



User guide for Sheffield Progress

Sheffield progress is the website used for Post 16 applications in Sheffield and surrounding areas.



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About our prospectus

Welcome to Sheffield Progress.

Sheffield Progress is an online prospectus and application system for young people to apply to school sixth forms, colleges and training providers.

Careers Helpline

The helpline and enquiry service is for young people aged 15-18 (including this year's school leavers) who are not in employment, education or training.

Lines are open Monday to Friday 9am to 4pm or email cyt_tys@sheffield.gov.uk

Call 0114 273 4462



Useful information.

The law requires all young people in England to continue in education or training until at least their 18th birthday, although in practice the vast majority of young people continue until the end of the academic year in which they turn 18.

You have 3 main options available to you and the end of year 11:

6th Form – Academic Courses
College – Vocational Courses
Apprenticeships – Learning on the job

Careers is here to support you!

One – Two – Ones:

At King Edward VII School we offer all students a 1-2-1 to discuss their options.

Expectations:

All students in year 11 will need to make applications using Sheffield progress by the deadline date.

King Edward VII Schools Policy is all students make a backup application, we hope you will never need you back up but, in our experience, it is considerably less stressful on results day.

- If you applying for 6th form this will require a backup application to college or an apprenticeship. Sheffield council only allows you to receive one 6th form place therefore another 6th form will not be considered a backup.
- If you applying to college this will require you also applying for another level of qualification (e.g. level 2 as well as 3. Levels explained on the next page)
- If you are applying for an apprenticeship this will require you also applying for a college course or 6th form. We will do everything we can to support all applications but bear in mind to enroll in an apprenticeship course will also need to find an employer.

Deadline:

The deadline for applications is **Wednesday 25th January 2023**. This is set by the council and cannot be changed.

Levels:

The table below explains the levels referred to in some course descriptions.

Level	Qualification	
7	NVQ 5	Doctorate/Masters Degree
6	NVQ 4 Higher/Degree Apprenticeship	Honours Degree
5		Foundation Degree HND
		Higher Education Diploma
4		HNC
		Certificate in Higher Education
3	NVQ 3 Advanced Apprenticeship	Vocational/BTEC Cert Diploma
		A-Level
2	NVQ 2 Apprenticeship	BTEC First Diploma
		GCSE Grades 9-4
1	NVQ 1 Traineeship	GCSE Grades 3-1
Entry	Basic Skills / Skills for Life	

****Some courses will have subject-specific requirements****

Level 3
(General requirement: 5 x 4-5 at GCSE)

