POLICY FOR ADMISSION TO SCHOOL YEAR 2027/2028

City of Dublin FET College

Ballyfermot Road

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the Annual Admission Notice and the information provided by the Applicant in the application for admission, once received before the closing date set out in the Annual Admission Notice. The Principal of City of Dublin FET College Ballyfermot Road is responsible for the implementation of this Admission Policy.

INTRODUCTION TO CITY of DUBLIN FET COLLEGE BALLYFERMOT

Introduction

City of Dublin FET College Ballyfermot is a College of Further and Higher Education providing vocational education established in 1979. This campus is a constituent College of the City of Dublin Education and Training Board which was enacted through the Educational and Training Boards (ETB) Act 2013, www.cityof dublinetb.ie

Mission Statement:

Your Plan Your Future

City of Dublin FET College Ballyfermot Road Values:

- This campus is a college of Further and Higher Education providing vocational education through the provision of excellent teaching and guidance in a caring and supportive learning environment.
- Recognising our position within the City of Dublin FET College, City of Dublin FET College Ballyfermot, has a responsibility to provide educational opportunities and support to all, and in particular to our local community.
- Mindful of the role of education in encouraging active citizenship, this campus strives to create a culture of critical engagement with global social justice issues. The college aspires to provide an educational framework that encourages graduates to meaningfully contribute to their community, both local and global.
- Conscious of the college's educational tradition City of Dublin FET College Ballyfermot continues to be innovative and creative in the provision of courses to meet the needs of our present and prospective learners.
- City of Dublin FET College Ballyfermot courses provide learners with relevant qualifications and competencies enabling them to enter and advance in the work force or continue to further studies.

History and Course Delivery

This campus is widely recognised as being one of Irelands leading providers in the delivery of Further and Higher Education and Training. Ballyfermot is a national leader in new course development and is internationally recognised for educating and training

graduates who have achieved local, national, and international success. City of Dublin FET College Ballyfermot is unique in that it offers courses from level 4 to level 8 on the Irish framework (www.nfq.ie). The college caters for students from the age of 17 upwards and offers a choice of 48 courses across the following three faculties:

- Arts, Humanities & Creative Media
- Business, Administration and Law
- Health Welfare and Education

City of Dublin FET College Ballyfermot has very committed and professional staff who will guide and support students through their educational journey. College courses are dynamic, meet specialist standards and provide quality assured qualifications that lead to employment or higher education through valid educational progression routes. A synergy exists between departments where expertise, resources and knowledge are shared for the maximum benefit of the student. The college community is supported through dedicated facilities and equipment. Students are encouraged to become active participants in their own learning, and a strong emphasis is placed on each student having a successful college experience within City of Dublin FET College Ballyfermot.

Equipment and Facilities

The college is equipped with industry standard resources which are used in the delivery of the curriculum. These included dedicated nursing and childcare suites, AR/VR Room, animation and art studios, dark room, radio studios, editing suites, sound recording studio, Mac and Desktop suites with industry standard software, iWall, life-drawing studios. The purpose-built media building contains state-of the-art television studios and editing facilities, performance space and supporting computer rooms.

The college in co-operation with Ballyfermot Public Library, provides a variety of study spaces for students of the college. These range from individual study spaces for quiet study to group study rooms where students can work together on projects. The library also facilitates a multisensory room, student workshops, seminars, student performances and exhibitions of studentwork. The campus resource library is also hosted with this library.

City of Dublin FET College Ballyfermot students can avail of many different opportunities to complete European trips as part of their course. The college also offers fully funded European work placement opportunities as part of the Erasmus+ European Funded Project.

There are many student events during the year which allow students an opportunity to showcase their work these include: BCFest, sports events, end of year gigs, art exhibitions, and animation and games showcases in the Irish Film Institute. Student achievements are acknowledged at the annual graduation ceremony which takes place in November of each academic year.

