

Post-16 Applications for September 2020 – Online Application Guidance

External Students



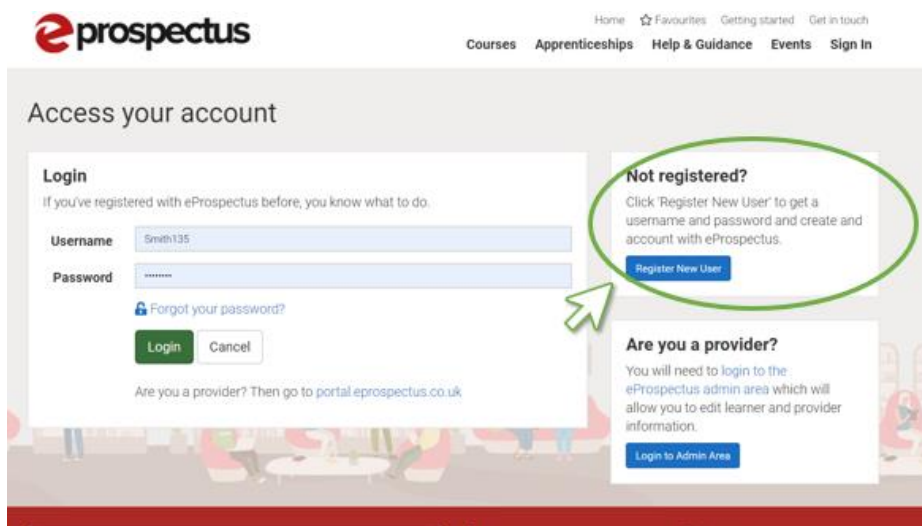
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1. Creating an account

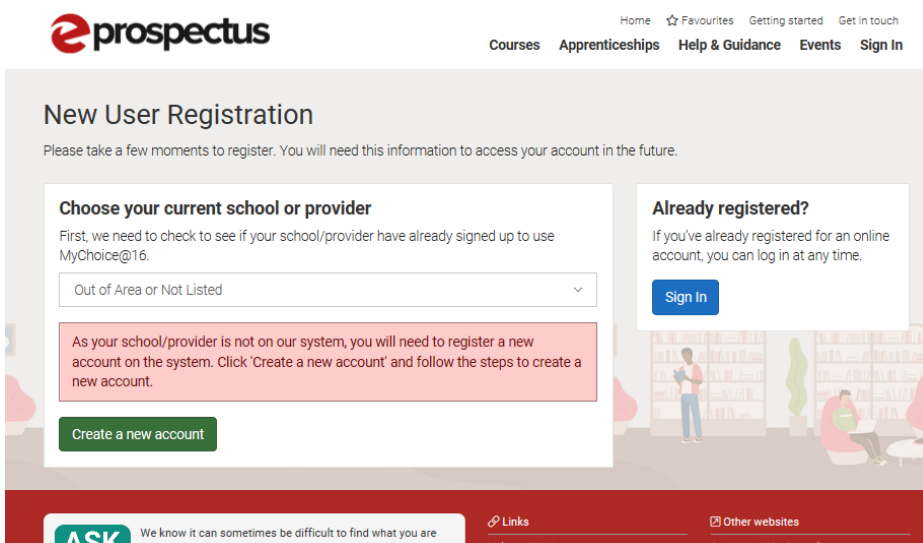


In your internet browser go to www.mychoice16.co.uk

From the home page click **Sign In**



Click the **Register New User** button.



Select **Out of Area or Not Listed** from the drop down list.

Then click the **Create a new account** button.

Create a new account

Please enter your personal details below to complete the registration process.

Register your details

Forename(s) *
Surname (family name) *
Date of birth *

Legal Gender *
Tel/mobile
Unique Learner Number (ULN)

Address *
City/town *

Postcode
County *
Country *

Current School
Year Group *

Please ensure you enter a valid email address as this is where we will send your login details.

Email address *
Retype Email address *

☐ I agree to the [Terms and Conditions](#) and [Privacy Policy](#) for this website and I give my permission for the information to be shared with the employer, education, careers advisers or training provider when any application is made. It will NOT be passed on to any other parties without your permission.

[Create my account](#)
[Cancel](#)

What is a Unique Learner Number?

A Unique Learner Number (ULN) is a 10-digit reference number that is allocated by the Learning Record Service to all learners in the UK who are over the age of 14 and in education and training. This number stays the same throughout the learner's education and training.

Complete the required information and then click the **Create my account** button.

Don't worry if you don't know your ULN number, this isn't mandatory.

Your account

Great Job!

You have successfully created an account.

