



Dublin Adult Learning Centre

3 Mountjoy Square, Dublin 1 Ph: 01-8787266

Student Handbook

Name:

Tutor's name:

Class:

Class time:

Mission statement

The Dublin Adult Learning Centre provides basic education services to ensure that everyone in the inner city has the opportunity to avail of their right to develop their literacy and numeracy skills.

Definition of literacy

Being literate means being able to read, write and use numeracy and information technology competently to deal with situations and opportunities in your own environment. It means being able to fulfil your own goals as a family and community member, citizen and worker. Being literate depends on what you need or want at a specific time. Becoming literate is part of a lifelong learning continuum.

Core Values

- Student centred
- Respectful of the adult status of the student
- Creative and holistic
- Community based

Programmes

The centre provides individual and group tuition in reading, writing and spelling for adults with reading and writing difficulties. The centre also provides group tuition in basic maths and computers from beginner up to and including QQI level 4.

We also run a language and literacy programme for adults whose first language is not English and have little or no education in their own country.

We also have a Community Employment Programme for people who are long term unemployed with literacy difficulties.

The service is free and confidential. It is funded by the Dept. of Education and Skills through the City of Dublin Education and Training Board. We also receive funding from the Dept. of Social Protection and Pobal.

Rights of Students

Students have a right to be treated as an adult.

Students have the right to learn at your own pace in a safe working environment.

Students have the right to have their privacy respected.

Students have the right to know how much progress they are making.

Students have the right to be free from bullying, slagging, intimidation and harassment.

Students have the right to be treated with respect.

Equality

Everyone must abide by the Equality Legislation, which states that nobody can be discriminated against because of their gender, marital status, disability, race, colour, ethnic or national origin, sexual orientation, age or political or religious beliefs.

Attendance policy

It is important that students try to attend every class. Missing a lot of classes prevents people progressing. **Students must attend 80% of the classes in each term.** This means that if a student misses 3 classes they may be asked to leave the course.

It is also important to arrive in time for your class because a student who comes late is playing catch up for the rest of the class. It is also unfair to expect the tutor to go over lessons already covered.

You are expected to ring in and leave a message for your tutor if you cannot make it to your class. If you are working with an individual tutor, the tutor is coming in especially to meet you and you must ring well in advance before they leave their house.

Misconduct

Students may be asked to leave the centre for the following reasons:

- Being late regularly
- Coming to class under the influence of alcohol or drugs
- Violent or threatening behaviour to staff or other students
- Stealing from the organisation
- Deliberately bringing the organisation into disrepute.
- Using drugs or alcohol in work.

Complaints and Appeals

If students are asked to leave the centre and they feel that it is unfair they have a right to appeal and a hearing within 2 weeks. They may bring someone to the hearing but the Director and the Board have the final say

We aim to provide a high quality literacy service and therefore welcome and invite comments or suggestions on the centre and the programmes we provide. Also, if students are unhappy with any aspect of the service they are welcome to make an appointment to discuss it with Mary or Columba.



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