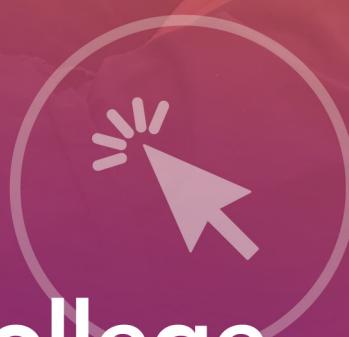


**“Just go for it! ”**

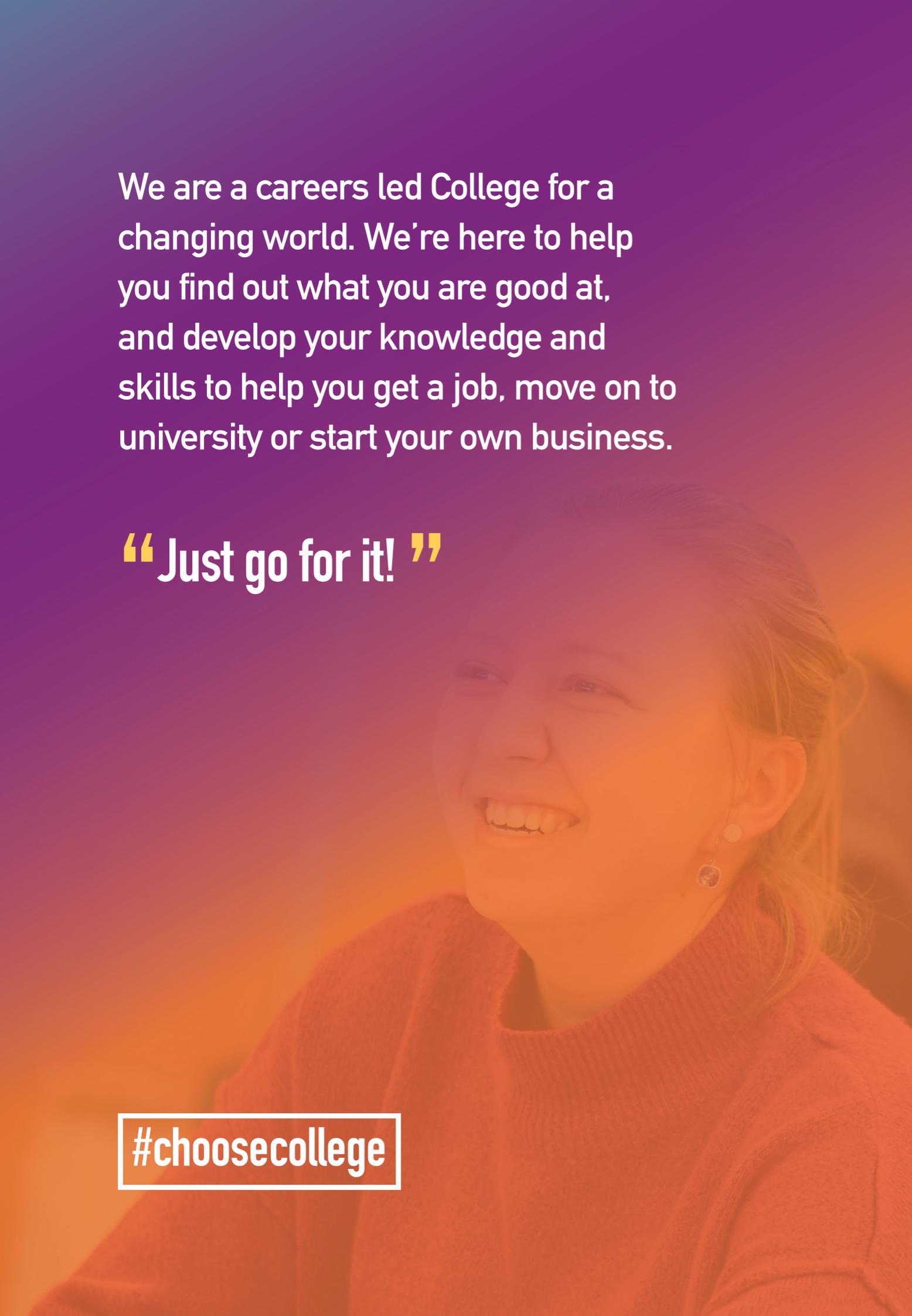
# How to Apply



for a School College  
course at  
**Ayrshire College**

#choosecollege

Ayrshire  
College 



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! ”**

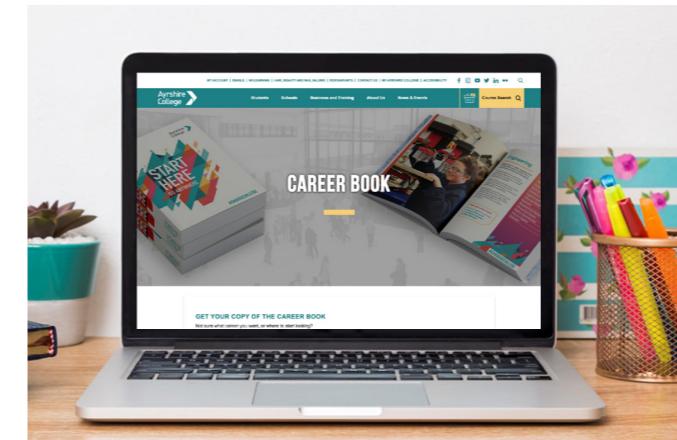
#choosecollege



## What can I do at College?

The first step for you is to read our Career Book:  
<https://www1.ayrshire.ac.uk/home/career-book/>

It's divided up into different subject areas. 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://www1.ayrshire.ac.uk/students/start-here/how-to-search-for-a-course/>

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.

## When should I apply?

School / College courses (available to school pupils only) open for application 18th January.



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



## 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](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: Tel. 0300 303 0303

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:

- Have your Scottish Candidate number available (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.

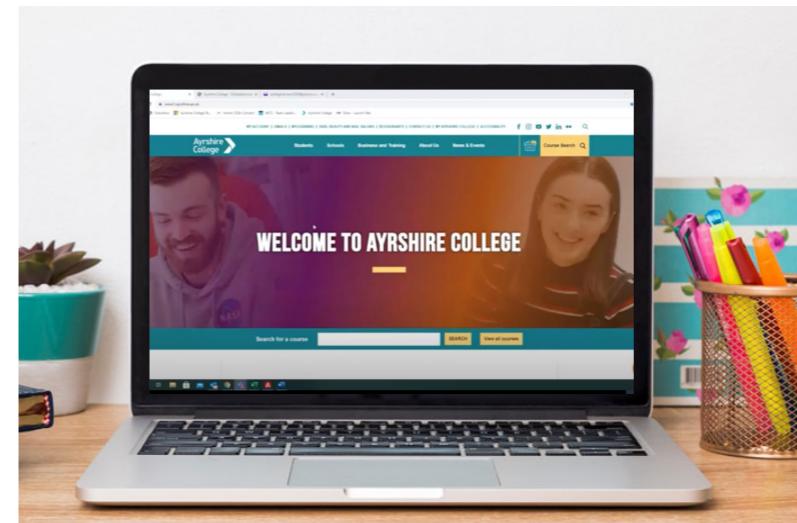
## How to apply for a course online

Visit our website to see our step by step application guide:

<https://www1.ayrshire.ac.uk/media/8977/ayrshire-college-school-college-programmes-step-by-step-guide.pdf>

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

<https://www.youtube.com/watch?v=4jyvd93BnQA&feature=youtu.be>



## Can someone help me complete my form?

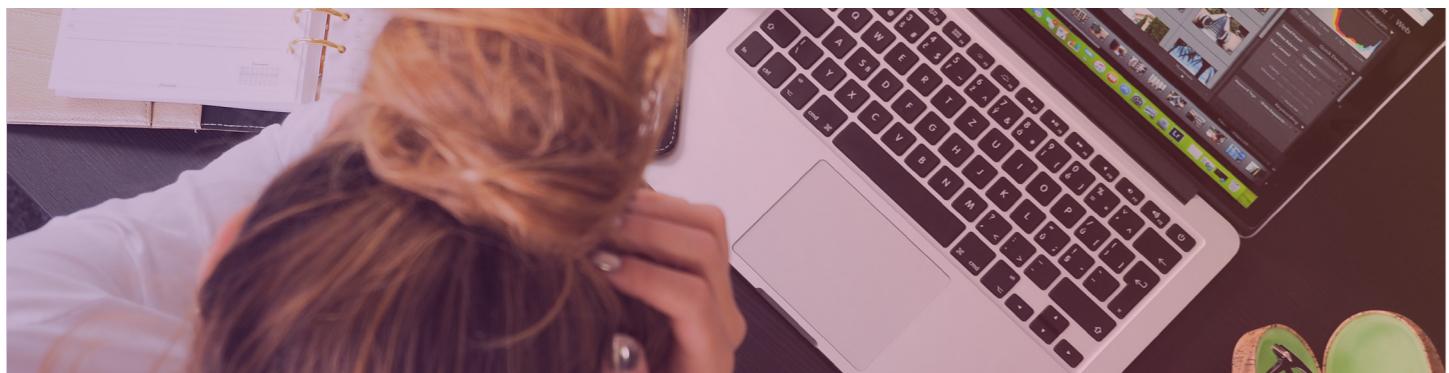
Yes, you can speak with your guidance teacher, SDS Careers Advisor or School College Partnership Officer at Ayrshire College:

Ayr Campus: Caroline Allison [caroline.allison@ayrshire.ac.uk](mailto:caroline.allison@ayrshire.ac.uk)

Kilmarnock Campus: Ashleigh Brown [ashleigh.brown@ayrshire.ac.uk](mailto:ashleigh.brown@ayrshire.ac.uk)

Kilwinning Campus: Yvonne Adamson [yvonne.adamson@ayrshire.ac.uk](mailto:yvonne.adamson@ayrshire.ac.uk)





## Trouble shooting

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, you need to go through each section in order.



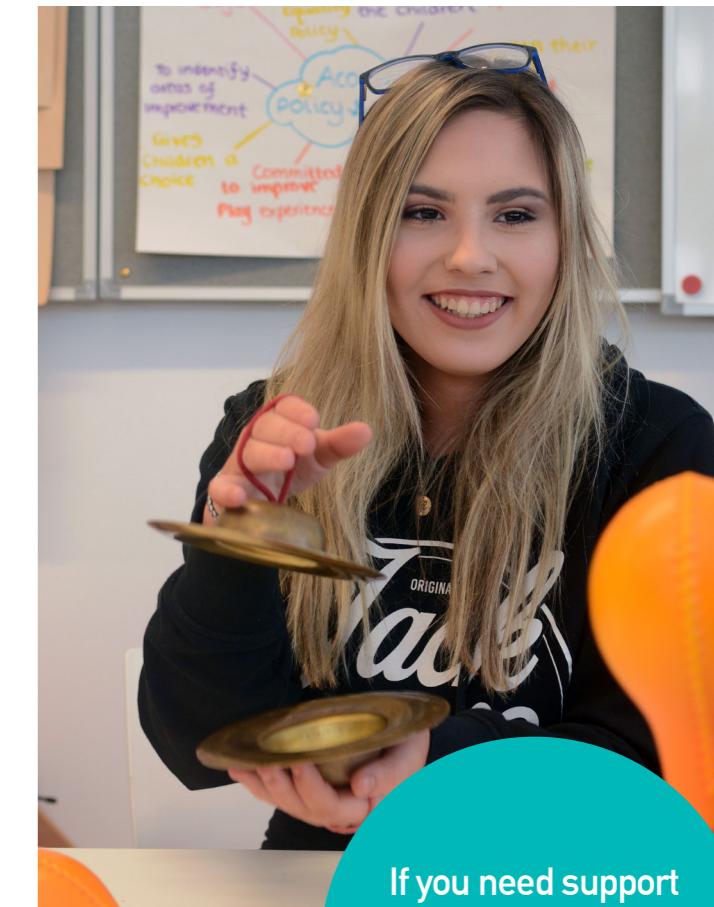
## What happens once I have submitted my application form?

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

For details of selection process for 2021-22 courses please speak with your guidance teacher.

## When will I hear the outcome of my interview?

You should receive your offer by email by early June.



If you need support  
please speak with your  
guidance teacher



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

- ✓ 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](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

## Nearly there!...

- ✓ Attend induction to enrol on your course , we will email you with details of the date of your induction and enrolment date.

- ✓ Start your course

We're looking forward to meeting you!





**AYR CAMPUS**  
DAM PARK  
AYR  
KA8 0EU

TEL: 0300 303 0303

**KILMARNOCK CAMPUS**  
HILL STREET  
KILMARNOCK  
KA1 3HY

TEL: 0300 303 0303

**KILWINNING CAMPUS**  
LAUCHLAN WAY  
KILWINNING  
KA13 6DE

TEL: 0300 303 0303



[www.ayrshire.ac.uk](http://www.ayrshire.ac.uk)