

# STUDENT HANDBOOK

2018 | 2019



## **1. Welcome to the National Employee Development Training Centre**

NED Training Centre is a private and independent Training centre, established to provide quality academic education. The name 'National Employee Development Training Centre' explains the main object of the school: to provide the best vocational education. It helps you to apply learning and your real life achievements to make them more relevant for the workplace of today and into the future.

National Employee Development Training Centre (NED Training Centre) is proud to offer access to the skills and knowledge which help individuals and organisations to make a quality contribution to the Irish and global knowledge economy.

NED Training Centre's small class sizes (max. 15 students per class), friendly staff and excellent learning support centre ensure that students get the best start on their tertiary learning journey. We deliver practical, relevant qualifications designed to enhance your career and employment options.

NED Training Centre specialises in training for the workplace - students learn the theory and then apply it to real life situations. Student will gain practical and relevant work experience while working towards qualifications that are well-regarded by employers.

You will find that we are also creating the future here. Our teaching staff are specialists in their fields, and we are investing in exciting new technology to ensure that we will be at the leading edge in training and learning in Ireland.

Our passion for the future is based on solid foundations. NED Training Centre's training is enhanced by the positive industry relationships we develop. NED Training Centre aims to work closely with employers so that we, and they, are confident that our graduates have the skills they need to succeed in the real life workplace.

You will find that everyone who works at NED Training Centre is committed to making it a supportive and friendly place to learn. You will find inspiration and support here, as well as an excellent education. **We look forward to welcoming you to your real life practical future.**

## **2. Mission Statement**

To manage our resources effectively, for the benefit of all NED Training Centre students, ensuring a high level of care, integrity and equality.

To achieve the highest international standards available in teaching and to facilitate co-operation, collaboration and other mutually beneficial links between the Training centre and its counterparts.

## **3. Statement of Equal Opportunities Policy**

- A. NED Training Centre recognises that discrimination is unacceptable and although equality of opportunity for all students has been a long standing feature of our teaching/training practices and procedures, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
- B. The aim of the policy is to ensure no student is discriminated against either directly or indirectly on the grounds of gender, marital status, family status, sexual orientation, religious belief, age, disability, race, nationality or membership of any minority group.
- C. We will ensure that the policy is circulated to any agencies responsible for our recruitment of students and a copy of the policy will be made available for all employees of our organisation as well as students.
- D. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
- E. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.
- F. We will maintain a neutral and positive learning environment in which no student feels under threat or intimidation.

Disability: NED Training Centre welcome applications from all potential students and will take whatever feasible measures it deems possible to accommodate the needs of any person arising from their disability or medical condition, having regard to relevant legislation.

## **4. Student Handbook in Brief**

The purpose of this guide is to provide you with a summary of the important information that you need to know as a student at NED Training Centre. This does not replace the formal information provided to you by the Training centre through its Academic Regulations. Please note that it is your responsibility to ensure that you are familiar with the contents of this Guide and the relevant Training Centre Regulations.

## **5. Student Orientation**

Every student at NED Training Centre will be able to participate the student orientation session. This programme aims to help students make the adjustment to a new country and culture easier as well as introduce with centre's rules and regulations.

Every student will be able to get help with setting up their bank account, registering with general Practitioners for medical purposes and taking tours of Dublin. At NED Training Centre it is our goal to be "Supportive every step of the way"

## **6. Campus Details**

Opening Hours:

Administration: 09.00 to 17.00 (Monday to Friday)

Classes: 09.00 to 16.15 (Monday to Friday)

School Reception: 09.00 to 16.30 (Monday to Friday)

Our reception will provide students with the followings:

- Admission Form
- General information
- Student Complaint Form (also available on-line)
- Student Suggestion Form (also available on-line)

All letters/certificates must be requested a minimum of 48 hours in advance of any expected collection, unless otherwise stated. An electronic Request Form is now available on our website: [www.ned.ie](http://www.ned.ie)

## **7. Campus Facilities**

- Computer available to students
- Classrooms equipped with teacher PC's/Sound systems
- Free Internet access/wifi
- Library facilities
- Canteen facilities
- Student area

## **8. Course Structures**

The academic session at the school is semester-based and students are assessed in modules. Weekly progress tests are carried out, along with an end of course examination.

Examinations take place monthly and at different times during the year. You need to check with your Lecturer or Academic Director. Information on monthly exams is posted around the school and on-line. The minimum criteria for awards are specified in the terms of entry qualifications.

