

# School College Partnership: Applications

**Academic Year 2024-2025**

## INTRODUCTION

Applications for Foundation Apprenticeship and Senior Phase programmes. Open on Wednesday the 13<sup>th</sup> of March 2024.

Students from Glasgow City Schools can apply directly online. Students from our areas should consult their guidance teacher or careers advisor.

Our admissions procedures aim to treat everyone who applies fairly. If you meet the entry qualifications for the course, and we have places available, we'll make you a direct offer. Details of entry qualifications and selection criteria can be found in our [prospectus](#).

Students can choose up to 2 courses and list their choices in order of preference — we will start with the first choice when considering the application. If this is unsuccessful, or the course is full, we'll move on to your second choice. This gives everyone a better chance of securing their first-choice course.

Students will be asked to complete a simple registration process to create an account. They will require a current email address, we would prefer it **not** to be a glow address as we will need to contact applicants throughout the admissions process and this will likely include the school holidays.

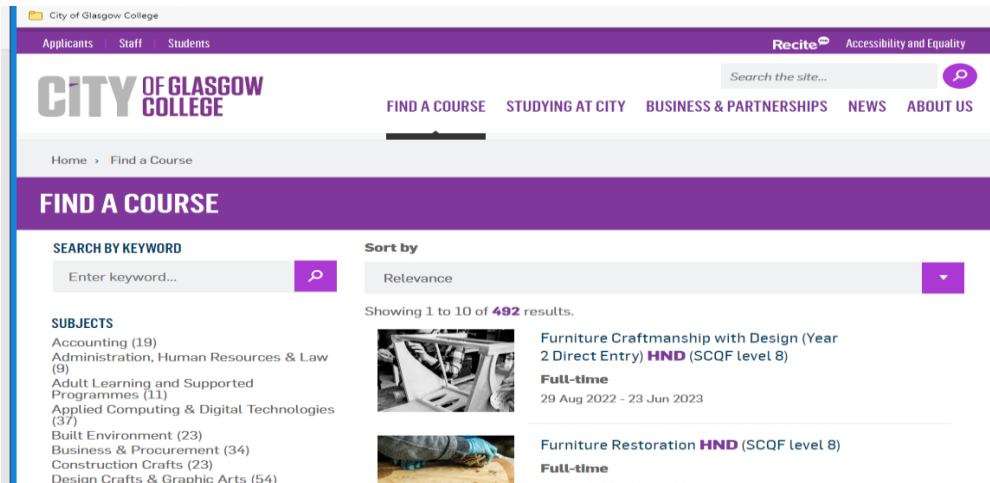
Once the account has been created it can be used to

- Complete the application form.
- Track progress on your course choice(s).
- Accept or decline any offer (conditions e.g. what exams you need to pass will be in your offer).
- Enrol on the course.

This guide will take you through the application process step-by-step. If you encounter any issues when making an application please email our School Programmes Coordinator [ross.baillie@cityofglasgowcollege.ac.uk](mailto:ross.baillie@cityofglasgowcollege.ac.uk).

## Application Process

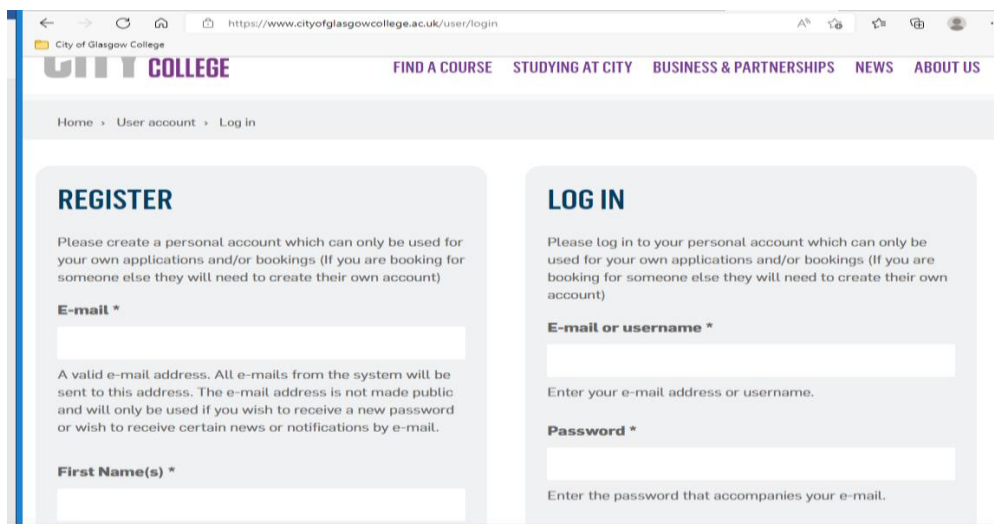
To apply for a course at City of Glasgow College, please visit the College website and from the home page select 'Find a Course' and search for your course choice



