



MSLETB Adult Education (Part-time) Centres

ADMISSION POLICY STATEMENT onto COURSES

Admission to a particular course/activity is subject to places being available and is governed by three principles:

1. That, in the professional judgement of the Centre Authority (the term 'Centre Authority', indicates those in Programme Management and/Coordination role within the Centre) and following an interview (if deemed appropriate) and an assessment (if deemed appropriate) the learner is **suitable** for a course/activity.
2. That, in the professional judgement of the Centre Authority, the learner, because of previous education, training or experience, is considered likely to **benefit** from attendance on a course/activity.
3. That, participation will **contribute positively** to the course/activity and in no way infringe upon the opportunities or rights of other learners or staff.

All disputes in relation to admission will be referred to the Adult Education Officer/ FET Director/Chief Executive.

Inclusion

The Adult Education Centre (AEC) is committed to being an **inclusive** centre. Fundamental to the implementation of the Centre's Admissions Policy is the principle of **Equality**, in particular, equality of access, equality of participation and equality of outcome. The AEC is committed to creating an appropriate learning environment in which individual differences are accepted and embraced. Learners who have a learning support need are encouraged to provide the AEC with the relevant information at the time of application. This would be of great assistance in accommodating particular learning support needs. Applicants must bear in mind that, while the AEC will make every effort to accommodate their needs, such accommodation is subject to resources.

All courses in the AEC are subject to the approval of the SOLAS (Further Education and Training Authority) and MSLETB. All courses are offered subject to minimum enrolment numbers. All enrolments are subject to the Rules and Regulations of MSLETB.

Places on courses are offered on the following basis

1. There is a place available to be offered, i.e. the course is not full.
2. The applicant meets the entry requirements for the course.
3. Admission onto the course/activity supports the three principles outlined above i.e. suitability, benefit and contribute positively.

Date: September 2017



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ADMISSIONS PROCEDURE

Application Process

Step 1

The application form should be fully completed and returned to the relevant Adult Education Part-time Centre.

Step 2

Applicants may be invited for interview, for some courses there is a pre-course assessment within the interview process. The course interview will include an evaluation of all their learning to date – formal, informal and non-formal – using the principles of Recognition of Prior Learning. (RPL)

Some courses a successful completion of Garda vetting will also be required.

Step 3

Having received an offer of a place on a course, the applicant can secure it by completing the enrolment form and/or paying the fee where applicable. For applicants claiming free tuition under various schemes (e.g. BTEI), a specific form must be completed and returned to the AEC before a place can be secured.

Note: The Centre can accept payment for classes in the form of cheque, postal order or Electronic Funds Transfer (EFT).

Step 4

Applicants will be given notice of the commencement date of the course. Applicants who do not attend the first day of the course may forfeit their place unless written notice is received by the Centre beforehand.

Step 5

Where waiting lists are operating for particular programmes, places will be offered on a “first come first served” basis to suitable candidates.

Note

- a) Course enrolment is considered complete only when:
- (i) Fees or charges are paid in full by, or on behalf of, the learner.
 - (ii) All information and supporting documentation requested by the Centre has been submitted.
 - (iii) The learner agrees to abide by the General Rules and Regulations of the Centre and the Learner Code of Behaviour of the Centre. (This information will be provided at course induction)



- b) The Centre will not be responsible for any inability to complete the enrolment process by the given closing date, if all necessary information and supporting documentation have not been provided.

- c) The provision of false or inaccurate information by an applicant or failure to disclose information in relation to a participant's capacity to fully participate in all aspects of the course may render an application null and void.

- d) All courses are offered subject to minimum enrolment numbers.

Appeals Procedure

In the event of a dispute in relation to enrolment, an applicant is entitled to appeal this decision to the Management of the Centre. The appeal should be made in writing citing all relevant information of the appeal.

Note: Information outlined in publicity material associated with the Centre is intended as a guide for persons seeking admission to the Centre and is as accurate as possible at the time of publication, but is subject to ongoing development. The Adult Education Centre reserves the right to change, modify, limit in size or cancel any course or class. The AEC also reserves the right to amend the list of elective subjects being offered for any course.

September 2017