



# WE BELIEVE

# YOU CAN

at Bolton College



## Parent/Carer Guide to Admissions

# Welcome to Bolton College Admissions



**The Admissions Team works with all academic departments to ensure that applicants receive a smooth and efficient service, helping them to make the easiest possible transition in to further education.**

## **The Admissions Team:**

- Process applications sent to us, for both full-time courses and Apprenticeships.
- Contact the applicant if there is anything we need to clarify on their application.
- Send a text message/email\* to the applicant to invite them to book an interview online or over the phone.
- Assist with booking interviews for those who don't want to use our 24/7 online service.
- Request references for applicants (where appropriate). This is usually from their last school attended.

- Send a letter confirming the offer given at interview.
- Send invitations about our main enrolment period.
- Answer questions that applicants, their parents, Connexions workers and schools may have about our admissions process and courses.
- Support all new applicants to make the right decision on their progression from school.

\* If an email is not provided on the application form we will write to the applicant however, this may delay our process.



# Frequently Asked Questions



## **Q What is a 'conditional offer'?**

**A** It's a promise that we will provide a course place, as long as you achieve certain criteria. This could include obtaining a particular GCSE grade, finding a suitable work placement or receiving a satisfactory reference.

At interview you will be given a 'Details of Course Offer' form. The offer will be confirmed via email usually 10-15 working days later. If you do not meet the specified conditions, we can still help and will offer course advice if necessary.

## **Q Parking when dropping off or collecting a student?**

**A** Please be aware that if you are dropping off or collecting a student from College we ask you to use

the loading/pull in bays at the side of the College located on Stanley Street. Please do not park on the yellow lines.

There is an NCP car park on Wellington Road at the back of College that can be used (BL3 5DX).

The car park at the rear of the College is not for general use and you cannot park on Bolton One car park to collect students.

## **Q When will I enrol for College?**

**A** School leavers enrol towards the end of August (we will write with more details nearer the time). Those aged 17+ are usually able to enrol from June. However we will contact you with more information on the enrolment process nearer the time.

## Q What support can you offer for learners with learning difficulties or disabilities?

**A** If you have told us about your disability/learning difficulty on your application form we will already have informed our Learner Support Team who will be in touch to discuss your needs. If we don't know about your disability/learning difficulty please inform us urgently by contacting us on **01204 482 181/195/155**.

## Q Will I receive financial assistance whilst at Bolton College?

**A** Bolton College has a guaranteed bursary (of up to £1,200) for students aged 16-18 who meet one of the following criteria:

- In the care of the local authority or have recently left care
- In receipt of income support or Universal Credit (paid instead of Income Support)
- In receipt of both ESA (Employment Support Allowance) and DLA (Disability Living Allowance) / PIP (Personal Independence Payment)

Students in families where the household income is less than £20,000 may be able to access help with essential equipment needed for their course, help towards travel

costs\* and free College meals.

Proof of benefits and/or household income will be required and there are terms and conditions attached to receiving financial assistance.

These rules/figures are correct at the time of printing but are subject to change. For more information on financial assistance please contact our Student Services Team on **01204 482 182/191**.

## Q What days and times will I attend my course?

**A** Once you have enrolled, you will be given a timetable of the days and times you are required to be in College. Most courses include 15 guided learning hours or more per week. Work outside the classroom will also be required.

\* If you live more than 2km from College.

**FREE  
BUS  
PASS**

worth **£472** per academic year\*

This can be used  
7 days a week on  
any bus in Greater  
Manchester



**FREE  
MEALS**

students  
attending 3  
days a week  
will save **£260**  
per year\*

**TOTAL SAVINGS = £732**

\*For students who meet eligibility criteria.

These details refer to the support available in 2017-18.





**Q What do we do if I change my mind about the course I have applied for?**

**A** Contact the Admissions Team and we will be happy to update your application form with your new course choice so an interview can be arranged.

**Q How do I make changes to my contact details?**

**A** Please contact the Admissions Team on **01204 482 181/155** or **01204 482 195** to amend any of your contact details.\*

**Q What are the opening times for the Admissions Team?**

**A** We are open term time Monday - Thursday 9am - 4pm and Friday 9am - 12noon.

**Q Who do I contact if I have any concerns about the service I receive from the Admissions Team at Bolton College?**

**A** Please contact Nicola Hood the Recruitment & Relations Manager on **01204 482 040**.

\* We communicate with applicants via email and text message so it is important to keep these details up to date.

