

Document Title/Reference	Admission Policy & Criteria
<b>Purpose</b>	To provide clear admission procedures that will be applied consistently and in a fair and transparent manner.
<b>Scope</b>	Admission to LMETB Further Education and Training (FET) courses.
<b>Contents</b>	<ol style="list-style-type: none"> <li>1 Policy Statement</li> <li>2 Policy Implementation</li> <li>3 Criteria for Admission</li> <li>4 Admission of Candidates with Disabilities: Policy Statement and Needs Assessment               <ol style="list-style-type: none"> <li>4.1 Policy Statement</li> <li>4.2 Needs Assessment</li> </ol> </li> <li>5 Selection Procedure</li> <li>6 Enrolment/Registration Process: New and Continuing Learners</li> <li>7 Discontinuing the Course: Refund Policy</li> </ol>
<b>Contextual Guidelines</b>	QQI Core Guidelines 3.2 'Learner Admission, Progression and Recognition'
<b>Related Policy</b>	<i>Access, Transfer &amp; Progression Policy</i> <i>Recognition of Prior Learning</i>
<b>Audience &amp; Communication</b>	<p>Applicable to all learners and LMETB staff.</p> <p>This policy will be available on the website of LMETB (<a href="http://www.lmetb.ie">www.lmetb.ie</a>)</p> <p>Programme entry requirements will be communicated through the <a href="http://www.fetchcourses.ie">www.fetchcourses.ie</a> website, FET centre websites, associated social media platforms and printed course brochures where available from LMETB FET.</p>

<p><b>Policy Owner &amp; Implementation</b></p>	<p>The policy owner is the Chief Executive of Louth and Meath Education and Training Board. The Policy is endorsed by the Communications sub-committee and approved by the QA Governance Management Committee (QAGMC).</p> <p>The CE of LMETB and the Director of Further Education and Training of LMETB are responsible for the implementation of policy and will ensure that the Learner Admissions information is both up-to-date and accurate. They will oversee admission procedures.</p>
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<p><b>Key Implementation Actions</b></p>	<p>Admission criteria and programme information is made publicly accessible on <a href="http://www.fetchcourses.ie">www.fetchcourses.ie</a> website, LMETB website and all LMETB FET centre websites. Systems are in place to facilitate application, selection and enrolment.</p>
<p><b>Monitoring, Review and Continuous Improvement</b></p>	<p>Evaluation and improvement of the admissions policy and procedures will be undertaken every year by the QAGMC based on statistical data, staff and learner experience and feedback on the admission process.</p> <p>The effectiveness and efficiency of the admission policy and procedures will be analysed by reference to completion data, learner feedback, information gathered during the admissions stage and FARR/PLSS data.</p>
<p><b>Revision History &amp; Commencement Date &amp; Date of Next Review</b></p>	<p>2018: Version 1          Commencement Date (2018 Version): January 2019.          Revision Date: 25/04/2024</p> <p>Date of next review: 25/04/2026</p>

## Admissions Policy

### 1 Policy Statement

- 1.1** The Further Education and Training section of Louth and Meath Education and Training Board operates an open admissions policy for learners who fulfil the necessary requirements to undertake a course of study offered. Applicants are required to apply directly to the relevant FET centre within LMETB or via [www.fetchcourses.ie](http://www.fetchcourses.ie).
- 1.2** All suitably qualified applicants who express an interest in a course of study will be dealt with in a professional and courteous manner and given information and guidance on what will suit them personally and professionally.
- 1.3** Inclusiveness and equality is central to LMETB’s policy. LMETB does not discriminate on any of the grounds outlined in the Equal Status Acts 2000-2015. LMETB, in so far as is practicable within its resources, makes special accommodation for learners with disabilities.
- 1.4** LMETB’s FET policy reflects the diverse nature of potential learners, both culturally and demographically. LMETB has a flexible range of criteria to judge the appropriateness of candidates for admission. These criteria are in line with obligations in the area of Recognition of Prior Learning. Applicants who do not meet admission criteria based solely on previous learning achievement may be entitled to be considered based on maturity, professional experience, informal or non-formal learning.
- 1.5** Matching the individual applicant with the most relevant course will be a priority for LMETB FET. Prior to Admission, prospective learners will be provided with appropriate programme information via the LMETB FET centre websites, [www.fetchcourses.ie](http://www.fetchcourses.ie), printed promotional documents and/or the - Guidance/Information and Recruitment Services to assist them in making an informed choice. The information provided will fulfil LMETB’s obligations under Protection of Enrolled Learner legislation (Part 6 of the QQA Act of 2012) and Quality Assurance guidelines issued by QQI – awarding body, award type and level on NFAQ, programme and assessment information, fees, tuition methods, academic calendar.
- 1.6** LMETB reserves the right of admission and may decide to modify, postpone or cancel Learner admission at any time should the need arise.

