

PPC 2024 GENERAL ATTENDANCE POLICY

The Professional Practice Course is highly interactive. Lectures and tutorials are designed to build on knowledge gained in previous sessions, thus providing a scaffolding learning experience. As such, those who miss teaching sessions will be at a serious disadvantage. This General Attendance Policy applies to all PPC courses save for the skills course (please see separate Skills Attendance Policy) and covers attendance requirements for both tutorials and lectures.

Lecture Attendance Requirements

Trainees are required to attend all 'live' lectures including mixed mode lectures where trainees can attend the live lecture either onsite in the Lecture Theatre, or online via the live Panopto webcast. Trainees are also required to review any pre-recorded lectures in advance of the relevant tutorials.

Trainees are not required to notify their absence from lectures. Attendance at live lectures will however be monitored periodically throughout the course, with onsite and online attendance being automatically logged at the point of lecture delivery. The Head of the PPC will initially meet with any trainee who is failing to attend at least 80 % of lectures (on an ongoing basis) to discuss the reasons for the trainee's absence. In the event of continued and persistent absence from lectures thereafter:

- (i) the trainees' training manager may be informed of the trainee's lecture attendance record; and/or
- (ii) the trainee may be required to complete exercises and produce a portfolio of this work within a specified timeframe to reflect the learning they have missed and to meet the lecture attendance requirements ('completion work'). In these circumstances the trainee will not be eligible to be declared as having passed the PPC until they have submitted satisfactory completion work.

Tutorial Attendance Requirements

It is essential that all trainees fully prepare for and attend all tutorials as their effectiveness depends on the full participation of all trainees. Attendance at tutorials is accordingly compulsory and will be closely monitored, with at least 80% tutorial attendance required for each individual course. Failure to meet the requirements for tutorial attendance will have the following consequences:

- a) The trainee will not be declared to have passed the PPC. Please note that this applies even where the trainee has passed the assessment/examination in the relevant course.
- b) The trainee will be required to attend the next available PPC to participate in the tutorials they have missed. The trainee must discharge the fees for such attendance.
- c) The trainee will not be eligible to be declared as passing the PPC until they have satisfactorily completed such outstanding attendance requirements and discharged all fees that are due in that regard.
- d) In exceptional circumstances the trainee may be permitted to complete a series of exercises and produce a portfolio of this work within a specified timeframe ('completion work'), to reflect the work they have missed and to meet the tutorial attendance

requirements. Failure to submit satisfactory completion work on time will have the effects outlined at (a)-(c).

These tutorial attendance requirements apply regardless of the circumstances surrounding a trainee's absenteeism. It is the responsibility of each trainee to ensure that their attendance is recorded on each occasion.

All tutorial absences should be notified as soon as possible to ppcattendance@lawsociety.ie. Absences cannot be excused, but where trainees are absent for reasons such as certified illness, this may be considered when a tutorial attendance review is carried out (see below), particularly where absences are close to the 20% point.

It is important that trainees are punctual when attending tutorials. Trainees are advised to arrive at their assigned tutorial location five minutes in advance of the scheduled commencement time. Trainees who are significantly late arriving for a tutorial will be recorded as absent.

At the conclusion of the PPC, the Head of the PPC, in consultation with the relevant course managers, will undertake a tutorial attendance review that determines in the case of each trainee:

- (1) Whether the trainee has met the tutorial attendance requirements for each course; and/or
- (2) Whether the trainee is required to take any tutorials on the next available PPC or whether they should be permitted to submit 'completion work' and, if so, the extent and content of the portfolio to be submitted.

Course Specific Requirements

In addition to this General Attendance Policy and the Skills Attendance Policy (see separate document), some courses may have specific compulsory attendance requirements for certain sessions. Relevant Course Managers/ Executives will advise you of those specific attendance requirements during the course delivery.

Online Lectures & Tutorials

For online sessions, there is an expectation that trainees have their camera turned on. This is to facilitate online interactions and to ensure that a real 'community of practice' emerges in the online setting. However, we recognise that in a limited number of circumstances trainees may not be in a position to have their camera turned on. In those limited circumstances it will be necessary for the trainee to contact the relevant Course Manager/ Executive in advance of the particular session to advise them of that fact.

PPC 2024 SKILLS ATTENDANCE POLICY

Skills is one of the four pillars of training and development for trainees on the PPC. The modules of the Skills Core Subject run over semesters one and two. They are: Advocacy; Commercial Drafting; Client Communications; Legal Research; Legal Writing; Negotiation Skills; Presentation Skills.

Attendance on the Skills Core Subject is compulsory. It is essential that all trainees prepare for and fully attend all modules of the Skills Core Subject as their effectiveness depends on the full participation of all trainees. It is the responsibility of each trainee to ensure that their attendance is recorded on each occasion. Failure by a trainee to attend any part of any module on the Skills Core Subject, (whatever the reason for such non-attendance), may be treated as a failure to complete the Skills Core Subject and therefore a failure to meet the skills attendance requirements of the PPC. This policy applies regardless of the circumstances surrounding a trainee's absenteeism.

All skills absences should be notified as soon as possible to ppcattendance@lawsociety.ie. Absences cannot be excused, but where trainees are absent for reasons such as certified illness, this may be taken in to account on the Skills Attendance Review (see below), particularly where absences are close to the 10% point.

Failure to meet the skills attendance requirements will have the following consequences:

- a) The trainee will not be declared to have passed the PPC. Please note that this applies even where the trainee has passed the Skills Core Subject in the examinations/practical.
- b) The trainee will be required to attend the next available PPC in order to take the whole of each skills module which he/she has failed to complete. The trainee must discharge the fees for such attendance.
- c) The trainee will not be eligible to be declared as passing the PPC until they have satisfactorily completed such outstanding skills attendance requirements and discharged all fees that are due in that regard.
- d) In exceptional circumstances the trainee may be permitted to complete a series of exercises to reflect the work they have missed and to produce a portfolio of this work within a specified timeframe ('completion work'), in order to meet their skills attendance requirements. Failure to submit satisfactory completion work on time will have the effects outlined at (a), (b) and (c).

At the conclusion of the PPC the Skills Leader, in consultation with the relevant course managers, will undertake the "Skills Attendance Review" that determines in the case of each trainee:

- (1) Whether the trainee has met the attendance requirements for satisfactory completion of the Skills Core Subject;
- (2) Whether the trainee is required to take the Skills Core Subject or any module thereof on the next available PPC or whether they should be permitted to submit 'completion work' and, if so, the extent and content of the portfolio to be submitted.

GENERAL CONDUCT POLICY

Trainees are expected to adopt a professional approach towards both their studies and the manner in which they conduct themselves during the course. You are accordingly required to be respectful and courteous to members of staff, guest lecturers and tutors, and fellow trainees at all times.

Throughout the course you will work in learning groups with other trainees. You will therefore encounter people with a diverse range of backgrounds, experiences and beliefs. It is essential that you respect the contribution and worth of others and be conscious of the impact that your behaviour and use of language can have.

Bullying, harassment or any kind of abusive, aggressive or threatening behaviour will be viewed as a breach of conduct and subject to a full investigation and/or disciplinary action by the Director of Education, or in serious cases, the Education Committee.