

# LeCAP 2010

## A GUIDE FOR SCHOOLS

### 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](http://www.lecap-leics.org)



This guide is for school staff coordinating the 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.

***Tutors' Guide to LeCAP*** – This describes the tutors' role with LeCAP On-line and gives specific advice on planning the process, assisting students, checking applications and providing a reference

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

***Import of LeCAP student data from SIMS*** – This gives instructions for schools' SIMS administrators.

All these supporting documents and guidance on training your tutors can be downloaded from the 'Partners and Staff' section of [www.connexions-leics.org](http://www.connexions-leics.org)

## Step-by-Step Summary

### Set Up

- 1. LeCAP Coordinator** - Each school should delegate someone to be the school's LeCAP Coordinator. This might be the careers coordinator or head of year 11. Connexions will notify the LeCAP Coordinator of his/her LeCAP username and password. The URL is <https://www.lecap-leics.org>
- 2. School settings** - The coordinator can change some settings for the school including an email address to receive emails from LeCAP. (See Page 4)
- 3. Student data** for year 11 or 12 students can be imported by the school from the SIMS database. SIMS managers can get a standard procedure from LEAMIS or EDISS to produce the student data. Tutors' and students' passwords are allocated automatically as a result of this import.
- 4. Additional users** - The coordinator can register further LeCAP coordinators with full access rights, assistant coordinators with limited rights, and class tutors with access only to their students. The Coordinator can also register additional students.

### Students

- 5. Students' passwords** - The coordinator or tutor should print the usernames and passwords for all students and then inform each student of these. (see page ?)
- 6. Completing the form** - Students complete the form answering the same questions as on the paper LeCAP. They can do this over a number of sessions and save their answers each time. They can print drafts for their own use or for discussion with advisers.

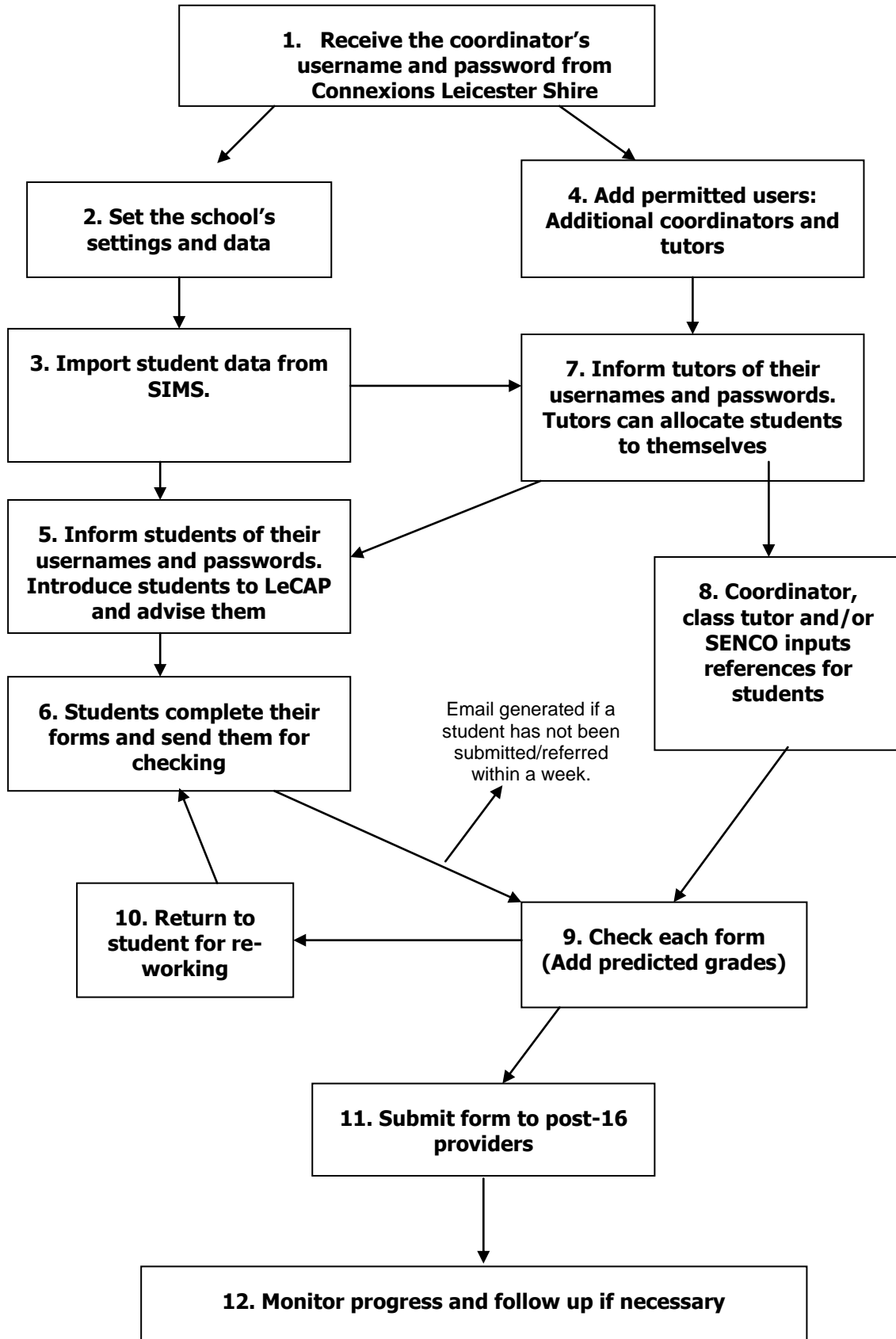
Students can use the practice LeCAP form to prepare their answers. 'Achievements & Activities' and 'Reasons for Choice' answers can be pasted in from word-processed documents.

