

Getting Started Online 2023 – Guidance for Applicants

1. What does the application process involve?

We will be using SurveyMonkey to accept online applications. When the application window opens at 10am on Monday 5th December 2022, we will publish a link to SurveyMonkey on the [Getting Started Online 2023 webpage](#), which can be accessed via any standard web browser on a computer, tablet, or smartphone.

There are three 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)
- Part 3 – a separate online survey to support the Goldsmiths' Centre's ongoing commitment to equality, diversity and inclusion. You will be emailed a link to the survey within a few days of completing the application form.

You will need to complete the application form in one session, and this includes uploading three images of your work or practice – please have your images ready before you begin your application.

The application window closes on Sunday 22nd January 2023 at 10pm, the last date for completing the Part 3 survey is Sunday 29th January at 10pm, and we will begin notifying successful applicants from Monday 6th February.

2. Guidance for Part 1 of the application process

In Part 1 of the online application form, you will read a checklist of the eligibility criteria for Getting Started Online 2023 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 chosen images. 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, we may signpost you to other training that might be of interest.

The eligibility criteria for Getting Started Online 2023 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 or silversmithing industries, whether as a designer, designer maker, silversmith or other skilled craftsperson
- You have completed an accredited precious metal course, an accredited course in a related craft discipline, or a jewellery or silversmithing industry apprenticeship, in the United Kingdom of Great Britain and Northern Ireland. Examples of related craft disciplines include non-precious metals, fashion, textiles, ceramics – usually these will have a design and/or making focus. Please contact our team if you are unsure whether your course meets this criteria
- 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

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- You agree to complete an anonymous survey to support the Goldsmiths' Centre's ongoing commitment to equality, diversity and inclusion. You understand that a link to the survey will be emailed to you, and that the Goldsmiths' Centre will know whether you have completed the survey. You understand that your survey responses will be completely anonymous and will not form part of the Getting Started Online 2023 selection process

3. Guidance for Part 2 of the application process

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

- Your full name, address, email address and mobile phone number
- Details of the accredited precious metal course, accredited course in a related craft discipline, or jewellery or silversmithing 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
- Details of your business/self-employment in the jewellery or silversmithing industry
 - Whether you have started already or aspire to start in future
 - If you have started:
 - is the business a Limited Company or are you self-employed/sole trader?
 - what year did the business start trading?
 - how many staff (including yourself), if any, does the business employ? (by 'employ' we mean people for whom the company submits payroll and tax returns to government)
 - what is the total value of sales by the business each year?
 - what is the business name, address, website and social media?
 - If you have not yet started:
 - when do you plan to start trading?
 - 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)
- Details of the materials you work with
 - Metals
 - Gemstones
 - Other materials
- Three examples of your work or practice
 - Three good quality images from your portfolio of work (e.g. a finished piece, an example of a specialist technique, a design, a render)
 - The image file names should include your own name
 - Your images should be:
 - In focus and well-lit, enabling it to be seen in detail
 - Landscape in orientation
 - JPG, JPEG, PNG or PDF format
 - Image resolution should be at least 150ppi

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- File size between 1.5Mb and 16Mb
 - If it is a finished piece, it should be on a white background. Or, if it is a wearable piece, then the image should show it being worn
 - We will also ask you to provide the following information about the images:
 - The title of the piece, or the techniques/skills being demonstrated
 - The materials used
 - Anything else you would like to tell us about the piece
- 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 2023, and how you think it would benefit your career development

4. Guidance for Part 3 of the application process

- a) Within a few days of completing the application form, you will receive an email containing a link to an online survey to support our ongoing commitment to equality, diversity and inclusion. Completion of the survey is a mandatory part of the Getting Started Online 2023 application process, but your answers will be anonymous and do not form part of the selection process itself. The survey consists of 11 questions designed to help us better understand the audience we are reaching:
- Your gender
 - Your age range
 - Your country of birth
 - Your ethnicity
 - Whether you have any impairment or disability
 - Occupation of the main household earner when you were aged about 14
 - Type of school you attended between the ages of 11 and 16
 - Whether you were eligible for free school meals
 - Whether either of your parents attended university by the time you were aged 18

All questions include a 'Prefer not to say' option and, although we know who has completed the survey, SurveyMonkey keeps this information separate from your answers which are completely anonymous.

5. How do I apply for the Getting Started Spotlighting 2023?

All Getting Started Online 2023 participants who complete the programme will be invited to apply to exhibit their work in a physical exhibition. As part of Getting Started Spotlighting, applicants will receive further training and be promoted through the Goldsmiths' Centre's Instagram account [@gsmithscentre](https://www.instagram.com/gsmithscentre).

Through interactive virtual workshops, successful applicants will learn the principles of how best to display their work and present it to potential customers in a sales conversation. A special in person networking evening will enable them to put what they have learnt into practice and make new contacts and connections in the industry.

Full application details will be provided during the programme.