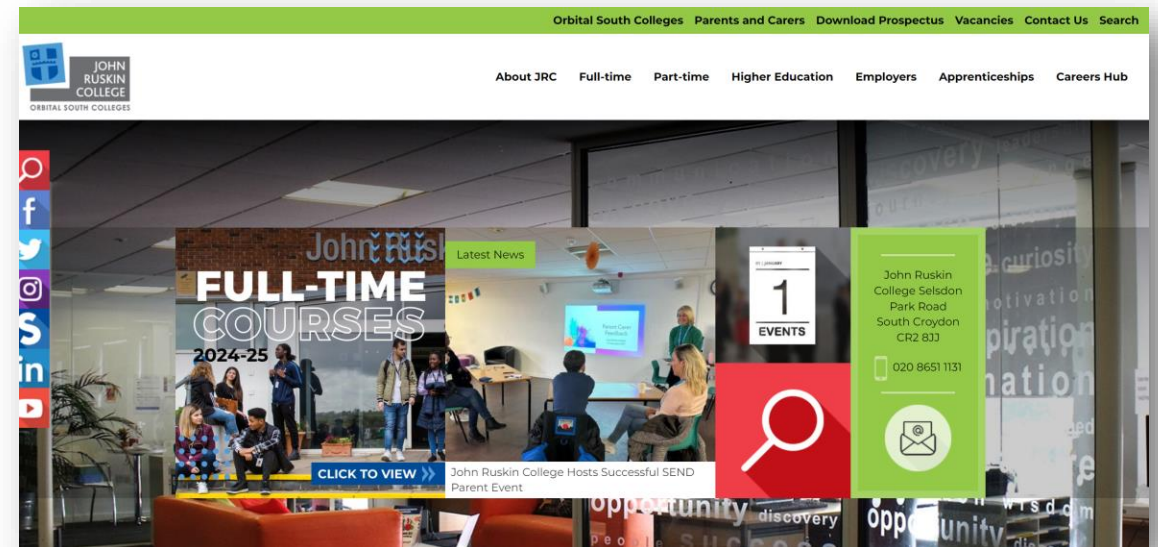
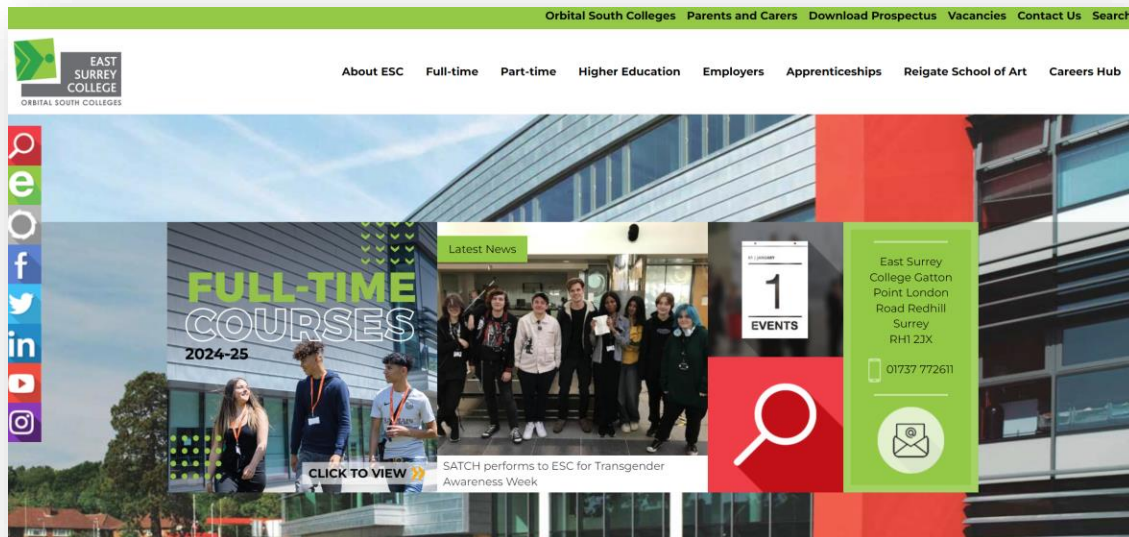


