

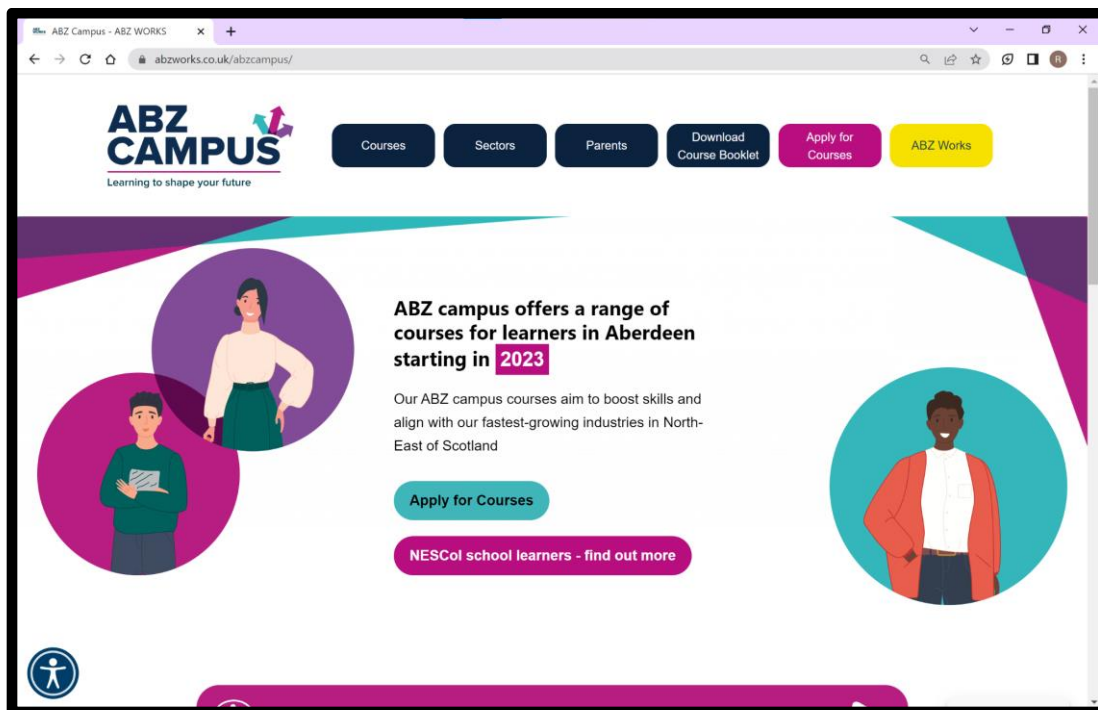


Learning to shape your future

How to submit an application form (for pupils)

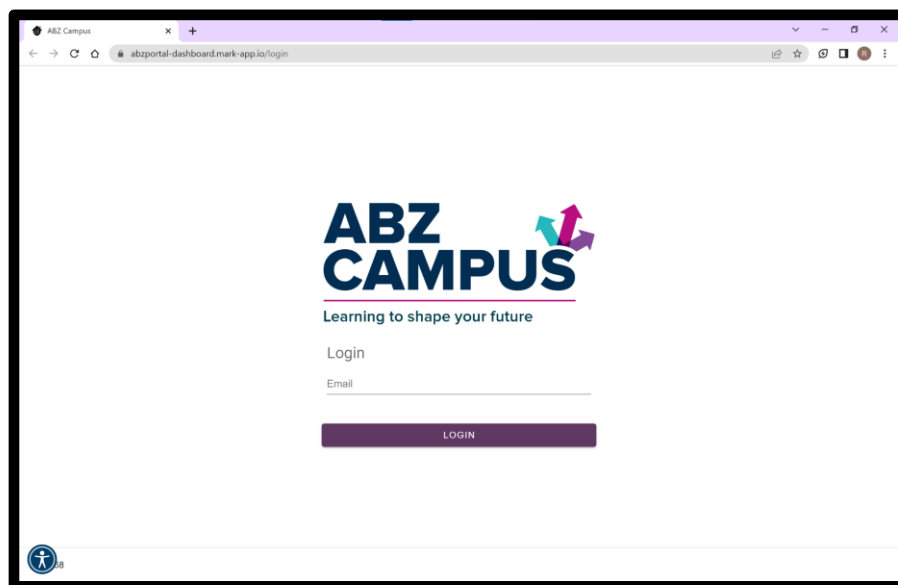
Step 1 Open the Application Portal

1. To do this you should visit the ABZ Campus Website. This can be found by a simple Google search or by using this web address <https://abzworks.co.uk/abzcampus/>
2. Once you are on the home page click "Apply for Courses"

