

> Log on | move on >



#SANCareers

It's time to explore and apply for your next steps of education and training!

This user guide will support you in completing your LOMO profile and sending out applications to your chosen providers.

Some key points to remember...

- Keep your Username and Password safe!
- Both your username and password are CaSe SeNsItIvE
- Keep all your details updated, it's easy – just log in and change.
- Remember to ALWAYS **SAVE AND CONTINUE**.
- The application window opens around October
- Interviews will start around December/January

## Careers Team – Sirius Academy North

Miss Norman – Careers Lead

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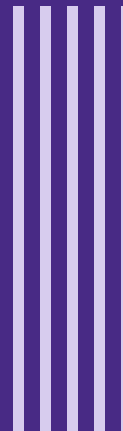
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## LOMO GUIDE

Phone: 01482 349600

Careers, Education, Advice, Information and Guidance



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## What you will need...



### Computer/Mobile/Tablet

You can access LOMO on any device with internet connectivity. However, SAN has computer suites in which can support you gaining access, if needed.



### Username and Password

Keep this noted down.  
Remember they are case sensitive.  
If you need support (i.e. you lock your account) contact :  
[northcareers@siriusacademynorth.org.uk](mailto:northcareers@siriusacademynorth.org.uk) or  
speak directly with Miss Norman.



### Time

Most of the profile is drop down boxes and basic details.  
Take your time with your personal statement and use the guide provided by  
[#SANCareers](#)



# What is LOMO?

**Log On Move On** is a free, independent and impartial website which supports and inspires young people in Hull and the East Riding to succeed on their education and training journey.

Through providing expert information and online tools to:

- Enhance your understanding and increase your confidence to make informed decisions about your future.
- Record your progress on your education and training journey, and prepare for adulthood.
- Support you to learn more about yourself, your strengths, your skills, and your aspirations
- Develop your skills to boost your confidence and employability.
- Explore your options and assist you to research all local education, training and employment opportunities.
- Apply for your local education, training and employment choices.

All the information in one place. All available to access at any time. Log in when you are ready to start recording your own personal information.

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***"Opportunities don't happen, you create them." – Chris Grosse***

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# My Log in Details:

**Username:**

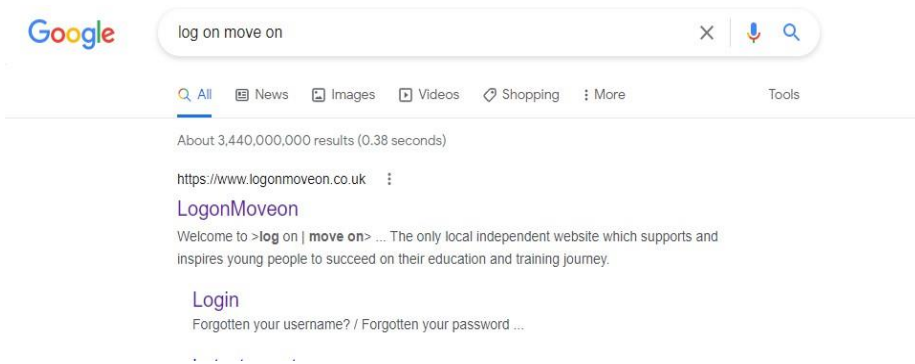
**Password:**



# Getting Started

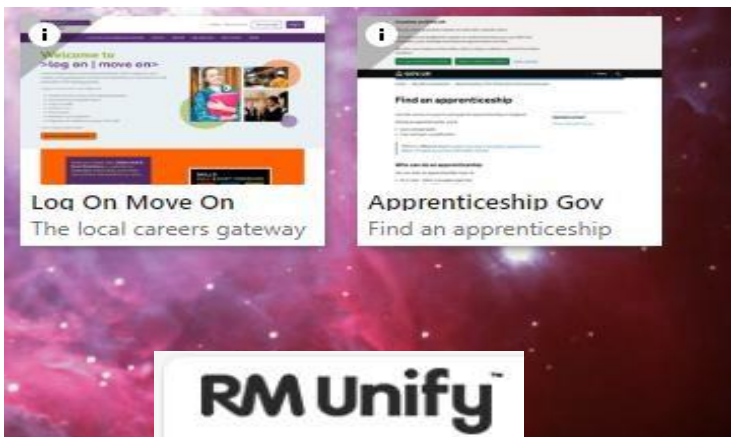
## Step 1:

<https://www.logonmoveon.co.uk/>

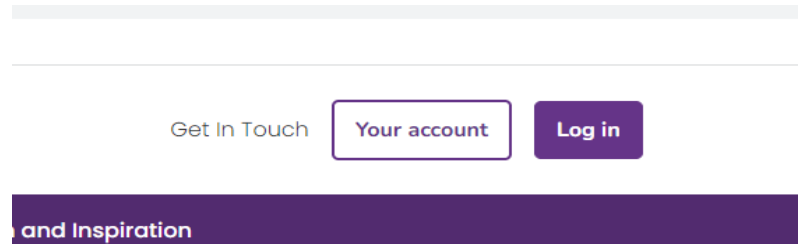


## Please Note:

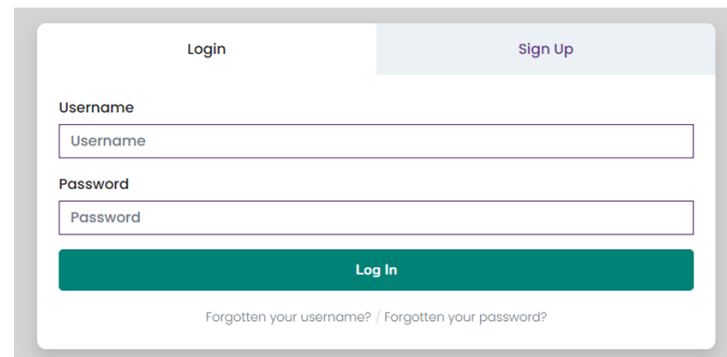
You can also find LOMO as a tile via your School Account



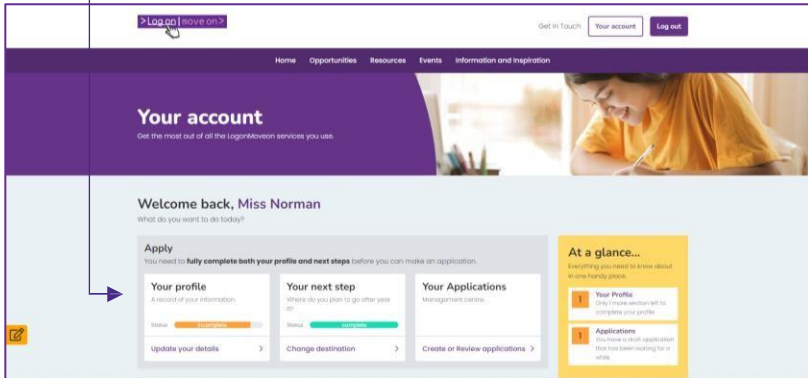
## Step 2: Select 'Log in'



## Note : Password is Case Sensitive

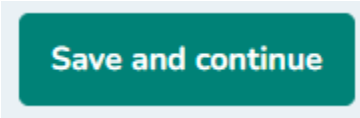


### Step 3: Select 'Your Profile'



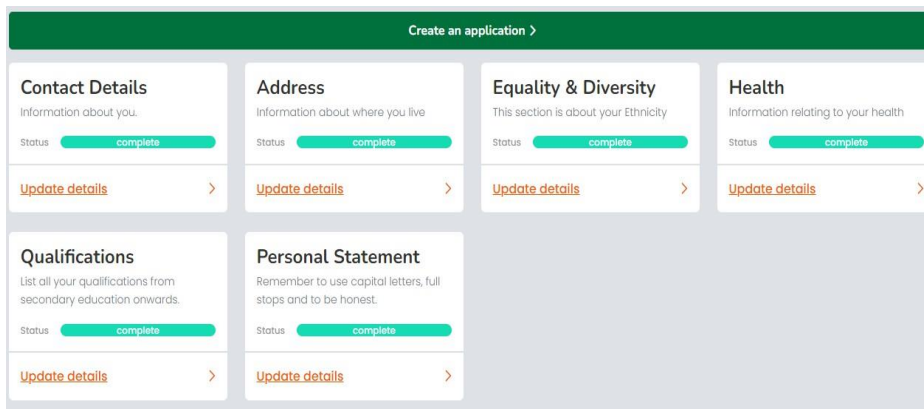
**Step 4:** Select 'Personal Details' and fill in all the information required.

