

# New Application Process

V1.1



The screenshot shows the prospectus website interface. At the top, the prospectus logo is on the left, and navigation links for Home, Courses, Help & Guidance, Upcoming Events, and My Account are on the right. A red banner below the navigation contains the slogan "Education is not preparation for life; education is life itself." Below this is a carousel of five featured categories: Adult Learning, Year 8/9 Options, Full Time Courses, Apprenticeships, and Employers. Each category has a representative image and a search button. A search bar is located below the carousel, with "Full Time Courses" selected in the dropdown menu. Below the search bar are three promotional cards: "Discover new exciting features", "Information & Inspiration", and "Creative College Open Day for 19+". The footer contains an "ASK" section, a "Links" section with links to Information and Inspiration, Upcoming Events, and Contact Us, and an "Other websites" section with links to First Media Solutions and social media. The footer also includes Terms & Conditions, Privacy Policy, Provider Login, and a copyright notice for prospectus © 2007 - 2019.

prospectus

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

Course name or subject Full Time Courses Search

Discover new exciting features  
We're adding new stuff all the time. Why not sign up for free and give it a go?  
Find out more

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  
Contact Us

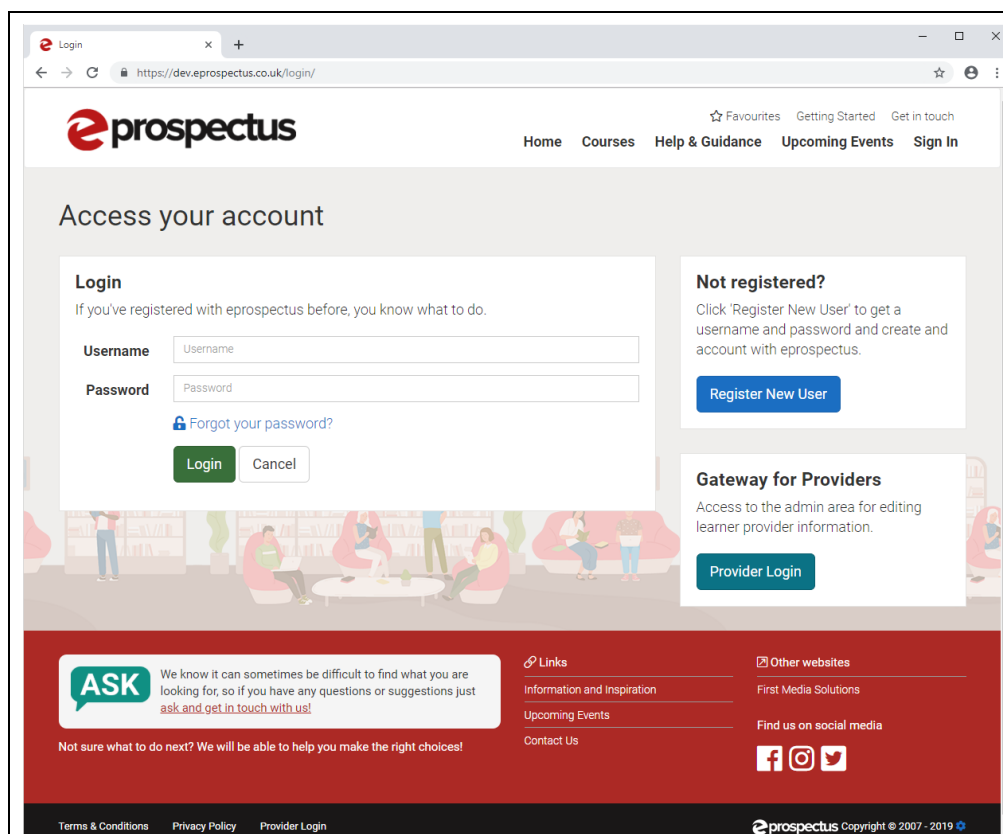
Other websites  
First Media Solutions  
Find us on social media

Terms & Conditions Privacy Policy Provider Login prospectus Copyright © 2007 - 2019

## 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\**



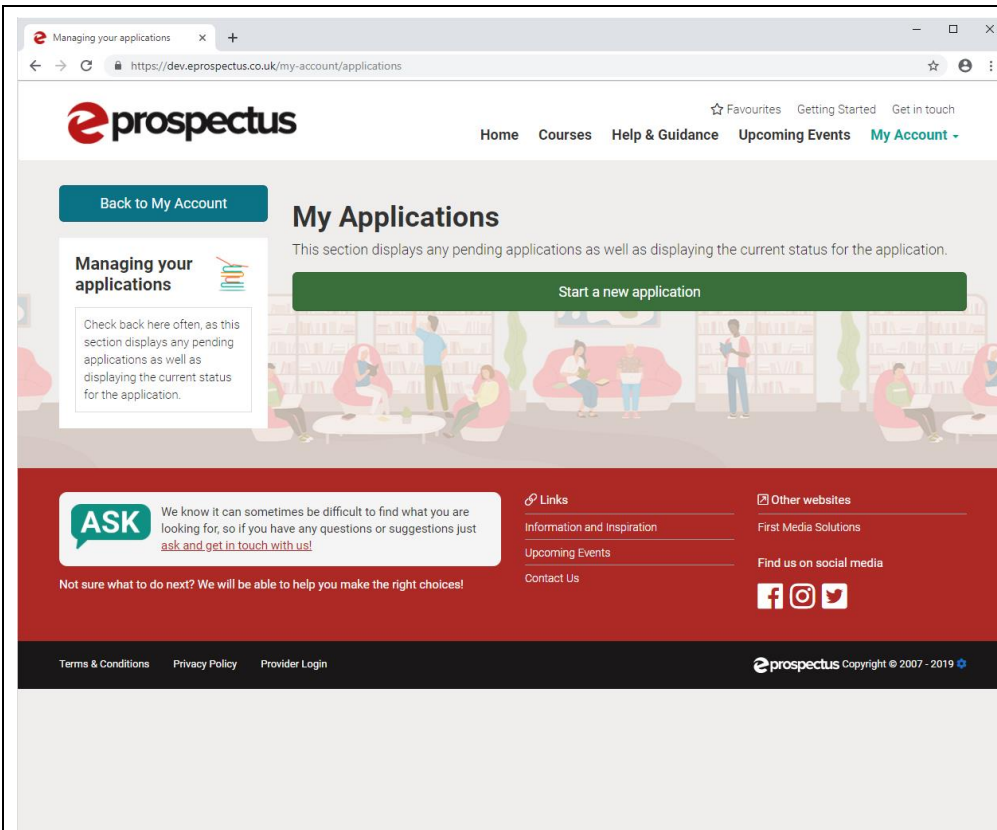
The screenshot shows the eProspectus login page. At the top, there is a navigation bar with the eProspectus logo and links for Home, Courses, Help & Guidance, Upcoming Events, and Sign In. Below the navigation bar, the main heading is "Access your account". There are three main sections: "Login" with fields for Username and Password, a "Forgot your password?" link, and "Login" and "Cancel" buttons; "Not registered?" with a "Register New User" button; and "Gateway for Providers" with a "Provider Login" button. At the bottom, there is 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). 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

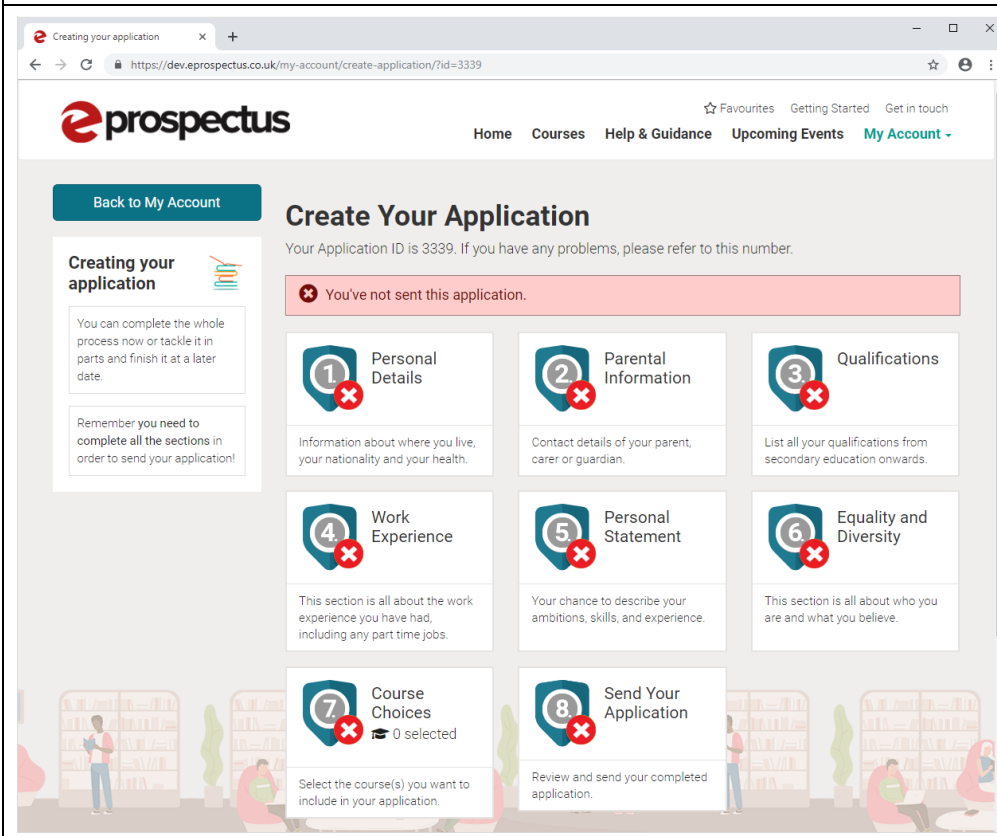


The screenshot shows the eProspectus My Account page. At the top, there is a navigation bar with the eProspectus logo and links for Home, Courses, Help & Guidance, Upcoming Events, and My Account. Below the navigation bar, the main heading is "Test Learner's account". There is a "Creating your application" section on the left. The main content area is titled "Test Learner's account" and includes a description: "This is where you can tell us what you are thinking of doing after year 11 and make applications." Below this is an "Apply" section with three cards: "My Profile Template" (Complete), "My Intended Destination" (Incomplete), and "My Applications" (0 pending). Below the "Apply" section is an "Extra Tools" section with a description: "This is where you can access additional packages." Below this are two cards: "Employability Passport" and "CV Writer". The footer contains "Terms & Conditions", "Privacy Policy", "Provider Login", and the eProspectus logo with copyright information.

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.eprospectus.co.uk/my-account/create-application/personal-details/?id=3339>

**eprospectus** 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.eprospectus.co.uk/my-account/create-application/personal-details/?id=3339>

**eprospectus** 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

#### 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

*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

**e prospectus** Home Courses Help & Guidance Upcoming Events My Account -

Back to Application

## Parental Information

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

Parental Information

test

**Your checklist**

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

**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 Information and Inspiration Other websites 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

**e prospectus** Home Courses Help & Guidance Upcoming Events My Account -

Back to Application

## 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**

- In order to complete this section you must add at least one qualification.
- 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).
- 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	Remove
------------------	--------------------	------	---------	--------

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**

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.

