

## **PRINCIPAL'S WELCOME**

It gives me great pleasure to welcome you to Mallow College of Further Education.

Mallow College of Further Education is the largest provider of Further Education courses in North Cork. We have a wide range of courses at PLC and Professional level catering for upwards of 1,700 students. This reflects the College's excellent reputation for providing high quality courses leading directly to employment or further education.

Our state of the art facilities and motivated teaching staff allow us to provide you with the opportunity to pursue your personal and academic goals.

We welcome students of all ages, abilities and nationalities and promise to provide you with a learning environment which is both innovative and supportive.

I look forward to meeting you at Mallow College of Further Education.

***Denis Healy***  
**Principal**

# MALLOW COLLEGE OF FURTHER EDUCATION

Mallow College of Further Education is the largest provider of further education in the North Cork area, and as an accredited training centre for FETAC, OCR, and ITEC certifications. Mallow College of Further Education also operates as a FAS Apprentice Training Centre for Carpentry. Apprentice training courses have been successfully run in Mallow for over 35 years. Mallow College has developed a wide range of student services to accommodate the various educational, pastoral and social needs of all its students.

## **Mission Statement**

Mallow College is an inclusive learning community, built on positive and respectful relationships. We promote the academic achievement and the personal development of our students.

## **College Objectives**

- To empower students to develop self-belief and confidence through our support and guidance
- To foster educational excellence
- To embrace diversity
- To facilitate a flexible learning environment through communication and co-operation

## **College Staff**

- A team of professionals, dedicated to the care of our students, and to the college and its future
- Our goal is to promote and explore the individuality, creativity and potential of students and to create a collaborative / cooperative learning environment

## **College Students are encouraged to:**

- Demonstrate commitment, determination and motivation in achieving their academic potential
- Develop an openness and willingness to engage in new ideas, new values and new cultures

## **Contact Details**

Telephone: 022-43309  
Fax: 022-22742  
Email: [info@mallowcollege.ie](mailto:info@mallowcollege.ie)  
Website: [www.mallowcollege.ie](http://www.mallowcollege.ie)

Principal: Mr Denis Healy  
Deputy Principal: Mr Paul Murphy

# **ACADEMIC CALENDAR 2014/2015**

## **TERM 1**

**September – December 2014**

Mid-Term

Monday October 27<sup>th</sup> – Friday 31<sup>st</sup> October 2014 (Inclusive)

Christmas Holidays

Friday 19<sup>th</sup> December 2014 – Friday 2<sup>nd</sup> January 2015 (Inclusive)

## **TERM 2**

**January – Easter 2015**

Mid-Term Break

Monday 16<sup>th</sup> February – Friday 20<sup>th</sup> February 2015 (Inclusive)

St Patricks Weekend

Monday 16<sup>th</sup> & Tuesday 17<sup>th</sup> March 2015

Easter Holidays

Monday 30<sup>th</sup> March 2015 to Friday 10<sup>th</sup> April 2015 (Inclusive)

## **TERM 3**

**Easter – June 2015**

Bank Holiday – 4<sup>th</sup> May 2015

**End of Term**

**Mid May 2015**

***Practical and written examinations take place throughout the year***

## COURSE CO-ORDINATORS

### Course Co-ordinator

Accounting Technician	John Healy
Advanced Certificate in Animal Science (Level 6)	Roisin O'Mahony
Advanced Certificate in Business Administration	Donna Skillington
Advanced Early Childhood Care, Education and Special Needs (Level6)	Marie O'Donovan
Art	Teresa Loughlin
Art Portfolio	Marie Coughlan
Beauty Therapy 1	Sheila Murphy
Beauty Therapy 2	Paula O'Connor
Business Administration	Ann-Marie O'Brien
Business Studies for Adults	Joe Henchin
Care of the Elderly	Mary Claire Coyne
Carpentry	Billy Perrott
Complementary Therapy	June Colgan
Computer & Network Maintenance	Gillian Cotter
Early Childhood Care & Education	Ann-Marie O'Brien
Early Childhood Care, Education & Montessori	Marie O'Donovan
Early Childhood Care, Education & Special Needs	Ann-Marie O'Brien
Hairdressing 1	Irene Wilcox
Hairdressing 2	Marie Buckley
Medical Secretary	Marie O'Donovan
Nursing Studies	Sarah Reidy
Security Studies	Derek O'Callaghan
Small Animal Care Level 5	Liane Sieler
Social Studies	Marie Coughlan
Sound Engineering	Caroline O'Regan
Sports Injury Treatment	June Colgan
Career Guidance	Suzanne Powell

### **Administration and Support Staff**

Catherine Feehan  
Teresa Curtin  
Joe Gill  
Kim Dowling

# STUDENT SERVICES

## Student Canteen

The campus has its own canteen facilities with hot meals, tea, coffee, minerals and a range of snacks available throughout the day.

## Parking

The College provides designated student parking facilities, which students can avail of while attending class. **Parking in staff areas is strictly prohibited, clamping is in operation.** Release fee of €20 for first offence, €50 for second offence. Great care must be taken when entering and leaving Mallow College. Cars parked on college grounds are done so at owners' risk.

## Student Identity Cards

All enrolled students are issued with a student identity card, which they can use to avail of certain student discounts.

