

# Preparing For Interview

# Welcome

This leaflet explains what to expect when you come for your interview. The interview will be mainly about you – the subjects or course you have chosen, your hobbies, goals and why you want to come to Kingston College. You will also be able to ask any questions you may have.

Remember – your interview not only gives us a chance to get to know you, but gives you the chance to get to know the College better. The most important thing to do at your interview is to be yourself.

## Things you might discuss:

Why have you selected this course?

If you are at school, is your attendance good? Do you arrive on time and work well? What are your future plans?

Do you have any work experience/ employment history?

What are your hobbies and interests?

Have you taken any exams? If you are about to, what are your predicted grades?

Are there any personal issues or difficulties that may affect your studies? (Please see Additional Information on facing page)

What Kingston College expects from you: attendance, work rate, appropriate behaviour

Have you worked out your journey to College and how long it will take you? Can you afford the travel costs?

If you are receiving support from Social Services (i.e. care leaver, a vulnerable adult, a young carer or a young person in care – including foster care), you will need to tell your interviewer so that we are able to provide you with appropriate support

## At interview, we will be able to give you information on:

Entry requirements – what you need to get a place on the course

The course – what you will study, how you will be assessed (exams/coursework/ assignments) and if you will be required to do work experience

Our tutorial system – how we support and help you through your time at College

Our range of College support services

## What to bring with you to interview:

If you need to bring anything else with you i.e. a portfolio of work for an Art course, or a project, this information will be on the email you received about your interview

If you have already taken examinations, please bring your certificates with you

## Additional information

### Disability and Additional Learning Support

We are committed to meeting the requirements of all our students. We offer services to our students with additional support needs, disabilities, learning differences and medical conditions. If you need any support during your interview, or would like further information, please contact Welfare Services on 020 8268 2970 or by fax on 020 8268 2967

### Fees

All students will be expected to pay some fees (faculty costs/tuition/examination fees). In some instances employers or sponsors may contribute towards these costs. For further fee information, please contact the Finance Division on 020 8268 2947. Some courses include compulsory field trips or require specialist equipment and there may be extra charges for these which will be discussed at interview

### Financial Assistance

Please visit the Student Support section of our website ([www.kingston-college.ac.uk](http://www.kingston-college.ac.uk)) for more information. Alternatively, contact Welfare Services on 020 8268 2969 regarding possible financial assistance

### Student Opportunities

As part of our Student Opportunities Programme 'Xtra', you can take part in sporting activities and learn new skills. There are places to visit, events to take part in and teams to represent

### Diagnostic Screening

Most applicants are required to undertake a diagnostic screening assessment. This is nothing to worry about and helps us ensure that you are applying for the appropriate level of course.

### Equality and Diversity

Kingston College affirms that individuals are entitled to the same equal rights, responsibilities and opportunities. The College strives to ensure that all individuals are equally valued and everyone treats each other with respect. The 'Single Equality Scheme' can be downloaded from <http://www.kingston-college.ac.uk/content/1/102/equalities.html>

### Data Protection and Confidentiality

We respect confidentiality in line with the Data Protection Act 1998. The Act states that the information we keep must be relevant to the purpose, i.e. relevant to helping you with your education. If you are under 18, the College may need to discuss your academic progress, achievement and attendance with your parents or guardians. Other information will not be disclosed without your prior knowledge and consent.

### Criminal Convictions

You will be asked to disclose if you have any criminal convictions or pending criminal cases. This is unlikely to affect your application but you may be asked for additional information that will allow us to provide appropriate support when necessary. Please note, if you fail to disclose a criminal conviction and we are subsequently informed of this, you may face disciplinary action

### Information, Advice and Guidance

If you would like to speak to a Careers Advisor in our IAG Centre, they can be contacted on 020 8268 2555 or by email at [IAG@kingston-college.ac.uk](mailto:IAG@kingston-college.ac.uk)

## Finally

### Places on courses at Kingston College are offered subject to:

- appropriate behaviour
- meeting entry requirements
- places being available on an appropriate course
- satisfactory reference
- successful interview
- disclosure of criminal convictions (if applicable)

You may find it helpful to look at our website ([www.kingston-college.ac.uk](http://www.kingston-college.ac.uk)) before your interview for further information about the College and for details about our course provision

### If you are unable to attend:

Please contact the Admissions Office shown on your interview email

### If your application is unsuccessful:

An applicant has no 'right of appeal' and the College's decision is final. You will however be offered advice and guidance.