



Standard Application Process

V1

The screenshot displays the eProspectus website interface. At the top left is the eProspectus logo. On the top right, there are links for "Get in Touch", "Your account", and "Log in". A dark blue navigation bar contains the following menu items: Home, Opportunities, Resources, News, Events, and Information.

The main content area features a "Welcome to our eProspectus" section. It includes a sub-header "About our prospectus", a main heading "Welcome to our eProspectus", and two paragraphs of placeholder text. Below the text is an orange button labeled "Opportunities >". To the right of the text are three images: a student raising their hand in class, a group of students on a staircase, and two students talking.

Below the welcome section is a section titled "Exciting Upcoming Events". It contains three event cards:

- Virtual Open Day**: December 20, 2020 - December 20, 2022, anytime.
- Spaghetti Slurping Day**: December 25, 2021, 8am-10pm.
- World Made Up Day**: February 3, 2022 - December 2, 2021, 12pm.

At the bottom of the event section is an orange button labeled "See all events >".

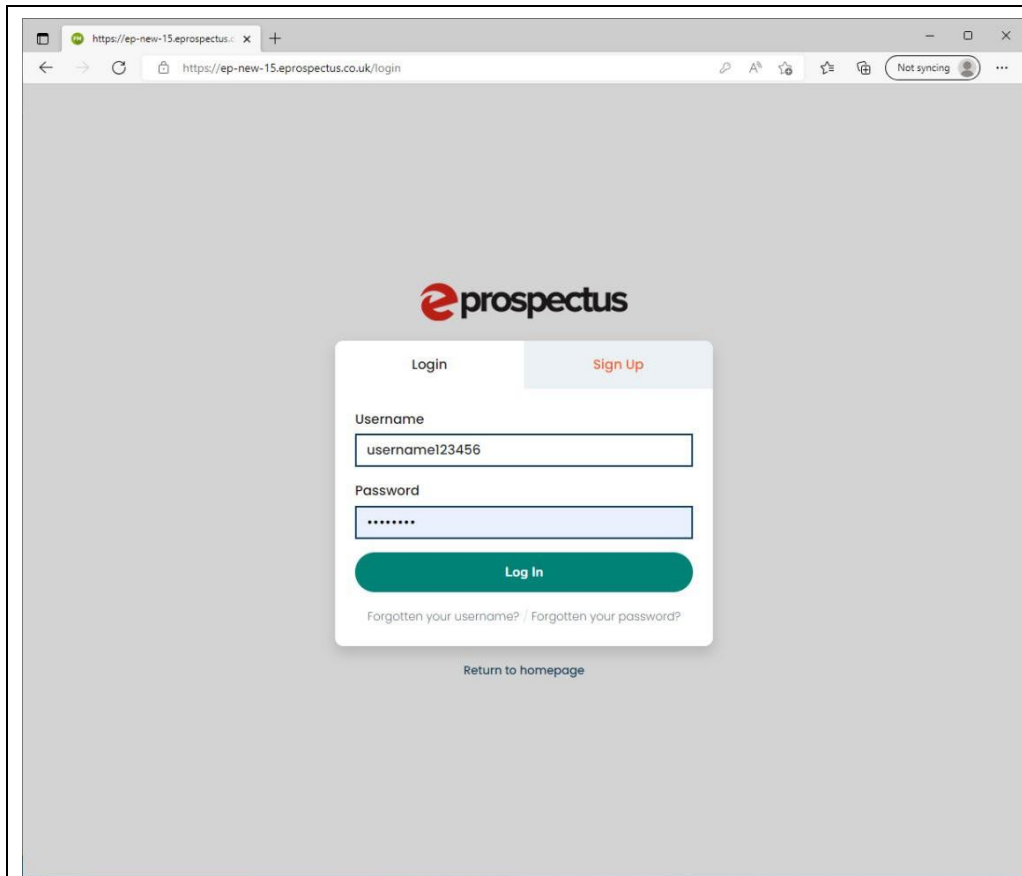
The footer of the page contains the text "What's been happening?"

