



## Admissions Policy

Approval Date – Board of Management	June 2020
Review Date	January 2024

### TABLE OF CONTENTS

#### PART A - Overview

1. RATIONALE
2. RELATION TO MISSION
3. AIMS AND SCOPE OF THE POLICY

#### PART B – General Information for All Applicants

1. GLOSSARY OF TERMS
2. ADMISSION STATEMENT
3. LEGAL FRAMEWORK
4. GENERAL ADMISSIONS PROVISIONS
5. ROLES AND RESPONSIBILITIES
6. REVIEW AND EVALUATION

## PART A

### 1. Rationale

It is the policy of Carlow Institute of Further Education and Training to promote equality for individuals, groups and communities through a consistent commitment to fairness, respect and inclusion. Carlow Institute of Further Education and Training welcomes applications and accepts learners from a variety of backgrounds and learning experiences.

### 2. Relation to Mission

This policy is directly related to the Institute's mission to inspire success for our learning community, as detailed in our mission statement, and further underpinned by its shared values of professionalism, respect, innovation and creativity, and inclusivity.

#### *Our Mission*

We will inspire success for our learning community by:

- Delivering a first class, high quality education and training experience
- Supporting access, personal development, education, skills acquisition and progression
- Serving a uniquely diverse cohort of students to achieve and providing a welcoming, inclusive, supportive and responsive learning environment
- Adding value of our students, our staff and to our communities
- Enabling individuals and communities to achieve their developmental, personal, social, career and employment aspirations
- Improving the wellbeing of individuals, communities and enterprises
- Promoting innovation and collaboration to enhance the social, economic and cultural development of our region
- Supporting progression to employment, Further Education and Higher Education
- Fostering creative, collegial and positive partnerships amongst staff

Carlow Institute supports applicants to access the Institute through the provision of clear and transparent information, and admissions processes. Places to study at Carlow Institute are offered where, in the opinion of the Institute, the course meets the needs, aptitude and aspirations of the applicant. We endeavour to guide applicants to provision that meets their needs and is in their best interests. Carlow Institute of Further Education and Training reserves the right to refuse admission

when it deems that this decision is in the best interest of the applicant or the circumstances of the Institution. The Institute provides an appeals process that recognises the right of applicants to appeal a decision made in relation to admissions.

Carlow Institute reviews its admissions policy and procedures periodically, and this policy is subject to change in accordance with policies and requirements of the Institute's funding agencies (the Department of Education and Skills, and SOLAS), and those of its patron, Kilkenny and Carlow Education and Training Board.

### **3. Aims and Scope**

Carlow Institute of Further Education and Training will ensure that it operates a fair and consistent admissions policy for all applicants.

This Policy aims to:

- Ensure fair and consistent admissions of students by describing a clear and well-ordered assessment policy and related procedures
- Describe Carlow Institute admissions policy
- Describe the procedures that are applied to operate the admissions policy
- Describes the Quality Assurance processes that apply to the Institute's admissions procedures

The scope of this policy includes **all activity relating to the admission of students** to course places for the purposes of study. It relates to other Institute policies, including the Student Code of Conduct, Assessment policy amongst others. It responds to the wider institutional Quality Assurance requirements of Kilkenny Carlow Education and Training Board but encompasses all admissions activity at Carlow Institute. This policy is read in conjunction with the policies and processes of the relevant Awarding Body that underpins each course and awards the associated qualification.

## PART B

### 1. Glossary of Terms

**'Applicant'** means the Student or Learner, who has made an application for admission to a particular course in Carlow Institute.

**'Student'** means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply 'prospective' as part of the interpretation. That is, the use of the word 'Student' does not mean that the application for him/her has been accepted such that s/he is regarded as a Student of Carlow Institute by virtue of application alone.

**'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

ETB schools are state, co-educational, multid denominational schools underpinned by the core values of:



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

As the state provider of education, the ETB sector defines a 'multidenominational' school in the following way:

In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school 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 schools provide a safe physical and social environment that reinforces a sense of belonging to the school 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 schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In ETB schools, students of all religions and beliefs are treated equally. The school 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, Carlow Institute shall not discriminate in its admission of a Student based on the following grounds:

- Gender of the Student or Applicant
- Civil status of the Student or Applicant
- Family status of the Student or Applicant
- Sexual orientation of the Student or Applicant
- Religion of the Student or Applicant
- Disability of the Student or Applicant
- Race of the Student or Applicant
- The Student's or Applicant's membership of the Traveller community
- Special educational needs of the Student or Applicant

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**

---

KCETB 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/ Institutes 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 Carlow Institute 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 Carlow Institute 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. Carlow Institute 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**

---

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

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

Courses provided by Carlow Institute are subject to the provisions of the Further Education and Training Act 2013, and to the approval of KCETB, SOLAS, and the Department of Education and Skills.

