

Procedure for admissions to HE full-time and substantive part-time courses.

Procedure Statement

This procedure states the process by which students apply and enrol to full-time higher education 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.



(DEPENDANT ON COURSE) COMPLETE ASSESSMENT

Applicants on applicable courses (e.g. courses in partnership with Reading University) will be required to complete an assessment.

ATTEND AN INTERVIEW

OFFER

REPLY TO UCAS OR COLLEGE

ACTIVATION

They will receive a link to a booking system via email booking page. Applicant will have the option to cancel or reschedule their own appointment if they wish to do

Applicants confirm their acceptance by email, text or phone call.

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 have five choices:

- Unconditional accept (UF) •
- Conditional accept (CF) •
- Unconditional decline (UD)
- Conditional decline (CD)
- Defer •

Once applicants have accepted their offer, the HELP team keeps in touch with applicants through a series of Activation activities, as appropriate, for example:

- HE Admissions team sends applicant the codes to apply for tuition and maintenance loans
- Information relating to Student Support and • **Financial Support**



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 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.

Clearing and/or Late applications

During the Clearing/ Late applications process all applicants will have their application assessed against the eligibility criteria for the appropriate programme along with a telephone/ online call to determine if they have met the criteria, and if so, will be given an unconditional offer.