

**GUIDE TO COMPLETION OF THE  
MODULE OPTION / APEL APPLICATION & ONLINE APPLICATION FORMS**

**BSc (Honours) TOP UP IN APPLIED AVIATION STUDIES (BSc AAS)**

**Contact Details:**

If you have any problems or queries at any time while making your application please contact the HM forces Team – [HMForces@staffs.ac.uk](mailto:HMForces@staffs.ac.uk).

Paul Stonier – 01785 353772

Lesley Allen – 01785 353572

Or the course administrator Alison Scattergood – 01785 353490 [a.j.scattergood@staff.ac.uk](mailto:a.j.scattergood@staff.ac.uk)

**Do not attempt to complete the application form until you have attended the  
Course Briefing Day (CBD)**

**Part 1 – Completion of the Module Option & APEL Application Form**

Before you start the online application process you need to complete the module option and APEL application form. (**You will need to attach this as a transcript under the document tab during the online application process**).

You need to review the award structures set out in the tables below. You should then identify the modules that are core and therefore compulsory. You should then review all of the optional modules and read the module descriptors (easy access to the descriptor is by “Googling” the module code given in the tables below or using the University Website A-Z index and selecting “M” and “Module Descriptors”).

The level 6 Top Up is made up of 120 credits of study and is organised as seen below. The exact pattern of study can be tailored to your situation. Typically 15 or 30 credits are studied in each teaching block, with 3 teaching blocks running throughout the year. A module is a unit of study with defined learning outcomes, curriculum and assessment. The module definition is found in the module descriptor for the module. The Final Work Based project is a 60 credit module and can be studied across up to 3 teaching blocks (ie one calendar year).

A single module is worth 15 Credits and requires approximately 150 hours of independent study time in order to complete this learning activity. For distance learning modules there is a small amount of contact with the module tutor.

## BSC Honours Top-Up Degree

**Overall Award Structure** (shaded modules are optional modules)

*BSc(Hons)- Typical profile read top left to bottom right. Option Module 1 will be Study Skills for Remote Learners if not topping up from a Staffordshire University Foundation Degree.*

Level 6 Option Module 1 (may be Study Skills)	Level 6 Option Module 2	Level 6 Option Module 3
MECH60732 Final Work Based Project (60 Credit)		MECH60379 Systems Approaches

**Potential award at end of Level 6 – Bachelor of Science (Ordinary) (300 credits, 30 at Level 6), Bachelor of Science with Honours (360 credits, 90 at Level 6)**

### Option Modules

*Level 5 (can be taken as long as at least 90 credits overall are at level 6)*

Option Modules (Title and Code) (All 15 credit units unless otherwise stated)		Lab attendance Y/N
<b>Non-Technical Options</b>		
MECH50499	<b>Quality Management and Control</b>	N
MECH50547	<b>Reflection &amp; Career Planning</b>	N
MECH50498	<b>Logistics Strategy</b>	N
MECH50720	<b>Unmanned Aerial Vehicles</b> (for WSOPs who did not take this as a core module)	N
<b>Technical Options</b>		
MECH50497	<b>Applications of Control</b>	Y
MECH50496	<b>Mechanical Systems</b>	Y
ELEC50302	<b>Communications</b>	Y
MECH5068	<b>Aerodynamics</b> (for WSOPs who did not take this as a core module)	N

## Level 6

<b>Option Modules (Title and Code)</b> (All 15 credit units unless otherwise stated)		<b>Lab attendance</b> <b>Y/N</b>
	<b><i>Non-Technical Options</i></b>	
MECH60731	<b>Advanced Flight</b>	<b>N</b>
MECH60735	<b>Analysis of Training (30 credits)</b>	<b>N</b>
MECH60656	<b>Design for Quality</b>	<b>N</b>
MECH60543	<b>Industrial Responsibility</b>	<b>N</b>
	<b><i>Technical Options</i></b>	
MECH60730	<b>The Design of Small Rocket Motors</b>	<b>N</b>

Options from the Level 5 list can also be taken as long as at least 90 credits in total are at level 6.

You should now know which modules should be entered as core and understand the modules available as options.

You now need to decide in which order you wish to attempt the modules. If you have not previously studied with Staffordshire University then your first module will be Study Skills for Remote Learners.

