

Application Management System – User Guide (Teachers)

A guide for teachers using the Arkwright Application Management System (AMS) to submit candidates for an Arkwright Engineering Scholarship

INTRODUCTION

We are excited to announce the launch of a new Application Management System (AMS) that we hope will make it easier and for you to submit students to the Arkwright Engineering Scholarship programme.

The AMS has been designed to meet the needs and expectations of all our users, and to provide them with a seamless and satisfying experience. The system allows you to create, view, and manage your student applications in a user-friendly interface.

The system is an entirely web based application; as such, you can access the system from anywhere and on any device.

You can add new applicants, view your students' applications, track their status, and monitor progress as needed.

This user guide is designed to walk you through the nomination process on the new system and show you how to use it effectively.

We will explain how to create an account, how to log in, how to navigate the system, how to create and view applications, how to submit and track applications, how to revise and resubmit applications, and how to manage your profile and settings.

Whether you are familiar with the old portal or a new user, we are sure you will find this guide helpful and informative.

Let's get started!

STEP 1

You should have received an email invitation to register with the new portal, click on the "Join Now" button at the foot of this email. If you are registered as the Arkwright contact and haven't received this email, please contact simon.wilson@smallpeicetrust.org.uk



ARKWRIGHT
ENGINEERING SCHOLARSHIPS
part of The Smallpeice Trust

Dear Demo Teacher,

You have been invited to register for the following site, **The Smallpeice Trust** in order to submit applications for the Arkwright Engineering Scholarship programme.


Please click on the following link to complete the registration process.

Thanks,
Arkwright Team

Join now

STEP 2

You will be taken to the following page. Your name and email address will auto populate. Please chose a password and the click "Create Account"



You've been invited to be an Applicant on this site

Register for your account below

Register with

G

OR

First name: Demo

Last name: Teacher

Email: RichardArkwrightSPT+DemoTeacher@Gmail.com

Password: [Redacted]

Confirm password: [Redacted]

By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).

I'm not a robot

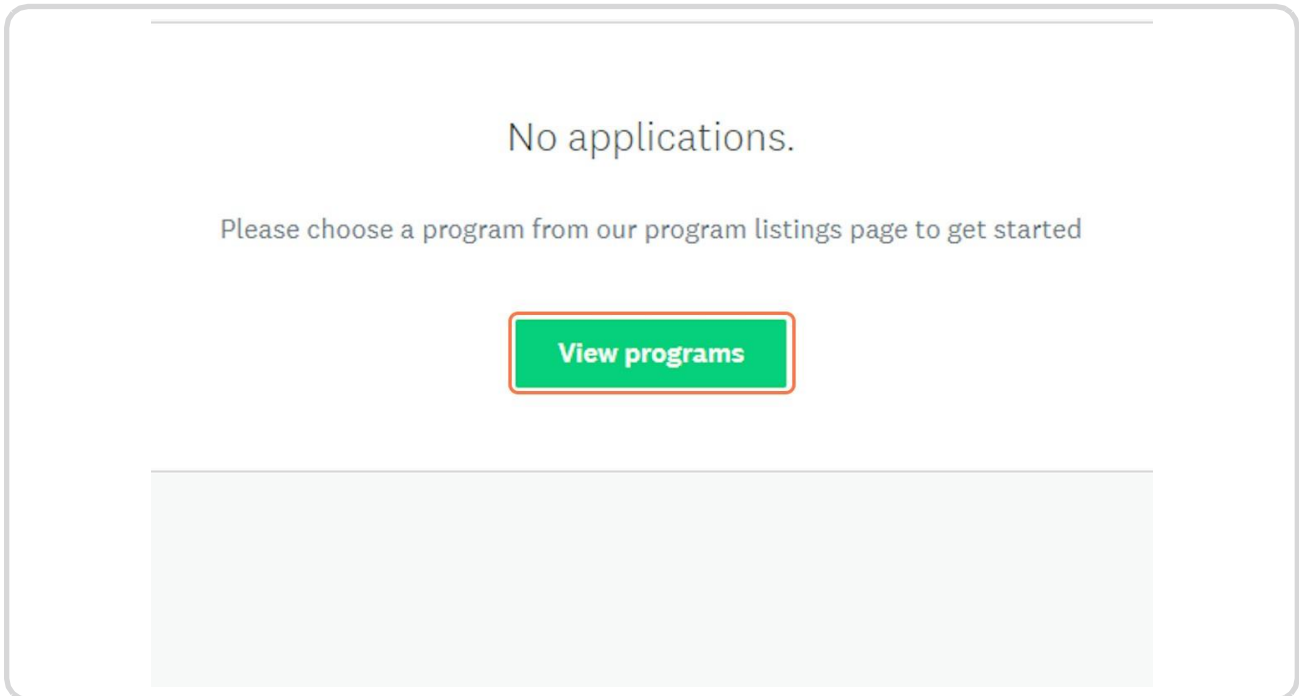
reCAPTCHA
Privacy - Terms

CREATE ACCOUNT

By registering, you agree to receive email communications from us. You may unsubscribe at any time.

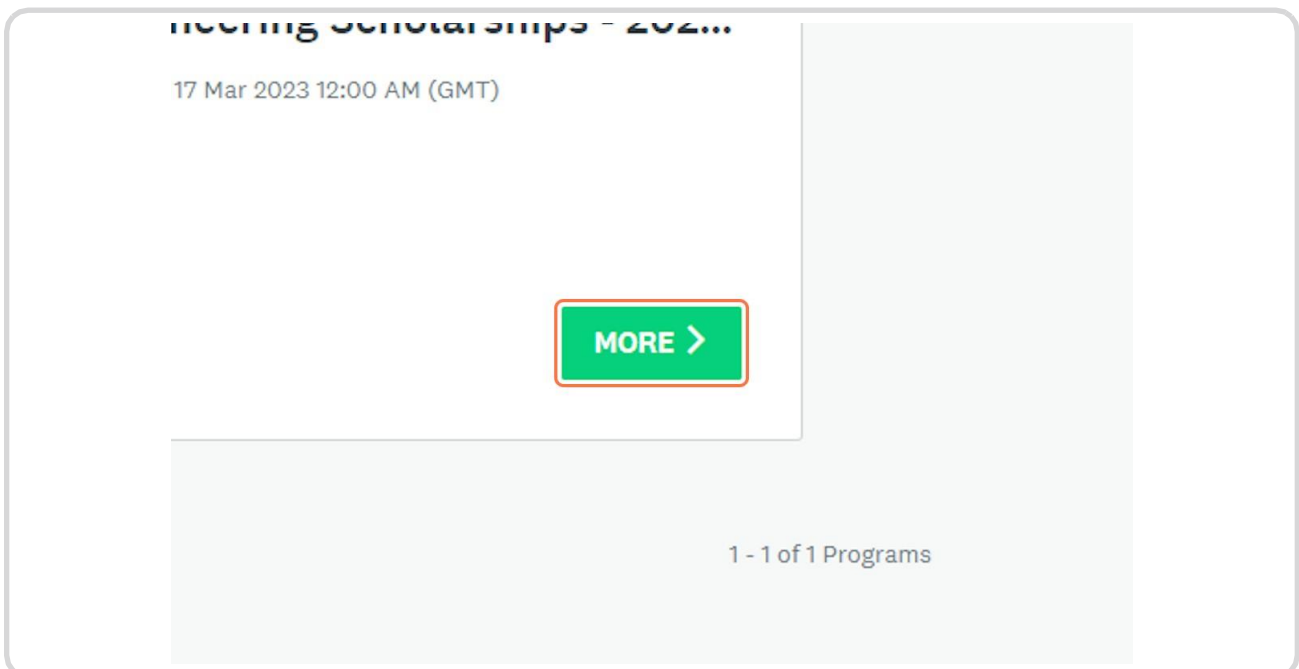
STEP 3

On the next screen, click on "View Programs"



