## LOG ON MOVE ON

What you need to know and do...

#### WHAT IS IT?

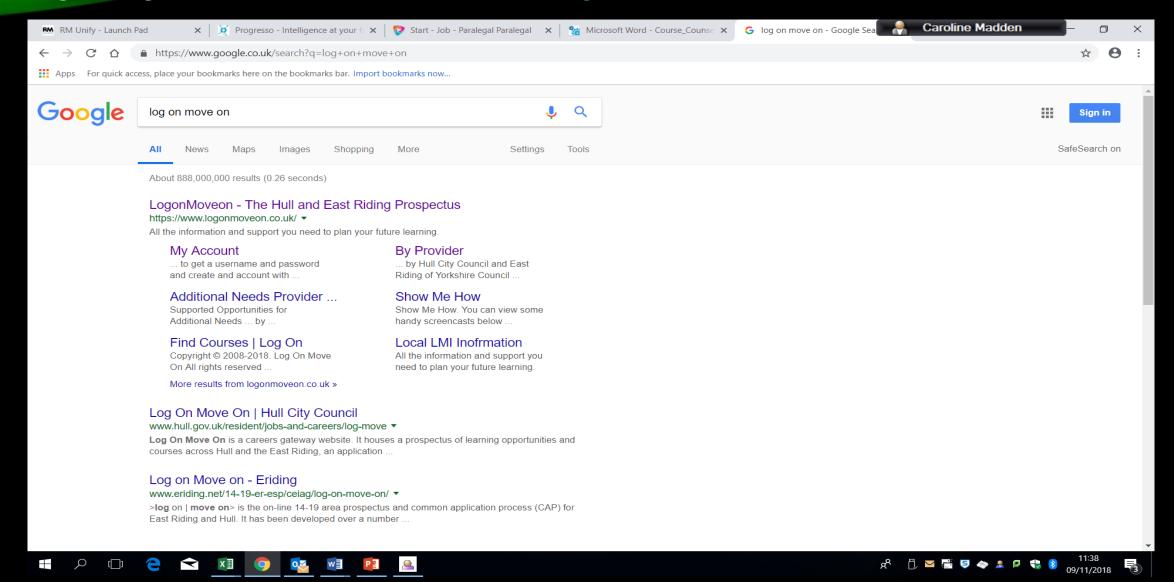
- It is an on-line application process for the whole of Hull and East Riding.
- All students must complete it and make their college applications through this online careers gateway.
- All college/sixth form/training provider courses MUST be applied for through LOMO (even if you go to an open event and apply direct you MUST still apply through LOMO as well).
- To be completed BY OCTOBER HALF TERM AT LATEST
- You only have to complete one 'personal template' that can be sent to numerous providers, so it will save you time!

Help is also available from Ms Milner down in the Pastoral Village or you can email <a href="mailto:kmilner@siriusacademy.org.uk">kmilner@siriusacademy.org.uk</a>

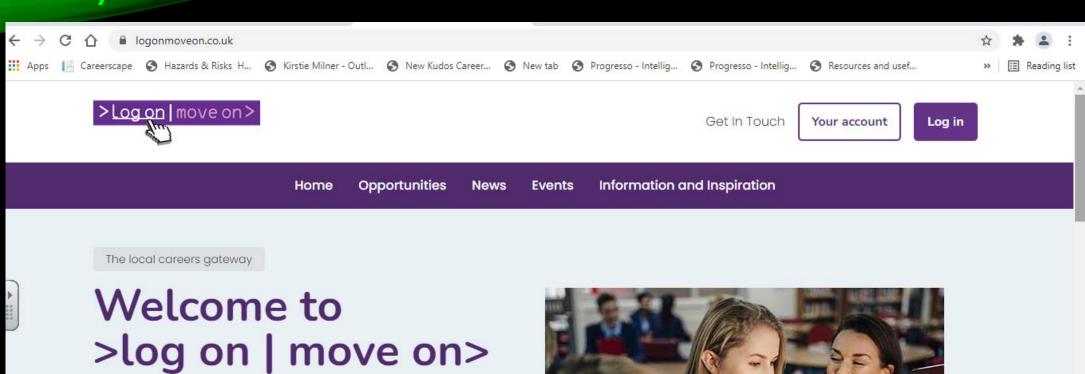
#### **HOW TO USE IT?**

- Your tutor will give you your username and password, please keep it in a safe place and ideally don't change it!
- If you forget it or get locked out (for example) please contact Ms Milner who will re-set it for you.
- If you get stuck at any point there is a section on LOMO call getting started that will also help
- The following will show you briefly how to use the system.

Google Log On Move on - https://www.logonmoveon.co.uk/



#### Click on your account



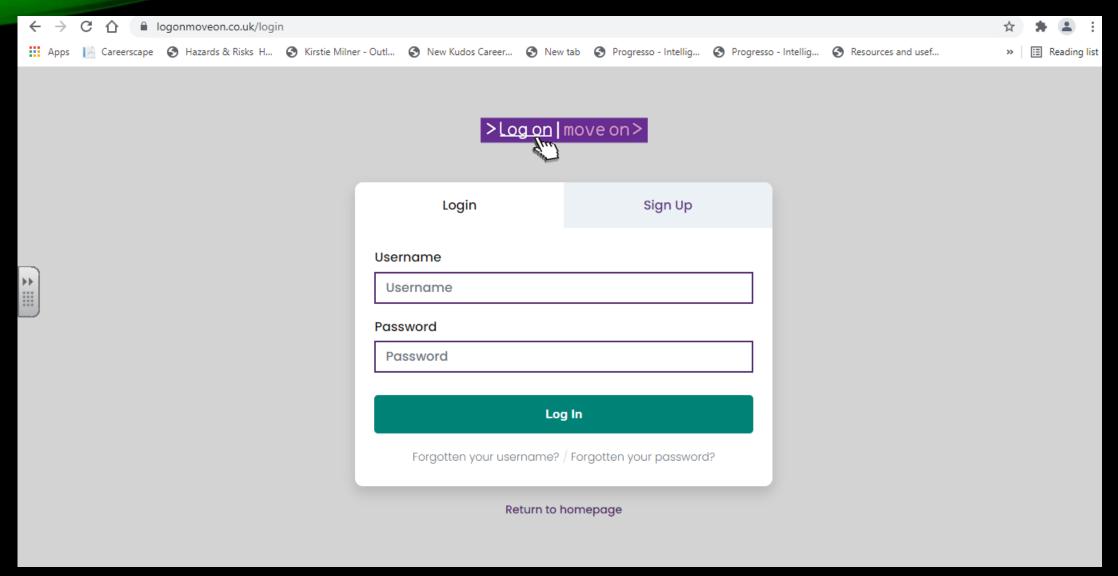
A careers portal, which is the only website to bring together all local education, training and apprenticeship opportunities in one place.

This local free independent website can be used from age 13 to start to plan your future career. There are many features to this site from logging your transferable skills to applying for your education or training after your GCSE's or at 18 or over.

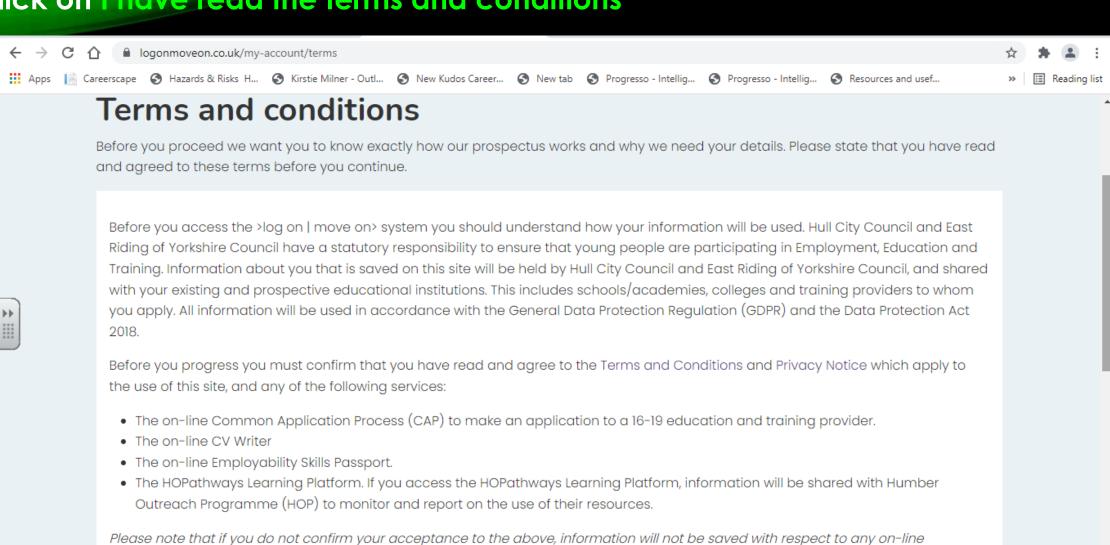
Your future starts here, there's an exciting journey ahead and we're here to support you every step of the way!



Log in using your username and password



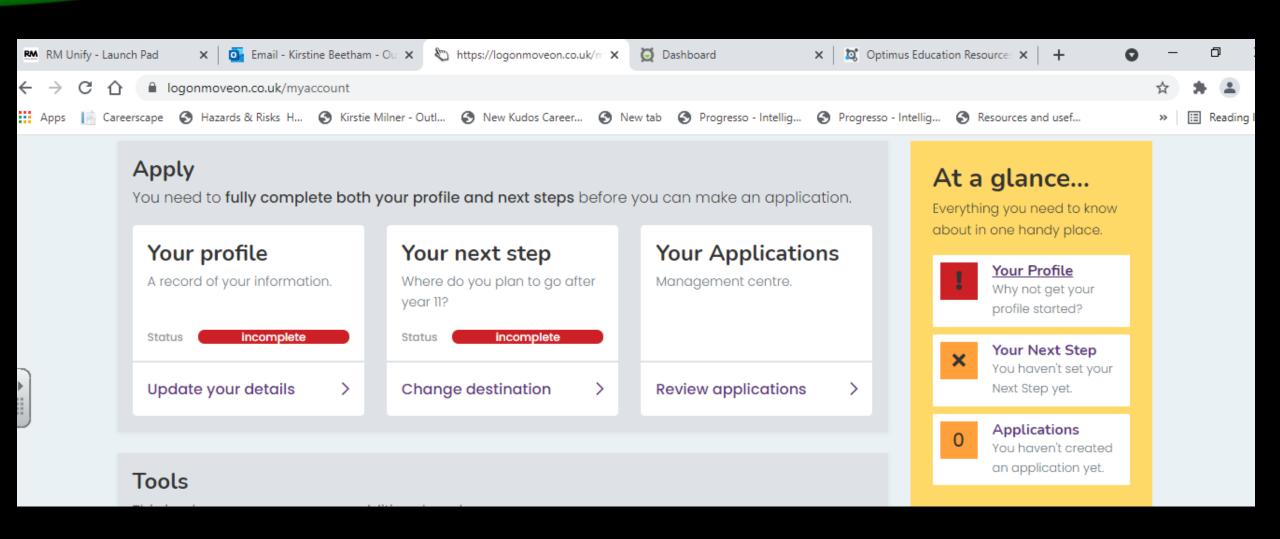
#### Click on I have read the terms and conditions

