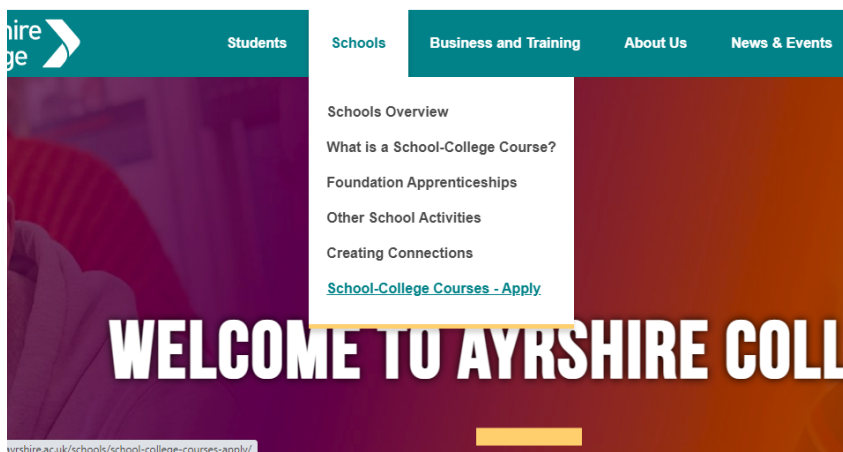


Step by step Application Guide

STEP 1: Finding the right Course

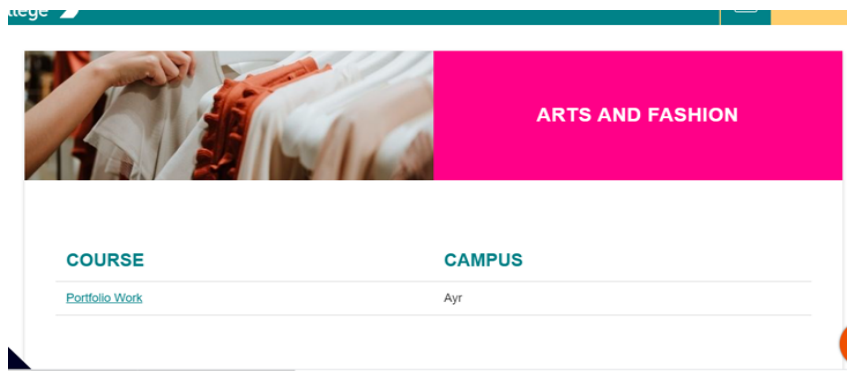
Go to the Ayrshire College website



<https://www1.ayrshire.ac.uk/schools/school-college-courses-apply/>

This is the best way to access the school college courses.

This will bring up the full list of courses available to school students. It will list the course names and which campus they are available. Courses are in alphabetic order of areas.



- Find the exact Course you want to apply for.
- Click on the course which will take you to the course information

COURSE	CAMPUS
Advanced Woodwork (Level 5)	Kilmarnock
Foundation Apprenticeship Civil Engineering (Level 6)	Ayr
HNC Architectural Technology (infill) (Level 7) - COMING SOON	Ayr
HNC Construction Management (infill) (Level 7) - COMING SOON	Ayr
Introduction to the Construction Industry (Level 4)	Nethermains & Kilmarnock
Introduction to the Construction Industry (Level 4) (units only)	Ayr
Skills for Work: Construction Crafts (Level 5)	Ayr

Select the correct Campus on the right-hand side and click the “Apply now” button

SCQF Level 6

WHO IS THE COURSE FOR

The Foundation Apprenticeship (FA) in Engineering aims to give pupils the opportunity to develop the skills and knowledge to enter into a career in Engineering and the Advanced Manufacturing sector and other Engineering related industries. The programme is designed to provide participants with theory, practice and related work experience. The FA in Engineering is aimed at pupils in S5 and S6 and will take 2 years to complete. It also contributes directly to achievement of the Modern Apprenticeship in Engineering by attainment of the core units of the MA qualification.

Ayr Campus - Focusing on aeronautical engineering
Kilmarnock Campus - Focusing on machining, manufacturing engineering and welding
Irvine Royal Skills Centre for Excellence - Focusing on electrical and electronic engineering

WHAT IS THE COURSE ABOUT

Year 1
In S5 pupils will attend College on a Tuesday and Thursday afternoon and are expected to work towards their identified Performing Engineering Operations (PEO) Level 2 units (SCQF level 5) and also a proportion of the core or restricted core units from an Engineering related National Certificate (NC) at SCQF Level 6. Other activities in S5 will include introducing pupils to the employer context in which engineering roles exist and how engineering skills are utilised in the workplace; this will involve industrial visits to employers and talks from industry professionals.

Year 2
In S6 pupils will attend college on a Tuesday and Thursday afternoon. Pupils will complete any outstanding Performing Engineering Operations (PEO) units (SCQF Level 5) 5 units including 3 mandatory, and the remainder of core units from the National Certificate (NC) at SCQF Level 6.

Campus	Start Date
Irvine	Aug 2021

Apply now

Campus	Start Date
Ayr	Aug 2021

Apply now

Campus	Start Date
Kilmarnock	Aug 2021

Apply now

[Print this page](#)

This will then take you to your “Basket”. Make sure the course that is showing is the correct course and campus and click the “Apply now” button

BASKET

SCQF Level	Attendance	Start Date	Campus
06 - Higher/ SVQ 3	08: Other Part-time Day Course	From 23 August 21	Irvine

FOUNDATION APPRENTICESHIP - ENGINEERING, LEVEL 6, Y1

apply now

BASKET

This page provides a summary of your applications. Please check your choices are accurate before selecting 'apply now'.

If the information is inaccurate, please go back to the course search to select alternative courses.

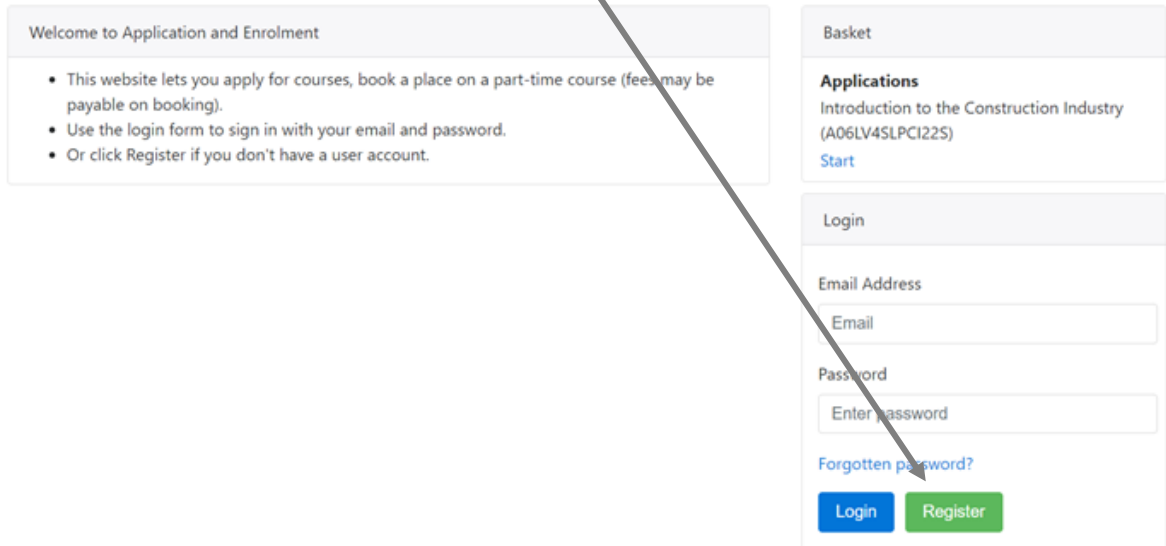
download (67).csv | schools | logging-in-for-the...pdf | Show

STEP 2: Registering

Students will need to register with an email (username) and a password (**Password1** or something that they will remember as they will need to access to amend or add courses).

The course will be added to the basket:

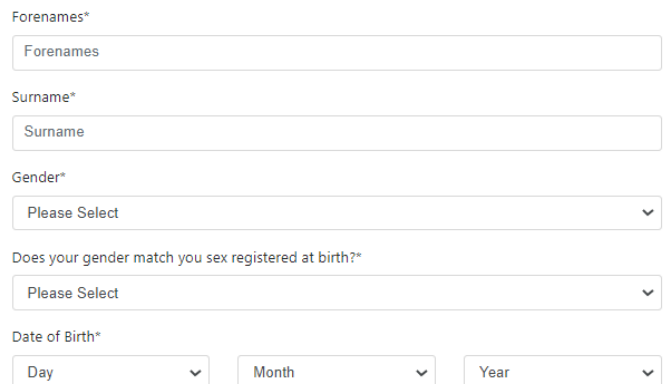
Before you can apply, you need to register and confirm username and password by accessing your email account to accept:



The screenshot shows a website interface with two main sections. On the left, a 'Welcome to Application and Enrolment' box contains three bullet points: 'This website lets you apply for courses, book a place on a part-time course (fees may be payable on booking).', 'Use the login form to sign in with your email and password.', and 'Or click Register if you don't have a user account.' On the right, a 'Basket' section shows an application for 'Introduction to the Construction Industry (A06LV4SLPC1225)' with a 'Start' link. Below the basket is a 'Login' form with fields for 'Email Address' (containing 'Email') and 'Password' (containing 'Enter password'). There is a 'Forgotten password?' link and two buttons: 'Login' (blue) and 'Register' (green). A grey arrow points from the text above to the 'Register' button.

Important, please ensure all mandatory fields marked with an asterix '*' are completed.

Register



The registration form includes the following fields: 'Forenames*' (text input), 'Surname*' (text input), 'Gender*' (dropdown menu with 'Please Select'), 'Does your gender match you sex registered at birth?' (checkbox), and 'Date of Birth*' (three dropdown menus for Day, Month, and Year). All mandatory fields are marked with an asterisk.

Important, use Postcode lookup for address.

Important: If using your glow email, please ensure it ends with “@glow.sch.uk”

Post Code*

Enter your postcode and use the Postcode Lookup for UK postcodes only

Postcode Lookup

House No / Name*

Street

Town/City

County

Address Country*

Please Select

Telephone

Mobile

Email*

Re-type Email*

Register

You will be asked to validate your email. At this point please log onto your email account and click the link to validate email and set a password.

Select “First choice” from the drop down

Click “Next”

Manage Basket

Please check the following, ensuring that all details are correct.

Applications - SUMMER

Portfolio Work (A01LV6SLPPP22S) (Ayr)

Please select

Please select

First choice

Second choice

Third choice

Next

On the next page, chek your details are correct.

Ensure the “permanent home location” field is completed.

applications.ayrshire.ac.uk/website/AL_Apps/rev/personal/details.aspx

Home

Please Select

- 100: Aberdeen City
- 110: Aberdeenshire
- 120: Angus
- 130: Argyll & Bute
- 150: Clackmannanshire
- 170: Dumfries and Galloway
- 180: Dundee City
- 190: East Ayrshire**
- 200: East Dunbartonshire
- 210: East Lothian
- 220: East Renfrewshire
- 230: Edinburgh, City of
- 235: Na h-Eileanan Siar (Western Isles or Outer Hebrides)
- 240: Falkirk
- 250: Fife
- 260: Glasgow City
- 270: Highland
- 280: Inverclyde
- 290: Midlothian

190: East Ayrshire

Post Code*

Ensure the “address country” field is completed. →

Click “save and continue” to go to the next page.

Address Country*

Please Select

- Please Select
- 282: Scotland
- 399: England
- 599: Wales
- 099: Northern Ireland
- 199: Channel Islands
- 999: Isle of Man
- 602: Afghanistan
- 603: Albania
- 604: Algeria
- 605: Andorra
- 606: Angola
- 607: Antigua and Barbuda
- 608: Argentina
- 609: Australia, Christmas Island, Cocos Island
- 610: Austria
- 611: Bahamas
- 612: Bahrain
- 613: Barbados
- 614: Belgium

The questions on the next page are explained in detail above the drop downs. Please read these carefully and select the appropriate response from the drop down.

If the student has any of the disabilities listed please tick the appropriate box. This will allow the college to provide support to the student.

Ma

Do you have unpaid caring responsibilities for a family member who is ill, frail, disabled or has a mental health or addiction problems or a friend who is ill, frail, disabled or has a mental health or addiction problems?

Yes No

Do you consider yourself to be an 'Estranged' person? This is someone who no longer has the support of their family due to a breakdown in their relationship which has led to ceased contact. This might mean your biological or adoptive parents or wider family members who have been responsible for supporting you in the past.

