

How to Apply: Step-by-Step Guide

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Mica Rose – Head of College



Event Conduct



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- Follow the chair/moderator's directions.
- Do not share illegal, abusive or extremist content.
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- Breaches may result in remove and referral under ECT policies.

Introduction – Presenter

Mica Rose

Mica is the Head of College at the Engineering College of Technology, bringing many years of experience across the higher education sector. She has a strong track record in academic operations, institutional compliance, and service excellence, with a focus on building efficient, student-centred systems that support quality outcomes.

Throughout her career, Mica has led cross-functional teams, delivered strategic transformation initiatives, and driven continuous improvement across academic and operational functions. She is passionate about creating practical, people-focused solutions -streamlining processes, strengthening governance, and enhancing the overall student and staff experience to ensure sustainable growth and academic excellence.



Agenda

1	ECT Application Process
2	What Documents Will You Need?
3	How are Applications Assessed?
4	Understanding Your Offer Holder Letter
5	Practical Tips



ECT Application Process

1. Speak with a Course Advisor

Discuss your goals, eligibility and the programme that's right for you.

2. Prepare your supporting documents

Gather academic transcripts, identification and other required evidence.

3. Submit your application

Complete the application via the ECT website and upload your supporting documentation.

4. Explore RPL* and Scholarship Opportunities

Find out whether you may be eligible for Recognition of Prior Learning (RPL) or financial support.

* RPL allows us to consider relevant prior study or professional experience that may contribute towards your programme.

What Documents Will You Need?

- **Proof of Identity:** a valid photo ID, such as a passport, driver's licence, national ID card or other official identification.
- **Up-to-date CV/Resume:** outlining your academic background, work experience and professional achievements.
- **Academic Transcripts:** official records of your previous studies and academic performance.
- **Qualifications Certificates:** copies of any certificates, diplomas or degrees you have already completed.
- **English Language Proficiency Evidence (if applicable):** documentation demonstrating your English language proficiency if English is not your first language. [Full list of English Language Proficiency Requirements](#).

How are Applications Assessed?

- **Academic Qualifications**

We review your previous studies and qualifications to ensure you meet the entry requirements for your chosen programme.

- **Professional and Industry Experience**

Relevant work experience may be considered, particularly where it demonstrates knowledge, skills or leadership potential.

- **English Language Proficiency**

We assess your ability to study in English and may require evidence of proficiency where applicable.

What Happens Next?

1. Application Received

Our Admissions team will review your application and supporting documents.

2. Application Assessment

We assess your qualifications, experience and eligibility for your chosen programme.

3. Additional Information (If Required)

We may contact you if we need any further documentation, information or clarification.

4. Admissions Decision

You'll be notified of the outcome of your application via email.

5. Offer Issued

Successful applicants will receive a password protected offer letter outlining the next steps.

Application Timeframes

- **Applications are assessed throughout the year**
We review applications on a rolling basis. We usually say applications will take 21 working days to review.
- **Complete applications help avoid delays**
Providing all required documentation upfront can support a smoother assessment process.
- **Additional checks may take longer**
Applications requiring further information or assessment may take additional time.
- **We'll keep you informed**
If we need anything from you during the process, our team will be in touch.

Understanding Your Offer Holder Letter

LETTER OF OFFER

Date of Issue	
Response Due Date	

Dear [Name],

Thank you for your application to study at the Engineering College of Technology (ECT). We are pleased to offer you a place on the programme listed below. Please read this offer carefully, as it sets out important information about your programme, fees, conditions and the steps you must complete before you can enrol.

Personal Details	
Full Name:	
Date of Birth:	
Student ID:	

Enrolment Details	
Programme :	
Programme Code:	
Type of Attendance:	Full-Time Online
Programme Start Date:	
Anticipated Programme End Date: <i>(based on the successful completion of all modules on the first attempt and full-time study load)</i>	

Conditions of Offer	

Scholarship Details of Award (if applicable)*	
Scholarship Type*:	Not Applicable
Scholarship Percentage*:	Not Applicable
Duration of Scholarship* :	Not Applicable

*Scholarship eligibility and amounts are confirmed at the time of your offer. If you defer your place, your scholarship will be reviewed and may change. Scholarships apply only to tuition fees and may be adjusted if your enrolment pattern changes or if you receive additional external funding.

Mandatory Practical Requirements for Graduation (BEng Students)

Successful completion of the Bachelor of Engineering (Honours) requires the fulfilment of several practical components in addition to your credit-bearing modules. These components are required by ECT and ensure all graduates meet the applied engineering competency standards expected by professional bodies and industry.

The following mandatory requirements apply to all BEng students:

Mandatory Workshops (Zero-Credit Requirements):

You must complete four (4) workshops during your programme:

- Three (3) physical in-person workshops (each one week in duration)
- One (1) virtual workshop

The physical workshops are held at ECT (UK campus) or at EIT's approved campuses located in Australia or South Africa. Attendance in person is compulsory unless you have an approved Recognition of Prior Learning (RPL) application covering the workshop outcomes.

Travel, visas (if applicable), accommodation, meals and all other related costs for attending physical workshops are your responsibility. These costs are not included in the tuition fees.

Professional Experience Requirement (240 Hours)

You must complete 240 hours of supervised professional experience in a relevant engineering or technical environment. This requirement carries zero-credit but is compulsory in order to receive your final award.

This professional experience may be completed:

- in your current workplace (subject to approval), or
- through a placement arranged with employer partners, with support from ECT's Student Support Team.

Any expenses relating to your professional experience (e.g. personal protective equipment, travel, background checks or workplace compliance requirements) are your responsibility.

You may apply for RPL if you can evidence that you have already met the learning outcomes of:

- any of the mandatory workshops, or
- the 240-hour professional experience requirement.

There is no fee for RPL applications relating to these components, and approved RPL may reduce or fully satisfy the requirement(s).

Important Notes:

- These requirements must be completed before you can graduate.
- All components above are non-tuition elements of your programme; however, some may incur personal costs as described.
- Full details are available in the Programme Handbook and in ECT's relevant policies, including the *Higher Education Fees and Refund Policy*.

Bachelor of Engineering Students

PRAC001, PRAC002, PRAC003 & PRAC004: Hands-on workshops

INDX005: Industrial Experience

Important Information to Review Before Accepting Your Offer

Study Duration: As a full-time student, you can typically complete the Bachelor of Engineering (Honours) over three (3) years. If you later change to part-time study, the expected duration is six (6) years.

Tuition Fees: Tuition fees for this programme depend on your country of residence and are confirmed in the Fee Schedule published by ECT. You will be provided with the fee amount applicable to you before you accept this offer.

Tuition Fee for the 2026/27 Academic Year:
£772.50 per module / £6180 per academic year

You may pay your tuition fees either upfront or by instalments (by study period or monthly). If paying by instalments, the first instalment is due before the module start date. Future instalment dates will be provided at enrolment.

If you are eligible, you may be able to fund your tuition fees through a Tuition Fee Loan from the Student Loans Company (SLC). This loan is paid directly to ECT and is subject to the terms and conditions set by the SLC. If you are sponsored by an employer or another organisation, you must provide written confirmation of sponsorship before enrolment. Sponsors will be invoiced directly for your tuition fees.

Please note that you remain responsible for ensuring that tuition fees are paid on time, including where you are funded through SLC or a sponsor.

Late payment of fees may result in restricted access to learning resources, deferral to the next available study period or suspension from the programme, in line with the *Higher Education Fees and Refund Policy*.

Additional Tuition Fee Notes:

- Tuition fees may be reviewed annually.
- Tuition fees cover one standard assessment attempt per module.
- If applicable, reassessment fees may be charged for a second or subsequent exam attempt.

Non-Tuition Fees and Additional Costs

The following non-tuition fees and potential additional costs may apply depending on your circumstances. These are separate from tuition fees and are required for transparency under ECT's *Admissions and RPL Policy* and UK consumer protection law.

Summary of Non-Tuition Fees & Additional Costs:

Category	Description
RPL Assessment Fee	Fee applies for standard RPL applications (except workshops/240-hour placement, which are free).
Transcript (pre-completion)	Fee applies for requesting an official transcript before programme completion.
Replacement Certificate	Fee for issuing a replacement award certificate.
Mandatory Workshop Costs	Travel, accommodation, visas, meals for 3 physical workshops. Not included in tuition fees.
Virtual Workshop Requirements	Computer, software, stable internet needed to complete online workshop.
Professional Experience Costs	PPE, travel, checks required for 240-hour placement.
Reassessment Fees	Fee for second or subsequent assessment attempt.
Late Payment/Admin Fee	May apply if payments are late.

Computer specifications:

To participate in ECT's online programmes, you will need access to a computer that meets the minimum specifications provided below. These requirements ensure you can use the Virtual Learning Environment (VLE, remote laboratories and online assessment systems effectively:

- Operating system: Windows 7 or higher (Windows 10 recommended); macOS 10.12 or higher (recommended)
- Storage: Min of 4GB Memory (RAM), min of 20GB of spare disk space is recommended
- Processor: 1.5Ghz or higher, 2 cores or higher
- 11" Monitor with at least 1024x768 screen resolution
- Internet access: with at least 5Mbps download and upload speeds
- Valid personal email address
- Speakers and microphone/headset (can be built in)
- Webcam that can recognise student's face for invigilated (online) examinations
- Microsoft Office (Word, Excel, PowerPoint) or similar software
- Up-to-date web browser.

