

Partner college courses - applicant guide to online application

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Introduction

This guide provides step-by-step instructions for completing the online application form for the courses taught at University of Brighton partner colleges – Bexhill College, ESCG, Plumpton College and Reigate College.

If you have any queries during the application process please contact the admissions team at the college you are applying to (contact details will be on the relevant college's website).

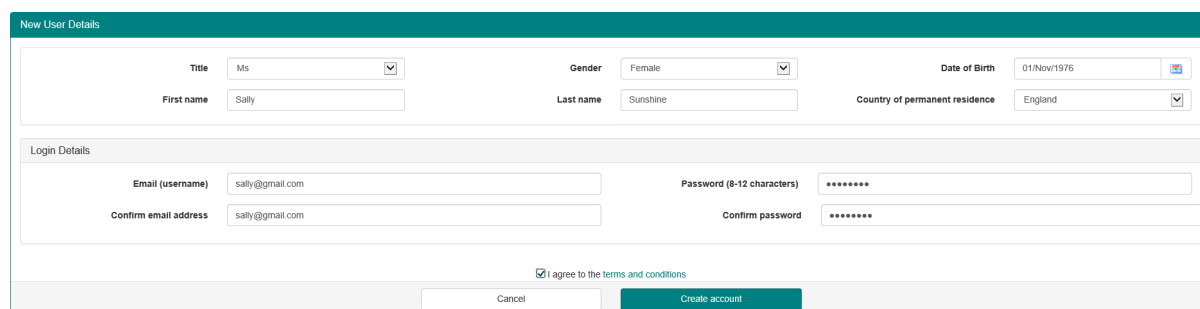
New applicant – creating your account

The first step for new applicants will be to create your online application account. You can find the link to apply either through the college website or you will be given the link by the course leader. Click on the relevant 'Apply' button? This will take you to the UoB applicant login screen.

If you have not used the online application system before you will begin by creating your account.

Click on the 'Create a new account' button.

You will be asked to provide some basic personal details, record the email address that you want to use as your login id and create your password.



The screenshot shows a web form titled 'Now User Details' with a teal header. The form is divided into two main sections: 'Personal Details' and 'Login Details'. In the 'Personal Details' section, there are fields for Title (Ms), Gender (Female), Date of Birth (01/Nov/1975), First name (Sally), Last name (Sunshine), and Country of permanent residence (England). The 'Login Details' section includes fields for Email (username) (sally@gmail.com), Password (8-12 characters) (masked with dots), Confirm email address (sally@gmail.com), and Confirm password (masked with dots). At the bottom, there is a checkbox for 'I agree to the terms and conditions' and two buttons: 'Cancel' and 'Create account'.

Click on 'Create account' and answer the security question. You will then be taken to the course selection screen.

Please note: If you have previously applied online for a course at the university you will be able to reuse your existing online application account.

Selecting your course

Tick 'Taught postgraduate course' as the type of course and 'School of Education, Sport and Health Sciences' in the school of study field. You can also enter your chosen college as a keyword, for example, Bexhill, ESCG, Plumpton or Reigate. Entering the word "Further" into the keyword search should bring up the full list of all the PGCE/Cert Ed partner college courses (plus the Full time University-only route).

See screenshots below.

Type of course

☐ Research degree
☐ Continuing professional development
☒ Taught postgraduate course
☐ Undergraduate course

Mode of study Any Mode of Study

EITHER enter a keyword (e.g. Biology) Further

OR choose a school School of Education

[Search now](#)

Click on 'Search now'.

Find your chosen course within the list of courses returned and click on the title.

Courses (11)

Further Education and Skills (CertEd) (Bexhill) (Part Time)	
Further Education and Skills (CertEd) (ESCG Hastings) (Part time)	
Further Education and Skills (CertEd) (ESCG Lewes) (Part time)	
Further Education and Skills (CertEd) (Plumpton) (Part Time)	
Further Education and Skills (CertEd) (Reigate) (Part Time)	
Further Education and Skills (PGCE) (Full time)	Full time UoB route at Falmer
PROFGCE Further Education and Skills (Bexhill College) (Part time)	
PROFGCE Further Education and Skills (ESCG Hastings) (Full time)	
PROFGCE Further Education and Skills (ESCG Hastings) (Part time)	
PROFGCE Further Education and Skills (Plumpton College) (Part time)	
PROFGCE Further Education and Skills (Reigate College) (Part time)	

[Back to course search](#)

Then select your start date by using the 'Click to apply' button.

