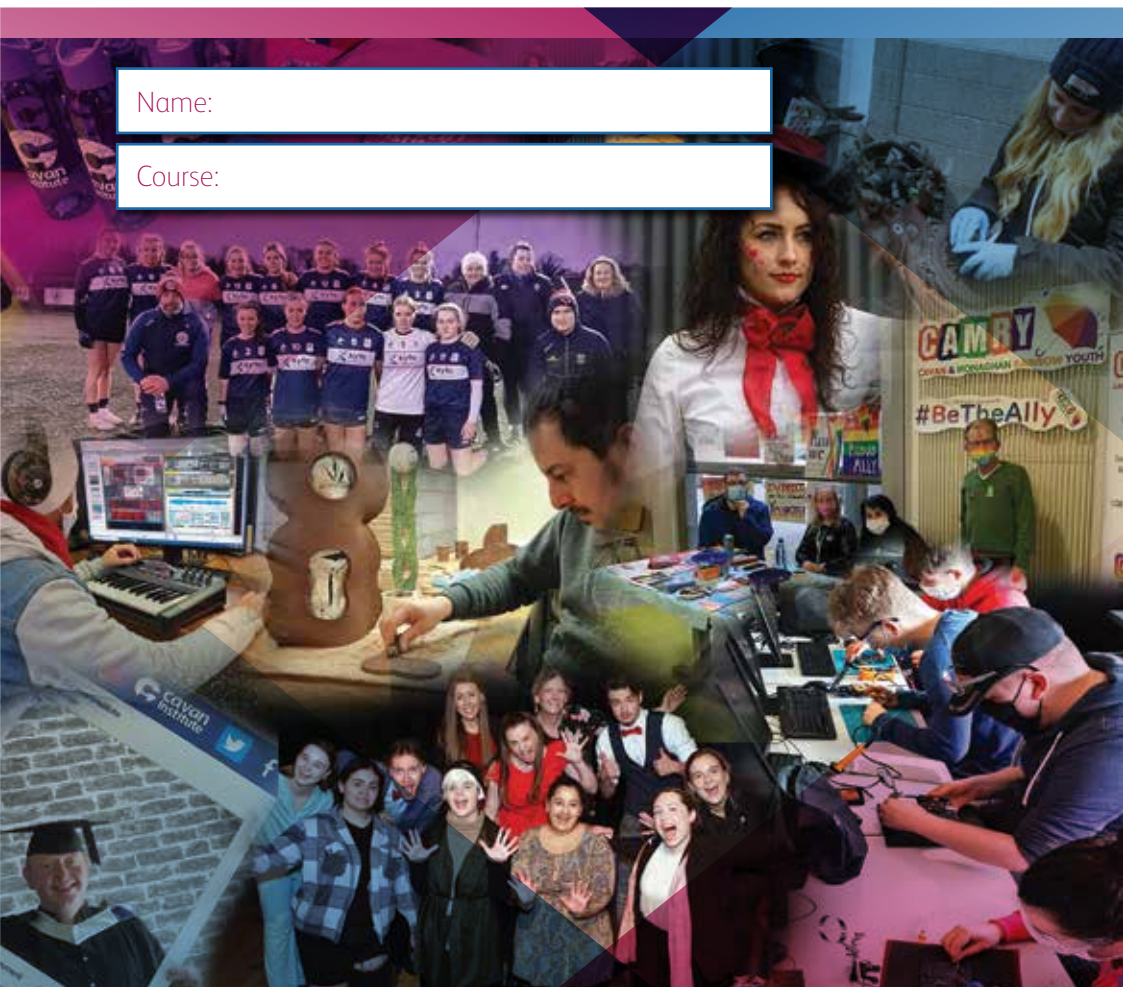


**Lámhleabhar Mhic Léinn
& Dialann 2022/23**

**Student Handbook
& Diary 2022/23**

Name:

Course:



National Framework of Qualifications



The purpose of this student handbook is to give you an introduction to Cavan Institute, to detail the support services that are available to you and provide you with contact details which you may need during your time in Cavan Institute. It is important to note, once you become a Cavan Institute registered student you are bound by our Code of Conduct. Details of this code and other Cavan Institute policies are available in the Regulations and Policies Section of this handbook.

The contents of this handbook are intended as a guide for registered students attending Cavan Institute and shall not be deemed to constitute a contract between the Institute and a student or third party. The information is as accurate as possible at the time of going to print. While every effort has been made to ensure the accuracy of this information, the Institute reserves the right to make reasonable amendments to details in this handbook and cannot be held responsible for inaccuracies or omissions. It is your responsibility to keep yourself informed as to the regulations relating to your situation at any given time.

“
Education
is the most
powerful
weapon which
you can use
to change



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PERSONAL DETAILS

Name:

Course:

Home Address:

.....

.....

.....

Address while at Institute:

.....

.....

.....

Doctor:

Blood Group:

Allergies:

Relationship:

Address:

.....

.....

Name:

In case of Emergency Contact:

Tel:..... Mob:.....

STUDENT RESPONSIBILITIES

Each student must notify the office of a home and term address, a home telephone number and mobile phone number. It is essential that you provide the name and contact details of your next of kin so that they may be contacted in the event of an emergency. The administration office should be notified immediately of any change of address or contact details. This is to ensure that you receive all correspondence regarding your studies and examination results.

REGISTRATION CHECKLIST

✓ **Student Fees**

The term “Student fees” refers to a PLC Course Fee of €200 payable to Cavan Institute. This fee will be reduced further to €150 if the student is in receipt of a benefit e.g. Medical Card or a Social Welfare Payment. All other fees such as the Registration Fees, Course Materials Fees, Government PLC Levy and Examination Fees have been waived for 2022-23.

All students must pay the outstanding PLC Course Fee in accordance with the procedures as laid out during the registration process, the induction process and also as outlined in detail in this handbook. [Refer to page 39 of this handbook for further details.](#)

The consequences of failing to meet the fee payment deadline may result in:

- **loss of access to Institute computer systems, including Student Hub, internet and email**
- **restricted access to course materials**

✓ **Regulations and Policies**

Students will be required to confirm that they have read and agree to abide by all the Institute’s regulations and policies, for example, Student Code of Conduct, Payment of outstanding fees, the Attendance Policy, the Anti-Bullying and Harassment Policy, and the Malpractice Policy. [Refer to pages 69.](#)

✓ **Garda Vetting**

Work experience/work practice is an integral part of all courses at Cavan Institute. In some courses, students may opt to carry out their work experience placement in an environment where children and/or vulnerable adults are present. Therefore all students on these courses are legally required by work placement providers to obtain Garda Vetting before going on work experience. Further information on Garda Vetting will be given to students early in the academic year 2022-2023. [Refer to page 95.](#)

✓ **Managing your Online Learning (unique username and password)**

In order to access the Institute’s computer facilities, including the Student Hub, you will be assigned a unique username and password. You will receive your username and a temporary password during the IT Induction process. It is your responsibility to change your password when you log in for the first time and to keep your password private at all times. [Refer to page 15.](#)

✓ **Student ID Smart Card**

Students will receive their student identity (ID) card at registration. Those who have not paid their outstanding fees will not receive their ID card until such time as all fees are paid or a payment plan has been put in place. [Refer to page 17.](#)

September 2022

DIRECTOR'S WELCOME



Fáilte Romhat

Céad Míle Fáilte romhat chuig Institiúid an Chabháin. Tá Institiúid an Chabháin bunaithe go daingean mar cheann de na hInstitiúidí Bhreisoideachais is forásaí in Éirinn. Is é an Institiúid áit bríomhar agus cairdiúil ina bhfaigheann mic léinn oideachas den scoth. Tá súil agamsa go mbainfidh tú taitneamh agus tairbhe as do chuid ama anseo san Institiúid.

On behalf of the staff at Cavan Institute, I wish to extend a warm welcome to all new and returning students. We are delighted that you have chosen to progress your education and training with us. Cavan Institute is recognised as one of the most dynamic further education and training colleges in the country. Our aim is to provide quality-assured programmes of education and training in a friendly, caring and supportive atmosphere. Student care is at the core of everything we do.

This handbook provides you with information about the Institute, its facilities and its regulations. It is important that you take time to read and familiarise yourself with the details included. College life involves much more than studying. Cavan Institute has a long tradition of student participation in sporting activities and community events. We hope you will get involved in the life of the Institute by participating in the extra-curricular programmes on offer to students.

Whether you are continuing with education or returning after a period out of the education system, college life might seem daunting. The staff at Cavan Institute will do their best to ensure that your transition is as smooth as possible and that you get the most out of your time with us, both academically and otherwise. In partnership, we will work together to ensure that your time here is enjoyable, productive, memorable and rewarding.

Ádh mór agus tú ar thóir na foghlama.

ANN MARIE LACEY

B. Ed., H. Dip. Ed. Admin., M. Ed.

Director

GOVERNANCE AT CAVAN INSTITUTE

MISSION STATEMENT

Cavan Institute's mission is to deliver excellence in further education so that learners, staff and the wider community can achieve their potential.

VISION

The Institute is committed to:

- providing nationally and internationally recognised programmes of study that bridge the transition to work or higher education
- fostering a caring, inclusive and responsive learning environment and a culture of innovation and collaboration
- promoting and providing access to lifelong learning
- enhancing the social, economic and cultural development of the region

BOARD OF MANAGEMENT

The members of the board are appointed by Cavan and Monaghan Education and Training Board (ETB). The current board at Cavan Institute was constituted in 2020. The main function of the board of management is to manage the Institute in cooperation with the local ETB on behalf of learners.

KEY FACTS ABOUT CAVAN INSTITUTE

Cavan Institute was established in 1985 and it celebrated its 30 year anniversary in 2015. The institute is one of two further education and training colleges that form part of Cavan and Monaghan Education and Training Board. Cavan Institute has approximately one hundred staff, over one thousand four hundred full-time students and a night school with over eight hundred part-time students. It is the third-largest Institute of further education in the country, offering over 70 courses in a range of areas. All courses at the Institute are accredited by national and international certification bodies.



DIRECTOR

Director Ann Marie Lacey has overall responsibility for the running of Cavan Institute.



1



2



3

DEPUTY DIRECTORS

The director is supported by deputy directors

1. Gerry McKenny
2. Karen Fitzpatrick
3. Louise Clarke

SENIOR MANAGEMENT TEAM

The Director and Deputy Directors are supported by a team of Assistant Principal I and Assistant Principal II post holders. They in turn are assisted in their role by class tutors and subject tutors.



ACADEMIC CALENDAR {2022-23}

EVENT DATES

OPENING 1st TERM 24th August 2022

GRADUATION: 30th September 2022

MID-TERM BREAK 31st October to 4th November 2022 (inclusive)

HOLIDAY Monday 5th December 2022

CHRISTMAS HOLIDAYS Closing on 21st December 2022

..... Re-opening 9th January 2023

BANK HOLIDAY: 6th February 2023

MID-TERM BREAK 13th February to 17th February 2023 (inclusive)

Where contingency arrangements are required, a school authority may reduce the length of the February mid-term break by remaining open up to and including Wednesday 15th February 2023.

ST. PATRICK'S DAY BREAK 16th & 17th March 2023

EASTER HOLIDAYS Closing on 31st March 2023

..... Re-opening on 17th April 2023

Where contingency arrangements are required a school authority may reduce the length of the Easter break by remaining open up to and including Wednesday 5th April 2023.

BANK HOLIDAY 1st May 2023

CLOSING 3rd TERM 2nd June 2023



STUDENT SERVICES

INTRODUCTION

Cavan Institute fosters an environment of open communication in which students are encouraged to provide feedback to members of the management team on matters affecting them while attending the Institute. Students are also encouraged to get actively involved in the running of clubs and societies through organising or participating in activities.

If you are interested in getting involved in any aspect of life at Cavan Institute, you are encouraged to contact Karen Fitzpatrick, Deputy Director.



Karen Fitzpatrick
Deputy Director

Telephone: 049 433 2633

Email: karenfitzpatrick@cavaninstitute.ie

ADMINISTRATION OFFICE

The general office is open from 8.45am to 10.30am and from 2.00pm to 3.30 pm for all student queries. Students with forms for completion, i.e. Department of Social Protection, Medical card applications etc, by the office staff, are requested to come to the office during these hours ONLY.

As this is a very busy office, we would ask that students observe the student opening hours. Outside of student office hours, a box is available in the canteen area where these forms can be placed and accompanied by a stamped addressed envelope. Alternatively, forms can be scanned to admin@cavaninstitute.ie or posted (accompanied by relevant envelope) to the admin office and they will be returned or forwarded by 5 working days.

Confirmation of registration/attendance can be requested via email, phone or during office hours and will be issued within 5 working days.

Office contact details telephone: 049 4332633 or email: admin@cavaninstitute.ie

MANAGING YOUR ONLINE LEARNING

As adult learners, it's important for you to be in control of your own learning and the Institute facilitates this in a number of ways through various online supports. Before using any of the computer facilities, students must take note of the terms of the Information Systems Acceptable Usage Policy on page 91 of this handbook.

ICT INDUCTION

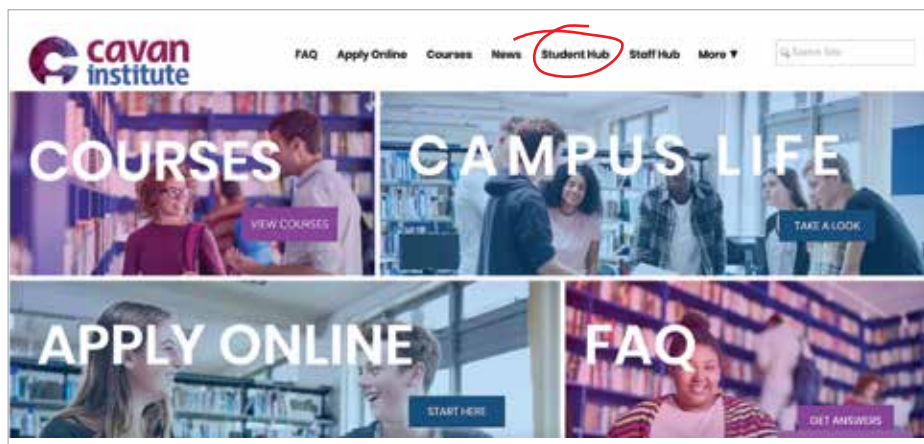
As part of our Induction process in September 2022, students will be timetabled for an ICT induction with their class groups. Students will be provided with a user account so that they can make best use of the IT services available on the Institute's campuses. You are advised to keep your user account and password information private, as it is your key to all IT services in the Institute. IT facilities are provided for educational purposes only and any misuse will be penalized under the Institute's Code of Conduct. [A student's user account can also be disabled at any time during the year if a student falls into arrears with their payments.](#)

MICROSOFT TEAMS

Microsoft Teams is an on-line platform used in Cavan Institute that facilitates teaching and learning and brings conversations, content, assignments and apps together all in one place, enabling teachers and students to connect in a professional learning environment. Teams can act as a repository of resources for the student. Teachers and students can communicate one-to-one or in groups, while also enabling teachers to send messages and announcements to individual students or whole classes at once. Student Support will be available to all students to help with the use of Teams throughout the year.

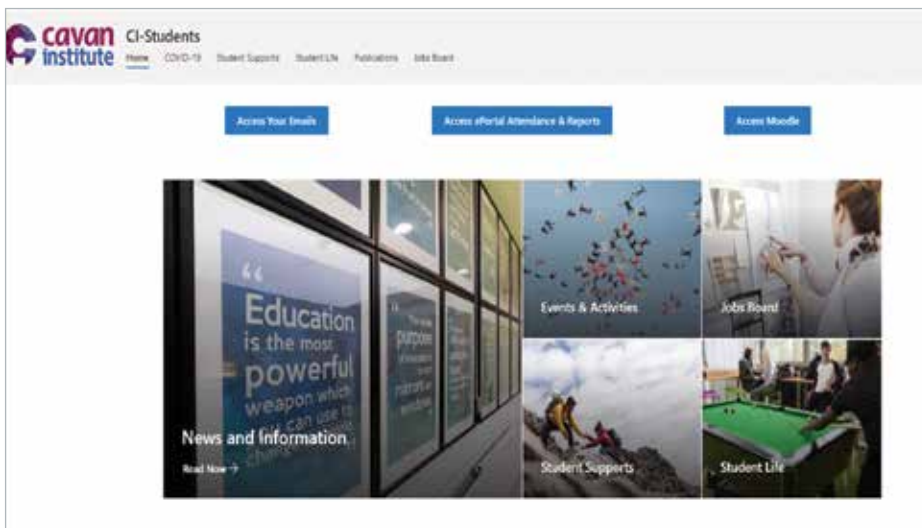
THE STUDENT HUB:

The Student Hub is one of where we share important information with our students. It is accessible via a link on the Cavan Institute homepage, you'll need to enter your username and password if you're accessing it off-campus, and it is for registered students only.



The sort of information you'll find on this site includes news about college events and jobs local companies have notified us about, information about the range of student supports available to you as well as various aspects of college life. It is also a source of important documents and policies that you'll need to be aware of.

Finally, you'll most likely visit the Student Hub daily since it contains links for you to access your emails and your ePortal attendance records and reports.



ONLINE ACCOUNT (ePortal)

ePortal is a web-based system that allows students to view information about their attendance records, progress reports and timetable at any time. Access is again via the Institute's website www.cavaninstitute.ie by selecting the 'ePortal' link on the Student Hub. You will need your username and password to access ePortal.

MICROSOFT OFFICE 365

Students will be able to avail of Microsoft Office 365 for education, including email, OneDrive and web apps. With Office 365, students can access the Office 365 tools anytime anywhere (at home and in College).

Features include:

- email and calendars
- web conferencing
- MS office web apps
- team sites

STUDENT ID CARD (cicard)

This multifunctional smart card serves not just as your ID card for the duration of your studies with us, but it can also be used for purchases in the campus canteen or shop, and for printing, photocopying and travel discounts. See page 19 for further details.

IT SUPPORT

If you are having problems with your user account or any other IT issues, you should first speak to your class tutor who will endeavour to sort out the problem. Your class tutor will log the problem with the IT department. IT Support can be contacted at support@cavaninstitute.ie

Wi-Fi

The institute has recently completed a major Wi-Fi installation programme, which has resulted in improved Wi-Fi reception in the main Institute campuses.



STUDENT VOICE

Students are encouraged to use their voice and become involved in the affairs of the Institute by working in partnership with Institute management and staff through various structures and bodies such as the student council and the board of management.

STUDENT COUNCIL

Elections to the council will be held early in the academic year 2022/23 and some of the key functions of the council include:

- representing the views of the student body to the board of management
- promoting good communication within the Institute
- supporting the educational development and progress of the students
- assisting with Institute sporting and cultural activities
- assisting with organising fund raising events for charities

Recent activities include a 'Show Racism the Red Card' event, suicide prevention training (SafeTALK), Christmas Songfest, fundraisers in aid of the Lyons Club, Saint Vincent de Paul and Teach O'scail, an Environmental Awareness Event and a cake and book sale to raise funds for the Ukrainian Appeal at Cavan Institute.

A certificate of service will be presented to each member of the council at the end of the academic year at part of our Student Achievements Awards Ceremony.

BOARD OF MANAGEMENT

Two student representatives are elected to the board of management of Cavan Institute to represent the views of all students in the management and running of the Institute.

CLASS REPRESENTATIVES

Each class group will nominate a student in early September to represent the interests of the class group during the year. An assistant representative will also be nominated to support the work of the class rep.

A separate induction for all class reps and the assistant reps will take place after the nomination process for each class is complete. The main duties of the reps will be as follows:

- liaise with the subject tutor during an emergency evacuation of the building, for example, during a fire evacuation drill
- liaise with the class tutor regarding specific class issues arising during the year
- inform your class group about specific Institute activities

STUDENT IDENTITY CARDS

Cavan Institute issues identification cards to students who have paid their fees as part of the registration process. Your CICard is your official identification card and it is valid for one academic year only.

The multi-functional CCard can be used for a number of different purposes:

- printing
- photocopying
- canteen purchases
- ID at examination time
- ID while attending the health centre on-site and the GP practice off-site
- travel discounts

Before you can use your card for printing, photocopying and canteen purchases, you must top it up with credit. Credit can be loaded onto your card at the cash tills in the canteen in Block A.

Managing the credit on your CCard and associated costs

You can manage the activities on your account by swiping your CCard on the card reader on each printing/photocopying machine. The remaining balance on your account will appear on screen. The costs associated with printing/photocopying depend on a number of factors, e.g., black and white or colour printing/photocopying and also the page size. Full details of the cost can be located on the Student SharePoint Site.

CICard Support

If you are having problems with your card or need a replacement card, you should contact the CCard support office located in room A111 in block A. This office is open from 9.00am to 11.00am each morning. You can also email cicard@cavaninstitute.ie with a brief description of your problem and a member of the CCard support team will contact you.

Replacement Cards

A €15 replacement fee applies for cards that have been lost or damaged due to neglect or abuse. Replacement cards will only be issued to students who are registered for the current academic term.

The CCard office will replace ID cards free of charge for the following reasons:

- if it has been stolen (a Garda report must be provided)
- if your details are incorrect, e.g., name, course
- if the card has suffered reasonable wear and tear

Replacement cards are available from CICard office only (room A111 in block A).

- Please note that you must hand in your old card to receive your replacement. If the old card is not received, it will be considered lost and you will be charged for a replacement (except in the case where a Garda Report is produced).
- Cards that are invalidated by name changes (marriage, etc.) or a change of programme, will be replaced at no cost with the return of the old card. Students must first provide proof of the changed information.

