

Applying Online for FAD

New Applicants Instructions

This document goes through the stages required to create an online application to apply to study FAD. Apply via the Long Road Sixth Form College's website at www.longroad.ac.uk and select **Student Life** in click **How to apply** on the right hand side of the screen or using this link to our [On-Line Application](#) page.

If you encounter any problems when applying or have any questions, please contact the Admissions Office by emailing admissions@longroad.ac.uk.

1. Registering and Email Validation

- 1.1 If you have applied to Long Road Sixth Form College before please DO NOT create a new account as you will have an account on our system, even if you didn't enrol with the college. To start your application click on the Register button and fill in your personal information:

The screenshot shows the application form interface. At the top left is the Long Road Sixth Form College logo. To the right are navigation links: Home, Personal Details, Application Progress, and Log off. The form fields include: Forenames, Preferred Name, Surname, Title (dropdown), Email Address, Confirm Email, Password, Confirm Password, Date of Birth (with dropdowns for day, month, and year), Address, Post Code, Country (dropdown), Telephone No, and Mobile No. A Submit button is at the bottom. To the right of the form, there are instructions: '- As they appear on your Passport/Birth Certificate' for Forenames, '- The name you would like to be known by' for Preferred Name, and '- As it appears on your Passport/Birth Certificate' for Surname.

- 1.2 You will be asked to validate your email please ensure you have access the email address you have as your login name. Click the Send button to send a validation email to your email account.

The screenshot shows the application form interface with a message: "Your Email address still needs to be validated. If you wish us to resend your validation email, press Send. If the email address supplied is valid, you should then receive an email from us, if you follow the link within that email it will validate your email address to us and you'll no longer see this message." Below the message is a Send button. A blue arrow points from the Send button in this screenshot to the Send button in the previous screenshot.

2. Selecting the Art Foundation Course

- 2.1 You can now carry on with your application. Firstly you need to select the course. To do this you can start by entering some characters from the course – Art and this will show all the courses which content Art. Select Art and Design – Level 4 Art Foundation Course.

The screenshot shows the application portal interface. At the top left is the Long Road Sixth Form College logo. The navigation menu includes 'Home', 'Personal Details', 'Application Progress', and 'Log off'. Below the navigation is a heading 'You are currently applying for courses that start in XXXX' with a dropdown arrow. Underneath are links for 'Select Courses', 'Selection summary', 'Personal details', 'Additional details', and 'Summary'. A message states: 'To make a course selection: enter the name below and press 'Select''. Below this is a search box containing 'Art'. A list of course options is displayed, each with a 'Select' button:

- Art, Craft and Design (Fine Art) - A Level
- Art, Craft and Design A Level (Graphic Illustration) - A Level
- Art, Craft and Design A Level (Textiles/Fashion) - A Level
- Art and Design - Level 2 Applied Diploma
- Art and Design Extended Certificate - Level 3 Applied Diploma
- Art and Design Extended Diploma - Level 3 Applied Diploma
- Art and Design - Level 4 Art Foundation Diploma

At the bottom of the list is a 'Next' button.

- 2.2 You will receive confirmation you selected the course. If you have selected the wrong course you can remove it from this list by selecting Remove by the side of the relevant course. Once you are happy with the course click the Next button.

The screenshot shows the application portal interface after a course has been selected. The heading is 'You are currently applying for courses that start in XXXX' with a dropdown arrow. Below are links for 'Select Courses', 'Selection summary', 'Personal details', 'Additional details', 'Qualifications', 'Referees', 'Personal Statement', and 'Summary'. A message states: 'Listed below are the Courses you have applied for.' Below this is a table:

Code	Name	
ARTZY18	Art and Design - Level 4 Art Foundation Diploma	Remove

Below the table is a message: 'To make a course selection: enter the name below and press 'Select''. Below this is a search box. At the bottom is a 'Next' button.

- 2.3 The system will ask you just to confirm your select prior to moving onto completing your Personal Details.

You are currently applying for courses that start in XXXX

[Select Courses](#) | [Selection summary](#) | [Personal details](#) | [Additional details](#) | [Qualifications](#) | [Referees](#) | [Personal Statement](#) | [Summary](#)

Please check the following, ensuring that all details are correct. Remove any items that you do not want before progressing to the **Next stage**

Selection summary

Applications

Art and Design - Level 4 Art Foundation Diploma [Remove](#)

[Next](#)

3. Personal Details

- 3.1 Input your personal details.

The screenshot shows a web browser window with the URL <https://onlineext.longroad.ac.uk/website/online-services/details.aspx>. The page header includes the Long Road Sixth Form College logo and navigation links: Home, Personal Details, Application Progress, and Log off. Below the header, there is a breadcrumb trail: [Select Courses](#) | [Selection summary](#) | [Personal details](#) | [Additional details](#) | [Qualifications](#) | [Referees](#) | [Personal Statement](#) | [Academic Support](#) | [Summary](#). The main content area contains the instruction: "Please check your details entering any missing information." The form fields are as follows: Email address (text input), Forenames (text input, note: "- As they appear on your Passport/Birth Certificate"), Preferred Name (text input, note: "- The name you would like to be known by"), Surname (text input, note: "- As it appears on your Passport/Birth Certificate"), Title (dropdown menu with "Mrs" selected), Gender (dropdown menu with "Female" selected), Date of birth (calendar picker showing 06, Aug, 1994), Current address (text input), Postal code (text input), Country (dropdown menu with "United Kingdom" selected), Telephone (text input), Mobile (text input), Country of Birth (dropdown menu with "United Kingdom" selected), First language (dropdown menu with "English" selected), Ethnicity (dropdown menu with "31 - White - English / Welsh / Scottish / Northern Irish / British" selected), Disability (dropdown menu with "I do not have learning difficulty and/or disability" selected), and "Have you been a resident in the UK/EU for three or more years?" (dropdown menu with "Yes" selected). A "Next" button is located at the bottom of the form.

4. Additional Details

- 4.1 Click Next to move to the Additional Details screen. Input details of two people we can contact in an emergency (usually parents or carers).

The screenshot shows a web browser window with the URL <https://onlineext.longroad.ac.uk/website/online services/Additional.aspx>. The page title is "Additional details" and the breadcrumb trail is "Select Courses | Selection summary | Personal details | Additional details | Qualifications | Referees | Personal Statement | Academic Support | Summary".

The main heading is "Please give us details of two people to contact in an Emergency (usually parents or carers). These people will also be contacted about your progress within the college."

There are two columns for "Contact 1" and "Contact 2". Each column contains the following fields:

- Full Name
- Daytime Phone Number
- Evening Phone Number
- Mobile Number
- E-Mail
- Address
- Post Code
- Country (dropdown menu, currently set to "United Kingdom")

A "Next" button is located at the bottom left of the form.

5. Qualifications

- 5.1 The next section requires you to tell us about the examinations you have taken or are taking together with your predicted or actual grades for each subject for this year. If you qualification is not listed please email admissions@longroad.ac.uk once you have submitted your qualifications with the details and we will add them to your application.

You are currently applying for courses that start in XXXX

[Select Courses](#) | [Selection summary](#) | [Personal details](#) | [Additional details](#) | [Qualifications](#) | [Referees](#) | [Personal Statement](#) | [Summary](#)

Please list all the qualifications you will have completed by the time you start with us.

To add Qualifications (including predicted Qualifications please): enter the details below and press 'Add'.

If your qualification is not listed here please email Admissions@longroad.ac.uk once you have submitted your qualifications. Please note this cannot be changed once your application has been submitted.

Level	Exam Board	Year	Predicted Grade	Grade Achieved
GCSE/IGCSE		2018		
Qualification Name				
Science (Additional)				
Add				
Next				

- 5.2 To add your qualifications, firstly ensure you have the correct Level selected within the Level dropdown list.

If your qualification is not listed here please email Admissions@longroad.a
Please note this cannot be changed once your application has been submit

Level

GCSE/GCSE

GCSE/iGCSE-Short course

AS

A2/A Level

Level 2 Award/Certificate/Diploma

Level 3 Award/Certificate/Diploma

Exam Board

▼

Next

- 5.3 Find the subject in the drop down list, select the Exam Board, Year and then your Predicted or Achieved grade. Once you have selected the correct information click the Add button to add that qualification. Continue until you have added all the examinations you are or have taken.

