



# lmethb

*Bord Oideachais agus  
Oiliúna Lú agus na Mi*

Louth and Meath Education  
and Training Board

To promote, provide  
and support  
accessible & inclusive  
education and  
training

## Learner Information Guide

Information to support a positive learning journey through  
LMETB Further Education and Training





**lmetb**

*Bord Oideachais agus  
Oiliúna Lú agus na Mi*  
Louth and Meath Education  
and Training Board

*Fiúntas agus Nuálíocht in Oideachas*

**Excellence & Innovation in Education**

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# Fáilte / Welcome

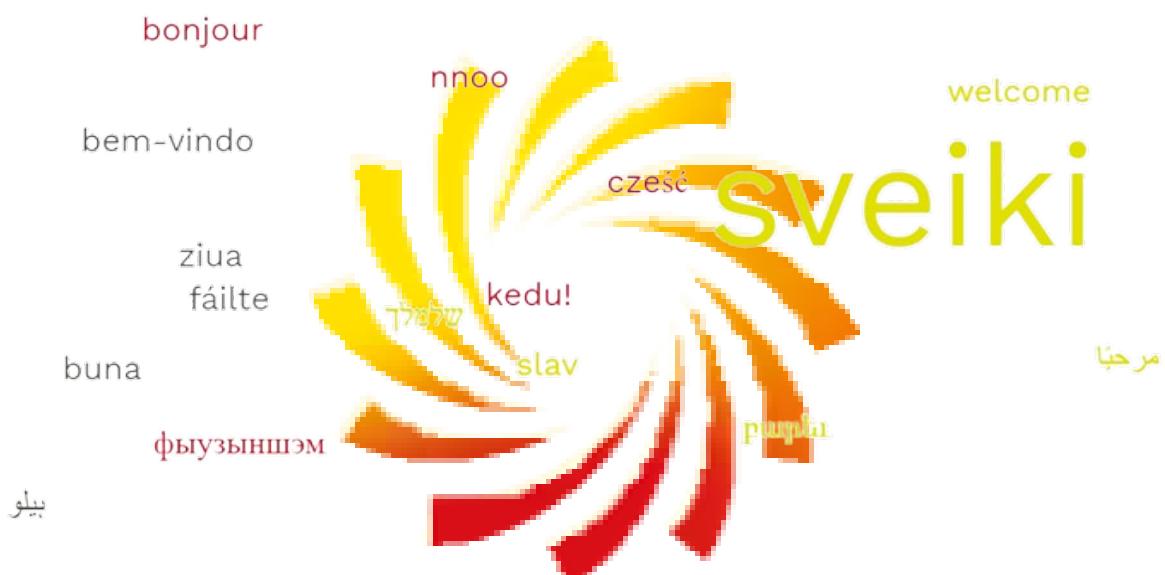
As a new learner, you are now part of a community of Louth Meath ETB (Education and Training Board) staff and learners. We would like to extend a warm welcome to you. Together we will help you focus on learning and opportunities whether you are:

- working to achieve a nationally recognised qualification, or
- taking part in professional or personal development or both.

The quality of your learning experience with us is one of our highest priorities. LMETB endeavors to support our learners in a post covid world through ensuring continuity of education, training and assessment.

We place the learner experience at centre stage of everything we do. This is why we encourage you to accept personal responsibility for your learning and to become an active learner. To do this, you need to invest your time, energy and focus on your studies. Be proactive in looking for advice or support if you are struggling. If you require any additional educational support throughout your journey with us, please speak with the Programme Co-ordinator, your teacher/tutor or contact learner support.

This guide gives you information so you can prepare for your learning journey in LMETB. Use this guide alongside any centre handbooks, guides and support packs your coordinator and teachers give you. We will update this guide from time to time. You can find the latest version on the Learner Supports section of the LMETB website ([www.lmetb.ie](http://www.lmetb.ie)).



# About LMETB

Louth Meath Education and Training Board, or LMETB, is the largest provider of Further Education and Training, or FET services, in counties Louth and Meath.

With around 14,000 learners completing FET courses with us on an annual basis, LMETB's mission is to commit to excellence and innovation in the education and training of young people and adults.

We promote, provide and support accessible and inclusive education and training, which enables young people and adults to empower themselves to reach their full potential in a safe and caring environment.

Our FET service does this by providing education and training services to communities across Co. Louth and Co. Meath on a full-time and part-time basis from Levels 1-6.



We also provide a wide range of Youth and Community Education and Training Services. We deliver many of these services in partnership with other community, voluntary, statutory and private organisations.

