

LeCAP 2010

A GUIDE FOR ADMISSIONS MANAGERS

A Guide to the Internet version of the Common Application Process for young people applying for post 16 learning opportunities in Leicester and Leicestershire



LeCAP Version 5, Aug 2009

This guide is for school staff managing the admissions process in colleges and sixth forms. Two further documents *The LeCAP Protocols* and *The LeCAP Process Explained* set out the responsibilities of schools and admissions managers and outline the key stages of the process from preparation in the autumn term to results day in August. These and other materials about LeCAP can be downloaded from www.connexions-leics.org/staffroom/lecap.asp

Managing LeCAP Admissions

1. Set-Up

- Connexions will notify the admissions manager of his/her username and password. The site can then be logged into at www.lecap-leics.org

2. Course information

- The LeCAP courses database holds information supplied daily via the CourseFinder database. It covers all full-time courses appropriate for 16-17 year old applicants.
- The college information staff may use CourseFinder's online course data management pages to add/delete courses or amend information about the courses. www.futures4me.co.uk/admin

3. College data

- The admissions manager can amend information and settings for their school/college. Information for viewing by students can also be added including a description of the school or college, advice about subject options and prioritising course choices, and help provided for apprenticeship employment.

4. Add new users

- The admissions manager logs on and can allocate usernames and passwords for:
 - Other admissions managers (same facilities as the initial manager);
 - Interviewers (facilities only to search, display and print applications, and input decisions);

5. e-Mail notifications

- An e-mail will be sent to the college from LeCAP notifying the number of new applications (on a daily basis, if there are new applicants). These will be applicants who have selected the college as their 1st or 2nd choice and those who have been unsuccessful with their first 2 choices. If colleges are regularly checking on LeCAP, they can suppress these e-mail notifications.

6. Receiving applications

- The admissions manager's home page lists the number of applicants at each stage of the process, e.g. 'new applicants', 'waiting for a decision', 'offered a place'.
- The admissions manager can download all the new applications as PDF and data files. The PDF includes the tutor's reference. The data file can be used to import the applicants' data into the college's own database.

7. Interviews

- The admissions manager and interviewers can search for and view a list of applicants on screen, sorted in alternative orders (school of origin, alphabetical, current status, choice preference). Applicants' forms can then be individually displayed, printed or downloaded.
- All applications received by 31st Jan must be given equal consideration. Later applicants can be considered if places are available.