# Term Dates

## Autumn Term:

Monday 10th September 2018 - Friday 21st December 2018

**Half Term:** Monday 22nd October - Friday 26th October

**Staff Development (College closed):** Friday 19th October

## Spring Term:

Monday 7th January 2019 - Friday 12th April 2019

**Half Term:** Monday 18th February - Friday 22nd February

**Staff Development (College closed):** Friday 15th February

## Summer Term:

Monday 29th April 2019 - Friday 5th July 2019

**Half Term:** Tuesday 28th May - Friday 31st May (Monday bank holiday)

**Staff Development (College closed):** Tuesday 9th & 10th July

# Initial Assessments

All new applicants are required to take an initial assessment to find out their maths and English levels.

The results of the assessment help us to place new learners on the right course.

The assessments usually take around two hours and we'll send an email containing upcoming dates and times from Easter.

Some subject areas also carry out additional pre-enrolment tests. If this is the case, you'll be told at your interview.

**A priority for employers, which makes them a priority for us!**

**If you left school with a GCSE English and/or Maths at Grade 3 (D) or below you'll study English and Maths to gain a GCSE Grade 9-4 (A\*-C).**

## 1. I'm no good at English and maths. What's the point?

We think you can be and we can prove it. The teaching and learning approach to English and maths at College is very different from school - and it works!

You will continue to study to achieve these qualifications as part of your study programme, until you gain a Grade 4 (C) (or equivalent).

Yes! You'll study in English and/or maths classes, depending on your current level of achievement.

If you achieved a Grade 3 (D) or 2 (E), you will be automatically enrolled on to a GCSE course. If not, you will study for Functional Skills qualifications - leading to a GCSE - at a pace that suits you.

They're not just about knowledge of English and maths. They're about using this knowledge in real-life, helping you to operate confidently and independently.

Only if you want to, or if you need a Level 3 in English or maths for your desired career or HE course. We would encourage you to continue to develop your skills to give you the edge in the jobs market.

# Full-Time Study Programmes



Our full-time study programmes, based at College, consist of seven key elements designed to maximise your career prospects and increase your options for further or higher study.

## 1 Achievement Rates

We're the Number 1 College for Achievement Rates in Greater Manchester.



## 2 Vocational Programmes Delivered by Industry Experienced Tutors

Our tutors are industry experienced professionals with the knowledge and skills to prepare you to succeed in your chosen vocation. Ofsted said, 'learners make good progress across all aspects of their study programme'.

“ The teaching is clear and the tutors are tuned in to what we need to know. ”

Demi Derbyshire  
Engineering  
Diploma Level 2



## 3 Work Experience

You'll have the opportunity to gain experience in the workplace on each year of your course, developing those crucial skills for work. Ofsted noted that our learners benefit from work experience 'relevant to their vocational subjects'.

“ Learning in the workplace shows you what real life is like; it's given me the experience of dealing with customers and working practically. ”

Eddie Mukwa  
Vehicle Maintenance  
& Repair Diploma Level 2



To find out more and to apply, visit [www.boltoncollege.ac.uk/apply](http://www.boltoncollege.ac.uk/apply)



## 4 Developing Your Employability & Personal Skills

We'll help you to develop your CV, practise interview techniques and improve your communication skills. Ofsted commented that within College 'the development of learners' personal, social and employability skills is good'.

## 5 Learning & Financial Support

You will be assigned a Learning Development Mentor (LDM) to support you throughout your time at College. They'll help you to excel and build your skills and confidence.

### FREE BUS PASS

worth **£472** per academic year\*

This can be used 7 days a week on any bus in Greater Manchester

### FREE MEALS

students attending 3 days a week will save **£260** per year\*

**TOTAL SAVINGS = £732**

\*For students who meet eligibility criteria.

These details refer to the support available in 2017-18.

## 6 English & Maths

English and maths skills are essential to employers and most universities. If you haven't done so already, we'll help you to achieve GCSE grade 9-4 (A\*-C).

ABC

%

Ofsted said that in College, 'learners make good progress in improving their English and mathematics'.