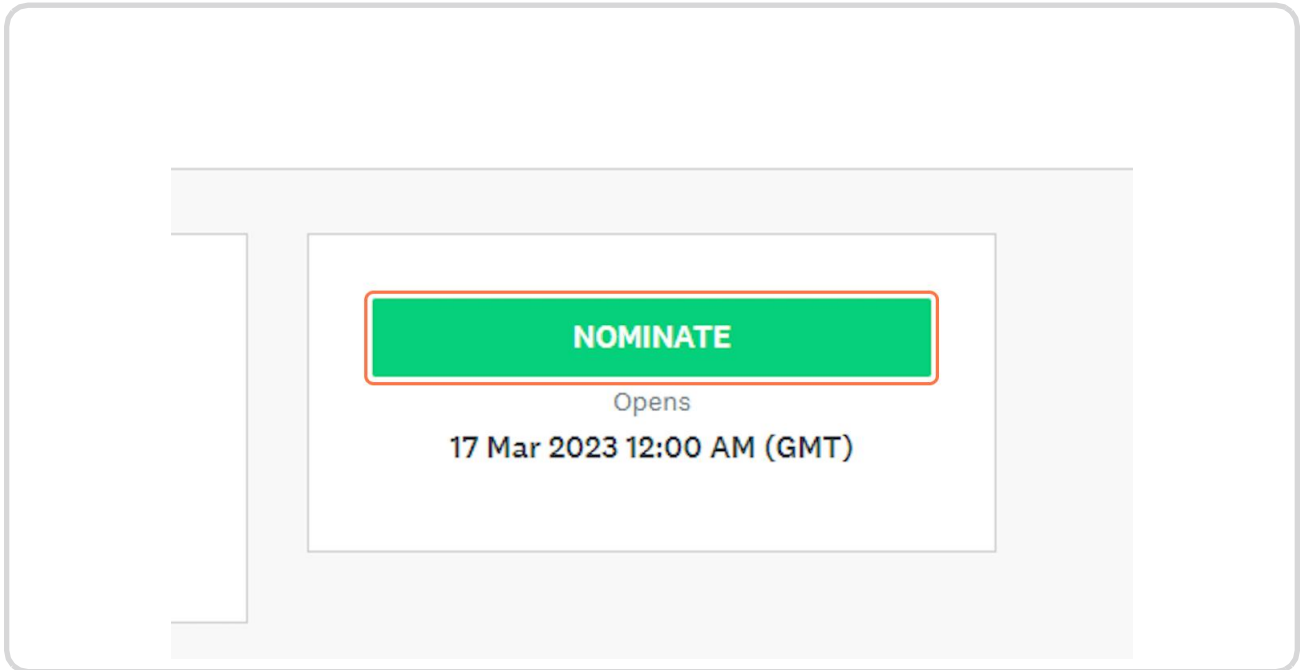
STEP 4

There should be only one programme listed. Click on "More"



STEP 5

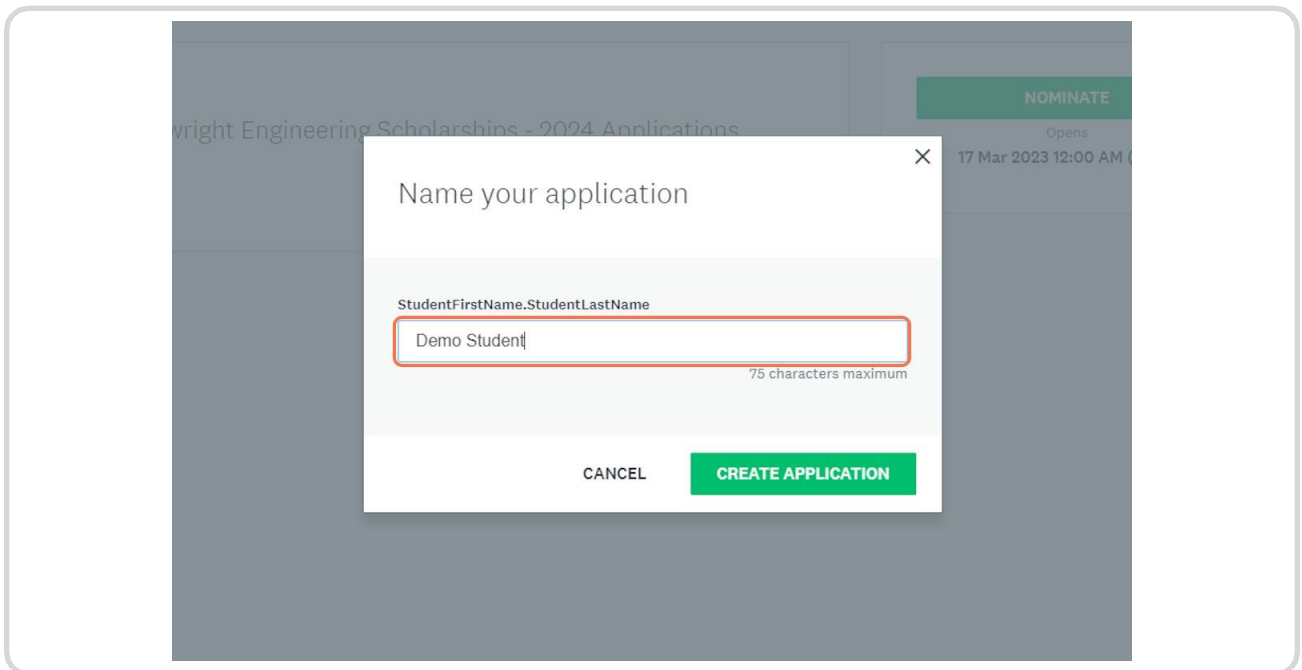
Click on "Nominate"



STEP 6

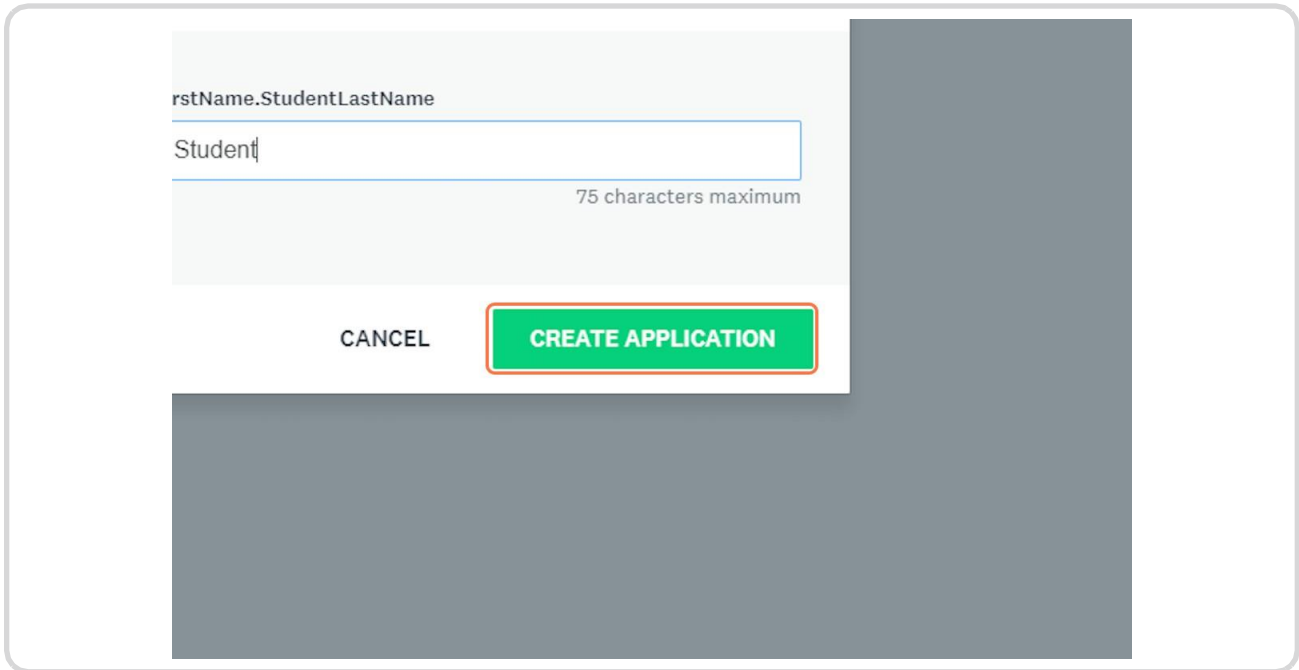
Type the name of the student you want to send the application to in the box.

Please type their first name, then a space, then their surname so it looks like the image below.



