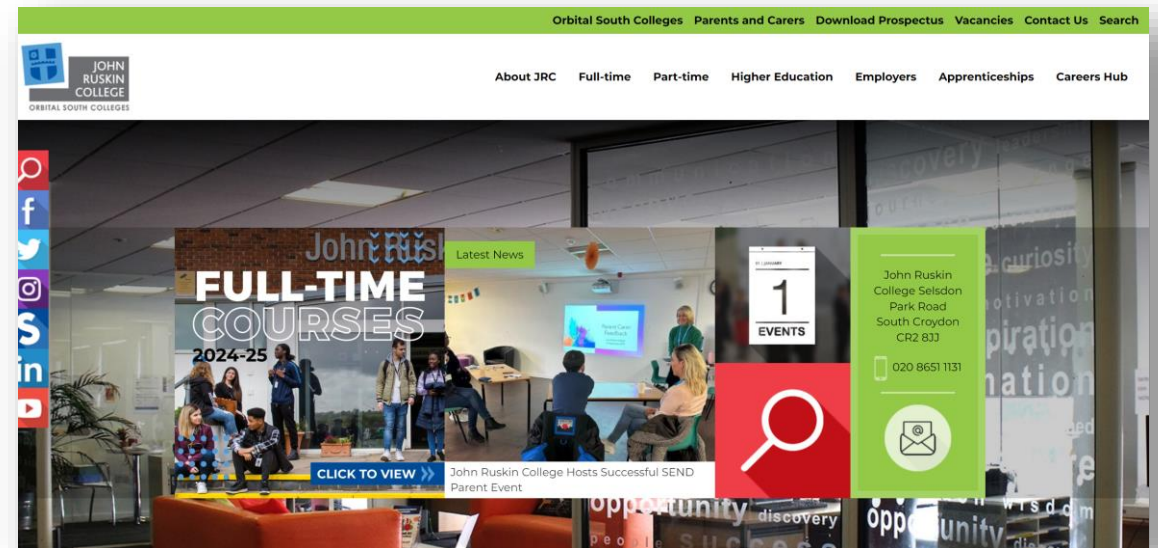
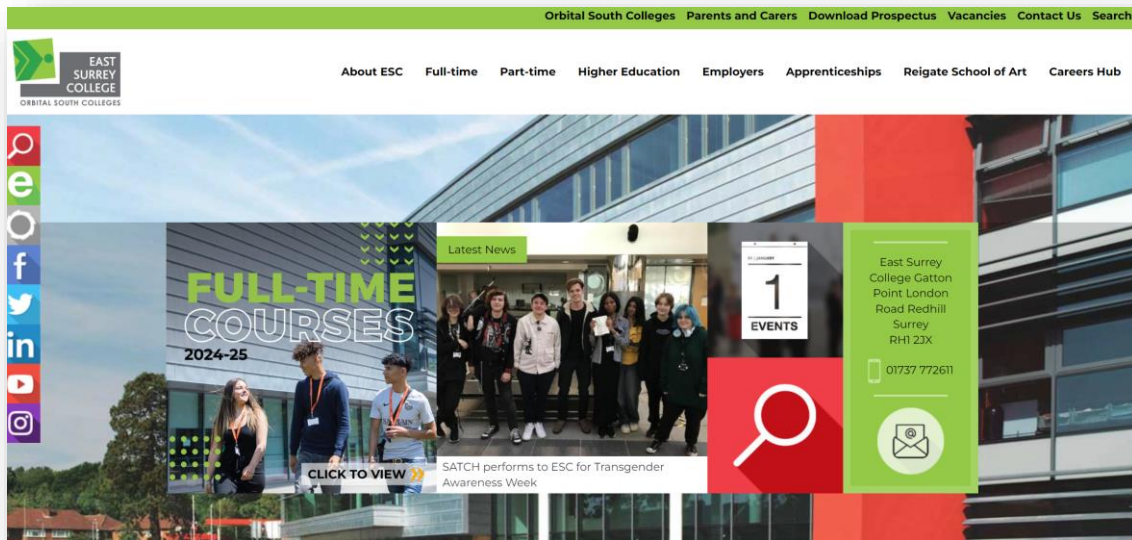