Creating an application

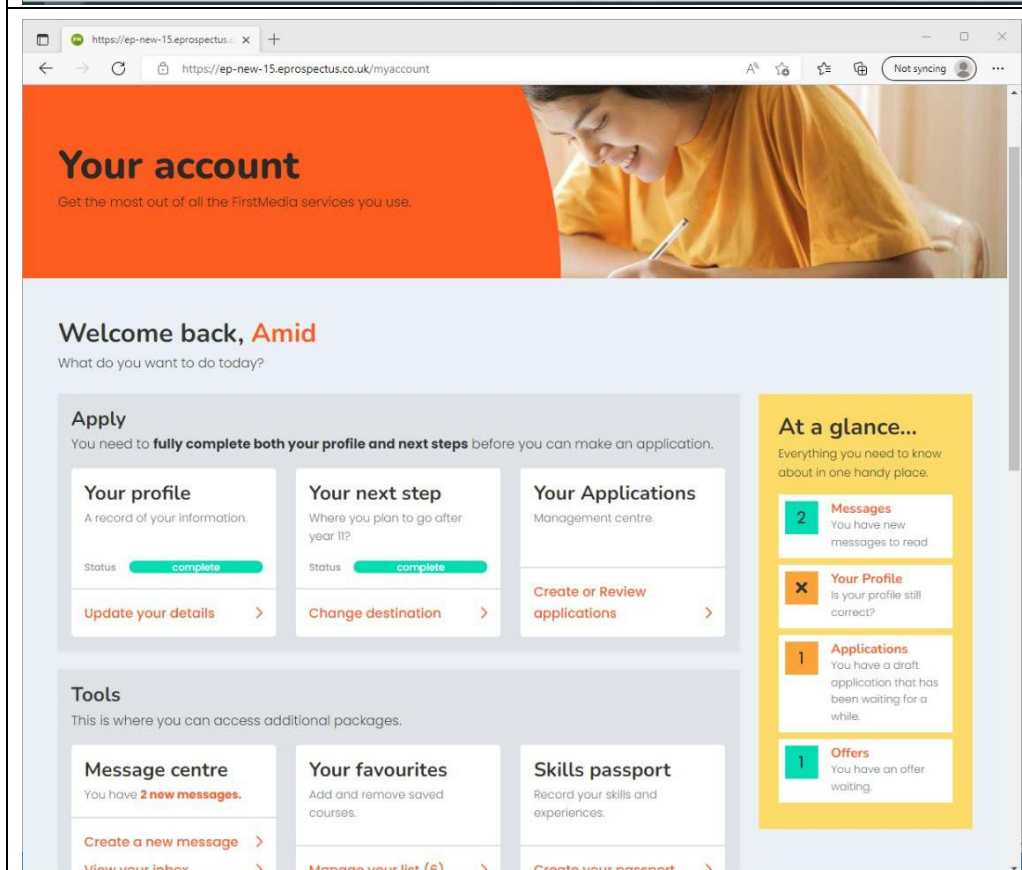
Step by Step instructions for creating a standard application in the eProspectus.

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

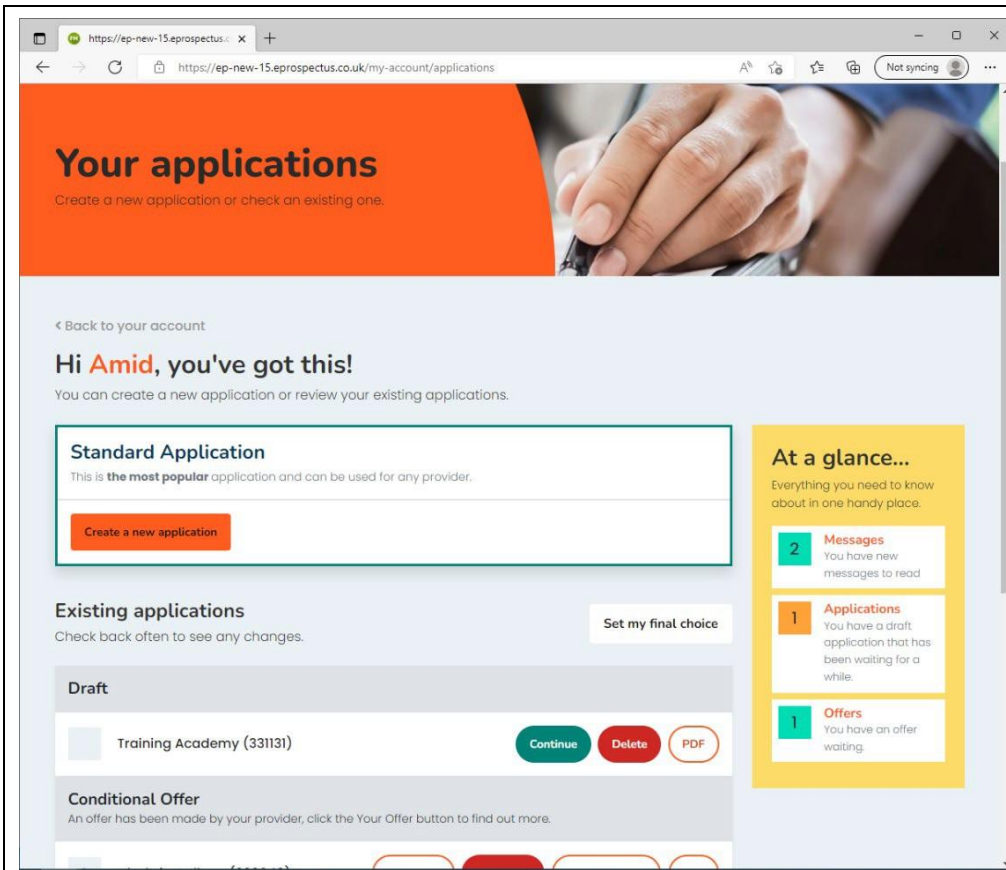
Also note that learners can also create a 'Single Page Application' and this option may not be available to you.



