



# Oakswood College

Empowering Through Education



## Oakswood Admissions

### *Applicant Checklist*

PROMOTING EXCELLENCE • ENSURING COMPLIANCE  
SUPPORTING OUR COMMUNITY



GOVERNANCE



QUALITY



COMPLIANCE



EXCELLENCE

[www.oakswoodcollege.co.uk](http://www.oakswoodcollege.co.uk)



**Oakwood College**  
Empowering Through Education

## **BNU Admissions at Oakwood College**

### **Applicant Admission Checklist/Guidance**

#### **Overview**

This checklist is to help you prepare for each stage of the admissions process and ensure there are no delays to your application.

There are 4 stages to the Oakwood Admissions Procedure for applicants to BNU programmes of higher education:

- 1. Stage 1: Initial Telephonic/Face-to-Face Screening**
- 2. Stage 2: Face-to-Face Interview (Information Consistency Check)**
- 3. Stage 3: CreditSafe Verification**
- 4. Stage 4: After the Interview/EAF/CreditSafe Verification**

If at any time you have any queries about this process or are unsure of anything, please do not hesitate to contact us by telephone on 121 805 2002/ 07340180156 or email us at [admissions@oakwoodgroup.co.uk](mailto:admissions@oakwoodgroup.co.uk)

### **OAKSWOOD ADMISSIONS PROCEDURE**

#### **1. Stage 1: Initial Telephonic/Face-to-Face Screening**

**When:** After you express interest in the programme

**What to do:** Please ensure you are ready to:

- Speak clearly in English
- Discuss your education, work experience, and reasons for applying
- Confirm whether you are currently studying or hold any ongoing qualifications

#### **2. Stage 2: Face-to-Face Interview (Information Consistency Check)**

**When:** Only if you pass the initial telephonic/face-to-face screening

**What to do:** You **must bring all original documents** (photocopies not accepted) listed below to the interview:**2.1 Identification & Address:**

- Original ID/Passport
- A Proof of Address** (dated within the last 3 Months)

*Please note: Please note: All applicants are required to bring original copies of the requested documents to their face-to-face interview to avoid delays and to support a smooth assessment of their application. The submission of any fraudulent, altered, or misleading documentation will result in immediate disqualification, may lead to legal action, and will result in a minimum two-year ban from applying to the Institute.*

- Driving licence, Utility Bills, Council Tax Bill, GP/Hospital letter, Broadband bills or any other official letters (accepted as Proof of Address)
- Please note mobile phone bills are not accepted as proof of address. If using documents from online account (e.g. broadband bills, utility bills):
  - Ability to log in and download the document live on campus

## 2.2 Qualifications & English Evidence

- Original certificates for your highest qualification
- English language evidence (if applicable)
- Any additional relevant certificates (ESOL, professional courses, etc.)

## 2.3 Employment / Reference Evidence

- Employer reference (on official letterhead or official email)
- If self-employed: accountant's reference (on official letterhead or from official email)

### If not currently employed:

- Academic reference (preferred), OR
- Professional reference from a previous employer, supervisor, tutor, mentor or a professional who knows you since at least 6-12 months.
- Employer or referee email address is compulsory for verification
- Employers are requested to send references directly to BNU Admissions and CC to Oakwood using following email addresses.

**To:** [partner.admissions@bnu.ac.uk](mailto:partner.admissions@bnu.ac.uk) (strictly for sending reference only)

**CC:** [admissions@oakwoodgroup.co.uk](mailto:admissions@oakwoodgroup.co.uk)

## 2.4 Wozzad Application

- Completed BNU's Wozzad Application online.
- Include personal statement explaining: (Guideline Attached)
  - Introduction
  - Why you want to study the course
  - Your academic background and experience/skills
  - Your hobbies/interests and future goals
  - Conclusion

## Stage 3: CreditSafe Verification

**When: After Successful Interview CreditSafe Checks will be done**

**What to do:** Follow the steps set out below:

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- Respond to CreditSafe search email/message to provide details
- If fail CreditSafe Verification:
  - Register yourself with electoral register (If eligible)
  - Bring Original and other form of Proof of Address

**If CreditSafe fails, additional verification is required**, e.g., other proof of address and electoral register.

#### **Stage 4: After the Interview/EAF/CreditSafe Verification**

- If all documents are complete, your application will be submitted for review and final decision to Buckinghamshire new University.
- If some documents are missing:
  - You will be informed which documents are outstanding and the deadline for submission, which is same as the admission deadline for that intake.

Failure to provide accurate or genuine documents may result in rejection.

#### ➤ **Important Additional Requirements:**

- You must normally live within 50 miles of the campus or demonstrate a clear travel plan
- Only one applicant per household is normally permitted
- If you are a non-UK applicant, you must provide a valid UKVI share code
- All documents must be submitted at least 3 weeks before the course start date

#### ➤ **Important Interview Guidance**

- Answer all questions **independently and honestly**
- Do not read from notes or prepared scripts
- Ensure all information you provide is **accurate and consistent** across:
  - Interview answers
  - EAF Video
  - Personal statement on Wozzad
  - References/ Documents Provided

#### ➤ **Important EAF Recording Guidance**

- 3 Minutes video recording independently and alone in a room. (Ideally one minute for each question)
- 360° review of the room at the start of the recording
- Show your passport and questions provided at the start of the recording
- Not reading from paper or looking down when recording
- Answer all three provided questions clearly (see attached)

#### **Need Help?**

If you are unsure about any documents or requirements, please contact Oakwood Admissions: 0121 805 2002/ 07340180156 or email: [admissions@oakwoodgroup.co.uk](mailto:admissions@oakwoodgroup.co.uk)

*Please note: Please note: All applicants are required to bring original copies of the requested documents to their face-to-face interview to avoid delays and to support a smooth assessment of their application. The submission of any fraudulent, altered, or misleading documentation will result in immediate disqualification, may lead to legal action, and will result in a minimum two-year ban from applying to the Institute.*

## **Guidance for Writing Personal Statement on Wozzad Application**

### **1. What Is a Personal Statement?**

A personal statement is your opportunity to explain to Oakswood College and Buckinghamshire New University (BNU) why you are a suitable candidate for the course you are applying for. It is a short piece of written work typically around 300–400 words that supports your university application and helps admissions tutors understand your motivation, skills, and potential.

**Please note that the word count given above is a suggested word count for guidance only. In line with the admissions requirements of BNU, there is no word limit, nor specific format required, for a Personal Statement.**

### **2. Purpose of the Personal Statement**

Your personal statement should clearly explain:

- Why you want to study this course?
- What makes you a suitable applicant?
- How your current studies, qualifications, or experiences relate to the course (where applicable)
- Your future goals and how the course will help you achieve them?

### **3. Recommended Structure typically around 300–400 words (guidance only; no fixed requirement set by BNU)**

If you wish, you can use the following structure to keep your Personal Statement clear, focused, and effective:

#### **a. Introduction (80–90 words)**

- Explain why you are interested in this subject
- Avoid generic phrases such as *“I have always been interested in...”*
- Mention a specific experience, moment, or influence that sparked your interest

#### **b. Why This Course? (100–120 words)**

- Refer to specific modules or topics within the course that appeal to you
- Explain what you have learned so far and how it has strengthened your interest
- If you have clear career goals, explain how this course supports them

#### **c. Academic Background (80- 100 words)**

- Highlight relevant subjects or qualifications you have studied
- Mention coursework, independent study, or academic projects
- Demonstrate key skills such as critical thinking, research, analysis, or problem-solving

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**d. Experience and Skills (80-100 words)**

- Include relevant work experience, volunteering, placements, or extracurricular activities
- Highlight transferable skills such as communication, teamwork, organisation, or leadership
- Clearly link these skills to the course you are applying for

**e. Hobbies and Interests (30-40 words)**

- Include hobbies only if they demonstrate commitment, creativity, responsibility, or leadership
- Avoid listing activities without explanation
- Briefly explain what you have learned or developed through them

**f. Conclusion (40-50 words)**

- Summarise your motivation and enthusiasm for university study
- Show confidence and readiness for academic challenge
- Reinforce why you are well-suited to the course

**4. Key Writing Tips**

- Use clear, concise sentences, write in your own words
- Be specific rather than general; give examples to support the points you wish to make
- Proofread your statement multiple times
- Your statement is your chance to tell the University and Oakwood College about yourself and your suitability for the course. Therefore:
  - It must be your own, so think about the things you really want the University and Oakwood College to know about you and why you want to study on the programme
  - It is fine to use AI as a tool – but it should not become your voice. If using AI to support you in the production of your statement, make sure that you use it for support with structure and format, rather than content. The University and Oakwood College’s admissions processes are designed to ascertain whether the course is right for you, not for a ‘representation’ of you.
  - Do not copy from online sources — universities use plagiarism-detection software

➤ **Final Checklist:**

Before submitting your personal statement, check the following:

- Is your statement clear, relevant, and well-structured?
- Have you clearly explained why you chose this course?
- Have you included relevant experience and skills?
- Is your grammar, spelling, and punctuation accurate?
- Is the information consistent with your interview, EAF, and supporting documents?

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## Questions for 3 Minutes EAF Video Recording

Please note the applicant must be alone in the room and move the camera 360° degree to ensure no one else is in the room.

1. Why do you want to study this course at Oakwood College?
2. What learning / education experience do you have (if any)?
3. What work experience/hobbies do you have that has helped you prepare for this course?

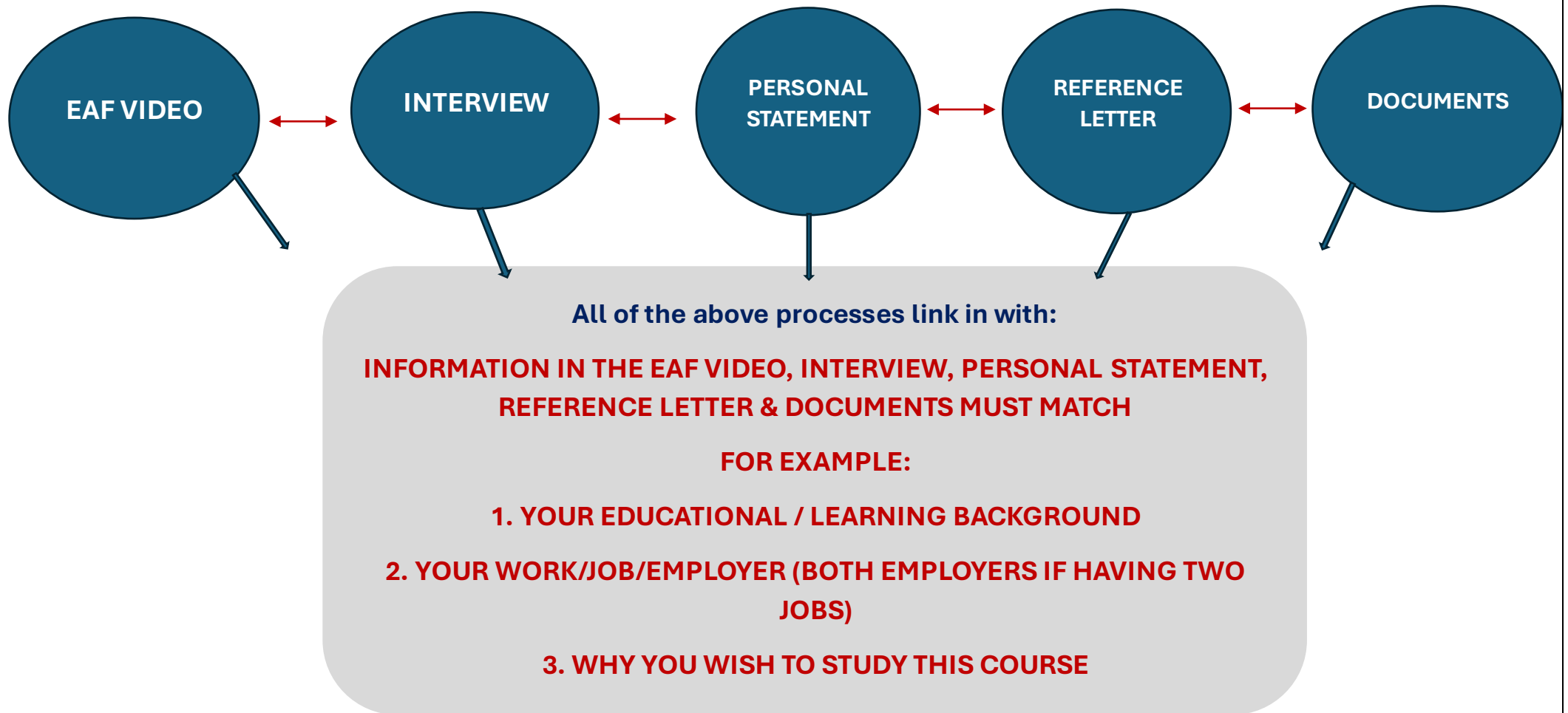
**Note:** You should read about Oakwood College and the course on our website using the QR Code below.



**Note:** The recording must not exceed 3 minutes in length whilst answering the questions fully and it should be one take with no editing. The candidate should be alone and not be prompted during the video, either by notes or another person. The candidate will need to show a copy of their passport at the start of the video to confirm their identity and move the camera around the room **360°** to confirm that no other person is present.

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## Final Consistency Check Diagram



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