Application Process for East Surrey College & John Ruskin College



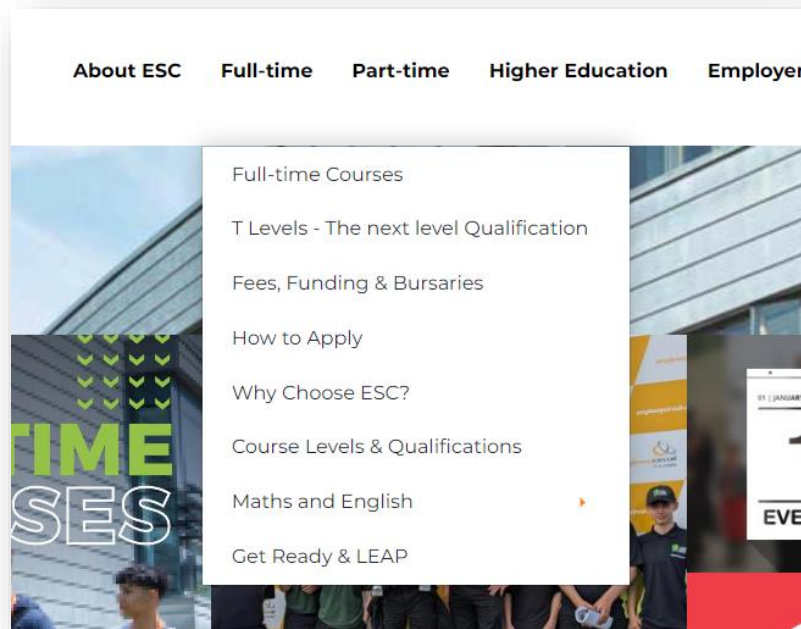
1. Head to our website

- East Surrey www.esc.ac.uk
- John Ruskin www.johnruskin.ac.uk



2. Click **Full-time** from the menu

3. Select **Full-time Courses** from the drop down list



4. Click the subject area you are interested in studying.



5. Find the course you would like to apply for and click the 'Apply' button below

Brickwork Level 1 Diploma (Full Time)

Bricklaying is one of the traditional trades both in the UK and around the world. Those studying bricklaying will learn a variety of skills to enable them to build, repair and maintain the country's housing stock.

CODE	LOCATION	START DATE	DURATION
F1FCBA	East Surrey College	02 September 2024 (Mon)	34 Weeks

DOWNLOAD COURSE INFO

APPLY

Brickwork Level 2 Diploma (Full Time)

Building on the skills learnt during the Level 1 programme, you will extend your skills and knowledge with more challenging activities.

CODE	LOCATION	START DATE	DURATION
F1ICBA	East Surrey College	02 September 2024 (Mon)	34 Weeks

DOWNLOAD COURSE INFO

APPLY

Carpentry (Bench or Site) Level 2 Diploma (Full Time)

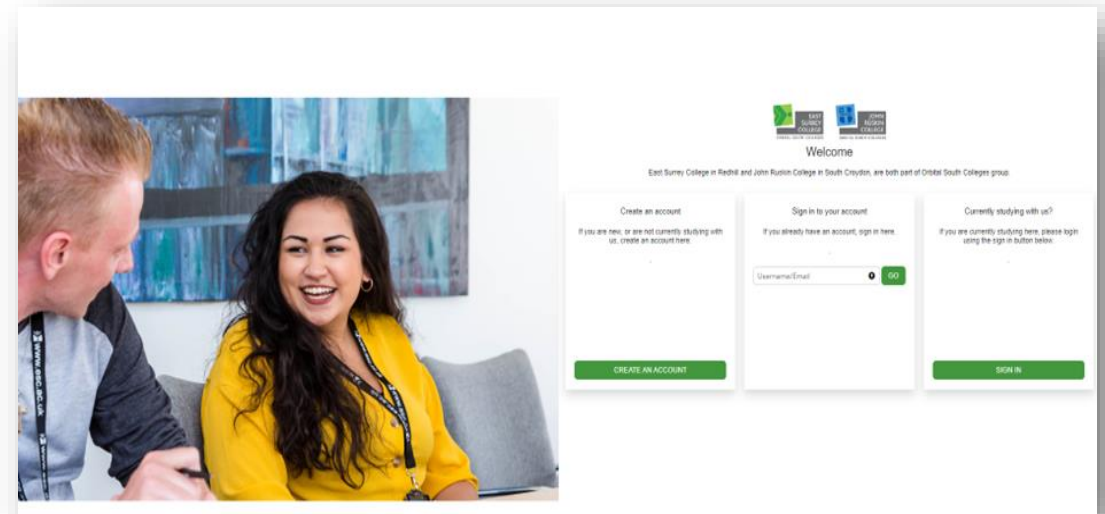
After learning the basic skills at Level 1, you can follow one of two routes: Site carpenters will work on building sites erecting and fitting timber. Bench carpenters will manufacture items such as roof trusses and staircases ready to be delivered to the building site to be installed by the site carpenters.

CODE	LOCATION	START DATE	DURATION
F1ICWA	East Surrey College	02 September 2024 (Mon)	34 Weeks

DOWNLOAD COURSE INFO

APPLY

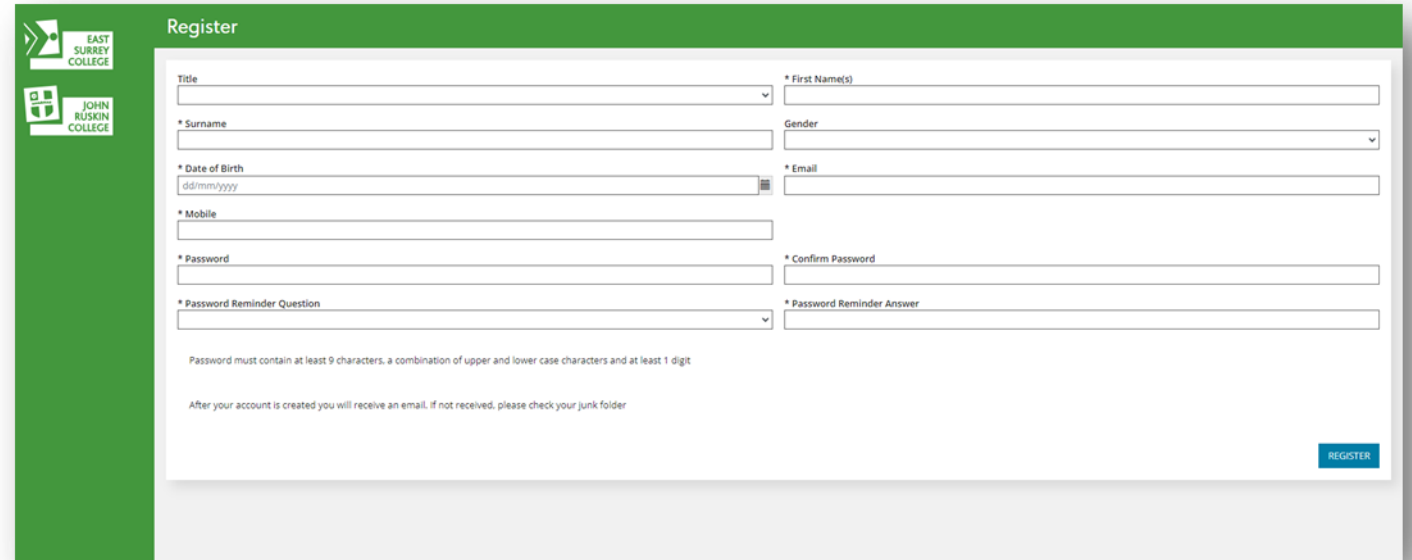
6. This will take you to the portal, here you will need to create an account to get started



