

**CDETB**

An Bord Oideachais agus Oiliúna Chathair Bhaile Átha Cliath  
City of Dublin Education and Training Board



# **POLICY FOR ADMISSION TO SCHOOL YEAR 2021/2022**

**Coláiste Dhúlaigh College of Further Education**

**A decision on an application for admission will be based on the implementation of this Policy, and the information provided by the Applicant in the application for admission. The Principal of CDCFE is responsible for the implementation of this Admission Policy.**

# **INTRODUCTION TO COLÁISTE DHÚLAIGH COLLEGE OF FURTHER EDUCATION (CDCFE)**

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**Coláiste Dhúlaigh College of Further Education** was established in 1969 in Coolock, as a post-primary school. It was one of the first colleges in Ireland to offer Further education courses with the first course starting in 1988. It has expanded over the last 50 years and now offers over 50 Further Education courses over three campus buildings in Coolock, Raheny and Kilbarrack. In addition we offer a range of upskilling courses, traineeship and top-up degrees in a vibrant evening school.

The majority of Coláiste Dhúlaigh College of Further Education (CDCFE) programmes are offered at QQI level 5 and 6 and at Higher National Diploma level which is certified by Pearsons (BTEC) in a wide range of disciplines.

Most of our courses lead to entry to Universities and Institutes of Technology with some courses gaining entry to second year. All our courses are designed to help our learners achieve their full potential.

## **LOCATION**

CDCFE is located on four campuses, Coolock, Raheny, Kilbarrack and Malahide and provides programmes delivered by a team of tutors dedicated to the highest standards of teaching and learning in a caring, supportive and friendly atmosphere.

## **PATRON**

CDCFE is a constitute College of City of Dublin Education and Training Board.

## **COURSES/COLLEGE SIZE**

CDCFE provides Post Leaving Certificate, Pre-University Access, Pre-Apprenticeship, Traineeships, Vocational Training Opportunities Scheme and Back to Education Initiative courses to approximately 2000 students. The College has developed a wide variety of course certification and links for progression to further study. Courses offer learners the opportunity to develop skills, understanding and knowledge to allow them to progress to employment, apprenticeships or third level in areas such as Business, Marketing, Science & Technology, Engineering, Computer Systems and Networks, Health & Leisure, Performing Arts, Social Care and Art and design

# TABLE OF CONTENTS

## **PART A – *General Information for All Applicants***

1. Glossary of terms
2. Admission Statement
3. Legal Framework
4. General Admission Provisions

## **PART B - *Information for All Applicants***

5. Applications to study at the College

# **PART A**

## ***General Information for All Applicants***

- 1. Glossary of terms***
- 2. Admission Statement***
- 3. Legal Framework***
- 4. General Admission Provisions (for all Applicants)***

## 1 GLOSSARY OF TERMS

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**‘Applicant’** means the Student or Learner, who has made an application for admission to a particular course in CDCFE

**‘Student’** means a person whose application has been accepted by the college and he/she has been offered a place on a course. Everybody else is an applicant.

**‘Learner’** means a person who has enrolled in a programme of education and training. Within this policy, the terms ‘student’ and ‘learner’ are interchangeable. (Qualifications and Quality Assurance (Education and Training) Acts 2012 and 2019)

**‘Gender’**, in line with the definition of “*the gender ground*” in the Equal Status Act 2000, is such that “*one is male and the other is female*” This does not prejudice any Student who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise

**‘Parent’** has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

## 2 ADMISSION STATEMENT

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CDETB Colleges are state run Colleges underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.



CDETB Colleges give all students equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our Colleges strive to provide all students with equal opportunities to engage with the curriculum and College life. In all aspects of College life all members of our College communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

Our Colleges provide a safe physical and social environment that reinforces a sense of belonging to the College community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our Colleges promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In CDETB Colleges, students of all religions and beliefs are treated equally. The College environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

Accordingly, CDCFE shall not discriminate in its admission of a Student based on the following grounds:

- 2.1. Gender of the Student or Applicant.
- 2.2. Civil status of the Student or Applicant;
- 2.3. Family status of the Student or Applicant;
- 2.4. Sexual orientation of the Student or Applicant;
- 2.5. Religion of the Student or Applicant;
- 2.6. Disability of the Student or Applicant;
- 2.7. Race of the Student or Applicant;
- 2.8. The Student's or Applicant's membership of the Traveller community;
- 2.9. Special educational needs of the Student or Applicant.

