

# PART-TIME APPLICATION FORM

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 **Friday 2nd September 2011**. 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)

The full course fee 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](http://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 (Part-time evening) ☐

**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)** ☐ **Year 2 (S2011)** ☐

Financial Accounting 1 ☐ Financial Accounting 2 ☐

Business Management ☐ Management Accounting ☐

Taxation 1 ☐ Taxation 2 ☐

Law and Ethics ☐ Integrated Accounting Systems ☐

#### Social Care

*Closing date for the Social Care and Early Childhood courses is 1st June 2011. Late applications accepted until 2nd September 2011.*

**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 ☐

**BN509** Higher Diploma in Science in Computing ☐

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

**BN701** Certificate in Cisco-CCNA ☐

**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 in Mechatronics (Honours)\* ☐

**BN417** Bachelor of Science (Honours) in Entrepreneurship in Engineering ☐

**SECT H3015** Certificate in Process Measurement and Control ☐

*\* Subject to validation*

## 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 ☐

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](http://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:

- i. Written statement from the student including the employer's full mailing address, the duration of work, the task and responsibilities involved in your job.
- ii. 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 13th June 2011. 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](http://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>
- ☐ Full Payment (not cash).
- ☐ 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: .....