

# PRELIMINARY APPLICATION FORM 2010/2011

**PORTLAOISE COLLEGE**  
EDUCATION FOR THE FUTURE

Mountrath Road, Portlaoise, Co. Laois

Tel.: (057) 8621480, (057) 8621456; Fax: (057) 8661865

Email: [info@portlaoisecollege.ie](mailto:info@portlaoisecollege.ie)

[www.portlaoisecollege.ie](http://www.portlaoisecollege.ie)

## APPLICATION PROCEDURE

Complete the Preliminary Application Form and send it directly to the College. Please ensure that you have included your PPS number, which is issued to you by the Department of Social Welfare.

All applicants are invited to enrol for their course in May (See Enrolment date below). Enrolment ensures your place at Portlaoise College subject to meeting the relevant entry requirements.

**Places are filled on a first come basis, once entry requirements are met.** Limited number of places on each course - early application is advised. The College will continue to accept applications for remaining places until Friday 24th September 2010.

All our courses begin in early September.

## INTERVIEWS

On receipt of a completed preliminary application form each applicant will be issued with an invitation to attend an interview the end of August or early September for a place on their chosen course. Applicants will not be offered a place on any of our courses without having completed an interview. You will need to bring a copy of your most recent exam results to the interview. Students applying for Design courses will be required to bring a sample of their work to the interview.

You should view the interview as an opportunity to ask questions about the course and to ensure that you are making the right choice for you. Should you be unsuccessful in your interview, you will be advised in writing as soon as possible after your interview.

## SEPTEMBER REGISTRATION DETAILS

All students will be notified in writing of the date, day and time to attend for September registration. Students Service Charge must be paid on registration day.

## OPEN DAY

**Saturday, 8th May 2010 – 10.00am - 1.00pm**

For potential students who wish to find out about our courses, meet our teachers and view the college facilities. Students can fill out a Preliminary Application Form on this day

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## Session 2010 to 2011

**Number your choice of course in order of preference from 1 to 13, number 1 being your first choice.**

- |  |                          |
|--|--------------------------|
| Architectural and Interior Technology with Computer Aided Design | <input type="checkbox"/> |
| Progressive Art and Portfolio Preparation                        | <input type="checkbox"/> |
| Accounting Technician Year 1                                     | <input type="checkbox"/> |
| Business Studies Secretarial                                     | <input type="checkbox"/> |
| Computer and Business Skills                                     | <input type="checkbox"/> |
| Security and Business Studies                                    | <input type="checkbox"/> |
| Information Technology   | <input type="checkbox"/> |
| Child Care   | <input type="checkbox"/> |
| Advanced Certificate in Supervision in Childcare                 | <input type="checkbox"/> |
| Healthcare Assistant   | <input type="checkbox"/> |
| Nursing Studies  | <input type="checkbox"/> |
| Social Studies   | <input type="checkbox"/> |
| Youth Work and Community Studies                                 | <input type="checkbox"/> |
| Beauty Therapy Year 1  | <input type="checkbox"/> |
| Beauty Therapy Year 2  | <input type="checkbox"/> |
| Health and Fitness Sports Coaching                               | <input type="checkbox"/> |
| Health and Fitness Leisure Management                            | <input type="checkbox"/> |

*Each PLC course is subject to availability. Laois VEC reserves the right to cancel or discontinue courses.*

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Please use **BLOCK CAPITALS** when filling out information on this form

Surname(s): \_\_\_\_\_

First Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Name of Parent / Guardian / Next of Kin \_\_\_\_\_ Mother's Maiden Name \_\_\_\_\_  
(Required by Dept of Education & Science)

Contact Numbers: Home \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_ PPS No.: \_\_\_\_\_  
(Required by Dept of Education & Science)

Nationality: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender(✓): Male  Female

Last School Attended: \_\_\_\_\_

Year you will sit/sat the Leaving Certificate: \_\_\_\_\_

Exams Taken/To be taken (Please ✓ box(es)): Junior Cert  Leaving Cert

Leaving Cert Applied  Other  Specify if Other: \_\_\_\_\_

If the Leaving Certificate completed prior to June 2010 (Please ✓ box(es) whether you have been):

Unemployed  Working  Other Educational Courses

Other Qualifications or Achievements: \_\_\_\_\_

Have you ever been convicted of a serious offence? Yes  No

**The College welcomes applications from mature students, i.e. over 21 years of age**

Are you a mature student? Yes  No

Are you receiving a social welfare payment? Yes  No

If YES you may be entitled to attend the college under the Vocational Training & Opportunities Scheme (VTOS) or under the Back to Education Allowance Scheme.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE: If you have provided us with an email address we will use that as our primary form of communication in relation to your application.**

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## MATURE STUDENTS

The College welcomes applications from mature students on all our courses. The number of mature students attending Further Education courses in Portlaoise College is increasing each year and at present constitutes a significant proportion of our total numbers.

## ENGLISH LANGUAGE

All courses are delivered through English. Learners are advised that to benefit from their chosen course they should be proficient in written and spoken English. Learners may be required to do an English Language proficiency assessment as part of the interview process.

## INTERNATIONAL APPLICANTS

The College welcomes applications from qualified international applicants. International (non-EU) learners must comply with Irish immigration requirements and must present either a

student visa or a letter of permission to remain in Ireland issued by the Immigration section of the Department of Justice. Non EU learners in certain circumstances may be required to pay a course fee. For further details please contact the College.

## COSTS

No tuition fees are charged to Irish and EU Nationals. Students pay for books, professional body registration and examination fees. They are also required to pay a College Student Service Charge.

## ADMISSIONS POLICY

The College has a written Admissions Policy document which governs the entry of all students to courses. It is available to all applicants. Portlaoise College is bound by the rules and regulations of Laois VEC, a copy may be obtained from the College office.

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County Laois Vocational Education Committee



All courses are funded by the  
Department of Education and Science  
through the National Development Plan