

# INFORMATION SHEET

## – 2002-2025 QQI FET and FETAC Applicants

**CAO**  
[www.cao.ie](http://www.cao.ie)

**IMPORTANT - Applicants presenting 2002-2025 QQI FET and FETAC Level 5/6 qualifications must read the following carefully and in full.**

### **Making an application to CAO on the basis of QQI FET and FETAC qualifications:**

Applicants presenting QQI FET and FETAC results from the years 2002 to 2025 must tick box 2, **2002-2025 QQI FET/FETAC Level 5/6 Exams**, in the Qualification and Assessment Summary. When applicants login to their application they must supply their correct PPSN in the box provided.

QQI use your Personal and Public Service Number (PPSN) as a unique identifier/examination number.

**Applicants must ensure that the PPSN supplied to QQI by their college/centre/provider is the same as the one that is supplied to CAO.**

### **How does CAO obtain QQI results?**

CAO will use the PPSN supplied by the applicant to obtain 2002-2025 Level 5/6 results from QQI. When current year results are received (usually in June) CAO will email all QQI FET and FETAC applicants. Applicants must follow the instructions in this email carefully and check that all of their QQI Level 5/6 results are appearing correctly on their online CAO account.

### **How are QQI FET and FETAC qualifications assessed?**

For information on how QQI FET and FETAC awards are assessed you should visit [www.cao.ie/qqi](http://www.cao.ie/qqi) and click on:

**QQI FET/FETAC Entry Requirements.**

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: [www.cao.ie/hei](http://www.cao.ie/hei).

**Please Note:** Specific QQI FET/FETAC Level 5/6 awards may be required for entry to particular courses.

A full QQI FET/FETAC Level 5/6 Award is required; a QQI FET/FETAC Level 5/6 Record of Achievement / Component Certificate is not sufficient.



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## What is a Quota/Non-Quota Course?

Some courses have a QQI quota of places reserved for QQI applicants. Applications to QQI quota courses will be considered in Round Zero (early August). Applications to non-quota courses will be considered for the first time in Round One, alongside other school leavers.

Applicants can check if the courses they are applying to have a QQI quota reserved using the link below:

<https://www.cao.ie/qqisearch>

Type in the relevant course code and click **Go**.

This will bring up a page outlining the Major Awards required to be considered for the course and any essential component awards. The final column with the heading 'Notes' will have codes to indicate if the course is a quota course or not (There will also be codes relating to the combining of component awards over more than a single academic year for scoring purposes):

**Std** - The score is used to rank applicants among school leavers as well as those presenting QQI FET/FETAC.

**Qta** - The score is used to rank QQI FET/FETAC applicants for consideration for entry to a QQI FET/FETAC quota course.

**One** - The best score in a single QQI FET/FETAC assessment session is used for ranking purposes.

**Cmb** - the best score in any combination of QQI FET/FETAC assessment sessions is used for ranking purposes.

**Art** - The QQI FET/FETAC assessment will be combined with an assessment carried out by the HEI offering the course (e.g. an art portfolio assessment or an audition).

## Qualifications not received from QQI:

CAO does not receive all Further Education qualifications electronically from QQI.

Applicants presenting

- City & Guild awards
- FÁS awards
- BTEC Level 4 or higher
- Post-Leaving Certificate Courses (Republic of Ireland) other than QQI FET/FETAC Level 5/6

etc., should indicate the **Other Further Education** section (box 5) on the Qualification and Assessment Summary and supply evidence of such qualifications by post to **CAO, Tower House, Eglinton Street, Galway, Ireland**. For more information on submitting documents, go to page 100 of the CAO Handbook.

## Important Communications from CAO:

Applicants should monitor emails regularly as we may contact you with important communications related to your application.

All applicants will receive a Statement of Application Record email from CAO in May.

In June, all applicants who have indicated QQI FET and FETAC will receive an email from CAO in relation to their QQI results.



**PLEASE 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.