

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. It will also be emailed to you.



Courses for Sept 2025 will appear from 1st Oct.

Login details will be emailed to students.

About our prospectus

Welcome to MyChoice16, your Online Careers Gateway.

MyChoice16 is an online prospectus and application system for young people to apply to school sixth forms, colleges and training providers.

Anyone can browse the prospectus to find out more about courses and opportunities, but to make an application you will need your log in details.

[Browse Courses >](#)

[Login >](#)



help and guidance



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Browse Courses >

Login >

Click here for help and guidance.



help and guidance

Guides to help you




prospectus

How to Create an Application

The following guide will show you how to create a new application and send it off to be processed.


[Start Guide →](#)

How to create an application



MyChoice16 A guide for 'out of area' applications

Go to [MyChoice16 - Your Online Careers Gateway](#)



Out of Area Guide (pdf)

Click here for help and guidance.

getting started



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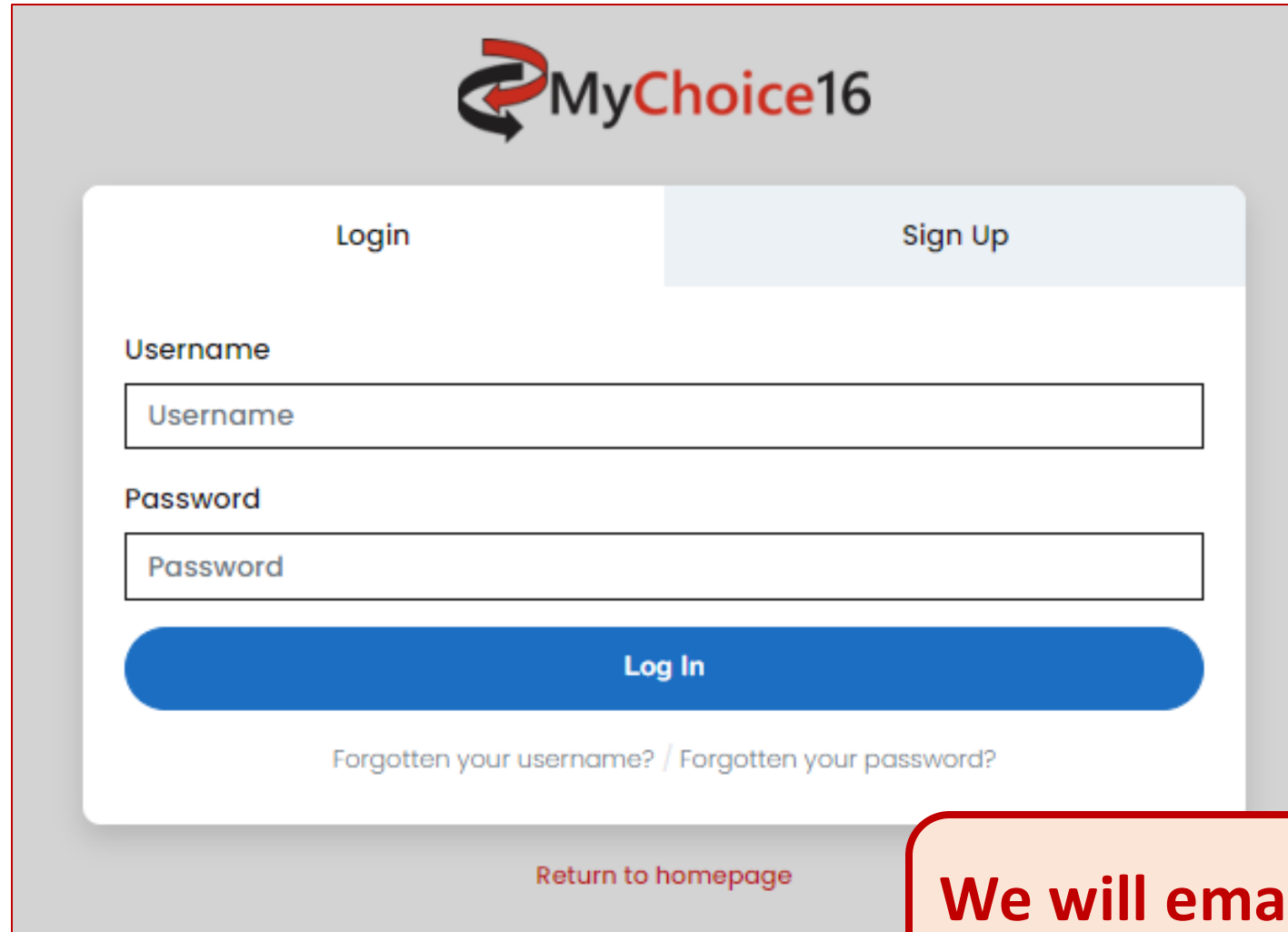
Browse Courses >

