



Application and Admissions Procedures for the 2024/2025 Academic Session

Information Note:

- Further Education and Training courses are being piloted on the CAO system. Some but not all courses are listed on the CAO for 2024 enrolments.
- Some DFEi courses are part of the above pilot and are subject to CAO offers of enrolment.
- DFEi courses including those on the above pilot accept applications via the website. www.dfei.ie
- DFEi offers places on a first come/first served basis subject to entry requirements and completion of the admissions process.
- www.dfei.ie is regularly updated with essential admissions updates.

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1. Introduction

Dún Laoghaire Further Education Institute (DFEI) is an open access centre of Further Education and Training (FET), which welcomes all students. DFEI provides a range of educational programmes which support lifelong learning opportunities for all members of the community. It is envisaged that these programmes and services will enable students to develop to their full potential and to participate fully as members of society and thus contribute to the social, economic, and cultural development of the community locally, nationally, and internationally.

DFEI does not discriminate in its admission of a student on any of the following grounds: gender, civil status, family status, sexual orientation, religion, disability, race, membership of the traveller community or special educational needs of the applicant. These procedures are applicable to all applicants who apply for a place on a full-time course.

2. Entry Requirements

Entry requirements for each course are specified on the individual course page on the College's website: www.dfei.ie

Applicants who fail to meet the entry requirements should contact DFEI for advice and guidance.

Entry requirements are set to ensure that applicants can have a fair attempt at successfully completing the course and progressing to further/higher education or employment. In general, entry requirements are as follows:

- Leaving Certificate (LC Established, LCVP, LCA) or equivalent
- Relevant QQI Award (NFQ Level 4 or Level 5)
- Other equivalent certification (Irish or international, e.g. City & Guilds)
- Mature Applicants with relevant experience (21 years of age and over)
- Applicants whose first language is not English require level B1 competency on the CEFR language framework. Applicants may be required to undergo English Language testing to establish their language competency

Note: If it becomes apparent that a student has an insufficient level of English (below B1 CEFR), they will be removed from their course.

3. Specific Entry Requirements

Garda Vetting may be required for courses with work experience in settings that involve children, young people and/or vulnerable adults.

Some courses may have additional requirements. Refer to course pages for clarification.

4. General Information

DFEi is subject to the Education (Admissions to Schools) Act 2018.

DFEi opens for applications in December each year. Applicants are advised to apply early as DFEi courses are very popular, and places fill up quickly. Late applications may be accepted up to the end of September subject to places being available.

As an equal opportunities FET provider, DFEi welcomes applications from students with additional needs. DFEi will endeavour to provide appropriate supports for applicants with disabilities, physical or mental health conditions, and/or specific learning difficulties within the limits of available resources. Applicants are required to complete a Supplementary Information Form. They may be entitled to support under the SOLAS Fund for Students with Disabilities. Applicants who require very specific support may not be able to commence a course if the supports are not or cannot be put in place before course commencement. Further information is available from the Admissions Office or from the Disability & Guidance Officer at DFEi.

Places will be offered, on a first come basis, subject to the applicant completing the admissions process.

All courses are delivered in English, therefore, applicants whose first language is not English may be required to take an English Language Competency test to ascertain their English language competency before an offer of a course place will be made.

All courses are delivered onsite in the college and all classes are face to face. Classes do not take place as online classes. There is no online or distance learning.

Applications are made online at www.dfei.ie. Applicants are not charged an application fee. However, Applicants will be required to confirm acceptance of their place by providing additional information and paying a non-refundable €50 acceptance fee through the applicants' online account. Failure to confirm acceptance of a place by the notified deadline will result in the applicant not securing a place on the course.

Applicants are advised that any offer of a place is conditional on DFEi receiving approval and funding (subject to annual review) from the relevant Department of Education, DDLETB and

SOLAS. Course content is also reviewed on an ongoing basis, and this coupled with changes in resourcing may result in course modification.

Additional information for international applicants, applicants funded under the Vocational Education Opportunities Scheme (VTOS) and those in receipt of the Back to Education Allowance (BTEA) is available from the Admissions Office and on the College's website.

The provision of false or inaccurate information by applicants will render an application null and void.

Where there are more applicants than places on a course, a waiting list will be formed. The applicant's application number will be used to generate position on the waiting list, as each number is a unique identification number. Alternatively, an applicant may be offered a place on a different course, subject to a place being available. Where an applicant declines a place on the alternative course, the applicant will be placed on a waiting list for their original choice.

