Enrolment process guide and Commitment to H.E. programme applicants

Enquiry received (via HR website, phone call, visit, referral, internal progression



Within one week
Enquiry acknowledged and invite to facility



Within four weeks

Applicant visits facility or Telephone / Video call if applicant prefers



Application for course received



Within one week
Application acknowledged



by December *as a guide Shortlist notification

(If not included in shortlist, student will be informed, where appropriate, offered opportunities via our wider programmes / referred to other external providers)



by January *as a guide

Tour and Interview (physical or virtual)

Arranged and delivered by Course Leader with support from Associate Lecturer



Starts April *as a guide

Conditional / Unconditional offer stage Pre-enrolment contract issued

(offer issued from Course Leader by email and written letter)
(If additional requirements are needed, these should be submitted by Aug 31)

(If not offered a place, student will be informed, where appropriate, offered opportunities via our wider programmes / referred to other external providers)



First week of September

Enrolment with course leader, associate lecturer and administrator

We will offer every applicant to our Higher Education programme the opportunity to visit our facility and to meet with the relevant tutor face to face, or virtually, to find out more about the programme, as well as the full range of other activities delivered by the organisation. We offer every applicant this opportunity (and not just short-listed candidates) due to the focus of our organisation being on widening access to our relevant industries. To further negate barriers to access, we operate a flexible approach to programme entry where the focus is on the individual and their potential, rather than just minimum grades. *Where dates are shown in the flow-chart above, this can be referenced as a guide to the timescale of the standard enrolment process, but in reality, the process is extremely flexible. Meeting every applicant face to face allows us to implement our flexible approach to course access whilst also providing each applicant with a friendly point of entry to our organisation and an opportunity to ask questions about our programmes.