

St John's Central College - Admissions Procedures

- **Enrolment Criteria**

Department approval and minimum enrolments:

All programmes in St. John's Central College are subject to the approval of the Department of Education & Skills and the Cork Education and Training Board.

All programmes are offered subject to minimum enrolment numbers.

Places on programmes are offered on the basis that each of the following requirements is met:

- There is a place available to be offered that is the programme is not full.
- Applicants may be put on a waiting list where there are more applicants than places on offer.
- The applicant on completion of a successful interview and meeting the requirements for the programme as outlined on the college website.

All applicants are interviewed. Selection criteria for awarding places are generally on a 'first come first served' basis but not exclusively; other programmes select applicants according to set criteria. Where all places are allocated, applicants are ranked on waiting lists either by date of application or by set criteria. Please refer to Student Intake Interview Guidelines

Speakers of Languages other than English:

- An applicant whose first language is not English must take a test of competency in English prior to registration. Any offer of place is conditional on successful completion of this test.

Programme enrolment is complete only when:

- Programme charges are paid in full by the student no later than the commencement date of programme classes, except in a case, which is deemed by the college to be an exceptional circumstance.
- All information and supporting documentation requested by the college has been submitted.
- The student signs the Student Contracts and agrees to abide by the Code of Conduct of St. John's Central College.
- In the case of full-time programmes, students will not be enrolled after the 30th September, except in a case, which is deemed by the college to be an exceptional circumstance.
- The college will not be responsible for any inability to complete the enrolment process by the above closing date, if all necessary information and supporting documentation have not been provided.
- The provision of false or inaccurate information by the applicant may render the applicant's application null and void.

Applicants with a Disability/Specific Learning Difficulty (SpLD)/Medical Condition

All courses are open to all applicants that meet the specific entry requirements as outlined on the college website or in the college brochure. However individual course requirements may vary according to the demands of the course.

The college endeavours to reasonably accommodate the needs of the applicant and that their individual needs can also be reasonably met by the demands of their chosen course.

Learning Support and Disability (see: Disability Policy)

Students who have a learning support need are encouraged to provide the college with the relevant information at the time of application. This would be of great assistance to the college in accommodating particular learning support needs and applying to the Department of Education & Skills (DES) for funding. Any such information provided is treated confidentially and does not prejudice any application. Applicants must bear in mind that, while the college will make every effort to accommodate their needs, the amount of resources available is limited.

City Links (HSE) Programmes

Places on the City Links (HSE) Programmes such as Creative Technology & Art, Spring Links and Radhairc Nua are not advertised publicly but entry is by referral through the services only. Candidates are referred by a keyworker to the City Links Committee for consideration before being invited for interview by the college.

Full Time Day Programmes

Applications are invited once the college's Online Admissions System Enrol or on fetchcourses.ie.

Step 1

An online application form (only in exceptional circumstance should a hard copy application form be completed) and submitted through the college's Admissions System Enrol accessed through the college website www.stjohnscollege.ie and Fetchcourses.ie, All applications are acknowledged by either an automated email or in the case of hard copy applications, by post.

Currently the college operates three round of offers in March/April, May and late August/early September, however some programmes alternate interview arrangements posted on individual programme pages on the college website.

Step 2

Places are offered subject to a successful interview and meeting the requirements of the programme as laid out in the individual course outlines as displayed in the college website.

Once the criteria above are met a Letter of Offer is issued outlining the registration process and charges to be paid. Upon receipt of a Letter of offer, a successful applicant may secure a place on the programme by paying within 10 working days (Round 1 and 2), and 5 working days (Round 3) a minimum deposit. Applicants will forfeit their place of offer if the registration process as laid down is not adhered to.

It is essential at this stage that the initial online application form is completed. The college for registration purposes will require date of birth, gender, etc. Failure to input personal data at this stage

will slow down the registration process and prevent the college from submitting your details to Solas (Further Education & Training Body) and QQI (Quality and Qualifications Ireland).

The procedure for online payments is as follows:

- A minimum deposit as outlined in the Letter of Offer, which must be paid online by the applicant using his/her username and password on the St John's Admissions System. The balance of charges must be paid before class commences.
- Applicants are requested to present a Birth Certificate or Passport and a certified copy of their most recent educational results if available.

