



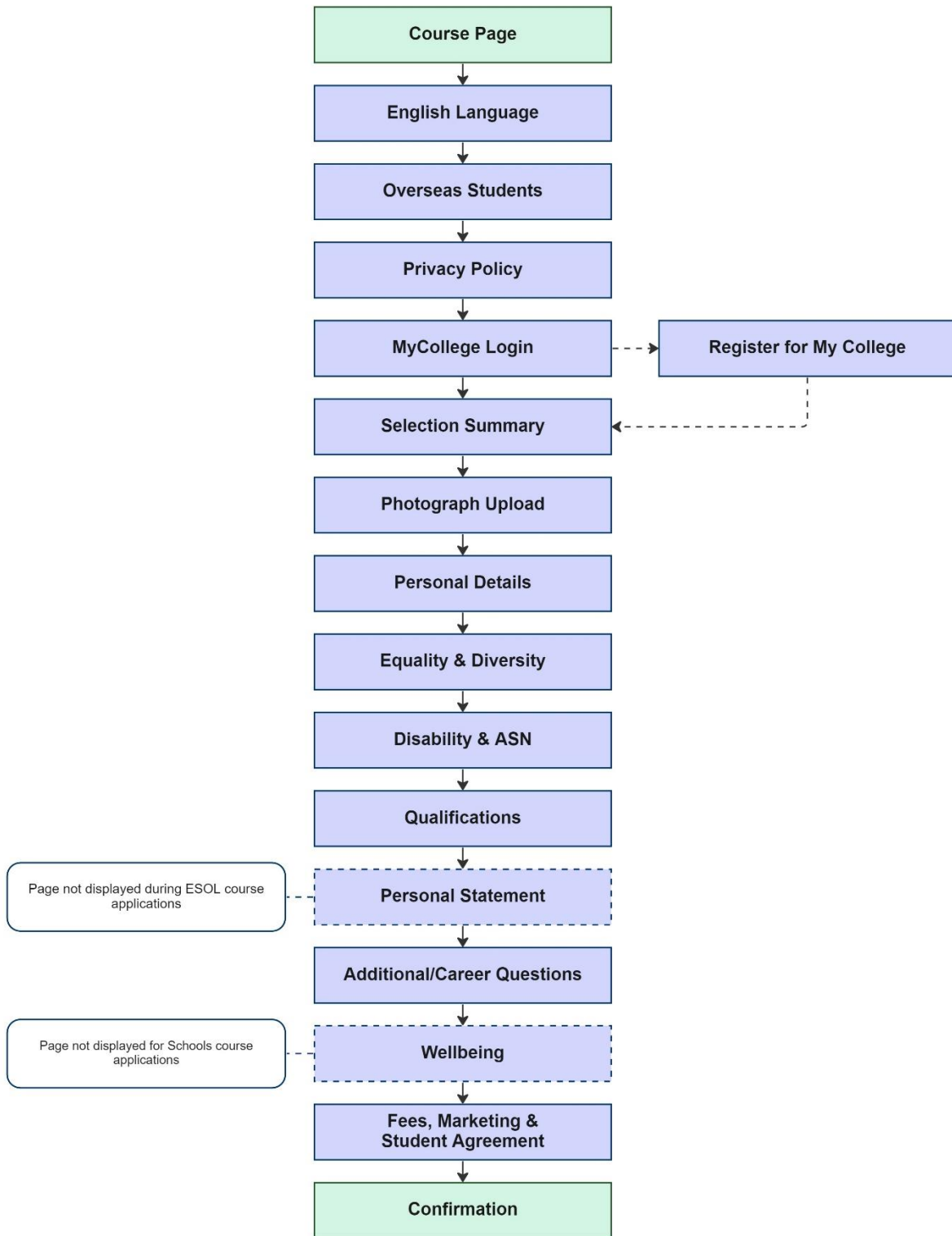
# Online Applications - User Guide

Last Review: 17/01/2023

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# Site Map



# Start Page

https://mycollege.west-lothian.ac.uk/website/admissions/EnglishLanguage.aspx

This is the first page an applicant will see when they click 'Apply Now' on a course page.

## HNC ELECTRICAL ENGINEERING

All applications will be reviewed on an individual basis

As a security precaution, the online application system will log you out after 60 minutes. You can save your progress at the end of each section and complete at a later time

If you require support with your application or have any questions prior to applying please contact the Enquiries and Admissions team via [choosecollege@west-lothian.ac.uk](mailto:choosecollege@west-lothian.ac.uk)

### Before Applying

Please ensure you are expected to meet the entry requirements of the course you are applying for.

You will need to have a current passport style photograph of yourself (this will be used to create your student ID card). If you have provided one before you will be able to retain that same photograph.

You will need to have a note of any qualifications you have, or expect to complete before the course starts.