When happy with the completed form, a student submits it to their tutor. No further changes can be made unless the tutor refers it back to the student.

### Tutors and Coordinators

- 7. Tutor groups** - If students have not been automatically allocated to tutors, each tutor can select their students from the full list of students. They will then have access to these students' forms.
- 8. Providing references** - The tutor or coordinator should add a reference and attendance record. This can be done any time after the student has first logged on to LeCAP. The SENCO may add information about any support needs.
- 9. Checking forms** - The tutor or coordinator should check the form, may add or amend predicted grades and tick checkboxes to indicate that the predicted grades are realistic and the chosen courses are appropriate.
- 10. Re-working** - The tutor or coordinator may decide to return an application to the student for further changes.
- 11. Submitting** - The tutor or coordinator should submit the application before 31 January to guarantee the student an interview with their first choice. Once submitted no further changes can be made. Schools can opt for tutors to 'approve' and coordinators to 'submit'.
- 12. Monitoring progress** - Tutors, coordinators and personal advisers can view students' progress and identify any requiring help.

# LeCAP On-line Process in School



## School Settings and Information

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

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

**Email for notifications from LeCAP:** The e-mail address for the person managing LeCAP within the school. This address will be used for automatically generated emails from LeCAP, e.g. notification of the number of applications that are waiting to be checked and submitted.

**Block tutors from submitting:** If ticked tutors can click 'Approve' and Coordinators will then take responsibility for the final check and submission.

**Contact in school for students seeking advice:** The text here will be displayed on the student's pages.

**Reference viewed by student:** If you wish students to see their reference, tick this box. It will then be displayed as a read-only page at the end of their application.

**e-Progress File:** If the electronic Progress File/Individual Learning Plans produced by Loughborough College are used within your school, tick this box and type in the pathway. This will allow students to copy their personal statements from e-PF to LeCAP.

**Main contact:** Select the coordinator to receive communications from Connexions.

**School's Settings and Data**

Current User: Fred Gopl  
School Name: Ashby School

Home  
Logout  
Help

This information is stored on the LeCAP database for display to applicants or for management of the application process. Please amend where necessary and click 'Save'.

School name: Coritain Community College  
UKPRN: 10002345  
Abbreviated name (maximum 15 characters): Coritian CC  
email address for notifications from LeCAP: yr11head@coritain.leics.sch.uk  
Contact in school for students seeking assistance: Jenny Smith

The text here will appear on the student's LeCAP pages prefixed by 'At any stage you can seek advice from .....'. If the field is left blank, the phrase '...your tutor or Personal Adviser' will be used.

Can the reference be viewed (read-only) by the student?   
Using e-Progress File?   
e-Progress URL: http://coritain.leics.sch.uk/eilp  
Block tutors from submitting:   
Connexions lead contact: Ben Timpson

Save

## Important Technical Matters

- Students and teachers 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 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.



