



etb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

NORTH CONNAUGHT COLLEGE ADMISSIONS POLICY

SECTION A	MISSION STATEMENT
<p>At NCC students are encouraged to actively participate in a learning environment where each individual is supported, respected as unique and where every effort is made to develop knowledge and skills appropriate to their needs.</p>	

SECTION B	OPERATING CONTEXT
<p><i>The College and BOM supports the following principles</i></p>	<ul style="list-style-type: none"> • context and parameters of DES regulations and programmes. • the rights of the Patron as set out in the Education Act. • seeking the best funding and resources available. • inclusiveness. • equality of access and participation in the school. • respect for diversity of traditions, values, beliefs, languages and ways of life in society.
<p><i>Resources</i></p>	<ul style="list-style-type: none"> • The financial and teaching resources of the school are provided by DES grants and teacher allocations. • Implementation of the school plan and school policy has due regard to resources and funding available. • The school operates within the regulations laid down, by the DES. • The school follows the curricular programmes prescribed by the DES and QQI, ITEC, CIBTAC & CIDESCO.

SECTION C	North Connaught College of Further Education
<p><i>Type of School</i></p>	<ul style="list-style-type: none"> • NCC a College of Further Education managed under the auspices of MSL ETB. The college is a co-educational, non-denominational centre of education funded and managed by MSL ETB to provide a Further Education service to the community of South County Sligo and surrounding areas.

	<ul style="list-style-type: none"> • Funding is provided by the ETB from funding received annually from the Department of Education and Science.
Management	<ul style="list-style-type: none"> • The MSL ETB is the Board of Management for NCC. It is assisted in this function by a local Advisory Committee. This is a local committee of the ETB. NCC local Advisory Committee members at present are: Clr John Caulfield, Clr Martin Connolly, Clr Dara Mulvey, Nicole McGowan, Maura Brennan, Patricia O'Reilly, Gael Cetywago, Joseph Toolan, Geraldine Brennan, Sean McDonagh. Secretary to the Board, James Hardiman.
Organisation and Courses	<ul style="list-style-type: none"> • The College is divided into a number of departments. <p>Health & Welfare</p> <ul style="list-style-type: none"> • Nursing Studies L5 • Health Service Skills L5 • Health Service Supervisory Management Skills L6 • Leadership & Community Development L6 <p>Services</p> <ul style="list-style-type: none"> • Ecotourism with Environmental Studies L5 • Security Studies L5 • Beauty Therapy Yr1 & Yr 2 • Security Operations L6 • Equine Studies L5 • Horsemanship L6 <p>Education</p> <ul style="list-style-type: none"> • Early Childhood Care and Education L5 • Advanced Montessori and ECCE L6 <p>Business & Administration & Qualifications</p> <ul style="list-style-type: none"> • eBusiness L5 • Warehouse & Distribution L5 • Advanced Administration L6 <p>Generic Programmes & Qualifications</p> <ul style="list-style-type: none"> • BTEI L4 <ul style="list-style-type: none"> • NCC provides educational services for those who attend on a full-time basis as well as training for outside agencies and a comprehensive Adult Education service at night.

	<ul style="list-style-type: none"> • NCC also provides one of the most extensive ranges of education and training options within a wide catchment for those who wish to return to education or who wish to acquire new skill in order to return to the workplace, through the Vocational Training Opportunities Scheme. Students who participate on VTOS programmes may be eligible to receive their weekly benefit payment from the college. • It is the policy of the College to work in co-operation with other organisations to enhance existing provision as well as developing appropriate educational responses to the needs of specific groups and individuals.
<p><i>Teaching Resources and Curriculum</i></p>	<ul style="list-style-type: none"> • Current teaching staff of the college comprises of 13 teaching staff members (PLC and VTOS). Adult and Community programmes require additional teachers on a part-time basis delivering educational services on a multi-location basis. • The College has one full time secretary, a caretaker and a cleaner. • Programmes and subjects: A wide range of courses is offered at Post-Leaving Certificate level to students who have completed their formal second level education or equivalent. New courses are added as the perceived employment needs are identified and appropriate certification has been obtained. Mature students who wish to return to education or who wish to acquire skills in order to re-enter the workplace are also admitted to the College. • Special needs teachers/ programmes: The College endeavours to provide learning support to students with special needs. There is a Guidance/ Counselling service within the College but the availability of specialised learning support on an individual basis is dependent on the availability of resources provided to the College.
<p><i>Extra-Curricular</i></p>	<ul style="list-style-type: none"> • The College provides a range of extra-curricular student activities organised through the student Representative Council at the College.

