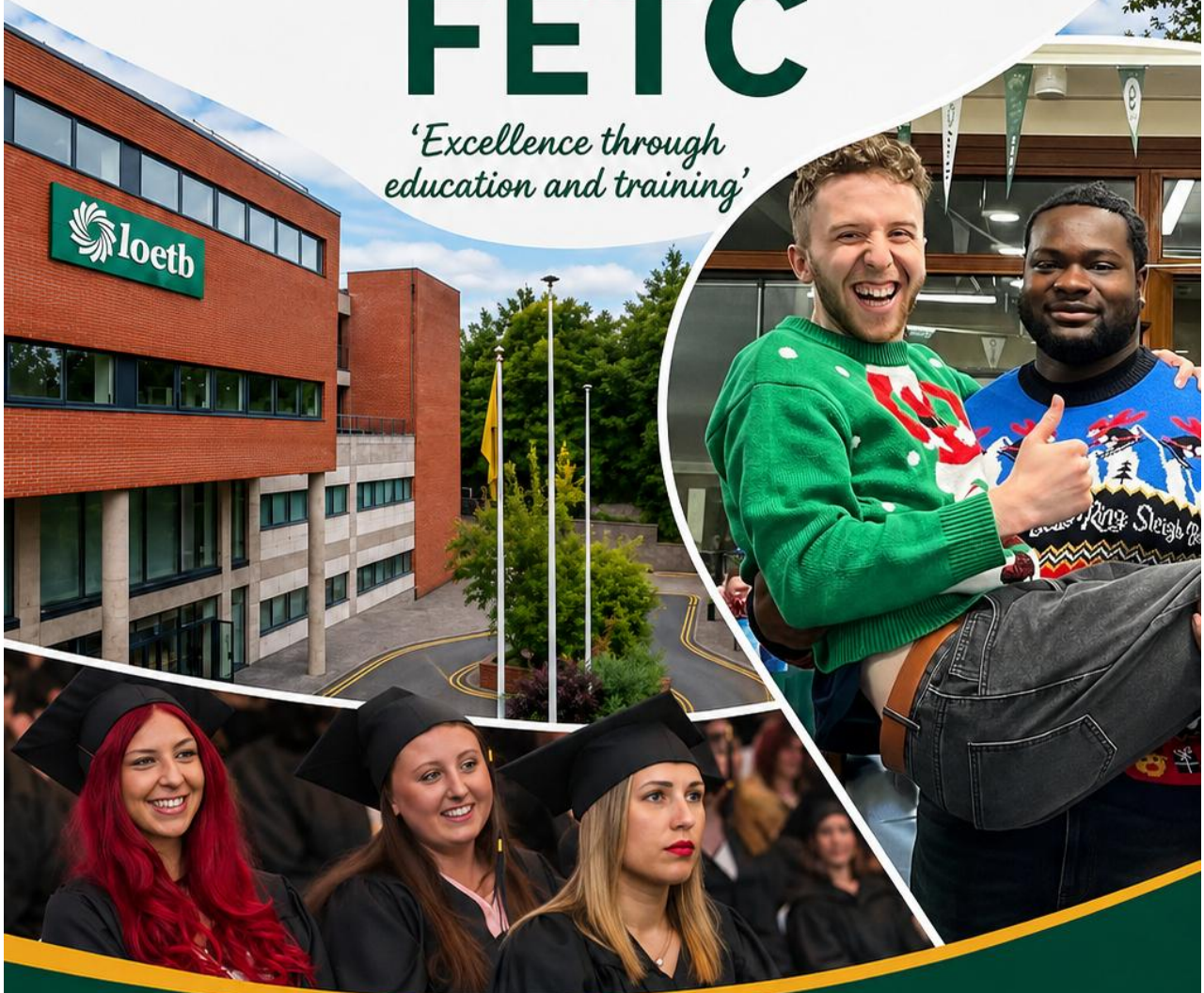


Welcome to **TULLAMORE FETC**

*'Excellence through
education and training'*



Student Handbook **2026-2027**



Excellence



Education



Community



Progress

Céad Míle Fáilte

Welcome everyone!

We're delighted you've chosen to join us and continue your education journey here. This is an important and exciting stage in your life, and we're proud to be part of it with you.

For over 50 years, our Centre has supported students just like you, helping them achieve qualifications, discover new interests, and take their next steps towards college, careers, or apprenticeships.