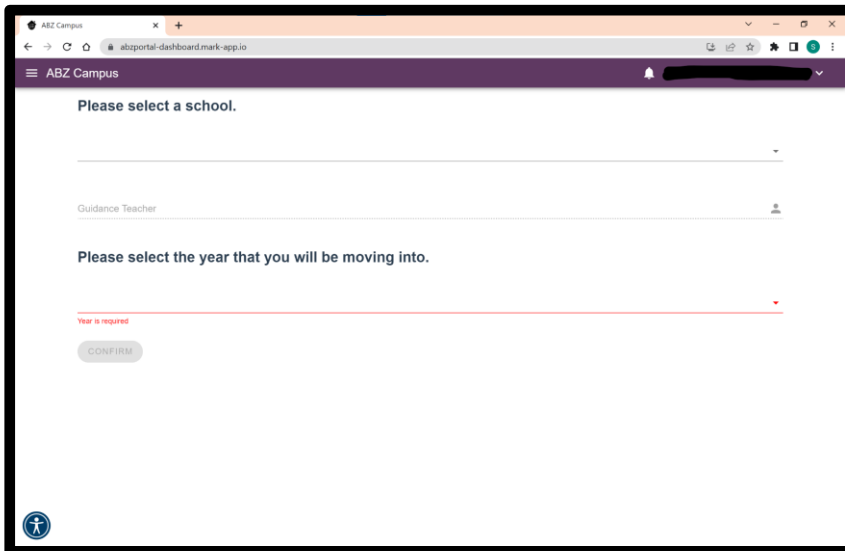


Step 2 Log in

3. Log into the portal using your school Google account - the email starting with gw...



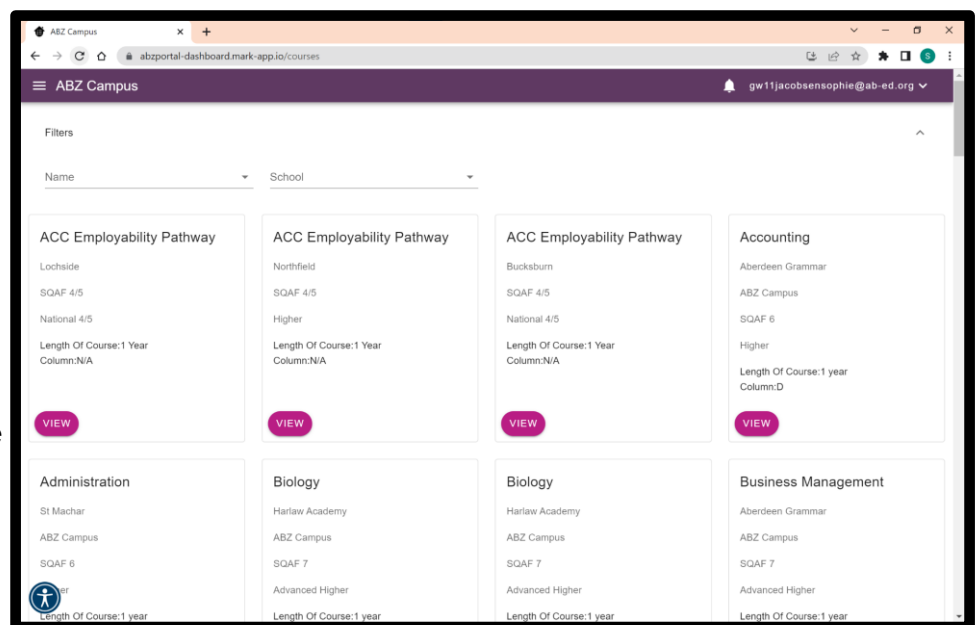
Step 3 Complete your Profile

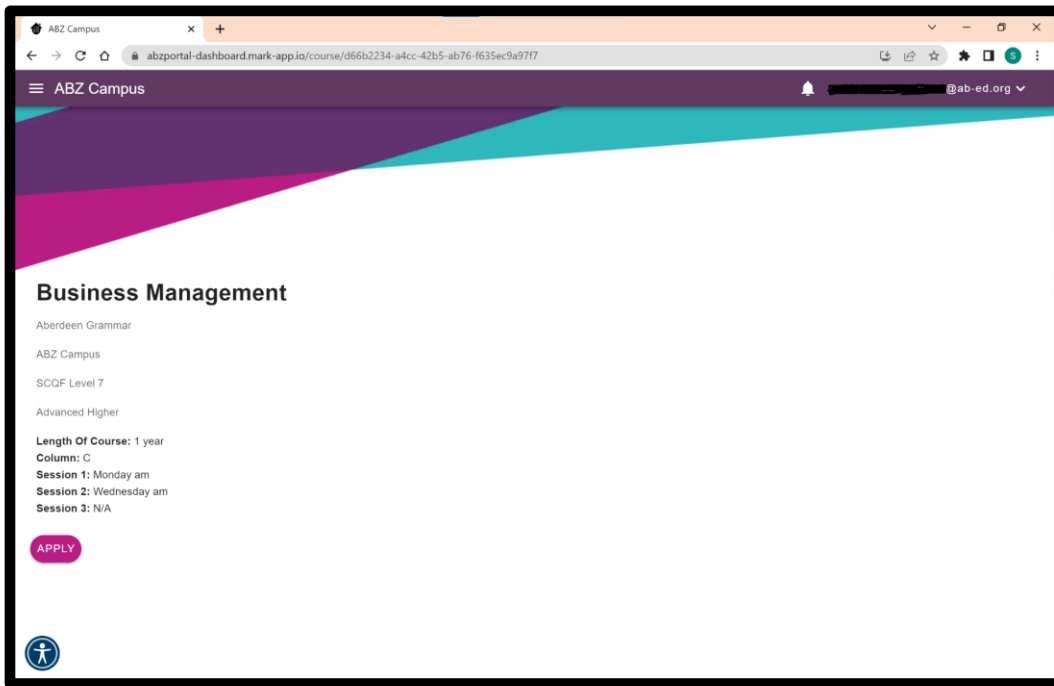


4. To complete your profile you need to enter your school, select your