Now, just to make sure we got your email address sarahthomas6@outlook.com correct, check your email inbox for a message from Janet.harris@cambridgeshire.gov.uk and click on the verification link.

You'll also have your new password in your email, although we strongly suggest that after your first login that you change your password.

If you don't find our email, check your Promotions tab or spam folder and drag our emails to your Primary Inbox.

*The verification link will expire in 24 hours so verify now!

[Sign In](#)

No verification?

If you've not received a verification for your online account, you can try and resend it.

[Resend Verification](#)

The next page will confirm your account has been created.

You now need to **check your inbox** for an email containing your login details.

Click the **Sign In** button and enter the username and password sent to you.

The first time you login you will be asked to agree to the terms and conditions.

2. Your Profile

The screenshot shows the 'Harry Smith's account' home page on the eProspectus website. The page has a navigation bar at the top with links for Home, Favourites, Getting started, Get in touch, Courses, Apprenticeships, Help & Guidance, Events, and My Account. On the left, there is a sidebar titled 'Creating your application' with two bullet points: 'You will only need to complete your template once, although you may need to update it if you get more up to date information.' and 'You can always change your password if you're having trouble remembering it.' The main content area is titled 'Harry Smith's account' and includes a sub-header 'Apply' with three cards: 'My Profile Template' (marked 'Incomplete'), 'My Intended Destination' (marked 'Incomplete'), and 'My Applications' (showing '0 Draft' and '0 Sent'). Below this is an 'Extra tools' section with 'Employability Passport' and 'CV Writer'.

This is your home page.

From here you can access your **profile** and your **applications**

This screenshot is identical to the previous one, but with a green circle highlighting the 'My Profile Template' card in the 'Apply' section. A green arrow points to the card, which is marked 'Incomplete'.

You should start by completing your profile.

Click on **My Profile Template**

The screenshot shows the 'My Profile Template' page. It has a 'Back to My Account' button in the top left. The main heading is 'My Profile Template' with a sub-header 'Updating the Template'. Below this is a list of six sections, each with a numbered icon and a red 'x' indicating it is incomplete: 1. Personal Details, 2. Parental Information, 3. Qualifications, 4. Work Experience, 5. Personal Statement, and 6. Equality and Diversity. Each section has a brief description of what it contains.

Within your profile there are 6 sections to complete:

Personal Details
Parental Information
Qualifications
Work Experience
Personal Statement
Equality and Diversity

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Back to My Account

Please note: You are editing your Profile Template

Template - Parental Information

You should be living with this parent, unless special circumstances apply.

Parental Details

Title * First Name * Last Name *

Choose [] [] []

Relationship of Parent (or carer/guardian) *

You should be living with this parent, unless special circumstances apply.

Select one []

Home Phone No. Personal Phone No. Email address *

e.g. 01507607763 e.g. 01507607763 []

Do you live with this parent? *

☒ Yes ☐ No

Save and Update Template Cancel

After you have entered any information in one of the sections you must click the **Save and Update Template** button.

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Back to My Account

My Profile Template

Your profile template allows you to create a "master" template so that when you create new applications, all the information from your template will be copied to your new application.

Updating the Template

In order to complete your personal profile template, please work through and complete each of the sections.

1 Personal Details Information about where you live, your nationality and your health.

2 Parental Information Contact details of your parent, carer or guardian.

3 Qualifications List all your qualifications from secondary education onwards.

4 Work Experience This section is all about the work experience you have had, including any part time jobs, and references.

5 Personal Statement Your chance to describe your ambitions, skills, and experience.

6 Equality and Diversity This section is all about who you are and what you believe.

Once you have completed a section a **green tick** will appear next to it.

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Back to My Account

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5 Personal Statement Your chance to describe your ambitions, skills, and experience.

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Once you have completed your profile you can go back to your home page by clicking the **Back to My Account** button.

3. Intended Destination



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Harry Smith's account

This is where you can tell us what you are thinking of doing after year 11 and make applications.

Apply

- My Profile Template** ✓ Complete
Now you need not type the same thing again and again.
- My Intended Destination** ✗ Incomplete
What are your plans after you leave Year 11?
- My Applications**
0 Draft
0 Sent
Manage all your current and past application processes.

