



BLACKROCK FURTHER EDUCATION INSTITUTE

STUDENT INFORMATION HANDBOOK 24/25

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Principal: Tina Reddin
Deputy Principals: Sheelah Biggs, Breda Lillis and Lucy Tierney

This is a guide to the essential information that students need. Every attempt has been made to ensure that the information is accurate. It is possible that changes will occur over time.

WELCOME

As Principal, it is my privilege to welcome you to Blackrock Further Education Institute (BFEI) for the 2024/25 academic year. At BFEI we are justifiably proud of our award-winning facilities, dedicated staff, and successful alumni and we hope that our time together will guide and inspire you to reach your full potential.

College is a challenging but exciting time. BFEI is now your college and I encourage all students to enjoy the experience by making new friends and participating in social events and activities.

BFEI expects all students to promote and foster a welcoming, supportive and encouraging learning environment that offers the best college experience to everyone.

Remember, you are responsible for your success. This requires motivation, commitment to your studies with regular attendance, hard work and dedication. Whether your motivation is progression to Higher Education or to employment or self-development, I wish to assure you that everyone in BFEI is committed to delivering an excellent educational service and we wish you every success in your studies and hope you have an enjoyable and rewarding experience.

Tina Reddin
Principal
September 2024

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MISSION STATEMENT

Blackrock Further Education Institute (BFEI), as a constituent College of the Dublin and Dun Laoghaire Education and Training Board, is dedicated to fostering the full potential of our students: intellectually, emotionally, socially, and vocationally.

BFEI places students and their wellbeing at the centre of all its activities.

Blackrock Further Education Institute endeavours to:

- Foster an inclusive culture, which promotes equality and equity, values diversity and maintains a teaching, learning, working and social environment in which the rights and dignity of students, staff and stakeholders are respected
- Be a centre of excellence in teaching, learning and care for students
- Offer lifelong education and training opportunities to enable students to achieve to their full potential and to contribute to the social, cultural and economic life of their communities
- Equip students with the knowledge, skills and competencies required to meet evolving employment needs
- Develop partnerships with stakeholders to facilitate students to progress to higher level qualifications
- Foster and develop a strong European and International dimension embracing cultural diversity and promoting global citizenship.

LEARNER CHARTER

Blackrock Further Education Institute aims to promote self-respect and a positive self-image in learners. It seeks to acknowledge and support the rights, capacities and worth of all individuals and to encourage self-discipline and a sense of responsibility in learners. The learner has the following expectations:

- To feel cared for and respected by all members of the Institute community.
- To express him/herself, to share ideas and ask questions.
- To be respected and be treated fairly and equally by others.
- To be free from ridicule, sarcasm and remarks likely to undermine his/her dignity.
- To be free from intimidation and bullying, from whatever source.
- To have a rational settlement of problems and to have an opportunity to make, and have heard, his/her own side of a story in a dispute.
- To learn without interference in a pleasant working environment.
- To become an active partner with the Institute in his/her own educational and career development.

QUALITY ASSURANCE

All programmes are taught and delivered in accordance with BFEI's and certifying bodies' quality assurance policies and procedures.

ACADEMIC MATTERS

Board of Management

The Board of Management manages the Institute on behalf of and in co-operation with the Dublin and Dún Laoghaire Education and Training Board (DDLETB). Details of the Board's membership are on the BFEI website. Two student representatives sit on the Board of Management.

Management Structure

BFEI's Senior Leadership Team (SLT) comprises the Principal and three Deputy Principals. The College Leadership Team (CLT) comprises the (SLT) and Assistant Principal post holders.

ACADEMIC SUPPORT SERVICES

Academic Departments

Department Heads have overall responsibility for the running of their department, and are available for advice, guidance and help as required. They take an interest in the performance of each class group and individual students. They are available, by arrangement, to consult with students.

Department	Department Head
Business (including Law, Arts & Auctioneering)	Ed Jennings
Beauty Therapy, Nail Technology & Nutrition, Health and Wellbeing	Gillian Byrne
Holistic Therapies	Michelle Lynch
Make Up Artistry	Siobhan Dunne
Community, Emergency & Health Care	Marian Mulvey Flood
Computing, Networks and Digital Design	Joan Gallagher

Support Department	
Examinations	Eleanor Dineen

Course Co-ordinators

The Institute operates a system of Course Co-ordinators (CCs) who monitor and assist each student within a class group. CCs take a direct personal interest in each student and are available for advice, guidance and help as required. They focus special attention on each student and monitor all aspects of their progress. Students should consult CCs about overall performance, special arrangements and difficulties.

Subject Teachers

Subject Teachers (STs) are responsible for the students' learning in their subject. They monitor students' participation and progress. Students should consult STs about issues concerning their subject (e.g. learning styles and skills, difficulties, study techniques, exams etc.).

STUDENTS' CONCERNS

Within the concept of partnership with students and in line with the Learner Charter (page 6), students are actively encouraged to explore resolutions to any problems they are encountering in the Institute.

If students have difficulties with the services offered to them by the Institute, they should:

- 1 If possible, try to resolve difficulties at source e.g. for subject difficulties with the Subject Teacher or for other services with the staff member responsible. Most problems are usually sorted out in this way to everybody's satisfaction.

- 2 Consider discussing their concerns with their Course Co-ordinator, who might be in a position to offer assistance, advice and direction.
- 3 If a difficulty is not satisfactorily resolved, bring the matter to the attention of their Department Head.
- 4 If a difficulty is not resolved by the Department Head, bring the matter to the attention of one of the Deputy Principals and/or Principal.
- 5 Finally, if a difficulty is not satisfactorily resolved bring the matter to the attention of the Board of Management.

THE STUDENT VOICE

Student Consultation and Feedback

Student Feedback

BFEI welcomes feedback from students. We welcome informal engagement at all times between students and staff that might lead to improved educational and support services to students. We consult with students on all aspects of Institute life during the academic year and report back to students on the issues raised and the Institute's response to those issues

BFEI is committed to giving students a voice in matters that affect their education and in viewing students as educational partners. Formal feedback is sought from students via an on-line survey. The objective of the survey is to evaluate students' experiences in BFEI.

Course Coordinators conduct an annual focused discussion with their class group.

Department and course specific comments are addressed and responded to by Department Heads. The Principal and Deputy Principals respond to all other issues raised. Any identified action is taken as appropriate.

Student Council

The Guidance Team supports the student voice and facilitates the Student Council in BFEI. Course Coordinators organise the election of a student representative for each class group before the end of October and provide the name of the student representative to the Guidance Counsellors.



Students have an excellent line of communication which links each student to their Subject Teacher, Course Coordinator, Department Head and the Guidance Counsellors and from there to the Deputy Principals, Principal and the Board of Management.

The Student Council is a committee of elected class representatives, a process facilitated by Course Coordinators and overseen by the Guidance Counsellors.

The Guidance Counsellors facilitate two or three meetings over the course of the academic year:

1. (Meeting 1) The class representative, elected for each class, attends the first Student Council meeting where

the committee is informed of the running of the Institute. In the meeting the group elect the chair and secretary and two student representatives are nominated as members of the Board of Management. The Principal meets with the two members prior to their first Board Meeting in the Institute.

2. (Meeting 2) The Guidance Counsellors facilitate a semi structured focus group session. Feedback from this session is provided to College Management.
3. (Meeting 3, if needed) This committee capture the student voice in relation to BFEI policies, procedures, protocols and initiatives. Each class representative will consult with their class about any issues/ideas they may want to bring to the Student Council meetings. This allows the Institute to be aware of issues especially in relation to facilities, equipment and services that can possibly be improved. The email address fixit@bfei.ie can be used to report these issues.
4. The two Student Council representatives attend Board of Management meetings.

