POLICY FOR ADMISSION TO SCHOOL YEAR 2026/2027

City of Dublin FET College Ballsbridge

(Formerly known as Ballsbridge 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 College 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 City of Dubin FET College Ballsbridge is responsible for the implementation of this Admission Policy.

INTRODUCTION TO CITY OF DUBIN FET COLLEGE BALLSBRIDGE

City of Dubin FET College Ballsbridge opened in 1903, making it one of the oldest technical schools in the country. It was known as Pembroke Technical School under the auspices of the Township of Pembroke. From 1903 to the 1970's the main courses offered were Commerce and Domestic Economy. In 1950 the current building replaced the original one on the same site. The 1980's saw the growth of Post-Leaving Certificate (PLC) Business and Secretarial courses and the College became known as Ballsbridge College of Business Studies.
In the year 2000 the name, Ballsbridge College of Further Education was adopted.

In the year 2023, the current name, City of Dubin FET College Ballsbridge was adopted.

City of Dubin FET College Ballsbridge is located in the heart of the Ballsbridge business district at the top of Shelbourne Road. It is well served by bus, DART, train and LUAS transport links and students travel from all parts of Dublin and the wider commuter belt to study in the College.

City of Dubin FET College Ballsbridge is under the auspices of City of Dublin Education and Training Board (CDETB).

City of Dubin FET College Ballsbridge aims to provide educational programmes of excellence that respond to the needs of local, national and international students.
The College seeks to create and maintain a quality, professional and stimulating learning environment where values of tolerance, respect and integrity are supported and encouraged. The College seeks to enable students to achieve their potential by fostering their independence, responsibility and academic development.

The College offers a wide range of full time PLC programmes in Business, Administration & Law Level 5 and Level 6; Arts, Humanities & Creative Media Level 5 & 6; Language, Literacy & Lifelong Learning Level 5; Engineering & Construction Level 5 and Health, Welfare and Education Level 5.
In addition, the College offers a QQI Level 6 apprenticeship programme in Auctioneering and Property Services and a QQI level 8 tertiary programme: Bachelor (Hons) Business in Business & Psychology.
Part time courses are also offered under the Back to Education Initiative (BTEI).
Approximately half of the College's day students are school-leavers, and the remaining half is adults returning to or continuing their education.

The College has excellent computer facilities, student support services and extra- curricular programmes. It has held Green-Campus status since 2013. The college has developed a very successful Erasmus+ programme which provides students with the opportunity to gain work experience in the Netherlands or Germany. Students also have the opportunity to apply for an exciting entrepreneurship internship programme in Barcelona, Spain.

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PART A

General Information for All Applicants

1. ***Glossary of terms***
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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 City of Dubin FET College Ballsbridge.

'**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 City of Dubin FET Campus Ballsbridge 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

City of Dublin ETB Colleges are state run Colleges underpinned by the core values of:

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

City of Dublin ETB 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 City of Dublin ETB 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, City of Dubin FET College Ballsbridge 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.

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

City of Dublin ETB 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 City of Dubin FET College Ballsbridge is a committee established under section 44 of the Education and Training Board Act 2013.

FET Colleges 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 City of Dubin FET College Ballsbridge 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. City of Dubin FET College Ballsbridge 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 City of Dubin FET Campus Ballsbridge 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.

City of Dubin FET College Ballsbridge **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 City of Dubin FET College Ballsbridge 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

Where City of Dubin FET College Ballsbridge 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 City of Dubin FET College Ballsbridge 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 an 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

City of Dubin FET College Ballsbridge 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

City of Dubin FET College Ballsbridge 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 www.ballsbridgecollege.com

   (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, City of Dubin FET College Ballsbridge will conduct an English language assessment in line with CDETB 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.

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 the engage with the State agencies in relation to visa requirements. CDETB 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 City of Dubin FET College Ballsbridge 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 City of Dubin FET College Ballsbridge 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 City of Dublin FET College Ballsbridge, 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 City of Dubin FET College Ballsbridge;
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 declines 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 or 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 City of Dubin FET College Ballsbridge 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 City of Dubin FET College Ballsbridge during the academic year to activate their deferral place.

Applicants will not have to be interviewed a second time.

In exceptional circumstance, a student 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 City of Dublin ETB FET Colleges. All data and fess will transfer with the student.

5.1.14 **Other Applicants**

Applicants coming through probation services must provide a security assessment with application.

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 City of Dubin FET College Ballsbridge at Shelbourne Road, Ballsbridge, Dublin 4. Such an appeal must be brought within fourteen 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 City of Dubin FET College Ballsbridge 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 City of Dubin FET College Ballsbridge. Such an appeal must be brought within fourteen 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 City of Dublin ETB 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 170 points
		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 CDETB 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 CDETB and the Student Code of Behaviour of City of Dubin FET College Ballsbridge;
- 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.