Select Courses | Selection summary | Personal details | Additional details | Qualifications | References | Personal Statement | Academic Support | Summary

Please list all the qualifications you will have completed by the time you start with us.

Humanities

I.C.T.

Law

Media Studies/Moving Image Arts

Modern Language exc. French, German, Spanish

Mathematics/Statistics (inc. Additional/Further)

Music (inc. Technology)

Music (inc. English Gobs)

P.E./Sport

Dance/Drama/Expressive Arts/Performance Studies

Physics

Politics

Portugese

Psychology

Photography

Religious Studies/Philosophy/Ethics/Theology

Science (inc. Additional/Further)

Sociology/Social Studies

Spanish

Work Skills

Art/Graphics/Textiles

Add

By told us about. You can amend the grade you are predicted to achieve, board (if known) and clicking "Update".

Exam Board	Year Taken	Predicted Grade	Grade Achieved	Edit	Delete
EAGA	2017	A		Edit	Delete
EAGA	2017	C		Edit	Delete
EAGA	2017	C		Edit	Delete

ditions please): enter the details below and press "Add".

admissions@longroad.ac.uk once you have submitted your once your application has been submitted.

Exam Board

Year

Predicted Grade

Grade Achieved

AGA

2017

- 5.4 Once you have added all the details, click the **Add** button. The newly added qualification will appear in the list. Add all your upcoming examinations and any examination you have previously undertaken. Include all your subjects to ensure we have a complete overview of what you are studying at school or college.

To add more qualifications, repeat the process.

If you need to remove a qualification that has already been added, click the **Delete** button to the right of the qualification. If you need to change or correct a qualification you have entered, click the **Edit** button and update the details.

- 5.5 When you have completed this section, select the Next button to move onto the Reference section.

6. Reference

- 6.1 The Reference section requires a contact from your current school to provide an academic reference. We will email this person to request a reference in due course.

You are currently applying for courses that start in xxxx

[Select Courses](#) | [Selection summary](#) | [Personal details](#) | [Additional details](#) | [Qualifications](#) | [Referees](#) | [Personal Statement](#) | [Summary](#)

Please supply us with a school contact who can provide an academic reference. If home educated, we still need the name of someone to provide you with an academic reference.

We will email this person to request a reference in due course.

Forenames/Initial(s)

Surname

Title

Job Title

School Name

Phone number

Email

Address

Post code

Country

Press Next to go onto your Personal Statement.

7. Personal Statement

- 7.1 Please write a statement to support your application. Use this statement to tell us about:

- Why you are interested in taking the Art Foundation Diploma
- Whether you have attended a taster day this year.
- Your interests and leisure activities
- Any personal achievements

We recommend you write this statement in a program like Word initially and copy it into your application once you have finalised this to ensure your application doesn't time out. Please note that the system will not support complex formatting (i.e. tables or bullet points). The statement is limited to 8000 characters.

8. Summary

- 8.1 Once you have completed your application you will be presented with a summary of the courses you have applied for and your personal details. If you wish to make any changes or check your application you can move back through the application using the tables across the top of the screen.

You are currently Applying for a courses that start in XXXX

[Select Courses](#) | [Selection summary](#) | [Personal details](#) | [Additional details](#) | [Qualifications](#) | [Referees](#) | [Personal Statement](#) | [Summary](#)

Selection summary

Applications
Art Foundation Diploma 2017

Personal details

Email address
First name
Surname
Title
Gender
Date of birth
Current address
Postal code
Country
Telephone
Mobile
Nationality
First language English
Ethnicity 31 - White - English / Welsh / Scottish / Northern Irish / British
Disability Do not have learning difficulty and/or disability

Click Submit to send your application to Long Road Sixth Form College. If you need to make any changes after submitting, please email these to Admissions@longroad.ac.uk

- 8.1 If you are happy with your completed application you need to “Submit” your application. Long Road Sixth Form College will not begin to process your application until you submit it by clicking on **Submit**.

You can log in to view the status of your application at any time by visiting <https://onlineext.longroad.ac.uk/website/onlineservices/login.aspx> and logging in with your email address and password.

If you have any problems, please email admissions@longroad.ac.uk or telephone **01223 631100**. We look forward to receiving your application.