



**etb**

Bord Oideachais agus Oiliúna  
an Longfoirt agus na hIarmhí  
Longford and Westmeath  
Education and Training Board



## **Athlone Training Centre**

---

# **Code of Conduct**

**Athlone Training Centre, Garrycastle, Athlone Co Westmeath**

**Telephone + 353 (0) 90 6424200 Fax: + 353 (0) 90 6474795**

**(01 July 2014)**



Ireland's EU Structural and Investment  
Funds Programmes 2014-2020.

Co-funded by the Irish Government  
and the European Union.



**EUROPEAN UNION**

Investing in your future  
European Social Fund

## **Welcome & Introduction**

On behalf of the Management and Staff Athlone Training Centre, I would like to take this opportunity to welcome you and wish you every success on your course here in the Athlone Training Centre.

I trust it will be a rewarding time where you will learn new skills to assist you in your future career.

This Code of Practice has been put in place to enable you to take the best possible advantage of the training programme you have selected. The discipline and work ethic required to complete the programme will give you a good grounding in the standards required to obtain and keep employment. We hope you enjoy your time here.

We are committed to providing a safe and healthy work environment for all our course participants. As such, smoking is not permitted within the building. Smoking can only take place outside the building in the designated area during tea and lunch breaks.

Compliance with this Code of Conduct will assist us in maintaining a high standard of safety and a good environment.

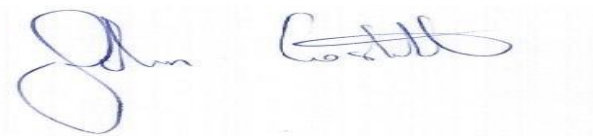
Participants are reminded that these procedures are preventative and are of a deterrent rather than a penal nature. The overall aim is to train in an industrial commercial discipline.

This Centre is a Quality Based Training Services Unit. If you would like to comment on what we do or the way we do it, we would like to hear from you. Feedback Forms are distributed at the end of each course and we invite you to assist us in continuing to improve our standards, service and facilities by taking time to complete and return our Feedback Form.

Additional information is available on the Learner Portal

**Manager Athlone Training Centre.**

**Signed**

A handwritten signature in blue ink, appearing to read 'John Costello', is written over a light blue grid background.

Note: - All Training Programmes completed in Athlone Training Centre are eligible for ESF funding

<b>INDEX</b>
--------------

<b>Content</b>	<b>Page No.</b>
Role of LWETB -----	4
Instructor -----	4
Assistant Manager, Training -----	4
Hours of Training -----	4
Training Allowances -----	4
Identity/Clock Cards -----	4
Absences -----	5
Timekeeping -----	5
Sick Leave -----	5
Compassionate Leave -----	5
Public Holidays -----	5
Training Records -----	5
Assessments -----	6
Entering & Exiting Centre -----	6
Safety Reminder -----	6
Bullying -----	7
Sexual Harassment -----	7
Malicious Action -----	7
General Behaviour -----	8
Personal Protective Equipment -----	8
Tools/Equipment -----	8
Illicit Drugs -----	8
Housekeeping -----	8
Car Park -----	9
Buses -----	9
Loss or Damage -----	9
Telephone Calls -----	9
Feedback -----	9
Safety & Welfare/Emergency Evacuation/Fire Precaution -----	9
Safety Statement -----	10
Health & Safety -----	10
Canteen -----	10
Disciplinary Procedures -----	11
Policy on Use of Computer Hardware and Software -----	12 & 13
Safety Acknowledgement -----	14

## **ROLE OF LWETB**

The Longford and Westmeath Education Training Board provides career guidance, practical advice, information and training to help those who are seeking employment and those employed in Industry, Business and Commerce. The Training Centre in Garrycastle provides a range of training courses aimed specifically at providing skills for employment.

## **INSTRUCTOR**

During training, each course participant will report to an Instructor and you should consult him/her in relation to any problem, query, etc., connected with your programme of training in the centre.

