



**cetb**  
Bord Oideachais agus  
Oiliúna Chorcaí  
*Cork Education and  
Training Board*

## **Policies & Procedures for Adult Learners in Further Education Courses**

As a College that provides further education courses for adult learners, it is important that we have clarity in respect of policies and procedures. The Director of FET has established a working group of Principals from Colleges with FET provision for the purpose of reviewing how services are delivered, to identify how best we can grow our provision and to ensure the learner has the same quality of experience in all of our College.

One area identified where we could have common policies to ensure consistency in learner experience is in the development of learner specific policies and procedures. Work was undertaken to review existing learner policies within Colleges and through a process of consultation with Principals, based on their experiences to date, revised policies were drawn up to bring together a suite of procedures and policies appropriate to the specific adult learner environment.

The Executive of Cork ETB approved the following policies and procedures, which were brought for noting to the Board of Cork ETB on 19<sup>th</sup> April;

- Code of Conduct for College Adult Learners
- Information and Communications Technology (ICT) Policy for College Adult Learners
- Social Media Policy for College Adult Learners
- Complaints Procedure for College Adult Learners
- Disciplinary Procedure for College Adult Learners

While each policy and procedure stand alone they do set out how we expect adult learners to behave and conduct themselves in the College as well as consequences for when there are issues. The Complaints procedure is specifically for where an adult learner wishes to make a complaint against another adult learner in the same College. Complaints against staff are dealt with under the nationally agreed procedure for same. These documents are a first step and will be reviewed on an annual basis.