



**Co. Cavan VEC
Adult Education Service**

**Centre Plan
2008**

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Overview of the Service

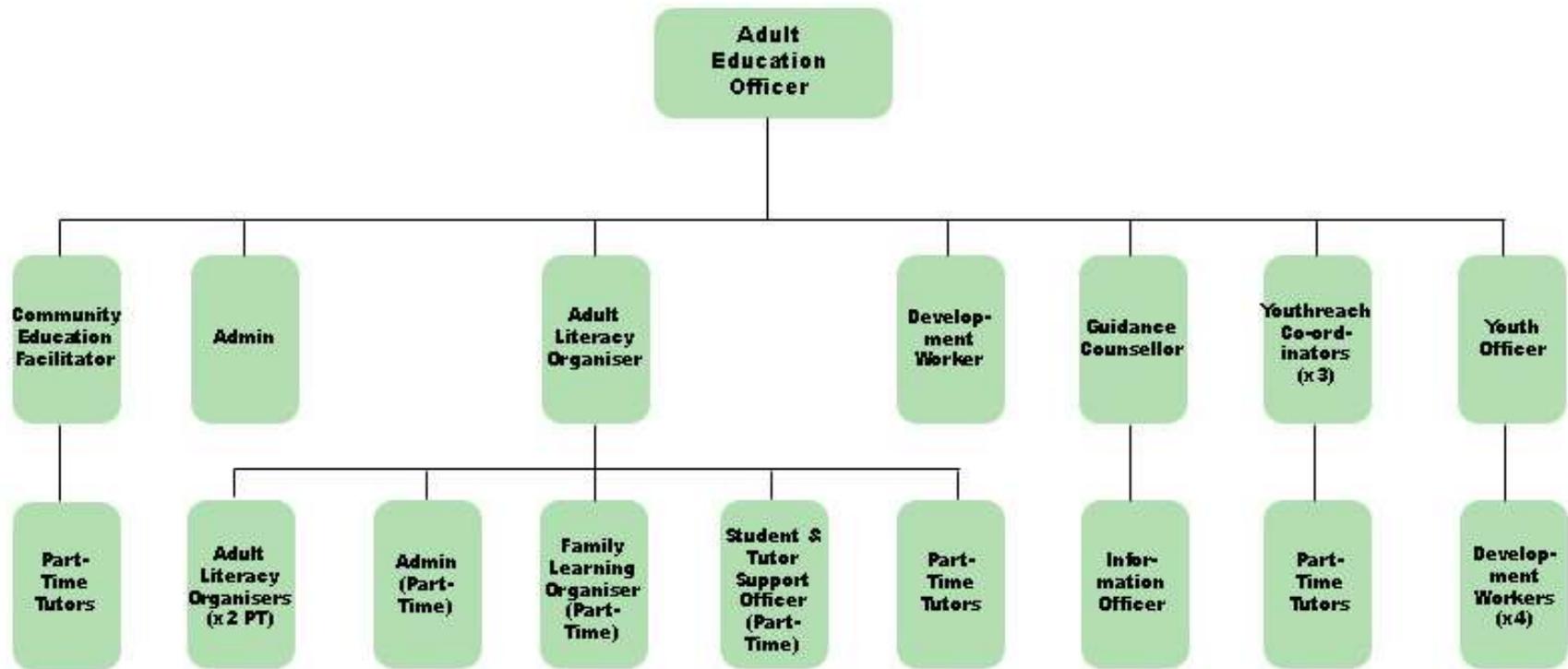
Adult Education has been a significant service within Co. Cavan VEC for many years and it continues to grow in response to the demands of a changing educational landscape and new and varied learners. The curriculum in Adult Education is now as varied as the learners it serves and great emphasis is placed on the provision of accreditation opportunities and routes of progression.

Delivery at a local level is also characteristic of the service. Learning programmes are available in the local schools, Cavan Institute, outreach and community settings as well as the workplace. The following programmes are on offer at various locations throughout the county:

- Adult Basic Education including Literacy, ESOL and BTEI
- Community Education
- Adult Education – Fee-Paying Courses
- Vocational Training Opportunities Scheme (VTOS)
- Adult Education Guidance and Information Service
- Youthreach

Overleaf is an organisational chart that shows the various strands through which services are delivered.

Organisational Chart



Cavan Adult Learning Centre

Cavan Adult Learning Centre provides Adult Basic Education programmes under the auspices of Co. Cavan VEC. The Department of Education and Science fund the adult literacy service with assistance from the European Social Fund as part of the National Development Plan. It provides second chance opportunities for adults with literacy/numeracy difficulties. Fundamental to the programmes on offer is the development of self-confidence and self-esteem that is inherently lacking in most adults returning to basic education. The following definition of adult literacy from the NALA Quality Framework informs the work of the Cavan Adult Learning service.

Literacy involves listening, speaking, reading, writing, numeracy and using everyday technology to communicate and handle information. It includes more than the technical skills of communication: it also has personal, social and economic dimensions. Literacy increases the opportunities for individuals and communities to reflect on their situation, explore new possibilities and initiate change.

Good practice in adult literacy starts with the needs and interests of the individual. It is concerned with personal development and building confidence as well as technical skills.

The service mission of the Adult Learning Centre is:

“To provide quality adult basic education courses which recognise the adult status of the learner. A free and confidential service based on the needs of the individual will be on offer at all times. In carrying out this mission, CALC will endeavour to support the work of the tutors both voluntary and paid in terms of on-going training and supports.”

The centre is part of the Adult Education Services managed by the Adult Education Officer. The Adult Literacy Organisers provide initial advice and set up throughout the county. The employment of development workers in terms of workplace, family learning and learner /tutor support have added further dimensions to the provision of services.

The service has developed successful partnerships and funding arrangements with FAS, the local county council and the local Partnership Board for the provision of intensive courses.

