



# Further Education Learner Handbook

2023 - 2024



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## Our Mission at An Cosán

***“We stand alongside all the communities we work collaboratively with, all who work for a better world and all we have yet to meet on our journey.”***

An Cosán believes that access to education is a human right, and that education is central to the provision of and advocacy for human rights, dignity, and equality for all. Education facilitates access to, and maintenance of sustainable employment which benefits the individual, their families, and the community as a whole. Education is a lifelong pursuit and can be accessed at any stage in life.

An Cosán promotes a positive attitude toward education through the provision of high quality, customised and affordable education programmes, providing learners with accredited qualifications which are relevant to and recognised in the workplace.

An Cosán welcomes learners from all sectors of the community because we value that learning together enriches the learning experience. An Cosán welcomes diversity in life experience, ability, ethnic origin, cultural and family backgrounds, religious belief, gender identity and educational abilities and educational achievements.

## About An Cosán

An Cosán (Irish: ‘The Path’) is a unique community-based organisation. Dr Ann Louise Gilligan and Dr Katherine Zappone founded The Shanty (to become An Cosán) in 1986 to address the problem of poverty and disadvantage in the local community of Tallaght West. Today, An Cosán is located in Jobstown, Tallaght, nestled in the foothills of the Dublin Mountains. Our purpose-built centre houses classrooms, a library, an Open Learning Centre, Rainbow House early years’ service, a counselling service, and a warm and welcoming Coffee Dock. The Community Education Centre in An Cosán offers a diverse range of programmes including non-accredited learning and, in collaboration with QQI and IT Carlow, awards spanning the National Framework of Qualifications (NFQ) levels 1-7.

An Cosán partners with community education organisations in communities around the country to support learners to access face to face and online learning programmes. We ensure that students have access to the right technologies and teaching methods to enable them to engage and learn effectively at a pace that suits them. Our model creates collaborative learning communities to support active student participation and engagement.

Transformative learning is at the core of An Cosán’s model of adult and community education. Recognising that the formal education system has failed a large portion of the community and that many adult learners have a deep distrust of mainstream education, An Cosán creates an alternative, welcoming space. Providing ‘a place of heart and home’, is central to our ethos. We recognise that an individual learners’ basic needs must be met before they can excel in their studies. We understand that every student’s needs and ambitions are unique and individual to that person. Specialised learner-centred supports – detailed in this handbook - facilitate each learner’s lifelong learning goals, while addressing the barriers commonly experienced in communities challenging disadvantage.

## Welcome to An Cosán

An Cosán provides a learning environment that is relevant, accessible, adaptable, and conducive to the facilitation of excellent learning in addition to providing opportunities for growth and personal development, our classes provide a space in the midst of busy lives for stillness, reflection, relaxation and renewal.

An Cosán recognises that students want to advance their education outside of the traditional educational environment for many reasons, among them personal development, employability, love of learning, and community involvement.

We welcome you. We value your voice and your contribution. You will find here an enthusiastic welcome from everyone you meet and whole-hearted support for every step of your learning journey with us.

We believe each adult learner has something valuable to share from their own lived experience and something valuable to gain from listening to the ideas and experience of their fellow learners. We believe in the power of education to transform lives and look forward to welcoming you to An Cosán to start on the path of transformative learning.

In An Cosán, the focus of our teaching method is on creating collaborative learning experiences. This is achieved through dialogue and interactive lectures and discussions, as well as access to online resources and forums. We believe that learning happens through discussions of theories, and the tutor and learner's real-world experiences.



# An Cosán Community Education Contact Details

## Adult Community Education

**Staff Contact:** Debra Crawley, Community Education Lead  
**Tel No:** 01 4628488 Ext: 216, **Mobile:** 086 013 6396  
**Email:** [d.crawley@ancosan.ie](mailto:d.crawley@ancosan.ie)

**Staff Contact:** Laura O'Brien, Learning Support Coordinator  
**Tel No:** 01 4628488 Ext: 216  
**Email:** [l.obrien@ancosan.ie](mailto:l.obrien@ancosan.ie)

**Staff Contact:** Dragana Soro, Educational Technologist  
**Tel No:** 01 4628488  
**Email:** [d.soro@ancosan.ie](mailto:d.soro@ancosan.ie)

**Staff Contact:** IT Support  
**Tel No:** 01 4628488  
**Email:** [itsupport@ancosan.ie](mailto:itsupport@ancosan.ie)

## Information, Administration and Quality Assurance

If you have a query that relates to the oversight of the Quality Assurance of your course, please contact:

**Staff Contact:** Columba Kelly  
**Tel No:** 01 46 28 488, **Mobile:** 086 822 3808  
**Email:** [c.kelly@ancosan.ie](mailto:c.kelly@ancosan.ie)

