
Admissions Policy and Procedures for access to FETAC Level 5 & 6(PLC) Courses 2016-2017

Selskar College



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1. Mission Statement

Teaching and Learning with care and respect, where every person matters.

2. Introduction

This Admissions Policy and Procedures document is intended to establish the basic philosophy and ethos that underpins the admission of learners. It also aims to provide the general admission information needed by learners, their parents or guardians, staff and the wider community.

This policy and procedures explains how learners can apply, enroll and register on a course of their choice at Selskar College. Selskar College welcomes people of all races, backgrounds, genders, beliefs, ages, sexual orientation and those with disabilities and learning needs.

Selskar College endeavours to inform applicants, as part of course information, about the transfer and progression options which may be open to them on receipt of an award.

The purpose of this policy is to ensure that Selskar College admissions procedures are open, fair, consistent and transparent.

This policy is applicable to those who apply for full-time courses at Selskar College.

3. Guiding Principles for admission

Admission to courses is based on the following four guiding principles:

- 3.1. Admission to Selskar College is outside the CAO Point System and places are offered on a first come/first served basis subject to meeting the entry requirements.
- 3.2. That in the professional judgment of Selskar College and following an informal interview the applicant is suitable for the course.
- 3.3. That in the professional judgment of Selskar College, the applicant, because of previous education, training or experience, is considered likely to benefit from attendance.
- 3.4. That their participation will contribute positively to the course and in no way infringes upon the opportunities or rights of other learners or staff.

4. Course Approval and Minimum Enrolment Numbers

- 4.1. All courses at Selskar College are subject to the approval of SOLAS and Waterford & Wexford ETB.
- 4.2. All courses are offered subject to minimum enrolment numbers being achieved, as defined by Selskar College.
- 4.3. All course content is subject to ongoing review and Selskar College reserves the right to amend both content and award titles.
- 4.4. There are additional DES regulations governing the admission to courses for applicants who are not citizens of the EU. Refer to section on International Applicants below.

5. How places are offered

- 5.1. Places on courses are offered on a first come/first served basis where each of the following requirements are met:
 - 5.1.1. There is a place available. (Applicants may be put on a waiting list where there are more applicants than places on offer).
 - 5.1.2. The applicant completes a satisfactory informal interview and meets the entry requirements for the course as outlined in Selskar College's prospectus and www.wexfordvocational.com.
 - 5.1.3. As a result of previous education, training or experience, the applicant is considered likely to benefit from attendance.
 - 5.1.4. Participation by the applicant will contribute positively to the course and in no way infringes upon the opportunities or rights of other learners or staff.

6. Relevant Legislation

This admissions policy has been derived in conjunction within the main provisions of the following and subsequent legislation.

- The Education and Training Boards Act 2013
- The Further Education and Training Bill 2013
- Qualifications and Quality Assurance (Education and Training) Bill 2011
- Education for Persons with Special Educational Needs Acts, 2004
- The Vocational Education (Amendment) Act, 2001
- Equal Status Act, 2000
- Education (Welfare) Act, 2000
- The Qualifications (Education and Training) Act, 1999
- The Education Act, 1998
- The Vocational Education Act, 1930

7. Applicant's Responsibility

It is the Applicant's Responsibility to

- 7.1. Ensure that course content and progression links of the course they select matches their expectations for further and higher education and/or employment. Refer to current prospectus and www.wexfordvocational.com
- 7.2. Ensure they satisfactorily match the prescribed entry requirements in order to be offered a place on their course of choice.
- 7.3. Read the Admissions and Fee Payment and Refund Policy as posted on www.wexfordvocational.com prior to application.
- 7.4. Seek clarification on queries relating to admissions through the college office.
- 7.5. Ensure that the information provided is accurate and truthful. False information will render the application null and void.
- 7.6. Disclose a learning need on the application form. This is imperative so that Selskar College can assess if the course choice is suitable, what supports are needed and if a health and safety risk exists.
- 7.7. Attend for scheduled informal interviews. The applicant must contact Selskar College to reschedule if they cannot make the scheduled informal interview. Failure to contact Selskar College could result in their name being withdrawn from the course list.