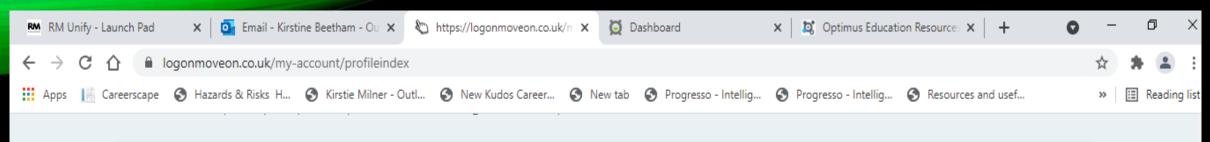


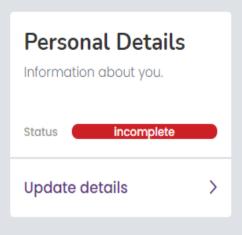
Please note that if you do not consent your information will not be saved and/or shared, and with respect to any on-line applications, you will have to apply

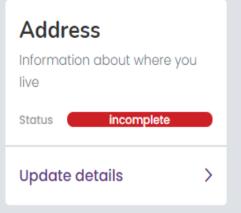
applications, you will have to apply using a different format. Please contact the provider directly to find out more

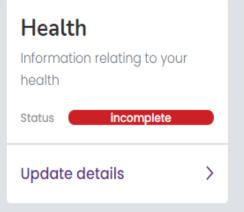
#### Click the Your Profile Box

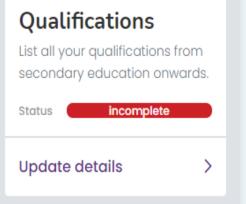














This section is all about the work experience you have had, including any part time jobs, and references.

Status incomplete

#### Personal Statement

Your chance to describe your ambitions, skills, and experience.

