



## Cardinal Newman High School

### College Application Guide

**College Applications are now open, they remain open until August, but popular courses fill up quickly and we would advise you to start now and have your college application completed by the end of March. You can apply to as many colleges as you like. You can apply any time even during the summer.**

*Colleges do not have closing dates they will fill the spaces they have as they receive applications and if you apply after the course is full, they will most likely put you on a waiting list.*

Links to all the main colleges in this area are given below, however there are many others which may be more relevant to individuals. *If you are unsure which colleges to apply to please see your Pupil Support teacher or the careers adviser.* Even if you are applying to University it is always useful to apply to college as a back up plan.

**New College Lanarkshire:** Coatbridge, Cumbernauld, Motherwell

<https://www.nclanarkshire.ac.uk/>

**Glasgow City College:** City Centre Glasgow

<https://www.cityofglasgowcollege.ac.uk/apply/full-time-courses>

**Glasgow Clyde College** Different Locations across Glasgow

<https://www.glasgowclyde.ac.uk/>

**South Lanarkshire College** East Kilbride

[www.slc.ac.uk](http://www.slc.ac.uk)

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## Guide to Applying

### Step 1: Decide what you want to study

*If you are unsure, you must see the careers adviser.*

Go onto the college websites detailed above, there you will be able to search for courses which are relevant to your area of interest.

Each of the college websites have a course search function where you can find relevant courses.

### Step 2: Register/Create an account with colleges

When you register you will be asked to set a password and create an account, **keep these details to allow you to go back and complete your form at different times or apply for new/different courses.**

When you do this you will then be sent an email asking you to confirm your details you need to click on this to complete your registration.

### Step 3: Choose your course and Complete your application

There will be several sections to be completed. You will need to put in all your personal details and qualifications and write a personal statement, sometimes called a supporting statement. Some example personal statements are on the S6 TEAM

#### What level to choose

Levels currently doing in school	Level to choose
National 4	Level 3, 4 and 5
National 5	Level 5 and 6
Mixture of Higher and National 5	Level 5-7
Highers	Level 6-7

If you apply for a course and the College thinks you are more suited to a Higher or Lower level, they may offer you a place at the level they think is best suited for you.

## Writing a Supporting Personal Statement for College

### How to write a personal/supporting statement

This is a statement which tells the college a little more about you, and you explain why you are applying for the course you are applying to.

*There is a detailed guide and some support material on the S5 and S6 Teams.*

### **Step 1 Think about your skills and interests from school or from your hobbies.**

**As a basic guide to this you should start of thinking about the job you want to get or course you are applying for, what skills are needed?**

Communication Skills	Caring for others	Team working skills
Skills in Using computers	Listening skills	Research skills
Organisation skills	Writing skills	Creative skills
Musical Skills	Acting Skills	Beauty and Hair Dressing

### Step 2

**Think about the personal qualities you have. You will want to mention these in your statement**

**Loyal, Great timekeeping, excellent attendance, optimistic, posted, ambitious, calm, caring, enthusiastic, friendly...**

### Step 3: Things to include in a personal statement

	What your statement could/should say
<b>What course are you applying for and why</b>	I am applying for this course because I am interested in getting a job as... this course will help me develop the skills and knowledge to get that job
<b>What experience do you have from school?</b>	In school I studied....This helped me develop my understanding of...  In school I took part in....  Through my school studies I have done a skills for work class this helped me develop my understanding of how to work with others...  <b>In school we had a speaker in from .... This helped me realise that I wanted to work in this type of job...</b>
<b>What skills have you developed and can you name some of your qualities</b>	I have developed good listening skills through my  I have very good skills in team working through being part of the school ....

	<p>I am very good at planning events ...</p> <p>Through National 5 I have developed great skills in Music, playing the drums/guitar.</p> <p>I am very good at fixing things (give an example)</p>
<p>Do you have any work experience, other out of school experience or volunteering?</p>	<p>I have played ... for 5 years doing this has helped me maintain my fitness and develop my skills in teamwork and ...</p> <p>I have volunteered at a local youth club every Saturday this year</p> <p>I helped at our school Future Friday clubs supervising younger pupils who were ....</p> <p>I have been a reader at church...</p> <p>I did work experience in a local primary school...</p> <p>I watch television programmes about this to develop my knowledge of this and think this will help me in my course.</p>

#### **Step 4**

**Write/Type up your statement ask one of your teachers, a friend, or your parents/other family member to read over it and then get it typed and ready to put on your application form. You will then cut and paste your supporting statement**

**There will be College Application support sessions during the months of January and February.**

## How to get Started on the college Websites


The next few pages show you how to access different colleges, if you are applying for other colleges then they will be like these. Each college will ask you to register with them, you will need some personal details and a copy of your qualifications to complete your form.

