

**Form A (New Applicant ... applying for first time at MCAST) ...
CS6-12-21pi Bachelor of Arts (Hons) Early Years, Learning and Care (top-up)****Applying online – a quick guide**

Screenshots in this guide, may not necessarily be identical in content
to what you will be viewing on your screen at the respective stage of the process... there may be slight variances

**Application window – Wednesday 23rd November (1530h) till Wednesday 30th November (1600h) 2022
on a first-come-first-based basis**

In addition to this Guide, you may wish to view a short visual walk-through, which can be found on the MCAST Website (www.mcast.edu.mt) – *How to Apply Online* section.

<https://www.mcast.edu.mt/resources/>

This *form A* guide, is *ONLY* to be used if you are applying for the first time to be considered as an MCAST student for a specific part-time course – depending on eligibility.

IMPortant Note: *If you already have an MCAST email address* (especially over the past three to four years), you are kindly asked to send an email to mcast7888@mcast.edu.mt, explaining this and giving your full name, surname and ID number. We will guide you from thereon. If you have forgotten the credentials to your MCAST email address, likewise please communicate with mcast7888@mcast.edu.mt... always explaining what you will require, and providing your personal details .

Start off by entering the following URL – <https://mcast.classter.com/actions/registration>

The above link, is what you need to use in order to submit your online application – during the specified time window.

The best mode of submitting an online application is through using Chrome, Firefox, Safari, or similar on a Desktop PC or Laptop. Avoid taking the process through a mobile phone.

Signing up using your e-ID (Malta)

A quick point of information re: e-ID Malta

Should you require any assistance in attaining your e-ID credentials,
Identity Malta has a very efficient service through

helpline **2590 4300** - *during office hours*. The servizz.gov 153, may also be referred to.

You can also visit the [Identity Malta](http://IdentityMalta) Website for any further guidance and assistance you may require

<https://identitymalta.com/> Email: infoeid@gov.mt

If you will be requesting a fresh Password, through an email which you will be sending to the EID section, you are kindly asked to provide your ID Number as well as the ID-Document Number found at the back of every ID Card.

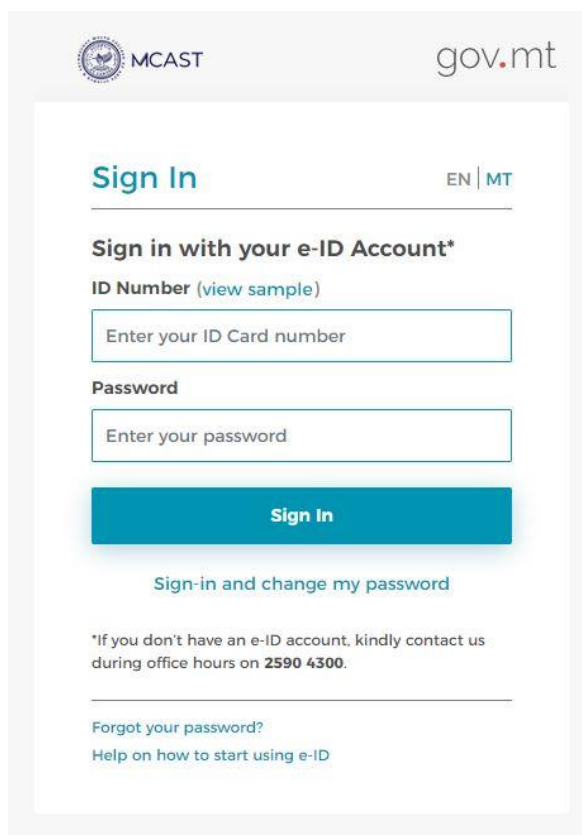
The first screen you will see once you click on the URL (link) presented above, will include the following:

Sign Up, using your e-ID Account

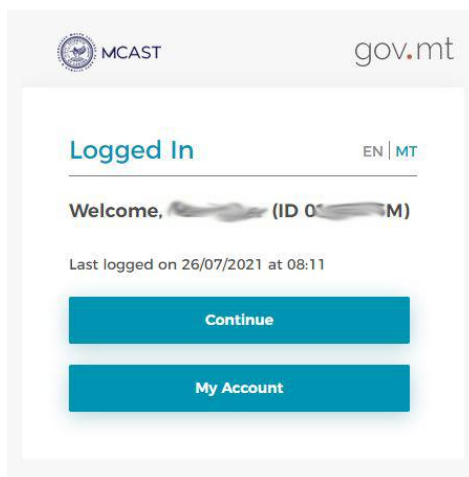
Click the button below in order to use your e-ID
Account to sign up.

