

PART-TIME APPLICATION FORM 2012/2013

The information requested is for admission and statistical purposes only and will be treated in strict confidence. Completion of an application form does not necessarily guarantee a place on a course. Where a place is not allocated, a refund of fees paid will be processed. Please ensure that payment and any necessary documents are attached.

The closing date for applications is **Wednesday 5th September 2012**. Late applications will be accepted but applicants are advised to apply early. Places on all courses are allocated in order of receipt of completed application form (which includes the appropriate fee) with the exception of BN908 and BN030_WB which will also be based on written statements and/or an interview (see section 3). Work-based courses may have earlier closing dates – please check the relevant section on this form for the closing date.

Please ensure that you read this application form, complete all relevant sections, enclose all supporting documentation and sign the back page, as incomplete application forms will not be processed.

An email address must be provided as all correspondence will be by email.

SECTION 1.

Have you previously attended IT Blanchardstown? Yes No

If yes, please supply student number

Please list the modules/courses completed:

Personal Details (Block capital letters)

Surname:

First name(s):

Phone No. (Home): (Work): (Mobile):

E-mail Address:

Postal Address:

PPSN (Formerly RSI Number):

Sex (M/F): Date of Birth: Nationality:

Educational History

Please tick your highest qualification to date.

Junior Certificate Leaving Certificate* FETAC Award* Third Level Apprenticeship

Professional Training Qualification PLC

**If you are under 23 years of age you must supply a copy of your Leaving Certificate, FETAC results or other equivalent exam results which are the basis for meeting the minimum entry requirements with this application.*

Is this your first time to attend a course at third level? Yes No

(Select YES if you have had no previous higher education (part-time or full-time) and are entering an undergraduate course in higher education for the first time).

Fee Payment (We do not accept cash)

A €250 deposit must accompany this form. Cheques should be crossed and made payable to the **Institute of Technology Blanchardstown**. Please tick the payment method of your choice and complete the appropriate details.

Cheque Postal Order Bankers Draft P.O. number from employer

To pay by Credit Card you must apply and register online by visiting our website www.itb.ie

Work Experience

Give details of present employment:

Work in the home Employed Self employed Unemployed

Name and Address of Employer if employed

Where/How did you learn about the Programme?

Local newspaper Library At work From ITB student Poster advertising Website

Other (Please specify)

Special Learning Needs (Please indicate if any of the following circumstances or conditions apply to you)

Dyslexia Mental health Speech impediment Wheelchair user

Hearing impairment Visual impairment Colour blindness

Other (Please specify)

If any of the above do apply, please register with the student services office before the commencement of your course to discuss if any accommodations can be put in place.

Please indicate on this page the course or modules you are applying for (please tick as appropriate).

Business Studies

BN003 Higher Certificate in Business

BN303 Bachelor of Business

BN403 Bachelor of Business (Honours)

BN525 Master of Business

BN709 Accounting Technicians Ireland Year 1

BN709 Accounting Technicians Ireland Year 2

Year 1 (S1011)

Financial Accounting 1

Business Management

Taxation 1

Law and Ethics

Year 2 (S2011)

Financial Accounting 2

Management Accounting

Taxation 2

Integrated Accounting Systems

Social Care

Closing date for the Social Care and Early Childhood courses is 28th May 2012. Late applications accepted until 5th September 2012.

BN908 Bachelor of Arts in Applied Social Studies in Social Care (work based)

Early Childhood Care and Education

BN030_WB Bachelor of Arts in Early Childhood Care and Education (work based)

Computing

BN026 Higher Certificate in Science in Computer Systems Management

BN311 Bachelor of Science in Computing in Information Security and Digital Forensics

BN420 Bachelor of Science (Honours) in Computing in Forensics and Security*

BN509 Higher Diploma in Science in Computing

BN518 Master of Science in Computing (Business Intelligence and Data Mining Stream)

BN518 Master of Science in Computing (Information Security and Digital Forensics)

BN701 Certificate in Cisco-CCNA

BN706 Certificate in CompTIA Network+

BN707 Certificate in CompTIA A+

BN727 Certificate in CompTIA Security

BN737 Certificate in CCNA Security

BN746 Certificate in Creative Web Communications

Engineering

BN903 Higher Certificate in Engineering in Mechatronics

BN306 Bachelor of Engineering in Mechatronics

BN422 Bachelor of Engineering (Honours) in Mechatronics

SECT H3015 Certificate in Process Measurement and Control Part 1

ESIA H4019 Certificate in Process Instrumentation and Control Part 2*

BN423 Bachelor of Science (Honours) in Computer Engineering*

SECT H2022 Certificate in Programmable Logic Controllers Part 1 (PLC 1)