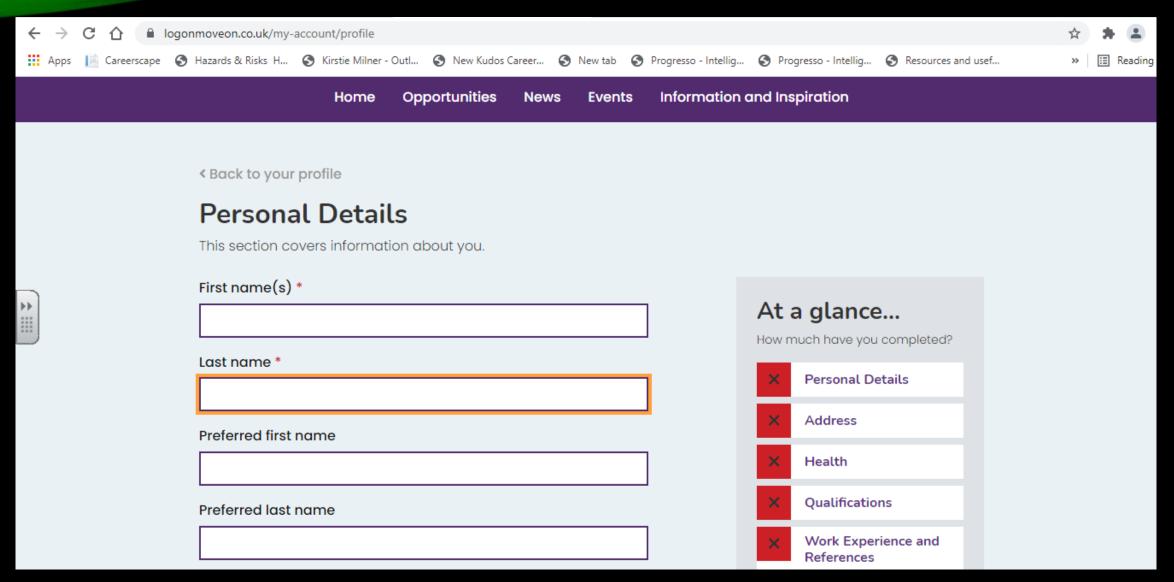
Status incomplete

#### Diversity

This section is about your Ethnicity

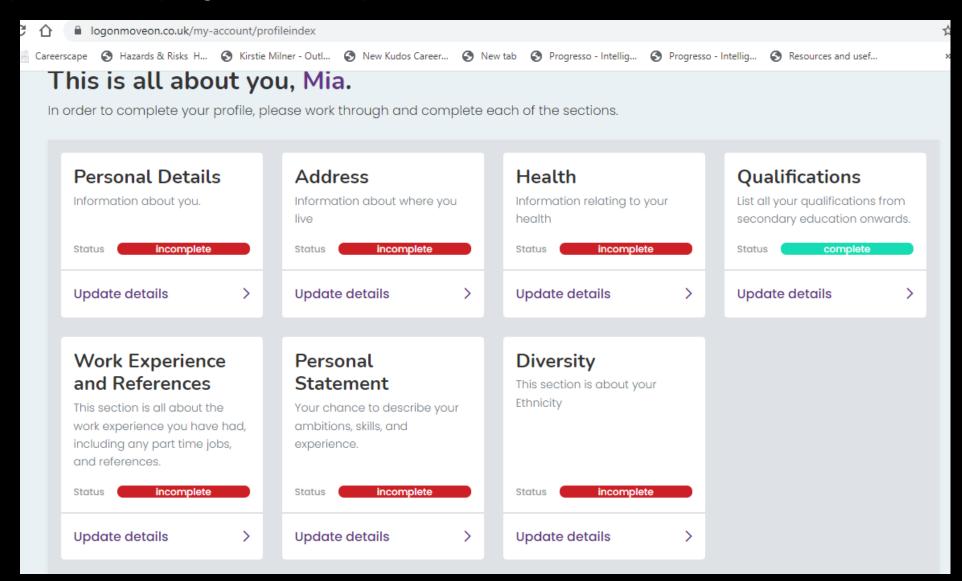
Status incomplete

#### Update details and click SAVE



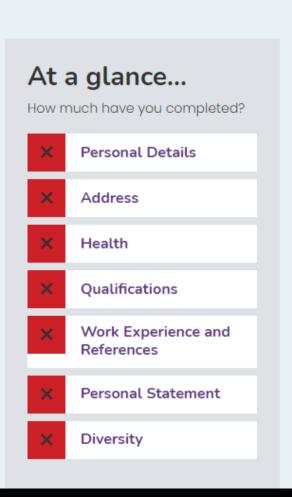
- Each box on your personal profile page will be red when you begin.
- As you complete each section in full and click save, the boxes will then change to green
- You are unable to apply for any college/sixth form/training provider places until each box is green, opportunities usually go live from October/ November.
- It is imperative that all your details are correct as they are used to contact you by colleges and training providers- you must update them if they change
- Please ensure you have an email with a sensible name/address, that you know the password for & that you access regularly

Which brings you to this page - select personal details



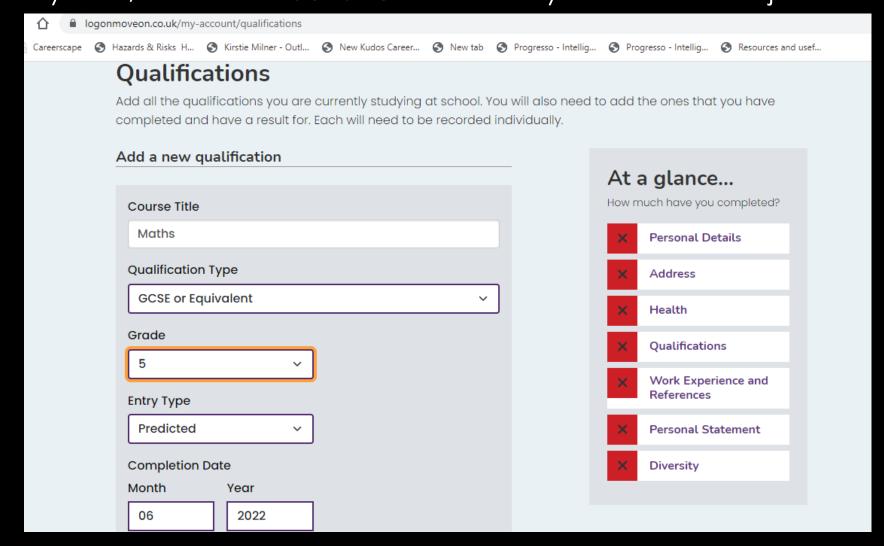
Check and complete your address details—put in your personal mobile and a personal email address - when complete click **SAVE** 





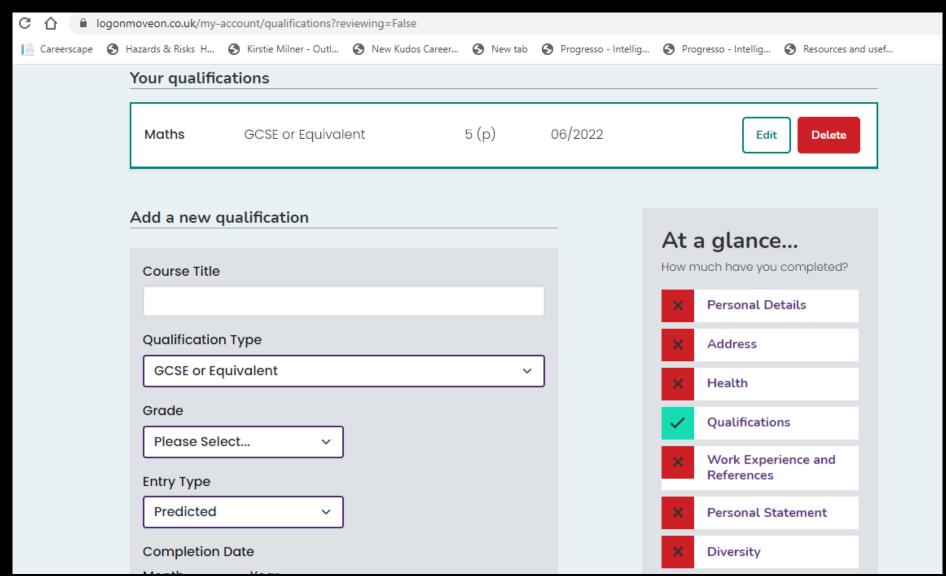
Qualifications—you need to put in every subject you are doing (ie: every one that is on your timetable that you sit an exam in), whether it is a GCSE or a BTEC and your PREDICTED grade one by one, then ADD SUBJECT then carry on until all subjects have