Remaining Credit on ID Cards

If you have any credit remaining on your CCard, please use it up before you leave the Institute in May 2023. You can use up your credit by purchasing items in the canteen, printing or photocopying. No cash refunds will be made on the card at the end of the academic year.

LIBRARY FACILITIES

LOCATION

Block B Campus, Ground Floor.

CAVAN INSTITUTE ACADEMIC SUPPORT CENTRE (ASC)

Located on the ground floor in Block B, the recently refurbished Academic Support Centre (ASC) provides resources for students to excel in their programme of study. Students can access online library resources as well as availing of supports in the areas of academic writing, referencing, assignment structure and presentation and an IT support service to help students with online learning issues.

ACADEMIC SUPPORT CENTRE (ASC) OPENING HOURS

Normal opening hours are from 10.00am to 4.00pm, Monday to Thursday, and from 10.00am to 1.00pm on Friday. Opening hours are subject to change.



CANTEEN

The canteen supplies freshly cooked food from Monday to Friday at competitive prices. All dietary requirements are catered for, from diabetics, coeliacs and vegetarians to those who are simply trying to eat healthily.



SPECIAL DIETARY REQUIREMENTS

Our catering manager will discuss any dietary needs with individuals in complete confidence.

HEALTHY OPTIONS AND THINGS TO NOTE

- Low fat spread and low fat milk used as standard
- Fresh fruit salad served with natural yoghurt and granola (in natural juice, no sugar)
- Muesli, fresh fruit and yogurt served daily
- Pastries and bread baked in-house every day
- Three tasty hot main courses served each day
- Selection of salads, cold meats and baked potatoes served all day
- All sandwiches and rolls made fresh to order
- A range of gluten-free and sugar-free bars and snacks in stock

All options available to take away

TRANSPORT - Getting to and from the Institute

Access to convenient transport plays an important role in determining the quality of the student's experience at Cavan Institute. The transport information provided should be seen in tandem with the extensive accommodation facilities available in Cavan.

Bus Éireann

An extensive service is provided by Bus Éireann for students travelling to Cavan Institute. For further up-to-date information on all services, including prices, timetables, departure and arrival times, contact 049 433 1353 or visit www.buseireann.ie

PRIVATE BUS OPERATORS			
DESTINATIONS	OPERATORS	CONTACT	TEL. NO.
Kingscourt Shercock Bailieboro Grousehal Killinkere Virginia Cavan Institute	Bridie Rahill Bailieboro Call A-Cab Leitrim Bailieboro Co. Cavan	Bridie Rahill	086 600 4035
Corlough Ballinamore Newtowngore Taffe Cross Ballyconnell Killeshandra Crossdoney Cavan Institute	Ballyconnell Cabs Ballyconnell Co. Cavan	Bob Leonard	087 777 6077
Virginia Oldcastle Ballyjamesduff Crosskeys Cavan Institute	Christy McNamee Stoney Road Oldcastle Co. Meath	Christy McNamee	087 232 3665
Swanlinbar Bawnboy Ballyconnell Belturbet Cavan	Leydon Coaches Ltd. Swanlinbar Co. Cavan	Michael Leydon	087 601 8271 049 952 1225
Longford Ballinallee Edgeworthstown Granard Gowna Ballinagh Cavan Institute	Michael O'Reilly Creedy Granard Co. Longford	Michael O'Reilly	087 983 3996
Longford Drumlsh Arva Crossdoney Cavan Institute	Andrew Wharton Coach hire Hermitage Crossdoney Co Cavan	Andrew Wharton	086 818 1435

Disclaimer - Bus operators are not contracted by Cavan Institute. The transport information should act only as a guide for the academic year 2022/23. Information on transport is based on services provided in 2021/22 and similar services for 2022/23 will be offered only if there is sufficient demand from students travelling to and from a particular area.

OPPORTUNITIES WITH THE ERASMUS+ PROGRAMME



Cavan Institute students who wish to complete their mandatory work placement in Europe can apply for the Erasmus+ Programme. The Erasmus+ Programme is open to all registered, full-time students. Work placements and accommodation are arranged by Cavan Institute with partners in host countries. Cavan Institute has developed partnerships with many European countries such as France, Spain, Slovenia, Estonia, Finland and England. The Erasmus+ Programme is funded by the European Union and costs such as flights, accommodation and living expenses while abroad are fully covered.

By taking part in the Erasmus+ Programme, participants will enjoy the enriching experience of living and working in another European country and will acquire new skills and competencies to improve their career prospects.

In order to apply to the Programme, students will need to complete an application form and submit an updated C.V. as well as attend language and cultural preparation classes as required. Full details of the Programme and application dates will be provided during the induction in September and details will also be listed on the Student Hub. Applications will be accepted from all students on all courses, and placements are at the discretion of the host partner.

On completion of the placement abroad, students will be required to submit a report to Cavan Institute which is forwarded to the European Union who administer the funding. Participants may also be required to write an additional report as learner evidence for other programmes including their work experience programme. All participants receive a Europass qualification in addition to their certificates from Cavan Institute, which enhances their C.V. when it comes to applying for jobs.

The opportunity to do your work placement abroad means you represent Cavan Institute to our host partners. It should be regarded as an honour to represent Cavan Institute in another country. Each academic year Cavan Institute envisages to further expand course areas to enable students to avail of wonderful and enriching experiences of completing work placement in another country, to experience new cultures and learn new valuable skills to enhance student's employability.

In previous years, students completed placements in the following areas and countries

- Beauty Therapy in Spain
- Animal Care in England and Estonia
- Nursing Studies, Occupational Therapy Studies in England
- Science and Laboratory Techniques and Applied Science (Forensics) in Estonia
- Sports Coaching and Leisure Management and Sports Therapy and Rehabilitation Studies in England
- Barbering and Hairdressing in England
- Computer Network Technicians and Multimedia and Web Design in Finland
- Business Studies, Reception and Frontline Office Management in England
- Childcare in England
- Computer Games Design, Software Development, Engineering Technology in England

SPORTS CLUBS

Students are encouraged to become actively involved in all aspects of clubs and societies. If you don't see a club or society of interest to you, you can always help to set one up.

This is your chance to become part of the Cavan Institute student experience, so get active and get involved. If you have a particular interest that is not represented in an existing club or society, you should contact the student services officer.

You can sign up for your club of choice during our 'Clubs and Societies' day which takes place early in the first term.

Details of the clubs and societies that were active in previous years are outlined below.

MEN'S GAELIC FOOTBALL

The men compete in division 3 of the higher education league and in the Corn na Mac Leinn Cup. Cavan Institute is the only further education institute in the country competing at this level.

Gaelic Football recent roll of honours:

- All Ireland Sigerson Cup weekend- Corn Na Mac Léinn Shield winners 2019
- Trench Cup Quarter-finalists 2016 and 2017
- All Ireland Sigerson Cup weekend - Corn Na Mac Léinn Cup winners 2014
- All Ireland Sigerson Cup weekend - Corn Na Mac Léinn Cup semi-finalists 2013
- All Ireland Further Education Championship Finalists 2012
- All Ireland Higher Education Division 3 League winners 2012
- All Ireland Further Education League and Championship winners 2011

LADIES' GAELIC FOOTBALL

The Institute ladies' team compete in the higher education league and in the championship the girls compete for the Lagan Cup. The girls had a fantastic year in 2021/22 and reached the semi-final of the league and championship.

SOCCER CLUBS

The men's soccer team is affiliated to the College Football Association of Ireland (CFAI). They participate in division 3 of the colleges league and in the championship, they compete for the Bob Eustace Cup. The lads had a successful year in 2021/22, competing well in both competitions. It is hoped to build on this success for 2022-23.

CAMOGIE CLUB

The camogie team compete in the Division 3 of the higher education league. The ladies' camogie team had a fantastic year in 2016/17 where they won the Ulster Further Education 9-a-side title. It is hoped to build on this success in the coming year.

HURLING

The hurlers entered a team for the first time in the Higher Education Fresher Hurling League in 2015/16 and proved competitive in a number of fixtures against Athlone IT and IT Sligo. The hurlers also entered a team in the Hurling championship in the Corn Padraig MacDiarmada Cup. It is planned to promote and develop hurling in the Institute in 2022-23.

BOXING

Students have the opportunity of representing the Institute at the intervarsity boxing championships which are held annually at the National Boxing Stadium. In 2018/2019, Cavan Institute was represented by a student who competed in the 48kg category and won the All Ireland Championship. We look forward to supporting any student wishing to compete in the future for Cavan Institute.

HANDBALL CLUB

Members of the club competed in the all-Ireland colleges' competitions which were held in Belfast in 2019. Representatives from the Institute also have the opportunity to travel and play in the USA, if they are successful in the colleges' competitions.

Any sporting club in the Institute is only as strong as its members. In order for any club to be successful, we need students to get involved as organisers and participants. So come along on "Clubs and Societies" registration day and get actively involved. We need your support.

SPORTS SCHOLARSHIPS

A number of scholarships in all sports are available to students who are registered on full-time courses. Applicants will be required to have reached or have the potential to reach a high level of performance in their chosen sport, which typically includes playing at county level or representing their club or organisation at regional or national level.

Further information and an application form are available from the Institute's website www.cavaninstitute.ie and on the Student Hub.

SOCIETIES

Involvement in societies is a great way to meet new people and also to develop a new interest. Societies which have run in the past include a film society, mature student's society and Macra na Feirme. If you have an idea for a new society, contact the student services officer.

SPORTS AND RECREATION FACILITIES

Students can also avail of the gym facilities located in Block C on Main Street in Cavan Town for various workshops run during the year. The gym has been fitted out with all the latest high spec equipment. Students playing Gaelic games can make use of the new 3g all-weather pitch at Kingspan Breffni Park in Cavan. Students can also avail of the sports facilities on offer at the swimming pool and leisure complex near Block A at Drumalee in Cavan.

STUDENT AWARDS CEREMONY

Each year the Institute hosts an awards ceremony to recognize the achievements of students in a wide range of areas. Our annual graduation ceremony focuses on the non-academic achievement of our students and celebrates and acknowledges the commitment shown by students in areas such as sport, volunteering and civic engagement. It is an important way to recognize and thank our students for contributing to the social, cultural and sporting life at the Institute.

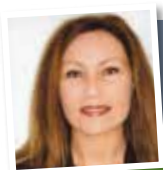
If you would like to get involved in any of these activities, contact the Student Services Officer.



STUDENT SUPPORTS



THE GUIDANCE AND COUNSELLING SERVICE



Sonia Hoey

Email: guidance@cavaninstitute.ie



Orla Maguire

Email: guidance@cavaninstitute.ie



Aoife Ward

Email: guidance@cavaninstitute.ie

The Guidance and Counselling Service at Cavan Institute forms an integral part of the Institute's commitment to meeting the wide and varied needs of its students. We offer students an holistic approach to guidance in the areas of personal, social, educational and vocational guidance and counselling. The Service provides information, advice and guidance to students to help facilitate their transition to further study or employment.

**To arrange an appointment with your Guidance Counsellor please
email guidance@cavaninstitute.ie or contact 049 4332633.**

How can the Career Guidance Service help you?

- Drop-In Sessions for quick queries are available without an appointment
- Individual Appointments with Guidance Counsellor for career-related or counselling issue
- Careers Workshops on a variety of topics will run throughout the academic year – topics include career planning, CAO, UCAS, advanced entry to degree programmes, Eunicas, student finance & SUSI grant, part-time/distance learning opportunities and employment workshops.
- Career Talks by guest speakers from universities, institutes of technology and industry.
- Free and confidential Guidance Counselling service and referral service at the college



CAVAN INSTITUTE STUDENT INFORMATION CARD

Cavan Institute's Student Information Card provides you with relevant information and contact details for local and national support agencies. This card is available throughout the year and you will find a summary of the information below.



24 HOUR A DAY / 7 DAYS A WEEK

Cavan General Hospital: (049) 437 6000

Emergency Services: Call 112 Or 999

North East Doctor on Call: 1850 777 911

Pieta House – 24/7 Free therapeutic support for those in suicidal distress or those who engage in self harm - Free call 1800247 247/ Text HELP to 51444/ www.pietahouse.ie

Samaritans – Emotional Support Service - Freephone 116 123 or email jo@samaritans.ie

Crisis Text Line – 24/7 text service for young people aged 12 to 34 – Text TALK to 50808

ISPCC Teen Line – free 24/7 helpline for young people – 1800 833 634/ www.teenline.ie

ISPCC Childline – 1800 66 66 66 or free text 50101

Women's Aid National Freephone Helpline – 1800 341 900

SUICIDE SUPPORT

Suicide Bereavement Liaison Officer – practical help, advice and support to persons bereaved by suicide – Call 085 8706591

Suicide or Survive – Mental Health and wellness programmes and online webinars – Call 1890 577 577/ email info@suicideorsurvive.ie

SOSAD – www.sosadireland.ie/ 049 4326339

BEREAVEMENT SUPPORT

Bereavement – Information & Support – Irish Hospice Foundation Helpline 1800 807 077 (10am – 1pm) www.bereaved.ie/ www.childhoodbereavement.ie

ADDICTION

HSE Drugs and Alcohol line – Information & Support – Free call 1800 459 459 (9.30am – 5.30pm)

Alcoholics Anonymous: 01 842 0700 - www.alcoholicsanonymous.ie

Al Anon and Alateen: 01 873 2699 - www.al-anon-ireland.org

Cavan Monaghan Drug & Alcohol Service - 049 437 9160/ 047 75528/ info@cdatrust.ie/

Gamblers Anonymous: www.gamblersanonymous.ie / 087 748 5878 (10am – 10pm)/ 01 872 1133/ info@gamblersanonymous.ie

SEXUAL VIOLENCE

Sexual Violence Helpline – for men & women
– Free call 1800 778 888

Dublin Rape Crisis Centre – National Helpline 1800 778 888
or info@rcc.ie/ www.drcc.ie

DOMESTIC VIOLENCE

Women's Aid – Support for women and children experiencing domestic abuse and violence – Free call 1800 341 900 (24/7)/ www.womensaid.ie

Men's Aid for men experiencing domestic abuse and violence – Call 01 554 3811 (9am–5pm Mon-Fri)/ email: hello@mensaid.ie
Male Advice Line: Freephone number: 1800 816588

Tearmann Domestic Violence Service – 047 72311/ email tearmanndvs@eircom.net

MENTAL HEALTH COUNSELLING AND OTHER SUPPORTS

Aware Helpline Listening Service - Support & information for people experiencing depression or bipolar disorder or those concerned about family and friends 1800 804 848 (10am – 10pm)/ www.aware.ie

Pieta House (Cavan Monaghan) – free therapeutic support for those in suicidal distress or engaged in self harm – Call 090 642 4111/ www.pieta.ie

Your Mental Health – Information on supports and services – Call 1800 111 888 or www.yourmentalhealth.ie

Grow – Mental Health Recovery and Peer support – 1890474 474/ email info@grow.ie
Jigsaw – Mental Health support for young people aged 12-25 years – 1800544 729/ www.jigsaw.ie

Mental Health Ireland – Information & Support for people who experience mental health difficulties – Call 01 284 1166 (Mon-Fri 9am-5pm)/ www.mentalhealthireland.ie

Online Counselling – Peer support & counselling – www.turn2me.org/ www.mymind.org

Shine – supporting people affected by mental ill health – Call 086 852 5422

MOBILE APPS

Apps to help you manage anxiety & stress (get in the App store or Google Play)

Clear Fear – uses CBT to focus on learning to breath, relax and be more mindful

Headspace – teaches meditation and mindfulness skills

Mindshift – teaches about anxiety, helping users to engage in healthy thinking

SUPPORTS AT CAVAN INSTITUTE

Contacts:

- Class Tutor
- School Head
- Career Guidance Office
- Learning Support Service
- Health Centre
- Chaplain Service
- College Care
- Student Council
- Peer Mentoring

Online Support:

- Moodle
- Eportal
- Facebook
- Twitter
- CI Student Hub
- IT Support



USEFUL CONTACTS

Cavan Institute, Cathedral Road, Cavan, Co. Cavan.

Tel: 049 4332633.

Fax: 049 4361933.

Email: admin@cavaninstitute.ie

North East Doctor on Call: 1850 777 911

Health Centre: Dr Prior, Farnham Medical Practice, Cavan Tel: 049 436 1700

EMERGENCY SERVICES INFORMATION

Ambulance/Fire/Garda: 999 or 112

Cavan General Hospital: 049 4361399

Cavan Garda Station: 049 436 8800

Garda Confidential: 1800 666 111

SPECIAL EDUCATIONAL NEEDS AND DISABILITY SUPPORT

Open Learning Centre, Room B004, Block B, Cavan Institute

Email access@cavaninstitute.ie

Supports available:

- Learning Support
- Specific Subject Tuition
- Note-Taker
- Personal Assistant
- Exam Accommodations
- Assistive Technology

To be eligible for support under the Fund for Students with Disabilities, a student must meet the conditions outlined in the FSD Guidelines for ETBs V.1/2022



CAREER GUIDANCE AT CAVAN INSTITUTE

Services include:

- Information, advice & guidance on further study or employment
- Drop in service for quick queries
- Individual appointments
- Careers workshops
- Career talks & visits from ITs, Universities and Industry
- Referral service for counselling support with personal issues

Available online and onsite in Cavan Institute

Contact Guidance on guidance@cavaninstitute.ie

Tel: 049 4377900

info@babayesi.com | 0494331932

SPECIAL EDUCATIONAL NEEDS SUPPORT TEAM



Maureen Lynch
Special Educational Needs Support Officer

Telephone: 049 433 2633 Ext 133
Email: access@cavaninstitute.ie
Location: Block B Campus - Room B206



Faela Heavin
Learning Support Officer

Telephone: 049 433 2633 Ext 108
Email: access@cavaninstitute.ie
Location: Open Learning Centre-Block B Campus
- Ground Floor - Room B004



Patrick Cassidy
Personal Assistants Co-ordinator

Telephone: 049 4377900
Email: access@cavaninstitute.ie

Cavan Institute is committed to providing the best possible learning environment for students with special educational needs and it makes provision, wherever possible, to facilitate access and participation in the academic courses and student life of the Institute. The objectives of Cavan Institute with regard to special educational needs/disabilities are to ensure that students:

- feel they are part of the Institute
- develop self-esteem and confidence
- reach their own potential at their own pace
- are able to progress in further education/higher education and/or employment.

Who can register with the Open Learning Centre (OLC)?

The Open Learning Centre is the Special Educational Needs/Disability Support Service in Cavan Institute. You will find us on the Ground floor in Block B, Room B004.
Email access@cavaninstitute.ie

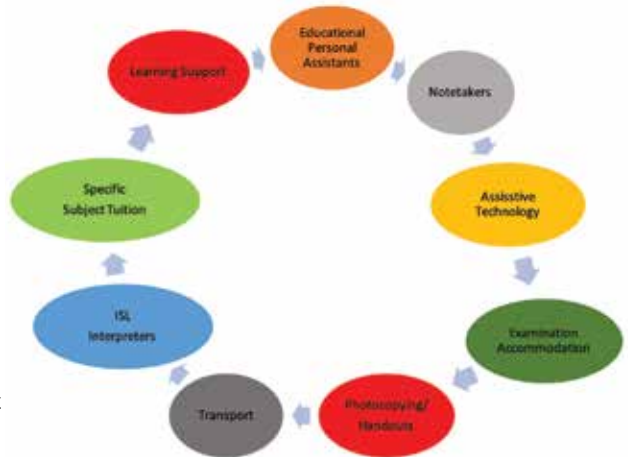
Registration with the OLC is a separate process to registering as a student with Cavan Institute. Students with evidence of a disability, ongoing physical or mental health condition, or a specific learning difficulty can register with the OLC. You can register with the OLC at any point during your studies; however, we recommended that you register as soon as possible after accepting your place on a course or once you have started your course. It can take time to arrange and implement any support you may require so we would encourage you to contact us in good time so that we can ensure you have everything in place at the earliest possible opportunity.

Why register with the OLC?

Registration with the OLC allows you to avail of supports and reasonable accommodations. The most common type of reasonable accommodations and supports which students avail of are Exam accommodations and subject support.

Types of Supports Available

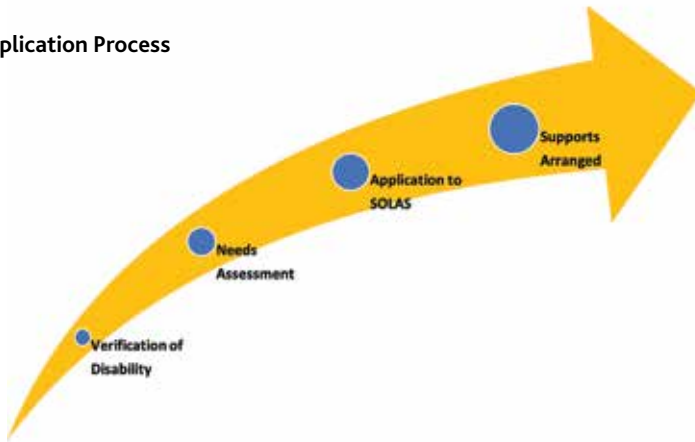
The primary aim of the support team is to support students for the duration of their course and enable them to achieve their educational goals and objectives. The diagram shows the supports that are available depending on the student's needs.



Students can access support in the following ways:

- The student can disclose their SEN on the application form by selecting YES in the special educational need section. A Student Support Form can be downloaded from the college website and a student can outline their disability and forward the relevant documentation
- The Student can disclose the information to their Tutor or the Support Team during the year
- The Student may be referred by a tutor with the student's consent to the Support Team by filling out the Referral Form on SharePoint in the Open Learning Centre folder
- A Drop-In Service is also available in the Open Learning Centre.
- It is a student's responsibility to make contact with the Special Needs Support Team in early September to discuss supports.

The Application Process



1. Verification of Disability

Cavan Institute makes an application for funding to SOLAS in order to provide supports in the college.

The purpose of the Fund for Students with Disabilities (FSD) is to provide resources to colleges for the delivery of key services, reasonable accommodations and supports for learners with disabilities on full-time courses. The Fund aims to support the personal, educational and professional development of the participating learner and contribute to the achievement of their full potential. In order to apply for funding, under the Fund for Students with Disabilities, a student must provide evidence of their disability.

- Please note that GP letters are not accepted.

2. Needs Assessment

Discovering the exact nature of a student's need is the beginning of the process of understanding how they can best be supported. A needs assessment is the process of collecting information upon which to base an accurate description of the strengths and learning needs of a particular individual in order to identify supports, learning strategies and accommodations required.

The needs assessment involves meeting with the student to discuss the following:

- nature and degree of disability
- impact of the disability on a student's ability to participate in his or her course of choice
- physical environment
- supports required to deal with demands of the course e.g. learning support, subject tuition, examination accommodation, assistive technology, P A, exam accommodations

3. The Application Procedure

Based on the information from the need's assessment interview, an application is forwarded to Solas for approval for funding on behalf of the student.

4. Support Arranged

Once the application is processed and the relevant documentation is verified, supports are put in place for the student.

HEALTH CENTRE

Farnham Medical Practice 049 436 1700
Cavan Institute: 049 437 7900 Ext 149
Location: Block A Campus - Room A212



Dr. Tom Prior

The student health centre is open to all full-time registered students during the academic year. Dr. Tom Prior from Farnham Medical Practice visits the centre on a weekly basis to see students. Students must present a valid Cavan Institute student ID card to the medical centre team when availing of the services on offer.

Services Available at the Centre

- Weekly doctor clinics
- Health promotion activities
- Advice on adopting a healthy lifestyle
- Information on accessing other health professionals

Doctor Times

See the schedule on the next page for details on when the doctor will be available. The timetable may be subject to change during the academic year. See the Student Hub for Updates.

Appointments

No appointments are necessary. Just turn up, take a ticket and students will be seen in numeric order.

Fees

How much does it cost to see the doctor?

- The service is free to students who hold a valid medical card. The card must be shown to the doctor in order to avail of the service for free.
- Students without a valid medical card are required to pay €15 per visit.

Seeing the Doctor Outside of the Normal Clinic Times

You can visit the doctors at their practice at:

Farnham Medical Practice, Connolly Court, Connolly St., Cavan. You should contact the practice in advance in order to make an appointment. Students must present a valid Cavan Institute student ID card.

Fees Payable if Seeing the Doctor Off-site

- The service is free to students who hold a valid medical card. The card must be shown to the doctor in order to avail of the service for free.
- Students without a valid medical card can avail of reduced rates of €25 per visit.

Out-of-Hours Medical Care

The North East Doctor-On-Call (NEDOC) service provides an experienced local doctor outside normal surgery hours, between 6.00pm and 8.00am from Monday to Friday and 24 hours a day during weekends and bank holidays. Should you need to contact a GP outside normal surgery hours: CALLSAVE 1850 777 911.

Doctor's Schedule

DATE

22 September 2022
29 September 2022
6 October 2022
13 October 2022
20 October 2022
27 October 2022
3 November 2022
10 November 2022
17 November 2022
24 November 2022
01 December 2022
8 December 2022
15 December 2022
12 January 2023
19 January 2023
26 January 2023
02 February 2023
09 February 2023
16 February 2023
23 February 2023
02 March 2023
09 March 2023
16 March 2023
23 March 2023
30 March 2023

DAY AND TIME

Thursday 2.00 to 4.00
Thursday 2.00 to 4.00
Thursday 2.00 to 4.00
Thursday 2.00 to 4.00
Thursday 2:00 to 4:00
No Clinic week before Mid Term break
No Clinic - Mid-Term Break
Thursday 2.00 to 4.00
Thursday 2.00 to 4.00
Thursday 2.00 to 4.00
Thursday 2.00 to 4.00
Thursday 2.00 to 4.00
No Clinic - Thursday before Xmas break
Thursday 2.00 to 4.00
Thursday 2.00 to 4.00
Thursday 2.00 to 4.00
Thursday 2.00 to 4.00
No Clinic - Thursday before Mid Term Break
No Clinic - Mid Term Break
Thursday 2:00-4:00
Thursday 2.00 to 4.00
Thursday 2.00 to 4.00
No Clinic- Public Holiday
Thursday 2.00 to 4.00
Thursday 2.00-4.00 - Last Clinic of Academic Year



*The last visit by the doctor to the Health Centre
at Cavan Institute will be on Thursday 30th March 2023*

CHAPLAIN SERVICE

The chaplaincy team

Email: chaplain@cavaninstitute.ie

Chaplaincy is a service for all students. It aims to provide a safe, supportive and confidential place for you to talk about your worries and concerns. Chaplaincy is also a point of referral for other services.

GARDA LIAISON COLLEGE CARE

Telephone: 049 437 7900

College Care is a joint initiative by Cavan Institute and An Garda Síochána which is aimed at assisting students and staff of Cavan Institute in all matters relating to the role and work of An Garda Síochána.

How can this service help?

Students will, on occasions, require assistance from the Gardaí for a range of different problems, ranging from advice on security and making complaints to getting passport and other forms signed. All dealings with the college care team are treated in strict confidence.

The college care team will offer advice on:

- personal safety
- road safety
- securing your personal belongings
- the expected norms of behaviour while socialising in Cavan town and Garda policy on public order
- computer and Internet security
- substance abuse
- any other topics you feel are relevant and could be dealt with by An Garda Síochána

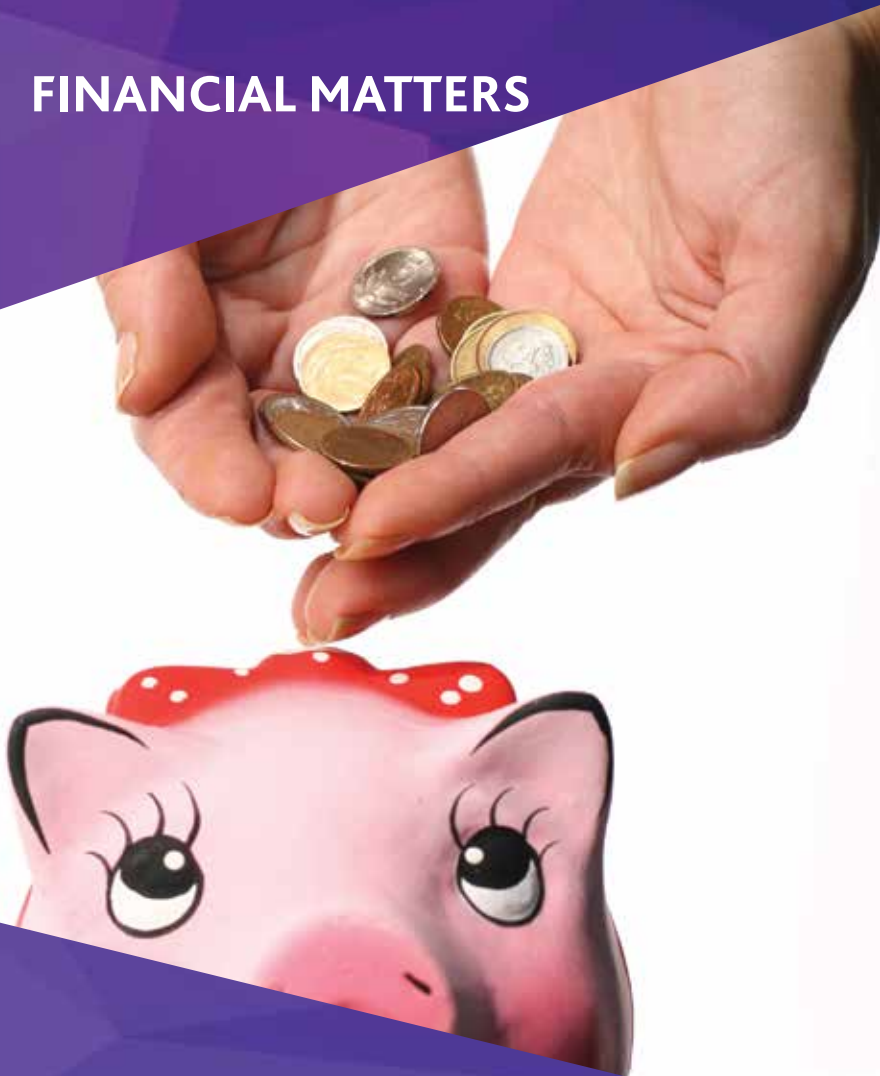
Where can I meet the college care team?

Members of An Garda Síochána will visit the Institute at various times during the academic year. A notice prior to their visit will be put up on the Student Hub and Facebook.

CLASS TUTOR

A class tutor is appointed for each class group. Your class tutor can be approached for initial advice and guidance in relation to any issues about life at Cavan Institute. The class tutor also liaises with your school head on any issues of concern to you.

FINANCIAL MATTERS



TUITION FEES (FULL-TIME STUDENTS)

There are no tuition fees for students registered on a full-time course at Cavan Institute if they are Irish nationals or nationals of other EU member states. The fees are covered by the European Social Fund (ESF) and the National Development Plan (NDP).

PLC COURSE FEE

All full-time students who register for a course at Cavan Institute will be required to pay a PLC Course Fee only for 2022/23. All PLC Course Fees have been reduced to a maximum of €200 per student per year. Further reductions apply to applicants who are in receipt of a benefit (e.g. Medical Card/Social Welfare Payment) where the fee will be just €150. This fee includes materials, equipment and exam fees, making learning more accessible to all.

PROCEDURES FOR THE COLLECTION OF THE PLC COURSE FEE

The purpose of these procedures is to provide guidelines in relation to the collection of the PLC Course Fee.



Methods of Payment

You can pay the Institute in the following ways:

- Online
- Bank Transfer

The Institute encourages students to use the online registration system at www.cavaninstitute.ie to pay the PLC Course Fee due but payment via other means is also accepted. Cash payments are not accepted.

FEE COLLECTION DEADLINE DATES

30th September 2022 - 100% of Course Fee

Students who have entered into a payment plan prior to 30th September 2022 will be required to have 100% of the PLC Course Fee paid by 25th November 2022

Note: Proof of exemption from the €50 due as part of the PLC Course Fee will be accepted up to 25th November 2022. If a student pays the PLC Course Fee in full and subsequently becomes exempt, a refund of the €50 will be made to the student.

CONSEQUENCES OF LATE PAYMENT/NON-PAYMENT OF FEES

Where a student continues to have outstanding PLC Course Fees after the Institute specified collection dates of 30th September 2022 or 25th November 2022 if they have entered into a payment plan will have the following sanctions applied:

- loss of access to Institute computer systems, including Student Hub, internet and email
- restricted access to course materials



Late Entrants

If a student joins a class group after the commencement date, i.e., after 30th September 2022, the following procedures apply:

- PLC Course Fee - payable in full prior to commencing the course or availing of the payment plan with a final payment

REFUND OF FEES

- (i) With the introduction of reduced fees on all PLC courses in August 2022, any student who has paid other fees apart from the PLC Course Fee may request a refund of fees paid by completing and signing the **'Refund of Fees Form'** which can be downloaded from www.cavaninstitute.ie.

PLC Course Fee

- Students who attend for any day of a course are not entitled to a refund unless there are exceptional circumstances.

The cut-off date for requesting a refund of registration and course fees is 25th November 2022.



MEDICAL CARD HOLDERS

Students who are medical card holders may be exempt from €50 of the PLC Course Fee at Cavan Institute.

PLC MAINTENANCE GRANT APPLICATIONS

Means-tested maintenance grants are available to eligible students attending approved fulltime courses of further education in approved Post Leaving Certificate (PLC) centres.

Attendance

The Institute is required to monitor student attendance in order to determine if a student should continue to receive grant assistance during the academic year. **If your attendance is not satisfactory, then your grant will not be paid.** Please refer to the Attendance Policy in this handbook.

To Apply for a Grant

All new applications must be made online to a single awarding authority called Student Universal Support Ireland (SUSI) through www.susi.ie. You do not have to wait until you receive an offer of a place or enrol in college. Only when your application has been completed in full and submitted to the grant awarding body can your eligibility be determined.

How to Submit your Supporting Documentation

Following initial assessment of your application, if eligible, you will receive by post a provisional grant approval and a personalized list of the supporting documents you will need to return to complete your application. Completed documentary evidence packs (photocopies of the documents, not originals) should be returned as soon as possible in the envelope provided to you. When you return all the necessary supporting documents, SUSI will process your application to award stage, subject to confirmation of your acceptance on an approved course.

When will I receive a final decision from SUSI?

When you confirm acceptance of a place on an approved course (usually in late August or early September), your grant is awarded and payment will be made on a monthly basis (subject to confirmation of attendance) directly into your designated Irish bank account.

Where can I contact SUSI?

- Monday to Friday 9.00am - 5.30pm
- Email: support@susi.ie
- Telephone 0761 08 7874
- www.facebook.com/susisupport

BACK TO EDUCATION ALLOWANCE (BTEA)

The Back to Education Allowance (BTEA) allows qualifying persons to return to full-time education in approved courses while continuing to get income support. The BTEA allows people in receipt of certain social welfare payments to retain those payments whilst participating in approved full-time courses in further and higher education.

How to Apply

All information in respect of the BTEA is available from the Department of Social Protection at www.welfare.ie or www.studentfinance.ie

Eligibility for a Student Grant while in Receipt of BTEA

Since September 2010, students entering a new course who are in receipt of the BTEA are no longer eligible for a maintenance grant. Such students can, however, apply under the student grant scheme to have the student contribution charge and any tuition fees payable for the course paid on their behalf. From June 2014 all new BTEA claims from jobseekers must be recommended by a Department of Social Protection (DSP) case officer before a decision can be made.

VOCATIONAL TRAINING OPPORTUNITIES SCHEME (VTOS)

The scheme is an educational opportunities initiative for unemployed persons, which is funded by the Department of Education and Skills with assistance from the European Social Fund. The scheme is operated through the new Education and Training Boards (ETBs) and provides a special range of courses designed to meet the education and training needs of unemployed people.

Qualifying Conditions

To be eligible for VTOS, you must be:

- at least 21 years of age at the commencement of the course.
- in receipt of an unemployment payment or signing for credits for at least 6 months

Further details are available on www.welfare.ie



HEA FUND FOR STUDENTS WITH DISABILITIES

The Fund for Students with Disabilities allocates funding to further and higher education colleges for the provision of services and supports to full-time students with disabilities. The fund aims to ensure that students can participate fully in their academic programmes and are not disadvantaged by reason of a disability. Applications to the fund are made on behalf of an eligible student by Cavan Institute following an assessment of needs under HEA fund for Students with Disabilities. Applications cannot be made directly to the fund by students.

For further information on the types of disabilities covered under the fund and the supports available, speak to Maureen Lynch, the Special Educational Needs Coordinator at Cavan Institute, or check the Department of Education and Skills website www.education.ie or www.studentfinance.ie

MANAGING YOUR MONEY

If you are living away from home, or even if you are not, odds are that you will have to budget when you come to college. To do this, you have to know what kind of expenditure to expect. This section is designed to help you focus on how much your first year in college will cost you. Bear in mind, there may be unexpected costs during the year!

BUDGETING

The first term in college is the most expensive of any college term. You should expect to pay:

- a registration fee to Cavan Institute (every full-time student must pay the registration fee)
- the government PLC levy (see below for further details)
- a deposit PLUS one month's rent in advance (if renting)
- for books and stationery
- for uniform and kits for some courses
- a registration fee or fees with some professional bodies

To help organise your financial position at the start, make a list of what you can initially expect to pay out. Then look at options for meeting these costs. The following table may be help in this initial process. Revise the table where you see an option to save on certain items. Also, the Money Advice and Budgeting Service (MABS) has a good budget calculator and other helpful tips.

EXPENDITURE	ESTIMATE €	REVISED €
PLC Course Fee		
Rent in advance plus deposit		
First stock up on food		
First fill of heating oil		
Registration fees		
Books and stationery		
Uniforms and kits		
Other		
Other		
Other		
TOTAL EXPENDITURE		

This initial estimate of costs will help you make it through the first term and ensure that all your summer money or savings are not wasted before you get going. You may need to factor in loan or credit card repayments.

Budgeting on a Day-to-Day Basis

Having got over the initial shock of the costs involved, you need to start looking at your day-to-day expenditure and managing your money. Remember a budget is a plan; it's money coming in and a list of money you need to pay out. But the trick is sticking to that budget. You may find that it will take some time to settle in and get your budget right - practice makes perfect.

What follows is a sample budget sheet, listing typical daily expenditure. [Try filling in this sheet using the following tips:](#)

- Decide how you plan to budget. Is information on this sheet based on weekly or monthly figures?
- Use the left hand side as your income side, e.g., grant, allowance, part-time earnings and divide it into weekly or monthly amounts.
- Use the right hand side for your expenditure, again either on a weekly or monthly basis.
- Total your income and expenditure. Subtract your total income from total expenditure. If your expenditure is greater, go back and revise some of your costs. Keep doing it until your expenditure is equal to or less than income.

SAMPLE BUDGET SHEET FOR WEEK OR MONTH

INCOME	€	EXPENDITURE	€
Work earnings		Rent	
Grant		Food	
Allowance from parent		ESB	
Other		Heating	
Other		Mobile phone	
Other		Travelling expenses	
		Entertainment expenses	
		Clothes	
		Personal e.g. medical	
		Books and stationery	
		Uniforms and kits	
		Exam fees	
		Other	
		Other	
TOTAL		TOTAL	

TIPS ON EXPENDITURE

Rent and Deposit

A deposit is usually equivalent to four weeks rent and it will be required by the landlord in advance. All going well, you should get your deposit back on the day you leave. The first month's rent will also have to be paid in advance.

Food

Shop around for bargains. Most large stores are competing against each other for your money. Avoid too many fast food or take-away dinners; they are not economical in the long run and don't provide a balanced diet. Check out www.consumerconnect.ie for typical prices of groceries.

Electricity

Usually the tenant pays the electricity bill. At the beginning of your tenancy, you should ensure that a meter reading is taken. Be wary of agreeing to be the only student in the house with your name on the bill. Worst case scenario, you could end up being the only person paying that bill.

Heating

From the outset, divide the heating costs between everybody. Keep an eye on the thermostat; keeping it low will reduce your energy costs. If your oil tank is not secure, be careful about getting large fills of heating oil. Check out www.cheapestoil.ie for a comparison on home heating oil charges.

Phones

Most students have mobile phones and they already have a good idea of the costs involved. If your parents want to keep in contact, show them how to text and how to top up your phone at their cash machine. Check out www.callcosts.ie for a comparison on phone charges.

Transport

If you live reasonably close to the Institute, consider getting a bike and a good lock, or else put some money aside for bus fares. Remember your student ID card can be used to avail of discounts from Bus Éireann.

Some Other Costs to Bear in Mind

- (i) TV - If you have a TV, you must have a TV licence
- (ii) Bins - Don't forget that there is a charge for refuse collection
- (iii) Books - Don't buy everything on the reading list. Check out the Institute's library and the library on Farnham Street in Cavan town. Check with second year students for second hand books and watch out for copies of second-hand books being advertised for sale on noticeboards around the Institute
- (iv) Socialising - Try to limit your nights out and budget for them. Socialising can soak up money without you even noticing

Credit Cards

Credit cards are expensive and a seductive form of borrowing. While you are a student, you should avoid getting a credit card unless you have secure employment so that you can guarantee the payments. It is better to budget without a credit card and avoid getting into difficulty.

THE DOS AND DON'TS WHEN OBTAINING CREDIT

DO

- Do compare the annual percentage rate (APR) on loans or credit cards to find the best deal.
- Do find out what fees and charges apply to your bank account and check regularly to see if other accounts offer better returns or cheaper facilities.
- Do try to pay off credit cards in full each month to avoid paying interest.
- Do get in touch with the lender if you're in danger of missing any loan repayments and work out a new repayment schedule.
- Do complain if you are not happy with the service you receive.

DON'T

- Don't be rushed into making a quick decision or sign a document that you have not read. Ask for a clear explanation if you don't understand something.
- Don't borrow more than you can afford.
- Don't use your credit card to withdraw cash from an ATM or bank. There is usually a transaction charge and a high rate of interest.
- Don't use credit cards as a source of long-term borrowing.
- Don't go over your overdraft limit. The penalties may be costly.





HEALTH AND WELLBEING

HEALTH AND WELLBEING

SEXUAL CONSENT

When having sex, consent is an agreement between both partners that they definitely want to have sex, or do any sexual act. Both partners need to fully and clearly agree to it, and it must be continuous for the duration of sex. That means that either partner has the right to change their mind at any time. It includes vaginal, anal or oral sex, mutual masturbation, sexual touching or shifting. Consent can be expressed both verbally and physically - so it can be with words, as well as actions and body language. It must be enthusiastic, conscious and voluntary. If consent is not expressed, this is not sex - it is assault.



Bear in mind that from a legal perspective, the age of consent in Ireland is 17, for people of every sexual orientation and gender. That means, before the age of 17, you can't legally give your consent. It's 16 in Northern Ireland.