The centre operates within the context of Department of Education and Science regulations as set out in the Education Act (1998). Progression and accreditation is on offer under Further Education and Training Awards Council and Department of Education and Science. Programmes are designed to meet the needs of individuals. The centre supports the principles of inclusiveness, equality of access and participation in the centre including respect for diversity of traditions, values and beliefs and ways of society. It also operates an ethical code of confidentiality, respect and trust which informs all aspects of the organisation.

Community Education Service

The mission statement of Co. Cavan VEC's Community Education Service is:

“To provide high-quality support and education to community groups which will (a) enable individuals to achieve their full potential and to participate fully as members of society; and (b) contribute to the county’s social, cultural and economic development.”

The Department of Education and Science defines community education refers to adult education and learning that takes place generally outside the formal education sector, with the aim of enhancing learning, empowerment and contributing to civic society.

The purpose of Co. Cavan VEC Community Education Service is to support the development of existing and new community-based groups who provide low-cost, locally based opportunities for adults who do not normally avail of educational provision. The service works closely with a large number of community and voluntary groups, including community-based resource centres, women’s groups, men’s groups and community development projects. It aims to provide a range of relevant supports, including funding, training, networking and development work with groups. This service also supports groups in the delivery of locally-based BTEI programmes.

Target groups include the following:

- Community based women
- Community based men
- Travellers
- People with disabilities
- Community Arts Groups

- Older people
- Homeless people
- Refugees/Asylum seekers

The Department of Education White Paper on Adult Education (2000) states that the key characteristics of the community education sector are:-

- its non-statutory nature;
- its rootedness in the community, not just in terms of physical location, but also in that its activists have lived and worked for many years within the community, have a deep knowledge and respect for its values, culture, and circumstances, and an understanding of community needs and capacity;
- its problem-solving flexible focus based on trust;
- its process rather than syllabus focus - participants are engaged from the outset as equal partners in identifying needs, designing and implementing programmes, and adapting them on an ongoing basis;
- its respect for participants and its reflection of their lived experience;
- its concern with communal values and its commitment to match curriculum and pedagogy with the needs and interests of learners;
- its promotion of personalised learning and flexibility within the environment of a learning group. Its goals include not just individual development but also collective community advancement, especially in marginalised communities;
- its placing a key emphasis on providing the supports necessary for successful access and learning -- particularly guidance, mentoring, continuous feedback and dialogue, childcare etc;
- its collective social purpose and inherently political agenda - to promote critical reflection, challenge existing structures, and promote empowerment, improvement so that participants are enabled to influence the social contexts in which they live;

Co. Cavan VEC Community Education Service makes every effort to encourage community groups to engage in community learning by:

- promoting the development and nurturing of new community based learning groups;
- providing support to new and existing Community Education groups in the form of technical, administrative and educational inputs;
- developing and encouraging partnerships and links with statutory and other providers;

- promoting the role of the sector in supporting outreach and referral to the statutory sector;
- liaising on accreditation and certification issues;
- helping community education interests to access funding;
- networking of groups, both nationally and locally, supporting their participation in community fora, and facilitating a co-ordinated input from the sector into the work of Local Adult Learning Boards and the County/City Development Boards;
- sharing good practice from the sector and supporting the mainstreaming of relevant lessons into national policy and practice;
- reporting to the Local Adult Learning Boards on developments and provision, and informing the work of the National Adult Learning Council.

The Community Education Service has one Community Education Facilitator who has access to the Adult Education tutors and to administration support.

Self Financing Courses

The Adult Education Service aims to meet the full range of needs in all who search for enlightenment. County Cavan VEC provides a programme of fee-paying courses to meet such needs. The overall programme includes a wide range of accredited and non-accredited courses aimed at developing the skills and talents of the individual. From childcare to computers, languages to guitar, from Autocad to sports massage, and from interior design to yoga

Courses take place in schools (both VEC and non VEC) colleges, community centres, heritage centres, cultural centres, halls, sports club rooms and private houses. Every effort is made to locate courses where and when people desire them.

At Cavan Institute

The Lifelong Learning Centre at Co Cavan VEC's Cavan Institute offers a broad range of part-time evening courses designed to meet the needs of self-development. The centre currently registers over 500 learners with a considerable influx of learners from surrounding counties. The courses on offer provide an opportunity for continuous professional development, while enrolments on other courses are motivated more by personal interest and a desire for self-development. Cavan Institute is committed to providing opportunities to all groups in society who wish to pursue personal and career development goals.

Countywide

Adult Education Services also host a number of short courses which are 8–10 weeks in duration held in over 20 centres across the county. These courses extend across a wide range of areas, such as Introduction to Computers, Reflexology, Make-up and Beauty Care, Irish for beginners, Guitar, Spanish, French, Polish, Accounts for small businesses, Furniture making, plus many more.

Evening courses take place typically one evening per week and are usually 2 to 3 hours in duration each evening. Information and enrolment evenings are held in mid-September and mid-January. These are advertised in local media. Learners usually enrol for their chosen course on information & enrolment evening. Most courses commence in September and run until the following Spring/Summer. Other courses commence in January and run until the Spring/Summer. A Summer programme proved popular in 2008 and this ensures that people can now join in classes at three times during the calendar year.

The cost of each course is set at a level to ensure accessible education of the highest quality for all. Courses are run subject to demand.

Co Cavan VEC Adult Education Service is committed to meeting the needs of the county and is constantly evolving to reflect changes in the community, industry and education. These needs are changing all the time and we are keen to develop our range of courses to maintain their relevance and value. County Cavan Vocational Education Committee welcome suggestions of how best to meet the demands of local areas.

Vocational Training Opportunities Scheme

The Vocational Opportunities Scheme (VTOS) is a two year educational programme for long term unemployed adults. VTOS consists of a range of courses designed to meet the education and training needs of unemployed people. The aim of the course is to give the unemployed education & training opportunities and to prepare people to go to paid employment or to further opportunities leading to paid employment. The VTOS scheme applies to all courses offered at Cavan Institute, entry subject to certain criteria.

