

Digital Skills for Growth



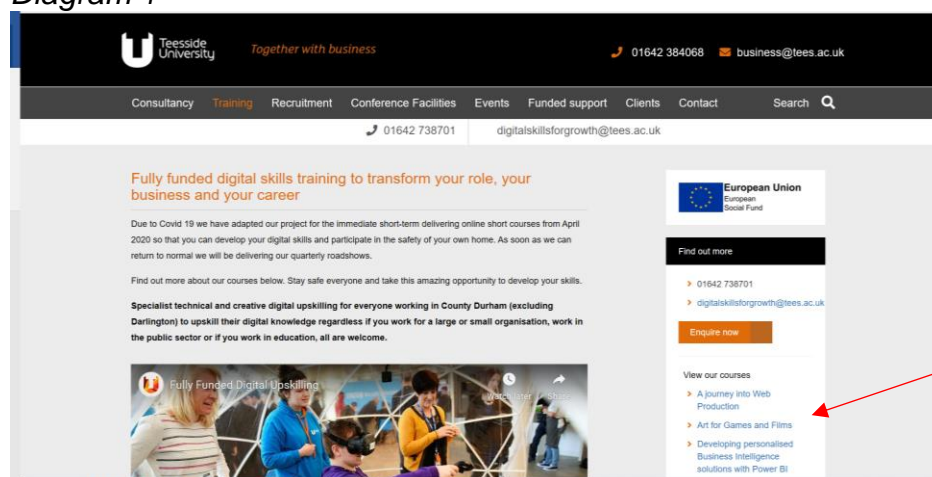
Electronic Application Process

Firstly, welcome to the Digital Skills for Growth project which will support you through every step of your learning journey and help you to digitally upskill with some creative and technical skills.

To enrol on to your course you will need to follow the step-by-step guide below.

1. Go to the Digital Skills for Growth webpage - https://www.tees.ac.uk/sections/business/training/digital_skills.cfm
2. The courses we are actively delivering will be displayed at the right hand side of the screen, adjacent to the project video, as shown below in Diagram 1:

Diagram 1



This is where you can find details of the courses we are delivering

3. Select the course you want to apply for by clicking on the Title of the course, which is a hyperlink to the application process.
4. The next screen you will see is the application screen, as shown below in Diagram 2. At the top of the screen it will display the name of the course you are applying for under the COURSE TITLE, please check this to make sure it is correct. If it is not the right course you will need to return to the Digital Skills for Growth webpage - https://www.tees.ac.uk/sections/business/training/digital_skills.cfm

Diagram 2

Title of Course you are applying for.

- You will need to complete ALL fields in the Application Screen including your Title, Date of Birth, Forename, Surname, Contact Number, which is your personal number, not a work number and also your personal email address. Click **Proceed** at the bottom of the screen.

The following screen will be pre-populated with some information from Screen 1 – Application to include your Surname, Forename, Title and DOB, please check these are correct and change if necessary from this screen. It also provides your On-Line Reference Number at the top.

- Within this screen you will need to add your: Previous Name, if needed, and Gender, as shown below in Diagram 3.

Diagram 3

All fields marked with a * are mandatory and will need populating.

- Once you enter your Postcode in the Home Address section, click on **Find UK Address** which will automatically provide a list for you to select your correct address.
- Scroll below your Home Address and add your Telephone and Mobile Numbers and also your email address if not shown.

9. On the right hand side of the screen you will notice a Correspondence Section. If your Correspondence Address is the same as your Home Address, please click [Copy from Home Address](#)

If not, please enter your correspondence postcode into the Postcode/Zip on the right hand side of the screen and then select the correct address from the automatic list provided.

10. At the bottom of the screen you will need to complete the *Other Personal Details* section and these relate to your Country of Residence, Country of Birth, Nationality, Ethnicity, Which of the following best describes you? and Who is entering this application.
11. The Disability Section is really important as it allows us to ensure you have everything you need to complete your course or to take part in all project activities. Please make sure to complete this section by selecting the appropriate choice from the drop-down list.
12. The next section is used to find out a little more about your parents by identifying the qualifications they gained. This information is used to inform government about the backgrounds of our students as it can lead to funding for a particular group of people.
13. Payment of Fees, is a really important section as our courses are fully funded to eligible learners. If you are not eligible, a member of the team will be in touch to let you know. To complete this section please follow the bullet points below:
- Select the **OTHER** in the Who will pay your fees drop-down list
 - Enter **Digital Skills for Growth project** in the If Other, please state, section
 - In the Contact Name of Fee Payer, please enter **Sue Gilbert**
 - The Contact Address and Postcode of Fee Payer should be pre-populated, if not please enter: **G1.36 Greig Building, School of Computing, Engineering and Digital Technologies**
 - The email address should be s.gilbert@tees.ac.uk

Diagram 4

Diagram 4 shows a screenshot of a web form with several sections. The 'Parental Education' section contains a question about higher education qualifications and a 'PLEASE SELECT' dropdown. The 'Payment of Fees' section contains a 'Who will pay your fees?' dropdown (pointed to by 'a'), an 'If Other, please state:' text input (pointed to by 'b'), a 'Contact Name of Fee Payer:' text input (pointed to by 'c'), a 'Contact Address and Postcode of Fee Payer:' text input (pointed to by 'd'), and an 'E-mail Address of Fee Payer:' text input (pointed to by 'e'). The 'Previous Applications' section contains a 'PLEASE SELECT' dropdown and a text input for 'If yes, which course?'.

14. The final section on this screen is the *Previous Applications*. Please use the drop-down function to answer if you have applied to study at Teesside University previously, if you answer YES, please let us know which course it was and then click SAVE and PROCEED at the bottom of the screen.

You will now be taken to the final screen to complete.

Diagram 5

The screenshot shows the Teesside University application form. At the top, there is a navigation bar with the university logo and links for e-Vision, Course Search, International Students, Request a Prospectus, and Term Dates. Below this is a yellow banner with the text: "Your On-line Reference Number is 0295529. Please quote this number if you need to contact Teesside University". The form is divided into several sections: "Highest Qualification" with a dropdown menu labeled "PLEASE SELECT"; "Professional Details" with a text input field for "Professional/Statutory Body and Registration PIN (if applicable)"; "Employment" with a text input field for "Employment Details (if applicable)"; and "How did you hear about us?" with a dropdown menu. Two callout boxes on the right side of the form point to the "Highest Qualification" dropdown and the "Employment" text input field.

15. Please select your highest qualification from the drop down box as detailed in Diagram 5.

16. Followed by entering the Name and Postcode of your employer in the Employment section

17. Let us know how you heard from us in the next drop-down option and if you select OTHER, you will not be asked for additional information.

The following information details how we store and use your data and it is very important for you to read this information. Please be aware that as a project, we will be providing autonomous reporting to the Department of Work and Pensions, who are managing the project on behalf of the European Social Fund (ESF) who have provided, along with Teesside University, the funds to be able to provide the support to you fully funded.

18. At the bottom of the screen please tick that you agree with the statement and then click **SUBMIT APPLICATION.**

Your application is now complete and you will now be shown details of your application including your Online Reference Number.

If anything is not correct, please contact Sue Gilbert on 07917 473992 as you will no longer be able to change any information.

Please click on the Log Out and Close Window link at the bottom of the page.

We look forward to supporting you through the Digital Skills for Growth project.