So as long as someone hasn't said no, does that mean they consent?

Well, not necessarily. **Consent is a mutual verbal, physical, and emotional agreement that happens without pressure, coercion, or manipulation.** That means consent can be expressed in a variety of ways, and a lack of consent can be expressed in just as many ways. Someone may not say the word "no" with their voice but they may say it with their bodies or tone of voice. Furthermore, consent is not the absence of a "no", **it is the presence of an enthusiastic "yes"**. Consent is about communicating to make sure you are both on the same page at all times. It's really important that consent is enthusiastic and clear. If your partner doesn't seem sure, open up and talk to them about it.

How do I know if they don't consent?

Here are some things to look out for:

- Is your partner not responding to your touch?
- Are they pushing you away?
- Are they holding their arms tightly around their bodies?
- Are they turning away from you or hiding their face?
- Are their muscles stiffening?
- Do they seem upset?
- Are they remaining silent?
- Do they seem un-enthusiastic and not into it?
- Have they said that they're feeling too tired or sick?
- Are they changing the subject away from sex, or trying to concentrate on other activities?

If the answer to any of the above is yes, then you should stop immediately, and talk about it. If you're not sure and you're getting mixed signals, just ask your partner if they want to proceed, and how far they want to go.

There are some things you might wrongly mistake for consent

It's super important to think about consent, and challenge your attitudes towards it. We have a responsibility to look after each other, and make sure our partners are comfortable, safe, and fully consenting. As such, it's really important that everyone can identify when a partner is providing consent, and when they are not. Respecting those wishes is a really big deal. For example, some of the following situations are sometimes mistaken for consent:

For example, some of the following situations are sometimes mistaken for consent:

- a partner staying over at your house.
- someone kissing you at a nightclub, or flirting with you.
- someone deciding to sleep in the same bed as you.
- someone wearing a short skirt or clothing that you might think is sexually suggestive.

Just because someone is too drunk to say no, does not mean they are consenting to sex. In fact, if someone is drunk or on drugs, they cannot legally give their consent. Just because someone has had sex with you before, does not mean they are consenting to sex this time. Consent has to be given each time.

None of the above mean someone is consenting to sex. You still need to make sure. Furthermore, even if someone is in a relationship with you, has had sex with you before, or has consented to a certain sex act, that doesn't mean that they consent to every sex act, or will consent every time, so make sure to communicate clearly around this.

If you think you're getting mixed signals and you can't tell how far your partner wants to go, the only way to find out if they consent is to **simply ask them**, for example, "Is this ok?" or "do you want to continue?"

If they say no, listen to them and accept their decision the first time. Do not pressure them to turn their 'no' into a 'yes'. They are not trying to trick you.

Remember, if someone is drunk or intoxicated on drugs, they can't legally give their consent.

What should I do if someone withdraws consent and changes their mind?

- Don't continue with the sexual act. Even if you feel hurt, you need to behave in a way that is respectful, polite and understanding.
- Don't say things like "Why did you get me excited just to say no?" or "If you loved me, you would...". This is **coercion** and **manipulation**. If your partner decides to have sex under these circumstances, it is not full consent.
- Do not, under any circumstances, react aggressively or violently.
- Don't necessarily take it personally. Your partner may simply be feeling tired, sick, or simply not in the mood. However, it is also possible that they may not want to have sex because of a specific reason to do with you. Either way, you need to respectfully listen to their wishes. If you're in a relationship with this person, you could ask to talk about it further. Find out why they don't want to have sex, or do a certain sex act. This could open up communication and make your relationship stronger.

Communication is a healthy and vital part of having sex. Not only does it make things sexier and makes sure that everyone is having their needs satisfied, but also it makes sure that both partners are comfortable, safe and consenting. Everyone has the right to conduct their sex life in a consensual environment that is both physically and emotionally safe, and everyone has a responsibility to provide that environment for their partner.

Remember: *The age of sexual consent in Ireland is 17. If you're over 16, you can consent to medical treatment including any treatment or tests needed.*

Information courtesy of www.spunout.ie

Some other useful Sexual Health Information

Sex is a completely natural practice and is something that can form a healthy lifestyle. Be vigilant when having sex and always use contraception. Keep a look out for various safe sex campaigns run by the Student Services Department during the year and familiarise yourself with the information below as it is very important.

CONTRACEPTION	SEXUALLY TRANSMITTED INFECTIONS
<p>What is contraception?</p> <p>Contraception is used by a couple in a sexual relationship to prevent a pregnancy. The most common methods are condoms and the pill. Condoms also protect against most sexually transmitted infections (STIs).</p>	<p>What are STIs?</p> <p>STIs stands for sexually transmitted infections. They are passed from person to person through sexual contact or skin to skin contact.</p>
<p>What's a condom?</p> <p>A condom is a sheath usually made from latex which is placed on the erect penis prior to any sexual contact in order to prevent pregnancy and also to reduce the transmission of sexually transmitted infections. Condoms are the best known protection against sexually transmitted infections (STIs).</p>	<p>What are the most common STIs?</p> <p>The most common STIs in Ireland are Chlamydia and Genital Warts.</p>
<p>What makes condoms ineffective?</p> <p>Condoms are very effective at preventing pregnancy and sexually transmitted infections (STIs). Sometimes they don't work because people don't use them properly; they don't put them on properly, they don't put them on in time or they don't remove them on time.</p>	<p>How does someone get an STI?</p> <p>Someone can get an STI from having sexual contact or skin to skin contact with a person who is already infected with an STI.</p>

What is the pill?

The pill is a tablet which a woman takes to prevent a pregnancy. If it is taken correctly - as directed by the doctor - or as written on the packaging - it is very effective at preventing pregnancy. It does not protect against sexually transmitted infections (STIs).

How does someone know if they have an STI?

The only way a person knows for sure that they have an STI is if they go to the doctor or to a special STI clinic to get checked out.

What makes the pill ineffective?

If a woman takes antibiotics, has vomited or has very severe diarrhoea the pill might not work. Also, if a woman forgets to take the pill every day it may not work.

How do you know if someone has an STI?

You cannot tell just by looking at someone if they have an STI. Some STIs have no symptoms at all and some may lie dormant for many weeks or months before becoming visible.

What are the chances that a woman will get pregnant if the couple use contraception?

If a couple use contraception correctly every time they have sex it can be over 99% effective in preventing pregnancy.

Is there a cure for STIs?

Some STIs can be cured and some STIs, such as HIV, cannot be cured. All STIs can be treated with medication.

What is emergency contraception?

Emergency contraception (also known as EC or "morning after pill") is a tablet that a woman takes if she has had sex but thinks that the method of contraception she used failed (if she missed a pill or if the condom split) or if the couple did not use a method of contraception. It needs to be prescribed by a doctor and can be taken up to 72 hours after sex, but it is most effective if it is used within the first 24 hours after sex.

Can someone get an STI the first time they have sex?

Yes, a person can get an STI any time they have sex and their chances are greatly increased if they have unprotected sex (if they don't use a condom).

If someone uses a condom every time they have sex are they likely to catch an STI?

Condoms will dramatically decrease the chances of someone getting an STI such as Chlamydia, Gonorrhoea and HIV, however they do not offer complete protection from infections that are spread through skin to skin contact, such as herpes, syphilis and genital warts.

If I had an STI could I get checked without my parents finding out?

You should contact your local Doctor or visit the Health Centre at Cavan Institute to speak with the Doctor on-site or check out www.yoursexualhealth.ie for a list of STI clinics.

HEALTH AND NUTRITION

When students first enter college, their diets often deteriorate. There are many factors responsible for these changes. However, there are also several actions that can be taken to avoid this deterioration. Meals are often skipped by college students and management of weight and food intake is often non-existent or disordered. Class and work schedules change daily, as well as every term. However, structured eating patterns help students' academic performance.

Lifestyle changes, peer pressure, limited finances and access to food also contribute to erratic eating patterns. College students have little variety in their diet and often turn to high-fat snacks. A common error is underestimating serving sizes, meaning they often eat more than they think they are eating.

Recommendations for Improvement

There are many actions that students can take to eat in a healthy way and enjoy their college years without jeopardising their health from excessive weight gain or weight loss.

Among some recommendations are:

- Sleep - get at least eight hours of sleep a night. Lack of sleep affects your ability to concentrate and makes you feel tired.
- Meals - avoid skipping meals. When a meal is skipped, the subsequent hunger may cause you to overeat.
- Breakfast - eating a healthy breakfast helps concentration and increases the likelihood of consuming calcium, folic acid and vitamin C. These nutrients are often low in the diet of college students.
- Manage portion sizes - if not, you may end up eating more calories than are needed.
- Water and Fruit - water is calorie-free and fruits contribute essential fibre, vitamins and minerals.
- Exercise regularly - physical activity helps burn off calories, helps manage stress and promotes mental and physical stamina.
- Campus canteen - become familiar with the canteen and the foods that are available. Try the low-calorie, low-fat and vegetarian options. As part of a well-planned diet, these items can help manage total energy intake and introduce one or two items that can become part of a regular diet.



STAY SAFE

Unfortunately, crime is a part of today's society, but there are many ways you can protect yourself against potential crimes in all aspects of your life. A few simple tips could make the world of difference.

Nights Out

- Travel in groups if possible. The more of you there are, the safer you are.
- Set up a text system to make sure everyone is ok.
- Watch your drink. It only takes a second to drop something into a drink.
- Never let a friend leave with a stranger, particularly if they seem drunker than normal.
- Don't use your mobile or MP3 player while walking alone. This lowers your reaction rate and leaves you more vulnerable to attack.
- Avoid trouble and fights; don't get involved. Call the Gardaí if necessary.

In a Taxi

- If you get a taxi alone and are feeling uncomfortable with the driver, make a big deal of reading their identity papers on the dashboard. This way you're making them aware that you're coherent and also remembering their details.
- Make a phone call to a friend giving the taxi number. Claim the friend is a worrier.
- Try to store the number in your phone also.
- Book a taxi through a registered company, if possible.
- Do not pay any or all of the taxi fare until you are at the required destination.

Identity Theft

- Identity theft is one of the fastest growing crimes. It is where somebody wrongfully obtains and uses another person's personal data. It can be used to obtain your birth certificate, driver's license, passport and other government papers.
- Data can be collected by going through personal rubbish, standing beside someone and memorising details, scanning your bank card at an ATM or accessing internet accounts.
- Do not leave your accounts open on your laptop or computer.
- Keep an eye on your bank statements for any unusual purchases.
- If you have lost any of your government documentation, contact the Gardaí and relevant department immediately in case it was stolen and someone else tries to use it

Drive Safely

- You are four times more likely to crash if you use a mobile phone while driving.
- Without a seatbelt, three out of four people will die in a crash.
- Drink causes over a third of all fatal accidents in Ireland. Even below the legal limit, you are still impaired to some degree.
- Drug driving is as dangerous as drink driving, even if the drugs are prescribed. Always read instructions and side effects and never mix drugs unless advised by your doctor.
- Over 40% of accidents on Irish roads are caused by excessive speed.
- Driver fatigue can cause up to 20% of fatal car accidents. Fatigue is as lethal as driving while drunk. If you become sleepy while driving, stop and take a nap, stretch your legs and have some coffee.

In your Accommodation

- Always ensure windows and doors are locked when the accommodation is empty.
- If the house has had many tenants previously, ask the landlord to change the locks.
- If you live in a complex, never 'buzz' someone you don't know into the building.
- Make sure you have a functioning smoke detector.
- Make sure everyone knows where they're going in event of a fire.
- If you arrive home and suspect there may have been a break in, don't enter the house. Call the Gardai from your mobile phone.
- If you are showing the house to a new flatmate or tenant whom you do not know, make sure you are not alone.

'NO SMOKING' CAMPUS

Cavan Institute, like several other public agencies and establishments, has opted through consensus to implement a 'no smoking' campus. This is in line with government policy to reduce the rate of smoking and smoking-related diseases. Students are advised that neither cigarettes nor e-cigarettes may be smoked on any part of the Institute's campus.

POSITIVE MENTAL HEALTH AND WELLBEING

Mental health is about more than being free of mental illness, it is also about having a positive sense of wellbeing. It allows us to enjoy life's pleasures, believe in our own abilities, cope with the normal stresses of life and enjoy socialising. Positive mental health is about reaching our potential and feeling like we always have the chance to give everything our best shot. Not just feeling positive, but also getting out there in the big bad world. Positive mental health not only prevents mental ill health, it also leads to greater enjoyment and satisfaction with one's life.



The Institute makes every effort possible to promote positive mental health and wellbeing through various support structures in the Institute, such as our Doctor on-site and off-site service, Counselling and Chaplain service. Other initiatives include:

- "Mind Yourself Programme" is a mental health promotion program aimed at helping students to adapt to challenges, get the most out of life and develop a positive sense of well-being and self-worth. Workshops will run during 2022-23 and are open to all age groups. If interested please email maireadkelly@cavaninstitute.ie
- 'SafeTALK Training is a half-day alertness training that prepares anyone over the age of 15, regardless of prior experience or training, to become a suicide-alert helper. Training is provided by the 3Ts Charity and full certificate will be provided at our end of year Student Awards Ceremony.
- Walking/running club which can be set up as part of our Clubs and Societies Day in September 2022.
- Annual Mental Health Awareness Day which will include various guest speakers and activities promoting positive mental health.

MINDING YOUR MENTAL HEALTH

What is Mental Health?

Good mental health means being generally able to think, feel and react in the ways that you need and want to live your life. But if you go through a period of poor mental health, you might find the ways you're frequently thinking, feeling or reacting become difficult, or even impossible, to cope with. This can feel just as bad as a physical illness, or even worse.

Mental wellbeing describes your mental state - how you are feeling and how well you can cope with day-to-day life. Our mental wellbeing is dynamic. It can change from moment to moment, day to day, month to month or year to year.

What is Mental Health?

- Mental health problems can affect any of us irrespective of age, personality or background.
- They include a wide range of experiences and can affect the way people think, feel or behave.
- They can appear as a result of experiences in both our personal and working lives – or they can come about without any easily identifiable cause.
- Some problems may be mild or moderate while others may take on a more severe form.

How to help a friend

- Show your support
- Ask how you can help
- Be open-minded
- Talk about normal stuff not mental health
- Show trust and respect
- Be patient
- Ask open questions about how they are feeling
- Talk about your concerns and the things you have noticed

How to help yourself with Mental Health problems

- Being active, enjoying the outdoors and having a healthy, balanced diet all impact how we feel.
- Get enough sleep - really important for our mental health.
- Stress is often unavoidable, but knowing what triggers your stress and knowing how to cope is key in maintaining good mental health.
- Make sure you take time each day to relax and do whatever you enjoy, whether it's a bath, a few stretches or losing yourself in your favourite music.
- Lots of people 'self-medicate' for mental health problems by drinking to excess or taking drugs. It's important to remember that whilst this might feel temporarily liberating, whatever the real issue is will still be there in the morning, along with a hangover.
- Use Positive Affirmations - Positive thoughts create positive emotions, which can actually change our physiology and improve our mental, emotional, and physical health.
- Get those thoughts out on paper, whether it's in the form of a 'to do list' or a diary. Just the act of writing something down can be incredibly cathartic.
- Go Screen Free!
- Exercise has been shown to help alleviate the symptoms of low mood and anxiety, plus it helps to maintain physical health.

- Spending quality time with friends or family or talking to someone about how we are feeling can help stop you from feeling lonely and improve your mental health and wellbeing.
- Helping others isn't just good for the people you're helping; it's good for you too. Helping someone can help with your self-esteem and make you feel good about your place in the world.
- Showing gratitude can make you more optimistic. Studies show that those who express gratitude regularly appear to have a more positive outlook on life.

POSITIVE AFFIRMATIONS

What are Positive Affirmations?

Positive affirmations are described by the Psychology Dictionary as brief phrases, repeated frequently, which are designed to encourage positive, happy feelings, thoughts, and attitudes.

Put simply, they are positive phrases or statements used to challenge negative or unhelpful thoughts.

They hold no spiritual or religious meaning in the traditional sense and can be used for many purposes.

Why should I use them?

If you frequently find yourself getting caught up in negative self-talk, positive affirmations can be used to combat these often subconscious patterns and replace them with more adaptive narratives.

You may choose to use positive affirmations to motivate yourself, encourage positive changes in your life, or boost your self-esteem.



Benefits of Positive Affirmations

- Self-affirmations have been shown to decrease health-deteriorating stress.
- Self-affirmations have been used effectively in helping people increase their physical activity.
- They may help us to perceive otherwise "threatening" messages with less resistance.
- They can make us less likely to dismiss harmful health messages, responding instead with the intention to change for the better.
- They have been linked positively to academic achievement.
- Self-affirmations have been shown to lower stress and rumination (over-thinking).

Sample Positive Affirmations?

- I believe in myself, and trust my own wisdom
- I am a successful person
- I am confident and capable at what I do.
- I choose to be happy
- My goals and desires are as worthwhile as everybody else's
- Through courage and hard work, I can achieve anything that I set my mind to
- I'm fine with who I am, and I love who I am becoming
- Through my contributions, I make positive changes to the world
- My body is amazing just the way it is, and I accept myself this way
- I choose only to surround myself with supportive and good people
- Whenever I fall down, I get back up again.

Positive Affirmations to Help Build Self-Esteem

- I release negative feelings and thoughts about myself
- I believe in who I am
- I am on a journey, ever growing and developing
- I do not need to rely on others judgment for acceptance
- I do my very best, and that's great
- I am resilient and can handle problems with expertise.
- I am worthy of love., happiness & success
- I am a successful and happy person.

Positive Affirmations for Low Mood

- This is just one moment in my life, and it does not define who I am
- These are just thoughts. Only I determine the way I choose to feel
- I am becoming more resilient each day
- Today is a new start
- I love myself
- This is one isolated moment, not my entire life. Things will get better

Positive Affirmations for Anxiety

- I choose only to think good thoughts
- My anxiety does not control my life. I do
- I breathe, I am collected, and I am calm
- I am safe, and everything is good in my world
- My past experiences can't stop me from succeeding in my future
- As I relax and slow my breathing, anxiety flows out
- I'll succeed by following one step at a time

TRY WRITING YOUR OWN POSITIVE AFFIRMATIONS IN THIS SPACE

- _____
- _____
- _____
- _____
- _____
- _____
- _____

PRACTICING GRATITUDE









Why practice Gratitude?

People who regularly practice gratitude by taking time to notice and reflect upon the things they're thankful for experience more positive emotions, feel more alive, sleep better, have better relationships, express more compassion and kindness, and even have stronger immune systems.

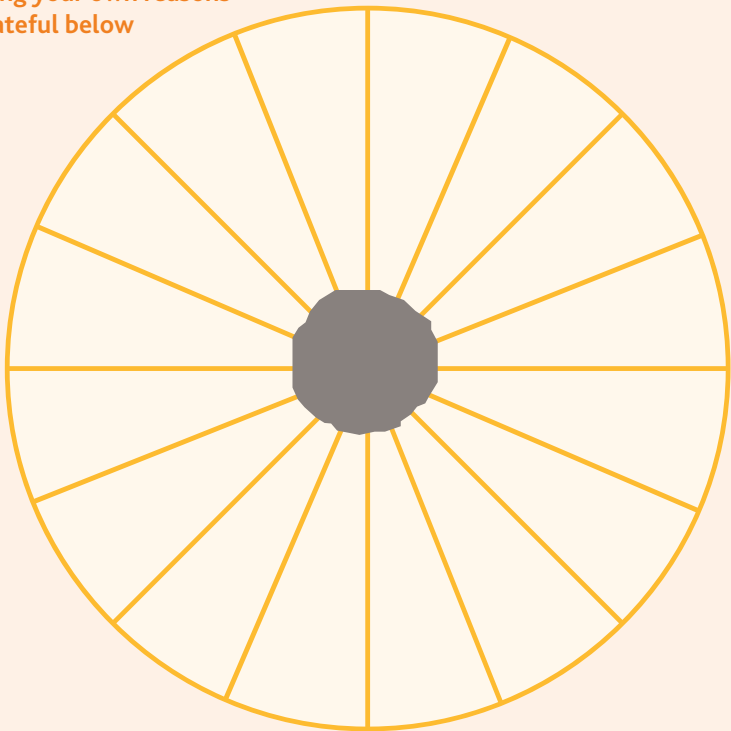
How to practice Gratitude?

- Notice good things
- Look for good things
- Appreciate them
- Repeat daily

Benefits of practicing Gratitude?

