

6TH YEAR CAREERS NEWSLETTER

MAY 2016

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1. At this time you will be receiving information from **UCAS, CAO, PLC Colleges** and the **State Examinations Commission**.

- Read it attentively.
- Follow the instructions and take action if necessary.
- File it away carefully.

2. **Wednesday 8th June - Friday 24th June:** The Leaving Certificate written exams commence. Ensure you have a copy of the **examinations timetable**. Know your **examination number** (the number used for your orals). Check that you have all the necessary equipment for each exam, e.g. Maths, Technical Drawing and Geography.

3. **The CAO:**

- Check all details are correct on Your **Statement of Application**.
(A) Name (B) Date of Birth (C) Exam No. (D) Exemptions Recorded
- **The Change of Mind Facility:**
From the **5th May - 1st July (5.15p.m.)** applicants can make changes to their existing course choices **online**. Go to www.cao.ie, click on **Change Course Link** and enter your CAO **application number** and **date of birth**. This facility is free of charge. Ensure that you print out a **hard copy** of any course changes you make on your form. **Check course entry requirements** for new additions to your Level 8 and Level 6/7 lists.

4. **Leaving Certificate Results – Wednesday 17th August:**

Your Leaving Certificate results will be available for **collection at the school** from 9.10a.m. All results must be **signed for**. Students who are unable to collect results at the school can access their results from the **State Examinations website**, www.examinations.ie. Before the exams commence each student will receive an individual **PIN** number. This will enable you to log

on and view your results. Results are not usually available online until **11.00a.m.**

5. UCAS Offers – Monday 17th August:

From Monday 19th August onwards the U.K. colleges will begin offering places to students. Check the UCAS **Tracking** system regularly for updates of offers. You will need your **UCAS application number, username** and **password** to access Tracking.

6. CAO Offers:

- Round 1 - Monday 22nd August. **Reply Date Monday 29th August.**
- Round 2 - Thursday 1st September. **Reply Date Thursday 8th Sept.**

Accepting/Rejecting an Offer:

If you score enough points then you may receive **two offers**, one from your Level 6/7 list and one from your Level 8 list. You **can only accept one** of these offers. **Remember the Golden Rule of CAO – you can only move up your list of course preferences**, e.g. in Round 1 if I get offered my 3rd Preference then it is still possible to get offered my 1st or 2nd Preference in Round 2. **Assume student achieves 390 points in the table below.**

1	DN650 (UCD COMMERCE – 505 points)
2	DC111 (DCU BUSINESS STUDIES – 465 points)
3	DT365 (DIT BUS & MNGT. – 445 points)
4*	MH101 (MAYNOOTH ARTS – 355 points) ROUND 1 OFFER
5.	DN500 (UCD ARTS – 345 points)

I advise students to **accept** whatever they get offered in the 1st Round as there is **no guarantee** that they will receive a 2nd Round offer. However if you are unhappy with an offer and wish to **reject it**, then simply let the offer notice lapse (i.e. do nothing)

Deferring Entry:

If you are planning to **take a year out** then you can defer your college place. You must write directly to the **admissions officer** of the college within **three days** of receiving the offer notice. Quote your **CAO application number** and the **Course Code** in your correspondence.

Vacant Places:

Some colleges do not fill all their course places in the first and subsequent rounds. Whether you have accepted your 1st Round offer or not you can apply for any vacant place on the CAO website provided you meet the minimum entry and points requirements. Visit www.cao.ie and go to the **Vacant Place** link . This will operate from **12 noon on Tuesday 23rd August**.

7. Unhappy with Your Leaving Certificate Results? Appeals Process

The State Examinations Commission allows students to view their scripts following the publication of the results. Contained in the envelope with your results is a white form. This must be completed and returned to the school by **Tuesday 23rd August** if you wish to view any of your exam scripts. Viewing of scripts will take place on **Friday 2nd September** (6 – 9 p.m.) and if necessary on **Saturday 3rd September** (9a.m. – 12 noon). The closing date for lodging appeals through the school is **Monday 5th September**. The cost of an appeal is **€40 per subject**. Decisions on appeals arrive in the school by mid – October.

8. Information on Grants:SUSI-Student Universal Support Ireland. E-mail enquiries at support@susi.cdvec.ie and telephone queries on 0761 08 7874. Short Q&A published on www.studentfinance.ie which may be of assistance.**9. Accommodation at College:**

Prior to the publication of exam results contact some of the colleges and request an updated list of people offering accommodation, e.g. Digs or Private Rented. At present you can apply to be placed on the waiting list for campus accommodation at DCU, UCD and NUI Maynooth. For more information on student accommodation **visit the individual college websites** or go to www.daft.ie .

10. During Your Exams:

Have a balanced approach. Take regular breaks during study. Ensure you are getting enough sleep. Regular exercise in any form can help you relax and unwind. A healthy diet is also very important to maintain your energy levels.

With every good wish now and always.

Alan Norton.