## Students with additional needs

Mallow College of Further Education is committed to the provision of equal opportunity in education and to ensuring that students with a disability have complete access to all aspects of college life as can be reasonably accommodated.

Applicants who may have special requirements should email or call the college Disability Support Officer at [info@mallowcollege.ie](mailto:info@mallowcollege.ie) or 022 43309 prior to applying for a course.

If you have a specific learning difficulty or disability, the College can apply for additional funding to provide assistance and support for you during your studies. Applications for Support Funding will only be processed if accompanied by a consultant's report of a disability or illness or a psychological report in the case of specific learning difficulties as appropriate. In the case of specific learning difficulties, reports older than five years cannot be accepted.

Upon registering, students should immediately make an appointment with the Guidance Counsellor to discuss their needs and bring appropriate documentation with them.

Assessments of disability are carried out for the following categories: Physical/Mobility Disabilities, Significant ongoing illness, Specific learning difficulties, Autistic Spectrum Disorder, ADD/ADHD, Blind/Low Vision, Deaf/Hard of hearing, Mental Health or Psychiatric or Psychological Difficulties and Head/Traumatic Brain Injury. The Fund for students with Disabilities is funded by the Irish Government and part-financed by the European Union under the National Development Plan 2007-2013.

### **Career Guidance & Counselling**

A professionally qualified Guidance Counsellor is available to students for consultation on career choices, further study options and job search skills. Students can avail of interview preparation before applying for a job.

The Guidance Counsellor also offers a confidential counselling service to students who seek support on a range of personal issues.

### **Student Council**

Mallow College of Further Education has established a Student Council. The Student Council is made up of student representatives from each course in the college and its role is to plan and develop an active student body for the college.

### **Purpose-built training facilities**

Mallow College of Further Education also offers purpose-built hairdressing training salon, beauty therapy training salon and complementary health treatment rooms where hairdressing, beauty therapy and complementary health students can gain practical salon based skills.

### **Computer Facilities**

Mallow College of Further Education offers student access to our state-of-the-art computer facilities, complete with Broadband Internet Technology. The campus also operates a Computer Resource Library where students can avail of computers in their free time. Opening times are posted on the door.

Students wishing to avail of computer access outside of timetabled class times should avail of the Computer Resource Library. Access to computer classrooms is strictly confined to timetabled classes.

### **Regulations for computer use**

- Eating and drinking is strictly prohibited in all computer rooms.
- Students must not interfere with files, system settings, or setup configurations or in any other way interfere with the working of computers.
- Students are requested not to load unauthorised software and to respect software copyrights.
- Students are requested to be mindful of wasting resources by unnecessary printing. Each user is responsible for disposing of any unwanted paper in the waste bins provided.

### **Photocopying & Printing**

Photocopying and Printing is available in the college library. This operates on a card system. Cards can be purchased from the main office.

### **Accommodation Service**

Mallow College of Further Education will provide students with list of housing options should they wish to live in Mallow.

### **Training opportunities**

Many courses offer additional training opportunities that are related to their field of study. For example, First Aid Certification is offered to students enrolled on many of the caring professional courses.

### **Visits and class excursions**

Course co-ordinators may organise class visits and excursions for their students. In recent years, hairdressing students have visited the 'Salon International' Hair Exhibition in London and the Beauty Therapy students attend a number of beauty trade shows and exhibitions. Art, Craft & Design students attend relevant art exhibitions and shows.

### **Art Exhibition**

Each year, the students of Art, Craft & Design and Art Portfolio courses organise an end-of-year Art and Design exhibition displaying their year's work.

### **Annual Awards Ceremony:**

Every year Mallow College of Further Education hosts its Prize Giving Awards ceremony where students receive their FETAC and ITEC Certificates and Diplomas. 'Student of the Year' Awards are also given out on the night in recognition of contribution to the ethos of the College.

## GENERAL REGULATIONS

Mallow College of Further Education aims to provide students with the opportunity to pursue their academic studies in a positive learning environment. We are committed to a holistic approach to life-long learning and endeavour to facilitate personal and professional development

### COURTESY AND RESPECT

- Be proud of the good name of the college and do nothing to take from that good name
- Respect the rights of all others within the college community. Treat everybody with respect, regardless of differences in culture, ability, race, gender, age, sexual orientation or social class
- Bullying is strictly prohibited
- Co-operate with teachers and all other college staff
- Take care of college building and furnishings, and respect the property of others

### HEALTH AND SAFETY

It is our policy to comply with all legal Safety Health and Welfare regulations as laid down by Safety, Health and Welfare at Work Act 2005. To assist the college in doing this we ask that students do their part in complying with the following;

- Respect equipment and observe general safety regulations
- Full compliance with Fire Drill procedures as posted in classrooms
- Do not in any way obstruct walkways
- **No smoking** in college building, canteen or grounds, except in the designated areas. ***An on the spot fine of €20 will apply for breach of this regulation***
- **Substance Abuse** – if staff members are of the opinion that a student is not capable, due to alcohol or substance abuse, to carry out instructions to an acceptable standard, he/she may be asked to leave the classroom/workshop and only return when he/she agrees to abide by the Health & Safety Regulations.
- **Food and drink is strictly prohibited within the classroom environment.**
- Your co-operation is required to keep MCFE a litter free area. Please use designated waste bins

**A Copy of the Health & Safety Act 2005 and Safety Statement is available on request.**

### Mobile Phones

To facilitate the learning experience within the classroom and to avoid unnecessary disruption it is requested that all mobile phones or similar electronic devices are powered off and kept out of sight. However, their use

is permitted outside the class-room, provided it does not interfere with the business of the college. The use of camera phones is strictly forbidden in any part of the campus.

