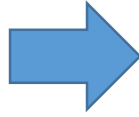


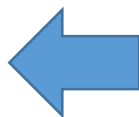
As a learner what should I do?



You are responsible for your own learning and behaviour and are responsible for ensuring that your actions do not impede (negatively affect) other learners' participation on the course

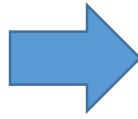
- Be on time for all of your classes/exams & ensure full attendance throughout the duration of your training
- Complete and submit all learning activities, assignments and projects on time
- Undertake all course exams and obey the rules governing the conduct of exams
- Adhere to all RSTC policies – [Code of Conduct](#), [Health & Safety](#), [Computer & Internet Usage](#), [Respect & Dignity](#)
- Undertake coursework and study to be done outside of training hours
- Tell your tutor or instructor about any supports that you need arising from a disability or related issue
- Inform your tutor or instructor of any change to your contact details
- Report any accidents or unsafe practices to your tutor or instructor
- Respect fellow learners and staff at all times

- Discriminate against other learners and staff
- Access, send or store unlawful or inappropriate material on training equipment
- Use, consume or be under the influence of drugs or alcohol while at the training location
- Carry or use an offensive weapon



What should I not do?

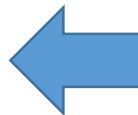
What should I do if I am unable to attend my course?



If you are unable to attend the course for any reason, you must notify your tutor, instructor or employer before 10 am on the morning of your absence. CSCS/QSCS Learners, Craft Apprentices and learners on work placement must also notify their tutor or instructor and employer.

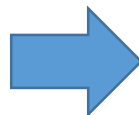
If you don't contact your tutor, instructor or employer and don't attend training for 3 consecutive days, it will be assumed that you have left the training course.

If this happens your participation on the training course will be reviewed and you may be removed from the course.



What happens if I don't contact my tutor, instructor or employer?

What should I do if I am unable to attend my course due to illness?

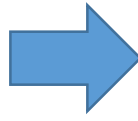


If you are sick and unable to attend your course, you must notify your tutor, instructor or employer before 10 am on the morning of your absence.

If you don't contact your tutor, instructor or employer and don't attend training for 3 consecutive days, it will be assumed that you have left the training course. If this happens your participation on the training course will be reviewed and you may be removed from the course.

You will not receive payment for absences related to sickness that are uncertified. To avoid unnecessary hardship, the payment of accommodation allowance can be continued for the period of both Certified Sickness and Uncertified Sickness, which in its nature will be for short periods.

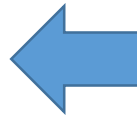
What if I am absent due to a medical, dental or optical appointment?



You will be paid for reasonable absences arising from medical appointments. These include hospital visits for medical tests and scans, as well as consultant, dental or optical appointments.

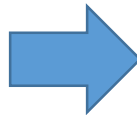
Payment will require proof of appointment, for example a copy of a letter of appointment.

For absence arising from the death of an immediate family member, you will be paid a maximum of 3 days compassionate leave if you are in receipt of a Training Allowance. Your immediate family is defined as your mother, father, brother, sister, son, daughter, grandmother or grandfather.



What if I am absent due to a family bereavement?

What are the supporting documentation required for Paid Absence?



We must receive the original copy of a doctor's certificate within two weeks of the first day of absence due to sickness.

For medical, dental or optical appointments, you must provide proof of the medical appointment before the appointment. In the case of an emergency, you must provide proof the next working day after an appointment.

Deductions will be made to meal and travel allowances based on learner absences. These deductions will be based on the number of meals or journeys that did not take place due to the learner's absence.



What are the deduction of Meals and Travel Allowance for Learners' Absences?

Certified Sickness Payments to Learners in Receipt of a RSTC Allowance

Payments are made for certified sickness to learners who are in receipt of a Regional Skills & Training Centre Allowance. The rules governing the payment of allowances for certified sickness are as follows:



A) For learners in receipt of a RSTC Training Centre Training Allowance that were not in receipt of a disability related payment from the Department of Social Protection before starting the course, the following rules apply:

Once a valid doctor's certificate is received within the required time, payments are made for certified sickness absence. However, there are some restrictions. For example:

Up to 2 days sick leave per month – the first 6 days will be paid at any time in the first 3 month period (the 7th days cannot be paid until the 4th month).

If a learner is absent through illness for longer than 3 days, they should contact their local Department of Social Protection Office regarding entitlements to benefits.

Apprentices should contact their employer regarding any payments they may be eligible for.

B) For learners who were in receipt of a disability related payment from the Department of Social Protection before starting the course, the following rules apply;

Once a valid doctor's certificate is received within the required time, payments are made for certified sickness absence. However there are some restrictions. For example:

A learner with a disability will continue to receive a training allowance for a total of 20 working days certified sick leave in any 4 month period.

If a learner has a total of 20 days sick leave over a 4 month period, we will review the situation with the learner.

If the learner is unlikely to be able to continue the training course, arrangements will be made between Regional Skills & Training Centre and the Department of Social Protection to restore the person's social welfare payment.

Further clarification on the above and any other restrictions relating to a learner's specific circumstances should be discussed with their instructor, tutor or employer