It is recommended that you attempt 15 or 30 credits per semester as any more than this will be too much unless you can study full time. Consider your other commitments before deciding whether to study 15 credits (150 hours of study) over a 12 week semester or 30 credits (300 hours of study). You may vary this from semester to semester.

### **Accreditation of Prior (experiential) Learning – APEL**

It is possible to receive accreditation for some of the modules (not for the Final Work Based Project) if you have previous qualifications covering the appropriate area or you can demonstrate work based learning (WBL) that would cover the module contents. You must first study the module descriptor, especially the indicative content section.

You need to demonstrate that you can meet the depth and breadth of the module before you can seek to APEL that module. The depth is demonstrating that your evidence meets the appropriate level for accreditation – E.g. You can't APEL a Level 6 course with a Level 5 certificated qualification or experientially, you would need to demonstrate that your WBL has taken you from Level 5 to Level 6. The breadth is demonstrating that you have covered most of the areas in the indicative content. A module should take 150 hours of study (3-4 weeks of full time study), so a 3 day course may be at Level 6 but is unlikely to have covered the breadth of the content in that time.

Before you seek to APEL a module, ensure that you have the evidence available to support your claim. This may be course descriptors, certificates or statements from a line manager or instructor and should be submitted as part of your application.

Please note that if you APEL a module you will be charged up to 40% of the full cost and you can only APEL a maximum of 50% of an award, but you **must** study at least **120 credits** with Staffordshire University; so, if you did not complete your FD with Staffordshire University you will have to complete the full 120 credits of this BSc Top Up. Your degree classification will be based on modules studied at Staffs Uni and so APEL modules will not count towards the classification.

There is no definitive list of courses available for APEL as the courses change over time and it depends when you took the course and how much you have used it.

For RAF WSOPs, you cannot use your WSOP training to APEL modules as this has already been counted in the advanced standing accreditation you receive.

Once you are happy that you know what APEL you wish to apply for then you can complete sections 2 and 3. **Note:** Not everyone seeks APEL, and APEL at level 6 is often very hard to justify.

Your application for APEL will be considered by a University Board who may support your application, reject it (form will then be returned to you) or modify it (the Board may identify APEL that you have not applied for). This can take some weeks and, in some cases, the forms will need several revisions.

Examples of completed forms can be found in the Annexes at the end of this document.

Once you have completed your module options form and applied for any APEL, you need to save the document along with the following:

1. Proof of identity (scanned passport or UK driving licence) or, for those in the Armed Forces, JPA Screenshot showing the following information
  - **Your Name**
  - **Your rank**
  - **Arm of service (Army, Navy, RAF)**
  - **Completion of WSOPs training (if applicable).**
2. Any certificates relevant to your entry or APEL application.

Annexe:

- A. Example completed form 1 (RAF WSop)
- B. Example completed form 2 (Non-military)

**Module Options and Accreditation of Prior Experiential Learning**  
**Application Form**

Name: \_\_\_\_\_ John Doe \_\_\_\_

**SECTION 1 – CHOSEN AWARD**

	Cert HE	FOUNDATION DEGREE	BSc HONS/BENG HONS (TOP UP ONLY)	BENG HONS (ALL LEVELS)
APPLIED AVIATION STUDIES			x	
ENGINEERING (inc award route)				
INTELLIGENCE & SECURITY				
INFORMATION TECHNOLOGY & COMMUNICATIONS				

**SECTION 2 – PERSONAL DETAILS**

FULL NAME	John James Doe
RANK & SERVICE	Flt Sgt, RAF
STATION / BASE	RAF Odiham
ADDRESS (for correspondence)	28 Hill Road, Odiham , Hants
POSTCODE	BA12 9NB
EMAIL (for correspondence)	j.doess@gmail.co.uk
CONTACT TELEPHONE NUMBER	074 987654
DATE OF BIRTH	10 Jul 1980
DISABILITY (if yes, please give details)	None
CRIMINAL RECORD (if yes, please give details)	No
ETHNIC ORIGIN	Prefer not to say
QUALIFICATIONS/TRAINING FOR ENTRY TO THE AWARD	FDS <i>c</i> in Applied Aviation Studies at Staffordshire University completed May 2015. (Certificate enclosed)
DATE & LOCATION OF LAUNCH ATTENDED / DATE OF APPROVAL FOR VIRTUAL LAUNCH	RAF Brize Norton Learning Centre 25 May 2016

