

Post-16 Applications



The CAP application is completed online.

It consists of your:

- personal details
- work history
- personal statement
- choice of course(s)
- projected qualifications
- reference from the school (*includes information on attitude, attendance and behaviour*)



Use the site www.mychoice16.co.uk to search and apply for courses.

A step-by-step guide explaining how to apply is available on the school website.



Courses for Sept 2023 will appear from 1st Oct.

Login details will be emailed to students.

Education is not preparation for life; education is life itself.



Adult Learning
Adult Courses (age 19+) >

Search



Full Time Courses
Vocational and academic >

Search



Apprenticeships
Employer-based vacancies >

Search

help and guidance



[Home](#) [☆ Favourites](#) [Getting started](#) [Get in touch](#)

[Courses](#) [Apprenticeships](#) [Help & Guidance](#) [Events](#) [Sign In](#)

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Activate Windows
Go to Settings to activate Windows.

help and guidance

Adult Learning

Adult Courses (age 19+) >

Search

Full Time Courses

Vocational and academic >

Scroll down and click here for help and guidance.

Course name or subject

Full Time Courses

Find a course

Discover new exciting features

We're adding new stuff all the time. Why not sign up for free and give it a go?

Find out more

Help & Guidance

We can help you prepare and to make choices about your future.

Learn More

Upcoming Events

Keep up-to-date with the latest activities and events near you.

Take a look

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help and guidance



Home ☆ Favourites Getting started Get in touch

Courses Apprenticeships **Help & Guidance** Events Sign In

Help & Guidance

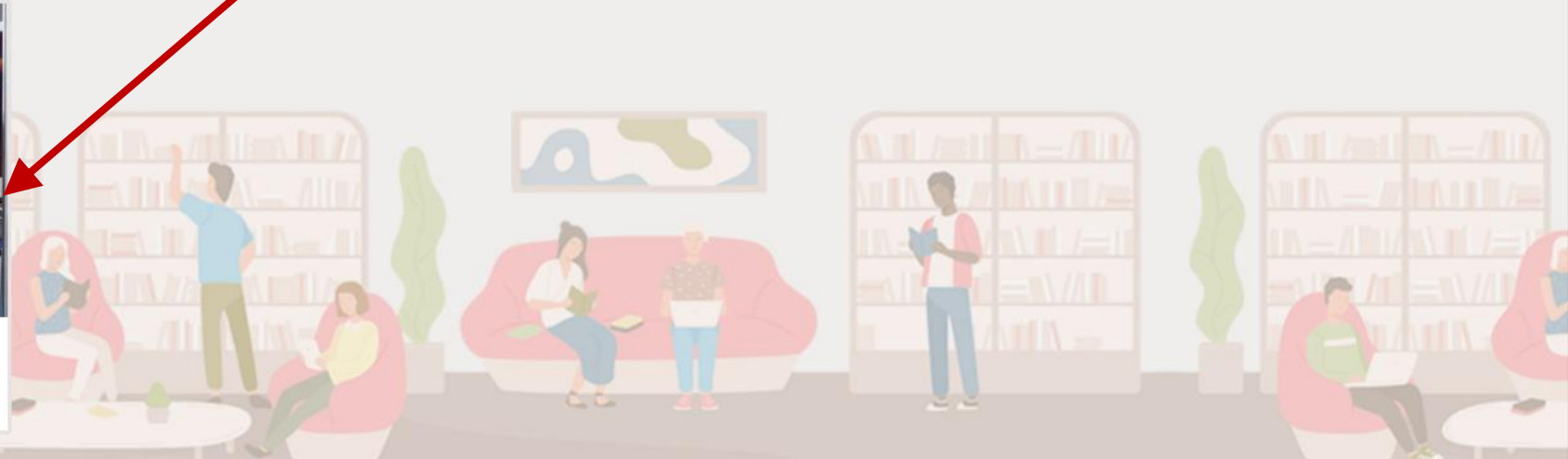
Each of the following sections provides

...the choices about your future.

Click here for help and guidance.



Using the eProspectus



help and guidance

Using the eProspectus

It can be used to search for courses and/or apprenticeships, make applications, create your CV, record your employability skills.



Click on one of these for specific help and guidance.



Searching for courses and making applications

[Getting started](#)

[Completing your application](#)

[Searching for courses and opportunities](#)

[Selecting your favourites](#)

[Making an application](#)

[Getting help](#)

Employability Passport

[Using the Employability Passport](#)

[How can it help me?](#)

[About Employability Skills](#)

CV Writer

[How to use the CV Writer](#)

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getting started



Home ☆ Favourites Getting started Get in touch

Courses Apprenticeships Help & Guidance Events **Sign In**

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Employer-based vacancies >

Search

Click here to sign in.

Activate Windows
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getting started



Home ☆ Favourites Getting started Get in touch

Courses Apprenticeships Help & Guidance Events Sign In

Access your account

Login

If you've registered with MyChoice@16 before, you know what to do.

Username

Password

 [Forgot your password?](#)

Login

Cancel

Are you a provider? Then go to admin.eProspectus.co.uk

Not registered?

Click 'Register New User' to get a username and password and create an account with MyChoice@16.

Register New User

We will email you your username and password.

Are you a provider?

Go to [admin.eProspectus.co.uk](#) to login to the eProspectus admin area which will allow you to edit learner and provider

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getting started



Home [☆ Favourites](#) [Getting started](#) [Get in touch](#)

[Courses](#) [Apprenticeships](#) [Help & Guidance](#) [Events](#) [My Account ▾](#)

Terms and conditions

Before you proceed we want you to know exactly how our prospectus works and why we need your details. Please state that you have read and agreed to these terms before you continue.

I have read and give my explicit consent for the personal information about me that is saved on this site to be held by **Scarfolk Council**, and for this information to be shared with my existing and other educational institutions This includes schools/academies, colleges and training providers to whom I apply, and for the purposes described in, and processed in accordance with, The **General Data Protection Regulation (GDPR)** (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.

I have read/agree to the ([Terms and Conditions](#)) and [Privacy Notice](#) which apply to

- The on-line Common Application Process (CAP) to make an application to a 16
- The on-line CV Writer
- The on-line Employability Skills Passport.

Please note that if you do not consent your information will not be saved and/or shared and with respect to any on-line applications, you will have to apply using a different format. Please contact the provider directly to find out more.

**Agree to the terms to
move on to your account.**

I agree to these terms

I disagree

my profile

Creating your application



- You will only need to complete your template once, although you may need to update it if you get more up to date information.
- You can always [change your password](#) if you're having trouble remembering it.

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
✖ Incomplete

Now you need not type the same thing again and again.



What a
leave Y

- You will need to complete the following in the my profile section:
- personal details
 - work experience
 - personal statement


my profile: personal details



[Home](#) [☆ Favourites](#) [Getting started](#) [Get in touch](#)

[Courses](#) [Apprenticeships](#) [Help & Guidance](#) [Events](#) [My Account ▾](#)

[Back to My Account](#)

 Please note: You are editing your Profile Template

Updating your template



- This section covers information about where you live.

Profile Template

- ✗ [Personal Details](#)
- ✗ [Parental Information](#)
- ✗ [Work Experience](#)
- ✗ [Personal Statement](#)
- ✗ [Equality and Diversity](#)

Template - Your Personal Details

This section covers information about where you live and your contact details.

Information About You

Forename(s) *

Harry

Surname (family name) *

Smith

Preferred Forename *

Leave blank if the same as your legal first name

leave blank if the same as your legal name

Preferred Surname *

Leave blank if the same as your legal surname

leave blank if the same as your legal name

Date of birth *

Home Phone No.

Personal Phone No.

my profile: personal details

Complete
all details
carefully.

Legal Gender *

We have a legal obligation to record gender; please indicate your gender as it was registered at birth.

Gender Identity *

Which of the following best describes your gender? Note: 'Trans' is an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, their registered birth gender.

Current school, college or provider

Year Group

Home Address Details

Address *

City/town *

County *

Postcode [Lookup](#) *

Country *

Choose your first language *

my profile: personal details

Make sure your contact details are up to date and that you use an email address which you check regularly.

Personal Email address *

School Email address

Will you have been resident in the UK or EU - or Iceland, Liechtenstein, Norway or Switzerland - for 3 years prior to 1st September 2019? *

Yes No

Do you intend to move from your above address before the 1st September? *

Yes No

Health

Please indicate below your likely support needs (physical, learning or otherwise), if any. Declaring a need will not disadvantage you in any way but will help post-16 providers to plan their student support.

Do you consider yourself to have any medical conditions or disability? *

Yes No

Do you consider that you have a learning difficulty? *

Yes No

Save and update each section .

Save and Update Template

Cancel


my profile: work experience



[Home](#) [★ Favourites](#) [Getting started](#) [Get in touch](#)

[Courses](#) [Apprenticeships](#) [Help & Guidance](#) [Events](#) [My Account ▾](#)

[Back to My Account](#)

 Please note: You are editing your Profile Template

Updating your template



- We would like to see full sentences and you should think about where you went, what you did, did you enjoy it, did you want this placement, but now you don't want it as a career.

