Application Management System – User Guide (Students)

A guide for students using the Arkwright
Application Management System (AMS) to apply
for an
Arkwright Engineering Scholarship

INTRODUCTION

The Application Management System (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 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.

This user guide is designed to walk you through the 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 view and update your application and reply to other information requests, and how to manage your profile and settings.
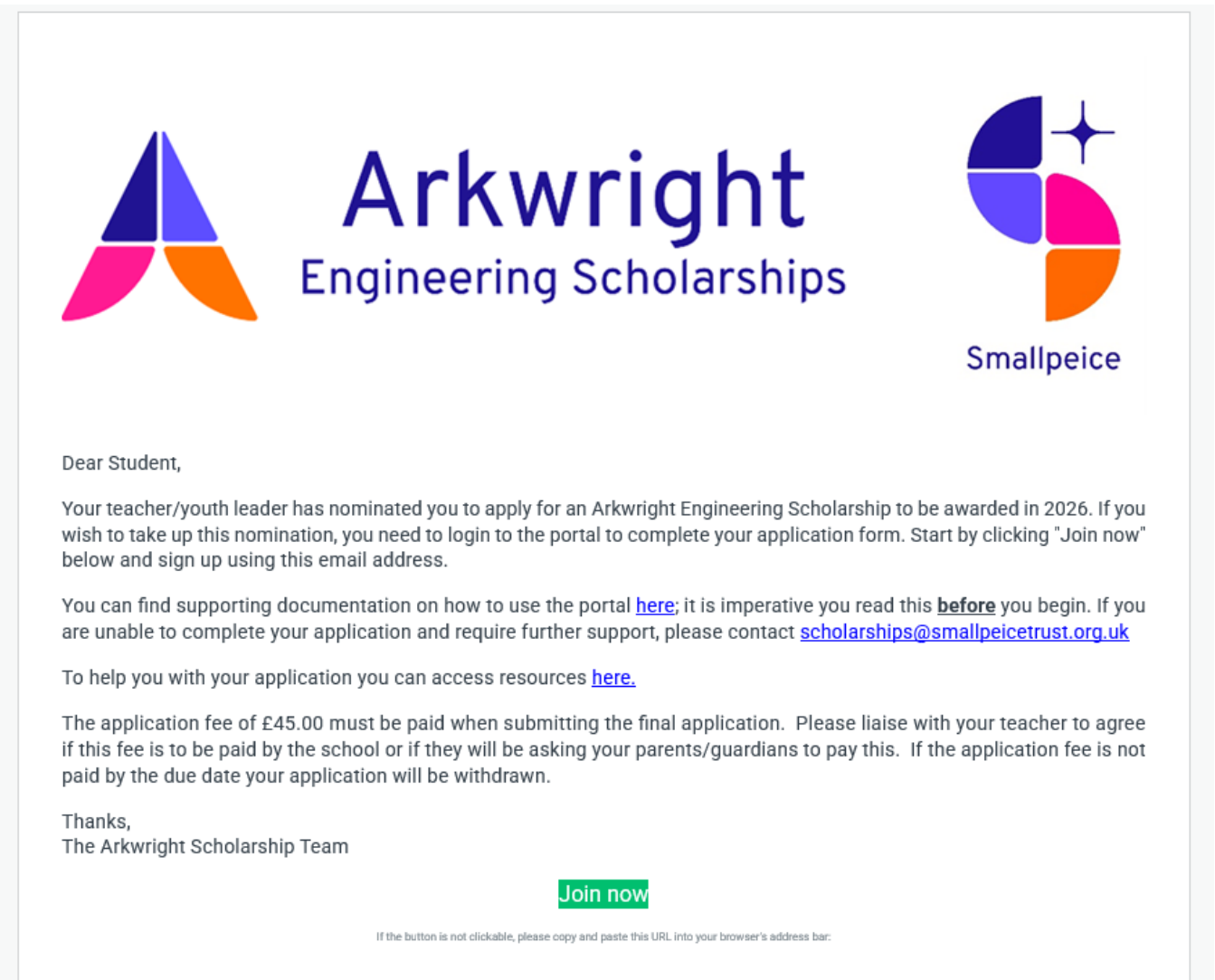
Let's get started!