You will also need to provide a personal statement. This is an important element of your application. A personal statement gives you the chance to tell course tutors, in your own words, the reasons why you should get a place on your chosen course. Your personal statement is an opportunity for you to showcase your ambition, skills and passion for your course.

#### English as a Second or Other Language

Please answer the following question before proceeding.

**Is English your first language? \***  Yes  No

In order to study at West Lothian College if English is not your first language you will need to provide evidence that you have achieved ESOL National 5, providing a false statement here will risk an offer for, or your place, on the course being withdrawn and funds may be withheld.

[Continue](#)

An applicant must select whether or not English is their first language in order to proceed.

If **Yes** is selected, a continue button appears allowing them to progress to the next page

If **No** is selected, information will appear about the minimum English language requirements for the course and ask them to confirm that they meet these requirements

If English is not your first language you will need to provide evidence that you have achieved ESOL National 5 (or equivalent, see table below)

Minimum standard English language qualifications - CEFR comparison:

SCQF Level	NQF Level	CEFR Level	SQA	GCSE / A-Level	IELTS
SCQF Level 5	Level 2	B2 / C1	National 5 Grades A - C	GCSE Grades A - C	IELTS 5.5 - 6.5

**Have you achieved ESOL National 5 (or equivalent) and can provide certificated evidence of this? \***  Yes  No

In order to study at West Lothian College if English is not your first language you will need to provide evidence that you have achieved ESOL National 5, providing a false statement here will risk an offer for, or your place, on the course being withdrawn and funds may be withheld.

[Continue](#)

If the Applicant meets the language requirements, the continue button appears in order for them to progress.

If the applicant does not meet the language requirements, contact information will be requested in order for the Enquiries & Admissions teams to be able to contact them about ESOL courses.

Please complete the form below where a member of staff will contact you to provide more information.

**Your full name \***

**Email address \***

**Telephone number \***

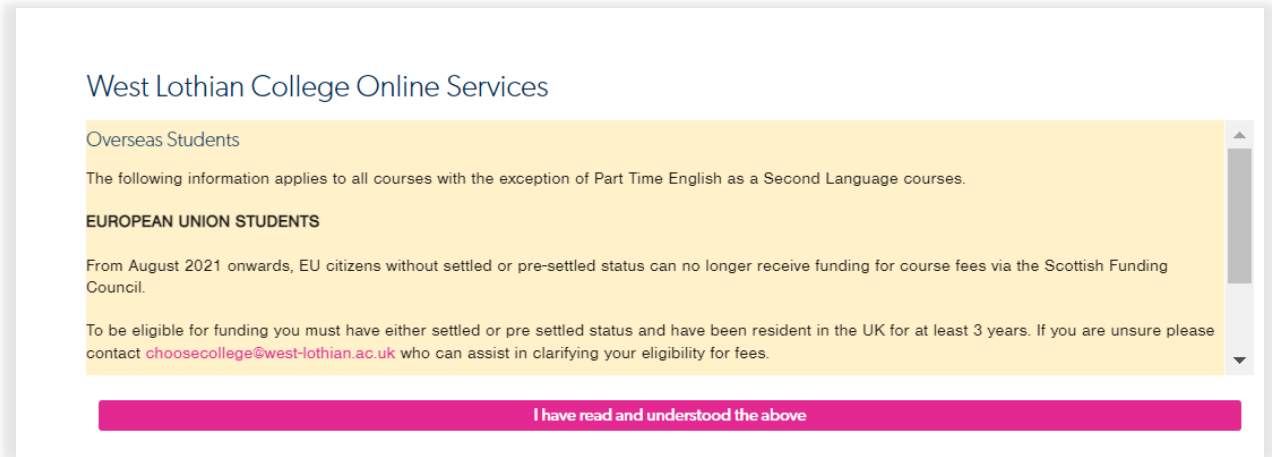
**I am Interested In:**

**Please add any other comment:**

## Overseas Student Acknowledgement

<https://mycollege.west-lothian.ac.uk/website/admissions/EUStatement.aspx>

The next page provides information about entry requirements for Overseas applicants.



West Lothian College Online Services

Overseas Students

The following information applies to all courses with the exception of Part Time English as a Second Language courses.

**EUROPEAN UNION STUDENTS**

From August 2021 onwards, EU citizens without settled or pre-settled status can no longer receive funding for course fees via the Scottish Funding Council.

To be eligible for funding you must have either settled or pre settled status and have been resident in the UK for at least 3 years. If you are unsure please contact [chooscollege@west-lothian.ac.uk](mailto:chooscollege@west-lothian.ac.uk) who can assist in clarifying your eligibility for fees.

I have read and understood the above

Applicants must click the button to acknowledge they have read and understood the information in order to proceed.

