

MyTAP Application FAQs – Professional Doctorate in Child and Adolescent Psychotherapy

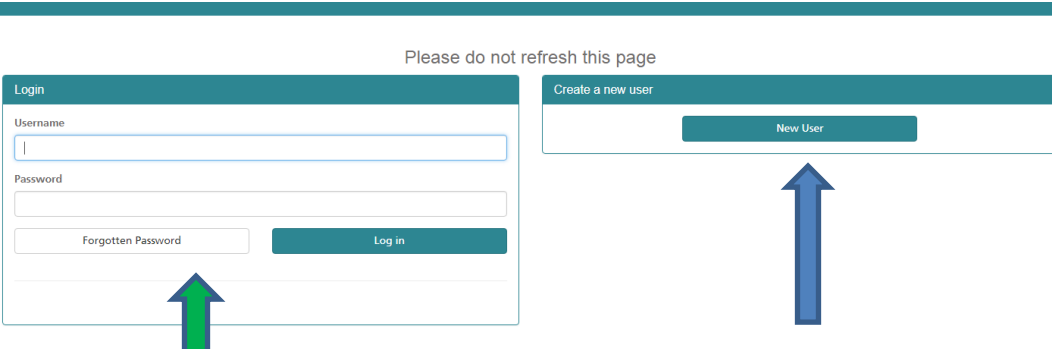
Many thanks for your interest in the professional doctorate at NSCAP. Please note that this document does not contain advice on every section of the application form e.g. Personal details. However, if you run into difficulty with anything then please contact mytapsupport@tavi-port.nhs.uk in the first instance, or training@tavi-port.ac.uk. Tel: 020 8938 2213/2214

Please ensure that you press ‘Save and continue’ once you have added information to an individual section.

Registering with the system:

You can access the link to the application system (MyTAP) via the NSCAP webpage for the Professional Doctorate in Child and Adolescent Psychotherapy:
<http://www.nscap.org.uk/content/child-and-adolescent-psychotherapy> - this will take you to the page you can see below.

Unless you have previously used the MyTAP application portal, you will need to register as a new user (blue arrow):



The screenshot shows two side-by-side forms. The left form is titled 'Login' and contains fields for 'Username' and 'Password', a 'Forgotten Password' button, and a 'Log in' button. A green arrow points to the 'Forgotten Password' button. The right form is titled 'Create a new user' and contains a 'New User' button. A blue arrow points to the 'New User' button. Above the forms, the text 'Please do not refresh this page' is displayed.

- Once registered, your username will be the email address you registered with.
- If you forget your password, use the ‘Forgotten Password’ button (green arrow). Make sure you enter your date of birth using the calendar function.

Forgotten Password

To gain access to the system you will need to provide us with your details.

Enter Details

Enter your details below.

Username

Surname

Date of birth (e.g. 01/Jan/1990)

Contact us:
120 Belsize Lane
London
NW3 5BA

Your application

- How to apply
- Fees & funding

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NEWS

Jan 2018

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Qualifications section

If you wish to enter your highest qualification from the 'Qualification achieved' drop down menu, the most popular options are 'Postgraduate diploma' or 'Masters degree that meets the criteria for a research-based higher degree'.

If you wish to add your BA/BSc, you can select 'Undergraduate degree with honours'.

Please note that you will be able to enter details of your observation course in the 'Course questions' section further on in the application.

Personal statement section

There is the option to upload your personal statement or type it into the text box. However, it is much preferred that you upload this.

Do you have a personal statement to upload? *

Documents

Please upload your personal statement *



Documents



Test.docx

You can see that your document has been uploaded when it displays as above. Make sure that you click 'Save and Continue' before progressing to the next section.

Funding section

Please fill in this section as below ('My employer' in this case indicates the NHS trust with which you would be based during the period of your training – you are not expected to provide further details at this stage):

What is your likely source of funding? *

Percentage from this source

Submission section


When you reach the final section of the application, it will display any documents you have uploaded as below so that you can see if anything is missing:

Submission











How did you find out about the course? *

Your uploaded evidence

- Personal statement.docx
- Observation essay.docx
- Work discussion essay.docx



If you have missed something out, you can go back to the relevant section by clicking on the headings at the top of the application:

Checklist	Personal details 	Contact details 	Qualifications 	Experience 	Personal statement 	Course questions 
Visa information 	Referees 	Funding 	Equal opportunities 	Submission 