DDLETB Student Society



Students have the opportunity to engage with social aspects of Institute life through the DDLETB Student Society, which supports the social life of the student body across ten Further Education Colleges in Dublin, with events running locally. Class representatives are elected early in the academic year.

Regularisation of procedures for the organisation of Social Events/Activities by students or for students or with students e.g. Nights Out, School Tours, Charity Fundraising etc.

The following standard approach is required for all Colleges organising or participating in social events.

- The organisers are responsible for the event (not the DDLETB).
- Details of the event must be submitted to the Principal in advance.
- The Principal's permission is required for the event to proceed.
- Only students of BFEI may participate unless otherwise authorised.
- Advertising may only take place within BFEI.
- The charges must be stated, and accounts presented to the Principal.
- Responsible persons must be named e.g., Officers of Student Council, Teachers etc.
- Insurance cover: Organisers must get confirmation of the existence of Public Liability Policy for the accommodation and facilities to be used.

Representatives of this group facilitate the social and environmental aspects of Institute life. The representatives are invited to organise and encourage social events and act as a link with other DDLETB Student Society groups. BFEI provides support to this group and welcomes ideas to allow students to engage with a social dimension to their learning journey in the Institute.

Examples of social events organized in the past include:

- A Zombie Run
- Institute Quiz
- Go Quest events
- Various Charity events such as Denim for Dementia
- Grand Quiz with other DDLETB colleges
- Bowling events
- Social outings
- Football competition
- Sand Sculpture competition

ACADEMIC CALENDAR 2024/25

The academic calendar for 2024/25 is published under the “Students” menu on the homepage of our website:

<https://www.bfei.ie/students/academic-calendar/>

ROOMS DIRECTORY

Basement	
Students Social Area	B01
Computer Lab	B02
Beauty Labs	B03, B04, B05
Classroom	B09
Ground Floor	
Caretakers Office	G01
Reception/Admin Office	G04
Cafeteria	G05
Classrooms	G06, G07, G08, G09
Computer Labs	G10, G12
First Floor	
Principal's Office (Tina Reddin)	101
Deputy Principal's Office (Lucy Tierney)	102
Learning Centre	103
Beauty Labs	104, 105, 106
Classrooms	107, 117
Computer Labs	108, 109, 116
Theatrical Media Make Up Rooms	114, 115
Second Floor	
Guidance Counsellors Offices	201, 202, 203
Classroom	204
Computer Labs	205, 210, 212
Classrooms	206, 208, 209, 211
Deputy Principal's Office (Sheelah Biggs)	207
Deputy Principal's Office (Breda Lillis)	213
Third Floor	
Design Labs	301-303

There are toilets on the basement, ground, first and second floors.

PROGRESSION TO HIGHER EDUCATION

BFEI graduates gain professional qualifications certified and accredited by nationally and internationally recognised examining bodies. All BFEI courses have progression options for students either within the Institute or with Institutes of Technology and Universities in Ireland and the UK. Students from some courses who successfully complete their studies may apply for direct entry to year 2 or year 3 of an appropriate degree course. Full details on progression routes are outlined in our prospectus and on our website.

COMMUNICATION WITH STUDENTS

Office 365 Email

Microsoft Office 365 is an internet-based IT service. Office 365 includes email, spreadsheets, word processing and many more services. All BFEI students are provided with an Office 365 account for the duration of their studies in BFEI. To access their Office 365 account, students should go to office.com and sign in using the email address and password that has been provided by BFEI. Some of the features of Office 365 include:

- Online storage - up to 500GB of data can be stored online.
- Desktop installation - desktop versions of Microsoft Office applications can be installed on a laptop or PC.
- Collaboration - files can be shared with other Office 365 users.

BFEI uses Office 365 as the primary means of communicating with students. **Students are required to check their Office 365 email on a regular basis.**

BFEI courses are delivered using Microsoft Windows 11 devices. Teachers will not use or support other operating systems such as MacOS or Chrome OS.

All student accounts (Microsoft 365, BFEI network, Moodle, Adobe, Teams) will be disabled at the end of May when the academic year is complete. All student files stored on these accounts will no longer be accessible. Students should back-up, on their personal cloud storage, any college files they wish to retain before the end of the academic year.

Address & Mobile Numbers

Students should notify in writing the Administration Office (office@bfei.ie), their Course Co-ordinator and any other relevant body i.e. examination body or Institute of a **change of address and mobile number** and other personal details. No responsibility will be accepted by BFEI for any loss or misdirection of items posted by the Institute.

Students are advised that failure to notify an examination body or Institute of a change of address may lead to a delay in receiving results and notification of dates for repeat exams. Students should note that they may incur an administration charge imposed by the awarding body for the re-issue of certificates/diplomas. Any forms, letters, etc. to be signed or stamped by the Institute should be left into the Administration Office in the morning and should be ready for collection 2 days later for students who have fully completed the registration process.

Requests for letters confirming enrolment etc. should be emailed to letters@bfei.ie.

Web Texting

The Institute uses a web texting service to inform individual students or class groups about changes in timetables (class cancellations/rescheduled classes), to prevent disruption to classes, where it is practical to do so and where adequate notice can be given to students. It is not generally used to notify students of a class cancellation at 8.50am as the Institute opens at 8.30am.

Web texting is not, however, used to remind students about deadlines etc. Students must ensure that they have provided an **up-to-date mobile number** to their Course Co-ordinator and the Administration Office in order to avail of this service.

Website

The website www.bfei.ie contains the most up-to-date information on courses, both full-time and part-time. The “Students” section contains information on support services and graduate vacancies etc.

In the event of disruption to classes due to, for example, extreme weather conditions or other emergencies, information about the Institute closing and re-opening will be posted on the news section of the website.

SERVICES & FACILITIES

General

BFEI staff are dedicated to helping students achieve to their maximum potential. Students should feel free at any time to seek advice from their Subject Teachers, Course Co-ordinator, Department Head, Deputy Principals or Principal.

We recognise that various difficulties: financial, social, personal and other, can and do arise. Information given in confidence will be treated as such and if we cannot help, perhaps we can put students in contact with those who can.

Registration

Registration opens in August. To register as student in BFEI, students are required to:

- (a) upload a photograph
- (b) upload requested documentation and
- (c) complete the learner detail form on eNROL.

Induction

Induction will take place before course commencement. Students will be advised of the date and time to attend for induction.

Timetables

Timetables are issued at course commencement and may change during the academic year for various reasons.

Textbooks

Students must acquire all textbooks and materials prior to course commencement. The Institute will recommend suitable book vendors.

Department Heads may arrange the acquisition of notes and materials from Professional Bodies etc., as appropriate.

Student Card

Students will be issued with a student card which will provide contactless access to the entrance doors and enable print jobs to be released from the photocopiers. There will be a charge for a replacement card.

Staff have the right to request identification (student's name and class and ID card) where they feel, with good cause, that a breach of the Code of Conduct has taken place.

eLearning & Moodle

Many courses are supported by the Institute's electronic e-learning platform, Moodle. This is an open source internet accessed software application designed to create online courses with opportunities for interaction between teaching staff and students. There is also extensive career, educational and counselling related information on Moodle. Please note all courseware is subject to copyright laws.

fixit@bfei.ie

Students are invited to email fixit@bfei.ie to report faulty, damaged or broken equipment (PCs not working, printers out of toner, locks broken on toilet doors etc). Students can also use fixit@bfei.ie to report potential health and safety hazards. The Institute will reply to emails as soon as possible and endeavour to address promptly the issues raised. Students should include their name and class on the email. fixit@bfei.ie should not be used to report complaints or comments of a personal nature.

