



# Further Education College Applications

# Context

The majority of St. Richard's pupils apply to one of the three main providers:

- Bexhill College
- Sussex Coast College (Hastings)
- Sussex Downs College (Eastbourne and Lewes)
- A minority apply to other colleges such as Brighton and Hove Sixth Form College, Eastbourne College and Moira House.

Most pupils make more than one application.

# Support for Transition

Year 11 pupils all address the following in PSHEe and assembly times:

- Preparing a Progress File to take to interview.
- How to make an application
- Writing a personal statement

During September and October, each of the three main providers gives a 40 minute presentation to the pupils.

Bespoke sessions are arranged with the minor providers to those pupils who are interested in applying to them.

Pupils can apply for a careers interview, via Mrs Adams.

# Getting to know the provider

- St. Richard's distributes directly to the pupils all prospectuses and open evening information sent to us by the FE providers.
- We encourage the pupils and their parents/carers to attend at least one of the open evening events offered by the FE providers. Information about these is available from their websites.

# Making an application to the 3 main providers

- The pupils should complete the online application form via UCAS progress:  
<https://www.ucas.com/ucas/after-gcse>
- The applications must be completed by the end of November.
- The applications are checked by the form tutor and the Pastoral Leader to identify any errors.
- Data such as attendance and a pastoral reference is also included in each application.
- This procedure allows us to track and supervise the applications in an efficient and accurate manner.

# Making an application to a minor provider

- Each minor provider (private or state) operates according to its own schedule and with its own requirements.
- The pupils should make their applications directly to the minor provider, citing Mrs Bligh (Pastoral Leader) as the contact point.
- The provider will then contact St. Richard's for the information that they require and we will duly dispatch.

# Apprenticeships

- Some FE providers facilitate apprenticeships in some courses, but most require the pupils to arrange a work placement individually.
- It is a requirement for all pupils to remain in education or training until 18.

# Follow up and checking

- Please note that the FE providers handle the interview arrangements directly with the pupils by post or email.
- Most interviews occur between January and March. If your son/daughter has not be informed of an interview date by the end of January you must contact the FE provider concerned.

# Interviews

- For pupils making a Bexhill College application who lives outside of the Bexhill area St. Richard's arranges interviews on our site in a single day.
- Pupils applying to Bexhill College who live in Bexhill have interviews at the college after school hours.
- Pupils applying to all other FE providers have interviews at a variety of times. The pupils must bring in the interview letter to school in order to confirm and authorise the absence if the interviews occurs in the school day. Advanced notice of an absence is much appreciated.
- Pupils should wear school uniform for the interview unless otherwise stated. They should take their progress file to the interview.

# Additional information

- UCAS progress provide a database of all post-16 courses.
- The website can be accessed at:
- <https://www.ucasprogress.com>