

Central College Limerick Admissions Policy

1.0 Admissions Statement

Central College Limerick is committed to providing education and training of the highest quality. The programmes we offer are learner-centred and delivered in a friendly, inclusive, and supportive environment.

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

Learners who have a learning support need are encouraged to provide the college with any relevant information at the time of application. Any information provided is treated confidentially and does not prejudice the application. Applicants must bear in mind that, while the college will make every effort to accommodate their needs, the resources available are limited.

CCL shall not discriminate in its admission of a learner based on the following grounds:

- Gender of the learner or applicant
- Civil status of the learner or applicant
- Family status of the learner or applicant
- Sexual orientation of the learner or applicant
- Religion of the learner or applicant
- Disability of the learner or applicant
- Race of the learner or applicant
- The learner's or applicant's membership of the traveller community
- Special educational needs of the learner or applicant

A decision on an application for admission shall be based on:

- the implementation of this Admissions Policy
- Information provided by the Applicant in the application for admission

CCL will consider the offer of a place to every applicant seeking admission, who meets the entry requirements for the programme they have applied for, to the college, unless the following applies:

- 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.
- The applicant fails to provide all the necessary data needed for the PLSS Learner Data Capture Form
- Information contained in the application is false or misleading in a material respect.

Each applicant, who meets the entry requirements of the programme, shall receive an offer of a place, unless the programme is oversubscribed in which case the eligible applicant is placed on a waiting list

2.0 Applications to the College

2.1 Admission Provisions

Where CCL is not oversubscribed, all applicants who meet the entry requirements will be offered a place on the programme for which they have applied. Information relating to the programmes on offer, and any programme specific entry requirements is available to applicants, in the college prospectus and website. Programme content is reviewed on an ongoing basis and may result in programme modification.

2.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out 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 CCL is in a position to offer further places that become available on a

particular programme up until the 30th September places will be offered in accordance with the order of priority based on the date the applicant confirms they wish to be added to added to a 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.

2.1.2 Selection criteria

CCL will apply the following criteria for admission to a programme in the college:

- The applicant meets the entry requirements for their selected programme
- The applicant has attended for interview for the programme that they have applied for
- The applicant has been successfully Garda Vetted

2.1.3 Selection process

CCL will apply the selection process as follows:

Places on programmes are offered on a first come first served basis on the condition that each of the following requirements are met:

1. There is a place available to be offered, i.e., the programme is not full.
2. The applicant demonstrates at the interview the capacity to successfully participate on the programme for which he/she has applied. This includes the academic, practical, and work experience placement (where applicable) elements of the programme.
 - Please see the individual programme pages for the specific entry requirements, e.g., Garda Vetting/ portfolio/ performance/ etc., for each programme, in the college Prospectus or on the college website www.centralcollegelimerick.ie
 - For applicants whose first language is not English, evidence of English language proficiency may be required. (See Appendix A).

2.3.4 Late Applications

An application received by CCL after the closing date published by the college, is considered a late application for the purposes of this Admissions Policy. Acceptance of late applications will be at the discretion of the college. If accepted, such applications will be processed in accordance with the Admissions Policy.

2.3.5 Second/Third-Round Offers of a Place

Where an applicant is in receipt of an offer of a place on a programme within CCL 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 programme have been filled.

2.3.6 Acceptance of a Place

Having received an offer of a place on the programme for which s/he applied, the applicant shall indicate acceptance of an offer by responding to the college in writing by the date set out in the college's Admission Notice in addition to the payment of the specified fee/deposit (non-refundable) for the particular programme.

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

Applicants are advised that, in accepting an offer of a place on a programme in CCL, they are obliged to inform the college whether they have applied for, have received an offer of, have accepted an offer of, or are on a waiting list for, a place on a programme in another college.

Failure to formally accept an offer of a place and pay the specified fee/deposit indicated by the college in the case of a late application or 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.

Learners are only enrolled in a particular programme once they have met all of the requirements in Appendix B.

Induction is provided as part of each of the programmes at CCL.

