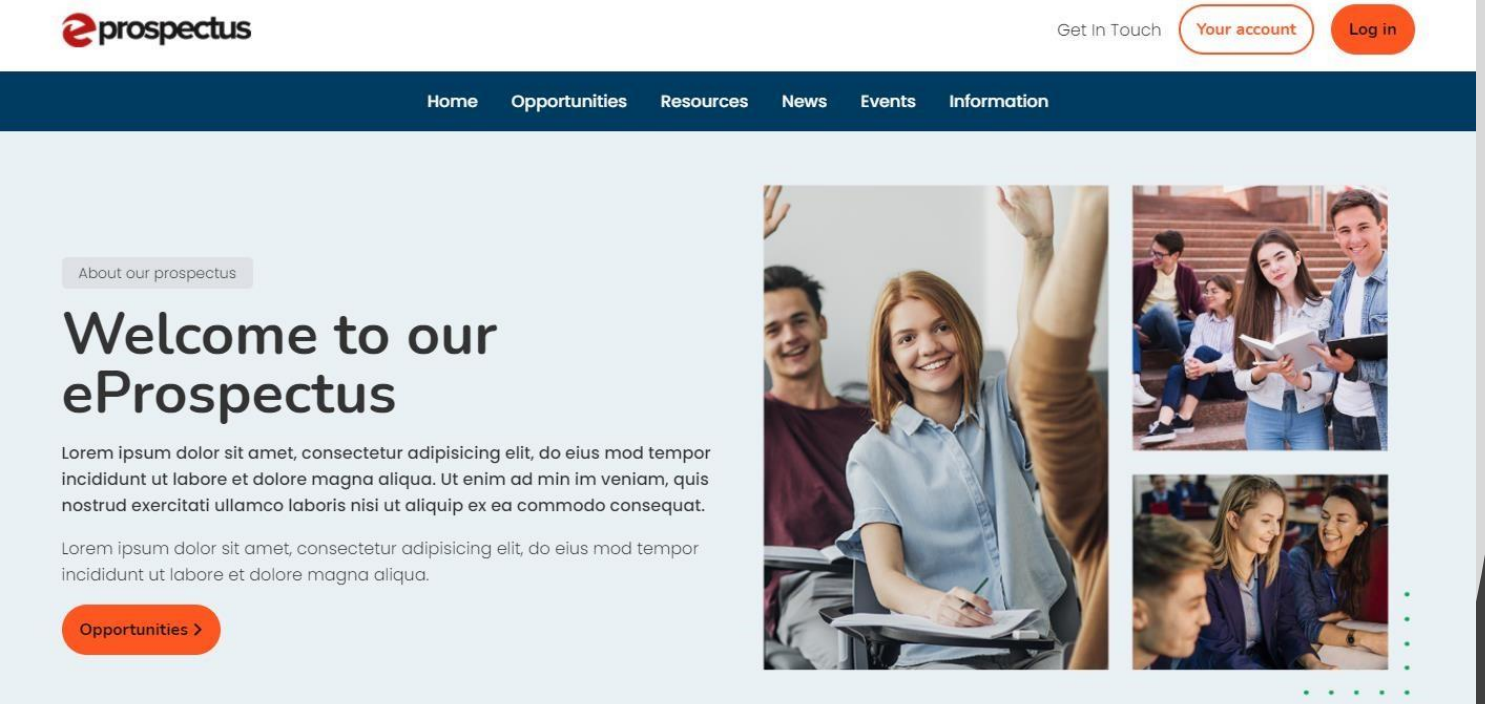
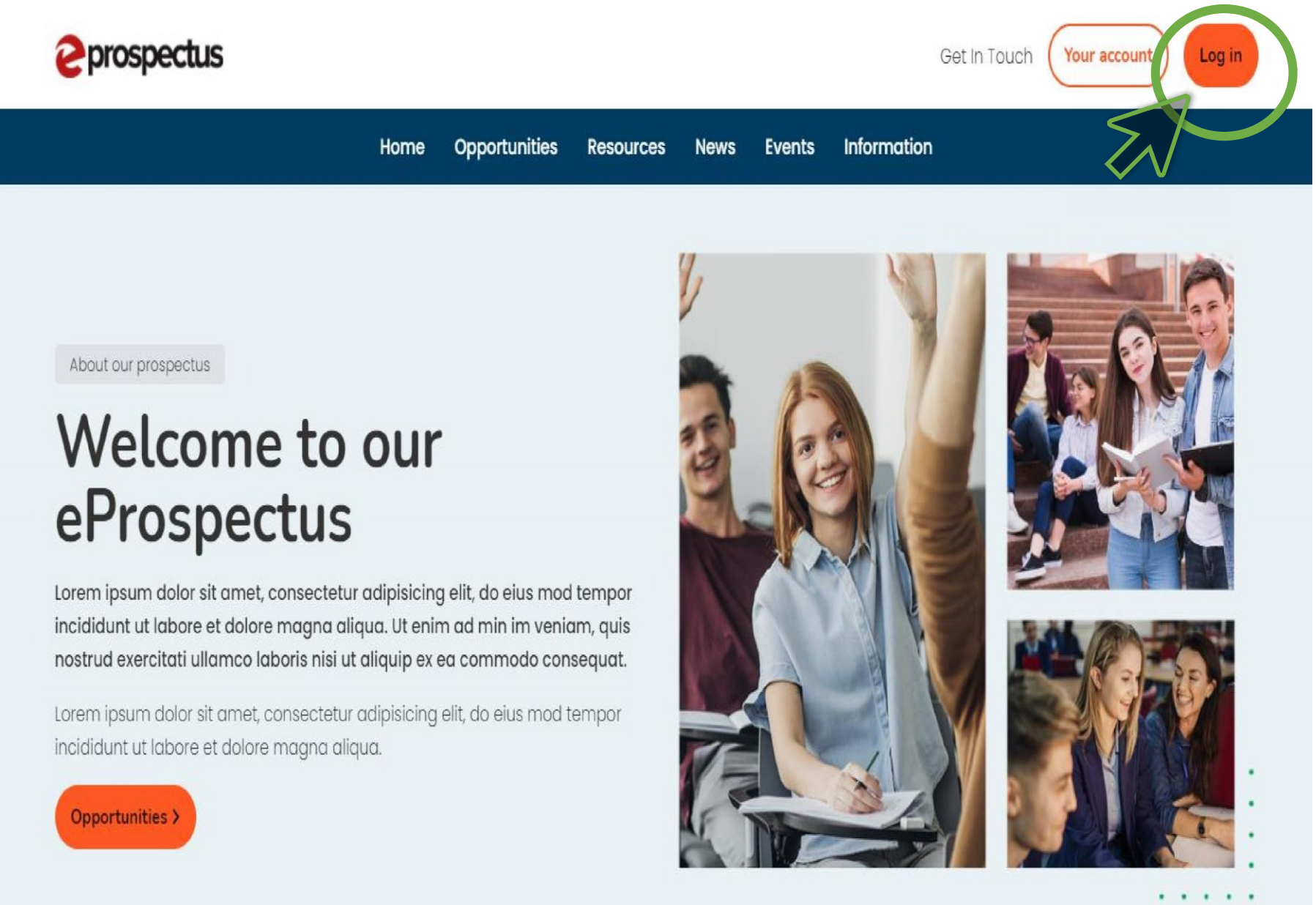


