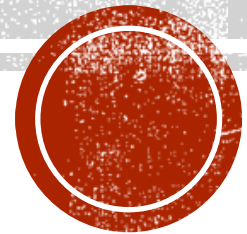


ST JOSEPH'S COLLEGE CAO INFORMATION EVENING

Antoinette Donohue, Guidance Counsellor

22th November, 2023





GENERAL INFORMATION

- The CAO is the Central Applications Office to which Leaving Cert students apply to undergraduate courses offered by Higher Education Institutions (HEIs)
- These are the courses for which “POINTS” are usually required
- All students should apply to the CAO online using a laptop or desktop only



Your role as a parent/guardian

Help your child to research their courses



Encourage your child to apply early



Make sure your child lists their courses in genuine order of preference



Watch out for important deadlines



Remind your child to review all CAO correspondence carefully



Accept offer online by the reply date





IT IS THE APPLICANT'S RESPONSIBILITY TO:

- Read the CAO handbook carefully, and be clear about the procedures, dates, fees and rules that apply to the Central Application System of the CAO – No printed version this year.
- Research thoroughly ALL the courses for which the student is making an application
- To ensure that an application is submitted complete, correct and on time

The online application requires some minimum computing facilities such as google chrome. The CAO advise that students do not make an application using smartphones or tablets.



RESEARCH COURSES

Interview with Guidance Counsellor

- www.cao.ie
- www.qualifax.ie
- www.careersportal.ie

- HEI websites e.g. www.maynoothuniversity.ie
- Attend open days and ASK!
- Ask relatives, friends
- College Prospectuses - mostly online
- Podcasts, Instagram

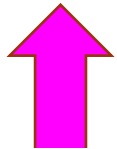




APPLICATION DATES AND FEES

ONLINE APPLICATION	FEE	CLOSING DATE
CAO Online Application Opens		6 th November
Early Online application rate	€30	20 th January 2024
Normal Online application	€45	1 st Feb, 2024 (5 pm)
DARE/HEAR Deadline to complete online forms		1 st March, 2024
DARE/ HEAR Deadline for forms to arrive at CAO		15 th March, 2024
Online Change of Mind opens		7 th May, 2024
Online Change of Mind closes		1 st July, 5pm
Leaving Cert Results issued		Mid August (DOB)
First Round offers		A few days later (DOB)

Go to CAO.IE for
A detailed Timetable of events



CHANGE OF MIND

- The change of mind facility is open up to the 1st February and 1st March with a fee of €10. This means that once you have applied and received a statement of application from the CAO you can go back on-line and change the order of your courses, remove courses and add courses to your original list up to these dates.
- This facility returns again on 7th May (12:00 noon) up to July 1st

The change of mind facility is open to restricted courses up to the 1st of February only





RESTRICTED COURSES

Restrictions

RESTRICTED COURSES

MATURE APPLICANTS

HEAR
SOCIO-ECONOMIC
DISADVANTAGE

DARE
DISABILITIES/SLD

Applications must be made by 1 February at 5pm. Consult CAO Handbook for full details.



RESTRICTED COURSES

- These courses have early assessment procedures therefore can only be included in your original course choices submitted before **1st February, 2024**
- Courses that are restricted are clearly identifiable in the CAO handbook online with the word *restricted* in italics
- Courses that are restricted usually require another type of assessment along with the leaving certificate e.g. interview, portfolio or performance
- Examples: HEAR / DARE, Animation IADT, Medicine, Music MU, Drama TU Dublin City, Art and Design NCAD





IRISH, FOREIGN LANGUAGE AND MATH EXEMPTIONS

NUI Exemptions (Maynooth University, UCD, NCAD, UCC and Galway University)

If you were:

- (a) Born outside Ireland – (Section B) only
- (b) Born in Ireland but had primary education outside Ireland OR minimum of three continuous years outside Ireland (Section C) only
- (C) Have an Irish exemption due to an SLD with a cert (Section D)

**Remember 6
subjects are needed
for Matriculation
despite the
exemption!**

*****New for 2024*****

The NUI Exemption for is online only

<https://www.nui.ie/news/2023/Exemptions.asp>

Trinity College, Mary Immaculate and Limerick University apply directly to these universities. Contact University admissions.

