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

TRAINING SERVICES LEARNER HANDBOOK

PART-TIME PROGRAMMES

CAVAN AND MONAGHAN

Rialtas na hÉireann
Government of Ireland

Arna chomhchistiú ag an Aontas Eorpach
Co-Funded by the European Union

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Dearbhú Cáilíochta agus Cáilíochtaí Éireann
Quality and Qualifications Ireland

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WELCOME TO CMETB TRAINING SERVICES PART TIME PROVISION

On behalf of CMETB Training Services, I would like to extend a warm welcome as you begin your educational journey at one of our Further & Education Training facilities.

As a committed education provider, we prioritise creating a safe, inclusive, and supportive learning environment for all our learners.

CMETB Training Services, Part-time Provision is open to learners over 18 years of age, those currently in employment, individuals receiving social welfare payments, and those who have completed their Leaving Certificate or a Level 4 (or equivalent) qualification.

This handbook has been developed to provide learners with information relating to Training Programmes. Policies and procedures are highlighted within the handbook and full details can be found on **www.cmetb.ie.**

CMETB Training Services is proud to support learners as they take this significant step in their learning journey and wishes them continued success during their programme and into the future.

Sinéad McKenna

Sinead McKenna

CMETB Training Manager

TRAINING SERVICES LEARNER POLICIES & REFERENCE DOCUMENTS

Behavioural policies

- CMETB Code of Conduct policy
- CMETB Learner Absences & sickness policy
- CMETB anti-bullying policy
- CMETB Internet Acceptable usage policy
- Smoking & use of e-cigarettes on CMETB premises policy

Link: CMETB training services learner policies

Operational policies

- CMETB Payments policy 2025
- Garda vetting for learners
- CMETB Data protection and CCTV usage policy
- CMETB Assessment Results appeals
- CMETB Assessment Procedure appeals
- CMETB Equal opportunities policy
- Health, safety & welfare Act 2005
- Paternity leave & benefit Act 2016

Link: CMETB training services learner policies

Assessment policies / reference documents

- CMETB Plagiarism policy
- CMETB Assessment Malpractice policy
- Assessment deadlines: compassionate consideration & short-term extension
- Reasonable accommodation in assessment
- Academic Integrity and use of AI in assessment

Link: CMETB training services learner policies

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PART TIME PROVISION TEAM CONTACT DETAILS:

Initial queries should be directed to your Co-ordinator.

Title	Name	Email Address	Tel No
Traineeship Services Manager	Sinead McKenna	sineadmckenna@cmetb.ie	047 84900
Workforce Development Officer	Eileen Roddy	eileenroddy@cmetb.ie	047 84900
Evening Provision Co-ordinator	Cathy O Reilly	cathyoreilly@cmetb.ie	049 435 3992 / 087 405 3411
Evening Provision Administrator	Sharon Crowe	sharoncrowe@cmetb.ie	049 435 3926
Evening Provision Administrator	Tara Murray	taramurray@cmetb.ie	049 435 3904
Employer Service Administrator	Lisa McCrudden	lisamccrudden@cmetb.ie	047 84900
Employer Service Administrator	Michelle Maguire	michellemaguire@cmetb.ie	047 84900
Apprenticeship & Traineeship	Nicole Forde	nicoleforde@cmetb.ie	047 84900
Recruitment Officer	Michelle Tilson	michelletilson@cmetb.ie	049 4353924 / 087 679 3462
Recruitment Administrator	Aine Reilly	ainereilly@cmetb.ie	049 435 3923
SCLP Manager	Noel Mooney	noelmooney@cmetb.ie	049 435 3913 / 087 117 3366
SCLP Administrator	Charlotte Dunne	charlottedunne@cmetb.ie	049 435 3914 / 087 701 7302
SCLP Officer	Gemma Dunn	gemmadunn@cmetb.ie	087 212 3054
SCLP Administrator	Jonathan Maxwell	jonathanmaxwell@cmetb.ie	049 435 3916 / 087 470 9265

Why study for a Part-time Qualification?

CMETB's part-time provision offers a wide range of courses. The part-time timetable is designed to accommodate the busy schedules of working learners. The provision aims to support learners' professional development and personal interests by building on existing qualifications or providing opportunities to achieve a new national qualification.