## **9. General Entry Requirements**

- A. Be aged 18 years or over
- B. Provide proof of competence in English acceptable to the college. (For this purpose, it may be necessary to have passed a recognised test of proficiency, at the appropriate level, within the last five years)
- C. Complete an on-line placement test and oral test

Note: Also there are specific requirements for each course depending on the Awarding Body and level of entry. Applicants with other qualifications not listed above and/or suitable work experience will be considered by the Academy on an individual basis.

## **10. Admission Procedure**

NOTE: For international students, all admissions are subject to such regulations as may be enforced from time to time by the Irish Garda National Immigration Bureau (GNIB).

The Admission Form can be requested directly from the college's Admission Office or downloaded from the school website. Once completed and sent by either mail, post or delivered by hand to the school, your completed Admission Form will require the following:

- A. Photocopies of all your relevant academic qualifications, two passport-sized photographs, photocopy of current passport, and any other documents that you think may support your application e.g. an academic reference, employers' reference, or reference from a sponsor.
- B. In processing your application the Academy requires you to fully pay your course fees prior to enrolment. Please note that your course fees do not include registration or examination fees set out by the relevant awarding and examinations body.
- C. All awarding body registration and examination fees and charges must be paid to the Training Centre prior to the exam. Please note that any student not willing to pay for such registration and examination fees at this point will not be considered for enrolment with NED Training Centre.
- D. All students must complete the college's English placement test. Without this test the student cannot be placed in a class.
- E. By accepting an offer made by NED Training Centre (through payment of the relevant fees stated at the time of initial application) a student enters into a contract with NED Training Centre for the period for which those fees have been paid. This period is stated on the applicant's enrolment letter and includes both the course commencement and course completion dates. Once all procedures are successfully completed, the Training Centre will issue an enrolment letter which is also a receipt of payment. Once you receive this letter, you are ready to start your classes.

## **11. Induction**

Student induction will be carried out on the first day of term (course commencement). It is imperative that all students ensure they do not miss their induction session. Students will receive a Students Handbook, Course Syllabus and Course Timetable, together with other valuable pieces of information geared towards ensuring a seamless transition into college life in Dublin.

## **12. Health Insurance**

Healthcare costs for people who are not EU citizens must be paid for. NED Training Centre can help students to arrange general medical insurance. Further details are available from the Admissions Office and on-line. Medical insurance is compulsory for visa required students.

Note: Most insurance companies insist that students pay for their medical treatment first and then submit any claim(s) later, accompanied by relevant receipts/invoices.

### **13. Course Fees**

All student fees must be paid for in advance of a course commencing. Awarding body and Exam fees need to be paid direct to the Training Centre before taking the exam. Receipt of payment shall be issued in the form of the student enrolment letter which will clearly state “student fees paid in full”. Receipts of payment for Awarding Body Registration and Exam Fees will be issued to the Student direct from the Training Centre in hand at the point of payment (Local Student) or at the earliest opportunity (International Student).

### **14. Methods of Payment**

Students may pay their tuition fees by one of the following methods:

- A. Cash or bank draft directly to NED Training Centre Admissions Office.
- B. Payment from an overseas student is preferred via direct transfer into NED Training Centre's bank account. Bank details are available upon request.
- C. For method b, a reputable confirmation of payment to NED Training Centre must be provided before any documentation can be provided to the student by NED Training Centre.

### **15. Change of Address or Personal Information**

Students are expected to advise NED Training Centre directly and immediately of the following changes:

- Address
- Telephone number
- E-mail address

### **16. Management of Lectures and Maintenance of Student Records**

The management of lectures is facilitated by the Academic Director. All student records are maintained through NED Training Centre software. The software enables NED Training Centre management to keep and maintain a student database which may include, but is not limited to, all activities, admission details, class attendance and performance records.

Timetables: Student timetable information is provided at induction and will also be displayed on the notice board. Please check timetables and allocated rooms as class location may change from time to time during your course. Where possible, changes will be notified in advance. However, this may not always be possible.

### **17. Attendance Policy**

#### **Poor Attendance Policy**

- A. Attendance is a provision of a student's visa and non-attendance will result in expulsion and may result in loss of a student's permission to study or work in Ireland or both.

