

LeCAP 2010

A GUIDE FOR PERSONAL ADVISERS

A Guide to the Common Application Process for young people applying for post-16 learning opportunities in Leicester and Leicestershire for Autumn 2010

www.lecap-leics.org

connexions

LEICESTER SHIRE

Revised Aug 2009

This guide is for personal advisers assisting students' use of LeCAP on-line. Other documents that should be read in conjunction with this guide are:

The LeCAP Process Explained – This outlines the key stages of the process from preparation in the autumn term to results day in August.

The LeCAP Protocols – Lists the responsibilities of schools, colleges and students in ensuring that the process works to everyone's benefit.

LeCAP Guide for Students - 2010 On-line – This is a students' guide giving practical instructions and advice.

Advice in this guide is also applicable to the printed LeCAP form, for which it should be read in conjunction with:

LeCAP Guide for Students - 2010 On Paper – a guide for students using the printed LeCAP form.

All these supporting documents and those for teachers can be downloaded from the 'Partners and Staff' section of www.connexions-leics.org

Personal Adviser's role with LeCAP

1. Set-Up

- The Connexions LeCAP Manager will send you a username and password; (you may change these when you have logged in).
- You must add your schools to a list on your 'Edit personal details' page. The school name will then appear on your home page and will link you to the students at that school.

2. Assisting students

- Students can print their draft application for discussion with their PA. Teachers may refer students if they seem to be making unrealistic choices or having difficulty with making any choice.
- You can use CourseFinder, and encourage students to do so, in order to investigate courses available. Students can save their favourites and recall them in LeCAP. 'Get Learning' can also be used to support this process.

3. Supervising directly

- On some occasions a young person may complete LeCAP via a Connexions centre rather than a school (eg 17 year old wanting to move from employment or e2e to FE, a student not wishing to inform the school that they are applying to FE). You can decide to allocate to yourself the responsibility for directly overseeing the young person's application. When the young person has completed their application you should check the form and note in the reference section that you have advised the young person, give the reason for not going via a school or contact details of an alternative referee. You may also add anything that may endorse the suitability of the application.

4. e2e

- PAs for each school will be notified by e-mail of students at the school who wish to be considered for e2e. The PA should then decide what action to take. Young people with prospects of full-time courses or apprenticeships may not need assistance unless their applications fail, others may need help earlier.
- You should record on LeCAP if you are waiting for results of other applications before considering e2e. Similarly the PA should record if an assessment has been sent to the e2e provider.

5. Apprenticeships

- You can use LeCAP to list young people at your schools who wish to apply for apprenticeships. You should consider the particular person's potential and the job market for apprenticeships in the industry they seek. Advise the student accordingly and provide information and assistance.

6. Monitoring progress

- You can use LeCAP to list young people by school or by the stage their application is at. Progress with each application can be monitored for each young person.
- As the selection season progresses the link PA should use LeCAP at least monthly to list students that have been rejected. Those who have been rejected by their 2nd choice may need further assistance. Those who have been rejected by all their choices are likely to need more urgent help.

