

Connexions How we can help you!

You're not on your own – a Connexions adviser visits your school or college regularly.

They can:

- tell you about the options open to you and help you decide what to do
- help with any problems that make it hard to get a job, training or college course

When you leave school, you can still see a Connexions adviser at your local Connexions centre.

They can:

- help you apply for job vacancies or higher education courses
- help you arrange interviews
- help you fill in application forms and prepare for interviews, and
- give you any other help that you need

Where we are

Contact your nearest Connexions centre using the following details.

Leicester

91 Charles Street, Leicester LE1 1HL

Phone: 0116 262 7254

E-mail: leicester@connexions-leics.org

Coalville

5 Hotel Street, Coalville LE67 3EQ

Phone: 01530 812231

email: coalville@connexions-leics.org

Hinckley

51 Castle Street, Hinckley LE10 1DA

Phone: 01455 632719

email: hinckley@connexions-leics.org

Loughborough

7 Fennel Street, Loughborough LE11 1UQ

Phone: 01509 214002

email: loughborough@connexions-leics.org

Melton Mowbray

22a Burton Street, Melton Mowbray LE13 1AF

Phone: 01664 569966

email: melton@connexions-leics.org

South Wigston

50E Blaby Road, South Wigston, Leicester LE18 4SD

Phone: 0116 277 8090

email: bow@connexions-leics.org

Contact the South Wigston centre for details of drop in facilities in Market Harborough

National information, advice and support for young people

Advisers can take calls from 8am to 2am seven days a week.

Phone: 080 800 13 2 19

Text: 07766 4 13 2 19

email and webchat at

<https://www2.cxdirect.com/home.htm>



This information is correct at the time of printing, but may change. September 2011

Publications are also available on our website at www.connexions-leics.org

Apply yourself!

A step-by-step guide to LeCAP

Inside this guide...

What is LeCAP?

CourseFinder

LeCAP Calendar

...and much more



connexions

Applying for post-16 learning

LEICESTER SHIRE

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What is LeCAP?

It's an online application form that you use to apply for your post 16 learning.

Whether you want to go to school sixth form, to college or do an apprenticeship you can use LeCAP.

Your teachers at school will support you with your LeCAP application. Connexions advisers can also help.

Before you use LeCAP

To be able to complete your LeCAP form you'll need to:

- ✓ know where you want to learn
- ✓ know what you want to learn
- ✓ be able to explain the reasons for your choices
- ✓ write about your achievements, hobbies and interests
- ✓ know your predicted grades

Your teachers in school will help you to get ready for LeCAP in lessons and show you some websites and other types of information that you can use. The following pages show you some of these.

LeCAP stands for Leicester and Leicestershire Common Application Process.

Finding out about courses and careers

CourseFinder

www.coursefinder-leics.org

All types of courses for 14-19 year olds are listed on this website

Choose how you search:

Course Search: Lists all the courses that match your search words.

Provider Search: Search for learning providers and then view their courses.

Subject Search: Browse through a list of subjects until you find something to interest you.

Multiple Search: Find out where you can do your chosen range of subjects.

For each course you can find out:

- What you'll learn
- What qualifications you'll get
- Where you'll study
- What you'll need to get on the course - entry requirements
- What you could do afterwards

My Courses

Use 'My courses' to save your favourite courses. When you log in to LeCAP you can add these to your application.



Other information on courses

Paper prospectuses and websites: Give you general information and list courses.

Talks and careers events in school: These can be a good way for you to get info and have your questions answered.

Open days and evenings:

Visit a place to get a real feel for what it's like and ask questions. Use CourseFinder to find dates of open days.

CourseFinder shows you what courses are available and where.

Career information

Having a career aim can help you choose your next step. Try these to find out more about careers that might suit you:



Kudos, JED or U-xplore

May be on a computer in your school or at your local Connexions centre

Search for jobs to match your interests and favourite subjects.



Job Profiles

<https://nextstep.direct.gov.uk/planningyourcareer/jobprofiles>

Info about almost any job – what each job is and how you can train for it.



Connexions jobs

www.connexions-leics.org/jobs

Local job and apprenticeship vacancies for 16-19 year olds.

How do I get on LeCAP?

Your school will give you a username and password for LeCAP

You can log in to LeCAP anywhere with internet access by going to

www.lecap-leics.org

Forgotten your password?

You can ask for a reminder email – from the login page. Make sure your latest email address is in LeCAP.

Getting started

You'll probably have a session in school where everybody logs in to LeCAP and gets started with the form. You may have other sessions or get on with the form in your own time.



3 Top Tips

- 1 At any time ask for help from your tutor if you are stuck with LeCAP.
- 2 You can show LeCAP to your parents or carers if you have the internet at home or you can print out a copy of your form to take home.
- 3 If you're not at school or college, you can get log-in details from an adviser at your local Connexions centre.

