



NATIONAL CHILDHOOD NETWORK
EARLY YEARS TRAINING PROGRAMME

STUDENT HANDBOOK

Network

Dear Student,

This handbook contains templates which your Tutor will explain to you on the first day/evening of your course.

National Childhood Network is a Quality Assured Training Provider and as such wish to ensure that you have an enjoyable learning experience. We will provide you with as much support as necessary to help you to achieve success and to ensure that we meet the obligations under our Quality Assurance.

This handbook contains information on the following:-

The National Childhood Network
Participant Profile Form

The NCN Assessment Process

The NCN Appeals Process

The National Framework of Qualifications

The National Childhood Network Equality Policy

Tutor & Student Expectations

Access Transfer and Progression

Student Induction Form

Student/Tutor Mid-Term Evaluation Form

Complaints Form

End of Course Evaluation Form

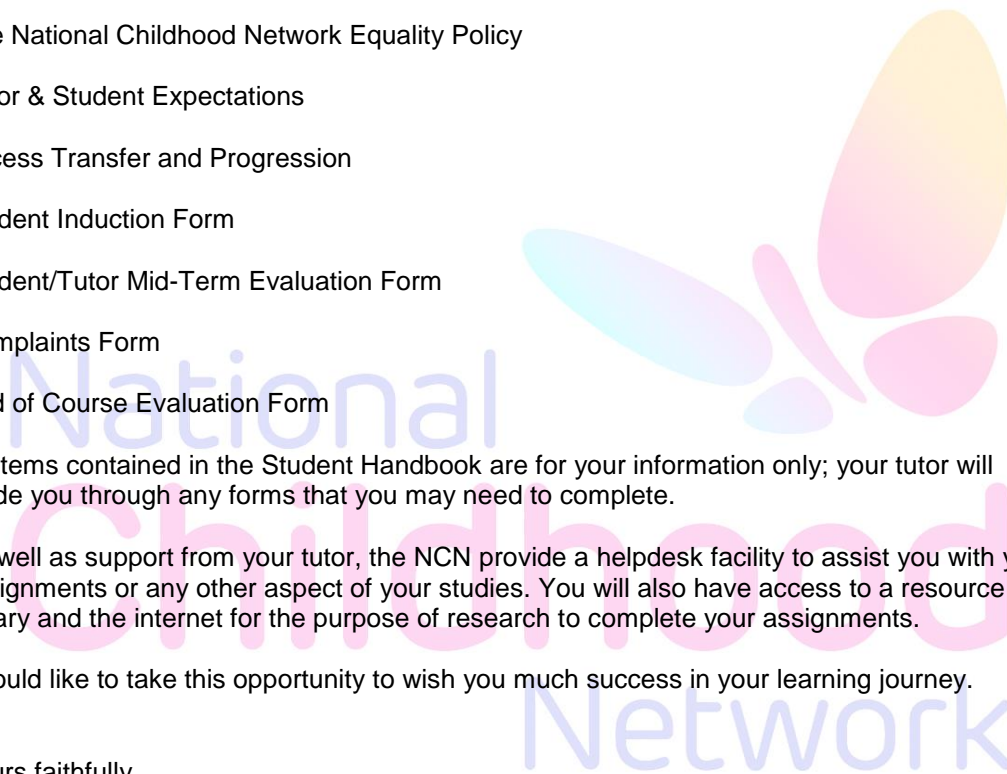
All items contained in the Student Handbook are for your information only; your tutor will guide you through any forms that you may need to complete.

As well as support from your tutor, the NCN provide a helpdesk facility to assist you with your assignments or any other aspect of your studies. You will also have access to a resource library and the internet for the purpose of research to complete your assignments.

I would like to take this opportunity to wish you much success in your learning journey.