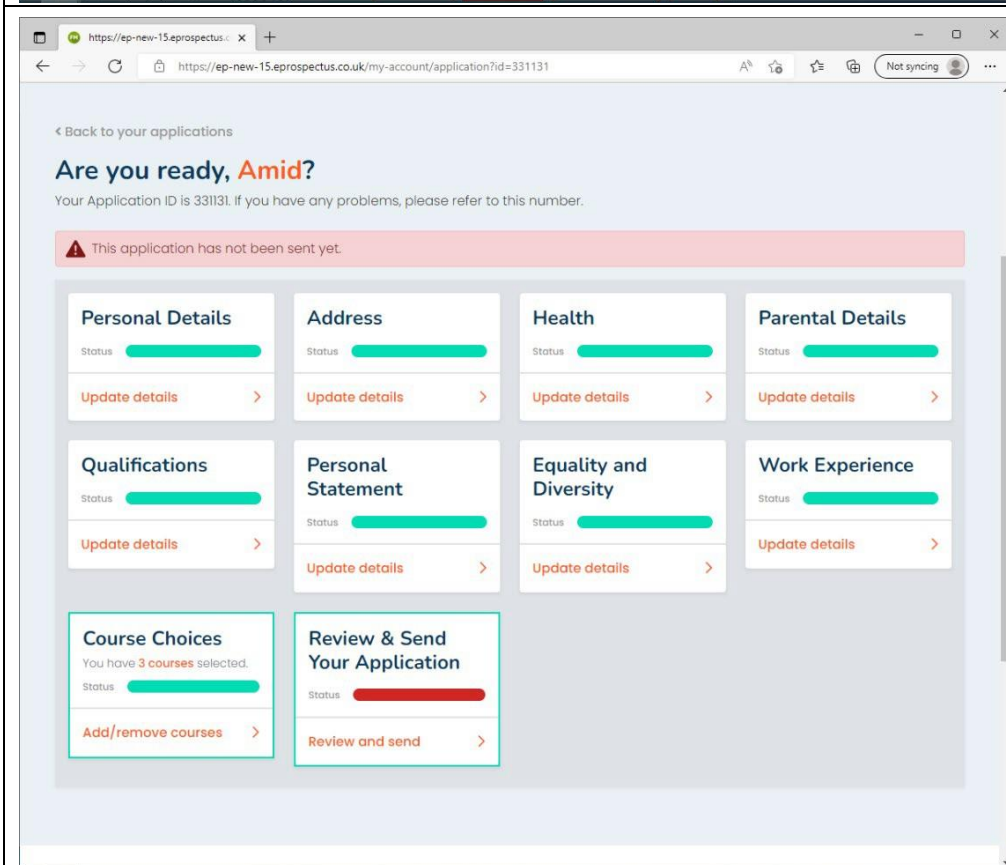
The first step is to log in to your account



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

prospectus 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 777009989

Personal Phone Number **
+44 777009989

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 777009989

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.

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.

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

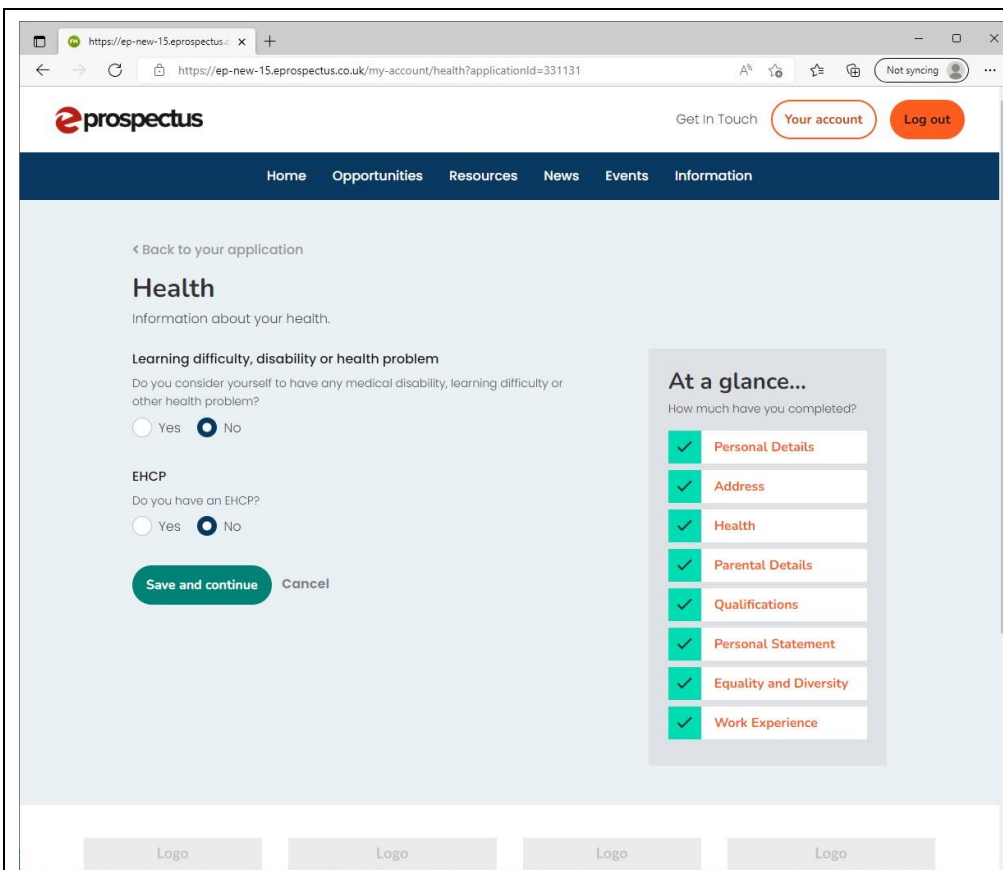
Save and continue Cancel

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.