Your long-term bonuses may include:

- Becoming part of the mainstream workforce.
- An increased range of lifestyle options.
- Progression to Further Education.

- Skills acquisition.

Adult Education Guidance and Information Service

The Adult Educational Guidance Initiative (AEGI) reflects a priority identified in the White Paper on Adult Education 'Learning for Life'. Section 8.5 of the White Paper highlighted the need to invest systematically in the development of core supporting services for adult education such as guidance and counselling.

Mission Statement

Cavan AEGIS seeks to encourage and support adults in Co Cavan, thus enabling them to explore and realise their potential, through a whole person approach to vocational, educational and personal advice, information and counselling.

The Service is underpinned by the following principles:

- Learner/client centeredness;
- Confidentiality;
- Impartiality;
- Equal opportunities;
- Accessibility;
- Transparency;
- Empowerment.

Adult Guidance plays a crucial role in assisting adults to return to education and training. It supports programmes on offer within Cavan VEC and AEGIS refers clients to other organisations that offer training and education.

Cavan Adult Education Guidance and Information Service (AEGIS), operates under the auspices of Co. Cavan Vocational Education Committee as part of the Co. Cavan V.E.C. Adult Education Services. Cavan AEGIS staff will adopt the overall guiding principles inherent in Co. Cavan VEC governing policies in terms of education provision and client/learner respect.

Cavan AEGIS staff will function according to the guidelines and procedures as determined by the National Centre for Education in Guidance, the Department of Education and Science and the Institute of Guidance Counsellors.

Youthreach

Youthreach is a two year programme of training and work experience course for early school leavers provided in an out of school setting. The aim of the programme is to develop the core skills required by young people to access second chance further education and employment. Youthreach bridges the gap between school and employment and paves the way for the young to become employed adults. It offers participants the opportunity to identify and pursue viable options within adult life, and provides them with the opportunities to acquire certification.

Youthreach was established in County Cavan VEC in 1989 our Youthreach Centres in Kingscourt, Cootehill and Cavan offer programmes of second chance education for young people who have left school with few or no formal qualifications.

To get onto a Youthreach programme people must be:

- Unemployed
- Aged between 15 and 18 year of age
- In some circumstances those over 18 years of age may be accepted

Additional Benefits:

- A training allowance is payable
- Training, work experience
- no fees
- The opportunity for qualifications

Policies

Communications Policy

Cavan Adult Learning Centre

Cavan Adult Learning Centre is committed to diverse and transparent communication with its learners, staff and stakeholders based on the Co Cavan VEC/ FETAC Quality Assurance communication Policy.

Good communication is essential to the smooth running of an efficient Literacy Service. To this end Cavan Adult Learning Centre has in place a policy on communication between the various individuals, groups and organisations connected with the centre.

Communication with the Learner

Tutors are communicating with learners on an ongoing basis while tutoring. Internal information is displayed on notice boards, distributed by post, flyers and centre newsletter. There is also a two-way reporting system between the student committee and centre management.

Communication with the Tutor

Regular staff meetings are held. An agreed agenda is drawn up and distributed. Minutes are recorded. Internal information is displayed on notice boards, distributed by email, post, flyers and centre newsletter.

Communication with the Department of Education and Science: Generally speaking, communication to the centre is addressed to the Chief Executive Officer of Co Cavan VEC or the Adult Education Officer or both. The Adult Literacy Organiser reads and responds where appropriate and keeps all communication on file.

Communication with Other Agencies: There is regular two-way communication with other agencies such as the Health Board, Social Services, Garda, Partnership, FAS and the County Council. Cavan Adult Learning Centre is represented on a number of interagency committee.

Community Education Service

The aim of Co. Cavan VEC Community Education Service Communications Policy is to ensure that all communications between the learner, tutor, relevant stakeholder and staff of Co. Cavan VEC is:

- Transparent
- Informed
- Direct
- Effective
- Timely
- Confidential and secure
- Positive

In ensuring the above we must adhere to the Freedom of Information Act and the Data Protection Act.

Communication with the Learner

The learner's first and subsequent communications with the Community Education Service is very important. We must be conscious at all times of any anxieties the learner may have and be supportive and understanding in all our verbal and written exchanges. Communications between the Community Education Service tutors and learners is most important of all. Tutors need to give learners timely information and learners should be free to communicate with either the tutor or Community Education Facilitator regarding extra supports or difficulties they may be encountering.

Relevant Documentation:

Application forms
 Course information (eg, FETAC module descriptor)
 Course Evaluation
 Receipts
 Notification of classes commencing
 Newspaper advertising

Communication with the Tutor

The work of the tutor is crucial to the success of the Community Education Service. There is constant communications between the Community Education Facilitator and tutors. Tutors need to be able to discuss programme development resources needed, employment issues etc.

Relevant Documentation:

Letter of Contract	Paypath forms
Scheme of Work	Induction Booklet
Attendance Register	Role of the Tutor Sheet
End of Course Report	Enrolment Form/ Outreach I.T.
Notice of Absence Form	Application /BTEI forms
Pay and Travel Claims	FETAC documentation

Communication with other Stakeholders

(local and national agencies, community and voluntary groups)

Meetings with community groups are held on a regular basis. The Community Education Facilitator would also endeavour to attend at least one evening of a course set up by the Community Education Service.

Co. Cavan VEC Community Education Service liaises with the local agencies such as FAS, Cavan Partnership, The County Development Board, County Childcare Committee and the Department of Social and Family Affairs through the projects the Service is involved in.

Relevant Documentation:

Course application form

Agenda / Minutes

Records of meetings with community groups

Records of meeting with external agencies

Records of all correspondence

Communication with Other VEC Staff

Under the guidance of the Adult Education Officer the Community Education Service works closely with staff in the other Adult Education Services, the VEC Head Office, Cavan Institute and the VEC Schools.

