

## Applying Online for FAD

### Previous Applicants and Current Students Instructions

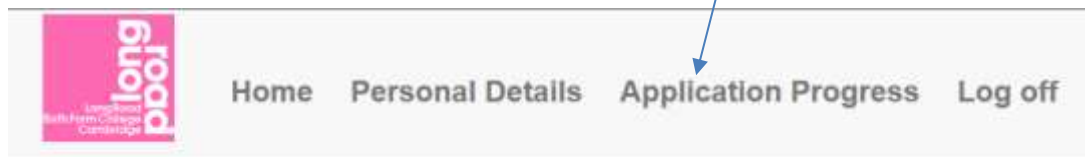
This document goes through the stages required to create an online application to apply to study FAD. Apply via the Long Road Sixth Form College's website at [www.longroad.ac.uk](http://www.longroad.ac.uk) and select **Student Life** in click **How to apply** on the right hand side of the screen or using 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](mailto:admissions@longroad.ac.uk).

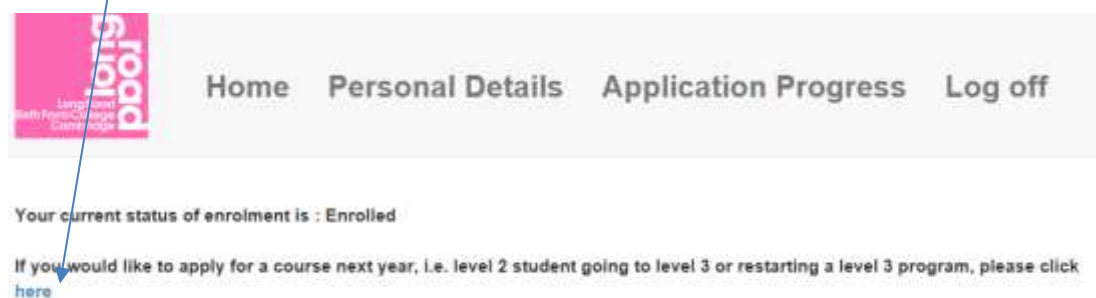
#### 1. Logging in and Email Validation

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. If you have forgotten the email address you originally used for your application, please contact the admissions office using [admissions@longroad.ac.uk](mailto:admissions@longroad.ac.uk) and they will be able to let you know the email account you used and reset the password if required. If you don't have access to this email anymore let us know an alternative email and we can update the system. You can log into the system using this Email and Password. You can reset your password at this stage but if you have any problems please let [admissions@longroad.ac.uk](mailto:admissions@longroad.ac.uk) know and we will reset it.

1.2 After you have logged into your account, click on the Application Progress tab at the top of the screen:



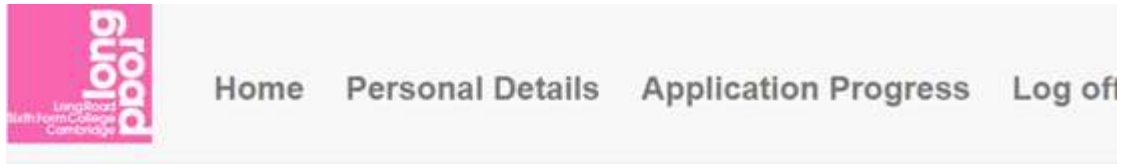
1.3 This will bring to a screen telling you that your status is "Enrolled". To start the process click the link on this screen:





## 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.



You are currently applying for courses that start in XXXX

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

To make a course selection: enter the name below and press 'Select'.

Search

Art

Art, Craft and Design (Fine Art) - A Level [Select](#)

Art, Craft and Design A Level (Graphic Illustration) - A Level [Select](#)

Art, Craft and Design A Level (Textiles/Fashion) - A Level [Select](#)

Art and Design - Level 2 Applied Diploma [Select](#)

Art and Design Extended Certificate - Level 3 Applied Diploma [Select](#)

Art and Design Extended Diploma - Level 3 Applied Diploma [Select](#)

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

[Next](#)

- 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.

You are currently applying for courses that start in XXXX

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

Listed below are the Courses you have applied for.

Code	Name	
ARTZY18	Art and Design - Level 4 Art Foundation Diploma	<a href="#">Remove</a>

To make a course selection: enter the name below and press 'Select'.

Search

[Next](#)

- 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 Check through your personal details and let Registry know if any of the information is incorrect either by going into Registry or emailing them at [registry@longroad.ac.uk](mailto:registry@longroad.ac.uk).

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 is a breadcrumb trail: [Select Courses](#) | [Selection summary](#) | [Personal details](#) | [Additional details](#) | [Qualifications](#) | [Referees](#) | [Personal Statement](#) | [Academic Support](#) | [Summary](#). A message reads: "Please check your details entering any missing information." The form contains the following fields: 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 (dropdown menus for "06", "Aug", and "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 "51 - 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. Again check through the information and let us know if any of the information is incorrect either by going into Registry or emailing them at [registry@longroad.ac.uk](mailto:registry@longroad.ac.uk). If you have no information you will be able to update this information on the page.

← → ↻ Long Road Sixth Form College [28] https://onlineevt.longroad.ac.uk/website/onlineservices/Additional.aspx

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

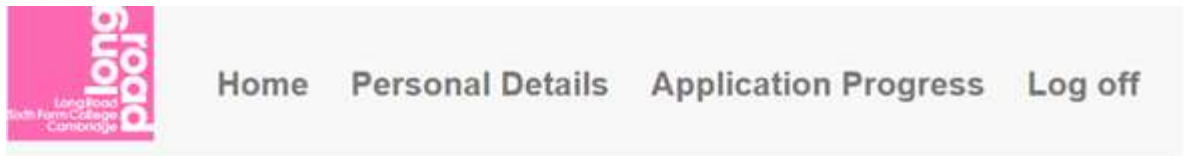
Please give us details of two people to contact in an Emergency (usually parents or carers). These people will also be contacted about your progress within the college.

Contact 1	Contact 2
Full Name	Full Name
Daytime Phone Number	Daytime Phone Number
Evening Phone Number	Evening Phone Number
Mobile Number	Mobile Number
EMail	EMail
Address	Address
Post Code	Post Code
Country United Kingdom	Country United Kingdom

Next

## 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. Your confirmed qualifications will be listed here, if any of them are incorrect please let us know by going to Registry with your exam certificates. You can add the additional examinations you are taking this year using the section below the list.



You are currently Applying for a 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.

Below are the confirmed qualifications and grades we have for you.

Qualification Name	Level	Year Taken	Grade Achieved
Art/Graphics/Textiles	GCSE/IGCSE	2015	A
Biology	GCSE/IGCSE	2015	A
Catering/Food/Hospitality	GCSE/IGCSE	2015	A
Chemistry	GCSE/IGCSE	2015	B
English Language	GCSE/IGCSE	2015	A*
English Literature	GCSE/IGCSE	2015	B
French	GCSE/IGCSE	2015	B
Geography/Environment/Travel/Tourism/Leisure	GCSE/IGCSE	2015	A
Mathematics/Statistics (inc. Additional/Further)	GCSE/IGCSE	2015	A
Mathematics/Statistics (inc. Additional/Further)	GCSE/IGCSE	2015	B
Mathematics/Statistics (inc. Additional/Further)	GCSE/IGCSE	2015	A
P.E./Sport	GCSE/IGCSE	2015	C
Physics	GCSE/IGCSE	2015	B

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](mailto:Admissions@longroad.ac.uk) once you have submitted your qualifications. Please note this cannot be changed once your application has been submitted.

Level

Qualification Name  Exam Board  Year  Predicted Grade  Grade Achieved

- 5.2 To add additional 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.ac.uk](mailto:Admissions@longroad.ac.uk)  
Please note this cannot be changed once your application has been submitted

Level

- GCSE/GCSE
- GCSE/GCSE-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)  
No English Grds  
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

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

Exam Board: AGA Year: 2017 Predicted Grade: Grade Achieved:

Add

- 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 will be prepopulated with your progress coach's name if you are current student, if there is no prepopulated information please add a suitable referee.

Press Next to go onto your Personal Statement.

## 7. Personal Statement

- 7.1 Please write a statement to support your application. If you would like to update last year's statement you can ask your teacher, progress coach or admissions to download it from the system and email it to you. Use this statement to tell us about:

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

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

**Personal details**

Email address

First name

Surname

Title

Gender

Date of birth

Current address

Postal code

Country

Telephone

Mobile

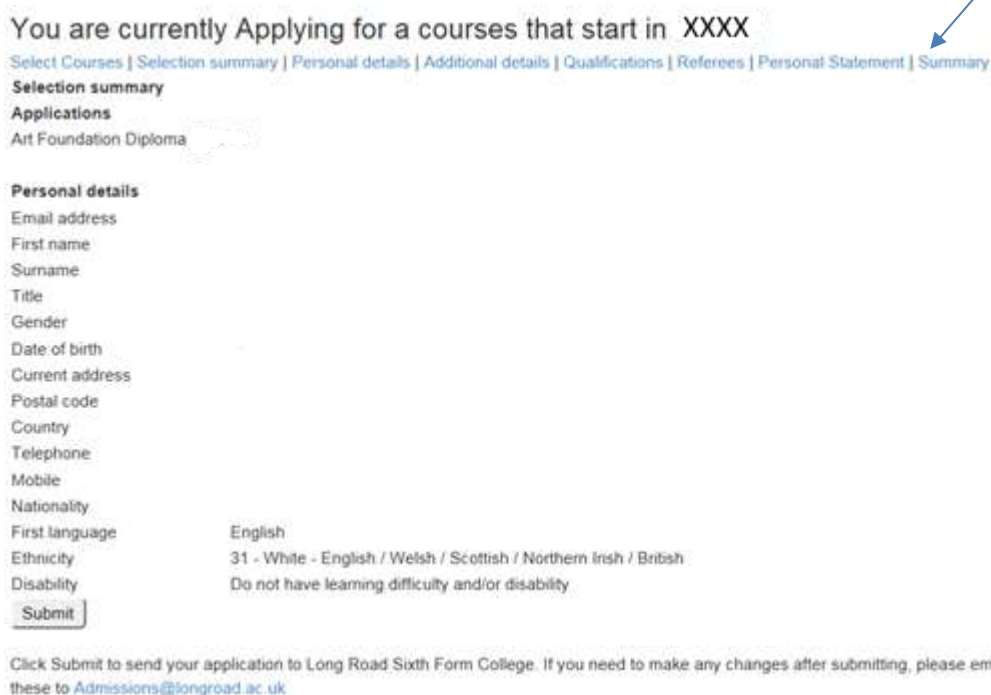
Nationality

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](mailto:Admissions@longroad.ac.uk)





## Application Instruction Document for Long Road Sixth Form College

- 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/online services/login.aspx> and logging in with your email address and password.

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