THE EAST RIDING AND HULL AREA PROSPECTUS

BACKGROUND INFORMATION

POWERPOINT PRESENTATION and NOTES

www.learneastriding.co.uk
www.learnhull.co.uk

BACKGROUND INFORMATION

These notes are intended to help teachers and others in schools when introducing young people to the East Riding and Hull Area Prospectus and Common Application Process (CAP).

The Area Prospectus is a government initiative being implemented by the Local Authority. It comes out of the statutory requirement to provide every learner with impartial information on post 16 opportunities. The likelihood is that in the future there will be a national network of information. At the moment learners can access opportunities in the East Riding and Hull, North and North East Lincolnshire, some colleges in the surrounding areas and via web links to others like York.

In this East Riding and Hull we have introduced the CAP to become an integral part of the Prospectus. This means that year 11 learners cannot only choose courses or apprenticeships on-line but they can also make their applications on-line. One application form can be sent to several providers. Every young person in years 10 and 11 will be issued with a password. Connexions Personal Advisers will also have passwords to enable them to support young people in their applications.

The majority of local providers will accept applications via the CAP. Some national providers eg CITB have web links. Learners can still make paper applications but the hope is that eventually the majority of year 11 learners will be encouraged to use the CAP system.

The Prospectus also contains information and advice about choosing progression routes and what the options are. It is very important, however, that any learners who remain uncertain about their choices should receive guidance from their Connexions Personal Adviser. There should be a referral system in your school and there is also an e-mail facility on the CAP for learners to contact their PA.

The Prospectus and CAP need to be integrated into the school's careers education programme. An outline of how this might work is on the following pages. This pack contains explanatory notes, lesson plans, power point presentations and prompt sheets to help structure the session

USING the PROSPECTUS SEARCH FACILITY

There are 3 main searches on the Prospectus – providers
14-16 courses
16 -19 courses
Plus information and advice related to career and course choice. Anyone can access the search facility – **this does not require a password.**

Provider Information

The Provider list includes schools, colleges and training providers. There is an alphabetical search, a search by type eg 'school' or a keyword which could be a town name or a specialism, eg maths. Clicking on the title brings up a screen with information on the provider – facilities, courses etc.
As most year 9 learners are likely to stay at their own school for key stage 4 courses the Provider tab is probably the easiest function for them to use. They can then search alphabetically for their school. If they want to compare courses at another school they can still do so. However the development of diplomas and joint delivery will make this picture more complicated in the future. Year 9 and 11 learners need to be careful to check where the course is to be delivered.

Course Searches

Learners can search for specific opportunities. By typing in a word such as maths it will bring up all the courses linked to that word. If the list is too long young people can further narrow the search by using the options presented at the top of the page – provider type, qualification type and qualification level.
There will be a synonym search to help people with the key word search but learners will need to understand qualification types and levels. Help on this is in the Information and Advice sections.

Learners in years 10 and 11 will be able to **'Bookmark'** the courses they are interested in. **'Bookmarking'** will automatically take the learner into the **Login** facility and so this is not available for young people in year 9.

There should be sufficient information on the prospectus to allow learners to make a good choice. If the course can be combined – AS levels for instance – it will say so at the top of the page and providers are being encouraged to download their options programme for reference.

Schools and colleges will still be offering one to one and other support in the form of option booklets, open evenings and taster days.

Information and Advice

This section has been divided into year related concerns and covers a variety of topics such as Where to Learn, Thinking about Money, Understanding Qualifications and Looking for Employment. There are contact details of people who can help them. Pages can be printed if necessary.

There is also a section specifically aimed at parents and carers.

GLOSSARY of TERMS

Prospectus – something that describes an organisation and what they have to offer

Provider – an organisation – school, college, training organisation for example

Opportunity – a course or training place eg A levels or engineering apprenticeship

Qualification –what you get when you have successfully finished a course

Qualification type – what sort eg GCSE or NVQ – you need to check the details to find out what the provider is offering.

Qualification level – how high or low on the scale from 0 to 8
eg level 3 = A levels. Check this out on the Information and Advice section

Bookmark – a facility that allows you to keep a note of favourite courses

Options – the courses or subjects you can choose from

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Years 9, 10 and 11

Slide 1 – INTRODUCTION
The East Riding and Hull Area Prospectus is a single website source of information on all courses and training opportunities available across the East Riding and Hull. You'll be able to search for a subject, a course or for a particular school, college or training provider. It can help you make your choices as it contains lots of information about what you'll learn and what other people have experienced on courses. All colleges, sixth forms, work based learning and Apprenticeship training organisations are listed. They are called 'Providers'. Their courses and programmes are called 'Opportunities'.

Slide 2
This is the front page of the website. If you live in the East Riding, you'll find it at www.learneastriding.gov.uk and if you live in Hull it's www.learnhull.co.uk We'll start by clicking on the '16-19 Search tab.

