



# Guidance & Counselling St. Mary's CBS, Portlaoise

**Preparing to move on from  
Second Level Education  
In 2022**

**CAREER DECISIONS**  
**NEXT EXIT ➔**

**Virtual Parents Information Evening**

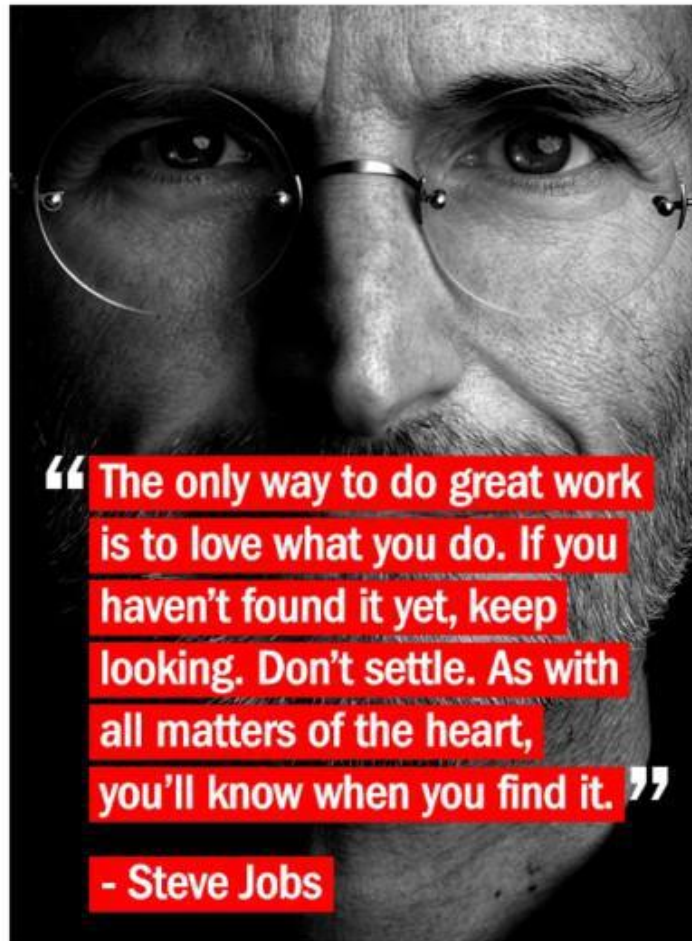


# Overview of Presentation

We will offer you information about:

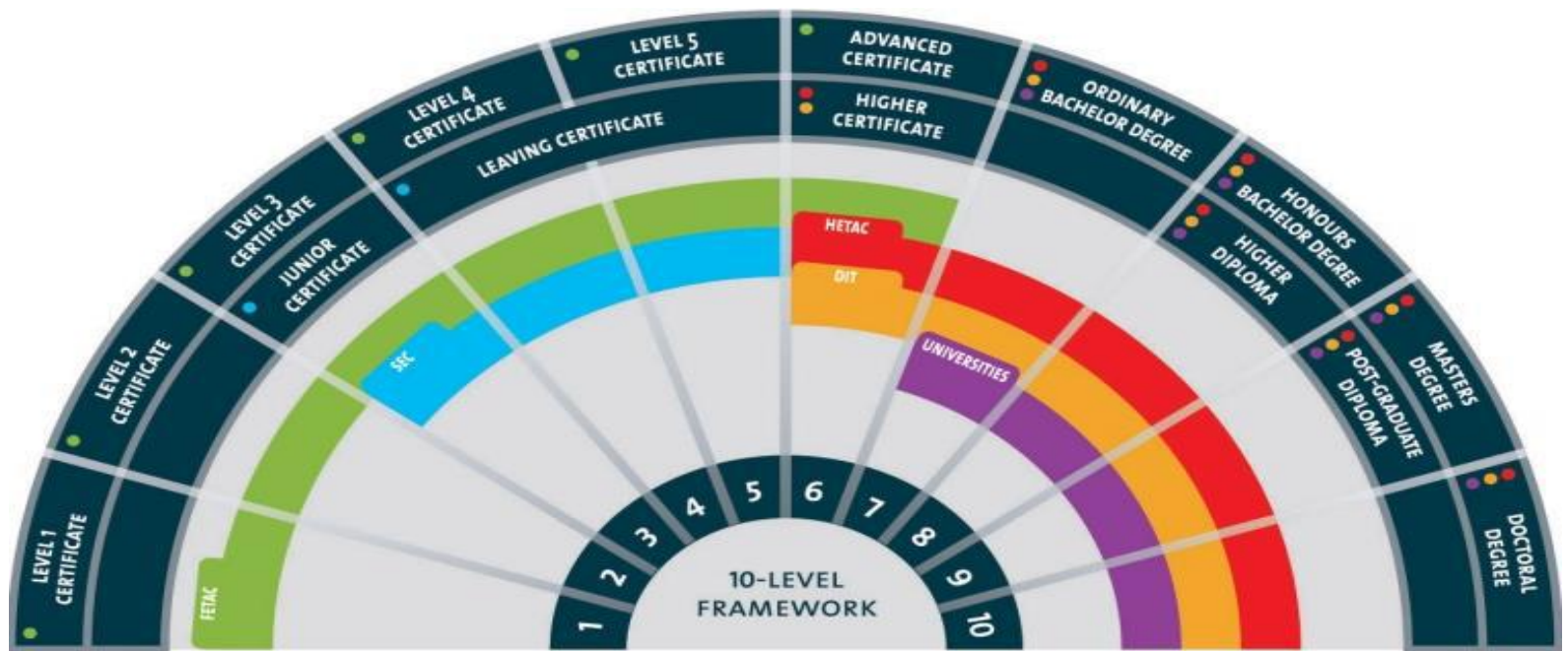
- The National Framework for Qualification (NFQ)
- The CAO application process
- SUSI Grant
- HEAR and DARE
- UCAS
- Apprenticeships + PLC+ Teagasc.....

