

Off-Campus Educational Activities

Guidelines and Checklist for Organising Trips

A. Planning

Ideally all trips should be planned at the start of the academic year and included on the student's copy of the year plan. Course staff require early notice so that they can take note of the trip when planning their lessons and deadlines.

The objectives of the trip should be clear and relevant to the context of the student's education at Further Education level.

1. Factors to consider when choosing the destination.
 - i. Convenience – what destinations can be conveniently reached
 - ii. Educational relevance
 - iii. Cultural experience
 - iv. Events of relevance taking place at the destination e.g. trade fairs, expos.
 - v. Price.

2. Factors to consider when choosing the date
 - i. Refer to the college calendar to check for clashes with scheduled college activities e.g. Work Experience, Mid Year Assessment.
 - ii. Are there particular events that are of relevance to the coursework?
 - iii. When is the most economical date for travelling?
 - iv. Are weather conditions relevant?

3. Factors to consider when deciding the duration of the trips
 - i. Transport and accommodation, availability and price.
 - ii. Absence from college by students.
 - iii. Absence from college by staff. Who will provide cover?
 - iv. The proposed itinerary – What to do at the destination?

B. Checklist

Initial planning (At the start of the academic year)

Choose appropriate destination /activity taking into account the educational relevance.	<input type="checkbox"/>
Consult with staff who have been to the destination or did the activity before, if possible	<input type="checkbox"/>
Choose time for a trip/activity taking into account college calendar and course plan and deadlines	<input type="checkbox"/>
Notify staff about trip/activity dates and destination (complete Off-Campus Activity Template)	<input type="checkbox"/>
Include Trip/ Activity details in the Student Handbook	<input type="checkbox"/>

1. Assessing feasibility of a trip/activity

Decision made on minimum and maximum numbers of students to go taking into account the number of staff who can/will go, the accommodation and transport availability.	<input type="checkbox"/>
Check staff interest and availability	<input type="checkbox"/>
Plan time table that will operate while some staff are away	<input type="checkbox"/>
Calculate costs based on estimated numbers going	<input type="checkbox"/>
Check the department of Foreign Affairs website for travel information: http://www.dfa.ie	<input type="checkbox"/>
Survey the level of interest from students	<input type="checkbox"/>
Recheck transport availability and up to date price	<input type="checkbox"/>
Make provisional accommodation booking if overnight stay is necessary	<input type="checkbox"/>

2. Outline details of Trip/off Campus Activity

Draft a statement of conditions to be signed by students in order to secure a place:

Outline costs and payment schedule	<input type="checkbox"/>
What is included in the price?	<input type="checkbox"/>
What is not included in the price?	<input type="checkbox"/>
Insurance arrangements (minimum = European Health Insurance Card if traveling in the EU: http://www.hse.ie/eng/services/Find_a_Service/entitlements/EHIC/EHIC_Application_Form.pdf)	<input type="checkbox"/>
Flight and other travel details	<input type="checkbox"/>
Accommodation details: price, type, room sharing, accommodation rules	<input type="checkbox"/>
Provisional itinerary	<input type="checkbox"/>
Passport, visa and/or other security information required to enter the country	<input type="checkbox"/>
College Policy regarding student behavior (NB Students less than 18 years are subject to 'in locus parentis')	<input type="checkbox"/>
Recommend students check department of foreign affairs website: http://www.dfa.ie	<input type="checkbox"/>

3. Collecting money from the students:

Records kept of monies received	<input type="checkbox"/>
Receipts given to students	<input type="checkbox"/>
Each student signs to acknowledge receipt of statement of conditions (as above)	<input type="checkbox"/>

4. Flights and/or other transport
5. Secure accommodation booking with a deposit if necessary
6. Refund conditions
8. Briefing Sessions

Briefing session for student going on the Trip/ Activity	<input type="checkbox"/>
Briefing session for students not going e.g. if there are any timetable changes Information that staff should have on a trip/activity	<input type="checkbox"/>
Information that staff should have on a trip/activity	<input type="checkbox"/>

9 Essential Student Details that Staff should have while on a Trip/ Activity:

Student full names and passport numbers	<input type="checkbox"/>
Students' mobile numbers and that of their next of kin	<input type="checkbox"/>
Students' ages	<input type="checkbox"/>
Information on any serious medical conditions the students have (for health and safety reasons)	<input type="checkbox"/>
Documents and Information that students should have on a trip	<input type="checkbox"/>
Passport plus a photocopy of their passport	<input type="checkbox"/>
EHIC card and other insurance documents	<input type="checkbox"/>

10 Essential Itinerary Details that students should have while on a Trip/Activity:

The trip itinerary including all travel details	<input type="checkbox"/>
Details of the emergency service contact numbers at their destination	<input type="checkbox"/>
Accommodation address and phone number (including dialing codes)	<input type="checkbox"/>
The Accommodation's Guest Behavior Policy.	<input type="checkbox"/>
A contact number for staff on the trip in case of emergency.	<input type="checkbox"/>

Applicable to:	Staff
Date:	2019
Page:	1 of 4

List of any special equipment, clothing etc. that are required for the activity/trip	<input type="checkbox"/>
Information from the department of foreign affairs that may be relevant	<input type="checkbox"/>
Knowledge of the local currency if appropriate	<input type="checkbox"/>

11 Final check list before a Trip/ Activity:

Leave of absence form submitted by staff that are going, to Deputy Principal and course staff notified about trip dates and list of students going.	<input type="checkbox"/>
Accommodation booking confirmed	<input type="checkbox"/>
Flight details checked	<input type="checkbox"/>

C. Off Campus Activity – Trip

Review undertaken	<input type="checkbox"/>
Accounts finalised	<input type="checkbox"/>