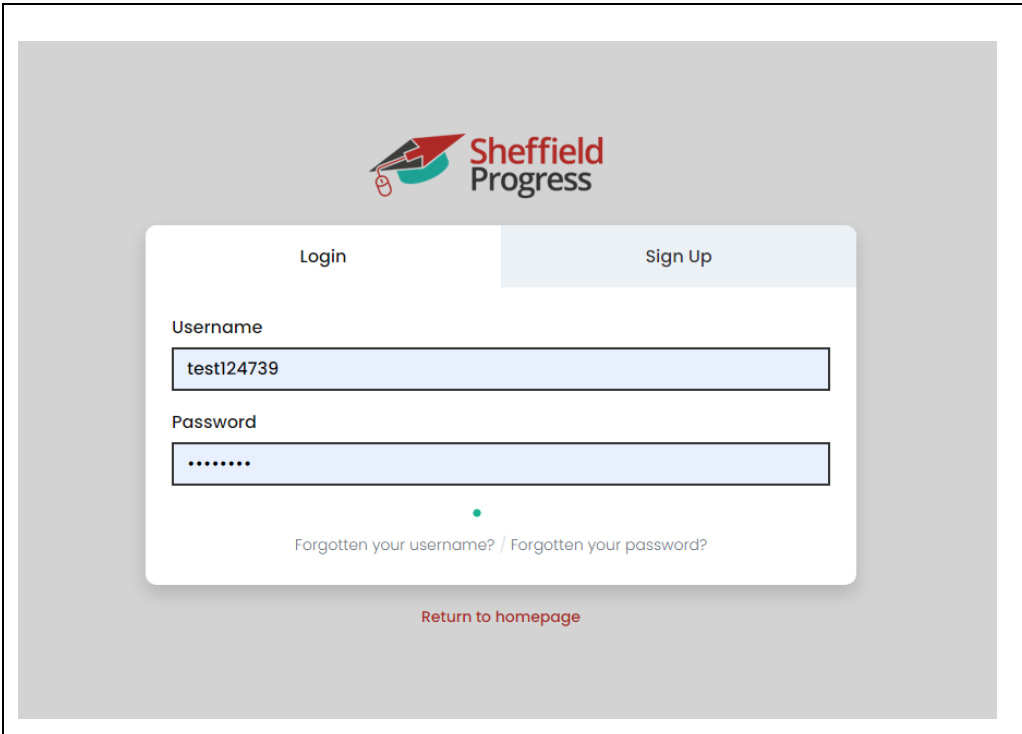
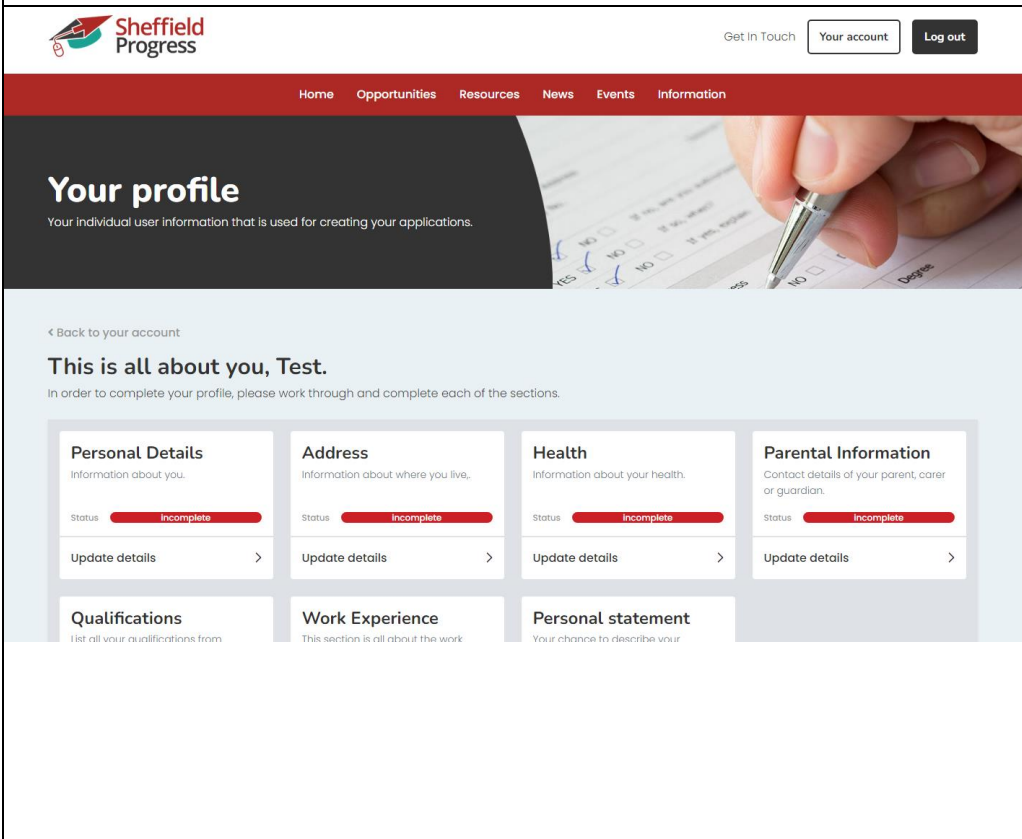
Level 2
(General requirement: 4 x 3-4 at GCSE)

Level 1
(General requirement: 2 x 1-2 at GCSE)

Entry Level
(No GCSEs required)

Section 1: Looking at courses and saving to My Favourites

This guide will show you how to look at all the course available and how to save these courses to **My Favourites**, any course you wish to apply for must be saved in My Favourites.

