



**CORK  
INSTITUTE OF  
TECHNOLOGY**  
INSTITIÚID TEICNEOLAÍOCHTA CHORCAÍ

**ACCESS SERVICE**

## **progression scheme booklet**

APPLICATION GUIDE FOR ENTRY 2016 →

# Progression Scheme Booklet

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## CIT PROGRESSION SCHEME PROGRAMME STUDENT APPLICATION FORM – **GENERAL INFORMATION**

### What is the Progression Scheme for Linked Schools?

The CIT Progression Scheme for Linked Schools has been put in place to increase participation rates at third level among students who have the ability to succeed academically but may lack the economic means or the necessary social support to do so.

CIT makes 50 places available for students through the Progression Scheme. All applicants (even those who gain entry to CIT on their own merit) may avail of post entry supports including college induction, academic supports, educational guidance and financial assistance where possible.

### Who can apply?

Applications are considered from Leaving Certificate students that have made an application to study in CIT through the Central Applications Office (CAO) and who attend a CIT *Linked School*.

### What are the selection criteria?

- > Applicants must meet minimum entry requirements for the course applied for.
- > Foundation Level Maths for the vast majority of programmes is not sufficient to meet minimum entry requirements.
- > Students are required to meet 3 of the 5 criteria listed in Part B of this form.
- > From those qualified Cork Institute of Technology will then select the successful candidates based on their application forms and their school references.

### Key Dates:

5th May: Closing date  
1st September: Progressions Scheme offers (2nd round offers for CAO)

### What are the eligibility criteria?

Applicants must meet indicator 1 (income) and 2 (linked schools attendance), plus 1 other indicator from the remaining list to be eligible for the scheme.

### Essential criteria

You must meet these two indicators.

#### 1. Income

Children in family	Income Limit 2015-16
Fewer than 4	€45,790
4 - 7	€50,325
More than 8	€54,630

#### 2. Linked School attendance

Attended for at least 3 of the last 5 years

#### 3. Means tested social welfare:

Your family received a means tested payment from the Department of Social Protection (DSFA) for at least 26 weeks in 2015

#### 4. Socio-economic group:

You belong to a group that is under represented in higher education based on the occupation and employment status of your parent(s) or guardian(s). Groups include: non manual workers; semi-skilled and un-skilled manual workers and agricultural workers

#### 5. Medical/GP Visit Card:

Your family has a medical card/GP visit card that is valid to 31 December 2015

#### 6. College attendance:

You are the first/first generation in your family to attend higher education

### How does it work?

- > You must meet minimum entry requirements for the course you applied for (check the CIT prospectus);
- > Foundation level maths for the most of the programmes of study in CIT is **not** sufficient to meet minimum entry requirements;
- > Students gain a place on the Progression Scheme based on their application, school reference, leaving cert points and personal statement;
- > Offers are made in the CAO second round;
- > All students that are eligible are entitled to post entry support.

## DOCUMENTATION CHECKLIST – 2016

CRITERIA	DETAILS	DOCUMENT REQUIRED	TICK ✓
<b>ESSENTIAL CRITERIA</b>			
1. Income	Full time/part time employment/PAYE	P21 for 2015	
	Self-employed	Self-assessment & company accounts for 2014	
	In receipt of social welfare payment/s	Complete DSP form; page 11 of this application	
	Redundancy payment	RP50 form or P21 for 2015	
	Pension payment	Retirement lump letter from employer and evidence of pension payment for 2015	
2. Linked School Attendance	Attended a linked school for 3 of the last 5 academic years	Complete school reference/stamped by school on page 9 of this application	
<b>SELECT ONE MORE OF THE FOLLOWING CRITERIA</b>			
3. Means tested Social Welfare	Parents/guardians in receipt of means tested social welfare payment for 26 weeks of 2015	Complete DSP form; page 11 of this application	
4. Socio economic group	Parents/guardians whose employment is classified as either: semi-skilled, non-manual, unskilled or agricultural workers	P21 for 2015	
5. Medical or GP Card	Family holds a medical or GP card	Copy of medical card or GP card valid to 31 December 2015	
6. College attendance	Applicant is the first or first generation to attend third level education	Complete family details section on page 7 of this application	

