DUBLIN COLLEGE
FURTHER EDUCATION
AND TRAINING

ddletb
Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire
Átha Cliath agus Dhún Laoghaire Education and Training Board

Welcome to

Dublin College Balbriggan Swords Learner Induction



BALBRIGGAN | Castlemill

Student Onboarding 05.09.25

DUBLIN COLLEGE
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INDUCTION CASTLEMILL EDUCATION CENTRE



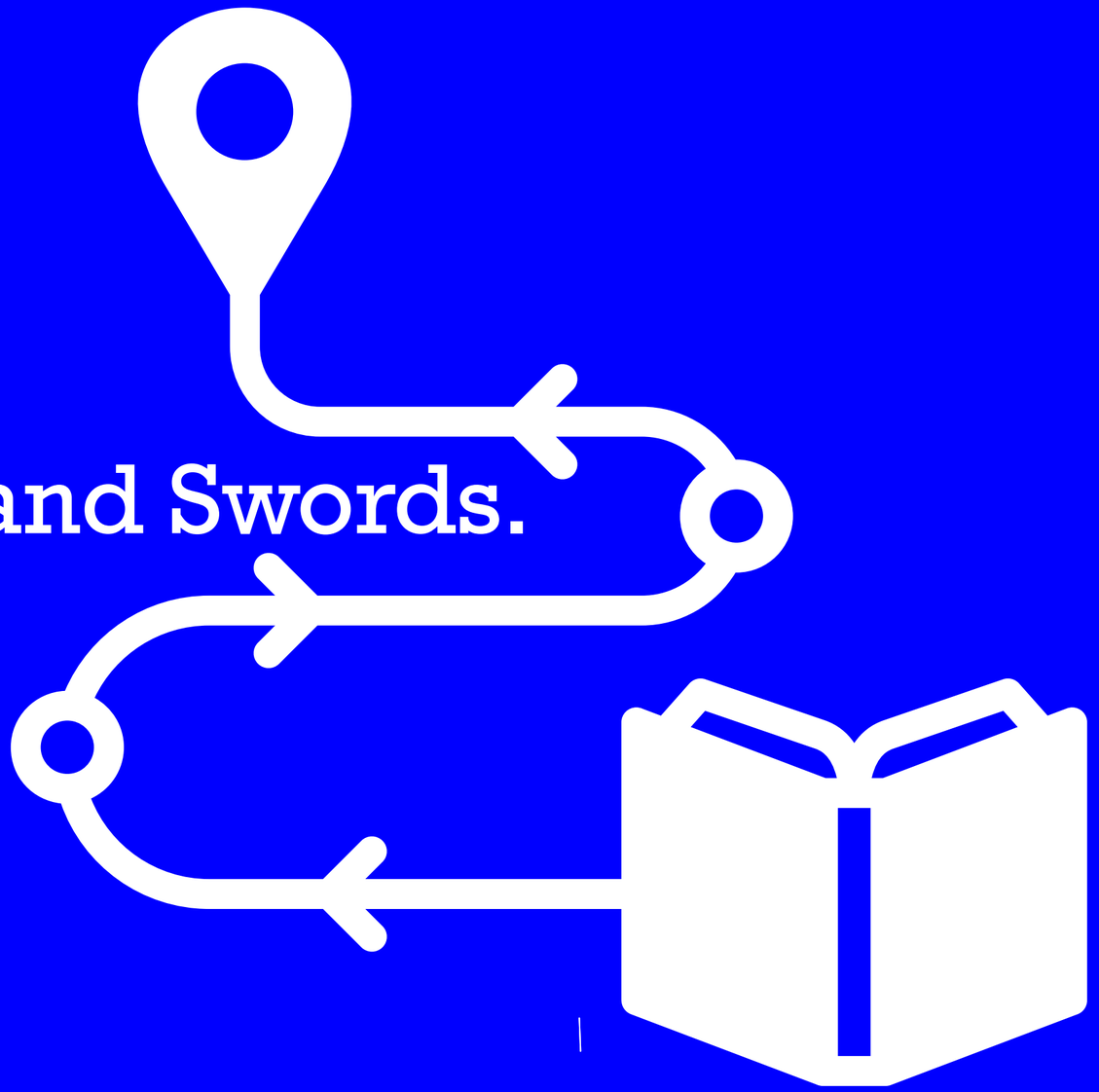
BALBRIGGAN | Castlemill |

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Welcome

Welcome to the start of your learning journey with Dublin College Balbriggan and Swords. We hope you enjoy and maximise your time with us!



