

# **POLICY FOR ADMISSION TO**

## **North Connaught College of Further Education**

### **YEAR 2022/2023**

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 North Connaught College of Further Education 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 North Connaught College of Further Education is responsible for the implementation of this Admission Policy.

## **TABLE OF CONTENTS**

1. Glossary of terms
2. Admission statement
3. Legal framework
4. General admission provisions
5. Applications to study at the North Connaught College

---

## 1 GLOSSARY OF TERMS

**'Applicant'** means the person who has made the application for admission to North Connaught College on behalf of the Learner, which may include the Learner.

**'Learner'** means a 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. The definition also captures the legal definition of 'Student' within the meaning of the Education (Admission to Schools) Act 2018.

**'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 learner 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.

**'Intake Group'** means the most junior year group of any course, including Learners enrolled in courses which are only one year in duration and Learners who may have already completed a course (or more than one) and who are applying to do a different course.

---

## 2      **ADMISSION STATEMENT**

North Connaught College of Further Education is a centre of learning committed to providing education and training of the highest quality. At NCC students are encouraged to actively participate in a learning environment where each individual is supported, respected as unique and where every effort is made to develop knowledge and skills appropriate to their needs. As part of Mayo, Sligo and Leitrim Education Training Board, we continue to strive to excel in responding to the educational needs of the community. The programmes we offer are learner-centred and provided in a friendly, inclusive, and supportive environment.

### **Different Departments include:**

- Health and Welfare
- Services
- Education
- Business Administration and Qualifications
- Generic Programmes and Qualifications

North Connaught College of Further Education is committed to being an inclusive college. Fundamental to the implementation of the North Connaught College's Admissions Policy is the principle of equality. In placing the learner at the centre of the learning process, North Connaught College is committed to creating an appropriate learning environment in which individual differences are accepted and embraced.

A wide range of courses are offered at Post-Leaving Certificate level to students who have completed their formal second level education or equivalent. New courses are added where perceived employment needs are identified and appropriate certification has been obtained. Mature students who wish to return to education or who wish to acquire skills in order to re-enter the workplace are also admitted to the College.

---

Accordingly, North Connaught College shall not discriminate in its admission of a Learner based on the following grounds:

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

For post-leaving certificate courses and further-education or training courses, costs may be payable.

There are no tuition fees charged for enrolled students on PLC or VTOS courses provided at NCC. These courses are funded by the D.E.S. and/The European Social Fund.

In the PLC area charges may be made for the following:

- Relevant Examination / Examining Body Registration
- Student Service Charge

Upon acceptance of an offer of a place, applicants will receive a list of the charges relevant to the course for which they are applying and the date by which these charges are due. Applicants should note that they may be entitled to receive a PLC Maintenance grant. Eligibility for such grants is determined by Student Universal Support Ireland (SUSI) and not by the College. The Maintenance Grant does not cover the costs of registration or examination fees. It is a maintenance grant paid to eligible recipients on a monthly

---

basis directly into their bank account. Information concerning PLC Grants can be obtained from Student Universal Support Ireland (SUSI).

VTOS candidates should note that in addition to receipt of Benefit, there may be other monies available for books etc. VTOS candidates also receive a small travel and meal allowance.

Eligibility to participate on a VTOS Course is determined by the Department of Social Community and Family affairs and not the College.

Applicants returning to education under the Back to Education Allowance Scheme (BTEA) continue to receive their benefit from Department of Social Community and Family affairs. They must pay for their own books, examination/registration fees similar to the PLC applicant. They are not eligible to receive any travel or meal allowances They do not qualify for a PLC Grant.

Candidates attending Adult education classes provided at night are charged the appropriate fees for the course. Any examination/ student registration fees charged by a professional body will be in addition to the tuition fees.

Intending applicants for classes provided at night are advised to consult the Adult Education Director for more information and to establish the appropriate course fees as these will vary from year to year.

Mayo, Sligo and Leitrim Education Training Board 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.