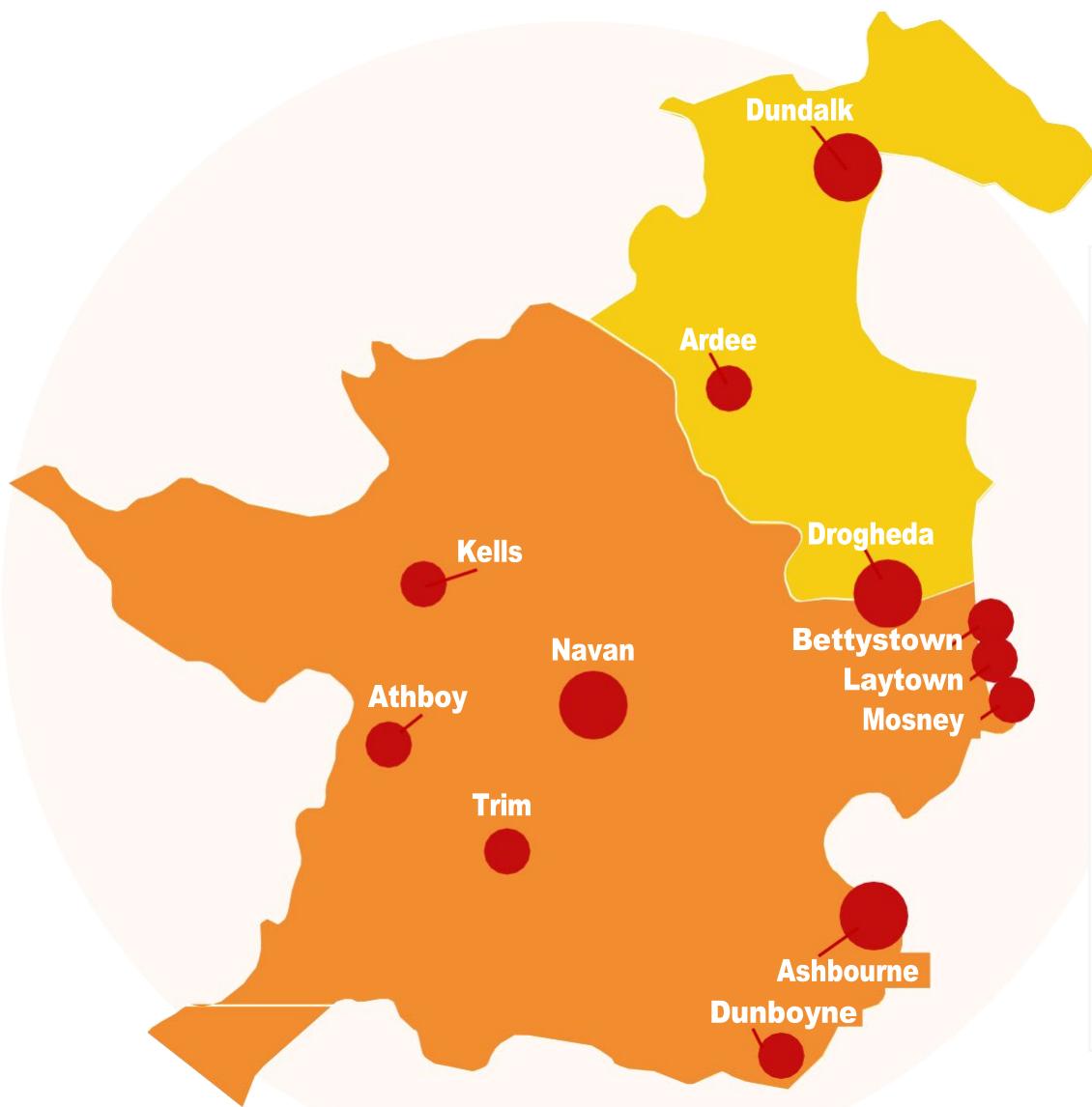
LMETB is committed to the delivery of a quality, learner-centred education and training service.

Our FET service achieves this by providing a range of recognized certification including Quality and Qualifications Ireland, or QQI, and industry recognized awards such as ICDL, City and Guilds and ITEC.

For more information or to keep up to date with our FET activities, check out <https://www.lmetb.ie/further-education-training/> or follow @lmetbfet on:



# Location of FET Services in LMETB



## Key

1	Guidance, Information and Course Recruitment Services*	10	Community Training Centre
2	PLC	11	Youth Services*
3	Apprenticeship and Traineeship*	12	Community Education Service*
4	VTOS	13	Specialist Training Providers
5	Specific Skills Training*	14	Local Training Initiatives
6	Literacy, Numeracy and ESOL*	15	Skills to Advance*
7	Back to Education Initiative*	16	Advanced Manufacturing Training Centre of Excellence
8	Evening Courses	17	Skills for Work*
9	Youthreach		

# The Learning Environment

LMETB's FET Service is committed to creating a learning environment that allows learners to partake in a positive and holistic learning experience. We provide supports and opportunities for learning to all, recognising the needs of vulnerable learners and the most marginalised, and assisting people in access to and progression through the provision of education and further education and training

[LMETB's FET Learner Charter](#) summarises the basis upon which LMETB FET interacts with the learner and upholds its commitment to educational excellence. The Learner Charter is designed to create and support a progressive learning environment to enrich the student learning experience.

The FET division is also committed to equality for all its learners, in accordance with [LMETB's FET Learner Contract](#). Learners are also encouraged to participate in the diverse range of activities on offer across FET centres which aim to promote a positive social and cultural learning environment, including guest speakers, field trips, and health and wellbeing events.

## Induction

On starting a course in LMETB, students should receive an induction session/s in which they receive general information about the centre, as well as course-specific information such as modules to be covered, the course calendar and timetable, assessment schedules and assessment deadlines.

[LMETB's FET Learner Contract](#) is agreed with learners at Induction stage covering areas such as respect for others, attendance and timekeeping, participation in the course, etc. Furthermore, in line with its [Learner Information Policy](#), LMETB FET Division is committed to ensuring that accurate information is readily shared with learners in a timely way.

LMETB is therefore working towards the development of this Learner Handbook which will outline key information such as assessment policies and procedures, supports available to students, complaints procedure and other relevant information.

## Centre Information

FET services are delivered throughout Louth & Meath comprising of over 12 locations. The provisions available in each centre are unique to their location. Centre guides providing information on the facilities, WiFi access, onsite facilities etc. are available from the specific centres.

LMETB FET CENTRES	
Dundalk	Kells
Drogheda	Trim
Laytown / Bettystown	Navan
Ashbourne	Athboy
Mosney Village	Dunboyne
Ardee	

# Learner Safeguarding

Louth and Meath ETB is committed to safeguarding children and vulnerable adults. All staff undergo Garda Vetting.