Please Note:

You will not be able to apply to the Scholarship programme until your teacher or youth lead has nominated you on our portal and you have received the email shown in step 1.

STEP 1

When you have been nominated by your teacher or youth lead, you will receive a notification email so that you can register for the site.

Click "Join now" at the foot of the email and complete the registration process.

Dear Student,

Your teacher/youth leader has nominated you to apply for an Arkwright Engineering Scholarship to be awarded in 2026. If you wish to take up this nomination, you need to login to the portal to complete your application form. Start by clicking "Join now" below and sign up using this email address.

You can find supporting documentation on how to use the portal here; it is imperative you read this **before** you begin. If you are unable to complete your application and require further support, please contact scholarships@smallpeicetrust.org.uk

To help you with your application you can access resources here.

The application fee of £45.00 must be paid when submitting the final application. Please liaise with your teacher to agree if this fee is to be paid by the school or if they will be asking your parents/guardians to pay this. If the application fee is not paid by the due date your application will be withdrawn.

Thanks,
The Arkwright Scholarship Team

Join now

If the button is not clickable, please copy and paste this URL into your browser's address bar:
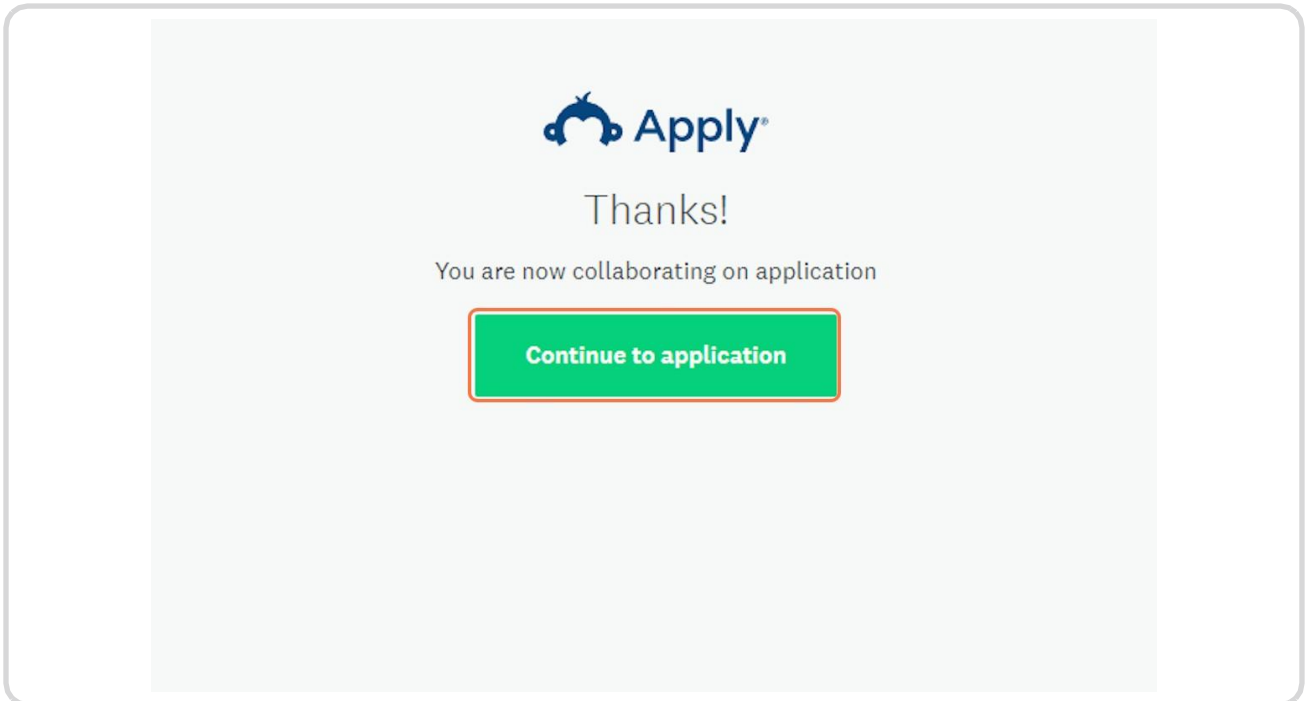
Please Note:
Please ensure you follow the link in the email and sign up using the email address the invitation is sent to. As a student you should NOT be prompted to nominate yourself; if this happens, please **contact us before** you continue at scholarships@smallpeicetrust.org.uk
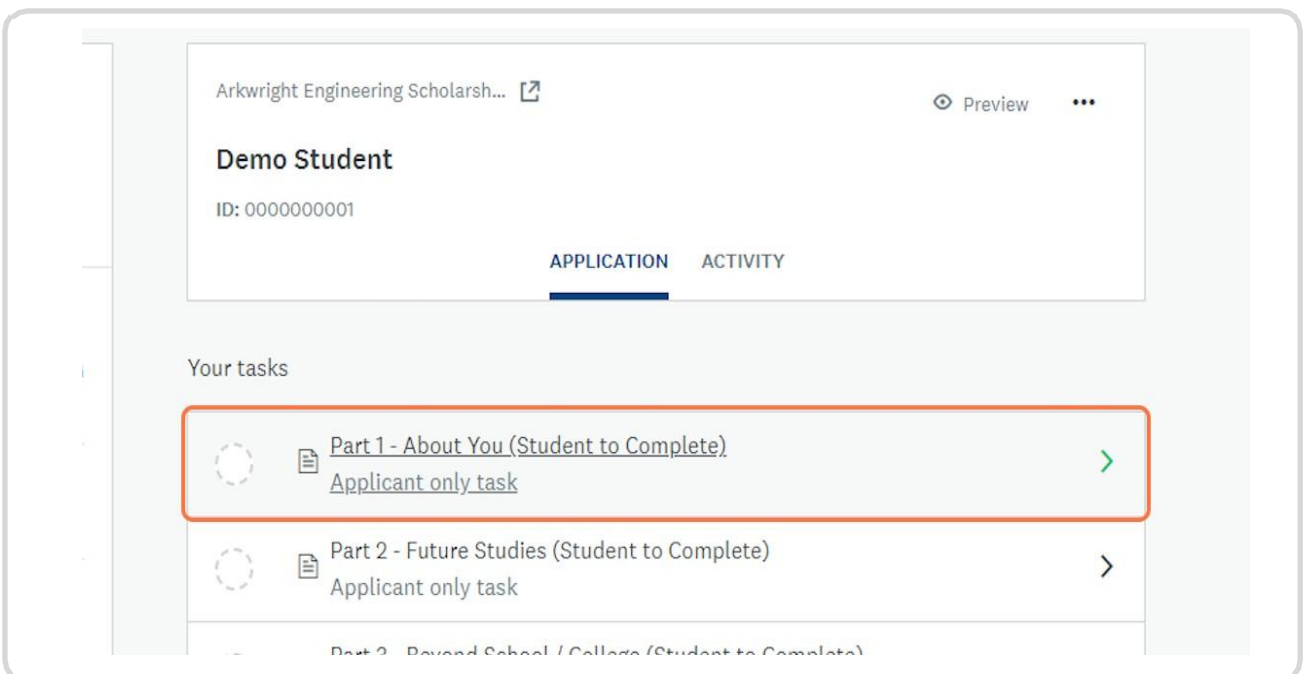
STEP 2

On the next screen, click on "Continue to Application"

STEP 3

On the left-hand menu, click on "Part 1 - About You (Student to Complete)" and complete all sections on the next page

STEP 4

You can at any point click "Save & Continue" at the bottom of the page to return to later, but for the sake of this example we will complete all sections.

Once finished click on "Mark as Complete"

Please upload a small passport sized photo of yourself with your application (suitable mobile phone selfies are acceptable). This will be used as an aide memoire during the interview stage of the application.

⬆ **Upload a file**   Accepted formats: .jpg, .jpeg, .png, .bmp, .tiff

SAVE & CONTINUE EDITING   **MARK AS COMPLETE**

STEP 5

Click on "Part 2 - Future Studies (Student to Complete)" and again complete the sections on the next page, and then on "Mark as Complete"

< Back to application

Arkwright Engineering Scholarships - ...

