

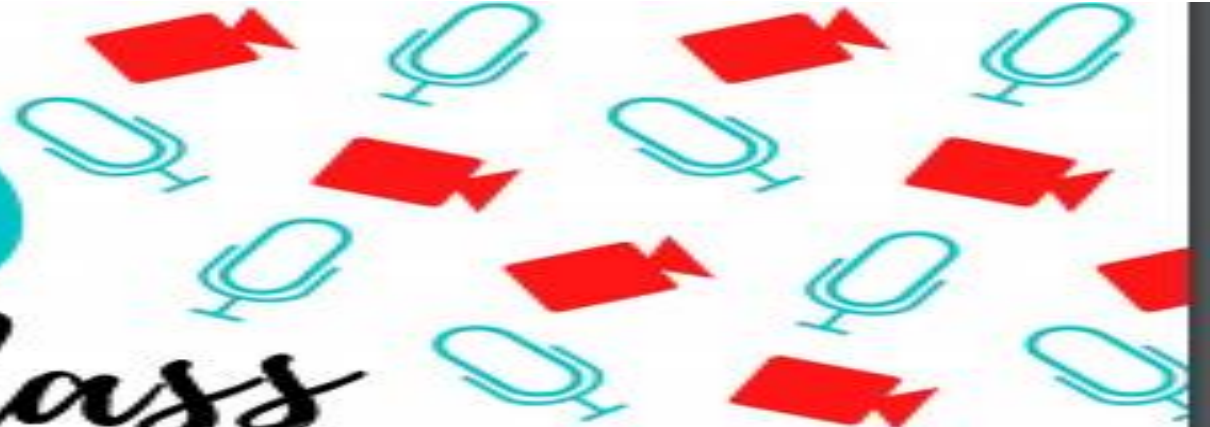
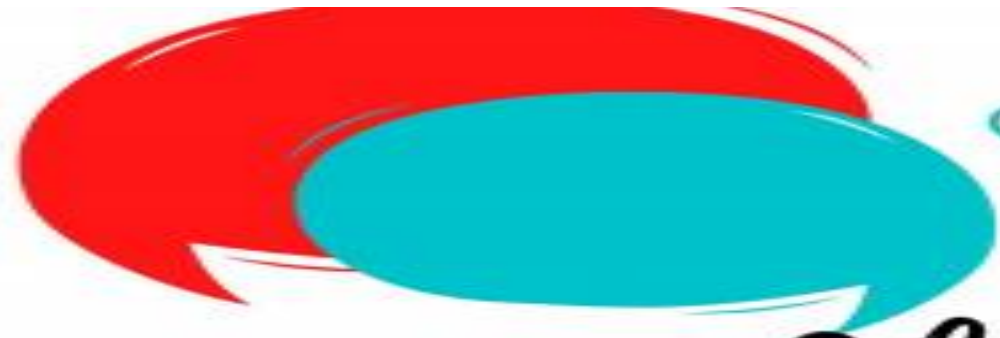
# Applying to CAO

An illustration of a laptop computer. The screen displays a website with a red header containing the text 'CAO' and 'WWW.CAO.IE'. Below the header, the text 'CHANGE OF MIND' is prominently displayed in white on a red background. The rest of the screen shows a white area with horizontal lines representing text. The laptop is shown from a slightly elevated angle, with a blue base visible at the bottom right.

**Best of luck with your application!**  
Email: Ms. Elaine Moore Guidance Counsellor  
[guidance@staugustines.ie](mailto:guidance@staugustines.ie) for queries.

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**CAO**  
**www.cao.ie**



# Zoom Class

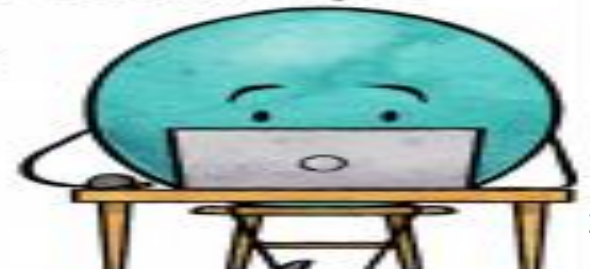
## BASIC ETIQUETTE FOR AN ONLINE CLASS

# RULES

- Please show up on time at the scheduled time.
- Find a quiet place, free from distraction (siblings, pets, parents, televisions).
- Maintain RESPECT in both speaking, writing, and appearance.
- Stay on mute. Please click the "raise hand" button if you would like to contribute.
- Video needs to remain ON to promote focus. Eye contact should be maintained.
- Refrain from chewing gum, eating, or drinking in front of the camera.

**REMEMBER, THIS IS A CLASS,  
SO TREAT IT AS SUCH!**

Elaine Moore Guidance Counsellor St. Augustines College.





Will we be sitting a  
leaving certificate in July?

I needed to work during the summer to help pay for college, what do I do now.

I don't know if ill  
get my course and  
if im doing enough  
to get it.

# Hard to stay motivated.

I have to help out at home so I cannot study or concentrate.



# STUDENT OPTIONS AFTER SCHOOL



An tSeirbhís Oideachais Leanúnaigh agus Scileanna  
Further Education and Training Authority



# Options for students that do not want college.

- Apprenticeships/
- SOLAS Training
- World of Work

**SOLAS**

An tSeirbhís Oideachais Leanúnaigh agus Scileanna  
Further Education and Training Authority

Further Education and Training Authority

Further Education and Training Authority



# Colleges of Further Education

What is a PLC/FETAC course?

- No Points
- Interview –Skype, Zoom, Google Meet, Microsoft Teams.
- Reference
- Usually one year in duration
- Includes work placement
- Provides access to third level

Cost:

- No tuition fees\*

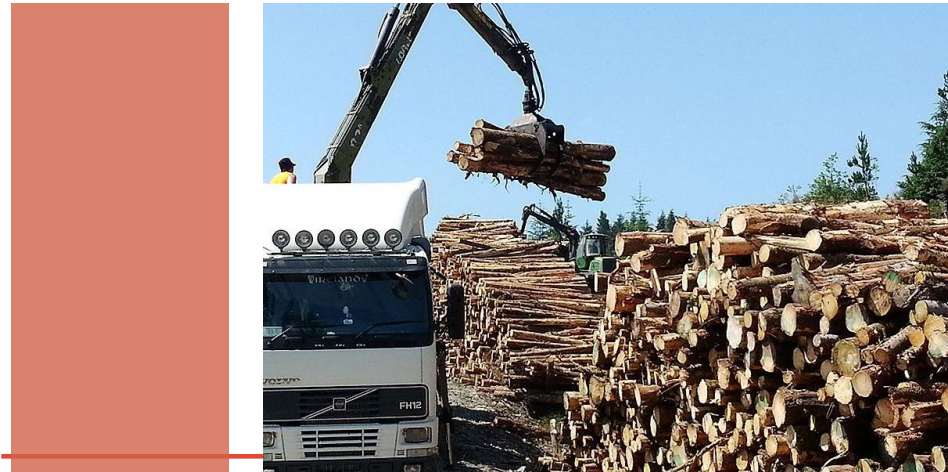
*\* Application fee in some Colleges and cost associated with some courses.*



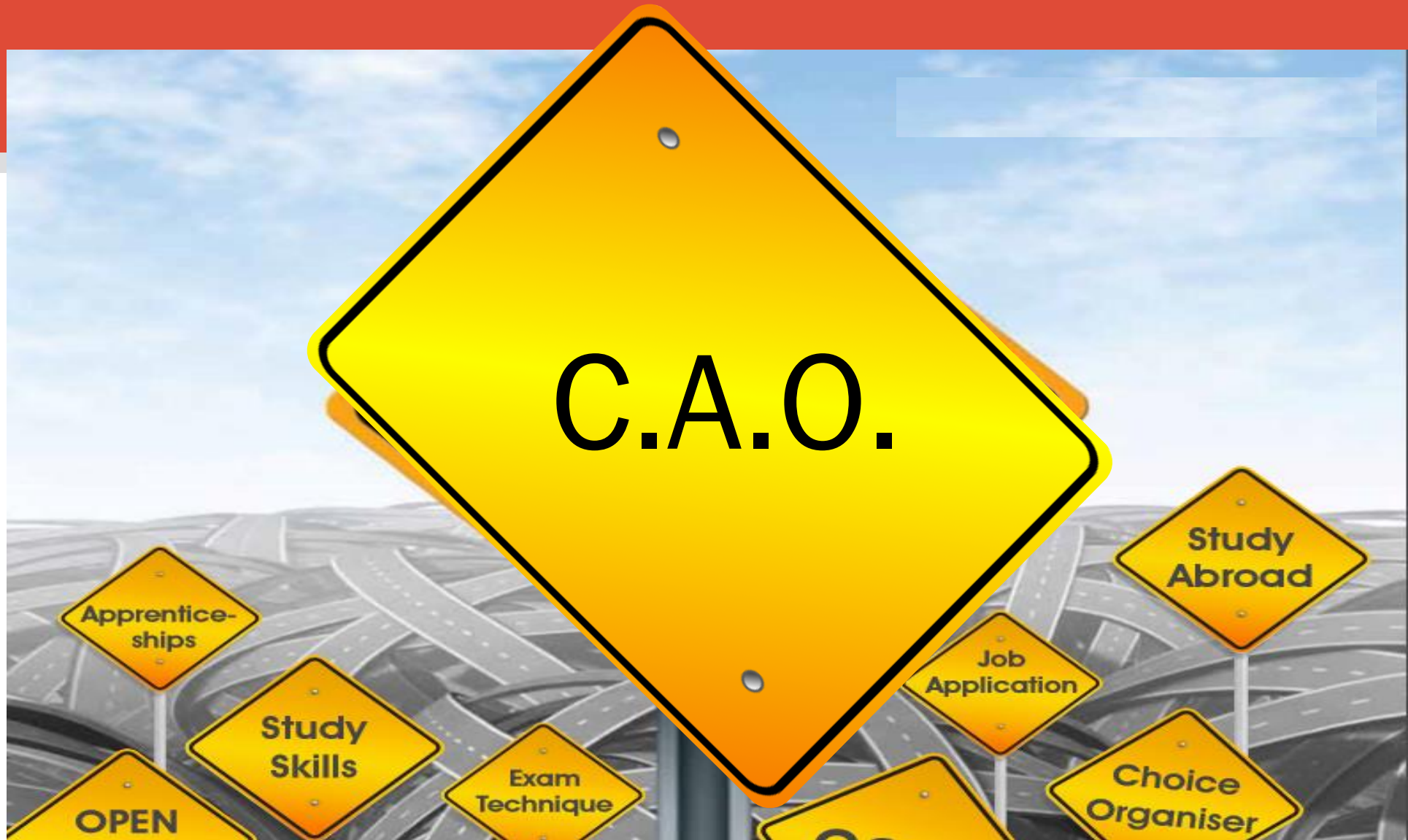


- Agriculture
- Horticulture
- Equine
- Forestry

[www.teagasc.ie](http://www.teagasc.ie)









# CAO Handbook



CAO handbook contains instructions and information about the application process.



Every applicant should be familiar with the contents of the CAO Handbook.

# HEI Prospectuses



Information on courses is available from each HEI and prospectuses should be consulted before making an application.



# The Points Scale

- In your Leaving Certificate you are awarded “points” for each individual grade you achieve.
- The grades students achieve at both higher and ordinary level are now numbered from 1 – 8.
- 25 Bonus Points will be awarded for H1 – H6 in Maths.

Higher	%	Points	Ordinary	%	Points	LCVP	
H1	90 – 100%	100	O1	90 – 100%	56	Dist	66
H2	80 – 90%	88	O2	80 – 90%	46	Merit	46
H3	70 – 80%	77	O3	70 – 80%	37	Pass	28
H4	60 – 70%	66	O4	60 – 70%	28		
H5	50 – 60%	56	O5	50 – 60%	20		
H6	40 – 50%	46	O6	40 – 50%	12		
H7	30 – 40%	37	O7	30 – 40%	0		
H8	0 – 30%	0	O8		0		



# Application Form



- Information which identifies you is of the utmost importance.
- Carefully enter details such as your name, address, date of birth, schools attended, etc.
- Your examination details must be entered with great care.
- Make sure you inform CAO about all relevant qualifications and exemptions – select the relevant section(s) from the Qualifications and Assessments summary on the application form.