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As part of the enrolment processes course costs may be payable. The amount charged is in accordance with the legislative and regulatory conditions laid down by the Department of Education and Skills and its agencies.

### **3 LEGAL FRAMEWORK**

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CDETb was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

Schools and Colleges providing FET programmes are second-level schools in law and are bound by all relevant legislation. The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The board of management of CDCFE is a committee established under section 44 of the Education and Training Board Act 2013.

Colleges of Further Education are regarded as 'providers' under the Quality and Quality Assurance (Education and Training) Acts 2012 and 2019. As stated in these Acts, providers of FET courses to establish procedures for access, transfer and progression in accordance with the policies and criteria for access, transfer and progression published by Quality and Qualifications Ireland (QQI). QQI Act 2012 defines access in relation to learners as:

'access' by learners to programmes of education and training, including recognition for knowledge, skill or competence previously acquired.

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol.

Courses provided by CDCFE are subject to the provision of the Further Education and Training Act, 2013.

Data provided by the applicant is subject to the Data Protection Acts 1988, 2003 and GDPR 2018. CDCFE commits to ensuring that all data is stored correctly and use for the purpose it is intended. Applicants are entitled to make Freedom of Information Requests under the 2014 Act.



## 4 GENERAL ADMISSION PROVISIONS

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A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- Information provided by the Applicant in the application for admission.

Courses provided by CDCFE are subject to the provisions of the Further Education and Training Act 2013, and to the approval of the City of Dublin ETB, SOLAS, and the Department of Education and Skills.

Admission to a particular course is governed by three principles that will be assessed through the application form and the interview:

1. That, in the professional judgement of the School Authority (the term ‘School Authority’ as in the regulations, indicates the Chief Executive, or an officer delegated to act on her/his behalf), and following an interview (if deemed appropriate) the student/learner is suitable for a course.
2. That, in the professional judgement of the School Authority, the applicant, because of previous education, training or experience, is considered likely to benefit from participation.
3. That, in the professional judgement of the School Authority, applicant’s participation will contribute positively to the course and in no way infringe upon the opportunities or rights of other students/learners/ other applicants or staff.

CDCFE **will consider** the offer of a place to every Applicant seeking admission, who meets the entry requirements for the course they have applied for, to the College, **unless the following applies:**

- 4.1 The applicant fails to confirm in writing that s/he accepts the Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code.
- 4.2 The applicant fails to provide all the necessary data and completes the PLSS Student Data Capture Form
- 4.3 Information contained in the application is false or misleading in a material respect.

Where CDCFE considers an application, each Applicant, who meets the entry requirements of the course, shall receive an offer of a place, unless the course is oversubscribed, in which case, selection criteria will be applied to each application. All courses require a minimum enrolment in order to proceed.

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions.

# **PART B**

## ***Information for All Applicants***

### ***5. Applications to the College***

# SECTION 5

## APPLICATION TO STUDY AT THE COLLEGE

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### **5 APPLICATION TO STUDY AT THE COLLEGE**

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#### **5.1 Admission Provisions**

- 5.1.1. Oversubscription
- 5.1.2. Selection criteria
- 5.1.3. Selection process
- 5.1.4. Late Applications
- 5.1.5. Second/third-round offers of a place
- 5.1.6. Acceptance of a place
- 5.1.7. Refusal
- 5.1.8. Withdrawal of an offer
- 5.1.9. Appeals
- 5.1.10. Deferrals
- 5.1.11. Repeats
- 5.1.12. Returning Students
- 5.1.13. Transfer Students
- 5.1.14. Induction

#### **5.2 Appeals**

- 5.2.1. Appeal where refusal was due to oversubscription
- 5.2.2. Appeal where refusal was for a reason other than oversubscription
- 5.2.3. Basis for appeal

## **5.1 ADMISSION PROVISIONS**

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Where CDCFE is not oversubscribed, all applicants who meet the entry requirements will be offered a place on the course for which they have applied. Information relating to the courses on offer, and any course specific entry requirements is available to applicants, in the College prospectus or website. Course content is reviewed on an ongoing basis and may result in course modification.