Application Process for East Surrey College & John Ruskin College



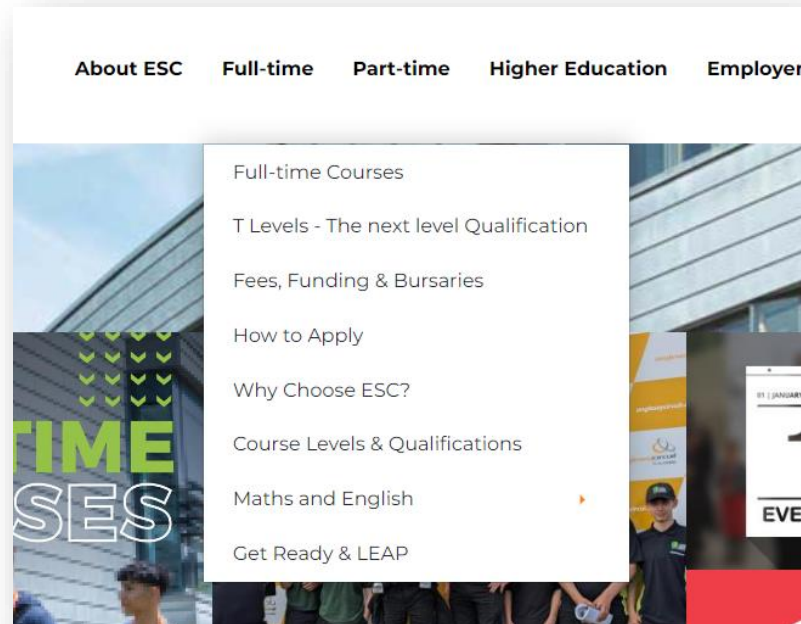
1. Head to our website

- 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.

Access to HE	Applied Science	Aviation, Travel & Tourism
Business, Accounting & IT	Construction Skills	Early Years & Childcare
Engineering & Manufacturing	Hair, Beauty, Make-up & Spa	Health & Social Care
Life Skills-ESOL	Life Skills-SEND	Motor Vehicle & Motor Sports
Public Services	Reigate School of Art	Sports & Fitness

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
F1CBA	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
F2CBA	East Surrey College	02 September 2024 (Mon)	34 Weeks

DOWNLOAD COURSE INFO

APPLY

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

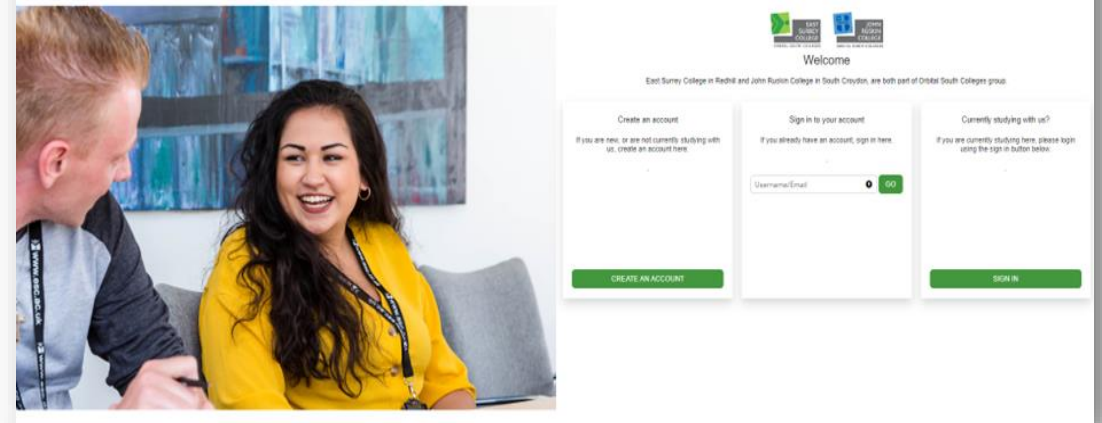
After learning the basic skills at Level 1, you can follow one of two routes: Site carpenters will work on building sites erecting and fitting timber. Bench carpenters will manufacture items such as roof trusses and staircases ready to be delivered to the building site to be installed by the site carpenters.

