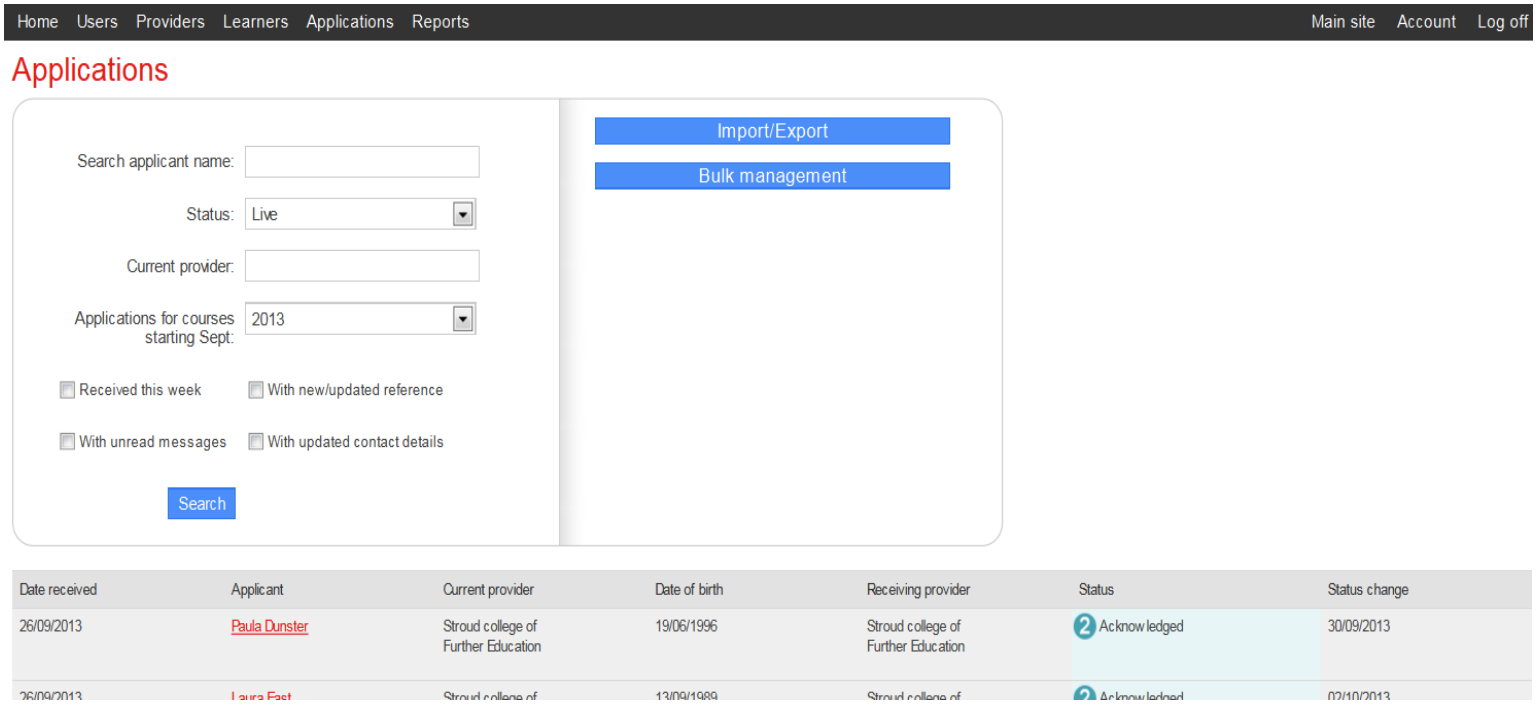
Receiving Applications

Receiving Provider Dashboard

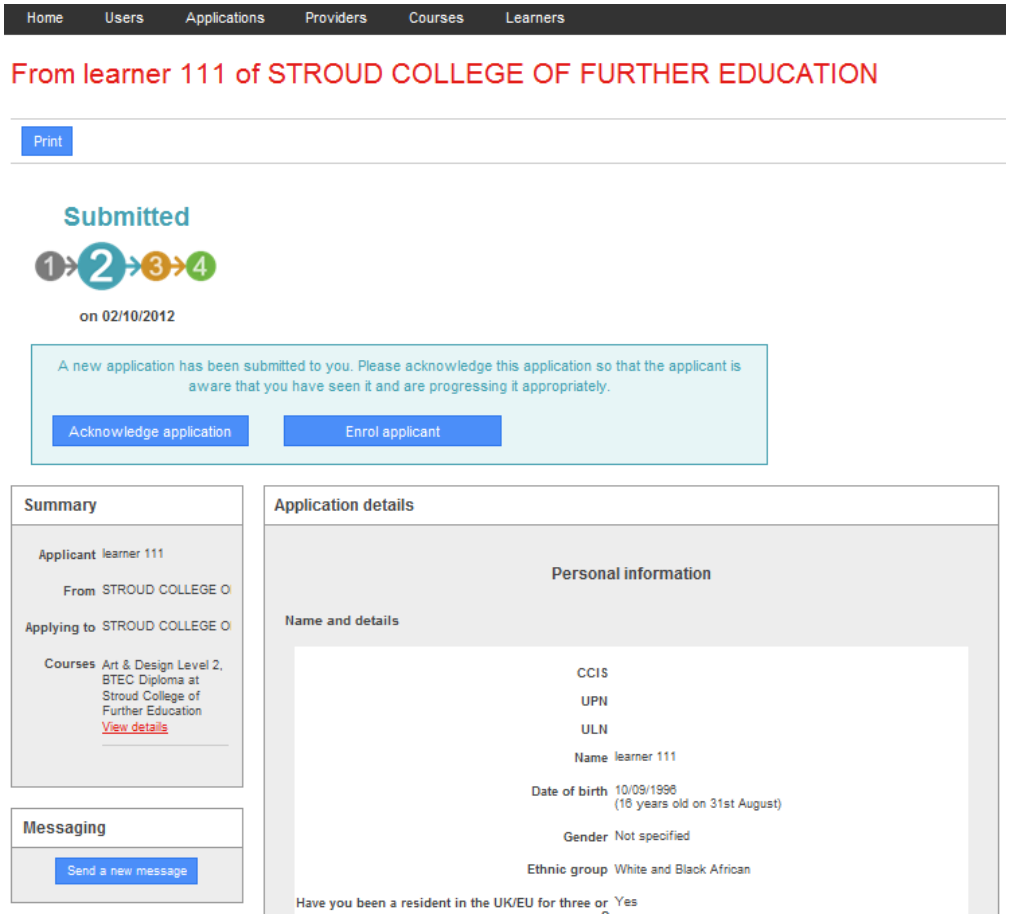
Receiving Provider Process



- 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

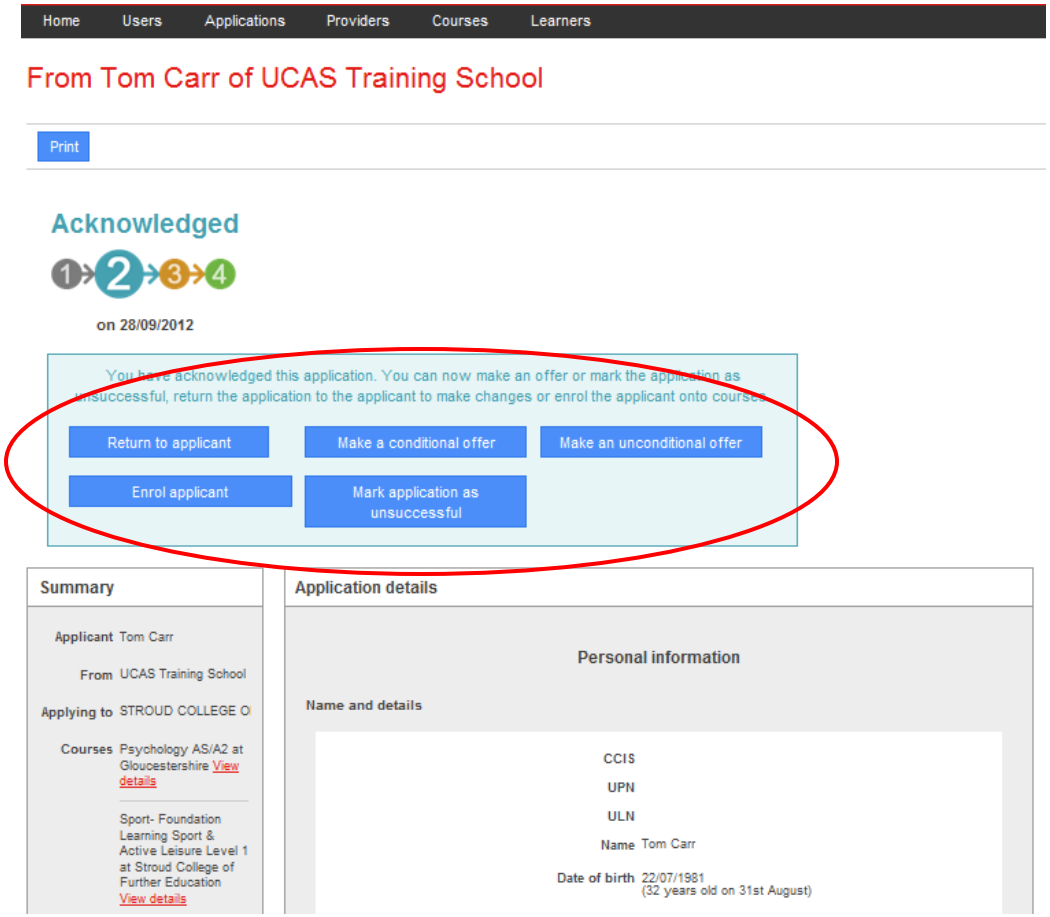


Acknowledgment

- 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



View of learner application

- When a learner is selected from the applicants page you will be able to view the whole applications form.
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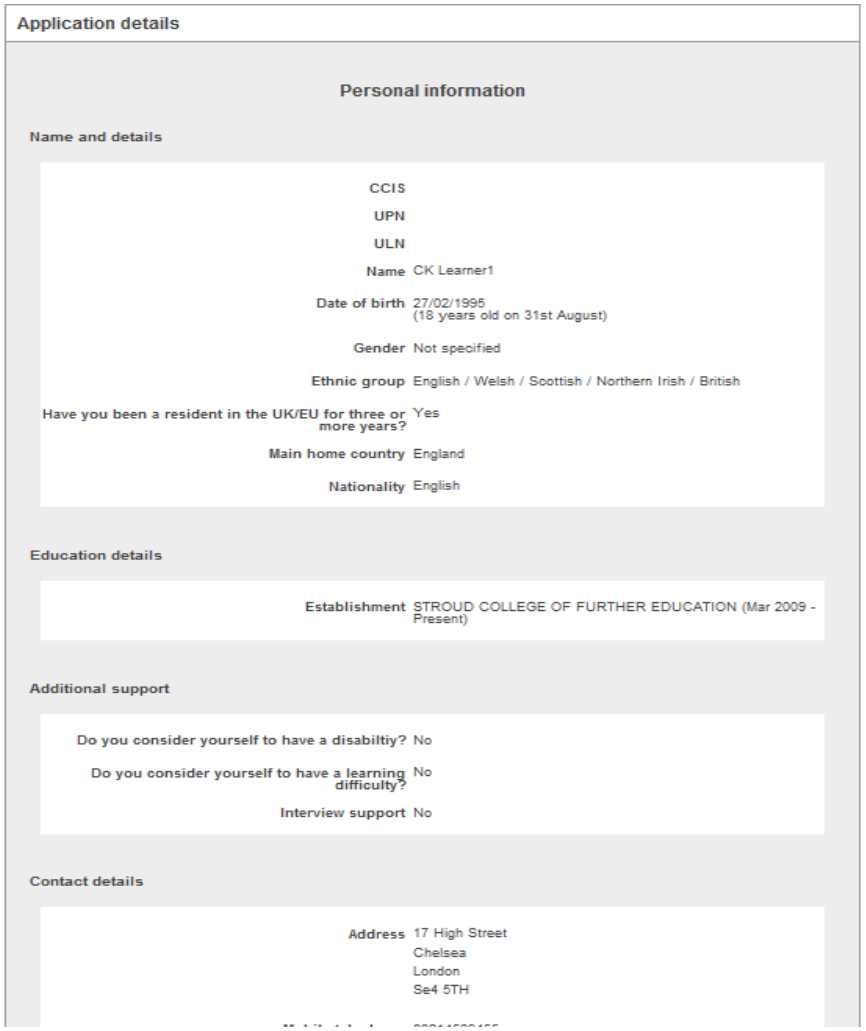

Application details

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 disabiltiy?	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.

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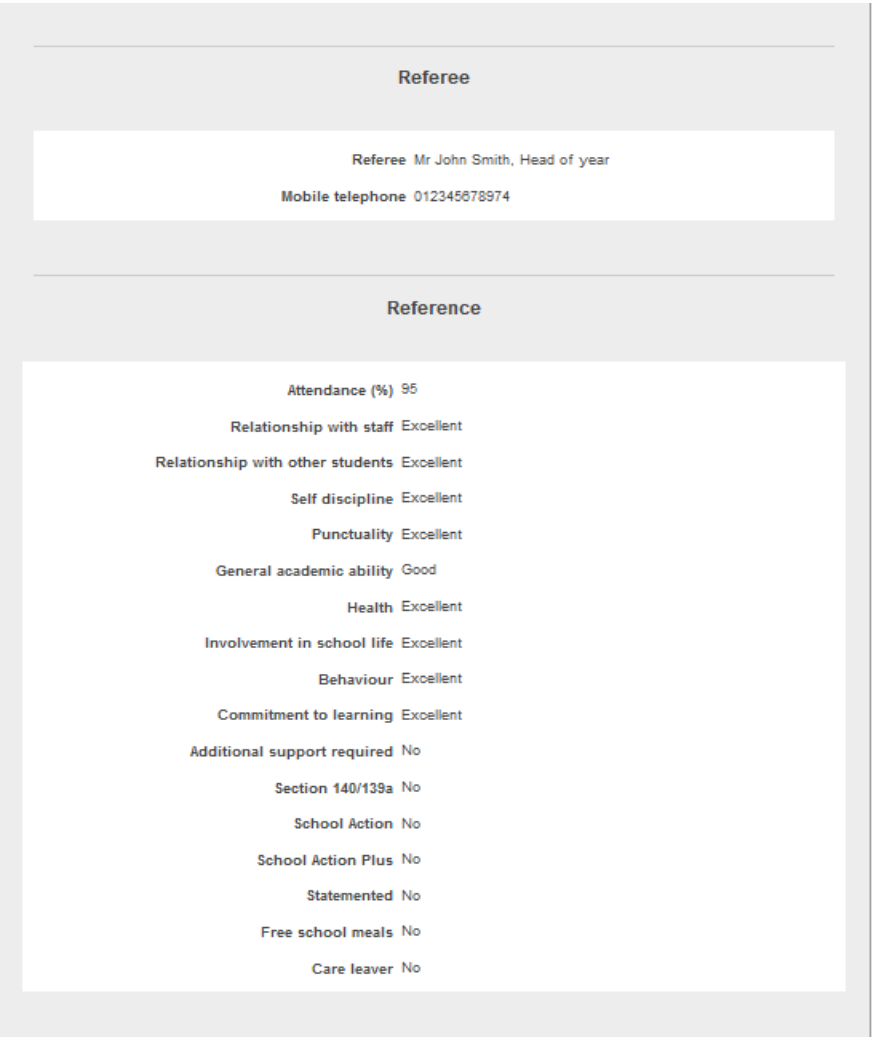

Referee

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
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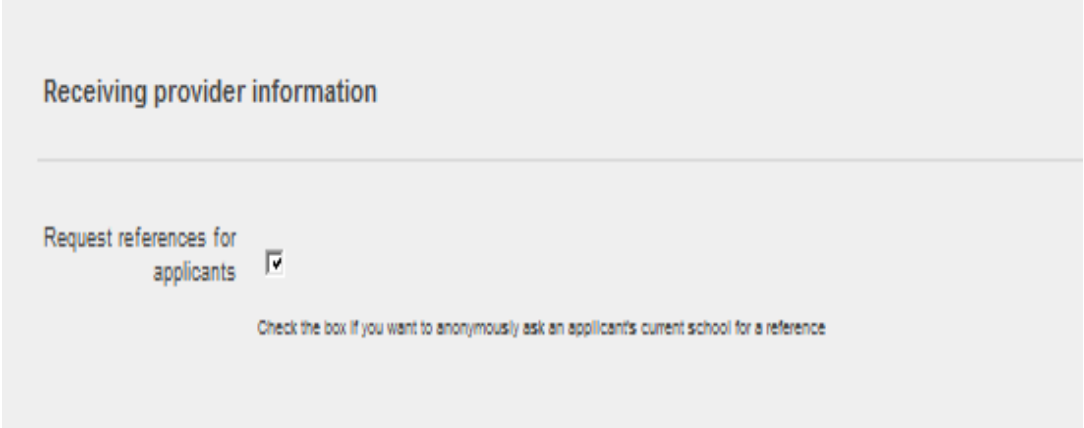
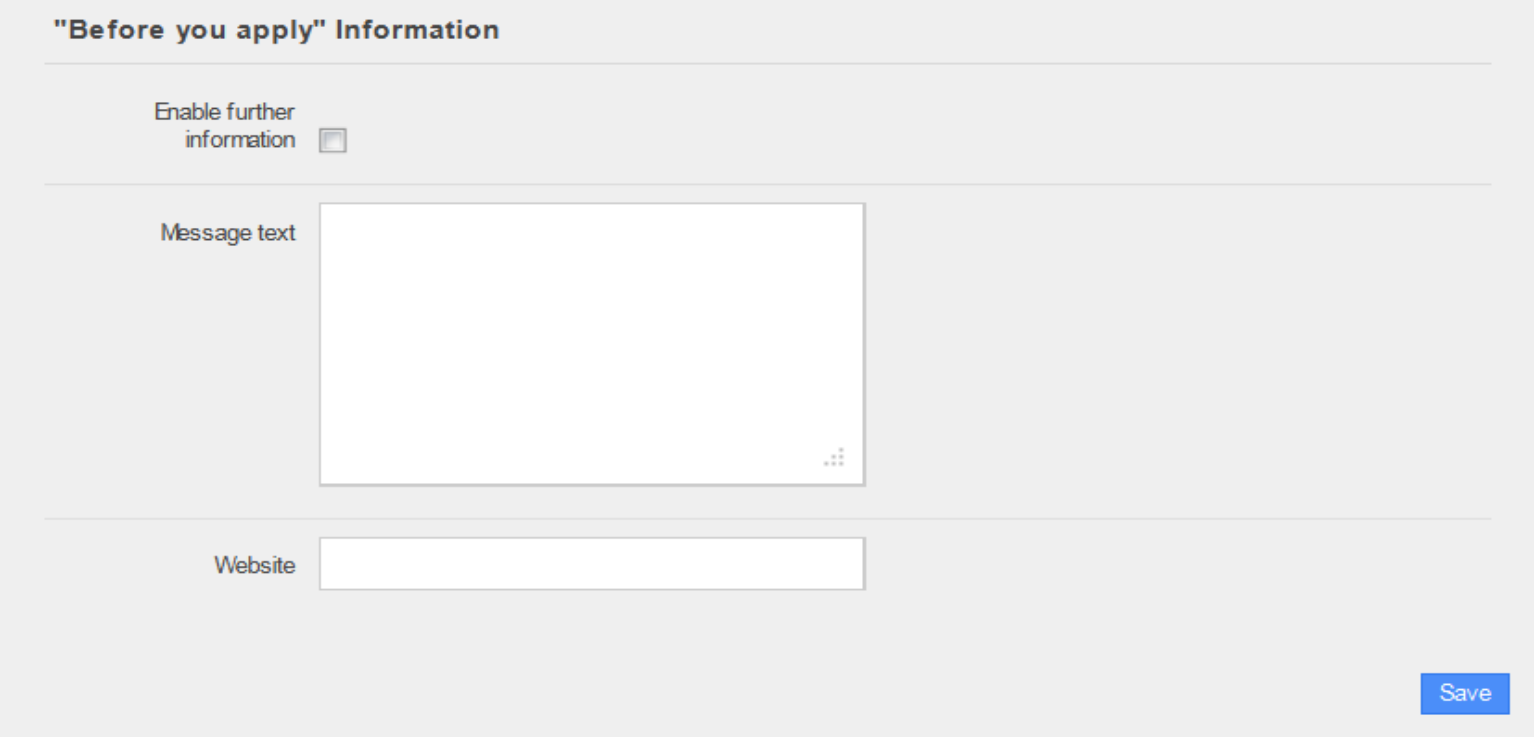
Care leaver	No

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.