**Disclaimer**

By submitting this form, I acknowledge that I have read and understood all the course information provided by HM Forces staff. I also understand that by registering as a student on an award with Staffordshire University I will be subject to the Academic Award Regulations as detailed at <http://www.staffs.ac.uk/legal/policies/awardregs/index.jsp> and that it is my responsibility to keep the

university informed of periods of deployment where they will impact on my studies, and if I don't, I may lose attempts at the modules on which I am enrolled on at that time.

Please tick to confirm you have read and understood this statement

### SECTION 3 – PERSONAL STATEMENT

In a maximum of 500 words, please explain why you wish to undertake this award and give details on what outcomes you expect to achieve.

Statement enclosed on separate sheet at end of document

### SECTION 4 - MODULE CHOICES

Summary of APEL Applied for:

(Please fill in this box once you have completed section 5)

Level	No. of Credits APEL'd
4	N/A
5	N/A
6	0

Using the award information provided on the website, please complete the tables below to indicate which modules you wish to take and when you would like to take them. Please remember that you must study all core modules.

#### LEVEL 4

MODULE CODE	MODULE TITLE	CREDITS	START	FINISH
	FDS in AAS covers level 4			
<b>Total Credits at Level 4 including APEL'd/Trade Accredited modules (Should add to 120)</b>		120		

#### LEVEL 5

MODULE CODE	MODULE TITLE	CREDITS	START	FINISH
	FDS in AAS covers level 5			
<b>Total Credits at Level 5 including APEL'd/Trade Accredited modules (Should add to 120)</b>		120		

**LEVEL 6**

<b>MODULE CODE</b>	<b>MODULE TITLE</b>	<b>CREDITS</b>	<b>START</b>	<b>FINISH</b>
MECH50497	Applications of Control	15	Oct 2016	Feb 2017
MECH60731	Advanced Flight	15	Feb 2017	May 2017
MECH60656	Design for Quality	15	Feb 2017	May 2017
MECH60366	Systems Approaches	15	Jun 2017	Aug 1017
MECH60732	Final Work Based Project	60	Jun 2017	May 2018
<b>Total Credits at Level 6 including APEL'd (Should add to 120)</b>		<b>120</b>		

**Please check your form and only submit when you have checked all the boxes below.**

Award & Title Identified on front sheet?	Y/N
APEL / General Exemptions recorded & correct?	Y/N
Modules at each level total 120 credits (inc. APEL/GE)?	Y/N
Correct number of credits for chosen award?	Y/N
Minimum of 90 level specific credits at each level?	Y/N
Modules chosen match chosen award title?	Y/N
Start / Finish dates recorded	Y/N
Module time plan included matching modules on front sheet?	Y/N

**EXPECTED COMPLETION DATE:      May 2017**

**Schedule Template for completion of Award:**

Please indicate when you are taking each module, by putting a 'Y' in the relevant column. You do not need to detail modules you are being accredited for or being APEL'd on this table.

MODULE CODE	MODULE TITLE	LEVEL	CREDITS	Sept 16 – Jan 17	Jan 17 – May 17	May 17 - Sept 17	Sept 17 - Jan 18	Jan 18 - May 18
MECH50497	Applications of Control	5	15	Y				
MECH60731	Advanced Flight	6	15		Y			
MECH60656	Design for Quality	6	15		y			
MECH60366	Systems Approaches	6	15			y		
MECH60732	Final Work Based Project	6	60			y	y	y



## SECTION 5 - ACCREDITATION FOR PRIOR (EXPERIENTIAL) LEARNING

Please use this table to indicate 'specific' modules you wish to apply for APEL against

MODULE CODE	MODULE TITLE	CREDITS	EVIDENCE SUPPLIED AND JUSTIFICATION FOR LEVEL & BREADTH OF CLAIM

Use this table to indicate 'general' credits you wish to apply for against a particular level.

