

#choosecollege

Application Guide

2022/23

Ayrshire
College



A background image of two young women standing outdoors, talking. The woman on the left is wearing a light-colored scarf and a dark top, holding a water bottle. The woman on the right is wearing a dark jacket and leggings with 'GYM SHARK' written on them, also holding a water bottle. They are in front of a building with large windows. The image has a teal and purple color overlay.

#choosecollege

We are a careers led college for a changing world. We're here to help you find out what you are good at, and develop your knowledge and skills to help you get a job, move on to university or start your own business.

“Just go for it!”

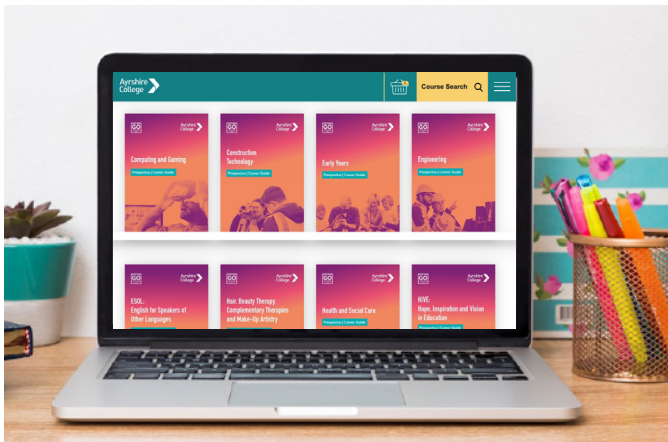


What can I do at college?

The first step for you is to read our online course prospectuses:

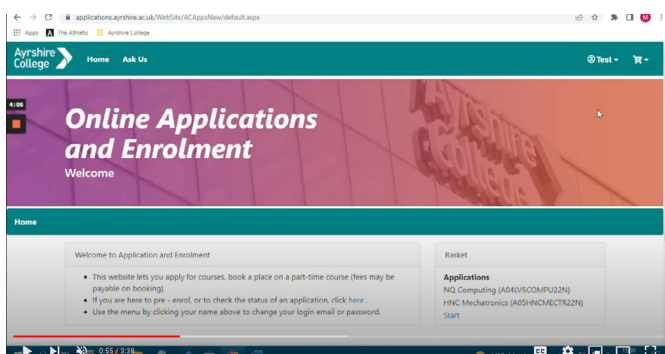
<https://www1.ayrshire.ac.uk/home/online-prospectus/>

Each different subject area has its own prospectus. Browse through the pages and if you see something you are interested in, you can apply online.



Watch our video showing how to search for a course:

<https://www.youtube.com/watch?v=KT4ffLaNtkl>



Browse on the website:

You can read information about our courses on our website at any point in the year - although there are times of the year when we are closed for application. However there is a 'Register Your Interest' option where we take your contact details, and let you know when the course is available for new applications.

Not sure which career to choose?

Contact our Student Services team and speak to one of our advisors who will help you.

You can book an appointment to see the Advisor for your curriculum area either in person, over the phone or by email:

studentservices@ayrshire.ac.uk

Tel no. 01294 555333



Not sure what career to choose?
Contact our Student Services Team



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Apply now

for August courses

Apply as soon as you can - courses fill up very quickly

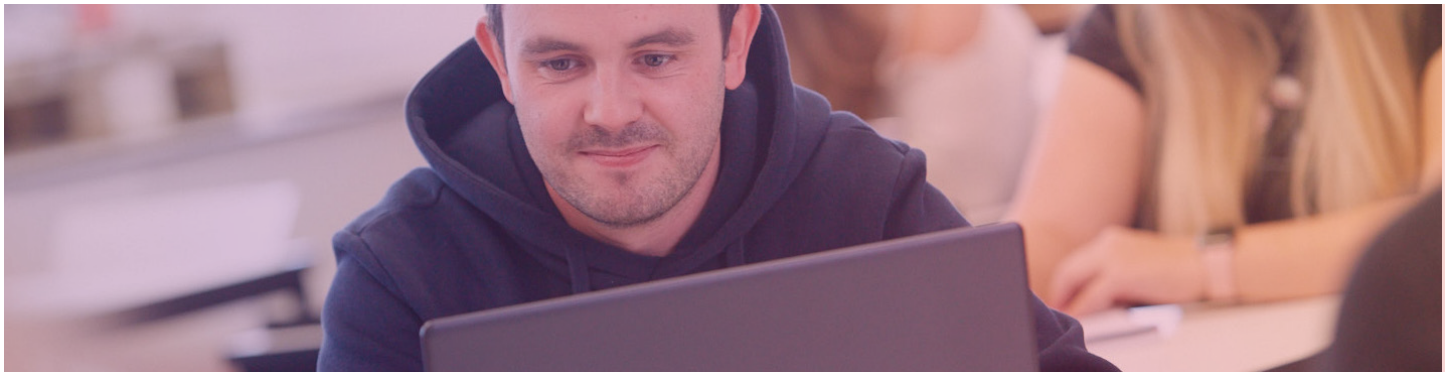
When should I apply?