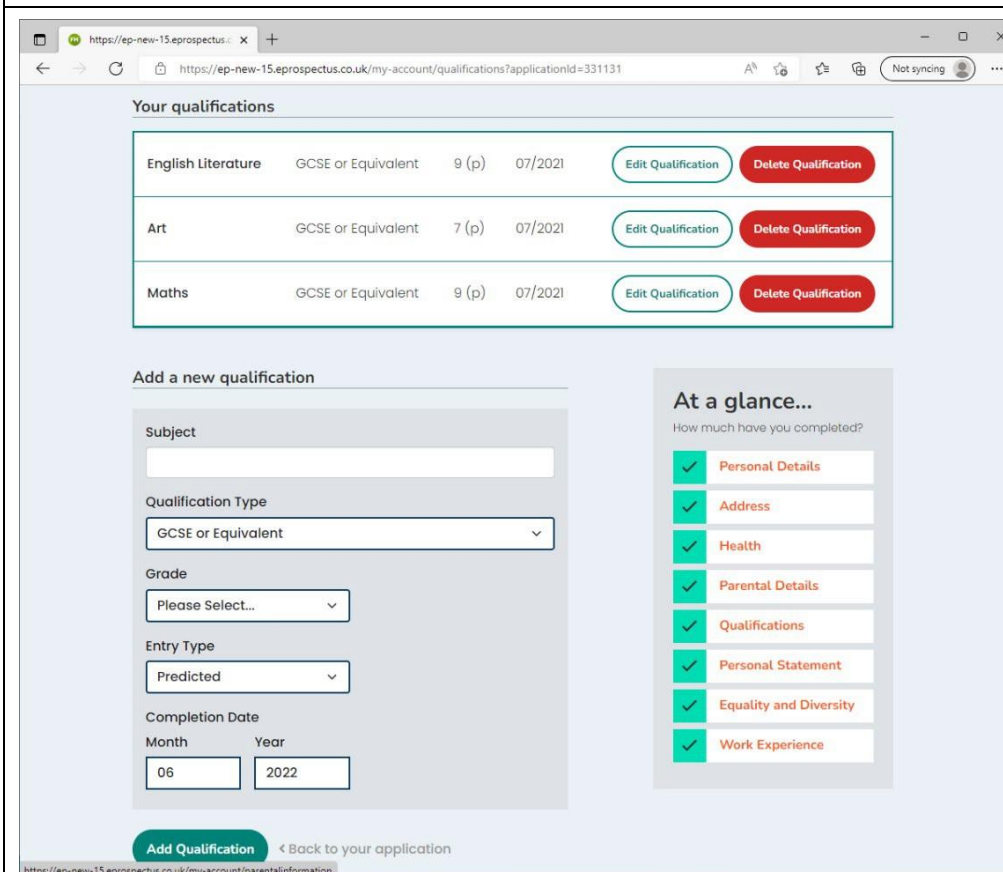


Health

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.

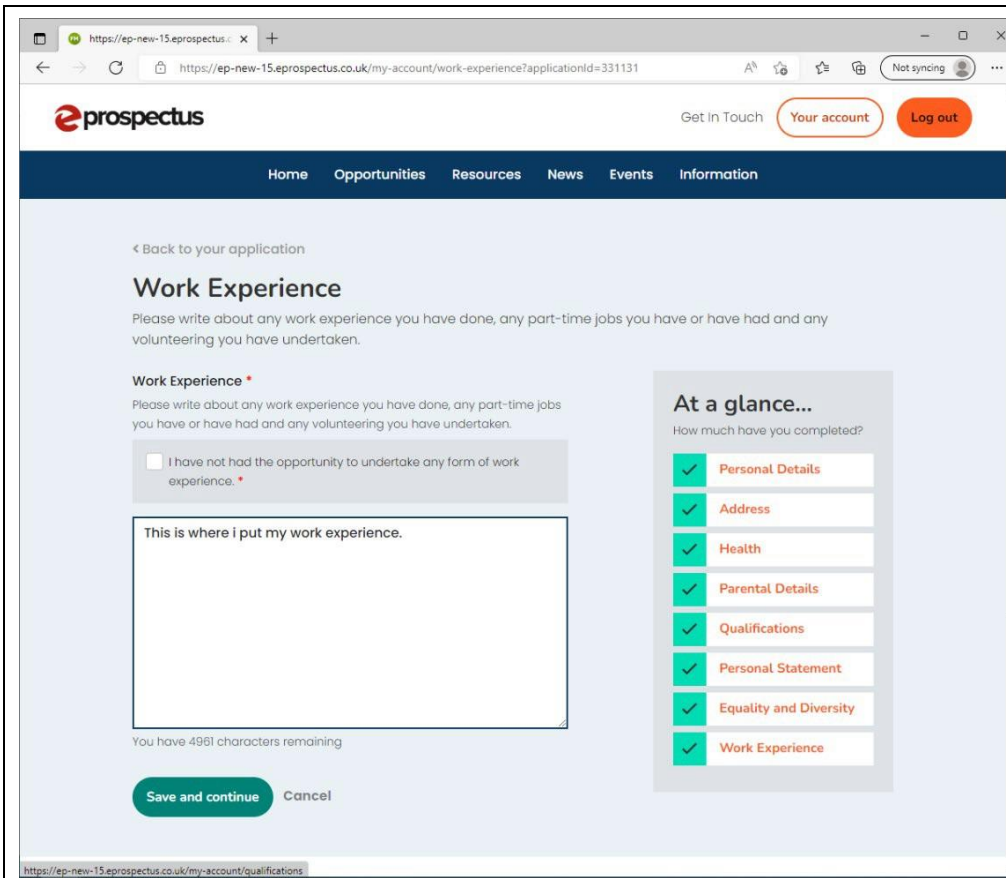
Click **Save and Continue** when completed.



