

CAO

MAY 2021

NEWS

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Statement of Application Record

From the week commencing 10 May, CAO will begin emailing all applicants who applied by 1 February. (Applicants who applied using the late application facility will receive an email later in the month). This email is referred to as the *Statement of Application Record*, and it replaces the traditional postal document applicants would normally receive this month.

CAO applicants must:

1. Read the instructions in the email and on the Statement of Application Record page at www.cao.ie

2. Log in to their CAO account to review their account information, including personal information, examination/exemption information, course choices, and supporting documentation (if supplied).

3. If there are any errors or omissions they must update their information immediately (follow the instructions provided on the CAO website for modifying account information online). Failure to correct errors or omissions at this stage may have very serious consequences and lead to the loss of a place.

4. Applicants must also click on the 'Confirm' button to indicate that they have checked their account information is all present and correct, and have followed the instructions in the email and on the website.

Examination updates made before the end of May will be updated to applicant accounts in early June.

A video guide containing screenshots to explain the process will be available on the Statement of Application Record (and the CAO Video Guides) page at www.cao.ie from 10 May. On the next page you will see a flyer for use on social media.



www.cao.ie

www.cao.ie



CAO will email all applicants in the month of May. This email is the Statement of Application email and you must read it and follow the instructions carefully. **Failure to follow the instructions could result in you missing out on an offer.**

After reading the email and the Statement of Application instructions page at www.cao.ie you must log in to your CAO account to check the following:

1. Personal Details

Date of birth, place of birth, telephone number, etc.



2. Examination and Exemption Information

Details of all relevant examinations taken, or to be taken, have been recorded by type, year, number and (for exams already taken) subjects/levels/grades. Make sure that any Irish or third language exemptions are recorded. If you supplied documents, check that they are recorded in the View Supporting Documents section (DARE HEAR documents will not appear).



3. Course Choices

Do not assume that your course choices are correct. Check the course codes against the CAO Handbook/website and ensure that they are in the desired order of preference.



4. Confirm your details

Click on the 'Confirm' button to indicate that you have checked your account information is all present and correct, and have followed the instructions in the email and on the website.

Informing CAO of any errors or omissions in your application

If there are any errors or omissions, applicants must inform CAO immediately .

The process of making changes to examination and personal information can mainly be carried out by the applicant directly via their online CAO account.

The instructions page will set out how to carry out such updates, for example adding or modifying LC examination numbers or PPSN for QQI-FET applicants.

However, some changes will have to be requested via the Correspondence Section of your account, for example, the recording of exemption information or information relating to qualifications other than the Irish Leaving Certificate, QQI FET or 2021 GCE candidates.

Applicants who wish to make changes to their course choices can do so from 5 May at noon via the Change of Mind facility, up to 1 July at 5:15PM.

CAO AUTUMN CONFERENCES 2021

Dates and venues

The provisional dates for the 2021 CAO Autumn Conferences, in association with the Institute of Guidance Counsellors and the higher education institutions, are:



CAO would like to thank guidance counsellors and HEIs for their attendance at last year's three webinar events. Over 770 guidance counsellors logged in to attend the online conferences, as well as excellent representation from our colleagues in the higher education institutions.

The presentations and questions and answers sessions provided the best alternative to an in-person event, but we are hopeful that we will be able to return to a more traditional format this year (pending public health advice).

We will be in touch closer to the date with information on registration, whether the events will proceed in an online or physical setting, and any other information that you may require. It is our intention to offer a live stream option from one of the events for those who are unable to attend in person.



2021 OFFERS AND ACCEPTANCES

At time of publication, the CAO offers schedule has not yet been finalised.

Offer dates for Round A and Round 0 have been agreed with HEIs, however dates for subsequent rounds are dependent on the release of the resulting date for Leaving Certificate 2021. After CAO receives this date from the State Examinations Commission, CAO and HEIs will agree the offer schedule and publish the schedule on our website. We will also email all CAO applicants.

As with other years, Round A offers will issue in early July (7 July), and Round 0 offers will issue in early August (5 August).

