



South
Lanarkshire
College
East Kilbride

Guide for Applicants



Building on success!

Guidelines for those called for interview

Please report to the Advice Centre on arrival

Tel: 01355 270750

Email: admissions@slc.ac.uk

This booklet outlines both general requirements for all courses and specific requirements for some courses. Please read these carefully. Any specific requirements are in addition to the general requirements listed below.

ALL COURSES

For all courses at South Lanarkshire College, applicants must generally be of school leaving age before the start date of the course.

Interviews for all courses contain the following elements:

- 1 You should bring all relevant certificates and a photocopy of your qualifications to the interview to give to the interviewer for your application file. There is a photocopier in the Advice Centre if you need to make a copy.
- 2 There will be an individual or group information session about the course, its content and organisation; progression routes; course equipment / clothing and other requirements; funding, including a discussion of any previous study and the possible impact this might have on funding.
- 3 A personal interview to discuss your interest and motivation for choosing the course, your career aspirations, your qualifications and/or previous work experiences and references. This interview will be used in conjunction with the essay, test and references, and any other relevant information to make a decision on the applicant's suitability for the course.
- 4 Information on the different types of offer that may be made and on the next steps in the process.

Please note that all applicants will be informed in writing of the outcome of the interview. You will not be given a decision on the day.

FACULTY OF BUSINESS COURSE INTERVIEW GUIDELINES

Group information sessions/interviews may take up to 2 hours.

Additional interview requirements for this course:

- 1. Core skills testing (if you do not already have a core skills profile). This test lasts approximately one hour.*

FACULTY OF CONSTRUCTION COURSE INTERVIEW GUIDELINES

Pre-apprentice in Construction Crafts/Road Maintenance

Group information sessions/interviews (approx 2 hours)

Additional interview requirements for this course:

- 1. The student report must be completed by your guidance teacher and returned before the interview or brought with you to interview.*
- 2. A short test which will be marked on completion.*
- 3. Accompanying parents/guardians are welcome to attend the group information session but must leave afterwards.*

Institute of Carpenters – Foundation Course

Group information sessions (approx 2 hours)

Additional interview requirements for this course:

- 1. The student report must be completed by your guidance teacher and returned before the interview or brought with you to interview.*
- 2. A short test which will be marked on completion.*
- 3. Accompanying parents/guardians are welcome to attend the group information session but must leave afterwards.*

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FACULTY OF CARE COURSE INTERVIEW GUIDELINES

CHILDCARE/SWAP COURSES

Additional interview requirements for all childcare courses

You must bring to the interview:

- 1. A character reference from an employer or teacher, but not a family member. This should be on headed notepaper or company stamped (name, address and contact number must be supplied).*
- 2. An essay on the following topic:*

INDIVIDUAL SHORT INTERVIEWS (approx 20 minutes)

PDA Childhood Practice: *500 word essay*

"Why this qualification is an important professional development opportunity"

GROUP INTERVIEWS (approx 3 hours)

HNC Early Education & Childcare: *400 word essay*

"Discuss your childcare experience making relevant connections as to how this will help you achieve your HNC qualification"

Intermediate 1 Early Education and Childcare: *100 word essay*

"I should get a place on this course because ..."

SCQF Level 5 Child Health and Social Care: *150 word essay*

"What do you think is expected of you being a Childcare student?"

NC Early Education and Childcare: *200 word essay*

"What is your personal experience of working with children?"

PDA Education Support Assistant: *200 word essay*

"What is your personal experience of working with children?"

SWAP Access to Education / Humanities: *200 word essay*

"Which career path would you choose to follow in five years' time and how will the SWAP programme assist you in achieving this goal?"

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HAIRDRESSING & MAKE-UP ARTISTRY COURSES

National Progression Award in Cosmetology

Group Interviews (approx 1.5 hours)

Additional interview requirements for this course:

- 1. A reference from someone who knows you and who can provide a character reference (eg an employer, teacher, but not a family member).*

SCQF Level 5 Hairdressing

Group Interviews (approx 1.5 hours)

Additional interview requirements for this course:

- 1. A reference from someone who knows you and who can provide a character reference (eg an employer, teacher, but not a family member).*
- 2. Bring a short essay of approximately 200 words, telling us something about yourself to support your application, and why you have chosen hairdressing as a career.*
- 3. Skills test. All necessary tools and equipment will be provided by the College.*

SCQF Level 6 Hairdressing

Group Interviews (approx 2.5 hours)

Additional interview requirements for this course:

- 1. A reference from someone who knows you and who can provide a character reference (eg an employer, teacher, but not a family member).*
- 2. Bring a short essay of approximately 200 words, telling us why you have applied for SCQF Level 6 Hairdressing.*
- 3. Skills test. You will be required to bring a model and carry out a cut and blow dry within a commercially viable time.*

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HNC Hairdressing

Group Interviews (approx 2.5 hours)

Additional interview requirements for this course:

- 1. A reference from someone who knows you and who can provide a character reference (e.g. an employer, teacher, but not a family member).*
- 2. Bring a short essay of approximately 200 words, explaining why you have applied for HNC Hairdressing.*
- 3. Skills test: you should bring a model who is willing to have a creative hair cut and blow dry performed by you and then you will present a colour consultation.*

SCQF Level 6 Media Make-up

Group Interviews (approx 2.5 hours)

Additional interview requirements for this course:

- 1. A reference from someone who knows you and who can provide a character reference (e.g. an employer, teacher, but not a family member).*
- 2. Bring a short essay of approximately 200 words, explaining why you want to study within the area of media make-up, and detail what personal qualities you think you can bring to the role.*
- 3. Skills Test: you will be given a face plan to complete, detailing a basic make-up look on the sheet provided prior to interview.*

HND Make-up Artistry

Group Interviews (approx 1.5 hours)

Additional interview requirements for this course:

- 1. A reference from someone who knows you and who can provide a character reference (e.g. an employer, teacher, but not a family member).*
- 2. Bring a short essay of approximately 200 words, describing "The Role of a Make-up Artist" and include what personal qualities you feel you can bring to the industry.*

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Skills Test: complete a face plan of a basic make-up look, on the sheet provided prior to interview. At interview complete one aspect from the planned look (eg apply a base matching skin tone) on a model you have brought with you. Note: your model should arrive one hour after the interview appointment time.

BEAUTY THERAPY COURSES

SVQ Level 2 Beauty Therapy

Group interview (approx 2 hours)

Additional interview requirements for this course:

- 1. A reference from someone who knows you and who can provide a character reference (eg an employer, teacher, but not a family member).*
- 2. During the interview process you will be given the opportunity to answer five written questions based on the presentation.*

SVQ Level 3 Beauty Therapy

Group interview (approx 2 hours)

Additional interview requirements for this course:

- 1. A reference from your class tutor detailing your suitability for the course, to include attendance, achievement and any disciplinary records.*
- 2. During the interview process you will be asked five written questions related to progression to the next level within Beauty Therapy.*

HND Beauty Therapy (Year 1)

Group interview (approx 2 hours)

Additional interview requirements for this course:

- 1. A reference from a previous employer or teacher, but not a family member.*
- 2. During the interview process you will be allocated 30 minutes to complete a personal statement on what is expected of a Therapies student at HND level at South Lanarkshire College.*

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HND Beauty Therapy (Year 2)

Additional interview requirements for this course:

- 1. A reference from a previous Therapies tutor.*
- 2. During the interview process you will be asked to complete a personal statement explaining how you will find a work experience placement and what qualities are required for employment in the Therapies industry.*

HEALTH & SOCIAL CARE COURSES

Group Interviews (approx 3 hours)

Additional interview requirements for all health and social care courses:

- 1. You must bring to the interview the name and address of someone who knows you, and who can provide a character reference (e.g. an employer, teacher, but not a family member). Address must be supplied.*
- 2. You will be required to write a short written statement at interview.*
- 3. HNC students may be required to complete a short essay in college (approx 500 words) on a care related subject.*

SUPPORT FOR LEARNING COURSES

Supported Programmes

Fresh Start

Group interview (approx 2 hours)

You may bring someone with you to the interview, if you wish. If you have any additional support needs or require any special arrangements, contact the Additional Support team on 01355 807780 or email either gillian.mcinnnes@slc.ac.uk or elaine.rodger@slc.ac.uk.

Additional interview requirements for this course:

- 1. Some individual activities, including a very short piece of writing*
- 2. SQA core skills assessment*

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Other Programmes

NC Working with Communities

Additional interview requirements for this course:

- 1. Undertake core skills test, if required (approximately 30 minutes). This applies to any candidate who does not have the formal qualifications.*
- 2. Undertake a short essay on a given topic.*

EQUAL OPPORTUNITIES

The College welcomes applications from people of all backgrounds and offers places to applicants on the basis of their merits, abilities and potential to achieve their chosen qualification. Places will be offered regardless of age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation or marriage or civil partnership status. Selection criteria and procedures will be reviewed regularly to ensure that they operate on the basis of fairness, equality of opportunity and anti-discrimination.