Full-time courses starting in August open for applications in mid-January. Apply as soon as you can because some courses fill up very quickly. Especially nursing and childcare courses, so apply early!

We close applications as soon as a course is full, and has a waiting list. This will vary depending on the popularity of courses. Sometimes a course can open up again for applications. This happens for several reasons, such as people dropping out of the course or we may add in an extra class. It's always worth registering your interest even if the course is full, and if we have spaces becoming available we will contact you.

In September/October there are no full-time courses to apply for as the term has begun and it's too late to join a course. However we have a limited range of Winter Start full-time courses beginning in February. These open up for application in November.

Check our website and social media posts for the latest updates on when to apply.



Before you apply for a course

Here's what you need to know **BEFORE** you start to complete your application form:

If you have not registered with us before – register before you select the course you want to apply for.

<https://applications.ayrshire.ac.uk/WebSite/ACAppsNew/default.aspx>



Click Register



Look for your validation email to complete your registration. (This may go into your junk mail or clutter) You can't navigate from the validation email back to the login window.

(*) Occasionally you may get locked out of your account. If this happens call the Student Records team and they will help you:

Ayr: 01292 293507
Kilmarnock: 01563 548009
Kilwinning: 01294 555332

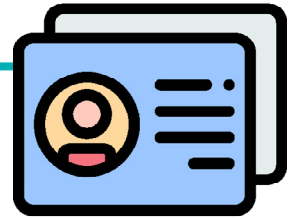


The application form will time out – you won't get any warning, just an access denied message. If this happens, just log in again.

(*) If you see a question with an asterisk * this means that you must answer this question or it won't let you move on to the next page.

Here is all the information you need to have to hand before you start completing the form:

- Your Scottish Candidate number (if you have one)
- Your National Insurance number
- Your SQA Record of Achievement listing your qualifications: subject, level, date achieved and grades



Personal statement

You will be asked to write a personal statement about why you want to apply for a course.

Write this on a Word document before you start to complete your application form. When you reach this part of the form it is quick and easy to copy and paste it into the form. Here are some hints and tips to help you write a personal statement. <https://www1.ayrshire.ac.uk/students/start-here/your-application/>

Do not type in your personal statement straight into the form – it will time out - however it will save what you have already written.



How to apply for a course online

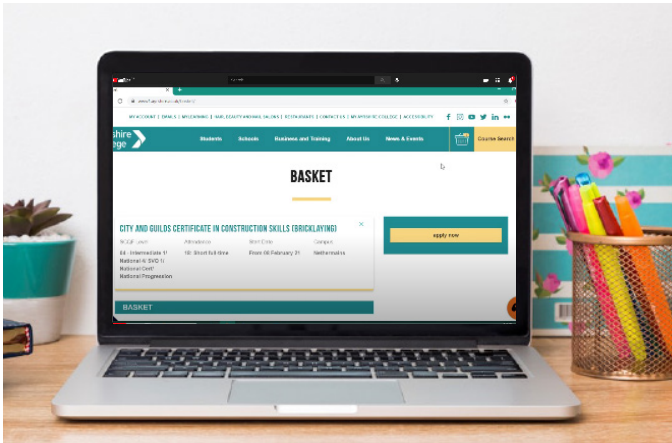
Watch our video showing how to apply for an Ayrshire College course:

<https://www.youtube.com/watch?v=KT4ffLaNtkI>

Can someone help me complete my form?

Yes, we are happy to help with this. You can book an appointment to meet one of our Student Services Advisors by emailing studentservices@ayrshire.ac.uk

Or phone: **01294 555333**



Watch our video showing how to apply for a course at Ayrshire College



Troubleshooting

Sometimes when you are filling out forms online, there are a few blips!

Here's a few we are aware of ... and advice on what to do if this happens to you.

My application form has timed out

Don't worry, your information will be saved. Go back and log in again and work through the form until you come to the part you were working on.

I don't know the answers to some of the questions

You only need to complete the questions marked with an asterisk * you can fill out the remaining information at a later date.