**Staff Contact:** Lily Ward, Senior Community Education Administrator  
**Tel No:** 01 4628488 Ext: 215  
**Email:** [l.ward@ancosan.ie](mailto:l.ward@ancosan.ie)

**Staff Contact:** Foluke Oladosu Higher Education Administrator  
**Tel No:** 01 46 28 488 **Mobile:** 086 0136 386  
**Email:** [f.oladosu@ancosan.ie](mailto:f.oladosu@ancosan.ie)

## Finance & Fees

**Staff Contact:** Tracey Buckley  
**Tel No:** 01 46 28 488  
**Email:** [t.buckley@ancosan.ie](mailto:t.buckley@ancosan.ie)

## Counselling Services

If you have a query that relates to accessing counselling programme fees and payments, please contact:

**Staff Contact:** Liz Whelan  
**Mobile:** 086 013 64488

## Your Role as a Learner

The team at An Cosán is here to support you and your learning. We wish you every success in your studies during the coming year. So you can achieve your learning goals,

### We ask that you:

- Take responsibility for your learning.
- Read this handbook carefully. Retain for future reference.
- Read your Moodle announcements and e-mails regularly.
- Expect to and set aside sufficient time for independent study each week . This could be from 4 to 10 hours per week.
- Attend all classes. Notify the tutor in case of absence.
- Complete assigned readings prior to attending class sessions and participate fully in class discussions.
- Know and meet your coursework deadlines.
- If you have a query or a problem, contact the relevant An Cosán staff member for support. We are happy to assist.

## General Information

### Directions to An Cosán

An Cosán is located at Kiltalown Village Centre, Fortunestown Road, Jobstown Dublin 24 We are within 20 minutes' walk from The Square Shopping Centre stop, and we are also 25 minutes' walk from Citywest Shopping Centre stop on the Red LUAS Line.

We are also a short walk from the many bus stops that access this area.





## **An Cosán Opening Hours**

Reception is open to students from 8.30am to 6.00 pm Monday, Thursday and Friday. On Tuesday and Wednesday's An Cosán is open till 10 pm to facilitate Learners attending evening classes.

## **Car Parking**

There is limited car parking available it is on a first-come-first-served basis there is no fee for car parking however parking is at your own risk.

## **Smoking**

An Cosán has a "No Smoking Policy". Smoking is prohibited on An Cosán premises. There is a smoking area to the side of Car Park.

## **Recreation**

An Cosán's atmosphere is friendly, enjoyable and one of relaxed learning. An Cosán has a Coffee Dock where learners can go to get a welcome break from classes and socialize with their peers.

## **Learner Programmes**

An Cosán is a dynamic, modern building with high standards of teaching with a developing reputation as an institution for enterprise, employment, and opportunity.

## **Information Day**

At An Cosán, we understand that starting out in a new career or beginning a new course can be both an exciting and daunting experience. Before you start your course, there will be an Information Induction Day where you will be given information on college life, the expectations of the college, course details on the course you are studying and also to offer you an opportunity to meet An Cosán staff and tutors.

## **Computing Facilities and Wi-Fi Access**

Students have open access to the computing facilities in the Open Learning Centre (First Floor) on Wednesday afternoons from 1.00pm to 6.00pm. For access at alternative times, please contact Lily Ward.

Wi-Fi Internet access is available throughout the building.