## School Responsibilities

- Distribution of application forms and guidance notes to students should be within a planned programme of Careers Education and Guidance. Lessons should cover the range of learning opportunities open to students after Year 11 and initiate students' investigation and evaluation of their options.
- Schools/colleges are responsible for ensuring that the key dates set out in *The LeCAP Process Explained* are met.
- Students are only allowed to complete and process ONE application form. If unsuccessful or withdrawn from all FE choices, students can re-open their forms and make a second application. Schools should ensure they are appropriately advised about their new choices.
- References supplied by the school are relied on to ensure that students enter courses that best suit their abilities and potential. It is therefore very important that the references are given the attention of a teacher that knows the student well and that this knowledge is clearly and credibly presented.
- If the student has indicated a disability or learning difficulty, the tutor or SENCO should discuss with the student how their needs might be met in post-16 education. They can then add to the specific details and a contact name for post-16 colleges requiring further information.

## Good Practice Tips

### Preparation

- Start early in the autumn term using the practice form and investigating the options available. Decisions on course choices are best made away from the computer to allow time for careful consideration.
- Preparation of the achievements statements and of reasons for choice can be done in advance. These can then be pasted in when the student goes on-line. Personal statements should include all the relevant information to present the student in a good light but be written succinctly. 150-200 words should be sufficient for this purpose.
- The form should be started in November or December allowing time for tutors to check the forms and add/amend predicted grades before the 31 January target.

### On-line in class

- A PowerPoint introduction and the guide for students can be downloaded from the 'Partners and Staff' section of [www.connexions-leics.org](http://www.connexions-leics.org)
- It is advisable that the teacher supervising the class is also logged on to LeCAP. They can then quickly provide new passwords or view a student's form on-line.
- It is important to ensure that there are sufficient working computers for one computer per student. It is advisable to check this with the school's technical support prior to the lesson.
- If adequate time has been given in advance for investigation, discussion, decision-making and practice, the form can be completed on-line in a 40-60 minutes lesson.
- Alternatively two shorter sessions could be used. The first to complete a draft including a course shortlist. The student can then discuss their decisions with parents, teachers and advisers before completing the application in a later session.

### Parents involvement

- Students with internet access at home or in after school clubs can complete the form in their own time.
- Drafts can be printed to show to parents or carers. A school may wish to confirm parental support by asking for parents to sign the draft.

## Supervising LeCAP

The following categories of user are able to support students with the application process.

### **Tutors**

Have access only to the students who are allocated to them. They can supply references; check and submit forms and monitor progress before and after submission.

### **Assistant coordinators**

Have similar facilities as tutors but have access to all students. This could include careers teachers and special needs coordinators.

### **School coordinators**

In addition to the above facilities, they can amend school settings; add other users and import basic student data.

Schools with sixth forms will also have admissions staff receiving applications. A separate guide is available for admissions.

## Allocating students to tutors

- When students' data is imported from SIMS, the student is automatically allocated to their registration group tutor.
- Tutors can also add students to their group individually. First use the 'Search' page to find the student. Then click the small green 'Supervise application' icon.
- Tutors can also remove a student from their group by clicking on the green icon when viewing 'Your Students'.

## Checking the form

- Students' forms can be viewed as soon as the student starts completing it. This can be helpful when advising a student.
- **When a student sends their form for checking you should pay particular attention to the suitability of their course choices (eg a student must be capable of 4 grade C GCSEs to apply for a level 3 course) and to the quality of their statements (spelling, grammar and relevance).**
- You can view and amend their qualifications. Click the 'Predicted grades are realistic' checkbox to lock the qualifications page from further amendment. You can also view and amend their personal details. If any other sections need changing you will need to send the form back to the student. Click 'Re-work' to do this and either e-mail or talk to the student about the changes you advise.

## Providing a reference

- A reference can be prepared in advance and copied into LeCAP. Templates provided in LeCAP can be used or a school can devise its own. The reference can be added at any time but should be checked and updated before submission, particularly attendance.
- Admissions managers prefer the table reference with some additional text that illustrates personal knowledge of the student.
- If you write a reference directly into LeCAP it is advisable to click the 'Save' button regularly in case of a connection break or being timed-out after 30 mins.
- The school's SENCO can provide the information for the Support Needs section or can advise tutors.
- If you want to import references en bloc, contact the help desk to find out more details.

