

Application Process for East Surrey College



- 1. Complete the early access form via the QR code or link below when it opens on the 21st September. Please do this by October half term.

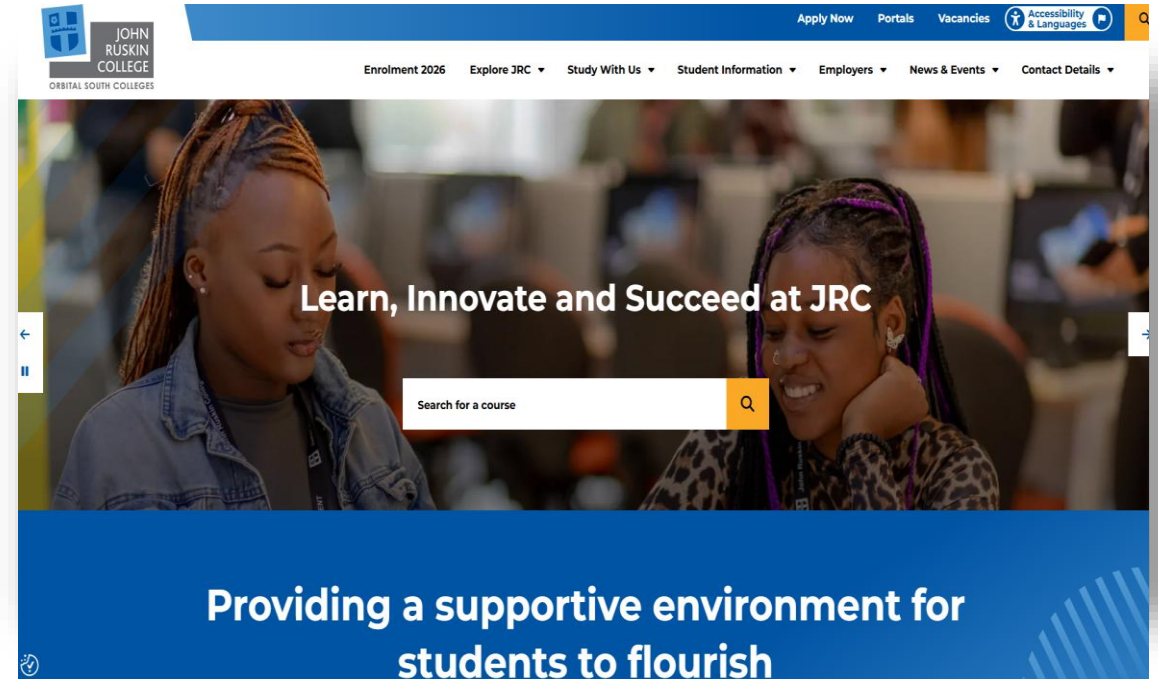
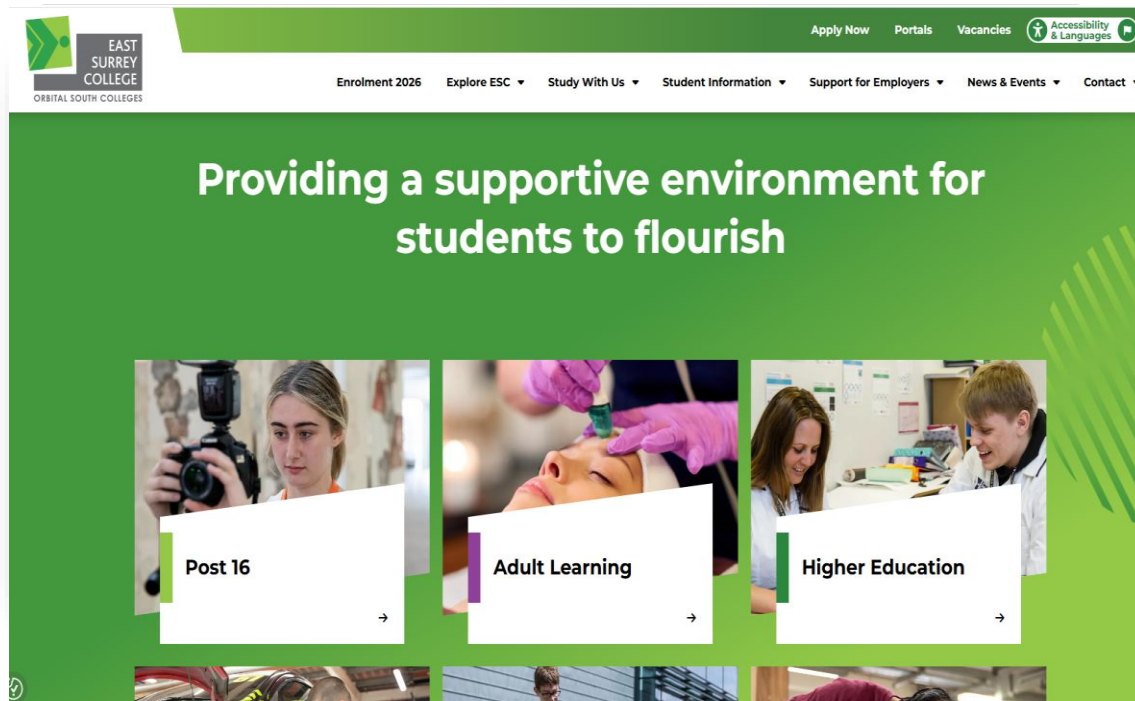
[Early Application Access for Partner School for Students – Fill out form](#)



