



Dear Parent/Guardian,

I am writing to inform you of the new college application process. Pupils need to decide what they are doing upon leaving school this summer and apply for their choice.

Neath Port Talbot College expect pupils to put in their application in the next two weeks. Pupils will be supported in registration and during lunch workshops run by the college to complete an online application for NPTC. This year a new system is operating, and most pupils will be required to arrange and attend an interview with parents/ carers at their chosen college to receive an offer of a place.

If pupils do not plan to attend NPTC, for example they plan to apply for 6th form, an alternative college, an apprenticeship, a job or work based learning then they must see the careers advisor for more information by half term.

Pupils can see the careers advisor if they have any concerns. Registration teachers can email the careers advisor or pupils can drop into the careers office during lunch or break to arrange an appointment. Please see the information below:

What details do I need for my College Application?

Personal information including full name, address and postcode

Name and address of an emergency contact

Details of any health issues, learning difficulties or disabilities

Summary of hobbies and achievements

Any career ideas

Full list of all qualification taken or are currently taking, including the level (GCSE, BTEC) and what grade you think you will achieve

Course you wish to do in college and the campus you want to attend (you must check an up to date prospectus for these details).

I hope this information is useful and we will support pupils as much as we can. However, it is very important that you are aware of the new process.

Yours sincerely

Mrs C. Morgan