

**GUIDE TO COMPLETION OF THE:  
MODULE OPTIONS/ACCREDITATION OF PRIOR (EXPERIENTIAL) LEARNING (APEL)  
& ONLINE APPLICATION FORMS**

**FOUNDATION DEGREE IN ENGINEERING BY DISTANCE LEARNING**

**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 - Module Options & APEL Application Form**

Before you start the online application process you need to complete the module option and APEL application form, as described at your launch presentation. **(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 and identify the modules that are core and therefore compulsory. You should then review all of the optional modules for each level 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”).

Each Level 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 (see above).

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 and there may be time allocated for laboratory practicals requiring attendance at the University.

## Foundation Degree in Engineering

There are 5 awards that you need to select from:

- FSc in General Engineering
- FSc in Engineering Management
- FSc in Mechanical Systems Engineering
- FSc in Electronics and Telecommunications
- FSc in Aeronautical Systems Engineering

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

*Level 4- Typical profile read top left to bottom right. Study Skills for Remote Learners will always be the first module.*

<b>MECH40634 Study Skills for Remote Learners</b>	<b>Level 4 Option Module 1 (often Quantitative Methods)</b>	<b>MATH40415 Engineering Mathematics 1</b>	<b>ELEC40192 Essential Electronics (Lab required)</b>
<b>Core Module appropriate to award route</b>	<b>MECH40370 Fundamental Engineering Mechanics (lab required)</b>	<b>Level 4 Option Module 2</b>	<b>Level 4 Option Module 3</b>

Core modules at level 4

<b>General Eng</b>	<b>Eng Man</b>	<b>Mech Sys Eng</b>	<b>Elect&amp; Telecomms</b>	<b>Aero Sys Eng</b>
Any of those shown here	Any of those shown here	MECH 40494 Mechanical Principles (lab required)	MECH 40243 Electronic Principles (lab required)	MECH40732 Mechanics of Fluids

Level 5

<b>Core modules appropriate to award route</b>	<b>Level 5 Option Module 1</b>	<b>Level 5 Option Module 2</b>
<b>Level 5 Option Module 3</b>	<b>MECH50545 Research Methods (must be completed before Research Dissertation)</b>	<b>MECH50546 Research Dissertation (30 credit)</b>

Core modules at level 5

General Eng	Eng Man	Mech Sys Eng	Elect& Telecomms	Aero Sys Eng
Any 2 of those shown here	MECH50499 Quality Management and Control	MECH50496 Mechanical Systems (lab required)	ELEC50302 Communications (lab required)	MECH50686 Aerodynamics
	MECH50498 Logistics and Manufacturing Strategy	MECH50657 Engineering Design	ELEC50301 Introduction to Digital systems (lab required)	MECH50720 Unmanned Aerial Vehicles

**Optional Modules**

**Level 4**

Module (Title and Code) (All 15 credit units unless otherwise stated)		Lab Attendance Y/N	Aeronautical Systems Engineering	Engineering	Engineering Management	Mechanical Systems Engineering	Communicati	Electronics and
MECH40494	<b>Mechanical Principles</b>	Y						
ELEC40243	<b>Electronic Principles</b>	Y						
MECH40635	<b>Design Principles</b>	N						
ELEC40234	<b>Communications Principles</b>	Y						
MECH40735	<b>Teaching Others</b> (30 credits)	N						
MECH40732	<b>Mechanics of Fluids</b>	N						
MECH40733	<b>Introduction to Flight</b>	N						
MECH40731	<b>Aircraft Propulsion Systems</b>	N						
MECH40730	<b>Flight Operations</b>	N						
MATH40416	<b>Quantitative Methods</b>	N						

## Level 5

Module (Title and Code) (All 15 credit units unless otherwise stated)		Lab Attendance Y/N	Aeronautical Systems Engineering	Engineering	Engineering Management	Mechanical Systems Engineering	Electronics and Communicati
MECH50496	<b>Mechanical Systems</b>	Y					
ELEC50306	<b>Signal Processing</b>	Y					
ELEC50302	<b>Communications</b>	Y					
MECH50686	<b>Aerodynamics</b>	N					
MECH50497	<b>Applications of Control</b>	Y					
MECH50730	<b>The Professional Engineer</b>	N					
MECH50731	<b>Engineering Maths 2</b>	N					
MECH50542	<b>Industrial Technical Skills</b>	N					
MECH50657	<b>Engineering Design</b>	N					
MECH50720	<b>Unmanned Aerial Vehicles</b>	N					
MECH50498	<b>Logistics and Manufacturing Strategy</b>	N					
MECH50499	<b>Quality Management and Control</b>	N					

**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; 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 you will go for 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 optional modules 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 you meet the appropriate level, ie you can't APEL a Level 4 course with a Level 3 qualification; you would need to demonstrate that your

WBL has taken you from Level 3 to Level 4. The breadth is showing 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 4 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. Your degree classification will be based on modules studied at Staffordshire University and so APEL modules will not count towards the classification.

