



Policy for Admission to Further Education Courses for School Year 2021/2022

Plunket College of Further Education

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 the school 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 Principal of Plunket College of Further Education is responsible for the implementation of this Admission Policy.

Introduction to Plunket College of Further Education

Plunket College opened in 1967 as a vocational school under the auspices of City of Dublin Vocational Education Committee (now City of Dublin Education and Training Board).

Mission/Vision Statement

To create and sustain an environment where staff and students will feel comfortable, motivated and supported in their efforts to grow as human beings and to realise their personal potential. The College is committed to the highest standard of teaching, learning and performance.

Historical Details

Plunket College opened in 1967 as a vocational school under the auspices of City of Dublin Vocational Education Committee (now City of Dublin Education and Training Board). Whitehall was an expanding suburb within the north city and the provision of technical subjects also attracted students from Artane, Ballymun, Coolock, Santry and the North Inner City. In 1969 the college became the sole Northside provider of Repeat Leaving Certificate and in 1987 curricular provision expanded under VPTP11 (Vocational Preparation and Training Programme)-forerunner to today's Post Leaving Certificate programmes (PLC).

Geographical location

Plunket College of Further Education is located in Swords Road, Whitehall, Dublin 9. Eircode: D09C94K

School Provision

Plunket College of Further Education is a co-educational School under the patron of City of Dublin Education and Training Board. Currently the college offers a comprehensive range of courses including

- Post Leaving Certificate
- Pre Apprenticeship
- Certified Further Education and Training
- Accredited courses funded by Vocational Training Opportunities Scheme (VTOS) and Back to Education Initiative (BTEI).
- Leaving Certificate
- Repeat Leaving Certificate
- Part Time Adult Education
- Night School

City of Dublin Education and Training Board (CDETБ)

CDETБ operates 23 schools and colleges (16 of which are Colleges of Further Education), 10 Youthreach Centres, an education service in seven Prisons two Training Centres, 17 Local Training Initiatives and an Adult Education Service operating in five separate areas across the city. This provision is delivered by approximately 3,200 staff to up to 30,000 learners (12,000 full-time and 17,500 part-time) and is supported by services that include a school psychological service, a curriculum development unit, a sports and cultural council, a buildings maintenance unit and an administrative staff in CDETБ Head Office in Ballsbridge. CDETБ is responsible for CDYSB which provides youth work services across the city of Dublin. CDETБ is also responsible for the national awarding authority for student grants in Ireland, Student Universal Support Ireland (SUSI).

School Size

The college offers Full and Part Time Further Education and Training courses certified at levels 3-6 on the National Framework of Qualifications. Currently in excess of 400 students are certified each academic year. In addition the college offers Leaving Certificate and Repeat Leaving Certificate. In excess of 100 students are enrolled for the Leaving Certificate/Repeat Leaving Certificate at Plunket College of Further Education.

The Educational Environment

Aims and Objectives

- To enable the learners to develop their academic, physical, emotional, social and spiritual potential.
- To equip the learners to be confident, responsible, well-educated young people so that they can perform positive roles in society.
- To provide a range of educational and learning experiences appropriate to the age, ability and needs of the learners.
- To value each learner, to foster respect for others, and to provide an ethos which ensures that each learner enjoys equality of esteem and opportunity.
- To develop high expectation level of individual performance.
- To adopt and foster good relations with parents and the wider community.
- To assist the professional development of the school staff.

Core Values and Guiding Principles

- To recognise the rights, responsibilities and accountability of each individual.
- To create a safe and secure learning environment that supports and encourages students to achieve.
- To encourage commitment and shared responsibility.
- To support the spiritual and cultural values of our society.

Curricular Programmes

<p>Post Leaving Certificate</p> <ul style="list-style-type: none"> • Introduction to Counselling and Psychology • Pre University Arts - Third Level Access • Pre University Arts • Holistic Health • Motor Vehicle Maintenance • Carpentry and Joinery • Furniture Craft and Design • Construction Technology with Draughting • Accounting Technician • Business and Information Technology • Office Systems and Support • English Language, Business and Information Technology • Language and European Studies • English Language with Business and IELTS Preparation • Advanced Psychology – Level 6 • Cúram Leanaí – Cúnamh Riachtanais Speisialta 	<p>Leaving Certificate and Repeat Leaving Certificate</p> <ul style="list-style-type: none"> • English • Mathematics • Irish • Business • History • Geography • Biology • French • Art, Craft and Design • Economics • Chemistry • Construction • Guidance • SPHE
<p>Pre Apprenticeship</p> <ul style="list-style-type: none"> • Motor Vehicle Maintenance • Carpentry and Joinery • Construction 	<p>BTEI & VTOS</p> <ul style="list-style-type: none"> • English Language and Business • Beauty Therapy/Makeup • Employment Skills • Childcare • Basic Car Maintenance • Work Options (St Michael’s House)

Extra-Curricular Opportunities

The City of Dublin Education and Training Board (CDETБ) Sports and Cultural Council (SCC) promotes and co-ordinates inter-school sporting and cultural events for the 12,000 students in the CDETБ's 22 schools and colleges, including Plunket College of Further Education.. Membership of the council is open to all students, including adults, enrolled in whole time day courses at Plunket College. Students are provided with an extensive programme of activities that range from Boxing to Public Speaking, with various competitions, festivals and exhibitions.

Plunket College of Further Education has an extensive sports ground at Whitehall which is used for SCC field games. The college also has a sports hall which is available to the SCC. Venues such as the National Athletics Stadium and the National Basketball Arena are used for competition finals. The college has also used the Mansion House and the Dublin City Council offices for a number of our cultural events.

Student Voice

Students are encouraged to have a voice and become involved in the affairs of the College by working in partnership with College management and staff through various structures and bodies such as the student council and the board of management.

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PART A

General Information for All Applicants

- 1. Glossary of terms***
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- 3. Legal Framework***
- 4. General Admission Provisions (for all Applicants)***

1 GLOSSARY OF TERMS

‘Applicant’ means the Student or Learner, who has made an application for admission to a particular course in Plunket College of Further Education.

‘Student’ means the 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. That is, the use of the word ‘Student’ does not mean that the application for him/her has been accepted such that s/he is regarded as a Student of Plunket College of Further Education by virtue of application alone.

‘Learner’ means a person who has enrolled in a programme of education and training. Within this policy, the terms ‘student’ and ‘learner’ are interchangeable. (Qualifications and Quality Assurance (Education and Training) Acts 2012 and 2019)

‘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 Student who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, 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.

2 ADMISSION STATEMENT

CDETB Colleges are state run Colleges underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.



CDETB Colleges give all students equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our Colleges strive to provide all students with equal opportunities to engage with the curriculum and College life. In all aspects of College life all members of our College communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

Our Colleges provide a safe physical and social environment that reinforces a sense of belonging to the College community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our Colleges promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In CDETB Colleges, students of all religions and beliefs are treated equally. The College environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

Accordingly, Plunket College of Further Education shall not discriminate in its admission of a Student based on the following grounds:

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

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As part of the enrolment processes course costs may be payable. The amount charged is in accordance with the legislative and regulatory conditions laid down by the Department of Education and Skills and its agencies.

3 LEGAL FRAMEWORK

CDETb 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.

Schools and Colleges providing FET programmes are second-level schools in law and are bound by all relevant legislation. 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 Plunket College of Further Education is a committee established under section 44 of the Education and Training Board Act 2013.

Colleges of Further Education are regarded as 'providers' under the Quality and Quality Assurance (Education and Training) Acts 2012 and 2019. As stated in these Acts, providers of FET courses to establish procedures for access, transfer and progression in accordance with the policies and criteria for access, transfer and progression published by Quality and Qualifications Ireland (QQI). QQI Act 2012 defines access in relation to learners as:

'access' by learners to programmes of education and training, including recognition for knowledge, skill or competence previously acquired.

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

Courses provided by Plunket College of Further Education are subject to the provision of the Further Education and Training Act, 2013.

Data provided by the applicant is subject to the Data Protection Acts 1988, 2003 and GDPR 2018. Plunket College of Further Education commits to ensuring that all data is stored correctly and use for the purpose it is intended. Applicants are entitled to make Freedom of Information Requests under the 2014 Act.

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 school, and the
- Information provided by the Applicant in the application for admission.

Courses provided by Plunket College of Further Education are subject to the provisions of the Further Education and Training Act 2013, and to the approval of the City of Dublin ETB, SOLAS, and the Department of Education and Skills.

Admission to a particular course is governed by three principles that will be assessed through the application form and the interview:

1. That, in the professional judgement of the School Authority (the term ‘School Authority’ as in the regulations, indicates the Chief Executive, or an officer delegated to act on her/his behalf), and following an interview (if deemed appropriate) the student/learner is suitable for a course.
2. That, in the professional judgement of the School Authority, the applicant, because of previous education, training or experience, is considered likely to benefit from participation.
3. That, in the professional judgement of the School Authority, applicant’s participation will contribute positively to the course and in no way infringe upon the opportunities or rights of other students/learners or staff.

