



DIT Access Foundation Programme

Mature Student Application Form

(22 years or over on the 1st of January 2017)

Data Protection/Privacy statement:

Personal information and data supplied by you as an applicant will be used to assess your application and to assist us in providing adequate support for your needs. Personal information provided to the DIT will be treated with the highest standards of security and confidentiality in accordance with the Data Protection Acts 1988 & 2003. Data provided may also be used for research and monitoring purposes by DIT staff. By submitting this application form you acknowledge and consent to these practices.

OFFICE USE ONLY		
DATE STAMP	APPLICATION No.	ENTRY YEAR 2017/18

Affix passport size photo here

Section A: Personal Details

Your Personal Details	
Surname :	
First Name(s):	
PPS Number:	
Contact Address:	
Date of Birth (dd/mm/yyyy): / /	Country of Birth:
Nationality:	Home Phone:
Email Address :	
Mobile Phone:	

All correspondence with applicants will take place via email, therefore you must have an active email address.

Section B: Education

Your Education Summary	Please tick <input type="checkbox"/> each of the boxes that apply to you
No formal education	<input type="checkbox"/>
Junior Cert / Intermediate Cert	<input type="checkbox"/>
Leaving Cert Applied	<input type="checkbox"/>
Leaving Certificate (or equivalent)	<input type="checkbox"/>
Further Education Full Awards (e.g. plc course, level 4 or 5 FETAC/QQI award)	<input type="checkbox"/>
Further Education module awards	<input type="checkbox"/>
Third level/higher education (e.g. diploma, degree, masters)	<input type="checkbox"/>
Other non-certificate courses (e.g. creative writing etc)	<input type="checkbox"/>

Parental Education Summary		
Please state the highest level of education completed by your parents		
Please tick one box in each column i.e. the highest level that each parent has reached	Mother/ Guardian	Father/ Guardian
No formal education		
Primary education		
Secondary education		
Further education (e.g. plc course, level 4 or 5 FETAC / QQI award)		
Third level/higher education (e.g. diploma, degree, masters)		
If attained third level qualification, please state year completed		
Please state Higher education institute attended		

Primary Education			
Name of School:			
Address of School:			
Dates Attended	From:		To:

Secondary Education			
Name of School:			
Address of School:			
Dates Attended	From:		To:

What is your highest award/qualification achieved in school? (e.g. Leaving Certificate, Junior Certificate, Intermediate Cert, Group Cert, Leaving Certificate Applied). Include subjects, grades and levels (Higher, Ordinary or Foundation).			
Qualification and Year:			
Subjects	Grade/Level	Subjects	Grade/Level

Please enclose photocopies of qualifications/exam results attained.

Post-School Education (Adult, Community and Further Ed.)

Please give details of all previous post second level education and any other courses you have undertaken. Include courses that you have taken even if they don't have an award, i.e. creative writing course, art course etc, and that you may have started but not completed. If you do not have enough space to include all courses taken on this form please attached an additional page titled: Additional Education.

Also list any awards achieved including the level of the award (e.g. FETAC (NCVA), VTOS, etc). Include the subjects studied and the grades achieved.

Please enclose photocopies of qualifications attained.

Course Title		Year(s)	
Location		Award Level	
Details			

Course Title		Year(s)	
Location		Award Level	
Details			

Current Education:

Please state any course on which you are currently participating, including the level of the course and subjects studied. Also include any results you have already achieved.

Course Title		Year(s)	
Location		Award Level	
Details			

Section C: Employment/Work

Experience/Volunteering

Please give details of previous employment, work experience, or volunteering work you have had, including working in the home, caring responsibilities (eg for children, spouse or parents), and involvement with community or sporting organisations. **If you do not have enough space to include all relevant employment on this form please attached an additional page titled: Additional Employment/Volunteering.**

Job Title :			
From:		To:	
Details of responsibilities (nature of duties, roles, etc):			

Job Title :			
From:		To:	
Details of responsibilities (nature of duties, roles, etc):			

Job Title :			
From:		To:	
Details of responsibilities (nature of duties, roles, etc):			

Financial Support

Which of the following are you currently in receipt of? If you answer yes, please state for how long you have been receiving that payment	Yes	How Long?
Unemployment benefit (Jobseekers Allowance or Jobseekers Benefit)		
Other social welfare benefit		
VTOS/Back to Education Allowance/Back to Education Initiative		

Please note: students are not required to be in receipt of a social welfare benefit or Back to Education Allowance (BTEA) to qualify for the Access Foundation Programme. Any queries relating to your BTEA eligibility or general BTEA queries should be directed to your local Office of Social Protection.

