



PRINCIPAL'S WELCOME

It gives me great pleasure to welcome you to Mallow College of Further Education.

Our exciting range of courses offers students a large choice and has helped us become the area's most popular college of its kind. Our courses specialise in ensuring students achieve their goals of entry into the labour force or continuing to further education.

The entire staff of the college is dedicated to helping every student attain their goals and work tirelessly in pursuit of this. The motivated staff combined with the state of the art facilities on offer has cemented the college's exceptional reputation and ensured the continued success of our students.

Mallow College of Further Education is an integral part of the community and this is reflected in our diverse student body. Students of all ages, nationalities and abilities have come together to create a progressive, supportive and enjoyable learning environment within the college.

I am confident you will enjoy and profit from your time in Mallow College of Further Education and I look forward to meeting you.

Denis Healy

Principal

EDUCATION MALLOW COLLEGE OF FURTHER

Mallow College of Further Education is the largest provider of further education in the North Cork area, and as an accredited training centre for QQI and ITEC certifications. Mallow College of Further Education also operates as a SOLAS Apprentice Training Centre for Carpentry. Apprentice training courses have been successfully run in Mallow for over 35 years. Mallow College has developed a wide range of student's services to accommodate the various educational, pastoral and social needs of all its students.

Mission Statement

Mallow College is an inclusive learning community, built on positive and respectful relationships. We promote the academic achievement and the personal development of our students.

College Objectives

- To empower students to develop self-belief and confidence through our support and guidance
- To foster educational excellence
- To embrace diversity
- To facilitate a flexible learning environment through communication and co-operation

College Staff

- A team of professionals, dedicated to the care of our students, and to the college and its future
- Our goal is to promote and explore the individuality, creativity and potential of students and to create a collaborative / cooperative learning environment

College Students are encouraged to:

- Demonstrate commitment, determination and motivation in achieving their academic potential
- Develop an openness and willingness to engage in new ideas, new values and new cultures

ACADEMIC CALENDAR 2018/2019

TERM 1

September – December 2018

Mid-Term

Monday October 29th – Friday 02nd November 2018 (Inclusive)

Monday 3rd December – Closed

Christmas Holidays

Friday 21st December 2018 (Last day of term)

Monday 7th January 2019 (Re-open)

TERM 2

January – Easter 2019

Mid-Term Break

Monday 18th February – Friday 22nd February 2019 (Inclusive)

St Patricks Weekend

Monday 18th March 2019

Easter Holidays

Monday 15th April 2019 to Friday 26th April 2019 (Inclusive)

TERM 3

Easter – June 2019

Bank Holiday – Monday 6th May 2019

End of Term

Mid May 2019

Practical and written examinations take place throughout the year

COURSE CO-ORDINATORS

Course Co-ordinator

Accounting Technician	John Healy
Animal Care (Level 5)	Liane Seiler
Business Administration Advanced Certificate	Maura Dowling
Early Childhood Care, Education and Special Needs/Montessori (Level 6)	Marie O'Donovan
Beauty & Body Therapy (Level 5)	Paula O'Connor/Sheila Murphy
Business Administration (Level 5)	
eBusiness	Eoghan Cronin
Business Studies for Adults Year 1	Siobhan Lehane
Business Studies for Adults Year 2	Sandra McNamara
Healthcare Support (Level 5)	Mary Claire Coyne
Carpentry & Joinery	Fergal Cunningham
Complementary Therapy	June Colgan
Computer & Network Maintenance	Gillian Cotter
Early Childhood Care & Education	Ann-Marie O'Brien
Early Childhood Care, Education & Montessori	Marie O'Donovan
Early Childhood Care, Education & Special Needs	Ann-Marie O'Brien
Hairdressing 1	Irene Wilcox
Hairdressing 2	Marie Buckley
Medical Secretary	Eoghan Cronin
Nursing Studies	Mary Claire Coyne
Security Studies (Level 5)	Barry Leahy
Social Studies	Alex Masterson
Sports Injury Treatment	June Colgan
Career Guidance	Suzanne Powell/Colette Twomey

