

## **URGENT CAREERS OFFICE NOTICES RELATING TO DETAILS AND DEADLINES FOR JANUARY**

There are a few urgent details I wish to draw your attention to at this time of year:

### **1. Registrations for those sitting Leaving Certificate in June 2016:**

All students must register as external candidates for the 2016 Leaving Certificate. This is an online application procedure and all students must register online. Registration for each student will be done AT SCHOOL under supervision commencing Monday 18<sup>th</sup> January. While registration fees cannot be confirmed by the Dept. of Education until early January, I can advise you on last year's fees to give you some indication, registration fees for the first time Leaving Certificate students was €116. While registration fees for repeat Leaving Certificate students was €326. In order to complete this process in school on the dates given above, **students must have access to credit/laser card details**. Payment is ONLY accepted by these two options so card details are necessary (name on card, type of card, card number, expiry date and security code). **Students must also have their PPSN**. Students who hold a current medical card, or who are dependent on a parent/guardian who hold a current medical card are exempt from paying fees. Again these medical card details are required to complete the registration. Exam numbers for 2016 Leaving Certificate will be allocated when the registration process is complete.

### **2. Students wishing to sit their Leaving Certificate exams elsewhere:**

Students must have finalised where they are sitting their exams – oral exams in April and written exams in June as this information CANNOT BE CHANGED once students have registered their intent to sit exams at a particular school or centre. In order to do this, students must have received written consent from the school principal where they are hoping to sit their written exams and or orals and give it to the Careers Office before the 15<sup>th</sup> January 2016.

### **3. CAO Application Procedure at Yeats College:**

We are currently in the process of helping students confirm the course choices and order of these for the CAO application. All students are currently being called for a review of their choices and order of same. It is essential to make use of this support and be organised for it by having research completed on previous information I would have provided for individual students. All students have been advised to register their personal details on the CAO website [www.cao.ie](http://www.cao.ie) and pay €25.00 in order to get their CAO number. However as has previously been advised all course entries will be done under supervision in the school on the week commencing 25<sup>th</sup> January. This will be done from the completed hard copies I am now revising for each student so please ensure it is prepared and available for this week. If however some students feel comfortable proceeding with entering course choices now, then a printout of the entries is required to be assessed by the Career Guidance Counsellor in order to ensure all has been entered correctly. These printouts should be provided before 15<sup>th</sup> January.

### **4. HPAT registration:**

Any students wishing to sit the HPAT must register before the deadline 20<sup>th</sup> January 2016. The registration is now open and so students should proceed now. Each student will require their CAO number for this year and so they must register their personal details and get their CAO number first

before being able to complete the HPAT registration. This does not mean they have to enter their course choices as stated above but simply enter personal details and get their number.

**5. HEAR & DARE applications:**

Any student wishing to apply for HEAR or DARE must register their name with the Careers Office before 16<sup>th</sup> January. There are 3 sections to this application procedure. Section A must be completed by the student as additional part to the CAO application. It is called the Supplementary Information Form and each student must complete this section by 1<sup>st</sup> March 2016 in order to be able to continue with the application. I would ask that any student interested in this would complete section A by 1<sup>st</sup> February to tie in with the CAO deadline to avoid missing deadlines. It is the students responsibility to ensure the Section A is completed and then the Careers Office will support Section B (teachers reference) and Section C (appropriate medical evidence) to be completed and delivered to the CAO office by the 1<sup>st</sup> April deadline. If a student is wishing to apply for HEAR please access [www.accesscollege.ie](http://www.accesscollege.ie) to see the criteria necessary to be fulfilled in order to apply for same as it may take time in order to get some of the details required from the necessary authorities.

I hope this information is clear and useful. Please do not hesitate to call should you have any further queries.

Kind regards

Yvonne O'Connor

Career Guidance Counsellor