ACTIVATE LEARNING
ARA APPLICATION

Procedure for admissions to Activate Rugby Academy courses.

Procedure Statement

This procedure states the process by which students apply and enrol to full-time further education and Activate Rugby Academy 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.

Attract

CUSTOMER GATHERS INFORMATION ON THEIR COURSE

Prospective student gathers information to inform their decision process from:

- Website
- Social media
- Course guides
- Open events
- School liaison
- Campus Advice Centre
- Contact Centre enquiry
- Discussion with an adviser in the Careers Team or a faculty member

CUSTOMER APPLIES FOR THEIR COURSE

Prospective student applies online via the website or in paper format.

Applications open from October each year.

An application is per pathway and prospective students can submit more than one application but will only be offered up to two pathways per campus.

APPLICATION IS RECEIVED BY ADVICE AND ADMISSIONS

Admissions team check the application, validate the data (contacting the applicant if necessary) and enter to the student record system.

Application

ACKNOWLEDGEMENT SENT

Admissions team send an acknowledgement to the applicant and parents of applicants aged 16-18, by post or email within two working days.

TRIAGE (IF APPLICANT APPLIED TO 3 OR MORE COURSES)

If applicants have applied for 3 or more courses they are invited to book in for a triage call using Microsoft Bookings. During this call we will confirm their main course choice and gather additional details on their support needs. If the applicant does not book onto a call back after 3 attempts, they will be called 3 times. After 3 call attempts, applicants will be withdrawn.

CRIMINAL CONVICTIONS AND 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.

APPLICANT BOOKS AND ATTENDS TRIAL DAY

Applicants will be required to attend a trial day to assess their ability. Bookings will be done through Microsoft Bookings.

Offer

OFFER SENT

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, confirmation their support needs can be met and spaces on the course at enrolment.

If applicant is interested in accommodation, they will have a link to apply via a Microsoft Form in the offer email.

KEEP WARM

Once applicants have received 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
- Orientation day in July
- Reading Lists
- Information relating to Student Support, Careers, Learning Support and Financial Support.
- Induction information

Enrolment

APPLICANT ENROLS ONTO THEIR COURSE

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.

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 pre-printed, 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.