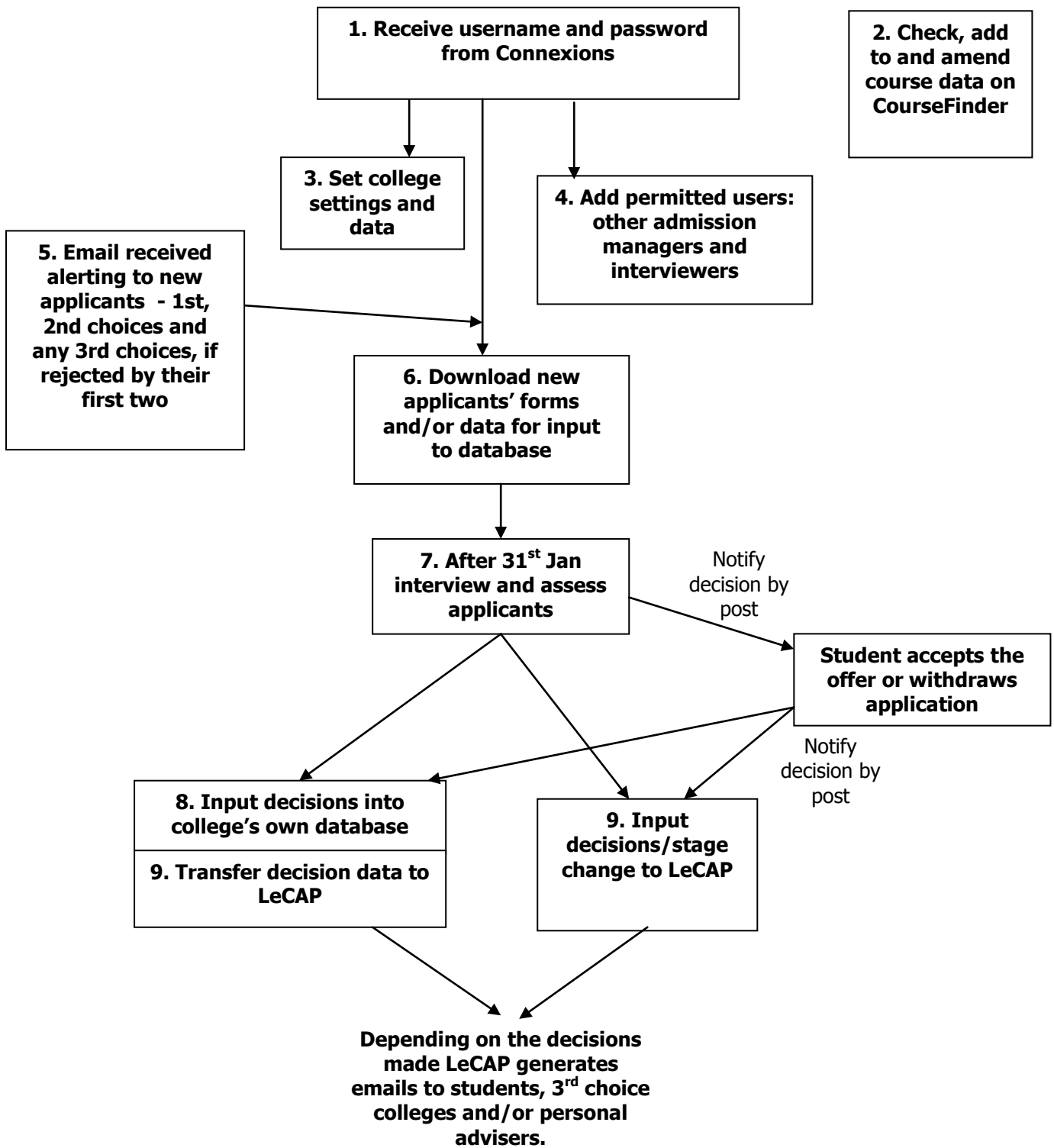
8. Record decisions

- Rejections, offers, acceptances or withdrawals should follow your college's current procedures and these decisions recorded in your own administrative system or database. You should continue to use your existing means of communicating with applicants.

9. Data returned to LeCAP

- The admissions manager **must** provide the applicants' changes of status at regular intervals (possibly daily or weekly). This can be either via the search pages (see page 8) or en bloc as a CSV file imported to LeCAP (see page 6).

LeCAP Admissions Process



College Data

Access the course data input/amend page from the 'College Data' button on the home page.

Data required for LeCAP

An asterisk * indicates an essential field.

***Name:** Full name of the school or college.

***Abbreviated name:** For use within data tables. Maximum 15 characters.

***UKPRN:** The UKPRN is a nationally unique number allocated through the UK Register of Learning Providers, <http://www.ukrlp.co.uk/ukrlp/ukrlp.first>

Active: Indicates that the college is currently participating in the LeCAP process and so is available for applicants to select. If a college ceases to participate, the data will be kept for statistical purposes.

***District/Zone:** The local authority district where the main college campus is situated.

In Leicester: Is the college in Leicester? This is used as a search factor for students.

***Email for notifications from LeCAP:** The e-mail address for the office receiving applications.

Receive email notifications: This can be switched off if you are checking LeCAP frequently for new applications. Otherwise LeCAP will send emails notifying you of the number of applications waiting to be downloaded.

Not recording stage changes: A tick indicates that the college is not planning to input offers and rejections. Applications will automatically be submitted to their 3rd choice provider. This must be set before 1st December. After that date the indicator is fixed.

PDF sort order: You can set the order of the forms (by date of submission, choice preference, alphabetic) in the downloaded PDF file of new applicants.

Main contact: Select which manager should receive communications from Connexions.

Additional information to help students' decision making

Address lines: Type in the address for enquiries, leaving any spare lines blank. 'Address Line 1' can be used for the office or section within the college.

***Web Site:** URL of the school or college web site.

***Telephone number:** The telephone number for students enquiring for more information about potential courses.

***Contact details:** Advice for students seeking more information about the college or specific courses. Name of who they should contact. Include any email address to write to and any information about themselves that they should give when enquiring.

Expectations for considering/interviewing 2nd and 3rd choices: Do you expect to interview all applicants or just those who have your college as their first or second choice?

Interviews completed: The month when you expect to complete interviews for applications received by 31 January.

College's own form: Tick if your college issues its own application form in addition to the LeCAP.

General description of the college: A very brief introductory description of the school or college.

Subject option blocks: Please give any advice needed to help in selection of course combinations or prioritising of courses. You can explain any implications of course priority for full-time vocational courses. You can give explanations of the timetabled option blocks, particularly any compulsory courses. If the blocks are identified in CourseFinder, the name of the block will appear against the course on the student's shortlist. This information field can be used to explain those names.

Apprenticeship employment: Explain what help you can give an applicant in seeking an apprenticeship employer. Please also describe any options you might offer if an employer is not found.

College Data Page

College Administration

<p>Current User: Samuel Freeman</p> <p>College Name: Lambert College</p>	<p>★ Home</p> <p>← Logout</p> <p>? Help</p>
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This information is stored on the LeCAP database for display to applicants or for management of the process. Please amend where necessary and click 'Save'.

