

Greenhills Community College
Further Education Admissions Policy



**Greenhills Community College,
Limekiln Avenue, Walkinstown,
Dublin 12**

Section 1: Admissions

1.1 Greenhills Community College (Further Education) aims to promote equality for individuals, groups, and communities through a consistent commitment to fairness, respect, and inclusion. **Greenhills Community College (Further Education)** is committed to providing an environment where all individuals are treated with respect and dignity irrespective of race, gender, disability, religion, age, sexual orientation, civil status, family status or membership of the Traveller community.

1.2 Greenhills Community College (Further Education) aims to create an education and training environment which welcomes and values individual difference, recognises the right of every person to learn and develop through education and training, and seeks to enable students to develop their full potential.

This is reflected in its **Admissions Policy** as follows:

- We welcome applications and accepts student from a wide range of backgrounds and learning experiences.
- We seek to provide clear and transparent information to support students' access to our Further Education courses.
- We seek to provide information & support students to engage with our admissions process.

1.3 Admission Statement

Greenhills Community College (Further Education) is a centre of learning committed to providing education and training of the highest quality. The programmes and courses we offer are learner-centred and provided in a friendly, inclusive, and supportive environment. 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, Greenhills Community College (Further Education) is committed to creating an appropriate learning environment in which individual differences are accepted and embraced.

Section 2: General Admission Provisions

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

- The implementation of this Admission policy.
- The notification of Admissions by Greenhills Community College (Further Education).
- Information provided by the Applicant in the application for admission.

Admission to a particular course is governed by the following principles that will be assessed through the application form, an interview and/or assessment where required for specific courses:

2.1 That, in the professional judgement of the College, the Learner's proven academic ability and/or skills are deemed suitable for the course to which the application was made on his/her behalf, such academic ability and/or skills shall include the requirements set out at Appendix 1 of this Admission Policy.

2.2 Course Entry Requirements

- **Education.** Each course has specific entry requirements which are outlined in full in the College brochure and on the College website. For example, Leaving Certificate or NFQ Level 4 or equivalent is required when accessing a Level 5 programme. Additional requirements may apply to non-EU/EEA Applicants and may be subject to full international fees (please refer to Information for International Learners in Appendix 2). For those whose first language is not English, CERFL proficiency at a certain minimum level as set out in Appendix 1 is required for access to courses.
- **Aptitude.** Applicants must have a motivation to learn, an interest in the subject and the ability to acquire the knowledge, skills and competencies set out in the course.
- **Previous Experience.** Applicants must be able to demonstrate a moderate range of knowledge, skills, and competencies relevant to the course, be able to work with responsibility and demonstrate the ability to work on their own initiative.

Greenhills Community College (Further Education) will consider the offer of a place to every Learner seeking admission, who meets the entry requirements for the course in the College to which he/she has applied, unless one or more of the following applies: -

- 2.3** The Learner fails to confirm in writing that he/she accepts the College Code of Conduct, and she/he makes all reasonable efforts to ensure compliance with the Code.
- 2.4** Information contained in the application is false or misleading in a material respect.

Subject to 2.3 and 2.4, where Greenhills Community College (Further Education) considers an application, each application that meets the entry requirements of the course, shall be made an offer of a place, unless the course is oversubscribed; in which case, selection criteria will be applied (see 3.4 below). This is done without prejudice to the requirements for all courses to have a minimum enrolment number to proceed.

All courses in Greenhills Community College (Further Education) lead to a QQI Award, which is an internationally recognised qualification.

Section 3: Principles of Admission

Admission to a particular course is subject to places being available and is governed by the following principles:

- That in the professional judgement of the College management and/or Department representatives, having reviewed a student's application, and where the applicant carried out an interview, the student is considered suitable for the course.
- That in the professional judgement of the College management and/or Department representatives, the student because of previous education, training, or experience, is considered likely to benefit from attendance on the course.
- The participation will contribute positively to the course and in no way infringe upon the opportunities or rights of other students or staff.

Any dispute in relation to admission should be referred to the Principal or Deputy Principal.

3.1 Entry Requirements

The entry requirements for each course are outlined in the College's brochure and on the College's website www.greenhillscollege.ie. In some cases, entry requirements are determined in conjunction with QQI, professional bodies or solely by the College. Applicants who do not meet entry criteria should make direct contact with the College to explore their application on an individual basis. Standard entry requirements may be waived for Mature Students.

3.2 Repeating a course

It is important to note that applicants are not permitted to repeat a course. However, in exceptional cases, the Principal/Deputy Principal may permit such a repeat. Such an applicant must write to the principal outlining the reasons for wishing to repeat a course. It is also subject to a place being available and to previous attendance, work input, general attitude, and behaviour records.

3.3 Returning Students

(a) One-year courses (full-time and part-time). Returning students should not assume automatic entitlement to enrolment in a subsequent year. An application to a second or subsequent year of study on a one-year course or to another course at that NFQ Level will be treated as a new application and will only be to a maximum of two years. In addition, the applicant's previous punctuality, attendance, attitude, and academic 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. In some cases, admission to the course may be reserved until a certain period has passed (for example, other students have completed the course cycle).

