

INFORMATION SHEET

– Other Further Education

CAO
www.cao.ie

IMPORTANT - Applicants presenting Other Further Education must read the following carefully and in full.

What qualifications are included under Other Further Education?

Applicants should select **Other Further Education** if they have qualifications or awards that are not covered by categories 1-4, for example:

- City & Guild awards
- SOLAS/FÁS awards
- BTEC Level 4 or higher
- Post-Leaving Certificate courses (excluding QQI Level 5 and 6 courses included under category 2)
- Pre-2002 FETAC level 5/6 (NVCA Level 2/3).

What information should I include?

Applicants should describe briefly on additional pages any special experience and/or qualification **STIPULATED IN HEI LITERATURE** as being relevant for the admission process. If relevant, state the dates, locations, subjects, and (if known) results.

Applicants should mention any other relevant Further Education/Training qualifications. **DO NOT** mention anything unless it has been stipulated, as this may delay consideration of your application.



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What information is required in relation to Pre-2002 FETAC Level 5/6 (NCVA Level 2/3)?

Applicants presenting **pre-2002** FETAC Level 5/6 (NCVA Level 2/3) should note the following:

- Mention any pre-2002 examinations which have been fully completed, showing the year the qualification was certified.
- **Tick box 2 if you have, or are currently completing, a 2002-to-current year QQI/FETAC level 5 or 6 award.**
- If you require previous FETAC Level 5/6 examinations to be combined with your current year QQI FET/FETAC Level 5/6 examinations, you should contact QQI to ensure that CAO receives the combined results in the current year examination results file. Specific QQI FET/FETAC Level 5/6 awards may be required for entry to particular courses. You should check the appropriate HEI literature to ensure that your FETAC Level 5/6 course is acceptable and go to www.cao.ie/qqi for more information. A full QQI FET/FETAC Level 5/6 Award is required; a QQI FET/FETAC Level 5/6 Record of Achievement is NOT sufficient.

Where do I send my documents?

Documents must be sent by post to **CAO, Tower House, Eglinton Street, Galway, H91 X25V, Ireland**. Do not fax or email copies of results to CAO. Faxed or emailed documents are not considered sufficient evidence of results, nor are letters or printouts produced by your school listing your results. Only certificates/statements of results produced by an examining authority will suffice. For more information on submitting supporting documents, please go to page 100 of the CAO Handbook.

What is the deadline for submitting my documents?

Applicants are advised to supply supporting documents to CAO as soon as possible. In respect of examinations already taken, evidence should be posted to CAO within 10 days of registering with CAO. Evidence of the results of examinations which are being taken in the current year must be sent to CAO as soon as they are available to the applicant and must be with CAO a minimum of 12 days before the relevant offer round.

What supporting documents do I need to supply?

Applicants must supply (by post) certified A4 photocopies of certificates to support any qualifications mentioned in this section.



How will my qualifications be assessed?

Other Further Education qualifications are assessed directly by the Higher Education Institutions (HEIs). Applicants will need to check with individual HEI Admissions Offices for information on how their qualifications will be assessed. You will find HEI contact details at the link below:

cao.ie/hej



NOTE: we will contact applicants by email. When we send emails, we send them to the email address registered on your CAO application. Please ensure you monitor this email address for messages from CAO. Failure to do so may have serious consequences. A copy of all emails sent by CAO can be viewed in the Correspondence section of your CAO account.