<p>College Opening Hours</p>	<ul style="list-style-type: none"> • The College is open from 09.00 until 18.00 hours Monday-Friday (students leave at 17:00). The College is open between 19:00 and 21.00 hours for Adult Education evening classes. • Summer opening hours 10am – 3pm for the month of July and the beginning of August. • A copy of the School Calendar is provided to every student during Induction.
<p>Fees & Other relevant information</p>	<ul style="list-style-type: none"> • There are no tuition fees charged for enrolled students on PLC or VTOS courses provided at NCC. These courses are funded by the D.E.S. and/The European Social Fund. • In the PLC area charges may be made for the following: <ul style="list-style-type: none"> 1- Relevant Examination / Examining Body Registration 2- Student Service Charge 3- Government Levy • Upon acceptance of an offer of a place, applicants will receive a list of the charges relevant to the course for which they are applying and the date by which these charges are due. Applicants should note that they may be entitled to receive a PLC Maintenance grant. Eligibility for such grants is determined by Student Universal Support Ireland (SUSI) and not by the College. The Maintenance Grant does not cover the costs of registration or examination fees. It is a maintenance grant paid to eligible recipients on a monthly basis directly into their bank account. Information concerning PLC Grants can be obtained from Student Universal Support Ireland (SUSI). • VTOS candidates should note that in addition to receipt of Benefit, there may be other monies available for books etc. VTOS candidates also receive a small travel and meal allowance. • Eligibility to participate on a VTOS Course is determined by the Department of Social Community and Family affairs and not the College.

	<ul style="list-style-type: none"> • Applicants returning to education under the Back to Education Allowance Scheme (BTEA) continue to receive their benefit from Department of Social Community and Family affairs. They must pay for their own books, examination/registration fees similar to the PLC applicant. They are not eligible to receive any travel or meal allowances They do not qualify for a PLC Grant. • Candidates attending Adult education classes provided at night are charged the appropriate fees for the course. Any examination/ student registration fees charged by a professional body will be in addition to the tuition fees. • Intending applicants for classes provided at night are advised to consult the Adult Education Director Patricia O'Reilly for more information and to establish the appropriate course fees as these will vary from year to year.
SECTION D	PROCEDURES
<i>Application Procedures</i>	<ul style="list-style-type: none"> • Students can apply online at: <ol style="list-style-type: none"> 1. www.northconnaughtcollege.net Follow the links on the website. 2. www.fetchcourses.ie. Here the learner can complete an Expression of Interest Form. 3. Students can also fill in an application form and return it to the college (Appendix I). • All Applications will be acknowledged and applicants will be informed of date for interview. Interviews will take place late May/early June and late August/early September. • At the interview applicants will be given the opportunity to state if they have a learning support need. Applicants who declare a learning support need will be invited to meet a member of the College Staff in confidence to begin the process of accessing this service and determining how the College can best meet this need.
<i>Decision-Making Process</i>	<ul style="list-style-type: none"> • Decisions in relation to admission is subject to places being available and is governed by the following principles:

	<p>(A) That in the professional judgement of the College Authority following an interview the applicant is deemed suitable for the course.</p> <p>(B) That in the professional judgement of the College Authority the applicant because of previous education, training or experience, is considered likely to benefit from attendance.</p> <p>(C) That participation will contribute positively to the course and in no way infringe upon the rights of other students or staff.</p> <ul style="list-style-type: none"> • Decisions will be notified to students in writing. • Places are offered on the following basis: <ol style="list-style-type: none"> 1. There are available places 2. The applicant meets the entry requirements 3. See specific admissions procedures for Beauty Therapy course (Appendix II). • In certain circumstances where students fail to secure a place in their chosen course an alternative course will be offered. • The final date for an application for admission is the last Friday of September. Only under certain circumstances will an application be considered after this date. • An applicant may request the BOM to review a decision to refuse admission and that decision may be appealed.
<p><i>Inclusion</i></p>	<ul style="list-style-type: none"> • North Connaught College is committed to being an inclusive College. Fundamental to the implementation of the Colleges Admission Policy is the Principle of Equality- in particular the equality of access, equality of participation and equality of outcome. In placing the Student at the centre of the learning process NCC is committed to creating an appropriate learning environment in which individual differences are accepted and embraced. • The College shall not discriminate in its admission of a student to the college based on the following grounds: <ul style="list-style-type: none"> ○ Gender of the applicant ○ Civil status of the applicant ○ Family status of the applicant ○ Sexual orientation of the applicant ○ Religion of the applicant ○ Disability of the applicant