#### **Admissions – Full-time study**

Carlow Institute offers course places to individuals who have applied for a given programme of full-time study. The Institute publishes an annual prospectus outlining the range of full-time courses that it intends to offer for a given academic year. Full-time courses include courses funded under the DES /SOLAS Post-Leaving Certificate (PLC) programme.

## Applications

The Institute accepts applications for places on courses for a time-limited period in advance of the commencement of the courses. Full-time courses commence in the Autumn term of each academic year, and the application period is typically for the six months prior to the commencement of term i.e. from the Spring term of the year of entry.

Courses are advertised through the Institute's prospectus, its website and through established third-party means (including Qualifax and Fetchcourses.ie etc.). The Institute holds open days and other information events to support potential applicants to explore the courses offered.

## Making an application

Individuals are invited to apply for courses via the Institute's online enrolment system linked from the Institute's website. The Institute aims to offer support, subject to available resources, to applicants that have special needs which make completing an application difficult.

Applications must be submitted with any advertised application fee. **The application fee is non-refundable**, and applications cannot be processed if this payment isn't made.

Applicants must have a valid email address for the application to be processed.

## Closing dates for applications

Closing dates for applications are published in the Institute prospectus and on the Institute website. The Institute reserves the right to amend the published closing date, to close applications for any course or to extend the application period. Closing dates may vary from course to course, and it is the applicant's responsibility to make a timely application.

## Eligibility and Entry requirements

### *Standard Academic Entry requirements*

Unless otherwise stated, the basic entry requirement to all full-time **Level 5** courses is as follows:

- Over 18 years of age and/or successful completion of the Leaving Certificate (or equivalent international qualification).
- Successful completion of a Level 4 major award (or equivalent international qualification).

- The basic entry requirement to all full-time **Level 6** programmes is the successful completion of a **Level 5** major award (or equivalent international qualification).

### **Mature applicants**

Mature applicants (over 23 years old) are welcome to apply for courses at Carlow Institute. Mature applicants who do not meet the minimum entry requirements, but who have acquired skills or experience, are welcome to apply. The general suitability for attendance on the course is assessed at an interview. All other requirements of this admissions policy, including the application and interview process apply to mature students.

### **Medical Fitness to Participate**

If deemed necessary, the Institute may request an applicant to provide a medical certificate of fitness to participate on the course for which they have applied.

### **Applicants with Additional Needs**

Carlow Institute of Further Education and Training is committed to promoting equality of opportunity and access for applicants who have a disability, specific learning difficulty or medical condition. The Institute endeavours, wherever possible, to make it easier for such applicants to access courses and to participate in student life at the Institute. Applicants are encouraged to ask for assistance from the Institute at the point of application.

Access to additional support is dependent on the applicant/student applying for it. Applicants with a disability or support need, are asked to provide the Institute with information when making a general application. The Institute's ability to support a student with additional needs is dependent on available support resources from the Higher Education Agency.

If further resources are required, the Higher Education Authority require the institute to submit a profile of the applicant and will decide if it (the HEA) will provide the necessary resources to support the applicant. Where adequate resources are not forthcoming, the Institute may be forced to postpone admission until the required resources are put in place.

### International Students

All European Union (EU) 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. KCETB and its Colleges and Centres do not engage with the visa process.

### 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 of the prison, the probation service, or the prison service.

### Other Applicants

Applicants coming through probation services must provide a security assessment with application.

### Processing Applications

All applications are processed on a first-come, first-served basis. Applicants will be invited to attend an interview and will be emailed details of their interview time and date, which will vary by course. Applicants are expected to attend for their scheduled interview appointment and the Institute reserves the right to cancel an application if the applicant fails to attend the interview.

### Interviews

All applicants are required to complete an interview. Most interviews take place in late August following the Leaving Certificate results, but some courses have earlier interview sessions. The interview is administered to help the Institute assess the level and interest of the student for the course they have applied for. This interview will not be used as a basis to exclude any student. All intending applicants will be notified of the date and time of their interview.

Institute staff will assess if the course is the right option for the applicant at an interview. This assessment is made through a structured interview process, and the applicant's responses will determine an assessment of their suitability for the course.

The applicant will be guided through questions to ensure that they are in a position to succeed on the course. Applicants will be able to ask about the course and the opportunities available. **Only the**

**applicant may attend for the interview itself** – family/friends are not permitted to participate in the interview process.

