of a complaint**

You may make a complaint if you are dissatisfied with the standard of:

- service
- treatment
- actions taken or lack of action.

## Why student complaints are important

Complaints are an important source of information on how well our courses and services are performing. Feedback gives us information so that we can make any necessary changes and improvements to enhance the students' experiences.

**Your Voice Matters**

**Get Involved**  
email : [learnervoice@tipperaryetb.ie](mailto:learnervoice@tipperaryetb.ie)

The learner voice forum is a representative group for learners of Tipperary ETB. It gives learners the opportunity to turn ideas into actions.

**We are Stronger Together**

# How to complain

## How to make a complaint

### Each centre has a complaints procedure in place

If you make a complaint, your teacher will communicate with you in an open and respectful way. They will work with you to quickly resolve the matter fairly.

#### 1. First talk to your teacher

We encourage you to raise your complaint informally at first. So, talk to your teacher or coordinator as early as possible.

#### 2. If necessary make a formal complaint

If your complaint is not resolved following this, you can follow the procedure in your centre for making a complaint. Your centre will give you the procedure for student complaints at induction or early on during your course. You may have to send in your complaint in writing or complete a complaint form.



#### 3. Relevant people contacted

If the complaint relates to a person, the centre may contact this person as part of the review.

#### 4. You will be told about the outcome of your complaint

The centre will contact you about the outcome of your complaint. If you are unhappy with the outcome, you can bring the complaint to Tipperary FET College.

To do this, complete the [Student Complaints Form](#) (also on next page). You can email it to either:

- [nenagh@tipperaryetb.ie](mailto:nenagh@tipperaryetb.ie) or
- [clonmel@tipperaryetb.ie](mailto:clonmel@tipperaryetb.ie)

In the subject line, mark your email with the words:

**'Complaint from student'**

For complaints made by parents or guardians of learners against a Tipperary ETB staff member, please use [this complaints procedure](#)

QR Code



## Student complaints form

You may attach copies of any documents or correspondence that are relevant to the complaint.

### Student contact details

Student full name:

Contact number:

Email:

### Student centre and course details

Name and address of the centre that you were attending:

Name of the course that you were registered on:

### Details of the complaint

Give the reasons why you are unhappy with the service, treatment or decision made. Report truthfully and accurately. Please be specific and include dates, locations and witnesses if appropriate.

### Signature

Signed:

Date:

# Support will help you succeed

## Section two: Supports for students

### 1.16. Financial information

Many Tipperary FET College courses are provided free, however, some courses have fees, or charges for materials or both.

#### Allowances and grants

You may be eligible for financial assistance like an allowance or grant. This depends on the type of course that you are enrolled in. Other allowances that you may be eligible for include:

- travel
- meals
- accommodation.

Talk to your teacher or your course coordinator if you think you may qualify for financial assistance.



Tipperary FET College pays all allowances and grants electronically, so you must provide bank account details to receive payment.

---

**Childcare places may be available through the National Childcare Scheme (NCS). If you think that you may be entitled to childcare, please view the website on:**

- [Home · Applicant Portal \(ncs.gov.ie\)](https://www.ncs.gov.ie)
- 

### 1.17. Your teacher

A suitably qualified and experienced teacher is employed to provide you with a quality-assured learning experience. They will support you in your learning journey throughout your course. Your teacher should generally be your first point of contact for anything you need.



## 1.18. Skills development

### Literacy skills

#### The Adult Literacy Service

The Adult Literacy Service is a basic education service for two types of students. Students with literacy needs and students who wish to improve their basic skills and work towards accreditation.

See more about contact details and locations of this service in Tipperary ETB.