**Your checklist**

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

Update My Profile Template

**Save and Continue** **Cancel**

**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.

**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!

**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.

**Your checklist**

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

Update My Profile Template

**Save and Continue** **Cancel**

**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

Back to Application

Equality and Diversity

test

**Your checklist**

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

**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

**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

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 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

**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

**eprospectus** Home Courses Help & Guidance Upcoming Events My Account -

**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

GCE 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

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

## 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

https://dev.eprospectus.co.uk/my-account/create-application/send/?id=3339

## 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:

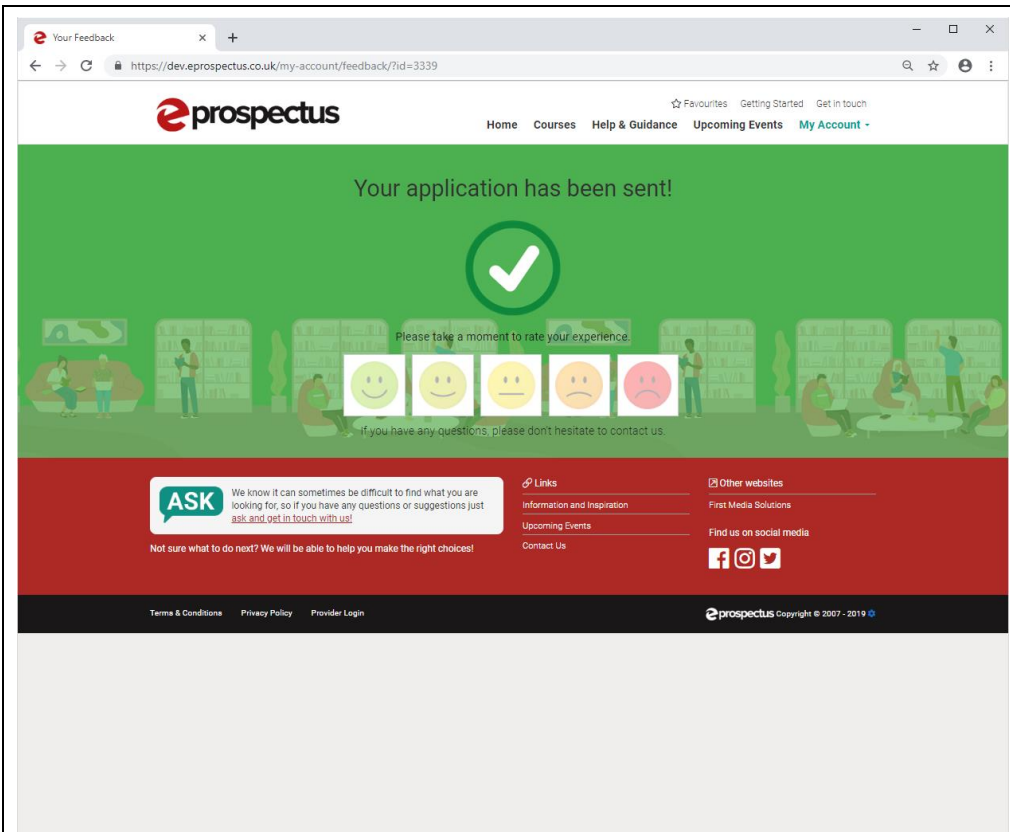
Do you intend to move from your above address before the 1st September? No

### Review & Send Your Application

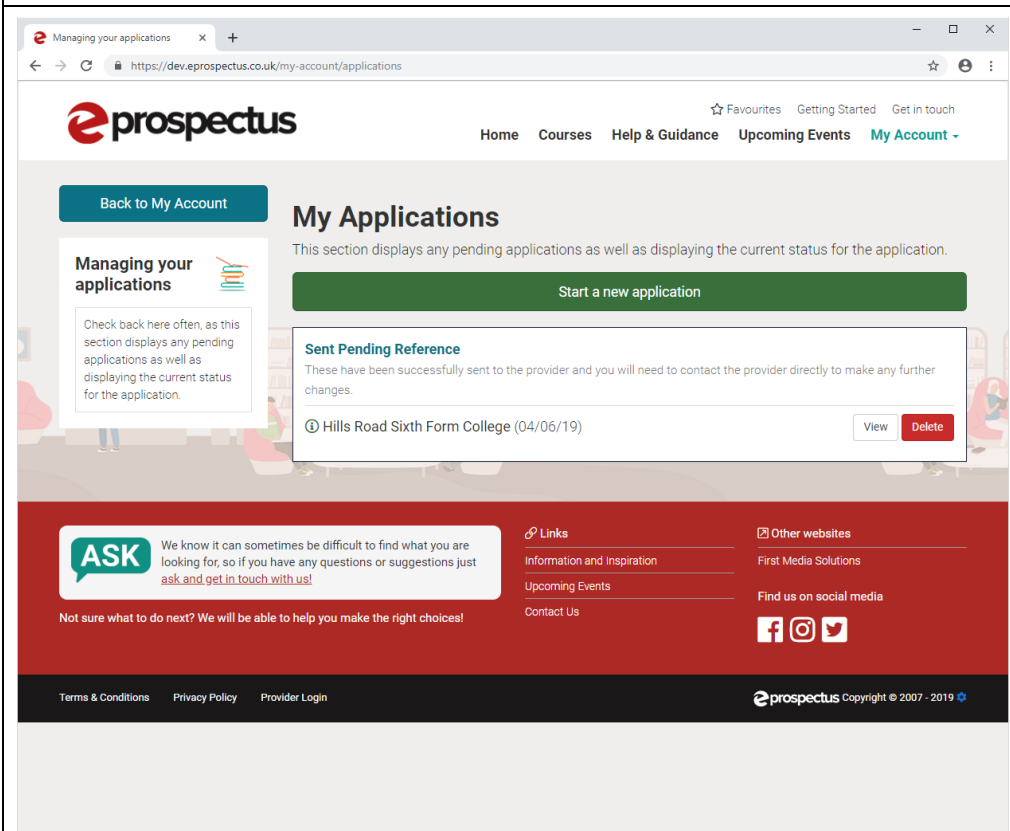
This final page allows you to review all the sections in one go, you can edit any of the pages by clicking the **Edit** button in each of the sections.

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

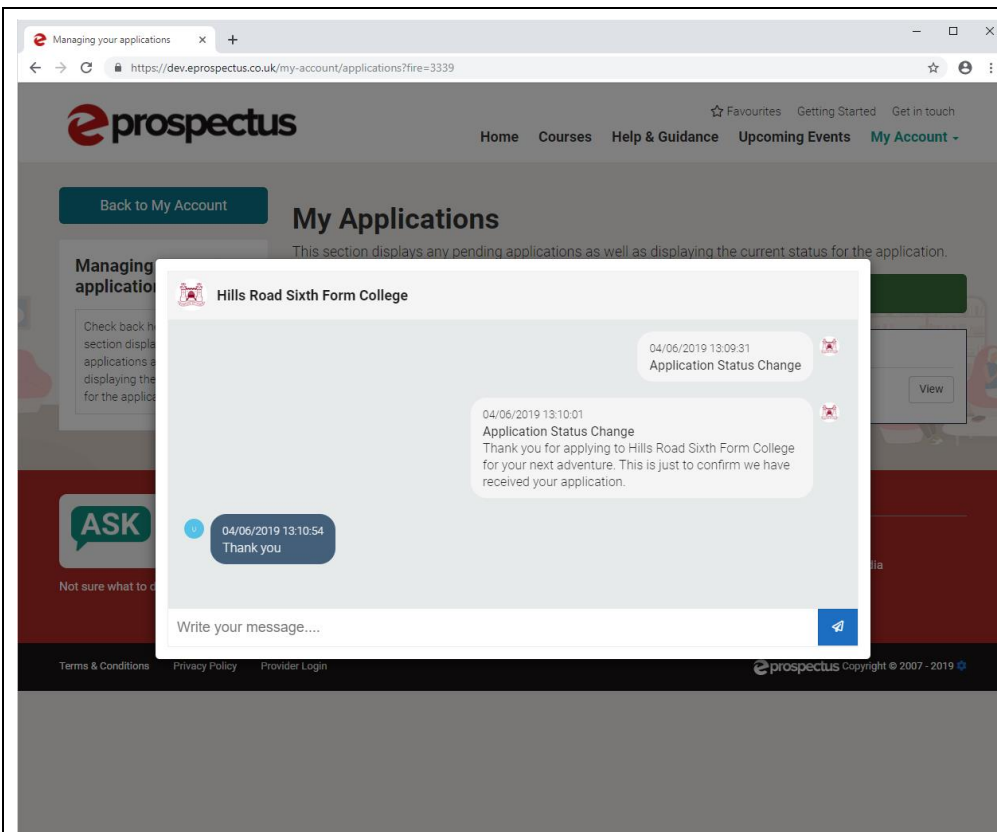
Complete any additional fields or checkboxes and click the **Send Application** button to send your application.



