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Bord Oideachais agus Oiliúna
an Chabháin agus Mhuineacháin
*Cavan and Monaghan
Education and Training Board*

Training Services Code of Conduct Policy

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Introduction

Cavan and Monaghan ETB's Mission is *'to provide quality education and training for young people and adults through a professional, inclusive and innovative approach'*. CMETB aims to create a positive and safe environment for teaching and learning in all training programmes. Accordingly, this Code of Conduct aims to promote the personal and social development of learners and to ensure that staff and learners can work together in an environment, which is safe, orderly and pleasant.

The Code of Conduct Policy requires appropriate behaviour from learners at all times. CMETB Training Services requires that all learners act with sensitivity, tolerance, respect and integrity towards other learners and staff.

Scope

Cavan and Monaghan ETB's Training Service's code of conduct is applicable to learners participating within a Training programme such as Traineeships, Apprenticeships, Contracted Training Programmes or Night Provision etc. Training may take place within the Further Education Training Campus, Cavan, Monaghan Institute, Cavan Institute or Contracted Training facilities. Learners need to be aware that there may be additional guidelines around code of conduct within the premises the training takes place.

The following is expected from learners participating on a Training Services programme. Sanctions on failing to observe this Code of Conduct which may lead to disciplinary action.

Attendance:

- Full attendance is necessary as per timetable and exam requirements. Courses operate Monday to Friday.
- The number of training hours required is 31.25 per week (excluding breaks) for full time courses. This will vary for part time courses.
- Start and finish times must be strictly observed. Persistent lateness or absences may lead to disciplinary action being taken and deductions made to training allowances.
- Some programmes require learners to sign in and sign out.
 - Signing in or out on behalf of others will lead to disciplinary action being taken up to and including dismissal.
 - Signing out before scheduled finish times without the permission of your tutor can lead to disciplinary action being taken.
- Course participants are not permitted to use the training facilities outside of the official times.
- If you cannot attend, for whatever reason, you must telephone the tutor or the relevant contact person before 10am.
- If you are absent from a critical component of the course syllabus, it might render you unable to complete the course and may affect the certification you receive.
- All classes are entitled to a fifteen-minute morning break and a thirty-minute lunch break. Your tutor will inform you of break times.

Absences

- For full details on absences please refer to learner policy on Learner Absences and Sickness available on www.cmetb.ie Any learners absent for 3 consecutive days without notifying their Instructor/Tutor will be regarded as having dropped out of training and may be terminated from the course.
- Unauthorised absences may result in disciplinary action being taken, up to and including dismissal from the course.



- Absences arising from interview attendance, medical, dental or optical appointments will be paid based on proof of appointment/attendance.

Sick Leave

If a learner is sick or unable to attend the course, he/she must notify the Instructor/Tutor on the morning of the absence by 10am. No payment of training allowance will be made for absences due to sickness that is uncertified.

Sick leave payments may only be authorised on receipt of a medical certificate and are limited as follows: -

- A total of three days certified sick leave is payable in any three-month period only. This is a rolling three months and your Tutor will explain this further.
- If a learner is absent due to illness for more than three days they should contact the Department of Employment Affairs and Social Protection who will advise them of any benefits to which they may be entitled. This should be done by the learner as soon as possible.
- A learner with a disability will continue to receive a training allowance for a total of 20 working days certified sick leave in any four-month period. If a learner has an aggregate of 20 days sick leave over a four-month period, Cavan and Monaghan ETB Training Services will review the situation in consultation with the learner.
- To avoid unnecessary hardship, the payment of accommodation allowances and fuel allowances (where applicable) can be continued for the period of both Certified Sickness and Uncertified Sickness, which in its nature will be for short periods. This will be at the discretion of Management.
- The payment of supplementary allowances (i.e. meals and travel) can be continued if the learner is in attendance in the training week (1 day minimum).

Medical Certificates must be submitted to the Tutor/Instructor by the end of the Training week.

