

LeCap Training

Agenda

Time: 3 hours

1. Introduction to LeCAP
 2. Presentation of Student's pages
 3. Exercise 1 – Complete form as a student
- Break - 15 mins*
4. Presentation of School Coordinators pages and presentation of PA Pages
 5. Schools-Exercise 2 – Check and submit a form
 6. Personal Advisers- Exercise 3 Explore facilities for PAs.

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Aims

To introduce and familiarise participants with the online Leicester/Leicestershire Common application process

Objectives

By the end of the session participants will:

1. Know how to support a student completing an application
2. Understand and be able to use the facilities available to a Personal Adviser or school
3. Understand their role and responsibilities