

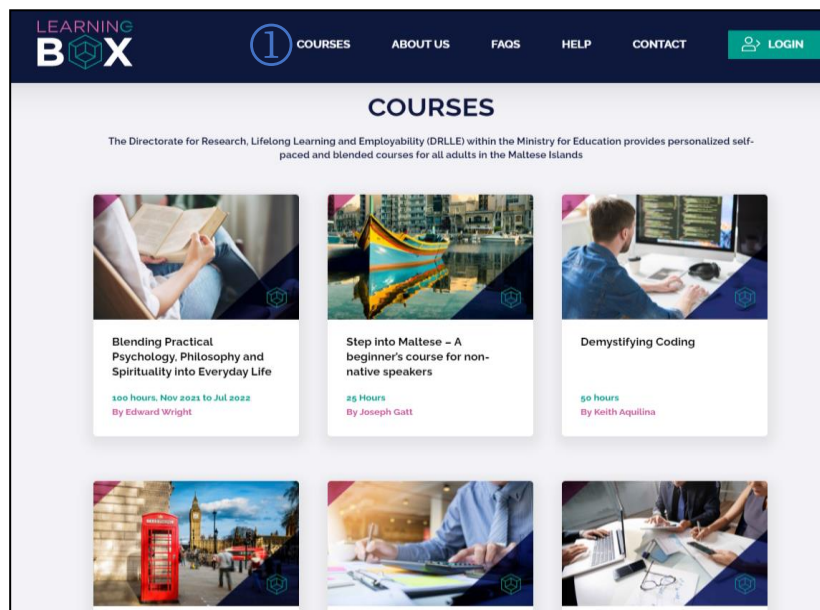
Registration and Course Application Guide

Version 1.0, November 2021



Applying for a Course

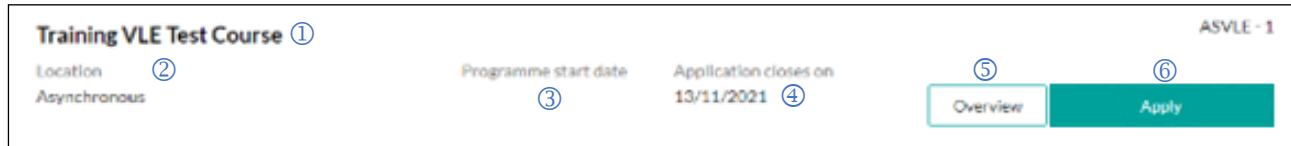
- 1) Open your browser and type www.learningbox.edu.mt. In the **Courses** section (①), click on the course you would like to apply for.



- 2) In the course window, you can find some information (①) and a general description of the course (②). You can apply for a course by clicking on the **BOOK THE COURSE** button (③).



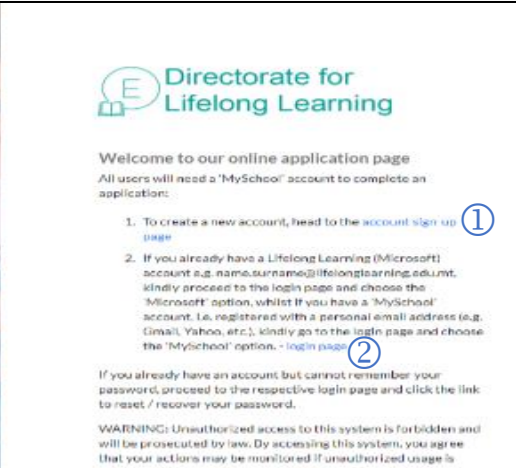

- 3) The booking screen for the course will look like the screenshot below.
Press the **Apply** button to begin the registration process.