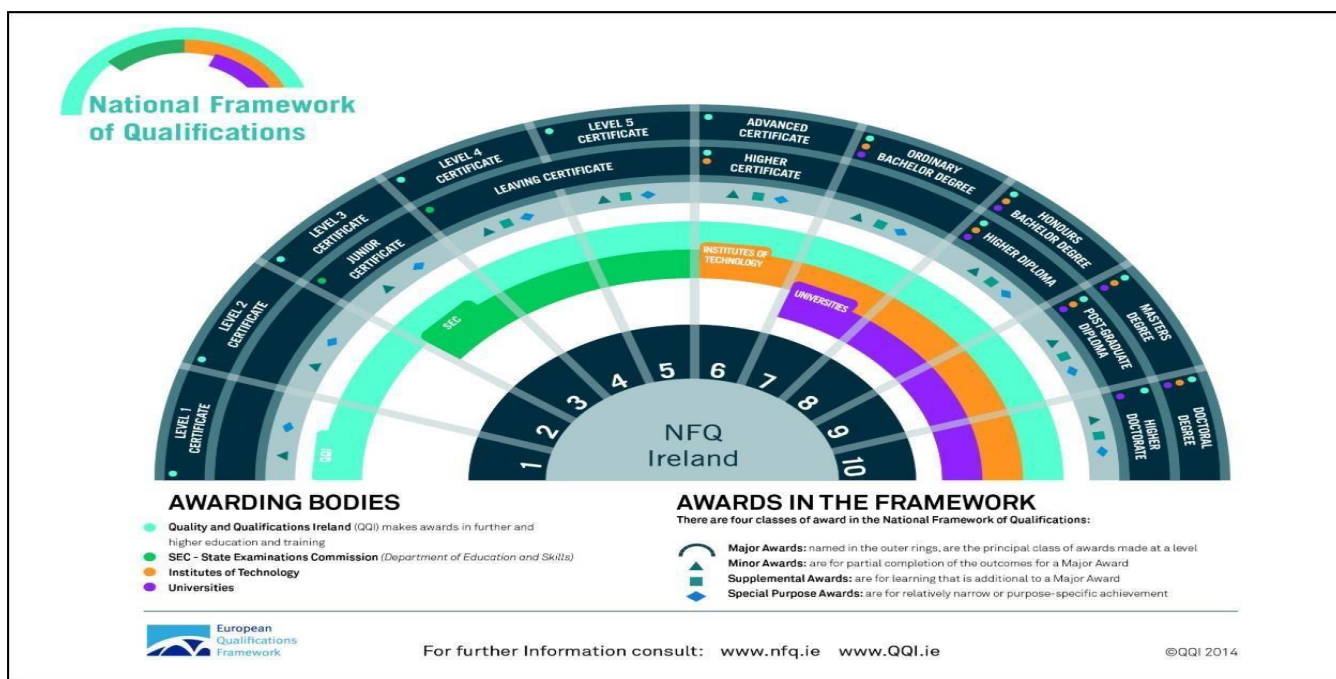
**Network ID:** AnCosan-Guest

**Password:** Welcome2021!

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## National Framework of Qualifications

The National Framework of Qualifications (NFQ) is a system of ten levels. It is designed to capture all learning, from the initial stages to the most advanced. The NFQ provides a way of relating foreign qualifications to the nearest comparable qualification in Ireland.



## Access, Transfer & Progression

Holding a QQI Major Certificate at any level provides an opportunity for transfer to another programme/award at that level, or progress up to a programme and award at the next level. Thus, it is possible for dedicated learners who may have left formal education at an early stage, to progress from Further Education programmes into Higher Education programmes via the Higher Education Links Scheme.

## An Cosán Policies and Procedures

### Open Door Policy

The Community Education Lead and tutors are there to guide and support you through your course. The contact details for the different departments with An Cosán are listed at the beginning of this information pack. If you have any other queries to arrange a meeting or call on 01 4628488. Confidentiality and discretion are ensured, and you are invited to avail of their professional experience & guidance.

### Self-evaluation Policy

Learning is an active process, and a team approach with learner involvement is essential when we are evaluating our efforts to achieve this goal. All programmes will be evaluated by learners, tutors, course directors and an external verifier to facilitate on-going improvements in the areas of programme content, delivery methods, assessments, college staff and services. We have an open and receptive approach to the

evaluation process so that we may build on our strengths, correct our shortcomings and improve our overall service for our learners.

## **Fees**

Where fees apply, they should be paid within the College's Terms & Conditions. Please note you will not receive certificates if you have any outstanding fees. Only under exceptional circumstances can learners defer their course once a place has been allocated. If you have difficulty covering the costs associated with your course please reach out to the Community Education Lead.

## **Refund Policy & Procedure**

Deposits or fees are only refunded if the course does not run. If a student wishes to withdraw prior to the commencement of the programme they can apply in writing for a refund of their deposit and any such application will be considered on a case-by-case basis.

## **Withdrawals**

Where a student withdraws from a programme or applies for a deferral, they remain liable for published fees in accordance with Table 1 (above). Students must complete a withdrawal or deferral form, as appropriate, available from the Higher Education Administrator and Student Support Officer. The date of withdrawal/deferral will be the date agreed between the student and the programme coordinator.

## **Deferrals**

Learners seeking a deferral must meet one of the following conditions:

- Unavailability of Course
- Compassionate and compelling circumstances such as serious illness or injury with accompanying medical certificate
- Bereavement of close family member to include parents, spouse, siblings, or child
- Traumatic experience which would include witness or involvement in serious accident, witnessing or being victim of serious crime

All paperwork should accompany the request for deferral i.e., medical certificates, death certificate of a family member, Garda, or psychologists report.

## **Protection of Enrolled Learners**

What is Protection of Enrolled Learners (PEL)?

In 2012 the Irish government introduced a legally binding requirement for private colleges to protect their enrolled learners through the Qualifications and Quality Assurance (Education and Training) Act 2012. As a result of this legislation Quality and Qualifications Ireland cannot validate a programme unless Learner Protection arrangements are in place for the programme. Arrangements by providers for the protection of enrolled learners are governed by Section 65 (4) of the 2012 Act.

