



cetb

Bord Oideachais agus
Oiliúna Chorcaí
*Cork Education and
Training Board*

Document:	Cork ETB Youthreach Admissions Policy
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Supersedes:	Any previous Youthreach Admissions Policies
Issued By:	Cork ETB
Due for Review:	February 2023
This policy was devised in line with:	Operator Guidelines for the Youthreach programme (2015) Access to PLC, VTOS and Youthreach programmes for Non-EU Nationals (DES, 2001)

Purpose

The purpose of this policy is to provide parents/guardians, students and staff with a clear understanding of the criteria used in a Youthreach centre to admit, refuse to admit or postpone the admittance of a student to the Centre. In the event of a refusal to admit a student, the students' parents/guardians, or the student (if over the age of 18) have the right to appeal the decision.

Scope

This policy applies to anyone interested in applying to a Cork ETB Youthreach Centre.

Roles and Responsibilities

The Centre Coordinator and Resource Persons are responsible for ensuring this procedure is implemented.

Cork ETB Corporate Services is responsible for managing appeals against refusal to admit potential students.

The designated Adult Education Officer is responsible for approving applications from applicants under 16 or over 20 years of age.

Cork ETB Appeals Board is responsible for hearing and deciding on appeals from parents/guardians or students over 18 appeal

Section 1: Eligibility

To be eligible for admission to the Youthreach programme students must:

- Be 16 - 20 years of age. An exception may be made for 15-year olds, through the referral of the Education Welfare Officer and relevant schools or agencies. The approval of the designated Adult Education Officer needs to be sought in relation to all applicants under 16 years of age. The age eligibility criteria may be extended exceptionally in the case of lone parents, learners released from detention, Drug Court participants and individuals who have less than upper second level education and whose personal circumstances are such that the centre programme is the most appropriate option for them to pursue up to age 25. Allowances can only be paid to participants over 16 years of age.
- Be an early school leaver.
- Be unemployed.
- Applicants should have no qualifications or incomplete qualifications from Junior Cert cycle i.e. have less than 5 Ds in an Ordinary Level Junior Certificate or otherwise lack competencies or skills in the areas of inter-personal communications, personal development, literacy skills, enterprise or motivation.
- Be an EU national.

- In the case of Non-EU nationals, where refugees or asylum seekers age 15-18 have not completed upper secondary education and their circumstances are such that school is not a viable option, they may be admitted to Youthreach. In this event the prior approval of the Department of Education may be required. Such application for approval will be made through the designated Adult Education Officer. These learners will not be paid a training allowance.
- Non-EU Nationals aged over 18 are not eligible for enrolment in Youthreach ([see DESk Letter 2001](#)). However, International protection¹ applicants, who have permission to access the labour market may be eligible for FET courses. See (www.inis.gov.ie) for further information.

Note: When a Co-ordinator deems an applicant to be an exceptional case and the centre can provide appropriate support and resources, the case can be submitted to the Adult Education Officer for approval. A clear rationale will be included to support any decision made.

If learners decide to leave their Youthreach placement before completing the 2-year programme, they may have to wait a period of 3 months before applying for an alternative placement at an alternative Youthreach centre.

Applicants who have met the above criteria will be given equal consideration regardless of gender, marital status, family status, age, disability, race, sexual orientation, religion or membership of the travelling community.

Referrals from other organisations and agencies working with young people are welcomed. Regular contact with support organisations, i.e. Local Secondary Schools, Home Liaison Officers, Youth Workers, Social Workers, CAMHS, Juvenile Liaison Officers and Education Welfare Officers should be established and maintained. Self-referrals from young people will be accorded the same application process if they fall within the remit of the eligibility criteria.

Details of eligibility for Youthreach are outlined in detail in the [Department of Education and Skills Operator Guidelines for Youthreach](#) and from September 2001 [Access to PLC, VTOS and Youthreach programmes for Non-EU Nationals](#).

Section 2: Application Procedures

The application process is a three-stage process, Application/Interview, Enrolment, and Induction.

¹ ¹ International protection covers both refugee status (under the 1951 UN Geneva Convention) and subsidiary protection status (under EU asylum law). A refugee is a person who cannot return to their home country due to fear of persecution because of their race, religion, nationality, political opinions or membership of a particular social group (for example, due to sexual orientation). A person eligible for subsidiary protection status does not qualify as a refugee but would be at risk of suffering serious harm if returned to their home country.

Once the application is made and the applicant meets the basic eligibility criteria, the applicant will be invited to attend an interview. The interview will be in the presence of parent(s) / guardian(s) for applicants who are under 18. Applicants in the care of the HSE/Tusla must be accompanied by their Social Worker or House Manager or a representative of the agency making the referral.

