

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 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.

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 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, 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,



ARKWRIGHT
ENGINEERING SCHOLARSHIPS
part of The Smallpeice Trust

Dear Student,

Your teacher has nominated you to apply for an Arkwright Engineering Scholarship to be awarded in 2025. 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:

- [What makes a good application](#)
- [Project ideas](#)
- [The Arkwright Handbook](#)
- A sample of the [application form](#)

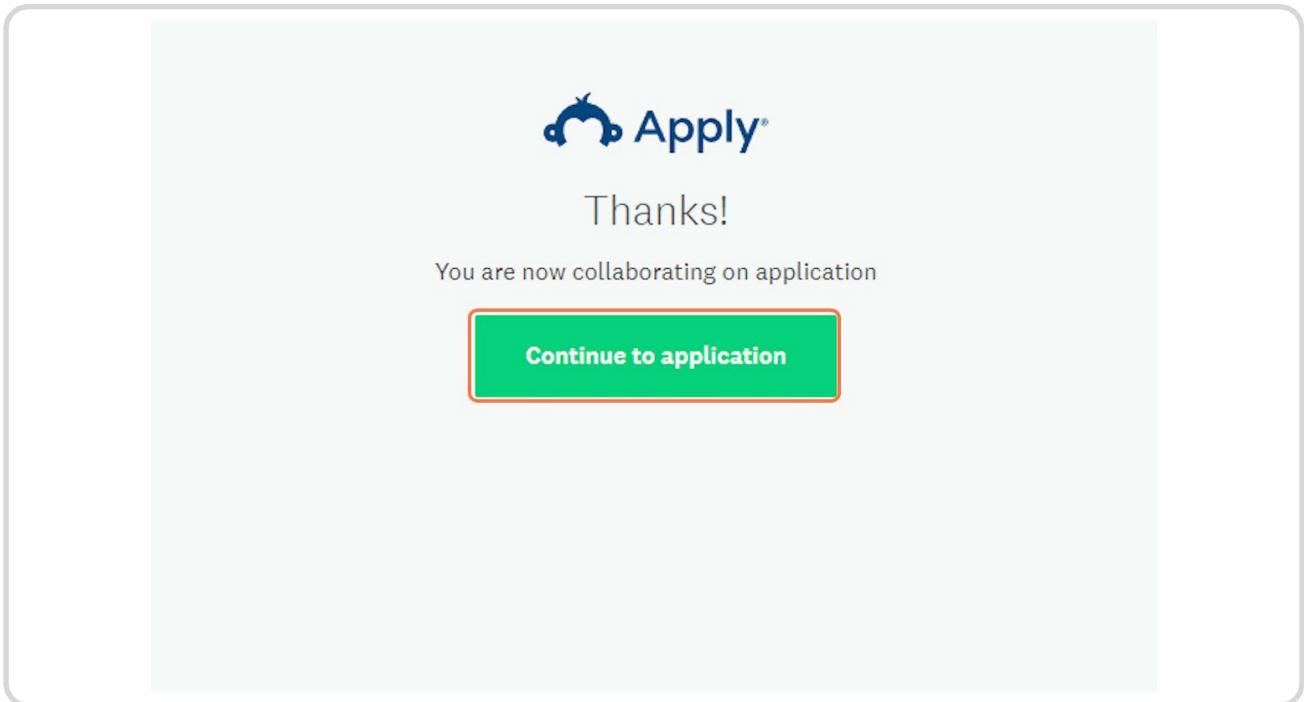
The application fee of £45.00 must be paid by your teacher when they submit your final application. Please liaise with them to agree if this fee is to be paid by the school or if they will asking your parents/guardians to repay this. If the application fee is not paid by the due date your application will be withdrawn.

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.

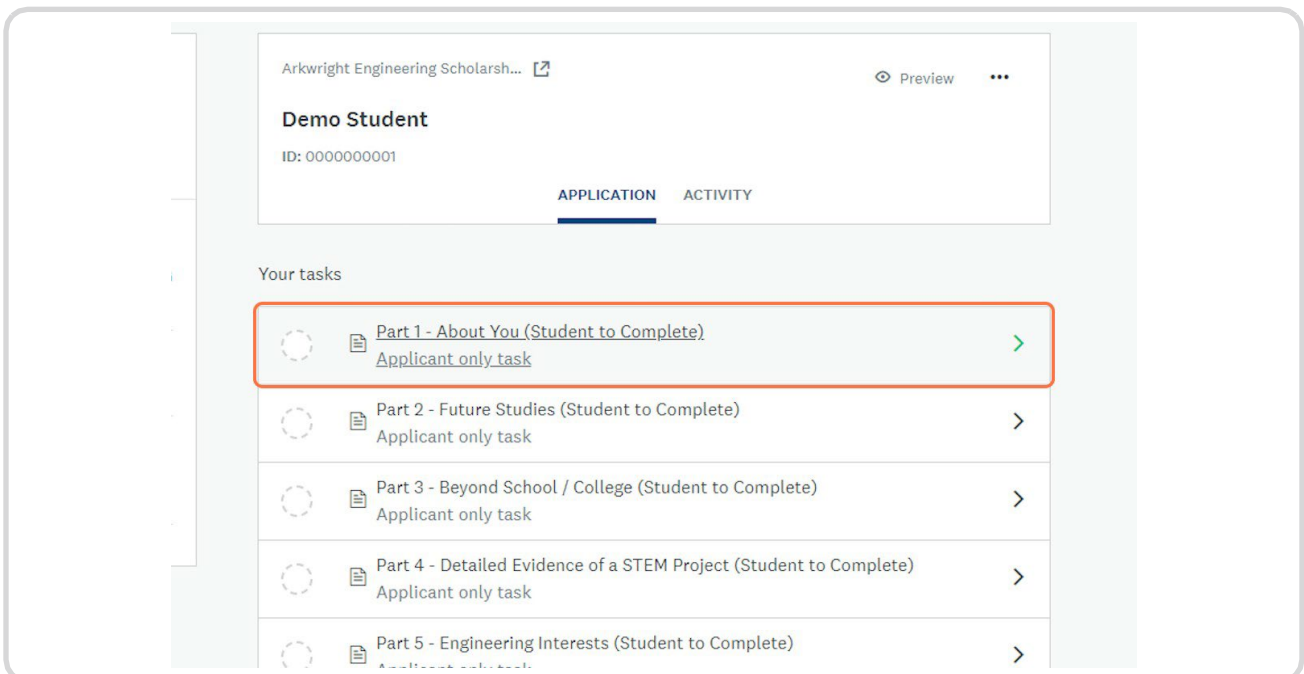
STEP 2

On the next screen, click on “Continue to Application”



STEP 3

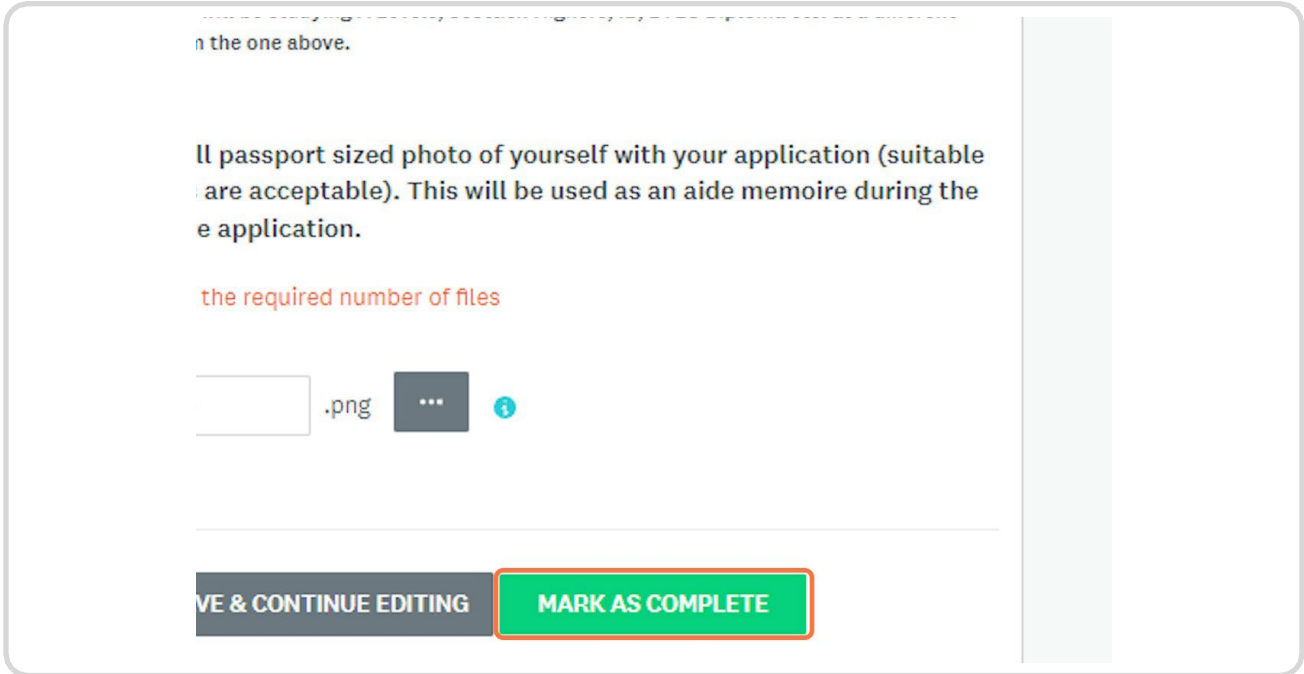
On the left-hand menu, click on “Part 1 - About You (Student to Complete)” and complete all sections on the next page



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”



n the one above.

ll passport sized photo of yourself with your application (suitable are acceptable). This will be used as an aide memoire during the application.

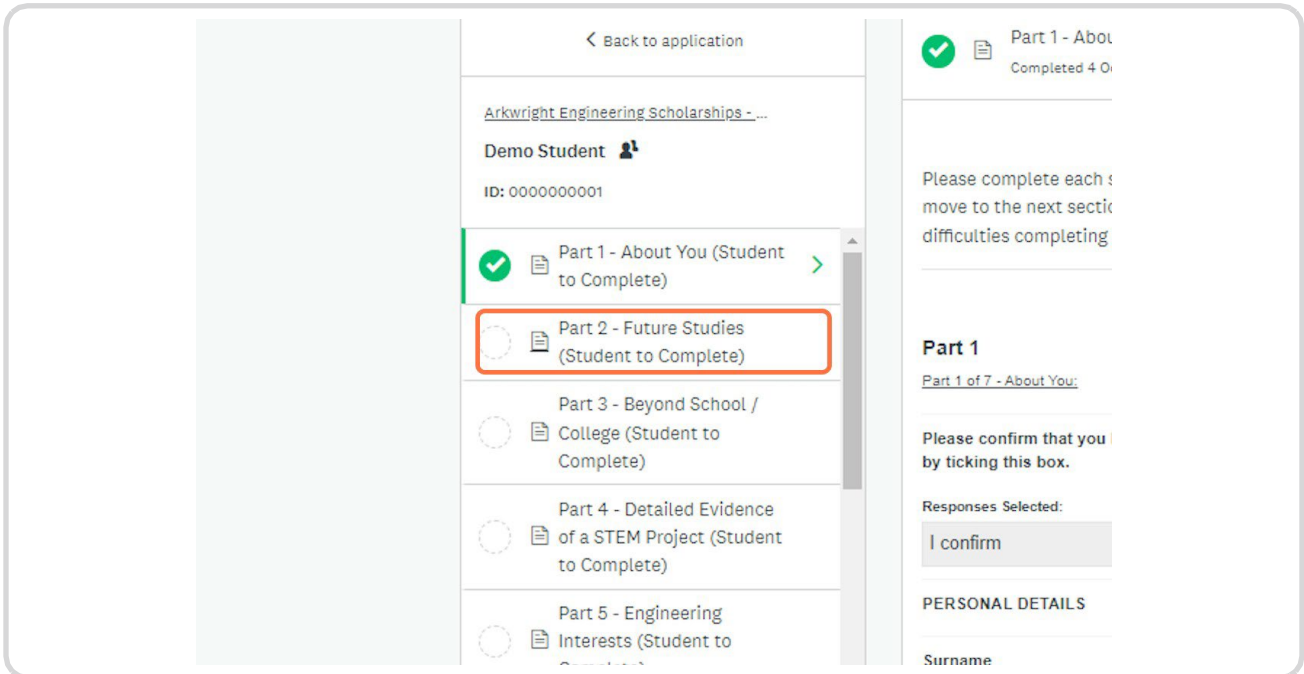
the required number of files

.png

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 / College (Student to Complete)
- Part 4 - Detailed Evidence of a STEM Project (Student to Complete)
- Part 5 - Engineering Interests (Student to Complete)

Part 1 - About You
Completed 4 of 7

Please complete each section and then move to the next section. If you have any difficulties completing a section, please contact us.

Part 1

Part 1 of 7 - About You:

Please confirm that you have read and understood the information by ticking this box.

Responses Selected:

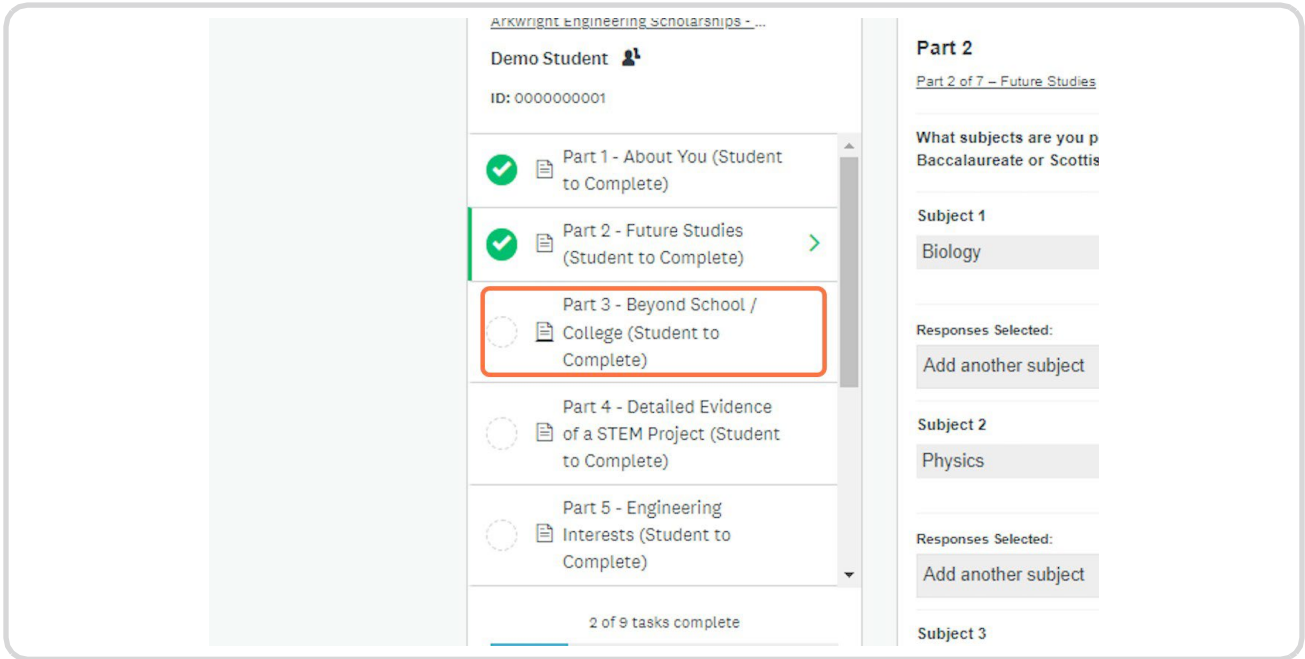
I confirm

PERSONAL DETAILS

Surname

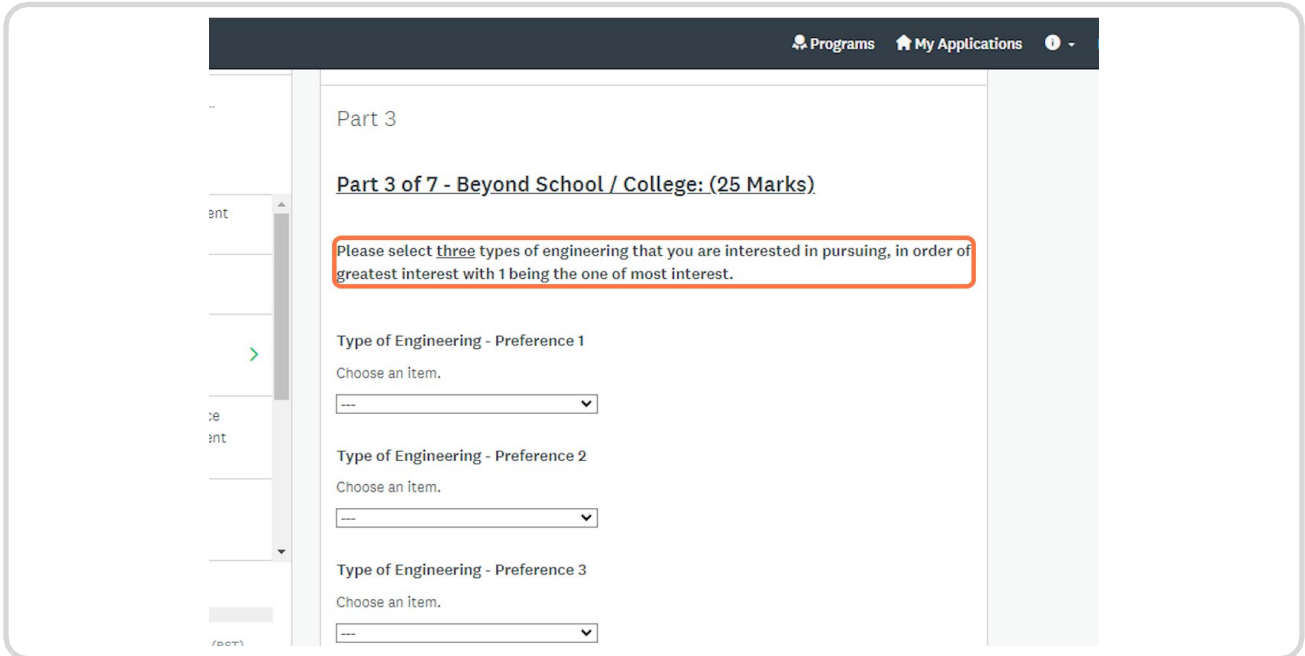
STEP 6

Click on “Part 3 - Beyond School / College (Student to Complete)” and complete the next page. Then “Mark as Complete”



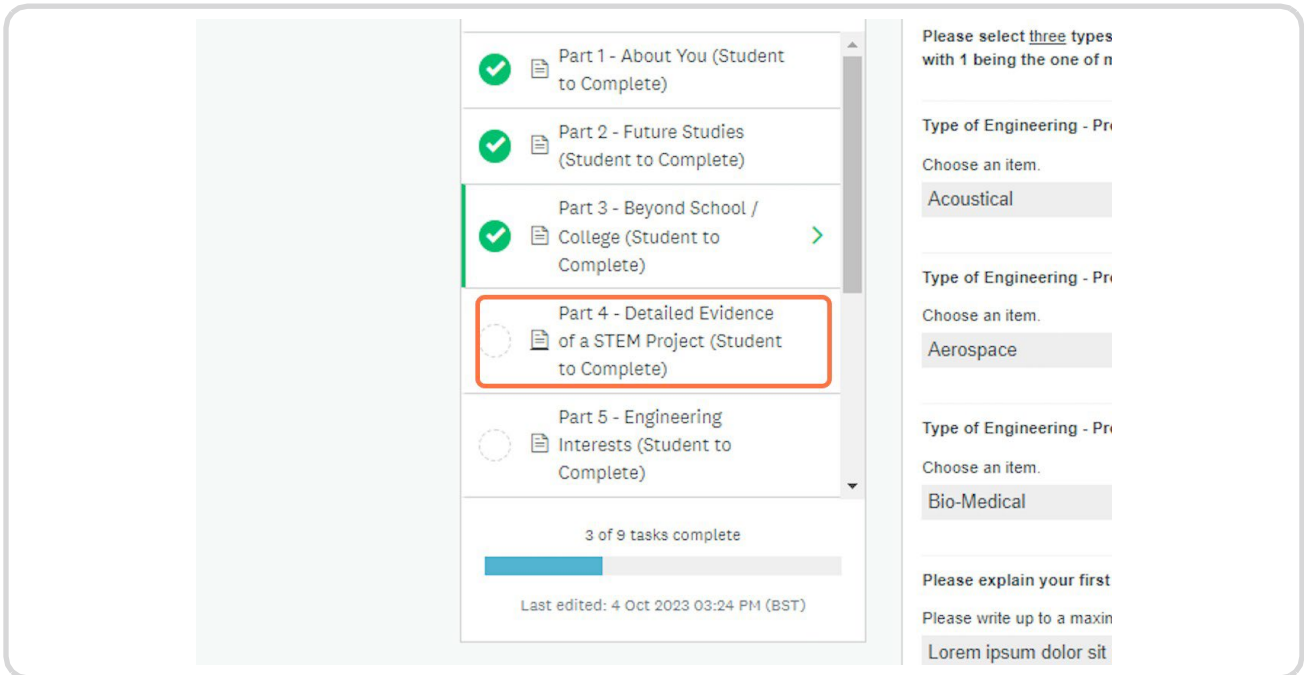
STEP 7

Within section three, please pay special attention to the text highlighted below



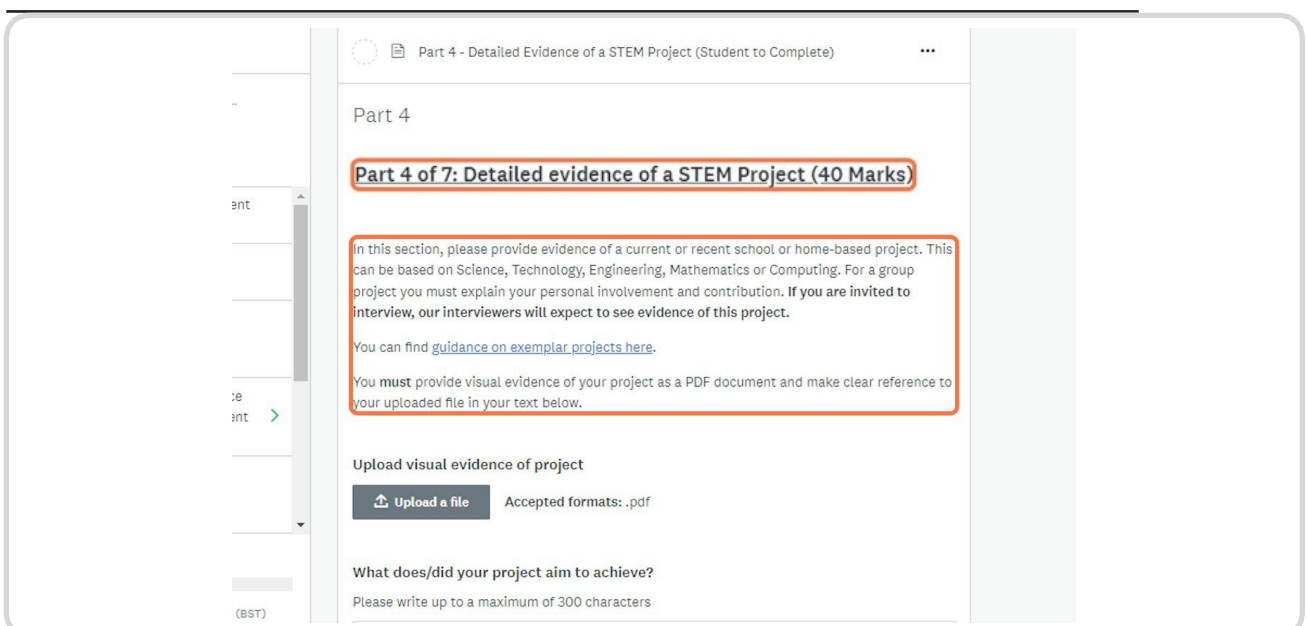
STEP 8

Click on “Part 4 - Detailed Evidence of a STEM Project (Student to Complete)”, complete the sections and then click on “Mark as Complete” at the foot of the page



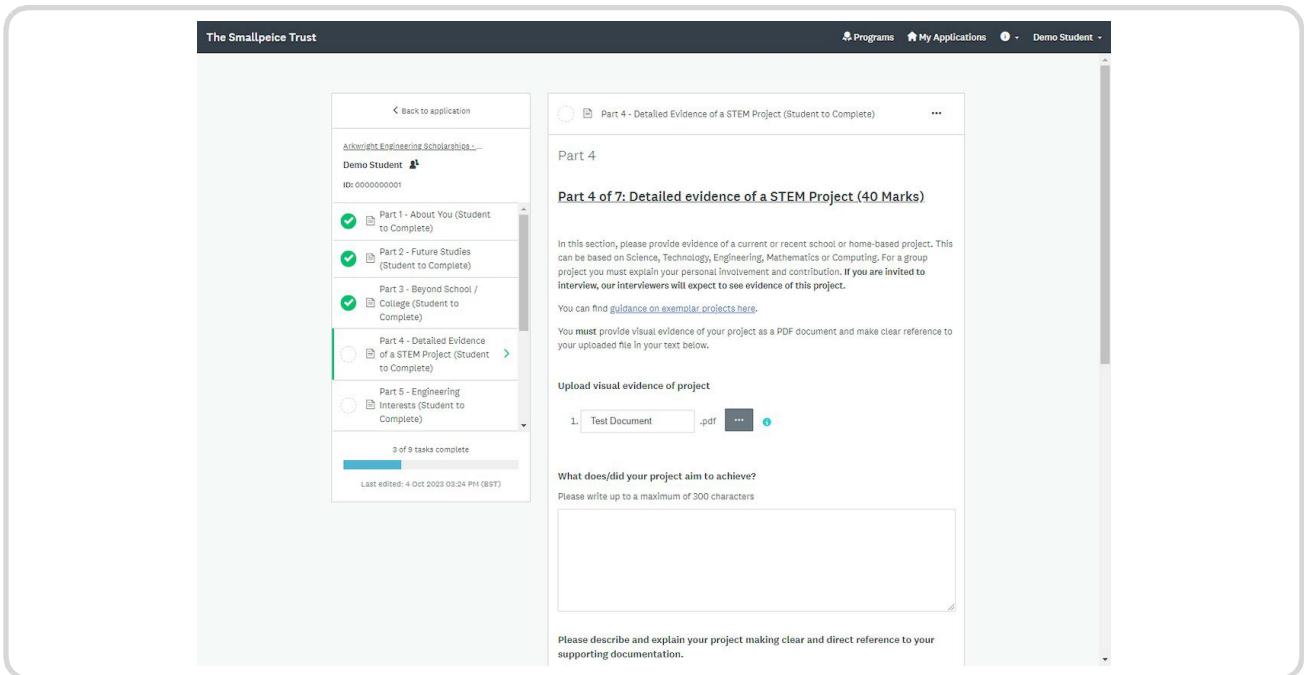
You will note that every section carries the maximum number of marks awarded in the header.

We have also highlighted some important text in the image below, please ensure you read this guidance. You are also strongly encouraged to review the [exemplar projects link](#) in this section before deciding on a project to use in your application.



STEP 9

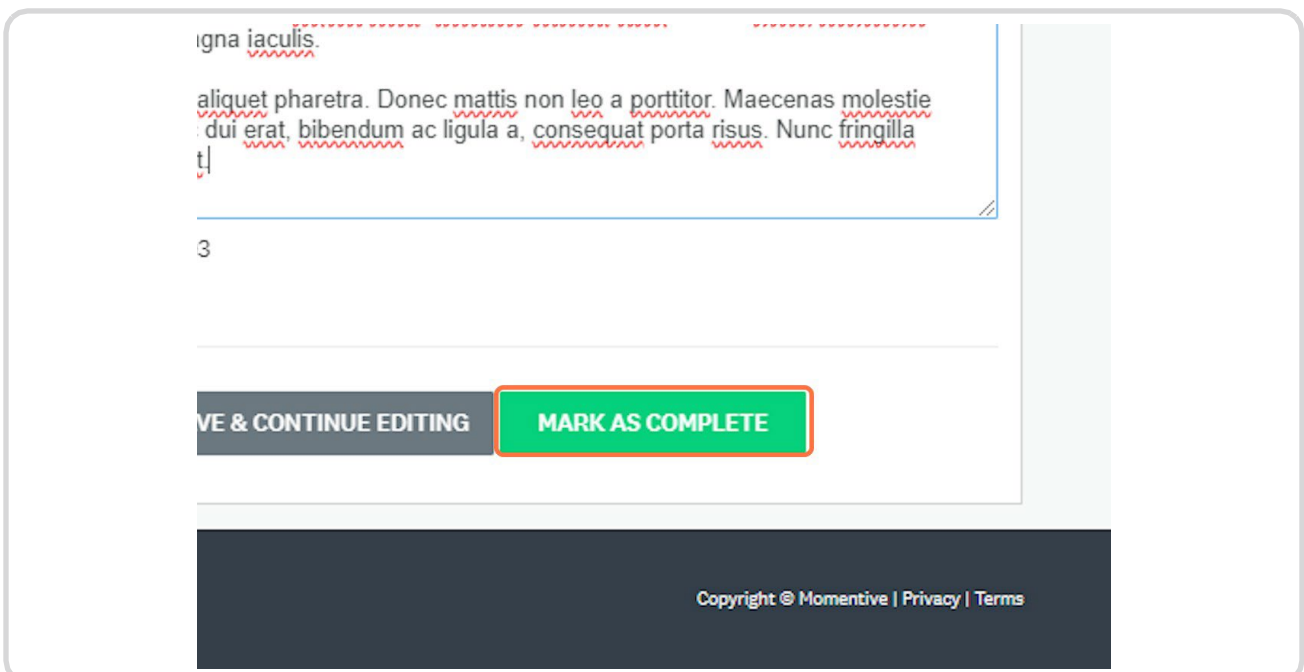
Select your supporting documentation for your project by using the upload document menu. Please note that you are restricted to using pdf for this section.



The screenshot shows a web application interface for 'The Smallpeice Trust'. The user is logged in as 'Demo Student'. The main content area is titled 'Part 4 - Detailed Evidence of a STEM Project (Student to Complete)'. On the left, a sidebar shows a progress list: Part 1 - About You (Student to Complete) [checked], Part 2 - Future Studies (Student to Complete) [checked], Part 3 - Beyond School / College (Student to Complete) [checked], Part 4 - Detailed Evidence of a STEM Project (Student to Complete) [active], and Part 5 - Engineering Interests (Student to Complete) [unchecked]. Below the sidebar, it indicates '3 of 6 tasks complete' and 'Last edited: 4 Oct 2023 03:24 PM (BST)'. The main content area for Part 4 is titled 'Part 4 of 7: Detailed evidence of a STEM Project (40 Marks)'. It contains instructions: 'In this section, please provide evidence of a current or recent school or home-based project. This can be based on Science, Technology, Engineering, Mathematics or Computing. For a group project you must explain your personal involvement and contribution. If you are invited to interview, our interviewers will expect to see evidence of this project. You can find [guidance on exemplar projects here](#). You must provide visual evidence of your project as a PDF document and make clear reference to your uploaded file in your text below.' There is an 'Upload visual evidence of project' section with a file upload button showing '1. Test Document .pdf'. Below this is a text input field for 'What does/did your project aim to achieve?' with a note 'Please write up to a maximum of 300 characters'. At the bottom, there is a prompt: 'Please describe and explain your project making clear and direct reference to your supporting documentation.'

STEP 10

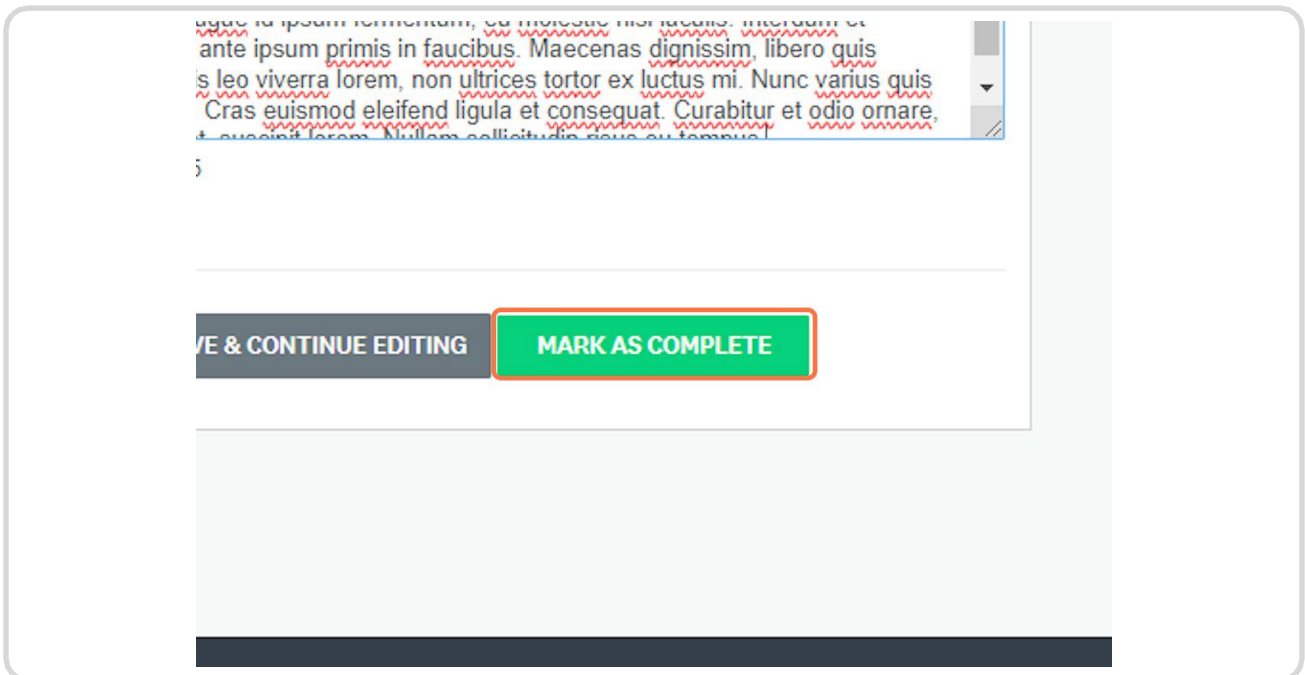
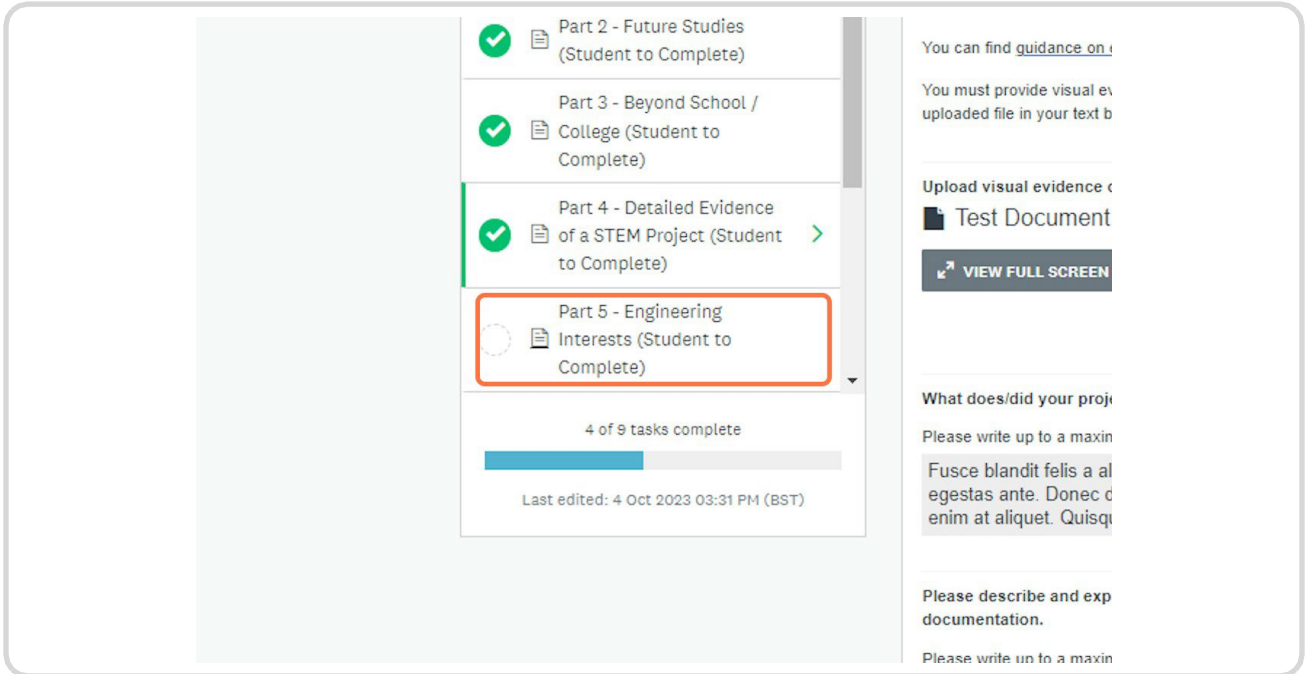
Once finished, click on “Mark as Complete”



The screenshot shows the bottom of the form. At the top, there is a text area with placeholder text: 'igna iaculis. aliquet pharetra. Donec mattis non leo a porttitor. Maecenas molestie dui erat, bibendum ac ligula a, consequat porta risus. Nunc fringilla t|'. Below the text area is a horizontal line with the number '3' on the left. At the bottom, there are two buttons: a dark grey button labeled 'SAVE & CONTINUE EDITING' and a green button labeled 'MARK AS COMPLETE' with a red border. At the very bottom, there is a dark grey footer with the text 'Copyright © Momentive | Privacy | Terms'.

STEP 11

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

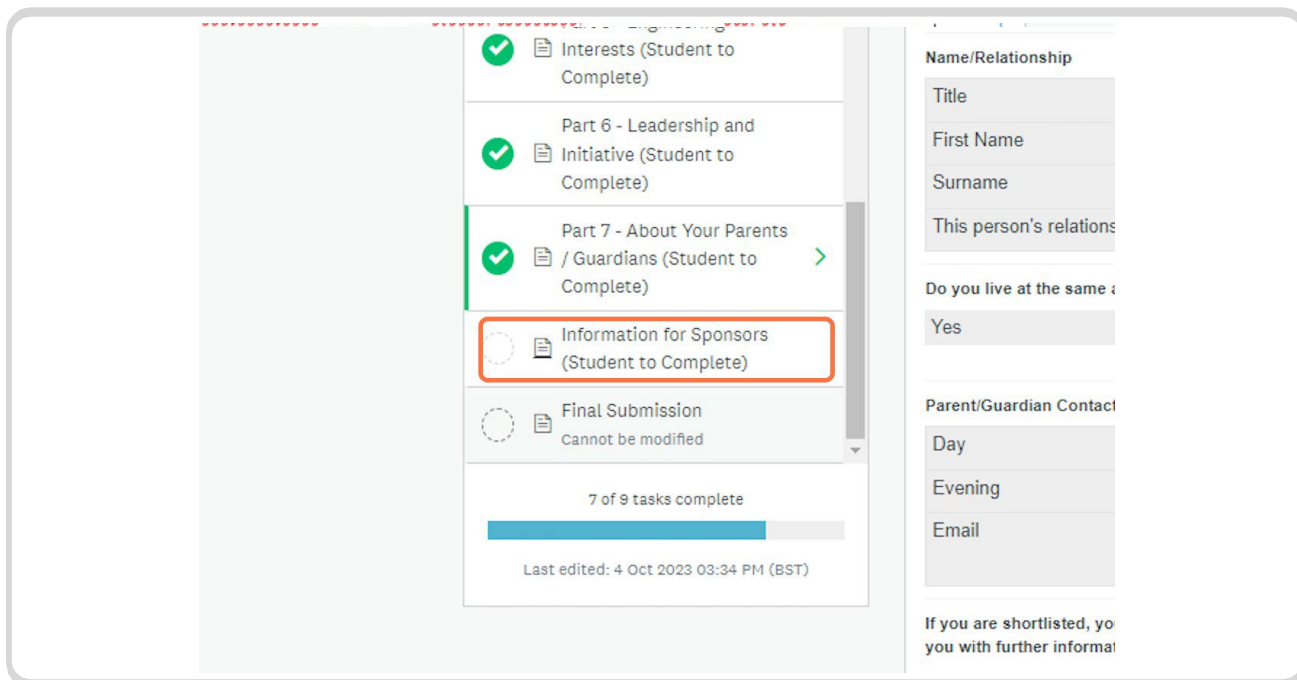


STEP 12

Complete the next three student sections and then “Mark as Complete”

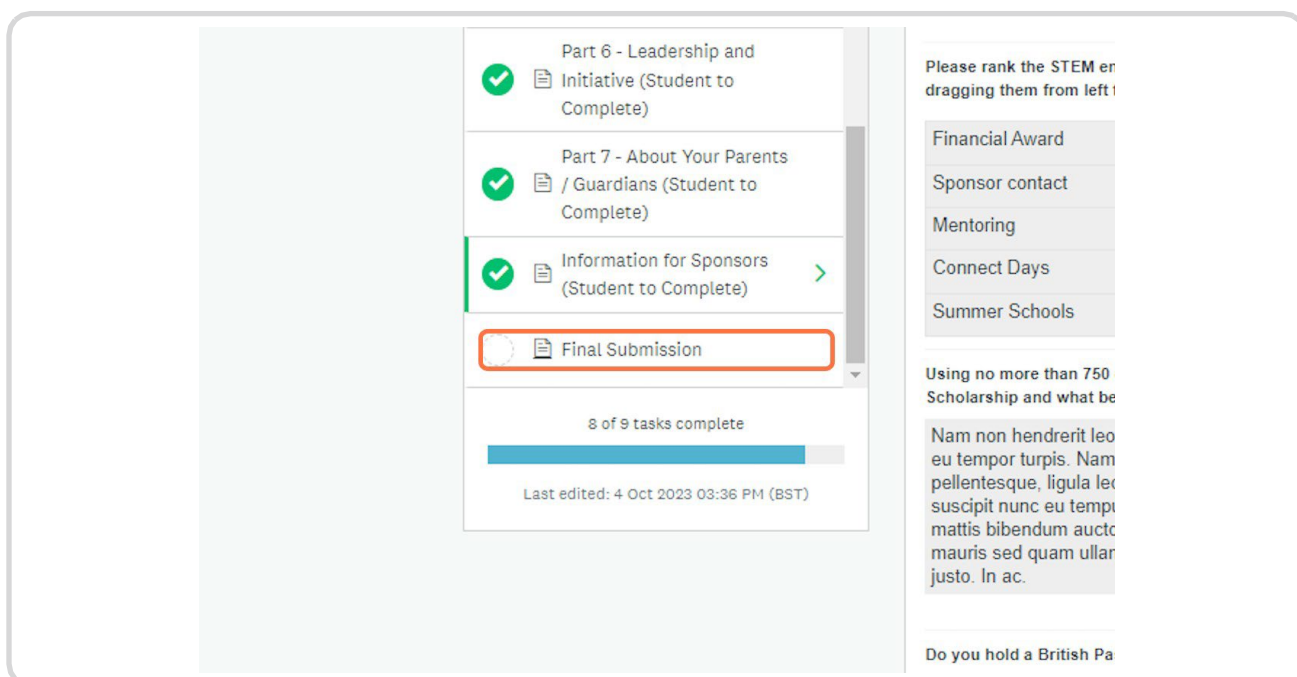
This screenshot shows a student application form for 'Arkwright Engineering Scholarships'. The student is 'Demo Student' with ID '0000000001'. The form is divided into several sections: Part 5 - Engineering Interests (Student to Complete), Part 6 - Leadership and Initiative (Student to Complete), Part 7 - About Your Parents / Guardians (Student to Complete), Information for Sponsors (Student to Complete), and Final Submission (Cannot be modified). Part 5 is marked as completed with a green checkmark. Part 6 is highlighted with a red box, indicating it is the next section to be completed. The right-hand side of the form shows the content of Part 5, which includes a prompt to provide details of school activities and a note to not discuss the school.

This screenshot shows the same student application form, but now Part 6 - Leadership and Initiative (Student to Complete) is marked as completed with a green checkmark. Part 7 - About Your Parents / Guardians (Student to Complete) is highlighted with a red box, indicating it is the next section to be completed. The right-hand side of the form shows the content of Part 6, which includes a prompt to provide examples of leadership and a note to write up to a maximum of 500 words. A progress bar at the bottom indicates that 6 of 9 tasks are complete, and the last edited time is 4 Oct 2023 03:32 PM (BST).



STEP 13

Click on “Final Submission” on the left hand menu



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

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