Finding your way around LeCAP

The log in takes you to your home page. Click on 'Application Form' to start.

5 LeCAP icons:

This blue section is done



These grey sections need more work

Personal | Qualifications | Statement | Choices | Reasons

There is an icon for each section of the form.

When you have added all the essential info in each section the grey bar will turn to blue.

Click on an icon to go to that section of the form or click 'Next' to save and move on.

You can also click on 'Home' to get a progress update.

Help icons:

- The red icons explain each main section of the form.
- The blue icons give help with different parts of each section.

You can fill in part of the form and come back to complete it at a later date.

Warning!!!

- ✓ **Do** always use the LeCAP buttons to move around.
- ✗ **Don't** use the browser's back or close buttons. If you do you will lose unsaved data.
- ✓ **Do** click the save button regularly whilst completing your form. If you don't type or click anything for 30 minutes you will be logged off and any unsaved work will be lost.

You can print out a copy of the form at any stage.

Help from your school and Connexions

For help and advice in completing your LeCAP form, ask:

- your form tutor
- your school LeCAP coordinator
- your Connexions adviser

They can help with things like:

- advice on your course choices or personal statement
- technical problems like saving data or getting locked out
- the LeCAP deadlines and when you should find out the results of your application

Also remember the help and information icons in LeCAP which have lots of useful information.

The form



Personal details

Some of your personal details will already be filled in when you log in. You need to check these are correct and add all your other details.

All sections marked with an asterisk * are essential and you should complete as much of the other information as you can.

You must enter either a mobile or a landline phone number. This allows course providers to contact you.

If you get a new email address or phone number you should update your LeCAP form.



Qualifications

You need to add all of the subjects you are working towards and any qualifications you already have. You also need to estimate the overall level of qualifications you expect to get.

If a course you are doing isn't listed, type it in under 'Other Qualifications' at the bottom of the screen.

Your teachers will tell you your predicted grades. After you send your form, they'll check you have added them correctly. In some schools they may add them for you. Either way they will then lock the page so that no further changes can be made.



Personal statement

This is your chance to show what kind of person you are. Add things like:

- I got an award or certificate for...
- I have had work experience or a part time job doing...
- When I'm not at school I like to...
- I can always be counted on to...
- I'm really interested in...
- I'm a member of...
- I have taken responsibility for...

You can create your personal statement in a Word document on the computer and paste it in to LeCAP. Do a spell check before you paste it in. Also get someone else to check it.

If you have a Progress File, use it to help with writing this section. You can also take your 'Presenter' folder to the interview.

3 Top Tips

- 1 Make sure the spelling and grammar are correct.
- 2 Don't use fancy fonts or colours.
- 3 You can type up to 1,400 characters.



Your post-16 choices

The course choice section is in two parts:

1 Add courses to your basket

You can:

Retrieve courses you have saved in CourseFinder

- Click 'Favourites' and enter your CourseFinder username and password.
- A message will tell you that your courses have been added to your basket.

Search for Courses in LeCAP

- Click 'Search' and select a type of course, subject, level, or learning provider.
- Tick the courses you are interested in and click 'add to your basket' at the bottom.

2 View your basket and make your final choices

Prioritise learning providers

- You must use the round buttons to choose your 1st, 2nd and 3rd choice of course provider.

Prioritise courses

- You can use the priority drop-down list to choose your preferred courses in each school/college. Or you can leave the course priority blank. It's important to add the course priority if you are applying for more than one full-time vocational course at the same college. You will be considered for your 1st priority course and others will be reserve choices.

You can delete a course by selecting 'X' from the priority drop-down list.

not selected 1st 2nd 3rd

Priority 2nd

Priority 1st

Priority 3rd

3 Top Tips

- 1 Check the entry requirements and only apply if you have a good chance of getting the grades needed.
- 2 Find out as much as you can about each course and learning provider before you choose.
- 3 Check that the course you have chosen will help you achieve any career goals you have.

Reasons for your choices

This is your chance to show that the courses you have chosen are right for you.

Your reasons may include:

- The subjects you have enjoyed or are good at.
- Your career goals.
- The university course you want to do.
- Work experience or other activities that you have done.
- The type of study that suits you best.
- What you have researched and found out about the course.

You can write your reasons in a Word document on the computer and paste it in to LeCAP. Do a spell check before you paste it in and also get someone else to check it.

3 Top Tips

- 1 Make sure the spelling and grammar are correct.
- 2 Your reasons may be read by all of your chosen learning providers so try to explain all of your course choices.
- 3 Don't use fancy fonts or colours.

Apprenticeships

To do an apprenticeship you need a training provider and an employer.

You can apply to training providers through LeCAP but you'll also need an employer.

Some training providers will help you find an employer and you may be able to start as a pre-apprentice in the meantime.

