

Receiving Applications

Receiving Provider Dashboard

Application manager

As an applications manager you have access to the applicants that you receive. You will be able to process applications from submission to enrolment.

Total applicants 59

Received this week 7

Applications at:

Submitted 0

Acknowledged 29

Returned by provider 1

Conditional offer 20

Unconditional offer 7

Offer accepted 2

Enrolled 88

Receiving Provider Process

Applications

Search applicant name:

Status:

Current provider:

Applications for courses starting Sept:

Received this week With new/updated reference

With unread messages With updated contact details

Date received	Applicant	Current provider	Date of birth	Receiving provider	Status	Status change
26/09/2013	Paula Dunster	Stroud college of Further Education	19/06/1996	Stroud college of Further Education	Acknowledged	30/09/2013
26/09/2013	Laura East	Stroud college of	13/09/1989	Stroud college of	Acknowledged	02/10/2013

- Applications Dashboards will contain counts and links to applications requiring attention
- You can search for applicants by name, their current provider, course start date
- You can also select to see: applications received this week, with unread messages, with updated contact details, with new/updated references

Administrators view of submitted application

- When a learner submits an application this will be visible to you in the applicants screen.
- When you click onto that learner's details you will then see the details of that application

The screenshot shows a navigation bar with links: Home, Users, Applications, Providers, Courses, and Learners. Below the navigation bar, the text reads "From learner 111 of STROUD COLLEGE OF FURTHER EDUCATION". A "Print" button is visible. A progress indicator shows four steps, with the second step (2) highlighted in blue and labeled "Submitted". Below the progress indicator, the date "on 02/10/2012" is shown. A light blue box contains the message: "A new application has been submitted to you. Please acknowledge this application so that the applicant is aware that you have seen it and are progressing it appropriately." Below this message are two buttons: "Acknowledge application" and "Enrol applicant".

Summary

Applicant learner 111
From STROUD COLLEGE O
Applying to STROUD COLLEGE O
Courses Art & Design Level 2, BTEC Diploma at Stroud College of Further Education
[View details](#)

Messaging

[Send a new message](#)

Application details

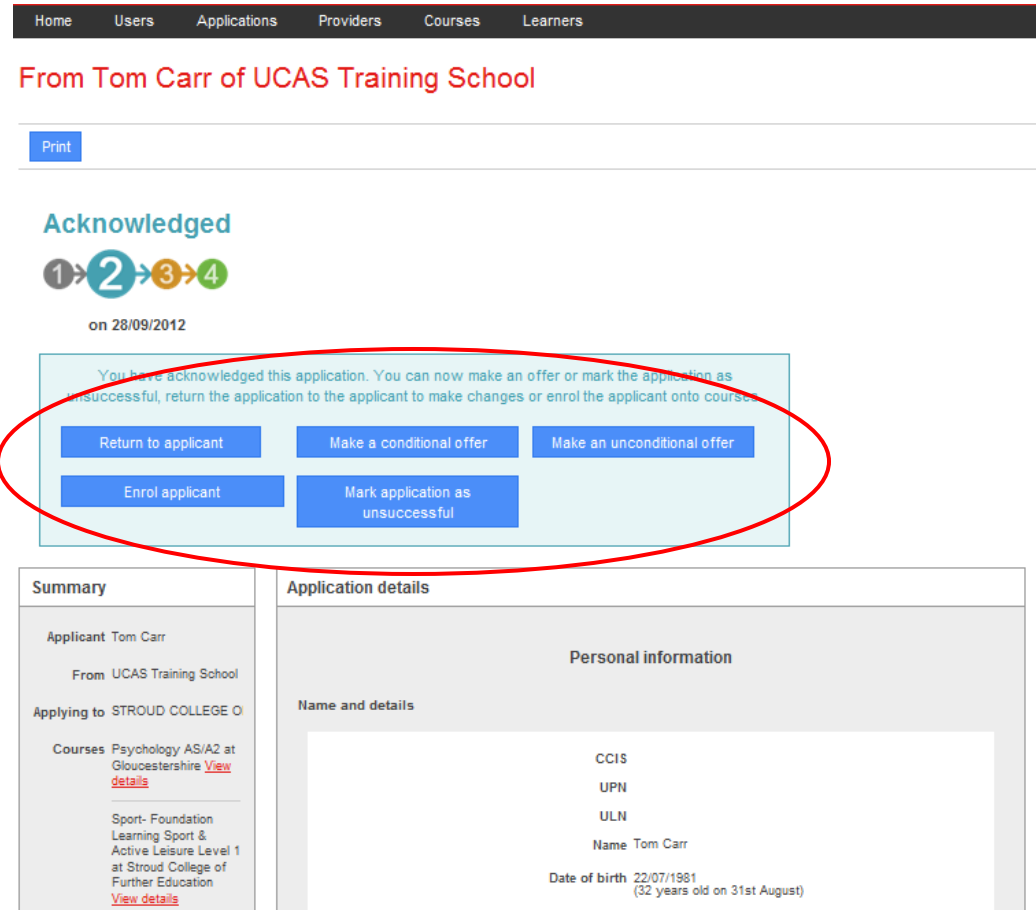
Personal information

Name and details

CCIS
UPN
ULN
Name learner 111
Date of birth 10/09/1998 (18 years old on 31st August)
Gender Not specified
Ethnic group White and Black African
Have you been a resident in the UK/EU for three or Yes

Acknowledgment

- Ability to administer applications easily using blue tabs at the top of the page
- From this page you can: return to applicant, mark application as unsuccessful, make an unconditional offer, make a conditional offer, enrol applicant.
- A message will then return to the learner to let them know you have received their application



Home Users Applications Providers Courses Learners

From Tom Carr of UCAS Training School

Print

Acknowledged

1 → 2 → 3 → 4

on 28/09/2012

You have acknowledged this application. You can now make an offer or mark the application as unsuccessful, return the application to the applicant to make changes or enrol the applicant onto courses.

Return to applicant Make a conditional offer Make an unconditional offer

Enrol applicant Mark application as unsuccessful

Summary	Application details
<p>Applicant Tom Carr</p> <p>From UCAS Training School</p> <p>Applying to STROUD COLLEGE O</p> <p>Courses Psychology AS/A2 at Gloucestershire View details</p> <p>Sport- Foundation Learning Sport & Active Leisure Level 1 at Stroud College of Further Education View details</p>	<p>Personal information</p> <p>Name and details</p> <p>CCIS</p> <p>UPN</p> <p>ULN</p> <p>Name Tom Carr</p> <p>Date of birth 22/07/1981 (32 years old on 31st August)</p>

View of learner application

- When a learner is selected from the applicants page you will be able to view the whole applications form.
- You can scroll down and see all of the form.
- If you have requested a reference this will be visible at the bottom of the application form.