1. The Centre Co-ordinator or Resource Person and one other staff member will conduct the interview.
2. The interview involves informal discussions about the applicant's previous educational experiences, goals and interests, special educational needs and behavioural issues in order to assess the applicant's suitability for a place on the Youthreach programme.
3. During the interview, the applicant will be informed about the courses, programmes, supports and facilities on offer in the Centre and the applicant will be given a general outline of student life within the Centre.
4. Following the interview, applicants will be informed in writing (letter or email) of the outcome of the interview and whether they are to be offered a place (based on completing enrolment documentation), placed on a waiting list or if a place is being refused. The correspondence will issue within **three** working days of the interview.
5. Applicants may be placed on a waiting list until such time as a place becomes available.
6. If the applicant is under 15 or over 20 years of age, the Coordinator should email the Adult Education Officer for permission to enrol, using the template in [Appendix 5](#).
7. If a place is being refused, the applicants must be given the reasons why the place is being refused and they must also be informed in writing of the appeals process.

Successful applicants will be notified in the letter of offer of the enrolment requirements, their dates of induction and commencement of the programme.

Successful applicants will be offered an initial 8 weeks probationary placement at the centre.

Section 3 Enrolment Procedures

In order to complete the enrolment process, and accept their place in Youthreach, applicants must return the following documentation:

1. Application SOLAS Learner Detail – fully completed
2. Applicant's birth certificate

3. Proof of their PPS number (i.e. medical card or social services card)
4. Satisfactory proof of address (Re: Travel Allowances)
5. Supplementary Details Enrolment Form ([Appendix 8](#))
6. Certificates of past examinations, where applicable
7. Students will be required to present a completed F103 form from their local social welfare office verifying their unemployment status. When a student turns 18, they are required to complete the F103 form again, before an increased payment can be made.
8. The applicant, and the applicant's parent/guardian if under 18, must sign all forms.
9. Communication from the EWO (if under 16 years)
10. Consent to share personal data (for students over 18). Appendix 6

See [Appendix 1: Application Process Checklist for a full list of what needs to be completed for each new student.](#)

On receipt, completed Learner Details forms will be date stamped. A reference request ([Appendix 7](#)) will be sent to the applicant's previous school/ centre /agency.

The Department of Employment Affairs and Social Protection will be notified by the centre on commencement of all students over 18 years of age.

Section 4: Induction Process

Successful applicants and their parents/guardians (if under the age of 18) will be invited to attend for induction, prior to the commencement of their course of study.

At induction relevant Centre procedures, guidelines and documentation will be discussed. Students (and their parents or guardians if they are under 18) will be asked to sign a contract, which sets out the responsibilities of the programme team and the participants. It should also confirm that they have read, understood and agree the contract, including the code of behaviour. Students or Parents/Guardians will be given a copy of the signed Code of Conduct at induction.

Documents to be highlighted at induction will include:

- Attendance Policy
- Code of Conduct Policy
- Child Protection Policy
- Anti-Bullying Policy
- SPHE/RSE Policy
- Medical Details Form (where necessary)
- Consent Forms
- Interview Record Form

- CETB Data Privacy Statement Student
- Other additional documents may be included as necessary

Section 5: Refusal to Enroll

The Coordinator/CETB reserves the right to refuse an application to enroll in Youthreach where it is the opinion that:

1. The applicant does not meet the criteria as set down by the Department of Education and Skills.
2. A decision to enroll would constitute a risk to the health and safety of other students enrolled.
3. The Youthreach programme is unsuitable to the educational needs of the student and alternative suitable arrangements for an appropriate programme cannot be reasonably made in the centre.
4. A decision to enroll would clearly have a demonstrable negative impact on the capacity of the centre to deliver programmes to other students and alternative arrangements cannot reasonably be made at the centre.

Section 6: Appeals

An appeal can be made against the decision of Centre Management to refuse an applicant a place on the Youthreach programme if the applicant, or their parent/guardian if the applicant is under 18, is of the opinion that the procedure was not followed or that they have been treated unfairly.

Appeals shall be put in writing on the official form (Appendix 2: Application Form for Appeal of Youthreach Expulsion or Refusal to Admit) to the **Corporate Services, Cork ETB, 21 Lavitt's Quay**, within 10 working days of receipt of the notification that their application has been unsuccessful. The application must include a rationale for the appeal. Cork ETB Corporate Services will arrange a hearing by the CETB Appeals Board as appropriate.

