**Greenhills Community College**

**Further Education Admissions Procedures**

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**1. Introduction**

Greenhills Community College is committed to providing Further Education courses of the highest quality and to supporting lifelong learning opportunities for all members of the community. The programmes offered at Greenhills Community College aim to enable learners to develop to their full potential and to participate fully as members of society, thus contributing to the social, economic and cultural development of the community locally, nationally and internationally.

**2. Principles of Admission**

**Scope of the procedures**

These procedures apply to all Greenhills Community College management, staff and applicants who apply for a place on a course.

**Decision on applications**

A decision on an application for admission to a course at Greenhills Community College is based on the following:

• Information as set out in this policy.

• Information provided by the applicant on application.

**Eligibility, suitability and benefit**

Admission to a course is governed by the following three principles that may be assessed using various selection criteria.

1. Eligibility: The applicant meets the minimum course entry requirements.

2. Suitability: The applicant is suitable based on previous education, training, experience and/or ability.

3. Benefit: The applicant will benefit from this course.

**3. Course Entry Requirements**

* **Education.** Each course has specific entry requirements which are outlined in full in the College brochure and on the College website [www.greenhillscollege.ie](file:///C%3A%5CUsers%5CMaryMcMahon%28Greenhil%5CDownloads%5Cwww.greenhillscollege.ie). For those whose first language is not English, CEFR (Common European Framework of Reference for Language) proficiency at a certain minimum level is required for access to courses. Further details may be accessed at [www.cambridgeenglish.org](http://www.cambridgeenglish.org). Additional requirements may apply to non-EU/EEA Applicants. Please refer to ETBI’s Access to Further Education and Training Programmes guide which is accessible under the Admissions section at <https://greenhillscollege.ie/further-education/about/school-policies/>
* **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.

**4. Repeating a course / Returning to complete another course at the same NFQ level**

Learners may not undertake more than 2 courses at the same NFQ level at Greenhills Community College. Courses not fully completed by the learner are included in this maximum number.

Learners cannot assume automatic enrolment to a course at the same NFQ level for a subsequent year of study. The learner must meet with the Guidance Counsellor/ Further Education Co-ordinator to discuss the reasons for repeating a course/completing another course at the same NFQ level.

Enrolment on the course is subject to a place being available. In addition, the learner’s previous punctuality, attendance, attitude, behaviour and academic performance may be taken into consideration. If the learner has displayed unacceptable or unreasonable behaviour in the past, they may be asked to sign a Contract of Behaviour. In addition, the applicant’s previous punctuality, attendance, attitude, and academic performance record may be taken into consideration.

**5. Application Process**

1. The College opens for applications in January each year. While applicants are advised to apply early, applications will be generally 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 provides appropriate supports for applicants with Additional Educational Needs 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 SOLAS Fund for Learners with Disabilities. Further information is available from the 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 automated email acknowledgement of their application. This email will contain a username and password which allows access to the College’s online admissions system eNROL. Access to eNROL is required to proceed with the 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.
8. Applicants are required to fully inform themselves about the criteria of 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 receive a letter of offer via email and are required to confirm acceptance of their place by paying a non-refundable acceptance fee within a specific timeframe as specified in the letter of offer**. 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. 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.
10. 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 course of choice.
11. If an applicant does not meet the entry requirements or is deemed unsuitable for a course, an alternative course within the college may be offered, subject to a place being available.
12. 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 and the applicant meeting the entry requirements. Where an applicant declines a place on the alternative course, the acceptance fee paid will be refunded to the applicant on request.

**­­­6. Registration Process**

1. Applicants who have accepted their place will be provided with details via email of the registration process and will be invited to register online.
2. Early registration is advisable. Applicants who complete the registration process will secure their place on their chosen course subject to places being available.
3. Completing the registration process on eNROL involves:
	* Completing the remaining section of the application form
	* Completing the PLSS Learner Detail Form
	* Uploading relevant documentation
	* Uploading a photograph
4. In the event that a course becomes over-subscribed, it will be deemed that places will have been secured by applicants who have completed registration on a first come basis. A waiting list will be formed and over-subscribed applicants will be advised of their place on this waiting list. Waiting list applicants may be offered a place on an alternative 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 or will receive a refund of the acceptance fee.

**Only those who have fully completed the registration process will be considered registered students. Letters confirming registration on a course and student cards will only be issued to registered students.**

**6.1 Induction**

1. Induction will take place generally in September prior to course commencement.
2. Attendance at induction is a mandatory requirement of the admissions and commencement process.
3. At induction students will receive general college information and specific course details along with a draft timetable.
4. Students are expected to sign the Student Contract including the acceptance of the Code of Conduct.
5. Failure to agree to the conditions of the Student Contract will result in the student forfeiting their place.

Courses commence generally in September. All students will be notified of the relevant dates via email and at induction. Courses will commence as per class timetable (received at induction).

**7. Appeal Process**

Should a learner wish to appeal the admissions procedures, 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.