Application details

Personal information

Name and details

CCIS
UPN
ULN
Name CK Learner1
Date of birth 27/02/1995
(18 years old on 31st August)
Gender Not specified
Ethnic group English / Welsh / Scottish / Northern Irish / British
Have you been a resident in the UK/EU for three or more years? Yes
Main home country England
Nationality English

Education details

Establishment STROUD COLLEGE OF FURTHER EDUCATION (Mar 2009 - Present)

Additional support

Do you consider yourself to have a disability? No
Do you consider yourself to have a learning difficulty? No
Interview support No

Contact details

Address 17 High Street
Chelsea
London
Se4 5TH

Reference from sending provider

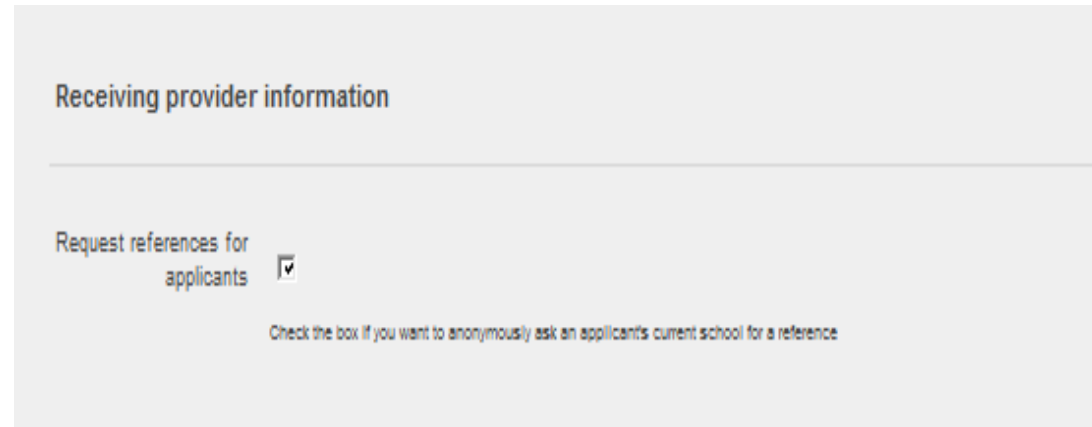
- If you have asked sending providers to write a reference this will be visible at the bottom of the application form.
- If a referee has been assigned by name their details will be visible at the top of this section

Referee	
Referee	Mr John Smith, Head of year
Mobile telephone	012345678974

Reference	
Attendance (%)	95
Relationship with staff	Excellent
Relationship with other students	Excellent
Self discipline	Excellent
Punctuality	Excellent
General academic ability	Good
Health	Excellent
Involvement in school life	Excellent
Behaviour	Excellent
Commitment to learning	Excellent
Additional support required	No
Section 140/139a	No
School Action	No
School Action Plus	No
Statemented	No
Free school meals	No
Care leaver	No

Choosing to receive a reference from a sending provider

- As a Provider Manager you will be able to request that institutions sending applications to you will be required to write a reference for each learner.

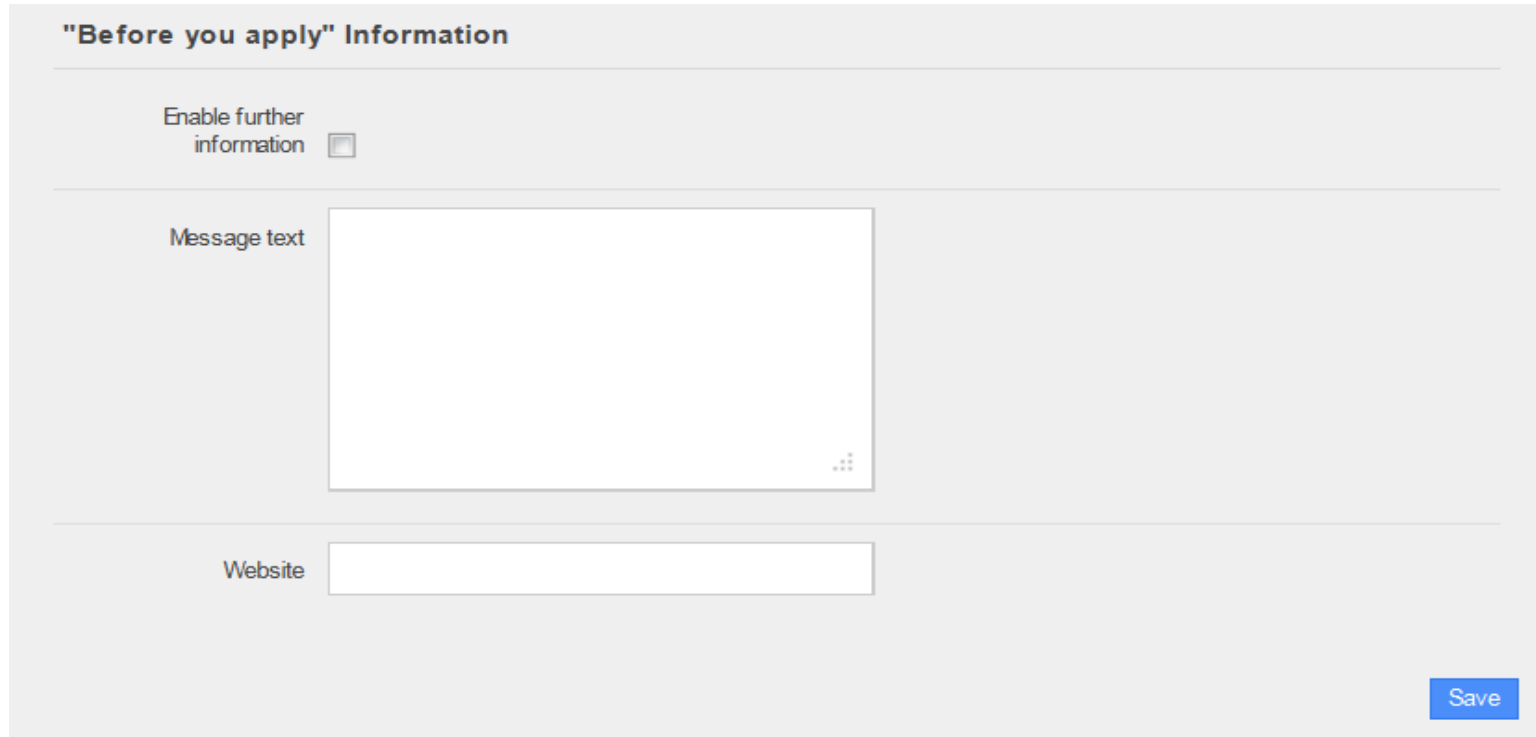


Receiving provider information

Request references for applicants

Check the box if you want to anonymously ask an applicant's current school for a reference

Creating a Before you Apply message



The screenshot shows a form titled "Before you apply" Information. It contains three main sections: a checkbox for "Enable further information", a large text area for "Message text", and a text input field for "Website". A blue "Save" button is located in the bottom right corner.

"Before you apply" Information

Enable further information

Message text

Website

Save

- You can create a message that learners will be able to see before they apply to you.
- You need to click 'enable further information' and then write into the free text box.
- You can add a website link – e.g. To your own website, to your option blocks etc

Additional questions

- As a provider receiving applications, you have the ability to add additional questions to bespoke your applications.
- Additional Questions will need to be added by a Provider Manager within your institution

Additional questions

You can select additional questions to include within the applications that you receive. If you would like to propose an additional question to be included please email your suggestion to ucasprogresssupport@ucas.ac.uk

You have selected the following as additional questions

Childcare required

(Ask the applicant if they require childcare provision)

Career aims/goals

(Ask the applicant for their career aims and goals)

Catholic parish

(Ask the applicant to add the parish they belong to if they are Catholic)

Brother/Sister

(Ask the applicant for details of a brother or sister who has previously attended the school)

Religion

(Ask the applicant to name their religion)

Medical conditions

(Ask the applicant to list any medical conditions that you should be made aware of)

Select your questions

You can add the following as additional questions.

