



etbi

Education and Training
Boards Ireland

*Boird Oideachais agus
Oiliúna Éireann*

Information for Applicants, Parents & Guardians

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Information for Applicants



What is Further Education and Training?

Further Education and Training (FET), offers a wide variety of life-long education and training options to anyone over 16. FET includes a wide range of course types; apprenticeships, traineeships, Post Leaving Cert (PLC) courses, community and adult education as well as core literacy and numeracy services.

FET courses and programmes are provided through the Education and Training Board network throughout the country as well as through other local providers including online through SOLAS' eCollege. FET courses are provided at levels one to six on the [National Framework of Qualifications \(NFQ\)](#). A range of level 5 and 6 courses are made available for application via the CAO website.

Who is FET for?

FET is for anyone who is over 16 who wants to learn new skills or enhance existing skills to get the right job, progress to third-level or to support the achievement of personal goals.

Depending on the course you choose, there may be certain eligibility criteria. The requirements are set out for each individual course through the course listing on the [FETCH CAO Page](#) or from the relevant centre/college.





Information for Applicants



FET for Progression into Higher Education

The Higher Education Links Scheme (HELs) gives learners the opportunity to use their Quality and Qualifications Ireland (QQI) Level 5 or 6 Major Award to apply, through the CAO, for a place in the first year of a higher education programme.

Programmes leading to Level 5 and Level 6 Major Awards are available through providers who have programmes validated with QQI.

Linked awards, special requirements and available higher education programmes are published by the admissions office of the individual higher education institution and on www.cao.ie. Further information can also be found in QQI's publication: [Progression Opportunities into Higher Education](#).

FET for Employment

Employment-focused courses are full-time programmes focused on building knowledge, skill, and ability and essential qualifications to enter the jobs market.

Most have integrated work practice and/or industry placement. Many include unique, professional micro-certifications which further increase your employability. Employment-focused courses are a great choice for those wishing to career change, reskill, upskill, or start your career.





Information for Applicants

What is a Post Leaving Certificate (PLC) Course?



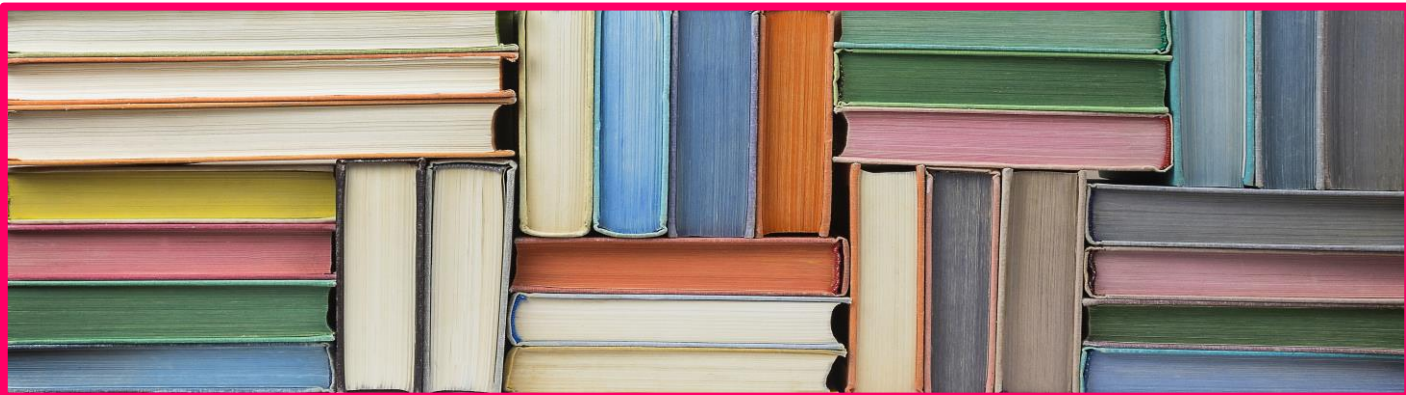
The Post Leaving Certificate (PLC) programme is a full-time programme for young people who have completed their Leaving Certificate and adults who may not have attained the Leaving Certificate but who are considering returning to education. PLCs are full-time and last for one to two years.

They offer a mixture of practical work, academic work and work experience. They are designed as a step towards skilled employment and, as such, they are closely linked to industry and its needs.

Post Leaving Certificate courses adopt an integrated approach, focusing on technical knowledge, core skills and work experience.

Courses are delivered in a wide range of subjects, such as business studies, childcare, community care, computing and technology, e-commerce, horticulture, multimedia production, sport and leisure and tourism. The courses generally lead to major awards at NFQ Levels 5 and 6.

