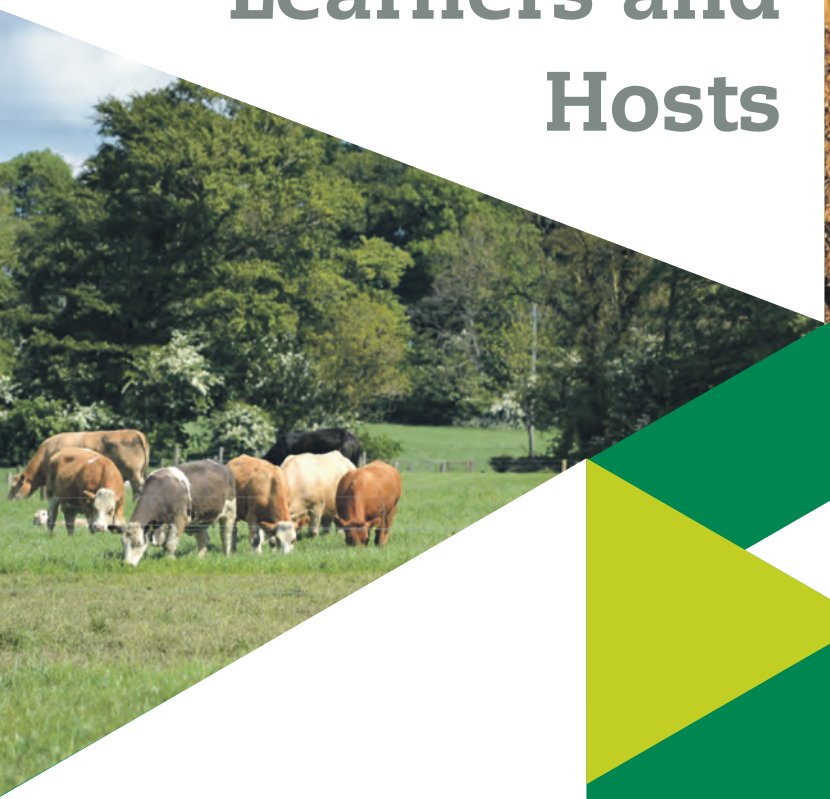
Education Programme

Practical Learning Period: A Guide for Agricultural Learners and Hosts



teagasc
Agriculture and Food Development Authority

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Welcome by Head of Education

On behalf of Teagasc, I would like to introduce you to our Practical Learning Period (PLP) guidebook. PLP is a core component of our learner educational experience. A positive and well-structured PLP experience affords learners the opportunity to learn new skills, to work with experienced farmers across a number of enterprises and to reflect on their own development and career path. These periods of PLP will represent a new learning and life experience and one, which provides tremendous benefits to all participants. Teagasc recognises the importance of developing the knowledge, skills and capability of new entrants to farming and PLP is a key pillar of this development.

Teagasc acknowledges and greatly appreciates the valued role of our hosts in the PLP process. Without our hosts, our learners would not experience the practical training environment afforded to them. PLP for many learners is the highlight of the academic year and provides opportunities for new experiences and the development of lifelong friendships. We also acknowledge all Teagasc staff who contribute to the PLP process and facilitate positive outcomes for all learners.

This guidebook seeks to assist both our learners and hosts to maximise the potential benefits of PLP. The guide provides a framework to those both undertaking and providing PLP to harvest the extensive benefits of the learning experience while meeting mandatory course requirements. Good communication is key to all relationships including PLP. We encourage all our learners and hosts to talk and prepare ahead of PLP and to continue to communicate as the PLP continues. PLP is a formative experience for both learners and hosts and we look forward to strengthening the experience for all. If you have feedback, do not hesitate to get in touch with your PLP Officers or course coordinator.

I wish you the very best in your PLP journey and look forward to supporting you each step of the way.

Go n-eirí an t-ádh leat.

Dr. Anne-Marie Butler
Head of Education, Teagasc

Introduction

All agricultural courses provided by Teagasc, including courses provided jointly with various Universities and Institutes of Technology include a Period of Practical Learning (PLP) with an approved host farmer. PLP is an important and mandatory element of training programmes.

PLP ranges from 8-16 weeks depending on the course. PLP allows learners to develop new skills and enhance existing skills on a host farm. Learners are expected to be involved in the full range of farming activities carried out by the host and gain "hands-on" experience of the day-to-day farm business. The learning period also helps the learner to develop interpersonal skills and implement safety protocols on the host farm.