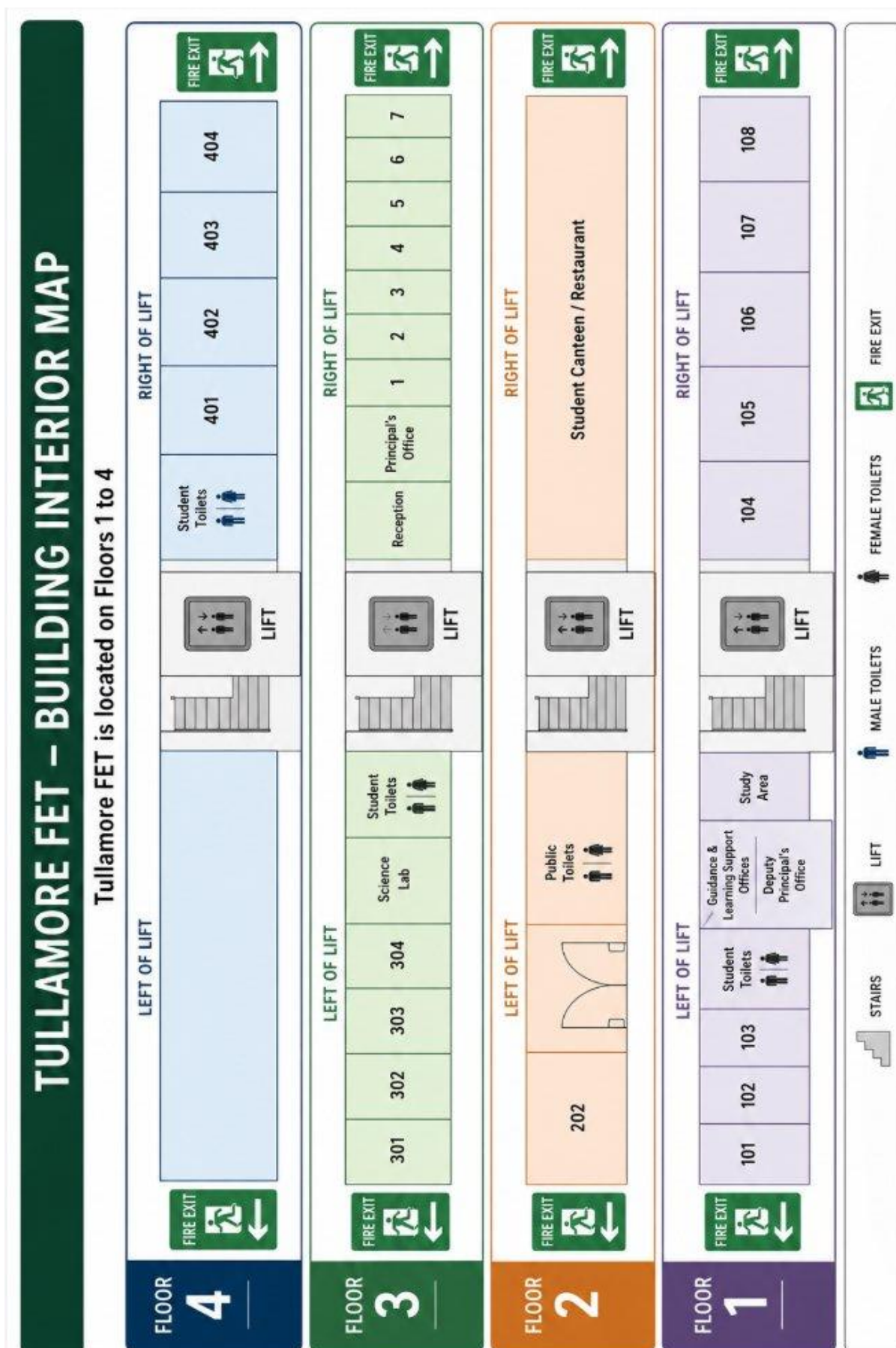
Our priority is to create a place where you feel comfortable, respected, and confident being yourself. We're a community where everyone belongs, and where you'll be supported by staff who genuinely care about your progress and your future.

We encourage you to get involved, try new opportunities, and make the most of everything on offer. This year is your chance to grow, learn new skills, meet great people, and enjoy the experience along the way.

We're here to support you every step of the way and we're excited to see all that you will achieve.

Irene, Jonathan and Staff

Map of Tullamore FET Centre:





CONTACT DETAILS



TULLAMORE FET CENTRE

Tullamore FET Centre
Castle Buildings
Tara Street
Tullamore
Co. Offaly
R35 E9K8



(057) 934 9424



tullamore@loetb.ie

Get in touch with us for courses,
information, and support!