Login >

Click here to sign in.



getting started



The image shows a web form for MyChoice16. At the top center is the MyChoice16 logo, which consists of a stylized red and black circular arrow icon followed by the text "MyChoice16". Below the logo are two tabs: "Login" and "Sign Up". The "Sign Up" tab is highlighted with a light blue background. Under the "Sign Up" tab, there are two input fields: "Username" and "Password". Each field has a placeholder text of the same name. Below these fields is a large blue button with the text "Log In". At the bottom of the form, there is a link that says "Forgotten your username? / Forgotten your password?". Below the form, there is a link that says "Return to homepage".

MyChoice16

Login Sign Up

Username

Username

Password

Password

Log In

Forgotten your username? / Forgotten your password?

Return to homepage

**We will email you your
username and password.**

getting started



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

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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 use of this site, and

- The on-line Common Application Process (CAP) to make an application to a 16-19 education and training provider
- 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.

I agree to these terms

I disagree

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

your profile

Your Account

Get the most out of all the MyChoice16 services you use.

Welcome back, Janet

What do you want to do today?

Apply

You need to fully complete both your profile and next steps before you can make an application.

Your profile

A record of your information.

Status incomplete

Update your details >

Intended Destination

Where you plan to go after year 11?

Status complete

Change destination >

Your Applications

Management centre.

Create or Review applications >

You will need to complete the following in the Your Profile section:

- personal details
- work experience
- personal statement

At a glance

Everything you need to know about in one handy place.

1 **Messages**
You have new messages to read

1 **Your Profile**
Only 1 more section left to complete your profile

your profile: personal details

Your profile

Your individual user information that is used for creating your applications.

[← Back to your account](#)

This is all about you, Janet.

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

Personal Details

Please make sure your personal email address is correct so that you can be contacted by the provider when you leave school

Status complete

[Update details](#) >

Address

Information about where you live.

Status complete

[Update details](#) >

Health

Information given on this section will not affect your application, but will ensure that you are supported by the provider. Please check the drop down list by clicking Yes - if nothing applies then click No.

Status complete

[Update details](#) >

Parental Information

Contact details of your parent, carer or guardian.

Status complete

[Update details](#) >

Your qualifications

List all your qualifications from secondary education onwards.

Status incomplete

[Update details](#) >

Work Experience

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

Status complete

[Update details](#) >

Your personal statement

Your personal statement helps us to learn about you; what your hobbies and interests are and what you might want to do after year 13 - we can get to know you, before we meet you!

Status complete

[Update details](#) >

Equality and Diversity

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

Status complete

[Update details](#) >

What's next?

Once your profile is complete you can create an application or use your other tools.

Print your profile

[Create a PDF](#) >

Add courses to favourites

[Search courses](#) >

Create an application

[Create/View applications](#) >

Message centre

[View your messages](#) >

The profile is the main part of any application and will be attached to different courses for each college application.

Your qualifications will be uploaded by the school so there are 7 areas of your profile that you must complete before an application is sent on.

your profile: personal details



Get In Touch

Your account

Log out

[Home](#) [Opportunities](#) [Events](#) [Information](#)

[← Back to your profile](#)

Personal Details

This section covers information about you.

Forename(s) *

Surname (family name) *

Preferred First Name

Preferred Last Name

Date Of Birth

For example, 12 10 2004

Day

Month

Year

Home Phone No.

Personal Phone No.

Personal Email Address *

School Email Address

Sex

Gender Identity

At a glance...

How much have you completed?

✓	Personal Details
✓	Address
✓	Health
✓	Parental Information
✗	Your qualifications
✓	Work Experience
✓	Your personal statement
✓	Equality and Diversity

Complete all details carefully.

