



**RATHMINES  
COLLEGE**  
*College of Further Education*

# Admission Policy

## Policy

Rathmines College is an equal opportunities college which promotes open access, fairness and transparency in its admissions procedures.

The capacity of the college is approximately 539 further education students and 150 repeat Leaving Certificate students. The cap for further education is 539.

## Purpose

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

## Scope

The Policy is applicable to all applicants who apply for full or part time day courses in Rathmines College.

All courses in Rathmines College are subject to the approval of the Department of Education and Skills and the City of Dublin Education and Training Authority (CDETb). All courses are subject to a minimum enrolment number.

Admission to Rathmines College is governed by the "*CDETb Admission Policy set out in its General Rules and Regulations for Colleges, Colleges, other Centres and the Classes and Activities operating under the authority of the CDETb*".

This policy states that:

Admission to a particular course/activity is subject to places being available and is governed by four principles:

- That in the professional judgement of the College Authority (the term “College Authority” as in these regulations, indicates the Chief Executive Officer, or an officer delegated to act on his behalf) and following an interview (if deemed appropriate) the student/participant is suitable for the course/activity.
- That in the professional judgment of the College Authority, the student/participant, because of previous education, training or experience, is considered likely to benefit from attendance.
- That participation will contribute positively to the course/activity and in no way infringe upon the opportunities or rights of other students or staff.
- That disputes in relation to admission will be referred to the CDET.B.

This policy operates in respect of admissions to the college in the following circumstances:

- Students applying for a place in a plc course including one year QQI Level 4, Level 5, Level 6, two year Higher National Diploma, Professional Courses including Accountancy and Public Relations.
- Students applying to repeat the Leaving Certificate programme,
- Students from within the college applying for a place in another programme of study .

## **RATIONALE**

This policy aims to ensure that appropriate procedures are in place to enable the College:

- To make decisions on all applications in an open and transparent manner.
- To make an accurate and appropriate assessment of the capacity of the college to cater for the needs of applicants in the light of the resources available to it.
- To ascertain the suitability of the applicant to the particular course they are applying for.

## **LEGAL FRAMEWORK**

This policy is compliant with relevant sections of the:

- Education Act 1998
- Education Welfare Act 2000
- Equal Status Act 2000
- Education for Persons with Special Educational Needs Act 2004
- Education (Miscellaneous Provisions) Act 2007
- Data protection Acts, 1988 and 2003

## **THE FOLLOWING WILL APPLY TO ALL APPLICANTS:**

- The educational attainment of the student must be such that there is a reasonable prospect that they will be able to succeed on the course of study.

- The college reserves the right to refuse a place to applicants whose behaviour it considers, would be detrimental to the rights of other students. Admission to the college is conditional on adherence to the College Regulations and Code of Conduct.

The following administrative arrangements will apply:

### **Administrative arrangements:**

- Applications for courses are invited from the first college day in January each year.
- Applicants are strongly encouraged to apply online through the college website [www.rathminescollege.ie](http://www.rathminescollege.ie). It is a fast user-friendly procedure which can be dealt with efficiently. The Application Form becomes the Registration Form.
- Receipt of the application will be sent by email or letter within 10 days.
- Applicants are urged to complete the application form in full
- Applicants must include a passport-sized photograph
- Applicants must provide evidence of their PPS number
- Applicants must produce an official statement of previous examination results,
- Applicants should produce evidence of entry requirement for a particular course as set out in the marketing literature and the website
- The standard entry requirements for a QQI FETAC Level 4 course (unless otherwise stated on the website) are
  - Junior Certificate
  - QQI Level 3
  - Mature learners over 21 may be exempt from academic requirements
  - Submission of a set piece of work
  - English Language testing may be required.
- The standard entry requirements for a QQI FETAC Level 5 course (unless otherwise stated on the website) are
  - Applied Leaving Certificate
  - Leaving Certificate or equivalent
  - QQI Level 4
  - Mature learners over 21 may be exempt academic requirements
  - Submission of a set piece of work
  - English Language testing may be required.
- The Repeat Leaving Certificate course is normally open only to those who are recent school leavers. The standard entry requirements for applicants for Repeat Leaving Certificate are normally:
  - A recently completed Leaving Certificate.
  - In exceptional circumstances a student who has completed the full senior cycle programme but has not sat the Leaving Certificate for medical or unforeseen circumstances may be admitted. A reference from their former school should be submitted stating the date and reason why they left.

- Overseas students must provide evidence of prior educational achievement of a similar standard. This evidence must be translated into English by an authorized agent.
- Applicants may be asked to do a set piece of work.
- English Language testing may be required.
- Applicants will be called for interview and must attend at an appointed time. Interviews are held four times a year, on the Open Day at the end of January, in March, May and August.
- The interview will take place with an appropriate member of staff.
- The offer of a place is subject to satisfying the requirements of the course.
- Applicants will be notified of the decision within ten days. Applicants may be issued with a Provisional Offer letter or a Confirmed Offer letter.
- The Provisional Offer letter is sent to applicants who are advised that an offer of a place is conditional on the applicant fulfilling the entry requirements. The onus is on the applicant to supply the college with the required evidence.
- Applicants are advised to supply details and copies of any educational or psychological assessments or medical conditions to the college.
- On receipt of an offer of a place, a student will be invited to register and must secure that place by registering and paying the Registration and Examination fees.
- Applicants who receive a Provisional Offer will receive a letter requesting them to produce evidence of results in August. Applicants who are offered a place on a course are required to formally register with the College. If the appropriate evidence is produced they will be asked to complete the registration process and pay the Registration and Examination fees.
- All fees must be paid by course commencement. Registration will not be complete until the appropriate fees have been paid in full.
- Misleading or inaccurate information may result in disqualification of the applicant.
- Failure to register at the appointed date may affect your place offer.