Demo Student 👤

ID: 0000000001

✅ 📄 Part 1 - About You (Student to Complete) >

◯ 📄 Part 2 - Future Studies (Student to Complete)

Part 3 - Beyond School /

STEP 6

Click on "Part 3 – The Arkwright Scholarship and Beyond School and College (Student to Complete)" and complete the next page. Then "Mark as Complete"

You will note that every section carries the maximum number of marks awarded in the header.

Part 3

Part 3 of 7 - The Arkwright Scholarship and Beyond School and College (20 Marks)

Please do not use AI to help you answer these questions - we want to hear YOUR voice, not ChatGPT etc and we will be spot checking!

STEP 7

Click on "Part 4 - A STEM Project Proposal (Student to Complete)", complete the sections and then click on "Mark as Complete" at the foot of the page

Please make sure you have read and understood the guidance before working on your Project Proposal, taking particular note of text in bold. You should upload your completed proposal in a .pdf format only.

Part 4

Part 4 of 7: A STEM Project Proposal (20 Marks)

Please do not use AI to help you answer these questions - we want to hear YOUR voice, not ChatGPT etc and we will be spot checking!

In this section, please provide a short project proposal. This can be a project that you would like to carry out in the future, or a current or recent home-based or school project. Please do not use a group project as we would like to see your individual ideas.

Please be aware - if your application is successful and you make it through to interview next year, we will ask you to create a presentation that demonstrates a completed version of your project, including evidence of a finished physical product or design. We will share further details on the presentation requirements if you make it through to interview.

Your project could aim to improve, remake, remodel or invent something that is important to you, or that you have observed is important to society. To help you understand what a completed project should look like, you can view exemplar projects from previous years here.

The project proposal you need to submit for this application can be completed in MS Word, PowerPoint or any other design software you have access to. Your completed proposal must fit on a single page of A3 with a font size no smaller than 10pt, you can include pictures and illustrations. Please export your proposal to a PDF document to attach below.

Your project proposal should include the following as a minimum:

- A project name
- An explanation of the function or purpose of your project
- Your reason for choosing this as a project
- Clear communication

Other things you could also thinking about including are as follows (we do not expect you to include all of these as you're limited to one sheet of A3, but this list may help you consider what you want to include in your proposal):

- Does your project help solve or address a real-world problem?
- Will your project have a commercial use?
- Any research you have done on the thing your project is addressing
- What equipment will be required to design, build, or manufacture your project?
- What technical challenges and risks will there be?
- What costs would be associated with your project?
- Are there existing projects that are similar and, if so, how does yours stand out?
- What engineering principles will you use or learn as part of your proposal?
- How could you further develop on your designs?
- Will you be using the Engineering Lifecycle? (Find out more here)

You are also strongly encouraged to review the link to exemplar projects in this section before deciding on a project to use in your application. You do not have to have a completed project for your application, but you will be required to present about it at interview if you make it through the application and exam stages.

STEP 8
Select your supporting documentation for your project by using the upload document menu. Please note that you are restricted to using pdf for this section.

What is the name of your project?

Upload visual evidence of project

⬆ Upload a file   Accepted formats: .pdf

SAVE & CONTINUE EDITING   MARK AS COMPLETE

STEP 9
Once finished, click on "Mark as Complete"

STEP 10
Click on "Part 5 - Engineering Interests (Student to Complete)" on the left hand menu, complete, and click "Mark as Complete"

✔ 📄 of a STEM Project (Student to Complete) >

📄 Part 5 - Engineering Interests (Student to Complete)

STEP 11

Complete the next two student sections 'Part 6 – About Your Parents Guardians' and 'Part 7 – Information for Sponsors' and mark both as complete.

6 📄	Part 6 - About Your Parents / Guardians (Student to Complete)
	📎 Part 6

7 📄	Part 7 - Information for Sponsors (Student to Complete)
	📎 Part 7

STEP 12

Click on "Final Submission" on the left hand menu

Please note the instructions on the final submission page and only submit if you are happy with your application. The application will then be sent to your teacher or youth lead for their final endorsement.

