



**Institute for the
Public Services**

Guide to Applying for IPS Customised Training

**Version: 1.1
Date: Dec 2023**

01. HOW TO APPLY for a Course

The following user manual is a step-by-step guide that shows you how to apply for customised training.

1. Open the email that you have received with the link to register for the training and click on the link. This will take you directly to Section 06 of the IPS Prospectus Website, as shown in 'Figure 1' below.

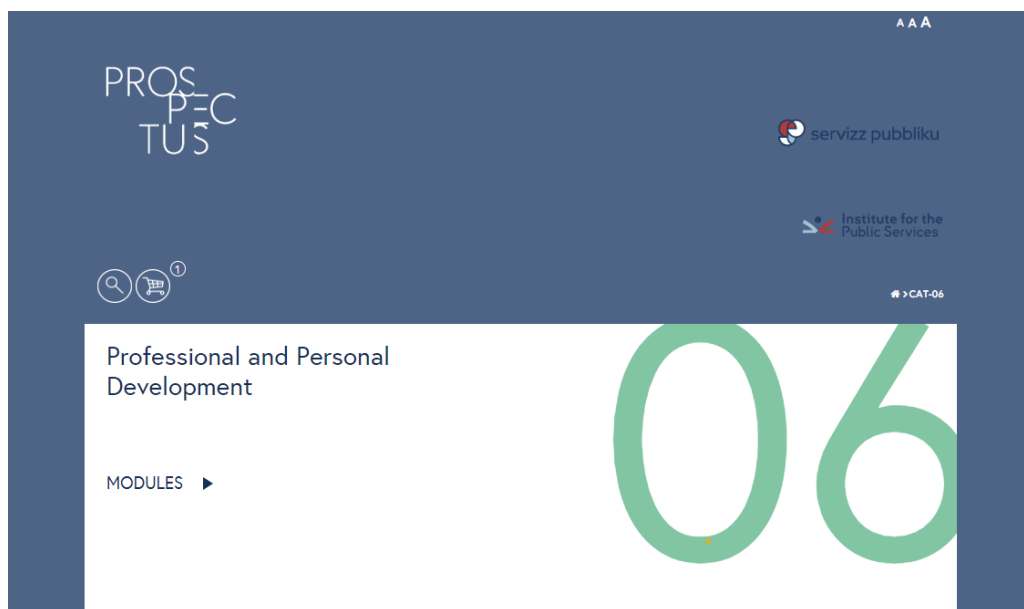


Figure 1 Section 06

2. Select the applicable **Course** ('Figure 2' below shows an example of a **Course**) that you need to apply for by clicking on the '**Interested to Apply**' radio button (as shown with a **blue arrow**). Once you click on '**Interested to Apply**', the course will go into the Cart (as shown with a **red circle & arrow**). Refer to the '**Cart icon**' which is found at the top of the page.

