

Dear Colleague

## **CourseFinder The on-line area prospectus**

The attached email was sent to all contacts on the CourseFinder database on 2<sup>nd</sup> July 2008.

Please will you make sure that whoever is responsible for this in your school/college has rolled forward your data and made the necessary amendments and additions to the 2009 data as soon as possible and by the end of September at the latest. If the rollover is not done by 6<sup>th</sup> October we will roll forward the current data centrally and assume it is accurate.

It is essential that post 16 data in particular is as accurate and up to date as possible to enable the data to be transferred to LeCAP for on-line applications. If courses are not listed this will hold up the application process. All year 11 students are expected to use the on-line LeCAP this year.

Connexions Leicester Shire is managing CourseFinder on behalf of the Leicester and Leicestershire local authorities that have a statutory responsibility for providing an on-line prospectus. CourseFinder is an excellent opportunity for schools and colleges to showcase their offer to thousands of young people. Inaccurate or poorly presented information is likely to have a negative impact.

Publicity and further marketing of CourseFinder will take place in October to coincide with the launch of the 2009 data.

If your organisation is offering Diplomas in 2009, details of these need to be added to CourseFinder too. Instructions of how to do this are in the guidelines referred to.

Please don't hesitate to get in touch with me if you have any questions about this or email [coursefinderhelpdesk@connexions-leics.org](mailto:coursefinderhelpdesk@connexions-leics.org)

Yours faithfully



Roz Smith  
Learning Services Manager

Email sent to CourseFinder administrators.

***This is a reminder about making sure that you roll forward your course and programme data to 2009/10 and make any amendments needed before 1st October deadline.***

***Thanks to all providers that have already made the changes.***

*On the CourseFinder data management site the facility to copy forward your courses to the next academic year, 2009-10 is now available.*

*This is a button at the top of your programme/courses list.*

*In the process of copying forward you can exclude any courses that will not continue. Once the list is created, you can amend any details and add any new courses including the Diploma. If some courses are not yet confirmed, you can set their 'Availability' category to 'Proposed'.*

***Note:*** *this copying process can only be implemented once and cannot be undone. It is advisable therefore to plan your list in advance. The new 'Export' facility on the admin home menu allows you to download an excel sheet of all your current courses. This may help your planning.*

*The 2009-10 courses will be made live on the public site, [www.coursefinder-leics.org](http://www.coursefinder-leics.org) on 1<sup>st</sup> Oct 2008.*

*The facilities in CourseFinder are frequently upgraded. The latest Guidelines for data managers can be downloaded from [www.connexions-leics.org/staffroom](http://www.connexions-leics.org/staffroom)*

*This instruction applies to courses and programmes for Key stage 4 and post 16 not for rolling programmes.*

*If you are no longer the right contact please pass this message on to whoever is responsible for your pages. I would appreciate you letting me know who the new contact should be.*

*I am also attaching the latest copy of 'In the Loop' to keep you up to date with what is happening with CourseFinder and LeCAP.*

*Please pass this on to anyone else who needs to know.*

*Thanks and regards*

*Roz Smith*