Some Interesting Facts About Tullamore:



Tullamore is the county town of County Offaly, with origins dating back to 1622 when land was granted by the English Crown to Sir John Moore, transferring it from the O'Molloy clan and establishing a plantation town under King James I. The town developed slowly, as Daingean (then Philipstown) remained the county capital at the time. (*Offaly Historical Society, 2026*)

On 10 May 1785, Tullamore was the site of what is often described as the world's first recorded aviation disaster. A hot air balloon launched during a fair drifted off course, caught on a chimney, and crashed, sparking a fire that destroyed around 100 houses, including much of Barrack Street (now Patrick Street). The town was rebuilt with a £550 grant from its landlord, Charles William Bury, and its recovery was likened to a phoenix rising from the ashes, reflected in the town's coat of arms. (*History.com, 2026*)

The arrival of the Grand Canal in 1798 connected Tullamore to Dublin, boosting trade and encouraging industries such as milling and warehousing. In 1832, Tullamore replaced Daingean as the administrative capital of County Offaly. (*Offaly Historical Society, 2026*)

Tullamore is also known worldwide for Tullamore D.E.W. whiskey. Production began in the early 1800s with Michael Molloy, who later supported local education. The distillery passed to his nephew Bernard Daly in the 1840s, becoming B. Daly & Co. Daniel E. Williams rose from mill worker to general manager, eventually taking over the business. Today, the brand remains globally recognised and is owned by William Grant & Sons. (*Offaly Historical Society, 2026*)

Events Calendar:

2026

Aug 28 th	Fri	Teaching staff return
Sept 2 nd & 3 rd	Wed & Thu	Induction
Sept 7 th	Mon	All classes commence
Oct 26 th - 30 th	Mon - Fri	Mid-Term Break
Dec 14 th - 18 th	Mon - Fri	Examinations Week
Dec 18 th	Fri	Final day of college term before Christmas

2027

Jan 6 th	Mon	Classes resume after Christmas
Feb 1 st	Mon	St Brigid's Day (Bank Holiday)
Feb 15 th - 19 th	Mon	Mid-Term Break
Mar 17 th	Wed	St Patrick's Day
Mar 18 th & 19 th	Thu & Fri	College Closed for Interview Days
Mar 22 nd - Apr 2 nd	Mon - Fri	Easter Holidays
April 5 th	Mon	Classes resume after Easter
May 3 rd	Mon	May Bank Holiday
May 4 th - 7 th	Tue - Fri	Examinations Week
May 18 th	Tue	Graduation
June 4 th	Fri	Final day of college

Centre Opening Times:

The Centre is open from 8.45-4.30. Some classrooms may not open till your class starts. The Café on floor 2 is open if you get here early.

Car Parks:

There is no parking at the Centre, all day parking is available at locations within walking distances from the centre, however, a parking fee may apply. There are some free carparking spaces, ask your teacher for more information.

Public Transport:

Getting to and from the centre, public transport is available, for the most direct route to the centre and to get you there on time, look up your TFI timetable: <https://www.transportforireland.ie/tfi-local-link/>

Funding:

Your class group will have a guidance counsellor assigned to it; you can email them to make an appointment in relation to funding options. If you are receiving a social welfare payment, you must inform your social welfare office of your plans to return to education, as failing to do so may affect your payment.

Attendance:

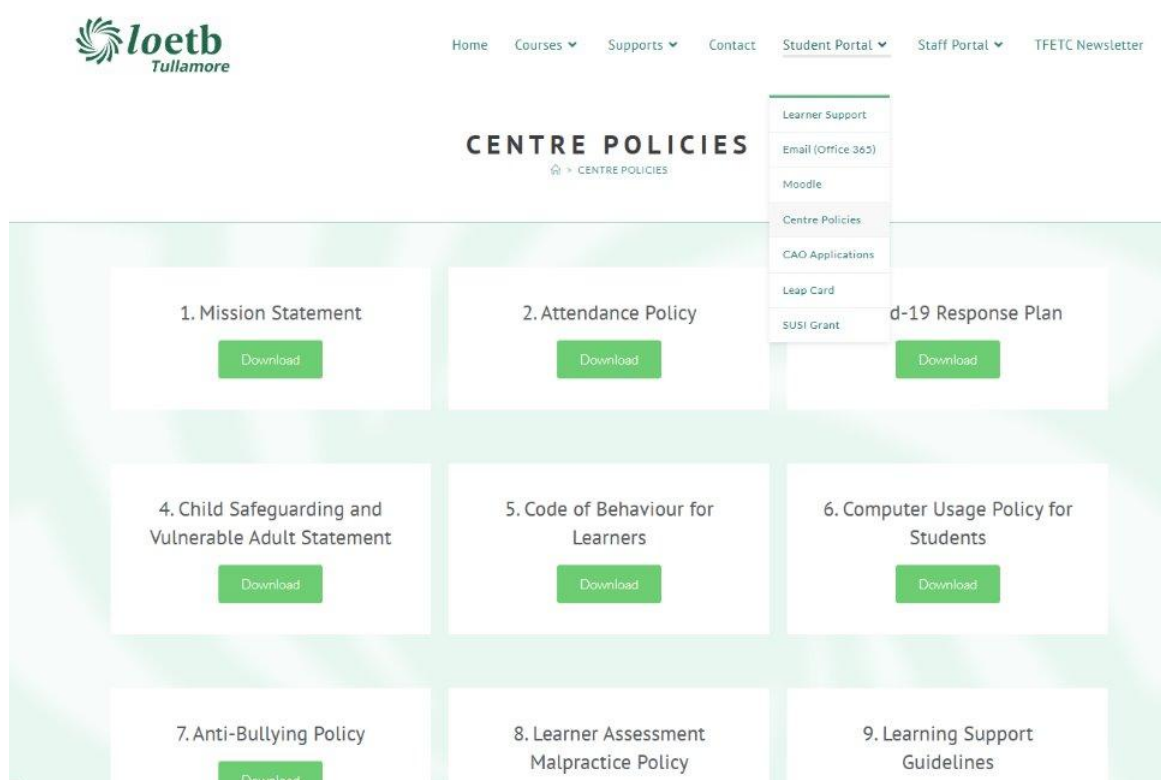
Full attendance is expected, however, if you can't attend, you must contact your core teacher as soon as possible. If you are absent for more than three days, you will require a medical certificate.

Unauthorised absences may result in you SUSI grant or social welfare payment being affected.

Policies:

All policies can be found on Tullamore FETC website: www.tullamorefetc.ie

Please familiarise yourself with these policies.



Respect:

While in the Centre, we ask you to:

- Be respectful to everyone, staff, fellow learners and to guests
- Be on time for class. If you are going to be late or absent, email your core teacher.
- Attend all classes and participate fully in all that you do.
- Keep your phones on silent during class time. If you are expecting an urgent call, then let your teacher know.
- Clean up after yourself.
- Stay safe and follow health and safety guideline.
- Make yourself familiar with the centres Code of Behaviour.

Breaks:

Our Café is on Floor 2, opposite the lift and stairs, you can bring your own food or purchase food within the Café. There is also a vending machine outside the Café.

Forms and Letters:

If you need a form or a letter, go to reception on Floor 3, here you can fill out a letter request form. Fill in the required details and your form/letter will be available for collection within 24 hours.

Study Pods:

Pods are available to students to study in. We request that you do not bring food or drinks into them. Please remember to keep them clean as others will be looking to use them after you. You will find them on Floors 1, 3 and 4.

Seated Areas:

Apart from the Café, you may want to sit with friends during breaks, there are seated areas available on floors 1 and 4. Food is not permitted outside canteen on second floor.

Sensory Room:

Our sensory room is located on Floor 1, beside Room 102. This space is designed to be calm and quiet, offering a place to relax if you are feeling overwhelmed, stressed, or simply need some time to yourself. If you would like to use the room, please ask your teacher for the key. We ask that everyone respects this space, so it remains peaceful for all users. It should not be used for meetings or as a social break area.

Student Council:

Our Student Council is an important part of our school community. Every year we seek a representative from each class group to be part of our Student Council. Think about it, on the Student Council, we love sharing ideas, raise concerns and help organise student activities.

Tullamore Open Library:

Our local library allows access to the library outside of staffed times, you can use it from 8am to 10pm. During My Open Library hours, you can borrow and return books, print, photocopy, use PC's access Free Wi-Fi and make use of the study space. To register for this, contact Tullamore Local Library at: 057-9346832. For further information, click on the QR Code:



Lost Property:

For enquiries about lost property, ask your core teacher or go to reception to see if anything was handed in.

