

**YORKSHIRE COAST COLLEGE
APPLICATION GUIDELINES
(SCHOOLS)**

How do I apply to join a course?

Application form

You will find an application form in the Yorkshire Coast College prospectus. This full time application form is for anyone applying for further education at Yorkshire Coast College. Please ensure the application form is **fully** completed. Your application will be delayed if it is not complete*.

Points to remember when completing your form

- Please ensure that the person you nominate as a referee is not a family member. Always make sure that the person you nominate is aware that you have passed their **name and address** to us for a reference. You must know or have known your referee for a minimum of one year. Please give us the **complete** address of your referee.
- For Childcare applications, you must provide us with **Two** referees, one of which should address your suitability to work with children. It would be in your interest to gain some experience in working with children, even if it is for a short period of time. Baby-sitting references will not be accepted. **Child Care and Health & Social Care courses will require Criminal Records Bureau clearance.**
- If you would like to apply for a Work Based Apprenticeship it is desirable to find an Employer who would take you on an Apprenticeship Scheme.

Returning your application form

If you have completed your application form at a Yorkshire Coast College School visit, please pass your application form to a member of the Admissions Team. If you are returning your application form by post, please return it as soon as possible, the earlier we receive it the quicker we can process it. Please send it to the following address:

**FAO Admissions
Yorkshire Coast College
FREEPOST (SC246)
Lady Edith's Drive
Scarborough
YO12 5BR**

What next?

- A member of the Admissions Team will process your application form. An acknowledgement letter confirming that your application form has been processed will be sent to you. At this point we will apply for a reference.
- Following the acknowledgement letter, you will receive an invitation to attend an interview with the Tutor of your chosen subject. The letter will give you the interview location i.e, Lady Edith's Drive or Westwood Campus, a date and time to attend. If you are unable to attend your appointment you **must** inform a member of the Admissions Team on **01723 356110 or 01723 356111**. It is important that you attend the first appointment offered to you as the Tutors are only available to interview on set dates and times. This is due to the Tutors commitments to their teaching timetable. Failure to attend your interview may delay your application.

- Included in your interview letter you will receive a Self Assessment and Pre-Questionnaire form. Please complete these forms and bring them with you to your interview. If you are unsure or need assistance with completing these forms a member of staff will be available to help you before your interview.
- In most cases you will be required to complete a Basic Key Skills Builder (BKSB test) prior to your interview. This will take place on the same day of your interview. Do not worry about this test, it is part of the interview process and is to help your Tutor assess which level of course would be best for you and any other educational needs you may require to help you succeed.

What happens after my interview?

Depending on the outcome of your interview you will receive an Offer Letter or a Letter of Referral. With the offer letter you will receive a Yorkshire Coast College joining pack. This pack will include information on your course, important dates for your diary, information on course preview days, uniform and equipment lists, information about student finance and fees (if applicable) and a frequently asked questions sheet.

For Childcare or Health & Social Care you will require Criminal Records Bureau clearance (CRB clearance). This will be organised by your tutors when you start your course.

For an Electrical or Plumbing course you will require a colour blindness test. Please make arrangements for this test before you start your course.

If you receive a letter of referral you will be advised of an alternative course suitable to you or you will be informed to contact Connexions for further advice and guidance on 01723 373009.

Final word from the Admissions Team

Every effort is made to ensure that your application is processed promptly and subsequent interviews arranged. We will ensure that your interview is conducted and assessed fairly and every effort will be made to address your needs and concerns. If you have any questions in addition to this Application Guidance sheet, we will be happy to help you.

Admissions Team 2007/2008

Admissions Team Manager	-	Karen Thornton	01723 356113
Full Time Applications	-	Amanda Borrett	01723 356110
	-	Julie Hellowell	01723 356111
Part Time Applications	-	Joey Townley	01723 356114
Workbased Applications	-	Tracy Hall	01723 356115
Student Finance	-	Leanne Eddon	01723 356109

Good Luck!

* Please refer to the asterix on the application form