

# 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

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.

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.

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 [scholarships@smallpeicetrust.org.uk](mailto:scholarships@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



OR

First name


Last name

Email

Password

Confirm password

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

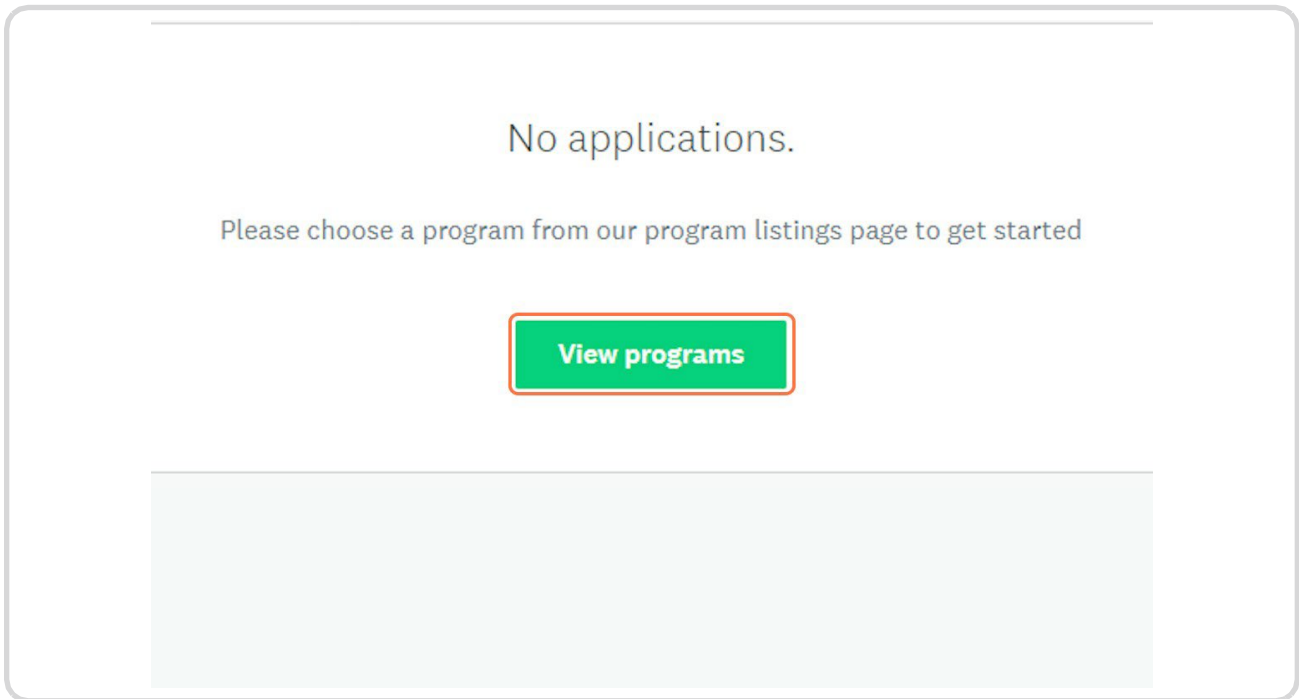
I'm not a robot   
reCAPTCHA  
Privacy - Terms

**CREATE ACCOUNT**

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

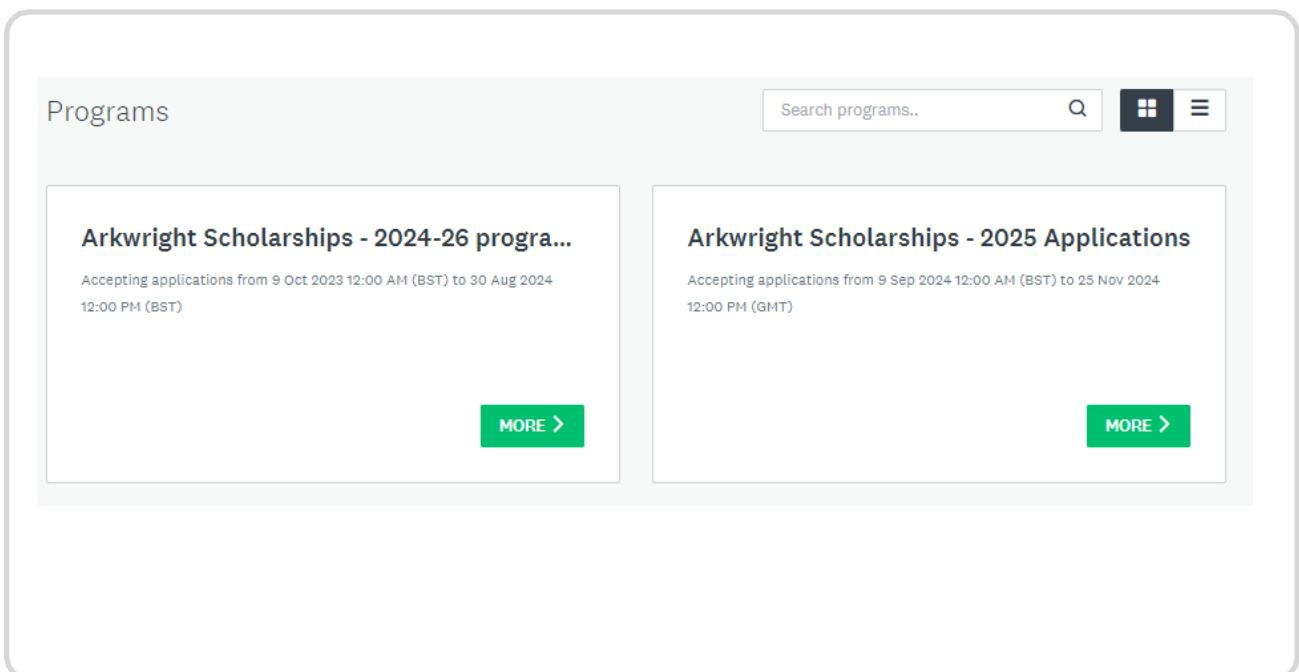
### STEP 3

On the next screen, click on “View Programs”