Compassionate Leave

In the event of an absence arising from a Family Bereavement and if you are in receipt of a training allowance, you will receive payment for the following:

spouse/partner or child	Up to 5 days
Immediate family member - Your immediate family is defined as your parent (or step-parent/parent-in-law), brother (or step-brother/brother-in-law), sister (or step-sister/sister-in-law), grandparent or grandchild.	Up to 3 days
Other close relatives including uncle, aunt, niece or nephew.	Up to 1 day

In exceptional circumstances, special leave in excess of the limits prescribed above may be granted.

General Conduct:

Learners are expected to:

- Respect the training facilities, staff and other students at all times; therefore promoting a safe and pleasant environment.
- Behave in a manner that does not endanger others, observing the Training Services Health and Safety Policy and relevant policies of the Work Placement.
- Not damage the property of Cavan and Monaghan ETB, other learners or staff.



- Comply with course requirements in terms of wearing uniforms/lab coats/sports gear or using protective equipment (where applicable), submission of coursework (to meet deadlines and the required standards) etc.
- Behave in an appropriate manner on any transport organised by Training Services.
- Bullying of any description will not be tolerated (For further details see Anti-Bullying Policy)
- Not bring non-learners onto the Training Services grounds/centres for unofficial purpose.
- Accept and abide by all Training Services policies and regulations.

Smoking is not allowed throughout any of the centres (including e-cigarettes). Smoking is only permitted outside – away from the building in the designated areas. (See Smoking Policy and Statement of Policy on the Use of Electronic-Cigarettes on CMETB Premises)

Anyone in breach of this no smoking regulations (including e-cigarettes) is breaking the law.

Personal Property:

- Learners are responsible for their own property.
- Switch off mobile phones whilst in classroom or study areas, unless special permission has been granted.
- Learners are not allowed into other training classrooms or offices without permission.
- Inappropriate or dangerous use of centre equipment, damage or theft of Centre/Staff/other learners' property will not be tolerated.
- If Centre/Staff/Learners property is damaged or stolen, those responsible will be required to replace it at their own expense.

Alcohol and Drugs:

- CMETB Training Services have zero tolerance on the presence or use of drugs and alcohol in the training facilities or during any training activities that take place outside the centre. *(For further details see Substance Abuse Policy)*

Violence and Aggression

- CMETB Training Services have a zero-tolerance approach to violence or aggression in the training environment. Threatening, abusive or aggressive behaviours towards other learners or staff members will not be tolerated and may result in immediate dismissal from the programme.

Discipline Procedures

Actions for Breach of Code of Conduct

In the event of a tutor becoming aware of a breach of discipline and the code of conduct, they will proceed as appropriate, depending on the seriousness of the incident.

Minor breaches of discipline may be corrected by the tutor and may not warrant recording on a disciplinary report sheet (Appendix 1). Should a tutor become aware of a major breach of discipline, they may, in consultation with the Training Manager/Assistant Manager, proceed to any level of the disciplinary process up to and including termination from the course. All learner/tutor/manager meetings must be recorded and filed at the training facility.



Stage 1 Verbal Warning

Learner is informed of the breach and any corrective action to be taken is discussed. The tutor will complete the relevant disciplinary report sheet (appendix 1) with details of the incident. This document will be signed by the relevant personnel as indicated on the disciplinary report.

Stage 2 First Written Warning

The learner will be informed of the breach and any corrective action to be taken is discussed. The tutor will complete the relevant disciplinary report sheet with details of the incident. This document will be signed by the relevant personnel as indicated on the disciplinary report.

Stage 3 Final Written Warning

The learner is informed of the breach and corrective action is taken. This document will be signed by the relevant personnel as indicated on the disciplinary report. The Training Services Assistant Manager/ Manager needs to be informed of incidences to date. The learner is made aware that stage four of the disciplinary procedures relates to termination from the course.