2. Once applications are ready, we will write to you directly inviting you to complete your full priority application. This will be via our websites below when invited. It doesn't matter if you don't get this invite before October half term, you are still in the VIP area as long as you've completed the form.

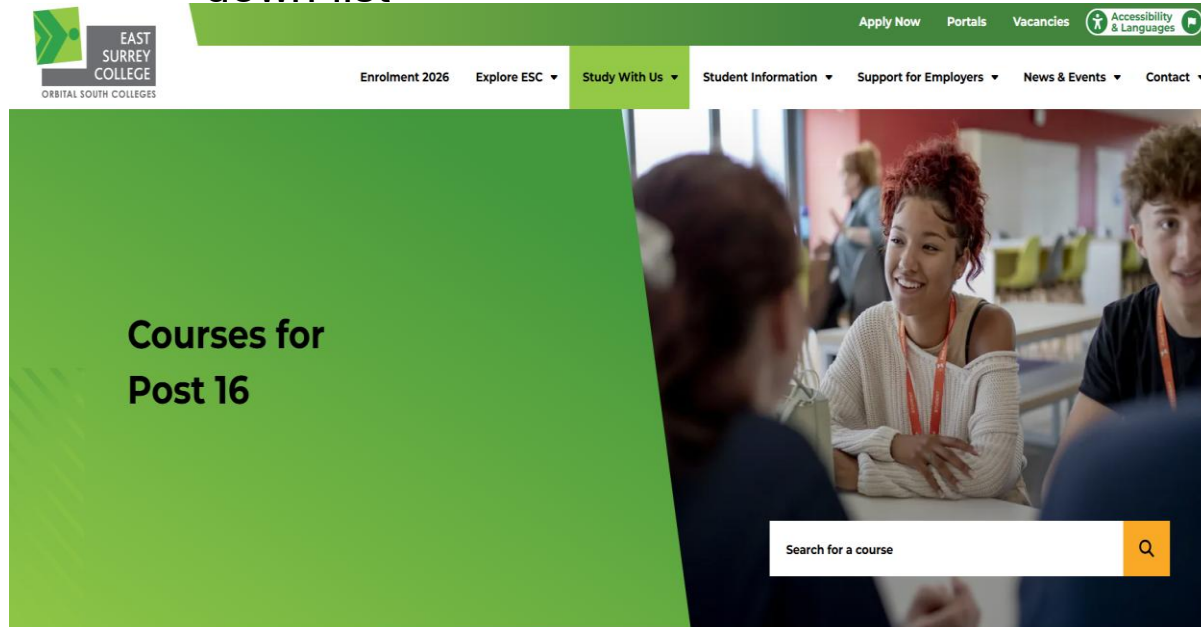
- East Surrey www.esc.ac.uk

- John Ruskin www.johnruskin.ac.uk



3. When you receive your invite, Click **Post 16** from the menu

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



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

Subject Areas



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

Cabin Crew, Travel & Tourism Level 2



Home / Study with us / Post 16 / Cabin Crew, Travel & Tourism Level 2

This course has been designed especially for those who wish to pursue a career in the world of Air Cabin Crew and the Travel and Tourism Industry. The course