The screenshot shows the CAO website's application form interface. At the top, there's a navigation bar with links: Home, My Application, Apply, Courses, Handbook, and Contact. Below this, the page title is '2020 CAO Application Form'. The main section is 'Applicant's Personal Details', which includes fields for Surname, Other names, Title (Mr/Ms/Mrs/etc.), Date of Birth (with day, month, and year dropdowns), and Sex (Male/Female radio buttons). A note states: 'Please note: You should enter your name, sex and date of birth as it appears on your Birth Certificate or Passport.' Below this, a paragraph explains the application rules: 'As stated in the CAO Handbook, an applicant may only present one application in any one year (either online or paper). If you think you may have already submitted an online application, please check using the "My Application" facility. There will be no refunds given to applicants who make more than one application.' A checkbox is provided for 'I have NOT already received a 2017 CAO Application Number nor have I applied by post.' The bottom section is for 'Home address', with a dropdown for 'Rep. of Ireland' or 'Other Country', and three text boxes for 'Address Line 1', 'Address Line 2', and 'Address Line 3'.

# CAO CHANGE OF MIND



*Now is the time to look back on your CAO application and carefully consider your choices.  
**The change of mind facility is open from May 5<sup>th</sup> and usually closes on the 1<sup>st</sup> of July.***

1. Most years, over half of all CAO applicants make changes to their application. Some use it to the extent that they end up unsure of exactly what their final order of preference was in their final application. This can lead to confusion, stress and anxiety when the offers are eventually issued. To avoid this, it is recommended that you put lots of thought into your final application. When you are rested on your decision, then use the Change of Mind facility to amend your list.

# CAO CHANGE OF MIND



- 2. Resist temptation to amend your choices based on your anticipated exam performance. Exam time is stressful and emotional for any Leaving Cert student, and this year, stress levels are even higher due to the uncertainty Covid19 has brought to exam scheduling. The heightened emotions can lead to over exaggerated reactions so try to take a step back and focus on your long-term goals rather than on what's going on in the world right now.
- 3. Above all, ensure that you list your courses in genuine order of preference. But you should also be strategic about your choices. Within the list, you want to have a mixture of 'dream' courses, realistic courses that have points and entry requirements that are close to what expect to be achieving, and you also should list a few 'safety net' courses that have points and entry requirements below the points you are averaging.



# CAO CHANGE OF MIND



- 4. Through applying for courses in both lists you increase your chances of receiving an offer. You may even receive an offer from both lists. If this happens you will only be able to accept one offer.
- 5. Ideally, you will have done all the research at this stage, supported by your guidance counsellor and/or teachers. But if you still feel unsure about what courses to choose or how to order them, you may need to get advice from a guidance counsellor who will have the most up-to-date information at hand. Your family and friends may also be a great source of support, but remember that good advice should be based on your interests and strengths rather than rumours and hearsay.
- 6. Before finally signing off on your CAO application you should check and recheck your application for errors. If you make a change of mind you will receive an e-mail to confirm your new course choices. You can also log in to your account via the My Application facility to confirm that all of your details are recorded completely and correctly. If you spot an error alert CAO immediately.

# Choosing Courses



- **Consult your Guidance Counsellor. Ms. Elaine Moore**
- **Discuss your options with family and friends.**
- **Details about courses may be found in HEI prospectuses and by consulting HEI websites.**



# 2 Applications in 1



- There are 2 course choice lists (Level 8 and Level 7/6) and applicants may make up to 10 course choices on each list.
- Your choices on one list do not in any way affect your choices on the other list. They may be considered two separate applications on one form.
- It is possible to receive an offer on both lists. You may then decide to accept either your Level 7/6 or your Level 8 offer.
- Alternatively, you might not wish to accept either offer.

The image shows two identical application forms side-by-side. Each form is titled 'APPLICATION' at the top. Below the title is a header section with two input fields. The main body of the form is divided into two sections by a large red circle containing the number '1' on the left and '2' on the right. Each section contains several horizontal lines for text entry. At the bottom of each form is a footer section with two input fields and two checkboxes.



# Statement of Application Record



**If you do not  
receive a  
Statement by**



**contact CAO  
immediately.**

Before the end of May you will be sent a Statement of Application Record as a final acknowledgement and to enable you to verify that all information has been recorded completely and correctly.

Check the following carefully, and if there is any error or omission amend the Statement and return it to CAO.

**Are all the courses shown and in the correct order?**

**Are all the codes correct?**

**Are the exam numbers correct?**

**Are all exams mentioned?**

**Are all exemptions listed?**

# Change of Mind Facility



You may use this facility to change the order of your course choices and/or to introduce new courses, subject to the restrictions detailed in the handbook.