Location, catchment area, feeder schools, neighbouring second level Schools/FE Colleges.

City of Dublin FET College Ballyfermot is accessible by bus, luas and is located off the M40 at Junction 4.

The college has a student population of over 1020 full-time students. An analysis of the full-time population shows that 26% of the student intake is from the Dublin 10, 12, 22 and 24 postal codes. These postal codes comprise of the major population centres of Dublin West. Another large percentage comes from the counties surrounding Dublin i.e. Kildare, Meath and Wicklow. The remainder come from all over Ireland, with about 1% from other countries in the EU and outside. While the number of non-EU nationals is small it is growing as per the general population trend.

The male/female split is 51%/49% in favour of females with the average age being 22 years of age. (Males, on average, tend to be slightly older than females).

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PART A

General Information for All Applicants

1. **Glossary of terms**
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4. **General Admission Provisions (for all Applicants)**

1 GLOSSARY OF TERMS

'**Applicant'** means the Student or Learner, who has made an application for admission to a particular course in City of Dublin FET College Ballyfermot.

'**Student'** means the person in respect of whom the application is being made. All uses of the word throughout this Policy therefore imply 'prospective' as part of the interpretation. That is, the use of the word 'Student' does not mean that the application for him/her has been accepted such that s/he is regarded as a Student of City of Dublin FET College Ballyfermot by virtue of application alone. The term "Student" includes individuals who might describe themselves as students, trainees, apprentices etc.

'Learner' means a person who has enrolled in a programme of education and training. Within this policy, the terms 'student' and 'learner' are interchangeable. (Qualifications and Quality Assurance (Education and Training) Acts 2012 and 2019).

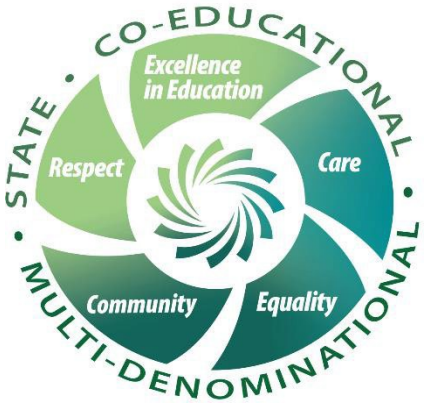
'**Gender'**, in line with the definition of "*the gender ground*" in the Equal Status Act 2000, is such that "*one is male and the other is female*". This does not prejudice any Student who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

'**Parent'** has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

2 ADMISSION STATEMENT

City of Dublin FET Colleges are state run Colleges underpinned by the core values of:

- Excellence in Education
- Care
- Equality
- Community and
- Respect



City of Dublin FET College give all students equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our Colleges strive to provide all students with equal opportunities to engage with the curriculum and College life. In all aspects of College life all members of our College communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability, or socio- economic status.

Our Colleges provide a safe physical and social environment that reinforces a sense of belonging to the College community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our Colleges promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In City of Dublin FET Colleges, students of all religions and beliefs are treated equally. The College environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

City of Dublin FET College Ballyfermot is committed to being an inclusive College. Fundamental to the implementation of this Admissions Policy is the principal of equality. In placing the students at the centre of the learning process, this campus, is committed to creating an appropriate learning environment in which individual difference is accepted and embraced.

Accordingly, City of Dublin FET College Ballyfermot shall not discriminate in its admission of a Student based on the following grounds:

2.1. Gender of the Student or Applicant

2.2. Civil status of the Student or Applicant

2.3. Family status of the Student or Applicant

2.4. Sexual orientation of the Student or Applicant

2.5. Religion of the Student or Applicant

2.6. Disability of the Student or Applicant

2.7. Race of the Student or Applicant

2.8. The Student's or Applicant's membership of the Traveller community

2.9. Special educational needs of the Student or Applicant

Fees

As part of the enrolment processes course costs may be payable. The amount charged is in accordance with the legislative and regulatory conditions laid down by the Department of Further and Higher Education, Research Innovation and Science (DFHERIS) and its agencies i.e. SOLAS.

