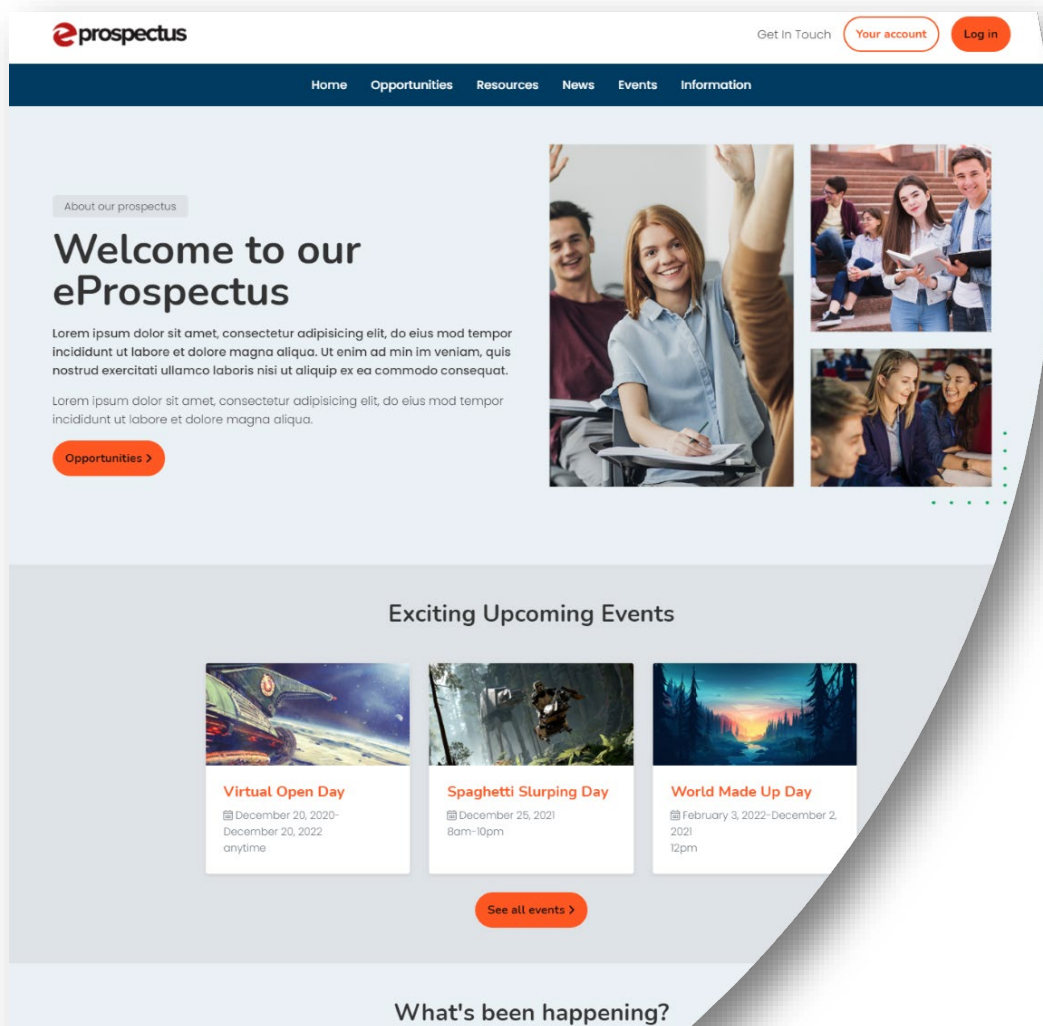




New Application Process

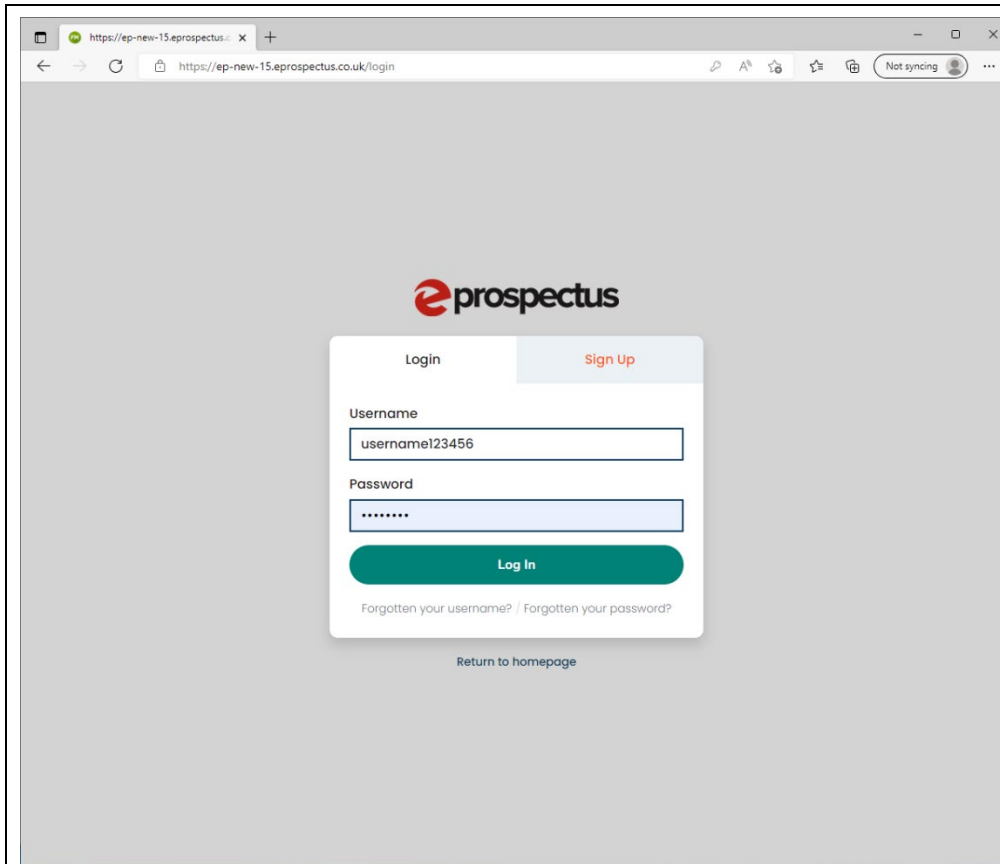
V1.1



Creating an Application

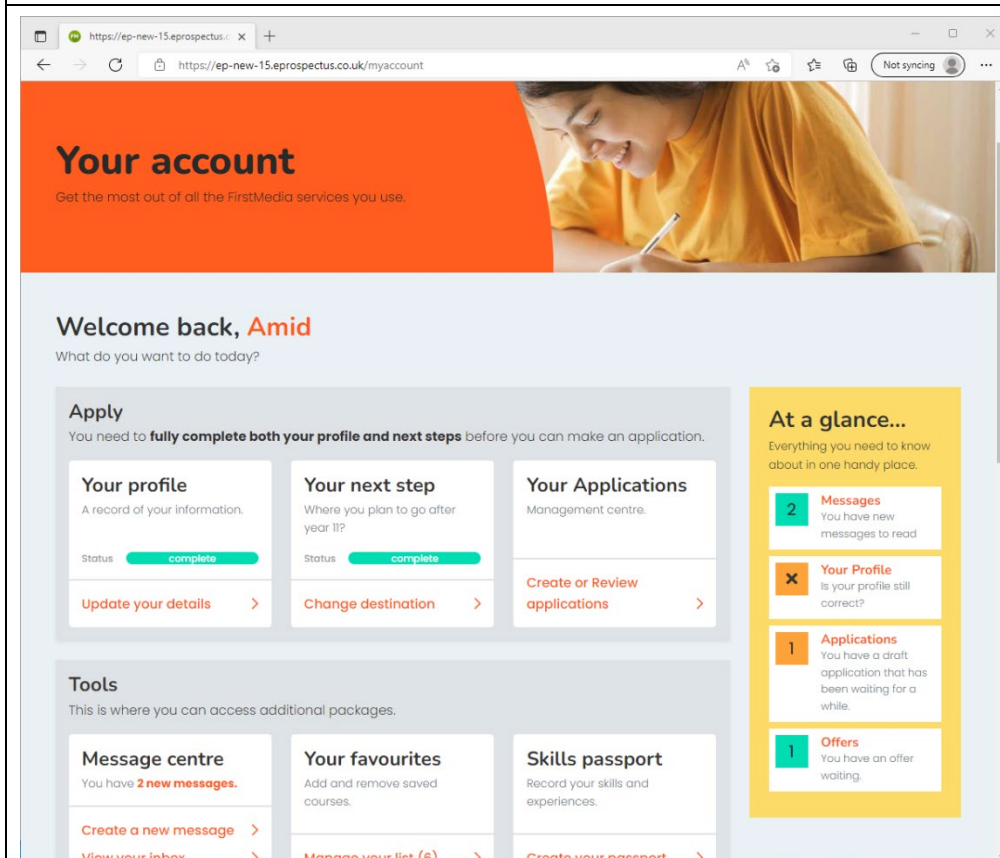
Step by Step instructions for creating an application in the new eProspectus.

Please note the version of your site may be slightly different to what is shown in this document