Creating a Before you Apply message

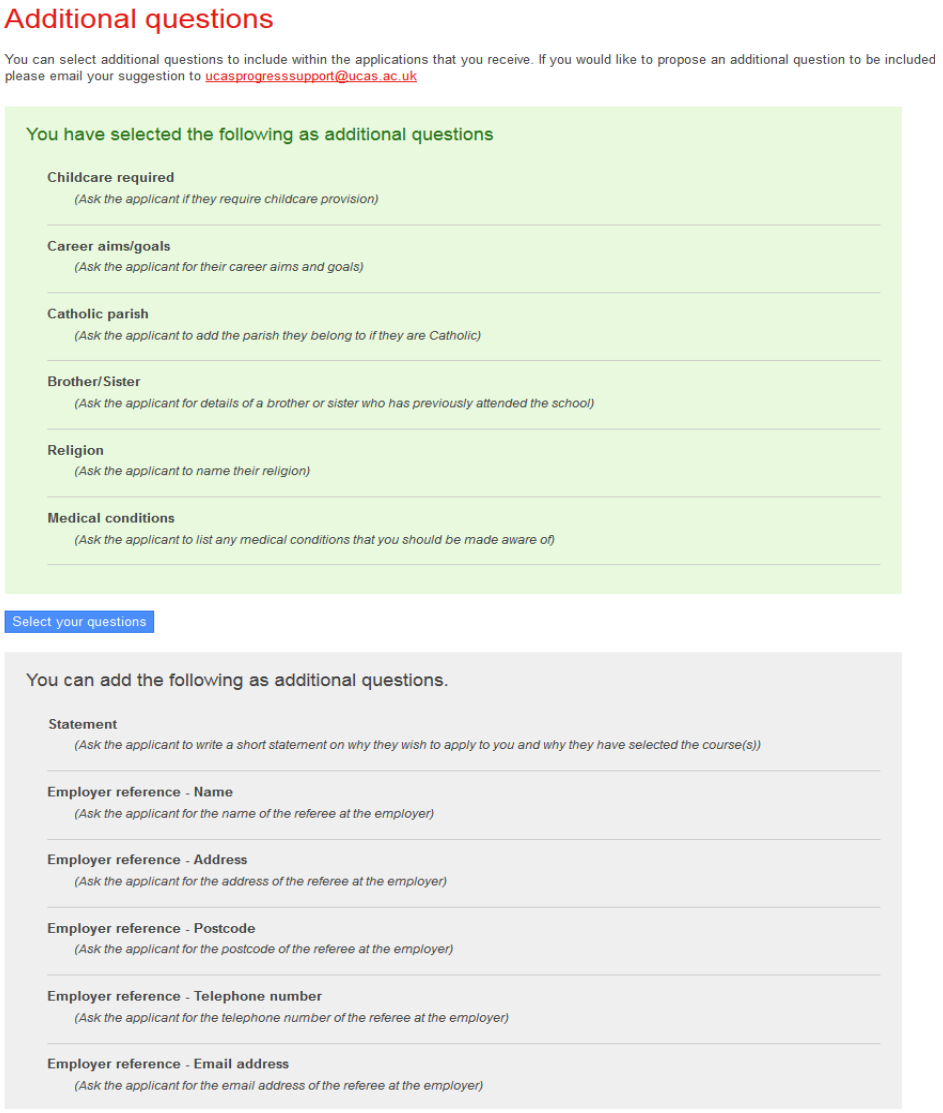


- You can create a message that learners will be able to see before they apply to you.
- You need to click ‘enable further information’ and then write into the free text box.
- You can add a website link – e.g. To your own website, to your option blocks etc

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



Making a Conditional offer

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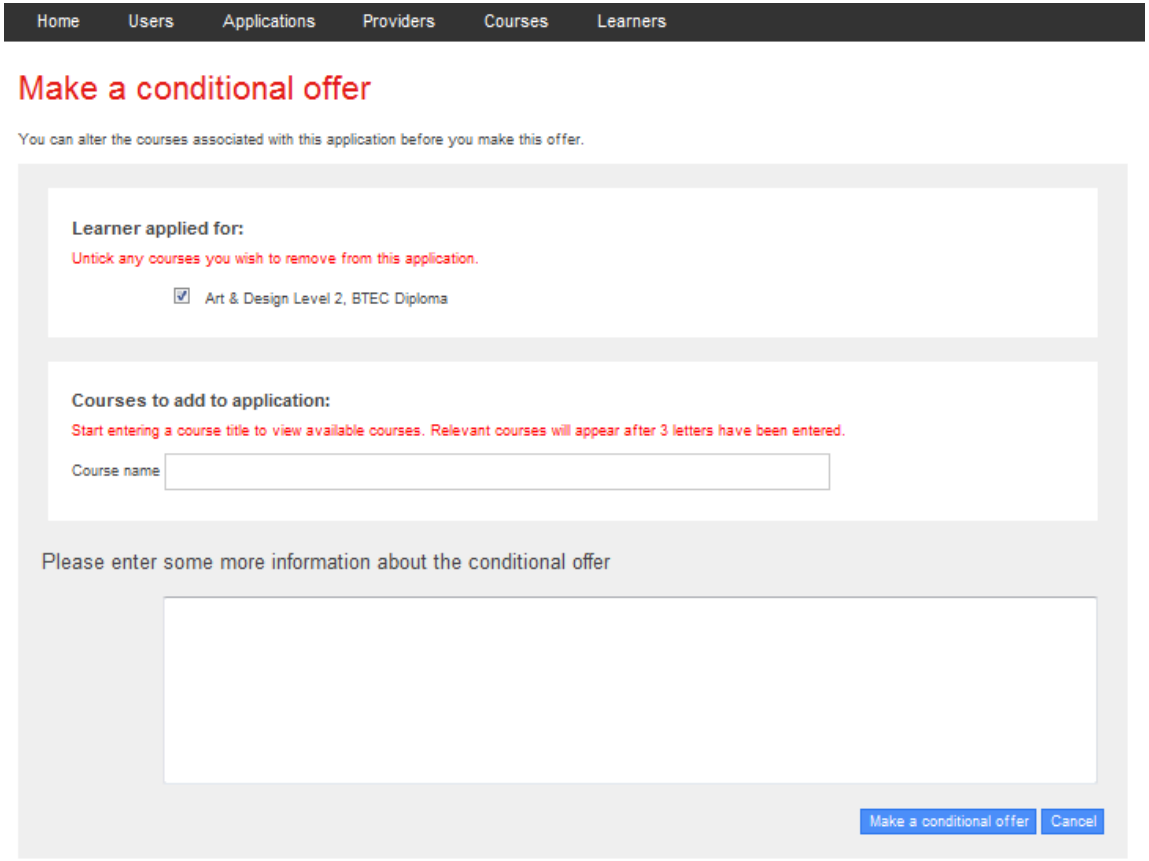
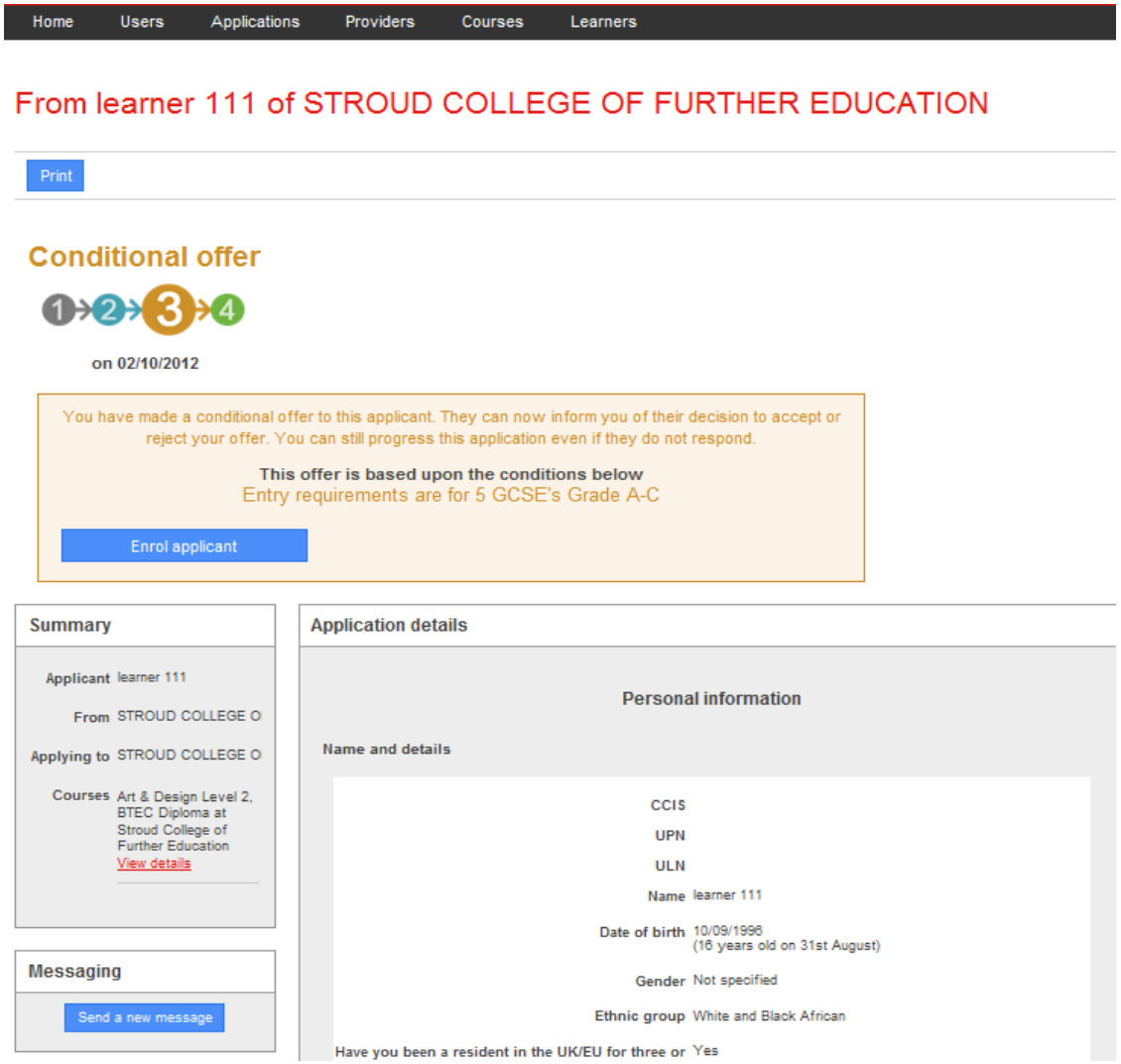
- This offer can either be for the course they have applied for, for totally new courses that you offer, or a mixture of both