Computer Facilities

Computer facilities are made freely available to registered students in the Institute. Computers are available in the Learning Centre and in computer labs throughout the Institute. Our ICT (Information and Communications Technology) Usage Policy is available on the policies section of our website (www.bfei.ie). These regulations are intended to protect the staff, students and the Institute. Inappropriate use exposes the Institute to risks including virus attacks,

compromise of network systems and services, and possible legal actions.

Wi-Fi

High speed wireless access to the internet is available throughout BFEI. The name of the Wifi network is BFEI_Wifi. The security key/password is available from reception.

Printing

Students have access to printing in all computer rooms and in the Learning Centre. All printers are defaulted to print on both sides of a page. Students submitting final assignments will have to select, from the printer menu, the option to print on one side only.

Photocopying

Black and white and colour photocopying is available for student use. Any problems with the photocopiers should be reported to fixit@bfei.ie.

Electronic Devices Including Mobile Phones

Due to the disruption to learning, the use of mobile phones and similar electronic devices in classrooms, labs, practical rooms, the learning centre and all the other places where quietness is required, is strictly forbidden except where the use of a device has been approved by the Guidance Counsellor for a student with a disability and at the discretion of a teacher who may permit the use of a device for note taking or research purposes.

Provision For Bicycles

There is limited space available for bicycle storage at the front of the building.

Bicycles are left at students' own risk and the Institute will not accept responsibility for any damage or loss.

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.

Under no circumstances should food or beverages (with the exception of bottled water) be brought to or consumed 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.

Caretaking And Maintenance Staff

The caretakers and maintenance staff are entrusted with the security and maintenance of the building. To ensure the safety of the building and its occupants, they are entitled to request students to identify themselves and to provide their student ID card on request.

Lost Property

All losses should be reported to the caretakers at the caretakers' office on the ground floor. Likewise any articles found should be handed in at the caretakers' office.

Noise Levels

The circulation space within the building is limited. Students are requested to move around quietly, keeping noise levels

to an absolute minimum. Classes are in progress throughout the day and excessive noise from the corridors, cafeteria or from the student social area in the basement can be disruptive.

Students who persistently engage in noisy, disruptive behaviour which impacts negatively on teaching and other work will be sanctioned through the Code of Conduct.

Use Of Social Media

Social networking and social media are powerful communication tools which can have a significant impact on organisational and professional reputations. Everything posted online is public and, therefore, traceable. Posting online creates a cyber fingerprint. Anything uploaded or posted will forever be there in some form or another, so students should think before posting!

Students should not post on social media sites (Facebook, Twitter, LinkedIn, Instagram, YouTube etc.) material that is threatening, harassing, illegal, offensive, defamatory, indecent or inappropriate in nature. DDLETB's Social Media policy is available on the policies section of our website (www.bfei.ie).

Photographs of Students and Students' Work

Blackrock Further Education Institute maintains a database of photographs of Institute events held each year. It has become customary to take photos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at the Institute. Photographs may also be taken of the work produced by students. Photographs may be published on our website or in brochures, newsletters, local or national newspapers and

similar Institute-related productions. Students who would prefer not to have their photograph or photographs of their work published or who wish to have their photograph removed from the Institute website should contact the Principal.

Garda Vetting

Garda Vetting is required for any student intending to go on a work experience placement who will be working with children or vulnerable adults. Students will be informed by their Work Experience Subject Teacher if Garda Vetting is required and students will be given the required forms to complete.

Part-Time Work

The Institute accepts that the need to earn money is, in some cases, imperative. Furthermore, the Institute also recognises the value of part-time work to students' self-esteem, work preparation and career development. However, it is essential that students keep the goal of maximising professional and academic achievements in clear focus.

Our experience is that students who allow part-time work an equal or greater place to their studies are less successful than they might be and so the Institute encourages students to balance part-time work with the requirements of their course.

Working during the week may be problematic; therefore, it is preferable for students to work on a Saturday and/or Sunday rather than a week day. Part-time work may be available within walking distance of Institute. This will eliminate travel time and minimise the stress of trying to co-ordinate classes with work.

Research shows that students working more than 15 hours per week at a part-time job while taking part in a full-time programme, experience stress and have an increased chance of dropping out than other students. The Institute recommends that students do not exceed 15 hours part-time work per week. Remember that all work, including part-time work as a student, is valued by prospective employers and should be included in CVs.

Car Parking

Parking in the vicinity of the Institute is paid parking only and is beyond the Institute's control. BFEI encourages students to avail of the multiple forms of public transport which service Blackrock.

Student References

Student references are written on request by the Course Coordinators in consultation with the Department Head and Subject Teachers. The student's attendance, punctuality, course commitment, conduct and attitude are reflected in the reference.

Audio Visual Equipment

Students who are studying video as part of their course are permitted to borrow the video equipment, during Institute hours only, for completion of their projects. Equipment must be returned at the end of each day. Their Subject Teacher is required to sign the equipment out and back in on behalf of the student noting the student's name and class. For security reasons, students are not permitted to borrow equipment overnight.

DEPARTMENT OF SOCIAL PROTECTION FRAUD CONTROLS

Students attending full-time courses of study are not entitled to receive a Social Welfare payment unless they have received the prior approval of the Department of Social Protection. It is the Department of Social Protection's policy to consider for prosecution all cases of fraud and abuse of the Social Welfare system.

STUDENT SERVICES

GUIDANCE & COUNSELLING SERVICE

The College has a full-time Guidance & Counselling Service. This service is available to all full-time students and is free and confidential.

Counsellor	Room
Karl Murray	Room 201 Email: karlmurray@bfe.i.e Part-time
Catherine Smith	Room 202 Email: csmith@bfe.i.e Part-time
Liz Swords	Room 203, second floor Email: lswords@bfe.i.e Full-time

Support

How can I make an appointment?

Meetings with the Guidance Counsellors are by appointment ONLY. You can make an appointment by clicking on the *Career and Counselling Service* link on the Moodle home page (<https://bfei.etbonline.ie/>) and filling in the form.

Requests for appointments are usually replied to within 1 to 3 days. If you do not receive a reply from a member of the Guidance team within a reasonable amount of time, please contact us at the above email addresses.

Appointment Cancellation

If you need to cancel your appointment with the Counsellor, it is essential that you give **at least 24 hours'** notice.

STUDENT COUNSELLING SERVICE

The college provides a fully private and confidential counselling/listening service facilitated by Guidance Counsellors. Please be aware the Counselling Service is not a last resort. We are here to support you. The sooner a problem is addressed, the quicker it can be resolved. Come and see us!

Depending on how busy the service is, students can usually be offered between 2 and 4 sessions.

Will I ever be sent to see someone else?

Don't worry, you will not be 'sent' to another agency or practitioner. A couple of sessions with our service and/or support from a friend or family member, may be enough. However, sometimes the Guidance Counsellor, with input and agreement from you, may feel that there is a need to discuss options and signpost you to outside services (you will

be given details to assist you). Remember the decisions on how to progress are yours but we are here to support you.

How confidential is the Counselling Service?

Information will not be disclosed about you without your consent. Amongst other things, it means that your teachers will not be told you are receiving counselling unless you want them to be told. However, sometimes it can be very helpful if teachers know that you are having difficulties.

The only circumstances where confidentiality may be breached are in cases where there is any risk of harm to yourself or anyone else, or where the Counsellor is obliged to comply with legal requirements, such as child protection issues, fraud or criminal proceedings. Even in this instance the Guidance Counsellor will inform you if she feels she needs to break confidentiality.

Evaluation

An essential part of our Guidance Counsellors work includes monitoring and evaluating the service provided to students. This is to ensure that the highest possible standards are maintained. Therefore, students' views on the service provided are very important.

