

Keeping you in the LOOP

Leicestershire 13-19 Area Prospectus

April 2007
Issue Number 3



Progress

The interim prospectus was launched in January and can be seen on www.coursefinder-leics.org.

All schools and colleges have provided the basic data that allows their post 16 courses to be listed on the prospectus. We are now collecting data on Year 10 and 11 courses and expect most of these to be on the prospectus by the end of April.

Views collected from consultations have been fed back to S_cool who are currently planning an upgrade to be released this summer. As Connexions Leicester Shire has undertaken more analysis and consultation than most other areas, we have had a significant influence on these upgrades. The data management upgrades will be ready for May in time for the providers' training courses (see below).

Training Courses : Manage your own prospectus data

In May, with an upgraded data management system in place it will become possible for schools and colleges to manage their own data. This includes giving more information about the institution, adding localised information about each course and updating courses for next year's entry.

The major advantages are that accuracy can be better maintained and efficiency improved for schools with information already at hand in electronic format. Training will be provided in June to enable school staff to update and improve their data in time for the public launch of the full prospectus in September.

Upgrading Course Information

The information needed by young people and their parents is a lot more than the basic course or qualification title. Many schools and colleges already provide more details in printed form or on their web sites. The prospectus will bring this information together in one place and in a comparable format.

For each qualification, generic information will be written to cover the course content, next steps and career prospects. Providers will also be able to use optional fields to add relevant local information. These optional course fields are shown in the example data below.

Updating Course Information

The prospectus will hold a set of course data for the current academic year and a separate set for the following year.

On 1st October each year the set available on public view will be moved on a year, i.e. from October 2007 until September 2008 the data will relate to courses available from autumn 2008 onwards.

During the summer term of 2008 the current data can be copied into the next year and updated ready for release in October.

The Reference Group

The reference group drawn from a wide range of schools, colleges and other stakeholders has been meeting to review progress and comment on development proposals.

The views expressed have helped shape the development and ensure it meets the needs of all course providers. Further meetings will be held in the summer term.

We would like every stakeholder to have the opportunity to be part of this group. If you or a representative would like to attend, please contact Roz Smith – details under Contacts.

Training

Who should be trained?

Whilst the person overseeing the information provision should have a senior role in curriculum management or marketing, another person may be chosen to input the data. That person should have a good understanding of the data so that they can recognise any potential inaccuracies and appreciate qualification structures and variations.

The training will cover the practical tasks of inputting and amending information. It would therefore be advisable that the person inputting the data should attend.

Preparation

To get the most from the training, it is advisable to collect together as much information that you already have, ideally in an electronic format. During the training you will be working on your own live data and can paste new data directly into the prospectus.

The example in this newsletter illustrates the type of material that you could include. Further guidelines for information will be available early in May.

When and Where?

11 June - 1.30pm - 4.30pm
13 June - 1.30pm - 4.30pm
18 June - 9.30am - 12.30pm
22 June - 9.30am - 12.30pm or 1.30pm - 4.30pm

At the City Learning Centre Beaumont Leys -
<http://www.clc-leicester.org.uk/location/>

Refreshments will be provided.

Please confirm who will be attending from your school/college and which day you would prefer to : Kate Frankland kfrankland@connexions-leics.org by 31st May.

Course Data Example

Generic Information centrally provided.
All other fields to be supplied by the provider

#BTEC National Diploma : Travel and Tourism

QCA Qualification Title:

EDEXCEL Level 3 BTEC National Diploma in Travel and Tourism (100/3076/1)

#Sector : Leisure, Travel and Tourism#

#Subject: Travel and Tourism

#Qualification Level: 3

#Awarding Body: Edexcel

#Qualification Designation (Type): BTEC

#Qualification Keywords: Travel, Tourism, and Holiday

Description

Qualification Aim : To provide you with the skills and knowledge to enter employment is a wide range of roles in the travel and tourism industries and to enable you to develop skills needed for higher education courses.

Syllabus Content : You will investigate the travel and tourism industries including retail travel, tourism centres and tourist attractions. As part of the course you will be able to explore different types of work and career options within a very varied industry.

Units covered include

- * The businesses of tourism
- * Marketing
- * Tourist destinations
- * Customer service
- * Travel safety
- * Retail Travel - travel agencies
- * Holiday Representatives
- * Passenger transport operations

Study Methods : A practical work-related course involving team projects, individual assignments and tutorial guidance.

Assessment Methods : Internal and external assessments, projects, case studies and exams.

Miscellaneous Notes : The course will include a short trip visiting a tourist operation

Entry Requirements : 4 GCSEs at grade C or above including English Language and Maths; or an NVQ level 2 in Leisure and Tourism.

#Career Prospect : There is a range of opportunities in tourism, particularly if you are willing to travel. With further qualifications and experience these can lead to senior positions. The skills taught on this course can also be applied to other business and customer contact careers.

#Next Steps :

Higher Education: eg HND Tourism Management or Foundation Degree in Travel and Tourism.

Employment: typical jobs have recently been Business Travel Advisers and Customer Service Executives in the travel industry

College Course Code : B14359

Delivery : Full-time

Web page link : www.shirescollege.ac.uk

Campus : Belvoir Campus

Duration : 2 years

Start Month : September

Cost : Approx £60 for materials and £75 towards the trip

Availability : Dependent on demand

Contact : The Student Services Manager

SEN Target : No

Which Courses? Which providers?

The aim is to cover all courses available from whatever source. This will include work based learning, such as apprenticeships and e2e; full-time courses at schools and colleges and enrichment activities.

Courses provided by both publicly funded and private organisations can be included. Although the prospectus will focus on the Leicestershire and Leicester City areas, venues in adjacent counties attracting students from within Leicestershire can also be included. There will also be links to similar prospectus sites within the adjacent counties.

National Standards

The DfES is consulting all the prospectus developers with a view to creating some national standards.

Over 30 areas are using the S_cool prospectus system, Futures4me, and so S_cool will be a major influence on these standards.

We do not therefore anticipate that conforming to the standards will require any restructuring of our data.

LeCAP online

The online Post 16 application system, LeCAP, has been used successfully by over 10 schools this year. All schools will be offered training in the web-based system.

The course lists in LeCAP will be updated daily from the prospectus, so that both sites are in step. Students will be expected to use the prospectus early in the autumn term to explore potential courses and shortlist their choices before moving on to LeCAP to make their applications.

Timetable

	Key dates
June 2007	Training courses for providers
June - July 2007	Checking existing data and adding optional data
June - September 2007	Updating course lists for courses commencing September 2008
September 2007	Launch of the full Leicester and Leicestershire area prospectus
1st October 2007	Release of data for 2008 courses
October 2007	LeCAP takes its post-16 data from the prospectus

New name?

The name 'Course Finder' has been used for the interim version. Should we stick with it or choose a new name?

School students have been asked to come up with ideas, but suggestions from any source are welcome. The name should be distinctive and easy to remember as well as conveying something of the purpose or content of the prospectus.

Please send any ideas to Roz Smith by May 11th.

Contacts

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Please feel free to contact us with any questions or comments you have about the prospectus developments and we will do our best to help.

For more information

Please contact any of the above for more information.

In the Loop – Back copies

You can view and download the first two editions of this newsletter from the 'Partners and Staff' section of Connexions web site, www.connexions-leics.org/mags/staff.asp#lp. An introductory leaflet published following the interim launch is also downloadable from this site.