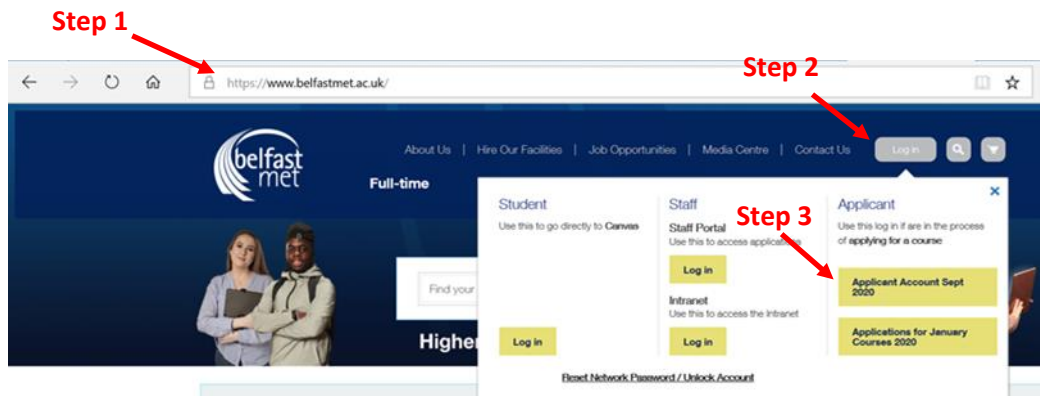
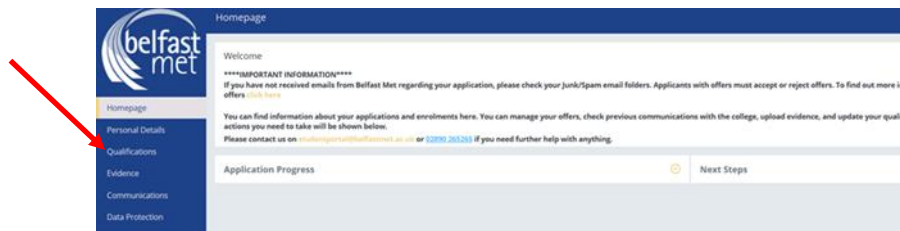


Applicant guide to recording qualifications using online application account (updated August 2020)

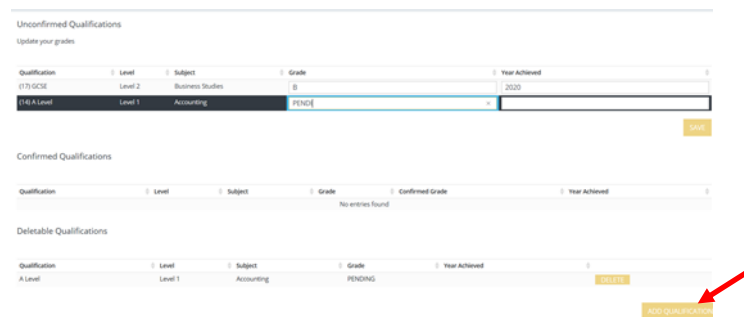
a) Log into account.



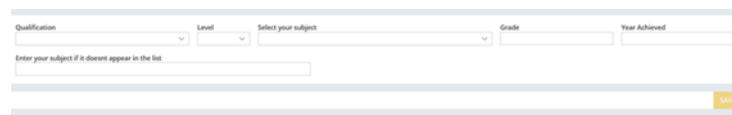
b) From Home Page, select **Qualifications** option.



c) Click on **ADD QUALIFICATION**



d) The following screen will appear.



e) Click on downward arrow beside Qualification. Select the correct Qualification type.

Qualification

- A Level
- Access to HE
- AS Level
- Award (QCF or Equivalent)
- Certificate (QCF or Equivalent)
- Diploma (QCF or Equivalent)
- ESOL, Skills for Life, Essential/Basic/Key Skills
- Foundation Degree/DipHE
- GCSE
- Higher Leaving Cert
- HND, HNC
- Junior Cert
- Master
- National Vocational Qualification (NVQ)
- No formal qualification
- Ordinary Leaving Cert
- Other
- PhD
- Postgraduate, PGCE
- Undergraduate Degree

f) Click on arrow beside Level. Select level i.e. Level 2.

Level

- Entry Level (9)
- Level 1 (1)
- Level 2 (2)
- Level 3 (3)
- Level 4 (4)
- Level 5 (5)
- Level 6 (6)
- Level 7 (7)
- Level 8 (8)

g) Select subject i.e. Business Studies

Qualification: GCSE | Level: Level 2 (2) | Select your subject: [dropdown menu]

Grade: [] | Year Achieved: []

Enter your subject if it doesn't appear in the list: []

SAVE

If your subject does not appear, type the name into the box as shown:

Qualification: GCSE | Level: Level 2 (2) | Select your subject: Business Studies

Grade: C | Year Achieved: 2020

Enter your subject if it doesn't appear in the list: []

SAVE

h) Enter Grade i.e. C and Year Achieved i.e. 2020. Click on Save.

Qualification: GCSE | Level: Level 2 (2) | Select your subject: Business Studies

Grade: C | Year Achieved: 2020

Enter your subject if it doesn't appear in the list: []

SAVE

If you are waiting on results, enter Pending.

Qualification: GCSE | Level: Level 2 (2) | Select your subject: Business Studies

Grade: Pending | Year Achieved: 2020

i) You will see a screen similar to the one below.

Unconfirmed Qualifications

Update your grades

Qualification	Level	Subject	Grade	Year Achieved
(17) GCSE	Level 2	Business Studies	B	2020
(14) A Level	Level 1	Accounting	C	2020
(17) GCSE	Level 2	Business Studies	C	2020

SAVE

Confirmed Qualifications

Qualification	Level	Subject	Grade	Confirmed Grade	Year Achieved
No entries found					

Deletable Qualifications

Qualification	Level	Subject	Grade	Year Achieved	
A Level	Level 1	Accounting	C	2020	DELETE
GCSE	Level 2	Business Studies	C	2020	DELETE

ADD QUALIFICATION