

NOTES FOR GUIDANCE

GENERAL

Before completing the form, *please ensure that you read these notes for guidance carefully.*

It is important you complete this form electronically.

You should also read the current institution literature relating to the course(s) for which you are applying in order to ensure that you are familiar with the curriculum and entry requirements. Comparative course details are also provided in the University and College Entrance official guide.

MATURE APPLICANTS

Institutions welcome mature students including those who do not have conventional qualifications for admission to higher education. Full account is taken of relevant experience and other educational achievements. Some institutions have special arrangements for mature student applications and you should ensure you read the prospectus of each before applying for any course.

THE DATA PROTECTION ACT 1984

The information which you give on your application form will be used for the following purposes only:

- To enable your application for entry to be considered
- To enable the institution to initiate your student record

PERSONAL DETAILS

Please complete this section in full. You will need to provide an email address as all correspondence from Network75 will be sent via email.

ACADEMIC QUALIFICATIONS

Enter the exact subject name used by the examining board or group in the relevant column. If you are currently studying any courses please enter the grade as “pending”.

Applicants holding a BTEC or SCOTVEC Award should attach a transcript of their qualifications, giving details of the title and all units, modules and components.

Please give full details and units/modules/components involved in any BTEC or SCOTVEC course you are currently taking, on an attached sheet.

EMPLOYMENT HISTORY/WORK EXPERIENCE

Please include all your work experience and training, paid or unpaid, full or part-time, in your home or outside.

EXPERIENCE AND ACHIEVEMENTS/LEISURE INTERESTS

Enter here any further information you may wish to offer in support of your application. We will be interested in your reasons for choosing the course(s), your career aspirations and relevant experience and information concerning your intellectual, social, sporting or other interests. You should also give details here of any non-examined subjects you are studying. If you have been out of education for some time, please outline any relevant experience that may be taken into account in lieu of formal qualifications, either at home or in voluntary or paid work. It may also be helpful to explain any breaks in your career.

NAME AND ADDRESS OF REFEREES

Normally, your Referee would be one of the following:

- The Head of your present or last school
- Principal of your College of Further Education
- Course Tutor of your present or last course of studies

If you have been out of education for some time, you may wish to consider one of the following:

- Your current or last employer, or Training Officer or Careers Advisor
- If you belong to a relevant organisation (voluntary or not), an officer of that organisation
- Access Course Tutor

DECLARATION

Any offer of a place you may receive is made on the understanding that in accepting it you agree to abide by the rules and regulations of the relevant institution and by signing this form you are confirming your agreement to this.

THE APPLICATION PROCESS/TIMELINE

Network75 will keep you updated on the progress of your application by email so it is important you check your inbox on a regular basis.

Below gives a brief outline of the application process as well as a approximate timeline of each stage

- **Submit an Application** – Once received your application will be acknowledged by email and processed; this includes requesting references from two referees.
- **Invitation to Interview at USW** – Successful applicants will be asked to attend the University for an interview – these usually take place from January to May. Applicants who are successful at the interview stage will be conditionally accepted onto the scheme. The conditional offer will usually include;
 1. *Network75 being able to find the applicant a host company*
 2. *The applicant meeting the entry requirements for their chosen course*
- **Invitation to Interview with Host Companies** – Applicants who have received a conditional offer from Network75 will have their Application forwarded to relevant companies for consideration. Companies will shortlist applicants they wish to interview with interviews usually taking place between May and September.
- **Confirmation of a Place** – Those applicants who are successful at the host company interview stage will provisionally be offered a placement. Your placement will be confirmed as soon as Network75 receives confirmation that you have met the entry requirements for your chosen course – you will need to forward your results to us upon receiving them in August. Students usually start the scheme on or around 01 September.