

Session Ground Rules

As part of our quality assurance agreement with QQI, students are entitled to receive clear communication about what is expected from them while participating in components of learning. This policy sets out the ground rules of the centre as agreed with all students during their induction.

The ground rules below have been developed in consultation with the participants and apply to all sessions. The ground rules should be revisited routinely and whenever necessary. It is the responsibility of the tutor to ensure the ground rules are established, and the responsibility of the students and tutor together to ensure that they are adhered to.

Ground Rules

1. Mobile phone use is not permitted (Group 2 students are required to hand their phones into reception daily on arrival)
2. Respect for everyone
3. Positive attitude & body language
4. Avoid cross talking
5. No inappropriate conversation (drug use/dealing, prison, conflicts or disputes, other students or staff etc)
6. Active listening (i.e paying attention to the study subject, concentration & focus)
7. Positive participation. (i.e. Constructive/positive contributions to the session subject)
8. Relevant contributions only. (i.e. Staying focussed on the subject of the session)
9. Follow the instruction and guidance of the tutor
10. Notify tutor before using the *chillout* room.

Students are also entitled to be fully informed about the component of learning they are engaged with. This is done through the pre-learning agreement (LP3-A) with an opportunity for feedback when the component is completed (LP4-A). Student should also be informed about each of the following:

Learner Information

- Date of session:
- Component of learning:
- Assessment guidelines:
- Tutor:
- Support worker:
- Schedule: (i.e. Start time, break time, session finish time. Etc)