KERRY COLLEGE OF FURTHER EDUCATION & TRAINING

ADMISSIONS POLICY

KERRY COLLEGE of Further Education & Training

BORD OIDEACHAIS AGUS OILIÚNA CHIARRAÍ
KERRY EDUCATION AND TRAINING BOARD

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1. ABOUT KERRY COLLEGE

Kerry College of Further Education & Training (Kerry College) is Ireland's first integrated Further Education and Training College. It runs under the auspices of Kerry Education and Training Board (Kerry ETB).

The mission of Kerry ETB is to create and promote the development of a lifelong learning society in Kerry, so that all who live there have access to the education and training required to fulfil their potential and to meet their personal, social, cultural, economic and civic needs.

Kerry ETB's core values are RESPECT, LEARNING, QUALITY, EQUALITY and INCLUSION.

Kerry College strives to excel in responding to the ever-changing educational needs of the community. The courses on offer are innovative and learner-centered and delivered in a friendly, inclusive environment by staff who are experienced and supportive.

Kerry College is an equal opportunities institution, which promotes open access, fairness and transparency in its Admissions procedures.

Kerry College offers the following full-time and part-time courses:

Employment courses

These are a range of full-time or part-time courses at NFQ Level 5 and 6, with some being professionally certified. These are designed to build job specific knowledge and skills. These courses combine learning in an education and training setting as well as learning in the workplace in partnership with employers. A course for employment can provide you with an opportunity to develop skills and on-the-job knowledge, enhancing your career options and improving your employability.

Progression courses

These are a range of full-time or part-time courses at NFQ Level 5 and 6, with some being professionally certified. These may be used as a bridge to third level. These courses are designed for learners who have completed their Leaving Certificate and adults who may not have attained the Leaving Certificate but who are considering returning to education. Most progression courses are one year in duration and offer a mixture of practical work, academic work and work experience.

Pathway courses

These are a range of full-time and part-time courses at NFQ Level 3 and 4, which are designed to build confidence and ability in learners to assist their progression to NFQ Level 5/6 and beyond. For progression, employment and pathway courses, the Kerry College Admissions Office manages the applicant journey from enquiry stage, through application, recruitment, selection and registration. When a learner starts on-campus, all queries should be directed to the relevant campus.

Apprenticeship

An apprenticeship is reliant on the apprentice being employed with a registered employer. An apprenticeship combines learning in an education and training institution with based learning in a company. Apprenticeships are between two and four years in duration with at least 50% of learning completed in the workplace. Apprenticeships lead to nationally recognized qualifications from NFQ Level 5 to 10.

Apprentices must first secure employment as an apprentice with a SOLAS approved employer and sign a contract of employment. As Apprentices 'earn while they learn' they receive a salary for the duration of their apprenticeship training. Further details are available online www.apprenticeship.ie

SOLAS manage pre-2016 standard based apprenticeship registrations in partnership with Kerry College for Further Education and Training and nominated employers. There is a growing range of post-2016 apprenticeships ("New Apprenticeships") which are managed by a designated Co-ordinating Provider. Full details and contact information for all Co-ordinating Providers can be found on http://www.apprenticeship.ie/

Business Support Unit

The Business Support Unit provides training for industry for employers and the employed. This unit supports employers and people in employment to seek upskilling and training through a range of courses. The Skills to Advance initiative offer a range of fully funded or subsidised courses designed to equip employees with the skills to progress in their current job or to take advantage of new job opportunities. Read more here www.kerrycollege.ie/business/

Contact the Business Support Unit at Kerry College on (066) 714 96 90 or business@kerrycollege.ie

2. HOW THIS POLICY WORKS

1. Scope of this policy

This policy applies to all Kerry College management, staff and all applicants to our courses.

2. Decision on applications

A decision on an application for admission to a full-time course at Kerry College is based on the following:

- Information as set out in this Policy.
- Information provided by the Applicant on application.

Places on part-time courses at Kerry College are offered by date of application.

