

# **UHS IT TRAINING SCHOOL**

# **TVET STUDENT HANDBOOK**

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## 1.0 INTRODUCTION

At UHS I.T Training School, we offer Technical & Vocational Education Training. Our curriculum is based on the Technical & Vocational Education Division of the Ghana Education Service principles and guidelines. Currently, the school offers courses in ICT, Business Studies and Computer Hardware Technology under TVET.

### TVET Courses - 3 Years - Ghana Education Service (GES)

<b>ICT Business Studies</b>	<b>Computer Hardware Technology</b>	<b>Core Subjects</b>
ICT	Electronics & computer Hardware	Mathematics
Office Practice & Administration	Computer Practice & Networking	Science
Business Law	Practical ICT	English
Economics		Social Studies
Entrepreneurship		Technical Drawing

## 2.0 ADMISSION REQUIREMENTS

- One (1) copy of certified Result slips/Certificates/Transcripts
- A copy of any national identification card e.g. National passport, Ghana card, Driver's license, voters ID
- Two recent passport-size photographs, one of which should be fixed on the form. The remaining photograph should be endorsed.

### **Note:**

Submitting a falsified Educational Certificate, a falsified academic Transcript, a fake Identity or falsified reference letter is an offence.

## 2.1 Mode of Payment

### Payment of School fee in full at Consolidated Bank Ghana {CBG}

Account Name: **UNIQUE HUB SYSTEMS I.T TRAINING SCHOOL**

Branch : Kwabenya

Acct No. :.....

## 2.2 New Entrants

Admissions for new students take place in September of each year. A continuing student whose work is consistently below standard may be asked to repeat or withdraw completely from the program. This will encourage hard work for outstanding performance and excellent results by other students.

## 2.3 School Bills

Bills are issued to students on termly basis and are expected to be paid before/when the school term begins.

## 3.0 TERMINAL REPORTS

Terminal Reports are prepared and given to parents/guardians at the end of every term by emails, Postal or through ward to inform them of their ward's performance in school. Parents are advised to study these reports and discuss them with their wards. They are also encouraged to come to the school for further discussion on their ward's performance if they find it necessary.

## 4.0 MATRICULATION

- A person enrolling into Unique Hub Systems I.T training School for the first time shall be matriculated.
- A person shall not matriculate into the School unless that person has fulfilled the conditions prescribed by the Academic Board and has been accepted for admission.
- The Academic Board shall determine the manner of matriculation into the Unique Hub Systems I.T training School

## 5.0 CLASSES

- Students are to attend classes punctually and regular. No student should be found loitering around the school during classes' hours;
- Students are to remain silent when a tutor is not in class;
- Illegal organization of extra classes or private classes, which are not authorized by the school authorities, is prohibited. Violation of these regulations attracts the suspension of the tutor and the students involved.
- During Examinations, any student who will be more than thirty minutes late to the exam's hall will not be allowed to write the examination.

### 5.1 Class Assignments and School Examinations

All students are entreated to complete their class assignments on time. This would help course tutors to monitor their progress and offer useful advice where necessary.

- All Class assignments / Examinations organized and conducted by the school are compulsory for all students.
- All students should take all papers in all examination conducted by the school and meant for their class. Failure to take a subject attracts punishment.
- Any student who fails to take an entire examination without tangible reason attracts suspension, repetition of current level or outright dismissal.
- Students who continue to dodge examinations and class tests and do not submit class assignments shall be penalized.

### 5.2 Cheating in Examination

- Permitting another student to copy answers in an examination or exchanging notes between students in an examination is an offence.
- Possessing unauthorized materials in the examination room and other information during an examination or in class which is not authorized by the instructor is an offence
- Writing an answer to a student in class examination or assignment and submitting it as written in class is an offence.
- Impersonation in an examination is an offence.
- Allowing one's own work to be copied and submitted by another student is an offence.
- Altering or falsifying examination or assignment results after they have been evaluated by the instructor and returned is an offence.
- Improperly obtaining prior knowledge of an examination paper and using that knowledge in the examination is an offence.
- Removing an examination paper from an examination room when it is specified that the paper is not to be retained by the student is an offence.