Relevant Documentation

Records of all meetings

Records of all correspondence

Agenda / Minutes

Admissions Policy

Cavan Adult Learning Centre

- Programme promotion and enrolment is carried out in cooperation with local statutory bodies, community organisations and workplaces and websites
- Open days are held in the centre and in outreach centres. These are advertised in the local newspapers, on local radio and flyers distributed locally with the general public being invited.

- Adult Literacy Organisers meet with individuals who present at the centre.

Conditions of Enrolment

- Learners must be over 16 years of age
- Learners must have left the mainstream education system

To Enrol

- Learners must complete Cavan Adult Learning Centre Enrolment Form for ABE, Family Learning, and Workplace programmes
- Learners must complete Cavan Adult Learning Centre ESOL Enrolment form for ESOL Programmes
- Learners must complete BTEI application form for BTEI programmes

Community Education Service

The Community Education Service offers its service to community groups around the county. Target Groups include the following:

- Community based women
- Community based men
- Travellers
- People with disabilities
- Community Arts Groups
- Older people
- Homeless people
- Refugees/Asylum seekers

There is a general understanding that the members of these groups are not in full time education.

All learners must complete an enrolment form and if they are attending a BTEI funded course they must complete a BTEI Form.

Depending on the course, the Community Education Service endeavours to limit the class size to a maximum of twelve people. If more than 12 enrol for a course the Community Education Service will split the group evenly and run the same course as soon as the first one finishes. Some courses however, suit a large number e.g. Keep Fit or Oils and Watercolours, so these courses often run with more than twelve learners.

Self-Financing Classes

Participants have the option of registering by post, by completing the application form overleaf together with payment to Adult Education Centre.

Most enrolments for courses take place in late September and mid January. Courses can be provided at other seasons should demand warrant it.

Fees/Admissions for Self Financing Courses

- Fees are outlined with course detail
- Fees are payable on enrolment and are as outlined in course documentation
- No person may attend a course without payment of the fee. Payments should be made by cheque/non-negotiable instrument. No cash will be accepted. All cheques should be crossed and made payable to Co Cavan VEC
- Fees are non returnable after issue of receipt, provided the course starts
- Fees do not cover the cost of materials. Learners will be expected to bear the cost of materials where such arise
- Co Cavan VEC reserves the right to change any or all of the courses offered, or the conditions under which any course is offered. No course will be formed where the number of learners does not warrant it
- People who are unemployed are entitled to special consideration. A reduction in fees will be given on production of appropriate documentary evidence. Such documentation must be produced on enrolment as limited places may apply.
- VEC employees are entitled to special consideration.
- Responsibility cannot be accepted for loss or damage to property of learners

- Smoking is strictly prohibited in any part of the course premises

Attendance Policy

Cavan Adult Learning Centre

Learners are expected to attend all classes. Learners should contact the centre if they are unable to attend a class. If a learner is absent for two consecutive weeks and the centre has not been notified, the Adult Literacy Organiser or Programme Coordinator will contact the learner to determine the reason and resolve any difficulties. If the learner cannot be contacted after three weeks absence the place will be offered to another learner.

Community Education Service

The Community Education Service requires each learner to attend at least seventy five per cent of the course. In doing so they will be entitled to a certificate of attendance. If a learner has difficulty attending a course the Community Education Facilitator would endeavour to place the learner on a later course or offer support through the Adult Guidance Service or the Adult Learning Centre.

Reasonable Accommodation/Special Needs Policy

Cavan Adult Learning Centre

Cavan Adult Learning Centre welcomes learners with special educational needs. In order to assess the needs the centre will gather all the relevant information and assess how these needs can be met. The Adult Literacy Organiser will also meet with the parent/guardian, where appropriate, to discuss the learner's needs and the centre's capabilities to meet those needs. The Centre will do all it possibly can to identify, plan and provide for the requirement of a special needs or disabled learner seeking admission to the centre

Community Education Service

The Community Education Service welcomes learners with special educational needs. The Community Education Facilitator will work closely with the community group representative and indeed the Adult Education Officer to identify, plan and provide for the requirements of a special needs or disabled learner seeking admission to a course organised by the Service.

Substance Abuse Policy (CALC)

It is the responsibility of each tutor to ensure that learners meet acceptable standards of work/study/attendance and that no learner is allowed to disrupt the class.

Should the behaviour of any learner necessitate a disciplinary procedure the following should be implemented

- The learner should be spoken to by the tutor
- If the behaviour of the learner does not change, the subject tutor should consult the Community Education Facilitator who should speak with the learner.
- Assistance may then be sought from the Adult Education Officer

Assessment Policy (CALC)

The Adult Literacy Organiser or Programme Coordinator carries out initial Assessment in order to help the Centre to assess the needs of the learner. The assessment is not used to exclude any learner. Formative and Summative assessment is carried out at regular intervals by tutors, coordinators and literacy organisers.

Decisions made in relation to admissions are made by the Manager in accordance with centre policy.

Cavan Adult Learning Centre is committed to carry out all assessment based on the Co Cavan VEC/ FETAC Quality Assurance Assessment Policy

Computer Network and Internet Usage Policy (CALC)

Information Security within Co. Cavan VEC

Co. Cavan VEC is committed to continually improve information security over time.

- Information is an asset and must be protected.
- The systems that enable us to store, process and communicate this information must also be protected.
- 'Information Systems' is the collective term for our information and the systems we use to store, process and communicate it.
- The practice of protecting our information systems is known as 'Information Security'.

The Policy applies to all Schools and Centres in Co. Cavan VEC.