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 North Connaught College of Further Education, a recognised school, is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The MSL ETB is the Board of Management for NCC. It is assisted in this function by a local Advisory Committee. This is a local committee of the ETB. NCC local Advisory Committee members at present are: Clr John Caulfield, Clr Martin Connolly, Clr Dara Mulvey, Nicole McGowan, Maura Brennan, Patricia O'Reilly, Geraldine Brennan, Sean McDonagh, Christina Shanley, David Murphy. Secretary to the Board, James Hardiman.

In addition, Colleges of Further Education are regarded as 'providers' under the Quality and Quality Assurance (Education and Training) Acts 2012 (as amended). As required thereunder, providers of further education and training courses must establish procedures for access, transfer, and progression of Learners in accordance with the policies and criteria for access, transfer and progression published by Quality and Qualifications Ireland (QQI). Other qualifications completed in the College are ITEC, CIBTAC and CIDESCO QA

---

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

#### **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 North Connaught College and the
  - Information provided by the Applicant in the application for admission.
- 
- Students can apply online at:
    1. [www.northconnaughtcollege.net](http://www.northconnaughtcollege.net) Follow the links on the website.
    2. [www.fetchcourses.ie](http://www.fetchcourses.ie). Here the learner can complete an Expression of Interest Form.
    3. Through the CAO process.
    4. Students can also fill in an application form and return it to the college (Appendix I).

In processing an application, North Connaught College of Further Education shall not consider:

- 4.1 The occupation, financial status, academic ability, skills or aptitude of a Learner's Parent(s);
- 4.2 A Learner's connection to the North Connaught College due to a member of his or her family attending or having previously attended the school
- 4.3 The date and time on which an application for admission was received by the North Connaught College as long as it is received during the period specified



---

for receiving applications set out in the annual Admission Notice for the relevant academic year.

Admission to a particular course is governed by the following principle that will be assessed through the application form, and possibly an interview and/or assessment where required for particular courses:

4.4 That, in the professional judgement of the North Connaught College, the Learner's academic ability, skills or aptitude are deemed suitable for the course to which application was made on his/her behalf. Such academic ability, skills or aptitude shall include the requirements set out at Appendix 1 of this Admission Policy.

North Connaught College of Further Education will consider the offer of a place to every Learner seeking admission, who meets the entry requirements for the course for which s/he has applied, as outlined in 4.4 above, unless one or more of the following applies:

- 4.5 The Learner fails to confirm in writing that s/he accepts the Code of Behaviour and s/he shall make all reasonable efforts to ensure compliance with such Code.
- 4.6 Information contained in the application is false or misleading in a material respect.

Subject to 4.5 and 4.6, where North Connaught College considers an application, each application which meets the entry requirements of the course, shall be met with an offer of a place, unless the course is oversubscribed, in which case, selection criteria will be applied to each application. This is without prejudice to the requirement for all courses to have a minimum enrolment number in order to proceed.

Decisions in relation to admission is subject to places being available and is governed by the following principles:

(A) That in the professional judgement of the College Authority following an interview the applicant is deemed suitable for the course.

(B) That in the professional judgement of the College Authority the applicant because of previous education, training or experience, is considered likely to benefit from attendance.

(C) That participation will contribute positively to the course and in no way infringe upon the rights of other students or staff.

Decisions will be notified to students in writing.

Places are offered on the following basis:

1. There are available places
2. The applicant meets the entry requirements
3. See specific admissions procedures for Beauty Therapy course (Appendix II)
4. Equine students must be competent handling and riding horses up to Level 4 standard.

In certain circumstances where students fail to secure a place in their chosen course an alternative course will be offered.

The final date for an application for admission is the last Friday of September. Only under certain circumstances will an application be considered after this date.

An applicant may request the BOM to review a decision to refuse admission and that decision may be appealed.

## **GENERAL**

- The College Principal is legally responsible for “the implementation of the admission policy”.
- All courses in North Connaught College are subject to the approval of the Department of Education and Skills and MSL ETB.
- All courses are offered subject to minimum enrolment numbers.
- The College may make use of digital photographs, audio or video clips of students in various media e.g. newspapers, social media, radio, College webpage/brochure etc. Content focusing on individual students will not be published without personal permission or parental permission (if under 18 years).
- All applicants are also made aware of the Data Protection Privacy Notice (Appendix III).

