ACTIVATE LEARNING
LLDD APPLICATION

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.

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

APPLY FOR YOUR 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, by post or email within two working days.

ADDITIONAL SUPPORT

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.

Offer

OFFER SENT

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.

KEEP WARM

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

Enrolment

ENROL ONTO YOUR 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.