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**Principal:** Vivienne MacSweeney

**Deputy Principal:** Deirdre O'Sullivan

**Deputy Principal:** Richard O'Sullivan

## **Welcome to CSN!**

As a student, you are most welcome to the college. I hope that you will find the year ahead enjoyable, satisfying and successful.

CSN College offers a friendly and lively environment in which to learn. The college prides itself in having a dynamic and dedicated staff to meet students' needs. The college also recognises the lifelong skills to be gained by involvement in extra-curricular activities. Thus you are encouraged to get involved in the lively array of clubs and societies on offer.

This handbook is intended to be a useful source of information about the college, its staff and services.

I would like to take this opportunity to wish you every success during the year.

*Vivienne MacSweeney*

Principal

## **CSN College Attendance Policy**

100% attendance and participation are expected from every student.

Attendance will be taken at every class.

Students are expected to be punctual for every class.

An acceptable attendance record is required to achieve full award.

If a student's attendance and participation are deemed unsatisfactory, they will not be able to continue on the course.

If a student is absent for any reason they must contact the Course Director immediately by email or telephone.

In the event of illness (3 consecutive days or more), students must bring a medical certificate and present it to the main office.

## **Student Accommodation**

An accommodation list is available from main reception.

Every year, the college is host to a large body of students from different parts of the country and indeed from different corners of the world. To this end, the college provides a list of addresses to students who wish to avail of local accommodation with families. Alternatively, local newspapers and flat finding agencies will help you select the most suitable place while attending your course.

Additionally, the college is within easy reach of a number of the recently constructed student accommodation complexes in Cork.

## **College Clubs and Societies**

Details of all sports clubs will be posted on the sports noticeboard outside the canteen. If you wish to get involved in organising a CSN club or society, contact the Student Services department as soon as you begin college. Any further queries can be addressed by your class rep at Student Council meetings.

## **College Canteen**

The catering department provides a delicious range of appetising snacks and meals for staff and students throughout the college year. The emphasis is on "home cooking" for the student pocket. All the food is freshly prepared on a daily basis using local produce of the finest quality. No wonder the cafeteria is the social hub of C.S.N. The cafeteria opens at 8:00a.m and closes at 3.00p.m. There is a wide range of snacks and refreshments available from vending machines to cater for students when the kitchen is closed.

## **College Counselling Service**

Contact: Siobhan Daly  
Telephone: 021 2067608  
Email: [s.daly@csn.ie](mailto:s.daly@csn.ie)

Contact: Jim O'Connell  
Telephone: 021 2067626  
Email: [j.oconnell@csn.ie](mailto:j.oconnell@csn.ie)

A professional and confidential counselling service that listens to students on all manner of issues. We provide a caring and non-judgmental atmosphere in which to help students cope with their circumstances and approach their lives with confidence. Appointments can be made by calling to the Guidance and Counselling office or telephone, where we will be on hand to help you.

## **College Careers Service**

Effective career planning means exploring your options early. Our careers' team are here to help. Whatever your age, course of study, plans or aspirations, the Careers Service is available to you.

Professionally qualified careers advisers are available for consultation on career choice, further study options, presentation and other work place skills, job search, applications/interview procedures and aptitude tests.

The Career Guidance Office contains a wide range of information on careers and further study options. Comprehensive information, internet access, computerised guidance programmes, video library etc., are all available to our students.

## **College Disability Support Service**

Contact: Karen McGrath

Email: [k.mcgrath@csn.ie](mailto:k.mcgrath@csn.ie)

Telephone: 021 2067634

The college welcomes applications from students with disabilities, medical conditions and special needs.

The Disability Support Service provides advice, information and support to all such students. If you need any particular supports or arrangements (e.g. a scribe for end-of year exams) it is advisable to contact the Disability Support Service as soon as you are accepted on your course.

Funding is provided through the Higher Education Authority (HEA) Fund for Students with Disabilities and application deadlines are before December.

## **College Lois na nÓg Créche**

Contact: Lorraine Feehan

Email: [creche@csn.ie](mailto:creche@csn.ie)

Telephone: 021 2067621

Lios na nÓg Créche is a subsidised facility within the college campus. The Créche is open from 8.30am to 5pm daily. Any student requiring childcare throughout the year is advised to call to the Créche to check availability and put their name on the waiting list.

