

Applying to The College Merthyr Tydfil for 2025 Entry

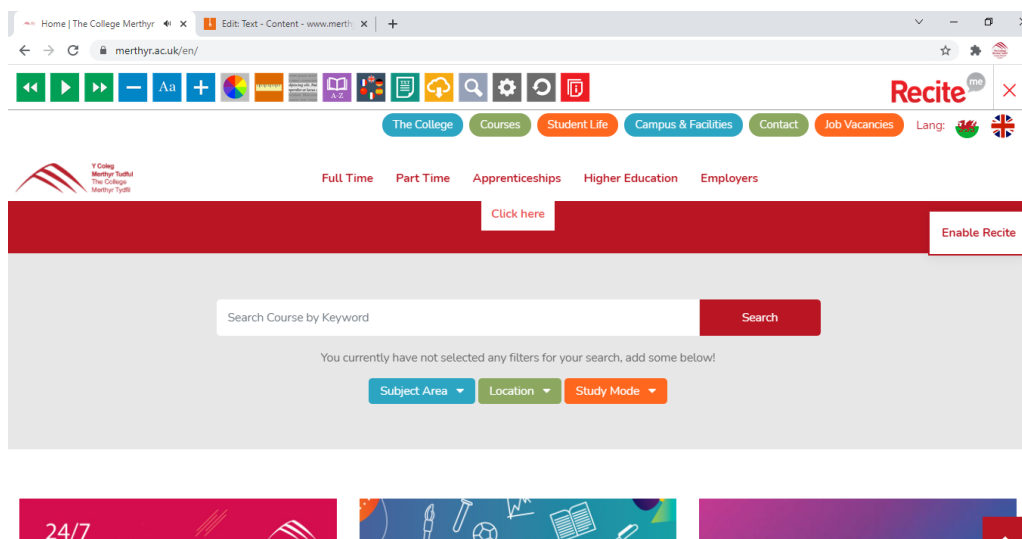
Help and Guidance Document for Learners

Application Help and Guidance Document for Learners

To apply for a course for 2025 entry, please visit:

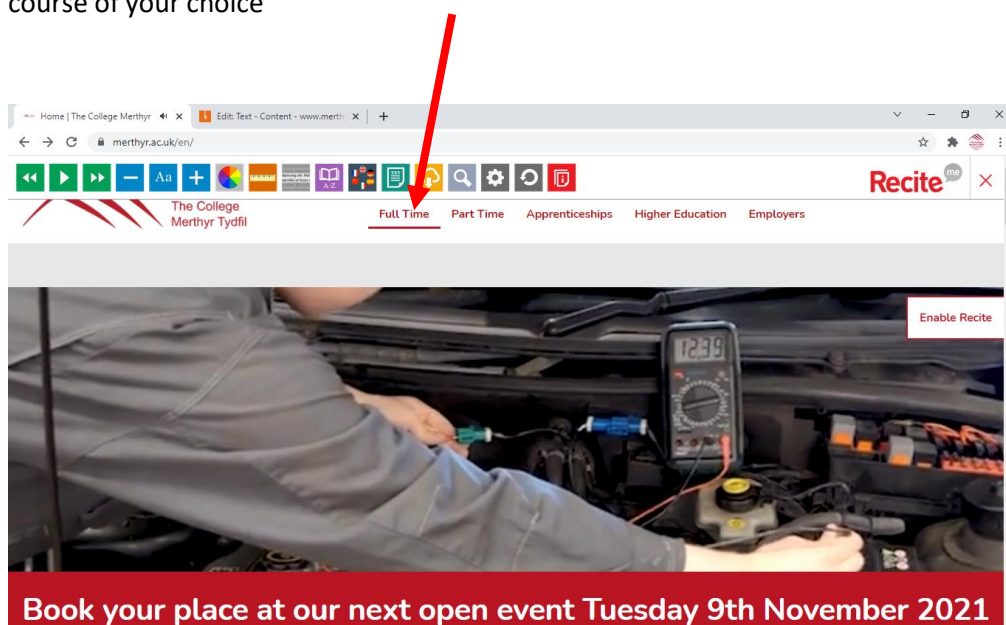
www.merthyr.ac.uk

You can search for the course of your choice using the course finder on the front page of the Website