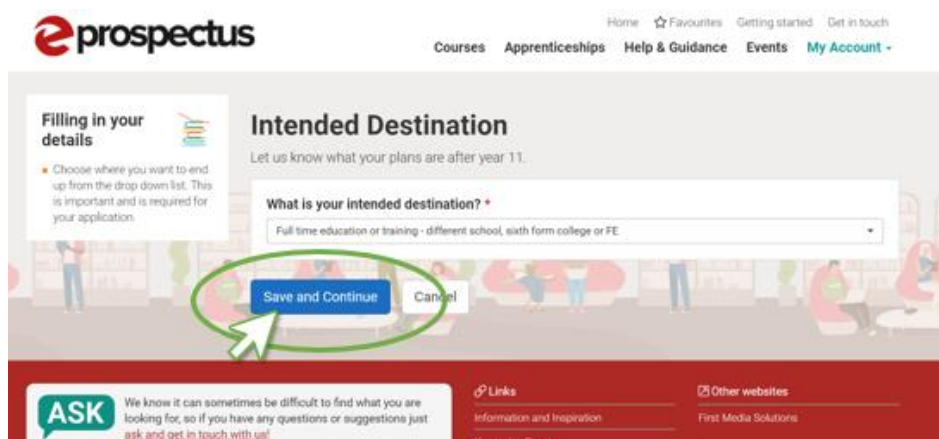
Extra tools

This is where you can access additional packages.

- Employability Passport
- CV Writer

In the Intended Destination section you just need to record what your plans are for after Yr11.

This can be changed at anytime if you change your mind.



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Intended Destination

Let us know what your plans are after year 11.

Filling in your details

- Choose where you want to end up from the drop down list. This is important and is required for your application.

What is your intended destination? *

Full time education or training - different school, sixth form college or FE

Save and Continue Cancel

ASK We know it can sometimes be difficult to find what you are looking for, so if you have any questions or suggestions just [ask and get in touch with us!](#)

Links
Information and Inspiration
Upcoming Events

Other websites
First Media Solutions

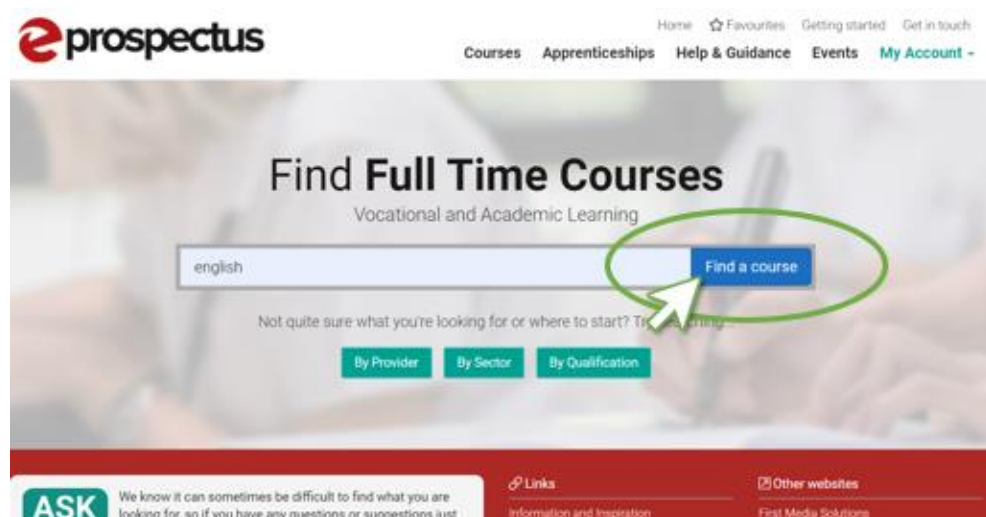
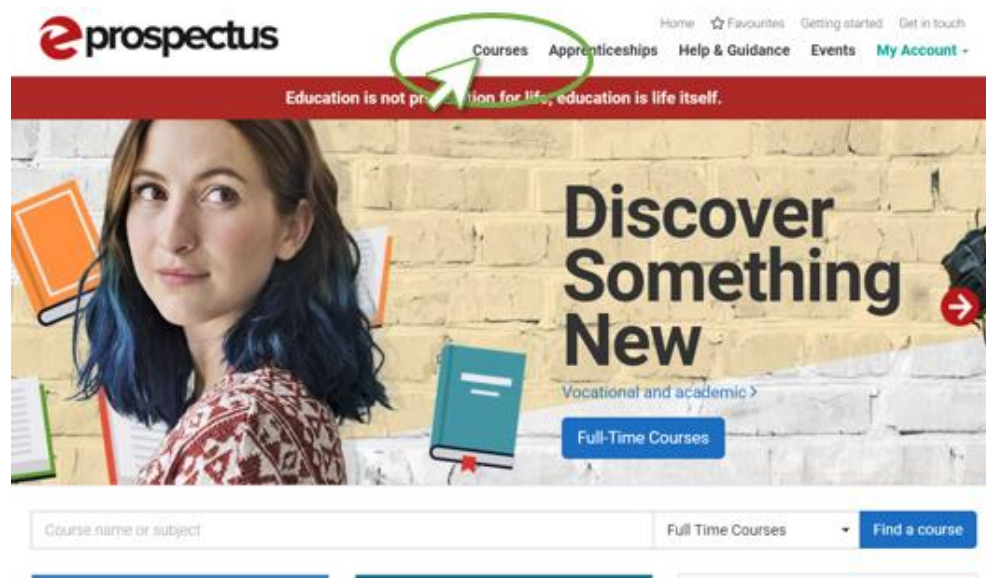
Choose one of the options from the drop-down menu.