While undertaking PLP, learners have an opportunity to learn new skills, practice skills taught in the agricultural college and see how the knowledge and science of farming learned in the college is applied in a commercial farming situation.

This learning period also provides an opportunity to develop a range of personal skills and attributes, which will benefit the learner in their working career. With a positive attitude and approach by the learner and the host farmer, the practical learning period can act as a "university of life".

Host farmers gain enormously from the contributions of committed, interested, motivated learners. They also have the satisfaction of training and guiding learners to become successful graduates and farmers in their own right.

Objectives of PLP

A Practical Learning Period (PLP) is a mandatory component of Teagasc training programmes. PLP allows the learner to:

- Apply knowledge, skills and competencies acquired during the training programme to a real work situation.
- Apply classroom theory and practical skills training in a work situation.
- Develop new technical skill through work based learning.
- Understand and apply health and safety protocols and responsibilities of the work place.
- Work independently in an unfamiliar situation.
- Develop effective time management skills.
- Demonstrate initiative and leadership skills.
- Work effectively in a team.
- Analyse and solve day to day workplace problems.
- Develop interpersonal and self-management skills.
- Communicate in a professional manner within the workplace.

Teagasc Agricultural Courses

Teagasc is the primary provider of accredited Further Education and Training (FET) for the land–based sector. Teagasc also makes a major input into Higher Education and Training (HET) and postgraduate courses through its partnerships with the higher education sector.

Teagasc Further Education Courses

Teagasc conducts a range of agricultural courses outlined below:

- Level 5 Certificate in Agriculture.
- Level 6 Advanced Certificate in Agricultural Mechanisation.
- Level 6 Advanced Certificate in Crops & Machinery Management.
- Level 6 Advanced Certificate in Dairy Herd Management.
- Level 6 Advanced Certificate in Drystock Herd Management.

Further information on these courses are available on the Teagasc Website - ***https://www.teagasc.ie/education/.***

Teagasc Linked Higher Education

Teagasc makes a major contribution to the delivery of land sector higher education courses offered by various Universities and Higher Level Institutes. Graduates of higher education courses take up careers across the agri-food sector including farming, advisory services, education, research and the agri-services and food sectors.

Teagasc has had a longstanding involvement with higher education providers including:

- Atlantic Technological University (ATU).
- Dundalk Institute of Technology (DKIT).
- Munster Technological University (MTU).
- South East Technological University (SETU).
- Technological University Shannon (TUS).
- University College Cork (UCC).
- University College Dublin (UCD).
- University of Galway.

Courses are conducted jointly between Teagasc and higher-level institutions, which allows learners to benefit from the expertise and core competencies of each of the partner institutions. These partnerships also provide progression opportunities for learners on Teagasc further education courses to progress into higher education and achieve degree qualifications at Level 7 and Level 8.

Learners undertaking higher-level courses complete a practical learning period with approved host farmers.

Further information on the Teagasc linked higher education courses can be found on the Teagasc website - ***https://www.teagasc.ie/education/***

Schedule of Practical Learning Periods on Agricultural Courses

Course	PLP start date	Duration (Weeks)
Further Education Courses:		
Level 5 Certificate in Agriculture *(All Colleges)*	March	8
Level 6 Advanced Certificate in Agricultural Mechanisation *(Ballyhaise College)*	February	16
Level 6 Advanced Certificate in Agricultural Mechanisation *(Mountbellew Agricultural College)*	February	16
Level 6 Advanced Certificate in Agricultural Mechanisation *(Salesian Agricultural College, Pallaskenry)*	January	16
Level 6 Advanced Certificate in Crops & Machinery *(Gurteen College)*	February	16
Level 6 Advanced Certificate in Crops & Machinery *(Kildalton College)*	August	16
Level 6 Advanced Certificate in Dairy Herd Management (All Colleges)	January – February	16
Level 6 Advanced Certificate in Drystock Herd Management (All Colleges)	January – February	16
Higher Education Courses:		
Level 8 Bachelor of Science (Honours) in Sustainable Agriculture/ Agri-Food Production *(DKIT)*	March	8
Level 7 Bachelor of Science in Agriculture *(MTU)*	January	15
Level 7 Bachelor of Science in Agriculture *(SETU)*	January	12
Level 8 Bachelor (Hons) of Science in Agricultural Science *(SETU)*	January	15
Level 6 Higher Certificate in Engineering in Agricultural Mechanisation *(TUS)*	March	30

Procedures for Practical Learning Periods

Practical learning is coordinated and managed by the National Placement Specialist based in the Teagasc Curriculum Development & Standards Unit in Kildalton College. This work is supported by PLP Officers and other staff in the colleges/regional units.