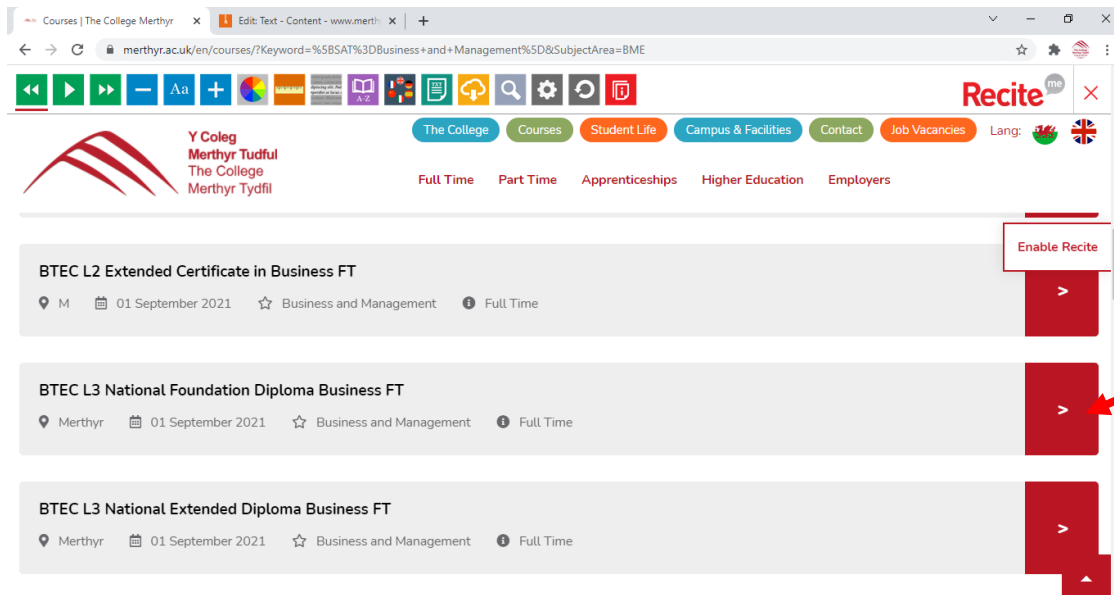
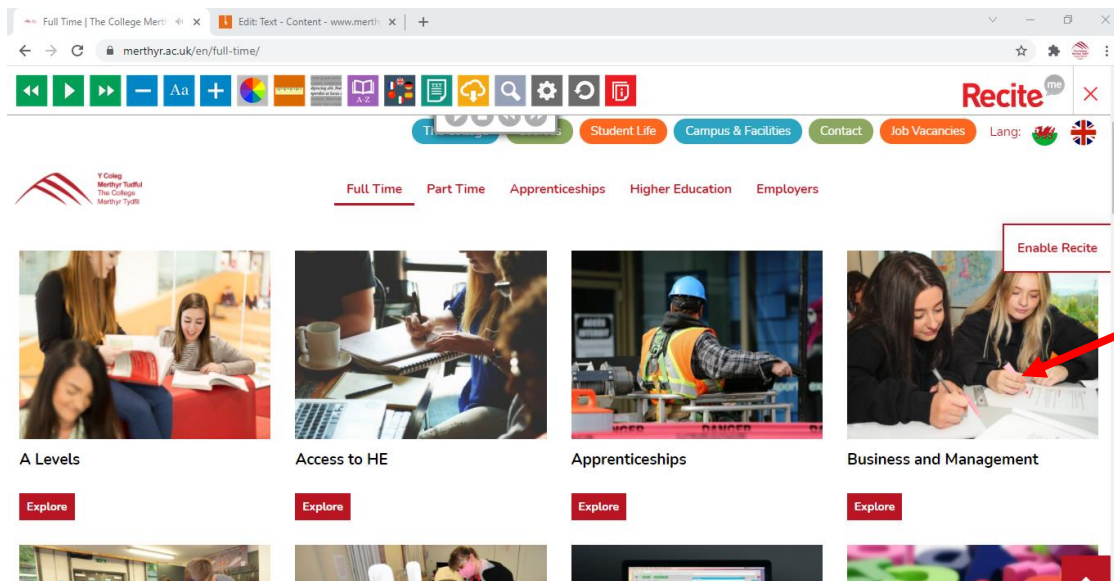