CMETB recognises that the modern workplace is a dynamic and evolving environment, shaped by economic demands and technological advancements. Continuous learning and personal development are essential for individuals seeking to enhance their career opportunities or embark on a new career path.

By choosing a part-time programme, learners benefit from:

- Enhanced knowledge and skills that support career progression and provide a competitive advantage in the workplace.
- Greater capacity to adapt to evolving workplace demands and changing industry practices.
- The opportunity to build on existing qualifications and strengthen their Curriculum Vitae (CV).
- Academic and professional development, including transferable skills such as communication, leadership and effective listening.
- Increased personal confidence and fulfilment through the achievement of a nationally recognised qualification.
- Flexible learning opportunities, with courses delivered on a part-time basis to support work and personal commitments.

WHAT LEARNERS CAN EXPECT WHEN STUDYING WITH CMETB

- Courses delivered by a highly qualified and experienced team of tutors who are responsive to the specific needs of learners.
- A supportive and inclusive learning environment that recognises and accommodates the needs of adult learners returning to education.
- Ongoing support from tutors and staff, with guidance available to address any academic or administrative queries.
- Clear support and direction from tutors in relation to assessment requirements including well-defined assignment briefs outlining assessment criteria and submission deadlines.
- Formative and summative assessment practices that meet the certification standards of the relevant Awarding Body.
- Constructive feedback on learner progress and assessment performance throughout the duration of the course.

COURSE SCHEDULES

Courses delivered through CMETB Part-Time Provision vary in duration and may include standard programmes of 13 weeks or shorter courses, depending on the subject area and delivery model. Classes typically take place one evening per week and may run for up to three hours per session, subject to course requirements and variations.

Scheduled class time represents only part of the overall learning commitment required to successfully complete a course. Learners are therefore expected to engage in independent study and preparation outside of scheduled class hours.

Where applicable, course schedules incorporate time for the completion and submission of all required assessments. All CMETB part-time courses are certified and involve assessment. Depending on the course and the relevant awarding body, assessment methods may include one or more of the following:

- Assignments
- Collections of Work
- Skills Demonstrations
- Examinations
- Case Studies or Project Work

ASSESSMENT REQUIREMENTS

Once assignments, projects, or skills demonstrations have been submitted, they are deemed to have been formally received and accepted. Following acceptance, QQI-certified assessments cannot be amended or resubmitted. All assessments must be submitted by the specified deadline. In exceptional circumstances, learners may apply for an extension; any such request must be approved in advance by the Centre Co-ordinator.

Learners are responsible for retaining a copy of all assignments, projects, and skills demonstrations submitted for assessment. Work will not be returned following external authentication.

All assessment material saved on personal or external storage devices remains the responsibility of the learner and should be appropriately backed up. CMETB Training Services accepts no liability for work that is lost or corrupted electronically.

All assignments, projects, and skills demonstrations must be signed by the learner to confirm that the work submitted is their own original work.

At Levels 5 and 6, learners are required to complete assessments at the appropriate academic standard. Written assignments must be word-processed and include referencing in accordance with the Harvard Referencing System or similar. Tutors will outline these requirements when issuing assignment briefs. Additional guidance on the referencing is available to support learners in meeting these requirements.

Please see Academic Writing Handbook and Referencing Handbook.

The Importance of Referencing Assignments

All information from external sources such as books, newspapers, interviews and the internet must be referenced to avoid plagiarism.

What is plagiarism?

> "Plagiarism is when you use a source of information without acknowledgement of it. Plagiarism may be accidental or deliberate. You may fall into the trap of plagiarism by not knowing how or when to cite or reference properly" (FESS, 2019)

What Happens When Work Is Not Properly Referenced

If plagiarism is suspected, the tutor will follow CMETB's Assessment Malpractice Policy and Procedures. This may result in the learner's work being withdrawn, which could mean that the course assessment is not successfully completed.

Academic Integrity

CMETB has an Academic Integrity and Assessment Malpractice Policy, which is outlined to learners by their tutor during induction.

This module has been designed to support learners in understanding the principles of academic integrity and to clearly distinguish between appropriate and inappropriate academic behaviour. It uses examples and case studies to explain acceptable academic practices within CMETB.

THE ASSESSMENT PROCESS | RESULTS

The course tutor acts as the assessor of the learners' work. Once work has been marked and graded, it is subject to a rigorous Quality Assurance (QA) process. This process ensures that assessment decisions are made at the appropriate standard and that grading is fair and consistent for all learners.

