

Sixth Form/College

Head of Sixth Form/Administrators

Video No 12

How to process applications

Academic Year 2022/2023



Title **How to process applications**

For **Head of Sixth Form/Administrators (Video No 12)**

Extra Info **This guide shows you how to process applications received to your sixth form**

Video link

Transcript

This guide shows you how process applications received to your sixth form. To make this process easier, we recommend that you first set up your quick replies. (See the guide called **How to set up quick replies for applications received**).

There are 27 status options available enabling you to record every step of the application from sent to enrolled. How many of these you use is up to you, although we would suggest you use at least 2 - **acknowledged** and **conditional offer**.

Processing applications helps your sixth form, learners and their statutory school see exactly what stage applications are at, and where you can add your own information to each status, you can communicate effectively with learners, so they know what they need to do and when and who they need to contact if they have any queries.

To process your applications, follow these steps: -

- Go to the admin site of [KentChoices](#)
- In the **Providers** section click on **Applications**, this is where all applications to your sixth form are recorded. The latest **Sent** ones will show at the top; however, you can use the **Search boxes** or the **arrows** to search or sort by category
- For example, to process any **sent** applications to **acknowledged**, in the **Status box** type sent to bring up all matching results

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- Click the **Select All** button; you will notice that your applications now have a green tick to the far left
- Click the orange **Process** button
- Select the radio button for **Process selected applications only**
- In the **New Status** drop-down menu select **Acknowledged**
- Select your pre-set condition from the **Enter the reason for the status change** option by hovering your mouse over the numbered boxes to show you a brief description of that condition. (If you don't have any set up, you can always just free type into the conditions/comments box but setting up these can help keep your correspondence consistent)
- The **Send Notification** box is pre-ticked to alert the learner that there is an update regarding their application. They can then logon to their KentChoices account to view the update, but if you don't want a message to go to them, simply untick the box
- Click **Update** to confirm the status change

You can now see that the sent status is no longer showing. If I remove the filter and select my learner that I have just processed, you can see an audit trail has been created with date and time stamp along with information about the status which is easily visible to the sixth form, the learner, and their statutory school.