

CO-ORDINATOR
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Admissions Policy at Youthreach Kiltimagh

It is the policy of Youthreach Kiltimagh to offer training places to young people on the basis of guidelines set out by the Department of Education and MSL ETB Admission Policies.

Youthreach Kiltimagh aims to:

- Provide a fair and transparent system of admissions for all prospective learners
- Make reasonable provision and accommodation for learners, including those with a disability in accordance with relevant legislation and due regard to the efficient use of available resources

Our centre staff will inform learners of the different programmes on offer. All application forms received for a programme in the centre will be examined by centre staff. All applicants will be interviewed by centre staff. Applicants under the age of 18 will be invited for an interview with a parent/guardian and any professional engaged in guidance and support with the young person, where appropriate.

Consideration will be given to all previous learning experiences/personal circumstances with priority given to the individual who has had the least opportunity. Priority will be given to students who have not completed their Junior Certificate because of circumstances outside of their control, in accordance with PG 1. Eligibility of learners is outlined in section 8:2 of the Operation Guidelines of the Youthreach Programme.

There are three priority groups outlined by the Department of Education and Science in 2001 to aid centres to recruit students

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Priority Group 1 (PG1)

A PG1 student will be in the age group 15-20 and

- Have left school
- Be unemployed
- Be aged between 15 and 20 years of age at the commencement of his/her engagement with Youthreach
- Have no qualifications or have incomplete qualifications from Junior Cycle i.e. less than 5 grade Ds at Ordinary Level in the Junior Certificate or otherwise lack competencies or skills in the area of inter-personal communications, enterprise or motivation.

Priority Group 2 (PG2)

- Lone parents.
- Referrals from former NRB-funded courses.
- Students who have been released from detention.
- Students whose personal (e.g. domestic) circumstances are such that a Foundation education and training programme is the most appropriate option for them to pursue, qualifications notwithstanding.
- Travellers.
- Drug court participants.

The centre Co-ordinator will make the decision as to who will receive a place on the programme should there be a waiting list in operation. This decision would be based on review of the applicants and priority would be given to the person with the least chance.

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Recruitment

- Telephone/ in person visit/ referral.
- Post out or give centre details.
- The prospective student will be invited for informal interview.
- Students may be offered a place at Youthreach if vacancies exist otherwise their name will be put on a waiting list.
- At interview applicants will fill in relevant documentation.
- Parent/ guardian must accompany young person to interview if under 18.
- Discuss applicant's needs in relation to what is offered in the centre and make a decision on the suitability of the applicant.

Induction

The student must fill in and sign the MSL ETB Learner Detail Form. Parents must also sign where appropriate. Students and parents are also required to sign the Code of Conduct.

On the day the student will join the centre they will go through an initial induction process:

- Meet all staff members
- Tour of the building
- Distribute Code of Conduct and discipline procedure which is to be signed by Parent, Trainee and Tutor
- Finalise paperwork with Geraldine Doherty
- Student to be set up on sign in sheet.



Further Education Centre
Colaiste Raifleri
Kiltimagh
Co. Mayo

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- Talk about the course the student is to commence.
- Introduce idea of assessment (Literacy and Numeracy)
- Discuss allowance – how the trainee will be paid (when, certs) etc.



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