

# Coláiste Íde College of Further Education Admissions Policy

November 2020

## **Introduction:**

Coláiste Íde a college of Further Education managed under the auspices of the City of Dublin Education and Training Board. It is co-educational and multi-denominational. Funding is provided by the CDET B from funding received annually from SOLAS and the Department of Education and Skills.

The City of Dublin ETB is the Board of Management for Coláiste Íde. A local Advisory Sub-Committee assists it in this function. This is a sub-committee of the CDET B.

## **Teaching Resources and Curriculum:**

Current teaching staff of the college is allocated on an annual basis by the CDET B in line with resources allocated to it by SOLAS. Adult and Community programmes require additional teachers on a part-time basis delivering educational services on a multi-location basis.

## **Programmes and subjects:**

A wide range of courses are offered at Post-Leaving Certificate level to students who have completed their formal second level education and to mature students wishing to return to the formal education process. (See College Prospectus/website at <http://www.colasteide.ie>).

New courses are added as the perceived employment needs are identified and appropriate certification has been obtained.

### **Special needs teachers/ programmes:**

The college endeavours to provide learning support to students with special needs. There is a Guidance/ Counselling service within the college. The availability of specialised learning support on an individual basis is dependent on the availability of resources provided to the college.

### **Extra-Curricular Activities:**

The college provides a wide range of extra-curricular student activities organised through the Sports and Cultural Council of the CDET B or the student Representative Council at the college. The college also operates a modern sports and leisure facility at Leisure-point Complex, including all-weather facilities. Activities include Sports, Poetry, Short Story writing, and Art etc.

### **Students with a disability:**

The college welcomes applications from persons with disability. It is the policy of the college to foster an inclusive education provision for all who wish to avail of the college services. There is a disability officer within the college to support student needs. Every effort to accommodate such applicant has been made by the college to enable applicants to access the building and facilities of the college. Improvement is a continuous process and the college is committed to maintaining such improvements as resources permit. It is important that such applicants indicate to the college in good time the particular educational needs and support services that they are likely to require in order to plan appropriately for their particular needs. This will assist the college in applying to the DES for the appropriate learning and personal supports that may be needed by an individual learner.

### **Senior Management Team**

**Principal:** Ms Jean FitzGerald

**Acting Deputy-Principal:** Ms. Lisa Bohan

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### **Applications/ Admission Procedures:**

The college publishes its prospectus annually. The prospectus contains the details, curriculum, examinations and entry requirements for each PLC course offered at Coláiste Íde. Application forms are contained within the college prospectus. The college prospectus is available from the Admissions office. Copies of the Application forms and prospectus are issued to every Careers/Guidance Counsellor in Second level schools. Copies are also available on line at [www.colaisteide.ie](http://www.colaisteide.ie)

Completed application forms may be returned to the Admission office at any time during the year prior to registration. Completed application will be acknowledged. All applicants will be called for interview. Several interview days will be scheduled throughout the year and are noted in the college calendar. All interviews are scored. Places will be offered in late May or early June and applicants will be asked to confirm their acceptance of a place within a defined period (usually two weeks) by

returning the acceptance slip and a non returnable deposit of €30. Appropriate book/equipment lists will be sent to each applicant. This notice will contain a list of registration charges, examination fees and where appropriate professional body charges, which will be due for payment at registration. The date of registration at Coláiste Íde will also be contained in this notice. Applicants who apply after June will be called for interview in early September and places which have not been filled in the June offer will be filled at this point.

### **Enrolment Criteria:**

The following criteria may be used in order to offer places on courses to applicants to PLC courses. Availability of places on particular courses in the year of application

- Suitability at interview
- Examination results
- Order of acceptance of offer
- Order of Applications

Completion of registration process in September as per college calendar. Every effort will be made to ensure that an applicant receives an offer on the course of their choice , however if an offer is not made to an applicant for their course offers will be made on their second and third choices.