### **5.1.1 Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the academic year in respect of which the applications are made. Where CDCFE is in a position to offer further places that become available on a particular course during that academic year, places will be offered in accordance with the order of priority in which Applicants have been placed on the waiting list.

For the avoidance of doubt, if a Applicant does not receive a place in the College for a given academic year, but s/he wishes to be considered for admission in the following academic year, a new application must be made on behalf of that Applicant during the dates specified by the College as being the period when it will accept applications.

### **5.1.2 Selection criteria**

CDCFE will apply the following criteria for admission to a course in the College:

5.1.2.1 The Applicant meets the entry requirements for their selected course;

5.1.2.2 The Applicant has attended for interview, where required, for the course that they have applied for;

### **5.1.3 Selection process**

CDCFE will apply the selection process as follows:

5.1.3.1 Places on courses are offered on a first come first served basis on the condition that each of the following requirements is met:

1. There is a place available to be offered, i.e. the course is not full.
2. The applicant demonstrates at the interview the capacity to successfully participate on the course for which he/she has applied. This includes the academic, practical and work experience placement (where applicable) elements of the course.

Please see the individual course pages for the specific entry requirements, e.g. Garda Vetting/ portfolio/ performance/ etc., for each course, in the College Prospectus or on the College/Centre website [www.cdcfe.ie](http://www.cdcfe.ie)

- (i) As part of the processing of an application, an applicant may be referred for a careers information session and/or learning support for further advice in determining their course choice.
  - (ii) If deemed appropriate, applicants may also be referred for an educational assessment.
  - (iii) For applicants whose first language is not English, evidence of English language proficiency may be required. (See Appendix 1). If appropriate, CDCFE will conduct an English language assessment in line with CDET guidelines (See Appendix 2).
  - (iv) If deemed necessary by the School Authority, or delegated officer, as part of the processing of an application an applicant may be invited for a second interview.
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3. Minimum age of applicants: An applicant for an FET Programme must be at least 16 years of age on the commencement date of the course. In the case of Youthreach, the minimum age upon commencement is 15 years, while for VTOS

the minimum age is 21. Some course areas may stipulate a minimum age requirement. Regardless of age all applicants must have met the entry requirements.

4. Admission to a course may also depend on the applicant meeting certain eligibility criteria laid down by the funding body for the course. This is the case in relation to courses funded as core VTOS or labour market activation programmes.
5. Medical Fitness to Participate: If deemed necessary, the College/Centre may request an applicant to provide a medical certificate of fitness to participate on the course for which they have applied.
6. International Students: All European Union (EU), EEA, UK and Swiss citizens, and persons with designated refugee status, can access FET programmes in the same manner as Irish citizens. Applicants from outside of the EU must meet all of the visa requirements of the State before enrolling on a course. It is the applicant's responsibility to engage with the State agencies in relation to visa requirements. CDETB and its Colleges and Centres do not engage with the visa process. Under Department of Education and Skills regulations, a higher fee applies to non EU/EEA/UK/Swiss students who are not refugees.
7. Ex-offenders: Applications from ex-offenders, or persons in the process of being released from prison, must be accompanied by a written letter of recommendation from a member of the staff of the education service to the prison, the probation service, or the prison service.

#### **5.1.4 Late applications**

An application received by CDCFE after the closing date published by the College, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy. Acceptance of late applications will be at the discretion of the School Authority or delegated officer. If accepted, such applications will be processed in accordance with the Admission Policy.

### **5.1.5 Second/third-round offers of a place**

Where an Applicant is in receipt of an offer of a place on a course within CDCFE but does not accept the offer, or the College withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Applicant on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places on the relevant course have been filled.