The application form will open.

Completing the application form

Instructions tab

Please read the information on the instructions tab before beginning your application. It contains useful details on how to navigate within the application form, how to save your application and return to it at a later date and the requirements for attaching documents.

Personal details tab

Fields marked with an asterisk are mandatory and must be completed before your application is submitted.

If your correspondence details are the same as your home address details select 'Yes' in the drop down box and your home address details will automatically be copied to correspondence details.

Is your correspondence address the same as your home address?

Education tab

There are two sections on this page. For each section you complete you will need to ensure you fill in the fields marked with an asterisk. You can attach transcripts or certificates by using the 'Upload' button.

Use the High School qualifications section to provide details of your A level, BTEC, or other level 3 qualifications obtained at school, together with details of the English and Maths GCSE or equivalent qualifications.

Use the Degree Level undergraduate/postgraduate section to provide details of any higher education qualification you have completed.

You can use the 'Add qualification' button to add extra qualification records if required.

If you have studied with us previously and know your University of Brighton student number please enter it in the box provided.

Professional qualifications and employment

Enter details of any professional qualifications you have completed/are currently studying on this tab. You can use the 'Add qualification' button to record up to 5 separate qualifications. Please list your most recent professional qualification first. You can upload transcripts/certificates to support your application via the 'upload document' button.

Please use the employment details section to provide information about your employment history or professional experience. You can use the 'Add employment' button to record up to 5 separate periods of employment.

English language

If you select 'yes' from the drop-down box for the question 'Have you been taught and examined in English?' you will need to indicate if this covers all or

part of your education to date. If you indicate this covers part of your education to date you will be asked to provide additional information regarding the dates of your latest English language studies and the type of test taken.

If you select 'no' from the drop-down box for the question 'Have you been taught and examined in English?' you will need to indicate whether you have taken an English language test. If you have taken a test you will need to provide additional information regarding the type of test undertaken and grades achieved.

A transcript or certificate can be uploaded to this page if required.

[Personal statement](#)

Please read the guidance notes on this page of the application form as they provide an indication of the type of information to provide in your personal statement. You have an 8000 character limit which includes punctuation and spaces. You can write your personal statement in another editor such as MS Word and paste it here when it is finalised if you wish.

[References](#)

For your reference you will need to select whether you are attaching a scanned copy of a formal signed reference document or whether you wish your referee to be contacted directly by the university via email.

Choose reference source

Please select...

Online Referee Portal - we will email your referee directly
You upload a scanned copy of a formal signed reference

Please also fully complete the requested information about your referees. Applications for Postgraduate courses in Education require 2 references.

If you are providing a formal signed reference document, use the 'upload document' button to attach this to your application form. We would expect a written reference to be on letterheaded paper showing the institution or business your referee is associated with.

If you are providing a email addresses for your referees, please note that our safer recruitment processes mean that we can only accept professional or institutional email addresses (not Gmail, Hotmail, Yahoo or other unofficial email addresses).

Please ensure your referees are expecting us to contact them via email. If you receive an offer from us, you will not be able to enrol onto the course until your reference is received.

[Fee status and funding](#)

Please ensure the fee status section is fully completed as this information will be used when assessing your tuition fee status.

[Equal opportunities](#)

Please read the equal opportunities policy statement at the top of this page and complete the three mandatory questions marked with an asterisk. You may

provide additional information regarding disabilities or additional needs as required.

[Further information](#)

Should you require a visa to study in the UK please amend the default value of 'No' in the drop-down box to 'Yes'.

Please read carefully the information regarding criminal convictions. Only tick the box at the bottom of the page if you need to declare a relevant criminal conviction.

[Submit](#)

Please check that all the documents you wish to include with your application are listed as uploaded on this page.

Uploaded documents

The documents you have attached to your application form in the previous pages are summarised below. Please check carefully that all the documents you want to upload are listed before submitting your application.

- Education Qualification 1 - (GCSE Maths and English.jpg)
- Reference One - (Reference.JPG)

Read the declaration statement and tick the 'I agree with the above'.

Click on the 'Submit' button to fully complete your application and send it to us.

Please note that if you have indicated you wish your referees to be contacted by the university a reference request email will automatically be sent to them when you click on submit.

If any mandatory information is missing within your application form you will see a pop-up box when trying to submit. This pop-up box will indicate which application form tab(s) you need to revisit and amend.

Once your application has successfully submitted you will receive a confirmation email outlining the next steps in the application process.