Administration and non-Teaching Staff

Teresa Curtin	Ewa Pieprzyk
Donna Blighe	Adrian Cotter
Joe Gill	Michael Lofts

General Information

College Opening Hours

8.15 am – 5.15 pm (Monday – Thursday)

8.15 am - 4.15pm (Friday)

Office Opening Hours

8.30 am – 4.30 pm (4.00 pm Fridays)

Contact Details

Telephone: 022-43309

Email info@mallowcollege.ie

Website: mallowcollege.ie

Facebook: facebook.com/MallowCollege

Twitter: [@MallowCollege](https://twitter.com/MallowCollege)

Principal: Mr Denis Healy

Deputy Principal: Mr Paul Murphy

Parking

The College provides designated students parking facilities, which students can avail of while attending class. **Parking in staff areas is strictly prohibited, clamping is in operation.** Release fee of €20 for first offence, €50 for second offence. Great care must be taken when entering and leaving Mallow College. Cars parked on college grounds are done so at owners' risk.

Computing

Mallow College offers students the best in IT resources.

Via HEAnet and the Schools Broadband Scheme we have an amazing *100Mbs broadband* connection to the Internet. With fast *WiFi* throughout the building, students have continuous access to free Internet. Every student has a login account on college computers and a roaming profile keeping all your files and work-in-progress available wherever you are. As well as a range of constantly upgraded computer labs throughout the building, either dedicated to computer science or general computing, students also have access to our open-access computer lab with teacher support throughout the day for project work or general Internet access.

With G-Suite from Google, every student has a unique mallowcollege.email account using the familiar *GMail* platform - available anywhere online and on your smartphone. We use it for college and classroom communication, and recommend you use it for CV and job applications as your new professional email address. As a graduate you can continue to use your mallowcollege.email address.

As well as email, you have instant access to all of Google's cloud apps: including unlimited *Google Drive* storage for creating, editing, sharing and storing your documents in the cloud; as well as an integrated College calendar, contacts, and groups.

Integrated with your Google account, *Google Classroom* is our online class-notes and assignments platform - on the web or on the smartphone app. Find essential subject information, class notes, assignment briefs, collaborate with your teachers and colleagues, and submit assignments directly from your Google Drive account, all from within Google Classroom.

All students also get free access *Microsoft Office 365* online with free *OneDrive* storage for all your Microsoft Office documents. Learn and use all your favourite Microsoft Office applications, such as Word, Excel and PowerPoint, online, on the web or on your mobile, anywhere for free with Mallow College.

Our *websites* at *MallowCollege.ie* and intranet dashboard.mallowcollege.ie are constantly updated with College calendar and latest information for students. Stay in touch and join in on social media at fb.com/MallowCollege and @MallowCollege

Regulations for computer use

- Eating and drinking is strictly prohibited in all computer rooms.
- Students must not interfere with files, system settings, or setup configurations or in any other way interfere with the working of computers.
- Students are requested not to load unauthorised software and to respect software copyrights.
- Students are requested to be mindful of wasting resources by unnecessary printing. Each user is responsible for disposing of any unwanted paper in the waste bins provided.

Social Media

Join us online and get involved at LinkedIn, facebook.com/MallowCollege, and twitter.com/MallowCollege. Like us and follow us @MallowCollege and tag us online with #MallowCollege. Send us your stories, testimonials, events, and College-life photos to online@mallowcollege.ie.

Purpose-Built Training Facilities

The college also offers purpose-built facilities including Hairdressing Training Salons, Beauty Therapy Training Salons, Complementary Therapy and Sports Injury treatment rooms, Animal Care Clinic and Grooming rooms, Carpentry & Joinery workshop, as well as a Sound Engineering Control room and Studio where students can gain and develop practical skills and experience.

Photocopying & Printing

Photocopying and printing is available in the college study space A29. This operates on a card system. Cards can be purchased from the main office.

Hive Cafe

The college has its own cafe facilities with hot food and a wide range of food available.

STUDENT SUPPORT & SERVICES

Student Identity Cards

All enrolled students are issued with an identity card, which they can use to avail of student discounts in travel and retail outlets nationwide.