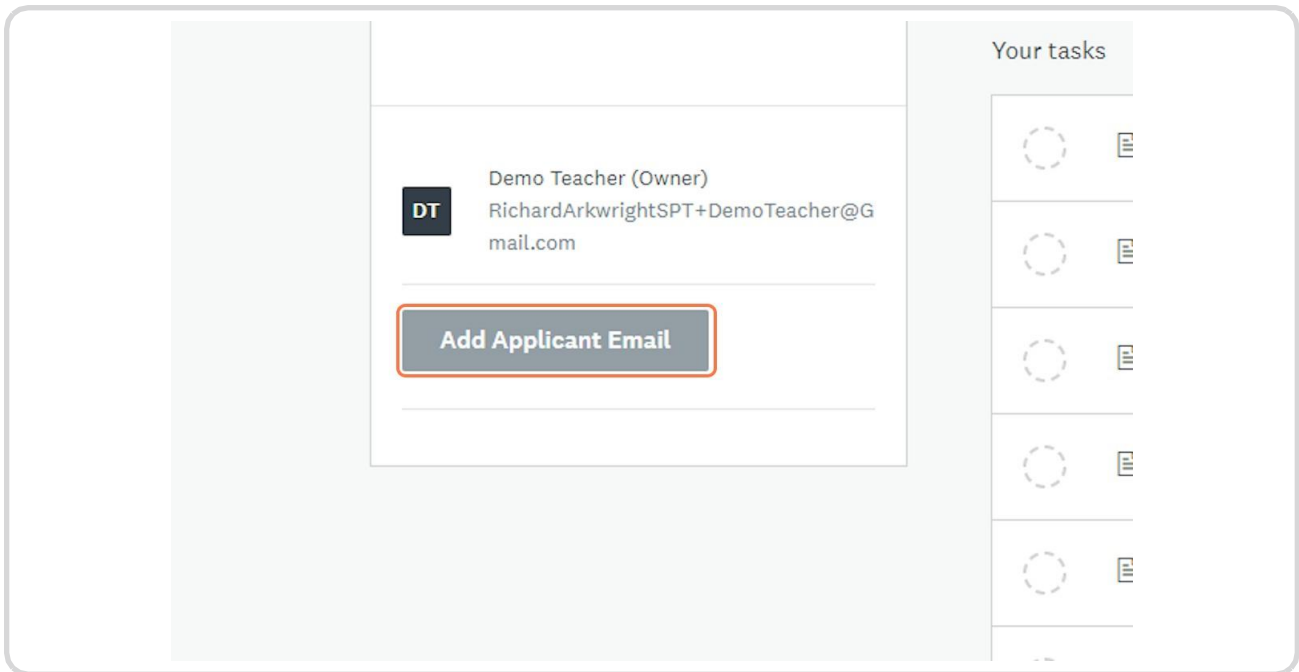
STEP 7

Click on "Create Application"



STEP 8

On the next screen click on "Add Applicant Email" on the left

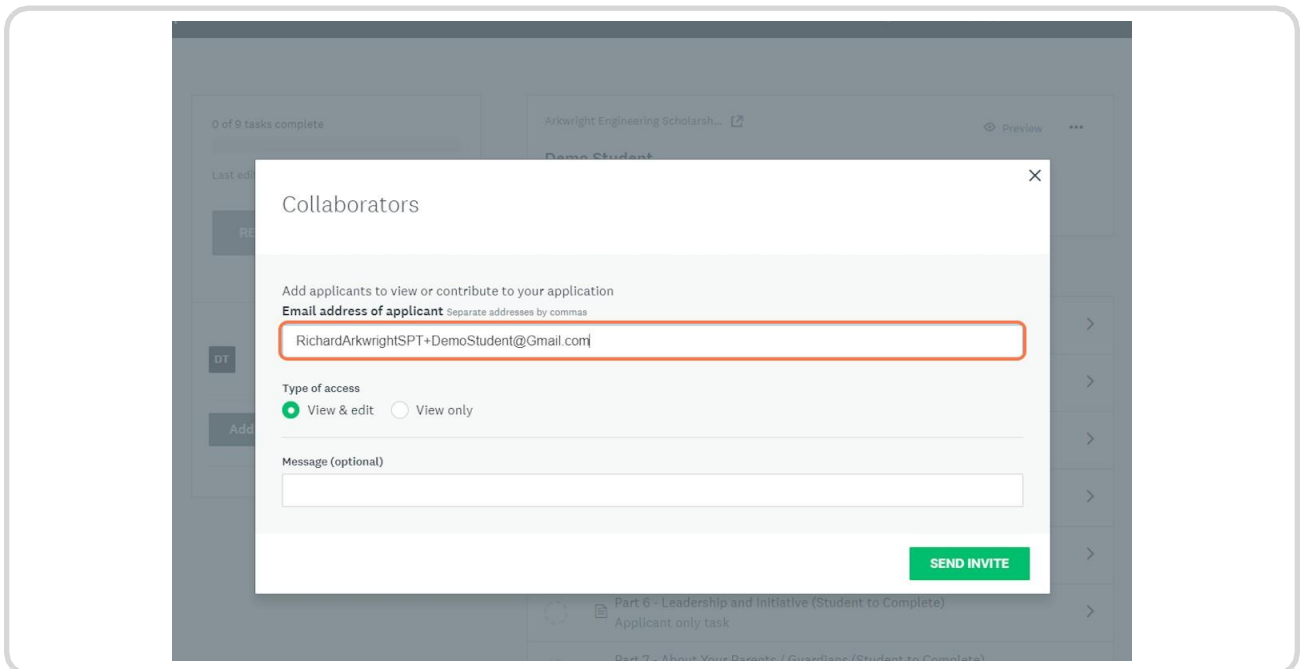


STEP 9

The next screen will be titled “Collaborators”, this is where you want to add the student details. Click on the text box “Email address of applicant” and add the students email address.

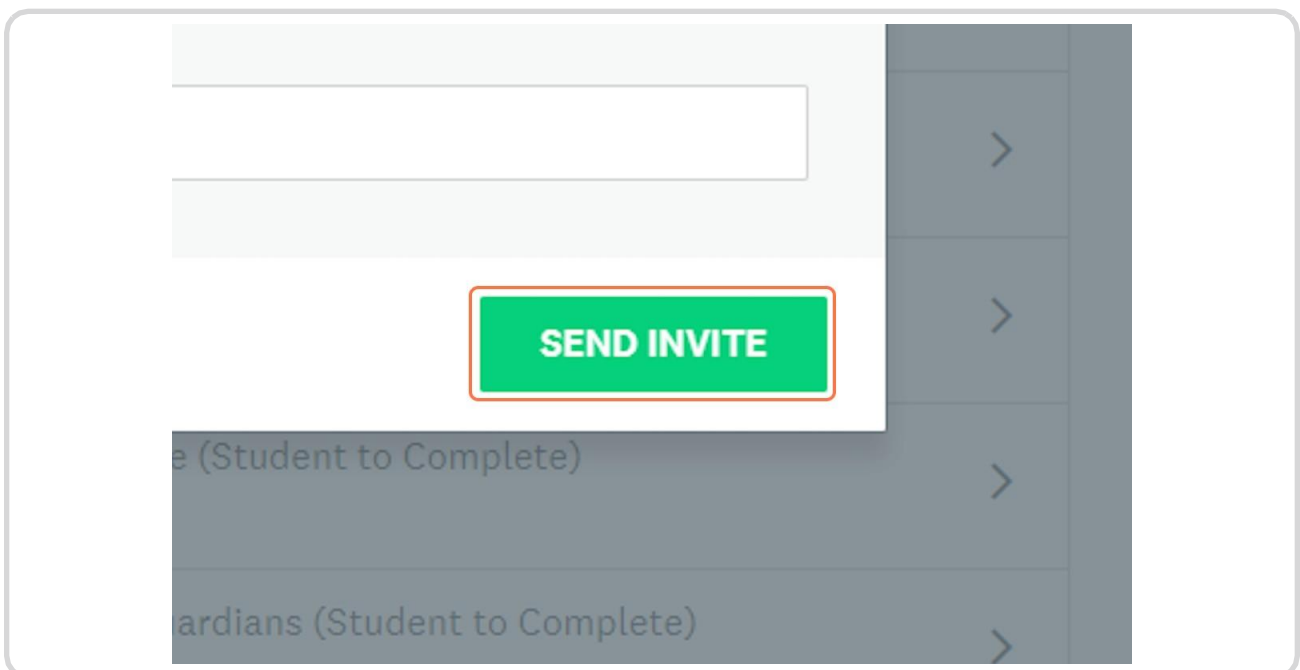
Leave the access set to “View & edit” so the student can view and complete their application

If you wish, you can add a custom message to the student at this point.



