

Procedure for admissions to Distance Learning and In Year part-time courses.

Procedure Statement

This procedure states the process by which students apply and enrol to distance learning or in year start programmes at Activate Learning.

A step-by-step guide to joining part-time courses which commence at various times of the academic year.



Enrolment



ADDITIONAL SUPPORT

The Learning support team or Student Support team contact applicants who have declared an additional support need, to confirm if we can meet their needs. The Student Support team contact any applicant who declares a criminal conviction, to discuss their conviction and decide if a further risk assessment is required, in line with the criminal conviction policy.

Applicants will be required to complete an assessment to assess their English and Maths ability or current knowledge. Assessments will be done through Microsoft Forms.

Admissions team send a conditional offer for their chosen subject, once the applicant's right to study, support needs and criminal conviction assessment has been confirmed, all conditional offers are subject to any risk assessment and confirmation their support needs can be met.

Applicants receive an invitation to enrol online.

If the course is being paid for through an advanced learner loan, the applicant is expected to apply for this prior to completing their enrolment form to obtain a reference number. The reference number will then need to be added to the relevant section of their enrolment form

Applicants need to upload evidence of their prior attainment and exam results, if a student has a nationality which is not UK, they are asked to upload a copy of their passport, visa or biometric residence permit to confirm their Right to Study and Fee Status. If their nationality is UK, they are asked to provide a form of ID, passport, drivers' license, birth certificate or bank card. If applicants wish to attend the campus to use facilities such as the library, they are also required to upload a passport style picture for their college ID card which will be printed. Lanyards must be worn at all times when students are on site.

Fees to be paid as per our fees policy.