

Guidance notes for your BTEC HE application to CRC

Please read these notes carefully before completing the form. It is important that you complete this form in full. Your completed application form, along with a personal statement and a reference, should be returned to the Admissions Office as soon as possible.

- 1-3. Please enter your main contact details telephone numbers and email addresses so that we can contact you quickly if necessary.
4. If you work full or part-time, please enter the name of your employer, your current role and a contact phone number.
5. Please fill in your Unique Learner Number (UCL), UCN and/or EBS number if known.
6. Please provide the details of the school/college(s) you have attended.
7. Please enter the course title as it appears on the CRC website.
8. Please complete if you're not in full-time education.
9. Please complete this section to help us assess your course fees. Please note that as a full-time non EU international student you will be liable to higher fees depending on your course of study. Please contact the International Office on +44 (0) 1223 226317 for further information.
10. This section invites you to describe your ethnic origin. It helps us monitor our recruitment processes and outcomes so that we do not inadvertently present unnecessary barriers to potential learners. For this reason, we would appreciate it if you would complete this section.. Information is treated in strict confidence. However, if you do not wish to provide this information, there is no obligation to do so.
11. In order to fully support you on the course we need to know if you have any support needs before you start the course so that it can be planned for in advance. Making this declaration in no way affects the outcome of your application.
12. The college requires you to declare any criminal convictions. Applicants declaring that they have a conviction will be referred to the Head of Learner Services for assessment. Students who do not respond to requests for further information relating to their conviction will be reminded in writing on two occasions.

If they fail to acknowledge three written requests they will be informed in writing of the College's intention to withdraw their offer of a place. If an applicant is found later to have not disclosed a conviction on their application, they risk being excluded from the College in accordance with the terms and conditions of enrolment.

13. It is important that you discuss your course choice and future career direction. If required, we can arrange for you to attend an individual interview with a careers advisor.
14. Please enter all your qualification details, including awarding body (e.g. Edexcel, OCR, etc.), grade (A*, Distinction, etc.), and date achieved for each. Please feel free to attach additional A4 sheets if needed.
15. Please enter your employment and/or work experience record to date. It is particularly useful to include: details and responsibilities of your role, hours worked per week, and how long you worked there. Please feel free to attach additional A4 sheets if needed.
16. Please tell us how you heard about the Higher Education course at Cambridge Regional College.
17. All applicants need to provide a reference. This should be from one of your teachers if you are in education or your employer/line manager if you have been out of education for more than two years. If you have any doubts as to who you should ask, please contact our Admissions Team. The reference should include aspects such as:
 - If in education:
 - Attendance and punctuality
 - Progress on your course; consisting of a short subject commentary that includes strengths and areas for development
 - Suitability for HE study on the chosen course
 - Attitude to learning and any behavioural issues
 - Capacity and aptitude for independent learning
 - Ability to work co-operatively
 - Contribution to the learning community

If in employment:

- Sickness and punctuality
- Particular areas of strength and any needing further development in their current role
- Motivation and commitment to getting to the job done, or going the extra mile when necessary
- Capacity to work without supervision
- Team working skills
- Contribution to the ethos of the work place

18. Personal statement

Please feel free to attach additional A4 sheets if needed.

Tips when writing your personal statement:

- Create a list of your ideas before writing the real thing
- Expect to write several drafts
- Ask people you trust for their feedback
- Be enthusiastic and show your interest in the course
- Use simple plain language
- Keep it relevant and true
- Spell-check and proof read
- Concentrate and keep focussed when writing

Key questions you should answer within your personal statement:

- Why are you applying for the course?
- Why does the subject interest you?
- Why are you suitable for the course and type of study?
- How does your experience (work and qualifications) relate to the course?
- What are your other interests?
- Which of your achievements are you particularly proud of, and why?
- What are your career ambitions?

And finally.....

Please do not forget to sign, print your name and date the form!

Thank you