



DIGITAL SKILLS FOR GROWTH

A step by step guide on how to apply for a FULLY FUNDED short course.

Firstly, welcome to the Digital Skills for Growth project who will help you to increase your digital knowledge and skills, with full online support.

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 <u>digitalskillsforgrowth@tees.ac.uk</u>.

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

Diagram 1

Construction of the second sec	Study here Business	Home Current students Staff Accessibility	Contact us 🛪 Pay online Q	G C G G
Digital Skills for Growth	Abut Online Taster Sessions	for Growth	Tiga FAC3 Contact us	TP
Fully-funded onl	line digital course Dur	es for people employed in ham	n County	-T

- 3. You will now be directed to the courses we provide which are shown as a list to help you easily find the course you are looking for. 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.

Dia

gram 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.	Start Dates of
Digital	your course
Digital Marketing, the Good, Bad and Ugly Starting Monday 30 November, Delivered every Monday for 5 weeks, 5:00am – 4.00pm with a break for Christmas, final lesson Monday 11 January 2021. Assessment day Monday 18 January 2021.	Click on FIND OUT MORE to
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.	apply

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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 studying. These sections include 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 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 be directed to the application screen. If the course is being delivered on two occasions you will be shown the screen in Diagram 4 and you will need to make sure to click on the right date for the course you which to attend for, illustrated in Diagram 2. Please note the screen below will not be shown if the course is only being delivered once in the future.

Diagram 4.

Online Applications				
If the course you are looking for does not appear in the list below please rol Please check the location, mode and start date carefully to ensure the	on to the University website using the tabs at the top of the correct occurrence of the course is selected.	screen.		
Course fille	Location	Mode	Start Date	
UCPD Digital Skills for Growth (Lets Get Coding, Python Style)	The Work Place Newton Ayc6the	Part Time	02/MAR/2021	Apply
UCPD Digital Skills for Growth (Lets Get Coding, Python Sityle)	The Work Place Newton Aycliffe	Part Time	0.3/MAR/2021	Apply
Information Required to Complete Your Application				
You will need to enter personal information. You may also need to enter (dep of the information required please citric have.	pending on the type of course) data related to qualification	education, employm	ent and your raferee.	For a complete list
Registering Your Octails				
After clicking on an Apply button above, you will be asked to register your d mails.	dats with the University. This includes your e-mail address	which will be used to	send confirmation of	application e-
After clicking on an Apply button above, you will be asked to register your d mails. Saving Your Application	stalls with the University. This includes your e-mail address	which will be used to	send confirmation of	application e-
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After closely on an Apply bottle adverse, you will be asked to register you of anise. Saving Your Application from - their kurden is any available for courses which uses the kill version at A may you's during the application present, you can save your application of all may application han only another they during the possible of an application han only many time of durys, will no knowledge to possible Netset: This is the originary save you an access data alwayly entered and saved Uplanding Supporting Documents?	stals with the University. This includes your a mail address the application form, stalls and exit form simply by cicking the Save buttle tells to re-access it.	which will be used to n at the bottom of the	send confirmation of page. You will be ser	application =- t an e-mail
An end of the second se	Index with the University. This includes your e-mail address the application form. Index and with the system simply by clicking the Saree burtle data to re-access R comments such as Personal Statement, Reference, CV, exa	which will be used to n at the bottom of the m results and, for Hea	send confirmation of page. You will be sen the & Social Care cou	application =- t an e-mail esses, other forms
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And exclusions on an Apply funding adverse, you will be adverted to regulate your of Seeding Yook ApplyCarchiani Neuro, Brits function is only available for convenient which ware the full varieties of any you's during the application processions, you can avail you application of all any you's during the applications of the application of the application of any application has not been supported for the days. But the application for any specific they are you run can associate the abudy attention and a set full and the applications and the application of the application of the particle by you convents. Comparison of the applications is an adverted for a particle and and adverted the application of the Comparison of the applications is an adverted for applications is an adverted for applications on quickly any possible. If you advective type was attracted for the advective probable and application is advected for applications. Neuroscience and the application on quickly and paragraphication of a substructure application on a substructure of the advective probable. If you advective type was attracted for the advective probable and the advective barborer barborer you have the advective probable and advective the advective advective probable and advective advective type of the advective advective the advective	In this with the University. This includes your a weak address the application form. Itability and eat the system simply by childing the Save buttle fills to re-access 8. Custometry and the Save statement, Reference, CV, easy mension on termine pages for the save statement with the spleter mention on the statement page for the seveneses you update the spleter mention on the spleter and the the previousle datameter data the	which will be used to in at the bottom of the in results and, for Hea- out for security reason it is also advised that ald.	send confirmation of page. You will be ser dth & Social Care cou ne and you will lose it you have your perco	application e- et an e-mail ense, other forms he data you have- nal statoment held