How to Search & Apply

Guide for Learners v2.0

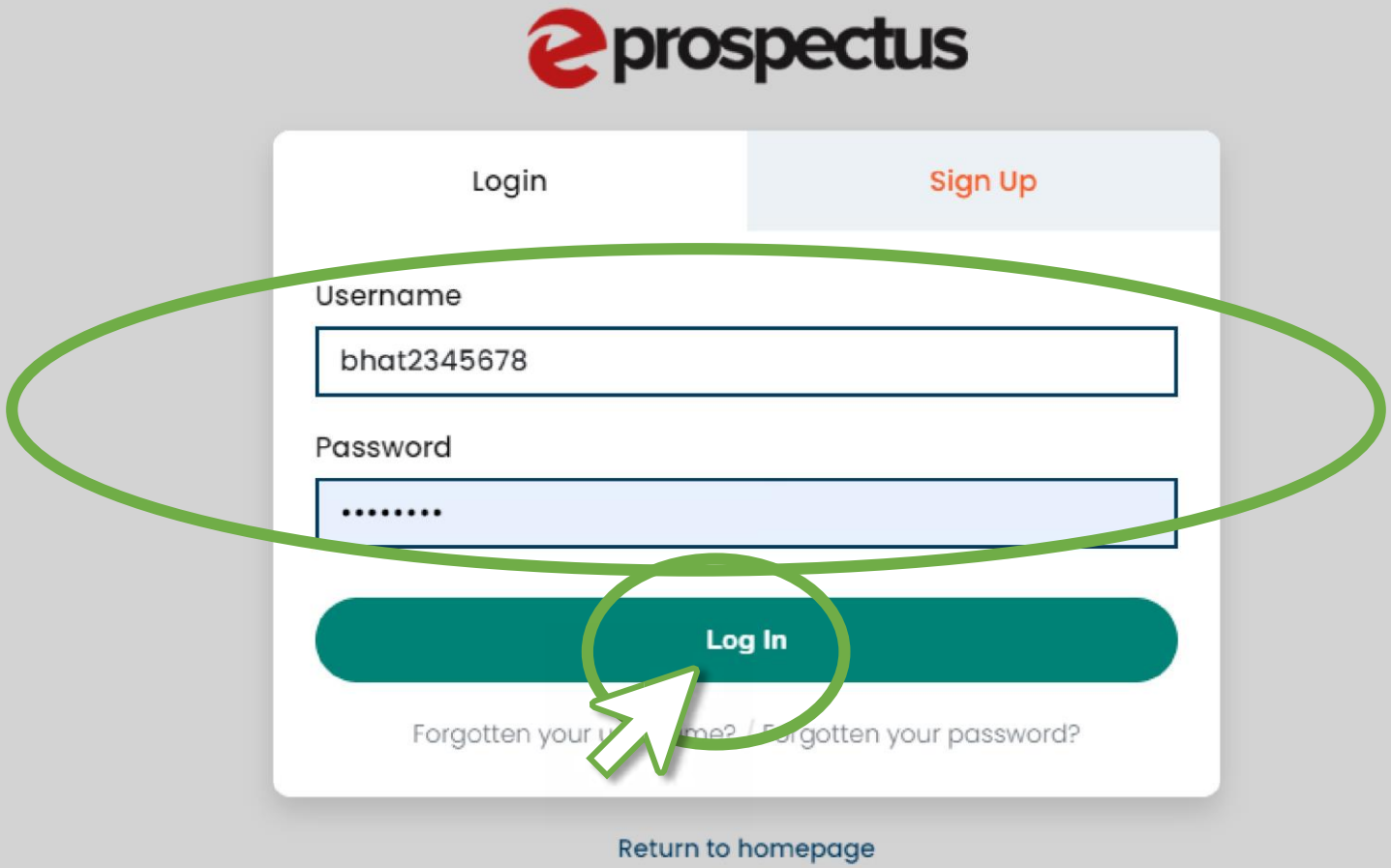


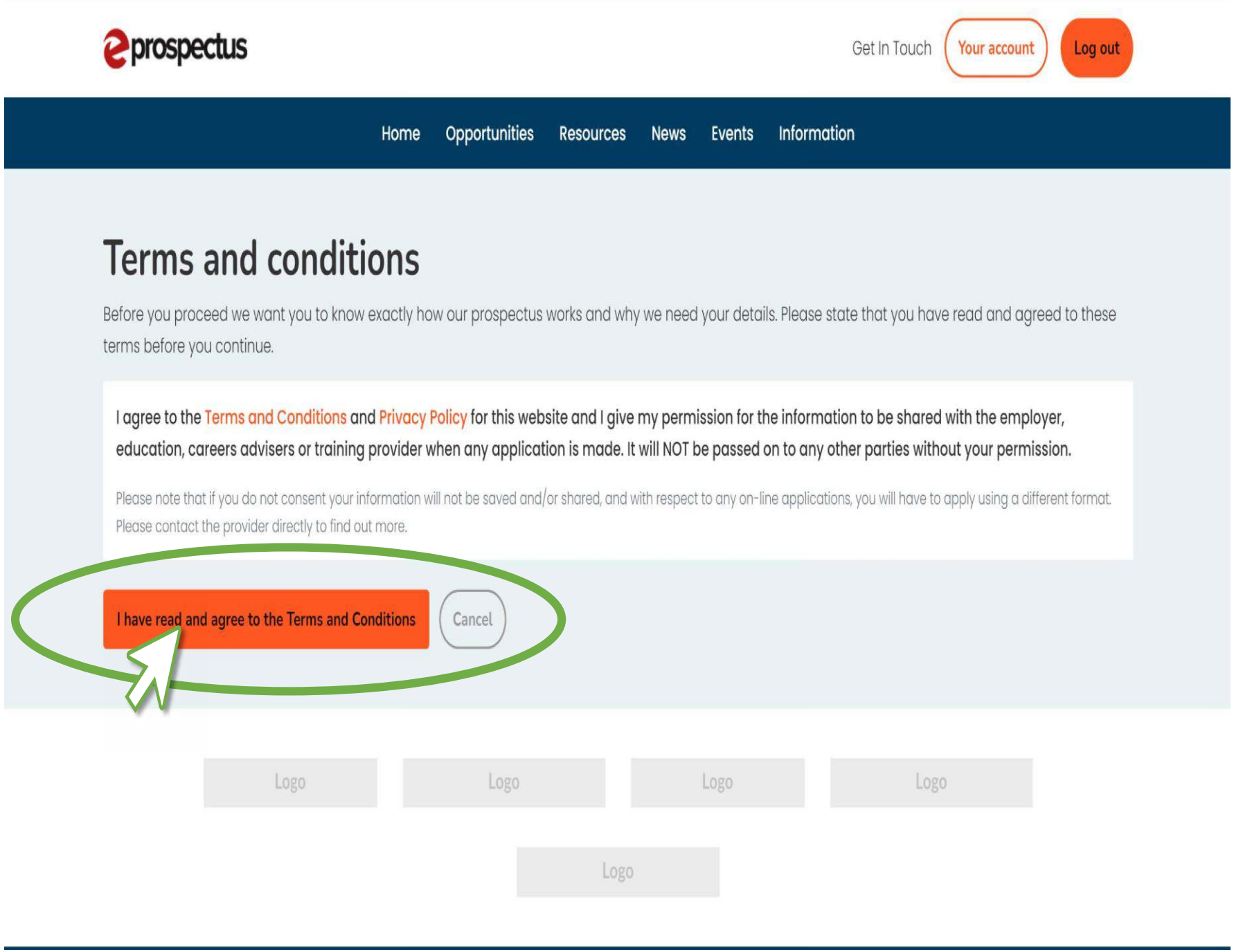
Creating an Application

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

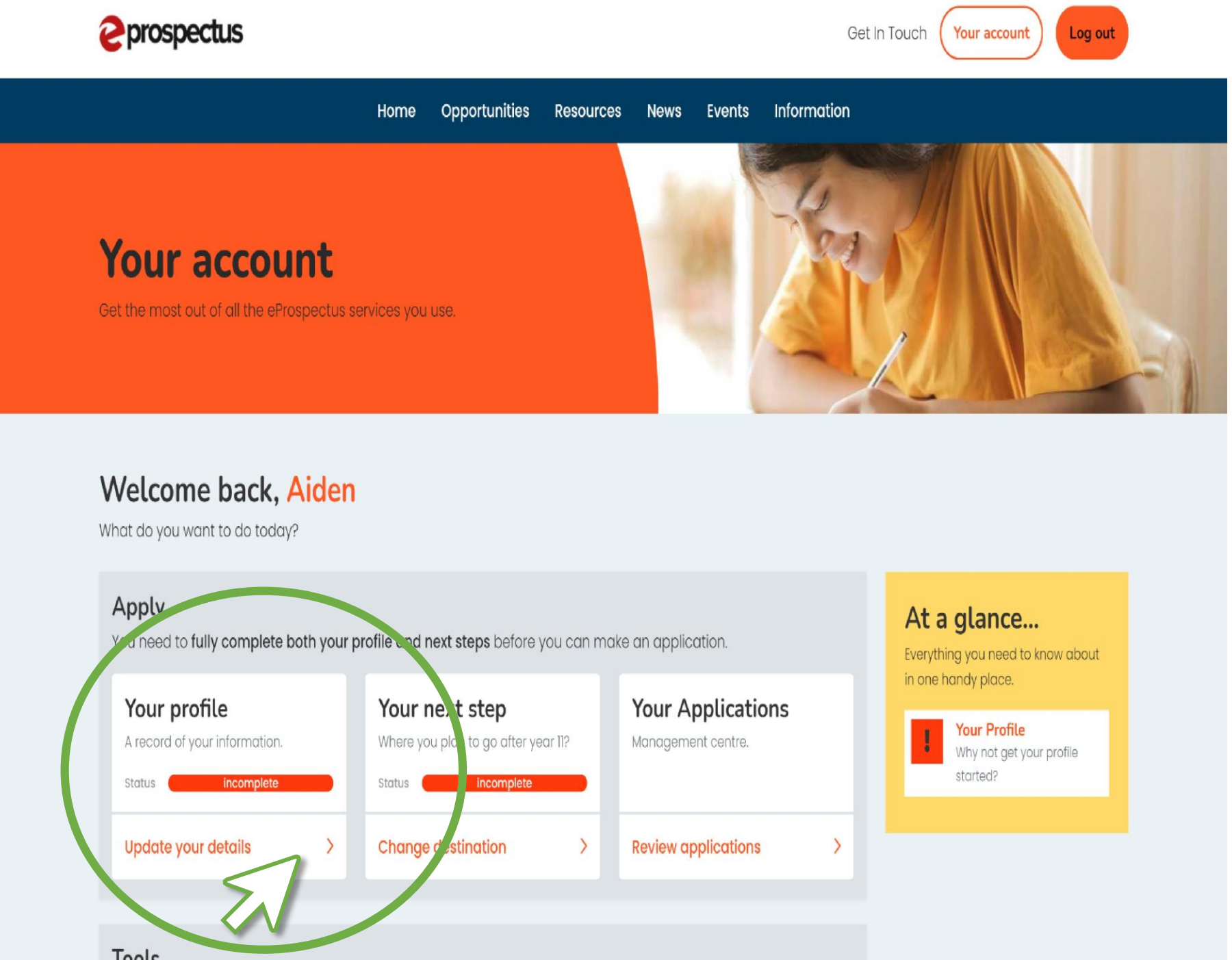
Please note the version of your site may be slightly different to what is shown in this document and will say Positive Steps @16 rather than eprospectus

The first step is to log in to your account


prospectus
Login
Sign Up
Username
bhat2345678
Password
Log In
Forgotten your password?
Return to homepage

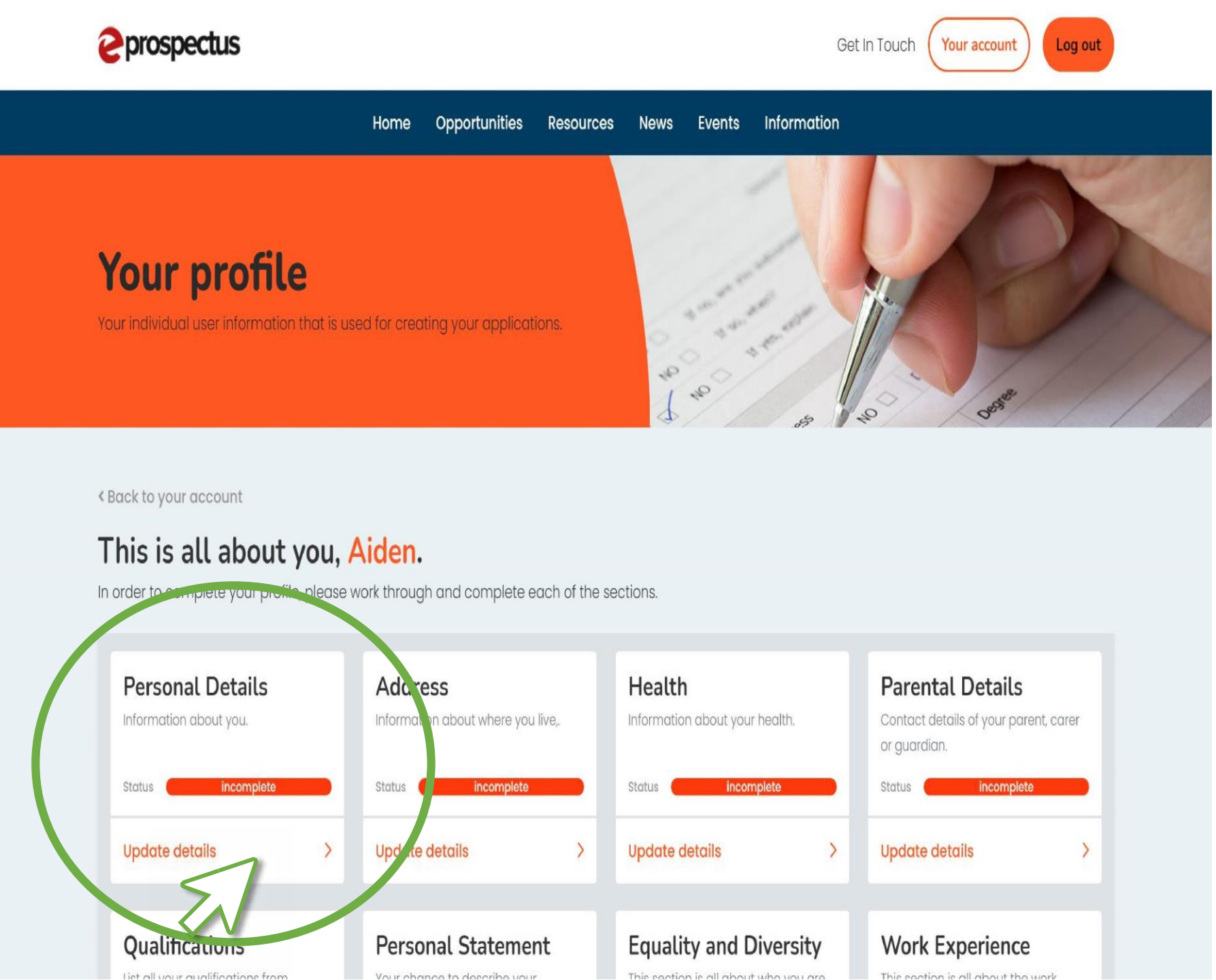


You will be asked to read and agree to the 'Terms and Conditions'. You must agree to be able to apply using this platform.

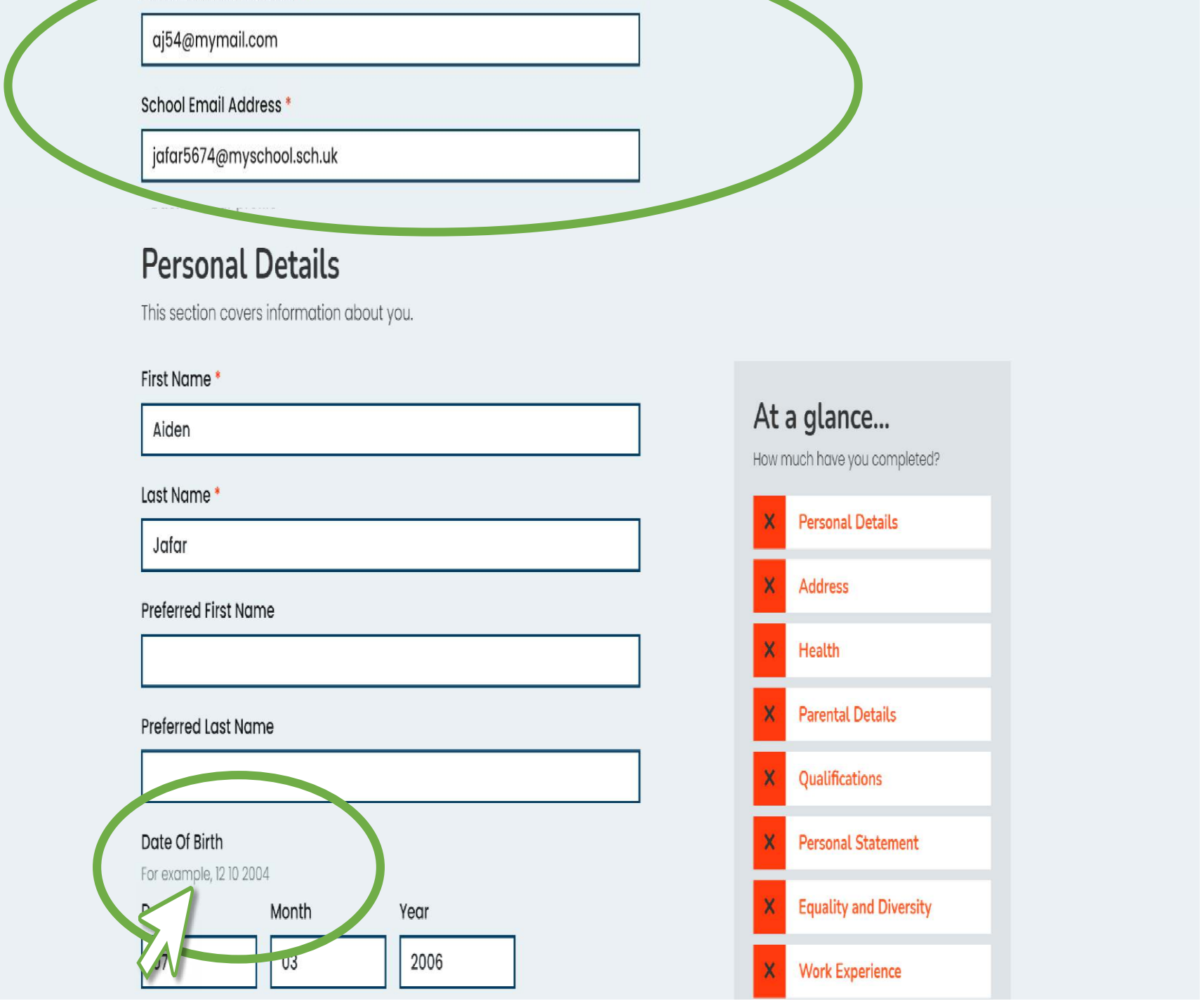


This page allows you to access all the sections of your application and indicates your progress in each section.