Statement

(Ask the applicant to write a short statement on why they wish to apply to you and why they have selected the course(s))

Employer reference - Name

(Ask the applicant for the name of the referee at the employer)

Employer reference - Address

(Ask the applicant for the address of the referee at the employer)

Employer reference - Postcode

(Ask the applicant for the postcode of the referee at the employer)

Employer reference - Telephone number

(Ask the applicant for the telephone number of the referee at the employer)

Employer reference - Email address

(Ask the applicant for the email address of the referee at the employer)

Making a Conditional offer

- There is the ability to make a conditional offer to the learner.
- This offer can either be for the course they have applied for, for totally new courses that you offer, or a mixture of both

The screenshot shows a web interface for making a conditional offer. At the top is a navigation bar with links for Home, Users, Applications, Providers, Courses, and Learners. The main heading is 'Make a conditional offer' in red. Below this is a sub-heading 'Learner applied for:' followed by a red instruction: 'Untick any courses you wish to remove from this application.' A single course, 'Art & Design Level 2, BTEC Diploma', is listed with a checked checkbox. The next section is 'Courses to add to application:' with a red instruction: 'Start entering a course title to view available courses. Relevant courses will appear after 3 letters have been entered.' Below this is a text input field labeled 'Course name'. A large text area follows with the prompt 'Please enter some more information about the conditional offer'. At the bottom right are two buttons: 'Make a conditional offer' and 'Cancel'.

Home Users Applications Providers Courses Learners

Make a conditional offer

You can alter the courses associated with this application before you make this offer.

Learner applied for:
Untick any courses you wish to remove from this application.

Art & Design Level 2, BTEC Diploma

Courses to add to application:
Start entering a course title to view available courses. Relevant courses will appear after 3 letters have been entered.

Course name

Please enter some more information about the conditional offer

[Make a conditional offer](#) [Cancel](#)

Conditional Offer

- Once an offer has been made to a learner the details can be seen on their unique page.
- Their status can be viewed at any time against their name.

Home Users Applications Providers Courses Learners

From learner 111 of STROUD COLLEGE OF FURTHER EDUCATION

Print

Conditional offer

1 → 2 → 3 → 4

on 02/10/2012

You have made a conditional offer to this applicant. They can now inform you of their decision to accept or reject your offer. You can still progress this application even if they do not respond.

This offer is based upon the conditions below
Entry requirements are for 5 GCSE's Grade A-C

Enrol applicant

Summary	Application details							
<p>Applicant learner 111</p> <p>From STROUD COLLEGE OF FURTHER EDUCATION</p> <p>Applying to STROUD COLLEGE OF FURTHER EDUCATION</p> <p>Courses Art & Design Level 2, BTEC Diploma at Stroud College of Further Education View details</p>	<h4>Personal information</h4> <p>Name and details</p> <table><tr><td>CCIS</td></tr><tr><td>UPN</td></tr><tr><td>ULN</td></tr><tr><td>Name learner 111</td></tr><tr><td>Date of birth 10/09/1996 (16 years old on 31st August)</td></tr><tr><td>Gender Not specified</td></tr><tr><td>Ethnic group White and Black African</td></tr></table> <p>Have you been a resident in the UK/EU for three or more years? Yes</p>	CCIS	UPN	ULN	Name learner 111	Date of birth 10/09/1996 (16 years old on 31st August)	Gender Not specified	Ethnic group White and Black African
CCIS								
UPN								
ULN								
Name learner 111								
Date of birth 10/09/1996 (16 years old on 31st August)								
Gender Not specified								
Ethnic group White and Black African								
<h4>Messaging</h4> <p>Send a new message</p>								

Enrolled applicant

- A learner can be enrolled at any stage and when they have been enrolled this can be viewed on their unique page.

Home Users Applications Providers Courses Learners

From learner 111 of STROUD COLLEGE OF FURTHER EDUCATION

Print

Enrolled

1 → 2 → 3 → 4

on 02/10/2012

The applicant has enrolled.

This offer is based upon the conditions below
Entry requirements are for 5 GCSE's Grade A-C

Summary	Application details
<p>Applicant learner 111</p> <p>From STROUD COLLEGE O</p> <p>Applying to STROUD COLLEGE O</p> <p>Courses Art & Design Level 2, BTEC Diploma at Stroud College of Further Education View details</p>	<p>Personal information</p> <p>Name and details</p> <p>CCIS</p> <p>UPN</p> <p>ULN</p> <p>Name learner 111</p> <p>Date of birth 10/09/1998 (18 years old on 31st August)</p> <p>Gender Not specified</p> <p>Ethnic group White and Black African</p> <p>Have you been a resident in the UK/EU for three or more years? Yes</p>

Filtering applications

It is now possible to filter your applications by the following fields:

- Received this week.
- With unread messages.
- With new/updated reference.
- With updated contact details.



Applications

The image shows a filter form for applications. It includes several input fields and checkboxes. The 'Search applicant name' field is empty. The 'Status' dropdown menu is set to 'Live'. The 'Current provider' field is empty. The 'Applications for courses starting Sept:' dropdown menu is set to '2013'. There are four checkboxes: 'Received this week', 'With unread messages', 'With new/updated reference', and 'With updated contact details', all of which are currently unchecked. A blue 'Search' button is located at the bottom of the form.

Search applicant name:

Status: Live

Current provider:

Applications for courses starting Sept: 2013

Received this week With new/updated reference

With unread messages With updated contact details

Bulk management options

- Bulk Acknowledgement
- Bulk printing
- Bulk messaging

UCAS Progress Cymraeg

Home Applications Providers Adviser's learners Adviser's applications Main site Account Log off

Applications

Search applicant name:

Status:

Current provider:

Applications for courses starting Sept:

Received this week With new/updated reference

With unread messages With updated contact details

Date received	Applicant	Current provider	Date of birth	Receiving provider	Status	Status change
04/02/2013	Ann Leonard O'Connor	Oakwood School	12/04/1998	Dimensions Training Solutions	2 Returned by provider	05/02/2013
04/02/2013	Donnie Valentine Manning	Oakwood School	12/04/1998	Dimensions Training Solutions	2 Acknowledged	05/02/2013

Bulk management options

- On this page you have the ability to:
 - Bulk acknowledge all new applications
 - Bulk print applications received in bundles of 10.
 - Send bulk messages

UCAS Progress Cymraeg

Home Users Providers Courses Learners Applications Reports Main site Account Log off

Bulk management

[Acknowledge applications](#)[Print applications](#)[Bulk messaging](#)

Provider	Requested on	Processed on	Applications acknowledged	Activity	Outcome
Dimensions Training Solutions	Mon, 18 Feb 2013 10:27:59 GMT	Mon, 18 Feb 2013 10:27:59 GMT	0	Acknowledge applications	Succeeded
Dimensions Training Solutions	Fri, 15 Feb 2013 12:48:04 GMT	Fri, 15 Feb 2013 12:48:05 GMT	0	Acknowledge applications	Succeeded
Dimensions Training Solutions	Thu, 07 Feb 2013 16:53:12 GMT	Thu, 07 Feb 2013 16:53:12 GMT	0	Acknowledge applications	Succeeded
Dimensions Training Solutions	Tue, 05 Feb 2013 11:55:45 GMT	Tue, 05 Feb 2013 11:55:45 GMT	18	Acknowledge applications	Succeeded
Dimensions Training Solutions	Tue, 15 Jan 2013 14:32:06 GMT	Tue, 15 Jan 2013 14:32:06 GMT	0	Acknowledge applications	Succeeded

Bulk printing

- On this screen you can either select individual applications to print or you can select all 10 to print at the same time.
- You can select different statuses of application and print in bulk.
- You can search for an individual application by name of student or from a particular provider.
- You can search for applications received this week.