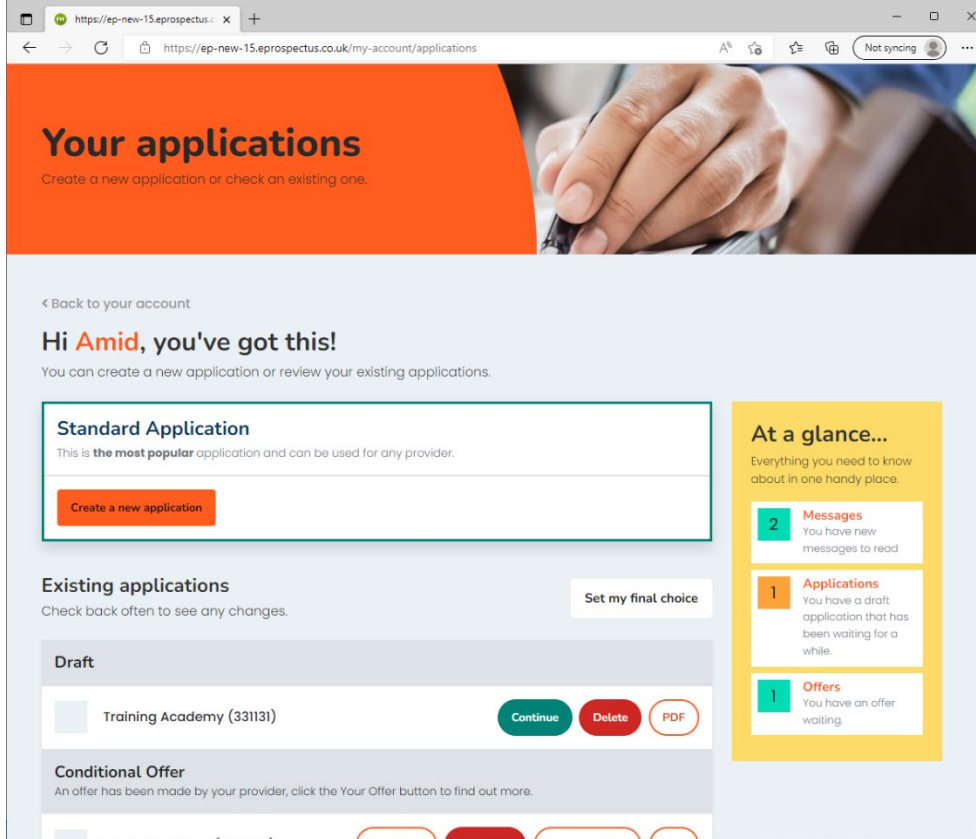
The screenshot shows the eProspectus login page in a web browser. The URL is <https://ep-new-15.eprospectus.co.uk/login>. The page features the eProspectus logo at the top. Below the logo is a login form with two tabs: 'Login' (selected) and 'Sign Up'. The form contains fields for 'Username' (with the text 'username123456') and 'Password' (with masked characters '*****'). A green 'Log in' button is positioned below the password field. Below the button are links for 'Forgotten your username?' and 'Forgotten your password?'. At the bottom of the form is a link to 'Return to homepage'.