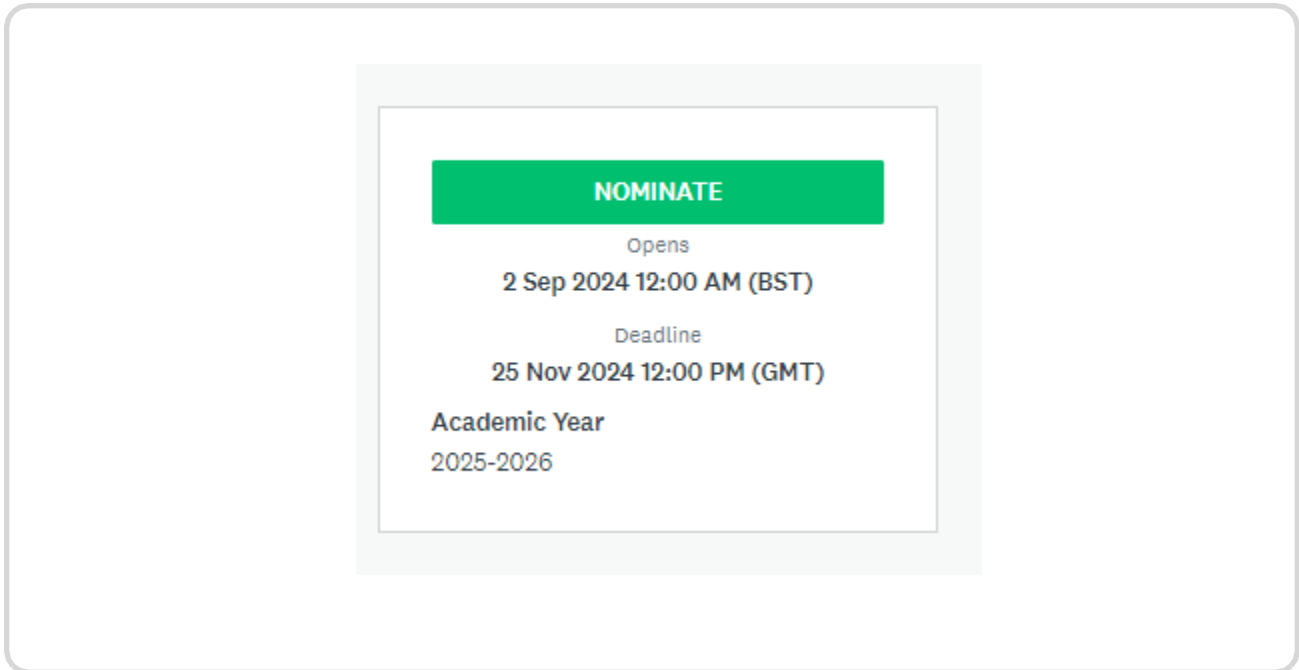
### STEP 4

Select Arkwright Scholarships - 2025 Applications. Click on “More”



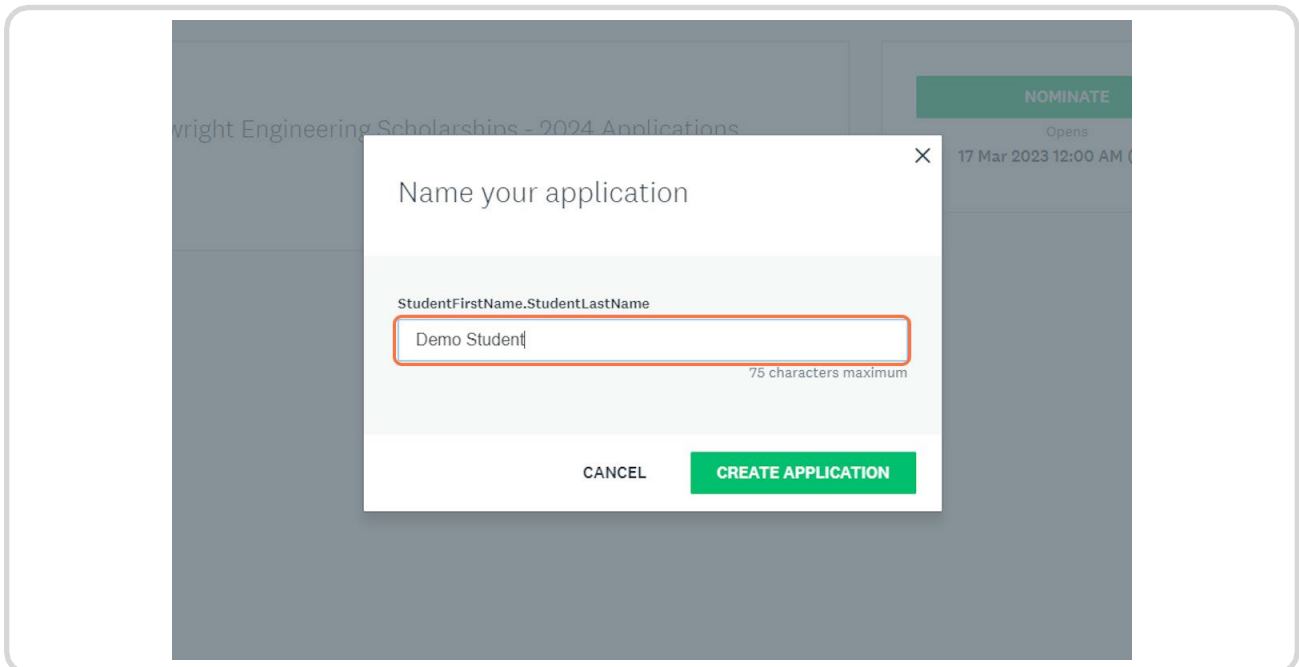
## STEP 5

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”

