



# College of Further Education and Training, LCFE Mulgrave Street Campus Admissions Policy

<b>Policy Area</b>	B4 Access Transfer & Progression
<b>Procedure</b>	B4.2
<b>Version</b>	2.7
<b>Date</b>	March 2022
<b>Monitored</b>	Annually
<b>Responsibility</b>	Senior Management

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## **Policy**

College of Further Education and Training, LCFE Mulgrave Street Campus is an equal opportunities institution which promotes open access, fairness and transparency in its Admissions Procedures.

## **Purpose**

The purpose of this policy is to ensure that College of further Education and Training, LCFE Mulgrave Street Campus Admissions Procedures are open, fair, consistent and transparent.

## **Scope**

This policy is applicable to all applicants who apply for full time courses in College of Further Education and Training, LCFE Mulgrave Street Campus.

All courses in LCFE Mulgrave Street Campus are subject to the approval of the Department of Further and Higher Education, Research, Innovation and Science and the Limerick and Clare Education and Training Board. All courses offered are subject to minimum enrolment numbers.

## **Section 1 - Application Process**

- 1.1 Applications for all daytime courses are invited from early January of each academic year.

Applicants are strongly encouraged to apply online through the college website at [www.lcfe.ie](http://www.lcfe.ie). It is a fast, user-friendly procedure and the application will be processed quickly.

- 1.2 Receipt of your application will be acknowledged by text message. Applications will be processed in March and May and places will be offered at that stage. Applications will also be processed in late August to fill any remaining places. Therefore early application is advisable.

## **Section 2 - Entry Requirements**

- 2.1 The entry requirements for each course are outlined in the College Prospectus and on the college website [www.lcfe.ie](http://www.lcfe.ie).

The standard entry requirements for courses are as follows:

- NFQ Level 4 or equivalent when accessing a Level 5 programme.
- CERFL proficiency at B2 for access to Level 5 courses for those whose first language is not English

- Mature learners (over 23) may be exempt from the above academic requirements
  - Additional requirements may apply to non-EU/EEA Applicants and may be subject to full international fees (Please refer to Information for International Learners)
  - Aptitude: Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
  - Previous Experience: Applicants must be able to demonstrate a moderate range of knowledge, skills and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.
- 2.2 Applicants are advised to consult the College prospectus or the College website at [www.lcfe.ie](http://www.lcfe.ie) to check specific entry requirements for specific courses.

### **Section 3 - Processing of Applications**

- 3.1 Applicants under 18 years of age will be required to submit a Parental/Guardian Consent form which will be sent on receipt of Application.
- 3.2 The Guidance Counsellor will be informed about any applicant who has reported a disability, a significant ongoing illness or learning difficulty. The Guidance Counsellor may request additional information before the College make a decision on offer of a place. **(Please see Section 6 Applicants with Additional Needs).**

### **Section 4 - Interviews**

- 4.1 Applicants are invited to attend an interview. The purpose of this interview is to determine the applicant's suitability to participate on the course for which he/she has applied. Applicants who cannot attend this interview should contact the Admissions Office to reschedule the interview.
- 4.2 Applicants applying for Visual Arts courses are required to bring some samples of relevant personal work to the interview. Equally, those interested in Childcare, Healthcare, Hairdressing, Beauty Therapy or Creative Media are advised to try to gain some relevant work experience and perhaps bring references along to their interview. Any other evidence of relevant work done is well worth bringing along.
- 4.3 Interviews for courses are held in March and May and/or August of each year. Applicants are notified of interviews via text message and email. Applicants are notified of the date, time and venue of the interview and where applicable, what documentation they are required to bring. The interviews for each course will be conducted by an Interview Panel composed of teaching staff associated with that course. Each interview panel will follow the College Interview Panel Guidelines when conducting interviews.

## **Section 5 - Notification**

- 5.1 Applicants are notified in writing of the decision of the interview panels within five working days of the interview. Applicants can also check their status online by accessing their Fetch account at [www.fetchcourses.ie](http://www.fetchcourses.ie).
- 5.2 Applicants are also advised that any offer of place is conditional on the College receiving approval and funding, which is subject to review at all times, from the Department of Further and Higher Education, Research, Innovation and Science and SOLAS. Applicants are also advised that any offer of place is conditional on the College having sufficient numbers to run the course. Course content is also reviewed on an ongoing basis and this coupled with changes in resourcing may result in course modification.

Any applicant hoping to obtain BTE (Back to Education) approval must ensure they meet the Department of Social Protection criteria prior to commencing any full-time course at College of Further Education and training, LCFE Mulgrave Street Campus. It is the responsibility of the applicant to ensure they are fully compliant with current requirements.

## **Section 6 - Registration**

- 6.1 Applicants who are offered a place on a course are required to formally register with the College. Please see College Programme Fee Payment and Refund Policy for full details of course fees in the About Us section of the College website, [www.lcfe.ie](http://www.lcfe.ie).

## **Section 7 - Applicants with Additional Needs**

- 7.1 College of Further Education and training, LCFE Mulgrave Street Campus is an equal opportunities institution and welcomes applications from individuals with additional needs.
- 7.2 Applicants are encouraged to inform the College of any additional needs that they may have in their Application, in order to plan the provision of appropriate facilities to enable the applicant to participate in their course safely and effectively. College of Further Education and Training, LCFE Mulgrave Street Campus makes every effort to provide appropriate support and help for learners with additional needs within the limits of available resources. Applicants are informed that disclosure of an additional need will not adversely affect their application in any way. Applicants with additional needs who are offered a place will be invited to meet with the College

Guidance Counsellor and requested to submit details of a professional assessment outlining their disability.