	<ul style="list-style-type: none"> ○ Race of the applicant ○ The applicant’s membership of the traveller community ○ Special educational needs of the applicant <p>In relation to these categories, the Admission Policy sets out that:</p> <ul style="list-style-type: none"> ○ If the College provides education exclusively for students of a particular gender, then it is not discrimination to refuse to admit other gender applicants.
General	<ul style="list-style-type: none"> • The College Principal is legally responsible for “the implementation of the admission policy”. • All courses in North Connaught College are subject to the approval of the Department of Education and Skills and MSL ETB. • All courses are offered subject to minimum enrolment numbers. • The College may make use of digital photographs, audio or video clips of students in various media e.g. newspapers, facebook, College webpage/brochure. Content focusing on individual students will not be published without personal permission or parental permission (if under 18 years). • All applicants are also made aware of the Data Protection Privacy Notice (Appendix III).
Attendance and Participation	Please refer to the Attendance and Participation document for further information.
Appendix	<ul style="list-style-type: none"> I Application Form II Beauty Therapy Admissions Procedure III Data Protection Privacy Notice

Annual Admission Notice

1. North Connaught College's admission policy is available on the College website www.northconnaughtcollege.net . A request can also be made through the College.
2. Application form is available (paper copy) at North Connaught College. Applicants can apply through the website www.fetchcourses.ie
3. The dates the College starts accepting applications is normally from the 1st March until the 28th September.

Signed: _____Dara Mulvey_____ **Date:** ___27th Feb 2020_____

Chairperson, Board of Management

Review Date: _____Academic Year 2020 - 2021_____

APPENDIX I



EUROPEAN UNION
Investing in your future
European Social Fund



Further Education and Training

CO-FUNDED BY THE IRISH GOVERNMENT, THE EUROPEAN SOCIAL FUND AND THE YOUTH EMPLOYMENT INITIATIVE

AS PART OF THE ESF PROGRAMME FOR EMPLOYABILITY, INCLUSION AND LEARNING PEIL 2014-2020

This expression of interest form is designed to collect the information required by the School/Centre, providers and funders (funders being, SOLAS and the Department of Education and Skills) (each a **controller** to put forward your expression of interest and facilitate follow-up correspondence from a controller with you. The details of this form will be used as a basis for the formal application process to be a course participant and related matters (e.g. course funding support). It facilitates the submission of more detailed applicant details to SOLAS (the Further Education and Training Authority).

While a School/Centre or other provider may support the applicant in completing the form, the applicant should confirm the accuracy of the details and should read the data protection statement below.

Expression of Interest Form

School/Centre

Course Title

Section 1: Personal Details

Name:

Gender: Male

Date Of Birth:

PPSN:

Female

Address and Postcode:

Eircode

Term Address and Postcode (IF DIFFERENT THAN PERMANENT ADDRESS):



Phone/Mobile: _____

Email: _____

Applicant Declaration

I confirm that the information given on this form is accurate and agree to receive follow up communications in relation to this course.

Applicant Data Protection Statement

By submitting this expression of interest form, I acknowledge that each controller may process my personal data (e.g. name, address, PPSN, contact details) for the purposes of assessing my interest in attending an FET course and also to take steps to enrol in a FET course. I acknowledge that it may also be necessary to process my personal data for the performance or administration of a function of SOLAS or other controller under applicable law.

I acknowledge that each controller may share my personal data within its organisations, with third parties in the FET sector and with third parties monitoring and reporting on European Union funded operation. I also understand that my personal data will be stored on the Programme Learning Support System ("PLSS") which is an ICT system for FET providers to manage and administer the programmes and courses which they offer.

I acknowledge that each Controller will keep my Personal Data for as long as is necessary in connection with my application to attend/enrol on a FET course and in accordance with each Controller's retention policy. Each Controller will keep historical data that is no longer required for these purposes for a set time before disposal according to its data retention policy.

I understand that I may address any questions, comments and requests (e.g. access, erasure, restriction, rectification and portability) regarding a controller's processing practices regarding my personal data to DataProtection@msletb.ie

Signed: _____ Date: _____

APPENDIX II

Beauty Therapy Admissions Procedure:

Students will be interviewed to determine aptitude and suitability. The majority of places will be allocated in June.

Remaining places will be allocated to suitable students following interviews in August before the Academic Year begins.

The Interview Panel will recommend suitable candidates to the Admissions Committee who will ratify and inform students. Where two candidates are equally suitable after interview, the interviewing panel will reassess suitability and make a recommendation to the Admissions Committee.

NB: Successful applicants will only be guaranteed their place on the course following receipt of letter of acceptance and non-refundable deposit by specified date.

These procedures will be reviewed periodically.