- B. Should a student's attendance fall below the requirements laid down by the GNIB and NED Training Centre at any time, disciplinary action may be taken against them which could result in them having their enrolment with NED Training Centre terminated.
- C. In the event that a Student is unable to attend their class for any reason the student should inform the school by e-mail. Additionally, written confirmation giving the reason(s) for non-attendance is required and should be given to NED Training Centre administration at the student's earliest opportunity. This requirement is mandatory for international students in order to comply with both NED Training Centre and GNIB regulations. Please note: non-attendance certificates or letters cannot and will not replace the actual attendance of a student. At the end of each semester, each student's attendance record will be submitted to the GNIB for review along with any letters or certificates provided to NED Training Centre by the student. GNIB, rather than NED Training Centre, will be responsible for assessing the validity of the reason(s) provided by a student for non-attendance and GNIB will decide whether a student's visa will be extended.

**NOTE1: Please be advised the minimum attendance required by GNIB is 85%.**

**NOTE2: Students who miss class without informing the school, may have their names removed from the attendance list and will be required to request to return to class.**

### **Attendance Records Policy**

Hard copy: For each lecture, an official printed class attendance sheet is prepared by NED Training Centre. Students are required to sign this attendance sheet twice (once for each half of class). These signed attendance sheets are filed as per respective classes and used by NED Training Centre to maintain attendance records. Attendance lists are administered by the teacher in class.

Soft copy: An electronic attendance system is also completed in class by the teacher.

*Hard and soft copies of attendance lists are checked and cross referenced daily by Administration staff to ensure accurate recording of attendance and used by NED Training Centre to maintain attendance records.*

### **Poor Attendance Records Policy**

NED Training Centre checks attendance records for students. Students not meeting the attendance criteria as set down in regulations will receive a written warning reminding them of the need to meet their attendance requirements for NED Training Centre and GNIB purposes. Should it be necessary to issue a second written warning the student's attendance may be reported to GNIB. NED Training Centre can take no responsibility to any subsequent GNIB action.

- Third and fourth warnings can be issued prior to expulsion.
- If a student is unable to complete their course with 85% attendance, NED Training Centre retain the right to expel the student without the issuing of all warning letters.
- In all cases of expulsion, non attendance and in the case of a student having left the state, immigration authorities will be notified.

### **Sick Leave/Missing class**

Students are expected to make contact with the school if they are ill and/or unable to attend class.

This can be done via e-mail or phone;

- Registrar (catriona@ned.ie)
- Academic Support (asupp.nedtc@gmail.com)
- NED Training Centre Office - 01-8783047

NOTE1: a Doctor's 'sick note' must be provided and presented in the Administration Office upon returning to school - this will be copied and a note will be put on the student's file.

NOTE2: Failure to make contact when absent and/or failure to provide a Doctor's note will result in the student losing attendance and may result in further action on behalf of NED Training Centre.

### **18. Student Behaviour**

Students are required to adhere to the following:

Relations with NED Training Centre personnel: As a student, NED Training Centre expects you to communicate courteously and respectfully with your lecturers and other NED Training Centre personnel on any problems or issues you may have regarding NED Training Centre services. Disrespectful or abusive behaviour may lead to disciplinary action. Depending on the severity of any abuse or disrespect, disciplinary action may include suspension or expulsion. Any disciplinary action will be in accordance with NED Training Centre procedures as published and the rules of natural justice.

General Rules in the interest of all students:

- Students are required to turn off their mobile telephones during their classes.
- Students are expected to respect both their lecturers and their fellow classmates during their classes at all times. Disrespectful behaviour by a student during class may result in the student being to leave the class - and forfeit attendance for that complete day.
- Record(s) of disciplinary action will be maintained on the relevant student's file for such period of time as NED Training Centre deems appropriate. Such records may also be made available to appropriate third parties, such as GNIB, at NED Training Centre's discretion.
- Do not bring food or drink into classrooms.
- Smoking is not allowed in any part of the Academy.
- Bags, coats and other personal belongings must be kept away from any aisles or escape routes.
- In the event of a fire or fire alarm being sounded, follow evacuation procedures.
- Be careful with your belongings - NED Training Centre can take no responsibility for loss, damage, theft or any other liabilities arising from your personal belongings on NED Training Centre premises. Please note, personal belongings are the sole responsibility of the student. NED Training Centre cannot be held responsible for any items reported lost or missing; however students are required to report all incidents to NED Training Centre administration as soon as discovered.