The University is familiar with some military courses and so will APEL on the evidence of a JPA printout of attendance. These courses are mainly the standard promotion courses such as JMLC, IMLC and instructional techniques such as DTTT. The promotion courses gain general credits rather than credits against a specific module, so JMLC gives 15 general credits at level 4, IMLC 15 credits at Level 5 and Warrant Officer Course 15 credits at Level 6. Basic Instructional Techniques training gets either 15 or 30 credits at level 4 depending on the course length.

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. However, the following has been agreed with the University:

TMT2 (certain trades may need course content) accredits Professional Engineer at level 5

RAF TG1 technicians accredited Mechanics of Fluids module.

RAF TG1 Avionics technicians also accredited Essential Electronics module

RAF TG5 Mechanical technicians accredited Mechanics of Fluids module.

RAF TG5 Electrical technicians accredited Essential Electronics module.

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 5 is often very hard to justify.

Note: To gain an award you **must** study **at least 120 credits** with the University, so this limits the amount of APEL that is possible.

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 forms the negotiated part of the award and in some cases the forms may require 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)**

2. Any certificates relevant to your entry or APEL application.

Annexes:

- A. Example completed form (Armed Forces)
- B. Examples completed form (non-Armed Forces)

**EXAMPLE 1 REGISTRATION FORM****FACULTY OF COMPUTING, ENGINEERING AND SCIENCES****SECTION 1 – CHOSEN AWARD**

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

**SECTION 2 – PERSONAL DETAILS**

FULL NAME	John Julius Smith
RANK & SERVICE	Corporal, RAF
STATION / BASE	RAF Marham
ADDRESS (for correspondence)	26 Hill Road, Swaffam , Norfolk
POSTCODE	NR12 9NB
EMAIL (for correspondence)	jj.smith@gmail.co.uk
CONTACT TELEPHONE NUMBER	074 987654
DATE OF BIRTH	10 Jul 1988
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	NVQ Level 3 and Modern Apprenticeship gained at RCAE Cosford awarded 2006.
DATE & LOCATION OF LAUNCH ATTENDED / DATE OF APPROVAL FOR VIRTUAL LAUNCH	RAF Marham 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	60
5	0
6	N/A

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
MECH40634	Study Skills for Remote Learners	15	Sep 2016	Jan 2017
MATH40411	Quantitative Methods	15	Sep 2016	Jan 2017
ELEC40192	Essential Electronics	15	Feb 2017	May 2017
MECH40370	Fundamental Engineering Mechanics	15	APEL	
MATH40415	Engineering Mathematics 1	15	Feb 2017	May 2017
MECH40735	Teaching Others	30	APEL	
General Credit	JMLC	15	APEL	
<b>Total Credits at Level 4, including APEL'd (should add to 120)</b>		<b>120</b>		

#### LEVEL 5

MODULE CODE	MODULE TITLE	CREDITS	START	FINISH
MECH50545	Research Methods	15	May 2017	Sep 2017
MECH50542	Industrial Technical Skills	15	Sep 2017	Jan 2018
MECH50546	Research Dissertation	30	Feb 2019	Aug 2019
MECH50657	Engineering Design	15	Feb 2018	May 2018
MECH50496	Mechanical Systems	15	Feb 2018	May 2018
MECH50686	Aerodynamics	15	Jun 2018	Aug 2018
MECH50497	Applications of Control	15	Sep 2018	Jan 2019
<b>Total Credits at Level 5, including APEL'd (should add to 120)</b>		<b>120</b>		

**LEVEL 6**

MODULE CODE	MODULE TITLE	CREDITS	START	FINISH
	N/A			
<b>Total Credits at Level 6, including APEL'd (should add to 120)</b>		<b>N/A</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: Aug 2019**