Note: An Android or iOS tablet can be used for attending live tutorials, but a desktop or laptop computer is required for simulation software, remote laboratories and invigilated online examinations.

Recognition of Prior Learning (RPL)

If you wish to apply for Recognition of Prior Learning (RPL), you should indicate this on your acceptance form. You will receive a separate RPL application form. Fees apply for standard RPL assessments; however, RPL for the mandatory workshops and the 240-hour professional experience is free of charge.

Applications should be submitted at least 15 working days before the start of the relevant module to allow time for assessment.

For full details, refer to ECT's *Admissions and Recognition of Prior Learning Policy*.

Cooling Off Period (Your Right to Cancel)

Under UK consumer protection law, you have the right to cancel your place on this programme within 14 calendar days of your enrolment date. If you cancel within this period, you will receive a full refund of any tuition fees paid. Refunds are processed in accordance with the *Higher Education Fees and Refund Policy*.

Use of Your Personal Data

ECT processes your personal data in accordance with UK GDPR and the Data Protection Act 2018. Your information will be used to administer your application, issue your offer and prepare your student record should you accept this offer. We may also use your information to meet our regulatory and legal obligations as a registered UK higher education provider.

Full details about how we collect, use and protect your data, including the circumstances in which your data may be shared with external bodies, are set out in the *ECT Student Privacy Notice*, available on our website. We strongly recommend you to read this before accepting your offer.

Complaints and Appeals (For Applicants)

If you wish to raise a complaint or appeal related to your application, offer or RPL decision, this is handled under the *Admissions and Recognition of Prior Learning Policy*. This is the correct process for applicants. The student complaints and academic appeals processes apply only after enrolment.

A copy of all policies mentioned above are available on the ECT website: [Policies and Procedures - UK ECT | Engineering College of Technology](#) ; [UK ECT | Engineering College of Technology](#)

How to Accept Your Offer

To accept your offer, please complete the steps below. Your place on the programme is confirmed only once all required steps have been completed:

Step 1: Review Your Offer

Read this offer letter carefully including:

- tuition fees
- non-tuition fees and additional costs
- mandatory workshops and professional experience requirements
- cooling-off rights
- complaints and appeals routes

If you have any questions, please contact the ECT Admissions Team before proceeding.

Step 2: Complete and Submit Your Acceptance Form

Complete and sign the Acceptance of Offer form. This form must be submitted before the response due date shown at the top of this letter.

If you have been awarded a Scholarship, you must also complete the separate Scholarship Acceptance Form.

Step 3: First Payment and Access to Your Programme

You will gain access to your programme (including email, Moodle access and induction information) once your first tuition fee payment has been processed, or you have provided proof of student finance or sponsorship, and the enrolment window for the intake has opened.

If you need help understanding this offer or completing your acceptance, please contact admissions@ect.ac.uk. A member of the Admissions Team will be happy to assist you.

Yours sincerely



Miss Mica Rose
Head of College Operations

PLEASE READ, COMPLETE AND SIGN [YOUR ACCEPTANCE](#)

Practical Tips for a Smooth Application

- **Reach out if you need support**
Speak with a Course Advisor or contact the Admissions Team if you have any questions.
- **Prepare your documents early**
Having all required documents ready can help avoid delays in processing your application.
- **Apply as early as possible**
Give yourself plenty of time to complete the admissions process before your intended start date.

Thank You!

Upcoming Programmes

Engineering College of Technology (ECT) <i>UK-Recognised Qualifications</i>	Start Date
Bachelor of Engineering (Honours) in Industrial Automation	September 2026, February 2027
Bachelor of Engineering (Honours) in Electrical Engineering	September 2026, February 2027
Master of Science (Power System Analysis and Renewable Integration)	October 2026, February 2027, June 2027
Master of Science (Industrial Automation and Instrumentation Control)	October 2026, February 2027, June 2027

Professional Certificates

Looking to upskill further? Check out the Professional Certificates!

These **3-month, non-accredited Professional Certificates of Competency**, delivered by ECT's affiliated institute, EIT, are designed by industry leaders and academics for technicians, technologists, engineers, and engineering professionals seeking to advance their expertise in a specific area. Featuring live, interactive webinars led by expert instructors with technical know-how, along with dedicated learning support, these courses are the perfect complement to an existing degree, qualification, or relevant work experience.

[Find out more!](#)

Ready to Apply?

- **Speak with a Course Advisor**
Discuss your study goals and identify the right programme for you.
- **Prepare Your Documents**
Gather the information and evidence needed to support your application.
- **Submit Your Application**
Complete the online application form and upload your documents.
- **Stay Connected**
Our Admissions Team is here to support you throughout the process.

Contact Us:



Website
www.ect.ac.uk



Courses
<https://www.ect.ac.uk/programmes/>



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