Postal offer notices will no longer issue for any of the offer rounds. Applicants will be informed of an offer by email and text message if they have selected this option on their application form. If an applicant receives a level 8 and level 7/6 offer they will receive two separate emails, with level 8 emails issuing first.

It is important to note that offer emails issue in batches, so some applicants may receive their notification slightly earlier than their peers. Applicants can also log in to their application to view and accept offers.

CHANGE OF MIND

The CAO 'Change of Mind' facility opened on 5 May at 12 noon.

In 2020, 44,437 applicants used the Change of Mind facility to record 60,552 changes.



This facility, which is free of charge, will be available to all applicants up to 1 July at 5:15pm, subject to the restrictions highlighted on page 3 of the CAO Handbook i.e. restricted courses and mature applicants

The 'Change of Mind' facility will remain open after the close of the 2021 Leaving Certificate examinations, however CAO advises students to be careful about making changes to their application based on assumptions about examinations results or what they think the points are going to be.

All applicants are advised to log in to their account via 'My Application' before the Change of Mind deadline of 1 July at 5:15pm to verify that their course information is correct. Applicants will receive an automatic email when they make changes to their course choices.

THE OFFER ROUNDS

A step-by-step video guide to viewing and accepting an offer online is available in the Student Resources section of www.cao.ie

Round A – 7 July 2021 at 10am

Some offers for mature (incl. mature nursing/midwifery) and other applications will appear on the CAO website in early July. **It is very important that such applicants are available to accept these early offers as they arrive. (RA acceptance is 13 July at 3pm)**

Round 0 – 5 August 2021 at 10am

Some offers for applicants who are mature or presenting QQI FET/FETAC awards for consideration for certain courses (with a quota for QQI FET applicants) will appear on the CAO website in early August. **It is very important that such applicants are available to accept these early offers as they arrive. (R0 acceptance is 10 August at 3pm)**

Round 1 – TBC

Round One offers will issue in the week following the release of the Leaving Certificate results. Also on that day the minimum points required for entry to each course will be published on the CAO website (www.cao.ie), and on media websites.

The Reply Date for acceptance of Round One offers will be published in the Important Dates section of the CAO website once the schedule has been agreed with the HEIs and the State Examinations Commission.

Please note that some HEIs will contact applicants who have been offered places rather than waiting until after the reply date; this is because registration and orientation will commence before September in some HEIs.

DARE HEAR UPDATES

DARE | **DISABILITY
ACCESS
ROUTE TO
EDUCATION****HEAR** | **HIGHER
EDUCATION
ACCESS
ROUTE****DARE HEAR Application Outcomes**

DARE HEAR application outcomes will be available online from Tuesday, 29 June. All applicants will receive email notification about the outcome of their DARE/HEAR application.

Applicants can log in to their CAO account and select the DARE/ HEAR Application Outcome to view the outcome of their DARE HEAR application.

Detailed information on the DARE HEAR Assessment, and Review and Appeals Process is available at accesscollege.ie

Ineligible Applicants

Ineligible applicants who have grounds for making a Review and Appeal application can do so on Tuesday, 29 June.

To make a Review and Appeal application, applicants must complete the online Review and Appeals application form by 5 July 2021 at 5:15pm. Review and Appeal applications must be made online through the CAO 'My Application' facility.

Where applicable, applicants must provide documentation (objective documentary evidence) by 5:15pm on 7 July 2021 to CAO, Tower House Eglinton, Street, Galway.

EQUALITY OF ACCESS TO HIGHER EDUCATION IN IRELAND

HEAR | **HIGHER
EDUCATION
ACCESS
ROUTE****ACCESS
COLLEGE****DARE** | **DISABILITY
ACCESS
ROUTE TO
EDUCATION**

SUMMARY OF APPLICATIONS TO 1 FEBRUARY 2021

The Central Applications Office (CAO) released 2021 application data up to the Change of Course Choices closing date of 1 March.

The data shows applications by course classification, course level and by applicant address. 79,176 applications were received by CAO by the 1 February closing date – an increase of 6,203 applicants on the previous year.