 IMPROVES PHYSICAL HEALTH	 IMPROVES SLEEP	 IMPROVES PSYCHOLOGICAL HEALTH	 INCREASES EMPATHY
 REDUCES AGGRESSION	 MORE SOCIAL CONNECTION	 ENHANCES SELF-ESTEEM	 IMPROVES MENTAL STRENGTH

Try writing your own reasons to be grateful below



Visit www.mindtools.com for further information

USEFUL CONTACT DETAILS

URGENT HELP & SUPPORT	SERVICE	CONTACT DETAILS
Doctor on Call (NEDOC)	Out of hours service	1850 777 911
Farnham Medical Practice	GP for Cavan Institute	049 436 1700
Cavan General Hospital	Accident and Emergency	049 437 6000
Cavan Garda Station		049 436 8800
Ambulance/Fire/Garda		999 or 112
Samaritans	24-hour emotional support jo@samaritans.ie	116 123

SUICIDE PREVENTION

Living Links - Cavan Branch	Support for those who have experienced a death by suicide	086 0235414 info@livinglinks.ie
National Office for Suicide Prevention	Support service	01 6201670 info@nosp.ie
SOSAD Ireland	Support for anyone affected by suicide	083 423 9090 049 4326339 cavan@sosadireland.ie
3Ts - Turn the Tide of Suicide	Raises awareness of the problem of suicide	01 213 9905 info@3ts.ie
"You matter, Youth matter"	Online Wellness Workshop	1890 577577 info@suicidesurvive.ie

MENTAL HEALTH SUPPORT

Aware	Support for individuals and families affected by depression	1800 804848 supportmail@aware.ie
Alone	Depression and general issues	0818 222 024 hello@alone.ie
Bodywhys	Eating disorders and other addictions	01 210 7906 alex@bodywhys.ie
HSE	Information Helpline	1850 241850 hselive@hse.ie
GROW in Ireland	Support to anyone suffering from mental health issues	1890 474 474 info@grow.ie
Mental Health Ireland	National voluntary movement to promote positive mental health	01 284 1166 info@mentalhealthireland.ie

ADDICTION SERVICES

A.A.	(Alcoholics Anonymous)	01 8420700 gso@alcoholicsanonymous.ie
Quit	Campaign aimed at encouraging smokers to quit	1800201203 support@quit.ie
Drugs.ie	National Directory of Drugs and Alcohol Services	1800 459459 helpline@hse.ie

SUPPORT FOR VICTIMS OF ABUSE

AMEN	Support for male victims of domestic abuse	046 902 3718 info@amen.ie
MOVE Ireland	Men overcoming violence	065 684 8689 move@moveireland.ie
Rape Crisis North East	Dedicated counselling service	1800 212 122 info@rcne.ie
Women's Aid	Responding to women and children experiencing violence	1800 341 900

COUNSELLING SERVICES

Rian Counselling	HSE counselling service covering a range of issues	1800 234 117
The Compassionate Friends	Counselling for family and friends who have lost loved ones through death/suicide	086 382 2624 087 2540355
Inspire Students	Promotes and supports positive mental health among students	dundalk@inspirewellbeing.ie

WOMEN'S HEALTH

+Options	Crisis pregnancy	Freetext 50444
HSE Crisis Pregnancy	Crisis Pregnancy	1800828010

DISABILITY SUPPORT

Disability Federation of Ireland	Services to people with disabilities and disabling conditions	1800 220 000 info@disability-federation.ie
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CULTURAL /ETHNIC SUPPORT

New Communities Partnership (NCP)	Support to strengthen ethnic minority groups	01 872 7842
Travellers Counselling Service	Counselling service	086 308 1476 info@travellercounselling.ie

LGBT SUPPORT

Cavan & Monaghan Rainbow Youth	Support and advice for LGBT + young people and their family	087 2193904 info@camry.ie
Outcomers LGBT Support Group	Support for lesbian, gay, bisexual and transgender people	1890 929539

FINANCIAL SUPPORTS

Cavan Citizens Information Centre	General support on a range of queries	0761 07 5200 cavan@citinfo.ie
Cavan MABS	Money Advice and Budgeting Service	0761 07 2410 cavan@mabs.ie
Student Finance	Advice on grants and student funds	www.studentfinance.ie

OTHER ESSENTIAL CONTACTS

Bus Éireann, Cavan	049 433 1353
Co. Cavan Swimming Pool and Leisure Complex	049 436 2888
Cavan and Monaghan ETB (Cavan Office)	049 433 1044
Dept. of Social Protection	049 433 1909
VTOS	049 433 1044

NATIONAL FRAMEWORK OF QUALIFICATIONS (NFQ)



INTRODUCTION

The National Framework of Qualifications consists of 10 levels, encompassing levels of education and training in Ireland. The framework shows how education and training awards relate to one another. A key element of the framework is to enable access and progression opportunities to education and training between levels. Cavan Institute provides awards predominantly at levels 5 and 6 on the framework, which are accredited by Quality and Qualifications Ireland (QQI).

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Four types of awards are available from QQI:

- Major awards are the principal class of awards comprising a significant volume of learning.
- Minor awards are for partial completion of the modules or components in a major award.
- Supplemental awards are for learning that is additional to a major award.
- Special purpose awards are for relatively narrow or purpose-specific achievement.

HIGHER EDUCATION LINKS SCHEME (HELS)

A Level 5 or Level 6 award can facilitate progression to a variety of higher education courses in institutes of technology and universities. In simple terms, students can use their points from their QQI award at Level 5 or Level 6 to obtain a place on a course at Level 6, Level 7 or Level 8. The Higher Education Links Scheme is intended to facilitate greater progression to higher level programmes and through this scheme all courses at the Institute provide progression routes to higher education degree and certificate programmes.

Key Points to Note

- Progression requires a Level 5 or Level 6 major award, with at least 120 credits. In some instances, progression is based on a specific Level 5 or 6 major award.
- Component awards, or achievement of less than 120 credits, will not meet the requirements for progression.
- A full or major award may be achieved over the space of more than one year, however some higher education institutions (HEI) may require the award to be obtained within a specific time period, i.e., all components to be achieved in one period of registration (typically an academic year).
- Some HEIs may have additional entry requirements. Applicants should contact the individual institutions for further information.
- Applicants presenting QQI Level 6 awards should contact the appropriate HEI directly for information on the advanced entry admissions process.
- If you are considering applying to any HEI, you may wish to contact the guidance counsellors at Cavan Institute prior to submitting your application to plan your progression path.

SPECIFIC LINKS WITH HIGER EDUCATION INSTITUTES

Cavan Institute has developed many partnerships and links with Higher Education Institutes throughout Ireland and in the UK over the years.

In partnership with TUS (Technological University of the Shannon), Cavan Institute offers a BA (Level 7) in Applied Social Studies in Social Care where students complete the first year of their degree programme in Cavan Institute and progress to year two in TUS (Athlone Campus).

In partnership with ATU Sligo (Atlantic Technological University), Cavan Institute offers a BSc (Level 7) in General Science where students complete the first year of their degree programme in Cavan Institute and progress to year two in ATU Sligo.

A memorandum of understanding also exists between Cavan Institute and ATU Letterkenny to offer the first year of their degree programmes - BSc (Level 7) in Computing (LY717) and BA (Level 7) in Law (LY207), where students complete the first year of their degree programme in Cavan Institute and progress to year two in ATU Letterkenny. Advanced entry arrangements from Level 6 programmes at Cavan Institute are also available in ATU Letterkenny.

Under the Access to Post-Primary Teaching (APT) Project, Cavan Institute students can apply through the CAO to St Angela's College Sligo to complete a BA/ PME in Home Economics Teaching and Education. To be eligible, students must be studying a relevant course in Cavan Institute and meet certain eligibility criteria. For further information please contact guidance@cavaninstitute.ie

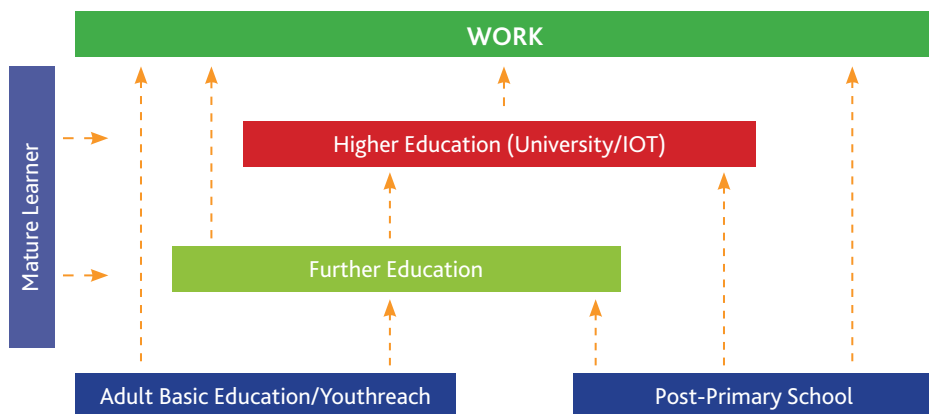
In partnership with Ireland Institute of Pittsburgh, USA, Cavan Institute graduates can apply to complete a one-year paid internship in Pittsburgh. Internships are available in Software Development, Games Design, Business Administration to name but a few.

Other specific partnerships have been developed with Dundalk Institute of Technology, Technological University Dublin, Maynooth University and with many Universities in England, Scotland, Wales and Northern Ireland.



THE IRISH EDUCATION SYSTEM

The graph below shows the progression opportunities available for further education students to higher education or employment.



REGULATIONS AND POLICIES



REGULATIONS AND POLICIES

Regulations and policies are monitored and reviewed on a regular basis by management to reflect changing practices within the Institute. The full content of relevant policies and any amendments made during the current academic year are available on the Institute's Student Hub which can be accessed via the Institute website on www.cavaninstitute.ie. Students should note that by becoming registered students at Cavan Institute, you are agreeing to comply with the regulations and policies and that you confirm that you will read and agree to be bound by all Cavan Institute Regulations and Policies.

STUDENT LEARNING AGREEMENT

In this agreement, you confirm that you will:

- familiarise yourself with Cavan Institute regulations which are available in your student handbook and sign to confirm that you agree to abide by them
- satisfy registration requirements to ensure that you are fully registered and that you have paid any fees due to the Institute
- follow guidelines in the student handbook if you have a query or a problem

Your learning agreement also commits you to abiding by appropriate standards in the following areas:

Behaviour

Respect and treat with dignity all members of the Cavan Institute community.

- Be on time for class and stay for the full duration.
- Inform appropriate staff of absence in advance where possible.
- Switch off electronic or mobile devices during classes and teaching sessions, unless requested to do otherwise by your subject teacher.
- Do not eat or drink during class.
- Recognise that staff deal with many students and have other duties, so it's important to respect the times that they are available.

Class Contact

- Attend all classes so that you get maximum benefit from the course and prioritise attendance over all other activities.
- Prepare for classes and complete assignments, projects, presentations, etc. on time.
- Complete all course requirements for work experience.
- Access the necessary learning materials, i.e., online or printed notes, textbooks, equipment, etc.
- Understand that the Institute operates a five-day week and that for full-time courses, timetabling extends over that time.

Support

- Avail of the opportunities provided at induction to ensure that you know exactly how to complete your course successfully.
- Check your email account regularly for relevant communications from Cavan Institute.

Independent Learning

- Engage with the learning opportunities provided, take full responsibility for your learning and use periods of study profitably.
- Use the library facilities, Microsoft Teams and textbooks to catch up on classes missed.
- Take responsibility when you miss classes and do not expect material to be repeated in subsequent classes.

And for our part, we will:

- provide a range of opportunities to enhance your personal and professional development, for example, facilitating representation on the board of management and student council.
- Respond to all queries in a timely fashion.

Behaviour

- Meet you to discuss any issue you may have.
- Treat you with respect and dignity.
- Be courteous and professional at all times.

Class Contact

- Deliver classes to the highest possible standard.
- Conduct classes with high regard for the norms of professionalism, including punctuality.
- Give regular feedback on academic performance in accordance with Institute procedures.

Support You and Your Learning

- Introduce you to the Institute, your course, resources available and key people during Induction.
- Promote an active learning community in which you will have the opportunity to develop as an independent learner.
- Provide guidance, assistance and advice on academic matters, welfare and learning support.
- Direct you towards learning activities which you should undertake as part of your independent learning.
- Give independent feedback as required.
- Provide information on your course, modules, assessments and timetables.

PART-TIME WORK

Most students have part-time jobs, and they learn useful skills and develop self-discipline, as well as earn money from part-time employment. If you are registered on a full-time course at Cavan Institute, you should try to ensure that the amount of time spent in part-time employment does not interfere with your academic advancement or your integration into the life of the Institute.

Cavan Institute reserves the right to change the class timetable throughout the year, and the exam timetable at the end of the year may be subject to change up to 48 hours in advance of the exam. You are encouraged to inform yourself of any changes through consulting designated notice boards and logging on to the Student Hub, where updates will be provided.

STUDENT CODE OF CONDUCT

INTRODUCTION

All students at the Institute are required to abide by a *Code of Conduct* which will promote an atmosphere of mutual co-operation, reflected by respect for self and others, kindness, willingness to help others, courtesy, good manners, fairness, forgiveness and readiness to use respectful ways of resolving difficulties and conflict that may arise. This code of conduct has been designed to promote a learning environment in which mutual respect, co-operation and natural justice are integral features.

All students are expected to accept the *Code of Conduct* and sign a contract of agreement. Breaches of this code and of any of the Institute's regulations make students liable to the imposition of sanctions.

Principles Underpinning the Code of Conduct

- The *Code of Conduct* provides clarity on expectations in order to help make the Institute a good, orderly and harmonious environment for teaching and learning.
- It affirms that everyone's behaviour matters in creating a positive Institute climate.
- The focus is on promoting good behaviour.
- The code balances the educational needs of those whose behaviour is unacceptable against the educational needs of the other students enrolled at the Institute.
- It recognises that the quality of relationships between teachers and students is a powerful influence on behaviour in the Institute.
- The code helps the students experience the value of being responsible, participating members of the Institute community.
- The code is informed by fairness, respects natural justice and promotes restorative practices.
- The code promotes equality for all members of the Institute community while preventing discrimination and accommodating difference in accordance with Equal Status and Equality legislation.
- The code reflects the Institute's commitment to recognising educational vulnerability.
- The code is based on a commitment to the welfare of every student.
- The code helps to promote a positive and safe educational and working environment for all at the Institute.
- The code also promotes the conditions for learning and teaching coupled with dignity and freedom from threat of violence in any form.





Breaches of Code of Conduct

Every student is expected to treat with respect the property, equipment and facilities of the Institute. Without affecting the generality of the above, **the following list identifies some specific examples of breaches of this Code:**

- Obstruction of members of the Institute staff, agents of the Institute, or other students in the performance of their duties.
- Obstruction of any other student in the normal pursuit of his/her course of study.
- Any violence or threats of violence or any abuse, either physical or verbal, written or psychological.
- Any bullying or harassment (including online) or any discrimination on any grounds including gender, marital status, family status, sexual orientation, religious belief, age, disability, race, colour, nationality or ethnic or national origin, membership of the travelling community or perceived political belief or affiliation.
- Making an audio or video recording of staff without their prior explicit consent and knowledge. It is also a further breach of the code of conduct to upload such files to either a private or public platform on the internet.
- Any behaviour that endangers the welfare of the individual or others.
- Making derogatory comments or allegations against a member of staff or another student at Cavan Institute or making defamatory comments about the Institute itself either in person or utilising electronic media such as e-mail or social networking sites.
- Cheating, plagiarism (for further details on Plagiarism, please see (CMETB Assessment Malpractice Policy) and circumstances where a student submits the work of another as his/her own or allows another person to undertake an assessment or assignment for him/her.
- Providing false or misleading information or documentation to, or withholding relevant information from, the Institute or a third party with the intent to gain, or with the effect that a student gains, an unfair academic advantage or other academic benefit or service.

- Providing false academic or professional references or making false claims about academic or professional achievements to the Institute or a third party for whatever reason.
- Falsification or misuse of Institute records or documents.
- Personation of others, within or outside the Institute, in connection with academic attainments or awards.
- Failure, without reasonable explanation, to carry out all or any of the following to the satisfaction of the Institute: attend classes online or on campus; attend prescribed practical classes, or laboratory sessions; meet requirements laid down for project-work, assignments, or any other prescribed course exercise.
- Conduct likely to disrupt teaching, learning, examinations, assessment, study, research, or administration of the Institute.
- Failure to abide by regulations governing the use of common or study spaces (e.g., Open Learning Centre, designated computer rooms, canteen).
- Failure to abide by the ICT Acceptable Usage Policy governing the use of computer facilities.
- Refusal to produce a Student Identity Card when requested to do so by an Institute staff member who shall identify himself/herself. A student must present an ID card if so requested by any member of the Institute's staff. Students are required to show their Identity Card at all examinations.
- Failure to comply with any reasonable oral or written, individual or collective lawful instruction(s) given by any employee or agent of the Institute in the execution of their duties.
- Any behaviour that could damage the good name or standing of the Institute
- Abuse of or supplying for sale (or otherwise) alcohol, illegal drugs or other substances on the campus, including contravention of regulations which may be from time to time relating to the consumption of alcohol or other substances on the campus. This regulation extends to the student while on work placement.
- Smoking in Institute buildings or anywhere other than in designated smoking areas, is in contravention of the Public Health Tobacco Act 2002, Section 47 (as amended) and the Tobacco Smoking (Prohibition) Regulations 2003.
- Interference with the Institute's safety equipment, fire-fighting equipment, security systems or alarm systems.
- Damage, defacement, theft, misuse or use without authorisation of any equipment or property belonging to the Institute or the private property of an individual member of the Institute community.
- Refusal to comply with health and safety instructions to protect from the spread of COVID.
- Student behaviour in the wider community reflects on the Institute and in particular, students are obliged to behave in a manner that will not bring the Institute into disrepute when outside the precincts of the Institute. This includes, but is not limited to, a student's work placement, fieldwork or trips.

- If a student is the subject of a criminal investigation or has criminal proceedings pending against him/her or has been found to have committed a criminal offence, the Institute may initiate, proceed with and/or suspend a disciplinary procedure as seems appropriate to it. In such circumstances, it may also suspend the student in accordance with the procedure as laid down below pending the outcome of the criminal process and/or the disciplinary procedure.

Interventions

The approach taken by staff and management of the institute when dealing with breach(s) of the Code of Conduct is to preferably resolve matters before serious disciplinary action against the student is initiated. A restorative approach is adopted in Cavan Institute.

According to the Restorative Justice Council (2018)

A **Restorative College** is one which takes a restorative approach to resolving conflict and preventing harm...**Restorative approaches** refer to a range of methods and strategies which can be used both to prevent relationship-damaging incidents from happening and to resolve them if they do happen.

- **Low level issues:** The Institute adopts and abides by principles of natural justice and aims to minimize instances of low level disruption and misbehaviour. Once-off behaviour will, in the first instance, be addressed and dealt with by subject or class tutors and students must co-operate with and respect their efforts to deal with the disruption/misbehavior. In that way, it will not be necessary to elevate such low-level issues to a higher authority
- **Breaches of the Code of Conduct:** Restorative practices focus on addressing behaviours and breaches that cause harm, from both the perspective of the alleged perpetrator and injured party/parties, using a series of reflective questions. Students are requested to engage with the process of restorative and reflective practices, which have proven to be successful in education and in the wider community.
- The restorative approach will typically involve subject or class tutors as well as school heads who will identify the nature and seriousness of the behavior, the context and impact of the behavior and the interventions initiated and/or tried to date. The purpose of such interventions would be to assist and enable the student to modify and change their behavior.

The following is the hierarchy of referral and intervention that shall be implemented.

- Designated authority (e.g., subject tutors, class tutors, school heads and other assistant principals, deputy directors)
- Disciplinary Officer (Deputy Director)
- Institute Director
- Board of Management
- Section 29 Appeals Process (Secretary General, Department of Education)

When a breach of the Code has been established after due process any one or more of the following penalties may be imposed:

- Reprimand (a formal reprimand, with a warning that the present breach will be taken into consideration if a further breach of the Code is subsequently established).
- Suspension for a stated period.
- Disbarment from certain activities or suspension from the Institute until he/she/they has/ have complied with the requirements laid down.
- Expulsion from the Institute permanently, i.e., that his/her/their name(s) be removed from the books of the Institute and that he/she/they be barred from the Institute premises permanently.
- In addition to any penalty or discharge, an order may be made requiring the payment of debt, damage or compensation under the further penalty of suspension or expulsion.



COMPLAINTS PROCEDURE

The following code of practice is in place to deal with complaints against a staff member.

Code of Practice for dealing with Complaint against a Staff Member employed by Cavan and Monaghan Education and Training Board (CMETB).

AIM OF THE PROCEDURE

- Provision of fair, consistent and equitable mechanism for processing complaints

Exclusions

- Complaints considered by the director to be frivolous or vexatious
- Anonymous complaints
- Complaints which are appropriate to another code of practice
- Complaints which do not relate to the work of a staff member
- Complaints in respect of child abuse, in which case DES guidelines and procedures apply
- Complaints subject to legal proceedings
- Complaints in relation to professional competence

Where a complaint arises, the parties concerned are encouraged to strive to understand the other party's position and should seek, as far as possible, a mutually acceptable solution through informal means.

INFORMAL APPROACH

Stage 1: Self-initiated attempt at resolving the complaint

- The student/parent makes appointment to discuss matter with staff member concerned.
- The staff member has the right to refer the complaint to the director and respond to her on the complaint.
- A copy of procedure made available to student/parent.
- If the matter cannot be resolved, the matter should proceed to stage two within 10 working days.

Stage 2: Facilitation meetings with the director with a view to resolving the matter

- The student/parent who is unable to resolve complaint at stage one may seek an appointment to report and discuss the matter with the director with a view to resolving the complaint.
- The director arranges a meeting following mutual agreement of both parties. A deputy director may be nominated to facilitate this stage.
- Such a meeting should take place within a maximum of a further 10 working days.
- Documentation relating to the complaint will be provided to both parties no later than three days prior to the meeting with the director or deputy director. The purpose of meeting is to seek resolution to the satisfaction of all parties.
- The outcome is communicated verbally by director to both parties.
- If the complaint remains unresolved at this stage, the student/parent is advised to raise the matter formally with Cavan-Monaghan Education Training Board (ETB).