	<p>The first step is to log in to your account</p>
	<p>Once you have signed in you will see this page.</p> <p>Click on Opportunities to start looking at all your options.</p> <p>If you know the course you wish to apply for Search for opportunities.</p>

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Full time courses

Course Finder

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Search for courses

What do you want to study?

Not quite sure what you're looking for or where to start? Try searching...

By Provider By Sector By Qualification By Level By Area

NHS BT careermap GOV.UK

If not select full time courses and you can search by:

By Provider – Where you would attend.

By Sector – Area of study e.g. Arts, Media and Publishing or Health, Public Services and Care.

By Qualification – What course you wish to study.

By Area – The area of Sheffield or surrounding area you wish to study in.

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Filters

Select the type of course you're interested in to filter your results.

Search by keyword

2022-2023

- All Areas -

- All Qualifications -

- All Sectors -

- All Levels -

King Edward VII School

King Edward VII School
Glossop Road, Sheffield, S10 2PW

Applied Science Level 3 BTEC (Diploma or Extended Certificate)
King Edward
National Award (BTEC) Level 3

Art & Design (Photography)
King Edward
GCE A/AS Level or Equivalent Level 3

Art & Design: Fine Art
King Edward
GCE A/AS Level or Equivalent Level 3

Art & Design: Graphic Communication
King Edward
GCE A/AS Level or Equivalent Level 3

Course Information

Look at course information and entry requirements, start to think about how you can achieve the required grades.



Available start dates

01 September 2022

King Edward 2 Year(s) Full time Daytime/working hours

Add to Favourites

Please make sure you add all your course choices for this provider to your application form as they only accept one application per candidate.

Course Summary

This is a two year course with an assessment period during Year 12. It comprises 60% coursework, 40% externally set assignment.

Any courses you are interested in **Add to Favourites**.



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Favourites

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Compare and organise

These are the courses/opportunities you've added to your favourites list, grouped by provider.

King Edward VII School

Applied Science Level 3 BTEC (Diploma or Extended Certificate) Level 3 (01/09/2022)

View

Remove

Business Level 3 (01/09/2022)

View

Remove

Biology Level 3 (01/09/2022)