Check cao.ie for more information on exemptions.



MAKING AN ONLINE APPLICATION

- Open www.cao.ie/apply Opens on 6th November

STEP 1. (Payment needed at this stage)

- **REGISTER ON THE CAO SYSTEM TO OBTAIN YOUR PERSONAL CAO NUMBER**
- NB – **USE YOUR PERSONAL EMAIL ADDRESS TO REGISTER** (Do not use your school email ; do not use a parents email address).
- Carefully enter your details – name (as it appears on your Birth Certificate , address, DOB, phone number (for SMS text messages)
- Select the qualifications relevant to you – Current Leaving Certificate Student...2024.
- Select payment method (a debit/credit card is required but information will not be stored. You will be redirected to a third party payment system and then when the payment is processed you will be brought back to the cao)
- Create a **PASSWORD** (Write down and keep carefully your password and CAO number as you will need both to log onto the website).
- You will also receive an email containing your CAO number. This number is very important. You need to photograph this number and hold onto it carefully
- You must press **PROCEED WITH APPLICATION** to obtain your CAO number and email verification code. Check you email to verify and confirm that you now have a CAO number .

- **Check email regularly; Add Notification for CAO; Check SPAM or TRASH *****





MAKING AN ONLINE APPLICATION

STEP 2.

- Go to www.cao.ie and click My Application. You will need your CAO application number, your date of birth and your password to proceed.. You will then be asked to verify email and subsequently you will be brought to the qualifications section to confirm status.
- **Tick box 1 Irish Leaving Certificate 1985-2024**
- Applicants must also enter their school name, address, start year and finish year in the Secondary Level Schools Attended section of the online application (2018 to 2024). Exam numbers for Current Exam Year applicants are issued to students in March 2024. The exams commission gives the CAO your exam number.

STEP 3.

- Indicate if you wish to be considered for **SUSI** – this does not mean you have applied for SUSI

STEP 4.

- **Exemptions:** If you wish to seek an exemption from Minimum Entry Requirements (e.g. Irish or modern language) you indicate it here. However, as every HEI differ NUI colleges require submission of proof of exemption prior to June 2024.
 - *Do the TRIAL RUN on the CAO website*



MAKING AN ONLINE APPLICATION

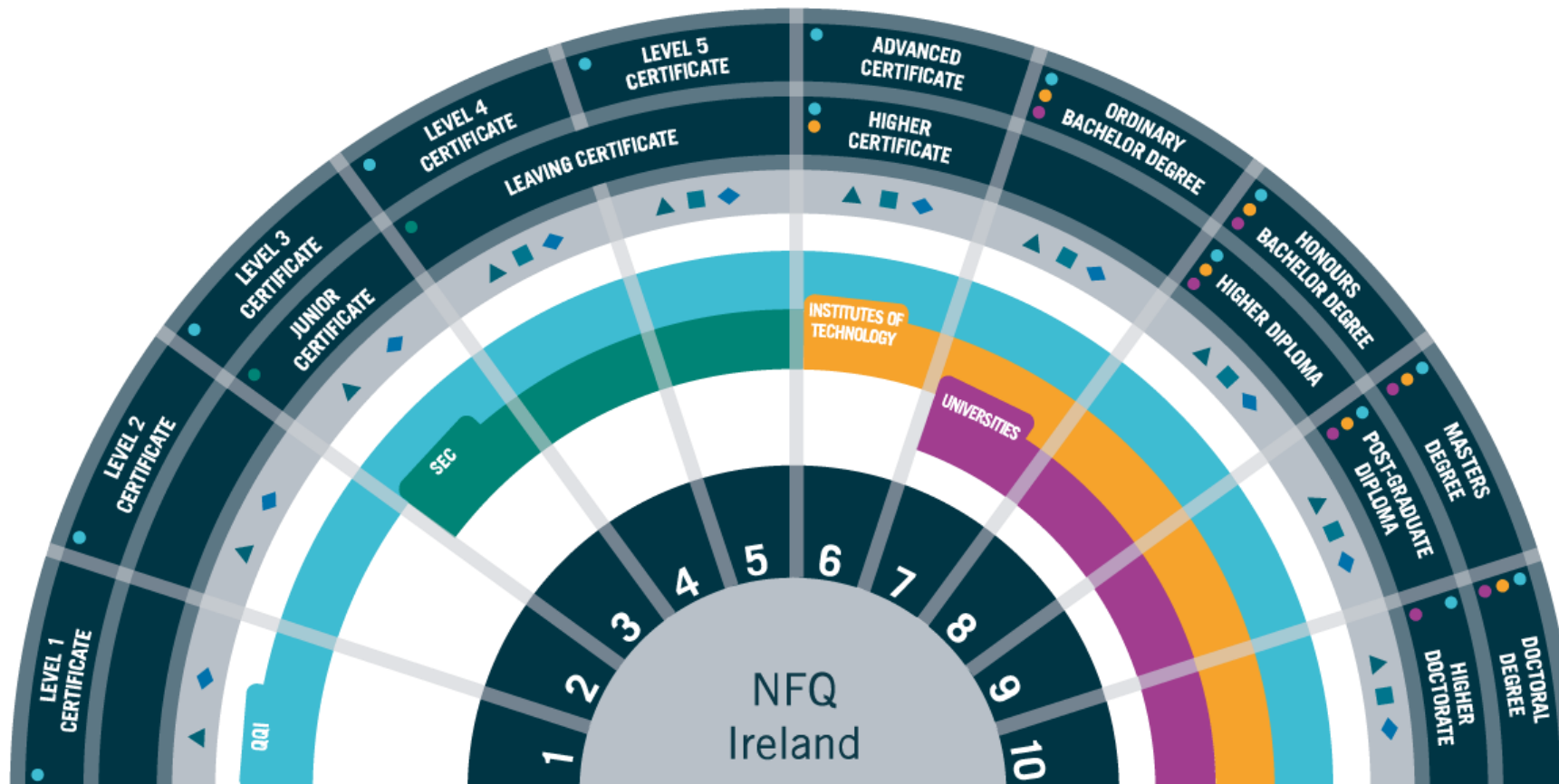
STEP 5.

- There are 2 course lists (Level 8 and Level 7/6).
- Log in to the **My Application facility** and click Add Level 8 course or Add Level 7/6.
- You can add up to 10 course choices on each list.
- Your choices on one list do not in any way affect your choices on the other list; both lists are separate.
- You have the opportunity to make changes to your course choices lists multiple times (add, take off or change order) using the change of mind facility. There are some restrictions to this.
- It is possible to receive an offer on both lists. You may then decide to accept either your Level 8 course or your Level 7/6 course.
- Alternatively, you might not wish to accept either offer or defer you place until next year.



THE NATIONAL QUALIFICATIONS ~ FRAMEWORK

NQF





LEVEL 8, 7 AND 6 COURSES

Level 8 Courses

- *Honours Degree Courses (8), example = TR024 European Studies, TCD*
- *Usually 3 to 4 years duration*
- *You can choose 10 Level 8 courses*
- *Universities, most IT's/Colleges and Private Colleges*

Level 7 and 6 Courses

- **Ordinary Degree Courses (7), example – DB 571 European Studies, Dublin Business School**
- **Higher Certificate (6), example – NC 103 Business, NCI**
- **3 and 2 years duration**
- **All IT's, some Uni. & Colleges**

PLC Courses are NOT part of the CAO. You do NOT need points for a PLC!