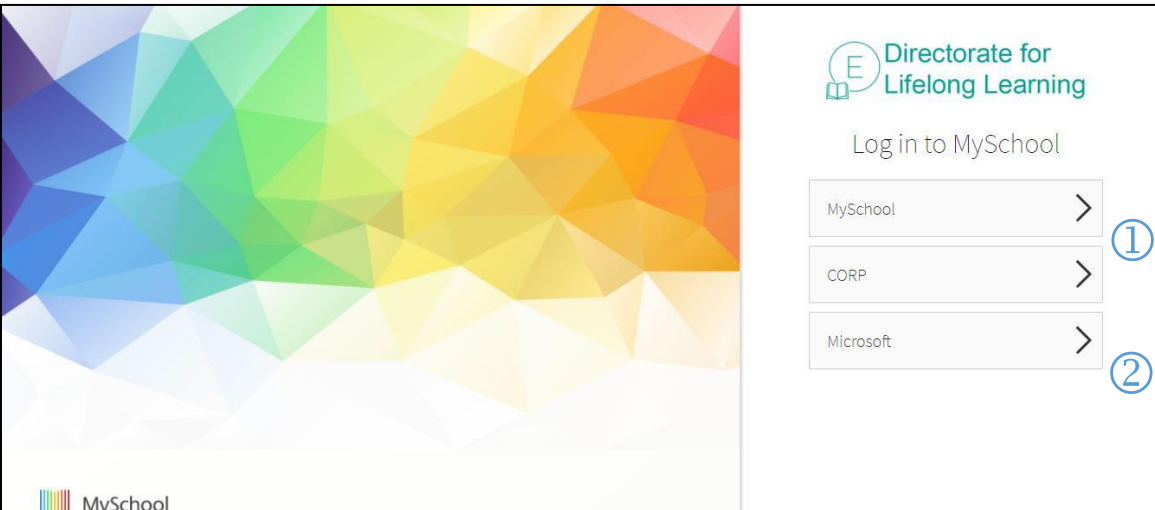
- ① Name of the course.
- ② Location where the course will be held.
- ③ Programme start date.
- ④ Date of closure of applications for the course.
- ⑤ The **Overview** button will open a window with the details of the selected programme.
- ⑥ The **Apply** button will begin the registration process.

Registering a New Account

- 1) When the registration of the course begins, the below screen will load.
If you do not have an account, you will need to create one (①). [Proceed to section 2b.](#)
If you already have an account, such as learners who have enrolled in previous courses,
you need to log in with your account (②). [Proceed to section 2a.](#)



- 2a) Click **MySchool** button (①) to log in with a personal email or click **Microsoft** button (②). If you have a lifelong learning username like [name.surname@lifelonglearning.edu.mt](#). [Proceed to section 5.](#)

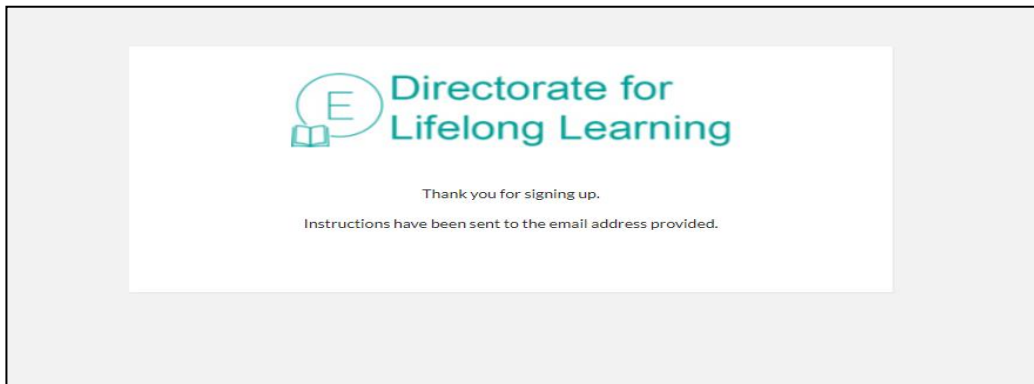


2b) Enter your personal details in the appropriate fields and then click on the **Create Your New Account** button to proceed.