will provide you with a broad knowledge and understanding of both sectors and equip you with the right skills to pursue a variety of different career opportunities in this interesting and challenging tourism and air transport sector.

Course Details

Study Mode: Full Time

Level: Level 2

Duration: 34 weeks

Start Date: September 2026

Course Code: FTICE

Apply Now →

Course description

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






Welcome

East Surrey College in Redhill and John Ruskin College in South Croydon, are both part of Orbital South Colleges group.

Create an account

If you are new, or are not currently studying with us, create an account here.

CREATE AN ACCOUNT

Sign in to your account

If you already have an account, sign in here.

Username/Email

Currently studying with us?

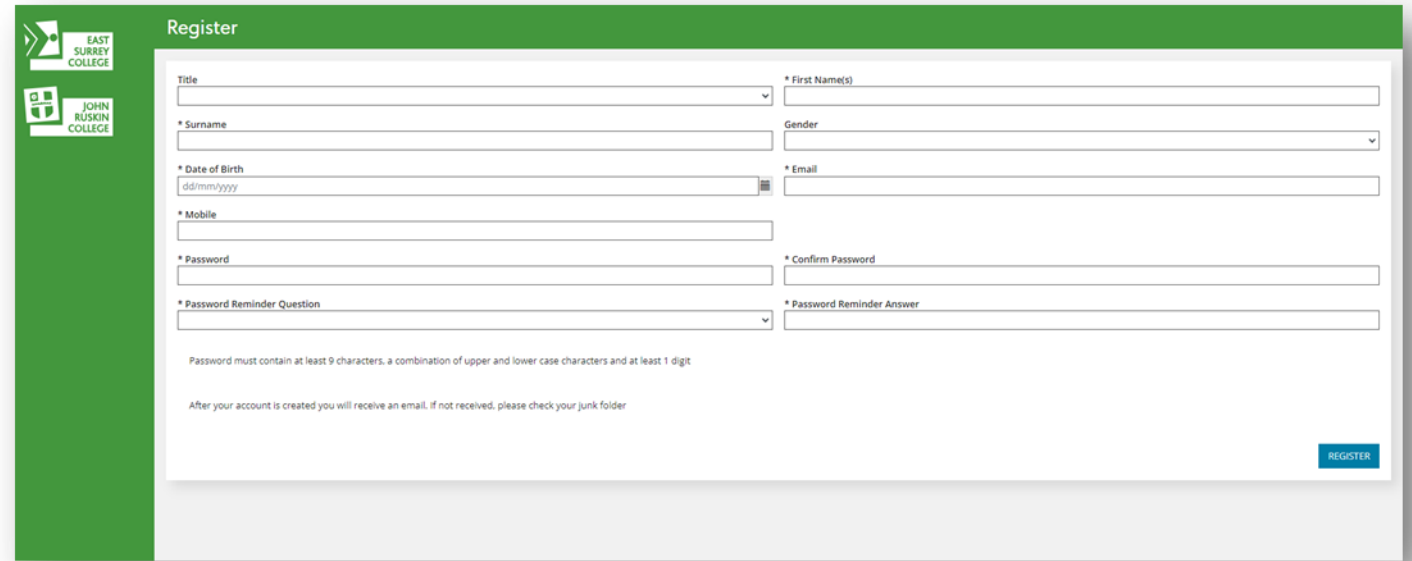
If you are currently studying here, please login using the sign in button below.