- 7.8. Notify Selskar College immediately in relation to changes in personal details i.e. address, telephone number etc.
- 7.9. Abide by the code of conduct and behaviour.
- 7.10. Adults returning to education should seek guidance from the Waterford & Wexford ETB Adult Education Guidance Service, Ardcahan Business Park, Ardcahan, Wexford.
Ph: 053 9152067/053 9152138 Mob: 087 6290446

8. Department of Social Protection Fraud Controls

- 8.1. Applicants are reminded that educational institutions are required to provide details of enrolments to the Department of Social Protection (DSP).
- 8.2. Applicants should note that they are not entitled to receive a Social Welfare payment while attending a full-time course of study unless they have received prior approval from the DSP under the terms of the scheme.
- 8.3. It is DSP policy to consider for prosecution **ALL** cases of fraud and abuse of the Social Welfare system.
- 8.4. All information is treated as confidential and is subject to the provisions of the Data Protection Act's and the Freedom of Information Acts.

9. Admissions Procedures

There are four steps in the admission procedure at Selskar College.

- **Apply**
- **Interview**
- **Register**
- **Commence**

9.1. Apply

- 9.1.1. It is the applicant's responsibility to investigate each course choice thoroughly to ensure that the course on offer at Selskar College meets progression, certification and employment expectations. Applications for all daytime courses are invited from January of each year for courses starting the following September.
- 9.1.2. Application forms are available to download from www.selskarcollege.ie or by contacting Selskar College directly.
- 9.1.3. Applicants are required to post or bring in completed application form to the college office, Monday – Friday 9:00am to 4:00pm.
- 9.1.4. Receipt of hard copy application forms will be acknowledged by letter, which is also the receipt. This needs to be retained as evidence of application.
- 9.1.5. **Applicants are required to:**
 - Complete the application form in full
 - Provide legible information
 - Provide a hard copy of Birth Certificate
- 9.1.6. **Entry Requirements**

The entry requirements for each course are outlined in the prospectus. The entry requirements for most courses are as follows:

 - Leaving Certificate (at least five passes in subjects at either Ordinary or Honours Level)

- Leaving Certificate Vocational Programme (at least five passes in subjects at either Ordinary or Honours Level, one of which could be Link Modules)
- Leaving Certificate Applied (will be assessed individually)
- Course relevant FETAC Level 4 Award
- Mature Applicants (over 21) with relevant experience
- Foundation Level Maths accepted, except where otherwise stated

Each applicant must ensure that they are competent in spoken and written English. Failure to acquire a competent level of English prior to course commencement could result in difficulties during the course and result in a failure to achieve the award.

9.2. Interview

- 9.2.1. All applicants are invited to attend for an informal interview. The purpose of this informal interview is to determine the applicant's suitability to participate on the course for which s(he) has applied and to provide essential course information and answer questions from the applicant.
- 9.2.2. Applicants will be advised by letter of their scheduled informal interview date, time and what documentation they are required to bring.
- 9.2.3. Applicants who cannot attend this informal interview should contact the college office to reschedule at selskarcollgeplc@wwetb.ie or telephone (053) 9122753.
- 9.2.4. Applicants who do not show for informal interview may be removed from the course list as the assumption will be made that they are no longer interested in the course.
- 9.2.5. Subject to meeting the above requirements, places are offered on a first come/first served basis.
- 9.2.6. Applicants are notified in writing of the result of the informal interview within 10 working days.
- 9.2.7. Applicants are advised that any offer of a place is conditional on
 - Applicants fulfilling outstanding criteria such as supplying evidence of achieving the entry requirements.
 - Selskar College receiving approval and funding, which is subject to review at all times, by the DES, www.education.ie and by the Waterford & Wexford ETB. Applicants are also advised that course content is also reviewed on an ongoing basis and this may also result in course modifications.
 - Selskar College enrolling sufficient numbers to run the course.

9.3. Register

- 9.3.1. All applicants will receive a letter from Selskar College with details of the registration date.
- 9.3.2. All applicants must register on that date.
- 9.3.3. At registration the following fees must be paid (Refer to the Selskar College Fees Schedule at www.selskarcollge.ie)
 - Examination Fees
 - PLC Government Levy
 - Student Services Fee

- 9.3.4. Applicants are advised that they need to bring all relevant documentation (birth certificate, medical card and previous qualifications) and fees so that they can successfully register for their chosen course.
- 9.3.5. Failure to complete registration could result in the applicant's place being forfeited.
- 9.3.6. Late applicants may be considered if a place becomes available.

9.4. Commence

- 9.4.1. Course fees are paid in full by the applicant no later than the commencement date of class, except in a case which is deemed by Selskar College to be an exceptional circumstance. This must be with prior approval of the PLC Course Director.
- 9.4.2. All information and supporting documentation requested by Selskar College has been submitted.
- 9.4.3. The applicant signs the Learner Contract and agrees to abide by the Code of Conduct of Selskar College.
- 9.4.4. Applicants will not be enrolled after the 30th September.
- 9.4.5. It is the applicant's responsibility to complete the enrolment process by the course commencement date, including the provision of all necessary information and supporting documentation.
- 9.4.6. The provision of false or inaccurate information by the applicant may render the application null and void.

10. Applicants with additional Learning needs

- 10.1. Selskar College is an equal opportunities college and welcomes applications from individuals with learning needs.
- 10.2. It is the applicant's responsibility to inform Selskar College, on application, of any learning needs they may have, in order to plan for the provision of appropriate facilities to enable the applicant to participate in their course safely and effectively. Selskar College makes every effort to provide appropriate support and help for applicants with learning needs within the limits of available resources.
- 10.3. Applicants with learning needs are asked to disclose their disability/learning difficulty on the application form.
- 10.4. Applicants are advised that the disclosure of a special need will not adversely affect their application in any way.
- 10.5. Applicants who specify that they have a special need should also complete a supplementary application form. This form is designed to provide specific knowledge to Selskar College in relation to the exact specific individual needs of the applicant. It is the applicant's responsibility to complete this form correctly and return to Selskar College immediately.
- 10.6. Applicants who have a medical condition or who are on medication that may affect their performance in the college are also obliged to disclose this information on the application form.
- 10.7. Applicants with a special need who are offered a place, will be invited to meet the PLC Course Director to assess their needs and to determine how Selskar College can best meet their requirements.
- 10.8. Applicants may be requested to submit details of a professional assessment outlining their disability/learning difficulty.

- 10.9. Applicants may apply through Selskar College to the National Office for Equity of Access to Higher Education (HEA) for equipment or services to assist in accessing their course. The deadline for application varies from year to year, but is usually the first week in October. For more information visit www.hea.ie. All applications to this fund must be accompanied by relevant documentation as required by the HEA.
- 10.10. All information provided in this regard is treated in a confidential manner by Selskar College.

11. International Applicants

- 11.1. Selskar College welcomes applications from international learners; i.e. EU and Non-EU. Selskar College has a long standing tradition of welcoming applicants of different nationalities and cultures. Selskar College embraces diversity and greatly values the enrichment that a variety of nationalities and cultures brings to the college community.
- 11.2. The information presented in this section is presented only as a guideline to assist international applicants. The Irish Government may, at any time, make changes to the regulatory requirements addressed in this document. Each international applicant is therefore advised and obligated to consult with the local Irish Embassy or Consulate of the Irish Naturalisation and Immigration Service website www.inis.gov.ie to determine updated requirements.
- 11.3. All international applicants are requested to meet Selskar College's administrator individually to check documentation to determine whether they are liable for the course tuition fee. Selskar College will contact applicants directly to set up this interview time and date.