Support for Students with Specific Learning Difficulties, Health Conditions and/or Disabilities.

Mallow College of Further Education is committed to the provision of equal opportunity in education and to ensuring that students with a disability have complete access to all aspects of college life as can be reasonably accommodated.

Applicants who may have special requirements should email or call the college Disability Support Officer at info@mallowcollege.ie or 022 43309 prior to applying for a course.

Upon registering, students should immediately make an appointment with the Guidance Counsellor to discuss their needs and bring appropriate documentation with them.

If you have a specific learning difficulty or disability, the College may be able to apply for funding to provide assistance and support for you during your studies. Applications to the Higher Education Authority (HEA) fund for Students with Disabilities will only be processed if accompanied by a consultant's report of a disability or illness or a psychological report in the case of specific learning difficulties. In the case of specific learning difficulties, reports older than five years cannot be accepted.

Assessments of disability are carried out for the following categories: Physical/Mobility Disabilities, Significant ongoing illness, Specific learning difficulties, Autistic Spectrum Disorder, ADD/ADHD, Blind/Low Vision, Deaf/Hard of hearing, Mental Health or Psychiatric or Psychological Difficulties and Head/Traumatic Brain Injury. The Fund for students with Disabilities is funded by the Irish Government and part-financed by the European Union under the National Development Plan 2007-2013.

Career Guidance & Counselling

The Career and Guidance Counselling Service at Mallow College of Further Education is a professional and confidential service aimed at providing support to students in their educational, career and personal development. The Guidance Counsellor, Suzanne Powell, is available for one-to-one consultations with students and provides workshops and information sessions to class groups throughout the academic year. You can make an appointment to see the Guidance Counsellor to seek support in any of the following areas:

- **Educational Guidance & Counselling:** Study Skills, Examination Techniques, Stress Management, Further Study Options, CAO & UCAS Applications, Grants & Funding information.
- **Career Guidance & Counselling:** C.V. Writing, Cover Letters, Application Forms, Job Search Skills, Transferable Skills Audit, Career Management, Interview Training & Practice, Exploring Options.
- **Personal Counselling:** Students are supported with any personal difficulties they may encounter during their time in College. Student may opt for on site support or for referral to specialist counselling services. Counselling provides a private space where personal issues can be discussed and you can reflect on feelings and thoughts without being judged.

Appointments can be made at reception.

Interview Training

Students can also avail of an interview preparation service from the Career & Guidance Counsellors. Practice interviews give experience of formal interview settings and allow students to receive feedback for improvement.

Job Seeking Skills

Mallow College of Further Education has links with industry and aims to prepare graduates for employment. Students receive advice from recruitment agencies and guest speakers. Guidance and support is available to students preparing for work experience. Students receive help in compiling C.V's, Cover Letters, in how to approach potential employers, and interview techniques.

GUEST SPEAKERS

We welcome representatives from all of the universities and institutes of technology to give information and advice about progression to their courses through CAO.

INTERNSHIP AND ERASMUS ABROAD

While at Mallow College you are supported to avail of internships abroad. All fully funded by the EU, you can increase your employability by getting valuable experience in your chosen field while living in some of Europe's top locations. Current destinations include Exeter, London, Malta, and Barcelona.

Mallow College also operates exchanges further education colleges abroad. In 2018, a large group of Mallow College students went to Fundacja Szkolna Technicznych Zakladow Naukowych, in Poland which gave students an opportunity to get acquainted with another culture, develop personal and professional skills, and greatly enhance their CVs for future employment.

STUDENT COUNCIL

As part of promoting an active student body, Mallow College of Further Education has established a Student Council of student representatives from every course in the college. The Council plans and promotes events throughout the year to encourage student involvement and enjoyment. The Council meet regularly with college management and are a valued contribution to college life.

All students are encouraged to participate in social activities in the College as these activities provide opportunities for development, teamwork and leadership. Sports clubs, intercultural events, fitness week, and live music help to promote a positive college experience for students.