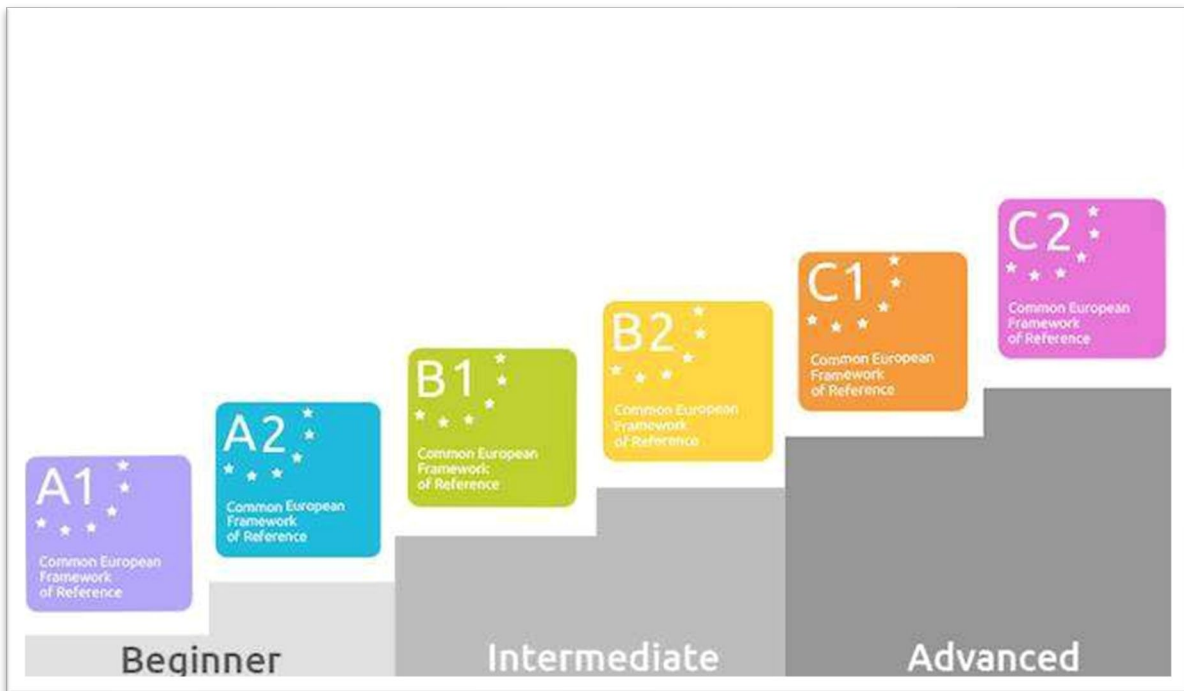
For more information	
<b>Direct web link:</b>	
<ul style="list-style-type: none"><li><a href="#">Literacy and Language - Tipperary Education and Training Board</a></li></ul>	<b>QR Code</b> 
<b>Adult literacy courses</b>	
For North Tipperary, contact:  Mary Jo Kennedy Deegan <b>Email:</b> <a href="mailto:mkennedy_deegan@tipperaryetb.ie">mkennedy_deegan@tipperaryetb.ie</a> <b>Phone:</b> 067 31845	For South Tipperary, contact:  Mary Roche Cleary <b>Email:</b> <a href="mailto:mroche@tipperaryetb.ie">mroche@tipperaryetb.ie</a> <b>Phone:</b> 052 612 7543
<b>Adult Literacy Service Facebook page</b>	
<ul style="list-style-type: none"><li><a href="#">Facebook page</a></li></ul>	<b>QR Code</b> 

#### The Common European Framework of Reference (CEFR) for Languages

Tipperary FET College provides English courses for speakers of other languages. We offer non-accredited courses for students who are new to the Roman alphabet (pre A1). We also offer QQI reading, writing, listening and speaking (Levels 1 and 2) accreditation for level A1/A2. We offer Cambridge accreditation for A2/B1 and B1/B2 learners.

How we assess a student's English language level is in line with the Common European Framework of Reference for Languages, also referred to as CEFR. The CEFR is an international standard for working out how well you know a language. When we know your level of English, we know how well you will suit a course. For more information about QQI and CEFR, you can talk to your teacher as well as the staff in the Tipperary ETB Adult Guidance and Information Service.

The six levels within the CEFR are A1, A2, B1, B2, C1 and C2.



### Common European Framework of Reference for Languages (CEFR)

Direct web link:

- [Common European Framework of Reference for Languages: Learning, teaching, assessment \(CEFR\) \(coe.int\)](https://www.coe.int/t/t09/Linguistic/CEFR/CEFR.asp)

QR Code

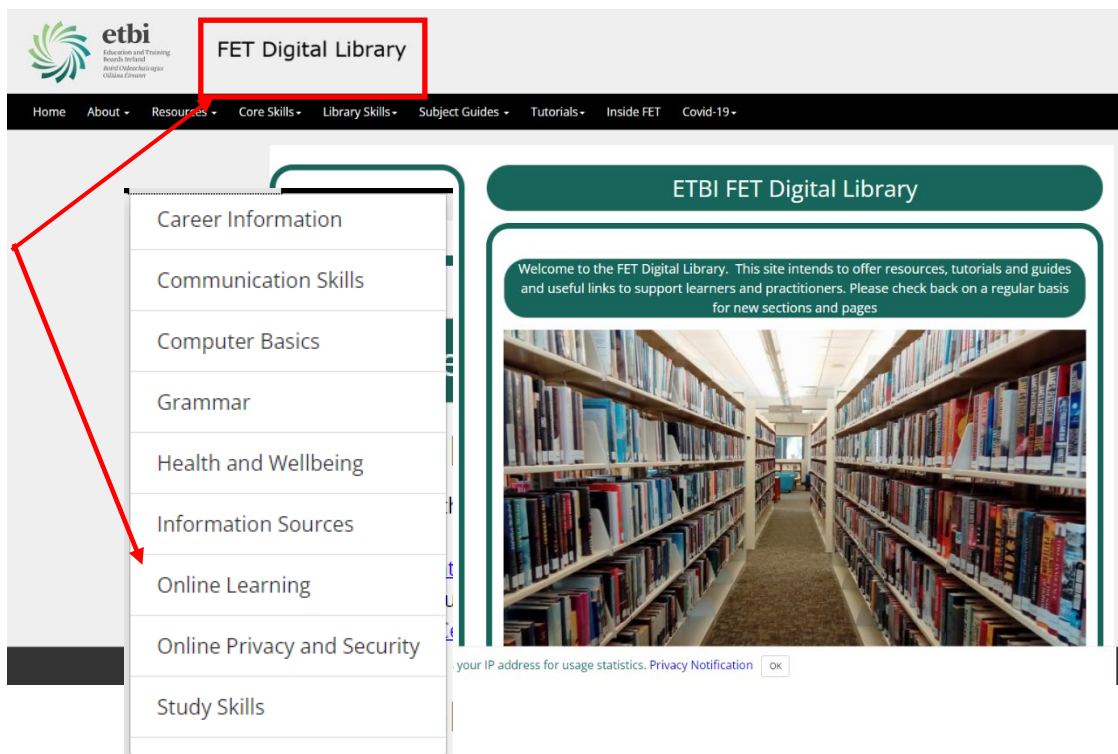


### The FET Digital Library

The [FET Digital Library](#) contains a useful range of resources that you may find useful to develop core skills. Core skills include:

- computer skills
- communication skills

- grammar
- online learning
- security.



## Study and Learning Handbook

The [Study and Learning Handbook](#) for FET courses is a useful guide to help you make the most of your time while studying.

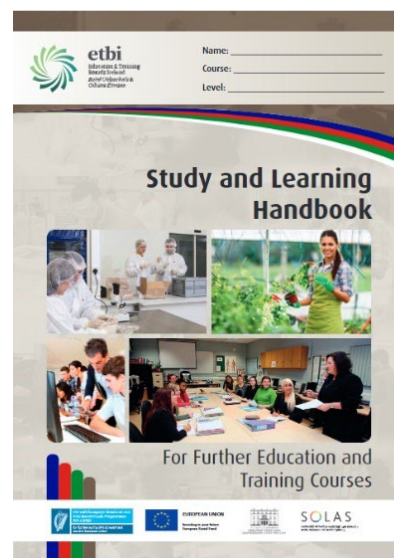
This guide looks at individual learning styles, strengths and weaknesses and provides useful study tips and other supports.

### Academic skills development

To help improve your academic skills, you may find the following resources useful.

### FET Digital Library

The [FET Digital Library](#) offers a range of resources, tutorials and guides and useful links that will help you to develop your academic skills.



## Academic Writing Handbook

The [Academic Writing Handbook](#) is a useful guide to help you develop good academic writing skills.

## Referencing Handbook

The [Referencing Handbook](#) is an essential resource for students, particularly if you are studying Level 5 and 6 courses. It explains how to reference the different sources of information.

### 1.19. Centre guidance and information services

#### Centre career guidance

Some centres have career guidance services on site. Once you complete your induction, you will know what type of careers guidance is available in your centre and how and when you can access it.