**Step 5:** Press



**Then continue to do the same with each box**

Before you can start to actively apply,  
**all the status bars must be complete...**



# Filling in your Qualifications...

## Step 6

**Qualifications**

Add all the qualifications you are currently studying at school. You will also need to add the ones that you have completed and have a result for. Each will need to be recorded individually.

Add a new qualification

Course Title

Qualification Type  
GCSE or Equivalent

Grade  
Please Select...

Entry Type  
Predicted

Completion Date  
Month: 06 Year:

**Add Qualification** Cancel

**At a glance...**  
How much have you completed?

- ✓ Contact Details
- ✓ Personal Statement
- ✓ Equality & Diversity
- ✓ Qualifications

**Input your Qualifications one at a time...**

*Example:*

English Language

GCSE

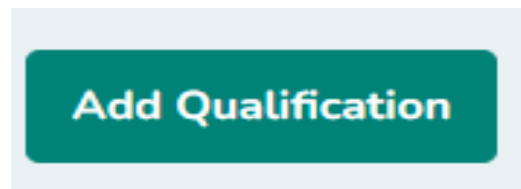
6

Predicted

06/2025

**Note: All grades are guidance for providers. You will need to provide your most UPDATED set of results at interview – These will be provided after your Year 11 Mock Exams. – Keep them Safe-**

**ALWAYS remember to press:**



# Personal Statement...

**Step 9:** Copy and paste your Personal Statement into the box and SAVE.

The screenshot shows a web form titled "Personal Statement". It includes a text area for writing, a "Save and continue" button, and a progress indicator on the right titled "At a glance..." which lists "Contact Details", "Personal Statement", "Equality & Diversity", and "Qualifications" with checkmarks.

A graphic titled "Personal Statement Writing Guide" from SAN CAREERS. It contains introductory text about what a personal statement is and a section titled "Some simple rules" which is partially obscured by a purple callout box.

**Keep it Safe.**  
Copies available from your Careers Office.

## What you will need...



### Help Guide

The 'Personal Statement Guide' was provided to you. Read and follow the instructions.



### Research the Links provided

If you feel like doing some extended exploring on Personal Statements, use the links provided on the Help Guide.

You will be writing Personal Statements throughout your career – Start Strong.



### Time

Your Personal Statement can be the make or break of an application. Take pride in your statement – it is about **YOU** after all.



## Step 10: Drop down box selection – Easy!

### Equality & Diversity

This section is about your Ethnicity

Status complete

[Update details](#) >

This section is about your Ethnicity

**Ethnicity \***  
Please indicate your ethnic group or background by selecting the most appropriate drop down option.

English / Welsh / Scottish / Northern Irish / British

- Please Select...
- African
- Any other Asian background
- Any other Black / African / Caribbean background
- Any other ethnic group
- Any Other Mixed / multiple ethnic background
- Any Other White background
- Arab
- Bangladeshi
- Caribbean
- Chinese
- English / Welsh / Scottish / Northern Irish / British
- Gypsy or Irish Traveller
- Indian
- Irish
- Not provided
- Not Set
- Pakistani
- White and Asian

[Save and continue](#)

## Complete...Now Apply



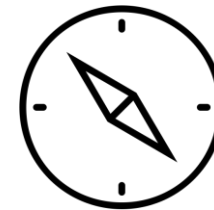
### Double Check

Every box on your profile should now be **Complete**. Check your details are correct and have saved.



### Keep Updated.

To update details, simply Log On and edit – ALWAYS save. You will need a personal email address – if you haven't got one, now is the time to create one. Keep it simple.



