



Welcome to the latest in a regular series of email updates for people with an interest in CourseFinder and LeCAP and their implementation as part of the 14-19 education reforms. We hope it will provide helpful reminders and answers to some of your queries. Please forward it on to other people in your organisation who may find it useful.

### Over 9500 students completing online LeCAP forms

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A total of 8889 online forms have now been submitted to learning providers and a further 845 have been started but not yet submitted, making a total of 9734 applications.

### LeCAP key dates

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Here's a reminder of some of the key dates for the remaining part of the process:

**February to April** Main interview time for 1<sup>st</sup> and 2<sup>nd</sup> choices. Admissions staff to update LeCAP with results of applications.

**Mid April** Most students will get an offer or their forms will be passed to their 3<sup>rd</sup> choice

**May 10<sup>th</sup>** Students should accept offers and not hold more than one definite offer.

**Late August** On receipt of GCSE results, if in doubt about choices or acceptance, students to contact the school or college or get advice from Connexions.

### LeCAP review meetings

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A series of review meetings has been scheduled to enable us to look at how the LeCAP process has worked for all of you this year. The feedback gained will allow us to identify potential upgrades to the system (budgets allowing) and highlight any changes needed to the protocols, guidelines and training that support the process. Thanks to those who have already confirmed attendance. If you are unable to attend please send us your feedback by phone or email.

**Meeting for school coordinators** Monday 15<sup>th</sup> March 2-4pm  
Leicester Connexions Centre, Charles Street LE1 1HL

**Meeting for admissions managers** Thursday 15<sup>th</sup> April 2-4pm  
2<sup>nd</sup> Floor 6 Millstone Lane, Leicester LE1 5JN

**Meeting for Connexions advisers** (nominated by Area Manager) Monday 19<sup>th</sup> April 2-4pm  
2<sup>nd</sup> Floor 6 Millstone Lane, Leicester LE1 5JN

## Apprenticeship applications

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The procedure for applying for apprenticeships on LeCAP changed slightly this year. Students now choose apprenticeship options in the same way as full time courses. They apply for a specific apprenticeship with a chosen learning provider. Only those apprenticeship providers who have entered their course data onto CourseFinder will be available to apply to. Students can tick boxes to indicate their progress towards finding an apprenticeship employer and need for advice.

Apprenticeship providers log into LeCAP as admissions managers to access applications. (Connexions do this on behalf of some smaller apprenticeship providers).

The LeCAP application is an expression of interest to a training provider. However to start a paid apprenticeship students also need an employer. Some training providers may be able to match students with suitable employers. Others may offer a 'programme- led apprenticeship' where the student begins their apprenticeship qualifications with a view to finding an employer at a later date – in this case the student would not be paid but may be able to claim EMA subject to eligibility.



Apprenticeships

All students looking for apprenticeships should also register on [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) where they can be matched up with any current vacancies for apprenticeship employment.

Connexions advisers can log on to LeCAP to see a list of all students in their linked schools who have applied for apprenticeships to enable them to offer support.

## LeCAP – leading the way

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Leicester and Leicestershire are considered to be at the forefront of common application process developments, being in our 5th year of online applications. We have been involved in two events recently which have enabled us to share our good practice and lessons learnt in developing and implementing LeCAP.

We hosted a DCSF learning visit for 14 representatives from Local Authorities across the country. As well as getting hands on experience of our product they heard inputs from Rushey Mead School, Ashby School, Regent College and a personal adviser from Connexions. All of the speakers were able to emphasise positive outcomes from being involved with LeCAP.

We also attended a DCSF meeting in London along with representatives from Rushey Mead and Ashby schools to contribute ideas for a guidance pack being produced for LAs currently developing their common application process.

## Latest Government guidance stresses importance of online prospectus

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The Statutory Guidance on Impartial Careers Education highlights the importance of the online prospectus (CourseFinder) in ensuring that all young people have access to impartial information about local education and training opportunities. It asks senior managers in schools to:



- “Appoint a lead for the local 14-19 Prospectus and ensure that information about school courses is updated at key points during the academic year.
- ensure that the 14-19 Prospectus is introduced to learners (and their parents/ carers) no later than Year 9 as part of the school’s programme of careers education
- help and encourage other members of staff providing information and advice to young people about learning and work opportunities -for example those providing personal tutoring- to make effective use of the 14-19 Prospectus/CAP.”

To download a copy of the guidance [click here](#).

## Working with Year 10s?

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If you deliver part of the careers education or IAG programme in a school and you will be covering post 16 options with Year 10s this year, remember to introduce them to CourseFinder. It’s essential that all students are aware of this key information tool to enable them to access detailed information on the full range of learning opportunities. Students will be much better prepared for their LeCAP applications having already researched their choices.



All schools should have received supplies of an introductory leaflet about CourseFinder last term. You can also download the leaflet here [www.connexions-leics.org/library/13\\_19.asp#cl](http://www.connexions-leics.org/library/13_19.asp#cl)



You may also have some supplies of the Get Learning booklet left over. Get Learning is a workbook for students which contains exercises to introduce them to research using CourseFinder. [http://www.connexions-leics.org/library/13\\_19.asp#glb](http://www.connexions-leics.org/library/13_19.asp#glb)

## **XCRI: eXchange of Course Related Information**

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Currently learning providers enter their course information onto CourseFinder via the futures4me website. They may go through a similar procedure to get their data onto other databases such as UCAS and Hot Courses. XCRI will eventually offer a way for colleges to make their data available once, in a standard format that will be able to be accessed by all course directories. A number of local colleges attended an event at Leicester University last week to find out about an East Midlands project offering support to FE sector colleges to develop the ability to publish course data via XCRI. Get more information from this leaflet [http://www.nottingham.ac.uk/eportfolio/xcri/XCRI\\_Flyer.pdf](http://www.nottingham.ac.uk/eportfolio/xcri/XCRI_Flyer.pdf)

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