Plunket College of Further Education **will consider** the offer of a place to every Applicant seeking admission, who meets the entry requirements for the course they have applied for, to the College, **unless the following applies:**

- 4.1 The applicant fails to confirm in writing that s/he accepts the Code of Behaviour and he/she shall make all reasonable efforts to ensure compliance with such code.
- 4.2 The applicant fails to provide all the necessary data and completes the PLSS Student Data Capture Form

4.3 Information contained in the application is false or misleading in a material respect.

Where Plunket College of Further Education considers an application, each Applicant, who meets the entry requirements of the course, shall receive an offer of a place, unless the course is oversubscribed, in which case, selection criteria will be applied to each application. All courses require a minimum enrolment in order to proceed.

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

PART B

Information for All Applicants

5. Applications to the College

SECTION 5

APPLICATION TO STUDY AT THE COLLEGE

5 APPLICATION TO STUDY AT THE COLLEGE

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5.1 ADMISSION PROVISIONS

Plunket College of Further Education is not oversubscribed, all applicants who meet the entry requirements will be offered a place on the course for which they have applied. Information relating to the courses on offer, and any course specific entry requirements is available to applicants, in the College prospectus or website. Course content is reviewed on an ongoing basis and may result in course modification.

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 Plunket College of Further Education 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 Applicants have been placed on the waiting list.

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

5.1.2 Selection criteria

Plunket College of Further Education will apply the following criteria for admission to a course in the College:

5.1.2.1 The Applicant meets the entry requirements for their selected course;

5.1.2.2 The Applicant has attended for interview for the course that they have applied for;

5.1.3 Selection process

Plunket College of Further Education will apply the selection process as follows:

5.1.3.1 Places on courses are offered on a first come first served basis on the condition that each of the following requirements is met:

1. There is a place available to be offered, i.e. the course is not full.
2. The applicant demonstrates at the interview the capacity to successfully participate on the course for which he/she has applied. This includes the academic, practical and work experience placement (where applicable) elements of the course.

Please see the individual course pages for the specific entry requirements, e.g. Garda Vetting/ portfolio/ performance/ etc., for each course, in the College Prospectus or on the College/Centre website.

- (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 also be referred for an educational assessment.
 - (iii) For applicants whose first language is not English, evidence of English language proficiency may be required. (See Appendix 1). If appropriate, Plunket College of Further Education will conduct an English language assessment in line with CDET guidelines (See Appendix 2).
 - (iv) If deemed necessary by the School Authority, or delegated officer, as part of the processing of an application an applicant may be invited for a second interview.
3. Minimum age of applicants: An applicant for an FET Programme must be at least 16 years of age on the commencement date of the course. In the case of Youthreach, the minimum age upon commencement is 15 years, while for VTOS the minimum age is 21. Some course areas may stipulate a minimum age

requirement. Regardless of age all applicants must have met the entry requirements.

4. 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 or labour market activation programmes.
5. Medical Fitness to Participate: If deemed necessary, the College/Centre may request an applicant to provide a medical certificate of fitness to participate on the course for which they have applied.
6. International Students: All European Union (EU) citizens, and persons with designated refugee status, can access FET programmes in the same manner as Irish citizens. Applicants from outside of the EU must meet all of the visa requirements of the State before enrolling on a course. It is the applicant's responsibility to engage with the State agencies in relation to visa requirements. CDET and its Colleges and Centres do not engage with the visa process.
7. Ex-offenders: Applications from ex-offenders, or persons in the process of being released from prison, must be accompanied by a written letter of recommendation from a member of the staff of the education service to the prison, the probation service, or the prison service.

5.1.4 Late applications

An application received by Plunket College of Further Education after the closing date published by the College, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy. Acceptance of late applications will be at the discretion of the School Authority or delegated officer. If accepted, such applications will be processed in accordance with the Admission Policy.

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 Plunket College of Further Education but does not accept the offer, or the College 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

Having received an offer of a place on the course for which h/she applied, the applicant shall indicate acceptance of an offer by responding to the College in writing by the date set out in the College's Admission Notice in addition to the payment of the specified fee/deposit (non-refundable) for the particular course.

In the case of a late application, or a second/third-round offer, acceptance must be indicated in the form indicated by the College.

Applicants are advised that, in accepting an offer of a place on a course in Plunket College of Further Education they are obliged to inform the College whether they have applied for, have received an offer of, have accepted an offer of, or are on a waiting list for, a place on a course in another College

Failure to formally accept an offer of a place and pay the specified fee/deposit to the College by the date set out in the College's Admission Notice, or in the form indicated by the College 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.

Students are only enrolled in a particular course once they have met all of the requirements in Appendix 3.

Candidates may make an application for deferral of a place before the commencement of the course. Deferrals are permitted at the discretion of the Principal (See Section 5.1.10 below).

Induction is provided as part of College courses.

