

# Keeping you in the LOOP

Leicestershire 13-19 Area Prospectus

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**connexions**  
LEICESTER SHIRE

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## **MAKE SURE .....**

**your 2008 courses  
are on the area prospectus -  
ready for the launch!**

This is your opportunity to make sure your school or college has the profile you want on the full version of the prospectus.

The interim version contained data for post 16 courses starting in September 2007.

We now need to make sure that before the launch we have full and comprehensive details of all the courses available for young people from 13-19 starting in September 2008.

This means **your** offer for Key Stage 4 onwards.

## TRAINING

**It is important that your school or college is able to access and use the password-protected area of the learning prospectus to update your course information.**

### **The aim of the training is:**

to introduce the participants to the Area Wide Prospectus across Leicestershire and enable providers to manage their data ready for the launch in September 2007

## OBJECTIVES

By the end of the session, participants will know:

How to access the administration pages of the prospectus

How to add other users for their institutions

How to update and amend details for their own institution

How to add and amend course data for their own institution

**There are still places  
on the following dates .....**

**18th June** - 9.30am - 12.30pm

**22nd June** - 9.30am - 12.30pm

**22nd June** - 1.30pm - 4.30pm

Dates for early September will be available shortly.

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](mailto:kfrankland@connexions-leics.org)

# Preparation

To get the most from the training, it is advisable to collect together as much information that you already have. As we will be training on your current data, you will be able to use the information you bring to update, correct and add to this. The information could be in printed form such as the college prospectus or courses leaflets.

However an electronic version (eg a Word document or spreadsheet) may save typing time, as you could then cut and paste from it. They could be on a CD, memory stick or you could email it to [cbosley@connexions-leics.org](mailto:cbosley@connexions-leics.org) in advance.

# Guidelines and FAQ

Some guidelines have been prepared describing the data that can be recorded for each school or college and for each course. These will be refined and added to in response to feedback during the training courses. The current version is available in the 'Staff and Partners' section of the Connexions website [www.connexions-leics.org](http://www.connexions-leics.org) web site under '14-19 Education'.

A Frequently Asked Questions document will be compiled and added to this web page based on questions arising during the training sessions.

## Contacts

**The project team within Connexions is:**

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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](http://www.connexions-leics.org/mags/staff.asp#lp) . An introductory leaflet published following the interim launch is also downloadable from this site.