



# A GUIDE TO THE LEAVING CERTIFICATE FOR STUDENTS AND PARENTS & GUARDIANS

## Note:

This is intended as a guide only; information was correct at time of publication. However, please refer to appropriate website and organisations to confirm information



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# NOTE

- THIS INFORMATION IS ONLY A GUIDE AND CAN CHANGE AT ANY TIME THROUGHOUT THE YEAR
- PLEASE KEEP UP TO DATE THROUGH VARIOUS WEBSITES AND COLLEGE OPEN DAYS
- ALL STUDENTS ARE ENCOURAGED TO MAKE AN APPOINTMENT TO MEET THE GUIDANCE COUNSELLOR TO DISCUSS THEIR PLANS
- STUDENTS AND THEIR FAMILIES ARE ENCOURAGED TO ATTEND COLLEGE OPEN DAYS. IF A STUDENT NEEDS TO TAKE A DAY OFF SCHOOL TO ATTEND AN OPEN DAY, COULD PARENTS EMAIL MR. GERAGHTY TWO DAYS BEFORE TO SAY THEY HAVE PERMISSION TO TAKE THE DAY OFF

# CAREER CHOICES: USEFUL WEBSITES

- [www.careersportal.ie](http://www.careersportal.ie)

For information and photos and videos of different types of jobs

- [www.cao.ie](http://www.cao.ie)

For information on applying to college through the points system

- [www.qualifax.ie](http://www.qualifax.ie)

For a list of and links to most courses available in Ireland, and information on the subjects you need to do these courses

- [www.ucas.com](http://www.ucas.com)

For information and applying to college in England, Scotland, Wales & Northern Ireland

- [www.solas.ie](http://www.solas.ie)

- [www.apprentices.ie](http://www.apprentices.ie)

- [www.fit.ie](http://www.fit.ie)

- [www.apprenticeshipjobs.ie](http://www.apprenticeshipjobs.ie)

For information on apprenticeships/trades

# CAREER CHOICES: USEFUL WEBSITES

- [www.steps.ie](http://www.steps.ie)

For information on engineering as a career

- [www.nursingcareers.ie](http://www.nursingcareers.ie)

For information on becoming a nurse

- [www.racingacademy.ie](http://www.racingacademy.ie)

For information on getting a job working with horses

- [www.tourisminsight.ie](http://www.tourisminsight.ie)

For information on careers in tourism

- [www.teagasc.ie](http://www.teagasc.ie)

For information on studying and careers in the agriculture sector

# CAREER CHOICES: USEFUL WEBSITES

- [www.garda.ie](http://www.garda.ie)

For information on joining the Gardaí

- [www.military.ie](http://www.military.ie)

For information on joining the army, navy, air corps

- [www.publicjobs.ie](http://www.publicjobs.ie)

For information on getting a job working for the government/civil service

- [www.bim.ie](http://www.bim.ie)

For information on careers in the fishing industry

- [www.smartfutures.ie](http://www.smartfutures.ie)

For information on courses and careers in the technology, science, engineering and computer industry

# CAREER CHOICES: USEFUL WEBSITES

- [www.nln.ie](http://www.nln.ie)

For training and college courses for students with special educational needs

- [www.studentfinance.ie](http://www.studentfinance.ie) & [www.susi.ie](http://www.susi.ie)

For information on financial support for students

- [www.accesscollege.ie](http://www.accesscollege.ie)

For information on the Access schemes/HEAR & DARE

- [www.careersnews.ie](http://www.careersnews.ie)

For up-to-date news on careers and college places. Sign up for daily Email notices

# SCHOLARSHIP INFORMATION

- <http://www4.dcu.ie/prospective/scholarships.shtml>
- <http://www.ucc.ie/en/study/schol-prize/>
- [http://www2.ul.ie/web/WWW/Services/Student\\_Affairs/Student\\_Administration/Admissions/Scholarships](http://www2.ul.ie/web/WWW/Services/Student_Affairs/Student_Administration/Admissions/Scholarships)
- [www.ucd.ie/scholarships](http://www.ucd.ie/scholarships)
- <http://www.nuigalway.ie/admissions/scholarships/>
- [http://admissions.nuim.ie/school\\_leavers/scholarships.shtml](http://admissions.nuim.ie/school_leavers/scholarships.shtml)
- <http://www.tcd.ie/Admissions/undergraduate/scholarships/>
- <http://www.education.ie/en/Learners/Services/Scholarships/>
- <http://www.thenaughtonfoundation.com/award-of-scholarship>
- [https://careersportal.ie/parents/?ed\\_sub\\_cat\\_id=56&menu\\_parent\\_id=16&parent=16#.Wr\\_ZPOt4WrU](https://careersportal.ie/parents/?ed_sub_cat_id=56&menu_parent_id=16&parent=16#.Wr_ZPOt4WrU)



# HELPING PREPARE FOR THE LEAVING CERTIFICATE

## **Homework and Study:**

- Homework should be done soon after arriving home
- There is a difference between Homework and Study
- Study is exam preparation

# Studying

## Where?



- A warm ventilated room
- A quiet place. Music is distracting

## How long? (Everyone is different)

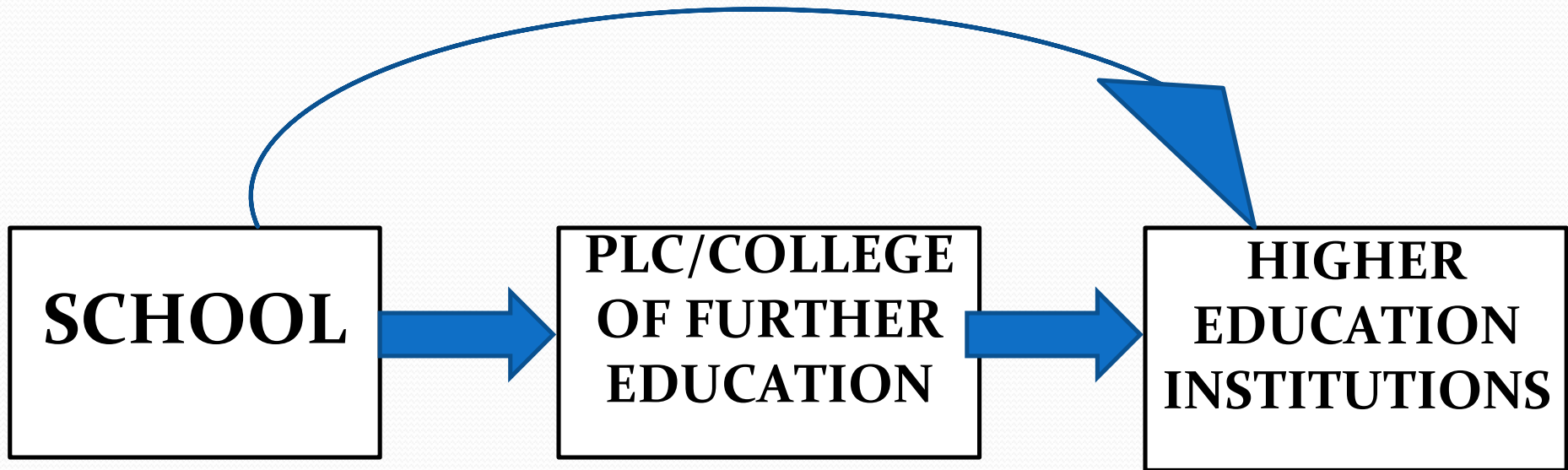


- Start immediately
- Start off slow and short
- One topic for 1 hour each evening to start with
  - Build up time and topics each week

# THE DO'S AND DON'TS

- Do treat yourself as an individual.
- Don't compare yourself to others
- Do make decisions
- Do get a good night sleep. Sleep and rest are important