11.4. International Applicants who are EU Nationals

- 11.4.1. The DES, with the assistance of the European Social Fund, funds all courses. There are no tuition fees for EU nationals. Applicants, however, are liable for registration and examination fees. Additionally, applicants are expected to supply prescribed class and study materials. EU citizens may qualify for financial assistance. While Selskar College will endeavour to provide information, the onus will be on individual applicants to obtain the necessary information. Selskar College will send a confirmation letter of registration to the address supplied.
- 11.4.2. Applicants on arrival at Selskar College must:
 - Produce original passport/identity card (which will be returned). Selskar College reserves the right to request a copy of the original passport/identity card at any time
 - Pay the appropriate course registration fee.

11.5. International Applicants from non-EU Countries currently Resident in Ireland

- 11.5.1. This section is for non-EU applicants who fall into one of the following categories:
 - Refugee status
 - Asylum seeker with the right to work

- Parent of an Irish Child
- Married to an Irish citizen

11.5.2. Applicants who have made an application for asylum but do not have the right to work are not permitted by the Irish Government to enrol on any of Selskar College courses.

11.5.3. Applicants must meet Irish Government immigration requirements in order to live and study in Ireland. Further details are available from the Irish Naturalisation and Immigration Service website www.inis.gov.ie

- It is the applicant's responsibility to deal with the immigration and visa authorities with regard to obtaining a student visa. Under no circumstances can Selskar College intervene with the visa authorities on the applicant's behalf.
- Non-EU applicants with special leave to remain in Ireland should refer to the table below regarding the appropriate course tuition fee payable and the documentation to be submitted with their application. All applicants are liable for registration and examination fees. Additionally, applicants are expected to supply prescribed class and study materials.

Category	Tuition Fee	Documentation Required
Refugee Status	None	<ol style="list-style-type: none"> 1. Copy of registration book 2. Copy of blue travel book
Asylum Seeker with "right to work" who entered the country before 26th July 1999	None	<ol style="list-style-type: none"> 1. Copy of passport with a current visa or registration book 2. Notification of their right to work from D/JLR or Health Service Executive
Asylum Seeker with "right to work" who entered the country after 26th July 1999	€3,653	<ol style="list-style-type: none"> 1. Copy of registration book 2. Notification of their right to work from D/JLR or Health Service Executive
Asylum Seeker who has entered the country after 26th July 1999 and have been granted the "leave to remain"	None	<ol style="list-style-type: none"> 1. Copy of passport with a current visa or registration book
Asylum Seekers who do not have an entitlement to work	€3,653	<ol style="list-style-type: none"> 1. Copy of passport with a current visa or registration book
Parent of a Child born in Ireland	None	<ol style="list-style-type: none"> 1. Copy of passport with a current visa or registration book 2. Letter from the Dept Justice & Law Reform granting them "leave to remain" 3. Copy of the child's birth certificate
Married to an EU National	None	<ol style="list-style-type: none"> 1. Copy of passport with a current visa or registration book 2. Copy of marriage certificate

11.6. **In general:**

- Holders of Stamp 2 or Stamp 2a must pay the course tuition fee.
- Holders of Stamp 4 may be exempt from the course tuition fee.

11.7. **Disclaimer:**

This information is presented as a guide to assist applicants. The Irish Government may at any time make changes to any of its visa requirements as detailed in this document. Applicants are strongly advised to consult with their local Irish Embassy or Consulate or the Irish Naturalisation and Immigration Service website to determine updated requirements.

While every effort is made to ensure that the information given here is accurate, Selskar College cannot accept responsibility for errors and omissions or for changes to regulations or procedures imposed by third parties.

12. Garda Vetting

- 12.1. Garda Vetting will apply to relevant WWETB courses and programmes. Where this is necessary, you will be required to complete a Garda Vetting Form giving permission for information to be obtained from the Garda Central Vetting Unit regarding all convictions and/or prosecutions successful or not, pending or completed. This is applicable to all students over 16 years of age.
- 12.2. Applicants are responsible for completing this application form correctly. Failure to complete the Garda Vetting Form correctly and on-time could result in the loss of a course place.
- 12.3. Applicants should note that the official form is available from Selskar College at application. The Garda vetting unit will only accept the official form signed by the WWETB nominee.