It's a BIG presentation in terms of length and importance...!



“The only way to do great work is to love what you do. If you haven't found it yet, keep looking. Don't settle. As with all matters of the heart, you'll know when you find it.”

- Steve Jobs



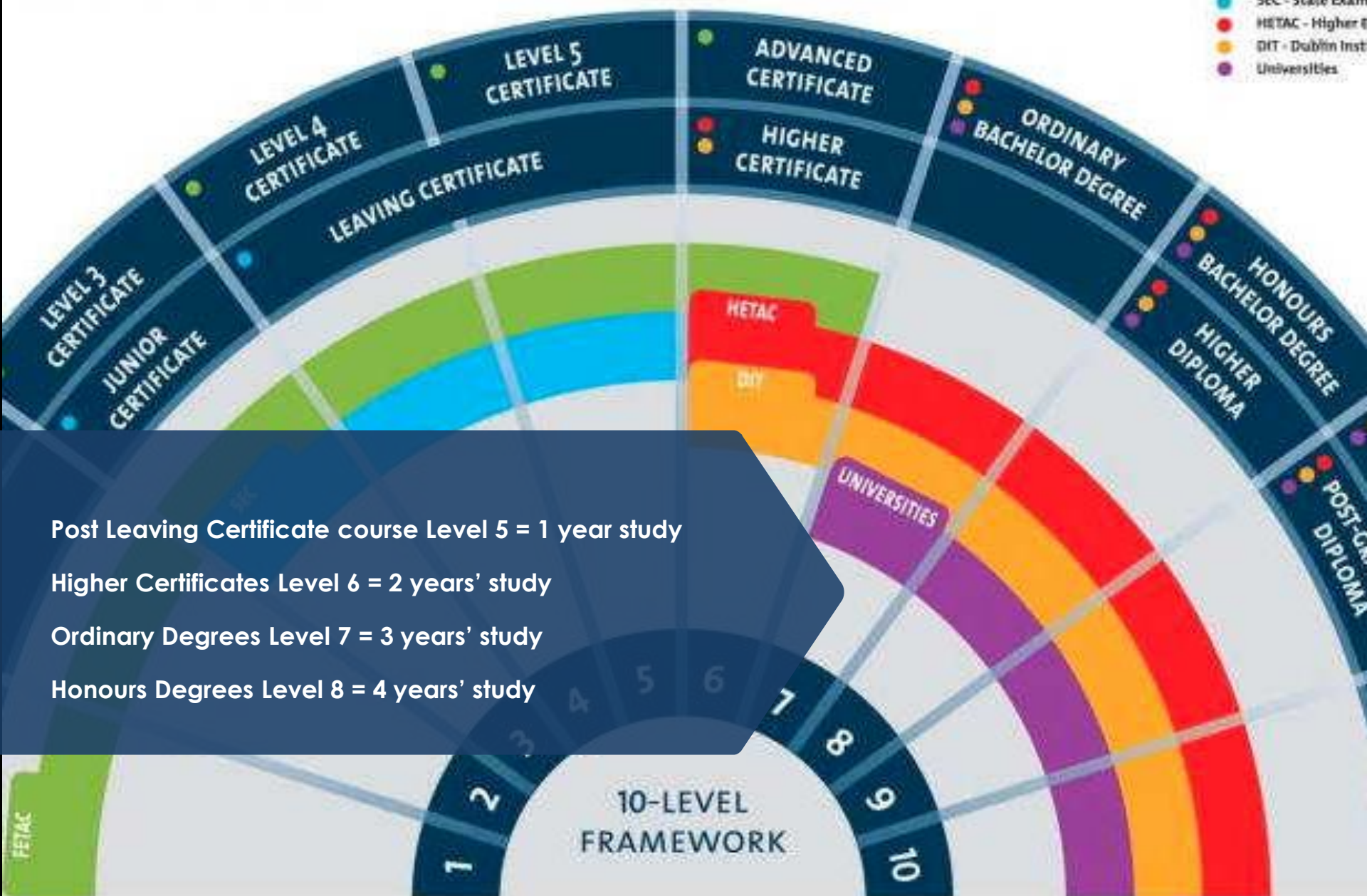
## The National Framework for Qualifications