Stage 4 Termination from Course

The learner is terminated from training, having had the reasons for the termination explained. This document will be signed by the relevant personnel as indicated on the disciplinary report. (See appendix 1)

Training Services affirms that termination may occur after the following factors have been considered:

- The nature and seriousness of the behaviour
- The impact and context of the behaviour
- The interventions tried to date
- That all discipline options under the Training Services Code of Conduct have been applied and documented
- That all actions /decisions taken are recorded and all correspondence copied.
- Discussion has occurred with the learner and parent(s)/ guardian(s) if applicable, regarding the specific behaviour which the training facility considers unacceptable, and which may lead to termination.

Training Services affirms that learners attending a training programme may be terminated as follows pending investigation and /or discussion with the learner. The following list is not exhaustive:

- For serious misbehaviour
- For an unacceptable level of repeated misbehaviour
- For bullying, insulting, aggressive or violent behaviour towards others whether in person, by mobile phone or via social media or other electronic means; in the training venue or when identifiable with the training services.
- For the supply/possession /use of alcohol and /or illegal drugs
- For the supply /possession /use of weapons/ hazardous materials
- For behaviour that may be a danger to self or others
- For racist behaviour /use of racist material
- For behaviour that is contrary to the terms of the Equal Status Act 2000
- For sexual harassment and/or the possession/supply /use of pornographic material.



Training Services acknowledges that a single incident of serious misconduct may be grounds for termination. Such grounds may include where the continued presence of the learner in the training venue at the time would represent a serious threat to the safety or welfare of learners/staff or any other person within the training facility.

Appeal

Learners terminated from the programme will be informed of their right to appeal this decision to Cavan and Monaghan ETB. An appeal should be made in writing within 14 days of the notification of the decision to dismiss and should be addressed to the Training Services Manager/Assistant Manager. For full details please see CMETB's Customer Service Charter on www.cmetb.ie

Implementation and Review

This Code of Conduct Policy will be communicated to all staff and learners via the Handbook for Learners. This **Code of Conduct Policy** shall be reviewed periodically, in light of emerging legislation and circulated Guidelines from the Department of Education and Skills and in any event no later than **three years** from its official adoption by the Cavan and Monaghan Education and Training Board.

Adoption

This **Code of Conduct Policy** has been formally adopted by Cavan and Monaghan Education and Training Board on _____.



Learner Code of Conduct Infringement Report Form
(Disciplinary Report – For use with Training Services/Contracted Training Courses)

- The severity of the event will determine the level of action required up to and including termination from the course.
- At all stages prior to the participant being terminated from the course, they must be given the opportunity to improve and must be told that failure to meet the required standard may lead to termination from the course.
- *The learner has the right to appeal any disciplinary action to the next management level.*

Learner Name:

Start Date:

Course Code:

Course Title:

Stage 1: Record of formal Verbal Warning	Date:	Delivered by Instructor:
Summary of issue:		
Action taken:		
I am aware of action being taken.	Learner signature:	
Stage 2: 1st Written Warning*	Date:	Delivered by Instructor:
Summary of issue:		
Action taken:		
I am aware of action being taken.	Learner signature:	
A copy of this form must be sent to the CMETB Training Service Assistant Manager ¹ in the event of a Learner been given a Stage 2: 1 st written warning		
Stage 3: 2nd (Final) Written Warning*	Date:	
Summary of issue:		
Delivered by: Assistant Manager ²		Instructor
Action taken:		
I am aware of action being taken.	Learner signature:	
Stage 4: Termination*	Date:	
Summary of issue:		
Delivered by: Assistant Manager:		Instructor
Action taken:		
I am aware of action being taken.	Learner signature:	
A copy of this form is sent to the relevant CMETB Training Services Manager / Officer. This form is retained as part of the learner training records.		

* Where this report relates to an Apprentice, a copy of this form must also be sent to relevant STB Training Adviser for Stages 2, 3 & 4.

¹ Where the course is delivered on behalf of CMETB Training Services through Contracted Training, the Instructor will also notify the Contracted Training Manager, who liaises/co-ordinates with CMETB Training Services in this regard.

² In the case where there is no CMETB Training Services Assistant Manager for the programme the report is sent to the relevant CMETB Manager / Officer with responsibility for the programme.