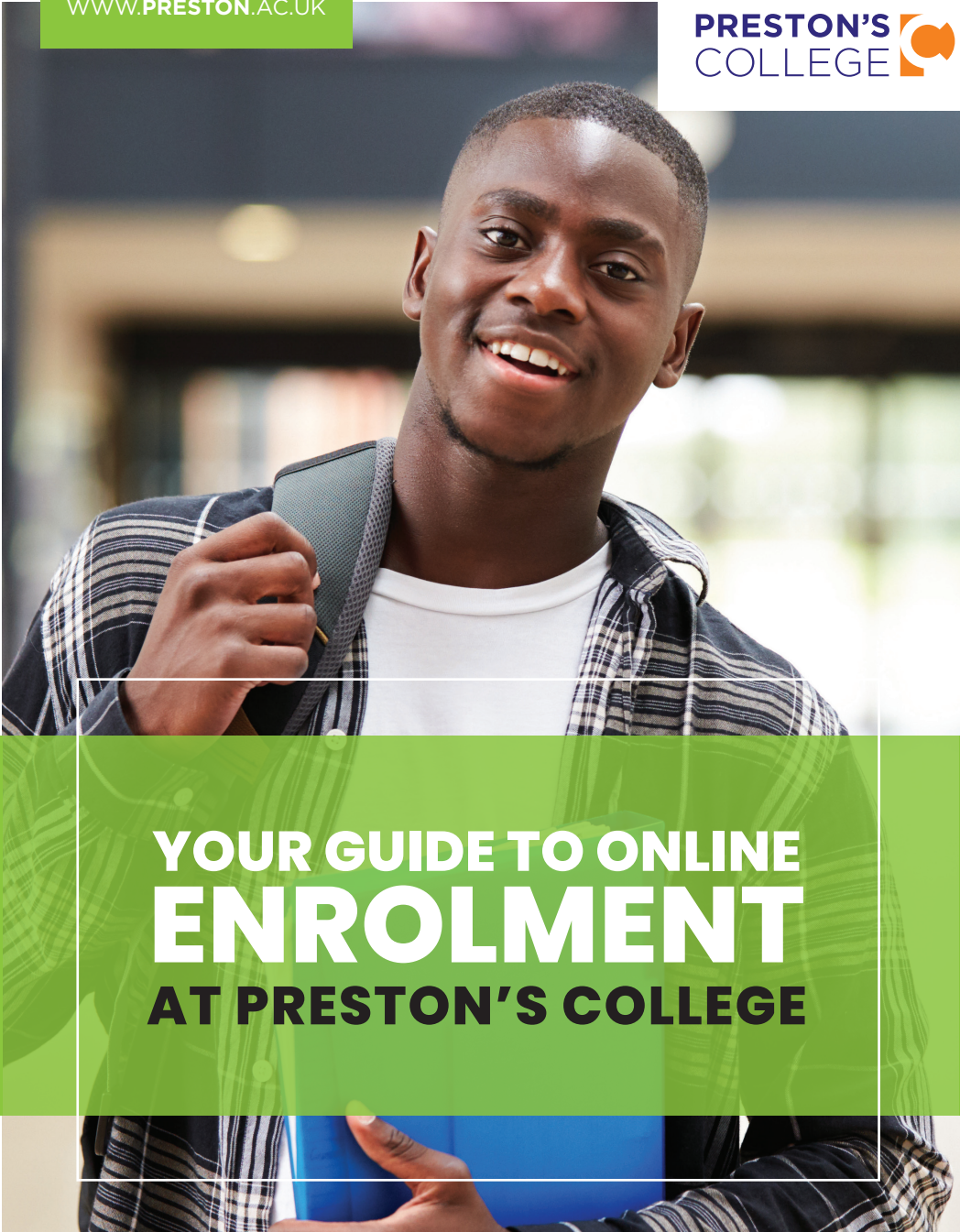


WWW.PRESTON.AC.UK

PRESTON'S
COLLEGE 



**YOUR GUIDE TO ONLINE
ENROLMENT
AT PRESTON'S COLLEGE**


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 busses, as well as answers to some of our most frequently asked questions.