The College is committed to dealing with your application in a fair and efficient manner. If, however, you are dissatisfied with any aspect of our procedures please write to the Assistant to Head of Student Services who will investigate your complaint and provide you with a written response.

THE INTERVIEW

Applicants will normally be interviewed (unless this is impracticable due to distance). The interview allows the Course Leader to decide upon the allocation of places and gives the applicant an opportunity to find out more about the College and specific courses.

For most courses, there are far more applicants than places available. Therefore, before your interview it would be advisable for you to think about any questions you may have regarding your choice of course, the College, or looking further ahead, your choice of career. The following topics will be discussed at interview:

- Entry qualifications (bring all certificates with you to the interview)

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- Your interest and motivation in choosing the course
- Content of the course and how you will be assessed
- Duration of the course
- The qualification you will receive at the end of the course and any opportunities for further study
- Career opportunities
- College links with other universities and colleges
- How to find out about funding

If required, duplicate SQA examination certificates can be obtained for Higher / Ordinary / Standard Grades from the SQA Customer Contact Centre.

Tel: 0845 279 1000 Fax: 0141 242 2244 Email: customer@sqa.org.uk

LEARNING NEED OR DISABILITY

Early identification of any learning need or disability enables us to ensure that you receive any support required during the interview process and also to identify any support needs you may have during your course of study. For example:

- If you have dyslexia or difficulties with writing, spelling or numeracy
- Any learning difficulties or previous learning support at school
- Hearing or sight impairment
- Mobility problems or physical disability
- Mental health problems or social/emotional difficulties
- General health problems including any underlying illnesses

It would be helpful if you would complete the section on the course application form where you can identify any learning need or disability and mention this at your interview.

If you require support at the interview please complete the Interview Support Request form and return it to the College **in advance of your interview**.

If it appears that you may have some support needs, you may be referred to the College's Support for Learning team so that your support needs can be assessed with a view to identifying (if necessary) a reasonable support package. This assessment will be carried out as soon as possible after your interview.

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Please note that the purpose of disclosing this information is to allow the College to offer you appropriate support and it will not prejudice your application in any way.

AFTER THE INTERVIEW

You will be informed of the outcome of your application as soon as possible after your interview. The possible outcomes are:

Conditional Offer

This means that a place will be reserved for you on the course and you will be able to start your course if you meet the conditions stipulated in your offer letter, providing you return the acceptance slip and also submit evidence of meeting the additional requirements. The conditions you may be required to fulfil can include one or more of the following:

- Requirement to obtain qualifications*. Any subject passes required in a conditional offer are in addition to the qualifications which you may already hold
- The College receiving satisfactory references
- The College receiving a satisfactory PVG report from Disclosure Scotland
- Requirement to submit a satisfactory essay
- Requirement to undergo practical testing
- The College receiving a letter of release from your school

Unconditional Offer

This means that a place has been reserved for you and you will be able to start your study when the course commences without the need to fulfil any conditions, providing you return the acceptance slip.

Waiting List

This means that the College is not in a position to offer you a place. Your application will be reconsidered if places do become available.

Unsuccessful

This means that you have been unsuccessful in your application. Staff are always willing to advise applicants on how they might improve their qualifications.

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NOTE:

- a *If you have been awarded the required results, your conditional offer will be converted to an unconditional offer providing you notify the College of your results as soon as they become available. If you have not obtained the precise qualifications requested in your offer you may still be considered for a place on the course or an alternative course.

- b Offers of a place on a particular course are made in good faith. All reasonable steps will be taken to deliver courses as outlined in the College prospectus. However, unforeseen matters, including financial constraints and the number of students enrolling on a particular course, may affect the ability of the College to deliver courses in accordance with their descriptions. The College therefore reserves the right to vary the course content or method of delivery, to discontinue courses, to merge or combine courses or to restrict student numbers if such action is considered necessary and reasonable. If you accept an offer of a place on a course which subsequently does not proceed due to lack of numbers, the College will do all it can to find you a place on another course.

MULTIPLE OFFERS

If you receive more than one unconditional offer from the College you must decide which one to accept. You cannot accept more than one offer from the College. If you accept an offer from the College and subsequently accept an offer from another institution, you must inform the College immediately.

FEEDBACK

Feedback on the outcome of the interview or test is not normally provided to either successful or unsuccessful applicants.

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FUNDING YOUR STUDIES

An offer of a place on a course at College does not guarantee any support for fees, bursary, maintenance, travel, personal care, support needs, childcare or individual hardship.