I have been locked out of my account

Try again in 20mins when the system resets, if you still can't get in call Students Records team:

Ayr: 01292 293507

Kilmarnock: 01563 548009

Kilwinning: 01294 555332

It's not letting me in even although I have typed in the correct password

After a few failed attempts you will get locked out for 20 mins. Try password reminder and then copy and paste this into the password field rather than manually typing it in.

I have a red F error message

Try going back to the log in page and entering the password that you have just created. If you are still getting an error message contact the Student Records team.

I have forgotten my password

Click the password reminder option. This will be emailed to you in a few minutes. Click and paste it so you get it exactly as displayed.

My postcode look up has frozen

Click the back button which will reload the page. Unfortunately when you do this you need to input the information on this page again.

I can't navigate to a particular area of the form

You will not be able to do this until you complete the full form.



What happens once I have submitted my application form?

You will get an automated message letting you know we have received your application.

We will then get in touch to advise you about the next steps. Not every course interviews their applicants. Sometimes we make a decision based on your application alone. For some courses we interview either by group interviews and/or 1-1 interviews and for some specialist courses we have auditions/ portfolios, skills tests.

Here is some advice to help you prepare for an interview. <https://www1.ayrshire.ac.uk/students/start-here/your-interview/>

If you need support during your interview, we are happy to assist with this. Please contact our Inclusive Learning team. <https://www1.ayrshire.ac.uk/students/student-support/inclusive-learning/>

or telephone:
01294 555325

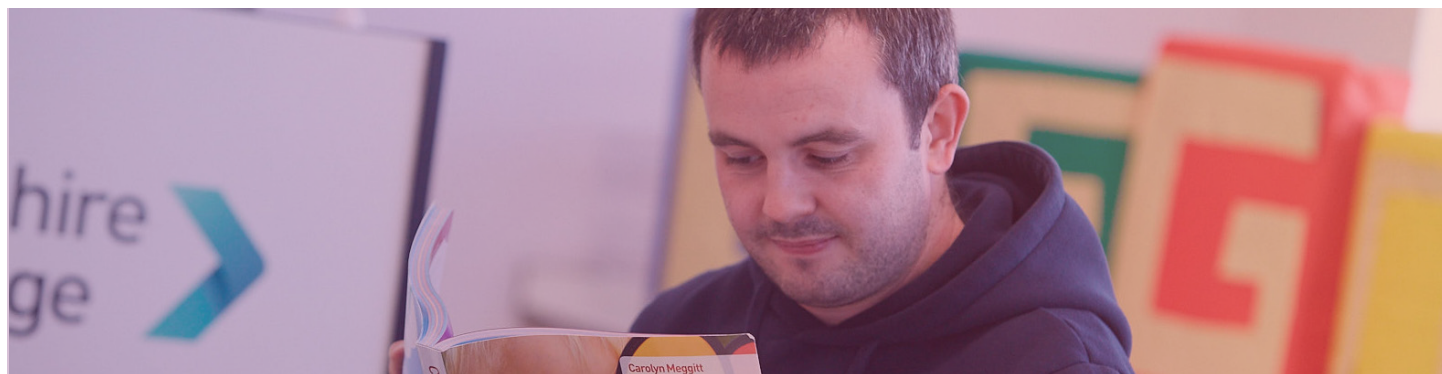
If you need support
during your interview
please contact our
Inclusive Learning Team

When will I hear the outcome of my interview?

Again this will vary depending on the course you have applied for. You should receive a letter within a week of your interview with either an unconditional or a conditional offer.

You may not be accepted for this course and you should be given a reason for this. If this happens please contact our Student Services team to get help to find an alternative course, or if you have applied for more than one course, we will start the process for your second course choice.





Got an offer? Congratulations! Here's what to do now...

- ✓ Accept your offer ASAP to let us know you will be joining your course

- ✓ Apply for Student Funding

- ✓ Get your funding questions answered by either Student Funding or Student Services team

- ✓ Keep checking your emails for important information about starting your course/funding

- ✓ Consider signing up for a digital skills course to help prepare you for online learning

- ✓ Read the 'Welcome to Ayrshire College' pack for all you need to know about starting College, a link to this will be sent to you just before you start your course

- ✓ Follow us on Twitter, Facebook, Instagram or LinkedIn for latest updates

- ✓ Watch our videos to prepare you for starting your course:
https://www.youtube.com/playlist?list=PLUVXqS_S-92mDhjMOe8K8tdhS9YHon6RY
 - Logging into College for the first time
 - Changing your password
 - Understanding online learning
 - Creating a Word file on Office 365

- ✓ If you have a conditional offer – remember to let us know your exam results ASAP

- ✓ Complete a Council Tax exemption form

Nearly there!...

- ✓ Attend induction to enrol on your course

- ✓ Start your course

We're looking forward
to meeting you!





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