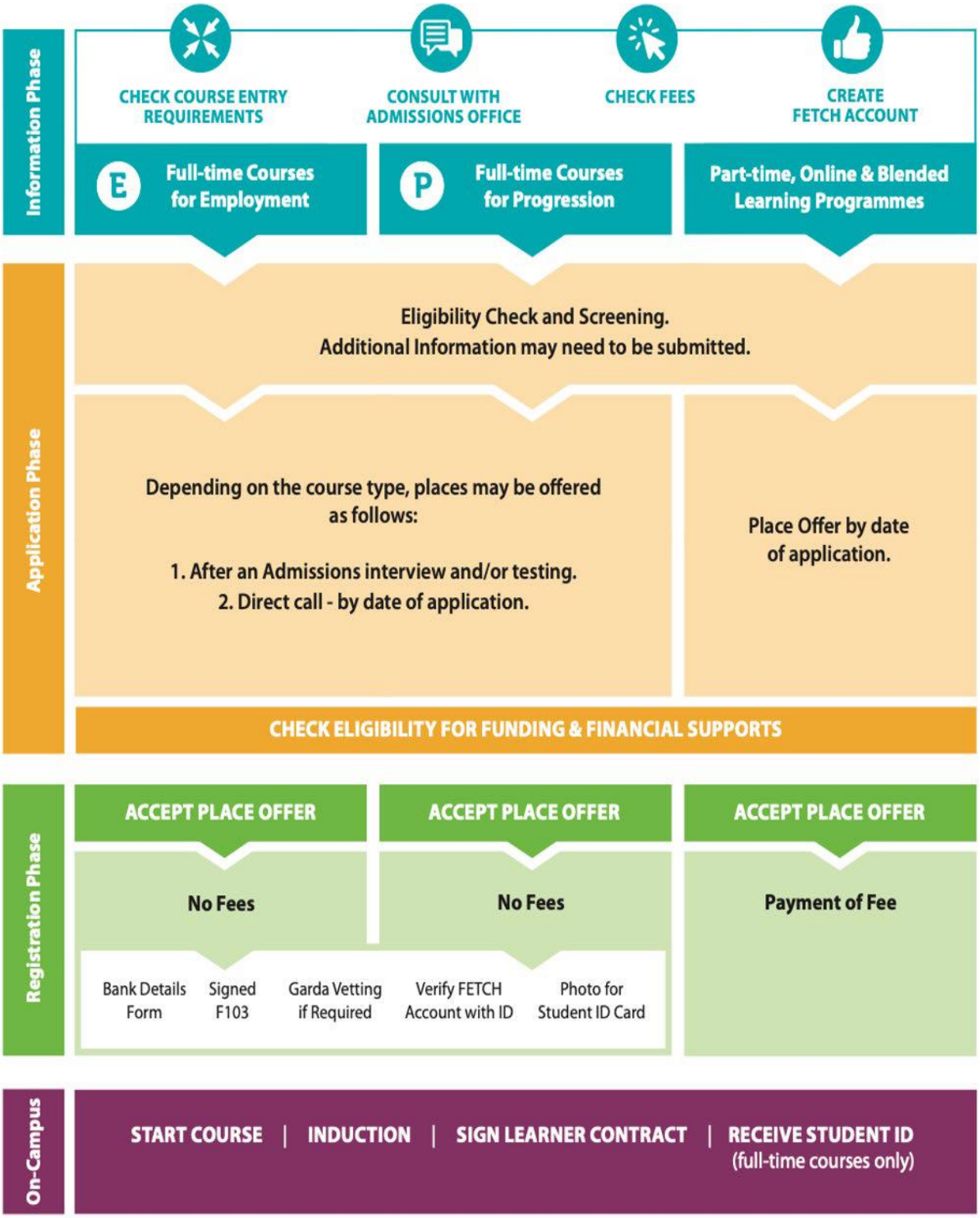
3. Eligibility, suitability and benefit

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

1. Eligibility
   The applicant meets the minimum 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.

For certain courses, we need to establish eligibility only; other courses will require suitability and benefit to be established in addition to eligibility.

3. THE APPLICATION PROCESS



4. APPLYING TO STUDY AT KERRY COLLEGE

4.1 Information

Information relating to courses on offer and any course specific entry requirements is available via the Admissions office, www.kerrycollege.ie and via official Kerry College printed, published and digital promotional material. Course content is reviewed on an ongoing basis. This may result in changes to courses and dates. Always refer to the Kerry College website for the most up-to-date information. If anything is unclear, contact our Admissions Office.

Applicants may request an appointment with an Admissions or Access and Pathway Information officer to find out more information about a specific course or courses and how the admissions process works.

The Admissions office provides a Career Guidance Service - offering free, impartial, confidential, information, advice and guidance on education, training and careers options, which help to make informed educational and career choices. This service is available to those who are interested in participating in Kerry College courses. An appointment with a Guidance Counsellor can be made by contacting the admissions office in person, by telephone or email.

Equality

The Admissions Office at Kerry College will not discriminate in its admission of an Applicant based on the following grounds:

(i) Age

(ii) Gender

(iii) Civil status

(iv) Family status

(v) Sexual orientation

(vi) Religion

(vii) Disability

(viii) Race

(ix) Membership of the Traveler community

(x) Special educational needs

Minimum Requirements

With the exception of certain programme areas, FET is for anyone aged 16 and over who meets the minimum entry requirements and wants to learn new skills or enhance existing skills to get the right job, progress to third-level or to support the achievement of professional or personal development goals.

FET courses are usually fully funded (some exceptions apply) and offered at QQI Levels 1 to 6 on the National Framework of Qualifications (NFQ). Read more here www.qqi.ie/what-we-do/the-qualifications-system/national-framework-of-qualifications. Kerry College courses are provided at NFQ Levels 3, 4, 5 and 6, including QQI awards and other awarding bodies.

Depending on the course you choose, there may be certain Eligibility Criteria, or Admissions or Entry Requirements. Some may include minimum education requirements, a minimum age requirement, an interview or testing process or previous experience, for example.

Important general Admissions requirements are explained in this document. Specific entry requirements as set out for each individual course can be viewed at www.kerrycollege.ie

Eligibility

In order to apply for a full-time FET course, applicants must have a valid PPSN (Personal Public Services Number - Ireland) or NIN (National Insurance Number - UK).

European Union (EU), European Economic Area (EEA), Swiss & UK nationals who are resident in Ireland and persons with international protection (designated refugee) status are treated on the same basis as Irish national in terms of eligibility for FET. Further details are available here: www.irishimmigration.ie

Eligibility for International Applicants (asylum seekers) is conditional on the individual's nationality, immigration status in Ireland and the length of time they are resident in Ireland. Establishing your eligibility may require one or more of the following:

1. Employment Permit
2. Labour Market Permission letter
3. Letter from the Minister for Justice granting permission to work in the state
4. Valid, in-date Stamp 4 card

Non-EU/EEA applicants must have the appropriate visa permissions on application. This is the responsibility of the applicant to provide and proof of same will be required to process a course application.

Please note that an application for any FET course or the offer of a course place cannot be used as a basis to apply for a study visa or for permission to stay in Ireland.

Minimum Age

Applicants to full-time NFQ Level 5 and Level 6 courses at Kerry College must be at least 16 years of age on the start date of the course. Certain courses require applicants to be 18 years of age, for example Pathway courses. Always check the Kerry College website for current course entry requirements.

Applicants who are aged 16 or 17 must complete the Parental Consent Form – available on the Kerry College website. The application cannot be processed until we receive this form - completed and signed.

To comply with GDPR regulations, applicants who are aged 18 or over must deal directly with the Admissions Office. Exceptions apply where applicants are deemed vulnerable adults and have a nominated person to assist them.

Mature Applicants

Mature applicants must be at least 23 years of age on January 1 of the year the course starts. If the standard educational entry requirements for a course are not met, applicants may apply using the mature route.

Apply for your chosen course as normal at www.kerrycollege.ie or via the CAO website. In addition, you should send an email to info@kerrycollege.ie confirming you wish to apply using the Mature Applicant route.

As with all Kerry College courses, the right to apply does not automatically confer the right to a place. An admissions process is used to establish eligibility, suitability and benefit.

Number of preceding full-time FET courses

Learners may not undertake more than 2 consecutive full-time FET courses at the same level within a 3 year period. Courses not fully completed by the learner are included in this maximum number.

Kerry ETB learners applying for Kerry College courses

Learners currently on Kerry ETB courses outside of Kerry College may apply for a Kerry College course through the normal application process. Kerry ETB learners are encouraged to complete their current course but applications will be considered once all minimum entry are met. The admissions office reserves the right to contact the applicants current course provider to establish engagement and commitment.

Kerry College learners seeking transfer please refer to section 4.3 - Registration Process.