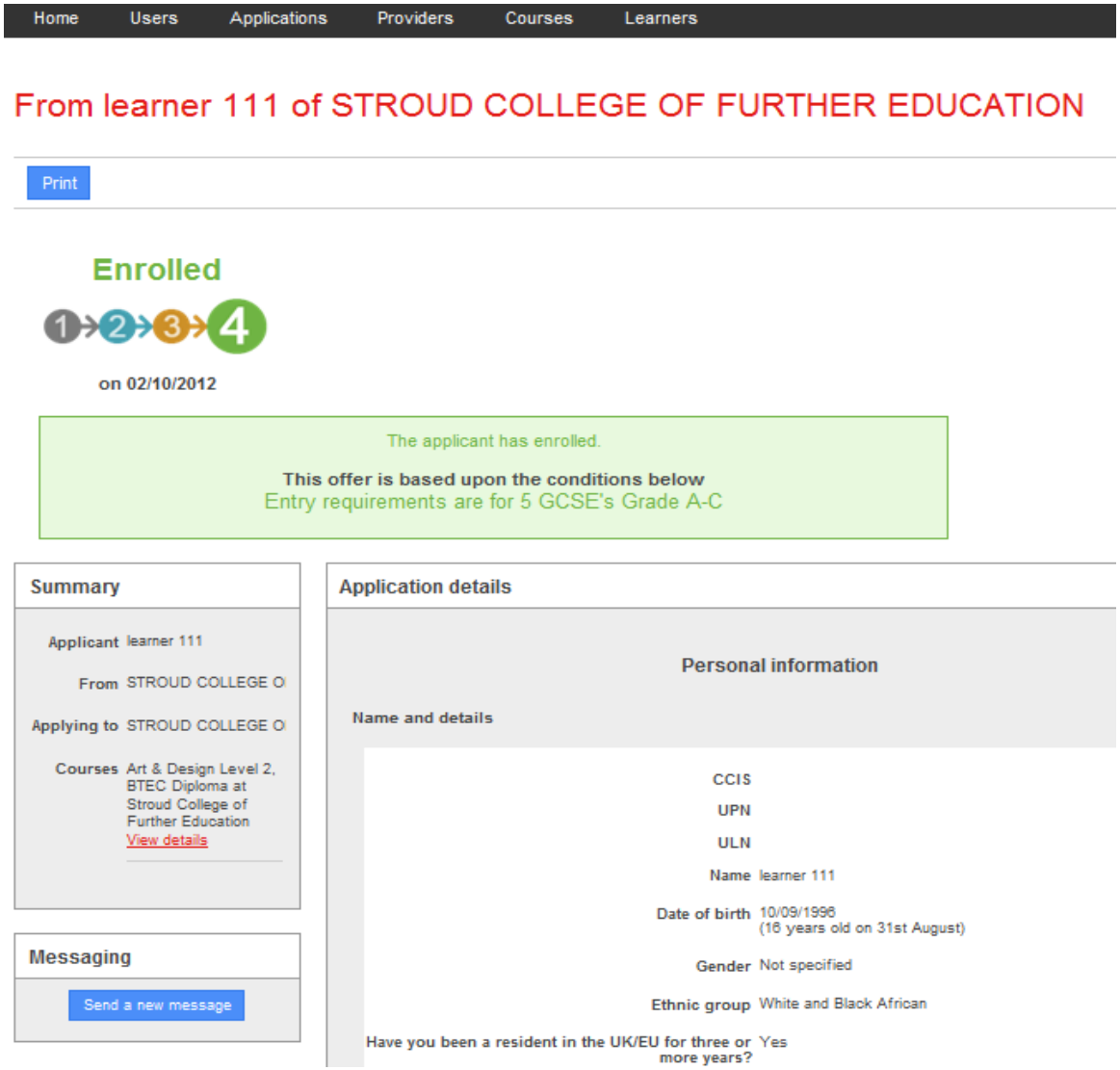
Conditional Offer

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



Enrolled applicant

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



Filtering applications

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

- Received this week.
- With unread messages.
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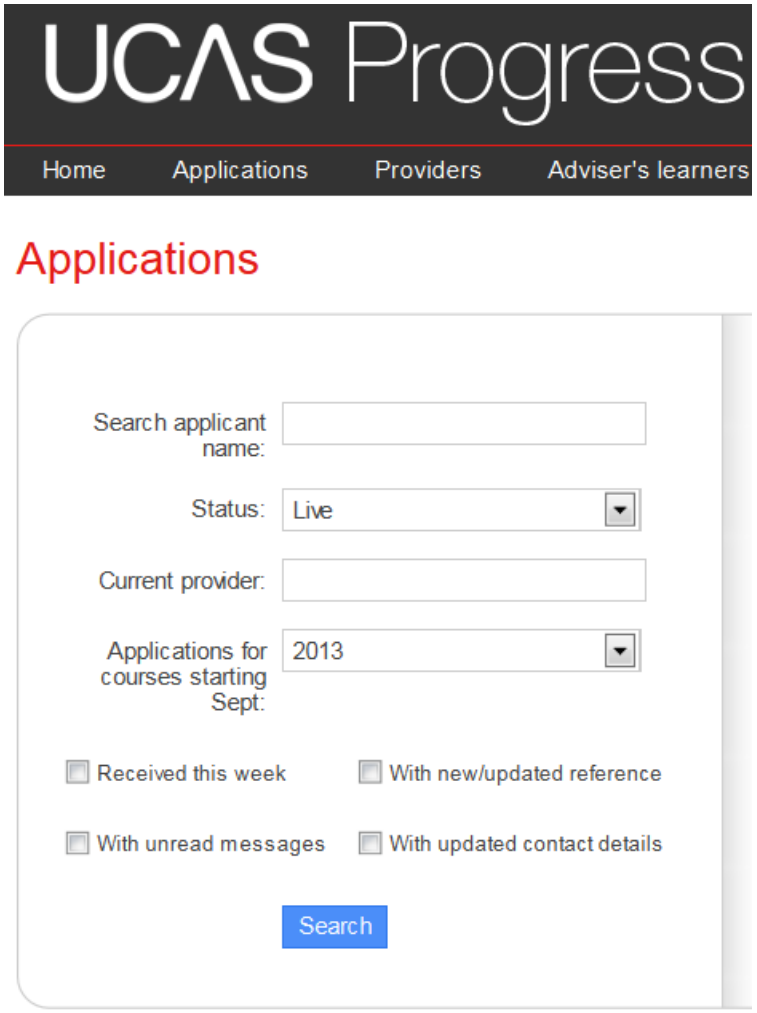
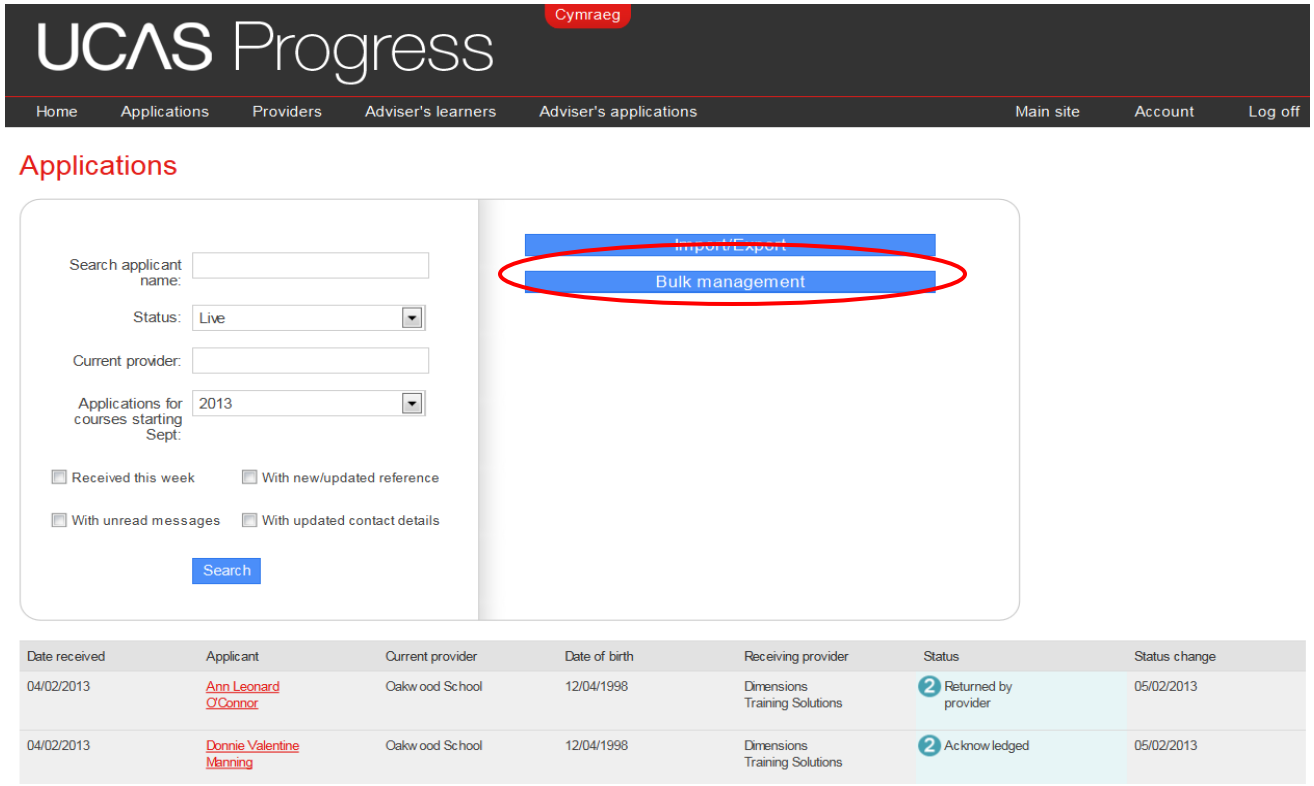
- With updated contact details.



Bulk management options

- Bulk Acknowledgement
- Bulk printing
- Bulk messaging



Bulk management options

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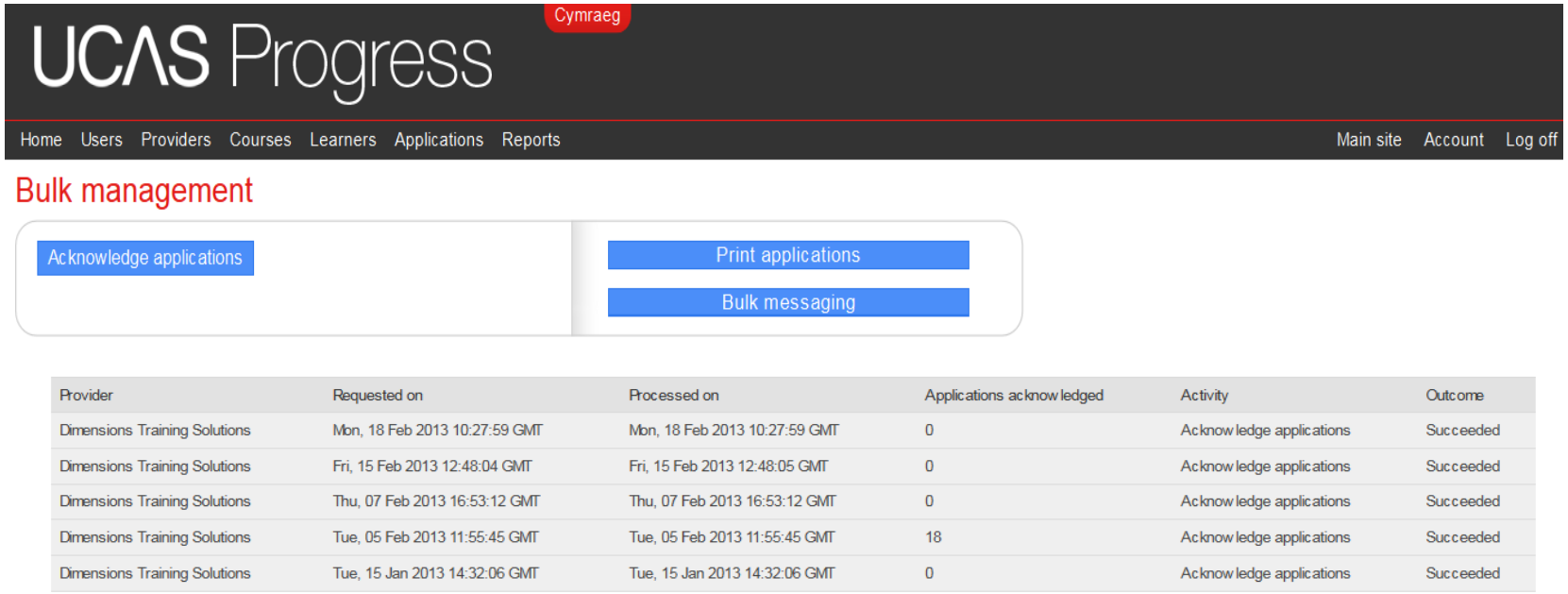
  - Send bulk messages



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.
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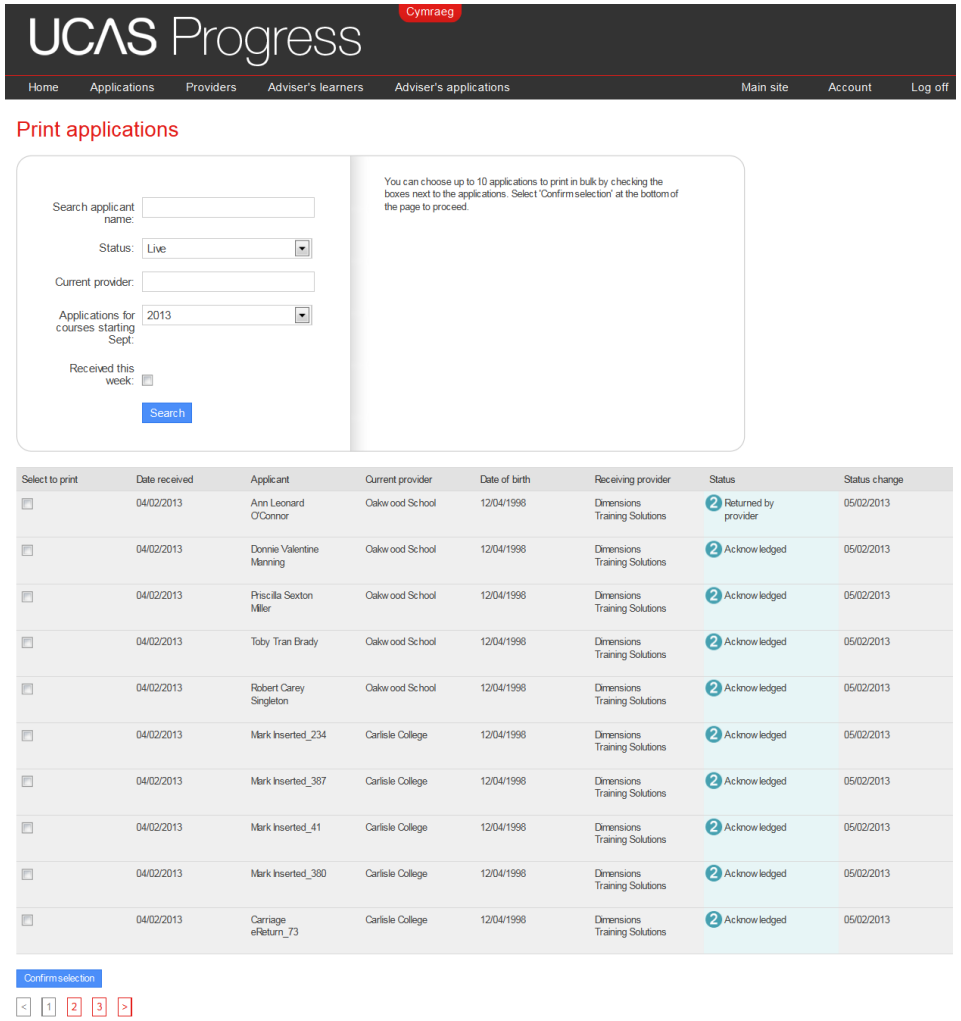
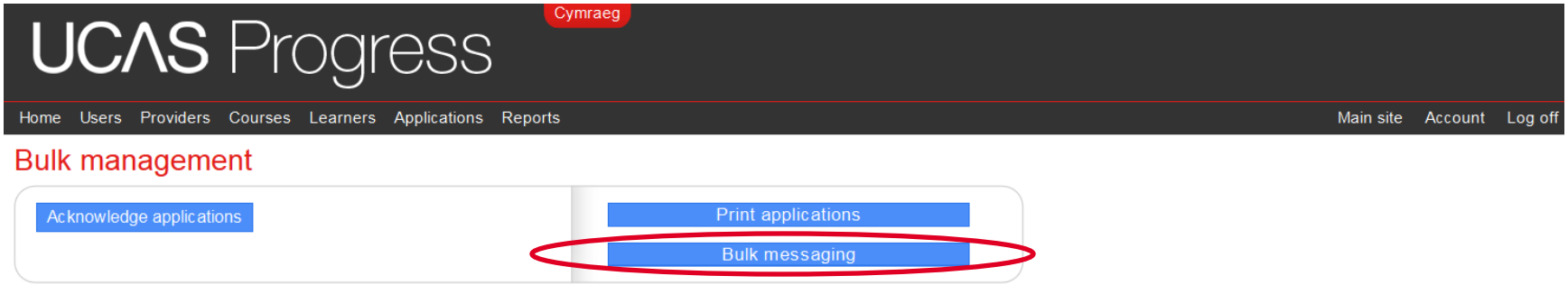
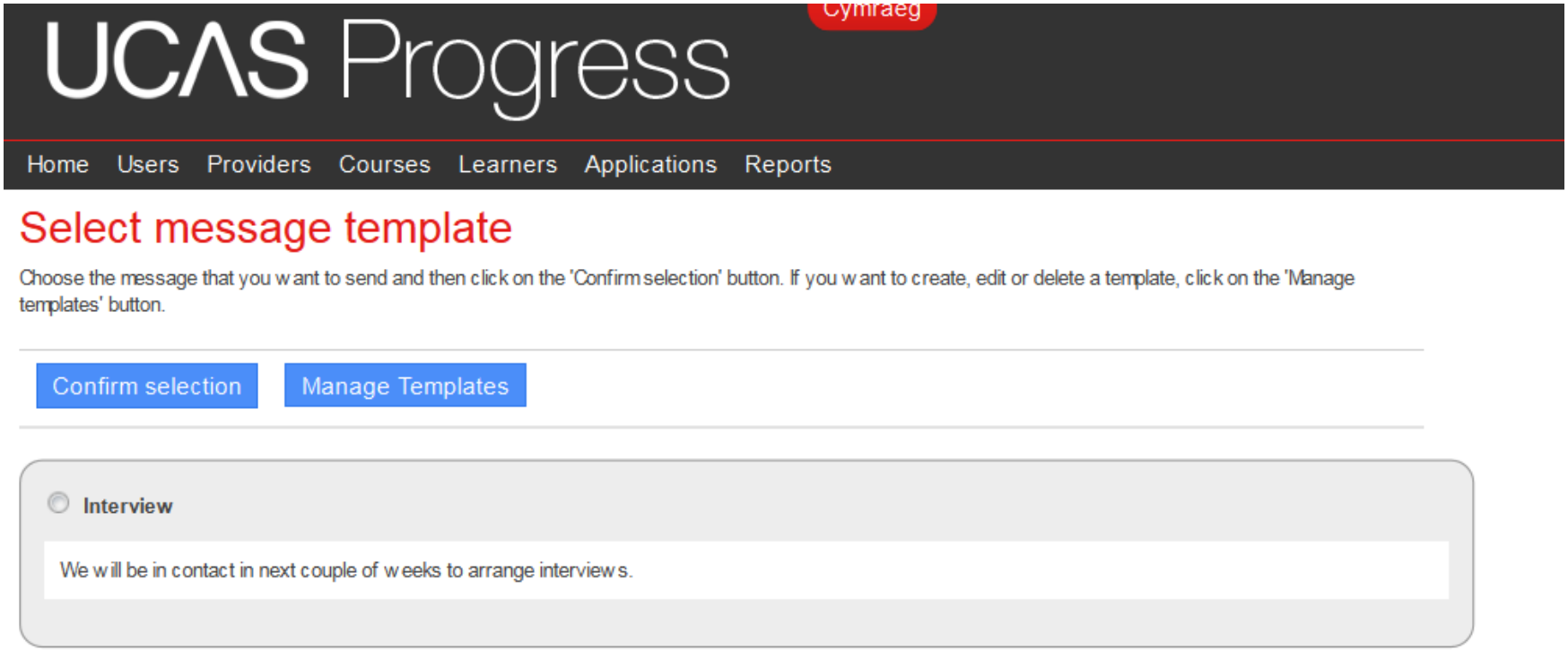