(b) Two-year courses (part-time). Returning students who enrolled on a two-year, part-time course should not assume automatic entitlement to enrolment for a third year at the same NFQ Level. An application to a subsequent year of study on a two-year course or to another course at that NFQ Level will be treated as a new application and will only be to a maximum of one additional year. In addition, the applicant's previous punctuality, attendance, attitude, and academic 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. In some cases, admission to the course may be reserved until a certain period has passed (for example, other students have completed the course cycle).

3.4 Offering of places

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

1. There is a place available to be offered i.e., the course is not full.
2. All courses offered are subject to minimum enrolment numbers.
3. The applicant demonstrates at the interview the capacity to successfully participate on the course for which he/she has applied. This includes academic, practical, and work experience placement (where applicable) elements of the course. The applicant's academic ability may be demonstrated by completion of any of the following: -
 - Leaving Certificate
 - Leaving Certificate Vocational Programme
 - Leaving Certificate Applied
 - Any relevant QQI Award
 - Another equivalent award

Some courses may have specific subject requirements in addition to the above.

In some cases, a pre-course assessment may be required. Please see individual course details on the Greenhills Community College website for specific entry and other requirements e.g., Garda vetting.

(i) As part of the processing of an application, an applicant may be referred for a careers information session and/or learning support for further advice in determining their course choice.

(ii) If deemed appropriate, applicants may be referred for an educational assessment.

In the case of mature students i.e., 21 years and over, there may be no formal academic entry requirements. The applicant's academic ability is determined using the principles of Recognition of Prior Learning (RPL).

1. 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 core VTOS (Vocational Training Opportunities Scheme) or labour market activation programmes.
2. Subject to meeting the above requirements, places are offering on a first come first served basis upon full completion of the enrolment process (see note below).
3. Students completing a one-year course over two years must have successfully completed and passed all modules being taken in Year 1 before progressing to Year 2.

Section 4. Application Process

1. The College generally opens for applications in January each year. While applicants are advised to apply early, applications will be accepted up to the end of September subject to places being available.
2. Applications are made online at www.greenhillscollege.ie. Applicants are not charged an application fee.
3. The College endeavours to provide appropriate supports for applicants with disabilities, physical or mental health conditions, and/or specific learning difficulties within the limits of available resources. Applicants, requiring supports, are requested to complete a Supplementary Application Form. They may be entitled to support under the Higher Education Authority (HEA) Fund for Students with Disabilities. Further information is available from the College Admissions Office.
4. Additional information for international applicants and applicants who are funded under Vocational Education Opportunities Scheme (VTOS) or in receipt of the Back to Education Allowance (BTEA) is available from the Admissions Office and on the College's website.

5. The provision of false or inaccurate information by applicants will render an application cancelled.
6. Applicants will initially receive an email acknowledgement of their application.
7. Places will be offered, on a first come basis, subject to the applicant meeting the entry requirements for the course and subject to a place being available. Courses are delivered in English, therefore, applicants whose first language is not English may be required to take an English Language Competency test to ascertain their English language competency before an offer will be made (see Appendix 1).
8. Applicants are required to fully inform themselves about the course for which they have applied. Information on our courses is available in the college brochure and on the college website.
9. Applicants will be required to confirm acceptance of their place by paying a non-refundable €40 acceptance fee. Acceptance of an offer implies adherence to the regulations and requirements of the certifying body. Fees can be paid online using a debit or credit card. Cash will not be accepted.
10. Early acceptance of an offer is advisable to ensure a place. Failure to confirm acceptance of a place will result in the place being offered to another applicant where courses are over-subscribed.
11. Where there are more applicants than places on a course, a waiting list will be formed. Alternatively, an applicant may be offered a place on a different course, subject to a place being available and subject to meeting the entry requirements. Where an applicant declines a place on the alternative course, the applicant will be placed on a waiting list for their original choice.
12. If an applicant does not meet the entry requirements or is deemed unsuitable for a course, an alternative course within the Institute may be offered, subject to a place being available.
13. In the event of the cancellation of a course (due to insufficient enrolment, resourcing difficulties etc.) the enrolled applicant/s will be notified of the cancellation of the course as soon as is practicable. Applicants 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.

Section 5: Registration Process

Applicants who have accepted their place will be provided with details, in writing, of the registration process prior to the start of the Course. Course enrolment is considered complete only when:

- All fees or charges due are to be paid in full by, or on behalf of, the student prior to attending the course induction day.
- All information and supporting documentation requested by the College has been submitted.
- The student agrees to abide by the General Rules and Regulations of Greenhills Community College (Further Education) and the Student Code of Behaviour of Greenhills Community College (Further Education).
- The College will not be responsible for any inability to complete the enrolment process if all necessary information and supporting documentation have not been provided.
- The provision of false or inaccurate information by an applicant may render his/her application invalid.