- 10 level framework.
- Generic ranges of standards of knowledge, skill and confidence at each level.
- Levels in the framework contain a wide range of awards.
- Leaving Certificate is at level 4 and 5 on the NFQ



# Qualifications

AND AWARDING BODIES



# Ladder System = Progression

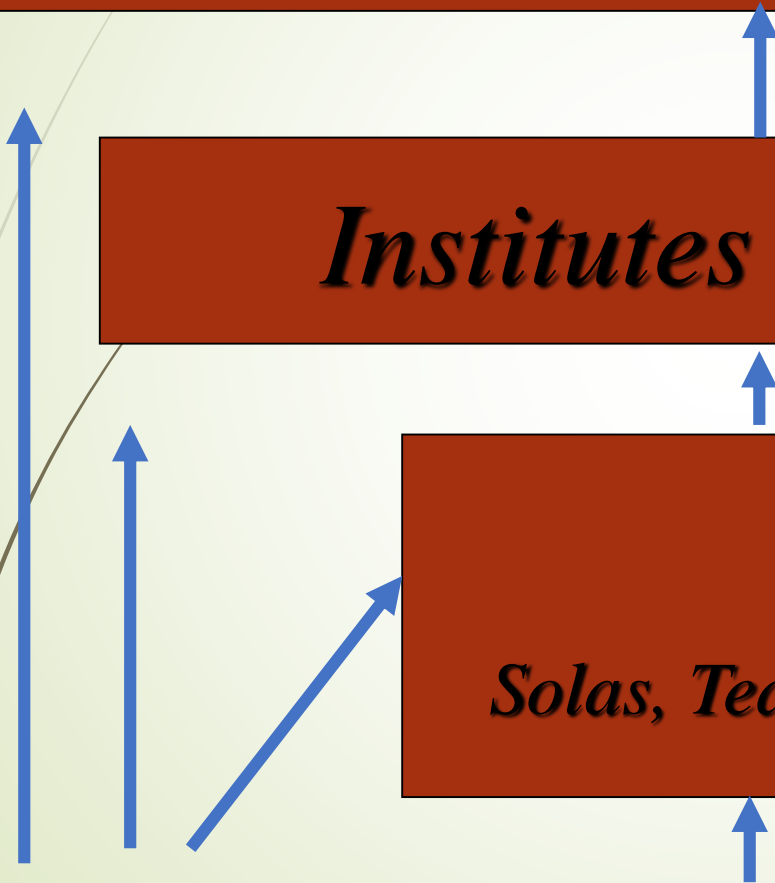
*Universities*

*Institutes of Technology*

*QQI*

*Solas, Teagasc, PLC, Fáilte Ireland*

*Leaving Certificate*





# What is CAO?

- CAO stands for Central Applications Office
- What does CAO do?
  - They **process** applications for undergraduate courses in Irish Higher Education Institutions (HEIs).
  - They do not **SET** the points for courses.
- CAO has thousands of courses listed in the CAO Handbook

# The Handbook

- The CAO Handbook is an interactive available on the CAO website [www.cao.ie](http://www.cao.ie)
- Read this Handbook Carefully.
- It is their contract with the CAO
- All their questions about application and offers are answered there





# Read **The CAO Handbook**

- The CAO handbook has two sections.

## 1<sup>st</sup> Section - White Pages

Details Of Applications  
Procedures, Offers, Deadlines  
And Other Instructions.

## 2nd Section – Yellow Pages

Lists of courses &  
codes in the  
different colleges

# CAO Important Dates & Fees:

<b>CAO on-line application opens</b>	<b>Nov 5<sup>th</sup> (12:00)</b>
<b>Closing date for online cheaper applications €30</b>	Jan 20 <sup>th</sup> (17:15)
<b>Closing date for applications €45</b>	Feb 1 <sup>st</sup> (17:15)
<b>Closing date for amending course choices</b> <b>Closing date for Completion of online HEAR/DARE</b>	March 1 <sup>st</sup> (17:15)
<b>Late application facility opens.</b>	March 5 <sup>th</sup>
<b>Latest date for HEAR/DARE supporting documentation to arrive in CAO</b>	March 15 <sup>th</sup>
<b>Closing date for late applications €60</b>	May 1 <sup>st</sup> (17:15)
<b>Online Change of Mind facility becomes available (Free)</b>	May 5 <sup>th</sup>
<b>Closing date for change of mind</b>	July 1 <sup>st</sup> (17:15)
<b>Round One Offers</b>	<u>3 Days after</u> LC results
<b>Round Two Offers</b>	Early September