You can apply to as many colleges as you like and there is no application fee, some colleges will allow you to apply for two or three courses at the same time, others will need you to apply for each individual course separately.

### New College Lanarkshire

<https://www.nclanarkshire.ac.uk/>

## Registering/Creating an account

 LANARKSHIRE

Home Sign in

Home Students About Us

### Create Online Account

To enable us to process your request, we need you to register your details. You only have to create an account once.  
In due course you will be provided with additional facilities; this may require you to enter an authorisation code which will be sent to you.  
Once you have finished using this site remember to log out to ensure your details are secure.  
[Click here for help](#)

Please create an account even if you had a previous account with Motherwell, Cumbernauld or Coatbridge Colleges.

Email\*

Re-type email\*

Forenames (given names)\*

Surname (family name)\*

Title

Date of birth\*

Pick security question

01 Jan e.g. 27 Jan 1980

Select a question

Answer\*

☐

This institution reserves the right to use your contact details (name, address and email) to send you material that we feel may be of interest to you. If you do not wish to receive this information, please check the box.

Continue

**You will then get an email from the college asking you to confirm your details and proceed with your application.**

## Finding a course to apply for

Search

Part-time courses →

## Explore our courses

Showing 1 of 5 [Browse all](#) →

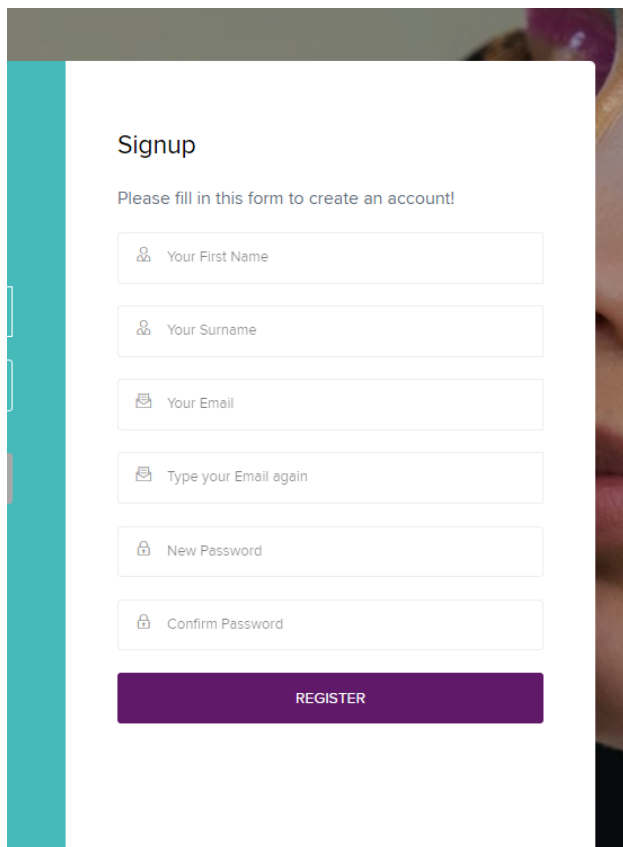


**Chip**

## South Lanarkshire College

<https://www.south-lanarkshire-college.ac.uk/>

### Registering/Creating an Account

A screenshot of a web registration form titled "Signup". The form is white with a teal vertical bar on the left. It contains several input fields with icons: a person icon for "Your First Name", a person icon for "Your Surname", an envelope icon for "Your Email", an envelope icon for "Type your Email again", a padlock icon for "New Password", and a padlock icon for "Confirm Password". Below the fields is a purple "REGISTER" button. The background of the page shows a blurred image of a person's face.

Signup

Please fill in this form to create an account!

Your First Name

Your Surname

Your Email

Type your Email again

New Password

Confirm Password

REGISTER

**You will then get an email from the college asking you to confirm your details and proceed with your application.**



## Finding a course to apply for.

You can search by course style or by career.

# COURSE FINDER

Select from the following options to view courses suited to you.