APPENDIX III



etb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

DATA PROTECTION PRIVACY NOTICE to students (and their parents/guardians)

By applying for and/or attending an ETB school, centre, course or programme, you acknowledge that your personal data (including special category personal data) shall be processed by MSLETB. This Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. If you need more information, please see our Data Protection Policy available at www.mayosligoleitrim.etb.ie/policies-procedures

1. We are Mayo, Sligo and Leitrim Education and Training Board (MSLETB). Our address and contact details are MSLETB, Head Office, Newtown, Castlebar, Co Mayo, F23 DV78, Telephone 094 9024188.

We provide secondary level education, second chance education; further education and training including apprenticeships; youth work services, community-based education programmes; outdoor education; outreach programmes, specialist programmes, e.g. through Music Generation, School Completion Programmes and other programmes / courses as maybe delivered / funded / sponsored in whole or part or in co-operation with other bodies / agencies, etc. For further information, see section 1 of our Data Protection Policy available at www.mayosligoleitrim.etb.ie/policies-procedures.

2. When you are a student with MSLETB, we collect and use your personal data. The type of information we collect about you depends on various factors, such as whether you are under 18-years or an adult learner, the type of course you are enrolled on etc.

The personal data we collect can include information about your identity and contact details; images/photo (including CCTV); family details; admission/enrolment details; previous schools; academic progress; PPS number; special educational needs; nationality; language; religion; medical data; information about behaviour and attendance; information about health, safety and welfare; financial information (re fees, grants, scholarships etc); and other personal data. Further details of the data we collect about you can be found in section 2 of our Data Protection Policy.

If you are under 18 years when you enrol, we collect the name, address, contact details and other information about your parents/guardians. If you are under 18 years, your parent/guardian is consulted and asked to give consent for certain things like taking your photograph, going on school trips etc.

We use your personal data for purposes including: your application for enrolment; to provide you with appropriate education and support; to monitor your academic progress; to care for your health and well-being; to care for our staff and students; to process grant applications and scholarships; to coordinate, evaluate, fund and organise educational programmes; to comply with our legal obligations as an education body; to comply with our monitoring and reporting obligations to Government bodies, and EU funding bodies; to process appeals, resolve disputes, and defend litigation etc.

For further information on what data we collect, why we collect it, how we use it, and the legal basis for same, please go to section 2 of our Data Protection Policy available at www.mayosligoleitrim.etb.ie/policies-procedures

3. We share your personal data with third parties, including other Government bodies. This includes the State Examinations Commission, the Department of Education and Skills, NCSA, SOLAS, SUSI, HEA, QQI, Tusla, An Garda Síochána, HSE, the Department of Social Protection, the Revenue Commissioners etc. The level of sharing and the nature of what is shared depend on various factors, including the nature of the course you are undertaking/enrolled on.

The Government bodies to which we transfer your personal data will use your personal data for their own purposes (including: to verify other information they already hold about you, for fraud prevention measures, etc) and they may aggregate it with other information they already hold about you and your family.

We also share your personal data with other third parties including our insurance company and other service providers (including IT providers, security providers, legal advisors etc), and other schools/colleges and bodies in the further education and training sector, apprenticeship providers, work-experience placements and future employers etc.

We are legally required to provide certain records relating to the progress of a student (under 18 years) in his/her education to the student's parents/guardians, including results of examinations. For further information on who we share your data with, when and in what circumstances, and why, please see section 3 of our Data Protection Policy available at www.mayosligoleitrim.etb.ie/policies-procedures.

4. We do not transfer your personal data to a third country or international organisation. Certain companies who process personal data on behalf of MSLETB may transfer personal data for processing outside the EU, however this will only be done with the agreement of MSLETB and with the assurance that appropriate safeguarding measures are in place to protect the data.

5. We do not engage in automated decision making/profiling.
6. Some personal data is only kept for a short period (e.g. We will destroy at the end of an academic year because it is no longer needed). Some data we retain for a longer period (e.g. retained after you leave or otherwise finish your studies with MSLETB. For further information on the retention periods, please go to section 6 of our Data Protection Policy available at www.mayosligoleitrim.etb.ie/policies-procedures).
7. You have the following statutory rights that can be exercised at any time:
 - (a) Right to complain to supervisory authority.
 - (b) Right of access.
 - (c) Right to rectification. (d) Right to be forgotten.
 - (e) Right to restrict processing.
 - (f) Right to data portability.
 - (g) Right to object and automated decision making/profiling.

For further information, please see section (7) of our Data Protection Policy available at www.mayosligoleitrim.etb.ie/policies-procedures or alternatively contact our Data Protection Officer.