

POLICY FOR ADMISSION TO COLLEGE

Rathmines College of Further Education

City of Dublin ETB College Rathmines Campus

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the College and the information provided by the applicant in the application for admission, once received before the closing date set out in the annual Admission Notice. The Principal of Rathmines College of Further Education is responsible for the implementation of this Admission Policy.

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PART A

General Information for All Applicants

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1 GLOSSARY OF TERMS

'Applicant' means the Student or Learner, who has made an application for admission to a particular course in Rathmines College of Further Education.

'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 Rathmines College of Further Education 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, Demi gender, 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

City of Dublin ETB Colleges are state run Colleges underpinned by the core values of:

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



City of Dublin ETB 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 City of Dublin ETB 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, Rathmines College of Further Education 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.

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 Further & Higher Education, Research, Innovation & Science (DFHERIS) and its agencies i.e. SOLAS.

Courses provided by Rathmines College 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 DFHERIS.

3 LEGAL FRAMEWORK

City of Dublin ETB 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 and colleges to prepare and publish an Admission Policy.

The board of management of Rathmines College of Further Education 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 Rathmines College of Further Education 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. Education College of Further Education commits to ensuring that all data is stored correctly and used 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 college, and the
- Information provided by the applicant in the application for admission.

Courses provided by Rathmines College of Further Education 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 Further & Higher Education, Research, Innovation & Science (DFHERIS).

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 or staff.

Rathmines College of Further Education 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 required for the PLSS Student Data Capture Form
- 4.3 Information contained in the application is false or misleading in a material respect.

Where Rathmines College of Further Education 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 Rathmines College*

SECTION 5

APPLICATION TO STUDY AT THE COLLEGE

5 Application to study at the College

5.1 Admission Provisions

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- 5.1.2. Selection criteria
- 5.1.3. Selection process
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- 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

Where Rathmines College of Further Education is not oversubscribed, all applicants who meet the entry requirements will be offered a place on the course for which they have applied. Such entry requirements are used for the purpose of assessing the students' academic ability, skills, or aptitude, in line with the authority vested in Rathmines College by section 62(7) of the Education (Admission to Schools) Act 2018, 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.

In assisting Rathmines College in determining whether a student meets the entry requirements for a given course, Rathmines College may request that the student attend for interview, be referred for an educational assessment, be the subject of a Vetting application to the National Vetting Bureau in line with the requirements under the National Vetting Bureau (Children and Vulnerable Persons) Act 2021 or provide a referral from a specified independent third-party.

In line with section 62(7)(o) of the Education (Admission to Schools) Act 2018, admission to a course may also depend on the student meeting certain eligibility criteria laid down by the funding body for the course, including age.

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 Rathmines College of Further Education 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 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**

Rathmines College of Further Education 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 for the course that they have applied for if interview is a course entry requirement.

5.1.3 **Selection process**

Rathmines College of Further Education will apply the selection process as follows:

- 5.1.3.1 Places on courses are offered on a first come first served basis, that is in the order of their application date on our applications system (MIT), and 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 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.Rathminescollege.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, Rathmines College of Further Education will conduct an English language assessment in line with CITY OF DUBLIN ETB guidelines (See Appendix 2).
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. 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) 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 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. City of Dublin ETB and its Colleges and Centres do not engage with the visa process.

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 Rathmines College of Further Education after the closing date as indicated on the college applications system is considered a late application as per Admissions Policy. Acceptance of late applications will be at the discretion of the College 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 Rathmines College of Further Education 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 responding to the College via email by the date indicated by the College's applications system, in addition to the payment of the specified course registration charge (non-refundable) for the particular course.

In the case of a late application, or a second/third-round offer, acceptance must be indicated in the form indicated by the College.

Failure to formally accept an offer of a place and pay the specified registration charge to the College by the date indicated by the College's applications system, 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 on a particular course once they have met all 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 has not been offered a place on a particular course in a College, the applicant will be provided in writing with:

- 5.1.7.1. The reasons that the applicant was not offered a place in Rathmines College of Further Education
- 5.1.7.2. Details of the applicants' place on the waiting list, if applicable
- 5.1.7.3. 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:

- 5.1.7.4. The information contained in the application is false or misleading.