Bulk messaging





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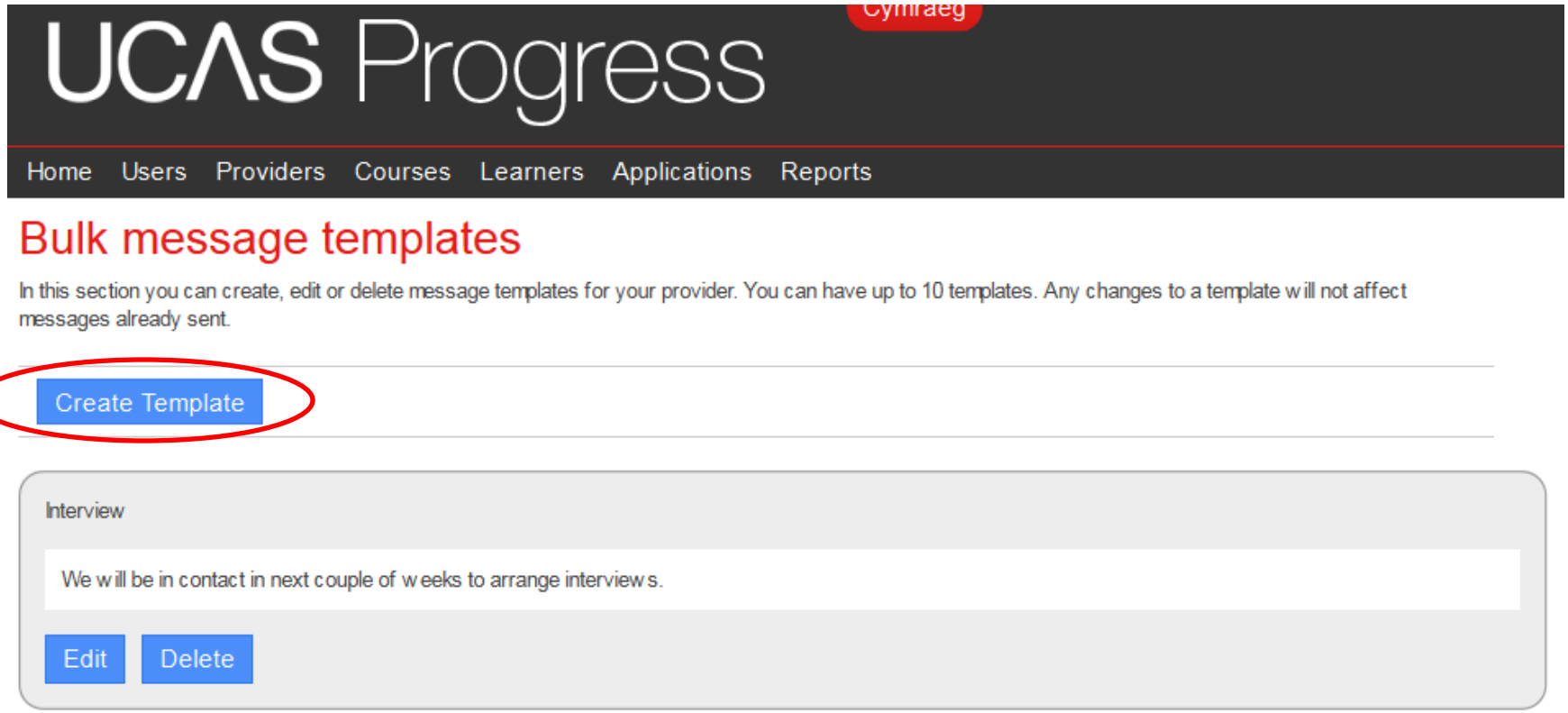
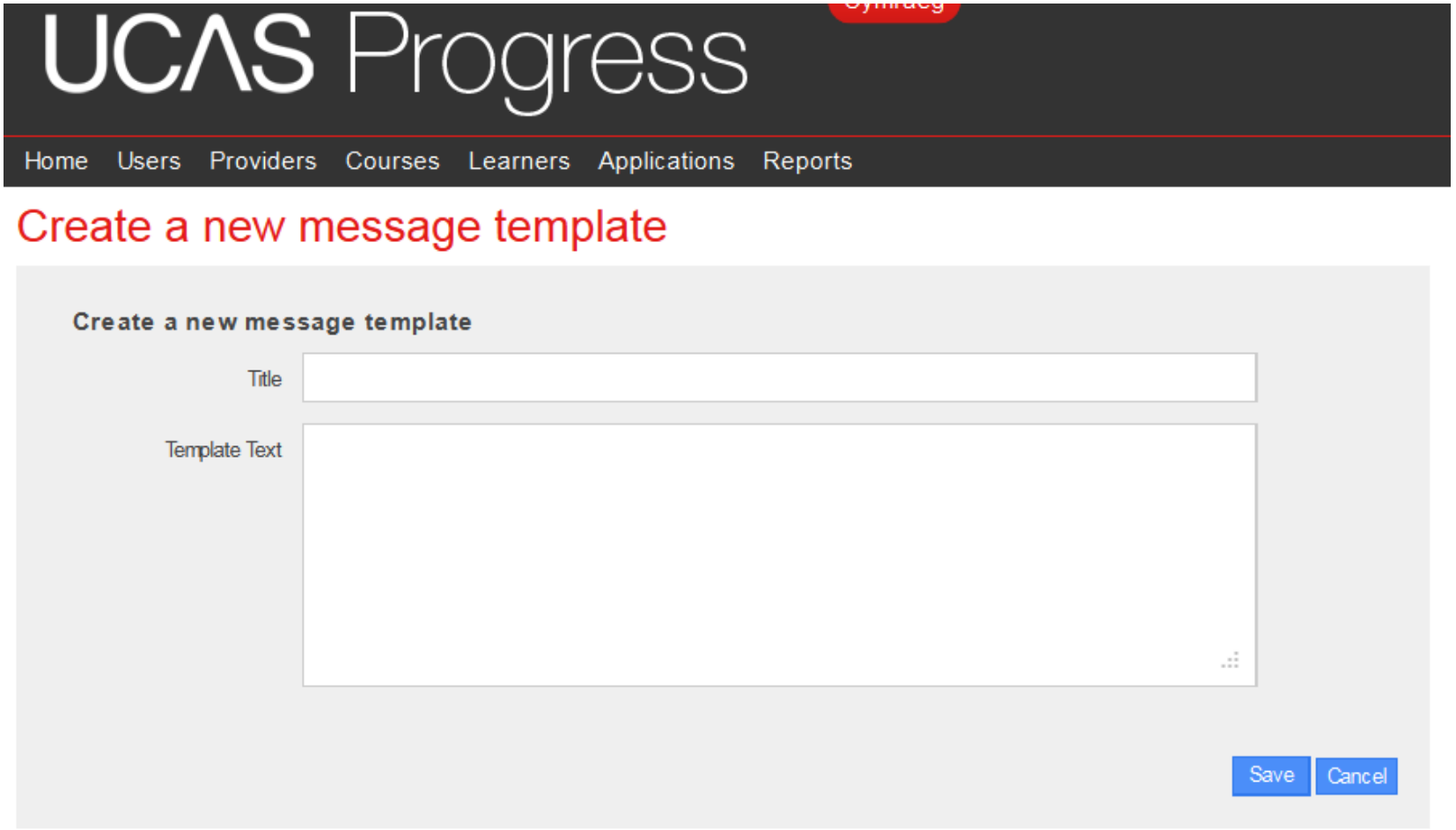
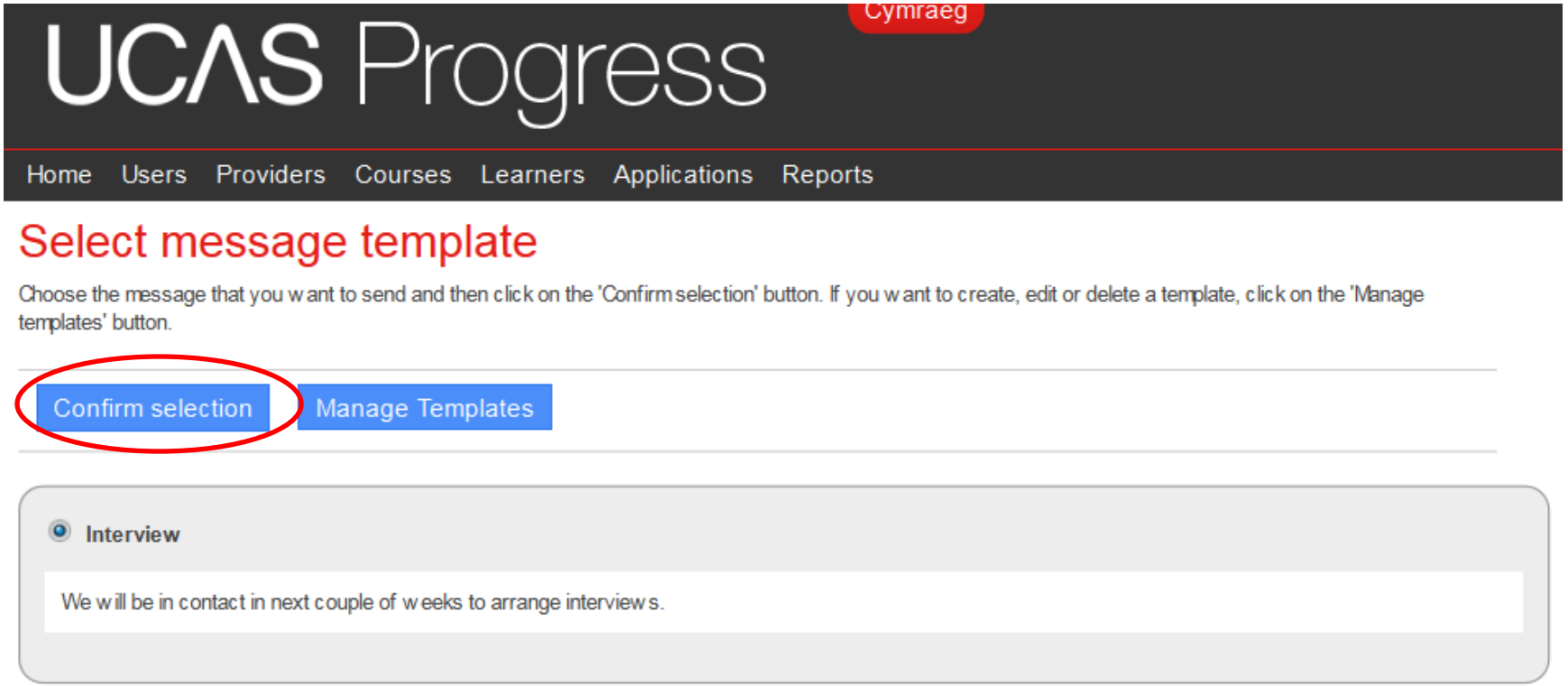


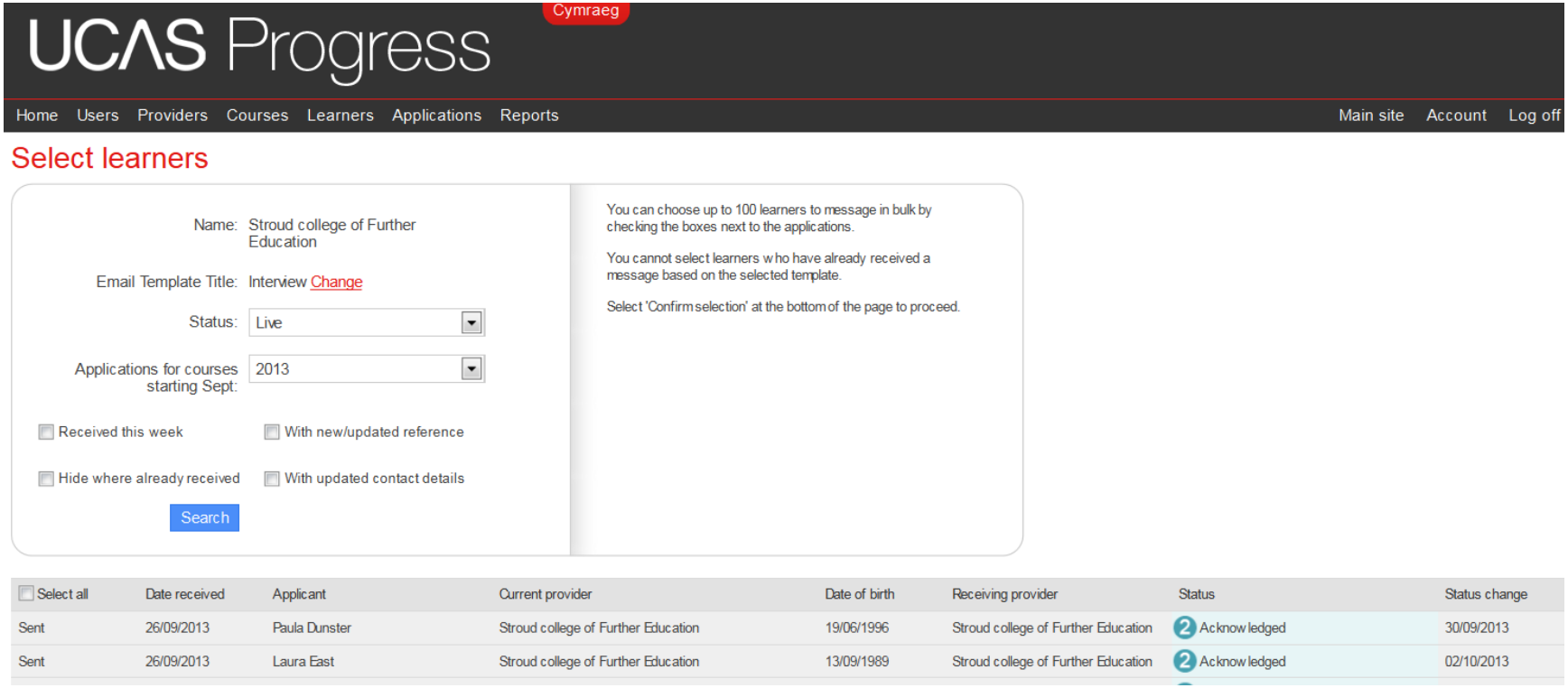
Bulk message 3



Confirm message selection

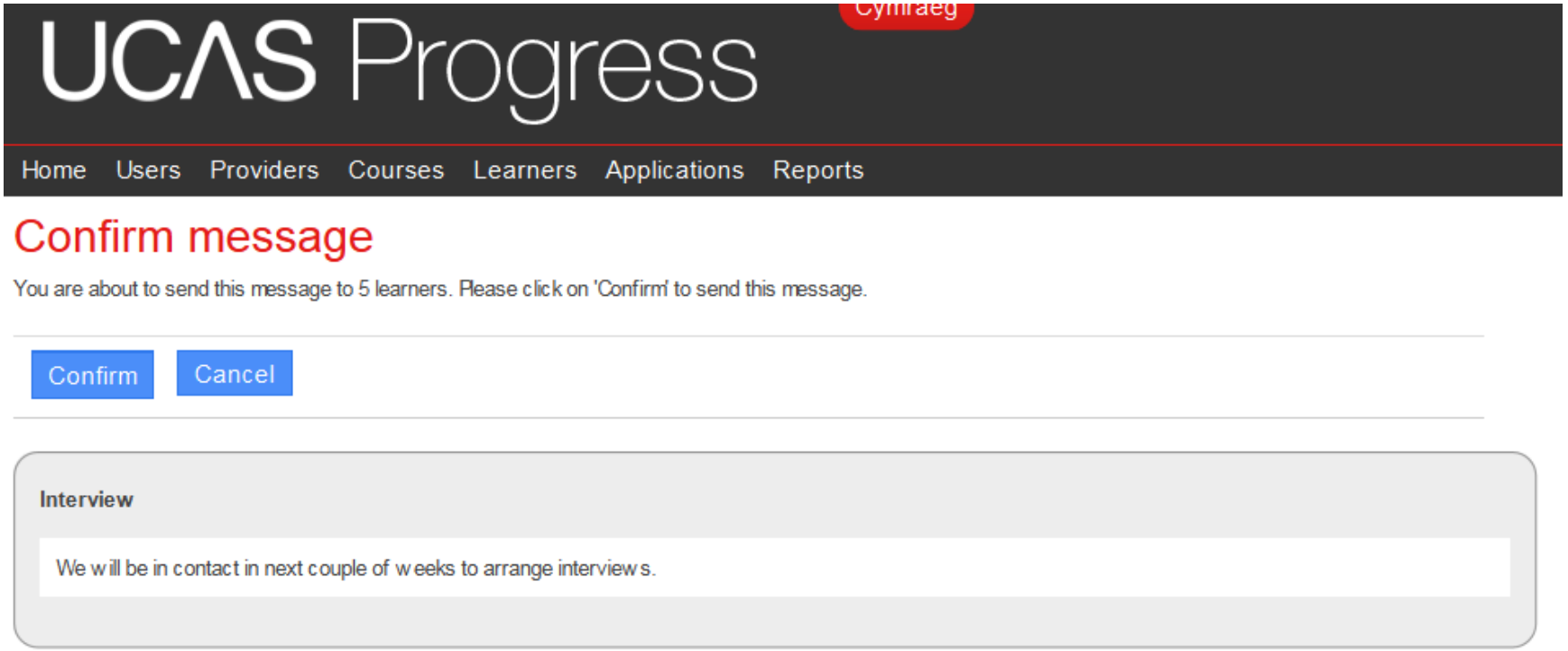


Selecting Learners to message

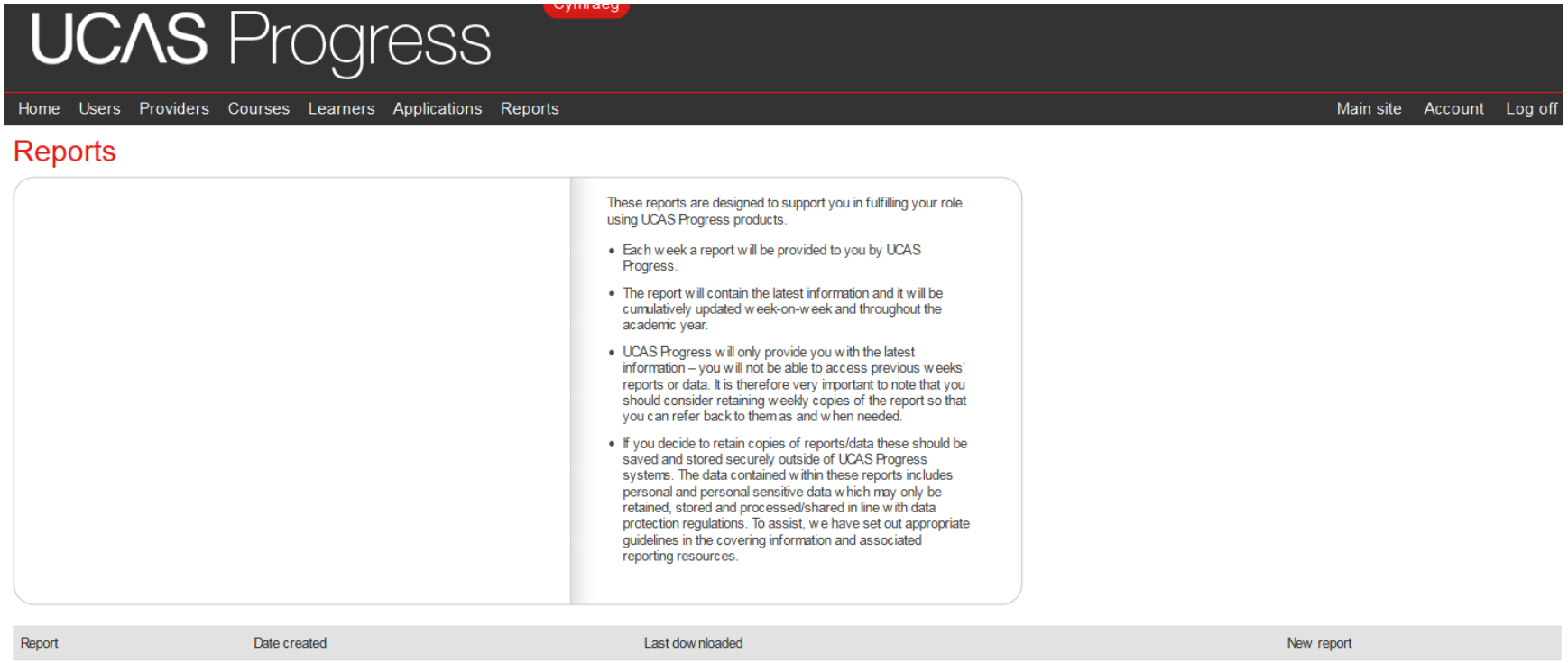


- Learners can be selected by status of applications, by those received this week, with new/updated references, by updated contact details
- 100 learners can be selected at a time
- You can also hide those learners who have already received a message