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Location

Castlemill Education Centre
The Park, Balbriggan,
Co. Dublin, K32 P237

01 802 0360

cec@ddletbaes.ie

Reception Hours: 9am-3pm Mon-Thurs
9am-1pm Friday
***Classroom access from 9am only**

Door Access CODE: 1234
9am-3pm

STAFF PARKING
ONLY WITH PERMIT



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Meet The Team



Name: Joanne Russell
Position: Adult Education Officer
Responsibility: Overall Management of Dublin College Balbriggan & Swords
joannerussell@ddletbaes.ie



Name: Paula Brennan
Position: QA/ BTEI Co-ordinator
Responsibility: Quality Assureance & Part-time courses Castlemill
paulabrennan@ddletbaes.ie



Name: Catherine Dowling
Position: Health, Community & Childcare Co-ordinator
Responsibility: Part-time Courses
catherinedowling@ddletbaes.ie



Name: Hanna McManus
Position: ESOL Co-ordinator
Responsibility: Part-time English Language classes
hannamcmanus@ddletbaes.ie



Name: Shane Keeling
Position: ESOL Support Officer
Responsibility: Supporting ESOL Students
shanekeeling@ddletbaes.ie



Name: Olga Walsh
Position: Clerical Officer
Responsibility: Administration, Reception,
olgawalsh@ddletbaes.ie

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Meet The Team



Name: Cathy Stewart Breen
Position: Student Liaison Officer
Responsibility: Student support, part-time programmes
cathystewartbreen@ddletbaes.ie



Name: Orla Hicks
Position: Adult Guidance Counsellor
Responsibility: Education, career guidance and counselling
orlahicks@ddletbaes.ie



Name: Kevin McCabe
Position: Information Officer
Responsibility: Information and coursesi internally and external
kevinmccabe@ddletbaes.ie



Name: Amy Louise Kelch
Position: Student Liaison Officer
Responsibility: Student support, part-time programmes.
amylouisekelch@ddletbaes.ie



Name: Fiona Kavanagh
Position: Adult Literacy Organiser
Responsibility: Literacy Programme co-ordination/support
fionakavanagh@ddletbaes.ie



Name: Melanie Loughran
Position: Literacy Support Officer
Responsibility: Supporting Litereacy Students/Teachers
melanieloughran@ddletbaes.ie

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Meet The Team



Name: Tracy McCormack
Position: Assistant Staff Officer
Responsibility: Administration, Finance, QQI Admin
tracymccormack@ddletbaes.ie



Name: Mark Russell
Position: Programme Support Officer
Responsibility: BTEI/ ESOL Programme
markrussell@ddletbaes.ie



Name: Zara Rogers
Position: Social Media, Marketing, Centre Manager
Responsibility: Marketing and Promotions, Centre Manager Balbriggan
zararogers@ddletbaes.ie



Name: Kate Kelly
Position: Clerical Officer
Responsibility: Administration, Reception
katekelly@ddletbaes.ie



Name: Megan Wilson
Position: Clerical Officer
Responsibility: Administration Reception
meganwilson@ddletbaes.ie



Name: Indre Brazaite
Position: Facilities Assistant
Responsibility: Cleaning, upkeep of centre and facilities.
cec@ddletbaes.ie

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Communication

Contact between students and Dublin College Balbriggan and Swords can happen in a variety of ways:



Phone



Text message



Email



Letter

Currently our official email addresses are, '@ddletbaes.ie however these are due to change in coming year to **@dublincollege.ie**

Communication

•If there is a change to your class, we will try to text you before the class starts.

- The caller ID will appear as **FET**.

1.Class is cancelled
2.Class is rescheduled
3.Centre is closed
4.Room or location changes
5.Scheduled Events

•If a learner does not have a mobile phone, staff will try to contact landlines as early as possible before the class time.



SOCIAL MEDIA

We have two social media accounts, Facebook and Instagram. Please follow us for the following:

- Up to date **Information on Centre Closing/Opening** Weather Warnings etc.
- **Upcoming Events** in each centre
- **Employment Opportunities**
- **CAO / College Update**
- **Student Life**/Testimonials
- **Celebrations**/Special occasions



FOLLOW US

Instagram & Facebook

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Follow Dublin College Balbriggan Swords on Social Media