Section D: Application Process Details

CAO Application

Please state your CAO number, if applicable:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>														
	YES	NO													
Have you applied to the CAO for a place on undergraduate programmes in DIT for 2016/17?	<input type="checkbox"/>	<input type="checkbox"/>													
Have you received an offer of a place on an undergraduate programme in DIT for 2016/17?	<input type="checkbox"/>	<input type="checkbox"/>													
If you answered YES above please state the DIT programmes that you have applied for.															
If you answered YES above please state the DIT programme you have been offered:															

Source of Information

How did you find out about the Access Foundation Programme?	Please tick ✓/ all that apply
Advice from a Career Guidance Counsellor	<input type="checkbox"/>
Former students' recommendation	<input type="checkbox"/>
Presentation at a course I was attending	<input type="checkbox"/>
Attended DIT Open Day	<input type="checkbox"/>
Through community or further education	<input type="checkbox"/>
DIT Prospectus	<input type="checkbox"/>
Information evenings	<input type="checkbox"/>
DIT Website	<input type="checkbox"/>
Something in the media or online generally (Please specify):	<input type="checkbox"/>
Other (Please specify):	<input type="checkbox"/>

Area of Interest

What would you describe as your main area(s) of interest?					
Health Science	<input type="checkbox"/>	Business/marketing	<input type="checkbox"/>	Tourism/hospitality	<input type="checkbox"/>
Maths/Engineering	<input type="checkbox"/>	History/geography	<input type="checkbox"/>	Art/design	<input type="checkbox"/>
Social science/ Social Care	<input type="checkbox"/>	Computer science	<input type="checkbox"/>	Food/catering	<input type="checkbox"/>
If there is a particular course (programme) you would like to study in DIT after you complete the Access Foundation Programme, please state the name of the course here.:					

Garda Vetting

All students on the Access Foundation Programme must undergo Garda Vetting. The first step is to complete the attached Vetting Invitation Form (form NVB1) and return it with your application. Should you be shortlisted to interview for a place on the programme and we receive your NVB1 form, you will receive by email an invitation to complete the process online.

Please note that applications are reviewed on a case by case basis and previous convictions will not automatically exclude candidates. We encourage applications from candidates from all backgrounds seeking to take advantage of this opportunity to access higher education.

If you require assistance with the vetting process please contact: studentvetting@dit.ie

Disability

In the interest of arranging appropriate supports (including academic and exams support), please state your disability and indicate whether or not you have supporting documentation which verifies your disability. If you do not have a disability, please write 'no disability'.

Section E: Essay

Essay

In your own **handwriting** please write an essay of not less than one page and not more than three pages on one of the following topics.

1. The role of Education or Engineering or Science or History or Art in society.
2. Taking a current media story or news event (from a newspaper or news report) write what you think about the issues raised in the story.
3. Choosing one of the following: a book, a painting, a song, an art piece, a building, a public space or a piece of music. Describe your favourite, and explain the reasons why it is your favourite.

You should attach the essay on a separate sheet.

Section F: Personal Statement

Personal Statement

In your own **handwriting** please write a statement detailing:

- Your reasons for wanting to participate on this course, such as: you may not have gone to third level education in the past;
 - This may include for example details such as family or personal circumstances that had an adverse effect on your education and opportunities, time spent in state care or other institutions, being the primary carer in your family, suffering from illness, being from a family where you were expected to begin work early, and so on.
- Your motivation for wanting to go to college at this time.
 - Is this the right time for you to pursue your education, how so?
 - What led you to choose to participate on the DIT Access Foundation Programme?
 - What are the reasons for deciding on DIT as a place of study?
- Your response to the 'Programme Expectations' infographic attached to this form
 - Have you considered how you will manage your time on the course?
 - Will you be able to commit enough time and energy to succeed?
- Other details relevant to your application.

You should attach the essay on a separate sheet.

Section I: Submitting Your Application

Check List

Your Completed Application should contain the following:

- Passport photograph attached in Section A.
- Active email address in Section A
- Completed Section B and C, including all documentation required.
- Additional Employment/Volunteering details (if applicable)
- Photocopy of any qualifications listed in Section D. (please do not send the original as it cannot be returned). If you do not have a copy of your qualification please include details of the qualification attained, noting that you do not have a copy.
- Completed NVB1 Vetting Invitation form including documentation.
- Hand-written short essay as detailed in Section H.
- Hand-written personal statement as detailed in Section I.
- If you are not an Irish Citizen, please attach a photocopy of your passport and GNIB card where required. If you are a naturalised Irish citizen please include a copy of your Irish passport.
- Please staple your completed Application form and Garda Vetting Application form separately. Do not staple together.