Qualifications

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

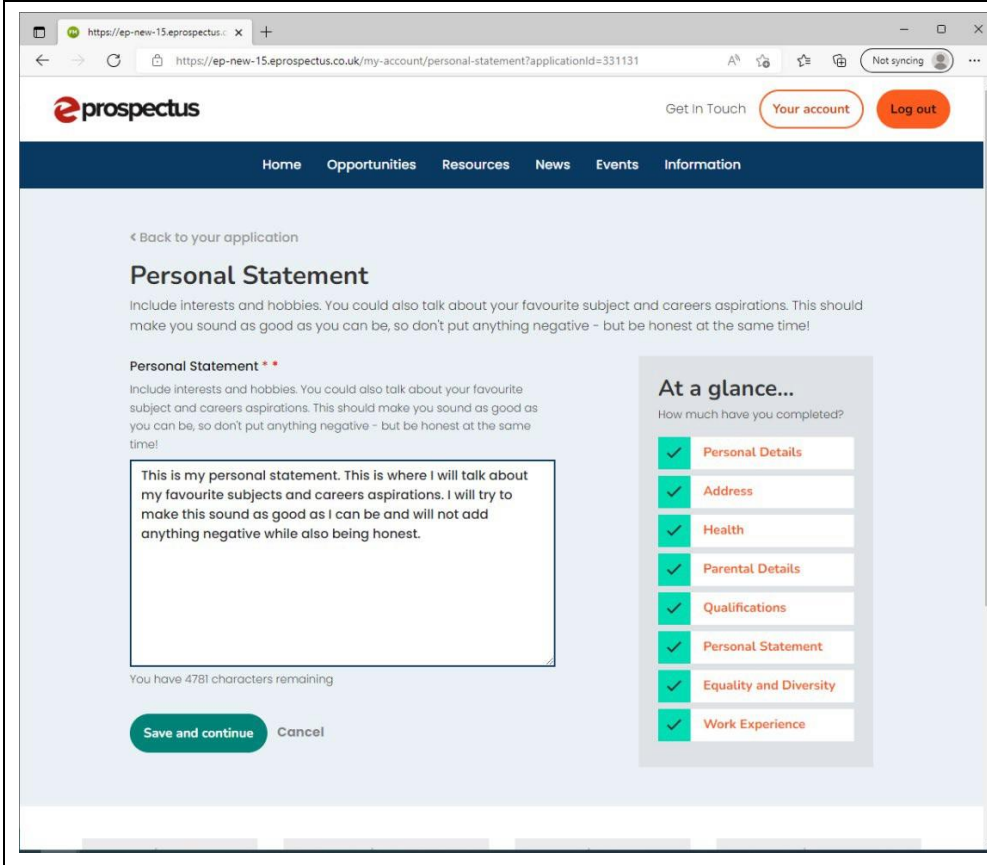
Otherwise, you will need to enter your qualifications. If you start typing the subject in the Title box, the options will appear. Select your qualification type, grade and entry type (Predicted grade or actual grade) then check the completion date is correct. Once complete, press Add. Continue this process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



Work Experience

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.

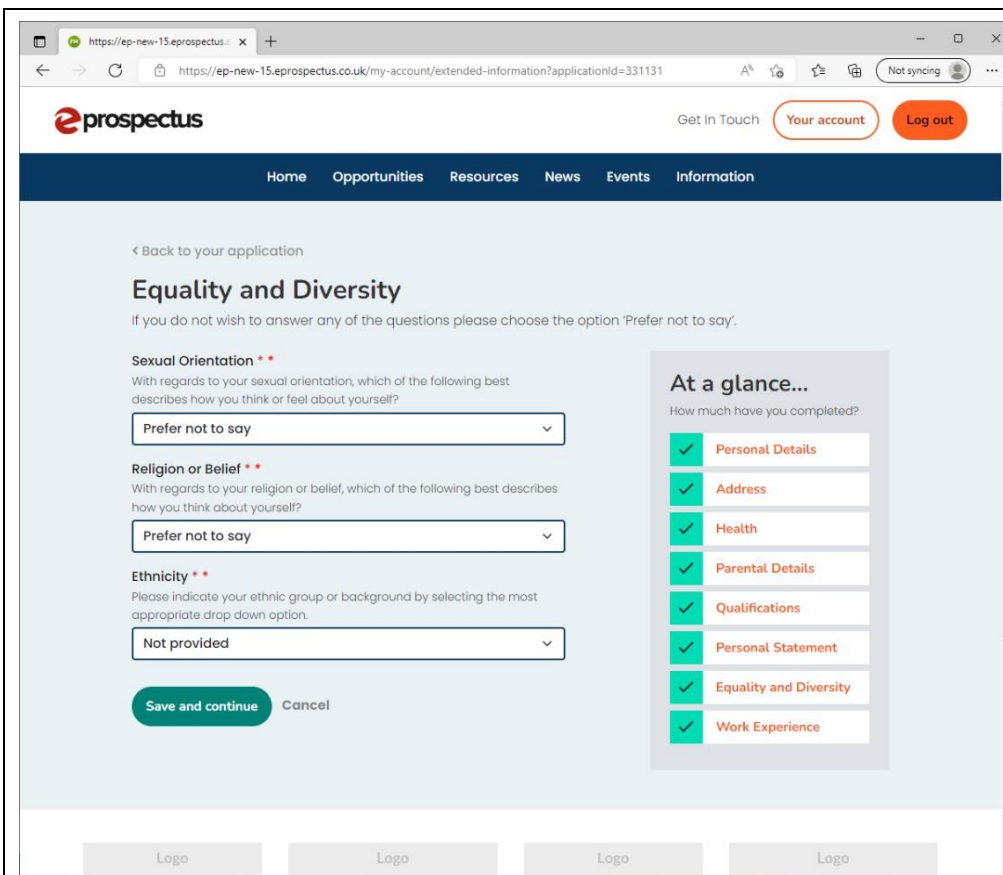
Click **Save and Continue** to save your changes.



