

<b>POLICY:</b>	Learner Admissions Policy	<b>POLICY REFERENCE:</b>	P7
<b>QSI SECTION:</b>	S7: Supports for Learners	<b>VERSION:</b>	V1.0
<b>RELATED QSI:</b>	<ul style="list-style-type: none"> <li>- Access Transfer and Progression (ATP)</li> <li>- Recognition of Prior Learning (RPL)</li> <li>- Learner Reasonable Accommodation in Assessment Procedure</li> <li>- Teaching Learning and Assessment</li> </ul>		

## TABLE OF CONTENTS

PURPOSE OF ADMISSIONS POLICY .....	2
SCOPE .....	2
POLICY STATEMENT .....	2
POLICY IMPLEMENTATION .....	2
CRITERIA FOR ADMISSIONS.....	3
ADMISSIONS OF CANDIDATES WITH SPECIAL NEEDS .....	3
SELECTION PROCEDURE PROCESS .....	4
ENROLMENT/REGISTRATION PROCESS: NEW AND CONTINUING LEARNERS .....	4
REFUND POLICY.....	4

## PURPOSE OF ADMISSIONS POLICY

To provide clear admission procedures that will be applied consistently and in a fair and transparent manner.

## SCOPE

Admission to LWETB Further Education and Training courses. This Admissions Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000.

## POLICY STATEMENT

- I. It is the policy of Longford and Westmeath Further Education and Training to promote equality for individuals, groups and communities through consistent commitment to fairness, respect and inclusion. Longford and Westmeath Education and Training Board operates an open admission for learners who fulfil the necessary requirements to undertake a course of study offered. Applicants are required to apply directly to the relevant FET centre within LWETB or via [fetchcourses.ie](http://fetchcourses.ie)
- II. Individuals who express an interest in a course of study will be dealt with in a professional and courteous manner and given information and guidance on course which may be suitable for them personally and professionally. Matching individual applicants with the most suitable course will be a priority for LWETB FET.
- III. Prior to admission, prospective learners will be provided with appropriate programme information via the LWETB website, centre websites, Further Education and Training Course Hub Centre Managers/Coordinator and the Learner assessment handbook. Learners will be offered guidance/information to assist them in making an informed decision. The information provided will fulfil LWETBs obligations under Quality Assurance guidelines issued by QQI.
- IV. LWETB does not discriminate on any of the grounds outlined in the Equal Status Acts 2000-2018 LWETB, in so far as is practicable within its resources, makes special accommodation for learners with additional needs.
- V. LWETB has a flexible range of admission criteria which reflects the diverse nature of potential learners.
- VI. Recognition of Prior Learning of learners is considered during the admission process. Applicants who may not meet LWETB admissions criteria based solely on previous learning may be entitled to be considered based on professional experience, life experience, maturity and professional and life goals for the future.
- VII. LWETB may decide to modify, postpone or cancel learner admission at any time should the need arise.

## POLICY IMPLEMENTATION

- I. The LWETB Chief Executive, Director of Further Education and Training and Centre Managers/Coordinators are responsible for the implementation of the admissions policy and will ensure that information on learner admissions is accurate and up to date.
- II. Eligibility and Entry requirements –
  - a) Please refer to programme/centre specific eligibility and entry requirements as these may vary depending on programme type/level/criteria etc.

- b) Entry requirements, admission criteria and programme information may be made available on the following platforms: LWETB website, FET centre website, [www.fetchcourse.ie](http://www.fetchcourse.ie), LWETB FET centre social media accounts.
- c) Enrolment periods will be available to view at FET centre level as this is programme specific information.
- III. It is the responsibility of applicants to ensure they are fully informed/briefed in relation to their chosen course of study.
- IV. Applicants must ensure and have full responsibility in the completion of all relevant documentation required for enrolment and that the necessary fees are paid where applicable or where funding streams are available to avail of them.
- V. Documentation may include but is not limited to,
  - a) Completed enrolment form/fetchcourses.ie registration details
  - b) Photocopy of birth cert/passport or appropriate personal identification
  - c) Photocopy of original Leaving Certificate or a relevant qualification if applicable
  - d) PPSN documentation
  - e) Bank Details (where applicable)
  - f) Code of Conduct/Learner Contract
- VI. An applicant cannot be considered a learner until they have completed all stages in the registration process and applicants must take full responsibility in ensuring they are registered on the programme of study and are in receipt of an acceptance letter from the FET centre.
- VII. Course offers made to applicants are subject to LWETB FET rules and regulations
- VIII. Applicants must ensure all information supplied is accurate when submitting their information that it is accurate. Submitting false or misleading information/documentation can lead to cancellation of admission, expulsion from a programme or placement offered to another learner.

## CRITERIA FOR ADMISSIONS

Criteria/Eligibility may be outlined and set by the awarding body such as QQI and any other awarding body for which LWETB delivers programmes.

Each programme in the Further Education and Training section of LWETB has separate entry requirements. Applicants will be informed of these criteria through FET Coordinators, Guidance, FET websites, promotional documentation, [www.fetchcourses.ie](http://www.fetchcourses.ie), centre staff etc.

## ADMISSIONS OF CANDIDATES WITH SPECIAL NEEDS

- I. LWETB is committed to promoting equality of opportunity and access for applicants who have a disability, specific learning difficulty or medical condition. LWETB endeavours, wherever possible, to facilitate such applicants to access courses. Should an applicant have a disability or suffer from a documented medical condition, which they believe could hinder their full participation in an educational programme, the applicant is required to contact the FET Coordinator/Centre Manager to discuss this in confidence. LWETB expects first-time applicants with a known disability or medical condition to inform the FET Coordinator/Centre Manager prior to admission to facilitate and accommodate the applicant prior to commencing their studies.

- II. To ensure that learners with additional needs are given appropriate learner support, such applicants may be required to submit with their application forms an assessment of their disability or medical condition by an appropriate medical/psychological practitioner. The FET coordinator/manager will review these cases and recommend, as appropriate and so far, as is practicable, academic assistance, administrative support and exam accommodation. These recommendations are guided by current legislation on access to education for learners with special needs, advice from national disability associations, practice in other educational institutions and LWETBs financial, human, and physical resources. The applicant is then notified of the outcome. Applications for extenuating circumstances/reasonable accommodation may be received during the academic year from registered learners who, because of illness or accident find that they are unable to fully participate in a programme of study or examination.

### SELECTION PROCEDURE PROCESS

- I. Each programme within LWETB has separate selection procedures. Information on these procedures is available from the FET Coordinators/Centre Managers of each individual programme.
- II. LWETB admit learners based ultimately on an informed judgement that the applicant is competent to begin the course and successfully complete the course. LWETB reserves the right to request an applicant to attend for interview and other relevant assessments to assess their eligibility for a programme where LWETB deems such action appropriate.
- III. Should the numbers enrolling for a programme exceed available capacity, places will be offered to eligible applicants on agreed selection criteria. Applicants who cannot be accommodated due to capacity will be invited to place their names on a waiting list.
- IV. Incomplete applications will not be processed until all information has been received from the applicant.
- V. Fees paid (where applicable) in advance will be returned if for any reason an applicant is not offered a place on the programme or if the programme does not proceed.

### ENROLMENT/REGISTRATION PROCESS: NEW AND CONTINUING LEARNERS

Each programme within LWETB has separate enrolment/registration procedures. Information on these procedures is available from the FET Coordinators/Centre Managers, Centre staff of each individual programme.

### REFUND POLICY

Where appropriate, each programme within the Further Education and Training section of LWETB has a separate refund policy.