TRESHAM COLLEGE
Part of The Bedford College Group

YOUR GUIDE TO 16-18
ONLINE ENROLMENT

OUR ENROLMENT PROCESS

Our enrolment process is designed to make sure that you are enrolled on to the right course at the right level for you.

We have written this guide to give you answers to a few questions that you might have about enrolling so that you know what to bring and what to expect.

If you have any other questions please don't hesitate to contact us via Live Chat on our website or email **info@tresham.ac.uk**

WHEN CAN I ENROL ON MY COURSE?

Online enrolment takes place week commencing Monday 3 August 2020. You can find exact details of how to enrol on the letter included within this leaflet.

WHAT DO I NEED TO BRING?

Photo or Scans of Qualifications/ Certificates

We need to see evidence of your qualifications. This can either be your certificates or your result notification slips if you haven't received your certificates yet.

Photo or Scan of Proof of ID

This should be one of the following:

- UK/EU passport or ID card
- A full birth certificate
- Driver's licence
- Non-EU passport
- National Insurance Card/Letter
- Debit/Credit card

Picture of your choice following the criteria below (this picture will become your ID card)

- Passport photo size, jpg format and 5mb maximum
- On a plain background
- You are facing forward and looking straight at the camera
- Your eyes open, visible, and free from reflection or glare from glasses (no sunglasses)
- In colour
- A true likeness
- A recent photo
- Does not contain other objects or people
- No hats or caps (unless it is for religious or medical reasons)
- No sticking out tongue and/or pulling faces

WHERE DO I GO TO ENROL?

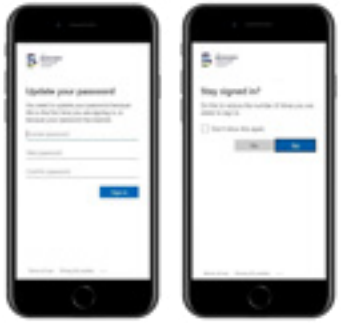
To view your Enrolment link:

1. Log into your portal here or go to the website and click 'Applied? Log in'

2. Go into the Application tab
3. Open your Enrolment Letter
4. Click on the Respond button on the top right hand corner.
5. Complete the pre enrolment form answering any incomplete questions as you go through the form. You can amend any of your details as you go through the form.
6. Go to **https://gateway.bedford.ac.uk** and log into your Bedford College Group student account.

7. **Sign in**
   Log in using the college email address we have given you in the letter you received to sign in. For your password, enter your date of birth in the format DDMMYYYY. Once entered, you can change your password but it must meet the following conditions: contain at least one uppercase character, at least one lower case character, a number or special character e.g !, and it must not contain any part of your email address.

These will then be your college log in details (so please keep a note of them).



If you choose 'Yes' on the above screen, you will not be asked to login again on the device you are using. You must remember the password you have chosen as you will use this to access the computers at College.

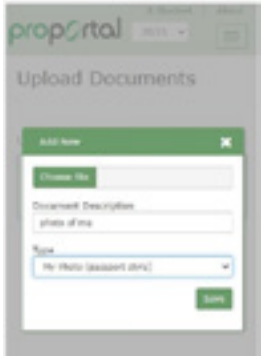
⑧ Sign into ProPortal

a. You will then be taken to the ProPortal homepage

b. Select 'Leaner ILP' and 'Upload Documents'

To upload your photo and documents, choose Upload Documents from the Learner ILP option on the menu

Upload a document by selecting 'Add New' and pick the relevant document you need to upload from the list below.



'Choose File' on most mobile or tablet devices will then give you the option of taking a photo and uploading. Alternatively choose an existing file from your device or computer. Give the document an appropriate name, and ensure you select the document 'Type' from the dropdown. When you have chosen the 'Save' option, repeat for other evidence documents as required.

⑨ Final Step

From the Learner ILP option again on the menu choose 'Confirm your 2020 Enrolment.' Select 'I agree and save' to complete this step.