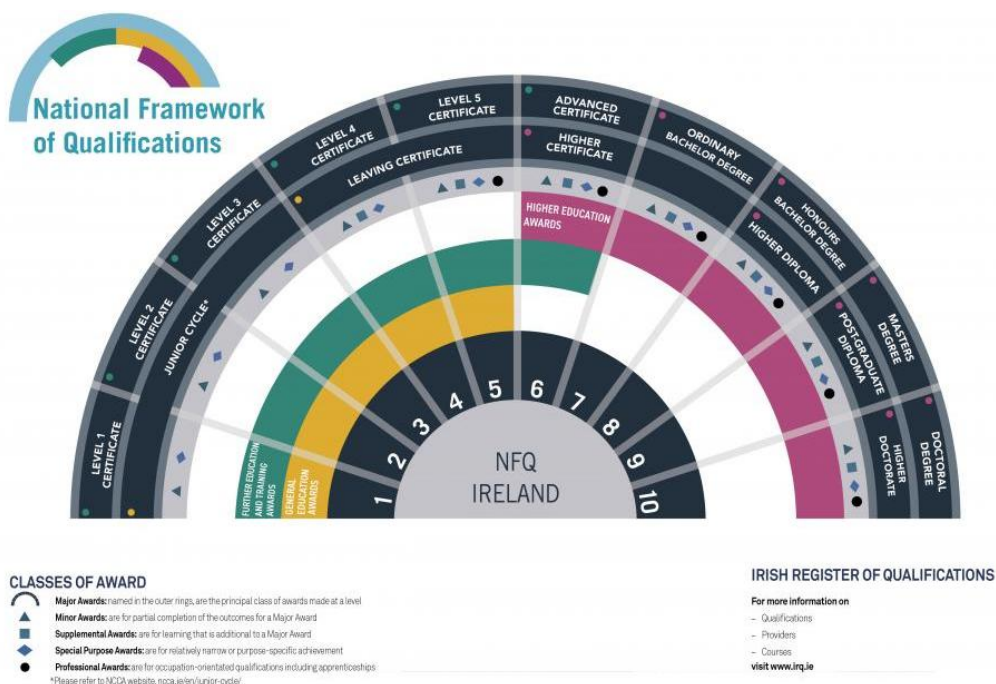
Fire Exits:

Fire exits are located throughout the building, please make yourself aware of these by viewing the maps in each classroom and talking to your teachers about where the nearest fire exit is to your classroom.

The NFQ and Certification:

The National Framework of Qualifications (NFQ) is a nationally and internationally recognised framework that is designed so that different levels of qualifications can be commonly recognised.

Certification here in Tullamore FETC are fully recognised on the NFQ at levels 5 and 6 for PLC students.



QQI (Quality and Qualifications Ireland) is a state agency with responsibility for quality assurance of education and training and for qualification in Ireland. For more information on QQI:

<https://www.qqi.ie/>

Grading:

A learner's performance in each module is graded as Pass, Merit or Distinction.

Distinction	D	80%	100%
Merit	M	65%	79%
Pass	P	50%	64%
Unsuccessful	U	Below 50%	

Responsibility in Assessments/Assignments:

As a student of LOETB, you are expected to participate fully in all accredited courses.



You will:

- Participate in all classes as required
- Be responsible for acquiring any information that you have missed through non-attendance
- Submit assessments on time and in the format requested
- Bring any Reasonable Accommodation needs to the Learning Support Department in September
- Take responsibility for ensuring that you have received all assessment information and to study for all assessments
- Adhere to all LOETB Assessment Procedures and regulations
- Submit your own original work, correctly referencing any quotations and not plagiarise anyone's work
- Keep copies of all assessment materials where possible
- Adhere to the Artificial Intelligence (AI) guidelines as set out by your teachers
- If unsure of the requirements of an assignment, ask for support early

For policies and procedures related to this, click on the QR Code:





The International Student Identity Card has a wide variety of benefits, covering all areas of entertainment, leisure, sports, and travel. The card is recognised by shops, universities, academic institutions, national governments, and ministries of education around the world.

Click on the QR Code below to apply for an international student card, which will get you student discounts:





loetb

Excellence in Education
and Training

NEED SUPPORT?



SUPPORTS AVAILABLE



Academic Support

Struggling with assignments or study skills?
Get one-to-one help, tips and resources to make
studying easier and build your confidence.



Guidance Support

Not sure what's next? We can help with course choices,
career planning and personal goals. Together, we'll
find the path that works for you.



