

P9 S6 Workable Improvement Notice (WIN) Form - Learner

This is classified as a learner support and is not viewed as a punishment tool. However, breach of / continued breach of Forus Training's Policies and Procedures may adversely affect your grade or your status on the course you are attending.

Section 1: Your Details (Learner / Recipient Name)

PLEASE USE BLOCK CAPITALS

First Name:	<input type="text"/>	Surname:	<input type="text"/>
Email:	<input type="text"/>	Mobile:	<input type="text"/>

Section 2: Recommendations - Issue and suggested resolution

Please categorise the issue in the following sheets - ensure to address the risk category this relates to, please include a suggested timeline to address the issue.

Section 3: Signature - Issued by

PLEASE USE BLOCK CAPITALS

Name:	<input type="text"/>	Role:	<input type="text"/>
Signature:	<input type="text"/>	e-mail:	<input type="text"/>

The issuer will bring the form to the weekly team meeting and will make recommendations to all staff as to preventative actions or policy considerations that might arise. Personal details of the recipient will not be disclosed. The learning is brought forward to the team where issues can be managed and mitigated against in the form of learning and information exchange.

Section 4: Recipient feedback

Comment - please comment as to the circumstances or how you plan to resolve the issue.

Please include a suggested timeline to address the issue.

Form Received signature:

Date:

Section 5: Agreed Resolution

Please include a suggested timeline to address the issue.

Issuer Name:	<input type="text"/>	Signature and Date:	<input type="text"/>
Recipient Name:	<input type="text"/>	Signature and Date:	<input type="text"/>

The issuer will bring the form to the weekly team meeting and will relay the resolution and changes arising.

Section 6: QIP	
Comment - please comment as to how Policy Procedure /preventative action can further reduce risk / recurrence	<input type="text"/>
Staff Member / Trainer signature:	<input type="text"/>
	Date: <input type="text"/>

Associated Documentation

[P2 S2 C2 Dignity and Respect Policy](#)

[P9 S5 C2 Learner Handbook](#)

[P2 S2 C3 Learner Code of Conduct](#)

1. Academic Risk
2. Commercial Risk
3. Ethical Risk
4. Legal & Insurable Risk
5. Management & Leadership Risk
6. Data Protection & GDPR Risk

1. Academic Risk	Related document		Issue(s) at hand
Assessment specific non conformance		<input type="checkbox"/>	Learner has misinterpreted the learning outcomes that has resulted in a fail grade / lower grade than would be expected by the trainer.
	Detailed in the Assessment Brief Assessment Agreement	<input type="checkbox"/>	Learner did not present a signed declaration along with submission.
		<input type="checkbox"/>	The learner's "voice" on a writing assignment with his/her discussion postings and e-mail messages. If the voice is dramatically different, examine the written assignment more closely.
		<input type="checkbox"/>	Learner submitted writing assignments do not contain plagiarism.
Missed assessment deadline		<input type="checkbox"/>	Failure to submit assessment evidence on, or in advance, of agreed assessment deadline - unexpected.
		<input type="checkbox"/>	Failure to attend a practical assessment (e.g. Examination, Skills Demonstration, etc. - unexpected
Learner autonomy	P2 S2 C3 Learner Code of Conduct	<input type="checkbox"/>	Learner is not taking control and responsibility for their own learning.