Step 4 Select the course you're applying for

5. Select the course you wish to apply to. These are listed A-Z, but you can also search by name of course and/or name of school

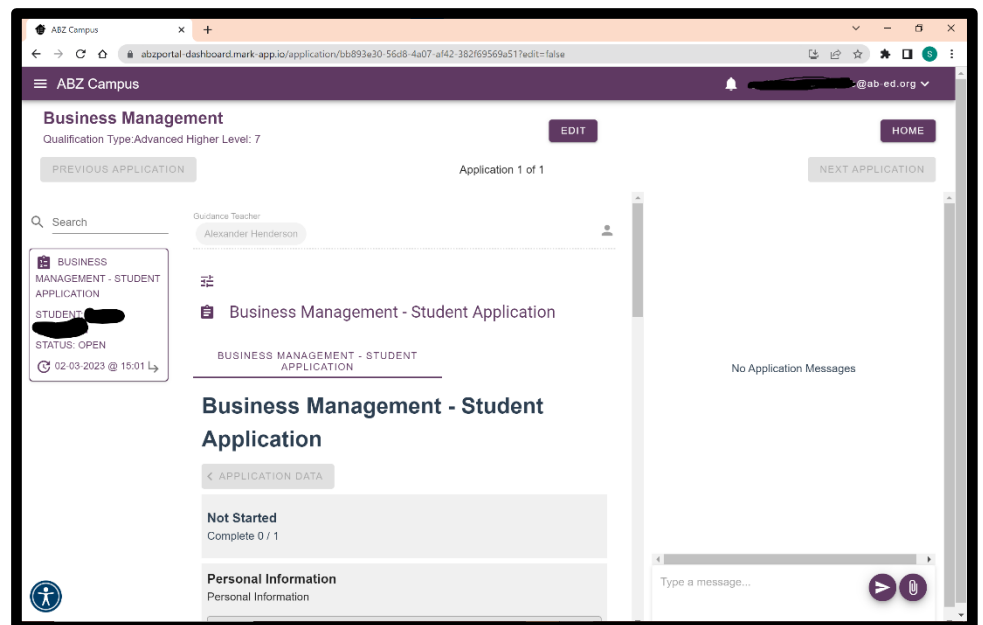




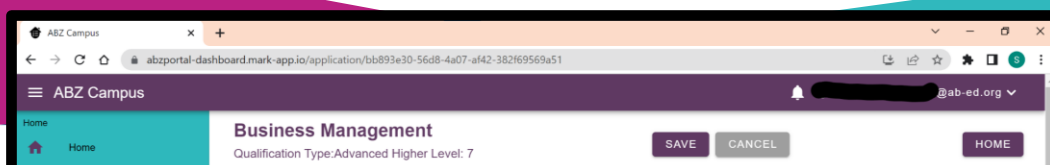
6. Double check the course is correct and click 'Apply'.