Visas and Permits

All visas, permits and work permissions must be valid at course start and should cover the duration of the course plus any work experience. Admissions Office staff are required to view all visas and permits in order to progress an application.

See Appendix 8 – Visas and Permits for further information.

For some technical skills training courses, specific pre-requisites such as skills test, licenses or permits may apply as part of the entry requirements. For example, applicants to our vehicle driving courses must have a learner driver permit card for the relevant license being sought. This must be submitted in order to progress the application to recruitment stage. Entry requirements for all courses are available at: www.kerrycollege.ie

Fees

There is no course application fee for any full-time or part-time course at Kerry College.

Full Time Courses

Full-time courses for employment and progression are fully funded. There is no tuition, examination or certification fees and essential course materials are provided.

Part-time Courses

Tuition fees apply for part-time courses. However, no course fees apply to applicants in receipt of a qualifying Social Welfare Payment.

See links for further details:
www.citizensinformation.ie/en/education/vocational_education_and_training/fas_training_courses.html

www.kerrycollege.ie/wp-content/uploads/2022/03/Information-on-Funding-Supports-update-2022.pdf

Fee Waiver & Payment Plans

For applicants who need financial support in terms of the payment of fees, please make contact with the Admissions Office. The following supports are in place for applicants via Kerry ETB's Fee and Fee Waiver Policy.

Fee Waiver: for part-time/evening course applicants who cannot afford to pay fees.

Structured Payment Plan: for applicants who prefer to pay their fee in instalments.

Kerry ETB's Fee and Fee Waiver Policy is available here: https://kerrycollege.ie/learner-information/

Funding Supports

Applicants to full-time courses at Kerry College (with the exception of apprentices) may be eligible for the following funding supports/allowances:

- FET Learner Allowance
- SUSI Maintenance Grant
- Back to Education Allowance

** Learners may only receive one of these payments while participating on a Kerry College course.*

FET Learner Allowance

Those in receipt of a qualifying social welfare payment upon commencement of a full-time course for employment at Kerry College are eligible to retain their payment as FET Learner Allowance. This allowance is linked to course attendance and is paid for the duration of the course. An accommodation or travel allowance may also be paid, subject to eligibility criteria. Applicants may also qualify for a free childcare place for your child. FET Training Allowances are not taxable.

The staff at the INTREO/Social Welfare Office, www.welfare.ie can advise on your entitlement to FET Training Allowances whilst on a training course.

SUSI Maintenance Grant (Student Universal Support Ireland)

If you have applied for a place on a full-time course for progression at Kerry College you may be able to get a maintenance grant to help with living expenses while you are in education. SUSI is Ireland's national awarding authority for all further and higher education grants. SUSI offers funding to eligible students, from school leavers to mature students returning to education, in approved full time third level courses. Terms and Conditions apply.

Please check www.susi.ie for more information. Full list of Kerry College SUSI eligible courses here:

www.susi.ie/eligibility-criteria/approved-courses/-plc-students-approved-centres-and-courses/kerry/index.html

Back To Education Allowance (BTEA)

This applies to BTEA approved courses only – and generally applies to applicants over the age of 21, who are in receipt of a qualifying social welfare payment upon commencement of a full-time course at Kerry College. For further information on BTEA please check www.welfare.ie for benefits and supports, or contact your local INTREO/Social Welfare Office.

Important Note on Funding Supports

It is the responsibility of the applicant to ensure they are in receipt of only one allowance or grant. It is the decision of the applicant as to which funding support they avail of.

Please note that applicants who do not qualify for any of the funding supports/allowances (listed above) are still eligible to apply and participate on all Kerry College courses.

Further details on Funding Supports are available here: www.kerrycollege.ie/learner-information/

Award Exemptions

Award exemptions may be applied for when the registration process starts. Only awards which are no more than five years old may be used to claim an exemption. A scan of the award (certificate) along with transcript of results must be submitted. This is reviewed by a panel comprised of the Campus Manager and instructor/teacher. Their decision is final.

In cases where the award is more than 5 years old, the applicant may apply for exemption using the Recognition of Prior Certified Learning (RPCL) process.

Prior certified learning may entitle the learner to exemptions on a course, but not credits. As this certified learning has already been awarded credit, the learner does not receive credits for it again, but recognition in the form of exemptions.

It is the learner's responsibility to apply for the RPCL. Learners must submit their application on the RPCL Application Form to their Campus Manager as soon as possible or within fifteen (15) working days of the module commencement.

A guide to RPL, which includes RPCL and RPEL along with all applications forms is contained in the Kerry ETB Recognition of Prior Learning Policy, available here:

www.kerrycollege.ie/learner-information/

Recognition of Prior Learning (RPL)

For Kerry College qualifications offered completed by RPL, applicants should familiarise themselves with the procedure and follow the steps.

FET for Progression into Higher Education

The Higher Education Links Scheme (HELS) gives learners the opportunity to use their NFQ Level 5 or 6 Major Award to apply, through the CAO, for a place in the first year or second year of a higher education courses. A maximum converted QQI to CAO points score of 390 points can be achieved. Courses leading to NFQ Level 5 and NFQ Level 6 Major Awards are available through providers who are validated with QQI. Linked awards, special requirements and available higher education courses are published by the admissions office of the Individual Higher Education Institution and on www.cao.ie

Further information can also be found in QQI's publication: Progression Opportunities into Higher Education.

4.2 Admissions Process

Application Process

Kerry College operates a fully online application process. Online applications can also be made in the Admissions office with the support of staff.

There are a number of ways to apply for a course or apprenticeship at Kerry College:

- Kerry College website: www.kerrycollege.ie
- CAO: www.cao.ie
- Further Education and Training Course Hub website: www.fetchcourses.ie

For full-time and part-time courses, the Kerry College and CAO sites route the applicant to the FETCH COURSES website - the national application system for FET courses. From here, the applicant may complete the Expression of Interest (Application) form for the course of their choice and keep track of past and present course applications.

For Apprenticeships, you will be routed to the www.apprenticeship.ie page. For post-2016/new apprenticeships, you may direct any queries to the relevant co-ordinating provider. For the pre-2016 craft apprenticeships, recruitment takes place via the sponsoring employer. A range of apprenticeship employment opportunities are listed at: www.apprenticeshiponline.ie/

Contact our Apprenticeship Services team in Monavalley Campus, Tralee on 066-7149600 if you have any further queries.

