



Finn Valley College

Enrolment and Admissions Policy for Post Leaving Certificate Courses

Introduction

This policy should be read in conjunction with the college's Admissions and Enrolment policy. It should also be read in the context of all of the other policies attached to the school including the Code of Behaviour. All policies are available to view on the college website:

www.finnvalleycollege.donegalvec.ie

At Finn Valley College we strive for excellence in a quality, learner-centred college. The college supports the principles of inclusion, equality and participation in the school, including respect for diversity of traditions, values and beliefs for all members of the school community.

Mission Statement

Our mission is to promote, offer and support accessible, inclusive and holistic learning opportunities which will enable the College community to empower itself to reach its full potential in society.

Programmes

Finn Valley College offers PLC courses according to the regulations of Quality and Qualifications Ireland (QQI) and Donegal ETB. The courses provided are subject to the Quality Assurance procedures of QQI and Donegal ETB. The full list of courses can be accessed at qqi.ie. The constituent modules offered as part of these courses comply with the list of modules approved by QQI and Donegal ETB. The full list of modules may be accessed at qqi.ie. The specific constituent modules on these courses can change at the discretion of the college.

Finn Valley College currently offers two courses which are Level 5 QQI courses:

1. Business Administration 5M2428
2. Sports, Recreation and Exercise 5M5146

Enrolment in the PLC courses

Eligibility

- Leaving Certificate students who have attained a minimum of four passes in the State Examinations are eligible for entry.
- Leaving Certificate Applied students (with a Merit or Distinction) are eligible to apply.
- In exceptional circumstances the Principal may facilitate a student's participation in the PLC course where the qualifications have not been met. This will be considered on a case by case basis and will depend on the student's previous school record.
- Mature students may also apply. A mature student is any person over the age of 23.
- In the case of over subscription priority will be given to Leaving Certificate Students who are past pupils of the school.
- Remaining places will be allocated to students based on an interview process.
- Final allocation of places will be by interview which will focus on the following areas:
 - Previous school record
 - Suitability for the course
 - Future college/career plans

Procedures

- Application forms will be available in March/April for distribution to the local 2nd level schools.
- A presentation to potential 2nd level applicants on QQI courses on offer will be given in the last term if feasible.
- Applications will have to be completed and returned by end of school year (the last Friday before the State Examinations in June).
- If extra become available in August more applications will be taken with a closing date in September. Preference will be given to those applicants who had submitted their applications by the last Friday before the State Examinations in June of the preceding academic year.
- Successful applicants will be informed in writing of their place on the course by end of the first week in September. A Garda Vetting Form will accompany the offer which must be returned with acceptance.

Fees / Grants

- The Department of Education and Skills applies a charge of €200 to all students who enrol in PLC courses in all schools and colleges throughout the country. This fee does not go to the college. Applicants who have a current medical card or who are in receipt of a grant are exempt from this fee.
- Finn Valley College also applies an administration fee each year to cover the cost of the course to the school. The current administration fee for each course is €100. This covers the cost of insurance, photocopying etc. **This administration fee must be paid by the commencement date of the course or your place may be lost.** There is no exemption for this fee and it is non-refundable.
- A separate €50 fee will apply for examination fees which is payable in February/March.
- Students who enrol in a PLC course may be eligible for a SUSI Grant depending on their parents' means. Students must apply for this in advance before 1st August.

Structure / Attendance

The academic year begins in the third week of September and continues until the third week in May each year. The course begins at 9.40 each morning and finishes at 4 pm each day.

Each discrete grouping will be required to complete one day of work placement each week. Attendance is compulsory both at work placement and college and is recorded. A separate document outlining the requirements in relation to attendance will be provided to course participants.

Course work

The courses offered by Finn Valley College require that students complete modules to the value of 120 credits. Each student is required to study eight or nine modules depending on the course and the credit value for each module. The course work will consist of a variety of tasks, projects and assignments depending on the module. A portion of the work involves independent self-directed learning and students assume responsibility in presenting completed assignments on the due dates.

Behaviour

Students enrolled in the college's PLC course are required to adhere to the Finn Valley College Code of Behaviour which applies to all students.

Dress code

Students are expected to wear the uniform appropriate to their course.

Vetting Requirements

Students enrolled in the college's PLC course are subject to a vetting process conducted by the National Vetting Bureau and processed by Donegal ETB. All enrolments are provisional until such time as a successful vetting process has been completed. Should a student be refused vetting clearance by the National Vetting Bureau then his/her place on the course may be at risk. Each case will be reviewed on its own merits.

Review

This policy is subject to regular review in consultation with the appropriate education stakeholders. This policy has been adopted by the Board of Management of Finn Valley College following a consultation and review process.

Date_____

Chairperson

Date_____

Secretary

This policy will be reviewed in _____.