

Foundation Diploma Application Guidance Notes

2019/20

Application Guidance for Foundation Diplomas

If you decide to apply for the Foundation Diploma courses at WMC, please ensure you read the following guidance to ensure that you submit a complete application and eliminate the chance of delays during the applications process.

The Application Form

You can type directly onto the form if you wish, or if you are writing your application, please ensure write clearly – no joined up handwriting please.

Once you have selected which Foundation course you wish to apply for, complete the details about you remembering your full postcode with your address and ensuring you enter your date of birth and your age on 31 August 2019.

Your Qualifications

This is very important in the application process. Please list all qualifications you have obtained (this must include the grades achieved) and this must include your GCSE Maths and English Language (or equivalent qualification). If you have an equivalent qualification you will need to provide the full qualification title and awarding body.

Once you have entered your qualifications you will then need to answer yes or no to the following two statements regarding GCSE Maths and GCSE English Language.

The following statement only needs to be answered if you are an applicant with international qualifications (international qualification guidance attached with application).

Personal statement

This is an important part of the application form and forms part of the basis of the decision on your application. If you fill the box you can continue on a separate sheet and attach.

Career & Future Employment

Please provide a brief statement on how studying the course and achieving the qualification will help you in your career and future employment.

Further details about you

Please answer the remaining questions.

Reference

We will be seeking a reference as part of your application. Please ensure you supply full contact details of your nominated referee. If you have left sixth form or college recently, we would expect to be able to contact your tutor.

Once you have completed this, remember to sign and date your form. If you are typing, simply type your name and the date. If you are under 18 you must have a parental/guardian signature.

What happens next?

Once your completed application form is received you will receive an acknowledgement from the College. You will then be contacted by text and email to confirm an appointment for an interview.

You will be asked to bring recently completed samples of your work. You can also include sketchbooks, roughs and works in progress. If you have large or delicate works, we are happy to view images on a USB flash drive or portable hard drive or on a blog/website.

Any questions? Contact ArtsSchool@wmcollege.ac.uk / 020 7255 4700

Guidance for International & EU Students for Course Application Form & Process

To avoid delay in processing your application, when submitting the completed course application form, you **must** supply the following evidence with your application form: **International and EU**

NARIC Certification

NARIC certificate is highly recognised and can be used to support applications for UK government departments and leading education institutions.

NARIC certificate will help to you to compare your qualifications to UK standards and framework.

You will be charged by NARIC for this service.

Through NARIC you should apply for:

Statement of Comparability If your qualification certificates **are in** English **Or**

Statement of Comparability with Translation Waiver If your qualification certificates **are not** in English.

Please visit the below website for further information on how to apply, fees and processes.

<http://ecctis.co.uk/naric/individuals/>

Translations or comparability of your certificates from other sources will not be accepted.

IELTS - Minimal score of 5 is required.

IELTS is accepted by UK universities and education institutions as evidence of your proficiency in the English Language. This test will assess your level of Speaking, Listening, Reading, Writing and Understanding of the English Language.

For all Fine Art Diplomas a minimal score of 5 is required and your test must be taken in last 6 months of your course application.

You will be charged by the test centre for this test.

Please visit the below website to search for your local test centres, fees, test preparation and for further information.

http://www.ielts.org/test_takers_information.aspx

Results from other tests will not be accepted.

Reference from your School / College

Reference letter should be written in English by your class teacher or fine art tutor on your school on head paper, which must be signed, dated by the referee.

Reference letter must cover comments on: Your attendance, classroom behaviour, attitude toward your learning and areas studied related to Fine Arts.

International students outside EU

In addition to the above you must also provide:

Correct documentations at Enrolment showing your eligibility to study and live in the UK

Working Men's College is not a Tier 4 institution.

Please remember to tick in the above boxes the evidence you providing and attach this page to your Evidence and completed Course Application Form when submitting your application. Applications submitted without the above evidence with not be considered.

Guidance for International & EU Students for Course Application Form & Process

Tips on the Course Application Form and Process

- ✓✓ Typed or clear written hand writing
- ✓✓ All sections must be fully completed
- ✓✓ Personal Statement – this is a mandatory requirement and you should state:
 - Why you would like to study the course and in particularly Working Men's College
 - Relevant skills and experiences
 - Your future career path and goals
 - How this course would support your career path and goals
- ✓✓ If you are invited for a course interview you must bring samples of your work. This can be electronic or paper based.
- ✓✓ You would be required to paid course fees in full or by instalments at enrolment.

Application Process

Application fully completed with supporting evidence summited



Application Review by Working Men's College



Interview / Referral

If you are not based in the UK Course Interview can be conducted via telephone, however you must submit electronic based samples of your work in advance prior to the telephone interview.



Successful Interview



Complete Enrolment in Person

You will not able to attend classes until you have fully enrolled.