DGC

Dumfries and Galloway College

One step ahead

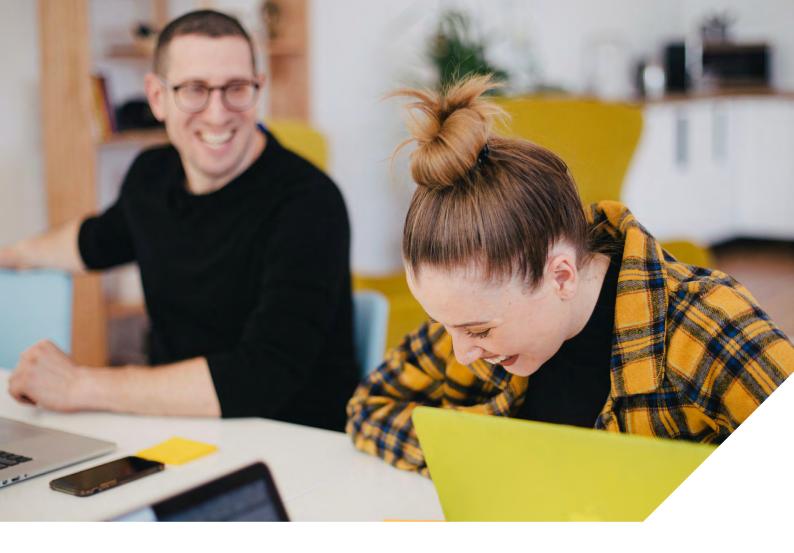# Applications Guide
2022–2023

Applications Guide

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When you're applying to study at college, we want to help you in any way we can – from helping you to decide which course is right for you or which level of course you're eligible for, to the practicalities of writing your personal statement and filling out your application, we're on hand to give you the support you need.

We've put together a guide to help you every step of the way and let you know who you can contact to help with your application process and make applying for college as smooth as possible for you.

What can I study at College?

Dumfries and Galloway College has two campuses; Dumfries and Stranraer. Our full-time courses range from SCQF level 4 to SCQF level 8. Some of these can be studied on a part-time basis, either one day or evening per week over two years.

Additional Prince's Trust and Project Search supported Programmes are available from SCQF Level 1 – SCQF Level 3.

Visit **www.dumgal.ac.uk/course-search** for a full list of all courses.

Join us to find out more about college life

Throughout the year, we host a selection of open nights, alongside our virtual open weeks. Check dumgal.ac.uk and our social media platforms for details of all upcoming events.

Not sure what to apply for?

Contact our Admissions team for help.

We can help to advise which course for which career path, which level to start studying at and help you think outside of the box and discover where your interests lie.

Admissions@dumgal.ac.uk

Don't think you meet the entry requirements? Contact Admissions!

We can recognise prior learning – you may have other skills and experience that can be counted in place of academic qualifications.

The Scottish Credit & Qualifications Framework (SCQF)

SCQF is designed to support and promote lifelong learning.

It is there to help people of all ages and circumstances access appropriate education and training.

This allows previous learning, skills and experience to be taken into consideration to decide which level to study at and can be used towards course entry requirements.

SCQF Levels	SQA Qualifications				Qualifications of Higher Education Institutions	Apprenticeships & SVQs
12					Doctoral Degree	Professional Apprenticeship
11					Masters Degree, Integrated Masters Degree, Post Graduate Diploma, Post Graduate Certificate	Graduate Apprenticeship Professional Apprenticeship SVQ
10					Honours Degree, Graduate Diploma, Graduate Certificate	Graduate Apprenticeship Professional Apprenticeship
9				Professional Development Award	Bachelors / Ordinary Degree, Graduate Diploma, Graduate Certificate	Graduate Apprenticeship Technical Apprenticeship SVQ
8		Higher National Diploma			Diploma Of Higher Education	Higher Apprenticeship Technical Apprenticeship SVQ
7	Advanced Higher, Awards, Scottish Baccalaureate	Higher National Certificate			Certificate Of Higher Education	Modern Apprenticeship SVQ
6	Higher, Awards, Skills for Work Higher					Modern Apprenticeship Foundation Apprenticeship SVQ
5	National 5, Awards, Skills for Work National 5					Modern Apprenticeship SVQ
4	National 4, Awards, Skills for Work National 4	National Certificate		National Progression Award		SVQ
3	National 3, Awards, Skills for Work National 3					
2	National 2, Awards					
1	National 1, Awards					

Before applying

You will need to register on our applicant portal or log in if you have previously applied online.

Use a personal email address that is unique to you, and that you can access emails with. You can also use Facebook to log in.

Avoid shared email addresses or school /college email addresses as email is our primary method of communication and you will need access at all times

Have your qualifications, Scottish candidate number and/or student ID number handy for your application – these are not compulsory if you cannot find them but it will make your application process smoother.

Personal Statement

We recommend having this prepared beforehand.

Your personal statement is your chance to sell yourself and let us know why you deserve a place on the course. If you do not meet the academic entry requirements, you can use your personal statement to let us know other skills and experience you have that could be useful for the course and your time at college. These could be life skills learnt in a job, or as part of social activity such as a team sport, volunteering opportunities or any other relevant experience you have.

International Applicants

All applicants who do not have British Citizenship or Indefinite Leave to Remain or, if EU, settled or pre-settled status, should complete the international application form.

The form can be downloaded from our website.

Applications from Asylum Seekers or those with Refugee status in the UK can be made using the online application form.

Application Troubleshooting

If you are having problems applying, we are here to help. Here are a few issues you may have:

Been unable to register because your account is in use?

Click forgotten password option and wait for reset instructions to be emailed. If you haven't heard from the digital services team in 24 hours, please contact **digitalservices@dumgal.ac.uk**

Can't log in because your email is not recognised?

Try to register again, your previous account may have had a different email address.

Forgotten your password?

Click the forgotten password link, and wait for reset instructions to be emailed. If you haven't heard from the digital services team in 24 hours, please contact **digitalservices@dumgal.ac.uk**

Can't submit your form?

Ensure all compulsory fields are complete; any missed will be highlighted in red.

Can't login in even though your email and password are correct?

Try the forgotten password link or contact Admissions – **admissions@dumgal.ac.uk**

Don't know the answer to some questions?

Only questions with an asterisk * are compulsory, others can be left. If you are stuck on a compulsory question, contact Admissions – **admissions@dumgal.ac.uk**

I have a disability or additional learning need. How do I ensure my tutors know which adjustments to learning and teaching I require?

Let us know on the application form by completing the 'Student Support' section, and selecting 'yes' on the support question. We will contact you when you have accepted a place on a course and arrange a Needs Assessment. This will be used to recommend support or adjustments that will help remove any barriers to learning.

What happens after I have applied?

You will receive an email confirmation that your application has been received.

Once your application has been checked over, you will be invited to attend an interview.

Due to the COVID-19 pandemic this may be a phone or online interview. You will be sent an email to confirm the arrangements.

If your application is unsuccessful at this stage, we would contact you to advise and discuss alternatives.

If you require alternative interview arrangements, please contact our Student Advisers to discuss further – **studentadviser@dumgal.ac.uk**

I've received my offer – what happens next?

We advise you to accept your offer as soon as possible to confirm you are taking your place at college.

Next, you will need to apply for your student funding.

Contact our Student Advisers with any questions.

Keep an eye on your emails for induction information and your link to enrol to start the course.

We will use the email address you gave us to contact you about all aspects of your course so please do remember to check your emails regularly.

Follow us:

Key Terminology – what does it all mean?

Conditional Offer – We would like to have you on the course, but you must meet the course conditions first, usually exam results or passing a current course.

Unconditional Offer – We would like to have you on the course and you already meet the entry requirements.

Waiting List – Your waiting list place can be conditional or unconditional. We would like to have you on the course but at the moment all places have been filled. Waiting lists change regularly and can even change as late as a few weeks after the course starts.

Please keep your contact details up to date and we will contact you as soon as a place is available on the course.

Acceptance – We require you to accept your offer of a place on a course. This will ensure your place is secured.

SCQF – Scottish Credit and Qualification Framework. A level system for all Scottish qualifications, comparable across all previous education levels. Helps learners, employers and the public understand the qualifications.

Recognised Prior Learning (RPL) – This is recognition of previous training, skills and experience which can be translated to an SCQF level either to access further education or training.

Additional Support

For disability/additional learning & support queries, SAAS and FE funding guidance, contact Student Advisers - **StudentAdviser@dumgal.ac.uk**

For Care Experienced applicants/enquiries, contact our Care Experience Student Adviser, Tanja Livingstone - **LivingstoneT@dumgal.ac.uk**

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SQA Approved Centre