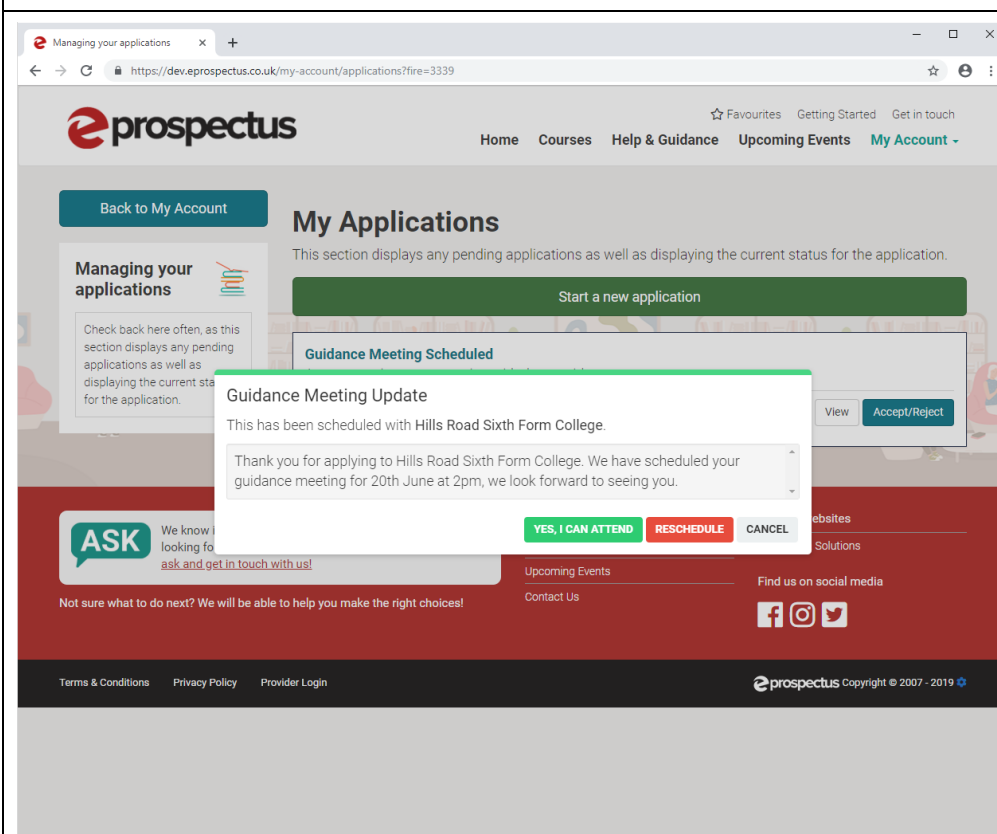
Finally, please give us some feedback on how you think the process went by clicking on the appropriate face.



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.