PLC courses are mostly provided under the auspices of locally based ETB Colleges/schools, with some provision in voluntary, secondary and community and comprehensive schools. PLC courses are generally at Quality and Qualifications Ireland (QQI) Level 5 or Level 6.





Information for Applicants

What is a Traineeship?

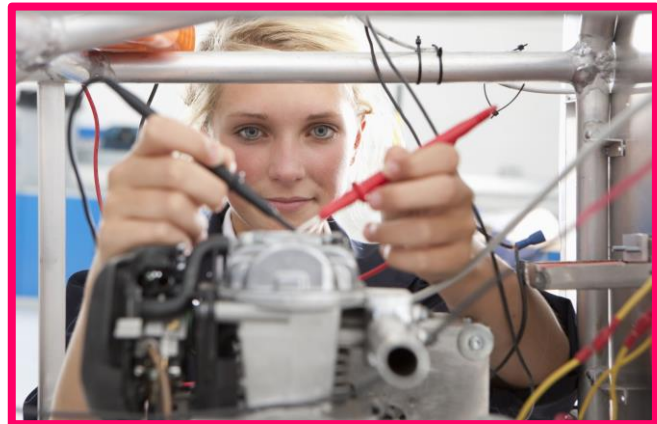
Traineeships are short, structured training programmes which combine learning in an education and training setting as well as learning in the workplace in partnership with employers.



Traineeships are developed and delivered by the Education and Training Boards (ETB's) working in partnership with industry representatives and employers. A Traineeship can provide you with an opportunity to develop cutting edge skills and on-the-job knowledge, enhancing your career options and improving your employability.

Traineeships:

- Are free to access and open to potential participants of all ages and backgrounds including school leavers, mature learners and those in, or seeking employment.
- Lead to an award at NFQ Levels 4-6 or equivalent.
- Are between 6-20 months in duration.
- Include at least 30% of learning on the job.
- Combine transversal and technical skills development.
- Are designed for flexibility delivery – online, face to face, blended learning.
- Provide open access to prospective learners, unemployed people may be eligible for income support.
- Respond to an identified industry skills need.
- A training allowance may apply.





Information for Applicants

What is an Apprenticeship?

An apprenticeship combines learning in an education and training institution with work-based learning in a company. At least 50% of apprenticeship learning is completed in the workplace. Apprenticeships lead to nationally recognised qualifications.



Apprenticeships vary in length depending on the programme, lasting between two and four years. There are a wide range of apprenticeship programmes available in areas that include:

- Finance
- Information Communication Technology (ICT)
- Biopharma
- Construction
- Engineering
- Hospitality
- Arboriculture

Apprentices 'earn while they learn' – that have an employment contract and paid a salary for the duration of their apprentice training.





How to Apply?

Eligibility:

Each course will differ in their admissions requirements. Some may include education level requirements, interview processes or previous experience for example.

The requirements are set out for each individual course through the course listing on the [FETCH CAO](#) page

Application Steps: Post Leaving Certificate and Traineeships

1

Create a Fetchcourses.ie account:
Go to www.fetchcourses.ie or click [here](#).

2

Find the Course:

Find the course you would like to do. Maybe you have an idea or maybe you need to browse the options. You can find out more about the course that interests you from the individual college listed on the [FETCH CAO page](#). Use the simple course finder to search the sector, type of course and/or location. For example: Type 'Engineering', 'Science' or 'Childcare'.

3

Complete an Application:

Once the right course has been found, simply follow the application steps required for a particular course. For some courses, applicants may be invited for an interview to assess their suitability for a particular course.

4

Accept an Offer

Once an application has been made in full, the course provider will assess the suitability of the candidate and send acceptances to successful applicants. Details will be provided on how to enrol and when the course will begin. Induction process will begin in line with CAO Round 1 in mid-August.

It is then up to the student to get everything they can from the experience to take the first steps in their chosen career!



How to Apply?

Application Steps: Apprenticeships

1

Which is the one for you?

It's a really exciting time for apprenticeships with over 50 types to choose from and more new ones being developed in new industry sectors. Apprenticeships range from the more traditional craft ones such as Electrical, Construction, Engineering and Motor to newer ones in areas such as ICT, Biopharma, Hospitality and Logistics. Further details of eligibility criteria and range of options can be found at:

[Generation Apprenticeship](#)

2

Find an employer:

To begin an apprenticeship, you must be employed by a SOLAS approved employer who will employ you for the duration of the apprenticeship programme. Generally they last between two to four years.

Employers advertise on [apprenticeshipjobs.ie](#) as well as other recruitment websites. It is also worth contacting local employers to see if they are recruiting apprentices.