- Students are required to help to keep NED Training Centre premises tidy at all times.

Student Academic Responsibilities: Below are reminders of some of your key responsibilities as a student. It is your responsibility to:

- Attend NED Training Centre in accordance with requirements set out for both classes and examinations;
- Brief yourself on timetable details;
- Brief yourself on examination dates and locations and arrive on time for examination;
- Submit your coursework on time;
- Brief yourself on how to find and retrieve details of your results and possible actions arising, such as the need to re-sit an examination
- Immediately advise NED Training Centre administration of changes to personal contact details.

### **19. Pattern of Delivery**

The school may use a diversity of delivery methods, including, but not confined to:

- Lectures: to introduce topics and concepts to students;
- Seminars /Laboratories (Labs): to emphasis student-led activities, for example group discussions, individual and group presentations, critiques of academic papers, and partial design solutions;
- Practical classes: for example exercises and tutorial work aimed at establishing skills with various software tools and applications, and case studies techniques;
- Assignments: directed and self-directed work. This will culminate in the project module where students largely work on their own, or in groups. Also students will be required to take mock exams from each module studied.

### **20. Assessment Strategies**

- The focus is on the major as whole rather than individual courses.
- The goals and the assessment plan are a product of input and discussion by the entire department.
- The plan is ongoing rather than periodic.

### **21. Examinations**

NOTE: For NED Training Centre students enrolled on a 25 week course, an end of programme examination is mandatory. This exam may incur an additional charge for the student.

- Registration and examination fees must be paid by students.
- Examination dates will be displayed on notice boards and communicated via e-mail.
- It is the student's responsibility to find out examination dates and attend at the correct examination location (if need be). Please check regularly for changes which may occur at short notice.

## **22. Cheating and Plagiarism**

NED Training Centre **WILL NOT TOLERATE** cheating or plagiarism. Any student engaging in cheating or plagiarism will be subject to NED Training Centre's disciplinary procedures, including potential expulsion from NED Training Centre. NED Training Centre's definition of 'cheating' includes, but is not confined to, bringing unauthorised material into an examination, communicating with other students during an examination, or seeking to gain an unfair advantage in any other way.

Plagiarism is presenting somebody else's work as your own. It includes: copying information directly from the Internet / Web or books without referencing the material; working with one or more other people on an individual piece of coursework and submitting the joint coursework as your own individual effort; copying another student's coursework; paying someone else to do the work for you.

## **23. Terminating Studies**

### **Guidelines for the termination of studies**

As a student, if you are unable to complete your studies in the current academic year for whatever reason, you must inform NED Training Centre immediately. NED Training Centre will advise you as best it can on an appropriate course of action.

### **Withdrawal of Student Status**

If a student intends to withdraw from the course, then she/he is strongly advised to seek advice before doing so. If students are studying in Ireland on a student visa, then they are strongly advised to consult NED Training Centre administration.

All cases for application for withdrawal from a course must be made in writing to NED Training Centre. Students wishing to apply to change courses must complete NED Training Centre's Course Transfer Request form. Please note that an administration fee is chargeable in relation to all transfers. NED Training Centre may refuse at its discretion to permit a course transfer and shall not be obliged to provide any explanation to the student for such refusal.

### **Termination of status as a student**

If a student is expelled from the Academy their status as a student shall be terminated and Immigration Authorities will be notified.

## **24. Accident Reporting**

All accidents must be reported in accordance with NED Training Centre's Health, Safety and Welfare policies as published from time-to-time. All students should note that they are responsible for helping to protect the health, safety and welfare of others as well as contributing to their own health, safety and welfare. In this regard, students need to be both reactive and proactive. Students are expected to immediately report accidents to NED Training Centre administration. In addition they are expected to report potential accidents and hazards.

## **25. Complaints, Grievances & Suggestions**

NOTE: It is the student's choice if he/she wishes to remain anonymous; this however, may not always be possible depending on the nature of the complaint.

NED Training Centre strives for 100% customer satisfaction and takes all complaints made against staff, processes and/or facilities very seriously. Every effort is made to assure that complaints do not arise. Should any student have any problems or complaint/issue however, please do not hesitate to;

### **Informal Complaints:**

Informal complaints can be submitted orally or in writing, depending on student preference.