e-ID (Malta)

Once you click on the Blue button [e-ID (Malta)], you are led to the screen shown on the following page... It is important that you proceed with your application, using your e-ID credentials (user and password). *Applications which will not be done through the respective applicant's e-ID will not be processed.* The e-ID credentials which you use, are to be your credentials as the applicant, not someone else's (such as parent / guardian / friend etc)



Fill in your ID Number and your e-ID Password. After clicking on Sign in, you will find yourself in the following screen.



Once you continue you will be led to the Personal Details section of your application. This information is captured and replicated from the details found in your e-ID account.

Double-check the information which is showing, and if necessary change the Mobile Number and Home Phone Number, in order to make sure that your own contact details are showing.

Sign Up using e-ID (Malta)

The below data will be collected by the system to complete the Sign Up. By pressing the Register button you consent to this data collection.

Photo | Full Name | Gender | Middle Name | Birthday | Address data | E-mail | Mobile phone | Home Phone | Tax ID Number

First Name

Last Name

Gender


Other Male Female

Maltese ID Card / Document Number *

E-mail

Mobile Phone *

Home Phone *

I'm not a robot  reCAPTCHA
Privacy - Terms


By signing up, you agree to the [Terms & Conditions](#) and [Privacy Policy](#)

Sign Up

Proceed by clicking on the tick box next to “I’m not a Robot”

Mobile Phone *

Home Phone *

I'm not a robot  reCAPTCHA
Privacy - Terms

By signing up, you agree to the [Terms & Conditions](#) and [Privacy Policy](#)

Sign Up

Go on to clicking on the ‘Sign Up’ blue button.



Welcome to the MCAST Student Management Information System - Merhba!

Your MCAST Student MIS account has been successfully created. You should have received an automated email to this effect. If you cannot view this email in your personal email inbox, please check the Clutter / Spam folders. Should you still not be in a position to view the email, please click on the Resend Email link hereunder. That way you should now be able to view the email which has been sent out to you in order to verify your account.

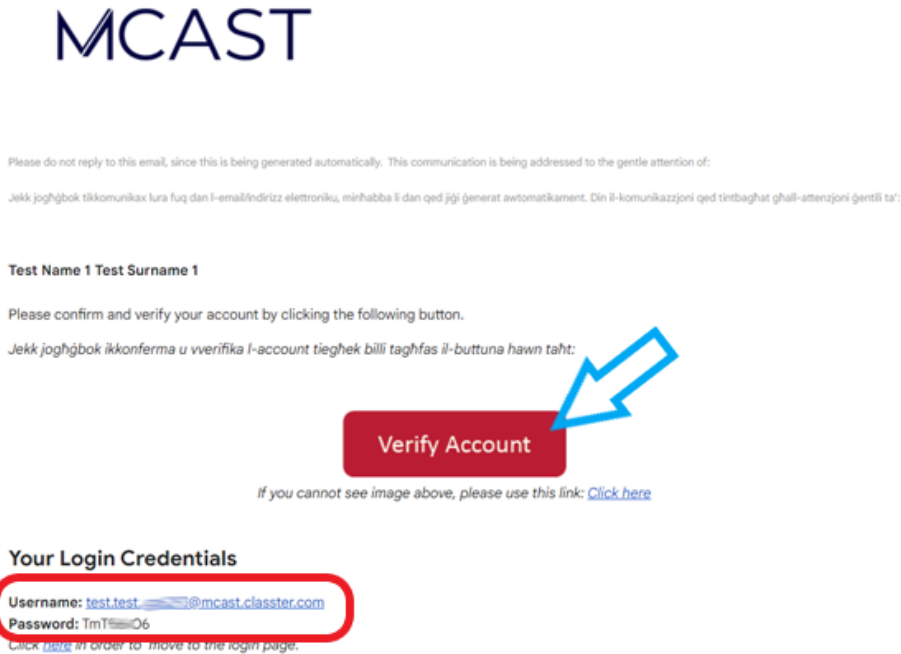
L-MCAST Student MIS Account tieghek ghadu kemm għe maħluq. Intbaghat imej awtomatiku, sabiex tji mgharrar b'dan. Jekk għal xi raġuni n'intex issib din l-imej, jekk jogħġbok ibda billi ticcikja fil-Folders ta' Spam u / jew Clutter fl-Inbox tal-imej personali tieghek. Jekk tibqa ma ssibx l-imej, għafas fuq il-link "Resend Email" hawn taht. B'dan il-mod issa għandek issib l-imej li intbaghat u li titolbok tikkonferma u tthverifika l-Account tieghek.

