

Access: Level 6 Higher Certificate in Science in Computing in Information Technology

Direct Entry

Learners submitting a direct entry application to the proposed programme should provide supporting documentation for application consideration, in line with any one of the below Access arrangements:

Irish and EU Students

For Leaving Certificate students, entry requirements are as follows:

- A minimum of 5 passes in Leaving Cert subjects at higher or ordinary level, including Mathematics and a language (i.e. English, Irish or a European language).
- A full FETAC level 5 award or higher. Applicants must have achieved a pass mark in a Mathematics module in their FETAC award, or have achieved a pass mark in Mathematics at Leaving Certificate level.

With regard to EU students who have not completed the Leaving Certificate or any FETAC award, secondary school results will be assessed for their equivalency to the Irish Leaving Certificate in consultation with *A World of Access* by Douglas & Lennon. For those EU students who have not completed their education through the medium of English, IELTS or TOEFL test scores of English language proficiency apply (please refer to the section below entitled: *Non-EU Students*)

Non-EU Students

Non-EU students are required to provide documentation attesting to completion of secondary school level, and evidence of sufficient proficiency of the English language to commence the programme.

Secondary school results are assessed at an equivalent level to the minimum requirements for the Irish Leaving Certificate. Applicants must have achieved a pass mark in Mathematics and a language. If necessary, consultation on international equivalency levels will be sought by CCT Admissions personnel with the CAO and *A World of Access* by Douglas & Lennon.

In addition, applicants whose first language is not English, can present English Language proficiency level evidence of IELTS (International English Language Testing System), with a band score of: 5.5, OR equivalent TOEFL score, OR equivalent Cambridge Advanced CAE test score, certified within the last two years. Alternatively an applicant whose first language is not English, will have their Listening, Reading, Writing, and Speaking tested through a CCT Admissions Interview and globally recognised English Language Oral Test, and test prior to programme commencement.

Mature Students

Mature students (those at the age of 23 or higher on January 1st of the year of the course of entry) will be required to successfully complete an interview process, with Admissions personnel and the Programme Leader, in accordance with the college's entry procedures.

Mature students do not need to fulfil minimum academic requirements, but may provide a resume with two references, demonstrating their work, academic experience, and/or personal ambition to determine their suitability onto the programme.

Applicants with disabilities or special requirements

Applicants with any disability which requires special assistance by the college should meet the minimum Leaving Certificate entrance requirements or equivalent for this course. The application to the college must be made directly to the college and include documentation relating to the disability. The learner will be requested to attend an interview to determine the level of assistance required by the college and the viability of the learner's participation in the programme. CCT will always make every effort to ensure that any applicant (having met the course entry requirements) with a disability can participate in the programme, as far as is reasonably possible, and as the college facilities and resources permit.

Access Processes Including Recognition of Prior & Prior Experiential Learning

In accordance with Government policy, CCT recognises that Prior Learning for any applicant and learner can take the following forms:

1. ***formal learning*** which takes place through programmes of study or training that are delivered by education or training providers, and which attract awards.
2. ***non-formal learning*** that takes place alongside the mainstream systems of education and training. It may be assessed but does not normally lead to formal certification. Examples of non-formal learning are: learning and training activities undertaken in the workplace, voluntary sector or trade union and in community-based learning.
3. ***informal learning*** that takes place through life and work experience. Often, this learning is not quantified and the learner may not recognise at the time of the experience that it contributed to his or her knowledge, skills and competences.

Applicants to CCT can receive recognition for awards, formal learning, and experiential learning received prior to an application for the proposed programme. The College's RPL and RPEL policy is stringently managed for the proposed programme.

The College will thoroughly assess potential applications through RPL and RPEL (for the non-Automatic Direct Entry Route) to ensure the applicant is prepared to commence the proposed programme.

An applicant seeking module exemptions / credit for previous studies at this level, is required to support his/her claim by providing information to the College for every module of study previously completed at level 6, in line with the Recognition of Prior Learning Policy set out above. The supporting documents should be accompanied by English translations if they were not originally issued in English.

