

LeCAP Guide for Students - 2010

On-line

Applying for college, 6th form or apprenticeship?

You can do this on the web with the local electronic Common Application Form called LeCAP On-line.

- Read this leaflet to help you make the most of LeCAP and make sure your application is the best it can be.
- A leaflet ***The LeCAP Process Explained*** outlines the stages of the process from preparation in the autumn term to results day in August.
- The booklet ***You Choose 16+*** which you should have received in the post, along with ***Get learning*** and ***Get Working***, which are available from your school, explain the choices you can make.
- Before filling in the form on-line, make sure you have considered all the options and that the choices you are making are realistic. Use the CourseFinder website to see these options. www.coursefinder-leics.org
- Ask your teachers or Connexions personal adviser for help if you need it.

How do I find LeCAP?

You can get to LeCAP from the Connexions Leicester Shire website, www.connexions-leics.org/lecap .

If you are attending a school or college you will need to have log-in details. Ask your tutor or careers coordinator for these. If you are not at school or college, you can get log-in details from a personal adviser at your local Connexions centre.

Where do I start?

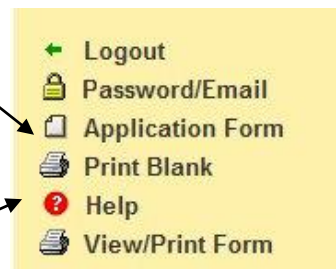
Enter the login details you have been given on the first page you see. This takes you to your home page.

Make sure you read all the instructions on screen carefully.
To begin filling in the form click on 'Application Form'.

The LeCAP is divided into five sections



- Personal details
- Qualifications and examinations
- Achievements and activities
- Your Post 16 choices
- Reasons for your choices

In any section, if you are uncertain what to do, click the little red 'Help' icon



The sections are represented by the following icons:



The  and  icons show you when there is on-screen help. Click these if you are not sure what to do or to find out about the information being asked for.

When you have completed each section, click 'Next' or a section icon to save what you have added and move on.

 Home  Print  Save  Clear

 Next >

Take care when completing the form and don't forget:

- You can fill in parts of the form in any order and come back to complete it at a later date.
- You can print out a copy of the form at any stage.
- Always use the on-page navigation (eg Next and Home), **not** the browser's buttons; otherwise you will lose unsaved data.
- You can also use the 'Save' button whilst completing any page.

Your qualifications

- Always discuss predicted grades with your teachers.
- If a qualification you are studying is not listed on the drop down lists add it under 'Other Qualifications'.

Achievements and activities

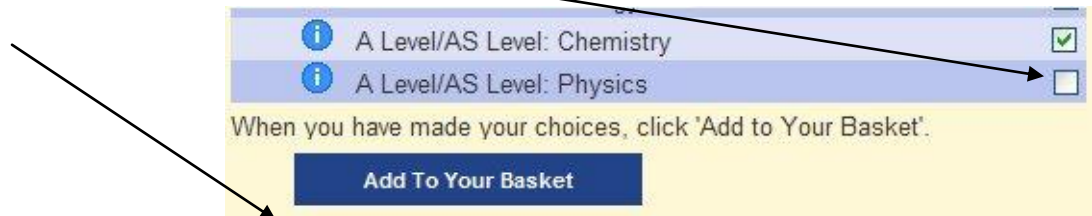
- This is your chance to advertise your abilities and experience, so make the most of them. Write true answers and seek advice.
- If you have a Progress File, use it to help with writing this section. You can also take your 'Presenter' folder to the interview.
- You can cut and paste text into 'Achievements and Activities' and 'Reasons for your Choices'
- 3 top tips: Make sure the spelling and grammar are correct; do not use fancy fonts or colours; write less than 1,300 characters (roughly 200 words).

Choosing courses

- 'Post 16 choices' – this is done in two stages. First, make a shortlist of possible courses (including apprenticeships) and second, choose your favourite colleges and courses to apply to.

Make a shortlist

- Steps 1 (search), Step 2 (Pick possible courses) and Step 3 (save these).
- You can search as many times as you want to add more courses to your basket.
- Make sure you have clicked the tick boxes before clicking 'Add to Your basket'.

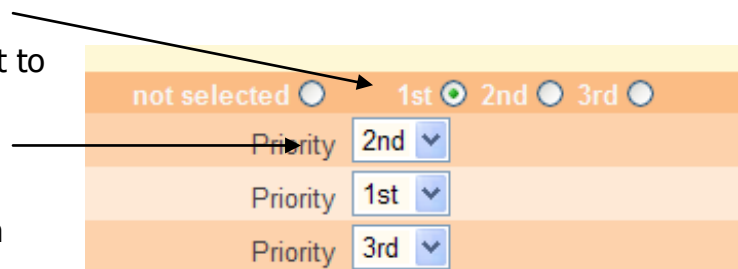


- Check the requirements for the courses that interest you.

Choose your favourites

- Step 4 (view your basket) and Step 5 (put colleges and courses in order), then finally click OK.
- Discuss your choices with your parents and get their support.
- You **must** use the round buttons to choose your 1st, 2nd and 3rd favourite school/college.

- You may use the drop-down list to choose your favourite course in each school/college.



- You can delete a course by selecting X from the drop-down list.

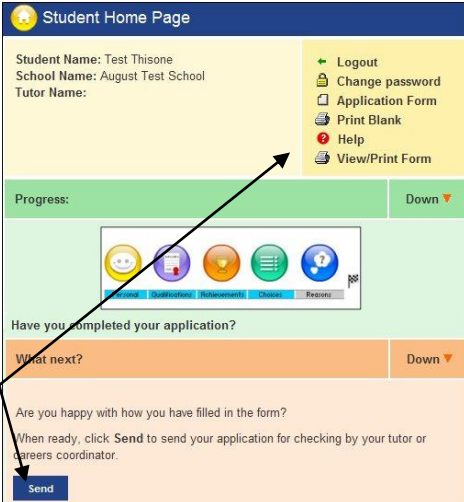
- If you are applying for more than one full-time vocational course at the same college, it is important to choose your favourite course. You will be considered for this first and others will be reserve choices.
- Remember to click 'OK' to save your selection.

Reasons for choice

- Explain your choices clearly. Link them to any ambitions, abilities, career plans, employment opportunities, or educational goals/interests.
- If you have made an Individual Learning Plan, it may give you ideas of what to write here.

Sending off

- The 'Send' button appears on the home page when you have filled in all the required information.
- Before sending off your form, check it yourself for spelling and other details.
- The form will also be checked by a teacher before being sent on to learning providers.
- Your teacher may send the form back to you if you need to make changes.
- You can keep your own copy of your form.
- You can check the progress of your application on line at any time.



The screenshot shows the 'Student Home Page' with the following elements:

- Header:** Student Name: Test Thisone, School Name: August Test School, Tutor Name: (blank)
- Navigation:** Logout, Change password, Application Form, Print Blank, Help, View/Print Form
- Progress:** Progress: (blank) Down ▾
- Progress Indicators:** A row of five icons: a smiley face, a document, a heart, a list, and a question mark.
- Application Status:** Have you completed your application? (blank) Down ▾
- Next Steps:** What next? (blank) Down ▾
- Instructions:** Are you happy with how you have filled in the form? When ready, click **Send** to send your application for checking by your tutor or careers coordinator.
- Action:** A blue **Send** button is visible at the bottom.

Two arrows from the text on the left point to the 'Send' button and the 'View/Print Form' link in the navigation menu.

What happens next?

- When you have finished filling in LeCAP you have to send it to your tutor for checking. Your tutor or someone else in school will add a reference.
- LeCAP then sends it to your first and second choices.
- All applications for e2e will be sent to your Connexions personal adviser who will advise you further.
- If you are seeking an apprenticeship, you **must** also actively look for an employer yourself. LeCAP is an application for the off-the-job training **not** for an apprenticeship job.
- The colleges or training providers will tell you if you have to attend an interview or take any tests. They will also let you know if your application has been successful.
- If you are unsuccessful with all your choices, you will be able to open your LeCAP form again and apply for additional courses. You should ask your personal adviser about where there are likely to be suitable places available.

GOOD LUCK!