**The Change of Mind opens in early May and closes on the 1st of July at 5:15pm.**

# Genuine Order



- You do not need to guess what the points are going to be for the courses you are interested in.
- Simply list your courses in genuine order of preference from the highest preference 1, to the lowest preference 10.
- If you are entitled to an offer, you will be offered the highest preference that you are entitled to.

# Order of Preference



- If you learn nothing else from this presentation let it be this...

**PLACE YOUR  
COURSES IN  
GENUINE ORDER  
OF PREFERENCE!**



**1**



**2**



**3**



To do otherwise is a  
grave mistake.

## Course Choices (stored on the CAO computer)

### Entry to 1st Year

**N.B.** An application should not be made for any course without first consulting the information literature of the institution offering that course.

#### Level 8 Course Choices:

1. **AL852** Accounting
2. **BN113** Horticulture
3. **CK202** Accounting
4. **PD101** Education - Primary Teaching
5. **DN500** BA Degree - joint honours (full-time)
6. **TR003** History
- 7.
- 8.
- 9.
- 10.

Select DN500 course options »

To change the order of courses click on change course choices

Change Level 8 Course Choices »

#### Level 7/6 Course Choices:

1. **CR052** Construction
2. **DK762** Communications in Creative Multimedia
3. **GA374** Tourism Management
4. **SG136** Computing - Software Development
5. **WD076** Forestry



# The Offer Process



- In mid August (following the release of the Leaving Certificate results) CAO will send a communication to all applicants.
- If you have not yet become entitled to an offer you will be sent a Statement of Application email asking you to check your account information carefully as important information may be incorrect or missing.

# The Offer Process



- If you are entitled to an offer, you will be sent an email with details of your offer(s). You may receive more than one email if you have received an offer off both your Level 8 and Level 7/6 lists.
- You will also receive an SMS text message if you have selected this option.
- You should check that all of the details on the Offer Notice are correct and that there are no omissions.
- Offers will also be available on the CAO website.
- You may check for and accept offers on the website.

