

A step by step guide to application for a FULLY FUNDED short course.

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 easy steps below. If you do need help, contact a member of the team at digitalskillsforgrowth@tees.ac.uk.

1. Go to the Digital Skills for Growth webpage - <https://www.tees.ac.uk/sections/business/digitalskills/index.cfm>
2. Click on the **Course for Industry** tab as shown below in Diagram 1

Diagram 1



3. You will now be directed to the courses we provide which are shown as a list under different headings to help you easily find the course you are looking for i.e. Digital, Computer and Web. Please note that the list shows all of our courses we provide and you will need to check on the date of delivery, which is provided just below the Title of our course, to make sure you are available on the dates.
4. To select the course you want to apply for, click on the **arrow** to the right of the title .
5. Click on the **Find Out More** box, as shown below in Diagram 2, which will now take you to our application page.

Diagram 2

Courses for Industry

Applying for one of our short accredited courses couldn't be easier. Simply click on the course you want to complete, making sure to download our Guidance notes to help, then complete the online application, remember to click 'submit' at the end. Once completed you will receive a registration number, make sure to keep this handy in case you need it in the future.

Digital

Digital Marketing, the Good, Bad and Ugly ↑

Starting Monday 30 November, Delivered every Monday for 5 weeks, 9.00am – 4.00pm with a break for Christmas, final lesson Monday 11 January 2021. Assessment day Monday 18 January 2021.

Digital marketing is an essential tool in making your company a success, as consumers are now spending more time than ever online, often to compare, discuss and select new purchases. Digital touchpoints are involved in many business purchases and as a result, digital marketing techniques have never been more important for businesses.

[Find out more](#)

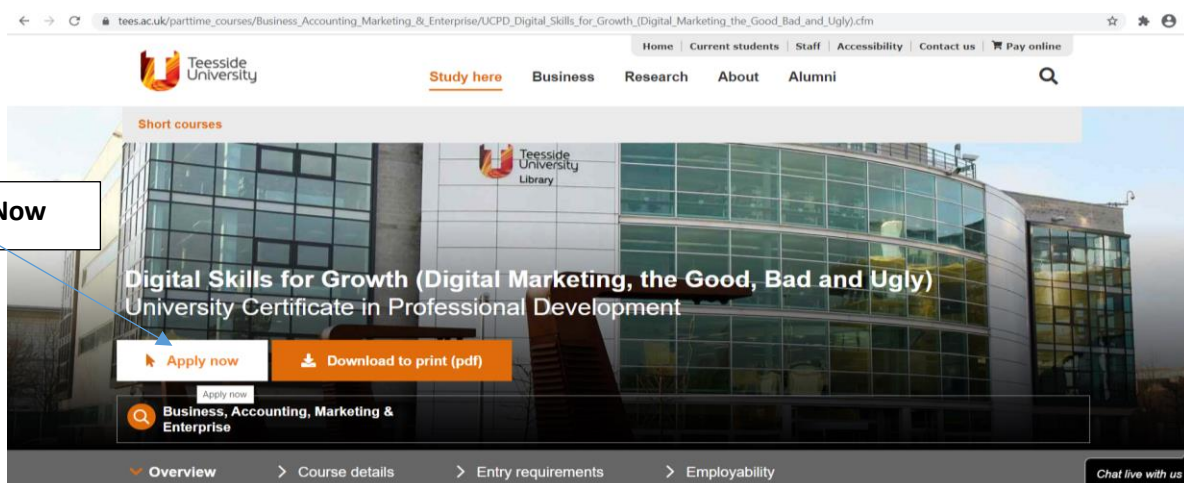
Click on **FIND OUT MORE** to apply

Within the Application Page you will automatically be shown the Course overview section, however there are a few other areas that you should explore as they will provide valuable information on what you will be studying, the hardware and software needed to complete your course and how the course could contribute to your employability, present and future.