Click **Save and Continue**.

4. Adding courses to your favourites list

Once your profile is complete you can start to make your applications.

To be able to make any applications you need to add the courses you want to apply for to your favourites list.



Search results "english"

Back to Search

Showing 17 courses

Filter by distance

Refine by

- Full Time Courses
- 2018-2019
- All Areas
- All Qualifications
- All Sectors
- Any Level

Map On

A Level English Literature

The Sixth Form College

GCE A/AS Level or Equivalent

Level 3

A Level English Literature

The Sixth Form College

GCE A/AS Level or Equivalent

Level 3

A Level English Literature

Long Road Sixth Form College

GCE A/AS Level or Equivalent

A Level English Literature

The Oaks College

GCE A/AS Level or Equivalent

The results page will bring up all the courses matching your search.

You can then click on one of the courses at a provider you are interested in.

Currently viewing: Full Time Courses

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Back to search results

The Sixth Form College

Would you like to ask a question?

College Road, Cambridge, Cambridgeshire, CB2 8PL

Available dates

01/09/2018 to 31/08/2019

The Sixth Form College

1 Year

Full time

Continuing working hours

A Level English Literature

Languages, Literature and Culture

Great! You've added it.

A Level English Literature has been added successfully to your favourites.

THANKS!

Add to Favourites

What will you be working towards?

Code: 111236

Qualification Type: GCE A/AS Level or Equivalent

Qualification Level: Level 3

Course type: Full Time

Overview

You will learn about the ways in which texts both literary (novels, plays, poetry) and non-literary (speeches, journalism, autobiography, adverts) are constructed and how language is used to influence, manipulate and delight the reader. Learning about the way language is constructed will help you to develop your own writing and you will learn to produce effective original writing aimed at a target audience. Through the study of literature you will explore the ideas, attitudes and theories which underpin literature and how writers of all periods are affected by the social and historical contexts of their day. You will also learn about how speech is constructed and how to analyse speech transcripts. Personal response is also important and you will learn to express your opinion based on your personal interpretation of texts. This is part of developing as an independent learner and you will develop essay writing skills and learn how to structure essays and include the right balance of knowledge, interpretation and opinion.

Details

Units you may study include: Drama; Prose (before and after 1900); Poetry

How will it be delivered?

College Road, Cambridge, Cambridgeshire, CB2 8PL

Available dates

01/09/2018 to 31/08/2019

You will then see information about the course offered by that provider.

If this is a course you are interested in applying for then add it to your favourites.

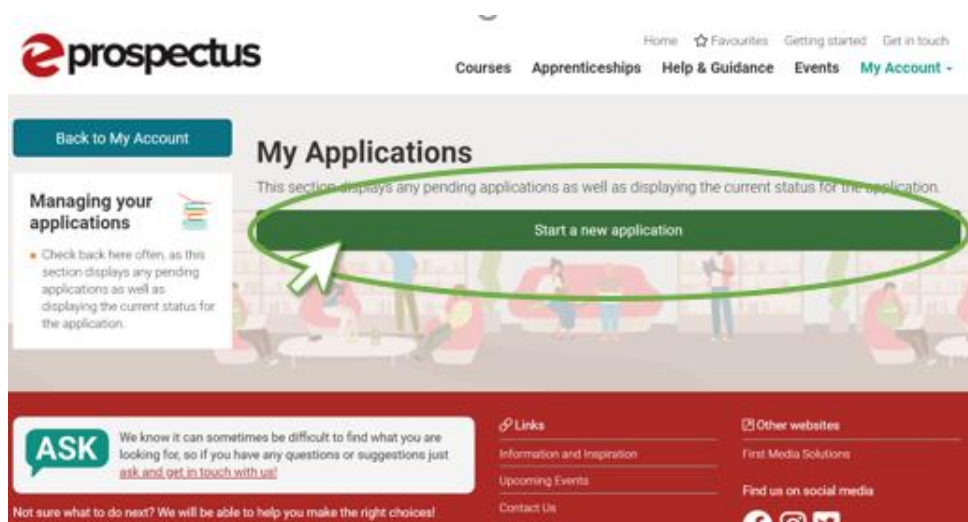
To do this click **Add to Favourites**.

A confirmation box will pop up.

5. Making Applications



To make an application go to the **My Applications** section of your home page.



Click on **make a new application**.



You will see that it has copied your completed profile to make up the application.

The next step to add your courses by clicking **Course Choices**.

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Back to Application

Course Choices

If you haven't chosen any courses or the course you want to apply for is not listed, [search for a course](#) online and add it to your favourites list. Click on the icons ⓘ or ⚠ next to the course name for more details.

My Favourites

A Level English Literature ⓘ ⚠	The Sixth Form College	Add Course
A Level Ancient History ⓘ ⚠	The Sixth Form College	Add Course
A Level Computer Science ⓘ ⚠	The Sixth Form College	Add Course

ADD COURSE CANCEL

Search for a course

My Choices

Making your choices

If you haven't chosen any courses or the course you want to apply for is not listed, try searching for more courses and adding it to your favourites list.

Your checklist

- Personal Details
- Parental Information
- Qualifications

Your favourites list will appear for you to select the courses you want to add to the application.

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Course Choices

If you haven't chosen any courses or the course you want to apply for is not listed, [search for a course](#) online and add it to your favourites list. Click on the icons ⓘ or ⚠ next to the course name for more details.

My Favourites

A Level English Literature ⓘ ⚠	The Sixth Form College	Unavailable
A Level Ancient History ⓘ ⚠	The Sixth Form College	Unavailable
A Level Computer Science ⓘ ⚠	The Sixth Form College	Unavailable

Search for a course

My Choices

Use the up and down arrows to order your choices by preference.

The Sixth Form College

1	A Level Ancient History (Level 3)	↑ ↓ ⚠
2	A Level English Literature (Level 3)	↑ ↓ ⚠
3	A Level Computer Science (Level 3)	↑ ↓ ⚠

Why have you chosen the course(s)? *

Making your choices

If you haven't chosen any courses or the course you want to apply for is not listed, try searching for more courses and adding it to your favourites list.

Your checklist

- Personal Details
- Parental Information
- Qualifications
- Work Experience
- Personal Statement
- Equality and Diversity
- Course Choices
- Send Application

You can add all the courses you want to apply for at that provider and they will appear in the My Choices list.

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Back to My Account

Create Your Application

Your Application ID is 5969. If you have any problems, please refer to this number.

⚠ You've not sent this application.

1 Personal Details Information about where you live, your nationality and your health.	2 Parental Information Contact details of your parent, carer or guardian.	3 Qualifications List all your qualifications from secondary education onwards.
4 Work Experience This section is all about the work experience you have had, including any part time jobs.	5 Personal Statement Your chance to describe your ambitions, skills, and experience.	6 Equality and Diversity This section is all about who you are and what you believe.
7 Course Choices Select the course(s) you want to include in your application.	8 Send Your Application Review and send your completed application.	

The final step is send your application by clicking the **Send Your Application** button.

Don't panic, clicking this button will only take you to a page where you can check your whole application.

Back to Application

Please choose your order preference for this application *

Review and checking your details

- Review and amend any information you need to before sending it
- Make sure you answer any questions and send the application before logging off

Your checklist

- Personal Details
- Personal Information
- Qualifications
- Work Experience
- Personal Statement
- Equality and Diversity
- Course Choice
- Send Application

Will you need support at your College interview? *

If you answer yes to this question, the college may contact you for further information.

Yes

Send Application

Are you happy to continue?

YES, I'm happy to continue! CANCEL

I have read and agree that the information about me that is saved on this site to be held and shared with my existing and other educational institutions, colleges and training providers to whom I apply, and for the purposes described in, and processed in accordance with, The General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018 (subject to Royal Assent), and outlined in the site's [Privacy Notice](#). The information will only be processed for the purposes of training and education and the provision of grants and benefits.

Please note that if you do not consent your on-line application will not be shared and you will have to apply using a different format. Please contact the provider directly to find out more.

I have reviewed the application, I'm satisfied with the contents and wish to send it to the provider.

Send application Cancel

This page allows you to review your application.

You then need to answer the questions at the bottom of the page

VERY IMPORTANTLY you need to state the order of preference for this application. (e.g. 1st, 2nd or 3rd)

Finally click the **Send Application** button.

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Your application has been sent!

Please take a moment to rate your experience.

If you have any questions, please don't hesitate to contact us.

Your application has now been submitted.