2.3.7 Refusal

Where an applicant in respect of whom an application is being sought has not been offered a place on the particular programme in CCL, the applicant will be provided in writing with:

- The reasons that the applicant was not offered a place in CCL
- Details of the applicant's place on the waiting list, if applicable
- 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:

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

2.3.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- The information contained in the application is false or misleading in a material respect, or
- Information is deliberately withheld or
- The Applicant fails to confirm acceptance of an offer of admission and completes the enrolment criteria in Appendix B, on or before the date set out
- In the event of a cancellation of a programme (due to insufficient enrolment numbers, resources difficulties etc.) the enrolled applicant/s will be notified of the cancellation. Applicants may be offered a place on a different programme subject to a place being available. Where an applicant declines a place on the alternative programme, the acceptance fee paid will be refunded to the applicant on request.
- An Applicant has not indicated:

- whether or not s/he has applied for and is awaiting confirmation of an offer from another college(s) and if so, the details of the college(s); or,
- whether or not s/he has accepted an offer of admission from another colleges and if so, the details of the offer(s).

If an offer of a place is withdrawn by the college, the applicant on whose behalf the application was made shall lose his/her place on the admissions 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.

2.3.9 Deferrals

Applicants who have been offered and have accepted a place on a programme may defer this place for one year. Deferrals are permitted at the discretion of the Principal. Applicants should submit a written request to defer to the Office as soon as possible, but no later than the date of programme commencement except in exceptional circumstances.

Applicants will be notified by CCL during the academic year to activate their deferral place. Applicants will not have to be interviewed a second time. In exceptional circumstances, a learner may submit a written request to the Principal to defer a place after programme commencement.

2.3.10 Returning Learners

Returning learners should not assume automatic entitlement to enrolment in a subsequent year. An application to a second or subsequent year of a programme or to another programme will be treated as a new application. In addition, the applicant's previous punctuality, attendance and performance record may be taken into consideration. If the applicant has displayed unacceptable or unreasonable behaviour in the past, they may be asked to sign a Contract of Behaviour.

2.3.11 Induction

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

Appendix A: English language requirements on entry

The **recommended minimum requirements** are CERF (Common European Framework of Reference) proficiency at B2 for access to Level 5 programmes for those whose first language is not English. 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
- 2) 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 programme at NFQ Level 5.

CCL will carry out our own English language testing for learners who cannot produce the above requirements prior to commencement on their programme of study. This will be carried out and corrected by the school's EAL Coordinator.

Appendix B: Programme Enrolment

Programme enrolment is considered complete only when:

- Where applicable, all fees or charges due are paid in full by, or on behalf of the applicant except in a case which is deemed by CCL to be an exceptional circumstance.
 - As part of the enrolment process additional programme costs are payable.
 - All information and supporting documentation requested by the college have been submitted.
 - The applicant agrees to abide by the Learner Code of Behaviour
 - The applicant completes the PLSS Data Gathering Form required by SOLAS.
 - Successful Garda Vetting Clearance is obtained. Please refer to the specific programme information.
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- a. In the case of full-time programmes following the academic year, applicants will not be enrolled after the 30th of September, except in a case, which is deemed by the college to be an exceptional circumstance.
 - b. 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.
 - c. The provision of false or inaccurate information by an applicant may render his/her application null and void.

Appendix C: Appeal of Admissions

Appeal of Admission Decisions

Central College Limerick recognises the right of learners to appeal a decision made in relation to admissions, and commits to address every appeal in a timely, fair and consistent manner. Every effort will be made to provide accessible information at all stages of admission.

Grounds to Appeal

An applicant may appeal where they believe:

There has been a failure to follow clear procedures as detailed in Central College Limerick's Admissions Policy

They have been discriminated against on the grounds of their race, gender, disability, religion, age, sexual orientation, civil status, family status or membership of the Traveller community.

Procedures to Appeal

1. When an applicant is deemed unsuitable for the course, he or she will be informed of this in writing by CCL.
2. The applicant may contact CCL for further feedback and receive information on available alternatives (e.g. referral to other services).
3. If the applicant is unwilling to accept feedback and/or any alternatives suggested, he or she may choose to initiate an appeals process.
4. Appeals must be lodged in writing to the Principal within **five working days** after receipt of the college's letter refusing admission, specifying the grounds on which the decision is being appealed.