Courses provided by City of Dublin FET College Ballyfermot are subject to the provisions of the Further Education and Training Act 2013, and to the approval of the City of Dublin ETB, SOLAS, and the DFHERIS.

3 LEGAL FRAMEWORK

City of Dublin Education and Training Board was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centresfor education and education and training facilities in each ETB's functional area.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised colleges to prepare and publish an Admission Policy. The Board of Management of City of Dublin FET College Ballyfermot, a recognised college, is a committee established under section 44 of the Education and Training Board Act 2013 and constitutes a Board of Management as described in the Education Act 1998. The Education Act 1998 provides for an appeal process in the event of a refusal to admit a student.

In addition, Colleges of Further Education are regarded as 'providers' under the Quality and Quality Assurance (Education and Training) Acts 2012 and 2019. As required there under, providers of FET courses must establish procedures for access, transfer and progression in accordance with the policies and criteria for access, transfer and progression published by Quality and Qualifications Ireland (QQI).

QQI Act 2012 defines access in relation to learners as:

> 'access' by learners to programmes of education and training, including recognition for knowledge, skill or competence previously acquired.

Data provided by the applicant is subject to the Data Protection Acts 1988, 2003 and GDPR 2018. City of Dublin FET College commits to ensuring that all data is stored correctly and use for the purpose it is intended. Applicants are entitled to make Freedom of Information Requests under the 2014 Act.

4 GENERAL ADMISSION PROVISIONS

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

- the implementation of this Admission Policy
- the Annual Admission Notice of the school, and the
- Information provided by the Applicant in their application for admission

In processing an application, this campus shall not consider:

4.1 The occupation, financial status, academic ability, skills or aptitude of a student's parent(s).

4.2 A student's connection to City of Dublin FET College Ballyfermot due to a member of his or her family attending or having previously attended a course on this campus.

4.3 The date and time on which an application for admission was received as long as it received during the period specified for receiving applications set out in the annual Admission Notice for the relevant academic year.

4.1 Admission to a particular course

Admission to a particular course is governed by the following three principles that will be assessed through the application form, an interview or other assessment required for admissions such as audition, portfolio, or written assessment.

4.1.1 That, in the professional judgement of the School Authority (the term 'School Authority' as in the regulations, indicates the Chief Executive, or an officer delegated to act on her/his behalf), and following an interview (if deemed appropriate) the student/learner is suitable for a course.

4.1.2 That, in the professional judgement of the School Authority, the applicant, because of previous education, training or experience, is considered likely to benefit from participation.

4.1.3 That, in the professional judgement of the School Authority, applicant's participation

will contribute positively to the course and in no way infringe upon the opportunities or rights of other students/learners or staff.

4.2 Offer of a place

City of Dublin FET College Ballyfermot will consider the offer of a place to every Applicant seeking admission, who meets the entry requirements for the course they have applied for, to the College, **unless the following applies**:

4.2.1 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.

4.2.2 The applicant fails to provide all the necessary data and completes the PLSS Student Data Capture Form.

4.2.3 Information contained in the application is false or misleading in a material respect.

Where City of Dublin FET College Ballyfermot considers an application, each Applicant, who meets the entry requirements of the course, shall receive an offer of a place, unless the course is oversubscribed, in which case, selection criteria will be applied to each application. All courses require a minimum enrolment number to proceed.

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions.