Yours faithfully

Maureen McDermott
Training Development Officer



NATIONAL CHILDHOOD NETWORK LIMITED

*'Supporting the achievement of national quality standards in
Early childhood and Afterschool services'*



Participant Profile Form

FULL NAME: _____

AS YOU WOULD LIKE IT TO APPEAR ON A CERTIFICATE

POSTAL ADDRESS: _____

EMAIL ADDRESS: _____

DATE OF BIRTH: _____

CONTACT TELEPHONE NO: (WORK) _____

(MOBILE) _____

PPS NO: _____

Have you completed programme modules with another TRAINING PROVIDER Centre recently

If yes, please state name of centre _____

Are you in receipt of a Social Welfare Payment? _____

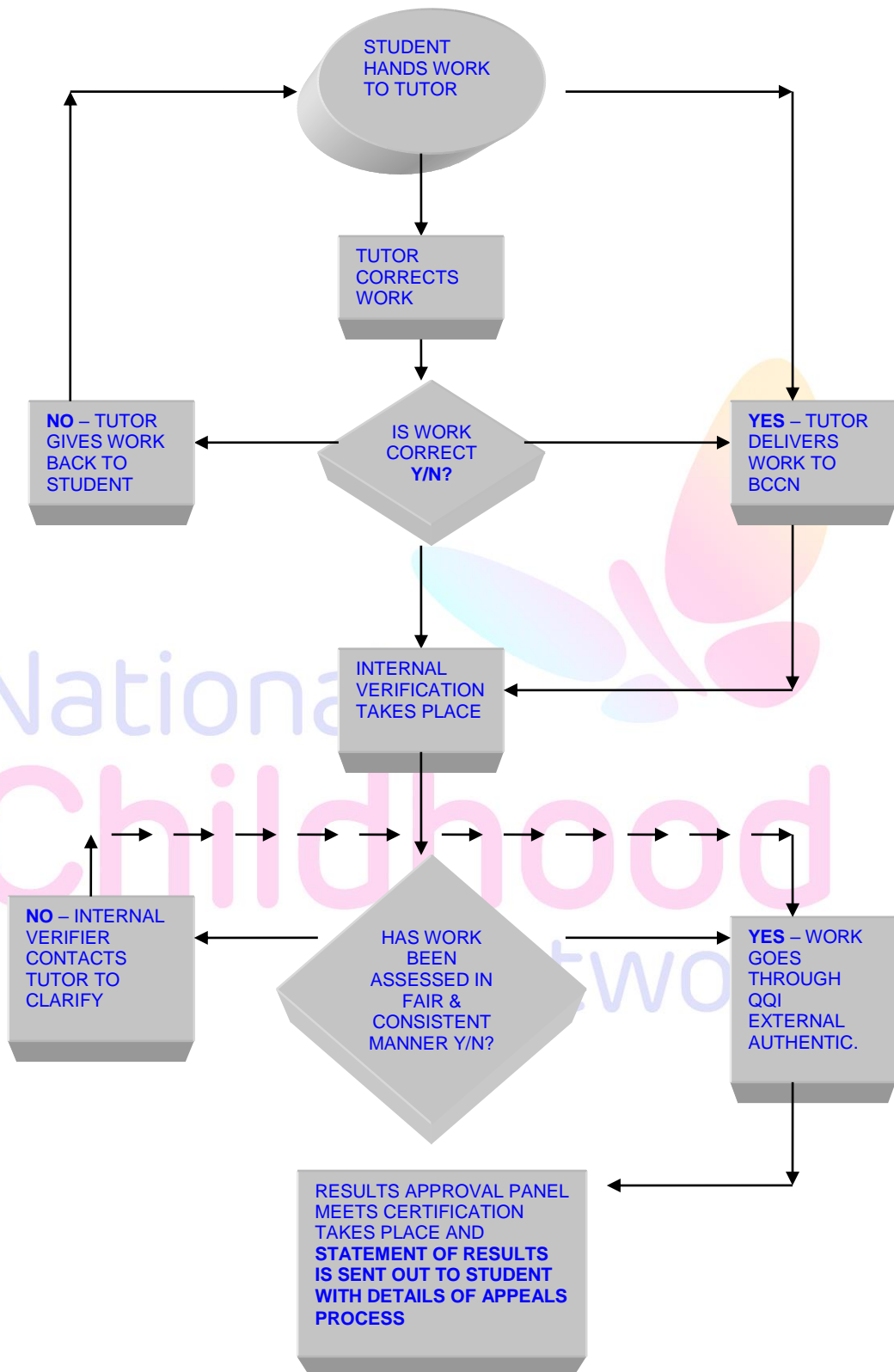
Medical Card Y/N If yes Medical Card No. _____