STEP 10

Click on “send invite” to send the sign-up email to the student.



STEP 11

The student will need to follow the details in their own email and register for the site in the same way you did



Once the student has accepted your invitation, you will be notified by email (shown below)



STEP 12

You should be left with a screen like this with:

- Your name and email showing in the top left as the owner
- The students email address showing just below yours
- The students name at the top of the application

The screenshot shows a web interface for 'The Smallpeice Trust'. At the top, there is a navigation bar with 'Programs', 'My Applications', and 'Demo Teacher'. The main content area is divided into two columns. The left column shows a progress bar for '0 of 9 tasks complete', a 'Last edited' timestamp, and buttons for 'REVIEW' and 'SUBMIT'. Below this is a user profile for 'Demo Teacher (Owner)' with an email address and an 'Add Applicant' button. The right column shows the details for a 'Demo Student' with ID '000000001'. Underneath, there is a list of tasks under the heading 'Your tasks', including 'Part 1 - About You (Student to Complete)', 'Part 2 - Future Studies (Student to Complete)', 'Part 3 - Beyond School / College (Student to Complete)', 'Part 4 - Detailed Evidence of a STEM Project (Student to Complete)', 'Part 5 - Engineering Interests (Student to Complete)', 'Part 6 - Leadership and Initiative (Student to Complete)', 'Part 7 - About Your Parents / Guardians (Student to Complete)', and 'Information for Sponsors (Student to Complete)'. Each task is marked as an 'Applicant only task' and has a right-pointing arrow.

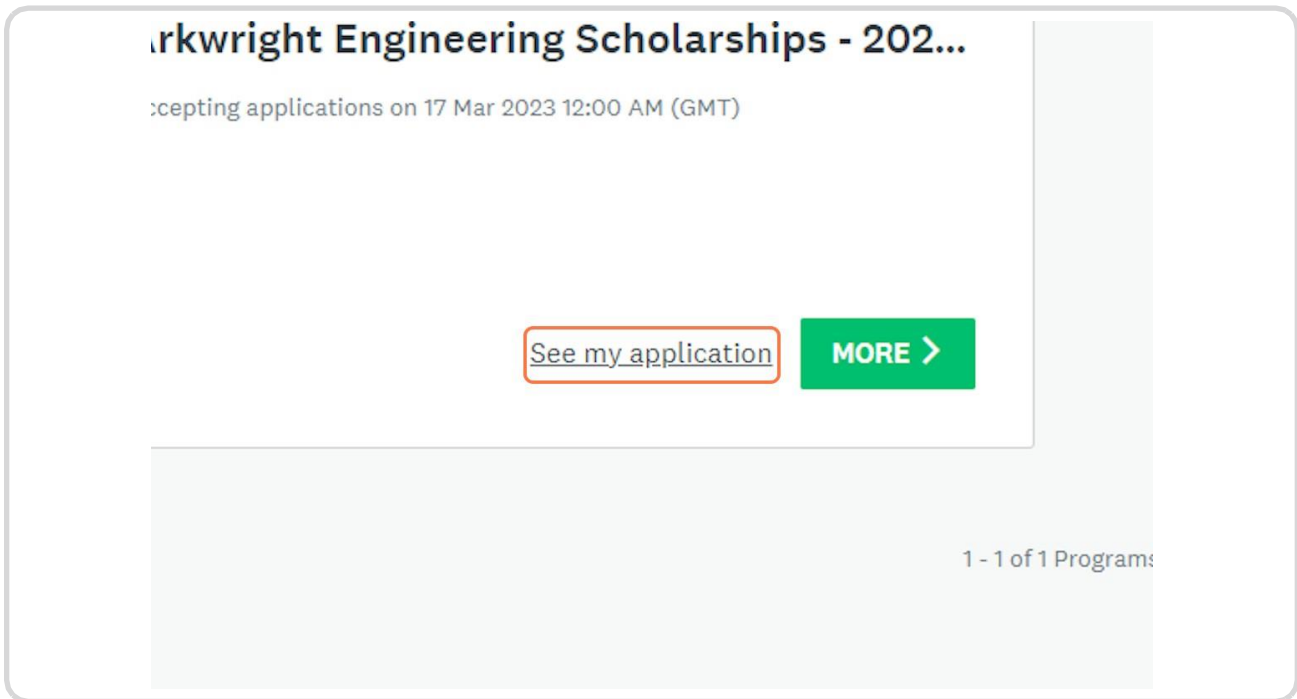
STEP 13

If you want to go back to the dashboard, click on "Programs"

This is a close-up screenshot of the navigation bar from the previous screenshot. The 'Programs' button, which includes a person icon, is highlighted with a red rectangular box. The 'My Applications' button, which includes a house icon, is also visible. Below the navigation bar, the text 'olarsh...' and a 'Preview' button are partially visible.

STEP 14

If you wish to view your applications, click on “See my application”. This will take you to an overview which you can view in either grid or list form.



Before you can complete the next stages of the application process, the nominated student will need to complete their sections and submit the application back to you.

If you want to see what this looks like, please view the [students supporting documentation here](#). Otherwise please continue reading this guide.

STEP 15

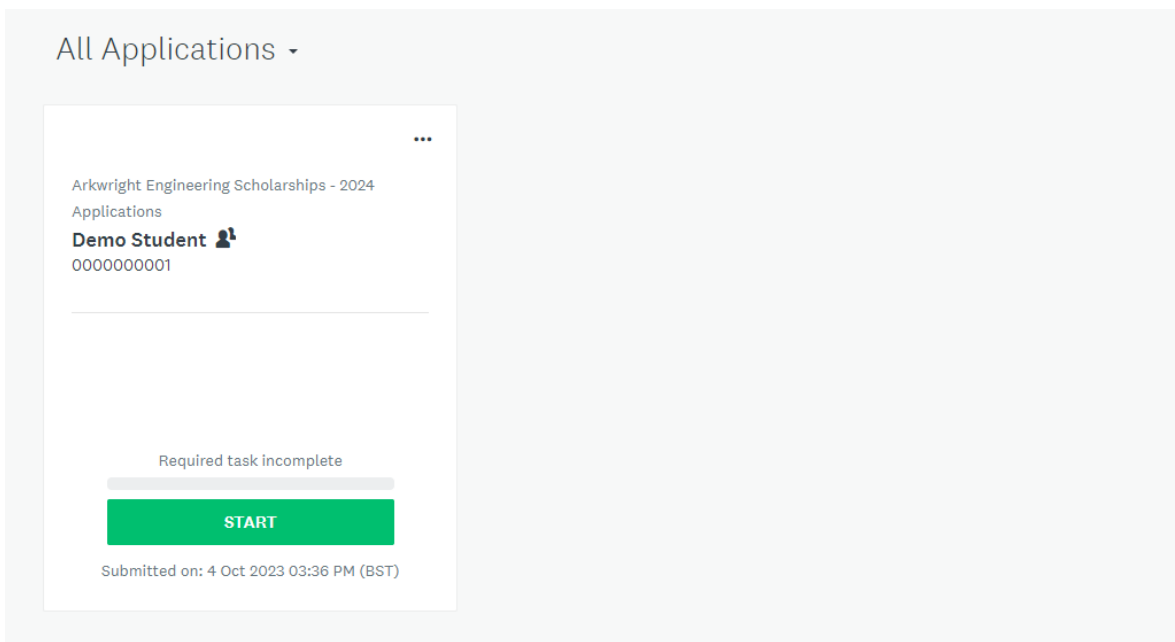
When your student has submitted their application on our portal, you will receive a further email from the system (shown below).