PART B

Information for All Applicants

5 Applications to study at City of Dublin FET College Ballyfermot

Section 5 Application to Study at City of Dublin FET College Ballyfermot

5 APPLICATION TO STUDY AT City of Dublin FET College Ballyfermot

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5.2.3. Basis for appeal

5.1 ADMISSION PROVISIONS

Subject to section 4.1, 4.2 and 4.3, where City of Dublin FET College Ballyfermot is not oversubscribed, all applications which meet the published entry requirement for the selected course will be offered a place therein. Such entry requirement are used for the purpose of assessing the students' academic ability, skills or aptitude, in line with the authority vested in the college by section 62(7) of the Education (Admission to Schools) Act 2018, information relating to the course on offer, and any course specific entry requirements is available to Applicants/students in the prospectus of City of Dublin FET College Ballyfermot and/or on its website at www.bcfe.ie.

In assisting the college in determining whether a student meets the entry requirements for a given course, City of Dublin FET College Ballyfermot may request that the student attend for interview, be referred for an educational assessment, be the subject of a Vetting application to the National Vetting Bureau in line with the requirements under the National Vetting Bureau (Children and Vulnerable Persons) Act 2021 or provide a referral from a specified independent third-party.

In line with section 62(7)(o) of the Education (Admission to Schools) Act 2018, admission to a course may also depend on the student meeting certain eligibility criteria laid down by the funding body for the course, including age.

Where City of Dublin FET College is not oversubscribed, all applicants who meet the entry requirements will beoffered a place on the course for which they have applied. Information relating to the courses on offer, and any course specific entry requirements is available to applicants, in the College prospectus or website. Course content is reviewed on an ongoing basis and may result in course modification.

5.1.1 Minimum age of applicants

In addition to meeting the entry requirements of a course, Applicants must have reached a minimum age of 16 to commence a FET course. Certain courses have a minimum age requirement of 21 years. Regardless of age Applicants must have demonstrated the capacity to complete the course through meeting the entry requirements.

5.1.2 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 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 City of Dublin FET College Ballyfermot can offer further places that become available on a particular course during that academic year, places will be offered in accordance with the order of priority in which Applicants have been placed on the waiting list.

This waiting list will be based on the applicant's unique application number which is provided to each applicant when thy set up their individual MIT eNROL account. The waiting list will be graded lowest to highest applicant's number.

For the avoidance of doubt, if a 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.

5.1.3 Selection criteria

The College will apply the following criteria for admission to a course in the College:

- The Applicant meets the entry requirements for their selected course which may include audition, portfolio and written assessment.
- The Applicant has attended for interview for the course that they have applied for.

5.1.4 Selection process

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

- There is a place available to be offered, i.e. the course is not full.
- The applicant demonstrates at the interview the capacity to successfully complete the course for which he/she has applied. This includes the academic, practical and work experience placement (where applicable) elements of the course.

- Please see the individual course pages for the specific entry requirements, e.g. Garda Vetting/portfolio/performance/etc., for each course, in City of Dublin FET College Ballyfermot Prospectus or on website www.bcfe.ie.
- As part of the processing of an application, an applicant may be referred for a career's information session and/or learning support for further advice in determining their course choice.
- If deemed appropriate, applicants may also be referred for an educational assessment.
- For applicants whose first language is not English, evidence of English language proficiency may be required. (See Appendix 1). If appropriate, City of Dublin
- FET College will conduct an English language assessment in line with City of
- Dublin FET College guidelines (See Appendix 2).
- If deemed necessary by the School Authority, or delegated officer, as part of the processing of an application an applicant may be invited for a second interview.
- Admission to a course may also depend on the applicant meeting certain eligibility criteria laid down by the funding body for the course. This is the case in relation to courses funded as apprenticeship, traineeships, BTEI, Skills to Advance or labour market activation programmes.
- Medical Fitness to Participate: If deemed necessary, the College/Centre may Request an applicant to provide a medical certificate of fitness to participate on the course for which they have applied.
- International Students: All European Union (EU) citizens, and persons with designated refugee status, can access FET programmes in the same manner as Irish citizens. Applicants from outside of the EU must meet all of the visa requirements of the State before enrolling on a course. It is the applicant's responsibility to engage with the State agencies in relation to visa requirements. City of Dublin FET College Ballyfermot will not engage with the visa process.
- Ex-offenders: Applications from ex-offenders, or persons in the process of being released from prison, must be accompanied by a written letter of recommendation from a member of the staff of the education service to the prison, the probation service, or the prison service.
- All applicants must have a valid PPSN number.