LMETB are committed to promoting an atmosphere of inclusion, openness and transparency. We will strive to safeguard those who use our services and will report concerns of abuse in line with best practice and national policy requirements. Our Child and Adult Safeguarding policies are periodically reviewed which ensures robust procedures are in place.

LMETBs safeguarding framework policies can be found below:

- [LMETB's FET Adult Safeguarding Policy and Procedure](#)
- [LMETB Child Protection Policy for ETB staff](#)

Please refer to each centre/college for the specific policy that relates to the center's provision.

# Your Course

## Course and award information

Your coordinator will tell you whether your course leads to an award. If it does, they will give you information about:

- the name of the awarding body
- the title of the award or qualification

They will also tell you if your course is recognised by the National Framework of Qualifications (NFQ), and if so, the award type and NFQ level.

They will tell you if you can use your course towards further education. If it is, they will tell you how you can do this. For example, for:

**Access:** How you can use your previous, experience or certification to claim an exemption for completing some parts of the course (if possible).

**Transfer:** See what transfer opportunities are available at the same NFQ level.

**Progression:** When you successfully complete the course, your teacher or coordinator can tell you about other opportunities to use your award to gain higher-level qualifications.

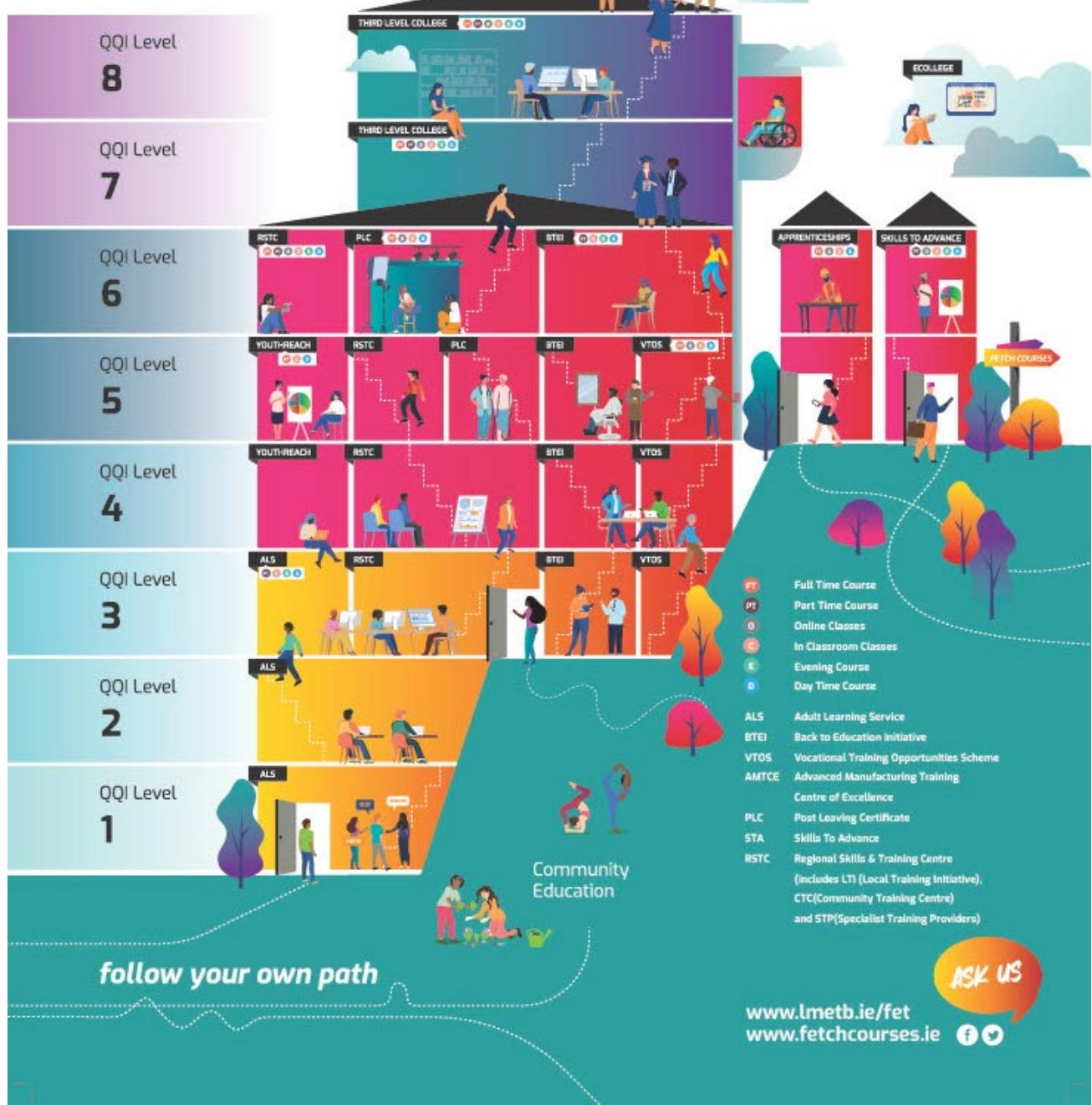
## The National Framework of Qualifications (NFQ)

The [NFQ](#) classifies and compares qualifications. The NFQ has 10 levels. Each level has specific knowledge, skill and competence associated with it and that you need to achieve to get a particular qualification at that level. As it is recognized at home and abroad, it can be used to compare Irish qualifications with foreign qualification.

The framework covers qualifications obtained in school right through to PhD level. LMETB Further Education and Training section offers qualifications from Level 1 through to Level 6 on this framework. The NFQ is useful as it shows how you can move from one level to the next when you meet the requirements for that level



# FET Progression



# Timetable and course staff

Your coordinator will provide you with:

- the timetable of your classes
- location or locations of your classes
- which teacher/tutor/instructor is delivering your modules.

