

# GOING TO COLLEGE 2005

West Cork YIC

October 2004

Youth Information enables young people to:

- develop their skills and abilities;
- avail of services, facilities and opportunities;
- solve problems;
- actively participate at local, national and international level



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## DECISIONS! DECISIONS! DECISIONS!

**Making important career decisions can be difficult, it is important to make sure you are well informed and avail of whatever support is available. In the first instance you should consult with your schools Guidance Counsellor, and get access to careers information and advice etc.**

The West Cork Youth Information Service has produced 'Going to College 2005' as a further support providing practical information and advice for students and their parents on the full range of education and training options available to school leavers, together with details of application procedures, and the important question of education finance.

A companion publication called 'Options 2004' will be produced next August to coincide with Leaving Certificate results, together with a Student Help-line.

The West Cork Youth Information Centre is located at the YMCA premises, North Main Street, Bandon, Co. Cork — tel: 023 44009, e-mail:

info@westcorkyic.ie

The Centre is open Monday to Friday from 10am to 5pm.

### BASIC ENTRY REQUIREMENTS

In addition to the points system, each higher education institution has its own basic or minimum entry requirements for admission, often referred to as matriculation.

Most Universities require six subjects (including English, Irish and a third language for NUI Colleges), with 2 HC3's; while IT's typically require passes in five subjects including Maths and English or Irish for Level 7 & Level 6 courses.

In addition, all colleges may require additional subjects/grades regarded as relevant to your course choice. For exact requirements it is important to check the prospectus for the relevant college in advance of application.

### RESEARCHING COURSE OPTIONS

Before considering making an application to the CAO it is essential to thoroughly research all your course options *and not be too restrictive*. A variety of supports and resource materials are available.

In the first instance you should consult with your Guidance Counsellor and get access to

careers information and advice, college prospectuses and applications literature etc. It is also advisable to visit college websites and where possible attend open days.

If you are looking for a more general resource book then 'Applying to College 2005' by Raymond Dunne (17) contains information on courses available nationwide. Information covered includes course title, course code, course content, points and basic entry/course requirements, and ultimately career possibilities.

There are also a number of searchable course databases available including the excellent Qualifax CD ([www.qualifax.ie](http://www.qualifax.ie)) available from your Guidance Counsellor and the Careers World Website ([www.careersworld.com](http://www.careersworld.com)). Both of these resources also have career interest assessments/preference exercises that will prompt you with a list of courses that may suit your career preferences.

If at this point you are still unsure of your exact career or course choices don't worry, you can always submit an application then if necessary use the CAO change of mind facility to change your course choices and order of preference up to the 1st July 2005.

## POINTS SYSTEM FOR 2005 ENTRY

Leaving Certificate	A1	A2	B1	B2	B3	C1	C2	C3	D1	D2	D3
Percentage Bands	90-100%	85-89%	80-84%	75-79%	70-74%	65-69%	60-64%	55-59%	50-54%	45-49%	40-44%
Points for Higher	100	90	85	80	75	70	65	60	55	50	45
Points for Ordinary	60	50	45	40	35	30	25	20	15	10	5
Bonus *	40	35	30	25	20	15	10	5			

Use the six best subjects of one sitting of the Leaving Certificate to calculate points total.

LCVP Link Modules: Points are awarded for results in Leaving Certificate Vocational Programme Link Modules in place of a sixth Leaving Certificate subject. For entry 2001 the different Higher Education Institutions will award points as follows:-

Institutes of Technology & Universities:  
Trinity College Dublin:

Distinction = 70 points, Merit = 50 points, Pass = 30 points.  
Distinction = 50 points, Merit = 40 points, Pass = 30 points.

\* Bonus points for higher level maths awarded by UL. DIT course FT221 also offer bonuses for certain subjects (see Prospectus).

# COMPLETING THE CAO APPLICATION FORM

## First Things First

- Ø Before completing the application form refer to the instructions at the start of the CAO Handbook.
- Ø As with all form filling, it is advisable to fill out a photocopy of the application form first before completing the original.

