

# **WATERFORD WEXFORD ADULT EDUCATIONAL GUIDANCE SERVICE**

**Waterford Office (051) 302287**

**Wexford Office (053) 9152067**

**[www.waegs.ie](http://www.waegs.ie)**



# Pathways into Third Level through CAO

- On 'MATURE YEARS' (23 or over by 01/01/2017)
- On IRISH LEAVING CERT or EQUIVALENT STATE LEAVING EXAMS (i.e. GCSE's, Foreign Quals)
- QQI/FET FETAC LEVEL 5/6 AWARDS – BEST EIGHT MODULES. CAN SCORE UP TO 400 POINTS
- Application Procedure – Apply on line through CAO website



# ENTRY ROUTES TO THIRD LEVEL EDUCATION

PLACE IN  
THIRD LEVEL  
EDUCATION

Can use **all** entry routes if they are available to you!

## 1. MATURE GROUNDS

Mark Mature Box on CAO Form/Complete Mature Applicant Section on CAO Form

## 2. IRISH LEAVING CERT OR EQUIVALENT

Points/ Put Leaving Cert Exam Number on CAO Form

## 3. QQI/FET FETAC LEVEL 5/6 AWARDS

Points/Put PPS Number = Exam Number on CAO Form

# Getting Started....Some Pointers for CAO Application

- Read the **CAO Handbook**, Website and College Prospectus
- Refer to pg.7 of handbook with regard to direct applications to some HEIs. This does not apply to WIT.
- Note pg.7& pg.8 regarding mature applicants (More on this later)
- Take your time – can be completed in stages
- On line application through CAO Website [www.cao.ie](http://www.cao.ie)
- Try DEMO APPLICATION on CAO website first



# Getting Started ... Some Pointers

- Can stop and start – save as you go!
- You will be given information about the submission of documents/certificates once you have completed the form.
- Make sure you save/print a copy of your receipt of online application
- Can pay with fee payment form, credit card or debit card
- Limited space on Personal Statement section(more on this later)
- **Restricted Application Courses** - have to apply by 1st of FEB.In case of WIT MUSIC AND NURSING DEGREES

## **APPLYING FOR NURSING DEGREES ON MATURE GROUNDS**

- **Assessment is carried out by Nursing Board rather than college you apply to. This is done by means of aptitude testing. See Nursing Handbook on how to register**
- **If you are only applying for Nursing degree(s) on mature grounds you are not required to fill out personal statement section of CAO Form but if you put in non nursing courses you need to complete personal statement**

**What is the Central  
Applications Office  
(CAO)?**



The CAO is an agency which processes applications for places on full third level courses in the Republic of Ireland

# Personal Details

## Applicant's Personal Details

Surname

Other names

Title   
(Mr,Ms,Mrs,etc.)

Date of Birth

Sex  Male  Female

As stated in the CAO Handbook, an applicant may only present one application in any one year (either online or paper). There will be no refunds given to applicants who make more than one application.

Home address  Rep. of Ireland  Other Country

Address Line 1

Address Line 2

Address Line 3

Address Line 4

**Postal Address:** (created from name and address entered above)

MR Andrew Other  
14 The Lane  
Yellow Rd  
Waterford

Tick the following box if the postal address looks correct.  
Otherwise, change your name and address above.

**The postal address is correct.**

# PERSONAL DETAILS

Telephone Number

087 6677829

Mobile Phone

Ireland [353]

Country Code:

Mobile Prefix:

Mobile Number:

353

mobile prefix

876677829

Do you wish to receive sms text messages from CAO?

Yes

No

Do you wish to receive sms text messages from the HEIs you apply to?

Yes

No

Country of Birth

Ireland

Nationality

Ireland

E-mail address

andrew.other@gmail.com

Confirm e-mail

andrew.other@gmail.com

x

# Check on Personal Details

**CAO Application No. :** 12999999

**Name :** Ms Jane Smith

**Personal Details**

**Date of Birth :** 20/10/1993

**Sex :** female

**Address :** 12 Tower House  
The Crescent  
Old Dublin Road  
Cork

**Telephone Number :** 055-22557

**Mobile Number :** 353-83-771188

**Country of Birth :** Ireland

**Country of Nationality :** Ireland

**e-mail address :** smithj@mail.com

[Log Out](#)

As you progress through the application you will be frequently reminded to confirm details

[Change Personal Details >>](#)

# Qualifications and Assessment

## Qualifications & Assessment Summary :

Please tick the qualification/assessment section(s) that are relevant to you.

