



Employment, Enterprise and Education:

A Guide for Migrants in Cork

Published by Nasc: The Irish Immigrant Support Centre
Supported by The Office of the Minister for Integration and Pobal

This document is available in French, Polish, Arabic, Russian and Mandarin
from Nasc's website: www.nascireland.org



Oifig an Aire d'Imeachta
Office of the Minister for Integration
Conor Lenihan T.D.

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Nasc: The Irish Immigrant Support Centre

Nasc is a Cork-based Non-Governmental Organisation that seeks to respond to the needs of immigrants in the Cork area.

Taking its name from the Irish word 'nasc' (meaning link), the centre represents a link between Cork's immigrant and host communities. Nasc seeks to create an environment of social inclusion for all communities based on the principles of equality, social inclusion and human rights.

Nasc's mission is to be a source of support and self development for migrants, individually and collectively, and uses its experiences to promote fair, consistent and transparent policies.

There are three pillars to our work:

- 1) Personal Advocacy Services
 - Nasc can provide one-to-one advice on all aspects of this booklet
- 2) Capacity Building and Community Development
- 3) Policy and Campaigning work.

The Employment, Enterprise and Education Project falls under the Policy and Campaigning pillar of our work.

The centre is open from 9AM to 5.30PM, every weekday. Nasc also provides office space to minority and ethnic led organisations at weekends and runs courses in the evenings.

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INTRODUCTION

For integration to be successful in Cork, there is a clear need to support migrants in accessing and participating in employment and education, and to encourage more entrepreneurship.

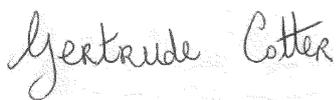
It can be difficult for newcomers to any city to learn where to look for a job, or where to find the right kind of course or where to ask for advice on establishing a business. Nasc developed this publication in response to a need for greater provision of information targeted specifically at migrants in Cork.

This publication is part of Nasc's Employment, Enterprise and Education project, which commenced in April 2007. The Office of the Minister for Integration funds the project as part of its efforts to help provide greater resources to support the integration of legally resident immigrants into Irish society.

This publication is just one of a series of actions that Nasc is taking throughout the year to promote further integration and encourage strategic thinking in relation to the important issues of employment, enterprise and education.

We hope that the information provided here will enable both established and newly-arrived migrants to develop their careers and reach their full potential here in Cork. This publication is an ongoing project and any suggestions for improvements or additions are welcome. The document will be available on Nasc's website and will be updated regularly.

Nasc is very grateful to the Office of the Minister for Integration for supporting this project.



**Gertrude Cotter,
Director,
Nasc.**

GLOSSARY OF TERMS

Visa	People from listed countries are required to obtain a valid visa before entering the state.
Residency stamp	The Residency Stamps 1-4 grant non-EEA nationals permission to remain in Ireland for the duration of, and under conditions specified in, the permit.
Asylum Seeker	An Asylum seeker is someone who has entered the State seeking protection/asylum. A person is considered to be an asylum seeker while their claim is being investigated by the Department of Justice.
Refugee	A Refugee is a person who has been granted protection and declared a refugee by the Minister for Justice. ¹
Leave-to-Remain	A person with leave-to-remain status has been granted temporary permission to remain in Ireland for reasons including humanitarian grounds at the discretion of the Minister for Justice.
Parent of Irish-born citizen	Parents of Irish-born citizen children were permitted to remain in Ireland for an initial period of 2 years on the basis of parentage of Irish citizen children as part of a once-off scheme in 2005. In 2007 these people could apply for renewal of their permission for 3 years subject to certain conditions.
EEA National	An EEA national is a person who comes from a country in the European Economic Area, which is comprised of EU Member States plus Iceland, Liechtenstein, Norway and Switzerland.
Non-EEA spouse/ dependant of an Irish citizen	Non-EEA nationals may be given permission to remain in Ireland at the discretion of the Minister for Justice on the basis of their marriage to an Irish national, or dependency on such a person.
Non-EEA spouse/ dependant of an EU citizen	Non-EEA nationals may be given permission to remain in Ireland by the Minister for Justice by virtue of their marriage to an EU national or dependency on such a person, who is in employment or self-employed.
Long-term residency	Non-EEA nationals may receive a five year residency extension from the Minister for Justice if they have been legally resident in Ireland for a total of 60 months on an employment permit.

¹ *Asylum seekers who do not qualify as refugees but cannot be returned to their country of origin may be granted subsidiary protection. They enjoy the same rights as refugees in terms of access to work/employment and to set up a business. In this context, when refugees are mentioned in here, people with subsidiary protection are to be implied.*

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EMPLOYMENT

Entitlements to Employment

EEA Nationals

People from EEA countries (and Switzerland) are fully entitled to work in Ireland. ¹

Refugees

People with refugee status have the same rights to work as Irish citizens.

People issued with Stamp 4

People issued with Stamp 4 are fully entitled to work in Ireland. This includes:

- People with Leave to Remain status
- Parent of Irish citizen child
- Non-EEA Spouse and Dependent Children of an Irish national
- Non-EEA Spouse and Dependent Children of an EEA national who is in employment or self-employed
- People with Long-Term Residency

Asylum Seekers

People who are seeking asylum in Ireland are not entitled to work in Ireland.

Students

Non-EEA nationals who are granted student visas are allowed to work part-time in Ireland, but only if they are participating in a full-time course of at least one year that leads to a recognised qualification.² Please note that during the summer-holiday period they may work full-time. Postgraduate students are entitled to work in Ireland where the work is an integral part of the course of study being undertaken.

Employment Permits for Non-EEA Nationals

If you are from a country that is not in the European Economic Area (EEA) or Switzerland, you may need an employment permit to work in Ireland.

There are now 4 types of employment permit: green card permit, work permit, spousal/dependant permit and intra-company transfer permit. Both the prospective employer and employee may apply for an employment permit to the Department of Trade and Enterprise, however, a valid job offer and the employer's agreement are necessary conditions.

¹ *The EEA (European Economic Area) is comprised of the Member States of the European Union plus Iceland, Liechtenstein, and Norway.*

² *For details on student visa, see Section 'Education'*

A **Green Card permit** is available for most occupations with an annual salary above €60,000 and certain job categories in the range of €30,000-60,000. **Work permits** may be issued for jobs with an annual salary above €30,000 and for a very restricted list of occupations below the salary of €30,000. A **Spousal/Dependent Permit** is available for the spouse and/or dependants of a permit holder who is legally resident in Ireland.

A labour market test has to be carried out when applying for a work permit (but not with Green Card or Spousal/Dependent Permit), which means that the vacancy has to be advertised locally/through the EU in order to give preference to EEA nationals.

For full details on these categories, contact the Department of Enterprise, Trade and Employment, which is responsible for processing applications for employment permits.

- Employment Permits Section, Department of Enterprise, Trade & Employment, Davitt House, 65a Adelaide Road, Dublin 2
LoCall: 1890 201 616 (The employment permits calls centre)
Tel: (01) 631 3333 or (01) 631 3308
Fax: (01) 631 3268
Web: www.entemp.ie/labour/workpermits/
E-mail: employmentpermits@entemp.ie

What You Need to Work in Ireland

PPS Number

To work in Ireland you will need a PPS (Personal Public Service) number. This is your unique reference number for tax purposes. Employees must give their PPS number to their new employer who will then inform the tax office that they have started working for them.

Applications for a PPS number must be made in person at your local Social Welfare Office:

- Social Welfare Office, Hanover Quay, Cork
Tel: (021) 427 0055
Web: www.welfare.ie

There are also smaller social welfare offices in the following towns of County Cork: Bandon, Clonakilty, Kinsale, Middleton, Youghal, Cobh, Mallow, Macroom, Fermoy, Bantry, Castletownbere, Dunmanway and Skibereen.

If you are a national of an EEA country (or Switzerland) you will need to bring with you a current valid passport/National Identity Card and evidence of birth/work/employment/residency/tax liability/education in an EEA country (or Switzerland) and evidence of address in Ireland such as household bill/rental agreement.³

³ Whereas usually a household bill in your name or a rental/lease agreement is regarded as proof of address, a letter from the owner of your accommodation may be accepted that states your name and the fact that you rent the accommodation from the owner

If you are a non-EEA national you need the documents mentioned above (originated in your country). As an alternative to a passport you may present your Certificate of Registration with the Department of Justice (Garda National Immigration Bureau Card).

Upon receipt of your PPS number, you must give the number to your employer and complete the Revenue Form 12A immediately and send it to your revenue office. Revenue will then send both you and your employer a certificate of tax credits, detailing the deductions of tax to be made from your salary.⁴

For further information, visit www.welfare.ie/topics/ppsn/apply.html or contact the Department of Social and Family Affairs on 1890 66 22 44 (Lo Call).

Other Tax Information

Any individual who earns an income in Ireland is liable to pay tax on that income. Under the Pay As You Earn (PAYE) system, your employer will deduct the tax that you owe from your wages and pay it to the Irish Revenue Commissioners. Up to the standard cut off point you pay the standard rate of 20 % of your income and above that point you pay the higher rate of 41%. The standard rate cut-off point can be found on your tax certificate. It is determined annually and it is broken down to each period (usually weekly or monthly) you receive your payment.

Depending on your personal circumstances, you may be entitled to additional tax credits. You need to apply for most of the credits showing evidence that you are entitled to those grounds, e.g. you are married, you rent accommodation or you pay for bin tags etc. These tax credits are used to reduce the tax calculated on your gross pay. At the end of each tax year your employer must give you a P60 which is a statement of your pay and of the tax and PRSI deducted by your employer during the year.

When you finish employment with an organisation, your employer will give you a Form P45. This form details your pay, tax and PRSI contributions for the period of your employment. It is an important document that is needed for claiming a refund of tax during unemployment, claiming social welfare benefits and for giving to your next employer to avoid paying emergency tax at a higher rate.

For further information on taxation, visit your local tax office.

- Office of the Revenue Commissioners, Regional Office,
Government Buildings, Sullivan's Quay, Cork City
Tel: (021) 432 5000
Web: www.revenue.ie
E-mail: swregoffice@revenue.ie

⁴ It is advisable to submit the Revenue 12A Form as soon as you are hired by an employer in order to avoid or minimise emergency tax deductions at a higher rate. However, you will get refunded any tax paid in excess of what you are required once your rate and tax credits are established.

Free Support for Job Seekers

FÁS

www.FAS.ie / info@FAS.ie

FÁS is the national training and employment authority. It operates training and employment programmes, provides a recruitment service to jobseekers and employers, provides an advisory service for industry, and supports community-based enterprises.

Anyone may access information on current vacancies via self-service touch-screen technology, job notice boards, newspapers and online at www.fas.ie. If you register at your local FÁS office or online, you can avail of the following free supports:

- Telephones and a faxing service for people to contact employers about current vacancies. Computers are also available on which people can type up their C.V's
- You can post your C.V. on line which is then available to any potential employer
- Information on FÁS (full-time and part-time) courses, training for people with disabilities, apprenticeship information, online training (FÁS e-College)
- A one-to-one guidance service for those who wish to apply for a full-time FÁS course; vocational guidance and information on training opportunities including trainings provided by other organisations.⁵

Contact your local FAS office for more information

- FÁS Employment Services Office, Sullivan's Quay, Cork
Tel: (021) 4856200
- FÁS Centre, 30/31 Shandon Street, Cork
Tel: (021) 4946162
- FÁS Training Centre, Rossa Avenue, Bishopstown, Cork
Tel: (021) 4856200
- FÁS Employment Services Office, 103-104 Main Street, Mallow, Co. Cork
Tel: (022) 21900
- FÁS Employment Services Office, Barrack Street, Bantry, Co. Cork
Tel: (027) 50464

FÁS morning clinics are also held twice a month in the following towns in County Cork: Ballincollig, Bandon, Carrigaline, Carrigtwohill, Clonakilty, Cobh, Kinsale, Macroom, Midleton, Passage West, Youghal, Dunmanway, Castletownbere, Skibereen, Charleville, Fermoy, Mitchelstown and Newmarket. For specific dates and locations, contact any of the above FÁS offices.