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.**



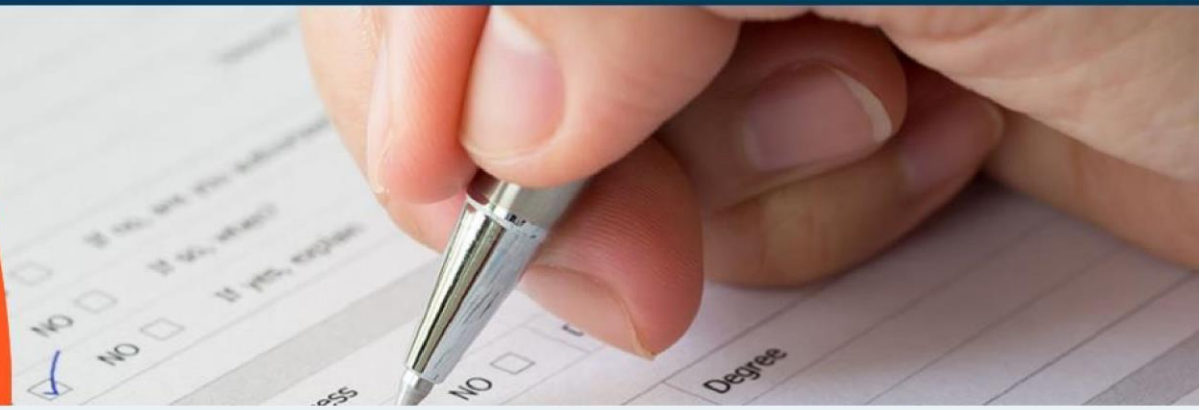
Personal Details

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

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

Your profile

Your individual user information that is used for creating your applications.



‹ Back to your account

This is all about you, Aiden.

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

Personal Details
Information about you.

Status: complete

Update details >

Address
Information about where you live,.

Status: incomplete

Update details >

Health
Information about your health.

Status: incomplete

Update details >

Parental Details
Contact details of your parent, carer or guardian.

Status: incomplete

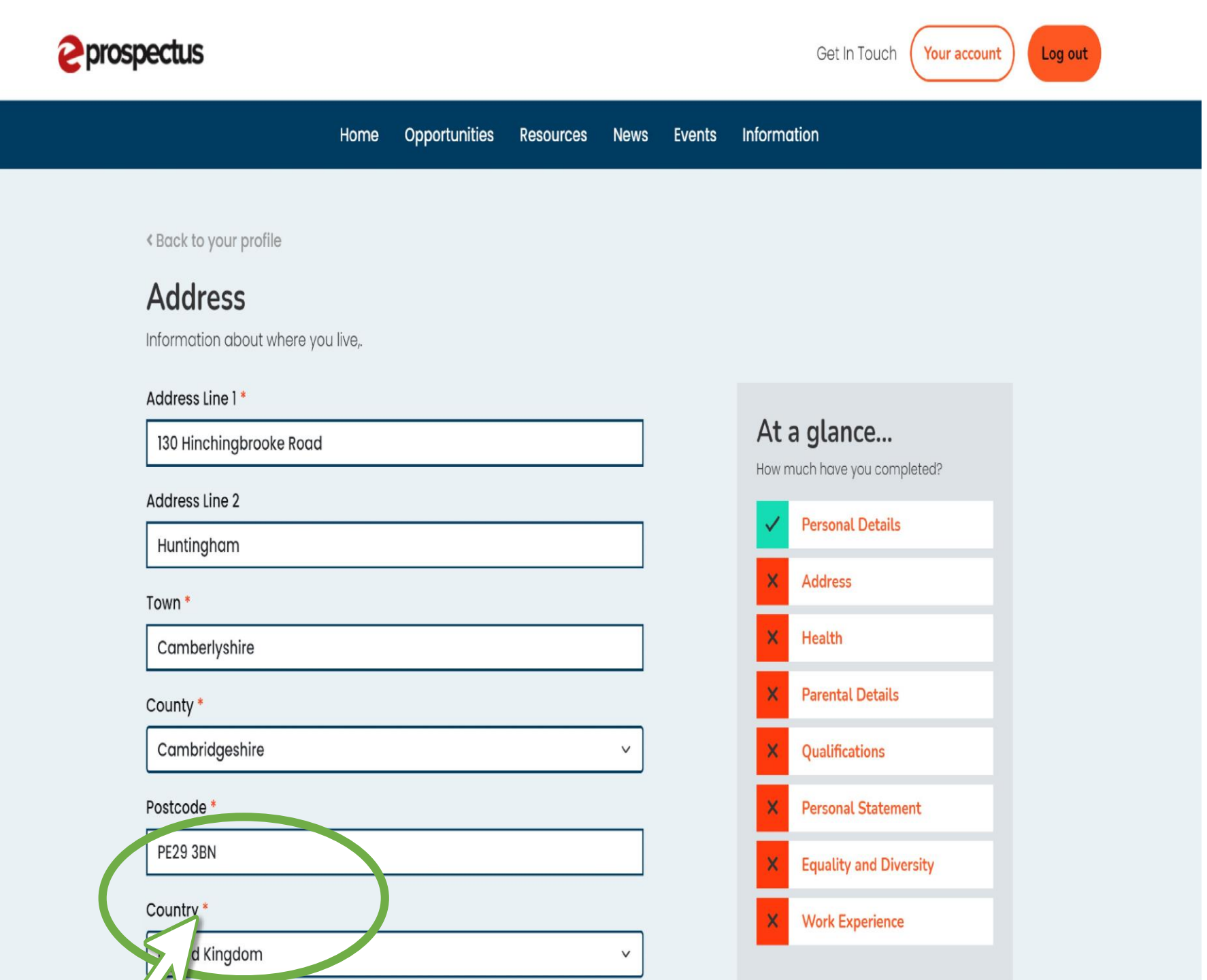
Update details >

Qualifications
List all your qualifications from

Personal Statement
Your chance to describe your

Equality and Diversity
This section is all about who you are

Work Experience
This section is all about the work



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

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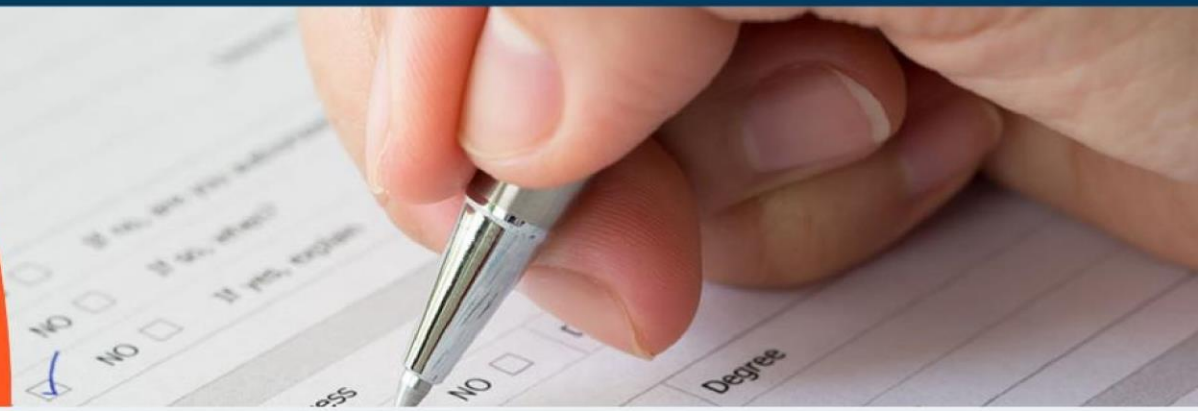

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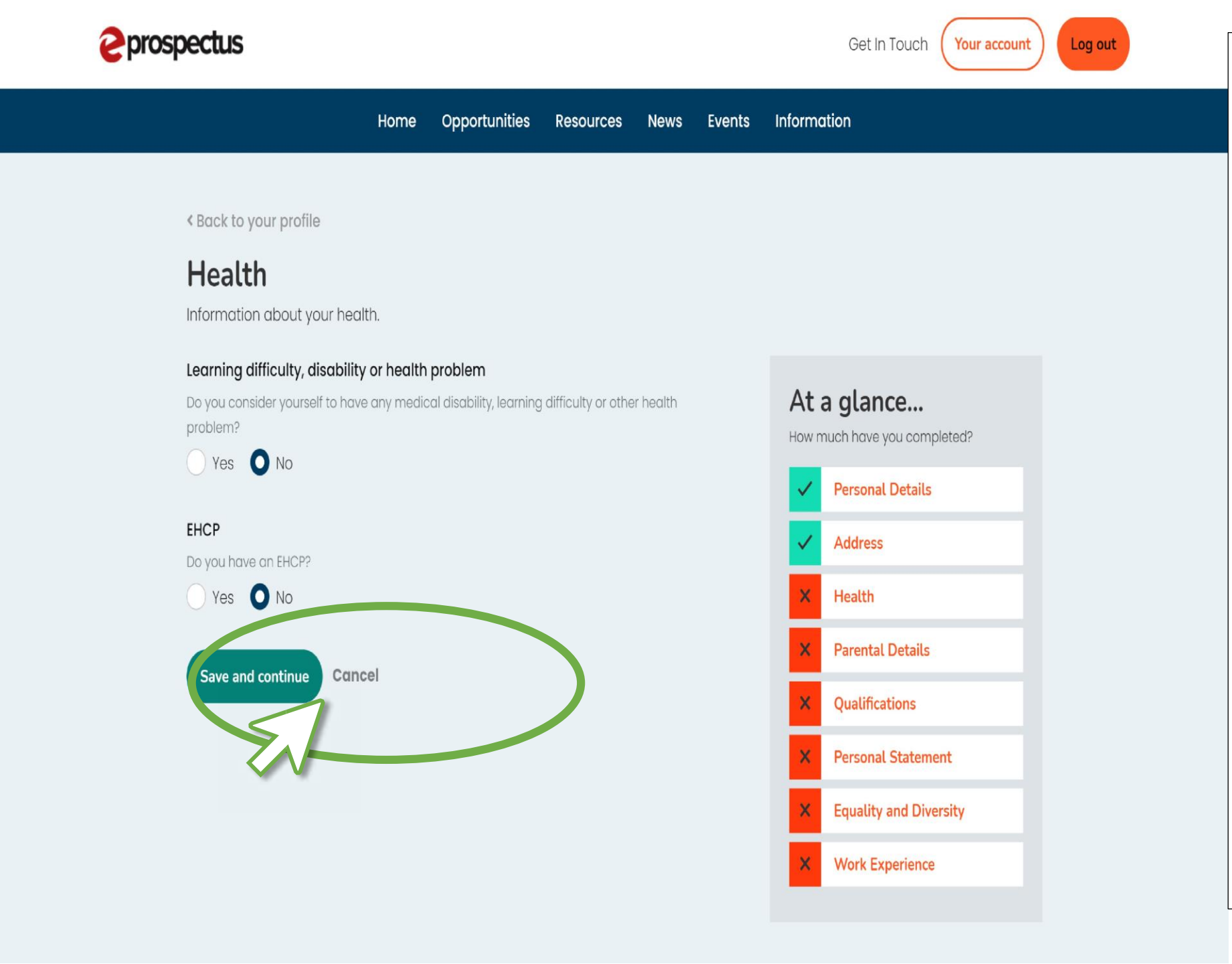

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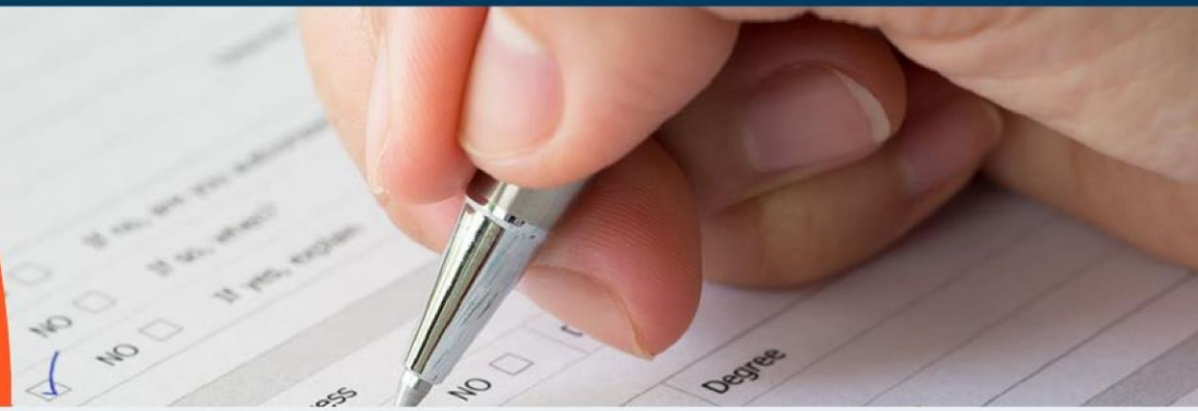

