

Ó Fiaich Institute Policy Documentation

## Admissions Policy

2026/27

# Ó FIAICH INSTITUTE OF FET



Ó Fiaich Institute  
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[www.ofi.ie](http://www.ofi.ie)

## **Policy Statement**

Ó Fiaich Institute is committed to ensuring that its admission procedures for learners are transparent and fair and that potential learners are made aware of the process involved. A statement of the entry requirements for each programme is available through the website and in the prospectus.

Applications for full-time PLC courses and higher education courses may be made online at: [www.ofi.ie](http://www.ofi.ie)

## **1. Entry Requirements**

### **QQI Level 5 Courses**

- All our Level 5 PLC courses are open to school leavers (Leaving Certificate/Leaving Certificate Applied Students/A Levels/GCSE or equivalent), QQI Level 4 graduates and mature applicants.

- In the case of oversubscription to a course entry may be subject to interview.

### **QQI Level 6 Courses**

- Learners must have obtained a QQI Level 5 Award or equivalent in the relevant vocational area.

- Entry may be subject to interview.

- In the case of oversubscription to a course, selection of suitable learners may need to reflect the learner's academic performance/attendance at Level 5 entry course.

### **English Language**

All courses are delivered through English. In addition to the listed entry requirements, applicants whose first language is not English are required to complete and provide evidence of English language proficiency to the level of B2 on the CEFR scale.

### **Non-Standard Applicants**

Non- Standard Applicants may be required to complete an interview/or other form of assessment to successfully complete their registration on their chosen programme. Applicants may be asked to present with references or testimonials to support their application for a specific course.

### **Examples of Non-Standard Applicants**

- Learners who have not completed a Leaving Certificate or equivalent QQI qualification in Ireland.

- Learners who hold qualifications from another country.
- Students who have been home-schooled and have not attained an Irish Leaving Certificate or equivalent.
- Learners who have previously registered/enrolled on a programme of study in Ó Fiaich Institute and are returning to complete another programme at the same level.
- Mature applicants (typically over 23) who may not meet standard academic requirements but have relevant life or work experience.
- Learners presenting significant gaps in their educational history.
- Applicants with relevant work experience but without formal qualifications.
- Learners applying through an alternative entry route (e.g. referral from support services, community organisations, or guidance counsellors).

### **Mature Applicants**

Mature learners >23 years may apply to all courses without formal qualifications.

These applications will be evaluated on previous experience, references and/or testimonials as well as performance at interview if requested. Prior work or academic experience that has provided competence and knowledge, either directly or in a related vocational field will be considered for those who do not hold formal qualifications as identified above.

## **2. The Application Process**

The process for gaining access to full time courses at Ó Fiaich Institute consists of several sequential stages:

- Application
- Interview
- Selection and notification
- Garda vetting
- Registration
- Induction

Ó Fiaich Institute produces an annual prospectus that contains details of each course. Course information are also available on our website at [www.ofi.ie](http://www.ofi.ie). Interviews will only be allocated on the basis of the receipt of a completed online application.

## **Interviews**

Applicants to certain courses may be required to attend an interview. In this incidence, the procedure is:

- Applicants are called for interview using a standard communication outlining the date, time and venue of the interview and, where applicable, the documentation required.
- Applicants are required to confirm their attendance at interview within the timeframe outlined. Failure to respond to the interview invitation or failure to attend without prior notice may result in the applicant forfeiting their place on the course.
- Interview boards for each course are composed of two people. On the day of interview, clear signage directs applicants to the interview venue, and staff members are available to assist with queries and directions.
- Applicants are interviewed in line with agreed interview criteria and associated guidelines.

The purpose of the interview process is:

- a) To assess the applicant's suitability for the course and their capacity to benefit from the programme.
- b) To guide the applicant towards a more suitable option, where appropriate.

## **Processing Of Applications**

Suitable applicants are allocated a place on their course of first choice. However, if the number of suitable applicants exceeds the number of available places on a particular course, applicants may be offered their second course choice.