Instagram

Facebook

@dublincollegebalbrigganswords

DUBLIN COLLEGE
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BALBRIGGAN

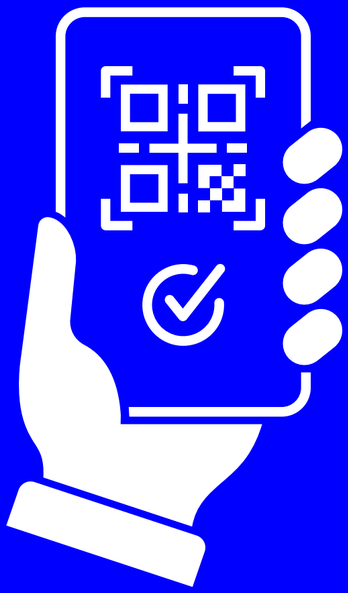
FOLLOW US

Instagram & Facebook

Please note these channels are not to be used to communicate absences or entertain requests. We bear no responsibility or liability for anything posted on WhatApps groups or social media groups set up by students.

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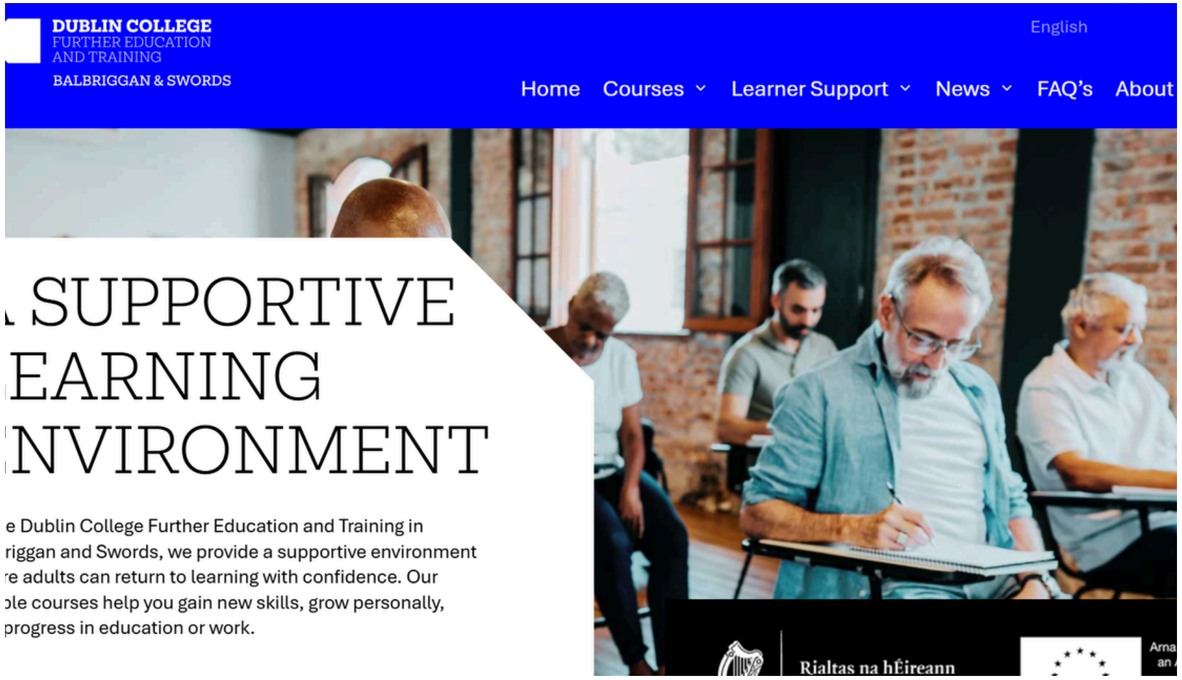
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FOLLOW US

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Dublin College Balbriggan Swords Website



We have a website:
www.dublincollegebalbrigganswords.ie

- **Here you will find information on courses.**
- **Access to applications for courses.**
- **Learner Supports**
- **Adult Literacy Service**
- **Adult Guidance and Information Service.**

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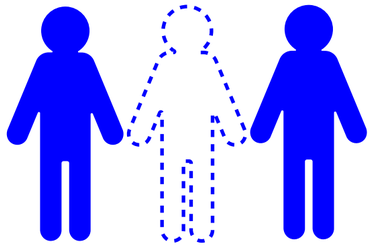
PHOTOGRAPHS