ORDER OF PREFERENCE

- Order of preference means ranking the choice of courses in the exact order in which you want to be considered for a place

*****VERY IMPORTANT*****

- Both course lists must be filled out in

Genuine Order of Preference

- The CAO will assume that course 1 on your Level 8 list is preferred to course 2 and course 2 is preferred to course 3 and so on....
- If you are eligible for course 1, then this is the **ONLY** course you will be offered from the Level 8 list.

ALL OTHER COURSES LISTED BELOW THIS WILL NEVER BE OFFERED.

- Similarly, if you are eligible for course 4 on your Level 8 list then all courses listed below this i.e. 5, 6, 7, 8, 9, 10 will **NEVER** be offered to you.





ORDER OF PREFERENCE

PLACE YOUR COURSES IN GENUINE ORDER OF PREFERENCE

1. (I want this course more than any course below)
2. (I want this course more than any course below)
3. (I want this course more than any course below)
- .
9. (I want this course more than any course below)
10. (I want this course!)

To do otherwise is a grave mistake





Order of Preference Continued

1
2
3
4
5
6
7
8
9
10

Dream Courses

Realistic Courses

Banker Courses





HIGHER EDUCATION INSTITUTIONS DUBLIN / KILDARE REGION

Universities

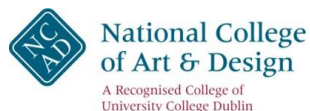
- TCD – Trinity College Dublin
- UCD – University College Dublin (NUI)
- MU – Maynooth University (NUI)
- DCU – Dublin City University
- TUDublin (Dublin, Blanchardstown and Tallaght – Technological University Dublin)
- Royal College of Surgeons, Dublin

Colleges

- St Patrick's College of Education, Drumcondra (now part of DCU)
- NCAD = National College of Art and Design, Dublin
- NCI = National College of Ireland, Dublin
- St Patrick's Pontifical College, Maynooth
- Marino Institute of Education (Accredited by Trinity College Dublin)

Private Colleges

- Griffith College Cork and Dublin
 - American College Dublin
 - Pulse College
 - IBAT
 - ICD Business School
 - Dorset College
 - Grafton College of Management Sciences
 - Dublin Business School
 - Grafton College of Management Sciences
 - Psychology at NCI
 - St Nicholas Montessori College
 - CCT Dublin
- **It is the responsibility of each student to confirm the status of the institution that you are applying to**



MAKING AN ONLINE APPLICATION

STEP 6.

Indicate if you wish to be considered for HEAR and apply for HEAR. (cao.ie/hear)

- Apply online to CAO by 5pm on 1 February 2024
- You must indicate before 1st March, 2024 and fully complete all elements of the HEAR application.
- You will be given a checklist of all documents needed.
- Post your supporting document to arrive in the CAO no later than 5pm on 15th March 2024. A4 Photocopies of all supporting Documents, NOT ORIGINALS.



Register Post – AS PROOF OF POSTAGE!



What is HEAR?



The Higher Education Access Route is an admissions route for school leavers who for social, financial or cultural reasons are under-represented in third level education.

Why Apply for HEAR?

Reduced points CAO offers in the participating colleges provided you meet the minimum entry requirements.

Post-entry supports such as financial, academic, social and personal.

MAKING AN ONLINE APPLICATION

STEP 7.

Indicate if you wish to be considered for DARE and apply for DARE. (cao.ie/dare)

- Apply online to CAO by 5pm on 1 February 2022
- You must disclose eligibility for DARE before 1st March, 2024 and fully complete Section A of the Supplementary Information Form SIF which is part of your CAO application. You must answer Yes to question 1 on Section A by 1st March.
- The school completes Section B, the Educational Impact Statement and you must complete Section C (Evidence of Disability) or for an applicant with an SLD provide a full psycho-educational assessment.
- Both Section B and C must be forwarded together to the CAO before 15th March 2024.
- All documents should be photocopied before posting.



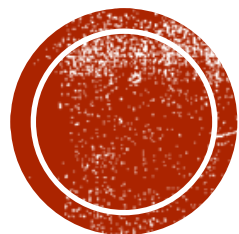
Register Post – AS PROOF OF POSTAGE!



WHAT IS



?



SUSI is Ireland's national awarding authority for further and higher education grants. We offer support to eligible students in approved, full-time courses at PLC, undergraduate and postgraduate levels and in some cases, to students studying outside Ireland.

Check out <https://www.susi.ie/eligibility-reckoner-app-irish/>



OFFERS: **3 AREAS MUST BE SATISFIED**

1. Minimum Entry Requirements

- Pass 6 subjects
- At least 2 H5
- H7/O6 or higher in remaining 4
- Pass in:
 - English
 - Irish
 - Another Language*
 - Mathematics*
 - Science Subject*

2. Specific Course Requirements

Engineering (UCD)

- H4 Math
- H6 a Science

Veterinary Medicine (UCD)

- H5 Chemistry
- A third Language ***
- 60 hours work exp

Primary Teaching

- H4 Irish
- 04 Maths

3. Points

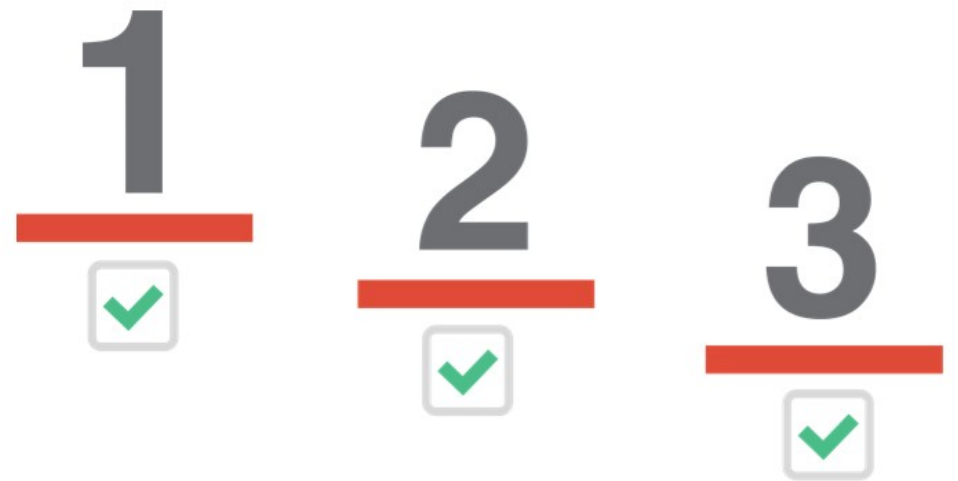
• Engineering UCD	567
• Law and Business MU	432
• Accounting TU Dub	380
• Dental Science TCD	625
• Arts Maynooth	307
• Law UCD	564
• Biomedical Eng. DCU	531
• Biomedical Sci MU	484
• Ed Graphics and Construction	400
• Ed Foreign Language and Irish	431
• Ed Primary	487

Once all 3 areas are satisfied an offer will be made!



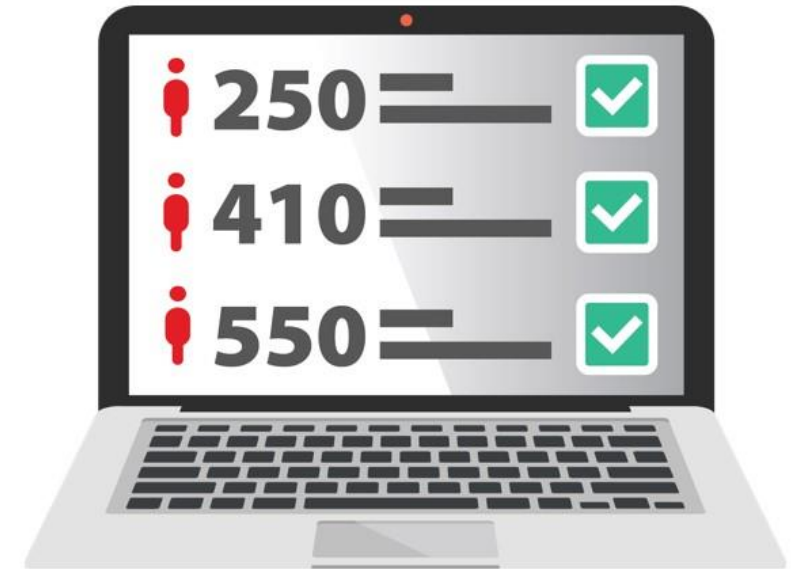
How offers are issued

- After the release of the Leaving Certificate results, the examination results are input into the CAO computer and for each course that your child applied for the CAO will first check that they meet the minimum entry requirements.
- If your child meets the eligibility criteria for the course(s) that they have applied for, the system then calculates a points score using the HEI Common Points Scale.



How offers are issued

- Your child will then be placed on a list in order of merit for each course that they are eligible for e.g. if your child has the highest points score he/she goes to the top of the list and the child with the second-highest points score goes second on the list, and so on.
- The HEI then instructs CAO on how many offers to make for each course. If your child was in 20th position for a chosen course, and the institution instructs CAO to offer 25 places, then your child will receive an offer of a place on that course (unless they have received an offer of a course higher up on their preference list). The points score of the applicant in 25th place will be published as the cut-off points for that course in that round.



Accepting an offer

- If your child decides to accept an offer, they can accept the offer online up to the reply date.
- If they receive an offer from both lists they must choose between them; they can only accept one offer from either their Level 8 or their Level 7/6 list.



Accepting an offer in Round One does not mean that your child will be prevented from receiving an offer of a higher preference course in subsequent offer rounds. Should a place become available in a later round, and if your child is entitled to this place, they may receive an offer which they can choose to accept or ignore. Accepting the new offer will automatically cancel the previous acceptance.

Deferring a place

- If your child decides to defer an offer of a place they must e-mail immediately to the Admissions Office of the appropriate HEI. They should not accept their CAO offer.
- They must give their name as it appears on their CAO application, quote their CAO application number and the course code of the offer they wish to defer, and set out the reason(s) for the request. They must mark “**DEFERRED ENTRY**” clearly on the envelope or in the Subject Line of their e-mail.
- The e-mail must arrive in the Admissions Office at least two days before the “**Reply Date**” shown on the Offer Notice.
- The HEI will communicate their decision to your child. If the deferral is not granted, your child may then accept the offer for the current year providing they record the acceptance by the reply date.

CAREERS APPOINTMENTS



How to make a careers appointment:

- All 6th year careers appointments are made using google calendar
- Demo: [6th Year CAO/PLC appointments](#)
- NB to be signed up for google classroom so that you can access the calendar -lv3qbhz
- Once you select a suitable slot **make sure to put your name down under description and then SAVE**
- Note the time and date



CAO, UCAS, EUNICAS, PLC, APPRENTICESHIPS

UCAS

- <https://www.ucas.com/>
- Deadline for Medicine, Veterinary, Dentistry and Oxford and Cambridge is 15th October 2023
- Deadline for all other courses is mid January
- A personal statement must be submitted along with predicted scores
- Ulster University visiting via zoom on September 28th

EUNICAS
EUROPEAN UNIVERSITY
CENTRAL APPLICATION
SUPPORT SERVICE

www.eunicas.ie

- English speaking and world renowned universities
- Medicine, Veterinary...Business, Physio





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- www.apprenticeships.ie

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**THANK YOU AND
GOOD NIGHT**

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