STEP 16

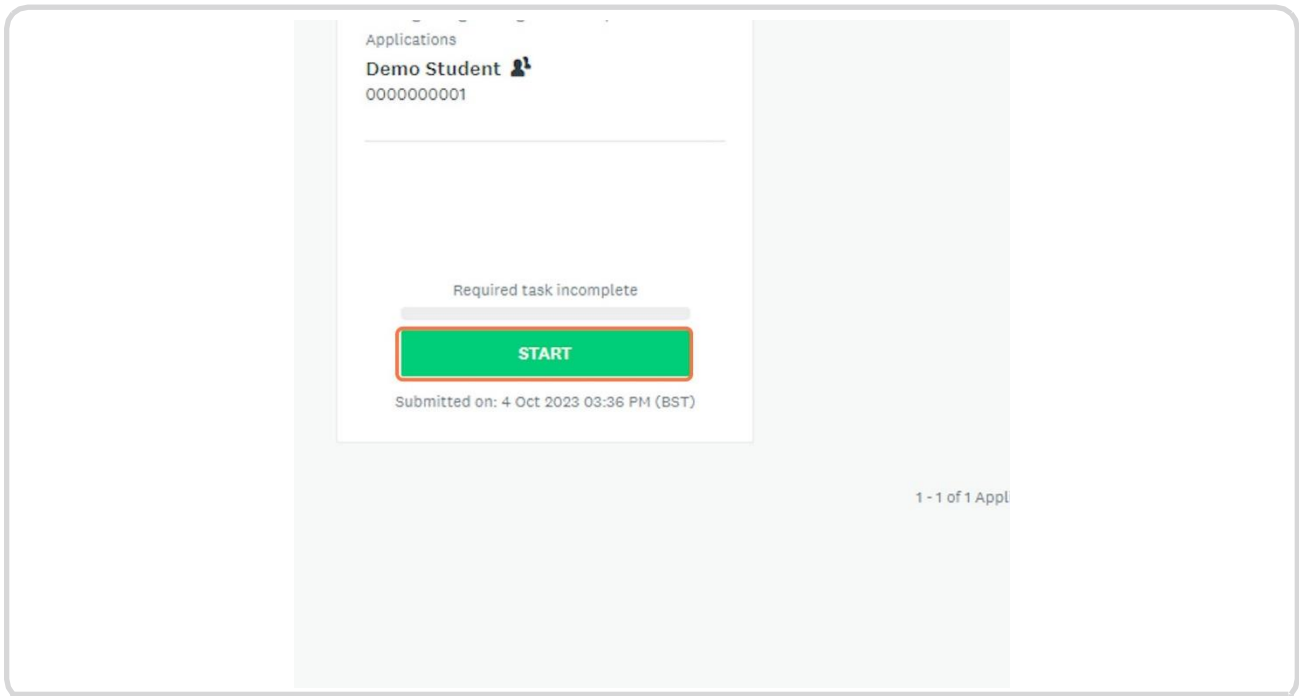
Navigate back to the portal (<https://thesmallpeicetrust.smapply.io/acc/l/>) and log back in.

You will then be taken to a screen showing all your student applications. In this example there is just one, but you may have nominated more.



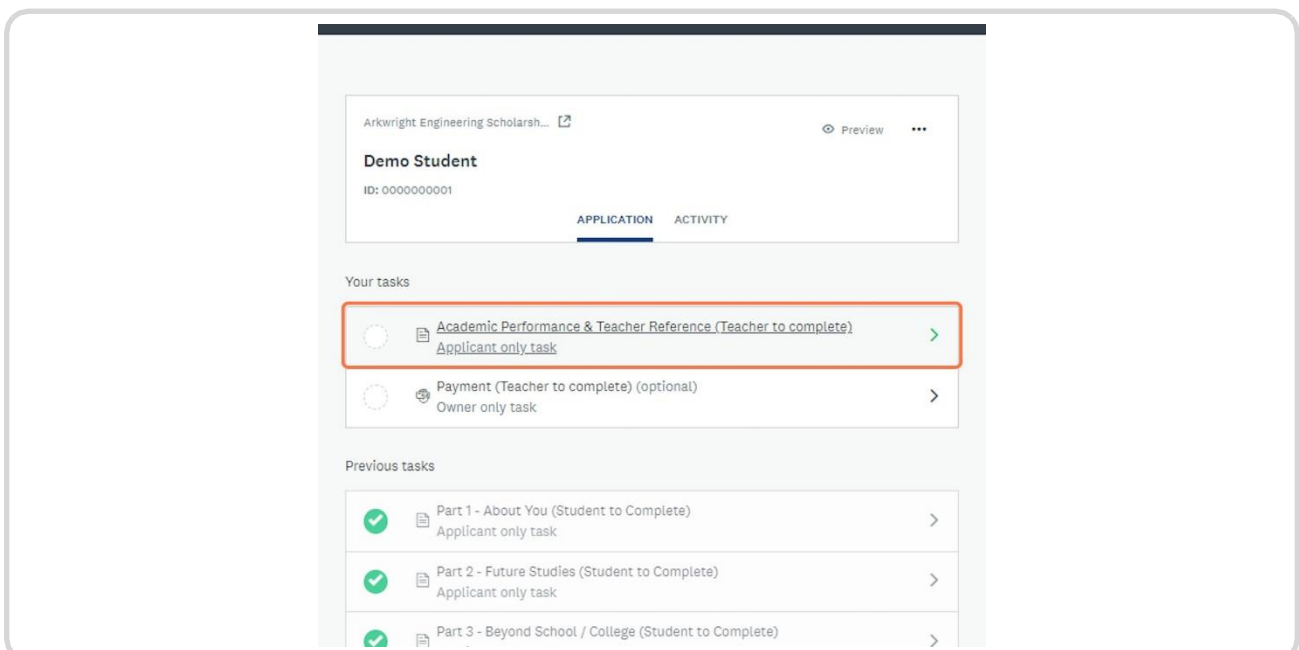
STEP 17

Click on "Start"; this will take you to that student's application



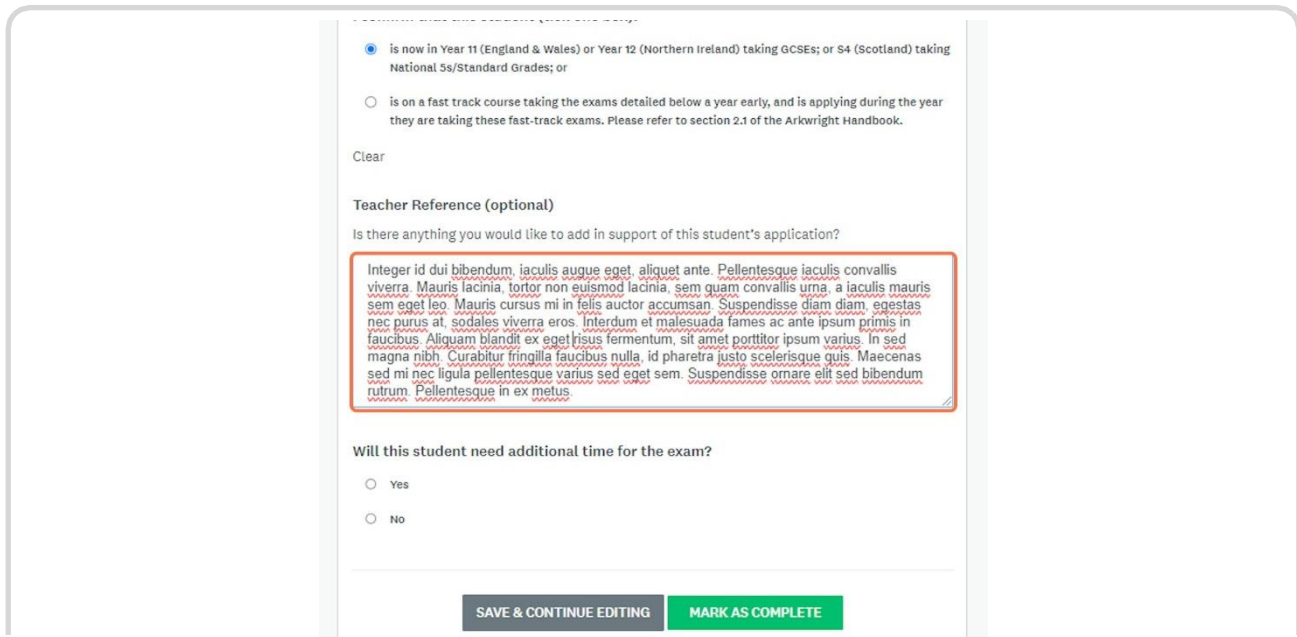
STEP 18

Click on "Academic Performance & Teacher Reference (Teacher to complete)" on the next screen



STEP 19

You will note that the Teacher Reference is optional on this screen. Teacher references are often used by sponsoring organisations in the final stages of matching, so we strongly encourage you to complete this part.



is now in Year 11 (England & Wales) or Year 12 (Northern Ireland) taking GCSEs; or S4 (Scotland) taking National 5s/Standard Grades; or

is on a fast track course taking the exams detailed below a year early, and is applying during the year they are taking these fast-track exams. Please refer to section 2.1 of the Arkwright Handbook.

