

Procedure for Year 11 College Applications – 2018/19

On Monday 3rd and Tuesday 4th December there will be an opportunity for students to talk to representatives from each of the colleges (Richard Huish College, Bridgwater and Taunton College, The SPACE and Exeter College) with any specific queries. This will be by appointment and booked via Mrs Corbett in Q15.

The application forms along with a CV and personal statement need to be handed in to **Mrs Corbett** (*not sent directly to college*). The deadline for college applications to be handed in to school is **Mon 14 January**.

Application forms will be sent to the colleges with a tutor reference and the student's last full school report. Students will be invited to attend an interview about 3 weeks after the college receives the application.

Students may take their completed record of achievement folder to their college interview. (Students will need to provide their own). The folder should include: CV and Personal Statement, details of any work experience, last school report and commendations, certificates awarded inside and out of school, newspaper cuttings and photographs (showing involvement in activities), list of positions of responsibility (in and out of school).

If any student is still unclear as to which courses they wish to apply for, please contact Mrs Corbett to organise a careers interview. If any student is thinking of doing an apprenticeship they will need to arrange an appointment with Mrs Corbett so that she can talk to them about the process.

Outline of Important Dates

Tues 9/Wed 10 Oct	Mon 15 Oct – Fri 9 Nov	Mon 12 Nov - Fri 30 Nov	Mon 3 Dec	Mon 3/Tues 4 Dec	Mon 3 Dec – Mon 14 Jan
Careers Day – Begin writing CVs/Personal Statements. Receive college prospectuses. Visit local colleges.	Completion of CVs/Personal Statements in tutor time.	CVs/Personal Statements to be passed to English Dept for checking. (CVs/Personal Statements to be completed in own time if necessary).	Mon 3 Dec deadline for finalised CVs/Personal Statements to be handed in to Mrs Corbett.	College representatives to meet students with specific queries (appointments only) during lunchtime.	Applications to be handed in to Mrs Corbett Deadline Mon 14 Jan.