## **ASSISTANT MANAGER – TRAINING**

The Training Centre is managed by a Manager and Assistant Managers. The Assistant Managers is responsible for all internal training in Athlone Training Centre.

## **HOURS OF TRAINING**

Five days per week: Monday to Friday: 31.25 hour week

8.30 a.m. to 3.45 p.m. Monday to Thursday inclusive

8.30 a.m. to 12.45 p.m. Friday

Lunch: 30 minutes

Tea Break: 10 minutes each morning

Persons clocking out before allocated times (see above), will receive a deduction from training their allowance.

## **TRAINING ALLOWANCES**

The Recruitment Section personnel will have informed you of your allowances/wages.

## **IDENTITY/CLOCK CARDS**

When you are registered, you will receive an electronic clock card; this is also your identity card. You must clock-in each morning and clock-out when leaving the Training Centre. When clocking out, please form an orderly queue.

**A fee of €6 will be charged for a replacement identity card. Please note also that the use of another persons identity card may result in your and the other person's dismissal from the centre.**

## **ABSENCES**

You are required to attend each day of your training course. If for some reason you must be absent from your course you must notify your Instructor as early as possible on the first day. If no notification of an absence is received within two days, it may be assumed that you have left the course and your place will be offered to another applicant.

If you have reason to leave the Training Centre during training hours (and this includes lunch break), you must advise your Instructor. You must also clock out when leaving the Centre and clock in on return. Failure to do so could result in a deduction being made from your training allowance or other disciplinary action taken against you.

## **TIMEKEEPING**

Timekeeping is a key assessment element, which is recorded on each course participants training record sheet. Good timekeeping is also a key area which employers look for when recruiting. This information is also provided to potential employers. Course participants must attend for training on time each day. In the event of you being late, you should advise your Instructor of the reason. The Instructor may decide to accept your account without further action.

## **SICK LEAVE**

Payments may be available for Certified Sickness absence to individuals in receipt of training allowances. A valid doctor's certificate is required. A maximum of six (6) days sickness payments can be paid in any three month period. If a learner is absent through illness for longer than six days, they should contact their local Department of Social Protection Office regarding entitlements to benefits.

Apprentices should contact their employer regarding any payments they may be eligible for.

## **COMPASSIONATE LEAVE**

A maximum of 5 days compassionate leave will be paid in the event of a death in the immediate family.

## **PUBLIC HOLIDAYS**

All Bank Holidays are observed and payment is made for these days.

## **TRAINING RECORDS**

All your training activities are monitored and recorded. The record sheets can be viewed on request. Employers, potential or present, can also have access to these records.

## **ASSESSMENTS**

All assessment results are subject to a Results Approval Process, which takes place at the end of the course. If there is any change to the result arising from the process, you will be informed of that change.

Learners can request (in writing) a recheck/review of a result prior to the result approval process being completed. For certain assessments e.g. on-line assessments and where tests are assessed by an awarding body, their policies/ rules regarding rechecks/reviews of results apply.

Following a recheck/review of a result an appeal can be requested in line with the Training Standards System and where appropriate, the relevant Awarding Body rules apply. Learners who wish to appeal their test/assessment outcome must apply using the Learner Appeal Application Form for Training Programmes and this must be sent to the relevant Manager with responsibility for the course no later than 10 working days from the issuing of the final approved results to the learner.

Your instructor will brief you about your assessments prior to the assessment date. If you do have questions about your assessments and the procedures involved; check with your instructor.

Where required, students undergoing assessment or repeat exams must have proof of ID, (for example; - Drivers License, Passport, Garda ID Card).

## **ENTERING AND EXITING CENTRE**

Entering and exiting the Training Centre should only be through the doors allocated and sign posted. Using other doors is a breach of security regulations.

## **SAFETY REMINDER**

Safety is everyone's concern! If you are in doubt about any aspect of training, speak with your Instructor.