Or

You can click on the Full Time tab at the top of the Webpage and then click on the subject area and course of your choice



So, if I was interested in studying BTEC Level 3 Business Studies for example, I would click on the Business and Management tab and then pick the course I wish to study and click Apply Now

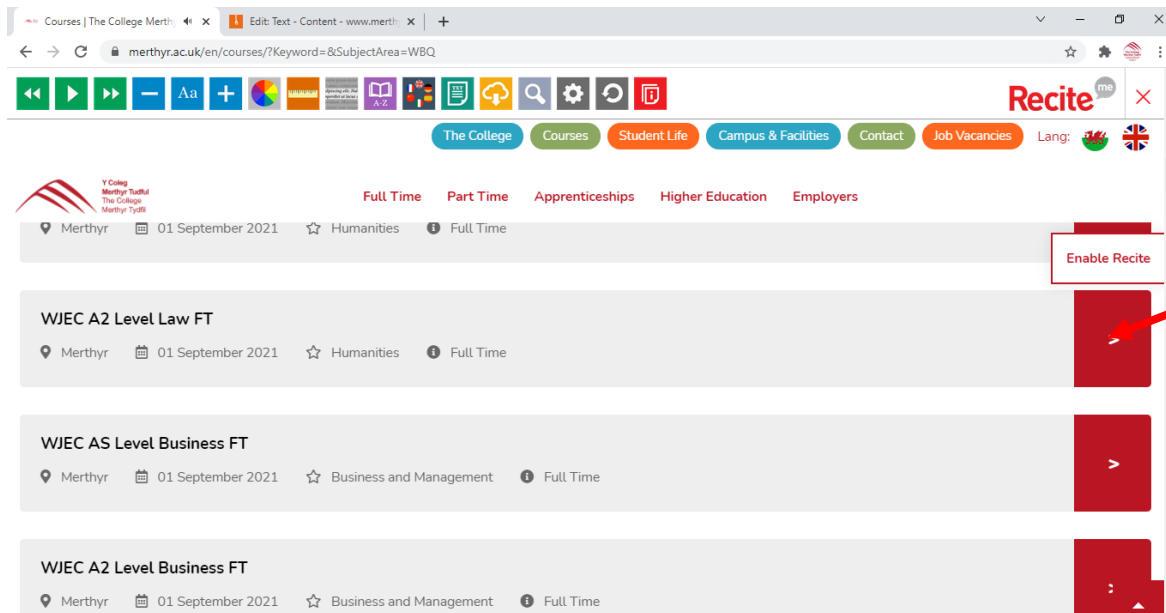


The screenshot shows the website for Y Coleg Merthyr Tudful. The header includes the college logo and navigation links: The College, Courses, Student Life, Campus & Facilities, Contact, Job Vacancies, and Lang. Below this are links for Full Time, Part Time, Apprenticeships, Higher Education, and Employers. The main banner features a woman's face and the text "BTEC L3 National Foundation Diploma Business FT". A "Recite" button is in the top right. Below the banner, an "About the Course" section lists details: Merthyr, 01 September 2021, Business and Management, and Full Time. A "Course Outline" section follows, with a description of the course and an "Apply Now" button. The URL at the bottom is https://ebsontrackprospect-ebolive.merthyr.ac.uk/Page/createAppPersonalDetails?UIOIDs_InList=13173.