## **APPENDIX**

- i. Expression of Interest Form
- ii. Beauty Therapy Admissions Procedure
- iii. Data Protection Privacy Notice

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



## APPENDIX I



**EUROPEAN UNION**  
Investing in your future  
**European Social Fund**



### **Further Education and Training**

CO-FUNDED BY THE IRISH GOVERNMENT, THE EUROPEAN SOCIAL FUND AND THE YOUTH EMPLOYMENT INITIATIVE  
AS PART OF THE ESF PROGRAMME FOR EMPLOYABILITY, INCLUSION AND LEARNING PEIL 2014-2020

This expression of interest form is designed to collect the information required by the School/Centre, providers and funders (funders being, SOLAS and the Department of Education and Skills) (each a <sup>3</sup>controller to put forward your expression of interest and facilitate follow-up correspondence from a controller with you. The details of this form will be used as a basis for the formal application process to be a course participant and related matters (e.g. course funding support). It facilitates the submission of more detailed applicant details to SOLAS (the Further Education and Training Authority).

While a School/Centre or other provider may support the applicant in completing the form, the applicant should confirm the accuracy of the details and should read the data protection statement below.

### **Expression of Interest Form**

**School/Centre**

---

**Course Title**

---

---

#### **Section 1: Personal Details**

**Name:**

**Gender:** Male

**Date Of Birth:**

**PPSN:**

Female

**Address and Postcode:**

---

**Eircode**

**Term Address and Postcode (IF DIFFERENT THAN PERMANENT ADDRESS):**

---

**Eircode**

Phone/Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### **Applicant Declaration**

I confirm that the information given on this form is accurate and agree to receive follow up communications in relation to this course.

### **Applicant Data Protection Statement**

By submitting this expression of interest form, I acknowledge that each controller may process my personal data (e.g. name, address, PPSN, contact details) for the purposes of assessing my interest in attending an FET course and also to take steps to enrol in a FET course. I acknowledge that it may also be necessary to process my personal data for the performance or administration of a function of SOLAS or other controller under applicable law.

I acknowledge that each controller may share my personal data within its organisations, with third parties in the FET sector and with third parties monitoring and reporting on European Union funded operation. I also understand that my personal data will be stored on the Programme Learning Support System ("PLSS") which is an ICT system for FET providers to manage and administer the programmes and courses which they offer.

I acknowledge that each Controller will keep my Personal Data for as long as is necessary in connection with my application to attend/enrol on a FET course and in accordance with each Controller's retention policy. Each Controller will keep historical data that is no longer required for these purposes for a set time before disposal according to its data retention policy.

I understand that I may address any questions, comments and requests (e.g. access, erasure, restriction, rectification and portability) regarding a controller's processing practices regarding my personal data to [DataProtection@msletb.ie](mailto:DataProtection@msletb.ie)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

V1.1 July 2019

## **APPENDIX II**

Beauty Therapy Admissions Procedure:

Students will be interviewed to determine aptitude and suitability. The majority of places will be allocated in June.

Remaining places will be allocated to suitable students following interviews in August before the Academic Year begins.

The Interview Panel will recommend suitable candidates to the Admissions Committee who will ratify and inform students. Where two candidates are equally suitable after interview, the interviewing panel will reassess suitability and make a recommendation to the Admissions Committee.

NB: Successful applicants will only be guaranteed their place on the course following receipt of letter of acceptance and non-refundable deposit by specified date.

These procedures will be reviewed periodically.

## APPENDIX III



**etb**

Bord Oideachais agus Oiliúna  
Mhaigh Eo, Shligigh agus Liatroma  
Mayo, Sligo and Leitrim  
Education and Training Board

## **DATA PROTECTION PRIVACY NOTICE to students (and their parents/guardians)**

By applying for and/or attending an ETB school, centre, course or programme, you acknowledge that your personal data (including special category personal data) shall be processed by MSLETB. This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need more information, please see our Data Protection Policy available at [www.mayosligoleitrim.etb.ie/policies-procedures](http://www.mayosligoleitrim.etb.ie/policies-procedures)

1. We are Mayo, Sligo and Leitrim Education and Training Board (MSLETB). Our address and contact details are MSLETB, Head Office, Newtown, Castlebar, Co Mayo, F23 DV78, Telephone 094 9024188.