# GOING TO COLLEGE AFTER THE LEAVING CERT



# A QUICK GUIDE TO WHAT IS AVAILABLE AFTER THE LEAVING CERT AND WHAT IS NEEDED TO DO THESE

## WHAT TO DO AFTER THE LEAVING CERT



**HIGHER EDUCATION INSTITUTIONS: eg. DCU, UCD, MAYNOOTH, TRINITY, TU DUBLIN, DKIT, ATU SLIGO.....**

**POST LEAVING CERT COLLEGE (PLC)/COLLEGE OF FURTHER EDUCATION**

**APPRENTICESHIP (UNDER REVIEW)**

**JOB/TRAINING/PUBLIC SERVICE/BANKS/GARDAÍ\*\*\*\***

## WHAT YOU NEED TO HAVE



**• A LEAVING CERT. ESTABLISHED**  
**• CERTIFICATE FROM A PLC OR COLLEGE OF FURTHER EDUCATION**

**• LEAVING CERT. ESTABLISHED**  
**• LEAVING CERT. APPLIED (LCA)**

**• JUNIOR CERT. + 16 YEARS OF AGE**  
**• LEAVING CERT. ESTABLISHED**  
**• LEAVING CERT. APPLIED (LCA)**

**• LEAVING CERT. ESTABLISHED**  
**• LEAVING CERT. APPLIED (LCA)**  
**\*\*\*\*As of 2013/2014 Gardaí will accept LCA with a PLC Course**



# NATIONAL FRAMEWORK OF QUALIFICATIONS

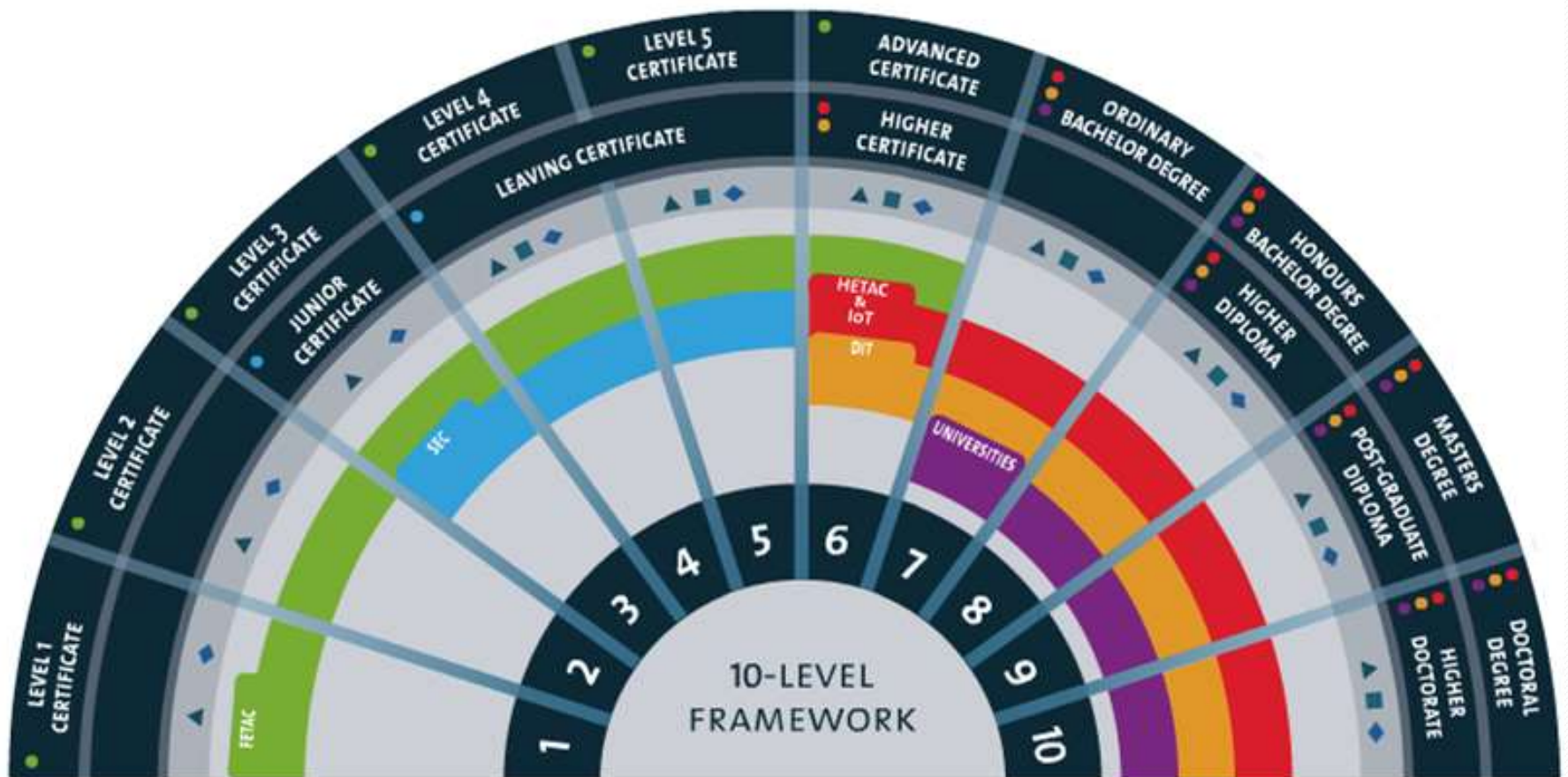
Údarás Náisiúnta  
Cáilfochtaí na hÉireann  
National Qualifications  
Authority of Ireland



WHAT ARE THE FRAMEWORK LEVELS?

WHAT IS AN AWARD-TYPE?

WHAT IS AN AWARDDING BODY?



# WHAT TO CHECK

- CHECK THAT YOU HAVE THE RIGHT SUBJECTS AND LEVELS TO GET INTO A COURSE
  - THESE ARE CALLED THE MINIMUM ENTRY REQUIREMENTS
- CHECKING THE POINTS WILL ONLY GIVE YOU A ROUGH IDEA. POINTS CAN CHANGE EACH YEAR
- PLCs DO NOT REQUIRE POINTS. THEY HAVE MINIMUM ENTRY REQUIREMENTS AND MAY CALL THE STUDENT FOR AN INTERVIEW
- CHECK WEBSITES (SEE ATTACHED LIST)

# WHAT IS AVAILABLE AFTER THE LEAVING CERTIFICATE

The main routes taken by students after the Leaving Certificate are as follows:



1.

## Higher Education Institution (Universities/Colleges/Institutes of Technology)

- Some of these institutions are Non-Fee Paying and some are Fee paying. It is important to check each Institution Prospectus for information on fees
- While some Universities are Non-Fee Paying for their courses, there *will* still be fees to be paid, e.g. registration

## 2. P.L.C. (Post Leaving Cert.

### College/Course)/College of Further Education

- Applications to a PLC are made directly to the each College
- Some PLC's require the applicant to attend for interview
- Applications for these courses are made after October(approx.) onwards, depending on the individual colleges. See College prospectus and websites for further details
- Depending on the course and qualifications, students who graduate from a PLC may apply for a Job or apply for a place in a Higher Education Institution to continue their studies
- Many Post Leaving Cert. Colleges have links with Higher Education Institutes in Ireland and England

### 3. Apprenticeships (FÁS HAS CHANGED NAME TO SOLAS)

- SOLAS are the body in charge of Apprenticeship training and qualification
- An individual wishing to take up an apprenticeship must do two things:
  - Ensure they have an employer willing to take them on as a trainee
  - Apply to SOLAS

# 4. Work/Training

- Many students go straight from school to work
- Employers will often take on individuals and train them
- We encourage our students to work to achieve the best they can in their Leaving Certificate as this will be an advantage when applying for a job or later in life if they decide to take up further study
- Many State Agencies/Bodies and Public Services have their own individual application system and will advertise for applications at differing times
- Applications to the Defence Forces are made directly to the forces

# QUALIFICATIONS OFFERED BY COLLEGES AND UNIVERSITIES

- When choosing a course it is important that students ensure that the qualifications offered by the college are recognised
- The National Framework of Qualifications (NFQ) and Quality and Qualifications Ireland (QQI) advise on qualifications in Ireland.
- Within the NFQ there are 10 levels of qualifications (Levels 1-10). Courses given by a college or university offer a qualification at a particular “level” of qualification

# LEVELS

- Levels 1-5 = Certificate
- Level 6 = Advanced/Higher Certificate
- Level 7 = Ordinary Degree
- Level 8 = Honours Degree/Higher Diploma
- Level 9 = Masters Degree/Post-Graduate Diploma
- Level 10 = Doctoral Degree

# The CAO

- CAO stands for the Central Applications Office
- All applications to Higher Education Institutions (Universities/Colleges/Institutes of Technology) in the Republic of Ireland are made through the CAO
- CAO application forms are available online at [www.cao.ie](http://www.cao.ie)
- An application fee is charged
- Applications to PLC Colleges are **NOT** made through the CAO