It is your responsibility to apply in good time for fees and maintenance support and to ensure that all supporting documents are supplied. You may apply as soon as you receive a conditional or an unconditional offer of a place. **The offer of a bursary or student loan does not imply an unconditional offer of a place on a course.**

NOTE:

If you are under statutory school leaving age at the start of your course, you will require a letter from your school giving permission for you to start studying at the College. You will not be entitled to funding – maintenance, course expenses or travel until you have attained statutory school leaving age.

ADVANCED LEVEL COURSES

Full Time Higher National Courses (HNC & HND)

If you are studying an HNC or HND you apply directly to SAAS (Student Awards Agency for Scotland). You can apply through the SAAS website at www.saas.gov.uk or you can contact them and ask for a paper application form.

Tuition Fees

All *eligible* students studying at the College are entitled to free tuition by applying to SAAS, who will pay your fee directly to the College. You should note that if you do not apply to SAAS, you are liable for the payment of the fee.

Maintenance

The main support for living costs will be through a loan which will be means-tested. Some students will be entitled to extra help with living costs through non-repayable supplementary grants eg Young Student Bursary, Independent Student Bursary and Lone Parent Grant.

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Part-time Fee Grant

If you are over 16, living in Scotland and studying a part-time higher education course, you may be eligible for support with the cost of your course. You can apply through the SAAS website. You have to be studying at levels 7-11 of the Scottish Credit and Qualifications Framework (SCQF) and complete between 40-90 SCQF credits per year.

ILA Scotland (Individual Learning Account)

ILA Scotland provides funding for learners for a wide range of courses. Application forms and further information are available from ILA.

Useful Contacts

The Students Awards Agency for Scotland (SAAS)
Gyleview House, 3 Redheughs Rigg, Edinburgh EH12 9HH
Telephone: 0845 111 1711
Web: <http://www.saas.gov.uk>
Email: saas.geu@scotland.gsi.gov.uk

The Student Loans Company Ltd
100 Bothwell Street, Glasgow, G2 7JD
Telephone: Freephone 0800 405010
Website: <http://www.slc.co.uk>

ILA Scotland
Telephone: 0808 100 1090
Email: enquiries@ilascotland.org.uk
Web: www.ilascotland.org.uk

For applicants from outwith Scotland, but from elsewhere in the UK, application should be made to your Local Education Authority. Applicants from outwith the UK, but normally resident elsewhere in the EC, can apply to SAAS to have their tuition fees paid.

NON-ADVANCED COURSES

Bursary support may be available for a course that leads to an approved vocational qualification up to, but not including, Higher National Certificate. This will include courses at the College with titles such as: SCQF Level 5/6, Intermediate 1/2, Higher Studies in Care, SWAP Access courses, SVQ Level 1/2/3.

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Generally, bursaries are made available to support full-time attendance on a course which involves attendance of 19 hours or more per week for a full academic year. Application forms are available from the College Advice Centre from May onwards and you should apply for funding as soon as you receive either a conditional or unconditional offer.

What will the Bursary consist of?

Any student satisfying the minimum criteria for bursary support will **NOT** have to pay tuition fees. According to the circumstances of the students, it may also include maintenance allowance, study and travel expenses.

Part-time Bursaries

Certain categories of part-time students, taking approved courses leading to qualifications up to but not including Higher National Certificate level, may apply for assistance with travel costs and books.

For more information, you should contact the College Bursaries Officer. Bursary Department T: 01355 807780 Email: bursaries@slc.ac.uk

CHILDCARE & DISCRETIONARY FUNDS

In addition to Student Grants, Loans and Bursaries, students who are experiencing extreme financial hardship may seek assistance from the College through the Childcare and Discretionary Funds. These limited funds will be targeted at those students deemed to be in most need. You should apply as soon as you enrol.

You can find out more by contacting Student Services or the Bursaries Officer in the College's Advice Centre.

ENROLMENT INFORMATION AND TERM DATES

Full details of enrolment procedures, including course induction dates and term dates, are available on the website at www.slc.ac.uk

At enrolment you will be required to produce the following information:

- Letter of award from Student Awards Agency for Scotland or other awarding body
- SQA Number

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FUNDING SUMMARY

This information is correct at time of going to press. Individual circumstances may affect your entitlement to different funding streams.

* If the student is under 25 and has not been self-supporting from income for 3 years, the student will be deemed to be parentally-supported and will require to submit details of family income for maintenance, course expenses and travel. Students who are estranged from their parents must be able to provide documentary proof of estrangement to be deemed independent.