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## PEL Policy Statement

While An Cosán strives to ensure that all its programmes are taught out and finished, the purpose of the PEL policy and related arrangements is to facilitate An Cosán reaching workable and tangible PEL solutions across all relevant programmes should PEL activation be required.

An Cosán's Learners will be protected by PEL arrangements from the time that fees are paid, in part or in whole, for enrolment on a programme of education and training of three months' duration or longer, until: they have received certification for the learning achieved, or until they have been legitimately excluded from the programme, in accordance with the Qualifications and Quality Assurance (Education and Training) Act 2012, Part 6 "Protection of Enrolled Learners".

An Cosán has made financial arrangements in the form of an Insurance Arrangement with Árachas - Corporate & Personal Insurance, which will facilitate the refund of monies/fees most recently paid by or on behalf of learners in the event of PEL Activation. In order to ensure protection of enrolled learners, the learner's registration details will be shared with the PEL Insurance provider on enrolment. This insurance policy provides either for the completion of the programme at another centre or the return of fees most recently paid in line with the 2012 Act.

## Data Protection Policy

An Cosán has a Data Protection Policy which complies with the Data Protection Act 1988, the Data Protection (Amendment) Act 2003 and the General Data Protection Regulation 2018 (GDPR). An Cosán is committed to complying with its legal obligations regarding the data protection legislation.

Students will be registered with Awarding Bodies (where applicable) in keeping with that Awarding Bodies' regulations and records will be kept securely, as is mandatory under the Data Protection Act. Information will only be retained where necessary for awarding body compliance and will only be accessed by the centre and programme staff for reasons of programme management. No unnecessary information will be released to any other person or organization. Those deemed necessary are third parties where An Cosán has in place written contracts to ensure that these recipients are clear of their obligations in relation to the Personal Data which An Cosán may disclose to them. This list may be added to at the discretion of the CEO of An Cosán.

3<sup>rd</sup> Parties to whom data may be disclosed by An Cosán are as follows:

- SETU
  - Education & Training Board
  - QQI
  - City and Guilds
  - An Pobal
  - Community Partners (see separate list)
  - Accenture – Skills to Succeed Academy
  - Enovation – Moodle Provider
  - Enclude – Salesforce support
  - Right Click – Office 365 support
  - LSS
  - External Tutors
  - Internal & External Moderators
  - Arachas - Corporate & Personal Insurance (PEL)
-

## Privacy

An Cosán will act at all times in a fair and reasonable manner and will respect the learners' right of privacy under the Data Protection legislation. Any information collected through monitoring will be used only for the purpose for which the monitoring was introduced and will be deleted when no longer required.

Learners should note that there is no right to privacy on the company's equipment. Consequently, no learner should store any material that they consider personal or private.

## Complaints Procedure

An Cosán is committed to providing high-quality customer service to both internal & external customers. We want to deliver the best possible service to you in an effective, efficient, and caring manner. If you would like to make any general comments or suggestions regarding our services you can do so in the Learner Evaluation forms which are sent to you at the end of each module.

In the unlikely event that you are unhappy with the service you receive from a particular staff member or department, please let the Community Education Lead know as soon as possible. or email [info@ancosan.ie](mailto:info@ancosan.ie) with your issue.

## Equality of opportunity

All students are treated equally with dignity and respect and An Cosán is committed to equality of opportunity. At all times, learners will be treated in a fair and consistent manner, and discrimination will not be tolerated in respect of age, gender, race, disability, family status, marital status, religion, sexual orientation or membership of the Traveller community.

An Cosán seeks to enable learners to reach their full potential through learning, and to enable them to achieve this through the creation of a safe, respectful, and enabling learning environment. Underpinning such learning environments are the principles of 'respect' and 'equality':

- Respect between staff and learners, and respect between learners, and
- Equality between staff and learners, and equality between learners despite their
- varying roles and sources of expertise.

Fundamental to the concept of equality and respect for others is that An Cosán's learning environments (face-to-face and online) should be free from any activity that is likely to adversely affect the dignity of the individual. All staff and service users have a responsibility to play their part in creating and maintaining a positive and safe learning environment.

An Cosán is committed to an environment that is free from bullying, intimidation, and harassment generally. The adult learning environment and student code of conduct extends to learners' use of social media with their peers at An Cosán. Any learner who feels they are the subject of inappropriate behaviour should register their grievance immediately in the knowledge that the grievances arising will be handled with urgency and sensitivity, and in a confidential manner. Where a complaint is upheld, those responsible will be subject to disciplinary action appropriate to the circumstances up to and including dismissal/expulsion/termination of engagement.