Please find below more information about each tab located in the Application Form:

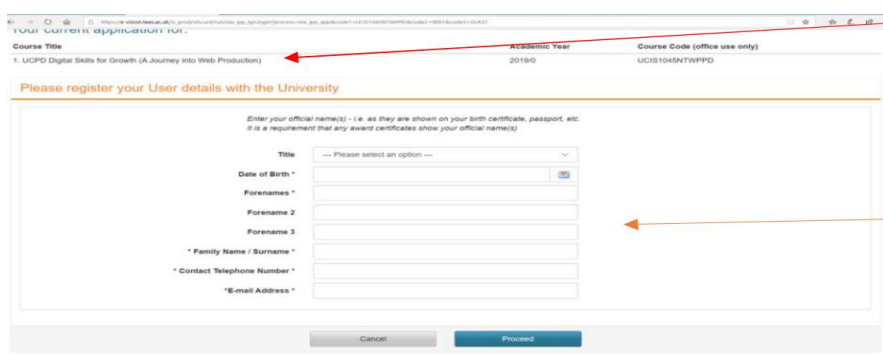
- **Course overview** – gives a detail information about the specified course and within this section there may also be a video providing more detail about the course and what you will learn.
- **Course details** – lets you know what you will be studying and how you will be learning
- **Entry Requirements** – lets you know the eligibility criteria for joining the course and also any hardware/software that you may need.
- **Employability** – helps you to understand how this could support your career development.

6. To register for your course click on the **Apply Now** button shown below in Diagram 3 and follow the next steps.
Diagram 3



7. You will now be directed to the application screen, as shown below in Diagram 4. 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/digitalskills/index.cfm>

Diagram 4



The screenshot shows the application form for user details. At the top, it displays the course title '1. UCPCD Digital Skills for Growth (A Journey into Web Production)', the academic year '2019/0', and the course code 'UCIB1045NTWPPD'. Below this, there is a section titled 'Please register your User details with the University'. The form contains several fields: 'Title' (a dropdown menu), 'Date of Birth', 'Forenames' (three separate input fields), 'Family Name / Surname', 'Contact Telephone Number', and 'Email Address'. A 'Proceed' button is at the bottom right. A callout box labeled 'Title of course you applying for' points to the course title at the top. Another callout box labeled 'Please complete all sections and below' points to the form fields.