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

your profile: personal details

[← Back to your profile](#)

Personal Details

This section covers information about you.

Forename(s) *

Surname (family name) *

Preferred First Name

Preferred Last Name

Date Of Birth

For example, 12 10 2004

Day

Month

Year

Home Phone No.

Personal Phone No.

Personal Email Address *

School Email Address

Sex

Gender Identity

At a glance...

How much have you completed?

✓	Personal Details
✓	Address
✓	Health
✓	Parental Information
✗	Your qualifications
✓	Work Experience
✓	Your personal statement
✓	Equality and Diversity

Complete all details carefully.

Track the progress of your profile.

- green tick = complete
- red cross = incomplete.

You can go back and change any part of your profile up until it is sent by the school.

your profile: personal details



Get In Touch [Your account](#)

[Home](#) [Opportunities](#) [Events](#) [Information](#)

[< Back to your profile](#)

Health

Information about your health.

Learning difficulty, disability or health problem *

Do you consider yourself to have any medical disability, learning difficulty or other health problem?

Yes* No*

Please provide more details

- Asperger's syndrome
- Autism spectrum disorder
- Disability affecting mobility
- Dyscalculia
- Dyslexia
- Hearing impairment
- Mental health difficulty
- Moderate learning difficulty
- Not provided
- Other disability
- Other learning difficulty
- Other medical condition (for example epilepsy, asthma, diabetes)
- Other physical disability
- Other specific learning difficulty (e.g. Dyspraxia)
- Prefer not to say
- Profound complex disabilities
- Severe learning difficulty
- Social and emotional difficulties
- Speech, Language and Communication Needs
- Temporary disability after illness (for example post-viral) or accident
- Vision impairment

At a glance...

How much have you completed?

<input checked="" type="checkbox"/>	Personal Details
<input checked="" type="checkbox"/>	Address
<input checked="" type="checkbox"/>	Health
<input checked="" type="checkbox"/>	Parental Information
<input checked="" type="checkbox"/>	Your qualifications
<input checked="" type="checkbox"/>	Work Experience
<input checked="" type="checkbox"/>	Your personal statement
<input checked="" type="checkbox"/>	Equality and Diversity

It is really important that you click yes on the health section to identify any issues.

Colleges need to know this information in advance so that they can support you once enrolled.

This information will not influence your application in any way.


your profile: work experience



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[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 your work experience placement and any other experience of work you have had.

your profile: personal statement

[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

Your Account

Get the most out of all the MyChoice16 services you use.

Welcome back, Janet

What do you want to do today?

Apply

You need to fully complete both your profile and next steps before you can make an application.

Your profile

A record of your information.

Status incomplete

Update your details >

Intended Destination

Where you plan to go after year 11?

Status complete

Change destination >

Your Applications

Management centre.

Create or Review applications >

Click here to record where you intend to go after Year 11.

At a glance...

Everything you need to know about in one handy place.

1 Messages
You have new messages to read

1 Your Profile
Only 1 more section left to complete your profile

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

Your Account

Get the most out of all the MyChoice16 services you use.

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

Welcome back, Janet

What do you want to do today?

Apply

You need to fully complete both your profile and next steps before you can make an application.

Your profile

A record of your information.

Status incomplete

[Update your details](#) >

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Where you plan to go after year 11?

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[Change destination](#) >

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Management centre.

[Create or Review applications](#) >

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searching for courses



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Anyone can browse the prospectus opportunities, but to make an application you will need your log in details.

[Browse Courses >](#)

[Login >](#)

Click here to start searching for courses.



searching for courses



Get In Touch

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Opportunities

Helping you to make the right choice.



Search for opportunities

What do you want to study? Full time courses Search



Full time courses

Browse our range of both vocational and academic courses and get your career off to a flying start.