# Stages of CAO Application

Stage 1:	<b>Before you apply: Do your research, register for virtual open days, study, set goals.</b>
Stage 2:	Completing your application: Online is recommended <a href="http://www.cao.ie">www.cao.ie</a>
Stage 3:	Record of Application: CAO will send you a statement of application record (end of May)
Stage 4:	Change of Mind: Up until the 1st of July
Stage 5:	Leaving Certificate Results (mid-August)
Stage 6:	Offers and acceptances of places: (end of August, early September)

# Choosing your courses and filling out your CAO

## Two Applications on One Form

You can choose up to  
10 honours degree  
Level 8 courses

You can choose up to  
10 higher certificate /  
ordinary degree /  
Level 6 & 7 courses

- **Level 8**

(Higher  
Degree Courses)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

- **Level 6 & 7**

(Higher Certificate &  
Ordinary  
Degree Course)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**Genuine order of Preference is ESSENTIAL!**

# Order of Preference

If you learn  
nothing else from  
this presentation  
let it be this...

**Place your**  
**course choices in**  
**genuine order of**  
**preference!**

To do otherwise is  
a grave mistake.



<i>Level 8</i>	
Pref	Course Code
1	CK101
2	DC111
3	AL847
4	DN650
5	TR084
6	DC115
7	MH404
8	WD134
9	WD048
10	MH101

<i>Level 6/7</i>	
Pref	Course Code
1	WD159
2	TU772
3	TU787
4	NC009
5	TU788
6	MT550
7	MT551
8	
9	
10	

**Listed in genuine  
order of preference!**

Dream Courses

Realistic courses

Safety Net Courses

# What Should I Put First?



To answer the question you must



Do Research: Use Careers Portal and Qualifax



Talk with Guidance Counsellor



Go to virtual open days



Visit the college CAMPUS (IF POSSIBLE)



Read College Prospectus / email

Subjects in First Year? /  
Choices in 2<sup>nd</sup> year

Is there work  
experience/Erasmus Year



## Anything Else?

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Concerns about the Course/  
Distance/Accommodation

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Talk to current 3<sup>rd</sup> level friends

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Recognition of Course

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Future Skills and Trends

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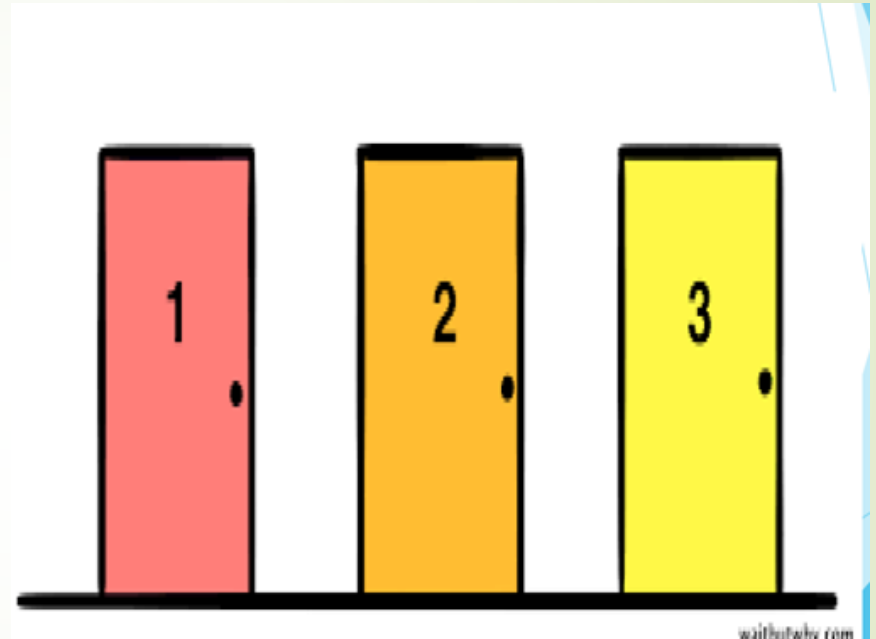
Job for Life?

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## REMEMBER IN ORDER TO GO TO COLLEGE IN IRELAND

- Think of three doors as the requirement needed to go to college in Ireland.

1. College requirements
2. Subject requirements/ Faculty requirement
3. Points



# C College Requirements

5 O6 in Leaving Certificate for Level 6 & 7 courses.

Level 8 courses need a pass in 6 subjects with at least 2 at H5 & 4 at O6.



A photograph of a modern university building interior, featuring a red wall on the left, a white balcony railing, and a curved staircase. The background shows a multi-story building with many windows.