For full-time courses, the process begins when an application is confirmed as received by the Admissions Office. Please note that an application to any Kerry College course does not automatically confer the right to a place. During the application process, the applicant may be requested to provide additional information or documentation, to update and complete their FETCH profile or attend for interview or testing.

An application will not be processed if information contained in the applicant's FETCH profile under the "My Details" tab or to the PLSS Learner Detail Form is found to be incomplete, false or misleading.

The application process ends when the applicant receives a written update on their status from the Admissions Office. This status can be the offer of a provisional place, offer of a reserve place or unsuccessful application.

When an applicant accepts a provisional place offer, the process of registration begins. Registration involves a number of steps and must be fully and accurately completed by course start.

Selection Criteria

The Admissions Office will adjudicate on, and rank applications received by the advertised closing date, based on the following criteria:

- All applicants are required to meet the minimum entry requirements for the course, including English language proficiency.

- In addition, there may be certain course specific selection criteria, including an Admissions Interview; Suitability Test; Colour Vision Test; Eyesight Examination; Medical Examination; Portfolio of work or Audition, English language proficiency test.

- Where an interview or suitability test is part of the selection process, the applicant must demonstrate their interest, knowledge and the capacity to participate on the academic, practical and work experience placement (where applicable) parts of the course.

Learner Supports

The Equal Status Act 2000 requires education and training establishments to provide reasonable accommodation to meet the needs of a learner who has a disability. The goal is to ensure that all learners are accommodated for on an equitable basis. Where the learner's needs can be met under reasonable accommodation, Kerry College will arrange additional supports or adaptations as needed and will cover the associated costs incurred.

Applicants and Learners who require specific additional supports are requested to provide Kerry College with relevant information during the application process. This information is confidential and will in no way prejudice the application or registration. A list of our learner supports is available here: www.kerrycollege.ie/learner-information/

It is the responsibility of the applicant to disclose any additional support needs and requirements in their application. This needs to be declared in ample time to allow the college to organise specific supports as late notification can cause delays.

Selection Process

A provisional course place is offered based on the ranked list of eligible applicants received by the advertised closing date.

Places on courses are offered to applicants using the following selection processes:

Course Type	Selection Processes	Additional Information
Course for Employment – Full-time	• Places are offered by selection score after interviews and tests are complete where applicable.	• More than one round of interviews or testing may be undertaken to fill each course. • Applicant must ensure they meet the course entry requirements. • A reserve list opens when course is full.
Course for Progression – Full-time	• Places are offered by selection score after interviews and tests are complete where applicable. • If Direct Call from applicant list, places are offered by date of application.	• More than one round of interviews or testing may be undertaken to fill each course. • Applicant must ensure they meet the course entry requirements. • A reserve list opens when course is full.
Course for Employment – Full-time short duration courses	• Places are offered by selection score after interviews and tests are complete where applicable. • Direct Call from applicant list where applicable. • Places offered by date of application.	• Applicant must ensure they meet the course entry requirements. • A reserve list opens when course • is full.
Part-time, Evening, Weekend & Online Courses	• Direct Call from applicant list. • Places offered by date of application.	• Applicant must ensure they meet any course entry requirements. • A reserve list opens when course is full. • Tuition fees may be payable.

Acceptance of a place offer

To accept a provisional place offer, the applicant must do the following:

- Inform the Admissions Office in writing or by telephone on or before the cut-off date. This date is set out in the letter of offer.
- Pay the non-refundable fee (only applies to particular part-time courses).

Late applications

An application received by Kerry College after the selection process is complete is considered a late application. Acceptance of late applications is at the discretion of the Admissions Office. If accepted, such applications will be processed in accordance with the Admissions Policy.

Oversubscription

When the number of applications exceeds the number of places available, a reserve list is created based on date of application or by selection score.

Each course has a cut-off date where no further applications are accepted and no late starts are possible. This cut-off date is set by campus management.

If an Applicant does not receive a place at Kerry College, but they wish to be considered for admission the following year, a new application must be made.

Second/third-round offers of a place

Where an Applicant does not accept a provisional place offer, or the offer is withdrawn by Kerry College - the place will be offered to the next Applicant on the waiting list in a second-round of offers. This process will continue through subsequent rounds until all places on the course are filled.

Withdrawal of an offer

An offer of admission to a course may be withdrawn in the following situations:

1. Non-acceptance of the provisional place offer
2. Non-acceptance of the provisional place offer by the cut-off date set out in the letter of offer.
3. Course cancellation. All courses need to reach a minimum number of learners in order to start. Where a course is deferred or cancelled, applicants may be offered a place on an alternate course subject to availability.
4. False, misleading or incomplete information is submitted
5. Disqualifying information is deliberately withheld.
6. Garda vetting disclosure, where applicable.

Kerry College reserves the right to withdraw any course offer or to cancel any course. If an offer of a provisional place is withdrawn, the Applicant's application is cancelled for that course only.

Removal of Application

If an applicant does not engage to meet the requirements of the application/registration process Kerry College Admissions Office will endeavour to make contact through a range of different available platforms, (SMS, email and phone). Failure of the applicant to respond or engage with the Admissions Office for the requested information will result in the removal of the application.

Unsuccessful Applications

Unsuccessful applicants will receive a written reply confirming this status and outlining alternative options. If an applicant is repeatedly unsuccessful in applying for a Kerry College course, a Progression Pathway Plan should be put in place with the assistance of the Adult Guidance team. The Admissions Officer will make contact with the guidance team and formally refer the applicant. This is with the consent of the applicant.

A Progression Pathway Plan may include a schedule of additional online, part-time or full-time education and training, which improves applicant suitability for their chosen course. The Progression Pathway Plan may be required by the Admissions Office in order to process any re-application.

Requesting Feedback

An applicant may request feedback on their interview during the selection process by emailing info@kerrycollege.ie. Applicants will receive this feedback once the recruitment process is completed.

Deferrals

Kerry College does not operate a Deferrals policy. Where a learner confirms they cannot take up their course place, their application is cancelled. To apply for the next intake, a new application should be made and the selection process repeated. This may include interview, testing or other criteria.

Returning Learners

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

4.3 Registration Process

How our Registration process works

The Registration Process begins after formal acceptance of place offer and must be completed for each learner prior to course start.