Portal link: <https://admissions.osc.ac.uk/>

7. To register you will need to fill in your details, create a password and a password reminder question

8. Once created it will take you back to the portal page to login with your account details



The screenshot shows a registration form titled "Register" with a green header. On the left side of the form, there are logos for "EAST SURREY COLLEGE" and "JOHN RUSKIN COLLEGE". The form contains the following fields:

- Title (dropdown menu)
- * First Name(s) (text input)
- * Surname (text input)
- Gender (dropdown menu)
- * Date of Birth (text input with mask dd/mm/yyyy)
- * Email (text input)
- * Mobile (text input)
- * Password (text input)
- * Confirm Password (text input)
- * Password Reminder Question (dropdown menu)
- * Password Reminder Answer (text input)

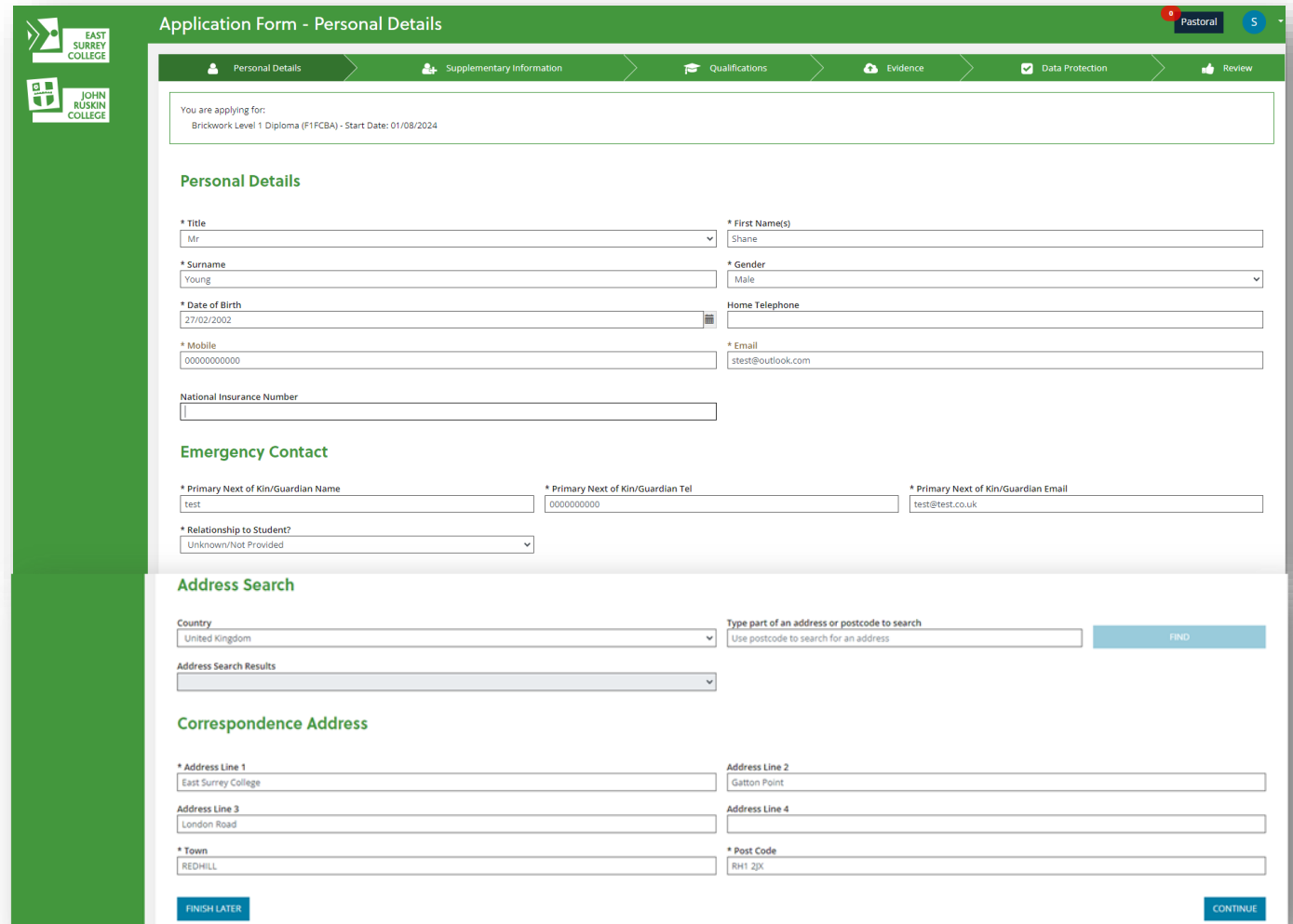
Below the fields, there is a note: "Password must contain at least 9 characters, a combination of upper and lower case characters and at least 1 digit". Another note states: "After your account is created you will receive an email. If not received, please check your junk folder". A blue "REGISTER" button is located in the bottom right corner of the form area.