No

Does your gender match you sex registered at birth?*

1 - Same as birth

Are you care experienced? This includes anyone who has been or is currently in care or from a looked-after background at any stage of their life, no matter how short. This care may have been provided in one of many different settings such as in residential care, foster care, kinship care or looked after at home with a supervision requirement.*

2: No - No Care-experience

Disability

Please select which of the following applies to you:

- No known disability
- A specific learning difficulty such as Dyslexia, Dyspraxia or ADHD
- A social/communication impairment
- A long standing illness
- A mental health condition
- A physical impairment or mobility issue
- D/deaf or hearing impairment
- Blind or visual impairment
- A disability impairment or medical condition that is not listed above
- A specific learning disability such as Downs Syndrome

Please specify if you have any additional support at school and also if you would require any additional support at interview?

Did you have any learning support at school?

No

If yes, please specify

Some courses require the applicant to attend an interview prior to enrolment. Would you require additional support at an interview?

No

If yes, what type of support do you require for interview?

Please Select

Would you describe yourself as a looked after young person or a care leaver?*

No

Save Save and continue

Please ensure the student selects the correct current school to allow the college to communicate application information.

Home / Manage Basket / Details / Protected characteristics and Support / Statutory Data

Statutory Data

Please check your details entering any missing information.

Current or previous school*

James Hamilton Academy

School (not specified above)

Save Save and continue

Please select where you found out about this course. If you can't see an option on the list that suits please select "other" and give more information in the "additional information" box. For example "Guidance Teacher"

Additional Information

Please check your details entering any missing information.

We would like to know more about how you found out about these courses for marketing purposes.

Please can you tell us where you found out about the course(s), any promotion code you are aware of and any additional information you may like to pass on to us.

Courses selected for Application:

- Portfolio Work (A01LV6SLPPP225)

Source

Please Select

Additional Information

Save Save and continue

Add qualifications individually.

For qualifications already achieved, please enter the date they were achieved and put the grade in the “Actual Grade received” box

If the student isn't sitting the exam until May, Please enter “Aug” and the current year and enter a predicted grade in the “Expected Grade (if awaiting results)” box

If the student is in 3rd year, click Continue

If an error is made when inputting qualifications this cannot be rectified after the qualification is added and will remain on the student's application.

Name of Qualification

Level

Date Achieved

Actual Grade received

Expected Grade (if awaiting results)

Place of study

Personal Statement

Please check your details entering any missing information.

Personal statement

This page will be automatically saved.

If you run out of time, anything you have typed below will be saved. You can come back later to finish your statement.

IT IS HELPFUL TO PREPARE YOUR PERSONAL STATEMENT AHEAD OF TIME AND COPY AND PASTE INTO THE PERSONAL STATEMENT BOX. You may enter up to 2,000 characters (that's about 400 words) into the box below.

Please enter any other relevant information to support your application

2000 characters left

OPTIONAL Step 3: Choosing more than one course

Please note that this is primarily intended for pupils who want to apply to attend 2 Courses at College and NOT to submit a second choice for their one College slot.

To submit a second choice student must log out and follow the steps highlighted in Step 2. Students do not need to re-register; they will log in using their username and password. All previously submitted details will be populated. When confirming basket contents, the student should select 2nd choice from the drop down menu for their second course. A personal statement will be required, however, if relevant to 1st choice then this can be re-used if saved in a word document.

Step 4: Application Confirmation

Students will now be taken to an application confirmation screen where data can be checked before submitting. If any details are incorrect applicants can click the section tabs to amend – please use the tabs along top of page to navigate.

Confirmation

Please confirm that the details below are accurate and that you are happy to proceed with the items in your basket

Email	ashleigh.brown@ayrshire.ac.uk
Forenames*	Ashleigh
Surname*	Brown
Title	Miss
Gender	Female (including trans woman)
Date Of Birth*	[REDACTED]
Address Country*	[REDACTED]
Post Code*	[REDACTED]
House No / Name*	[REDACTED]
Street	[REDACTED]
Town	Kilmarnock
City	[REDACTED]
Telephone*	[REDACTED]
Mobile	[REDACTED]
Nationality	Scotland

[Proceed](#)

Once checked click “Proceed”.

For those applicants that have been unable to click the submit button due to time constraints or are unsure of their choice, they can log back into the system to complete their application.

The SCP team will communicate directly with each school over applications. However if school staff wish to check the status of an application they can log in using the students username and password.

Once submitted “Congratulation you have applied for...” will appear, this then gives the student an application number. It would be helpful if they take a note of this number or better still if they print the screen and the schools have a copy of this.