Following the completion of the QA process, learners are informed of their provisional results. Learners who are dissatisfied with their provisional results are provided with an opportunity to appeal, in accordance with the procedures outlined below.

The Appeals Process

Should a learner wish to appeal a result, please email **eveningcourses@cmetb.ie** to request an appeal application form – stating full name and module(s) for appeal.

Please note an Appeal Fee per module will apply.

Details can be obtained from **eveningcourses@cmetb.ie.**

USEFUL CONTACTS

CMETB Website Link: **CMETB Website**
www.cmetb.ie

Fetch Course information: **Fetch Courses**
www.fetchcourses.ie

CMETB Guidance Service: **Adult Guidance and Information Service – CMETB** www.cmetb.ie/information-guidance-and-support

CMETB Learner Supports: **Learner Supports – Cavan and Monaghan Education and Training Board**
www.cmetb.ie/learner-supports/

ACCESS TO MICROSOFT OUTLOOK AND METHODS OF COURSE DELIVERY

The majority of part-time programmes are delivered onsite, either in the FET Campus, Dublin Road, Cavan or Monaghan Institute. To ensure access to course resources, CMETB will provide the learner with the following:

- CMETB student email account
- Microsoft 365 Teams App
- Moodle Login

Some learners will be given access to specific software for the duration of the course. Gmetrix, the platform used for MOS and CAD Autodesk training, and Skillsbox, which is used for ICDL learners.

STUDENT EMAIL ACCOUNT

After induction, CMETB will email learners with details of their personal CMETB student email account, along with a link providing instructions on how to complete the setup. A step-by-step guide is also included at the back of this handbook for ease of reference. The initial setup must be completed using a laptop or PC and should not be carried out on a mobile phone.

Learners undertaking courses in computer suites will have the opportunity to complete the setup during their next scheduled class.

Usernames & Passwords

Learners are advised to record their log-in details for all required applications and to bookmark the websites used for their classes. A “Login Sheet for Learners” is included with this handbook and may be used to securely record these details. Learners are reminded to always keep this information safe and confidential.

MOODLE

Many tutors use Moodle to share course content. Moodle is a Learning Management System (LMS) that enables tutors to upload learning materials, post assignments, and facilitate learner interaction through forums. Learners can access and download course notes via Moodle and submit assignments online, supporting fully digital assessment where applicable.

Where Moodle is used for a course, CMETB will create a Moodle account for each learner and provide the relevant log-in details and password information.

Learners can access Moodle using the following link:
Moodle Login:
https://cmetb.etbonline.ie/login/index.php

Learners who are unfamiliar with Moodle or other required applications should not be concerned. Tutors will provide guidance on using these systems at the beginning of the course. A step-by-step guide is also included at the back of this handbook for reference.

Please keep this information safe and secure.

Platform/Website	Use this for	Site web address	Log in (Username or email address)	Password
Microsoft 365	Emails Microsoft Applications	www.outlook.com/cmetb		
CMETB FET Moodle	Course work from Tutors	cmetb.etbonline.ie/		
Skillsbox	ICDL Learners	www.skillsbox.com		
Gmetrix	MOS Learners	www.gmetrix.net/login.aspx		
Certiport	MOS Learners	app.certiport.com/portal/login		
CAD Autodesk	CAD Learners	www.gmetrix.net/login.aspx		

RESOURCES

Learning Resources

Training Services Part-time Provision offers an excellent range of facilities to support learning and development:

- Computer Suites – Fully equipped with a wide range of industry-standard software.
- Free Wi-Fi – Stay connected across campus with high-speed internet access.
- Laptop Loans to support your studies, (limited availability).
- Assistive Technology – Tools and software to support learners with additional needs.
- Online Learning Platforms – Access to virtual learning environments and course materials anytime, anywhere.

Learner Supports

CMETB offers a range of supports tailored to meet the diverse needs of learners.

The initial point of contact is the course co-ordinator, who will engage with the learner to identify and discuss the necessary support and available options. In cases where additional support is required, providing a psychological assessment and/or medical documentation can be beneficial.

CMETB is committed to addressing all learners' needs in an inclusive and confidential manner. For more detailed information, please refer to CMETB Reasonable Accommodation Policy. Learners should inform their co-ordinator as soon as possible if supports may be required before they commence respective course.