# Assessment

If you are a learner doing an accredited course, you will need to know how you will be assessed. Please use the following link to access LMETB's assessment information page: [Quality Assuring the Assessment Process](#).

Assessment Policies and Regulations	
<a href="#">LMETB Examinations Procedure</a>	<a href="#">LMETB Assessment Appeals Procedure</a>
<a href="#">LMETB Reasonable Accommodations</a>	<a href="#">LMETB Assessment Deadline Procedure</a>
<a href="#">LMETB Secure Storage Procedure</a>	<a href="#">LMETB Assessment Repeats Procedure</a>

# Reasonable Accommodation

In order to ensure fairness and consistency across all assessment activities, learners can apply for reasonable accommodation in relation to their assessment.

The learner is required to inform the Centre by identifying themselves as persons with specific needs and requesting the provision of alternative assessments and/or other support services that best meet their needs prior to the commencement of the course (within four (4) weeks prior to the assessment event). This may allow reasonable accommodation to be facilitated. This application must be in writing using the Reasonable Accommodation in Assessment Application Form (see Appendix 1 of the [LMETB Reasonable Accommodations policy](#))

The adaptations may include the following and/or other reasonable adaptation:

- scribes/readers
- sign language interpreter
- rest breaks
- adaptive equipment/software
- use of assistive technology
- additional time
- modified presentation of assignments/examination papers, e.g. enlargements

# Academic Appeals

Learners have the right to appeal their results for QQI awards, should they not agree with the assessment judgement that has been made. The Learner Appeals process in LMETB is managed at centre/college level. Appeals are reviewed by external subject area expert appeal examiners and in the event that an appeal is upheld, LMETB informs QQI of the amended grade. Click [here](#) to view LMETB's Assessment Appeals Policy.

# IT systems

Where relevant LMETB will provide you with an MS Office 365 account. Apps such as Microsoft Teams and Word can be used throughout your learner journey with us. Individual centres can provide use of WiFi, Computers and Printers.

More information can be found under the [Information for Students](#) on our website. Our IT team also have some great information around staying safe online, please visit their page: [Computer Security & Safety](#) to find out more.

Please familiarise yourself with our [LMETB's FET Learner Contract](#) paying specific attention to the section on Computer/Mobile Phone Usage. The [Learner Support Coordinator](#) or your course Coordinator may be able to help with providing some assistive technology to support and enhance your learner experience with us.



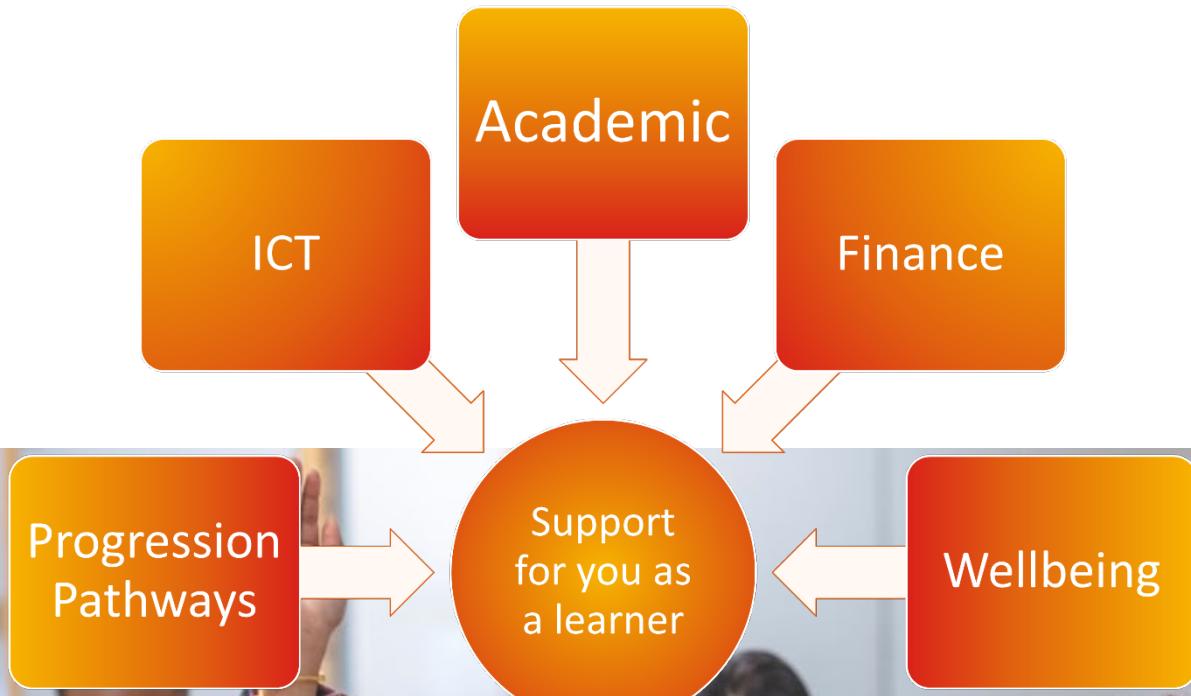
# Supports for Learners

We are here to maximise your success during your time with LMETB and into your future. We will work with you to ensure your needs as a learner are fulfilled. The learning environment can be daunting and on occasion overwhelming. We actively encourage you to speak up and reach out as soon as possible. The earlier required supports are identified the sooner we can begin working together to reach your goals.



