

1.1. INTRODUCTION:

This guide is a brief description of CIFP (Integrated Professional Training Centre) Ánxel Casal, for those people who are coming to the School for the first time.

We welcome you all in the name of all the Educational Community and we hope your stay here will be both pleasant and fruitful, and at the same time, one that will let you accomplish your expectations.

You can always count on our support and resources as you work towards your goals here.

We encourage you to let us know about any suggestions you have to offer.

Ánxel Casal CIFP is an urban centre situated in the area of Monte Alto, which although it was once considered to be in the outskirts of the city, nowadays has become a central point thanks to the Sea Promenade/ Boardwalk and the nearby buildings that are considered to be the most important landmarks culturally and recreationally: Domus House and the Fish House. Both buildings make this area one of the most important for touristic activity. They are right next to the Hercules Tower, the oldest working lighthouse that was declared World Heritage in 2009.

This is the address:

Promenade, 47 / Paseo Marítimo, 47

15002 A Coruña

Phone n.: 981 12 10 12

Email: cifp-anxel.casal@edu.xunta.es

It offers these courses:

REGULAR LEARNING:

Intermediate Vocational Training Courses:

CODE

CMSSC01 Assistance to People in need of Care

CM19001 Assistant Nurse Care (LOXSE)

CMSAN02 Pharmacy and Parapharmacy

Higher Vocational Training Courses:

CODE

CSSAN06 Pathology and Cytology

CSSSC03 Sociocultural and Tourism Animation

CSSAN01 Auditory Prosthetics

CS19003 Dietetics (LOXSE)

CSSSC01 Early Childhood Education

CSSAN09 Dental hygiene

CSSAN04 Diagnostic Imaging

CSSSC02 Social Integration

CSSAN05 Clinical Diagnostic Laboratory

CSSSC04 Communicative Mediation

CSSAN02 Dental Prosthetics

CSSAN07 Radiotherapy

CS19002 Environmental Health (LOXSE)

REGULAR TRAINING FOR ADULT PEOPLE IN THE CLASSROOM

Coruña, A

15022607 CIFP Ánxel Casal - Monte Alto

INTERMEDIATE VOCATIONAL TRAINING COURSES

CODE

ZMSSC01 Assistance to People in need of Care

ZM19001 Assistance Nurse Care

ZMSAN01 Emergency Health Care

ZMSAN02 Pharmacy and Parapharmacy

HIGHER VOCATIONAL TRAINING COURSES

CODE

ZSSAN01	Auditory Prosthetics
ZSSAN08	Medical Documentation
ZSSSC01	Early Childhood Education
ZSSAN09	Dental hygiene
ZSSSC02	Social Integration
ZSSAN05	Clinical Diagnostic laboratory
ZS19007	Clinical Diagnostic Laboratory B (LOXSE)
ZSSSC04	Communicative Mediation
ZS2004	Sign Language B (LOXSE)

Intermediate Vocational Training Distance Courses

	CODE TERMINOLOGY		FAMILY
ZMSAN01			Health Emergency
ZMSAN02	Pharmacy and Parapharmacy		
ZMSSC01	Assistance to People in need of Care		
<hr/>			
	CODE		
ZSSSC01	Early Childhood Education		

**LAW REFERENCE: Law from 5th April 2013 and error correction
Law from 5th April**

During the academic year learning activities for employment will be offered (self-improving courses, knowledge-recycling or especialising activities). All of them will be published on the school boards and on the school web-page.

These actions will be settled by the administration board, and the CIFP boarding managers will organise, coordinate and supervise the procedure for these tests as well as the acknowledgement, avaluation, acreditation and certificates of their profesional competence. They will also keep a close observance and will propose the creation of avaluation committees, when necessary.

SCHOOL SERVICES

Library

Here you can find books that provide information, text books, readers, comics, magazines, informative material in CD-Rom, music CDs, videos and newspapers, which can be used at the library or borrowed to use elsewhere.



It also offers areas for listening to music, reading the newspaper, or watching visual material. It opens at the same time as the school.

GENERAL RULES

The library is open from 8:30 a.m. to 15:00 p.m. and from 16:00p.m. to

21:30 p.m. Materials cannot be borrowed or taken out without being registered previously.