Things to know

- ① Information security is everybody's responsibility.
- ① Co. Cavan VEC information systems are provided for Co. Cavan VEC use only.
- ① Co. Cavan VEC reserves the right to monitor any aspect of its information systems in order to protect its interests. Information gathered from such monitoring may be used to instigate or support disciplinary proceedings.
- ① You should have no expectation of privacy when using Co. Cavan VEC information systems.
- ① In case of theft/mislaying of equipment with data it must be reported to the principal/centre head immediately.
- ① Breach of this policy may result in disciplinary action.
- ① This policy refers in several places to things that "Others may find offensive". These include but are not limited to:-
 - Pornographic or sexually explicit material
 - Racist, sexist or homophobic material
 - Tasteless material (such as depiction of violence, injury or animal cruelty)
 - Politically motivated

Things to do

- ☑ Exercise care and common sense in your use of information systems.
- ☑ Report any security-related incident to your Manager or the IT Administrator
- ☑ Refer to the glossary at the back if you need a definition of any term in this document.

Things not to do

- Anything illegal
- Anything that contravenes this policy
- Anything that will harm the interest, reputation or objectives of Co. Cavan VEC

Your Computer

Things to know



- "Your" computer is the property of Co. Cavan VEC and has been prepared by the IT department for use on the Co. Cavan VEC network.
- Data saved to local (usually C: and D:) drives will not be backed up, and will be lost if your computer breaks, gets stolen or is replaced.
- Co. Cavan VEC may at any time and without prior notice:-
 - Audit your computer to ensure compliance with policy
 - Require the return of your computer and any associated equipment

Things to do

- Lock your workstation (CTRL+ALT+DEL) when you are away from it.
- Save data to your home drive.
- Ensure that files received from anywhere outside Co. Cavan VEC are virus checked before you open them. This includes files on CD, floppy, or USB drive.
- If you suspect that you may have a virus, leave your computer on, unplug the network cable and call the IT Administrator.
- Turn your PC and monitor off at night to save energy unless there is a specific reason to leave it on.
- Ensure to take regular backups of all your data.

Things not to do

- Do not allow anyone else to use your computer while you are logged in.

- ❌ Never connect any computer equipment that has not been prepared and approved by the IT Administrator.
- ❌ Do not disable or uninstall any of the software that is installed on your computer
- ❌ If you wish to install specific software on your computer you must first notify the IT Administrator and get permission. Things that you should never attempt to install include but are not limited to:-
 - Screen savers
 - Games
 - Software to be used for downloading music
 - MSN messenger, Yahoo messenger or other messaging software
 - Skype or other telephony software
 - Utilities that claim to remove spyware or viruses
 - News readers or ticker-tape services

Portable Computers

Things to know



- ① You are responsible for the care and safe storage of any computer equipment that has been issued to you.
- ① The term 'portable equipment' includes any Co. Cavan VEC owned mobile computing device including but not limited to:-
 - Laptop or tablet PCs
 - PDAs (also known as Pocket PCs, Palms or iPags)
 - Blackberry e-mail devices
 - Projectors

Things to do

- ✅ Back up your work to the network at regular intervals
- ✅ Always consider the physical security of your portable equipment:-

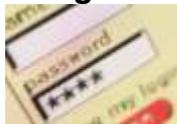
In the car	Concealed from view. Ideally in a locked boot or glove compartment
At Home	Secure in a locked room or drawer when not in use
In a hotel	Locked in a suitcase or safe
Travelling	Keep the equipment on your person.

Things not to do

- Do not allow family, friends or anybody else to use the equipment.
- Do not leave portable equipment in the car unless absolutely necessary.

Your Password

Things to know



- You can change your password at any time (from the CTRL + ALT + DEL menu) not just when the system prompts you.
- If you need to grant shared access to files, a diary or e-mail account, this can be arranged by the IT Administrator. You do not need to share passwords.
- The access rights associated with your user account will be changed or revoked should your employment change or become terminated.

Things to do

- Choose a password that you will remember.
- Set a password or phrase. Make it as secure as you can by using some or all of the following techniques:-
 - Use two unrelated words or a short phrase with no spaces
 - Include at least one number
 - Include at least one upper case character
 - Include at least one symbol
- Change your password if you suspect that someone else may know it.

Things not to do

- Avoid using any of the 'top 6
- predictable passwords':-
 - The name of a family member
 - Variations of the word "Password", i.e. "password5", etc

- The name of a pet
- Your football team
- A rude word
- An item that you can see from your desk
- ☒ Do not disclose your password to anyone. Even IT staff do not need to know it.
- ☒ Do not use anyone else's password.
- ☒ Never write your password down.

E-mail

Rules for e-mail use



In order to avoid or reduce the risks inherent in the use of e-mail within Co. Cavan VEC the following rules must be complied with:

- ① The following signature format and text must appear at the end of every e-mail sent from a Co. Cavan VEC e-mail address:

Name & Title

Name of School or Centre

E-Mail: abc@nameofschool.ie

Ph: *Number*

Fax: *Number*

- ① The following message must appear at the end of every e-mail sent from a Co. Cavan VEC email address:

This message was checked by anti-virus software. The information transmitted in this email is intended for the addressee only and may contain confidential and/or privileged material. Any review, retransmission, dissemination, reliance upon, or other use of this information by persons or entities other than the addressee is prohibited. Opinions expressed in this email may be personal to the author and are not necessarily the options of Co. Cavan VEC. If you have received this email in error, please notify the sender and delete this material. Please report any misuse to support@cavanvec.ie for all centres and support@cavaninstitute.ie for Cavan Institute.

For more information about Co. Cavan VEC and its services, visit our website:

Things to know

- ① Co. Cavan VEC e-mail systems are provided for Co. Cavan VEC use. Personal use should be limited.
- ① Co. Cavan VEC monitors all e-mail to ensure compliance with policy.
- ① eMail Accounts can be configured to share between staff and managers by prior arrangement with the IT Administrator.
- ① E-mail is not a secure method of communication. Caution should be taken when sending sensitive content.
- ① E-mail is admissible in court.