'Registration' refers to the processing by the Admissions team of all relevant information such as Photo ID, student email access, updating and completion of all essential sections of the learner's FETCH profile, requests for learning support, proof of qualifications, permissions or essential declarations such as Garda Vetting and any other online and offline paperwork.

Learners are only confirmed as registered on a particular course once they have met all of the requirements in Appendix 3.

Transfer within Kerry College

It is possible for learners to transfer between Kerry College campus locations and/or courses on agreement by campus management. However, no automatic right of transfer exists between courses. Transfer between campuses may be considered – subject to availability of places and approval from campus principal/manager. No transfers will be considered 4 weeks after course start date.

Garda Vetting

Garda Vetting is not a general requirement for entry to Kerry College but it is a requirement for certain prescribed courses at Kerry College. Garda Vetting is a background check completed by the National Vetting Bureau. The results are confidentially disclosed to a nominated staff member within Kerry College. To complete your application, download the documents from the Learner Information section of the Kerry College website and submit to the nominated person as directed by the Admissions Office. Please note certain work placements may require Garda Vetting i.e. schools, medical centres etc.

It is the responsibility of the applicant to fully complete the Garda Vetting process – as required. A non-completion of application, delay in applying or disclosure may result from withdrawal of course offer.

4.4 On Course Commencement

Induction

Induction is a mandatory part of all full-time courses. This takes place in Week 1.

Learner Contract

On Week 1, all learners receive a copy of the Kerry ETB Learner Handbook. This handbook contains the Learner Contract, which must be reviewed and signed by the learner confirming they (a) understand and (b) accept their responsibilities as a learner. Learners are not officially registered with Kerry College until the signed Learner Contract is formally received by the campus office.

Kerry ETB Learner Handbook:

www.kerryetb.ie/wp-content/uploads/2020/04/Learner-Handbook-2020-FINAL-QA8.-7.4.20.pdf

All Quality Assurance policies and procedures may be accessed here:

www.kerryetb.ie/further-education-training/quality-assurance/

4.5 Appeals

Basis for Appeal

An application to appeal a decision by Kerry College to refuse admission to a course must be based on Kerry College Admission Policy.

How the Appeals Process works

An appeal must be brought within 10 calendar days of receipt by the Applicant of Kerry College's decision to refuse to admit. Kerry College will endeavour to review and respond to the appeal within a reasonable timeframe in each case.

The appeal should be sent in writing and via post to the following address:

Admission Office Manager, Kerry College Admissions Office, 7 Denny Street, Tralee, County Kerry, V92 K44T

The Admissions Manager will make a final decision based on the information by the applicant in conjunction with the Admissions[1] and all other relevant Kerry College policies. The outcome of the appeal will be issued within 20 working days, where this is not possible, an interim reply explaining the position and advising when the outcome will be received.

If an Applicant is not satisfied with the decision of the Admissions Office Manager, the applicant may apply to bring the appeal to the Director of FET who will appoint an appeals committee from senior management. The outcome of the appeal will be issued within 20 working days.

The decision of the appeals committee will be recommended to the Director of FET, whose decision is final.

[1] Documents supplied during application and registration process will be retained for duration set out in the Kerry ETB Data Protection Policy and Retention Schedule.

5. APPENDICES

Appendix 1: English language requirements on entry

Courses at Kerry College are delivered through English. All applicants who do not speak English as their first language must meet English language requirements to participate in Kerry College courses.

Applicants whose first language is not English must have an appropriate and valid score in the Kerry ETB English Examination. All applicants whose first language is not English must take this test. Such English test results may not be more than two years old.

Applicants must be able to demonstrate proficiency in reading, writing, listening and speaking. The English language requirements for entry to courses at NFQ levels 3, 4, 5 and 6 are outlined below:

For entry to NFQ Level 3 courses:

An applicant must demonstrate A2 level on the Common European Framework of Reference (CEFR) or equivalent. For equivalence, see Appendix Two Table of Equivalence.

For entry to NFQ Level 4 courses:

An applicant must demonstrate B1 level on the Common European Framework of Reference (CEFR) or equivalent. For equivalence see Appendix Two Table of Equivalence.

For entry to NFQ Level 5 courses:

An applicant must demonstrate B2 level on the Common European Framework of Reference (CEFR) or equivalent. For equivalence see Appendix Two Table of Equivalence.

For entry to NFQ Level 6 courses:

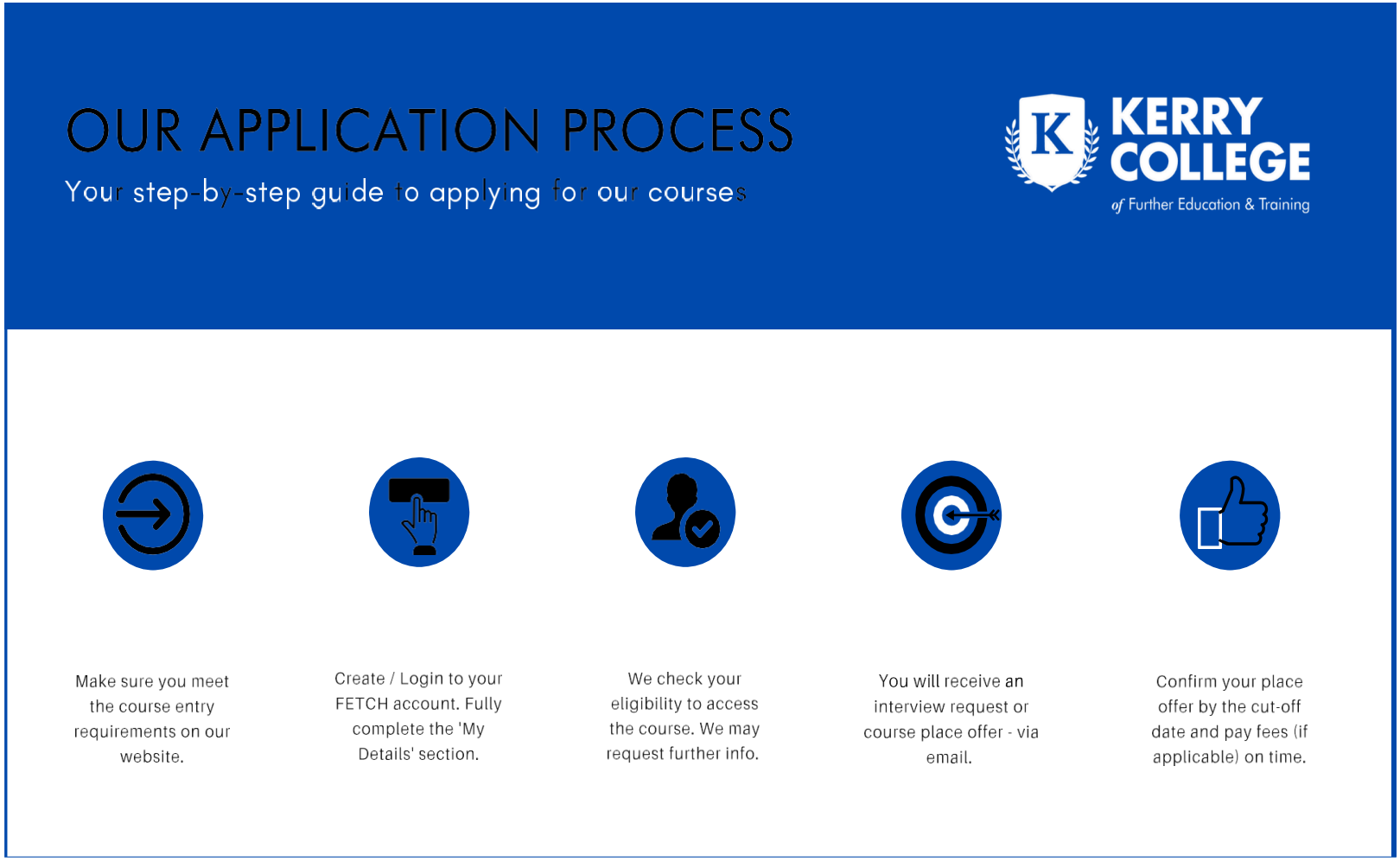
B2 level on the Common European Framework of Reference (CEFR) or equivalent. For equivalence see Appendix Two Table of Equivalence.