been added



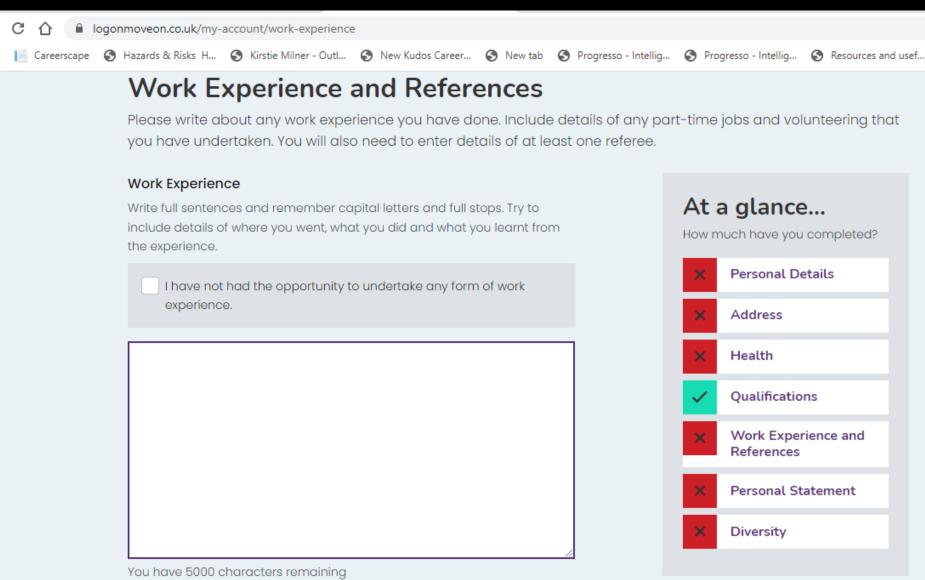
When you have added all your qualifications you should have a green box – when

complete.



#### Select work experiences and references

If you have not had any work experience or part time job tick the box – if you have, then type in the box what you have done this can be anything paid or unpaid (babysitting, dog walking etc.)





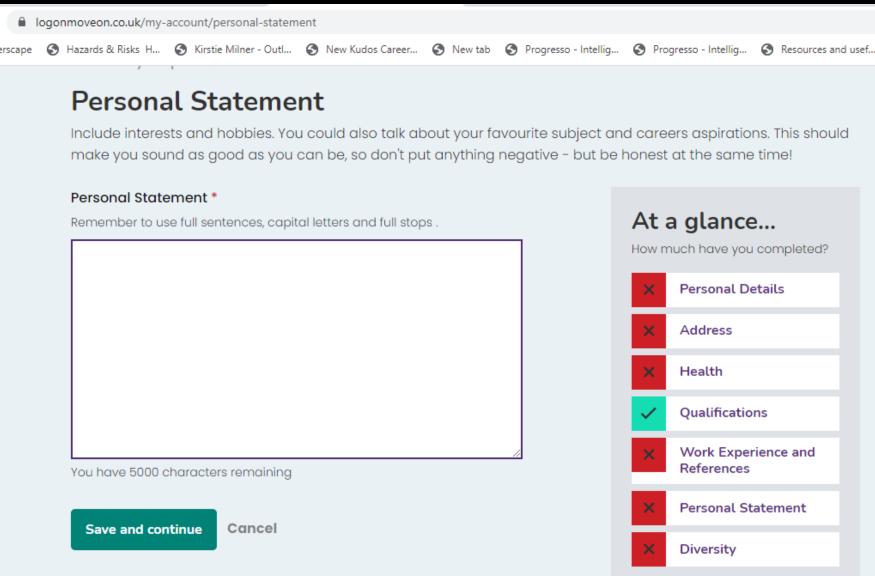
Scroll down to the reference part – you must complete both boxes The first reference should be Head of Year

Apps	Careerscape	S Hazards & Risks H	S Kirstie Milner - Outl	New Kudos Career	New tab	) Progresso - Intellig	Prog
Apps	Careerscape	Reference (1  Name *  Relationship *		New Kudos Career	New tab     €	Progresso - Intellig	S Prog
<b>*</b>		Address Organisation				]	
		Tel/mobile				]	
		Email Address				]	
		Reference (2	nd)			_	

Select personal statement- last one!

TOP TIP: type this in word so you can check and save then copy into this box!

- this can be 3 x small paragraphs all about
  you
- It is your chance to sell yourself
- It is your chance to state why you should be chosen over and above someone else



#### Example...

At school my favourite subject is art as I enjoy being creative, however this also makes me enjoy English Language. I am proud to say I have an excellent attendance and punctuality record and I am also classed as an expert learner.

In my spare time I spend a lot of time with my family - we go for meals and watch TV together my favourite programmes are crime and thrillers. I socialise a lot with my friends and like to go shopping with them and to the cinema.

I have gym equipment at home that I like to use to keep fit. I am also in a rugby team and play every week, I have done a lot of charity and fundraising events with my team and have learnt a lot of skills from this.