5.1.7 Refusal

Where an Applicant in respect of whom an application is being sought has not been offered a place on the particular course in a College, the Applicant will be provided in writing with:

- 5.1.7.1. The reasons that the Applicant was not offered a place in Plunket College of Further Education
- 5.1.7.2. Details of the Applicants' place on the waiting list, if applicable; and
- 5.1.7.3. Details of the Applicant's right to appeal the decision.

In addition to the conditions for consideration of an application 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. Information is deliberately withheld, or
- 5.1.8.3. The Applicant fails to confirm acceptance of an offer of admission and completes the enrolment criteria in Appendix 3, on or before the date set out in the annual Admission Notice of the College for which s/he is applying, or in the case of a late application, or second/third-round offer, in the manner required by the College, or
- 5.1.8.4. In the event of a cancellation of a course (due to insufficient enrolment numbers, resources difficulties etc) the enrolled applicant/s will be notified of the cancellation. Applications may be offered a place on a different course subject to a place being available. Where an applicant decline a place on the alternative course, the acceptance fee paid will be refunded to the applicant on request.
- 5.1.8.5. An Applicant has not indicated:

- (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another College(s) and if so, the details of the College(s); or,
- (ii) whether or not s/he has accepted an offer of admission from another Colleges) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the College, the Applicant on whose behalf the application was made shall lose his/her 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.

5.1.9 Appeals

For information relating to an Applicant's right to appeal a decision of Plunket College of Further Education regarding admission to the College, see section 5.3.

5.1.10 Deferrals

Applicants who have been offered and have accepted a place on a course may defer this place for one year. Deferrals are permitted at the discretion of the Principal.

Applicants 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.

Applicants will be refunded any fees paid (except the acceptance fee).

Applicants will be notified by Plunket College of Further Education during the academic year to activate their deferral place.

Applicants will not have to be interviewed a second time.

In exceptional circumstance, a students may submit a written request to the Principal to defer a place after course commencement. The PLC Government Levy is not transferrable and non-refundable.

5.1.11 Repeats

It is important to note that applicants are not permitted to repeat a course.

5.1.12 **Returning Students**

Returning students should not assume automatic entitlement to enrolment in a subsequent year.

An application to a second or subsequent year of a course or to another course will be treated as a new application.

In addition, the applicant's previous punctuality, attendance and 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 of time has passed (other students have completed course cycle).

5.1.13 **Transfer Students**

Students can transfer between CDET B FE Colleges. All data and fees will transfer with the student.

5.1.14 **Other Applicants**

Applicants coming through probation services must provide a security assessment with application. – This section probably “unequal” but from experience this causes issues all the time from applicants from outside the Dublin area i.e. coming through from prisons in the mid-lands etc

5.1.15 **Induction**

Applicants are required to attend for an induction session prior to course commencement.

5.2. APPEALS

5.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, must complete a Section 29 Appeal Application Form, available from the College office and on the College's website. The appeal application will be reviewed by the board of management of Plunket College of Further Education at Swords Road, Whitehall, Dublin 9, email info@plunket.cdetb.ie. Such an appeal must be brought within 14 calendar days of receipt by the Applicant of the College's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

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 and Skills under section 29A of the Education Act 1998.

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

An Applicant who was refused admission to Plunket College of Further Education for a reason other than the College being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, must complete a Section 29 Appeal Application Form, available from the College office and on the College's website. The appeal application will be reviewed by the board of management of Plunket College of Further Education. Such an appeal must be brought within 14 calendar days of receipt by the Applicant of the College's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

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 College'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 on entry to courses leading to full or part awards in Further Education and Training in CDETb. 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 assessment conducted by CDETb during the enrolment process
- 3) Recognition of prior learning may be applied to applicants 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.

	Minimum English Level	International Examinations	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. It is recommended that CDETBA 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 test

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

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 make arrangements 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.

Appendix 3: Course Enrolment

(a) Course enrolment is considered complete only when:

- Where applicable, all fees or charges due are to be paid in full by, or on behalf of, the applicant except in a case which is deemed by the College/Centre to be an exceptional circumstance;
- As part of the enrolment processes course costs are payable. The amount charges is in accordance with the legislative regulatory conditions as laid down by the Department of Education and Skills and its agencies.
- All information and supporting documentation requested by the College/Centre have been submitted;
- The applicant agrees to abide by the General Rules and Regulations of the CDETБ and the Student Code of Behaviour of Plunket College of Further Education
- The applicant completes the PLSS Data Gathering Form
- Where required, successful Garda Vetting Clearance is obtained. Please refer to the specific course information.

(b) In the case of full-time courses following the academic year, applicants will not be enrolled after the 30th September, except in a case, which is deemed by the College/Centre to be an exceptional circumstance.

(c) The College will not be responsible for any inability to complete the enrolment process by the due date, if all necessary information and supporting documentation have not been provided.

(d) The provision of false or inaccurate information by an applicant may render his/her application null and void.