Admission to any Kerry College course is subject to the English Language Proficiency policy.

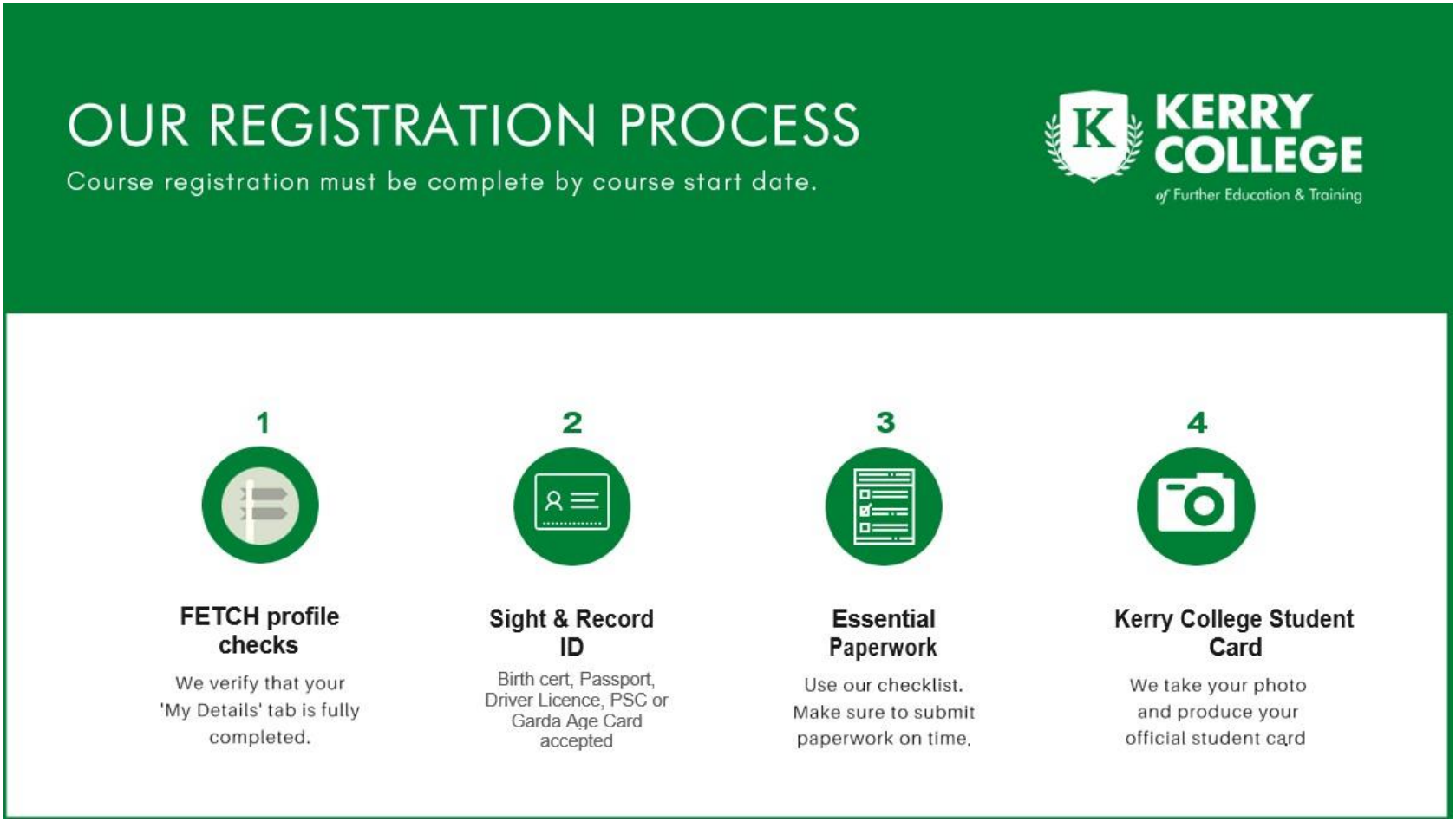
Appendix 2: Table of Equivalence

PROFICIENT USER	C2	Can understand with ease virtually everything heard or read. Can summarise information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.
	C1	Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.
INDEPENDENT USER	B2	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
	B1	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst travelling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.
BASIC USER	A2	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
	A1	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

