Dublin and Dún Laoghaire Education and Training Board

Further Education

Admissions Code of Practice

1. ETHOS

To support its commitment to welcome and accept learners[1] from a variety of backgrounds and learning experiences, Stillorgan College of Further Education as a constituent of Dublin and Dún Laoghaire Education and Training Board (DDLETB) will:

1.1 offer a range of educational programmes which support lifelong learning opportunities for all sectors of society at all stages of life;

1.2 welcome applicants with a disability[2] and/or specific learning needs while recognising that their entry is guided by the extent to which the College can make reasonable accommodation[3] in relation to specific needs;

1.3 use a range of criteria, some of which may be programme specific or guided by funding and legislative requirements, to admit learners to its programmes;

1.4 review the composition of its learner population and its admissions policies and procedures to promote a commitment to equality.

[1] The term 'learners' includes those individuals who might describe themselves as students or apprentices.

[2] DDLETB uses the term 'disability' to refer to a range of disabilities, including physical disabilities, intellectual disabilities and/or mental health conditions.

[3] The Equal Status Act 2000 requires providers to accommodate the needs of people with disabilities through making reasonable changes in what they do and how they do it where, without these changes, it would be very difficult or impossible for people with disabilities to access these services (unless it costs more than a nominal cost).

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Approved by the Board of Management on 17 February 2022

2. INFORMATION PROVISION

To support its commitment to enable a diversity of learners to access a range of programmes through the provision of clear and transparent information, Stillorgan College of Further Education as a constituent of DDLETB will:

2.1 ensure that promotional media reflects a diversity of learners;

2.2 promote diversity by using a variety of media, including websites, leaflets and social media to advertise programmes;

2.3 provide clear and transparent information on programmes, including entry criteria;

2.4 seek to make reasonable accommodation to prospective learners, if requested, by providing appropriate support, for example, material in an accessible format;

2.5 provide individuals with information on the award, entry requirements, fee structure, and programme structure;

2.6 inform potential learners about financial and other supports that may be available;

2.7 ensure that sufficient and clear information is provided in relation to all courses and programmes to relevant agencies or services, including schools, local agencies and government services.

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3. ENTRY ARRANGEMENTS

In the entry process, and with respect to general entry, advisory meetings and/or interviews and course offers, Stillorgan College of Further Education as a constituent of DDLETB will ensure that staff:

3.1 respond to any individual enquiry for information on programmes and the application process;

3.2 give applicants all the relevant information required to make an informed decision before completing the application process;

3.3 make applicants aware of their responsibility to complete all relevant documentation and submit this on time;

3.4 make applicants aware of the fact that their data may be shared with consultancy bodies and government departments which are approved by DDLETB, and in conformance with Data Protection guidelines;

3.5 inform applicants awaiting asylum and non-EU/EA applicants of their eligibility for the course for which they are applying;

3.6 advise applicants that all programmes and courses are offered in English, and that applicants whose first language is not English may be asked to undertake a language proficiency test or provide evidence of same;

3.7 encourage applicants to declare a learning support need/disability so that appropriate supports can be discussed and applied for in good time;

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3.8 ensure that applicants applying for programmes that involve work experience placement with children or vulnerable adults are aware that they will be required to complete a Garda Vetting Form;

3.9 respond to requests from applicants for information about the progress of their application;

3.10 advise applicants if a programme has been over-subscribed and inform them about appropriate next steps;

3.11 invite applicants to attend an advisory meeting and/or interview as part of their application process, where appropriate;

3.12 advise applicants of any information they need to bring with them to advisory meetings and/or interviews;

3.13 advise applicants that all advisory meetings and/or interviews are conducted through English[4];

3.14 ensure that all advisory meeting/interview locations are accessible and appropriate to applicants who may have a disability;

3.15 accommodate an applicant who has a disability if they request to have a person present to support them during their advisory meeting/interview;

[4] Applicants can request that an advisory meeting or interview be conducted through Irish. The college will try to accommodate this if an Irish speaking member of staff is available.

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3.16 follow good practice in relation to meeting and/or conducting interviews with applicants;

3.17 ensure that admittance to programmes is based on a transparent set of criteria including, as appropriate, date of application, specific entry requirements and/or suitability for the programme;

3.18 notify successful applicants in writing, giving clear information in relation to the next step(s) they need to take;

3.19 notify unsuccessful applicants in writing and without undue delay;

3.20 make every effort to identify other potential pathways in cases where an applicant does not meet entry criteria;

3.21 inform all successful applicants on admission about their role as a learner and what is expected of them. Learners will be issued with a copy of the relevant documentation;

3.22 recognise the right of applicants to appeal the decision where they believe there has been a failure to follow clear procedures or believe they have been discriminated against;

Stillorgan College of Further Education College reserves the right to refuse entry to any applicant who may jeopardise the health and safety of the learners and staff or interfere with the learning of others.

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4. RIGHT TO APPEAL

To support its commitment to provide an appeals process that recognises the right of applicants to appeal a decision made in relation to admissions, Stillorgan College of Further Education as a constituent of DDLETB will:

4.1 address every appeal in a timely, fair and consistent manner;

4.2 follow clear procedures as set out in the DDLETB/Stillorgan College of Further Education Appeals Procedure.

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