

Guidance notes for the part-time Graduate Diploma in Law (GDL) 2008/2010

These notes will help you complete your application to study, understand how we make offers and explain our use of your personal data. Please keep them for future reference.

If you have any difficulty reading these notes or completing your application please contact Admissions on 0800 328 0153 or e-mail admissions@lawcol.co.uk

A – information about you

Please tell us as soon as possible if your address, phone numbers or e-mail address change, to ensure that we are able to contact you at all times.

Special needs

Please select the code from the list below that's most appropriate to you and enter it on the form.

0	I have no special needs
1	I have a specific learning difficulty, eg dyslexia
2	I am blind or partially sighted
3	I am deaf or hard of hearing
4	I use a wheelchair or have mobility difficulties
5	I have Autistic Spectrum disorder or Aspergers Syndrome
6	I have mental health difficulties
7	I have a disability that cannot be seen, eg diabetes, epilepsy or a heart condition
8	I have two or more of items 1 – 7
9	I have a disability, special need or medical condition that is not listed above

We do everything in our power to accommodate students, whatever their requirements. We encourage you to tell us about any disability, special need or medical condition so we can support your study.

Our judgement of whether you are academically suitable for the course is not affected by any information you give about your special needs.

We will keep this information confidential and use it to properly support your study and to monitor equal opportunities for disabled students.

B – information about your course

All part-time GDL courses are studied for two academic years from September to June.

- **evening** - two three-hour evening sessions per week and some Saturday training. Some weekday attendance is required for assessments
- **day/weekend** - taught on a distance learning basis, structured around interactive study manuals supplemented with regular compulsory face-to-face tuition on weekdays or weekends, depending on your choice of study. Some extra weekday attendance is required for assessments

To find out more about our part-time GDL courses, visit www.college-of-law.co.uk/perfectforpractice

Please select the course you wish to apply for and your preference of centre. Please note you can only apply for one course. Should you subsequently wish to change your choice of course, please e-mail admissions@lawcol.co.uk

C – academic achievements

Please give us full information so we can assess your academic ability to complete this course successfully.

First degree

If you do not have a three-year undergraduate degree from a UK university you must obtain a Certificate of Academic Standing from either the Solicitors Regulation Authority or the Bar Standards Board. It is your responsibility to obtain this certificate and enclose it with your application.

English Language

You must have a sufficient command of English to complete the course successfully.

If your first language is not English and you do not have a three-year undergraduate degree taught in English, you must have the British Council IELTS level 6.5 or above in all subjects. You can contact IELTS on 01223 553355 or visit www.cambridge-efl.org

If you already have evidence of the above standard, please enclose this with your application. If you do not yet have evidence, please send this to us as soon as possible.

D – exemptions

If you have a legal qualification from outside England and Wales or have studied aspects of law as part of a non-qualifying degree course, you may be exempted from certain elements of the GDL. If you believe that this applies to you, you should contact the Solicitors Regulation Authority or the Bar Standards Board and enclose with your application a copy of your letter from them confirming your exemptions.

If the exemptions claimed mean the subjects you need to study are a mixture of Year 1 and Year 2 subjects, please check with Admissions whether we are able to accommodate you at your chosen centre. Exemptions will only be granted if you are claiming exemption for four or more subjects.

E – employment history

Please provide full information of any law and non-law employment, particularly any skills and responsibilities included in your role and any legal knowledge and experience you have acquired. Please include any relevant legal work experience. We will not contact employers without your permission.

F – payment of fees

Please choose the option which best reflects how you aim to pay for your course.

G – other information

Use this opportunity to make further comments in support of your application. Please do not repeat any information you have included elsewhere on the form. You could include:

- your reasons for choosing to study law
- your previous experience
- general achievements (not necessarily academic) and supporting comments
- what you aim to achieve in your future career

If there are any additional special reasons for your preference of location, tell us briefly what they are.

H – declarations

It is essential you have access to the internet and e-mails. This can be at any College centre or elsewhere. We will supply you with an e-mail address the summer before you start the course and communicate with you by e-mail from then onwards. You will also access internet-based databases throughout the course.

Use of your personal data

We need to hold personal information about you and use it to your benefit for a variety of purposes, for example monitoring your academic performance, awarding qualifications and deciding how we can improve on the services we provide for you. The information is held in accordance with the Data Protection Act 1998 and the College's Data Protection Policy. Our website tells you about this at www.college-of-law.co.uk/policies

Some particular points you should understand are:

- we will release appropriate information to relevant third parties such as the Solicitors Regulatory Authority, Bar Standards Board, universities, employers, prospective employers, providers of training contracts or pupillages and other appropriate organisations or individuals.
This may include providing references on your behalf or information relating to your performance and discipline
- you are agreeing to the Solicitors Regulatory Authority releasing appropriate information to us. This includes information relating to your compliance with the Solicitors Regulatory Authority's Training Regulations
- academic awards are considered to be public information and names of successful candidates will be published on open pass lists
- Sensitive Personal Data (as defined under the Act) will not be disclosed without your specific consent
- we will not release information to third parties for marketing purposes

By applying for a course, you agree to this use of your personal data. Your agreement is a condition of acceptance onto any of our courses.

Offer of a place

Places are offered to eligible applicants on a first come, first served basis, on receipt of a fully completed application form accompanied by the relevant enclosures. The first round of decisions will be sent out in mid-December.

Contacting us

If you have any queries relating to the course or the application process, please call Admissions on 0800 328 0153 or e-mail admissions@lawcol.co.uk. We want to help you get your application right first time.

Please also let Admissions know if your circumstances or contact information change after you have sent in your application.

I – sending your application to us

1. Before sending us your application, please ensure that you have:
 - completed the form fully
 - signed and dated the form
 - photocopied the form for your records
2. Please remember to enclose the following:
 - application form
 - any additional sheets you may have used
 - stamped and addressed acknowledgement card (if you would like us to confirm we have received your application)
 - evidence of your command of English (if relevant)
 - copy of your letter from the Solicitors Regulation Authority or Bar Standards Board confirming exemptions (if relevant)
 - Certificate of Academic Standing (if relevant)
3. Please mail your application and any relevant enclosures to us, using the addressed envelope provided. Please remember to affix a stamp before posting.