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## **Health and Safety Policy**

An Cosán is committed to securing as far as is reasonably practical, the safety, health and welfare of all staff and visitors on its premises. We endeavour to do this by ensuring that the establishment complies with the Safety, Health & Welfare at Work Act 2005. It is An Cosán's policy to protect all staff and visitors from potential hazards in the workplace by providing resources in the form of information, instruction, training and supervision, to ensure that they are made aware of their statutory responsibilities and that all work practices meet the safety standards required by the relevant legislation.

There are several members of staff at the college who are fully trained in first aid. First aid boxes are located throughout the centre.

## **In the Event of a Fire**

Fire drills are held regularly in the An Cosán premises. In the event of a fire, please ensure you vacate the building immediately through the nearest fire exit. Do not collect personal belongings. Do not re-enter until given permission to do so.

## **Assessment Appeals Policy**

Different Appeals Procedures exist for different Awarding Bodies. Your Programme Manager or Tutor will explain these upon commencement of your course.

## **Plagiarism Policy**

Acts of plagiarism or malpractice may result in NIL being recorded as the mark and disciplinary action being taken by the college.

If an Internal Assessor suspects that plagiarism has taken place, the An Cosán procedure for Plagiarism will come into force.

# **Classroom and General Etiquette**

## **Learner Responsibilities**

Students are obliged to make themselves aware of and comply with An Cosán rules and regulations.

Learners must provide themselves with books, stationery, equipment and materials as may be required by the Centre. Also, each learner has a responsibility in some areas to:

- Fellow learners: co-operate in the creation and maintenance of a respectful and suitable environment.
  - Tutors and Staff: To fulfil all obligations to ensure the smooth running of the school/centre.
  - An Cosán: To respect the buildings and property and to ensure the school/centre maintains a respected position in the community as a whole.
  - An Cosán surrounding residential and business community: To behave responsibly and respectfully in the community.
  - Work placement Partners: to respect the business, staff and clients of the company with whom the Learner is placed.
  - Health and safety: To ensure the Health and Safety procedures and regulations are adhered to.
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## **Opening Circle**

As part of our ethos, each class begins with an opening circle. This is usually a short piece of music and a poem/short reading. It allows people to leave their busy lives outside the classroom and become more present for their time in the classroom. Participants are invited by the tutor to check-in, a practice which allows each student to acknowledge and name how they are.

## **Attendance**

You are expected to arrive on time for your classes. At the commencement of your course, you will be supplied with a class timetable for your course and elective modules. Your classes will be scheduled to take place during the opening hours of the centre.

Please arrive on time and stay for the full duration of the class. Attendance is a vital part of effective learning and learners who have committed themselves to completing a course, should see attendance at the class as a key component of their success.

Attendance will not be recorded by the Tutor for learners arriving more than 30 minutes after the scheduled start of the class without a valid reason. Learners leaving early from class must discuss this with the Tutor at the start of the class and have a valid reason.

## **Cancelled Classes**

Occasionally classes are cancelled due to tutor illness or bad weather, you will be informed of this via email and web-text (to your mobile phone), and another class will be scheduled to replace the missed one.

## **Absenteeism**

In order to gain the most from your course and to achieve your academic goals, you will be required to attend at least 80% of classes. Students who do not attend at least 80% of their classes are likely to struggle with achieving the course learning outcomes or completing their assignments. If you are absent, it is your responsibility to obtain any notes or hand-outs issued during the class. If you are absent for a legitimate reason (e.g. illness) you must contact the Community Education Lead to inform them of your absence.

The Community Education Lead will be informed of any learner's continued absenteeism, lateness or early departure and may request a meeting with the learner.

## **Mobile Phones**

To allow for the best possible learning experience, you are requested to turn off or turn your mobile phone to silent during class. Phones can be very disruptive to your tutor and classmates and a distraction to all.

## **Learner Property**

An Cosán does not accept responsibility for the loss of or damage to the property of any learner or person accessing our services.

## **An Cosán Property**

Learners may be liable for the cost of repair or replacement of any property damaged through wilful or careless conduct.

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## **Change of Contact Details**

If you change your postal address, telephone number or email address, please let us know by completing the “Change of Details Form” and returning to a reception in person. Please be advised; unless the office has received notification of any changes to your details, all correspondence including certification will be sent to the address from your original application form. Please note that most awarding bodies only issue certificates once, and replacement of certificates usually carries a charge that will be the learner’s responsibility.

## **Learner Supports**

In addition to tutor-led classes, we provide a range of additional supports to help learners achieve their education goals. Please ask your tutor for details on how to access these supports:

### **Community Education Lead**

The Community Education Lead is there to guide and assist you with any difficulties you may be experiencing whether personal, study related or specific to the centre. If you need assistance at any other time, please do not hesitate to contact us and we will make every effort to help you.