Check the course overview to ensure this is the correct course for you and check the entry qualifications for the course(s) you are applying for. If you are happy to proceed select Apply Now.

You will need to register for an online account.

Please **do not use your @glow email address** as it is likely that we will need to contact you regarding your application during holiday periods.



Once you create your account, keep a note of the email address and password as you will need to access your account throughout the admissions process.

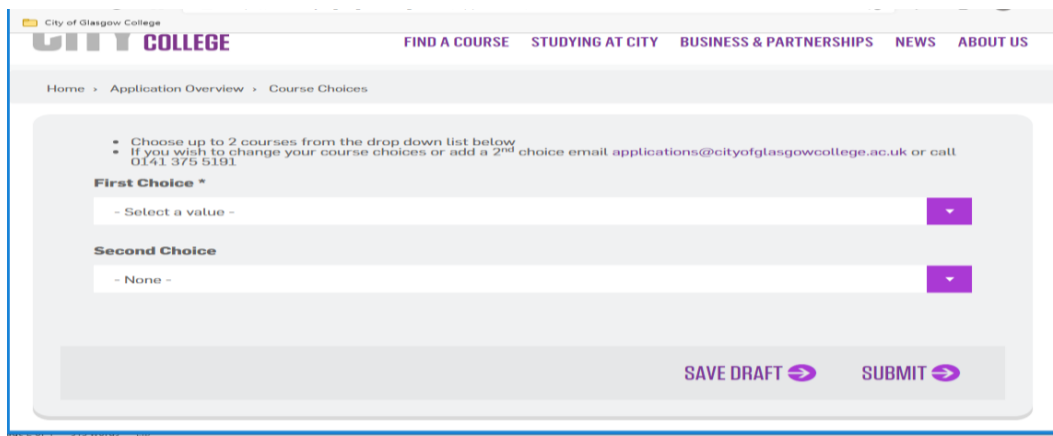
## How to Apply

Complete each section of the Application Overview. You can 'Save Draft' as you go along but you must Submit each section before your application can be checked and submitted.

### 01 Course Choices

Choose up to 2 courses from the dropdown list.

Please make sure that you have read the course description carefully and that you are applying for a School College Partnership programme.



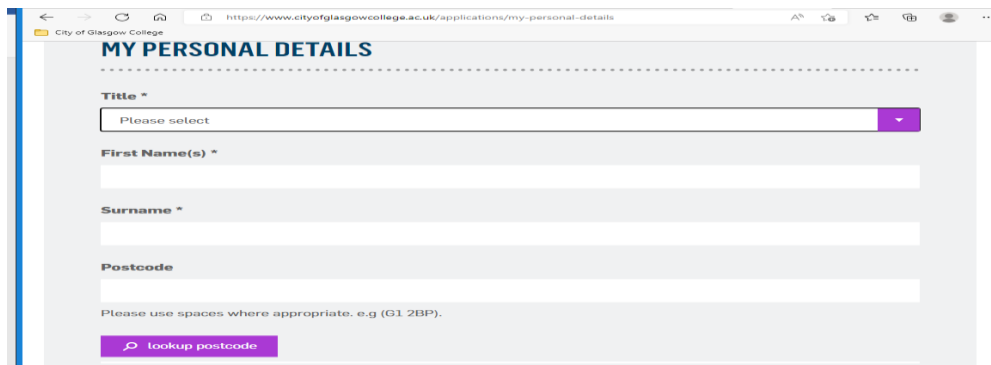
The screenshot shows the 'Course Choices' section of the application form. At the top, there is a navigation bar with the college logo and links for 'FIND A COURSE', 'STUDYING AT CITY', 'BUSINESS & PARTNERSHIPS', 'NEWS', and 'ABOUT US'. Below this is a breadcrumb trail: 'Home > Application Overview > Course Choices'. The main content area contains instructions: 'Choose up to 2 courses from the drop down list below' and 'If you wish to change your course choices or add a 2<sup>nd</sup> choice email applications@cityofglasgowcollege.ac.uk or call 0141 375 5191'. There are two dropdown menus: 'First Choice \*' with a placeholder '- Select a value -' and 'Second Choice' with a placeholder '- None -'. At the bottom of the form, there are two buttons: 'SAVE DRAFT' and 'SUBMIT', both with right-pointing arrows.

