



etb

Bord Oideachais agus Oiliúna
an Chabháin agus Mhuineacháin
*Cavan and Monaghan
Education and Training Board*

CAVAN AND MONAGHAN ETB CAVAN ADULT EDUCATION SERVICES

CAVAN ADULT LEARNING CENTRE AND COMMUNITY EDUCATION

ADMISSIONS POLICY

Cavan Adult Learning Centre and Community Education are multi-denominational equal opportunities services under Cavan and Monaghan ETB, Cavan Adult Education Services. The centres cater for the educational and developmental needs of all their learners, who have left mainstream education. The curriculum covers a wide range of academic and vocational subjects. The services endeavour to provide centres of learning where progressive values predominate, where each learner is impressed with an awareness of human dignity and uniqueness and where the desire to achieve success and contentment is instilled through committed study and participation.

Cavan and Monaghan ETB attaches focus to moral, intellectual, physical and social education of the learners, while an atmosphere of care and concern is generated.

Qualifying the learner process will happen before a proposed learner can join the programme. These steps are as follows:

- Learner application form/s to be submitted to the co-ordinator
- Interview with proposed learner – where appropriate
- Notification of acceptance /decline issued to learner
- Confirmation of acceptance from proposed learner to be received by the co-ordinator

In the event of excess applications resulting in the centre not being able to provide places for all applicants subject to qualifying criteria, learners will be placed on a waiting list.

It may be necessary to assess applicants and they may be requested to complete the assessment test in order to help the centre to assess the needs of the learner.

Admission to the centre or a particular course/activity is subject to the following conditions:

- The learner is over sixteen years of age.
- The learner has left mainstream education.
- A place is available on the course

- That, in the professional judgment of the Centre, (i.e. the CEO or an officer delegated to act on his/her behalf), the learner is deemed suitable for admission to a course/activity
- That, in the professional judgment of the Centre, the learner, because of previous education, training or experience, is considered likely to benefit from attendance.
- That the participation of the learner will contribute positively to the centre or to the course/activity and not infringe, in any way, upon the opportunities or rights of other students or staff.
- That they fulfill specific criteria for particular programmes. E.g. BTEI eligibility criteria, Skills For Work Criteria, Family Learning Criteria.

It is essential that all Cavan Adult Education Service's policies are adhered to by the learners, which are outlined in the Learner Handbook, Centre Noticeboards and the Cavan Adult Education website. www.cavanadulthoodeducation.ie

Failure to do so may result in a learner being requested to leave the course.

Programme promotion and enrolment is carried out in cooperation with local statutory bodies, community organisations and workplaces and websites. Open days are held in the centre and in outreach centres. These are advertised in the local newspapers, on local radio, on the website www.cavanadulthoodeducation.ie, and flyers distributed locally with the general public being invited. Course Co-ordinators meet with individuals who present at the centre.

Cavan Adult Learning Centre

Cavan Adult Learning Centre offers adult basic education services to the following target groups:

- Persons with a Disability
- Substance Misusers
- Ex-Offenders
- Early School Leavers
- One-parent family
- Travellers
- Homeless
- Refugees
- Asylum Seekers
- Migrant Workers.

Skills for Work

Skills for Work is a national programme aimed at providing training opportunities to help employees deal with the basic skills demands of the workplace.

Programmes may be accessed by the following categories of adults:

- Over 16 years of age and not in full-time second level education
- In part-time or full time employment
- With work skill needs
- With few, outdated or no educational qualifications

- Willing to take part on a voluntary basis
- Have a desire to improve
- Have their employer's support

Family Learning

Family Learning programmes provide an opportunity for Parents/Carers to support their children's education and encourage learning in the home. Programmes are open to:

- Parents/Carers and Children together in specific programmes.
- Parents/Carers of children

ESOL

ESOL classes are open to all adult learners who are non-native speakers of English and who have varying levels of competency in English. Upon completion of an application form learners are required to complete an initial assessment aimed at establishing their current English language level. Learners are placed on a waiting list for the next available programme at the appropriate level.

Community Education Service

The Community Education Service offers its service to community groups around the county. Target Groups include the following:

- Adults with low or no formal qualifications or low literacy levels, especially those with less than upper second level education or NFQ Levels 1-3 or equivalent.
- The unemployed and in particular, the long term unemployed.
- One parent families
- Travellers
- Migrants/refugees/asylum seekers
- Older people
- People with a disability
- Disadvantaged women and men, particularly those living in rural isolation or RAPID areas
- The homeless
- Ex-offenders
- Substance misusers
- Underemployed/sessional and seasonal workers
- Dependents of those who are unemployed
- Low skilled people outside the labour force

There is a general understanding that the members of these groups are not in full time education.

BTEI (Back to Education Initiative) Eligibility

The (BTEI) Back to Education Initiative offers part time courses of up to 21 hours per week tuition to adults, free of charge, to adults who satisfy any of the following criteria:

- Medical card holders/or dependents
- Adults in receipt of an unemployment payment */or dependent
- Adult in receipt of an means-tested welfare payment*/or dependent
- Adults in receipt of Family Income Supplement
- Adults with less than 2nd level education

*Continued welfare payment is subject to satisfying the conditions of the Department of Social Protection

Self-Financing Classes

Participants have the option of registering by post, by completing the application form together with payment to Cavan Adult Education Centre. Alternatively, participants may pay online. Most enrolments for courses take place in late September and mid-January. Courses can be provided at other seasons should demand warrant it.

Fees/Admissions for Self Financing Courses

- Fees are outlined with course detail
- Fees are payable on enrolment and are as outlined in course documentation
- No person may attend a course without payment of the fee.
- Fees are non-refundable after issue of receipt, provided the course starts
- Fees do not cover the cost of materials. Learners will be expected to bear the cost of materials where such arise
- Cavan and Monaghan ETB, Cavan Adult Education Services reserves the right to change any or all of the courses offered, or the conditions under which any course is offered. No course will be formed where the number of learners does not warrant it
- People who are unemployed may be entitled to special consideration. A reduction in fees may be given on production of appropriate documentary evidence. Such documentation must be produced on enrolment as limited places may apply
- VEC employees are entitled to special consideration.
- Responsibility cannot be accepted for loss or damage to property of learners

Decisions made in relation to admissions are made by the Manager in accordance with centre policy.