Title of course you applying for

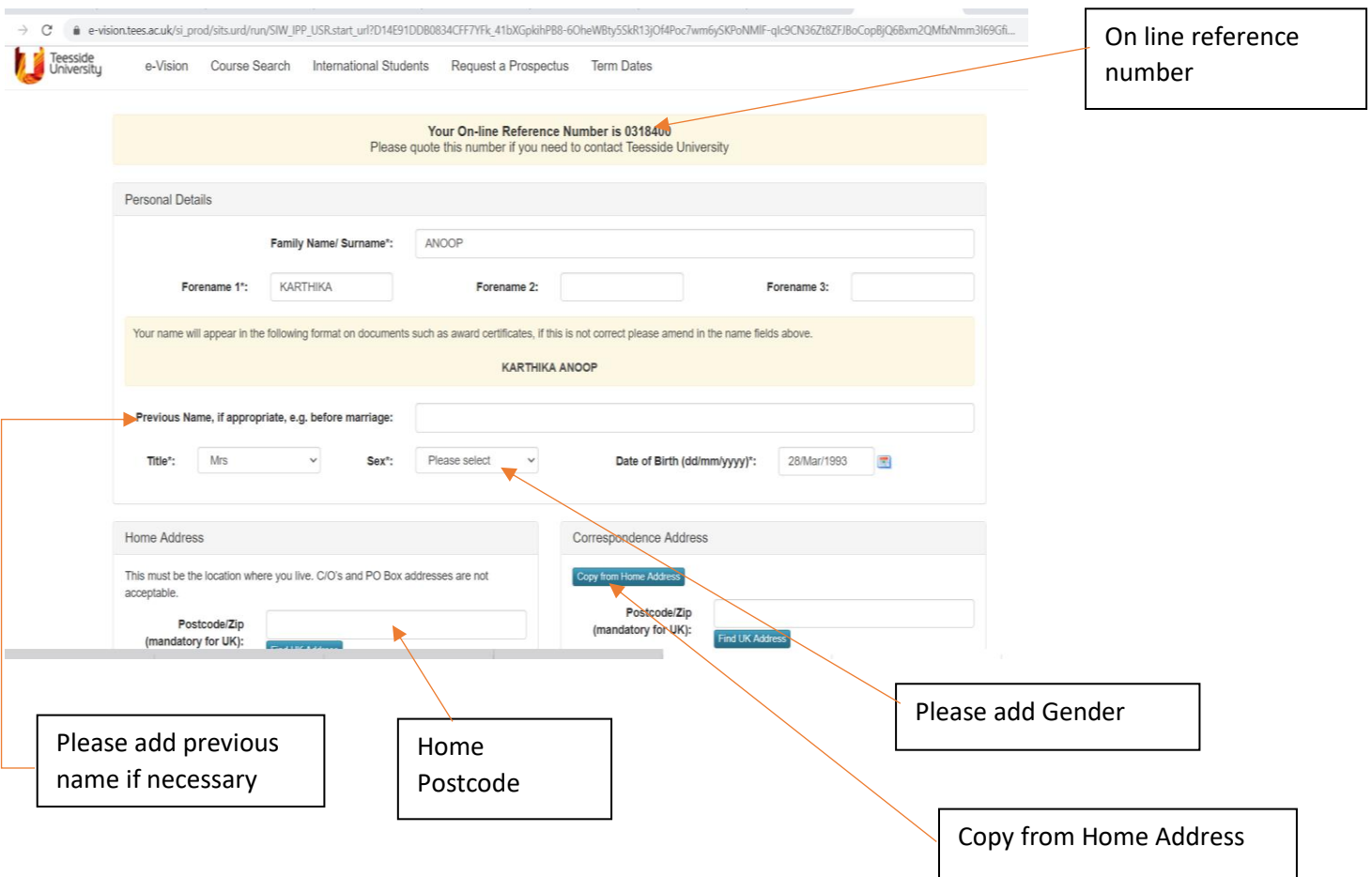
Please complete all sections and below

8. 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.

9. Within this screen you will need to add your: Previous Name, if needed, and Gender, as shown below in Diagram 5

Diagram 5



The screenshot shows the 'Personal Details' section of the application form. At the top, it displays the 'Your On-line Reference Number is 0318400'. Below this, the 'Personal Details' section includes fields for 'Family Name/ Surname' (pre-filled with 'ANOOP'), 'Forename 1*' (pre-filled with 'KARTHIKA'), 'Forename 2*', and 'Forename 3*'. A yellow box shows the name format: 'KARTHIKA ANOOP'. Below this is a field for 'Previous Name, if appropriate, e.g. before marriage:'. The 'Title*' dropdown is set to 'Mrs', and 'Sex*' is set to 'Please select'. The 'Date of Birth (dd/mm/yyyy)*' is '28/Mar/1993'. The 'Home Address' section has a 'Postcode/Zip (mandatory for UK):' field with a 'Find UK Address' button. The 'Correspondence Address' section has a 'Postcode/Zip (mandatory for UK):' field with a 'Find UK Address' button and a 'Copy from Home Address' button. Callout boxes point to the 'On line reference number', 'Please add previous name if necessary', 'Home Postcode', 'Please add Gender', and 'Copy from Home Address'.

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

10. 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.
11. Scroll below your Home Address and add your Telephone and Mobile Numbers and also your email address if not shown.

12. 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.

13. 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.

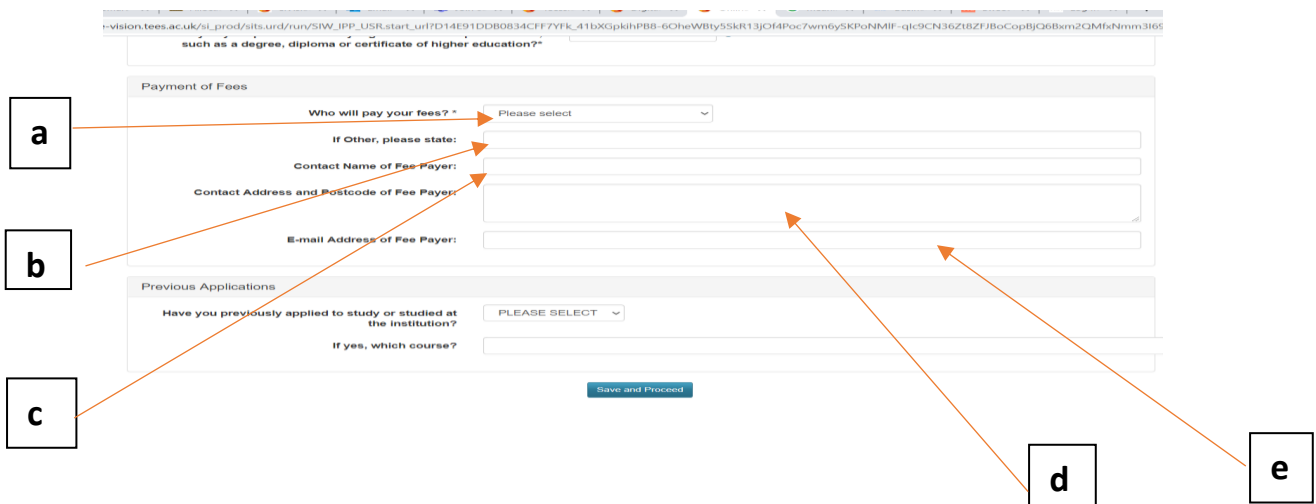
14. The Disability Section is really important as it allows us to ensure you have everything you need to complete your course or to take part in all project activities. Please make sure to complete this section by selecting the appropriate choice from the drop-down list.