**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	6Sept 16 – Jan 17	Jan 17– May 18	May 17 - Sept 17	Sept 17 - Jan 18	Jan 18 - May 18	May 18 – Sept 18	Sept 18-Jan 19	Jan 19– May 19	May 2019 - Sept 19	Sept 19 – Jan 20	Jan 20– May 20
MECH40634	Study skills for remote learners	4	15	Y										
MATH40415	Engineering Mathematics	4	15		Y									
ELEC40192	Essential Electronics	4	15		y									
MATH40411	Quantitative Methods	4	15	Y										
MECH50545	Research Methods	5	15			Y								
MECH50542	Industrial Technical Skills	5	15				Y							
MECH50546	Research Dissertation	5	30								y	y		
MECH50657	Engineering Design	5	15					Y						
MECH50496	Mechanical Systems	5	15					Y						
MECH50686	Aerodynamics	5	15						y					
MECH50497	Applications of Control	5	15							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
MECH40370	Fundamental Engineering Mechanics	15	<i>8 years working in Mechanical bays including supervision of work justifies the Level 3 qualification from Cosford being rated at Level 4. Statement from line manager enclosed stating types of work carried out.</i>
MECH40735	Teaching Others	30	<i>OJTIT course carried out in 2007, plus 5 years on the job instructional experience(see statement from line manager) followed by DIT course in 2013, but have not yet made use of the DIT course(expectation to do so in near future). JPA printout enclosed as proof.</i>

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
4	15	JMLC, JPA printout provided as proof.

**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: \_\_\_\_\_

**EXAMPLE 2 - REGISTRATION FORM**  
**FACULTY OF COMPUTING, ENGINEERING AND SCIENCES**

**SECTION 1 – CHOSEN AWARD**

	Cert HE	FOUNDATION DEGREE	BSC HONS / BENG HONS (TOP-UP ONLY)	BENG HONS (ALL LEVELS)
APPLIED AVIATION STUDIES				
ENGINEERING (inc award route)		Aero Syst Eng		
INTELLIGENCE & SECURITY				
INFORMATION TECHNOLOGY & COMMUNICATIONS				

**SECTION 2 – PERSONAL DETAILS**

FULL NAME	Susan Jane Noone
RANK & SERVICE	N/A
STATION / BASE	Rolls Royce Derby
ADDRESS (for correspondence)	Flat 3, 105 Robins Court, Saxon Way, Uttoxeter
POSTCODE	LE4 9LZ
EMAIL (for correspondence)	Sj.noone@gmail.co.uk
CONTACT TELEPHONE NUMBER	074 567890
DATE OF BIRTH	16 Jul 1989
DISABILITY (if yes, please give details)	Specific learning difficulties (see attached note)
CRIMINAL RECORD (if yes, please give details)	No
ETHNIC ORIGIN	Prefer not to say
QUALIFICATIONS/TRAINING FOR ENTRY TO THE AWARD	NVQ Level 3 in Aero Eng awarded Jul 2014
DATE & LOCATION OF LAUNCH ATTENDED / DATE OF APPROVAL FOR VIRTUAL LAUNCH	On-line CBD 23 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	30
5	0
6	N/A

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
MECH40634	Study Skills for Remote Learners	15	Sep 2016	Jan 2017
MATH40411	Quantitative Methods	15	Sep 2016	Jan 2017
ELEC40192	Essential Electronics	15	Feb 2017	May 2017
MECH40370	Fundamental Engineering Mechanics	15	APEL	
MECH40732	Mechanics of Fluids	15	APEL	
MATH40415	Engineering Mathematics	15	Feb 2017	May 2017
MECH40735	Teaching Others	30	Jun 2017	Aug 2017
<b>Total Credits at Level 4, including APEL'd (should add to 120)</b>		<b>120</b>		

#### LEVEL 5

MODULE CODE	MODULE TITLE	CREDITS	START	FINISH
MECH50545	Research Methods	15	Sep 2017	Jan 2018
MECH50686	Aerodynamics	15	Feb 2018	May 2018
MECH50720	Unmanned Aerial Vehicles	15	Feb 2018	May 2018
MECH50730	The Professional Engineer	15	Jun 2018	Aug 2018
MECH50731	Engineering Maths 2	15	Jun 2018	Aug 2018
MECH50496	Mechanical Systems	15	Sep 2018	Jan 2019
MECH50546	Research Dissertation	30	Feb 2019	Aug 2019
<b>Total Credits at Level 5, including APEL'd (should add to 120)</b>		<b>120</b>		

**LEVEL 6**

MODULE CODE	MODULE TITLE	CREDITS	START	FINISH
	N/A			
<b>Total Credits at Level 6, including APEL'd (should add to 120)</b>		<b>N/A</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: Aug 2019**