I am interested in:

Nursing

I would like to study:

Full-time

Qualification:

National 5

Keyword Search:

Enter keyword...

Search now

\* Please note, you do not need to complete all fields.

August 2021/22 courses now live for applications

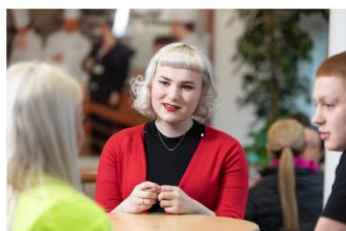
## Browse courses by career

Explore different career options and find out more about our courses on offer by clicking the icons below.

Or if you would like to speak to a member of our team email [admissions@slc.ac.uk](mailto:admissions@slc.ac.uk)

One College, for all you want to achieve.

August 2023 start courses are now open for application.



### Accounting and Finance

Find out more about a career in accounting and finance and our courses on offer.

[Accounting and finance →](#)



### Administration and IT

Find out more about a career in administration and IT and our courses on offer.

[Administration and IT →](#)



### Beauty Therapy

Find out more about a career in beauty therapy and our courses on offer.

[Beauty therapy →](#)

## City of Glasgow College

[www.cityofglasgowcollege.ac.uk](http://www.cityofglasgowcollege.ac.uk)

### Registering/Creating an Account

#### 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.

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

### Finding a course

Type in the Keyword box the course of study you are interested in for example

## FIND A COURSE

### SEARCH BY KEYWORD



### SUBJECTS

Accounting (13)  
Administration, Human Resources & Law (10)  
Adult Learning and Supported Programmes (17)  
Applied Computing & Digital Technologies (32)  
Built Environment (17)  
Business & Procurement (25)  
Construction Crafts (16)  
Design Crafts & Graphic Arts (28)  
Drama & Creative Writing (3)  
Engineering, Energy & Gas (21)  
English as a Second Language (ESOL) (4)  
Fine Arts & Photography (15)  
First Aid, Hygiene & Safety (2)  
Food, Events, Hospitality & Tourism (35)  
Hair & Beauty (19)  
Health, Social Care & Early Education (22)  
Languages (7)  
Marketing & Retail (21)  
Media (14)

### SEARCH BY KEYWORD



### SUBJECTS

Built Environment (5)  
Construction Crafts (1)  
Engineering, Energy & Gas (13)  
Nautical Studies & Marine Engineering (3)  
Sport & Fitness (5)

### MODE OF STUDY

Full-time (23)  
Part-time (3)  
Online (1)

### COURSE TYPE

Higher National Qualifications (21)  
National Qualification (5)  
Professional and Certified Courses (1)

## Finance

### EMA

If you are under 18 you can apply for EMA

### BURSARIES

You can apply for a bursary if you are **over the age of 18**. This can help with the cost of living while taking on a further education course.

There are various conditions for receiving a bursary and the amount of money you receive is based on your personal circumstances, which will need to be proven with evidence. These include:

- If you are 18 or over at the start of your course
- Your household income
- Your living situation

### FEES

All Students who are enrolled on a full-time, Further Education course will have their course funded by the Scottish Funding Council if all of the following conditions apply:

- You have been a resident in the UK or another EU country for the last three years
- You reside in Scotland on the 24th August of the year the course begins
- You haven't been funded at any level for more than three years within a six-year time frame

### HOW TO APPLY

apply via SAAS using the links below, the college websites will have these links.

#### Young Person's Bursary

Up to £2,000 is available for young students from low-income families. Click here for more information: [http://www.saas.gov.uk/full\\_time/ug/young/index.htm](http://www.saas.gov.uk/full_time/ug/young/index.htm)

#### Independent Students' Bursary

Offers up to £1,000 a year. Click here for more information: [http://www.saas.gov.uk/full\\_time/ug/independent/index.htm](http://www.saas.gov.uk/full_time/ug/independent/index.htm)

### **What happens next?**

Once you have submitted your application you will be sent an acknowledgement email telling you that your application has been received.

Your application may then be reviewed by the relevant college department before you are invited for interview or made an offer.

The time frame in which you can expect to hear back can vary from department to department – you may hear back from us within a week or it may take a few months depending on the area that you apply for.

If your application has been successful, you may then be invited for an interview. You may also receive an automatic offer based on the information provided in your application.

If your application is unsuccessful, colleges will also let you know.

Remember, different courses have different interview times, so don't be disheartened if you haven't heard anything for a few weeks.