SECT H3016 Certificate in Programmable Logic Controllers Part 2 (PLC 2)

ESIA H4014 Certificate in Programmable Logic Controllers Part 3 (PLC 3)*

SECT H3020 Certificate in Fluid Power Systems

BN718 Certificate in Computer Aided Design and Manufacturing

BN742 Certificate in Industrial Automation

Horticulture

BN033 Higher Certificate in Science in Horticulture*

BN406 Bachelor of Science (Honours) in Horticulture

BN749 Certificate in Plant Studies

BN750 Certificate in Organic and Sustainable Horticulture

Other Accredited Programme

BN723 Certificate in ECDL

** Subject to validation*

Other (please specify):

SECTION 2.

Third Level Education

(a) Course(s) attended: You must enter all third level education that you are attending/have attended (e.g. Institute of Technology, University, Private College or other Third Level College).

Please start with the most recent institution attended

Names and Address of College/Institute	From	To
1		
2		
3		

(b) Examinations taken/to be taken. You must attach copies of awards/transcripts to support the information provided

Examining Body e.g. HETAC, BTEC, NUI	Course title e.g. Bachelor of...	Level of award achieved e.g. Honours, Pass of...	Year achieved

- Applicants must complete section (b). If you expect to take examinations in the current year you should write "Pending" under results.
- Full certified transcripts of examinations already passed/qualifications achieved must be attached to this application form.
- If you have not yet obtained your examination results you should forward to the Admissions Office of the Institute of Technology Blanchardstown a detailed transcript as soon as the results become available. Failure to forward such a transcript will prevent the completion of processing of your application.

NQAI

Applicants who have obtained a qualification outside the Republic of Ireland or the UK, are requested to obtain a letter from Qualifications Recognition (www.qualrec.ie) comparing their foreign qualification with an Irish qualification.

ITB regards this information as extremely important to verify the level of your award and enable the Institute to speedily make a determination on your eligibility for the course for which you have applied.

SECTION 3.

This section must be completed if you are applying for:

- **BN908 Bachelor of Arts in Applied Social Studies in Social Care (work based)**
- **BN030_WB Bachelor of Arts in Early Childhood Care and Education (work based)**

Number of years working in the relevant sector?

(Must be full-time for a minimum of two years for Social Care and Early Childhood)

Please specify your current employment status

Full-time

Part-time

Written Statements

Applications will not be accepted without providing the following:

- Written statement from the student including the employer's full mailing address, the duration of work, the task and responsibilities involved in your job.
- Statement from employer on company headed paper (the statement must provide information under each of the headings referred to under your course in the institute prospectus).

Applicants for BN908 will be short listed for interview based on their written statement and the statement provided by their employer. Interviews will be held during the week commencing 18th June 2012. Late applicants will be interviewed the first week in September. BN030_WB applicants will be assessed on written statements provided and may be called for interview.

SECTION 4.

Check List

Check your application is complete. Please ensure that your application is complete by checking that the following have been submitted, as **incomplete applications will not be assessed**.

- Copy of Leaving Certificate results or FETAC Award (if you are under the age of 23 on 1st January of the year of commencement of your chosen course).
- Where specific minimum entry requirements are outlined, please provide supporting documentation for current academic attainment including full transcript of results and final awards.
- Applicants who have obtained a qualification outside the Republic of Ireland or the UK, must submit a letter from Qualifications Recognition (www.qualrec.ie) comparing their foreign qualification with an Irish qualification.
- Certificate of Competency in English (if English is not your first language) or form 4FAD20 see <http://www.itb.ie/site/courses/howtoapply.htm>
- €250 deposit
- Form is signed.

Please submit the completed application form and supporting documentation to:

Admissions Office, Institute of Technology Blanchardstown, Blanchardstown Road North, Dublin 15.

Declaration

I declare that the information given by me on this form is true and accurate and that if I am admitted as a student I will abide by the regulations of ITB. I authorise ITB to provide such information contained in this form to HETAC, the Department of Education and Science and other relevant authorities. I will abide by the terms and conditions as outlined on the website and in the prospectus.

Signature:

Date: