



# New Application Process

V1.1



Home Courses Help & Guidance Upcoming Events My Account

Education is not preparation for life; education is life itself.



Adult Learning  
Adult Courses (age 19+) > Search



Year 8/9 Options  
Making GCSE choices > View



Full Time Courses  
Vocational and academic > Search



Apprenticeships  
Employer-based vacancies > Search



Employers  
Work related courses > Search

Full Time Courses Search



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Information & Inspiration  
We can help you prepare and to make choices about your future.  
Learn More

Creative College  
Open Day for 19+

19

Stephen Perse 6th Form College  
First Media Solutions Ltd, 25 Nottingham Road 9am - 5pm  
Further details

ASK

We know it can sometimes be difficult to find what you are looking for, so if you have any questions or suggestions just [ask and get in touch with us!](#)

Not sure what to do next? We will be able to help you make the right choices!

Links

Information and Inspiration  
Upcoming Events  
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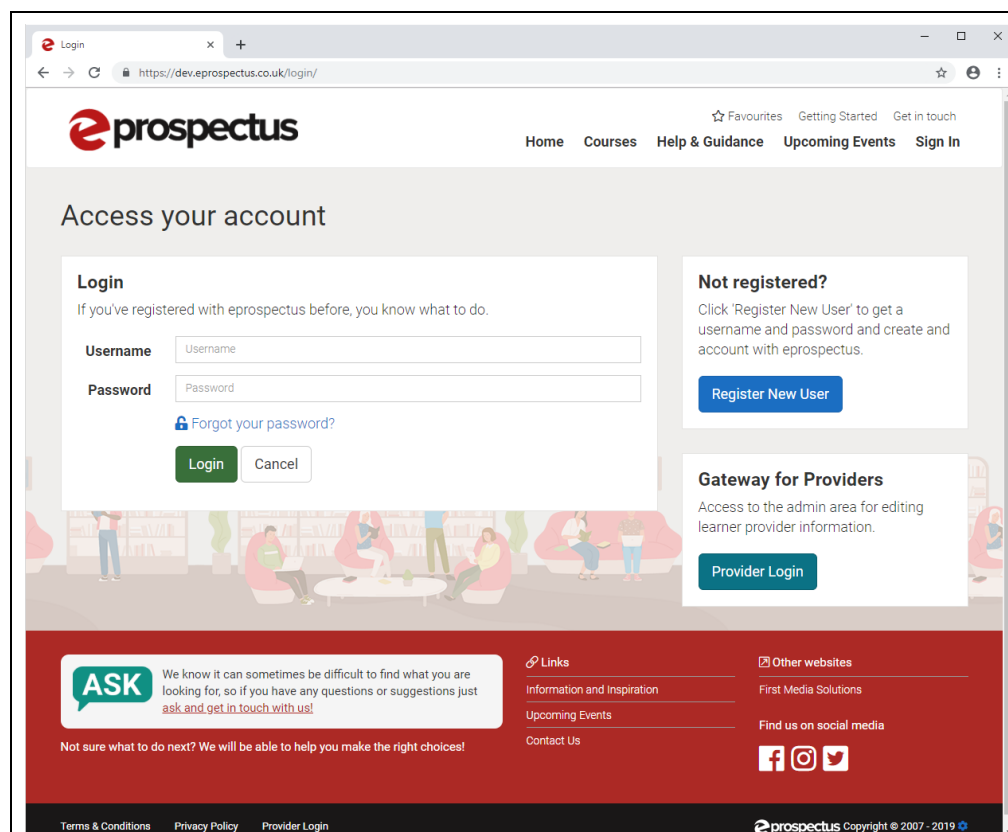
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## Creating an Application

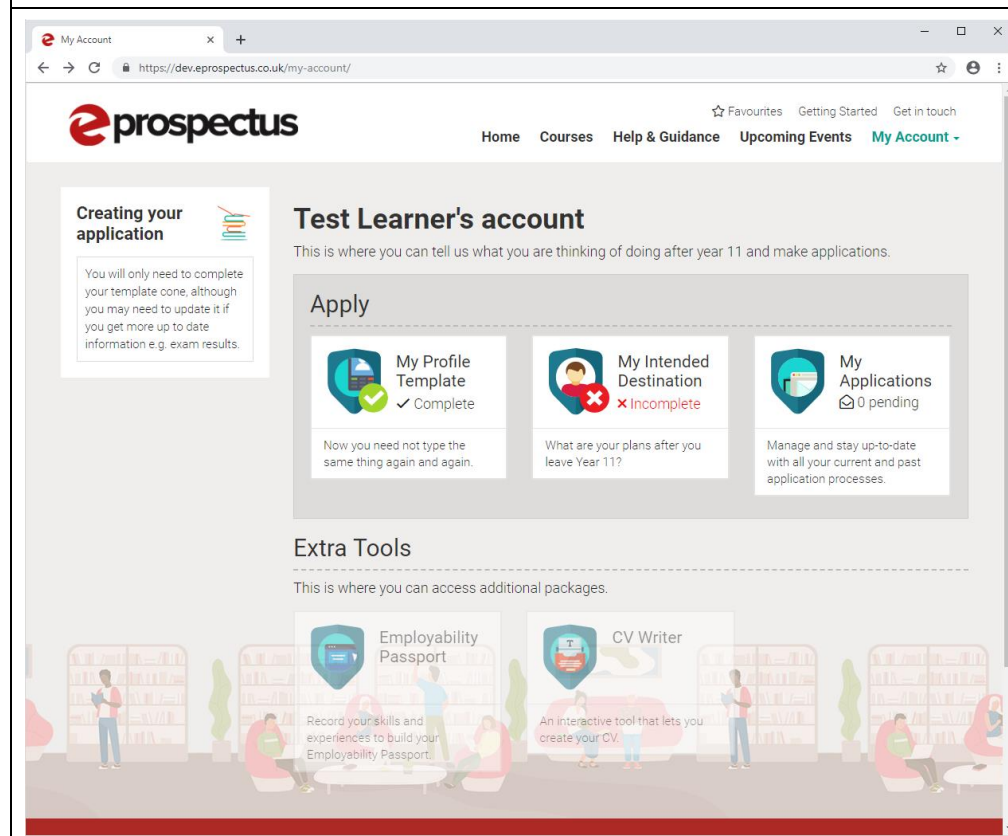
Step by Step instructions for creating an application in the new eProspectus.

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



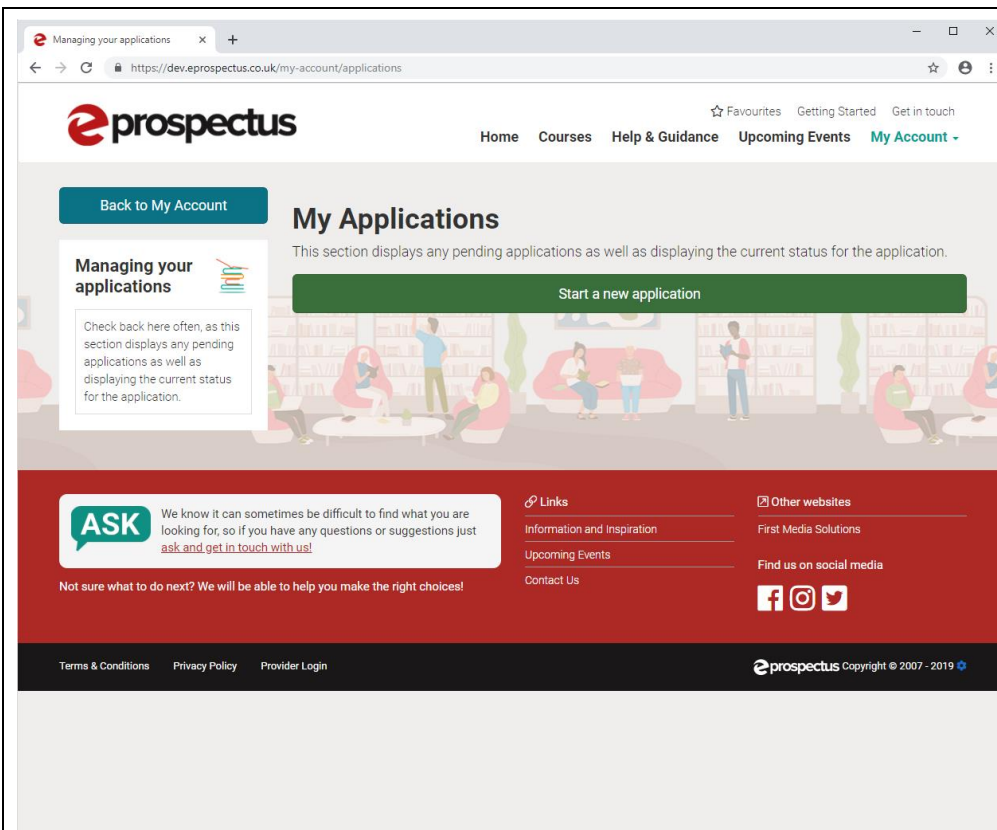
The screenshot shows the eProspectus login page. At the top, there's a navigation bar with links: Home, Courses, Help & Guidance, Upcoming Events, and Sign In. Below this, the main heading is "Access your account". There are three main sections: "Login" for existing users, "Not registered?" for new users, and "Gateway for Providers" for admin access. The "Login" section has fields for Username and Password, a "Forgot your password?" link, and "Login" and "Cancel" buttons. The "Not registered?" section has a "Register New User" button. The "Gateway for Providers" section has a "Provider Login" button. At the bottom, there's a red banner with an "ASK" section, "Links" (Information and Inspiration, Upcoming Events, Contact Us), and "Other websites" (First Media Solutions, Find us on social media with Facebook, Instagram, and Twitter icons). The footer contains "Terms & Conditions", "Privacy Policy", "Provider Login", and the eProspectus logo with copyright information.

The first step is to log in to your account

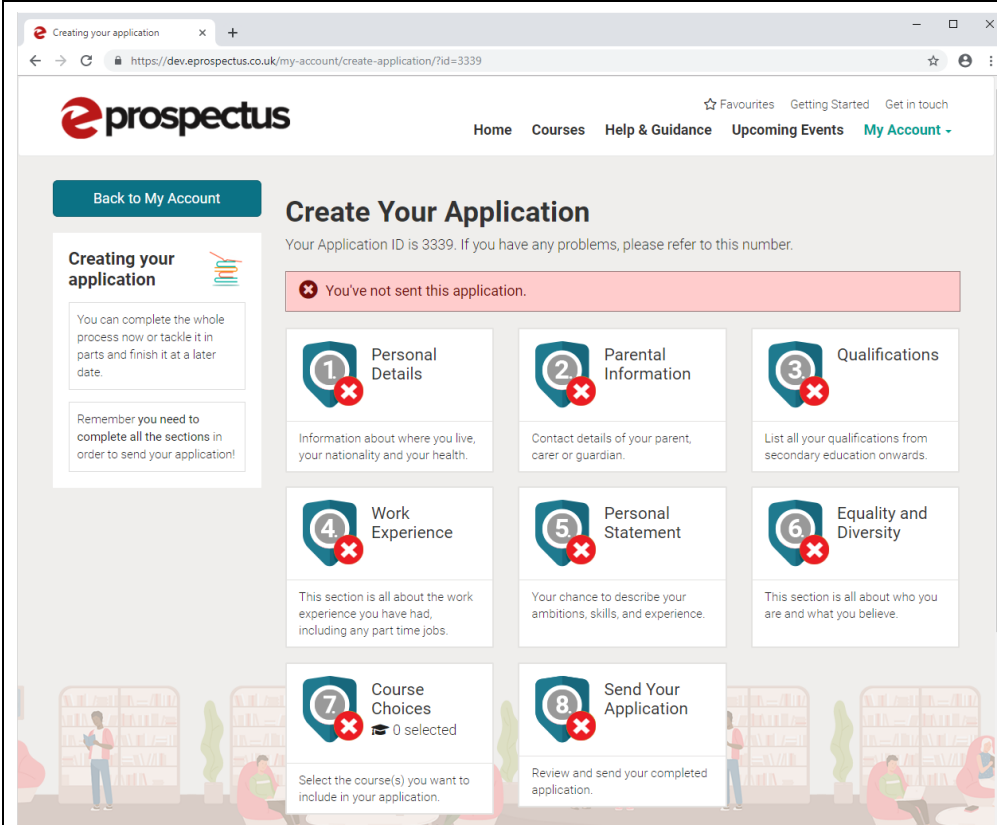


The screenshot shows the eProspectus "My Account" page. The navigation bar includes "My Account" as an active link. The main heading is "Test Learner's account". Below this, there's a section "Creating your application" with a note about template completion. The "Test Learner's account" section explains that users can tell what they're thinking of doing after year 11 and make applications. There are three cards: "My Profile Template" (Complete), "My Intended Destination" (Incomplete), and "My Applications" (0 pending). Below these is the "Extra Tools" section, which includes "Employability Passport" and "CV Writer". The bottom of the page features an illustration of people in a library setting.

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



If you haven't yet started an application click on the **Start 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 will need completing.

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

Personal Details <https://dev.e-prospectus.co.uk/my-account/create-application/personal-details/?id=3339>

**e-prospectus** [Home](#) [Courses](#) [Help & Guidance](#) [Upcoming Events](#) [My Account](#)

[Back to Application](#)

## Your Personal Details

This section covers information about where you live and your contact details.

**Filling in your details**

1. Complete all the fields and ensure your details (e.g. Current School and Year Group) are correct.
2. If you're having trouble finding your postcode, use the [Royal Mail 'Find a Postcode' Service](#)

**Your checklist**

- Personal Details ☒
- Parental Information ☒
- Qualifications ☒
- Work Experience ☒
- Personal Statement ☒
- Equality and Diversity ☒
- Course Choices ☒
- Send Application ☒

**Information About You**

**Forename(s) \***

**Surname (family name) \***

**Preferred Forename \***

**Preferred Surname \***

**Date of birth \***

**Home Phone No.**

**Personal Phone No.**

**Legal Gender \***

**Gender Identity \***

**Current school, college or provider**

**Year Group**

**Home Address Details**

### Personal Details

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

Personal Details <https://dev.e-prospectus.co.uk/my-account/create-application/personal-details/?id=3339>

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- Parental Information ☒
- Qualifications ☒
- Work Experience ☒
- Personal Statement ☒
- Equality and Diversity ☒
- Course Choices ☒
- Send Application ☒

**Address \***

**City/town \***

**County \***

**Postcode [Lookup](#) \***

**Country \***

**Choose your first language \***

**Personal Email address \***

**School Email address**

Will you have been resident in the UK or EU - or Iceland, Liechtenstein, Norway or Switzerland - for 3 years prior to 1st September 2019? \* ☒ Yes ☐ No

Do you intend to move from your above address before the 1st September? \* ☐ Yes ☒ No

**Health**

Please indicate below your likely support needs (physical, learning or otherwise), if any. Declaring a need will not disadvantage you in any way but will help post-16 providers to plan their student support.

Do you consider yourself to have any medical conditions or disability? \* ☐ Yes ☒ No

Do you consider that you have a learning difficulty? \* ☐ Yes ☒ No

☒ Update My Profile Template

[Save and Continue](#) [Cancel](#)

### Personal Details continued.

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

Parental Information

https://dev.e-prospectus.co.uk/my-account/create-application/parental-information/?id=3339

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## Parental Information

You should be living with this parent, unless special circumstances apply.

**Parental Details**

Title \* First Name \* Last Name \*

Mrs Mother Learner

**Relationship of Parent (or carer/guardian) \***

You should be living with this parent, unless special circumstances apply.

Mother

**Home Phone No.** **Personal Phone No.** **Email address \***

e.g. 01507607783 e.g. 01507607783 motherlearner@test.com

**Do you live with this parent? \***

☒ Yes ☐ No

☒ Update My Profile Template

[Save and Continue](#) [Cancel](#)

**ASK** We know it can sometimes be difficult to find what you are looking for, so if you have any questions or suggestions just

[Links](#) [Other websites](#)

Information and Inspiration First Media Solutions

### 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.

Qualifications

https://dev.e-prospectus.co.uk/my-account/create-application/qualifications/?id=3339

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## Your Qualifications

Add all the qualifications you are currently studying at school. You will also need to add the ones that you have completed and have a result for.

**Filling in your details**

1. In order to complete this section you must add at least one qualification.
2. Make sure you fill in all your details correctly, stating whether the grade is predicted or not (if you have not yet taken your exam).
3. Remember, you can keep adding more qualifications.

**Your checklist**

Personal Details ☒ Parental Information ☒ Qualifications ☐ Work Experience ☐ Personal Statement ☐ Equality and Diversity ☐ Course Choices ☐ Send Application ☐

**Add a Qualification**

Course Title \* Qualification \* Grade \*

Mathematics GCSE or Equivalent 3

Entry Type Completion Date \*

Predicted 06/2019 [Add](#)

**Your Qualifications**

English Language	GCSE or Equivalent	4(p)	06/2019	<a href="#">Remove</a>
------------------	--------------------	------	---------	------------------------

☒ Update My Profile Template

[Save and Continue](#) [Cancel](#)

### 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.

Work Experience

https://dev.e prospectus.co.uk/my-account/create-application/work-experience/?id=3339

e prospectus

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## 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.

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

☒ Update My Profile Template

Save and Continue Cancel

**ASK** We know it can sometimes be difficult to find what you are looking for, so if you have any questions or suggestions just

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**Filling in your details**

We would like to see full sentences and you should think about where you went, what you did, did you enjoy it, did you want this placement, but now you don't want it as a career.

**Your checklist**

Personal Details	✓
Parental Information	✓
Qualifications	✓
Work Experience	✗
Personal Statement	✗
Equality and Diversity	✗
Course Choices	✗
Send Application	✗

### 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.

Personal Statement

https://dev.e prospectus.co.uk/my-account/create-application/personal-statement/?id=3339

e prospectus

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## Your 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!

**i** You can only write a maximum of 4000 characters in this section.

I've got a good attendance record for school and work, also I am reliable and honest. In my spare time I like to spend it at the skate park riding my scooter but when I am not there I like to be with my friends and family. I go to school Monday to Friday and then from school I go straight to work.

☒ Update My Profile Template

Save and Continue Cancel

**Filling in your details**

Remember use a word processor or similar, using the spell-check facility, and copy and paste over when you're ready. And more is better, so try and fill in at least 240 characters.

**Your checklist**

Personal Details	✓
Parental Information	✓
Qualifications	✓
Work Experience	✓
Personal Statement	✗
Equality and Diversity	✗
Course Choices	✗
Send Application	✗

### Personal Statement

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

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



Equality and Diversity

https://dev.e.prospectus.co.uk/my-account/create-application/equality-and-diversity/?id=3339

e prospectus

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## Equality and Diversity

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

**Your Details**

**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.

White (British)

Update My Profile Template

Save and Continue Cancel

**ASK** We know it can sometimes be difficult to find what you are looking for, so if you have any questions or suggestions just ask and get in touch with us!

Links Information and Inspiration Other websites First Media Solutions

**Your checklist**

Personal Details	✓
Parental Information	✓
Qualifications	✓
Work Experience	✓
Personal Statement	✓
Equality and Diversity	✗
Course Choices	✗
Send Application	✗

**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.

Course Choices

https://dev.e.prospectus.co.uk/my-account/create-application/course-choices/?id=3339

e prospectus

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Back to Application

## Course Choices

If you haven't chosen any courses or the course you want to apply for is not listed, [search for a course online](#) and add it to your favourites list. Click on the icons ⓘ or ⚠ next to the course name for more details.

### My Choices

You have no courses chosen. Until you add some courses you cannot progress with your application.

Cancel

**ASK** We know it can sometimes be difficult to find what you are looking for, so if you have any questions or suggestions just ask and get in touch with us!

Links Information and Inspiration Other websites First Media Solutions

**Making your choices**

If you haven't chosen any courses or the course you want to apply for is not listed, try searching for more courses and adding it to your favourites list.

**Your checklist**

Personal Details	✓
Parental Information	✓
Qualifications	✓
Work Experience	✓
Personal Statement	✓
Equality and Diversity	✓
Course Choices	✗
Send 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 at the top of the page.

If not, click on **search for a course online** to find one. This will take you to the course search.

Development - eProspectus x +

https://dev.eProspectus.co.uk/courses/?academicyearid=&section=sixth-form&area=&qualificationType=&sector=&qualificationLevel=level-1&provider=&p...

Currently viewing **Full Time Courses** Cancel

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**Search results** Map Off

**Back to Search**

Showing 12 courses

Search for...

**Refine by**

Full Time Courses

All Academic Years

All Areas

All Qualifications

All Sectors

Level 1

All Providers

Any Distance

[Clear Search Criteria](#)

**Biology**

Hills Road Sixth Form College

GCSE or Equivalent

Level 1

[Read more](#)

**Bricklaying Advanced Course, Level One Diploma**

Hills Road Sixth Form College

Other Regulated/Accredited Qualification

Level 1

[Read more](#)

**BTEC National Diploma in Health and Social Care**

Stephen Perse 6th Form College

GCE A/AS Level or Equivalent

Level 1

[Read more](#)

**Certificate in IT User Skills (ITQ) (QCF)**

CRC Cambridge Regional College

Certificate of Attendance

Level 1

[Read more](#)

**English Advanced**

Hills Road Sixth Form College

Functional Skill

Level 1

[Read more](#)

**GCE A2 Level English Literature**

Hills Road Sixth Form College

GCE A/AS Level or Equivalent

Level 1

[Read more](#)

*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.

Development - eProspectus x +

https://dev.eProspectus.co.uk/sixth-form/course/details/1156

**Back to search results**

**Hills Road Sixth Form College**

Would you like to ask a question?

Hills Road, Cambridge, Cambridgeshire, CB2 8PE

**Course Dates**


01/09/2019 to 31/08/2020

Hills Road Sixth Form College

1 Year(s)

**A Level English Literature**

Languages, Literature and Culture



01/09/2019 to 31/08/2020 - at Hills Road Sixth Form College

**Add to Favourites**

**Overview**

Units you may study include: Drama, Prose (before and after 1900), Poetry

Overview	Course Details	Fees & Funding
Code	111239	
Qualification Type	GCE A/AS Level or Equivalent	
Qualification Level	Level 3	
Course type	Full Time	

*Course Choices continued*

You can have a look at all the course information using the tabs in the middle.

Any pictures for the course will be at the bottom.

The course start options and venues will be on the left hand side.

Once you are happy with the course, select the course start from the drop down in the middle and press **Add to Favourites**.

It will ask if you want to return to your application, if you are ready to continue select Yes.



Course Choices

Back to Application

**Making your choices**

If you haven't chosen any courses or the course you want to apply for is not listed, try searching for more courses and adding it to your favourites list.

**Your checklist**

- Personal Details ☒
- Parental Information ☒
- Qualifications ☒
- Work Experience ☒
- Personal Statement ☒
- Equality and Diversity ☒
- Course Choices ☒
- Send Application ☒

**Course Choices**

If you haven't chosen any courses or the course you want to apply for is not listed, [search for a course online](#) and add it to your favourites list. Click on the icons ⓘ or ⚠ next to the course name for more details.

**My Favourites**

A Level English Literature ⓘ ⚠	Hills Road Sixth Form College	Unavailable
A Level English Literature ⓘ ⚠	The Oakes College	Unavailable

Search for a course

**My Choices**

Drag and drop the courses to order them in preference.

**Hills Road Sixth Form College**

1	A Level English Literature	Level 3	Remove
---	----------------------------	---------	--------

**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.

I really enjoy learning about the english language and English Literature is my favourite subject.

## 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.

Send Application

Back to Application

**Review and checking your details**

Review and amend any information you need to before sending it.

Make sure you answer any questions and send the application before logging off.

**Your checklist**

- Personal Details ☒
- Parental Information ☒
- Qualifications ☒
- Work Experience ☒
- Personal Statement ☒
- Equality and Diversity ☒
- Course Choices ☒
- Send Application ☒

**Review & Send Your Application**

Nearly there! Your application to is just about ready to send. Go over all your information below then fill in the final details before it can be sent.

**Information About You**

Forename(s) Test	Surname (family name) Learner
Preferred Forename	Preferred Surname
Date of birth 05/12/2002	Home Phone No. Personal Phone No.
Legal Gender Female	Preferred Gender Female
Current school, college or provider Hinchbrook School	Year Group 11

**Address Details**

Address  
3 Albion Close

City/town  
Cambridge

County  
Cambridgeshire

Postcode  
CB2 8PQ

Country  
United Kingdom

Choose your first language  
English

Personal Email address  
amy.selby@firstmedia.co.uk

School Email address  
amy.selby@firstmedia.co.uk

Will you have lived in the UK or EU for 3 years prior to 1st September?  
Yes

Date of entry to UK or EU  
Previous Country

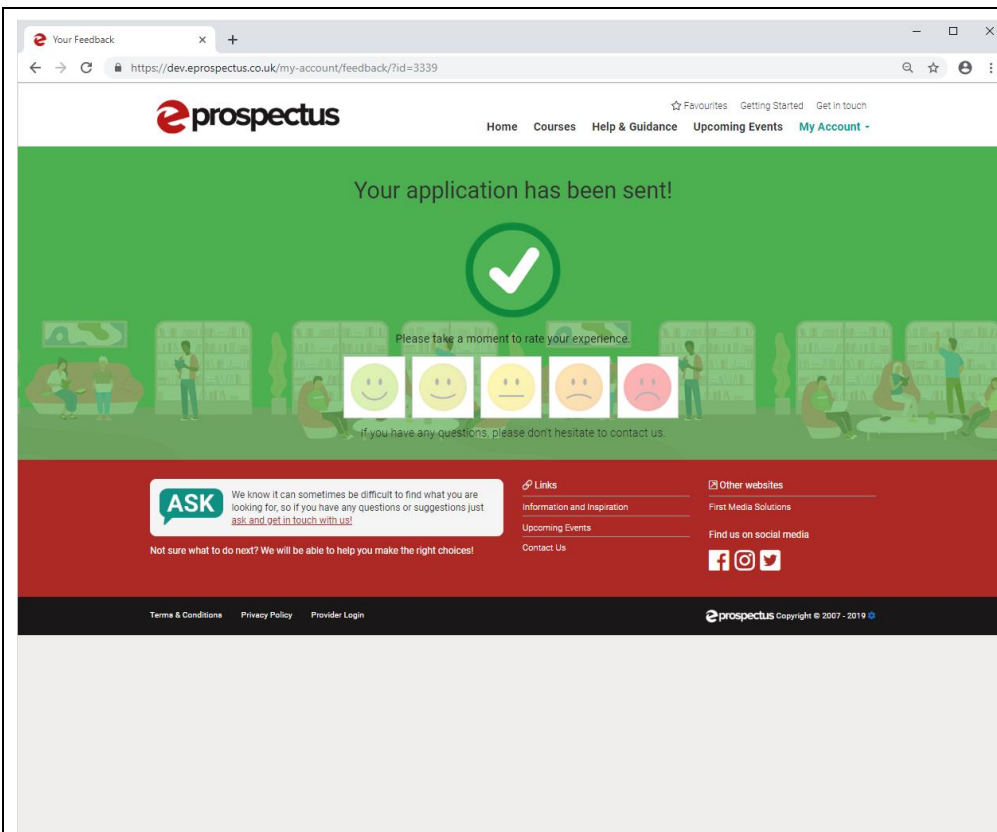
Do you intend to move from your above address before the 1st September?  
No

## Review & Send Your Application

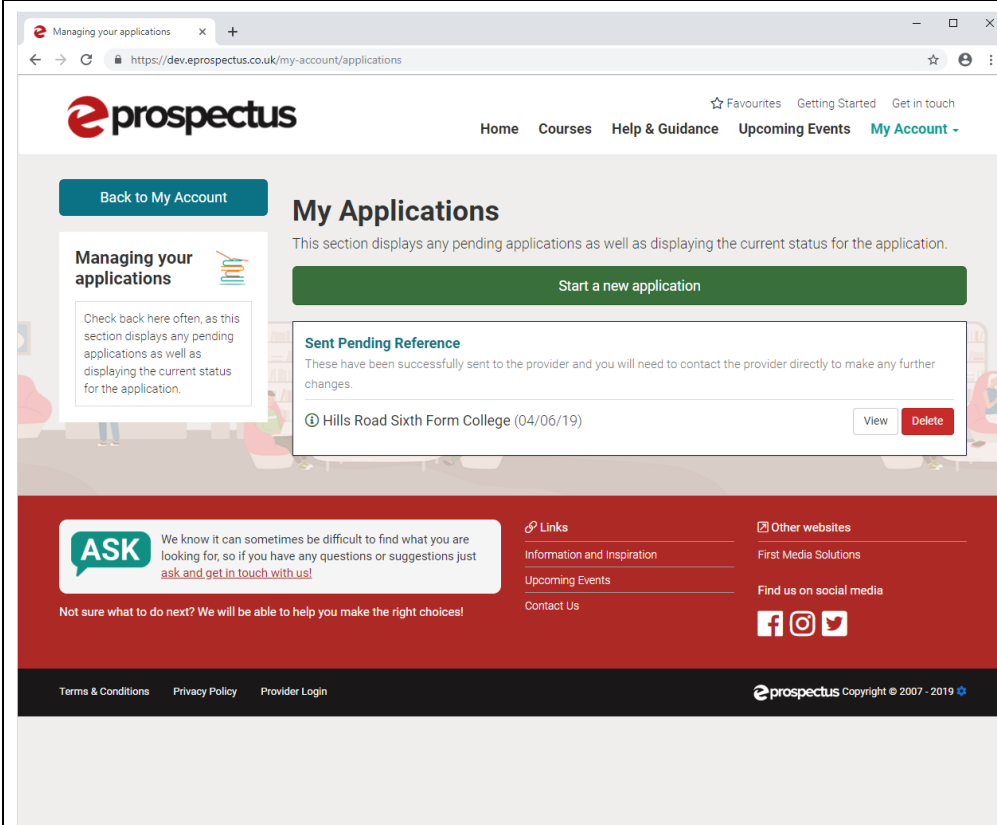
This final page allows you to review all the sections in one go, you can edit any of the pages by clicking the **Edit** button in each of the sections.