The Principal will establish an Appeals Panel to consider the appeal, which must meet within **ten working days** of the appeal being received. The Panel may be comprised of suitable members of staff such as Principal, CCL Coordinator, Programme Coordinator, or other staff members who were not involved in the original admissions decision. The panel can also include another person external to CCL.

The applicant may address the Appeals Panel in person and may bring one person with them to the meeting to speak on their behalf. Requests to address the Appeals Panel must be submitted in writing to the Principal at the time of the appeal.

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

ADMISSION APPEAL APPLICATION FORM

1. Personal Details

An appeal can only be taken by a student, or in the case of a student who has not yet reached the age of 18 years, by their parent/guardian.

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|--|---|---|---|---|---|---|---|---|---|
| Name: | | | | | | | | | |
| Name Of Student (If Under 18 Years Of Age): | | | | | | | | | |
| Address: | | | | | | | | | |
| Home Telephone Number: | | | | | | | | | |
| Mobile Telephone Number: | | | | | | | | | |
| Date Of Birth: | <table border="1" style="width: 100%; border-collapse: collapse; font-size: 10px;"> <tr> <td style="width: 12.5%; text-align: center;">D</td> <td style="width: 12.5%; text-align: center;">D</td> <td style="width: 12.5%; text-align: center;">M</td> <td style="width: 12.5%; text-align: center;">M</td> <td style="width: 12.5%; text-align: center;">2</td> <td style="width: 12.5%; text-align: center;">0</td> <td style="width: 12.5%; text-align: center;">Y</td> <td style="width: 12.5%; text-align: center;">Y</td> </tr> </table> | D | D | M | M | 2 | 0 | Y | Y |
| D | D | M | M | 2 | 0 | Y | Y | | |

2. Course Details

| | | | | | | | | | |
|--|---|---|---|---|---|---|---|---|---|
| Name Of Course Applied For: | | | | | | | | | |
| Course Code (If Known): | | | | | | | | | |
| Date When You Were Notified Of The Decision By The College/Service: | <table border="1" style="width: 100%; border-collapse: collapse; font-size: 10px;"> <tr> <td style="width: 12.5%; text-align: center;">D</td> <td style="width: 12.5%; text-align: center;">D</td> <td style="width: 12.5%; text-align: center;">M</td> <td style="width: 12.5%; text-align: center;">M</td> <td style="width: 12.5%; text-align: center;">2</td> <td style="width: 12.5%; text-align: center;">0</td> <td style="width: 12.5%; text-align: center;">Y</td> <td style="width: 12.5%; text-align: center;">Y</td> </tr> </table> | D | D | M | M | 2 | 0 | Y | Y |
| D | D | M | M | 2 | 0 | Y | Y | | |

3. Grounds on which the decision is being appealed (please tick):

| | |
|---|--|
| Failure to follow clear procedures as detailed in the CCL Admissions Policy | |
| Belief that you have been subject to discrimination on one or more of the stated grounds | |

Please state clearly the grounds on which the decision is being appealed.

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(Extra pages may be added)

4. Details of Proceedings:

Please give details below of any contact made with regard to this appeal.

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PLEASE ENCLOSE COPIES OF ALL CORRESPONDENCE WITH THE COLLEGE IN RELATION TO THIS MATTER

YOU MAY ALSO ENCLOSE ANY OTHER RELEVANT DOCUMENTATION IN SUPPORT OF YOUR CASE

An Appeals Panel will be convened to hear your application. You will be informed of the time and date of the Appeal Hearing, and be invited to attend and address the Appeals Panel in person, if you so wish.

A decision not to attend the Appeals Hearing will not lead to any inference by the Appeals Panel and the panel will consider your case solely on its merits and the information available to it.

I certify that the information given above is true. I understand and authorise that all documentation considered relevant may be accessed as part of this appeal process, and I understand that all documentation provided by me in relation to this appeal, including this application form will be released to the members of the Appeal Panel.

| | |
|-------------------|-------------------------------|
| Signature: | |
| Date: | D D M M 2 0 Y Y |

Office Use Only

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|-----------------------------|-------------------------------|
| Date Appeal received | D D M M 2 0 Y Y |
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