UCAS Progress Cymraeg

Home Applications Providers Adviser's learners Adviser's applications Main site Account Log off

Print applications

You can choose up to 10 applications to print in bulk by checking the boxes next to the applications. Select 'Confirm selection' at the bottom of the page to proceed.

Search applicant name:

Status: Live

Current provider:

Applications for courses starting Sept.: 2013

Received this week:

Select to print	Date received	Applicant	Current provider	Date of birth	Receiving provider	Status	Status change
<input checked="" type="checkbox"/>	04/02/2013	Ann Leonard O'Connor	Oak wood School	12/04/1998	Dimensions Training Solutions	2 Returned by provider	05/02/2013
<input checked="" type="checkbox"/>	04/02/2013	Donnie Valentine Manning	Oak wood School	12/04/1998	Dimensions Training Solutions	2 Acknow ledged	05/02/2013
<input checked="" type="checkbox"/>	04/02/2013	Priscilla Sexton Miller	Oak wood School	12/04/1998	Dimensions Training Solutions	2 Acknow ledged	05/02/2013
<input checked="" type="checkbox"/>	04/02/2013	Toby Tran Brady	Oak wood School	12/04/1998	Dimensions Training Solutions	2 Acknow ledged	05/02/2013
<input checked="" type="checkbox"/>	04/02/2013	Robert Carey Singleton	Oak wood School	12/04/1998	Dimensions Training Solutions	2 Acknow ledged	05/02/2013
<input checked="" type="checkbox"/>	04/02/2013	Mark Inserted_234	Carlisle College	12/04/1998	Dimensions Training Solutions	2 Acknow ledged	05/02/2013
<input checked="" type="checkbox"/>	04/02/2013	Mark Inserted_387	Carlisle College	12/04/1998	Dimensions Training Solutions	2 Acknow ledged	05/02/2013
<input checked="" type="checkbox"/>	04/02/2013	Mark Inserted_41	Carlisle College	12/04/1998	Dimensions Training Solutions	2 Acknow ledged	05/02/2013
<input checked="" type="checkbox"/>	04/02/2013	Mark Inserted_380	Carlisle College	12/04/1998	Dimensions Training Solutions	2 Acknow ledged	05/02/2013
<input checked="" type="checkbox"/>	04/02/2013	Carriage eReturn_73	Carlisle College	12/04/1998	Dimensions Training Solutions	2 Acknow ledged	05/02/2013

< 1 2 3 >

Bulk messaging

UCAS Progress Cymraeg

Home Users Providers Courses Learners Applications Reports Main site Account Log off

Bulk management

Acknowledge applications Print applications
Bulk messaging

UCAS Progress Cymraeg

Home Users Providers Courses Learners Applications Reports

Select message template

Choose the message that you want to send and then click on the 'Confirm selection' button. If you want to create, edit or delete a template, click on the 'Manage templates' button.

Confirm selection

Manage Templates

Interview

We will be in contact in next couple of weeks to arrange interview s.

Bulk Messaging 2

UCAS Progress

Cymraeg

[Home](#) [Users](#) [Providers](#) [Courses](#) [Learners](#) [Applications](#) [Reports](#)

Bulk message templates

In this section you can create, edit or delete message templates for your provider. You can have up to 10 templates. Any changes to a template will not affect messages already sent.

Create Template

Interview

We will be in contact in next couple of weeks to arrange interview s.

Edit

Delete

Bulk message 3

UCAS Progress

Home Users Providers Courses Learners Applications Reports

Create a new message template

Create a new message template

Title

Template Text

Confirm message selection

UCAS Progress Cymraeg

Home Users Providers Courses Learners Applications Reports

Select message template

Choose the message that you want to send and then click on the 'Confirm selection' button. If you want to create, edit or delete a template, click on the 'Manage templates' button.

[Confirm selection](#) [Manage Templates](#)

Interview

We will be in contact in next couple of weeks to arrange interview s.

Selecting Learners to message

UCAS Progress Cymraeg

Home Users Providers Courses Learners Applications Reports Main site Account Log off

Select learners

Name: Stroud college of Further Education

Email Template Title: Interview [Change](#)

Status:

Applications for courses starting Sept:

Received this week With new/updated reference

Hide where already received With updated contact details

You can choose up to 100 learners to message in bulk by checking the boxes next to the applications.

You cannot select learners who have already received a message based on the selected template.

Select 'Confirm selection' at the bottom of the page to proceed.

<input type="checkbox"/> Select all	Date received	Applicant	Current provider	Date of birth	Receiving provider	Status	Status change
Sent	26/09/2013	Paula Dunster	Stroud college of Further Education	19/06/1996	Stroud college of Further Education	2 Acknowledged	30/09/2013
Sent	26/09/2013	Laura East	Stroud college of Further Education	13/09/1989	Stroud college of Further Education	2 Acknowledged	02/10/2013

- Learners can be selected by status of applications, by those received this week, with new/updated references, by updated contact details
- 100 learners can be selected at a time
- You can also hide those learners who have already received a message

Confirming the message

UCAS Progress

Cymraeg

[Home](#) [Users](#) [Providers](#) [Courses](#) [Learners](#) [Applications](#) [Reports](#)

Confirm message

You are about to send this message to 5 learners. Please click on 'Confirm' to send this message.

Confirm

Cancel

Interview

We will be in contact in next couple of weeks to arrange interview s.

Application Report

Reports

These reports are designed to support you in fulfilling your role using UCAS Progress products.

- Each week a report will be provided to you by UCAS Progress.
- The report will contain the latest information and it will be cumulatively updated week-on-week and throughout the academic year.
- UCAS Progress will only provide you with the latest information – you will not be able to access previous weeks' reports or data. It is therefore very important to note that you should consider retaining weekly copies of the report so that you can refer back to them as and when needed.
- If you decide to retain copies of reports/data these should be saved and stored securely outside of UCAS Progress systems. The data contained within these reports includes personal and personal sensitive data which may only be retained, stored and processed/shared in line with data protection regulations. To assist, we have set out appropriate guidelines in the covering information and associated reporting resources.

Report	Date created	Last downloaded	New report
--------	--------------	-----------------	------------

- Application reports are available every Monday and will overwrite what had been available before.

