

LeCAP

The Leicester and Leicestershire Common Application Process

A Guide for Parents

What is LeCAP?

LeCAP is the local on-line application form for all types of post 16 learning including, 6th form colleges, school sixth forms, further education (FE) colleges and apprenticeships.

Why has LeCAP been introduced?

LeCAP was originally developed in this area so that students in year 11 only needed to complete one form to apply for post 16 learning. Since then the government has announced that all areas should have a common application form. An on-line form helps to ensure that all students apply for something post 16. Applications can be tracked and support offered so that all students have the offer of a place by the end of September after completing year 11. Students on one-year courses post 16 can also use the form to apply for further learning.

How can I help with planning and preparation?

Students should start investigating the options available early in the autumn term of year 11, or even in year 10. They should also prepare what they want to include in the 'achievements and activities' and the 'reasons for your choices' sections of LeCAP.

'CourseFinder' www.coursefinder-leics.org the on-line area prospectus should be used to find out which courses are available and where. Favourites can be saved and called up into the LeCAP shortlist.

You can help by attending school and college open days to help your child make well-informed choices.

The form should be started in November or December to give time for tutors to check the forms and add references before the initial target date of 31st January.

The form is web based and so can be accessed at home, if you have Internet access, or drafts can be printed off for discussion with parents, carers or advisers.

What support is available?

The 'LeCAP Guide for Students' is on the Connexions Leicester Shire website. An introduction can be found at www.connexions-leics.org/lecap The school's careers coordinator, tutors, mentors or Connexions personal advisers can all help with completing the form.

There are on-screen instructions and on-line help to support the completion of the form.

How can I help with completing the form?

Help your child by getting them to read the instructions carefully. Make sure they are realistic about the choices they are making. In the qualifications section make sure they know their predicted grades. The **Achievements and Activities** and **Reasons for Choice** answers can be copied in from word-processed documents prepared earlier. Well written statements can have a significant influence on a student's chances of acceptance on the course of their choice.

Course choices

Use the publications 'You Choose 16+' and 'Get Learning' for help with choosing an appropriate level of course. The selection of courses is done in two stages. First compile a shortlist and then make the selection of first, second and third choice of institution and the course priority.

Apprenticeships

The LeCAP application is an expression of interest in an apprenticeship. Forms are sent to the training providers chosen or to those offering the occupational area of interest. To do an apprenticeship you also need to have a job, so it is important to keep searching for employment. Look at www.connexions-leics.org/jobs or visit your local Connexions centre. Young people interested in apprenticeships should also register on the national apprenticeships vacancy site at www.apprenticeships.org.uk

Checking the form and submitting

You should check the form carefully before your son or daughter submits the form. Once the form has been 'sent' the form goes to the tutor for checking and adding a reference. The tutor or school coordinator may refer the form back to make amendments. Once the school has sent the form no further changes can be made. If your son or daughter changes their mind they will need to contact the colleges direct to withdraw their application. The form can be reactivated if all three choices are withdrawn from or turned down.

Further help

Further information can be found on the Connexions Leicester Shire website www.connexions-leics.org/lecap

If you have any more queries please ask whoever is leading on LeCAP in your child's school.