Section 7: Exit Interview

All students must complete an exit interview when they leave Youthreach. See Appendix 3: Exit Interview Questionnaire. This should be stored in the student file and the feedback should be compiled for the Centre Evaluation and Improvement Planning process. If a student leaves suddenly during year, the centre should record the attempts to contact the student to complete the exit questionnaire.

Section 8: Personal Data on the Application Form

Cork ETB is registered as a Data Controller under the current data protection legislation. The personal data supplied on the application form is required for the purposes of student enrolment, registration, administration, child welfare and to fulfil other legal obligations.

While the information provided will generally be treated as confidential to the Youthreach centre and Cork ETB, the participant agrees from time to time it may be necessary for us to exchange personal data on a confidential basis with other bodies including SOLAS, Department of Education & Skills Department of Social Protection, Department of Further Higher Education Research Innovation and Science, An Garda Síochána, the probation service, Child and Adolescent Mental Health Service the Health Services Executive, the National Education Welfare Board or with a school.

S/He understands that, under the Data Protection Act, personal information recorded in manual format and on computer must be stored safely and treated as confidential, that it will never be made available publicly in any way which could identify an individual person and that it will not be used without consent other than for the purpose for which it was gathered.

We rely on parents/guardians to provide us with accurate and complete information and to update us in relation to any change in the information provided. Should you wish to update/ access your/ your child's personal data you should write to the centre Co-ordinator.

A copy of the full Data Protection policy of Cork ETB is available on Cork ETB website at <http://cork.etb.ie>

Appendix 1: Application Process Checklist

Application

- Youthreach Application Form – fully completed

Interview

- Student presented for interview (with parent/guardian if under 18)
- Centre Coordinator or Resource Person present at interview
- Go through Application Form
- Outline programme and supports
- Outline registration requirements and process to follow

Documentation for Enrolment

- SOLAS Application form - fully completed - date stamped on receipt and checked for signatures
- SOLAS Data Impact Statement – fully completed
- Parental Consent form – fully completed if under 18
- Consent to Share Information form – fully completed if over 18
- Proof of PPSN
- Bank statement header
- Centre Contract signed and ticked (meal allowance, PR etc.)
- Copy of medical card (if applicable)
- Copy of original Birth Certificate
- Communication from EWO (if under 16)
- Social welfare correspondence (if over 18)
- Complete Form F103
- Reference from school or other agency
- Educational records (if available)
- Educational Assessments (if applicable)
- Supplementary Information Form for Enrolment

Processing

- Inform school or other agencies
- Establish student file
- Documented acceptance/refusal/waiting list sent
- Input student data on PLSS
- Start student on relevant course
- Set up student for payment

Induction

- Student and Parent/Guardian present at induction.
- Discuss relevant Centre procedures, guidelines, and documentation.

- Parent(s)/Guardian(s) and applicant sign contract to confirm read, understood and agree to same.
- Students or Parents/Guardians will be given a copy of the signed Code of Conduct at induction.
- Highlight the Attendance, Admissions, child Protection, Health and Safety, SPHE/RSE policies, the Data Protection Statement and Code of Behaviour.

When Student Turns 18 in Centre

- Consent form to share information with parent/guardian - fully completed
- Contact Weekly wages to increase Training Allowance
- Complete F103 form and send to Social Welfare Office.

Appendix 2: Youthreach Application Form

Youthreach Application Form

Thank you for your interest in applying for the Youthreach programme. We need a few details to get your application started. Please ask for help with this form if you need any.

Personal Details:

Name: _____

Address: _____

Date of Birth: _____ Age: _____ Gender: _____

Mobile No: _____ Email Address: _____

PPS No.: _____

Emergency Contact Name: _____ Phone Number: _____

Parent/Guardian Details:

Name: _____

Name: _____

Address: _____

Address: _____

Contact no: _____

Contact no: _____

Email Address: _____

Email Address: _____

Reason for applying to Youthreach:

School Background:

Name of Last School _____

Date Left _____ Class/Year in School _____

Reason for Leaving _____

Doing what since _____

Subjects taken in School _____

Favourite Subjects _____

Least Favourite Subjects _____

Have you ever on Report in School: Yes _____ No _____

If Yes, Why? _____

Ever Suspended/ Expelled _____

If Yes, Why? _____

Any Tuition Received Yes/No _____

Interests/Hobbies _____

Outside Agency Involvement:

	Name and Contact Details
Education Welfare Officer	
Psychiatrist/Psychologist	
Probation Officer	
Social Worker	
JLO	
Others	

Any Other Relevant Info:

Signature: _____ **Date:** _____

(Parent/guardian signature if student is under 18 years of age)

Appendix 3: Parental/Guardian Consent Form



Further Education and Training

CO-FUNDED BY THE IRISH GOVERNMENT AND THE EUROPEAN UNION UNDER THE EUROPEAN SOCIAL FUND

Parental /Guardian Consent

Dear Parent or Guardian:

In order to process the application for the applicant named below to participate in a SOLAS funded Further Education and Training programme, Parental/Guardian consent is required for persons under 18 years of age.