1.  Irish Leaving Certificate Exams (1985-2017)
2.  2002-2017 QQI FET/FETAC Level 5/6 Exams
3.  2001 or earlier FETAC Level 5/6 (NCVA Level 2/3) Exams [Help?](#)
4.  GCE/GCSE (England, Wales, and Northern Ireland Exams) [Help?](#)  
CCEA, UCLES, WJEC, OCR, EDEXCEL, AQA, AEB examination boards only.  
GCE/GCSE from OTHER boards MUST be entered under "Other School Leaving Exams"
5.  Other School Leaving Exams [Help?](#)  
(e.g. Baccalaureate, Scottish Exams, pre-1985 Irish & UK exams, Leaving Exams outside of UK & Ireland, Leaving Cert Applied, GNVQs, VCEs, Irish Matric Exams, etc.)
6.  Further Education [Help?](#)
7.  Third-Level Higher Education [Help?](#)  
(required regardless of whether you passed, failed, or did not take examinations)
8.  Mature Applicants [Help?](#)  
(those 23 years of age on or before 1 January 2017)

Tick relevant box and check help for further information

Make sure to tick this box if you want to be considered on mature grounds

# Here's the Money Part !

## Payment Options :

Credit or Debit Card



Fee Payment Form



(Republic of Ireland applicants only)

It doesn't  
have to be  
your own  
card

You have to contact CAO to  
get one of these

# HERE'S THE MONEY PART

- Early Online Application(Discounted) 25 Euros -  
Closing Date 20/01/17
- Normal Online Application 40 Euros -Closing Date  
01/02/17
- Late Online Application 50 Euros - Closing Date  
01/05/17

# PASSWORD SET UP

Regional  
Educational  
Guidance  
Service  
for Adults



- Along with CAO number it allows you to access your CAO Account

Create Account Password :

Account Password	<input type="password" value="....."/>
Confirm Password	<input type="password" value="....."/>

**WILL BE REQUIRED TO LOG BACK IN WITH CAO NUMBER, CAO A/C NUMBER AND DATE OF BIRTH**



# LEAVING CERT AND QQI/FET FETAC LEVEL 5/6 QUALIFICATIONS

1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Irish Leaving Certificate Examinations:

Tick the following box if you are sitting Leaving Cert exams in 2017.

2017 Leaving Certificate

Enter previous Leaving Certificate Exam Details, if any (1985 onwards) :

	Year (e.g. 16)	Exam Number
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

## 2002-2017 QQI FET/FETAC Level 5/6 Exams:

If you are taking and/or have completed a QQI FET/FETAC Level 5/6 between 2002 and 2017, please enter your assigned PPS Number in the following box.

PPS Number:



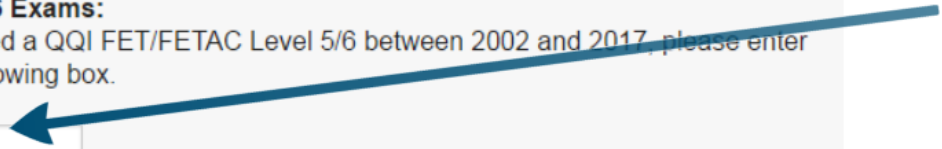
Secondary School(s) Attended and Dates



If completing LC exam in 2017 Tick Box



If you have completed LC in or prior to 2016 put your exam number here. Contact School or State Examinations Commission for certificate with LC exam number



For QQI/FET FETAC PPS is your exam no.

# AND OTHER SCHOOL LEAVING EXAM

Regional  
Educational  
Guidance  
Service  
for Adults



**GCE/GCSE** (England, Wales, and Northern Ireland exams only)

**GCE/GCSE examinations ALREADY TAKEN:**

You must post to CAO certified A4 photocopies (certified by school stamp) of the appropriate certificates for any GCE/GCSE examinations which you have already completed and for which a certificate has been issued - these will form part of your eligibility for consideration for entry to courses.