CMETB FET ICT Device Loan scheme

A limited number of devices are available for loan to learners who cannot access a personal device. Priority will be given to disadvantaged learners, and learners enrolled in courses that involve a high level of digital course work. Should learners wish to apply to borrow a device under this scheme, a form is available from evening courses. Email **eveningcourses@cmetb**.ie or speak to course tutor. Please note that application to the scheme does not guarantee access to a device as they are limited in number.

The Adult Education Guidance and Information Service

This free service offers information, guidance, advice, and support to assist adults in making informed choices for learning and/or career progression.

For a confidential one-to-one appointment please email **cavanguidance@cmetb.ie** or **monaghanguidance@cmetb.ie**

ETIQUETTE | PROTOCOL AND ETHICS OF EVENING PROVISION COURSES

The relationship between tutors and learners is based on mutual respect. Once a course has commenced, the tutor is the learner's primary point of contact, and all course-related communication should be directed to the tutor. Where a query cannot be addressed by the tutor, it will be referred to the Programme Coordinator for further support.

Training Services Learner Charter – Your Rights and Responsibilities

CMETB values each learner and is committed to supporting individuals in reaching their full potential and having a positive learning experience. To help foster a welcoming, respectful, and supportive learning environment, CMETB outlines what learners can expect from the service and what is expected of learners in return.

Your Rights – What You Can Expect

Learners can expect to:

- Learn in a welcoming, inclusive, and respectful environment.
- Feel safe and supported while using CMETB facilities.
- Participate in an induction programme designed to support settling into the course and learning environment.
- Receive a personalised learning plan, where applicable to the course.
- Be given clear information on course structure, assessment requirements and grading processes.
- Be treated fairly and with dignity, regardless of background, beliefs or identity, in line with CMETB's Equal Opportunities Policy.
- Access ongoing guidance and support for academic or administrative queries.
- Be taught by a highly qualified and experienced team of tutors who are responsive to learners' needs.

Your Responsibilities – What We Ask of You

Learners are expected to:

- Attend classes regularly and participate actively in learning activities.
- Treat fellow learners and staff with respect, in line with the Anti-Bullying Policy.
- Act with honesty and integrity in all academic work, including avoiding plagiarism and cheating.
- Contribute to a positive, inclusive and supportive learning environment.
- Take care of CMETB buildings, facilities and equipment.
- Complete and submit assignments within agreed deadlines.
- Adhere to the rules and procedures of the centre.
- Behave in a manner that promotes personal safety and the safety of others.
- Wear required uniforms, safety equipment or sportswear where specified as part of the course.
- All CMETB programmes include a mandatory Induction Module, which must be completed in the first week of the training programme by the Course Co-Ordinator.

The purpose of the Induction module is:

- To introduce the learners to the centre of education.
- To advise learners on the structure of the training programme.
- To inform learners of the CMETB guidelines, policies and procedures that are in place for the programme.
- To advise learners of the policies that are in place in relation to Health, Safety & Welfare, Child Protection (if applicable) and Complaints & Grievances.

The Induction module is specific to the programme and contains all information required by the learner including:

- Welcome to the programme
- Information about the programme - timetables, modules, assessment schedule etc.
- Technology Acceptable Usage Policy
- Health and Safety
- Respect and Dignity
- Code of Conduct
- Assessment and Certification
- Complaints and Grievances
- Green / Climate Action Awareness
- GDPR agreement
- Photographic and Videographic

On completion of the Induction Module, learners must sign an acknowledgement that they have completed, understood and agree to comply with its contents.

Learners will receive a tour of the building, including the location of emergency exits, toilets, canteen facilities, library/study area etc.

Health and Safety

CMETB is committed to providing a safe, healthy and supportive learning environment for all learners, staff and visitors. Every learner has a responsibility to adhere to Health and Safety guidelines and to contribute positively to the wellbeing of others.

Learners must comply with all Health and Safety instructions issued by instructors, staff, signage and official CMETB policies. Any unsafe behaviour, equipment concerns, incidents or hazards must be reported immediately to a staff member. Learners should ensure they are familiar with the emergency procedures relevant to their training location.

The Safety, Health and Welfare Policy is displayed at all training locations and forms part of CMETB's overall Safety Statement, which is available for learners to view upon request from their Course Co-ordinator. This policy outlines CMETB's commitment to identifying, reducing, and where possible eliminating hazards and risks within the learning environment.