The first step is to log in to your account

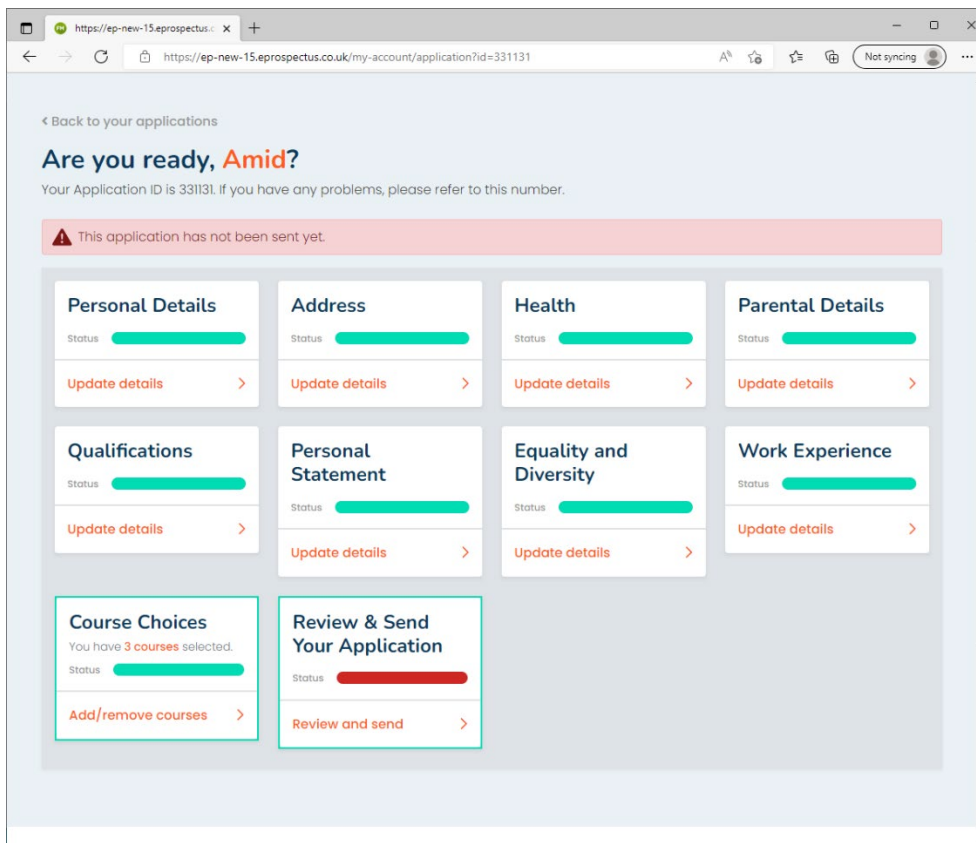


The screenshot shows the 'Your account' dashboard in a web browser. The URL is <https://ep-new-15.eprospectus.co.uk/myaccount>. The page has a header with the title 'Your account' and a sub-header 'Get the most out of all the FirstMedia services you use.' Below the header is a large image of a person writing. The main content area is divided into several sections. On the left, there is a 'Welcome back, Amid' message with the question 'What do you want to do today?'. Below this is an 'Apply' section with the instruction 'You need to fully complete both your profile and next steps before you can make an application.' This section contains three sub-sections: 'Your profile' (status: complete, with a link to 'Update your details'), 'Your next step' (status: complete, with a link to 'Change destination'), and 'Your Applications' (with a link to 'Create or Review applications'). Below the 'Apply' section is a 'Tools' section with the instruction 'This is where you can access additional packages.' This section contains three sub-sections: 'Message centre' (with 2 new messages, links to 'Create a new message' and 'View your inbox'), 'Your favourites' (with a link to 'Manage your list (6)'), and 'Skills passport' (with a link to 'Create your passport'). On the right side of the dashboard is a yellow 'At a glance...' section with the instruction 'Everything you need to know about in one handy place.' This section contains four items: '2 Messages' (You have new messages to read), 'x Your Profile' (Is your profile still correct?), '1 Applications' (You have a draft application that has been waiting for a while), and '1 Offers' (You have an offer waiting).

Next choose **Your Applications** from the options.



If you haven't yet started an application click on the **Create a new application** button, otherwise click on the **Continue** button next to the application you want to work on.



This page allows you to access all the sections of your application and indicates your progress in each section.

If this is your first application and you haven't completed your Profile Template all the sections will need completing, for additional applications your profile details will have been saved and just the Course Choices and Review & Send sections will need completing.

You can work in any order but we will start with clicking on **Personal Details**.

https://ep-new-15.eprospectus.co.uk/my-account/profile?applicationId=331131

Get in Touch **Your account** Log out

Home Opportunities Resources News Events Information

< Back to your application

Personal Details

This section covers information about you.

First Name * *

Amid

Last Name * *

Bhat

Preferred First Name

Amid

Preferred Last Name

Bhat

Date Of Birth

For example, 12 10 2004

Day Month Year

01 01 2006

Home Phone Number

+44 7770099989

Personal Phone Number * *

+44 7770099989

At a glance...

How much have you completed?

- ✓ Personal Details
- ✓ Address
- ✓ Health
- ✓ Parental Details
- ✓ Qualifications
- ✓ Personal Statement
- ✓ Equality and Diversity
- ✓ Work Experience

Personal Details

Fill in any details that are missing, and check any data pulled through from your profile template

https://ep-new-15.eprospectus.co.uk/my-account/profile?applicationId=331131

Personal Phone Number * *

+44 7770099989

Personal Email Address * *

email@firstmedia.co.uk

School Email Address * *

email@firstmedia.co.uk

Legal Gender *

Male

Current Out of Area School Name *

John Smith Academy

For reference only

If any of the following details are incorrect please contact your school or provider.

Year Group

11

Current School

Out of Area or Not Listed

Save and continue Cancel

Personal Details continued.

Click **Save and Continue** to save your changes.

https://ep-new-15.eprospectus.co.uk/my-account/address?applicationId=331131

Get in Touch **Your account** **Log out**

Home Opportunities Resources News Events Information

< Back to your application

Address

Information about where you live.

Address Line 1 **
Flat 2

Address Line 2
Spring Street

Town **
Louth

County **
Lincolnshire

Postcode **
LN11 0WB

Country **
United Kingdom

Nationality **
Not Known

Choose your first language **

At a glance...

How much have you completed?

- ✓ Personal Details
- ✓ Address
- ✓ Health
- ✓ Parental Details
- ✓ Qualifications
- ✓ Personal Statement
- ✓ Equality and Diversity
- ✓ Work Experience

Address

Fill in the fields related to your address. All section with an Asterix (*) are mandatory fields and must be completed.

Click **Save and Continue** when completed.

https://ep-new-15.eprospectus.co.uk/my-account/parentalinformation?applicationId=331131

< Back to your application

Parental Details

Contact details of your parent, carer or guardian.

Parent Title **
Mr

Parent First Name **
Amad

Parent Last Name **
Bhat

Parent Relationship **
Father

Parent Telephone 1 **
+44 7770099989

Parent Telephone 2
+44 7770099989

Parent Email Address **
email@firstmedia.co.uk

Live With Parent?
☒ Yes ☐ No

Save and continue Cancel

At a glance...

How much have you completed?

- ✓ Personal Details
- ✓ Address
- ✓ Health
- ✓ Parental Details
- ✓ Qualifications
- ✓ Personal Statement
- ✓ Equality and Diversity
- ✓ Work Experience

Parental Information

Here you need to enter your parent/carer/guardian's details. Once you have filled in all the fields click **Save and Continue** to save your changes.

https://ep-new-15.eprospectus.co.uk/my-account/health?applicationId=331131

Get in Touch **Your account** Log out

Home Opportunities Resources News Events Information

< Back to your application

Health

Information about your health.

Learning difficulty, disability or health problem
Do you consider yourself to have any medical disability, learning difficulty or other health problem?

☐ Yes ☒ No

EHCP
Do you have an EHCP?

☐ Yes ☒ No

Save and continue Cancel

At a glance...
How much have you completed?

- ✓ Personal Details
- ✓ Address
- ✓ Health
- ✓ Parental Details
- ✓ Qualifications
- ✓ Personal Statement
- ✓ Equality and Diversity
- ✓ Work Experience

Logo Logo Logo Logo

Health

Fill in the fields of this section. If you select yes for **Learning difficulty, disability or health problems** then more options will appear to provide details around this.

An Additional information box will appear if **Other** is selected.

Click **Save and Continue** when completed.

https://ep-new-15.eprospectus.co.uk/my-account/qualifications?applicationId=331131

Your qualifications

English Literature	GCSE or Equivalent	9 (p)	07/2021	Edit Qualification	Delete Qualification
Art	GCSE or Equivalent	7 (p)	07/2021	Edit Qualification	Delete Qualification
Maths	GCSE or Equivalent	9 (p)	07/2021	Edit Qualification	Delete Qualification

Add a new qualification

Subject

Qualification Type
GCSE or Equivalent

Grade
Please Select...

Entry Type
Predicted

Completion Date
Month: 06 Year: 2022

Add Qualification < Back to your application

At a glance...
How much have you completed?

- ✓ Personal Details
- ✓ Address
- ✓ Health
- ✓ Parental Details
- ✓ Qualifications
- ✓ Personal Statement
- ✓ Equality and Diversity
- ✓ Work Experience

https://ep-new-15.eprospectus.co.uk/my-account/parentalInformation

Qualifications

If your qualifications have been loaded by the school you will not be able to amend them – so you can skip this section.

Otherwise, you will need to enter your qualifications. If you start typing the subject in the Title box, the options will appear. Select your qualification type, grade and entry type (Predicted grade or actual grade) then check the completion date is correct. Once complete, press Add. Continue this process until all your qualifications are added then press **Save and Continue** to save your changes.

https://ep-new-15.eprospectus.co.uk/my-account/work-experience?applicationId=331131

Get in Touch **Your account** Log out

Home Opportunities Resources News Events Information

< Back to your application

Work Experience

Please write about any work experience you have done, any part-time jobs you have or have had and any volunteering you have undertaken.

Work Experience *

Please write about any work experience you have done, any part-time jobs you have or have had and any volunteering you have undertaken.

☐ I have not had the opportunity to undertake any form of work experience. *

This is where I put my work experience.

You have 4961 characters remaining

Save and continue Cancel

At a glance...

How much have you completed?

- ✓ Personal Details
- ✓ Address
- ✓ Health
- ✓ Parental Details
- ✓ Qualifications
- ✓ Personal Statement
- ✓ Equality and Diversity
- ✓ Work Experience

Work Experience

This section should include details of any work experience or part time jobs you have had. If you haven't completed any work experience you can tick the checkbox to insert the comment for you.

Click **Save and Continue** to save your changes.

https://ep-new-15.eprospectus.co.uk/my-account/personal-statement?applicationId=331131

Get in Touch **Your account** Log out

Home Opportunities Resources News Events Information

< Back to your application

Personal Statement

Include interests and hobbies. You could also talk about your favourite subject and careers aspirations. This should make you sound as good as you can be, so don't put anything negative - but be honest at the same time!

Personal Statement *

Include interests and hobbies. You could also talk about your favourite subject and careers aspirations. This should make you sound as good as you can be, so don't put anything negative - but be honest at the same time!

This is my personal statement. This is where I will talk about my favourite subjects and careers aspirations. I will try to make this sound as good as I can be and will not add anything negative while also being honest.

You have 4781 characters remaining

Save and continue Cancel

At a glance...

How much have you completed?

- ✓ Personal Details
- ✓ Address
- ✓ Health
- ✓ Parental Details
- ✓ Qualifications
- ✓ Personal Statement
- ✓ Equality and Diversity
- ✓ Work Experience

Personal Statement

This section gives you an opportunity to promote yourself and your achievements.

Click **Save and Continue** to save your changes

https://ep-new-15.eprospectus.co.uk/my-account/extended-information?applicationId=331131

Get In Touch **Your account** Log out

Home Opportunities Resources News Events Information

< Back to your application

Equality and Diversity

If you do not wish to answer any of the questions please choose the option 'Prefer not to say'.

Sexual Orientation **
With regards to your sexual orientation, which of the following best describes how you think or feel about yourself?
Prefer not to say

Religion or Belief **
With regards to your religion or belief, which of the following best describes how you think about yourself?
Prefer not to say

Ethnicity **
Please indicate your ethnic group or background by selecting the most appropriate drop down option.
Not provided

Save and continue Cancel

At a glance...
How much have you completed?

- Personal Details
- Address
- Health
- Parental Details
- Qualifications
- Personal Statement
- Equality and Diversity
- Work Experience

Equality and Diversity

Here you need to fill in your sexual orientation and religious beliefs. If you don't wish to enter these, just select the **Prefer Not To Say** option in the drop down

Click **Save and Continue** to save your changes.

https://ep-new-15.eprospectus.co.uk/my-account/coursechoices?applicationId=331131&reviewing=False

Course choices

For Training Academy (331131)

< Back to your application

It is time to choose...

Select each course you would like to include in your application.

1. Add a course from your favourites list.

Training Academy

- A Level Chemistry (01/09/2022) Add course
- A Level History (01/09/2022) Add course
- A Level Physics (01/09/2022) Add course

2. Double-check your choice and order by preference.

Please note - any courses with a red background are no longer available and need to be removed from your application.

Until you add at least one course, you cannot progress with your application.

Course Choices

In this section you can list the courses you are applying for.

If you have added any courses to your favourites list then these are shown under section 1.

If not, click on **Opportunities** at the top of the page to find one. This will take you to the course search.

https://ep-new-15.e prospectus.co.uk/courses/full-time-courses?provider=nrth-racing-college

< Back

Filters

Select the type of course you're interested in to filter your results.

Search by keyword

2022-2023

- All Areas -

- All Qualifications -

- All Sectors -

- All Levels -

Gladwin College

Apply filters

Gladwin College
Gladwin Road, Mediaton, Lincs, MD45 5MD
More information >

Computing Level 2
Gladwin College
National Award (BTEC) Level 2

Computing Level 3
Gladwin College
National Award (BTEC) Level 3

Customer Service Apprenticeship
Gladwin College
Apprenticeship Level 2

Food Production Apprenticeship
Gladwin College
Certificate of Attendance Level 2

Games Design Level 3
Gladwin College
National Award (BTEC) Level 3

Course Choices continued
You can filter your search down using the filter options on the left.

Click on the course title to have a look at it – this is where you can add it to your favourites.

https://ep-new-15.e prospectus.co.uk/courses/detail/computing-level-2-89734

< Back to search results

Computing Level 2
Gladwin College
Gladwin Road, Mediaton, Lincs, MD45 5MD
National Award (BTEC) Level 2 21

Events
Gladwin Open Day
September 30, 2022
4 hours

Available start dates

31 August 2022
Gladwin College 1 Year(s) Full time Block A Add to Favourites

31 August 2022
Gladwin College 1 Year(s) Full time Block B Add to Favourites

Please make sure you add all your course choices for this provider to your application form as they only accept one application per candidate.

Course Summary
The course is delivered in the Computing Department at the Grimsby Institute using state of the

Course Choices continued
You can have a look at all the course information by scrolling down the page. Any pictures for the course will be at the bottom. The course start options and venues will be towards the top. Once you are happy with the course, select the course start by pressing **Add to Favourites**.

https://ep-new-15.eprospectus.co.uk/my-account/coursechoices?applicationId=331131&reviewing=False

← Back to your application

It is time to choose...

Select each course you would like to include in your application.

1. Add a course from your favourites list.

Training Academy

A Level Chemistry (01/09/2022)	Click for Info.
A Level History (01/09/2022)	Add course
A Level Physics (01/09/2022)	Add course

2. Double-check your choice and order by preference.

Please note - any courses with a red background are no longer available and need to be removed from your application.

Training Academy

1 A Level Chemistry (Level 1)	↑ ↓ ✖
-------------------------------	-------

3. Why have you chosen the course(s)?

For example, they will lead to a type of career, it's an area that you are interested in etc. If you have chosen different types of courses, you should also explain why. Don't feel you have to write too much here.

This is where you would explain why you have chosen the course/s above.

Course Choices continued

Some providers allow you to make multiple applications to them, if they don't then the favourites will be greyed out with a message to let you know why.

Press **Add Course** on the course you wish to apply for.

If you can add more than one course you can order them by your preference by dragging and dropping them or clicking the up/down buttons.

Add an explanation why you would like to do the course(s) and click **Save and Continue** to save your changes.

https://ep-new-15.eprospectus.co.uk/my-account/review-application?id=331131

Send application

Training Academy (331131)

Review your details

Take your time to check all the information is correct.

Personal Details

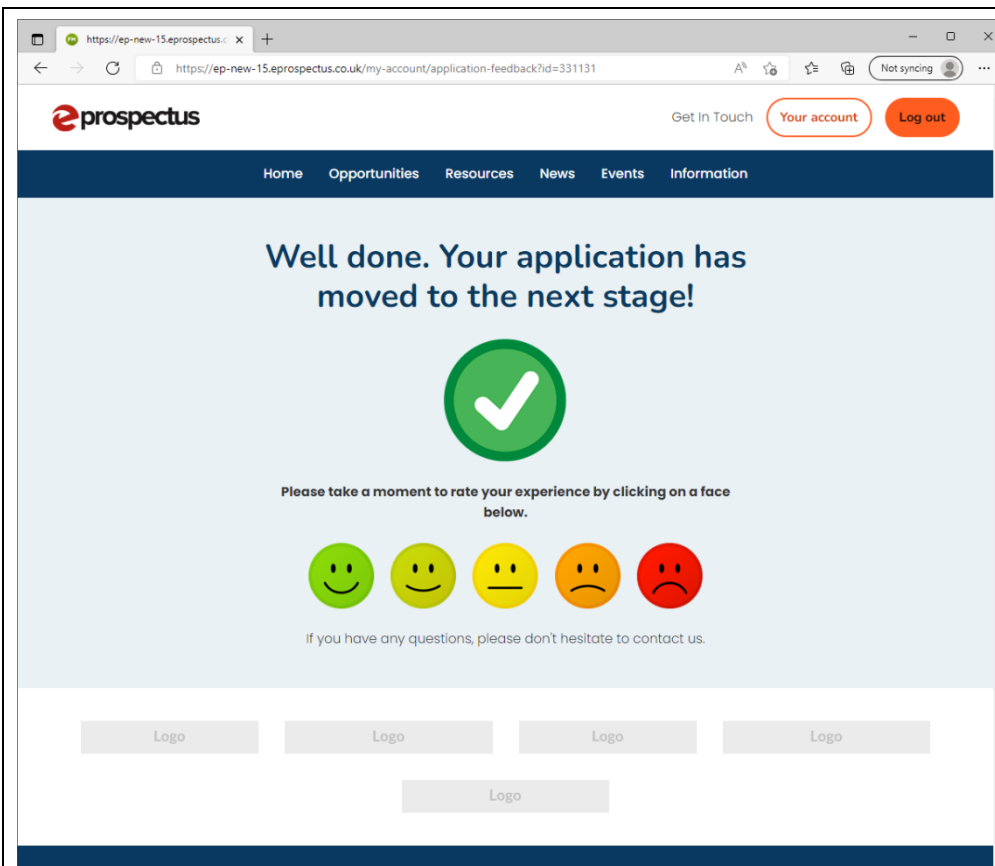
First Name	Amid
Last Name	Bhat
Preferred First Name	Amid
Preferred Last Name	Bhat
Date Of Birth	01/01/2006
Home Phone Number	+44 7770099989
Personal Phone Number	+44 7770099989
Personal Email Address	email@firstmedia.co.uk

Review & Send Your Application

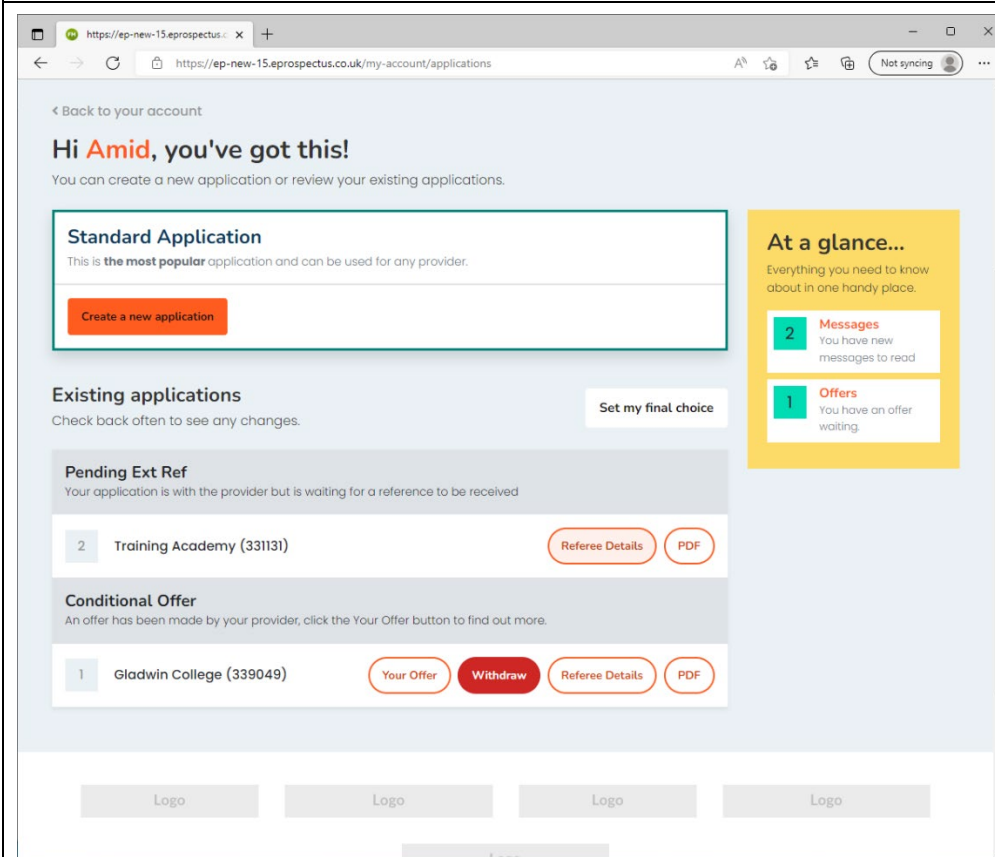
This final page allows you to review all the sections in one go, you can edit any of the pages by clicking the **Edit** button in each of the sections.

The provider may have some questions for you to answer, these are at the end of the page.