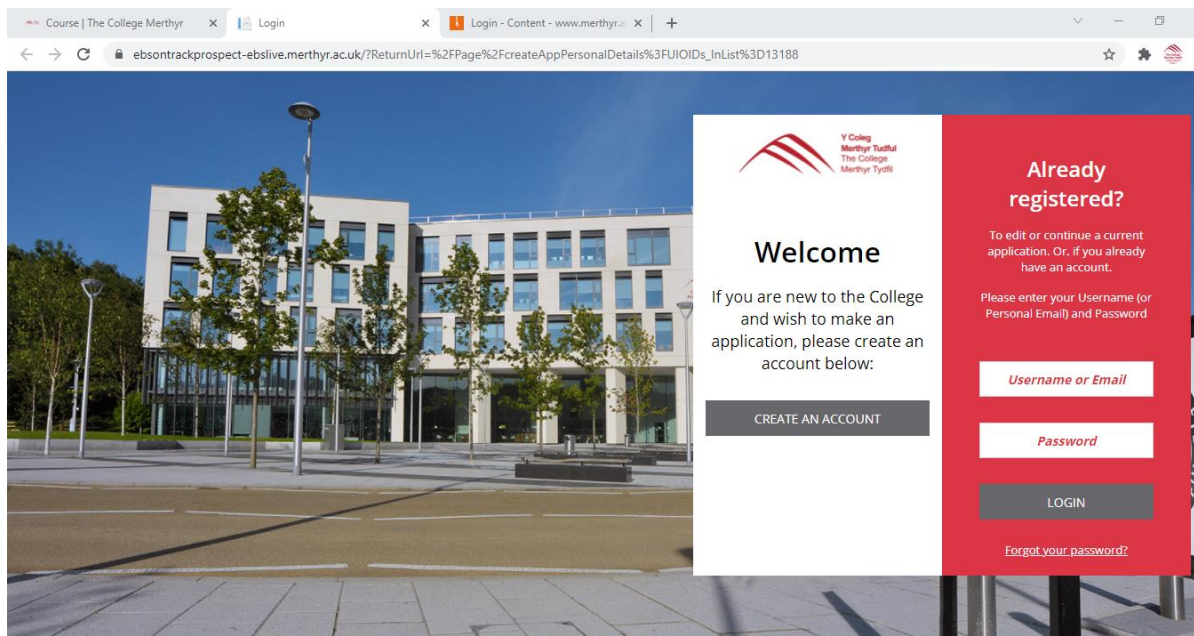
Applying to study A levels

If you are applying to study A levels you can apply by either clicking on the link in the dedicated A level information page or by clicking on one of the A level subjects you wish to choose and then click apply now. You will have the opportunity to select the other subjects you wish to study as you go through the application process.

The screenshot shows the "Full Time" section of the Y Coleg Merthyr Tudful website. A red arrow points to the "A Levels" link. Below the link are four cards: "A Levels", "Access to HE", "Apprenticeships", and "Business and Management". Each card has an "Explore" button. The URL at the bottom is <https://www.merthyr.ac.uk/en/full-time/a-levels/?Keyword=&SubjectArea=WSQ>.



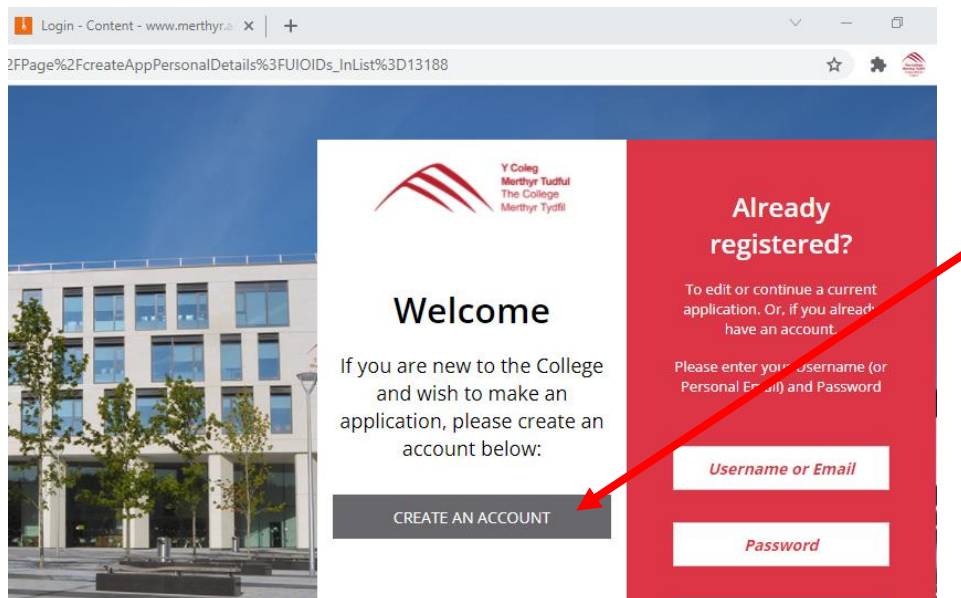
Clicking on the Apply Now links will take you to the following page:



Step 1 – Creating your college account

The first thing you need to do is create a college account.

Click on the Create an Account button.



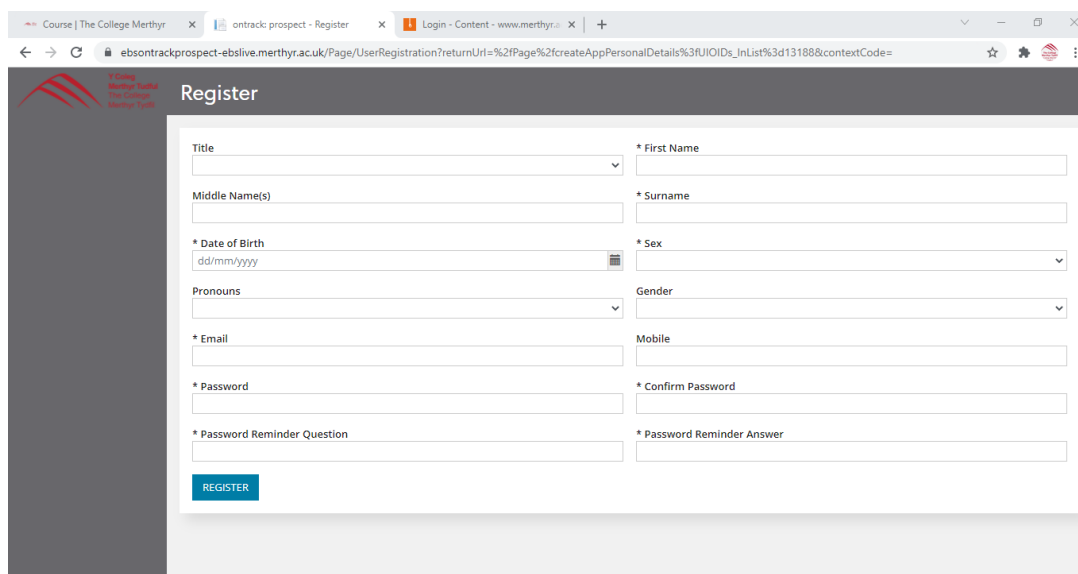
Registering your details

It will ask you to enter some key details, including your name and date of birth.

It will also ask you to enter an email address. Please use an email address that you use on a regular basis and have access to as this will be the email address that we will use to send you important information and updates about your application to college.

The email address will also be the one you use to log back into your college account.

It will ask you to enter a password. Please make sure that you remember this as this will be the password that you will need to use to log back into your account.



Once you have completed this step, you should receive the following email notifying you that you have registered. Please note this does not mean that you have completed your application.

Email Header – Your College Merthyr Tydfil Account

Hi [FORENAME],

Welcome to The College Merthyr Tydfil on-line applicant portal.

Thank you for registering with us.

Your Username is:

You can now use this account to complete your application to the college and monitor and track the progress of this application.

Please note you can save your application and return to it at any time but you must click 'save for later' to do this. If you just exit, you will lose any details you have inputted.

