**SWAPWest Childhood practice tutor key dates and web links –**

**Key websites**

SWAP tutor prep for he information - <https://www.scottishwideraccess.org/west-prep-for-he-phe-guidance-for-tutors>. The section will also include pdf copies of prep for he when available.

SWAP tutor updates. Copies of all email updates and course specific information is available in the tutor section of the web site – <https://www.scottishwideraccess.org/index.php?section_id=1071>

SWAP Covid 19 information - <https://www.scottishwideraccess.org/coronavirus.php?section_id=1028>

SWAP preparation for higher education for students

<https://www.scottishwideraccess.org/west-prep-for-he>

No password or log ins required. Students to manage their own prep for he materials. Info on how to navigate to pre and how the look back, look ahead materials work is available on an Amy video

[**https://www.youtube.com/watch?v=9VxXsdBK2Nw&feature=youtu.be**](https://www.youtube.com/watch?v=9VxXsdBK2Nw&feature=youtu.be)

**SWAP key dates**

**September – October**.

Arrange student induction and visit from SWAP team. Ask students to register on SWAP database. <https://www.scottishwideraccess.org/west-new-student-registration>

23rd September send programme units to SWAP office. SWAP requires to send these to SFC by end of month.

**November - December.**

SWAP office will send out a class list ( form A ) of students registered on SWAP database. Advise SWAP team if any omissions and arrange students to register.

**January - March**

Students advised to apply for HNC.

Interim profiles if relevant. Discuss with SWAP any borderline candidates. Consider other HNC options

**April - June**

May 12th – Form C and profile sent from SWAP with final end of year paperwork. Form C will advise of student’s choices.

Discuss with SWAP any borderline candidates

**June 18th** return of Form C, profiles and college transcript / student record.

**October** - SWAP provides Form D, with reported destinations of all students.

**November** – SWAP reports on outcomes to SFC

**December** – SWAP AGM. Annual report to partners.