13. Repeating an Award or Component Certificate

- 13.1. It is important to note that applicants are not permitted to repeat a course. However, in exceptional cases, the PLC Course Director may permit such a repeat. Applicants must write to the Principal outlining the reasons for wishing to repeat a course.
- 13.2. Applicants who seek to repeat a course should be aware that all fees must be paid.
- 13.3. Applicants should also note that if they are in receipt of a maintenance grant this may not be paid for repeating a course. Applicants in this situation should refer to www.studentfinance.ie for advice and guidance.
- 13.4. There is no automatic right to repeat an award or component. Approval must be obtained from the PLC Course Director. This is also subject to a place being available.

14. BTEA (Back to Education Allowance Scheme)

- 14.1. Selskar College welcomes Back to Education Allowance (BTEA) applicants on all courses.
- 14.2. The Department of Social Protection (DSP) administers the Back to Education Scheme.

- 14.3. This scheme assists those who wish to return to education without the loss of DSP benefits or allowances.
- 14.4. The BTEA allows those in receipt of certain social welfare payments to retain these payments whilst participating in approved BTEA full-time courses in Selskar College.
- 14.5. The following applicants are eligible for BTEA

<ul style="list-style-type: none"> ▪ Those over 21 years of age 	Or	<p>Have been receiving one of the following benefits for six months or more</p> <ul style="list-style-type: none"> ▪ Job seekers Allowance/Benefit <li style="text-align: center;">or ▪ Signing for credits
<p>Or</p>	And	
<ul style="list-style-type: none"> ▪ Those aged between 18 and 20 who have not been within the formal education system for at least two years 		

14.6. BTEA Funding Application Procedure

- 14.6.1. Applicants need to complete the four step admission process as outlined in Section 9.
- 14.6.2. Applicants apply separately to their local DSP Office for BTEA.
- 14.6.3. Once the applicant successfully secures BTEA funding they must inform the admissions office to gain exemptions from certain fees. Refer to Selskar College's Fee Payment and Refund Policy at www.selskarcollege.ie

15. Entry from a Level 5 to a Level 6 course

- 15.1. The PLC Course Director will notify classes as to when applications will open.
- 15.2. Applicants must complete Steps one to four as outlined in Section 9.
- 15.3. Applicants are advised to refer to the prospectus or www.wexfordvocational.com for specific entry requirements.
- 15.4. Applicants must pay all fees including:
- Non Refundable Deposit
 - Student Services Fee
 - PLC Government Levy
 - Examination Fee i.e. FETAC
 - Training Fees
- 15.5. Applicants are advised to check availability of grants for any course to which they progress with their grant provider.
- 15.6. Applicants are advised that they should not assume automatic entitlement to admission in a subsequent year. The Principal reserves to right to refuse entry in cases where it would be detrimental to the health, safety and well-being of the learners and staff to allow the applicant to progress.
- 15.7. Returning applicants are advised that all aspects of the previous year's work/attendance/behaviour/ attitude and results are central to the decision to allow access to second year.

16. Appeals Process

- 16.1. When an applicant is deemed unsuitable for the course he or she will be informed of this in writing by Selskar College.
- 16.2. The applicant may be offered a place on an alternative course.
- 16.3. If the applicant is unwilling to accept the alternative place he or she may lodge an appeal.
- 16.4. Appeals must be lodged in writing to the Principal within seven working days after receipt of the college's letter, specifying:
 - The applicant's full name, address and telephone number and the name of the course applied to
 - The decision being appealed
 - The grounds on which the decision is being appealed
- 16.5. The Principal will establish an Appeals Panel to consider the appeal. The Panel will comprise:
 - The Principal/Deputy Principal
 - Guidance Counsellor
 - Member of the course team involved in teaching the applicant
- 16.6. The applicant may address the Appeals Panel in person. The applicant may bring one person with them to the meeting. Requests to address the Appeals Panel must be submitted in writing to the Principal at the time of the appeal.
- 16.7. The Principal will inform the applicant of the decision of the Appeals Panel.
- 16.8. If the applicant is not happy with the outcome of the appeal, s(he) may appeal the decision of the Appeals Panel to Selskar College's Board of Management.