



**ASKHAM BRYAN
COLLEGE**

Completing Your Online Enrolment Form

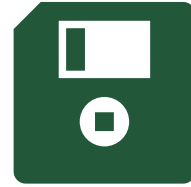
A Supporting Guide

For use Before and During your Online
Enrolment

Important Information Before You Begin



The enrolment form **must** be completed in one sitting.



You **cannot** save the form and return to it later.



You will have **40 minutes** to complete the enrolment form.



After 40 minutes the session will time out.



You will have to start again if the session times out.

To Complete Your Online Enrolment Form, You Will Need:

- **Address details**
- **National Insurance Number**
- **Mobile number**
- **Personal Email address**
- **Emergency contact details** - Of a parent, guardian or carer.
- **Details of all Qualifications** - Including the subject, grade achieved, and date awarded. It is a good idea to have your GCSE statement of results to hand for this part of the form.
- **One form of ID** – See page 12 for a full list of accepted forms of ID. You must upload your ID to complete the form. You can take a picture of your ID using your phone as long as the image is clear, and all details are easy to read. It is a good idea to take the picture and have this ready to upload before you start your online enrolment.
- **Qualification Certificates/Statement of Results** - You must upload your results to complete the form. You can take a picture of certificates/statement of results using your phone as long as the image is clear, and all details are easy to read. It is a good idea to take the pictures and have these ready to upload before you start your online enrolment.
- **A Headshot Photograph for your Student Record** - See page 15 for details of accepted and not accepted images. You can take a picture using your phone, as long as the image is clear. It is a good idea to take the picture and have this ready to upload before you start your online enrolment.

IMPORTANT – Uploading Attachments

When uploading photographs of your ID, qualification certificates and headshot photograph, only the following image formats are accepted:

- .jpg
- .jpeg
- HEIC
- .png
- .gif

There is a 5MB limit on ALL photo file sizes.

If you are using an iPhone, any images you take are captured in HEIC format by default. Please select the 'Medium' or 'Large' option to ensure the image can be viewed when we receive it.



If you are experiencing issues uploading HEIC format photographs, you can convert these images to .jpg on your device and attempt to re-upload.

Please see the next page for instructions on converting HEIC format photos to .jpg

Converting HEIC Format Photos to .jpeg

To change the format to .jpg BEFORE taking photos of your attachments:

1. In the settings app, tap 'Camera'.
2. Tap 'Formats'.
3. Tap 'Most Compatible'.

Any photos you take after these steps will save in .jpg format.

To change the format to .jpg AFTER your pictures have already been taken:

1. In the photos app, find the photo you want to convert and tap 'Share'.
2. Tap 'Copy Photo'.
3. Open the Files app on your iPhone.
4. Tap 'On My iPhone'.
5. Long press on an empty area and tap 'Paste'.
6. The photo has now been pasted and automatically converted to a .jpg.
7. Tap on the image and select 'Save Image' to save it to your photos.

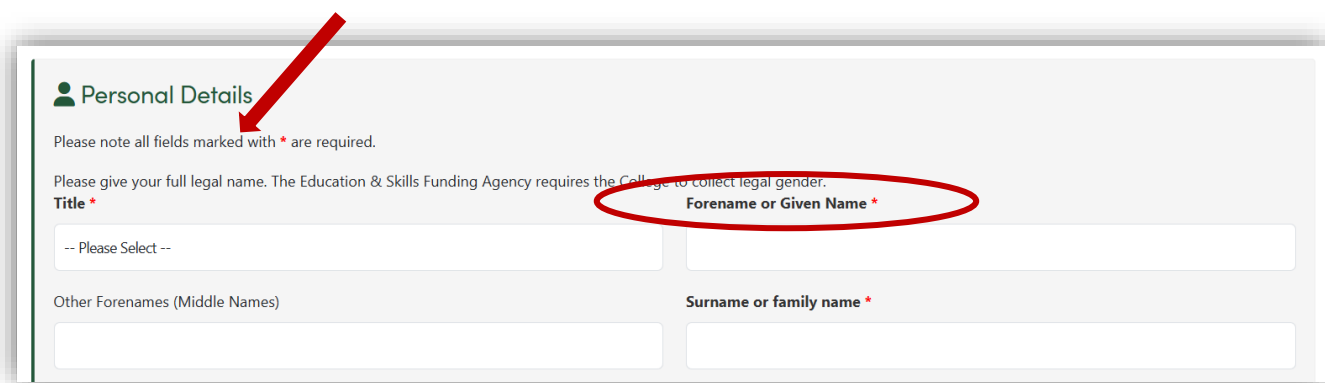
You can now upload the converted photos to your online enrolment form.