### Explore what LOMO offers

LOMO offers a CV building programme, Resources on Industry and an Events Tab – which informs you of all providers upcoming 'Open Events' ... Book Online via the link (Free E-Ticket).

# Applications...

**It is time to apply for your chosen destinations. Be it College, 6<sup>TH</sup> Form or Apprenticeship provider. LOMO allows you to send multiple applications at a few clicks of a button.**

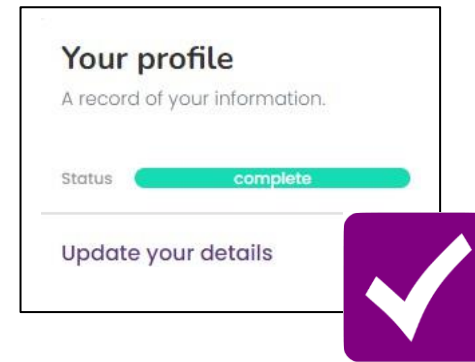
Things to think about:

- When applying for a specific course make sure your Personal Statement reflects this. Adapt your Personal Statement to suite your chosen provider and course –Just remember to Save & Continue.
- Apply for more than 1 provider – dependant on your choices. Some colleges are specialist, meaning they may be the only provider - For Example Bishop Burton 'Animal Science'.
- The application windows open around October
- Interviews commence from December
- You will receive acknowledgment emails through your LOMO portal.
- You can send as many as you like, as long as they are informed decisions. Speak to [#SANCareers](#) for more guidance.

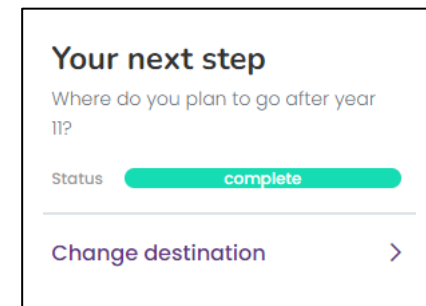
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***"No one can discover you until you do. Exploit your talents, skills and strengths and make the world sit up and take notice."—Rob Liano***

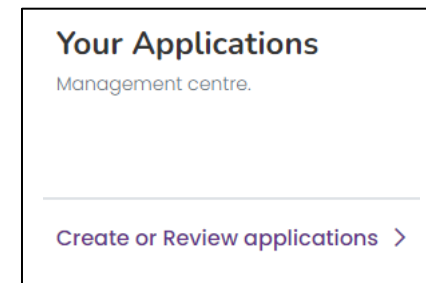
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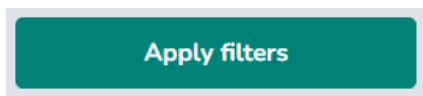
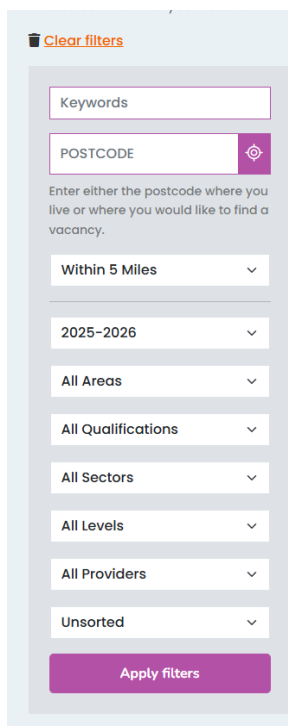
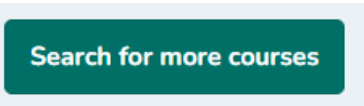
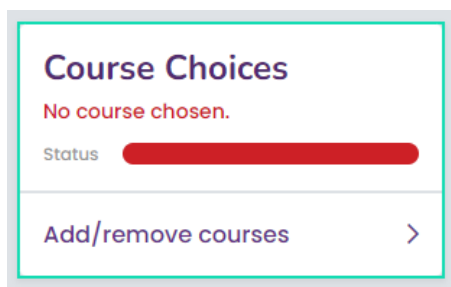
**Step 11:** Drop down box selection – Easy!



