

# YOUR GUIDE TO ONLINE **ENROLMENT** AT PRESTON COLLEGE



# WELCOME

**Preston College is continually committed to providing you with an outstanding educational experience by delivering high quality teaching and learning in order that you succeed on your chosen course.**

As a new learner at Preston College we want to make sure that you get the best start and this guide will help you to prepare for the online enrolment process and make it as smooth as possible. In this guide you'll find details on how to apply for a bursary online, information on buses, as well as answers to some of our most frequently asked questions.

On GCSE results day, Thursday 22 August, we will be enrolling you remotely. You will have received your link to your enrolment account via email. If you are unable to upload your GCSE results please see the page opposite for additional information on how we can enrol you.

After completing the enrolment process, you will receive your learner ID badge and details of your induction programme. On the page opposite you will find a checklist covering what you need on hand to enable you to complete your enrolment process.

Our mission is to inspire, educate and support our diverse community to reach its potential.

Please be assured that we will do everything we can to ensure you are ready for starting life at Preston College.

I am delighted that you have chosen Preston College and look forward to welcoming you to the College.

Simon Nixon  
Principal & Chief Executive



**Our vision is to transform lives through education.**

# ENROLMENT GUIDE

## CONTENTS

- Before Enrolment – Bursary applications...4
- Frequently Asked Questions.....5
- Enrolment – Step by Step.....6-7
- Campus Map.....8-9
- Five As of Ambition.....10
- Bus Information.....11-13
- College Expectations.....14
- ID Badges.....15
- Learner Support (SEND).....16
- Industry Placements and Tasters.....17
- Term Dates.....18

**Questions**  
If you have any questions about enrolment or the information in this guide call us on 01772 225517.

## STARTING YOUR ENROLMENT

**On receipt and activation of your personal enrolment account, you will be able to start your enrolment process, and this will allow us to confirm your grades and determine the correct level of programme to enrol you onto. You will be able to upload your results on any of the dates below and we will have a range of staff on hand to support you on these days if needed.**

- **GCSE Results Day – Thursday 22 August, 9am-7pm**
- **Friday 23 August, 9am-5pm**
- **Saturday 24 August, 9am-12pm**
- **Tuesday 27 August, 9am-5pm**
- **Wednesday 28 August, 9am-5pm**

If you are unable to enrol online on any of the dates given, do not have internet access, or require any support with your enrolment, please email **guidance@preston.ac.uk** or call 01772 225517 and we will look at an alternative way of enrolling you.

### YOUR ENROLMENT CHECKLIST

- A photograph for your ID badge
- Photographs of your GCSE results to upload to your enrolment account
- For your bursary application you'll need evidence of household income



# BEFORE ENROLMENT

## BURSARY APPLICATIONS

The Preston College bursary can cover the costs of your bus pass, college meals and other costs such as kit/equipment and uniforms. If you are applying for a bursary, you don't need to wait until enrolment! You can apply now by visiting [www.preston.ac.uk/bursary](http://www.preston.ac.uk/bursary)

### What is a bursary?

A bursary is financial support that you receive to help you attend college. The amount of bursary you are awarded is based on household circumstances, so you will need to provide evidence as part of your application.

### Eligibility Overview

As part of your bursary application you will need to complete eligibility questions covering:

- > Who you live with?
- > How you receive your household income for example, paid employment or benefits
- > How are you going to travel to college?
- > Are you a young carer?

### Household Income

Eligibility for the bursary fund is based on a household income of less than £28,000. Applicants with large families (generally defined as between 4 and 6 children) will need to see a Welfare Officer.

### Types of Evidence

Here are a few examples of the types of evidence you need to provide to show household income. For a full list please visit [www.preston.ac.uk/bursary](http://www.preston.ac.uk/bursary)

- > Screenshots from your Universal Credit online account
- > Most recent award letter for your tax credits
- > Payslips

### Don't delay!

At peak times, applications can take three to four weeks to process. Help us process your application by completing all the sections on the application form and uploading recent evidence of your household income. We can't process your application without it!

### NEED MORE HELP?

#### CONTACT STUDENT SERVICES

T 01772 225656

E [studentservices@preston.ac.uk](mailto:studentservices@preston.ac.uk)



## FREQUENTLY ASKED QUESTIONS

### I've changed my mind about the course I want to study?

During the enrolment process we will have a number of staff on hand to change your application. Please call 01772 225517 and we will have somebody on hand to assist you. If you are unsure on the course you want to study then you can also speak to one of our careers advisors who will be able to advise you on the options available to you.