Course Details: _____

Course Start Date: _____

Venue: _____

Applicant Name: _____

Parent/Guardian Declaration

I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND I SIGN THIS FORM VOLUNTARILY WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

Parent/Guardian Data Protection Acknowledgement

I acknowledge that it is necessary in connection with the applicant participating in a SOLAS funded programme, for SOLAS and the Department of Education (DES) (each a "controller") to process my personal data in this form. I understand that I may also address any questions, comments and requests (access, erasure, objection or restriction) regarding your data processing practices at dataprotection@corketb.ie who will also provide the contact details of the relevant Data Protection Officer.

I acknowledge that SOLAS and DES will retain my personal data for as long as is necessary in connection with the applicant's participation in the programme. Each controller will keep historical data for a set time before disposal according to its data retention policy. I have a right to lodge a complaint regarding the processing of my personal data with the Office of the Data Protection Commissioner.

Parent/Guardian's Full Name (please print): _____

Parent/Guardian's Telephone Number: _____

Signature: _____

Date: _____

Dear Parent or Guardian:

In order to process the application for the applicant named below to participate in a SOLAS funded Further Education and Training programme, Parental/Guardian consent is required for persons under 18 years of age.

Course Details:

Course Start Date: _____

Venue: _____

Applicant Name: _____

Parent/Guardian Data Protection Acknowledgement

I acknowledge that it is necessary in connection with the applicant participating in a SOLAS funded programme, for SOLAS and the Department of Education (DES) (each a "controller") to process my personal data in this form. I understand that I may also address any questions, comments and requests (access, erasure, objection or restriction) regarding your data processing practices at dataprotection@corketb.ie who will also provide the contact details of the relevant Data Protection Officer.

I acknowledge that SOLAS and DES will retain my personal data for as long as is necessary in connection with the applicant's participation in the programme. Each controller will keep historical data for a set time before disposal according to its data retention policy. I have a right to lodge a complaint regarding the processing of my personal data with the Office of the Data Protection Commissioner.

Parent/Guardian's Full Name (please print):

Parent/Guardian's Telephone Number: _____

Signature: _____ Date: _____

Appendix 4: Consent to share information**Over 18 Student Consent Form re. Sharing of Personal Data****Cork ETB Youthreach Education Centres**

I, _____ student at (_____ Youthreach Education Centre), aged 18 years or older, hereby request and give consent to this centre to provide the **adult** person(s) nominated below with my personal data, on the same or similar basis as was communicated prior to my reaching 18 years of age.

For the purpose of this request, please inform your nominee(s) of your decision to nominate them and obtain from them the information required below. Please also have your nominee(s) sign this request.

Name of Nominee(s):

(a)
(b)

The methods by which I wish my nominee(s) to be contacted are (please tick as appropriate:

Ordinary Post Email Text Message Telephone Call

If you selected ordinary post, please provide the address(es) of Nominee(s):

(a)	(b)

If you selected email, please provide the email address(es) of Nominee(s):

(a)	(b)

If you selected text /phone, please provide contact number of the Nominee'(s):

(a)	(b)

I _____ acknowledge and agree that I have made this request to share my personal data of my own free will and volition and was not coerced to do so, nor was I under duress at the time of signing this nomination form, and that I have chosen to make this request voluntarily and knowingly.

Signed: _____ Date: _____
 (Student / data subject)

I _____ acknowledge this request and hereby consent to the nomination such that I will receive from the school personal data regarding the data subject. I give this consent voluntarily and knowingly.

Signed: _____ Date: _____
 (Nominee 1)

I _____ acknowledge this request and hereby consent to the nomination such that I will receive from the school personal data regarding the data subject. I give this consent voluntarily and knowingly.

Signed: _____ Date: _____
 (Nominee 2)

Completed forms must be returned to the Centre office by the Student giving consent for the sharing of their personal data with their nominees.