- The Guidance Counsellor will show each class how to fill in the CAO form
- **The Guidance Counsellor will NOT fill in any application form *for the student***
- The closing date for CAO applications is **1<sup>st</sup> February at 5pm**
- The CAO **will** accept late applications up to **1<sup>st</sup> May at 5pm** but will charge a late fee
- Once an application has been made the CAO will allow for applicants to change their mind. Change of mind applications are accepted up to **1<sup>st</sup> July at 5pm**



- **When filling in the CAO form it is important that applicants place their colleges in order of preference: ie. Their first choice of college is placed in the number one position and so on.**
- **Do NOT try to *play the system***
- **Apply for as many courses as possible. It is better to be faced with choices rather than try to pick up the vacant places, when the results come out**
- **Further information on the application process will be available in the CAO handbook and is also available on the CAO website ([www.cao.ie](http://www.cao.ie))**

# NEW GRADING SYSTEM

<b>New Grades</b>	<b>% Marks</b>
<b>H1 / O1</b>	90-100
<b>H2 / O2</b>	80<90
<b>H3 / O3</b>	70<80
<b>H4 / O4</b>	60<70
<b>H5 / O5</b>	50<60
<b>H6 / O6</b>	40<50
<b>H7 / O7</b>	30<40
<b>H8 / O8</b>	0<30

# NEW CAO POINTS SYSTEM

Higher		Ordinary	
Grade	Points	Grade	Points
H1	100		
H2	88		
H3	77		
H4	66		
H5	56	O1	56
H6	46	O2	46
H7	37	O3	37
H8	0	O4	28
		O5	20
		O6	12
		O7	0
		O8	0

# VIDEO OF HOW TO FILL IN THE CAO FORM

[http://www.cao.ie/index.php?  
page=video&bb=studentresou  
rces](http://www.cao.ie/index.php?page=video&bb=studentresources)

# UCAS

- UCAS stands for University and College Application System
- UCAS is the system used when applying to Universities and Colleges in the UK and Northern Ireland
- Applications can be made on [www.ucas.com](http://www.ucas.com)
- Any student wishing to apply through UCAS should see the Guidance Counsellor immediately, as the closing dates for UCAS are earlier than the CAO
- There is a guide to applying to UCAS on our school website



**SUPPORTS, GRANTS &  
SCHOLARSHIPS FOR THOSE  
PREPARING FOR  
COLLEGE/UNIVERSITY**

# GETTING A SCHOLARSHIP

<https://careers>

<portal.ie/scho>

<larships/>

# FINANCIAL SUPPORTS

- Depending on your household income a variety of financial supports are available
- If your family income is below a certain figure you may be entitled to financial supports
- This figure can change each year
- Your area of residence may have a system of financial support. Seek advice from your local Community Information Centre: [www.midl.ie](http://www.midl.ie)
- Supports are available for students with additional/special needs
- Applications for support should be made as soon as possible as funds are limited and are made available on an individual basis and at the discretion of each support agency
- GOVERNMENT GRANTS MAY BE APPLIED THROUGH [www.susi.ie](http://www.susi.ie) and [www.grantsonline.ie](http://www.grantsonline.ie) . BE AWARE OF THE CLOSING DATES!!!!!!!!!!



# Other Supports/Access Scheme (HEAR)

- Depending on Household income, you may be entitled to additional student supports and a possible reduction in CAO points
- If the household income is limited (This may change each year) you may be entitled to various supports under the HEAR (Higher Education Access Route) Scheme including a possible reduction in CAO points
- This figure may alter depending on the number of children at home and/or if a parent is in full time education themselves
- If you feel you may be entitled to apply for these supports you should seek further information from the Guidance Counsellor and/or **[www.accesscollege.ie](http://www.accesscollege.ie)**
- A talk on the HEAR Scheme will be organised for students at a later date
- **SEE [www.accesscollege.ie](http://www.accesscollege.ie)**

# SHORT HEAR/ACCESS VIDEO

SEARCH YOUTUBE FOR:

HEAR SCHEME GUIDING THE WAY FORWARD

<https://youtu.be/ljjpgCWz9FQ>

# OTHER ACCESS SCHEMES

- TRINITY ACCESS PROGRAMME

[www.tcd.ie/accessprogrammes](http://www.tcd.ie/accessprogrammes)