Information on PLP

Learners are provided with information on PLP at various stages during their studies. Information on PLP is made available via:

- College Open Days.
- Teagasc Prospectus.
- The Learner Handbook.
- Course Induction.
- Information briefings with the PLP officer.
- Learner mentor meetings.
- Pre PLP briefing meetings.
- PLP supervisory visits.
- Teagasc website ***https://www.teagasc.ie/education/.***

Course Induction

Learners are briefed on PLP arrangements as part of course induction. Course induction takes place during the first weeks of Teagasc courses. Learners meet the PLP officer and information on the duration, timing and coordination of PLP is discussed. Learners have an opportunity to raise questions or concerns that may have during PLP briefings.

Host Farmer PLP Request Forms

Registered host farmers are required to complete a Learner Request Form each year. This allows Teagasc to update details of the practical learning period that can be offered by host farmers.

Learner Request Forms and other updates or changes to PLP procedures are communicated to host farmers by e-mail. Host Farmers are required to have a valid email and to inform the National Placement Specialist of changes to e-mail addresses.

Farmers who **do not** return a completed a Learner Request Form **cannot** participate in PLP as a host.

Learner Learning Request Forms

As part of PLP planning, learners complete a PLP request form in October. The form allows the learner to:

- Record their personal details.
- Indicate their experience of:
  - Working with livestock.
  - Operating tractors & farm machinery.
- Suggest their preferred location for PLP.
- Rank their preferred main enterprise(s) for PLP.
- Confirm that they will comply with the terms and conditions relating PLP.

Learner Preparation for PLP

To prepare learners for placement, the PLP Officer will work closely with learners and offer relevant advice and guidance. Induction and preparation for the PLP will include the following steps:

- A PLP briefing during course induction.
- Information meetings with the PLP Officer to answer questions and outline the management and coordination of PLP.
- Completion of a Practical Learning Request Form by the learner.
- Attendance at a PLP induction course prior to the beginning of the PLP where aspects of the PLP process is discussed in detail.
- Health and safety training with particular emphasis on managing the risks associated with practicing skills training and identifying hazards in the workplace.
- Information on reporting accidents.
- Guidance on how to raise issues, problems or concerns while on PLP.
- Details on how to make a formal complaint during the PLP process.
- Information on the supervision of PLP by the college.
- Guidance on completing the practical learning diary and other relevant assignments.
- Outlining the assessment requirements to successfully pass the PLP module.
- Information on tax credits and PAYE/PRSI requirements.
- Support with registering with Revenue Online Services (ROS) if required.
- Completing a mandatory learner/host farmer induction meeting and agreeing specific terms of the PLP including travel/commuting arrangements, food and accommodation, roles and responsibilities and skills to be experienced/learned. PLP **cannot** commence without attending the induction meeting with the host farmer.

Learner and Host Farmer Induction Meeting

An induction meeting, arranged between the learner and host farmer must take place before the commencement of the PLP.
A PLP Induction Meeting Form must be completed in detail and returned to the PLP Officer before PLP can commence.
This meeting should take place on the host farm and discuss, clarify and agree PLP arrangements including:

- Daily start and finish times.
- Payment of expense allowance.
- Arrangements for food and accommodation.
- Safety.
- Insurance and driving licence requirements.
- Biosecurity.
- Use of mobile phone policies.
- Main duties and responsibilities.
- Skills practice.
- Working additional hours.
- Payment for working additional hours.
- Complaint procedures.
- Confidentiality and use of social media arrangements.

These topics should be discussed and agreed at the induction meeting prior to the start of the learning period.

Attendance at induction training is mandatory for all learners prior to commencing PLP. It is Teagasc policy that learners cannot commence PLP until an induction course and a mandatory induction meeting with the host farmer is satisfactorily completed.