Appendix 5: Youthreach Application for under 15 or over 20-year-old enrolment

YOUTHREACH APPLICATION FOR UNDER 15 or OVER 20-YEAR-OLD ENROLMENT (to be sent to AEO for approval)	
Youthreach Centre:	Date:
Applicant Name:	
Applicant D.O.B.:	
Referred By	<input checked="" type="checkbox"/> Please give details:

EWO		
School Principal		
CAMHS		
Case Worker		
School Completion Coordinator		
Have you contacted the school or last school attended?		
Is the Principal/Deputy Principal/ HSLO in agreement that this move is in the best interest of the young person?		
Will supports for student continue:		
Suitability for Centre:		
Enrolment would benefit this particular student:		
Have you interviewed Parent(s)/Guardian(s)?	Date of Interview:	

Appendix 6: Application Form for Appeal of Youthreach Expulsion or Refusal to Admit

Please complete this form in BLOCK letters and send to Corporate Services, Cork ETB, 21 Lavitt's Quay, Cork **within 10 working days** of receiving official notification of expulsion or refusal to admit.

This form should be completed by a parent or guardian when the students is under 18 years of age.

Please refer to CETB Youthreach Admissions, Attendance and Code of Behaviour Policies for further information.

Student Name:
Parent/Guardian Name (if student is under 18):
Address:
Contact number:
Email address:

Reason for your appeal (please tick one box only)	
1. Refusal to admit student to Youthreach	<input type="checkbox"/>
2. Expulsion due to breach of the Youthreach Code of Conduct	<input type="checkbox"/>
3. Termination due to not fulfilling attendance requirements	<input type="checkbox"/>
Please explain the reason for this appeal application:	
Signature of student (or parent/guardian if student is under 18 years of age)	Date:

Appendix 7: Youthreach Applicant Referral Form

Dear Sir/Madam,

Please note that the applicant _____ (applicant name and DOB) has applied for a place in Youthreach.

In order to process their application, we require the following information to ascertain their suitability for the Youthreach programme.

I would greatly appreciate it if you could complete this form, to the best of your knowledge of this person, to ensure that they can receive adequate and appropriate supports and be placed in the most appropriate programme that best suits their needs.

1. How long have you known the applicant?
2. Why do you think the applicant left school?
3. What is your understanding of the issues involved?
4. What are the applicant's strengths?
5. What areas would the applicant benefit from support with?

6. Do you think the applicant would be suitable for Youthreach?

Please explain

7. Are you aware of any learning difficulties or that this applicant may have?

8. Please outline details of supports this applicant received and their willingness to accept support.

9. Please give details of agencies / persons(s) involved in giving support to the applicant:

NameContact Number.....

NameContact Number.....

10. Would you like to add any other comments to support the young person's application?

Please comment and use additional pages if necessary

Signed: _____ Date: _____

Position: _____

Appendix 8: Supplementary Details Enrolment Form

Student Name:
Parent/Guardian Name (if student is under 18):

Outside Agency Involvement:

This information is for the purpose of ascertaining the criteria for enrolment in Youthreach and to help us to best support students needs.

	Name and Contact Details
Education Welfare Officer	
Psychiatrist/Psychologist	
National Educational Psychological Service (NEPS)	
Child and Adolescent Mental Health Service (CAMHS)	
Probation Officer	
Social Worker	
Gardaí/Juvenile Liaison Officer	
Local Drug and Alcohol Task Force	
Others	

Medical Details

Name of Doctor: _____

(to be contacted in case of an emergency)

Contact Details: _____

Any Medical Issues that we should be aware of:

Any Other Relevant Info:

Signature of student (or parent/guardian if student is under 18 years of age)	Date:
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Appendix 9: Exit Interview Questionnaire

Student Name:	Age:
Parent/Guardian Name (if student is under 18):	
<p>Contact Details for Progression Tracking</p> <p>Address:</p> <p>Mobile Phone Number:</p> <p>Email Address:</p>	
Certification achieved (include Award and modules completed):	
1. What is your reason for leaving?	
2. Having completed your programme, what supports have you received in developing a progression plan?	
3. Please describe your progression plan i.e. further education, trade, work placement, employment etc.	
4. Please describe any aspects of the programme you found challenging.	
5. Please describe any aspects of the programme you found supportive.	

6. Did you enjoy your programme here in Youthreach? What achievements are you most proud of?	
7. Would you recommend the Youthreach Programme to other students?	
8. What suggestions would you make to improve our programmes?	
9. Is there anything else you would like to tell us about your experience of Youthreach?	
Career Toolkit Checklist: <ul style="list-style-type: none"><input type="checkbox"/> CV<input type="checkbox"/> Cover Letter<input type="checkbox"/> Statement of Results/Transcript<input type="checkbox"/> Work Experience Placements<input type="checkbox"/> Career Guidance<input type="checkbox"/> College Visits<input type="checkbox"/> Exit Letter from Coordinator	
Student Signature:	Date: