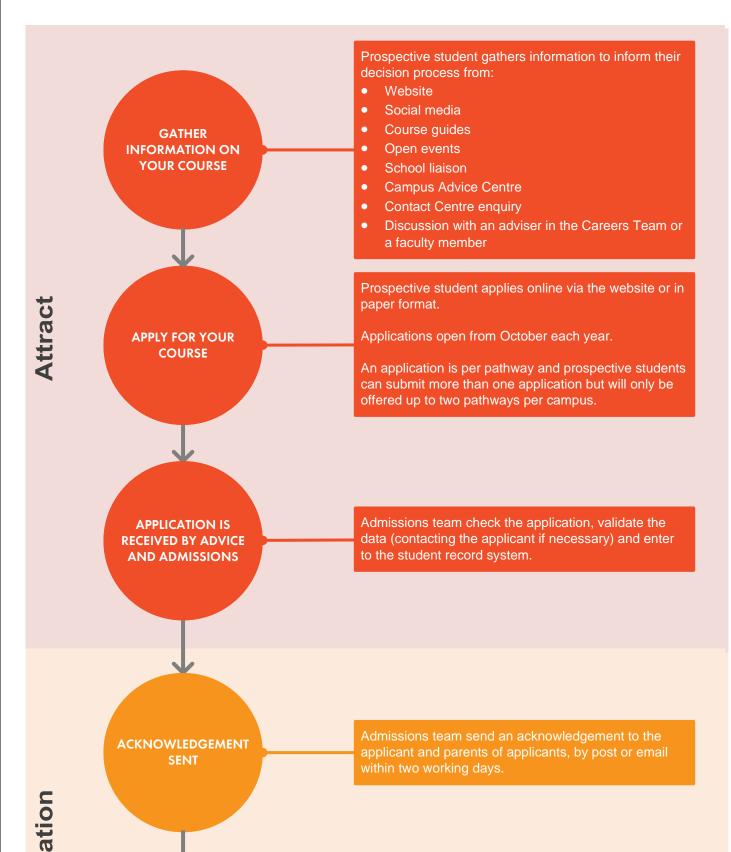


Procedure for admissions to LLDD courses.

Procedure Statement

This procedure states the process by which students apply and enrol to full-time further education LLDD programmes at Activate Learning.

A step-by-step guide to joining full time or substantive part-time courses which commence at the start of the academic year.





OFFER SENT

KEEP WARM

The faculty team contact applicants, 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.

Faculty 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.

As part of their offer, applicants are required to book onto a 'Meet the Teacher' event.

Once applicants have accepted their offer, Faculties keep in touch with students through a series of Activation activities, complemented with central communications from Marketing and Student Services.

- Summer project
- Students will receive information regarding the enrolment process and first day information
- Welcome day in July
- Reading Lists
- Information relating to Student Support, Careers, Learning Support and Financial Support.
- Induction information

Applicants receive an invitation to enrol online, but this can be completed on site if students do not have access to IT equipment to enrol from home or require additional support with enrolment.

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. Applicants are also required to upload a passport style picture for their college ID card which will be preprinted, and lanyards will be available for collection during connect to college week. Lanyards must be worn at all times when students are on site.

Applicants to pay any due fees as per our fees policy.

Offer

Enrolment