Personal Statement

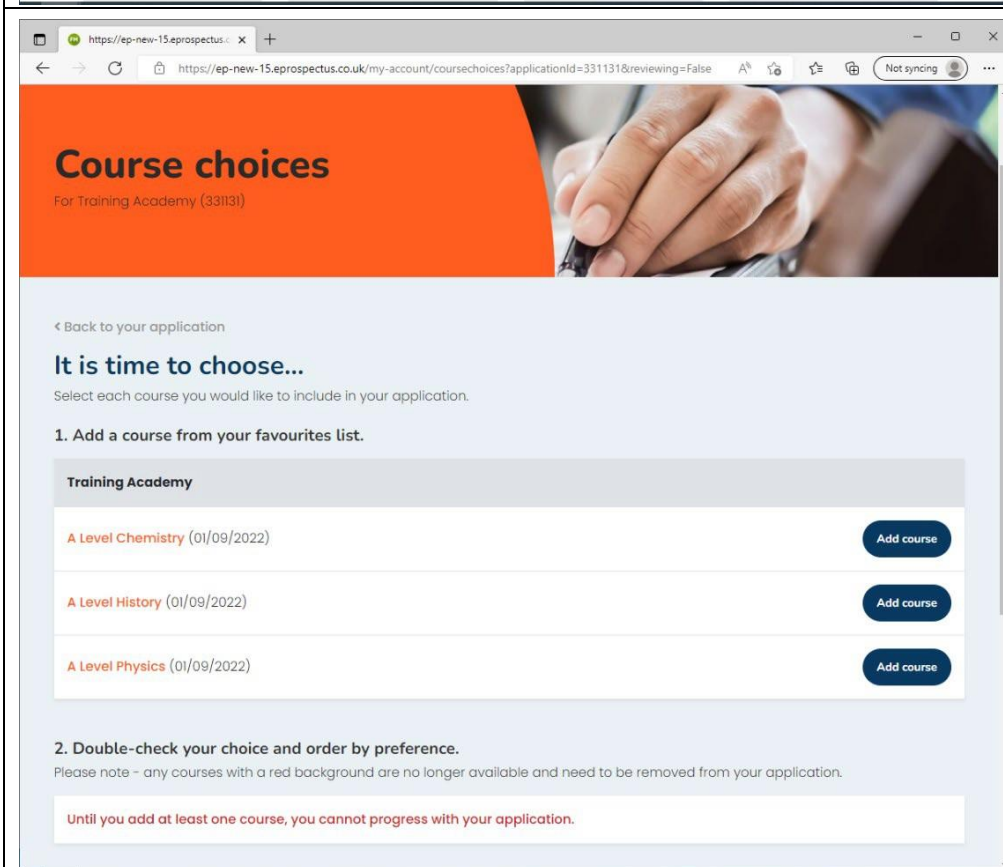
This section gives you an opportunity to promote yourself and your achievements.

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



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
 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.

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.

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 Crimby Institute via 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

