

OETT Applicant User Guide

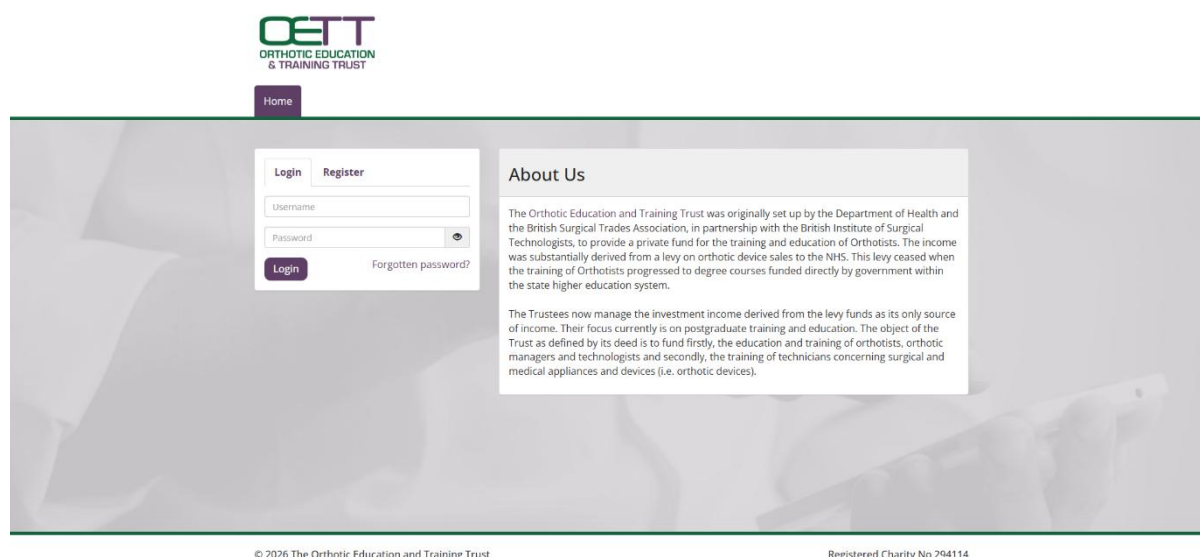
The following guide provides an overview of the OETT Funding Application website for applicants. It explains how to start, submit, and manage funding applications.

Table of Contents

Registration and Login	2
Applying for Funding	4
Creating a New Application	4
Adding Payment Records to an Application	7
Submitting Your Application	9
Approved Applications	10
Deferred Applications	10
Rejected Applications	10

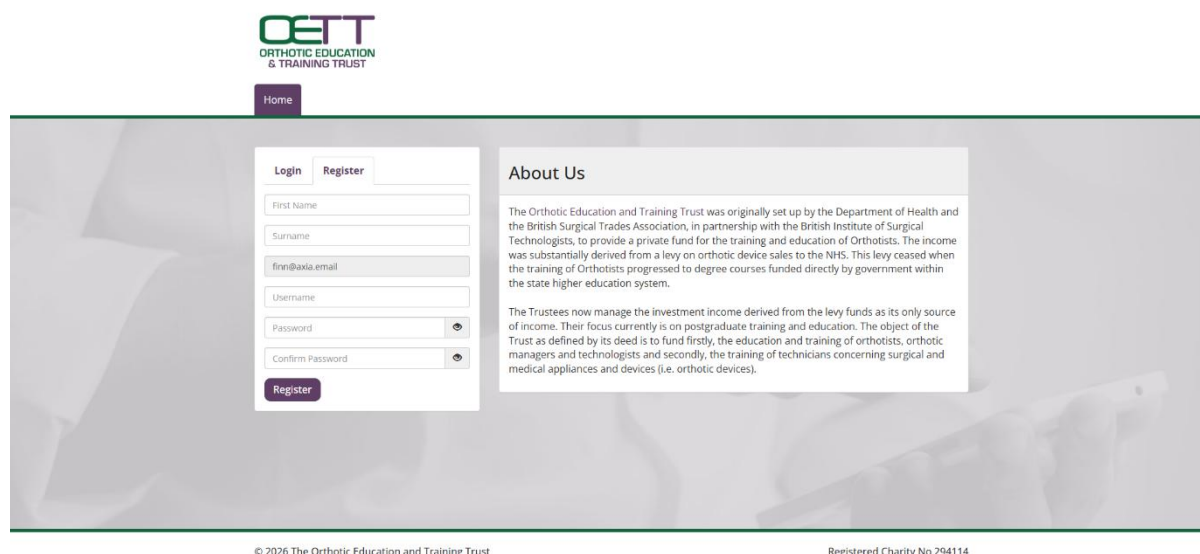
Registration and Login

When you visit the site, you'll be greeted with the Login and Registration page.



The screenshot shows the OETT (Orthotic Education & Training Trust) website. At the top left is the OETT logo. Below it is a 'Home' button. The main content area is divided into two sections. On the left is a login/register form with tabs for 'Login' and 'Register'. The 'Login' tab is active, showing fields for 'Username' and 'Password', a 'Login' button, and a link for 'Forgotten password?'. On the right is an 'About Us' section with two paragraphs of text. The background of the page features a faint image of a hand holding a surgical instrument. At the bottom, there is a copyright notice: '© 2026 The Orthotic Education and Training Trust' and a registered charity number: 'Registered Charity No 294114'.

Create an account by selecting “Register” and entering your details.



This screenshot shows the same OETT website but with the 'Register' tab selected in the login/register form. The form now includes fields for 'First Name', 'Surname', 'Email' (with the placeholder 'fnn@axia.email'), 'Username', 'Password', and 'Confirm Password', along with a 'Register' button. The 'About Us' section and the rest of the page layout remain identical to the previous screenshot.

Once you've created your account, you can then login.

The first time you login to the site, you'll be asked to confirm that you have read the Important Information before you can progress. Do so by checking the box pictured below and clicking “Continue”.

Important Information for OETT Funding Applications

Please read and agree to the information below before you can apply for funding.

Who is OETT Funding For?

OETT funding is open to applicants who must be practicing and working in the UK:

- HCPC registered Orthotists
- Orthotic Technicians
- Orthotic Managers
- Orthotic Support Workers will be classed the same as Orthotic Technicians
- Graduates moving onto apprenticeships

Graduates can apply for an apprenticeship as the next step in their career after gaining their degree if this means acquiring substantive new skills. This ensures that an individual is not funded twice to do the same training. Therefore, as a graduate your employer can access the levy, if they chose to use the funds for this purpose, that includes MSc level qualifications.

Please visit the About page for more information regarding who funding is available to.

How to Apply for OETT Funding

Funding applications can be made before or after booking/attending a course or event, but **please note the time limits below**:

- Applications must be submitted online and with as much detail as possible
- Payments are only available to funding applicants after attending a course and providing OETT with a Certificate of Attendance and the associated payment receipts by attaching them to the online application (booking confirmations are NOT evidence of payment) and **WITHIN 3 months of the course date**
- Upon notification of approval of your course funding, if the correct UK payment receipts and Certificate of Attendance are not attached to the online application **WITHIN 3 months of the course date**, the application will be closed, and no funding will be made available for that specific application
- Claims for tickets, accommodation or travel purchased outside the UK, will need both the non-UK payment receipts PLUS proof of payment in UK pounds (i.e. bank statement / online banking screenshot) to be attached to the online application and **WITHIN 3 months of the course date**. Please note: booking confirmations are NOT evidence of payment
- All the relevant certificates and receipts should be attached before submitting the application, to save time if/when your application is approved
- Attach a completed CPD Portfolio form or provide equivalent feedback, describing the benefits derived from the course, or criticisms, and any other relevant reflections

If applying for funding approval prior to the event date, applicants will be required to submit all receipts relevant to the online application form AFTER attending / completing the course/event and **WITHIN 3 months of the course date**.

All current & historic applications created using the online funding applications process will be visible, including any feedback provided.

Note: If a company or organisation is applying on behalf of several of its employees for the same event on the same date, one application form per attendee will still need to be submitted. A CPD Portfolio form / Certificate of Attendance is also required for each attendee along with the relevant payment receipts.

How are OETT Payments for Funding Made?

Funding may be granted for course fees, attending events, travel to and from a course/event and accommodation - subject to the 3 months ruling and the Important Information herein.

OETT are unable to provide any payments before attending a course.

OETT payments are made via electronic bank transfer, from the CAF bank (Charities Aid Foundation):

Please ensure that the payment details provided are correct (personal details or, if employer-funded, please provide the Company name (OETT keep a list of company banking details for making payments):

Please note: The payment will be made via the CAF bank (Charities Aid Foundation) and is being made by OETT (Orthotic Education and Training Trust) but will reference BSTA (British Surgical Trades Association). More information can be found here.

For accommodation (this includes hotels, Bed & Breakfast, Airbnb stays and similar facilities). Stays are for the night before or during a course/event and not the night after a course/event:

Funding is up to a maximum of £100.00 per night in the UK and the rest of world, except London which is £120.00

Funding for meals:

Only breakfast WITHIN a hotel booking can be funded. This means a breakfast booked at the same time as the hotel room booking is made and does not include lunches, dinners or other meals purchased either at the hotel (outside of the room booking) or at an outside facility i.e. a restaurant, café, fast food outlet etc.

For travel - please confirm how you travelled to and from the course:

Car travel - please confirm the round-trip mileage amount with postcodes (mileage is funded at £0.45 per mile) and any parking charges

Other travel, please attach the relevant receipts with filename details (i.e. 2nd class train fare, economy air fare, taxi, parking)

Please note: Travel insurance cannot be funded

Please Note:

- Application funding is reviewed annually. Successful funding this year does not guarantee success in subsequent years or for subsequent courses.
- OETT does not fund BAPO Conferences or ISPO Conferences.
- If you change your home address, email address, job role, employer or employment address from the one on your 'My Details' section, please update your record as soon as possible.

Funded Courses and Workshops

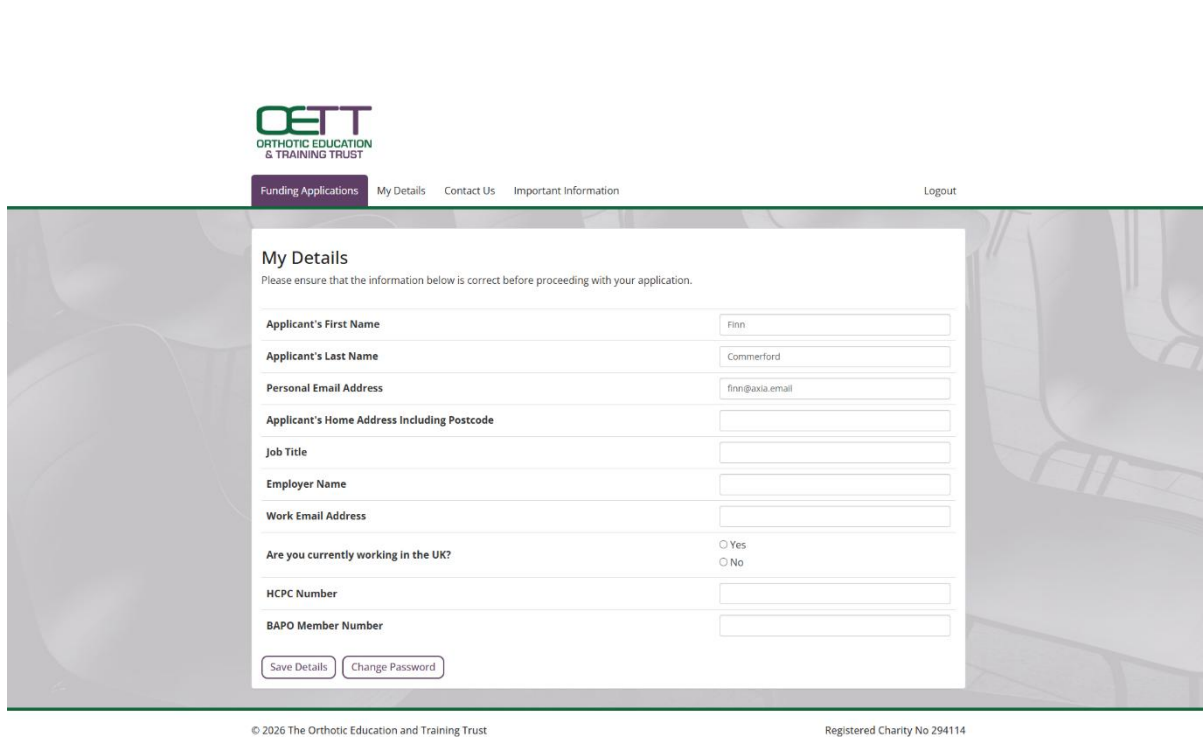
A list of short courses and workshops which have been previously funded by OETT can be found here. Please note that previous funding of events does not guarantee funding in the future as this can depend on a number of factors including the type of event/course, the number of applicants applying for a specific event/course in any given financial year, and the amount of funding available to everyone at the time as the OETT funds are limited.

☐ I have read the important information *

[Continue](#)

This information can be viewed anytime from the Important Information page.

After confirming that you have read the Important Information, you'll then be asked to enter your personal details before you can begin applying for funding. Enter the required information into the form and click "Save Details". You will then be taken to the Funding Applications page.



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Funding Applications My Details Contact Us Important Information Logout

My Details

Please ensure that the information below is correct before proceeding with your application.

Applicant's First Name	Finn
Applicant's Last Name	Commerford
Personal Email Address	finn@axia.email
Applicant's Home Address Including Postcode	
Job Title	
Employer Name	
Work Email Address	
Are you currently working in the UK?	☐ Yes ☐ No
HCPC Number	
BAPO Member Number	

Save Details Change Password

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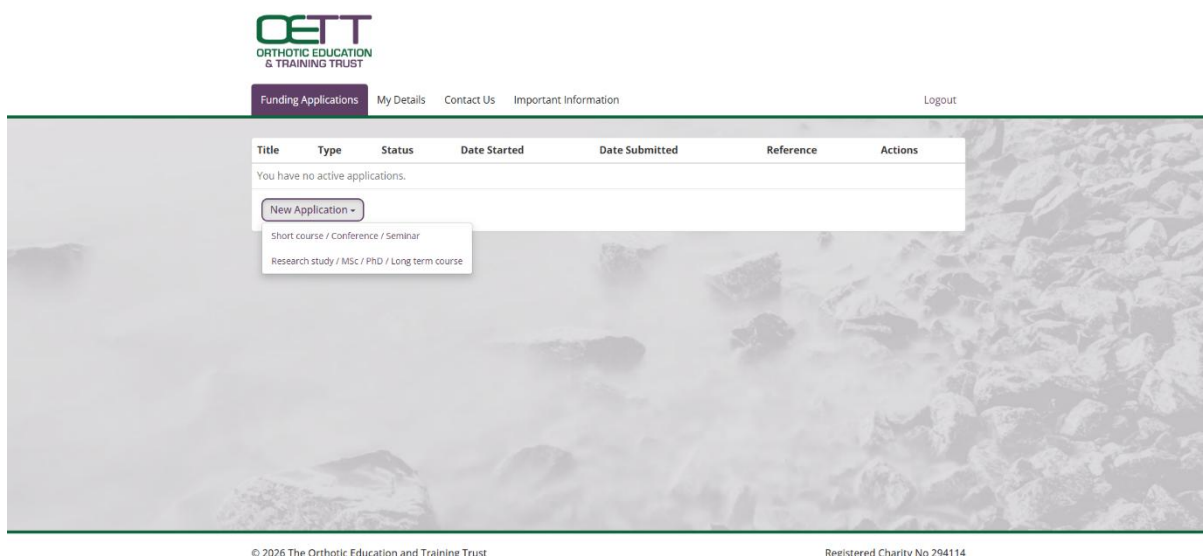
This information can be viewed anytime from the My Details page.

Please note: Please ensure that you update your information if any of your details change. You'll be asked to review these details every time you start a new funding application.

Applying for Funding

Creating a New Application

Start a new funding application by clicking the “New Application” dropdown and selecting an application type.



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Funding Applications My Details Contact Us Important Information Logout

Title	Type	Status	Date Started	Date Submitted	Reference	Actions
You have no active applications.						
New Application ▾ Short course / Conference / Seminar Research study / MSc / PhD / Long term course						

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This will create a new application record, allowing you to begin filling in the application form and make requests for funding.

Funding Application for Short course / Conference / Seminar

Applicant Details

Please ensure that the information below is correct before proceeding with your application.

Applicant's First Name	Finn
Applicant's Last Name	Commerford
Personal Email Address	finn@axia.email
Applicant's Home Address Including Postcode	Unit 57, Batley Business Park, Technology Drive
Job Title	Web Developer
Employer Name	Axia Digital
Work Email Address	finn@axia.email
Are you currently working in the UK?	☒ Yes ☐ No
HCPC Number	000000
BAPO Member Number	

Save Applicant Details

Application Form

Short course / Conference / Seminar Title	
Short course / Conference / Seminar Organiser	
Short course / Conference / Seminar Venue	
Date/s when this activity will take place/commence	
Date/s when this activity will finish	
Please provide website links relevant to the Short course / Conference / Seminar	
What benefits/knowledge do you hope to gain by attending this Short course / Conference / Seminar?	
If this application does not relate to a course, event or activity that is orthotic in nature, please explain how you feel it meets the OETT Trust's objectives/remit Please enter N/A if not applicable	
Have you enquired about funding from any other source?	
Is any funding available to you through another source?	
If yes, please state how much is available/has been applied for Please enter N/A if not applicable	
Is your employer supporting this application in any other ways other than financial?	
If yes, please expand on how, e.g. protected time, shared work practice, internal peer education. Please enter N/A if not applicable	
If you haven't discussed this with your employer is there a reason why? Please enter N/A if not applicable	
Full Name on Bank Account	
Name of Bank	
Account Number	
Sort Code	

Save Application Form

Requested Funding

Use the button below to create a payment record and request funds. A new payment record should be created for each funding request.

There are no payment records for this application.

Create Payment Record

Please ensure all fields are filled out and save your progress before submitting.

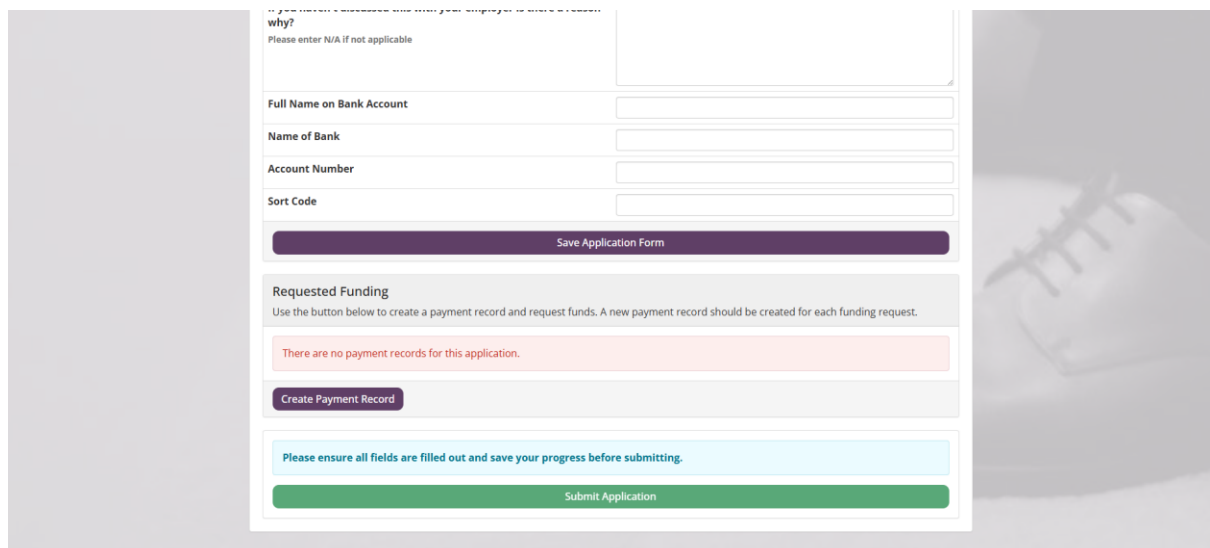
Submit Application

Please note: All fields within the application form are mandatory and must be completed. As part of the form, you are also asked to provide bank details to allow payments to be made. These details are encrypted and stored securely, and can only be viewed by OETT Administrators.

Adding Payment Records to an Application

Payment records are used to request funds. Each funding request should be made as a separate payment record.

Use the “Create Payment Record” button to create a new record and request funding.

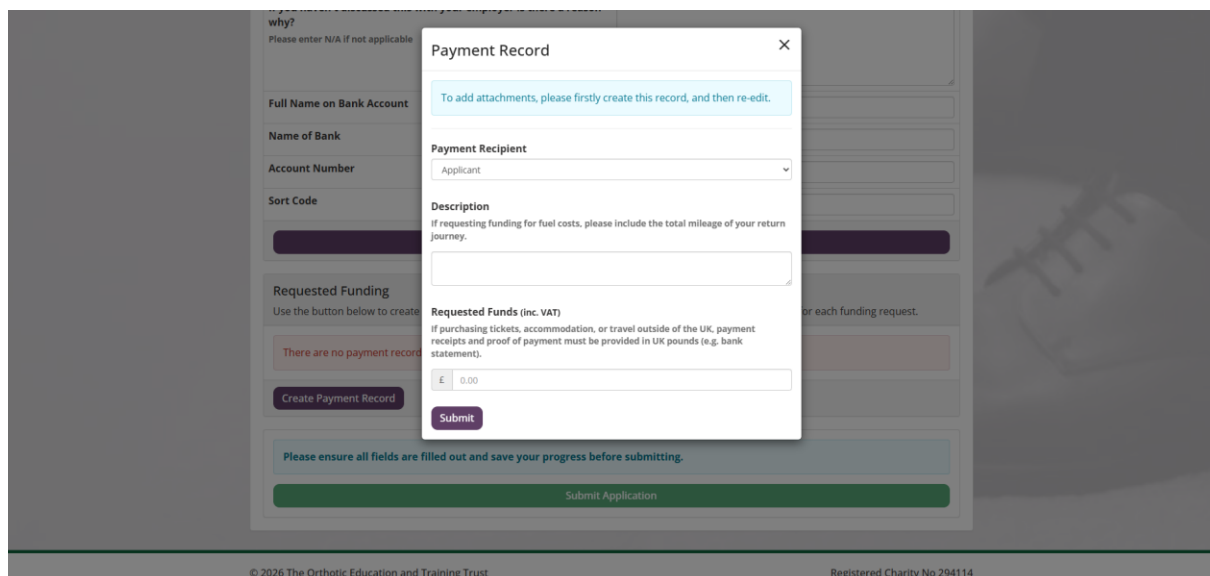


The screenshot shows a web form for an application. The 'Requested Funding' section is highlighted, showing a message: 'There are no payment records for this application.' Below this is a 'Create Payment Record' button. At the bottom of the form is a 'Submit Application' button. The form also includes fields for 'Full Name on Bank Account', 'Name of Bank', 'Account Number', and 'Sort Code', along with a 'Save Application Form' button.

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Enter details of the funding request into the form as instructed, selecting whether the payment should be made to you (the applicant) or your employer.

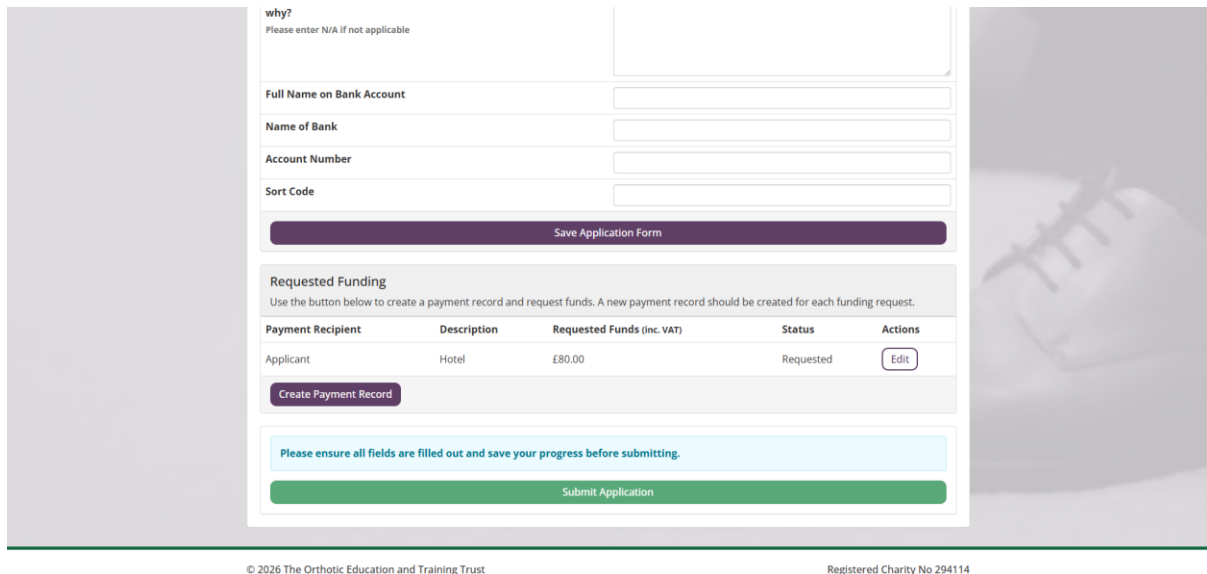


The screenshot shows the same application form as before, but with a 'Payment Record' modal open. The modal contains the following fields: 'Payment Recipient' (a dropdown menu with 'Applicant' selected), 'Description' (a text area with a placeholder: 'If requesting funding for fuel costs, please include the total mileage of your return journey.'), and 'Requested Funds (inc. VAT)' (a text area with a placeholder: 'If purchasing tickets, accommodation, or travel outside of the UK, payment receipts and proof of payment must be provided in UK pounds (e.g. bank statement).'). Below these fields is a 'Submit' button. The modal also includes a 'To add attachments, please firstly create this record, and then re-edit.' message. The background form is dimmed, showing the 'Requested Funding' section and the 'Submit Application' button.

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After entering these details, use the “Submit” button to save the payment record. You can then upload evidence (such as receipts) by editing the payment record using the “Edit” button.



why?
Please enter N/A if not applicable

Full Name on Bank Account

Name of Bank

Account Number

Sort Code

Save Application Form

Requested Funding
Use the button below to create a payment record and request funds. A new payment record should be created for each funding request.

Payment Recipient	Description	Requested Funds (inc. VAT)	Status	Actions
Applicant	Hotel	£80.00	Requested	Edit