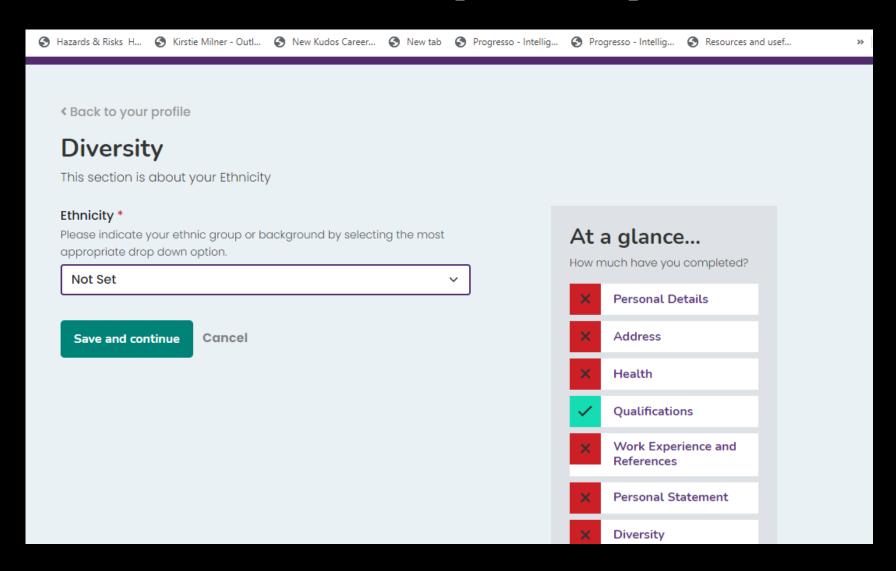
I am 100% not sure what I want to do in the future but I would like a practical, hands on careers where I am able to be creative but also progress possibly to university.

Then remember to **Save and update** 

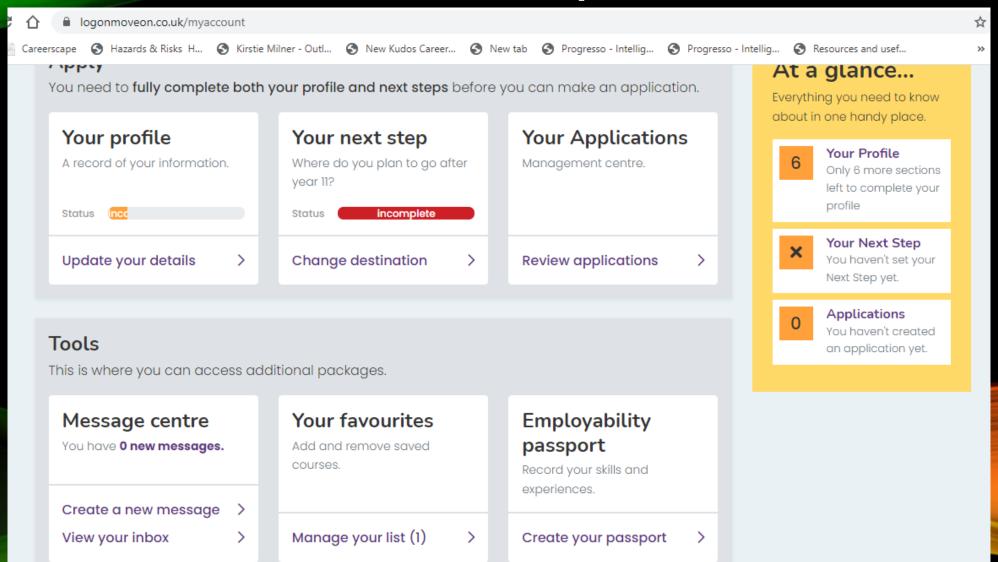
Click on Diversity and chose from the drop down your ethnicity

Remember to click SAVE

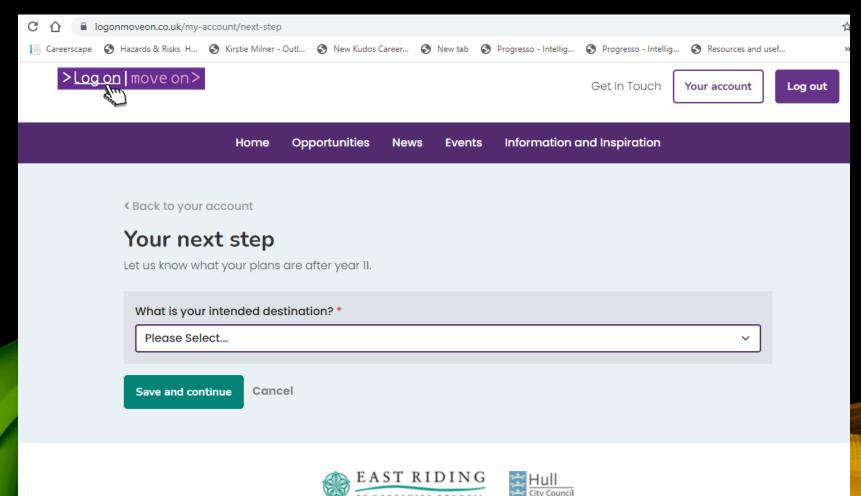
When all the boxes are green you can search for courses



# Click on 'next step'



Choose an 'intended' destination from the drop down



You are now ready to search for your Post 16 Opportunities

# To search for courses, click on opportunities and type in the key words e.g.. Hair



Home

**Opportunities** 

News

**Events** 

Information and Inspiration

#### **Opportunities**

Helping you to make the right choice.