## How can we help?

We offer a range of supports to help you learn. We are continually developing and expanding our Learner Supports provisions. Contact your tutor for help or link in with a member of our Adult Educational Guidance team ([adultguidance@lmetb.ie](mailto:adultguidance@lmetb.ie)) who can help you make the most out of your time with us.



Academic		
Information Technology	Finance	Wellbeing
<p>Our Adult Learning Service offers one-to-one tutorials or small group sessions for anyone looking to improve basic literacy, numeracy or IT skills.</p>	<p>The <a href="#">ETBI FET Digital Library</a> hosts a wide range of material designed to help Learners succeed in FET. The site offers resources, tutorials, guides and useful links to support FET learners and practitioners.</p>	<p>LMETB's <a href="#">Reasonable Accommodation Procedure</a> is designed to ensure fairness and consistency across all assessment activities. We can adapt an assessment to meet the needs of learners with specific disabilities who otherwise find the assessment to be unfair.</p>





**Join LMETB FET Learner Voice Network**

The Learner Voice Network is a representative group for learners in LMETB's Further Education and Training Service.



**WHY?**

The network gives learners the opportunity to have their voices heard and to turn ideas into action.



**WHO?**

Current learners from FET courses in LMETB are welcome to join, whether full-time or part-time, centre-based or community-based.

**WHERE?**

Meetings are held online

**WHEN?**

4 times a year

**HOW?** If you are interested in becoming part of the FET Learner Voice Network in LMETB, email Sinéad Fearon at [learnervoice@lmetb.ie](mailto:learnervoice@lmetb.ie) or phone/text 087 786 8881

# Technology in the LMETB Classroom

Using technology in the classroom can be a great way to enhance your learning experience and make the most out of your education. LMETB uses both MS Teams and Moodle, depending on your centre and subject.



Teams:

Microsoft Teams is a popular communication and collaboration platform that can help you stay connected with your teachers and classmates. Here's how to get started with Teams:

- a. Access Teams: Log in to your LMETB Office 365 account using your LMETB email address and password, and then access Teams from the app launcher.
- b. Join a Class Team: Your teachers may have already created a class team for you to join. Once you join a team, you can access class materials, assignments, and communicate with your teacher and peers.
- c. Attend Meetings: Your teacher may hold online meetings on Teams. Make sure to check your schedule and attend the meetings on time. You can use the chat feature to ask questions or participate in discussions.



Moodle:

Moodle is a learning management system that allows teachers to create and manage online courses. Here's how to use Moodle:

- a. Access Moodle: If your teacher uses Moodle for your class, you will receive a Moodle login.
- b. Navigate the Dashboard: Once you log in, you'll see the Moodle dashboard, which shows all of your courses. Click on a course to access the course materials, assignments, and resources.
- c. Submit Assignments: Your teacher may use Moodle to assign and collect assignments. Make sure to read the instructions carefully and submit your assignments before the deadline.
- d. Participate in Forums: Your teacher may create discussion forums on Moodle where you can participate in discussions with your peers. Make sure to follow the rules and guidelines set by your teacher.

Using Teams and Moodle can help you stay organized and connected with your teachers and peers. Make sure to communicate with your teachers if you have any questions or issues.