## Pages One and Two (Part A)

- Ø Page one of the application form is relatively straightforward, page two is where you make your course choices. There are two categories entitled Level 8 & Level 7 / Level 6. Each category offers the opportunity to list up to 10 courses in order of preference. Listing courses in more than one category is advisable and means that you can receive more than one offer simultaneously, with the option to accept the one of your choice.

## Researching your course options

- Ø In deciding which courses to list, you should thoroughly research all your options, *and not be too restrictive*. Consult guides to third level education and prospectuses for details of colleges and courses, including entry requirements and course content. Ask yourself does the course suit your particular interests, abilities and career objectives? You should also attend college open days where possible, and

talk to your guidance counsellor and parents.

- Ø For courses you are interested in you should also check if fees are payable. Not all courses are covered by the Free Fees Initiative.

## The Preference System

- Ø The way the preference system works, each applicant will be offered the highest preference course to which their results may entitle them (if any) under each category.

## Listing Course Choices

- Ø It follows that you must list your course choices **in genuine order of preference**, always putting the course you would most like to do as your first preference at the top of the list. If you are not successful in your first choice this will have no effect on your chances of getting a place in one of your lower preferences.
- Ø Towards the end of your list of references it makes sense to consult last years points and put down at least one course you are interested in which requires fewer points than you expect to get. This way you're almost certain of being made an offer.

## Special Category Applicants

- Ø On the bottom of page 2 you are asked to specify if any special category such as Further or Higher Education or Mature

Student status applies in your case. If so you will need to complete pages 3 and 4 (Part B) of the application form. Check the CAO handbook (pages 8 & 9) for further details.

## Once the application form is completed

- Ø Once you have completed the application form, make a photocopy and keep it for future reference. You should also record your course choices at the back of the CAO Handbook.
- Ø Next go to a bank to pay the appropriate application fee and have each section of the Application Fee Payment Form stamped.
- Ø Write your name and address on the initial acknowledgement card (with appropriate postage stamp).

## Finally, the Checklist

- Ø Use the checklist on the back of the CAO envelope to ensure your application is correct and complete before assembling the application and putting it in the post. Remember to get 'proof of posting' by getting the post office to stamp the certificate of posting on the inside-back cover of the CAO handbook.

*Alternatively online application (or later change of mind) can be made through the CAO website at [www.cao.ie](http://www.cao.ie)*

## IMPORTANT DATES - The CAO Timetable

February 1<sup>st</sup> : Closing date for receipt of CAO applications at the normal application fee of 40 or 30 online (EU rates.)

*Note: Late applications are not normally accepted for restricted application courses or from restricted categories of applicant such as mature applicants. See CAO handbook page 3, and check with institutions concerned.*

Feb. 21<sup>st</sup> : Formal acknowledgement of your application in the form of a Statement of Course Choices showing your CAO Application Number.

May 1<sup>st</sup> : This is the late application closing date. Your application must be in by 5.15pm

with the late application fee of 80 or 60 online (EU rates).

Late applicants will receive a Statement of course choices by the 15th of May.

By May 31<sup>st</sup>: Statement of Application Record to enable applicants to verify that all information has been recorded accurately. You may use the change of mind form supplied if required.

July 1<sup>st</sup> : This is the final date for receipt of change of mind forms. Subject to certain restrictions, course

choices and order of preference can be changed as often as desired up to 5.15pm on this date. Applications will be acknowledged by a further statement of application record.

August : The Leaving Certificate results are issued in mid August, with CAO first round offers normally made within days.

*Should there be a delay in receiving any documentation contact the CAO, Telephone: (091) 509800*

**February 1st is the closing date for receipt of CAO applications**

## STUDYING IN THE UK ([wwwucas.com](http://wwwucas.com))

UCAS, the Universities & Colleges Admissions Service process all applications for third level places in participating institutions in the United Kingdom. College prospectuses and UCAS Application Packages are available from Guidance Counsellors and the Cork Youth Information Centre.