### Interview Assessments

Interviews are conducted by Institute Teaching staff, and an established framework is used for all applicants.

Subject to the requirements of relevant education legislation, the following criteria are used to offer place on Institute courses

- The applicant's interest and aspirations in the chosen subject area
- The applicant's awareness of this area
- The academic and practical/occupational potential of the applicant to achieve on the programme
- Previous academic outcomes and exam results
- Prior and relevant experience of the chosen area without formal education

The Institute's ability to offer places on courses is also determined by

- Permission and funding from Department of Education and Skills/SOLAS or relevant funding agency to run the course
- Availability of places on individual courses and numbers recruited
- Adequate enrolment to run the course

Admission to a 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 or staff

## Interview Decisions

If, in the opinion of the Institute, the course is the right choice for the applicant, the applicant is offered a place, where the applicant is considered likely to benefit from attendance at the course/activity.

Where Carlow Institute is not oversubscribed, all applicants who meet the entry requirements and the interview process 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 Institute prospectus or website. Course content is reviewed on an ongoing basis and may result in course modification.

If, in the opinion of the Institute, the applicant is not ready to undertake a course, unlikely to succeed, or needs more time to develop skills, the applicant will not be offered a place. Instead, the applicant will be guided to step-up options, by referral to Kilkenny & Carlow Education and Training Board's Adult Guidance Service.

The outcome of the interview is communicated to the applicant via the Institute's online enrolment system. It is the responsibility of the applicant to check the status of their application on the system.

Offers of a place on a course are conditional, which may include grade outcomes in pending examinations, and are subject to general suitability for the course as determined at the interview.

The number of places available on each course is limited and waiting lists may apply for courses. All courses are subject to minimum enrolment, and in the event that a course is not available, applicants will be advised of alternative choices on offer. The programme content shown in any prospectus (print or online) is indicative and is **subject to change** according to Awarding Body requirements as well as enrolment and resources.

Oversubscription -When the number of applications exceeds the number of places available, a waiting list shall be compiled which shall remain valid only for the academic year in respect of which the applications are made. Where Carlow Institute 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 an Applicant does not receive a place in the Institute 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 Institute as being the period when it will accept applications.

### Selection Criteria

Carlow Institute will apply the following criteria for admission to a course:

- The Applicant meets the entry requirements for their selected course
- The Applicant has attended for interview for the course that they have applied for

### Selection Process

Carlow Institute will apply the selection process as follows:

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 Institute Prospectus or on the Institute website [www.carlowIFET.ie](http://www.carlowIFET.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, Carlow Institute will conduct an English language assessment in line with KCETB 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

### Refusal

Where an Applicant in respect of whom an application is being sought has not been offered a place on the particular course the outcome of the interview is communicated to the applicant via the Institute's online enrolment system. It is the responsibility of the applicant to check the status of their application on the system.

### Course Place Offers

Where applicants are offered a place, decisions regarding enrolment will be notified to students via their on-line account on the Institute's online enrolment system.

Applicants are required to accept the Institute's offer of a place on a course via the Institute's online enrolment system. It is the responsibility of the applicant to check the status of their application on the system. To ensure a place, students must pay in full all associated fees for their course. Students who only part pay fees can forfeit their places to those who have paid full fees. A student's place is only secured on full payment of fees, if a place is available. Places cannot be guaranteed.

Applicants must immediately notify the Institute of any change in their personal details. The Institute cannot accept responsibility for any consequences (e.g. failure to receive information), due to failure on the part of the applicant to make such notifications directly to the Institute administration.

### Fees

Whilst the cost of tuition on full-time courses at Carlow Institute is free, applicants are required to pay fees for other specific purposes. Fees are charged and collected in line with DES guidelines and Carlow Institute aims to make education as affordable as possible.

An indicative list of fees for full-time students can include\*:

- Application fee
- The Government Levy (fee) for PLC courses
- Registration/student services fee
- Examination/awarding body fee
- Essential materials/clothing or equipment
- Essential additional costs (e.g. field trips)

\* The Government Levy (fee) for PLC courses is waived in certain circumstances. Applicants **must** have proof of waiver at the point of registration; otherwise this fee must be paid in full.

\* The application fee is non-refundable

\* 'Essential' materials/clothing or equipment are those that each student **must** have in order to complete the course. These items become the personal property of the student

\* 'Essential additional costs' are those where an additional cost is charged to cover a field-trip essential to the course

Only registered students are entitled to attend classes and other activities at the Institute, and **registration is only complete once all related fees for their course have been paid.**

### Registration

When an applicant has accepted an offer of a course place, they are invited to attend induction for the course. Applicants will be advised of an induction date and time. It is the applicants' responsibility to attend induction at the stated time. Applicants may be required to bring proof of documentation to Induction.