Employer courses

Browse our range of work related courses



Provider apprenticeships

Browse our range of provider apprenticeship courses



Jobs

Browse our range of courses

searching for courses

The screenshot shows the MyChoice16 website interface. At the top left is the MyChoice16 logo. To the right are links for 'Get In Touch', 'Your account', and 'Log in'. A red navigation bar contains 'Home', 'Opportunities', 'Events', and 'Information'. Below this is a banner for 'Full time courses Course Finder' with a background image of students. The search section includes a 'Search for courses' input field with the placeholder 'What do you want to study?', a 'Postcode (optional)' field with a location icon, and a 'Distance (optional)' dropdown menu with 'Please Select...' and a downward arrow. A 'Search' button is to the right. Below the search fields is a note: 'Enter either the postcode where you live or where you would like to travel from.' At the bottom, there is a prompt: 'Not quite sure what you're looking for or where to start? Try searching...' followed by filter buttons: 'By Provider', 'By Sector', 'By Qualification', 'By Level', and 'By Area'.

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

If you are not sure, you can filter by provider, sector, qualification, level, area, or by distance from your home.

searching for courses

The screenshot shows the MyChoice16 website interface. At the top left is the MyChoice16 logo. On the top right are links for 'Get In Touch', 'Your account', and 'Log in'. A red navigation bar contains 'Home', 'Opportunities', 'Events', and 'Information'. The main heading is 'Full time courses' with a sub-heading 'Course listing' and a note 'Showing 4 out of 4 available courses.' Below this is a 'Filters' section with a search box containing 'CBI 8NN', a distance filter set to '- Any Distance -', and a year filter set to '2023-2024'. The course results list includes:

- A Level French** at Hills Road Sixth Form College, 1.7 miles, GCE A/AS Level or Equivalent, Level 2.
- French A Level** at Long Road Sixth Form College, 1.4 miles, GCE A/AS Level or Equivalent, Level 3.
- IB French Higher Level** at Parkside International Sixth, 3.2 miles.


A red callout box with a white background and a red border contains the text 'Click on the courses to find out more information.' with a red arrow pointing to the 'French A Level' course entry.

selecting your favourites

MyChoice16 Get In Touch [Your account](#) [Log in](#)

[Home](#) [Opportunities](#) [Events](#) [Information](#)


[← Back to search results](#)



French A Level

Long Road Sixth Form College
Long Road, Cambridge, Cambridgeshire, CB2 8PX

GCE A/AS Level or Equivalent Level 3



Available start dates

Friday, 08 September 2023
 Long Road Sixth Form College 2 Year(s) Part of a full time programme
 Daytime/working hours

[♥ Add to Favourites](#)

Similar Courses

- Applied Science Level 3 Diploma (equivalent to 2 A Levels)
- Applied Science Level 3 Extended Certificate (equivalent to 1 A Level)
- Art and Design Level 3 Extended Diploma (equivalent to 3 A Levels)
- Art, Craft and Design (Fashion with Textiles) A Level
- Art, Craft and Design (Fine Art) A Level
- Art, Craft and Design (Graphic Illustration) A Level
- Biology A Level
- Business Level 3 Extended Certificate (equivalent to 1 A Level)
- Business Studies A Level
- Chemistry A Level

[+ View all similar courses](#)

making an application

Your Account

Get the most out of all the MyChoice16 services you use.

Welcome back, Janet

What do you want to do today?

Apply

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Status incomplete

Update your details >

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Status complete

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Management centre.

Create or Review applications >

To make an application,
click here.