Any transfer claim and review conducted by the Head of the IT Department, and the Programme Leader, will be undertaken strictly on a module-by-module basis as set out in

the RPL section below. Module Exemption / Credit Application approval will be made if there is a good match / fit, between modules of both programmes, subject to the following conditions:

- Credit is only granted by CCT for previous modules taken, where a Pass grade or higher was achieved.
- Credit is not granted with respect to grades; the credit value of a module previously completed elsewhere may be granted, but the grade achieved previously has no bearing on the student's grade point average, or overall grade weighting at CCT.
- Credit applies only to completed modules; partial exemptions from the requirements of a given module on the basis of previously completed work at an accredited third-level institution are not possible.
- The learning outcomes achieved in the previously completed module must be substantially the same as those offered in the module for which credit is being sought.
- Exemptions are awarded on a module-by-module basis, not on a stage-by-stage basis.
- Credit for those modules taken in programmes not validated by QQI is evaluated after the learner has submitted a catalogue, or syllabus, or a detailed module description outlining the learning outcomes and indicative content for each module under consideration.
- If transfer students applying to CCT for the granting of credits, are seeking credit exemption for a subject which is given a double credit weighting at CCT (for example 10 ECTS credits instead of 5 ECTS credits), no credit will be granted by CCT for this module application.

Recognition of Prior Learning

Learners may be considered by CCT for access to the proposed programme, on the basis of completed modules in a Computing and/or Information Technology qualification which is equivalent to level 6 on the Irish National Framework of Qualifications. In this instance, the following procedures and requirements apply:

- i) The applicant will attend an initial Admissions interview with the Programme Director / Leader and Admissions personnel;
- ii) The applicant must submit certified true copies of their transcripts of results and similar qualification parchment, along with the requisite CCT Application form;
- iii) The applicant must also submit a copy of the following documents of the equivalent programme and qualification completed and achieved:
 - (1) Programme Schedule;
 - (2) Programme Learning Outcomes;
 - (3) Module Syllabi;
 - (4) Module Learning Outcomes.

- iv) The applicant's Programme Schedule, Learning Outcomes, Module Syllabi and Module Learning Outcomes will be reviewed on a module-by-module basis by the Head of Academics or Head of I.T., against the CCT Higher Certificate in Computing in IT to ensure that the applicants programme is in line with the requirements of the CCT programme learning outcomes;
- v) Following a review of the 'fit' between both programmes and modules by the Head of Academics, Head of I.T., and/or Programme Director / Leader, the applicant will be:
 - (1) Offered a place on the programme with module exemptions as set out and subject to the transfer conditions above;
OR
 - (2) Advised to commence from year 1 of the CCT Level 6 Higher Certificate in Science in Computing in Information Technology.

Recognition of Prior Experiential Learning

Applicants are encouraged to submit applications based on the prior experiential learning, for access to the proposed programme. If an application is received in this way, the following procedures will apply:

- i) The applicant will attend an initial Admissions interview with the Programme Director / Leader and Admissions personnel
- ii) The applicant must submit the following documents:
 - 1) A completed CCT Application form;
 - 2) A curriculum vitae;
 - 3) Letters from their employer outlining the nature of their work over the past six years;
 - 4) Portfolio of evidence supporting the claim for Prior Experiential Learning
- iii) On receipt of the above documentation, and following a review by the CCT Head of I.T., and/or Programme Director / Leader, the applicant will be:
 - 1) Informed that their application has been rejected, with an outline of the reasons why;
OR
 - 2) Advised that the application has been passed to allow the applicant proceed to the next step where the applicant will be issued with a number of formal examinations (3 examinations for each module stream of the CCT L6 Higher Certificate programme), to test whether they have acquired the knowledge, skills and competence that are integral to gain access to the proposed programme

AND

- 3) Following the submission of the examinations, the academic staff will mark and determine whether the applicant possesses the requirements for inclusion on the programme. If successful, and it is clear that the applicant meets the core knowledge, skills, and competencies of the streamed modules of the Higher Cert programme, the applicant will be granted access to the programme.
-
- iv) All examinations employed during this process will be subject to External Examination, in accordance with the normal HETAC External Examining procedures;
 - v) All applications submitted under this section will be judged against the Learning Outcomes of each of the 'streamed' modules of the CCT L6 Higher Certificate in Science in Computing in IT programme, and the Knowledge, Skills and Competencies Pre-Requisites set out therein.