For entry 2005, the regular closing date is January 15th 2005, with the exception of appli-

cations to Oxford or Cambridge Universities and also courses in medicine, dentistry, veterinary medicine or veterinary science which have an earlier closing date of the 15th of October 2004.

Late applications are considered solely at the discretion of the institutions concerned. Applications received after 1st July 2005 are eligible to enter what is called clearing,

effectively a procedure for filling remaining vacancies in August.

Applicants are liable to pay tuition fees of upto a maximum of Stg £1,150 per year. A means tested tuition grant is available from awarding bodies in the UK to cover some if not all of these fees. In addition, Irish maintenance grants made under the Higher Education Grants scheme are transferrable to the UK.

## POST LEAVING CERTIFICATE COURSES (Co. Cork)

Arts, Crafts & Design:	Rossa College, <b>Skibbereen</b> Kinsale Further Education Centre, <b>Kinsale</b>	Tel: (028) 21644 Tel: (021) 4772275
Business Studies/ Computers:	St. Brogans College, <b>Bandon</b> St. Gobans College, Sheskin, <b>Bantry</b> Mannix College, <b>Charleville</b> Clonakilty Community College, <b>Clonakilty</b> Cobh Community College, <b>Cobh</b> Colaiste Chairbre, <b>Dunmanway</b> Colaiste an Chraoibhin, <b>Fermoy</b> Colaiste Treasa, <b>Kanturk</b> Kinsale Community School, <b>Kinsale</b> McEgan College, <b>Macroom</b> Davis College, <b>Mallow</b> St. Fanahans College, <b>Mitchelstown</b> St. Colmans Comm. College, <b>Midleton</b> St. Peters Comm. Coll., <b>Passage West</b> Rossa College, <b>Skibbereen</b>	Tel: (023) 41120 Tel: (027) 50882 Tel: (063) 81422 Tel: (023) 33877 Tel: (021) 4811325 Tel: (023) 45232 Tel: (025) 31633 Tel: (029) 50062 Tel: (021) 4773174 Tel: (026) 41076 Tel: (022) 21173 Tel: (025) 24314 Tel: (021) 4631696 Tel: (021) 4841599 Tel: (028) 21644
Childcare:	Mannix College, <b>Charleville</b> Colaiste an Chraoibhin, <b>Fermoy</b> St. Colmans Comm. College, <b>Midleton</b> Rossa College, <b>Skibbereen</b>	Tel: (063) 81422 Tel: (025) 31633 Tel: (021) 4631696 Tel: (028) 21644
Electronics:	Colaiste Eoin, <b>Youghal</b>	Tel: (024) 92804
Hairdressing:	Clonakilty Community College, <b>Clonakilty</b>	Tel: (023) 33877
Hotel & Catering:	Clonakilty Community College, <b>Clonakilty</b> Kinsale Further Education Centre, <b>Kinsale</b>	Tel: (023) 33877 Tel: (021) 4772275
Interior Design:	Mannix College, <b>Charleville</b>	Tel: (063) 81422
Outdoor Education:	Kinsale Further Education Centre, <b>Kinsale</b>	Tel: (021) 4772275
Sport & Recreation:	Castletownbere Comm. School, <b>Castletownbere</b> Rossa College, <b>Skibbereen</b> Schull Community College, <b>Schull</b>	Tel: (027) 70180 Tel: (028) 21644 Tel: (028) 28315
Teleservices:	Clonakilty Community College, <b>Clonakilty</b>	Tel: (023) 33877
Theatre:	Colaiste an Chraoibhin, <b>Fermoy</b> Kinsale Further Education Centre, <b>Kinsale</b>	Tel: (025) 31633 Tel: (021) 4772275

### COLLEGES OF FURTHER EDUCATION (Cork City)

**College of Commerce**, Morrisons Island, Cork.  
Tel: (021) 422 2100

**Colaiste Stiofain Naofa**, Tramore Road, Cork.  
Tel: (021) 496 1020

**St. Johns Central College**, Sawmill St., Cork  
Tel: (021) 427 6410

**St. John's Central College  
(Northside Campus)**  
Knocknaheeny, Cork.  
Tel: (021) 427 6410

**Post Leaving Certificate or  
PLC courses, mostly accredited  
by FETAC, are designed to  
prepare students for direct  
employment or act as a  
foundation for further studies  
through for example the Higher  
Education Links Scheme.**

## INDEPENDENT THIRD LEVEL COLLEGES (Cork City)

Skerry's Business College offers courses to certificate and diploma level, many accredited by HETAC, with excellent employment prospects on graduation. Minimum entry requirements apply, and tax relief is available on fees for many of the courses listed.

**Skerry's Business College,**  
9/11 St. Patrick's Hill, Cork. Tel: (021) 450 7027

*HETAC Approved Courses:* Nat. Cert. in Business Studies; Nat. Diploma in Business Studies in Marketing; Nat. Cert. in Business Studies - Com-

puter Applications; Certificate in Applied IT; Certificate in Travel and Tourism.

*Other Courses:* Diploma in Marketing, Public Relations & Sales; Diploma in Administration & Office Skills; Certified Accounting Technician (ACCA); Diploma in Electronics, Data Communications & Networking.; Legal Studies: Combined Diploma in Interior Design & Interior Architecture.

## STATE TRAINING AGENCIES

**Faillte Ireland** ([www.failteireland.ie](http://www.failteireland.ie)) is the National Tourism Development Authority. Courses, with internationally recognised qualifications are available in IT's and Failte Ireland Hotel Schools and include Professional Cookery, Tourism Skills, Hospitality Skills, Bar Skills, Hotel Reception, and Travel Agency. Course duration varies from one to two years, and trainees receive a weekly training allowance together with other generous allowances. For further details and application forms con-

tact Failte Ireland at Callsave 1850 256 256. Shorter elementary training courses are also available at the Failte Ireland Training Centre, Albert Road, Cork. Tel: (021) 4313006.

**FAS** ([www.fas.ie](http://www.fas.ie)) provide a range of training and employment services including apprenticeships, adult training courses, and a job placement service to job seekers. To avail of these services you should register with FAS at your nearest Employment Services Office, which in Cork is at Government Buildings, Sullivans Quay, Cork. Tel: (021) 485 6471.

**Teagasc** ([www.teagasc.ie](http://www.teagasc.ie)), the Agriculture and Food Development Authority offer courses for those interested in developing careers in agriculture or horticulture. For further details locally contact Teagasc at the County Office, Farranlea Road, Cork. Tel: (021) 454 5055

**Bord Iascaigh Mhara - BIM** ([www.bim.ie](http://www.bim.ie)), the Irish Sea Fisheries Board offer courses for those interested in developing careers in Fishing and Aquaculture. For further details locally contact BIM in Castletownbere, Co. Cork. Tel: (027) 70450.

### West Cork Youth Information Centre

YMCA  
North Main Street  
Bandon

**Opening times:** 10:00-17:00 (Monday-Friday)  
Phone: (023) 44009  
Email: info@westcorkyic.ie  
Website: www.westcorkyic.ie

### West Cork Youth Information Point

YMCA  
Old Barrack Road  
Bantry

**Opening times:** 14:00-17:00 (Tuesdays & Thursdays only)  
Phone: (027) 51461

## West Cork Youth Information Service

*A useful resource for young people*



## EDUCATION GRANTS - ELIGIBILITY

- **Age:** Applicants should be at least 17 years of age by January 1st, 2005, with the exception of the PLC Grant where applicants should be at least 15 years on commencement.
- **Residence:** Applicants should apply to the relevant awarding body for the area in which his/her parents/guardians were ordinarily resident on October 1st, 2004.
- **Nationality:** Candidates must hold EU nationality, have official refugee status or have been granted humanitarian leave to remain in the state.
- **Means:** Grants are subject to a means test based on the reckonable income (year ended 31st December, 2004) of the candidate and his/her parent(s)/guardian(s) taking into consideration the number of dependent children in the family and the number attending an approved full-time course of study in 2005/2006. For mature candidates aged 23 years of age by 1st Jan. 2005, where living independently of parents it's only the candidates (and spouse/partners) income that is taken into consideration.

**Note:** A single fully completed application including all supporting documentation will suffice for all four grant schemes.

## COST OF EDUCATION ALLOWANCE

An additional means tested Cost of Education Allowance is also available under the Millennium Partnership Fund to tackle educational disadvantage, offering help with costs such as books/materials, rent, childcare, transport etc. Application is open to registered students in attendance at a full or part-time course of further or higher education meeting certain eligibility criteria.

Further information is available through Colleges, Area Partnerships and Local Community Groups.

## TAX RELIEF

Tax relief at the standard rate can be claimed on fees paid to *private colleges* in respect of approved undergraduate courses of at least two years duration. Colleges, courses and qualifying fees are approved by the Minister for Education & Science.

For further details contact the Revenue Commissioners locally at Government Offices, Sullivans Quay, Cork, Tel: (021) 496 6077.

## HIGHER EDUCATION GRANTS

The Higher Education Grants Scheme covers approved degree courses from most third level colleges in Ireland and certain courses pursued in approved educational institutions within the EU.

For further details contact your local authority eg. Cork City Council (tel: 021-496 6222) or Cork County Council (tel: 021-427 6891).

## VEC/TLT & PLC GRANTS

*The V.E.C. Scholarship:* covers approved degree courses in eg. IT's, UL and DCU, and Colleges of Art & Design.

*The T.L.T. Maintenance Grant:* applies to designated certificate and diploma courses primarily in Institutes of Technology.

*The P.L.C. Maintenance Grant:* covers Post Leaving Certificate Courses.

For further details contact your local VEC eg. City of Cork VEC (tel: 021-427 3377) or County Cork VEC (tel: 021-480 0900).

## AWARDS

Full and part maintenance grants are payable at either adjacent or non-adjacent rates. Except in the case of mature students, the adjacent rate applies where normal residence is 15 miles or less from the college. The higher non-adjacent rate is payable in all other cases, including the case of all mature students who qualify.

## APPLICATION PROCEDURES

Application forms are normally available from grant authorities in July following newspaper advertisements. Early application is advised.

## BACK TO EDUCATION PROGRAMMES

The Department of Social & Family Affairs offers a *Back to Education Allowance (BTEA)* whereby students aged 21 years or older (18-20 years if out of formal education for 2 years) meeting certain eligibility criteria can retain their welfare payments and any secondary benefits while studying full time.

Similarly local VEC's administer a Vocational Training Opportunities Scheme (VTOS).

## FINANCIAL CONSIDERATIONS

Financial considerations are unfortunately an important factor in the whole application process. The average student living away from home in shared self catering accommodation spends approximately 859 per month or 6,872 over an 8 month academic year. The maximum maintenance grant is 2,945, working out at 368 per month. It's immediately apparent that maintenance grants are well below the cost of living and that additional support from parents and/or part-time work will be essential for those living away from home

### AVERAGE MONTHLY COSTS (LIVING AWAY FROM HOME)

Rent (Shared House or Flat)	340
Light/Heat/Power	48
Food	200
Travel (monthly commuter ticket)	71
Books and other academic material	41
Clothes, laundry, medical etc.	46
Social life, other travel, miscellaneous	113
<b>Monthly Total</b>	<b>859</b>
<b>Annual Total (8 months)</b>	<b>6,872</b>

Source: DCU Student Affairs Office

Reckonable Income Limits 2004 (Tax Year ended 31st December, 2003)

Number of Dependent Children	Full Maintenance and full fees	Part Maintenance (75%) and full fees	Part Maintenance (50%) and full fees	Part Maintenance (25%) and full fees	Part fee (50%) Only
Less than 4	33,890	36,005	38,125	40,240	42,360
4 to 7	37,240	39,570	41,895	44,225	46,550
8 or more	40,435	42,960	45,485	48,010	50,535