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# Welcome to our October Newsletter



Courses 

Important Reminder for Students aiming to  
enter Higher Education from early 2020  
onward

**Deadline:** The **1st of November 2019**

is the deadline for final submission of assessment if you are planning to complete your Access to HE Diploma in time to moderate in November. You are advised to submit your work in advance of this date to ensure enough time for remarking if your assessment does not

meet the demands of the related assessment criterion.

**Remember:** Before finishing you need to upload a [Course Evaluation](#) form to the 'Completions Docs' upload area. You can read more about certification by selecting the following link: [Certification](#)

**Your Certificate:** This will be sent to us by the Awarding Body (**Ascentis**) sometime in **January 2020**. Within 2-3 days of receiving it, your certificate will be posted to the address listed on your learner account, by **recorded delivery**. You will therefore need to check (and if required) update the contact details on your account to ensure that the certificate is delivered to your current address.



## UCAS Applications for 2020

**UCAS** is open for students who wish to register and prepare their UCAS application form with a view to starting a Higher Education course in September 2020. Before you start your application, please read all of our guidance as you will find lots of information and web links to assist you in the UCAS Application process. This guidance is available from the 'UCAS Application' option in your Toolkit, but you can gain quick access to it [here](#).

The guidance will also explain how to access the **Buzzword**. The Buzzword allows you to link your UCAS application to the DistanceLearningCentre.com. The benefits of doing this include; having your completed application checked before it is sent to your chosen universities, and receiving an academic reference from your tutor.

You must have completed and **achieved 6 level 3 credits** (by passing two 3 credit units) before you can request this Buzzword. You can check if you have met these minimum requirements by selecting 'My Grades and Mark Sheets' from the 'My Courses' Tab. The total number of credits that you have achieved is displayed below your uploaded list of assessments.

Before asking for the Buzzword, you will also need to fill out a '**Tutor Reference Information form**' and then send this via email to the tutor who is going to be writing your UCAS Reference. There is a link to this form in our [UCAS Application Help Guide](#).

# UCAS

## Understanding your Target Completion Date (TCD)

Your **Target Completion Date** is the date that you expect to complete your diploma by. We often refer to it as the **TCD**.

You can see this when you log into your learner account. If you think it is a realistic estimate of when you will complete your studies this is fine. However, if you think you may finish sooner (or later) than your TCD please speak to your tutor about this. Your TCD is linked to your payments and extending it could reduce your monthly payments.

Making sure it is realistic not only helps you to plan your time effectively it ensures that costs for your course are spread evenly over the time you plan to study with us. It can also help you plan towards important goals such as November or June moderation, if you then review your Individual Learning Plan (ILP) to set goals for each assessment.



## Have you got your TOTUM card yet?



**TOTUM** is the number 1 student discount card that is also available as an App. There are over **200+** UK discounts and **42,000** Worldwide discounts available.

TOTUM is the **ONLY** student discount card in the market available to Professional learners.



As a Professional learner with DistanceLearningCentre.com you are entitled to apply for a TOTUM card for as little as **£12 per annum**.

Contact [studentservices@distancelearningcentre.com](mailto:studentservices@distancelearningcentre.com) to buy a card and start taking advantage of some fantastic **Discounts** in time for the **Festive Season**.


## The Growth Project is making headlines again



The **Growth Project** based at the Kellett Street allotments in Rochdale has been chosen as **the star of That Counts!** - a major new campaign aiming to inspire thousands of people from across Rochdale and Greater Manchester to lead a more active life.

**Read the full News Report by selecting the link below;**

[Growth Project featured in campaign to get residents more active](#)

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