

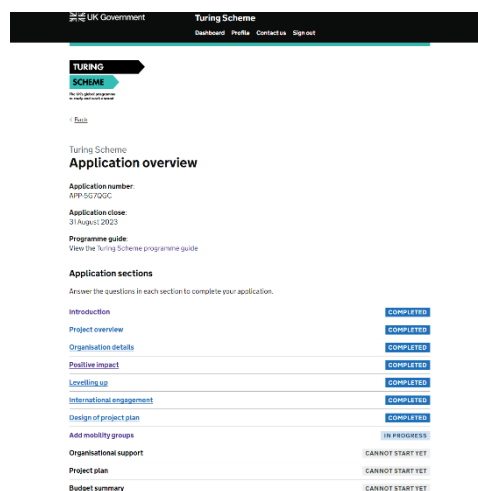
# ADDITIONAL APPLICATION GUIDANCE

The following is additional guidance for filling in the Turing Scheme 2022-23 online application form that has been created in response to feedback received by the delivery partner. This information should be read carefully, alongside our full Application Guide, when completing your online application.

## Navigation

The form has been designed to guide you through the journey, so that all information is captured. You will be taken through the questions in order and cannot move to the next question or section until you press '**Save and Continue**'. You can press '**Save and Return**', which will save your progress so far and return to you to the Application Overview.

## Application overview



This is where you can see your progress through the application. Each section will display a status message:

**Cannot start yet** – you have not yet completed the section before, and will not yet be able to progress

**In progress** – you are working on this section. You have may selected '**Save and return**' to save your progress and return to the Application overview. Click on the name of the section to return to it.

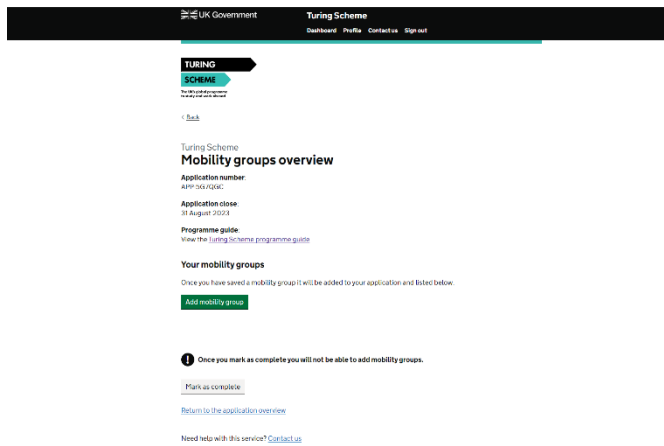
**Completed** – You have completed this section, and have selected '**Save and continue**', and can move onto the next section.

If a section is marked complete, with the exception of the **Add mobility groups** section, you can still return to it to make changes.

Click on the name of the section in the Application overview, to return to that section. If you make changes, remember to select '**Save and continue**' or '**Save and return**'.

Please note, the status will still show as **Completed**, even if you have made a change.

## Mobility Groups overview



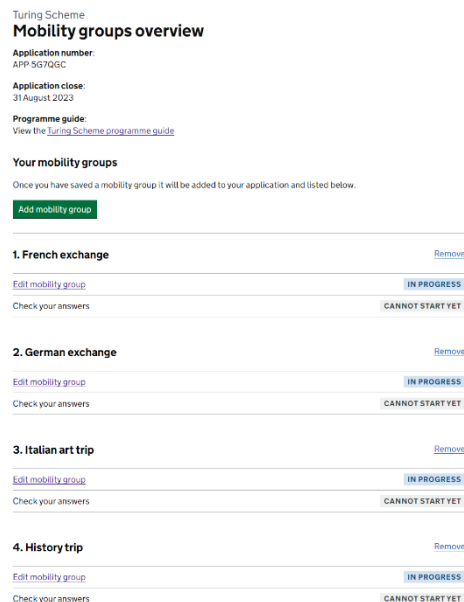
Please ensure you carefully check each mobility group before you select **'Save and continue'** on the **Check your answers** screen at the end of each – this will save and lock the mobility you have just added. This cannot then be changed.

Select **'Save and return'** instead to keep each mobility group as a draft – you will see the **In progress** status message displayed. Just select **Edit mobility group** from the **Mobility groups overview** screen to continue working on it.

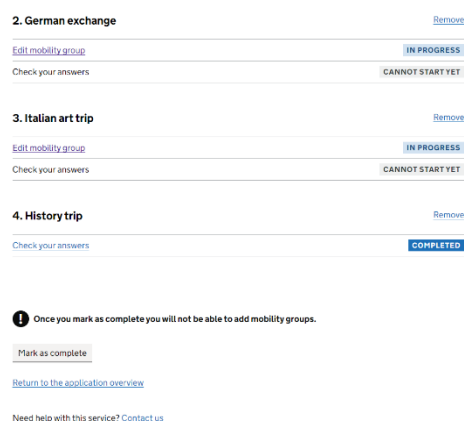
You can delete a mobility group if you need to make changes and add a new mobility group – just click on **Remove** next to the one you want to delete.

You can add as many mobility groups as you like – just click on the green **'Add mobility group'** button.

**IMPORTANT** – only press **'Mark as complete'** once you have checked each mobility carefully, as once you select this, the whole Mobility groups section will be locked and cannot be altered.



## Submitting a mobility group



Once you have entered all your mobility groups, please review each carefully. The **Check your answers** screen is the last opportunity to make any changes.

If you are ready to submit your mobility group, select the green **'Save and continue'** button in the **Check your answer** screen.

You will see the mobility group status now displays as **Completed** in the

## Mobility group overview.

If you need to make a change to a mobility group once you have marked it as **Completed** you can only do this by deleting the mobility group and re-entering the information.

### **Contact us**

As always, if you have any questions, you can email us at [Turing-scheme@capita.com](mailto:Turing-scheme@capita.com). A member of our team will be happy to help.