Online Applications - User Guide

Last Review: 17/01/2023

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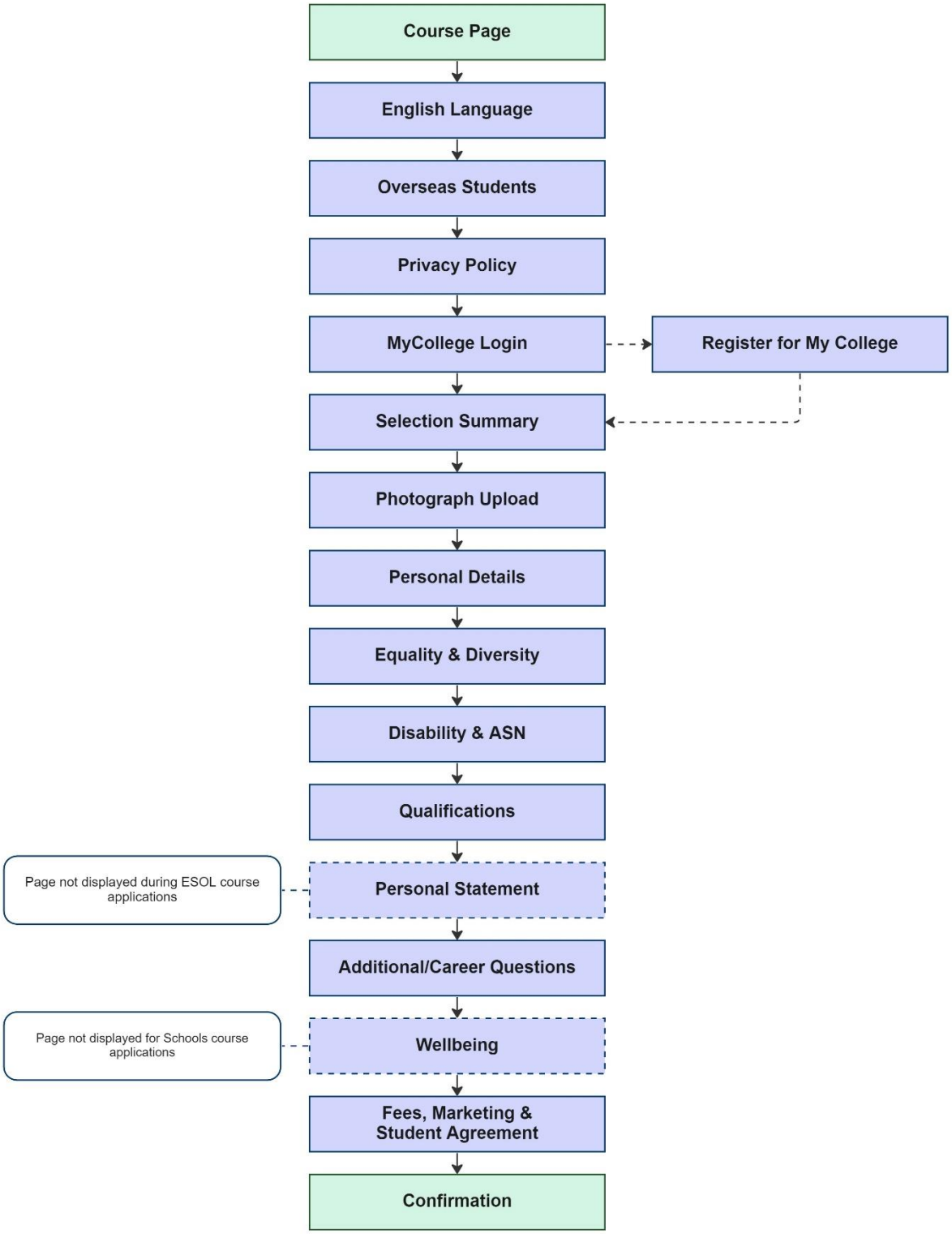
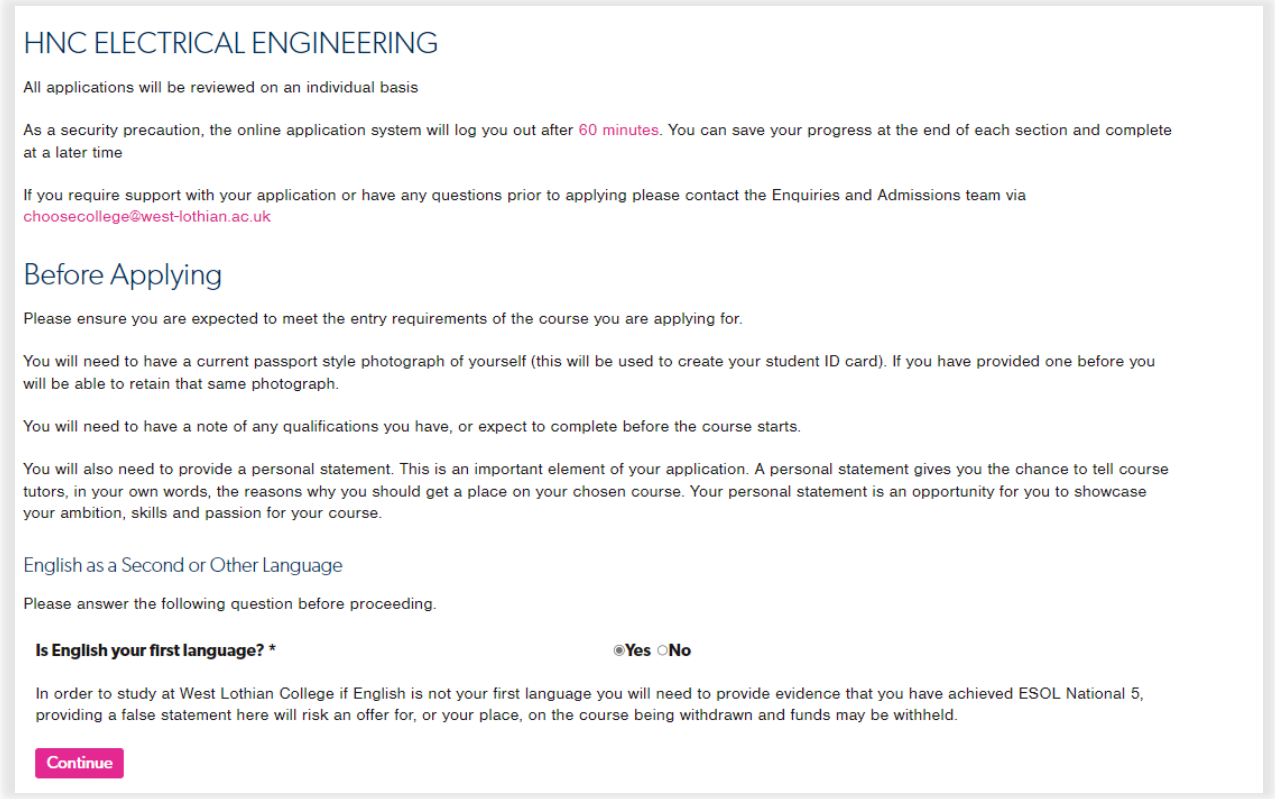
Site Map


Course Page
English Language
Overseas Students
Privacy Policy
MyCollege Login
Register for My College
Selection Summary
Photograph Upload
Personal Details
Equality & Diversity
Disability & ASN
Qualifications
Page not displayed during ESOL course applications
Personal Statement
Additional/Career Questions
Page not displayed for Schools course applications
Wellbeing
Fees, Marketing & Student Agreement
Confirmation

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

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

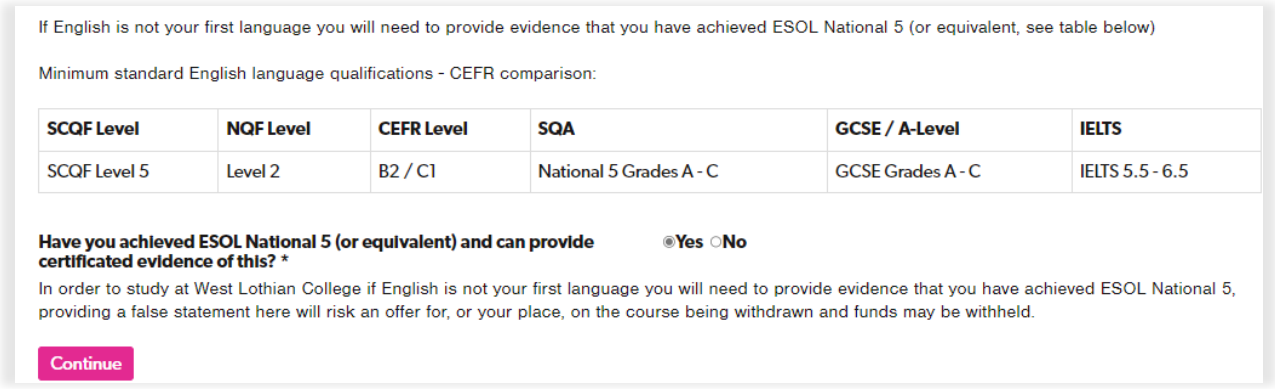
In order to study at West Lothian College if English is not your first language you will need to provide evidence that you have achieved ESOL National 5, providing a false statement here will risk an offer for, or your place, on the course being withdrawn and funds may be withheld.

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

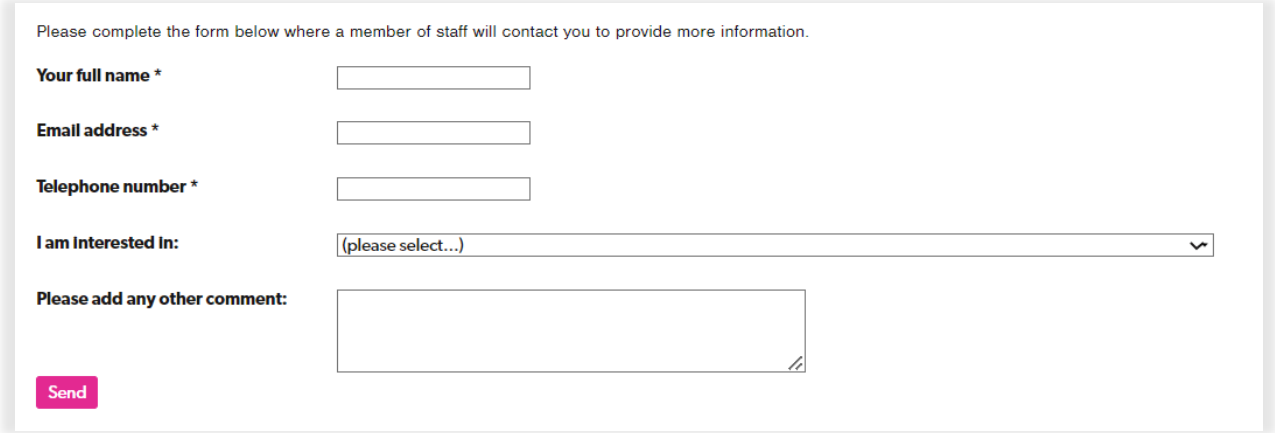
Have you achieved ESOL National 5 (or equivalent) and can provide certificated evidence of this? * ◉Yes ○No

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.



Overseas Student Acknowledgement

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

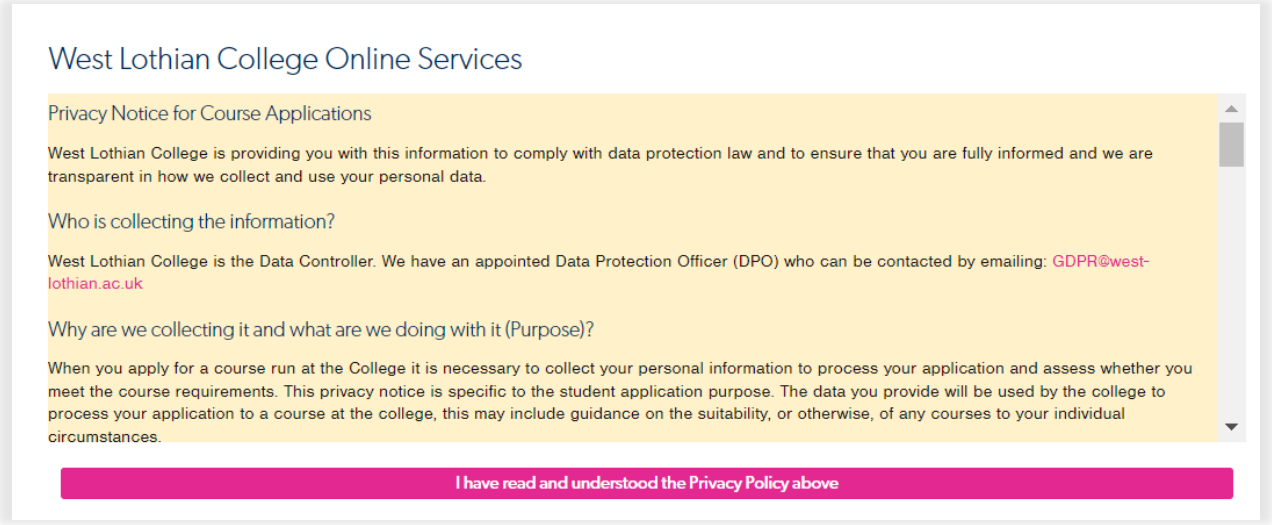
The next page provides information about entry requirements for Overseas applicants.

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.

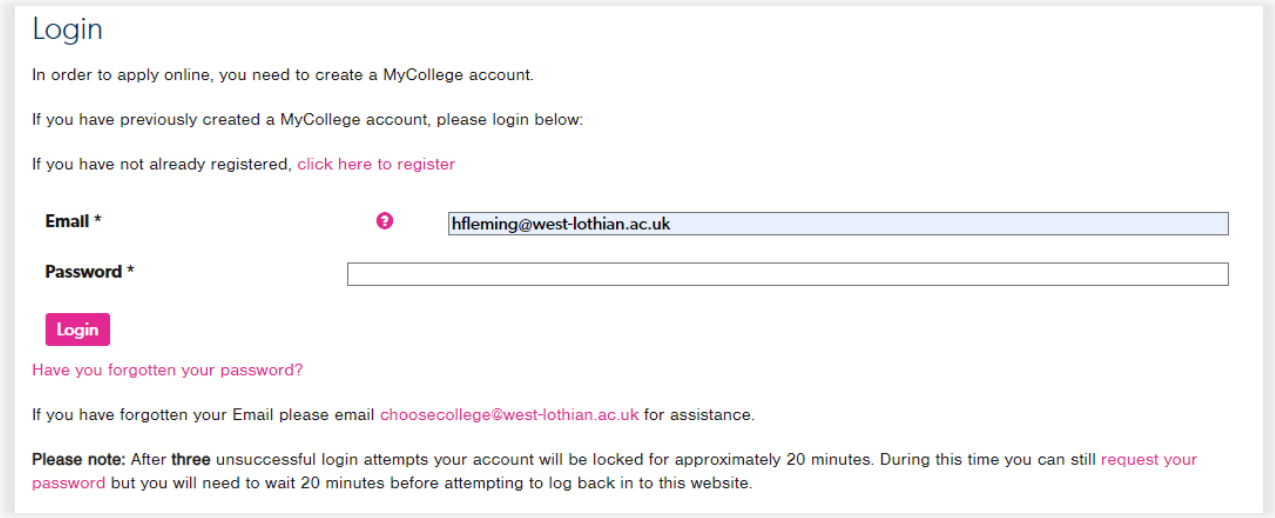


Applicants must click the button to acknowledge they have read and understood the information in order to proceed.

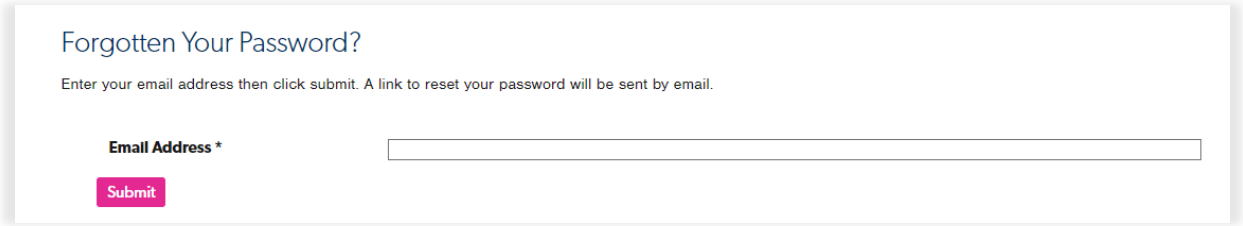
MyCollege Login

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.



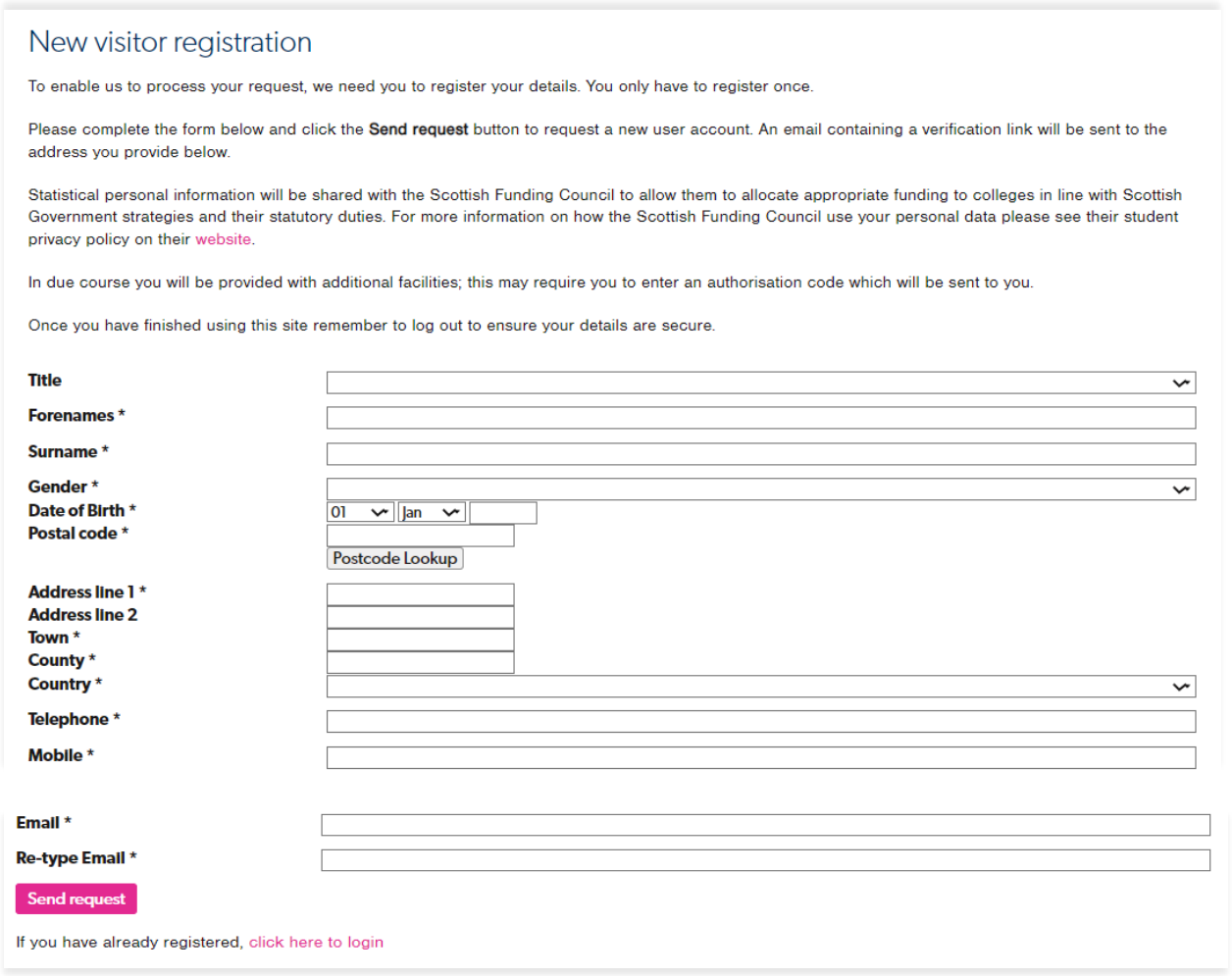
If the applicant has forgotten their password, they will be able to follow the forgotten password link to reset it.



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.

Title
Forenames *
Surname *
Gender *
Date of Birth *
Postal code *
Postcode Lookup
Address line 1 *
Address line 2
Town *
County *
Country *
Telephone *
Mobile *
Email *
Re-type Email *
Send request
If you have already registered, click here to login

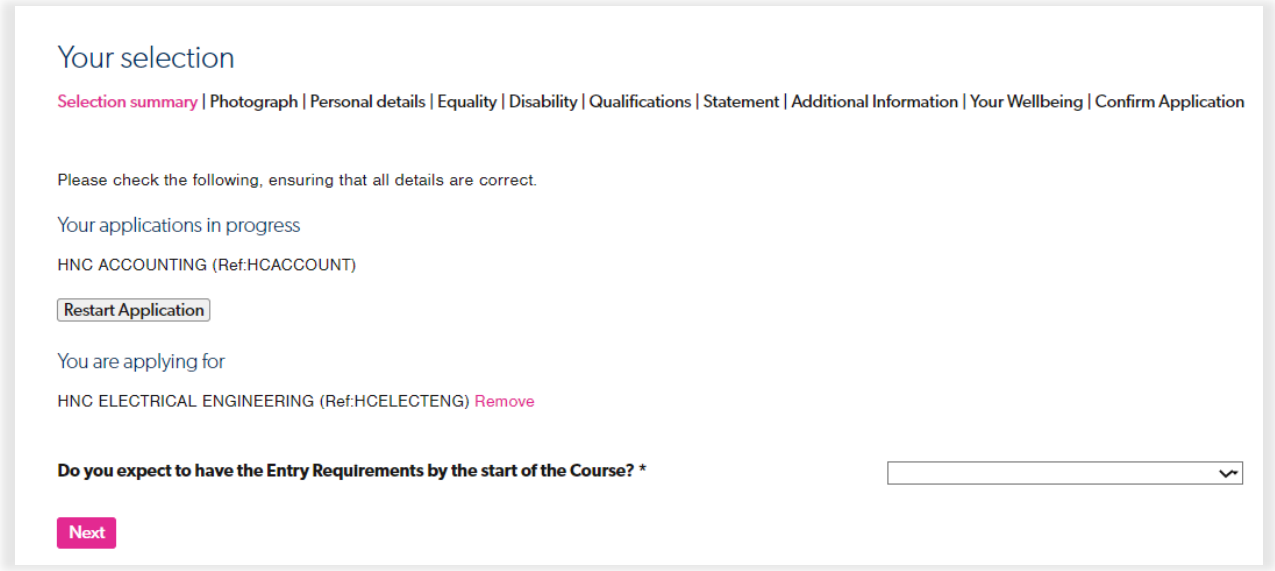
The following domains will not be accepted in the email field when registering for an account:

- **@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.

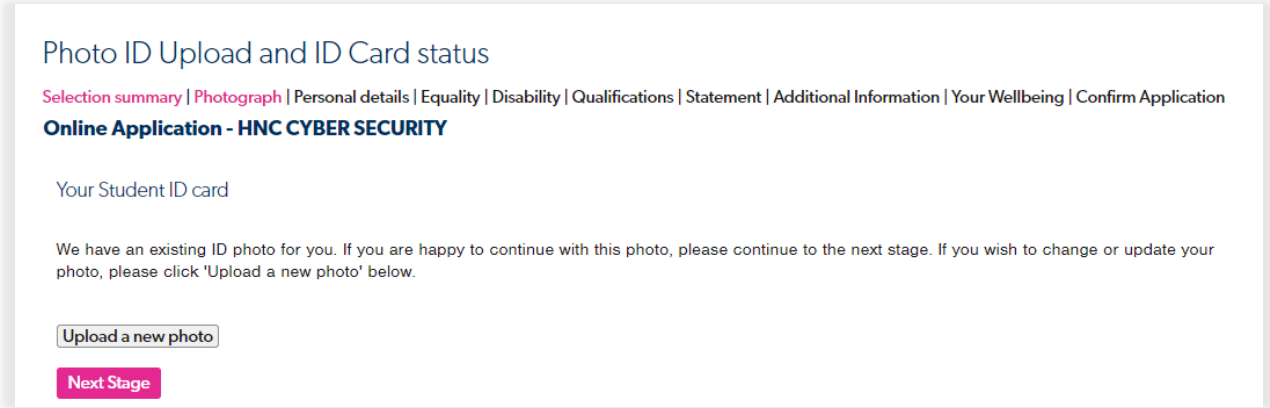


Any applications that are already in progress will also be displayed on this page and the system will allow them to restart an in-progress application.

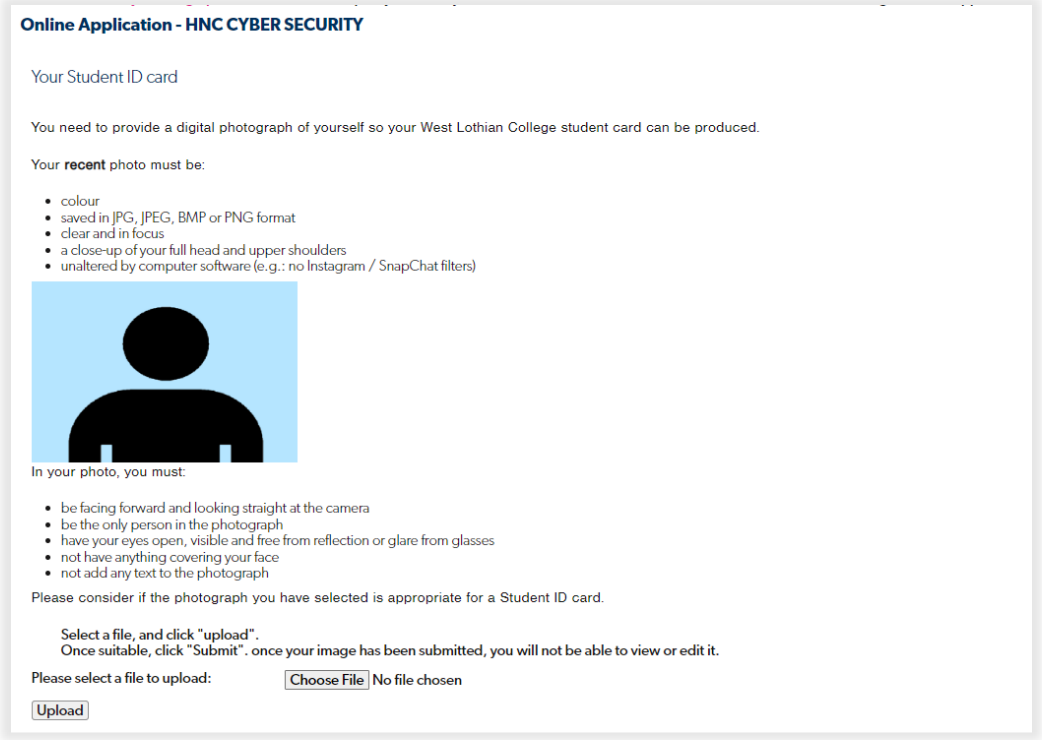
Student Photo

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.



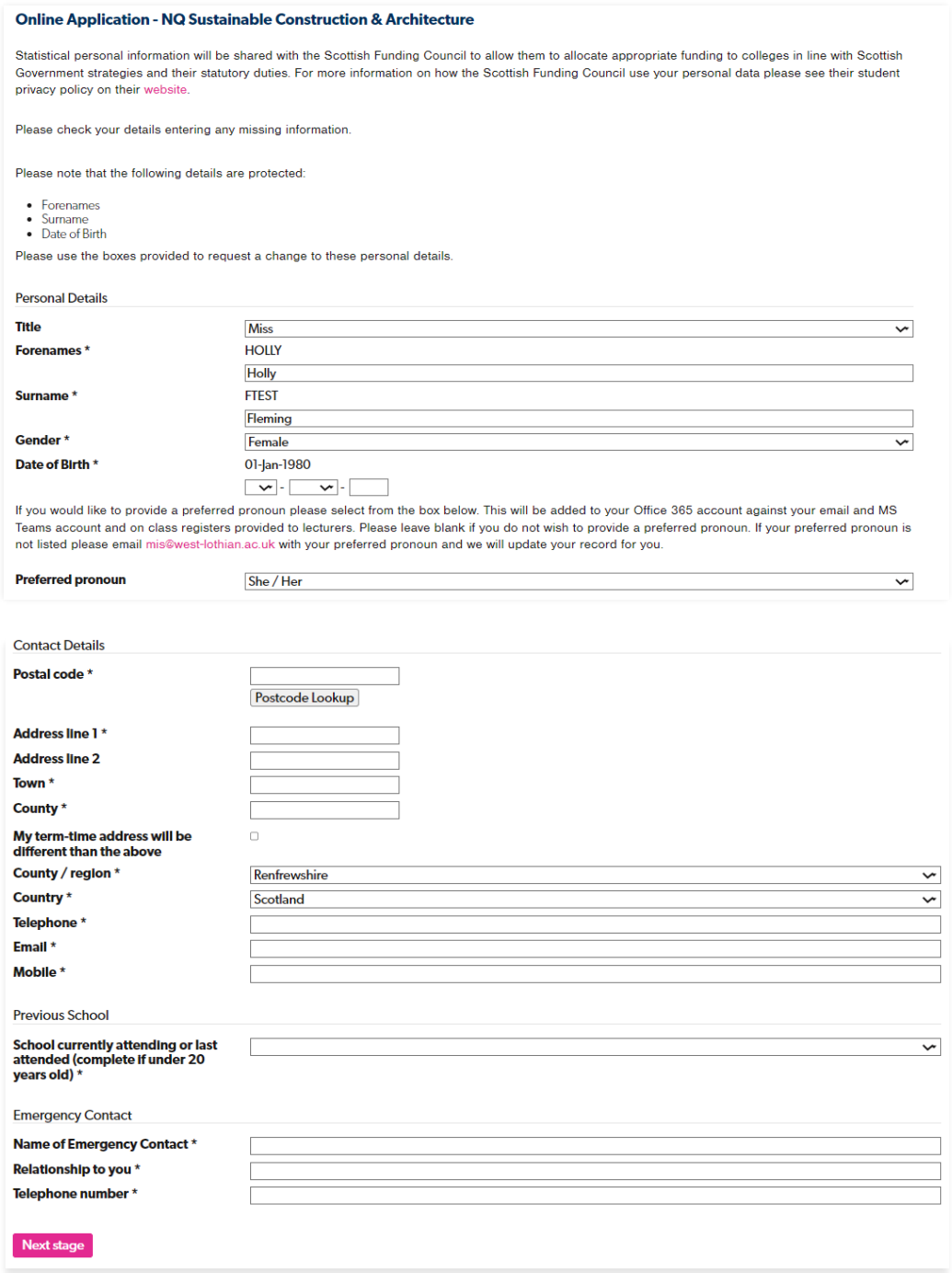
If there is already a photo associated with the applicant, they can choose to continue with this. If no photo is held, or 'Upload a new photo' is clicked, they will be asked to upload a photo of themselves (max size 8mb).



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

Title Miss

Forenames * HOLLY

Holly

Surname * FTEST

Fleming

Gender * Female

Date of Birth * 01-Jan-1980

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 with your preferred pronoun and we will update your record for you.

Preferred pronoun She / Her

Contact Details

Postal code *

Postcode Lookup

Address line 1 *

Address line 2

Town *

County *

My term-time address will be different than the above

County / region * Renfrewshire

Country * Scotland

Telephone *

Email *

Mobile *

Previous School

School currently attending or last attended (complete if under 20 years old) *

Emergency Contact

Name of Emergency Contact *

Relationship to you *

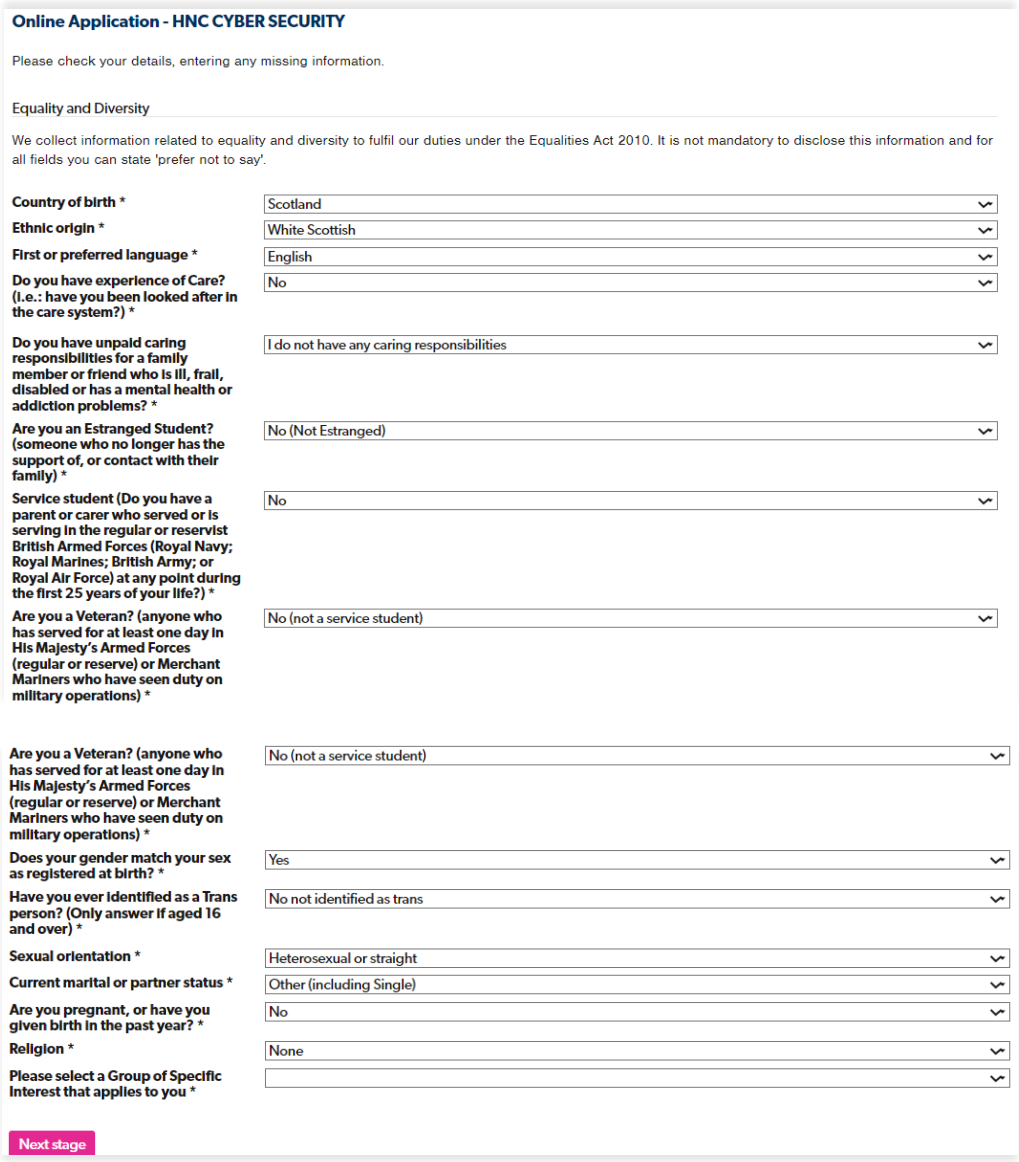
Telephone number *

Next stage

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'.

Country of birth *	Scotland
Ethnic origin *	White Scottish
First or preferred language *	English
Do you have experience of Care? (i.e.: have you been looked after in the care system?) *	No
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? *	I do not have any caring responsibilities
Are you an Estranged Student? (someone who no longer has the support of, or contact with their family) *	No (Not Estranged)
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?) *	No
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) *	No (not a service student)

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) *	No (not a service student)
Does your gender match your sex as registered at birth? *	Yes
Have you ever identified as a Trans person? (Only answer if aged 16 and over) *	No not identified as trans
Sexual orientation *	Heterosexual or straight
Current marital or partner status *	Other (including Single)
Are you pregnant, or have you given birth in the past year? *	No
Religion *	None
Please select a Group of Specific Interest that applies to you *	

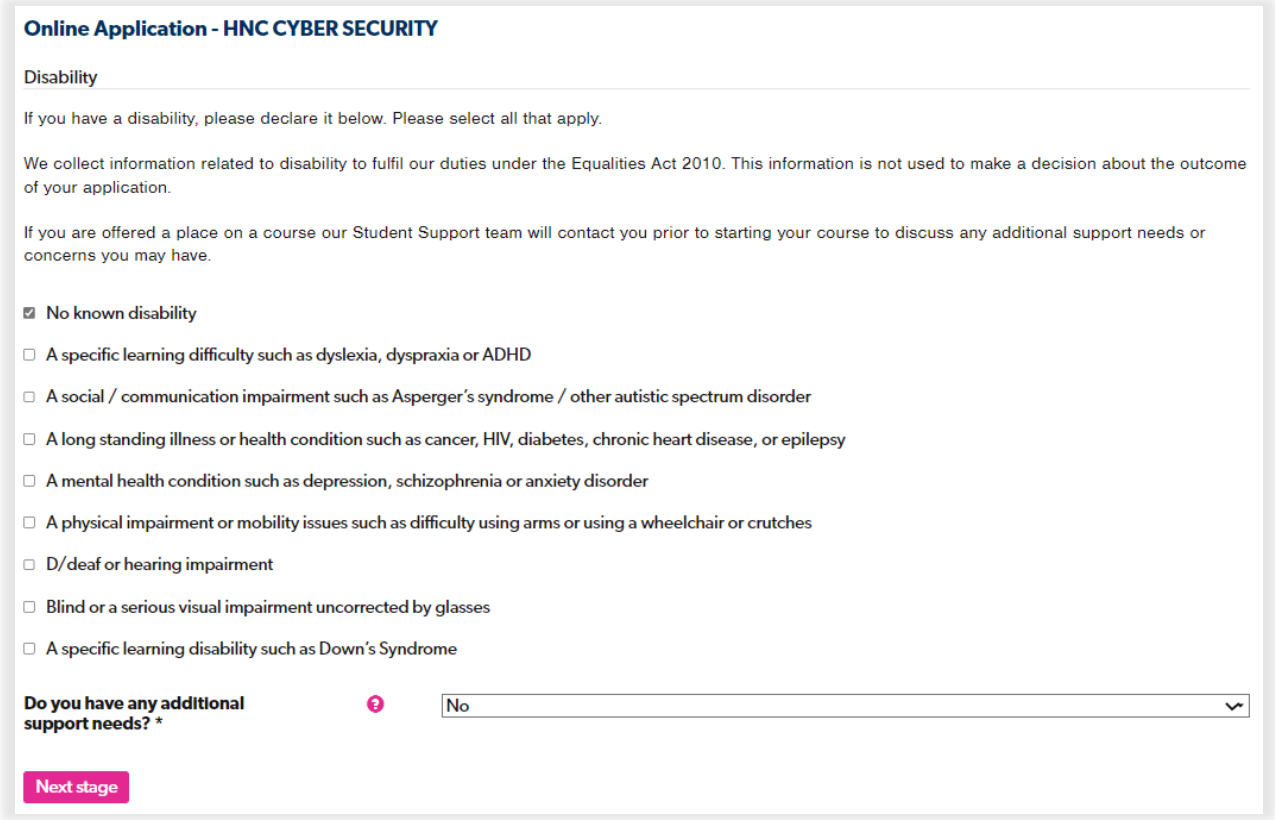
Next stage

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

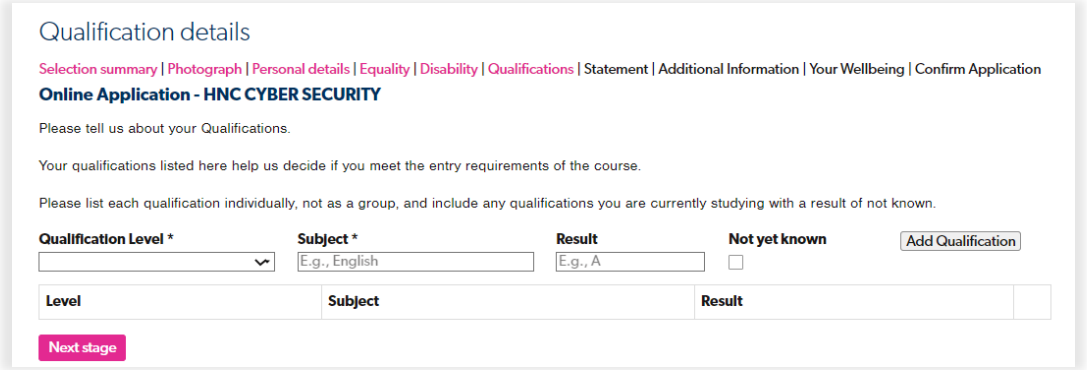


The tooltip on the additional support needs question explains that someone from the Student Support team may contact them to further discuss their support needs if they select 'Yes'.

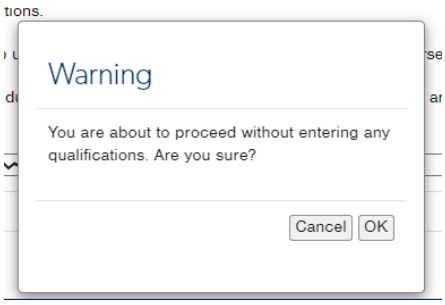
Qualifications

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

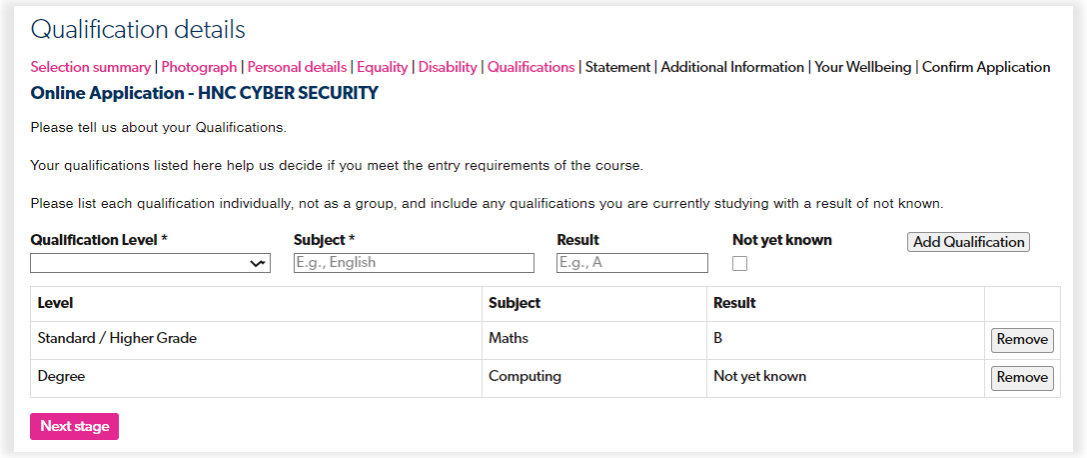
On this page, applicants can list each individual qualification they hold and the result they achieved (or expect to achieve).



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.



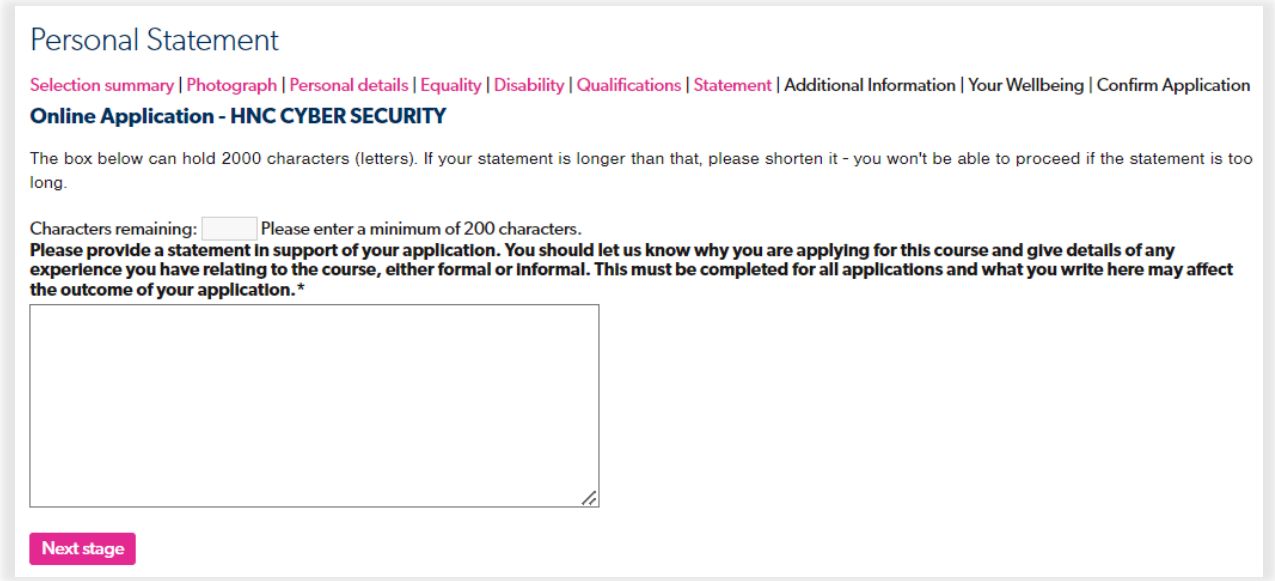
Personal Statement

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.

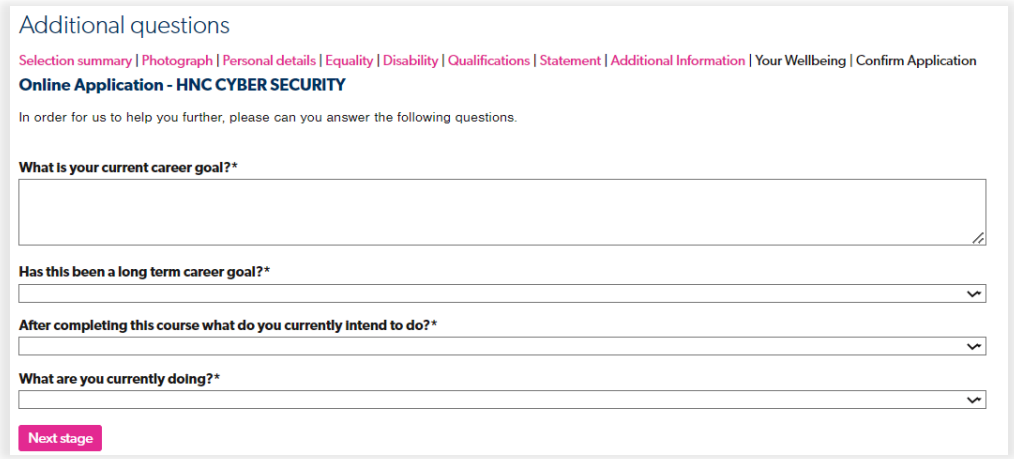
ESOL students are not required to provide a personal statement. This page will not display to those applying for an ESOL course.



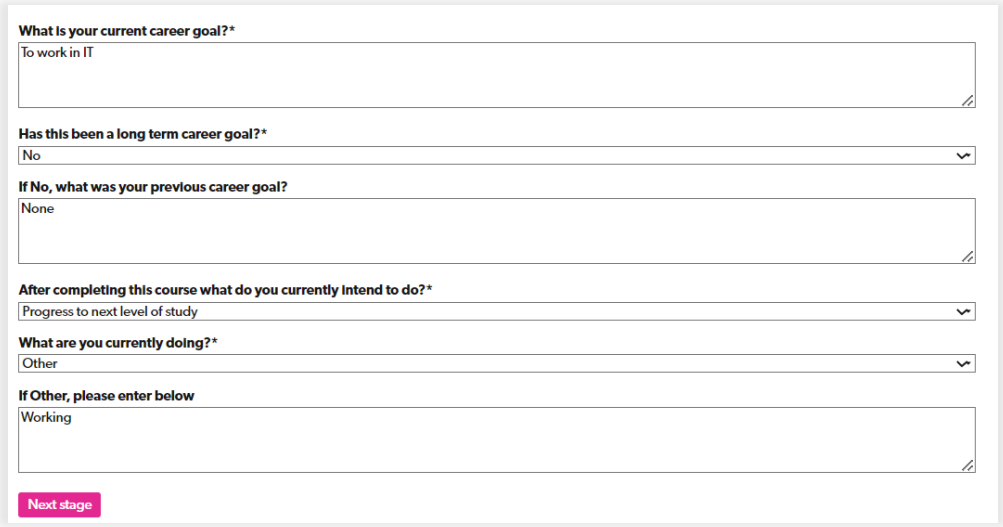
Additional Questions

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.