Things to do

- ☑ Use the same care when drafting an e-mail message as you would when writing a letter or memo on headed paper.
- ☑ Make sure that your message is concise, relevant and sent only to the people that need to read it.
- ☑ Use the telephone or face to face conversation instead of e-mail where this is possible and appropriate.
- ☑ Clear out old and unwanted messages from your mailbox regularly.

Things not to do

- ☒ Never open an attachment that you were not expecting.
- ☒ Do not send sensitive or confidential information that is not capable of being shared with named individuals or with the general public.
- ☒ Do not send or forward anything that:-
 - Others may find offensive
 - May be defamatory
 - Is covered by copyright
- ☒ Do not circulate non work-related material. This includes but is not limited to:-
 - Jokes
 - Chain letters
 - Virus warnings
 - Software

- Music, pictures or video
- ☒ Do not disclose any information about a person that you would object to being disclosed about yourself
- ☒ Never use e-mail to rebuke, criticise or complain about somebody.

Internet Web Access

Things to know



- ① Web access is provided for Co. Cavan VEC use.
- ① Co. Cavan VEC monitors and records all web access to ensure compliance with policy.
- ① Access to certain web sites may be blocked in order to protect you and Co. Cavan VEC. This does not imply the suitability of sites that are not blocked. You must always use your discretion along with the guidance below when visiting web sites.

Things to do

- ☑ Inform the IT Administrator if access to a legitimate and Co. Cavan VEC related web site is blocked.

Things not to do

- ☒ Do not view or download anything that others may find offensive.
- ☒ Do not download anything that is likely to be covered by copyright. This includes, but is not limited to:-
 - Music
 - Pictures
 - Software
- ☒ Do not use the web for listening to radio or watching video unless it is a requirement of your job.

Printing

Things to know



- ① Colour printers cost much more per page than black and white ones. Even if there is no colour on the page.
- ① Printers are provided for business use only.

Things to do

- ✓ Be selective about what you print. Print only when necessary and only the necessary pages of a document.
- ✓ Print double sided to save paper where possible
- ✓ Use a photocopier when producing a large number of copies
- ✓ Keep the area around printers tidy

Things not to do

- ✗ Do not print to a colour printer unless colour conveys important information in your document that would be lost in black and white.
- ✗ Do not resend your print job if nothing happens. Instead, check the following:-
 - Is the print job still listed in the queue?
 - Did you send it to the right printer?
 - Is the printer switched on?
 - Is the printer in an error state because:-
 - There is paper jam
 - It is out of paper
 - It is out of toner or ink

Personal Use

Co. Cavan VEC recognises that personal access to e-mail and the web at work helps employees to maintain a positive work life balance.



Limited and 'reasonable' personal use of e-mail and the web is permitted. Reasonable use is defined below.

Co. Cavan VEC asks that employees make sensible and conscientious use of its facilities.

All e-mail and web access is monitored to ensure compliance with policy. Employees that choose to make personal use of company systems do so in acceptance of the monitoring measures outlined in this policy.

Personal use of these systems is a privilege. Co. Cavan VEC reserves the right to withdraw it either individually or globally at any time without notice or explanation.

Reasonable Use

Reasonable personal use of company systems is that which:-

- Is lawful and ethical.
- Is in accordance with this policy.
- Takes place during authorised breaks or outside of your working hours.
- Does not adversely affect your productivity.
- Does not make unreasonable use of Co. Cavan VEC resources.

Unreasonable Use

Unreasonable personal use of Co. Cavan VEC systems includes but is not limited to:-

- Contravention of this policy in any way, but including the sending, viewing or downloading of:-
 - Material that others may find offensive
 - Unauthorised software
 - Material covered by copyright, such as music, videos or games
- Personal use that can reasonably be described as excessive within the context of a professional working environment.
- Use for other than that of Co. Cavan VEC.



Monitoring

Co. Cavan VEC owns the information systems and any information that resides on them. It reserves the right to monitor any system at any time without notice.

You should have no expectation of privacy when using Co. Cavan VEC email or internet systems.

Monitoring of systems is carried out in order to:-

- Detect and prevent unlawful use of systems
- Detect and prevent misuse of Co. Cavan VEC systems (including personal use)
- Maintain the effective operation of systems
- Protect the reputation of Co. Cavan VEC
- Protect Co. Cavan VEC from legal liability

Information collected by Co. Cavan VEC monitoring systems is held and processed in accordance with the Data Protection Acts 1988 & 2003.

Confidentiality

A core element of your contract of employment is the maintenance of confidentiality at all times. Data contained on Co. Cavan VEC systems including Intranet should be considered confidential.

Enforcement

Co. Cavan VEC encourages employees to follow these policies as a matter of good practice.

Breaches of this policy will invoke the Co. Cavan VEC disciplinary process.

Legal Responsibilities

Things

to

know



- ① You are personally responsible for ensuring that your use of information systems is lawful. Failure to do so may result in any or all of the following:-
 - You being personally liable to criminal prosecution.
 - You being personally sued for damages in a civil court.
 - Co. Cavan VEC being sued for damages in a civil court.

Things to do

- ☑ If you process personal data (data that identifies a living individual) in the course of your work, you must do this in accordance with the Data Protection Acts 1988 and 2003.

Things not to do

- ☒ Do not borrow or copy unauthenticated Co. Cavan VEC software for use at home or elsewhere.
- ☒ Do not write or say anything defamatory or potentially libellous about another individual or company

I confirm that I have read and understand County Cavan VEC Staff Information Systems Acceptable Usage Policy.

