

Skills Check

The following courses require a Skills Check. Please take this into account when enrolling and allow at least 2 hours to complete the full enrolment process.

- Level 2 Qualifications and below (i.e. GCSEs/NVQ etc)
- Access Qualifications

Access Courses

If you wish to enrol onto an Access course you will need to sit an Skills Check in English and Maths prior to your interview/enrolment. You can sit a Skills Check at the following times:

Hammersmith Campus

Thursday 26 August Tuesday 31 August Thursday 2 September	10am, 1.30pm or 4pm
Friday 27 August Wednesday 1 September	10am or 1.30pm
Friday 3 September	10am

Southall Campus

Skills Checks are held throughout the main enrolment. Please ensure you arrive at least 2 hours before the enrolment closing time.

NOTE: See our Frequently Asked Questions section about children on Campus.

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Frequently Asked Questions

“I don't know which course I want to do”

There are many different courses to choose from - call our College Information Centre or speak to us at enrolment to discuss your options:
0800 980 2175

“What if the course is full?”

At enrolment there will be plenty of tutors available to ensure you are aware of the full range of options open to you. We will put you on a waiting list, alternatively you may be able to enrol onto a different course although we cannot guarantee this.

“I need an enhanced CRB Check.”

You will need an Enhanced CRB check if you wish to study a Health, Care and Early Years course.

Contact **0870 909 0844** to apply for a CRB check. You will need to pay £36 and quote the following reference number: 21730800009

Remember to bring your CRB number to enrolment.

NOTE: You can also complete your CRB form with your tutor during induction. Remember to bring a cheque or postal order for £36 payable to Ealing, Hammersmith & West London College.

NOTE: If you are a volunteer, collect an exemption form from your local job centre to recover your costs.

“Do I need to provide anything specific to enrol onto my course?”

- **A level Sciences or A level Maths evening Sciences** - you will need to sit a 40 minute Skills Check during the main enrolment times. The last Skills Check is at 5.30pm. The Skills Check on 3 September finishes at 12 noon.
- **Art** - a portfolio including a range of media projects, examples of observations (real life objects) and expressive drawings (that show emotion).
- **First Diploma in Media** - a sample of your written work.
- **BTEC National Diploma in Interactive Media** - a portfolio including drawings you have drawn from life (as opposed to copying from photographs).
- **Graphic Design** - a portfolio of GCSE work, or still life drawings, portraits, views from rooms. Your drawings must be done in pencil, tone or mixed media. We will not accept copied work, manga or computerised work.
- **Photography** - a portfolio of your own photography.
- **Performing Arts** - to find out audition times and how to prepare for them, contact:
0800 980 2175

“I would like to enrol onto an English course - English is not my first language.”

If you would like to learn English, you can enrol onto our ESOL or EFL courses. You must make an appointment at the campus where you wish to study. To make an appointment drop into Reception or our College Information Centre:
0800 980 2175

“I would like to enrol onto a class but I'm not sure which level is appropriate for my ability.”

If you are unsure of which course level to enrol on, you will need to speak to our course advisors. Call:
0800 980 2175

“Does the College offer childcare whilst I enrol?”

Unfortunately, children are not allowed in the Skills Check area. You are welcome to bring your children to the College whilst you enrol, however you must bring someone who can help you look after them if you need to complete a Skills Check. If at all possible, we recommend that you try to find childcare.

“Do I have to pay all of my fees at once?”

- If your course lasts longer than one term and costs £300 or more you can pay in two installments (at enrolment and in November).
- If your course costs over £500 you can pay in three installments (at enrolment, in November and February).
- Commercial Activity Programmes (CAP) and Higher Education (HE) fee payment will be charged the full fees in all instances.
- International students have to pay a minimum deposit of £2,500 to reserve a place on a course. Outstanding fees must be paid at enrolment. Courses that cost less than £2,500 must be paid in full before the course starts.

Passports, Visas and Home Office (UK Border Agency) documentation

We may need to see the following documents in order to enrol you so please bring them with you.

- Your passport
- Your visa
- Any documents issued by the Home Office (UK Border Agency)

If you have a student visa and need help with extending your stay in this country, please contact our International Centre:

0207 565 1246 or intoff@wlc.ac.uk

“I am in receipt of an income-based benefit - how much do I pay?”

If you are in receipt of an income-based benefit you will only be charged a £20 enrolment fee as tuition is free. However, HE and CAP qualifications must be paid for in full.

“Which benefits qualify for fee concessions?”

- Job Seekers Allowance
- Income Support
- Housing Benefit
- Council Tax Benefit
- Working Tax Credit (subject to a yearly household income)
- Employment Support Allowance
- Pension Guarantee Credit

“What do I need if my employer is paying my fees?”

If an employer or training agent is paying your fees and receiving a training grant or any government funding towards your college training (e.g. you are on Apprenticeship Programme) they must contact the College prior to you starting the course in order to agree and sign a training contract as the standard employers fees do not apply.

If your employer does not receive any funding towards your training they must write a letter on headed paper for you to bring when you enrol. This should state that they will pay your course fees and any other necessary costs. The College will then invoice your employer.

“Can I receive a discount on Higher Education Courses?”

We are unable to offer any discounts irrespective of age, status or circumstances. This includes Higher National Diploma, Certificates and Foundation Degree courses. EU students may qualify for help with tuition fees and maintenance and can apply for loans and grants. To apply for a loan/grant, you need to complete the Student Finance England application form on-line as soon as possible.

For further details visit:
www.direct.gov.uk/studentfinance