CODE	LOCATION	START DATE	DURATION
F2CWA	East Surrey College	02 September 2024 (Mon)	34 Weeks

DOWNLOAD COURSE INFO

APPLY

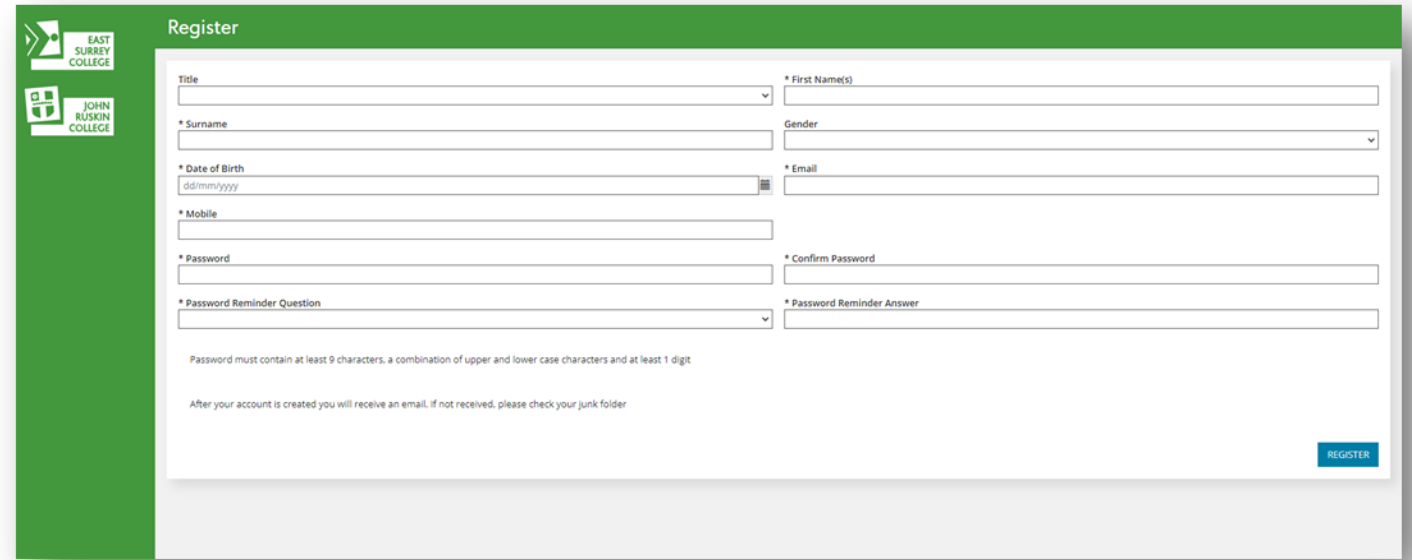
6. This will take you to the portal, here you will need to create an account to get started



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 'Register' form with a green header bar. On the left side of the form, there are logos for 'EAST SURREY COLLEGE' and 'JOHN RUSKIN COLLEGE'. The form fields are arranged in two columns:

- Left Column:**
 - Title (dropdown menu)
 - * Surname
 - * Date of Birth (calendar icon)
 - * Mobile
 - * Password
 - * Password Reminder Question (dropdown menu)
- Right Column:**
 - * First Name(s)
 - Gender (dropdown menu)
 - * Email
 - * Confirm Password
 - * Password Reminder Answer