Slide 3
Here you can find and look at opportunities. You can start searching at any time to see what's available but you won't be able to apply for anything until you're in Year 11. If you know what you're looking for – qualification and level - you can refine your search. Otherwise, you can just put in the name of a course or job title. A list will appear. Click on the title of an opportunity to find out more.

Slide 4
This tells you all about the opportunity you've selected; what you will learn, course content and how it's assessed. This should be enough for you to get a good idea of what is being offered but it **doesn't** substitute for doing further research such as visiting the Provider or discussion with a Connexions Personal Adviser. Next click on the 'Providers' tab

Slide 5
If you're really sure about where you want to go to study and learn, you'll find a list of all providers here. There's an alphabetical list and by selecting providers, you can see what each has to offer. Choose one and click.

Slide 6
This brings you more information about the type of place it is, the facilities and what opportunities they have to offer. Visit if you can so that you can see for yourself.

Slide 7
If you are in year 10 or 11 you will be able to 'bookmark' your courses (save them in a list). By clicking the 'Bookmark to Apply'. You'll need a username and password to do this. These are issued individually to everyone in Year in a letter given to you at the start of year 10. More about this later. Go back to the homepage. Now click on the 'Information and Advice' tab.

Slide 8
If you are unsure about what you'd like to do in the future or you would just like to know more before you start, there's a lot of information here to help you. All the headings in this section have more information behind them. Some have links to quizzes and cartoons. Most have questions to ask yourself before you make your decisions. There are sections for years 8 and 9 as well as for years 10 and 11. One of the sections is 'People Who Can Help'. This isn't only for support with career decisions but also for help with more personal issues. Click on this link.

Slide 9
There are lots of useful websites and contacts listed here but remember that your main contacts while you're in school are teachers, learning mentors and Connexions PAs – make sure you know who all these people are and how they can help you.

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LOGGING IN TO THE SYSTEM

Slide 10
In this session, we're looking at using the system to create your own personal area of the site. Go to the Prospectus homepage and click on the 'My Page' link.

Slide 11
In order to fill in your application form to get ready for when you start to make applications, you'll need to log in using the username and password given to you in a letter at the start of Year 10. Here, you're asked to enter your username and password.

Slide 12
Once you've successfully logged in, the first page you will see is your summary page. There's nothing on it yet but eventually you will see the number of opportunities you've bookmarked, applications you've made and any messages you've received. It will be **very important** to re-visit the Prospectus site often once you start making applications. You'll be able to track their progress or you might have an invitation for an interview or a message that needs an answer from you. Now click on 'My Account' from the list on the right.

Slide 13
Here you can change the random password you've been given to something more memorable. You can also type in a reminder question in case you forget your password – your dog's name or something you won't forget. The most secure password is one with 8 characters including 2 numbers. Now click on 'My Profile' from the list on the right.

Slide 14
This is your profile page. There are six sections you'll need to complete. Start by clicking on the 'Personal Details' box.

Slide 15
Your school, your cohort (the years you are in year 11) your name, address and basic details about you should already be entered but you'll need to check them for any errors. You can change your address but you can't change your school, cohort or your name. If any of these are wrong, you need to tell your school's Connexions PA who will get them changed for you. If you change anything, remember to click 'Save'. Now click on the 'Health Issues' tab

Slide 16
Here you can enter any health problems you may have. This is so that you don't apply for any opportunities for which you may not be eligible. For instance, people who are colour blind can't be electricians. Once you've finished, click 'Save'. Now click the 'Back to my Profile' button. Click the 'Qualifications' box

Slide 17
To complete this page, you'll need to know what exams you're taking, what level they are and what your predicted grades are. If you don't know this now you can come back to it before you send your application. Enter one qualification at a time and remember to **Save.** Click on 'My Profile' and then the 'Work History' box

Slide 18
Work History. Here you can record several things - school work experience, part time job, babysitting etc. You are asked to record your main duties – you can put these in a list or a sentence. Remember to **Save.** Now click on 'My Profile' and then the 'Referees' box.

Slide 19
Referees. Here you are asked for 2 referees and one is usually your head teacher. Who else could you ask? Someone – not a family member – who knows you and how well you work or join in. Some examples are youth club leader, employer, church minister, sport leader. Remember to **Save.** Now click on 'My Profile' and then the 'Personal Statement' box

Slide 20
Personal statement. This is a free text box where you say lots more about yourself. Your Personal Statement should include the things you enjoy doing in your spare time, any particular interests, sport, dance drama, appearing on X Factor – anything that gives a positive picture of you as a person. Don't just put things like 'shopping' or 'going round my friend's house'. Think carefully – and remember you can add things to this section as you go. Remember to **Save.** Now click on 'My Profile' and then the 'View my Profile' box.

