

# LMETB Learner Contract/ Code of Conduct for Robotics Automation Apprenticeship RAA 2024

Arna chomhchistiú ag Rialtas na hÉireann agus ag an Aontas Eorpach Co-funded by the Government of Ireland and the European Union.

**SOLAS**  
learning works



**AONTAS EORPACH**  
Ag infheistiú i do dhán  
Ciste Sóisialta na hEorpa



**Rialtas na hÉireann**  
Government of Ireland

## **LMETB Learner Contract/Code of Conduct**

### **What the ETB expects from you the learner**

- As an enrolled learner on one of our programmes/courses/apprenticeships, we expect you to:
- Take responsibility for your learning, be self-motivated and engage with your programme of study and work.
- Attend punctually all classes and timetabled meetings related to your programme/course/work placement and participate actively in them.
- Participate and contribute to group as well as individual work.
- Provide constructive feedback on your programme of study and work.
- Learners are expected, at all times, to conduct themselves in a manner consistent with responsible behaviour, both towards other persons and property within and outside their FET Campus and in work placement. Learners are required to adopt a responsible attitude to their studies in respect of classes, attendance or such other academic activities for which they are timetabled.
- Learners must not engage in any behaviour, which may constitute inconvenience or nuisance to any person(s). Learners are advised that, as well as observing these general regulations, they are also bound to observe specific requirements such as PPE and use of equipment attached to areas, activities, and departments.
- Learners are also expected to act in a reasonable and responsible manner when engaged in FET activities and events off campus, off site work experience or when they are acting as, and can be clearly identified as representing the ETB.



## **General Conduct**

The ETB requires learners/apprentices to conduct themselves with consideration for others in and around their FET Campus, work placement and in public places. Inappropriate behaviour, which will render a learner liable to disciplinary action would include (but is not limited to):

- any conduct which disrupts, or is likely to disrupt, teaching, learning, assessment or administration within their designated FET Campus or work placement.
- intolerant or discriminatory behaviour, which reflects any prejudice.
- use or attempted use of unauthorised or unfair means in connection with examinations or other assessed work;
- violent, reckless or negligent conduct causing, or intending to cause, damage to persons or property, or disorderly conduct;
- falsification, misappropriation or misuse of ETB documents or records, or other such materials;
- theft, misappropriation or misapplication of, or negligence in dealing with the funds or property of others;
- gross or repeated offensive behaviour towards person(s)

This Code of Conduct sets out the expectations of how learners participating in Further Education and Training interact with the ETB and with each other. Learners are supported and encouraged to participate fully in their Education and Training. Consequently, learners are expected to conduct themselves as responsible members of the ETB's FET Community. This document should be read in conjunction with the following associated documents:

1. FET Learner Complaints Procedure
2. FET Learner Disciplinary Procedure

3. FET ICT Acceptable Usage Policy
4. FET Assessment Procedures While the Code of Conduct and associated procedures are infrequently invoked, it is important that learners understand what is expected in terms of conduct and also the procedures in respect of any concerns or issues that may arise in respect of conduct.
5. SOLAS - Microsoft Word - Apprenticeship Code of Practice
6. Refusal to leave any FET Campus (and grounds) or work placement when requested to do so by a member of FET Management/Staff or work supervisor.
6. Breach of FET & Apprenticeship Learner Policies and Procedures
7. Failure to comply with any FET/Apprenticeship Regulations.

### **Consumption of Alcohol**

The consumption of alcohol on any FET Campus or work placement is not permitted. Any learner(s) found or believed to be under the influence of alcohol within any of the buildings or any of the grounds will be immediately reported to the Centre Manager/Co-ordinator of the FET Campus and/or their work place supervisor. Such an occurrence may be considered a serious breach of conduct and may lead to disciplinary action.

### **Consumption of Controlled Substances**

The possession, consumption, or distribution of illicit or banned substances is illegal. Any learner(s) found in possession, consuming, receiving or distributing such products, or found under the influence of narcotics or other such substance within any FET Campus (or while involved in any FET activities e.g. field trips, exhibitions, work placement etc.), will be immediately reported to the appropriate authorities. Any infringement of these regulations



will be considered a serious breach of the Code of Conduct and will likely result in expulsion from the FET Campus of the person(s) concerned.

### **Smoking Area**

All ETB FET Campuses are smoke-free. Where a designated smoking area is provided for learners, this is the only area for smoking. Learners are expected to behave in accordance with the Code of Conduct. Any infringement of these regulations may be considered a serious breach of conduct and may lead to disciplinary action. The use of e-cigarettes (“vaping”) is considered to be smoking under this policy and the same requirements and restrictions apply in respect of the use of all such products and appliances.