Accommodation

Mallow College of Further Education can provide you with a list of housing options should you wish to live in Mallow. You should also keep an eye on website such as www.daft.ie - more links available through the student menu on mallowcollege.ie.

Additional Certification

Many courses offer additional training opportunities that are related to their field of study. Examples include First Aid Certification, Manual Handling, Patient Handling, Client Moving, Elderly Abuse Training, Non Violent Crisis Intervention, Self-defence, Private Security Licences, Advanced Nail Technology, Advanced Waxing and in house training in Art Deco Ma.

Visits and class excursions

Course co-ordinators may organise class visits and excursions for their students. The Beauty Department attend a number of beauty trade shows and exhibitions. Applied Social Studies and Security and Criminology classes attend Cork Circuit Court. Sound Production students attend regular sessions in a professional sound recording studio. Small Animal Care students make excursions to Fota Wildlife Park, the Donkey Sanctuary, ISPCA and various Veterinary Clinics. Teambuilding excursions are a feature of many courses.

Graduation Ceremony

Every year Mallow College of Further Education hosts its Graduating Awards ceremony where students receive their QQI, ITEC, Accounting Technicians Ireland, Hairdressing Senior Trade Certificates and Diplomas.

GENERAL REGULATIONS

Mallow College of Further Education aims to provide students with the opportunity to pursue their academic studies in a positive learning environment. We are committed to a holistic approach to life-long learning and endeavour to facilitate personal and professional development

COURTESY AND RESPECT

- Be proud of the good name of the college and do nothing to take from that good name.
- Respect the rights of all others within the college community. Treat everybody with respect, regardless of differences in culture, ability, race, gender, age, sexual orientation or social class
- Bullying is strictly prohibited.
- Co-operate with teachers and all other college staff.
- Take care of college building and furnishings, and respect the property of others.

HEALTH AND SAFETY

It is our policy to comply with all legal Safety Health and Welfare regulations as laid down by Safety, Health and Welfare at Work Act 2005. To assist the college in doing this we ask that students do their part in complying with the following:

- Respect equipment and observe general safety regulations
- Full compliance with Fire Drill procedures as posted in classrooms
- Do not in any way obstruct walkways
- **No smoking/vaporing** in college building, canteen or grounds, except in the designated areas. ***An on the spot fine of €20 will apply for breach of this regulation***
- **Substance Abuse** – if staff members are of the opinion that a student is not capable, due to alcohol or substance abuse, to carry out instructions to an acceptable standard, he/she may be asked to leave the classroom/workshop and only return when he/she agrees to abide by the Health & Safety Regulations.
- **Food and drink is strictly prohibited within the classroom environment.**
- Your co-operation is required to keep MCFE a litter free area. Please use designated waste bins

A Copy of the Health & Safety Act 2005 and Safety Statement is available on the college website.

Mobile Phones

To facilitate the learning experience within the classroom and to avoid unnecessary disruption it is requested that all mobile phones or similar electronic devices are powered off and kept out of sight. However, their use is permitted outside the class-room, provided it does not interfere with the business of the college. The use of camera phones is strictly forbidden in any part of the campus.

Appropriate Dress

Wearing of uniforms is a requirement for certain courses and students on these courses are expected to present themselves in full uniform at all times. Uniforms are available through the college.

Change of Address/Phone Number

Students should submit in writing, details of any changes of address / phone number to the Secretary's office, as your examination results will be sent to the address supplied on your application form.

Withdrawing from College

In the event of a student withdrawing from a course during the academic year it is customary to inform course co-ordinators in writing as soon as that decision has been reached.

Course Cessation

In the unlikely event of the cessation of the course during the academic year all efforts will be made to accommodate students finishing the course in an alternative institution.

Policies & Cork ETB Learner Handbook

Please refer to Mallow College website under student menu for Mallow College learner policies and Cork ETB Learner Handbook.

Disclaimer:

Please note that Mallow College of Further Education policies are under constant review and will be updated from time to time. Courses are

continually developed - content and specific award components are subject to change.