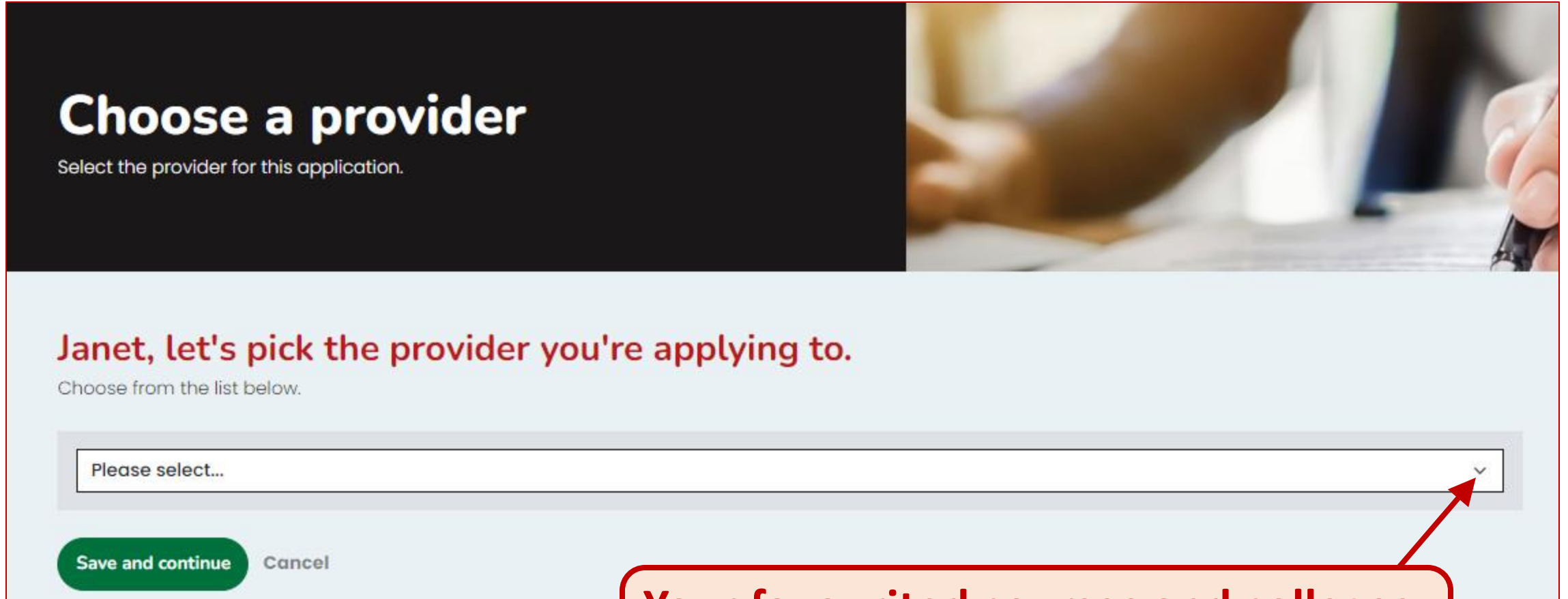
At a glance...

Everything you need to know about
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1 Messages
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1 Your Profile
Only 1 more section left to complete your profile

making an application



Choose a provider
Select the provider for this application.

Janet, let's pick the provider you're applying to.
Choose from the list below.

Please select...

Save and continue Cancel

Your favoured courses and colleges will appear on the drop-down menu.

The screenshot shows a user interface for selecting a provider. It features a dark header with the title 'Choose a provider' and a sub-instruction. Below this, a light blue section contains a personalized message to 'Janet' and a prompt to choose from a list. A large white dropdown menu is the central focus, with a red arrow pointing to its downward-pointing chevron icon. A callout box with a red border and white background contains text explaining that the dropdown menu will display the user's favorite courses and colleges. At the bottom left, there are two buttons: a green 'Save and continue' button and a grey 'Cancel' button. The background of the right side of the form is a blurred image of a person's hands writing on a document.

making an application

Course choices

For Bishop Laney Sixth Form (658907)



[← Back to your application](#)

It is time to choose...

Select each course you would like to include in your application.

1. Add a course from your favourites list.

Bishop Laney Sixth Form

[Browse courses](#)

A Level Art & Design (Fine Art) (01/09/2023)

[Add course](#)

A Level Chemistry (01/09/2023)

[Add course](#)

A Level Geography (01/09/2023)

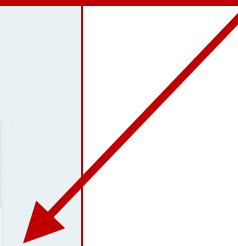
[Add course](#)

2. Double-check your choice and order by preference.

Please note - any courses with a red background are no longer available and need to be removed from your application.

Until you add at least one course, you cannot progress with your application.

Add a course from your list of favourites.



making an application

If you are applying for A Levels, you will need to choose at least 3 courses. If you are undecided about the courses you wish to do, you can apply for up to 5 A Level courses.

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.

making an application

Are you ready, Janet?

Your Application ID is 658907. If you have any problems, please refer to this number.

 This application has not been sent yet.

Personal Details

Status 

Update details >

Address

Status 

Update details >

Health

Status 

Update details >

Parental Information

Status 

Update details >

Your qualifications

Status 

Update details >

Work Experience

Status 

Update details >

Your personal statement

Status 

Update details >

Equality and Diversity

Status 

Update details >

Course Choices

No course chosen.