# Faculty Requirements

## **The Faculty (Or Course) Requirements**

E.g. H4 In Irish For Primary Teaching, H4 In Maths For Engineering in most universities

# Points

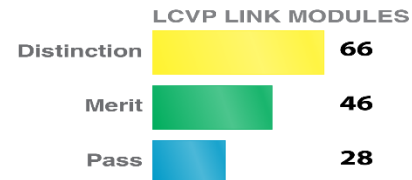
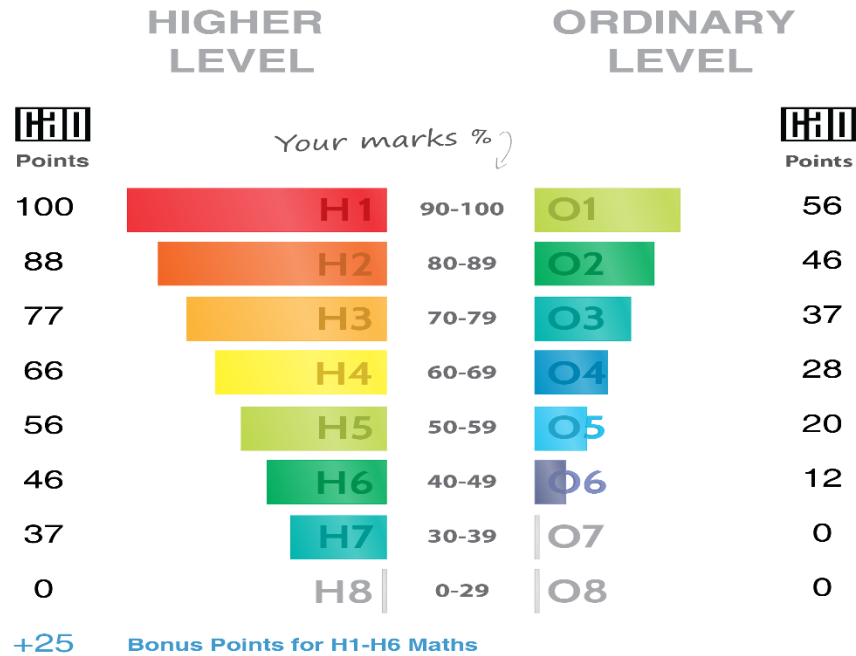
Best six subjects in one sitting of the Leaving Certificate.

LCVP – can be used as 1 of the 6 subjects

**Bonus points for HL Maths**

# CAO POINTS GUIDE

grading system from 2017



You Get An Offer When You Satisfy All

College Requirements

Faculty Requirements

Points Requirements

# Restricted Applications

Some courses consider more than just points.

Eg: Interviews, Tests, Auditions, Portfolios or Projects.

These are conducted around Easter.

These courses can't be added to your application after February 1st.

They can be changed or dropped.



# Your Application Number

- ▶ apply online - **application number** will appear on your *Receipt of Online Application*.
  - ▶ This number is private and it will be used in every correspondence between you and the CAO for the rest of the year.
  - ▶ If you apply online you may change your course choices **free of charge** until January 31<sup>st</sup>.
- ▶ \*Goal\* Apply now and have at least one course entry made before the Holidays

# Reply from CAO - Statement of Application Record

**The Statement is important for two reasons:**

1. The Statement of Application record includes notification of your **CAO application number**.
2. It also includes a **list of the courses** that you have applied for.

If you have made any mistake or omission in your course choices then now is the time to rectify your error. The statement of application record arrives late May.

**Pay particular attention to restricted courses.**



# Check Your Statement of Application Record.

Check the following carefully, if there is any error or omission, amend the Statement and return it to CAO.

Are all the courses shown and in the correct order?

Are all the codes correct?

Are the exam numbers correct?

Are all exams mentioned?

If you do not receive a Statement by 1<sup>st</sup> June contact CAO immediately.

## Change Of Mind

You will also be sent a change of mind form in May.

You can change your mind online even if you have applied on paper.

The final date for changing my mind is July 1<sup>st</sup>.



## The Offer Process

In the week following the release of the Leaving Certificate results **CAO will email** a communication to all applicants.



If you have not yet become entitled to an offer you will be sent a Statement of Application Record which you should check carefully as important information may be incorrect or missing.





## The Offer Process

If you are entitled to an offer, you will be sent an offer notice. You should check that all of the details on the offer notice are correct and that there are no omissions.



Offers will also be available on the CAO website.



You may check for and accept offers on the website. In fact, most applicants now record acceptances online.

## The Offer Process

Your offer notice may contain an offer

for a Level 8  
course

or a Level  
7/6 course

or both

If you receive two offers at the same time you may only accept ONE of them.

If you wish to accept an offer of a place you must carry out the instructions on the offer notice before 5.15pm on the closing date for acceptance printed on the offer notice.



## The Offer Process

There can be no delays at the offer/acceptance stage.


Any offer not accepted by the closing date for receipt of acceptance of offers in CAO will be offered to another applicant in the next round of offers.

# How Places are Allocated

We will look just at Level 8 courses, but exactly the same process will take place with Level 7/6 courses, and at the same time.

The importance of you, the applicant, placing courses in genuine order of preference will become apparent in the following slides.

# ROUND ONE

CAO Computer	Course	College Requirements	Faculty Requirements	Points Requirements	Criteria Met	Offers
	Course 1	C				
	Course 2	C	F			
	Course 3	C	F			
	Course 4	C	F			
	Course 5	C	F	P	★	OFFER 1
	Course 6	C	F	P	★	
	Course 7	C	F			
	Course 8	C				
	Course 9		F			
	Course 10	C	F		★	

Courses Below Offer Are Deleted From CAO Computer

# Student Universal Support Ireland - SUSI

- An **on-line application** process covering all grants available to new students entering college for the first time

There are 4 steps

<http://www.studentfinance.ie>

The background of the slide features a large, stylized graphic of the SUSI logo, which is a red shield with the word 'SUSI' in white. Below the shield, there is a red banner with the text 'Student Grant' in white. The entire graphic is set against a light green background with a white diagonal line.

Student Grant



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Click on the SUSI icon on the student grant page and register your personal details...

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PPS number



## Step 1

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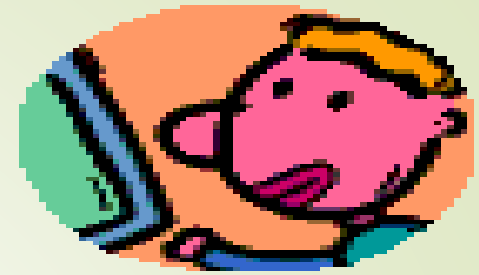
Email address you check frequently

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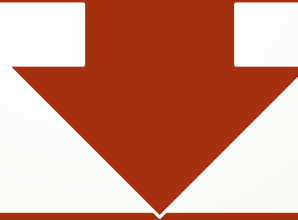
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A password you'll easily remember

## Step 2



When you're happy with your application hit the submit button on the last page...



(Once your application has been submitted you will only be able to change your contact details by using the 'Change Your Personal Details' section on the main menu. Note: you will not be able to make changes to any other section of your application. After you submit your application, the system will send you an email with a copy of your application for information purposes only.)

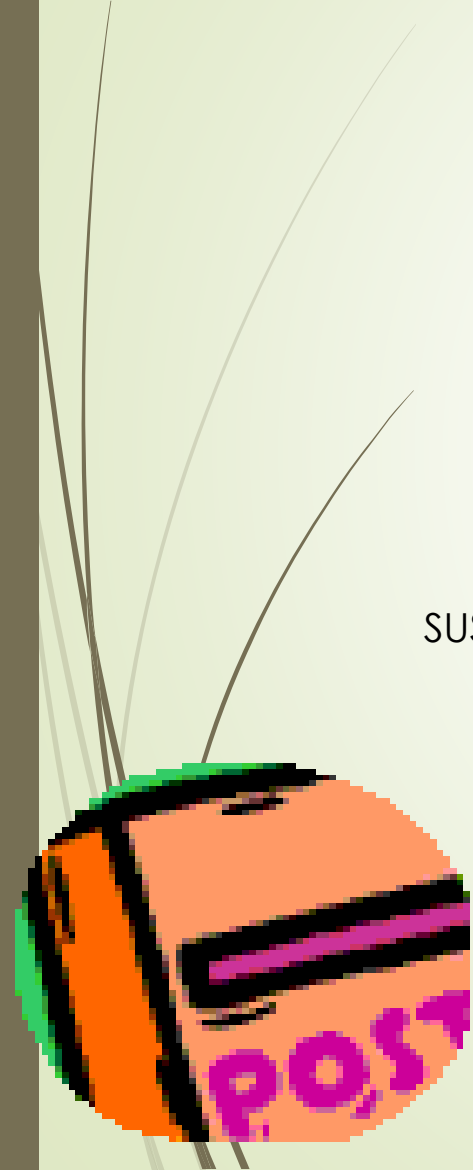
## Step 3



SUSI will look at your application



SUSI will then send you a personalised document pack...



# The pack will include:

- A schedule of the **documents** (photocopies only required) that are required from you to process your application further;
- A **personalised declaration** form that needs to be signed by all parties to your application;
- **Explanation notes** on the specific documents requested and guidance on where to get any documents required;
- **A pre-addressed envelope** to facilitate the return of your documents to SUSI.

# Step 3 continued...

All SUSI postal correspondence will be addressed to the applicant and will display the SUSI logo on the envelope.

In the event of any difficulty or query in relation to the documents requested, contact the SUSI Support Desk for assistance.

## **Returning your Documents**

You must return:

Your application Declaration Form signed by all parties to your application;

Your personalised document list together with photocopies of all your required documents at the same time in the pre-addressed envelope provided.



## 4<sup>th</sup> Step

SUSI will then assess your application with the documents provided by you and advise you if you are provisionally awarded for a student grant for the 2020-2021 academic year. You will be notified of the final step of the application process which you need to complete when you have selected your final college/course.

### Payment of Student Grants

When you're registration for an approved course at an approved college has been confirmed SUSI will arrange to pay your student grant on a monthly basis directly into your Irish bank account.





# SUSI Support Desk



The SUSI Support desk is the single contact point for all e-mail and telephone queries.