⁵ They also provide information on disability supports and employment schemes.

Cork City Local Employment Services (LES)

www.ccles.ie / info@ccles.ie

The Cork City Local Employment Service is a citywide service aimed at supporting job seekers in their efforts to find suitable work. The service was set up specifically for those who experience most difficulty in accessing work, education or training opportunities in Cork City.

The Cork City LES provides the following services every Monday to Friday (9.30am to 12.30pm, 2.00pm to 4.30pm).

- One-to-one meetings, including: support, guidance, C.V. preparation, help filling out application forms, interview preparation, use of office facilities / photocopier
- Information on training and education opportunities, including training courses at FÁS and other authorities and various options of adult education e.g. VTOS, 3rd level ⁶
- Information on available financial supports
- Courses provided by the Cork City LES

There are various LES offices throughout Cork:

- Blackpool / The Glen: Gt. William O'Brien Street, Blackpool, Cork
Tel: (021) 4506266
- City Centre: Government Buildings, Sullivan's Quay, Cork
Tel: (021) 4856437
- Churchfield / Farranree / Gurranebraher: Parochial Hall, Knockfree Avenue, Gurranebraher, Cork
Tel: (021) 4211048
- Hollyhill / Knocknaheeny: Hollyhill Shopping Centre, Hollyhill, Cork
Tel: (021) 4211050
- Mahon: Mahon Community Centre, Avenue de Rennes, Mahon, Cork
Tel: (021) 4975883
- Mayfield: Unit 1, 4 Iona Road, Mayfield, Cork
Tel: (021) 4553956
- Togher: Unit 2, Greenwood Estate, Togher, Cork
Tel: (021) 4320428

⁶ See section 'Education'

Cork City Partnership

If you are a legally resident non-Irish national you can avail of the Immigrants Employability Programme which was set up in March 2008 and aims to give one-to-one support to migrants who are seeking employment.

- Cork City Partnership Ltd, Sunbeam Industrial Estate, Millfield, Mallow Road, Cork
Tel: (021) 4302310
E-mail: susanlong@ccles.ie

CCTU Centre for the Unemployed

The Cork Council of Trade Unions sponsors a job club to provide training and support for people who would like to find work. The training topics range from health and safety to interview techniques and last up to 3 weeks.

- CCTU Centre for the Unemployed, 13 North Main St., Cork
Tel: (021) 4275498
Fax: (021) 4275498
E-mail: cork@congresscentres.net

Nasc

Nasc will begin a jobs club which will be open to all migrants and will begin in the Summer of 2008.

Finding a Job

Local and National Newspapers with Jobs Listings

The following is a list of popular newspapers with the days on which they advertise jobs.

- The Evening Echo (Every afternoon, Monday – Saturday)
- The Irish Examiner (Friday)
- The Irish Independent (Thursday)
- The Irish Times (Friday)
- The Sunday Business Post (Sunday)
- The Sunday Independent (Sunday)

Websites with Jobs Listings

www.activelink.ie

www.acr.ie

www.airportjobs.ie

www.bestjobs.ie

www.callcentrejobs.ie

www.careers-guide.com/cork/

www.careerjet.ie

www.employireland.com

www.evolveingrecruitment.com

www.fas.ie

www.hays.ie

www.irelandhiring.ie

www.irishjobs.ie

www.jobfinder.ie

www.jobs.ie

www.jobsnation.net

www.jobssearch.ie

www.jobsireland.com

www.languagejobs.ie

www.legaljobs.ie

www.loadzajobs.ie

www.monster.ie

www.nicemove.ie

www.nixers.com

www.recruitireland.ie

www.retailjobs.ie

www.teachingjobs.ie

www.topjobs.ie

www.ucc.ie/careers/vacancies.php

Private Recruitment Agencies in Cork

Please note that if you apply for a job through a recruitment agency, it is very unusual that you would have to pay for this service.

Agency	Website /E-mail	Contact	Sectors
Adecco Cork	www.adecco.ie	34 Grand Parade, Cork City. Tel: (021) 427 3830 Fax: (021) 427 3833	Hotel & catering Multi-lingual Industrial Commercial Technical & engineering
Berkley Recruitment	www.berkley.ie info@berkley.ie	Mill House, Carrigrohane, Cork. Tel: (021) 428 9600 Fax: (021) 428 9601	Pharmaceutical IT Sales & Marketing
Bond Personnel Group	www.bond-personnel.com	3rd Floor VHI House, 70 South Mall, Cork. Tel: (021) 425 1776	Information Technology Technical / Engineering Tele-Services Commercial Financial Hotel & Catering Multilingual
Brightwater	www.brightwater.ie cork@brightwater.ie	49 South Mall, Cork. Tel: (021) 422 1000 Fax: (021) 422 4001	Accountancy Banking Engineering IT Legal Taxation Insurance Pharmaceutical Sales
Brunel (Division of Premier Recruitment)	www.brunel.ie	6 Lapps Quay, Cork. Tel: (021) 230 0302 Fax: (021) 230 0303	Engineering

Agency	Website /E-mail	Contact	Sectors
C&M Recruitment	Via IrishJobs.ie	1st Floor, 32 Oliver Plunkett St., Cork. Tel: (021) 480 5989 Fax: (021) 480 2591	Technical / Engineering Call Centre / Shared Services Commercial / Sales HR Finance Industrial / Stores
CareerWise Recruitment	www.CareerWise.ie	CareerWise, EastGate Village, EastGate, Little Island, Co. Cork. Tel: (021) 429 7538 Fax: (021) 429 7510	Accounting Architecture Banking Management / Commercial Manufacturing / Engineering IT / Technical HR Science & Pharmaceutical Most other sectors
Collins McNicholas	www.collinsmcnicholas.ie/ jobs@cork.cmcn.ie	SIAC House, Ballycurreen Cross, Airport Road, Cork. Tel: (021) 480 9118 Fax: (021) 432 0675	IT Technical Engineering Sales & Marketing Finance / Accounting Admin / Clerical Most other sectors
Cork Recruitment	www.corkrecruitment.com info@corkrecruitment.com	29 South Terrace, Cork.	Tel: (021) 496 6658 Fax: (021) 431 7875 Accounting Administration Office Sales & Marketing Warehousing Temps Retail Management

Agency	Website /E-mail	Contact	Sectors
CPL www.cpl.ie	info@cork.cpl.ie	5th Floor, VHI House, 70 South Mall, Co. Cork. Tel: (021) 494 4860	IT Multilingual Science Engineering Sales
CSA Personnel	www.csapersonnel.com Info@CSAPersonnel.com	65 Patrick Street, Cork. Tel: (021) 4275 155 Fax: (021) 4275 158	Nursing (Temporary) Secretarial (Temporary)
Driver & Labour Recruit Ltd.	www.driverandlabouremployment.ie inf@driverandlabouremployment.ie	70A Penrose Wharf, Penrose Quay, Cork. Tel: (021) 4505916 Fax: (021) 4506182	Drivers Labourers Accountancy Administration Hospitality
Executive Connections	www.executive-connections.ie cork@executive-connections.ie	Plunkett Chambers, 21 – 23 Oliver Plunkett Street, Cork. Tel: (021) 4802504	Finance / Accountancy Administration IT Sales/ Marketing
Expect Recruitment	www.expect.ie info@expect.ie	Glenvale, Coolatooder, Ballinhassig, County Cork. Tel: 1890 397328	Multilingual Hotel & Catering Accounts Sales Finance Administration
Fastnet Recruitment	www.fastnet-recruitment.com jobs@fastnetrecruitment.com	Eastgate Village, Eastgate Business Park, Little Island, Cork, Ireland. Tel: (021) 4509200 Fax: (021) 4509095	Finance & Accounting Manufacturing Sales & Marketing Pharmaceutical Engineering

Agency	Website /E-mail	Contact	Sectors
FRS Recruitment	www.frsrecruitment.com nwillis@frscork.ie	FRS Recruitment, Office 3, First Floor, Watersedge, Midleton, Co. Cork. Tel: (021) 4634732 Fax: (021) 4634748	Accountancy Sales and Marketing Pharmaceutical Food Production Manufacturing Materials IT Administration
Future Focus	www.FutureFocus.ie info@futurefocus.ie	1 Dún Laoi, Union Quay, Cork. Tel: (021) 4311872 Fax: (021) 4311874	Hotel / Catering
GMB Executive Search and Selection Ltd.	www.gmb.ie info@gmb.ie	NSC Campus, Mahon, Cork. Tel: (021) 4346900 Fax: (021) 4346899	Senior / Middle Management
Green Horizons	www.greenhorizons.ie	31 Fernlea, Kilnagleary, Carrigaline, Co. Cork. Tel: (021) 4373648 Fax: (021) 4373648	Au pairs Interns
Hays Accountancy & Finance	www.hays.ie cork.accountancy@hays.ie	Trinity House, 3-4 South Mall, Cork. Tel: (021) 4251020 Fax: (021) 4251033	Accountancy Finance

Agency	Website /E-mail	Contact	Sectors
Hays Construction & Property	www.hays.ie cork.cp@hays.ie	Trinity House, 3-4 South Mall, Cork. Tel: (021) 4251688 Fax: (021) 4251033	Construction Property
Hays Office Support	www.hays.ie cork.officesupport@hays.ie	Trinity House, 3-4 South Mall, Cork. Tel: (021) 4251120 Fax: (021) 4251033	Office
Helen Kearney & Associates	www.hka.ie jobs@hka.ie	Plunkett Chambers, 21/23 Oliver Plunkett, St. Cork. Tel: (021) 4374745 Fax: (021) 4834453	Technology Science
ICDS	www.icds.ie/recruit info-cork@icds.ie	ICDS Cork, Euro Business Park, Little Island, Cork. Tel: (021) 4296070 Fax: (021) 4297822	Construction Engineering IT Pharmaceutical Finance Sales & Marketing Manufacturing / Logistics Office
IRE Recruitment	www.ireservices.ie info@ireservices.ie	Unit 6, Kilnap Business & Technology Park, Old Mallow Road, Cork. Tel: (021) 467 0600 Fax: (021) 467 0615	Hotel & Catering Call Centre Operatives Warehousing Drivers IT / Engineering Clerical / Payroll HR Cleaning Retail

Agency	Website /E-mail	Contact	Sectors
Job Options Bureau	www.joboptionsbureau.ie info@joboptionsbureau.ie	Tourist House, 40/41 Grand Parade, Cork. Tel: (021) 427 5369 Fax: (021) 427 2829	Domestic Childcare / Au Pair Carers Housekeepers
Kelly Resources	www.kellyscientific.ie ksrcork@kellyservices.ie	Kelly Scientific, Resources - Cork, Carbery House, 67-69 South Mall, Cork. Tel: (021) 4905406 Fax: (021) 4274736	Pharmaceutical Multilingual Food Manufacturing Scientific Industrial Call Centre Accountancy Production Warehousing Legal Secretaries
La Crème, Cork (Division of Premier Recruitment)	www.lacreme.ie cork@lacreme.ie	6 Lapps Quay, Cork City. Tel: (021) 2300301 Fax: (021) 2300303	Office Support Administration Customer Service Sales Support Staff
MCR Building Services Ltd.	Via RecruitIreland.com	Penrose Wharf, Cork. Tel: (021) 4910122 Fax: 0818 411019	Construction
Manpower	www.manpower.ie cork@manpower.ie	Carbery House, 67-69 South Mall, Cork. Tel: (021) 427 9733 Fax: (021) 427 9735	IT Call Centre Sales Marketing Science Engineering Temp Office Accounting

