

17 CAR PARKING & REVERSE PARKING

Learners must park on the canteen/community training building side of the training centre in the car parks provided.

The front and roadside areas of the building must be left free for staff who come and go during the day, and for members of the public visiting MSLETB Training Centre Sligo/Ballina.

18 CONDUCT

Records are maintained on your time keeping, attendance and certification.

Learners are required at all times to observe due respect for and carry out the instructions of MSLETB Training Centre Sligo/Ballina staff.

Inappropriate behaviour including harassment and bullying towards other individuals within the centre will not be tolerated.

Anyone found "clocking in" or "clocking out" another person's clock card will have his/her training place withdrawn.

Persons found stealing will have his/her training place withdrawn.

The parking area is strictly out of bounds to Learners.

Any person found interfering with cars, motor cycles or bicycles will be disciplined.

Learners may not enter the office area or other training areas without permission from his/her Instructor. Learners must at all times use the passageways in the training centre and not trespass through training areas.

Rough play, running, football or any other activity which might endanger others is not permitted in MSLETB Training Centre Sligo/Ballina and grounds.

The use of chewing gum in the training centre is forbidden.

The use of mobile phones is not permitted during training time. This includes the use of mobile phones with integrated cameras, or any other such device, at any time. Learners are not allowed to receive land line phone calls except in emergency circumstances.

19 QUALITY SYSTEM

As part of the Quality System in operation at MSLETB Training Centre Sligo/Ballina, the method available to formally express your views, (positive, negative or otherwise) is by use of the Customer Comment Card.

Customer Comment Cards and deposit box are available at Reception. Customer comments can be made verbally or in writing to your Instructor or Assistant Manager.

20 DISCIPLINARY PROCEDURE

A disciplinary procedure is in place within the centres. Breaches of discipline will be treated either verbally or in writing. For serious breaches a Discipline Report Form will be completed.

A training place can be withdrawn as a result of this disciplinary action. People who feel aggrieved by any disciplinary action may appeal to the next level of authority.

21 INTERNET POLICY

All Learners will be issued with a copy of the MSLETB Policy on Learner Computer Resources and Internet Usage and must comply with same.

For information on the following policies:
 Social Media, GDPR and eLearning please consult the Code of Conduct Handbook.

Welcome to MSLETB Training Centre's – Sligo & Ballina RULES AND REGULATIONS FOR LEARNERS

To access Code of Conduct Handbook please click on the following link TBC

1 SAFETY REGULATIONS

You are advised to inform your Instructor of any medical condition you have that might impact on you or those around you while in training, or in the event of an emergency evacuation.

You are advised to inform your Instructor if you are pregnant so an individual risk assessment can be carried out on you in your work area.

Safety instruction will form an important part of your training, but you will be expected to use your common sense to ensure that you do not behave in any way which could endanger you or other people.

Learners are reminded that there is a risk of injury from machines and equipment unless they keep alert and obey the safety rules which have been laid down for their protection.

The following regulations will apply.

- A. No Learner will work on a machine or any piece of equipment until he/she has been instructed in the operation of it and understands the particular safety requirements.
- B. Learners are forbidden to interfere with the setting of machines without the authority of the Instructor.
- C. Safety hazards in the work area should be brought to the attention of your Instructor immediately.

2 FIRST AID AND ACCIDENTS

All accidents and injuries, however minor, must be reported immediately to your Instructor, or any staff member of MSLETB Training Centre's Sligo/Ballina.

3 MEDICAL ATTENTION

Learners who require medical attention should inform their Instructor who will allow time off to visit a doctor or hospital. MSLETB Training Centre Sligo/Ballina do not accept liability for medical, dental or pharmacy fees.

4 EMERGENCY EVACUATION PROCEDURE

All Learners are expected to familiarise themselves with the **Emergency Evacuation Procedures**. Your Instructor will inform you of the procedure applying to your area.

5 NO SMOKING

By law, smoking and e-cigarettes are strictly forbidden in the MSLETB Training Centre Sligo/Ballina buildings, or near exits. **Persons found in breach of this regulation will face disciplinary action and may have their training place withdrawn. There is a designated area for smoking at the back of the building.**

6 SUBSTANCE ABUSE

The use of illegal drugs is strictly prohibited in MSLETB Training Centre Sligo/Ballina and surrounding grounds and will lead to instant dismissal from the course. Similarly, inappropriate behaviour as a result of misuse of drugs or alcohol will not be tolerated.

7 OVERALLS/CAPS/SHOES

The appropriate work clothing and shoes for each course must be worn at all times. Your Instructor will inform you of the regulations for your course.

8 TOOLS AND EQUIPMENT

You will be advised on the tools and equipment regulations for your course. All equipment at MSLETB Training Centre Sligo/Ballina should be correctly handled and safeguarded against damage, loss or theft.

9 MEAL BREAKS/CANTEEN

Learners will go to the canteen for breaks at the times appointed by their Instructor.

Items are paid for at the canteen till. A menu and price list are displayed daily.

Please ensure that you clear your tables when you have finished and return your trays to the trolleys for cleaning.

10 TIME RECORDING

Learners are required to clock in at starting time and to clock out at finishing time in the evening.

N.B. A replacement card due to loss or abuse will cost the holder €10.00.

11 ENERGY CONSERVATION

All Learners should ensure there is no unnecessary wastage of heat, light and power in classrooms and work areas.

12 ABSENCE

You will not be permitted to be absent from MSLETB Training Centre Sligo/Ballina or to leave your work area without the permission of your Instructor.

Where this permission is granted Learners must clock out when they leave the centre and clock in on their return.

Learners must contact his/her Instructor before 10.00 am on the FIRST day of their absence.

Persistent unauthorised lates or lost time will result in a Learner being suspended from the course or have his/her training place withdrawn.

13 CERTIFIED SICK LEAVE

MSLETB Training Centre Sligo/Ballina may pay up to 3 days certified sick leave in a 90-day period.

All medical certificates must be stamped by the doctor.

Learners who are absent for more than 3 days certified sick leave **may** be entitled to payments from the Department of Social Protection.

14 CLEANLINESS IN THE TRAINING CENTRE

Learners are responsible for keeping their own work area, benches and machinery clean and tidy and for the general cleanliness of the classrooms, canteen and toilets.

For relevant courses, a period is set aside at the end of each day for cleaning. Learners must always clean down their machines and work area on completion of a job and before moving on to another machine or section.

Learners are required to keep the training centre and its surroundings litter free. Learners breaking this requirement will be disciplined.

15 TESTING AND CERTIFICATION

While you are in training your progress is monitored by continuous assessment. All our courses are certified by Quality and Qualifications Ireland (QQI) and other external bodies. On some occasions learners may be required to pay examination fees. These fees must be paid by the dates specified by your Instructor.

The use of mobile phones is strictly prohibited during examinations.

16 SAFE DRIVING

Learners must observe the speed limit of **15 KM** when driving on MSLETB Sligo/Ballina Training Centre grounds.