## **Reports**

On the coordinators menu are links to enable export of data from LeCAP. The 'Course demand' report lists all the courses that the school's students have applied to. The Apprenticeship and e2e reports list the students who have selected these options. A guide to the stage numbers is available on the Connexions web site.

## **Process after submission – Full-time courses**

The protocol described below has been established over the 18 years during which the paper version of the form has been in use. The same process is followed with LeCAP on-line.

### **Who is interviewed?**

If submitted by 31<sup>st</sup> January, schools and colleges should interview all applicants who have selected them as their 1<sup>st</sup> choice. They may also interview 2<sup>nd</sup> choice and any 3<sup>rd</sup> choice applicants who have been unsuccessful elsewhere.

If submitted after 31<sup>st</sup> January, the applicant may be considered if places are still available.

All applicants should be informed of the decisions made.

### **If rejected**

#### **For paper applications –**

- For 1<sup>st</sup> choice applicants, the admissions office must inform the 2<sup>nd</sup> choice provider.
- For 2<sup>nd</sup> choice applicants a copy of the application form must be sent to the 3<sup>rd</sup> choice provider.
- If 3<sup>rd</sup> choice or no subsequent choice, the application form must be returned to the student's school/college.

#### **For online applications –**

Receivers must input accept/reject decisions via the web site in order to inform schools and colleges and for the form to be available to 3<sup>rd</sup> choice institutions.

### **If offered a place**

Applicants offered a place should be sent an 'Offer Acceptance Form', which students should return by 10<sup>th</sup> May.

### **Reporting back**

The dates below are target dates which most receiving institutions do meet. Some larger institutions may not be able to interview all applicants by these times but should inform sender institutions of their current situation and update them again when interviewing is complete. These reports should cover both paper and on-line applications.

**By mid-April** - Admissions offices should provide each 'sender' institution with a printed summary of offers and rejections made to their students. This enables sender institutions to support students appropriately with their decision-making and to ensure that all Offer Acceptance Forms are properly completed and returned by the 10<sup>th</sup> May deadline.

**By 22<sup>nd</sup> May** - All Offer Acceptance Forms should have been received back from students and details collated. Admissions offices should provide each sender institution with a final printed summary of offers and rejections made to their students. This helps both senders and receivers to maintain accurate records and to ensure that students hold only one accepted offer.

### **Reporting On-line**

For on-line applications, as well as the above procedures for informing applicants and their sender institutions, admissions offices must input accept/reject decisions via the LeCAP web site. School coordinators, tutors and personal advisers can all monitor students progress on-line and offer help where needed.

## **Apprenticeships Applications**

FE Colleges will receive all apprenticeship applications directly with all other course choices. Connexions will receive apprenticeship applications for other training providers and will pass these on.

### **Training tutors and school support staff**

A package of materials to help you train tutors can be downloaded from the 'Partners and Staff' section of the Connexions web site. This includes:

- PowerPoint presentations with notes
- LeCAP Tutor's Guide (pdf)
- LeCAP Process Explained (pdf)
- LeCAP Guide for students 2010 – On-line (pdf)
- Lesson plan for introduction of LeCAP to students

The PowerPoint presentations and questions could take 40-60 mins.

The presentation can be followed with an on-line look at the tutors' view of the site. This could be as a presentation to the group or as a hands-on session. This might take a further 10-20 minutes.

If further time (20-30 mins) is available the tutors can logon as students and complete a form. Alternatively, they should be encouraged to do this later prior to introducing students to the form. In doing this they should take particular notice of the on-screen instructions and help; and experiment with the course search, short-listing and selection.

A practice site at: <https://www.lecap-leics.org/practice/login.aspx> can be used to set up dummy students and tutors for tutors to practice with. You can use the 'Add new users' and 'import new students' facilities to create test students and tutors for staff to logon as.

Please contact the Connexions helpdesk (0116 261 5901) if you need a school coordinator's username and password for the LeCAP practice site.