There are lots of free videos and articles available online that you can search for if you need further help with this process. Just type, 'Take Photos in JPG on iPhone' or 'Converting HEIC to JPG on iPhone' into your web browser or search engine.

Section 1 - Personal Details

Please enter your personal details into the relevant sections.

Ensure you enter your first name in the ‘Forename or Given Name’ box, and any middle names into the ‘Other Forenames (Middle Names)’ box. You must include your full legal name/s, as it would appear on a passport.



Personal Details

Please note all fields marked with * are required.

Please give your full legal name. The Education & Skills Funding Agency requires the College to collect legal gender.

Title *

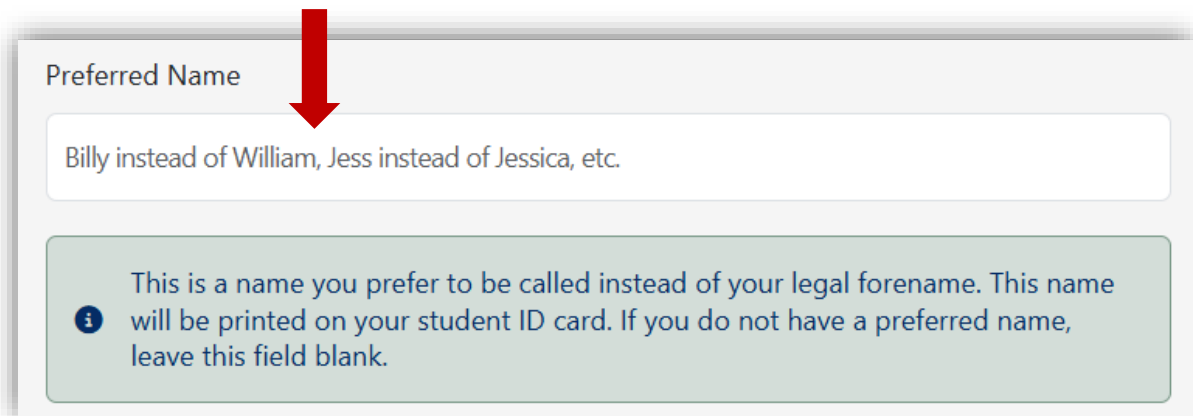
-- Please Select --

Forename or Given Name *

Other Forenames (Middle Names)

Surname or family name *

Please enter a preferred name **if different** to the name/s entered in the forenames box. For example, if you're your legal name is 'William' but you prefer to be called 'Billy', enter 'Billy' into the preferred or familiar name box.

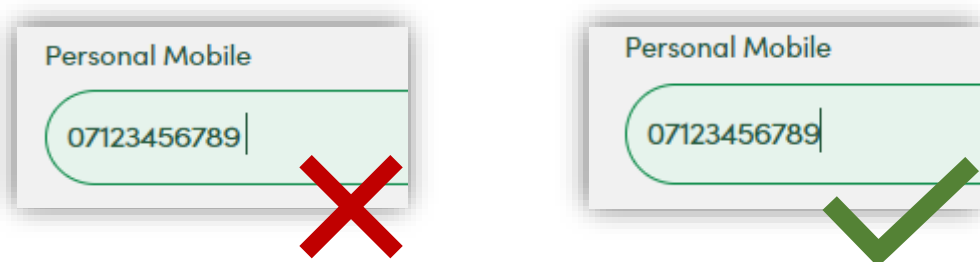


Preferred Name

Billy instead of William, Jess instead of Jessica, etc.

i This is a name you prefer to be called instead of your legal forename. This name will be printed on your student ID card. If you do not have a preferred name, leave this field blank.