Our aim is to provide child-centred quality care that meets the needs of parents/guardians returning to education. We provide a safe, suitable and caring environment for the children in which they are encouraged to grow and develop to their full potential. The emphasis is on fun and learning through play. Our programme is designed to make a positive contribution to your child's holistic development.

The Créche premises are bright consisting of spacious playrooms, kitchen, dining areas, sleep rooms, toilets and changing room and a large well equipped playground which enables us to provide a balance of care and education.

The childcare team is made up of competent staff with a variety of qualifications and experience. The team is committed to providing a caring, fun and safe environment for the children.

It is the policy of the Créche to promote a healthy nutritious lifestyle for the children in our care. We provide a healthy buffet style breakfast, hot dinner and buffet style tea each day. Special dietary requirements or parent's wishes will be respected.

## **Getting to CSN College**

The 203 and 214 buses stop on Pearse Road, at a location around the corner from the college. The 219 also stops on Pearse Road. Current bus timetables are available in pdf format at [www.buseireann.ie](http://www.buseireann.ie)

To get to the college by car, follow signposts for Cork Airport which will take you along the South Link Road to the Kinsale Roundabout.

## College Information and Communications Technology (ICT)

Access to college ICT resources is a privilege extended to learners by the college authorities. In order to exercise this privilege, learners will require a unique and active user account. User accounts can only be obtained from your course director. All users of the college networks are expected to comply with the college's Terms of Services Agreement (TSA).

The cost of using certain ICT resources, e.g., Internet facilities, printers, scanners, etc., is partly covered by your student services fee. Photocopying costs are NOT covered by the student services fee. Students will receive a fixed weekly print quota, allowing you to print for free, over this quota allowance there is a charge. The direct 'cost' of printing is 1c per monochrome page and 5c per colour page. The printing quota is reset weekly and unused pages are NOT carried forward.

To allow for the effective use of ICT facilities and the creation of a pleasant and safe working environment, you are asked to observe the following points:

- users are required to log-on and log-off for ALL timetabled computer classes
- computers and IT resources may only be used by learners actively engaged in college approved or course related work
- Internet access is moderated. Inappropriate browsing of Internet sites, downloading and/or installation non-commissioned software, transmission of illegal /defamatory or obscene material is not acceptable and will incur penalties/sanctions where appropriate
- learners are directly responsible for backing up their computer based work. While the use of removable devices is permitted, learners are expected to use the provided anti-virus software to scan any such device before opening files therein. The college accepts no responsibility for the transmission of viruses or malware if precautionary scans are not undertaken
- learners are not allowed to interfere with, remove or dismantle any computer or audio-visual equipment and/or disconnect computers from the college network without the express permission of the IT department
- learners are not allowed to infringe copyright and/or affect the proprietary rights of legitimate software vendors
- using computers to play online games is explicitly forbidden

- using chat room facilities that are not college approved is explicitly forbidden
- using social media sites that are not college approved is explicitly forbidden
- no food or drink is allowed in any room that hosts computers, at any time
- the use of mobile phones in computer rooms is prohibited

Computer rooms are classrooms! Students are asked to work quietly at all times and avoid unnecessary disruption to other users of the facility. Each student is responsible for his/her actions and is accountable to all staff members of this college. If a member of staff observes any student in breach of college regulations, the offending student will be asked to cease that activity immediately. Students who do not fully comply with any such request may also face sanctions or punitive measures.

### **Internet Legislation**

The college will provide, on request, information on the following legislation relating to the use of the Internet which students can familiarize themselves with

- EU Internet Activity Legislation Act (2009)
- Data Protection Act - Amendment (2003)
- Attacks against Communications Systems (2002)
- Copyright and Related Rights Act (2000)
- Child Trafficking and Pornography Act (1998)
- Interception Act (1993)
- Video Recordings Act (1989)
- Data Protection Act (1988)

### **Using ICT facilities outside of timetabled computer classes**

Students wishing to avail of ICT resources and facilities under these circumstances are advised to observe the following points:

1. the student 'Common Room' hosts a number of workstations for use during non-timetabled classes and is available for open access Monday to Friday from 9.00am onwards
2. learners must carry their CSN ID card beside them at all times when using the IT facilities outside of timetabled classes
3. learners are not allowed to use computer facilities without due supervision

4. where appropriate, learners MUST seek the permission of the teacher taking classes in the facility at that time. Any such permission must be sought prior to a timetabled class commencing. Please note that permission is granted at the discretion of the teacher in question and may not always be given
5. if granted access to a computer room during non- timetabled classes, learners must NOT seek instruction from teachers operating in the room at that time