- DCU ACCESS SCHEME

<https://www.dcu.ie/access/dcu-access-entry-route>

- IF YOUR DAUGHTER OR SON IS APPLYING TO ANY OTHER COLLEGE, CHECK TO SEE IF THEY HAVE AN ACCESS PROGRAMME

# Special Needs/Students with Additional Needs

- **Students with special needs may be entitled to additional supports. Information is available from the Guidance Counsellor, the Department of Education and Science and/or DARE**
- **If a child is exempt from Irish/Third Language, they will need to inform the college/NUI College they are applying for. See [www.nui.ie](http://www.nui.ie)**
- **SEE ALSO DARE ON [www.accesscollege.ie](http://www.accesscollege.ie)**

A student may be able to apply for a reduction in required points based on their disability. Applying for DARE does NOT guarantee a place or reduction in points.

# IMPORTANT DATES TO

## REMEMBER

- Various dates for College/University Open Days: Dates available for students from Guidance Counsellor/**School Notice Board**/college websites/ [www.qualifax.ie](http://www.qualifax.ie)
- Application dates for financial and other supports: **SEE CONTACTS PAGE AT THE END**
- **From September onwards:** Various Application/Enrolment dates for PLC's
- CAO:
  - 1<sup>st</sup> February:** CAO Application Closing Date
  - 1<sup>st</sup> May:** CAO Late Application Closing Date
  - 1<sup>st</sup> July:** CAO Change of Mind Closing Date

# IMPORTANT TELEPHONE NUMBERS & WEBSITES

- [www.qqi.ie](http://www.qqi.ie)
- [www.nfq.ie](http://www.nfq.ie)
- [www.ucas.com](http://www.ucas.com)
- [www.cao.ie](http://www.cao.ie) (Telephone: 091-509800)
- [www.susi.ie](http://www.susi.ie) (Telephone: 0761 08 7874)

# FINANCIAL SUPPORT INFORMATION:

- **Department of Education Student Support Unit:**
- Telephone 0506-24381
- [www.studentfinance.ie](http://www.studentfinance.ie)
- [www.susi.ie](http://www.susi.ie) (Telephone: 0761 08 7874)
- [www.grantsonline.ie](http://www.grantsonline.ie)
- Monaghan Integrated Development  
(Telephone: 042-9749500)  
[www.midl.ie](http://www.midl.ie)

## **HEAR/ACCESS**

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

## **SPECIAL NEEDS**

Ahead: Support for students with special needs

01-716 4396

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

DARE:

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

National Learning Network (Monaghan):

Telephone: 047 83671 Email: [monaghan@nln.ie](mailto:monaghan@nln.ie)

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



# ACCOMMODATION CONTACTS FOR COLLEGES

1. [www.qualifax.ie/index.php?option=com\\_content&view=article&id=187&Itemid=214](http://www.qualifax.ie/index.php?option=com_content&view=article&id=187&Itemid=214)

**FOR A LIST OF ALL COLLEGE ACCOMMODATION WEBSITES**

2. [www.daft.ie](http://www.daft.ie)

**FOR PRIVATE RENTED STUDENT ACCOMODATION**

3. **FOR CAMPUS ACCOMODATION CONTACT THE ACCOMODATIONS OFFICE OR STUDENTS UNION OFFICE AT THE COLLEGE**

# BUS CONTACTS FOR COMMUTING TO COLLEGE

- [www.mcconnonsbuses.com/?p=students](http://www.mcconnonsbuses.com/?p=students)

**Telephone: 047-72164**

E-mail: [info@mcconnonsbuses.com](mailto:info@mcconnonsbuses.com)

- [www.buseireann.ie/inner.php?id=361](http://www.buseireann.ie/inner.php?id=361)

- [www.matthews.ie/latest-news/17/Matthews-launch-DCU-service](http://www.matthews.ie/latest-news/17/Matthews-launch-DCU-service)

- [www.collinscoaches.ie/dcu-service](http://www.collinscoaches.ie/dcu-service)

**Telephone: 042 966 1631**

# Remember

*Parents and Guardians are partners in the education of their child, and are welcome to make appointments with the Guidance Counsellor to discuss the many options available to their children*