



CO-ORDINATOR
Frank Brady
Telephone: (094) 9541117/9542103
E-mail: youthreachballinrobe@msletb.ie



Further Education Centre
The Neale Road
Ballinrobe
Co. Mayo

Learners Admissions, Recruitment and Induction Policies

Admissions Policy

There are three priority groups outlined by the Department of Education and Science in 2001 to aid centres to recruit students

Priority Group 1 (PG1)

A PG1 student will be in the age group 15-20 and

- Have left school
- Be unemployed
- Be aged between 15 and 20 years of age at the commencement of his/her engagement with Youthreach
- Have no qualifications or have incomplete qualifications from Junior Cycle i.e. less than 5 grade Ds at Ordinary Level in the Junior Certificate or otherwise lack competencies or skills in the area of inter-personal communications, enterprise or motivation.

Priority Group 2 (PG2)

- Lone parents.
- Referrals from former NRB-funded courses.
- Students who have been released from detention.
- Students whose personal (e.g. domestic) circumstances are such that a Foundation education and training programme is the most appropriate option for them to pursue, qualifications notwithstanding.
- Travellers.





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- Drug court participants.

The centre Co-ordinator will make the decision as to who will receive a place on the programme should there be a waiting list in operation. This decision would be based on review of the applicants and priority would be given to the person with the least chance.

Recruitment

- Telephone/ in person visit/ referral.
- Post out or give centre details.
- The prospective student will be invited for informal interview.
- Students may be offered a place at Youthreach if vacancies exist otherwise their name will be put on a waiting list.
- At interview applicants will fill in relevant documentation.
- Parent/ guardian must accompany young person to interview if under 18.
- Discuss applicant's needs in relation to what is offered in the centre and make a decision on the suitability of the applicant.

Induction

The student must fill in the Youthreach application form and provide the following information/ details:

- Birth Cert
- PPSN
- Bank details
- Academic Qualifications, if any





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On the day the student will join the centre they will go through a short induction process:

- Meet all staff members
- Tour of the building
- Distribute Code of Conduct and discipline procedure which is to be signed by Parent, Trainee and Tutor
- Meet Mary in the office to finalize paperwork
- Student to be set up on clocking system
- Talk about the course the student is to commence
- Introduce idea of assessment (Literacy and Numeracy)
- Discuss allowance – how the trainee will be paid (when, certs) etc.



YOUTHREACH is funded by the Department of Education and Science and Enterprise Trade and Employment with the assistance of the European social fund