Agency	Website /E-mail	Contact	Sectors
Network Personnel Consultants	www.network-personnel.ie networkc@indigo.ie	46/47 South Mall, Cork. Tel: (021) 4276551 Fax: (021) 4274757	Commercial Construction
Noel Recruitment	www.noel.ie frontdesk@cork.noelrecruit.ie	2nd Floor, 6 Princes Street, Cork City. Tel: (021) 4222179 Fax: (021) 4222180	Warehouse & Logistics Hotel & Catering Office & Financial Services Insurance Finance & Banking Electronic Assembly
O'Malley & Associates	www.omalley-intersearch.com	3 South Bank, Crosses Green, Cork.	Executive Search & Selection
O'Neill & Brennan Ltd.	www.oneillandbrennan.com cork@oneillandbrennan.com	Euro Business Park, Little Island, Co. Cork. Tel: (021) 435 5520 Fax: (021) 435 5518	Construction Technical
Premier Recruitment	www.premier.ie	cork@premierjobs.ie 6 Lapps Quay, Cork City. Tel: (021) 2300300 Fax: (021) 2300303	Commerce & Industry Financial Legal

Agency	Website /E-mail	Contact	Sectors
Rainbow Recruitment	www.rainbowrecruitment.com ray@rainbowrecruitment.com	Tramway Terrace Douglas East Cork Tel: (021) 4366178 Fax: (021) 4366192	Hotel & Catering Admin Construction Engineering Pharmaceutical Transport Finance Legal Retail Call Centre Retail Sales & Marketing HR
Richard Lynch Consulting	www.rlconsult.com richard@rlconsult.com	Woodford Mews, Raheen Cross, Kildinan, Co. Cork. Tel: (025) 40022 Fax: (021) 4880577	Hotel Management
Richmond Recruitment	www.richmond.ie corkjobs@richmond.ie	The Stables, Alfred Street, Cork. Tel: (021) 450 0355 Fax: (021) 450 0055	Finance / Accountancy Bar Staff Commercial Construction Engineering Food / Pharmaceutical Health & Safety Hotel & Catering IT Insurance Legal Sales & Marketing
RT Consulting	www.rtconsultingltd.com	7 North City Link Road, Cork Tel: (021) 45002751	Hospitality

Agency	Website /E-mail	Contact	Sectors
Sigmar	www.sigmarrecruitment.com cork@sigmar.ie	33 South Bank Crosses, Green, Cork Tel: (021) 4315770 Fax: (021) 4316407	Finance / Accountancy HR Sales & Marketing Legal Insurance Technical IT Office staff
Technostaff Recruitment	www.technostaff.ie jobs@technostaff.ie	14 Union Quay Cork Tel: (021) 431 2777	Engineering Manufacturing Electronics Computers / IT
T.R.I.L. Recruitment	www.tril.ie cork@tril.ie	TRIL Cork, 2nd Floor, 24/25 South Mall, Cork. Tel: (021) 4251452 Fax: (021) 4251464	Accountancy / Finance Construction Call Centre Hotel & Catering IT Engineering Manufacturing Sales & Marketing Secretarial Security Medical Science
Verkom (Division of Premier Recruitment)	www.verkom.ie ehayes@verkom.ie	6 Lapps Quay, Cork Tel: (021) 2300333 Fax: (021) 2300303	Software

Applying for Jobs

When applying for a job in Ireland, it is typically expected that you, the applicant, will submit an up-to-date C.V. (Curriculum Vitae) as well as a cover letter.

Writing A Cover Letter

The purpose of the cover letter is to introduce yourself to a potential employer and to convince them that you are worthy of their consideration for employment. Your cover letter should be a concise and clear summary of key elements of your C.V. It should not be too long or full of autobiographical information.

The letter should be focused on the specific needs and selection criteria of the organisation to which you are applying. It should demonstrate why you are applying to that particular organisation and why you feel that your skills and interests match their needs.

Prospective employers will assess your communication skills from your cover letter. It is very important that your cover letter is well-written in English and clearly presented and structured. Every cover letter should be typed on a computer.

Writing A Curriculum Vitae

The purpose of your C.V. is to inform your prospective employer about your skills, experience and interests with the aim of then being invited for interview. It is worth putting a lot of time and effort into preparing your C.V. so as to give yourself a good chance of being invited for interview. The process of drafting your C.V. will also help you to prepare for interviews.

Your C.V. should include the following important sections:

- **Personal Details:** Your full name, addresses, telephone number(s), and e-mail address. You could also add your marital status and date of birth, but this is optional
- **Education:** Starting with your most recent qualification, list the full title of the course undertaken, the institute at which you studied, the start and finish dates of your studies and your overall results
- **Work Experience:** Starting with your most recent job, list any full-time or part-time jobs, whether paid or unpaid, highlighting your role and achievements in each position as well as the dates of employment with each organisation
- **Hobbies/Interests:** List your favourite pastimes and hobbies, mentioning any special roles that you were assigned in any clubs or societies and emphasising any special skills that you have gained or awards that you have earned
- **Referees:** Provide full contact details for two people who have agreed to speak to your prospective employer on your behalf. Your referees should be familiar with your skills and abilities and should be easily contactable

Please note that one of your referees may need to be from a former workplace, preferably a supervisor/manager of your work. You may be asked to submit a reference letter or other supporting documentation such as evidence of qualification(s) or proof of any training you have completed and awards you achieved. These documents must be written in English or translated into English.

Your C.V. should be no longer than two A4 pages. It must be concise, clearly presented and typed on white paper, in good English. You should use bold headings, to help the employer scan your C.V. more easily, and write in bullet points rather than long paragraphs of text. Each bullet point should begin with action words such as 'established', 'developed' or 'created' instead of 'I' statements. It is also a good idea to slightly tailor your C.V. to suit each position for which you are applying. If your C.V. is on two pages, those pages can be stapled together, but not bound.

Online Guides for Writing a C.V. or Cover Letter

There are a number of Irish websites that provide useful advice on interview skills as well as information on how best to write C.V.'s, cover letters and application forms.

- www.GradIreland.com has the most comprehensive resource of advice for job-seekers in Ireland, including publications focusing on particular sectors ⁷
- CIT's Careers and Counselling Website (www.careersandcounselling.com)
- UCC's Careers Website (www.ucc.ie/careers)
- Trinity College Dublin's Careers Website (www.tcd.ie/Careers)

Regulated Professions

Some professions in Ireland are self-regulating. This means that you must meet the criteria of the relevant professional body in order to practice in that profession in Ireland. Examples of such professions include teaching, law, accountancy, engineering, medicine and physiotherapy. To find the right organisation for your profession and to obtain more information, please follow the "Professional Recognition System" link on www.qualificationsrecognition.ie

Qualifications from Other Countries

If you already have a qualification from another country you will need to contact the National Qualifications Authority of Ireland (NQAI) to find out whether or not it is recognised in Ireland. If the qualification is recognised, the NQAI will issue you with a certificate stating the Irish equivalent of your qualification.

⁷ These include guides to finding work in specific sectors (Journalism & Media, Hospitality & Tourism, Psychology, Construction, Finance, Computing & IT, Teaching & Education, Languages, Engineering, Social Work, Law, Science, Work Experience). These are available to download from www.GradIreland.com.

- National Qualifications Authority of Ireland, 5th Floor Jervis House, Jervis Street, Dublin 1
Tel: (01) 8871500
Fax: (01) 8871595
E-mail: info@nqai.ie

The National Qualifications Authority of Ireland has a website with further details on qualifications recognition here: <http://www.qualificationsrecognition.ie>. This includes an information leaflet, which is available in English, Latvian, Polish, Lithuanian and Russian. An initial set of comparability information has been published for a number of countries including Poland, Lithuania, Germany and the UK, and are available in the “International Qualifications Database” at www.qualificationsrecognition.ie.

If you wish to have your qualification recognised you must submit a:

- Certified photocopy of your qualification in its original language and the official translation into English
- Certified photocopy of your transcript/mark sheet/list of subject passed in original language and its official translation into English

The NQAI gives a recommendation as to what is the comparable level in Ireland of your foreign qualification.⁸

Employment Rights

Minimum Wage

As of July 1st 2007:

- Every experienced adult worker is entitled to the national minimum wage of €8.65 per hour. An experienced adult worker is an employee who has any work experience in any two years since turning age 18⁹
- The National Minimum Wage Act applies to all full-time, part-time, temporary and casual employees except close relatives of the employer¹⁰ or employees undergoing structured training, such as an apprenticeship (other than hairdressing apprenticeships)

For further information, visit the Department of Enterprise, Trade and Employment’s website: www.entemp.ie/employment/rights/Minwage2007.htm

⁸ See information about the National Framework of Qualification in Ireland in Section ‘Education’.

⁹ It should be noted that

- employees who are under 18 years of age are entitled to €6.06 per hour,
- employees who are in their first year of employment since turning 18 are entitled to €6.92 per hour,
- and employees who are in their second year of employment since turning 18 are entitled to €7.79 per hour.

¹⁰ Close relatives include father, mother, son, daughter, brother and sister.

Please note that several industries have special agreements in force, known as Registered Employment Agreements (REA's) and Employment Regulation Orders (ERO's)/collective agreements,¹¹ which provide specific higher minimum rates of pay for various categories. These regulations also specify the payment of overtime, which is not regulated by statutory instrument.

For further information, please click on the following website:

<http://www.citizensinformation.ie/categories/employment/employment-rights-and-conditions/industrial-relations-and-trade-unions/employment-regulation-orders-and-registered-employment-agreements>

Working Time

The maximum average working week is 48 hours. Generally, the working week is averaged over a 4-month period but in some cases can be balanced over a 6 or 12-month period depending on the circumstances. In practice, REAs and EROs stipulate a working timeframe for many industries, which are usually based on a 39 hour working week.

Employees are authorised to take a 15-minute break after 4.5 hours work and another 15-minute break after a total of 6 hours have been worked.

Employees are also entitled to holidays which are earned at the rate of 8% of hours worked.¹² Most employees may take 4 working weeks leave in a year.

Full-time employees have an immediate entitlement to benefit from a public holiday. Part-time employees must have worked a total of 40 hours over a five-week period ending immediately before the public holiday to qualify.

If the public holiday falls on a day on which you would normally work you will be entitled to a paid day off on that day OR a paid day off within a month of the day OR an additional day of annual leave OR an additional days pay. If the public holidays falls on a day on which you would not normally work you will be entitled to 1/5 of your normal weekly wage as holiday payment.

The public holidays are as follows: January 1st ,St. Patrick's Day (March 17th) Easter Monday, the first Monday in May, the first Monday in June, the first Monday in August, the last Monday in October, Christmas Day (December 25th), and St. Stephen's Day (December 26th).

11 Employment Regulation Orders are collective agreements made between the representatives of employees (usually a trade union) and employers which are registered at the Labour Court.

12 Employees must work 1365 hours to be entitled to 4 working weeks holiday in a year. Those who work less than 1365 hours in a year are entitled 1/3 of their working week in a month. Employees who work less than 117 hours in a month earn their holidays at the rate of 8% of hours worked. Employers are entitled to the most favourable calculation if more than one method can be applied; up to a maximum of four working weeks in a year.

