

# CRAVEN COLLEGE

# ENROLMENT JOURNEY

## AT HOME - BEFORE ENROLMENT DAY

1

Keep your enrolment letter in a safe place - It contains important information concerning the date and time you are asked to attend the Craven College Enrolment event - **IT IS IMPORTANT THAT YOU DO ATTEND AT THE DESIGNATED DAY AND TIME.**

2

Visit the College website: [www.craven-college.ac.uk/enrolment](http://www.craven-college.ac.uk/enrolment)

Here you will find additional information that has been provided for you by your course tutor, please keep checking the website as kit lists will be added through the summer as they arrive from the suppliers. You can also find information relating to the 16-18 and 19+ bursary fund, travel, and course fees for mature students.

3

**Check the website carefully and take time to read all the information.** You may need to purchase equipment before the start of term i.e. for a Hairdressing course. Ensure you follow all instructions regarding the start of your course at Craven College.

## ENROLMENT DAY (Please allow a minimum of 1 hour to complete enrolment)

1

**Attend the enrolment day at the time allocated to you.**

**Bring your original examination result slips and any other certificates you have obtained and an additional copy for Craven College to retain.**

2

**On arriving at the Aireville Campus proceed to The Café** where you will be directed to the first stage of the enrolment process. You will be given an enrolment form and asked to complete sections 1-6.

3

**Proceed to the Pen-y-ghent Building** and present your GCSE results slip or certificates to a member of staff. Staff will confirm with you your Study Programme Level and next stage in the enrolment process.

**Please note:** If you do not meet the entry requirements for your options, **do not worry** as you will be directed to the Careers Team for advice on alternative options.

4

**DBS & Basic Disclosure Scotland checks** (Not all courses)

You will be required to pay £44 for a DBS check at enrolment if you applied for:

- **Childcare (Early Years)**

- **Health & Social Care**

You will need to apply for a Basic Disclosure Scotland check and bring your original certificate to enrolment if you have applied for a course at **The Aviation Academy.**

5

**Additional Learner Support** if you haven't already declared that you have a learning difficulty or disability our Additional Learner Support Team will be available at enrolment for you to discuss your needs.

6

**We will then take you to the Course Tutor who is enrolling you for your course.** Your tutor will include the appropriate course for you on your enrolment form. You will be given a welcome card from the course tutor with their contact details, start date of the course and room number you need to meet in at the start of term.

7

**English and maths provision.** If you have a grade 3 (D) or below in GCSE English and/or maths, you will be directed to see the English and maths tutors, where you will be enrolled onto GCSE/Functional Skills.

8

**Take your enrolment form to The Hall** where you will be directed to one of the enrolment desks; here a member of staff will take your form, enter your details on the system and take your photograph for your ID card. Keep this safe as if you lose it you will need to pay £5 for a replacement. ID cards must be worn at all times on College Campus.

9

**Term starts week commencing 02 September 2019.**

Remember - Refer to the welcome card you received at enrolment (stage 6) for the date, time and room number you need to meet in.

ENJOY YOUR TIME AT CRAVEN COLLEGE!