

# SCHOOL COLLEGE PARTNERSHIP APPLICATIONS

**Academic Year 2026-2027**

**Applications for our SCP courses starting in August 2026 open on Wednesday the 18<sup>th</sup> of February.**

This guide explains how the application process works, step-by-step.

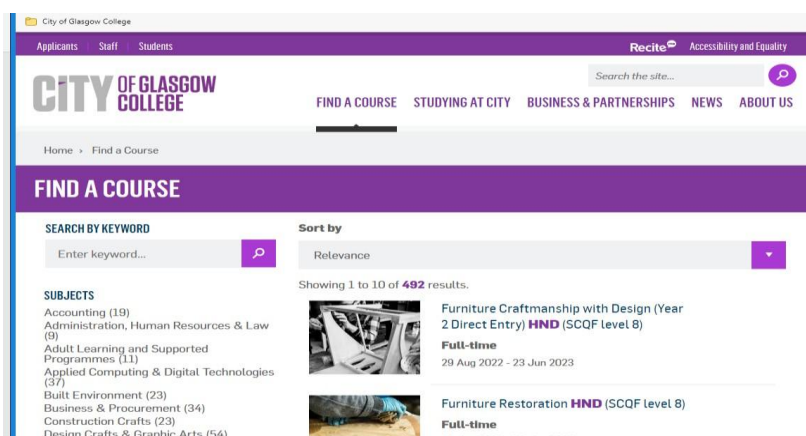
## PROCESS

Once you apply, your application will be assessed, and you will either be made a Conditional or Unconditional offer, or, if the course is already full, placed on a waiting list. The application process is detailed below.

Application	
Applicant receives confirmation email	
Application assessed	
Meets Entry Requirements	Yet to Meet Entry Requirements
Offer Made: "that your school returns a satisfactory reference."	Offer Made (eg) "that you Pass National 5 English, and that your school returns a satisfactory reference".
Details of offer sent to student and school	Details of offer sent to student and school
Student accepts offer	Student accepts offer
School returns reference	School returns reference
Unconditional Offer made	Qualifications checked on results day
	Unconditional Offer made
Student accepts offer and enrolls	

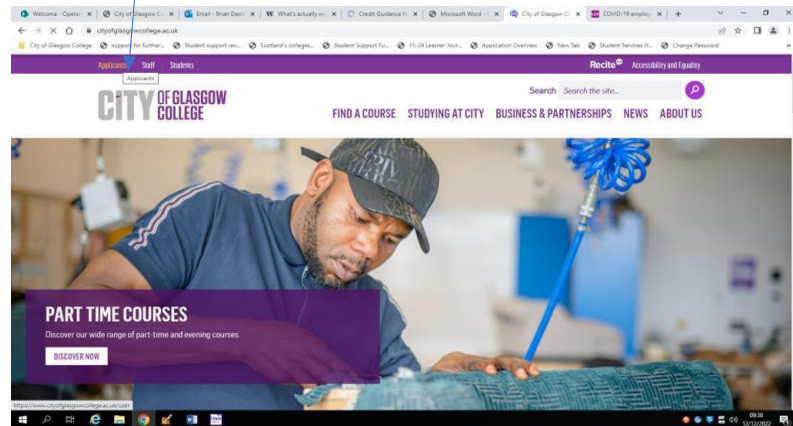
## How to Apply

Search for the course you are interested in and check the course overview to ensure this is the correct course for you and check that you meet the entry requirements.



## Register

Select *Applicants* from the menu bar.



Applicants Staff Students

Recruitment Accessibility and Equality

CITY OF GLASGOW COLLEGE

Search Search the site...

FIND A COURSE STUDYING AT CITY BUSINESS & PARTNERSHIPS NEWS ABOUT US

Home > User account > Log in

### REGISTER

Please create a personal account which can only be used for your own applications and/or bookings (If you are booking for someone else they will need to create their own account)

E-mail \*

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

First Name(s) \*

Surname \*

Date of Birth \*

Day Month Year

CREATE NEW ACCOUNT

### LOG IN

Please log in to your personal account which can only be used for your own applications and/or bookings (If you are booking for someone else they will need to create their own account)

E-mail or username \*

Enter your e-mail address or username.

Password \*

Enter the password that accompanies your e-mail.

LOG IN

FORGOTTEN PASSWORD?

Log in if you have made a previous application.