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

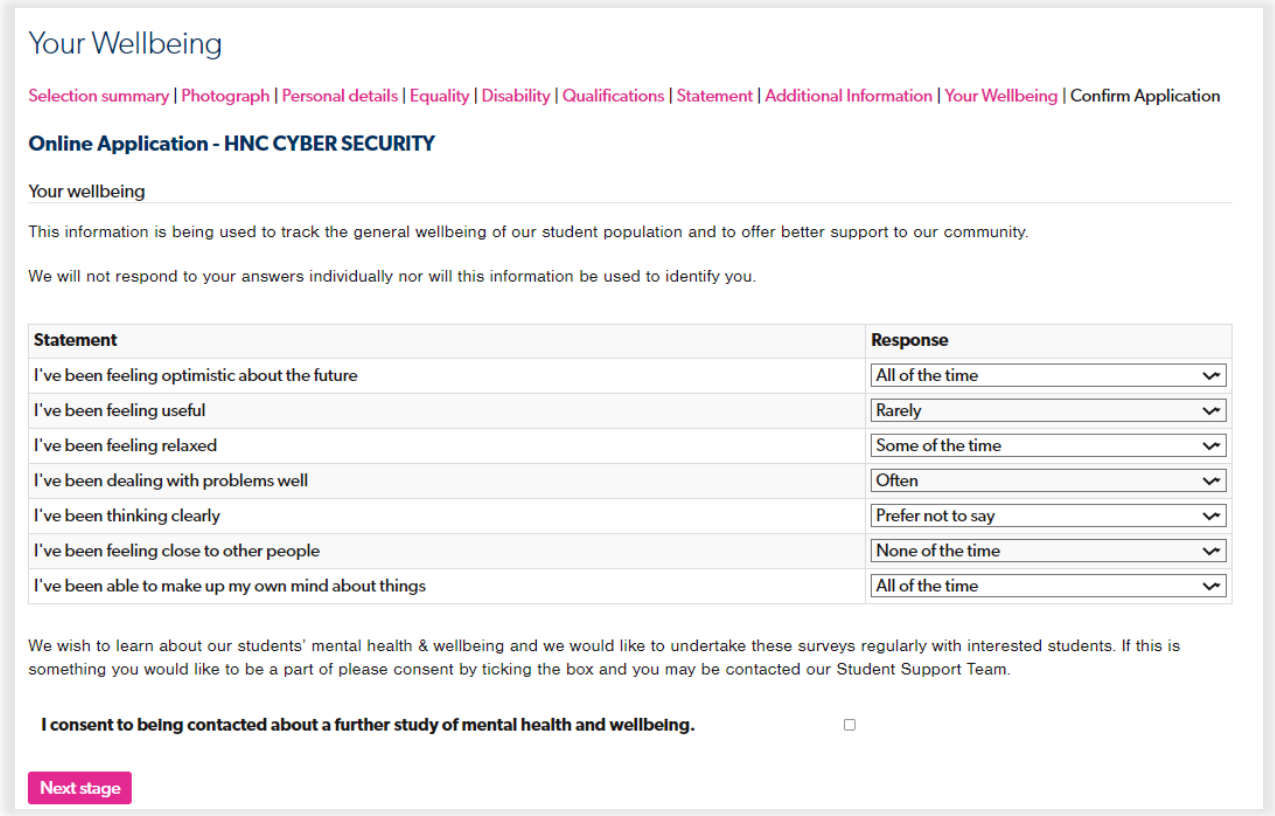


Wellbeing

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.

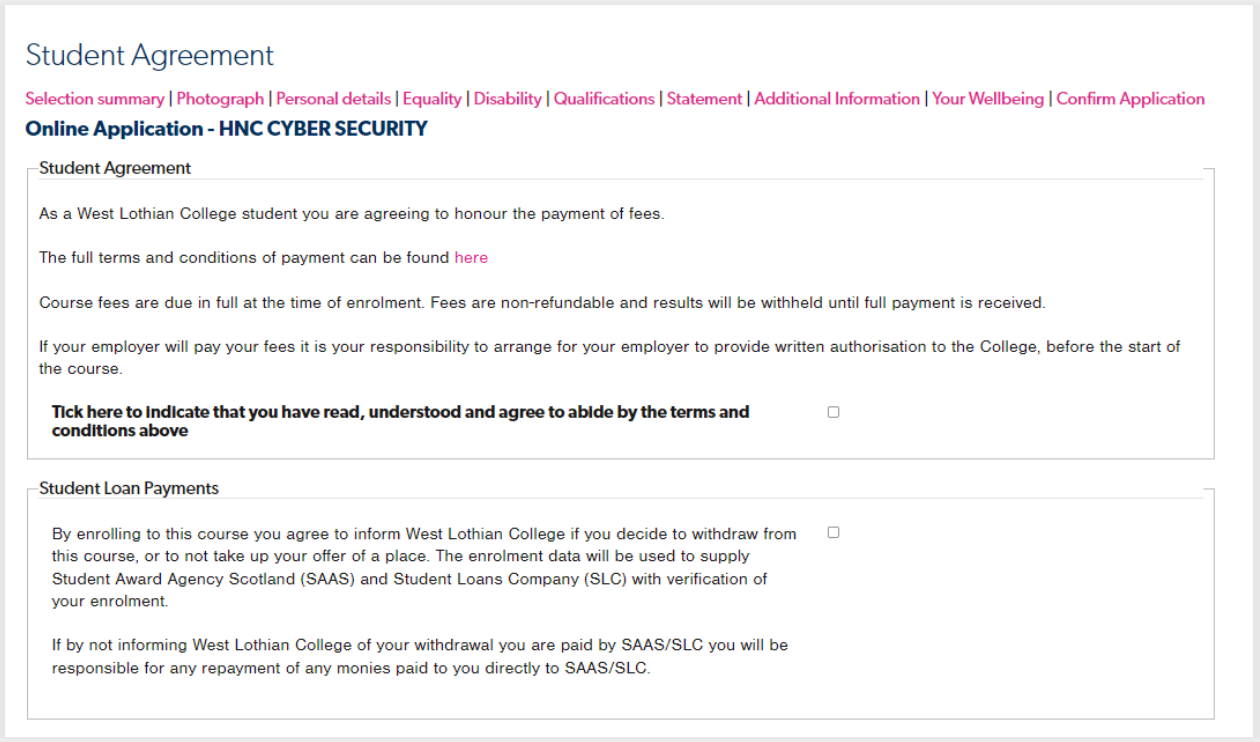
I consent to being contacted about a further study of mental health and wellbeing. ☐

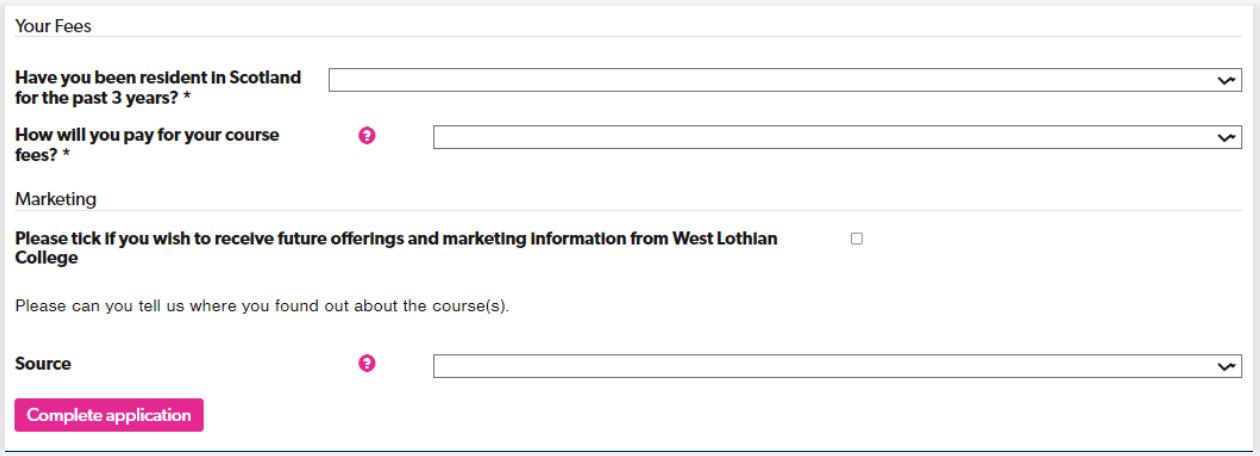
Next stage

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.