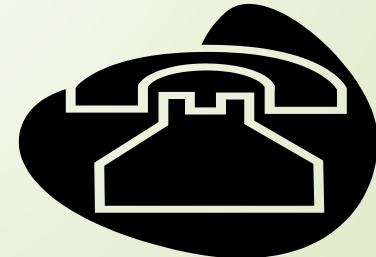
Available 9.00am - 8.00 Mon/Fri

Available 10.00am - 1.00pm Saturdays

Email: [support@susi.cdvec.ie](mailto:support@susi.cdvec.ie)

Telephone 0761 08 7874

[Facebook.com/susisupport](https://www.facebook.com/susisupport)



ACCESS

*HEAR*

*DARE*




Welcome to  
**ACCESS COLLEGE**

*Equity of Access to  
Higher Education*

*To widen access to Third Level the following 2  
initiatives have been introduced:*





## **DARE Disability Access Route to Education**

- Students with disability or any health problem are eligible to apply for the DARE scheme.
- DARE is for school leavers with a disability under the age of 23 as of 1 January 2022, who have been educationally impacted as a result of that disability.
- Offers college places on reduced points to school leavers with disabilities.



# Participating Colleges in DARE

- [Mary Immaculate College](#)
- [Maynooth University](#)
- [National College of Ireland](#)
- [National University of Ireland, Galway](#)
- [Pontifical University Maynooth](#)
- [RCSI University of Medicine & Health Sciences](#)
- [St Angela's College, Sligo](#)
- [Trinity College Dublin](#)
- [University College Cork](#)
- [University College Dublin](#)
- [University of Limerick](#)
- [Waterford Institute of Technology](#)
- [Athlone Institute of Technology](#)
- [Cork Institute of Technology](#)
- [Dublin City University](#)
- [TU Dublin](#)
- [Dundalk Institute of Technology](#)
- [Galway Mayo Institute of Technology](#)
- [Institute of Art, Design and Technology Dun Laoghaire](#)
- [Institute of Technology Carlow](#)
- [Institute of Technology Tralee](#)
- [IT Sligo](#)
- [Limerick Institute of Technology](#)
- [Letterkenny Institute of Technology](#)
- [Marino Institute of Education](#)



# DARE

- Step 1 - Tick the box on the CAO form.
- Step 2 - Complete the supplementary information form (SIF).

<http://www.accesscollege.ie/dare/includes/pdfs/section-c-evidence.pdf>

- Decisions regarding eligibility will be made by Higher Education Institutions in June 2022.






# DARE Application

- **Part A** must be completed online by the applicant outlining the impact of his disability on his education.
- **Part B** must be completed by a member of the academic staff, providing an academic reference and information on his education experience.
- **Part C** provides verification of condition from medical consultant or psychologist.

# What are the application and closing dates for DARE?



- By **17:15 1st February 2022** - apply to CAO on [www.cao.ie](http://www.cao.ie)
- By **17:15 1st March 2022** - You must indicate that you have a disability/specific learning difficulty on your CAO application form .
- By **17:15 1st March 2022** - You must indicate your wish to be considered for DARE by ticking 'Yes' to Question 1 and complete Section A (Questions 1-5) of the Supplementary Information Form (SIF) on [www.cao.ie](http://www.cao.ie).
- By **17:15 15th March 2022**- You must return the completed, signed AND stamped
  - 1. Educational Impact Statement (Section B)
  - 2. Evidence of Disability (Section C) or other evidence of Disability to the CAO, Tower House, Eglinton Street, Galway by 17:15. Faxed/ emailed documents are not accepted.
- **April/May** : Assessment of DARE applications
- **Late June 2022**: You will be notified of application outcome
- If you are unable to complete the online form you must submit the paper application form (distributed by the CAO) by the same date.



# HEAR Higher Education Access Route

- Offers places on reduced points and extra college support to school leavers from socio-economically disadvantaged backgrounds.
- Step 1 - Tick the box on the CAO form.
- Step 2 - Complete the HEAR form and submit all relevant supporting information.
- For further information on DARE/HEAR please see:
- [www.accesscollege.ie](http://www.accesscollege.ie) [www.cao.ie](http://www.cao.ie)



# HEAR Higher Education Access Route

Who is eligible to apply?

## Financial Indicators

- 1. Income
- 2. Medical Card
- 3. Social Welfare Payment

## Social & Cultural Indicators

- 4. Socio-economic Group
- 5. School
- 6. Area

*Applicants must meet the **Low Income** plus 2 other indicators in order to be eligible*

<http://www.accesscollege.ie/hear/availability.php>



# CAO JARGON

- Restricted Entry Courses

- Points Requirements

- Course Requirements

- Change of Mind

- Offers

- Random Selection

- Vacant Places

- Deferrals



Read the CAO Handbook!