5.1.5 Late applications

An application received by City of Dublin FET College Ballyfermot after the closing date setout in the Admission Notice, is considered a late application for the purposes of this Admission Policy. Acceptance of late applications will be at the discretion of City of Dublin FET College Ballyfermot or delegated officer. If accepted, such applications will be processed in accordance with the Admission Policy.

5.1.6 Second/third-round offers of a place

Where an Applicant is in receipt of an offer of a place on a course within City of Dublin FET College Ballyfermot, 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 course have been filled.

5.1.7 Acceptance of a place

Having received an offer of a place on the course for which the applicant applied; the Applicants shall indicate acceptance of an offer by paying the non-refundable deposit within 2 weeks to confirm acceptance of a course place.

In the case of a late application, or a second/third-round offer, acceptance must be indicated in the form indicated by City of Dublin FET College Ballyfermot.

Applicants are advised that, in accepting an offer of a place on a course in City of Dublin FET College Ballyfermot, 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 course in another College.

Failure to formally accept an offer of a place and pay the specified fee/deposit to City of Dublin FET College Ballyfermot by the date set out in the College's Admission Notice, or in the form 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. Students are only enrolled in a particular course once they have met all of

the requirements in Appendix 3.

Applicants may make an application for deferral of a place before the commencement of the course. Deferrals are permitted at the discretion of the Principal (See Section 5.1.11 below).
Applicants are only fully registered once they have paid all fees and completed all registration forms and attended the induction programme.

5.1.8 Refusal

Where an Applicant in respect of whom an application is being sought has not been offered a place on the particular course in City of Dublin FET College Ballyfermot, the Applicant will be provided in writing with:

5.1.8.1. The reasons that the Applicant was not a offered a place in the College
5.1.8.2 Details of the Applicants' place on the waiting list, if applicable; and
5.1.8.3 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:

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

5.1.9 Withdrawal of an offer

An offer of admission may be withdrawn where:

5.1.9.2 The information contained in the application is false or misleading in a material respect, or Information is deliberately withheld, or
5.1.9.3 The Applicant fails to confirm acceptance of an offer of admission and completes the enrolment criteria in Appendix 3, on or before the date set out in the annual Admission Notice of City of Dublin FET College Ballyfermot for which s/he is applying, or in the case of a late application, or second/third-round offer, in the manner required by the City of Dublin FET College Ballyfermot, or
5.1.9.4 In the event of a cancellation of a course (due to insufficient enrolment numbers, resources difficulties etc) the enrolled applicant/s will be notified

of the cancellation. Applications may be offered a place on a different course subject to a place being available. Where an applicant declines a place on the alternative course, the acceptance fee paid will be refunded to the applicant on request.

5.1.9.5 An Applicant has not indicated:

(i) 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,

(ii) whether or not or 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 City of Dublin FET College Ballyfermot, the Applicant on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf ofthat Applicant shall be treated as a late application in line with section 5.1.5 above.

5.1.10 Appeals

For information relating to an Applicant's right to appeal a decision of City of Dublin FET College Ballyfermot regarding admission to the College, see section 5.2.

5.1.11 Deferrals

5.1.11.2 Applicants who have been offered and have accepted a place on a course may defer this place for one year prior to course commencement.

5.1.11.3 Applicants should submit a written request to defer to the Admissions Office prior to course commencement.

5.1.11.4 Applicants will be refunded any fees paid (except the non-refundable deposit). Applicants will be notified by City of Dublin FET College Ballyfermot during the academic year to activate their place.

5.1.11.5 Applicants will not have to be interviewed a second time and the applicant can secure a place on their course for the next academic year.