Step 5 Complete the application form

7. Complete the questions listed on the application form. **Please note that you will be unable to edit the form until you click the 'edit' button.** If you would like to pause the application and return to it later you can click 'save' at any time



On the right-hand side of the screen you are able to type and send messages. These will go to your Guidance teacher. This section will also give you any updates on your application - for example to confirm your Guidance teacher has completed their reference.



8. When you have completed your application click submit. This will send it to your Guidance teacher who will complete a reference before your application is finally sent for consideration.

Pupil Statement Guidance

This section is required by NESCOL, Aberlour, Bon Accord Care, City Moves and any other partner delivering an ABZ Campus course. Our partners ask you to structure your pupil statement in the following way:

1. What made you choose this course?
2. What employment/work experience if you have, if any?
3. What hobbies, interests or achievements do you have?
4. What do you hope to achieve by studying this course?
5. What are your longer term goals for further study or work?
6. Any other relevant information.

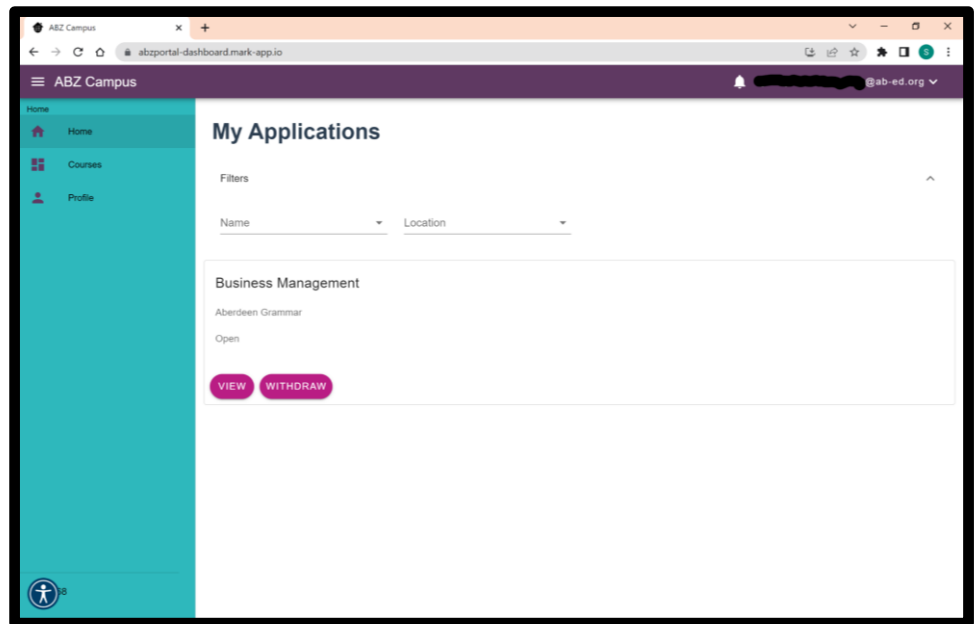
*Maximum 2000 characters (including spaces)

For any other ABZ Campus course, a very short summary (1 or 2 lines) on why you would like to study the course is all that is required.

Step 6 Check the status of your application



9. You can log into the portal at any time to check the status of your application. Your home page will now show 'My Applications'. A summary each possible status is below.



Application Status

- Open** Application has not been completed by the pupil. You can edit/withdraw at any time.
- Submitted** Your application is with your Guidance Teacher to complete their reference. You cannot edit/withdraw from this point. See your Guidance Teacher to do these.
- Complete** Your Guidance Teacher has completed their reference and sent your application form. It is now with the partner to complete selection
- In Progress** Your Guidance Teacher has noticed an error in your application and has sent it back to you to edit and resubmit.
- Successful** You have been allocated a space on the course
- Waiting List** You have not been allocated an initial space on the course but are on a waiting list if anyone drops out that has been selected
- Unsuccessful** Unfortunately you have not been allocated a space on the course or on the waiting list