# PLC Post Leaving Certificate Courses – FETAC/QQI

*Apply directly to college or register to create a FET account through the pink section title 'Further Education and Training 'on [www.cao.ie](http://www.cao.ie)*

*1 or 2 years*

*Wide variety of courses*

*Pathway to Higher Education*

*Gap Year – Defer CAO Course*

*Lead to employment*



**Portlaoise Institute of  
Further Education  
(PLC)**





# UCAS

## (University & College Application System England, Scotland, Wales & N.Ireland)

- Early Closing Date – 15<sup>th</sup> October 2021  
(Med, Dent, Vet, Oxford, Cambridge)
- General Closing Date - 15<sup>th</sup> January 2022
- Apply Online Only – c.a. £25 Sterling
- Choose 5 Courses,
- Write Personal Statement.
- Reference from school.

# Why Consider UCAS/EUNICAS

- Insurance option for course areas where points are very high
- e.g. Medical, Paramedical, Engineering,
- Primary Teaching etc.
- European colleges have courses taught in English



++++ ALSO \*\*\*\*\*

European  
Universities -Eunicas

# Types of Apprenticeships (Apprenticeships.ie)


## Examples of Some traditional Apprenticeships are:

- Agricultural Mechanics\*
- • Aircraft Mechanics\*
- • Brick and Stonelaying
- • Carpentry & Joinery
- • Construction Plant Fitting\*
- • Electrical\*
- • Electrical Instrumentation\*
- • Electronic Security Systems\*
- • Farriery
- • Floor & Wall Tiling\*
- • Heavy Vehicle Mechanics\*

*\*must pass a colour – vision test approved by SOLAS.*

## Examples of New types of Apprenticeships include:

- Accounting Technician
- Insurance Practitioner
- Industrial/Electrical Engineer
- Manufacturing Technician
- Manufacturing Engineer
- Commis Chef
- International Financial Services Associate
- International Financial Services Specialist
- Laboratory Analyst



# Where to find an employer?

- Local Knowledge
- Summer Work
- State Companies and Departments
- Security Services
- Local companies (big and small)
- Looking at training abroad
- Adverts(...Indeed.ie...ESB)

**Be resourceful and search!**

# Eligibility Criteria for Traditional apprenticeships

- Apprenticeship eligibility depends on the type of apprenticeship a student is interested in. **Most traditional apprenticeships require:**
- Apprentices must be at least 16 years of age and have a minimum of grade D in any five subjects in the Junior Certificate or equivalent. However, employers may require additional minimum qualifications.
- Or
- They satisfactorily complete an approved preparatory training course and assessment interview. For information on these courses please contact your local Employment Services Office;
- Or
- They are over 18 years of age with a minimum of three years relevant work experience and satisfactorily complete an assessment interview.
- Employment - Apprentices must be employed in their chosen occupation by an employer who has been approved by SOLAS. The employer must register the apprentice with Solas.

# Eligibility Criteria for New apprenticeships

- You need a Leaving Cert with
- Grade 06 at ordinary level in 5 subjects, two of which must be Maths and a language (English or Irish) or equivalent (QQI Level 5/6).
- Some apprenticeships may have additional specific requirements. See [www.careersportal.ie](http://www.careersportal.ie) for more information on each individual apprenticeship.



## Becoming a Craftperson



Choose an area of interest



Find an employer who is registered with SOLAS will register the apprenticeship with SOLAS



Take Responsibility for Working and Training



Attend the on and off the job training



# Career Guidance & Counselling for Leaving Certificate Students

- Individual Guidance Appointments
- Accessing Information Online
- C.A.O applications
- P.L.C / FETAC courses
- UCAS applications
- Virtual Open Days
- Virtual Career Talks
- External Guest speakers
- Interest /Aptitude tests / Centigrade



# For Information on the Defence Forces and the Garda Síochána

## The Defence Forces:

(Naval service, Air Corps & Army)


Go to [www.military.ie](http://www.military.ie)



## An Garda Síochána

- You must register with [publicjobs.ie](http://publicjobs.ie)
- Go to [www.garda.ie](http://www.garda.ie) for more information on eligibility, entry requirements and application process, etc.





# How to make a good Decision!

- Research and Shortlist CAO Courses
- Gather Information on courses

- [www.cao.ie](http://www.cao.ie)
- [www.qualifax.ie](http://www.qualifax.ie)
- [www.careersportal.ie](http://www.careersportal.ie)
- [www.accesscollege.ie](http://www.accesscollege.ie)
- [www.studentfinance.ie](http://www.studentfinance.ie)
- [www.careersnews.ie](http://www.careersnews.ie)
- [www.apprenticeship.ie](http://www.apprenticeship.ie)

DISCUSS options

- Guidance Counsellor, Parents, Teachers, College,
- Admissions Personnel, significant others.



# Boost your Chances

- ✓ Stay In Education
- ✓ Choose Course Wisely
- ✓ Beware : Dropout rate!!
- ✓ Reinforce skills
- ✓ Keep Positive

**Fail to Plan-  
Plan to Fail**



*Key ingredients for success;*

*Effort,  
Interest &  
Passion*





**I can't change the direction of the wind,  
but I can adjust my sails to always  
reach my destination.**

*Jimmy Dean*