### 02 My Personal Details

Enter your name, address, postcode, and Scottish Candidate Number (please provide this as the college will contact the SQA for a copy of your pending exam results). This is a 9-digit number which can be found on your SQA Certificates.

If you do not have this number ask your school to provide it.

You will also be asked to confirm your residency details, whether you are a UK National and have lived in Scotland all your life or whether you have another residency status.

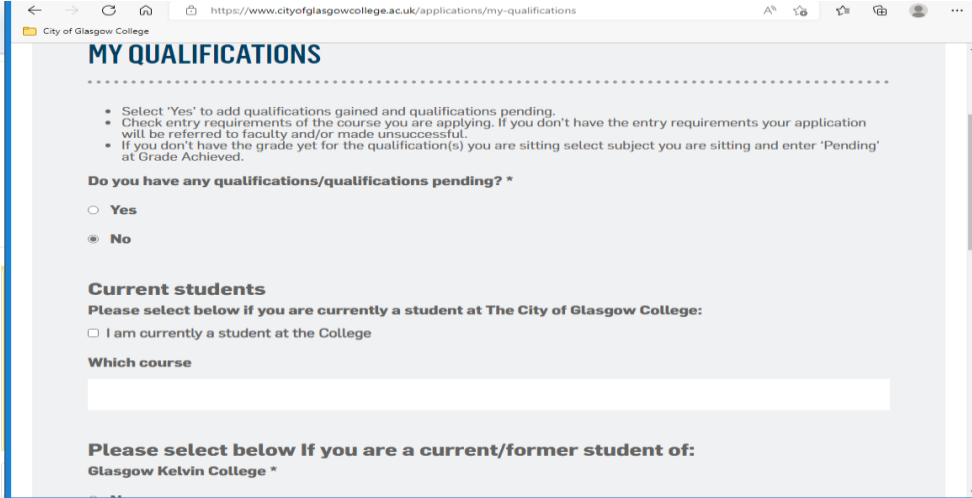


The screenshot shows the 'MY PERSONAL DETAILS' section of the application form. The browser address bar shows the URL 'https://www.cityofglasgowcollege.ac.uk/applications/my-personal-details'. The form has a title 'MY PERSONAL DETAILS' and a dashed line separator. Below this are several input fields: 'Title \*' with a dropdown menu showing 'Please select'; 'First Name(s) \*' with a text input field; 'Surname \*' with a text input field; and 'Postcode' with a text input field. Below the postcode field, there is a note: 'Please use spaces where appropriate. e.g (G1 2BP)'. At the bottom, there is a purple button with a magnifying glass icon and the text 'lookup postcode'.

### 03 My Qualifications

Select 'Yes' to add qualifications to the table. If you don't have the grade yet, type 'Pending'. This is really important as this will inform us whether you have the minimum entry criteria required to study on the course applied for and what school you study at.