### **VTOS Applications**

- VTOS stands for Vocational Training Opportunities Scheme.
- Eligible participants are offered the chance to return to full-time education and training while retaining their social welfare benefits.
- The number of places available through the VTOS Scheme in Rathmines College is 40.
- Applicants must be over 21 years of age, unemployed and have been getting certain social welfare payments for at least 6 months you can apply for the Vocational Training and Opportunities Scheme (VTOS).
- Applicants apply for the course of their choice and go through the normal procedures. They also apply to the VTOS Co-ordinator to be included in the capped 40.
- Priority is given to current students. After that the places are offered on a “first come, first served” basis.

## **International Students**

- International Students are most welcome and Rathmines College has a long tradition of welcoming learners of different nationalities and cultures. Rathmines College embraces diversity and values the enrichment that a variety of nationalities and cultures brings to the college.
- Those who are EU nationals do not have economic fees as the Irish Government through the Department of Education and Skills funds all courses. However, all applicants are liable for registration and examination fees. Applicants may also have to supply prescribed books and materials.
- International Applicants from Non-EU countries must meet Irish Government immigration requirements in order to live and study in Ireland. Further information is available on the Irish Naturalisation and Immigration Service website [www.inis.gov.ie](http://www.inis.gov.ie). It is the applicant's responsibility to deal with the visa authorities. An economic fee applies, which is determined by the Irish Government and is currently €3,653. All applicants are also liable for registration and examination fees. Applicants may also have to supply prescribed books and materials.
- All courses in the college are conducted through English. Rathmines College ensures that each applicant has the language proficiency to undertake the course he or she has applied for.
- All International students whose first language is not English are interviewed by a staff member and are required to take a written English test to demonstrate their proficiency in English. Applicants may be issued with a Provisional Offer letter. The tuition fees and other administration requirements are specified in the Provisional Offer letter. Applicants who are Non EU Nationals must satisfy all the requirements of the immigration authorities and must be deemed eligible by the DES to participate in the courses applied for.
- International students who have sat and passed English in the Leaving Certificate in Ireland are exempt from the English Language testing. A copy of the Leaving Certificate must be supplied.
- All part-time adult day students are considered for admission following completion of the application form and an interview with the appropriate member of staff.
- Please note that 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 course in Rathmines College.
  - Holders of Stamp 0 must pay an economic fee
  - Holders of Stamp 2 or Stamp 2a must pay an economic fee
  - Holders of Stamp 4 may be exempt from an economic fee

*\* This information is a guide to assist applicants. The Irish Government may, at any time, make changes to any of its visa requirements. Applicants are strongly advised to consult with their local Irish Embassy or Consulate or the Irish Naturalisation and Immigration website to determine requirements.*

## **Applicants with Special Needs**

- Rathmines College is an equal opportunities college and welcomes applications from students with special needs. Rathmines College makes every effort to provide appropriate support and help for learners with special needs within the limits of available resources. A learner may apply through the College to the HEA for equipment or services to assist with the course. Rathmines College reserves the right of admission to a student who has a special need that the college has not got the resources to cater for. Applications must be accompanied by relevant documentation as required by the HEA.

### **Learners repeating a course**

Learners wishing to repeat a course must re-apply and attend for interview. Each case is treated on an individual basis but the following will be taken into consideration – personal circumstances, attendance, participation in class, submission of homework and/or assignments in a timely manner, adherence to college rules and regulations, taking responsibility for learning as well as treating other members of the college community with respect and dignity. It must be clear at the interview that the student has a reasonable prospect of achieving success. All relevant fees must be paid. Repeating a year may affect eligibility for state funding.

### **Year 2 Learners**

Second year learners must apply and complete the criteria for entry to year two of their course and pay all the relevant fees.

### **Completion of Admission Process**

In the case of whole-time courses, students will not be enrolled after the 30th of September of the year in which classes for the particular course commence except in a case which is deemed by the College to be an exceptional circumstance. Applications should therefore be made well in advance of this date to ensure that there is time for any required entry assessments to be undertaken and for references and other documentation to be obtained. The college will not be responsible for inability to complete the enrolment process by the above date if such results, documentation etc are not available.

No enrolment is considered complete until:

- The requested fees or charges are paid by or on behalf of the student concerned.
- All supporting documentation requested by the college have been submitted.
- The student has agreed to abide by the CDET B Rules and Regulations and the policies and procedures of Rathmines College.

### **Appeals Process**

An applicant may wish to appeal the decision of the interview panel. Appeals must be lodged in writing with the Principal within five working days after receipt of the result of the interview. The appeal must detail the Applicant's name, address, telephone number, the name of the course applied for, the decision being appealed and the grounds for the appeal. The Principal will set up an Appeals Panel. The panel will consist of the Deputy Principal, a Guidance Counsellor and a member of the interview panel. The applicant may put their case to the Appeals Panel. The applicant may bring one person to the meeting. The Principal will inform the applicant of the decision of the Appeals Panel within five working days of the meeting. The applicant still has the right of appeal to the Board of Management.

This policy has been adopted by the College Board of Management on 2<sup>nd</sup> November 2015.

This policy has been made available to College personnel, published on the College website. A copy of this policy will be forwarded to the City of Dublin ETB. A copy of this policy will be made available to the Department, if requested.

This policy and its implementation will be reviewed by the College Board of Management once in every College year. Written notification that the review has been completed will be made available to College personnel and published on the College website. A record of the review and its outcome will be made available to the CDET and the Department of Education and Science, if requested.

Signed: \_\_\_\_\_ Date:  
Dr Noel, O'Connor, Chairperson of College Board of Management

Signed: \_\_\_\_\_ Date:  
Bernadette Moore, Principal

Date of next review: October/November each year