9. Next step is to complete the application form.

At any point you can save your application and come back to it later.

There are 6 stages including:

- Personal details
- Supplementary Information
- Qualifications
- Evidence
- Data Protections
- Review



Application Form - Personal Details

Personal Details | Supplementary Information | Qualifications | Evidence | Data Protection | Review

You are applying for:
Brickwork Level 1 Diploma (F1FCBA) - Start Date: 01/08/2024

Personal Details

* Title: Mr | * First Name(s): Shane
 * Surname: Young | * Gender: Male
 * Date of Birth: 27/02/2002 | Home Telephone:
 * Mobile: 0000000000 | * Email: stest@outlook.com
 National Insurance Number:

Emergency Contact

* Primary Next of Kin/Guardian Name: test | * Primary Next of Kin/Guardian Tel: 0000000000 | * Primary Next of Kin/Guardian Email: test@test.co.uk
 * Relationship to Student?: Unknown/Not Provided

Address Search

Country: United Kingdom | Type part of an address or postcode to search: Use postcode to search for an address | FIND

Correspondence Address

* Address Line 1: East Surrey College | Address Line 2: Gatton Point
 Address Line 3: London Road | Address Line 4:
 * Town: REDHILL | * Post Code: RH1 2JX

FINISH LATER | CONTINUE

10.

Pastoral S

Application Form - Supplementary Information

Personal Details
Supplementary Information
Qualifications
Evidence
Data Protection
Review

You are applying for:
Brickwork Level 1 Diploma (F1FCBA) - Start Date: 01/08/2024

School Information

* Last School Attended. For students under 19 select "OTHER" if your school is not in the list (you will be contacted to confirm the school). For Adult students - please select the "Adult Student(19+)" option.

Attended from:

Attended to:

East Surrey College

Equal Opportunities

* Nationality

* Please select an option from the drop down menu which best describes your ethnic origin

* Have you lived in the UK for the last 3 years?

Disabilities, Medical Conditions and Learning Support

* Do you consider yourself to have a learning difficulty or disability or medical condition and need support with your learning?

* Do you have an Education Health & Care Plan (EHCP)?

* Do you think you require support or adaptations in College?

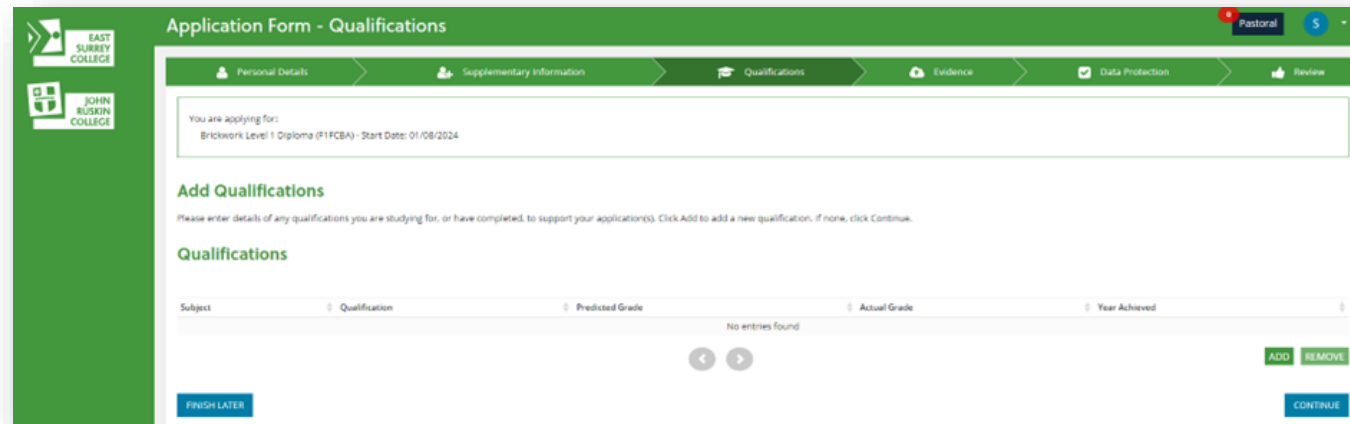
Please specify any prescribed medication you are taking

Please list any allergies

* Are you a young carer?

* Are you currently or have you recently been in foster care or in care of the local authority?

11. Add in the details of any qualifications you are studying for or have completed. Click 'Add' to add a new qualification.



Application Form - Qualifications

Personal Details > Supplementary Information > **Qualifications** > Evidence > Data Protection > Review

You are applying for:
Brickwork Level 1 Diploma (F1FCBA) - Start Date: 01/08/2024

Add Qualifications

Please enter details of any qualifications you are studying for, or have completed, to support your application(s). Click Add to add a new qualification, if none, click Continue.