When a course is full, applicants who are still interested in the course can opt to be placed on a waiting list based on their application number. When a vacancy occurs on a course, applicants will be contacted in order of the waiting list number.

In the event of the cancellation of a course (due to insufficient enrolment numbers, resourcing difficulties etc) the enrolled applicants will be notified of the cancellation. Applicants may be offered a place on a different course, subject to a place being available. Where an applicant declines a place on the alternative course, the acceptance fee paid will be refunded to the applicant.

Applicants who fail to complete registration (Step 4 of the application process by the required date should note that their accepted place will be lost).

5. The Application Process (5 Step Process)

Step 1: Apply

- Applicants can only apply online for their course at www.dfei.ie
- Basic information is gathered to process the application.
- No application fee is charged.

Step 2: Offer

- DFEi will notify applicants with a provisional offer of a course place by email. This email will contain a username and a password, which allows access to the applicants online account. Access to this is required to proceed with an application.

Step 3: Acceptance

- To secure a place, Applicants must submit additional data, information that is required for statistical returns to DES and SOLAS. This is done through the applicant's online account, along with a payment of a €50 non-refundable acceptance fee, using a debit or credit card.
- Payment of the acceptance fee must be made online through the online account using a laptop/PC (not possible to be completed on a mobile phone)
- Payment of this acceptance fee does not guarantee the applicant's place on the course until the Registration Stage (Step 4) is fully complete.

Step 4: Registration

PLC course fees for the 2024/2025 academic year have been waived. There will be no other charge other than the €50 non-refundable acceptance fee (above).

Two mandatory registration stages must be completed before the applicant's registration is complete and the applicant's place on the course is secured. This requirement will be rigorously adhered to.

1. Applicants must upload the following relevant documentation before Monday 26th August 2024. Documents required for registration can be uploaded to the applicant's individual online account.
 - Birth Certificate or Passport
 - Relevant qualifications, i.e., Leaving Certificate results or QQI/Degree transcript.
 - Medical Card (if applicable and must be in date)
 - Student Grant letter (if applicable)
2. Applicants must complete the Learner Detail Form, which will be available on their online account from July 2024 (An email and SMS will be sent to let the applicants know the date)

Only when the above mandatory stages 1 and 2 of the Registration Process have been completed within the specified timeframe, will the applicant be deemed to be fully registered and enrolled as a student at DFEi. Failure to adhere to this process will result in the application for the applicant being cancelled.

Step 5: Induction and Commencement

Induction

- **Induction is mandatory for all students.** Induction takes place in early September, usually within the first two weeks.
- The induction process incorporates the Student Contract and Code of Conduct. **Failure to complete induction will result in the cancellation of an applicant's enrolment on course, and as such, are not entitled to attend classes.**
- At induction students will receive information regarding timetable, student planner, general college information, specific course details and computer/IT login details.

Course Commencement

- DFEi's courses commence mid-September, week beginning Monday 16th September 2024. All students will be notified of relevant dates.
- Courses will commence as per class timetable (received at induction).
- All Classes for all courses take place onsite in the college. Classes do not take place as online classes at any stage during the year. No remote or Distance learning takes place.

- Students are expected to sign the Student Contract including the acceptance of the Code of Conduct at course commencement. Failure to agree to the conditions of the Student Contract will result in the student forfeiting their place.

6. Deferral Applicants

Applicants who have been offered and have accepted a place on a course may defer this place for one year.

Applicants should submit a written request for deferral to the Admissions Office as soon as possible, but no later than the date of course commencement except in exceptional circumstances.

Applicants who do not accept their place in the subsequent year will forego their acceptance fee and the right of deferral.

Deferral prior to Course Commencement

For agreed deferrals, the acceptance fee paid by the applicant will be carried forward to the following year.

Deferral after Course Commencement

In exceptional circumstances, a student may submit a written request to the college Principal to defer a place after course commencement.

7. Repeating Students

There is no automatic right to repeat an award or component. Approval must be obtained in writing from the Principal or Deputy Principal and the relevant Department Head or Course coordinator. In addition, the decision is subject to a place being available and to previous attendance, work input, general attitude, and behaviour records. Applicants in receipt of a maintenance grant should note that this may be affected by repeating a year. Applicants in this situation should refer to www.studentfinance.ie Repeating may have implications for VTOS and BTEA payments. Repeat students must re-apply. A repeat application will be treated as a new application.

8. 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 has passed (other students have completed course cycle).