

# PRELIMINARY APPLICATION FORM 2011/2012

**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 23rd September 2011. 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. Students will be notified by **email or phone** of the time and date for their interview. **Please do not contact the school office with regards to your interview date and time.** 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. As part of the interview procedure, students will be expected to complete a short written assignment.

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. All fees must be paid on registration day by cash, postal order or bank draft, made payable to Portlaoise College.

### OPEN DAY

**Saturday, 7th May 2011 – 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 2011 to 2012

**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
- Green Architecture & Sustainable Energy
- Beauty Therapy Year 1
- Beauty Therapy Year 2
- Certificate in Business Management with IT
- Business Studies Secretarial
- Security Studies and Business
- Information Technology
- Certificate in Arts, Culture & History
- Certificate in Childcare
- Advanced Certificate in Supervision in Childcare
- Healthcare Assistant
- Nursing Studies
- Social Studies
- Health and Fitness Leisure Management
- Health and Fitness Sports Coaching

*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 23 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 and the Department of Education Fee.

## **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