In order to terminate employment, both employer and employees have to give notice to the other party from 13 weeks continuous employment onwards. While employees must give at least one week notice, the notice to be given by the employer depends on the length of service. Parties may agree on a greater amount of notice or can waive the right of notice.

Multilingual Guide to Employment Rights Information 2007

The Department of Enterprise, Trade and Employment (employment rights section) has published a brochure on employment rights in several languages here:

www.entemp.ie/employment/rights/

Chinese	Czech	Hungarian
Latvian	Lithuanian	Polish
Portuguese	Romanian	Russian

Employment Rights Publications

The Department of Enterprise, Trade and Employment has published Employment Rights booklets here: www.entemp.ie/employment/rights/publications.htm

You can find a general Guide to Labour Law and other leaflets covering specific topics.

The National Employment Rights Authority (NERA)

The National Employment Rights Authority (NERA) was established on an interim basis by the Government in 2007 and will be established on a statutory basis in 2008.

NERA Information Service provides free, confidential information on employment rights to employees, employers and other interested parties.

- National Employment Right Authority, O'Brian Road, Carlow
Tel: 1890 808090
Email: info@employmentrights.ie
Web: www.employmentrights.ie

Employment Right Enforcement

National Employment Rights Authority Inspection, Prosecution

The NERA Inspection Service carry out announced and unannounced 'random' inspections and also investigate complaints regarding breaches of certain employment rights such as minimum wage, maintenance of records of hours worked, provision of payslips or statement of payment.

The service replaces the former Labour Inspectorate. To make a complaint, download the complaint form or call 1890 80 80 90.

Labour Relations Commission

The Labour Relations Commission provides a mediation service for the voluntary resolution of workplace disputes and disagreements. You can contact Rights Commissioners to investigate unresolved disputes with regard to violation of various employment rights such as non-payment for work or payment below the minimum wage, excessive working hours and lack of provision of holidays etc. After investigation the Commissioner issues decisions or recommendations.¹³

- Labour Relations Commission, Tom Johnson House, Haddington Road, Dublin 4
 Tel: (01) 613 6700
 Fax: (01) 613 6701
 Web: www.lrc.ie
 E-mail: info@lrc.ie

Employment Appeals Tribunal

The Employment Appeals Tribunal is an independent body bound to act judicially and was set up to provide a speedy, fair, inexpensive and informal means for individuals to seek remedies for alleged infringements of their statutory rights including minimum notice or redundancy payments.

- The Employment Appeals Tribunal, Davitt House, 65a Adelaide Road, Dublin 2
 Tel: (01) 631 3006
 Locall: 1890 220 222
 Fax: (01) 631 3266
 Web: www.eatribunal.ie
 E-mail: eat@entemp.ie

Equality Authority

The Equality Authority is a semi-state body that works towards the elimination of unlawful discrimination, to promote equality of opportunity and to provide information to the public. It can advise and support a claimant in bringing a claim to the Equality Tribunal under the Employment Equality Act (1998), the Equal Status Act (2000) and the Equality Act 2004.

- The Equality Authority, 2 Clonmel St, Dublin 2
 Lo-call: 1890 24 55 45
 Web: www.Equality.ie
 E-mail: info@equality.ie

13 It is important that you inform yourself about your rights and entitlement before you contact the Right Commissioner, because it is an independent body and not authorised to give any legal advice.

Equality Tribunal

The Equality Tribunal is the place to bring a claim under equality legislation. It is an independent state body that mediates or investigates all claims of employment discrimination based on various grounds including race, nationality and ethnic origin. Where the Tribunal upholds a claim of discrimination it can award redress.

- The Equality Tribunal, 3 Clonmel Street, Dublin 2
Local: 1890 34 44 24
Tel: (01) 477 4100
Fax: (01) 477 4141
Web: www.equalitytribunal.ie
E-mail: info@equalitytribunal.ie

Labour Court

The Labour Court issues considered opinions upon hearing industrial disputes. While these opinions are usually non-binding they are accepted in the majority of cases. The decisions made by the Equality Tribunal or the Rights Commissioner may also be appealed to the Labour Court.

- The Labour Court, Tom Johnson House, Haddington Road, Dublin 4
Tel: (01) 613 6666
Fax: (01) 613 6667
Web: www.labourcourt.ie
E-mail: info@labourcourt.ie

Trade Union

Every employee has the right to join a trade union. Ireland has a range of unions which range from small to very large and cater for most skills, trades and professions.

Citizens Information Board

The Citizens Information Board is the national agency responsible for supporting the provision of information, advice and advocacy to the public on a broad range of social and civil services. The Citizens Information Board can be contacted directly at www.citizensinfo.ie. They also established a website for non-EEA nationals working in Ireland:

www.citizensinformation.ie/categories/employment/migrant-workers.

There are several Citizens Information Centres in Cork City, which open from 9.30 AM to 4.30PM every weekday.

- Cork City Citizens Information Centre, 80 South Mall, Cork
Tel: (021) 4277377
Fax: (021) 4277748
E-mail: citizensinfocork@eircom.net or cork.cic@comhairle.ie
- Blackpool Citizens Information Centre, 89/90 Great William O' Brien Street, Blackpool, Cork
Tel: (021) 4559807
E-mail: corkcitynorth.cis@comhairle.ie
- Mayfield Citizens Information Centre, Newbury House, Old Youghal Road, Mayfield, Cork
Tel: (021) 4508300
E-mail: corkcitynorth.cis@comhairle.ie
- Knocknaheeny/Hollyhill Citizens Information Centre, Harbour View Road, Knocknaheeny
Tel: (021) 4302301
E-mail: corkcitynorth.cis@comhairle.ie
- Blackrock Citizens Information Centre, Convent Road, Blackrock, Cork
Tel: (021) 4358352
E-mail: blackrock.cic@comhairle.ie

ENTERPRISE

Who Can Start A Business?

EEA Nationals

People from EEA countries (and Switzerland) are fully entitled to start a business in Ireland.

Refugees

People with refugee status are fully entitled to start a business in Ireland.

Other Groups with the Same Rights to Entrepreneurship

- People with Leave to Remain status
- Parent of Irish citizen child
- Non-EEA Spouse and Dependent Children of an Irish national
- Non-EEA Spouse and Dependent Children of an EEA national who is in employment or self-employed

Asylum Seekers

People who are seeking asylum in Ireland are not entitled to start a business in Ireland.

Business Permission for Non-EEA Nationals

Non-EEA nationals **who do not currently live in Ireland** are required to get the permission of the Minister for Justice, Equality and Law Reform in order to establish a business. Business Permission is this permission from the Minister, expressed in writing, to allow a particular person or group of people to become established and engage in business in the State for a particular period of time.

Business Permission is usually granted for 12 months initially. Residency in the State is granted to a person who obtains such permission for the term of its validity, following which it must be renewed.

Applicants for Business Permission must show that their proposed business will result in the transfer to the State of capital of at least €300,000 and will create employment for at least two EEA nationals, amongst other requirements, although there are some limited exceptions. Furthermore, people with Stamp 4 status are generally allowed to start a business without seeking Business Permission.

For further information on Business Permission, an information sheet, which was published by the Department of Justice, Equality and Law Reform, is available here:

http://stage2.labyrinth.ie/dfa_live/uploads/documents/business%20permission.pdf

- Immigration Division, Department of Justice, Equality & Law Reform, Business Permission Unit, 13-14 Burgh Quay, Dublin 2
Immigration Information Helpline: (01) 6167700

Self-Employment in Ireland

There is a comprehensive online resource of information on starting a business in Ireland at: www.startingabusinessinireland.com. There is also a good breakdown of the requirements for becoming self-employed in Ireland at www.equalemerge.ie/FAQs.aspx.

Basics

- You need to register as self-employed with the Revenue Commissioners
- Every small business is legally required to have a Health and Safety statement, which must be displayed
- If you are in any aspect of the building-trade, you need a Safe Pass before you are allowed onto any building site. It is obtained by doing a one-day training course, which ends with a short, multiple-choice test, which you must pass
- To register a business name, you must apply to the Companies Registration Office (www.cro.ie)
- The legal status of a business depends on whether the business is established as a Sole Trader, a Partnership, or a Limited Company. If you are a Sole Trader, you own your business alone and are solely responsible for it, whereas in a Partnership you are jointly responsible for running the business. A Limited Company is a separate entity from its shareholders and it is liable for any demands by its shareholders

Enterprise Support Organisations

Enterprise Boards

The 35 County and City Enterprise Boards (CEBs) were established by the government in 1993 to provide support for new, small businesses. The objective of the Enterprise Boards is to cultivate and expand an ethos of local entrepreneurship. It is probably the first place that you should go to seek support to start your business as they offer a range of business supports for enterprises employing up to ten employees in their area and serve as a point of contact for other Enterprise Development and Government Bodies. They run a 10-week evening course on a regular basis to help people to set up their own business and familiarise themselves with the basic legal/economic context. Other services include:

- Business Advice & Guidance
- Training for Owner / Managers
- Business and Management Development Programmes
- One to One Business Mentoring
- Financial Assistance Packages
- Enterprise/Workspace Units Advice

The Cork City Enterprise Board

- Cork City Enterprise Board, 1-2 Bruach Na Laoi, Union Quay, Cork City
Tel: (021) 4961828
Fax: (021) 4961869.
E-mail: info@corkceb.ie
Web: www.corkceb.ie

The West Cork Enterprise Board

- West Cork Enterprise Board, 8 Kent Street, Clonakilty, Co. Cork
Tel: (023) 34700
Fax: (023) 34702
E-mail: enterprise@wceb.ie
Web: www.wceb.ie

The catchment area for the West Cork Enterprise Board encompasses the West Cork towns and villages of Bandon, Clonakilty, Timoleague, Dunmanway, Drimoleague, Skibbereen, Union Hall, Glandore, Leap, Schull, Goleen, Ballydehob, Durrus, Bantry, Castletownbere and Glengarriff as well as the Islands.

South Cork Enterprise Board

- South Cork Enterprise Board, Unit 6A, South Ring Business Park, Kinsale Road, Cork
Tel: (021) 4975281
Fax: (021) 4975287
Web: www.sceb.ie
E-mail: enterprise@sceb.ie

Areas such as Kinsale, Macroom, Brinny and Innishannon village are catered for by the South Cork Enterprise Board.

North Cork Enterprise Board

- The Enterprise Office, 26 Bank Place, Mallow, Co. Cork, Ireland
Tel: (022) 43235
Fax: (022) 43247
Web: www.theenterpriseoffice.com
E-mail: corknent@iol.ie

North Cork Enterprise is the county enterprise company for the Northern Division of County Cork - which includes the five local areas of Charleville, Duhallow, Fermoy, Mallow and Mitchelstown, with a total population of about 72,000.

Equal Emerge: Encouraging Ethnic Enterprise in Ireland

Equal Emerge is a partnership of several organisations interested in encouraging and supporting ethnic minority enterprise in Ireland. The aim of the partnership is 'to develop methodologies for the development and expansion of Ethnic Minority businesses and to assist EMEs (Ethnic Minority Enterprises) in overcoming business obstacles within the regulatory and cultural environment'. Although still early in its development, Emerge has successfully held pre-enterprise, start-up and growth programmes around the country.

- Equal Emerge, Bolbrook Enterprise Centre, Avonmore Road, Tallaght, Dublin 24
Tel: (01) 4145700
Fax: (01) 4145799
Web: www.equalemerge.ie
E-mail: info@equalemerge.ie

Small Firms Association (SFA)

The Small Firms Association (SFA) is the national organisation exclusively representing the interests of small enterprises in Ireland. The SFA provides economic, commercial, employee relations and social affairs advice and assistance. The SFA also runs several training programmes for small / medium-sized enterprises (www.centreofexcellence.ie).