3

Apply:

Once you have been employed by an approved employer, you will be registered as an apprentice. To do this, the employer should contact the Apprenticeship section of your local ETB.

It is then over to the Apprentice to get everything they can from both the on-the-job and off-the-job training experiences to take their first steps in their chosen career!



After Applying

Viewing Applications:



Applications can be reviewed by signing into [Fetchcourses.ie](https://fetchcourses.ie) and selecting 'Applications'.

Cancelling an Application:



Within 'Applications', click on the application you wish to cancel. Check that you have selected the correct application before clicking the 'Cancel Your Application' button.

Important Correspondence:



Course providers will communicate with applicants by post or email, and in some instances by telephone or SMS text message, at various intervals throughout the application process. It is the responsibility of the applicant to ensure all the relevant correspondence is received and managed appropriately.

You should periodically check your spam, promotional or junk mail folders etc. If you find emails from Fetch Courses or course providers are being directed into these folders, you should consider adding these emails addresses to your contacts or email address book.

Course Place Offer:



Offers of course places will be offered throughout the academic year. Induction process will begin annually in line with CAO Round 1 in mid-August.



Information for Prospective Applicants



Eligibility for International Applicants

An individual's eligibility for Further Education and Training is conditional on the individual's nationality and circumstances. They may also require one of more of the following:

- Employment Permit
- Labour Market Permission Letter
- Document from the Minister for Justice confirming permission to work in the state.

Eligibility for EU/EEA Swiss and UK Applicants

EU/EEA, Swiss and UK nationals do not require a visa, an employment permit or letter of permission and are classified on the same basis as an Irish national in terms of eligibility for FET.





Financial Supports:

Student Universal Support Ireland (SUSI):



If you are hoping to attend a Post Leaving Certificate (PLC) Course you may be able to get a student grant to help with living expenses while you are in education. Please check www.susi.ie for more information.

Back to Education Allowance (BTEA):

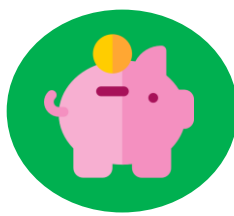
You can apply for the Back to Education Allowance if you are hoping to attend a full-time course and have a qualifying underlying social welfare payment upon commencement of the course. For further information on moving from Social Welfare to training or education, please check www.gov.ie for greater details.

FET Training Allowance:

Full time courses provided by ETB Training Centres are free (except for evening courses) and you may be paid a training allowance for the duration of your course.

Those in receipt of a qualifying underlying social welfare payment upon commencement of the course are eligible to retain their payment while participating in a traineeship. You can also claim an accommodation allowance if you need to live away from home for the duration of the course or a travel allowance. You may qualify for a free childcare place for your child. FET allowances are not taxable.

Your local [Intreo Office](#) can advise if you are entitled to any allowances whilst on a training course. Contact your local [Education and Training Board \(ETB\)](#) for more information.



Financial Supports:

Fund for Students with Disabilities (FSD):

The Fund for Students with Disabilities (FSD) is one of the main funding sources for students with disabilities. The fund ensures eligible students have the necessary help and equipment so they can participate on an equal basis with other students. The FSD is available to learners in further education on post-leaving certificate colleges.

The FSD covers the following supports:

- Assistive technology equipment and software
- Non-medical helpers (for example, personal assistants or notetakers)
- Academic or learning support
- Deaf supports including sign language interpreters and speedtext.
- Transport support

Any queries relating to FSD eligibility and supports on PLC courses should be directed to your [PLC college](#), [local ETB](#) or [SOLAS](#).

Additional Supports:

Additional supports may be available in individual colleges and centres. Additional supports may include but are not limited to:

- Inductions
- Examination Support
- Reader Support
- Educational Needs Assessment

The range of supports that are available to a learner may vary from centre to centre, depending on the resources and facilities that are available. Learners can enquire in their own centre as to what resources are available.

Applicants should disclose their requirements for additional supports as soon as possible when completing their account details on www.fetchcourses.ie.



Information for Parents/Guardians

Your Role as Parent/Guardian

- Help your child research their courses.
- Encourage your child to apply early.
- Watch out for important deadlines.
- Remind your child to review all CAO FET correspondence carefully.
- Accept any offer(s) by the reply date(s).



Helping your child choose their Further Education Courses

It is extremely important that your child takes the time to review all of the courses available to them.

When deciding on courses, your child must make sure to check all the minimum entry requirements for each of the courses and take note of any restrictions, such as supplementary information that may need to be submitted, or if an interview forms part of the qualification process.