- Speak to NED Training Centre's Student Affairs Officer, this person is located at Reception. This person is tasked with ensuring the welfare of each and every student at NED Training Centre.
- Go to Reception and ask for a Complaint Form or complete this form on-line.
- If the student so wishes, he/she may speak to one of the following staff members: Student Affairs Officer, Managing Director, Academic Director, or Operations Manager (the MD, AD & OM have overall responsibility for managing programmes, facilities, lecturers and staff within NED Training Centre)
- Each complaint will be investigated and dealt with accordingly.
- Informal complaints are normally processed within 72 hours and students will be contacted directly in relation to complaints made and with corrective action if required.

### **Formal complaints:**

- Formal complaints need to be submitted in writing or via e-mail and will be dealt with ultimately by the Managing Director, Academic Director or Operations Manager. (These individuals have overall responsibility for managing programmes, facilities, lecturers and staff within NED Training Centre)
- Speak to NED Training Centre's Student Affairs Officer, this person is located at Reception. This person is tasked with ensuring the welfare of each and every student at NED Training Centre. If the student so wishes, the Student Affairs Officer can arrange an appointment with management.
- Go to Reception and ask for a Complaint Form or complete this form on-line.
- Speak to one of the following staff members: Student Affairs Officer, Managing Director, Academic Director, or Operations Manager (the MD, AD & OM have overall responsibility for managing programmes, facilities, lecturers and staff within NED Training Centre)
- If a student wishes to make a complaint during or after their time at NED Training Centre they must do so in writing, by email, by telephone or in person.
- Complaints should be directed initially to the person it concerns followed by the relevant department head and/or managing director.
- If the complaint is in relation to accommodation, the Student Affairs Officer will follow up on the complaint and will visit the accommodation if necessary. If no resolution can be found, the student affairs officer will arrange alternative accommodation for the student.
- Each complaint will be investigated and dealt with accordingly.

- Formal complaints are normally processed within 120 hours and students will be contacted directly in relation to complaints made and with corrective action if required.

**Appeals:**

- If a student is unhappy at the outcome/resolution of a lodged complaint – It is passed on to the Managing Director.
- If a student is still unhappy at the outcome/resolution of a lodged complaint – It is passed on to the Board of Management.

**Student Feedback & Suggestions:**

NED Training Centre is always open to feedback/suggestions from our clients, be it negative or positive. For this reason; students are invited to complete our on-line Student Feedback Form and Suggestion Form.

- Student Feedback Forms are available on-line
- Suggestion Forms are available at Reception and on-line

**26. Emergency Situations**

NED Training Centre makes every effort to fully comply with relevant legislation relating to emergencies, such as fire. In emergency situations, should it become necessary to evacuate the building, alarms should be given. All students must exit NED Training Centre premises quickly and quietly and follow any instructions which may be given by NED Training Centre personnel or its authorised agents. DO NOT WASTE TIME in collecting personal belonging.

When the emergency situation is over, NED Training Centre personnel or their authorised agents will advise when NED Training Centre premises may be re-entered.

NED Training Centre's Student Affairs Officer - Victor Gonzalez (victor@ned.ie)

NED Training Centre's Emergency Contact Number - 085-7801414

NOTE: In the interest of your own safety, all students are asked to familiarise themselves with NED Training Centre's Health & Safety policy - please follow the link: <http://ned.ie/emergency-procedures/>

**27. Holidays – Breaks From Class**

A full-time course consists of 25 weeks of class and 8 weeks of holidays.

NOTE: This is in accordance with visa regulations laid down by the Irish National Immigration Service (INIS).

All NED Training Centre students receive 3 weeks of holidays in the Christmas period and 1 week for Easter (as the school is closed during these periods). NED Training Centre strongly advise students to complete their entire course in one go.

NOTE: This is in line with recommendations made by the Irish National Immigration Service (INIS)

- Students are expected to complete their course with 85% attendance
- Students must request to take any holidays. (Request forms are available on-line).
- The granting of Holidays is subject to conditions and at the discretion of the school.

- Students will be notified by the Registrar if their holiday has been granted or denied.
- Students cannot take holidays without permission – students who do, will lose attendance and NED Training Centre may take further action if necessary.

### **Bereavement/Family member falling ill**

In the unfortunate event of a student experiencing bereavement or a family member falling ill; a student may need to travel to attend a funeral/visit a sick relative, etc. NED Training Centre has a system in place to ensure this can be accommodated.