Which Major Award are you aiming to achieve? _____

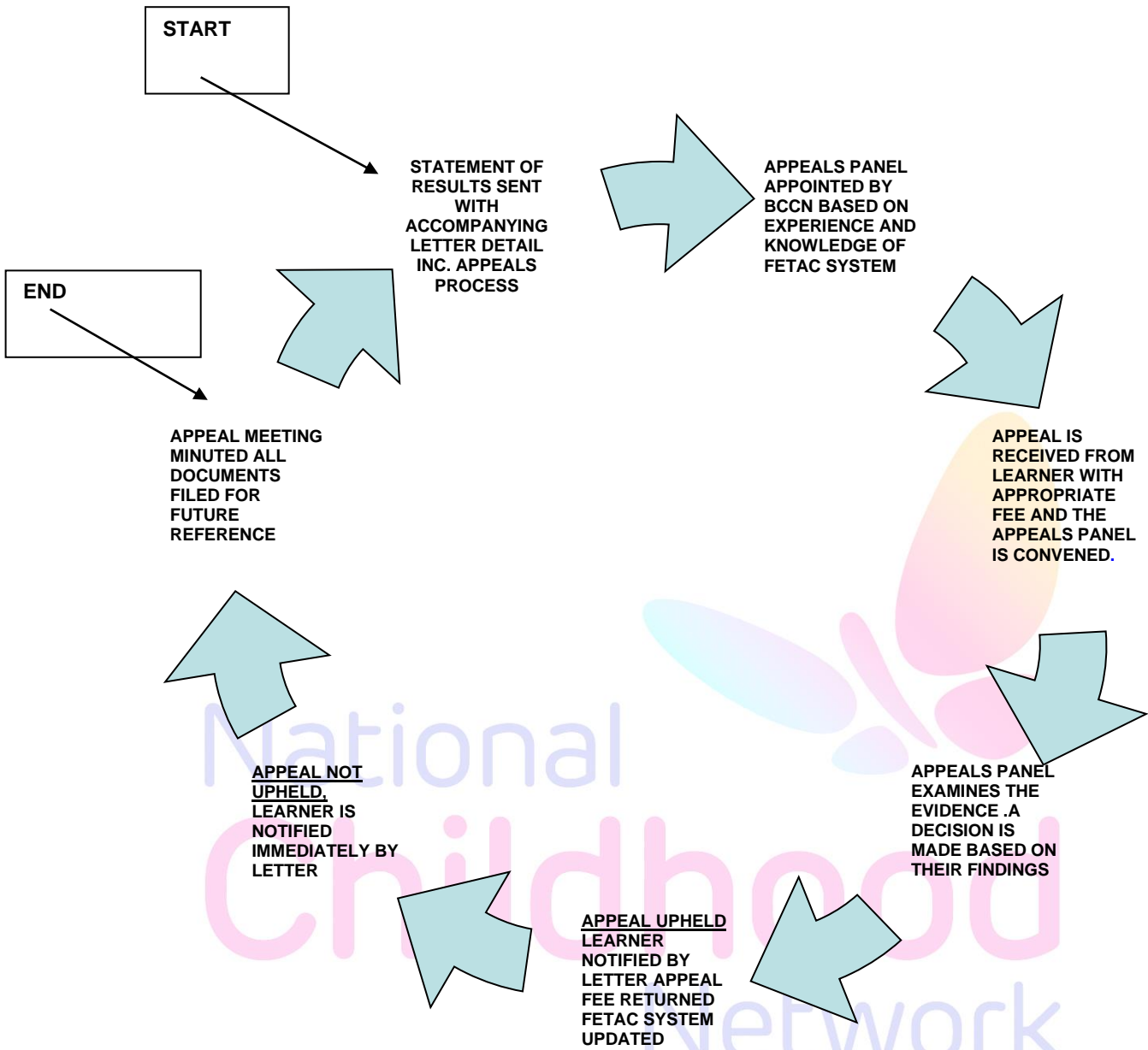
Please state Level 5 training already undertaken:

Please complete this form legibly as this is the information that will appear on your Level 5 certificate

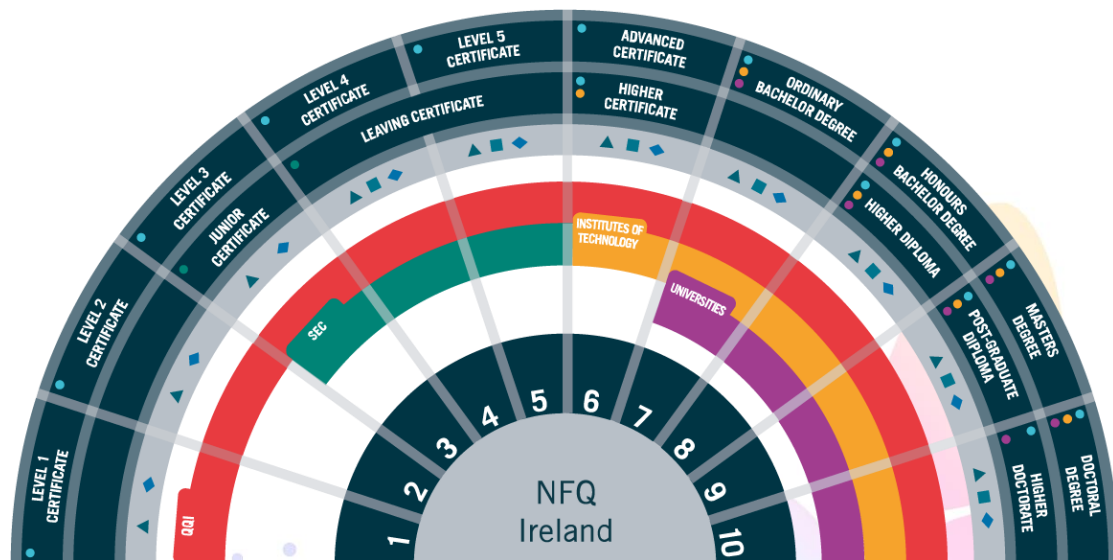
NCN ASSESSMENT PROCESS



NCN APPEALS PROCESS



THE NATIONAL FRAMEWORK OF QUALIFICATIONS - IRELAND



National
Childhood
Network



Equality Policy

The National Childhood Network is an Equal Opportunities Organisation. As such it is committed to Equality of Opportunity for existing and potential employees and all other individuals who come into contact with the NCN. The purpose of this Policy is to create an organisation which provides Equal Opportunities to all staff, visitors, students, early years and afterschool providers and the parents and staff attending such services; where their dignity is protected and respected at all times.

All persons, regardless of Gender, Marital Status, Family Status, Race, Religious Beliefs, Sexual Orientation, Disability, Age or Member of the Traveller Community, will be provided with equality of access to employment and services and also encouraged and assisted to achieve their potential. We will continue to foster a genuine culture of Equality in line with the Vision and Mission statement of the National Childhood Network and appropriate legislation.

Tutors and Student Expectations

National Childhood Network has initiated and supported the development and delivery of a number of training initiatives throughout the region, which has increased the number of qualified trainers and increased the range of courses available. The overall aim is to ensure that we have a qualified population of employees in our early childcare services and ensure that the service provided to our babies, toddlers, pre-schoolers, school age children and parents is of the highest standard.

National Childhood Network can, through their tutors/trainers recognise and responds to a varied population of learners through varied teaching principles. In order to support this and to ensure a mutually pleasant experience for both adult learner and tutor/trainer expectations need to be met.