FORMAL APPROACH

Stage 3: Formal investigation of the complaint by an independent team

- If the complaint is not resolved at stage one or two, the student/parent should lodge the complaint in writing with the ETB within 10 working days of the date of issue of the findings from stage two.
- The ETB will formally acknowledge receipt of the complaint.
- The ETB will convene an investigation team nominated by the employer and will supply the staff member with a copy of the written complaint and other documentation.
- The student/parent will also be supplied with copy of all written documentation.
- Both parties will also be supplied with a copy of terms of reference for investigation.
- Following conclusion of the investigation, the team will provide a written report to the Chief Executive (CE) advising as to whether the complaint was upheld or not.
- The CE sends a copy of the report to all parties within five working days, including information on appealing the decision of the investigation team.

Stage 4: Appeal of the investigation report findings to the CE

- If an appeal is lodged with the CE, the appeal hearing will be convened within 15 working days of the receipt of the appeal letter.
- The CE will convey the decision in writing within five working days of the decision being taken.
- The decision of the CE under the Complaints Procedure shall be final.



ANTI-BULLYING AND HARASSMENT POLICY

Cavan Institute is committed to providing a learning environment that is free from all types of bullying and harassment. The Institute believes that the college environment should give all students and staff the freedom to study and carry out their duties without having to suffer bullying or harassment from any other person. Bullying and harassment will not be tolerated by the management at the Institute.

AIM OF THE POLICY

- To create a positive environment which encourages students to disclose and discuss incidents of bullying behaviour/harassment.
- To raise awareness of bullying/harassment as a form of unacceptable behaviour with Institute management, teaching staff and students.
- To develop procedures for noting and reporting incidents of bullying/harassment.
- To develop procedures for investigating and dealing with incidents of bullying/harassment.
- To develop a programme of support for those affected by bullying/harassment and for those involved in bullying/harassment.
- To review the effectiveness of Institute's policy on anti-bullying and harassment.

DEFINITIONS

Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others. Isolated incidents of aggressive behaviour, which should not be condoned, can scarcely be described as bullying. However, when the behaviour is systematic and on-going it is bullying (Department of Education, September 1993).

Harassment takes place where a person subjects another person ("the victim") to any unwelcome act, request or conduct, including spoken words, gestures or the production, display or circulation of written words, pictures or other material, which in respect of the victim is based on any discriminatory ground and which could reasonably be regarded as offensive, humiliating or intimidating to him or her (Equal Status Act, 2000).

Cyberbullying is defined as using information and communication technologies (ICT), including social network sites, internet, email, etc. to demean, humiliate, exclude, or otherwise undervalue or upset another person through direct or indirect methods. It can be an extension of face-to-face bullying, with technology providing the bully with another route to harass their target.

The procedure for reporting incidents of cyber-bullying is the same as for other forms of bullying, and it is outlined in the next section. You should also view the full policy on the student SharePoint site (Student Hub) for further guidance.

WHAT CAN YOU DO IF YOU FEEL YOU ARE BEING BULLIED OR HARASSED?

PROCEDURES

INFORMAL APPROACH

Step 1: The complainant should refer to the definitions in the policy to consider if the conduct in question constitutes bullying or harassment.

Step 2: The next step in attempting to deal with cases of bullying or harassment is to try and resolve the problem informally as far as is possible and appropriate. **Any student who feels that he or she is being bullied or harassed should explain the following clearly to the alleged perpetrator(s):**

- Details of the behaviour in question
- The fact that behaviour towards you is offensive and unacceptable
- The effect the perpetrator's (or perpetrators') actions are having on you, e.g., poor concentration, unable to attend the Institute, lowering your self esteem, etc.
- That if the behaviour continues, you will have no alternative but to use the formal approach and make an official complaint against the perpetrator(s)

In an effort to assist you with this informal approach, keep a record of incidents so that you can be specific about the behaviour or actions which are causing offence, i.e., dates, what happened, places, witnesses, form of bullying or harassment.

Step 3: If you find this informal approach difficult, there are other forms of help available to you. You may still decide to adopt the informal approach but get the help of your class tutor or subject tutor or a friend to act as a morale support when you are making your issues known to the perpetrator(s). The perpetrator(s) should be made aware at the time a meeting is being arranged that you will be accompanied by such an individual at this meeting. Your accompanying person must be made aware that it is not their role to make the complaint on your behalf. Any such meeting should again be documented by the complainant.

Step 4: If the alleged perpetrator(s) recognises that a form of bullying or harassment has taken place and agrees to a solution, this solution should be documented and agreed by all parties. The agreement should be monitored from time to time in order for them to continue to interact together in an appropriate manner. If having exhausted all available options using an informal approach to obtain a solution then the formal approach to the resolution should be sought.

Other possible sources of help within Cavan Institute:

- Class Tutor
- Subject Tutor
- Career Guidance Counsellors
- Head of School
- Student Counsellor
- Student Chaplain

MAKING A FORMAL COMPLAINT

Step 1: If the situation is not resolved informally, then the student may lodge a formal complaint in writing (using the Anti-Bullying and Harassment Form located on the Student Hub in the "Publications" section in the "Policies & Codes" folder) The complaint should be addressed to your class tutor and handed to him/her personally. All complaints received will be treated seriously, sensitively, confidentially and dealt with as soon as is practicable.

Step 2: The head of school will lead the investigation of the complaint on behalf of the institute, under the direction of one of the deputy directors. It is his or her role to calmly seek answers to questions of what, where, when, who, and why with due regard for the rights of the students, irrespective of whether they are allegedly involved in bullying behaviour or in a position to provide information about the behaviour being investigated.

Step 3: The alleged perpetrator(s) will be invited to attend a meeting where the complaint will be communicated verbally. The alleged perpetrator(s) will be afforded the opportunity to respond. They will also have the complaints procedures explained to them.

Step 4: Each party will be given an opportunity to present his/her side of the case to an investigation team at Cavan Institute.

Step 5: Whilst it is desirable to maintain the utmost confidentiality, once an investigation begins it may be necessary to interview other parties. If this is required, the importance of confidentiality will be stressed to them and all evidence provided will be confidential.

Step 6: The outcome of the investigation will be conveyed to all parties in writing by a deputy director of the Institute.



ATTENDANCE POLICY

The objective of the attendance policy is to encourage and support students to attend timetabled classes and other mandatory course activities (e.g. work experience) to ensure that student attendance is monitored.

CAVAN INSTITUTE'S RESPONSIBILITIES:

- Having open and transparent procedures to monitor attendance.
- Providing support and assistance to students who have problems which affect their attendance.
- Complying with the Department of Education and Solas's requirements in relation to monitoring, recording and reporting student attendance.
- Reviewing the attendance procedures regularly.

IMPLICATIONS OF POOR ATTENDANCE

- Negative impact on overall result which may hinder progression.
- Impact on potential to undertake work experience.
- Negative impact on references from the Institute.
- **Sanctions on student grant.**
- Meetings with school head and deputy director responsible for attendance.
- Possible withdrawal from course.

STUDENT RESPONSIBILITIES

- Attendance is expected and required for all classes.
- Students who know in advance that they cannot attend a class must contact their class tutor and relevant subject tutors stating the reason, how long they expect to be out and how many classes they expect to miss.

ATTENDANCE PROCEDURES

Step 1: Recording Attendance

Subject tutors maintain hourly attendance records for all students both manually and electronically.

Step 2: Attendance Reports

Cavan Institute will issue all students with regular attendance reports detailing attendance records for each class.

Step 3: Monitoring Attendance

- Attendance records for all students in a subject group are monitored frequently by the subject tutor. If a student is absent for a class for four consecutive classes, the subject tutor will attempt to contact the student to discuss the matter.
- If a student continues to have a number of unaccounted for absences, the subject tutor will inform the class tutor. All unaccounted for absences and tutor reports will be logged on electronic class registration system (ePortal).
- The class tutor will contact the student either in person, over the phone or in writing (by text, letter or e-mail) and make an appointment to meet the student to discuss his/her attendance pattern.
- If, following the intervention of the class tutor, a student's attendance does not improve, the logged reports will be passed to the head of school who will meet with the student.
- The school head will request, in writing, that the student meets with them regarding their attendance. Failure to attend this meeting will result in the matter being forwarded to the Administration Department where the process for removing the student from the official roll book will be initiated.

WITHDRAWING FROM THE INSTITUTE

We advise students who no longer wish to continue their course of study at the Institute to:

- discuss their options with their class tutor and head of school
- make an appointment with the career guidance counsellor to discuss options
- fill in a Student Withdrawal Form
- return the student ID card to the Institute

If a student receives a withdrawal form and wishes to continue on their course, he or she should contact the administration office and their class tutor immediately. Failure to do so or failure to return the form will indicate that the student is not returning to the Institute. No official correspondence will be issued to any official body unless a withdrawal form has been received.

PLC GRANTS

Payment of the PLC grant is processed by a single awarding authority, Student Universal Support Ireland (SUSI).

- Cavan Institute classifies satisfactory attendance for the purposes of payment of grants as attendance at over 75% of lessons for that grant period.
- A declaration of satisfactory attendance by Cavan Institute will be made once per month for the previous calendar month.
- Medical or other certificates will not be taken into consideration when determining if a student has satisfactory attendance.

ASSESSMENT GUIDELINES

CERTIFICATION BODIES

The courses offered in Cavan Institute are of a wide and varied nature certified by a range of national and international awarding bodies. Cavan Institute is a quality assured and recognised examination centre for courses accredited by the following awarding bodies:

- Quality and Qualifications Ireland (QQI)
- City and Guilds (C&G)
- Comite International D'Esthetique et de Cosmetologie (CIDESCO)
- Confederation of International Beauty Therapy and Cosmetology (CIBTAC)
- Department of Education Junior and Senior Trades
- Pearson Edexcel (Business and Technology Education Council BTEC)
- European Computer Driving Licence (ECDL)
- International Academy of Travel (IAOT)
- Accounting Technicians in Ireland (ATI)

Each awarding body has its own specific examination requirements.

Students are obliged to pay examination fees before being entered for the examinations.

Information on assessment and examinations will be provided by the class tutor on the commencement of the course. Students are responsible for ensuring that they are aware of the dates, times and location of examinations relevant to their course of study. Examination timetables are subject to change and should be checked on a daily basis. Students must adhere to the published examination and assessment rules and regulations for their course, which may be obtained from the class tutor and are posted on notice boards in each location of the Institute campus prior to the commencement of the examinations.

ASSESSMENT

The majority of courses in the Institute have continuous assessment. This may include written work/examinations, assignments, reports, role plays, oral presentations, skills demonstrations and portfolios. These assessment results form a very significant part of the overall final grades and students should ensure that they are fully aware of the assessment techniques, assessment schedule and percentage allocated to each piece of work.



ASSESSMENT PROCESS

All Examining Bodies

Note: In the next section the term assignment is used in a broad manner to cover all types of coursework, e.g., portfolios, projects, reports, skills demonstrations, oral presentations, role plays, class based tests.

- **Planning** - students will be provided with the following in order to plan for the year ahead:
 - Details on how to access the relevant award specification.
 - appropriate information in relation to assessment techniques.
 - an assessment schedule with deadlines for submission of evidence (Refer to page 188 for a sample assessment schedule).
 - The policy implemented by Cavan Institute related to deadlines/late submission.
 - information for students with disabilities or other special requirements.
- **Deadlines** - students are expected to present assessment evidence on or before the deadline identified by the assessor in the assignment brief. Cavan Institute implements two CMETB policies and procedures related to extensions and to assessment deadlines based on short term extensions required by students and those which might be required by students in extenuating circumstances. These policies are available for review, in full, by students on Cavan Institute's SharePoint Student Hub. The consequences of non-submission and the process by which learners may submit assessment evidence if they have missed the original deadline are outlined within these documents. The Policy applies to all assignments, submitted by Cavan Institute students in respect of their course.
- **Submission of evidence** - students must be aware of the following in relation to their assignments:
 - The subject tutor will give each student a written assignment brief. This gives detailed instructions of the requirements of the assignment, the date of issue of the brief and the date for submission of the assignment.
 - When a student submits an assignment (or portion of an assignment) digitally, a record of the submission is recorded digitally within the students account e.g., MS Teams and can reviewed as a receipt. This can be used as proof of submission of course work.
 - It is the student's responsibility to make copies of all assignments submitted.
 - Assignments must be presented to the relevant subject tutor only.
 - It is Institute policy that assignment material is not placed in individual plastic pockets unless otherwise indicated by the relevant subject tutor.
 - All assignments, which form part of the overall final assessment, must be made available to the external authenticator or relevant examiner for that particular examining body.
 - The Institute does not return assignments to students. Materials submitted remain the property of Cavan Institute.
- **Reliability of evidence**

All assignment briefs will contain an authorship statement, which will require the student's signature, or if submitted electronically will require the student to tick a box to verify that the evidence submitted is his/her own original work.

QQI APPEALS

Candidates may appeal their results. This request should be made using the official Appeals Application Form available on the CI Student SharePoint Site. This form must be returned to the appeals co-ordinator at Cavan Institute. There is an administrative fee per module result that you wish to appeal. The outcome of the appeal will be communicated directly to you. If your result is upgraded as a result of the appeal, the administrative fee will be refunded.

APPEALS - OTHER CERTIFICATION BODIES

In the case of other examination bodies students should consult their class tutor.



WORK PLACEMENT GUIDELINES

Cavan Institute is regarded highly by local industry/businesses and has an excellent reputation with employers in providing highly trained and motivated employees. It has, over the years, introduced and adapted courses and modules to suit the needs of industry. Work placement is an integral part of the majority of the courses offered by the Institute. Placement can be in a block period of at least ten working days, on a one-day-per-week basis or two/three days per week. The placement is usually in an area relevant to the student's particular course of study. This is an excellent way for students to get an insight into a particular field of work and also to make contact with prospective employers.

STUDENT RESPONSIBILITIES

Students must be aware of the terms and conditions of work placement as follows:

- Each student must have a satisfactory class attendance record. Where this has not been met, permission must be granted from the Institute authorities in order for the student to partake in the work placement programme.
- Each student must understand the aims and objectives of the placement programme and appreciate the nature and type of work that will achieve these objectives.
- Each student should demonstrate a positive attitude and enthusiasm for their chosen field of work and a willingness to experience different situations and accept responsibility.
- Each student must recognise his/her position as a representative of the course and the Institute and always act in a manner which will reflect credit on the Institute.
- A placement may not be undertaken without consultation with and permission received from the Institute and the employer.
- A placement may not be changed during the work experience period without consultation with and permission received from the Institute.

Students should pay particular attention to the following:

- Requirements to pass the relevant module
- Hours the student must attend for work placement
- Attendance and punctuality policy of the Institute and the employer
- Procedures to follow if the student is unable to attend work placement
- Procedures to follow should problems arise in work placement
- Confidentiality of the work undertaken on behalf of the employer
- Importance of co-operating with other employees in the organisation
- Nature of the work
- Dress code and hygiene
- Health and safety regulations of the organisation
- Reporting obligations for EU Funding

HEALTH AND SAFETY PROCEDURES

Cavan Institute wishes to ensure that your studies at the Institute are pursued in a safe and healthy environment.

It is the duty of every student to:

- Take reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by his/her actions while at the Institute.
- Co-operate with staff and any other person to such an extent as will enable the Institute to comply with any of the relevant statutory provisions.
- Use, in such a manner so as to provide the protection intended, any appliance, clothing, equipment or other means for securing his/her health, safety and welfare or that of any other person.
- Not intentionally or recklessly interfere with or misuse any signs or equipment provided in the interest of the health, safety and welfare of staff and students, i.e., fire hoses, fire extinguishers, warning signs, caution cones, fire exits, etc...
- Report to the relevant person, without unreasonable delay, any defect in equipment or system of work, which might endanger the safety, health and welfare of students or others.

FIRE AND EMERGENCY GUIDELINES

The Institute has a minimum of two fire drills for the academic year. On hearing the fire alarm, all occupants must leave the building in a safe and orderly manner. Students should familiarise themselves with fire exit notices on all doors.

The following procedures should be adhered to in the event of the fire alarm sounding:

- Leave the building immediately via the nearest fire exit.
- Do not run or use a lift.
- Do not stop to collect personal belongings.
- Follow all instructions given by the class tutor or fire marshal.
- Assemble at the Fire Assembly Point of the appropriate building
- Do not re-enter the building until given the all clear by the person in charge.
- Observe the Student Code of Conduct.



CAR PARKING GUIDELINES

Parking is available for students at the main Institute campus and will be charged at a flat rate per visit on exit. **Students are required to note the following:**

- Vehicles are parked on the campus at the owner's risk. The Institute accepts no liability for damage, loss or injury.
- The standard rules of the road apply, with a campus speed limit of 5km/h for all vehicles.
- Ensure that you park at the side or rear of the campus. Parking to the front of the campus is restricted to staff and visitors.
- Parking at Block B is strictly prohibited and car owners will be clamped.
- The marked disabled parking spaces are reserved strictly for students who have prior permission to avail of these spaces and who display evidence of such permission.
- Vehicles parked illegally may be towed away.
- Tailgating other vehicles exiting the car park is strictly prohibited.



INFORMATION SYSTEMS ACCEPTABLE USAGE POLICY

The Institute has thirteen computer laboratories - including an Apple MAC laboratory - a multimedia and language laboratory, the latest software platforms and packages and 400 leading edge desktop PCs and extensive WiFi coverage.

INFORMATION SECURITY WITHIN CAVAN INSTITUTE

Cavan Institute is committed to continually improving information security over time.

- Information is an asset and must be protected.
- Exercise care and common sense in your use of information systems.
- Do not do anything illegal.

YOUR COMPUTER

- Data saved to local (usually C: and D:) drives will not be backed up and will be lost if your computer breaks, gets stolen or is replaced.
- Save data to your OneDrive when logged on to computers at the Institute.
- Do not allow anyone else to use your computer while you are logged in.

PORTABLE COMPUTERS

- You are responsible for the care and safe storage of any computer equipment that has been issued to you.
- Always consider the physical security of your portable equipment, i.e., in the car, at home, in a hotel, travelling.
- Do not leave portable equipment in the car unless absolutely necessary.

YOUR PASSWORD

- You can change your password at any time (from the CTRL + ALT + DEL menu) not just when the system prompts you.
- Change your password if you suspect that someone else may know it.
- Do not disclose your password to anyone.
- Passwords must be at least 6 characters long and contain 1 number, 1 uppercase and 1 lowercase letter.

EMAIL

- Email addresses provided by Cavan Institute are for use in support of your studies. Personal use should be limited.
- Clear out old and unwanted messages from your mailbox regularly.
- Never open an attachment that you were not expecting.

INTERNET WEB ACCESS

- Access to certain websites may be blocked in order to protect you and Cavan Institute. This does not imply any unsuitability on the part of sites that are not blocked. You must always use your discretion along with the guidance below when visiting websites.
- Inform the IT administrator if access to a legitimate and Cavan Institute related website is blocked.
- Do not view or download anything that others may find offensive.

PRINTING

Things to know

- Colour printing costs much more per page than printing in black and white.
- You will need to have a valid student ID card (CICard) in order to release your print jobs.
- Be selective about what you print. Print only when necessary and only the necessary pages of a document.
- Do not resend your print job if nothing happens. Instead, check the following:-
 - Is the print job still listed in the queue?
 - Is the printer in an error state because:
 - There is a paper jam
 - It is out of paper
 - It is out of toner or ink

PERSONAL USE

- All e-mail and web access is monitored to ensure compliance with policy. Students who choose to make personal use of Institute systems do so in acceptance of the monitoring measures outlined in this policy.
- Reasonable use of Institute systems is that which is lawful and ethical.
- Unreasonable use of Cavan Institute systems includes, but is not limited to, the sending, viewing or downloading of:
 - unauthorised software
 - material covered by copyright, such as music, videos or games

MONITORING

Cavan Institute owns the information systems and any information that resides on them. It reserves the right to monitor any system at any time. You should have no expectation of privacy when using Cavan Institute email or internet systems.

ENFORCEMENT

- Cavan Institute encourages students to follow this policy as a matter of good practice.
- Breaches of this policy will invoke the Cavan Institute disciplinary process.

LEGAL RESPONSIBILITIES

Things to know

- You are personally responsible for ensuring that your use of information systems is lawful.
- If you process personal data (data that identifies a living individual) in the course of studies, you must do this in accordance with the Data Protection Acts 1988 and 2003.
- Do not borrow or copy unauthenticated Cavan Institute software for use at home or elsewhere.

SOCIAL MEDIA GUIDELINES

Social media is the term commonly given to Internet and mobile phone-based channels and tools that allow users to interact with each other and share opinions and content. Social Media, as the name implies, involves the building of communities or networks and encouraging participation and engagement.

The following are some general guidelines for students using social media. Students should bear in mind the guidelines laid out in the Code of Conduct related to use of mobile devices and social media.

Privacy settings

Manage your social media privacy settings. Information set to “everyone” is publicly available information, just like your name, profile picture, photographs and connections.

Be selective and control what you post

Users should be selective about what they share by customising the recipients of posts. Activities on Social Media Sites, including the applications you use and games you play, can be viewed by others. Remember, everything online happens in front of a vast, invisible, and often anonymous audience. Once something is out there, it doesn't go away as it can be copied and forwarded easily and quickly. Everything leaves a digital footprint.

As a rule of thumb:

- if users wouldn't be comfortable posting something (pictures, comments, etc.) on a notice board in the Institute corridor, then they shouldn't post it online.
- students should never post personal details such as their phone number, personal email address or home address.
- remember that irresponsible online behaviour can damage real life reputations.

Be selective with friends

Users should be careful who they make friends with online. In general, it is better to restrict friends to people who are known and trusted in the real world.

Pre-approved tags

Users should choose the settings that allow them to see everything they have been tagged in (including photos) before the tag links to their page.

