



Information and Guidance Applying for College

Should I only apply to one college?

You can apply for as many colleges as you like however, we recommend no more than three that you are interested in. Having a back up plan is always a good idea and unexpected changes in your own circumstances mean a back up plan is always useful. Remember the application isn't binding and so you are just keeping your options open by applying to a variety.

What level course should I apply for?

College courses are usually either labelled as Level 1, 2 or 3. Level 1 being equivalent to below a pass at GCSE, Level 2 equivalent to a grade 4 GCSE and Level 3 above a GCSE. For example A-Levels are Level 3 and require you to have a predicted grade of at least grade 4 with some subjects requiring higher grades. Some courses will require you to start on a Level 1 or 2 regardless of your GCSE grades due to the practical requirements of that course. If in doubt apply to the highest level for which you believe you will achieve the entry requirements. This can then be discussed at interview. College's will also show on their website what each courses entry requirements are.

What if I'm undecided between courses?

If you are undecided as to the course you wish to study then you should discuss this with your parents/carers, teachers and ultimately the careers advisor. You can then apply to the one you feel would be best but make a note on the application that you may wish to study another course and you'd like to discuss at interview. Most colleges will not have an issue changing courses even up until enrolment at the end of the summer. Do keep in mind that more specialist courses may fill up and early application is best.

APPLICATIONS FOR COLLEGE - HOW TO WRITE A PERSONAL STATEMENT

Your personal statement is a way of conveying your reasons for wanting to study at a particular college, do a type of course, and to also demonstrate your ability to complete the course successfully.

There is no single, right way of writing a personal statement. However below are a few suggestions on what to include (you may want to use some or all of the points below to help structure your personal statement).

Please note: Each college may provide its own guidelines on what to include in your personal statement (this might include a word or page limit, or specific content requirement), but please check with the college(s) you are applying to.

1 INTRODUCTION

Here you could outline:

- Who are you and/or where are you currently studying
- What are you applying for (e.g. English literature, bricklaying, childcare)
- Your reasons for wanting to study your chosen subjects
- Your reasons for wanting to study at that particular college (e.g. what makes that college stand out for you?)

You should demonstrate enthusiasm for your chosen subject(s), course type and college, and show that you have a good understanding of the subject area and college you are applying to. Failure to personalise your personal statement to a college and course could suggest you are not serious about your post-16 college choices.

2 TALK ABOUT YOUR SCHOOL SUBJECTS

In this section you should discuss your strengths and key skills and relate them to what you are applying for. This will demonstrate that you are capable of accomplishing the course(s) successfully.

3**TALK ABOUT YOU AS A PERSON**

In this section you should discuss your strengths and key skills and relate them to what you are applying for. This will demonstrate that you are capable of accomplishing the course/s successfully.

4**TALK ABOUT WORK EXPERIENCE INCLUDING NON-GCSE ACTIVITIES IN SCHOOL**

This could include what you did for your Year 10 work experience. Do you have a part-time job? Do you volunteer? What skills, knowledge, and experience have you developed from these experiences? How useful were these experiences? You could also include assisting at open evenings, taking part in drama productions, school fundraising events, projects, sports teams, meetings etc.

5**TALK ABOUT EXTRA-CURRICULAR ACTIVITIES OUTSIDE OF SCHOOL**

This could include any hobbies or interests (rock climbing, keeping fit, youth club etc.). You could also talk about any additional certificates/awards you have achieved such as Duke of Edinburgh, sports achievements, music awards (e.g. Grade 4 Piano). It can also include any charity/fundraising activities you have taken part in or organised outside of school.

6**WRITE ABOUT YOUR PLANS FOR THE FUTURE**

In this section you could write about what you would like to do in the future and why; explaining how your chosen subject(s) can help you achieve this.

Useful sentence starters for writing a personal statement

Sometimes it can be difficult to know where to start when writing a personal statement, here are some helpful starting points:

I am a Year 11 student at school	My favourite subjects are.....	I am currently.....
My strengths are....	I am proud of....	I enjoy.....
My greatest achievement(s) is/are...	I plan to...	I hope to...
I intend to....	This year....	While at school....
Outside of school....	Alongside my schoolwork I....	Last term I....
Recently....	During the summer....	I work hard to....
To develop my skills in....	To achieve....	To improve....
I find/have found challenging/difficult	In addition....	Furthermore.....

What is a skill?

A skill is something that can be developed or improved upon through training or practice. This could be in the workplace or in education.

Skills you could include in your personal statement:

Team work	Verbal communication	Good listener
Organisation	Time management	ICT Skills
Planning	Reading	Written communication
Analysing	Presenting	Researching
Problem Solving	Leadership	Decision making

What is a Quality?

A quality is part of your personality. It often describes the way you interact with others or behave. Qualities you can include in your personal statement:

Adaptability	Flexibility	Proactive Approach
Reliability	Caring/Friendly	Inquisitive
Patient	Polite	Punctual
Responsible	Dedicated	Confident
Positive	Ambitious	Conscientious
Honest	Hard working/Diligent	Helpful
Thoughtful	Proactive	Adventurous

The image features a white background with scattered confetti in teal, yellow, and purple colors. The confetti consists of small, rectangular pieces of varying lengths and orientations, primarily concentrated in the top and bottom corners. In the center of the page, the words "Good Luck!" are written in a large, bold, gold-colored sans-serif font. The word "Good" is on the top line, and "Luck!" is on the bottom line, with an exclamation point at the end.

**Good
Luck!**