5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where: The information contained in the application is false or misleading, or,

- 5.1.8.1. Information is deliberately withheld, or,
- 5.1.8.2. The applicant fails to confirm acceptance of an offer of admission on or before the date indicated by the College's applications system
- 5.1.8.3. In the event of a cancellation of a course (due to insufficient enrolment numbers or insufficient resources) 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 registration fee paid will be refunded to the applicant on request.

5.1.9 Appeals

For information relating to an applicant's right to appeal a decision of Rathmines College of Further Education 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. 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.

5.1.11 Repeats

Applicants are generally permitted to repeat a course and should contact the admissions office to do so.

5.1.12 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 subject to the usual terms and conditions of the admissions policy.

If the applicant has displayed unacceptable or unreasonable behaviour in the past, they may be asked to sign a Contract of Behaviour.

5.1.13 Transfer Students

Students can transfer between City of Dublin ETB FET Colleges. All data and fees will transfer with the student.

5.1.14 Other Applicants

Applicants with any special circumstances are advised to contact the College Admissions Team directly.

5.1.15 Induction

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

5.2. APPEALS

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

An Applicant who was refused admission because the college is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing to the Principal of the college at Rathmines College, Town Hall, Rathmines, Dublin 6, or by email info@rc.cdetb.ie stating the grounds for appeal within 5 days of receiving the decision. The Principal will convene an appeals panel and will communicate back to the applicant the appeal decision within 10 working days.

If the applicant is not happy with the outcome they can appeal to the Secretary of the Board of Management in writing to Rathmines College, Town Hall, Rathmines, Dublin 6 or by email to info@rc.cdetb.ie stating grounds for appealing this decision within 5 working days. This appeal application will be reviewed by the Board of Management within 14 calendar days. However, if a different time period for the bringing of such an appeal is specified by the Minister for Further and Higher Education, Research, Innovation and Science, after the publication of this policy, that time period will apply instead.

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 Further and Higher Education, Research, Innovation and Science under section 29A of the Education Act 1998 within 10 working days.

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

An applicant who was refused admission to Rathmines College of Further Education for a reason other than the college being oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing to the Principal of the college at Rathmines College, Town Hall, Rathmines, Dublin 6, or by email info@rc.cdetb.ie stating the grounds for appeal within 5 days of receiving the decision. The Principal will convene an appeals panel and will communicate back to the Applicant the appeal decision within 10 working days.

If the applicant is not happy with the outcome they can appeal to the Secretary of the Board of Management in writing to Rathmines College, Town Hall, Rathmines, Dublin 6 or by email to info@rc.cdetb.ie stating grounds for appealing this decision within 5 working days. This appeal

application will be reviewed by the Board of Management within 14 calendar days. However, if a different time period for the bringing of such an appeal is specified by the Minister for Further and Higher Education, Research, Innovation and Science after the publication of this policy, that time period will apply instead.

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 Admission Notice and also set out the grounds of the request to appeal the decision.

Appendices

Appendix 1

Appendix 2

Appendix 3

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 CITY OF DUBLIN ETB. 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 City of Dublin ETB 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
Courses at Level 3*	Minimum B1 in all skills on entry (reading, writing, speaking and listening)	Cambridge Preliminary English Test (PET)	Pass
Courses at Level 4	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

Courses at Level 5	Minimum B2.2 in all skills on entry	Cambridge First Certificate in English (FCE)	Grade B or higher
		IELTS	6
Courses at Level 6	Minimum B2.2 in all skills on entry	Cambridge First Certificate in English (FCE)	Grade B or higher
		Cambridge Advanced (CAE)	Borderline Fail Min 170 points
		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 CITY OF DUBLIN ETB 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 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.
- 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 City of Dublin ETB and the Student Code of Behaviour of Rathmines College of Further Education
- The applicant completes the Learner Details Form through the applications system (MIT)
- 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 30th 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.

This policy has been adopted by the College Board of Management on 06th June 2024. A copy of this policy will be forwarded to the City of Dublin ETB. 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 City of Dublin ETB and the DFHERIS, if requested.

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

Signed: Anna Morris, Principal

Date of next review: October/November each year