Use notifications settings

Users can tell Facebook (or other social media site) that you want to be notified of any activity performed on their name, including photo tags.

Never post location

Facebook lets users post their location on every post. Users should not do this for safety and privacy reasons. It also allows users to “tag” friends' locations. Users can prevent anyone from tagging their location in the 'How Tags Work' section of the website.

Cyberbullying

Cyberbullying can involve unwanted text messages, phone video recordings or web posts being used to threaten, abuse or harm someone. It is like physical or verbal bullying, but it uses technology instead.

Cyberbullying, like all bullying, is difficult on the victim. It can be hard to prove and difficult to get the courage to report it. If a student is experiencing this form of bullying, it is vital they don't suffer in silence.

Beating Cyberbullying

- Don't reply to the messages or get into any online arguments.
- Save the evidence (photo/email/video/web post, etc.) as proof. Take a screenshot of any comments that are threatening.
- Make a note of the time and date that messages or images were sent, along with any details available about the sender.
- Tell a trusted adult, such as a close relative, a family friend, a Class Tutor, School Head, a Deputy Director or Director.
- Refer to the Institute Anti-Bullying and Harassment Policy for guidance.
- Report the bullying to the Gardaí.
- Report the bullying to the technology providers such as the mobile phone company, web host or website owner.

Text bullying

Text bullying or harassment can be texts that frighten, insult, threaten people or make them feel uncomfortable. Email, social networks like Facebook, Twitter and phone calls can be used to harass in the same way.

Beating text bullying

- Students should not stay quiet about the bullying. They should tell a friend, parents, a Class Tutor, School Head, a Deputy Director or Director, someone who will be able to help and give support.
- Students should not reply to the messages or get into any text arguments.
- Messages should not be deleted as they can be used as evidence for reporting the crime. A note should be made of the time and date that messages or images were sent, along with any details available about the sender.
- Refer to the Institute Anti-Bullying and Harassment Policy for guidance.
- The bullying should be reported to the Gardaí and the phone company.

Using Social Media on a Mobile Phone

If a student profile is linked to their mobile phone, they should use the website's privacy settings to ensure that their phone number is not visible.

Chat and VoIP Services *(These allow for communication that may be typed or spoken with or without webcam access)*

When using the above services e.g. Skype, WhatsApp, Facebook Chat; users should only communicate with people they trust and remember that other people may be able to view all aspects of the communication.

Watch the clock

Social media sites can be real time wasters. Hours and hours can go by online - time that should be spent doing coursework, studying, reading or exercising.

FUNDRAISING PROCEDURES

During the academic year a number of fundraising activities are organised in the Institute by students and staff. Prior to any fundraising activities commencing, approval must be obtained from the director or one of the deputy directors. The following procedures are in place to ensure all receipts and expenditure are properly recorded.

Approval

- (i) A member of the Institute staff must be involved in the fundraising activity and it must be made clear from the outset to donors what is the purpose of the fundraiser is and who the beneficiary/beneficiaries will be.
- (ii) Prior to commencing the fundraiser, approval must be obtained from the Institute's management by completing the Fundraising Approval Form (Forms are available on the Cavan Institute Student Hub in the "Publications" section in the Event Planning Folder).

Cash Receipts

- (i) Secure cash collection boxes should be used in any fundraising activity.
- (ii) Where possible, receipts should be issued to donors. The Institute's management recognises that this may not always be possible.
- (iii) At the end of the fundraiser the Cash Takings Sheet must be completed and signed by the staff member and the student organising the fundraiser and counter signed by the director or a deputy director.
- (v) The staff member organising the fundraiser must obtain a giro from the accounts department and lodge the gross amount of cash collected to Cavan Institute's student services account.
- (vi) A copy of the signed Cash Takings Sheet must be given to the accounts department.

Payments

- (i) Payment of the funds to the beneficiary of the fundraiser must be made by cheque from the student services account.
- (ii) All cheques must be signed by the director and a deputy director.
- (iii) Any expenses incurred in organising the event must also be paid by cheque from the account. All expenses must be backed up with official invoices.

DATA PROTECTION

Under the Data Protection Acts 1988, 2003 and 2018, Cavan Institute is obliged to:

- obtain and process information fairly
- keep data only for one or more specified and lawful purposes
- process data only in ways compatible with the purposes for which it was given initially
- keep data safe and secure
- keep data accurate and up-to-date
- ensure that data is adequate, relevant and not excessive
- retain data no longer than is necessary for the specified purpose or purposes
- give a copy of his/her personal data to any individual, on request

Cavan Institute, as part of CMETB, is a data controller under the Data Protection Acts. The personal data you supplied on your application form is required for the purposes of:

- student enrolment
- student registration
- allocation of teachers and resources to the college
- determining a student's eligibility for additional learning supports
- examinations and certification
- college administration
- ensuring your medical welfare
- fulfilling our other legal obligations

Contacting you

It may be necessary for us to use your data to contact you by text, to call you on phone numbers provided and to send you emails for the purposes of notifying you about:

- college events and activities related to your curriculum
- unforeseen college closures or changes to your timetable
- issues related to attendance

During the induction process, you will be invited to consent to the use of your data to contact you by the above means.

Sharing of Data

While the information provided will generally be treated as private to Cavan Institute/CMETB, and will be collected and used in compliance with GDPR, from time to time it may be necessary for us to transfer your personal data to other bodies (including the Department of Education, the Department of Social Protection, An Garda Síochána, the Health Service Executive, Tusla (CFA) social workers or medical practitioners, the National Educational Welfare Board, the National Council for Special Education and the State Examinations Commission and other national and international Awarding Bodies). We rely on you to provide us with accurate and complete information and to update us in relation to any change in the information you have provided. Should you wish to update or access your personal data, you should write to the Director of the Institute requesting an Access Request Form.

Data Protection Notice

A copy of CMETB's Data Protection Notice will be provided to you during the induction process and you will be asked to sign that you consent to your data being collected, processed and used in accordance with the CMETB Data Protection Policy during the course of your study at Cavan Institute.

Photographs and Digital Images of Students

The Institute maintains a database of photographs and digital images (including video) of college events held over the years. It has become customary to take photographs of students engaged in activities and events in the interest of creating a pictorial as well as a historical record of life at the Institute. Photographs/digital images may be published on the Institute's website and social media pages, in brochures, newsletters, local and national newspapers or similar education-related publications, both in print and on-line. You will be invited to consent to the use of your image during the induction process.

GARDA VETTING

Why must I complete the Garda vetting application form?

All students who will be working with children and vulnerable adults, or in an environment where children of vulnerable adults may be present, as part of their work experience programme are legally required by the prospective employer to obtain clearance through the National Vetting Bureau before going on work experience. No student will be eligible for work experience until such time as their vetting application has been fully processed.

Application Process

The National Vetting Bureau will provide Cavan and Monaghan Education and Training Board (ETB) with the opportunity to process applications online using the new eVetting facility. Prospective students will be invited to apply online by Cavan and Monaghan ETB.

To use the eVetting service prospective students must:

- be over 16 years old
- if aged 16-18 years, have submitted signed "Parent / Guardian" consent form
- have or have access to a valid email address
- have access to the Internet
- have completed the "Proof of Identity" process

Students may not undertake a placement until the Garda vetting process has been completed. It is the student's responsibility to ensure that his or her application is accurate and fully completed. This assists with the speedy completion of the process.

TIPS ON PRESENTATION & REFERENCING OF ASSIGNMENTS

Author, Initial(s). (Year) 'Chapter Title'
Author, Initial(s). (Ed.). *Title of work in its
publication, publisher.*

Daly, O. (2007) 'English as a Second
(Ed.). *Perspectives
Linguistics*



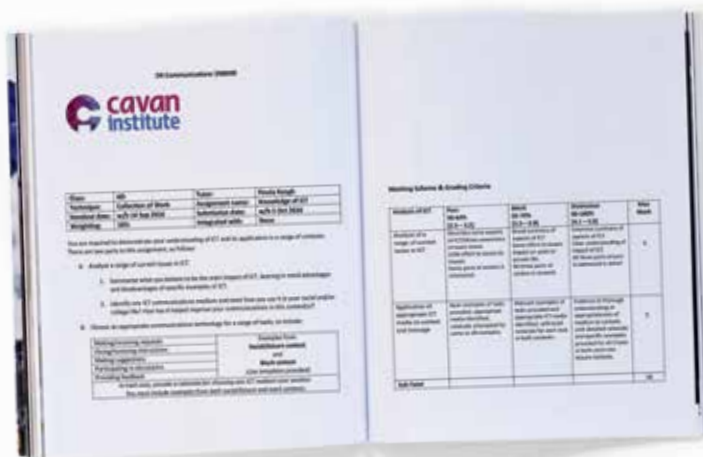
TIPS ON PRESENTATION AND REFERENCING OF ASSIGNMENTS

INTRODUCTION

These tips or guides apply to all written work submitted to Cavan Institute regardless of the module or level, unless otherwise required by the examining body. Students should refer to the assessment brief for detailed guidelines.

PRESENTATION

Main Points	<p>It is preferable to type your assignments. Use the following format:</p> <ul style="list-style-type: none"> • one and a half line spacing (unless otherwise specified) • font size 12 (Times New Roman/Arial/Calibri) • for headings, use font size 14 • always number pages of assignments • headers and footers are recommended
Method of Submission	<p>Submit the following:</p> <ul style="list-style-type: none"> • one copy of your assignment only and retain a copy for yourself as no work is returned to students • always back up electronic work on a USB key and on a hard drive
Assignment Brief	<p>The assignment brief acts as the cover document. You should:</p> <ul style="list-style-type: none"> • place a copy of the assignment brief at the front of every assignment • sign and date the brief



REFERENCING

What does it mean to reference?	<p>Referencing involves acknowledging the sources of information that you have read or quoted from. Students must reference the following:</p> <ul style="list-style-type: none">• direct quotations• anything they have paraphrased (when you take ideas from someone else and put them into your own words)• anything they have summarised (when you outline the main points of a passage, chapter, website, interview, etc.)
What is Plagiarism?	<p>Plagiarism includes:</p> <ul style="list-style-type: none">• material taken from the Internet or any other source (e.g., book, magazine, etc.) and used word-for-word or paraphrased or summarised without indicating the original source, through citation and referencing• intentionally or unintentionally passing off another's work as your own• buying or copying work from other sources (e.g., fellow students or the Internet) which you claim as your own• using phrases, sentences, paragraphs or whole sections copied from a source which is not acknowledged• submitting other students' work as your own
Four Golden Rules	<ol style="list-style-type: none">1. All content which is not your own work should be clearly shown as such, otherwise it constitutes plagiarism2. Put any direct quotation in quotation marks3. Every reference in the text (also called in-text citation) must be backed up by a corresponding entry in the references section at the end of the essay/report4. The order in which entries are added to the references section is alphabetical by author's surname
Style of referencing	<p>Writing references is like following a set pattern or formula. You must follow the rules exactly, step by step. There are many different styles of referencing. The referencing style used at Cavan Institute is called the Harvard System of Referencing</p>
Acknowledging or Citing your sources	<p>There are two stages to acknowledging or citing the sources of any information or ideas you use. You must acknowledge or cite it within the body of the report/essay and also list the references at the end of the report/essay.</p> <ul style="list-style-type: none">• In-text citation• References

HARVARD REFERENCING SYSTEM GUIDELINES

<u>Books</u>	With one author
<p><i>In references list:</i></p> <p>Author's Surname, Initial(s). (Year) <i>Title of book in italics</i>. Edition. Place of Publication, Publisher.</p> <p><i>Example:</i></p> <p>Harvey, N. (2010) <i>Effective Communication</i>. 3rd Edition. Dublin, Gill & Macmillan.</p>	
<p><i>In body of essay/text:</i></p> <p>Author's Surname (Year) <u>or</u> (Author's Surname Year)</p> <p><i>Example:</i></p> <p>According to Harvey (2010), there are ...</p> <p><u>or</u></p> <p>As has been argued (Harvey 2010) that ...</p>	
<u>Books</u>	With two authors
<p><i>In the references list:</i></p> <p>First Author's Surname, Initial(s). and Second Author's Surname, Initial(s). (Year) <i>Title of book in italics</i>. Edition. Place of publication, publisher.</p> <p><i>Example:</i></p> <p>Biehler, R.F. and Snowman, J. (1997) <i>Psychology Applied to Teaching</i>. 8th Edition. Boston, Houghton Mifflin.</p>	
<p><i>In body of essay:</i></p> <p>First Author's Surname and Second Author's Surname (Year) <u>or</u> (First Author's Surname and Second Author's Surname Year).</p> <p><i>Example:</i></p> <p>Biehler and Snowman (1997) suggest that ...</p> <p><u>or</u></p> <p>It has been suggested (Biehler and Snowman 1997) that ...</p>	
<u>Books</u>	With three or more authors
<p><i>In the references list:</i></p> <p>First Author's Surname, Initial(s)., Second Author's Surname, Initial(s). and Third Author's Surname, Initial(s). (Year) <i>Title of book in italics</i>. Edition. Place of publication, publisher.</p> <p><i>Example:</i></p> <p>McCann, C., de Roiste, A. and McHugh, J. (2009) <i>Social Care Practice in Ireland</i>. Dublin, Gill and Macmillan.</p>	
<p><i>In body of essay:</i></p> <p>First Author's Surname et al (Year) <u>or</u> (First Author's Surname et al Year).</p> <p><i>Example:</i></p> <p>McCann et al (2009) suggest that ...</p> <p><u>or</u></p> <p>It has been suggested (McCann et al 2009) that ...</p>	

HARVARD REFERENCING SYSTEM GUIDELINES

<u>Books</u>	With a corporate author (i.e., no one person named as author)
<i>In the references list:</i>	Name of Corporate Author. (Year) <i>Title of work in italics</i> . Place of publication, publisher.
<i>Example:</i>	Department of the Education and Skills (2013) <i>Action Plan on Bullying</i> . Athlone, Department of Education and Skills.
<i>In body of essay:</i>	Name of Corporate Author (Year) <u>or</u> (Name of Corporate Author Year).
<i>Example:</i>	The Department of Education and Skills (2013) suggests that ... <u>or</u> It has been suggested (Department of Education and Skills 2013) that ...
<u>Books</u>	With an editor
<i>In the references list:</i>	Editor's Surname, Initial(s). (Ed.). (Year) <i>Title of work in italics</i> . Place of publication, publisher.
<i>Example:</i>	Courtney, S. (Ed.) (2007) <i>Perspectives on Language Education</i> . Dublin, Irish Linguistics Institute.
<i>In body of essay:</i>	Editor's Surname (Year) <u>or</u> (Editor's Surname Year).
<i>Example:</i>	This was examined in Courtney (2007), who found that ... <u>or</u> Others have examined this phenomenon (Courtney 2013) and found that ...
<u>Books</u>	Chapter in an edited book
<i>In the references list:</i>	Author's Surname, Initial(s). (Year) 'Chapter Title'. In: Editor's Surname, Initial(s). (Ed.). <i>Title of work in italics</i> . Place of publication, publisher.
<i>Example:</i>	Daly, O. (2007) 'English as a Second Language'. In: Courtney, S. (Ed.). <i>Perspectives on Language Education</i> . Dublin, Irish Linguistics Institute.
<i>In body of essay:</i>	Author's Surname (Year) <u>or</u> (Author's Surname Year).
<i>Example:</i>	According to Daly (2007), there are ... <u>or</u> It has been proposed (Daly 2007) that ...

HARVARD REFERENCING SYSTEM GUIDELINES

<u>Webpage</u>	Author named
<i>In the references list:</i>	Author's Surname, Initial(s). (Year in which page published, if evident, otherwise current year) <i>Name of Webpage in italics</i> . Available from full URL [Accessed Day Month Year].
<i>Example:</i>	Davies, B. (2013) <i>The Odds of a Tax Audit and How You Can Reduce Them</i> . Available from http://www.ehow.com/feature_12258747_odds-tax-audit-and-can-reduce-them.html [Accessed 10 January 2014].
<i>In body of essay:</i>	Author's Surname (Year) <u>or</u> (Author's Surname Year).
<i>Example:</i>	According to Davies (2013), there are ... <u>or</u> It has been suggested (Davies 2013) that ...
<u>Webpage</u>	Author unknown
<i>In the references list:</i>	Name of Website (Year) <i>Name of Webpage in italics</i> . Available from full URL [Accessed Day Month Year].
<i>Example:</i>	Consumerhelp (2014) <i>Saving and Investing</i> . Available from http://www.consumerhelp.ie/saving-investing [Accessed 10 January 2014].
<i>In body of essay:</i>	Website Name (Year) <u>or</u> (Website Name Year).
<i>Example:</i>	According to Consumerhelp (2014), there are ... <u>or</u> It is suggested (Consumerhelp 2014) that ...
<u>Article</u>	Published in print
<i>In the references list:</i>	Author's Surname, Initial(s). (Year) Article Title. <i>Journal Title in italics</i> . Volume (Issue), page number/nos.
<i>Example:</i>	Storey, A. (2006) Bono: Assuming the Role of Arbitrator. <i>Newsweek</i> . Vol 88, p.47.
<i>In body of essay:</i>	Author's Surname (Year) <u>or</u> (Author's Surname Year).
<i>Example:</i>	According to Storey (2006), there are ... <u>or</u> It has been proposed (Storey 2006) that ...

HARVARD REFERENCING SYSTEM GUIDELINES

<u>Broadcast/Audio-Visual Media</u>	Television/Radio
<i>In the references list:</i>	Programme Name (Year) Name of channel on which it was broadcast, Day Month of Transmission, Time of Transmission.
<i>Example:</i>	Prime Time (2006) RTE One, 6 July, 9.30pm.
<i>In body of essay:</i>	Programme Name (Year) <u>or</u> (Programme Name Year).
<i>Example:</i>	As stated on Prime Time (2006), ... <u>or</u> It has been suggested (Prime Time 2006) that ...
<u>Broadcast/Audio-Visual Media</u>	Film/DVD/Video
<i>In the references list:</i>	Title of Film/DVD (Year of Release) Director's Full Name [Format]. Place of Production, Name of Production Company.
<i>Example:</i>	Magnolia (1999) Director Paul Thomas [DVD]. Sherman Oaks, Ghoulardi Film Company.
<i>In body of essay:</i>	Film/DVD Name (Year) <u>or</u> (Film DVD Name Year).
<i>Example:</i>	As is evident in Magnolia (1999), ... <u>or</u> One film (Magnolia 1999) demonstrated that ...
<u>Legislation</u>	Parliamentary or legal material (If quoting from an online source, follow the guidelines for 'Webpage, author unknown')
<i>In the references list:</i>	Government of Country. <i>Title of Act or Regulation</i> . (Year) Place of Publication, Publisher.
<i>Example:</i>	Government of Ireland. <i>Health, Safety and Welfare at Work Act</i> . (2005) Dublin, Stationery Office.
<i>In body of essay:</i>	(Country. <i>Title of Legislation</i> Year) <u>or</u> <i>Title of Legislation</i> (Country Year)
<i>Examples:</i>	Legislation (Ireland. <i>Health, Safety and Welfare at Work Act 2005</i>) exists which protects employees ... <u>or</u> Under the terms of the <i>Health, Safety and Welfare at Work Act</i> (Ireland 2005), employees are protected ...

HARVARD REFERENCING SYSTEM GUIDELINES

<u>Unpublished Work</u>	Class Notes
<i>In the references list:</i>	Author's Surname, Initial(s). (Year) Name of Class Notes, Name of College.
<i>Example:</i>	O'Meara, E. (2014) Multimedia Sound Class Notes, Cavan Institute.
<i>In body of essay:</i>	Author's Surname (Year) <u>or</u> (Author's Surname Year).
<i>Example:</i>	According to O'Meara (2014), ... <u>or</u> It has been stated (O'Meara 2014) that ...
<u>Unpublished Work</u>	Personal Communication – Email
<i>In the references list:</i>	Sender's Surname, Initial(s). (Year of Message) Email to name of recipient, Day Month of Communication.
<i>Example:</i>	Doran, C. (2014) Email to Mary Smith, 2 January.
<i>In body of essay:</i>	Sender's Surname (Year) <u>or</u> (Sender's Surname Year).
<i>Example:</i>	According to Doran (2014), ... <u>or</u> Email correspondence (Doran 2014) confirms that ...
<u>Unpublished Work</u>	Personal Communication – Interview
<i>In the references list:</i>	Surname, Initial(s) of person interviewed. (Year of interview) Personal Interview. Place of interview, Day Month of interview.
<i>Example:</i>	Sharkey, L. (2014) Personal Interview. Cavan, 2 January.
<i>In body of essay:</i>	Interviewee's Surname (Year) <u>or</u> (Interviewee's Surname Year).
<i>Example:</i>	Sharkey (2014) confirmed in an interview that ... <u>or</u> It was confirmed (Sharkey 2014) that ...

MALPRACTICE POLICY SUMMARY

Plagiarism can be defined as “knowingly taking or using another person’s work and claiming it, directly or indirectly, as your own” (Neville 2007¹).

It includes but is not limited to:

- presenting for assessment any work which has been written, generated or created by a third party, including other students, family members, friends, former students or other agencies or services (for example, work purchased from online service providers).
- including in an assessment **excessively**² large amounts of text or content copied from any source or *medium* with or *without* reference.
- using someone else’s exact words without the appropriate inclusion of quotation marks and without giving proper credit to the author
- failure to cite authors or sources and/or failure to provide appropriate references.
- paraphrasing, rewriting or summarising ideas, text or content from an original source without acknowledging the source
- presenting for assessment any work which the student has already submitted for a previous/different assessment (excludes **integrated**³ assessment)
- the submission of collaborative work which does not make clear what the individual has contributed to the overall effort.

