



**LIFE AT  
PETROC™**

# WHAT HAPPENS AFTER YOUR INTERVIEW?

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## Accepted an offer?

You will receive confirmation of your conditional offer and acceptance by email. You will then be sent a letter or email before the start of term which will include all of the information you need to start at college as well as an invitation to an Introduction Day. All offers are conditional until exam results have been confirmed by your GCSE results slip. If your results are not as expected, you may be offered to study your programme at a different level.

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## Considering an offer?

You have been offered a conditional place on the course but would like time to think about it; this offer will stand until you make up your mind.

You should attend any other interviews you have set up and apply for any courses which you may also be considering. If you want any advice, the Advice & Guidance Centre is always happy to help.

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## Interviewer has requested more information?

If your interviewer has requested any extra information, e.g. a school report, as a condition of your offer, please ensure you forward it to the Registry Team as soon as you are able, to avoid a delay in processing your application.

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## Not been offered a place?

Don't be disappointed, there may be a course you can enrol on to prepare you for next year. Have a look at other options, look at the Petroc prospectus, go to **petroc.ac.uk** or speak to one of the team in the Advice & Guidance Centre. We have a course suitable for everyone.

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# PETROC APP

The Petroc App is available to all learners, and parents and guardians of 16 to 18-year-olds studying at Petroc. Login to the app to access:

- View college applications and interview details (including any conditions of any offers made)
- See your/your child's attendance record and class timetable, once the college year has started
- View progress reviews and assignment tracking
- Use the absence reporting system
- Make secure online payments for trips and additional course costs
- Provide permission and information for educational visits
- Receive alerts for absences
- Update your contact information
- Apply for the Bursary and Travel

To find out more visit **petroc.ac.uk/portal**

You will need to log in to the Petroc App using your Petroc username and password which you should have received via email after you applied (please also check your junk emails) – if you have not received this email please contact the Registry Team on **01271 852443**.

## TRAVEL

If you plan to travel to our North Devon, Mid Devon or Brannams campus by bus, you may be eligible for a free bus pass. Please visit our website for more information about the Petroc travel scheme. If you are travelling to college by car, you will need to ensure you display either a valid parking permit or a pay and display ticket. You can buy a permit through the Petroc App, or you can buy a ticket at machines in the car park areas.

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## SUPPORTING YOU

We have a wide range of services and resources to make your journey with us as smooth, rewarding and enjoyable as possible.

### ADDITIONAL LEARNING SUPPORT

If you are having difficulty with your learning you can speak to your tutor, Head of SEND or the Additional Learning Support Team. The ALS team are based in the Advice and Guidance Centre.

### CAREERS SUPPORT

We have a dedicated Careers Education and Guidance Adviser, offering 1:1 careers appointments, workshops and help with job applications and CV writing.

### CHILDCARE

The Government runs a childcare support scheme for students under the age of 20 called 'Care to Learn'. If you are over 20 you may be able to access support for childcare through the Bursary schemes. Please contact the Advice and Guidance Centre to find out more.

### COLLEGE COUNSELLOR

On-hand for advice and appointments. If you would like to refer yourself or somebody else, please contact the Early Intervention Team or Student Services.

### FINANCIAL HELP

If you need financial help to cover the costs of studying, we may be able to help you via the Bursary Fund. Please contact the Advice and Guidance Centre to find out more.

### LEARNING TECHNOLOGIES & LIBRARY SERVICES

Helping your online blended learning and offering support when using a variety of digital tools. We also provide reliable information for your studies and show you how to access Moodle and Google Classroom.

### SCHOOL LIAISON TEAM

Working with local schools to ensure you're fully aware of all the options available to you.

### STUDENT SERVICES

A free, confidential service. We are here to listen and help you. Based in room E146 (North Devon Campus).

### STUDENT UNION

Petroc Student Union is run by students, for the benefit of our whole learning community. It represents the voice of our learners and is at the heart of our college life.