When you are happy with your application, click on "Mark as Complete"

📄 Final Submission   Read only   •••
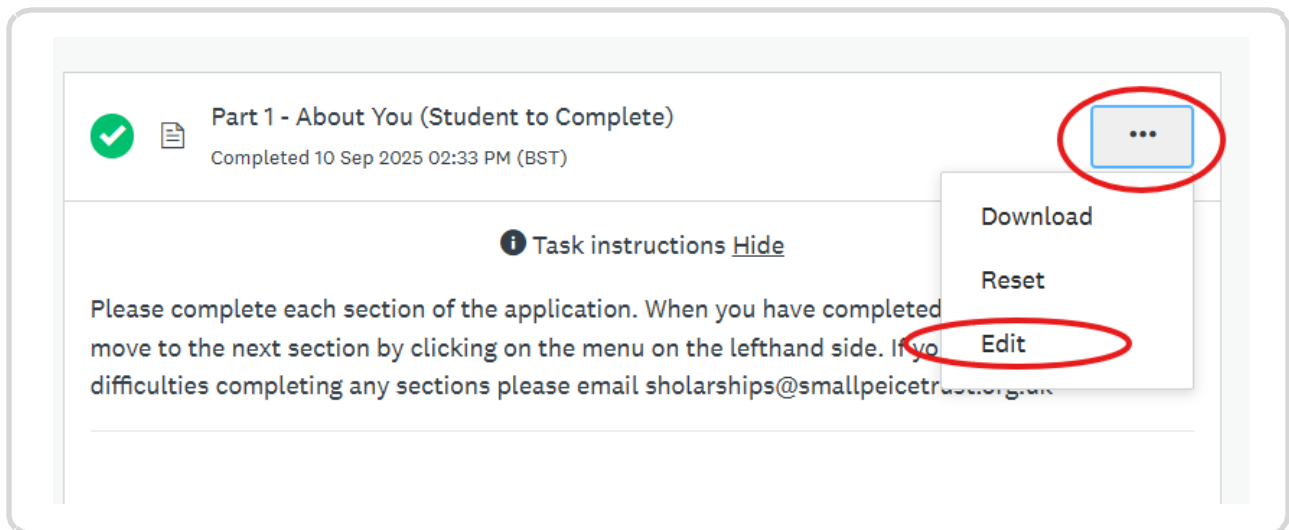
ℹ️ Task instructions Hide

Please note that by selecting "Mark as Complete" below, you will be submitting your application to your teacher, and will be **unable to make any further changes.**

Before proceeding, we recommend reviewing your entire application carefully.
If you need to make any changes, navigate to the relevant section on the left hand side and click the three small dots towards the top right corner. Then select 'Edit Task' to make your amendments.
Once you're happy with your updates, you can mark the task as complete again.

The final deadline for submitting your application is Midday on Thursday the 11th of December.

Part 1 - About You (Student to Complete)
Completed 10 Sep 2025 02:33 PM (BST)

Download
Reset
Edit

ℹ Task instructions Hide

Please complete each section of the application. When you have completed move to the next section by clicking on the menu on the lefthand side. If yo difficulties completing any sections please email sholarships@smallpeicetrust.org.uk

STEP 13

Your teacher/youth lead will now receive a notification that you have completed your application. Please discuss with your teacher/youth lead regarding the payment for the application. Do NOT make a payment until your teacher/youth lead has completed their next stages of the application.

Please note: Applications must be paid for at the time of submission.
Payments can be made via debit or credit card using the options below. **We will not be issuing invoices this year.**

Before submitting, please ensure you've agreed with your teacher/student who will be completing the payment, as both parties have access to this section of the application.

IMPORTANT - Please do not make the payment until both the following stages have been completed by the teacher (marked with a a green tick to show completion)

- Academic Performance & Teacher Reference (Teacher to complete)
- Confirmation of application type for payment (Teacher to complete)

All payments must be completed by midday on Tuesday, 16th December.

Once you have completed the payment please click 'submit' on the left hand side to submit the application.

Outstanding balance

£45.00 (GBP)

Card number

Expiration

CVC

PAY GBP 45.00