Step by step Application Guide

STEP 1: Finding the right Course

Go to the Ayrshire College website

http://www1.ayrshire.ac.uk
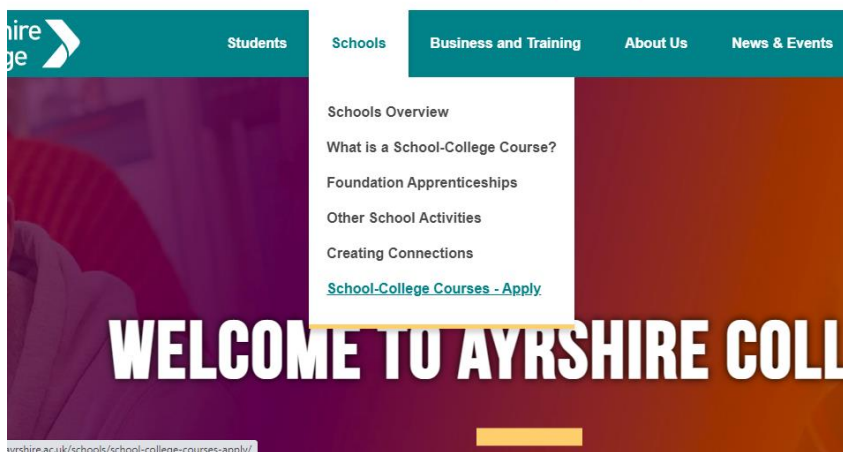
On the College website make sure you use the schools tab, then select Schools College Courses – Apply. This is the best way to access the school college courses.

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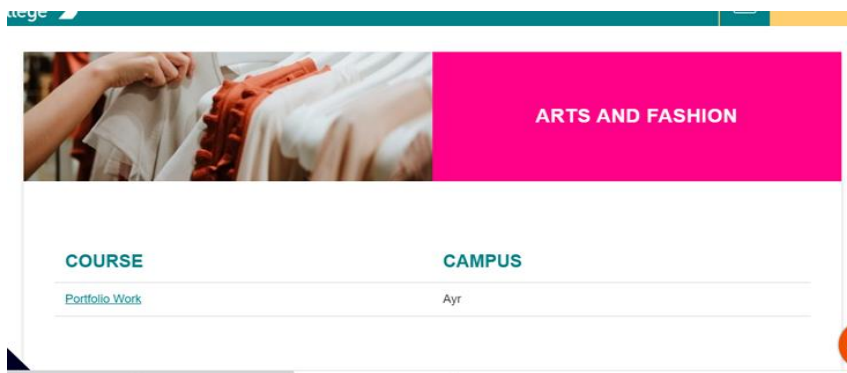
- Find the exact Course you want to apply for.
  .
- Click on the course which will take you to the course information

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

Campus	Start Date
Irvine	Aug 2021

Apply now

Places available

Campus	Start Date
Ayr	Aug 2021

Apply now

Places available

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

FOUNDATION APPRENTICESHIP - ENGINEERING, LEVEL 6, Y1

×

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

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 ^   Sho

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:

Welcome to Online Applications and Course Booking

Course Search

In order to apply for courses, you must first REGISTER your ACCOUNT.

Please select REGISTER ACCOUNT from the menu above then proceed to your course selection.

Your course choice(s) will appear in Your Basket on the top right of the screen.

Key Word Search [   ] **Search**

Please Note : There is a limit of 3 applications, please make your selection based on order of preference.

Study Mode
PLEASE SELECT

Course Area
Choose a course..

Department

Campus
All

Course Results

Your basket

Introduction to the Construction Industry (A06LV4SLPCI18S) (Ayr)
Remove

Register   **Log In**

Please click one of the buttons above to proceed .

Help

SEARCH OPTIONS

Select by Keyword and courses will appear relating to that keyword.

This is a quick and easy search when you already know which course you'd like to apply to.

Or

Select by Course area where courses will appear in alphabetical order in the Course Results section below.

Then scroll down the page to find a range of courses you may be interested in.

Or

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

New User Registration

Personal Details

First Name(s)* [   ]

Surname* [   ]

Title PLEASE SELECT

Gender PLEASE SELECT

Date of Birth* 01 Jan [   ]
e.g. 27 Jan 1980

Important, use Postcode lookup for address.

Address Details

Post Code	[_____] Postcode Lookup
Address line 1	[_____]
Address line 2	[_____]
Town	[_____]
County	[_____]
Country	PLEASE SELECT ▾
Home Telephone	[_____] Number including Area Cod
Mobile	[_____] Please provide a mobile telephone or a land-line number (or both).
Email*	[_____]
Re-type email*	[_____]

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.