LEVEL	CREDITS	EVIDENCE SUPPLIED AND JUSTIFICATION FOR LEVEL & BREADTH

*For official use:*

### Support from academic tutors:

- The student has had the opportunity to discuss their experience with the Award Leader
- We are confident that the student has the academic ability to successfully complete the remaining credits for the award
- We hereby support the application as described above.

### Academic tutor 1

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Academic tutor 2

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Decision by the APLS Committee

Accepted /Rejected /Deferred (Delete as applicable)

CONDITIONS (if any):

Chair: Paul Mitchell

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Module Options and Accreditation of Prior Experiential Learning  
Application Form**

Name: \_\_\_\_\_ Pat Green\_\_

**SECTION 1 – CHOSEN AWARD**

	Cert HE	FOUNDATION DEGREE	BSc HONS/BENG HONS (TOP UP ONLY)	BENG HONS (ALL LEVELS)
APPLIED AVIATION STUDIES			x	
ENGINEERING (inc award route)				
INTELLIGENCE & SECURITY				
INFORMATION TECHNOLOGY & COMMUNICATIONS				

**SECTION 2 – PERSONAL DETAILS**

FULL NAME	Patricia Elizabeth Green
RANK & SERVICE	N/A
STATION / BASE	Bae Warton
ADDRESS (for correspondence)	24 Coates Road , Bury , Lancs
POSTCODE	BY12 9NB
EMAIL (for correspondence)	pat.green@gmail.co.uk
CONTACT TELEPHONE NUMBER	074 987654
DATE OF BIRTH	10 Oct 1981
DISABILITY (if yes, please give details)	None
CRIMINAL RECORD (if yes, please give details)	No
ETHNIC ORIGIN	Prefer not to say
QUALIFICATIONS/TRAINING FOR ENTRY TO THE AWARD	HND Aeronautical Engineering, Westfields University, Jun 2013
DATE & LOCATION OF LAUNCH ATTENDED / DATE OF APPROVAL FOR VIRTUAL LAUNCH	Staffordshire University (Stoke Campus) 20Jun 2015

**Disclaimer**

By submitting this form, I acknowledge that I have read and understood all the course information provided by HM Forces staff. I also understand that by registering as a student on an award with Staffordshire University I will be subject to the Academic Award Regulations as detailed at <http://www.staffs.ac.uk/legal/policies/awardregs/index.jsp> and that it is my responsibility to keep the university informed of periods of deployment where they will impact on my studies, and if I don't, I may lose attempts at the modules on which I am enrolled on at that time.

Please tick to confirm you have read and understood this statement

### SECTION 3 – PERSONAL STATEMENT

In a maximum of 500 words, please explain why you wish to undertake this award and give details on what outcomes you expect to achieve.

Statement enclosed on separate sheet at end of document

### SECTION 4 - MODULE CHOICES

Summary of APEL Applied for:

(Please fill in this box once you have completed section 5)

Level	No. of Credits APEL'd
4	N/A
5	N/A
6	0

Using the award information provided on the website, please complete the tables below to indicate which modules you wish to take and when you would like to take them. Please remember that you must study all core modules.

#### LEVEL 4

MODULE CODE	MODULE TITLE	CREDITS	START	FINISH
	HND Covers all level 4			
<b>Total Credits at Level 4 including APEL'd/Trade Accredited modules (Should add to 120)</b>		120		

#### LEVEL 5

MODULE CODE	MODULE TITLE	CREDITS	START	FINISH
	HND Covers all Level 5			
<b>Total Credits at Level 5 including APEL'd/Trade Accredited modules (Should add to 120)</b>		120		

#### LEVEL 6

MODULE CODE	MODULE TITLE	CREDITS	START	FINISH
MECH40634	Study Skills for Remote Learners	15	Oct 2016	Feb 2017
MECH60366	Systems Approaches	15	Feb 2017	May 2017
MECH60656	Design for Quality	15	Feb 2017	May 2017
MECH60543	Industrial Responsibility	15	Jun 2017	Aug 2017
MECH60732	Final Work Based Project	60	Sep 2017	Aug 2018
<b>Total Credits at Level 6 including APEL'd (Should add to 120)</b>		120		