5.1.11.6 A deferral does not extend beyond 1 academic year.

5.1.12 Delayed Course Completion

5.1.12.2 If an applicant commences a course (now a student) and realises that they are not able to complete the course, they can request a "Delayed Course Completion".

5.1.12.3 This request must be made in writing to the Admissions Office on or before 30th of November of the given academic year.

5.1.12.4 Only those applicants who are fully registered (now students) can avail of Delayed Course Completion.

5.1.12.5 Applicants will not have to be re-interviewed a second time, however the applicants need to recommence the course, submit all necessary documents and pay all necessary fees. There is no carry-over of assignments. All assignments and coursework will have to be resubmitted.

5.1.13 Repeats

It is important to note that applicants are not generally permitted to repeat a course.

5.1.14 Returning Students

5.1.14.2 Returning students should not assume automatic entitlement to enrolment in a subsequent year.

5.1.14.3 An application to a second or subsequent year of a course or to another course will be treated as a new application.

5.1.14.4 In addition, the applicant's previous punctuality, attendance and performance record may be taken into consideration.

5.1.14.5 If the applicant has displayed unacceptable or unreasonable behaviour in the past, they may be asked to sign a Contract of Behaviour. In some cases, admission to the course may be reserved until a certain period of time has passed (other students have completed course cycle).

5.1.15 Transfer Students

Students can transfer between City of Dublin FET Colleges. All data will transfer with the student. The student will be refunded fees in the first college and must pay fees in the second college.

5.1.16 Induction

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

5.2. APPEALS

Subject to sections 4.1, 4.2 and 4.3, where City of Dublin FET College Ballyfermot is not oversubscribed, all applications which meet the published entry requirements for the selected course will be offered a place therein. Such entry requirements are used for the purpose of assessing the student's academic ability, skills or aptitude, in line with the authority vested in BCFE by section 62 of the Education (Admissions to Schools) Act 2018. Information relating to the courses on offer, and any course specific entry requirements is available to Applicants/Students in the prospectus of City of Dublin FET College Ballyfermot and/or on its website at www.bcfe.ie.

In assisting City of Dublin FET College Ballyfermot in determining whether a student meets the entry requirement for a given course, City of Dublin FET College Ballyfermot may request that the students attend for interview, be referred for an educational assessment, be the subject of a Vetting Application to the National Vetting Bureau in line with the requirement under the National Vetting Bureau (Children and Vulnerable Persona) Act 2021 or provide a referral from a specified independent third-party.

In line with section 62(7)(o) of the Education (Admission to Schools) Act 2018, admission to a course may also depend on the Student meeting certain eligibility criteria laid down by the funding body for the course, including age.

5.2.1. Appeal where refusal was due to oversubscription:

An applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing to the Principal, City of Dublin FET College Ballyfermot, 269 Ballyfermot Road, Dublin 10 or by email info@bcfe.cdetb.ie stating the grounds for appeal within 5 days of receiving the decision. The Principal will convene an appeals panel and will communicate back to the applicant the appeal decision within 10 working days.

If the Applicant is not happy with the outcome they can appeal to the Secretary of the Board of Management in writing to City of Dublin FET College Ballyfermot, 269 Ballyfermot Road, Dublin 10 or by email info@bcfe.cdetb.ie stating grounds for appealing this decision

within 5 working days. This appeal application will be reviewed by the Board of Management within 14 calendar days. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this policy, that time period will apply instead.

If an Applicant is not satisfied with the decision of the Board of Management, or the Board of Management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998 within 10 working days.

5.2.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to the college for a reason other than the College being oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing to the Principal, City of Dublin FET College Ballyfermot, 269 Ballyfermot Road, Dublin 10 or by email info@bcfe.cdetb.ie stating the grounds for appeal within 5 days of receiving the decision. The Principal will convene an appeals panel and will communicate back to the applicant the appeal decision within 5 working days.