View

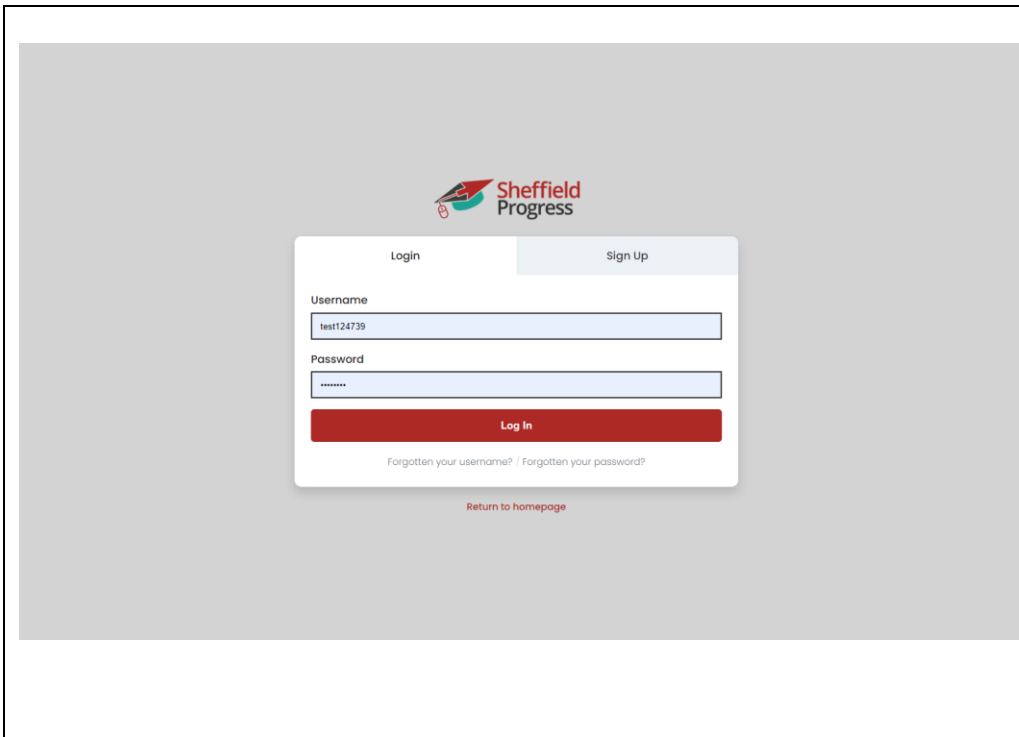
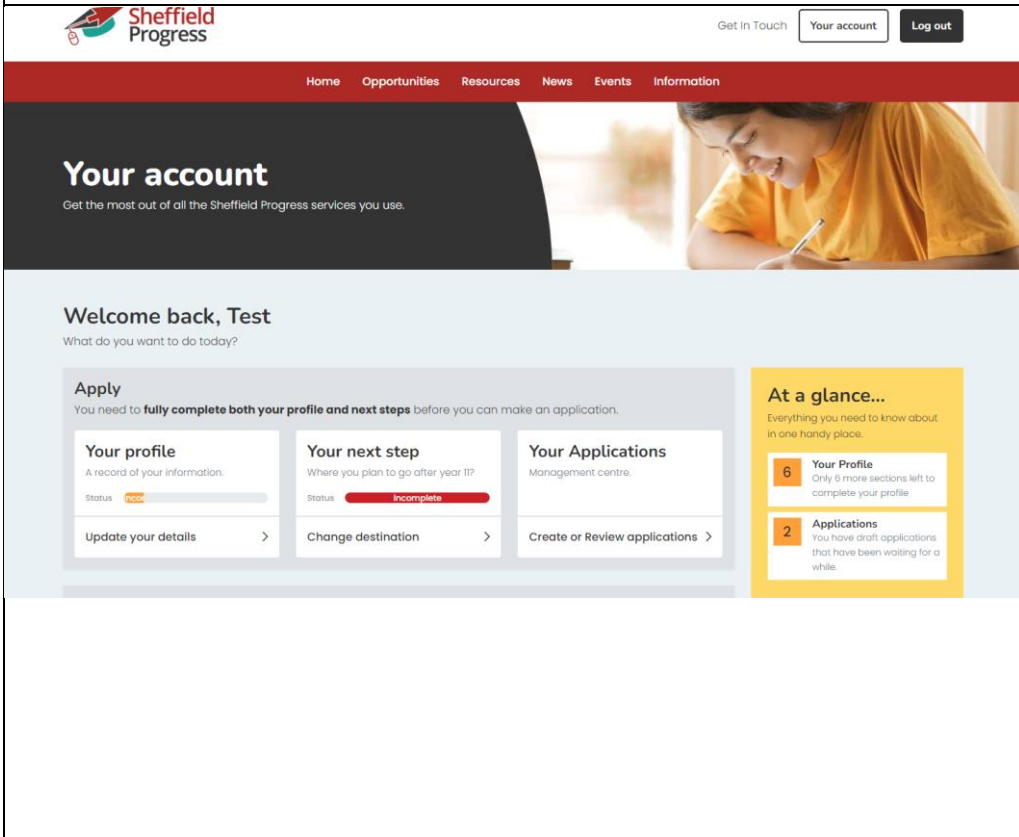
Remove

Your Favourites

You can look at all the course you have added to favourites by clicking on the favourite's icon at the top of the page.