[Resend e-mail](#)

Validate your own Account profile on MCAST CMIS Admissions Portal

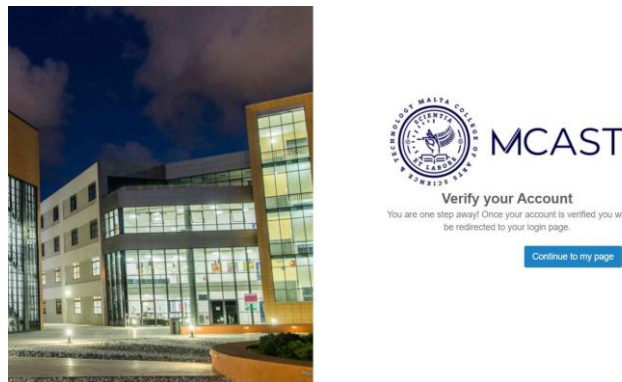
You may wish to refer to a brief video walk through: <https://www.mcast.edu.mt/part-1-setting-up-your-mcast-account-profile-using-your-e-id/>

You now need to go to your email address inbox. You will receive an email from ‘**No-reply MCAST**’ with the subject being *Welcome to Classter*. The following is a screen shot of a typical email which you will find.



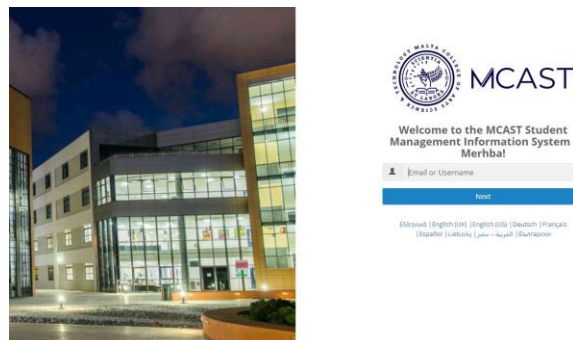
By clicking on the **Verify Account** red button, you will be verifying and validating your account.

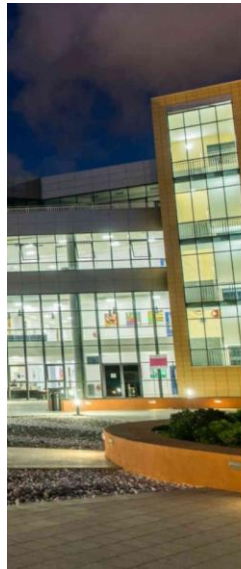
It is important that you keep note of **Your Login Credentials** (Username and password). These are to be placed somewhere safe where you can easily find them in order to use as may be required.



From the email you would have received, copy the **USERNAME** and paste it in the Username field in the following screen grab. Click on Next...

This also applies for **PASSWORD** (copied from the email you received – screenshot at top part of this page).



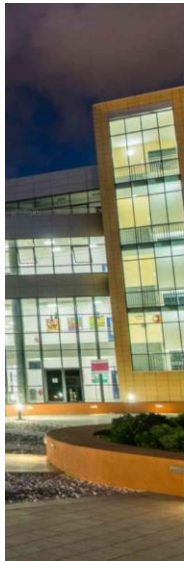


Welcome to the MCAST Student Management Information System - Merhba!

Enter your credentials below

[Forgot password?](#)

Ελληνικά | English (UK) | English (US) | Deutsch | Français | Español | Lietuvių | العربية - مصر | Български



Terms and Conditions of Use

USING Classter

Upon registration, browsing, accessing, or using any portion of the website and the portal, including accessing any class or academic institute material, or other electronic services of classter.com and website you acknowledge that you have read, understood and agree to be legally bounded by the Terms of Use and conditions described below and govern your use of classter.com website, portal, apps, and other products and services whether or not you are a registered user. Please read the following Terms, the

Consents

I declare that all information is correct. I fully understand that incorrect data may disqualify this application.