### **Computer Viruses & Malware**

Anti-virus and anti-malware software is installed on all computers in the college. While every effort is made to ensure 'risk-free' usage, the service is offered on an 'as-is' basis only. CSN College cannot accept responsibility for the transmission of viruses or malware across personal systems. Students are free to use personal devices to port files and data between home computers and the college system, BUT it is the responsibility of the student to ensure they take appropriate action to safeguard their work

### **Social Networking**

It is recognised that social networking apps can provide a legitimate service and nothing will be done to interfere with such use where permission has been sought and approved and adequate precautions are taken to protect network performance and security. However, CSN reserves the right to disable access to social networking if there is ANY evidence that their continued use is likely to cause a degradation of network performance or security or there is a risk that it will expose the college to legal action. It also reserves the right, through the IT department, to disconnect ANY computer and/or user from the network where there is evidence that the computer is being used in a manner which breaches copyright or data protection legislation or which puts the services available to other users at risk.

### **Peer-to-Peer File-Sharing (P2P) and Torrents**

CSN reserves the right to disable access to P2P applications (torrents, file sharing hosts, etc.) if there is any evidence that their continued use is likely to cause a degradation of network performance or security, or there is a risk that it will expose the college to legal action. It also reserves the right, through the IT department, to disconnect any computer or personal device, and/or user from the network where there is evidence that the computer or personal device is being used in a manner which breaches copyright or data protection legislation or which puts the services available to other users at risk.



### **Wireless Internet Access**

CSN provides Internet access via a college-wide wireless network zone. The wireless service is provided on an '*as-is*' basis and individual 'one-on-one' support is NOT provided. Learners wishing to avail of this service can do so at no additional cost, but any such access will only be possible via a 'login' screen AND an active CSN account. No access will be provided without a legitimate account.

Please note that wireless Internet access can only be provided through the IT department via a compatible laptop, netbook, smartphone and/or media tablet device. In special circumstances, the learner may need to provide the IT department with the said device before access may be granted.

### **Sanctions**

Physical abuse of ICT equipment, misuse of the Internet and/or other computer facilities will result in the immediate withdrawal of access privileges for an indefinite period of time. In the event of a serious breach of college regulations, access privileges will only be restored following a meeting between the student, the course coordinator and the IT department administration. Further punitive measures may also be incurred, i.e., suspension or expulsion from a course of study. The college also reserves the right to report any illegal activities to the appropriate authorities.

## **College Bullying and Harassment Policy**

The college is committed to a learning environment that is free from harassment of any kind. If any student is subjected to any behaviour that is intimidating or offensive they should report the matter immediately to an appropriate person, e.g. Principal, Deputy Principal, Course Director, or Counsellor. Incidents of harassment will be regarded very seriously by the College and may lead to disciplinary action.

## **College Health and Safety Procedures**

Contact: Sharon Murphy

Email: s.murphy@csn.ie

### **Fire Alarm**

On hearing the alarm leave your area immediately and go to the 'Assembly Point' marked on the Fire Action sign. Fire action signs are located in all rooms and corridors of the building. Never ignore the alarm!

### **There are 3 Assembly points-**

1. [A] Car park by the glasshouses
2. [B] Entrance on Connolly Road
3. [C] Entrance to playing pitches

### **Elevator**

- Alarm bell in the lift if the lift stops and doors will not open
- Members of staff will go immediately to open the door manually

### **First Aid**

- First Aid boxes are located throughout the college. Please see notices on walls or call to the Main Office or Caretakers' Office
- First Aiders can be contacted through the Main Office
- 2 AEDs are located by the Main Office and in the Sports Hall – in the changing room, first door on the left

## **Parking**

There is ample parking in the three car parks. Visitors and staff are asked not to park on yellow lines as these have been put in place to allow access for emergency vehicles. Please respect the Disability spaces and never obstruct an entrance

## **Smoking Area**

CSN is a 'smoke-free' college. A designated smoking area is located outside the entrance to the canteen. This is the only area for smoking. Please put cigarette ends in the bins provided

## **Please keep the college tidy**

- Plastic bags for rubbish and recycling are placed all around the college
- The common room is open to all students. As it is a shared space students are expected to share the responsibility of keeping it clean by placing rubbish in the bins provided.
- A NO EATING policy is in place in the computer rooms and the Library

## **College Library Resources**

Contact: Elizabeth O'Donovan

Email: l.odonovan@csn.ie

The CSN library is both a study area and a resource centre, with a designated area of PCs. There are no printing facilities available in the library.