- Fooling around can cause injury to yourself and other persons.
- Every identified possible hazard should be reported.
- Tidy work areas/classrooms reduce dangers.
- You are responsible for your own safety.
- You are not allowed to enter or pass through workshops.

## **BULLYING**

We endeavor to provide an environment that will give all course participants the freedom to learn without having to suffer bullying, intimidation or harassment. Bullying in this Training Centre is strongly disapproved of, is unacceptable and can be grounds for disciplinary action being taken.

We regard bullying to include:

- Aggressive behaviour toward another person or persons
- Repeated verbal harassment
- Constant personal insults and name calling
- Uncomplimentary remarks likely to cause serious offence
- Constant ridiculing of a person or persons by another person or persons
- Intimidation and threats in general

***If you are subjected to such behaviour please contact your Instructor or the Nurse who will liaise with Management to address the complaint. All complaints will be dealt with in the strictest confidence.***

## **SEXUAL HARASSMENT**

It is the policy of this training centre that freedom from Sexual Harassment is a condition of training to which every course participant is entitled and sexual harassment is a breach of this policy. We recognise that sexual harassment is a form of sex discrimination. It is defined as unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of women and men at work. This would encompass unwelcome physical, written verbal and non-verbal conduct.

Course participants who offend in this manner are liable to termination from the course and prosecution under the Anti-Discrimination (Pay) Act, 1974.

***If you are subjected to such behaviour please contact your Instructor or the Nurse who will liaise with Management to address the complaint. All complaints will be dealt with in the strictest confidence.***

## **MALICIOUS ACTION**

Abuse of staff or Training Centre property, including theft, will incur instant dismissal and may result in the matter being referred to An Garda Síochána.



## **GENERAL BEHAVIOUR**

Mature and disciplined behaviour is required and expected in all parts of the Centre and its surroundings. **Trainees/Apprentices are prohibited from entering or passing through other training areas.** Safety rules and procedures must be adhered to at all times. Unruly behaviour and horseplay, particularly in training areas, are extremely dangerous and course persons responsible/involved in such behaviour are liable to dismissal from training.

**The playing of football in and around the Training Centre and car park areas is strictly forbidden.**

## **PERSONAL PROTECTIVE EQUIPMENT**

If you operate metal machines or equipment, etc., safety glasses must be worn to protect your eyes. Trainees are required to use all necessary Personal Protective Equipment (PPE) as instructed or in any designated area so assigned.

You will be informed of other occasions when you are required to wear safety glasses. If you are engaged in welding, the appropriate headgear and aprons as indicated by your Instructor must also be worn. Damaged or worn PPE must be replaced immediately.

## **TOOLS/EQUIPMENT**

Apprentices are responsible for their own equipment. All tools, machinery and equipment are purchased out of taxpayers' money and it is the responsibility of everyone to ensure that they are well maintained. Breakage/damage to such items must be reported promptly to the Instructor.

## **ILLCIT DRUGS**

Drugs other than those medically prescribed for the bearer's personal use may not be brought into the building or grounds of the Centre. Course participants found with such substances risk termination from the course.

## **ENVIRONMENTAL**

Please switch off all computers, screens, electrical appliances and lights at the end of each day. All waste must be placed in the clearly marked recycling bins as appropriate.

## **HOUSEKEEPING**

A Clean and Tidy Workplace/Classroom is a Safe Workplace/Classroom. **You** are responsible for the cleanliness/tidiness of your work area/classroom. The workplace must be clean and orderly if it is to be safe, efficient and

pleasant to work in. Materials and equipment should be kept out of passageways and stored in designated areas after use. You may prevent a serious accident by picking up a potential tripping hazard.

Under no circumstance are uncovered drinks, cups etc with no lids, to be taken out of the canteen. In the interest of hygiene, no food or drink is allowed in classroom/work shop areas.

## **CAR PARK**

You may only park your car, motorcycle or bicycle in the areas designated for this purpose. The area at the side of the building is specifically designated for trainees and facilitates entry to the side of the building. Car park safety is very basic and consists of a few easily remembered and extremely important rules. Please follow these rules:

- Observe all posted speed limits and keep speed within these limits.
- Be aware of pedestrians and other moving vehicles
- Only park your vehicle in designated areas
- Always lock your car
- When walking to the building, please use footpaths.

## **BUS SERVICES**

A Safe code of practice is expected by Trainees/Apprentices when using Athlone Training Centre Bus Services.

## **LOSS OR DAMAGE**

Athlone Training Centre does not accept responsibility for loss or damage to vehicles or personal property on its premises.

## **TELEPHONE CALLS**

Mobile phones must be switched off during class times. It is not permissible, at any time, to use mobile phones or other personal devices to take images or recordings of classes, instructors, premises or other students.

## **FEEDBACK**

On completion of your training course, we welcome your views and would appreciate your time in completing an end of course review form.

## **SAFETY & WELFARE / EMERGENCY EVACUATION / FIRE PRECAUTION**

Athlone Training Centre places paramount importance on the safety and welfare of all its course participants. Our facility is equipped with a fire alarm system. In the event of the fire alarm bell ringing all persons must evacuate

the building immediately through the nearest emergency exit. Once outside the building, you should go to your designated assembly point. If the bell stops ringing the emergency is over and you may return to your classroom/workshop.

Everyone is expected to familiarise themselves with fire prevention procedures and take all sensible precautions to avoid outbreaks of fire. Your Instructor will inform you during your Induction Programme of what to do in the event of an evacuation.

**Some evacuation rules to keep in mind are as follows:**

- Walk slowly to the nearest exit, do not run,
- Evacuate as quickly and as quietly as possible
- Assemble at designated assembly point

**SAFETY STATEMENT/ HEALTH & SAFETY**

The Training Centre **Safety Statement** outlines the risks identified in each training area and the controls, which have been put in place to eliminate/minimise these risks. This statement is available on request. Health and Safety briefs and where necessary safety training will form part of your induction, this is mandatory and you are advised to pay particular attention to all safety information and training provided.

***Hazard Identification and Risk Assessment Forms, specific to each piece of machinery, area or activity are posted or are available in each section; all persons in these areas should be familiar with them. Under no circumstances will people operate or use machinery, tools or equipment prior to receiving the appropriate training and briefing re correct operation and the hazards and risks of using the machinery, tools or equipment. If instructed PPE must be worn.***

**SMOKING**

Smoking is permitted **only in designated smoking area**. Smoking is prohibited in all other areas. Failure to comply with this instruction may result in disciplinary action.

**CANTEEN**

Lunch and break times vary from course to course and should be checked with your Instructor. Classes must adhere to Canteen time schedule otherwise long queuing times will be incurred. Access to the Canteen is only available during lunch and morning break times. Course participants must return their crockery and cutlery to wash-up when finishing their tea and lunch breaks. **Under no circumstance should uncovered drinks, cups, bottles, containers, etc. without lids or caps; be taken out of the canteen.**

## **DISCIPLINARY PROCEDURES**

This Code of Conduct is used to maintain order and safety in the Training Centre and to ensure that you practice the necessary discipline to obtain and keep employment. In the unlikely event of a breach of discipline, the below will apply. The level of disciplinary procedure applied, up to and including dismissal will correspond to the gravity of the offence, in the opinion of management.

### **For First Breach of the Code of Conduct**

The person or persons will receive a verbal warning and the appropriate section of the Disciplinary Report record will be completed.

### **For Second Breach of the Code of Conduct**

The person or persons will receive a reprimand and the appropriate section of the Disciplinary Report record will be completed. The Assistant Manager will be informed.

### **For Third Breach of the Code of Conduct**

If a third breach of the Code of Conduct occurs the Instructor will have the authority to impose a period of suspension, without pay, in consultation with the Assistant Manager or Manager. A record will be kept on the Disciplinary Report.

### **For Fourth Breach of the Code of Conduct**

If an individual breaches the Code of Conduct for a fourth time the Manager in consultation with the Instructor will suspend or dismiss the offender from the course.