* Data required in these fields

Select a College	<input type="text" value="Lambert Sports College"/>
College Name*	<input type="text" value="Lambert Sports College"/>
Abbreviated name* (max 15 characters)	<input type="text" value="Lambert"/>
UKPRN	<input type="text" value="10003245"/>
Currently Active	<input checked="" type="checkbox"/>
District/zone*	<input type="text" value="Oadby, Wigston and Blaby"/>
In Leicester	<input checked="" type="checkbox"/>
Email for notifications from LeCAP*	<input type="text" value="patrick.fryer@lambert.ac.uk"/>
Receive Email notifications	<input checked="" type="checkbox"/>
NB Your college email spam blocker, should be set to receive automatically generated emails from the domain lecap-leics.org	
Not Recording Stage Changes	<input type="checkbox"/> (This Checkbox cannot be changed after 1st Dec)
PDF Download Sort Order	<input type="radio"/> Date Of Submission <input type="radio"/> Choice Preference <input checked="" type="radio"/> Alphabetic
Connexions lead contact	<input type="text" value="--Select Connexions Contact--"/>

Address Line 1	<input type="text" value="Englebert Road"/>
Address Line 2	<input type="text" value="Leicester"/>
Address Line 3	<input type="text" value="Leics"/>
Address Town	<input type="text"/>
Address County	<input type="text"/>
Address Postcode	<input type="text" value="LE2 6YW"/>
Web site*	<input type="text" value="http://www.lambert.ac.uk"/>
Telephone number*	<input type="text" value="0116 224 24325"/>
<u>Enquiries</u> Please type here the contact details for enquiries from students or parents. You can include names or positions; telephone numbers, email addresses. Please include contacts for apprenticeship applicants as well as full-time courses.	<input type="text" value="Please write to 'The Admissions Office' at the above address."/>
Expectations for considering/interviewing 2nd and 3rd choices	<input type="text" value="all applicants"/>
Months when interviews expected to be completed	<input type="text" value="May"/>
Is the college's own application form issued to supplement the CAF?*	<input type="checkbox"/>
General Description of the college	<input type="text" value="Lambert College is one of the leading sports and fitness colleges nationally. We offer a wide range of academic and vocational courses. The"/>
<u>Course Selection</u> Subject Please give here any advice needed to help in selection of course combinations or prioritising of courses. This could include explanations of the timetabled option blocks, particularly any compulsory courses. It could also explain any implications of course priority for full-time vocational courses.	<input type="text" value="We will consider you for each full-time course in the order you give them."/>
<u>Apprenticeship Employment</u> Please explain here what help you can give an applicant in seeking an apprenticeship employer. Please also describe any options you might offer if an employer is not found.	<input type="text" value="The college can introduce you to potential employers in most occupations. However you should also seek employers via other means."/>

Data Transfer between LeCAP and Colleges' databases

Course information

The course information held in LeCAP is imported overnight from the area-wide prospectus, CourseFinder. Students can select their favourite courses from CourseFinder and use LeCAP to refine their choices before making their application. Information about CourseFinder, the 14-19 curriculum developments and guides for maintaining the course data can be downloaded from the 'Staff and Partners' section of the Connexions web site at www.connexions-leics.org. The 'Course' data page in LeCAP is now redundant and should not be used, as any changes made via it will be overridden by data from CourseFinder.

Data downloaded from LeCAP

All colleges/6th Forms will want to download the PDF files of students' applications, so that they can be printed. Some will also want to download this data as a CSV file. It can then be transferred into a database without the need to retype it from the application form. The college's IT manager may need to work with the database supplier/developer to set up this import procedure.

- Colleges have different databases with differently formatted fields. Each will wish to record a different range of fields. The data file that you can download from LeCAP is therefore in a simple comma separated format (CSV) with each record as a single row of data so that it can be interpreted by all systems.
- The CSV File is created overnight. It contains all applications submitted but not yet confirmed as received.
- A field in the College's database must be used to store the LeCAP ID for each application. This will enable the college to recognise applications that have come via LeCAP and to enable data to be transferred back to LeCAP.

Inputting stage changes into LeCAP

The decisions can be input for individual students or a group of students by clicking the checkbox against the students on the 'Search' page and then clicking the 'Change Stage' button. A popup window is displayed to record the change. (See 'How to..')


Alternatively applicants' changes of status can also be imported en bloc via a CSV file. The college could export the data from its own database in the format shown below. The college's IT manager would need to set up this process.

Each row of the text file should consist of 2 columns, the first for each applicant's LeCAP number and the second for a letter depicting their current stage. E.g.

LeCAP ID	Stage
345	R
1234	U
1654	O
2171	A
2674	W

The export process must equate the various stage codes within the college's own database with the 5 LeCAP stage codes. The stage codes are R=**R**eceived, U=**U**nsuccessful, O=**O**ffered place, A= offer **A**ccepted by applicant, W=**W**ithdrawn by applicant/offer rejected.