Status 

Add/remove courses >

Review & Send Your Application

Status 

Review and send >

You can make more applications to different colleges in the same way.

making an application

Send application

Bishop Laney Sixth Form (658907)



Review your details

Take your time to check all the information is correct.

Personal Details

Forename(s)

Test

Surname (family name)

Student 2

Preferred First Name

Janet

Preferred Last Name

Harris

Date Of Birth

19/07/2016

Home Phone No.

+447858252542

Personal Phone No.

1010101010

Personal Email Address

harris_janet@outlook.com

School Email Address

harris_janet@outlook.com

Sex

Male

Gender Identity

Review and check your application before sending it.

making an application

Course Choices (in preference order)

1 A Level Art & Design (Fine Art) (Level 3)

2 A Level Chemistry (Level 3)

3 A Level Geography (Level 3)

Why have you chosen the course(s)?

ازدواج ازدواج ازدواج

Edit Course Choices

Preference

Application Preference *

Please select if this provider is your first/second etc. choice, as a place to study the courses on this application

Please Select...

Additional support

Will you need support at your College interview? *

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

No

At the end of the application review process, you will be asked to preference your course choice with 1 being first.

You will also be asked to state your application preference. First choice college, second choice and so on.

Make sure your order does not prevent you from being invited for interview.

making an application

Consent

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

- I have read and give my explicit consent for the personal information about me on this site to be held by Cambridge County 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. This data will be shared for the purposes described in accordance with, The General Data Protection Regulation (GDPR) (EU) 2016/679, the Data Protection Act 2018 [subject to Royal Assent], and outlined in the site's Privacy Policy. My personal information will only be processed for the purposes of training and education, and for grants and benefits.
- To fully support your progress, do you also give consent for your post-16 current school with information about you such as your enrolment with them, your qualifications achieved and your destination when you leave them?
- I have reviewed the application, I'm satisfied with the contents and wish to proceed.

Send your application

Cancel

You will be asked to give consent for 3 aspects of the application.

- 1. That you agree to sending your data to the colleges.**
- 2. That you agree to your school asking the college for any information on your progress.**
- 3. That you are happy with your choices.**

making an application

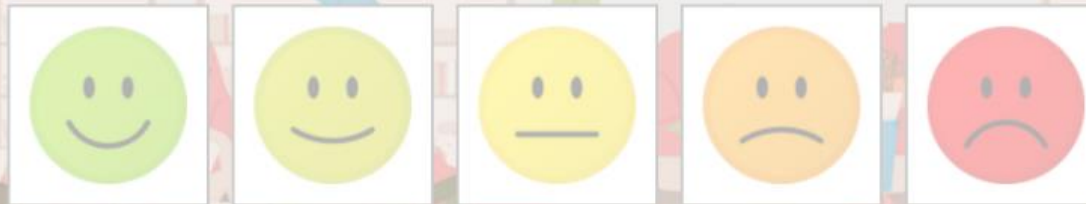
This sends your application to a holding bay. The school will send it on once we have added your predicted grades and a reference.

Get in touch
[My Account](#) ▾

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.

managing your applications

The screenshot shows the MyChoice16 website interface. At the top left is the MyChoice16 logo. On the top right, there are links for 'Get In Touch', 'Your account', and 'Log out'. A red navigation bar contains 'Home', 'Opportunities', 'Events', and 'Information'. The main content area features a 'Message centre' header with a sub-header: 'The message centre lets you manage your messages all in one place.' Below this is a light blue sidebar with a 'Back to your account' link, a '+ New message' button, and a list of folders: 'Inbox' (1), 'Sent Mail', 'Drafts' (0), and 'Archived'. The main content area has a 'Refresh' button and a table of messages.

<input type="checkbox"/>	#	From	Subject	Date
<input type="checkbox"/>		Cambridge Maths School	Application Status Change	07/11/2022 10:34
<input type="checkbox"/>		Cambridge Maths School	Application Status Change	07/11/2022 10:16

Your account page shows the status of your applications. You will get an email notification when your application status changes.

Post-16 Applications



**Deadline for applications is
Friday 6th December.**

**For more help, see Miss
Rownicka, Mrs Smith or Mr
Carlson.**