15. 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.

16. **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 digitalskillsforgrowth@tees.ac.uk

Diagram 6



Payment of Fees

Who will pay your fees? *

If Other, please state:

Contact Name of Fee Payer:

Contact Address and Postcode of Fee Payer:

E-mail Address of Fee Payer:

Previous Applications

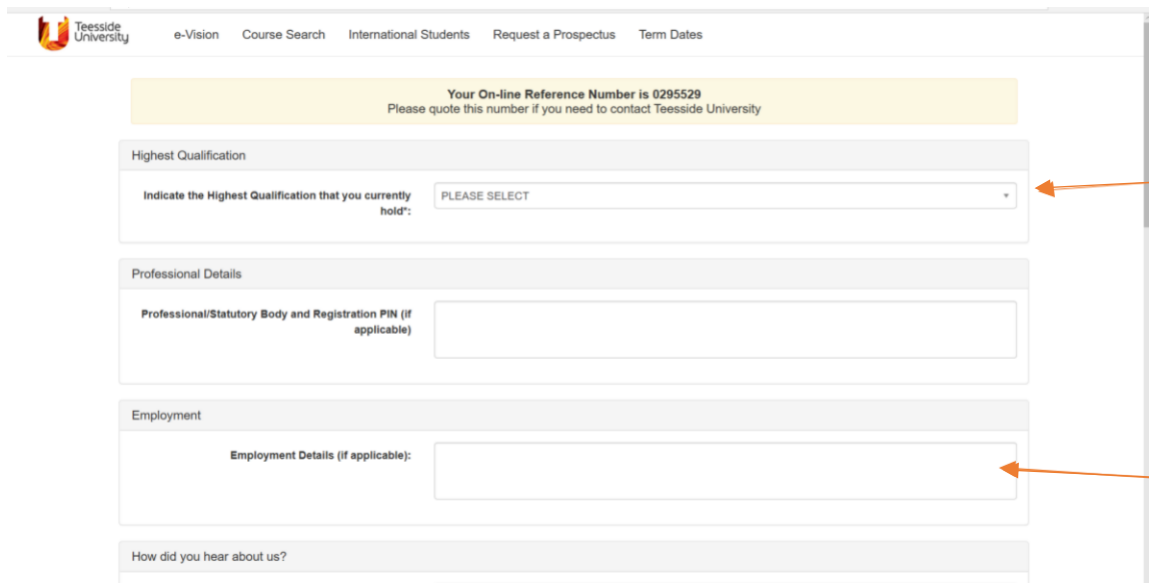
Have you previously applied to study or studied at the institution?

If yes, which course?

17. 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, shown in Diagram 7.

Diagram 7



The screenshot shows the Teesside University application form. At the top, there is a navigation bar with links for e-Vision, Course Search, International Students, Request a Prospectus, and Term Dates. Below this is a yellow banner displaying the user's On-line Reference Number (0295529) and a note to quote this number if contacting the university. The form is divided into several sections: 'Highest Qualification' with a drop-down 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 drop-down menu. Two orange arrows point from external boxes labeled 'Highest Qualification' and 'Employment' to their respective input fields in the form.

18. Please select your highest qualification from the drop down box as detailed in Diagram 7.

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

20. 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.

Privacy Notice

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.

21. **Enrolment Data Section** – These fields are mandatory and you will need to complete this section in order to submit your application

W: http://bit.ly/ESF_DSfG

E: digitalskillsforgrowth@tees.ac.uk

T: 01642 738701

Declaration

22. At the bottom of the screen please tick that you agree with the declaration 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 a member of the team by email at digitalskillsforgrowth@tees.ac.uk 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.