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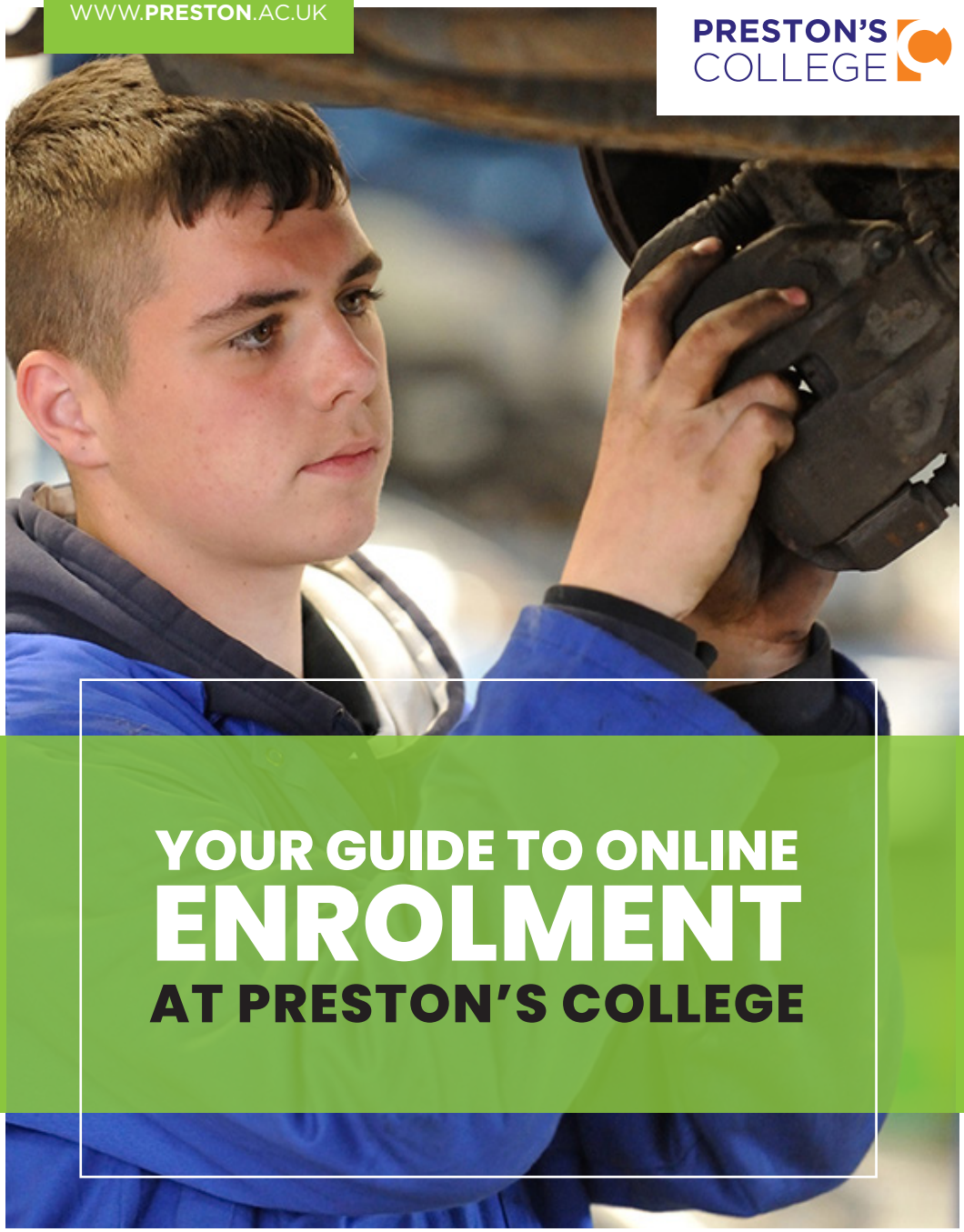
PRESTON'S COLLEGE