I accept the terms and conditions

important: check that the academic year is the correct one you should be in (refer to later on in this manual) - please choose the year from the drop down menu

Select Academic Year

Year 2022 - 2023

Starting an Application for an MCAST Programme of Studies

PERSONAL DATA

This will involve two main stages, as shown in the Instructions Screen.... Start off by clicking on the **Personal Data** Blue Button.

The screenshot shows the MCAST Admissions & Records Department dashboard. The user is logged in as 'Classter Test1'. The dashboard includes a search bar, a navigation menu with 'Dashboard', 'Personal Data', 'Application Management', and 'Financial', and a user profile for 'Classter Test1'. The 'Instructions' section contains two numbered steps: 1. Check your Personal Details (fill in any missing fields); (ii) Upload clear scans of your documents (such as certificates, results slips, etc.); (iii) Fill in and endorse the GDPR Consent Form. A blue button labeled 'Personal Data' is next to step 1. Step 2 is 'Apply for an MCAST course', with a blue button labeled 'Application Management' next to it.

Always ensure that you are in year 2022 – 2023. Please also check that you have the correct personal data on the screen. If you hold a Maltese ID, there is no concern about the Passport Number and the expiry date.

The screenshot shows the 'Personal Data' form in the MCAST application system. The form is divided into 'Personal Details' and 'Identification data' sections. The 'Personal Details' section includes fields for Surname, First Name, Middle Name, Gender, and Date of Birth. The 'Identification data' section includes fields for Maltese ID Card / Document Number, ID Card Expiry Date, Passport Number, and Passport Expiry Date. Below the 'Personal Data' section is the 'Contact data' section with fields for Contact Email Address, Home Phone Number, and Mobile Phone Number. The 'Address data' section includes fields for Malta Address 1, Malta Address 2 (Street name in full), Locality (in Malta or in Gozo), Post Code, and Country. There is also a section for 'Additional Addresses (for International Students)' with an 'Add' button and a table of columns: Categories, Address, 2nd Address Line, Country, City, Area/State, Post Code, Comment, Specific Correspondence Dates, Date From, and Date To.

At the bottom of this screen, you will need to fill in the following mandatory fields

- Confirm EU citizenship
- Nationality
- Last School Attended (*this is applicable for those who have been in Form 5 or in a post-secondary institution as at June 2022*)

Demographics

Are you a Citizen of EU? *
EU

Nationality *
Maltese

Last School Attended (in Malta)
None

Last School Attended (if not in Malta)
If you are not from Malta, write the school name

Save and Next →

IMPORtant Note: Always ensure that you click on ‘Save and Next’ or ‘Save and Submit’ button, whenever you are moving from one screen to the next

UPLOADS

Please refer to Circular 33 / 2022 – published on 07 November 2022

Minimum entry requirements:

Applicants are required to be in possession of the following minimum requirements:

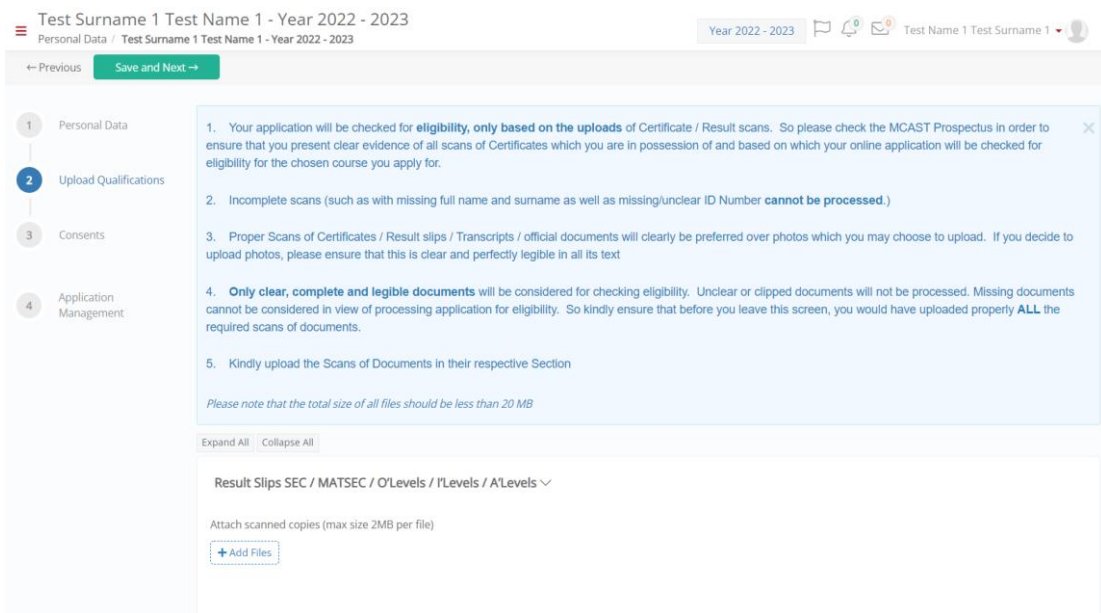
- A Higher Diploma in Advanced Studies in the Early Years (MQF Level 5, 120 ECTS), or equivalent **OR**
- MCAST-BTEC MQF 5 Early Years Learning and Development, **OR**
- MCAST-BTEC Higher National Diploma in Advanced Studies in Early Years

