



How to Complete your Application Go Higher Access Diploma Application 2018/19

Thank you for your interest in the **Go Higher Access Diploma at The University of Liverpool**.

Applying for Go Higher is a simple 3-step process:

Step 1: You submit an application form

Step 2: You submit a Personal Statement

Step 3: You attend an interview and assessment

It is important that you read through the information provided before applying for the course.

Applications can be submitted in one of 2 ways:

- Download an application, complete and post it to Go Higher, Faculty of Humanities & Social Sciences, University of Liverpool, 1-7 Abercromby Square, Liverpool L69 7WY. You can download an application from <https://www.liverpool.ac.uk/humanities-and-social-sciences/go-higher/go-higher-apply/>

or

- Contact the Go Higher office gohigher@liverpool.ac.uk or 0151 794 1433 and request an application. This can be emailed or posted.

If you have problems downloading the application and guidance then please contact the Go Higher team on 0151 794 1433 or email to gohigher@liverpool.ac.uk.

The closing date for applications is Wednesday 30th May 2018

When you send your application form by post; please make sure it has the right amount of postage. Unfortunately, we are unable to pay for redelivery of an application form that has been sent without the full postage.

Eligibility Criteria

Before completing the application please read the following points carefully. In order for you to successfully complete the Go Higher programme and gain the most from your studies you should have:

- a) *Basic IT skills including being able to email using attachments, word process a document and search the internet.*

If English is not your first language you should have:

- b) *An IELTS Certificate at level 6.5 or above (or equivalent).*

If English is not your first language you will need ideally to provide evidence of an English Language Qualification at IELTS level 6.5 or equivalent. If you are planning to apply for a degree at the University of Liverpool **you will not be able to do this unless you have an appropriate English Language qualification.** *More information can be found here*
<http://www.liv.ac.uk/study/international/countries/english-language/>

Finally,

- c) *GCSE Grade C or 4 in English and Mathematics are preferred but not essential for a place on Go Higher. However, these are essential if you wish to progress onto an undergraduate degree programme in teaching and some other disciplines. **You will need to check this with the admissions tutor for the department.***

Fees

The fees for 2018/19 will be:

- £980 Full Fees, payable in three instalments
- £50 Registration Fee. This is available to applicants in receipt of a means-tested benefit such as Jobseekers Allowance, Working Tax Credit, Income Support, Housing Benefit, State Pensions Credit, Income Related Employment Support Allowance
- £490 Half Fees are payable for those students over 60 years and not in receipt of a means-tested benefit
- £5,075 International students - If you think you may be classed as an international student, please contact us for advice.

Step 1: Completing your Application Form

Please note you need to:

- complete the application form. Please don't just attach a CV;
- complete all sections of the application form in **BLOCK CAPITALS**;
- have an email address which we will use to contact you.

Section 1: Personal Details

Please ensure we have all your contact information including your email. We will contact you by email if we have any queries, to give you more information about your Personal Statement and to organise your interview.

Section 2: Education

Please include copies of your certificates with your application, if available. Please do not include original certificates as we are not able to return them to you. You may be asked to provide originals when you start.

Section 4: Disability/Special Needs

A student's disability is not a factor in selection. Telling us you have a disability or health need will not affect the University's decision as to whether or not to offer you a place. Any information provided will remain strictly confidential. It is important for the University to know of any disability for the purposes of monitoring equal opportunities and to ensure that the University can provide students with appropriate facilities and support.

Section 5: Criminal Convictions

To help the University reduce the risk of harm or injury to its students caused by the criminal behaviour of other students, we must know about any relevant criminal convictions that an applicant has.

Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking. Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered to be relevant and you should not reveal them. If you are unsure about this, please contact the Go Higher team.

Section 6: Care Leavers

The University of Liverpool is committed to supporting care leavers throughout their time at University. We would encourage you to declare this so that we can contact you to find out if you would like any support or advice.

Section 7: Referee

In order for you to be offered a place on the course, we will need a reference from someone who knows you enough to comment on your suitability for the Go Higher course. This should be, for example, a current or former employer or current or former tutor. Please give or send the attached form to your referee and ask them to email it to us at gohigher@liverpool.ac.uk. Unfortunately we

cannot accept references from your family members *or friends who have studied Go Higher*. If you have any concerns about this, please get in touch with us. We will ask for an additional reference if necessary.

Section 8: Fees

If you are unsure of what fee you will have to pay please contact the Go Higher team on 0151 794 1433 or gohigher@liverpool.ac.uk. You can also contact the University of Liverpool Student Fees Team directly on 0151 794 2547 for advice. You should also be aware that if you start the course and then leave, you may still be liable for a portion or all of your fees.

Step 2: Completing your Personal Statement

Your personal statement should be word-processed, preferably in Word, and **emailed as an attachment** to gohigher@liverpool.ac.uk.

We ask you to do this because, as a student on Go Higher, you will need basic IT skills including word-processing, using attachments and searching the internet for information. By word-processing and sending your personal statement to us by email we can be sure that you have the basic skills needed to get the most from Go Higher. Please ensure to word-process and send your Personal Statement *yourself* – if this is not done perfectly it will not affect your application.

Your Personal Statement should be between 150 and 300 words long and tell us a bit about yourself, your background and interests, and why you have decided to apply to Go Higher.

Please also tell us what you expect to gain from it and what in particular appeals to you about the course, your future aims or career plans, and how the course connects to your future plans.

If we don't receive Personal Statement, we won't contact you about an interview and assessment

Step 3: Attending an Interview and Assessment

This will take place on The University of Liverpool campus. You may be asked to attend before the closing date.

If you don't hear from us within three weeks of submitting your application please contact the Go Higher team on 0151 794 1433 or gohigher@liverpool.ac.uk.