



# Student guide to applying for College



# Modes of Study

## Full-Time

If you choose to study full-time you will normally be expected to attend lectures and classes at one of the College campuses between three and five days a week.

## Part-Time

Colleges offer a range of courses available on a part-time basis where you can study at your own pace, often alongside full-time students.

The main difference between a full-time and part-time course is that you will attend fewer classes each week and will spread your study over a longer period of time. The flexibility of part-time courses allows you to decide the number of hours you want to give to your studies each term.

## Distance Learning

Distance learning is where your chosen course is studied at a distance to the College itself. A wide range of Open Learning packages are available for you to study in the comfort of your own home, supported by a College-based tutor through phone, e-mail, letter or face-to face (by appointment). Some courses may require very occasional visits to the College for access to specialised equipment or assessment.

## Evening Classes

There are a range of evening classes and qualifications available at each College. Classes are designed to aid career development, provide professional training or simply help you learn a new hobby. Evening classes can last from six weeks up to two years.

## January Start Courses

Our January start courses are six month, full-time programmes. These courses allow you to complete your studies in a shorter period of time and often 'fast-track' your progression onto the next level of study in August.



# Levels of Qualifications

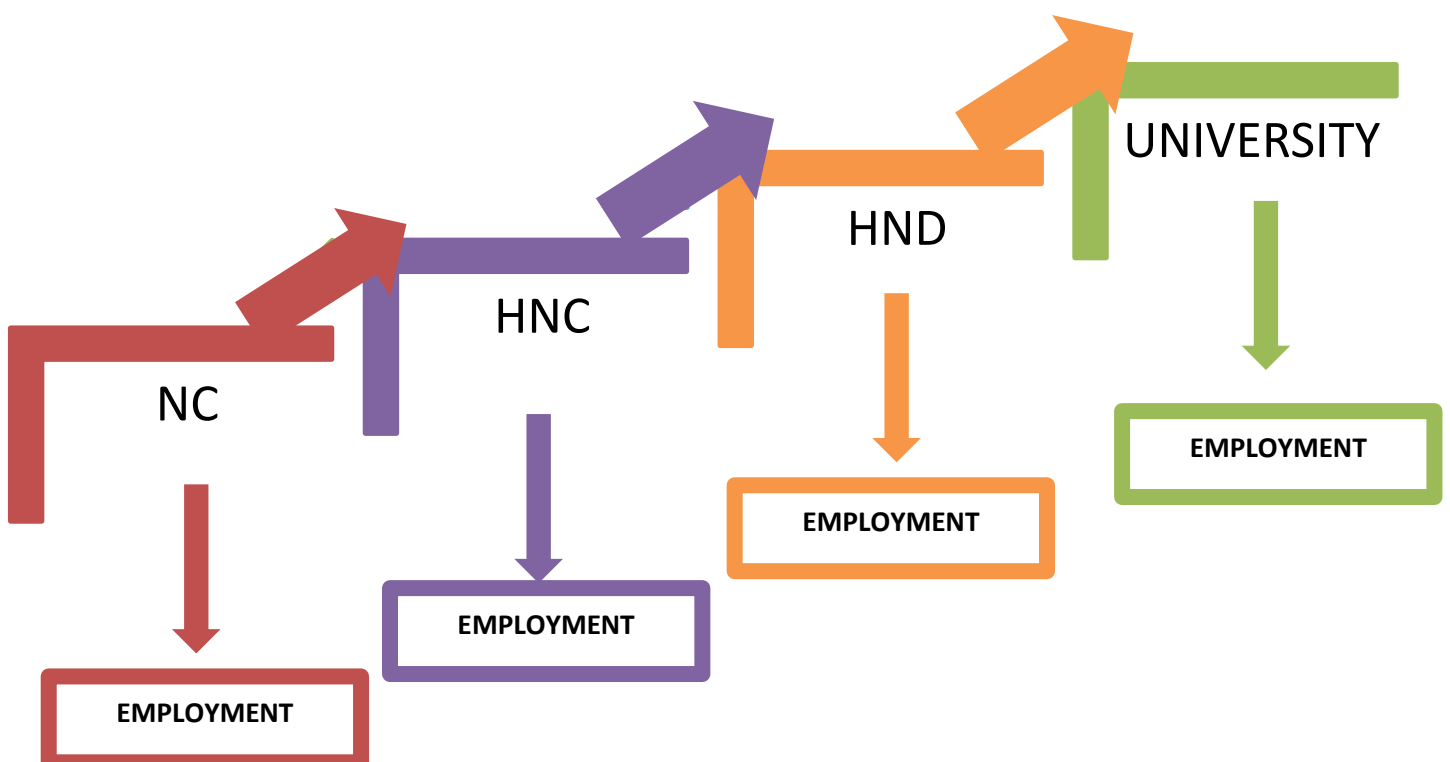
## THE SCOTTISH CREDIT AND QUALIFICATIONS FRAMEWORK