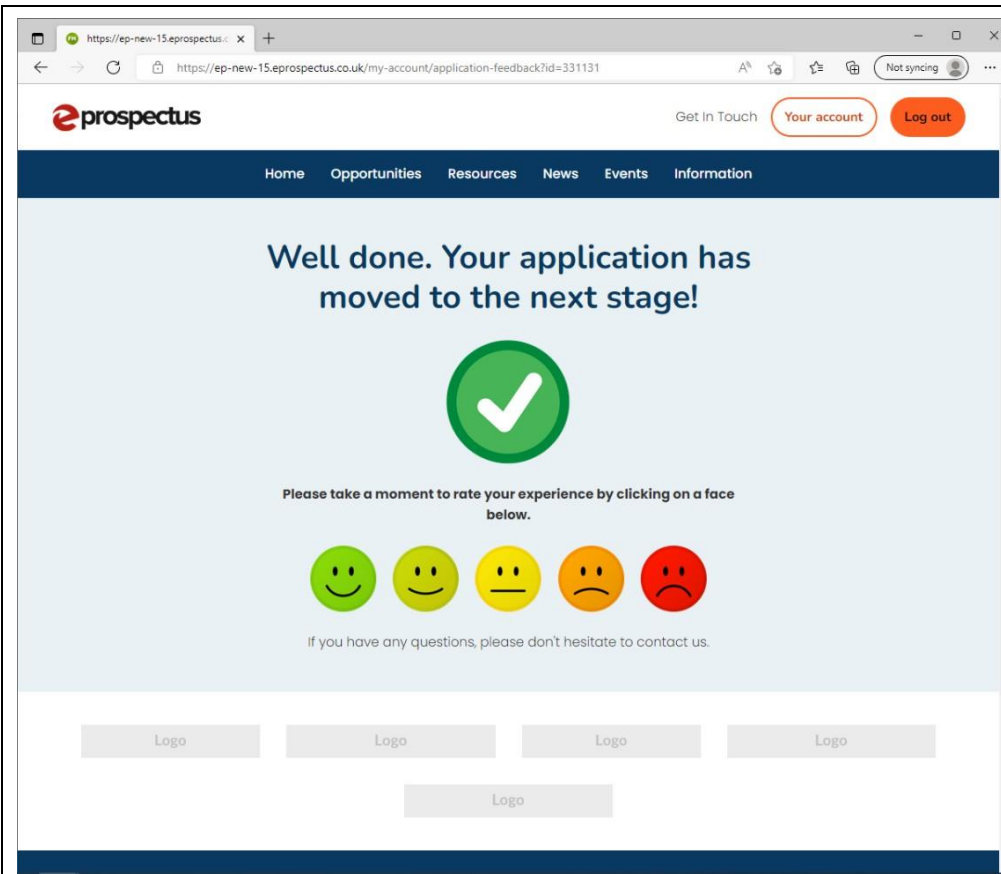
Personal Email Address
email@firstmedia.co.uk

Review & Send Your Application

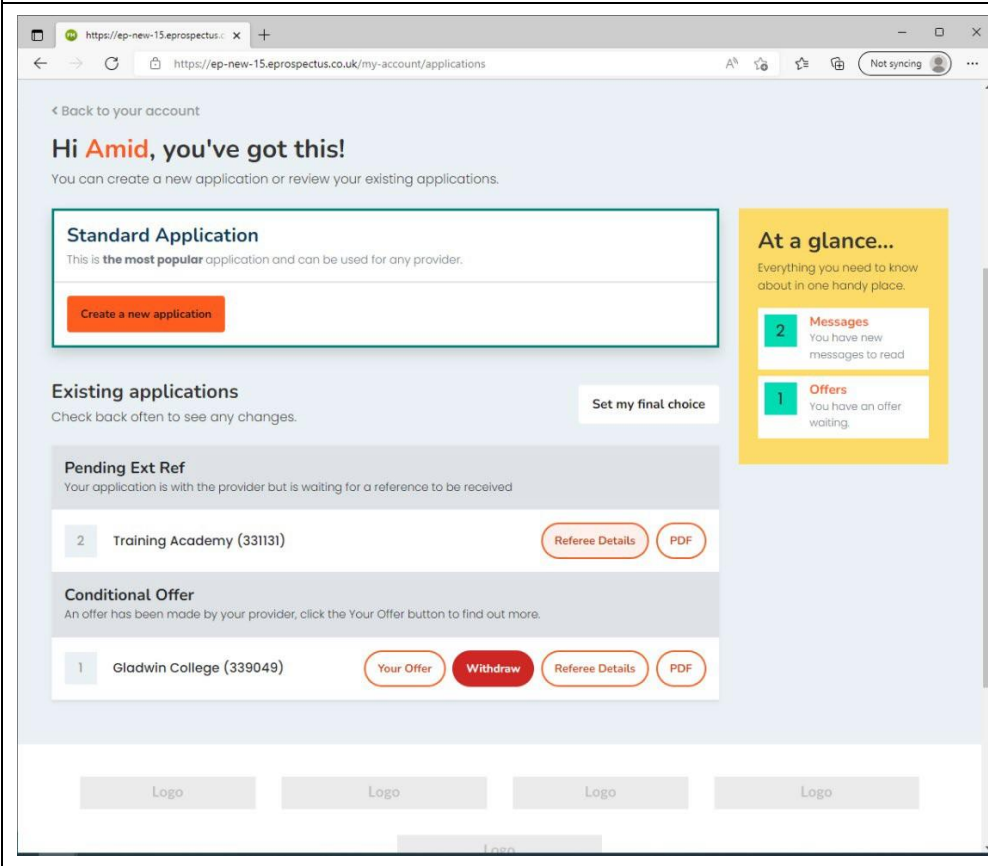
This final page allows you to review all the sections in one go, you can edit any of the pages by clicking the **Edit** button in each of the sections.