Closing Date for Applications: 1st May 2017

Completed Applications should be sent to

Access Foundation Programme
DIT Admissions Office
143 – 149 Lower Rathmines Road,
Rathmines,
Dublin 6.
D06H32

If you require any guidance in relation to completing your application please contact Bobby Maher, Programme Coordinator at 01 402 4222 or at bobby.maher@dit.ie

Declaration, Terms and Conditions

Applicant Declaration:

- I confirm that the information provided in this application form is true and correct and that any supporting documentation submitted with my application is genuine.
- I understand that the Dublin Institute of Technology may cancel my application, withdraw or amend its offer or terminate my registration at the DIT if any aspect of my application is found to be falsified.
- I understand that some details of my application will be used for research purposes, but none of my personal information will be identifiable.
- I understand that failure to complete the application form fully may negatively affect the outcome of my application.

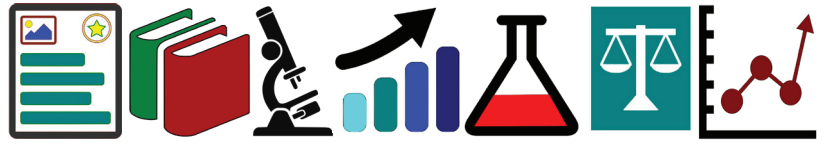
Please tick box below:

- I agree to the terms and conditions above & will provide all supporting documents with my application form

Applicant Signature: _____ Date: ____/____/2017

DIT Access Foundation Programme Programme Details and Expectations

What will I study?



You'll study some core modules such as communications, IT and maths, along with optional subjects to let you try different subject areas like business, art, humanities, social science, science and engineering. Students also take courses introducing them to higher education, research and study skills.



What is the time commitment?



The programme is very demanding, with students having an average of 24 hrs of classes on campus in DIT and a lot of reading, independent study and assignments outside that time.

Lectures are all between 9am and 6pm - it's like having a full time job! You should ask yourself how you will be able to manage your time so that you will be able to complete the assignments required and keep up with classes while also maintaining your commitments to work, family and other pursuits.

What will I be asked to do?



There is a lot expected of students. You need to be prepared to get involved, to engage in group work, in discussions and presentations. You'll be working with other students from a diverse range of backgrounds, as well as working on your own time studying and researching. You'll need to be able to manage your time when juggling different deadlines. To pass the programme, you need to pass all of the individual modules.

What happens afterward?

Based on your performance on the course and the careers guidance and support you will receive during the year, successful students will be offered a place on an appropriate undergraduate course in DIT.



Many students come begin with a place on a certain programme in mind, but it is very common for students to change their mind during the year and find a new path to follow.



Student Garda Vetting
 c/o DIT Admissions Office
 143-149 Rathmines Road Lower
 Dublin 6
 D06 H328
 T: (01) 402 3445
 E: studentvetting@dit.ie



**To be completed by
 Access Foundation Programme students only**

	CHECK LIST	TICK
Mandatory	<p>GUIDELINES FOR COMPLETING THE VETTING INVITATION FORM NVB1</p> <ul style="list-style-type: none"> - Read and understand 	
Mandatory	<p>FORM NVB1 – VETTING INVITATION</p> <p>Complete form ensuring all information is complete.</p> <ul style="list-style-type: none"> - Make sure you sign and date it. - Make sure you tick both boxes. 	
Mandatory	<p>THE 100 POINT CHECK – VERIFICATION OF IDENTITY</p>	
Optional	<p>FORM NVB3 – PARENT / GUARDIAN CONSENT</p> <p>If the applicant is <u>UNDER 18 YEARS OF AGE</u> a completed Form NVB3 will be required.</p>	
Final Check	<p>YOUR APPLICATION MUST CONTAIN THE FOLLOWING:-</p> <ul style="list-style-type: none"> - Completed Form NVB1 - Completed 100 Point Check Form & documents to support your ID - Form NVB3 Form (<i>if applicable</i>) 	



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GUIDELINES FOR COMPLETING VETTING INVITATION FORM (NVB1)

Please read the following guidelines before completing the NVB1 Form.

1. **INCOMPLETE / ILLEGIBLE / INCORRECT APPLICATIONS WILL NOT BE PROCESSED.** Applicants may be asked to resubmit a new NVB1 form and **should expect substantial delay.**
2. **The onus is on the student to complete the form correctly.**
3. The Admissions Office cannot amend NVB1 forms on behalf of the applicant.
4. The form must be completed in full using BLOCK CAPITALS and writing must be clear and legible.
5. The Admissions Office is not responsible for any errors on the online invitation as a result of illegible / incorrect information.
6. The form should be completed in ball point pen.
7. Insert details for each field, allowing one block letter / number / symbol per box.
8. Photocopied / faxed / photographed copies of the completed NVB1 form will not be accepted.

Section 1

- ❖ The invitation to complete the Garda Vetting application online will be sent to the applicants DIT student email address only. **THE INVITATION WILL EXPIRE AFTER 30 DAYS.** Failure to respond to the invitation will result in a considerable delay processing the application again. The onus is on the student to check their DIT email (including their junk / spam folders) for the invitation.
- ❖ The "Current Address" means the address you are now living at.
- ❖ The address fields should be completed in full, including Eircode / Postcode. No abbreviations please.

Section 2

- ❖ Declaration of Application - The applicant must confirm their understanding and acceptance of the three statements by signing and dating the application form in Section 2 and must tick both boxes.
Applications received with unticked boxes will automatically not be processed.

SUPPORTING DOCUMENTATION

- ❖ **Do not** send original documents (eg passports, etc) as we cannot be held responsible for the delivery and safekeeping of these valuable documents.
- ❖ All applicants will be required to provide documents to validate their identity (refer to the 100 Point Check below). These supporting documents must accompany the completed NVB1 Form.
- ❖ A photograph is not a valid form of ID. We will only accept the documents listed in the 100 Point Check.
- ❖ Expired documentation will not be accepted as verification of identity.
- ❖ **If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required.**

FURTHER INFORMATION

- ❖ FAQ's on the National Vetting Bureau (NVB) go to <https://vetting.garda.ie/Help/FAQ>
- ❖ Garda Vetting will **not** be processed during July to early September due to the high offer season in the Admissions Office. Applicants should expect delays due to the subsequent backlog.



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THE 100 POINT CHECK – VERIFICATION OF IDENTITY

NAME: _____

PROGRAMME CODE: DT6522

THE 100 POINT CHECK

Applicants for Garda Vetting must satisfy the 100 point check for their application to be processed.

Any combination must be equal to or exceed 100 points.

Identification	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Irish Public Services Card	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/EEA/Swiss citizens	50	
Irish driving licence or learner permit (old paper format)	40	
Employment ID		
• ID card issued by employer (with name and address)	35	
• ID card issued by employer (name only)	25	
Letter from employer (within last two years)		
• Confirming name and address	35	
P60, P45 or Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
Public services card/social services card/medical card	25	
• With photograph	40	
Bank/Building Society/Credit Union statement	35	
Credit/debit cards/passbooks (only one per institution)	25	
National age card (issued by An Garda Síochána)	25	
Membership card		
• Club, union or trade, professional bodies	25	
• Educational institution	25	
Correspondence		
• From an educational institution/SUSI/CAO	20	
• From an insurance company regarding an active policy	20	
• From a bank/credit union or government body or state agency	20	
Students under 16 years (any one of the following)		
• Birth certificate	100	
• Passport	100	
• Written statement by a principal confirming attendance at educational institution on a letter head of that institution	100	
Recent arrival in Ireland (less than 6 weeks)		
• Passport	100	

TOTAL POINTS:- _____

Total must be 100 Points or over



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IF THE APPLICANT IS
UNDER 18 YEARS OF AGE
A COMPLETED FORM NVB 3 – PARENT / GUARDIAN
CONSENT WILL BE REQUIRED

Form NVB 3 PARENT / GUARDIAN CONSENT FORM

Students Details

Forename(s):																													
Middle Name:																													
Surname:																													
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y																			

Parent / Guardian Details

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):																																				
Surname:																																				
Relationship to applicant:											Father:	<input type="checkbox"/>											Mother:	<input type="checkbox"/>											Guardian:	<input type="checkbox"/>

Address:

Line 1:																												
Line 2:																												
Line 3:																												
Line 4:																												
Line 5:																												
Eircode/Postcode:																												

Mobile / Contact No:																												
Email:																												

Parent / Guardian Consent

I, being the Parent/Guardian of the above named applicant, consent for the National Vetting Bureau to conduct vetting in respect of the above named applicant in accordance with the (Children and Vulnerable Persons) Acts 2012 to 2016.

Parent / Guardian Signature: _____

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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