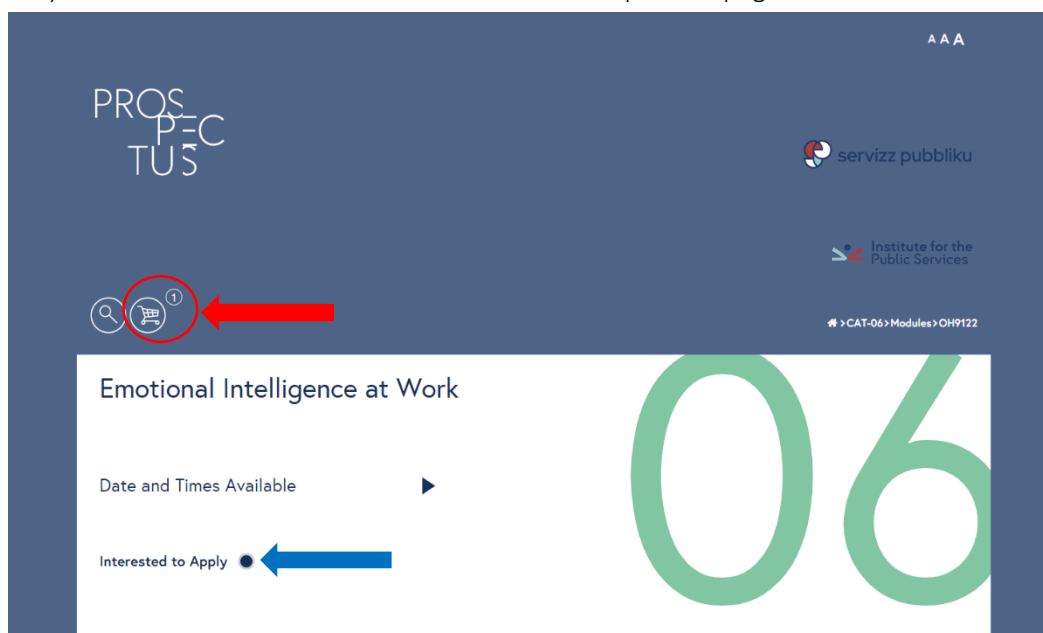


Figure 2 Interested to Apply radio button and cart icon - Section 06

3. Click on the **'Cart icon'**. This will display the **Course** that you have selected (when you pressed the **'Interested to Apply'** button). Press the **'Proceed to Checkout'** (**orange arrow**) to continue as shown in **'Figure 3'** below.

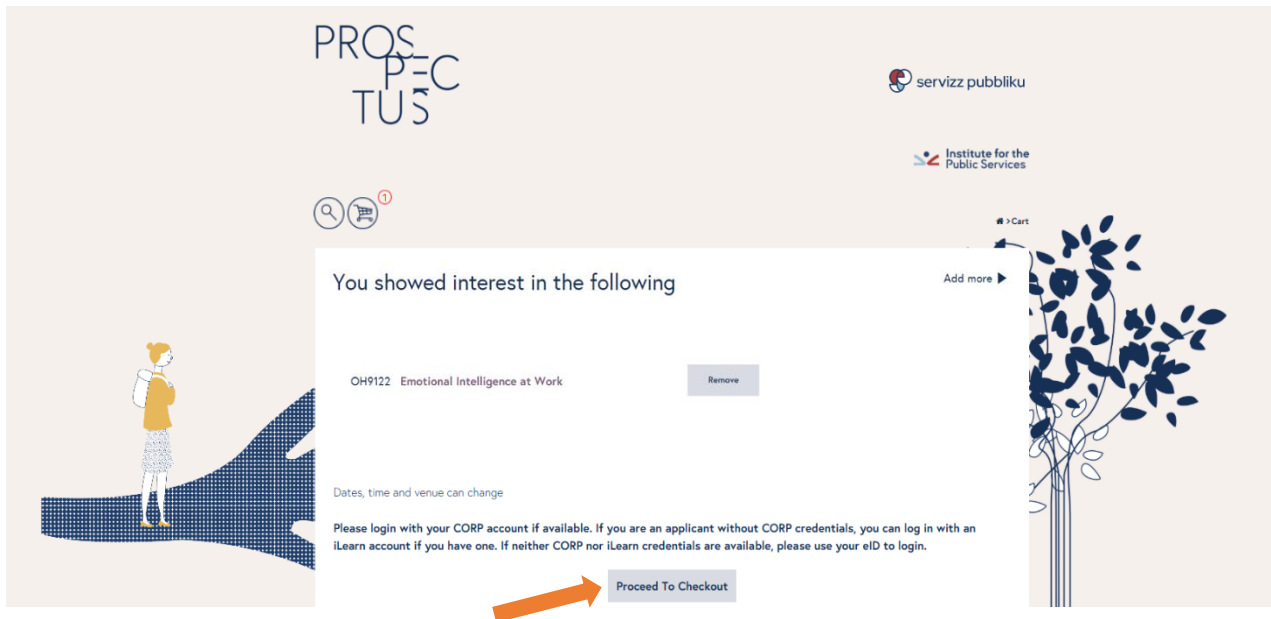


Figure 3 Cart

4. Once the **'Proceed to Checkout'** button is pressed, the **'Sign in'** page will show up, as shown in the screenshot (**Figure 4**) below. The appropriate authentication account must be chosen (**eid.gov.mt**, **iLearn AZ AD** or **CORP ADFS**) and then you can proceed to sign in. Keep in mind that if you are connected directly to a network cable at work (if you have a **CORP** connection), the system may automatically prompt you to the next screen (**Figure 5**).