**Please check your form and only submit when you have checked all the boxes below.**

Award & Title Identified on front sheet?	Y/N
APEL / General Exemptions recorded & correct?	Y/N
Modules at each level total 120 credits (inc. APEL/GE)?	Y/N
Correct number of credits for chosen award?	Y/N
Minimum of 90 level specific credits at each level?	Y/N
Modules chosen match chosen award title?	Y/N
Start / Finish dates recorded	Y/N
Module time plan included matching modules on front sheet?	Y/N

**EXPECTED COMPLETION DATE: Aug 2018**

**Schedule Template for completion of Award:**

Please indicate when you are taking each module, by putting a 'Y' in the relevant column. You do not need to detail modules you are being accredited for or being APEL'd on this table. Please

MODULE CODE	MODULE TITLE	LEVEL	CREDITS	Sept 16 – Jan 17	Jan 17 – May 17	May 17 - Sept 17	Sept 17- Jan 18	Jan 18 - May 18	May 18 - Sept 18
MECH40634	Study skills for remote learners	4	15	Y					
MECH60366	Systems Engineering	6	15		y				
MECH60656	Design for Quality	6	15		y				
MECH60543	Industrial Responsibility	6	15			y			
MECH60732	Final Work Based Project	6	15				y	y	y

## SECTION 5 - ACCREDITATION FOR PRIOR (EXPERIENTIAL) LEARNING

Please use this table to indicate 'specific' modules you wish to apply for APEL against

MODULE CODE	MODULE TITLE	CREDITS	EVIDENCE SUPPLIED AND JUSTIFICATION FOR LEVEL & BREADTH OF CLAIM

Use this table to indicate 'general' credits you wish to apply for against a particular level.

LEVEL	CREDITS	EVIDENCE SUPPLIED AND JUSTIFICATION FOR LEVEL & BREADTH

*For official use:*

**Support from academic tutors:**

- The student has had the opportunity to discuss their experience with the Award Leader
- We are confident that the student has the academic ability to successfully complete the remaining credits for the award
- We hereby support the application as described above.

**Academic tutor 1**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Academic tutor 2**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Decision by the APLS Committee**

**Accepted /Rejected /Deferred** (Delete as applicable)

**CONDITIONS** (if any):

## **Part 2 - Completing the Online Application Form**

There will be 3 options for course category available to you and the option you should choose is


### **Direct Application**

#### **Useful Information**

As you complete the form you may find it useful to have information to hand as appropriate to the course that you are applying for, as an example.

- Funding arrangements – how you intend to pay for your studies
- Employer details
- Qualification certificates

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There will be a number of tool tips  to help you with some of the information on the form. If you try and save your information and proceed through to the next stage of the process and there are mandatory questions that you should have answered a warning will appear and the relevant empty questions will be highlighted. Mandatory fields are signified with an \*.

As you move through the tabs within the on –line application form you will see that when you fully complete the page of questions the indicator on the tab turns green, this indicates that you have completed that element of the application form and may move onto the next tab.

You can save and exit your application at any time – you will receive an e-mail to your specified e-mail address, to provide a link to come back and complete your application prior to submitting it.

#### **Creating your Applicant Account**

As you will be a first time user of the on-line application you will first need to create a new user account for yourself:

Click on the New User button

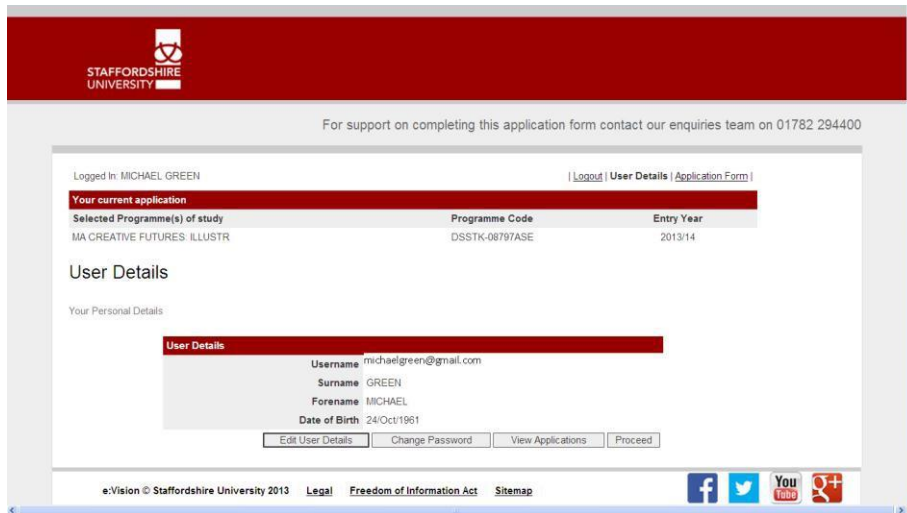
New User

#### **You will then be asked to complete your new user details.**

- \* Your date of birth can be entered by DD/MM/YY or by using the date picker on the form.
- \* Your username is your e-mail address and must match when entering the same information into the home e-mail address box. The email address you give us must be a valid one and should be the one you wish to receive correspondence from the University. We will check your email address as part of the registration process to ensure that an existing account has not been registered using it.
- \* Your password must be between 8 and 12 characters and include a number (remember this password for future reference, however, there is the facility for you to change this at a later stage).

You will then see a screen that confirms the details that you have entered and gives you the option to:

- \* Edit your user details,
- \* change your password,
- \* view any applications that you have
- \* proceed to making an application for a course.



The screenshot shows a web application interface for Staffordshire University. At the top left is the university logo. A red banner at the top contains the text "STAFFORDSHIRE UNIVERSITY". Below this, a grey bar contains the text "For support on completing this application form contact our enquiries team on 01782 294400". The main content area is white and contains the following elements:

- Logged In: MICHAEL GREEN | Logout | User Details | Application Form |
- Your current application**
- Selected Programme(s) of study: MA CREATIVE FUTURES, ILLUSTR
- Programme Code: DSSTK-08797ASE
- Entry Year: 2013/14
- User Details**
- Your Personal Details
- User Details**
- Username: michaelgreen@gmail.com
- Surname: GREEN
- Forename: MICHAEL
- Date of Birth: 24/Oct/1961
- Buttons: Edit User Details, Change Password, View Applications, Proceed

At the bottom of the page, there is a footer with the text "e:Vision © Staffordshire University 2013" and links for "Legal", "Freedom of Information Act", and "Sitemap". Social media icons for Facebook, Twitter, YouTube, and Google+ are also present.



On the next page you will see a number of tabs



These tabs relate to the information that you will need to complete to make your application. As you work through the application form and complete the pages you will see the indicator at the top turn green.

#### **Personal Details:**

**Title:** Please select your title from the list - **if you are a member of HM Forces or a former/retired member of HM forces you will need to pick your military rank to ensure that you have the appropriate questions for your application.**

**Known as:** If your official forename is Susan but you would like to be known as Sue whilst at this University then you can use this field. However, your official name will be the one that appears on any official documentation.

**Previous surname:** If you have recently married or changed your name by decree and have not yet amended any official identity documents you will be asked to provide a marriage certificate or affidavit at the point of enrolment.

**Country of birth:** Please select the country that you were born in.

**Nationality:** If you are a British Citizen, please select United Kingdom from the drop-down list. However, if you are not a British Citizen even though you may be living in the UK you must input your nationality as stated on your passport.

Your nationality (e.g. Canadian) should not be confused with your ethnic origin (e.g. White). If you have dual nationality and you need a visa to enter the UK, enter your first nationality as it is shown on the passport you intend to use when traveling to the UK for your course.

For the purposes of this question the UK is taken to include the Channel Islands and the Isle of Man (British Nationality Act 1981).

**Country of Residence:** Please select the country you are currently living in, whether you are an official citizen of the country or not

**Residential Category:** This information assists us to establish your status for the payment of tuition fees. You should not confuse your residential category with your ethnic origin.

**Address Details:** If you live in the UK, then enter your postcode and click on the 'find my address' button – your address will be available for you to choose and automatically populate your address information. If your contact address is the same as your home address you can tick the box and it will populate the information for you. If your contact address is different than your home address you will need to insert the information. There are tool tips on some of the question boxes to assist you.

## Qualifications Tab



You will be asked about previous study in the United Kingdom and if English Language was the language that the study was delivered in. Tool tips on the questions will explain in more detail.

The next question asks you about any previous higher level qualifications that you hold. You will be asked for the dates that you started your study and completed your study. You can either input the dates as dd/mm/yy or use the date picker (you will still need to put in the complete date dd/mm/yy. You can add more than one University or College if you need to.