Section 2: Completing My Profile Template

Step by Step instructions for creating **My Profile Template** Sheffield Progress, this needs to be completed before you can make any applications.

	<p>The first step is to log in to your account</p>
	<p>Once you have signed in you will see this page. You need start by completing 'Your profile'</p>

In order to complete your profile, please work through and complete each of the sections.

Personal Details Information about you. Status incomplete Update details >	Address Information about where you live. Status incomplete Update details >	Health Information about your health. Status incomplete Update details >	Parental Information Contact details of your parent, carer or guardian. Status incomplete Update details >
Qualifications List all your qualifications from secondary education onwards. Status incomplete Update details >	Work Experience This section is all about the work experience you have had, including any part time jobs, and references. Status complete Update details >	Personal statement Your chance to describe your ambitions, skills, and experience. Status incomplete Update details >	

Your Profile is made up of 5 easy to complete sections.

This page allows you to access all the sections of your application and indicates your progress in each section.

You will only need to complete this once as the details are saved and used for each application made.

You can work in any order but we will start with clicking on **Personal Details**.

Personal Details

This section covers information about you.

Forename(s) * *

Surname (family name) * *

Preferred Forename

Preferred Surname

Date Of Birth

For example, 12 10 2004

Day

Month

Year

Home Phone No.

Personal Details

Fill in any details that are missing, and check any data pulled through from your profile template.

Personal Details continued.

Once you have filled in all the fields **Click Save and Continue** to save your changes.

Personal Phone No.

Personal Email Address **

School Email Address

Legal Gender *

For reference only

If any of the following details are incorrect please contact your school or provider.

Year Group

Current school, college or provider

Save and continue

Cancel

Address.

Once you have filled in all the fields **Click Save and Continue** to save your changes.

[< Back to your profile](#)

Address

Information about where you live.

Address **

City/town **

County **

Postcode **

Country **

Choose your first language **

At a glance...

How much have you completed?

<input type="checkbox"/>	Personal Details
<input type="checkbox"/>	Address
<input type="checkbox"/>	Health
<input type="checkbox"/>	Parental Information
<input type="checkbox"/>	Qualifications
<input checked="" type="checkbox"/>	Work Experience
<input type="checkbox"/>	Personal statement

[← Back to your profile](#)

Health

Information about your health.

Learning difficulty, disability or health problem

Do you consider yourself to have any medical disability, learning difficulty or other health problem?

Yes No

EHCP

Do you have an EHCP?

Yes No

Save and continue

Cancel

Health.

Once you have filled in all the fields **Click Save and Continue** to save your changes.

[← Back to your profile](#)

Parental Information

You should be living with this parent, unless special circumstances apply.

Title * *

Please Select...

First Name * *

Last Name * *

Relationship of Parent (or carer/guardian) * *

Please Select...

Home Phone No.

Personal Phone No.

Email address

Parental Information
Here you need to enter your parent/ carer/ guardian's details.

Once you have filled in all the fields click Save and Continue to save your changes.

Qualifications

Add all the qualifications you are currently studying at school. You will also need to add the ones that you have completed and have a result for.

At a glance...

How much have you completed?

<input type="checkbox"/>	Personal Details
<input type="checkbox"/>	Address
<input type="checkbox"/>	Health
<input type="checkbox"/>	Parental Information
<input type="checkbox"/>	Qualifications

Qualifications

Your qualifications have been/ Will be loaded by the council based on your most recent review, you will not be able to amend them – so you can skip this section.

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Work Experience

Please write about any work experience you have done, any part-time jobs you have or have had and any volunteering you have undertaken.