FEES AND FUNDING

COLLEGE FEES

All courses at Mallow College of Further Education are funded through the National Development Plan (NDP) and there are no tuition fees for EU nationals (non-EU students should contact the College for details on eligibility and course fee). However, students are required to pay a student services fee of €250. A deposit of €50 is required to reserve a course place. Failure to pay this deposit may result in the course place being allocated to another applicant.

Students may also be required to pay an annual Government participation fee of €200.

- However, full Medical Card holders and those in receipt of the Back to Education Allowance (BETA) or Vocational Training Opportunities Scheme (VTOS) allowances are exempt from paying this contribution.
- Students awarded a student maintenance grant will be refunded the Government participation fee subject to proof of receipt of the grant

Fees for examinations and certification will be outlined by course co-ordinators. Students who are Medical Card holders may be exempt from some state examination fees. Certain courses also carry additional course related costs, further details of these can be found on the relevant course details.

Course fees must be paid on or before registration day. Failure to do so may affect issuing of award certificates.

STUDENT FUNDING INFORMATION

Students can avail of funding through either the Student Maintenance Grant scheme or VTOS (Vocational Training Opportunities Scheme) of BTEA (Back to Education Allowance).

STUDENT MAINTENANCE GRANT

Means tested student grants are available to students progressing to a QQI Level 5/6 Award or equivalent, and who have not previously studied an award at similar or higher level on the National Framework of Qualifications. The amount of the grant depends on the distance a student travels from their place of residence to the college.

Student Grant applications can be made **online only** to Student Universal Support Ireland (SUSI) through www.studentfinance.ie. Applications can be made from May and should be made **before** starting a course.

Further information can be found on www.studentfinance.ie, and www.citizensinformation.ie

Note: BTEA or VTOS recipients are NOT eligible for the Student grant.

SOCIAL WELFARE RECIPIENTS

All Social Welfare recipients are advised to contact their local Social Welfare Office **before** commencement of a course. This is to get permission to do a course while continuing on their benefits and also to ensure that they get full entitlements.

Note: If you are in receipt of Jobseeker's Benefit or Jobseeker's allowance you must transfer to VTOS or BTEA.

1. VTOS – Vocational Training Opportunities Scheme

Applicants over 21 years of age and in receipt of Social Welfare payment for at least 156 days before commencement of course, may apply for VTOS funding.

Benefits

Students continue to get their full Social Welfare entitlements and are not required to sign on. In addition students may be eligible for:

- Additional weekly allowance if more than one year on benefit.
- Meal and travel allowances.
- Childcare allowance (for children under 5 years) under the CETS scheme.
- Students are not liable for student services or examination fees.
- However certain courses may carry additional course related costs.

Application

If you are eligible, fill in a VTOS application form (available from Mallow College reception) and return it with your Course application form to the College. **As VTOS places are limited it is advisable to submit an early application.** Students who are eligible for VTOS, but who do not secure a VTOS place are advised to apply to their local Social Welfare office for a Back to Education Allowance (BTEA).

2. BTEA – Back to Education Allowance

BTEA is a scheme administered by the Department of Social Welfare. Applicants over 21 years of age and in receipt of certain Social Welfare payments for at least 3 months may apply to their local Social Welfare Office for the Back to Education Allowance.

Benefits

The BTEA allows students in receipt of certain Social Welfare benefits to retain those payments while attending a full-time day course in the College.

- Students receive the **maximum** standard rate of payment which is not means-tested and participants are not required to sign on.
- The above maybe subject to change, please enquire with your local Social Welfare office.

Students **are liable** for their student services fee and certain courses may also carry additional course related costs.

Application

Applications for BTEA must be made prior to starting an approved full-time course but late applications will be accepted up to 30 days after commencement of a course. Please contact your local **Social Welfare Office** to obtain the BTE1 application form and for full details and advice on eligibility. The BTE1 application form can also be found on www.welfare.ie and should be returned to your local Social Welfare Office.