Advanced Courses SCQF levels 7 - 9

Students who have previously studied at the same or higher level are not eligible for SAAS fees but may be awarded a student loan.

| Course | Tuition Fees | 1 Maintenance / Course Expenses / Travel 2 Childcare 3 Accommodation / Hardship |
|------------------------|--|--|
| HNC/D Full-time | NONE - providing student has applied to SAAS, is residentially eligible and has not previously studied at the same or higher level | 1 Online application to SAAS recommended for relevant Grants and Student Loan. Both means-tested based on family income*. 2 Apply to College once enrolled. Means tested. 3 Apply to College once enrolled. Means tested. |
| HNC/D Part-time | NONE - if in receipt of certain benefits; otherwise fees per unit studied plus SQA group award charge. | 1 No help available for maintenance Some units also have course materials, books and uniform costs to be paid and these are not covered by fee waiver. 2 Help may be available. Apply to College once enrolled. Means tested. 3 Help may be available. Apply to College once enrolled. Means tested. |

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Non-advanced courses SCQF levels 1-6

Students over 18 who have previously studied at the same or higher level are not eligible for a College bursary for maintenance / course expenses / travel. Fees may be waived.

| Course | Tuition Fees | 1 Maintenance / Course Expenses / Travel 2 Childcare 3 Accommodation / Hardship |
|---------------------------|--|---|
| Full-time under 19 | NONE - providing student is residentially eligible | 1 Apply for EMA for maintenance and Bursary for course expenses and travel. Both means tested on family income*. 2 Help may be available. Apply to College once enrolled 3 Help may be available. Apply to College once enrolled |
| Full-time over 19 | NONE - providing student is residentially eligible | 1 Apply for Bursary for maintenance, course expenses and travel. Means tested on family income*. 2 Help may be available. Apply to College once enrolled. Means tested. 3 Help may be available. Apply to College once enrolled. Means tested. |
| Part-time over 18 | NONE - if in receipt of certain benefits. | 1 Apply for Bursary for course expenses and travel. Means tested on family income*. 2 Help may be available. Apply to College once enrolled. Means tested. 3 Help may be available. Apply to College once enrolled. Means tested. |
| Part-time under 18 | NONE - providing student is residentially eligible | 1 Apply for Bursary for course expenses and travel. Means tested on family income*. 2 Help may be available. Apply to College once enrolled. Means tested. 3 Help may be available. Apply to College once enrolled. Means tested. |

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SCOTTISH CREDIT AND QUALIFICATIONS FRAMEWORK (SCQF)

Qualifications at the College have a variety of names – HND, HNC, NC, NQ, Intermediate 1 and 2, SVQ 1 - 3, NPA, SPA, PDA, MA, SWAP. These courses are all linked to the Scottish Credit and Qualifications Framework (see below) which covers every qualification in Scotland from Access 1 to university Doctorate. You will see the SCQF level marked against each programme in the College prospectus.

| SCQF level | SQA Qualifications | | | Qualifications of Higher Education Institutions | Scottish Vocational Qualifications | |
|------------|--|-----------------------------|-----------------------------|---|------------------------------------|-------|
| 12 | | | | Doctorates | | |
| 11 | | | | Masters Postgraduate Diploma Postgraduate Certificate | SVQ 5 | |
| 10 | | | | Honours Degree Graduate Diploma | | |
| 9 | | | | Ordinary Degree Graduate Certificate | SVQ4 | |
| 8 | | Higher National Diploma | | Diploma of Higher Education | | |
| 7 | Advanced Higher | Higher National Certificate | | Certificate of Higher Education | SVQ 3 | |
| 6 | Higher | | | | | |
| 5 | Intermediate 2 Credit Standard Grade | National Certificates | National Progression Awards | | SVQ 2 | |
| 4 | Intermediate 1 General Standard Grade | | | | | SVQ 1 |
| 3 | Access 3 Foundation Standard Grade | | | | | |
| 2 | Access 2 | | | | | |
| 1 | Access 1 | | | | | |

Notes: 1 The new Skills for Work courses are National Courses available as Access, Intermediate and Higher Qualifications SCQF levels 3-6)
2 Ongoing work to credit rate SVQs shows that SVQ units range from SCQF level 4 to level 12. SVQs at 3 and 4 can be placed at different SCQF levels

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College Way, East Kilbride G75 0NE



Tel: 01355 270750

Apply online at

Web: www.south-lanarkshire-college.ac.uk

Email: Admissions@slc.ac.uk