Work Experience *

Please write about any work experience you have done, any part-time jobs you have or have had and any volunteering you have undertaken.

I have not had the opportunity to undertake any form of work experience. *

I have not had the opportunity to undertake any form of work experience.

You have 4928 characters remaining

[Save and continue](#) [Cancel](#)

At a glance...

How much have you completed?

<input type="checkbox"/>	Personal Details
<input type="checkbox"/>	Address
<input type="checkbox"/>	Health
<input type="checkbox"/>	Parental Information
<input type="checkbox"/>	Qualifications
<input checked="" type="checkbox"/>	Work Experience
<input type="checkbox"/>	Personal statement

Work Experience

This section should include details of any work experience or part time jobs you have had.

If you haven't completed any work experience you can tick the checkbox to insert the comment for you. Click **Save and Continue** to save your changes.

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Personal statement

Include interests and hobbies. You could also talk about your favourite subject and careers aspirations. This should make you sound as good as you can be, so don't put anything negative - but be honest at the same time!

Personal Statement **

Include interests and hobbies. You could also talk about your favourite subject and careers aspirations. This should make you sound as good as you can be, so don't put anything negative - but be honest at the same time!

You have 5000 characters remaining

Save and continue

Cancel

At a glance...

How much have you completed?

✗	Personal Details
✗	Address
✗	Health
✗	Parental Information
✗	Qualifications
✓	Work Experience
✗	Personal statement

Personal Statement

This section gives you an opportunity to promote yourself and your achievements.

Key things you must include:

- Personal skills and qualities.
- School experiences.
- Life outside school.
- Hobbies and interests.
- Future aspirations.

Click **Save and Continue** to save your changes

Personal Details

Information about you.

Status complete

Update details >

Address

Information about where you live.

Status complete

Update details >

Health

Information about your health.

Status complete

Update details >

Parental Information

Contact details of your parent, carer or guardian.

Status complete

Update details >

Qualifications

List all your qualifications from secondary education onwards.

Status incomplete

Update details >

Work Experience

This section is all about the work experience you have had, including any part time jobs, and references.

Status complete

Update details >

Personal statement

Your chance to describe your ambitions, skills, and experience.

Status complete

Update details >

My Profile Template

should now be completed with all sections showing green.

Section 3: Making an Application on Sheffield progress.

This is a step by step guide to sending your application on Sheffield Progress.

	<p>If you return to the main page you now need to ensure Your next step has been completed, you can not apply for a course unless it saved Your favourites.</p> <p>See section 1, looking at courses and saving to favourites if you have not completed this.</p> <p>If you are ready to apply click on your Applications.</p>
	<p>Your Applications Create a new application.</p>

This application has not been sent yet.

Personal Details

Status

Update details >

Address

Status

Update details >

Health

Status

Update details >

Parental Information

Status

Update details >

Qualifications

Status

Update details >

Work Experience

Status

Update details >

Personal statement

Status

Update details >

Course Choices

No course chosen.

Status

Add/remove courses >

Review & Send Your Application

Status

Review and send >

Create Your Application
 You know have 2 extra sections to complete. Start by selecting course choices.

It is time to choose...

Select each course you would like to include in your application.

1. Add a course from your favourites list.

King Edward VII School

Applied Science Level 3 BTEC (Diploma or Extended Certificate) (01/09/2022)	Click for info.
Art & Design (Photography) (01/09/2022)	Add course
Biology (01/09/2022)	Add course
Business (01/09/2022)	Click for info.

2. Double-check your choice and order by preference.

Please note – any courses with a red background are no longer available and need to be removed from your application.

King Edward VII School

1 Business (Level 3)	↑ ↓ 🗑️
2 Applied Science Level 3 BTEC (Diploma or Extended Certificate) (Level 3)	↑ ↓ 🗑️

Course Choices.
 As mentioned before any courses you want to apply to must be **Your Favourites**, if you wish to add any more please refer to See section 1, looking at courses and saving to favourites.