Profile Template

- ✓ Personal Details
- ✓ Parental Information
- ✓ Qualifications
- ✗ Work Experience

Template - Work Experience

Please write about any work experience you have done, any part-time jobs you have or have had and any volunteering you have undertaken.

I have not had the opportunity to undertake any form of work experience.

Write about any experience of work you have had.

my profile: personal statement



[Home](#) [☆ Favourites](#) [Getting started](#) [Get in touch](#)

[Courses](#) [Apprenticeships](#) [Help & Guidance](#) [Events](#) [My Account ▾](#)

[Back to My Account](#)

Updating your template



- Remember use a word processor or similar, using the spell-check facility, and copy and paste over when you're ready. And more is better, so try and fill in at least 240 characters.

Profile Template

- ✓ Personal Details
- ✓ Parental Information
- ✓ Qualifications

i Please note: You are editing your Profile Template

Template - Your Personal Statement

Include interests and hobbies. You could also talk about your favourite subject and careers aspirations. This should make you sound as good as you can be, so don't put anything negative - but be honest at the same time!

i You can only write a maximum of 4000 characters in this section.

Copy the personal statement you have been writing in your CitCom lessons here.

intended destination

Creating your application



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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.

Click here to record what your intention is after Year 11.

intended destination

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.

Intended Destination

Let us know what your plans are after year 11.

What is your intended destination? *

Select one

Save and Continue

Cancel

Make your choice from the drop down list.

searching for courses



Home [☆ Favourites](#) [Getting started](#) [Get in touch](#)

[Courses](#) [Apprenticeships](#) [Help & Guidance](#) [Events](#) [My Account ▾](#)

Creating your application



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Harry Smith's account

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Apply



My Profile Template
✓ Complete

Now you need not type the same thing again and again.



My Intended Destination
✓ Complete

What are your plans after you leave Year 11?



My Applications
✉ 0 Draft
✉ 0 Sent

Manage all your current and

Before making an application, you have to search for courses.

searching for courses



[Home](#) [☆ Favourites](#) [Getting started](#) [Get in touch](#)

[Courses](#) [Apprenticeships](#) [Help & Guidance](#) [Events](#) [Sign In](#)

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[Adult Learning](#)
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Search



[Full Time Courses](#)
Vocational and academic >

Search



[Apprenticeships](#)
Employer-based vacancies >

Search

Click here to start searching for courses.



Activate Windows
Go to Settings to activate Windows.

searching for courses



[Home](#) [★ Favourites](#) [Getting started](#) [Get in touch](#)

[Courses](#) [Apprenticeships](#) [Help & Guidance](#) [Events](#) [Sign In](#)

If you know the course you want to do, type it in.

Find Full Time Courses

Vocational and Academic

If you are not sure, you can filter by provider, by sector or by qualification.

Not quite sure what you're looking for or where to start? Try searching...

By Provider

By Sector

By Qualification

searching for courses



Home ☆ Favourites Getting started Get in touch

Courses Apprenticeships Help & Guidance Events **My Account** ▾

Search results "english"