### **Serious Misconduct**

**If a trainee commits an act of gross misconduct, they will be asked to leave the course immediately and without notice.**

### **Report to Employers**

Where disciplinary action is taken against a person who is currently in employment we are obliged to inform the Employer of this matter. Discipline report sheets are kept on file.

---

**Training Centre Manager**

## **COMPUTER RESOURCES & INTERNET POLICY FOR LEARNERS ATHLONE TRAINING CENTRE**

### **Introduction**

Computer resources are provided to assist in day-to-day administration tasks and for Learners. The Internet system is intended for use only in direct relation to your training.

Computer resources, including the Internet, should only be used according to this policy. Any learners who breach the policy will be subject to disciplinary procedure. Depending on how serious the offence is, we may take action up to and including dismissing you from training. Learners who break the rules of this policy may also have civil or criminal charges taken against them.

### **No Expectation of Privacy**

Documents created, sent or received on the computer equipment in the Training Centre are not the private property of any person who uses the computers. When you use the computer equipment, you lose any right to privacy and should not expect that items that you create, store, send or receive are private. You should be aware that we monitor internet and mail usage and can generate reports from individual workstations.

### **Copyright**

You should make sure that your electronic communications do not infringe copyright laws. Downloading, uploading or forwarding material may in some circumstances infringe copyright. You should consult your tutor or instructor if you're not sure about something.

### **Software and Systems**

You can only use software provided and approved by your tutor or instructor and is licensed for use on the network. You should take particular care to avoid opening or installing executable files or other software which may have a negative effect on systems.

### **Inappropriate Use and Content:**

It is prohibited to: - store, download, upload, email or post material that is;

- Fraudulent,
- discriminatory,
- harassing,
- embarrassing,
- sexually explicit,
- profane,
- obscene,
- intimidating,

Defamation of individuals, firms or companies, or otherwise unlawful or inappropriate.

We will strictly enforce this rule and if you breach it you may be dismissed from your training course.

Other uses of computer resources and the internet that are considered inappropriate include:

Recreational use or a large amount of personal use that is not related to your training

Use that wastes network resources or causes disruption to others

Connection of any device to the computer network without first obtaining authorisation

### **Virus Detection and Protection**

Viruses can cause substantial damage to computer systems. You are responsible for taking reasonable precautions to ensure that you do not introduce a virus into the training centre network. You may not download or install any files from the internet or use encryption software on any the training centre systems without first getting permission from your tutor or instructor. You may not use passwords or encryption keys unknown to your tutor or instructor. You may not load CD ROMS, DVD-ROMS or any software media other than that supplied by the Training Centre for the purpose of your training.

### **Disciplinary Action**

Disciplinary action for violation of the Computer Resources and Internet Policy may include, but is not limited to suspension or dismissal. The level of discipline a learner will face will depend on how serious we consider the offence to be.

### **Revision of this Policy and Conclusion**

You should pay close attention to this policy or any changes that are made to it. We will tell you if there is any change to the policy.

If you have any queries or concerns about the use of computer resources or the internet, please contact your tutor or instructor.

**The Manager  
Athlone Training Centre**

I \_\_\_\_\_ hereby acknowledge that I have read and understood the contents of the Health and Safety booklet and have completed the Health and Safety Information form.

I \_\_\_\_\_ will comply with the all the safety practices contained in this booklet and the safety statement available at my training location.

I \_\_\_\_\_ hereby acknowledge that I have been briefed and am aware of the following safety measures. (Tick as appropriate)

<b>Safety Measures</b>	<b>Tick</b>
<b>SAFETY STATEMENT</b>	
<b>HAZARD AND RISK ASSESSMENTS</b>	
<b>CODE OF CONDUCT</b>	
<b>POLICY ON USE OF COMPUTER HARDWARE/SOFTWARE</b>	

**Name of Trainee/Apprentice:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Training Location:** \_\_\_\_\_