### **One-to-one learning support**

Can be arranged on request and by appointment. Ask your tutor or the Community Education Lead for further information or contact the Learning Support Coordinator directly.

### **Employment Outreach**

If you would like help finding work experience placement opportunities, you can contact the Community Education Lead for further information or contact the Employment Outreach Coordinator directly.

### **Reasonable Accommodations**

As an Equal Opportunities provider of education and training, we know that all learners cannot always be assessed the same. If you have a legitimate disability that prevents you producing your assignments in the same way as your classmates, we will make any reasonable arrangement to assess your achievements using assistive technologies, a personal scribe or audio version of assignments. To be eligible for these arrangements, you should notify your tutor at the start of the course and provide us with an authenticated notification of your disability.

### **Study Space**

The Open Learning Centre is available to learners on Monday and Wednesday afternoons. This provides a quiet space with access to computer and Internet, where you can work on your assignments away from distractions.

Plan your time well while working here. Bring along a pen, paper, notes and assignment briefs.

Book your space in advance to avoid disappointment. The facility is available to participants on all courses at An Cosán.

### **Peer support**

Weekly peer support groups available with a trained facilitator.

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Our volunteer tutor assistants provide additional one-to-one or small group support tutorials outside of class at times to suit individual learners. In addition, your tutor will be happy to give you feedback via email if you send a draft of work in progress.

## **Workshops**

Throughout the year An Cosán may offer additional workshops to students that are currently attending our college. These could be in the form of informational courses or seminars on topics that may be of interest in their chosen career and might lead to additional qualifications. They are not included in the course fee but are offered to learners at a much-reduced rate. Further details of the Workshops are available on the website throughout the year.

## **Digital Literacy Workshops**

Workshops that support the development of digital literacy

## **Additional classes in basic core skills**

Forgotten much of your writing skills? Or maybe English is not your first language?

No problem! You are welcome to join one of our Improve Your English classes to get additional help and support with your writing. Your tutor will give you the details.

## **Childcare Services**

Limited spaces are available for learners attending our day classes.

## **Counselling Services**

If you are experiencing or struggling the concerns or issues of a personal nature you can contact the Community Education Lead who will facilitate access in complete confidence with our on-site counsellors.

## **Quality Assurance**

The Community Education Lead will request feedback from you throughout the year through surveys that we will carry out and through the Student Feedback forms that is sent at the end of each module. This will allow us to evaluate what is working and what needs more attention in the delivery of excellent courses. Your opinion is important to us, and we take all feedback on board when reviewing our processes and facilities.

## **Learner Feedback Form**

These forms enable you to receive feedback from your tutors on your assignments, exams and homework. We have found this form of feedback an invaluable asset to learners along their learning path.

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# Assessments and Awards

## Component Certificates and Full Major Award

To attain your certificate, you must show that you have achieved the specific learning outcomes of the module or programme. This is done through assessments which can take the form of one or all of the following:

<ul style="list-style-type: none"><li>• • <b>Collection of Work</b></li><li>• <b>Assignments</b></li><li><b>Project</b></li></ul>	<ul style="list-style-type: none"><li>• • <b>Learner Record</b></li><li>• <b>Examination</b></li><li><b>Skills Demonstration</b></li></ul>
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### Collection of Work

This is a portfolio (or file) of some or all of the work a learner has produced within a specific timeframe.

### Assignments

These can take different forms, e.g. a project, essay or report based on a piece of research, or it may be a practical task or case study. The full instructions for an assignment are given in an Assessment Brief which outlines precisely what you have to do when it should be submitted and how it will be marked.

### Project

This can involve some research, investigating a topic, performing an activity or organising an event. Projects may involve group or teamwork, where each student writes up an account of what they took responsibility for.

### Learner Record

This is a student's diary or review of their learning experience. It sets out the different tasks completed, and the key learning gained and how you learned. Learner records can take the form of a diary or journal, logbook, blog or notebook.

### Examination

These can be written or oral in format and are a way of showing that a learner understands a subject. They can be a mix of short-answer questions, multiple choice questions or structured answers (usually longer answers that give more detail).

### Skills Demonstration

These can take different forms, such as carrying out a task under observation or observing an activity or conduct and writing or explaining it afterwards. Skills demonstrations are sometimes, though not always, conducted while a participant is on work placement.

### Work Experience

Learners completing a Level 5 Major Award are required to complete 60 – 80 hours of work experience. These hours can be completed over the duration of your course, with a minimum of 30 hours completed in the final year. Feedback from your workplace supervisor will count towards your overall marks. If you would like help finding a placement please contact the Learning Support or Employment Outreach Coordinators.