Figure 4 Authentication screen

5. The next step is to enter your 'Personal Details'. All details must be filled in and must reflect the current details of the person applying. Once completed, click the 'Next' button to continue.

PROSPECTUS


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> Cart > CheckoutForm

PERSONAL DETAILS

All fields marked with an * are mandatory.

ID Card Number * ENTER ID NUMBER	Gender * SELECT GENDER
Applicant Name* ENTER NAME	Applicant Surname* ENTER SURNAME
Date Of Birth * DD/MM/YYYY	Telephone * TELEPHONE NUMBER
Mobile MOBILE NUMBER	Email *
Grade/Position * ENTER GRADE/POSITION	Scale * SELECT SCALE
Job Category * SELECT JOB CATEGORY	Ministry * SELECT MINISTRY
Department * ENTER DEPARTMENT	Office Address Line 01 * ENTER ADDRESS
Office Address Line 02 * ENTER ADDRESS	Office Address Line 03 * ENTER ADDRESS
Impairment * SELECT IMPAIRMENT	Direct Manager Name* ENTER NAME
Email Of Direct Manager * ENTER EMAIL ADDRESS	Confirm Email Of Direct Manager * ENTER EMAIL ADDRESS

Next

Disclaimer

In order for the Institute for the Public Services to ensure that standards are maintained in the administration and delivery of courses and programmes offered, IPS has issued [Binding Standards governing Participation in IPS Courses and Programmes](#).

By submitting this application you are confirming that you have read and as a course participant you will adhere to these [Binding Standards governing Participation in IPS Courses and Programmes](#), before submitting your application.

As an applicant you are taking responsibility that the email provided for authorisation is your direct authority to approve this application. If application is not approved within 3 working days, application will be considered as APPROVED.

Personal Data provided on this form is protected according to the provisions of GDPR and will be used by the Institute for the Public Services (IPS) for administration purposes.

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Figure 5 Application - personal details

6. Employees who do not fall within the Senior Management Category and require the approval of their Direct Manager, as seen in 'Figure 5' above, need to include the **Direct Manager's** email twice. It is critical to type the details of the email address correctly in both fields. Once completed, click the 'Next' button to continue.

Employees who fall within the Senior Management Category do not need to include the **Direct Manager's** email address for approval/rejection. When filling out all their personal information, such fields will not even be visible, as per screenshot in 'Figure 6'.

The screenshot shows a web form titled 'PERSONAL DETAILS' for the 'PROSPERITY' program. The form is for the 'Senior Management' job category. It includes fields for ID Card Number, Gender, Applicant Name, Applicant Surname, Date Of Birth, Telephone, Mobile, Email, Grade/Position, Scale, Job Category, Ministry, Department, Office Address Line 01, Office Address Line 02, Office Address Line 03, and Impairment. A 'Next' button is at the bottom. The form is part of a larger application process, as indicated by the 'Cart > CheckoutForm' link in the top right.

PROSPERITY

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Cart > CheckoutForm

PERSONAL DETAILS

All fields marked with an * are mandatory.