- Confederation House, 84-86 Lower Baggot Street, Dublin 2
Tel: (01) 6051602
Fax: (01) 6381602
Web: www.sfa.ie
E-mail: info@sfa.ie

Irish Small and Medium Enterprises Association

The Irish Small and Medium Enterprises Association (ISME) is an independent business organisation that offers a comprehensive range of advisory services and training / development programmes for member businesses.

- ISME, Irish Small and Medium Enterprises Association, 17 Kildare St, Dublin 2
Tel: (01) 662 2755
Fax: (01) 661 2157 or (01) 661 0517
Web: www.isme.ie
E-mail: info@isme.ie

Cork Chamber of Commerce

The Cork Chamber of Commerce provides a range of support services to help its member companies in Cork to manage and develop their businesses. These include a mentoring and advisory service for new businesses, training programmes, networking events, promotion of members' businesses in its publications, national lobbying on behalf of local business concerns and advice on EU and importing / exporting matters.

- Cork Chamber of Commerce, Cork Chamber, Fitzgerald House, Summerhill North, Cork
Tel: (021) 4509044
Fax: (021) 4508568
Web: www.corkchamber.ie
E-mail: info@corkchamber.ie

Enterprise Ireland

Enterprise Ireland is the government agency responsible for the development of Irish industry. It provides encouragement and support for new high potential start-up businesses or “HPSUs”. Enterprise Ireland is geared towards supporting new businesses that operate in a manufacturing / export-led environment and that are likely to achieve significant growth within three years.

- Cork Regional Office, Enterprise Ireland, Industry House, Rossa Avenue, Bishopstown, Cork
Tel: (021) 4800200
Fax: (021) 4800201
Web: www.enterprise-ireland.com/StartBusiness
E-mail: info@enterprise-ireland.com

Irish Business and Employers Confederation (IBEC)

The Irish Business and Employers Confederation (IBEC) provides a wide range of services to over 7,500 member businesses and organisations from all sectors and of all sizes. It is the umbrella body for Ireland’s leading industry groups and associations and is the national voice of Irish business and employers. IBEC represents members’ interests to Government, state agencies, the trade unions, other national interest groups, and the general public.

- Cork Regional Office, Knockree House, Douglas Road, Cork
Tel: (021) 4295511
Fax: (021) 4295534
Web: www.ibec.ie
E-mail: info@ibec.ie

FÁS Enterprise Courses

FÁS have a number of courses with a focus on enterprise including ‘Start Your Own Business’, ‘Enterprise Development’ and ‘Assessing Business Opportunities’. See www.fas.ie for more information.

Online Support for Entrepreneurs

Finding Funding for Your Business

The EU Grants Advisor Programme

The EU Grants Advisor programme is a partnership led by Microsoft to help small and mid-size enterprises (SMEs) and local and regional governments, to better understand and use EU funding opportunities at the international, national and regional level. They will help you quickly find and sort through any grants in your local area that you may be eligible for. It can be accessed here: www.eugrantsadvisor.ie

Basis.ie

www.Basis.ie provides information on the various grants that are available through government agencies for setting up a business in Ireland.

Useful links for people who want to start their own business

Starting a Business in Ireland

- **www.basis.ie** - Basis - Business Access to State Information Services
- **www.StartingABusinessInIreland.com** - Information, Advice & Resources for Entrepreneurs in Ireland

Useful Links for Entrepreneurs

- **www.corkbic.com** - Cork Business Innovation Centre provides an integrated process for incubating and growing high potential technology-driven companies
- **www.eic.ie** - Euro Info Centres (EICs) support SMEs in all phases of their development and familiarity with Europe by providing them with information, assistance and advice in all EU-related areas
- **www.entemp.ie/enterprise** - The website provides links to other state agencies that support entrepreneurship in Ireland
- **www.enterprisenetwork.ie** - Enterprise Network (Sunday Times articles on enterprise issues)
- **www.european-microfinance.org** - The European Microfinance Network is a European NGO that works to promote microfinance as a tool to fight social and economic exclusion and to promote microentrepreneurship and self-employment
- **www.forfas.ie** - Forfás is Ireland's national policy and advisory board for enterprise, trade, science, technology and innovation. It operates under the auspices of the Department of Enterprise, Trade and Employment
- **www.gep.ie** - Genesis Enterprise Programme (a business incubation centre for start-ups with a high growth potential providing support and management skills)
- **www.irishentrepreneur.com** - Irish Entrepreneur Business and Life magazine is positioned as the top distributed magazine on the island of Ireland
- **www.microtrade.org** - MicroTrade is a programme that helps small businesses build contacts, markets and partnerships across the island of Ireland. The programme is an initiative of the County & City Enterprise Boards of the Republic of Ireland, Enterprise Northern Ireland and InterTradeIreland. They offer a range of supports including networking events, funding and training
- **www.patentsoffice.ie** - Irish Patents Office
- **www.plato.ie** - Plato Ireland is the business support forum for owner managers of small and medium enterprises (SMEs) facing the challenges of today's business world
- **www.smallbusinessforum.ie** - The Small Business Forum was set up to consider the current environment for conducting small business in Ireland and to advise on the adequacy and appropriateness of public policy responses

EDUCATION¹⁴

Entitlements to Education

EEA Nationals

People from EEA countries (and Switzerland) are entitled to the same access to education as Irish citizens at the same fee rate.

Refugees

People with refugee status (and their family members) have the same entitlements to education and FAS training as Irish citizens.¹⁵

People issued with Stamp 4

The following Residency Stamp 4 holders are entitled to access education:

- People with Leave to Remain status
- Parent of Irish citizen child
- Non-EEA Spouse and Dependent Children of an Irish national
- Non-EEA Spouse and Dependent Children of an EEA national who is in employment or self-employed
- People with Long-Term Residency

Dependants of Work Permit Holders

Dependants of work permit holders may access education as long as their residency remains tied to the work permit holder (Stamp 3).

Asylum Seekers

Adult asylum seekers do not have a right to access full-time, state funded education or training in Ireland. Asylum seekers may access part-time or evening courses in some colleges in Cork. They are subject to the same fee rate as Irish citizens; however, some free English language and literacy courses are available. Accommodation centres may provide such courses, but these courses may also be sourced from other local service providers, e.g. the local Vocational Education Committee (VEC) or support groups.

14 Please note that this booklet deals solely with adult education.

15 See Section 'Student fees in third-level institutions'

Student Visas for Non-EEA Nationals (Stamp 2)

People from non-EEA countries who would like to study in Ireland may be required to apply for a Student Visa at the Department of Justice, Equality and Law Reform and submit:

- Letter of acceptance from the institution and evidence of payment of fees
- Proof of financial capacity (currently €7000 in their account per year)
- Private medical insurance

Applicants must also demonstrate their academic ability and state that their intention is to return to their country of permanent residence following completion of the course.

For details on the application process, click on the following website:

<http://www.inis.gov.ie/en/INIS/Pages/WP07000018>

Following their entry to Ireland both visa required and visa exempted nationals have to register their presence at the local police (Gárda) station. You will need to bring your passport, documents which prove your address and give details on your studies and your financial means.¹⁶ Upon doing this your passport is stamped and you are permitted to remain in Ireland for the duration of your studies.

People who are granted student visas are allowed to work part-time under certain conditions.¹⁷

16 Visa exempted nationals have to submit those accompanying documents at the local police station which are normally to be attached to a visa application.

17 See Section 'Employment'

Education System in Ireland

The education system is comprised of four major blocks: primary, secondary, third level (higher) and further education. The concept of further education refers to education and training which occurs after second-level schooling but which is not part of the third-level system. Higher education incorporates the university sector, the technological sector and private/independent colleges.

The National Qualifications Authority of Ireland introduced the National Framework of Qualifications (NFQ) in 2003. It is a structure through which all education and training awards can be compared with each other. It is comprised of ten levels, based on standards of knowledge, skill and competence.

Routes to Education for Migrants

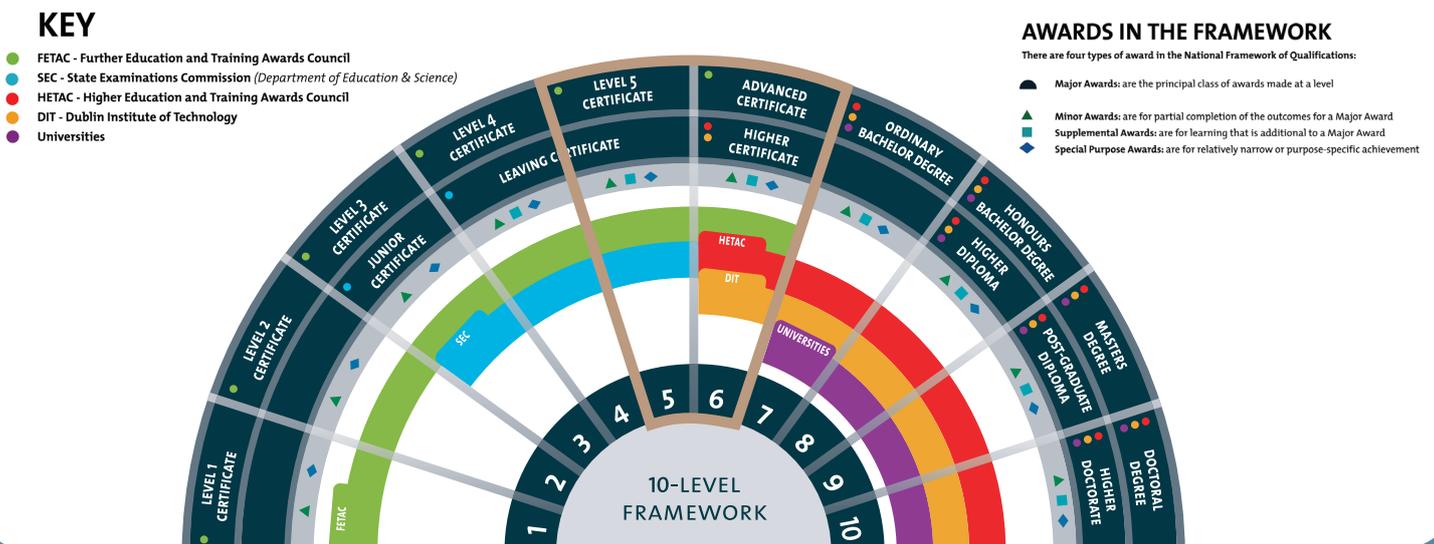
There are essentially 10 levels of educational attainment in Ireland, ranging from basic numeracy and literacy (Level 1) to doctoral level (Level 10). Depending on their educational attainment, migrants have a number of options should they wish to undertake study in Ireland.

Universities and colleges of further education usually permit people entry to their courses on the basis of their secondary school results. In Ireland, successful completion of secondary school translates into a Level 5 qualification. Migrants who have a second level qualification from outside of Ireland need to contact the NQAI in order to establish the level of their qualification. From Level 5 you can apply for courses in higher education (Level 6) at an institute of technology or a college of further education, which can then progress into third-level courses (Level 7+).

Through the Higher Education Links Scheme (HELs), students can progress from a Level 5 or Level 6 qualification into a third-level course. For example, University College Cork allows students with appropriate Level 5 qualifications and modules, with distinctions in at least 5 of the modules, to enter a selected number of its degree courses.

If you do not have a second level qualification you can still access further or higher education. Access courses are available which allow learners who may not satisfy entry requirements for certain institutions an alternative route. Requirements for these access courses can vary so you are advised to contact the relevant institution for more information. You may also enter a Post-Leaving Certificate course or enter as a mature student. Both of these categories are explained below. Both of these categories are explained later in this section.