## **6.0 INDUSTRIAL ATTACHEMENT**

Our students are given priority to have on-the-job first-hand experience to work with our sister I.T Company, Unique Hub Systems Limited. Student are given the opportunity to observe and study I.T Professionals on the job. They are also given the opportunity to try their hands on the job.

- We assist in securing students industrial attachment (internship) placement.
- We facilitate industrial tours/visits for students.
- We ensure that our students on industrial attachment are insured and properly monitored for supervision.
- We ensure that good relationship is established between the USH I.T Training School and industry.

## **7.0 GUIDANCE AND COUNSELING**

The school has a very active Guidance and Counseling package; this is to promote the welfare of students. Parents may also submit their wards for counseling and guidance on career and personal life. Motivational talks are carried out regularly on topics like time management, examination techniques, and academic performance, premarital relationships, etc.

We initiate plans and program to address life challenges faced by students in an academic environment. We offer individual or group counseling to students with identified concerns and needs.

## **8.0 SCHOLARSHIP SCHEMES**

The school offers Scholarship schemes for needy but brilliant students and Orphans at the discretion of the school Academic Board on the recommendation of the School's Financial Aid Board.

The School Board will periodically award the overall best student for each class 20% Scholarship at the end of the Academic year. This is to motivate other students to learn hard. In this regard, deserving students would be made to pay only 80% of their fees for the next academic year.

## **9.0 ADMISSIONS TO TERTIARY INSTITUTIONS**

Students who study TVET Courses and obtain the certificate II will be able to secure admissions to the Polytechnics and Technical Universities in Ghana or are able to set up their own businesses in ICT-related fields.

## **10.0 EXAMINATION AND INTERNAL ASSESSMENT**

Our student are prepared to sit for **Certificate 2** Exams at the end of their three-year period of study. In an attempt to ensure academic excellence, class tests for all subjects are conducted every fortnight coupled with daily assignments.

Promotion from one level to another is not automatic. Interviews, coupled with cumulative assessment records for the academic year is assessed by the Academic Board. The school evaluates the performance of the students through Class tests, Assignments, Observation, Projects, Terminal Examinations and Final Examination by the Ghana Education Service {GES}. This helps us to effectively assess a student's competency and performance.

## **11.0 EXTRA CURRICULAR AND SOCIAL EVENTS**

Educational seminars, excursions industrial visits are organized to places of interest and educational value around the country and beyond for our students. There is also a wide range of sporting activities for our students such as inter-departmental competitions with regards to soccer, volleyball, table tennis, basketball, etc. organized outside the campus.

In addition, there exist various clubs such as Scripture Union (SU) and Arts club. These clubs operate under the supervision of appointed staff members.

### **Note:**

Students participate in the Private Secondary Schools Sporting Competition every year.

## **12.0 Rules and Regulation**

Unique Hub Systems I.T Training school is a Christian institution and as such, all students of the school are trained to be more dependent and responsible citizens. The school's rules and regulations have this aim in view and are intended to encourage students to cultivate good habits and a sense of communal responsibility. Any student who violates the Rules of the school will be severely dealt with by the school authorities.

### **13.0 DRESSING**

- There is no prescribed uniform for class. Multi-colored attire is permitted. Students should always be decently dressed
- Every student is to dress decently and properly. Improper dressing is strictly not allowed.
- Dresses and attires exposing parts of the body which are supposed to be covered are strictly not allowed.
- Boys should put on decent pair of trousers or jeans trousers.
- Girls are to put on decent dresses or skirt & blouse.
- Bathroom sandals or slippers as well as noise - making shoes are not allowed.
- Caps, hats, scarves and dark glasses are not allowed in the Classrooms.
- Boys are not allowed to wear earrings and girls are not permitted to wear very long earrings or more than one pair of earrings at a time.
- Students who wear beard or grow sideburns should trim it neatly. Funny haircuts are not encouraged

### **14.0 STUDENT-TEACHER /STAFF RELATIONS**

Students are to accord due respect to Teaching and Non-Teaching staff of the School. Even when you have to disagree with a teacher or staff, make your point using polished language. The teachers and staff are expected to help students achieve their educational aims.