**IN FACT, MOST APPLICANTS NOW RECORD ACCEPTANCES ONLINE.**

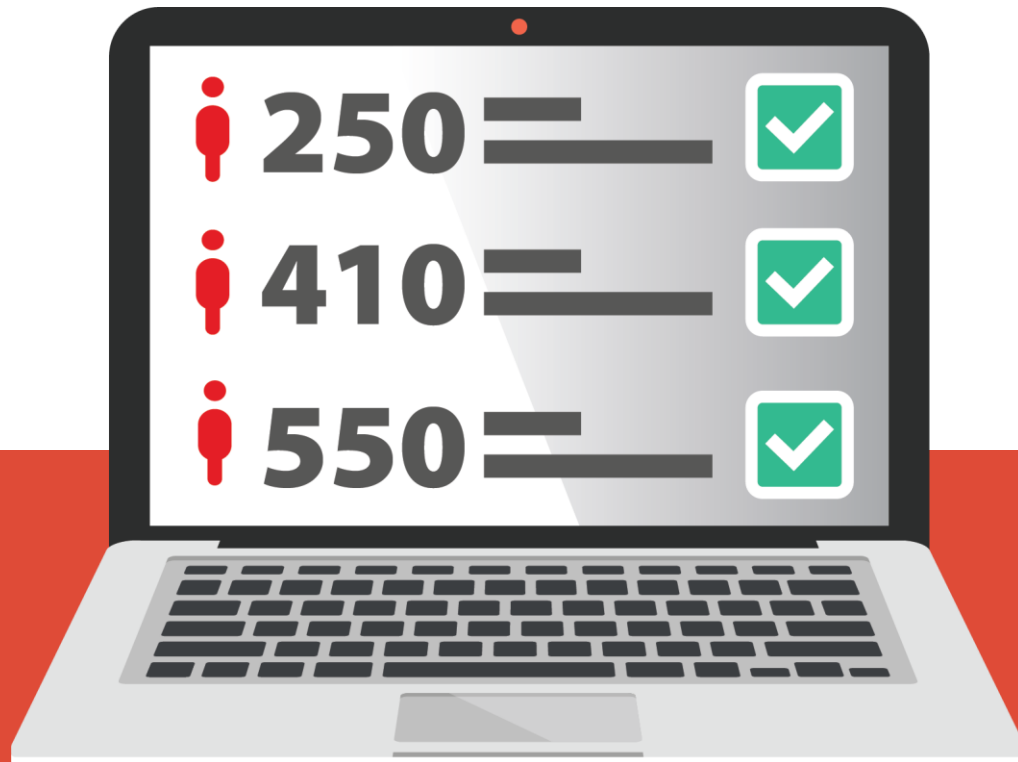
# The Offer Process



**There can be no delays at the offer/acceptance stage.**

- Any offer not accepted by the closing date for receipt of acceptance of offers in CAO may be offered to another applicant in the next round of offers.
- You will receive an e-mail acknowledging your acceptance.

# Place Allocation



- When examination results are released in August they are entered into the CAO computer.
- The computer checks each applicant's results.

For each course the applicant has applied for, the computer first determines if the applicant has the minimum entry requirements for the course.

# Place Allocation



If the applicant meets the minimum entry requirements for the course, the applicant's points are calculated for this course choice.

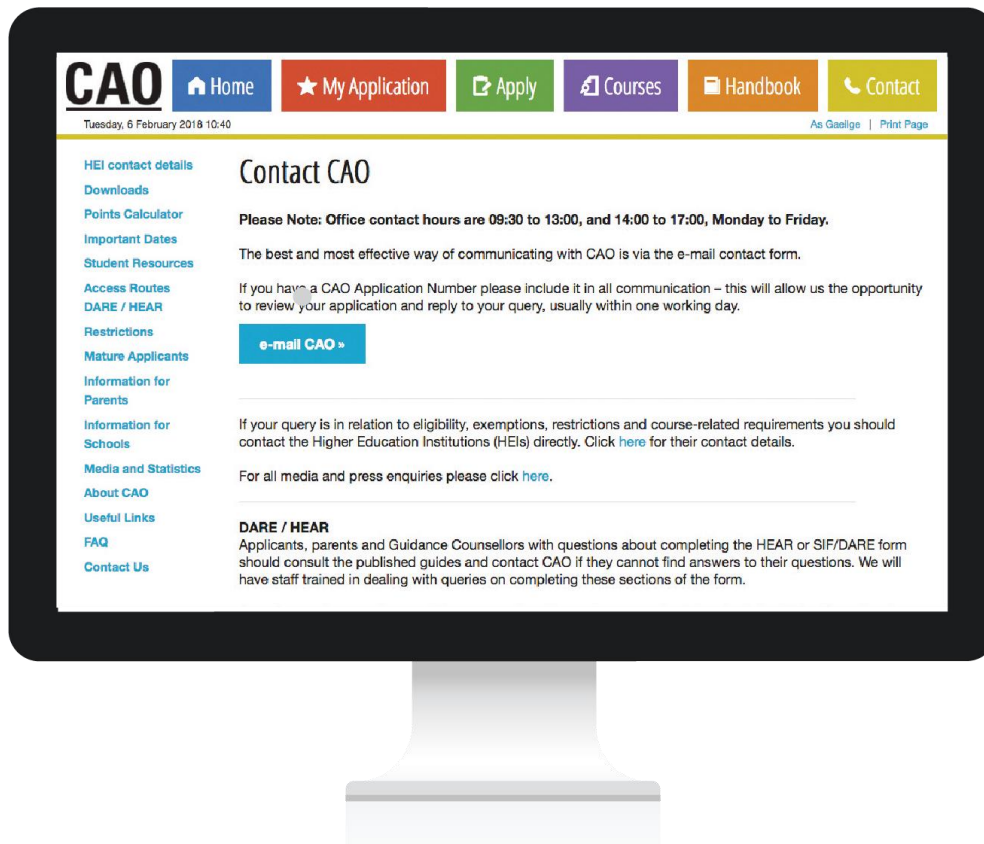
To view how to calculate your points go to the **Student Resources** section of [www.cao.ie](http://www.cao.ie) or see the CAO Handbook. A points calculator and converter is available at [www.cao.ie](http://www.cao.ie).

All eligible applicants are then placed on a list, in order of academic merit, for each course that they applied for.

