

## Admissions Policy

This policy applies to all courses irrespective of the teaching mode, i.e. in-person, blended or fully online.

Access and admissions are the process by which learners may commence a course of education and training having received recognition for knowledge, skill or competence required.

The CPL Institute aims to provide a quality further education service that is accessible to all and allows for the acquisition and development of skills and knowledge at all levels. It is the policy of the CPL Institute, as far as practical, to admit all applicants who fulfil minimum academic requirements for its courses.

The course minimum requirements are communicated on our website and on the initial contact and sales stage.

All courses offered are subject to minimum enrolment numbers and the appropriate Instructor/learner ratio (reference PHECC education standards).

The following outlines the CPL Institute Policy on admissions:

- There is a place available to be offered, i.e., the course is not full
- We set out minimum entry requirements on the website and in each course award specification for QQI courses. These are comprehensive, clear and explicit.
- That the applicant meets the minimum entry requirements. These are summarised below:
  - The candidate is active or working in the area of proposed course of study and has equivalent work/life experience in this related area/discipline/subject. This is normally equivalent to, or comparable with, at least two years relevant experiential learning. This period is not prescriptive and will be interpreted flexibly as a part of consideration for entry, or
  - The applicant's ability to complete the course satisfactorily and benefit from it as a career, or
  - Have completed level 4 for entry to level 5 or completed level 5 for entry to level 6, or
  - Applicants who do not fully satisfy the general criteria will be considered and may be admitted if they are able to demonstrate that they are capable of successfully undertaking and completing the course at the required standard and are able to contribute fully to, and benefit from, the learning experiences delivered within the course, or
  - Holders of the Leaving Certificate Applied may gain entry QQI FET Level 5 or Level 6 award courses.
- In addition to minimum entry requirements, non-native English speakers have an English language requirement. EU and non-EU, non-native English speakers who are applicants to Level 5 and 6, taught courses are required to be competent in the English language.

Learners must have the necessary English language level required to complete the training. This is confirmed by the client to our sales team on course booking. Also, the course confirmation email state that “You must be competent in the written and spoken language in which the course is being delivered. This is English unless otherwise indicated. The use of a translator is only permitted with prior agreement from the CPL Institute. The translator cannot be a participant on the course.

- The applicant learner and employer (as appropriate) agree to abide by our terms and conditions.
- The principle of equality and inclusivity is central to the implementation of our Admissions Policy.
- All applicants who seek additional supports or who has reasonable accommodation requests will be catered for as per section 7.2.(Support for Learners).
- Some courses have specific prerequisites such as PHECC FAR re-certification and Instructor courses whereby the applicant must hold a valid qualification. These are specified in the course entry criteria and verified prior to the course commencement by the training administrators.
- Applicants who may not be able to demonstrate compliance with the entry criteria may request access by means of Recognition of Prior Learning (see section 7.1.4).
- The applicant should demonstrate the capacity to successfully participate on the course for which they have applied. This includes the academic, practical, and work experience (where applicable) elements of the course.
- In the event of an application being refused, the applicant is entitled to appeal this decision. Any applicant wishing to appeal a decision may do so by contacting the Training Administrator, who will log the appeal as an action for review. See 7.2.3 Learner Issues/Customer Complaints/Rechecks and Appeals

Subject to meeting the above requirements, places are offered on a first come first served basis along with our terms and conditions. Course enrolment is considered complete when all information and any supporting documentation requested has been submitted by the applicant and successfully inputted into our ARLO learning management system.