Qualifications

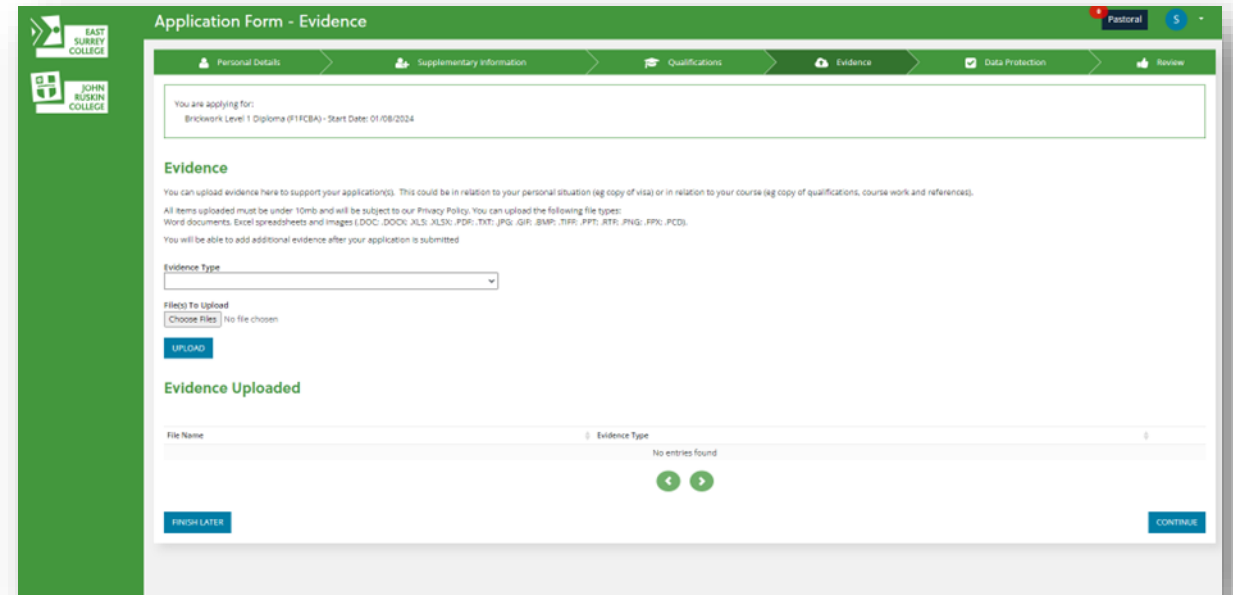
Subject	Qualification	Predicted Grade	Actual Grade	Year Achieved
No entries found				

ADD REMOVE

FINISH LATER CONTINUE

12. You can upload evidence here to support your application. This could be in relation to your personal situation or in relation to your course.

Select 'Evidence Type', click 'Choose Files' and select your chosen document, then click 'Upload'.



Application Form - Evidence

Personal Details Supplementary Information Qualifications Evidence Data Protection Review

You are applying for:
Brickwork Level 1 Diploma (11FCBA) - Start Date: 01/08/2024

Evidence

You can upload evidence here to support your application(s). This could be in relation to your personal situation (eg copy of visa) or in relation to your course (eg copy of qualifications, course work and references). All items uploaded must be under 10mb and will be subject to our Privacy Policy. You can upload the following file types: Word documents, Excel spreadsheets and images (.DOC, .DOCX, .XLS, .XLSX, .PDF, .TXT, .JPG, .GIF, .BMP, .TIFF, .PPF, .ATN, .PNG, .PPK, .PCD). You will be able to add additional evidence after your application is submitted.