Signed: _____

Date: _____

Glossary

Chain letters	These are e-mail messages or slideshows that encourage you to 'pass this on to all your friends' or 'pass this on to six people today'
CTRL + ALT + DEL	<p>Pronounced as Control Alt Delete, this abbreviation represents pressing all three of the CTRL ALT and DELETE keys simultaneously.</p> <p>Using CTRL + ALT + DEL when you are logged in will display a menu on the screen. Options include:-</p> <ul style="list-style-type: none">• Lock Computer (to prevent unauthorised access)• Change Password
Home drive	An area on the Co. Cavan VEC server that is set aside exclusively for your work. It appears on your computer as a drive letter (usually G:)
Software	<p>Any program that can be installed on your computer. Examples include:-</p> <ul style="list-style-type: none">• Microsoft Word• An Antivirus program• A game• A screensaver

Programme/Service Details

Cavan Adult Learning Centre

CALC provides a range of services in Adult Basic Education. The programmes strive to provide a wide range of choice for learners in regard to the nature, location and timetabling of learning opportunities.

Classes are available at a time to suit the needs of the individual: daytime, afternoons and evenings, Monday to Saturday.

Range of Provision:

- One to one tuition
- Basic English/ numeracy group classes
- Basic English through Computers (group)
- FETAC Accreditation: Single Certificate & Full Certificate, Levels 1 - 4
- Life Skills Programme (special needs)
- Workplace Key skills programme
- Family Learning
- FAS/VEC Return To Education
- Junior Certificate English, Maths & History
- Return To Learning Initiative
- ESOL Programmes
- B.T.E.I.
- ITABE

English/Numeracy Skills Training

This course provides the first step for 1:1 learners to move into small group classes. It continues the work of 1:1 tuition but with other learners involved.

The aims of English/Numeracy tuition are to:

- Improve reading and writing skills
- Provide a practical approach to everyday maths problems
- Encourage self confidence and increase self esteem
- Enable progression to accredited courses

ICT Skills Training

The development of Information and Communications Technology (ICT) is changing at home and in the community and affects every aspect of our daily life. The impact of ICT on the lives of our learners continues to grow and it is essential that they can take advantage of ICT opportunities and understand its affects and proceed with confidence in becoming the competent users of the future.

It is important that learners gain the appropriate skills knowledge, and understanding to have the confidence, creativity and capability to use ICT throughout their lives.

The aims of ICT Skills Training are:

- To provide learners and tutors with opportunities to develop their ICT capabilities in all areas
- To allow learners to gain confidence and enjoyment from their ICT activities and to develop skills which extend and enhance their learning.
- To develop learners' skills to meet the demands of a changing workplace
- To develop learners' awareness of the use of computers in a variety of contexts of every day life.
- To offer learners and tutors opportunities to search for information from a wide range of sources based throughout the world via Internet and e-mail.
- To encourage trainees to become independent users of ICT both as a learning resource and as a discipline in its own right.
- To develop a whole centre approach to ICT that insures continuity and progression for all learners.

ICT Programmes are available to all learners in the centre as a standalone programme or as part of intensive tuition. ICT classes are also available throughout the county.

Family Learning

Family Learning refers to various programmes that address the inter-generational nature of literacy. The impetus for family learning is that parents are usually the primary educator of children. This has been highlighted in the most recent OECD research (PISA 2002). As a result parents are uniquely qualified to pass on the richness of literacy.

Adults with literacy difficulties are often motivated in addressing this issue because of the educational needs of their children. Family literacy programs involve:

- Home/School Communication
- Homework Support
- Spelling Support
- Story Sacks
- Health Language
- Basic computers
- Maths/English and FETAC modules

The Family Learning Approach

- Supports the learning that happens in the home and communities
- Breaks down barriers between learning in different contexts
- Gives vital support to parents whose own education has been limited for various reasons
- Develops both children's and adults literacy learning

Family Learning Programmes are an emerging initiative for which there will be an increased demand. Family Learning Programmes are on offer throughout the county. Cavan Adult Learning Centre promotes and develops these programmes in conjunction with schools, health personnel and family support workers.

Workplace Basic Education

The combination of employment growth, skill shortages, high level of staff turnover and the changing labour market, has focused attention on those in the workforce with low educational attainment. In rapidly changing economies and with the advances in technology in western industrialized countries people require ever-higher levels of literacy if they are to adapt and participate fully in society.

The aims of Workplace Basic Education are to:

- Fulfil workplace requirements for education and training
- Contribute to individual and societal development
- Stop people slipping through the education net
- Allow literacy to be a continuous activity and enable people to maintain their skills
- Develop the culture of lifelong learning

Workplace Basic Skills programmes is another emerging initiative. CALC currently provides Workplace programmes in conjunction with FAS, Cavan County Council and a number of private companies throughout the county and continually promotes awareness of the benefits of these programmes.

ESOL (English as a Second or Other Language)

ESOL or English for Speakers of Other Languages is an innovative support service primarily concerned with developing speaking and listening skills in functional language for everyday use.

With the ever increasing number of migrants coming to Ireland in recent years there has been a huge demand for English classes. CALC provides classes at Introductory, Intermediate and Advanced levels throughout the county. The learners are varied in age, culture, economic and education backgrounds but their needs are the same.

The aims of ESOL classes are to facilitate the integration into Irish society of people who speak other languages and live or work in Ireland.

The curriculum includes:

- Listening, speaking, reading and writing
- Grammar
- Communicative competence
- Workplace English

ESOL Programmes are available countywide. Accreditation is on offer at FETAC levels 3 and 4

Back to Education Initiative (BTEI)

The Back to Education Initiative provides opportunities for young people and adults to return to learning. The initiative provides part-time, flexible options across Further Education so that participants can combine a return to learning with other commitments, for example, work or family. The priority target group are adults with less than upper second level education.

The aims of the BTEI Programmes are to:

- To increase the participation of young people and adults with less than upper secondary education in a range of flexible learning opportunities
- To offer a wider range of choices, which are appropriate to the particular circumstances of learners
- To expand provision at FETAC Level 3 and 4 or equivalent
- To offer a bridge from literacy to other programmes
- To increase participation in ICT skills training
- To promote greater synergy between different forms of provision
- To increase participation of the hard to reach client groups
- To develop work based education and training so that people can attend part-time courses and gain qualifications
- To address the skill needs of those in employment, not in the labour market, unemployed or underemployed
- To target skill needs, especially in languages, IT, childcare, basic education and areas where there are shortages

ITABE

The Intensive Tuition in Adult Basic Education (ITABE) project is an initiative of the Department of Education & Science to deliver through VEC Adult Literacy Services, a model of tuition in adult literacy and basic education for adults who are educationally disadvantaged. The aim of the programme is to provide participants, with an opportunity to access intensive tuition over a 14-week period as opposed to the average of 2 hours per week currently provided.