Others won't be able to offer you a place until you have an employer.

Employers with vacancies for apprenticeships can be found on

www.apprenticeships.org.uk
and on
www.connexions-leics.org/jobs

If you have applied for an apprenticeship, you must also actively look for an employer yourself.

Sending your form

When all of your LeCAP icons have turned blue and you see a chequered flag you have reached the LeCAP finishing line!

Do a final check to make sure you are happy with your form and then click the 'send' button on your home page.

What happens next?

Your tutor will check the form and add a reference. If your tutor thinks anything needs changing they can send the form back to you.

They will add a message to your homepage to let you know what's needed. When you've finished you'll need to send it again for them to do a final check.

Where will my form go?

When your tutor is satisfied everything is fine your form will be submitted to your chosen learning providers.

Your form will go straight away to your first and second choice. It will only go to your third choice if you withdraw from, or are unsuccessful with, your first or second choice.

If you have ticked the box to apply for Foundation Learning the form will also be sent to your Connexions adviser who will contact you to advise you what to do next.

Check through your form carefully before clicking 'send'.

LeCAP

Personal | Qualification | Statement | Choice | Reason

Student Home Page

Student Name: De
School Name: E
Tutor Name:

Logout
Password/Email
Application Form
Print Blank
Help
Data Security
View/Print Form

What next? I have discussed my application with my parents/carers

Have you completed your application?
Are you happy with how you have filled in the form?
If you are, click Send to send your application for checking by your tutor or careers coordinator.

Send

Interviews

The interview is your chance to:

- find out more about the course you have applied for.
- explain why you think you should be offered a place.

You should be given an interview by your first choice of learning provider. Your second choice may also interview you. Some colleges or training providers may also ask you to sit a test.

Contact the college if you won't be going to your interview to explain why. If you are no longer interested in the course they can update LeCAP to show you have 'withdrawn'.

Offers

After your interview the college will contact you and either:

- Offer you a place.
- Let you know that you have been unsuccessful.

They will update LeCAP to show the result. You may get an offer from your first and second choice college. If you are unsuccessful with all of your choices your LeCAP form will be 'unlocked' so that you can apply for other choices.

Accepting offers

You should let colleges know whether or not you want to accept an offer by the 10th May. You can only accept one offer. If you accept one offer and then receive another offer that you prefer you must withdraw from the first one. The college will update LeCAP to show you have accepted.

5 ways to make the most of your interview

- 1 Find out as much as you can about the college or training provider and the course beforehand.
- 2 Arrive on time.
- 3 Be ready to explain why you want to do the course.
- 4 Smile and be enthusiastic.
- 5 Be positive about your strengths but always stick to the truth.

The main time for interviews to take place is between February and April but sometimes it might be later.

An offer may be dependant on you getting certain grades. This is sometimes known as a 'conditional' offer.

If you need advice on which offer to accept contact your Connexions adviser or LeCAP coordinator in school.

When you get your exam results

Contact the learning provider you have applied to and let them know your results.

If you are unsure what to do when you get your results contact your school or your local Connexions centre.

Your LeCAP Calendar

September 2011

- Use your Connexions resources in school and www.connexions-leics.org to find out about jobs and options after Year 11.
- Talk to your family, Connexions adviser and teachers about your ideas for the future.
- Look at CourseFinder www.coursefinder-leics.org to find out what's on offer and save your favourites to 'My courses'.

October - November

- You will be given your LeCAP username and password and introduced to LeCAP in a lesson in school.
- Visit open days or evenings at colleges, schools or training providers - details are on CourseFinder.
- Make a start on the first few sections of your LeCAP form and start to add courses to your 'basket'.

December

- Make your final decisions about your course choices and make sure all sections of your form are complete.
- Get advice on your choices if needed.
- You may be given a deadline by your school to send your form to your tutor.

January 2012

- Send your form to your tutor if you haven't already done so.
- Your school should check your form and submit it by 31st January.

February

- You can still send your form but some popular courses may be full.
- Apply to apprenticeship employers. Look in the Leicester Mercury or other local papers. Contact companies to ask about vacancies.

- Look out for local apprenticeship vacancies for school leavers on www.connexions-leics.org/jobs and register on www.apprenticeships.org.uk

March - April

- This is the main period for attending interviews.
- Talk to your school careers teacher or Connexions adviser if you're not sure about your plans.

May

- By May 10th you should have replied to any offers of courses to accept or reject the offer. You can only accept one place.
- Your Connexions adviser may contact you if you have applied for Foundation Learning.
- Start your GCSE exams.

June - July

- Try to make the most of your summer. Why not look for volunteering, join a youth activity project or take a temporary job?

August

- Get your GCSE results.
- Visit your Connexions centre or school for help if needed.
- Ring colleges, schools or apprenticeship providers to finalise your plans.

September

- Start work, training or your new course - good luck!