To assure a non loss of attendance, the student must present their case in the Administrations Office at their earliest convenience, prior to travel. Failure to do so before departure will result in a loss of attendance.

### **28. End of Programme Examinations**

End of programme examinations are mandatory for all students at NED Training Centre. This fact is clearly communicated to students upon course purchase and is in accordance with Irish Immigration Authorities' regulations.

Included in each student contract, is a clause which states that the student agrees that they understand that the exam is mandatory and agree to sit the exam with a possible additional charge.

NOTE: Failure to sit this mandatory examination may result in the student being expelled and/or immigration authorities being notified. It also may affect the student's right to remain in Ireland under new regulations.

### **29. Student Refunds**

Grounds for a refund or partial refund of fees:

- A Irish Study Visa extension refusal (the rejection letter issued by the GNIB will be evaluated by NED Training Centre in-order to assess grounds for any refund)
- B Illness or disability suffered after the student's enrolment has been confirmed. In any such instance, a doctor's certificate would be required to confirm.
- C Upon arrival to Dublin, should any student be refused access into Ireland for any reason, the rejection letter issued by the GNIB will be evaluated by NED Training Centre in order to assess grounds for any refund.
  - 1) A refund will only be granted in respect of fees which have been paid for the most recent year in which (a) or (b) occurs. There is no automatic right to a refund of fees if at any time, a student changes his/her mind about studying at NED Training Centre.
  - 2) After course commencement, refunds cannot be made.
  - 3) All course cancellations must be made in writing using NED Training Centre's 'Tuition fees Refund' form before course commencement date.
  - 4) Under special circumstances, students can request a refund within 1 (one) month after their arrival in Ireland.

- 5) If a Student changes their course of study during their semester, no refunds would be given where the revised course involves fewer subjects.
- 6) Students that are found to have provided incorrect information, resulting in their visa being refused, shall not be entitled to any form of refund.
- 7) Whilst course commencement and completion dates are not expected to change, NED Training Centre reserves the right to alter any previously detailed dates in order to facilitate or improve the provision of any course and any associated examination. Those changes will in no way affect the other terms and conditions of the student's contract with NED Training Centre. Should a change be necessary, NED Training Centre will not be liable to provide any form of compensation or refund.
- 8) Please note an Administration Fee of 20% of the total amount will be deducted from all refunds given.

Refunds are only considered in the following cases:

- Refusal of Visa on appeal where the student has no prior convictions or immigration history
- Unforeseen illness
- Course cancellation and no alternative course available
- Family bereavement

All student refund applications are reviewed by management at their weekly meetings and if the application is approved, the payment will be made within three months to the student. Once a student visa has been granted to refunds can be allowed by the school.

- 9) Refund requests for cancelled courses are valid for 1 year from the date of course purchase

Academic Calendar



**ned**  
training centre  
*Invest in your Future!*

CALENDAR

2018

01 | JANUARY 2018

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
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02 | FEBRUARY 2018

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03 | MARCH 2018

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04 | APRIL 2018

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05 | MAY 2018

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06 | JUNE 2018

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07 | JULY 2018

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08 | AUGUST 2018

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09 | SEPTEMBER 2018

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10 | OCTOBER 2018

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11 | NOVEMBER 2018

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12 | DECEMBER 2018

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<ul style="list-style-type: none"> <li><span style="color: green;">●</span> BACK TO CLASSES</li> <li><span style="color: orange;">●</span> SCHOOL CLOSED</li> <li><span style="color: yellow;">●</span> NO CLASSES</li> </ul>	<ul style="list-style-type: none"> <li><span style="color: blue;">●</span> INDUCTION DAY</li> <li><span style="color: red;">●</span> LAST DAY OF CLASSES</li> <li><span style="color: green;">♣</span> ST. PATRICK'S DAY</li> </ul>
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Timetable



# TIMETABLE

## GENERAL ENGLISH

		MONDAY TO FRIDAY		
		9am to 12:15pm	1pm to 4:15pm	
39 LOWER DOMINICK STREET	Ground Floor	MEATH	2.6	1.2S
		OFFALY	1.2D	3.5
	1 <sup>st</sup> Floor	KILDARE	4.0	-
		MAYO	2.8	1.1A
		WEXFORD	4.8	1.2X
	2 <sup>nd</sup> Floor	LOUTH	3.8	3.1
		LIMERICK	4.2	1.1B
	3 <sup>rd</sup> Floor	KILKENNY	-	-