# YOUR GUIDE TO ONLINE ENROLMENT AT PRESTON'S COLLEGE

Ofsted Good Provider

THE BEST PERFORMING COLLEGE IN CENTRAL LANCASHIRE

PRESTON'S COLLEGE

# WELCOME TO PRESTON'S COLLEGE

**Despite these restrictive times, Preston's 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's 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 12th 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. To make your enrolment as smooth as possible this guide contains pre enrolment information which will enable you

to carry out some processes before the 12th August, such as how to apply for your bursary, bus routes and information, and also how to update your personal details. Whilst enrolment this year will be remote, we will still have on hand careers advisors and curriculum tutors who can help you with your next steps. Please be assured that we will do everything to ensure you are ready for starting life at Preston's College.

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

**Simon Nixon**
**Interim Principal & Chief Executive**

# ENROLMENT

**On receipt and activation of your personal enrolment account, you will 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 12th August, 9am-7pm**
- **Friday 13th August, 9am-5pm**
- **Saturday 14th August, 9am-1pm**
- **Monday 16th August, 9am-5pm**
- **Tuesday 17th August, 9am-5pm**

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If you are unable to enrol online on any of the dates given, or do not have Internet access please email **guidance@preston.ac.uk** or call 01772 225774 and we will look at an alternative way of enrolling you.

As part of your virtual enrolment process you will need:

- **Your GCSE results to upload these to our enrolment portal.**
- **If applying for bursary you will need your own bank account and evidence of household income to support your bursary application.**

## WHAT CAN I DO BEFORE ENROLMENT?

### Bursary Applications

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** You'll need to submit recent evidence of your household income. If you need any support to complete your application please call Student Services on 01772 225656 or email studentservices@preston.ac.uk. For more information see page 8.

### Check Bus Information

Take a look at our guide to the bus services on pages 9, 10 and 11.

### Questions

If you have any questions about enrolment or the information in this guide call us on 01772 225774.

**Bursary available for households with income less than £25,000.**

# 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 and we will arrange a suitable time to call you.**

## 1 YOUR ENROLMENT JOURNEY STARTS HERE

On the 29th March 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** and we will amend your chosen course.

## 2 CHECK IN

On Thursday 12th August GCSE results day you will be able to upload your results to the link we have sent to you. 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 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.