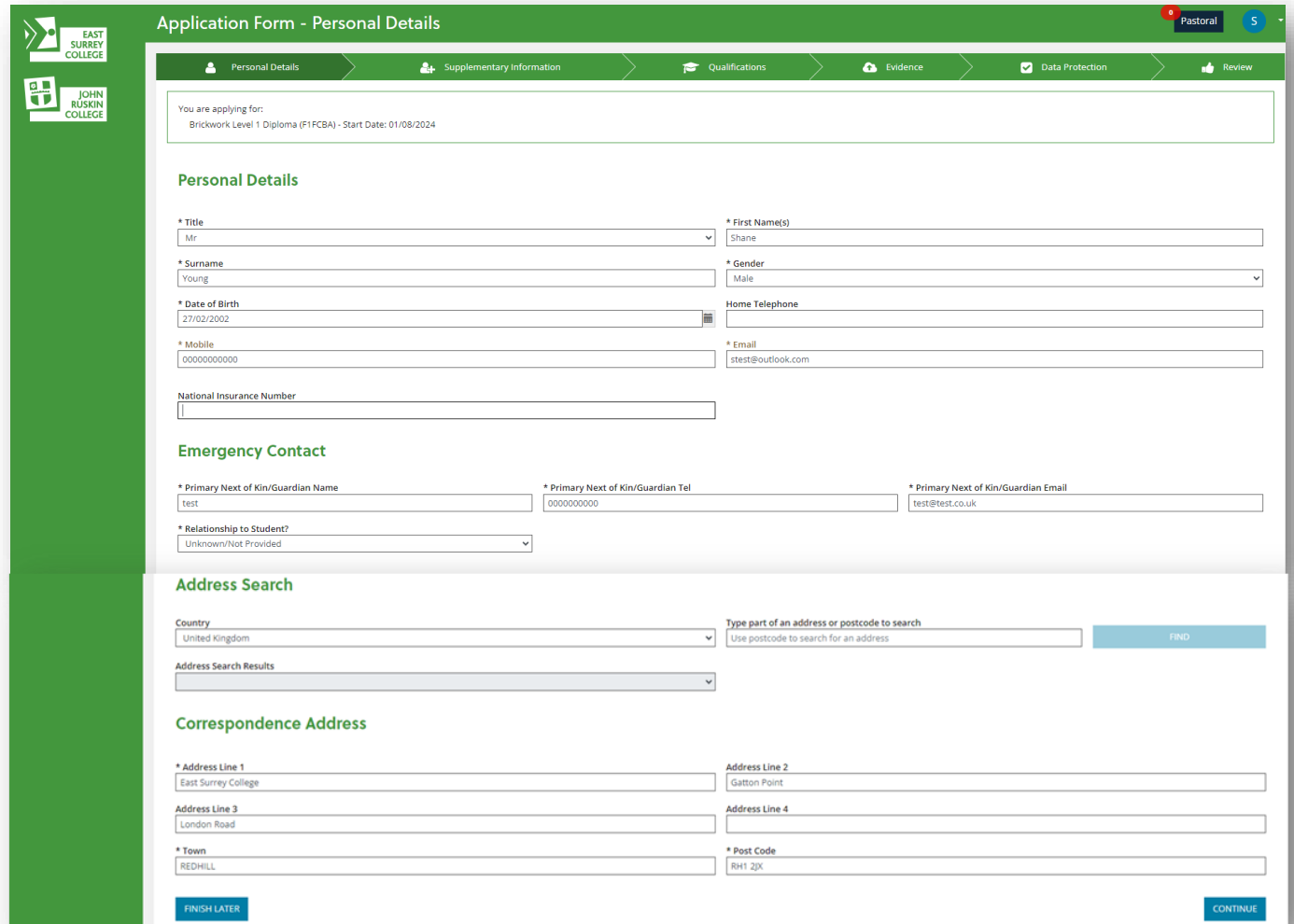
Below the form fields, there is a note: "Password must contain at least 9 characters, a combination of upper and lower case characters and at least 1 digit". Below that, another note: "After your account is created you will receive an email, if not received, please check your junk folder". A blue 'REGISTER'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

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: test@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
Address Search Results:

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 2PX

FINISH LATER CONTINUE

10.

Application Form - Supplementary Information

Pastoral
S

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:

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?

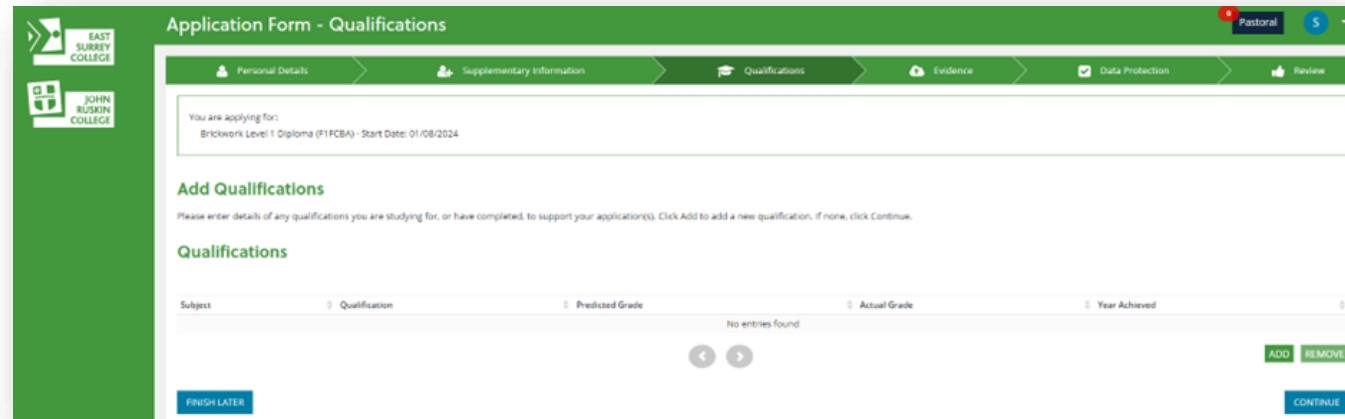
Please specify any prescribed medication you are taking