Attendance	P9 S7 Attendance Policy	<input type="checkbox"/>	The learner has breached the attendance policy
	P9 S7 Attendance Policy	<input type="checkbox"/>	The learner has failed to produce 250 words as a synopsis of each session that they have attended asynchronously.
	P9 S8 C1 Malpractice and Plagiarism Policy	<input type="checkbox"/>	Detection of plagiarism within work submitted in draft format from a learner
2. Commercial Risk	Related document		Issue(s) at hand
		<input type="checkbox"/>	Non payment of Fees in relation to Programmes of Training and Education
3. Ethical Risk	Related document		Issue(s) at hand
		<input type="checkbox"/>	Fabrication of evidence presented
Examination Rules for Learners	Related document		Issue(s) at hand
	Examination policy P2 S2 C3 Learner Code of Conduct	<input type="checkbox"/>	Learners have left the examination centre without leave from the invigilator and have returned during an examination.
		<input type="checkbox"/>	A learner speaks / shouts out of turn without raising his / her hand to attract the attention of the invigilator during the examination. or Behaving in such a way as to undermine the integrity of the assessment event, for example talking loudly being disruptive during a test or examination.
		<input type="checkbox"/>	Collusion by working with other learner(s) beyond what is allowed for example speaking to other learners during an examination.
		<input type="checkbox"/>	Learner observed viewing another learner's work during an examination.
		<input type="checkbox"/>	Learner has in his / her possession materials that are not permitted to have in the examination
		<input type="checkbox"/>	Learners move his / her seating position to less than 1.5 meters away from another learner
		<input type="checkbox"/>	Learners do not submit their exam paper in the time allocated.
		<input type="checkbox"/>	Learners do not leave the room quietly having completed their exam early.
		<input type="checkbox"/>	Learners do not sign the learner declaration within their assessment brief and /or does not submit to the invigilator along with their exam paper.
		<input type="checkbox"/>	Learners may be expelled from the examination centre if their behaviour, in the opinion of the invigilator is such as to jeopardize the successful conduct or integrity of the assessment.
		<input type="checkbox"/>	Learner has copied from another learner in assessment situations. Learner has submitted an assignment or project where a large section of this work is the same as another learner from the same module (referred to as collusion).
		<input type="checkbox"/>	Learner has removed assessment material from the assessment location without permission for example taking examination papers from the examination event.
		<input type="checkbox"/>	Using electronic communication devices or other materials that are not permitted during the assessment for example we do not allow mobile phones to be used in examination scenarios.
		<input type="checkbox"/>	Assisting other learners during assessment commonly known as cheating.
		<input type="checkbox"/>	Learner makes up, or fabricates results or evidence.
		<input type="checkbox"/>	Learner pretends to be somebody else commonly known as impersonation or producing work for another learner or carrying out an assessment on another learner's behalf.

		<input type="checkbox"/>	Learner is engaging in unsafe practices during a test, such as not following health and safety rules
Breaches of Proctoring policy	Proctoring policy		List of possible breaches under policy
Plagiarism	Related document		Issue(s) at hand
	P2 S2 C3 Learner Code of Conduct	<input type="checkbox"/>	Copying, pasting or representation of another person's work as your own (This may be from a book or the Internet, from class notes or can also be from another person's assessment material).
		<input type="checkbox"/>	Any percentage of work that has not been referenced and has been copied from published work, the internet, other learners' work and/or other sources.
		<input type="checkbox"/>	Procuring work from a company or external source including the internet.
		<input type="checkbox"/>	Copying work from any source or medium without reference (i.e. website, book, journal article, etc.).
		<input type="checkbox"/>	Taking a passage of text, or an idea, and summarising it without acknowledging the original source.
		<input type="checkbox"/>	Passing off collaborative work as one's own and not recognising the contributions of others.
		<input type="checkbox"/>	Piecing together sections of others' work into a new whole.
		<input type="checkbox"/>	Submitting another learner's work with or without their knowledge,
		<input type="checkbox"/>	Accepting unwarranted support from others (e.g. parents, professionals) in preparing continuous assessment elements which are submitted as one's own work is a form of plagiarism.
4. Legal and Insurable Risk	Related document		Issue(s) at hand
		<input type="checkbox"/>	
Misconduct	Related document		Issue(s) at hand
	P2 S2 C3 Learner Code of Conduct	<input type="checkbox"/>	Learners have conducted themselves in such a way as to bring Forus Training or the host organisation into disrepute.
		<input type="checkbox"/>	Learner has dis-respected members of staff.
		<input type="checkbox"/>	Learner has dis-respected a trainer of Forus Training.
		<input type="checkbox"/>	Learner has dis-respected property of Forus Training.
		<input type="checkbox"/>	Learner has dis-respected the activities of Forus Training.
		<input type="checkbox"/>	Abuse of alcohol or other substances during class attendance.
		<input type="checkbox"/>	Conduct interfering with the proper conduct of examinations.
		<input type="checkbox"/>	Conduct which is likely to interfere with any meeting or other activity, within Forus Training or organised by Forus Training.
		<input type="checkbox"/>	Conduct that interferes, or is likely to interfere, with the administration or the good order of Forus Training.
		<input type="checkbox"/>	Obstruction or harassment, including bullying, of any learner, member of staff or persons carrying out activities on behalf of Forus Training in the performance of duties, work or other Forus Training activity.
		<input type="checkbox"/>	Sexual harassment of any learner or member of the staff of the Forus Training.