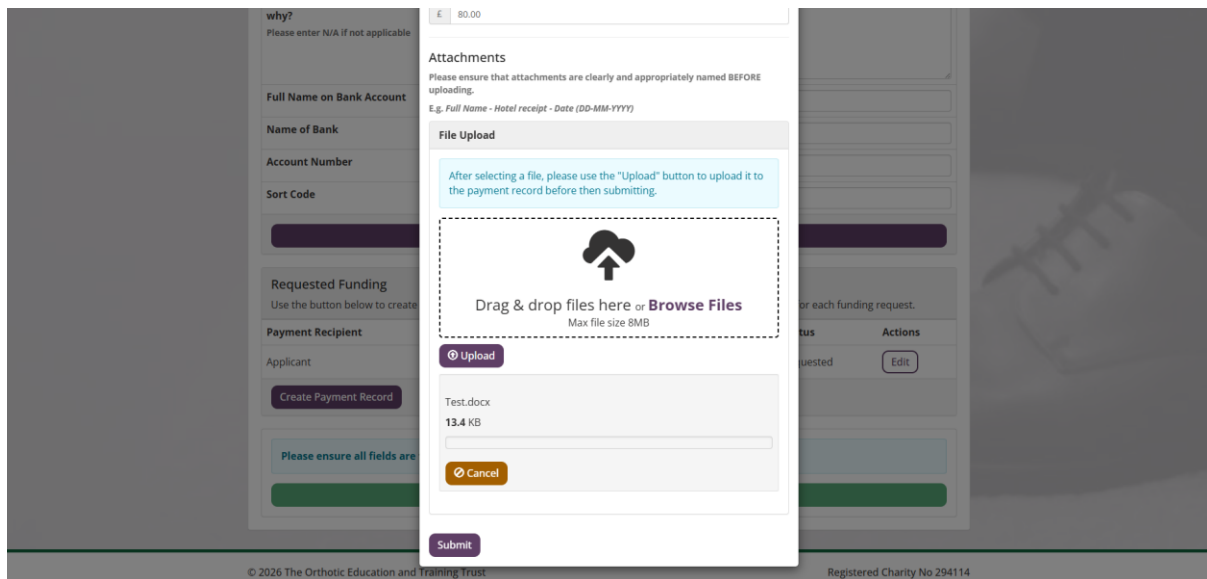
Create Payment Record

Please ensure all fields are filled out and save your progress before submitting.

Submit Application

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Select the file you want to add and click the “Upload” button to upload them to the record. Then click “Submit” to save the record.



£ 80.00

Attachments
Please ensure that attachments are clearly and appropriately named BEFORE uploading.
E.g. Full Name - Hotel receipt - Date (DD-MM-YYYY)

File Upload

After selecting a file, please use the "Upload" button to upload it to the payment record before then submitting.

Drag & drop files here or [Browse Files](#)
Max file size 8MB

[Upload](#)

Test.docx
13.4 KB

[Cancel](#)

[Submit](#)

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Please note: Ensure all files are appropriately named. You cannot delete attachments after they have been uploaded.

To view the files you’ve uploaded to a payment record, click the “Edit” button. You’ll then see a list of your files towards the bottom of the File Upload.

why?
Please enter N/A if not applicable

Full Name on Bank Account

Name of Bank

Account Number

Sort Code

Requested Funding
Use the button below to create

Payment Recipient
Applicant

Create Payment Record

Please ensure all fields are

Hotel

Requested Funds (inc. VAT)
If purchasing tickets, accommodation, or travel outside of the UK, payment receipts and proof of payment must be provided in UK pounds (e.g. bank statement).

£ 80.00

Attachments
Please ensure that attachments are clearly and appropriately named BEFORE uploading.
E.g. Full Name - Hotel receipt - Date (DD-MM-YYYY)

File Upload

After selecting a file, please use the "Upload" button to upload it to the payment record before then submitting.

Drag & drop files here or **Browse Files**
Max file size 8MB

Test.docx

Submit

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Please note: New attachments can still be uploaded to payment records after an application has been submitted. This can be done by viewing the application and editing the payment record.

Submitting Your Application

Once you've reviewed your details, completed the application form, and created payment records, you can submit your application using the "Submit Application" button.

This will redirect you back to the Funding Applications page, where you'll see your application displayed in the table.

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Funding Applications My Details Contact Us Important Information Logout

Title	Type	Status	Date Started	Date Submitted	Reference	Actions
Test	Short course / Conference / Seminar	Submitted	29/04/2026	29/04/2026	973E0503	View Delete

New Application +

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From here you can view or delete your application using the buttons in the "Actions" column.

OETT will process your application and decide whether it should be Approved, Deferred, or Rejected.

Approved Applications

If your application is approved, you'll receive an email informing you and confirming the amount of funding that has been awarded.

Deferred Applications

Your application may be deferred if OETT determines that you need to provide more information. If this happens, you'll receive an email with feedback advising you on what to include or change before resubmitting. This feedback is also viewable from the Funding Applications page.

Rejected Applications

If your application is rejected, you'll receive an email with feedback advising you as to why that decision has been made. This feedback is also viewable from the Funding Applications page.