**“The tutors have time to support individual learning, the classes are smaller and the techniques, approach and environment is much better than at school.”**

Christopher Buckett  
English & Maths GCSE



## 7 Last But Not Least... Enrichment!

Learning isn't just about the classroom. We encourage students to try new things and Ofsted agreed: 'Enrichment activities are well planned and help learners to develop their confidence'.

To find out more and to apply, visit [www.boltoncollege.ac.uk/apply](http://www.boltoncollege.ac.uk/apply)

The programme consists of five key elements, essential for achieving progression in your chosen career including clear progression routes to degrees and Higher Apprenticeships.

## 1 Learning on the Job from experts in the Field

We deliver over 50 programmes across 20 industry areas. Ofsted noted that we 'actively promote high achievement of apprentices'. You'll get vital hands-on experience, learning from real-life situations, with the guidance of industry professionals.

“ In the salon I'm trying out different styles, working with professionals and dealing with clients - my confidence has really grown. ”

Iman Sheikh Mohamed  
Hairdressing Apprenticeship Level 1



## 2 NVQ/Diploma

Ofsted said 'apprentices benefit from good on and off-the-job training' so you'll finish the programme with a National Vocational Qualification (NVQ)/Diploma, making your CV really stand out from the crowd.

“ My Apprenticeship has given me the opportunity to gain a Level 3 qualification and given me vital experience too. ”

Matthew Liles  
Laboratory Technician  
Apprenticeship Level 3



## 3 Technical Certificate

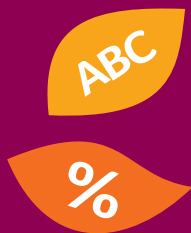
This shows that you have the knowledge as well as the practical skills for your chosen career. Ofsted stated that our learners 'develop a high standard of vocational skills'.

**Employers rate qualified apprentices 15% more employable than those with other qualifications.\***

\*Source: [www.ingeus.co.uk](http://www.ingeus.co.uk)

## 4 English & Maths

Ofsted said 'apprentices develop a good understanding of how to apply their skills in English and mathematics within their vocational work'. If you haven't done so already, we'll help you achieve GCSE grade 9-4 (A\*-C).



## 5 Learning Support

You will be assigned an Assessor who will visit you in the workplace and ensure you're developing the skills you need to achieve your NVQ/Diploma. Ofsted said our Assessors provide 'good and effective support...both in College and within the workplace'.

## And Finally...

Our merger with the University of Bolton will provide even more opportunities for our apprentices, with clear progression routes to Higher Apprenticeships - a Level 4 or above qualification that is the equivalent of a Higher Education qualification.



Progression pathways  
to Higher Education

**You can study an Apprenticeship in the following areas...**

**Accountancy - Applied Science - Barbering  
Beauty Therapy - Brickwork - Business Administration  
Carpentry & Joinery - Catering & Hospitality  
Childcare - Coaching - Computer Installation & Repair  
Customer Services - Digital Marketing - Electrical Installation  
Exercise & Fitness - Hairdressing - Health & Social Care  
Information Technology - Motor Vehicle  
Painting & Decorating - Paralegal - Plastering - Plumbing  
Roofing - PE & School Sports - Teaching  
Team Leading & Management**

Disclaimer: The Government is currently introducing positive Apprenticeship reform with the creation of Employer Trailblazer Groups, who are developing new Apprenticeship standards. As such, Apprenticeship qualifications may be subject to change.

**Contact our Apprenticeship Team on:**

**01204 482 036**

**or email [apprenticeships@boltoncollege.ac.uk](mailto:apprenticeships@boltoncollege.ac.uk)**



### **Contact the Admissions Team**

**Call:** 01204 482 181

01204 482 195 or 01204 482 155

**Email:** [admissions@boltoncc.ac.uk](mailto:admissions@boltoncc.ac.uk)

**Website:** [www.boltoncollege.ac.uk](http://www.boltoncollege.ac.uk)

### **Opening Times:**

Monday - Thursday 9am - 4pm  
and Friday 9am - 12noon

### **Where to Find Us:**

**Bolton College  
Deane Road Campus  
Deane Road  
Bolton  
BL3 5BG**

Keep in touch with us on social media