While applications will be on a first-come first-served basis, persons in full-time employment as Early Years Educators will be given first preference. Applicants are required to provide an updated GP47 and / or Jobsplus employment history as proof of their employment status.

This screen in your application, will allow you to present as Uploads, clear scans of all documents (such as Certificates, Transcripts, Result slips, etc) which you possess, and which will be necessary for your application for the selected course to be successfully processed. **Missing and / or unclear Uploads will stop the processing of the application submitted online.**

MCAST will not be able to process your application if you do not upload what is required in terms of eligibility - as set by mentioned Circular.

Please read carefully the text which shows up on your screen (reproduced hereunder) to have a clear idea of what you need to do in this part of your online application.

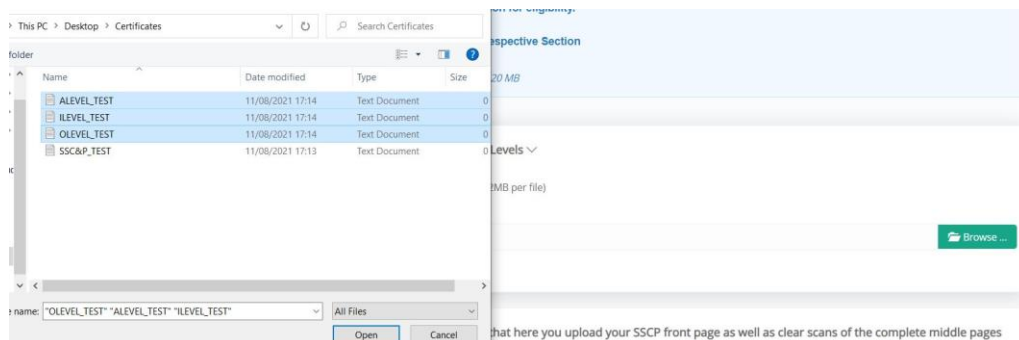


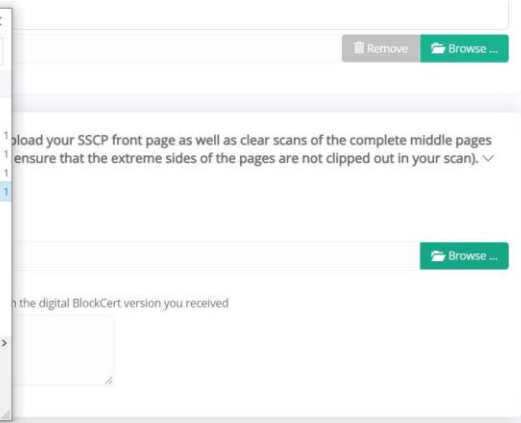
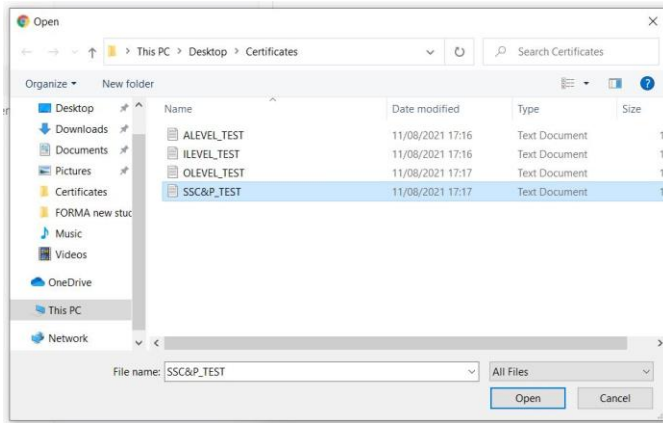
The following screen shots show the next steps you can take, in this “UPLOADS” screen (of your online application).

It is **important** that you upload your scans, according to the sections which are clearly showing on this screen.

Result Slips SEC / MATSEC / O'Levels / I'Levels / A'Levels

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)





SSCP / School Leaving Certificate. It is important that here you upload your SSCP front page as well as clear scans of the complete middle pages showing all the subjects and their MQF level obtained (so please ensure that the extreme sides of the pages are not clipped out in your scan). ▾

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

+ Add Files



SSC_P_TEST.txt

Remove

Browse ...

OR if you do not have a hardcopy of your SSCP, please paste here the link from the digital BlockCert version you received

SSCP / School Leaving Certificate. It is important that here you upload your SSCP front page as well as clear scans of the complete middle pages showing all the subjects and their MQF level obtained (so please ensure that the extreme sides of the pages are not clipped out in your scan). ▾

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

+ Add Files

OR if you do not have a hardcopy of your SSCP, please paste here the link from the digital BlockCert version you received

If you do not have a hardcopy of your SSC&P (which you can scan), please place the Block Certs link in the field (as per above) – if you have a Block Certs version of your SSC&P

MCAST certificates / MCAST Transcript or MCAST Results slips already achieved (if you are applying to return to studies or else changing a course of studies) ∨

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

Other Documents / Certificates / Results: this section may include, ECDL certificates, ALP, Gem 16, Youth.inc, Prince's Trust, Qualifications from other Awarding Bodies which are not MATSEC or MCAST, etc. ∨

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

For International Applicants with Non-Maltese Certificates: MQRIC Recognition Document together with scans of the Foreign Certificates which have been accredited by MQRIC ∨

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

Applicants submitting an application under the Maturity Clause: kindly upload scans of your most recent Europass CV, JobsPlus Employment History, Motivation Letter, any Reference Letters (such as from current or previous employers) etc. ∨

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

← Previous

Always remember to click on “**Save and Next**” green button

CONSENTS

The screen shots hereunder might be slightly different from what you will see on your Online Applications Screen.

This screen is to be filled in by all applicants... please read the text and fill in the information as required, as well as answer Yes or No accordingly.

- If you are under 18 years of age at time of submitting online Application, the Parent / Legal Guardian 1 and Parent / Legal Guardian 2 Sections **MUST** be filled in correctly.
- *If you are over 18 years of age, you may wish to leave empty*

The ***Contacts in case of Emergency*** are to be filled in by ALL applicants ensuring that correct information is provided

Please read the text provided on the Application Screen so that you will be closely guided as to what you are expected to do

← Previous **Save and Next →**

1 Personal Data
2 Upload Qualifications
3 **Consents**
4 Application Management

Please confirm the below consents.

Expand All Collapse All

Parent / Legal Guardian (if applicable as per clause 6) from whom legal consents can be requested

Isem u Kurjom/ Name and Surname
Up to 50 characters

Nru. Ta' Kuntatt/Contact No.
Up to 50 characters

Nru. tal-Karta tal-Identita'/ID Card Number
Up to 50 characters

The information provided is true and can be used by MCAST
--Please Select--

Next of Kin (to be contacted in case of emergency)

*Isem u Kurjom/ Name and Surname
Name

*Nru. Ta' Kuntatt/Contact No.
Surname

*Nru. tal-Karta tal-Identita'/ID Card Number
1234576M

*The information provided is true and can be used by MCAST
IVA / YES

Do you give consent to MCAST to obtain and verify your SEC/MATSEC and SSC&P results the University of Malta (and MATSEC board) to give such information about your MATSEC results, and MEDE (and CLLE) to give the required information about the SSC&P results, so that your application can be processed? (Maltese residents only). In the event that this consent is not given, you will be asked to present the original certificates in person, so that these can be verified with the scanned copies uploaded by you into our system.

Taghti I-kunsens li-ll-MCAST sabiex jikseb u jivverifika r-riżultati tas-SEC/MATSEC u I-SSC&P, li-ll-Universita' ta' Malta (u I-Bord tal MATSEC) sabiex igħaddu l-informazzjoni dwar ir-riżultati tiegħek tal-MATSEC, u I-MEDE (u CLLE) sabiex igħaddu l-informazzjoni dwar ir-riżultati tal-SSC&P, sabiex i-applikazzjoni tiegħek tkun tista' tiġi pproċessata? (Għal dawk li huma residenti f'Malta). Jekk dan il-kunsens ma' jinagħtax, inti tintalab tiġi l-MCAST u tippreżenta lċ-certifikati oriġinali sabiex dawn ikunu jistgħu jittqabblu mal-kopji li tkun tellajt onlajn.

--Please Select--

SPECIAL REQUIREMENTS

If you answer 'Yes' to any of the five questions in this section, or if you have any other form of professional diagnosis (learning difficulties / disabilities / mental health conditions / medical conditions etc.) please complete the Inclusive Education Unit Online Form so that you can be registered with the IEU and explore any support options as may be applicable: <https://forms.office.com/r/PwvEmpxf2G>

If you are already registered with the IEU, you DO NOT NEED to complete this form.

Once your IEU Application has been processed, you will be contacted accordingly.

1. Do you have any particular learning difficulties you would like us to be aware of?

*Għandek xi diffikultà relatata ma' tagħlim, li tixtieq tinfurmana dwarha?
--Please Select--

2. Do you suffer from any physical condition you would like us to be aware of?

*Tbati minn xi kundizzjoni fizika li tixtieq tinfurmana dwarha?
--Please Select--

3. Do you suffer from any psychological condition you would like us to be aware of?

*Tbati minn xi kundizzjoni psikoloġika li tixtieq tinfurmana dwarha?
--Please Select--

4. Do you request access arrangements/support due to any of the above?

*Qiegħed titlob arrangamenti partikolari/appoġġ minhabba dak li ġie iddikjarat hawn fuq?
--Please Select--

5. Do you suffer from any medical condition?

*Tbati minn xi kundizzjoni medika?
--Please Select--

COMMUNICATION AND MEDIA

6. Do you give consent to MCAST to communicate with your parents / guardians and to answer queries they might have about your stay and studies at MCAST? This consent is only applicable to persons over the age of 18, since parents / guardians of persons under the age of 18, already have these rights. ✓

*Tagħti l-kunsens lill-MCAST sabiex jikkomunika mal-ġenitur/i jew kustodju/i, filwaqt li jwieġeb għal mistoqsijiet li jista jkollhom dwar il-preżenza u studji tiegħek fil-Kulleġġ? Dan il-kunsens huwa applikabbli biss għal min għandu aktar minn 18 –il sena. Genituri / Kustodji ta' dawh li għandhom inqas minn 18 –il sena, deġa għandhom dan id-dritt mogħti mil-Liġi.

--Please Select--

7. Do you give consent to MCAST to take photos / videos of you for use in publications that may be published in various print and / or digital formats (including, amongst others, social media and website) ? ✓

*Tagħti l-kunsens lill-MCAST sabiex jiġbed ritratti / vidjos tiegħek li jistgħu jintużaw fpubblikazzjonijiet varji fil-forma stampata u / jew digitali (li fost l-oħrajn jinkludu siti elettronici u midja soċjali) ?

--Please Select--

DECLARATIONS

8. I accept that the information provided on the application form can be shared with other entities/departments authorised under the respective legislation to do so. ✓

*Naċċetta li t-tagħrif provdut fl-applikazzjoni, jista' jingħata lill-entitajiet/dipartimenti awtorizzati permezz tal-legiżlazzjoni rispettiva

--Please Select--

9. I declare that I am aware of my rights and conditions thereof, regarding the processing of my personal data as laid out in MCAST's Students' Privacy Policy (<https://www.mcast.edu.mt/data-protection-documents/>) ✓

*Niddikjara li fil-hin li qed niffirma din il formola, jiena naf id-drittijiet tiegħi u l-kundizzjonijiet relatati mal-iprocessar tad-data personali kif stabbilit mid-dokument tal-MCAST - Students' Privacy Policy (<https://www.mcast.edu.mt/data-protection-documents/>)

--Please Select--

10. I am aware and accept the general conditions regarding the above mentioned clauses. ✓

*Naf u qiegħed naċċetta l-kundizzjonijiet ġenerali dwar il-klawsoli hawn fuq imsemmija

--Please Select--

← Previous

Save and Next →

APPLICATION MANAGEMENT ... last stage in online application

You are now ready to choose the Course you would like to be considered for through your online application.