rstName.StudentLastName

Student

75 characters maximum

CANCEL CREATE APPLICATION

STEP 8

On the next screen click on “Add Applicant Email” on the left

Your tasks

DT Demo Teacher (Owner)  
RichardArkwrightSPT+DemoTeacher@G  
mail.com

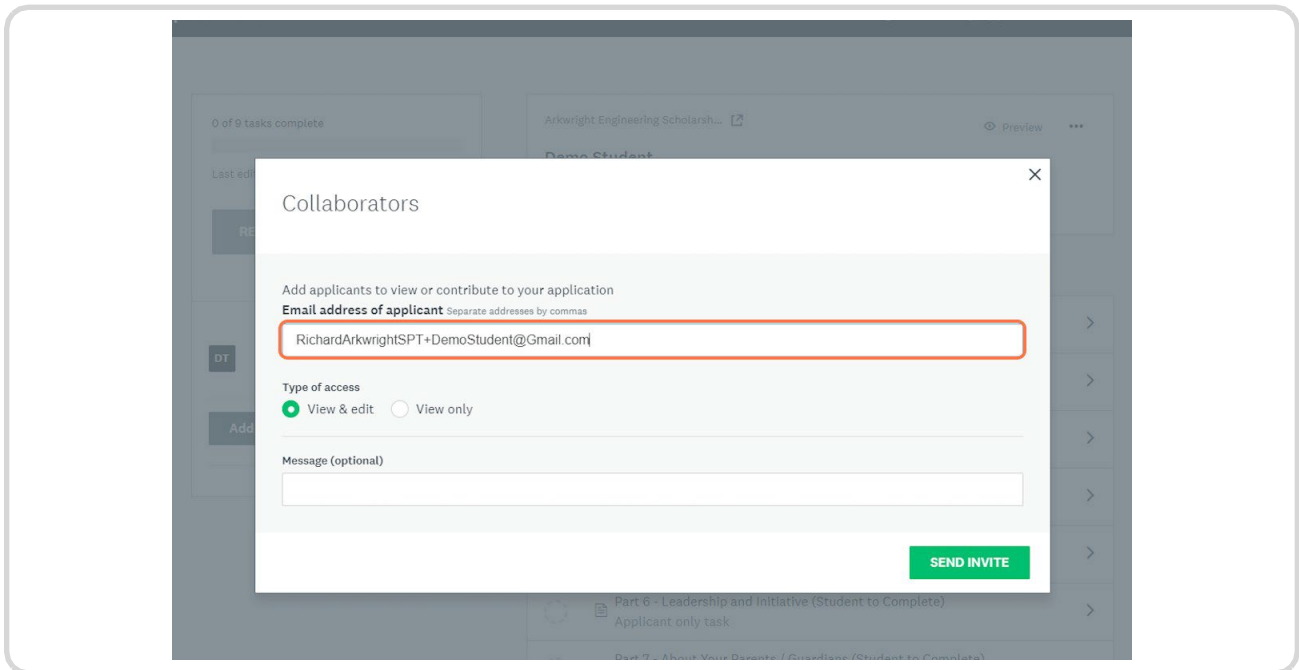
Add Applicant Email

## STEP 9

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

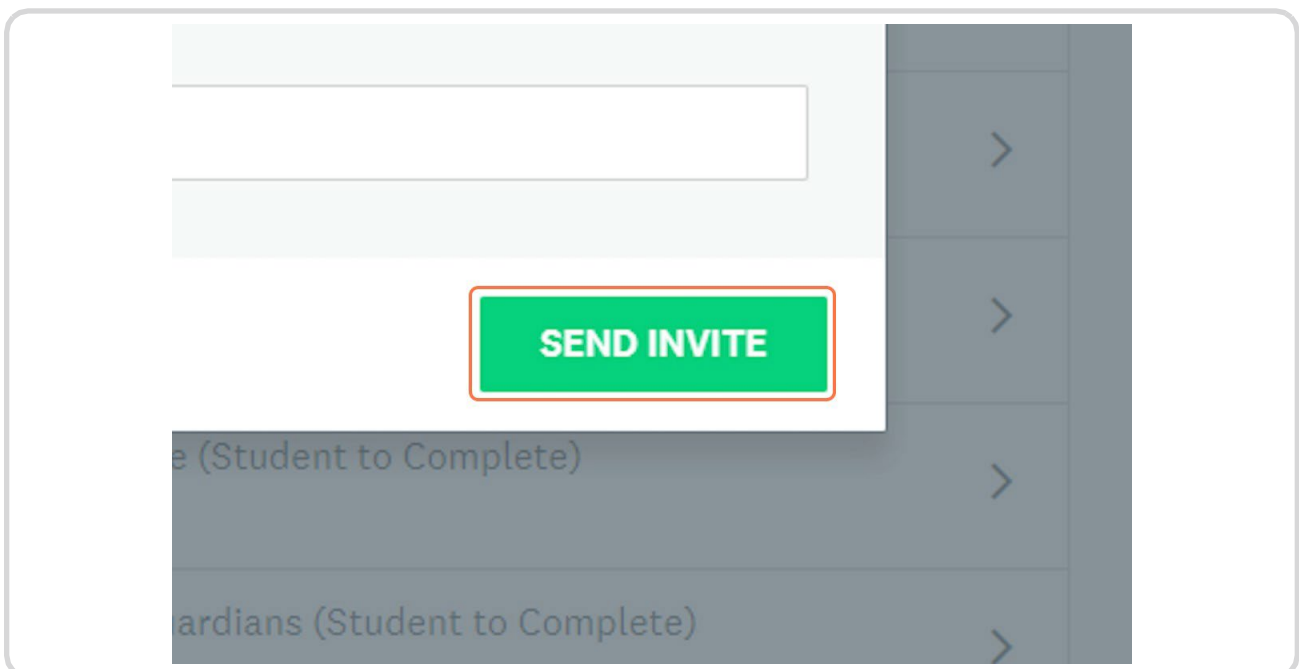
Leave the access set to “View & edit” so the student can view and complete their application

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



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](mailto: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.

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



Dear Demo Teacher,

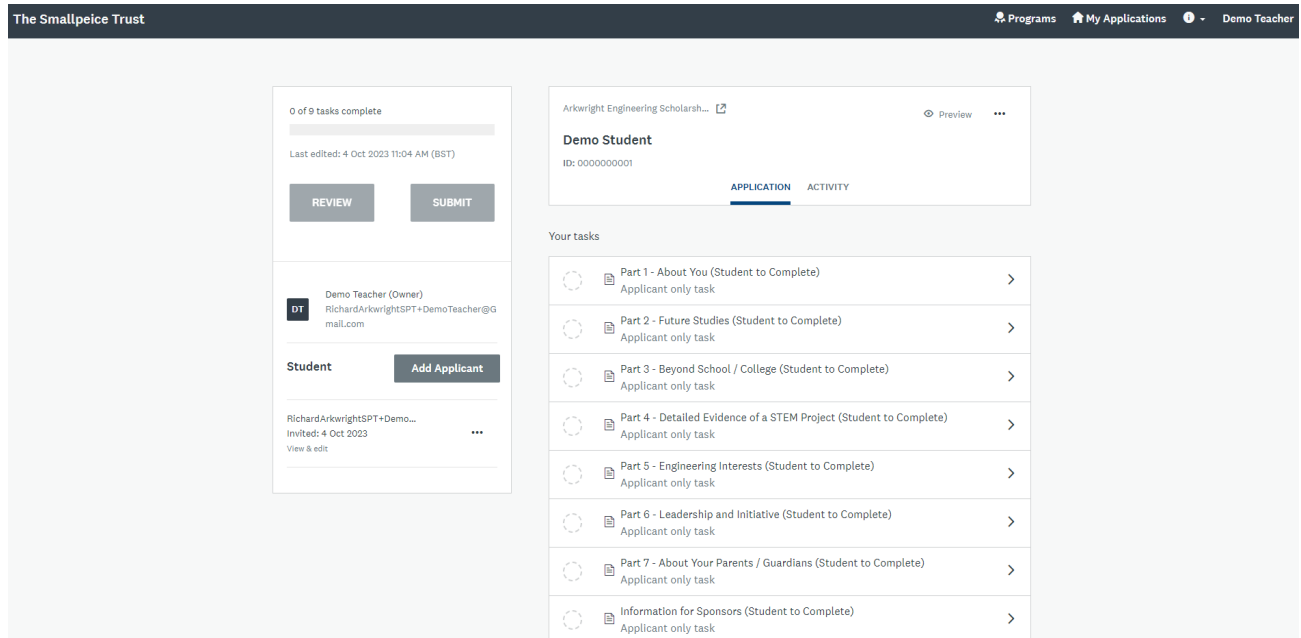
Demo Student has accepted your invitation to apply for the following program, **Arkwright Engineering Scholarships - 2024 Applications**.