[← Back to your application](#)

It is time to choose...

Select each course you would like to include in your application.

1. Add a course from your favourites list.

Training Academy

A Level Chemistry (01/09/2022)	Add course
A Level History (01/09/2022)	Add course
A Level Physics (01/09/2022)	Add course

2. Double-check your choice and order by preference.

Please note - any courses with a red background are no longer available and need to be removed from your application.

Until you add at least one course, you cannot progress with your application.

Course Choices continued

Some providers allow you to make multiple applications to them, if they don't then the favourites will be greyed out with a message to let you know why. Press **Add Course** on the course you wish to apply for.

If you can add more than one course you can order them by your preference by dragging and dropping them or clicking the up/down buttons.

Add an explanation why you would like to do the course(s) and click **Save and Continue** to save your changes.

Review your details

Take your time to check all the information is correct.

Personal Details

First Name	Amid
Last Name	Bhat
Preferred First Name	Amid
Preferred Last Name	Bhat
Date Of Birth	01/01/2006
Home Phone Number	+44 7770099989
Personal Phone Number	+44 7770099989
Personal Email Address	email@firstmedia.co.uk

Review & Send Your Application

This final page allows you to review all the sections in one go, you can edit any of the pages by clicking the **Edit** button in each of the sections.

The provider may have some questions for you to answer, these are at the end of the page.

Complete any additional fields or checkboxes and click the **Send Application** button to send your application.

Well done. Your application has moved to the next stage!



Please take a moment to rate your experience by clicking on a face below.



If you have any questions, please don't hesitate to contact us.

Logo

Logo

Logo

Logo

Logo

Finally, please give Sheffield Progress some feedback on how you think the process went by clicking on the appropriate face.

Standard Application

This is the most popular application and can be used for any provider.

Create a new application

Existing applications

Check back often to see any changes.

Set my final choice

Pending Ext Ref

Your application is with the provider but is waiting for a reference to be received.

2 Training Academy (331131)

Referee Details

PDF

Conditional Offer

An offer has been made by your provider, click the Your Offer button to find out more.

1 Gladwin College (339049)

Your Offer

Withdraw

Referee Details

PDF

Logo

Logo

Logo

Logo

Logo

Your application will now be at the next status (Sent, Sent Pending Reference, Schools Hold etc.) You can monitor the status by visiting this screen.

The schools Careers department checks all applications before they are sent.

If it's all ok we will send onto your chosen provider. If we notice any issues we will be in touch to resolve before sending.

At a glance...

Everything you need to know about in one handy place.