5.1: Registration Documentation

Applicants will be required to provide the following documentation during the induction process: -

- a) Proof of identification (such as a valid passport or a current Irish driving licence or a National Age Card (issued by An Garda Síochána) or an identification form with a photograph signed by a member of An Garda Síochána)
- b) Leaving Certificate results (if under 21 years of age)

c) Medical card (if applicable)

d) Letter confirming receipt of SUSI PLC Grant/Back to Education Allowance/VTOS

(if applicable)

e) Non-EU/EEA nationals may be required to provide proof of eligibility to participate in PLC / Further Education courses.

Note: Non-EU/EEA applicants are required to provide proof of Irish Residence Permit (IRP) (formerly called a GNIB card) - stamp 4 unless they have completed the Leaving Certificate in Ireland.

Photograph

Applicants will be required to upload an appropriate photograph which will be used to produce a Greenhills FE Student ID card. The card may be used to avail of a range of student discounts.

5.2 Induction

Induction will take place, generally in September, prior to course commencement. Induction is a requirement of the admissions and commencement process.

Section 6. Selection criteria

Greenhills Community College (Further Education) will apply the following process to the selection criteria. Applications are considered against the entry requirements criteria. Places will be offered in the first instance to those who meet these criteria, with subsequent places, if available, being offered to the remaining Applicants. If a course is oversubscribed, applicants will be placed on a waiting list, to be offered a place should one become available.

Where Greenhills Community College (Further Education) is oversubscribed and receives a late application for admission, that application may be considered for a place on the waiting list (subject to meeting the entry requirements).

6.1 Acceptance of a Place

If an Applicant is accepted on a place, the Applicant will be sent an acceptance letter, generally by email, with a request to pay a non-refundable deposit within 5 days to secure their place on the course. If the deposit is not paid within the acceptable timeframe the college has the right to withdraw this offer.

6.2 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
- Proof of candidate meeting entry requirements is not provided.
- The Applicant fails to confirm acceptance of an offer of admission by payment of the non-refundable deposit fee.
- If an offer of a place is withdrawn by the College, the Learner on whose behalf the application was made shall lose her/his place on the admission list or waiting list for that academic year.
- In the event of a cancellation of a course (due to insufficient enrolment numbers, resources difficulties etc.) any Applicant(s) in receipt of an offer will be notified of the cancellation. In such circumstances, Applicants may be offered a place on a different course subject to a place being available therein. Where an Applicant declines a place on such an alternative course, any fee already paid for the course will be refunded to the Applicant.

7.3: Appeal Process

Should a student wish to appeal the admission procedure, a letter outlining the grounds for the appeal should be made to the Principal or Deputy Principal of the College. All appeals will be dealt with in a timely fashion.

7.5: Legal Framework

Greenhills Community College is part of the DDLETB. The DDLETB was established under the Education and Training Board Act 2013. The Act sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The Education (Admissions to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on recognised schools to prepare and publish an Admission Policy.

The Board of Management of DDLETB and Greenhills Community College, a recognised school, is a committee established under section 44 of the Education and Training Board Act 2013 and constitutes a board of management within the means of the Education Act 1988.

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

The Education Act 1998 provides for an appeal process in the event of a refusal to Admit a Learner.

GLOSSARY OF TERMS

‘Applicant’ means the person who has made the application for admission to Greenhills Community College (Further Education) on behalf of the Learner, which may include the Learner.

‘Learner’ means a 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. The definition also captures the legal definition of ‘Student’ within the meaning of the Education (Admission to Schools) Act 2018.

‘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.

Appendix 1: English language requirements on entry

The table below sets out the recommended minimum requirements for English language for admission to courses leading to full or part awards in Further Education and Training in Greenhills FE. 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 from one of the institutions listed in the table below.
2. English language proficiency assessment conducted by the DDLETB or Greenhills College FE during the enrolment process, in line with the requirements set out in Appendix 2 of this Policy.
3. Recognition of prior learning, which may be applied to Learners who have, in the previous 12 months, successfully achieved a full award in a 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 Examination	Minimum Grade
Courses at Level 3	Minimum B1 in all skills on entry (reading, writing, speaking, and 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 or higher
		IELTS	6
Courses at Level 6	Minimum B2.2 in all skills on entry	Cambridge First Certificate in English (FCE)	Grade B or higher
		Cambridge Advanced (CAE)	Borderline Fail Min 170points
		Cambridge Proficiency (CPE)	Unsuccessful With min. 170 points

Please note: IELTS certificates are only valid for 2 years from the date of assessment.

*Exceptions apply for FET applicants to single module courses in the Adult Education Service, e.g., English as a Second Language, ESOL, or any ESOL course offered by a College of Further Education. English language assessment tools will be devised centrally and administered locally by a designated staff in Greenhills FE or by a representative of the DDLETB.