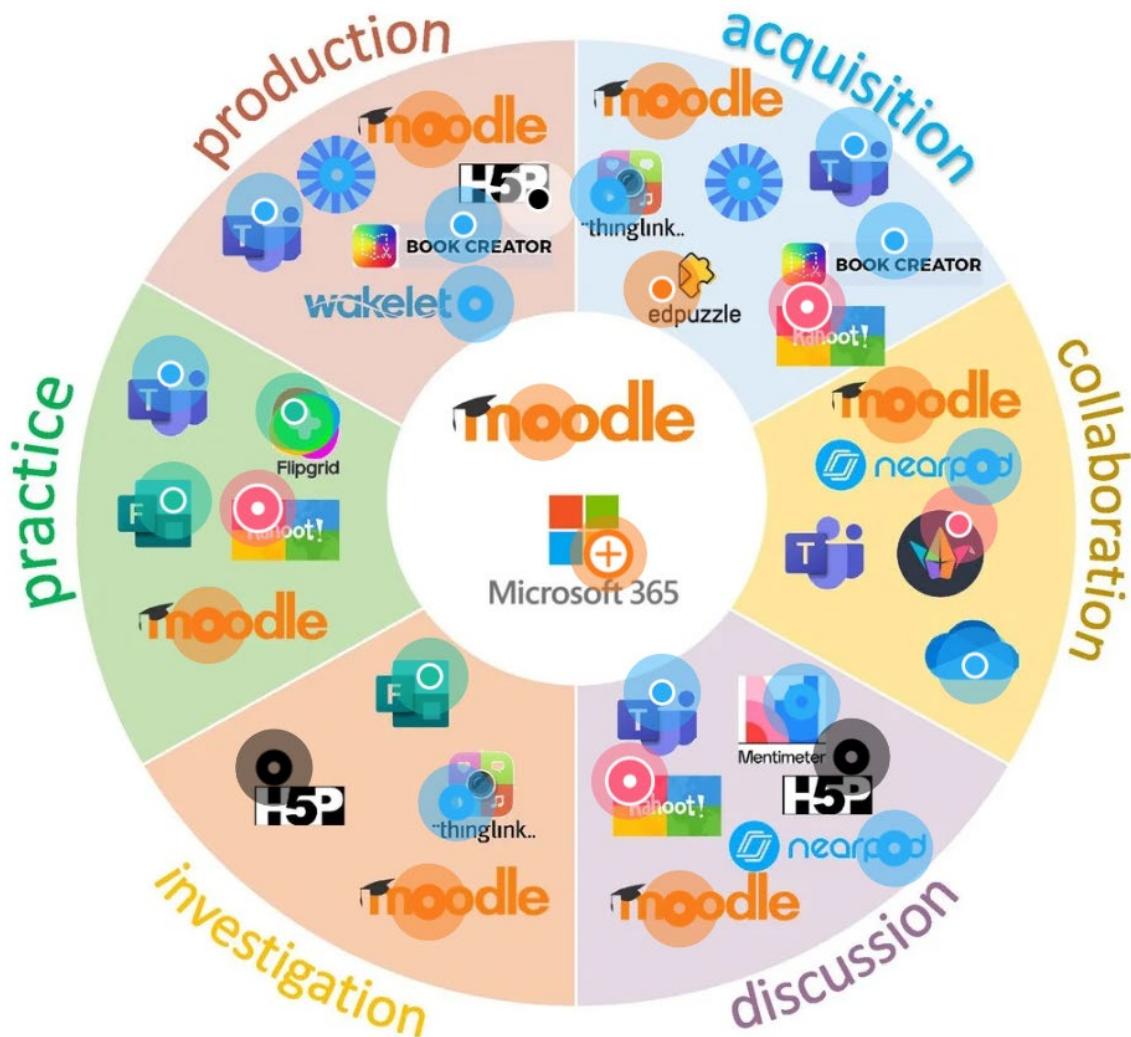
# TEL at LMETB

The wheel below shows some of the main Technology Enhanced Learning (TEL) tools used in the LMETB classroom. Click on the wheel below or open the QR code to see more.

QR Code



LMETB TEL Wheel



# LMETB FET Learner Virtual HUB



The image shows the homepage of the LMETB FET Learner Virtual HUB. The background is orange with a blurred photo of a person in a classroom setting. At the top left is the LMETB logo. The title 'LMETB FET Learner Virtual HUB' is centered in large white font. Below it is the subtitle 'Further Education & Training'. At the bottom right is a three-dot menu icon.

[Home](#) > [Further Education & Training](#) > [FET Learner Support](#) > [LMETB FET Learner Virtual HUB](#)



[Learner Support Request](#)



[Learning Space](#)



[Wellbeing Space](#)



[Learner Support Updates](#)

The Further Education and Training Learner Support Hub is a dedicated space designed to empower and guide you on your learning journey here with us, in LMETB.

The hub is your go to resource for accessing support while studying with us. Here you'll find a lot of training programs, support materials and the latest information and support updates.

The pages divided into sections and areas, including the:

- [Learner Support Request](#)
- [Our Learning Space](#)
- [Wellbeing Space](#)
- [Learner Support Updates](#).

Our Learning Space host training sessions and resources designed to help you develop your skills. Here you will find some Microsoft Office 365 training to help you use the applications. We look at the six core programs you will be using: Microsoft Teams Word, PowerPoint, Excel, OneDrive and Outlook. We also have some training on the academic process.

Further down the page, you can access some of the material to help improve your literacy and numeracy skills. In the understanding the academic process. Course, we will help you prepare for your academic journey.

We look at three core areas of Academic Integrity, Referencing and Academic Writing. The FET Learner Support Update section, provide some useful resources for the Louth and Meath areas to improve your wellbeing and learning, while with us. It will be regularly updated with local events and important information.

Best of luck with your studies.

# Adult Educational Guidance Service



adult  
educational  
guidance  
service

## Menu of Service



### Information



- Providing information sessions and class talks on LMETB services and course options
- Weekly newsletter with information on courses available from LMETB and other organisations
- Regular webinars
- YouTube channel / Facebook/ Instagram



### Careers



- CV
- Career change
- Getting back to work
- Exploring career options

### College



- Support with college applications
- Explore career options
- Support with aptitude tests
- Guidance on budgeting
- Information on grants and finance



### Courses



- Referral to FET courses
- Information about course options and QQI Levels
- [www.fetchcourses.ie](http://www.fetchcourses.ie)

### Guidance



- One-to-one virtual and in-person meetings
- Explore Progression Options for FET learners
- Career Profiling
- Exploring career options

[www.lmetb.ie/fet](http://www.lmetb.ie/fet)  
[www.fetchcourses.ie](http://www.fetchcourses.ie)  
[adultguidance@lmetb.ie](mailto:adultguidance@lmetb.ie)

ASK US



# HSE Direct Supports



Connecting for Life  
Midlands, Louth and Meath

PREVENTING SUICIDE TOGETHER

**Someone  
is always  
there to  
listen to you**

ALL DAY  
EVERY  
DAY,  
24 HRS  
A DAY

## EMERGENCY 24 HRS SERVICES

**Gardai /  
Emergency  
Services  
999 / 112**

**Your Local GP or  
Out of Hours Service  
MIDOC  
1850 302 702  
NEDOC  
1850 777 911**

**Samaritans  
116 123**

Email:  
[jo@samaritans.ie](mailto:jo@samaritans.ie)

**Pieta 24/7  
Suicide Helpline  
1800 247 247  
Text: HELP to  
51444**

**AWARE  
Support Line  
1800 80 48 48  
(10am - 10pm)  
Email:  
[supportmail@aware.ie](mailto:supportmail@aware.ie)**

**Domestic  
Violence Service  
National Helpline  
1800 341 900**

**CHILDLINE  
1800 666 666  
Free Text: TALK  
to 50101**

**24/7 FREE TEXT  
SUPPORT SERVICE  
Text HELLO to  
50808  
[www.text50808.ie](http://www.text50808.ie)**

## OTHER ONGOING SUPPORTS

**PIETA  
Preventing Suicide  
and Self Harm  
Therapy Enquiries  
0818 111 126  
Email: [mary@pieta.ie](mailto:mary@pieta.ie)**