### THE ADVICE & GUIDANCE CENTRE

Answering all your questions about courses, transport, funding and much more. Still not sure what to study? We are open throughout the year - please contact us to find out more.

### TUTOR SUPPORT CO-ORDINATORS

We have a team of staff who are trained to provide solution-focussed practical and emotional support to learners, helping to minimise the barriers to success.

# LANYARDS

As part of our safeguarding policy, all learners must wear their lanyards (which contains your Petroc ID card) whilst on campus. You will be issued this at the start of term.

Wearing your lanyard makes you easily identifiable as part of the Petroc community and enables us to keep you safe at all times whilst on site. Your ID card also contains vital contact details in case of an emergency.

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## CAREERS SUPPORT

Whilst at Petroc you can access careers support from the college's careers adviser. This is an impartial service and provides 1:1 careers information, advice and guidance covering:

- What to do next if you're unsure
- Help with your career/course ideas and progression
- Help with university/degree choice and UCAS application
- Support with apprenticeship/job finding
- Support with your CV and application forms
- Help with job interviews

You will also receive careers support through:

- The Job Shop - Petroc's job advertising website listing part-time jobs, apprenticeship vacancies, volunteer opportunities and work experience
- Job Shop website: [petroc.ac.uk/support-help/job-shop](https://petroc.ac.uk/support-help/job-shop)
- A range of careers resources including Top Tip help leaflets covering CV writing, job finding, interview skills and more
- 24 hour access to Careers Central, Petroc's dedicated careers website where you can book careers appointments and access a wide range of careers information and resources.

Contact Petroc's careers adviser: [careers@petroc.ac.uk](mailto:careers@petroc.ac.uk) | [jobshop@petroc.ac.uk](mailto:jobshop@petroc.ac.uk) | **01271 852424**

We also advertise all of our apprenticeship vacancies on the National Apprenticeship Service website. NAS is the official government service for posting and managing apprenticeship vacancies and traineeship opportunities in England.

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## INDUSTRY PLACEMENTS

Industry placements are an opportunity for students to undertake a work placement with one of our outstanding local employers. The aim of the placements is to provide 16-19 year olds taking a technical course with real-life industry experience, to develop their knowledge and skills within their chosen field.

Work placements need to last for 315 hours, and can be completed over two years. There's funding available for students to transport, work wear, food and general equipment they will need on their placement. Industry placements are an important part of T-levels.

Initially, T-levels will launch across four different curriculum areas in 2021:

Healthcare & Science • Digital • Construction • Education and Childcare

By 2023 there are plans for 23 different T-level pathways.

# KEY CONTACTS

If you have any queries regarding your interview, application or college life please get in touch.

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## Registry Team

Application, interview and enrolment queries.

North Devon: **01271 852443**

**registryteamndc@petroc.ac.uk**

Mid Devon: **01884 235269**

**MDCAdmin@petroc.ac.uk**

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## The Advice & Guidance Centre

Course, transport and financial information.

North Devon: **01271 852422**

**guidancecentre@petroc.ac.uk**

Mid Devon: **01884 235330**

**guidancecentretiverton@petroc.ac.uk**

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## Safeguarding

The Petroc Safeguarding Team may be contacted by either parents/carers or learners should they have a concern, or just want some advice regarding any safeguarding issues whilst at Petroc.

**safeguarding@petroc.ac.uk**

North Devon: **01271 852370**

Mid Devon: **01884 235350**

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## Support Services

We want Petroc to be a place where everyone is safe and happy and able to access a range of positive experiences and opportunities. We have a dedicated Support Services staff and if you need help just ask any member of staff to help you get in contact with the support teams.

Follow us on Instagram **@petrocsafeguarding** for information about the team, what we do and events we run throughout the year.

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## Additional Learning Support

You can talk to the following staff who would be happy to help, or put you in touch with the appropriate service:

The ALS Team: **als@petroc.ac.uk**

The Advice & Guidance Centre:

**guidancecentre@petroc.ac.uk**



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