Minimum Entry Requirements + Points  
Score = **Position on Order of Merit List**



# Communication with CAO

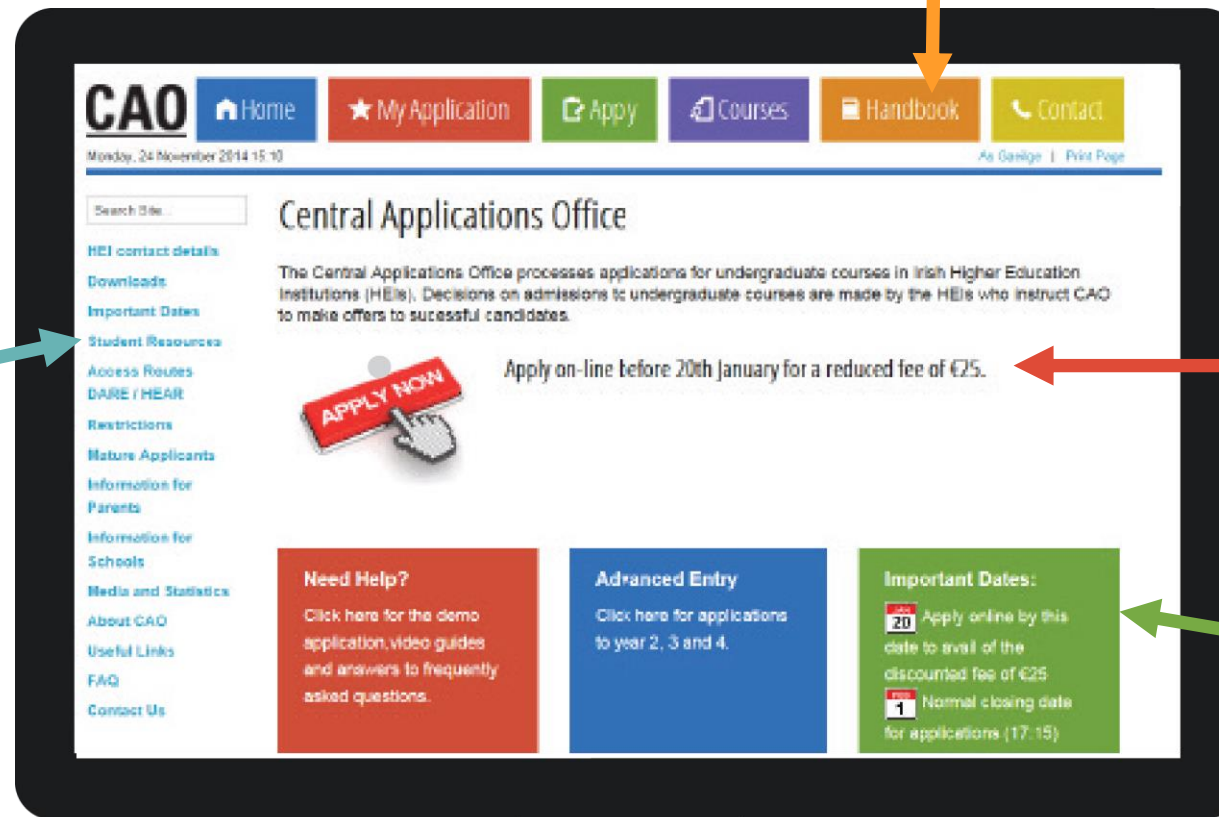


- The easiest and most efficient way to communicate with CAO is by using the Correspondence Section of your CAO Account. Give us as much information as possible and you will receive a reply to your query, usually within one working day.
- Always quote your CAO application number in any communication with CAO.
- If you post something to CAO always obtain a certificate of posting at the post office. This is a free service and it offers you peace of mind.

# Useful Resources



Visit the 'Student Resources' section accessible here for Video Guides and useful resources including the 'Demo Application' facility.



An online copy of the CAO Handbook is available here

Check out the 'Applicant News' page for regular updates.

Watch this space for 'Important Dates'.

# Finally...



**Remember to carefully read all of the documents and instructions from CAO.**

**Most applicants follow the simple instructions from CAO and get along just fine.**



**If you are unclear on any matter concerning the application process, please contact CAO.  
website: [www.cao.ie](http://www.cao.ie)**



# Best of luck with your application!

Email: Ms. Elaine Moore Guidance Counsellor  
[guidance@staugustines.ie](mailto:guidance@staugustines.ie) for queries.