Tick this box if you are presenting previous years' GCE/GCSE exams.

**GCE/GCSE examinations TO BE TAKEN:**

Only provide details of exams yet to be taken.

	Board	Centre No.	Candidate No.	Subject	Level
1	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
2	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
3	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
4	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
5	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
6	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>

Other School Leaving Exams [Help?](#)

Enter your other school leaving exams:

	School Exam	Year (yyyy)
1	<input type="text" value="v"/>	<input type="text"/>
2	<input type="text" value="v"/>	<input type="text"/>
3	<input type="text" value="v"/>	<input type="text"/>



# FETAC LEVEL 5/6 (NCVA LEVEL 2/3) (2001 OR EARLIER AND NON QQI/FET FETAC/ NCVA AWARDS

FETAC Level 5/6 (NCVA Level 2/3) [ 2001 or earlier ] [Help?](#)

Mention any pre-2002 examinations **which have been fully completed**, showing the year taken

**Brief Description:**

Characters left: 200 ( You may enter up to 200 characters. )

If the space available is insufficient, you may include the extra information with your postal documents.

**Further Education** [ Other than QQI FET/FETAC Level 5/6 (NCVA Level 2/3) ] [Help?](#)

**Brief Description:**

Characters left: 200 ( You may enter up to 200 characters. )

**FOR EXAMPLE  
A CITY AND  
GUILDS  
AWARD**



# PREVIOUS HIGHER LEVEL EDUCATION

**Third-Level Higher Education** (Universities, Institutes of Technology, Colleges of Education) [Help?](#)

**Brief Description:**

Characters left: 200 ( You may enter up to 200 characters. )

If the space available is insufficient, you may include the extra information with your postal documents.



**Institution, Course  
and Level and how  
long you attended**

# PREVIOUS THIRD LEVEL EDUCATION

Brief Description:

## Higher Education

### (Universities, Institutes of Technology, Colleges of Education, etc.)

This information is required regardless of whether you passed or failed or did not take examinations.

**Failure to disclose the appropriate information may result in the cancellation of the application. Checks are made to ensure that this information has not been omitted.**

1. If you have **completed** a course, you should include a copy of an academic transcript with your postal documents.
2. If you have **withdrawn** from a course before completing it, you should enclose a certificate of attendance (with your postal documents) showing the relevant dates of entry and withdrawal.
3. If you are **still attending** an institution of higher education give full details stating institution(s) attended, course(s) taken, dates of attendance, current status and results obtained. Attach these details to your postal documents. You do not need to supply the documentation mentioned in points 1 & 2 above.

Close

In the space available to you, you may include the extra information with your postal documents.

# MODIFY ASSESSMENT DETAILS

## Qualifications and Assessment Section

Again confirming details

### Secondary Level Schools Attended:

1. St. Mary`s College, Co Wexford, Rep. of Ireland From 2007 to 2012

### Irish Leaving Certificate Examinations:

2012 Leaving Certificate Exams.

[Modify Qualification & Assessment Details »](#)

# Course Choices

## Course Choices

**N.B.** An application should not be made for any course without first consulting the information literature of the institution offering that course.

### Level 8 Course Choices:

None selected.

[Add Level 8 Course Choices »](#)

### Level 7/6 Course Choices:

None selected.

[Add Level 7/6 Course Choices »](#)

# Course Choices

**Level 8 Course Choices** Courses

No courses selected.  
Please enter all your course choices below, in order of preference.  
You may type the course codes directly into the boxes below or click on the 'Courses' button to select course codes.

**N.B.** Enter all courses for which you wish to apply.

**New Choices**  
Enter your new list below

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

**COURSE  
CODES IN  
ORDER OF  
PREFERENCE**

Take course codes from  
yellow pages in CAO  
Handbook



# COURSE CHOICES

**Level 7/6 Course Choices** Courses

No courses selected.  
Please enter all your course choices below, in order of preference.  
You may type the course codes directly into the boxes below or click on the 'Courses' button to select course codes.