		<input type="checkbox"/>	Damaging, defacing, stealing or mis-appropriating any property of Forus Training, occupying or using such property other than in accordance with the provisions made Forus Training.
		<input type="checkbox"/>	Misuse of a learner Card, or impersonation or activities involving false pretenses or dishonesty.
		<input type="checkbox"/>	Misuse of official Forus Training documentation, including, without limitation, the unauthorised amendment or alteration, or defacement of, such documentation, or the use or attempted use of Forus Training' documentation for fraudulent or other dishonest purposes or in a fraudulent or other dishonest manner..
		<input type="checkbox"/>	Commenting about a learner / trainer on a forum to which the person does not have a right to reply. For example WhatsApp group, Facebook, SnapChat or other media platforms.
		<input type="checkbox"/>	Smoking in Forus Training buildings in contravention of the Public Health Tobacco Act 2002, Section 47 (as amended) and the Tobacco Smoking (Prohibition) Regulations 2003. Under the provisions of that legislation a fine of €3,000 may be imposed on a learner found in breach of its provision.
Breach of work experience contract	Related document		Issue(s) at hand
	P9 S9 C12 Work Experience Arrangements Form	<input type="checkbox"/>	Learners have conducted themselves in such a way as to bring Forus Training or the host organisation into disrepute.
		<input type="checkbox"/>	Learner has dis-respected staff of the host organisation.
		<input type="checkbox"/>	Learner has dis-respected property of the host organisation.
		<input type="checkbox"/>	Learner has dis-respected the activities of the host organisation
		<input type="checkbox"/>	Learner has refused to comply with the reasonable and lawful instruction of their supervisors at the host organisation.
		<input type="checkbox"/>	Learner failure to comply with any disciplinary procedures or processes of the host organisation or of the profession for which they are studying and shall be liable to any penalty which may be imposed following due process.
5. Management & Leadership Risk	Related document		Issue(s) at hand
	P4 S1 ICT Policy.	<input type="checkbox"/>	Use social media sites for any purpose which is prohibited under the terms of Forus Training's P4 S1 ICT Policy.
		<input type="checkbox"/>	Use of social media so as to contravene or breach the laws of Ireland, specifically in relation to: privacy rights, defamation law and data protection law. This includes posting recordings or images of other learners / trainers without written consent.
		<input type="checkbox"/>	Use of social media sites to engage in any form of bullying or behaviour which is illegal or likely to cause harassment (e.g. stalking, grooming of minors, etc.), or to intentionally offend and/or degrade others, in particular fellow learners and staff.
		<input type="checkbox"/>	Use of social media to degrade, bully or intentionally offend Staff, other learners or users or use these tools to bring the reputation of Forus Training into disrepute. Please refer to Forus Training's Social Media Policy for more details.
		<input type="checkbox"/>	Excessive duplication of previously posted communications (other users may consider this as spam).

		<input type="checkbox"/>	Impersonation of any other person nor engage in trolling (i.e. intentionally insulting and harassing people via the Internet).
		<input type="checkbox"/>	Posting, video or recording another person without their express permission.
		<input type="checkbox"/>	Posting or uploading data, including text, video, image etc. of any person without their express permission.
		<input type="checkbox"/>	Posting material which breaches the intellectual property rights of third parties (e.g. logos, written works, diagrams, pictures, music, video/film clips, etc.); where necessary the express permission of the rights holder should be obtained.
		<input type="checkbox"/>	Posting as individuals, learners without considering that it may be appropriate for them to identify any personal views expressed by them on third party websites as their own and not representing Forus Training.
		<input type="checkbox"/>	While recognising the importance of academic freedom, learners must ensure that they adhere to Forus Training policy.
		<input type="checkbox"/>	Posting material which is confidential and proprietary to Forus Training or which could have the effect of damaging the reputation of Forus Training or the privacy or reputation of any third party.
		<input type="checkbox"/>	Posting material which would identify a third party (e.g. comments, photographs, video clips etc.) without the express permission of the third party concerned.
		<input type="checkbox"/>	Posting information posted that is inaccurate and / or misleading.
		<input type="checkbox"/>	Posting material for the purpose of embarrassing people or which will bring that person or Forus Training into disrepute.
		<input type="checkbox"/>	Using the name of Forus Training, including any emblems or logos, to promote their own commercial objectives or activities.
		<input type="checkbox"/>	Using the name of Forus Training, including any emblems or logos to imply that Forus Training endorses an activity without its prior written consent.