Step 2 – Completing your application

To complete your application, you need to click next to enter your further details. This will begin with personal details as shown in the screen below:

Application Form - Personal Details

You are applying for:
BTEC L3 National Foundation Diploma Business IT

Personal Details

Title: Miss, Forename: Ella, Preferred Name: , Middle Name(s): Grace, Surname: Jones, Date of Birth: 16/05/2006, Sex: Female, Pronouns: She/Her/Hers, Gender: Female, Email: ellag07@hotmail.com, Mobile: 07771825770, NI Number:

Emergency Contact Details

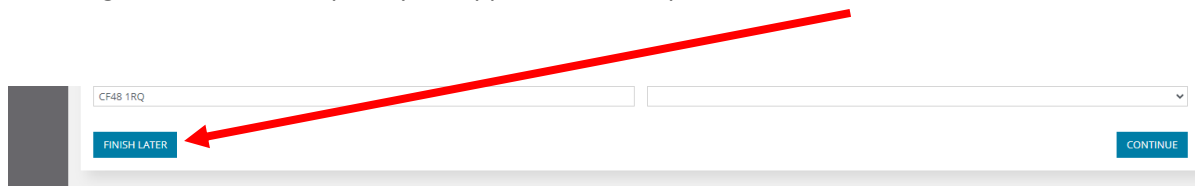
Emergency Contact Name: Seanne Jones, Emergency Contact Number: 07771825770, Emergency Contact Relationship: Mother

Address Search

Type part of an address or postcode to search: , Address Search Results:

Note: it will show you the course you are applying for and where you are in relation to your application process at the top of the screen.

Once you have completed your personal details, click continue to go on to add further details. If you wish to go back in and complete your application later, please click FINISH LATER.



The screenshot shows the top of a web application. On the left, there is a dark grey sidebar. The main content area has a header with a text input field containing 'CF48 1RQ' and a dropdown menu. Below these are two buttons: 'FINISH LATER' on the left and 'CONTINUE' on the right. A red arrow points from the top right towards the 'FINISH LATER' button.

Please do not just exit out of the system as you will lose everything that you have put in.

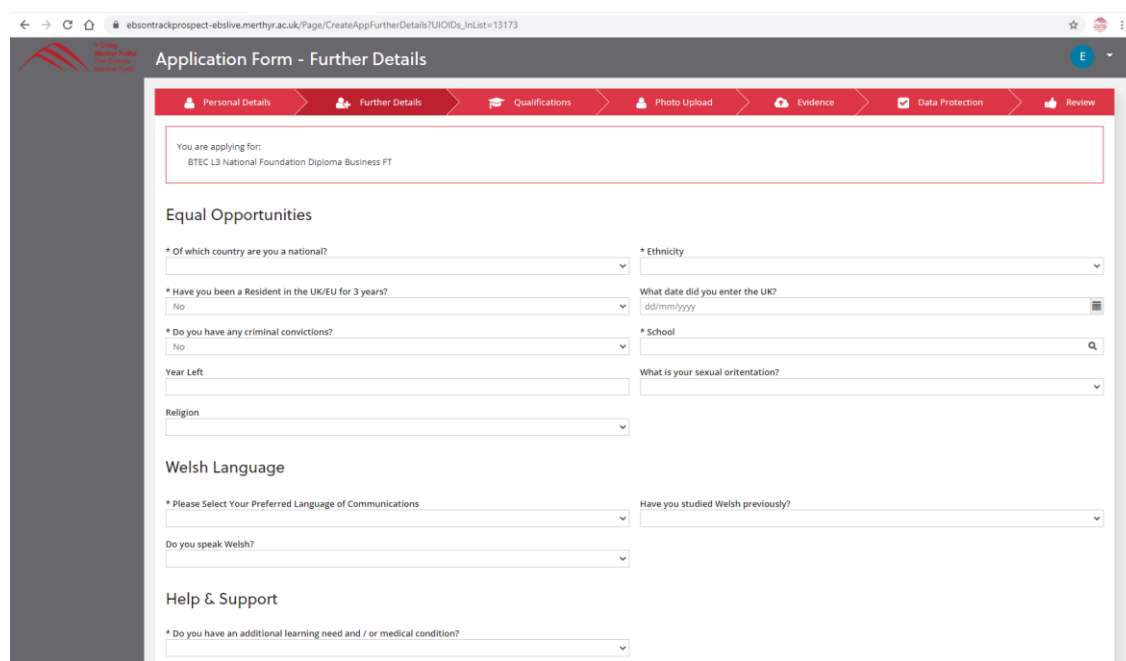
Returning back into your application

If you do want to finish later, you can use this link here to return to your application at any point:

<https://ebsontrackprospect-ebslive.merthyr.ac.uk>

Continuing with your application

When you click continue, you will be prompted to add further details in relation to equal opportunities, Welsh language and support. Please note that these fields are mandatory and must be completed before you can progress on with your application.