Confirming the message



Application Report



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

Log on to training site

- http://training.ucasprogress.com

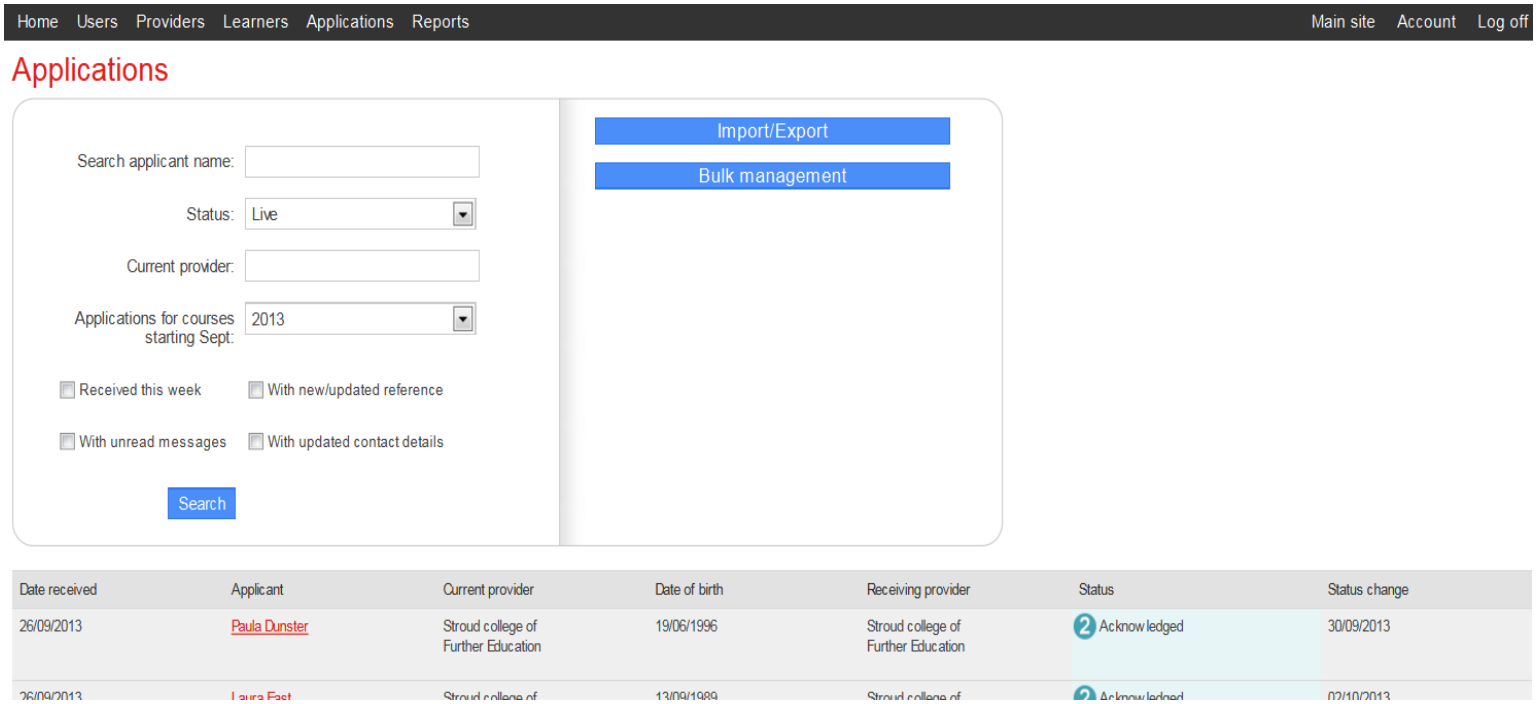
Username: collegeuser32@stroud.com

Password: password1

Receiving Applications

Receiving Provider Dashboard

Receiving Provider Process



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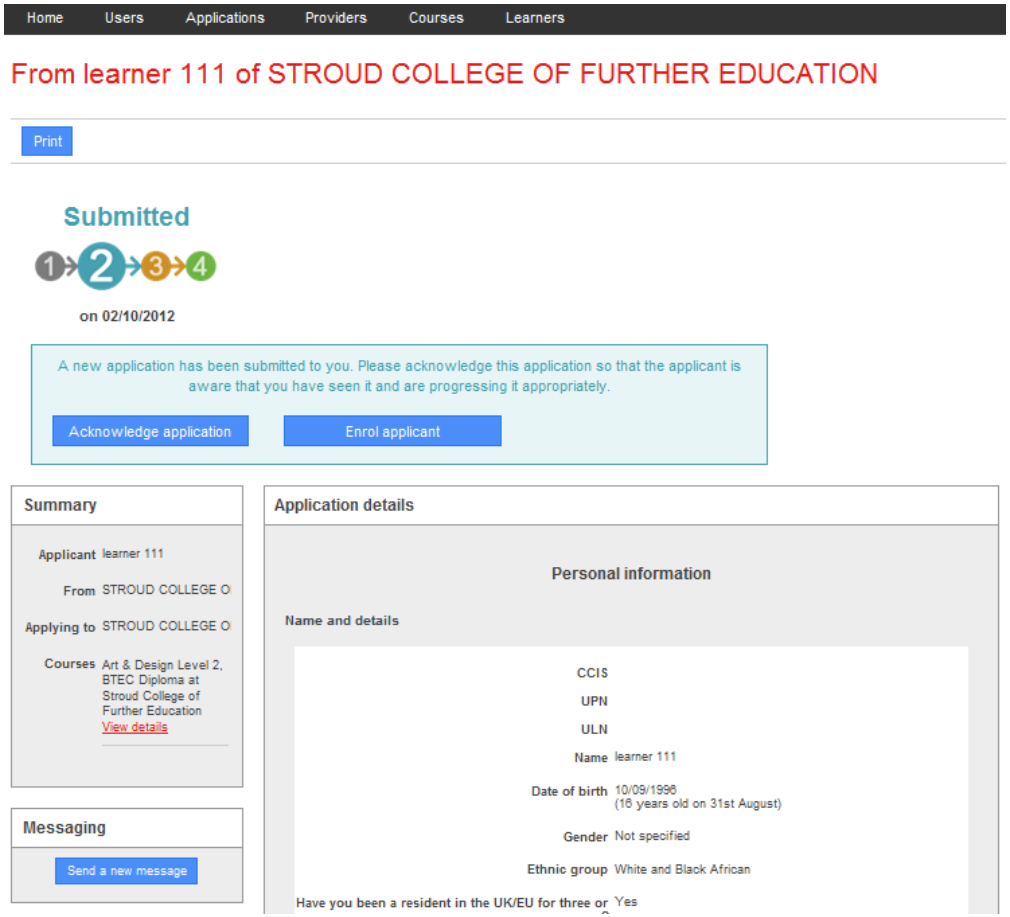

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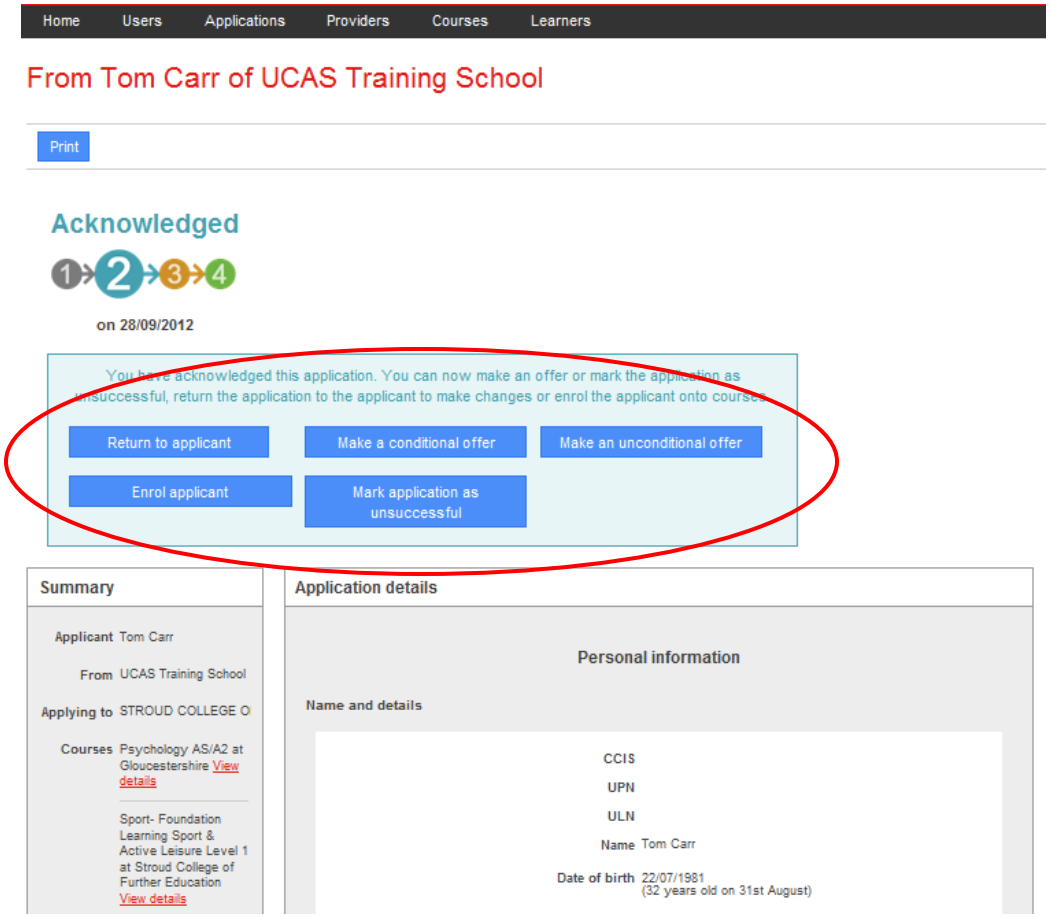

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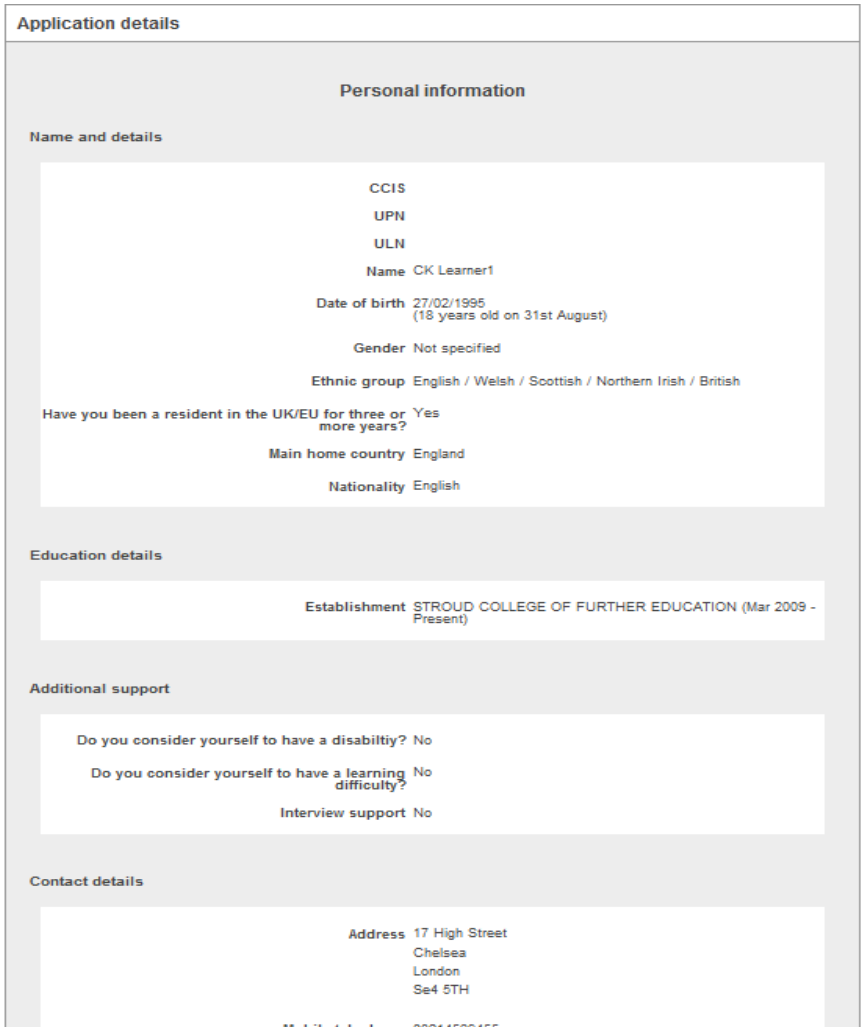

Application details

Personal information

Name and details

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UPN	
ULN	
Name	CK Learner1
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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 disabiltiy?	No
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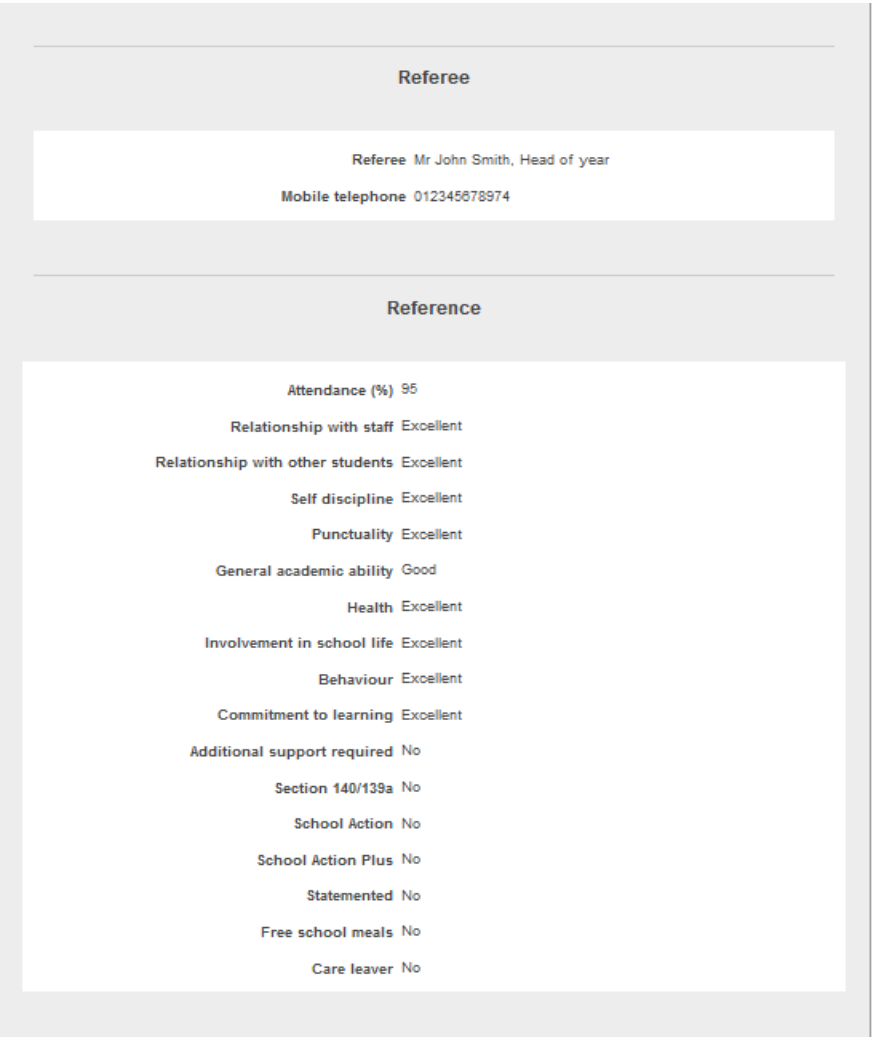

