	<b>LIFELINE AMBULANCE SERVICE EDUCATION</b>	Unit 20, Glenrock Business Park, Bothar Na Mine, Co. Galway
REVISION NO: LL003	ISSUE DATE: 11/03/2024	REVIEW DATE: 11/03/2027
<b>ADMISSION POLICY</b>		

### Information to Applicants

Lifeline Ambulance Service Education (LASE) provides applicants with information about its programmes and associated services to ensure that they understand the entry requirements and the options and requirements in relation to progression. The Training Administrator (TA) makes programme information available through the website, and in promotional materials and advertisements. This information includes details on entry requirements, course level and typical transfer and progression routes.

Fundamental to the implementation of our Admissions Policy is the principle of equality and inclusivity. We are committed to creating a learning environment in which individual differences are accepted and catered for. Applicants who have any learning support needs are encouraged to provide us with relevant information at the time of application. We treat any such information confidentially. Applicants should bear in mind; however, while we will make every effort to accommodate additional needs, the resources available are limited.

Lifeline staff are available to give applicants any information they require, and applicants are invited to contact us by email or phone to enquire at [education@lifeline.ie](mailto:education@lifeline.ie) about programmes. Enquirers are talked through the programme details by the TA.

The TA will forward on an application pack by email to the enquirer; this pack will consist of booking details via our website, guidelines, and a programme outline.

We accept applications either directly from individual applicants or clients on behalf of a group of employees.


### Application Process

- Applicants are required to complete an application form which is submitted via Acuity Scheduling via the website and is emailed directly to the TA, this is to determine eligibility for admission, ensuring that applicants meet the stated minimum entry requirements.
- Acuity Scheduling sends an acknowledgement email to the email address provided by the applicant on receipt of an application and this is also emailed to [education@lifeline.ie](mailto:education@lifeline.ie).
- The Training Administrator also notes if an applicant has indicated on the Application Form that they have any specific/additional needs. If they have, the applicant is contacted by the Training Administrator and, if possible and feasible, arrangements for reasonable accommodation are agreed.

<b>Document Approvals:</b>		
Written by:/Amended by	Breege Newell	Date: 11/03/2024
Technical Approval	Sean McGrath	Date: 11/03/2024
Management Approval	Lisa Harlow	Date: 11/03/2024

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- These arrangements are confirmed by email by the TA and details are noted on the application form.

Applicants may be asked to submit additional relevant documentation to support their application, e.g. copies of educational award certificates, references. The discovery that an applicant has furnished false or misleading information to gain access to a programme may render an application ineligible.

When the application form has been reviewed, and the application accepted, the TA contacts the applicant with an offer email. The TA sends a link to Moodle to the applicant that will include a Student Handbook and Programme Documentation including relevant policies and procedures.

### Booking Terms & Conditions

#### Programme Cancellation

All programmes offered are subject to minimum enrolment numbers. The TA reviews application numbers on a daily basis after we begin recruiting. If we have not recruited sufficient numbers for a programme as per agreed minimum intake by a specified cut-off date, the Manager makes a final decision not to run the programme or to push out the dates one week prior to the scheduled commencement date of that programme. Our course information clearly state that the programme will run dependent on numbers.

We reserve the right to cancel a programme where there are insufficient numbers to run a viable programme. In such circumstances;

- The TA informs applicants by telephone and email at the earliest possible opportunity that the programme is not to run or that dates are rescheduled

#### Payment of Fees

- Applicants are required to pay in full before the start of the programme if a credit facility is not in place
- Clients with a credit facility in place must sign an agreement to pay scheduled fees before the start of the programme


#### Company Payments

- We issue an invoice at the time of booking before the start of the programme
- Companies with a credit facility in place must sign an agreement to pay scheduled fees before the start of the programme

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#### Cancellation and Refund Policy

- Where an Applicant/ Clients/ Company cancels a place on a programme, it does not entitle the Applicant/ Clients/ Company to a refund of the fee except in exceptional circumstances for which documented proof must be submitted.
- We do not refund payments to applicants who do not attend classes or who do not complete the programme in full.

#### Disclaimer

- We reserve the right to cancel or re-schedule any programme at any time if there are insufficient numbers.
- Learners will be made aware of this when registering for a programme. In the unlikely event of cancellation, we refund any fees paid.
- We reserve the right to re-schedule the start dates of programmes.
- While every effort has been made to ensure the accuracy of the information on our brochures and website, it is subject to alteration or amendment in the light of policy changes, programmes updates or other constraints.

#### Learner Application/Registration Process

##### Supporting Documents.

- Admissions Policy
- Statement of entry criteria for each programme
- Application Form and guidelines
- Programme Outlines

#### Admissions Process


Admission to a programme is subject to places being available and is governed by three principles;

- That the applicant is likely to benefit from undertaking the programme
- That the applicant meets the minimum entry requirements
- That the applicant's participation will contribute positively to the programme and in no way infringe upon the opportunities or rights of other learners or staff.

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### Progression

LASE will make all students fully aware of other programmes offered by the company or within the National framework of Qualifications and the industry to which they can progress. EMT students receive information through our FAQ document on progression to paramedic studies.

On all PHECC courses, students receive information on PHECC and the different levels of courses on offer.

Progression routes that have been identified for trainees are as follows:

- FAR
- EFR
- EMT
- Instructor courses
- Assistant Tutor standard
- CPC courses
- Paramedic courses offered by other Ris

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