### How long does enrolment take?

Over summer you will have the opportunity to complete processes such as bursary applications and this will save you time on GCSE results day. If you need to speak with Student Services, SEND, or the bus pass team then you can do this by calling 01772 225517. Throughout July and August we are on hand to answer any queries. Email [guidance@preston.ac.uk](mailto:guidance@preston.ac.uk) or call 01772 225517 and we can assist you with any College enquiries.

### My circumstances have changed since I applied - who should I tell?

Before enrolment get in touch with the Application & Enrolment Team on 01772 225081 or email [applications@preston.ac.uk](mailto:applications@preston.ac.uk).

### What time do classes start and end?

Classes start at 9.15am and end at 4.30pm.

### Can I take holidays during term-time?

No. You'll find the term dates on page 18 to help you plan the year.

### When will my first day be?

Your first day will be an induction to the College and will be within the week beginning 2 September. Term starts the following week or the first day indicated on your timetable.

### When will I get my timetable?

You will get your timetable at induction. Your timetable is bespoke to you, it is built based on your grades, course of study and enrichment activities.

# ENROLMENT STEP BY STEP

If you have applied, attended your interview and been offered a place this is the step by step process you will go through for enrolment. If you haven't had an interview and been offered a place please email [guidance@preston.ac.uk](mailto:guidance@preston.ac.uk) and we will arrange a suitable time to call you.

1

**YOUR  
ENROLMENT  
JOURNEY  
STARTS  
HERE**

On Tuesday 9 April you will have received a link by email, and this will allow you to have logged into your enrolment account and checked that all your personal details are up to date and correct, and that you are happy with the course you were offered at interview. You will need to accept your chosen course within the first section of your account.

If you wish to change the course you want to enrol onto please email us at [guidance@preston.ac.uk](mailto:guidance@preston.ac.uk) and we will amend your chosen course.

06

2

**CHECK  
IN**



On Thursday 22 August (GCSE results day), you will be able to log back into your enrolment account, and upload your GCSE results and a photo for your college lanyard. We will resend this link by email in the week leading up to GCSE results day. For 17 and 18 year old learners, you will be prompted to **upload your GCSE results and photo for your lanyard** on receipt of your enrolment account.

We will have staff on hand from all our curriculum areas and support staff to assist you throughout your enrolment journey.

3

**SUPPORT  
AREAS**



Before you enrol if you need any support or further information on buses, uniforms, kit or the bursary process you can visit [www.preston.ac.uk](http://www.preston.ac.uk) or call Student Services on 01772 225656.