Evidence Type

Files to Upload
Choose Files No file chosen

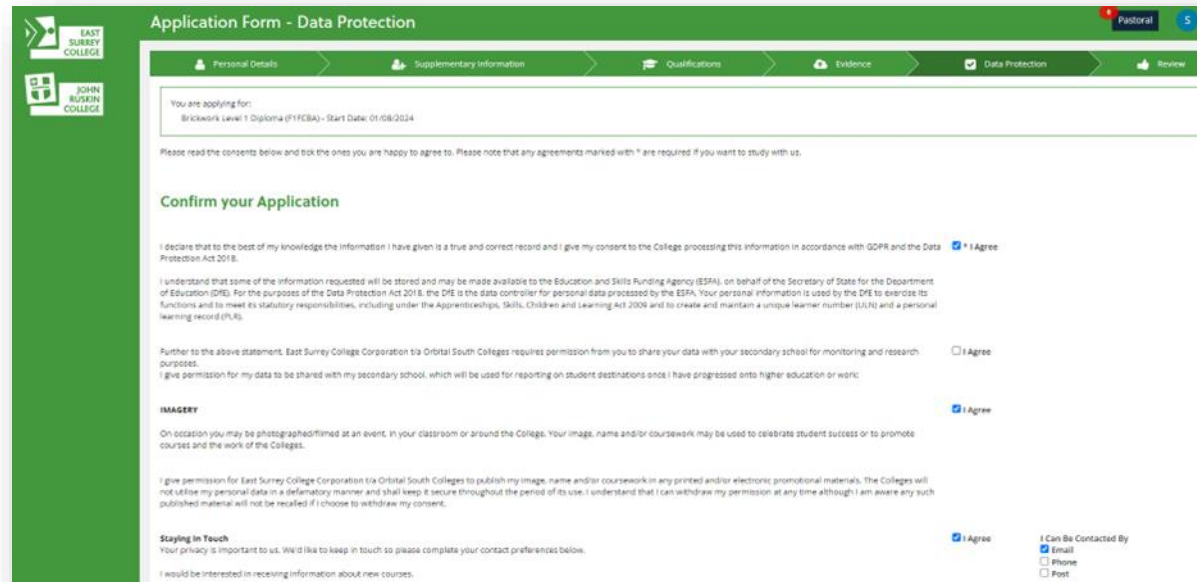
UPLOAD

Evidence Uploaded

File Name	Evidence Type
No entries found	

FINISH LATER CONTINUE

13. Please read through the data protection points and tick the relevant box to confirm your agreement.



The screenshot shows a web-based application form titled "Application Form - Data Protection". The form is divided into several sections with progress indicators at the top: Personal Details, Supplementary Information, Qualifications, Evidence, Data Protection (current), and Review. The user is applying for "Brickwork Level 1 Diploma (B1FCBA) - Start Date: 01/08/2024".

Confirm your Application

I declare that to the best of my knowledge the information I have given is a true and correct record and I give my consent to the College processing this information in accordance with GDPR and the Data Protection Act 2018. I Agree

I understand that some of the information requested will be stored and may be made available to the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). For the purposes of the Data Protection Act 2018, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). I Agree

Further to the above statement, East Surrey College Corporation via Orbital South Colleges requires permission from you to share your data with your secondary school for monitoring and research purposes. I Agree

I give permission for my data to be shared with my secondary school, which will be used for reporting on student destinations once I have progressed onto higher education or work. I Agree

IMAGERY

On occasion you may be photographed/filmed at an event, in your classroom or around the College. Your image, name and/or coursework may be used to celebrate student success or to promote courses and the work of the Colleges. I Agree

I give permission for East Surrey College Corporation via Orbital South Colleges to publish my image, name and/or coursework in any printed and/or electronic promotional materials. The Colleges will not utilise my personal data in a defamatory manner and shall keep it secure throughout the period of its use. I understand that I can withdraw my permission at any time although I am aware any such published material will not be recalled if I choose to withdraw my consent. I Agree

Staying in Touch

Your privacy is important to us. We'd like to keep in touch so please complete your contact preferences below. I Agree

I would be interested in receiving information about new courses. I Agree

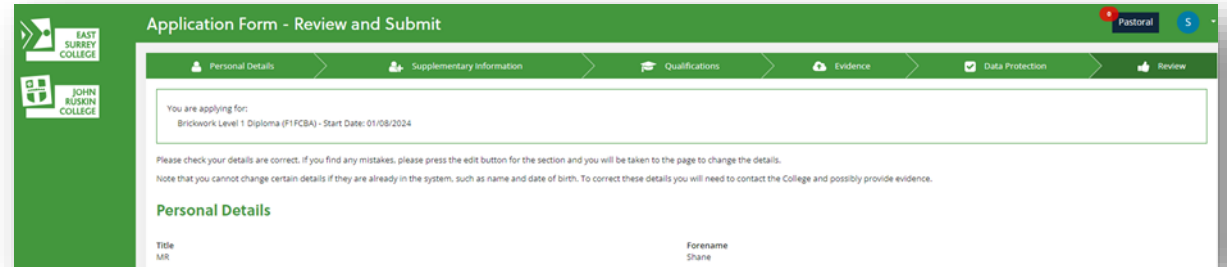
I Can Be Contacted By

Email
 Phone
 Post

14. Review your application, and confirm all details are correct before clicking submit.

Please note:

- You will receive an email confirming your application has been received.
- You can apply for more than 1 application.
- If you change your mind, we can change your course on our system.
- Even if you start your course in September and change your mind, we can look to move you into a different course, subject to availability.



Application Form - Review and Submit

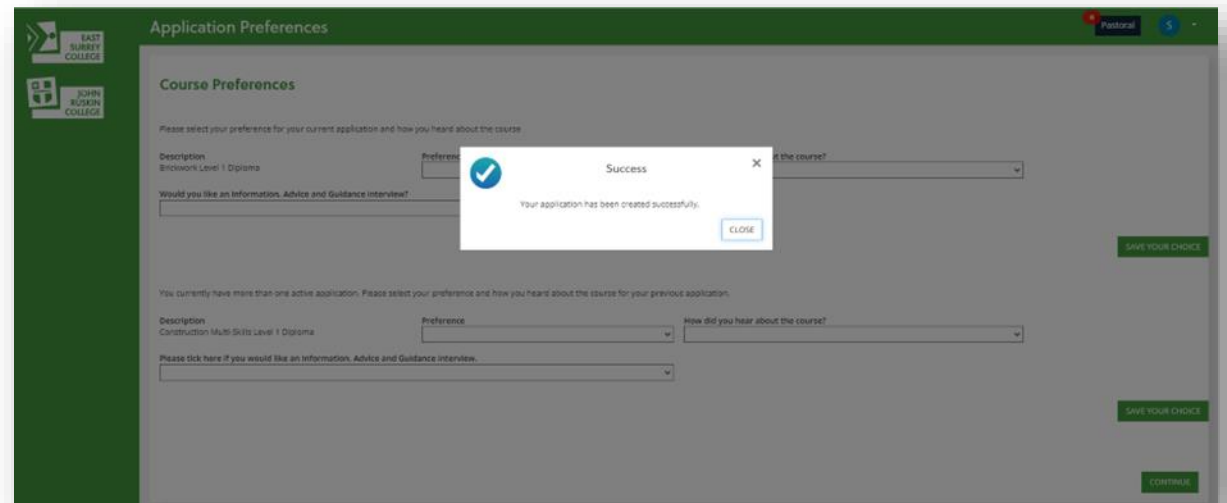
Personal Details

You are applying for:
Brickwork Level 1 Diploma (F1FCBA) - Start Date: 01/09/2024