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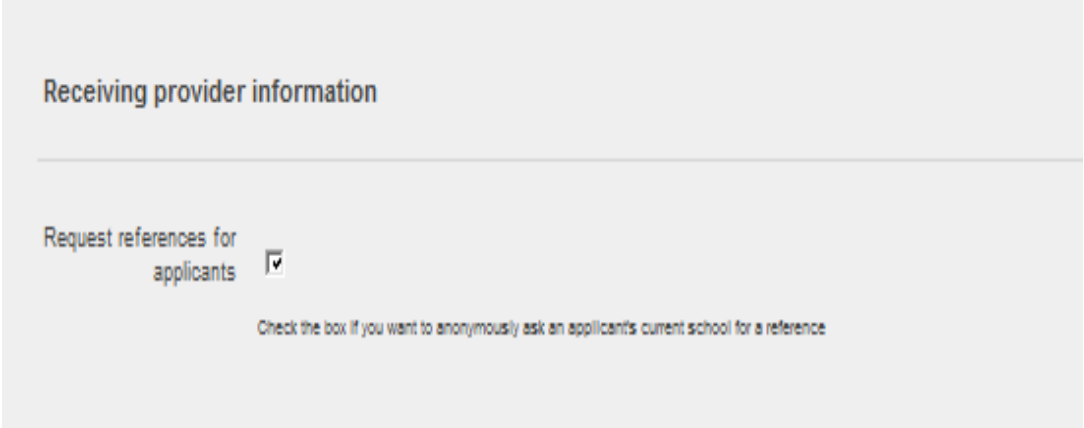
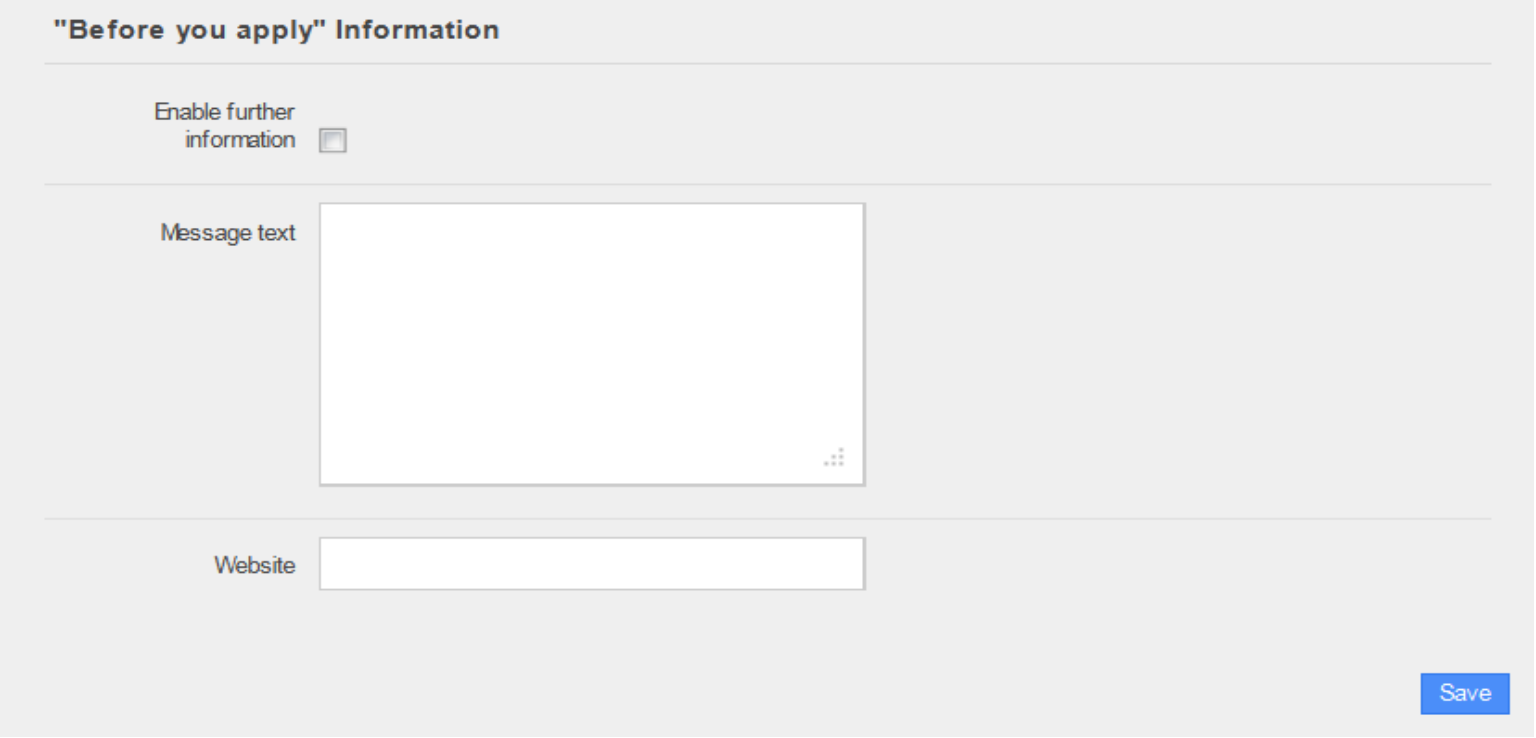


Creating a Before you Apply message



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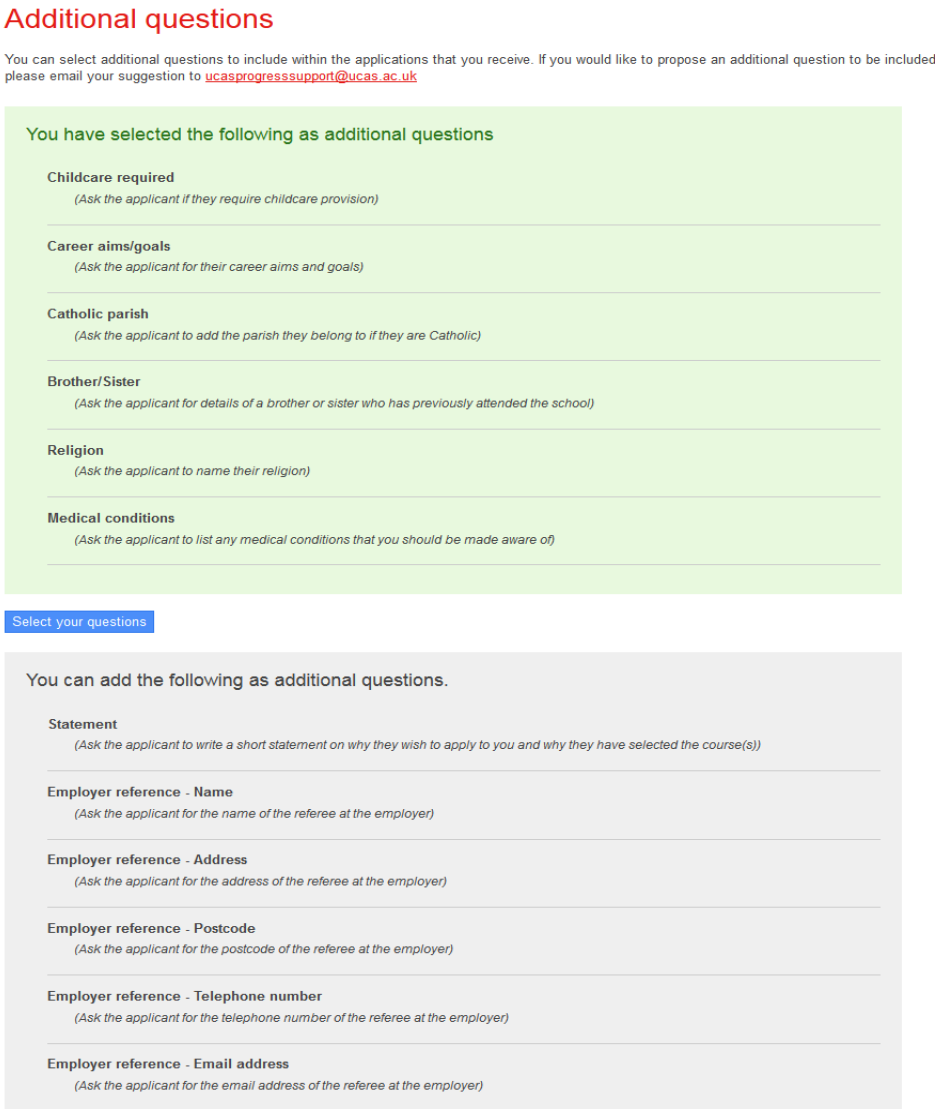

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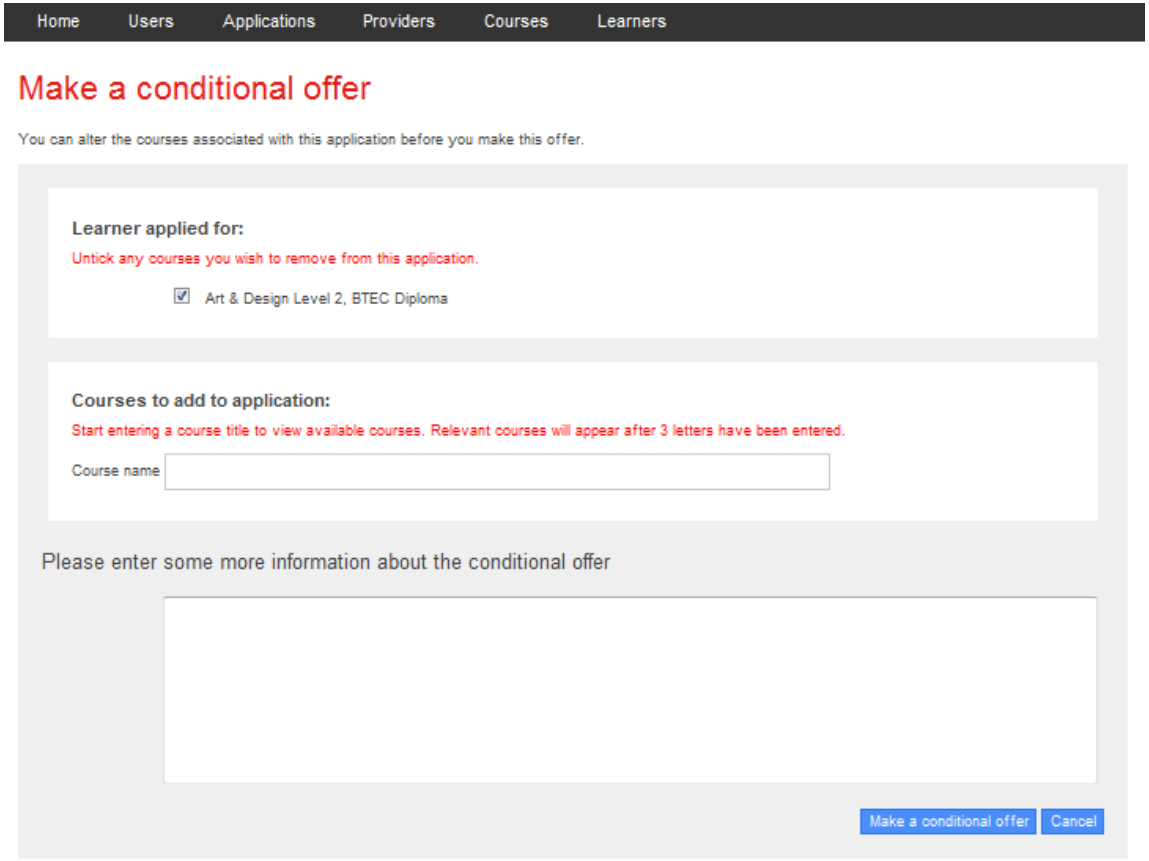

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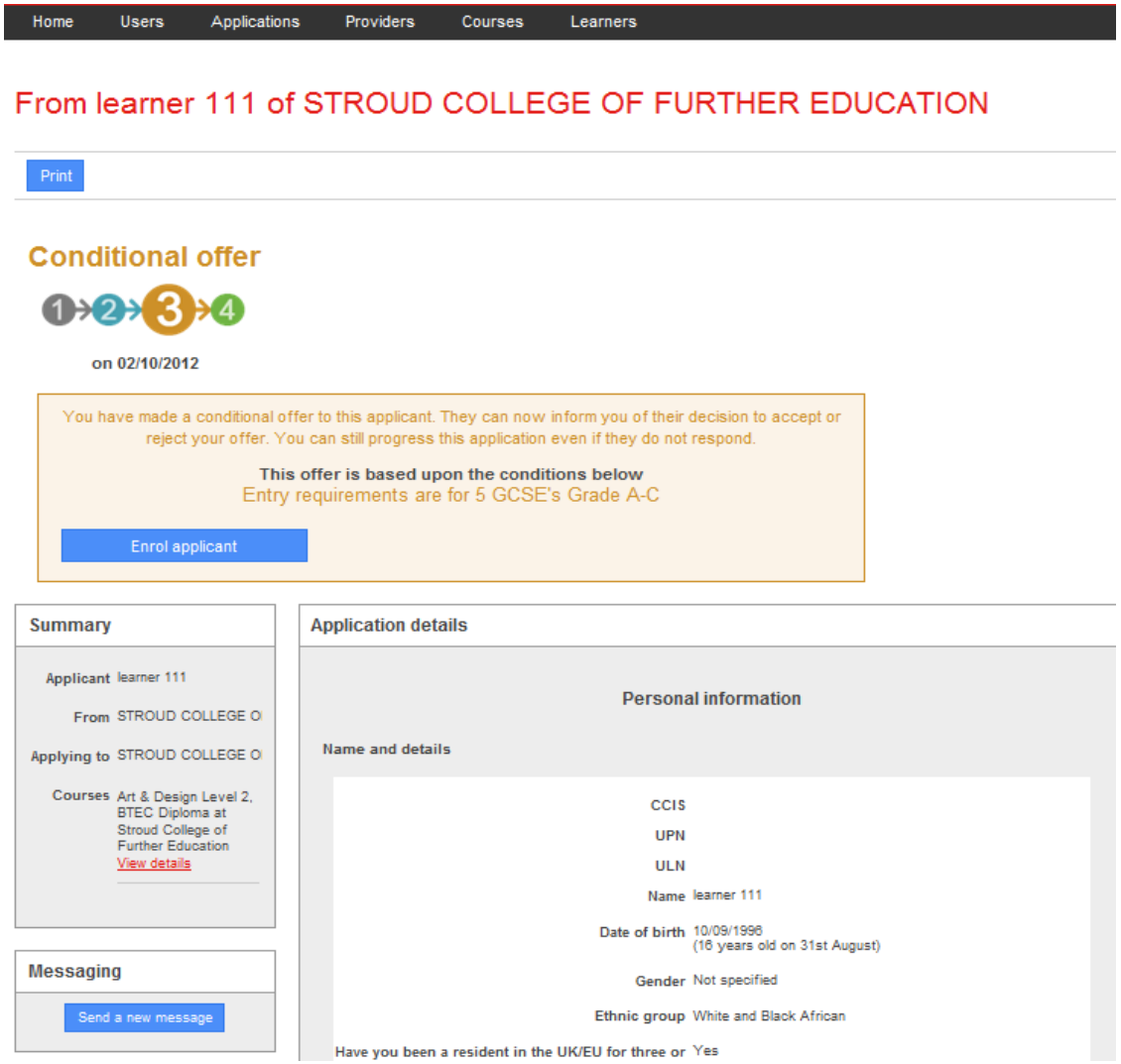

Enrolled applicant

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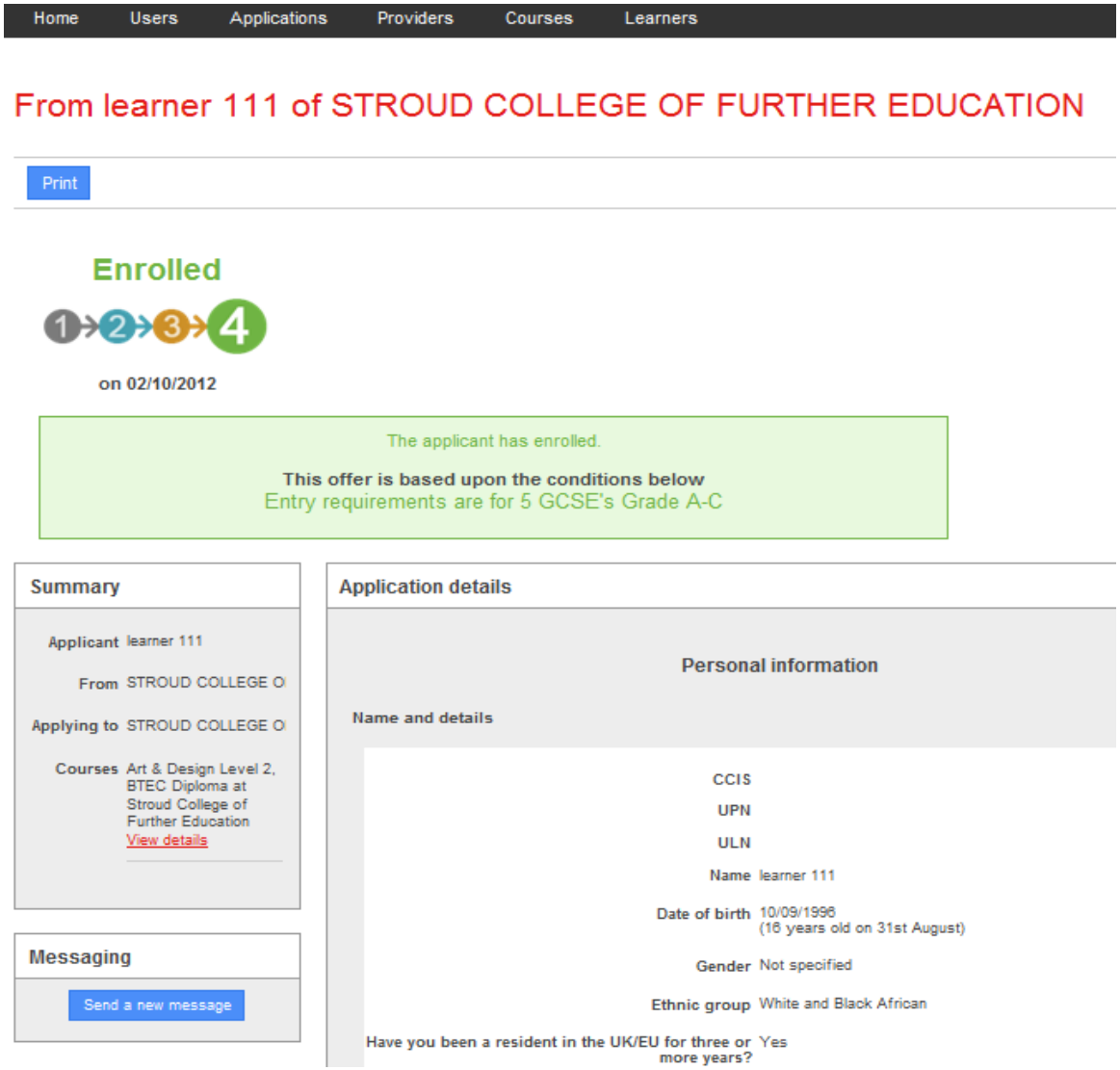