4

**ENROLMENT  
COMPLETE**

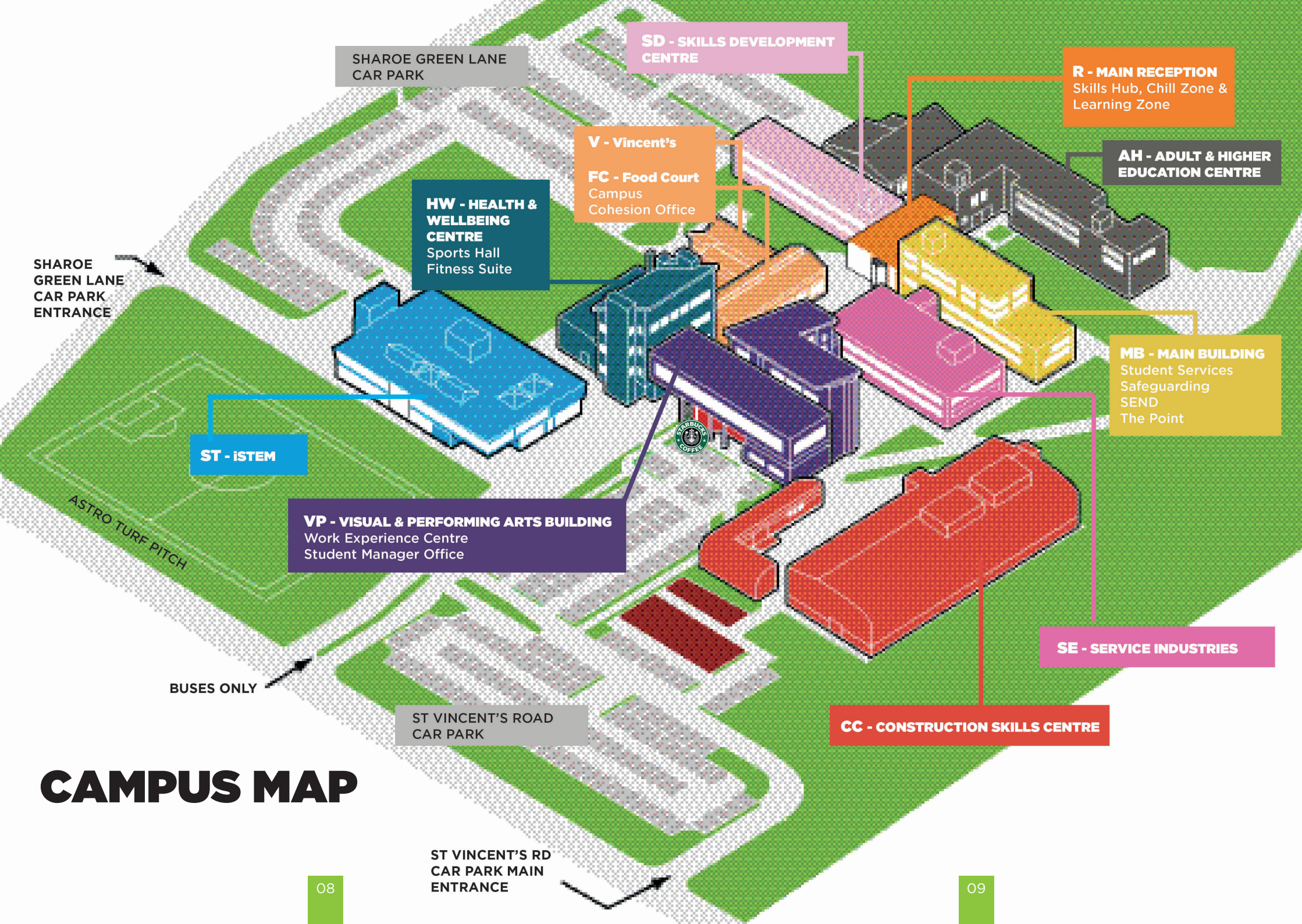


You are now a Preston College student. We will send out your start date, ID badge and induction information out to you via post/email, once your enrolment has been completed online.

**VISIT PAGES  
8 - 9  
FOR THE  
CAMPUS  
MAP**

07





SHAROE GREEN LANE  
CAR PARK

SD - SKILLS DEVELOPMENT  
CENTRE

R - MAIN RECEPTION  
Skills Hub, Chill Zone &  
Learning Zone

AH - ADULT & HIGHER  
EDUCATION CENTRE

V - Vincent's  
FC - Food Court  
Campus  
Cohesion Office

HW - HEALTH &  
WELLBEING  
CENTRE  
Sports Hall  
Fitness Suite

SHAROE  
GREEN LANE  
CAR PARK  
ENTRANCE

MB - MAIN BUILDING  
Student Services  
Safeguarding  
SEND  
The Point

ST - iSTEM

VP - VISUAL & PERFORMING ARTS BUILDING  
Work Experience Centre  
Student Manager Office

ASTRO TURF PITCH

SE - SERVICE INDUSTRIES

BUSES ONLY

ST VINCENT'S ROAD  
CAR PARK

CC - CONSTRUCTION SKILLS CENTRE

# CAMPUS MAP

ST VINCENT'S RD  
CAR PARK MAIN  
ENTRANCE





### Attitude

Positive behaviour and a strong work ethic are the foundations of a successful future.



### Accountability

Take responsibility for the way your decisions and actions impact yourself and others.



### Attendance

Excellent attendance is vital to your progress and demonstrates your commitment.



### Aspiration

Aim high! We'll support your progression and career goals, so you can reach your full potential.



### Achievement

Be proud of your progress and celebrate your achievements and qualifications.

**PRESTON COLLEGE** Five As of **Ambition**



## BUS INFORMATION 2024/25

Preston College is easily accessible by bus, via operators Preston Bus, Stagecoach and Transdev (East Lancs). 16-18 year old learners studying with us in the academic year 2024/25 can purchase bus passes for the days that they attend college.

The following buses are direct - this means that they drop off and pick up from the Fulwood Campus.

- 125C Chorley
- 61C Wrea Green (via Kirkham)
- 40A Lancaster
- 59C Blackburn
- 68C Blackpool

Other bus routes go via Preston Bus station, where learners can catch the Stagecoach 125 service to college. Preston Bus also provide a number of services which run regularly in close proximity to the College. These services include 19, 23 and 15.