ID Card Number *
ENTER ID NUMBER

Gender *
SELECT GENDER

Applicant Name*
ENTER NAME

Applicant Surname*
ENTER SURNAME

Date Of Birth *
DD/MM/YYYY

Telephone *
TELEPHONE NUMBER

Mobile
MOBILE NUMBER

Email *

Grade/Position *
ENTER GRADE/POSITION

Scale *
SELECT SCALE

Job Category *
SENIOR MANAGEMENT

Ministry *
SELECT MINISTRY

Department *
ENTER DEPARTMENT

Office Address Line 01 *
ENTER ADDRESS

Office Address Line 02 *
ENTER ADDRESS

Office Address Line 03 *
ENTER ADDRESS

Impairment *
SELECT IMPAIRMENT

Next

Disclaimer

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By submitting this application you are confirming that you have read and as a course participant you will adhere to these [Binding Standards governing Participation in IPS Courses and Programmes](#), before submitting your application.

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Figure 6 Application - Senior Management (job category)

7. Select the **available date or the preferred date** (in case of more than one option) for the **Course** chosen (see example in **Figure 7** below). Select the dates by pressing on the **checkbox (grey box)**. The **'Submit'** button will remain **greyed out** if no dates are selected for the chosen course/s.

The screenshot shows the Prospektus website interface. At the top, there are logos for 'PROSPEKTUS', 'servizz pubbliku', and 'Institute for the Public Services'. Below these, there are navigation icons for search and cart. The main content area is titled 'Proceed to select dates'. It displays the course name 'OH9122 Emotional Intelligence at Work' with a 'Remove' button. Below the course name, there is a grey box representing a date selection option, which is currently selected. The box contains the text '17/07/2023', '2', and 'Maltese'. The 'Submit' button is not visible in this screenshot, indicating it is greyed out.

Figure 7 Select the Date/s

8. As a final step **ensure that the date for the chosen course is selected** as shown in the screenshot below (**Figure 8**). Once the date has been chosen, click the **'Submit'** button (as shown with a **red circle**) to submit the application.

This screenshot shows the same website interface as Figure 7, but with additional content. Below the date selection box, there is a 'Disclaimer' section. The disclaimer text states: 'If no dates are available for a particular course or the applicant is unable to attend on the dates given, the application will be placed on the waiting list and the applicant will be contacted when new dates are scheduled. You can apply for an exemption from particular courses forming part of programme if you believe that you are already well versed in the relevant subjects by virtue of your qualifications or work experience. If you would like to request an exemption kindly fill in this form'. At the bottom right, the 'Submit' button is highlighted with a red circle, indicating it is the final step to complete the application.

Figure 8 Submit the Application

- After pressing the 'Submit' button, a **Processing Booking** message page will appear, as seen in the screenshot below (Figure 9).

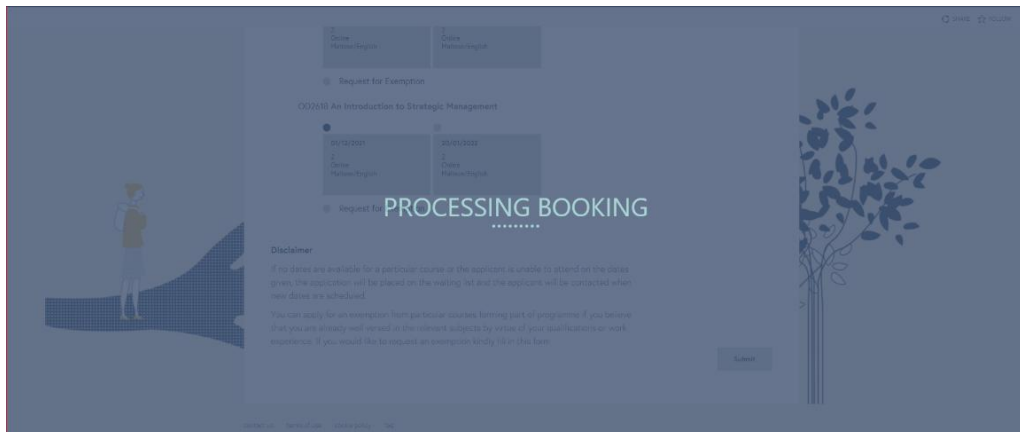


Figure 9 Processing Booking page

- Once your application has been submitted, a **Thank You** message page will appear, confirming that your application is being processed.