## **Study Area**

Students may use the Library to study from 8.30am to 9.00pm.

## **Borrowing Books**

Students need a student ID card in order to borrow books. Access to the books will only be during the times that the library is being supervised. Two books may be borrowed for a period of four days.

Coordinators will be emailed with details of students who do not return books on time. The student will then be told to return the book[s] to the library. This greatly assists the continued service that the library provides.

N.B. Any student who fails to return books to the library at the end of the academic year will not receive their end of year examination results from the College.

### Locating Books

On the ground level the student has access to prospecti on colleges in Ireland and Great Britain, magazines and periodicals but these cannot be removed from the Library.

The books on the balcony are arranged in numerical order according to the Dewey Decimal Classification system. The sequence starts at 001 behind the left door. Books of a similar subject are grouped together under the same classification number. Please ask at the issue desk for the location of a particular item.

Examples:

005 Computers	690 Building Construction
301 Sociology	710 Landscape Architecture
330 Economics	750 Painting
340 Law	770 Photography
570 Biology	780 Music
650 Commerce	900 History

Reference books are also kept on the balcony but these cannot be removed from the library. Certain rules must be adhered to if the Library is to become an area where students can study in a relaxed atmosphere. Learners are therefore asked to comply with the following guidelines:

- No eating or drinking
- Mobile phones must be turned off
- Students must refrain from making noise
- Personal belongings not to be left unattended (the College takes no responsibility for lost/stolen items).

## Learner Progression Opportunities

Siobhan Daly

Telephone: 021 2067608

Email: [s.daly@csn.ie](mailto:s.daly@csn.ie)

Jim O'Connell

Telephone 021 2067626

Email: [j.oconnell@csn.ie](mailto:j.oconnell@csn.ie)

The Higher Education Links Scheme facilitates progression to a variety of Higher Education courses via specific QQI Level 5 and 6 Awards and QQI Level 6 Advanced Certificates. Under this scheme a number of places are reserved by Higher Education Institutions for QQI applicants for entry to a range of third level courses.

For details of specific linked awards and or additional or specific component requirements please contact the individual HEI admissions office or visit [www.cao.ie](http://www.cao.ie) or [www.qqi.ie](http://www.qqi.ie).

Applicants applying to the CAO via a QQI Award should ensure that their qualification meets the minimum entry requirements of Higher Education Institutions. For example some institutions may require Mathematics in addition to an applicants' QQI Award to meet their minimum entry requirements. Progression routes for students to explore:

For information regarding the Higher Education Links Scheme and QQI Progression Scheme: refer to [www.cao.ie](http://www.cao.ie), [www.qqi.ie](http://www.qqi.ie) or your individual Higher Education Institution Admissions Office.

### **Cork Colleges Progression Scheme (CCPS)**

Cork Institute of Technology has a special scheme for the admission of students who successfully complete courses in Further Education Courses at CSN College. CIT reserves a number of places on its linked courses for applicants achieving specified levels and other requirements in their awards. Ask your Careers Guidance Counsellor for more details.

In addition to the above progression routes specific links are in operation with individual UK colleges. Consult your Career Guidance Counsellor or [www.csn.ie](http://www.csn.ie) for details. If looking to use one of the above progression routes it is important to follow the following steps:

### Step 1

Familiarise yourself with the requirements of your AWARD

### Step 2

Thoroughly research courses and colleges which you would hope to progress to.

### Step 3

Establish entry requirements and progression opportunities to these courses.

### Step 4

Consult with a Career Guidance Counsellor. Attend talks or open days as appropriate.

### Step 5

Be aware of application deadlines refer to [www.cao.ie](http://www.cao.ie) or [www.ucas.com](http://www.ucas.com) or consult with your Guidance Counsellor for any queries regarding your application.

## **CSN Recycling**

Recycling bins are situated around the college. Please read the instructions carefully before you place your rubbish in a bin. Do not mix recycling material with ordinary waste material. Maintaining a clean environment for everyone in the college is very important – so use the correct bin!