### **Appropriate Dress**

Wearing of uniforms is a requirement for certain courses and students on these courses are expected to present themselves in full uniform at all times. Uniforms are available through the college.

### **Change of Address/Phone Number**

Students should submit in writing, details of any changes of address / phone number to the Secretary's office, as your examination results will be sent to the address supplied on your application form.

### **Withdrawing from College**

In the event of a student withdrawing from a course during the academic year it is customary to inform course co-ordinators in writing as soon as that decision has been reached.

### **Course Cessation**

In the unlikely event of the cessation of the course during the academic year all efforts will be made to accommodate students finishing the course in an alternative institution.

# ATTENDANCE POLICY

## Policy

1. Students are required to give a commitment to full attendance at their course. Failure to attend classes on a regular basis can result in the loss of important information and this generally affects overall achievement.
2. Unauthorised absenteeism will affect students who are in receipt of PLC or VTOS funding. A 75% attendance per month is the minimum requirement for all students in receipt of funding. Students who fail to maintain this standard may have their funding refused.
3. Students are expected to be punctual at all times. The course must take precedence over any other arrangement that he/she might wish to make during the college week.
4. Students' daily attendance is recorded in class roll books and tutors maintain records for individual classes.
5. Any period of absence of 3 or more consecutive days must be supported by documentation.
6. Absence from any class during the day must be authorised by the appropriate class tutor.
7. Students will only be permitted to go on work experience if their attendance at timetabled classes is deemed satisfactory. Attendance at work experience is monitored and any absenteeism needs to be notified to the employer and the College. **A 75% attendance per month is the minimum requirement for all students. Across the course of the academic year a maximum of 4 weeks medical certified absence may be allowed at the discretion of the College authorities.**
8. Attendance is monitored regularly. A student who accumulates an **unsatisfactory** number of unauthorised absences from the College or from course modules will be requested to meet with the course co-ordinator to explain the reason for his/her poor attendance.
9. A student whose attendance is not satisfactory, and who has been made aware of this fact by a member of the college staff, may be asked to appear before the College Attendance Board.
10. Students are also required to reference links between the college attendance policy and the College Assessment & Examinations Policy.

## Procedures

1. Any student requesting special leave, outside of illness, must complete a special leave request form obtainable from the course co-ordinator.
2. Course co-ordinators require to be notified of any absences of 3 days or more. In case of illness a medical certificate will need to be presented within 3 college days upon return to the College. A medical

certificate will not be accepted retrospectively. **NB: Across the course of the academic year a maximum of 4 weeks medical certified absence may be allowed, at the discretion of the College authorities.**

3. In the event of a student maintaining a poor attendance record, the student will be issued with 'Attendance Letter 1', at the discretion of the tutor/course coordinator. Upon receipt of 'Attendance Letter 1', students are required to contact the relevant tutor/course coordinator within 5 working days to arrange a meeting to discuss the issue. A verbal warning may also be issued at this stage. Failure to contact and meet with the relevant tutor/course coordinator within the allocated time will result in 'Attendance Letter 2' being sent to the student.
4. In the event of a student maintaining an attendance rate of 75% or less, the student will be issued with 'Attendance Letter 2'. Upon receipt of 'Attendance Letter 2' students are required to contact their course coordinator within 5 working days to discuss the issue. An 'Attendance Contract' may be issued at this stage. Failure to contact and meet with the relevant tutor/course coordinator within the allocated time will result in 'Attendance Letter 3' being sent to the student.
5. 'Attendance Letter 3' will be issued to any student who fails to adhere to the terms of their 'Attendance Contract' or who fails to adequately respond to 'Attendance Letter 2'. This automatically results in the student's deregistration.
6. The student has the right to appeal any deregistration to the College Attendance Board. The Attendance Board may require the student to appear in person before the Board and will give its decision within 5 working days from date of the Attendance Board meeting.
7. Any student who has been deregistered will not be entered for assessment and the date of deregistration will be used on all official documentation as the student's final date of participation on the course.
8. Each course co-ordinator will explain specific attendance policy and requirements to students at the beginning of the course.

## **Appeals**

A student who receives a notice of de-registration has the right to appeal this decision to the College Attendance Board. Such appeals must be made in writing and submitted to the teacher in charge within 5 working days of the decision. The student may be invited to appear before the Attendance Board.

# ASSESSMENT POLICY AND GUIDELINES

## EXAMINING BODIES

The courses offered at Mallow College of Further Education are certified by both Irish and International awarding bodies.

The awarding bodies include:

- Further Education and Training Awards Council (FETAC level 5)
- Further Education and Training Awards Council (FETAC level 6)
- Microsoft Office Specialist
- OCR/RSA
- Department of Education Junior and Senior Trades
- Edexcel.
- International Therapy Examination Council (ITEC)

The awarding bodies have specific examination requirements.