## **Summary of changes to LeCAP for Autumn Term 2009**

### **Changes mainly affecting students**

1. Improvements to the CourseFinder site this September will enable FE colleges' Apprenticeships to be merged with their full-time courses. LeCAP will also merge the two sets of courses.
2. Students will be able to search for and select apprenticeships using the 'Type of course' filter. They will then be able to prioritise Apprenticeships along with their full-time course choices on a combined shortlist. The maximum of 6 courses per college can include a mix of Apprenticeships and other courses.
3. Students will no longer need to indicate their overall preference as this will be covered by their shortlist priorities.
4. On the Qualifications page - students will be asked to indicate their overall academic level. This will be independent of their qualification list and grades but will help them and tutors to check that their choice of courses is appropriate for their expected level. On the shortlist page the level of each course will be displayed.
5. All the pages on the form must now be completed before a student can send the form for checking.

### **Changes mainly affecting teachers**

6. The lists to print and spreadsheet lists of students' usernames and passwords will now include the tutor's name and can be sorted by tutor so that lists can be split into tutor groups.
7. When inputting a reference the data will be saved when changing between pages of the form.
8. Warning messages will be displayed when the qualifications page is locked.
9. If a school has blocked tutors from submitting, the coordinators can refer approved forms back to tutors or directly back to students for re-working.
10. The date when an applicant last changed stage (e.g. was sent for checking) will appear on the lists of students. The list can be sorted by this date and by stage by clicking on the column heading.
11. A College Demand report can be exported by school coordinators giving numbers of students from their school who have applied to each college or 6<sup>th</sup> form.
12. A student's tutor group can now be changed via the Edit User page.

# 'How to ...' and other Frequently Asked Questions

## General

### ***Q: What can I do if I encounter a problem?***

**A:** If you have tried all the possibilities you can think of and nothing works, click the 'Help' link on the menu on your LeCAP Home page or the relevant web page. Most common issues for schools and colleges are covered on these. If a solution is not listed on the help pages or in this guide, contact the Connexions Helpline: [lecaphelpdesk@connexions-leics.org](mailto:lecaphelpdesk@connexions-leics.org) or Tel: 0116 261 5901

### ***Q: How can I change a student's tutor?***

**A:** The new tutor can use the 'Search' facility to find the student(s) and then click the small green icon to take over supervision of that student. Alternatively you can search for the student via the Edit User page, select a new tutor from a drop-down list and click 'Save'.

## Getting Started

### ***Q: How do we add students to LeCAP?***

**A:** A standard procedure is available from LEAMIS (for county schools) or EDISS (for city schools) for exporting student data from SIMS. This export will include the names of the students' registration group tutors. Instructions can be found on the Connexions web site.

The exported file can be imported to LeCAP via the 'Import new students' link on the School Coordinators LeCAP home page menu. LeCAP will automatically create usernames and passwords for these students.

### ***Q: How do we supply students with their usernames and passwords?***

**A:** You can view and print usernames and passwords for any student who has not yet logged on. On the tutor's and school coordinator's home pages the link 'Print student logons' displays a list of names and logon details, which can be printed and either split up to hand to students or passed on verbally. The same data can be downloaded as a CSV file via the link 'Export student logon data'. This file can be fed into a mail merged document or database to print individual labels.

### ***Q: How can my colleagues access LeCAP?***

**A:** A school coordinator can add other users with identical rights as themselves or assistant coordinators and tutors with limited rights. Follow these steps.

1. Click on 'Add new user'
2. Select the type of user.
3. Input a name and email address
4. Click 'Generate' to create a password
5. Click 'Save'.
6. You can then email or print the username and password to give to your colleague.

### ***Q: Can I delete a duplicate student from LeCAP?***

**A:** Redundant student records cannot be deleted altogether but they can be made inactive. The record will then not appear on any lists and the student cannot login. Follow these steps: Click 'Add new user' then click 'Edit existing user'. Remove the tick from the 'user active' checkbox and click 'Save' at the bottom of the page.

### ***Q: Should we encourage students to change their passwords?***

**A:** Yes. This is good data protection practice. For data to be secure a student should use a password that only they know. Password and usernames are not case sensitive and can include numbers. Tutors or careers coordinators can print usernames and passwords for students not yet logged-on. These should be used to inform students of their initial password but should not be kept as 'master lists' unless they can be stored securely. Once a student has changed their password the initial one is no longer valid.

### ***Q: What can I do if a student forgets their passwords?***

**A:** A student can use the 'forgotten password?' link on the login page. If they have difficulty with this (e.g. they may have changed email address), you can give them a new password and print it individually. This can be done quickly via the Search facility (tutors can use the 'your students' item on their menu) to find the student. Click the orange 'P' icon against the student to display a page that allows you to change and print the new password and their username.