We provide secondary level education, second chance education; further education and training including apprenticeships; youth work services, community-based education programmes; outdoor education; outreach programmes, specialist programmes, e.g. through Music Generation, School Completion Programmes and other programmes / courses as maybe delivered / funded / sponsored in whole or part or in co-operation with other bodies / agencies, etc.

For further information, see section 1 of our Data Protection Policy available at [www.mayosligoleitrim.etb.ie/policies-procedures](http://www.mayosligoleitrim.etb.ie/policies-procedures).

2. When you are a student with MSLETB, we collect and use your personal data. The type of information we collect about you depends on various factors, such as whether you are under 18-years or an adult learner, the type of course you are enrolled on etc.

The personal data we collect can include information about your identity and contact details; images/photo (including CCTV); family details; admission/enrolment details; previous schools; academic progress; PPS number; special educational needs; nationality; language; religion; medical data; information about behaviour and attendance; information about health, safety and welfare; financial information (re fees, grants, scholarships etc); and other personal data. Further details of the data we collect about you can be found in section 2 of our Data Protection Policy.

If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is consulted and asked to give consent for certain things like taking your photograph, going on school trips etc.

We use your personal data for purposes including: your application for enrolment; to provide you with appropriate education and support; to monitor your academic progress; to care for your health and well-being; to care for our staff and students; to process grant applications and scholarships; to coordinate, evaluate, fund and organise educational programmes; to comply with our legal obligations as an education body; to comply with our monitoring and reporting obligations to Government bodies, and EU funding bodies; to process appeals, resolve disputes, and defend litigation etc.

For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to section 2 of our Data Protection Policy available at [www.mayosligoleitrim.etb.ie/policies-procedures](http://www.mayosligoleitrim.etb.ie/policies-procedures)

3. We share your personal data with third parties, including other Government bodies. This includes the State Examinations Commission, the Department of Education and Skills, NCSA, SOLAS, SUSI, HEA, QQI, Tusla, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc. The level of sharing and the nature of what is shared depend on various factors, including the nature of the course you are undertaking/enrolled on.

The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc) and they may aggregate it with other information they already hold about you and your family.

We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc), and other schools/colleges and bodies in the further education and training sector, apprenticeship providers, work-experience placements and future employers etc.

We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations. For further information on who we share your data with, when and in what circumstances, and why, please see section 3 of our Data Protection Policy available at [www.mayosligoleitrim.etb.ie/policies-procedures](http://www.mayosligoleitrim.etb.ie/policies-procedures).

4. We do not transfer your personal data to a third country or international organisation. Certain companies who process personal data on behalf of MSLETB may transfer personal data for processing outside the EU, however this will only be done with the agreement of MSLETB and with the assurance that appropriate safeguarding measures are in place to protect the data.
5. We do not engage in automated decision making/profiling.
6. Some personal data is only kept for a short period (e.g. We will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. retained after you leave or otherwise finish your studies with MSLETB. For further information on the retention periods, please go to section 6 of our Data Protection Policy available at [www.mayosligoleitrim.etb.ie/policies-procedures](http://www.mayosligoleitrim.etb.ie/policies-procedures).
7. You have the following statutory rights that can be exercised at any time:



- (a) Right to complain to supervisory authority.
- (b) Right of access.
- (c) Right to rectification. (d) Right to be forgotten.
- (e) Right to restrict processing.
- (f) Right to data portability.
- (g) Right to object and automated decision making/profiling.

For further information, please see section (7) of our Data Protection Policy available at [www.mayosligoleitrim.etb.ie/policies-procedures](http://www.mayosligoleitrim.etb.ie/policies-procedures) or alternatively contact our Data Protection Officer.