The next section is where you will insert any School/College/Professional qualifications that are relevant to your application. You have a maximum of 10 Schools/Colleges to add.

### English Language Qualifications

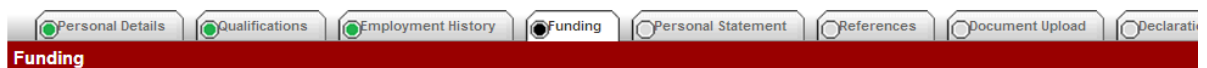
Depending on your answer to the Country of Residence question within your personal details you may be asked to complete additional questions relating to English Language qualifications.

#### English Language Qualifications

Non UK Students need to be able to demonstrate a competence of English language to meet the demands of the course and UKBA visa requirements. However, if you are from a UKBA recognised English speaking country this requirement does not apply. In addition, non EU applicants will need to have acquired B2 level or above in English Language competence in order to obtain the necessary visa. For further details please visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/>. Copies of certificates and transcripts of English competence MUST be provided with application.

## Funding Tab

This area of the application form deals with how you are going to pay for the course that you are applying for. There will be a question that asks – Do you receive British/Commonwealth Armed Forces Funding? If you intend to use your ELC entitlement please tick yes



Please inform us on how you intend to fund your studies. Please attach any supporting evidence.

#### \* How are you intending to fund your studies?

Employer-funded  Self-funded  Government loan  Career development loan  Scholarship  Current University   
College  Other

## Personal Statement

**Direct Applications (non-UCAS)** - If you are applying for one of the University standard courses you will need to complete a Personal Statement. You have a maximum of 500 words to document your personal statement. The on-line application form indicates the number of words that you have typed to assist you in your application. There is also guidance on completing the section and a link to access [www.staffs.ac.uk/personalstatement](http://www.staffs.ac.uk/personalstatement)

## Document Upload

The next tab gives you the facility to upload documents, as appropriate, in support of your application. Documents that may be used to support your application may be

- **Transcripts** – **This is where you attach the Module Option & APEL Application form** along with copies of all certificates and transcripts if applicable.
- **JPA Screenshot** – this must show: Name, Rank, Service & relevant branch training (competencies) **This is to be uploaded in the Transcripts field.**
- **Passport Photograph** - If you require a student union card
- **English Proficiency** – Copies of Certificates and transcripts of English competence must be provided with your application (if applicable)

**Document Upload**

Transcripts: The following document types can be uploaded: DOC, DOCX, DOT, PDF. The maximum file size is 20 Kb

Copy of passport ID: The following document types can be uploaded: BMP, GIF, JFIF, JPE, JPEG, JPG, PNG, TIF, TIFF. The maximum file size is 5 Kb

English Proficiency: The following document types can be uploaded: DOC, DOCX, DOT, PDF. The maximum file size is 5 Kb

Passport photo: The following document types can be uploaded: BMP, GIF, JFIF, JPE, JPEG, JPG, PNG, TIF, TIFF. The maximum file size is 5 Kb

References: The following document types can be uploaded: DOC, DOCX, DOT, PDF. The maximum file size is 5 Kb

## Declaration

The final tab contains a few final questions and that you agree that the information that you have provided is true to the best of your knowledge.

[Personal Details](#)
[Qualifications](#)
[Employment History](#)
[Funding](#)
[Personal Statement](#)
[References](#)
[Document Upload](#)
[Declaration](#)

**Declaration**

\* When do you want to start your course?

\* Have you spent any time in care?

How did you first hear about this course?

Declaration statement - I certify that all information presented is true to the best of my knowledge.

You will need to tick the box to confirm your declaration to enable you to submit your application.

### Confirmation

After you have submitted your application form a screen will show you your confirmation of submission and you will receive an e-mail advising you of what will happen next with your application.

### Confirmation

**Application Submitted**

Thank you for submitting your application. Below is a summary of your details. We will now process your application and contact you if we require further information.

<b>Course</b>	MA CREATIVE FUTURES: ILLUSTRATION
<b>Year</b>	2013/14
<b>Name</b>	Mr Michael Green
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If you experience any problems with making your application on-line please contact

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