Alternatively you can look-up the student's current password and username via the 'edit existing users' page. This also allows you to generate, save and print a new password.

## **Advice to students - Application Form**

***Q: When I returned to my form the data I had input was no longer there. What has gone wrong?***

**A:** If you closed the form using the browser's close or back buttons, your data will have been lost. Before closing, you should either click 'Home' and then click 'Logout'. If there is no interaction with the site (i.e. save or change page) for 30 mins, you may be timed out losing data and needing to log in again. Problems with your Internet connection might also cause this. Click 'Save' frequently whilst typing data in or before leaving the computer.

***Q: I completed a page and clicked 'Back'. Why was my data not there the next time I viewed the page?***

**A:** If you clicked 'Back' or 'Forward' on your browser tool bar, rather than within the LeCAP page the data will not have been saved.

***Q: When I click a 'Help' icon nothing happens. Why is that?***

**A:** Your browser may not be set to display 'pop-up' windows. See the LeCAP online Guide for how to reset this or seek help from an IT technician.

***Q: I am ready to send my form but cannot see how to.***

**A:** When all the required fields are complete a 'Send' button appears on the home page. If this is not there, check each page to see if something is missing. The bar under the pages icon at the top of the screen stays grey until that page is completed. If you click 'Save' the Personal Details or 'Qualifications' pages, red messages will warn of any empty fields that are required.

***Q: Can a student submit an application in the summer?***

**A:** If there are places available schools and colleges will be willing to receive late applications. During the summer term whilst still at school LeCAP can be used for this. During the summer holidays, it would be better to contact the college directly by phone or letter. After the examination results are published, students will need to contact colleges quickly, so it may be worth visiting them and filling in any forms required on the spot.

## **Advice to students – Predicted Qualification/Grades**

***Q: What if the GCSE subject I am studying is not on the drop down list?***

**A:** The 'Other Qualifications' section at the bottom of the page can be used for any subject or qualification not on any of the drop down lists.

***Q: Why are subjects not listed in alphabetical order?***

**A:** When they were in alphabetic order students often missed subjects that were called by a different name than they expected. It is easier to spot if a subject is not present when they are grouped in this way. It is easier to work down systematically when the subjects are grouped.

## **Advice to students – Personal Statement**

***Q: How long can my personal statement be?***

**A:** 200 words should be adequate to cover the important points you need to make. The maximum number of characters is 1,300. This can allow about 250 words or 18 lines. LeCAP will store more than this, but will not let the form be sent off until the statement is shortened. If you write too much the reader may not read it all or may miss the bits you think are most important. It is therefore best to edit your statements to cover the important points clearly and briefly.

***Q: Should I make my personal statement stand out with special fonts or colours?***

**A:** No. These will make it more difficult to read. What you say is more important than how it looks. It is better to use your time to check the spelling and grammar.

## **Advice to students – Choosing Courses**

***Q: If students are having practical difficulties with the choice process how can I help?***

**A:** Advise them to read the instructions. It is important for them to recognise that it is a 2-stage process, i.e. first shortlist then decide. They can always go back to search for more and change their decisions. Nothing is fixed until the form is submitted.

**Q: The course I want is in the college prospectus or web site but is not on the LeCAP list?**

**A:** First check with the college that the course is still available. If it is, please inform Connexions so that the course can be quickly added to the LeCAP database. When it has been, you can proceed with the application.

If you need to submit your form urgently and you cannot wait for an update, seek advice from the college admissions office.

Note: The course name given in the prospectus or college web site may differ from the qualification name on LeCAP or more than one qualification or syllabus option may be covered in a single course.

**Q: The College I am interested in has other activities (eg voluntary work, young enterprise) that are not listed in LeCAP, how do I apply for these?**

**A:** Usually these activities are decided on after you are accepted for the main qualification courses. You could mention your interest in them as part of your 'Reasons for choice'.

**Q: I click 'OK' on my Basket page, but the courses were not listed as choices made. Why?**

**A:** You may not have selected a college as your '1<sup>st</sup>' choice college. This is easily forgotten when there are only one or two colleges on a shortlist. See instructions on the Basket page.

**Q: Why are there 2 stages to choosing courses?**

**A:** The process of identifying preferences for colleges and courses would be very complex if combined on a single page with the initial choice. It also gives the student a chance to review, discuss and confirm choices.