## **SECTION 5**

### **APPLICATIONS TO STUDY AT**

#### **North Connaught College of Further Education**

##### **5.1 Admission Provisions**

- 5.1.1. Oversubscription
- 5.1.2. Selection criteria
- 5.1.3. Selection process
- 5.1.4. Late applications
- 5.1.5. Second/third-round offers of a place
- 5.1.6. Acceptance of a place
- 5.1.7. Refusal
- 5.1.8. Withdrawal of an offer
- 5.1.9. Appeals
- 5.1.10. Deferrals

##### **5.2 Appeals**

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

## 5.1 ADMISSION PROVISIONS

---

Subject to 4.5 and 4.6, where North Connaught College is not oversubscribed, all applications which meet the published entry requirements for the selected course will be offered a place therein. Such entry requirements are used for the purpose of assessing the Learner's academic ability, skills or aptitude, in line with the authority vested in the North Connaught College by section 62(e) 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/Learners in the prospectus of the North Connaught College and on its website at [www.northconnaughtcollege.net](http://www.northconnaughtcollege.net)

In assisting the North Connaught College in determining whether a Learner meets the entry requirements for a given course, it may request that the Learner 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 2012, or provide a referral from a specified independent third-party.

All Applications will be acknowledged and applicants will be informed of date for interview. Interviews will take place late May/early June and late August/early September.

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

At the interview applicants will be given the opportunity to state if they have a learning support need. Applicants who declare a learning support need will be invited to meet a member of the College Staff in confidence to begin the process of accessing this service and determining how the College can best meet this need.

### **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 the North Connaught College 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 Learners' applications have been placed on the waiting list.

For the avoidance of doubt, if an Applicant does not receive a place in the North Connaught 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 during the dates specified by the North Connaught College as being the period when it will accept applications.

### **5.1.2 Selection criteria**

North Connaught College will apply the following criteria in the order in which they are listed for admission to the Intake Group:

- 5.1.2.1                    The Learner has deferred his/her place on the course in the previous academic year;
- 5.1.2.2                    The Learner's marking at interview;
- 5.1.2.3                    The Learner's marking of any assessment conducted at interview or otherwise;

### **5.1.3 Selection process**

North Connaught College of Further Education will apply the following process to the selection criteria in order to determine admission ranking to the Intake Group:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the North Connaught College still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the North Connaught College. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, North Connaught College will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

#### **5.1.4 Late applications**

An application received by North Connaught College after the closing date published by the North Connaught College, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where North Connaught College is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the North Connaught College before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the [College/Centre], subject to section(s) 4.5 and 4.6.

#### **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 North Connaught College but does not accept the offer, or the North Connaught 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**

If a Learner in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the North Connaught College. Having received an offer of a place on the course for which s/he applied, the Applicant shall:

**5.1.6.1** Indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the North Connaught College's Admission Notice, or within 2 weeks of issuing by the North Connaught College if it is a late application or if it is a second/third-round offer. This includes indicating whether or not the Learner has applied for, been offered, has accepted an offer of, or is on a waiting list for, a place on a course in another college or centre for education;

**5.1.6.2** Completing the PLSS Data Gathering in house;

**5.1.6.3** Arranging for the completion of any specified payment required for the particular course to which the application was made.

Failure to fully complete the foregoing by the date set out in the School's Admission Notice, or within 2 weeks of issuing by the North Connaught College if it is a late application or if it is 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.

### **5.1.7 Refusal**

Where a Learner in respect of whom an application has been made has not been offered a place on the particular course in North Connaught College the Applicant will be provided in writing with:

- 5.1.7.1. The reasons that the Learner was not offered a place North Connaught College of Further Education
- 5.1.7.2. Details of the Learner's place on the waiting list, if applicable; and
- 5.1.7.3. Details of the right to appeal the decision.