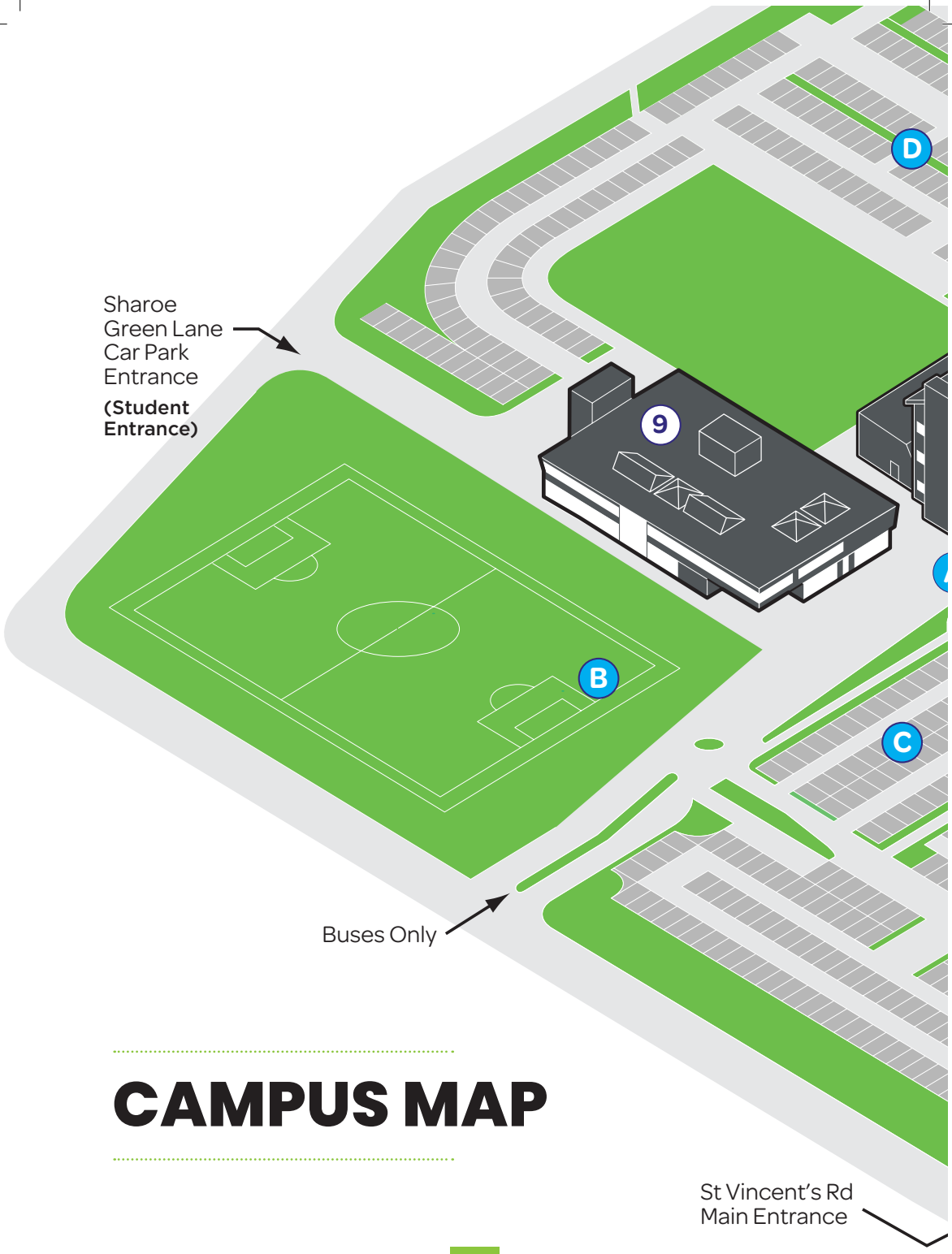
## 3 SUPPORT AREAS

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 or call Student Services on 01772 225656.

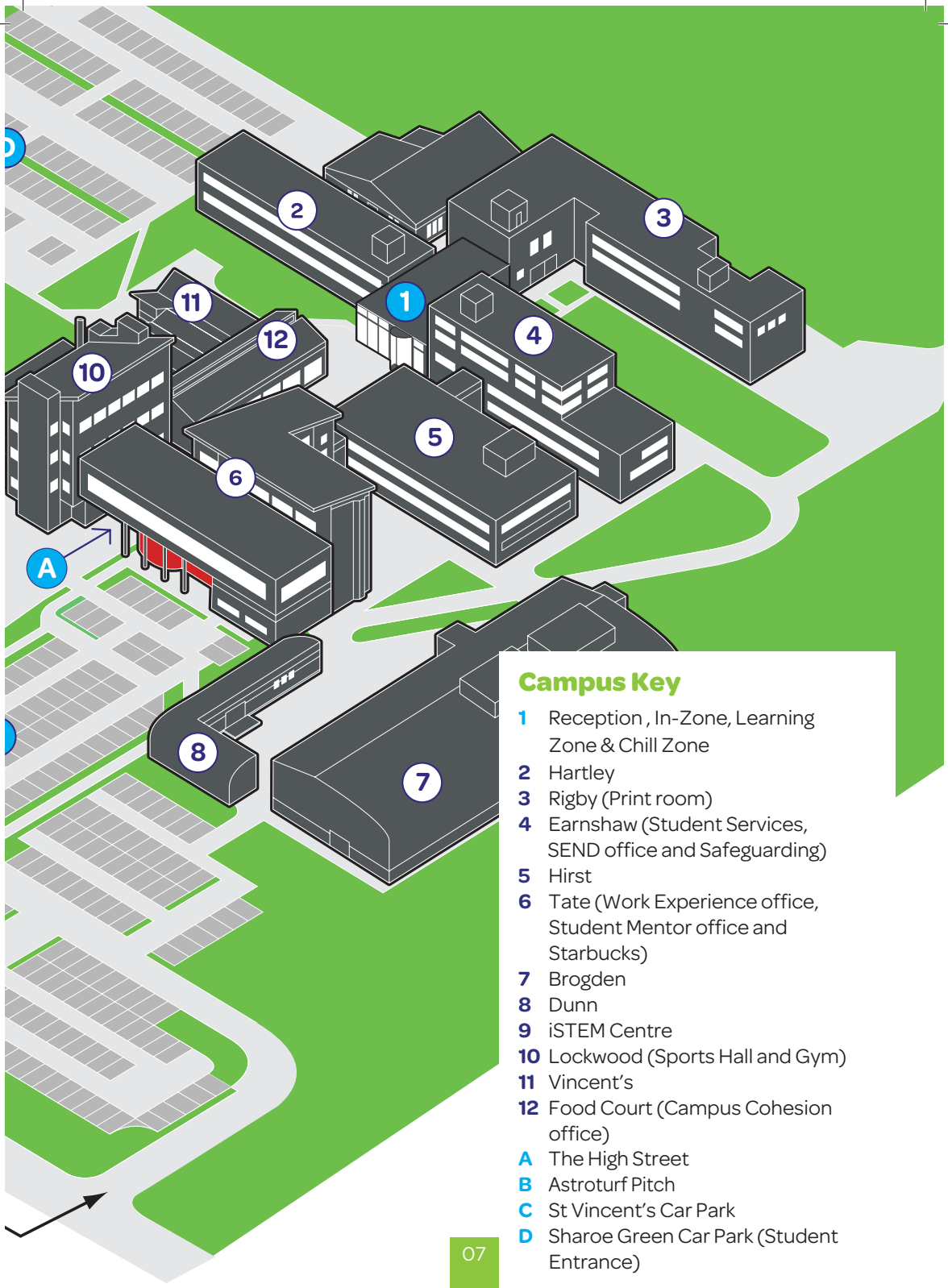
## 4 SMILE!