The Institute will inform applicants of all registration requirements via the Institute's online enrolment system. It is the responsibility of the applicant to check the status of their application on the system, to attend induction, with proof of documentation as required. **Pre-payment of all fees is made online in advance of the induction period, but the applicant must attend to complete this process and verify their identity.**

### Induction

Applicants are required to attend for an induction session prior to course commencement. Applicants who have registered and paid all fees in full are registered students and will be invited to attend an Induction programme. Students will meet with the course teaching team, their classmates, receive the timetable and be informed of important policy and procedures for students at the Induction programme. Classes will commence following induction.

Registered students wishing to attend Carlow Institute must sign a declaration stating that they have read the Institute Code of Conduct as part of their Induction. In signing they accept that the code is

fair and reasonable, and that they will make all reasonable efforts to ensure compliance by the applicant with such code.

Carlow Institute **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 Institute, **unless the following applies:**

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

Where Carlow Institute 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.

Failure to pay the specified fee to the Institute on a first paid criteria, or in the form indicated by the Institute 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 indicated in this policy.

#### **Reserved Right Not to Enrol *and* Withdrawal of an offer**

Carlow Institute reserves the right not to enrol an applicant and therefore an offer of admission may be withdrawn where:

- The student has falsified documents and identification. The information contained in the application is false or misleading in a material respect, or information is deliberately withheld
- 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 declines a place on the alternative course, the course fee paid will be refunded to the applicant on request

- An Applicant has not indicated:  
whether or not s/he has applied for and is awaiting confirmation of an offer from
  - (i) another College(s) and if so, the details of the College(s); or,
  - (II) whether or not 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 Institute, 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.

### Late Applications

An application received by Carlow Institute after the closing date published by the Institute, 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.

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

Where an Applicant is in receipt of an offer of a place on a course within Carlow Institute but does not accept the offer, or the Institute 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.

### Collection of Other Required Information

#### Statistical monitoring

From time to time, the Institute is required by state funding agencies to collect statistical information from its registered students. This information is subject to data collection regulations, and students are informed in advance of the requirements to collect such information. The Institute is required to collect this information but does not use this information itself.

### **Garda Vetting (Clearance)**

Garda Vetting (police/criminal records clearance) is a requirement on courses where registered students have access to children or vulnerable adults. Registered students must be vetted for clearance by the Gardaí prior to attending work experience. It is the student's responsibility to obtain Garda Vetting Clearance/criminal records clearance

Applicants who have lived outside the jurisdiction of Ireland/Northern Ireland, and for whom Garda vetting/clearance is unavailable, are required to provide verifiable evidence of criminal records clearance from the relevant police authorities

Carlow Institute will provide registered students with information about making an application for clearance, but it is the student's sole responsibility to complete any necessary application and to obtain clearance

### **Transfers from other Further Education and Training Centres**

The Institute does not normally accept student transfers from other Further Education and Training Centres in Ireland or within the EU.

### **Repeats**

It is important to note that applicants are not permitted to repeat a course.

### **Returning Students**

Returning students should not assume automatic entitlement to enrolment in a subsequent year.

An application to a second or subsequent year of a course or to another course will be treated as a new application.

In addition, the applicant's previous punctuality, attendance and performance record may be taken into consideration.

If the applicant has displayed unacceptable or unreasonable behaviour in the past, they may be asked to sign a Contract of Behaviour. In some cases, admission to the course may be reserved until a certain period of time has passed (other students have completed course cycle).

## Appeals

### Right of Appeal

It is recognised that the implementation of this policy document in Carlow Institute must be in accordance with the requirements of Kilkenny & Carlow Education and Training Board, the Department of Education and Skills, and relevant legislation.

Section 29 of the Education Act, 1998 provides for an appeal by a parent or guardian for under 18s and for over 18s to the Secretary General of the Department of Education and Skills. Further information on the Section 29 appeals process, including links to the relevant application forms, is available on the Department's website at the following link: <https://www.education.ie/en/Parents/Services/Appeal-against-Permanent-ExclusionSuspension-or-Refusal-to-Enrol/>

### Appeal where refusal was due to oversubscription:

Prior to making an appeal, an applicant is required to request in writing a review by the board of management of the decision to refuse admission. The request for a review by the board of management must be made within **21** calendar days of the date of the decision to refuse admission and must:

- a) Be based on the implementation of the Institute's admissions policy and the content of the Institute's annual admission notice and
- b) Set out the grounds of the request

The board of management must notify the applicant within **42 calendar days** of the date of the decision to refuse admission that it is not in a position to review the decision and the reasons therefore where:

- a) The request for review has not been made within the required **21 calendar days** set out in the section above.
- b) The applicant is relying on information that was not made available in the application for admission,
- c) The board of management considers that the grounds relied upon in the application for review did not have a material effect on the outcome of the application for admission.