Thank you,  
Arkwright Team

## STEP 12

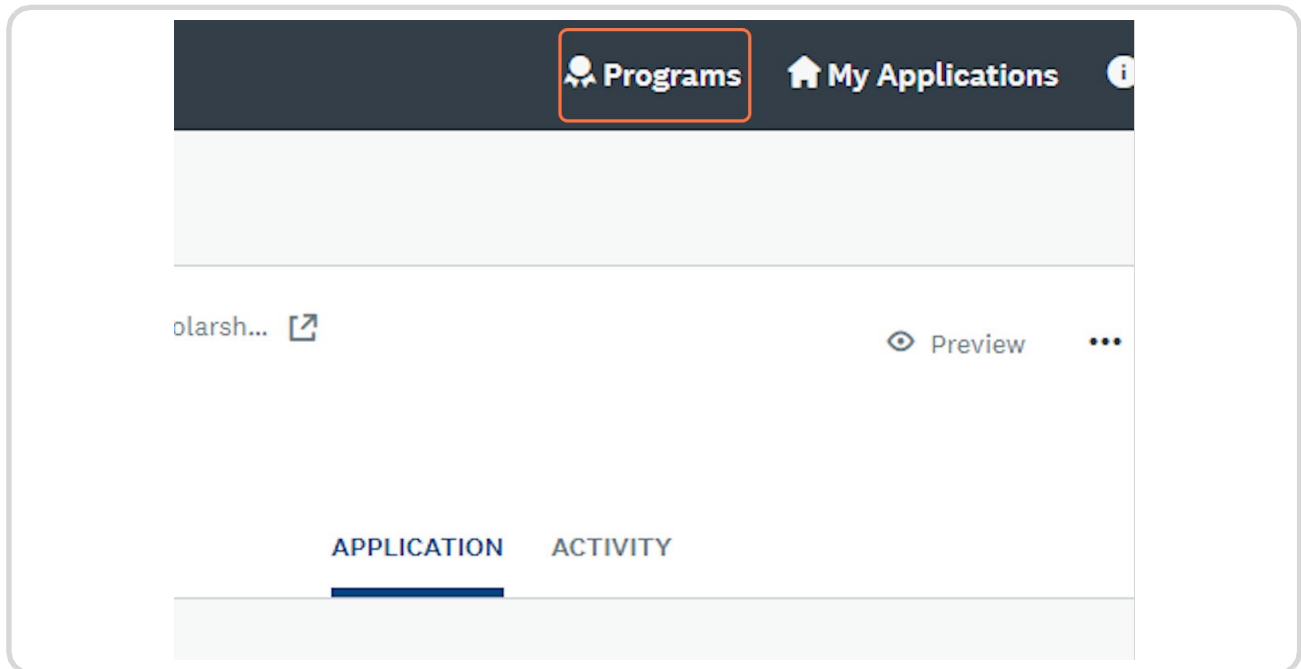
You should be left with a screen like this with:

- 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



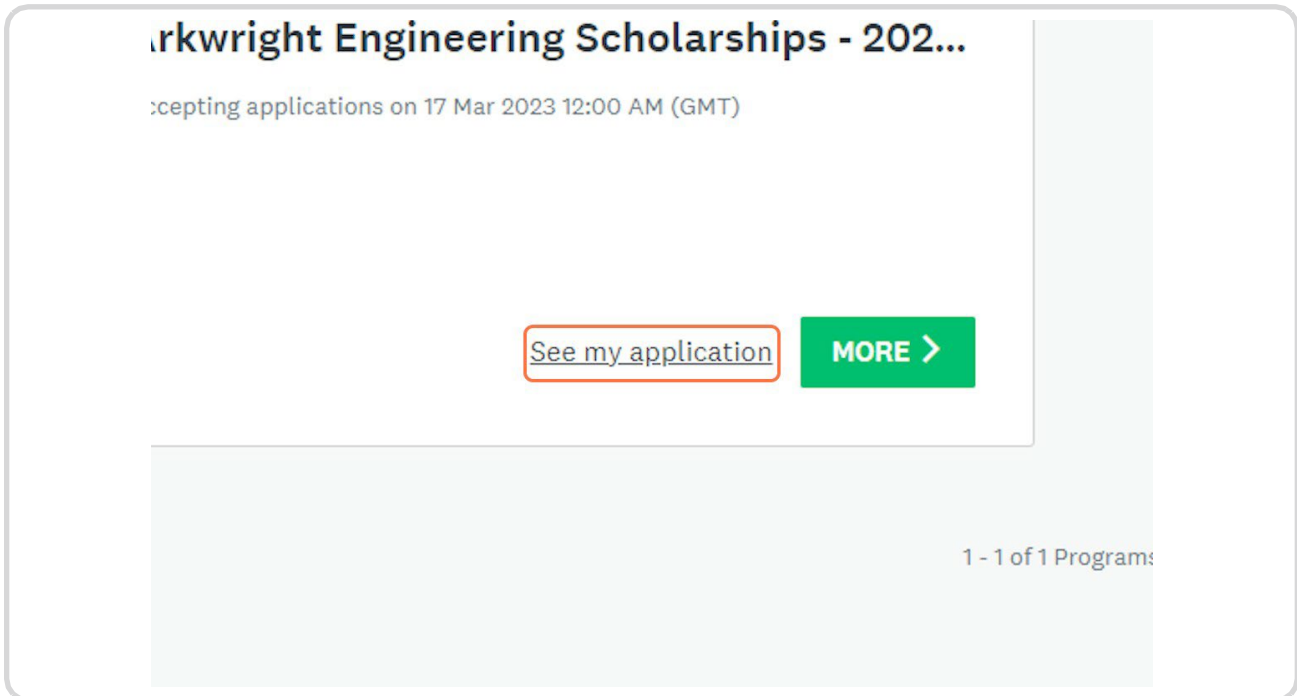
## STEP 13

If you want to go back to the dashboard to add more students, click on “Programs” and then follow the steps from step 4 onwards



#### STEP 14

If you wish to view your existing student 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

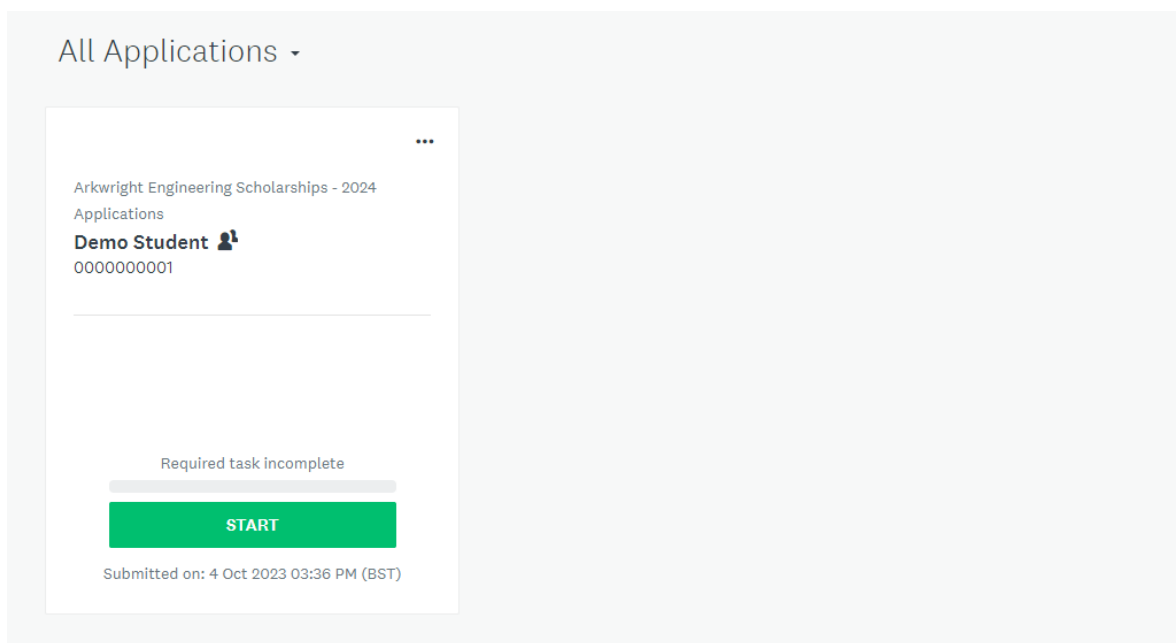
When your student has submitted their application on our portal, you will receive a further email from the system (shown below).