On GCSE results day, Thursday 20th 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 20th 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.

Lis Smith
Principal & CEO

ENROLMENT

On receipt and activation of your personal enrolment account, you will be 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 20th August, 9am-7pm
- **Friday 21st August, 9am-5pm**
- **Monday 24th August, 9am-5pm**
- **Tuesday 25th August, 9am-5pm**

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 also need a bank account and evidence 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 225566 or email studentservices@preston.ac.uk. For more information see page 8.

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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 £23,500.

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.



At the beginning of July you will have received your link sent 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.

On Thursday 20th 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.

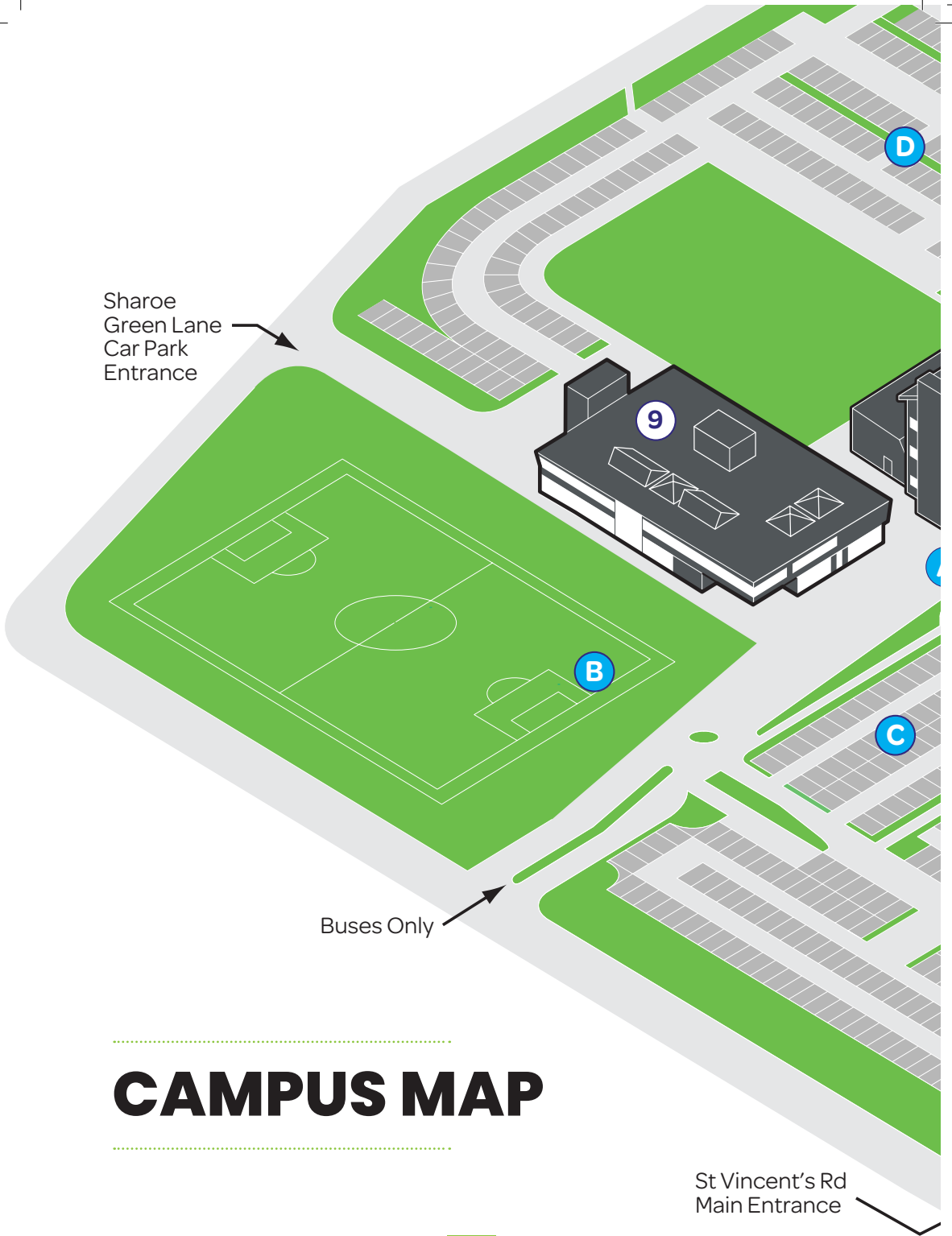


Before you enrol if you need any support or further information on buses, uniforms, kit or the bursary process you can visit www.preston.ac.uk and all the information is readily available.



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.





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

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 Learning 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 £23,500. 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 2019/20

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 2020/21 can purchase subsidised bus passes for the days that they attend college, directly from the bus driver. This arrangement may change in Terms 2 & 3.

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

Cost to 16-18 year old full-time learners only

The subsidised cost of the bus passes for 2020/21 are as below, and are dependent on the learner's home address and Bus Company operating area.

Service cost to learner per day currently*

Preston Bus Easiday	£4.10
Stagecoach Citirider	£3.70
Stagecoach Central Lancs Zone	£4.90
Stagecoach Goldrider	£8.20
Transdev Advantage (Under 19s)	£4.60

*Please note that prices are subject to change

**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





THE COLLEGE CODE



LISTEN TO

EACH OTHER

+

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 Courses:

- > **Required to complete 1 or 2 week taster with an employer**
