



## **Procedure for Post-16 Teacher Education Application – 2016/17 Entry**

### **Making Your Application**

Please complete the attached application form in full and sign and date the Terms and Conditions.

Please also make sure your referee fills in the attached reference form. This can be submitted alongside the application or at a slightly later date although please note that no offer of a place will be made until your reference form has been returned.

Your line manager and yourself will need to complete the Line Manager Support form which will also need to be returned.

All forms are to be returned to:-

Commercial Office  
City College Brighton and Hove  
Pelham Street  
Brighton  
BN1 4FA

commercial@ccb.ac.uk

Failure to complete all relevant documents and sections will delay the processing of your application.

### **Interview/Offer**

Your application will be considered by the appropriate Admissions Tutor. Assessment normally takes place in the form of an interview and you will be sent relevant details if appropriate. Once you have been accepted on to the course will you be sent an Offer Letter by City College with instructions.

### **Enrolment**

City College works in partnership with the University of Brighton and therefore you will need to enrol both at the College and at the University.

You will need to enrol in person at the Student Centre on the ground floor of Pelham Street.

The University's Registry Department will send you instructions on how to activate your student account and how to then enrol online. It will be essential that you complete this enrolment as only then will you be considered a University of Brighton student which will trigger any funding you have applied for to be released.

If you do not enrol within 4 weeks of receiving your instructions your application will be formally withdrawn.

General enquiries about the course content can be made to Sam Hart, Course Leader, sah@ccb.ac.uk.