This Framework diagram has been produced to show the mainstream Scottish qualifications already credit rated by SQA and HEIs. However, there are a diverse number of learning programmes on the Framework, which, due to the limitations of this format, cannot be represented here. For more information, please visit the SCQF website at [www.scf.org.uk](http://www.scf.org.uk) to view the interactive version of the Framework or search the Database.



SCQF Levels	SQA Qualifications		Qualifications of Higher Education Institutions	SVQs/MAs
12			Doctoral Degree	Professional Apprenticeship
11	Some SQA qualifications are changing between 2013-2016. See <a href="http://www.sqa.org.uk/readyreckoner">www.sqa.org.uk/readyreckoner</a>		Masters Degree, Integrated Masters Degree, Post Graduate Diploma, Post Graduate Certificate	Professional Apprenticeship SVQ 5
10			Honours Degree, Graduate Diploma, Graduate Certificate	Professional Apprenticeship
9			Professional Development Award	Bachelors / Ordinary Degree, Graduate Diploma, Graduate Certificate
8		Higher National Diploma	Diploma Of Higher Education	Technical Apprenticeship SVQ 4
7	Advanced Higher Scottish Baccalaureate	Higher National Certificate	Certificate Of Higher Education	Modern Apprenticeship SVQ 3
6	Higher			Modern Apprenticeship SVQ 3
5	National 5 Intermediate 2			Modern Apprenticeship SVQ 2
4	National 4 Intermediate 1	National Certificate	National Progression Award	SVQ 1
3	National 3 Access 3			
2	National 2 Access 2			
1	National 1 Access 1			

### PROGRESSION ROUTES:



## NATIONAL QUALIFICATIONS (NC'S)

**National Certificates at SCQF Levels 2 & 3** are designed to provide candidates with the skills and knowledge that employers expect and also to provide articulation to higher level study e.g. NCs at higher SCQF Levels. National Certificates at SCQF Levels 2 - 3 are made up of Units with a total credit value of 54 SCQF Credit Points.

*Typically, the entry requirements for an NC level 2 or 3 is :*

- Three National 3s or three relevant Standard Grades at Foundation Level

**National Certificates (NCs) at SCQF Levels 4-6** are designed to provide candidates with the skills and knowledge that employers expect and also to provide articulation to Higher National (HN) programmes. NCs at SCQF Levels 4 -6 are made up of Units with a total credit value of 72 Credit Points.

*Typically the minimum entry requirements for NC levels 4 – 5 are:*

- Three passes at National 4 level including English
- Or - Three passes at Intermediate 1 level grade C and above including English OR 3 standard grades at grade 3 and above.
- Or - a pass in a relevant NC course at SCQF Level 2\3 or equivalent

*Typically the minimum entry requirements for an NC level 6 is:*

- Four National 5s or four relevant Standard Grades at Credit Level,
- Or - a pass in a relevant NC course at SCQF Level 5 or equivalent

## HIGHER NATIONAL CERTIFICATES

**Higher National Certificates (HNCs)** are designed to provide people with the practical skills and theoretical knowledge that employers expect and may also provide articulation to HNDs and degree programmes. HNCs are designed to SCQF Level 7 and are allocated 96 SCQF Credit Points.

*Typically the minimum entry requirements for HNC is:*

- A minimum of one relevant Higher at Grade C or above
- or a pass in a relevant NC course at SCQF Level 6 or equivalent

## HIGHER NATIONAL DIPLOMAS

**Higher National Diplomas (HNDs)** are designed to provide people with the practical skills and theoretical knowledge that employers expect and may also provide articulation to degree programmes. HNDs are designed to SCQF Level 8 and are allocated 240 SCQF Credit Points.