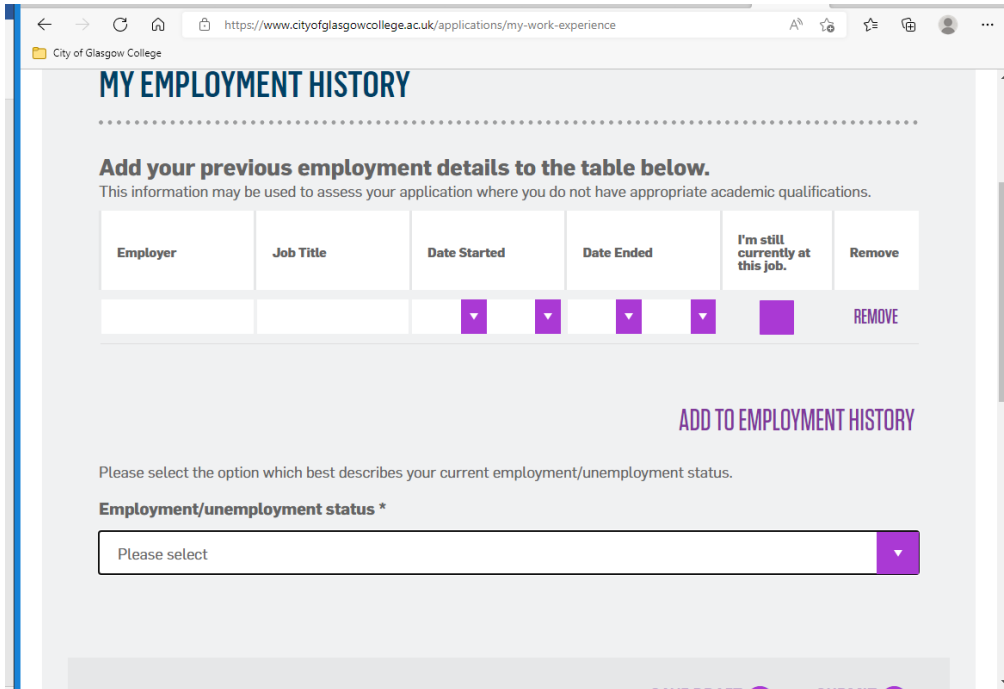
Applicants whose first language is not English should have minimum ESOL Intermediate level 2 or equivalent to study on our School College Partnership courses.



The screenshot shows a web browser window with the URL <https://www.cityofglasgowcollege.ac.uk/applications/my-qualifications>. The page title is "MY QUALIFICATIONS". Below the title, there are instructions: "Select 'Yes' to add qualifications gained and qualifications pending.", "Check entry requirements of the course you are applying. If you don't have the entry requirements your application will be referred to faculty and/or made unsuccessful.", and "If you don't have the grade yet for the qualification(s) you are sitting select subject you are sitting and enter 'Pending' at Grade Achieved." Below these instructions is a question: "Do you have any qualifications/qualifications pending? \*". There are two radio button options: "Yes" and "No", with "No" selected. Below this is a section for "Current students" with the instruction "Please select below if you are currently a student at The City of Glasgow College:". There is one radio button option: "I am currently a student at the College". Below this is a section for "Which course" with a text input field. Below that is a section for "Please select below If you are a current/former student of:" with a dropdown menu showing "Glasgow Kelvin College \*".

### 04 My Employment History

Please use this section to detail any jobs you may have had.  
Please do not worry if you have no employment history.



## 05 About You

If you have additional support needs please tell us about them here. We also need your consent to share this information with our staff to allow us to make reasonable adjustments and ensure that you have the support you need to get the most out of your course.

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**Do you have a disability? \***

Yes

**Disabilities**

- 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 health 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 issues such as difficulty using arms or using a wheelchair or crutches
- D/deaf or hearing impairment
- Blind or a serious visual impairment uncorrected by glasses
- A disability, impairment or medical condition that is not listed above
- A specific learning difficulty such as Downs syndrome

## 06 Criminal Convictions

You must disclose all unspent relevant criminal convictions. For some courses it is a requirement that students join the Protection of Vulnerable Groups (PVG) Scheme

operated by Disclosure Scotland before they are able to participate in placement opportunities.

Do you have any 'relevant' unspent criminal convictions? \*

Yes

You must disclose all unspent relevant criminal convictions. 'Relevant criminal convictions' include one or more of the following:

Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm or offences which resulted in actual bodily harm;

- Offences listed in the Sex Offences Act 2003;
- The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking;
- Offences involving firearms, knives, etc;
- Offences involving arson, and/or;
- Offences listed in the Terrorism Act 2006.

