ACTIVATE LEARNING

SHORT COURSE ENROLMENT

Procedure for admissions to short, non-funded courses.

Procedure Statement

This procedure states the process by which students enrol to a short, non-funded course at Activate Learning.

A step-by-step guide to joining short, non-funded courses which commence at various times of the academic year.

Attract

GATHER INFORMATION ON YOUR 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

Enrolment

ENROL ONTO YOUR COURSE

Prospective students enrol in the following ways:

Online via the website:

- Payment is taken via an online payment portal
- The Admissions team confirm the payment and enrolment in REMS
- Payment receipt and first day information are be sent by email to learners.
- Admissions issue an ID card and lanyard to the student from the Advice Centre.

By phone:

- The Admissions team take enrolment information and take payment via an online portal
- The Admissions team confirm the payment and enrolment in REMS
- Payment receipt and first day information is sent by email to learners.
- Admissions issue an ID card and lanyard to the student from the Advice Centre.

In person at one of our Advice Centres:

- Students complete a paper enrolment form
- Admissions team enter this onto REMS, take payment and issue an ID card and lanyard.
- Payment receipt and first day information is provided by email/paper.

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