

## NOTES FOR GUIDANCE

Before completing the application form, please ensure that you read this document carefully. It is important you complete the application form electronically as a word document (.doc). Handwritten forms or documents submitted in other document formats will not be accepted.

You should also read the current University of South Wales (USW) literature relating to the course(s) for which you are applying, familiarising yourself with the curriculum, and entry requirements. This information is available on the university's website: [www.southwales.ac.uk](http://www.southwales.ac.uk)

### GENERAL DATA PROTECTION REGULATION (GDPR)

Network75 takes your privacy seriously and will use and store the personal information provided in your application form to administer your application. Such use will be subject to the provisions of the General Data Protection Regulation. This will include storing your data and sharing specified personal information with referees and potential host companies during the recruitment process. Your data will be destroyed within three years of applying or immediately upon request. To withdraw consent at any time please contact the Network75 office.

## COMPLETING YOUR APPLICATION FORM

### PERSONAL DETAILS

Please complete this section in full providing at least one contact telephone number. You will need to provide an email address as all correspondence from Network75 will be sent via email. Please do not use school or college based email addresses.

### ACADEMIC QUALIFICATIONS

Enter the exact subject name used by the examining board or group in the relevant column. If you are currently studying any courses please enter your predicted grade if known followed by "(Predicted)" and the year you are due to finish the course. If your predicted grades are not known then please enter "Pending".

Applicants holding a BTEC or SCOTVEC Award should attach a transcript of their qualifications, giving details of the title and all units, modules and components.

Please give full details and units/modules/components involved in any BTEC or SCOTVEC course you are currently studying, using the BTEC/SCOTVEC Units Sheet available on the Network75 website.

### EMPLOYMENT HISTORY/WORK EXPERIENCE

Please include all your employment, work experience, and training. This can be paid work e.g. a full or part time job, summer job etc or voluntary work. You can include work experience, as well as any volunteering undertaken as part of the Welsh Baccalaureate qualifications.

## **EXPERIENCE AND ACHIEVEMENTS**

The Experience and Achievements section of your application is very important; this is your opportunity to sell yourself to potential host companies. Concentrate on achievements that are the most relevant to the degree area/career you are applying for. You should highlight your responsibilities, strengths, and skills. When writing this section think about:

- Why you want a career in your chosen industry?
- Why you are suited to it?
- What areas of the industry you are interested in?
- Why you chose your A Level/BTEC subjects?
- What you enjoy about them?
- Why you want to join the Network75 scheme?
- Any relevant work experience you've gained, either through a part time job or volunteering opportunities such as the Welsh Baccalaureate, what did you do? What did you learn? What skills did you develop?
- Any relevant projects you've been involved in or undertaken; examples could include BTEC Projects, the Welsh Baccalaureate etc. What role did you play in the project? What were your responsibilities?

## **REFEREES**

We require two references for every applicant. You need to provide full details including an email address for each referee. Failure to provide these details will delay the processing of your application.

One reference must be an academic reference; normally this would be one of the following:

- Head of Sixth Form
- Course Tutor

Your second reference could be one of the following;

- Employer
- If you have undertaken volunteering or are involved in a club or organisation as part of a hobby then a reputable person involved can provide a reference for you.
- Subject Teacher
- A Course Tutor
- Headteacher

## **GDPR DECLARATION**

You need to read this section and tick the box to confirm your understanding. We cannot process your application if the box is unticked.

## **DECLARATION**

Any offer of a place you may receive is made on the understanding that the information you have provided is true and accurate. In accepting it you agree to abide by the rules and regulations of USW and by signing this form you are confirming your agreement to this.

## **SUBMISSION**

All application forms need to be submitted to [network75@southwales.ac.uk](mailto:network75@southwales.ac.uk)

## THE APPLICATION PROCESS/TIMELINE

Network75 will keep you updated on the progress of your application by email so it is important you check your inbox on a regular basis. Below gives a brief outline of the application process as well as a approximate timeline of each stage:

- **Submit an Application** - Once received your application will be acknowledged by email and processed; this includes requesting references from two referees.
- **Invitation to Interview at USW** - Successful applicants will be asked to attend the University for an interview - these usually take place from January to May. Applicants who are successful at the interview stage will be conditionally accepted onto the scheme. The conditional offer will usually include;
  - Network75 being able to find the applicant a host company
  - The applicant meeting the entry requirements for their chosen course
- **Invitation to Interview with Host Companies** - Applicants who have received a conditional offer from Network75 will have their Application forwarded to relevant companies for consideration. Companies will shortlist applicants they wish to interview with interviews usually taking place between May and September.
- **Confirmation of a Place** - Those applicants who are successful at the host company interview stage will provisionally be offered a placement. Your placement will be confirmed as soon as Network75 receives confirmation that you have met the entry requirements for your chosen course - you will need to forward your results to us upon receiving them in August. Students usually start the scheme on or around 01 September.

Applicants who are unsuccessful in securing a placement at a host company have the option to study at USW full time on their chosen course (subject to entry requirements being met). They will then be able to be reconsidered for the scheme the following academic year. Applicants who choose this option will need to be self funded for any years they undertake full time study i.e. through tuition fee loans/grant etc.