Summary of Procedure for Practical Learning Period

- Course Induction
- PLP Briefing Meetings with PLP Officer
- Updating of Host Farmer PLP Request Forms
- Completion of Learner Request Forms
- Learner Preparation for PLP (Safety training)
- Emails of Introduction Issued to Learners and Host Farmers
- Learner and Host Farmer Induction Meeting
- Return of PLP Induction Meeting Form to PLP Officer
- Start of PLP
- Supervision of PLP (Phone Calls & Visit)
- Completion and Submission of PLP Diary
- Submission of Host Farmer PLP Report
- Completion of PLP and Credit for PLP Module

Requirements for a Valid PLP

The following PLP procedures must be adhered to:

- Learners must complete the Practical Learning Period on a Teagasc **approved** host farm.
- Learners under 23 cannot complete the practical learning period on their own family/relations farm.
- Learners are **not permitted** to undertake PLP within 10 km of their home.
- Learners must make their own travel arrangements with regard to commuting to and from the host farm.
- The normal period of PLP will consist of a minimum 7 daily hours (35 hours over 5 days), Monday to Friday. **PLP cannot be completed in less than 5 days per week (excluding Bank Holiday weeks)**.
- Host farmers are required to have the following insurance cover in place for the duration of the placement:
  - Employer's Liability (€13million minimum).
  - Public Liability insurance cover (€2.6 million minimum).
  - Adequate motor insurance.

  Evidence of insurance must be provided on request to Teagasc.
- Host farmers are required to provide Teagasc with an Electrical Installation Certificate stamped or signed by a qualified electrician every 3 years.
- Host farmers are required to have an up to date Safety Statement or Risk Assessment Document. Learners must be shown this document at the commencement of PLP and it must be available to them at all times.
- Learners are required to comply with all aspects of the host farmer's Risk Assessment Document or Safety Statement while on PLP.
- Host farmers must ensure that all equipment and work practices are safe and that the learner is not asked to operate any unsafe equipment or follow any unsafe procedures while on PLP.
- Host farmers may be required to check the driving licence of the learner to comply with motor insurance arrangements in place on the farm.
- Wellington boots and overalls should be provided by the learner. For biosecurity reasons boots and overalls used on PLP should not be used for any other farm operations.
- Personal Protective Equipment (PPE) required for farm work must be supplied by the host farmer e.g. goggles for liming cubicles.
- On-farm safety re-inspection audits are completed every 3 years by PLP Officers and or other nominated staff.

- Host farmers must complete the online Tusla Introduction to Child First e-learning programme and submit a copy of the programme completion certificate to the National Placement Specialist. This programme can be accessed at **https://www.tusla.ie/children-first/children-first-e-learning-programme/**.
- Learners and hosts receive a formal email of introduction from Teagasc prior to the commencement of the PLP.
- Learners must undertake an induction meeting with their host farmer before PLP can be approved by Teagasc.
- Learners must be supervised while on PLP by a full time farmer or farm manager.
- Hosts must provide access to a toilet and canteen/kitchen facilities for learners.
- During PLP the learner is required to complete a practical learning diary. This is an essential part of PLP assessment. The host farmer is required to provide the necessary information to allow the learner to complete the diary to a satisfactory standard.
- All hours worked by the learner are to be recorded in the PLP diary and signed by the host farmer each week.
- Learners are visited by a Teagasc supervisor during PLP to ensure that training is satisfactory for both learner and host. The host farmer and learner are obliged to be present during the supervisory visits. Prior notification will be given to the host and learner before the visit takes place.

- To satisfy the course PLP requirements, the learner must complete the minimum number of training days with the host farmer.
- Sick leave entitlements do not apply. Learners who do not complete the minimum number of PLP days with the host farmer will be obliged to complete outstanding days at a later date.
- Host farmers must complete and submit a Host Farmer PLP Report at the end of the learning period. This form must be returned to the appropriate college within 1 week of the completion of PLP.
- It is recommended that learners attend events with their host farmer during PLP e.g. Discussion group meetings, farm walks, open days or the mart.
- The host farmer can expect learners to make a considerable contribution to the daily running and management of the business while allowing time to develop a good rapport with the host farmer in a new setting.

While it is essential that the above conditions are adhered to, it is equally important for the learner and host farmer to realise that PLP is primarily an educational situation and an essential part of the Teagasc training programme.

It is important that learners are taught new skills and are given time to perfect existing skills. The learner and host farmer are expected to adhere to the spirit of learning and make every effort possible to make PLP worthwhile and enriching.

PLP requirements are periodically reviewed and updated by Teagasc. Learners and hosts will be informed of changes to PLP conditions and made aware of any new PLP requirements.

Where learners or hosts fail to adhere to requirements of Teagasc PLP conditions PLP arrangements can be terminated.

