

LEEDS BECKETT UNIVERSITY

# ECT Module: Reflecting on Professional Practice (Distance Learning)

**Guidance - How to Apply Online** (Read the  
guidance before clicking the link below)

<https://myapplication.leedsbeckett.ac.uk>



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# Profile & Programme of Study

*Please read through the guidance carefully and refer to the text in RED font for further clarity.*

*Check your browser – if possible, use Google Chrome*

Go to <https://myapplication.leedsbeckett.ac.uk>

Register and create a new application.

*This section is an example – it shows what you will be asked to fill out and your personal details*

## Hello Lianne

Welcome to **Leeds Beckett University** Application Portal.

To amend your Profile please select the profile button in the top right corner of the page.

This is where you can create and submit applications for courses. You can save and review them at a later date.

If we have sent you a Request for Information, or we have made a decision on your application, you will see a notification against the sections below.

If you need support with the application process check the [application support pages](#) on our website or you can get in touch with our team directly:

International applicants – [international@leedsbeckett.ac.uk](mailto:international@leedsbeckett.ac.uk)

Distance learning applicants – [directadmissions@leedsbeckett.ac.uk](mailto:directadmissions@leedsbeckett.ac.uk)

UK applicants – [directadmissions@leedsbeckett.ac.uk](mailto:directadmissions@leedsbeckett.ac.uk)

## Your Applications

Create New Application

In this section you will be able to find your applications to study at Leeds Beckett University. You can switch between 'Draft' and 'Submitted' applications by selecting from the drop-down below.

**Please note:** When creating a new application, your progress will only be saved once you have completed the Programme of Study section.

☰ All Applications ▾

Search



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## Programme of Study

Fill out the Programme of Study as indicated below

- Study Type – Postgraduate On line
- Mode of Attendance – Part Time
- Programme Title - Begin typing in ECTCR as your programme title and search for ECTCR Postgraduate Credit Newly Qualified Teacher PT 2021/22

## Programme of Study

Please use the following section to select the course or programme for which you wish to make an application. Once you have selected the course and started to submit additional information you will be unable to change the course selected. After this point, if you wish to select a different course please [Contact Us](#).

Some course types offered will have limited modes of attendance or start dates. Please check the full [University Online Prospectus](#) for specific details.

\* Mandatory field

**Study Type \***

Single Module and CPD

**Academic Year Of Entry** ⓘ

2021/22 Autumn Entry

**Distance Learning**

Yes

**Mode of Attendance**

Part Time

**Programme Title**

ECTCR

Search

Programme Title ↓	Start Date	Mode	Distance Learning	
ECTCR Postgraduate Credit Early Career Teacher PT 2021/22 Autumn Entry	20/09/2021	Part Time	Yes	Select

- Once you have selected your course title your academic year of entry as **(2021/22 Autumn Entry)** and your start date **(20/09/2021)** will automatically update. *(Note this is a general start date for most courses and is ok – the module begins in November)*

You must now complete the sections as indicated in the screenshots below. The text in **RED** alerts you to information likely to be needed in these sections so do refer to red text for quick responses.

**Academic Qualifications** – *You only need to put your degree here as highest qualification – no more is needed*

**English language qualifications** – *Your GCSE English qualification will be fine supporting documentation and personal statement – For this put ‘Supporting documentation is not required for this module’ – no need for any more information here*

**Funding** – *Click on the drop down list and select the appropriate option for you*

**Additional support** – *If you need additional support due to disability – indicate YES/NO*

**Criminal conviction** *State YES/NO as appropriate*

**Application checklist** – *Check the list to ensure that you have filled out everything needed*

**Application declaration** – *Declare your application*

*(You are now ready to complete the sections below – refer back to this guidance as needed)*

# Academic Qualifications

You need to confirm if you have an undergraduate or postgraduate qualification with QTS.

## Academic Qualifications

In this section you should give details of previous academic study and completed qualifications, or ones you are studying now. You should add the relevant qualifications to evidence meeting the entry requirements for the course and additional ones that will further support your application. Please upload the relevant certificates. Multiple qualifications can be saved.

If you do not have any formal qualifications, or you are applying on the basis of previous professional experience, you should select Other Qualification from the Qualification Type once you have clicked on the Add New button below.

Please note English language qualifications should be uploaded in the next section of the application form.

If you are a non-UK/EU national please use this section to list any educational institution you have studied at overseas and in the UK.

**Add New**

Saved qualifications will be added to the grid below. Details of any qualifications submitted in previous applications will be automatically displayed. Please verify and edit these as required.

Once we have received and checked your certificate(s), the Certificate Received and Certificate Checked sections will be updated so you can check on the progress of your application after submission.