Reasonable Accommodation

If you have a learning difficulty or disability, you can get
exam supports. This may include extra time, a smaller room
or assistive technology to help you do your best.



English Language Support

Improve your English to get more from your course.
Build confidence in reading and writing so you can
succeed in your studies.

HOW TO ACCESS

1.

If you need extra support, start with your core teacher.
They'll listen, guide you and may connect
you with the Support Coordinator.

2.

You can go directly to the Support Coordinator.
They'll explain what supports are available and
help you find the right one for you.



lstullamore@loetb.ie



0579349406

Information Technology at Tullamore FETC:

IT will play a large role in your studies, you will have access to a wide variety of equipment, software, online storage facilities and digital devices depending on your chosen course of study. You are asked to treat these resources with respect and adhere to all relevant policies that are available on our website.

Email Accounts:

As a learner, you will be issued with a learner email address and password. This will be given to you by your core teacher.

FOR EXAMPLE:

**Username:**
Will be the College year,
your first initial and
surname with
@loetbstudent.ie at the
end

2026 jjones
@loetbstudent.ie

**Password:**
A temporary password
will be given to you.
Don't forget to change it.

**Please do not share your
password with anyone as it
gives access to all your work.**

Click on the QR Code below to register for your college email address.

If you have an existing LOETB email address, this can be reactivated.



Office 365:

Your student email address will give you access to Office 365. This includes, Outlook, Word, Excel, PowerPoint, Calendar, Forms, Teams and many more. It is recommended that you save your work to Office 365 OneDrive and not to desktops in the Centre or at home.

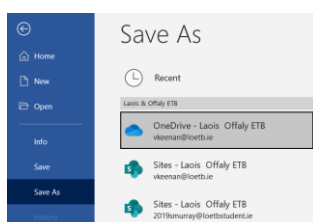


OneDrive:

OneDrive

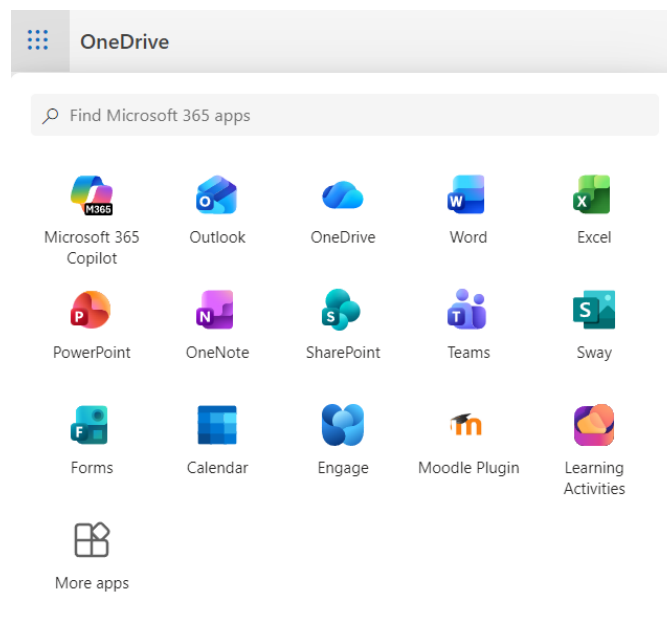
OneDrive is a cloud-based file storage and synchronisation service. It allows you to save, back up and access your documents, photos and files from any device, while at the same time keeping them synchronised in the cloud.

- When saving a file to your OneDrive, select the File tab, and then Save As, then select the OneDrive option.
- If you have not already done so, you will be asked to enter your Office 365 email address and password.



Virtual Learning Environments:

We use two virtual learning environments (VELs VLE PMG). They are Microsoft Teams and Moodle. The login details are the same as Office 365. When logged into Office 365, click on the App Launcher PMG (9 dots) before the word, OneDrive:



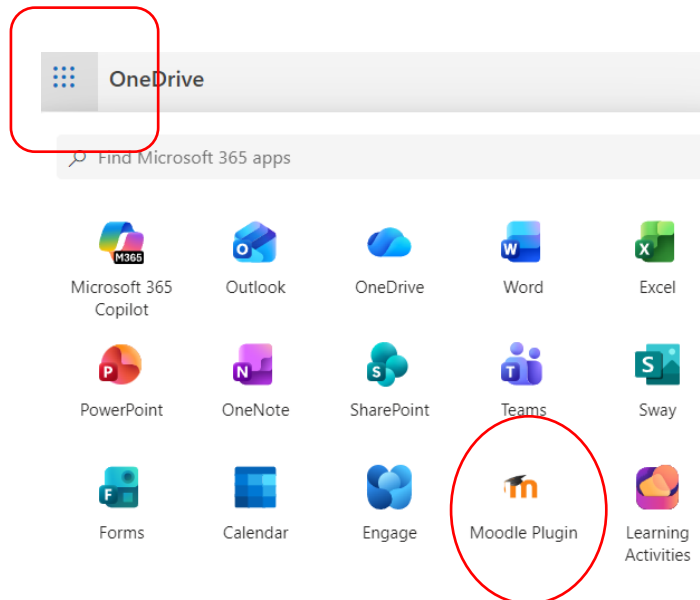
Teams

Teams:

Microsoft Teams is a single platform for communication and teamwork. It lets people chat, make video calls, hold meetings, and share files in one place, helping businesses, schools, and individuals work together more efficiently.

Moodle:

Moodle is an online platform where you can access course material, submit assignments, get feedback etc. You can access Moodle in the same way as Teams and OneDrive.



Turnitin:



Turnitin is an educational software suite and text-matching tool used by schools, universities and colleges to check written assignments for plagiarism, improper citations and artificial intelligence (AI) generation. When you submit your written assignment, Turnitin compares the text against a massive database of academic journals, websites, books and previously submitted work by other students. The Similarity Report generates a report that highlights matching text and gives a 'Similarity Score' (This is a percentage indicating how much of the work matches outside sources). AI Detection scans submissions to estimate the percentage of text that may have been generated by AI writing tools.



The Adult Educational Guidance and Information Service meets with students in both a group and one-to-one setting throughout the academic year.



A **confidential** space to explore educational, career and life choices.



Guidance on the **next steps** involved in progressing to third level colleges, apprenticeships and employment.



Ongoing **personal support**.



Information and assistance in completing **CAO** and **UCAS** applications.



Advice on **funding, grants and SUSI**.



Location:
First Floor, Castle Buildings



*We're here
to help you
plan your
future.*

Use of Artificial Intelligence:



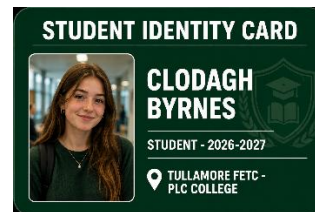
Your teachers will inform you if Artificial Intelligence is prohibited or not and if not, in what ways it can be used. You will also see on your briefs whether or not this is allowed. For example, if a brief states: 'Artificial Intelligence (AI) tools cannot be used in this assessment task. You must not use ChatGPT, ChatSonic, Microsoft Copilot, Lex, DALL-E, or other tools to generate any materials or content in relation to the assessment tasks'. Then under no circumstance can AI be used. However, if your brief states something similar to the following, then it can be used under strict guidelines. 'Artificial Intelligence (AI) tools are restricted for this assessment task. You may use the following AI only - ChatGPT for image generation, such as posters. Any use of AI must be appropriately acknowledged.



Student Laptop Loan Scheme:

Tullamore FETC has a limited number of laptops available for fully registered learners to loan for the duration of the academic year. Laptops are allocated to students based on need and availability, with priority given to those who do not have access to a suitable device for their studies. Applicants may be required to provide details of their personal circumstances to support their request. Allocations is subject to the approval of the college administration and may depend on funding availability and specific programme requirements. A deposit fee applies.

Student Identity Cards:



Tullamore FETC will provide all fulltime students with a student card; this is your official identity card as a student at this college and must wear it all the time while in the premises.

Assignments:

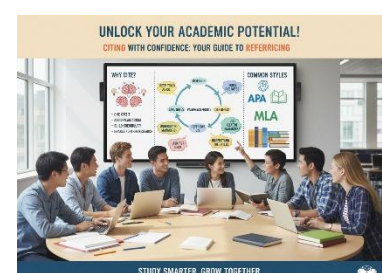
As a student, you are required to submit all assignment on time. Your class teacher will discuss your deadlines with you. Late submissions will only be accepted in line with our policies and with prior agreement.

Assignment Brief:

When working on an assignment you will be given a brief. The assignment brief outlines what is required of you for that particular assignment. Treat your assignment brief as a long 'to do list'. Break it down into tasks and tackle each one at a time. Depending on the subject you are studying, briefs may include a marking scheme which outlines what you need in order to meet your learning outcomes and achieve a good grade, double and triple check these requirements to ensure you have not missed or forgotten an element. Remember, if you are unsure of what to do, please ask your class teacher for support.