NATIONAL FRAMEWORK OF QUALIFICATIONS FAN DIAGRAM



Awarding Bodies

Post-Primary Education: the State Examinations Commission (SEC)

The State Examinations Commission (SEC) makes awards for learning in school programmes – Junior Certificate (Level 3) and Leaving Certificate (Level 5), both of which are part of the secondary education system. Entry to further and third level education is normally based on the results of Leaving Certificate Examination results.

Further Education: The Further Education and Training Awards Council (FETAC)

FETAC is the main national awarding body for further education and training courses in Ireland which are offered in diverse settings.¹⁸

Higher Education: The Higher Education and Training Awards Council (HETAC)

HETAC is the qualifications awarding body for higher education and training in Ireland outside the university sector. Most of the Institutes now have power to grant awards at certain levels in the NFO delegated from HETAC

The Universities

The Irish universities and the Dublin Institute of Technology (DIT) make awards for programmes provided under their own aegis, and for some programmes provided in other institutions.¹⁹

General Information on Courses

There is an adult education fair in Cork City Hall in early September every year, at which all the main adult education course providers in Cork are represented.

In addition to this, there are three comprehensive online databases of third level and further education courses in Ireland:

- www.nightcourses.com
- www.daycourses.com
- www.qualifax.ie

Further Education Courses in Cork

Overview

Courses in Cork include Post-Leaving Certificate courses (PLCs), certified and non-certified part-time courses in the colleges of further education, courses run by semi-state agencies such as FÁS and Fáilte Ireland and other professional bodies and colleges, courses in the community and in the workplace.

¹⁸ Irish, UK and International award bodies may also validate programmes.

¹⁹ The constituent universities of the National University of Ireland (University College Dublin, University College Cork, National University of Ireland Galway and National University of Ireland Maynooth) provide programmes and make awards of the National University of Ireland.

VEC Colleges of Further Education

www.corkvec.ie

The City of Cork Vocational Education Committee (VEC) is responsible for 3 Further Education (FE) colleges that provide full-time Post-Leaving Certificate (PLC) courses, as well as comprehensive part-time or night class programmes. These colleges cater for over 4000 PLC and 7000 Adult Education students between them. Further education colleges serve two major groups of people: young people who are unable or choose not to study in higher education and adults who want to return to education and improve their skills.

PLCs, which result in FETAC awards Level 5-6²⁰, are designed to prepare students for work by giving them specific skills and training; however, the courses also serve as a stepping stone to other higher third-level courses. They cover a wide range of areas such as office administration, business, computers, health & childcare, art & design, media technology, electronics, applied science, construction, tourism and languages.

Application Process

To be eligible for admission for PLC courses, applicants usually present a secondary school certificate. If you did not complete secondary education you can still apply for a PLC course if you have relevant work experience or can demonstrate a particular ability. Most applicants are interviewed before gaining entry to any courses.²¹

Applicants whose first language is not English and do not hold an Irish Leaving Certificate are assessed during their interview. Consequently, they may be asked to sit an English proficiency test devised by the college in question. Cork College of Commerce exempts applicants who hold the certificate of the International English Learning Testing System (IELTS; minimum score of 6.0) or Cambridge Certificate in Proficiency (CPE). People with a similar FETAC award may be exempt from this requirement.

EEA nationals, refugees and people issued with Stamp 4 are exempted from tuition fees. Other applicants have to pay full (so called 'economic') fees .

Cork College of Commerce

Cork College of Commerce, Morrison's Island, Cork City

Tel: (021) 4222100

Fax: (021) 4275075

Web: www.corkcollegeofcommerce.ie

E-mail: apply@ccoc.ie

²⁰ Some courses enable students to reach Level 7, which is equivalent with an ordinary bachelor degree.

²¹ Non-EEA applicant currently not resident in Ireland should request an early interview to be held.

Coláiste Stiofáin Naofa

Coláiste Stiofáin Naofa, Tramore Road, Cork City

Tel: (021) 4961020

Fax: (021) 4961320

Web: www.csn.ie

E-mail: info@csn.ie

St. John's Central College

St. John's Central College, Sawmill Street, Cork

Tel: (021) 4255500

Fax: (021) 4314681

Web: www.stjohnscollege.ie

E-mail: info@stjohnscollege.ie

FÁS Training

FÁS is the national training and employment authority. It operates training programmes suited to the needs of people looking for employment and employees wishing to improve their skills. These programmes, which offer various FETAC awards (Level 3-6), and are free of charge, include:

- Part-time, full-time, **day and evening courses** which incorporate fields such as technical, operative, administration/business, IT, Sales and leisure/sport. Please note that part-time evening courses attract fees
- Training programmes that allow **apprentices to qualify as craftspeople**. These usually last for four years, during which time you will spend three different periods in off-job training, totalling 40 weeks. You must meet the minimum education or work experience requirement and obtain employment with a registered employer to be eligible for the programme. Upon successful completion of the on-the job/off-the job assessments you are awarded with a National Craft Certificate (Level 6) Examples of trades/crafts include electricians, plumbers and carpenters.
- The **Traineeship** programmes, which last between 20-44 weeks and combine formal training with workplace coaching, are aimed at new labour market entrants and unemployed persons. It is organised in conjunction with employers and provides both relevant training and industry recognised qualifications (Level 5/6)
- Specific skills training which is aimed at raising competency in a specific industry (e.g. construction, film)
- Self-paced **distance learning** through the Internet (FÁS eCollege)
- 'Upskilling' courses, through the One Step Up initiative, part of which ('Skills for work') is aimed at meeting basic skills demands/educational needs (Level 3)

EEA Nationals, refugees and other people issued with Stamp 4 may avail of the above programmes.

For further information on available FÁS courses, go to the FÁS online training database at www.FAS.ie or contact your local FÁS office.

- FÁS Training Centre, Rossa Avenue, Bishopstown, Cork
Tel: (021) 4856200
- FÁS Employment Services Office, Sullivan's Quay, Cork
Tel: (021) 4856200
- FÁS Centre, 30/31 Shandon Street, Cork
Tel: (021) 4946162

Semi-state Bodies in Cork Granting Further Education Awards

Fáilte Ireland

Fáilte Ireland is the National Tourism Development Authority. It is responsible for supporting the development of the Irish tourism industry.

Fáilte Ireland in Cork provides training programmes in Hotel, Catering and Tourism Skills (Level 4) which include culinary, restaurant, bar and catering assistant skills. To be eligible for a place, the applicant must not currently be working. Those accepted for training will receive free training by highly skilled tutors, a weekly training grant and travel allowance, complimentary lunch a national and EU recognised certification. The certificate may enable you to start related Level 5/6 courses at an Institute of Technology, which cover various areas ranging from professional cookery to hotel management.²²

EEA citizens, refugees and people issued with Stamp 4 may apply for the courses. Walk-in interviews are held every Monday between 10AM and 12 noon.

- Fáilte Ireland Training Centre, Albert Road, Cork
Tel: (021) 4313006 CallSave: 1850 256256
Fax: (021) 4313007
Web: www.FailteIreland.ie/careers_in_tourism
E-mail: cork@failteireland.ie

Teagasc

Teagasc is Ireland's National Agriculture and Food Development Authority. It offers third-level and vocational courses for young people entering careers in agriculture, horticulture, related land-based enterprises and the agri-food industry (Level 4-6).

²² *Failte Ireland provide these full-time craft courses (Certificate/ Higher or Advanced Certificate: Level 5/6) in conjunction with the Institutes of Technology.*

- Agricultural College, Darrara, Clonakilty, Co Cork
Tel: (023) 33302
Fax: (023) 34449
Web: www.Teagasc.ie
E-mail: office@clonakilty.teagasc.ie

Bord Iascaigh Mhara

This is the government body with responsibility for promoting the development of the Ireland's seafood industry. Bord Iascaigh Mhara provides training in fish farming, catching and seafood processing.

- Board Iascaigh Mhara, P.O. Box 12, Crofton Road, Dun Laoghaire, Co. Dublin
Tel: (01) 2144100
Web: www.bim.ie

Third-level Courses

Awards

The following academic awards can be achieved at Irish third level institutions:

- Higher Certificate: Two year full-time course (Level 6)
- Ordinary Bachelors Degree: Three year full time course (Level 7)
- Honours Bachelors Degree: Normally a three or four year course (Level 8)
- Graduate Diploma: Designed for graduates seeking a vocational reorientation - usually a one year course (Level 8)
- Masters degree: Either by research or through a taught programme. Normally one-two year(s) duration (Level 9)
- Doctorate (PhD): Usually takes a minimum of three years of original research (Level 10)

Application Process

Applications for first year full-time programmes are usually made through the Central Applications Office (CAO) in Galway (Tel: 091 509800, www.cao.ie) on the basis of secondary school results. Applications to all subsequent stages of a course must be made directly to the third-level institutions. However, non-EU citizens must apply directly to University College of Cork or their desired third level institution.

There is a separate section in the CAO application forms for non-standard applicants. Students who have completed **FETAC courses** can apply for a range of courses in third level institutions via the CAO on a competitive basis. There is a special points system in place for FETAC applicants which is different from the CAO Leaving Certificate points scheme. Please note that if you complete specific FETAC courses then you may automatically be admitted to Level 7 courses in Cork Institute of Technology.

Applicants who obtained their second/third level **qualification outside Ireland** can give information about their prior learning in the application form. They must submit a:

- Certified copy of your birth certificate and passport
- Certified copy of your school leaving examination OR high school transcript
- Certified copy of full academic transcript and proof of degree/other third level qualification including results in your final exam (if relevant)
- Two academic referees (only for postgraduate degree programmes)
- Certified copy of the results in the required language examination in English

The notarised translations of all those documents must be submitted that were not issued originally in English.²³

Mature students may apply for courses on the basis of their work experience and educational history/qualifications. To qualify for mature student entry applicants must be deemed to be an EU applicant and be at least 23 years of age by 1st of January of the proposed year of entry.

Mature applicants are usually interviewed or required to submit a written essay to the relevant department.²⁴ It is advisable to contact the relevant Admission Office/Mature Student Officer before applying for a course to find out additional requirements.

Please note that the Cork Institute of Technology has a procedure in place, entitled **Recognition for Prior Learning (RPL)**, where sufficient previous experience and formal/non-formal learning may gain credit for registered students through production of a portfolio. This is then assessed by the academic lecturer against standards for the course. Registered students may also gain access to academic courses via RPL subject to department regulations.

English Language Requirement

Applicants who have not passed English as a subject in the Irish Leaving Certificate Examination or received a corresponding FETAC award prior to application must provide evidence of equivalent competence in English language. For details, see below for the requirements of individual institutions.

Acceptance

Upon successful application a letter of acceptance is sent to the applicant. This is an important document and should be kept for immigration purposes, especially for visa-required nationals, and for registration at the third level institution.²⁵

²³ If you want to ensure that your qualification matches the minimum requirements you can contact the National Qualification Authority of Ireland, which will establish what level (1-10) of the NFQ your foreign qualification can be compared to.

²⁴ The number of places available for mature students is limited. Therefore, applying as a mature student might decrease your chances of gaining entry to certain courses, where this quota is relatively small in comparison with the number of mature applicants.

²⁵ The receipt of letter of acceptance does not authorise non-EEA nationals to entry/remain in the country, which is a separate matter and granted by the Department of Justice, Equality and Law Reform.

Cork Institute of Technology (CIT)

www.cit.ie

Cork Institute of Technology has more than 13,000 students (both part-time and full-time) enrolled in courses under three academic departments: Business and Humanities, Science and Computing, and Engineering.