## STEP 16

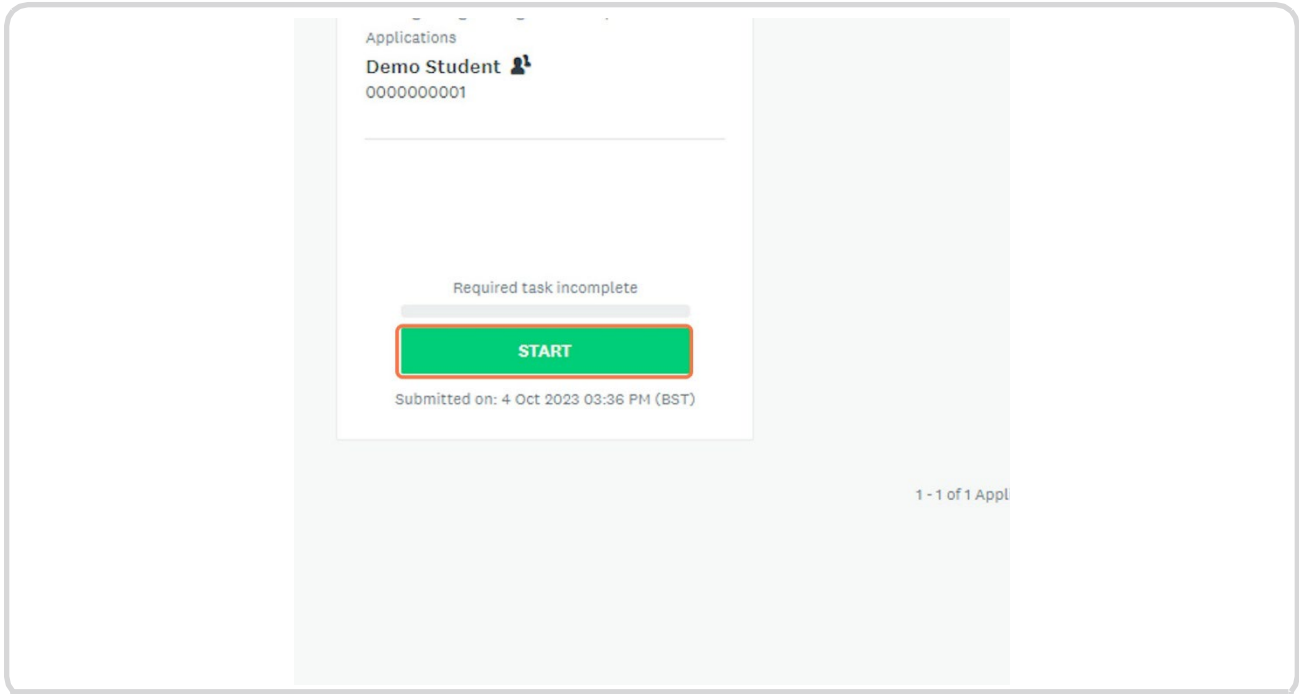
Navigate back to the portal (<https://thesmallpeicetrust.smapply.io/acc/l/>) and log back in.

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.



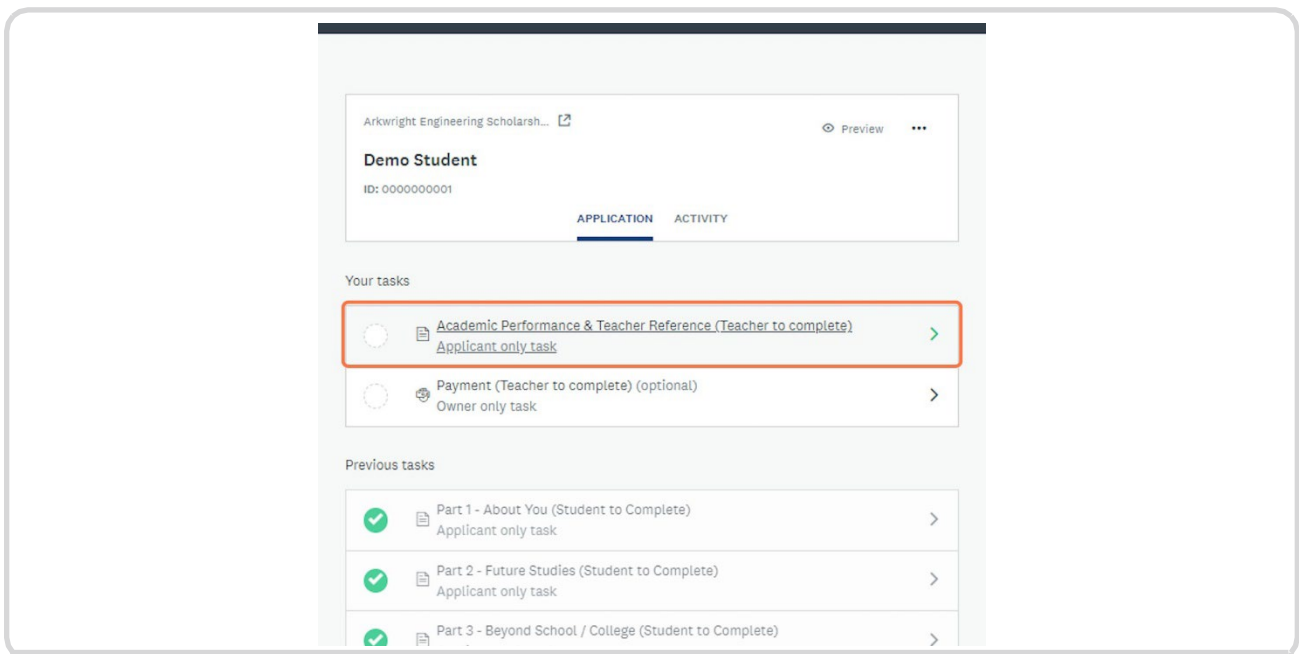
**STEP 17**

**Click on “Start”; this will take you to that students application**



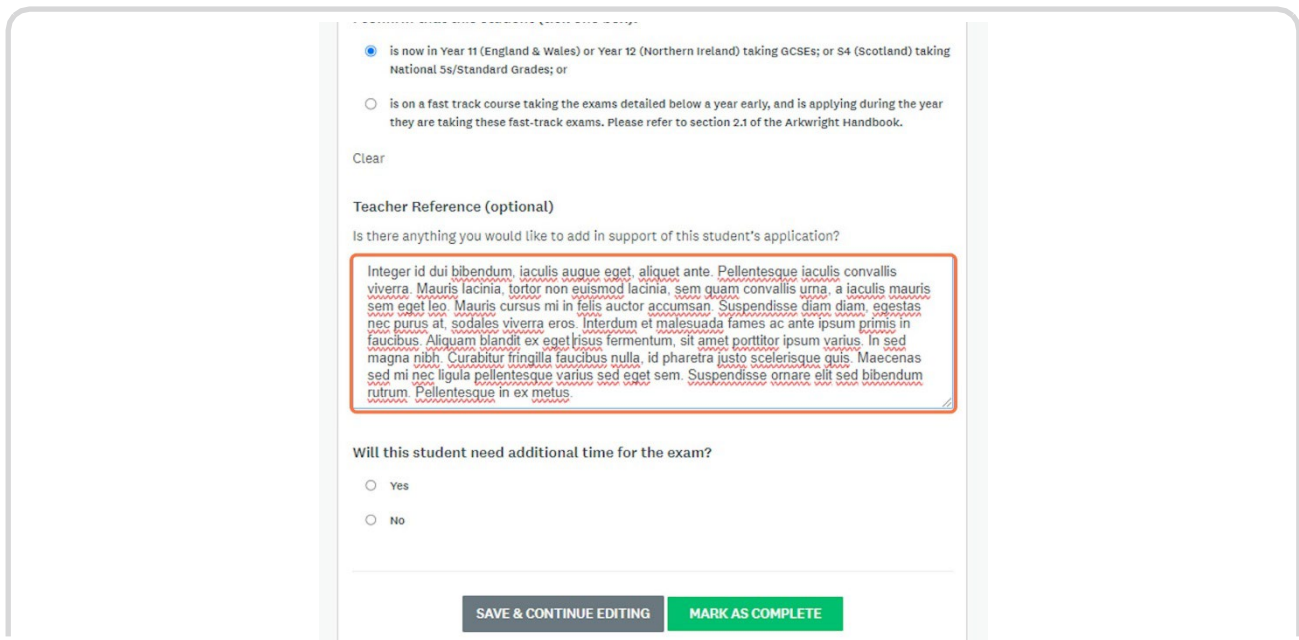
**STEP 18**

**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 5/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 risus 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?

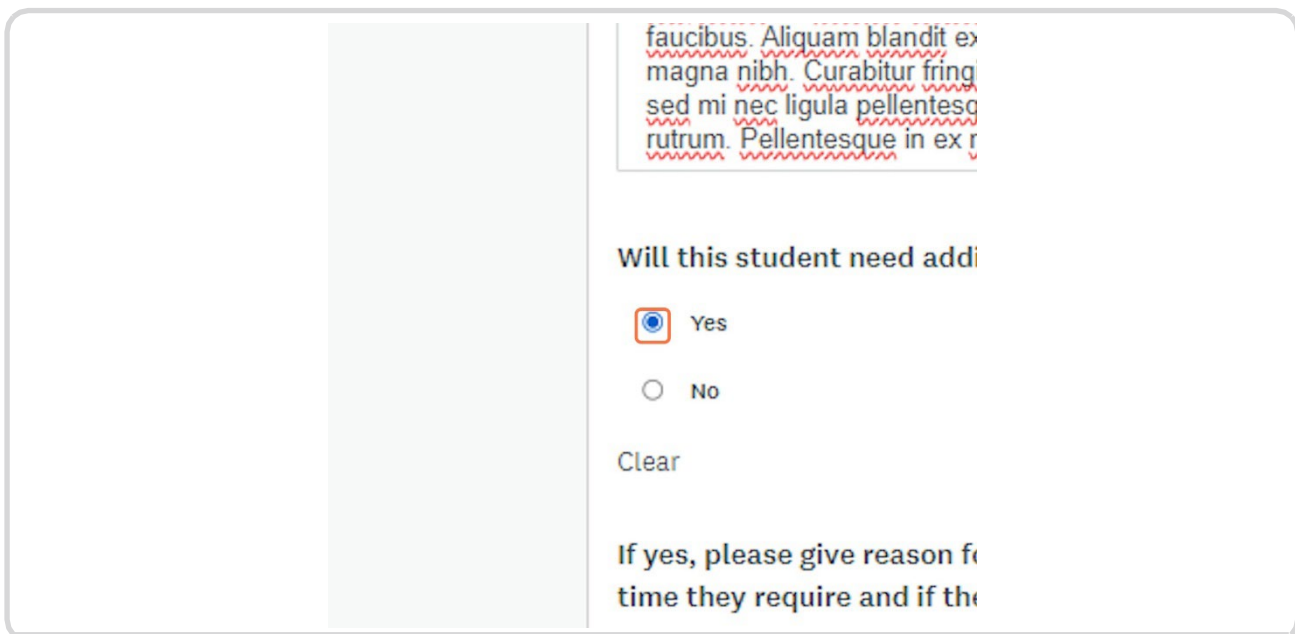
Yes

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 addi

Yes

No

Clear

If yes, please give reason for time they require and if th

Will this student need additional time for the exam?

Yes

No

Clear

If yes, please give 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.

Curabitur fringilla faucibus nulla, id pharetra justo scelerisque quis.

SAVE & CONTINUE EDITING MARK AS COMPLETE

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## STEP 21

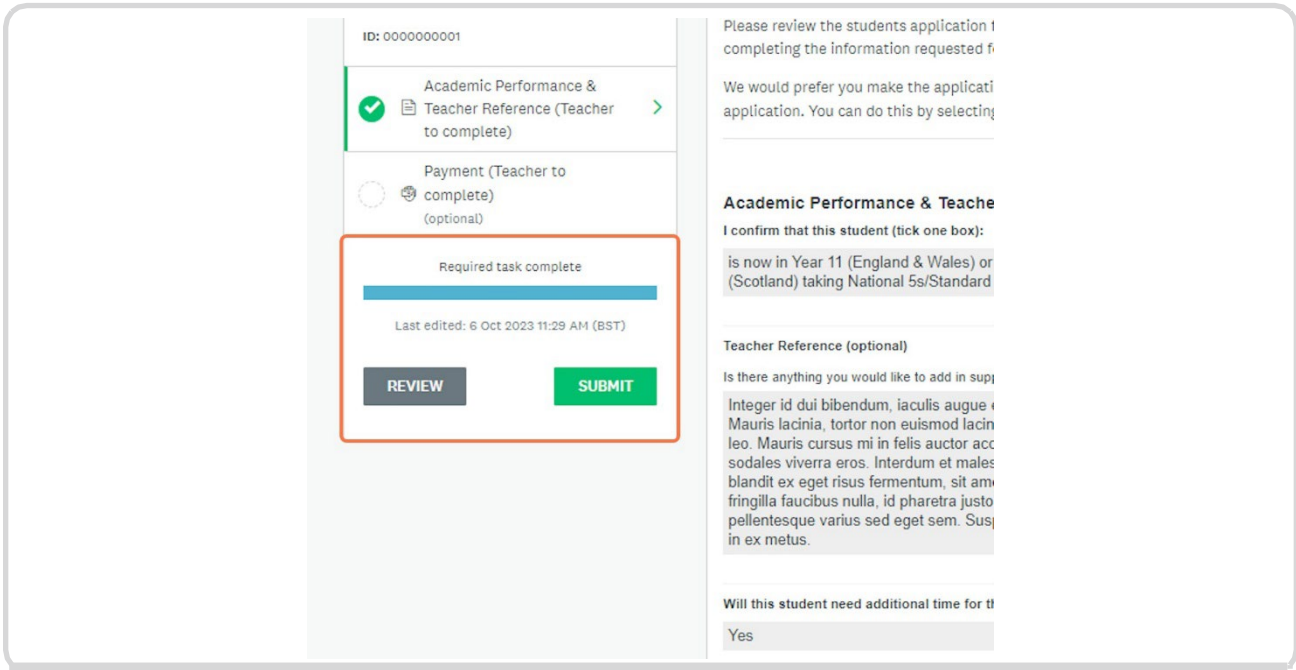
Click on “Mark as Complete” when you have finished

UE EDITING MARK AS COMPLETE

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## STEP 22

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



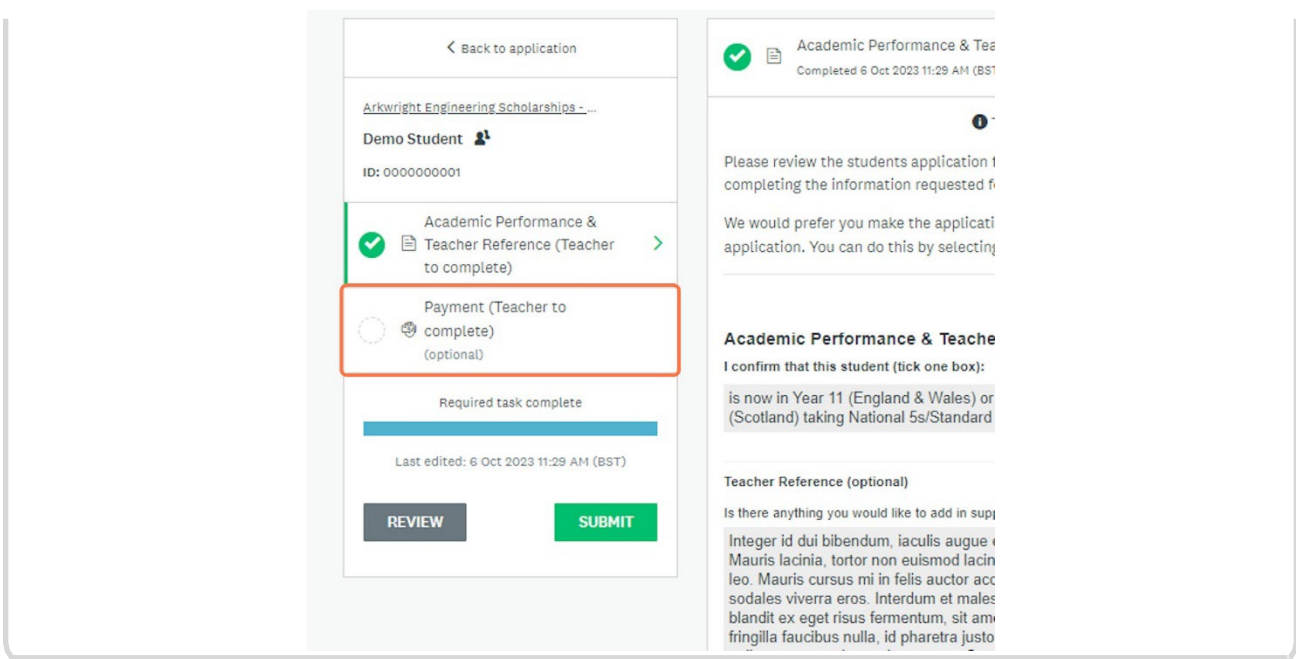
The screenshot shows a web application interface. On the left, a sidebar menu lists tasks: 'Academic Performance & Teacher Reference (Teacher to complete)' with a green checkmark, and 'Payment (Teacher to complete) (optional)' with a grey circle. Below the menu is a notification box with the text 'Required task complete' and 'Last edited: 6 Oct 2023 11:29 AM (BST)', with 'REVIEW' and 'SUBMIT' buttons. The main content area on the right contains a form with the heading 'Academic Performance & Teacher Reference (optional)' and a confirmation statement: 'I confirm that this student (tick one box): is now in Year 11 (England & Wales) or (Scotland) taking National 5s/Standard 5s'. Below this is a text area for 'Teacher Reference (optional)' and a 'Yes' radio button for 'Will this student need additional time for this application?'.

If you are a state school, and this is one of your two FREE applications, you can now submit the application by clicking submit (step 24 onwards).

If you need to pay for your applications at this point, then please continue to step 23

## STEP 23

If you need to make payment at this point please click on “Payment (Teacher to complete)” and enter the card details for that applicant (if you are submitting more than one applicant to the programme that requires a payment, you will need to make an individual payment for each applicant)