Payment During PLP

- The host farmer must pay the learner a **minimum** weekly expense allowance. This allowance will be reviewed annually.
- Where the learner only receives the minimum expense allowance and meals are not provided the host farmer must pay the learner an additional meal allowance of €10/day.
- The minimum weekly allowance must be paid to the learner regardless of public holidays.
- The weekly allowance is subject to PAYE, PRSI and Universal Social Charges administered by the host farmer.
- Learners will need to have an account with Revenue (My account https://www.ros.ie/myaccount-web/sign_in.html?execution=e1s1) and provide tax credit details to their host.
- Where a learner agrees to spend more than 35 hours on the host farm or work weekends, the host farmer must pay the learner at least the National Minimum Wage for these additional hours.
- All hours worked by the learner are to be recorded in the PLP diary and signed by the host farmer.
- Night-time work by a learner is not permitted.
- Work breaks must be provided as per employment regulations. Refer to the Workplace Relations Commission (WRC) guidelines: **https://www.workplacerelations.ie/en/what_you_should_know/hours-and-wages/working_hours/**.

PLP Complaints Policy

In coordinating PLP, Teagasc aims to deliver an efficient and quality service to learners, and host farmers. However, things can go wrong and learners and hosts have a right of complaint if issues arise during PLP.

Teagasc has a PLP Complaints Policy to guide how complaints will be addressed. It is intended to help resolve problems in an effective way. Those making a complaint can expect to be dealt with promptly, fairly and in accordance with the PLP Complaints Policy.

This policy outlines how a learner or host farmer can make a complaint or seek a review of Teagasc PLP arrangements.

The purpose of the policy is to resolve complaints or problems, as far as is possible to the mutual satisfaction of the complainant and Teagasc.

There are four stages in the Teagasc PLP Complaints Process, the first is an informal review by the PLP Officer, the second is a formal review by the College, the third is a formal review by Teagasc and the fourth is via the offices of the Ombudsman.

The policy can be viewed at **https://www.teagasc.ie/education/quality-assurance-and-policies/**.

Teagasc PLP Complaints Procedures

Stage 1
Informal review

- The learner or host farmer contacts the local PLP Officer to raise concerns regarding PLP.
- If the issues remain unresolved the learner or host can elevate the matter to Stage 2.

Stage 2
Formal College Review

- The learner/host complete a PLP Complaint Form.
- The College Principal supported by the National Placement Specialist investigate the complaint and issue recommendations.
- If at this stage, the issue is not resolved, the learner/host can refer the matter to the Teagasc Quality Customer Service Officer.

Stage 3
National Review

- Quality Customer Service Officer with the Head of Education will refer the complaint to an independent review group.
- The review group will investigate the complaint and issue final recomendation.
- If a learner/host is not satisfied that their complaint has been adequately resolved by the Teagasc, they can contact the Ombudsman, or the Ombudsman for Children.

Stage 4
Offices of the Ombudsman

- The complaint can be referred to the Ombudsman, or the Ombudsman for Children.
- The recommendations of the Ombudsman or the Ombudsman for Children will be adopted by Teagasc.

Reporting of Incidents/Accidents during PLP

Learners complete their PLP on working host farms and while every effort is taken to ensure safety, accidents can sometimes occur. It is a requirement that host farmers inform Teagasc of all accidents involving learners that occur during PLP. The following is a summary of the actions, which must be taken in the event of an accident:

- All accidents should be reported to the PLP Officer within 24 hours of occurrence.
- The accident will be investigated by the PLP Officer or another nominated person to determine the root cause of the accident.
- The host farmer and learner may be interviewed as part of an investigation process.
- A written summary of interviews will be prepared, photographs may be taken and an accident report will be completed.
- If required, the host farm may be inspected by a representative of the Teagasc Insurance Company. The host farmer will be informed of any such inspections in advance.
- New safety protocols and work procedures may need to be introduced on the farm to mitigate risk of a recurrence.
- The learner absent from PLP due to an accident, may be required to provide a medical certificate to confirm that they are fit to recommence PLP. A copy of such medical certificate should be provided to the College PLP Officer.

- The host farmer is also required to adhere national Health and Safety legislation with reporting accidents. The online Health and Safety Authority (HSA) link to the reporting system is **https://webapps.hsa.ie/Account/Login?ReturnUrl=%2f**.
- A procedure should be in place on the host farm to review "near misses" so that accidents are minimised and safety management improved.