## **CSN Student Council**

Contact: John Cunningham      Email: [j.cunningham@csn.ie](mailto:j.cunningham@csn.ie)

Each course in the college elects a class representative who attends Student Council meetings. The council provides a forum for students to establish clubs or societies within the college. Two members of the Student Council are also elected as representatives on the Board of Management. Students are encouraged to participate to ensure that the Council is as active and vibrant as possible.

## **Student Grants**

[www.studentfinance.ie](http://www.studentfinance.ie)

For learners in receipt of a grant, VTOS &c., unsatisfactory attendance and/or unsatisfactory participation will lead to payments being stopped.

All learners are being trained and equipped with the necessary skills to take up employment in the workplace. Therefore the college will apply the attendance/punctuality/behaviour expectations of the workplace.

Learners will be expected to have excellent levels of attendance/punctuality. It is recognised that there will be times when students will be unable to attend classes for various reasons. In such instances, students will be expected to explain these absences to their teacher or Course Director. If you have difficulty with start/finishing times, please speak with your course director in the first instance.

Staff will regularly monitor students' attendance/punctuality.

### **Conduct**

CSN requires students to conduct themselves with consideration for others in and around College buildings and also in public places. Inappropriate behaviour would include (but is not limited to):

- any conduct which disrupts or is likely to disrupt teaching or the administration of the college in any manner
- use or attempted use of unauthorised or unfair means in connection with examinations
- violent, reckless or negligent conduct causing or intending to cause, damage to persons or property, or disorderly conduct
- gross or repeated offensive behaviour towards any member of college staff
- failure to comply with any of the College Regulations.

If a student persists in poor attendance/punctuality/behaviour and/or is affecting the smooth running of the course, the student will be asked to leave the course.

## **No Smoking**

In the interests of the common good and particularly in helping to promote a clean and healthy environment within the College, students must observe "No Smoking" signs. Any student found smoking in any area of the College other than a designated smoking area may be suspended. There is a smoke shelter located between the college building and the gym.

## **CSN Student Resources**

Contact: Liz O'Donovan

Email: [l.odonovan@csn.ie](mailto:l.odonovan@csn.ie)

Student Services is a central part of life at CSN. It is made up of an integrated network of people and resources and provides information, advice and support to students, and includes Careers and Counselling Service, Library/Resource Centre, Information and Study Support



# Vocational Training Opportunities Scheme (VTOS)

Contact : Ray O'Connor

Email: [r.oconnor@csn.ie](mailto:r.oconnor@csn.ie)

The VTOS scheme gives you a second chance to go back to full-time education and training. All full-time day courses at CSN are available under VTOS

## WHO IS ELIGIBLE?

You must be over 21 years of age and in receipt of any of the following payments for at least 6 months before the commencement date of the course.

- Unemployed and on Jobseekers Benefit/Jobseekers Allowance, or signing for "credits" for at least six months
- In receipt of One-Parent Family Payment, Disability Allowance or Invalidity Pension
- Dependent spouse/partner of an eligible person.
- On Illness Benefit (you must apply to the Exemption Section, Dept. of Social, Community & Family Affairs, Store Street, Dublin 1 for an exemption to attend the course)
- Periods spent on FAS or Community Employment Schemes can count.

## HOW WILL I BENEFIT?

You will retain your weekly Social Welfare payment and any secondary benefits you already have, e.g., Fuel Allowance, Rent Allowance etc.

- Meal Allowance
- Travel Allowance (if resident more than 3 miles from CSN)

## HOW DO I APPLY?

VTOS applications must be made on the relevant CSN application form. Places are limited and will be prioritised on the basis of educational need and length of time on social welfare. The closing date for receipt of VTOS application forms is the **second Friday in September**. If you find all VTOS places are allocated, you may apply to your local Social Protection office for the Back to Education (BTE) Allowance Scheme

## Useful Websites

[www.studentfinance.ie](http://www.studentfinance.ie)  
[www.examinations.ie](http://www.examinations.ie)  
[www.cit.ie](http://www.cit.ie)  
[www.ucc.ie](http://www.ucc.ie)  
[www.cao.ie](http://www.cao.ie)  
[www.studenttravelcard.ie](http://www.studenttravelcard.ie)  
[www.ymcacork.org](http://www.ymcacork.org)  
[www.daft.ie](http://www.daft.ie)

## Recognising Learning Achievements

The National Framework of Qualifications (NFQ) has been in place since 2003. Its purpose is to offer a framework through which all learning achievements can be easily compared and valued. The diagram below illustrates the available award types, as listed on the outer rings.