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

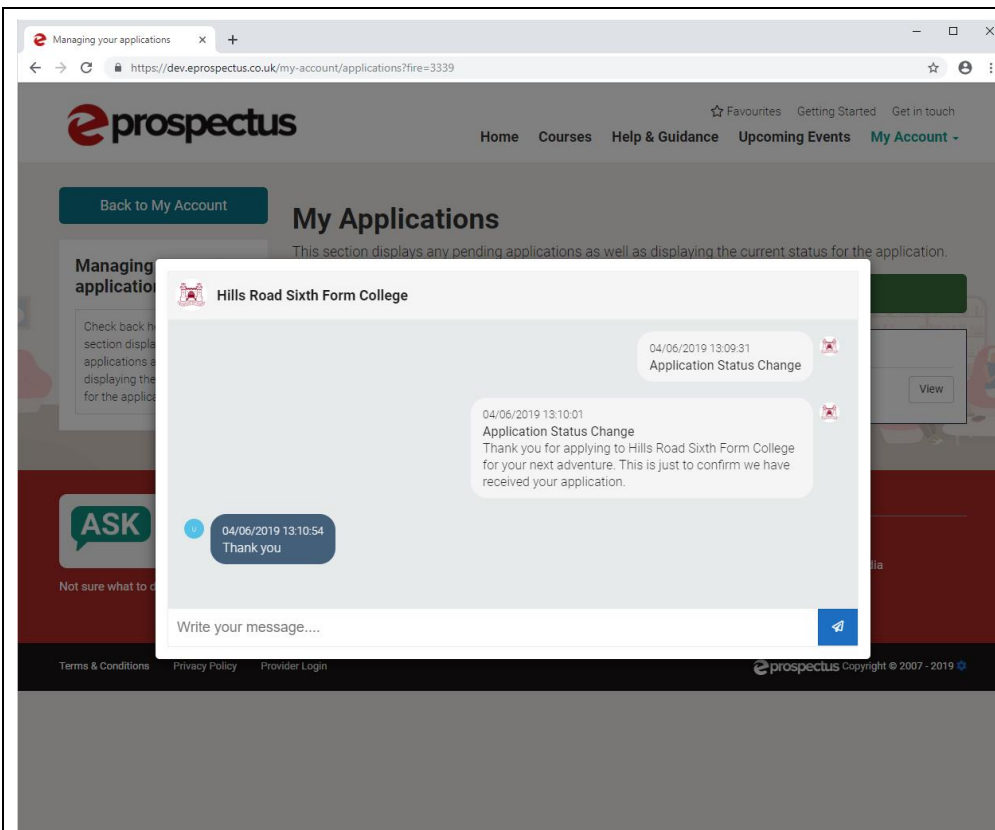
Complete any additional fields or checkboxes and click the **Send Application** button to send your application.



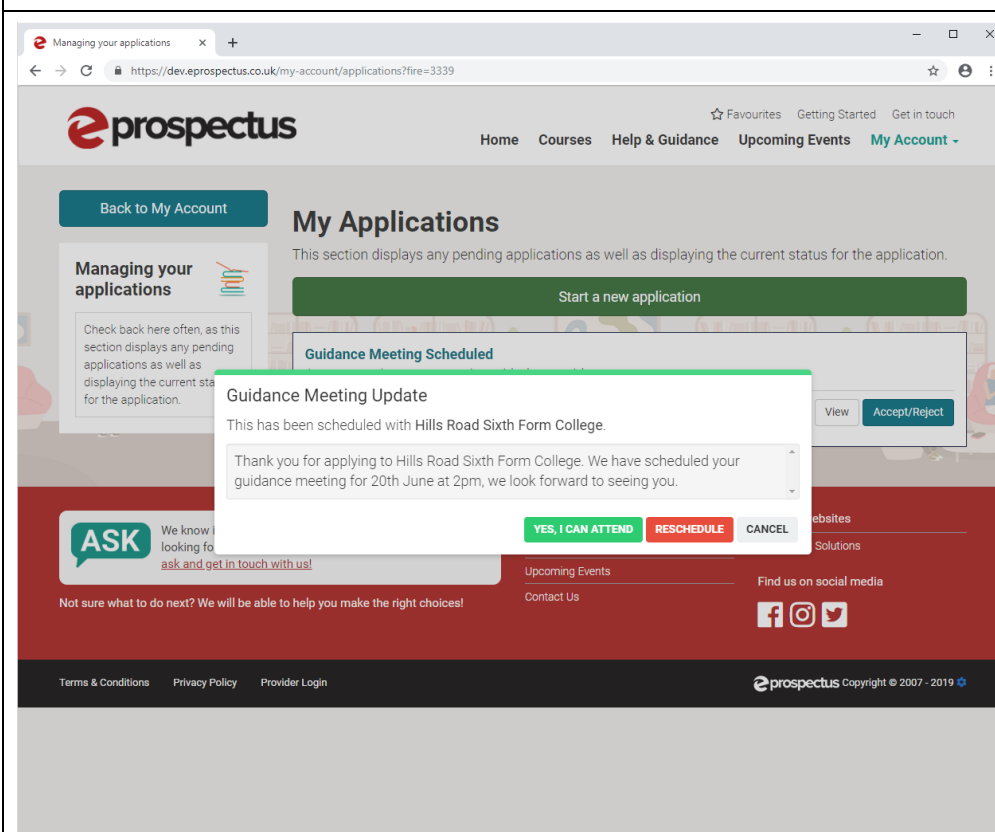
Finally, please give us some feedback on how you think the process went by clicking on the appropriate face.



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 click the envelope icon on the left of the application to read it and reply.



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.