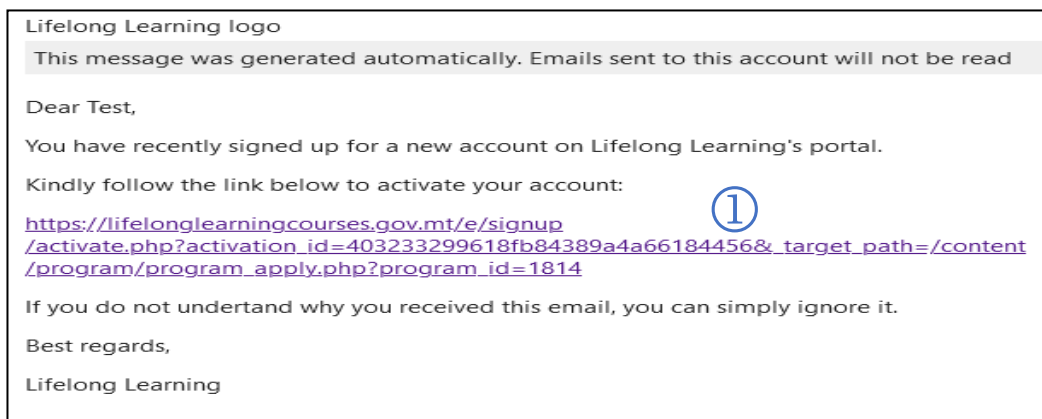


- ① Enter your **Title** in this field (such as Ms, Miss, Mrs, Mr)
- ② Enter your **First Name** in this field.
- ③ Enter your **Last Name** in this field.
- ④ Enter your **Email Address** in this field.
- ⑤ Enter a **Password** in this screen.
- ⑥ Re-enter the same **Password** in this screen.
- ⑦ Finally, click on the **Create your new account** button to create your account.

- 3) After creating your account, the below screen should load. This means that your account was created successfully, and you will need to open the mailbox you registered with for further instructions.



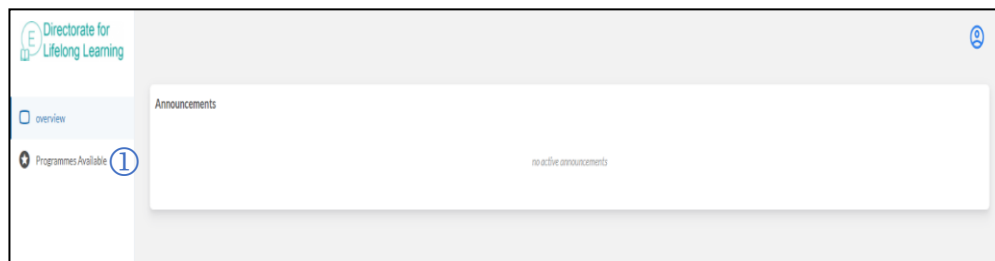
- 4) Access your email mailbox and open the email that the Directorate for Lifelong Learning sent you. Click on the link (1) to activate your lifelong learning account. You can now log in the lifelong learning website.



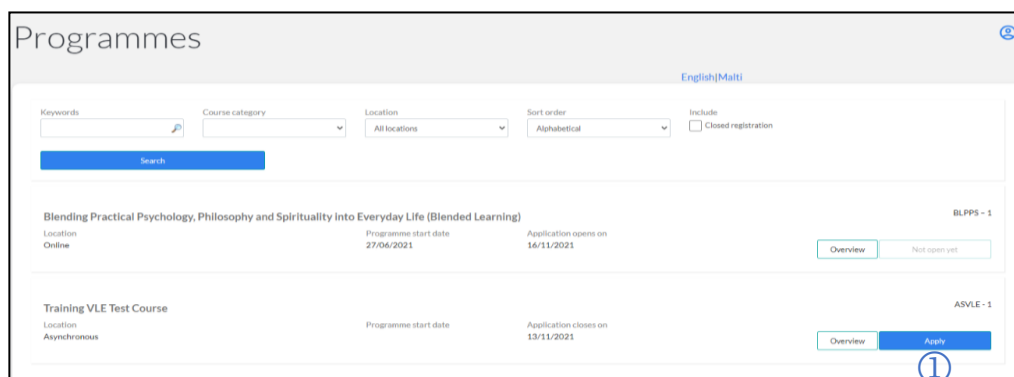
- 5) After clicking on the link, the below screen will load. Click on the **Login Page** (1) to continue.



- 6) To register for a new programme, you need to click on **Programmes Available** (1) from the left side menu.



- 7) In the **Programmes** screen, you can see any available programmes or else you can search for a specific programme by using the search engine on the same page and the clicking on the **Apply button** (1).



Finalising Programme Registration

After applying for the wanted programme, the page will load to the **Programme Registration Screen**. It is important that all the fields are completed. Please click on the link of each tab to see a more detailed explanation of each one.