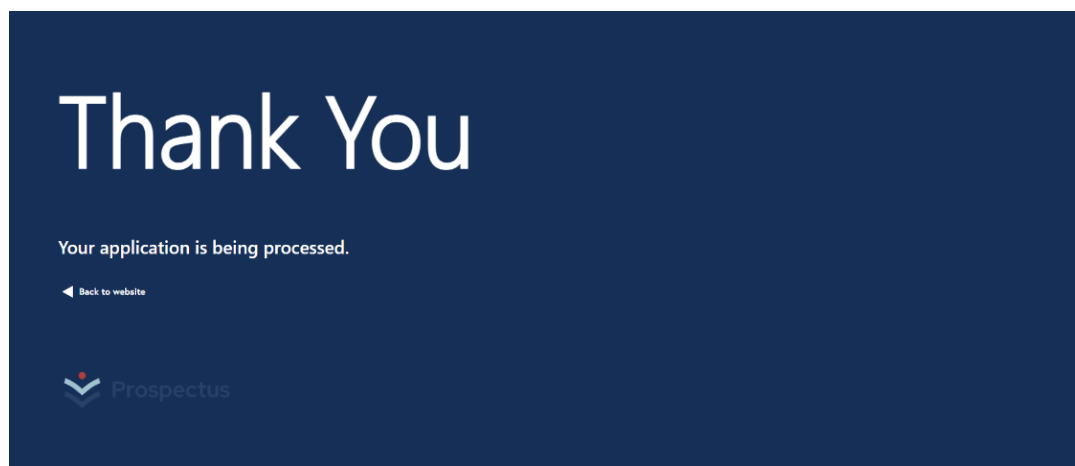


Figure 10 Acknowledgement page

- Each applicant will then receive an email entitled **Receipt for IPS Prospectus Bookings**, as shown in Figure 11 below. This email is sent to the email address entered by the applicant during the application stage and provides details on the **course** applied for.



Figure 11 Receipt for IPS Prospectus Bookings

12. As explained earlier on, in **step 6**, those employees who do not fall within the Senior Management Category require the approval of their Direct Manager and need to include the Direct Manager's email when filling in the application. The Direct Manager receives an email to **APPROVE/REJECT** the application (by clicking on the **link** in the email) as shown in the screenshot below (**Figure 12**).

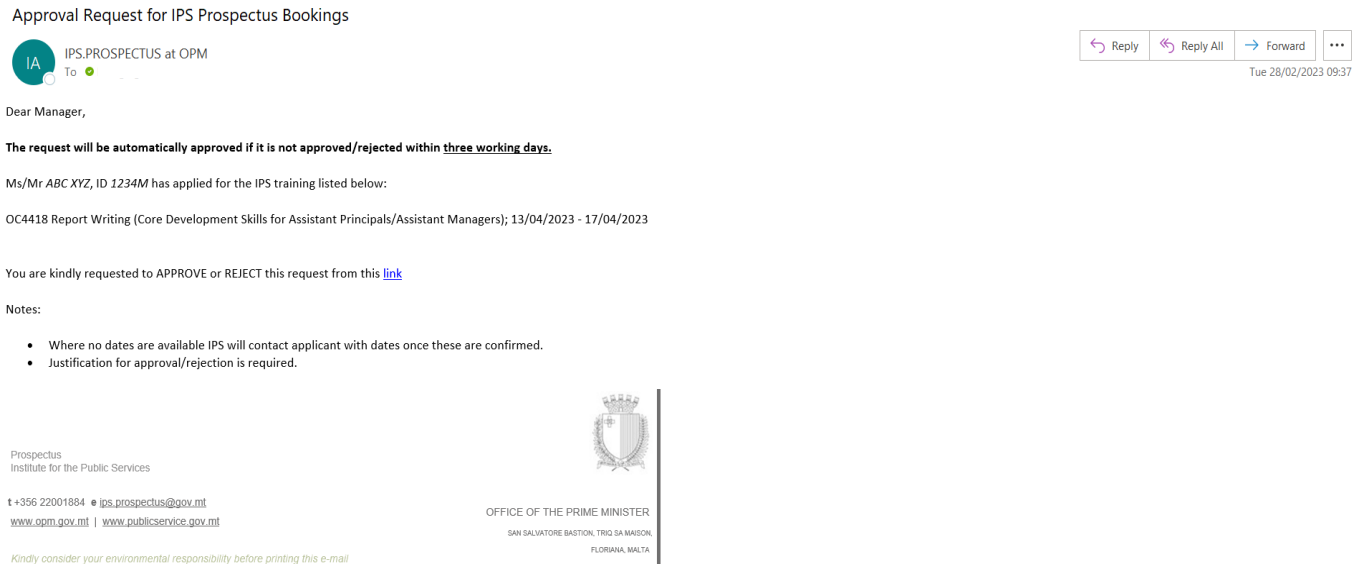


Figure 12 Email received by direct manager

13. The Direct Manager is asked to **approve/reject** the application within three working days by **clicking on the link in the email**. A **reason for approval/rejection is required by the Manager** before the application can be submitted to IPS as per screenshot (**Figure 13**) below.

The image is a screenshot of a web application for approving or rejecting an application. It has a light beige background. At the top, it says '00001234M ABC XYZ has applied for the following module:'. Below that, it says 'Kindly review the application below'. The module is 'OC4418 Report Writing (Core Development Skills for Assistant Principals/Assistant Managers)'. It then states 'All fields marked with an * are mandatory.' There is a section titled 'Reason for Approval/Rejection*' with a text area containing the text: 'REPORT WRITING IS ONE OF THE MAIN TASKS OF THE OFFICER. IT IS THEREFORE IMPORTANT TO FURTHER IMPROVE THE SKILLS IN THIS REGARD.' Below the text area are two buttons: 'Approve' and 'Reject'. To the right of the text area is a cartoon illustration of a person with dark hair and glasses, wearing a patterned sweater.

Figure 13 Screenshot of page where application can be approved/rejected with a reason

14. When the Direct Manager **approves** the application, the applicant receives an email as per screenshot **Figure 14** below.

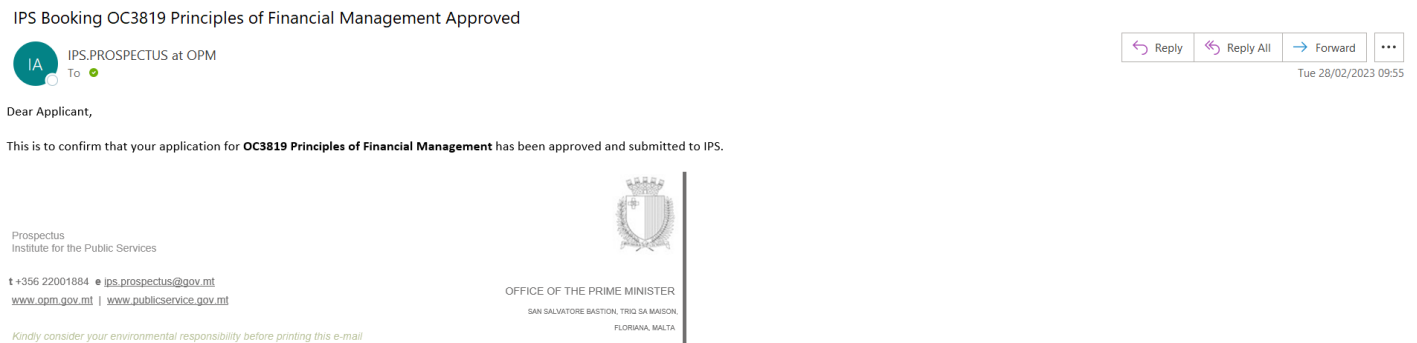


Figure 14 Email sent to applicant when application is approved by Direct Manager

15. Applications which are not approved by the Direct Manager within **three working days are automatically approved**.
16. Once the application is received by IPS, it is vetted, and applicants then receive more information closer to the date of the training.



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