



Coláiste Pobail Bheanntraí

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27th January 2017

Dear Parent/Guardian,

CAO APPLICATION 2017

We are writing to you regarding your young person's application to 3rd level education through CAO (Central Applications Office). In September each Leaving Certificate student received a CAO handbook. The CAO Handbook contains a detailed explanation of the application process (White pages) and a list of all of the courses which your young person can apply for in 2017 (Yellow pages). Please note that this list of courses was correct when the handbook was printed. A limited number of courses may be cancelled throughout the year and new courses may be added to this list. To check which courses have been cancelled or added to the CAO handbook go to the CAO Homepage- Click on CAO handbook and then click on **Important changes to CAO Handbook**.

APPLICATION BY PAPER OR ONLINE

Throughout the CAO Handbook students are advised that it is their responsibility to make sure that they are familiar with all elements of the CAO application process. Students apply online on the CAO website by clicking on APPLY. Most of our Leaving Cert students have made their online application at this stage.

IMPORTANT DATES

The first page of the handbook gives a list of important dates for the CAO application process. We have studied these in class.

- The CAO online Application facility opened on 4th November 2016
- Students who applied by the 20th January 2017 availed of the discounted application fee of **25 euros**.
- 31st January 2017 is the closing date for online Change of Course choices
- **Feb 1st** is the normal closing date for applications however the CAO handbook states on page 4 that **You should avoid submitting an application close to a closing date. No extensions to closing dates will be allowed and all application fees are non-refundable.**
- When students complete the first step of the application process they should print or save a copy of their **RECEIPT OF ONLINE APPLICATION** and make a note of their individual CAO application number.

RESTRICTED COURSES

The entry requirements for most courses are at least six subjects in the Leaving Cert. Courses will then vary as to which subjects and grades are required and ultimately how many points are needed to be successful in obtaining a place. However a certain number of courses, which are called **RESTRICTED COURSES**, require the student to present with the LEAVING CERTIFICATE and a further requirement, for example:

1. **Art** related courses require the student to present a portfolio.
2. **Music** courses require that the student does an entrance exam.
3. Students who wish to study **Medicine** must do a HPAT (Aptitude test). Students who are applying for the HPAT should apply to take the HPAT test immediately. The deadline for applying for the aptitude test is **20th January 2017**. CAO are not responsible for the HPAT test. Application is made online for this test and requires that the student has a CAO number. In addition to their application to CAO at www.cao.ie students must also apply directly to ACER to complete the HPAT-Ireland test. Applicants for the test will apply online to ACER at www.hpat-ireland.acer.edu.au. The fee to sit HPAT Ireland is 130 euros. This fee covers online registration for the test, materials required for the test, provision of test results to the candidate and the transfer of results to the CAO. This fee is also inclusive of a copy of the online practice test e-book. All payments must be made online by credit card (Mastercard, Visa Credit and Visa Debit).

Please note that late registrations will be accepted up to 17:15 GMT on 1 February 2017 on payment of a late fee

of €200.

4. Some **Architecture** courses require the student to submit a portfolio/ attend an interview.
5. The Institute of Technology Carlow request a portfolio for the courses Sport and Exercise GAA, Rugby and Soccer.
6. Many Drama courses are also restricted.

The above list details the majority of restricted courses however it is not an exhaustive list. In the yellow pages of the handbook the words “restricted –see page3” are clearly marked next to the course title.

ALL RESTRICTED COURSES MUST BE APPLIED FOR BY 1st February 2017

MOST TESTS AND INTERVIEWS FOR RESTRICTED COURSES ARE HELD IN MARCH OR APRIL BUT THEY MAY BE HELD AS EARLY AS FEBRUARY

CHANGE OF MIND

The 5th May is the expected date for the online change of mind facility to become available .The online change of mind facility will be available until July 1st. There isn't a fee for using the change of mind facility. Within this timeframe students may change their mind on course choices as often as they wish. However, **RESTRICTED COURSES WHICH ARE ADDED FOR THE FIRST TIME VIA A CHANGE OF MIND ARE INVALID CHOICES AND WILL NOT BE CONSIDERED**

STATEMENT OF APPLICATION RECORD

Before the end of May a **STATEMENT OF APPLICATION RECORD** will be sent to all applicants

LEAVING CERT RESULTS AND CAO FIRST ROUND OFFERS OF COURSES

- Mid-August - Leaving Cert Results
- 21st August - Expected date for round 1 offers
- 28th August - Expected date for round 1 acceptances
- 31st August - Expected date for round 2 offers.....
- Early September - HEIs begin registration

COURSES

Students can apply for 10 level 8 degrees (Honours degrees) plus 10 level 7 degrees (Pass degrees) /Level 6 courses (Higher Certificates). Therefore, students have the option of applying for up to 20 courses on their CAO application form. Each course should be carefully researched re: entry requirements, which subjects are studied during each year of the course, possibilities for further study after the course and the career options which are available after the course.

