

My Profile Template

V1.1



prospectus ☆ Favourites Getting Started Get in touch
 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+
 JUL 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
 Facebook Instagram Twitter

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

Filling in your Profile Template

Step by step instructions for filling in your profile template in the new eProspectus.

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

	<p>The first step is to log in to your account</p>
	<p>Next choose My Profile Template from the Extra Tools section.</p>

Profile Template

https://dev.e.prospectus.co.uk/my-account/profile-template

Home Courses Help & Guidance Upcoming Events My Account -

My Profile Template

Your profile template allows you to create a "master" template so that when you create new applications, all the information from your template will be copied to your new application.

1 Personal Details
Information about where you live, your nationality and your health.

2 Parental Information
Contact details of your parent, carer or guardian.

3 Qualifications
List all your qualifications from secondary education onwards.

4 Work Experience
This section is all about the work experience you have had, including any part time jobs, and references.

5 Personal Statement
Your chance to describe your ambitions, skills, and experience.

6 Equality and Diversity
This section is all about who you are and what you believe.

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

Your template is used in your applications to save you filling all your details in every time. The template can be updated by coming back to this section, or by ticking the **Update my Profile Template** box when saving data in your application.

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

Template - Personal Details

https://dev.e.prospectus.co.uk/my-account/profile-template/personal-details/

Home Courses Help & Guidance Upcoming Events My Account -

Please note: You are editing your Profile Template

Template - Your Personal Details

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

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**

Personal Details
Fill in all of the fields making sure the data is correct

Template - Personal Details

https://dev.eprospectus.co.uk/my-account/profile-template/personal-details/

[Back to My Account](#)

Updating your template

This section covers information about where you live.

Profile Template

- Personal Details
- Parental Information
- Qualifications
- Work Experience
- Personal Statement
- Equality and Diversity

Home Address Details

Address *

3 Albion Close

City/town * Cambridge **County *** Cambridgeshire **Postcode [Lookup](#) *** 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 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

[Save and Update Template](#) [Cancel](#)

Personal Details continued

Add your address and any health needs you have.

Click **Save and Update Template** to save your changes.

Parental Information

https://dev.eprospectus.co.uk/my-account/profile-template/parental-information/

eprospectus

Home Courses Help & Guidance Upcoming Events [My Account](#)

[Back to My Account](#)

Please note: You are editing your Profile Template

Parental Information

sadsadad

Profile Template

- Personal Details
- Parental Information
- Qualifications
- Work Experience
- Personal Statement
- Equality and Diversity

Template - Parental Information

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

Parental Details

Title * Mrs **First Name *** Mother **Last Name *** Learner

Relationship of Parent (or carer/guardian) *

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

Mother

Home Phone No. e.g. 01507607783 **Personal Phone No.** e.g. 01507607783 **Email address *** motherlearner@test.com

Do you live with this parent? *

Yes No

[Save and Update Template](#) [Cancel](#)

ASK We know it can sometimes be difficult to find what you are

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

Parental Information

Here you need to enter your parent/carer/guardian's details (Please note you should live with this person). If special circumstances apply and you don't live with this person then fill in their address.

Once you have filled in all the fields click **Save and Update Template** to save your changes.

Template - Qualifications

https://dev.e Prospectus.co.uk/my-account/profile-template/qualifications/

Back to My Account

Please note: You are editing your Profile Template

Updating your template

This section is all about your qualifications.

Profile Template

- Personal Details ✓
- Parental Information ✓
- Qualifications ✓
- Work Experience ✗
- Personal Statement ✗
- Equality and Diversity ✗

Template - 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.

Add a Qualification

Course Title *

Qualification *

Grade *

Entry Type

Completion Date *

Add

Your Qualifications

English Language	GCSE or Equivalent	1(p)	06/2019	Remove
English Literature	GCSE or Equivalent	1(p)	06/2019	Remove
Information Technology	GCSE or Equivalent	1(p)	06/2019	Remove
Science	GCSE or Equivalent	1(p)	06/2019	Remove
Mathematics	GCSE or Equivalent	1(p)	06/2019	Remove

Save and Update Template **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 Update Template** to save your changes.

Template - Work Experience

https://dev.e Prospectus.co.uk/my-account/profile-template/work-experience/

Back to My Account

Please note: You are editing your Profile Template

Updating your template

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.

Profile Template

- Personal Details ✓
- Parental Information ✓
- Qualifications ✓
- Work Experience ✗
- Personal Statement ✗
- Equality and Diversity ✗

Template - 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.

Save and Update Template **Cancel**

ASK We know it can sometimes be difficult to find what you are

Links [Information and Resources](#) [Other websites](#) [First Aid Training](#) [First Aid Medic Solutions](#)

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 Update Template** to save your changes.

Template - Personal Statement

https://dev.e.prospectus.co.uk/my-account/profile-template/personal-statement/

prospectus

Home Courses Help & Guidance Upcoming Events My Account -

Back to My Account

Please note: You are editing your Profile Template

Updating your template

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.

Template - 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.

Profile Template

- Personal Details ✓
- Parental Information ✓
- Qualifications ✓
- Work Experience ✓
- Personal Statement ✗
- Equality and Diversity ✗

Save and Update Template Cancel

Personal Statement

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

Click **Save and Update Template** to save your changes

Equality and Diversity

https://dev.e.prospectus.co.uk/my-account/profile-template/equality-and-diversity/

prospectus

Home Courses Help & Guidance Upcoming Events My Account -

Back to My Account

Please note: You are editing your Profile Template

Template - 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)

Profile Template

- Personal Details ✓
- Parental Information ✓
- Qualifications ✓
- Work Experience ✓
- Personal Statement ✓
- Equality and Diversity ✗

Save and Update Template 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

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 Update Template** to save your changes

Profile Template <https://dev.e.prospectus.co.uk/my-account/profile-template/>

e prospectus Favourites Getting Started Get in touch

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

[Back to My Account](#)

My Profile Template

Your profile template allows you to create a "master" template so that when you create new applications, all the information from your template will be copied to your new application.

Updating the Template

In order to complete your personal profile template, please work through and complete each of the sections.

1 Personal Details

Information about where you live, your nationality and your health.

2 Parental Information

Contact details of your parent, carer or guardian.

3 Qualifications

List all your qualifications from secondary education onwards.

4 Work Experience

This section is all about the work experience you have had, including any part time jobs, and references.

5 Personal Statement

Your chance to describe your ambitions, skills, and experience.

6 Equality and Diversity

This section is all about who you are and what you believe.

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](#)

Now your template is complete and ready to be used in your applications.