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8. The next screen relates to Diagram 5, below. 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

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Course Title	Academ	Hc Year	Course Code (office use only)	applying for
1. UCPD Digital Skills for Growth (A Journey into Web Production)	2019/0		UCIS1045NTWPPD	
Please register your User details with the Univer	ersity			
Enter your officia It is a requirement	al name(s) - i.e. as they are shown on your birth certificate, pas nt that any award certificates show your official name(s)	ssport, etc.		
Title	Piease select an option	~		
Date of Birth *				
Forenames *				Please complete al
Forename 2				r lease complete an
Forename 3				sections and below
* Family Name / Surname *				Sections and below
* Contact Telephone Number *				

9. 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 which includes 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 which you should take a note of in case you need it in the future.

10. Within this screen you will need to add your: Previous Name, if needed, and Gender, as shown below in Diagram 6

→ C • e-visi	n.tees.ac.uk/si prod/sits.urd/run/SIW IPP USR.start url/D14E91DD80834CFF /YFk 41bXGpkihP88-6OheW8IySSkR13jOf4Poc/wm6ySKPoNMII-qk9CN36Zt8ZFJBoCop8jO68xm2OM5Ntrpu3465Cfi e-Vision Course Search International Students Request a Prospectus Term Dates	On line reference number
	Your On-line Reference Number is 0318400 Please quote this number if you need to contact Tecesside University	
	Personal Details	
	Family Name/ Surname*: ANOOP	
	Forename 1*: KARTHIKA Forename 2: Forename 3:	
	Your name will appear in the following format on documents such as award certificates, if this is not correct please amend in the name fields above. KARTHIKA ANOOP	Please add Gender
	Title*: Mrs Sex*: Please select Date of Birth (dd/mm/yyyy)*: 28//Mar/1003 Image: Comparison of Compar	
	Home Address Correspondence Address	
	This must be the location where you live. C/O's and PO Box addresses are not acceptable. Postcode/Zip (mandatory for UK): Print UK Address Postcode/Zip (mandatory for UK): Print UK Address	
Please ac	d previous Home Postcode Copy	y from Home Address

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

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

13. 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.

- 14. 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.
- 15. 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.
- 16. 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 which are also illustrated in Diagram 7:
 - a) Select the OTHER in the Who will pay your fees drop-down list
 - b) Enter Digital Skills for Growth project in the If Other, please state, section
 - c) In the Contact Name of Fee Payer, please enter Sue Gilbert
 - d) 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
 - e) The email address should be <u>digitalskillsforgrowth@tees.ac.uk</u>



Diagram 7



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 8.

Diagram 8

Toorgid			Online Reference Number
Universi	ty e-Vision Course Search International Si	udents Request a Prospectus Term Dates	
	Please	Your On-line Reference Number is 0295529 quote this number if you need to contact Teesside University	
	Highest Qualification		Highest
	Indicate the Highest Qualification that you currently hold*:	PLEASE SELECT *	Qualification
	Professional Details		
	Professional/Statutory Body and Registration PIN (if applicable)		
	Employment		
	Employment Details (if applicable):		Employment
	How did you hear about us?		

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18. Please select your highest qualification from the drop-down box as detailed in Diagram 8.

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

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 <u>digitalskillsforgrowth@tees.ac.uk</u> 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.