**In the event of there being more applicants for places than places available on any one course, priority will be given to applicants who reside in the Finglas area.**

Unsuccessful candidates may contact the Admissions office if they wish to query the reasons as to why their application was unsuccessful. Applicants for VTOS and BTEA courses and should note that eligibility to continue to receive social payments whilst participating on a course of study is determined by the Department of Social and Family affairs and not by Coláiste Íde or the CDET. The college will accept applications as per PLC courses and will offer places on such courses subject to the educational appropriateness of the course being applied for relative to the applicants stated educational levels at the time of entry to the course.

### **Fees & Other relevant information:**

There are **no** tuition fees charged for PLC or VTOS courses provided at Coláiste Íde. In the PLC area charges are made for the following:

1. Sports and Cultural Council,
2. Personal Accident Insurance,
3. Relevant Examination/ Examining Body Registration fee. Upon acceptance of an offer of a place, applicants will receive a list of the charges relevant to the course for which they are applying.
4. Personal equipment that may become the property of the student e.g. tracksuits
5. PLC Programme Participant Contribution

## **Post Leaving Certificate (PLC) Maintenance Grants:**

Students attending full-time approved Courses in Coláiste Íde for 2014/2015 academic session are eligible to apply for a maintenance grant. The grant is available to first time PLC students. This grant does not cover the cost of registration or examination fees. It is a maintenance grant paid each month directly into the students' bank account. The initial decision regarding the grant is based solely on income.

### **Can I get a grant?**

Yes, the PLC Maintenance Grant is available to eligible students. This involves an assessment of the earnings in the family (parents, guardians and candidate). The grant must be applied for, through Student Universal Support Ireland (SUSI).

For further information contact Student Universal Support Ireland (SUSI), Shelbourne Road, Dublin 4 or visit [www.susi.ie](http://www.susi.ie).

Payment is subject to a satisfactory participation, not a monthly attendance report. Coláiste Íde does not participate in the decision to determine eligibility to the receipt of payment.

**Note:** Students repeating a year are not eligible to receive a PLC grant even if they have received it in the first year. Students attending a 2<sup>nd</sup> PLC at the same level as their first year will also be ineligible to continue to receive a PLC grant.

### **Maintenance/Fee Grant Application:**

All new student applications will be made online to SUSI (Student Universal Support Ireland) through their website at [www.susi.ie](http://www.susi.ie).

Applications for the 2014/15 academic year will open when the 2014 Grants Scheme is announced by the Department of Education and Skills.

**Applicants who wish to apply for a Maintenance/Fee Grant should first check their eligibility at [www.susi.ie](http://www.susi.ie)**

### **Night School/ Open Learning Centre:**

Candidates attending Adult Education classes provided at night or through the Open Learning Centre are charged the appropriate fees for the course. Any examination/ student registration fees charged by a Professional Body will be in addition to the tuition fees. Enrolment for such courses occurs upon completion of an enrolment card and payment of the appropriate fee by the applicant. Intending applicants are advised to consult the prospectus published twice yearly by the Adult Education Director and the Open Learning Centre in order to establish the appropriate course fees as these may vary from year to year. Enrolment dates will vary from year to year and term- to- term The CDET and the college will endeavour to ensure the completion of a course once it has commenced. However, as funding for programmes is outside the control of the CDET and the college a guarantee cannot be given in respect of programmes especially where the duration is greater than one session/year. All courses may be subject to timetable changes from time to time.

## **Right of refusal by Coláiste Íde and CDETБ:**

The formation of courses is subject to a minimum enrolment. The CDETБ and the college reserve the right of admission to any course provided through the CDETБ and Coláiste Íde. All disputes in relation to admission will be referred to the Chief Executive of the CDETБ or their Deputy Officer. Appeals against a refusal to admit should be made in writing to the Principal of Coláiste Íde or the Chief Executive Officer, CDETБ, Town Hall, Ballsbridge, D.4.