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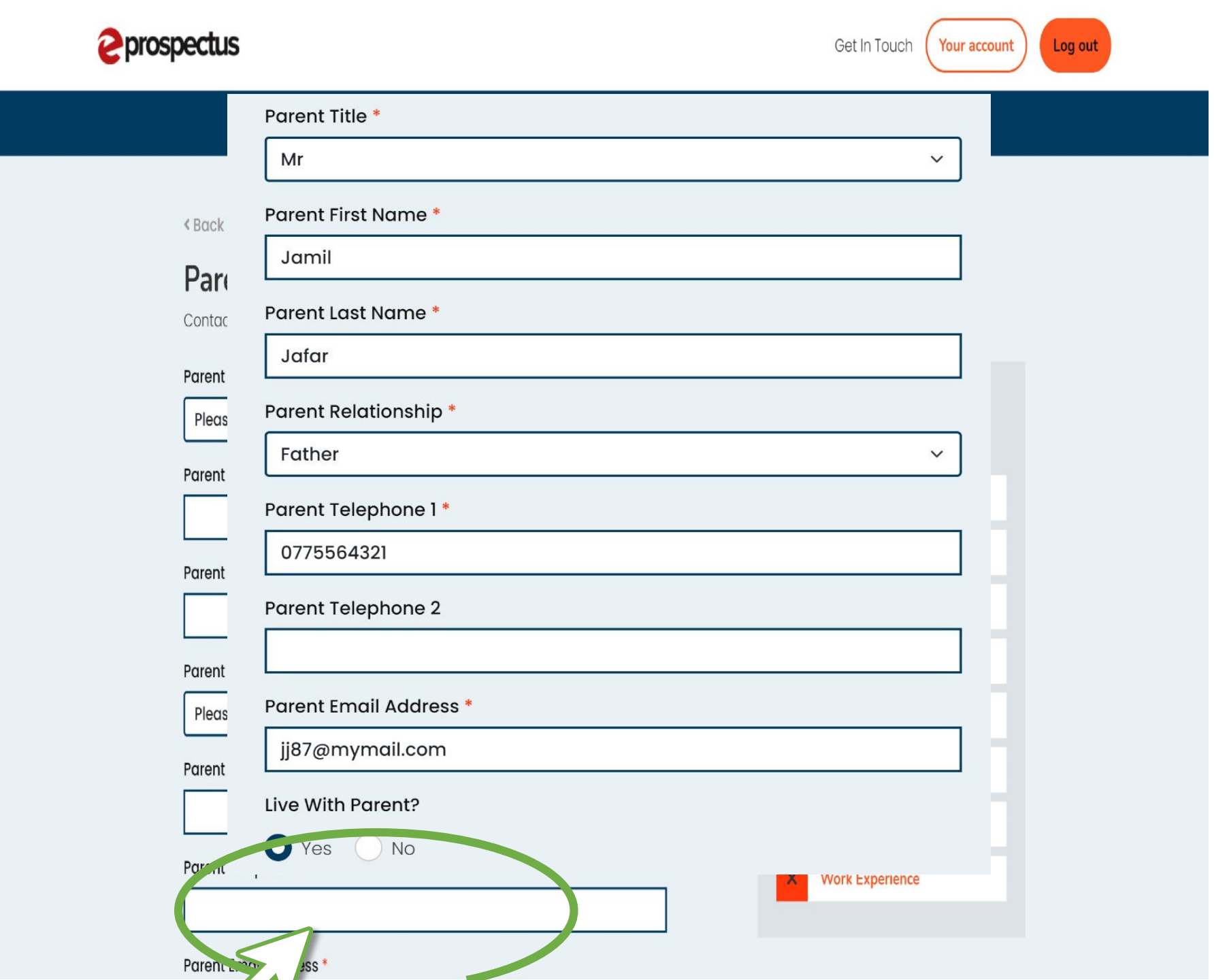

Parental Information Here you need to enter your parent/carer/guardian's details. Once you have filled in all the fields click **Save and Continue** to save your changes.

Your profile

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Update details >

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List all your qualifications from secondary education onwards.

Status incomplete

Update details >

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

Status incomplete

Update details >

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

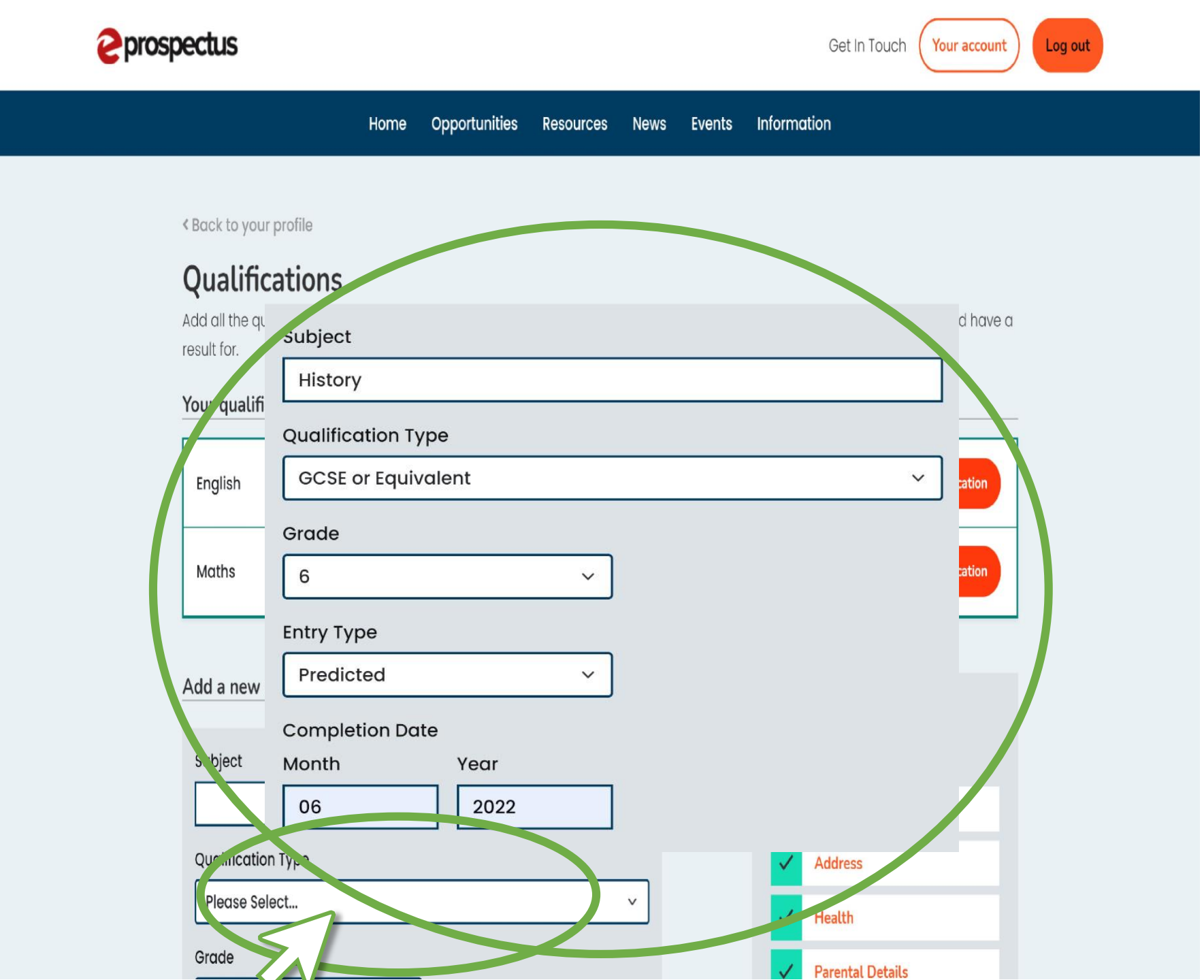
Status incomplete

Update details >

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

Status incomplete

Update details >



Qualifications

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

Unless you are taking any additional qualifications outside of school e.g. a language or subject not taught in school, 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.

‹ Back to your profile

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.

Your qualifications

English	GCSE or Equivalent	5 (p)	06/2022	Edit Qualification / Delete Qualification
Maths	GCSE or Equivalent	7 (p)	06/2022	Edit Qualification / Delete Qualification
History	GCSE or Equivalent	6 (p)	06/2022	Edit Qualification / Delete Qualification

Add a new qualification

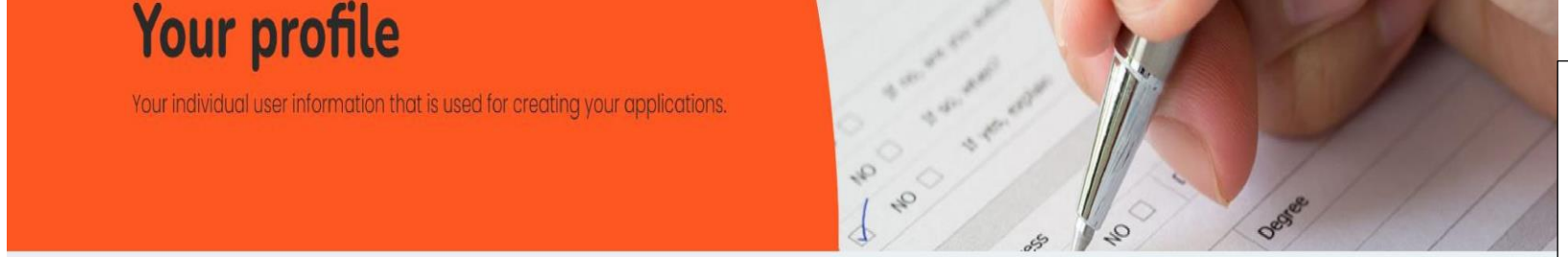
Subject

Qualification Type

At a glance...

How much have you completed?

- ✓ Personal Details
- ✓ Address



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Status incomplete
Update details

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

Personal Statement

This will have been loaded by the school you will be able to amend and change this.

.

‹ Back to your profile

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!

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.

You have 5000 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

Your profile

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Status incomplete

Update details >

Work Experience
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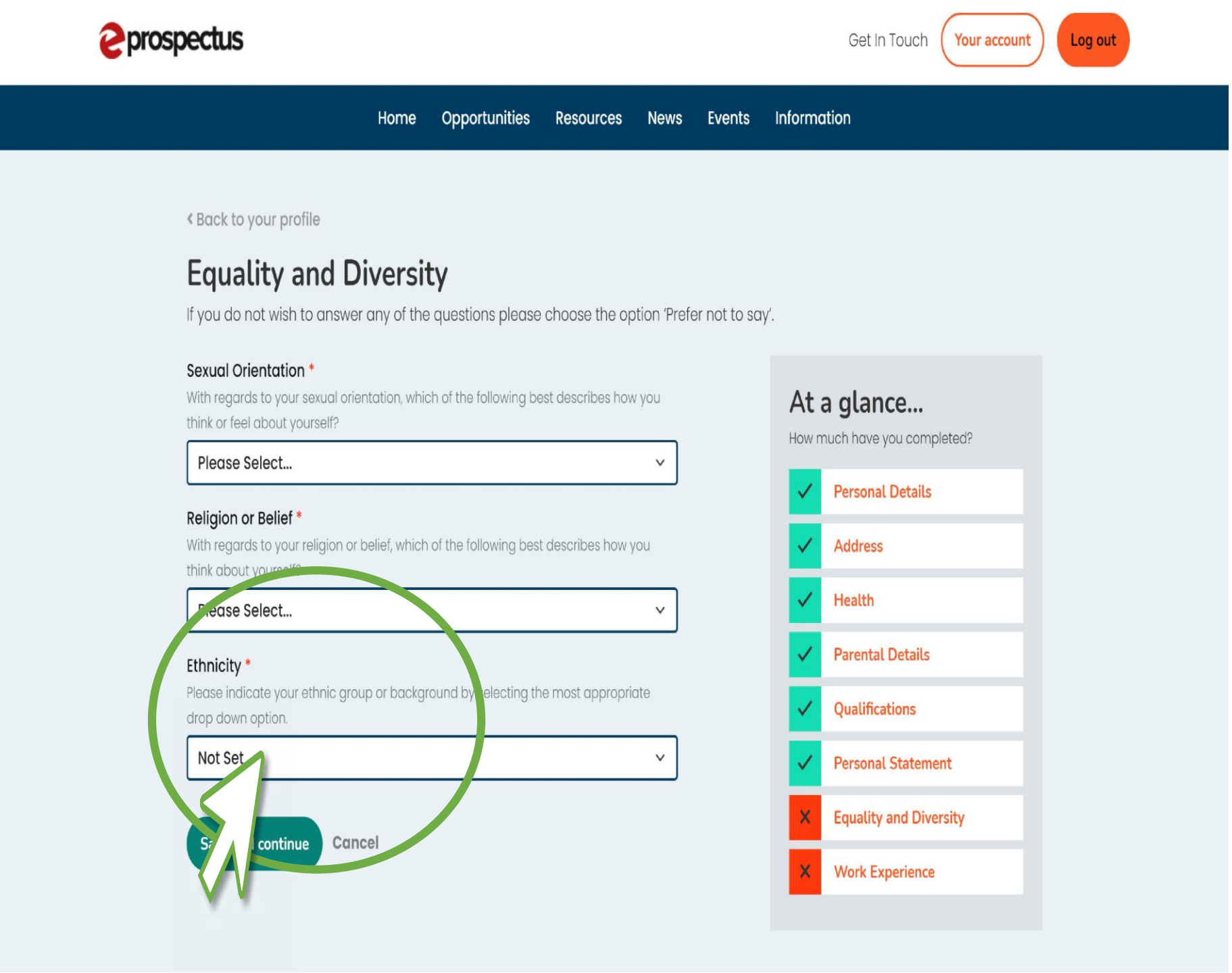
Status incomplete

Update details >



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.