There was a total of 8,727 applications from applicants over 23 years of age – up 1,454 (+20%) applications from 2020.

7,839 applicants indicated that they wish to be considered for the Disability Access Route to Education (DARE) – an increase of 587 from last year.

A total of 10,016 applicants indicated that they wish to be considered for the Higher Education Access Route (HEAR) – a decrease of 1050 from 2020.

To view the application statistics by category go to the Media and Statistics section of www.cao.ie

The data provided was interim data and is subject to change when Late Applications are taken into account and when the Change of Mind facility closes on 1 July at 5:15pm.

Speaking about the application figures, communications officer for CAO, Eileen Keleghan, commented: *“The majority of CAO applicants will be permitted to use the Change of Mind facility when it opens on 5 May to add, remove or re-order course choices, which will result in changes to the figures released in March”.*

“Late applications were also being accepted up to 1 May at 5:15pm, seeing the total application figure rise to just over 84,500”.



www.cao.ie

CAO HANDBOOK GOES INTERACTIVE FOR 2022

For the 2022 application season, CAO will be launching an interactive CAO Handbook. This online flipbook will be introduced in place of the traditional printed version.

The interactive version will be available on the CAO website in September, and this new version will offer applicants a more user-friendly set of instructions, with live links to additional resources (for example the demo application form, video guides for each specific section, links to important sections of the CAO website and so on).

We are excited about the opportunities this change in direction affords us for enhancing our online offering and ensuring that applicants are accessing the most up-to-date course options via the Courses page on our website.



We will continue to print and distribute a small quantity of handbooks for guidance counsellors, principals, and other key stakeholders, however we have made significant progress in reducing our carbon footprint through the reduction in quantity of handbooks.

This year we hope to consolidate our September mailings to see one pack of literature arriving to schools which will contain the HEAR DARE application literature alongside a small quantity of CAO Handbooks, a CAO information poster and the usual letters that we supply.

It is our intention to make this the single postal mailing from CAO, and we will endeavour to communicate with guidance counsellors and principals through email going forward.

On the CAO website, we will be replacing the 'Schools Correspondence' page with a 'Schools Message Board' where we will provide PDFs of important circulars and links to recently introduced resources. We hope to discuss this section with you when we meet at this year's Autumn Conferences, but please do check this page – accessible from the Info for Schools page – for updates.

NEW FEATURES ON WWW.CAO.IE

New Virtual Assistant and Have a Question page

The FAQs page of the CAO website has been replaced by the 'Have a Question' page, which is accessible from either the Contact page or the menu bar to the left.

We have analysed our queries and divided them into tailored tabs to make the process of finding the answer to your query easier.

We have recently introduced a virtual assistant to help with general queries. This virtual assistant has been popular since its introduction and has helped to assist applicants with queries out of office hours. Please note that the virtual assistant is not the same as a live chat - queries specific to an application must still be addressed via the email Contact form.

We hope you find these additional resources helpful and please encourage your students to become familiar with them.

Have a question?

Pick from the relevant topic below and read some of the answers to frequently asked questions.

[Applying to CAO](#)
[Sending documents](#)
[DARE applications](#)
[HEAR applications](#)
[Editing my account / Statement](#)
[Adding / changing courses](#)
[CAO offers](#)
[Forgotten password](#)
[Account access issue](#)
[Covid-19 and CAO applications](#)

Send an e-mail

Please Note: Office contact hours are 09:30 to 13:00, and 14:00 to 17:00, Monday to Friday.

If you cannot find the answer to your question above try asking CAO Virtual Assistant, or send us an e-mail and you will receive a reply, usually within one working day.

[Applicant query](#)
[General enquiry](#)
[Media query](#)

Have a question? Chat with our Virtual Assistant.

CONTACT

If there are any items that you would like to see included in a future edition of CAO News, please do not hesitate to contact us:

➤ **Central Applications Office, Tower House, Eglinton Street, Galway**

📞 **091 509800**

✉ **www.cao.ie/contact**