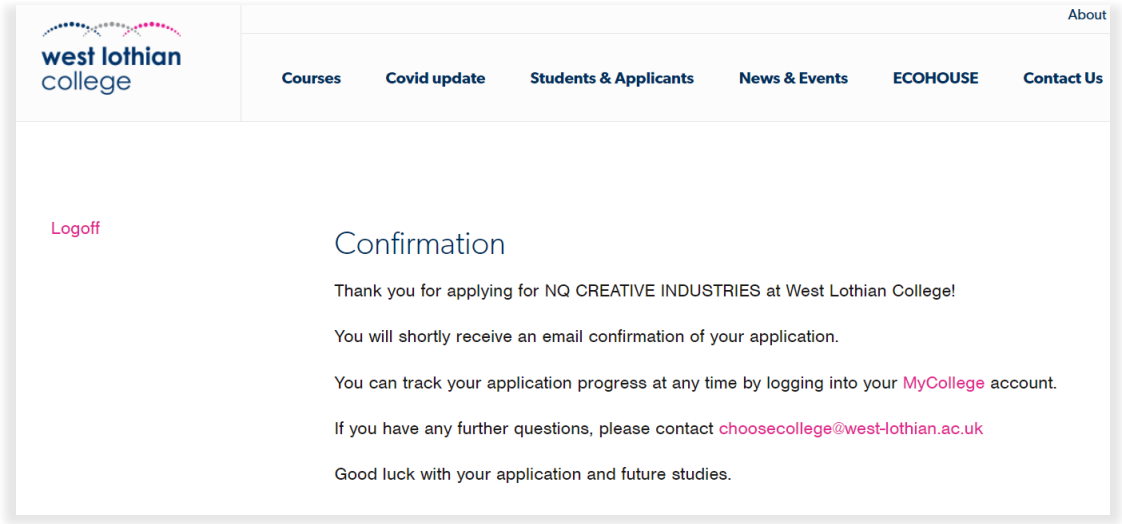


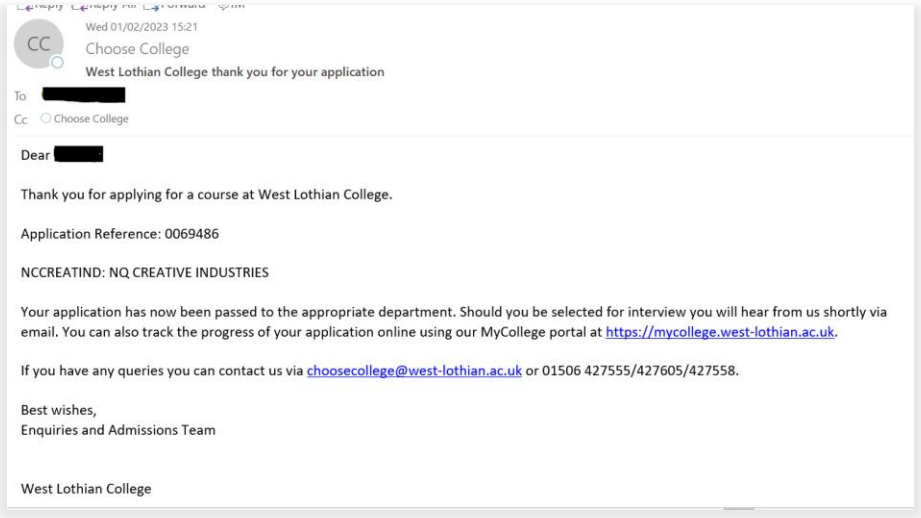


Confirmation

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

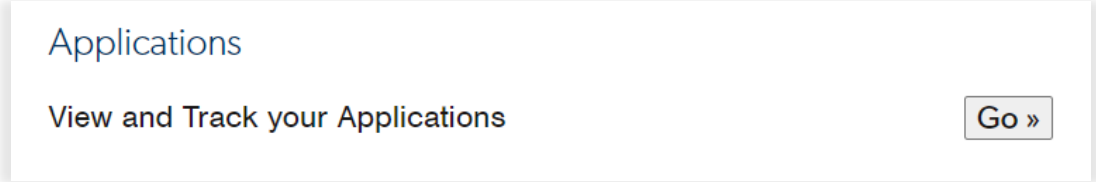
After an application is submitted, a page is displayed confirming that the application has been received. A confirmation email is also sent to the applicant.



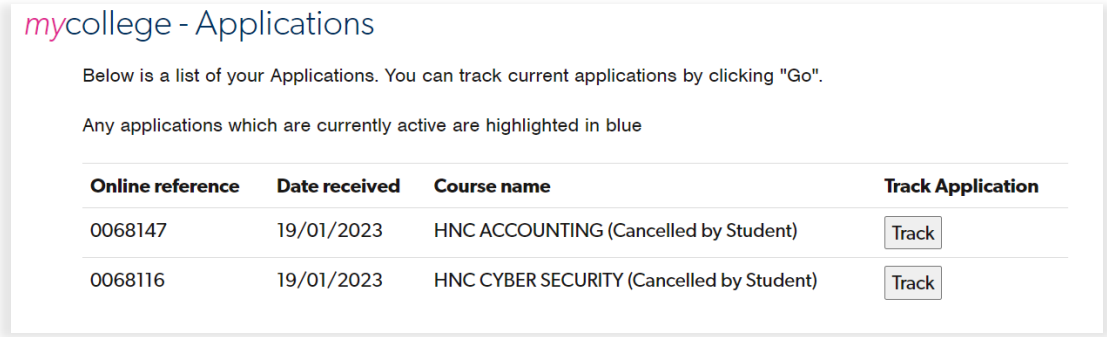


Tracking Applications

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

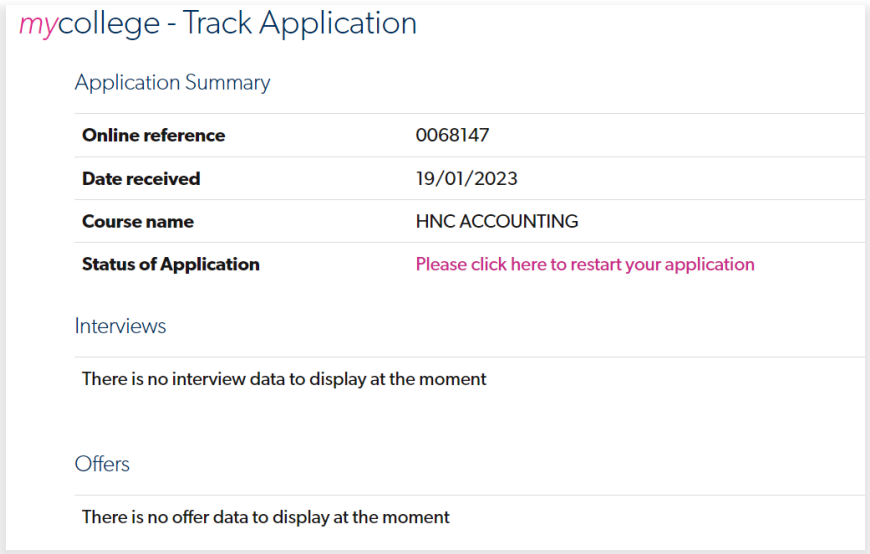


For each application, the status is displayed in brackets beside the course name (e.g Cancelled, In Progress etc).



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.



Error Messages

REG-F errors are usually caused by duplicate MyCollege accounts. Please report these errors to choosecollege@west-lothian.ac.uk

Any other errors should be reported to infosystems@west-lothian.ac.uk