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.

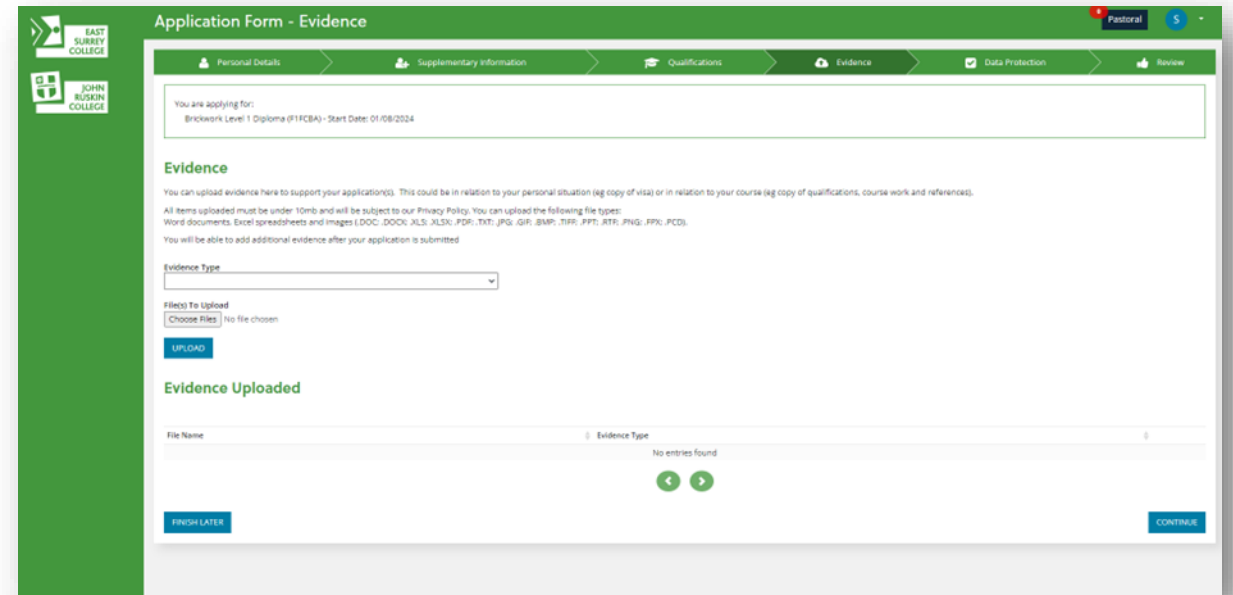
Qualifications

Subject	Qualification	Predicted Grade	Actual Grade	Year Achieved
No entries found				