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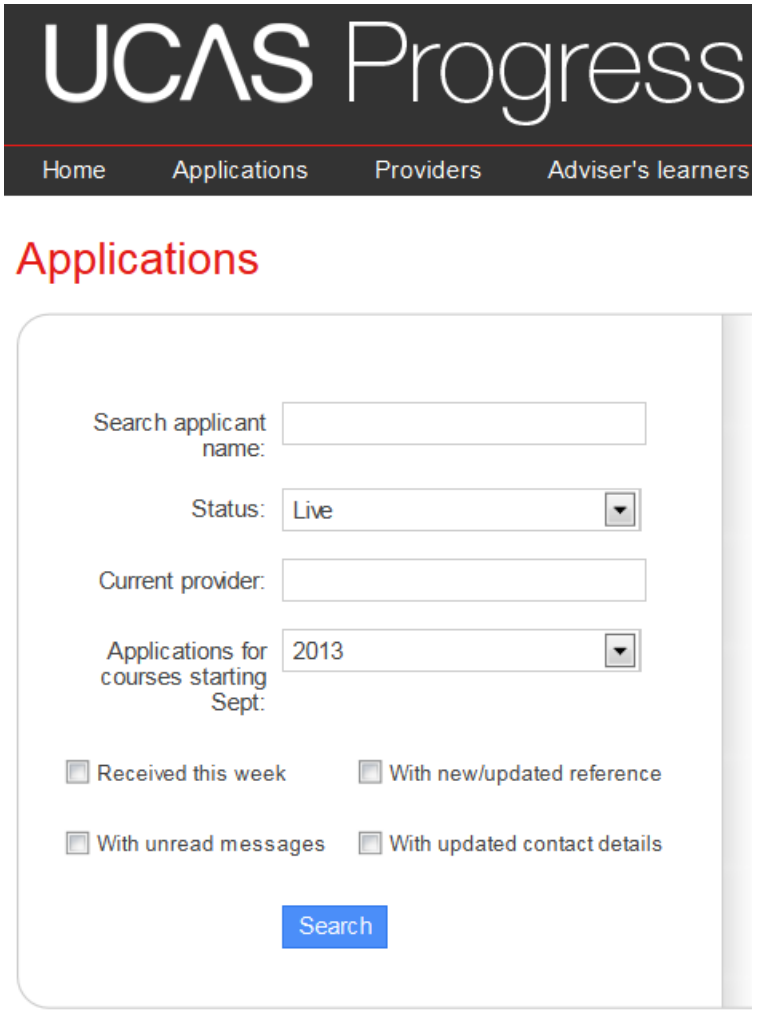
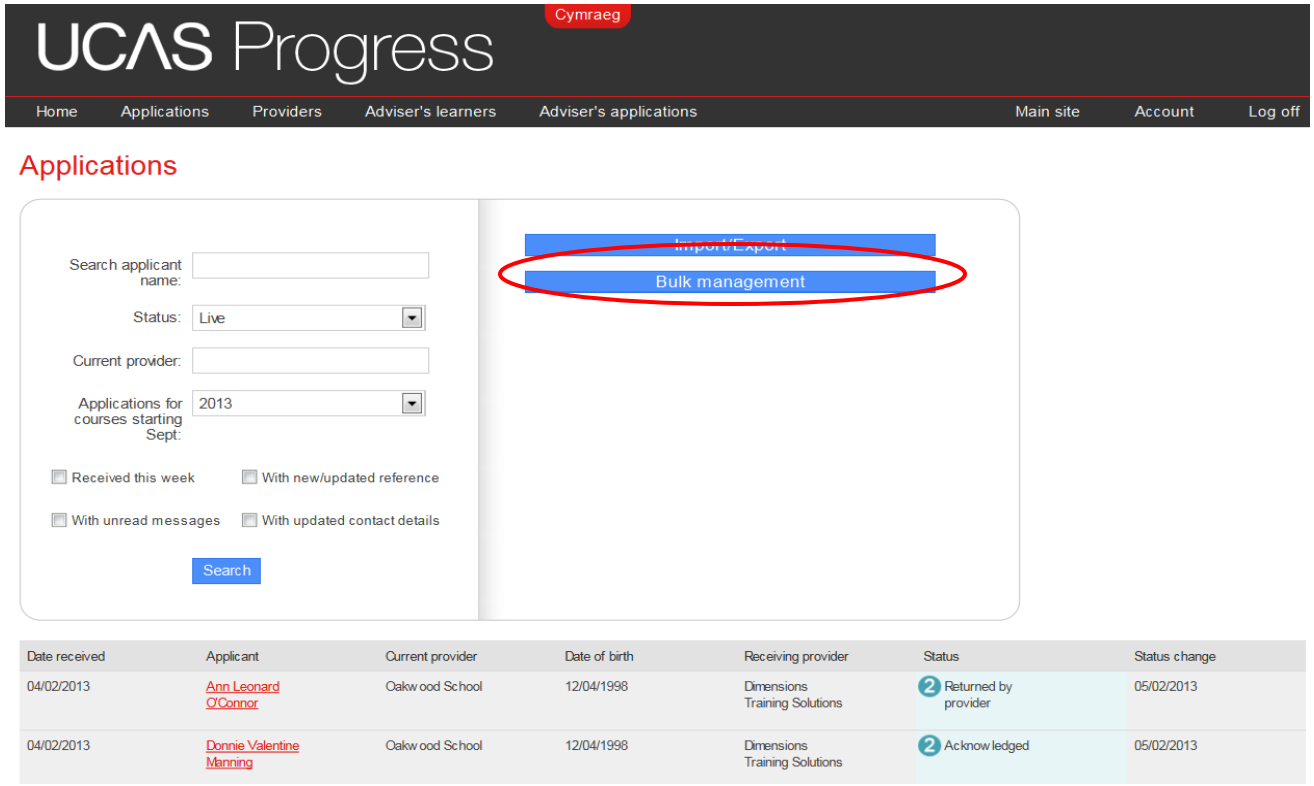


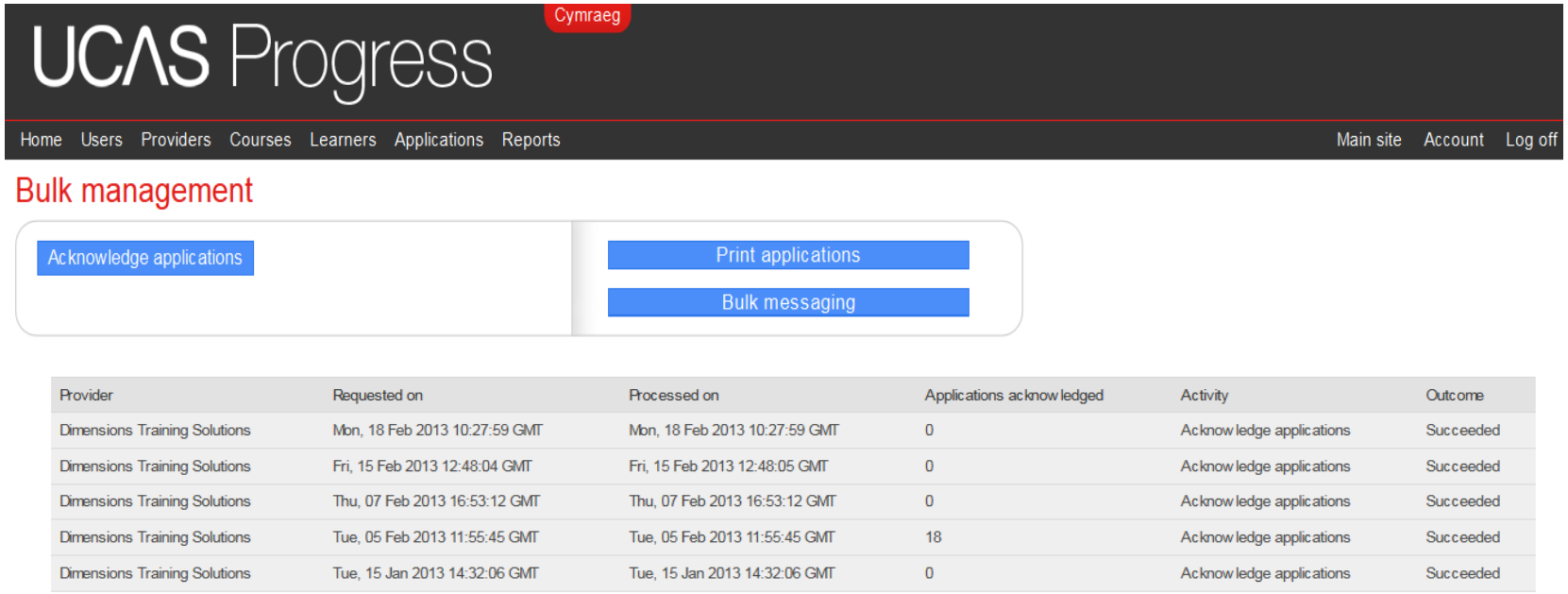
Bulk management options

- Bulk Acknowledgement
- Bulk printing
- Bulk messaging



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



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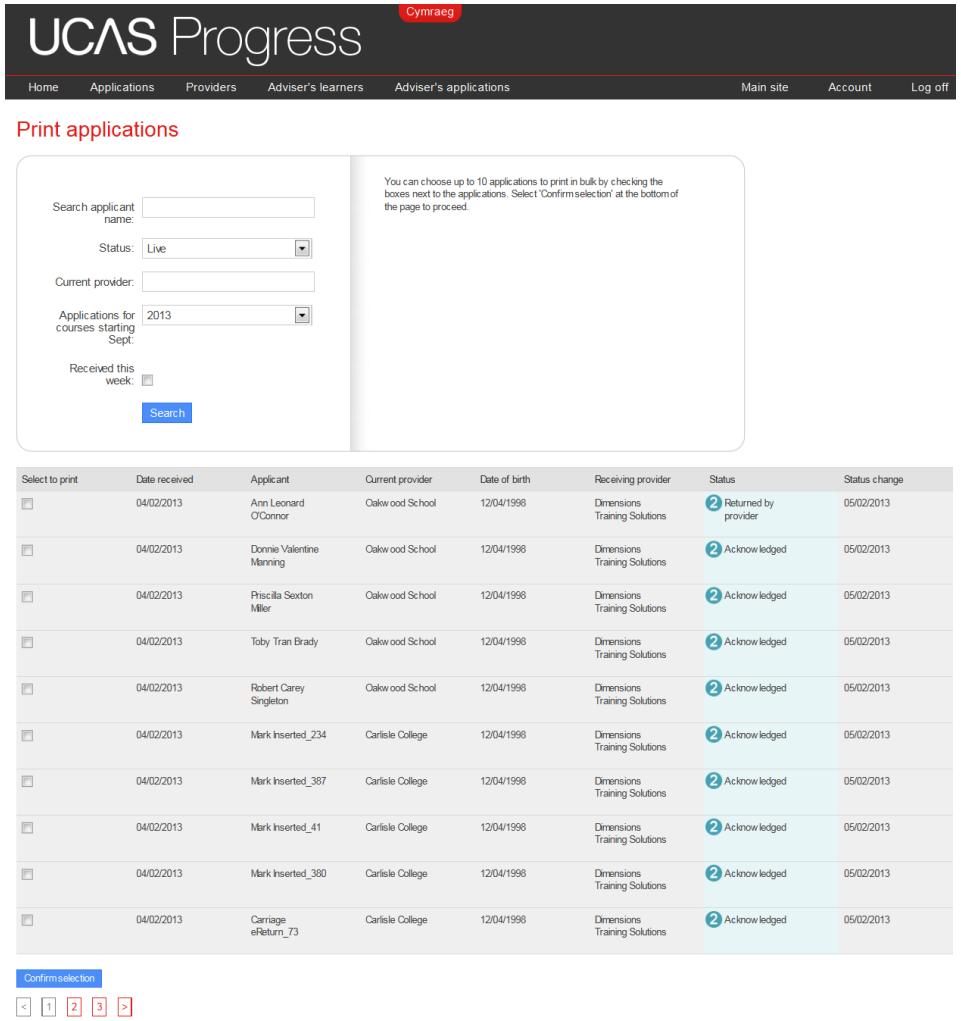
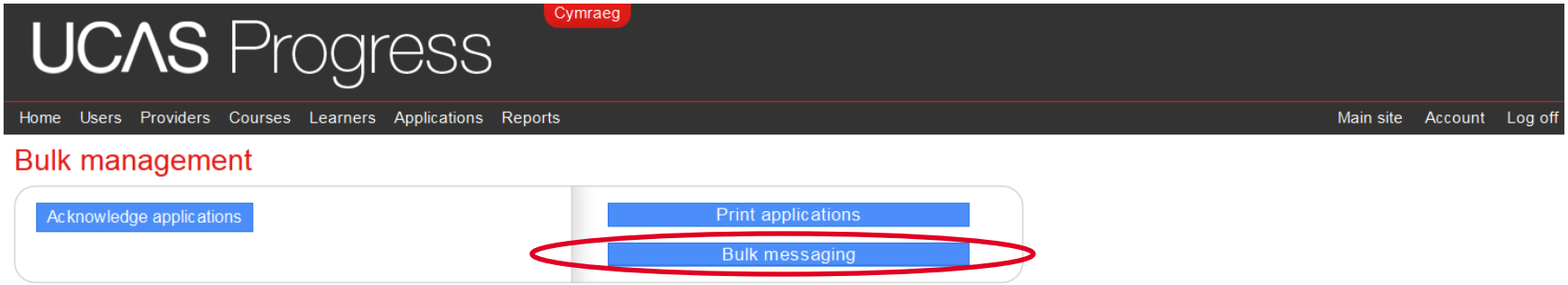
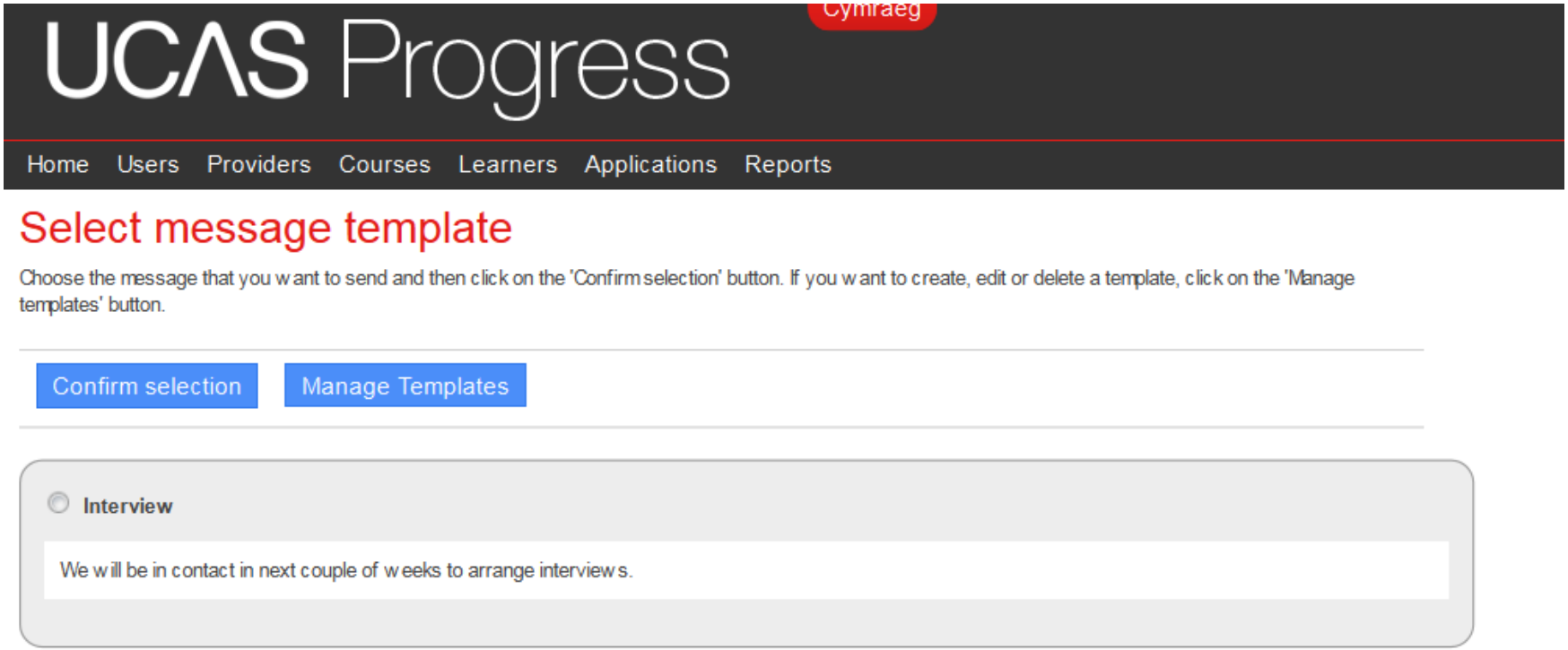
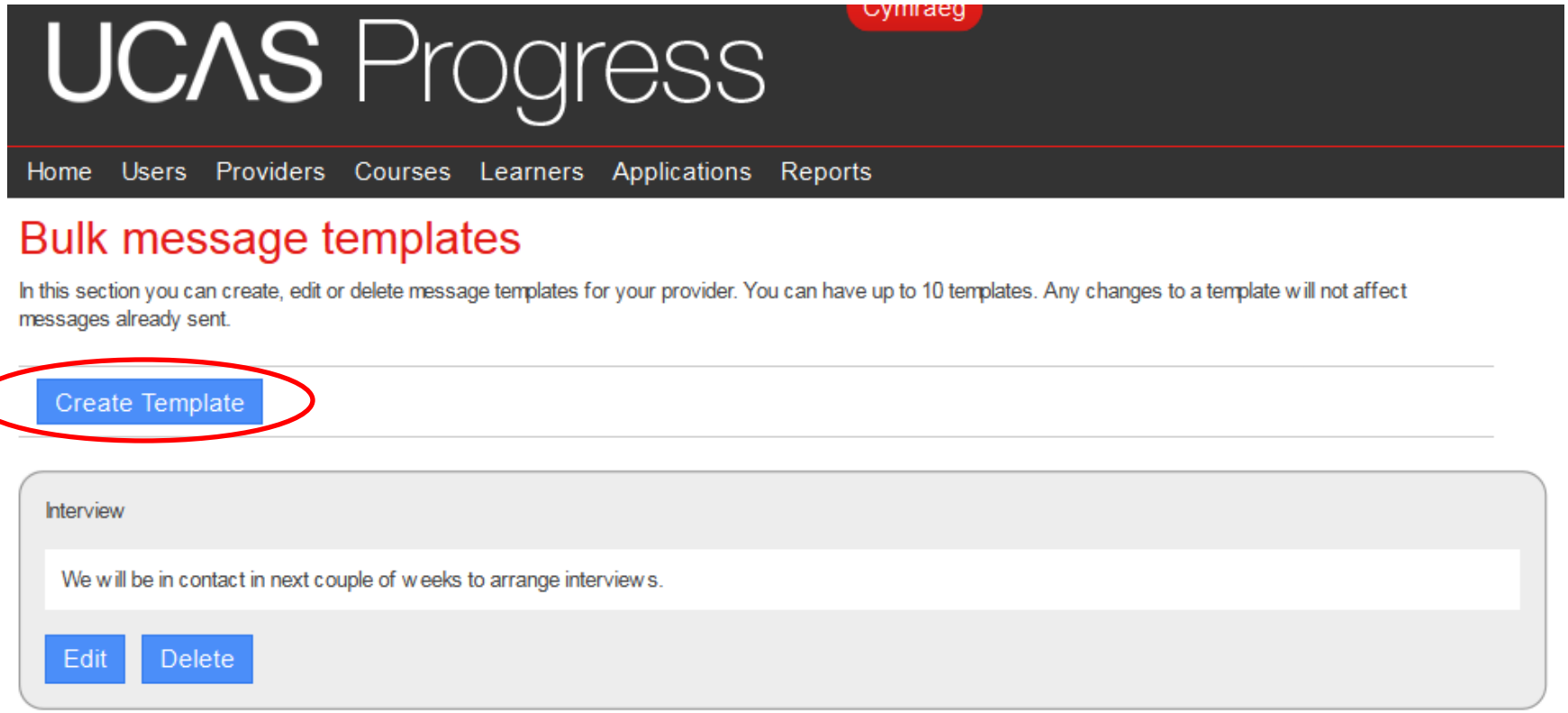