### **15.0 STUDENT AGITATIONS**

Demonstrations and rioting are strictly forbidden on the campus. Students are expected to discuss their concerns with their course tutor, assigned Counsellor or with an authorized official of the school.

Trouble makers may be dealt with according to the laws governing the School.

### **16.0 OCCULTIC PRACTICES**

Any student involved in acts or practices that infringe on the School's strict and uncompromising, zero-tolerance policy on cultism and secret society membership will have his/her admission terminated instantly and will be expelled from the School.

Students who in any way are found to be associated with groups or socialize with those students involve in cultism and secret society activities and practices on and off campus, will be dismissed from the School



## **16.1 Stealing and Extortion**

- Any student, suspected or caught stealing should be handed over to the school authorities for the necessary action to be taken.
- Any student who picks up anything or takes anything belonging to others without their permission will be treated as a thief.
- Any missing and found items and articles should be sent to the Administration to be given to their rightful owners.
- Under no circumstances should any student keep anything that does not belong to him or her. Such cases will be treated as theft.

## **16.2 Mocking, Backbiting and Fighting**

- Fighting anywhere in the school is a serious offence subject to severe punishment.
- Any student who instigates others to fight shall suffer the same punishment as those who were involved in the act.
- Any student who provokes others by insulting, teasing, mocking, scorning or backbiting shall be severely punished.
- All grievances should be directed to the office of the Counsellor or the Administrative Manager.
- Any student who beats up a person or encourages such beating shall be liable to dismissal.

## **16.3 Insubordination**

- Any student who uses abusive words, insults, shouts, issues threats or fights another student or an SRC executive in the discharge of his or her duties shall undergo suspension for a specified period.
- Any student who shows disrespect to any tutor, staff member or any person of authority in the school shall undergo suspension.
- If an act of insubordination is committed by a group of students or a class, the entire group shall suffer punishment prescribed by the disciplinary committee.

## **16.4 Smoking, Drinking and Indecent Behaviour**

- Any student who smokes anything or is found with any smoking material in the school or its immediate environment during school session will be expelled from the school.
- Any student who drinks any alcoholic beverage in or around the school during school session will be expelled from the school.
- Any student who engages in any form of gambling in or around the school during school session will be expelled from the school.
- Any student who tries to entice or seduce or rape other students or the opposite sex will be expelled from the school. Students are to do their best to stay away from any sort of sexual immorality or indecent behavior. In cases of rape accusation, the perpetrator shall be handed over to the police for further investigations to be conducted.

## **17.0 OFFENCES**

- Possessing papers, assignments, examinations, reports, laboratory or workshop reports or
- Possessing other assignments that have not formally been released by the instructor
- Purchasing a paper or assignment from an online source, another student, or other unapproved sources and submitting it, wholly or in part, as one's own work.
- Possessing another student's work without permission.
- Writing or creating a research paper, written report, laboratory report or other work for another student.
- Submitting the same work for two different institutions without the approval by both Schools.
- Falsifying Unique Hub Systems I.T Training School Documents for one's personal benefit.
- Presenting false documents or forged documents.
- Destroying, vandalizing, altering and/or removing library materials without authorization.
- Falsifying Data.
- Altering or falsifying another student's data, assignments or Project written materials.

## **17.1 Unnecessary Noise Making**

Good academic work requires quiet surroundings for necessary concentration. During class hours and study periods, the silent atmosphere necessary for serious academic work shall be maintained by all students.