The best sources of information on courses include:

- Websites e.g.: www.qualifax.ie www.careersportal.ie college websites e.g. www.ucc.ie www.ul.ie www.cit.ie
- Each college produces a detailed prospectus which is available on request.
- Students e.g.: past pupils who are presently attending the course
- College lecturers are happy to receive phone calls if students have any queries
- Guest speakers from many 3rd level colleges have met and talked to the students in CPB
- Attend College Open Days

THE DARE SCHEME AND THE HEAR SCHEME

Information on the above schemes is available on the following website: www.accesscollege.ie

The CAO HELPDESK is available for questions on completing a DARE or HEAR application , please contact the CAO Helpdesk by clicking “ contact us” at www.cao.ie or calling 091 509800

STUDENTS WILL REQUIRE A LOT OF HELP FROM THEIR PARENTS WHEN APPLYING FOR THE DARE OR HEAR SCHEME

STUDENTS CAN APPLY FOR THE HEAR AND DARE SCHEMES IF THEY ARE ELIGIBLE FOR BOTH

HOW TO APPLY FOR DARE

THE DARE SCHEME

The Disability Access Route to Education (DARE) is a third level admissions scheme for school leavers whose disabilities have had a negative impact on their second level education.

DARE offers reduced points places to school leavers who, as a result of having a disability, have experienced additional educational challenges in second level education.

What disabilities are eligible?

- Autism/Asperger's Syndrome
- ADD/ADHD
- Blind/Vision Impaired
- Deaf/Hearing Impaired
- Developmental Co-ordination Disorder (DCD) -Dyspraxia/Dysgraphia
- Mental Health condition
- Neurological condition
- Significant on-going illness
- Physical disability
- Specific Learning Difficulty (incl. Dyslexia and Dyscalculia)
- Speech, language and communication disorder

Applicants applying for DARE must:

1. Be under the age of 23 as of 1 January 2017.
2. Apply to CAO by 17:15 on 1 February 2017.
3. No later than 17:15 on 1 March 2017.
 1. You must indicate your wish to be considered for DARE by ticking 'Yes' to Question 1 on www.cao.ie
 2. You must complete Section A (Questions 1-5) of the Supplementary Information Form (SIF).
4. Download Section B, (Educational Impact Statement), complete the applicant statement section and have the school statement completed by your school and returned to CAO to arrive by 17:15 on 1 April 2017.
5. Download Section C (Evidence of Disability), have it completed by the appropriate medical professional (only if you do not already have a report verifying your disability) and returned to CAO to arrive by 17:15 on 1 April 2017. In place of Section C, applicants with a specific learning difficulty or DCD (Dyspraxia or Dysgraphia) are asked to provide a full psycho-educational assessment completed by an appropriately qualified psychologist. In addition, applicants with DCD (Dyspraxia or Dysgraphia) must provide documentation from an occupational therapist, neurologist or physiotherapist. (see page 10 CAO handbook)

HOW TO APPLY FOR THE HEAR SCHEME

THE HEAR SCHEME

The HEAR scheme (Higher Education Access Route) is a college and university admissions scheme which offers places on reduced points and extra college support to school leavers from socio-economically disadvantaged backgrounds who have completed an Irish Leaving Certificate.

In order to be considered for HEAR you must meet indicator 1 which is the HEAR INCOME LIMIT plus a combination of two other factors. Indicator 1 the HEAR INCOME LIMIT is calculated by

- How many children there are in your family
- How many people in your family are in full time education
- How much the student's parents / guardians earned in income during the year ending 31st December 2015

An application to HEAR is made up of 3 parts:

1. Apply online to CAO by 17:15 on 1 February 2017.

2. No later than 17:15 on 1 March 2017, you must indicate in your CAO application that you wish to apply for the HEAR scheme and you must fully and correctly complete all elements of the HEAR form (the HEAR form is a part of your CAO application).

3. Submit relevant evidence in support of your application to arrive at CAO no later than 17:15 on 1 April 2017.

Submit copies of supporting documents to CAO, Tower House, Eglinton Street, Galway.

Make sure your copies are clear and can be easily read. Put your name, CAO number, and PPS number on all documentation. Faxed documents are NOT accepted. Keep the original of all documents and obtain a certificate of posting from An Post every time you post supporting documents to CAO. For confirmation that the documents you posted arrived safely in CAO, enclose a stamped, self-addressed post-card with details of documents you have submitted.

Should you have queries regarding any of the above information please feel free to contact us in school.

Yours faithfully

Eileen Hornibrook
Guidance Counsellor

Mary Keegan
Guidance Counsellor