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

**VISIT PAGES 6 – 7 FOR THE CAMPUS MAP**


Sharoe
Green Lane
Car Park
Entrance
(Student
Entrance)
9
D
B
C
Buses Only
St Vincent's Rd
Main Entrance

# CAMPUS MAP




## Campus Key

1 Reception , In-Zone, Learning Zone & Chill Zone
2 Hartley
3 Rigby (Print room)
4 Earnshaw (Student Services, SEND office and Safeguarding)
5 Hirst
6 Tate (Work Experience office, Student Mentor office and Starbucks)
7 Brogden
8 Dunn
9 iSTEM Centre
10 Lockwood (Sports Hall and Gym)
11 Vincent's
12 Food Court (Campus Cohesion office)
A The High Street
B Astroturf Pitch
C St Vincent's Car Park
D Sharoe Green Car Park (Student Entrance)

# BURSARY

**Learners are able to apply for further help towards the cost of equipment, uniform and travel from the College Bursary funds, unless you are on an Apprenticeship or HE programme.**

The details of the bursaries available are:

## Vulnerable Bursary

**(16-18 Years Only)**

Learners from the following categories are entitled to this bursary:

- in Care (including unaccompanied Asylum Seekers)
- a Care Leaver
- in receipt of Income Support/ Universal Credit
- in receipt of Employment Support Allowance AND Disability Living Allowance/Personal Independence Payment.

## 16-18 Discretionary Learner Support Fund

Provides financial help towards the cost of essential equipment, kit (uniform) and travel.

## 16-19 Childcare

Funded through the Government's Care to Learn scheme, with a maximum weekly threshold of £160 per child. See **www.gov.uk/care-to-learn** for more details.

## Free College Meals

Learners aged between 16–18 years old (excluding apprentices) at the start of their course can access free college meals if they or their parents are in receipt of the following benefits or have a household income less than £16,190:

- Income Support
- Income based Jobseekers Allowance (JSA)
- Income based Employment and Support Allowance (ESA)
- Child Tax Credit
- Working Tax Credit
- Universal Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

If you are aged 19 and continuing on the same study programme that you started before you turned 19, or are aged 19-24 and have a current Education Health and Care Plan (EHCP), you could also be eligible.

