

## STEPS IN APPLYING FOR A PLC COURSE IN PORTLAOISE COLLEGE

1. Fill out a Preliminary Application Form using Blocked Capitals. Very important to give all the information requested. Students should make a number of choice preferences on the application form to be considered for other courses in the event of not been offered their first choice.
2. Places on all our courses are offered on a first come first served basis subject to the applicants satisfying all the entry requirements. Waiting lists maybe formed if a course is over subscribed.
3. The running of all courses depend on adequate enrolment for that particular course – early September before we have definite numbers. Late applications will be considered up to Friday 23<sup>rd</sup> September 2011 subject to places been available on a course.
4. All students must be interviewed before they will be offered a place on a course. All applicants that have filled out a Preliminary Application Form will be contacted by e-mail (if given on Preliminary Application form) or phone with a date and time of interview in **the last week of August or first week of September**. Students are asked **not** to contact the College office regarding their application forms.
5. Applicants must bring a copy of their qualifications with them to the interview. In the case of mature students any relevant documentation should be brought to the interview eg courses they may have completed over the years. In the case of students applying for courses in the School of Design students will be required to produce evidence of their artistic ability in the form of recent pieces of work or a sketch book. All interviews will also consist of a short written assessment.
6. Successful applicants will be notified by phone or e-mail and asked to attend on Registration day in early September.
7. Applicants not offered any place on our courses after interview will be notified in writing to the address given on their application form
8. Applicants are **not** to contact the College regarding the results of their interview as all applicants will be contacted by the College.
9. Successful applicants **must** attend Registration day or send in a representative if they can not attend in order to hold their place on a course. Department of Education fees of €200 plus administration fees and FETAC fees of €150 **must** be paid by cash, bank draft or postal order on registration day. Personal cheques **will not** be accepted. These fees are non-refundable and must be paid in full before a student commences a course.
10. Students may be eligible to apply for grants see page 3 of our brochure for more details.
11. Work experience is a mandatory subject on all our PLC courses and students will go out on a two week block work experience programme.
12. Garda Vetting is a requirement for all our PLC students. Prior to attending work experience students must be vetted by the Gardai. On registration day all students will be supplied with a Garda Vetting Application Form and instructions on how to process this form
13. Students will be requested to attend Induction days before their course commences.