## CIT PROGRESSION SCHEME PROGRAMME STUDENT APPLICATION FORM – **PERSONAL DETAILS**

AFFIX  
PASSPORT  
SIZE  
PHOTOGRAPH  
HERE

### **PART A**

#### **How do I apply?**

Please fill in this application form and post to Access Service, Cork Institute of Technology, Bishopstown, Cork, together with relevant supporting documentation by Thursday, 5th May 2016. You are advised to get proof of postage.  
Photocopy all documentation and retain.

#### **Who can I contact for further information?**

- > Your Guidance Counsellor
- > Email: [linkedschools@cit.ie](mailto:linkedschools@cit.ie)
- > Louise O'Callaghan, Access Service, Email: [louise.ocallaghan@cit.ie](mailto:louise.ocallaghan@cit.ie) Tel: 021 433 5139
- > Elaine Dennehy, Access Service, Email: [elaine.dennehy@cit.ie](mailto:elaine.dennehy@cit.ie) Tel: 021 433 5141
- > Post to: Cork Institute of Technology, Access Service, Bishopstown, Cork

#### **Section 1: Personal Details**

Surname (as on CAO Form)	Date of Birth (dd/mm/yyyy)
First Names (as on CAO Form)	Country of Birth
Gender (M/F)	Nationality
CAO Number	For Non-EU Citizens Status
Home Address	Leaving Cert Number
	Telephone
	Mobile
Email address	School Attended

#### **Deferral of Eligibility**

Do you want your eligibility to be deferred to 2017 entry should you except a future education course (QQI Award)?

Yes ☐ No ☐

## Section 2: Examination Details

### PRE LEAVING CERTIFICATE RESULTS

Subject	Level	Grade

## Section 3: CAO Information

Have you included a copy of your CAO Course Form?

Yes

☐

No

☐

Please attach a copy of your statement of course choice with this application.

## Section 4: Other Details

Have you been involved with any of the CIT Access Programmes before?

Yes

☐

No

☐

If Yes, please specify

Have you applied for the DARE Scheme

Yes

☐

No

☐



## CIT ACCESS PROGRAMME CONFIDENTIAL INFORMATION

### PART B

This section has to be completed and signed by the parent/guardian. This section is to determine eligibility for the CIT Progression Scheme. Under no circumstances will any confidential information be disclosed to any other agency or body.

#### Section 1

Applicants must meet indicator 1 (income) and 2 (linked schools attendance), plus 1 other indicator from the remaining list to be eligible for the scheme.

##### Essential criteria

You must meet these two indicators

☐

##### 1. Income

Children in family	Income Limit 2015-16
Fewer than 4	€45,790
4 - 7	€50,325
More than 8	€54,630

☐

##### 2. Linked School attendance

Attended for at least 3 of the last 5 years.

☐

##### 3. Means Tested Social Welfare

Your family received a means-tested payment from the Department of Social Protection (previously Department of Social Welfare) for at least 26 weeks in 2015.

☐

##### 4. Socio-Economic Group

You belong to a group that is under-represented in higher education based on the occupation and employment status of your parent(s) or guardian(s). Under-represented socio-economic groups are non-manual workers, semi-skilled and unskilled manual workers and agricultural workers.

☐

##### 5. Medical/GP Visit Card

Your family has a medical card/GP visit card that is valid to 31 December 2015.

☐

##### 6. College Attendance

You are the first family member to attend third level education.

#### Section 2

##### Change of Circumstances

The means test for your application is normally based on your family's income in the last full financial year. Therefore, your eligibility will be assessed on income from the 2015 financial year.

However, if you or your family have had a change in the meantime that is likely to be permanent, then your eligibility for the scheme may be assessed to reflect those changed circumstances.

For example, where a student's parent or guardian experiences a permanent change in income level (through reduction in working hours, unemployment, etc.) then they can apply to the CIT Access Service for their application form to be assessed on the basis of the current income level.

Evidence of this change in circumstances is required.

**SUPPORTING DOCUMENTATION IS ESSENTIAL** (Please refer to Checklist on Back Cover)

To request a Change of Circumstances Form, please email: [linkedschools@cit.ie](mailto:linkedschools@cit.ie)

### Section 3: Details of Family

Please list all family members, including applicant, siblings, parent(s), legal guardians(s)

[illegible]

\* What is the highest level of education completed by family members? e.g. Primary Education, Group/Inter/Junior Certificate, Leaving Certificate, PLC, Vocational Training, Adult Education, Certificate, Diploma, Degree, Masters Programme, PhD.

Total Family  
Income

Married ☐

Single ☐Cohabiting ☐

Separated ☐

Divorced

Widowed

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Section 4: Personal Statement

Your personal statement can include any further information you believe to be relevant to your application. Please attach a two page personal statement (typed) and signed by you. We suggest that your statement should include some or all the following:

- > The reason why you wish to go to CIT.
- > Your reasons for choosing the course(s) listed in the CAO Form.
- > Your personal strengths and experiences which you believe will help you to enjoy and succeed in your chosen course in CIT.
- > The support and assistance that you think you may need while studying in CIT.
- > Details of any employment, work experience, placement or voluntary work especially if it is relevant to your choice of course.
- > Your social, sporting and other interests and activities.
- > Any further information that would support this application.

#### Personal Statement

APPLICANT'S NAME:

Attach a two page typed  
personal statement

Applicant's Signature

Date



## CIT ACCESS PROGRAMME SCHOOL REFERENCE

This section is to be completed by one or more of the following: the School Principal, Deputy Principal, Year Head, Form Teacher, Home School Community Liaison Coordinator, or Guidance Counsellor.

Please complete the section below on Academic Qualities and School Performance. Insert a comment if appropriate. Please also include a detailed reference in support of the application. The purpose of the reference is to get a general idea of the applicant in relation to his/her ability to succeed and to assist us in matching the applicant to the appropriate course. You may include some of the following in your reference:

- > Academic ability and school performance.
- > Suitability for the course/s applied for and potential to achieve academic requirements.
- > Family/personal circumstances.
- > Other information you think is relevant to the application.

NOTE: You may submit a typed sheet/s to a maximum of two A4 pages.

Academic Qualities and School Performance	
Name of Student:	Name of School:
Number of academic years completed in the last five years:	

Qualities/Abilities	Very Good	Above Average	Average	Below Average	Poor
Motivation					
Comment					
Determination/ Staying Power					
Comment					
Level of Literacy					
Comment					
Adaptability to new situations					
Comment					
Potential to cope with academic learning					
Comment					

Signed	Date	Official School Stamp Required
Position in School		

## DETAILED REFERENCES

[illegible]

# CIT PROGRESSION SCHEME (PS) FORM FOR DEPARTMENT OF SOCIAL PROTECTION (DSP)

## STATEMENT OF BENEFIT (2015)

### (A) TO BE COMPLETED BY PS APPLICANT

PS Applicant's Name:	
School:	
CAO number:	
Date of Birth:	
Home address:	

### (B) TO BE COMPLETED BY PARENT/GUARDIAN

I, \_\_\_\_\_, parent/guardian of the above named applicant give permission to release the information provided below by the Department of Social Protection for the purposes of assessing the CIT Progression Scheme application.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### (C) TO BE COMPLETED BY LOCAL SOCIAL WELFARE OFFICE/DSP OFFICIAL

#### Parent/Guardian 1 name:

Type/name of payment received:

Total Social Welfare payments made in 2015:

Paid for at least 26 weeks in 2015?

YES ☐

NO ☐

Is this a means tested payment?

YES ☐

NO ☐

#### Parent/Guardian 2 name:

Type/name of payment received:

Total Social Welfare payments made in 2015:

Paid for at least 26 weeks in 2015?

YES ☐

NO ☐

Is this a means tested payment?

YES ☐

NO ☐

### (D) DSP OFFICIAL'S DETAILS & DSP STAMP

DSP Official's Signature

Official DSP Stamp

Date

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