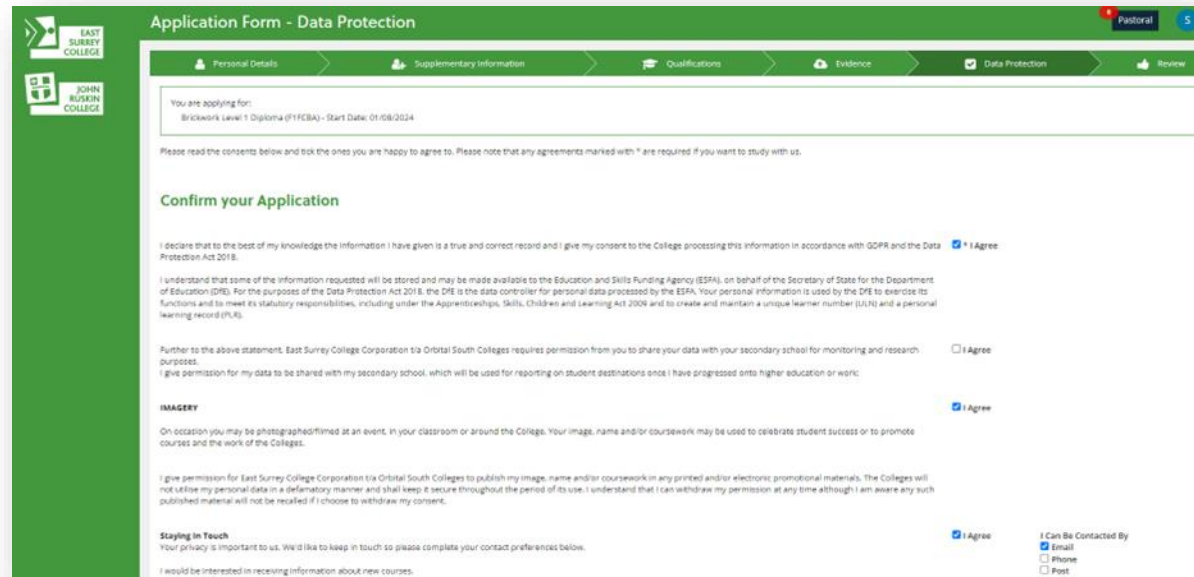
Navigation: FINISH LATER, ADD, REMOVE, CONTINUE

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'.



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



Application Form - Data Protection

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

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

Please read the contents below and tick the ones you are happy to agree to. Please note that any agreements marked with * are required if you want to study with us.

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).

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.

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.

Staying in Touch

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

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

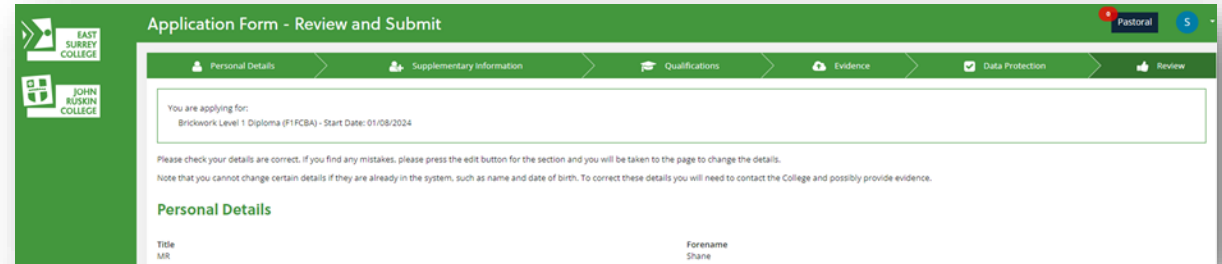
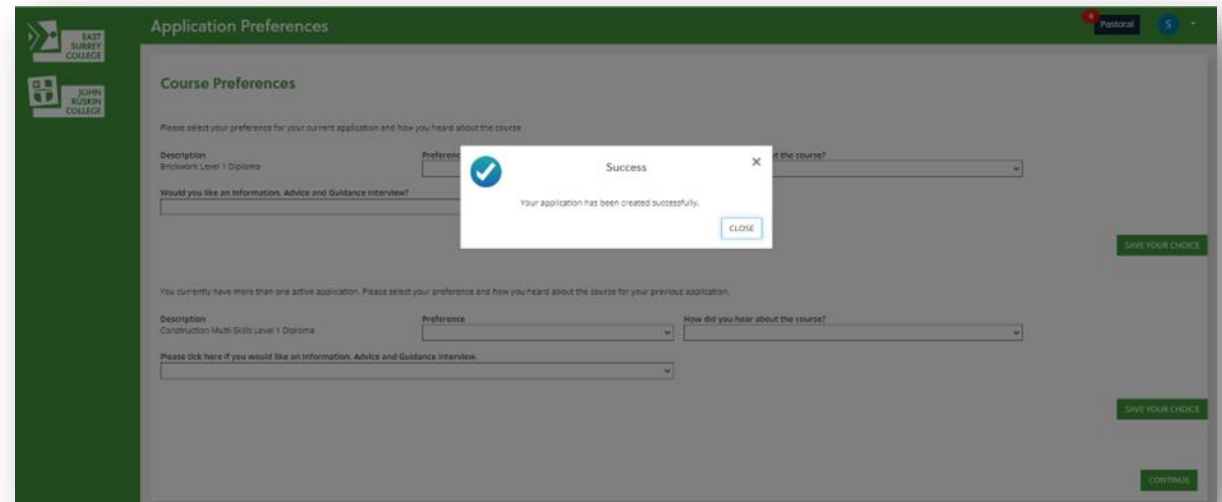
I Can Be Contacted By

☒ 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.