Log on to training site

- <http://training.ucasprogress.com>

Username: collegeuser32@stroud.com

Password: password1

Receiving Applications

Receiving Provider Dashboard

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Applying to STROUD COLLEGE O
Courses Art & Design Level 2, BTEC Diploma at Stroud College of Further Education
[View details](#)

Messaging

[Send a new message](#)

Application details

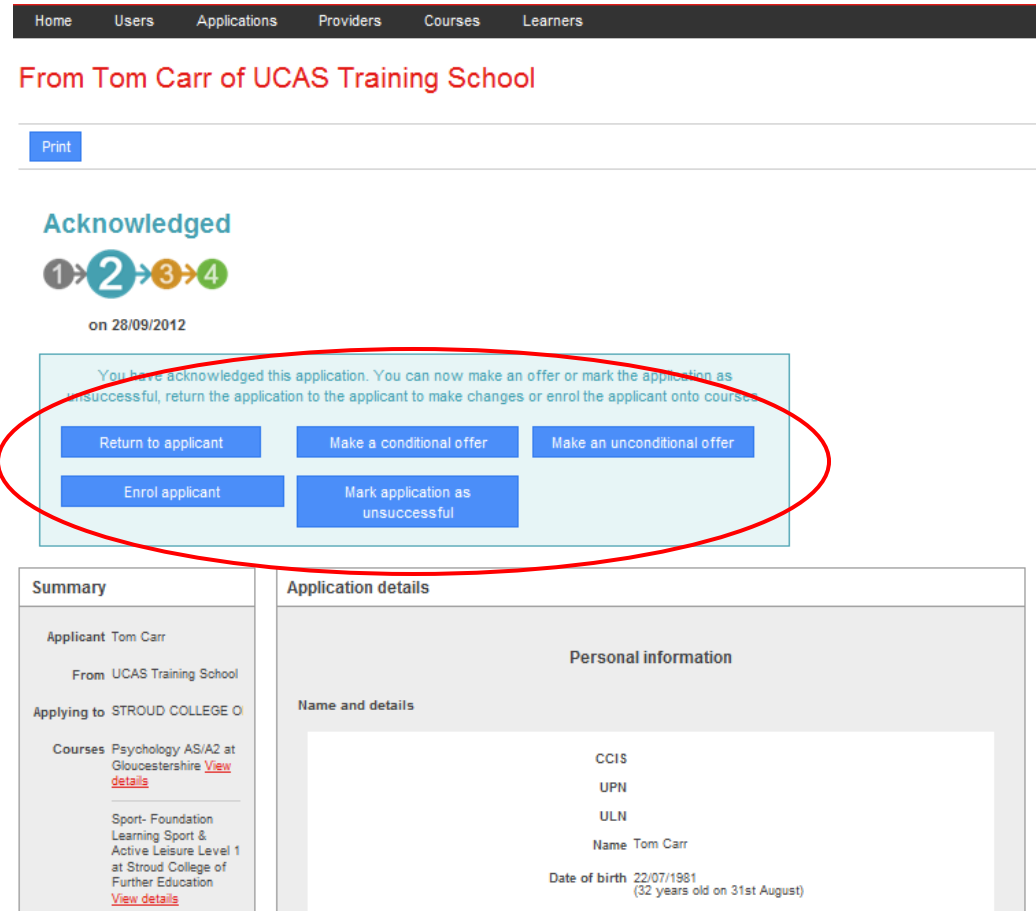
Personal information

Name and details

CCIS
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Gender Not specified
Ethnic group White and Black African
Have you been a resident in the UK/EU for three or Yes

Acknowledgment

- Ability to administer applications easily using blue tabs at the top of the page
- From this page you can: return to applicant, mark application as unsuccessful, make an unconditional offer, make a conditional offer, enrol applicant.
- A message will then return to the learner to let them know you have received their application



Home Users Applications Providers Courses Learners

From Tom Carr of UCAS Training School

Print

Acknowledged

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on 28/09/2012

You have acknowledged this application. You can now make an offer or mark the application as unsuccessful, return the application to the applicant to make changes or enrol the applicant onto courses.

Return to applicant Make a conditional offer Make an unconditional offer

Enrol applicant Mark application as unsuccessful

Summary	Application details
<p>Applicant Tom Carr</p> <p>From UCAS Training School</p> <p>Applying to STROUD COLLEGE O</p> <p>Courses Psychology AS/A2 at Gloucestershire View details</p> <p>Sport- Foundation Learning Sport & Active Leisure Level 1 at Stroud College of Further Education View details</p>	<p>Personal information</p> <p>Name and details</p> <p>CCIS</p> <p>UPN</p> <p>ULN</p> <p>Name Tom Carr</p> <p>Date of birth 22/07/1981 (32 years old on 31st August)</p>

View of learner application

- When a learner is selected from the applicants page you will be able to view the whole applications form.
- You can scroll down and see all of the form.
- If you have requested a reference this will be visible at the bottom of the application form.

Application details

Personal information

Name and details

CCIS
UPN
ULN
Name CK Learner1
Date of birth 27/02/1995
(18 years old on 31st August)
Gender Not specified
Ethnic group English / Welsh / Scottish / Northern Irish / British
Have you been a resident in the UK/EU for three or more years? Yes
Main home country England
Nationality English

Education details

Establishment STROUD COLLEGE OF FURTHER EDUCATION (Mar 2009 - Present)

Additional support

Do you consider yourself to have a disability? No
Do you consider yourself to have a learning difficulty? No
Interview support No

Contact details

Address 17 High Street
Chelsea
London
Se4 5TH

Reference from sending provider

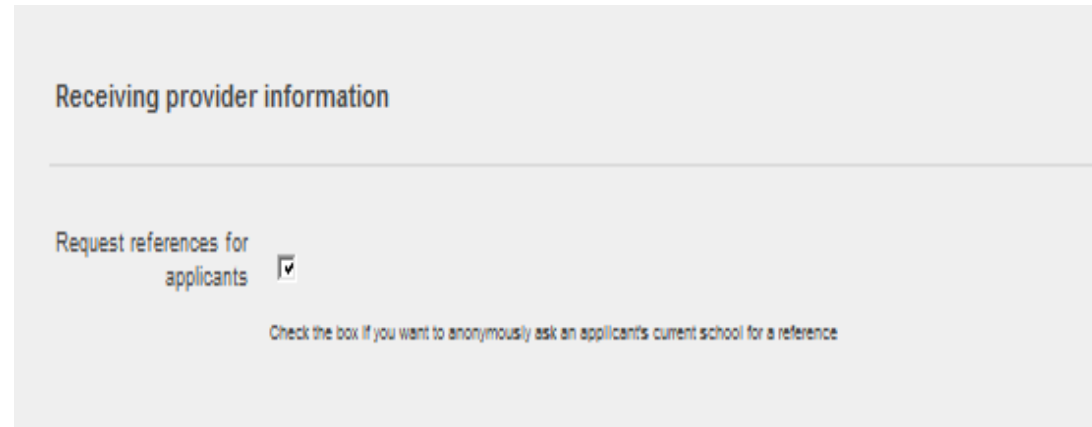
- If you have asked sending providers to write a reference this will be visible at the bottom of the application form.
- If a referee has been assigned by name their details will be visible at the top of this section

Referee	
Referee	Mr John Smith, Head of year
Mobile telephone	012345678974

Reference	
Attendance (%)	95
Relationship with staff	Excellent
Relationship with other students	Excellent
Self discipline	Excellent
Punctuality	Excellent
General academic ability	Good
Health	Excellent
Involvement in school life	Excellent
Behaviour	Excellent
Commitment to learning	Excellent
Additional support required	No
Section 140/139a	No
School Action	No
School Action Plus	No
Statemented	No
Free school meals	No
Care leaver	No

Choosing to receive a reference from a sending provider

- As a Provider Manager you will be able to request that institutions sending applications to you will be required to write a reference for each learner.