Preston Bus timetables and routes can be found at [www.prestonbus.co.uk](http://www.prestonbus.co.uk)

Stagecoach bus timetables and routes can be found at [www.stagecoachbus.com](http://www.stagecoachbus.com)

TURN OVER FOR OUR BUS GUIDE





# EXPECTATIONS

## YOU CAN EXPECT...

- To feel safe, listened to and respected
- To be set high expectations
- Regular feedback on your learning progress
- To make excellent progress and be prepared for future study or employment
- To receive an enjoyable learning experience
- Industry standard facilities and resources
- Support your learning needs
- Enrichment opportunities
- Work experience opportunities
- Careers guidance and next steps support

## WE EXPECT LEARNERS...

- To make the most of every learning opportunity and to achieve your full potential
- To be engaged and make a positive contribution
- To show respect and consideration
- To use professional language when addressing others
- To arrive on time for lessons
- To be prepared for learning
- To dress appropriately
- To keep yourself and others safe e.g.;
- Follow instructions
- Wear your ID badge
- Smoke and vape only in designated areas



## ID BADGES

**For your safety, when on College premises, students, staff and visitors must wear their ID badges at all times.**

Lanyards and ID badges are provided to learners at enrolment. For occasions when you may forget your ID badge, you can obtain up to 3 temporary day passes from Student Services. If you lose your badge, you can obtain one free replacement from Student Services. Further replacements must be purchased at a cost of £2.00. Please be aware that failure to wear your ID badge will result in disciplinary action.



# LEARNER SUPPORT

(SEND)

The Learner Support team aim to provide a supportive platform for all learners to reach their goals.

- > Do you have a learning difficulty, disability and or medical condition?
- > Do you have an EHC plan?
- > Have you received exam support including extra time, scribe or smaller room in exams?

Speak with a member of the Learner Support team, before or during your enrolment, together we can discuss your support needs and create an individual support plan.

If you have already spoken with a member of our Learner Support team, remember to email any specialist and medical reports to [transition@preston.ac.uk](mailto:transition@preston.ac.uk) prior to your enrolment including:

- > Medical reports
- > GP letters
- > EHC plans
- > Specialist reports

If you have an EHC plan, the College requires a copy of the plan and time to review the document, before enrolment, to ensure that we can meet your individual needs.



If you would like to talk through your potential support needs before enrolment you can book an appointment by calling **01772 225328** or email [transition@preston.ac.uk](mailto:transition@preston.ac.uk)

# INDUSTRY PLACEMENTS AND TASTERS

Industry placements and tasters are an integral to study programmes, in particular T-Levels where the skills you develop are put into practice during your placement. This is a vital part of your career development.

The benefits of completing your Industry Placement and Taster include:

- > Develop employment skills
- > Learn new technical skills
- > Learn to communicate with employers
- > Improve your CV ready for work
- > Gain employable opportunities
- > Learn to network and create your own network
- > Prepare for the demands and expectations within the workplace
- > Help you make an informed decision on your career
- > Improves your maturity, confidence and self-reliance

The amount of work experience you need to complete depends on your course and the level of study. Here is a snapshot of what you can expect, but remember you need to discuss this with your tutor:

## Level 1 Courses:

- > Introduction to employers (site visits, college visits, interview practice)
- > Volunteering in the community
- > 1 or 2 days in the workplace (where applicable)

## Level 2 Courses:

- > Required to complete 1 or 2 week industry taster with an employer
- > Volunteering in the community

## Level 3 and T-Level Courses:

- > Required to complete a minimum of 35 hours work placement with an employer
- > T-Level programmes (30 hours in the first year and a minimum of 315 hours industry placement in the workplace in year 2)
- > Volunteering in the community to improve employability skills

The Industry Placement Team, alongside the Careers team and your tutors, will work with you to ensure you are ready for, and will benefit from, working within a relevant business to supplement your academic studies. Find us on the High Street!

# TERM DATES

## 2024/25

### ENROLMENT DATES

**GCSE Results Day: Thursday 22 August, 9am-7pm**

**Friday 23 August, 9am-5pm**

**Saturday 24 August, 9am-12pm**

**Tuesday 27 August, 9am-5pm**

**Wednesday 28 August, 9am-5pm**

### AUTUMN TERM 2024

**Wednesday 4 September - Friday** - Induction days

**6 September 2024**

**Monday 9 September 2024** - Term Starts

**Monday 21 October -**

**Friday 25 October 2024** - Mid Term Break 1

**Friday 20 December 2024** - End of Term

### SPRING TERM 2025

**Monday 6 January 2025** - Term 2 starts

**Monday 17 February -**

**Friday 21 February 2025** - Mid Term Break 2

**Friday 4 April 2025** - End of Term

### SUMMER TERM 2025

**Tuesday 22 April 2025** - Term 3 starts

**Monday 5 May 2025** - Bank Holiday

**Monday 26 May -**

**Friday 30 May 2025** - Mid Term Break 3

**Friday 27 June 2025** - End of Term