Map On

Back to Search

Showing 17 courses

english



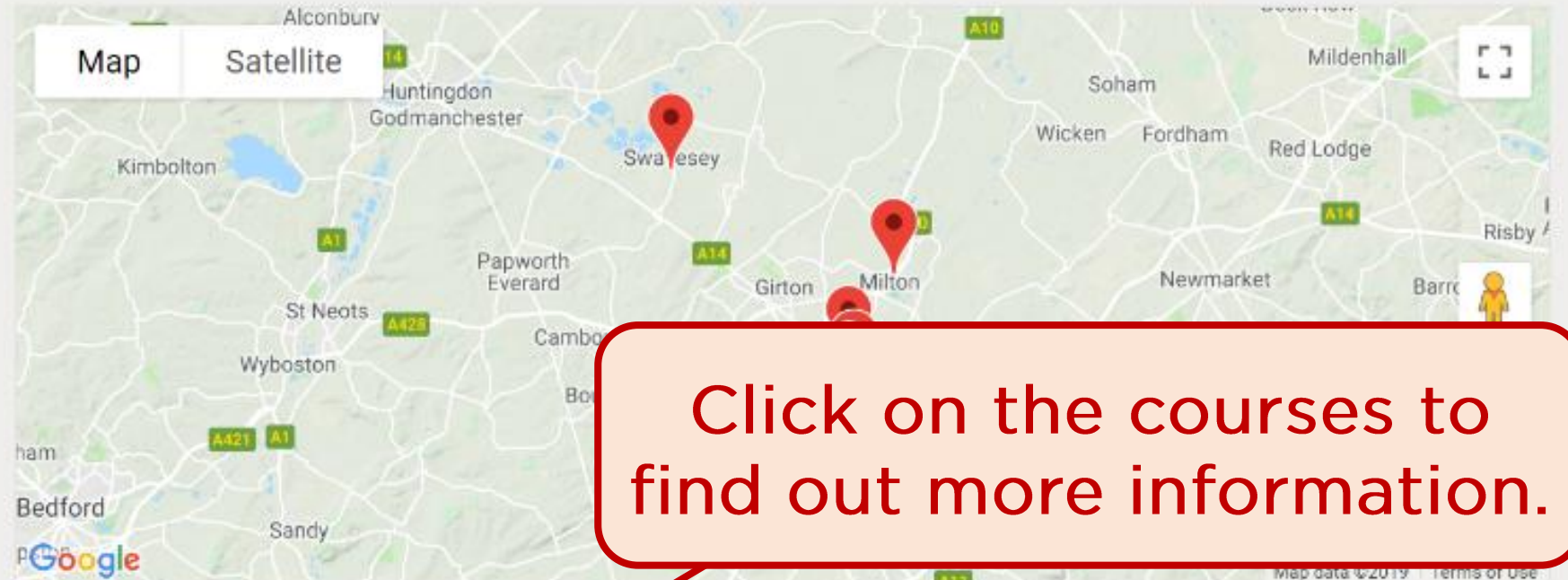
Filter by distance

Refine by

Full Time Courses ▾

2018-2019 ▾

All Areas ▾



Click on the courses to find out more information.

A Level English Literature

The Sixth Form College



A Level English Literature

The Sixth Form College



selecting your favourites

Back to search results



A Level English Literature

Languages, Literature and Culture

The Sixth Form College

Would you like to ask a question?

College Road, Cambridge, Cambridgeshire, CB2 8PE

😊 Great! You've added it.

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

THANKS!

If you like the course, add it to your favourites. Do this for all the courses you are interested in.

01/09/2019 to 31/08/2020 - at The Sixth Form College

Add to Favourites



making an application

Creating your application



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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
✓ Complete



My Applications
✉ 0 Draft
✉ 0 Sent

Manage all your current and past application processes.

To make an application, click here.

making an application

[Back to My Account](#)

My Applications

This section displays any pending applications as well as displaying the current status for the application.

[Start a new application](#)

Managing your applications



- Check back here often, as this section displays any pending applications as well as displaying the current status for the application.

Click here to start a new application.

making an application

[Back to Application](#)

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

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 a course from your list of favourites.

making an application

✓ Qualifications

✓ Work Experience

✓ Personal Statement

✓ Equality and Diversity

✓ Course Choices

✗ Send Application

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)? *

For example, they will lead to a type of career, it's an area that you are interested in etc. If you have chosen different types of courses, you should also explain why. Don't feel you have to write too much here.

Once you have added all the courses, you need to explain why you have chosen these courses.

✓ Parental Information

✓ Qualifications

making an application

[Back to 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
- ✓ Parental Information
- ✓ Qualifications
- ✓ Work Experience
- ✓ Personal Statement
- ✓ Equality and Diversity

Please choose your order preference for this application *

Not Chosen

Will you need support at your College interview? *

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

No

- I have read and give my explicit consent for the personal information about me that is saved on this site to be held by Scarfolk Council, and for this information to be shared with my existing and other educational institutions This includes schools/acadamies, 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 (as amended by the European Parliament and the Council of the European Union [2016] 2016/679 (EU) Royal Assent], and outline the purposes of training a

Review and check your application before sending it.

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.

making an application

Your application has been sent!



This sends your application to a holding bay. The school will send it on once we have added your predicted grades and a reference.

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

managing your applications



[Home](#) [☆ Favourites](#) [Getting started](#) [Get in touch](#)

[Courses](#) [Apprenticeships](#) [Help & Guidance](#) [Events](#) [My Account ▾](#)

[Back to My Account](#)

My Applications

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[Start a new application](#)

Managing your applications



- Check back here often, as this section displays any pending applications as well as displaying the current status for the application.

Schools Hold

Your application will be sent to the provider when it has been released by your school

[📄 The Sixth Form College \(28/09/19\)](#)

[PDF](#)

[Delete](#)

Your account page shows the status of your application. You will get an email notification when your application status changes. You can make new applications right up to the deadline.

Post-16 Applications



Deadline for applications is Friday 2nd December.

For more help, see Mrs Kirkham, Dr Simpson or Mr Carlson.