Clear

Teacher Reference (optional)

Is there anything you would like to add in support of this student's application?

Integer id dui bibendum, iaculis augue eget, aliquet ante. Pellentesque iaculis convallis viverra. Mauris lacinia, tortor non euismod lacinia, sem quam convallis urna, a iaculis mauris sem eget leo. Mauris cursus mi in felis auctor accumsan. Suspendisse diam diam, egestas nec purus at, sodales viverra eros. Interdum et malesuada fames ac ante ipsum primis in faucibus. Aliquam blandit ex eget hisus fermentum, sit amet porttitor ipsum varius. In sed magna nibh. Curabitur fringilla faucibus nulla, id pharetra justo scelerisque quis. Maecenas sed mi nec ligula pellentesque varius sed eget sem. Suspendisse ornare elit sed bibendum rutrum. Pellentesque in ex metus.

Will this student need additional time for the exam?

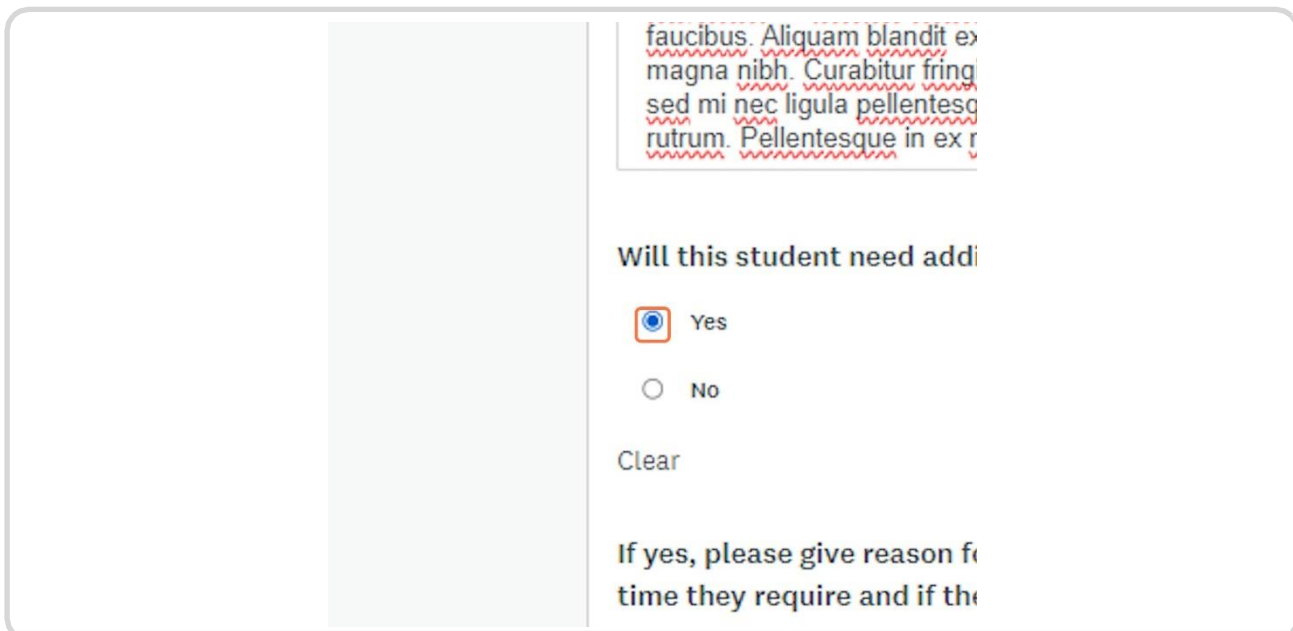
Yes

No

[SAVE & CONTINUE EDITING](#) [MARK AS COMPLETE](#)

STEP 20

Let us know if the student needs additional time for the exam and provide a reason for exam dispensation, including the amount of additional time they require and if they will be using a laptop as part of the adjustments.



faucibus. Aliquam blandit ex magna nibh. Curabitur fring sed mi nec ligula pellentesq rutrum. Pellentesque in ex r

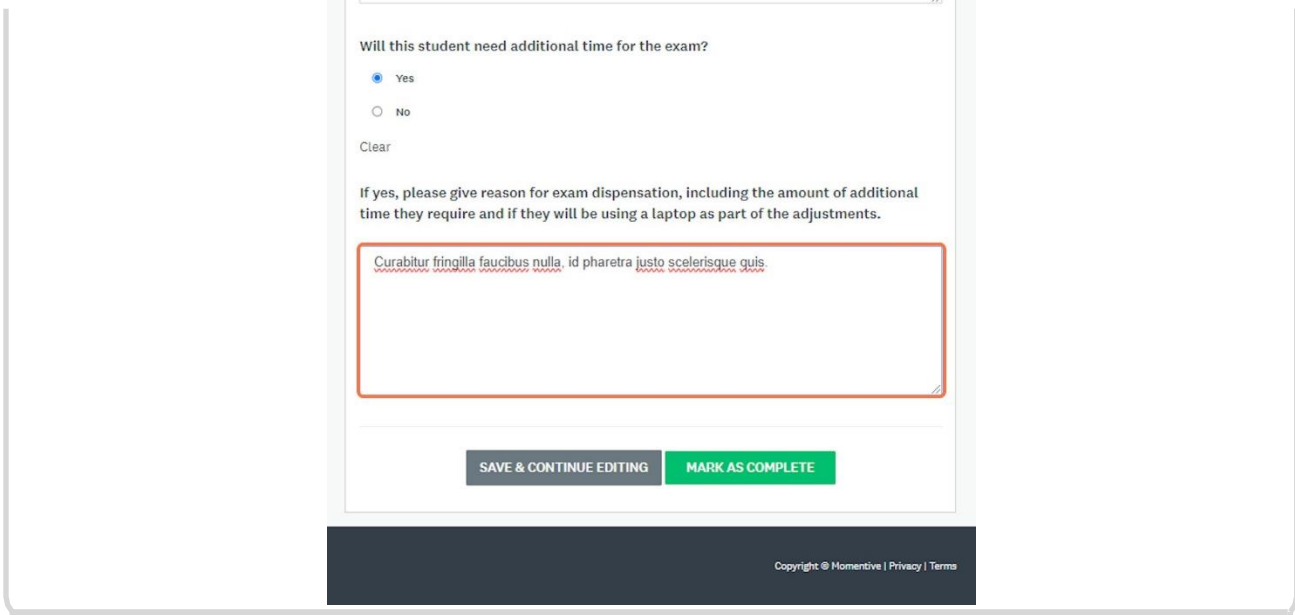
Will this student need additional time for the exam?

Yes

No

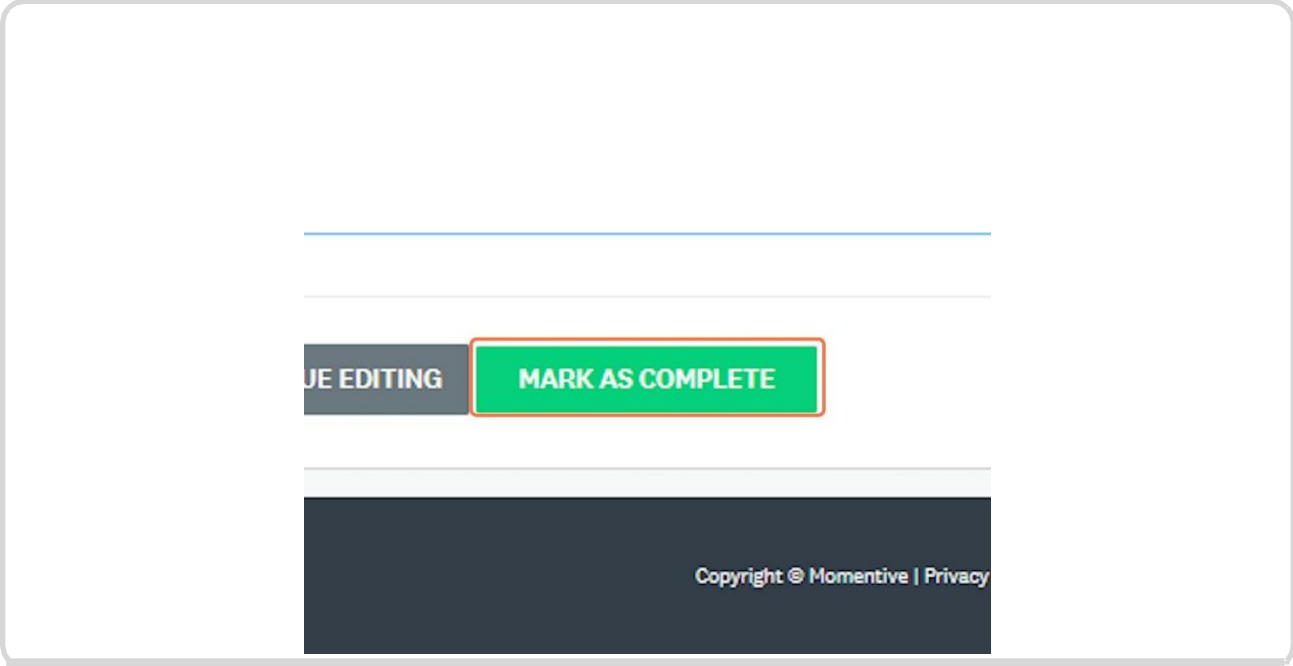
Clear

If yes, please give reason for time they require and if they will be using a laptop as part of the adjustments.