**PCI  
Counselling  
Service  
(Reduced Cost)  
0818 555 450  
(11am - 6pm)**

**Online  
Counselling  
[www.turn2me.org](http://www.turn2me.org)  
[www.mymind.org](http://www.mymind.org)**

**HSE Suicide  
Bereavement  
Liaison Service  
Midlands:  
086 418 0088  
Louth/Meath:  
085 738 0444**

**Midlands  
Living Links  
Bereavement  
Listening and  
Support Service  
086 1600 641**

**ALONE  
Support for  
Older People  
0818 222 024  
(8am - 8pm)**

**HSE Drugs &  
Alcohol Helpline  
1800 459 459  
[www.drugs.ie](http://www.drugs.ie)**

**GROW  
Info Line:  
0818 474 474  
Supporting those  
experiencing mental  
health problems**

**SHINE  
Info Line  
01 541 3715  
Supporting People  
Affected by  
Mental ill Health**

**MABS  
(Money Advice &  
Budgeting Service)  
Helpline  
0818 07 2000**

**National  
LGBT  
Helpline  
1800 929 539**

**Youth  
Support  
Services  
[www.jigsaw.ie](http://www.jigsaw.ie)  
[www.spunout.ie](http://www.spunout.ie)**

**Learn about mental health and how to support yourself and those you love**

**yourmentalhealth.ie**  
Information | Support | Encouragement  
1800 111 888

**HSE Live Information Service  
1800 700 700**



Seirbhís Sláinte  
Níos Fearn  
á Forbairt

Building a  
Better Health  
Service

# International Student Card

Your passport to a world of Discounts. The International Student Identity Card has been sold in Ireland since the 1970's. They deliver students in secondary and third level education a wide variety of benefits, covering all areas of entertainment, leisure, sports, and travel. The card is recognised by shops, universities, academic institutions, national governments, and ministries of education around the world.

<https://www.isic.ie/about>



English | [Select language ▾](#)

Online order virtual ISIC card

In the third step of this form, you can also order a plastic card to your virtual card.

1 Card Type    2 Personal Details    3 Services    4 Delivery and Payment    5 Completion

**Personal Details of the Applicant**

First Name \*

Last Name \*

Academic Institution \*  [?](#)

Louth and Meath Education and Training Board  
Navan, LMETB Administrative Offices, Abbey Road, C15 N67E

Date of Birth \*

E-mail \*

Phone Number \*

Please upload a passport style photo! [Upload Photo](#)

Gender  Male  Female  Other



# ETBI FET Digital Library

ETBI FET Digital Library

Take your learning further



The library is intended to be used by anyone learning or teaching in the Further Education and Training sector.

For learners, we offer access to resources, a growing number of ebooks and links to useful websites, reference material, tutorials and guides. For PLC learners there are sections on library and academic writing skills that will particularly benefit those who will go on to higher education.

The ETBI library houses a huge selection of material to improve your skills and guides to help you with your subject content.

[Core Skills](#) [Library Skills](#) [Subject Guides](#)

← → 🔍 library.etbi.ie/it/email

 **etbi**  
Education and Training  
Boards Ireland  
Bord Oideachais agus  
Oidhreacht Éireann

ETBI FET Digital Library  
Take your learning further

Home About Resources Library Resource Guides **Core Skills** Library Skills Subject Guides Tutorials Practitioner Skills Inside FET EOLAS

Career Information	Academic Writing	Advanced Certificate in Early Learning and Care
Communication Skills	Assignment Planning	Carpentry & Joinery
Computer Basics	Avoiding Plagiarism	Certificate in Early Learning and Care
Grammar	Effective Searching	Electrical
Health and Wellbeing	Evaluating Sources	Metal Fabrication
Information Sources	Referencing	Motor Mechanics
Online Learning	The Search Process	Nursing Studies and Social Care
Online Privacy and Security		Plumbing
Study Skills		Sales



# You and LMETB

## Personal Details

If you change your contact information such as address or mobile phone number, please notify your centre as soon as possible. It is important that we have up-to-date contacts for you, so that you receive all necessary communications from your centre and from LMETB.

## Data protection

The Data Protection Acts grant privacy rights to individuals whose personal information is in the possession or control of Louth Meath ETB. Louth Meath ETB has extensive responsibilities regarding the safeguarding of this information and providing you with access to your information. Extensive information and LMETB's policies can be found [here](#), including [LMETB Privacy Notice for Students \(and or Parent/Guardians\)](#) and the [Programme Learner Support System \(PLSS\) Data Protection Statement](#)

## Work Placement and Work Experience

LMETB's [Work Experience Policy April 2021](#) outlines its belief that work experience is a valuable part of the learning experience, allowing learners to get a taste of the realities of working in their chosen career. Most FET courses leading to a major award include a Work Experience or Work Practice module incorporating a compulsory work placement.

LMETB is committed to the safeguarding of learners who undertake work placements as part of their programme of learning. LMETB makes every effort to ensure that the work-based learning environment of the learner is appropriate, safe and productive. Learners going on work placement will generally be overseen by a named person within each programme, usually the work experience teacher/instructor or course coordinator, and this named person is responsible for all communications with workplace supervisors in relation to the completion of the supervisor's report.



LMETB also provides written guidelines for both the employer and centre/ college regarding Work Placement and a Work Experience agreement form is co-signed by employer and learner.

Prior to starting on placement your coordinator will explore the suitable options available and help you prepare for work; including CV preparation, workplace skills and the requirements.

## Course Evaluation

Be proactive in connecting with LMETB FET and in seeking out information relevant to your course. Complete all admission/registration procedures on time and in full, and comply with requests made by the administrative office during your course/programme. LMETB welcomes constructive feedback on your learning experience, materials and facilities.