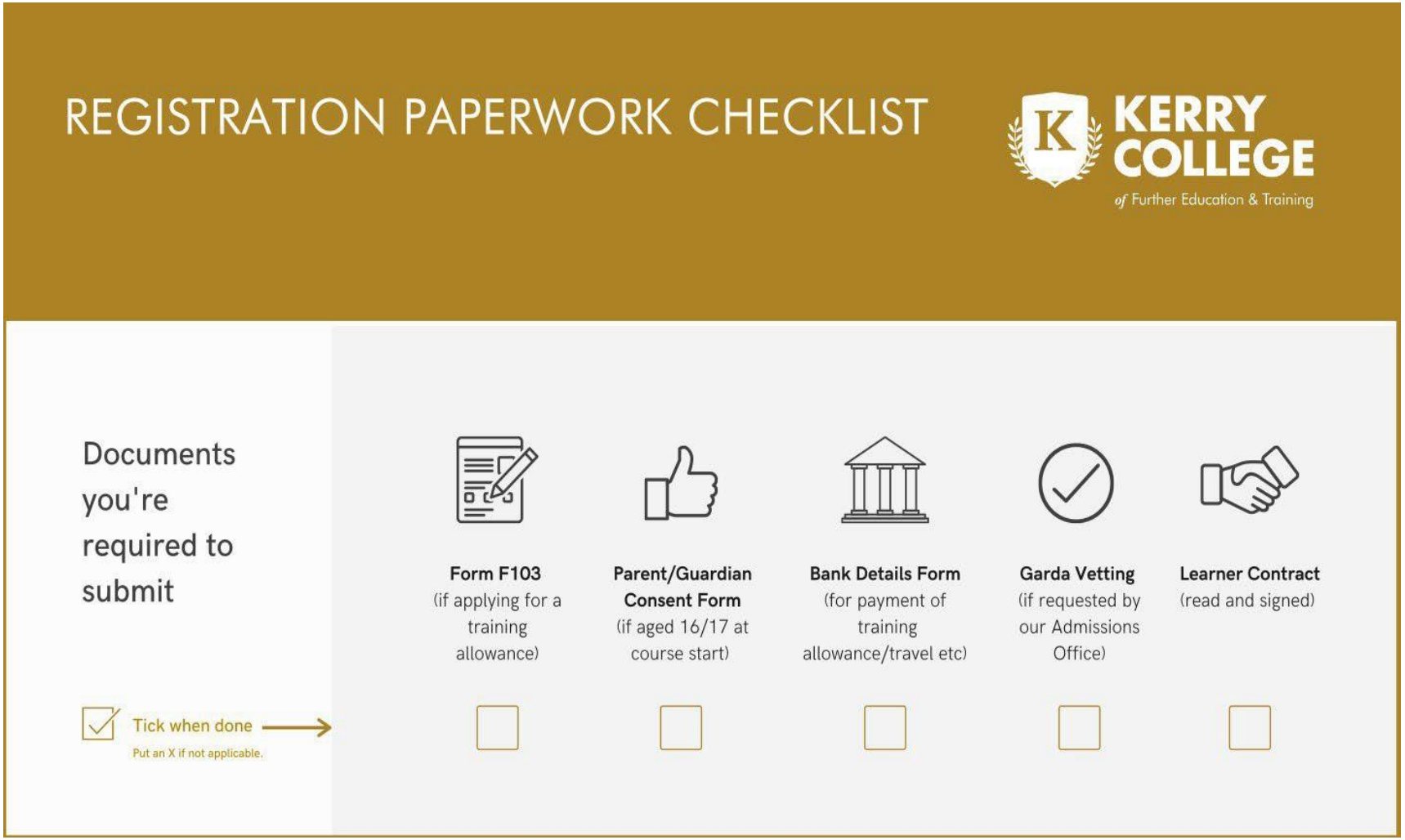
Appendix 3: Application Process



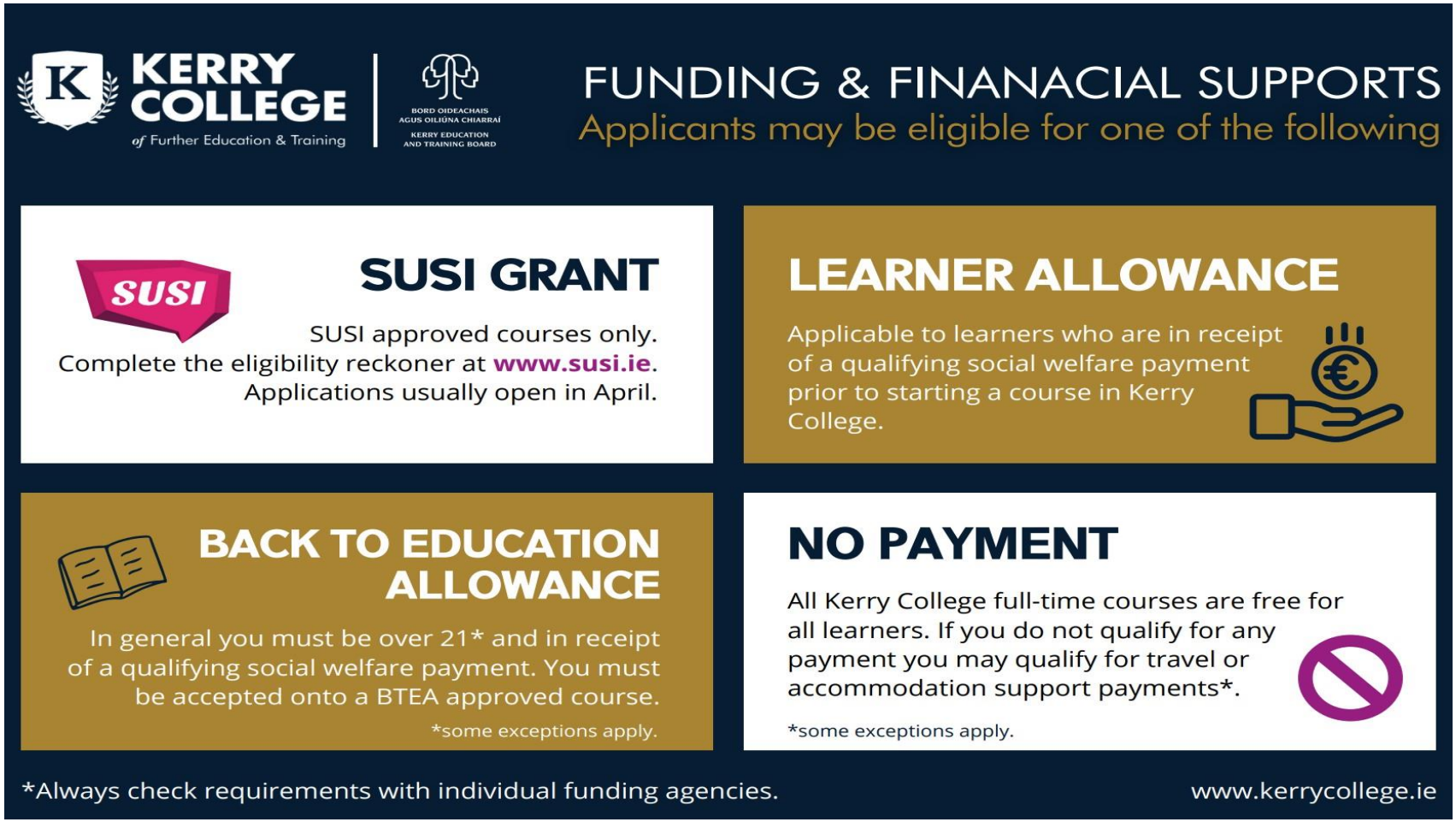
Appendix 4: Registration Process



Appendix 5: Registration Paperwork Checklist



Appendix 6: Funding & Supports



Appendix 7: Review Interview

3. Review Interview

Having reviewed the documentation, the applicant should be interviewed (in-person, over the phone or via Zoom/Teams) by the Admissions Office manager.

Interview Date	
Admissions Office Manager present	
Name of Admissions Office Manager present	
Do you recommend this applicant for admission?	
Reason(s)	

4. Final Approval

All Exceptional Circumstances recommendations must receive final approval from the Admissions Office manager.

_____ _____

Admissions Office manager Date

Appendix 8: Glossary of Terms

‘Kerry College’ refers to the collective campuses (Clash Road Campus, Denny Street Campus, Listowel Campus, Monavalley Campus and Killorglin Campus) of Kerry College of Further Education and Training

‘Applicant’ refers to a person who has made a confirmed application for admission to a particular course at Kerry College.

‘Learner’ refers to a person who has accepted their place on a course by formally notifying the admissions office and/or by paying the registration fee. Within this policy, the terms ‘student’ and ‘learner’ are interchangeable.

‘Application’ refers to when an application is confirmed as received by the Admissions Office at Kerry College. During the application process, the applicant may be requested to provide additional information or documentation, to update and complete their FETCH profile or attend for interview or testing. The application process ends when the applicant receives a written update on their status from the Admissions Office. This status can be the offer of a provisional place, offer of a waitlist place or unsuccessful application. When an applicant accepts the provisional place offer, the process of registration begins. Registration must be fully completed by course start.

‘Registration’ refers to the processing by the Admissions team of all relevant information such as Photo ID, student email access, updating of FETCH profile, requests for support, qualifications, permissions, declarations and any other online and offline paperwork. The Registration Process begins after a place offer is accepted by the applicant. It must be completed before course start.

‘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, Demigender, Gender Fluid, Genderqueer, Multigender,

Neutrois, Non-binary, Transgender, Transsexual or otherwise

‘Parent’ includes a foster parent or a guardian appointed under the Guardianship of Children Acts, 1964 to 1997

Appendix 9: Visas and Permits

European Union (EU), European Economic Area (EEA), Swiss & UK nationals who are resident in Ireland are treated on the same basis as Irish national in terms of eligibility for FET.

Eligible International Protection Applicants (IPA) can apply for the Further Education and Training courses. Eligibility to apply includes those living in Direct Provision accommodation who have acquired permission to work (Labour Market Access permission letter) in Ireland.

