

# Information for Volunteer Applicants

## ***Background information on the Open Training College:***

The Open Training College is a part of [St. Michael's House](#), Dublin. We are a not-for-profit Third Level educational institution; funded through student fees, project work and consultancy.

We provide education and learning opportunities for people working in the disability, voluntary and not-for-profit sectors, covering:

- Applied Management
- Applied Social Studies
- Supported Employment

Volunteering in the disability, voluntary and not-for-profit sectors is encouraged and supported by the College, and we are committed to facilitating volunteers to access educational opportunities to support them in this role.

## ***What is the admissions procedure for Volunteer Applicants?***

All applicants are required to fulfil the entry requirements for the course to which they are applying (please refer to specific course information for entry requirements), complete the relevant application form and attend an interview.

In addition Volunteer Applicants must:

- Provide evidence of occupying a volunteering role for a minimum of 10 hours per week (letter from organisation)
- Provide evidence/confirmation of Garda Clearance
- Give permission for their named supervisor to be contacted by their tutor
- Submit applied assignments, which have been signed off by their supervisor, for the duration of the course

## ***To be completed by volunteer applicants:***

- I confirm I have read and understood the guidelines above regarding volunteer applicants
- I have attached a letter from my organisation confirming my status as volunteer, for a minimum of 10 hours per week
- I have attached evidence/confirmation of having received Garda Clearance
- I permit the Open Training College to contact my supervisor, named on the application form
- I confirm I will submit applied assignments, which have been signed off by my supervisor, for the duration of the course
- I will inform the Open Training College of any change in my volunteer or occupational status

Print Name: \_\_\_\_\_ PPS No. \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please return this signed statement to the Open Training College via the online application process.

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