

# Keeping you in the LOOP

Leicester and Leicestershire 13-19 Area Prospectus

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No 7



## 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)?**

In April 2009 DCSF published an Action Plan for the 14-19 Prospectus and Common Application Process.

[http://www.dcsf.gov.uk/14-19/documents/action\\_plan\\_for\\_14-19\\_prospectus.pdf](http://www.dcsf.gov.uk/14-19/documents/action_plan_for_14-19_prospectus.pdf)

The action plan defines what is expected in a prospectus. The aim is to ensure that all young people have access to impartial information about local education and training opportunities. The Action Plan also covers the requirement for an on-line common application process to be fully implemented for the year 11 cohort by 2011.

Here in Leicester and Leicestershire we are addressing the area prospectus developments that are needed. All providers have a contribution to make to the successful development of the Prospectus. As far as the CAP is concerned LeCAP fulfils the requirement for a common application process and our local version has been used as an example of an established process for other areas to learn from.

## Adding your curriculum offer for 2010/2011

On the CourseFinder data management site the facility to copy forward your courses to the next academic year, **2010-11** 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 '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 2010-11 courses will be made live on the public site, [www.coursefinder-leics.org](http://www.coursefinder-leics.org), on 1<sup>st</sup> Oct 2009.

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)

## CEIAG

CourseFinder is a fundamental tool for ensuring that schools are providing impartial careers education, information, advice and guidance as outlined in the Education and Skills Act 2008. It will be part of the 'key information' provided to help young people make well-informed choices. It is also important that all staff in schools and colleges are familiar with the prospectus so they can offer support to young people.

## Ensuring consistency

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

## **LeCAP**

Following an extensive review of the current version, the specification for version 5 of LeCAP is now complete and should be completed by the start of the Autumn term. The updated version can then be used from 1st October 2009.

## **Coursefinder 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.

### **Will you be offering Diplomas in 2010?**

2010 sees the launch of many more Diplomas in this area. Please make sure that if your students are able to participate in a Diploma at your school, or another school, that they are listed as part of your school offer. The venue needs to be added as where the off site provision will be undertaken. If the delivery is not confirmed please add the details as 'proposed'. Any other offer delivered as a consortium or collaboratively with other institutions should also be added in the same way.

Details should be added to your CourseFinder pages by 1<sup>st</sup> October 2009. 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 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 and be classified as 'other'.

### **Quality**

Is your course information accurate and up to date? How do you want to be viewed by thousands of users

There are now thousands of people using CourseFinder to look for information about courses and providers. In fact, over 23,000 visits were made between April 08 and March 09. The quality of the information provided by schools, colleges and other learning providers is variable. How do you want to be viewed? Please ensure that whoever is responsible for keeping your data up to date is able to give an accurate representation of your school or college.

Many providers have regularly updated their course details and have included comprehensive details about their courses. This is really important to ensure young people are able to compare courses and institutions. Examples of good practice are included on our website at [www.connexions-leics.org/staffroom/coursefinder.asp](http://www.connexions-leics.org/staffroom/coursefinder.asp)

Use this link to go to the CourseFinder support pages.

# 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.

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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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## Prospectus 'rebuild'

S\_Cool, the providers of our prospectus, are currently in the process of rebuilding the database. This will improve the searching process by using a 'Google style' searching mechanism. This should improve the usage of the site for young people and advisers. The home page will also be refreshed as part of this development.

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## Events and Open days

Don't forget you can add details of any open days and events to CourseFinder to raise the profile of events provided for young people to find out more about your provision.

Users can access this information from a general calendar as well as through your institution's pages

## Contacts

The project team within Connexions is:

**Chris Bosley**

**Tel: 0116 236 3349**

**Email: [cbosley@connexions-leic.org](mailto:cbosley@connexions-leic.org)**

**Sheila Cunningham**

**Tel: 0116 261 5923**

**Email: [scunningham@connexions-leics.org](mailto:scunningham@connexions-leics.org)**

**Roz Smith**

**Tel: 0116 261 5936**

**Email: [rsmith@connexions-leics.org](mailto:rsmith@connexions-leics.org)**

**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)**