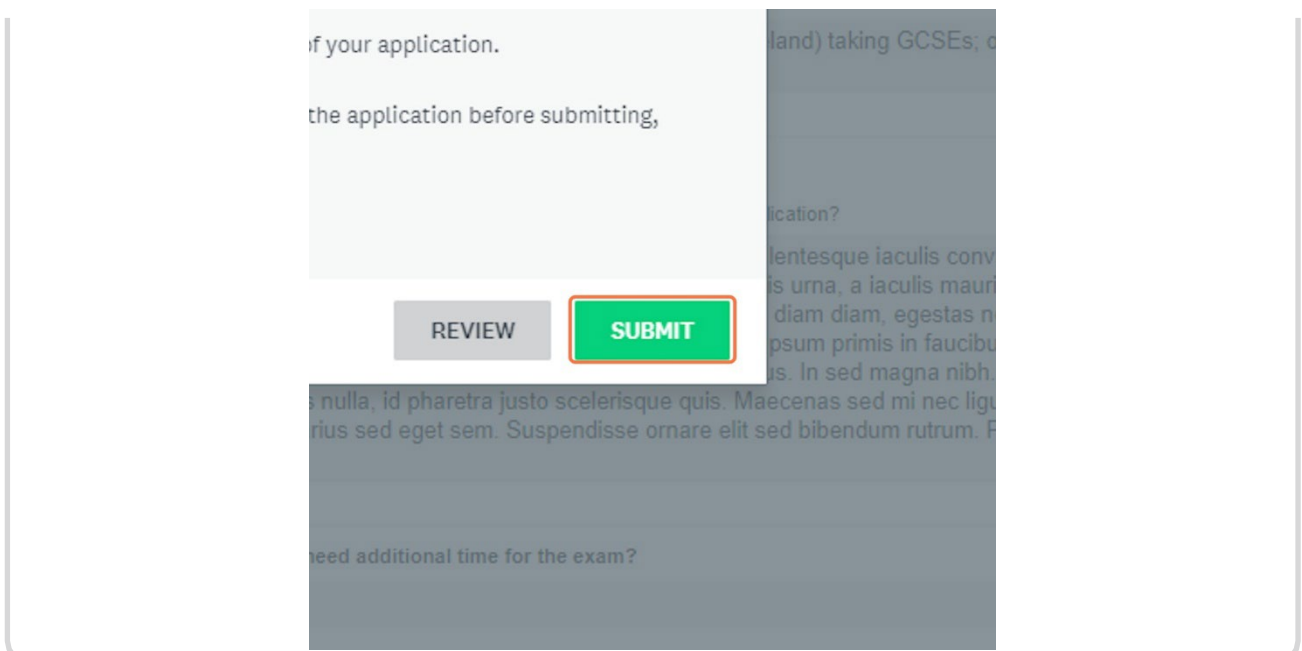
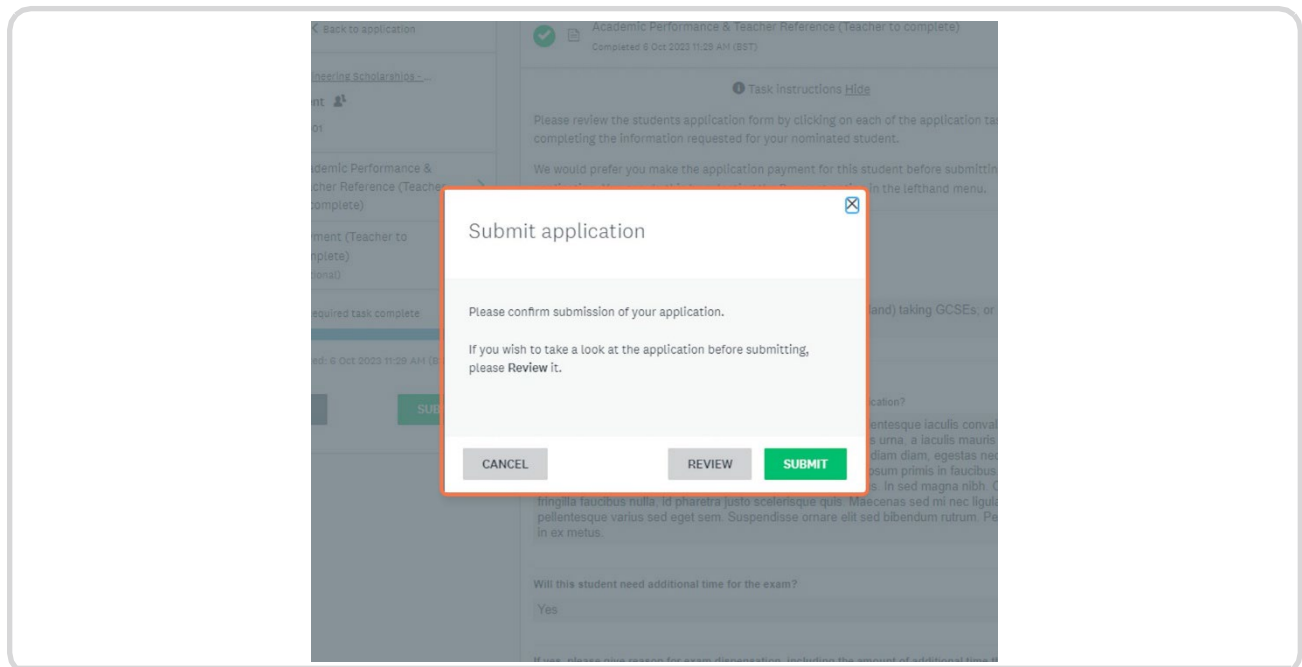
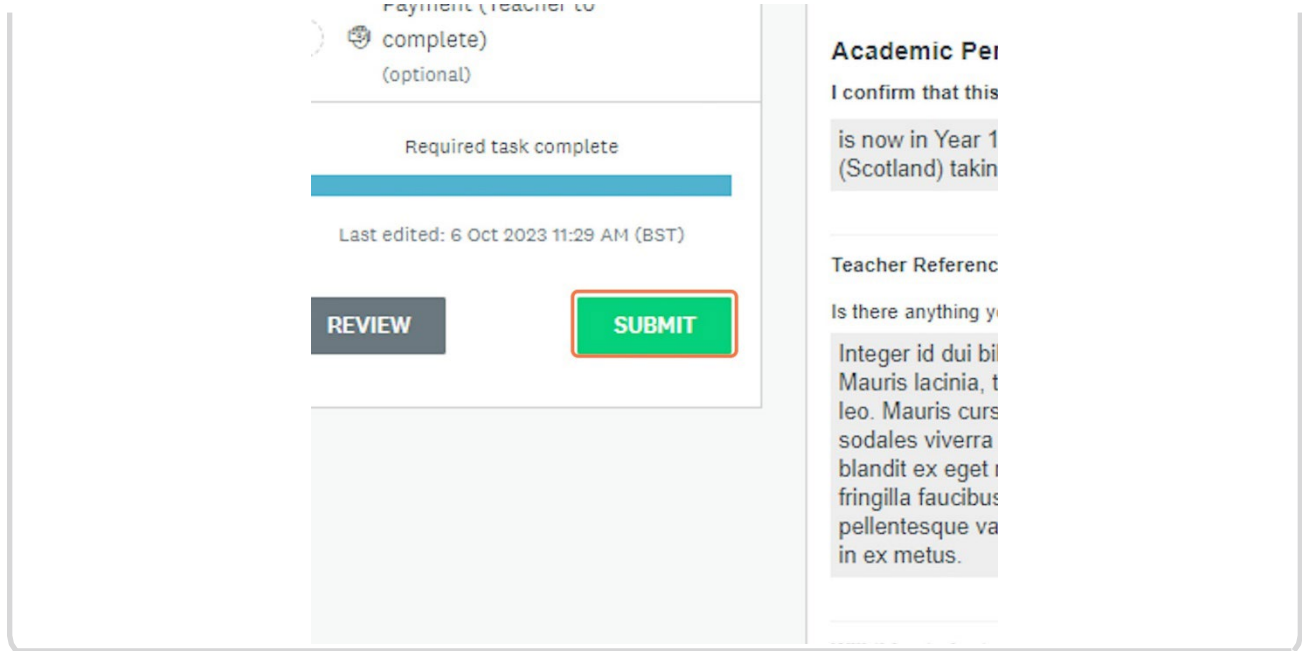


The screenshot shows a web application interface. On the left, a sidebar menu lists tasks: 'Academic Performance & Teacher Reference (Teacher to complete)' with a green checkmark, and 'Payment (Teacher to complete) (optional)' with a grey circle and an orange border. Below the menu is a notification box with the text 'Required task complete' and 'Last edited: 6 Oct 2023 11:29 AM (BST)', with 'REVIEW' and 'SUBMIT' buttons. The main content area on the right contains a form with the heading 'Academic Performance & Teacher Reference (optional)' and a confirmation statement: 'I confirm that this student (tick one box): is now in Year 11 (England & Wales) or (Scotland) taking National 5s/Standard 5s'. Below this is a text area for 'Teacher Reference (optional)' and a 'Yes' radio button for 'Will this student need additional time for this application?'.



## 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."