Declaring a conviction will not necessarily prevent you from studying at College, however the College will not enrol you if that would be a breach of the College's statutory obligation to provide a safe learning environment.

If you do have any relevant unspent criminal conviction, then a student risk assessment will be carried out. As part of this risk assessment, the College may receive information about you from, or send information about you to, other bodies such as the Criminal Records Bureau, Police and Youth Offending Teams and other professionals, as outlined in the Admissions Procedure for Applicants with Relevant Unspent Criminal Convictions.

Failure to disclose a relevant criminal conviction on the application form or at enrolment, or failure to disclose any conviction for additional relevant offences following enrolment, may result in the immediate termination of the services provided to the student by the College.

## 07 My Personal Statement

Your personal statement (250-350 words) should include: -

- Why this course (or these courses) interest you;
- Why you think that you are suitable for the course(s);
- Any work placements, work experience, voluntary work or jobs, especially if it is relevant to your chosen course(s);
- What you might like to do in the future as a career after completing the course;
- Any relevant hobbies or special interests or anything that you do socially.
- Any additional information can be uploaded in Section 08 Supporting Documentation if required.
- Remember if you have made 2 choices you will need to include in your personal statement why these courses interest you. If you run out of space please upload your personal statement in Section 08

City of Glasgow College

## MY PERSONAL STATEMENT

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- Why this course (or these courses) interest you;
- Remember if you have made 2 choices you will need to include in your personal statement why these courses interest you. If you run out of space please upload your personal statement in Section 08
- Why you think that you are suitable for the course(s);
- Any work placements, work experience, voluntary work or jobs, especially if it is relevant to your chosen course(s);
- What you might like to do in the future as a career after completing the course;
- Any relevant hobbies or special interests or anything that you do socially.
- Any additional information can be uploaded in Section 08 Supporting Documentation if required.

**Personal Statement \***

Content limited to 2000 characters, remaining: **2000**

## 08 Supporting Documentation

Please upload documents in support of your application, for example Examination Certificates. These can be scans or photographs.

City of Glasgow College

### Supporting Documents

**Add a new file**  
Choose File | No file chosen

Files must be less than **50 MB**.  
Allowed file types: **doc docx pdf jpg png jpeg**.

**UPLOAD**

**SUBMIT** ➔

## 09 Data Protection and Statement of Accuracy

The screenshot shows a web browser window with the URL <https://www.cityofglasgowcollege.ac.uk/applications/data-protection-statement-accuracy>. The page title is "City of Glasgow College". The main heading is "DATA PROTECTION AND STATEMENT OF ACCURACY". Below the heading, there is a paragraph of text: "I agree to the City of Glasgow College processing the personal data contained in this application, or other data which the college may obtain from myself or other people/schools/awarding bodies during the application process and whilst I am a student. I agree to the processing of such data for any purposes connected with my studies, my health and safety or for any other legitimate reason." Below this text are two checkboxes, both of which are checked:  I agree to the above statement on data protection. and  I agree to the above statement on the data provided in my application. Below the checkboxes is a paragraph of text: "I confirm that to the best of my knowledge the information given is correct, complete and I understand that if it is later found that I have provided false or misleading information that I may not be admitted to the College." At the bottom of the form, there are two buttons: "SAVE DRAFT" and "SUBMIT", both with right-pointing arrows.

You must tick both boxes to proceed with your application.

## 10 Check and Submit My Application

All sections must be marked as Complete before your application can be checked and submitted.

### What Happens Next

You will receive an acknowledgement as soon as you apply and we will advise on the progress of each application within 3-6 weeks.

If you meet the entry qualifications for the course, and we have places available, we'll make you a conditional offer. Details of entry qualifications and selection criteria can be found on the course information pages.

Conditional **Offers must be accepted within two weeks** or they will be cancelled and the place will be offered to someone else.

One condition of the offer will be that we receive a satisfactory reference from the your school. Once conditions are met, a definite offer will be made and your place on the course will be confirmed.