

Step by step guide to completing your LtW application

This guide is designed to assist you through the process of completing the LtW on-line application form.

Please note: the LtW site is designed for a wide variety of learners as has the application form itself. This means that certain sections and details could be more appropriate to you than others. If you are applying to join a group programme for example it could be that some sections will only need a few words but if you applying to develop your own unique programme you will need to go into more detail.

1. Creating an application

Once you have registered on the LtW site and had your account confirmed by e-mail you can go on and create an application to be submitted to the university or college you have chosen.

An application form for you to complete will appear once you have accepted the LtW website's terms and conditions.

2. Completing the form

You must complete all the required fields on the application form, these are highlighted in dark blue. If you don't complete one or more of these required fields, when you submit the form it will be re-presented to you with the missing fields highlighted in red.

NB You should save your application as you are working through each stage and make sure that you click 'save' before you submit your final version . If you don't do this your information will be lost!

There are five main sections to the form:

- Personal details
- Employment details
- Programme
- Resources
- References

There may also be an additional Information section if your university or college requires further details from you.

You can work through the sections in any order but remember to save as you go.

Personal details

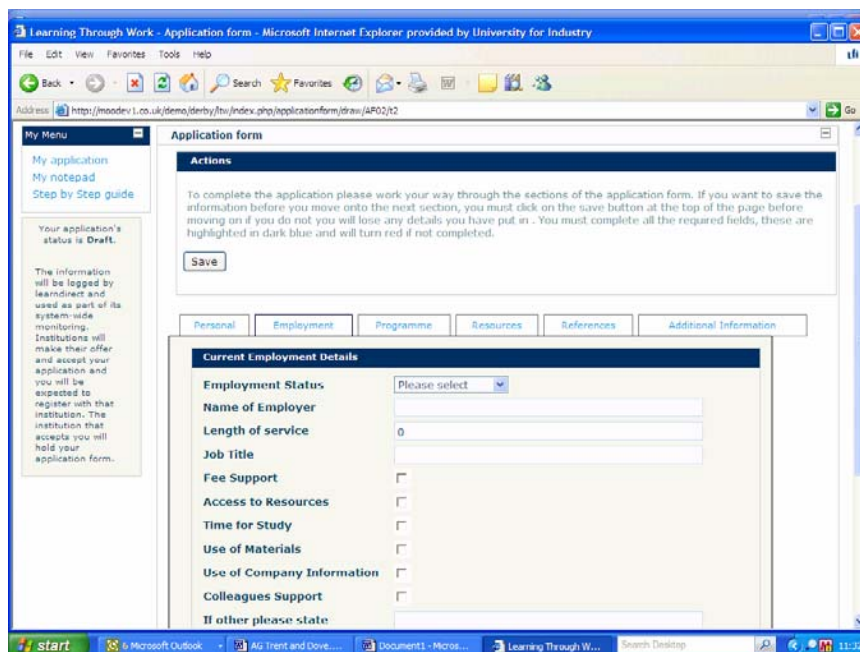
This section should be fairly self-explanatory. There are a few things to note:

- Contact details - we ask for work and home contact details and there are boxes to tick to tell us which means of contact you would prefer us to use.

- Ethnic origin - we ask about your ethnic origin for monitoring purposes but you can select the 'prefer not to say option' from the drop down if you wish.
- Disability- if you have a disability or medical condition that might require specialist support or facilities please provide brief details.
- Criminal conviction – we need to collect this information as it is required for certain subject areas. At this stage we only ask you to answer 'yes' or 'no'. If the university or college requires any further details they will contact you separately.

Employment

This section asks you for information about your current employment.



The 'tick boxes' on this screen are for you to indicate how you expect to be supported by your employer.

We also ask if we could contact you employer for research purposes.

Programme

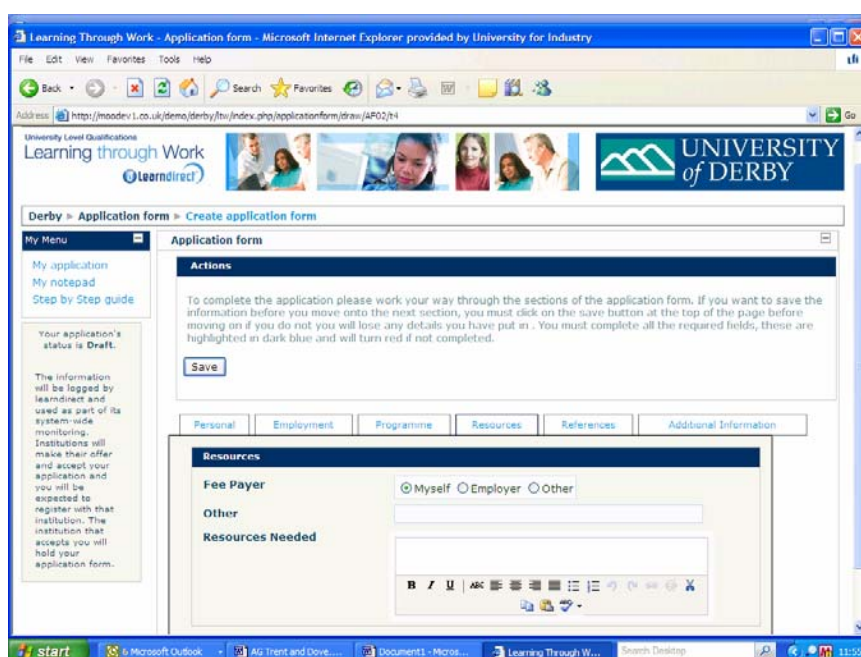
The first part of this section asks you to select the level of your current highest qualification. It also asks you to enter some text to provide some information about your qualifications and relevant experience to date.

This is important as it will help your tutor to work with you to make sure your programme suits you as an individual. The free text box will expand as you type. Please provide as much detail as you can about your relevant experience – you can cut and paste from an existing document – such as a CV - if you like.

The Programme section also asks you to describe what you want to achieve from doing a Learning through Work programme and how you think it will benefit you both personally and professionally. The more information you can provide here the better – it is worth putting some thought into this section as it will help when you come to develop your learning plan.

The 'Subject area' information is also important in helping you and your tutor to plan your programme. Say here what subjects and skill areas you would like to focus on in your programme.

Resources



The screenshot shows a web browser window titled "Learning Through Work - Application form - Microsoft Internet Explorer provided by University for Industry". The address bar shows the URL: "https://moodev1.co.uk/demo/derby/tw/index.php/applicationform/draw/AP02/4". The page header includes the University of Derby logo and the text "University Level Qualifications Learning through Work LearnDirect". The main content area is titled "Derby > Application form > Create application form". On the left, there is a "My Menu" sidebar with links for "My application", "My notepad", and "Step by Step guide". Below this, it states "Your application's status is Draft." and provides information about logging and system-wide monitoring. The main form area is titled "Application form" and contains an "Actions" section with a "Save" button. Below this is a navigation bar with tabs for "Personal", "Employment", "Programme", "Resources", "References", and "Additional Information". The "Resources" tab is selected, showing a "Fee Payer" section with radio buttons for "Myself", "Employer", and "Other". Below this is an "Other" text input field and a "Resources Needed" section with a rich text editor.

This section asks you to say who will be responsible for paying your fees. If you expect that you and your employer will both be contributing, select 'other' and give details.

If you are expecting your employer to contribute to your fees you should ask about this before you apply.

Use the free text both to indicate what resources you will have to draw upon – this might be funding or other forms of support that you are seeking from your employer. It could also be support from colleagues, friend and family and access to information or data for example.

References

Please provide details of two people who may be contacted by your university or college to provide a reference for you. Bear in mind that these should be people who know you reasonably well and are in a position to be able to comment on your academic or work record and your abilities and potential within the context of the programme that you are applying for.

Do check with your referees before completing the form that they would be willing to be approached to provide a reference!

Additional information

This section will only appear if your university or college requires any further details or information that isn't covered in the five main sections.

When you have completed your application form remember to click on 'save'.

3. Submitting your application

When you have completed your form and click on 'save' some action buttons will appear at the top of the screen:

The screenshot shows a web browser window displaying the 'Learning Through Work' application form. The browser is Microsoft Internet Explorer. The page title is 'Learning Through Work - Application form - Microsoft Internet Explorer provided by University for Industry'. The address bar shows the URL 'http://moodev1.co.uk/demo/derby/tiv/index.php/applicationform'. The page content includes a header with 'University Level Qualifications Learning through Work LearnDirect' and 'UNIVERSITY of DERBY'. The main content area is titled 'Derby > Application form'. On the left, there is a 'My Menu' sidebar with links for 'My application', 'My notepad', and 'Step by Step guide'. Below this, it states 'Your application's status is Draft.' and provides information about logging and system-wide monitoring. The main form area is titled 'Your Details' and contains fields for 'Title' (Ms), 'First Name' (Judith), 'Surname' (Saxton), 'Date of Birth' (Fri, 06 December 1957), 'Age band' (45-54), and 'Gender' (Female). Above the form, there is an 'Actions' section with buttons for 'Edit', 'Save to PC', 'Upload from PC', 'Submit Application', 'Clear form', 'View Application Progress', and 'Print'. At the bottom, there is a navigation bar with tabs for 'Personal', 'Employment', 'Programme', 'Resources', 'References', and 'Additional Information'.

The 'Edit' button allows you to make changes to the form.

The 'save to PC' button lets you save a copy of your form to a location of your choice.

We recommend that you print your application for your records.

When you are happy with the content of your application, click on 'submit application'.

If you have not completed any of the required fields these will be highlighted in red.

4. What happens next?

Once you have submitted your application you will notice that its status changes from 'draft' to 'applied' (see the left side of the screen).

Your application will now have been sent to your university or college and will be dealt with by them. You can check on the progress of your application at any point by logging back in and clicking on 'view application progress'. You will be able to see when the application has been received (downloaded) and subsequently whether or not it has been accepted.

You should get a response from within a few days, exceptionally up to three weeks.

If your university or college needs any further information or clarification on your application they will contact you before making a decision.