*Typically the minimum entry requirements for HND is:*

- Two Higher and three Standard Grades at Credit level
- Two Higher and three National 5 qualifications

- A national qualification at SCQF Level 5/6 in a related subject

## **THE APPLICATION PROCESS**

### **The application form:**

Most College application forms are now online, before you start your application, you will need to have the following information to hand:

- Your personal details (including your National Insurance Number and SQA Candidate Number)
- The course and level of course that you are applying for
- Your Qualifications
- Details of any relevant work experience you have completed
- Your completed personal statement (more details to follow on this)



### **Pre-Entry Assessment**

Some courses will ask for a pre-entry assessment which is appropriate to the course applied for. Examples of this are: For a construction course we may ask you to complete a problem solving test. For a music or performing arts course you will be asked to audition. Art and Design courses may require a portfolio of work. Engineering courses may require an aptitude test. Sports courses may require a fitness test.

### **The Interview**

Finally you will be invited into college for an interview with a member of lecturing staff. The interview process will allow you to ask any questions you may have about the course, and is designed to enable you and your lecturer to determine whether the course is right for you. Many variables will be taken into consideration such as your suitability for this type of course, previous academic achievement, strengths, interests, your aspirations and career goals and your work/life experience. However it is a two way process and you need to use this opportunity to find out if this sounds like the best course for you.



# PERSONAL STATEMENT



Your personal statement can be the difference between getting a place at college and not getting a place. You need to think carefully about why you are applying for your course, your relevant skills and experience which will help you to complete the course.

Use the space below to generate some ideas for your statement:

Why have you applied for your chosen course? (Where has your interest stemmed from?)

What relevant skills have you developed? (e.g. practical skills, discipline, communication)

What relevant experience do you have? (e.g. work experience, voluntary work hobbies)

What personal qualities do you have which would make you a successful candidate? (e.g. dedication)

## **Here are some examples to help you:**

### **Sport & fitness:**

I have always had a keen interest in Sport and Fitness, which has led me to pursue a career in this field. I have studied Physical Education throughout school and demonstrated a commitment to sport outwith school. My study and enjoyment of sport has fuelled my ambition to expand my knowledge further through a course at College. I am a committed student at school and my focussed attitude has me on track for a strong set of results in August. I would apply this focussed attitude to my College course.

Over the past three years, I have regularly attended Boxing and MMA classes. These classes have not only helped to increase my level of physical fitness, but they have also given me an awareness of the discipline and focus required to be a successful performer. Furthermore, I have developed my interpersonal skills and confidence through my involvement as there is a social aspect to the class. I feel that I am an excellent team player and encourage those around me in a supportive and kind manner.

I am excited about the prospect of studying at College and the challenges that this will bring and I firmly believe that this is the path I want to take for my future. If I am accepted for this course I will be completely dedicated and committed to fulfilling my potential and being successful in my studies.

### **Childcare:**

I am keen to apply for the Introduction to Care course as I feel that it would provide me with the opportunity to explore and experience the many different aspects of care which I feel will allow me to then select the correct and most appropriate path for me to follow.

I am specifically interested in working within the field of childcare and early education as I have always enjoyed working with younger children and have gained valuable relevant experience babysitting my one year old sister and young cousin. I am an enthusiastic person and feel that my strong personality appeals to children. When babysitting I not only play games but also plan activities for us to do together such as taking the children to the kids play centre, which they really enjoy.

At school I feel that I have achieved a breadth of qualifications which demonstrate my ability to study and apply myself within different curricular areas and I now feel enthusiastic about the possibility of further developing my skills and experience within my area of interest. I feel that the Introduction to Care infill course at Ayr College will provide the opportunity for me to do so and hope that I will successfully gain a place on this course.



## **Hospitality:**

I would like to study the HNC in Professional Cookery to lead on to the Patisserie course at Glasgow City College because I am a highly motivated young person with a passion for the Hospitality industry. My ultimate goal is to obtain a career in this industry as I have a natural flair for this subject and I really enjoy it.

During the course of S4 and S5, I have demonstrated my commitment to my studies, in particular those in the Home Economics department within the school. Through completion of the National 5 Health and Food Technology course, I developed my knowledge of hygiene and safe food practices. This fuelled my ambition to go on to study this subject at Higher level and complete another National 5 in Hospitality. In my Hospitality class, I am currently developing my practical cookery skills and I find this to be highly enjoyable.

This year, I have actively sought work experience in this industry and I am currently attending a weekly work placement at a local Primary school. During this time, I have been assisting in the school kitchens and learning about the processes and challenges that the staff undertake on a daily basis.

Overall, I feel that I am a highly passionate individual and I will be fully committed to completing this course to the best of my ability.