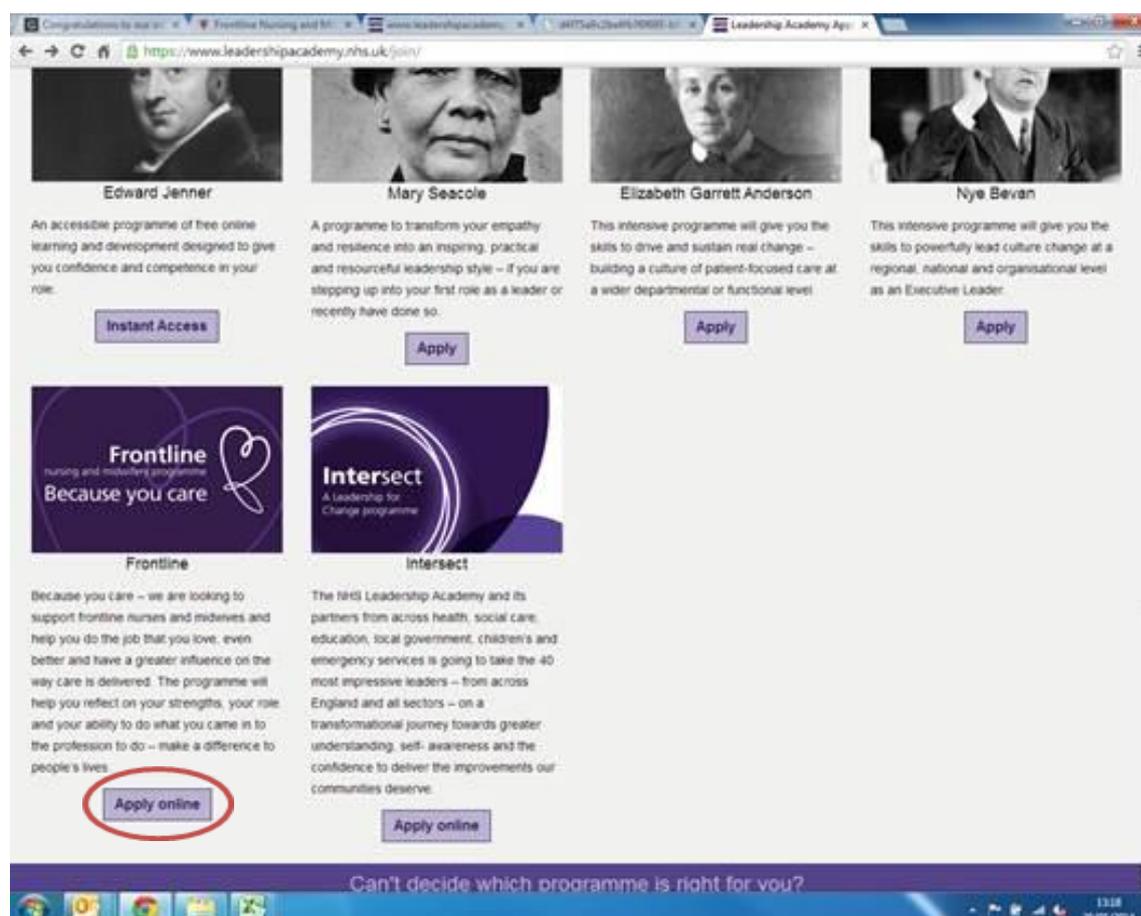


Frontline Nursing and Midwifery Programme

How to Apply for Frontline

Applications to the Frontline Programme are open across the year and are done exclusively online.

To apply, go to <https://www.leadershipacademy.nhs.uk/join/> and click on 'Apply Online' underneath the Frontline box, highlighted in the red circle below:

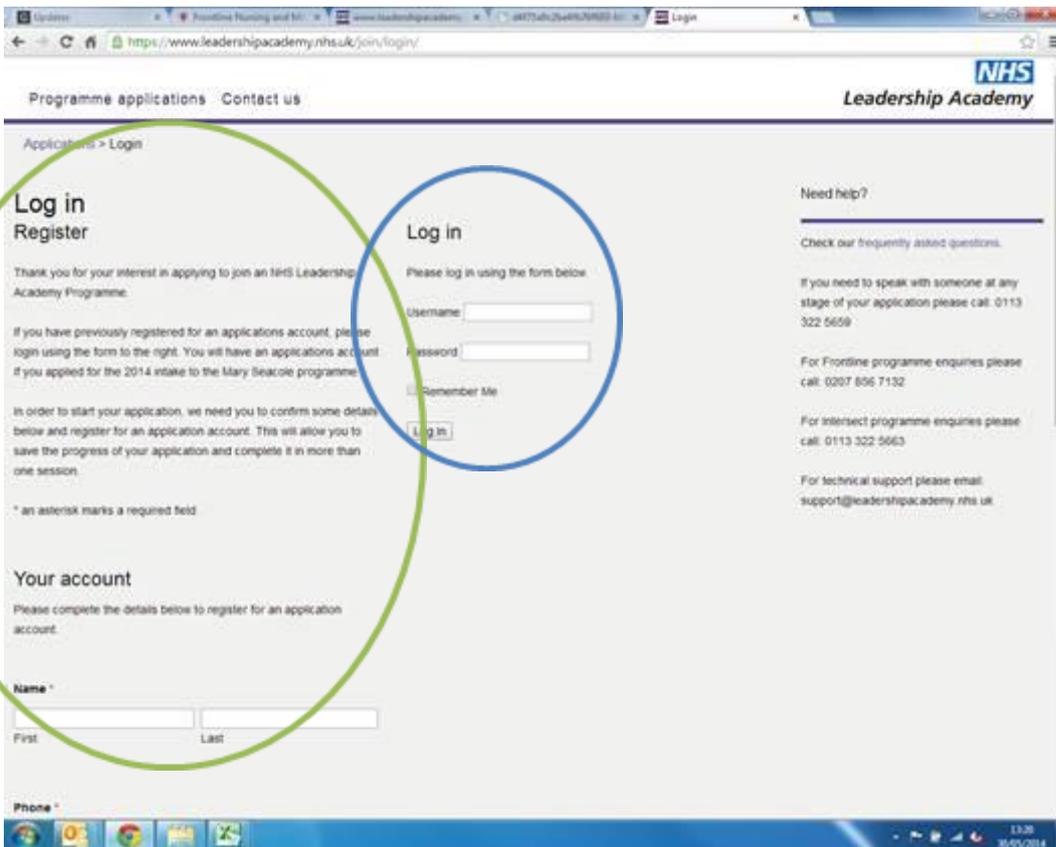


Step 1: Registering and Logging In

If you haven't yet created an account, then you need to complete the details under 'Register' as shown in the green circle. Once registered, you should then receive an email confirming this. Once you've done this, come back to this page and use those details to log in.

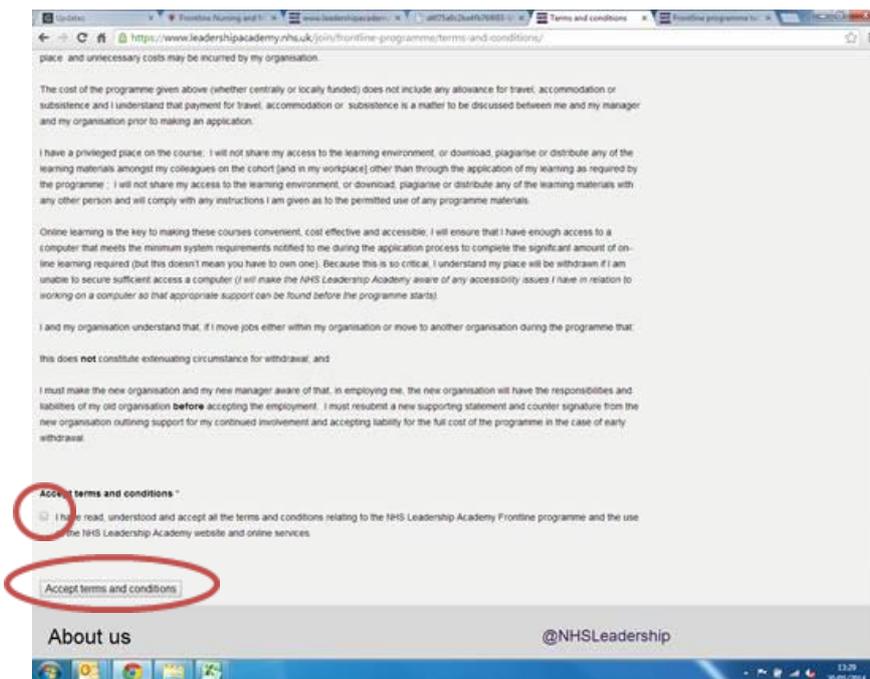
Please note that your **username** is the email address that you used to register. If you have been on any of our Leadership programmes before, then you may already have an account which you can log in with.





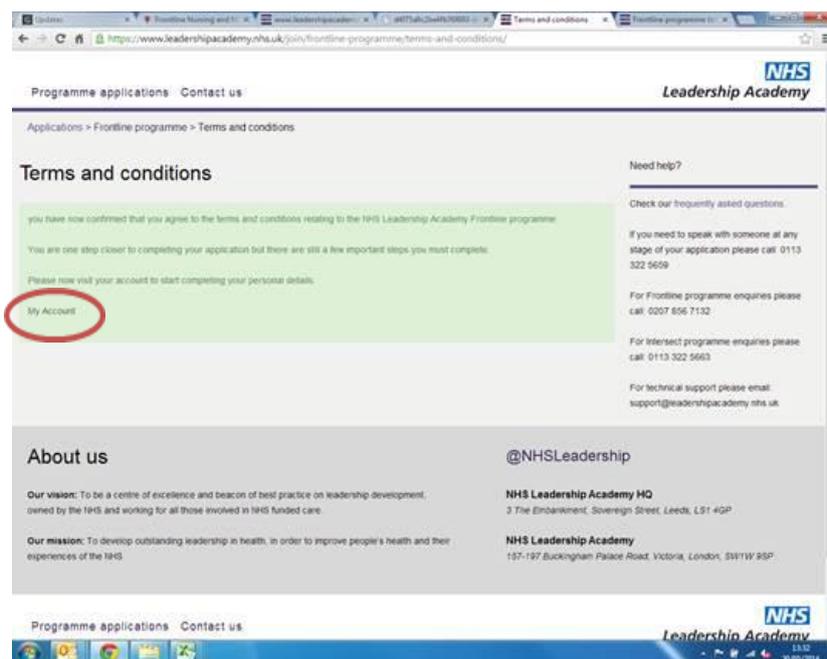
Step 2: Accept the Terms and Conditions.

Once you've logged in, it will display the terms and conditions for the programme. Make sure to read these carefully. If you need to look at them again, you can see them here: <http://www.leadershipacademy.nhs.uk/grow/frontline-nursing-and-midwifery-programme/frontline-programme-terms-and-conditions/>



Once you have read and understood the Ts&Cs, then make sure to click the box at the bottom of the screen, and then click 'Accept terms and conditions' as shown in the red circles above.

This will take you to another screen with a green box confirming that you have accepted the terms and conditions. You can then go to 'My Account' to continue with your application (as shown in the red circle below)

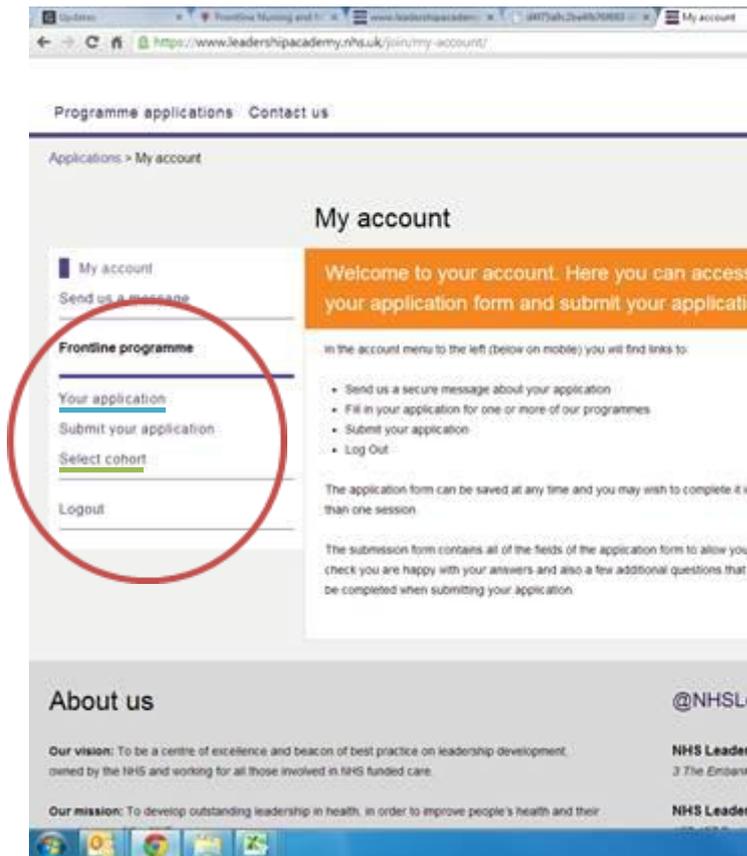


This will then take you to the 'My Account' page.

Step 4: Complete and Submit your Application

On the left you will see a list of links that you need to work through in order to complete your application, as shown in the red circle below.





Firstly, under 'Frontline Programme', click on 'Your application' as underlined in blue above.

This will take you to a page asking for your information such as contact details, address etc. Make sure to complete all of these as fully as you can, providing both your work and home email addresses. Once you have filled in all of the information, scroll to the bottom of the screen, click 'save'.

This will take you to another screen with a green box informing you that you have completed your application but have not yet submitted it. To do so, click 'Submit Application' in the green box. This will take you back to the original application screen so that you can double check all of the information.

Once you're sure it's all correct, scroll to the bottom and click 'Submit'.

Step 5: Select a Cohort

Now, you will need to select a cohort. Details on which cohorts are available can be found here: <http://www.leadershipacademy.nhs.uk/grow/frontline-nursing-and-midwifery-programme/frontline-cohort-dates/>

Firstly choose which cohort you want to and can attend and then click on 'Select Cohort' as shown in the red circle on the screen shot above (underlined in green). This will bring up a list of all of the currently available cohorts.



Scroll down until you find the one you wish to attend. Please note that these may not be in numerical order. And then click 'book now' in the green box. This will take you to another screen (shown below) which shows the details for the cohort you have selected.

<p>Frontline-14-C23 Location: Exeter Start date: 16 June 2014 Induction: 24 June 2014 Workshop one: 05 August 2014 - 06 August 2014 Workshop two: 16 September 2014 - 17 September 2014</p>	
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Step 6: Get Line Manager Approval

If you're happy with what you've selected, then click 'Request manager approval' shown in the red circle below. This will send an email to your Line Manager, whose details you gave earlier, asking them to approve your application.

Please confirm the selected cohort before requesting your managers approval.

You have selected cohort: **Frontline-14-C23**.

This cohort starts on: **16 June 2014**.

The induction face to face meeting is on: **24 June 2014**.

Workshop 1 is from **05 August 2014 to 06 August 2014**.

Workshop 2 is from **16 September 2014 to 17 September 2014**.

All face to face meetings will be in **Exeter**.

If you are happy with these, please use the button below to request permission from your manager. You must be available to attend all of the face to face sessions on the dates specified above.

Your manager will be emailed and will need to confirm they are happy for you to proceed before we can confirm your place on this cohort. You should therefore inform your manager to expect this email and ask them to respond promptly to avoid disappointment.

If you are not happy with your selected cohort, please select another cohort to join.

Request manager approval

Once you have clicked the request approval button, you will see a green box which says:

We have now emailed your manager to seek approval of your application

Your application is now complete!

You can now log out. Once the application has been approved then you will receive an email confirming your place.

Please note that you will not hold a confirmed place until you have received Line Manager approval.

Getting Help

If you get any problems when applying for the Frontline Programme, please email our Support team at support@leadershipacademy.nhs.uk who will be able to help you.