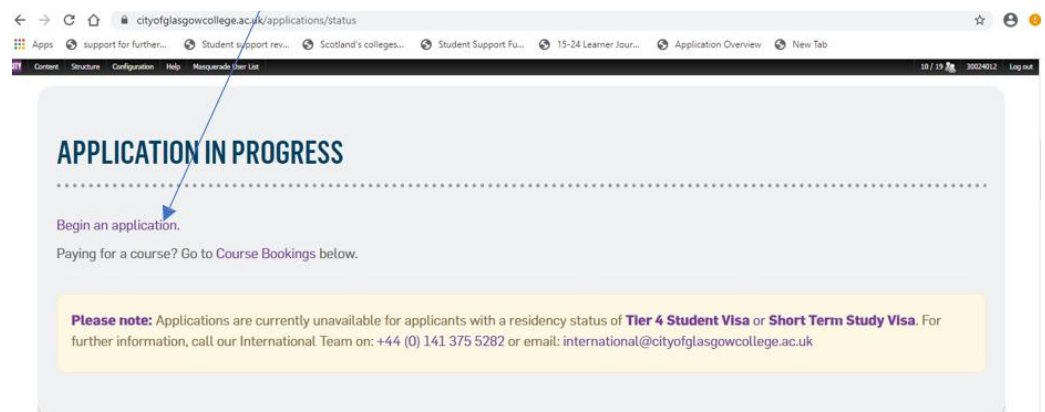
If you have forgotten your password – click 'Forgotten Password'.

If this is your first application, you will need to register.

After you register you will be sent a link to create a password.

You can then login to your account.

To apply, scroll down to 'APPLICATION IN PROGRESS' and click 'Begin an application'



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.

You may be offered your second choice if your first-choice course is full.

The screenshot shows the 'Course Choices' section of the application. It includes 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 for 'First Choice' and 'Second Choice'. The 'First Choice' dropdown is currently set to '- Select a value -' and the 'Second Choice' dropdown is set to '- None -'. At the bottom, there are 'SAVE DRAFT' and 'SUBMIT' buttons.

## 02 My Personal Details

The screenshot shows the 'MY PERSONAL DETAILS' section. It includes fields for 'Title' (a dropdown menu), 'First Name(s)', 'Surname', and 'Postcode'. Below the 'Postcode' field, there is a note: 'Please use spaces where appropriate, e.g (G1 2BP)' and a 'lookup postcode' button.

Enter your name, address, postcode, and Scottish Candidate Number so that we can check your exam results.

This can be found on your SQA Certificate, or you can get it from your school.

You will also be asked to confirm your residency status.

## 03 My Qualifications

Select 'Yes' to add your qualifications to the table.

If you don't have the grade yet, type 'Pending'.

We will use this to assess whether you meet the minimum entry criteria required to study the course.

The screenshot shows the 'MY QUALIFICATIONS' section. It includes 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.' There is a radio button for 'Do you have any qualifications/qualifications pending?' with 'Yes' selected. Below, there is a section for 'Current students' with a checkbox for 'I am currently a student at the College' and a field for 'Which course'. At the bottom, there is a section for 'Please select below if you are a current/former student of:' with 'Glasgow Kelvin College' selected.

The screenshot shows the 'MY EMPLOYMENT HISTORY' section. It includes instructions: 'Add your previous employment details to the table below. This information may be used to assess your application where you do not have appropriate academic qualifications.' There is a table with columns: 'Employer', 'Job Title', 'Date Started', 'Date Ended', 'I'm still currently at this job', and 'Remove'. Below the table, there is an 'ADD TO EMPLOYMENT HISTORY' button. At the bottom, there is a section for 'Please select the option which best describes your current employment/unemployment status.' with a dropdown menu for 'Employment/unemployment status' set to 'In education or training'.

## 04 My Employment History

You can enter employment details, but it is not necessary.

**Employment/unemployment status\***  
select "In Education or Training".

## 05 About You

If you have 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.

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

Please tell us if you have additional support needs.

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.

## 06 Criminal Convictions

You must disclose all unspent relevant criminal convictions. For some courses, students must join the Protection of Vulnerable Groups (PVG) Scheme before going on work placement.

## 07 My Personal Statement

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

Why the courses interest you.

What makes you a suitable candidate.

Any relevant work experience, volunteering, or hobbies.

What you would like to do after completing the course.

If you have made 2 choices, you should include why both courses interest you.

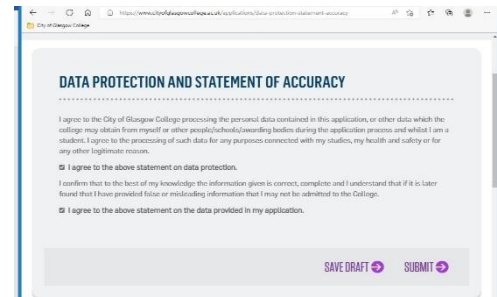
## 08 Supporting Documentation

Please upload documents to support your application, such as Examination Certificates.

These can be scans or photographs.

## 09 Data Protection and Statement of Accuracy

You must tick both boxes to proceed with your application.



**DATA PROTECTION AND STATEMENT OF ACCURACY**

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 reasons.

☒ I agree to the above statement on data protection.

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.

☒ I agree to the above statement on the data provided in my application.

SAVE DRAFT → SUBMIT →

## 10 Check and Submit My Application

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

## What Happens Next

We aim to respond to your application in two weeks. You will receive details of any offers made via your email so please make sure that your mailbox has space!

Once you receive an offer, you **must accept or decline within two weeks**, or your place may be given to someone else.

If you are given an offer, you will be invited to an orientation event in June.

If you have any questions about your application, you can always email us:  
[scp@cityofglasgowcollege.ac.uk](mailto:scp@cityofglasgowcollege.ac.uk)