#### Tipperary ETB Adult Guidance and Information Service

The Tipperary FET College's Adult Guidance and Information Service is another useful service to know about. It offers impartial and confidential information and guidance on the educational options that are available to you. The service aims to help you to make the right decisions about returning to education and training. See contact information below.

#### For more information

##### Adult Guidance and Information Service

Direct web link:

- [Adult Guidance and Information Service](#)

QR Code



### 1.20. Supports for students with disabilities

When you are accepted onto a Tipperary FET College course, we encourage you to discuss any special needs or disabilities with staff. This will allow centres to consider appropriate supports for teaching, learning and assessment.

It is important that you discuss your needs with centre staff as soon as possible.

## Adaptations for assessment

### What is 'reasonable accommodation in assessment'?

'Reasonable accommodation in assessment' means that we can adapt the assessment to meet the needs of students with specific disabilities who would otherwise find the assessment unfair. The arrangements that need to be made are then called 'reasonable accommodations'.

Here are some examples of reasonable accommodations that we can consider:

- students with a learning difficulty
- students who are deaf or have a hearing impairment
- blind or visually impaired learners
- students with a physical difficulty
- students with a mental health condition, sensorial or behavioural difficulties.

Here are some examples of where we cannot provide reasonable accommodation in assessment, as these are not classed as disabilities:

- students who have English language support needs
- students who have literacy needs.

### Talk to your teacher about reasonable accommodation

If you need more information, you should talk to your teacher or coordinator in your centre. Please note that information on the website is the main information centres use, so you may find it quite technical and detailed.

#### For more information

##### Reasonable accommodation in assessment

Direct web link:

- [Reasonable accommodation in assessment](#)

QR Code



## 1.21. Learner wellbeing

In Tipperary FET College, we support the wellbeing of our students. By being well and doing well, you will be better able to achieve your full potential.

## Psychological Supports

As a FET student you can avail of free psychological services and other support services in your area. To find out what is in your area, check out our [Health and Wellbeing page](#) on the FET student hub.

# FREE PSYCHOLOGICAL SUPPORTS



FET Students can avail of  
**6 free,**  
face-to-face Counselling  
Sessions  
(gambling specific counselling  
sessions also available)

**Millennium Family Resource Centre, Glengoole**  
To make an appointment:  
Email: [familysupport@mfrc.ie](mailto:familysupport@mfrc.ie)  
or, phone: 083 207 1368





**Spafield Family Resource Centre, Cashel**  
To make an appointment:  
Email: [snoonan@spafieldfrc.ie](mailto:snoonan@spafieldfrc.ie)  
Or, phone 062 63622

**Three Drives, Family Resource Centre, Tipperary Town**  
To make an appointment:  
Email: [tinathreedrives1@gmail.com](mailto:tinathreedrives1@gmail.com)  
Or, phone: 087 262 7051



Your journey, our commitment.



You can avail of 6 free counselling sessions if you are a FET student and need some support

## Hearing the student's voice

During the year, we hold student events and meetings to make sure we hear the voice of students. Some of these are larger annual events and others may be smaller events that take place in different locations or at online meetings.

At these student events and meetings, we ask students to contribute on everything of concern to students and on those issues that impact smaller groups of students.



These learners attended one of our annual learner voice events (supported by AONTAS)

## FET Student Council

The FET Student Council is designed to make sure that our further education and training gets feedback from students. We use student feedback to improve quality and the student experience. All students on all courses are offered the opportunity to take part in the FET Student Council and have their voice heard.



## For more information and how to take part in the FET Student Council

### FET Student Council

- Website: [FET Student Council](#)
- Email: [learnervoice@tipperaryetb.ie](mailto:learnervoice@tipperaryetb.ie)

### QR Code



## FET Digital Library

You will also find supports on wellbeing online on the [FET Digital library](#).

# Get your student card

### 1.22. Student card

You can apply for an ISIC International Student Identity Card as a Tipperary FET College student in any of our centres. The student card allows for discounts on travel, sport and some retail outlets and entertainment.

#### How to apply for a student card

Apply online using [this link](#).

Documents you will need are:

1. A passport style photo
2. Scan or photograph of your identity card (ID card, driver's licence or passport)
3. Confirmation that you are a student, such as a letter from your centre (not less than 2 months old)



### How to apply for an ISIC student card

#### FET Student Council

- [Apply for student card](#)

#### QR Code