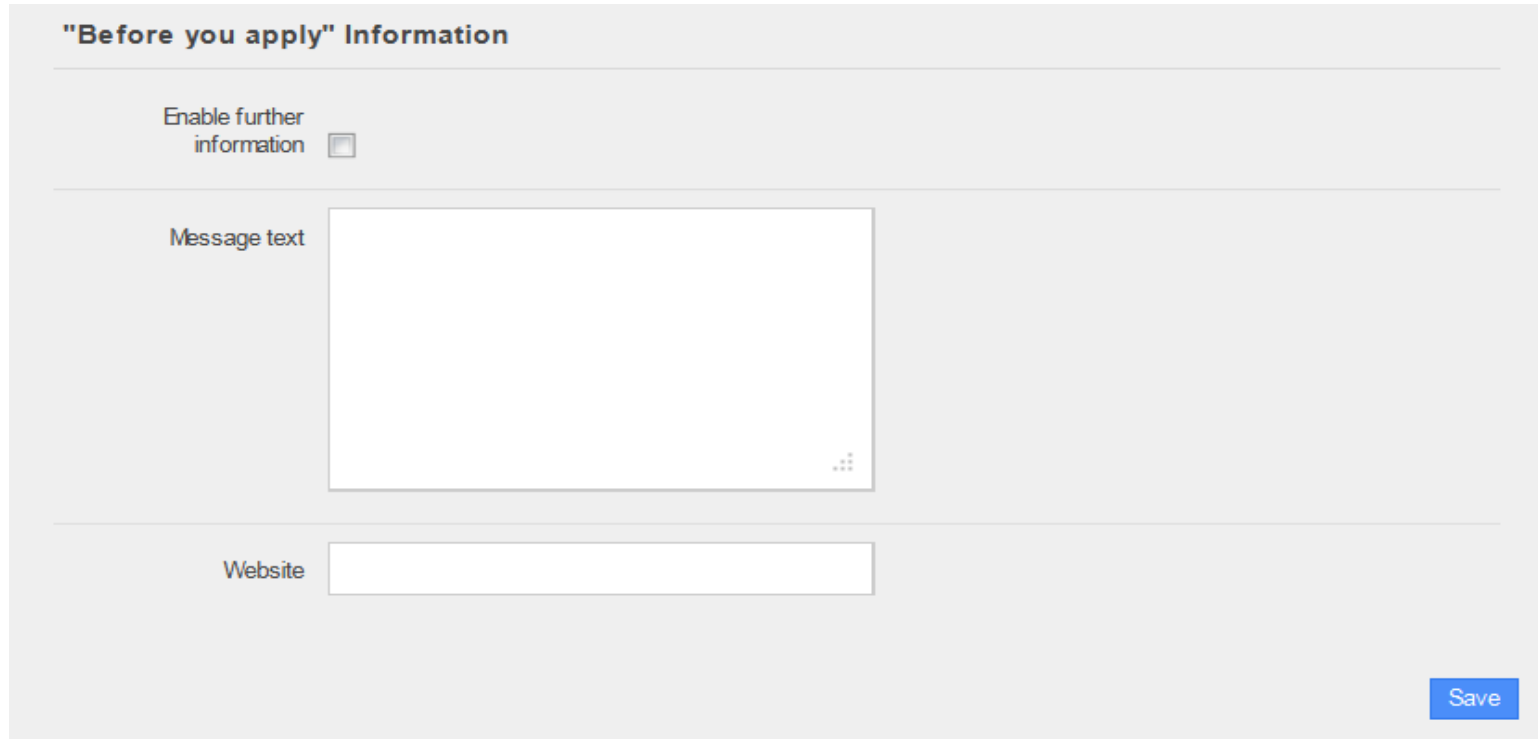


Receiving provider information

Request references for applicants

Check the box if you want to anonymously ask an applicant's current school for a reference

Creating a Before you Apply message



The screenshot shows a form titled "Before you apply" Information. It contains three main sections: a checkbox for "Enable further information", a large text area for "Message text", and a text input field for "Website". A blue "Save" button is located in the bottom right corner.

"Before you apply" Information

Enable further information

Message text

Website

Save

- You can create a message that learners will be able to see before they apply to you.
- You need to click 'enable further information' and then write into the free text box.
- You can add a website link – e.g. To your own website, to your option blocks etc

Additional questions

- As a provider receiving applications, you have the ability to add additional questions to bespoke your applications.
- Additional Questions will need to be added by a Provider Manager within your institution

Additional questions

You can select additional questions to include within the applications that you receive. If you would like to propose an additional question to be included please email your suggestion to ucasprogresssupport@ucas.ac.uk

You have selected the following as additional questions

Childcare required

(Ask the applicant if they require childcare provision)

Career aims/goals

(Ask the applicant for their career aims and goals)

Catholic parish

(Ask the applicant to add the parish they belong to if they are Catholic)

Brother/Sister

(Ask the applicant for details of a brother or sister who has previously attended the school)

Religion

(Ask the applicant to name their religion)

Medical conditions

(Ask the applicant to list any medical conditions that you should be made aware of)

Select your questions

You can add the following as additional questions.

Statement

(Ask the applicant to write a short statement on why they wish to apply to you and why they have selected the course(s))

Employer reference - Name

(Ask the applicant for the name of the referee at the employer)

Employer reference - Address

(Ask the applicant for the address of the referee at the employer)

Employer reference - Postcode

(Ask the applicant for the postcode of the referee at the employer)

Employer reference - Telephone number

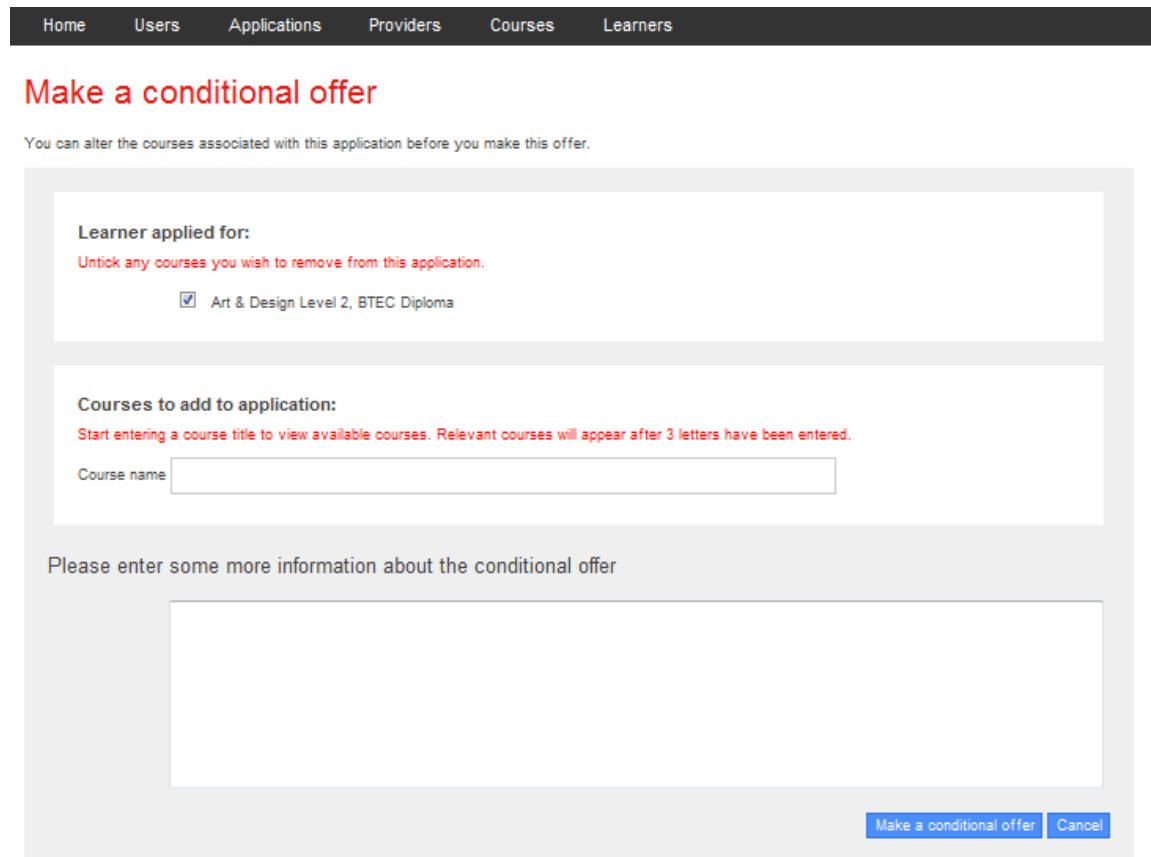
(Ask the applicant for the telephone number of the referee at the employer)

