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Cork College of FET - Douglas Street Campus - Admissions Policy

Introduction

The Admissions Policy is intended to establish the basic philosophy underpinning the admission of students to The College

The College affords an equal welcome to people of all races, backgrounds, genders, beliefs, ages, sexual orientations and those with disabilities and special needs.

Under the terms of the 2013 Education and Training Boards Act, the Cork Education and Training Board is responsible for the management of Douglas Street Campus.

Campuses managed by the Cork Education and Training Board aim to provide a comprehensive system of mainstream vocational and adult education, offering lifelong opportunities to all members of the community.

Applications, Place Offers and Admissions to the Campus are made under the Rules and Regulations of the Cork Education and Training Board

The Board reserves the right to alter, cancel any course or part thereof and the college likewise reserves the right of admission.

Admissions Policy

Mission Statement

Creating a community of excellence in Further Education and Training

Vision

Our vision is a College in which individual student success and whole community inclusivity go hand in hand. By achieving our strategic goals, our student population will successfully complete programmes and take advantage of opportunities in the labour market in addition to advancing lifelong skills and learning.

Cork College of FET – Douglas Street Campus 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 student at the centre of the learning process, College is committed to creating an appropriate learning environment in which individual differences are accepted and embraced.



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Enrolment Criteria

Department of Education and Skills (DES) Approval and Minimum Enrolments:

All programmes in the campus 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 being achieved, as defined by The College.

Places on programmes are offered on the basis of the professional judgement of the College Authority and where each of the following requirements is met:

- There is a place available to be offered and the programme is not full. (Applicants may be put on a waiting list where there are more applicants than places on offer.)
- The applicant completes a successful interview and meets the requirements for the programme as outlined on the college website.
- All applicants regardless of previous education, training or experience, is considered likely to benefit from attendance.
- Participation by the applicant will contribute positively to the programme and in no way infringe upon the opportunities or rights of other students or staff.
- The college does not support applications directly from post primary without having completed this cycle.
- An offer of place to an applicant, whose first language is not English, is subject to the applicant successfully undertaking a competency test in the English Language.

There are additional DES regulations governing the admission to courses of applicants who are not citizens of the EU.

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

Applicants are encouraged to inform the College of any special requirements that they may have, in order to plan the provision of appropriate facilities to enable the applicant to participate in their course safely and effectively. The College makes every effort to provide appropriate support and help for learners with special requirements within the limits of available resources. Applicants with special requirements are asked to disclose their disability/learning difficulty/medical condition on the College Application Form in the College Admissions System and to communicate with the Disability Support Officer. Applicants are informed that disclosure of a Disability/SpLD/ Medical Condition will not adversely affect their application in any way.

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.
- In certain situations, Payment Plans may be put in place to facilitate students to continue with their studies.
- All information and supporting documentation requested by the college has been submitted.



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- 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.)

Refusal of Admission / Right of Appeal

The formation of courses is subject to a minimum enrolment. The Cork Education and Training Board and the college reserve the right of admission to any course provided through the Cork Education and Training Board and Douglas Street Campus. All appeals against a refusal to admit should be made in writing to the Principal of St John's Central College.

Appeals must be lodged in writing within 5 working days of receipt of the College's letter specifying.

- The applicant's full name, address and telephone number
- The decision being appealed as well as the grounds on which it is being appealed

The Principal will establish an Appeals Board to consider the appeal. The Board will comprise;

- The Principal or Deputy Principal
- A Course Co-ordinator other than the Course Co-ordinator of the course applied for
- Another member of the teaching staff from the relevant course, but who was not involved in the original decision

The applicant may address the Appeals Board in person. Requests to address the Board 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 Board. If the applicant is not happy with the outcome of the appeal, s/he may appeal to the CE of the Cork Education and Training Board

Relevant Legislation

Qualifications and Quality Assurance (Education and Training) Act 2012
<http://www.oireachtas.ie/documents/bills28/acts/2012/a2812.pdf>

Education Act 1998 in particular, Section 15 (2) Student Council, Section 27.6
<http://www.irishstatutebook.ie/1998/en/act/pub/0051/sec0027.html>

Education (Welfare) Act 2000 (aspect of apply) Section 19, Section 23
(see: <http://www.irishstatutebook.ie/2000/en/act/pub/0022/sec0019.html>)

Equal Status Act 2000, Section 4 and Section 7 (2) Section 7 (3)
(see: <http://www.irishstatutebook.ie/2000/en/act/pub/0008/sec0007.html>)
and the VEC (Amendment) Act, 2001