

Information for Schools - The Application Process.

The Sheffield College is using a new system internally this year.

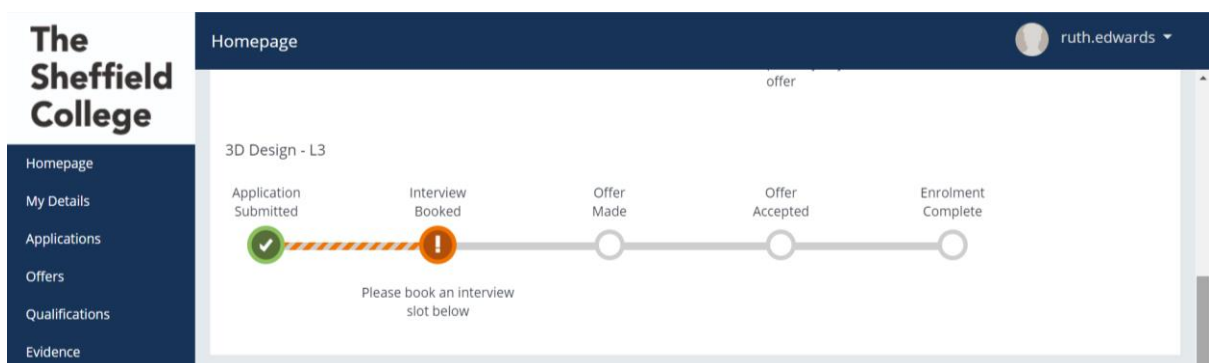
Once Y11 students have applied by Sheffield Progress, they will be sent an email to log onto this new system.

The log in page should look like this



Information they submitted via their Sheffield Progress or paper application form should already be populated once they log in.

They will be able to see the progress of their application on the home page.



The next stage is to book an interview.

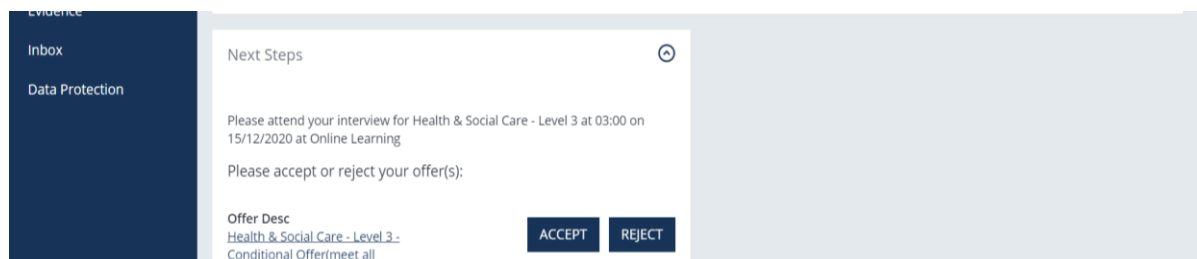
Applicants will be able to choose their own time and date from a list of options.

Once they have selected an interview time this will show on the home page. A curriculum staff member will contact them by telephone to conduct the interview on the date and time selected.

We do intend to return to face to face interviews in the future but the interview booking system will remain the same.

Applicants with SEN will still be contacted by our SEN team and additional support interviews will take place where needed.

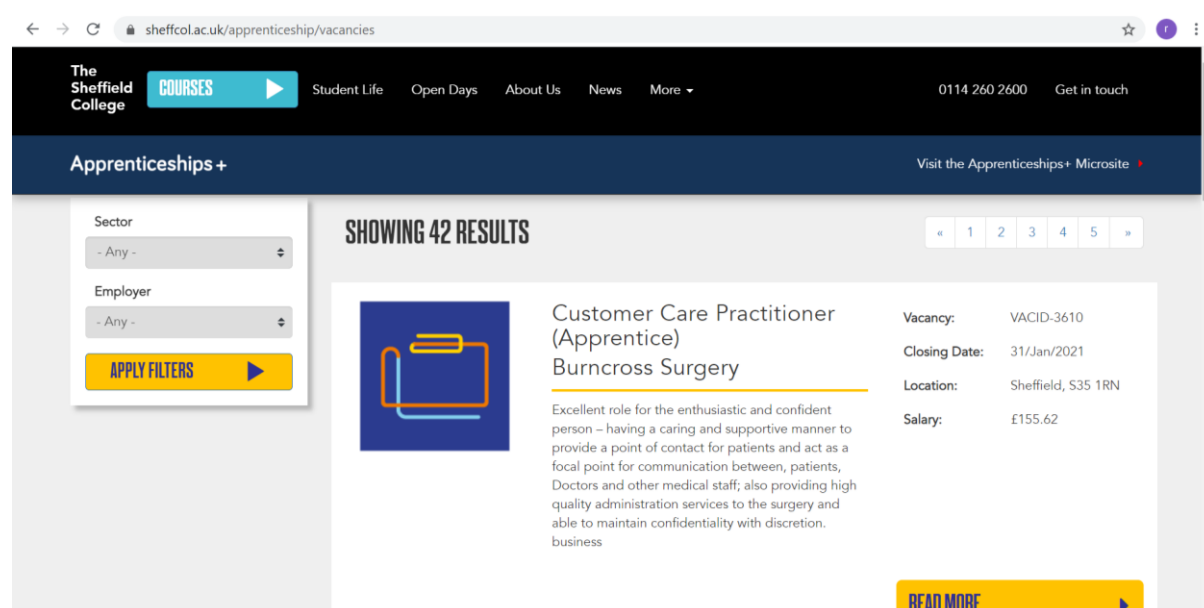
Once the interview has taken place and a decision made about an offer this will be visible on the home screen. If an offer has been made students will be asked to accept or reject this offer.



If an offer is not made on an applicant's chosen course a reason will be given, or an alternative course may be offered.

Apprenticeships

Young people interested in an apprenticeship should be looking for apprenticeship vacancies on our web site or by trying to find an employer themselves.



Interviews for apprenticeships would be with the employer. The Apprenticeship plus team at college can help with finding a suitable employer, writing a good application and interview preparation.