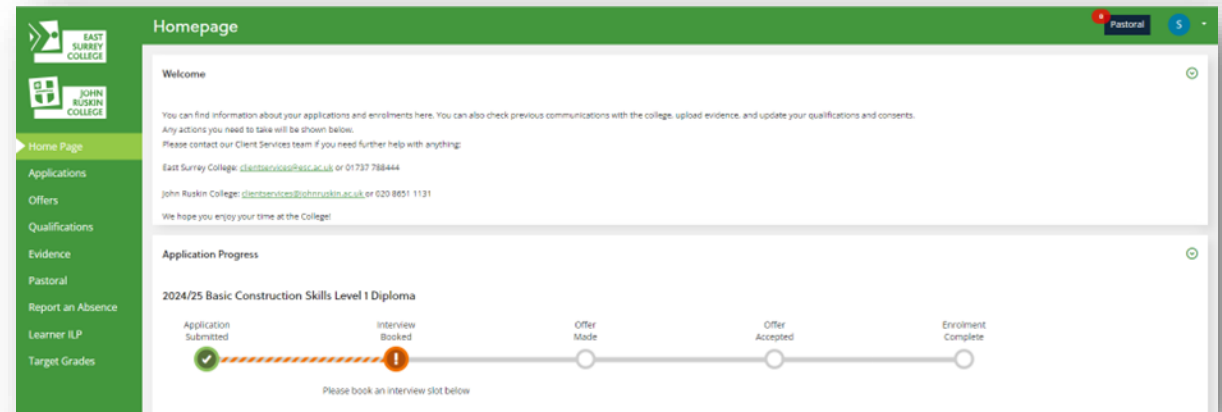
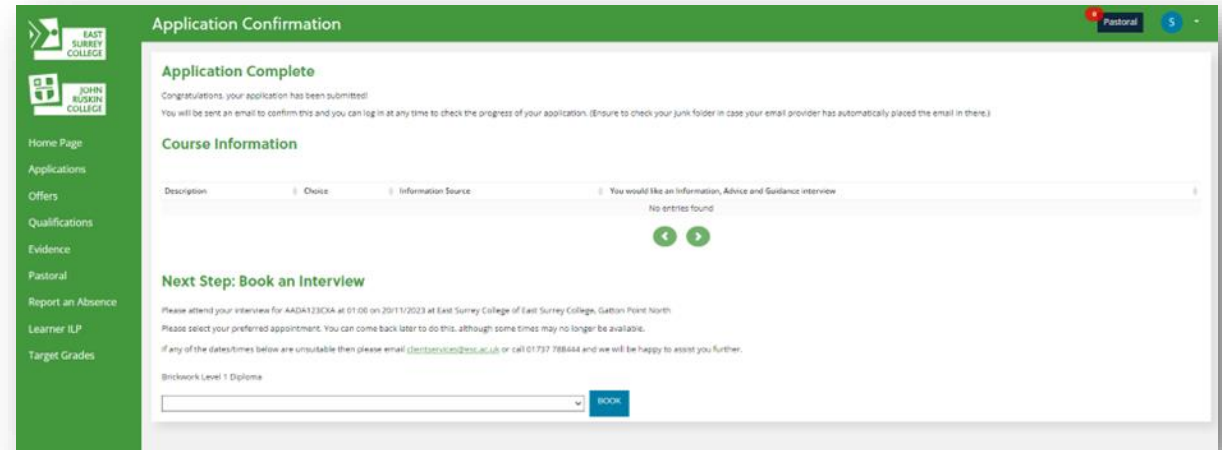



Booking your Interview

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.



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 01:01 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

BOOK

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: client.services@east.surrey.ac.uk or 01737 788444

John Ruskin College: client.services@johnruskin.ac.uk or 020 8851 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.

CLOSE

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