- 7.3 A learner may apply through the College to the SOLAS Fund for Learners with Disabilities (FLD) for equipment or services to assist in accessing his or her course. All applications must be accompanied by relevant documentation as required by SOLAS. Further information is available from the LCFE Guidance and Counselling Service.
- 7.4 LCETB provides an Active Inclusion Support Service for all LCETB Further Education and Training learners. Further information and registration for this service can be found at [www.learningandskills.ie/learner-supports](http://www.learningandskills.ie/learner-supports).

## **Section 8 - International Applicants**

- 8.1 College of Further Education and Training, LCFE Mulgrave Street Campus welcomes applications from international learners. The College has a long standing tradition of welcoming learners of different nationalities and cultures. LCFE Mulgrave Street Campus embraces diversity and greatly values the enrichment that a variety of nationalities and cultures brings to the College community.
- 8.2 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 applicant is therefore advised and obligated to consult with the local Irish Embassy or Consulate or the Irish Naturalisation and Immigration Service website [www.inis.gov.ie](http://www.inis.gov.ie) to determine updated requirements.
- 8.3 International Applicants are advised to contact the College Admissions Office (061) 414344 before making an Application.

### **8.4 International Applicants who are EU Nationals**

- The Irish Government Department of Further and Higher Education, Research, Innovation and Science and SOLAS 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 the College will endeavour to provide information, the onus will be on individual learners to obtain the necessary information.
- The college will send the confirmation letter of registration to the address supplied.
- Applicants, on arrival at the College:

- must produce their original passport/identity card (which will be returned). The College reserves the right to request and copy the original passport/identity card at any time.
- pay the appropriate course registration fee.

## 8.5 International Applicants from non-EU Countries not Resident in Ireland

- Applicants 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). Irish Embassies or Consulates will also provide details. It is the applicant's responsibility to deal with the visa authorities with regard to obtaining a student visa. Under no circumstances can College of Further Education and Training, LCFE Mulgrave Street Campus intervene with the visa authorities on any applicant's behalf.
- A **course tuition fee** applies. This fee is payable to College of Further Education and Training, LCFE Mulgrave Street Campus. The annual course tuition fee, determined by the Irish Government is €3653.00. This fee is subject to an annual increase; therefore, it is advisable that you contact the college to confirm the exact amount for each academic year.  
This fee is **only refundable** where the applicant fails to secure a student/resident visa and produces the letter of refusal to the college authorities.
- The college will send receipts and the confirmation letter of registration to the address supplied.
- Applicants are liable for registration and examination fees. Additionally, applicants are expected to supply prescribed class and study materials.
- Applicants, on arrival at the College:
  - must produce their original passport/identity card (which will be returned)
  - must present their student/resident visa and provide a copy to the college. The College reserves the right to request and copy the original passport/identity card at any time.
  - pay the appropriate course registration fee.
- PLEASE NOTE that it is College policy to notify the Irish Visa/Immigration authorities where an applicant leaves a course early.

## 8.6 International Applicants from non-EU Countries currently Resident in Ireland

- 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](http://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 the College intervene with the visa authorities on the applicant's behalf.
- Applicants may have to pay an economic fee

## **8.7 Minimum standard of English required for College of Further Education and Training, LCFE Mulgrave Street Campus courses**

The College endeavours to ensure that each applicant has the necessary language skills to undertake the course he or she has applied for. All courses in LCFE are conducted through English. Therefore, all applicants whose first language is not English may be asked to undertake a written assessment to demonstrate their proficiency in English.

The purpose of this assessment is to ascertain the applicant's general competence level. Applicants may be enrolled for an English as a Foreign Language Module.

Applicants who have sat the Leaving Certificate in Ireland and who have taken English as a subject are exempt from the English Language Assessment. A copy of their Leaving Certificate must be provided.

## **Section 9 - Garda Vetting**

- 9.1 Applicants for a place on certain courses in College of Further Education and Training, LCFE Mulgrave Street Campus are subject to Garda Vetting. Garda Vetting is mandatory for the Work Experience module on particular courses and applicants will receive more information following admission.

## **Section 10 - Appeals Process**

- 10.1 An applicant may wish to appeal the decision of the Applications Processing Panel.
- 10.2 Appeals must be lodged in writing to the Principal within five working days after receipt of the College's letter, specifying:
- the applicant's full name, address and telephone number and name of course applied for;
  - the decision being appealed;
  - the grounds on which the decision is being appealed.
- 10.3 The Principal will establish an Appeals Panel to consider the appeal. The Panel will comprise:
- The Deputy Principal;
  - Guidance Counsellor;
  - Course Coordinator.
- 10.4 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.

10.5 The Principal will inform the applicant of the decision of the Appeals Panel within five working days.

### **Section 11 - Repeat Learners**

11.1 Repeat learners must re-apply and pay all the relevant fees. A repeat application will be treated as a new application.

### **Section 12 - Year 2 Learners**

12.1 Second year learners must apply for year two of their course and pay all the relevant fees. A year two application will be treated as a new application.