Your profile

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‹ Back to your account

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Status complete

Update details ›

Work Experience
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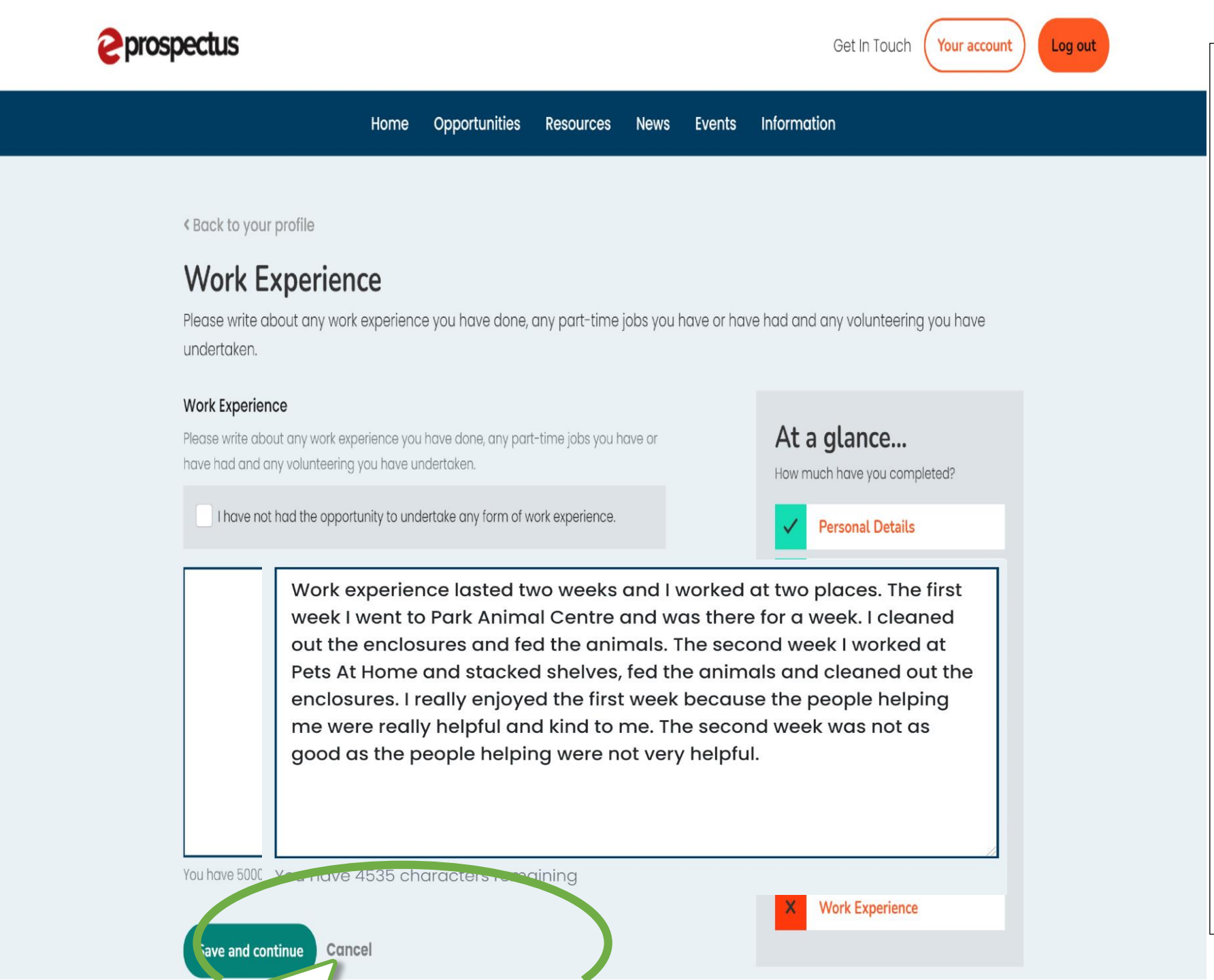
Update details ›

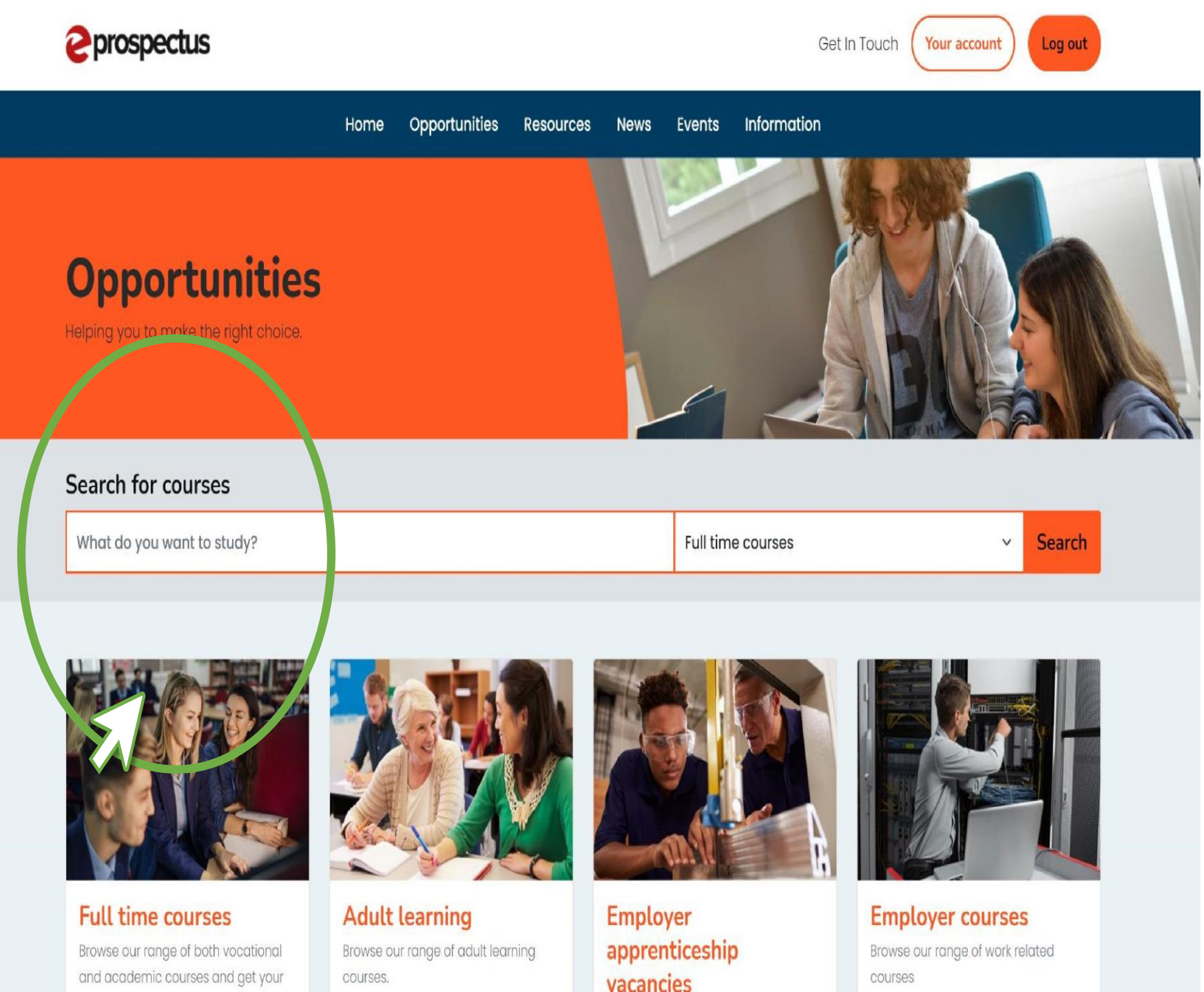


Work Experience

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.

.



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.

eprospectus

Get In Touch | Your account | Log out

Home | Opportunities | Resources | News | Events | Information

Full time courses

Course finder

Search for courses

chemistry

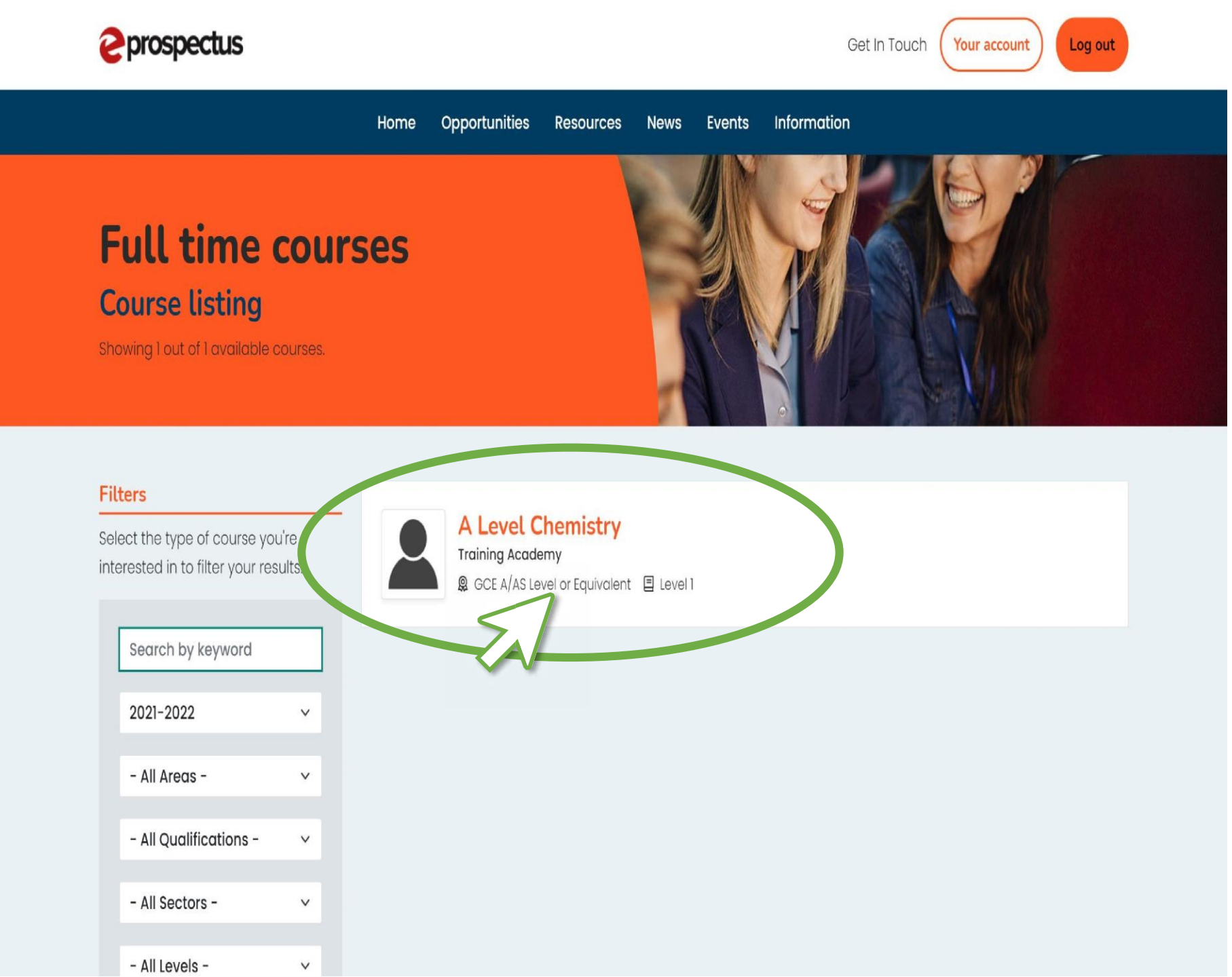
Search

Not quite sure what you're looking for or where to start? Try searching...

