

FIRST POLYMER TRAINING SKILLNET LEARNER HANDBOOK

ACCREDITED TRAINING

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First Polymer Training Skillnet
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www.firstpolymerskillnet.com

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1 INTRODUCTION

1.1 Welcome.

Welcome to First Polymer Training Skillnet (FPTS). This Learner Handbook will provide you with essential information about FPTS as an organisation, your programmes and assessments and much more besides. We strongly encourage you to contact any staff member if you have any questions or concerns.

1.2 Commitment to Quality

FPTS is strongly committed to providing our training services to the highest quality standards. Our [Quality Statement](#) is published on our website.

1.3 About Us

1.3.1 FPTS Staff

FPTS is a small community comprising a Network Management Team headed by the Centre Manager, and a team of experienced tutors and programme developers. The management team is supported by Skillnet Ireland, Ibec, a Steering Group and an Academic Council for purposes of funding, industry support, and governance. Our training delivery team includes subject matter experts who are all very experienced practitioners in their specialist areas.

1.3.2 Training Facility

Location

Our administrative and course centre is located at Blyry Business and Commercial Park, Athlone (Eircode: [N37 RT29](#)). Ph: 090 647 1223

1.3.3 Training Centre Equipment

The centre has a full range of plastics processing equipment which can be seen at the following link to our [website](#). You can also take a virtual tour of our facility by clicking below.

[Take our Virtual Tour](#)



Having a full range of polymer processing equipment at our facility enables FPTs to deliver intensive hands-on training in safe and controlled environment.

1.3.4 Contact Us

First Polymer Training Skillnet
7 Centre Court,
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N37 RT29

Email: info@firstpolymer.com

Phone: 00 353 (0)90 6471223

Website: <https://www.firstpolymerskillnet.com/contact-us/>

2 INFORMATION FOR LEARNERS

2.1 General Data Protection Regulations (GDPR).

The learner information held by FPTS is governed by GDPR legislation and full details of the nature of the information that we store, the reason for storing it, the legal basis for storing it, and the duration for which it is held, is all published in the [Privacy Statement section of the FPTS website](#).

Data Sharing with Employers: Individual attendance data or assessment results(if applicable) are only shared with the employer, if the trainee gives consent. This consent is sought on the trainee registration form.

If you have any questions about data protection, please contact any member of the FPTS Network Management Team.

2.2 Instructions to Delegates

At the commencement of each programme all learners will be issued with an Induction Pack, which will provide details of our facilities and the specifics of the programme on which they are enrolled.

2.3 Learner Charter

All learners participating in our programmes have the right to expect a professional standard of delivery and assessment in an environment free from any form of harassment, discrimination or intimidation and that respects and promotes personal integrity and dignity.

These rights come with an expectation by FPTS of the responsibilities of the learners.

The rights and responsibilities of both parties are detailed in the Learner Charter which can be found on our website ([link](#))

2.4 Onsite training

On occasion, clients request that training be provided onsite at their premises, and FPTS is happy to accommodate such requests subject to the provision of suitable conditions in which to do so. FPTS has a documented Training Facility Specification in place to ensure that the training environment is fit for purpose. The specification is available through the Network Management Team.

2.5 Availability of support

FPTS wish to ensure that all our learners have the best possible opportunity to successfully complete our programmes. We will endeavour to help you in any way we can, and there are many learner supports described in this handbook. The [FPTS website](#) is a significant resource, but the Centre Manager, the Network Management Team, and the tutor can be contacted directly during office hours or e-mailed at any time, and they will respond as quickly as possible. Links to additional supports can be found in the Learner Supports section below and on our website [Learner Support FAQs](#).

2.6 Accredited and non-accredited training

Accredited training is training which is accredited by an academic or professional accreditation body. In the case of FPTS, our accredited programmes are certified by QQI (Quality and Qualifications Ireland).

FPTS has a unique position as the sole provider of nationally certified polymer processing training at Level 5 and Level 6 on the National Framework of Qualifications (NFQ).

FPTS also provides a comprehensive suite of non-accredited training. This is training that is designed to meet a specific employer and learner need, however, it is not accredited (certified) by any awarding body.

FPTS implements the same standards of training quality assurance to our accredited and non-accredited training provision.

Our programmes described on our website at [\(link\)](#).

2.7 QQI Accreditation

Qualifications and Quality Ireland (QQI) is the sole statutory awarding body for nationally accredited training in the Republic of Ireland.

Details of QQI accreditation and the National Framework of Qualification can be found on our website at [\(link\)](#)

Grade Bands

Distinction: 80-100%

Merit: 65-79%

Pass: 50-64%

Unsuccessful: <50%

2.8 Submission for Certification

From the point at which a learner completes their assessment there are several processes that must complete before they receive their certificate.

This process is described in detail on our website at [\(link\)](#)

2.9 Academic Misconduct

The fairness of the assessment process relies heavily on the proper conduct of the learner.

Learner responsibilities in this regard are described on our website at [\(link\)](#)

2.10 Repeats, Deferrals, Extensions

Repeat (Re-sit) assessments

- Any learner wishing to re-sit an assessment may do so within four months of the original assessment.
- If the assessment resit is not completed within this timeframe, the learner must re-attend the full programme to resit the assessment.
- Learners intending to re-sit must advise FPTS of their intention to re-sit no later than three weeks prior to the resit.
- Only one re-sit per programme assessment is permitted.

- There is no capping on the grade that a student can achieve on a resit.

Deferrals/ Extensions

Deferrals or extensions may be granted, where warranted if the student submits an extension request at least one week before the submission deadline. Where supporting evidence is relevant, e.g. in the case of sickness, a medical certificate must also be provided.

3 LEARNER SUPPORTS

FPTS has a range of supports in place to aid learners support our commitment to our quality assurance system. The list of supports is available on our website at ([link](#))

3.1 Access Transfer and Progression

There are certain prerequisites in place for participation in our programmes (programme access).

In addition, there are some circumstances where there are opportunities for further study (transfer and/or progression).

These are described on our website at ([link](#)).

3.2 Recognition of Prior Learning

Learners may wish to have their prior learning considered for purposes of access, exemptions, or credit towards an award.

These are described on our website at ([link](#)).

3.3 Reasonable Accommodations

FPTS recognises that learners may have specific requirements for successful participation in our programmes, and we have a range of Reasonable Accommodations to address this

These are described on our website under our Learner Supports FAQs [link](#)

3.4 Compassionate Consideration

FPTS recognises that on occasion extenuation circumstances may interfere with programme participation, and we have a number of supports in place to address this.

These are described on our website at ([link](#))

3.5 Making a Complaint

FPTS recognises that a learner may wish to make a complaint about some aspect of our service. FPTS has a system in place to address informal and formal complaints.

These are described on our website at ([link](#))

3.6 Making a Grade Appeal

A learner who may wish to query an assessment result has the opportunity to do so in an informal or formal way. FPTS has a system in place for rechecks and appeals

These are described on our website at ([link](#))

3.7 Overarching approach to Teaching, Learning and Assessment

For more information on our approach to Teaching, Learning and Assessment and also to Blended Learning, see [here](#)