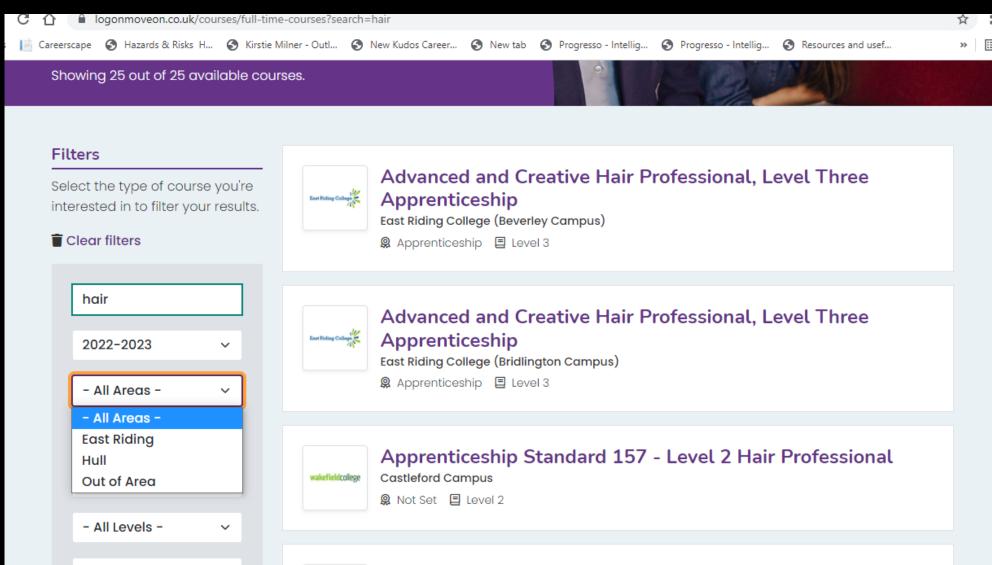
#### Search for courses

What do you want to study?

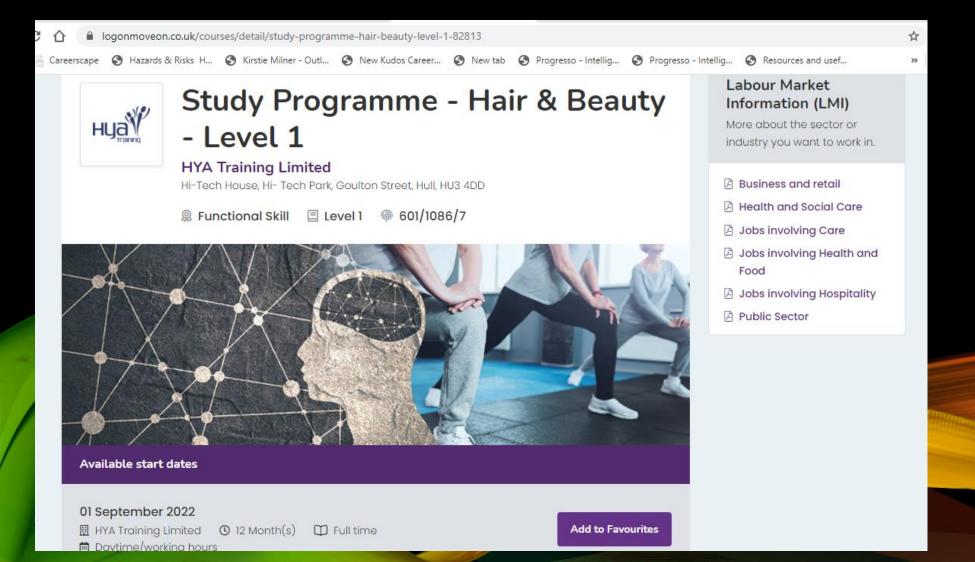
Full time courses & provider led appren >

Search

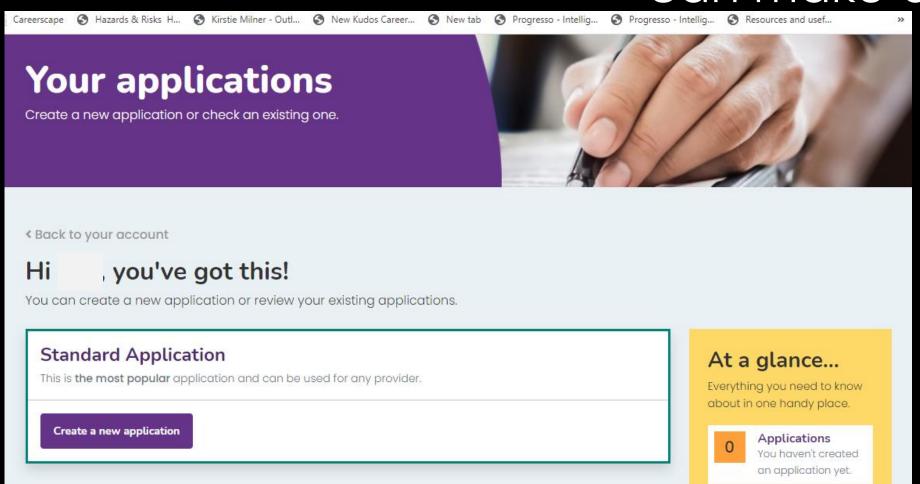
# Filter the area in the drop down box at the left