Title ↑	Achieved Grade	Institution Name	Start Date	Completion Date	Certificate Received	Certificate Checked
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# English Language Qualifications

You will need to confirm your GCSE English Language qualification (or equivalent) in this section.

## English Language Qualifications

Profile	✔
Address Details	✔
Programme Of Study	✔
Academic Qualification	✘
English Language Qualifications	✘
Supporting Documentation	✘
Funding	✘
Additional Support	✘
Criminal Conviction	✘
Application Checklist	✘
Application Declaration	✘

### English Language Proficiency

Proficiency in English language is essential to study at Leeds Beckett University. Please enter details of the relevant English Language qualifications you have completed or are currently studying, in the following section and upload the relevant certificates.

All applicants are required to complete this section, including those who are UK students, or have qualifications from a majority English speaking country.

If details of the relevant qualification **have** already been added to the Academic Qualifications section, please indicate the Qualification Type below, but you don't need to complete other parts of this section.

If you do not have an English language qualification please indicate this by selecting 'No English Language Qualification' from the Qualification Type list.

**Add New English Language Qualification**

Saved qualifications will be added to the grid below. Details of any qualifications submitted in previous applications will be automatically displayed. Please verify and edit these as required.

Type (English)	Achieved Grade	Overall Score ↑	Listening Score	Reading Score	Speaking Score	Writing Score	Completion Date
There are no records to display.							

**Back** **Save & Return** **Next**

# Supporting Documentation and Personal Statement

Please note that you do not need to provide a supporting statement.

- In the Personal Statement 'Title' box please put the name of the school you are working in.
- In the supporting statement section, please confirm your job title, key stage you are working with, start date and the address of the school you are employed.

## Supporting Documentation

Please use this section to supply any information in support of your application. This should include why you have chosen this particular subject area, how you think it will help you to achieve your aims, any relevant work experience (paid or unpaid), any voluntary work you may have undertaken and any interests you wish to tell us about. Please note that some courses require specific criteria to be addressed in the personal statement section. Details for these courses are listed in the entry requirements on the Online Prospectus.

You are advised to attach your personal statement using the upload facility further down the page and should note in the Supporting Statement box 'see attached file'.

Alternatively you can type your statement directly into the Supporting Statement box which has a 4,000 character limit. Please be aware that if you are typing directly into the Supporting Statement box the page will timeout after 20 minutes and your statement will not be automatically saved.

You can also upload additional documents in this section to support your application. This may include portfolios of your work or examples of reports or documents you have produced that are relevant to your chosen course of study.

### Supporting Statement \*

Profile	✔
Address Details	✔
Programme Of Study	✔
Academic Qualification	✘
English Language Qualifications	✘
Nominee	✘
Work Experience	✘
Supporting Documentation	✘
References	✘
Funding	✘
Additional Support	✘
Criminal Conviction	✘
Application Checklist	✘
Application Declaration	✘

## Funding

Please select the funding option(s) from the following to indicate how your study at the University will be financed. If you are being funded or sponsored for your study, please provide details of who will be paying your academic (tuition) fees.

\* Mandatory field

**Funding Type \***

**Funding Organisation/ Sponsor**

**Address Line 1**

**Address Line 2**

**Address Line 3**

**City**

**Post Code**

**Country**

**Calling Code**

## Funding

Please provide funding information by selecting Funding Type and providing further details.



Profile	✔
Address Details	✔
Programme Of Study	✔
Academic Qualification	✘
English Language Qualifications	✘
Supporting Documentation	✘
Funding	✘
Additional Support	✘
Criminal Conviction	✘
Application Checklist	✘
Application Declaration	✘

## Funding

Please select the funding option(s) from the following to indicate how your study at the University will be financed. If you are being funded or sponsored for your study, please provide details of who will be paying your academic (tuition) fees.

\* Mandatory field

**Funding Type \***

**Funding Organisation/Sponsor**

**Address Line 1**

**Address Line 2**

**Address Line 3**

**City**

**Post Code**

**Country**

**Calling Code**

You now need to complete the section on Additional Support; Criminal Conviction; Application Checklist and Application Declaration

Additional Support	✘
Criminal Conviction	✘
Application Checklist	✘
Application Declaration	✘

Once you move onto the Application checklist, you will be given a summary of sections that you have completed. You will need to **complete all the mandatory sections** before you can move onto Application Declaration to submit your application.

**For help and support with applying online please contact**  
[y.valli@leedsbeckett.ac.uk](mailto:y.valli@leedsbeckett.ac.uk) OR [Teachertraining@leedsbeckett.ac.uk](mailto:Teachertraining@leedsbeckett.ac.uk)