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## Professional Practice Placement

Please refer to the ELC Professional Practice Placement learner handbook for further information on assessment of Professional Practice.

### How Assessments are Marked/Graded

All work should be handed up for marking by the tutor by the stated deadline. You will be given oral and written feedback letting you know how you have done and if you reached or exceeded the standard required. There are three possible standards of results:

Certificates are issued by QQI to the Centre approximately three to six weeks after the submission date. Learners will be notified when their certificates arrive in An Cosán.

<b>Pass 50-64%</b>
The learner has: <ul style="list-style-type: none"><li>• Achieved the minimum standard required.</li><li>• Used the language of the vocational/specialised area competently</li><li>• Attempted to apply the theory and concepts appropriately</li><li>• Provided sufficiently clear and relevant evidence of having achieved the outcomes.</li></ul>
<b>Merit 65-79%</b>
The learner has: <ul style="list-style-type: none"><li>• Achieved a good standard in the learning outcomes</li><li>• Used the language of the vocational/specialised area with a degree of fluency</li><li>• Expressed and developed ideas clearly</li><li>• Demonstrated initiative, evaluation and analytical skills</li><li>• Presented coherent and comprehensive evidence</li></ul>
<b>Distinction Over 80%</b>
This grade indicates that an excellent standard has been achieved; in addition to the above, the learner has: <ul style="list-style-type: none"><li>• Used the language of the vocational/specialised area fluently and confidently</li><li>• Shown a depth of understanding of the subject matter;</li><li>• A high level of initiative and evaluation skills;</li><li>• Analytical and reflective thinking;</li><li>• clear, detailed and focused evidence.</li></ul>
Those who don't achieve the required pass standard can re-submit their work

### Appeals

Initial results are provisional until checked and reviewed through An Cosán's quality assurance procedures and verified by an External Authenticator. A Learner who is unhappy with the result and who feels that his/her work has been marked unfairly, may appeal a result by filling out the Appeals Application Form within two weeks of the date of receiving the assessment result or within 10 working days of receiving the results of QQI end of year examinations and submitting this by email to the Adult Community Education Manager. This includes the part or parts of the assessment to be reviewed and the reasons for the request.

Any supporting documentation should accompany the Appeals Application Form. The only evidence that the Learner can present for appeal is that which has already been presented for assessment, NO new evidence can be submitted.

## Special Considerations for Assessments and Exams

If you require special consideration for an assessment, then please contact the Community Education Lead at the start of the course and or at the beginning of a specific QQI Module. Could be for an extension of a deadline date, extra time at an exam or a scribe or reader. In certain cases, supporting documents will be supplied along with your application.

## Assessment Extensions

When you are provided with a deadline for an assignment, then you must hand up your work before this deadline. If you are unable to do this for various reasons, then you must complete an Assessment extension form and return it to your tutor or programme manager at least one week before the deadline. The outcome of your extension request will be made available to you within 48 hours of submitting the request.

## Submission of Portfolios, Case Studies or Folders of Work

If you are required to re-submit work, you will be given a date by which you must return the re- submission form and another date for receipt of your work. If you fail to book a re-submission or you fail to re-submit your work on time, you will be given the date for re-submission after the next set of assessments.

It is your responsibility to ensure booking forms, and work arrives and are collected at the college on time. All the other submitted materials must be collected from the school within a week after Validation has been approved by the Awarding Bodies. We suggest you make copies of all submitted work.

## Return of Final Results

You can expect to receive results for final assessments, 4 to 6 weeks after the final date of assessments.

## Assignment Guidelines for Learners

All assignments should preferably be typed in font Times New Roman, size 12 with line spacing of 1.5.

Assignments should be stapled in the top left- hand corner or placed in a soft cover folder.

- Ensure the COVER SHEET is at the front of the pack
  - Make sure the cover sheet is signed. **Please note: Your assignment will not be accepted without a signed cover sheet** as this confirms that the submitted work is your own.
  - All relevant information is included
  - Please note that your assignment will not be corrected if plagiarism is identified.
  - Include your name in the header of the page.
  - Include page numbers in the footer of the page.
  - Clearly label each individual assignment
  - Your tutor will give you a receipt as proof of submission of the assignment.
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# Referencing and Plagiarism

## What is plagiarism or cheating?

This is when a student presents other people's writing, words or ideas as their own. Most tutors and Centres have ways of identifying work as other to a participant's normal work. Plagiarism may occur inadvertently due to inexperience. It is, of course, perfectly ok to supply information or ideas you found elsewhere – so long as you acknowledge the source of the material. Indeed, additional marks can be awarded for finding a piece of work, article or idea and evaluating it in your own words – e.g. debating the merits or otherwise of the idea in your own words - once you identify the source.