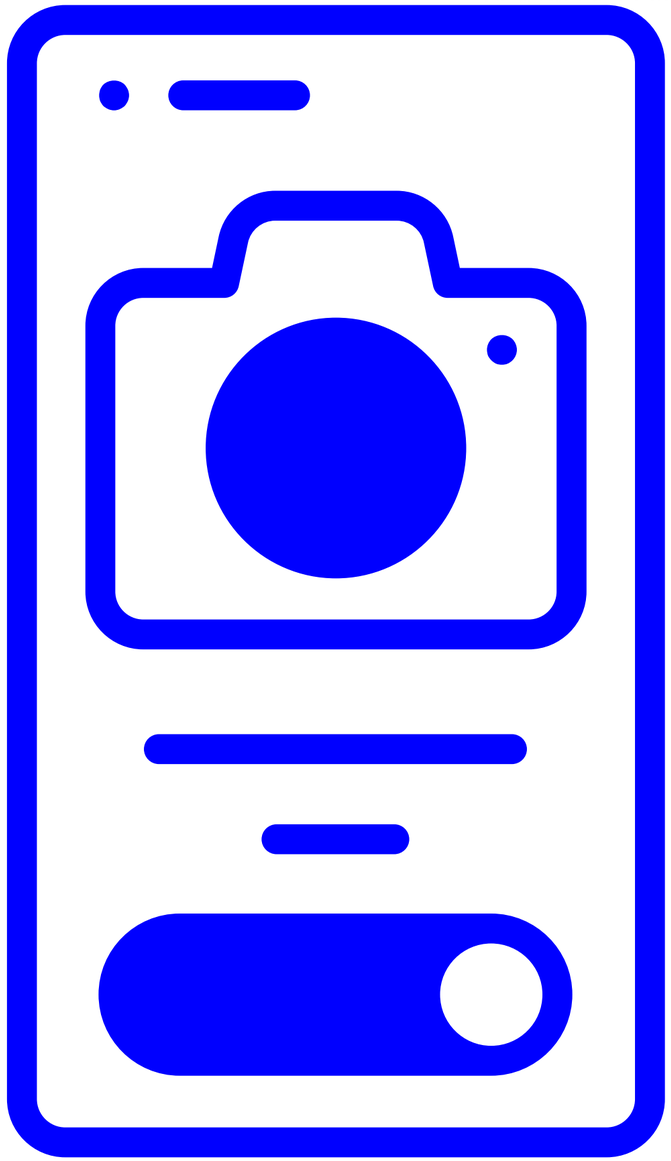
Dublin College Balbriggan Swords & DDLETB may use photographs and video images, taken of students during term, for the following media/publicity purposes:

- Social Media accounts
- Websites
- Posters,
- Flyers,
- Adverts,
- newsletters/newspaper articles, websites.

We use photographs/video to keep a record of events.
You will be asked for permission to use your photograph at the beginning of term in such instances and have the right to refuse. This is done via a form.

If in doubt, just step out of the picture.





DUBLIN COLLEGE
FURTHER EDUCATION
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PHOTOGRAPHS

DUBLIN COLLEGE
FURTHER EDUCATION
AND TRAINING
BALBRIGGAN-SWORDS

Use of photographs and video Images

(including accompanying text)

Dublin and Dún Laoghaire Education and Training Board & Adult Education Service Balbriggan and Swords may use photographs, taken of students during term, for the following media/publicity purposes: posters, flyers, adverts, newsletters, newspaper articles and websites. We use photographs to keep a record of events etc.

- Students/staff in photographs or videos published on DDLETB's and/or DDLETB website **will not be named or identified** in any way other than by group e.g. VTOS go to plant trees etc.
- Consent to the processing of a photograph and/or video can be withdrawn at any time by filling out a Data Erasure Form which is available on request from dataprotection@ddletb.ie. Please submit this form to the school/college/centre or directly to the DDLETB's Data Protection Office at dataprotection@ddletb.ie or you can contact *administration / reception staff for guidance on how to do this*

Please sign to confirm your consent:

I give consent to DDLETB to use photographs/videos of me (along with accompanying text) and I understand there is no payment for my participation.

Signed: _____

Print Name: _____

Date: _____ **Contact Number:** _____

Course Currently Attending: _____

Give CONSENT
Sign White Form

DUBLIN COLLEGE
FURTHER EDUCATION
AND TRAINING
BALBRIGGAN-SWORDS

Use of photographs and video Images

(including accompanying text)

Dublin and Dún Laoghaire Education and Training Board & Adult Education Service Balbriggan and Swords may use photographs, taken of students during term, for the following media/publicity purposes: posters, flyers, adverts, newsletters, newspaper articles and websites. We use photographs to keep a record of events etc.

Please sign to confirm you are not giving consent

I do not give consent to DDLETB to use photographs/videos of me (along with accompanying text).

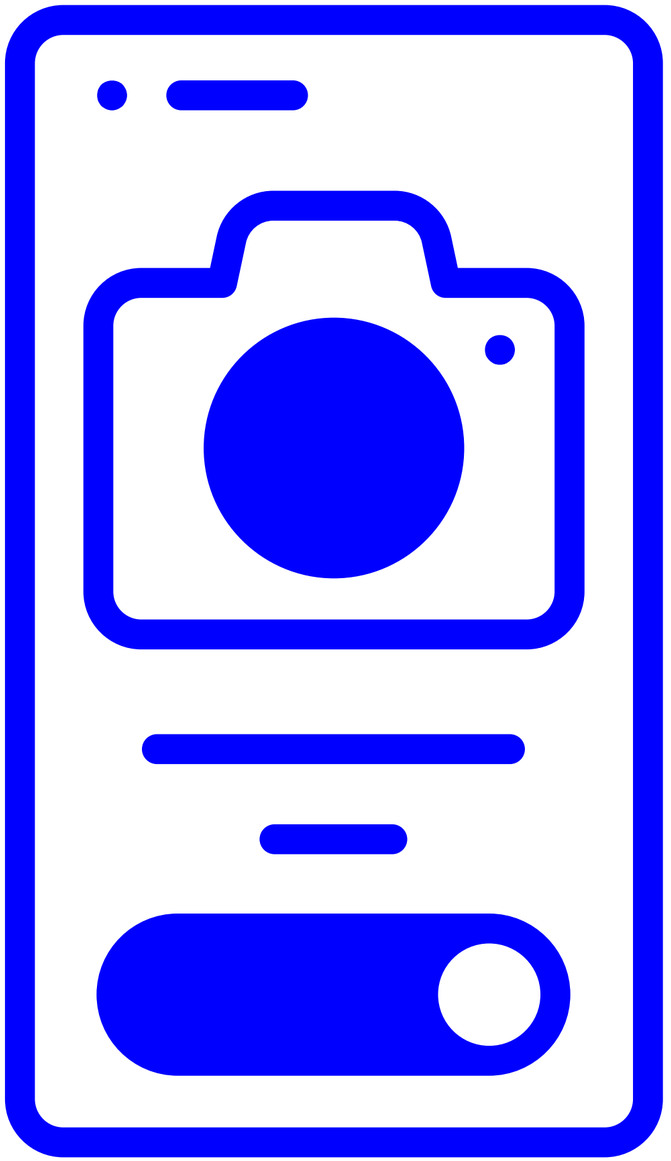
Signed: _____

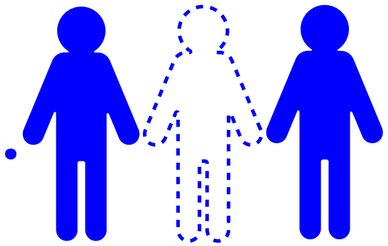
Print Name: _____

Date: _____ Contact Number: _____

Course Currently Attending: _____

Do not give CONSENT
Sign Yellow Form





If in doubt, just step out of the picture.

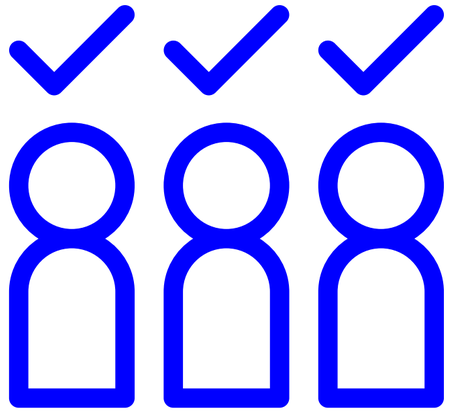

Attendance
Record
Student Name
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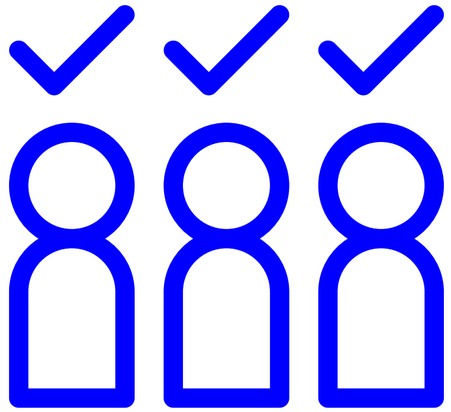
ATTENDANCE

- You must attend at least **80%** of your classes to be considered for QQI certification and to keep your place on the course.
- Being absent for **three** classes in a row for the same subject is not acceptable.
- Many of our courses use continuous assessment. This means that you **must attend** classes on assessment dates, as attendance is essential.