**Q: How can I delete a course or college from my basket?**

**A:** Select X on the priority dropdown list for the course. When OK is clicked, this course is deleted from the shortlist. If all the courses at a college are deleted, the college is also deleted.

## References

**Q: Can a school use their own template?**

**A:** Yes. The template should be in a simple style without unusual fonts, possibly an amended version of those supplied. If a table is used, it should not be too wide. The template could be tried out and viewed as a pdf to check that it appears as expected and does not distort the form.

**Q: Can I keep a copy of the reference?**

**A:** From the reference input page you can click 'Print' to display a PDF of the reference. This can be printed or saved.

**Q: How do we add special needs information?**

**A.** On the reference input page, click the box to indicate that the student agrees with the input of this information about them. The relevant input fields are then activated. You can then add the specific category and information about the support needed and a contact name if a post-16 college requires further information. A template may be used to provide a checklist.

**Q: Can I archive copies of all the students' application forms?**

**A:** For all submitted applications you can save a pdf of the application form including the reference.

1. From the school coordinator's home page menu, click 'Search'
2. Search for the student or students you want.
3. Click the checkbox(es) alongside student(s), or click the 'Check all' button at the bottom of the page.
4. Click 'Download PDFs' at the bottom of the page and wait for the PDF to be generated and text to be displayed confirming this. This can take a while depending on the number of forms - be patient!
5. When the text is displayed wait a bit longer to be sure that the process is complete. Then right-click on 'Download File' and 'Save as..' to save the pdf file to a folder on your computer. It is advisable to give the file a meaningful name identifying the student(s) and the date.

As the files contain personal details, the pdfs should be saved to an appropriately secure folder and archived in accordance with the school's own policy on data security.

If you want to save all the forms for the school, you could decide to search on each tutor group in turn and save each group as a single document. Alternatively you could display the whole year group in alphabetical order and download each page of 40 students as a single document.

## **Submit/Refer**

### ***Q: How do students know when I send back their forms for re-working?***

**A:** If a student has input an email address, a button on the menu next to 'Re-work' allows you to email the student with any comments and advice. Otherwise, you will need to speak to the student. When the student next logs on to LeCAP their form will be amendable and they can resend it for you to re-check and submit.

### ***Q: What can a student do if he/she changes his/her mind about the course choices after the form is submitted?***

**A:** If this is a radical change (i.e. to a different vocational sector), the student should write to the college concerned and request to be considered for the new choice and also explain his/her reasons? If it is a change of A Level subject or level within the same vocation, he/she could wait for the interview to request the change. Clear and well thought out reasons will impress the interviewer. If a student withdraws from all choices, when the course providers have reported this to LeCAP, the student can unlock their form and start again.

### ***Q: I have accidentally submitted a form instead of sending back or before completing the reference. What can I do?***

**A:** Submitted forms **cannot** be retrieved.

1. Check which colleges the student is applying for by clicking the 'Form' button or 'Progress' icon on the 'Search' page.
2. Contact the admissions offices at the colleges the student is applying to, so they can put the application 'on hold'.
3. Print or save the PDF of the application and make amendment and/or attach the completed reference.
4. Post or email to each of the student's chosen colleges.

### ***Q: Can I keep a list of the colleges that students have applied to?***

**A:** At any stage during the application process you can save a data file including the students' names and the colleges and courses they have applied to. Follow these steps:

1. From the school Coordinator's home page, Click 'Export application data'.
2. Click 'Export data'
3. Right Click on the text displayed and save the CSV file to a folder on your computer. You can display the data from this file on a spreadsheet.

### ***Q: Can School Coordinators check tutors' references before submitting?***

**A:** If you tick the 'Block tutors from submitting' checkbox in the school settings. Tutors can then approve the form. The approved forms will have their own line on the stages list. The school coordinator or assistant coordinator must then check and submit each form.

### ***Q: When and how can a student re-submit their application?***

**A:** When all their chosen colleges or sixth forms have recorded that a student has been unsuccessful or has withdrawn a student can unlock their form, amend it and re-submit. The student should seek advice to ensure that these new choices are realistic choices.

To do this, the student logs on to LeCAP and clicks 'Unlock' on their menu. When they have made their new choices they must send it to their tutor or coordinator for checking and submitting as before.