Employer reference - Email address

(Ask the applicant for the email address of the referee at the employer)

Making a Conditional offer

- There is the ability to make a conditional offer to the learner.
- This offer can either be for the course they have applied for, for totally new courses that you offer, or a mixture of both



The screenshot shows a web interface for making a conditional offer. At the top is a navigation bar with links: Home, Users, Applications, Providers, Courses, and Learners. Below this is the title 'Make a conditional offer' in red. A subtitle reads: 'You can alter the courses associated with this application before you make this offer.'

The form is divided into three main sections:

- Learner applied for:** This section includes a red instruction: 'Untick any courses you wish to remove from this application.' Below this, there is a checked checkbox next to the text 'Art & Design Level 2, BTEC Diploma'.
- Courses to add to application:** This section includes a red instruction: 'Start entering a course title to view available courses. Relevant courses will appear after 3 letters have been entered.' Below this is a text input field labeled 'Course name'.
- Please enter some more information about the conditional offer:** This section contains a large, empty text area for additional details.

At the bottom right of the form, there are two buttons: 'Make a conditional offer' (in blue) and 'Cancel' (in grey).

Conditional Offer

- Once an offer has been made to a learner the details can be seen on their unique page.
- Their status can be viewed at any time against their name.

Home Users Applications Providers Courses Learners

From learner 111 of STROUD COLLEGE OF FURTHER EDUCATION

Print

Conditional offer

1 → 2 → 3 → 4

on 02/10/2012

You have made a conditional offer to this applicant. They can now inform you of their decision to accept or reject your offer. You can still progress this application even if they do not respond.

This offer is based upon the conditions below
Entry requirements are for 5 GCSE's Grade A-C

Enrol applicant

Summary	Application details							
<p>Applicant learner 111</p> <p>From STROUD COLLEGE O</p> <p>Applying to STROUD COLLEGE O</p> <p>Courses Art & Design Level 2, BTEC Diploma at Stroud College of Further Education View details</p>	<p>Personal information</p> <p>Name and details</p> <table><tr><td>CCIS</td></tr><tr><td>UPN</td></tr><tr><td>ULN</td></tr><tr><td>Name learner 111</td></tr><tr><td>Date of birth 10/09/1996 (16 years old on 31st August)</td></tr><tr><td>Gender Not specified</td></tr><tr><td>Ethnic group White and Black African</td></tr></table> <p>Have you been a resident in the UK/EU for three or Yes</p>	CCIS	UPN	ULN	Name learner 111	Date of birth 10/09/1996 (16 years old on 31st August)	Gender Not specified	Ethnic group White and Black African
CCIS								
UPN								
ULN								
Name learner 111								
Date of birth 10/09/1996 (16 years old on 31st August)								
Gender Not specified								
Ethnic group White and Black African								
<p>Messaging</p> <p>Send a new message</p>								

Enrolled applicant

- A learner can be enrolled at any stage and when they have been enrolled this can be viewed on their unique page.

Home Users Applications Providers Courses Learners

From learner 111 of STROUD COLLEGE OF FURTHER EDUCATION

Print

Enrolled

1 → 2 → 3 → 4

on 02/10/2012

The applicant has enrolled.

This offer is based upon the conditions below
Entry requirements are for 5 GCSE's Grade A-C

Summary	Application details
<p>Applicant learner 111</p> <p>From STROUD COLLEGE O</p> <p>Applying to STROUD COLLEGE O</p> <p>Courses Art & Design Level 2, BTEC Diploma at Stroud College of Further Education View details</p>	<p>Personal information</p> <p>Name and details</p> <p>CCIS</p> <p>UPN</p> <p>ULN</p> <p>Name learner 111</p> <p>Date of birth 10/09/1998 (18 years old on 31st August)</p> <p>Gender Not specified</p> <p>Ethnic group White and Black African</p> <p>Have you been a resident in the UK/EU for three or more years? Yes</p>

Filtering applications

It is now possible to filter your applications by the following fields:

- Received this week.
- With unread messages.
- With new/updated reference.
- With updated contact details.



Applications

The image shows a filtering form for applications. It includes several input fields and checkboxes. The fields are: 'Search applicant name:' with a text input box; 'Status:' with a dropdown menu showing 'Live'; 'Current provider:' with a text input box; and 'Applications for courses starting Sept:' with a dropdown menu showing '2013'. Below these fields are four checkboxes: 'Received this week', 'With unread messages', 'With new/updated reference', and 'With updated contact details'. A blue 'Search' button is located at the bottom of the form.

Bulk management options

- Bulk Acknowledgement
- Bulk printing
- Bulk messaging

UCAS Progress Cymraeg

Home Applications Providers Adviser's learners Adviser's applications Main site Account Log off

Applications

Search applicant name:

Status:

Current provider:

Applications for courses starting Sept:

Received this week With new/updated reference

With unread messages With updated contact details

[Import/Export](#)

[Bulk management](#)

Date received	Applicant	Current provider	Date of birth	Receiving provider	Status	Status change
04/02/2013	Ann Leonard O'Connor	Oakwood School	12/04/1998	Dimensions Training Solutions	2 Returned by provider	05/02/2013
04/02/2013	Donnie Valentine Manning	Oakwood School	12/04/1998	Dimensions Training Solutions	2 Acknowledged	05/02/2013

Bulk management options

- On this page you have the ability to:
 - Bulk acknowledge all new applications
 - Bulk print applications received in bundles of 10.
 - Send bulk messages

UCAS Progress Cymraeg

[Home](#) [Users](#) [Providers](#) [Courses](#) [Learners](#) [Applications](#) [Reports](#) [Main site](#) [Account](#) [Log off](#)

Bulk management

[Acknowledge applications](#) [Print applications](#)
[Bulk messaging](#)