Food and drinks are not allowed in the premises.

GENERAL SERVICES:

These are the users at the library:

- Students
- Teachers
- Non-teaching Personnel
- Master's students and students of Pedagogic Ability
- Former students
- Former teachers

If any other different situation different from the ones stated arises, the interested person will get in touch with the library coordinator, but may still use any and all material in the premises.

Once the relation with the school has finished, the user becomes “former-student”, “former-teacher”, or “others”. If in one year no movement of that person is registered at the library they will be deleted.

The database of users will be updated yearly, in September and October, so that new students, new teachers and new non-teaching personnel can be incorporated. Later additions will be registered by filling out a form.

ROOM CONSULTS

To consult books, listen to music, watch a DVD, etc. without leaving the library users can take the documents themselves, with the exception of music CDs, CD-Rom and DVDs which must be provided by the teachers on guard.

Once finished, they will leave these materials on the desk where it says: “Materiais para colocar”= “Materials to be placed”. But if this material is audiovisual or computer-based it must be handed to the teacher in charge.

Magazines and newspapers will be left on the display cabinet or on the reading table as it corresponds.

USE OF COMPUTERS AND INTERNET ACCESS

Library computers cannot be used for playing or chatting, even during breaktime. Loading programmes that come from outside sources is not allowed either. In case of transgression of this rule, the library user will lose his/her right to work with computers for as long as the library committee decides, in accordance with the supervision of the formation area.

Computers can be used for watching DVDs individually, but those users who are going to use them for work, email and so on will be prioritised because DVDs can be watched at the audiovisual area.

Each person can use a computer for 1 hour at the most, and a new turn can be requested if there are free computers and nobody is waiting for them. Another hour cannot be reserved that day but you can do it for any other day.

The times the computers can be reserved appear on the book “Quendas de ordenador” (=Computer turns) at the managing desk. Reservations won't be kept longer than 15 minutes if the user doesn't show up. For this reason, each computer has a number on it. During the break there won't be any reservations, but users have to sign up for using the computer at that moment.

No more than one person is allowed. Exceptions must be authorised by the coordinator of the library. Students can print up to 5 pages and send them to the printer at the managing desk. They must provide the paper needed for their copies so that a proper use of resources can be offered.

These rules are on display on the boards in the computer area and also apply to teachers, although students will be prioritised in its use.

Computer resources

The school offers a wide range of possibilities to work with computer services, apart from those specific to the different vocational training courses. It offers small nets installed in the technical classrooms and it has three computer classrooms with a network of twenty and twenty-five computers online, and a printer and scanner to prepare their work during the course.

On the other hand, it also has a wireless internet connection that will allow online connection in any classroom at the school, which will allow its use as support material in class-work.

Cafeteria

The school has a cafeteria that is open in the morning, afternoon and evening. It closes at lunch time (from 15:00 to 16:00).

School timetable

The school is open from 8:00 a.m. to 23:00 p.m. The timetable of the different studies can be consulted on the boards in the school hallway.

Morning lessons start at 8:30 a.m. and finish at 15 p.m.00 with a break from 11:30 a.m. to 12:00 a.m.

Afternoon and evening lessons start at 16.00 p. m. and go until to 22:30 p. m. with a break from 19:00 p. m. to 19:30 p. m.

All lessons are one hour.

YOUR TIMETABLE					
	MONDAY	TUESDAY	WENESD.	THURSDAY	FRIDAY
8.30 - 9.30 h					
9.30 - 10.30 h					
10.30 - 11.30 h					
BREAK					
12.00 – 13.00 h					
13.00 - 14.00 h					
14.00 - 15.00 h					
15.00 - 16.00 h	CLOSED				
AFTERNOON/EVENING					
16.00 - 17.00 h					
17.00 - 18.00 h					
18.00 - 19.00 h					
BREAK					
18.30 - 20.30 h					
20.30 - 21.30 h					
21.30 - 22.30 h					

1.3. CIFP 's Organisation chart

MANAGEMENT TEAM	
PRINCIPAL	Susana Agra Rama
SECRETARY	Cristina Lesta Iñíguez
HEAD OF STUDIES	M ^a Dolores Yáñez Gómez
VICEPRINCIPAL	Yolanda Cabana Torre