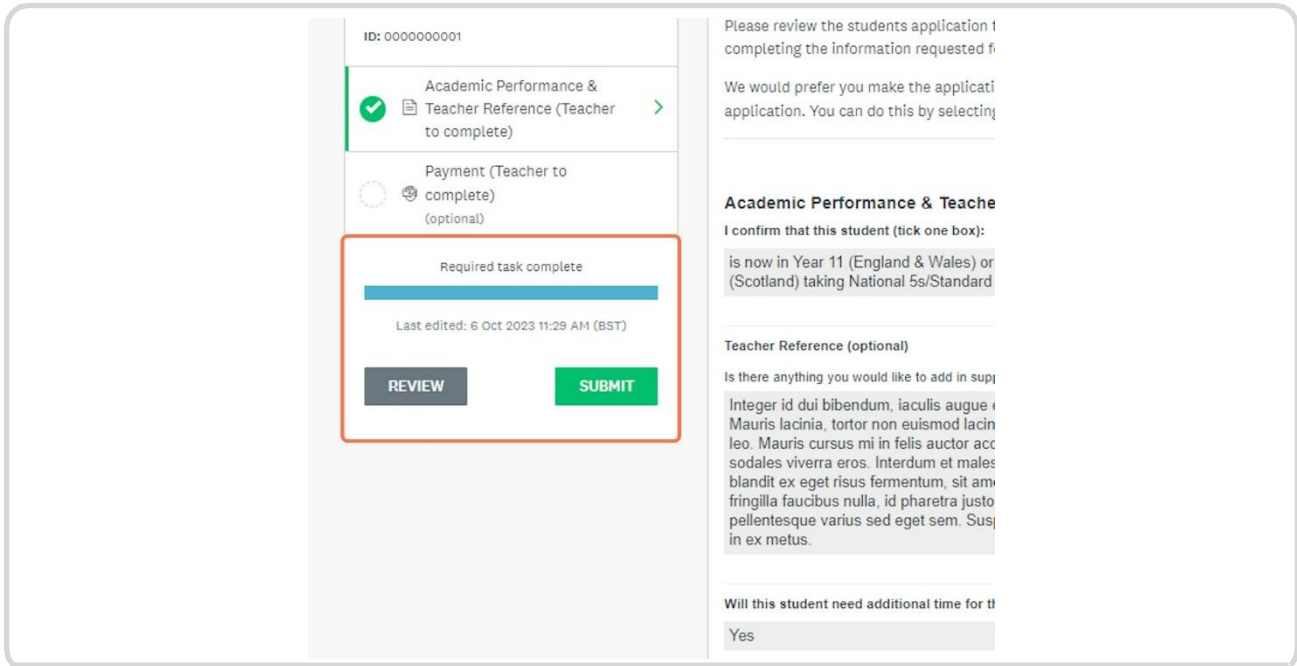
STEP 21

Click on "Mark as Complete" when you have finished



STEP 22

On the left hand menu you will see that your required tasks have now been completed



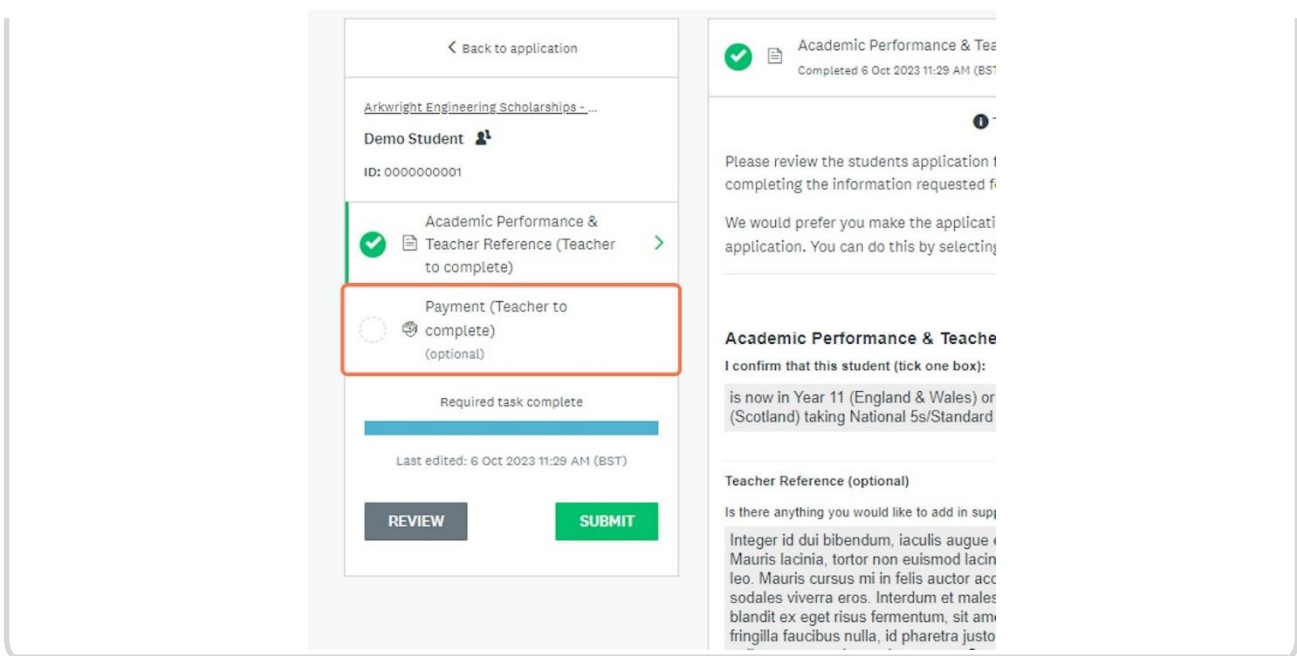
The screenshot shows a user interface for reviewing a student application. On the left, a sidebar lists tasks: 'Academic Performance & Teacher Reference (Teacher to complete)' with a green checkmark, and 'Payment (Teacher to complete) (optional)' with a grey circle. A blue progress bar indicates 'Required task complete' with the text 'Last edited: 6 Oct 2023 11:29 AM (BST)'. Below the bar are 'REVIEW' and 'SUBMIT' buttons. The main content area contains instructions to review the application and a form for 'Academic Performance & Teacher Reference' with a 'Teacher Reference (optional)' section.

If you wish, you can now submit the application by following steps (xxx-xxx) or, you can make a payment for the application before you submit.

Please note that if you are submitting more than one applicant to the programme, you will need to make an individual payment for each applicant.

