

READY TO COME TO COLLEGE? HOW TO APPLY.

IF YOU'VE FOUND A COURSE (OR A COUPLE OF COURSES) THAT YOU THINK YOU'D LIKE TO APPLY FOR, ALL YOU HAVE TO DO IS FILL IN THE APPLICATION FORM AT THE BACK OF THIS GUIDE AND THEN COME IN FOR YOUR INTERVIEW!

HOW TO APPLY – A FEW NOTES TO HELP YOU THROUGH THE PROCESS:

Step 1: Take a moment and collect your thoughts...

Make sure the course (or courses) you are applying for is right for you. See the 'before you apply...' section on this page for more help. This step is often the most important when considering any big decision, especially a decision about your future.

Step 2: Fill out that form!

To apply to College, all you have to do is fill out the application form in this brochure (there are some tips to help you fill out the form in this section). There is no time like the present, but don't panic! Applications are accepted right through until September 2008. There is no problem if you have already applied to other schools and colleges – it makes sense to have as many options open to you as possible. Once you have sent us your application, we will send you an acknowledgement card to let you know we've received it and you will also be invited for an interview. Applications through schools take a little longer, so to ensure we have received your application it is always advisable to call us on [0845 8728722](tel:0845 8728722)

Step 3: Come in for a chat – the College interview

There really is no need to worry about the College interview – it is not as scary as it seems! The interview is an informal discussion between you and a College tutor, and is a good chance for you to find out more about us and our facilities, as well as helping you to decide

on the right course. Our advice is always impartial, and if, for any reason, we think you would benefit from a course elsewhere, we will always give you the details. At the end of the interview you will receive an action plan and when the right course has been agreed you will receive an offer of a place at the College which may be conditional on your exam results.

Step 4: Exam Results and Enrolment

Once you get your exam results in August, you will need to inform the College of your grades, ready for enrolment in September. If for any reason, you do not get the grades you expected don't panic! We hold Advice Days every year following the results and in many cases we can help students to find a course that is suitable.

BEFORE YOU APPLY

Get a taste of what you like!

What better way to decide what subjects to study than to come along for a Taster Session, Open Day or general tour? These events are great for checking out the facilities on offer and you can also get to know the course tutors and other students before you enrol. For more information, check out page 5, call [0845 8728722](tel:0845 8728722) or visit www.peterborough.ac.uk.

Apply for the right course

Seems simple doesn't it. But when you look through the courses in this guide, you should have a look at the entry requirements; this will help you to make sure the course is at the right level for you. You should also have a look at the 'What can this course lead to?' section, this

will give you some examples of what you can do with the course and will help you to see if the course is right to help you with your career goals. If you need any help choosing the right course, please call our Information Centre on [0845 8728722](tel:0845 8728722), they are course specialists and can offer you impartial, friendly advice to help you enrol on the best course for you.

QUICK TIPS

- It is important to remember that the entry requirements printed in this course guide are intended to act as a general guideline only. Even if you do not think that you will qualify it is always worth talking to staff about the options available. Every application is treated individually and selection is based on many other criteria, such as coursework, school reports and experience. If you do not achieve the entry qualification for your chosen course, it is possible to enter at a lower level in preparation for your chosen course.
- The College Information Centre team are available all year round to provide advice and guidance on courses. They are committed to making sure you receive the best possible advice when considering your options and they offer a pre-course guidance service to answer any questions about which course to choose and much more. To arrange an appointment please call [0845 8728722](tel:0845 8728722).
- You must be sixteen or over on 31 August 2009 for courses starting in September 2009.

FILLING OUT THE APPLICATION FORM

Personal Details

If you would like to receive mail at an address different to that on your form, please attach these details on an additional sheet.

Other Details

Please ensure that you indicate whether you have been a permanent resident in the European Area for the past three years. The information you provide regarding your ethnic origin will be used for statistical purposes only and will be treated in the strictest confidence. There is no obligation to provide this information.

Disability information

Information relating to disabilities and learning difficulties will be treated in confidence and may help us to provide additional support if you require this.

Course Choice

You will be invited to interview for your first preference only, unless you decide not to accept a place on this course. If you would like to be interviewed for all your preferences, please indicate this on your form.

If you would like further guidance regarding your career plans before you apply, we can arrange for you to have an interview with our guidance staff. Please call 0845 8728722.

Qualifications

Please include any courses that you have studied or are currently studying (for example GCSEs) and your grades / estimated grades, ensuring that you indicate the level of the course, such as GCSE, First Diploma or NVQ. Work experience may include paid, voluntary or a placement through school.

Declaration

Please ensure that you sign the form.

IS ENGLISH NOT YOUR FIRST LANGUAGE?

If English isn't your first language you may be required to have an English Language assessment before being accepted onto a course. This assessment will take place at College. If you think this may apply to you, please call the information centre on 01733 762235 at the time of sending in your application form and we will sort out the assessment for you. It will also be possible at your assessment to discuss options for improving your English.