## 2 Policy Implementation

- 2.1 The CE and Director of Further Education and Training of LMETB are responsible for the implementation of policy and will ensure that information on Learner admissions is both up-to-date and accurate. They will oversee admission procedures.
- 2.2 Entry requirements, admission criteria and programme information will be made available on the LMETB website, FET centre website, [www.fetchcourses.ie](http://www.fetchcourses.ie), and in printed promotional documents. Enrolment periods will be as advertised by LMETB and communicated to prospective applicants.
- 2.3 It is the responsibility of applicants to ensure they are fully briefed about their chosen course of study.
- 2.4 Applicants will take responsibility for ensuring that they have completed all documentation required for enrolment and paid the necessary fees if applicable. This may include, but is not limited to,
- a completed enrolment form
  - a photocopy of their birth certificate or appropriate personal identification
  - a photocopy of their leaving certificate or a relevant qualification
  - PPSN
- 2.5 Applicants will take responsibility for ensuring that they are fully registered on the programme of study. An applicant cannot be considered a learner until they have completed all stages in the registration process.
- 2.6 Offers made to applicants are subject to LMETB FET rules and regulations.
- 2.7 Applicants will take responsibility for the accuracy of information supplied. Submitting false or misleading information or documentation can lead to cancellation of admission or expulsion from a programme.

### 3 Criteria for Admission

Each programme in the Further Education and Training section of LMETB has separate entry requirements. Information on these entry requirements is available via the LMETB or FET courses websites, [www.fetchcourses.ie](http://www.fetchcourses.ie), and any printed information or promotional documents issued by individual programmes.

LMETB reserves the right to impose further entry requirements for specific programmes. In such cases, these requirements will be clearly indicated in programme documents.

### 4 Admission of Candidates with Disabilities: Policy Statement and Needs Assessment

#### 4.1 Policy Statement

LMETB is committed, where it is possible from within its resources, to increasing and enhancing educational and personal development opportunities for people with disabilities and medical conditions. Should an applicant have a disability or suffer from a documented medical condition, which he or she believes could hinder full participation in an educational programme, he or she is required to contact the individual programme Co-ordinator or Manager to discuss, in confidence, the issues involved. LMETB, for its part, undertakes to work positively towards the resolution of any difficulties identified. LMETB expects that first-time applicants with a known disability or medical condition will inform LMETB prior to admission to facilitate a mutually satisfactory accommodation before the commencement of studies.

#### 4.2 Needs Assessment

To ensure that learners with additional needs are given appropriate Learner support, such applicants are required to submit with their application forms an assessment of their disability or medical condition by a relevant medical/psychological practitioner. The individual programme Co-ordinator or Manager, reviews these cases and recommends, as appropriate and so far as is practicable, exam accommodation, academic assistance or administrative support. These recommendations are guided by current legislation on access to education for learners with special needs, advice from national disability associations, practice in other educational institutions and LMETB's financial, human, and physical resources. The applicant is then notified of the outcome.

Applications for reasonable accommodations may be received during the academic year from registered learners who, because of illness or accident, find that they are unable to fully participate in a programme of study or examination. These cases are subject to the same assessment procedures as those for first-time applicants to a course.

## 5 Selection Procedure

- 5.1 Each programme in the Further Education and Training section of LMETB has separate selection procedures. Information on these procedures is available from the Co-ordinators or managers of each individual programme.
- 5.2 The decision to admit a learner must be based ultimately on an informed judgement that the applicant is competent to begin the course and successfully complete the course. LMETB reserves the right to request an applicant to attend for interview to assess their eligibility for a programme where it deems such action appropriate.
- 5.3 Should the numbers enrolling for a programme exceed available capacity, places will be offered to eligible applicants on agreed selection criteria. Applicants who cannot be accommodated due to capacity will be invited to place their names on a waiting list.
- 5.4 Incomplete applications will not be assessed until all information has been received from the applicant.
- 5.5 Fees paid in advance will be returned if, for any reason, an applicant is not offered a place on the programme or if the programme does not run.

## 6 Enrolment/Registration Process: New and Continuing Learners

- 6.1 Each programme in the Further Education and Training section of LMETB has a separate enrolment/registration procedure. Information on these procedures is available from the Co-ordinators or managers of each individual programme.

## 7 Refund Policy

- 7.1 Where appropriate, each programme in the Further Education and Training section of LMETB has a separate refund policy.