Learner Welfare

Learner welfare is essential and involves both the host farmer and Teagasc. Together they can support the wellbeing of the learner and help build resilience and a sense of community.

Should a host farmer become aware of an issue with the wellbeing of a learner, they should be proactive and contact the PLP Officer. The PLP Officer will support the learner and can provide them with contact details for professional help, should it be requested.

Host farmers should be aware of the additional support Teagasc can offer to learners experiencing wellbeing or ill health issues and contact the PLP officer for additional information.

Teagasc Child Safeguarding Policy

Teagasc is committed to safeguarding children (minors under 18 years of age) undertaking training with Teagasc. The Teagasc Child Safeguarding Policy is prepared in accordance with the Children First Act 2015 and the Children First: National Guidance.

It sets out the principles and procedures to be observed to ensure, as far as possible, that a child availing of Teagasc's services is safe from harm.

Teagasc may also, in its discretion, adapt and apply certain provisions of this policy for use in the safeguarding of vulnerable adults.

The Teagasc Child Safeguarding Policy can be viewed at **https://www.teagasc.ie/about/corporate-responsibility/child-safeguarding-policy/**.

In line with this policy host farmers are required to complete the online Tusla 'Introduction to Child First e-learning programme' course. This programme must be completed by all host farmers and a copy of the completion certificate submitted to the National PLP Specialist. This programme can be accessed at https://www.tusla.ie/children-first/children-first-e-learning-programme/

Teagasc requires that host farmers are Garda Vetted. This process is managed and coordinated by the National Placement Specialist.

Learners under 18 years of Age

The following procedures are in place to protect minors under 18 years at the time of commencing PLP:

- The host farmer will be made aware of the fact that the learner is under 18 years and therefore a minor.
- Learners under the age of 18 cannot reside on a host farm while on PLP.
- Hosts providing PLP for minors will be Garda vetted prior to the commencement of PLP.
- The PLP officer/Supervisor will maintain regular contact with the minor while on PLP.

Guidelines on Bullying, Intimidation and Sexual Harassment

All learners and agricultural hosts are entitled to be treated with respect:

- Learners on PLP and host farmers must be allowed to perform their duties in a climate free from intimidation, bullying and sexual harassment.
- It is the responsibility of Teagasc to ensure that learners and hosts are not subjected to bullying, intimidation or sexual harassment during PLP. Complaints received by Teagasc will initiate an investigation which will bear in mind the sensitivity of the complaint.
- Learners and host farmers are made aware of the Teagasc Dignity and Respect Policy Statement which includes guidance on intimidation, bullying and sexual harassment and disciplinary procedures related to such behaviours.

The Teagasc Dignity and Respect policy can be viewed at: **https://www.teagasc.ie/education/quality-assurance-and-policies/**.

Practical Learning in Foreign Countries

Learners are encouraged to undertake PLP in overseas countries. Such PLP arrangements must be organised through a supervisory agency which is registered with Teagasc. The registered agency must be able to:

- Provide a safe and appropriate location for PLP.
- Supervise the PLP.
- Provide induction training for learners when they arrive in the foreign country.
- Ensure there is adequate insurance cover at the learning location.
- Act as a point of first contact should problems arise.
- Take appropriate action to solve any problems arising.
- Advise Teagasc regarding the general suitability of agricultural hosts.
- Report any accidents to the supervisory agency within 24 hours for onward notification to Teagasc.

Learners who complete foreign PLP must adhere to the following requirements:

- Complete a Foreign PLP Disclaimer form and return it to the PLP Officer.
- Source their own personal accident/travel insurance and medical insurance cover before commencing foreign PLP. Teagasc does not provide travel or personal accident insurance for learners on foreign PLP.
- Organise flights and work visas required for foreign PLP.
- Attend an induction meeting organised by the appointed approved foreign supervisory agency prior to the arrival on the host farm.
- Report any accidents that may occur during PLP to the supervisor on the farm or to the agency.
- Act in a professional and safe manner while on PLP.
- Take responsibility for any costs associated with early termination of a foreign PLP.

Foreign PLP can only be recognised for certification purposes if approved by Teagasc before PLP commence.

Criteria for Selection of Host Units

PLP requirements are periodically reviewed and updated by Teagasc and therefore selection criteria for host units will routinely be monitored, assessed and updated as part of requirements of the learning objectives of PLP modules.

The training environment of a host will be assessed and monitored for suitability regarding:

- Safety, Health and Welfare at Work.
- Learner welfare.
- Learning experience.
- Communications and mentoring skills of the host.
- Standard of farming and enterprises management.
- Compliance with specific Teagasc PLP requirements relating to child safety, protection of minors, Garda vetting, insurance and accident reporting.
- Knowledge of Teagasc training programmes and the role of the PLP in programmes.
- Accommodation (where supplied), meals and working conditions (hours, time-off, etc.).

The National Placement Specialist will inform host farmers of any new mandatory requirements for PLP that is required by Teagasc to be completed.

Training for Agricultural Hosts

The role of the host farmer is to provide the opportunity for practical skills learning for the learner. It is important, that hosts have the necessary skills to assist the learner in learning and improving competency and management practices.

For successful PLP, host farmers require empathy, understanding, patience and a genuine interest in supporting the learning experience. Hosts require a knowledge of the courses that the learner is completing to ensure the learner gets the training they require to successfully complete the course.

Host farmers need to have a good understanding of the Teagasc agricultural training programmes and their role in supporting training during PLP.

Host farmers should be competent in the following:

- Communications.
- Instruction and training techniques.
- Coaching and people management.
- Safety management.
- Farming to a high standard.
- Competent in the skills and husbandry associated with their farm enterprises.
- Compliant with animal welfare and other compliance requirements.
- Familiar with employment law and Revenue requirements.

As the learning period is a key element of Teagasc courses, host farmers will be required to attend training with Teagasc to assist them in providing an effective learning environment for the learner.

Training involves mandatory attendance at annual host farmer briefings organised by each individual agricultural college.

Disclosure and Confidentiality

For health and safety reasons, and to facilitate successful PLP, Teagasc will share relevant information with learners and hosts. The sharing of personal information will be limited to factors that may affect the successful completion of PLP and will be treated in confidence between the host, learner and PLP officer.

Teagasc Data Protection

Teagasc has a number of policies in place designed to support the protection of your personal data:

- Personal Data provided to Teagasc will only be used for the purpose for which it was collected.
- Teagasc's commitment to data protection and your rights under our policies which are available on **https://www.teagasc.ie/about/corporate-responsibility/data-protection/policies**/.

PLP Checklist for Learners

The following steps will facilitate a successful PLP:

Learner Checklist:	✓
1. Read the Learner Handbook	☐
2. Attend your Course Induction	☐
3. Discuss your PLP requirements with your family and friends	☐
4. Complete and submit a Learner PLP Request Form	☐
5. Attend safety and PLP induction training	☐
6. Complete a PLP induction meeting with your nominated host	☐
7. Bring your driving licence to the induction meeting	☐
8. Confirm PLP arrangements with your host	☐
9. Return documentation to your PLP officer	☐
10. Commence PLP on schedule	☐
11. Provide tax credit details to your host	☐
12. Attend PLP on time as scheduled	☐
13. Comply with requirements regarding safety, bio-security and confidentiality agreed with your host	☐
14. Keep your PLP diary up to date weekly	☐
15. Communicate any concerns or issues to your PLP officer	☐
16. Report any accidents to your PLP Officer	☐
17. Discuss PLP and any issues with your PLP Supervisor	☐
18. Complete PLP and submit your PLP diary for correction	☐
19. Complete the end of PLP survey	☐
20. Complete end of course survey	☐

PLP Checklist for Hosts

The following steps for hosts will facilitate a successful PLP:

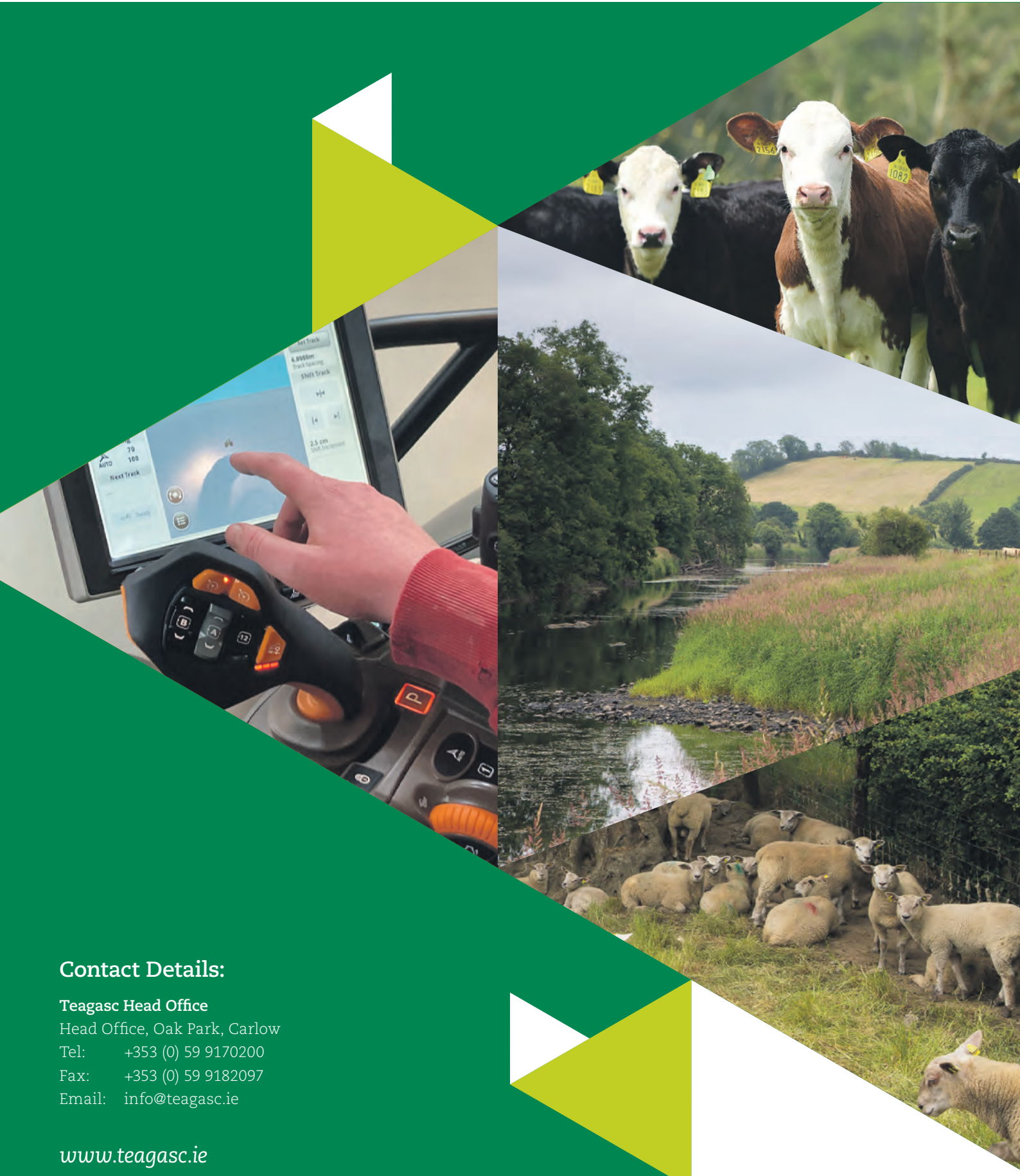
Host Checklist:		✓
1.	Compliance with health and safety requirements	☐
2.	Maintain required insurance cover in place	☐
3.	Completion of Tusla Introduction to Child First e-learning programme	☐
4.	Compliance with Garda vetting requirements	☐
5.	Compliance with measures to protect minors undertaking PLP	☐
6.	Complete and submit a Host PLP Request form	☐
7.	Attend Teagasc PLP briefings	☐
8.	Complete a PLP induction meeting with your nominated learner	☐
9.	Review the driving license of your learner at the induction meeting	☐
10.	Confirm PLP arrangements, including agreed weekly hours and payment with your learner	☐
11.	Return documentation to your PLP officer	☐
12.	Complete induction and safety training with your learner	☐
13.	Get tax credit details from your learner	☐
14.	Make your Risk Assessment Document/Safety Statement available	☐
15.	Make information available to allow the learner to complete their PLP diary	☐
16.	Sign the PLP diary weekly	☐
17.	Communicate any concerns or issues to your PLP officer	☐
18.	Report within 24 hours any accidents to your PLP officer	☐
19.	Cooperate with Teagasc accident investigations	☐
20.	Implement any recommendations arising from an accident investigation	☐
21.	Discuss any issues/concerns with the PLP supervisor	☐
22.	Complete and submit on schedule the end of PLP feedback form	☐

For further information on PLP contact:

Ballyhaise College	049-4338108
Clonakilty College	023-8832500
Kildalton College	051-644400
Gurteen College	067-21282
Mountbellew Agricultural College	0909-679205
Salesian Agricultural College Pallaskenry	061-393100

Notes

Notes



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