**Eligibility for the bursary fund is based on a household income of less than £25,000. Evidence of income needs to be uploaded or emailed to Student Services at studentservices@preston.ac.uk. Learners will also need access to their own bank accounts.**

**Applicants with large families will need to see a welfare officer.**

# BUS INFORMATION 2021/22

**Preston's 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 2021/22 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**

Stagecoach bus timetables and routes can be found at
**www.stagecoachbus.com**

**TURN OVER FOR OUR BUS GUIDE**

# BUS GUIDE

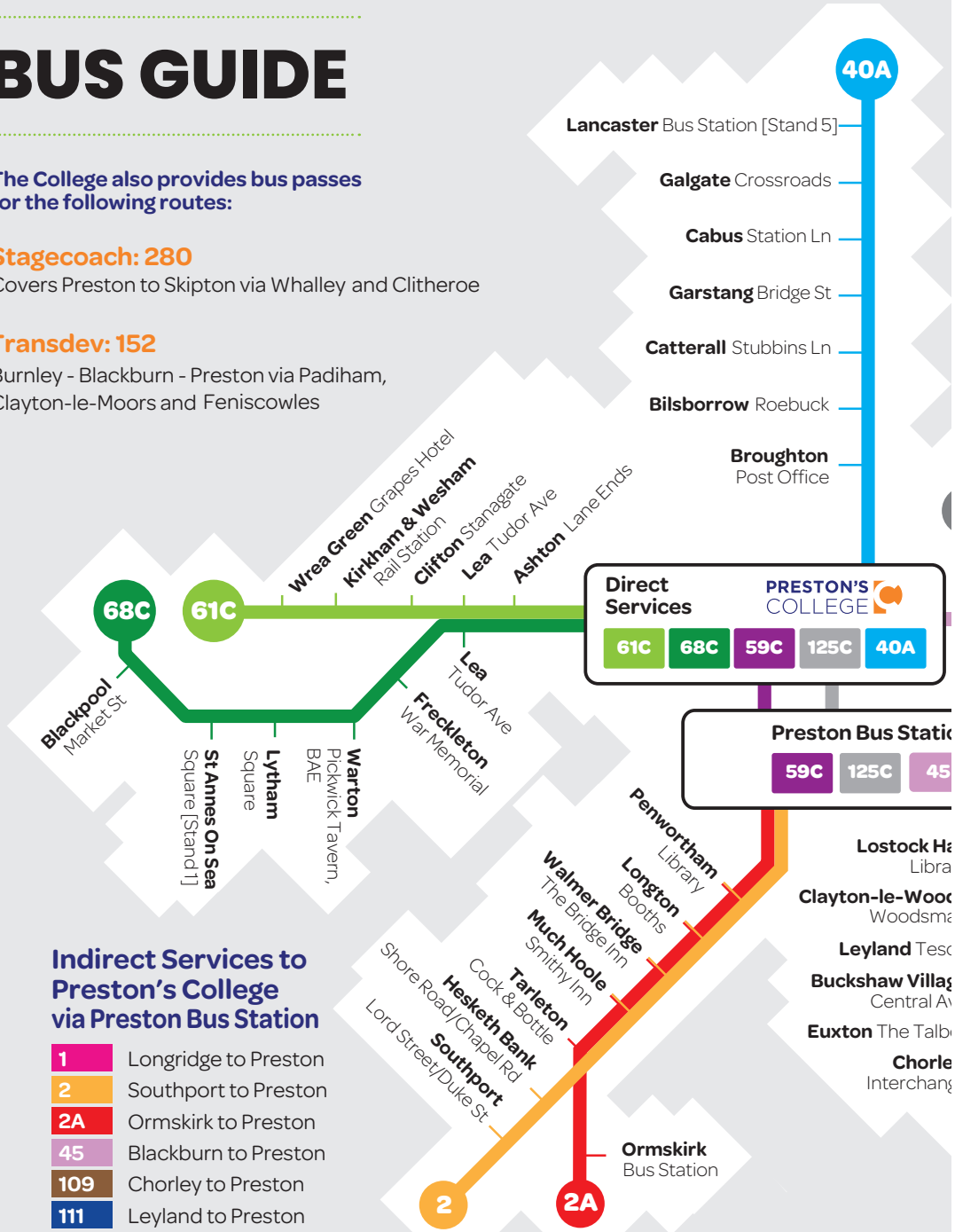
**The College also provides bus passes for the following routes:**