When entering your mobile or home phone number, do not leave a space at the end. You cannot move onto the next stage of the form if you leave a space.



Personal Mobile

07123456789 |

Personal Mobile

07123456789 |

Section 1 - Personal Details Continued

Is your term time address different to your home address? - If selecting yes, an additional section will appear. You must provide your term time address, as well as your home address, before you can continue.



Is your term time address different to your home address? *

☐ No, it is the same

☒ Yes, it is different

Term Time Address

Term Time address (if different from Home/Permanent address)

Address Line 1

Askham Bryan College

Address Line 2

Askham Bryan

Address Line 3

York

Address Line 4

Postcode

YO23 3FR

If you have missed any fields, or included any incorrect information, a list of errors will appear at the top and/or bottom of the page. Warnings will also display in the relevant section of the form. Correct/add the invalid/missing information as specified.



!

■ Date of birth must not be blank

■ Please enter at least one phone number (Mobile number / Home phone (inc. STD code))

■ Is your term time address different to your home address? must not be blank

Section 2 – Emergency Contact Details

Please enter your emergency contact details into the relevant sections.

Similar to the previous section, when entering the emergency contact mobile or home phone number, do not leave a space at the end. You cannot move onto the next stage of the form if you leave a space.

Mobile Number

07987654321|

✗

Mobile Number

07987654321|

✓

If you are under 18, we would also like to discuss your progress on your course with your parents/guardian/carer.

Please confirm if you consent to us doing so. You can withdraw your consent at any time by contacting the Student Records team.

If you are under 18, we would also like to discuss your progress on your course with your parents/guardian/carer. Please confirm if you consent to us doing so. You can withdraw your consent at any time by contacting Student Records. We reserve the right to discuss e.g. your attendance, behaviour, financial matters including bursaries and any safeguarding issues with your named contacts.

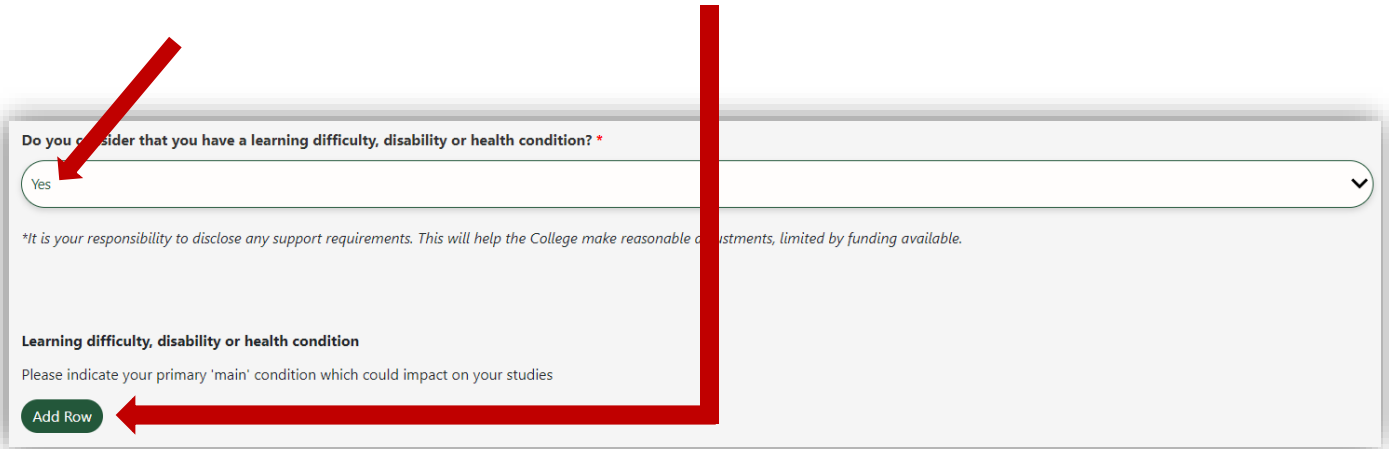
Please confirm *

Yes

Section 3 – Further Details

Please enter your further details into the relevant sections.

If you have a learning difficulty, disability or health condition, select ‘Yes’ from the drop-down menu, then click ‘Add Row’ to add details of the learning difficulty, disability or health condition.



Do you consider that you have a learning difficulty, disability or health condition? *

Yes

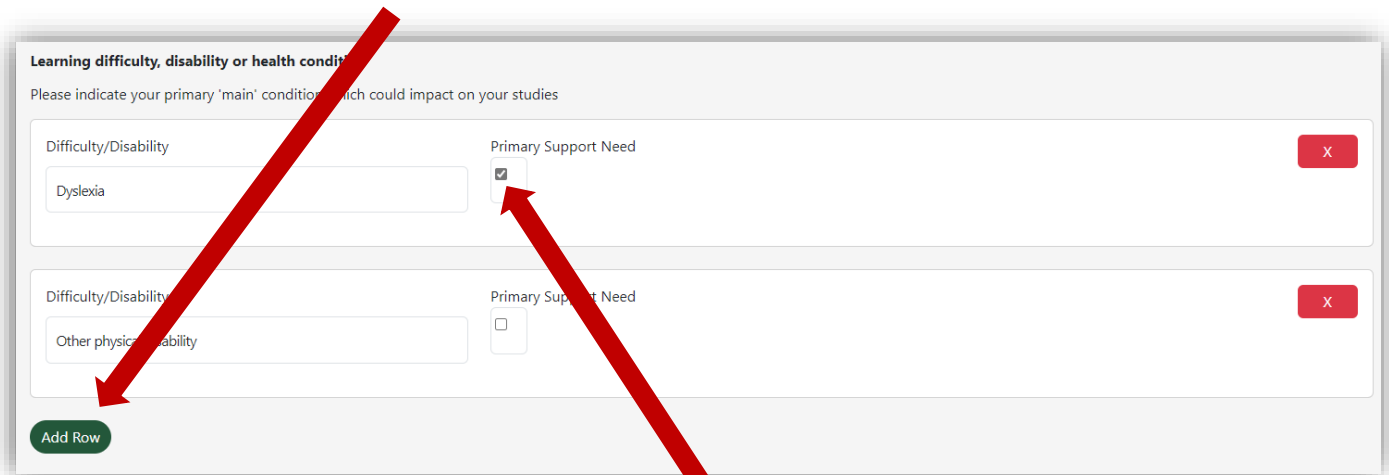
*It is your responsibility to disclose any support requirements. This will help the College make reasonable adjustments, limited by funding available.

Learning difficulty, disability or health condition

Please indicate your primary 'main' condition which could impact on your studies

Add Row

If you have more than one learning difficulty, disability or health condition, click ‘Add Row’ to add another record. Continue until all learning difficulties, disabilities or health conditions have been listed.



Learning difficulty, disability or health condition	
Please indicate your primary 'main' condition which could impact on your studies	
Difficulty/Disability	Primary Support Need
Dyslexia	☒
Difficulty/Disability	Primary Support Need
Other physical disability	☐

Add Row

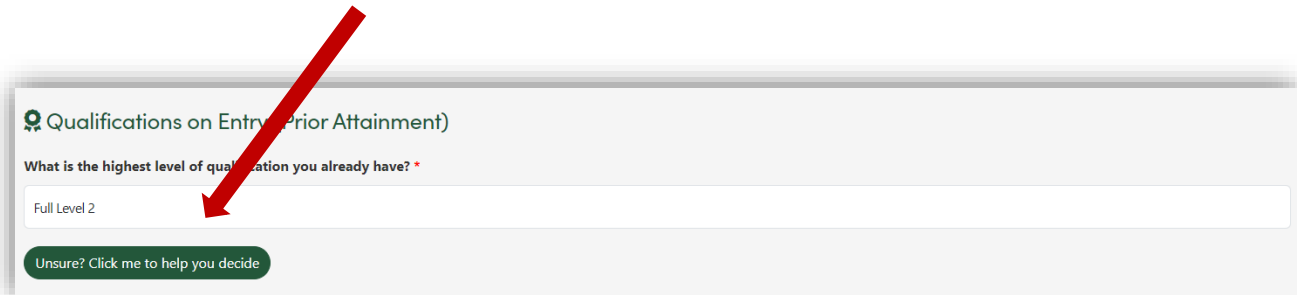
IMPORTANT: Ensure you tick to indicate your primary main condition.

If you have only listed one learning difficulty, disability or health condition, you must still tick this box.

Section 4 – Qualifications on Entry

Please enter details of your qualifications into the relevant sections.

If you are not sure of your highest qualification, please click the ‘Unsure? Click me to help you decide’ button.



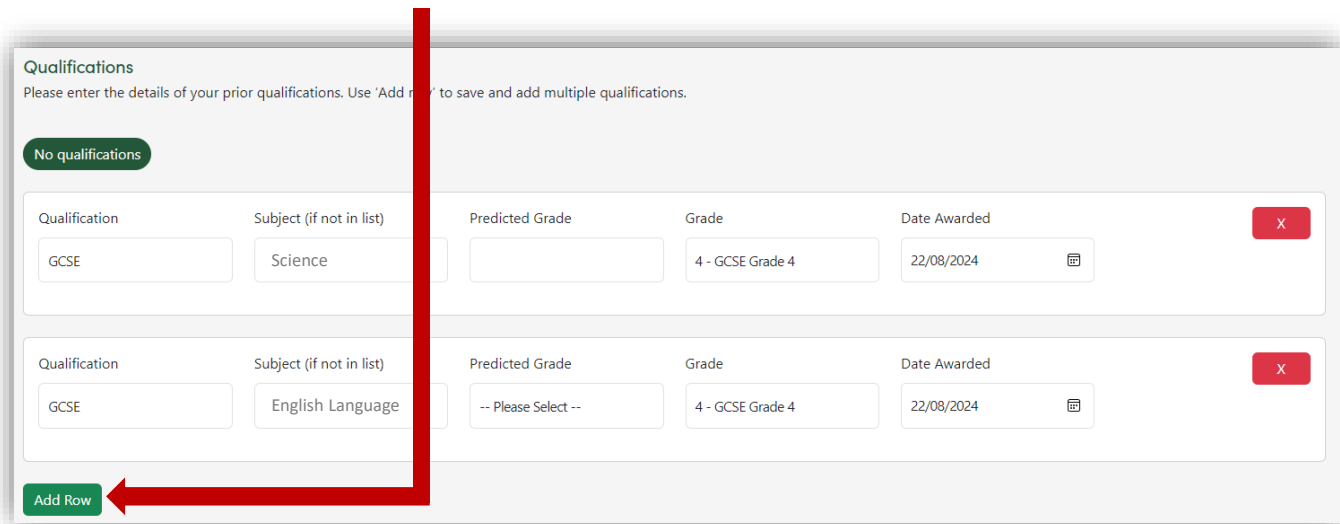
Qualifications on Entry (Prior Attainment)

What is the highest level of qualification you already have? *

Full Level 2

Unsure? Click me to help you decide

Click ‘Add Row’ and continue until details of **all** qualifications have been added.



Qualifications

Please enter the details of your prior qualifications. Use 'Add Row' to save and add multiple qualifications.

No qualifications

Qualification	Subject (if not in list)	Predicted Grade	Grade	Date Awarded	
GCSE	Science		4 - GCSE Grade 4	22/08/2024	X
GCSE	English Language	-- Please Select --	4 - GCSE Grade 4	22/08/2024	X

Add Row

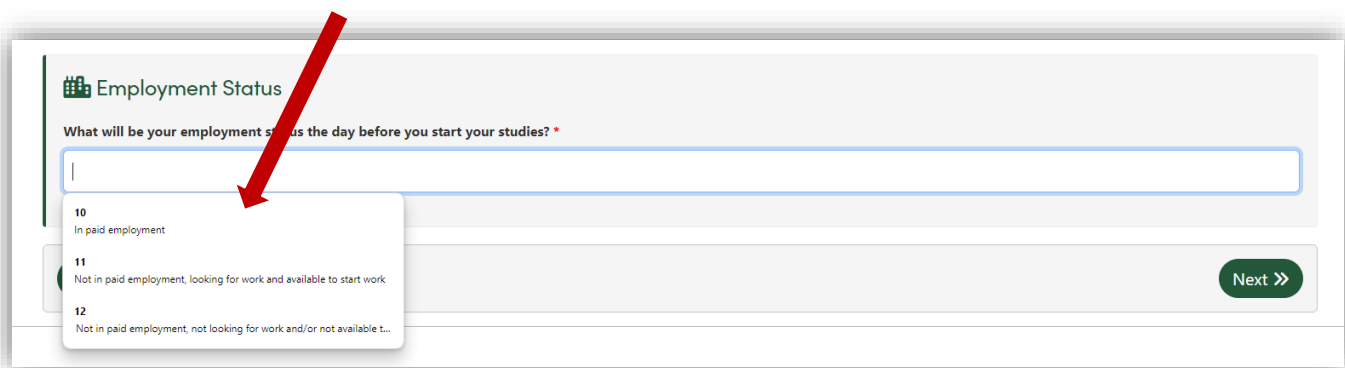
English and Mathematics: Please tick the boxes if you **HAVE** achieved a grade 4/grade C or above in your English and maths GCSE’s.

Do not tick the boxes if you **HAVE NOT** achieved a grade 4/grade C or above in your English and maths GCSE’s.

If you have passed **either** your English language **OR** English Literature GCSE, you **CAN** tick to say you have achieved your GCSE English by the end of year 11.

Section 5 - Employment

Please select your employment status from the drop-down menu



The screenshot shows a form titled "Employment Status" with the question "What will be your employment status the day before you start your studies? *". A dropdown menu is open, showing three options: "10 In paid employment", "11 Not in paid employment, looking for work and available to start work", and "12 Not in paid employment, not looking for work and/or not available to start work...". A red arrow points to the dropdown menu. A "Next >>" button is visible on the right.

Depending on the status you have picked, some additional fields will appear.

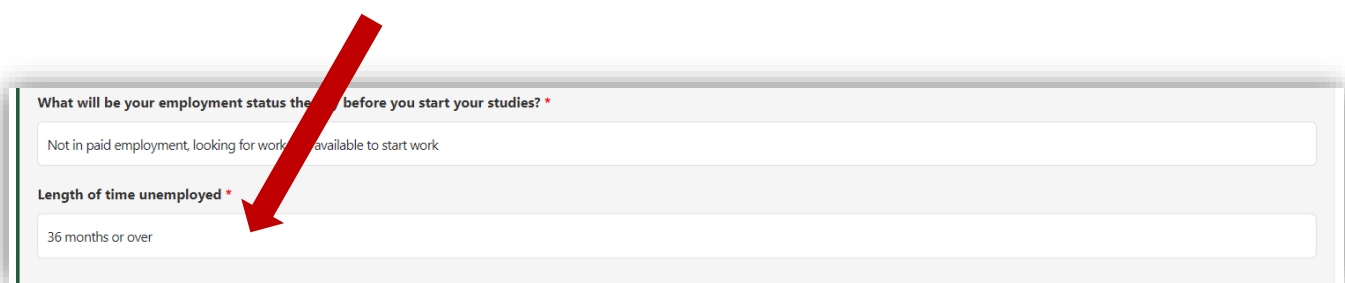
If you are in paid employment, please complete the additional section. If the hours you work differ every week, please give the average. For example: if you work somewhere between 5 - 15 hours per week, please select 10 hours.

If you are working more hours currently, but will be reducing your hours when term begins, please enter the number of hours you will be working as of the first day of your course.



The screenshot shows a form titled "Additional Information" with three fields: "I have worked (number of months) *" with a dropdown menu showing "4 to 6 months", "I work (hours per week) *" with a dropdown menu showing "Employed for 1 to 10 hours per week", and "Employed From date *" with a date input field showing "13/05/2024". A red arrow points to the "I work (hours per week) *" field.

If you are **not** in paid employment, but **are** looking for work, please select the length of time you have been unemployed from the drop-down menu. If you have not been employed before, please select the '36 months or over' option.



The screenshot shows a form titled "Additional Information" with two fields: "Length of time unemployed *" with a dropdown menu showing "36 months or over", and "Not in paid employment, looking for work and available to start work". A red arrow points to the "Length of time unemployed *" field.

Section 6 – Attachments

You must upload your ID and qualification certificates to support your enrolment.

ID – Please see the table below for accepted and not accepted forms of ID.

Identification Type	Accepted/Not accepted
Passport	Accepted
Driving Licence	Accepted
Birth Certificate	Accepted
Residency Card with Settlement status	Accepted
Visa	Accepted
Bus Pass (with photograph)	Accepted
National Insurance Number Letter	Accepted (16-18 only)
Bank Card	Not Accepted

Enter the type of evidence you are uploading from the drop-down menu.

Type of Evidence
Proof of Identity

Notes

File
Choose File ID.png

Upload

Click ‘Choose File’ to browse for your ID image. Once selected the name of your file will appear.

Click ‘Upload’.

Uploaded items will appear in a list at the bottom of the section.

Type of Evidence
-- Please Select --

Notes

File
Choose File No file chosen

Upload

Type of Evidence
Proof of Identity

Notes

Attachment
ID.png

Remove
X

If you have uploaded the wrong evidence by accident, you can choose to remove it by clicking here.

Section 6 – Attachments Continued.

Uploading your certificates/statement of results -
Follow the same uploading process to upload your certificates.

Renaming the files before you begin the online enrolment form will make it easier to track which certificates you have uploaded. For example:

Type of Evidence

Notes

Attachment

Remove

Certificates

20220311_135441.png

X

Unclear File Name.

Clear File Names.

Type of Evidence

Notes

Attachment

Remove

Certificates

GCSE English Certificate.png

X

Type of Evidence

Notes

Attachment

Remove

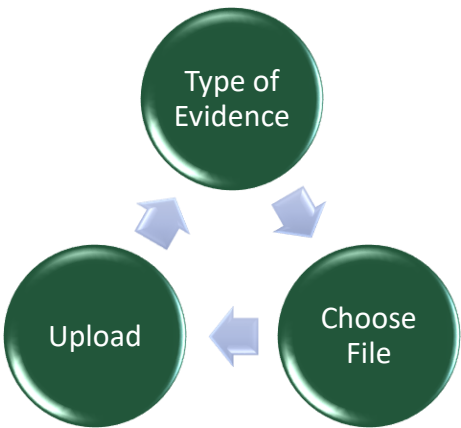
Certificates

GCSE Science Certificate.png

X

You can only upload one piece of evidence at a time, so you must click ‘upload’ after you have chosen each file.

Choosing another file before clicking upload will simply replace the chosen file. Follow the process below.



Don't worry if you do not have your GCSE certificates at this time, you can upload your GCSE statement of results instead.

Type of Evidence

Notes

Attachment

Remove

Certificates

GCSE Statement of Results.png

X

Section 6 – Attachments Continued.

Your attachments section should look like the example below once completed. It should include ID, certificates and/or your GCSE statement of results.

Type of Evidence	Notes	Attachment	Remove
Proof of Identity		ID.png	X
Type of Evidence	Notes	Attachment	Remove
Certificates		GCSE English Certificate.png	X
Type of Evidence	Notes	Attachment	Remove
Certificates		GCSE Science Certificate.png	X
Type of Evidence	Notes	Attachment	Remove
Certificates		GCSE Statement of Results.png	X

If you are having issues uploading your attachments, go to the ‘Not Able to Upload Your File/s’ section.

Please select the reason why from the drop-down menu.

Not Able To Upload Your File/s

Can't upload your file/s at the moment - please select a reason why

My upload was unsuccessful

-- Please Select --

My upload was unsuccessful

Did not have my information at time of application

You will then be able to move onto the next section.