Notetaking:

While studying here in our college, you need to think about note taking in classes, try different methods and choose the one that suits you best. There will be workshops on notetaking and study methods available to you while studying here. You just need to choose what works for you. What is important is that you keep a record of your learning and where you obtained your information from. This will help you write your bibliography for your assignments and also to cite your work.



Harvard Referencing System:

We use the Harvard referencing system here in the college, you need to use this in all your assignments. We reference to avoid plagiarism, build credibility, acknowledge peoples ideas and help others find your sources. When citing your work, always state the authors surname and the year it was published, for example, (Smith, 2026). We always put this in brackets at the end of the sentence or paragraph that you are referencing their ideas. However, you can use it as part of the sentence, for example: Smith (2026) informs us that...

Book: Smith, J. (2026) Education Today. London, Education Press, London.

Website: World Health Organisation (2021) Global Health Statistics.

Available at: <https://www.who.int/global-statistics> (Accessed: 5th September 2026)

For further examples, check out the resource created by Further Education Supports services and ETBI:



Forms To Be Signed:

While studying at this college, there are a number of forms that must be filled out:



Learner Declaration Form 2026-2027:

Your Name: _____ (Block Capitals)

Course: _____ (Block Capitals)

1. **I confirm** that I have read, understand, and will adhere to all policies and documents provided during induction, which are available on the Tullamore FETC website, with summaries included in the student handbook. I hereby declare that I understand, accept, and will comply with all policies and procedures as explained during induction, including but not limited to the centre's Code of Conduct, Attendance Policy, Computer Usage and Internet Acceptable Use Policy, and AI Usage Policy.
2. **I consent** to the sharing of my personal data as necessary to provide essential services that support my learning within the centre.
3. **I acknowledge** and accept that photographs may be taken of learners participating in activities and events for the purpose of promoting the centre. These images may be published on the centre's website, social media platforms, brochures, newspapers, and other centre-related publications. I understand that I may withdraw my consent at any time by submitting a written request to the Principal or Deputy Principal to have my photograph removed from any such platform.
4. **I understand** that I will be given the opportunity to disclose any disability in order to enable the centre to put reasonable

accommodations in place to support my learning. I acknowledge that this disclosure is voluntary; however, if I choose not to disclose a disability, I accept that this may limit the supports available to me.

5. **I agree** to inform the Principal or Deputy Principal of any medical condition that may require emergency first aid intervention, such as anaphylaxis or epilepsy.
6. **I acknowledge** and consent to the collection and processing of my personal data by the Adult Guidance Service. This information will be securely stored on the ETBI Adult Guidance Management System (AGMS) database and processed in accordance with GDPR requirements.

By signing this document, I confirm that I have read, understood, and agree to all of the above.

Signed: _____

Date: _____



Rialtas na hÉireann
Government of Ireland



An Roinn Breisoideachais agus Ardoideachais,
Taighde, Nuálaíochta agus Eolaíochta
Department of Further and Higher Education,
Research, Innovation and Science



Có-mhaoinithe ag an
Aontas Eorpach

Co-funded by the
European Union

SOLAS
learning works



Further Education and Training

CO-FUNDED BY THE IRISH GOVERNMENT AND THE EUROPEAN UNION UNDER THE EUROPEAN SOCIAL FUND

Parental /Guardian Consent

Dear Parent or Guardian:

In order to process the application for the applicant named below to participate in a SOLAS funded Further Education and Training programme, Parental/Guardian consent is required for persons under 18 years of age.

Course Details:

Course Start Date:

Venue:

Applicant Name:

Parent/Guardian Declaration

I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND I SIGN THIS FORM VOLUNTARILY WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

Parent/Guardian Data Protection Acknowledgement

I acknowledge that it is necessary in connection with the applicant participating in a SOLAS funded programme, for SOLAS and the Department of Education (DES) (each a "controller") to process my personal data in this form. I understand that I may also address any questions, comments and requests (access, erasure, objection or restriction) regarding your data processing practices at who will also provide the contact details of the relevant Data Protection Officer.

I acknowledge that SOLAS and DES will retain my personal data for as long as is necessary in connection with the applicant's participation in the programme. Each controller will keep historical data for a set time before disposal according to its data retention policy. I have a right to lodge a complaint regarding the processing of my personal data with the Office of the Data Protection Commissioner.

Parent/Guardian's Full Name (please print):

Parent/Guardian's Telephone Number:

Signature:

Date: