



**cmeth**

Bord Oideachais agus Oiliúna  
an Chabháin agus Mhuineacháin  
*Cavan and Monaghan  
Education and Training Board*



# **POLICY FOR ADMISSION TO CAVAN INSTITUTE**

## **YEAR 2024/2025**

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 of Cavan Institute 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 Director of Cavan Institute is responsible for the implementation of this Admission Policy.

# TABLE OF CONTENTS

1. Glossary of terms
2. Admission statement
3. Legal framework
4. General admission provisions
5. Applications to study at Cavan Institute

## 1 GLOSSARY OF TERMS

---

**'Applicant'** means the person who has made the application for admission to Cavan Institute 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.

**'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 learner who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demi gender, 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.

**'Intake Group'** means the most junior year group of any course, including Learners enrolled in courses which are only one year in duration and Learners who may have already completed a course (or more than one) and who are applying to do a different course.

## **2 ADMISSION STATEMENT**

---

Cavan Institute is a centre of learning committed to providing education and training of the highest quality. As part of Cavan and Monaghan Education Training Board (CMETB), we continue to strive to excel in responding to the educational needs of the community. The programmes we offer are learner-centred and provided in a friendly, inclusive, and supportive environment.

Cavan Institute is committed to being an inclusive college. Fundamental to the implementation of the Institute's Admission Policy is the principle of equality. In placing the learner at the centre of the learning process, Cavan Institute is committed to creating an appropriate learning environment in which individual differences are accepted and embraced.

Accordingly, Cavan Institute shall not discriminate in its admission of a Learner based on the following grounds:

- 2.1. Gender of the Learner or Applicant.
- 2.2. Civil status of the Learner or Applicant.
- 2.3. Family status of the Learner or Applicant.
- 2.4. Sexual orientation of the Learner or Applicant.
- 2.5. Religion of the Learner or Applicant.
- 2.6. Disability of the Learner or Applicant.
- 2.7. Race of the Learner or Applicant.
- 2.8. The Learner's or Applicant's membership of the Traveller community.
- 2.9. Special educational needs of the Learner or Applicant.

For post-leaving certificate courses and further-education or training courses, costs may be payable.

### **3 LEGAL FRAMEWORK**

---

CMETB 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, centres for 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 schools to prepare and publish an Admission Policy. The Board of Management of Cavan Institute, a recognised school, is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

In addition, Colleges of Further Education are regarded as 'providers' under the Quality and Qualifications (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.

## **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 Institute, and the
- Information provided by the Applicant in the application for admission.

In processing an application, Cavan Institute shall not consider:

- 4.1 The occupation, financial status, academic ability, skills or aptitude of a Learner's Parent(s);
- 4.2 A Learner's connection to the Institute due to a member of his or her family attending or having previously attended the college
- 4.3 The date and time on which an application for admission was received by the Institute as long as it is received during the period specified for receiving applications set out in the annual Admission Notice for the relevant academic year.

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

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

Cavan Institute will consider the offer of a place to every Learner seeking admission, who meets the entry requirements for the course in the Institute to which s/he has applied, as outlined in 4.4 above, unless one or more of the following applies:

- 4.5 The Learner fails to confirm in writing that s/he accepts the Code of Behaviour and s/he shall make all reasonable efforts to ensure compliance with such Code.
- 4.6 Information contained in the application is false or misleading in a material respect.

Subject to 4.5 and 4.6, where Cavan Institute considers an application, each application which meets the entry requirements of the course, shall be met with an offer of a place, unless the course is oversubscribed, in which case, selection criteria will be applied to each application. This is without prejudice to the requirement for all courses to have a minimum enrolment number in order to proceed.

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



# SECTION 5

## APPLICATIONS TO STUDY AT CAVAN INSTITUTE

### **5 APPLICATIONS TO STUDY AT CAVAN INSTITUTE**

---

#### **5.1 Admission Provisions**

- 5.1.1. Oversubscription
- 5.1.2. Selection criteria
- 5.1.3. Selection process
- 5.1.4. Late applications
- 5.1.5. Second/third-round offers of a place
- 5.1.6. Acceptance of a place
- 5.1.7. Refusal
- 5.1.8. Withdrawal of an offer
- 5.1.9. Appeals
- 5.1.10. Deferrals

#### **5.2 Appeals**

- 5.2.1. Appeal where refusal was due to oversubscription
- 5.2.2. Appeal where refusal was for a reason other than oversubscription
- 5.2.3. Basis for appeal

## **5.1 ADMISSION PROVISIONS**

---

Subject to 4.5 and 4.6, where Cavan Institute 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 Learner's academic ability, skills or aptitude, in line with the authority vested in the Institute by section 62(e) of the Education (Admission to Schools) Act 2018. Information relating to the courses on offer, and any course specific entry requirements is available to Applicants/Learners in the prospectus of the Institute and/or on its website at [www.cavaninstitute.ie](http://www.cavaninstitute.ie).

In assisting the Institute in determining whether a Learner meets the entry requirements for a given course, it may request that the Learner 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 2012, 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 Learner meeting certain eligibility criteria laid down by the funding body for the course, including age.

### **5.1.1 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 the Institute is in a position to 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 Learners' applications have been placed on the waiting list.

For the avoidance of doubt, if an Applicant does not receive a place in the Institute 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 during the dates specified by the Institute as being the period when it will accept applications.

### **5.1.2 Selection criteria**

Cavan Institute will apply the following criteria in the order in which they are listed for admission to the Intake Group:

- 5.1.2.1 The Learner's marking of any assessment which may be conducted or interview or audition or other selection mechanism where relevant.

### **5.1.3 Selection process**

Cavan Institute will apply the following process to the selection criteria in order to determine admission ranking to the Intake Group:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the Institute still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the Institute. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Institute will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

#### **5.1.4 Late applications**

An application received by Cavan Institute after the closing date published by the Institute, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Cavan Institute is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the Institute before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the Institute, subject to section(s) 4.5 and 4.6.

#### **5.1.5 Second/third-round offers of a place**

Where an Applicant is in receipt of an offer of a place on a course within Cavan Institute but does not accept the offer, or the Institute 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.

#### **5.1.6 Acceptance of a place**

If a Learner in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the Institute. Having received an offer of a place on the course for which s/he applied, the Applicant shall:

- 5.1.6.1** Indicate acceptance of an offer by fully completing and returning the Acceptance Form (hard copy or online) by the date set out in the Institute's Admission Notice, or within 2 weeks of issuing by the Institute if it is a late application or if it is a second/third-round offer.
- 5.1.6.2** Complete the PLSS Data Gathering Form following registration
- 5.1.6.3** Arrange for the completion of any specified payment required for the particular course to which the application was made.

Aside from the PLSS form, failure to fully complete the foregoing by the dates set out in the Institute's Admission Notice (or within 2 weeks of issuing by the Institute 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.

### **5.1.7 Refusal**

Where a Learner in respect of whom an application has been made has not been offered a place on the particular course in Cavan Institute, the Applicant will be provided in writing with:

- 5.1.7.1. The reasons that the Learner was not offered a place Cavan Institute;
- 5.1.7.2. Details of the Learner's place on the waiting list, if applicable; and
- 5.1.7.3. Details of the right to appeal the decision.

As set out in 4.6, an offer of admission may not be made where:

- 5.1.7.4. The information contained in the application is false or misleading in a material respect.

### **5.1.8 Withdrawal of an offer**

An offer of admission may be withdrawn where:

- 5.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 5.1.8.2. The Applicant fails to confirm acceptance of an offer of admission on or before the date set out in the Annual Admission Notice of the Institute for the academic year for which s/he is applying, or within 2 weeks of issuing by the Institute if it is a late application or if it is a second/third-round offer (see 5.1.6 above)

If an offer of a place is withdrawn by the Institute, 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 and any subsequent applications for the same academic year on behalf of that Applicant shall be treated as a late application in line with section 5.1.4 above.

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.

### **5.1.9 Appeals**

For information relating to an Applicant's right to appeal a decision of Cavan Institute regarding admission to the Institute, see section 5.3.

### **5.1.10 Deferrals**

Applicants who have been offered and have accepted a place on a course may elect to defer their place on the course for one year. However, such deferring does not guarantee a place in the course the following year where the course may not run the following year or may be oversubscribed, in which case the application in respect of the Learner who deferred will rank top of the selection criteria for the following year, so is likely to be offered a place, but such cannot be guaranteed.

Applicants seeking to defer should submit a written request to defer to the Admissions Office as soon as possible, but no later than the date of course commencement, except in exceptional circumstances, as will be determined by the Director. Applicants who defer will be refunded any fees paid.

## **5.2. APPEALS**

---

### **5.2.1. Appeal where refusal was due to oversubscription:**

Prior to making an appeal, an applicant is required to request in writing a review by the board of management of the decision to refuse admission. The request for a review by the board of management must be made within **21 calendar days** of the date of the decision to refuse admission and must: (a) be based on the implementation of the school's admission policy and the content of the school's annual admission notice and (b) set out the grounds of the request. A Review by Board of Management Request Form is available from the College office.

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 under section 29 29F of the Education Act 1998 and Department of Education procedures.

An appeal must be made no later than 63 calendar days from the date of the decision to refuse admission. (Please note this refers to the date of the decision to refuse admission and not to the date of any notification or statement arising from the mandatory request for review by the board of management). Appeals must be made in writing on the Section 29 Appeal Form and must be submitted to the Section 29 Appeals Administration Unit which has been established within the Department of Education to provide administrative support to enable appeals committees to perform their functions. The Section 29 Appeal Form may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit. Contact details for the Unit are available on the Department's website.

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

Prior to making an appeal, an applicant may, but is not required to, request in writing a review by the board of management of the decision to refuse admission. The request for a review by the board of management must be made within **21 calendar days** of the date of the decision to refuse admission and must: (a) be based on the implementation of the school's admission policy and the content of the school's annual admission notice and (b) set out the grounds of the request. A Review by Board of Management Request Form is available from the College office.

In accordance with sections 29 to 29F of the Education Act, 1998 and Department of Education procedures, an appeal may be made in respect of a decision by a board of management or by a person acting on behalf of the board of management to refuse to admit a student to a school where the decision to refuse admission is for a reason



other than the school being oversubscribed. An appeal must be made no later than 63 calendar days from the date of the decision to refuse admission. (Please note this refers to the date of the decision to refuse admission and not to the date of any notification or statement arising from the non-compulsory request for review by the board of management). Appeals must be made in writing on the Section 29 Appeal Form and must be submitted to the Section 29 Appeals Administration Unit which has been established within the Department of Education to provide administrative support to enable appeals committees to perform their functions. The Section 29 Appeal Form may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit. Contact details for the Unit are available on the Department's website.

**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 Institute'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 for admission to courses leading to full or part awards in Further Education and Training in CMETB. 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 CMETB 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 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.

	<b>Minimum English Level</b>	<b>International Examinations</b>	<b>Minimum Grade</b>
<b>Courses at Level 3*</b>	Minimum B1 in all skills on entry (reading, writing, speaking, and listening)	Cambridge Preliminary English Test (PET)	Pass
<b>Courses at Level 4</b>	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
<b>Courses at Level 5</b>	Minimum B2.2 in all skills on entry	Cambridge First Certificate in English (FCE)	Grade B or higher

		IELTS	6
<b>Courses at Level 6</b>	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. It is recommended that CMETB applies the same validity duration to all other examinations.

\*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.

## **Appendix 2: English language proficiency assessment**

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

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 and consistency of marking across centres.
2. Centres will be required 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.