**Step 12:** Create a new application – Select provider – Save and Continue



### Step 13: Add a new course

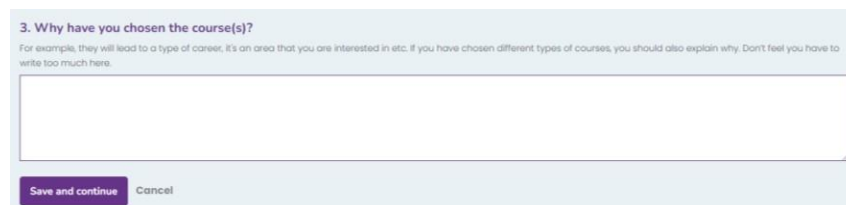


### Step 14: Select Course and **add to favourites**

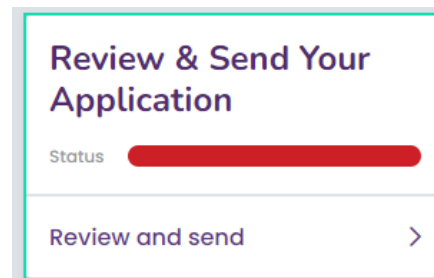
-You can favourite more than one course with a provider.  
However, remember that if you are to take different subjects it would be best to adapt your Personal Statement to suit your requirements.

### Continue to follow the instructions given by LOMO...

Each course you apply for will ask you to identify your reasons for choosing the course/s. It doesn't have to be an essay, just an insight into your reasons for wanting to take the course/s.



### Step 15: Check your details and **SEND**



# More than just college courses...

Remember, you can also search for Apprenticeships on LOMO.

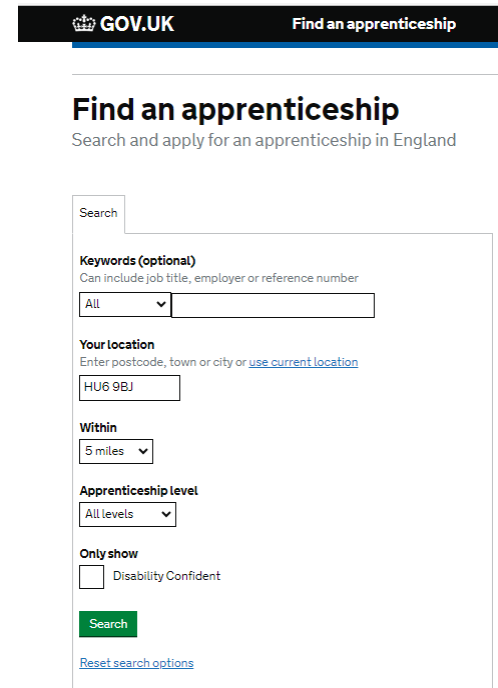
Simply change your preference on the drop down via the **'Opportunities tab'**



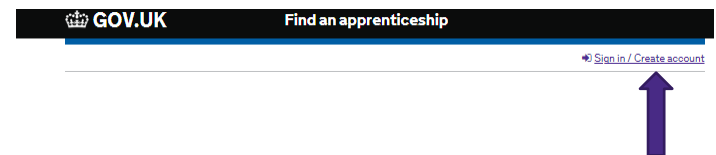
This will provide with a link to the Apprenticeships Gov.UK website

**Apply on GOV.UK**

# Browse Opportunities with your search criteria



**Why not Create an Account and sign up for notifications, based on your search criteria – then you receive the adverts as soon as they are posted live!**



# FAQ...



## **Application Preference**

The drop down states numbers from 1-8. An application preference is which college/provider you would like to apply for in a rating order. For example 1 would be your first choice etc.



## **Communicate and Double Check**

If you have a specific enquiry regarding a course or the course you wish to apply for isn't showing on LOMO, contact the provider directly. They will resolve this quickly and then you can carry on with your application. Please be aware that some courses are withdrawn and provider's websites may be out of date (slightly).



## **Interview**

Most providers request you attend an interview in person. Some providers attend SAN and hold in-house interviews. Some providers will ask for an initial phone interview. It does vary, so keep connected and check your emails/post.

## **#SANCAREERS**

**Available Monday to Friday (Term Time)**

**Appointments available on request.**