Training VLE Test Course

Prior to applying to the requested programme, you must complete the following questionnaire:

① Personal Details Consent ② Contact details ③ Emergency contact ④ Health & disabilities ⑤ Media Consent ⑥ Terms and conditions

The Directorate for Research, Lifelong Learning and Employability (DRLLE) is the Data Controller and Processor for the purposes of the Data Protection Act chapter 586 of the laws of Malta and the General Data Protection Regulation (EU)2016/679 (GDPR). The DRLLE collects and processes personal data limitedly for the performing of its functions pertaining to the provision of Adult Education, Lifelong Learning and where applicable, research, in accordance with the provisions of the prevailing Laws and Regulations.

Personal data supplied by applicants/course participants (the Data Subject), in course application forms is collected and stored both electronically and manually. This Data is subsequently processed lawfully, fairly and in a transparent manner by staff of the DRLLE. Processed Personal data, may be kept for archiving purposes by DRLLE and disclosed to Government departments and public authorities, for public administration and human resource management, scientific, research and statistical purposes in accordance with legal provisions the DRLLE is obliged to abide with. Personal data can be disclosed to third parties not being the foregoing on the express written consent of the Data Subject.

a. You have a right to request from the Controller rectification or erasure of your personal data.
b. You have a right to request withdrawal of your consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal.
c. Should you feel that your data protection rights have been infringed by the Controller/Processor or any of his delegates you have a right to lodge a complaint with the supervisory authority, that is, The Information and Data Protection Commissioner. <https://idpc.org.mt/en/Pages/Home.aspx>

I hereby declare to have read and understood the contents of this form and I give my consent thereto.
 give my consent thereto

Save as draft Next

Please click on the links below of each tab to see a more detailed explanation.

- ① The [Personal Details Consent](#) tab.
- ② The [Contact Details](#) tab.
- ③ The [Emergency Contact](#) tab.
- ④ The [Health & Disabilities](#) tab.
- ⑤ The [Media Consent](#) tab.
- ⑥ The [Terms and Conditions](#) tab.

- 1) In **Personal Details Consent** tab, the applicant needs to tick the box at the bottom of the text (①) to consent.

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Personal Details Consent Contact details Emergency contact Health & disabilities Media Consent Terms and conditions

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① I hereby declare to have read and understood the contents of this form and I give my consent thereto.
 give my consent thereto

Save as draft Next

- 2) In the **Contact Details** tab, you need to fill in your personal details. It is important not to change or delete the email address already written in **Applicant Primary Email**.

The screenshot shows the 'Contact details' tab of a registration form. The form is divided into several sections:

- Applicant Primary Email:** A text field containing 'test.student@gov.mt'.
- Applicant address line 1:** A text field with callout 1.
- Applicant address line 2:** A text field with callout 1.
- Applicant address postcode:** A text field with callout 2.
- Applicant address city:** A text field with callout 3.
- Applicant nationality:** A dropdown menu with callout 4.
- Applicant ID card/Passport No.:** A text field with callout 5.
- Applicant gender:** A dropdown menu with callout 6.
- Applicant date of birth:** A date picker with callout 7.
- Applicant phone:** A dropdown menu for 'Mobile' with callout 8, and a text field for 'phone number' with callout 8. There is an 'Add phone' button below.
- Are you on social assistance (i.e. disabled, unemployed):** A dropdown menu with 'No' selected and callout 9.
- If you are on social assistance, kindly provide evidence:** A section with 'File name' (callout 10) and 'File description' (callout 11) fields, and an 'Upload file' button.
- Are you currently employed:** A dropdown menu with callout 11.

At the bottom right, there are 'Save as draft' and 'Next' buttons.

- ① In these fields, you need to enter your address.
- ② In this field, you have to enter your postcode.
- ③ In this field, you need to enter your address city.
- ④ In this field, you need to choose your nationality.
- ⑤ In this field, you need to enter your passport or identity card number. This needs to be an 8-character entry in the form of **0012345M**.
- ⑥ In this field, you need to choose your gender.
- ⑦ In this field, you need to choose your birth date.
- ⑧ In the first field, you need to choose which phone you will enter and in the second field, you need to enter that phone number.
- ⑨ You need to choose whether you are on social assistance or not.
- ⑩ If you answered yes to the previous question, you need to upload the required documentation here.
- ⑪ You need to choose whether you are employed or not.