By Provider | By Sector | By Qualification | By Level | By Area

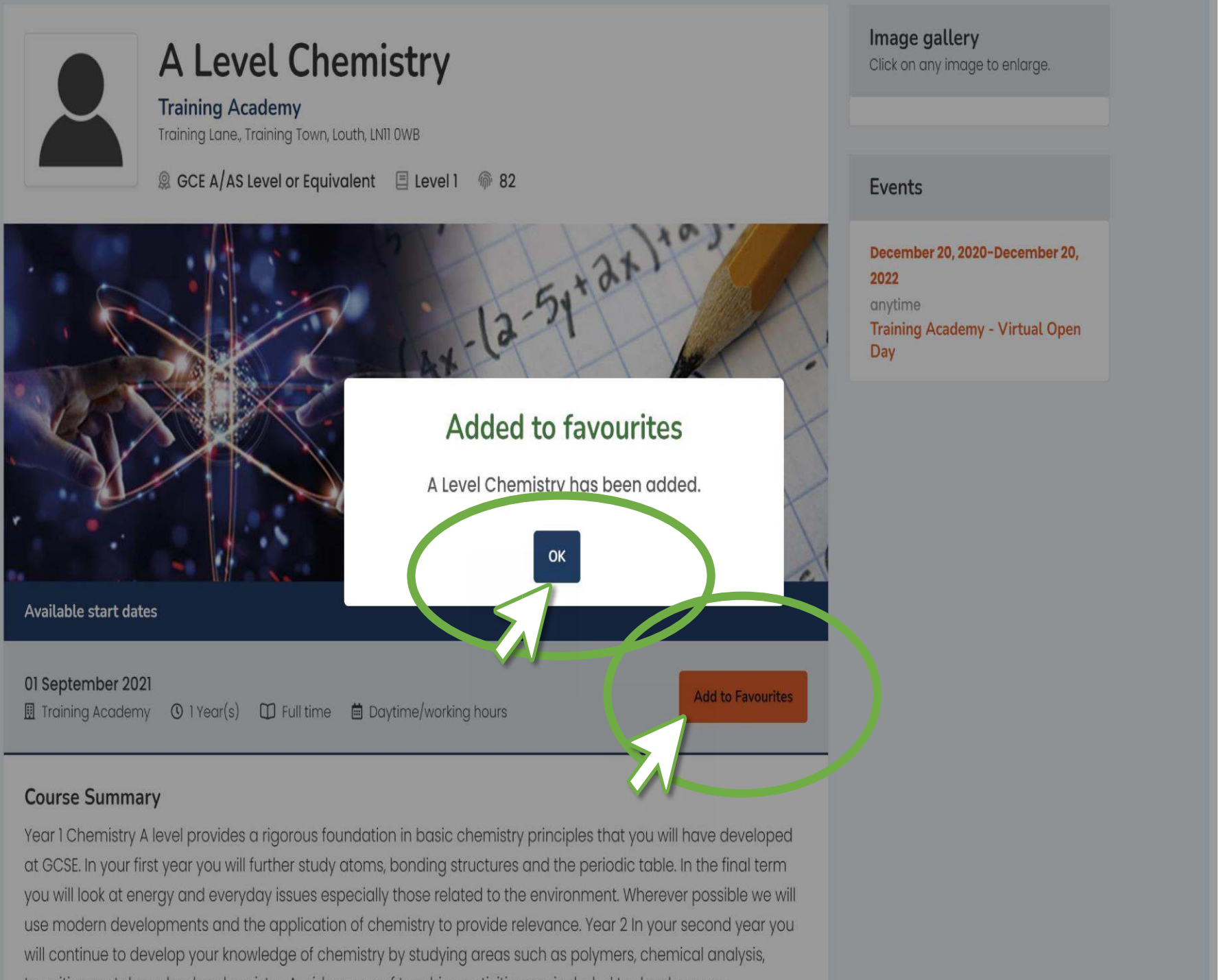
Logo | Logo | Logo | Logo

Logo



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

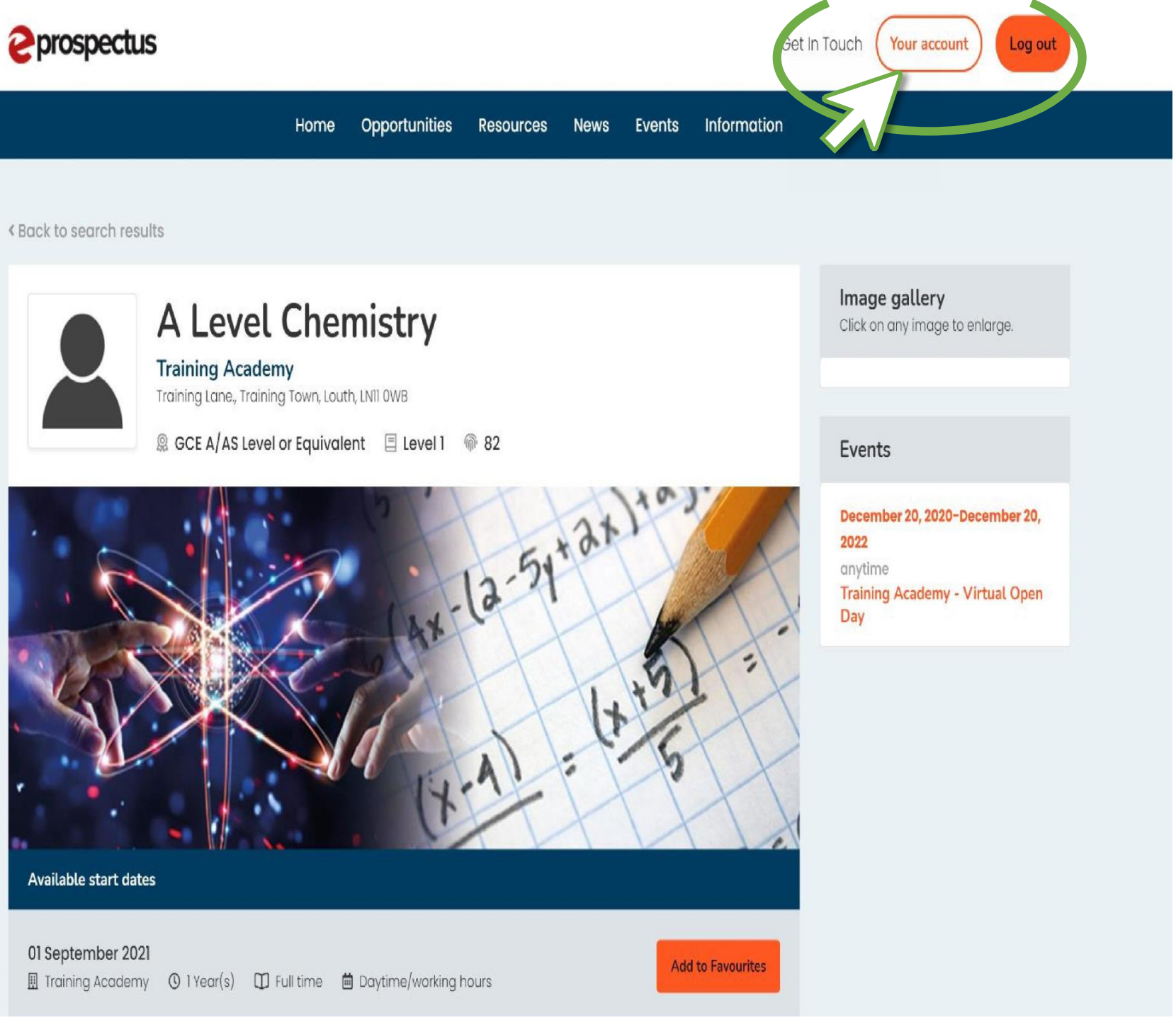
Click on the course title to have a look at it – this is where you can add it to your favourites.



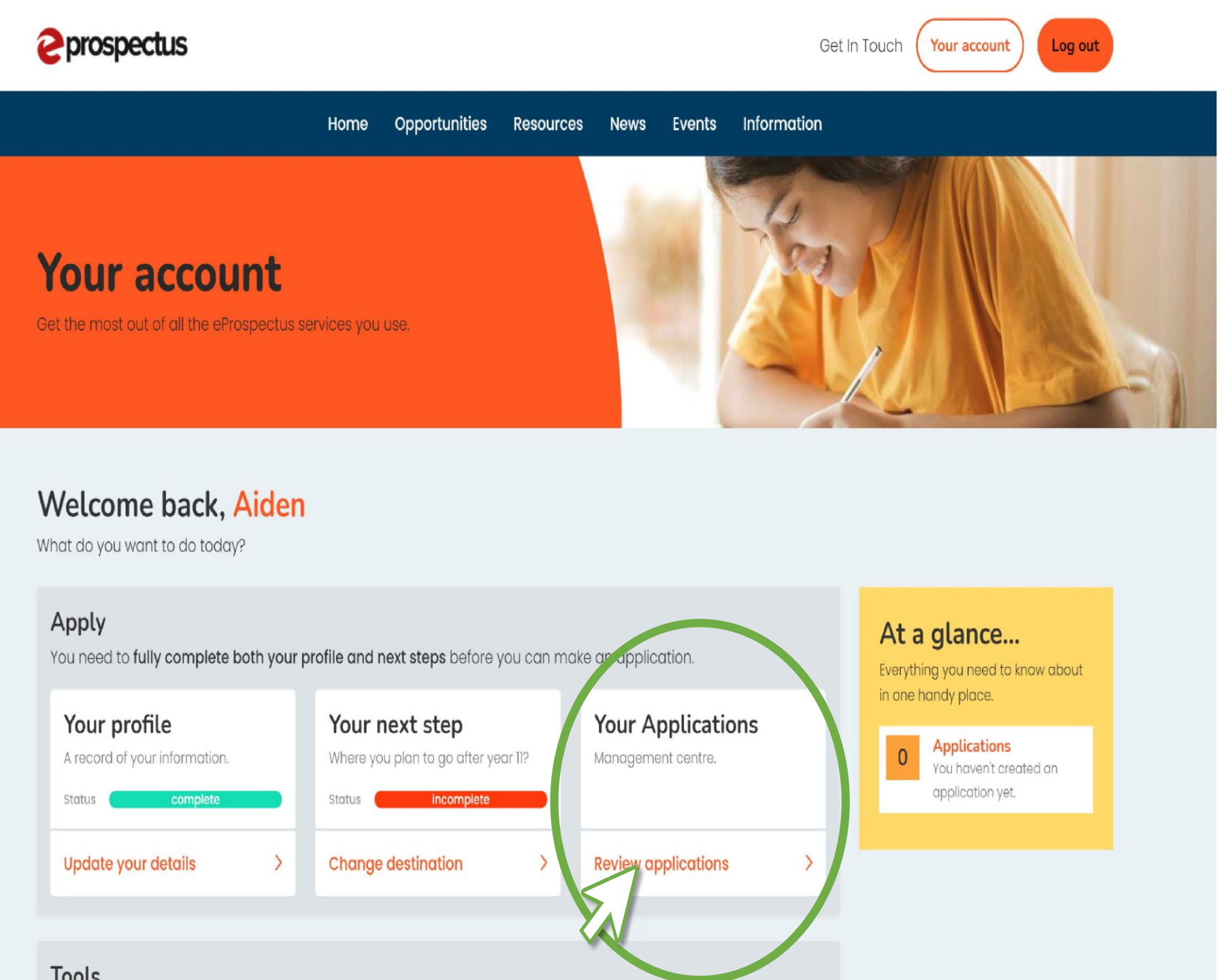
Course Choices continued

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**.

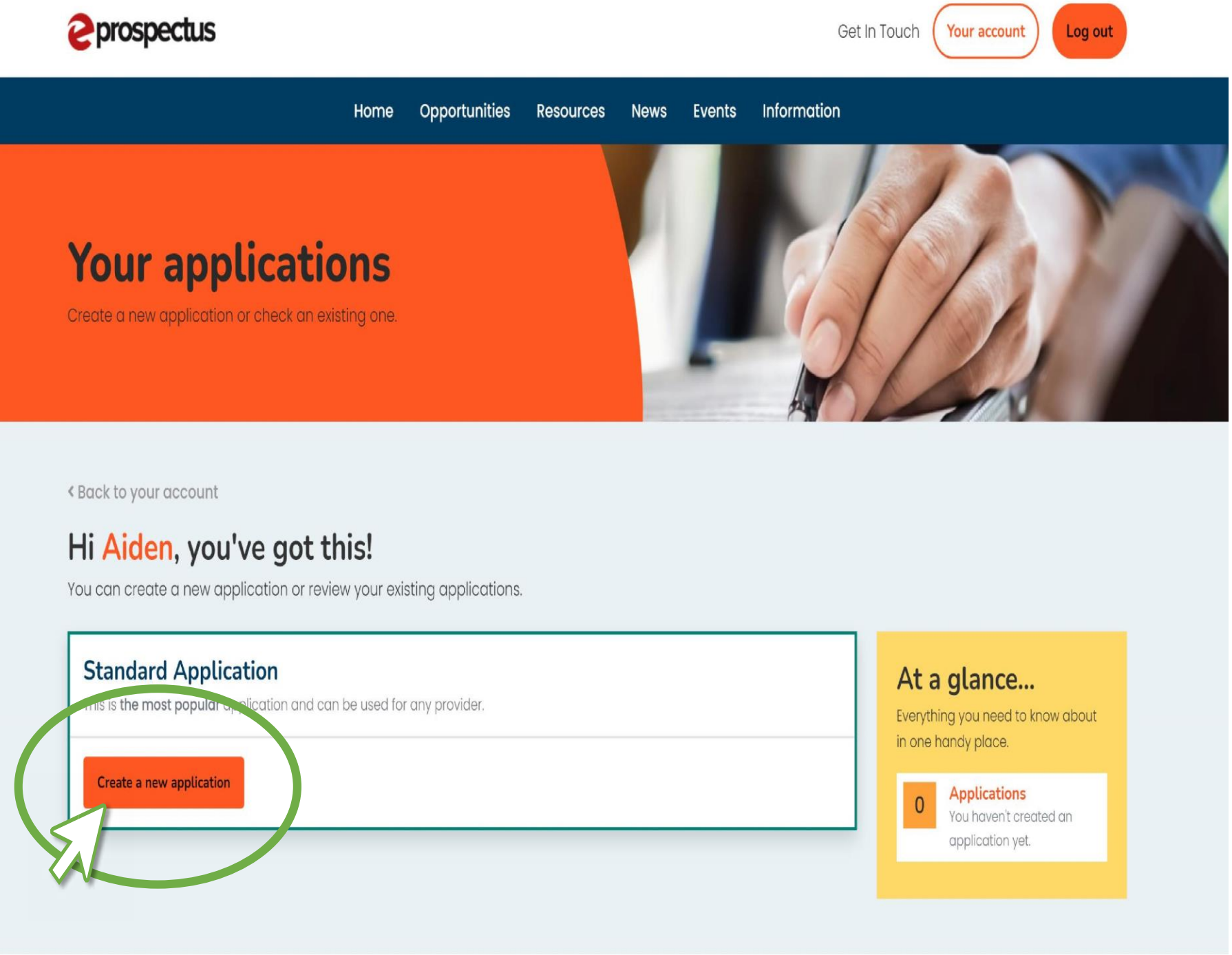
It will ask if you want to return to your application, if you are ready to continue select Yes.