Bulk messaging

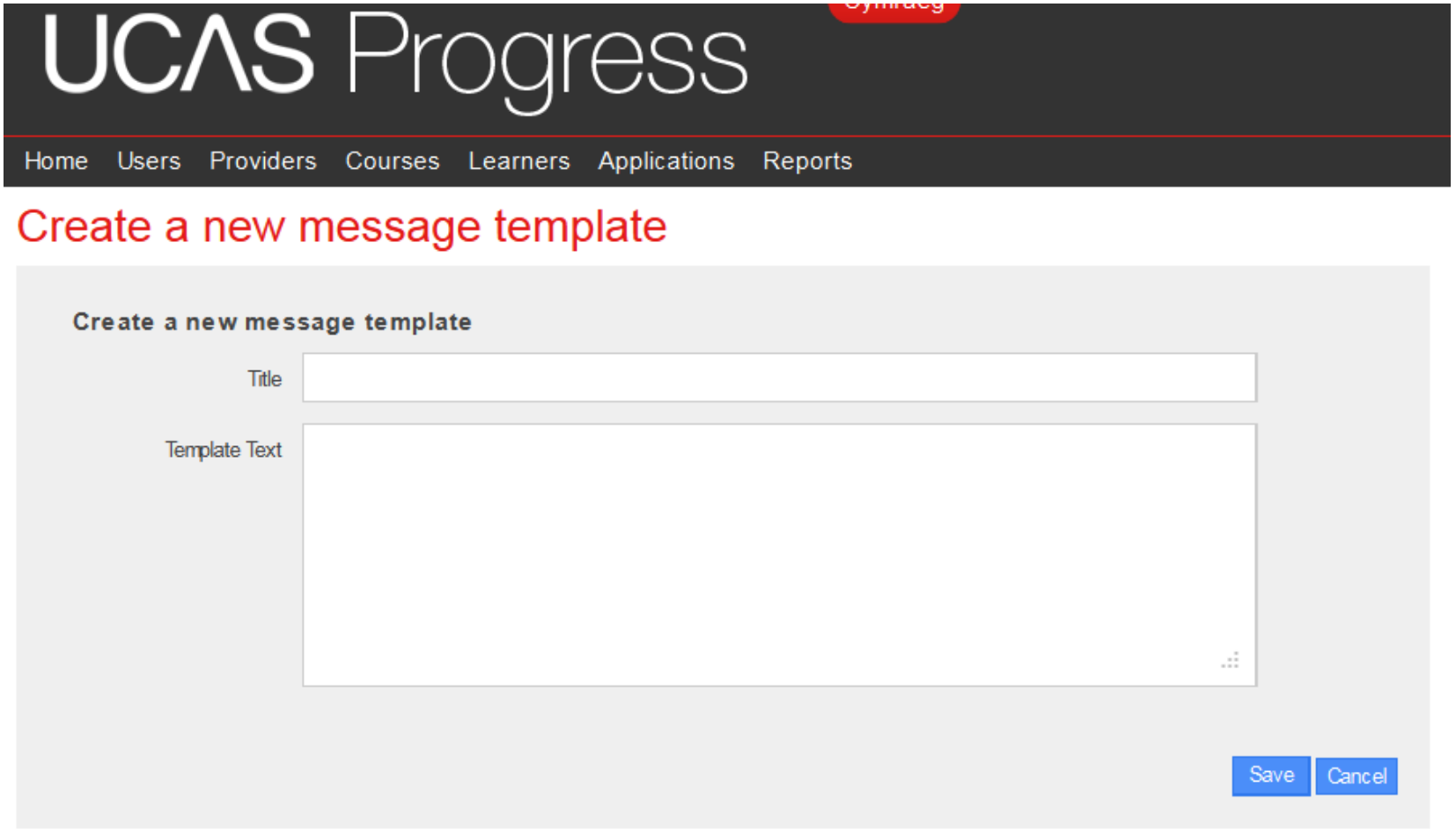




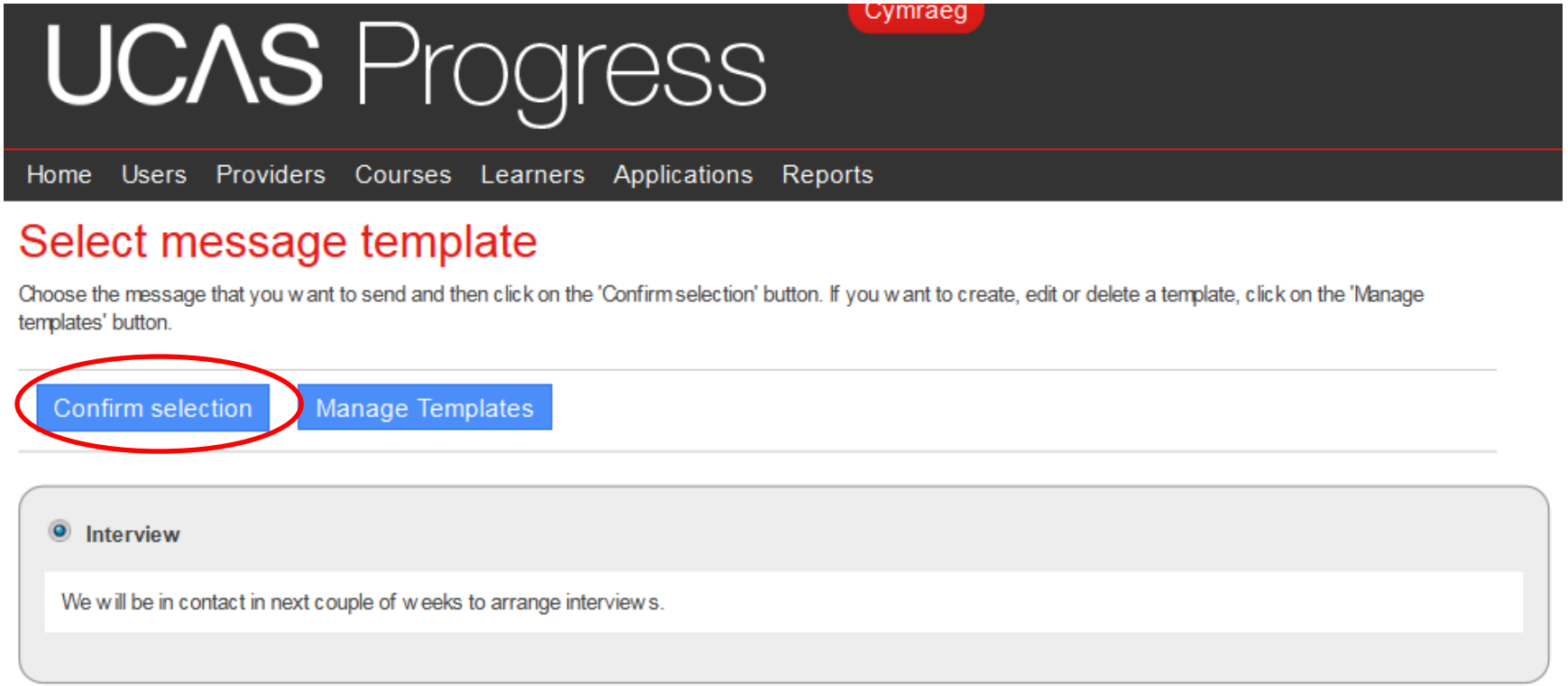
Bulk Messaging 2



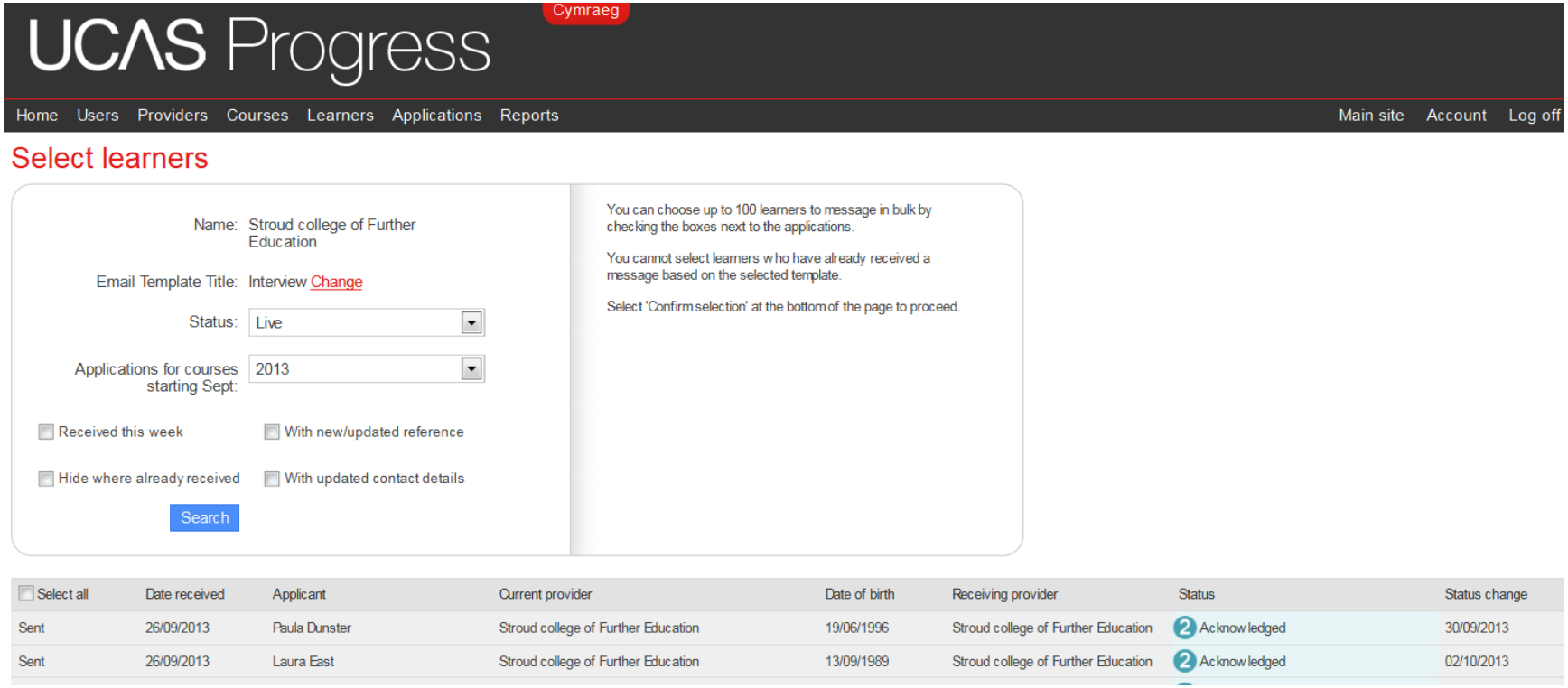
Bulk message 3



Confirm message selection

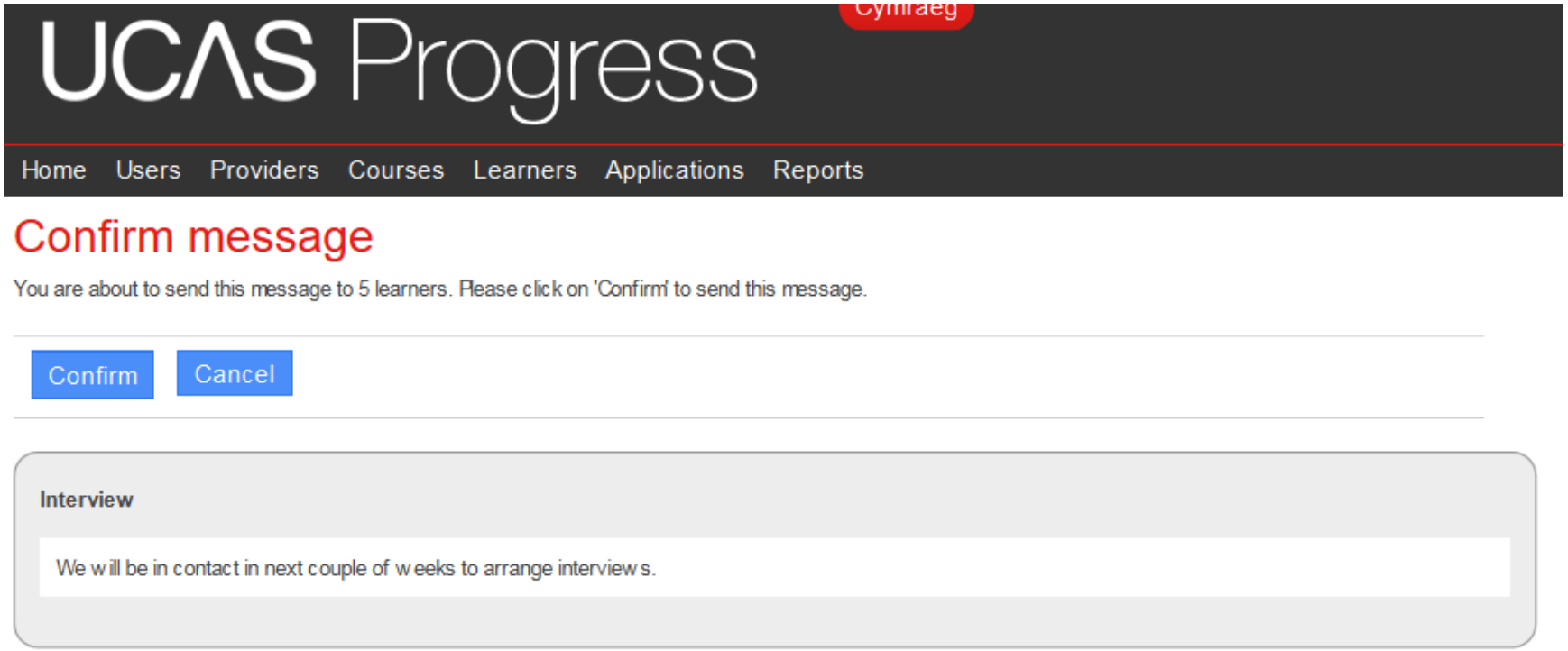


Selecting Learners to message

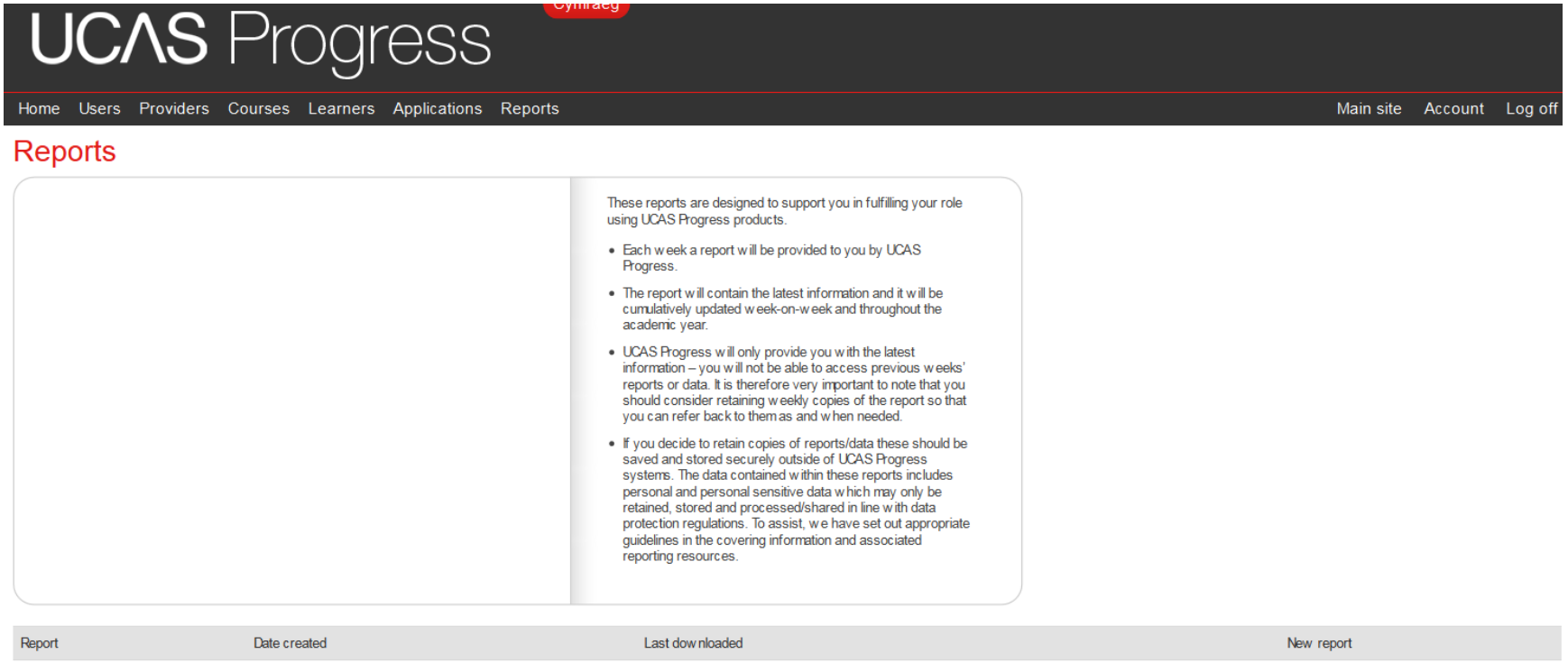


- Learners can be selected by status of applications, by those received this week, with new/updated references, by updated contact details
- 100 learners can be selected at a time
- You can also hide those learners who have already received a message

Confirming the message



Application 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