## Stagecoach: 280

Covers Preston to Skipton via Whalley and Clitheroe

## Transdev: 152

Burnley - Blackburn - Preston via Padiham, Clayton-le-Moors and Feniscowles




## Indirect Services to Preston's College via Preston Bus Station

| | |
|---|---|
| 1 | Longridge to Preston |
| 2 | Southport to Preston |
| 2A | Ormskirk to Preston |
| 45 | Blackburn to Preston |
| 109 | Chorley to Preston |
| 111 | Leyland to Preston |
| 113 | Wigan to Preston |
| X2 | Southport to Preston *(not shown on map)* |

Details correct at time of going to print. Please check bus company websites for bus times (see page 9)

# THE COLLEGE CODE

+
**USE PROFESSIONAL LANGUAGE**

## PRESTON'S COLLEGE BEHAVIOURS

- Only bottled water allowed in classrooms
- Phones on silent and put away
- Arrive on time to your lesson ready and equipped
- Coats off and ready to learn
- Make sure you are wearing your ID badge at all times
- Try hard and reach your potential
- Respect each other
- Use appropriate language
- Listen carefully, engage and participate
- Smoking/e-cigarettes only permitted in designated areas

**FOOD + DRINK**

PERMITTED ONLY

IN DESIGNATED AREAS

**WEAR YOUR ID BADGE**

**ON TIME, COATS OFF AND BE READY TO LEARN**

**TRY HARD AND REACH YOUR POTENTIAL**

**BE POLITE AND RESPECT EVERYONE**

# 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 teams, 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 prior to your enrolment including:

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

If you have an EHCP, 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**

# INDUSTRY PLACEMENTS AND TASTERS

**Work experience is an important part of your time at Preston's College and is essential in making you the most employable.**

**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 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 Introduction (minimum of 315 hours industry placement in the workplace in year 2)**
- **Some courses require a minimum of 315 hours of relevant industry experience with an external employer**
- **Volunteering in the community to improve employability skills**

The Work Experience 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!**

# 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 225774 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 225656. Throughout July and August we are on hand to answer any queries. Email guidance@preston.ac.uk or call 01772 225774 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.

### What time do classes start and end?

Classes start at 9.15am and end at 4.15pm. There are four periods during the day.

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

No. You'll find the term dates on the back of this guide 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 6th September. Term starts the following day 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.

# DID YOU KNOW YOU CAN STUDY AN A-LEVEL ALONGSIDE YOUR LEVEL 3 COURSE?

Studying an additional qualification can earn you more UCAS points and strengthen your application for university or career opportunities.

## HOW IT WORKS

**STEP 1:** Choose your Level 3 programme (to study a Level 3 course you need to have at least five GCSEs at grade 4 or above).

**STEP 2:** Choose your A-Level option and meet the entry criteria detailed in the table below.

| A-Level Extra | Entry Criteria |
|---|---|
| A-Level Maths | Five GCSEs at Grade 5 including English. You will also need Maths at Grade 6. |
| A-Level English | Five GCSEs at Grade 5 including Maths. You will also need English at Grade 6. |
| A-Level Biology | Five GCSEs at Grade 5 including Maths and English. You will also need GCSE Biology at Grade 6. |
| Level 3 Applied Law | Five GCSEs at Grade 5 including Maths and English |
| Level 3 Certificate in Performing Arts | FIve GCSEs at Grade 4 including Maths and English |

**If you wish to study on the A-Level Extra programme please speak to a member of staff at enrolment.**

Preston's College
# COUNSELLING SERVICE

**Preston's College offers a free and confidential counselling service for our students. We offer support on a wide range of issues. If you're struggling, talking to someone can really help.**

To make an appointment with a counsellor call Student Services on
T: **01772 225656** E: **counselling@preston.ac.uk** Text: **07766 777199**

Ways to see a counsellor:
> **In person** > **By phone** > **By video link** > **By text**

PRESTON'S COLLEGE

**Explore • Reflect • Understand**

# COLLEGE NEWS

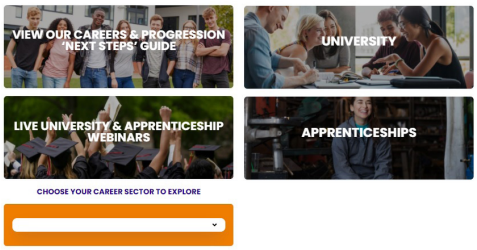
**The pandemic has meant that students haven't be able to physically visit and take trips, but there has been a lot of virtual activities going on! Here are some stories from the last year...**

## Q&A with Neil Mellor

In February 2021, Preston's Centre of Sporting Excellence students attended an exclusive virtual Q&A session on Mental Resilience with former professional footballer and current Sky Sports News Presenter, Neil Mellor.

## Duke of Edinburgh Award

Preston's College offers the Duke of Edinburgh Award, talk to your Student Manager to find out more!




## Virtual Careers Fair

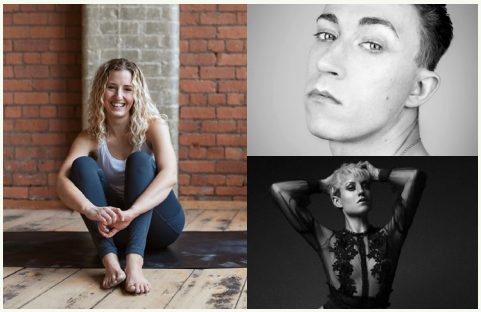
Students could access 100s of videos, interactive sessions with universities and lots of resources in our Virtual Careers Fair.

# THE BEST PERFORMING COLLEGE IN CENTRAL LANCASHIRE

PRESTON'S COLLEGE

## Hairdressing & Barbering Learner of the Year Competition

This year 11 students from Hairdressing and Barbering courses made it through to Concept Hair's Grand Final of the Learner of the Year Award 2021.



## Guest Speakers

Guest Speakers have been making virtual appearances this year and shared their expertise and knowledge with our learners. Preston's College Dance have had a full schedule of speakers including workshops from past learners.

## Construction Work Experience

Cody Robinson started a work placement with ASG Integrated Systems and made an impression straight away with his employer posting that he thinks Cody was doing it better than most.

PRESTON'S COLLEGE

# TERM DATES 2021/22

## ENROLMENT DATES

**GCSE Results Day: Thursday 12th August, 9am-7pm**
**Friday 13th August, 9am-5pm**
**Saturday 14th August, 9am-1pm**
**Monday 16th August, 9am-5pm**
**Tuesday 17th August, 9am-5pm**

## AUTUMN TERM 2021

| | |
|---|---|
| **Monday 6 Sept 2021** | – Term Starts |
| **Monday 25 Oct – Friday 29 Oct 2021** | – Mid Term Break 1 |
| **Friday 17 Dec 2021** | – End of Term |

## SPRING TERM 2022

| | |
|---|---|
| **Tuesday 4 Jan 2022** | – Term 2 starts |
| **Monday 14 Jan – Friday 18 Feb 2022** | – Mid Term Break 2 |
| **Friday 1 Apr 2022** | – End of Term |
| **Monday 4 April & Monday 18 April 2022** | – Easter Bank Holidays |

## SUMMER TERM 2022

| | |
|---|---|
| **Tuesday 12 April 2022** | – Term 3 starts |
| **Monday 2 May 2022** | – COLLEGE CLOSED – PUBLIC HOLIDAY |
| **Monday 30 May – Friday 3 June 2022** | – Mid Term Break 3 |
| **Friday 1 July 2022** | – End of Term |

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