STEP 23

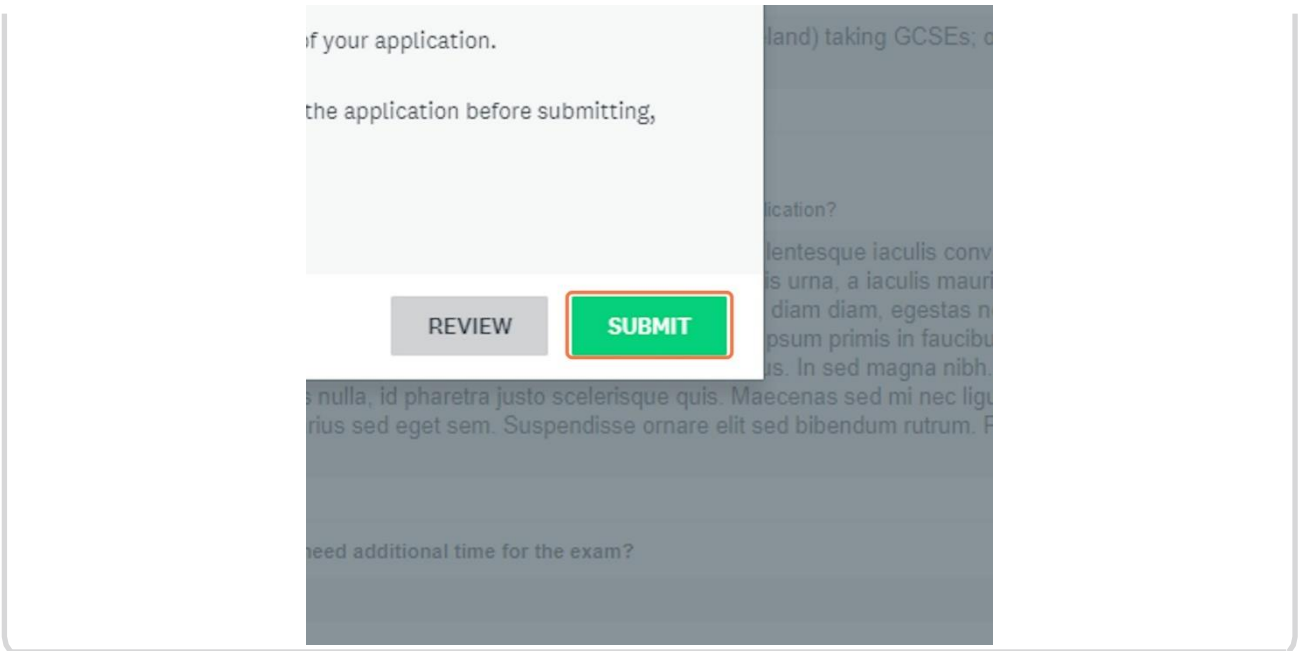
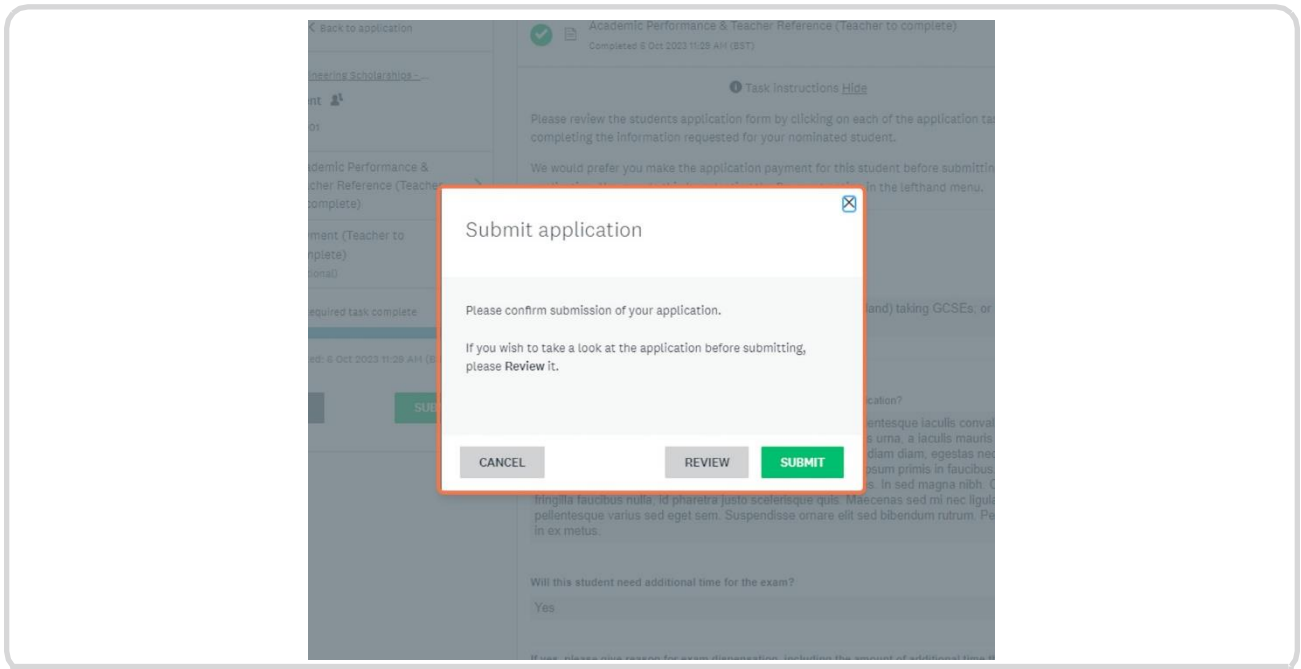
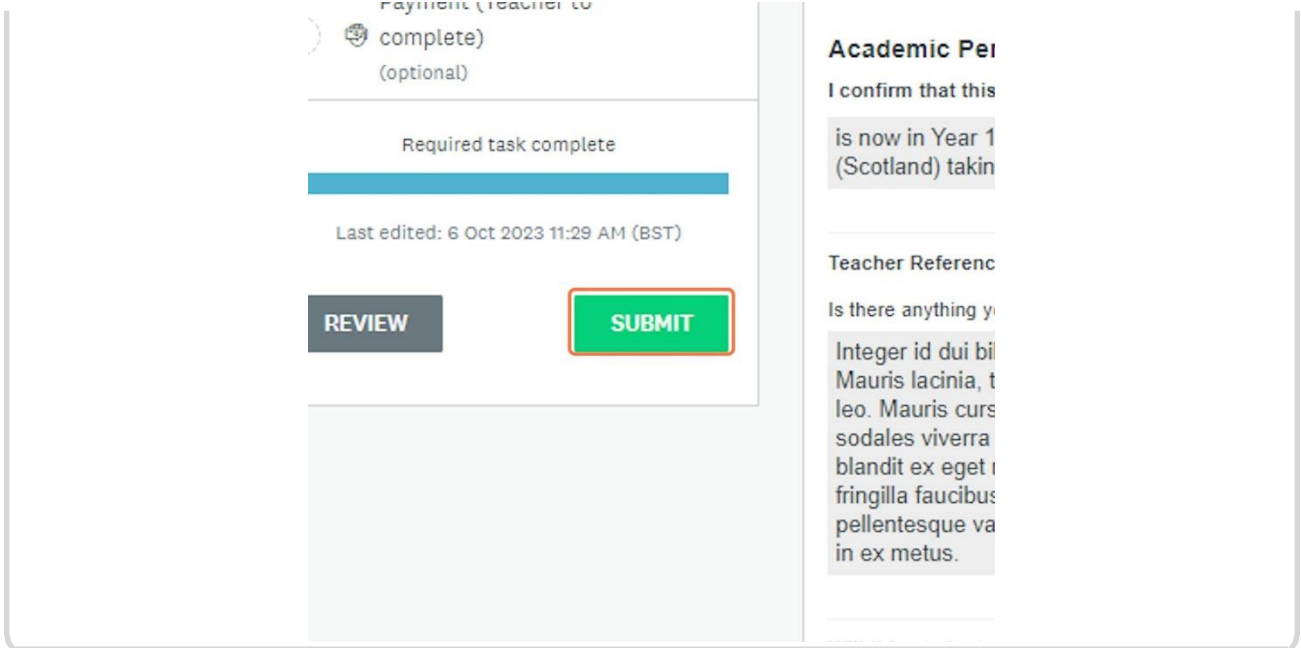
If you'd like to make payment at this point (our preferred option), please click on "Payment (Teacher to complete)" and enter the card details.



This screenshot is similar to the previous one but highlights the 'Payment (Teacher to complete) (optional)' option in the sidebar with an orange box. The main content area shows the 'Academic Performance & Teacher Reference' section, which is now marked as 'Completed 6 Oct 2023 11:29 AM (BST)' with a green checkmark. The 'Teacher Reference (optional)' section is also visible.

STEP 24

Once you have finished, click on "Submit" on the left-hand menu and follow the on screen instructions below.



STEP 25

That's it, you're all done. We will be in touch following the closure of applications.

You should now be looking at the screen in the image below. If you wish to go to your applications (to either view them or add more), please click on "Go to my applications."