2

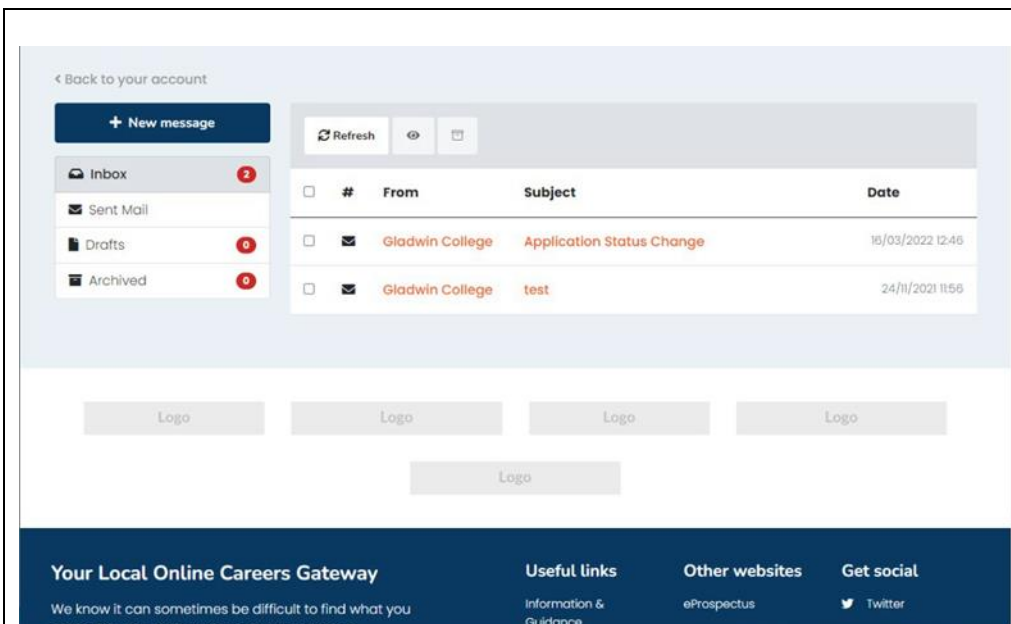
Messages

You have new messages to read

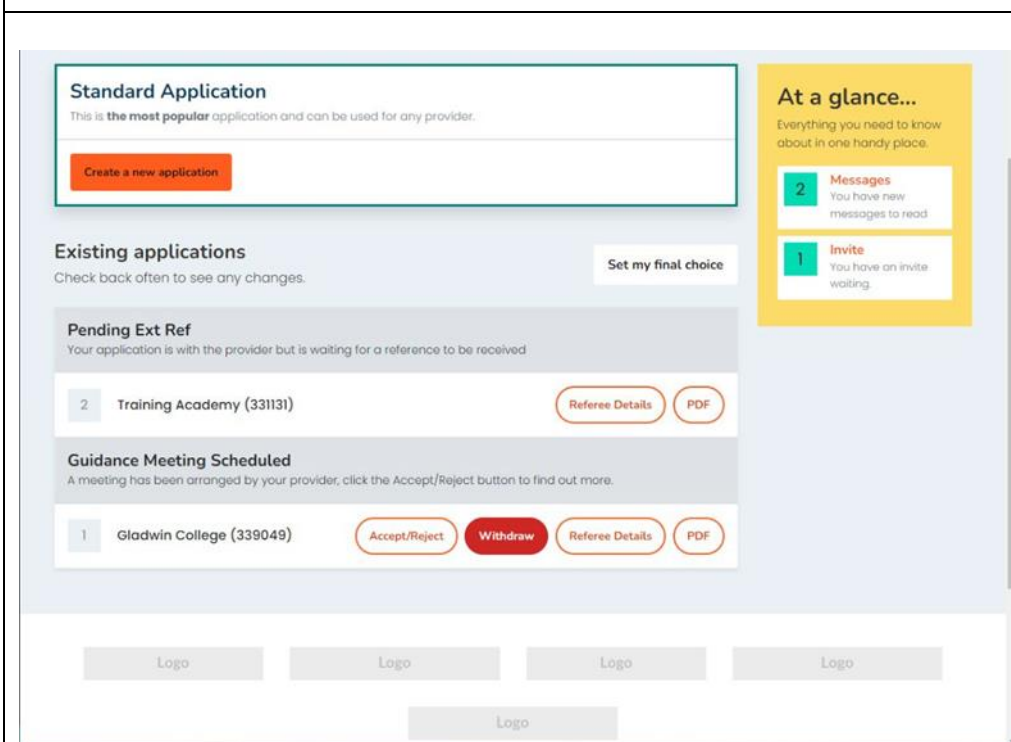
1

Offers

You have an offer waiting



If the provider, your school or tutor has sent you a message about the application, you can click the envelope icon on the left of the application to read it and reply.



When your application has been processed by the provider and they schedule your guidance meeting or choose to send you an offer, you can accept or reject it in this screen. Click on the **Accept/Reject** or **Your Offer** button to view the meeting/offer and make your choice.

Once accepted/rejected, the status of your application will change.