There are also three schools of the institute located in different parts of the city: Cork School of Music (Union Quay), Crawford College of Art and Design (Sharman Crawford Street), and National Maritime College of Ireland (Ringaskiddy).

Full Time Courses in CIT

A full list of courses is available at www.cit.ie

- Admissions Office, Administration Building Cork Institute of Technology, Rossa Avenue, Bishopstown, Cork
Tel: (021) 432 6255 / 6141
Fax: (021) 432 6602
E-mail: admissions@cit.ie

Applicants who possess a school leaving examination other than the Irish leaving certificate or GCSE (the UK) are advised to contact the following website that details the minimum grades required and the method of calculating scores in the country in question:

http://www2.cao.ie/app_scoring/itttext.pdf.

Non-EU applicants may be called for interview.

English Requirements

Applicants whose first language is not English may evidence their competency in English in two ways. One option is to present minimum scores at the following language exams:

- Univ. of London Grade C
- Oxford Credit
- Pitman Higher Intermediate
- Trinity College (UK) 10
- UCLES Grade C
- IELTS 6
- TOEFL 560

A second option is to demonstrate competence through your school leaving examination if English was included as a subject. For details check the website: http://www2.cao.ie/app_scoring/itttext.pdf.

CIT Department of Adult and Continuing Education

The Department of Adult and Continuing Education in CIT operates one of the largest programmes of part-time study in Ireland. This includes over 150 courses leading to Certificate, Diploma, Degree, Postgraduate, Professional and Trades qualifications. The Accumulation of Credits and Certification of Subjects (ACCS) scheme operates for many of these courses. In practice it means that you take one

or more modules at a time and have them certified separately instead of taking up a full-time course. Once you have acquired the required number of credits you will obtain the relevant award.

Several courses leading to professional qualifications are also provided as well as short courses for industry. The general English requirements do not necessarily apply for these programmes therefore you should consult the actual department/person responsible for running the course.

- Department of Adult and Continuing Education, Cork Institute of Technology,
Rossa Avenue, Bishopstown, Cork
Tel: (021) 4326554 / 6577
E-mail: adulted@cit.ie

University College Cork (UCC)

www.ucc.ie

University College Cork has more than 16,000 full-time students studying in the following faculties: Business and Law; Medicine and Health; Science, Engineering and Food Science; and Arts, Celtic Studies and Social Sciences.

- UCC Admissions Office, 1st Floor, West Wing, Main Quadrangle, UCC, Western Road, Cork
Tel: (021) 4903571
Web: www.ucc.ie/en/ProspectiveStudents/Admissions/
E-mail: admissions@ucc.ie

English Requirements

Applicants whose first language is not English are required to have either

1. a minimum IELTS score of 5.50 in each band where the average score varies between 6 and 7.5 depending on departments and if the actual programme is offered as Undergraduate or Postgraduate,²⁶
2. **OR** a minimum score of 600 in TOEFL with the Test of Written English at 475 +,
3. **OR** CAE Level A/CPE Level C.

It is recommended that you consult the relevant department or admission office/international education office to confirm the actual score you need to achieve.

Apart from the recognised English tests mentioned above, EU applicants are also permitted to refer to the English exam taken as part of their school leaving examination, provided they have achieved a minimum grade in English in the country in question. For details in relation to various EU countries,

²⁶ The required IELTS scores at UCC are as follows (where second number stands for postgraduate level)

- College of Arts, Celtic Studies and Social Sciences: IELTS 6.5 / 7.0
- College of Business and Law: Business IELTS 6.0 and Law IELTS 6.5 / 6.5 (both)
- College of Science, Engineering and Food Science: IELTS 6.0 / 6.0
- College of Medicine and Health: IELTS 6.5 / 6.5

please check UCC website at:

<http://www.ucc.ie/en/ProspectiveStudents/Admissions/entry-requirements/>.

UCC International Education Office

UCC's International Education Office provides information for non-Irish students who would like to study at UCC. **Non-EU applicants must apply** through the International Education Office for the courses. There are presently more than 2,000 international students at UCC.

- International Education Office, "Roseleigh", Western Road, Cork
 - Tel: (021) 4904730 / 34
 - Fax: (021) 4904735
 - Web: www.ucc.ie/en/international/
 - E-mail: e.connolly@ucc.ie

UCC Centre for Adult Continuing Education

The Centre for Adult Continuing Education has a wide range of short-term, certificate and diploma courses open to all students, regardless of age and length of time out of education. The rules concerning competency in English do not apply for these courses but it is recommended that you consult the Centre to find out what requirements are attached to a course.

- "The Laurels", University College Cork, Western Road, Cork
 - Tel: (021) 4902301 / 4904719/ 4904739
 - Fax: (021) 4276619
 - Web: www.ucc.ie/en/ace
 - E-mail: ace@ucc.ie

Independent Colleges

Griffith College Cork

Griffith College Cork is an independent college that runs daytime and evening business, law, secretarial, psychology, media and journalism courses. Most of the undergraduate courses are validated by HETAC and require application via the CAO system. The college also runs evening and short-term courses.

- Griffith College Cork, Wellington House, 9/11 Patrick's Hill, Cork
 - Tel: (021) 4507027
 - Fax: (021) 4507659
 - E-mail: international@gcc.ie
 - Web: www.griffithcollegecork.ie

EU/Non-EU Applicant: Student Fees in Third-Level Institutions

Assessment of status is determined upon entry to the institution and remains unchanged for the duration of the programme except for those who are granted refugee status. EU/Non-EU applicants are treated separately during the admission procedure and pay different fees. The course provider should be contacted for specific details.

EU Applicants who are Eligible for EU Fees:

1.
 - a.) Irish citizen (Original Birth Certificate)
Hold EU nationality (Identity Card or Passport)
Official refugee status or their family member (Letter from Department of Justice)
 - b.) Have received all his/her full-time post-primary education within the EU **OR**

2.
 - a.) principal residence for taxation purposes has been in an EU state for a minimum of three of the last five years (full-time study alone does not satisfy) if applicant is over 23 years of age on the start date of the course;
If applicant is younger than 23 then parent's principal residency is examined; however, the applicants themselves must be resident for the required period.
 - b.) The applicants must be in full-time education/work in an EU member state for three of the last five years. Full-time study/work may be satisfied if your spouse/parent claims a tax benefit for you that can be evidenced by P21 tax form or receipts of social welfare benefits.
Any other non-EU students have to pay full 'economic fees'.

Free Fees Government Scheme:

- 1) Available to full-time, non-repeat undergraduate students, where the courses must be a minimum of two years duration and the institution is eligible under the scheme.
- 2) Irish citizen (Original Birth Certificate)
Hold EU nationality (Identity Card or Passport)
Official refugee status or their family member (Letter from Department of Justice)
- 3) Applicants must have been ordinarily resident in an EU country for three of the previous five years. You are regarded as ordinarily resident if you are in full-time employment or study or if your spouse/parent claims a tax benefit for you that can be confirmed by a P21 tax form. Time taken to obtain refugee/citizenship status may be counted as part of your residency period.

Financial Support, Scholarships, Grants

Student Maintenance Grants

The City of Cork VEC and the City Council/County Council in conjunction with the Department of Education and Science administers a means-tested grant scheme that offers financial support to students. The following conditions apply:

- Candidate's parents must be ordinarily resident in the administrative area of the VEC/Council from October 1st prior to applying for the grant. If candidates reach 23 years of age on 1st January of the year he/she starts/re-enters the course and live separately from his/her parents, they are regarded as independent mature candidates and must be ordinarily resident themselves in the area.²⁷ This should be proven through utility bills/rent books
- Applicants must be at least 17 years of age on 1st January of the following year OR 16 with regard to a PLC scheme
- Candidates must be
 - a) EU citizens or nationals of EEA
 - b) Refugees (including family members reunited with them)
 - c) People with Leave to Remain status
 - d) Non-EEA Spouse and Dependent Children of an Irish national
 - e) Non-EEA Spouse and Dependent Children of an EEA national who is in employment or self-employed

Please note that parents of Irish citizens cannot currently apply for student maintenance grants.

- An applicant's income may not exceed the income limit which varies according to the size of the grant. The size of the grant ranges from payment of registration fee to 25%, 50%, 75% or full maintenance; further top-up grant is available for disadvantaged students whose income is below even a lower threshold and either they or their parents claim long-term social benefit. Income shall be proven for the tax year ending December 31 prior to the application through P60 and P21 revenue forms.²⁸
- The 'adjacent rate' is paid to students who live within 24 km of their college and the 'non-adjacent rate' is paid to everyone else including all mature students (both independent and dependent, irrespective of how far they live)²⁹.

Type of Grants Available for Students and the Relevant Authority to Contact:

1. **Higher education grant:** Minimum two-year Honours Degree courses (Level 8) and minimum one-year postgraduate courses at Universities/Institute of Technologies.
- Cork City Council, Higher Education Grant, City Hall, Cork
Tel: 021) 4924087 / 4924096 / 4924363
Web: www.corkcity.ie/ourservices/corporateaffairs/highereducationgrants/
E-mail: highereducation@corkcity.ie

27 Candidates who are EU nationals and who do not satisfy the residency requirement are eligible to apply for a means-tested fees only provided they have been ordinarily resident, for a purpose other than wholly or mainly to receive full-time education, in an EU Member State from October 1 in the previous year.

28 Applicants' income is assessed with their parents' unless they live independently.

29 In February 2008 the Student Support Bill was published which proposes a new single unified grant scheme to replace the existing 4 schemes to be administered by the vocational education committees (VECs). Crucially, candidates will be required to be resident in the state for 3 of the previous 5 years. The changes are planned to come into effect in the 2009/2010 academic year.

- County Council, Higher Education Grant, County Hall, Cork
Tel: (021) 4276891
Web: highereducationgrants@corkcoco.ie
E-mail :<http://www.corkcoco.ie/co/web/Global%2520Nav/Home>
- 2. **VEC grant:** Honour Bachelor Degree courses (Level 8) and Postgraduate courses (Level 9/10) at Universities/Institute of Technologies if they are add-on courses for applicants at Universities with Higher Certificate/Ordinary Degree
- 3. **PLC Scheme:** PLC courses in Further Education Colleges (Level 5/6)
- 4. **Third-level Grant Scheme for Trainees:** Higher Certificate (Level 6) or Ordinary Bachelor Degree courses at CIT (Level 7)

VEC's are authorised to decide on these (2.-4.) types of grants.

- City of Cork Vocational Education Committee, 21 Lavitt's Quay, Cork
Tel: (021) 4273377
Web: www.corkvec.ie/grants/index.shtml
E-mail: grants@corkvec.ie
- Cork County Vocational Education Committee, Education Support Services, Yeats House, Barrack Square, Ballincollig, Co Cork
Tel.: 021 466 5000
Web: <http://www.cocorkvec.ie/StudentGrants/>
Email: reception@cocorkvec.ie

Online Guides

- www.education.ie/home/home.jsp?pcategory=10900&ecategory=19277
- www.MyGrant.ie

Scholarships

UCC Scholarships for Non-EEA Students

The UCC Support Scheme for Students from Developing Countries is aimed at those students from developing countries who would like to study at degree level in UCC. It takes the form of a reduction in fees to the level of fees payable by EU students.

- International Education Office, "Roseleigh", Western Road, Cork
Tel: (021) 4904730/34
Fax: (021) 4904735
Web: www.ucc.ie/en/international
E-mail: e.connolly@ucc.ie

UCC also awards postgraduate scholarships every year on a competitive basis to non-EU nationals which similarly reduce fees to the level of EU fees. No more than three scholarships will be awarded annually in any one faculty.