Tutors Expectations of Students

- ✓ To be treated with respect and consideration
- ✓ To attend classes on time and regularly
- ✓ To pay attention in class and not disrupt the session
- ✓ To advise tutor if they are going to miss a class or be late
- ✓ To complete all aspects of assessment work as advised to the best of their ability
- ✓ To let the tutor know when they don't understand something
- ✓ To take responsibility to catch up with sessions missed
- ✓ To respect the tutors role and the limits to it (tutor is not there to do work for student)

Students Expectations of Tutors

- ✓ To be treated with respect and consideration
- ✓ To let the student know if a class is to be cancelled or late commencing
- ✓ To deliver classes according to schedule
- ✓ To assist in the development of student skills
- ✓ To receive encouragement and assistance as appropriate
- ✓ To be encouraged to contribute in class
- ✓ To feel safe and confident to ask questions
- ✓ To feel confident in approaching tutor with any learning difficulties
- ✓ To receive periodic feedback on work completed
- ✓ To have their work assessed and corrected in a timely manner

ACCESS TRANSFER AND PROGRESSION

ACCESS

Learners who wish to participate in this programme will come from diverse social, economic and/or cultural backgrounds.

Prospective learners ideally should have completed second level education or at least 4 mandatory programme modules at Level 4 in Early Childhood Education & Care Support.

It is expected that the learner will have a range of learning styles; strengths and needs related to the programme and will have a genuine interest and commitment to working with babies and young children.

Learners should have the capacity to take responsibility for his/her own learning within the managed environment provided by National Childhood Network

TRANSFER

Through the Training helpdesk, NCN will assist all learners with their transfer options, should they wish or have to transfer to another programme or provider. Through our networking we have developed excellent working partnerships with other training organisations. Please do not struggle if you have a requirement to transfer please contact our helpdesk for sign-posting and advice.

PROGRESSION

It is with great pride that NCN observe student's progress to higher or alternative training programmes. We will at all times research the best possible options for you to progress with your training and career in the early childhood sector.

STUDENT INDUCTION SHEET

Name of Tutor:	
Venue:	
Start Date:	
Days/Time Class takes place:	
Name of Module:	
Overall Award	
Duration of Each Class:	
Assessment Timeframe:	

Have the aims of the module been properly explained to you

Y/N

(Please add any comments)

Has the NCN Assessment Process and timeframe been explained to you ?

Y/N

(Please add any comments)

Are you aware of how this module fits into the Qualification? Framework

Y/N

I confirm that I have been adequately informed about this course
And that any special need has been considered

Signed:

Tutor.....

Student.....

Date.....

STUDENT/TUTOR MID COURSE PROGRESS REPORT

Tutor to complete with Student – both parties to sign

Student

Name.....

Tutor

Name.....

Name of

Module.....

Start Date.....End Date.....

Please talk through any issues that are causing the student concern:

ISSUE	COMMENT
ATTENDANCE	
PARTICIPATION IN CLASS	
PROGRESS WITH ASSIGNMENTS, EXAMS, SKILLS DEMONSTRATIONS OR LEARNER DIARY	
ISSUES ARISING	

Is the way the course is being delivered by the tutor easy to understand?

.....
.....
.....

If course delivery can be improved please state how?

.....
.....
.....

Do you have adequate resources to help you complete this course?

.....
.....

Tutor
Signature..... **Date**.....

Student
Signature..... **Date**.....



PROGRAMME EVALUATION

Name of Course/Training: _____

Date of Course: _____

	POOR	SATISFACTORY	GOOD	EXCELLENT
The Trainer/ Facilitator				
How well were the course objectives met?				
Relevance to personal/ work situation				
Effectiveness of instruction				
Presentation style & techniques				

2. Was the pace of the programme;

3. Was the duration of the programme;

4. Were there sufficient opportunities to ask questions and discuss issues?

Yes

No

Comment _____

5. Were the teaching methods used wholly appropriate to your needs?

Yes

No

Comment _____

**Please Turn
Over**

6. Were your personal expectations for the programme met?

Yes

No

7. Were the programme objectives met?

Yes

No

8. Will you be able to use the knowledge & skills gained in your work settings?

Yes

No

Comment

9. Good Features of the programme

Comment

10. Poor Features of the programme

Comment

11. How could the programme be improved?

Comment

12. Overall, how would you rate the programme?

Excellent
5

4

3

2

Poor
1

Signed: _____

Date:

EVALUATION rev 01