### **5.1.6 Acceptance of a place**

Having received an offer of a place on the course for which h/she applied, the applicant shall indicate acceptance of an offer by payment of the specified fee/deposit (non-refundable) for the particular course.

Applicants are advised that, in accepting an offer of a place on a course in CDCFE they are obliged to inform the College whether they have applied for, have received an offer of, have accepted an offer of, or are on a waiting list for, a place on a course in another College

Failure to formally accept an offer of a place and pay the specified fee/deposit to the College by the date set out in the College's Offer Notice, or in the form indicated by the College in the case of a late application or a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

Students are only enrolled in a particular course once they have met all of the requirements in Appendix 3.

Candidates may make an application for deferral of a place before the commencement of the course. Deferrals are permitted at the discretion of the Principal (See Section 5.1.10 below).

Induction is provided as part of College courses.



### **5.1.7 Refusal**

Where an Applicant in respect of whom an application is being sought has not been offered a place on the particular course in a College, the Applicant will be provided with:

- 5.1.7.1. The reasons that the Applicant was not offered a place in CDCFE
- 5.1.7.2. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application an offer of admission may not be made where:

- 5.1.7.3. The information contained in the application is false or misleading in a material respect.

### **5.1.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

- 5.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 5.1.8.2. Information is deliberately withheld, or
- 5.1.8.3. The Applicant fails to confirm acceptance of an offer of admission and completes the enrolment criteria in Appendix 3, on or before the date set out in the Offer Notice of the College for which s/he is applying, or in the case of a late application, or second/third-round offer, in the manner required by the College, or
- 5.1.8.4. In the event of a cancellation of a course (due to insufficient enrolment numbers, resources difficulties etc) the enrolled applicant/s will be notified of the cancellation. Applications may be offered a place on a different course subject to a place being available. Where an applicant decline a place on the alternative course, the acceptance fee paid will be refunded to the applicant on request.

5.1.8.5. An Applicant has not indicated:

- (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another College(s) and if so, the details of the College(s); or,
- (ii) whether or not or s/he has accepted an offer of admission from another Colleges) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the College, the Applicant on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Applicant shall be treated as a late application in line with section 5.1.4 above.

### **5.1.9 Appeals**

For information relating to an Applicant's right to appeal a decision of CDCFE regarding admission to the College, see section 5.2.

### **5.1.10 Deferrals**

Applicants who have been offered and have accepted a place on a course may defer this place for one year. Deferrals are permitted at the discretion of the Principal.

Applicants should submit a written request to defer to the Admissions Office as soon as possible, but no later than the date of course commencement except in exceptional circumstances.

Applicants will be refunded any fees paid (except the acceptance fee).

Applicants will be notified by CDCFE during the academic year to activate their deferral place.

Applicants will not have to be interviewed a second time.

In exceptional circumstance, a students may submit a written request to the Principal to defer a place after course commencement. The PLC Government Levy is not transferrable and non-refundable.

### **5.1.11 Repeats**

It is important to note that applicants are not permitted to repeat a course without approval from the college exam board.

#### 5.1.12 **Returning Students**

Returning students should not assume automatic entitlement to enrolment in a subsequent year. (For example, students will only be admitted to a subsequent year where their commitment, attendance, behaviour and achievement are such that the college considers they are in a position to successfully complete the course.)

#### 5.1.13 **Transfer Students**

Students can transfer between CDET B FE Colleges. All data and fees will transfer with the student.

#### 5.1.14 **Induction**

Applicants are required to attend for an induction session prior to course commencement.

## **5.2. APPEALS**

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### **5.2.1. Appeal where refusal was due to oversubscription:**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, must complete a Section 29 Appeal Application Form, available from the College office and on the College's website. The appeal application will be reviewed by the board of management of CDCFE. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the College's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead. . When an appeal has been received by the college, the applicant will be notified of the timeframe for a decision.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

### **5.2.2. Appeal where refusal was for a reason other than oversubscription:**

An Applicant who was refused admission to CDCFE for a reason other than the College being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, must complete a Section 29 Appeal Application Form, available from the College office and on the College's website. The appeal application will be reviewed by the board of management of CDCFE. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the College's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this policy, same shall apply instead. When an appeal has been received by the college, the applicant will be notified of the timeframe for a decision.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

**5.2.3. Basis for appeal:**

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the College's Refusal of place Notice and also set out the grounds of the request to appeal the decision.