SIGN IN

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

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

9. 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. The left column contains: 'Title' (dropdown), '* Surname' (text), '* Date of Birth' (text with a date picker icon), '* Mobile' (text), '* Password' (text), and '* Password Reminder Question' (dropdown). The right column contains: '* First Name(s)' (text), 'Gender' (dropdown), '* Email' (text), '* Confirm Password' (text), and '* Password Reminder Answer' (text). Below the fields, there is a password requirement note: 'Password must contain at least 9 characters, a combination of upper and lower case characters and at least 1 digit'. Below that is a 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.

Register

Title

* First Name(s)

* Surname

Gender

* Date of Birth

* Email

* Mobile

* Password

* Confirm Password

* Password Reminder Question

* Password Reminder Answer

Password must contain at least 9 characters, a combination of upper and lower case characters and at least 1 digit

After your account is created you will receive an email, if not received, please check your junk folder

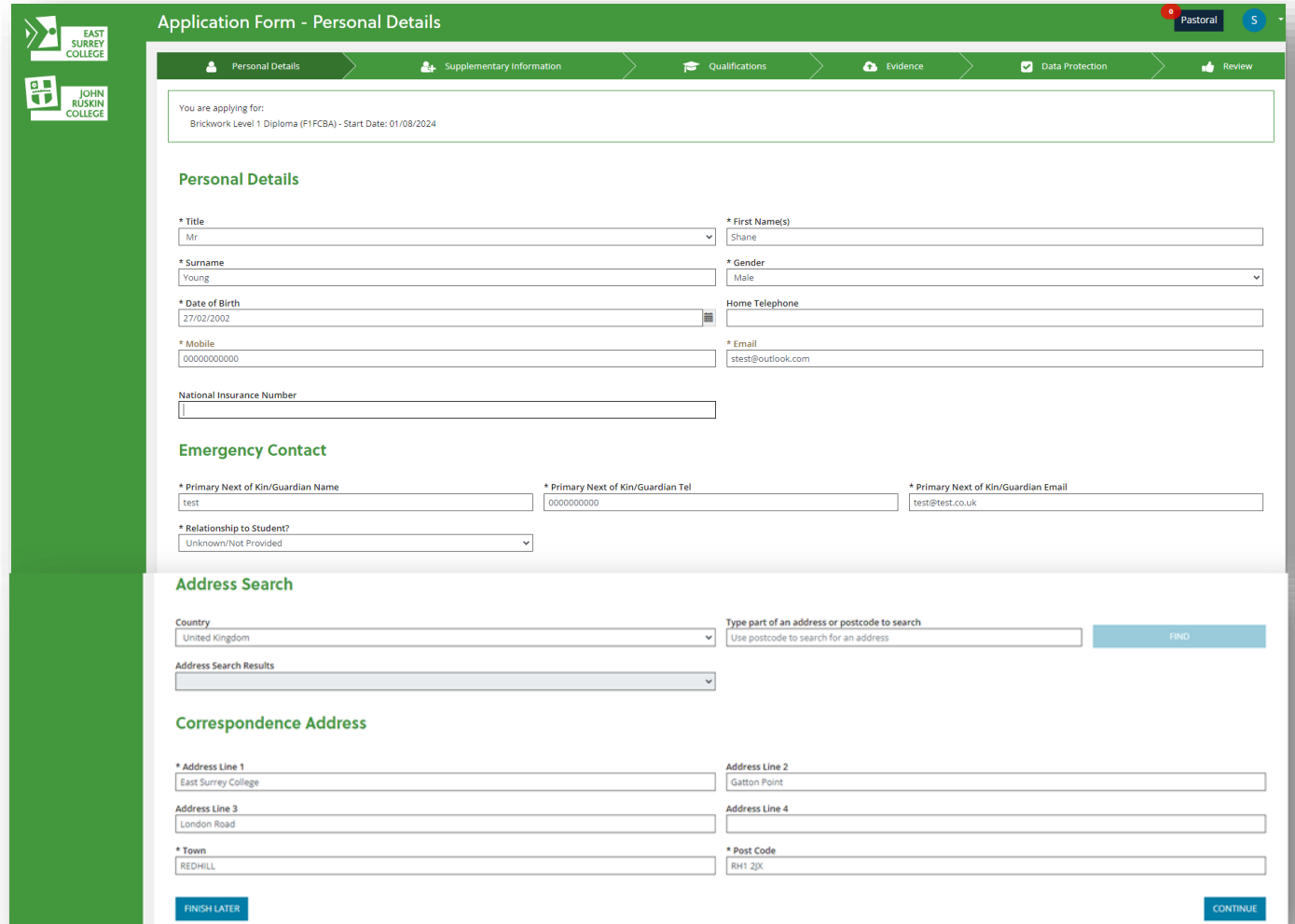
REGISTER

10. 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](#)

11.




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.

East Surrey College

Attended from:

27/02/2023

Attended to:

27/02/2023

Equal Opportunities

* Nationality

UNITED KINGDOM NOT OTHERWISE SPECIFIED

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

English/Welsh/Scottish/N. Irish/British

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

Yes

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?

No

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

No

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

No

Please specify any prescribed medication you are taking

Please list any allergies

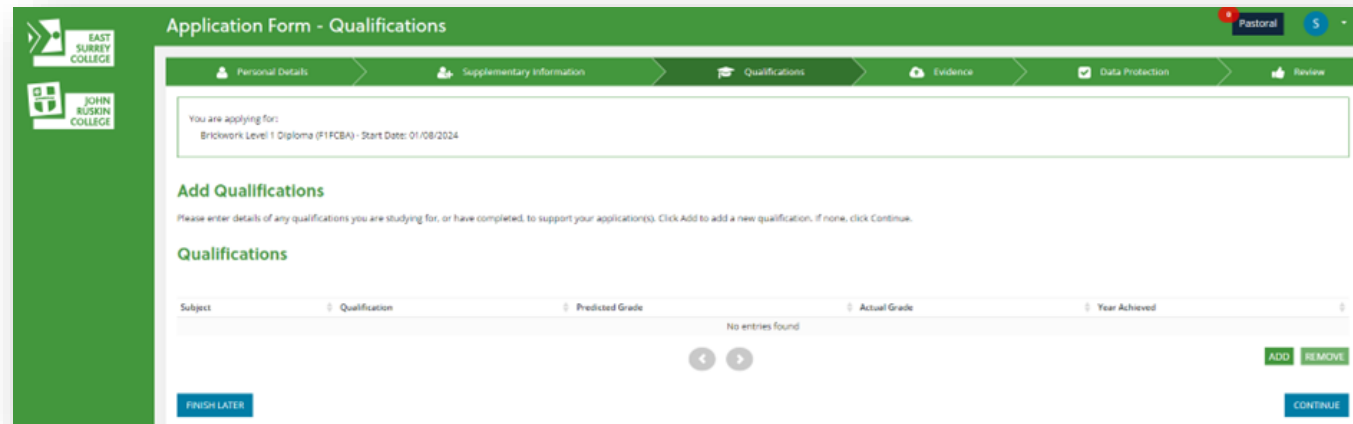
* Are you a young carer?

No

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

No

12. 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

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

 EAST SURREY COLLEGE
 JOHN RUSKIN COLLEGE

Application Form - Evidence

Pastoral

S

Personal Details

Supplementary Information

Qualifications

Evidence

Data Protection

Review

You are applying for:
Brickwork Level 1 Diploma (B1FCBA) - 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, .BTF, .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	

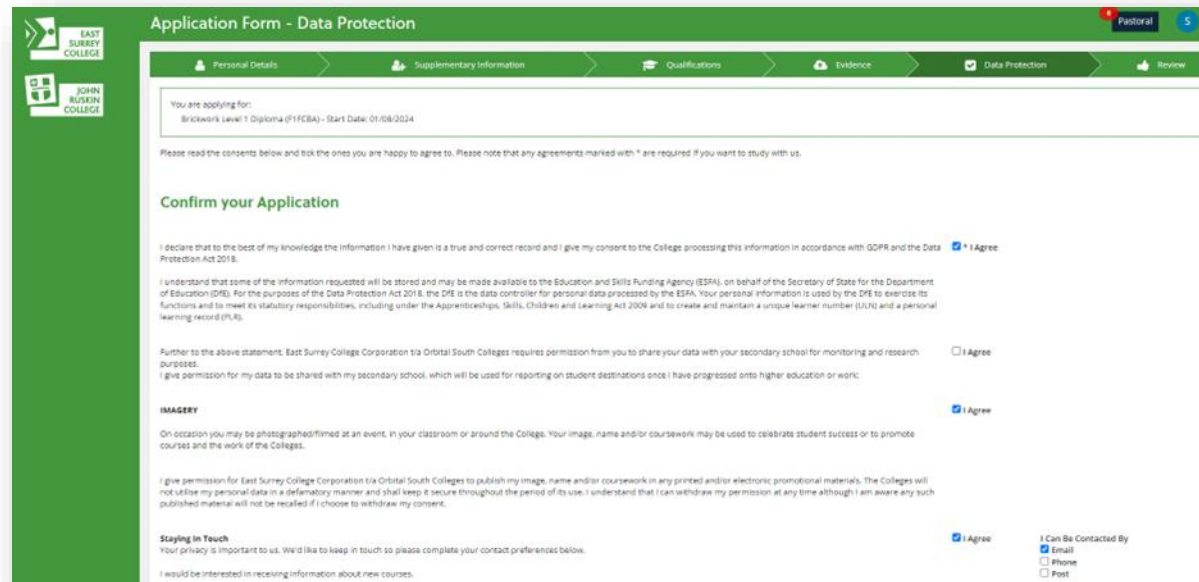
◀

▶

FINISH LATER

CONTINUE

14. 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 (F1FCBA) - 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**

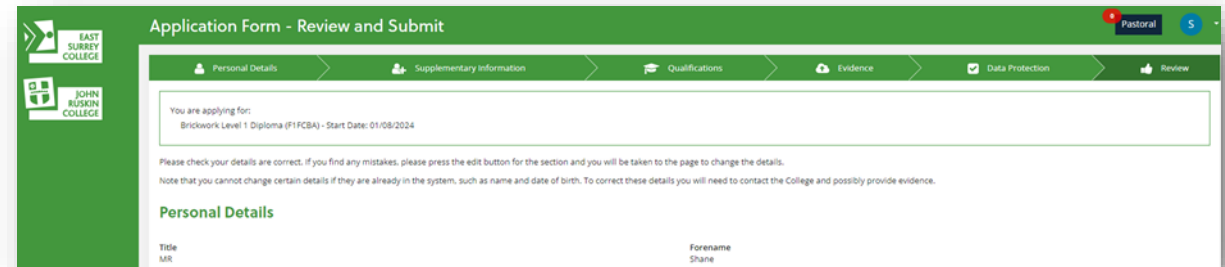
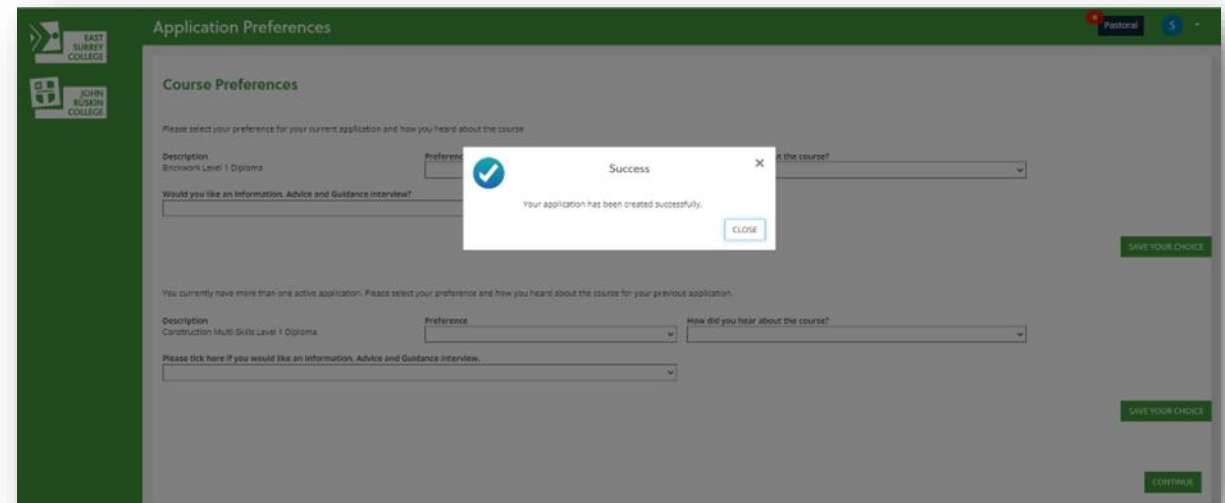
I Can Be Contacted By

☒ Email ☐ Phone ☐ Post

15. 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.

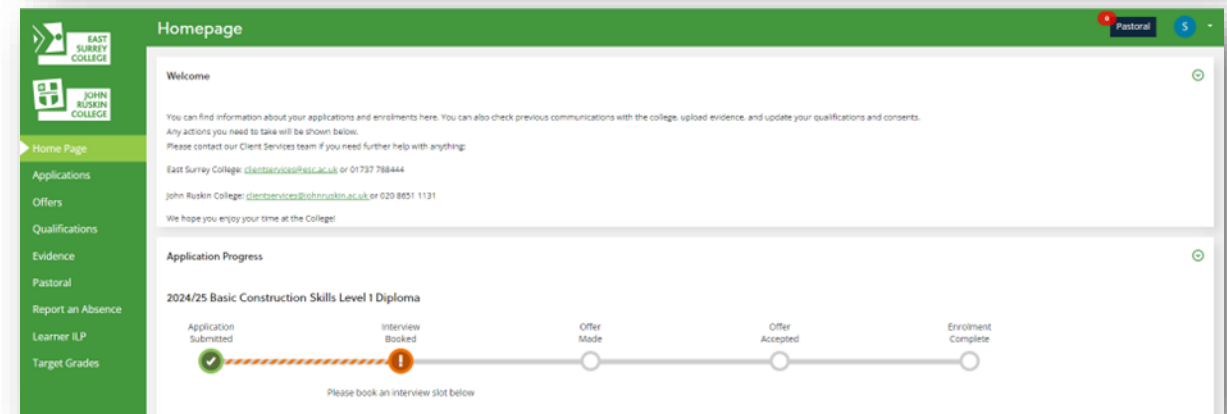
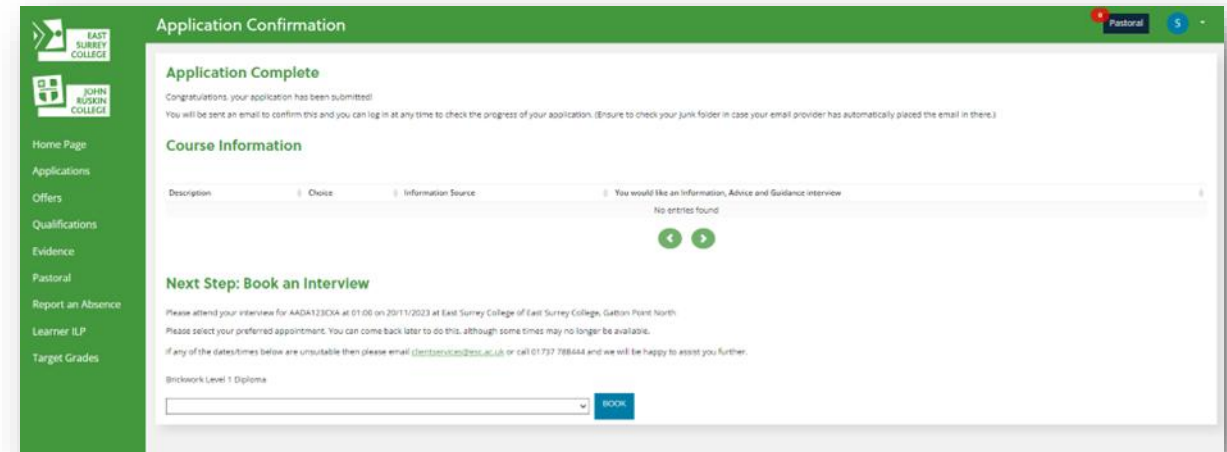



Booking your Interview

16. After submitting your application, the next step is to book your interview. You will be prompted to log in and book a slot.