There should, therefore, be no disturbance or noise of any form during class lessons.

## 17.2 Punishable Offences

- Examination malpractice of any kind.
- Threatening of fellow students, staff or Non-Teaching Staff on campus or off-campus.
- Threatening /Abusive behavior or Actions that will endanger life and property on the school premises.
- Stealing/ Drug Abuse / Alcoholism.
- Sexual Harassment.
- Vandalism.
- Membership of any gang, cult, unlawful association/society or groupings whose actions or activities in any way endangers life and/or property or disrupt academic life or other activities of the school.

## 17.3 Others

- Students are not permitted to chew gum, drink or eat anything in the classroom, library, or computer laboratory.
- Students are advised not to stand or step on any table or chair in the school.
- No student is allowed to move any school furniture from its original position without permission.
- Students are not permitted to write or print on walls or furniture of the school.
- Generally, the staff common room, offices, and their precincts shall be out of bounds to all students except when they are on official duties.
- Eating before or after break periods in class is prohibited.
- Students must spend their free periods in any empty classroom or in the library.
- The computer Laboratory is strictly out of bounds except for classes.
- Fighting or bullying, stealing, gambling or immoral conduct: Any student caught involved in any of these will be expelled from the school.
- All students must report to school at lecture times.
- Absence from School: Any student who is absent from school without permission, must, on reporting back to school submit a medical report (if due to sickness) or a letter from parent / Guardian indicating causes of his /her absence from school.
- All students must pay their fees promptly on or before re-opening of school.
- Fees, once paid, are not refundable under any circumstances. A term's notice should be given to the school administration before students are withdrawn from school or before a deferment is secured.
- Sitting or standing on the balustrade is prohibited and attracts punishment.

## **17.4 Recommended Punishment for Offences**

- Warning
- Manual Work
- Suspension
- Expulsion
- Dismissal
- Hand over to appropriate government authority

## **18.0 ENVIRONMENTAL ISSUES**

- Water closets and urinals have been provided in each Classroom and at the back of the School block. Please keep the facilities clean. All Tissues and Sanitary pads should be disposed off in the waste bin provided in each Class room.
- Deposit any waste materials in your hands into the litter bins provided on the Campus.
- Keep your lecture halls environmentally friendly. Please do not block passage ways with furniture.
- Switch off lights, fans, air conditioners, and other electrically-operated devices when such items are not in use.
- Leave lecture room furniture in their present locations.
- Tuberculosis (TB) is infectious. Students are advised to cover their mouth when they yawn or cough. They should also cover their face when they sneeze or blow their nose. They are again strongly advised not to spit about carelessly.
- Students are to consult the notice board for further messages.
- Finally, they are to report any defect in their equipment to the school authorities.
- Students are strongly advised not to interfere with the internal mechanisms.

## **19.0 EMERGENCIES**

- When a student's health condition changes suddenly, (s) he should contact the office for first aid support.
- Critical Conditions would be referred to ACP Clinic 2 minutes away from the School premises
- Call the Police on 191
- Fire Service on 192
- Ambulance on 193
- All students must learn to operate the fire extinguishers.
- Report any suspicious person(s) to the school authorities.
- In a life-threatening situation, think of SAFETY FIRST.

## **20.0 RECOMMENDATION**

Unique Hub Systems I.T Training School offers students the opportunity for sound academic training as well as good moral and spiritual development. Notwithstanding the above guidelines, each case should be considered on its own merits.

Finally, every student is requested in their best interest to always consider seriously the main aims of coming to the school, namely to cultivate good manners and good behavior, to work for the development of a healthy mind and body, to learn to distinguish between good and evil and work very hard to acquire the knowledge and skills which add to good behavior to make each student a happy, whole and contented person.

It is important to choose friends wisely, since bad friends have always caused ruin and permanent damage to the prospects of otherwise promising students.