

Dear Guidance Counsellor/Principal,

I hope this email finds you well.

Please see below some updates and reminders for the remainder of the 2024 season.

### **1. Statement of Application Process**

The expected date for commencement of the Statement of Application emails is Tuesday, 7 May (subject to change) for those presenting Leaving Certificate qualifications. Those presenting other qualifications will receive emails in the following weeks (e.g. QQI FET applicants will receive emails on 14 May, etc.). Applicants who have opted to receive text messages will be sent a notification by text and email to the number/email that they have supplied on their application form. As always, we ask for your assistance in reminding your students of the importance of following the instructions in this email and at [www.cao.ie/soar](http://www.cao.ie/soar)

A video guide explaining the Statement of Application process can be viewed here:

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

### **2. Change of Mind Deadline/Order of Preference**

The CAO Change of Mind facility will also open on Tuesday, 7 May at noon and closes on 1 July at 5pm. As a result of feedback received at the Autumn Conferences in 2022, we have put together an `Order of Preference` infographic which we would appreciate your help in sharing, either via your school's social media channels or by email. You can find the poster in the Guidance/Schools section under `Guidance Counsellor Resources` or at [www.cao.ie/preference](http://www.cao.ie/preference)

### **3. 2024 Offers and Acceptances Schedule**

The 2024 Offers and Acceptances schedule can now be viewed in the Important Dates section of [www.cao.ie](http://www.cao.ie)

Round One offers will issue on 28 August from 2pm.

### **4. Discontinuation of the Exceptional Late Application process from 2025**

It is proposed to discontinue the application cycle for Exceptional Late applications with a 22 July Closing Date. This exceptional closing date was introduced many years ago to facilitate applications from those who are currently registered in Higher Education, and who are not going to progress in their current course. Introducing an application cycle after the late closing date was intended to facilitate students who may not have been aware that they were not succeeding in their course until summer examination results issued, which would be after the CAO Late Closing date of May 1. With semesterisation and continuous assessment this justification no longer stands.

### **5. Available Places video (new version for Guidance Counsellors)**

A video guide to the Available Places facility (for Guidance Counsellors) containing screenshots of the application process will be made available via [www.cao.ie/video](http://www.cao.ie/video) at the end of August (in advance of Round One offers)

### **6. CAO Virtual Information Evening for Students and Parents**

As promised, the CAO Virtual Information Evening for Students and Parents will take place on 17 October at 6pm. Registration for this event will open 1 October at [www.cao.ie/webinar](http://www.cao.ie/webinar) A recording of this event will also be made available in the days following the event from the same link.

## **7. 2024 November Conferences**

The provisional dates and locations for the 2024 Autumn Conferences are as follows:

- 5 November – Kingsley Hotel, Cork
- 6 November – Clarion Hotel, Limerick
- 8 November - Online Conference
- 12 November – Glenroyal Hotel, Maynooth
- 13 November – Farnham Estate, Cavan

The Autumn Conferences registration page opens on 7 October at noon and closes on 25 October at midnight.

## **8. CAO Strategic Plan 2024 – 2029**

Thank you to all of you who contributed to the CAO's five year Strategic Plan; your input was extremely valuable and you will see this reflected in the plan which can be viewed here:  
[www.cao.ie/?page=aboutCAO](http://www.cao.ie/?page=aboutCAO)

## **9. Document Upload Facility**

CAO is exploring a Document Uploads facility for applicants. As an alternative to posting documents to CAO, in the future it is hoped that applicants would upload their documents. The plan is to run a pilot for 2025, where the focus will be on applicants presenting GCE qualifications only. A Document Upload facility would represent a significant convenience and cost saving to applicants, as well contributing to sustainability. We will keep you informed of any updates to this facility as they are scheduled.

Kind regards,

Eileen Keleghan

Head of Communications