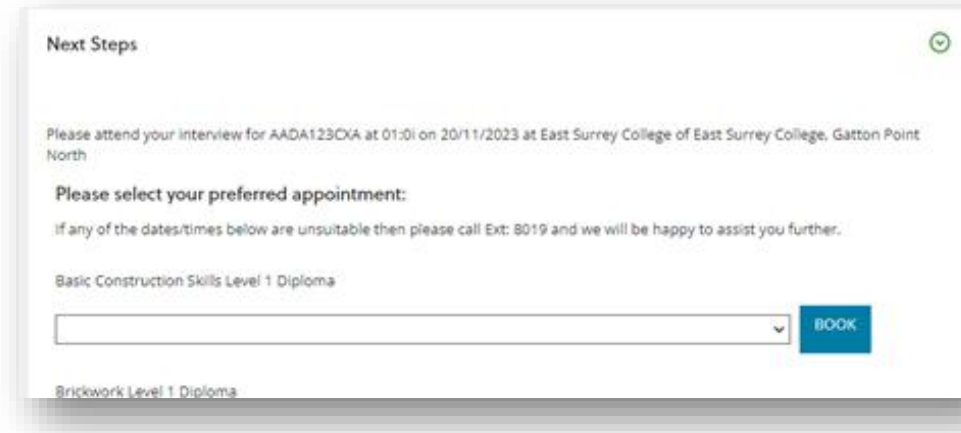
If you have logged out and are returning back later, to book your interview, head to the portal and click '**Home Page**'.

Here it highlights where you are in your application progress.



17. Select the drop-down to view the dates and times available and select. If the slots are greyed out, this means all appointments are taken for this block. Don't worry more will be released and you will be able to book.

18. 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

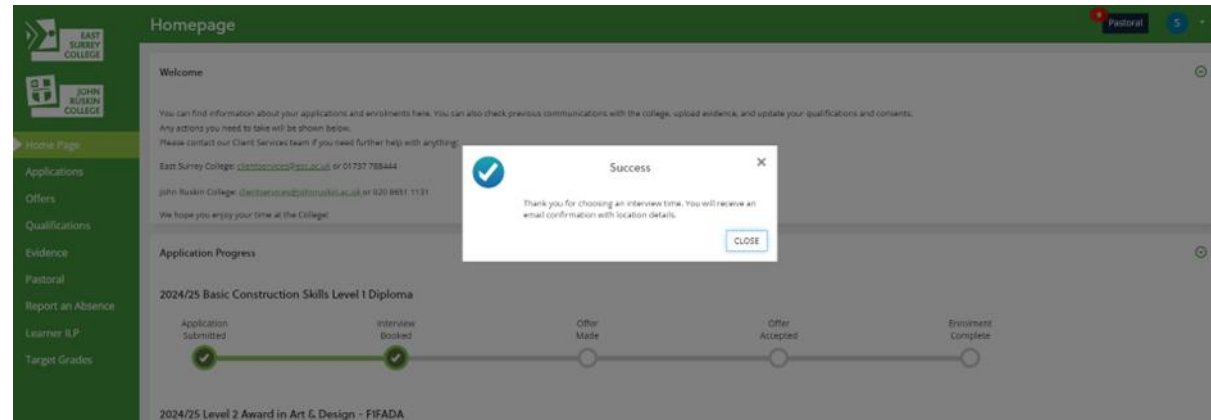
Please attend your interview for AADA123CXA at 01:01 on 20/11/2023 at East Surrey College of East Surrey College, Gatton Point North

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

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 01757 788444

John Ruskin College: client.services@johnruskin.ac.uk or 020 8891 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