

LeCAP Guide for Students - 2010

Paper

Applying for college, 6th form or apprenticeship?

You can now do this with the Common Application Form called LeCAP. Most people will be completing their applications on-line. If you are using the paper version 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 key 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*, which is available from your school, explain the choices you can make.
- Use the CourseFinder website www.coursefinder-leics.org to see all the courses on offer.
- Before filling in the form, make sure you have considered all the options and that the choices you are making are realistic.

How do I get a LeCAP form?

If you are attending a school or college your school will give you the form as part of your careers education lessons. If you are not at school or college, you can get a form and help with it from a personal adviser at your local Connexions Centre.

COMPLETING THE FORM

Complete the form carefully. If you need help, speak to your class tutor, careers teacher or personal adviser.

- You can try a practice form first and discuss it with your teachers and parents before filling in a real one.
- You must only send in ONE application form.
- The paper form should be completed using a black or blue ballpoint pen. Press firmly to ensure that copies are produced.

A. Personal Details

Fill in your personal details clearly and carefully and tick the appropriate boxes.

- **Born in UK?** - If you were not born in the UK, please add the date when you came to live in the UK. If you have recently returned after living outside the UK for a long period, please type in the date when you returned to live here.

- **Ethnic Origin** - This information is used to monitor the distribution of each ethnic group in education and training. The figures can help ensure that everybody gets treated fairly regardless of their ethnic origin.

Please choose from the following list and write out in full:

Asian or Asian British - Bangladeshi	Mixed - White and Asian
Asian or Asian British - Indian	Mixed - White and Black African
Asian or Asian British - Pakistani	Mixed - White and Black Caribbean
Asian or Asian British - Other	Mixed - Other
Black or Black British - African	White - British
Black or Black British - Caribbean	White - Irish
Black or Black British - Other	White - Other
Chinese	Any other

- **Disability** -If you have had support from your school to overcome any disadvantages due to a physical disability or health condition, tick the 'Disabilities' box.
- **Learning difficulties** - If you have had support from your school to overcome any learning difficulties, tick the 'Learning Difficulties' box.
- The college or training provider you apply to can provide similar support. Your school will give the college more details about your disability or learning difficulty and of the support you need. If you are unsure about this, please speak to your personal adviser.
- **In Care/Care leaver** - If you are or have been in care for any period of time you may find it helpful to talk to a leaving care worker or a Connexions personal adviser before completing the LeCAP form. You may also find talking to a parent or carer helpful. If you tick the checkbox, your chosen college or training provider will discuss with you what extra help they can provide, such as mentoring or financial support.

B. Qualifications & Examinations

- If you are not sure what grades to predict, ask your class tutor. If possible, predict a single grade.
- Do not include subjects/courses that do not lead to a qualification. Details of these can be included in Section C.
- On the paper form, an example is given to show you how to complete this section. If you are studying this subject you must include it again showing your own details.

C. Achievements & Activities

- Your chance to advertise your abilities and experience, so make the most of them. Write trial answers and ask for advice.
- If you are in the 'Gifted and Talented' group of students in your school, you can mention it here and say what special activities you have enjoyed.
- If you have a Progress File, use it to help with writing this section. You can also take your 'Presenter' folder to the interview.
- Top tip: Make sure the spelling and grammar are correct
- This section gives you an opportunity to show what kind of person you are outside the classroom. What do you enjoy doing? What do other people say you are good at? What are you proud of achieving? Some things you might include are:

- Responsibilities in school
- Skills and talents
- Community or voluntary activities
- Responsibilities in the family
- Hobbies, sports or creative interests
- Part-time jobs or work experience
- Club membership
- Awards, qualifications or certificates

D. Your Post 16 choices

- You can choose either full-time courses or apprenticeships or both. You can also request to be considered for e2e. If you are going to apply for both or all three, tick which you would prefer.
- Discuss your choices with your parents and get their support.

Full-time Study

- A levels, GCSEs and vocational courses are provided by Further Education Colleges, 6th Form Colleges and schools with 6th forms.
- You can choose 3 colleges and can list a number of possible courses at each one. It is important to check the qualifications required for each course. Pick only courses that you have a chance of getting the grades for.
- If you are not sure which subjects to study, list your alternative choices. Please indicate which of these is your favourite. You will be given advice on your choice of A Levels and other courses when you are interviewed. For other courses, they will consider you for your favourite course first.

Apprenticeships

- An apprenticeship is provided jointly by an employer and a training provider. Your employer gives you on-the-job training and the training provider gives you off-the-job training. Some training providers are the same colleges that provide full-time courses.
- To start an apprenticeship you must find and be accepted by both an employer and a training provider. It is very important that you actively look for an employer as well as completing LeCAP. LeCAP is an application for the off-the-job training **not** for an apprenticeship job.
- Some occupations have many more applicants than there are jobs. We suggest you check with your personal adviser which job areas will be most difficult to get into.
- You can choose up to 3 occupations and 3 Training Providers.

e2e

- e2e is a programme of work experience, skills training and personal development aimed at helping you into an apprenticeship, work or college.
- If you think you are not yet ready for full-time courses or apprenticeships, your Connexions Personal Adviser can arrange for you to meet the e2e organisers. They can plan a programme to suit your needs.
- Do you want to be considered for e2e? If so, tick this box.

E. The reasons for your choices

- It is important that you explain your choices clearly. You should link your choices to any ambitions, abilities, career plans, employment opportunities, or educational goals/interests. If you have written an Individual Learning Plan, it may give you ideas of what to write here. Points worth mentioning include
 - Subjects you have enjoyed or are good at
 - Occupations that suit your skills
 - University or other future courses you want to follow
 - Perhaps a person, a book or an experience that has inspired your interest
 - Possibly you have already done some investigation to find out more about some of the courses.
- If you are not yet sure which course or subjects you want to follow, you can explain your options here. Some people don't finally decide until they get their exam results.

Sign and Send

- Before sending off your form, check it yourself for spelling and other details.
- The paper application form must be signed and dated by you and your parent or carer before passing to your school for checking and countersigning by your head or principal.

What happens next?

- Your tutor or someone else in school will add a reference and send it to your first and second choices for full-time courses.
- Applications for apprenticeships will be sent to Connexions
- All applications for e2e will be sent to your Connexions personal adviser who will advise you further.
- 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.

GOOD LUCK!