Cavan Institute takes all instances of plagiarism or suspected plagiarism seriously. It is your duty to inform yourself of and follow the guidelines on how to avoid plagiarism/ assessment malpractice. Cavan Institute implements CMETB’s Malpractice policy and procedures in this regard. This policy is available for review, in full, by students on Cavan Institute’s SharePoint Student Hub.

It is your duty to inform yourself of and follow the guidelines on how to avoid plagiarism.
*For details, read the **Malpractice Policy and Procedures on CI Student SharePoint site.***

¹ Neville, C. (2007) The Complete Guide to Referencing and Avoiding Plagiarism. Maidenhead, OUP (McGraw-Hill Education).

² Anything more than a paragraph of text is deemed to be excessive and overuse of another person’s original language or ideas. Even if accompanied by appropriate references, the inclusion of text which is longer than a paragraph is deemed to be plagiarism.

³ If the assessment brief clearly indicates that work is integrated with another subject, then submitting the same essay/project/report for both subjects is not considered to be plagiarism.



Institiúid an Chabháin
Cavan Institute

Dialann Mhic Léinn 2022/23

STUDENT DIARY 2022/23

Name:

Course:

Address:

.....

.....

Contact No.:

Email:

AUGUST

Monday 22nd

Tuesday 23rd

Wednesday 24th

OPENING 1st TERM

Thursday 25th

AUGUST

Friday 26th

Saturday 27th

Sunday 28th

Additional Notes

“

Learn from yesterday, live for today,
hope for tomorrow. The important
thing is not to stop questioning.

”

Albert Einstein

AUGUST	M	T	W	T	F	S	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

AUGUST/SEPTEMBER

Monday 29th

Tuesday 30th

Wednesday 31st

Thursday 1st

SEPTEMBER

Friday 2nd

Saturday 3rd

Sunday 4th

Additional Notes

“

Success is walking from failure to failure with no loss of enthusiasm.

”

Winston Churchill

SEPTEMBER	M	T	W	T	F	S	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

SEPTEMBER

Monday 5th

Tuesday 6th

Wednesday 7th

Thursday 8th

SEPTEMBER

Friday 9th

Saturday 10th

Sunday 11th

Additional Notes

“Great minds discuss ideas; average minds discuss events; small minds discuss people.”
Eleanor Roosevelt

SEPTEMBER	M	T	W	T	F	S	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

SEPTEMBER

Monday 12th

Tuesday 13th

Wednesday 14th

Thursday 15th

SEPTEMBER

Friday 16th

Saturday 17th

Sunday 18th

Additional Notes

“
I have not failed. I've just found
10,000 ways that won't work.
”
Thomas Edison

SEPTEMBER	M	T	W	T	F	S	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

SEPTEMBER

Monday 19th

Tuesday 20th

Wednesday 21st

Thursday 22nd

SEPTEMBER

Friday 23rd

Saturday 24th

Sunday 25th

Additional Notes

“
In order to be irreplaceable one
must always be different.
”
Coco Chanel

SEPTEMBER	M	T	W	T	F	S	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

SEPTEMBER

Monday 26th

Tuesday 27th

Wednesday 28th

Thursday 29th

OCTOBER

Friday 30th

GRADUATION

Saturday 1st

Sunday 2nd

Additional Notes

“
I believe every human has a finite
number of heartbeats. I don't intend
to waste any of mine.

”

Neil Armstrong

OCTOBER	M	T	W	T	F	S	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

OCTOBER

Monday 3rd

Tuesday 4th

Wednesday 5th

Thursday 6th

OCTOBER

Friday 7th

Saturday 8th

Sunday 9th

Additional Notes

“
I find that the harder I work the more
luck I seem to have.

”

Thomas Jefferson

OCTOBER	M	T	W	T	F	S	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

OCTOBER

Monday 10th

Tuesday 11th

Wednesday 12th

Thursday 13th

OCTOBER

Friday 14th

Saturday 15th

Sunday 16th

Additional Notes

“
The biggest risk is not taking any risk....In a world that's changing really quickly the only strategy that is guaranteed to fail is not taking risks.
”
Mark Zuckerberg

OCTOBER	M	T	W	T	F	S	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

OCTOBER

Monday 17th

Tuesday 18th

Wednesday 19th

Thursday 20th

OCTOBER

Friday 21st

Saturday 22nd

Sunday 23rd

Additional Notes

“
Change will not come if we wait for some other person or some other time. We are the ones we’ve been waiting for. We are the change that we seek.”
Barack Obama

OCTOBER	M	T	W	T	F	S	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

OCTOBER

Monday 24th

Tuesday 25th

Wednesday 26th

Thursday 27th

OCTOBER

Friday 28th

Saturday 29th

Sunday 30th

Additional Notes

“
Success does not consist in never making mistakes
but in never making the same one a second time.
”
George Bernard Shaw

OCTOBER	M	T	W	T	F	S	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

NOVEMBER

Monday 31st

CLOSED FOR MID-TERM BREAK

Tuesday 1st

Wednesday 2nd

Thursday 3rd

NOVEMBER

Friday 4th

Saturday 5th

Sunday 6th

Additional Notes

“
Be yourself. Everyone else is already taken.”
Oscar Wilde

NOVEMBER	M	T	W	T	F	S	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

NOVEMBER

Monday 7th

COLLEGE RE-OPENS

Tuesday 8th

Wednesday 9th

Thursday 10th

NOVEMBER

Friday 11th

Saturday 12th

Sunday 13th

Additional Notes

“
We must believe that we are gifted for something,
and that this thing, at whatever cost, must be
attained.
Marie Curie

”

NOVEMBER	M	T	W	T	F	S	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

NOVEMBER

Monday 14th

Tuesday 15th

Wednesday 16th

Thursday 17th

NOVEMBER

Friday 18th

Saturday 19th

Sunday 20th

Additional Notes

“
As we look ahead into the next century, leaders
will be those who empower others.

Bill Gates

”

NOVEMBER	M	T	W	T	F	S	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

NOVEMBER

Monday 21st

Tuesday 22nd

Wednesday 23rd

Thursday 24th

NOVEMBER

Friday 25th

Saturday 26th

Sunday 27th

Additional Notes

“
Don't go around saying the world owes
you a living. The world owes you nothing.
It was here first.
”
Mark Twain

NOVEMBER	M	T	W	T	F	S	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

NOVEMBER/DECEMBER

Monday 28th

Tuesday 29th

Wednesday 30th

Thursday 1st

DECEMBER

Friday 2nd

Saturday 3rd

Sunday 4th

Additional Notes

“
I hear and I forget. I see and I
remember. I do and I understand.”

Confucius

DECEMBER	M	T	W	T	F	S	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

DECEMBER

Monday 5th HOLIDAY

Tuesday 6th

Wednesday 7th

Thursday 8th

DECEMBER

Friday 9th

Saturday 10th

Sunday 11th

Additional Notes

“
We learn from failure, not from success.”
Bram Stoker

DECEMBER	M	T	W	T	F	S	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

DECEMBER

Monday 12th

Tuesday 13th

Wednesday 14th

Thursday 15th

DECEMBER

Friday 16th

Saturday 17th

Sunday 18th

Additional Notes

“

I've missed more than 9,000 shots in my career. I've lost almost 300 games. 26 times, I've been trusted to take the game winning shot and missed. I've failed over and over and over again in my life. And that is why I succeed.

Michael Jordan

”

DECEMBER	M	T	W	T	F	S	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

DECEMBER

Monday 19th

Tuesday 20th

Wednesday 21st COLLEGE CLOSING FOR CHRISTMAS HOLIDAYS

Thursday 22nd

DECEMBER

Friday 23rd

Saturday 24th

Sunday 25th

Additional Notes

“
It is the mark of an educated mind to be able
to entertain a thought without accepting it.
”
Aristotle

DECEMBER	M	T	W	T	F	S	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

DECEMBER

Monday 26th

Tuesday 27th

Wednesday 28th

Thursday 29th

DECEMBER/JANUARY

Friday 30th

Saturday 31st

Sunday 1st

Additional Notes

“
Whatever the mind of a man can conceive
and believe, it can be achieved.
Napoleon Hill

”

JANUARY	M	T	W	T	F	S	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

JANUARY

Monday 2nd

Tuesday 3rd

Wednesday 4th

Thursday 5th

JANUARY

Friday 6th

Saturday 7th

Sunday 8th

Additional Notes

“

Learning never exhausts the mind.

”

Leonardo Da Vinci

JANUARY	M	T	W	T	F	S	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

JANUARY

Monday 9th

COLLEGE RE-OPENS

Tuesday 10th

Wednesday 11th

Thursday 12th

JANUARY

Friday 13th

Saturday 14th

Sunday 15th

Additional Notes

“

Only a generation of readers will
spawn a generation of writers.

Steven Spielberg

”

JANUARY	M	T	W	T	F	S	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

JANUARY

Monday 16th

Tuesday 17th

Wednesday 18th

Thursday 19th

JANUARY

Friday 20th

Saturday 21st

Sunday 22nd

Additional Notes

“

The greatest sign of a success for a teacher... is to be able to say, “The children are now working as if I did not exist.

”

Maria Montessori

JANUARY	M	T	W	T	F	S	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

JANUARY

Monday 23rd

Tuesday 24th

Wednesday 25th

Thursday 26th

JANUARY

Friday 27th

Saturday 28th

Sunday 29th

Additional Notes

“

Education is not preparation for life; education is life itself.

”

John Dewey

JANUARY	M	T	W	T	F	S	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

JANUARY/FEBRUARY

Monday 30th

Tuesday 31st

Wednesday 1st

Thursday 2nd

FEBRUARY

Friday 3rd

Saturday 4th

Sunday 5th

Additional Notes

“
Everyone can rise above their circumstances
and achieve success if they are dedicated to
and passionate about what they do.
”
Mother Teresa

FEBRUARY	M	T	W	T	F	S	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28					

FEBRUARY

Monday 6th

BANK HOLIDAY

Tuesday 7th

Wednesday 8th

Thursday 9th

FEBRUARY

Friday 10th

Saturday 11th

Sunday 12th

Additional Notes

“
Innovation distinguishes between a leader
and a follower.
Steve Jobs
”

FEBRUARY	M	T	W	T	F	S	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28					

FEBRUARY

Monday 13th COLLEGE CLOSED FOR MID-TERM BREAK

Tuesday 14th

Wednesday 15th

Thursday 16th

FEBRUARY

Friday 17th

Saturday 18th

Sunday 19th

Additional Notes

“
Whatever the mind of a man can conceive
and believe, it can be achieved.
Napoleon Hill

”

FEBRUARY	M	T	W	T	F	S	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28					

FEBRUARY

Monday 20th

COLLEGE RE-OPENS

Tuesday 21st

Wednesday 22nd

Thursday 23rd

FEBRUARY

Friday 24th

Saturday 25th

Sunday 26th

Additional Notes

“
Education is the most powerful weapon,
which you can use to change the world.”
Nelson Mandela

FEBRUARY	M	T	W	T	F	S	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28					

FEBRUARY/MARCH

Monday 27th

Tuesday 28th

Wednesday 1st

Thursday 2nd

MARCH

Friday 3rd

Saturday 4th

Sunday 5th

Additional Notes

“

A man who has committed a mistake and doesn't correct it is committing another mistake.

Confucius

”

MARCH	M	T	W	T	F	S	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

MARCH

Monday 6th

Tuesday 7th

Wednesday 8th

Thursday 9th

MARCH

Friday 10th

Saturday 11th

Sunday 12th

Additional Notes

“
Education is not preparation for
life; education is life itself.
”
John Dewey

MARCH	M	T	W	T	F	S	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

MARCH

Monday 13th

Tuesday 14th

Wednesday 15th

Thursday 16th

COLLEGE CLOSED FOR ST. PATRICK’S DAY

MARCH

Friday 17th

COLLEGE CLOSED

Saturday 18th

Sunday 19th

Additional Notes

“
You have to be unique, and different, and shine
in your own way.
Lady Gaga

”

MARCH	M	T	W	T	F	S	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

MARCH

Monday 20th

Tuesday 21st

Wednesday 22nd

Thursday 23rd

MARCH

Friday 24th

Saturday 25th

Sunday 26th

Additional Notes

“
Wisdom begins with Wonder.
Socrates”

MARCH	M	T	W	T	F	S	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

MARCH

Monday 27th

Tuesday 28th

Wednesday 29th

Thursday 30th

APRIL

Friday 31st

COLLEGE CLOSING FOR EASTER HOLIDAYS

Saturday 1st

Sunday 2nd

Additional Notes

“

When nothing goes right, go left.

Cookie Monster

”

APRIL	M	T	W	T	F	S	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

APRIL

Monday 3rd

Tuesday 4th

Wednesday 5th

Thursday 6th

APRIL

Friday 7th

Saturday 8th

Sunday 9th

Additional Notes

“
Just because you’ve Googled
something doesn’t mean you’ve
learned.
”
Mike Krieger

APRIL	M	T	W	T	F	S	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

APRIL

Monday 10th

Tuesday 11th

Wednesday 12th

Thursday 13th

APRIL

Friday 14th

Saturday 15th

Sunday 16th

Additional Notes

“
I like to go for cinches. I like to shoot fish
in a barrel. But I like to do it after the
water has run out.
”
Warren Buffett

APRIL	M	T	W	T	F	S	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

APRIL

Monday 17th COLLEGE RE-OPENS AFTER EASTER HOLIDAYS

Tuesday 18th

Wednesday 19th

Thursday 20th

APRIL

Friday 21st

Saturday 22nd

Sunday 23rd

Additional Notes

“
Education is a movement from darkness
into light.
Allan Bloom

”

APRIL	M	T	W	T	F	S	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

APRIL

Monday 24th

Tuesday 25th

Wednesday 26th

Thursday 27th

APRIL/MAY

Friday 28th

Saturday 29th

Sunday 30th

Additional Notes

“
Failure is another steppingstone to greatness.
”
Oprah Winfrey

APRIL	M	T	W	T	F	S	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

Monday 1st

BANK HOLIDAY

Tuesday 2nd

Wednesday 3rd

Thursday 4th

MAY

Friday 5th

Saturday 6th

Sunday 7th

Additional Notes

“
The roots of education are bitter, but the fruit is sweet.
”
Aristotle

MAY	M	T	W	T	F	S	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

MAY

Monday 8th

Tuesday 9th

Wednesday 10th

Thursday 11th

Friday 12th

Saturday 13th

Sunday 14th

Additional Notes

“
The person who says it cannot be done should
not interrupt the person who is doing it.
Chinese Proverb

”

MAY	M	T	W	T	F	S	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

MAY

Monday 15th

Tuesday 16th

Wednesday 17th

Thursday 18th

Friday 19th

Saturday 20th

Sunday 21st

Additional Notes

“
I did then what I knew how to do. Now that I
know better, I do better.
Maya Angelou”

MAY	M	T	W	T	F	S	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

MAY

Monday 22nd

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Tuesday 23rd

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Wednesday 24th

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Thursday 25th

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Friday 26th

Saturday 27th

Sunday 28th

Additional Notes

“
The world is a book and those who do not
travel read only one page.
Augustine of Hippo

”

MAY	M	T	W	T	F	S	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

MAY/JUNE

Monday 29th

Tuesday 30th

Wednesday 31st

Thursday 1st

Friday 2nd

CLOSING 3RD TERM

Saturday 3rd

Sunday 4th

Additional Notes

JUNE	M	T	W	T	F	S	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

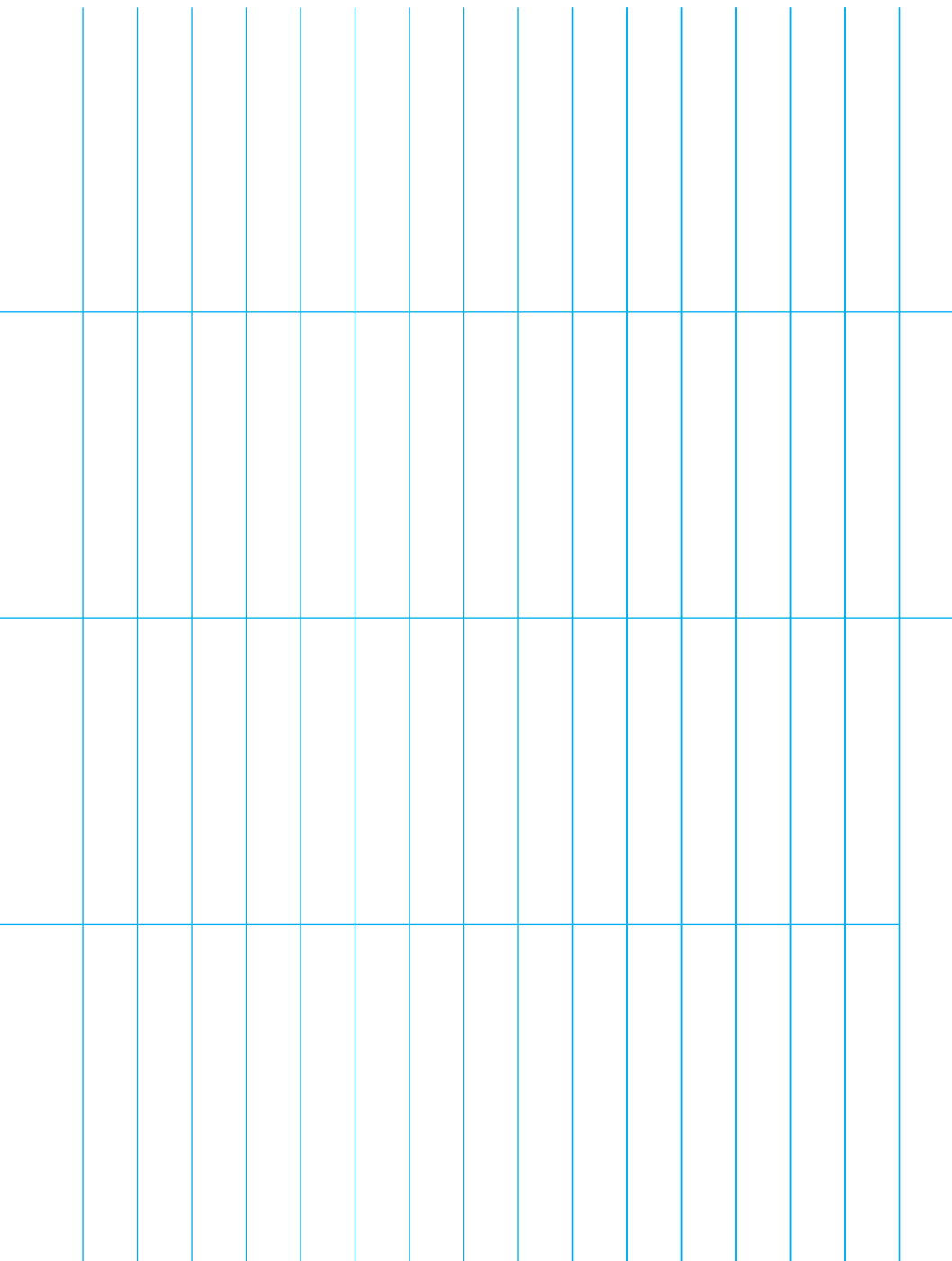
Resources COURSE REQUIREMENTS

Course Title:.....

Course Code:.....

Class:.....

Modules/Unit Title	Module/Unit Code	Value	Mandatory (M) or Elective (E)



ASSESSMENT SCHEDULE

School: Class:

Class Tutor: Award Code:

Modules/ Unit Title	Assessment Title	Weighting	Handout Date	Submission Date	TUTORS USE ONLY	
					Tutor Signature	Date Received

[illegible]

ASSESSMENT SCHEDULE

School: Class:

Class Tutor: Award Code:

Modules/ Unit Title	Assessment Title	Weighting	Handout Date	Submission Date	TUTORS USE ONLY	
					Tutor Signature	Date Received

[illegible]

TIMETABLE

TIME	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09.00-10.00am						
10.00-11.00am						
11.00-12.00noon						
12.00-1.00pm						
1.00-2.00pm						
2.00-3.00pm						
3.00-4.00pm						
4.00-5.00pm						

TIMETABLE

TIME	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
09.00-10.00am							
10.00-11.00am							
11.00-12.00noon							
12.00-1.00pm							
1.00-2.00pm							
2.00-3.00pm							
3.00-4.00pm							
4.00-5.00pm							

NOTES

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DISCLAIMER

The information provided in this handbook is intended as a guide for registered students attending Cavan Institute and shall not be deemed to constitute a contract between the Institute and a student or third party. The information is as accurate as possible at the time of going to press, but it is subject to continuing development. The Institute reserves the right to change, modify, limit in size or cancel any course, class or subject grouping. The Institute expressly reserves the right to refuse any application for admission without being obliged to furnish a reason for so doing. Cavan Institute is not bound by any error or omission.

Calendar 2022

JANUARY 2022

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY 2022

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2022

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

FEBRUARY 2022

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

JUNE 2022

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2022

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MARCH 2022

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY 2022

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2022

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

APRIL 2022

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

AUGUST 2022

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER 2022

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Calendar 2023

JANUARY 2023

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY 2023

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2023

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

FEBRUARY 2023

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

JUNE 2023

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2023

M	T	W	T	F	S	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MARCH 2023

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JULY 2023

M	T	W	T	F	S	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2023

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

APRIL 2023

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

AUGUST 2023

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER 2023

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