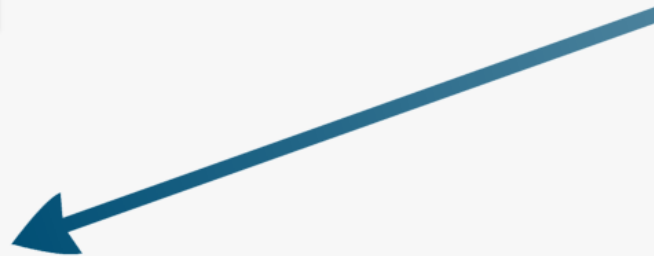
**N.B.** Enter all courses for which you wish to apply.

**New Choices**  
Enter your new list below

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

If you are a **Deferred Applicant** from last year, tick the following box:

Course codes in  
order of  
preference



# Disability Section

**Disability/Specific Learning Difficulty** ([Further Information](#))

If you wish to disclose a disability or specific learning difficulty click on the 'Modify Disability/SLD Status' button below.

[Modify Disability/SLD Status »](#)

# DISABILITY SECTION

## Disability/Specific Learning Difficulty

### Disclosing a Disability/Specific Learning Difficulty

If you have a disability, a significant ongoing illness and/or specific learning difficulty you are encouraged to indicate this in your application (although you are not obliged to do so). This will allow HEIs to consider, in consultation with you, any specific support needs you may have in a higher education institution. If you do not wish to disclose your disability and/or specific learning difficulty on the Application Form, you may do so at any time on entering a Higher Education Institution and reasonable accommodation will be made at that stage.

Please note that disclosure of a disability and/or specific learning difficulty will not adversely affect your application in any way.

**This is used to help college put in place supports that you might require not to discriminate against you**

# Personal Statement- Mature Applicant

Check CAO Handbook Pg 8 for further details

## 1. Highest Qualification to Date

Please enter details of the highest qualification that you have achieved to date. If you have not received any formal qualification you can enter 'Not Applicable'. Qualifications that should be included in this section range from National Framework of Qualifications Level 3 (Group Certificate) to Level 10 (PhD) qualifications, BTEC and School Leaving Certificates.

Highest Qualification to Date

## 2. Current Studies

Please provide details of any course that you are currently studying.

*First Course:*

Qualification

If you are currently studying more, click here

## 3. Post-Secondary Education

Provide all details of higher and further education studies include Higher Certificate, Diploma, Bachelor (Honours) Degree etc. Exclude Level 2/3, FETAC Level 5/6, Access course,

Select...

- Not Applicable
- Level 3**
  - Group Certificate
  - Junior Certificate
  - FETAC Level 3
- Level 4**
  - FETAC Level 4
- Level 5**
  - FETAC Level 5
  - Leaving Certificate
  - Leaving Certificate Applied
  - Leaving Certificate Vocational Programme
- Level 6**
  - FETAC Level 6
  - Higher National Certificate
  - National Certificate
- Level 7**
  - Bachelor (Ordinary) Degree
  - National Diploma
- Level 8**
  - Bachelor (Honours) Degree
- Level 9**
  - Masters
- Level 10**
  - PhD
  - BTEC
  - School Leaving Certificate

Drop down select course level and provide other details for

# Personal Statement

## Mature Applicant

### 2. Current Studies

Please provide details of any course that you are currently studying.

**First Course:**

**Qualification**

If you are currently studying more, click here

### 3. Post-Secondary Education

Provide all details of higher and further education studies include Higher Certificate, Diploma, Bachelor (Honours) Degree etc. Example: Level 2/3, FETAC Level 5/6, Access course,

**First Qualification:**

**Qualification**

If you have more qualifications, click here :

Select...

- Not Applicable
- Level 3**
  - Group Certificate
  - Junior Certificate
  - FETAC Level 3
- Level 4**
  - FETAC Level 4
- Level 5**
  - FETAC Level 5
  - Leaving Certificate
  - Leaving Certificate Applied
  - Leaving Certificate Vocational Programme
- Level 6**
  - FETAC Level 6
  - Higher National Certificate
  - National Certificate
- Level 7**
  - Bachelor (Ordinary) Degree
  - National Diploma
- Level 8**
  - Bachelor (Honours) Degree
- Level 9**
  - Masters
- Level 10**
  - PhD
  - BTEC
  - School Leaving Certificate
  - Other (please specify in next row)

Drop down select  
and then other de  
asked for

# Personal Statement Mature Applicant

Drop down menus for level and modules and grade and other details

## 3. Post-Secondary Education

Provide all details of higher and further education that you have undertaken. Examples of higher education studies include Higher Certificate, National Certificate, Bachelor (Ordinary) Degree, National Diploma, Bachelor (Honours) Degree etc. Examples of further education studies would include NCVA Level 2/3, FETAC Level 5/6, Access course, PLC, City & Guilds, etc.

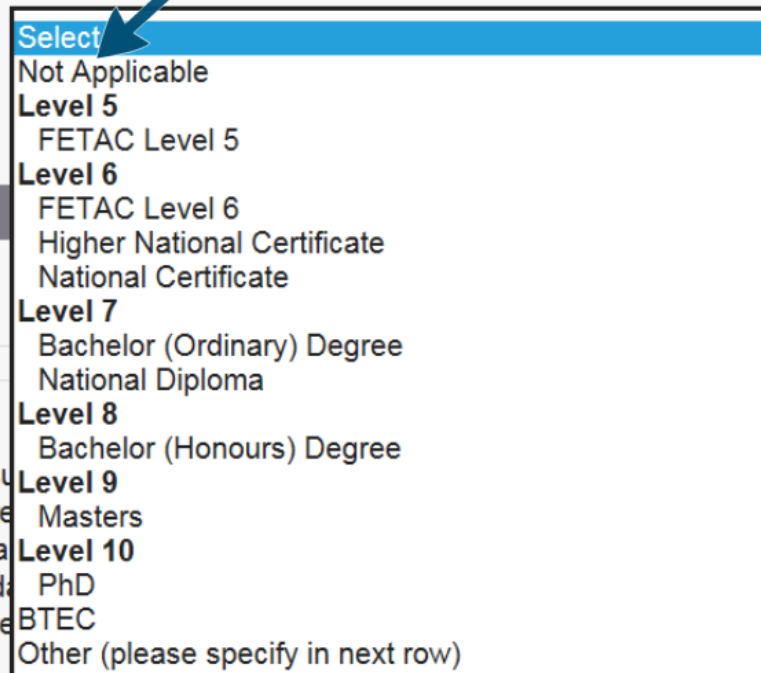
**First Qualification:**

Qualification

If you have more qualifications, click here :

## 4. Second Level Education

It is important to provide information and results e.g. Junior Certificate; Leaving Certificate prepared to your file electronically based on the year a section of this form); GC(S)E, etc., and the date. If you are sitting the Leaving Certificate in the taking.



- Select
- Not Applicable
- Level 5**
  - FETAC Level 5
- Level 6**
  - FETAC Level 6
  - Higher National Certificate
  - National Certificate
- Level 7**
  - Bachelor (Ordinary) Degree
  - National Diploma
- Level 8**
  - Bachelor (Honours) Degree
- Level 9**
  - Masters
- Level 10**
  - PhD
  - BTEC
  - Other (please specify in next row)

# Personal Statement

## Mature Applicant

### 4. Second Level Education

It is important to provide information and results for any exams that you have taken e.g. Junior Certificate; Leaving Certificate pre-1985 only (Leaving Certificate 1985 or later will be added to your file electronically based on the year and examination number supplied by you in the appropriate section of this form); GC(S)E, etc., and the dates awarded.

If you are sitting the Leaving Certificate in the current year please indicate the subjects you will be taking.

**Details and drop down and select**

**First Award:**

**Second Level School Attended**

**Name of Award**

**Date of Award**

**Year:**

Select...

Leaving Certificate

Leaving Certificate Applied

Leaving Certificate Vocational Programme

Junior Certificate

Intermediate Certificate

Group Certificate

Other School Leaving Examination (please specify in next row)

**Subjects and Grades**

	Subject	Level	Grade
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 5. Non-Certificate Courses

Examples of non-certificate courses would include Personal Interest courses such as Art Appreciation, Film Studies, etc.

*First Course:*

**Course Title**

**Institution**

**Address of Institution**

**Dates Attended**

**From:**

**To:**



# CAO Personal Statement Contd

## 6. Employment or Voluntary Work

Please provide details of employment/voluntary work starting with most recent.

*First Employment:*

Name of Employer

Address of Employer

Position Held

Period of Employment

Description of Duties

Can put up to three previous employers details - type in information required starting with most recent and work back

X 3

From:

To:

# Personal Statement Mature Applicant

## 7. English Language Proficiency (if applicable)

If English is not your first language you must provide evidence of English Language competence. Please give details of the English Language Qualification(s) that you hold.

	Examination	Grade	Year	Month
1	<input type="text"/>	<input type="text"/>	Select ▼	Select ▼
2	<input type="text"/>	<input type="text"/>	Select ▼	Select ▼
3	<input type="text"/>	<input type="text"/>	Select ▼	Select ▼
4	<input type="text"/>	<input type="text"/>	Select ▼	Select ▼

# PERSONAL STATEMENT MATURE APPLICANT

## 8. References

As part of your application you will be expected to provide two referees who can be contacted by the Admission Office(s) of the institution(s) that you are applying to verify the information provided on your application form.

### *First Referee:*

Title

First Names

Last Name

Position

Institution or Company Name

Referee Email

Referee Phone

Relationship with Referee

**Put in at least one employment referee and one educational referee if possible - not asking for a written reference**

# PERSONAL STATEMENT MATURE APPLICANT

## 9. Statement of Interest

Explain the **relevance of your life/educational experience** to your application and state your **educational goals and objectives.**

Characters left: 1500 ( You may enter up to 1500 characters. )

**What do you wish to achieve doing the course**

**What supports your course choice**

**PUT FOCUS ON FIRST COURSE CHOICE**

# EXAMPLE OF STATEMENT OF INTEREST

I would like to secure a place in the Applied Social Studies degree in WIT. Since being made redundant in 2012 I have taken some time to look at possible career options. After much thought and research I have decided to pursue a career in social care. My experience of doing voluntary work with the Waterford Homeless Shelter I feel has confirmed this choice. I find the work challenging but also rewarding. One client I worked with has moved into social housing and is pursuing a further education course.

On completion of my studies I would particularly like to work with children who have been placed in residential care. I feel that I have a very strong empathy with this client group and my personal qualities and skills would be very suitable for this type of work.

# Personal Statement

## Mature Applicant

### 10. Hobbies/Interests

Indicate any hobbies/interests that relate to your proposed study at third level.  
Characters left: 500 ( You may enter up to 500 characters. )

# Personal Statement Mature Applicants

## 11. Additional Information

Please indicate if there is any additional information that you wish to advise us of that would need special arrangements during the application or assessment process.

Characters left: 300 ( You may enter up to 300 characters. )

**For example if an applicant has a disability that might have implications for assessment( attending for interview)**


# CAO AND GRANT APPLICATION

## Maintenance/Fee Grant Application ([Further Information](#))

All new student Maintenance/Fee Grant applications will be made online to SUSI (Student Universal Support Ireland) through their website at [www.susi.ie](http://www.susi.ie) (see also [www.studentfinance.ie](http://www.studentfinance.ie)).

If you wish to apply for a grant, you may indicate this on your CAO online application. CAO will then provide your Identification, Contact and Offer/Acceptance details to the grant authority (SUSI).

[Modify Maintenance/Fee Grant Application Status »](#)



**This now means that  
CAO will inform S.U.S.I  
when you accept a  
place on a course**



# **SUBMISSION OF DOCUMENTS**

**All supporting documents (ed certs, additional information on personal statement etc.) should arrive at CAO within 7 working days of submitting an online application**

**All supporting documents must be clearly marked with your name and CAO number**

# WHAT HAPPENS THEN ?

Offers on **mature grounds** are made through the CAO in early July 2017

Offers on **other assessment grounds** QQI/  
FETAC ,Leaving Cert or Equivalent are made in  
August

# USEFUL WEBSITES AND CONTACT

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

[www.qqi.ie](http://www.qqi.ie)

[www.examinations.ie](http://www.examinations.ie)

[www.susi.ie](http://www.susi.ie)