Further information on all of the above is available on:
www.studentfinance.ie, www.welfare.ie, or www.citizensinformation.ie

ROUTES TO HIGHER EDUCATION

HIGHER EDUCATION LINKS SCHEME

QQI awards can be used as an alternative to the Leaving Cert to access Higher Education (CAO) courses. The Higher Education Links Scheme links specific QQI courses with a range of Level 6, Level 7 and Level 8 courses in institutes of Technology and Universities.

Students wishing to progress to third level complete a CAO application form by the deadline February 1st. In July, the learner's QQI results are issued to the CAO and forwarded to the Universities and/or Institutes of Technology the student has applied to. Places may be limited and are offered competitively dependent on the applicants QQI score ranking.

To be considered for a CAO course a student must be present a full Major QQI award worth 120 credits. Each component a student takes is assigned a credit value. A component is usually 15 credits but may be more or less than this so it is important to check this for calculation purposes. For more information on how to calculate your QQI Major award go to www.qqi.ie or www.careersportal.ie.

Applicants should ensure that their QQI qualifications meets the minimum requirements of the third level college they wish to apply to. Students are advised to contact the Admissions Office of the individual higher education institutions prior to application as some courses may have specific entry requirements, QQI component, or certificate requirements.

You will find more detailed information about course progression opportunities for each course online or using our comprehensive progression route database mallowcollege.ie/progression-links.

Students interested in progression are advised to make an appointment with the Guidance Counsellor who can assist with your career planning, research and application.

SPECIAL PROGRESSION AGREEMENTS

At Mallow College of Further Education we are committed to improving and enhancing progression opportunities for all of our students. To this end we have negotiated special progression agreements with various colleges in order to improve progression opportunities for Mallow College graduates.

CORK INSTITUTE OF TECHNOLOGY (CIT)

Cork Colleges Progression Scheme

Mallow College of Further Education are part of the Cork Colleges Progression Scheme which enhances progression opportunities for Mallow College students who want to study at CIT. Under the CCPS CIT reserves a number of places on its linked awards for Mallow College students who achieve specified levels and other requirements in their awards. For further information go to www.cit.ie.

CIT Advanced Progression

Graduates of our Accounting Technician's course can apply for entry to third year of CIT's Bachelor of Business in Accounting after completing specified bridging components.

INSTITUTE OF TECHNOLOGY TRALEE (ITT)

Advanced Progression

Mallow College of Further Education has developed strong links with Institute of Technology, Tralee. Currently, our QQI Advanced Business students can apply for direct entry into second year of Tralee's BA (Honours) in Information Systems Management. Advanced Early Childhood & Education students can apply for direct entry into second year of ITT's BA in Early Childhood.

LIMERICK INSTITUTE OF TECHNOLOGY (LIT)

Bonus Points Scheme

Mallow College of Further Education has developed special links with Limerick Institute of Technology. A Bonus Point Access Scheme guarantees that a quota of reserved places will be kept for Mallow College students presenting with certain QQI qualifications and meeting pre-agreed component criteria.

This agreement will be reviewed annually as Mallow College strives to continually improve progression opportunities for students.

Advanced Progression

Mallow College and LIT have also reached agreement that our Year two Accounting Technician graduates may apply for direct entry into Year three of LIT's Accounting and Finance degree programme which has full exemptions from Accounting Bodies. Alternatively, our Year two Accounting Technician graduates can enter Year two of LIT's Law and Taxation degree.

WATERFORD INSTITUTE OF TECHNOLOGY

Mallow College of Further Education has a special progression agreement with Waterford Institute of Technology. WIT reserve places on specific linked programmes for our students. A list of linked courses can be found on www.mallowcollege.ie under Progressions.

THE INSTITUTE OF PUBLIC ADMINISTRATION

The Institute of Public Administration (IPA) allows graduates from Accounting Technicians Ireland (AIT) at Mallow College to take its highly regarded part-time Bachelor of Business Studies (Honours) in just two years. This degree, accredited by UCD, is delivered through evening lectures in Mallow.

NURSING STUDIES – LINKS TO UNIVERSITIES IN THE UNITED KINGDOM

Mallow College of Further Education is committed to providing optimum opportunities for our students and has developed links with a number of Universities in the United Kingdom. There are no tuition fees for Irish student who want to study in Scotland and Irish applicants to Nursing/Midwifery degree programmes in England may be eligible to have their tuition fees paid by the NHS.

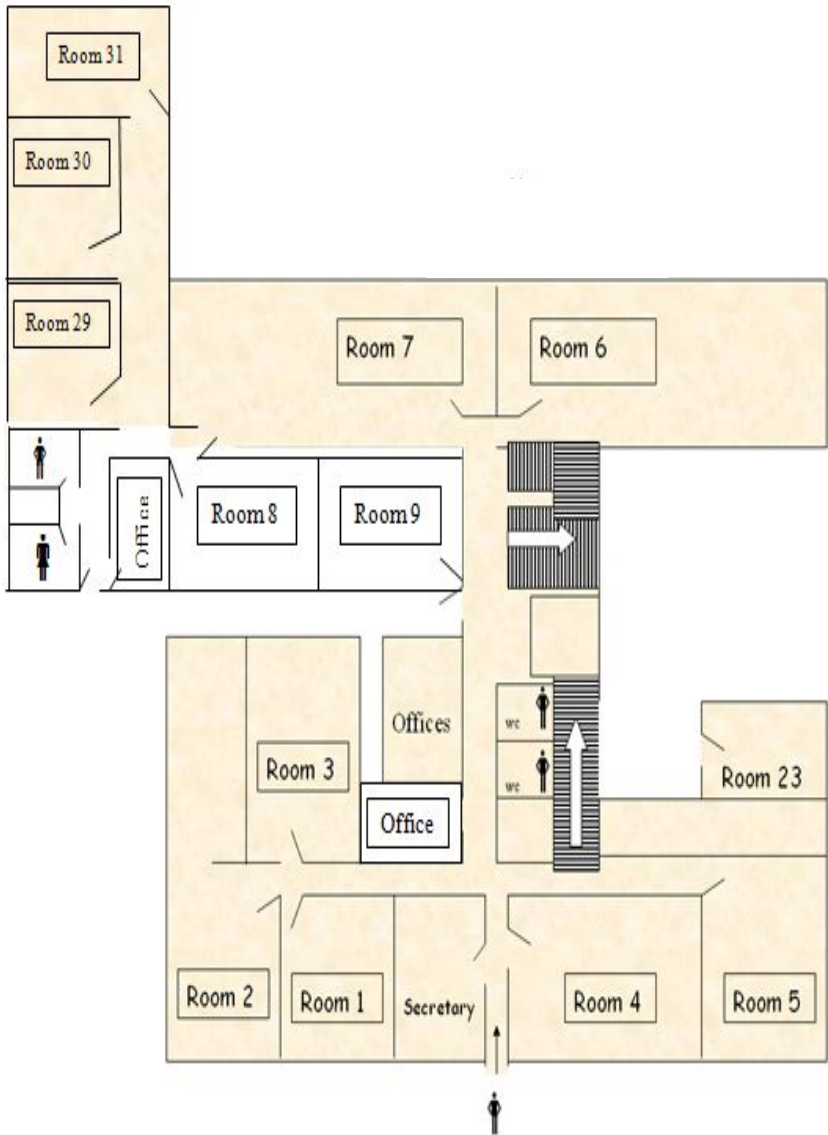
Some of the Universities we have links with are University of Southampton, Buckinghamshire New University, Edinburgh Napier University, Kingston University and St. George's University of London, Middlesex University, Edge Hill University, London South Bank University and Greenwich University.