If the applicant is not happy with the outcome they can appeal to the Secretary of the Board of Management in writing to City of Dublin FET College, Ballyfermot, Ballyfermot Road, 269 Ballyfermot Road, Dublin 10 or by email info@bcfe.cdetb.ie stating grounds for appealing this decision within 5 working days. This appeal application will be reviewed by the Board of Management within 14 calendar days. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this policy, that time period will apply instead.

If an Applicant is not satisfied with the decision of the Board of Management, or the Board of Management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998 within 10 working days.

5.2.3. Basis for appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the College's Admission Notice and also set out the grounds of the request to appeal the decision.

Appendix 1: English language requirements on entry

The table below sets out the **recommended minimum requirements** for English language on entry to courses leading to full or part awards in Further Education and Training in City of Dublin ETB. 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. FETapplicants 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 from one of the institutions listed in the table below
2: English language assessment conducted by City of Dublin ETB during the enrolment process
3: 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 course at NFQ Level 5.

	Minimum English Level	**International Examinations**	**Minimum Grade**
Courses at Level 3*	Minimum B1 in all skills on entry (reading, writing, speaking & listening)	Cambridge Preliminary English Test (PET)	Pass
Courses at Level 4	Minimum B2.1 in all skills on entry	Cambridge Preliminary English Test (PET)	Distinction
		Cambridge First Certificate in English (FCE)	Grade C
		IELTS	5.5
Courses at Level 5	Minimum B2.2 in all skills on entry	Cambridge First Certificate in English (FCE)	Grade B orhigher
		IELTS	6
Courses at Level 6	Minimum B2.2 in all skills on entry Need to look at these two and compare them to the CAO entry requirements need to be difference for Level 5 and level 6	Cambridge First Certificate in English (FCE)	Grade B or higher
		Cambridge Advanced (CAE)	Borderline Fail Min 170 pts
		Cambridge Proficiency (CPE)	Unsuccessful With min. 170pts

Please note: IELTS certificates are only valid for 2 years from the date of assessment. It is recommended that City of Dublin ETB applies the same validity duration to all other examinations. *Exceptions apply for FET applicants to single module courses in the Adult EducationService e.g. English as a Second Language, ESOL, or any ESOL course offered by aCollege of Further Education.

Appendix 2: English language proficiency test

English language assessment tools will be devised centrally and administered locally by designated staff.

In order to ensure fair and consistent assessment of English language proficiency across and within centres, the following measures will be compulsory:

1. A number of staff from each centre will be trained to conduct and mark assessments to ensure a common understanding of language levels andconsistency of marking across centres.
2. Centres will be required to make arrangements to ensure that assessments are only conducted by designated assessors. To allow for the possibility of scheduling late registration during holiday periods, centres could request support from the Adult Education Service in administering and marking assessments.

Appendix 3: Course Enrolment

(a) Course enrolment is considered complete only when:

- Where applicable, all fees or charges due are to be paid in full by, or on behalf of, the applicant except in a case which is deemed by City of Dublin FET College Ballyfermot to be an exceptional circumstance.
- As part of the enrolment processes course costs are payable. The amount charged is in accordance with the legislative regulatory conditions as laid down by the Department of Education and Skills, Department of Further Higher Education Research Innovation and Science and its agencies.
- All information and supporting documentation requested by the College/Centre have been submitted.
- The applicant agrees to abide by the General Rules and Regulations of the City of Dublin FET College and the Student Code of Conduct of City of Dublin FET College Ballyfermot.
- The applicant completes the PLSS Data Gathering Form.
- Where required, successful Garda Vetting Clearance is obtained. Please refer to the specific course information.

(b) In the case of full-time courses following the academic year, applicants will not be enrolled after the 30th September, except in a case, which is deemed by City of Dublin FET College Ballyfermot to be an exceptional circumstance.

(c) City of Dublin FET College Ballyfermot 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.

(d) The provision of false or inaccurate information by an applicant may render his/her application null and void.