# Privacy Notice

<https://mycollege.west-lothian.ac.uk/website/admissions/external.aspx>

This page explains the college Privacy Notice, the data we collect and what it is used for.

## West Lothian College Online Services

### Privacy Notice for Course Applications

West Lothian College is providing you with this information to comply with data protection law and to ensure that you are fully informed and we are transparent in how we collect and use your personal data.

#### Who is collecting the information?

West Lothian College is the Data Controller. We have an appointed Data Protection Officer (DPO) who can be contacted by emailing: [GDPR@west-lothian.ac.uk](mailto:GDPR@west-lothian.ac.uk)

#### Why are we collecting it and what are we doing with it (Purpose)?

When you apply for a course run at the College it is necessary to collect your personal information to process your application and assess whether you meet the course requirements. This privacy notice is specific to the student application purpose. The data you provide will be used by the college to process your application to a course at the college, this may include guidance on the suitability, or otherwise, of any courses to your individual circumstances.

[I have read and understood the Privacy Policy above](#)

Applicants must click the button to acknowledge they have read and understood the information in order to proceed.

## MyCollege Login

<https://mycollege.west-lothian.ac.uk/website/admissions/login.aspx?page=external.aspx>

At this stage, applicants will be asked to log in to MyCollege or register for an account.

### Login

In order to apply online, you need to create a MyCollege account.

If you have previously created a MyCollege account, please login below:

If you have not already registered, [click here to register](#)

**Email \***

**Password \***

[Login](#)

[Have you forgotten your password?](#)

If you have forgotten your Email please email [choosecollege@west-lothian.ac.uk](mailto:choosecollege@west-lothian.ac.uk) for assistance.

**Please note:** After **three** unsuccessful login attempts your account will be locked for approximately 20 minutes. During this time you can still **request your password** but you will need to wait 20 minutes before attempting to log back in to this website.

If the applicant has forgotten their password, they will be able to follow the forgotten password link to reset it.

### Forgotten Your Password?

Enter your email address then click submit. A link to reset your password will be sent by email.

**Email Address \***

[Submit](#)

Forgotten password emails can take up to five minutes to appear in the student's inbox.

## MyCollege registration

In order to apply for a course, an applicant must create a MyCollege account.

### New visitor registration

To enable us to process your request, we need you to register your details. You only have to register once.

Please complete the form below and click the **Send request** button to request a new user account. An email containing a verification link will be sent to the address you provide below.

Statistical personal information will be shared with the Scottish Funding Council to allow them to allocate appropriate funding to colleges in line with Scottish Government strategies and their statutory duties. For more information on how the Scottish Funding Council use your personal data please see their student privacy policy on their [website](#).

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.

<b>Title</b>	<input type="text"/>
<b>Forenames *</b>	<input type="text"/>
<b>Surname *</b>	<input type="text"/>
<b>Gender *</b>	<input type="text"/>
<b>Date of Birth *</b>	01 <input type="text"/>   Jan <input type="text"/>   <input type="text"/>
<b>Postal code *</b>	<input type="text"/>
	<input type="button" value="Postcode Lookup"/>
<b>Address line 1 *</b>	<input type="text"/>
<b>Address line 2</b>	<input type="text"/>
<b>Town *</b>	<input type="text"/>
<b>County *</b>	<input type="text"/>
<b>Country *</b>	<input type="text"/>
<b>Telephone *</b>	<input type="text"/>
<b>Mobile *</b>	<input type="text"/>
<b>Email *</b>	<input type="text"/>
<b>Re-type Email *</b>	<input type="text"/>

If you have already registered, [click here to login](#)

The following domains will not be accepted in the email field when registering for an account:

- **@glow.sch.uk** (students will lose access to this account once they leave school)
- **@nhslothian.scot.nhs.uk**



## Selection Summary

<https://mycollege.west-lothian.ac.uk/website/admissions/selection.aspx>

This page states the course the applicant is applying for and asks them to confirm that they meet or expect to meet the entry requirements of the course.

### Your selection

[Selection summary](#) | [Photograph](#) | [Personal details](#) | [Equality](#) | [Disability](#) | [Qualifications](#) | [Statement](#) | [Additional Information](#) | [Your Wellbeing](#) | [Confirm Application](#)

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

Your applications in progress

HNC ACCOUNTING (Ref:HCACCOUNT)

[Restart Application](#)

You are applying for

HNC ELECTRICAL ENGINEERING (Ref:HCELECTENG) [Remove](#)

**Do you expect to have the Entry Requirements by the start of the Course? \***

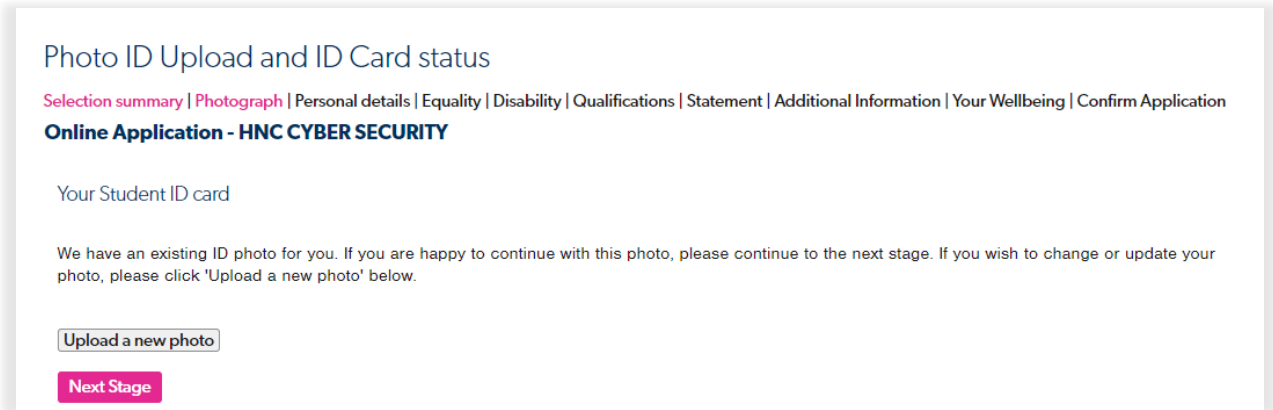
[Next](#)

Any applications that are already in progress will also be displayed on this page and the system will allow them to restart an in-progress application.

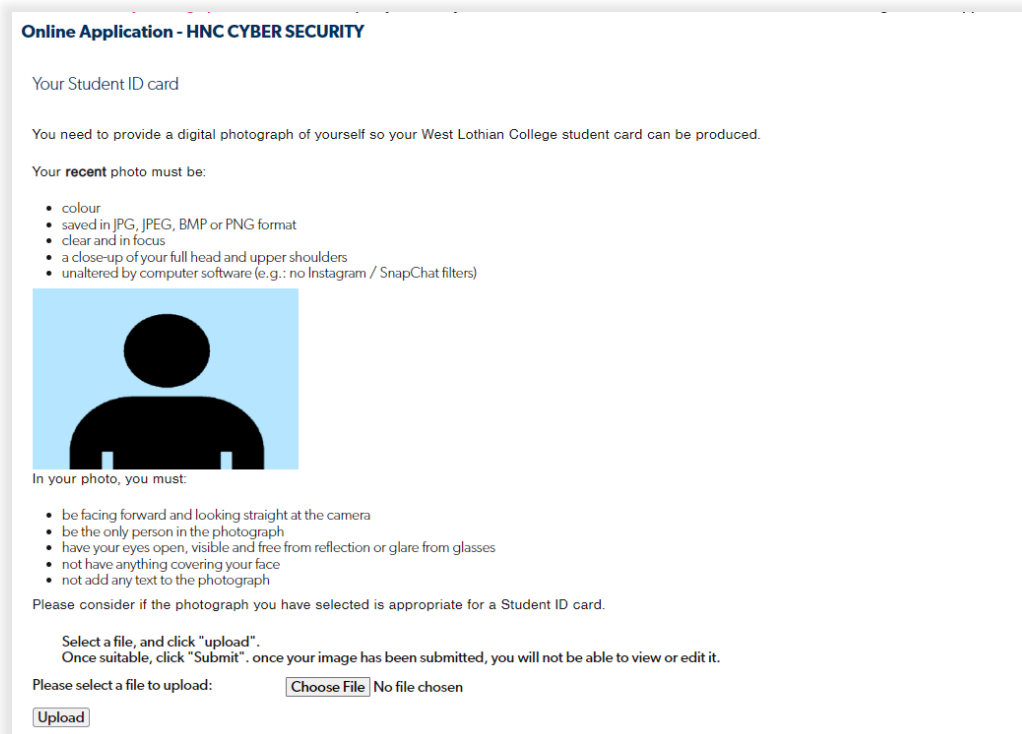
# Student Photo

<https://mycollege.west-lothian.ac.uk/website/admissions/PhotoIDCard.aspx>

An applicant must provide a suitable photograph of themselves to be used on their student ID card.



If there is already a photo associated with the applicant, they can choose to continue with this. If no photo is held, or 'Upload a new photo' is clicked, they will be asked to upload a photo of themselves (max size 8mb).



# Personal Details

<https://mycollege.west-lothian.ac.uk/website/admissions/details.aspx>

At this stage, applicants will be asked to fill in their personal details. If they have applied before, this information will be pre-filled.

### Online Application - NQ Sustainable Construction & Architecture

Statistical personal information will be shared with the Scottish Funding Council to allow them to allocate appropriate funding to colleges in line with Scottish Government strategies and their statutory duties. For more information on how the Scottish Funding Council use your personal data please see their student privacy policy on their [website](#).

Please check your details entering any missing information.

Please note that the following details are protected:

- Forenames
- Surname
- Date of Birth

Please use the boxes provided to request a change to these personal details.

---

#### Personal Details

<b>Title</b>	Miss
<b>Forenames *</b>	HOLLY
<b>Surname *</b>	Holly
	FTEST
	Fleming
<b>Gender *</b>	Female
<b>Date of Birth *</b>	01-Jan-1980
	<input type="text"/> - <input type="text"/> - <input type="text"/>

If you would like to provide a preferred pronoun please select from the box below. This will be added to your Office 365 account against your email and MS Teams account and on class registers provided to lecturers. Please leave blank if you do not wish to provide a preferred pronoun. If your preferred pronoun is not listed please email [mis@west-lothian.ac.uk](mailto:mis@west-lothian.ac.uk) with your preferred pronoun and we will update your record for you.

<b>Preferred pronoun</b>	She / Her
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#### Contact Details

<b>Postal code *</b>	<input type="text"/>
	<input type="button" value="Postcode Lookup"/>
<b>Address line 1 *</b>	<input type="text"/>
<b>Address line 2</b>	<input type="text"/>
<b>Town *</b>	<input type="text"/>
<b>County *</b>	<input type="text"/>
<b>My term-time address will be different than the above</b>	<input type="checkbox"/>
<b>County / region *</b>	Renfrewshire
<b>Country *</b>	Scotland
<b>Telephone *</b>	<input type="text"/>
<b>Email *</b>	<input type="text"/>
<b>Mobile *</b>	<input type="text"/>

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#### Previous School

<b>School currently attending or last attended (complete if under 20 years old) *</b>	<input type="text"/>
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#### Emergency Contact

<b>Name of Emergency Contact *</b>	<input type="text"/>
<b>Relationship to you *</b>	<input type="text"/>
<b>Telephone number *</b>	<input type="text"/>

# Equality & Diversity

<https://mycollege.west-lothian.ac.uk/website/admissions/special.aspx>

This page gathers information on equality and diversity. We are required to collect this information by the Student Funding Council.

### Online Application - HNC CYBER SECURITY

Please check your details, entering any missing information.

#### Equality and Diversity

We collect information related to equality and diversity to fulfil our duties under the Equalities Act 2010. It is not mandatory to disclose this information and for all fields you can state 'prefer not to say'.

<b>Country of birth *</b>	Scotland
<b>Ethnic origin *</b>	White Scottish
<b>First or preferred language *</b>	English
<b>Do you have experience of Care? (I.e.: have you been looked after in the care system?) *</b>	No
<b>Do you have unpaid caring responsibilities for a family member or friend who is ill, frail, disabled or has a mental health or addiction problems? *</b>	I do not have any caring responsibilities
<b>Are you an Estranged Student? (someone who no longer has the support of, or contact with their family) *</b>	No (Not Estranged)
<b>Service student (Do you have a parent or carer who served or is serving in the regular or reservist British Armed Forces (Royal Navy; Royal Marines; British Army; or Royal Air Force) at any point during the first 25 years of your life?) *</b>	No
<b>Are you a Veteran? (anyone who has served for at least one day in His Majesty's Armed Forces (regular or reserve) or Merchant Mariners who have seen duty on military operations) *</b>	No (not a service student)
<b>Are you a Veteran? (anyone who has served for at least one day in His Majesty's Armed Forces (regular or reserve) or Merchant Mariners who have seen duty on military operations) *</b>	No (not a service student)
<b>Does your gender match your sex as registered at birth? *</b>	Yes
<b>Have you ever identified as a Trans person? (Only answer if aged 16 and over) *</b>	No not identified as trans
<b>Sexual orientation *</b>	Heterosexual or straight
<b>Current marital or partner status *</b>	Other (including Single)
<b>Are you pregnant, or have you given birth in the past year? *</b>	No
<b>Religion *</b>	None
<b>Please select a Group of Specific Interest that applies to you *</b>	

[Next stage](#)

The Group of Specific Interest question will not be auto filled. As this is subject to change, it will be asked every time a course is applied for.

# Disability

<https://mycollege.west-lothian.ac.uk/website/admissions/special.aspx>

At this stage, an applicant can declare disabilities and any additional support needs

### Online Application - HNC CYBER SECURITY

#### Disability

If you have a disability, please declare it below. Please select all that apply.

We collect information related to disability to fulfil our duties under the Equalities Act 2010. This information is not used to make a decision about the outcome of your application.

If you are offered a place on a course our Student Support team will contact you prior to starting your course to discuss any additional support needs or concerns you may have.

- 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 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 specific learning disability such as Down's Syndrome

**Do you have any additional support needs? \*** ?

**Next stage**

The tooltip on the additional support needs question explains that someone from the Student Support team may contact them to further discuss their support needs if they select 'Yes'.

# Qualifications

<https://mycollege.west-lothian.ac.uk/website/admissions/qualifications.aspx>

On this page, applicants can list each individual qualification they hold and the result they achieved (or expect to achieve).

Qualification details

[Selection summary](#) | [Photograph](#) | [Personal details](#) | [Equality](#) | [Disability](#) | [Qualifications](#) | [Statement](#) | [Additional Information](#) | [Your Wellbeing](#) | [Confirm Application](#)

### Online Application - HNC CYBER SECURITY

Please tell us about your Qualifications.

Your qualifications listed here help us decide if you meet the entry requirements of the course.

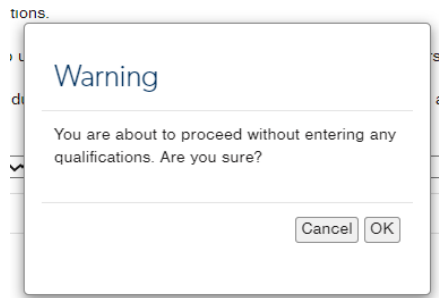
Please list each qualification individually, not as a group, and include any qualifications you are currently studying with a result of not known.

Qualification Level \*      Subject \*      Result      Not yet known      [Add Qualification](#)

Level      Subject      Result

[Next stage](#)

The system will allow progression if no qualifications are entered, but will require confirmation from the applicant that this was intended.



Qualifications that have been entered incorrectly can be removed using the 'Remove' button.

Qualification details

[Selection summary](#) | [Photograph](#) | [Personal details](#) | [Equality](#) | [Disability](#) | [Qualifications](#) | [Statement](#) | [Additional Information](#) | [Your Wellbeing](#) | [Confirm Application](#)

### Online Application - HNC CYBER SECURITY

Please tell us about your Qualifications.

Your qualifications listed here help us decide if you meet the entry requirements of the course.

Please list each qualification individually, not as a group, and include any qualifications you are currently studying with a result of not known.

Qualification Level \*      Subject \*      Result      Not yet known      [Add Qualification](#)

Level	Subject	Result	
Standard / Higher Grade	Maths	B	<a href="#">Remove</a>
Degree	Computing	Not yet known	<a href="#">Remove</a>

[Next stage](#)

# Personal Statement

<https://mycollege.west-lothian.ac.uk/website/admissions/statement.aspx>

Personal statements are required for most courses at West Lothian College.

Applicants must enter a statement between 200 and 2000 characters in order to proceed to the next page.

ESOL students are not required to provide a personal statement. This page will not display to those applying for an ESOL course.

## Personal Statement

[Selection summary](#) | [Photograph](#) | [Personal details](#) | [Equality](#) | [Disability](#) | [Qualifications](#) | [Statement](#) | [Additional Information](#) | [Your Wellbeing](#) | [Confirm Application](#)

### Online Application - HNC CYBER SECURITY

The box below can hold 2000 characters (letters). If your statement is longer than that, please shorten it - you won't be able to proceed if the statement is too long.

Characters remaining:  Please enter a minimum of 200 characters.

**Please provide a statement in support of your application. You should let us know why you are applying for this course and give details of any experience you have relating to the course, either formal or informal. This must be completed for all applications and what you write here may affect the outcome of your application.\***

[Next stage](#)

## Additional Questions

<https://mycollege.west-lothian.ac.uk/website/admissions/questions.aspx>

In order to better help support and advise students, we ask them to provide information about their career goals and what they currently plan to do when they finish the course they are applying for.

### Additional questions

[Selection summary](#) | [Photograph](#) | [Personal details](#) | [Equality](#) | [Disability](#) | [Qualifications](#) | [Statement](#) | [Additional Information](#) | [Your Wellbeing](#) | [Confirm Application](#)

#### Online Application - HNC CYBER SECURITY

In order for us to help you further, please can you answer the following questions.

**What is your current career goal?\***

**Has this been a long term career goal?\***

**After completing this course what do you currently intend to do?\***

**What are you currently doing?\***

[Next stage](#)

Some questions will display additional text boxes depending on how it is answered. This allows the applicant to explain their choice further.

**What is your current career goal?\***

**Has this been a long term career goal?\***

**If No, what was your previous career goal?**

**After completing this course what do you currently intend to do?\***

**What are you currently doing?\***

**If Other, please enter below**

[Next stage](#)



# Wellbeing

<https://mycollege.west-lothian.ac.uk/website/admissions/wellbeing.aspx>

Applicants are asked to answer questions about their wellbeing so that the college can gauge the current outlook of the student population so that the correct support can be put in place. It is not mandatory for students to provide this information. This information will not be used to assess a candidates suitability for a course.

If an applicant is applying for a Schools College Partnership programme, this page will not be displayed.

## Your Wellbeing

[Selection summary](#) | [Photograph](#) | [Personal details](#) | [Equality](#) | [Disability](#) | [Qualifications](#) | [Statement](#) | [Additional Information](#) | [Your Wellbeing](#) | [Confirm Application](#)

### Online Application - HNC CYBER SECURITY

Your wellbeing

This information is being used to track the general wellbeing of our student population and to offer better support to our community.

We will not respond to your answers individually nor will this information be used to identify you.

Statement	Response
I've been feeling optimistic about the future	All of the time ▾
I've been feeling useful	Rarely ▾
I've been feeling relaxed	Some of the time ▾
I've been dealing with problems well	Often ▾
I've been thinking clearly	Prefer not to say ▾
I've been feeling close to other people	None of the time ▾
I've been able to make up my own mind about things	All of the time ▾

We wish to learn about our students' mental health & wellbeing and we would like to undertake these surveys regularly with interested students. If this is something you would like to be a part of please consent by ticking the box and you may be contacted our Student Support Team.

**I consent to being contacted about a further study of mental health and wellbeing.**

[Next stage](#)

# Student Agreement

<https://mycollege.west-lothian.ac.uk/website/admissions/confirmation.aspx>

Before an application can be submitted, an applicant must agree to the terms of the student agreement and the student loan payment agreement. They must indicate how their fees will be paid (e.g. employer, fee waiver). They are also asked marketing questions, but these are not mandatory.

## Student Agreement

[Selection summary](#) | [Photograph](#) | [Personal details](#) | [Equality](#) | [Disability](#) | [Qualifications](#) | [Statement](#) | [Additional Information](#) | [Your Wellbeing](#) | [Confirm Application](#)

### Online Application - HNC CYBER SECURITY

**Student Agreement**

As a West Lothian College student you are agreeing to honour the payment of fees.

The full terms and conditions of payment can be found [here](#)

Course fees are due in full at the time of enrolment. Fees are non-refundable and results will be withheld until full payment is received.

If your employer will pay your fees it is your responsibility to arrange for your employer to provide written authorisation to the College, before the start of the course.

**Tick here to indicate that you have read, understood and agree to abide by the terms and conditions above**

**Student Loan Payments**

By enrolling to this course you agree to inform West Lothian College if you decide to withdraw from this course, or to not take up your offer of a place. The enrolment data will be used to supply Student Award Agency Scotland (SAAS) and Student Loans Company (SLC) with verification of your enrolment.

If by not informing West Lothian College of your withdrawal you are paid by SAAS/SLC you will be responsible for any repayment of any monies paid to you directly to SAAS/SLC.

### Your Fees

**Have you been resident in Scotland for the past 3 years? \***

**How will you pay for your course fees? \***

**Marketing**

**Please tick if you wish to receive future offerings and marketing information from West Lothian College**

Please can you tell us where you found out about the course(s).

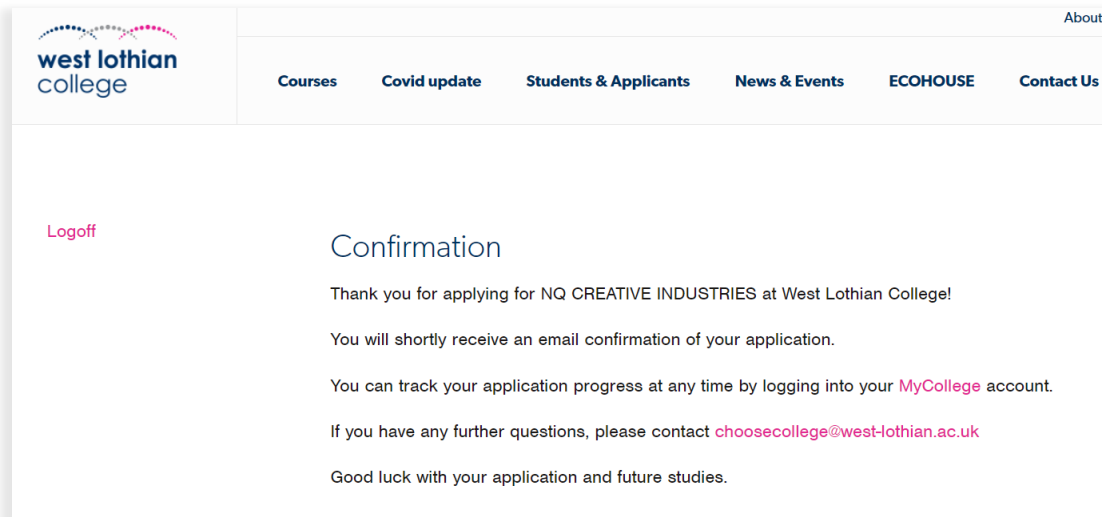
**Source**

[Complete application](#)

# Confirmation

<https://mycollege.west-lothian.ac.uk/website/admissions/complete.aspx>

After an application is submitted, a page is displayed confirming that the application has been received. A confirmation email is also sent to the applicant.



The screenshot shows the MyCollege portal confirmation page. At the top left is the West Lothian College logo. To the right is a navigation menu with links for Courses, Covid update, Students & Applicants, News & Events, ECOHOUSE, and Contact Us. Below the navigation is a 'Logoff' link. The main content area is titled 'Confirmation' and contains the following text:

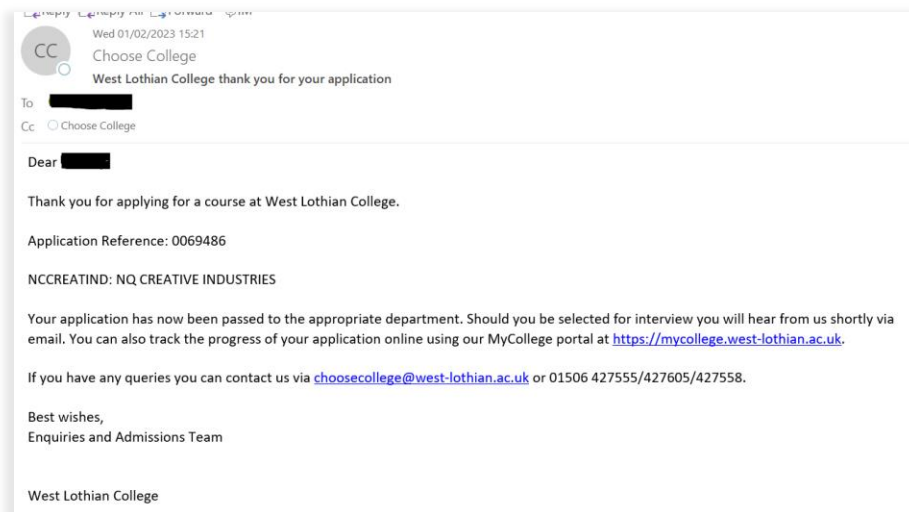
Thank you for applying for NQ CREATIVE INDUSTRIES at West Lothian College!

You will shortly receive an email confirmation of your application.

You can track your application progress at any time by logging into your MyCollege account.

If you have any further questions, please contact [choosecollege@west-lothian.ac.uk](mailto:choosecollege@west-lothian.ac.uk)

Good luck with your application and future studies.



The screenshot shows an email confirmation from West Lothian College. The sender is 'Choose College' with a 'CC' icon. The subject is 'West Lothian College thank you for your application'. The email body contains the following text:

Dear [REDACTED]

Thank you for applying for a course at West Lothian College.

Application Reference: 0069486

NCCREATIND: NQ CREATIVE INDUSTRIES

Your application has now been passed to the appropriate department. Should you be selected for interview you will hear from us shortly via email. You can also track the progress of your application online using our MyCollege portal at <https://mycollege.west-lothian.ac.uk>.

If you have any queries you can contact us via [choosecollege@west-lothian.ac.uk](mailto:choosecollege@west-lothian.ac.uk) or 01506 427555/427605/427558.

Best wishes,  
Enquiries and Admissions Team

West Lothian College

## Tracking Applications

A student can log into their MyCollege account to track the progress of their application or continue with an application in progress

### Applications

View and Track your Applications Go »

For each application, the status is displayed in brackets beside the course name (e.g Cancelled, In Progress etc).

### mycollege - Applications

Below is a list of your Applications. You can track current applications by clicking "Go".

Any applications which are currently active are highlighted in blue

Online reference	Date received	Course name	Track Application
0068147	19/01/2023	HNC ACCOUNTING (Cancelled by Student)	Track
0068116	19/01/2023	HNC CYBER SECURITY (Cancelled by Student)	Track

Clicking the 'Track' button on an application will take the applicant to a summary page detailing more information about the status.

Any 'In Progress' or 'Cancelled by student' applications can be restarted from here.

### mycollege - Track Application

#### Application Summary

<b>Online reference</b>	0068147
<b>Date received</b>	19/01/2023
<b>Course name</b>	HNC ACCOUNTING
<b>Status of Application</b>	<a href="#">Please click here to restart your application</a>

#### Interviews

There is no interview data to display at the moment

#### Offers

There is no offer data to display at the moment

## Error Messages

REG-F errors are usually caused by duplicate MyCollege accounts. Please report these errors to [choosecollege@west-lothian.ac.uk](mailto:choosecollege@west-lothian.ac.uk)

Any other errors should be reported to [infosystems@west-lothian.ac.uk](mailto:infosystems@west-lothian.ac.uk)