HOW LONG DOES IT TAKE?

Please allow up to an hour.

WHAT DO I DO IF I AM HAVING AN ISSUE WITH THE ENROLMENT STEPS?

If you are struggling with any of the steps involved please contact our Customer Contact Centre via Live Chat on our website or email **info@tresham.ac.uk** and we will help you through your enrolment.

WHAT IF I DON'T GET THE GCSE GRADES I NEED OR I ACHIEVE BETTER THAN EXPECTED?

Don't worry if you don't get the results you had hoped for, or you achieve better grades than you expected. All our offers are based on predicted grades and our Customer Contact Centre and Course Teams will be happy to give you information and advice about what you can do next.

We are also holding virtual GCSE Advice Sessions on Thursday 20 August between 10.00am and 6.00pm and Friday 21 August between 10.00am and 4.00pm.

WHAT IF I WANT TO STUDY A DIFFERENT COURSE OR CHANGE MY APPLICATION?

Not a problem at all! Just contact our Customer Contact Centre via Live Chat on our website or email **info@tresham.ac.uk** and we will do the rest.

For any questions please contact our Customer Contact Centre via Live Chat, web form or email **info@tresham.ac.uk**

WHAT HAPPENS AFTER YOU HAVE PRE-ENROLLED?

STAGE 1: GCSE RESULTS DAY

Good Luck with your results, we hope it has gone well. We just need you to upload your results and certificates on Thursday 20 August or Friday 21 August.

STAGE 2: YOU WILL SOON BE A STUDENT

- The College will be busy preparing your enrolment, grouping your class timetable and printing your ID card (with the photo you uploaded) and posting out your parking permit if applicable (please be sure to let us know on your application portal that you would like a permit).

STAGE 3: GET READY TO START

Your countdown starts now.

- The College will send you your instructions on when your programme of study will start w/c 7 September
- We will include all of our safety measures
- We will include your meeting point and the time you need to arrive
- We will include who you need to speak to if you have any questions

STAGE 4: TERM STARTS

Term Starts
Monday 14 September 2020

FAQS

We understand that it can be daunting joining a new College so here are some other points that you may have questions about.

DO I HAVE TO PAY ANYTHING WHEN I ENROL?

If you are aged 16 to 18 at the start of your course you do not have to pay any tuition fees.

HOW DO I APPLY FOR FINANCIAL SUPPORT?

The Bedford College Group offers a range of financial support through our 16–19 bursaries to help young people where household income is £30,000 or less. Students must be aged 16-18 on 31 August 2020 or aged 19 and on the second year of a two year course.

We have five bursary schemes:

- Travel Bursary
- Vulnerable Learner Bursary
- Meals Bursary
- Course Cost Bursary
- Discretionary Hardship Bursary

For further information on the support available and how to apply email **studentservices@tresham.ac.uk** or Live Chat via our website.

Upload your results on Thursday 20 and Friday 21 August 2020

ARE THERE ANY EXTRA COSTS ASSOCIATED WITH MY COURSE?

Details about any costs for equipment, uniforms, trips and visits can be found online at **www.tresham.ac.uk/downloads** choose “course costs checker.”

WHO CAN I CONTACT IF I STILL HAVE QUESTIONS ABOUT MY ENROLMENT OR APPLICATION?

Just contact our Customer Contact Centre on Live Chat via our website or email **info@tresham.ac.uk** and we will be happy to help answer any queries you have.

Good Luck on GCSE Results Day

We are holding Virtual GCSE Advice Sessions on

Thursday 20 August 2020
10am to 6pm

Friday 21 August 2020
10am to 4pm

Pre-register now
www.tresham.ac.uk

TRESHAM COLLEGE
Email: info@tresham.ac.uk Tel: 01536 413123 **www.tresham.ac.uk**
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THE BEDFORD COLLEGE GROUP

matrix quality standard for information advice and guidance services approved by the matrix Accreditation Body

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