### **Copyright**

Learners are advised that any unauthorised use of copyright material is prohibited. The ETB will actively discourage all breaches of copyright in respect of literary, computer software, dramatic, musical, and artistic or any other works which constitute intellectual property. Infringement of copyright may lead to criminal prosecution or civil action by the copyright owner. Any learner who faces legal action for infringement of copyright may also be subject to disciplinary procedures within their FET programme/course. The ETB’s Referencing Handbook is an essential resource for learners and explains the importance of referencing, what plagiarism is and how to go about referencing the various different sources of information that learners use in their written work for assessment purposes.

### **SAFETY**

The ETB is committed to ensuring that all those who come onto any FET Campus can do so without any fear as to their personal safety. The ETB is required to comply with the terms of



the Safety, Health and Welfare at Work Act(s) and any other legislative requirements to ensure a safe working environment. Learners shall not engage in any act of vandalism, or other such act, which would leave the ETB open to prosecution. Such an occurrence may be considered a serious breach of conduct and may lead to disciplinary action

### **ETB POLICIES, RULES AND REGULATIONS**

We expect you to be familiar and comply with ETB FET policies, procedures, rules and regulations, as set out in FET Learner Policies and your Campus Handbook, where available. We also expect you to be pro-active in connecting with the ETB and in obtaining information relevant to your course. Please complete all registration documentation on time and comply with registration requirements dictated by your course.

### **COURSEWORK**

We expect you to submit all your coursework and assessments on time, using the systems provided, and in accordance with the ETB's FET Assessment Policies, as set out in FET Learner Policies and your Campus Handbook, where available. When you submit your coursework, we expect you to exercise integrity and honesty and ensure the work is your own and not plagiarised. You must state the work is your own.

### **EXAMS**

You must follow the regulations relating to conduct during examinations, as set out in FET Learner Policies and your Campus Handbook, where available.

### **TELL US IF THERE IS AN ISSUE**

We expect you to inform relevant staff of any issues that may affect your ability to fully participate in your programme/course/apprenticeship. Please use the mechanisms we

provide to appeal decisions, make complaints or seek information. You should provide full and accurate information and respect the integrity and confidentiality of the systems in place.

### **STAFF AND LEARNER COMMUNITY**

You must respect the role of all ETB staff as well as workplace supervisors and engage with them in a constructive way. Please respond in a timely way to all communications. You must behave with respect and honesty towards all members of the ETB learning community, treating everyone equally and inclusively. You should not behave in a way that affects the physical or emotional wellbeing, safety, rights or dignity of other learners or staff. Do not make a false or malicious complaint or allegation against another learner or member of staff.

### **RESPECT OUR PREMISES**

You must:

- Use the facilities and resources of the ETB and workplace environment with respect.
- Consider all other users.
- Respect the physical environment

### **INTERNET USAGE AND DIGITAL DEVICES POLICIES**

You must follow the ETB Acceptable Usage Policy and do not download offensive or inappropriate material on ETB equipment. You must not send or circulate emails or attachments that are pornographic, obscene, contain abusive or defamatory messages or cause offence. You must follow the ETB Acceptable Usage Policy in the learning

environment, including, but not limited to, mobile phones, smart watches, laptops, iPads, tablets etc.

## **FEEDBACK AND EVALUATION**

We welcome constructive feedback on your learning experiences, materials and facilities through end-of-course evaluations.

The expectations expressed here, for both Louth Meath Education and Training Board and Further Education and Training learners, are not intended to be an exhaustive list, but they are a fair representation of recognised needs and aspirations. The FET Learner Charter is not legally binding on Louth Meath Education and Training Board, its employees or its learners. The Charter should be read along LMETB's FET policies, procedures, rules and regulations. You can find these on our FET website, [learningandskills.ie](http://learningandskills.ie), and in FET Learner Policies. In implementing policies, procedures and regulations, LMETB will always strive to deal with learners and other members of the learning community in a manner that reflects the ETB's ethos, fosters goodwill and builds the ETB's reputation as a first-class provider of Further Education and Training educational services.

## **Attendance**

Learners are to fully participate and attend scheduled classes/coursework. The following attendance requirements are essential:

- 100% attendance and participation are expected from every learner. Attendance will be recorded in accordance with course requirements;
- learners are required to be punctual for every class;
- if a learner is absent for any reason, they must contact the Course Manager/Co-ordinator immediately by email or telephone;



- in the event of illness (3 consecutive days or more), learners must bring a medical certificate and present it to the designated person;
- if a learner's attendance and participation are deemed unsatisfactory, they may be subject to disciplinary action, which may include not being allowed to continue on the course.



### **Use of Mobile Phones**

The use of mobile phones is not permitted while a class, laboratory, workshop or other teaching activity is taking place. Use is defined to mean the operation of a mobile phone for any purpose including texting, web surfing, media streaming, etc. Mobile phones should be placed on silent and not be visible within a classroom, workshop or laboratory environment while classes are in progress, unless with the express permission of the person delivering the class. Mobile phone use is not permitted in any area of the FET Campus where a sign prohibiting use is displayed. Mobile devices or similar electronic devices are not permitted inside an area where assessments are being conducted. Please refer to ETB FET Assessment Guidelines for additional details.

### **Personal Property**

Louth Meath Education and Training Board does not accept responsibility for the personal belongings, books, and equipment of learners whilst on FET premises.

### **Health, Hygiene and Welfare Policy**

Louth Meath Education and Training Board promotes a healthy lifestyle and a high standard of hygiene in our learning centres. We make every effort to preserve and promote the safety, health and welfare of our learning community. The aim of the policy is to:



1. Ensure that all reasonably practical steps are taken to ensure the health, safety, welfare and wellbeing of all learners and staff.
2. Establish and maintain safe and pleasant working procedures amongst learners and staff.
3. To prevent the spread of all infections, adults in the group will ensure that the following good practices are observed:
4. Personal Hygiene
5. Learners and staff are encouraged to shield their mouth when coughing.

6. Hand washing is the single most effective way to prevent the spread of infection; its purpose is to remove or destroy germs that are picked up on the hands. Strive at all times to create a learning and work environment that is safe and healthy for all that use it. Everyone in the school environment has a role in ensuring the school is clean and tidy.

### **Bullying**

Bullying is unacceptable and can be grounds for disciplinary action being taken. Louth Meath ETB endeavour to provide an environment that will give all learners the freedom to learn without having to suffer bullying, intimidation or harassment. Bullying includes:

- Aggressive behaviour towards 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 by another person or persons.



- Intimidation and threats in general.
- The posting of any material perceived as offensive.
- If you are subject to such behaviour, you should consult in confidence, with your trainer/instructor, or any member of the ETB Training Centre management team who will seek to address the issue.

### **Contact Details**

I agree to notify the Course Coordinator/Designated Person of any change in my registration details (e.g. address, phone number).

### **Observance of the Law**

Learners are expected at all times to obey and uphold the law while within the perimeters of the FET Campus, or while a learner is engaged in FET-related activities, where the learner can be clearly

identified as representing the ETB. Breaches of the law, especially those leading to criminal prosecution and conviction, may lead to disciplinary proceedings being initiated against the offending learner. Louth Meath Education and Training Board reserves the right to make a formal complaint to the relevant authorities in any instance where, in its opinion, the law has been broken.

### **Third Party Complaints Procedure**

Where a parent(s)/guardian(s) of a learner(s) or adult learner(s) currently enrolled in an ETB school/centre makes a complaint about an ETB staff member, which relates to the staff member's work in the ETB learning/working environment or in work-related approved activities, the national agreed third-party complaints procedure shall apply. This procedure is known as the Code of Practice for Dealing with Complaints made by Parent/s, Guardian/s



of a Learner or by an Adult Learner(s) currently enrolled in a school / centre, against a Staff Member employed by Louth Meath Education and Training Board, and is available on [www.lmetb.ie](http://www.lmetb.ie), or on request from the FET Campus.

### **Learner Complaints Procedure**

A FET Learner Complaints Procedure is in place to provide a system which allows for FET learners to raise concerns or grievances against a fellow learner, while recognising that as adult learners, it is in the interest of the ETB to resolve any such issues and restore as far as practicable the relationships of the parties involved.

### **Learner Disciplinary Procedure**

A FET Learner Disciplinary Procedure is necessary to ensure that fair discipline is maintained in the FET Campus and that, where such procedures are invoked, that measures can be applied in a fair and consistent manner. Having a disciplinary procedure serves a dual purpose in that it provides a framework which enables Management of the FET Campus to maintain satisfactory standards and learners have access to a procedure whereby alleged failure(s) to comply with standards may be fairly and sensitively addressed.

I understand that if I do not adhere to the Learner Contract outlined above then I risk having sanctions imposed, possible suspension from the programme or ultimately losing my place on the course. Please refer to LMETB's FET Discipline Policy for more details.

- I understand that if I feel that I have been unfairly treated I have the right to appeal. Please refer to LMETB's FET Learner Appeal Policy.

- I understand that if I have a grievance, I may make a complaint via the Learner Complaint Procedure as outlined on LMETB's website.



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In implementing policies, procedures and regulations, Louth Meath Education and Training Board will always strive to deal with learners and other members of the learning community in a manner that reflects the ETB's ethos, fosters goodwill and builds the ETB's reputation as a first-class provider of Further Education and Training educational services. We hope that you enjoy your time as a learner with us and wish you the very best in your studies.



I AGREE TO ABIDE BY THIS LEARNER CONTRACT:

Print Name: \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian (if learner under 18 years) \_\_\_\_\_