2.4. Where the circumstance at section 2.3 do not apply, the board of management must conduct the review in accordance with the following:

- a) The board of management must review the decision to refuse admission having regard to the grounds set out in the request for review,
- b) The board of management must conduct the review without an oral hearing,
- c) The institute principal may provide any facts, documents and other information relevant to the decision under review to the board of management but must not be involved in the board of management's consideration or determination of the outcome of the review,
- d) In conducting the review, the board of management must examine, having regard to the grounds set out in the request for review, whether or not there was any failure or error in making the decision to refuse admission and where there was any such failure or error whether or not it had a material effect on the outcome of the application,
- e) Following the review and no later than 42 calendar days from the date of the decision to refuse admission, the board of management must issue the applicant with:
  - i. A statement confirming that there was a failure or error in making the decision to refuse admission, or
  - ii. A statement confirming that a failure or error occurred in making the decision to refuse admission, and whether or not such failure or error had a material effect on the outcome of the application,
- f) Where the board of management issues a statement under (e)(ii) above, and where the failure or error had a material effect on the outcome of the application and related to the admission of a student to a institute or special class, the board of management must rectify the failure or error by admitting the student to the institute or special class concerned,
- g) Where a board of management issues a statement under (e)(ii) above, and where the failure or error had a material effect on the outcome of the application and related to a student's ranking on the waiting list, the board of management must rectify the failure or error by adjusting the ranking of the student on the waiting list.

2.5. In these procedures "waiting list" means a waiting list compiled in accordance with section 62(7)(i) of the Education Act, 1998.

Section 29 of the Education Act, 1998 provides for an appeal by a parent or guardian for under 18s and over 18s to the Secretary General of the Department of Education and Skills or in the case of an

Educational Training Board (ETB) school to the ETB in the first instance, where a Board of Management of an institute, or a person acting on behalf of the Board, refuses to enrol a student in a institute. Further information on the Section 29 appeals process, including links to the relevant application forms, is available on the Department's website at the following link: <https://www.education.ie/en/Parents/Services/Appeal-against-Permanent-ExclusionSuspension-or-Refusal-to-Enrol/>

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

Section 29 of the Education Act, 1998 provides for an appeal by a parent or guardian for under 18s and over 18s to the Secretary General of the Department of Education and Skills or in the case of an Educational Training Board (ETB) school to the ETB in the first instance, where a Board of Management of a school, or a person acting on behalf of the Board, refuses to enrol a student in a school. Further information on the Section 29 appeals process, including links to the relevant application forms, is available on the Department's website at the following link: <https://www.education.ie/en/Parents/Services/Appeal-against-Permanent-ExclusionSuspension-or-Refusal-to-Enrol/>

**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 Institute's Admission Notice and also set out the grounds of the request to appeal the decision.

## Adoption of Policy

This policy was adopted by the Board of Management of Carlow Institute. This policy has been made available to institute personnel, published on the Institute website and provided to students on MOODLE. This policy and its implementation will be reviewed by the Board of Management. Written notification that the review has been completed will be made available to institute personnel, published on the Institute website and provided to students on MOODLE.

## ROLES AND RESPONSIBILITIES

1. The Board of Management will approve the policy and ensure its development and evaluation.
2. The Principal and Deputy Principals will be responsible for the dissemination of the policy.
3. The Institute's Admissions Policy will form part of the induction programme for new teaching staff and shall be included in the staff handbook.
4. It is the responsibility of all teaching staff to read this policy carefully.
5. It is the responsibility of all teaching staff to regularly evaluate their own approaches to teaching and learning and to carefully consider any new approaches or methodologies that they feel may enhance their student's experiences.

## REVIEW AND EVALUATION

The effectiveness of this policy will be monitored by the Principal and Deputy Principals. The policy will be reviewed annually or as needs dictate during the academic year.

### 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 KCETB. 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 KCETB 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.

	Minimum English Level	International Examinations	Minimum Grade
<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 CDETB 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.

**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 Institute 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 Institute have been submitted;
- The applicant agrees to abide by the General Rules and Regulations of the KCETB and the Student Code of Conduct of Carlow Institute.
- 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 Institute to be an exceptional circumstance.

(c) The Institute 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.