Student Supports

Student Support	Room
Sheila O'Hara	Room G03 Email: sheilaohara@bfei.ie

General support is provided to all students. Orientation sessions are run to help students get up and running on college systems. Throughout the year there are presentations on topics such as Harvard referencing, report

writing, study skills & organisational skills and stress management.

CAREER SERVICE

What does the Career Service offer?

Career and Further Study Consultation

Career Guidance Counsellors facilitate career and further study options. Best outcomes mean students take ownership of the process. It is essential to do research and explore possibilities in advance of your guidance session and following it. It may be that your query can be answered quickly by email or through our Microsoft Teams facility negating the need for an appointment – feel free to avail of that service.

Good decisions for you are never made by someone else! Your one-to-one guidance session will facilitate this process.

Your class will be given information on the progression options from your course.

An overview is available here:

https://www.bfei.ie/uploads/images/pdf/BFEI_Progression_Chart_2024-25_-_Pathways_to_Higher_Education.pdf

If you request a career/further study appointment, please advise the Guidance Service in advance of your query. Help with applications to Irish Colleges (www.cao.ie), UK (www.ucas.com) and Colleges in Europe (www.eunicas.ie) is also available from these websites. Other useful websites include Careers Portal (<https://careersportal.ie/>), and Qualifax (<http://www.qualifax.ie/>). These sites have comprehensive information and advice on developing career

building skills, planning your career, self-assessment and career matching, researching employment opportunities, and information on all possible further study options.

All QQI courses will offer career and CV advice and a skills audit through the Communications and Work Experience (or PPE) modules.

Educational Guidance and Counselling

We can provide help and advice in areas such as adjusting to college life, learning skills and exam techniques. If you have a disability or a specific learning difficulty, you can contact office@bfei.ie to request the online supplementary application form to apply for extra supports and services such as exam considerations.

Learning Skills material can be accessed on the Microsoft Teams under the Guidance Service Team. There is more information available on Moodle under Learning Skills. This information includes topics such as Learning at College, Time Management, Essay Writing, Referencing, Exams & Revision etc. Individual study skills support is available from the Counsellors.

BFEI has established a link with Loughborough University and Edinburgh Napier University to their Study Skills websites, which contains excellent advice sheets on time management, report writing, exams, revision, etc. To access Loughborough Universities and Edinburgh Napier University websites go to:

[Learning support | University Library - Students | Loughborough University \(lboro.ac.uk\)](#) and [Napier Get Ready.](#)

For a guide to referencing, go to [Cite them right online - Home](#)

Employment Opportunities/Graduate Vacancies

Details of job vacancies will be here [Graduate Vacancies | Blackrock Further Ed Inst \(bfei.ie\)](#) If there is a specific job of direct relevance to a student group, the College will notify Department Heads with the details of this job so as they can ensure the relevant student groups are aware of these opportunities.

The College is proactive in developing links with employers and increasing the awareness of the College as a valuable resource in meeting the future skill needs of the economy.

Mature Students

The College welcomes adults, over 21, who wish to retrain in new skills and technologies in order to return to work. It is both a challenge and an opportunity to return to education. Support is available. Feel free to come and discuss any issues with us.

We would also advise mature students to contact your Course Co-ordinator if you experience any difficulties on your course.

Tips for Success

Go to all classes. Missing the 'odd' class, taking friends' notes and 'cramming' coming up to exams are to be avoided! Here is why:

- Everyone interprets things differently making working from friends' notes difficult. We all have a subjective approach.

- You may be asked to work in group projects – other students will not want a group member that does not turn up for class.
- The most important learning takes place in the classroom. Be wise – don't miss them.
- Class is your first study session. Attend classes makes doing assignments and studying less painful.
- Attending facilitates memory – fact!
- Study is about lifelong learning and developing skills for future professional, personal and academic life. Missing classes will not allow this development of skills.
- Get to know your Subject Teachers. They will be happy to help you in various ways if things get difficult.
- Balance study and social life. One of the best ways to learn teamwork is by taking part in sports, joining a club or becoming an active member of the Student Sports and Social Committee.
- Do not overestimate the impact of part-time work. It is not recommended that full-time students work more than 12 hours per week.

DDLETB PSYCHOLOGICAL SERVICE

The Psychological Support Service is available to students in Second Level Schools, Youthreach Centres, sectors of Further Education provision, and to staff working within Dublin and Dún Laoghaire Education and Training Board (DDLETB). The Service offers short term support and provides broad psychological supports to Service users, subject to a school/centre making a request. The Service facilitates onward referral of students to other specialist agencies appropriate to their needs.

With regard to students within the DDLETB, provision of service is prioritised by the schools and centres. In the case of young persons over 18, the involvement of parents is at the discretion of the young person. The Psychological Support Service gives precedence to responding to critical incidents that occur within the DDLETB.

The Service is provided by the Psychological Support Service according to the resources available. The model adopted by the Service incorporates a multi-disciplinary, consultative, team-based approach. Interventions by the team are directed towards:

- the provision of both direct and indirect support to students as they strive to access the curriculum
- the resolution of behavioural, motivational, emotional and cognitive difficulties of individual persons, through assessment and therapeutic intervention
- preventative work with target groups

The service is free and confidential to DDLETB students.

NIGHT SCHOOL/PART-TIME COURSES

Night courses are offered on Tuesday and Wednesday evenings. A detailed brochure and application form is available from reception and online at <https://www.bfei.ie/evening-courses/> where students can also register and pay tuition fees for part-time studies in the night school. Further information is available by emailing the Night School Director Garry Griffin (ggriffin@bfei.ie)

GRADUATION AND AWARDS CEREMONY

The Graduation and Awards ceremony for 24/25 will take place in the O'Reilly Hall, UCD on Tuesday 27th May 2025.

ERASMUS+ WORK EXPERIENCE OPPORTUNITIES

Erasmus+ is the European Union programme for education, training, youth and sport. It provides funding and support for organisations to operate projects that encourage European exchange, co-operation and learning. Erasmus+ is funded by the European Union through the contributions of member states, including Ireland. Erasmus+ aims to modernise and improve the quality of teaching, training and youth work across Europe, and to support the development, transfer and implementation of innovative practices. These objectives are closely tied with the Europe 2020 strategy of achieving a smart, sustainable and inclusive economy by 2020 for all of Europe's citizens. Fundamental goals for Erasmus+ include improving key competences and skills, and fostering partnerships between education and employment.

Léargas (www.leargas.ie) is the Irish National Agency for Erasmus+ in the adult education, school education, vocational education and training and youth fields.

BFEI and Erasmus+ Projects

BFEI has been involved in Erasmus+ mobility projects since 2018. Funding from this initiative has enabled:

- Business and IT students to undertake their QQI Work Experience placement in The Netherlands and Spain.
- Design students to undertake their QQI Work Experience placement in Spain and Portugal.

- Psychology students to undertake their QQI Work Experience placement in Spain.
- Beauty and Make Up students to undertake a 3 week Work Experience placement in Tenerife.

All costs associated with the mobility are covered by the European Commission including:

- Flights
- Travel & Liability Insurance
- Accommodation

In addition, an amount of money is transferred by EFT (electronic funds transfer) to each participant's bank account prior to the mobility to cover day-to-day living expenses (food, travel etc.) while abroad.

Information meetings are held, early in the academic year, to inform eligible participant about all aspects of this exciting opportunity.

For this academic year, BFEI has secured funding to support 54 students to undertake a 2 or 3 week work experience placement and 12 students to undertake a Group Mobility placement to a FET College.

POLICIES

Students are required to familiarise themselves with all Institute policies. The following policies are available on our website:

- Admissions (Policy, Code of Practice, Appeal, Application and Admissions Procedures)
- Additional Educational Needs

- Anti-Bullying Policy for Learners
- Attendance Policy for Learners
- Child Protection
- Closed Circuit Television (CCTV)
- Code of Conduct
- Critical Incident Policy
- Equality, Diversity and Inclusion for Learners
- Fees and Refunds
- Health and Safety
- ICT Usage Policy
- Out of Colleges Activities Policy
- Social Media

Students should also familiarise themselves with and abide by the policies contained in this handbook.

CODE OF CONDUCT

1.ETHOS

Blackrock Further Education Institute (BFEI), as a constituent of Dublin and Dún Laoghaire Education and Training Board (DDLETB), encourages each learner to take personal responsibility for their own learning, application to studies and educational achievements. The college aims to promote self-respect and a positive self-image in learners and is committed to providing an environment where all individuals are treated with respect and dignity irrespective of race, gender, disability, religion, age, sexual orientation, marital status, family status or membership of the traveller community.

This policy is designed to cater for the common good and to facilitate a positive learning and teaching environment for all. Admission to the college implies acceptance of its Code of Conduct and to all DDLETB and BFEI policies and procedures.

2. GUIDELINES

Blackrock Further Education Institute, as a constituent of DDLETB, is committed to:

2.1 informing learners of the Code of Conduct

2.2 operating and implementing procedures in a fair and consistent manner

2.3 supporting learners who are experiencing difficulties or unforeseen circumstances

2.4 applying appropriate sanctions for unsatisfactory conduct

2.5 notifying the learner of the sanction/s

applied. Parents/guardians will be notified of sanctions applied for learners under 18 years of age.

This policy offers guidelines as to the norms of behaviour expected of learners and includes, but is not limited to, learners conduct in class and during online delivery, on college premises, on out of college activities and any other course related activities.

BFEI reserves the right to protect the health and safety of all staff and learners at all times. If in their professional judgement, management considers that there is a risk to the health and safety of any member of the college community, they have the right to remove learner/s from the class/activity/College and its environs until such time as the incident is investigated and a final decision is made.

Learners are expected to take reasonable care to protect the safety of themselves and others who might be affected by their acts and omissions.

To facilitate effective teaching and learning for all staff and learners in a productive and safe learning environment, learners are expected to:

- Take an active and positive role in the learning process
- Treat others with respect and consideration and not engage or incite others to engage in any behaviour which constitutes bullying, harassment or discrimination through language, comments or actions towards others
- Uphold the good name of the college
- Comply with all health and safety policies and procedures
- Refrain from using mobile phones or other electronic devices during class unless permitted by the teacher
- Inform their teacher if they need to leave the learning environment
- Respect the property of the college including that of learners and staff members.
- Request permission to display posters and notices in designated areas of the College.
- Refrain from recording or taking photographs/video of staff or learners without obtaining prior consent
- Conform to acceptable standards of personal presentation and hygiene.

The following types of behaviours are deemed to be in breach of the Code of Conduct. This list is not exhaustive:

- Sale or consumption of alcohol on the college premises
- Sale or abuse of any illegal substance on college premises

- Smoking within the college building/s (prohibited under the Public Health (Tobacco) (Amendment) Acts 2004-2013) and vaping.
- Verbal or written abuse or other forms of abuse including humiliation, intimidation and victimisation
- Disruptive behaviour
- Physical violence or threats of physical violence
- Bullying of any nature including cyber bullying
- Posting on social media material about other learners or staff that is threatening, harassing, illegal, offensive, defamatory, indecent, or inappropriate in nature
- Accessing or displaying pornographic or offensive materials
- Damaging or stealing another's personal possessions, college equipment or property
- Interfering with college safety systems, network/ICT systems etc
- Littering on the college premises
- Failing to follow the instruction of a staff member during an evacuation
- Failing to vacate or failing to go to any area when reasonably requested to do by a staff member
- Engaging in behaviour which could be perceived as dangerous

3. DISCIPLINARY PROCEDURES IN THE EVENT OF AN ALLEGED BREACH OF THE CODE OF CONDUCT

In the event of an alleged breach of this Code of Conduct, BFEI may take corrective action to ensure that the learning environment is safe and conducive to learning:

- 1) Minor breaches will be addressed with the learner and recorded by the relevant staff member in accordance with the recording procedures of BFEI.
- 2) Persistent minor breaches of this Code of Conduct will be deemed to be a major breach.
- 3) Major breaches will be recorded and reported by the relevant staff member and will be referred to the Deputy Principal. In the absence of the Deputy Principal the breach will be reported to the designated staff member in charge. In exceptional circumstances the breach will be reported to the Principal. The learner may be suspended with immediate effect while the incident is being investigated and pending a final decision.

Major Breach of Code of Conduct

The Deputy Principal shall investigate and adjudicate on alleged major breaches of the Code of Conduct within 12 College days. The Principal may be involved depending on the nature of the breach of the code of conduct. The College reserves the right to contact the Gardaí in relation to major breaches. This timeline may be extended in the event of the involvement of the Gardaí.

The investigation will be conducted in accordance with the principles of natural justice and fair procedures within 7 College days. The Deputy Principal may speak with relevant staff members, learners and/or witnesses as part of this investigation. The learner will be advised in advance of the following:

- Date, time and location of the meeting to discuss the alleged conduct under investigation
- The right to speak in his or her own defence
- The right to call witnesses (details of which must be forwarded to the Deputy Principal at least 24 hours prior to the scheduled meeting)

- The right to be accompanied to the meeting (details of which must be forwarded to the Deputy Principal at least 24 hours prior to the scheduled meeting).

Refusal or failure to co-operate by any party with the investigation will not prevent the investigation proceeding and reaching a decision.

The Deputy Principal will reach a decision that may include the imposition of sanctions within 5 College days of the conclusion of the investigation. Breaches will be recorded on the learner file and be stored in compliance with GDPR requirements.

4. SANCTIONS

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

- A verbal warning
- A written warning
- Temporary exclusion from class (1 to 5 classes as appropriate)
- Temporary exclusion from the college or other college activities (1 to 5 days as appropriate)
- Permanent exclusion from the college

In the event that an in-class assessment is scheduled to take place during the temporary exclusion period, learners will not be denied the opportunity to present for the assessment either during the exclusion period or as soon as possible afterwards, as appropriate.

Failure to comply with a temporary exclusion sanction will be considered a major breach of this Code and may result in permanent exclusion from the college.

5. RIGHT TO APPEAL

Blackrock Further Education Institute, as a constituent college of DDLETB, recognises the right of learners to appeal sanctions and commits to address every appeal in a timely, fair and consistent manner.

Grounds to Appeal

The decision of the investigating team may be appealed by the learner if:

5.1 The learner believes that they were not provided with a fair hearing

5.2 There is new evidence that was unavailable at the earlier hearing that could have affected the outcome

5.3 The learner believes that the penalty imposed is disproportionate to the act of misconduct.

Procedures to Appeal

5.1.1 The decision of the investigation may be appealed in writing stating the grounds of the appeal to the Principal or in exceptional circumstances to DDLETB within 5 college days from the date of the issue of the decision.

5.1.2 A decision to permanently exclude a learner may be appealed to DDLETB.

All data collected and recorded in relation to the implementation of the Code of Conduct will be stored in accordance with GDPR requirements.

ATTENDANCE AND ENGAGEMENT

Blackrock Further Education Institute (BFEI) encourages each student to take personal responsibility for their own learning, application to studies and educational achievements. All courses are designed so that students achieve a portfolio of skills and qualifications relevant to their career path. Staff endeavour to facilitate students to achieve to their maximum ability. The Institute aims to promote self-respect and a positive self-image in students. It seeks to acknowledge and support the rights, capacities and worth of all students.

Students will be notified at course commencement about the specific Institute and course attendance requirements. Since learning is sequential and often involves practical work, regular and punctual attendance is expected. While a course timetable is issued at the beginning of the year, circumstances may cause the Institute to change it subsequently. Students must accept that their course takes precedence over any other arrangements within the normal Institute hours. Attendance will be monitored on a continuous basis.

1. ETHOS

Dublin and Dún Laoghaire Education and Training Board (DDLETB) is committed to providing a supportive environment to enable all learners to achieve their full potential. DDLETB recognises learners are responsible for their own attendance, punctuality and engagement and encourages them to develop self-discipline and take personal responsibility in order to achieve success on their chosen course.

Experience shows learners who actively participate in their learning by attending all classes are more likely to:

- Develop the knowledge, skills and competencies required to successfully complete the course
- Effectively manage on-going assessment requirements
- Foster a strong sense of class participation and active engagement in Institute activities.

Blackrock Further Education Institute, as a constituent College of DDLETB, is required to maintain attendance records and these will be forwarded to funding and other relevant government agencies as requested.

For the purpose of this policy, punctuality is implicit in the term attendance.

2. GUIDELINES

Blackrock Further Education Institute, as a constituent College of DDLETB, is committed to:

- 2.1 informing learners of attendance requirements and consequences of unsatisfactory attendance
- 2.2 operating an attendance management system
- 2.3 implementing attendance procedures in a fair and consistent manner
- 2.4 supporting learners who are experiencing difficulties or unforeseen circumstances
- 2.5 providing attendance records as may be required by SUSI (grant awarding body), the Department of Social Protection (DSP) and relevant government departments

2.6 applying appropriate sanctions for unsatisfactory attendance

2.7 notifying the learner in writing of the sanctions applied. Decisions made with respect to learners under the age of 18, will also be communicated to parents/guardians.

3. DEFINITION OF ATTENDANCE AND ENGAGEMENT

BFEI courses are full-time and are delivered in person. Course content may be provided via online learning platforms to supplement learning.

Attendance and engagement is defined as:

- Attending classes and other learning activities, for example, trainings, talks, field trips etc punctually
- Actively engaging with learning, for example, contributing to class discussions and group work
- Submitting assessments and course work as per deadlines
- Attending exams and/or skills demonstrations punctually as per schedule
- Responding in a timely manner to communication from the College.

Holidays should not be booked during term time and learners should endeavour to make personal appointments outside of timetabled classes. Learners should give prior notification of foreseen absences to their Course Coordinator.

BFEI understands that learners may face certain challenges which impact on their attendance/engagement. Periods of short term certified sick leave will not impact on a learner's attendance record. However, learners who submit consecutive medical certificates over a longer period of time

may be deemed to have unsatisfactory attendance and/or engagement and may be subject to sanctions. The College will work with learners, endeavouring to ensure that they achieve their full potential.

4. PROCEDURES

Attendance and Engagement Requirements

Learners are expected and encouraged to attend every subject on their timetable, regularly and punctually, unless a subject exemption has been agreed and awarded by the College based on a previous qualification. When learners arrive late to class or are absent, they miss important information about College events and activities. They also miss vital explanations, demonstrations and collaborative activities that enhance understanding and as a result, their learning suffers. Learner lateness and absenteeism is also disruptive to teachers and to other learners.

Learners are required to contact their Course Coordinator using their @bfei.ie email address to advise of any absence of 3 or more consecutive days.

Learners who have been absent for 15 or more consecutive college days, without notifying the Institute, will be contacted by their Course Coordinator to establish if they have left the course and to provide advice and support to learners.

Additional Requirements for Learner in the Beauty, Holistic and Make Up Department

Learners in the Beauty, Holistic and Make Up Department are required to attend a minimum of 80% of class hours in each subject. Credit for attendance is only given to learners who present themselves for class.

Learners who are absent due to illness (whether this sickness is certified or not) will not be given credit for hours missed.

Record Keeping

Attendance for each class is recorded electronically on VShare. A record will be kept of communication with learners in relation to their attendance/engagement.

Implications of Unsatisfactory Attendance/Engagement for Learners

Unsatisfactory attendance may impact on the:

- Successful completion of assessments and the achievement of certification
- Progression to higher education or employment
- Establishment of positive relationships with classmates and teachers
- Receipt of VTOS, BTEA and SUSI PLC grant payments
- Provision of a reference and/or its content

Sanctions for Unsatisfactory Attendance/Engagement for Learners

Sanctions for unsatisfactory attendance may include:

- Exclusion from participation in field trips and other learning activities
- Exclusion from participation in European Erasmus+ mobility opportunities
- Exclusion from Examinations (Beauty, Holistic and Make Up Department)

It is the responsibility of learners to actively engage with the College. Learners who do not engage with the College in relation to their non-attendance/non-engagement will be considered to have voluntarily left

their course and will no longer be considered a registered learner of the College.

Learners with unsatisfactory attendance/engagement will be advised of the sanction/s in writing.

5. APPEALS

BFEI, as a constituent College of DDLETB, recognises the right of learners to appeal sanctions in relation to attendance, and commits to address every appeal in a timely, fair and consistent manner.

Procedures to Appeal

5.1 Appeals must be lodged in writing to the Principal within 5 working days on receipt of the sanctions letter.

5.2 The Principal will establish an Appeals Panel to meet with the learner within 5 working days of the appeal being received. The Panel may be comprised of suitable members of staff such as Principal/Deputy Principal/FE Coordinator/Course Coordinator. At least one member of the panel will be independent of the sanction process.

5.3 The learner may be accompanied by another individual. Learners under the age of 18 must be accompanied by a Parent or Guardian. Details of the accompanying person must be provided to the Principal in advance of the meeting.

5.4 The Principal will inform the Learner/Parent/Guardian of the decision of the Appeals Panel within three working days. Parents/Guardians will be notified in respect of decisions made to learners under 18 years of age.

EXAMS RULES AND REGULATIONS

Exams are carried out in a professional manner and every effort is made to ensure that the exam conditions are conducive to satisfactory results for all students. All incidents of cheating or attempting to cheat in exams will be reported to the relevant examination institute. This may lead to deduction of marks, cancellation of the exam paper, or the entire set of exams. If cheating is suspected, the Institute reserves the right to fully investigate the incident in a manner that is deemed appropriate.

1. Candidates should be present at least twenty minutes before notified commencement time.
2. Examinations commence/end according to the time specified by the invigilator.
3. Candidates are not permitted to eat during examinations. Bottled water is permitted.
4. Candidates must ensure that they have an adequate supply of pens, pencils, ink, appropriate tables, manuals, etc., required for an examination. The borrowing of such materials will not be permitted during an examination. No pencil cases allowed.
5. Candidates are required to place all bags in the hall outside the exam hall. BFEI accepts no responsibility for damage, theft, etc., to such property. Candidates may bring purse/wallet and mobile phone (turned off) into the exam hall. Candidates must place photo id on desk – photo id is required for all examinations.
6. Mobile phones cannot be used for any purpose (including as a calculator) and must be turned off at the start of exam and placed face down on the floor, under the desk.
7. Candidates are requested to read the instructions at the head of the question paper before starting work. It

- is the responsibility of candidates to ensure that they are answering the correct paper.
8. Candidates are not permitted to leave the examination during the first half hour, and the last 10 minutes of an examination. Candidates arriving late may be permitted to enter the examination hall up to thirty minutes late, once no one has already left, but this is at the discretion of the invigilator.
 9. Candidates must not speak to or have any communication with any other candidate. All communication must be directed to the invigilator.
 10. Candidates are not permitted to use any unauthorised electronic device/s, or access any unauthorised website/s during an examination.
 11. Candidates must not have in their possession any unauthorised materials.
 12. Bilingual translator dictionaries may be authorised for use for students where English is not their first language. Such dictionaries should not have any marks/notes and will be checked by invigilators. The use of electronic dictionaries/translators for international candidates is not permitted.
 13. Candidates, who are disruptive to the proper conduct of the examination for other candidates, may be asked to leave by the invigilator.
 14. Candidates must raise their hand to get the attention of the invigilator, give answer booklet/s and examination paper to the invigilator, and sign an attendance sheet, before leaving the examination centre.
 15. Candidates who need to use the toilet are required to sign out and sign back in again. Toilet breaks are not allowed in the first half hour of the exam.
 16. In the event of a fire alarm sounding, please leave all exam materials (booklet and question paper, etc) on

the table and evacuate the building via emergency exits indicated.