Provider	Requested on	Processed on	Applications acknowledged	Activity	Outcome
Dimensions Training Solutions	Mon, 18 Feb 2013 10:27:59 GMT	Mon, 18 Feb 2013 10:27:59 GMT	0	Acknowledge applications	Succeeded
Dimensions Training Solutions	Fri, 15 Feb 2013 12:48:04 GMT	Fri, 15 Feb 2013 12:48:05 GMT	0	Acknowledge applications	Succeeded
Dimensions Training Solutions	Thu, 07 Feb 2013 16:53:12 GMT	Thu, 07 Feb 2013 16:53:12 GMT	0	Acknowledge applications	Succeeded
Dimensions Training Solutions	Tue, 05 Feb 2013 11:55:45 GMT	Tue, 05 Feb 2013 11:55:45 GMT	18	Acknowledge applications	Succeeded
Dimensions Training Solutions	Tue, 15 Jan 2013 14:32:06 GMT	Tue, 15 Jan 2013 14:32:06 GMT	0	Acknowledge applications	Succeeded

Bulk printing

- On this screen you can either select individual applications to print or you can select all 10 to print at the same time.
- You can select different statuses of application and print in bulk.
- You can search for an individual application by name of student or from a particular provider.
- You can search for applications received this week.

UCAS Progress Cymraeg

Home Applications Providers Adviser's learners Adviser's applications Main site Account Log off

Print applications

You can choose up to 10 applications to print in bulk by checking the boxes next to the applications. Select 'Confirm selection' at the bottom of the page to proceed.

Search applicant name:

Status: Live

Current provider:

Applications for courses starting Sept.: 2013

Received this week:

Select to print	Date received	Applicant	Current provider	Date of birth	Receiving provider	Status	Status change
<input checked="" type="checkbox"/>	04/02/2013	Ann Leonard O'Connor	Oak wood School	12/04/1998	Dimensions Training Solutions	2 Returned by provider	05/02/2013
<input checked="" type="checkbox"/>	04/02/2013	Donnie Valentine Manning	Oak wood School	12/04/1998	Dimensions Training Solutions	2 Acknow ledged	05/02/2013
<input checked="" type="checkbox"/>	04/02/2013	Priscilla Sexton Miller	Oak wood School	12/04/1998	Dimensions Training Solutions	2 Acknow ledged	05/02/2013
<input checked="" type="checkbox"/>	04/02/2013	Toby Tran Brady	Oak wood School	12/04/1998	Dimensions Training Solutions	2 Acknow ledged	05/02/2013
<input checked="" type="checkbox"/>	04/02/2013	Robert Carey Singleton	Oak wood School	12/04/1998	Dimensions Training Solutions	2 Acknow ledged	05/02/2013
<input checked="" type="checkbox"/>	04/02/2013	Mark Inserted_234	Carlisle College	12/04/1998	Dimensions Training Solutions	2 Acknow ledged	05/02/2013
<input checked="" type="checkbox"/>	04/02/2013	Mark Inserted_387	Carlisle College	12/04/1998	Dimensions Training Solutions	2 Acknow ledged	05/02/2013
<input checked="" type="checkbox"/>	04/02/2013	Mark Inserted_41	Carlisle College	12/04/1998	Dimensions Training Solutions	2 Acknow ledged	05/02/2013
<input checked="" type="checkbox"/>	04/02/2013	Mark Inserted_380	Carlisle College	12/04/1998	Dimensions Training Solutions	2 Acknow ledged	05/02/2013
<input checked="" type="checkbox"/>	04/02/2013	Carriage eReturn_73	Carlisle College	12/04/1998	Dimensions Training Solutions	2 Acknow ledged	05/02/2013

< 1 2 3 >

Bulk messaging

UCAS Progress Cymraeg

Home Users Providers Courses Learners Applications Reports Main site Account Log off

Bulk management

Acknowledge applications Print applications **Bulk messaging**

UCAS Progress Cymraeg

Home Users Providers Courses Learners Applications Reports

Select message template

Choose the message that you want to send and then click on the 'Confirm selection' button. If you want to create, edit or delete a template, click on the 'Manage templates' button.

Confirm selection

Manage Templates

Interview

We will be in contact in next couple of weeks to arrange interview s.

Bulk Messaging 2

UCAS Progress

Cymraeg

[Home](#) [Users](#) [Providers](#) [Courses](#) [Learners](#) [Applications](#) [Reports](#)

Bulk message templates

In this section you can create, edit or delete message templates for your provider. You can have up to 10 templates. Any changes to a template will not affect messages already sent.

Create Template

Interview

We will be in contact in next couple of weeks to arrange interview s.

Edit

Delete

Bulk message 3

UCAS Progress

Home Users Providers Courses Learners Applications Reports

Create a new message template

Create a new message template

Title

Template Text

Confirm message selection

UCAS Progress Cymraeg

Home Users Providers Courses Learners Applications Reports

Select message template

Choose the message that you want to send and then click on the 'Confirm selection' button. If you want to create, edit or delete a template, click on the 'Manage templates' button.

[Confirm selection](#) [Manage Templates](#)

Interview

We will be in contact in next couple of weeks to arrange interview s.

Selecting Learners to message

Select learners

Name: Stroud college of Further Education

Email Template Title: Interview [Change](#)

Status:

Applications for courses starting Sept:

Received this week With new/updated reference

Hide where already received With updated contact details

You can choose up to 100 learners to message in bulk by checking the boxes next to the applications.

You cannot select learners who have already received a message based on the selected template.

Select 'Confirm selection' at the bottom of the page to proceed.

<input type="checkbox"/> Select all	Date received	Applicant	Current provider	Date of birth	Receiving provider	Status	Status change
Sent	26/09/2013	Paula Dunster	Stroud college of Further Education	19/06/1996	Stroud college of Further Education	2 Acknowledged	30/09/2013
Sent	26/09/2013	Laura East	Stroud college of Further Education	13/09/1989	Stroud college of Further Education	2 Acknowledged	02/10/2013

- Learners can be selected by status of applications, by those received this week, with new/updated references, by updated contact details
- 100 learners can be selected at a time
- You can also hide those learners who have already received a message

Confirming the message

UCAS Progress Cymraeg

Home Users Providers Courses Learners Applications Reports

Confirm message

You are about to send this message to 5 learners. Please click on 'Confirm' to send this message.

Confirm

Cancel

Interview

We will be in contact in next couple of weeks to arrange interview s.

Application Report

Reports

These reports are designed to support you in fulfilling your role using UCAS Progress products.

- Each week a report will be provided to you by UCAS Progress.
- The report will contain the latest information and it will be cumulatively updated week-on-week and throughout the academic year.
- UCAS Progress will only provide you with the latest information – you will not be able to access previous weeks' reports or data. It is therefore very important to note that you should consider retaining weekly copies of the report so that you can refer back to them as and when needed.
- If you decide to retain copies of reports/data these should be saved and stored securely outside of UCAS Progress systems. The data contained within these reports includes personal and personal sensitive data which may only be retained, stored and processed/shared in line with data protection regulations. To assist, we have set out appropriate guidelines in the covering information and associated reporting resources.

Report	Date created	Last downloaded	New report
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- Application reports are available every Monday and will overwrite what had been available before.

Log on to training site

- <http://training.ucasprogress.com>

Username: collegeuser32@stroud.com

Password: password1