Towards the end of your course in LMETB you will receive an evaluation form. Please take the time to complete this as your comments can help us improve the future services and course delivery.

## Learner Complaints Procedure

LMETB places learning and the learner at the heart of its educational provision, if for some reason you want to make a complaint, please see the details below which will help guide you through the process.

Complaints are an important source of information on how well LMETB's courses and services are performing. Feedback gives us information so that we can make any necessary changes and improvements to enhance the learners' experiences. You will not be disadvantaged in any way if you make a complaint or give us suggestions for improvement.

Our Complaints procedures can be accessed via our website [LMETB.ie](http://LMETB.ie) or by clicking on either of the below links:

- [Student Complaint Procedure Guidelines](#)
- [Customer Service Complaints Procedure](#)

# Academic Writing and Integrity

It is likely that you will have to produce written work as part of your course work. When writing for assessment you need to be sure that you are writing in a clear and concise way and that you are answering the question asked. Make sure you do a draft and read it through. Correct any mistakes and make changes before you submit it to your tutor for feedback. Academic writing is a more formal style of writing than used in everyday writing.

Prepare in advance and be ready and confident approaching the assignment by utilizing the ETBI's FET Digital Library resources on Academic Writing: available [here](#). After reading these pages you should have some idea of:

- The differences between ordinary writing and academic writing
- How to structure a piece of academic writing
- The importance of critical thinking
- How to state an argument
- What to check for when editing or proofreading your academic writing

If you are in a QQI Level 5 or 6 (or equivalent) course there is a handbook available for you to help with academic writing. It is called 'Academic Writing Handbook for Learners in the Further Education and Training (FET) Sector'. It was written by ETBI and FESS and can be downloaded [here](#).

Academic Integrity means being honest and responsible in the work you do. No matter the level of your FET course or training, academic integrity is a very important step to help build the skills you need for study and professional life. The three items below help you to make sense of what academic integrity is about:

- Fairness
- Honesty
- Responsibility



Learners are obligated to compete [LMETB's Statement of Academic Integrity](#) prior to submitting assessments.



# Learner Contract and Disciplinary Policy

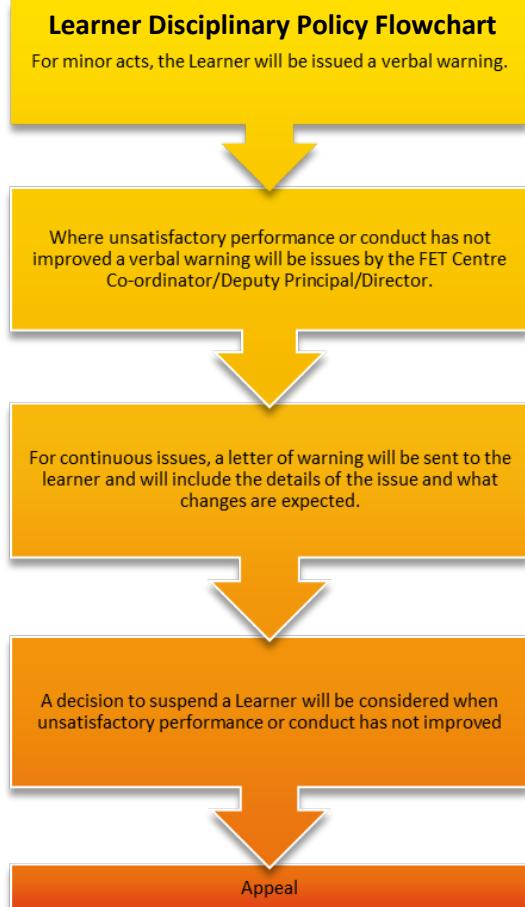
We have policies in place to make sure that you are learning in a safe and respectful environment. In some centres, this is called the Learner Contract; in others, it's called the Code of Behaviour. We explain these to you at induction.

These tell you the standards of behaviour expected and the behaviours that are unacceptable. If a learner does not meet the standards of behaviour we expect, the centre will use these codes and the Disciplinary Policy & Procedures for FET Learners to support the learner to improve their behaviour.

You must make sure you understand these procedures so that all aspects of the course and your experience will be positive. The centre may dismiss the learner from the course where they:

- continually behave poorly in a way that affects the learning environment, or
- seriously breach the code of behaviour.

If any learner is excluded from a course, they may appeal the decision.



<b>We will not tolerate any of the following behaviours</b>	
Intimidation, including aggressive body language	✗
Verbal or physical abuse	✗
Bullying, including cyber bullying	✗
Aggressive or obscene language	✗
Racist or Transmisic comments	✗
Excluding or isolating anyone	✗
Conduct which disrupts: <ul style="list-style-type: none"><li>• teaching</li><li>• learning</li><li>• study</li><li>• assessments</li><li>• field trips</li></ul>	<ul style="list-style-type: none"><li>• guest speakers</li><li>• work placements</li><li>• any situation where LMETB is being represented</li></ul> ✗
Any other inappropriate behaviour, for example, being under the influence of drugs or alcohol	✗

# Equality, Respect and Dignity

LMETB respects diversity and makes sure that our places of learning and work are free from discrimination and harassment. This helps us make sure that our centres are a positive and respectful learning environment for everyone.

We support positive and safe learning, so each centre has policies relating to equality and anti-bullying. The centre will explain these to you at induction. These policies apply to all learners while on ETB or centre premises. They also apply when away from the centre as part of the course, for example, on trips and work placements.



Acknowledgements:

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\*\*\*Updated Funding partners logos to be inserted\*\*\*