As set out in 4.6, an offer of admission may not be made where:

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

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

An offer of admission may be withdrawn where:

- 5.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 5.1.8.2. The Applicant fails to confirm acceptance of an offer of admission and completes the Acceptance Criteria in 5.1.6 above, on or before the date set out in the Annual Admission Notice of the North Connaught College of Further Education for the academic year for which s/he is applying, or within 2 weeks of issuing by the North

Connaught College of Further Education if it is a late application or if it is a second/third-round offer;

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

In the event of a cancellation of a course (due to insufficient enrolment numbers, resources difficulties *etc.*) any Applicant(s) in receipt of an offer will be notified of the cancellation. In such circumstances, Applicants may be offered a place on a different course subject to a place being available therein. Where an Applicant declines a place on such an alternative course, any fee already paid for the course will be refunded to the Applicant.

### **5.1.9 Appeals**

For information relating to an Applicant's right to appeal a decision of North Connaught College regarding admission to the North Connaught College see section 5.3.

### **5.1.10 Deferrals**

Applicants who have been offered and have accepted a place on a course may elect to defer their place on the course for one year. However, such deferring does not guarantee a place in the course the following year where the course may not run the following year or may be oversubscribed, in which case the application in respect of the Learner who



deferred will rank top of the selection criteria for the following year, so is likely to be offered a place, but such cannot be guaranteed.

Applicants seeking to defer 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, as will be determined by the Principal. Applicants who defer will be refunded any fees paid save costs already incurred.

## 5.2. APPEALS

---

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

An Applicant who was refused admission because the course is oversubscribed and who wishes to appeal this decision must submit her/his appeal in writing, by completing a Section 29 Appeal Application Form, available from the North Connaught College of Further Education office and on the North Connaught College website at: <https://northconnaughtcollege.net/>. The appeal application will be reviewed by the Board of Management of North Connaught College, at North Connaught College, Church St, Tobercurry, Co. Sligo email: [nccollege@msletb.ie](mailto:nccollege@msletb.ie). Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the North Connaught College's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

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

**5.2.2. Appeal where refusal was for a reason other than oversubscription:** An Applicant who was refused admission to North Connaught College, for a reason other than the North Connaught College being oversubscribed and who wishes to appeal this decision may choose to put her/his appeal in writing, and must complete a Section 29 Appeal Application Form, available from the North Connaught College office and on the North Connaught College's website. The appeal application will be reviewed by the Board of Management of North Connaught College. Such an appeal must be brought within fourteen calendar days

of receipt by the Applicant of North Connaught College's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this policy, same shall apply instead.

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

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

### **5.2.3. Basis for appeal:**

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

## Appendix 1: English language requirements on entry

The table below sets out the **recommended minimum requirements** for English language for admission to courses leading to full or part awards in Further Education and Training in Mayo, Sligo and Leitrim 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 proficiency assessment conducted by Mayo, Sligo and Leitrim ETB during the enrolment process, in line with the requirements set out in Appendix 2 of this Policy.
3. Recognition of prior learning, which may be applied to Learners who have, in the previous 12 months, successfully achieved a full award in a cognate discipline at an appropriate level on the National Framework of Qualifications, *e.g.* at NFQ Level 4 if applying for a course at NFQ Level 5.

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

<b>Courses at Level 4</b>	Minimum B2.1 in all skills on entry	Cambridge Preliminary English Test (PET)	Distinction
		Cambridge First Certificate in English (FCE)	Grade C
		IELTS	5.5
<b>Courses at Level 5</b>	Minimum B2.2 in all skills on entry	Cambridge First Certificate in English (FCE)	Grade B or higher
		IELTS	6
<b>Courses at Level 6</b>	Minimum B2.2 in all skills on entry	Cambridge First Certificate in English (FCE)	Grade B or higher
		Cambridge Advanced (CAE)	Borderline Fail Min 170points
		Cambridge Proficiency (CPE)	Unsuccessful With min. 170 points

Please note: IELTS certificates are only valid for 2 years from the date of assessment. It is recommended that Mayo, Sligo and Leitrim 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 assessment**

English language assessment tools will be devised centrally and administered locally by designated staff in Mayo, Sligo and Leitrim ETB.

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 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.

**Signed:**   
**Chairperson, Board of Management**

**Date:** 9th November 2022

**Review Date:** September 2023.