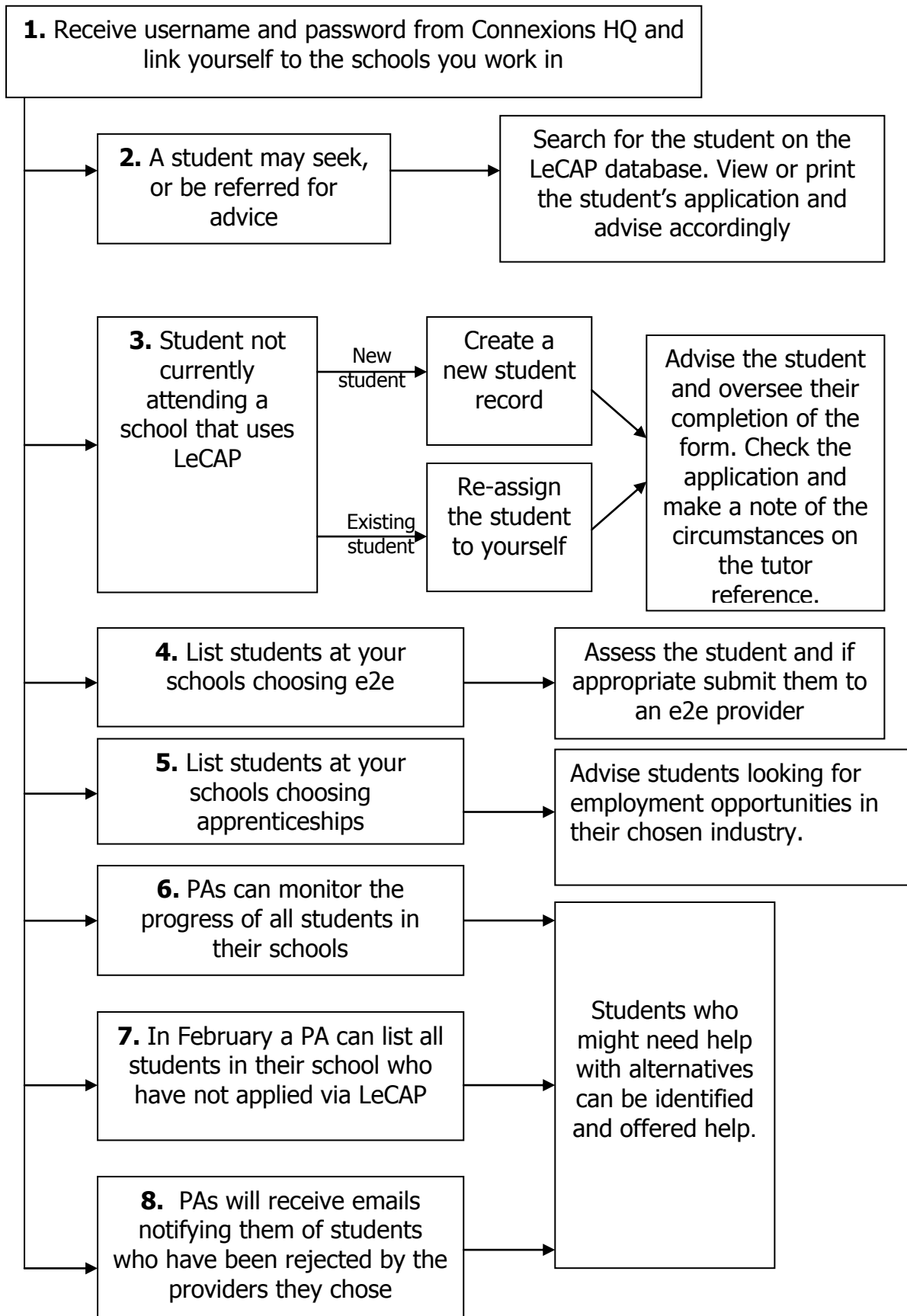
7. Identify students not applying

- Early in February the link PA for each school should use LeCAP to list all students that have not made an application. The PA can then consider whether help may be needed.

8. Students not succeeding

- PAs will receive e-mails notifying them of specific young people in their school who have not been accepted by any of their choices.

Personal Advisers' Summary of LeCAP



The LeCAP process

Preparation

- CourseFinder can be used to investigate the range of opportunities. Students can save a list of their favourite courses.
- Students can complete the form over a number of sessions and save their answers each time. They can print drafts for their own use or for discussion with advisers.
- Students should read the on-screen instructions carefully and view the 'Help' pages. The text on their home page changes as they complete the form and, after it has been submitted, will inform the student of the application's progress.
- Students can use the practice form for preparing their answers off-line. 'Achievements & Activities' and 'Reasons for Choice' answers can be pasted in from word-processed documents. They can call up their CourseFinder favourites to use as a shortlist within LeCAP.
- Personal advisers may be asked to assist in briefing tutors on LeCAP. Materials to help schools train tutors are available on the 'Partners and Staff' section of the Connexions website.

Completing the form

- Within the 'Qualifications' section students select subjects from drop-down lists. These lists are not comprehensive. Students can add missing subjects and qualifications in the 'Other Qualifications' lines.
- The 'Post 16 choices' section is in 2 stages. First the students search for colleges and courses and add those they are interested in to a basket. Then they choose which colleges from the basket are their 1st, 2nd and 3rd choices.
- For each college students can list several courses and apprenticeships. They can indicate their order of preference for these.
 - For full-time vocational subjects and apprenticeships colleges will consider applicants for their top choice first and treat others as reserve choices. If a preference is not given the college may consider them in alphabetical order.
 - For A level and GCSE subjects it is helpful to give any firm choice a preference but to leave blanks against subjects that are not decided.