- 3) In the **Emergency Contact** tab, you will enter the details of the emergency contact person of your choice.

The screenshot shows a web form for adding an emergency contact. At the top, there are navigation tabs: Personal Details Consent, Contact details, Emergency contact (highlighted), Health & disabilities, Media Consent, and Terms and conditions. The form fields are: Emergency first name (1), Emergency last name (2), Relationship to student (3), and Emergency phone (4). The Emergency phone field has a dropdown menu with 'Mobile' selected and a 'Phone number' input field. Below the phone number input field is a blue 'add phone' button (5). Below the 'add phone' button is a red 'Remove relationship' button (6). Below the 'Remove relationship' button is a green 'Add relationship' button (7). At the bottom right of the form are two buttons: 'Save as draft' and 'Next'.

- ① In this field, you need to enter the first name of your emergency contact.
- ② In this field, you need to enter the last name of your emergency contact.
- ③ In this field, you need to choose your type of relationship to your emergency contact.
- ④ In the first field, you need to choose which phone you will enter for your emergency contact and in the second field, you need to enter the phone number of your emergency contact.
- ⑤ The **Add Phone** button will add the phone you entered in the previous field.
- ⑥ The **Remove Relationship** button will remove a previously added relationship.
- ⑦ The **Add Relationship** button will add the above entered emergency contact person.

- 4) In the **Health & Disabilities** tab, you will enter the details of any disabilities, mental condition and/or allergies you might have.

Personal Details Consent Contact details Emergency contact **Health & disabilities** Media Consent Terms and conditions

Please state any medical condition which we should be aware of in the event of an emergency.

Do you have any disabilities?

No Disability ①

Applicant medical conditions Applicant allergies

Type	Severity	Description / treatment	Type	Severity	Description / treatment
	③	none set		⑤	none set

② Add condition ④ Add allergy

Save as draft Next

- ① In this field, you can choose a disability if applicable.
- ② If you click the **Add Condition** button, you can enter the details of your condition, if applicable.
- ③ Any added conditions will be listed in this space.
- ④ If you click the **Add Allergy** button, you can enter the details of your allergy, if applicable.
- ⑤ Any added allergies will be listed here.

- 5) In the **Media Consent** tab, the applicant needs to consent to a media consent form. The consent can be given by entering the personal details of the applicant and to give consent from the drop down menu.

Consent

Media Consent

Media Consent

I the under-signed, being a past or current course student of the Directorate for Research, Lifelong Learning and Employability (DRLLE), do hereby give my consent to the Directorate to collect and use my personal details and other personal information, solely as hereafter indicated, to be included in yearly LifeLong Learning outreach promotional campaigns, course prospectus and materials including my name and surname, age, my image photo, video, course details and/or testimonials/interviews. This consent shall be valid, unless withdrawn by myself, for a maximum period of two years from the date of consent. It is being declared that no identification document, passport, mobile or landline phone numbers, details of my personal residence and/or employment address shall be used for the foregoing purposes.

For the purposes of the General Data Protection Regulation (GDPR) (EU 2016/679) and Data Protection Act Cap 586 of the Laws of Malta and subsidiary legislation thereto, please be informed of the following:

The Controller of your personal data is the Directorate for Research, Lifelong Learning and Employability (DRLLE). ①

1. The personal data collected shall be used solely for the purposes explained above.
2. The recipients of your data are the staff of the DRLLE and the general public.
3. The personal data you provide herewith shall be kept and used by the Controller for a maximum of two years from date of your consent, and shall be entirely erased from the DRLLE's systems thereafter.
4. You have a right to request from the Controller access to, and rectification of your personal data at any time during this period by a request in writing to the Director DRLLE: alex.farrugia@gov.mt
5. You have a right to request withdrawal of your consent and erasure of your personal data at any time, during the said period, without affecting the lawfulness of processing based on consent before its withdrawal.
6. Should you feel that your data protection rights have been infringed by the Controller or any of his delegates you have a right to lodge a complaint with the Supervisory Authority, that is, The Information and Data Protection Commissioner. <https://idpc.org.mt/en/Pages/Home.aspx>

Name and Surname ② I.D./Passport ③

Signature ④

Date ⑤

Consent can also be given or withdrawn through a lawful electronic opt-in/out mechanism on the DRLLE course applications website: <https://lifelonglearning.gov.mt/>

⑥ Missing

- ① This is the **Media Consent** document.
- ② In this field, you need to enter your name and surname.
- ③ In this field, you need to enter your identity card or passport number.
- ④ In the field, you need to sign the form.
- ⑤ In this field, you need to enter the date.
- ⑥ You need to give consent by choosing **Given** from this drop down menu.

