

Guidance notes for completing a paper application form for study at The Sheffield College in 2016-17

Please check on our website that the course you are interested in requires you to apply by completing an application form. Some part time courses are available for on-line enrolment or in person by coming into an advertised enrolment event.

If the course you are interested in requires you to apply using an application form you can print one off the website www.sheffcol.ac.uk or obtain one from any college campus. Y11 school pupils in Sheffield and many surrounding areas should apply online through UCASProgress.com with the help of your school.

Personal Details

This is to identify who you are and enable the College to communicate directly with you. Make sure that you include your date of birth and correct address as this enables us to identify you and send information through the post to you.

Please give us contact phone numbers so we can talk to you about your application, if necessary. We may text you to remind you of appointments etc. If you are aged under 19, please tell us which secondary school you attend/attended.

Parent/Guardian Details

We require all learners aged under 18 to provide us with details of a parent/guardian as an emergency contact.

What would you like to study?

You can apply for both an Apprenticeship and a Full Time (or substantial part time) College course.

If you apply for more than one full time course we will consider your first choice first, so please put them in order of preference.

A levels are considered to be one course/choice but you will need to choose 3 or 4 subjects.

Please note that not all courses are offered at all campuses.

Nationality

This helps us identify where you come from, where you are currently living and, in some cases, helps decide whether there are any financial costs to studying. It may also help us decide if you need any support with English.

* Where you live = England etc. * Nationality = British, Chinese etc.

Ethnic Origin

Answering this question helps the College monitor how well it is serving different ethnic groups in Sheffield.

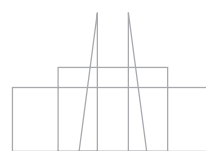
Qualifications

This is to make sure that you are being considered for the most appropriate level. It is important that we have your most recent results and/or predicted grades, as this may affect your application. If these change after you have submitted your application please let us know. Don't forget to include qualifications other than GCSEs.

Guidelines to Levels and Minimum Entry Requirements for Courses

Entry/Foundation Level is for those who are not yet ready to start on a Level 1 course.

There are no specific entry requirements but you would be expected to complete any course that you are currently studying. We also ask you to complete an on-line assessment of your English and Maths skills to get the right level for you.



- Level 1 e.g. BTEC Level 1 Diploma - You will need 4 E grades at GCSE (or acceptable alternatives*) to get on a level 1 course. This must include English Language.
- Level 2 e.g. BTEC First Diploma - 4 GCSEs at D (or acceptable alternatives*). This must include English Language.
- Level 3 e.g. 3 AS - 5 GCSEs at C including English Language, 4 AS - 6 GCSEs at B with both Maths and English Language no lower than C.
- Diploma (2 AS equivalent) - 4 GCSEs at C (or acceptable alternatives*). Must include
- English Language.
- Extended Diploma (3 AS equivalent) - 5 GCSEs at C (or acceptable alternatives*). Must include English Language.

Note: * acceptable alternatives include vocational qualifications, functional skills, etc.

Please note that some courses require specific subjects or past experience. Please check the website for details for each course.

Learner Support

We need to make sure that we can provide appropriate additional learning support and specialist equipment for you. It is important for us to have this information so that we can make reasonable adjustments where appropriate so that you are not disadvantaged by your learning difficulty or disability.

Criminal Convictions

The College is very keen to create a safe and welcoming environment for all its users.

Occasionally this may lead us to decide not to allow someone to join one of our courses due to the nature of their criminal past. This will only happen in very rare circumstances and will be fully discussed with the applicant.

Do not hesitate to contact the College if you have any queries about this section.

It is very important to be honest if you are applying for courses which involve work with children or vulnerable adults as a DBS (Disclosure and Barring Service) check will be conducted at the start of your course.

NB. You only need to declare convictions that are unspent unless you are applying for a course which could lead to a career in the following areas, in which case you need to disclose all convictions, whether spent or not.

A Levels

If you would like to study A-Levels, please enter your subject choices in order of preference in this section.

Apprenticeships

If you would like to apply for an Apprenticeship, please enter your first and second choices in this section.

Vocational

If you would like to apply for a full time Vocational course, please enter your first and second choices in this section.

Application Declaration

Please read and sign this section so that we can process your application.

Admissions Service Standards

We aim to acknowledge receipt of your application within 5 working days of receipt. This will be by email if you have provided an email address. We will then contact you within 30 working days to let you know how your application is progressing.

Enquiries about your application can be made to the Learner Recruitment Team by phoning 0114 2602600 or emailing admissions@sheffcol.ac.uk