- Postgraduate Admissions Office, West Wing, UCC, Western Road, Cork.
Tel: (021) 4903241
Fax: (021) 4903233
E-mail: acronin@ucc.ie or D.Daly@ucc.ie

CIT

CIT's admissions office is responsible for providing information on fees, grants and scholarships.

- Admissions Office, Cork Institute of Technology, Rossa Avenue, Bishopstown, Cork
Tel: (021) 4326255
Web: www.cit.ie
E-mail: admissions@cit.ie

The Bank of Ireland / UCD New Ireland Scholarship Programme

The Bank of Ireland / UCD Scholarship Scheme is a new initiative for members of minority ethnic groups from outside the EU, now resident in the Republic of Ireland (ROI). It provides for a total of three scholarships, valued at up to €5,000 per annum, for the duration of the degree programme undertaken. For further information, visit www.ucd.ie/newirishscholarships. Please note that this Bank of Ireland scholarship programme is only available for students who would like to study at University College Dublin (UCD).

Schemes to Help Access to Education

Vocational Training Opportunities Scheme

The City of Cork VEC also delivers the Vocational Training Opportunities Scheme (VTOS), which offers unemployed people an opportunity to return to structured learning in an adult setting. (www.corkvec.ie/community_education/vocational_training.shtml)

VTOS is a second chance education and training programme which provides a range of courses designed to meet the needs of unemployed people. These full-time courses are of up to two years in duration and cover subjects of Junior/Leaving Certificate Programmes modules or FETAC Courses at Level 1-3. Students in PLC courses may also avail of this scheme where they would be dispersed among other participants. You should contact the VTOS coordinator in the further education college.

Eligible applicants must be over 21 years of age and be in receipt of jobseeker benefit/assistance (or certain social welfare payments) for at least six months. They receive a training allowance in place of their jobseeker benefit/allowance and can retain their secondary benefits such as meal or travel allowance. People on this scheme are also eligible to apply for grants through their local VEC office except parents of Irish citizens.

For more information on the scheme available at www.vtos.ie.

Back to Education Initiative

The Department of Social and Family Affairs has introduced a Back to Education Initiative to raise education and skill levels among the long-term unemployed, lone parents and disabled people. This programme includes financial support for attending a wide range of courses.

People who are over 21 years of age (18 if out of the formal education system for two years) and receive certain social welfare payments for at least 6 months/12 months may qualify for the Back to Education Allowance. The part-time education option allows unemployed people to keep their benefits and attend part-time/evening courses regardless of age.

- Social Welfare Office, Hanover Quay, Cork
Tel: (021) 4270055
Web: www.welfare.ie/foi/bte_all.html#1

See detailed information on various financial supports at www.studentfinance.ie

English Language Courses

Private Colleges Teaching English as a Foreign Language (EFL)

All the schools listed below charge fees and offer courses from beginners to advanced level. The schedule and fee rate varies between institutions and the school should be contacted for updated course information and availability.

- Carraig Linguistic Services, Abbey House, 4 North Abbey Street, North Mall, Cork
Tel: (021) 4300722
Fax: (021) 4300685
Web: www.carraigls.com
E-mail: carigls@eircom.net
- Cork International Language Academy (CILA), Fitzgerald House, Grand Parade, Cork
Daytime General and Business English courses with social activities.
Tel: (021) 4905934
Web: www.cilagroup.com/
E-mail: info@cilagroup.com
- Cork English College, 30 - 32 St. Patrick's Quay, Cork
Daytime General English Courses, Business and English Courses all year round.
Exam Courses: FCE, CAE, TOEIC, IELTS & TOEFL – specific dates.
Tel: (021) 4551522
Fax: (021) 4551508
Web: www.lah.ie
E-mail: info@lah.ie

- Cork Language Centre International, 16 St. Patrick's Place, Wellington House, Wellington Quay, Cork
Daytime General English all year round
Exam Courses: FCE, CAE, TOEIC, IELTS & TOEFL – specific dates.
Tel: (021) 4551661
Web: www.corklanguagecentre.ie
E-mail: info@corklanguagecentre.ie
- G & G School of English, 10 Georges Quay Cork
Callan method; open for children and adults as well.
Tel: 085 7129369
Email: szkolagg@gmail.com
- North Monastery Language Institute, 11 Pembroke Str., Cork
General, Combination of General and Business English all year round. Daytime and evening/afternoon classes as well.
Exam courses: IELTS, FCE, CAE, CPE – specific dates.
Tel: 427-6900/439-4458
Web: www.nmli.ie
E-mail: info@nmli.ie
- UCC Language Centre, O'Rahilly Building, University College, Cork³⁰
Daytime and evening FCE, CAE CPE, IELTS and Business English courses, enrolment usually takes place in September, January and Easter.
Tel: (021) 4902043
Web: www.ucc.ie/esol
E-mail: info@langcent.ucc.ie

English for Speakers of Other Languages Providers (ESOL)

The various institutions listed below offer ESOL courses for free (or at low costs) and are mainly funded by the VEC. For updated information on courses and fees, please contact the individual institution listed below.

- Welcome English, Convent Place, Cork
Courses are open to asylum seekers, refugees and, if places are available, for unemployed/low-paid migrants. Courses range from beginner to intermediate, literacy and IELTS courses.
Tel: (021) 4316537
Web: www.WelcomeEnglish.com
E-mail: welcomeenglish@hotmail.com

³⁰ Nasc has secured reduced rates for its members to attend ESOL courses at the UCC Language Centre. Please talk to an advocacy officer for more information.

- Centre for the Unemployed, 13 North Main Street, Cork
Classes cost three euro and are open to everyone regardless of status. Levels are beginner and intermediate.
Tel: (021) 4275876
E-mail: cctu@eircom.net
- Altrusa/VEC Literacy Scheme, Cork College of Commerce, Morrison Ireland, Cork
Tel.: 021-4270088
E-mail: altrusa@ccoc.ie
Location: Beginners – Cork College of Commerce
Intermediate - St Johns Central College, Sawmill str., Cork
Upper intermediate – Cork City Library, Grand Parade, Cork
- Ballincollig Community School, Inishmore, Ballincollig, Co. Cork
Tel: (021) 4871740
Web: www.balcs.ie
E-mail: adultEd@balcs.ie
- Carrigaline Community School, Waterpark, Carrigaline, Co. Cork
Tel: (021) 4373767
Web: www.carrigcs.ie
E-mail: info@carrigcs.ie
- Carrigtwohill Family Resource Centre, Main St., Carrigtwohill
Tel: 086 8693333
- Cobh Adult Learning, Prayer and Pastoral Centre, Cobh
Tel: 086 8238772
- St. Colman's Community College, Middleton, Cork
Tel: (021) 4631696
Web: www.middletonvec.ie
E-mail: adulsted@middletonvec.ie
- St. John's Central College
FETAC- Level 5 (Upper Intermediate) 24 weeks
Tel: 021 4255500
Web: www.stjohnscollege.ie
E-mail: neil@stjohnscollege.ie

- Cork College of Commerce, Morrison's Island, Cork
Beginners, Continuation and Perfecting your pronunciation, Beginners for Polish.
Business English, First Certificate in English, Cambridge Advanced Certificate
10 weeks courses.
Tel: 021/4222100
Fax: 021/4275075
Email: apply@ccoc.ie
- Cork Douglas Community School, Sawmill Street, , Clermont Ave, Douglas, Cork
Tel: (021) 4294208
E-mail: adulated@dcscork.ie
Web: www.dcscork.ie
- Ashton School, Blackrock Road, Cork
Tel: (021) 4966044
E-mail: ashton@iol.ie
Web: www.ashton.ie
- Bishopstown: Scoil An Spioraid Naoimh, Curraheen Rd. Bishopstown.
Beginner course. Please contact Altrusa scheme.
- Ard Bhaile, Ard Bhaile, Mayfield
ABLES Literacy Scheme, 53 Comeragh Park, The Glen
Tel: 021-4500434
E-mail: mcalo@eircom.net
- Mahon Family Resource Centre, Mahon Drive, Mahon
Tel: 086-8577820 (Brid Murphy)
E-mail: jenny@frcentre.ie
- My Cork Association
Only for Polish beginners.
Contact: Slava at 0868756465

Community Education

The three colleges of further education and community colleges mentioned above, along with local community groups in Cork, provide various basic education courses apart from English courses. They include computers, arts and crafts, music, sport and dance. Several colleges offer the opportunity to pursue certified courses such as ECDL or first aid courses; even diploma programmes may be offered through distance learning.

Adult Literacy Courses

The National Adult Literacy Agency (NALA), which is an independent, member-based organisation, provides a full list of literacy schemes in County Cork and Cork City on its website:

www.nala.ie/schemes/listing/county/ck.html.

NALA also has a website (www.literacytools.ie), which provides support for adults who would like to improve their spelling, reading and numeracy skills.

- NALA Southern Office, 21 Lavitt's Quay, Cork
 Tel: (021) 4278655
 Fax: (021) 4278655
 Web: www.NALA.ie
 E-mail: mmurray@nala.ie

Education Support Organisations

Cork City/West Cork Adult Guidance Service

The Cork City Adult Guidance Service offers free and confidential support to people who are interested in accessing adult education in Cork. They provide both one-to-one guidance and information sessions focused on helping people to more easily locate suitable courses and funding supports.

- Cork City Adult Guidance Service, Information Resource Centre, The Assembly Rooms, 1st Floor, 22 South Mall, Cork
 Tel: (021) 4907149
 E-mail: guidanceinfo@corkvec.ie
- West Cork Adult Guidance Service, Co Cork VEC, Sutherland Centre, North Street, Skibbereen, Co. Cork
 Tel: (028) 21537 / 21011
 Web: www.wcaded.ie
 E-mail: info@wcaded.ie

Irish Council for International Students

ICOS (The Irish Council for International Students) is an independent, non-governmental and non-profit organisation established in 1970 to promote the general welfare of international students in Ireland.

- Irish Council for International Students, 41 Morehampton Road, Dublin 4
 Tel: (01) 6605233
 Fax: (01) 6682320
 Web: www.icosirl.ie
 E-mail: office@icosirl.ie

Useful Links to Organisations

www.ncge.ie/adult_guidance.htm - The National Centre for Guidance in Education (NCGE) has an Adult Educational Guidance Initiative consisting of 38 guidance projects throughout the country with the aim of providing a quality adult educational guidance service to participants in VTOS, literacy and other adult and community education programmes nationwide

www.AONTAS.com - AONTAS is the Irish National Association of Adult Education, a voluntary membership organisation. It exists to promote the development of a learning society through the provision of a quality and comprehensive system of adult learning and education, which is accessible to and inclusive of all.

www.iilt.ie - Integrate Ireland Language & Training (IILT) was established to co-ordinate the provision of English language training for adult refugees and to support the English language training provided for adult asylum seekers by Vocational Education Committees and other agencies.

www.heai.ie/index.cfm/page/category/id/172 - The Higher Education Authority's National Office for Equity of Access to Higher Education facilitates educational access and opportunity for groups who are under-represented in higher education - those who experience socio-economic disadvantage, those with a disability and mature students.

www.leargas.ie - Léargas is Ireland's national agency with a long experience of managing national, European, and international cooperation programmes involving education and lifelong learning, vocational education and training, youth and community work and guidance in education.

www.educationireland.ie - The International Education Board works to support the development of Ireland as an International education centre. It responds to numerous first line enquiries from overseas students interested in the study options available in Ireland. It also promotes Irish education overseas via advertising, developing and circulating generic information and by participating at education fairs, seminars and workshops.



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35 Mary Street, Cork.

Tel **021 4317411**
Email **info@nascireland.org**
Web **www.nascireland.org**