## ASSESSMENT

A candidate's progress is regularly monitored over the academic year. The majority of courses at Mallow College of Further Education have continuous assessment. This includes term tests, assignments, essays, homework projects, skills demonstrations, projects, reports and/or portfolios. These assessments results form a very significant part of the overall final grade.

## ASSESSMENT REGULATIONS FOR CANDIDATES

- Candidates must observe deadlines as notified by the centre for the submission of coursework for assessment.
- Candidates must attest to the fact that all projects, assignments, learner records and collections of work/ the portfolio of assessment/ portfolio work presented for assessment is their own original work.
- Where group projects/assignments have been undertaken, all candidates must indicate which part of the work is their own. The portfolio of each group member should record or contain supporting evidence of the individual's contribution to the group task.
- Candidates must not interfere with or damage in any way the work of other candidates.

## SUBMISSION OF ASSESSMENT

### All Examining Bodies

Work submitted by the candidate must be the candidate's own work. Each candidate will be given a written assessment brief, this will give detailed instructions of the guidelines/requirements of the assessment, issue date and submission date.

- Assessment must be presented to the relevant subject teacher only, on or before the submission deadline.
- No candidate can submit any course work for another candidate or submit any course work to another tutor other than the subject teacher.
- Assessments can only be submitted during designated class time.
- When a candidate submits an assessment, a submission receipt will be issued by the teacher.
- **It is the responsibility of the candidate to make copies of all assessments submitted as the college does not return course work to the candidate (Original Art work is an exception to this).**
- Where work is ongoing to complete an assessment, submission procedures will vary and will be outlined by the relevant course teacher.
- All work submitted for assessment becomes the property, intellectual and otherwise, of the college.
- Any assessment outside of these regulations must be submitted to the Assessment Board for consideration.

### PLAGIARISM

Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet. All are plagiarism.

**Plagiarism is a direct violation of the college's Assessment Regulations.**

### ASSESSMENT VIOLATIONS

Where the Assessment Board is of the opinion that any candidate has:

- violated any of the assessment regulations
- attempted to obtain a result to which the candidate is not entitled
- claimed or attempted to claim such a result
- furnished incorrect information in relation to their candidature
- aided or attempted to aid another candidate, except where group work is required

- obtained or attempted to obtain aid from another candidate, except where group work is required.

Such a candidate may be liable to incur penalties up to and including:

- loss of marks for the relevant assessment and/or component or disqualification for the programme
- debarment from entry into assessment and/or programme of study for such a period of time as the Board may determine
- any other penalties as deemed appropriate by the board

**A candidate will be notified in writing when a suspected violation of regulations is being investigated and if found to be in breach of regulations, penalties will ensue.**

Candidates have the right to appeal any assessment penalties imposed. All appeals will go before the Assessment Board.

#### **LATE SUBMISSION OF WORK**

Assessment material which is not submitted on or before relevant deadline will **only be accepted under exceptional circumstances and will require the approval of The Assessment Board**

Exceptional circumstances that will be taken into account are

- Doctors certificates for Candidate
- Doctors certificate for Candidate's Child
- Family Bereavement

Doctors' medical certificates will need to be presented on the **day of return** to the college.

- Other awarding bodies have specific penalties which will be outlined by course co-ordinators.
- Extension granted for medical certificate will be equivalent to the duration of the medical certificate.

# EXAMINATIONS REGULATIONS

## General Examination Regulations

1. Only registered students who have satisfactorily attended or otherwise pursued a programme of study and who have completed satisfactorily all programme requirements shall be admitted as candidates to examinations.
2. It is the responsibility of each candidate to ensure that she/he is familiar with all relevant components and programme regulations and examination requirements. Such information will be provided by course teachers at the beginning of the academic year.
3. It is the responsibility of candidates to ensure that they are aware of the date, time and location of his/her examinations. Students can consult the general and class notice board for examination notices/schedules.

## Admission to examination room:

1. Each candidate should be present 15 minutes before the commencement of an examination.
2. No candidate may leave the examination during the first half hour or during the last ten minutes of the examination.
3. No candidate will be admitted into the examination room more than 30 minutes after the start of the examination, or if a candidates have left prior to this time. Extra time will not be allowed to students who have arrived late to their examination.
4. All students must report to the invigilator at the start of the examination with their student card. Each candidate must also sign a sign-in sheet of attendance.

## Conduct during examinations:

1. Candidates must not turn over the examination paper on the desk until requested to do so by the Invigilator.
2. Candidates must leave their student cards visible on their desks for the purpose of checking throughout of the examination.
3. Candidates are requested to read the instructions at the head of the question paper before starting work.
4. Candidates may not use dictionaries and/or other reference books or notes unless expressly approved by the examinations board.
5. It is the responsibility of each candidate to ensure that she/he has an adequate supply of pens, pencils, ink etc. required for an examination. The Invigilators will supply all paper needed during the course of the examination.
6. Candidates are not permitted to bring mobile phones, or any electronic equipment, other than a standard, non-programmable scientific calculator, into the examination hall.
7. All students' belongings, including bags, notes and mobile phones, must be placed in the designated area within the examination room.
8. Cheating is strictly prohibited in the examination room.

9. At the end of the examination, each student must remain in his/her place until an Invigilator has collected his/her answers book(s). Any papers used must be handed up to the invigilator, including the question paper.

**Absence from examination:**

1. If a candidate is absent from the examination, a detailed explanation in writing must be submitted to the assessment board, together with a medical certificate if the absence was due to illness, immediately.
2. If candidates are ill on the day of the examination, the course teacher needs to be informed of their absence and students must furnish a medical certificate on the day of their return to the college.
3. A distressed or ill candidate may be permitted to leave the examination hall temporarily during an examination, accompanied by an invigilator and subsequently return to complete the examination, provided the continuity and quality of the supervision is not affected. The invigilator, following consultation with the College management may grant a time extension to such a candidate at the end of the examination equal to the period of absence, or arrange for such a candidate to complete the examination in a separate room under separate supervision.

**Provisions for students with a permanent or temporary disability:**

1. Candidates who have a disability and will require additional services during their examinations should notify the Assessment Board at the beginning of the academic year.
2. Candidates who have a temporary disability at exam time should contact the Assessment Board as soon as possible in advance of the examination and may be granted any accommodation as deemed appropriate by the Board.

**Breaches of examination procedures:**

1. A candidate found to be in breach of any of these examination regulations, or in possession of unauthorised notes or materials, or is considered to have copied or attempted to copy any material from another candidate, may incur penalties up to and including loss of marks for the relevant assessment and/or component or disqualification from the programme.
2. Unauthorised materials shall be removed and retained by the invigilator who will make a written report to Assessment Board. The candidate will be allowed to complete the examination pending the decision of the Assessment Board. The Assessment Board will apply penalties as appropriate.

**Candidates have the right to appeal any decision made by the Assessment Board.**

**Note: Students are required to sign a form to verify that they have read and understand the above policies and agree to abide by all College regulations.**

# FEES AND GRANT OPPORTUNITIES

## Cost

All courses at Mallow College of Further Education are funded through the National Development Plan (NDP) and there are no tuition fees for EU nationals. However, students are required to pay a non-refundable administration fee of €220. Students may be liable for a Programme Participant Contribution Fee (Government Levy) of €200. Fees for examinations and certification will be outlined by course co-ordinators. Students who are medical card holders may be exempt from some state examination fees. Certain courses also carry additional course related costs, further details of these can be found on the relevant course details.

Non-EU students should contact the College for details on eligibility and course fees.

## Funding

### 1. STUDENT GRANT

Means tested student grants are available to students progressing to a FETAC Level 5/6 or equivalent. Student Grant applications can be made **online only** to Student Universal Support Ireland (SUSI) through [www.susi.ie](http://www.susi.ie). Applications can be made from May and should be made **before** starting a course. Further information can be found on [www.susi.ie](http://www.susi.ie), [www.studentfinance.ie](http://www.studentfinance.ie) and [www.citizensinformation.ie](http://www.citizensinformation.ie)

**Note: BTEA or VTOS recipients are NOT eligible for the Student grant.**

### 2. FUNDING FOR SOCIAL WELFARE RECIPIENTS

All Social Welfare recipients are advised to contact their local Social Welfare Office **before** commencement of a course. This is to get permission to do a course while continuing on their benefits and also to ensure that they get full entitlements.

**Note: If you are in receipt of Jobseeker's Benefit or Jobseeker's allowance you must transfer to VTOS or BTEA.**

### 3. VTOS – VOCATIONAL TRAINING OPPORTUNITIES SCHEME

Applicants over 21 years of age and in receipt of Social Welfare payment for at least 156 days before commencement of course, may apply for VTOS funding.

#### Benefits

Students continue to get their full Social Welfare entitlements and are not required to sign on. In addition students may be eligible for:

- Additional weekly allowance if more than one year on benefit.
- Meal and travel allowances.
- Childcare allowance (for children under 5 years) under the CETS scheme.

- Students are not liable for student services or examination fees.
- However certain courses may carry additional course related costs.

### **Application**

If you are eligible, fill in a VTOS application form (available from Mallow College reception) and return it with your Course application form to the College. **As VTOS places are limited it is advisable to submit an early application.** Students who are eligible for VTOS, but who do not secure a VTOS place are advised to apply to their local Social Welfare office for a Back to Education Allowance (BTEA).

## **4. BTEA - BACK TO EDUCATION ALLOWANCE**

BTEA is a scheme administered by the Department of Social Welfare. Applicants over 21 years of age and in receipt of certain Social Welfare payments for at least 3 months may apply to their local Social Welfare Office for the Back to Education Allowance.

### **Benefits**

The BTEA allows students in receipt of certain Social Welfare benefits to retain those payments while attending a full-time day course in the College.

- Students receive the **maximum** standard rate of payment which is not means-tested and participants are not required to sign on.

Students **are liable** for their student services fee and certain courses may also carry additional course related costs.

### **Application**

Applications for BTEA must be made prior to starting an approved full-time course but late applications will be accepted up to 30 days after commencement of a course. Please contact your local **Social Welfare Office** to obtain the BTE1 application form and for full details and advice on eligibility. The BTE1 application form can also be found on [www.welfare.ie](http://www.welfare.ie) and should be returned to your local Social Welfare Office.

**Further information on all of the above is available on:**

**[www.studentfinance.ie](http://www.studentfinance.ie), [www.welfare.ie](http://www.welfare.ie), or [www.citizensinformation.ie](http://www.citizensinformation.ie)**

## **PROGRESSION FROM FETAC LEVEL 5 AND LEVEL 6 AWARDS TO HIGHER EDUCATION COURSES**

At Mallow College of Further Education we are committed to improving and enhancing progression opportunities for all of our students.

Holders of FETAC Level 5 Certificates and FETAC Level 6 Advanced Certificates have the opportunity to apply for third level college places in over 40 participating Universities and Institutes of Technology nationwide.

Students wishing to progress to third level complete a CAO application form by the deadline February 1<sup>st</sup>. In July, the student's FETAC results are issued to the CAO and forwarded to the Universities and/or Institutes of Technology the student has applied to. The student's best 8 FETAC components are scored and ranked. Since 2013, a new scoring system for FETAC awards has applied for entry through CAO to higher education. Further information is available on the FETAC website [www.fetac.ie](http://www.fetac.ie).

Applicants MUST check with both the individual higher education institution and CAO websites information to ensure that their FETAC qualification meets the minimum requirements of the third level college they wish to apply to. There may be special requirements such as achievement of a particular component or requirement that all credits are achieved in a single sitting (e.g. nursing).

Students are advised to contact the Admissions Office of the individual Higher Education Institutions prior to application. Alternatively students can visit the CAO website [www.cao.ie](http://www.cao.ie) or the FETAC website [www.fetac.ie](http://www.fetac.ie).

Students interested in progression are advised to make an appointment with the Guidance Counsellor to check minimum entry requirements, component requirements, and certificate requirements.

### **How to calculate your FETAC award score for progression**

In order to progress, students must achieve a Level 5 or a level 6 major award, with a minimum credit value of 120. Component awards, or achievement of less than 120 credits, will not enable progression.

It is the responsibility of the applicant to ensure that their FETAC registered centre applies to FETAC for a major award prior to application to CAO.

To calculate your score you must know the credit value of your component awards. Each component is awarded a distinction, merit or pass. These results are allocated the following scores:

Distinction = 3.333

Merit = 2.222

Pass = 1.111

Your scores are then multiplied by the individual component credit value to a maximum 120 credits, a total of 400 points. For components with a credit value of less than 5 credits, multiply the credit value by 15.

Count up your highest grades until you have made up 120 credits.

Multiply the credit value by the grade weighting. It is simplest to do this by scoring 3 for Distinction, 2 for merit and 1 for Pass, multiplying the total by 10 and dividing by 9.

QQI forwards all relevant FETAC results to CAO for each applicant, and calculates the best score obtained for each candidate.

For practical examples for how to score your FETAC results go to:  
[http://www.fetac.ie/fetac/documents/Scoring\\_Examples\\_2013.pdf](http://www.fetac.ie/fetac/documents/Scoring_Examples_2013.pdf)

## USEFUL LINKS

<a href="http://www.cocorkvec.ie">www.cocorkvec.ie</a>	
<a href="http://www.corkvec.ie">www.corkvec.ie</a>	
<a href="http://www.corketb.ie">www.corketb.ie</a>	(Co. Cork ETB)
<a href="http://www.fetac.ie">www.fetac.ie</a>	(Further Education and Training Awards Council)
<a href="http://www.hetac.ie">www.hetac.ie</a>	(Higher Education and Training Awards Council)
<a href="http://www.education.ie">www.education.ie</a>	(Department of Education & Science)
<a href="http://www.esai.ie">www.esai.ie</a>	(Education Studies Association of Ireland)
<a href="http://www.itecworld.co.uk">www.itecworld.co.uk</a>	(ITEC)
<a href="http://www.nala.ie/NALA">www.nala.ie/NALA</a>	(National Adult Literacy Agency)
<a href="http://www.fas.ie">www.fas.ie</a>	(FAS)
<a href="http://www.youthreach.ie">www.youthreach.ie</a>	(Youthreach)
<a href="http://www.nats.ie">www.nats.ie</a>	(National Ambulance Training school)
<a href="http://www.literacyireland.org">www.literacyireland.org</a>	(Adult Literacy)

## USEFUL CONTACTS

### **Banks:**

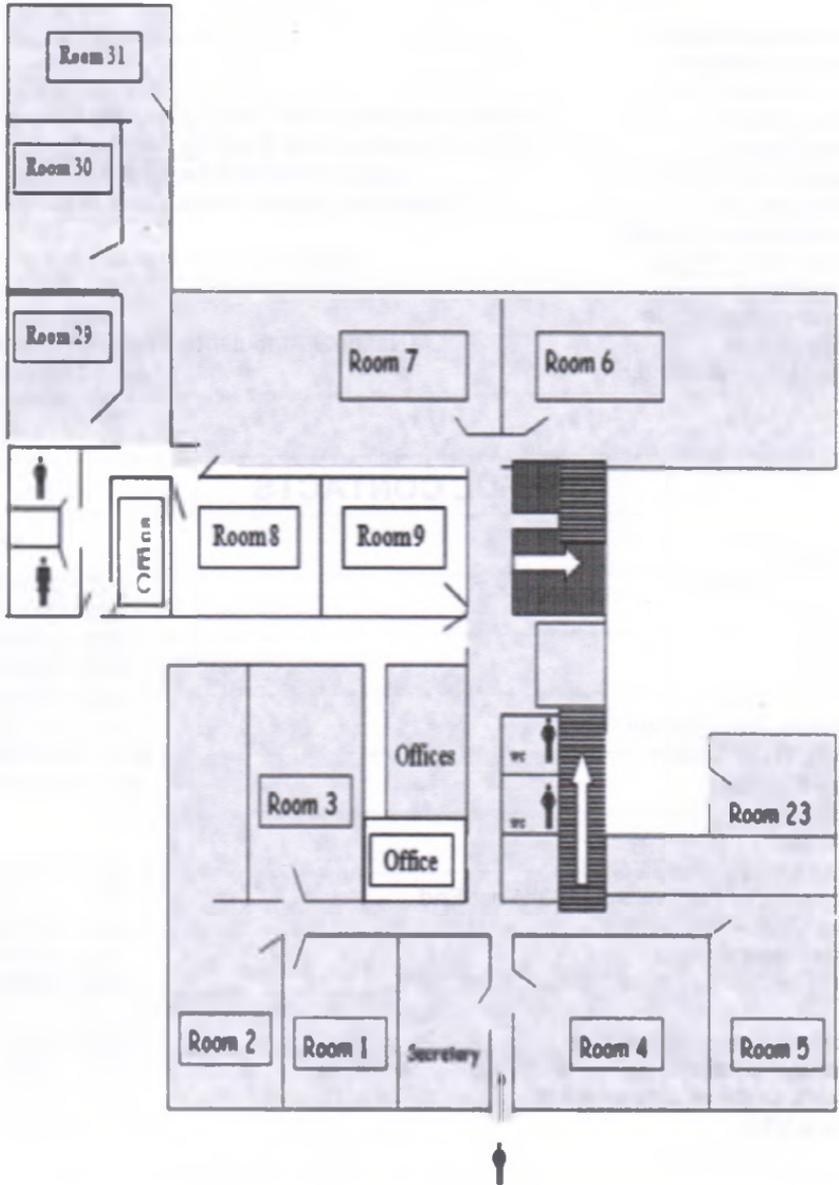
Bank of Ireland	022 - 21535
AIB	022 - 21540
TSB	022 - 22803
ACC	022 - 22463
Credit Union	022 - 21121
Mallow Train Station	022 - 21120
Cork Train Station	021 - 4506766
Bus Eireann	01 - 8366111

### **Clinics:**

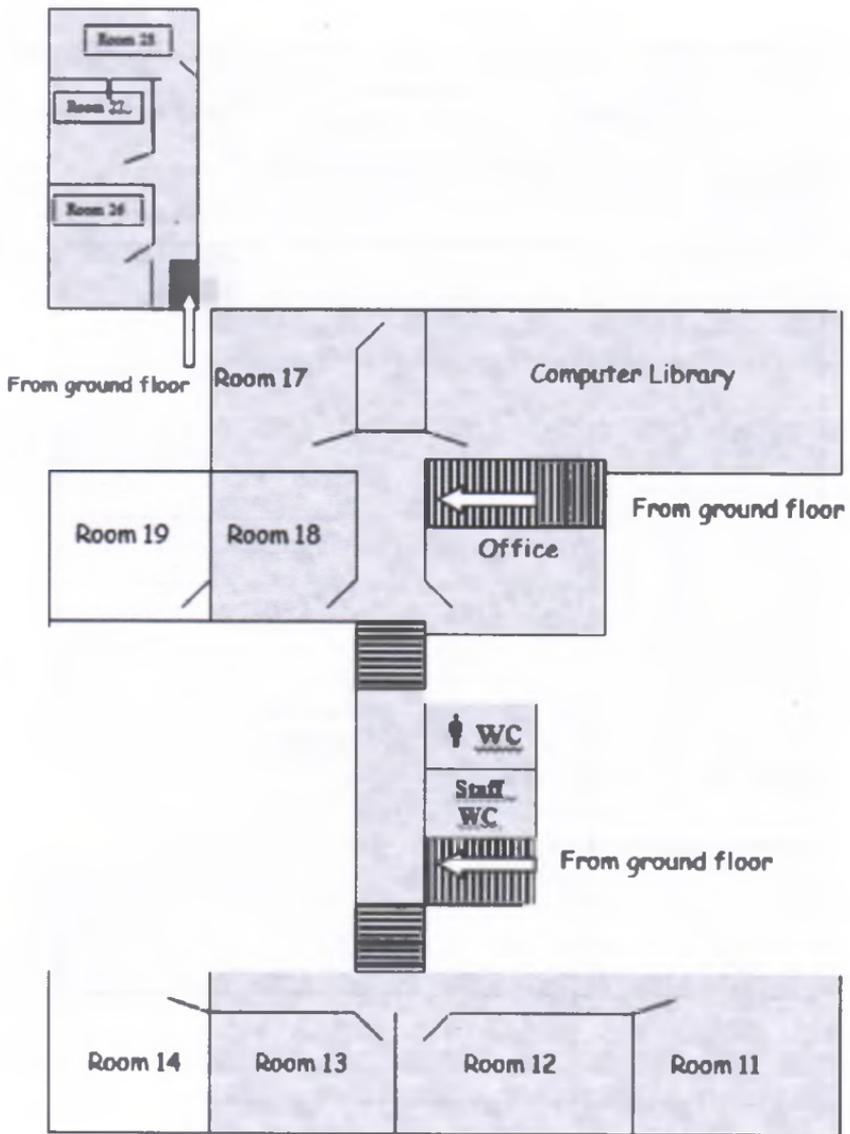
Dentist Beecher St. Clinic	022 - 42133
Christopher Dr. William, 163 West End	022 - 21508
The Cork Road Clinic	022 - 21579
The Medical Centre	022 - 21551
4th Practice Enhanced Medical Services	022 - 52900

<b>Mallow General Hospital</b>	022 - 21251
<b>Mallow Garda</b>	022 - 31450
<b>Davis College, Summerhill</b>	022 - 21173
<b>Cork ETB</b>	021 - 4665000

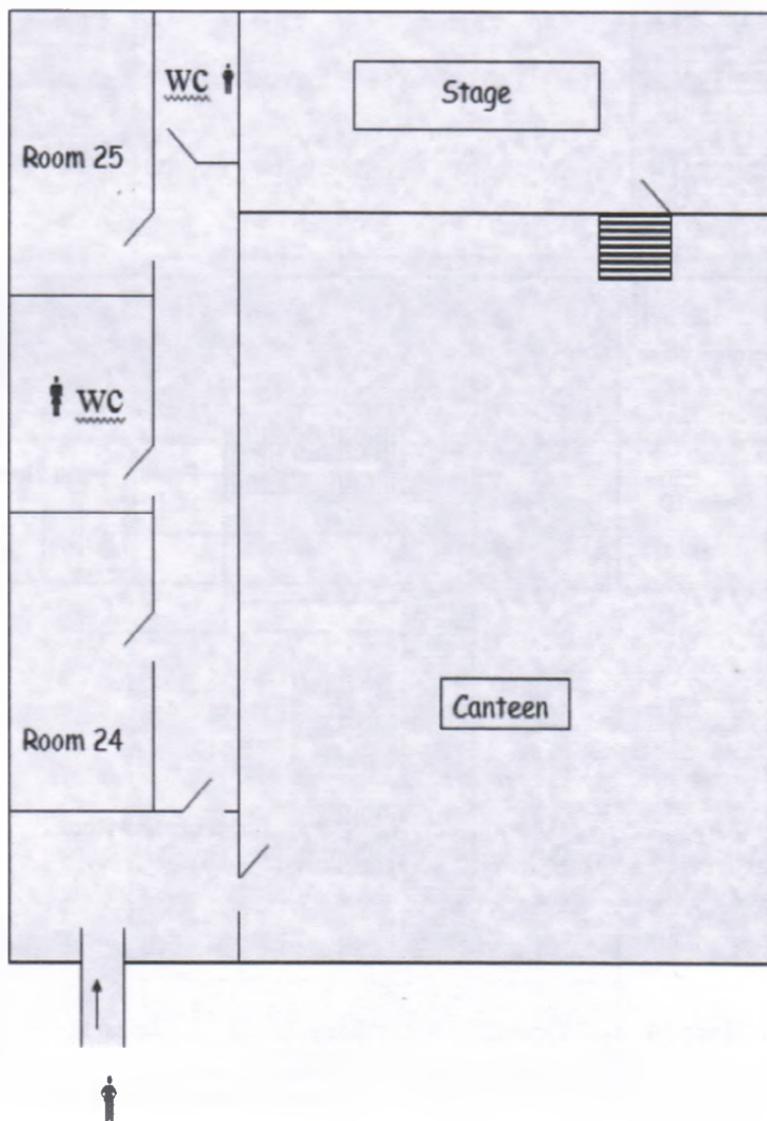
# MAP OF GROUND FLOOR



# MAP OF FIRST FLOOR



# MAP OF CANTEEN







Annabella, Mallow, Co Cork  
 t 022 43309 / f 022 22742 / w. www.mallowcollege.ie / e.  
 info@mallowcollege.ie

## STUDENT FEEDBACK RECORD

Name		Attendance	Submission of Work	Class Participation	Comprehension	Tutor Signature								
<table border="1"> <tr> <td>Very Good</td> <td>4</td> </tr> <tr> <td>Good</td> <td>3</td> </tr> <tr> <td>Satisfactory</td> <td>2</td> </tr> <tr> <td>Unsatisfactory</td> <td>1</td> </tr> </table>							Very Good	4	Good	3	Satisfactory	2	Unsatisfactory	1
Very Good	4													
Good	3													
Satisfactory	2													
Unsatisfactory	1													
Component Title														
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
<b>Total</b>														
<b>Average</b>														

**Course Coordinator Comment**

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<b>Signed Coordinator</b>		<b>Date</b>
<b>Signed Student</b>		<b>Date</b>