Medical Card Holders & Vocational, Training and Opportunities Scheme (VTOS) and Creative Technology & Arts applicants:

- Medical Card Holders may be exempt from exam fees and reduce the balance of their charges. There are no charges to VTOS applicants and Creative Technology & Arts applicants:

Refund of Payments

- Where a student subsequently does not take up their place on a course they may apply for a refund. Refunds will not be paid after October 31st in any year.
- In the case of all Refunds, a charge will be retained by the College to cover Administration Costs incurred.
- Should there be a difficulty with any of the above; the college will help in any possible way.

International Students

St. John's Central College has a long and proud tradition of welcoming students from all over the world. The richness and diversity of the variety of nationalities and cultures enrich the college community in many ways and is greatly valued by all.

Speakers of Languages other than English:

As part of our application process Speakers of Languages other than English are requested to attend for a language examination in English. The test is given in order to gauge the level and standard of English.

The examination consists of:

Part One:	Listening Comprehension
Part Two:	Grammar
Part Three:	Grammar and sentence construction
Part Four:	Cloze Test
Part Five:	Written section.

- Candidates should bring photo identification, (stamp 4, passport, national identity card or other is acceptable)
- If candidates cannot attend on the day of the examination they should contact the admissions office as soon as possible. A limited number of examinations will take place over the enrolling period - these will be notified prior to each round of interviews

Exemptions:

Candidates who have sat the Leaving Certificate in Ireland and who have taken English as a subject can proceed straight to registration, but need proof that they have been successful.

After the examination:

- Once candidates have successfully passed the test, the college will notify candidates and will be issued with a card which allows registration to take place.
- International students will have to pay full student charges and Department of Education & Skills fees before a letter will be issued regarding a student visa.

The college will not engage in any way in the process of visa applications.

- **Part Time Day Programmes**

Part Time Day Programmes are generally of two types:

1. Back to Education Initiative

Back to Education Initiative (BTEI) programmes and are governed by Department of Education & Skills (DES) guidelines:

<http://www.education.ie/home/home.jsp?pcategory=11397&ecategory=14965&language=EN>)

These programmes are advertised through the year; in particular on the college website.

2. Funded Programmes

Funded Programmes such as Skills Portal are funded through the Department of Social Protection (DSP) and run throughout the year in particular Autumn, Spring and Summer sessions. The target learners are recipients on Social Welfare and therefore participants must fulfil the Department criteria.

Other programmes are funded through other agencies; indeed the college invites proposals from diverse bodies and the community in general.

- **Night School**

Applicants attending Adult Education classes provided at night details of which are posted on the college website www.stjohnscollege.ie 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. Enrolment for such courses is by means of an online application through the college website and the appropriate online fee paid.

Applicants are advised to consult the evening brochure published twice yearly by the Adult Education Director. Enrolment dates will vary from year to year and term to term. The Cork Education and Training Board and the college will endeavour to ensure the completion of a course once it has commenced. All courses may be subject to timetable changes from time to time.

Applicant Review Procedures

Interviewers who encounter an applicant whom they consider may need further review regarding suitability for a course should select the review option on the Enrol Admissions System. Further to this a note entry should be entered into the interview notes.

In the event of a review, each applicant's application will be reviewed before a Review Board at the earliest possible time after each Round of Offers comprising of. A minimum of 3 members should be present and in the event that there isn't a member of management will be asked to attend:

- The Deputy Principal
- Relevant Specialists
(Guidance & Counselling Service, Disability Support Service, International Student Officer etc.)

Feedback will be sought from the interviewers in addition to any interviewee notes. The outcome of the Review Board will be made in the best interest of the applicant and in the decision does not negate the right of an applicant to appeal.

- **Quality Assurance Procedures**

The Cork Education and Training Board and St. John's Central College one of its constituent colleges has agreed its quality assurance procedures with QQI (Qualifications, Quality of Ireland) and is registered with QQI to offer programmes leading to QQI awards in the [National Framework of Qualifications](#). QQI is the national awarding body for further education and training in Ireland. See: <http://www.fetac.ie/fetac/>

- 1. Information contained in the college website**

The information contained in the college website <http://www.stjohnscollege.ie/> is accurate at the time of going to press. However, the college reserves the right to amend, restructure or cancel any course without notice.

- 2. Related Sources**

Maintenance Grant:

<http://www.corkvec.ie/grants/index.shtml>

Vocational Training & Opportunities Scheme:

<http://www.education.ie/home/home.jsp?pcategory=10900&ecategory=14969&language=EN>

Back to Education Allowance:

<http://www.welfare.ie/EN/Publications/SW70/Pages/ABacktoEducationAllowanceBTEA.aspx#slo>

Associated Documents:

- Admissions Policy
- Student Intake Interview Guidelines
- Applicant Information Guidelines