The screenshot shows a web browser window with the URL 'ebsontrackprospect-ebslive.merthyr.ac.uk/Page/CreateAppFurtherDetails?UIOIDs_InList=13173'. The page title is 'Application Form - Further Details'. A progress bar at the top shows the following steps: Personal Details, Further Details (active), Qualifications, Photo Upload, Evidence, Data Protection, and Review. The 'Further Details' section contains the following fields:

- You are applying for:** BTEC L3 National Foundation Diploma Business FT
- Equal Opportunities**
 - * Of which country are you a national? (dropdown)
 - * Ethnicity (dropdown)
 - * Have you been a Resident in the UK/EU for 3 years? (dropdown, No selected)
 - What date did you enter the UK? (date input, dd/mm/yyyy)
 - * Do you have any criminal convictions? (dropdown, No selected)
 - * School (text input with search icon)
 - Year Left (text input)
 - What is your sexual orientation? (dropdown)
 - Religion (dropdown)
- Welsh Language**
 - * Please Select Your Preferred Language of Communications (dropdown)
 - Have you studied Welsh previously? (dropdown)
 - Do you speak Welsh? (dropdown)
- Help & Support**
 - * Do you have an additional learning need and / or medical condition? (dropdown)

In the Qualifications Tab – please enter details of any GCSEs or other qualifications you may have already gained and details of those GCSE subjects you are studying in 2023. Please do not worry if you do not know your predicted grades as these can be added at a later stage.

You will also be asked to upload a photo of yourself. When uploading a photo, please make sure that you upload a portrait style photo taking into consideration the following guidelines:



- Take the shot from medium distance – there should be roughly 4/5 inches from the top of the subject's head to the top of the frame. The bottom of the frame should be just below the subject's elbows.
- Shoot the picture horizontally and make sure that the subject is central and that there is ample space either side of the subject so that we can add a quote/graphic in post-production.
- Try to shoot in front of a neutral background where there aren't too many distracting features behind the subject - such as trees etc
- Make sure any light sources are in front of the subject and not behind – this applies whether taking the photo inside or outside.

At the end of your application, it will ask you to tick a range of data protection consent boxes. Please take the time to read through our Privacy Policy thoroughly as it is important to ensure that you understand the way in which we collect, store and share your personal data.

Please remember to click Submit to ensure that you have completed and submitted your application!

Once you have completed your application, you will receive an email and text confirming that we have received your application.

Dear [FORENAME]

Thank you for your application for

We're delighted that you've chosen us as the next step for your future studies.

You can now login to your account [here](#) to check the progress of your application and upload any further evidence (as required). (If you have forgotten your password, please click here to reset it.

If you have not attended one of our open events and spoken to a course tutor, you will be invited in to attend an interview. You will receive an email and text from us very shortly with the details of the date and time of this interview.



Step 3 – Tracking the progress of your application

You can return to check the progress of your application at any point through the following link:

<https://ebsontrackprospect-ebslive.merthyr.ac.uk/>

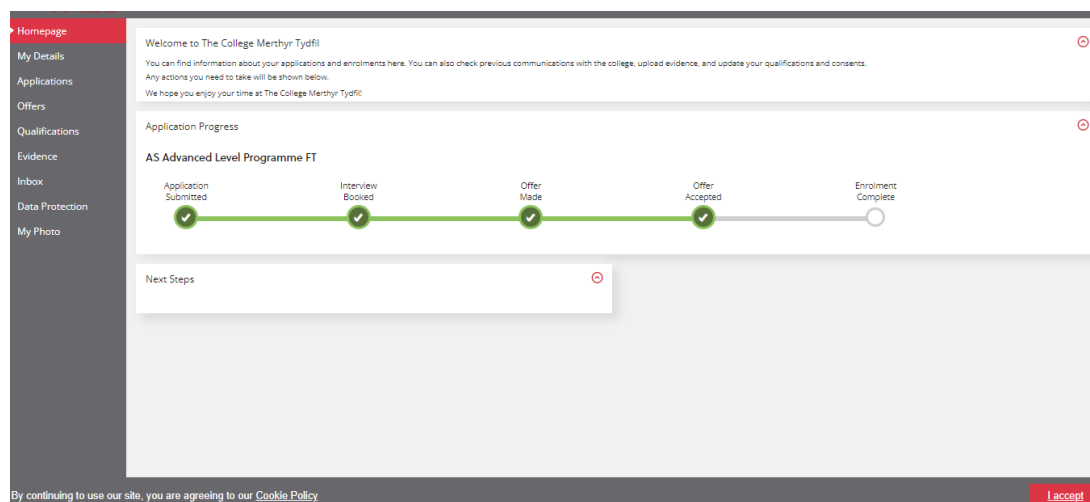
Please also download our college app so that you can receive notifications and updates!!!!

Once we have received your application, we will invite you to attend an interview with us. Please note that if you have attended one of our open events and have already spoken to our course tutors you may not be required to come back in for an interview. The course tutors will inform the admissions team who will proceed to make you an offer.

If you have not attended an open event and spoken to the course tutors. 	If you have attended an open event and spoken in detail to our course tutors about your application, and they are happy that you are applying for the right course for you, we will not require you to come back in for an interview.
We will book an interview for you. You will receive an email and a text message informing you of the details of this interview as follows.	
Once you have attended an interview and we are happy that you are applying for the right course for you, we will issue you with a conditional offer for the course(s) subject to you achieving the required entry qualifications.	We will issue you with a conditional offer for the course(s) subject to you achieving the required entry qualifications.
If we feel, after the interview, that you are applying for an unsuitable course for you, we will work with you to provide advice, guidance and support on alternative pathways.	

Once we have issued you with an offer for a course, you will receive an email and text from us confirming your offer. The email will ask you to go into your account to confirm you are accepting your offer or to let us know you wish to decline your offer.

When you log back into your account, you will be able to see the progress and at what stage you are in your application as shown in the screen below:



Step 4 – Next steps after accepting an offer to study at the college

Once you have accepted an offer to study with us, we will keep in touch with you by sending you regular emails with college news and events. We will also invite you in to attend subject taster and meet and greet sessions. These will give you an opportunity to meet your tutors, get to know other students who will be studying with you and familiarise yourself with the college building and facilities. Please keep a check of your email for details of news and events.

You will also be required to sit a WEST literacy and numeracy screening assessment. This is a Welsh Government statutory assessment that all new further education learners have to sit. There is nothing to worry about and it is very similar to the CATS tests you may have sat in school. However, it is important that you concentrate when completing this screener to ensure that your results are a true reflection of your ability. To access this test, please click [here](#):

Uploading your GCSE results and completing your enrolment

We will send you details of how to upload your GCSE results and the enrolment process for September 2025, in early July.

GCSE Results Day

GCSE Results Day is on **Thursday 21st August 2025**

We will confirm your place on your course as soon as you have received your GCSE results. You will then be invited in for enrolment.

What if I don't achieve the GCSE results I expected?

Please do not worry if you do not receive the results that you expected or you wish to change course. We will write out to you just prior to June to provide details of all of the help, support, advice and guidance sessions that we will be running across the summer, giving you the opportunity to book a virtual or face to face advice and guidance slot to discuss your options and look at the courses and pathways on offer for you.

This advice and guidance will also be available via:

Telephone – 01685 726012

Email – admissions@merthyr.ac.uk

Messaging us on any of the following social media channels:

Twitter: @CollegeMerthyr

Facebook: CollegeMerthyrTydfil

Instagram: @CollegeMerthyrTydfil