In this incidence, they will also be placed on a waiting list for their first course choice, and will be offered a place, should a vacancy arise.

Likewise, if a particular course is under-subscribed and cannot proceed, suitable applicants will be offered their second or alternative course choice.

### **3. Learners with Disabilities and Additional Educational Needs**

Ó Fiaich Institute is committed to promoting equal opportunities in education and ensuring that applicants with disabilities have full and equitable access to all aspects of the admissions process and college life, insofar as is reasonably practicable.

The Institute will take all reasonable steps to ensure that applicants with disabilities are not placed at a substantial disadvantage compared to other applicants during the admissions process. Applicants are encouraged to disclose any disability or educational support needs as early as possible to facilitate the provision of appropriate supports and reasonable accommodations. Applicants are encouraged to contact the Student Support Team or Course Coordinator as soon as possible to discuss their

requirements. Disclosure of a disability will not negatively impact an application.

All applicants must be able to meet the essential requirements of their chosen programme, with or without reasonable accommodation.

All data supplied in relation to special educational needs will be processed in accordance with Data Protection procedures, in line with the LMETB Data Protection Policy.

#### **4. International Learners**

Ó Fiaich Institute welcomes applications from international learners, including:

- EU nationals
- Non-EU nationals
- Applicants with permission to remain in Ireland

The following information is intended to support international applicants who wish to study at the Institute.

##### **Non-EU Applicants Resident in Ireland**

It is the responsibility of all non-EU applicants to ensure that they hold the appropriate immigration permission to undertake a course of study in Ireland. Applicants must engage directly with the Department of Justice in relation to their immigration status. The Institute does not intervene in, or take responsibility for, immigration or visa-related matters.

Applicants who are granted a student visa or other relevant immigration permission must provide the Institute with a copy of this documentation prior to enrolment.

Eligibility for Further Education and Training (FET) is determined in accordance with national guidelines issued by Education and Training Boards Ireland and the Department of Education, including the conditions attached to a learner's immigration permission.

Applicants holding a student immigration permission (e.g. Stamp 2 or Stamp 2A) are not eligible for publicly funded PLC provision.

Non-EU applicants who do not hold an eligible permission to remain in Ireland may be required to pay an international tuition fee. This fee is currently set at approximately €3,653 per academic year, in line with sectoral norms, and is subject to change. Additional course-related charges may apply. Tuition fees do not cover the cost of textbooks, materials, examination fees, or other ancillary charges.

In the event that an applicant is unsuccessful in obtaining a visa, a refund of tuition fees may be considered. Requests for refunds must be supported by appropriate documentation, including proof of payment and evidence of visa refusal.

Applicants who hold international protection status and have permission to access the labour market

are not required to pay international tuition fees for PLC courses.

**Applicants with Permission to Remain in Ireland**

Applicants must provide official documentation confirming their immigration status.

Applicants in this category may include:

- Individuals granted refugee status
- Individuals granted subsidiary protection
- International protection applicants with labour market access
- Persons granted permission to remain on humanitarian grounds
- Parents of Irish-born children
- Non-EU family members of EU nationals exercising their rights under EU Treaty provisions

In line with national policy, applicants in the above categories are generally not subject to international tuition fees and may be eligible to access PLC courses on the same basis as EU applicants.

Eligibility for free access to FET provision is dependent on the specific immigration permission held. Some categories of permission may allow participation in FET but may not confer eligibility for free tuition.

**5. Right to Refusal by Ó Fiaich Institute and LMETB**

The formation of courses is subject to a minimum enrolment. Ó Fiaich Institute and LMETB reserve the right of admission to any course provided through Ó Fiaich Institute and LMETB. All disputes in relation to admission will be referred to the Chief Executive of LMETB. Appeals against a refusal to admit should be made in writing to the Chief Executive, LMETB, Administrative Offices, Abbey Road, Abbeyland South, Navan, County Meath.