

Dear Principal/Guidance Counsellor,

September 2022

This CAO mailing contains a small quantity of CAO Handbooks, as well as CAO information posters.

A digital version of the CAO Handbook is available for students to view at www.cao.ie/handbook. This version (**new for 2023**) will present course information in a user-friendly, searchable format designed specifically for viewing on mobile devices (the model is adaptable and intuitive so it will display differently on desktop, tablet and mobile). Students will have an opportunity to personalise their own handbook, save their courses of interest, and share their handbook with Guidance Counsellors and parents if desired. A version of the personalised handbook can be saved by the student to view offline should access to the internet be an issue. Please take some time to view this new version and become familiar with all of its features. A video guide is also available in the Guidance Counsellor Resources section.

CAO applications may be made online from 4 November at noon and we ask that you remind your students to register as early as possible to encourage familiarity with the system. As you know, the courses that they select now can be amended up to 1 February for no extra charge, and students who apply online before 5pm on 20 January 2022 may avail of the discounted application fee of €30. **As always, we ask that you encourage your students to apply early and supply any supporting documentation (e.g. HEAR DARE documentation) as soon as possible.**

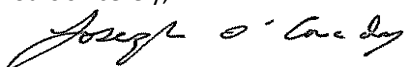
I would like to take this opportunity to draw your attention to some upcoming events and additional information:

- The provisional dates for the **2022 CAO Autumn Conferences**, in association with the Institute of Guidance Counsellors and the Higher Education Institutions, are 8, 9, 15 & 16 November at Radisson Little Island Cork, Radisson Blu Hotel Limerick, Sligo Park Hotel, and Johnstown Estate Enfield respectively (**subject to public health advice**). An online webinar will also be offered on 10 November for those who are unable to attend an in person event. Full details and an online registration link will be available on the CAO website (Guidance/Schools section) from the 14 October at noon. **Online registration will close on 28 October**. We look forward to meeting you at these events, and please note that **it is essential that you register online** if you wish to attend. If the school Guidance Counsellor is not available to attend we encourage the school Principal to attend. **Please remember to have your CAO Handbook to hand.**
- We enclose a **poster** which you may wish to display for students containing the application closing dates and promoting the interactive CAO Handbook. Additional resources will be available in the Information for Schools section of www.cao.ie over the coming weeks.
- **Disability Access Route to Education (DARE)** - Applicants with a disability will be able to complete Section A (Application Information) of the **Supplementary Information Form (SIF)** when they apply online. Applicants who wish to be considered for the DARE scheme must complete this form and indicate on the form that they wish to be considered for DARE by answering Yes to Question 1 by 5pm on 1 March. DARE applicants must submit the DARE Educational Impact Statement (EIS) and also Evidence of Disability to arrive in CAO no later than 5pm on 15 March.
- **Higher Education Access Route (HEAR)** - Applicants from socio-economically disadvantaged backgrounds may complete the HEAR online application form by 5pm on 1 March and submit supporting documentation to be considered for supplementary entry and post-entry supports to arrive in CAO no later than 5pm on 15 March.
- Information on DARE and HEAR can be found on www.accesscollege.ie

In November, you will be able to view the demonstration version of the online application form to see how the entire 2023 online application form is set out, including the SIF/DARE and HEAR sections.

Again, we look forward communicating with you at one of the conference events in November, and if you have any questions or require any assistance throughout the year please do not hesitate to contact us.

Yours sincerely,



Joseph O'Grady,

General Manager