

# Keeping you in the LOOP

## Leicestershire 13-19 Area Prospectus

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### In the Loop CourseFinder and LeCAP

#### **What's happening with the local area prospectus (CourseFinder) and the Leicester and Leicestershire Common Application Process and application form (LeCAP)?**

#### **Background Information**

The government is soon expected to re-release a vision document outlining the requirements for the development of area prospectuses, electronic Common Application Processes (CAP) and electronic Individual Learning Plans (eILP).

Here in Leicester and Leicestershire we already have in place CourseFinder – the area prospectus, LeCAP the Common Application Process and form and a pilot eILP. This means we are well ahead of most areas of England.

These products are important parts of local 14-19 implementation plans.

The aims of the prospectus and LeCAP include:

- Giving learners a comprehensive picture of the local learning offer
- Providing Management information - about potential and future demand for courses
- Supporting the achievement of the September guarantee
- Helping advisers to give effective Information, Advice and Guidance

The success of these products relies on everyone involved in local 14-19 developments playing their part. The most important issue is to ensure that the data held on CourseFinder is accurate, comprehensive and up to date. The following items are to inform you about what's required so that we have a reliable and robust prospectus for all users.

## Adding your curriculum offer for 2009/2010

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)

## Ensuring quality and consistency

### Course Titles:

To maintain consistency between providers and to differentiate between courses, education courses should be named after their main qualification. Please use the format of '**Qualification: Subject**' (with no space before the colon). This ensures that the search engine picks up the required data.

Examples:

- Diploma (Foundation): Engineering
- AS/A2 Levels: French
- BTEC National Diploma: Travel and Tourism
- GCSE (double): Science
- GCSE: Design and Technology, Resistant Materials
- C&G Levels 1&2: Beauty Therapy
- ADSAN: Numeracy

## Links with LeCAP

Accurate data on CourseFinder is crucial. If courses are not on CourseFinder they don't appear on LeCAP. It is therefore more difficult for students to apply for them. CourseFinder enables you to market your courses to more young people.

## Specification for Version 4

The specification for version 4 of LeCAP is nearly complete. Most requests for changes will be made, however budget constraints mean some changes will not be implemented.

### Will you be offering Diplomas in 2009?

If so the details of these should be added to your CourseFinder pages by 1<sup>st</sup> October 2008. As a result of these being added for 2008 starts we need to make sure that they are classified in a standard way so that the search facility works for users.

In order to distinguish the new 14-19 Diploma from other qualifications with similar names, please always start with the word 'Diploma' followed by the level in brackets (see the example above). Each level of Diploma should be added as a separate qualification.

Any other diploma should start with the specific type of diploma.

### Good practice examples

There are a few schools and colleges that have provided very good detail about themselves as providers and good detail about their course provision.

Examples from Ashby School have been added to the Connexions website to help others see what is required.

Use the link below to go to the CourseFinder support pages.

[www.connexions-leics.org/staffroom/coursefinder.asp](http://www.connexions-leics.org/staffroom/coursefinder.asp)

## Age Range

For each course/qualification offered the age range asked for is the age range for the course not the school eg 14-16 should be used for a GCSE in a city school rather than 11-16.

## Usage of LeCAP and expected roll out for 08/09

All city schools are now committed to using LeCAP with all their year 11 students. In the county there are now only three schools not engaged with the process of using LeCAP. Those that have used it with all their Year 11 cohort are very positive about the benefits of the system for the students and the schools. Schools with potential barriers have been given the opportunity to express these and comment on the revised specification for Version 4. If you would like to find out how similar schools have implemented LeCAP, please contact Roz Smith who can put you in touch with a LeCAP 'Champion'.

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### Option blocks

The 'Option Blocks' item on the CourseFinder data admin menu allows schools to list the subjects in each timetabled block. We are planning to transfer and display this information in LeCAP, so that students are aware of potential timetable clashes. We hope this will help schools with post 16 provision.

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### E2e and apprenticeships

CourseFinder is now displaying the full range of work-based learning opportunities, as apprenticeship and e2e providers are adding information about their courses. The apprenticeship occupation lists on LeCAP are drawn from those on CourseFinder.

### Training

There will be training courses for LeCAP school coordinators on 11<sup>th</sup> and 16<sup>th</sup> September and for admissions staff later in the autumn term. Further training courses for these and for managing CourseFinder data will be run according to demand. Please contact the training team, 0116 261 5922, for information or to register interest in future courses.

## 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.

You can also register your queries with the CourseFinder/LeCAP helpdesk  
Tel: 0116 261 5904 Email: [coursefinderhelpdesk@connexions-leics.org](mailto:coursefinderhelpdesk@connexions-leics.org) or [lecaphelpdesk@connexions-leics.org](mailto:lecaphelpdesk@connexions-leics.org)