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

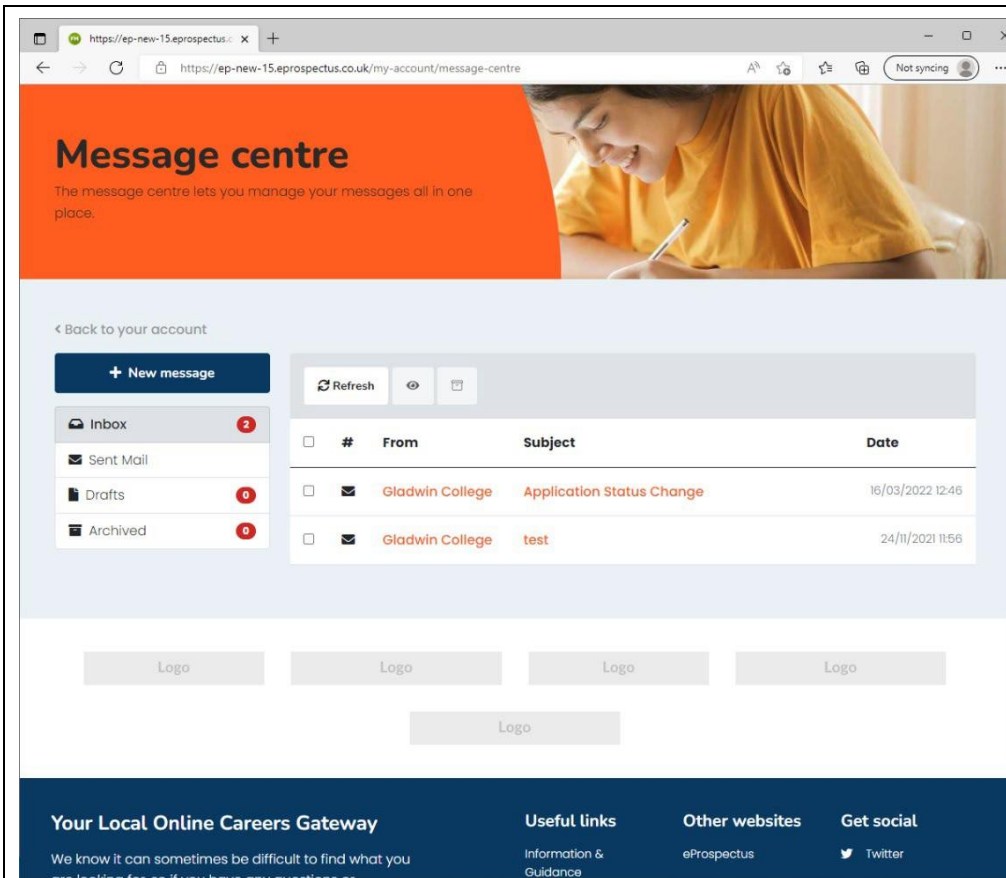
Complete any additional fields or checkboxes and click the **Send Application** button to send your application.



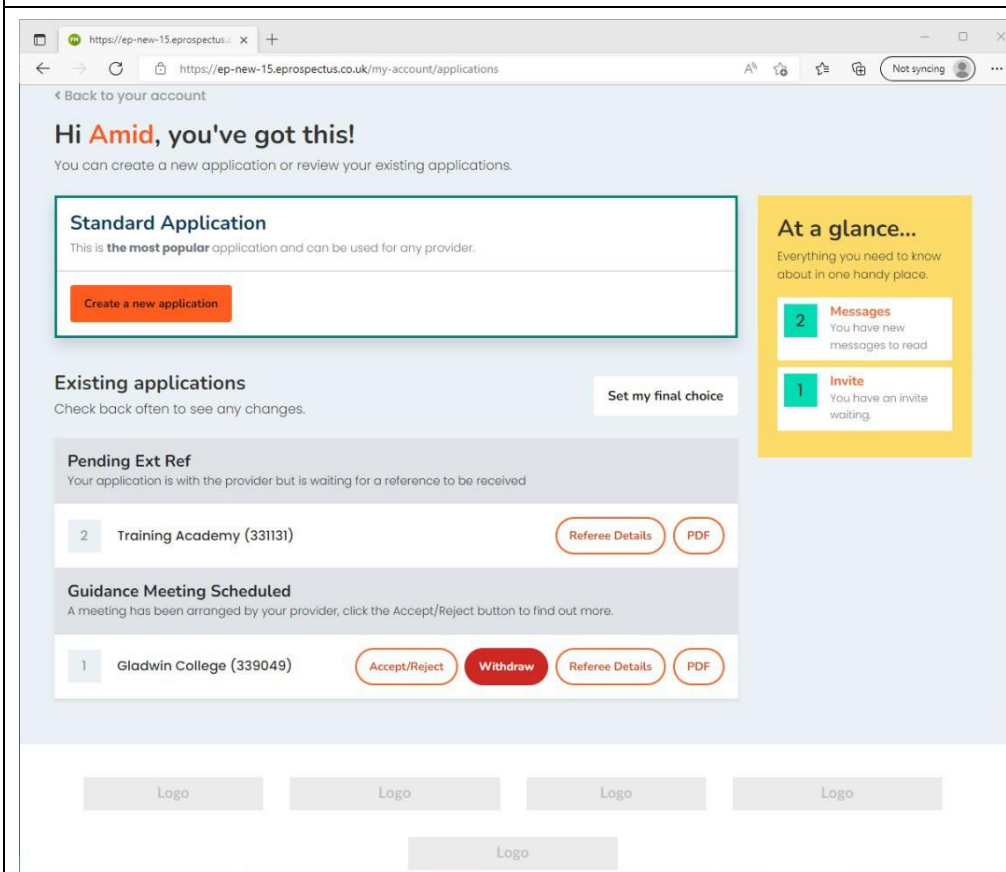
Finally, please give us some feedback on how you think the process went by clicking on the appropriate face. You can optionally add any comments you would like to make.



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.