

BFEI Student Induction 2024

Refer to the **Student Information Handbook 2024/25** which contains information on many of the items listed below.

Welcome to Blackrock Further Education Institute!

- Registration Reminder:** Please ensure that you complete the registration process by (1) uploading your photograph and (2) requested ID and other documentation. The uploaded photograph will be used to generate your student ID card.
- Student Information Handbook 2024/25:** This document available on our website contains important information about BFEI.
- Partnership with Students: Consultation:** BFEI sees students as active participants in learning: their views and suggestions are always welcome. Students will be invited to give feedback on their experience in the Institute during the academic year.
- BFEI Policies:** Relevant policies are available on the “About” section of the BFEI website: students should familiarise themselves with these policies including:
 - Admissions
 - Additional Educational Needs for Learners
 - Anti-Bullying Policy for Learners
 - Attendance and Engagement Policy
 - Child Protection
 - Closed Circuit Television
 - Code of Conduct
 - Critical Incident
 - Equality, Diversity and Inclusion for Learner
 - Fees and Refunds
 - Health and Safety
 - ICT Usage
 - Out of College Activities
 - Social Media
- Academic Calendar:** Available on the “Students” section of the BFEI website.
- Contact with Students:** Students should ensure that the College has their correct contact details (address, mobile number etc.) on file. Any change should be notified to office@bfei.ie. **Students will be issued with a College Microsoft 365 email address and only this email will be used to communicate with students by all teachers.**
- Maintenance Grants, VTOS, BTEA:** Information available from www.studentfinance.ie and www.susi.ie. The onus is on students to meet submission deadlines.

VTOS Co-ordinator is Catherine Knox. VTOS queries can be emailed to VTOS@bfei.ie.

Grant Applications: Applications must be made online through SUSI (Student Universal Support Ireland), through www.susi.ie
- Student Cards:** Will be issued free of charge ONLY to students who have fully completed the registration process and who have uploaded an appropriate photograph online via eNROL. The card can be used to gain contactless access to the building and to release print jobs from photocopiers. A fee of €10 will be charged to replace lost cards.

9. **Letters of Attendance/Forms to be Stamped:** Students who require forms to be stamped (e.g., Travel, Children's Allowance, Social Welfare, Grant Application Forms) should hand them in at reception – they will be completed for registered students and returned after course commencement. Students requesting a letter certifying that they are registered on a course should send their request to letters@bfe.i.e Forms and letters will **only** be completed for those students who have fully completed the registration process.
10. **Cafeteria:** The cafeteria is located on the ground floor. Glanmore Foods provide a cafeteria service on Mondays to Thursdays from 10am until 2pm. Students are expected to clean up after themselves by putting rubbish in the bins provided. **Grey bins are for rubbish and the blue bins for recycling.** Food and beverages (with the exception of bottled water) are not permitted in classrooms, labs or in the learning centre. There are a number of water dispenser units located throughout the building. Students are required to provide their own water bottle/s.
11. **Health, Safety and Welfare:** Students have a responsibility to take reasonable care of their own Safety, Health and Welfare and the Safety, Health and Welfare of others. Students have a responsibility not to endanger themselves or others by their acts or omissions. They should report any accidents immediately to the caretakers' office and any potential hazards to fixit@bfe.i.e. Please note that it is illegal to tamper with fire equipment (extinguishers, break glass units, fire curtains etc.).
12. **Emergency Evacuation:** The emergency evacuation assembly area is on Idrone Terrace at the back of the building. Maps have been posted in all classrooms.
13. **Building Entry Code:** A code is required to enter the building. To exit the building gently wave your hand in front of the exit button at the exit doors to the main hall – do not touch it! Visitors to the building require an appointment and must sign in at reception or at the caretakers' office. Your student card will provide contactless access to the building.
14. **Textbooks/Library:** The Dún Laoghaire Rathdown County Council public library for Blackrock is located on the same campus as BFEI. Institute students are encouraged to become members of this library as it will stock reference textbooks relevant to BFEI courses. Students should familiarise themselves with the public library's lending procedures and abide by their regulations.
15. fixit@bfe.i.e This email address should ONLY be used to notify management of equipment and services that are not working. Students must provide their name and class details on each email.
16. **Smoking:** Smoking is **not permitted** on the steps outside the entrance to the building and at the entrance to Blackrock Public Library.
17. **Parking:** Pay parking operates in Blackrock. Provision of parking facilities is outside of the Institute's control.
18. **Class Commencement:** Thursday 19th September 2024 – students will be notified by email of the date and time to arrive for their first class.