Please check your details are correct. If you find any mistakes, please press the edit button for the section and you will be taken to the page to change the details.
Note that you cannot change certain details if they are already in the system, such as name and date of birth. To correct these details you will need to contact the College and possibly provide evidence.

Personal Details

Title: MR Forename: Share



Application Preferences

Course Preferences

Please select your preference for your current application and how you heard about the course

Description: Brickwork Level 1 Diploma Preference: [dropdown] How did you hear about the course?: [dropdown]

Would you like an information, advice and guidance interview? [checkbox]

Your application has been created successfully.

SAVE YOUR CHOICE

You currently have more than one active application. Please select your preference and how you heard about the course for your previous application.

Description: Construction Multi Skills Level 1 Diploma Preference: [dropdown] How did you hear about the course?: [dropdown]

Please tick here if you would like an information, advice and guidance interview. [checkbox]

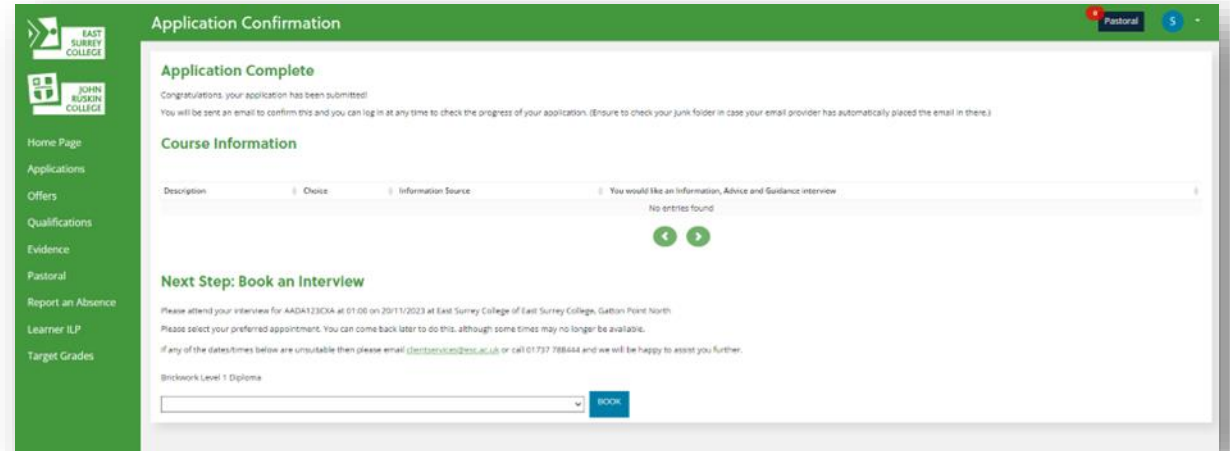
SAVE YOUR CHOICE

CONTINUE

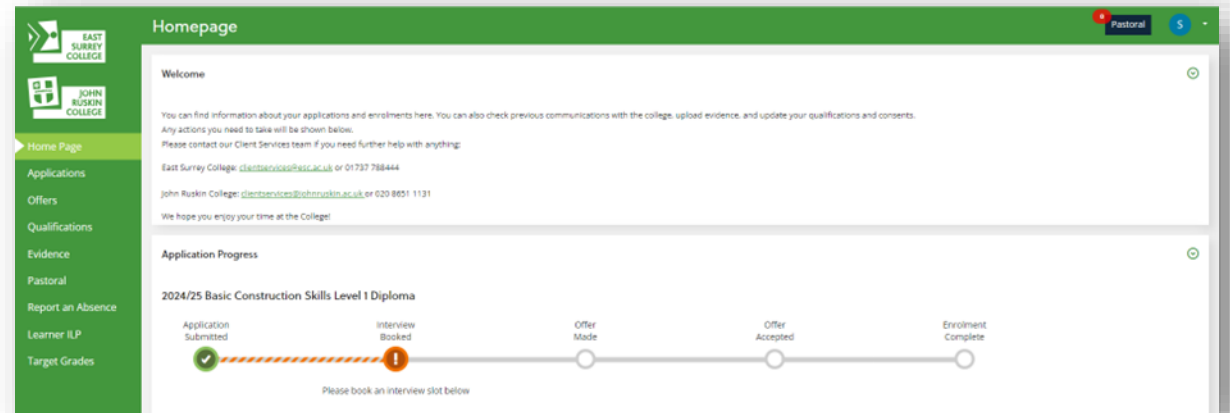
15. After submitting your application, the next step is to book your interview.

If you have logged out and are returning back later, to book your interview, head to the portal and click '**Home Page**'.

Here it highlights where you are in your application progress.