ATTENDANCE

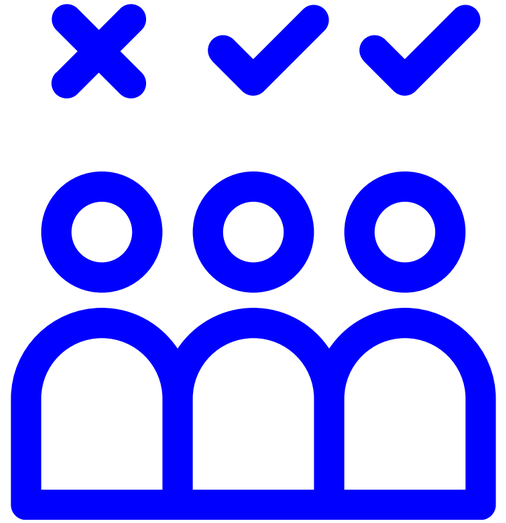
- You might not pass a course if you don’t come to all the classes. You might miss an important **test** or a practice task.
- If you **don’t come** to class for **two weeks**, we will think you have stopped the course. You will need to talk to Paula before you come back.
- If you go on **holiday**, please tell us ***before*** you go.



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ABSENCE



If you are unable to attend class please contact **Olga at** the centre as soon as possible so that your absence can be communicated to the teacher. You can leave a message on voice mail.

01 802 3600 **cec@ddletbaes.ie** **086 8328140**

Hanna McManus- **hannamcmanus@ddletbaes.ie** -ESOL Co-ordinator

Shane Keeling- **shanekeeling@ddletbaes.ie-** ESOL Support

Please note, key workers or family member can contact the centre on your behalf to notify absences.
Requesting other learners to inform us verbally/electronically of your absence **is not accepted**.

DUBLIN COLLEGE
FURTHER EDUCATION
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Refreshment Breaks

- **HOT WATER (available in flasks in the student hub) to make TEA & COFFEE. You need to** bring your **<u>own cup</u>** each day and bring it home, as we do not have a fully equipped canteen. Cups left in the centre will be disposed of.

- **No Food** to be eaten in classrooms please eat in student hub.

- **FILTERED WATER** are available bring your won bottle.

- **Smoking and Vaping** are not permitted in any of the Centres. While smoking or vaping in designated areas outside the complex gates. Please **do not block** entrances. Dispose of any waste correctly.

- **Alcohol and illegal substances** are not permitted in any of the Centres and participants presenting in an unfit state due to the effects of alcohol or any illegal substance will be asked to leave the Centre.

- **Breaktimes** will be assigned by Programme Co-ordinators.



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Mobile Devices

CASTLEMILL

MOBILE DEVICES

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- Mobile phones cannot be used in class. Sometimes the teacher will ask you to use your phones; then it is OK.

- Be sure your phone is on ***silent***.

- Sometimes teachers take pictures as part of a test, to show you did it. We will only use these pictures for testing. The only people who will see these photos/videos are your teachers or the school inspectors.

- It is important that you don't take pictures of your classmates or share pictures of your lessons.

- Some classes like to set up a WhatsApp group. This is OK but your teacher will not be a part of it.



Internet Searches

- Do not use the school computers to look at anything that is offensive. If you don't want your teacher or other students to see it, don't look at it.

- If you use the school computers to look or listen to information or videos that are racist, sexist, sexual, or violent, you will be asked to leave the school.

- The school must be a safe place for everyone, and the computers are shared with other students.

- Please be careful with the school computers. Everyone needs to use them. If you have a problem with the computer equipment, please tell your teacher.



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POSITIVE LEARNING ENVIRONMENT FOR ALL LEARNERS & STAFF



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Good Vibes Only

We want all learners to have a positive learning experience with Dublin College Balbriggan and Swords.

However, if you have any difficulties relating to your learning experience with Dublin College Balbriggan Swords please notify your tutor/teacher or Programme Co-ordinator as soon as possible.

DUBLIN COLLEGE
FURTHER EDUCATION
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Code of Conduct

- Sometimes things go wrong.

- If you are not happy with your course or your class, please talk to your teacher about it first.

- Then contact Paula.

- If you are making it difficult for others to learn, the school will tell you and help you to change things. If you don't you may be asked to leave the course.

DUBLIN COLLEGE
FURTHER EDUCATION
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BALBRIGGAN-SWORDS

Student Name: (BLOCK CAPITALS)

Dublin College Balbriggan & Swords, (DDLETB)

Our mission in Dublin & Dún Laoghaire ETB is to be the leading provider of integrated education services which enable children, young people and adults to fulfil their potential in a positive learning environment. We will promote equality, innovation and partnership in the delivery of our services.

Adult Education Service Balbriggan and Swords

Code of Conduct

We believe that everyone, including staff and learners, has the right to work and learn in an atmosphere of mutual respect. The following Code of Conduct is to support learners in achieving their learning outcomes.

COMMUNICATION

1. Communication with learners is through a variety of methods; phone, text message, letter or email.
2. All communications by email is via official email addresses, '@ddletbaes.ie' or '@ddletb.ie'
3. Communication between learners and Course Coordinators may occur via 'work issued mobile phones' or from the learner management software, which will appear as at text from FET (where appropriate, Course Coordinators will give out their mobile phone number).
4. In the event of a class being cancelled, learners will receive a text message from FET. If a learner does not have a mobile phone, staff will endeavor to contact landlines in adequate time.
5. Staff may email learners with feedback regarding their work after normal working hours (9am-5pm). In these instances, learners are not expected to reply or act on these emails until the following day.
6. Similarly, learners may email teachers/tutors with assignment drafts, requests etc. These will not be responded to until the next working day.
7. Dublin College Balbriggan and Swords host a number of social networking sites, Facebook, Instagram and Twitter. The purpose of these is to share information and to promote the service and events that are happening in the service. They are not used to communicate absences or entertain requests.

CLASSROOM CONTRACT

We will use the following slide to help us agree on our classroom contract together.

You will **sign** your classroom contract at the start of term.

DUBLIN COLLEGE
FURTHER EDUCATION AND TRAINING
BALBRIGGAN-SWORDS

Dublin College Balbriggan and Swords Classroom Contract

The classroom contract defines what students can expect at Adult Education Service. It aims to help and encourage you, the student, to actively participate in and take responsibility for your learning. It is each student's responsibility to be familiar with and to comply with the agreed classroom contract.

Classroom Etiquette

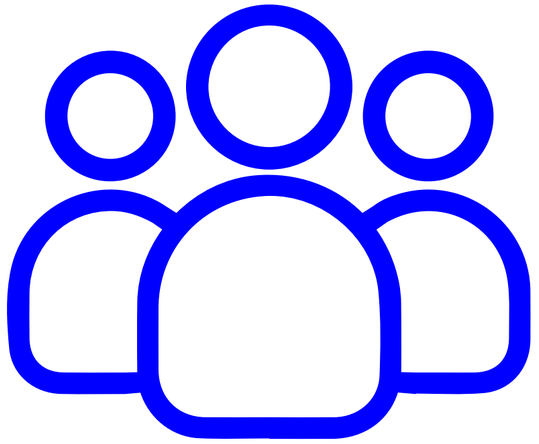
Students are required to:

- **Show Respectful Participation**. Listen to what your fellow students and Teacher/Tutor have to say and allow each person to speak, without talking over them. Take part in discussions. Being an active participant in your classes helps you to understand the material and it also helps your fellow students.
- **Remember not to dominate the discussion**. While you should take part in classroom discussion, do not dominate it, as you may be denying others an opportunity to participate.
- **Arrive on time.** When you arrive late to class, it can create a distraction for others. You are also depriving yourself of valuable learning time. Practice the art of punctuality by arriving a few minutes early.
- **Come to class prepared.** This helps you get the most out of class.
- **Turn off your mobile phone and put it away**. If you need to have your phone on for an emergency, let the Teacher/Tutor know in advance and set your phone to vibrate/silent. Leave the classroom before taking the call.
- **Behaviour**. Any form of challenging or aggressive behaviour is not acceptable or tolerated. Our disciplinary policies and procedures are aimed at ensuring the necessary structure for our staff to maintain positive behaviour in the classroom and a positive learning environment in our centres.

CLASSROOM AGREEMENT

- Speaking English
- Coming to class on time
- Showing Respect: listening to other students and the tutor
- Take part in discussions but give everyone a chance to talk.

- Doing homework
- Using your mobile
- Being polite and respectful.
- No stories outside of the classroom.





Disciplinary Procedure

If a learner's behaviour or actions do not meet the required standards, the following disciplinary procedure will be followed.