Important Technical Matters

- If help windows are not appearing and the **Pop-up Blocker** icon appears on the bottom bar of the browser window, right-click on the icon. Then click on **Always allow pop-up windows** from this site. 
- The Browser settings should be set to check for new versions of pages on every visit so that the counts on the home page refresh after the download. This is done via **Tools>Internet Options>Temporary Internet Files – Settings**. Click on **Every visit to the page** and then click **OK**.
- You must have a **PDF reader** (e.g. Adobe Acrobat) on your computer to display and print the pdf file. If you do not have this, ask your IT technician to add it.

“How to...” and other questions

How can my colleagues access LeCAP?

- Click on 'Add new user' and select the user type. These are:
 - Admissions manager - with access to all data and facilities
 - Interviewer - with access to student data
- When you have input a name, generate a password and click 'Save'.
- You can then print the password to give it to your colleague.

When do we receive new applications?

Applications start to be submitted in November and December. However, you should give equal consideration to all applications received before 1st February. Applications will continue to be submitted after this date but you need only consider them if there are places available. See the document '**The LeCAP Process Explained**' for details of the timetable.

How do we receive new applicants?

E-mails are sent to the college from LeCAP notifying the total number of new applications. New students can be downloaded as a PDF file of the application forms and as a CSV data file. You can save either or both files depending on how you plan to manage the application process.

- On your home page click 'Download PDF File'
- Wait until the following text is displayed, 'Please right-click this text to save the PDF file'. A large file may take a long time to save. The file will be a zip file containing separate files of up to 20 applications per file.
- Right click the text and save in a folder of your choice.
- Repeat the process to download the CSV file.
- When you have saved the file or files, click 'Confirm Receipt'.
- The order of the applicants can be set on the college settings page.

How can we view or print individual applications?

- The numbers of applicants at each stage are listed on your home page. Click on any of these lines to display a list of the students.
- Alternatively, click 'Search' and use the input boxes to search for applicants by name, current school or stage.
- Click a 'Form' button to display a PDF of their application and school reference. This can be printed or saved.

After we have confirmed receipt of an application, is it possible to download a second copy of an application form or data?

- Click one of the stage lines on the home page to display a list of the applicants at that stage. Alternatively find the applicant via the Search page.
- Click the tick boxes against the applicants, and then click a 'download' button at the bottom of the page.
- Right-click on the text displayed and save the file.

How can we see our 3rd choice applicants?

3rd choice applicants will be included in the total number of new applicants, if they have been unsuccessful with their first 2 choices. LeCAP will only be aware of this if each college is prompt in reporting back their decisions.

How do we report back our offer/rejection decisions?

To feed back decisions individually or in small blocks:

- Click on the 'waiting for a decision' line on the home page or the 'Search' option
- Click on a tick box next to the applicant and then click the 'Change Stage' button at the bottom of the page. Tick more than one box to change more than one applicant.
- A pop-up window will be displayed (your internet browser must be set to allow pop-up windows). Click the applicant's new stage and click 'Change Stage'.

Alternatively decisions can be fed back to LeCAP en bloc as a CSV file (any name) consisting of 2 columns, the first for each applicant's LeCAP number and the second for their current stage. (See page 6)

- Click 'Import decisions' on the menu, browse to find your file and then click 'Import CSV'

Why is it important to feedback the decisions?

When you report to LeCAP that a student has been unsuccessful or has withdrawn their application, their teacher and personal adviser will be aware of this and will offer the student further help or advice. If your college was the student's 2nd choice, their 3rd choice college will receive their application. It is therefore important to feedback results as soon as possible so that a suitable learning opportunity can be found for the student. If a college is not able to report decisions, all applicants to the college will automatically be referred to their 3rd choices.

What information do students have about our courses?

Students are encouraged to research course information via prospectuses and web sites. However, to be certain they are clear about the courses they select from LeCAP it is advisable for colleges to check that the correct courses are listed in CourseFinder and to enter some descriptive information about each course.

Colleges can receive a username and password for CourseFinder from Connexions. Guides to how to use the course management site can be downloaded from the 'Partners and Staff' section of www.connexions-leics.org.

What statistics are available on applications via LeCAP?

From the home page menu you can click 'export Statistics' to download a CSV file of data on applications made to your college or sixth form. This lists each application and includes the courses applied for, the priority given to the course and the school they are applying from. Click the 'Course demand' item on the menu to download a data file listing each course and the number of applications to the course. These data files can be viewed as a spreadsheet for statistical analysis.

What can I do if I encounter a problem?

If a solution is not listed in on the site's help pages or in this guide, contact the Connexions Help desk: lecaphelpdesk@connexions-leics.org or Tel: 0116 261 5901