Breaches of Examination Rules and Regulations

Candidates found to be in breach of these Examination Rules and Regulations may be required to leave the examination centre. Any irregularities of conduct within the examination centre may be reported to the professional/examination body. In addition, improper conduct is a breach of college discipline and may lead to sanction – possible sanction may be the awarding of zero marks.

Coursework

In relation to coursework, it is the student's responsibility to make themselves aware of all assessment requirements and submission deadlines. It is the student's responsibility to check course specific guidelines as these vary in each department.

ENVIRONMENTAL ISSUES

BFEI stresses the importance of staff and students working together to Reduce, Reuse, Recycle, Replace and Restrict and therefore, help protect planet earth.

BFEI seeks to play its part in conserving the environment by maintaining and encouraging environmentally conscious policies. Each student is required to contribute to the overall cleanliness of the Institute and its environs. Students are requested to remove waste and leave rooms clean. Food and drink, with the exception of bottled water, are not permitted in classrooms, labs and practical rooms. Chewing gum is forbidden.

Littering in the vicinity of the Institute is a statutory offence. Students found discarding waste material or abusing

recycling facilities will be considered to be in breach of the Code of Conduct.

BFEI aims to:

- Minimise the impact of the Institute's activities on the environment.
- Promote education and awareness of waste management and recycling practices.
- Develop procedures to reflect these aims.

The success of the initiative depends on active student support and all students are asked to participate in the recycling activities detailed below. Please be careful to ensure that material is placed in the correct receptacles.

1. Prevent

Students should refrain from wasting Institute resources and be mindful of the environmental impact of their activities.

2. Reduce

Paper – Students are asked not to waste paper. Green recycling crates for waste paper are located at all printers.

Light – Turn off lights when not required.

3. Recycle

Please use the **blue** recycling bins to dispose of the following waste **only**:

- Newspapers, magazines, cardboard (clean & dry)
- Phonebooks, catalogues
- Food and drink cans
- Plastic bottles

- Aerosol cans (empty)
- Aluminum foil
- Tetra paks (juice & milk cartons)

HEALTH, SAFETY & WELFARE

Health, Safety and Welfare Obligations of Students

Students have a responsibility not to endanger themselves or others by their acts or omissions. Students must:

- Take reasonable care of their own Safety, Health and Welfare and the Safety, Health and Welfare of others.
- Co-operate fully with all safety rules and regulations issued by BFEI.
- Co-operate with those responsible for Safety, Health and Welfare.
- Refrain from misusing or interfering with any specified items of safety equipment or any safety device.
- Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained.
- Familiarise themselves with the emergency procedures and policies and fully cooperate with same.
- Use personal protective equipment (PPE) as necessary.
- Use equipment only if authorised and properly trained.
- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to the Subject Teacher when in class and to the Caretaking or Reception staff when not in class, or to fixit@bfei.ie.
- Refrain from using or accessing facilities and equipment without the permission of the appropriate staff member in charge of these facilities.

- Ensure that s/he is not under the influence of an intoxicant so as to endanger his or her own Safety, Health or Welfare or that of any other person.

Any student who knowingly fails to comply with current safety and health legislation and BFEI's Health and Safety Policy and Procedures will be subject to the Institute's disciplinary procedures. The Health and Safety policy is available on the policies section of our website (www.bfei.ie).

Visitors to the Building

Registered students are permitted access to the College and its facilities during the academic year.

Students who wish to use College facilities during holiday periods, when the building is open, are required to sign in at the caretaker's office.

Visitors may be permitted access by appointment only. All visitors to the building are required to sign in at the reception desk or at the caretaker's office.

Students in the Beauty Therapy, Health and Wellbeing and Theatrical Media & Fashion Make Up Department should be aware that clients and/or models should be met at reception by students and are required to sign in.

Students should not issue the access code to visitors.

CCTV

CCTV cameras are in operation for the protection and safety of the Institute's community. Images are monitored and recorded for the purposes of crime prevention, the prevention

of bullying, for the safety of staff and students and the protection of property. The system operates 24 hours a day, every day. The images may be passed to an Garda Síochána and may be used as evidence in an investigation. DDLETB's CCTV policy is available on the policies section of our website (www.bfei.ie).

First Aid

First Aid kits are available in a number of locations throughout the building.

Defibrillators are available from the caretaker's office on the ground floor. It is Institute policy not to dispense medication to students.

Floor	First Aid and Defibrillator Locations
Basement	Beauty Room B04
Ground Floor	Caretakers Office G01 (+ Defibrillator) & Staff Office G13
First Floor	Beauty Rooms 104 & 106 Theatrical Media Make Up Room 114
Second Floor	Staff Office 207 Classroom 204
Third Floor	Staff Room 304

Eye wash stations are available in the following beauty/make up rooms B04, B05, 104, 106, 114 & 115.

In the event of an Accident/Incident

All accidents/incidents must be reported immediately to the Institute's authorities. Students should:

- Report the accident/incident to the Subject Teacher and caretaker on duty.
- Seek first-aid/medical assistance where appropriate.
- Follow all medical advice.
- Co-operate with the investigation of the accident/incident and complete the Accident/Incident Report form.
- Keep the Principal informed of any medical complications that may arise following the injury.

Emergency Evacuation

It is Institute policy that arrangements are put in place for an orderly and controlled exit of buildings in the event of an emergency. Students should familiarise themselves with the Institute's Health and Safety Policy and Procedures.

Emergency Evacuation Procedures

Familiarise yourself with the layout of the building. Know the location of the emergency exits: 3 at the back of the building and 2 at the front and the location of the refuge points (for those with mobility issues).

On hearing the fire alarm.....

1 Stay calm. Do not rush or panic.

2 Exit the building through the nearest exit or make your way to the nearest designated refuge point.

3 Assist those who have difficulty with mobility. Move quickly and calmly. Do not use the lift. Close all doors behind you.

4 Proceed to the designated emergency evacuation assembly area.

5 Do not re-enter the building for any reason and do not leave the assembly area until permission has been given to do so.

6 Follow the instructions of BFEI staff and/or emergency services personnel.

Note: it is illegal to tamper with fire equipment (fire extinguishers, break glass units) etc.

GET OUT, STAY OUT, BE SAFE!

Note to Teaching Staff:

- Subject Teachers conducting classes should undertake a head count of the number of students in class and then immediately accompany the class to their assembly area. The Subject Teacher should be the last person to leave the room and should close the door upon exit.

- Once at the designated assembly area, the Subject Teacher should carry out a second head count to confirm student numbers. Teachers should advise emergency evacuation staff and/or emergency services personnel of students occupying refuge point/s.

Students should obey the instructions of BFEI staff and/or emergency services personnel. Students who do not obey instructions will be subject to disciplinary action.

