

## GUIDE FOR APPLYING ON THE WEBSITE:

1. Go to **petroc.ac.uk**
2. At the top of the page, select "Courses" and then "School Leavers"

3. Choose between the different types of courses available, ie A-levels, Vocational or Apprenticeships and then select the courses within the areas that interest you.

4. Bring up the course information and then click "Apply". This will put the course in your basket and when you have finished choosing your courses, click on your basket and then "Apply Now".

This will bring you to your checkout where you will need to click on "Continue with application" and fill in your information.

Please provide a personal email address rather than your school email and as we are aware that many of you will not know your predicted grades, please put TBC (To Be Confirmed) in the grade boxes and then upload your GCSE results to us in the summer.

5. After you have submitted your application, you will receive an email from Petroc confirming your application and information with regards to interview dates within 28 days, so please remember to check your emails regularly!

6. If you would like help with this or would like to discuss your options at school then please email us at **[schoolliaison@petroc.ac.uk](mailto:schoolliaison@petroc.ac.uk)** and we will arrange a time to come and help you.