## Appendix 1: English language requirements on entry

The table below sets out the **recommended minimum requirements** for English language on entry to courses leading to full or part awards in Further Education and Training in CDETБ. It should be noted that the levels listed represent the minimum standard needed in general, and in some field areas, higher levels may be required. FET applicants for whom English is second language will be required to provide evidence of English language proficiency through one of the following mechanisms:

- 1) A valid certificate in English language from one of the institutions listed in the table below
- 2) English language assessment conducted by CDETБ during the enrolment process
- 3) Recognition of prior learning may be applied to applicants who have in the previous 12 months successfully achieved a full award in a cognate discipline at an appropriate level on the National Framework of Qualifications, e.g. at NFQ Level 4 if applying for a course at NFQ Level 5.

	<b>Minimum English Level</b>	<b>International Examinations</b>	<b>Minimum Grade</b>
<b>Courses at Level 3*</b>	Minimum B1 in all skills on entry  (reading, writing, speaking and listening)	Cambridge Preliminary English Test (PET)	Pass
<b>Courses at Level 4</b>	Minimum B2.1 in all skills on entry	Cambridge Preliminary English Test (PET)	Distinction

		Cambridge First Certificate in English (FCE)	Grade C
		IELTS	5.5
<b>Courses at Level 5</b>	Minimum B2.2 in all skills on entry	Cambridge First Certificate in English (FCE)	Grade B or higher
		IELTS	6
<b>Courses at Level 6</b>	Minimum B2.2 in all skills on entry	Cambridge First Certificate in English (FCE)	Grade B or higher
		Cambridge Advanced (CAE)	Borderline Fail Min 170points
		Cambridge Proficiency (CPE)	Unsuccessful With min. 170 points

Please note: IELTS certificates are only valid for 2 years from the date of assessment. It is recommended that CDET B applies the same validity duration to all other examinations.

\*Exceptions apply for FET applicants to single module courses in the Adult Education Service e.g. English as a Second Language, ESOL, or any ESOL course offered by a College of Further Education. The College is also prepared to consider the equivalence of other English language proficiency tests or qualifications, where appropriate.





## **Appendix 2: English language proficiency test**

English language assessment tools will be devised centrally and administered locally by designated staff.

In order to ensure fair and consistent assessment of English language proficiency across and within centres, the following measures will be compulsory:

1. A number of staff from each centre will be trained to conduct and mark assessments to ensure a common understanding of language levels and consistency of marking across centres.
2. Centres will be required to make arrangements to ensure that assessments are only conducted by designated assessors. To allow for the possibility of scheduling late registration during holiday periods, centres could request support from the Adult Education Service in administering and marking assessments.

### **Appendix 3: Course Enrolment**

(a) Course enrolment is considered complete only when:

- Where applicable, all fees or charges due are to be paid in full by, or on behalf of, the applicant except in a case which is deemed by the College/Centre to be an exceptional circumstance;
- As part of the enrolment processes course costs are payable. The amount charges is in accordance with the legislative regulatory conditions as laid down by the Department of Education and Skills and its agencies.
- All information and supporting documentation requested by the College/Centre have been submitted;
- The applicant agrees to abide by the General Rules and Regulations of the CDETB and the Student Code of Behaviour of CDCFE
- The applicant completes the PLSS Data Gathering Form
- Where required, successful Garda Vetting Clearance is obtained. Please refer to the specific course information.

(b) In the case of full-time courses following the academic year, applicants will not be enrolled after the 30<sup>th</sup> September, except in a case, which is deemed by the College/Centre to be an exceptional circumstance.

(c) The College will not be responsible for any inability to complete the enrolment process by the due date, if all necessary information and supporting documentation have not been provided.

(d) The provision of false or inaccurate information by an applicant may render his/her application null and void.