CMETB and/or the training contractor will maintain all safety equipment and ensure that appropriate training is provided for its safe use.

Under the Safety, Health and Welfare at Work Act 2005, all staff and learners are required to co-operate with CMETB's safety policies and procedures. Learners must therefore:

- Take reasonable care for their own safety and the safety of others.
- Use all required protective equipment or clothing appropriately.
- Report defective, damaged or malfunctioning equipment immediately.
- Refrain from intentionally interfering with, altering or misusing any equipment or safety systems.

Emergency Evacuation Procedures

- Evacuation routes and assembly points are clearly identified throughout all CMETB training locations. These notices are positioned in prominent areas to ensure that learners, staff and visitors can quickly familiarise themselves with the safest and most direct means of exit in the event of an emergency.
- In the event of a fire alarm or emergency alert, learners must immediately stop all activity and evacuate the building in a calm, orderly and prompt manner. Learners are required to follow the directions of instructors, staff members, fire wardens or any person designated to manage emergency procedures. Elevators must not be used during an evacuation.
- Emergency exits must always remain unobstructed. It is the responsibility of every learner to ensure that corridors, stairwells and exit doors are kept clear of bags, equipment or any other objects that could impede a safe and efficient evacuation. Any blocked or restricted exit should be reported to a staff member without delay.

First Aid

CMETB is committed to ensuring that appropriate First Aid support is available across all training locations. To safeguard learner wellbeing, the following provisions and procedures apply:

- Qualified First Aid personnel are available on site to respond promptly to injuries or medical incidents.
- First Aid boxes and Defibrillators (AEDs) are in designated areas throughout each training facility. Learners should familiarise themselves with the nearest First Aid station at the beginning of their programme.
- All accidents or injuries - no matter how minor - must be reported immediately to a staff member and recorded in the official accident log. This ensures that incidents are properly documented, assessed and managed in line with CMETB's Safety, Health and Welfare procedures.

Care Plans

Care plans are structured documents designed to support learners with additional medical, educational or emotional needs by outlining clear strategies and responsibilities for their care during the part time course. They are usually developed collaboratively by college staff, parents or carers and relevant professionals, ensuring that everyone understands the learners' specific needs, triggers, supports and agreed actions. A well-developed care plan promotes consistency, safety and inclusion, helping to access learning while giving staff clear guidance and confidence in responding appropriately to the learners needs'.

Personal Safety

CMETB places a strong emphasis on preventing accidents and promoting safe conduct in all training environments. Learners are required to follow the personal safety guidelines below:

- Learners must use all required Personal Protective Equipment (PPE) appropriate to their programme (e.g., safety boots, eye protection, gloves).
- PPE must be always worn correctly, as instructed by staff, and must be kept in good working condition. Any damaged or worn PPE should be reported and replaced as necessary.
- Training rooms, workshops and practical areas must be always kept tidy. Maintaining a clear workspace reduces the risk of slips, trips, falls and other avoidable accidents.

Equipment and Machinery

The safe operation of equipment and machinery is essential to maintaining a secure learning environment. To ensure safety and compliance:

- Only learners who are authorised, trained and deemed competent by instructional staff may operate equipment or machinery.
- All equipment must be used strictly in accordance with training, manufacturer guidelines and CMETB safety procedures.
- Faulty, damaged or malfunctioning equipment must be reported immediately to a staff member. Such equipment must not be used under any circumstances until it has been inspected and cleared by authorised personnel.

Safety Awareness

Safety is a shared responsibility within CMETB Training Services. If learners observe:

- Unsafe behaviour
- Any item or equipment in an unsafe condition, or
- Any potential hazard in the learning environment, they must inform their Course Co-ordinator immediately so that appropriate action can be taken.
- Promoting a culture of awareness and responsibility helps protect everyone within the training venue.

Internet Acceptable Use

CMETB Training Services provides computer facilities with full internet access. All users are required to use these resources responsibly, professionally, ethically and in accordance with the law.

CMETB learners must follow the Internet Acceptable Usage Policy while using CMETB devices, which includes the following:

- Only the provided software and materials supplied by the course Co-ordinator may be installed or used.
- Learners may not use other software or materials from other unauthorised sources for any reason.
- Computer configuration or set-up must not be interfered with.
- Sending, receiving, downloading, displaying, printing or otherwise handling material that is explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory or otherwise unlawful is strictly prohibited.