Answer "No" to continuing student.

Continuing Student

For students who are currently studying at Ayrshire College and wish to progress to the next level of their selected course.

CONTINUING STUDENT?   No ▾

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

Disability and Support

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 such as Asperger's syndrome / other autistic spectrum disorder	☐
A long standing illness or helath condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy	☐
A mental health condition such as depression, schizophrenia or anxiety disorder	☐
A physical impairment or mobility issue such as difficulty using arms or using a wheelchair or crutches	☐
Deaf or serious hearing impairment	☐
Blind or visual impairment uncorrected by glasses	☐
An ability impairment or medical condition that is not listed above	☐
A specific learning disability such as Downs Syndrome	☐
Did you have learning support at school?	Please Select ▾
If yes, please specify:	[_____]

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

If under you do not need to enter their national insurance number

If Scottish Candidate Number is not known – leave blank

If no exmas have been compelted, please leave blank.

Current or Previous school	
School (not specified above)	
Disability allowance	PLEASE SELECT
Number of Highers A-C	
Number of National Grades 1-3 or Standard Grades A-C	
Number of National Grades 4-5, or Standard Grades at D or E	
Number of National Units or Modules	
Highest other qualification	23 - National 4/Skills for work National 4
Which status best describes you prior to applying to college?	PLEASE SELECT

Select the year group you will be in when commencing the course.

applying to college?

Please select the category that best describes your circumstances

PLEASE SELECT
01: School based S3
02: School based S4
03: School based S5
04: School based S6
05: SWAP / NCLP
07: Student on European exchange
08: Student on YT/Skillseekers/New Deal/Modern Apprenticeship
09: Student on other government training scheme
10: Full-time college based not included above
11: Permanent or temporary employment
12: Registered unemployed - receiving jobseekers allowance
13: Registered unemployed - not receiving jobseekers allowance
14: Not registered unemployed but not working
15: School based S1
16: School based S2
17: Primary school pupils
18: Retired
19: P1-P7, S1-S6 but not on a School link programme
20: Migrant Worker
21: Winter Leaver
54: Student from the rest of the United Kingdom (RUK)

Care Experienced and Ca

Would you describe yourse person or a care leaver?
Do you have unpaid carin member or friend who is ill health or addiction problen

Disabled child / children u
Adult(s) 18 and over
Child / children under 18
Prefer not to say

Please ensure emergency contact information is completed and a contact telephone number is inserted.

Emergency Contact

Name:	
Relationship to you:	
Post Code	Postcode Lookup
Address line 1	
Address line 2	
Town	
County	
Country	PLEASE SELECT
Telephone Number	

If additonal support at interview, please select "Yes" in the first drop down and select the type of support from the second drop down:

Additional Support at Interview

Some courses require the applicant to attend an interview prior to enrolment. Would you require additional support at an interview?   [Please Select ∨]

What support do you need for interview: [Please Select   ∨]

The College will contact you to ensure that necessary support can be provided to enable you to attend your interview.

Add qualifications individually.

If the student isnt sitting the exam until May, please enter a predicted grade.

If the student is in 3rd year, click next

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.

Add Qualifications

Name of Qualification	[ ]
Level	[PLEASE SELECT ∨]
Date Achieved	[Jan ∨] [ ]
Actual Grade received	[ ]
Expected Grade (if awaiting results)	[ ]
Place of study	[ ]

Add Qualification

If the student has completed any relevant work experience for the course they are applying for, please enter in the Work/Placement Experience section. If they haven't completed any work experience click "next".

Add Work/Placement Experience

Employer Name	[ ]
Post Code	[ ] Postcode Lookup
Address line 1	[ ]
Address line 2	[ ]
Town	[ ]
County	[ ]
Country	[PLEASE SELECT ∨]
From	[Jan ∨] [ ]
To	[Jan ∨] [ ]
Job Title	[ ]

Add Experience

Please select first choice from the drop down.

Confirm Basket Contents

| Confirm Selection | Personal Details | Further Details | My Qualifications | My Experience | Personal Statement | Submit Application |

My Basket

Skills for Work Early Education & Childcare Level 4 (Kilmarnock)

Please select
First choice
Second choice
Third choice

Further Information

| Confirm Selection | Personal Details | Further Details | My Qualifications | My Experience | Personal Statement | Submit Application |

This section will allow the student to give further information on why they have chosen their particular course.

Please see next page for more information on how this should be completed.

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

Back   Next

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.

Once checked click "Submit".

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.