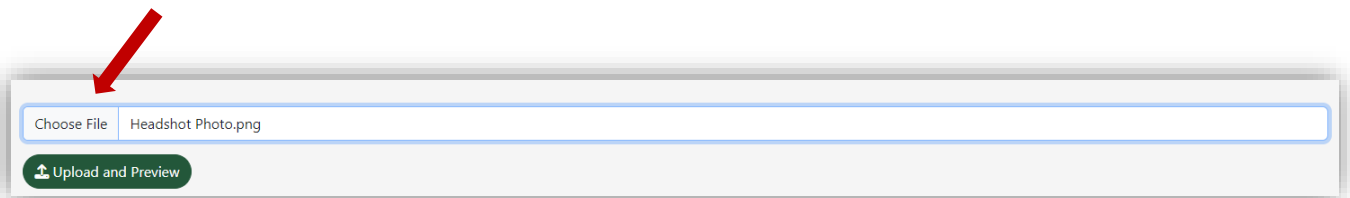
IMPORTANT NOTE: You will still have to provide your ID and certificates before you can be fully enrolled. You cannot be fully enrolled without this evidence. You can:

- Email your ID and Certificates to student.records@askham-bryan.ac.uk Please include your FULL NAME in the subject line.
- Bring your ID and Certificates to college in person **before** the start date of your course and we can take a copy.

Section 7 – Photo

Please upload a headshot photograph for your student record.

Click 'Choose File' to browse for your headshot photograph. Once selected the name of your file will appear.



Click 'Upload and Preview' to view your photo and check it against the criteria (see next page for criteria).



If you want to change your photograph, please select choose file and search for the alternative photograph. Clicking 'Upload and Preview' will replace the original photo with the new one.

Section 7 – Photo Continued

Photo Criteria:

- Include your head and shoulders.
- Be appropriately dressed for a learning environment.
- Ensure no other people are visible on the photo. Use a clear background if possible.
- Be facing forwards and looking straight at the camera.
- Ensure your face is not covered and your eyes are visible without hair in the way.
- Not wear any hats or head coverings (unless it's for religious or medical reasons).
- Check the environment is well-lit and the picture is not blurred.
- Make sure the file is not too large to send to us.

If you are having issues uploading your photo, go to the 'Not Able to Upload Your Photograph' section.

Please select the reason why from the drop-down menu.

Not Able To Upload Your Photograph

Can't upload your photo at the moment - please select a reason why

My upload was unsuccessful

-- Please Select --

My upload was unsuccessful

Did not have my information at time of application

You will then be able to move onto the next section.

IMPORTANT NOTE: You will still have to provide your photograph before you can be fully enrolled. You cannot be fully enrolled without providing a photo. You can:

- Email your photograph to student.records@askham-bryan.ac.uk Please include your FULL NAME in the subject line.
- Come into college to have your photograph taken **before** the start date of your course.

Section 8 – Privacy Notice

Please read through the privacy notice and terms and conditions.

Fill in the confirmation section by selecting the options from the drop-down menu. By consenting to emails and SMS messages, you will receive information relating to your enrolment and throughout your time with us.

✓ Confirmation

• After you enrol, we would like to send you details of services the College has to offer to support your study and your time here at the College. However, you can unsubscribe from those emails at any time.

Yes - please use my contact details to keep me informed of services the College has to offer to support my study and my time here at the College

• I consent to the use of SMS text message by the college with regarding to my enrolment and course.

Yes

-- Please Select --

Yes

No

For example, you may receive text updates from your course leader to remind you when assignments are due.

Read through the Declaration and tick to acknowledge the statements. Add your signature to the signature line.

Declaration

Please read the following statements.

☐ I declare that the information given on this enrolment form is correct to the best of my knowledge.

☐ I have read the above Privacy Notice and understand how my personal information will be used and agree to my personal information being used and shared in this way.

☐ I have read and agree to the College terms and conditions.

Please tick to acknowledge the above statements:

☒

Please sign to acknowledge the above statements:

Signature



Clear Signature

<< Back

Submit >>

Click ‘Submit’ to complete the form.

What Happens Next?

You will receive an email receipt to acknowledge that we have received your enrolment details.

This email will contain a link where you can find details of your induction and where to go on your first day.

NOTE: If you ticked 'Yes' to having any unspent criminal convictions, your application will be passed to the college panel for consideration, and you will be contacted separately.

We look forward to welcoming you to Askham Bryan College!

Help

If you require any additional help with your online enrolment form, please contact us using the methods below:

Email: enrolment-enquiries@askham-bryan.ac.uk

Phone: 01904 772211

Address: Askham Bryan College, Askham Bryan, Askham Fields Lane, York, YO23 3FR