- 6) In the **Terms and Conditions** tab, the applicant needs to agree to the terms and conditions of the Directorate by ticking the box. The terms and conditions can be found by clicking on the blue link.

The screenshot shows a navigation bar with tabs: Personal Details Consent, Contact details, Emergency contact, Health & disabilities, Media Consent, and Terms and conditions. The 'Terms and conditions' tab is active. Below the navigation bar, there is a text prompt: 'Do you agree to the Terms and Conditions as described on the Directorate's website?' followed by a blue link icon labeled 1. Below this is a section titled 'Terms and Conditions' with a checkbox labeled 2 and the text 'I agree to the Terms and Conditions.' At the bottom right, there are two buttons: 'Save as draft' and 'Complete' (labeled 3).

- 1 This is the link for the terms and conditions.
- 2 This is the tick box the applicant needs to tick to give consent.
- 3 By clicking the **Complete** button, the registration will be complete and the applicant will then proceed to the confirmation screen.

- 7) In the **Confirmation Screen**, you will be able to review all the programme details and fees before proceeding to the payment screen.

The screenshot shows the 'Confirmation Screen' for a course titled 'Training VLE Test Course - ASVLE - 1'. It displays various details in a grid-like format:

- Programme audience: General public
- Course category: New Courses
- Delivery method: Online
- Location: Asynchronous
- Minimum age on application: 15
- Programme duration: 1 session(s)
- Application opens on: 15/11/2021
- Application closes on: 18/11/2021
- Programme overview: Programme Overview
- Programme objective: Objectives

Below the details is a 'Fees' section:

EU/EEA National	€ 0.50
Full fee	€ 0.50
Staff	€ 10.00

At the bottom, there is a yellow warning box: 'By clicking the 'Confirm' button, you agree to proceed with this programme's application.' Below this are two buttons: 'Cancel' (labeled 3) and 'Confirm' (labeled 4).

- 1 The programme details.
- 2 The programme fees.
- 3 Click on the **Cancel** button to cancel the programme registration.
- 4 Click on the **Continue** screen to proceed to the payment screen.

- 8) In the **Payment Screen**, the applicant will need to enter their payment details in the appropriate fields.

The screenshot shows a 'Payment Details' form with the following elements:

- Payment Details** header with logos for Cashlink, MasterCard, MasterCard SecureCode, R, and VISA VERIFIED by VISA.
- Instruction: 'Fields with an * are required.'
- Card Type ***: A dropdown menu with '--- Select Card Type ---' and a blue circle 1 next to it.
- Card Number ***: A text input field with a blue circle 4 next to it.
- Expiry ***: A dropdown menu with '--- Month ---' and '--- Year ---' and a blue circle 2 next to it.
- Card Holder Name ***: A text input field with a blue circle 3 next to it.
- E-mail ***: A text input field with a blue circle 5 next to it.
- Total amount that will be charged to your card is**: A text input field showing '€ 0.50' and a checkbox with a blue circle 6 next to it.
- I have read and accept terms and conditions**: A checkbox with a blue circle 6 next to it.
- Continue**: A blue button with a blue circle 7 below it.
- Clear**: A blue button with a blue circle 8 below it.
- Cancel**: A text input field with a blue circle 9 below it.

- ① Select your payment card type.
- ② Enter the expiry month and year of your payment card.
- ③ Enter the payment card holder name and surname.
- ④ Enter the payment card number.
- ⑤ Enter your email address.
- ⑥ Tick this box to agree to the payment fee.
- ⑦ Click the **Continue** button to advance to the confirmation screen.
- ⑧ Click the **Clear** button to clear all the entered payment card details.
- ⑨ Click the **Cancel** button to cancel the payment.