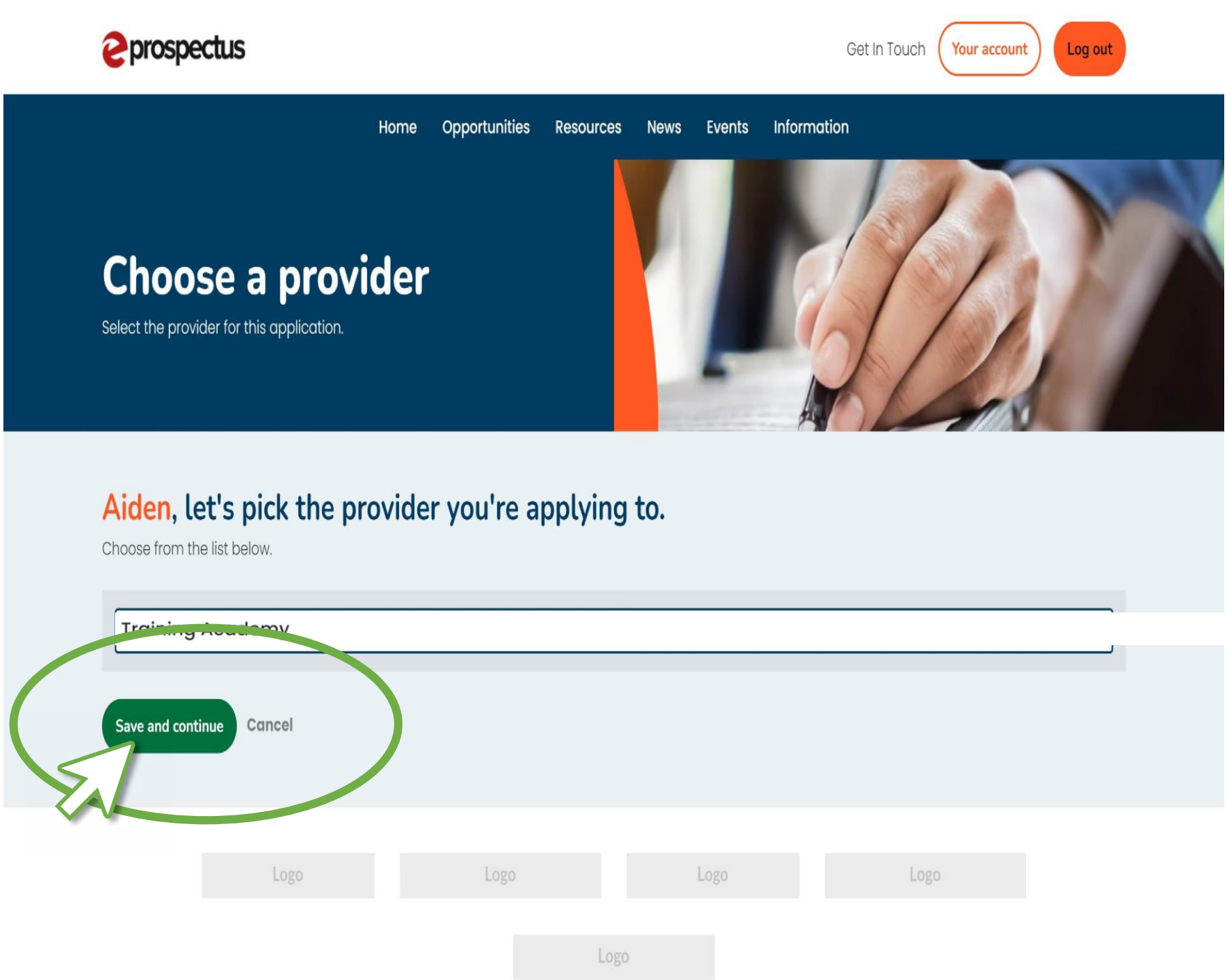
*When you are ready to apply, go back to **'Your Account'***



Open your applications page.



Select to create a new application.



First select the Provider/College/Sixth form that you want to apply to.

Draft application

Training Academy (315500)

‹ Back to your applications

Are you ready, Aiden?

Your Application ID is 315500. If you have any problems, please refer to this number.

⚠ You have not sent this application.

Personal Details

Status

Update details ›

Address

Status

Update details ›

Health

Status

Update details ›

Parental Details

Status

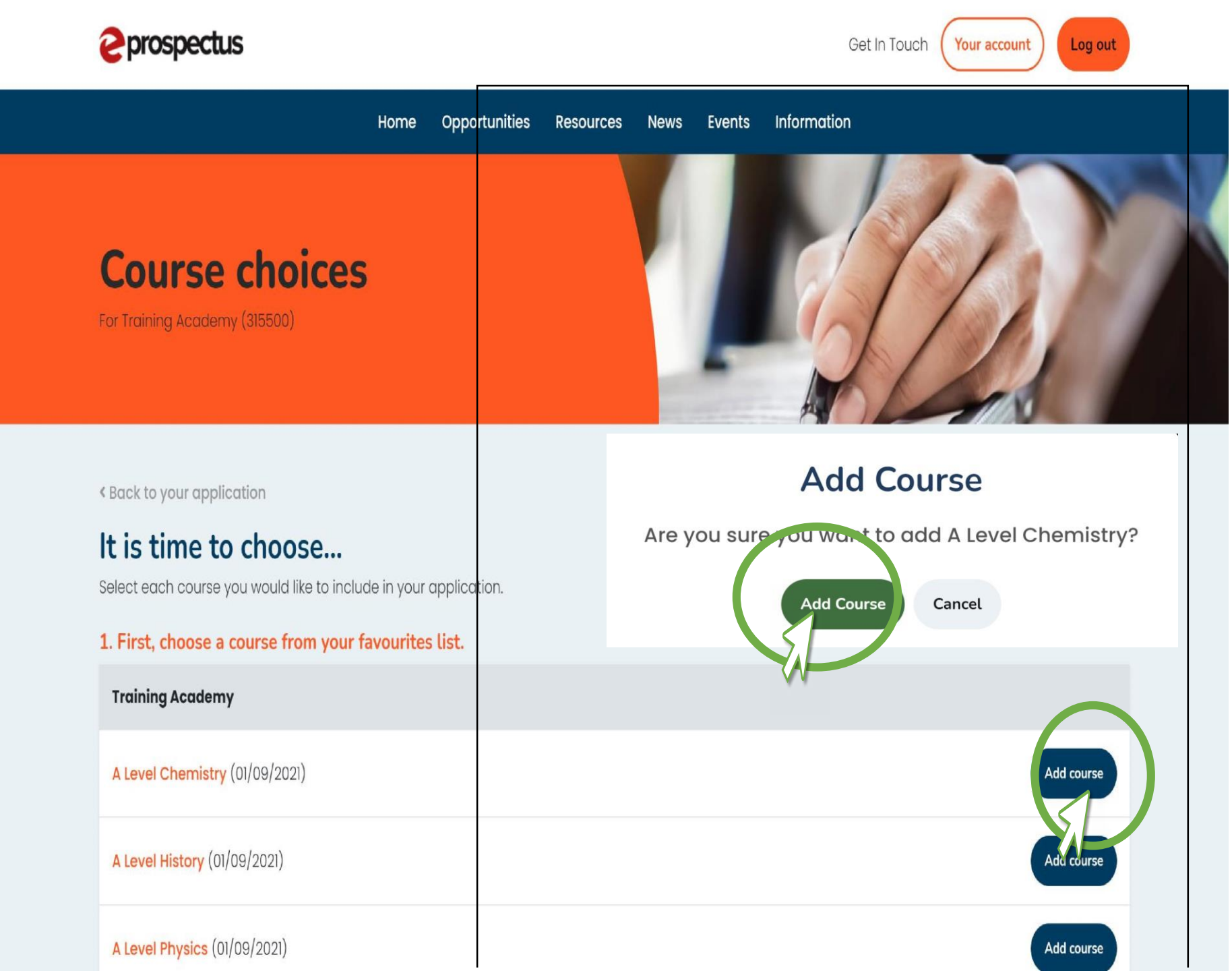
Update details ›

Qualifications

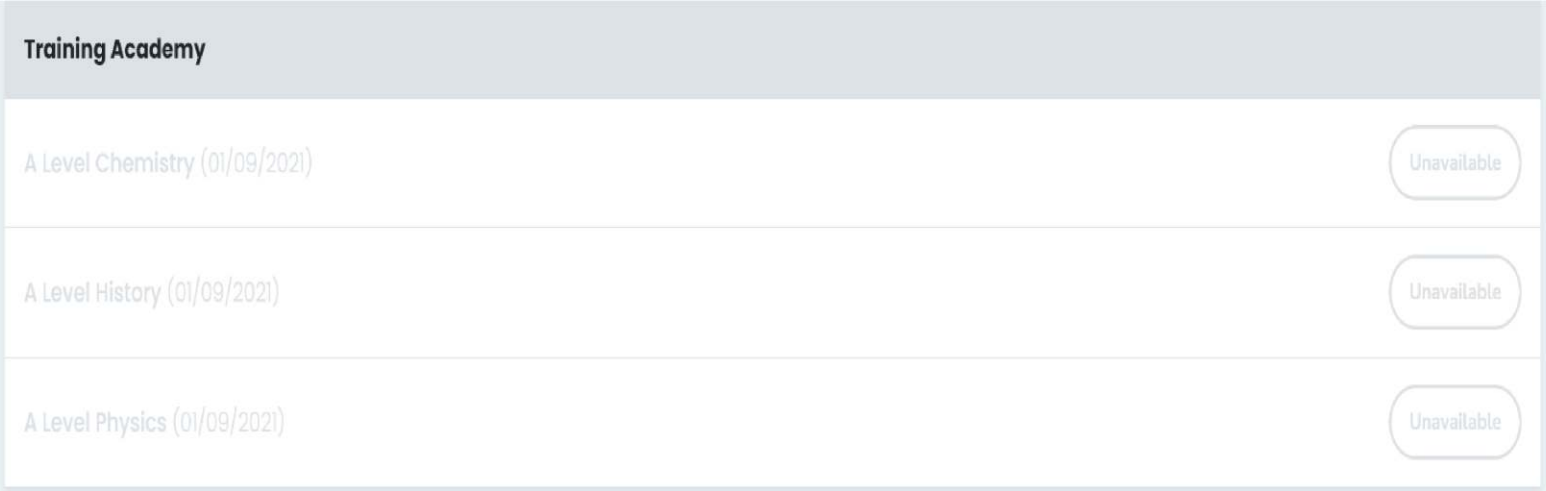
Personal Statement

Equality and Diversity

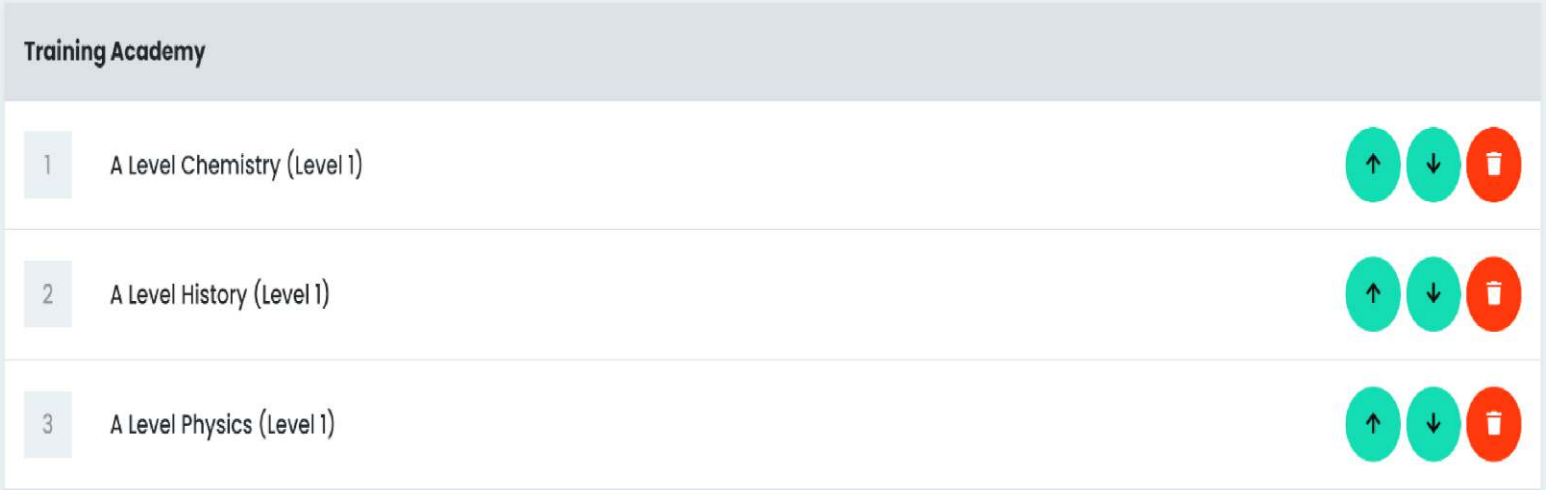
Work Experience



Next select the courses that you want to apply to.