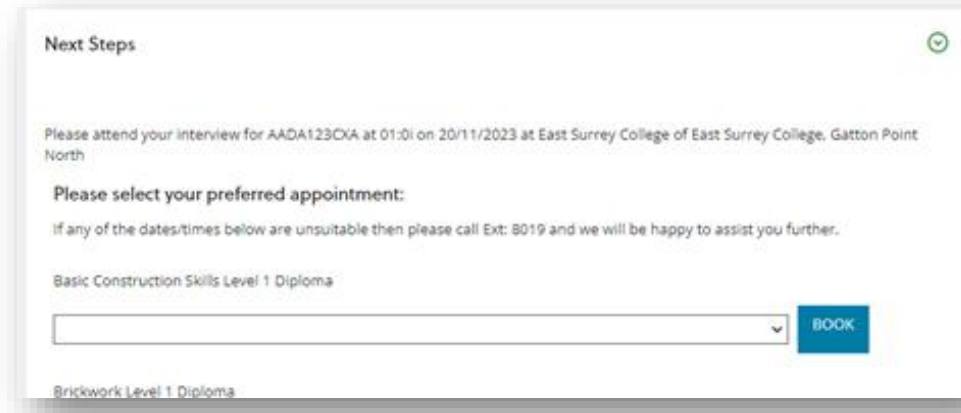
The screenshot shows the 'Application Confirmation' page. The left sidebar contains navigation links: Home Page, Applications, Offers, Qualifications, Evidence, Pastoral, Report an Absence, Learner iLP, and Target Grades. The main content area is titled 'Application Complete' and includes a congratulatory message, course information, and a 'Next Step: Book an Interview' section. The 'Next Step' section provides details about the interview location and time, and includes a 'BOOK' button.



The screenshot shows the 'Homepage' of the student portal. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Homepage' and includes a 'Welcome' message, contact information for East Surrey College and John Ruskin College, and an 'Application Progress' section. The 'Application Progress' section shows a timeline for the '2024/25 Basic Construction Skills Level 1 Diploma' with five stages: Application Submitted (checked), Interview Booked (highlighted with a red '1'), Offer Made, Offer Accepted, and Enrolment Complete.

16. Select the drop-down to view the dates and times available and select.

17. Once you have clicked 'Book' a pop up will confirm you have booked your interview and your application progress timeline will be automatically updated.



Next Steps

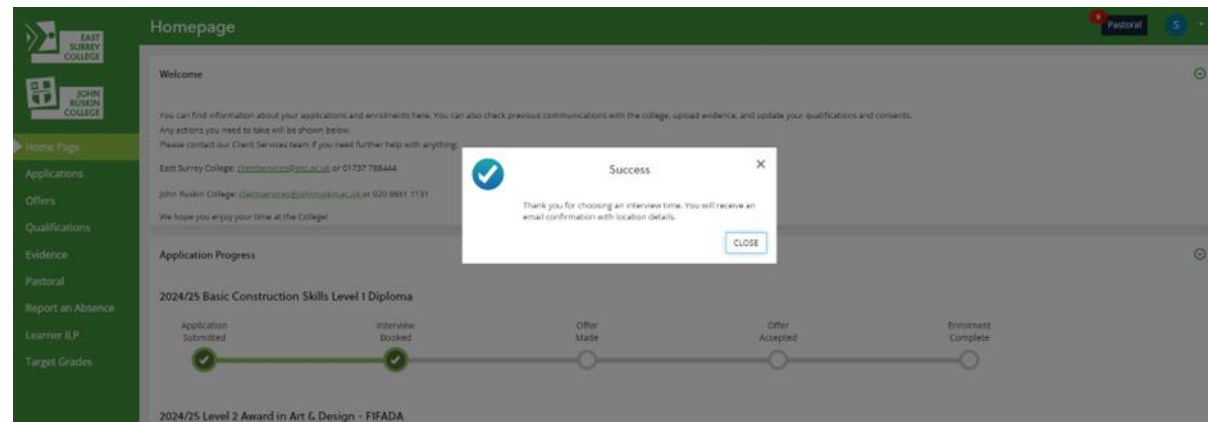
Please attend your interview for AADA123CXA at 01:00 on 20/11/2023 at East Surrey College of East Surrey College, Gatton Point North

Please select your preferred appointment:

If any of the dates/times below are unsuitable then please call Ext: 8019 and we will be happy to assist you further.

Basic Construction Skills Level 1 Diploma

Brickwork Level 1 Diploma



Homepage

Welcome

You can find information about your applications and enrolments here. You can also check previous communications with the college, upload evidence, and update your qualifications and consents. Any actions you need to take will be shown below. Please contact our Client Services team if you need further help with anything.

East Surrey College: enquiries@east.surrey.ac.uk or 01737 788444

John Ruskin College: enquiries@johnruskin.ac.uk or 020 8881 1131

We hope you enjoy your time at the College.

Application Progress

2024/25 Basic Construction Skills Level 1 Diploma

Application Submitted Interview Booked Offer Made Offer Accepted Enrolment Complete

2024/25 Level 2 Award in Art & Design - FIFADA

Success

Thank you for choosing an interview time. You will receive an email confirmation with location details.

If you have any questions regarding your application or interview date, please contact the Client Services Team.

East Surrey Client Services Team

clientservices@esc.ac.uk

John Ruskin Client Services Team

clientservices@johnruskin.ac.uk