

FAQs



Is there a closing date for applications?

We accept applications throughout the year, but to make sure you get on your chosen programme we encourage you to apply as soon as possible. There is no need to wait for your exam results before applying.

How do I apply?

You can easily apply online through the college website. In order to apply online you will need to create an account, which will allow you to manage your application and keep your information up to date. When registering online, we recommend that you use a personal email address rather than a school address, as we will use this address to contact you during the summer holidays and right up to the start of your course. Alternatively, if you are unable to complete the online application form we also have paper forms available. These can be obtained from the college receptions, or by contacting our Admissions Teams.

I am having trouble completing the online application form

Please contact our Admissions team on 01527 572822 (for Bromsgrove/Redditch) or 01905 743456 (for Worcester) and they will be able to help you complete your application form and answer any questions. The Admissions phone line is open Monday to Thursday 8.30 am - 5.00 pm and Friday 8.30 am - 4.30 pm.

How do I find out more about courses?

We recommend that you begin researching our courses using the college website, or prospectus. Another great way of finding out more about your course options is to attend a college open event. These are run in October, November and March and are a great opportunity to visit our campuses. You can familiarise yourself with the college sites and all of our teaching staff will be on hand to talk to you about their subjects. If you're struggling to select the right course you can also contact our Careers Advisors. The College can help you make a decision about the education and training options available to you in order to make applying to the college as easy as possible. If you would like a Careers Advisor to contact you, please tick the relevant box on the application form or contact us on (01527) 570020.

Will I need to come to an interview?

We require all students to attend a college interview in order to secure an offer of a place on a course. This is a really important part of our process as it helps to ensure you are supported to find the right course for you. We interview regularly and we will be in touch shortly after we receive your application to confirm the date and time of your interview.



How can I get additional support?

If you have a disability or learning need, please let us know by completing the support requirements section on the application form. We will try to ensure that a specialist member of staff attends your interview to discuss your needs in full. If you are unsure on what support is available, please speak to our Support 4 Success team on (01527) 572915 or email support4success@howcollege.ac.uk.

Will I need a DBS check for my course?

If your programme features contact with children or vulnerable adults, you will be asked to complete a Disclosure and Barring Service (DBS) check before starting your programme. There will be an additional cost associated with this.

How will I know if have been offered a place?

At the end of your interview you should know if your application has been successful. The offer is likely to be conditional on achieving the published entry requirements. If for any reason the course you have chosen is not suitable, we will do our best to find an appropriate alternative.

What if I don't get the GCSE results I need?

If you do not get the GCSE results you require to meet your conditional offer, please do not panic. We hold advice sessions at the end of August each year so you can talk to our tutors to find out what your options are. The dates and times for each advice session are displayed on our website in the months leading up to GCSE results day.

When I finish my programme, will I be able to progress onto the next level of study?

We always encourage our students to aim high to achieve their full potential. On most programmes there is an opportunity to progress on to a higher level and after Level 3 we offer a number of different HND/ Degree level programmes too. Progression to a higher level is not guaranteed and will be subject to you gaining a satisfactory result in the preceding qualification and meeting the necessary entry requirements for the higher level qualification.