40 LOWER DOMINICK STREET	Basement	WICKLOW	3.0	2.1
		CLARE	1.1X	5.4
	Ground Floor	GALWAY	2.2	4.4
		WATERFORD	5.1	2.5
	1 <sup>st</sup> Floor	DERRY	3.2	4.3
		CORK	4.6	3.3J
	2 <sup>nd</sup> Floor	LEITRIM	4.7	4.9
	3 <sup>rd</sup> Floor	SLIGO	3.6	3.7
		TIPPERARY	4.4J	2.3
		DUBLIN	5.3	4.1
		KERRY	-	-
		DONEGAL	1.2A	4.5



Request Form

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< Back REQUEST

## REQUEST FORM

Subject

Forename\*

Surname\*

Passport Number

Nationality

Date of Birth

Student ID

Mobile\*

Email\*

## Feedback Form

# Feedback Form | NED Training Centre

Fill this form only once. If there is any issue, please email to [info@ned.ie](mailto:info@ned.ie)

\* Required

### Personal Details:

Name

Classroom \*

Level \*

Email:

Mobile Phone:

## **Health & Safety Policy at NED Training Centre**

### **Safety Statement:**

This statement sets out the health & safety policy of NED Training Centre and the means through which that policy is to be implemented. Our objective is to provide a safe and healthy place of work and study for all staff members and students.

It is NED Training Centre's intention to protect our employees and students from accident or ill health at work.

The company will seek to ensure that all our equipment and systems do not constitute a risk to the Health & Safety of our employees and students and we will consult with employees on risk improvements.

Our approach to Health & Safety as far as is reasonably practicable will be:

- 1) To Provide a Safe Place of Work and Study.
- 2) To continue to identify and control hazards.
- 3) To prevent as far as is reasonably possible, any improper conduct or behaviour likely to put the Safety, Health & Welfare of employees or students at risk.
- 4) To consult with staff and students on all Health & Safety matters.
- 5) To provide protective clothing and equipment where necessary.
- 6) To provide a safe means of entering and leaving the building.
- 7) To provide a safe system of work practices.
- 8) To provide appropriate information and training to staff members on a continuous basis.
- 9) To make Health & Safety a key issue.

### **NED Training Centre Responsibilities**

The responsibility for the provision of a safe place of work and study rests with the Management of NED Training Centre.

Specifically these responsibilities are:

- To maintain a safe and healthy work and study environment for employees and students, in addition to conforming to all current statutory requirements.
- To provide the appropriate type and level of training to enable employees perform their work safely and efficiently.
- To make available to every employee appropriate equipment to ensure Health & Safety.
- To maintain a vigilant and continuing interest in all Health & Safety matters relevant to both the company and staff.

### **Employee and student Responsibilities**

As a valued employee/student of NED Training Centre you have a responsibility to yourself and your fellow workers/classmates to carry out your work/study in a safe and considerate manner. Employees & students must:

1. Co-Operate with the company in maintaining a safe work place/place of study.
2. Report any potential hazards to management and not work/study in any hazardous conditions should they; in the employee's/student's opinion exist.
3. Be aware of the nearest emergency exits and fire fighting/first aid equipment.
4. Never interfere with or misuse anything provided by NED Training Centre in the interest of Health & Safety.
5. Read NED Training Centre's Health & Safety statement and obey all mandatory signs.

### **Smoking/Alcohol and Drugs**

It is not permissible to attend work/class under the influence of intoxicating liquor or drugs. The smoking of tobacco products is prohibited in the offices/classrooms of NED Training Centre. Smoking can take place outside the company building, at least 3 metres distance away from door entrances and windows. This smoking policy forms part of the overall Health & Safety Policy and any breach will be dealt with under NED Training Centre's disciplinary procedure.

### **Consultation**

NED Training Centre is committed to consulting with its staff members and students regarding safety, health and welfare in the office and classroom. Staff are involved in the identification of hazards and are trained in dealing with the hazards identified.

The safety statement is included in Induction Training and staff will be advised on how to deal with any problems that arise.

### **Reporting of Accidents**

Staff are required to report all accidents and near misses, whether resulting in injury or not, to management. All accidents will be investigated by a member of management and a written report prepared. Corrective action will be taken where necessary to avoid a reoccurrence. Accidents involving persons who are not members of staff but are visiting or working on the premises must also be reported.