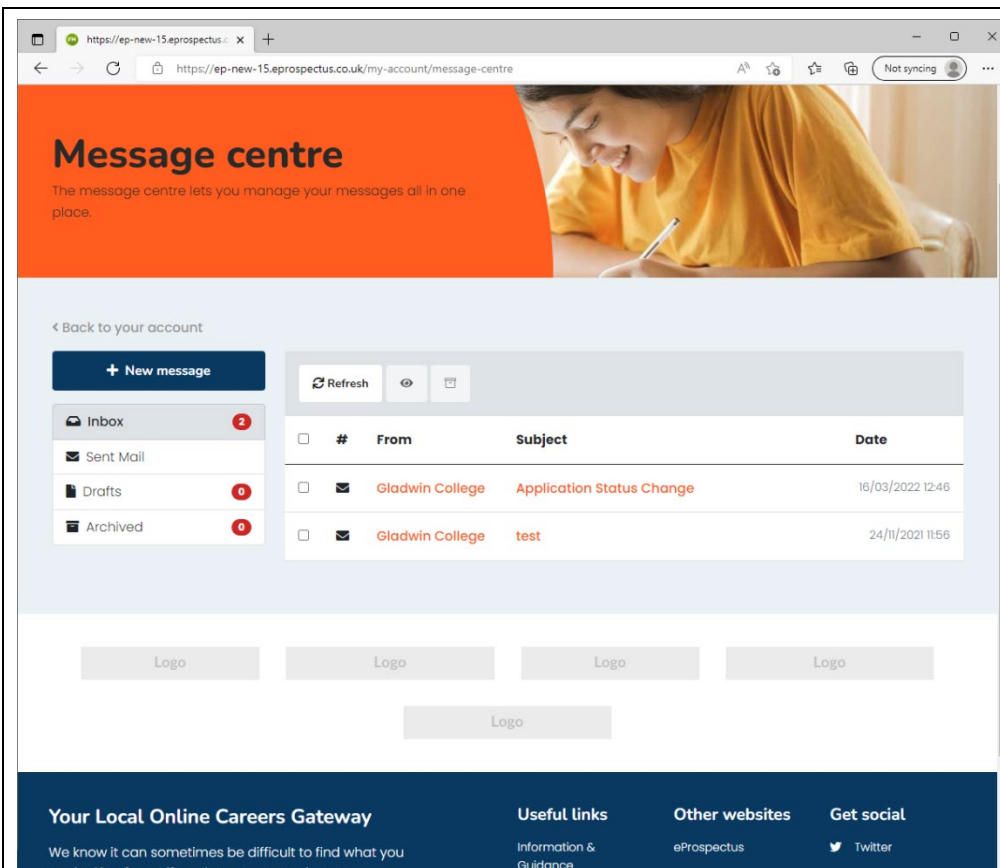
Complete any additional fields or checkboxes and click the **Send Application** button to send your application.



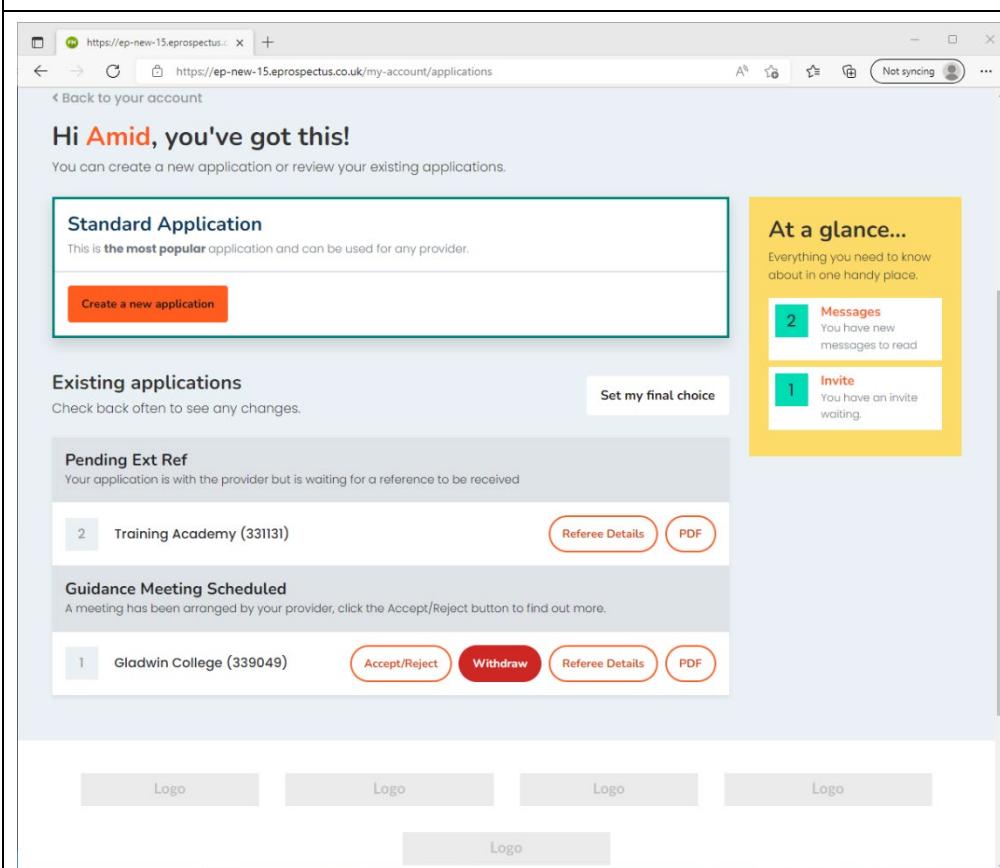
Finally, please give us some feedback on how you think the process went by clicking on the appropriate face.



Your application will now be at the next status (Sent, Sent Pending Reference, Schools Hold etc.) You can monitor the status by visiting this screen.



If the provider, your school or tutor has sent you a message about the application, you can go to the **Message centre** on the **Your Account** page to view and reply to them.



When your application has been processed by the provider and they schedule your guidance meeting or choose to send you an offer, you can accept or reject it in this screen. Click on the **Accept/Reject** or **Your Offer** button to view the meeting/offer and make your choice.

You can press cancel if you are not ready to reply yet.

Once accepted/rejected, the status of your application will change.