Getting Started Online 2021 – Guidance for Applicants

1.   **What does the application process involve?**

This year, we will be using SurveyMonkey to accept online applications. When the application window opens at 10am on Monday 4th January 2021, we will publish a link to SurveyMonkey on the Getting Started Online 2021 webpage, which can be accessed via any standard web browser on a computer, tablet, or smartphone.

There are two parts to the online application form:

- Part 1 is a checklist to assess whether you are eligible to apply for the programme. If you are eligible, you will proceed immediately to the application form in Part 2
- Part 2 – the application form itself (for those who are eligible to apply from Part 1)

You will need to complete your application in one session, and this includes uploading images of your work using a template which is provided with the accompanying guidance. It will be easier if you prepare your images and complete the template before starting the online application.

The application window closes on Sunday 14th February 2021, and we will begin notifying successful applicants from Monday 1st March 2021.

2.   **Guidance for Part 1 of the online application form**

In Part 1 of the online application form, you will read a checklist of the eligibility criteria for Getting Started Online 2021 and we will ask you to declare whether or not you meet ALL the criteria:

- If you do meet all the criteria, you will proceed immediately to Part 2 where you will be required to provide further details and complete the application form including uploading your completed image template. Please note that at this stage we cannot guarantee that your application will be successful, as the number of places on the programme are limited.
- If you do not meet all the criteria, you will be signposted to other training that might be of interest to you.

The eligibility criteria for Getting Started Online 2021 are as follows:

- You currently reside in the United Kingdom of Great Britain and Northern Ireland
- You aspire to start, or are in the process of starting, or have recently started, your own business or self-employment in the jewellery industry, whether as a designer, designer maker, silversmith or other skilled craftsperson
- You have completed an accredited precious metal course, or a jewellery industry apprenticeship, in the United Kingdom of Great Britain and Northern Ireland
- You are willing and available to attend the full online course, and have access to a reliable internet connection to do so
- You agree that the details provided as part of the application process may be held on an electronic database for the purpose of administration and Goldsmiths' Centre related matters

Getting Started Online 2021 – Guidance for Applicants

3. **Guidance for Part 2 of the online application form**

In Part 2 of the online application form, you will be asked to provide the following information:

a) Your full name, address, email address and mobile phone number

b) Details of the accredited precious metal course or jewellery industry apprenticeship you attended. If you have attended more than one such course, please list the one with the *highest level* of qualification (contact our team before completing the application form if you would like any help with this)
   - Level of qualification
   - Name of the course/apprenticeship
   - Name of training provider/apprentice employer
   - Year of course/apprenticeship completion
   - Details of any other courses you think may be relevant to your application

c) Details of your business/self-employment in the jewellery industry
   - Whether you have started already or aspire to start in future
   - If you have started:
     o is the business a Limited Company or are you self-employed/sole trader?
     o what year did the business start trading?
     o how many staff does the business employ?
     o how much does the business turn over?
     o what is the business name, address, website and social media ?
   - If you have not yet started:
     o when do you plan to start trading?
     o currently what is your main occupation?
   - What are the primary activities of your business, whether you have already started or aspire to start in future (e.g. jewellery design, jewellery manufacture, silversmithing, setting, mounting)

d) Details of the materials you work with
   - Metals
   - Gemstones
   - Other materials

e) Examples of your work, using the template provided with this guidance
   - 5 good quality images from your portfolio of work (e.g. a finished piece, an example of a specialist technique, a design, a render)
   - Images should be between 150-300dpi/ppi
   - Details about each piece, where indicated in the template
   - The template should be saved in Word (.doc or .docx) or PDF (.pdf) format
   - The template file size should be no more than 16Mb
   - The template file name should include your own name
   - You will be prompted to upload your completed template into the online application form

f) Your skills, knowledge and ambitions for the future
   - How you rate your current skills
   - Which skills and knowledge you want to develop further
   - What other forms of support would help you to progress your ambitions over the next 12 months

g) In no more than one paragraph, why you want to take part in Getting Started Online 2021, and how you think it would benefit your career development

Getting Started Online 2021 – Guidance for Applicants

      h)   At the end of the application form, there is one optional section to support our ongoing commitment to equality, diversity and inclusion. This section will not form part of the Getting Started Online 2021 selection process, and the data will not be seen by the selection panel. The questions are designed to help us better understand the audience we are reaching:
- Your gender
- Your age range
- Your nationality
- Your ethnicity
- Whether you have any impairment or disability that could effect your ability to participate in training or events, either online or in person

4.   **How do I apply for the Getting Started Online 2021 showcase?**

All Getting Started Online 2021 participants who complete the programme will be invited to apply to participate in an online showcase of work and skills - full application details will be provided during the programme.