Plagiarism might occur in an assignment when:

- Quoting or summarising materials without saying where you got it.
- Copying or using work done by another student, past or present.
- Getting someone to do the work for you.
- Using a choice phrase that you have come across or copying word-for-word directly from a text
- Paraphrasing the words from a text very closely or using text downloaded from the internet
- Copying or downloading figures, photographs, pictures or diagrams without acknowledging your sources
- Copying from your notes, on a text, tutorial, video or lecture, that contains direct quotations.

## What is Referencing?

Referencing is a system that allows you to acknowledge the sources of information you use in your writing. If you do not reference your sources, you are plagiarising.

## When to Reference

You must provide a reference whenever you quote, paraphrase or summarise someone else's ideas, theories or data. You must also reference any graphics information you use. Some of the sources you will need to reference include:

- books or chapters in books
- journal or newspaper articles
- conference papers
- films or television programs
- personal communications like emails, interviews or letters
- electronic sources such as web pages, journal articles from online databases, or use net groups.

## Harvard Referencing. -The 'In-Text' System

### Referencing Style

The Harvard referencing style is the system used at An Cosán. It is very important to reference your work. This gives credit to the person who wrote the piece of work that you are quoting. We recommend that you use the Harvard system of referencing as follows.

### General Principles of the Harvard Systems

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The Harvard System requires two parts: you can have both in-text references and a list of references at the end of your work.

There are two essential elements:

- Citing: referring to sources you use within the main text of your document
- Reference List: the detailed list of sources cited in your work, at the end of your paper, article, or thesis.

### **Citing**

Citing is acknowledging, within your text, the sources from which you have obtained your information. In the Harvard style your citation will include the author, year of publication, and page number where relevant, e.g. (Murray, 2016, p. 78). This brief citation refers the reader to your Reference List where you provide the extended details of the source. Citations must be included in the sentence to which the citation is referring, i.e. within the full stop. Punctuation and capitalisation must be consistent throughout. Commas, full stops, colons, and brackets must be used in the same place in each reference. All personal names and places must begin with a capital letter, e.g. authors, publishers, and place of publication.

Here is an extract showing what in-text citations look like in the Harvard Style:

*...It has been claimed that due to funding being almost exclusively available from the Irish Film Board (IFB), Irish film makers are restricted to the type of Ireland they can depict in their work (MacDougall, 2009, p. 77). Jervir (2010) argues that subjects such as Northern Ireland are disproportionately represented as these are key areas of interest to the IFB.*

### **Reference List**

The Reference List is a detailed list of sources which were cited in your text, in other words the sources from which you obtained your information. This should include author, year of publication, title and subtitle, place of publication and publisher. It is located at the end of a paper/article/dissertation/thesis etc. The list is arranged alphabetically by author's surname. The main title of each source should be in italics.

Here is an example of what a Reference List looks like in the Harvard Style:

Sharpe, R, Beetham, H and de Freitas, S (2010) *Rethinking Learning for a Digital Age: How learners are shaping their own experiences*, Routledge, Abingdon.

McAleese M. (2014) 'Report to the European Commission on new modes of learning and teaching in higher education', European Commission, Publications Office of the European Union, Luxembourg.

Smith, R (2008) *Conquering the Content: A Step-by-Step Guide to Web-based Course Development (Online Teaching and Learning Series)*, Jossey-Bass, San Francisco.

Wenger, E (2010) 'Communities of Practice and social learning systems: the career of a concept', in Blackmore, C (ed) *Social Learning Systems and Communities of Practice*, Springer London and the Open University.

Jervir, C. E. O. (2010) 'Symbolic Violence, Resistance and how we view ourselves in Irish Film', *World Cinema*, 37(6), pp. 392-407.

While it may take some time to master the detailed practice of citation and referencing, your tutor is available to help. If in doubt, ask.

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## Bibliography

At the end of your text, you must include a List of References, a list of all the books, journal articles and other sources of information you have used to research your information that shows all of the sources you used in writing up your work – those you quoted from and those you didn't use directly but may have been influenced by. The bibliography will earn you marks if it shows evidence of having read around the subject and is proof of having done thorough research.

The standard procedure for a bibliography is as follows:

- Names are listed in alphabetical order by surname, then initial of the first name
- Leave a line of space between each entry

Where there are some authors of a book or article, use 'et al.' which means 'and others'. Examples of references in a bibliography **For Books**

Hobart, C. and Frankel, J. (1994), *A Practical Guide to Child Observations*, Cheltenham: Stanley Thornes

**For Internet Sources** – Give author name, date seen online as well as a web address where found

Maguire, C. (2005) *Understanding Disability*. Seen online 12 December 2007 from [www.equality.ie/index.asp](http://www.equality.ie/index.asp)

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