The aims of the ITABE Programme are to:

- Accelerate learning
- Improve retention

- Improve transferability
- Improve social inclusion
- Address national skills deficits

Community Education Service

The Community Education Service offers programmes to community groups based on learner need. Essentially the Service will assist community and voluntary groups deliver a range of educational activities for disadvantaged adults within their community. For example:

- Programmes that strengthen and increase the skills and knowledge of groups active in community and voluntary organisations leading to greater community involvement and participation;
- Programmes which support education and learning for community based women and men's groups, Travellers and other ethnic minorities, people with disabilities and older people.
- Courses which develop parenting skills and improve family life;
- Programmes which help address social problems such as isolation;
- Initiatives, which help those who are economically disadvantaged to have more equal access to education.
- Programmes that offer transfer and progression

Priority will be given to groups in disadvantaged areas, projects aimed at specially disadvantaged groups, educational activities that lead to progression of the individual and the group and also education that has national accreditation. Activities exclusively involving children and school going teenagers are ineligible under this scheme.

Examples of programmes currently running include:

- Health Related Fitness
- Food and Nutrition

- Personal and Interpersonal Skills
- Computer Literacy
- ECDL
- Childcare / Caring
- Oils / Watercolours / Crafts
- First Aid / Manual Handling / Safe Pass
- Dancing

AEGIS

At the present time, Cavan AEGIS staff is responsible for providing a counselling service to participants of four main priority target groups. Those entitled to access the service include pre, present and post learners in the following groups, VTOS, BTEI, Adult Literacy and Community Education Programmes. Those who have been referred by the Prison Service also have access to the Guidance and Counselling Service. The Information Service is open to the general public.

Cavan AEGIS is also committed to working with those who are socially excluded, at risk of social exclusion and/or have been disadvantaged by the formal education system. These target groups include, Long term unemployed, lone parents, early school leavers, women and men in the home and not on benefit, those with low level of educational qualifications and/or training, people with disability, refugees and asylum seekers.

Every reasonable effort will be made by Cavan AEGIS staff to ensure that Guidance and Information provisions are accurate, up-to-date and clear.

On some occasions a client's individual needs will require a referral to a specialist service. The Guidance Counsellor should make such referrals.

Scheduling and Availability of Services

The Learning Year

Cavan Adult Learning Centre

Adult Literacy Organisers are available outside these times by appointment

Cavan Adult Learning tuition times:

Week beginning January 7th to week beginning 23rd June – 25 weeks

Week beginning September 8th to week beginning 15th December - 15weeks

Community Education Service

Jan - May 2008	Spring Term
February 2008	Presentation of Certificates
February 2008	Adult Learner Festival
May 2008	FETAC Assessment
June - Sept 2008	Summer Term
Sept - Dec 2008	Autumn Term
November 2008	FETAC Assessment

Opening Hours

Cavan Adult Learning Centre

The Adult Literacy Service Office Hours are Monday – Friday 9.00am - 5.00pm.

Community Education Service

The Community Education Service endeavours to offer courses in the morning, afternoon, evening and at weekends according to the community group needs.

AEGIS

In so far as is possible, Cavan AEGIS staff will be available at Unit 12, Church View, Cavan Town, during working hours, 9am to 5 pm, in order to facilitate clients' individual needs and requests.

Development Issues

Cavan Adult Learning Centre

- To enable the development of Workplace UpSkills Programmes to reach their potential it is necessary to appoint a Workplace Development Worker
- Due to large number of learners the provision of a multi plex adult learning centre is necessary to support the growth and development of the Adult Education Service.
- Admin Support is required for the day to day operation of the service.

Community Education Service

The Community Education Service intends to review / develop the following areas over the coming year.

Development of courses at FETAC Level 5

The Community Education Service is committed to offering the learner the opportunity to progress through the National Framework of Qualifications. Currently the Community Education Service offers several courses at FETAC Level 3 and some at Level 4/5. It is our intention to develop and extend these offerings to include more courses at FETAC Level 4 and Level 5.

Development of the eLearning Programme

Currently the Community Education Service offers Childcare at FETAC Level 5 through the use of video conferencing equipment in two locations (Bawnboy and Kingscourt) at the same time. We would like to investigate the possibility of offering new courses at those centres and possibly in Church View Sq.

Collaborative Workspace for Tutors

The Community Education Service would like to investigate the possibility of using an intranet or other internet tool such as Moodle, to allow tutors share resources and models of good practice. This shared area could also be used as a means of communication between VEC staff and tutors and provide easy access to such forms as the pay claim sheets and schemes of work. It could also be used as a resource for online training.

Back to Education Initiative

The Community Education Service currently uses its BTEI budget to deliver up to four courses throughout the county. We believe, through the extension of the eligibility criteria to include those without a Leaving Certificate even if they are in employment, this will allow us to expand our offering to include many more courses funded through the Back to Education Initiative.

Training for Tutors

The Community Education Service would like to investigate the possibility of offering training for tutors leading to a cert/diploma in Adult or Community Education. Further induction courses and FETAC training will also be arranged.

AEGIS

Cavan AEGIS staff intends to provide a quality outreach service throughout the county in order to accommodate those clients who are unable to travel to Church View, Cavan Town. Every effort should be made so as to provide the same level of service, guidance and information through the whole county. This is our long term intention.

Appendices

Appendix A - Adult Education Service Enrolment Form

Appendix B – BTEI Application Form