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.



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.

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.

1. First, choose a course from your favourites list.

Training Academy

A Level Chemistry (01/09/2021) Unavailable

A Level History (01/09/2021) Unavailable

A Level Physics (01/09/2021) Unavailable

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

I have chosen History as I really enjoy the subject and I would possibly like to be a historian in the future. I also enjoy science too and have thought of being a Chemist.

3 A Level Physics (Level)

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.

Course Choices continued

This part gives you the opportunity to talk more specifically about which courses you have chosen and why. So where your Personal Statement was more about you and your skills and qualities, this section is about your aspirations and your interest in the courses.

Are you ready, Aiden?

Your Application ID is 315500. If you have any problems, please refer to this number.

⚠ You have not sent this application.

Personal Details
Status
Update details >

Address
Status
Update details >

Health
Status
Update details >

Parental Details
Status
Update details >

Qualifications
Status
Update details >

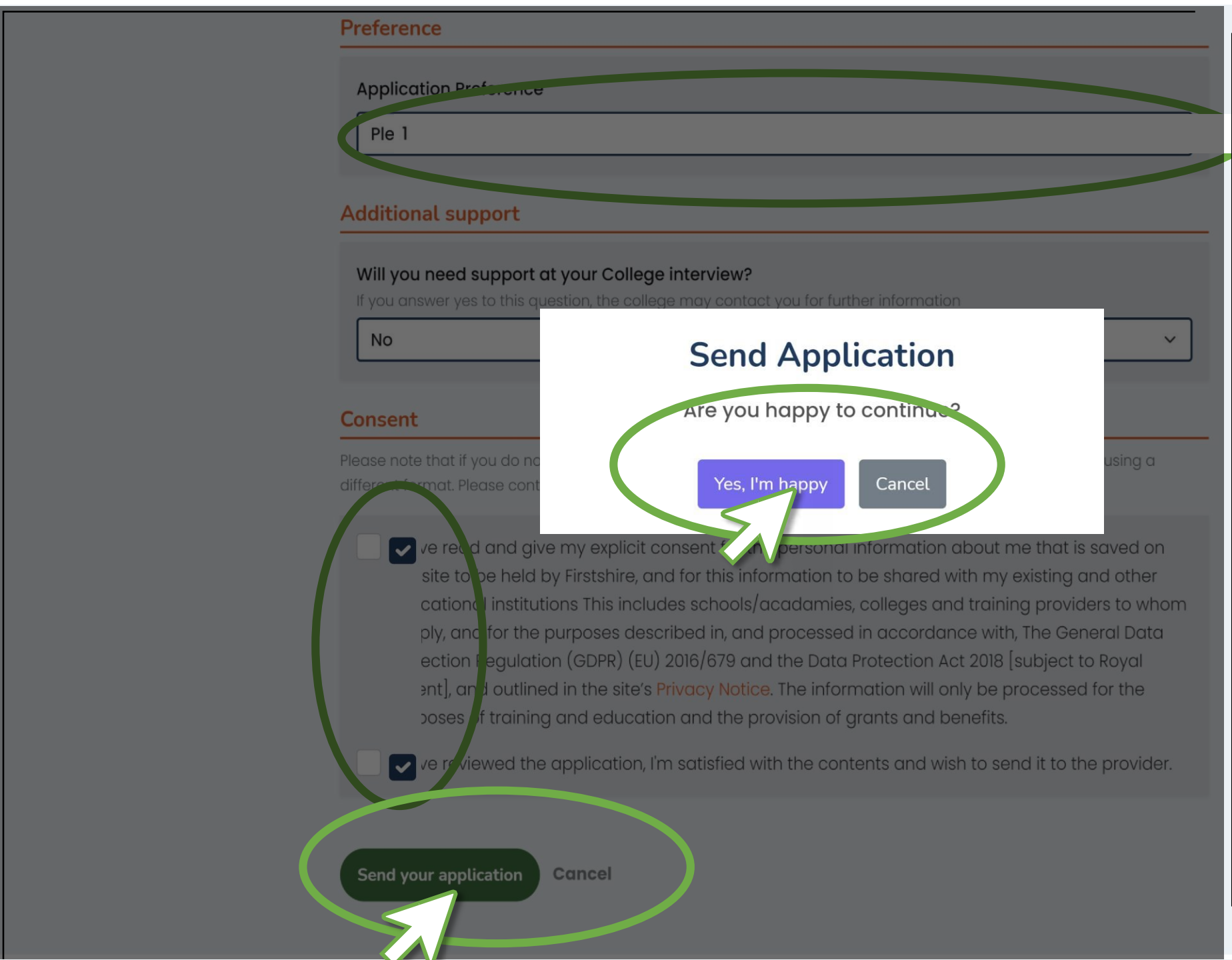
Personal Statement
Status
Update details >

Equality and Diversity
Status
Update details >

Work Experience
Status
Update details >

Course Choices
You have 3 courses selected.
Status
Add/remove courses >

Review & Send Your Application
Status
Send application >



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.

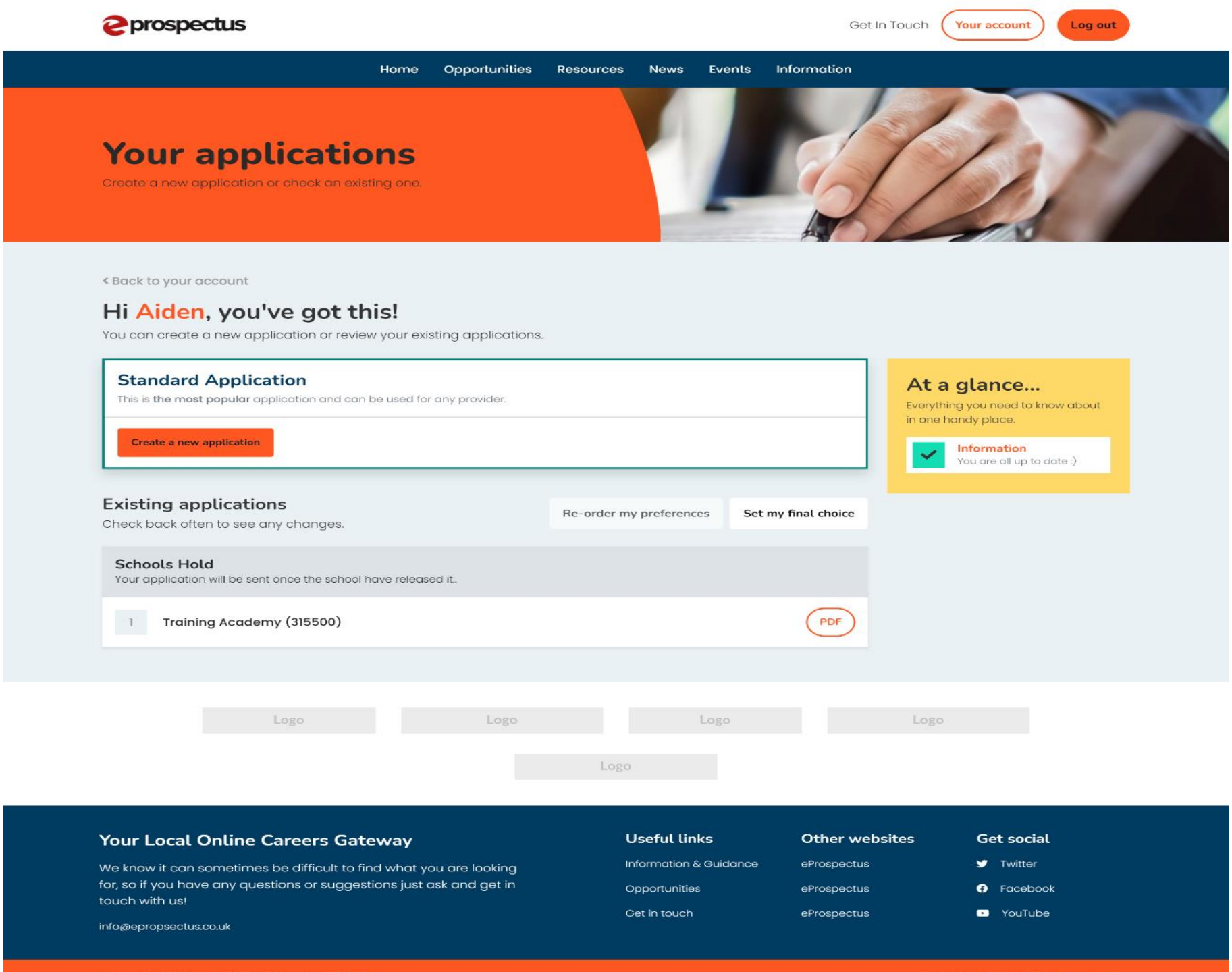
Well done. Your application has moved to the next stage!

Please take a moment to rate your experience by clicking on a face below.

If you have any questions, please don't hesitate to contact us.

Logo Logo Logo Logo

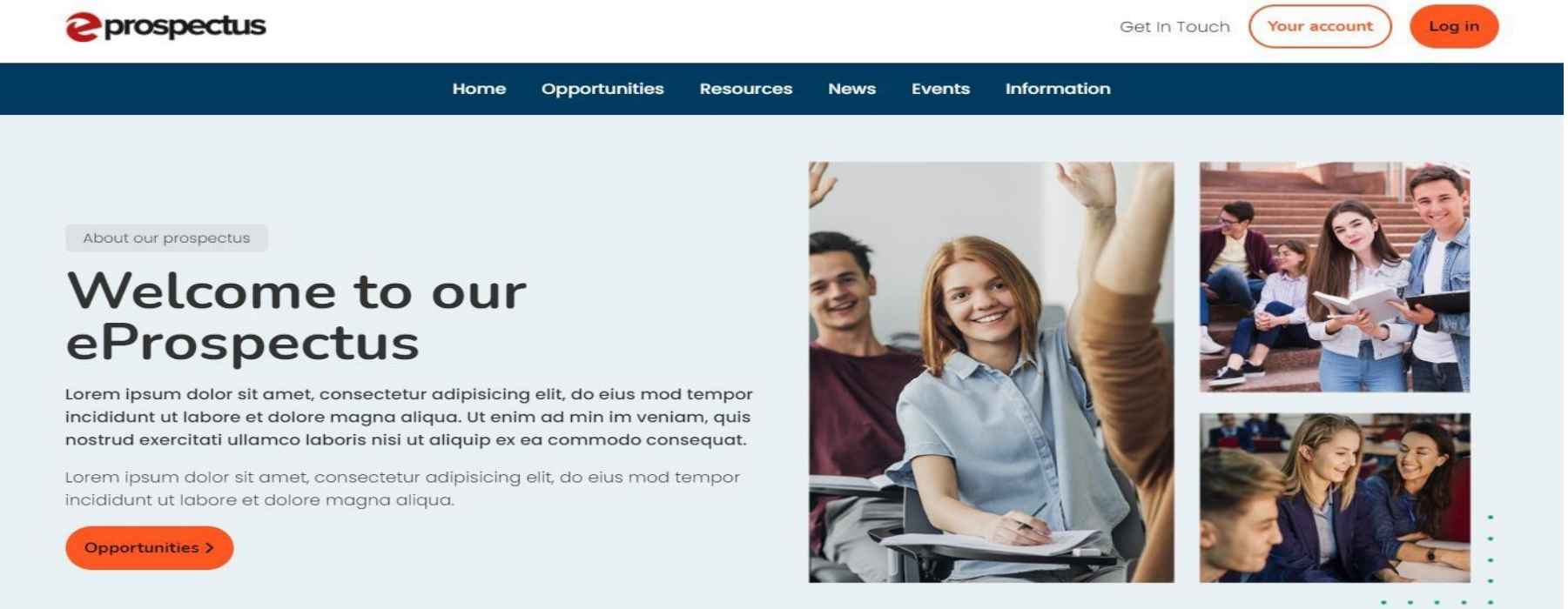
Logo



Your application will now be at the next status **Schools Hold**

This will then be checked and your reference added before being released to the college

You can monitor the status by visiting this screen **Application** button to send your application.



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.

If you have any questions about the application process, or to request an appointment with our Careers advisor please contact your Head of Year or Pastoral Manager who will be able to help.