**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	6Sept 15 – Jan 16	Jan 16– May 17	May 16 - Sept 16	Sept 16 - Jan 17	Jan 17 - May 17	May 17 – Sept 17	Sept 17-Jan 18	Jan 18 – May 18	May 2018 - Sept 18	Sept 18 – Jan 19	Jan 19– May 19
MECH40634	Study skills for remote learners	4	15	Y										
MATH40415	Engineering Mathematics	4	15		Y									
ELEC40192	Essential Electronics	4	15		y									
MATH40411	Quantitative Methods	4	15	Y										
MECH40735	Teaching Others	4	30			Y								
MECH50545	Research Methods	5	15				Y							
MECH50546	Research Dissertation	5	30								y	y		
MECH50686	Aerodynamics	5	15					Y						
MECH50720	Unmanned Aerial Vehicles	5	15					Y						
MECH50730	The Professional Engineer	5	15						y					
MECH50731	Engineering Maths 2	5	15						y					

MECH50496	Mechanical Systems	5	15							Y				
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## 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
MECH40370	Fundamental Engineering Mechanics	15	<i>5 years working on mechanical testing of fan blades at Rolls Royce including signing off work justifies the Level 3 NVQ qualification being rated at Level 4. Statement from line manager plus commendation certificate enclosed stating types of work carried out.</i>
MECH40732	Mechanics of Fluids	15	<i>2 years working on hydraulic testing. 5yrs on mechanical testing and flow measurement. Statement from previous manager and current manager attesting to work carried out.</i>

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: \_\_\_\_\_

## **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](#)

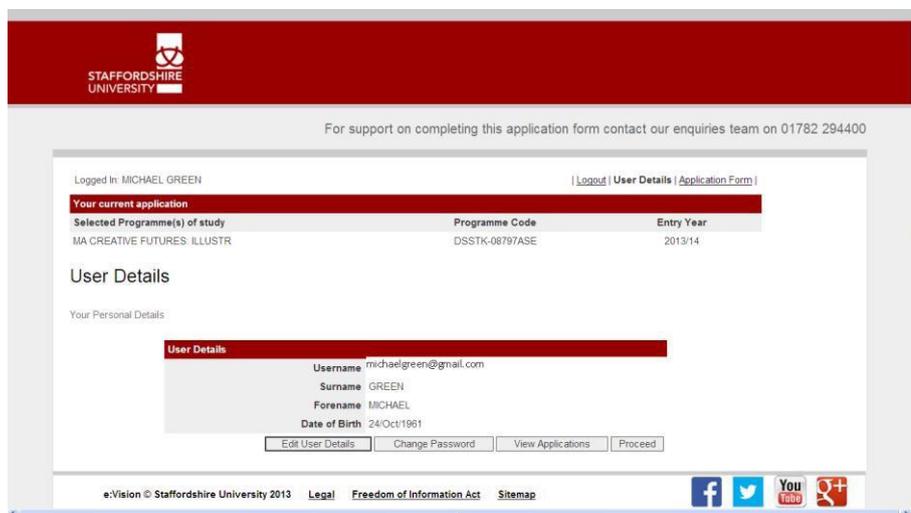
#### **You will then be asked to complete your new user details.**

- \* 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.



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 your 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

Personal Details   Qualifications   Employment History   **Funding**   Personal Statement   References   Document Upload   Declaration

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 your Module Options & APEL Application document** 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
<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
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
<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
English Proficiency: The following document types can be uploaded: DOC, DOCX, DOT, PDF. The maximum file size is 5 Kb
<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
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
<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
References: The following document types can be uploaded: DOC, DOCX, DOT, PDF. The maximum file size is 5 Kb
<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Upload"/>
<input type="button" value="Previous"/> <input type="button" value="Save and Exit"/> <input type="button" value="Save and Proceed"/>

## 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.

The screenshot shows a navigation bar with tabs for Personal Details, Qualifications, Employment History, Funding, Personal Statement, References, Document Upload, and Declaration. The Declaration tab is active. Below the navigation bar, there are three dropdown menus for the following questions:

- \* When do you want to start your course? (Please select)
- \* Have you spent any time in care? (Please select)
- How did you first hear about this course? (Please select)

Below the questions is a declaration statement: "Declaration statement - I certify that all information presented is true to the best of my knowledge." followed by an unchecked checkbox. At the bottom, there are three buttons: Previous, Save and Exit, and Submit Application.

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

The screenshot shows a confirmation screen titled "Application Submitted". It contains the following text: "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." Below this is a table with the following details:

<b>Course</b>	MA CREATIVE FUTURES: ILLUSTRATION
<b>Year</b>	2013/14
<b>Name</b>	Mr Michael Green
<b>Date of birth</b>	24/Oct/1961
<b>Email address</b>	joanneburgess09@gmail.com

At the bottom left, there is a "Tweet" button with a count of 0. At the bottom right, there are two buttons: "Back to course search" and "My Applications".

If you experience any problems with making your application on-line please contact [HMForces@staffs.ac.uk](mailto:HMForces@staffs.ac.uk)