Further information on applying to U.K. colleges can be found on www.ucas.com

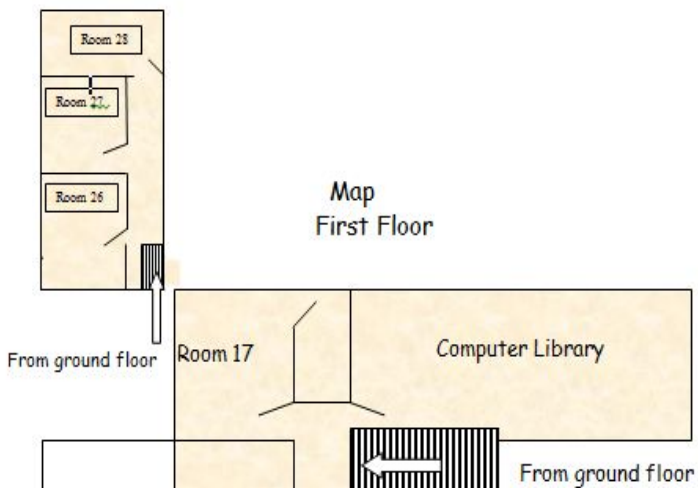
USEFUL LINKS

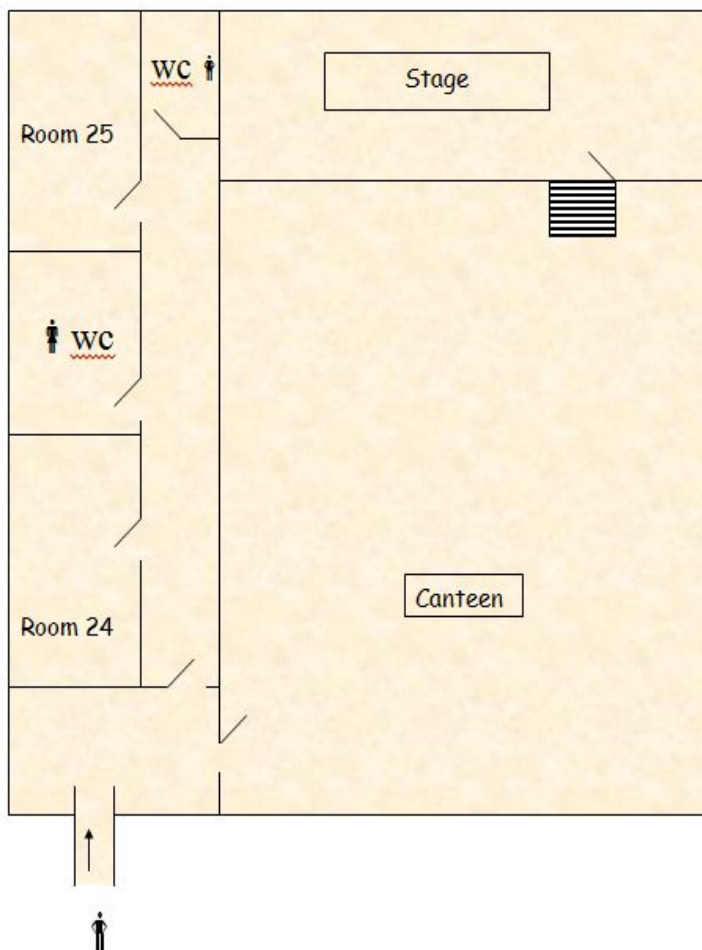
www.corketb.ie	(Cork Education and Training Board)
www.qqi.ie	(Quality and Qualifications Ireland)
www.hetac.ie	(Higher Education and Training Awards Council)
www.education.ie	(Department of Education & Science)
www.esai.ie	(Education Studies Association of Ireland)
www.itecworld.co.uk	(ITEC)
www.nala.ie/NALA	(National Adult Literacy Agency)
www1.solas.ie	(Further Education & Training Authority)
www.youthreach.ie	(Youthreach)
www.nats.ie	(National Ambulance Training school)
www.literacyireland.org	(Adult Literacy)

MAP OF GROUND FLOOR



MAP OF FIRST FLOOR





ASSIGNMENT RECEIPTS

Student Name:

Course Co-ordinator: **Course:**

Comp./ Unit Title	Assessments & Examinations	Weighting	Handout Date	Submission Date	Subject Teacher Name	TEACHERS USE ONLY	
						Teacher Signature	Date Received

ASSESSMENT SCHEDULE

Student Name: Course:

Course Co-ordinator: Award Code:

Component/ Unit Title	Assessment Title	Weighting	Handout Date	Submission Date

NOTES
