

Application form Guidance Notes for 2011/2012

Level 2 Diploma in Fashion Retail

There are no formal entry requirements for the Level 2 Diploma course however you should:

- be at least **16** by 1st September in the year of entry
- show motivation to succeed on the course
- demonstrate an aptitude and enthusiasm for fashion retail

National Diploma in Art & Design (Fashion Clothing)

The BTEC National Diploma is ideal for students aiming to progress towards Higher Education and careers in the fashion industry. For entry to the National Diploma, you should:

- be at least 16 by 1st September in the year of entry

And have any of the following:

- BTEC First in Art & Design of Fashion
- Intermediate GNVQ in an appropriate vocational area
- 4 GCSE passes at A-C grades or the equivalent in Fashion through experience and/or course certificates

Level 3 Diploma in Fashion Retail

The Level 3 Diploma is aimed at a broad range of people from a variety of backgrounds. For entry to the Level 3 Diploma, you should:

- have **5 GCSEs including Maths and English** (Grades A-C)
- or an equivalent Level 2 qualification (e.g. Level 2 Diploma in Fashion Retail), with a Merit or Distinction including Maths & English
- display aptitude and enthusiasm for fashion retail
- possess Literacy, Maths & ICT Skills
- be at least **17** by 1st September in the year of entry
- show motivation to succeed on the course
- have equivalent qualifications or professional experience

Level 4 Diploma in Visual Merchandising

The program for the Level 4 Diploma in Visual Merchandising is intended for students who wish to have a first career position in visual merchandising. For entry to the Level 4 Diploma in Visual Merchandising, you should:

- be at least **18** by 1st September in the year of entry
- have **1 A Level Pass plus 3 GCSE's C grade or above** including English
- or an equivalent Level 3 qualification e.g. (e.g. Level 3 Diploma in Fashion Retail), with a Merit or Distinction
- show motivation to succeed on the course
- have equivalent qualifications or professional experience

Level 4 Diploma in Buying & Merchandising

The Level 4 Diploma in Buying and Merchandising is designed to give the student the opportunity to study fashion retail in preparation for the head office function. For entry to the Level 4 Diploma in Buying and Merchandising you should:

- be at least **18** by 1st September in the year of entry
- have **1 A Level Pass plus 3 GCSE's** including Maths and English at C grade or above
- or an equivalent Level 3 qualification e.g. (e.g. Level 3 Diploma in Fashion Retail), with a Merit or Distinction including Maths & English
- show motivation to succeed on the course
- have equivalent qualifications or professional experience

QUALIFICATIONS/CERTIFICATES

Please provide valid and original certificates at interview for confirmation of qualifications. If your certificates are not in English, then you must provide a certified translation. If there is insufficient space on this form for full details of your qualifications, you may attach a separate sheet which indicates examination board, subject, level, date and result.

If we request further information from you then please ensure that you send it in promptly to the address below. Any additional documentation should have your name and date of birth clearly marked on it.

ENGLISH LANGUAGE PROFICIENCY

If English is not your first language, The Fashion Retail Academy needs to know that you have gained the correct level of English Language proficiency needed for study. The entry requirements are displayed above. Or if you have or are currently studying towards an English Language qualification, please indicate this on the form. International students will need to have one of the following qualifications in English in order to be accepted on the course: **IELTS 5.0 / TOEFL 500 / TOEFL CBT 173**

MARKETING INFORMATION

We would be grateful if you would complete this section so that we can monitor the effectiveness of our promotional activities and publications. Your data protection rights will not be affected.

WORK EXPERIENCE

In this section, please indicate any paid or voluntary work experience that you have. Please indicate the skills and responsibilities that you have gained during these work experiences, such as, Team work, IT or practical skills.

OBTAINING REFERENCES

It is your responsibility to request references. The referee should then complete it and send it to the Academy. **Please detach sheet from your application and forward onto your referee.** If you are currently studying, your reference letter must come from the appropriate person in your current education institution. If you are currently working then your reference letter must come from your current employer. You are welcome to attach more than one reference from an education provider as well as an employer if you would like to do so – you can attach any additional references to the back of the application form. We do NOT accept emailed references.

DECLARATION

Applicants must sign and date the form – we will not process unsigned forms. Please send the completed application form, reference form and IELTS/TOEFL or other Language Certificate (if appropriate) to: **Admissions Office, The Fashion Retail Academy, 15 Gresse Street, London, W1T 1QL**

CLOSING DATES

There is no formal closing date for applications, although it is strongly advised that you apply early due to the limited availability of places. Applications are accepted from October for the following academic year.

WHO TO CONTACT

If you have further queries regarding the completion of this form or have queries regarding the status/progress of your application you can contact: info@fashionretailacademy.ac.uk or **0207 307 2345**.

WHAT HAPPENS NOW?

Applying to study with us is the first stage of the application process. Your application will be considered by the relevant course leader and, if you are successful, you will be invited to an interview at our Gresse Street site. Following your interview, you will be either offered a place or advised that you have not been successful – in both cases this will be in writing. If you are made an offer, this will either be **conditional** or **unconditional** and the title and level programme will be confirmed.

If you already meet all the entry requirements for the course, it is likely that your offer will be unconditional. If, however, you are awaiting exam results, you will be made a conditional offer. We will be in regular contact with you up to the point of enrolment and will be happy to answer any questions that you may have.