The following screen shots guide you as to what you need to do here... please follow these closely:

- Start off by ensuring that you are always in **year 2022 – 2023**
- From the drop down Intake list, select **MCAST - IfE 22/23**

Classter Admission Application

Admissions & Records Year 2022 - 2023

Application ID: [Not Available] Intake: MCAST - IfE 22/23 Status: [Not Available] Category: [Not Available]

Admissions Application / New Application

Intake

Please select one of the available active intakes that you're applying for.

MCAST - IfE 22/23

Select an application type

Please select an application type. Note that some educational programs are available only for specific application types.

MCAST - IfE

Next →

As for the Institute, choose *Institute of Community Services*.

Then select the course you would like to be considered for, namely **CS6-12-21pi Bachelor of Arts (Hons) Early Years, Learning and Care (top-up)**

Classter Admission Application

Application ID: [Not Available] Intake: MCAST - IFE 22/23 Status: Draft Category: [Not Available]

Select a Course

Course - Code *
CS6-12-21pi | Bachelor of Arts (Honours) Early Years, Learning and Care - Top-up

Year *
Year 1

Type *
Part-Time - Part-Time

Next >

Once you double check that the course you really want to do is the one showing on the screen, please click on the *“Save and Submit”* green button/

Classter Admission Application

Application ID: [Not Available] Intake: MCAST - IFE 22/23 Status: Draft Category: Normal

Change

Save as a Draft Save and Submit

Institute	Course - Code	Course - Title	Year
Institute of Community Services	CS6-12-21pi	CS6-12-21pi Bachelor of Arts (Honours) Early Years, Learning and Care - Top-up	Year 1

After that you would have successfully submitted your application, you will be receiving an email receipt - similar to the screen shot on the next page.

You may also wish to download a .pdf version of your application (found at the bottom of the email) – in a way that you can keep it separately for any future need.

Note: The text may vary from the screen shot presented hereunder:



No-reply MCAST no-reply@mcast.edu.mt xia.eu.mailgun.org
to me

5:36 PM (1 minute ago) ☆ ↶ ⋮

Maltese > English Translate message

Turn off for: Maltese x

MCAST

Acknowledging Receipt of New Online Application

For the gentle attention of:

għall-attenzjoni ġentili ta':

Classter Test1

On the MCAST CMIS Admissions Portal, an Online Application has been received under your name, as follows:

Fil-Portal CMIS Admissions tal-MCAST, qed tidher applikazzjoni li daħlet online, taħt ismek hekk kif jidher hawn taht:

Course: IT3-01-21 | Diploma in ICT Year 1

Date : 2021-08-11

All applications received online, are processed accordingly across different phases, until a final Acceptance Offer will be issued over the coming weeks. If during the processing stages there will be issues with this online application, the Admissions and Records Department will be in touch with you according to the need – and only if applicable. Should a reply not reach this Department within 72 hours from the time it would have been issued, it will be understood that you are no longer interested in the application you would have submitted online.

We take this opportunity to thank you for choosing MCAST as your first choice.

L-applikazzjonijiet kollha li jidhru online - fil-perjodu mħabbar – jgħaddu mill-proċess li huwa mifruq fuq fażijiet differenti, sakemm Offerta finali tiġi kkomunikata lil-lek fil-gimghat li għejjin. Sadanittant, jekk ikun hemm xi diffikultajiet fl-applikazzjoni tiegħek u li jistgħu jwaqqfu l-proċess, id-Dipartiment tal- Admissions u Rekords, jagħmel kuntatt miegħek – dejjem jekk ikun hemm li-hleġa. F'każijiet bħal dawn, jekk ma nirċevux twegiba minghandek fiż-żmien 72 siegħa minn meta nikkomunikaw miegħek, nifhmu li ma tkunx għadek interessat fl-applikazzjoni li tkun għamilt online.

Nieħdu l-opportunità sabiex nagħtuk hajr li għoġbok tagħmel l-MCAST bħala l-ewwel għażla tiegħek.

Issued by the **MCAST Office of the Registrar – Admissions & Records Department** [mcast7888@mcast.edu.mt]



We thank you for choosing MCAST to further your studies.
We will all be doing our best to provide you with a positive learning and formative experience.

Should you require any further assistance
in regards to online applications, you may wish to send an email to mcast7888@mcast.edu.mt

Please provide your full details (including your full name and surname, your ID Number and the course you are applying for). Explain the issue you are encountering and wherever possible please provide screenshots to support your explanation / requests. We will reply to your email communication, in due course.



MCAST

OFFICE OF THE REGISTRAR
Admissions and Records Department