

## IMPORTANT NOTICE TO APPLICANTS PRESENTING QQI FET and FETAC RESULTS/QUALIFICATIONS

You indicated on your application form that you have completed a level 5/6 QQI FET or FETAC award in one of the years 2002-2021 **and/or** that you will complete a QQI FET award in summer 2022. The following important matters should be noted.

1. QQI use your Personal and Public Service Number (**PPSN**) as a unique identifier/examination number. You must ensure that the PPSN supplied by your college/centre/provider to QQI is the same as the one you have supplied to CAO.
2. All QQI FET and FETAC awards completed in the years 2002 to 2021 inclusive should appear in the Qualifications and Assessments section of your account, along with the correct major award code. (If no major award was achieved the award code will read RAXXX – this indicates that a Component Certificate was achieved, but not a major award.)
3. CAO will use the PPSN which appears alongside the FET 22 record on your CAO account to obtain any 2022 results from QQI. If you expect to complete a QQI FET award in 2022 and you have not supplied CAO with the same PPSN which is on your QQI record please do so now. **You must ensure that the PPSN you supplied to your college/centre/provider is the same as the one you have supplied to CAO. Unless we have the correct information your QQI FET or FETAC results cannot be considered.**

**Important:** If you are not completing any QQI awards/components in 2022 then you may ignore any mention of **FET 22** in your CAO account.

4. **If there is any error or omission, please update your information from within the Qualifications and Assessments section of your CAO Account. Ensure you supply the correct PPSN.**
5. If you indicated Further Education (box 6) on your CAO application, but you should have ticked QQI/FET 2002 – 2022 (box 2), you should email CAO via the Correspondence Section of your account and instruct CAO to tick the '2002 – 2022 QQI FET/FETAC Level 5/6 Exams' box on your behalf. Qualifications that may be included under the Further Education category (box 6) include City & Guild awards, FÁS awards, BTEC level 4 or higher, Post-Leaving Certificate Courses (Republic of Ireland) etc.
6. For information on how QQI FET and FETAC awards are assessed you should visit the 'Applicants' section of the CAO website [www.cao.ie](http://www.cao.ie) and click on: 'QQI FET/FETAC Information'. For any further information on how these awards are assessed you should contact the Admissions Offices of the Higher Education Institutions (HEIs) that you have applied to.
7. CAO and HEIs will be reviewing the Offers and Acceptances schedule for 2022. As soon as a schedule has been agreed, you will be notified by email.
8. Please note: we may contact you by email. When we send emails we send them to the email address you registered on your CAO application. Please ensure you monitor this email address for messages from CAO.