(a) Stage 1 – Verbal warning
(b) Stage 2 – First written warning
(c) Stage 3 – Final written warning
(d)Stage 4 – Suspension while an investigation takes place and/or dismissal

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GUIDE TO PARTICIPATION: MAKING THE MOST OF YOUR LEARNING

- **Show Respectful Participation.** Listen to each other and allow each person to speak, without talking over them.
- **Take part in discussions**, everyone learns from participating in the class but don't take over.
  Give everyone a chance to talk.
- **Arrive on time** or better still, arrive a few minutes early. When you arrive late to class, it can create a distraction for others, and you will have missed out on valuable learning time.
- **Come to class prepared**. This helps you get the most out of class.
- **Keep** on top of assignment. Communicate with teacher/tutor is you are have difficulties.
- **Mobile phone** set your phone to vibrate/silent. Excuse yourself and leave the classroom before taking the call.

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Course Related Grievance Procedure

If a learner's behaviour or actions do not meet the required standards, the following disciplinary procedure will be followed.

(a) Stage 1 – Verbal warning

(b) Stage 2 – First written warning

(c) Stage 3 – Final written warning

(d)Stage 4 – Suspension while an investigation takes place and/or dismissal

DUBLIN COLLEGE
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ASSIGNMENTS

Assignments are given to students to assess their knowledge and to meet assessment criteria for certification.

This applies at QQI level, 4, 5 & 6. The following is information regarding communication on assignments.



DUBLIN COLLEGE
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ASSIGNMENTS COMMUNICATION

- Your teacher or tutor will tell you exactly how to submit assignments, whether uploaded through your DDLETB account or on Moodle.
- Feedback may be emailed back to you or uploaded on Moodle.If this happens outside of normal working hours (9am-5pm) you are not expected to reply or act on these emails at once.
- Likewise Learners may email or upload assignments, drafts, requests etc. at a time that suits them, but these **will not be** responded to until the next working day or at a time agreed with the teacher/tutor. If you see that teacher/tutor only once a week then you may not hear from them until the next scheduled class.



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ASSIGNMENT DEADLINES

- Every effort should be made to meet assignment/feedback deadlines. If for any reason you can't meet a deadline, it is your responsibility to inform the relevant subject teacher, tutor or Course Coordinator.

- If a learner misses an assessment deadline or may be aware that he/she will miss an impending assessment deadline, the learner may apply for;

1. **Pre-submission-** Assignments can be handed in ahead of submissio ate

2. **Short-term extension** (3 Working Days)

3. **Compassionate consideration** in extenuating circumstances.



DUBLIN COLLEGE
FURTHER EDUCATION
AND TRAINING

LEARNER MALPRACTICE

- Learner malpractice means malpractice committed by a learner during an assessment such as an exam or assignment.



- **Plagiarism is one form of malpractice.** This means that the learner copies the work of another person, whether from a book, the internet, or a classmate and submits it as his/her own. All suspected cases will be investigated immediately. Your teacher/tutor has access to software which enables them to locate the source of information copied from a published work or a website. It is your responsibility not to copy from someone else and indeed, not to allow someone to copy from you. Assignments or assessments which have been copied from elsewhere may receive a zero grade.

- **Unacceptable Behaviour** during an assessment event such as copying, using a search engine or talking, will also be investigated and dealt with appropriately.

DUBLIN COLLEGE
FURTHER EDUCATION
AND TRAINING

HEALTH & SAFETY





Please familiarise yourself with the fire evacutation procedures in your centre.
When the fire alarm sounds:

- **Leave** the classroom, last person out of the classroom closes the door.
- **Walk** to the nearest fire exit to the designated **meeting point.**
- **Remain** in your class group with your teacher.
- **Do not** return to the centre until the signal to return has been given.



Please adhere to signs and directions given by cleaning staff. If a cleaning sign is in place do not remove it. Please wait until the all clear is given to access rooms and toilets after the cleaning staff are finished. Be mindful of wet floors and use handrails on the stairs.



If you require First Aid, please inform your teacher. We have a number of trained First Aid staff on site. We reserve the right to call and ambulance based on our first aid training.



All accidents are to be reported to teacher/Programme Co-ordinator and an ETBI Accident Report staff completed by teacher/Programme Co-ordinator, even ones not requiring first aid.

DUBLIN COLLEGE
FURTHER EDUCATION
AND TRAINING

QUESTIONS



DUBLIN COLLEGE
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AND TRAINING

BALBRIGGAN SWORDS



TO ALL OUR LEARNERS IN 2026/2027, ENJOY AND HAVE FUN LEARNING!