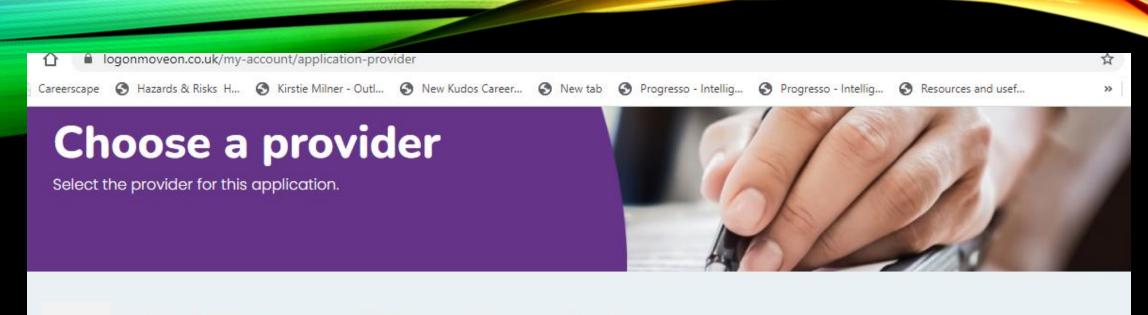


# Click on the course you want to find out about and click 'add to favourites'



# When you have added the opportunities that interest you, you can make applications





#### let's pick the provider you're applying to.

Choose from the list below.

Please select...

Save and continue

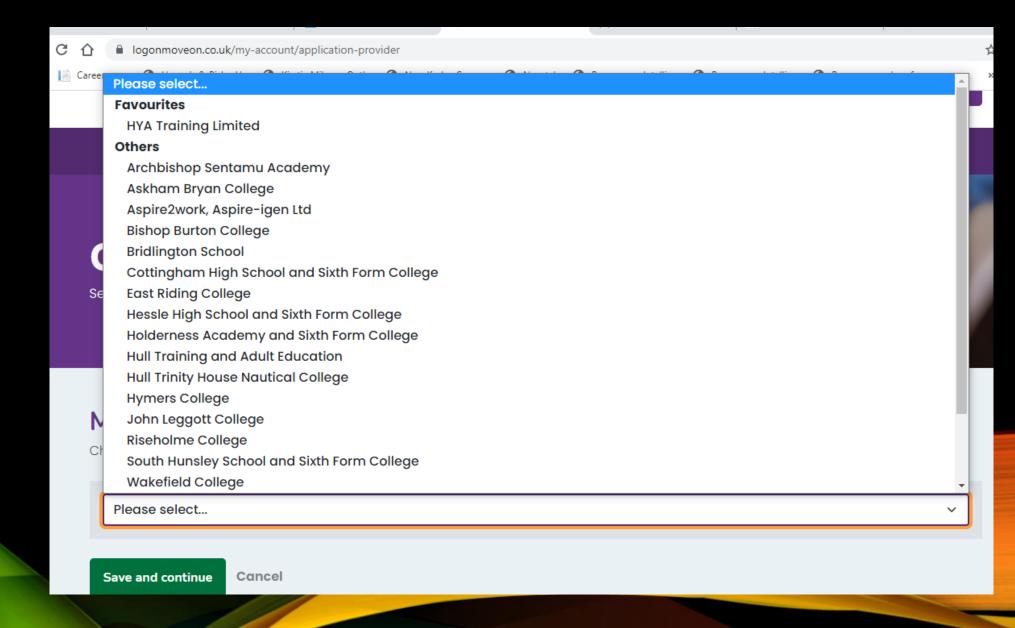
Cancel





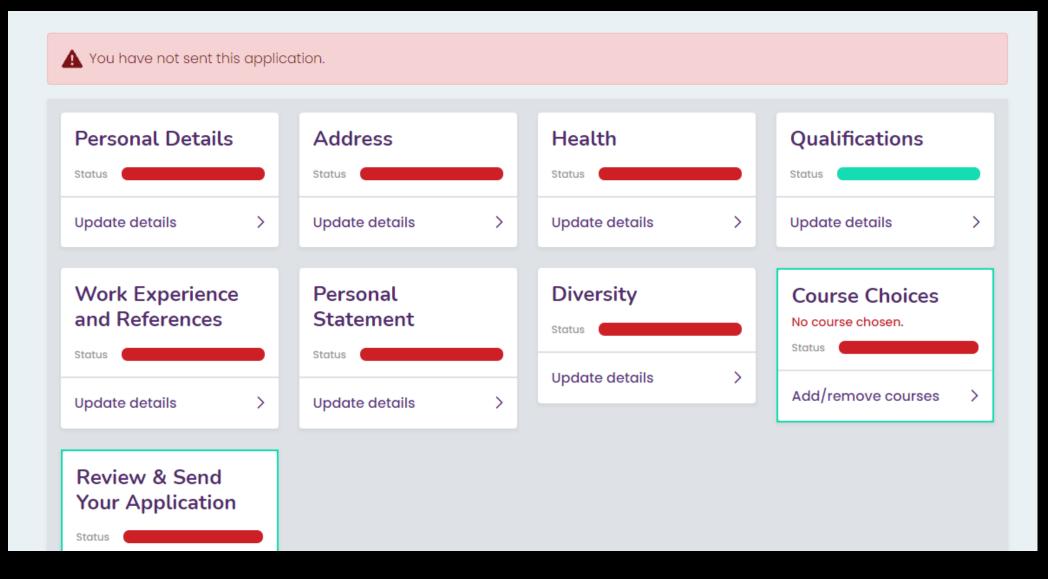
Click on the provider you want to apply forany courses you added to favourites will be at the top.

Choose and then click save and continue



This then takes you to the draft application from so you can review each box and click send.

Remember, all the boxes must be green before you can send an application



Any questions or queries please contact your careers adviser
Ms Milner down in the Pastoral Village or by email:
kmilner@siriusacademy.org.uk

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