Assembly Area for Students with Mobility Difficulties

On hearing the fire alarm, students with mobility difficulties should make their way to the nearest designated refuge area. Refuge areas provide a place of relative safety for

students with mobility difficulties before they are assisted by emergency services personnel to exit the building.



Students with mobility difficulties can press the call button to communicate with caretaking/emergency services personnel on the ground floor.

There are 18 refuge areas located throughout the building, mainly in stairwells. There is also a refuge area located in the hallway outside the entrance to room 117 on the first floor and outside the Deputy Principal's office on the second floor.

The refuge area is connected to a monitoring station on the ground floor and permits two way communication.

In order to talk to caretaking/emergency services personnel, students need to press the **call** button. Once the call button is pressed, caretaking/emergency services personnel will be able identify within the building the location of the refuge area and will communicate with students to arrange assistance to enable them to evacuate the building safely.

STUDENT FINANCIAL SUPPORT

The range of schemes and measures available to assist students in Further Education Colleges include:

SUSI Maintenance Grant Scheme

The maintenance grant scheme is the main source of financial help available to students attending full-time further education courses. All grant applications are made online to a single awarding authority, Student Universal Support Ireland (SUSI) through www.susi.ie. Information on eligibility, income limits and application details is available on www.susi.ie.

Maintenance grants are paid in monthly instalments in arrears during the academic year. Payment is made subject to satisfactory participation and attendance on post leaving certificate courses.

Vocational Training Opportunities Scheme (VTOS)

The Vocational Training Opportunities Scheme (VTOS) offers eligible participants the opportunity to:

- Return to full-time education without losing benefit.
- Cover the cost of essential course materials.
- Receive a meal allowance and in certain cases, a travel allowance.
- Develop new skills.
- Gain certification at a range of levels.
- Return to employment.

There are a limited number of VTOS places in Blackrock Further Education Institute.

VTOS recipients are obliged to **sign in and out each day at the caretakers office** to avail of the benefits of the scheme.

VTOS Contact Information

VTOS students may enrol for any course. For further information contact the BFEI VTOS Co-ordinator

(vtos@bfei.ie). Further information can also be obtained from local Social Welfare Offices and on www.studentfinance.ie.

Back To Education Allowance (BTEA)

The Back to Education Allowance allows those in receipt of certain social welfare payments to retain those payments whilst participating in approved full-time courses in further or higher education.

BTEA is not an unemployment payment. Participants receive a standard rate of payment which is not means tested. Students can work while on the BTEA. Further information is available from local Social Welfare Offices and on www.studentfinance.ie.

Fund for Students with Disabilities, a Physical or Mental Health Condition, and/or a Specific Learning Difficulty

Students with a disability, health condition and/or specific learning disability may need supports to help them with their course.

What is this funding?

The Higher Education Authority (HEA) Fund for Students with Disabilities aims to assist students with disabilities, health conditions and/or specific learning difficulties to participate in Further Education. It provides grants towards the provision of services and the purchase of equipment for students with disabilities attending courses in the Institute.

Supports which may be available include:

1. the use of a laptop and/or the use of special software

2. additional learning support either 1:1 or in small groups
3. a personal assistant to help you in class or around the Institute
4. transport e.g. a taxi
5. use of a note-taker
6. use of a sign language interpreter
7. a reader for your exams
8. a scribe for your exams

To access these supports you must have a diagnosed condition such as a visual or hearing impairment, a physical or mobility impairment, a specific learning difficulty such as dyslexia or a mental health difficulty. You must also have documentation to verify this (for example, a psychoeducational assessment, or a medical report). An information sheet 'Information for Students with Disabilities, Physical and Mental Health Conditions and/or Specific Learning Difficulties' is available from reception staff and/or our website.

How do you apply for these supports?

In consultation with you, the Institute will submit an application to the HEA on your behalf. Contact the Institute's Guidance Counsellors in **early September** to find out more about this fund and to fill in the application form. If you apply early in September, there is a greater chance that you will have the supports you need in place as early as possible.

The Fund provides grants for students with disabilities towards the provision of services and the purchase of equipment related to the specific requirements of each student.

Other Funding

There may be additional sources for funding available to students:

Credit Union Member Scholarships/Bursaries

Many Credit Unions in Ireland provide a number of education grants or bursaries in their catchment areas for students studying at all levels of further and higher education. Contact your local credit union for further details.

The Society of Saint Vincent de Paul

The Society of Saint Vincent de Paul recognises the importance of further education particularly for people who live in disadvantaged circumstances. The Higher Education & Training Bursary has been put in place to help those people. Before applying for the Education & Training Bursary, applicants must have applied for all available state funding or other grants.

The process for applying for a bursary varies depending on where you live as different Regions have different procedures and application processes. For example, in the East Region it can only be made through SVP Conferences. The Society operates in small groups, called Conferences, based on local parishes which meet regularly and their work is usually concentrated on local visiting. To make an appointment with your local Conference or to find out more information on how to apply, contact your local office and speak to an Information Officer - <http://www.svp.ie/What-We-Do/Local-Offices.aspx>

SUMMER EXAM RESULTS/CERTIFICATES/DIPLOMAS

Results/Certificates/Diplomas will be posted directly to students from exam bodies or will be immediately posted to students from the Institute when they arrive. Students are

requested NOT to phone the Institute during the summer requesting results. The Institute does not know in advance about, or control, the timing of results.

Course	DATE ISSUED	ISSUED BY
ALL QQI Certified Courses	August	Issued by Institute
Accounting Technician	August	Posted directly to students by ATI
Beauty Therapy, Holistic Therapies and Make Up Artistry	September	Issued by Institute

It is BFEI’s policy that exam results will be retained for a maximum period of ten years.

DÚN LAOGHAIRE RATHDOWN PUBLIC LIBRARY SERVICE – BLACKROCK

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 stocks reference textbooks relevant to BFEI courses. Students should familiarise themselves with the public library’s lending procedures and abide by their regulations.

Blackrock Library Opening Hours

Monday/Wednesday/Friday/Saturday	10am – 1pm and 2pm – 5pm
Tuesday and Thursday	1.15pm – 8pm

Benefits of Membership of Blackrock Library

- Membership is free!
- Free access to Internet via PCs (7 PCs and 1 Apple iMac) or laptops (4) and hublets (6) that can be used in the Library. Free wifi in the Library via your own devices (phones, laptops, tablets) with a library card.
- Access to Blackrocks collection of >30,000 items, including books, DVDs, CDs, audiobooks, downloadable books and back issues of magazines. 12 items can be borrowed at a time and kept for 3 weeks, and then renewed if not reserved by someone else.
- Access to all public library stock in the Republic of Ireland! You can request any item online and have it sent for collection at Blackrock Library.
- Access to every library in the Republic of Ireland with one library card. Items can be taken out from a library in one county and dropped back to another.
- 15 study spaces available with plenty of sockets nearby for laptops.
- Current issues of the Irish Times & Irish Independent as well as a broad range of magazines can be consulted in the Library. The Sunday Times is available at the weekend.
- Printing costs 20 cent per page for black & white or 50 cent for colour. Mobile printing & printing from home available too! Photocopying for a similar rate.
- Access to free digital content via the website with your library card – e.g. downloadable books, magazines &

foreign newspapers online, Irish newspaper archive, language learning facilities, downloadable books, etc.

- Access to video games (2 games per library card) including Xbox One, Xbox X, PS4, PS5 and Nintendo Switch games
- Access to Library events & activities e.g. bookclubs, workshops, etc. in all dlr Libraries.
- Local history resources available.

Contact Details:

Tel: 01 288 8117

Email: blackrocklib@dlrcoco.ie