An International Protection Applicant with Refugee Status/Subsidiary Protection or Permission to Remain will have a Stamp 4, and does not require a Labour Market Access permission letter and is eligible for FET in the same manner as an Irish citizen.

An International Protection Applicant who has a Temporary Residence Certificate (TRC) requires a Labour Market Access permission letter. Individuals will be required to present the letter when applying for a FET course.

An International Protection Applicant who is refused Refugee Status/Subsidiary Protection/Permission to Remain and has exhausted all appeals processes will have all permissions revoked and is not eligible for a FET course.

International Protection Applicants who do not have permission to work have access to English language classes (ESOL) and literacy supports only.

Non-EU/EEA applicants must have permission to remain and work in Ireland. In this case, applicants must have a valid, in-date Stamp 4, Employment Permit or Labour Market Access letter from Department of Justice.

Appendix 10: Visas and Permits

The following table identifies the Permission Stamp holders who can work and their eligibility to Further Education and Training.

STAMP	WORK	FET
Stamp 0	No unless specifically permitted	No
Stamp 1	Yes	No
Stamp 1A	Yes	No
Stamp 1G	Yes Graduate student seeking employment under Third Level Graduate Programme	No
	Yes Spouse/de facto partner of a Critical Skills Employment Permit (CSEP)	No
Stamp 2	Yes	No
Stamp 2A	No	No
Stamp 3	No	No
Stamp 4	Yes	Yes
Stamp 5	Yes	Yes
Stamp 6	Yes	Yes

For further information, refer to the Eligibility for FET V1.0 document in the Learner Information section of the website: www.kerrycollege.ie

Appendix 11: Fees

The following table contains information on fees at Kerry College:

Applicant Status	Full-Time Pathway or Employment-focused course	Full-Time Progression-focused course
European Union (EU) citizen	No fees.	No fees.
UK citizen	No fees.	No fees.
European Economic Area (EEA) or Swiss citizen	No fees.	No fees.
International Protection: designated refugee or subsidiary protection status	No fees.	No fees.
International Protection applicant with designated leave to remain status on humanitarian grounds	No fees.	No fees.
International Protection applicant with designated leave to remain status as the parents of an Irish-born child	No fees.	No fees.
International Protection applicant (asylum seeker)	No fees payable, if permission to work or LMA (Labour Market Access) permissions are established.	No tuition, examination or certification fees payable, if permission to work or LMA (Labour Market Access) permissions are established. Student Support Scheme in place to support applicants in this category.
Non-EU/EEA applicant	N/A Eligible only for ESOL and Literacy Supports	N/A Eligible only for ESOL and Literacy Supports

For further information, refer to the Eligibility for FET V1.0 document in the Learner Information section of the website: www.kerrycollege.ie