Anyone found breaching these regulations may be subject to the disciplinary process.

A breach of this policy may also attract civil and/or criminal liability.

FACILITIES

FET Campus, Dublin Rd, Cavan - Guidelines

Traffic & Parking

- One-way traffic system on the FET Campus. The speed limit on the campus is 10km/h
- Learners must park their cars at the rear of Block F (Training Services Building).
- CMETB will not be responsible for any damage to vehicles or their contents in the car park.

Security

A security surveillance system operates on the premises. CCTV systems are installed both internally and externally in some training facilities to enhance the security of learners, buildings and its contents. The system is controlled by Cavan and Monaghan ETB and recorded images are subject to CMETB Data Protection and CCTV policies.

Smoking

Smoking (including e-cigarettes) is prohibited in all CMETB venues. The designated smoking area is located at the bottom of the steps at the rear of the Training Services building (Block F).

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

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.

Monitoring

Training Services is committed to continuous improvement of services and delivery of all our programmes. Each course will be regularly monitored and learner feedback will be presented at Training Services meetings, programme steering committees etc.

Learners will also be asked to complete an evaluation at the end of the programme. Any suggestions or complaints will be dealt with fairly, efficiently within the constraints of CMETB resources.

Emergency Evacuation

- In the event of an emergency, an alarm will sound. Please leave the building in an orderly manner.
- Assembly Points are located at the front of the main Training Services building (Block F).
- Stay with your Tutor/Instructor and do not re-enter the building until you are instructed.

Classrooms / Canteen

There is a canteen available with tea/coffee provided for you. Please do not remove any cups from the canteen. Only bottles/reusable cups with lids are permitted in classrooms.

Monaghan Institute, Armagh Road, Monaghan - Guidelines

Traffic & Parking

- There are ample car parking spaces in front of Monaghan Institute for learners to avail of.
- Please drive carefully around the campus and abide by the speed limit of 10km/h.
- CMETB will not be responsible for any damage to vehicles or their contents in the car park.

Smoking

- Smoking and use of e-cigarettes is strictly prohibited in all areas within the building and at the entrance to the college.

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.

Monitoring

Training Services is committed to continuous improvement of services and delivery of all our programmes. Each course will be regularly monitored and learner feedback will be presented at Training Services meetings, programme steering committees etc.

Learners will also be asked to complete an evaluation at the end of the programme. Any suggestions or complaints will be dealt with fairly, efficiently within the constraints of CMETB resources.

Emergency Evacuation

- In the event of an emergency, an alarm will sound. Please leave the building in an orderly manner.
- The Assembly point is at the Car Park, in front of the Main Building, opposite the front door.
- Stay with your Tutor and do not re-enter the building until given the all clear.

Canteen/Vending

There are vending machines located in the canteen on the lower ground floor and on the first floor.

Please dispose of all waste using the bins provided

GLOSSARY

QQI	Quality and Qualifications Ireland
CMETB	Cavan and Monaghan Education and Training Board
SCLP	Supply Chain Logistics and Procurement
FESS	Further Education Support Service
QA	Quality Assurance
FET	Further Education and Training
MOS	Microsoft Office Specialist
CAD	Autodesk Computer Aided Draughting Autodesk
PC	Personal Computer
AED’	Automated External Defibrillator
PPE	Personal Protective Equipment

TIPS FOR SUCCESS!

The following guidance is provided to help learners make the most of their course and achieve successful outcomes:

- Attend all classes regularly and arrive on time. Tutors provide important information about the course and assessment requirements, and learners should ensure they have a clear understanding of these expectations.
- Use tutor feedback constructively to improve work prior to final submission.
- Ask questions and actively participate in class activities, as engagement enhances understanding and overall learning experience.
- Stay organised by setting aside dedicated study time. Using a diary or planner can support effective scheduling, goal setting and prioritisation.
- Take time to research topics thoroughly and read widely. Learners are encouraged to take notes and record sources of key information throughout the learning process.

CMETB encourages learners to give themselves the best possible opportunity to learn and to fully engage with the programme of study. The Evening Provision team is committed to supporting learners throughout their course and welcomes contact regarding any queries or concerns. Learner feedback is also encouraged, and guidance can be provided on progression routes or additional courses of interest following course completion.

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