Submission

- When happy with the completed form, a student submits it to their tutor. Once submitted by a student no further changes can be made unless the tutor refers it back to the student.
- The tutor adds a reference on-line and may add or amend the student's predicted grades. The reference includes a section for support needs, which a SENCO may complete.
- The tutor then submits the form. After submission the data on the application form cannot be changed. LeCAP sends e-mails automatically to the learning providers informing them of newly submitted forms. In some schools the tutor will approve the form and a coordinator will submit it.

Admissions

- When the post-16 provider downloads the form, an e-mail acknowledgement is automatically sent to the student.
- Students, personal advisers and careers coordinators can monitor progress on-line.
- Applications are received by:
 - Admissions managers at the 1st and 2nd choice course providers chosen by the student (the 3rd choice will be informed if the student is rejected by the top 2).
 - By Connexions EST staff, if the student has applied for apprenticeships with providers other than FE colleges.
 - By a school's linked personal advisers if the student has selected e2e.

Apprenticeships

- FE colleges will receive apprenticeship applications along with full-time course choices. The EST will receive apprenticeship applications for other providers and pass these on.
- Personal advisers should inform the young people of the current labour market situation for the occupation they are seeking. Young people who have passed apprenticeship selection tests but have not yet found an employer should be offered further advice and support.

Decisions

- When a decision (rejected or place offered) has been made, as well as informing the student by post, the course provider updates LeCAP with their decision.

Acceptance of offers

- After 10 May students should confirm or reject any offers. They may only hold one unconditional offer after that date. If a student holds 2 offers, one of which is clearly an 'insurance' in case of low grades, it may be appropriate for them to keep both. However they should not hold 2 offers with the same grade requirements.
- The process may continue for other applications or a student can decide to withdraw.
- Reminder e-mails will be sent to the student by LeCAP if more than one unconfirmed offer is held after 10 May.

Facilities in LeCAP for Personal Advisers

The illustration on the next page shows the range of facilities on the personal advisers' home page

Help – The 'Help' link on your menu provides answers to most of your questions and will be added to during the year in response to feedback from personal advisers and other users.

Edit personal details - You can change your own password, email address, office and the schools you work in.

Search all students – You can search the whole LeCAP database for students by forename; surname; school and the stage their application is at. The list includes date of birth and can be sorted by name, school or stage. An icon against the list allows you to take over supervision of the student. If a student has started their application a button allows you to view and print the form. If the form has been submitted an icon allows you to view their current progress.

Directly supervised – If you have taken over supervision of some students' applications this option lists those students and gives the same facilities as above but also the facility to submit the application. Icons on the list enable you to assign a new password for the student if they have lost it and to unlock the account if it has been locked due to entering invalid passwords.

E2e applicants – If you are a PA for a school this option lists all the students at the school. As with the standard search you will be able to view the form and the student's progress. A button enables you to record a change of stage for the student, for example, when the student has been assessed and referred on to an e2e provider.

Add or edit students – You can add a new young person to the database, print their username and password or email it to them. You can amend their details or create a new password for them.

Important Technical Matters

- Students should always use the on-page navigation (eg 'Next' and 'Home'), not the browser's buttons; otherwise they will lose unsaved data.
- If help windows are not appearing and the **Pop-up Blocker** icon (see below) 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**.



Personal Adviser's LeCAP home page

LeCAP

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Personal Adviser

Search

You can use this search facility to find any young person who is in Year 11 in a Leicestershire school or is using LeCAP in Yr 12 or after leaving school.

[Search all students](#)

Your Schools

Click on the school name to display the number of students at each stage of their application process.

Babington Community College
Bosworth College

Applications supervised directly

If you have any clients whose LeCAP applications you are directly supervising, click here to list them

[Directly supervised](#)

Your e2e Applicants

Click 'e2e' to view a list of students that have indicated a wish to be considered for e2e.

[e2e Applicants](#)

Add or Edit Students

Click a button to edit student's details or add a new student to the database. They should first be added to the Profile database and have a Profile identification number.

[Add New Student](#) [Edit Existing Student](#)

Current User:
John McTavish

Connexions Centre:
Connexions Hinckley

- [Logout](#)
- [Password/Email](#)
- [e2e Applicants](#)
- [Supervised LeCAPs](#)
- [Edit Personal Details](#)
- [Search](#)
- [Add Student](#)
- [Edit Student](#)
- [Help](#)
- [Data Security](#)

Help Desk

If you have any questions which are not answered by this guide or by the help available on the site, please contact the Connexions Helpline: lecaphelpdesk@connexions-leics.org or Tel: 0116 261 5901