### **Fire Procedures**

In the event of a fire and providing there is no danger to the persons concerned every effort should be made to extinguish or contain the fire pending the arrival of the fire brigade. All staff should be familiar with the exit routes and should also know the location and type of fire extinguishers in the office.

If you discover a fire you should:

- Activate the fire alarm.
- If there is a reasonable hope of extinguishing the blaze, attack the fire immediately.

- Do not under any circumstances, expose yourself to danger.
- Leave the building by the nearest fire exit and proceed to your designated assembly point.

If you hear the alarm you should:

- Switch off any equipment under your control and leave the building by the nearest fire exit.
- Do not stop to collect personal belongings.
- Once outside, do not enter the building until you are told it is safe to do so.
- Management will on occasion perform fire drills to ensure that procedures are known and followed in the event of a real fire.

### **Hazard Analysis**

A hazard is anything at work that might cause harm e.g. Electricity, Lifting Heavy Loads, Slippery Floors, and Poorly Lit Stairways etc. Staff must be aware of the potential hazards and risks involved and report specific hazards to management. The company will remove hazards by engineering means where necessary.

### **First Aid**

First Aid boxes are provided to ensure that first aid supplies are easily accessible when required in an emergency. First Aid boxes are located at Reception. Free access to First Aid Boxes must be maintained at all times.

### **Guidelines for VDU users**

As part of their duties employees spend long periods of time using visual display screens. Any necessary adjustments will be made to avoid RSI, eyestrain and other ailments associated with work on screens, which must be adjustable for height, tilt and brightness. No employee will be asked or expected to work any computer which is not in proper working condition, or does not meet the highest specifications. Employees working continuously on-screen should alternate tasks so that at least 10 minutes during each 60 minutes of work is spent doing off-screen type of work. This work is to be undertaken away from the screen, but does not constitute a break. Employees who habitually use VDU's have the right to an eyesight test, the cost of which will be met or reimbursed by the company.

## **A-Z of Health, Safety & Welfare at NED Training Centre**

### **A. SAFETY**

- 1) You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities, as shown separately.
- 2) You must not take any action which could threaten the health or safety of yourself, other employees, customers or members of the public.
- 3) Protective clothing and other equipment which may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility.
- 4) You should report all accidents at work, no matter how minor in the accident book, which can be found in the office.

### **B. REFRESHMENT MAKING FACILITIES**

We provide refreshment making facilities for your use, which must be kept clean and tidy at all times. The refreshment making facilities may only be used during authorised breaks.

### **C. SELF-CATERING AREA(S)**

We may provide self-catering area(s) for your use, which must be kept clean and tidy at all times. It may only be used during authorised breaks.

### **D. SMOKING POLICY**

There is a statutory ban on smoking in the workplace. The company's smoking policy must be observed, details of which will be notified separately.

### **E. HYGIENE**

- 1) Any exposed cut or burn must be covered with a first-aid dressing.
- 2) If you are suffering from an infectious or contagious disease or illness you must not report for work/class without clearance from your own doctor.
- 3) Contact with any person suffering from an infectious or contagious disease must be reported before commencing work/class.

### **F. ALCOHOL & DRUGS POLICY**

Under legislation we, as an employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work/school of all our employees/students and similarly you have a responsibility to yourself and your colleagues/classmates. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our employees/students. If your performance or attendance at work/school is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal/expulsion.

### **G. FIRST AID**

First Aid boxes are provided to ensure that first aid supplies are easily accessible when required in an emergency. First Aid boxes are located on every floor. Free access to First Aid Boxes must be maintained at all times. All accidents or injuries are recorded by administration staff. In the case of

serious injuries a designated staff member will call an ambulance. In addition, the school maintains a list of local GPs and GPs that accept the European Health Insurance Card (EHIC). Students are given their contact details during induction day.

#### **H. FIRE PROCEDURES**

A fire drill is carried out monthly. Each room is fitted with a networked fire alarm device, there are seventeen fire extinguishers located throughout the building, a large patch panel in the communications room and four security cameras attached to the premises. Emergency exits are clearly signed and procedures are in place for the evacuation of the entire building.

**NED Training Centre's Student Affairs Officer is Victor Gonzalez (victor@ned.ie)**

**NED Training Centre's Emergency Contact Number for students: 085 780 1414**