- > **T-Level Introduction (minimum of 315 hours industry placement in the workplace in year 2)**
- > **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 7th 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.

How and when do I get my bus pass?

Within the first term College will not be issuing bus passes as students will only be attending one day a week. If you are in receipt of bursary we will transfer money into your bank account based on attendance. It is therefore important that you supply us with your bank account details when applying for the bursary.

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.
A-Level Psychology	Five GCSEs at Grade 5 including English or Maths (with one of these being 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

COLLEGE NEWS

As a Preston's College learner you have access to guest speakers, trips and learning experiences outside the classroom. Here are some stories from the last academic year to give you a taste of what's to come.



Construction Site Visit

Learners visited a local £4.6m construction site for a taster day in the industry.



Duke of Edinburgh

We have won an award to now be able to offer DoE courses and programmes.



Working Abroad

Neilson visited the college to show students what working abroad can offer them.

THE **BEST PERFORMING COLLEGE** IN CENTRAL LANCASHIRE

PRESTON'S
COLLEGE 



The Big Apple

Learners visit New York City as part of their Performing Arts curriculum.



Guest Speakers

We had a wide range of guest speakers in our theatre, from Footballers to Police Officers.



You'll Never Walk Alone

Learners spend the day at Anfield, as part of their studies.

TERM DATES 2020/21

AUTUMN TERM 2020

- Thursday 13 Aug 2020** - A Level results
- Thursday 20 Aug 2020** - GCSE results/16-18 enrolment commences
- Monday 31 Aug 2020** - COLLEGE CLOSED - PUBLIC HOLIDAY
- Thursday 3 Sept 2020** - 16-19 induction
- Monday 7 Sept 2020** - Term 1 starts
- Monday 26 Oct -**
- Friday 30 Oct 2020** - Mid Term Break 1
- Thursday 17 Dec 2020** - End of Term

SPRING TERM 2021

- Monday 4 Jan 2021** - Term 2 starts
- Monday 15 Jan -**
- Friday 19 Feb 2021** - Mid Term Break 2
- Friday 26 Mar 2021** - End of Term
- Friday 2 April &**
- Monday 5 April 2021** - Easter Bank Holidays

SUMMER TERM 2021

- Monday 12 April 2020** - Term 3 starts
- Monday 3 May 2021** - COLLEGE CLOSED - PUBLIC HOLIDAY
- Monday 31 May**
- Friday 4 June 2021** - Mid Term Break 3
- Friday 25 June 2021** - End of Term