Now you can see at a glance everything that you've put in your Profile. You can update this at any time right up until you make applications.

Slide 21
Click on 'My Messages'. Here you can contact your school's Personal Adviser(s) by sending an email message in the usual way. You cannot email anyone else. Please do not use this system for anything other than asking for help either with making an application or asking for information you need. You should do this only if you have explored the information on the Prospectus website first.

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MAKING APPLICATIONS

Slide 22
In this session, we're going to look at how you make applications for opportunities.

Slide 23
Once you're logged in to the system using your username and password, you can search for opportunities but now you can 'bookmark' them. When you have found an opportunity that interests you, scroll to the bottom of the page and click the 'Bookmark to Apply' button. You won't be applying yet but this will keep all your favourite opportunities in a list for you. It's like a shopping basket.

Slide 24
Once you have decided to apply for an opportunity, you will need to click to 'Make an Application' on the right hand side. This will bring up all your bookmarked opportunities. You can check your choices. Delete or add more. On each one, click the 'Make Application' button to begin the six-step application process.

Slide 24
Step 1. Confirm your opportunity choices. Is this what you want to apply for? Yes? Click 'Next Step'

Slide 25
Step 2. Check your Profile by scrolling down the page. If you have filled in your Profile, all the sections should be complete but check. If all's OK, click 'Next Step' at the bottom of the page.

Slide 26
Step 3. Reasons for Applying. Here you will need to put brief reasons for why you want to apply for this opportunity. What might they be? To study subjects you enjoy, to start training to be a bricklayer, to take the next step towards university, to work towards a particular career. Don't repeat what you have said in your Personal Statement and do not leave this box blank. Once you've filled it in, click 'Next Step'.

Slide 27
Step.4. You will need to tick the box to agree that Connexions staff are able to look at your application otherwise you will not be able to send it through this system. If you agree, click 'Next Step'.

Slide 28
Steps 5 and 6. Your application is complete and ready to send. You can save your application without sending it by clicking the 'Save Draft' button. If you are sure you ready to send it, click the 'Save & Send' button. That's the final step and your application has now been sent and will be saved for future reference

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Preparation for Writing a Personal Statement

On the Prospectus you need to write about yourself. It says :-

"Please use the box below to describe your relevant skills, knowledge and experience. This could include work experience, extra school activities or voluntary work. This box should also be used to describe your interests such as music, sports, reading and socialising."

A Personal Statement should make you sound as good as you can be - but be honest at the same time!

You need to :- say something about what you do in your spare time

say something about your successes

say something about your skills and abilities

say something about what you are like as a person

You need to :- think about your hobbies

think about how you have done in school

think about your work experience

think about your responsibilities

You should write in sentences using positive and action words

To help you – have a look at the example sentences

have a look at the positive and action words

have a go at the skills and qualities prompt sheet

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Preparation for Writing a Personal Statement

Example Sentences

Bad Examples – work experience

“I went to Wilkinsons.”

“I spent two weeks with my dad’s friend”

“On my work experience I worked with the Park Rangers. I enjoyed it a lot”

Good examples

“I spent my work experience at Wilkinsons where I worked on the tills for part of the time. I enjoyed this because I had contact with a lot of different people.”

“I spent my work experience with a family friend. He is a plumber and I managed to sample a lot of the skills needed to work in the trade.”

“I spent my work experience with the Park Rangers assisting them with their duties. This included tending to livestock and keeping the park grounds clean and tidy. I thoroughly enjoyed it.”

Spot the positive and action words.

See how the detail helps to give a better impression

People express themselves differently but when you are applying for courses and jobs you need to stress the good and forget about the bad.

The person reading it should get a good picture of what you are like and what you might be good at. So give enough detail.

POSITIVE WORDS TO INCLUDE ON YOUR APPLICATION

Using positive and active words helps to create a good impression, but don't use them to describe something you haven't done! Be sure that you know what the words mean.

Use them in a list or a sentence that tells the employer something about you.

For example:-I have done some part-time work in a music shop - X

I worked in a music shop **organising** the stock and serving customers - √

I like being with my friends - X

I am an **outgoing** person who likes being with friends - √

Here are some suggestions:-

ABLE ACCURATE ADVENTUROUS ALERT

AMBITIOUS ARTICULATE BRIGHT CAPABLE

CO-OPERATIVE COMPETENT CONSCIENTIOUS

CONFIDENT CONSISTENT CREATIVE DECISIVE

DEDICATED ENJOY EFFICIENT ENERGETIC

ENTHUSIASTIC EXPERIENCED FAST FIT

FRIENDLY GOOD-HUMOURED HARDWORKING

HEALTHY HONEST IMAGINATIVE INDEPENDENT

INFORMED KEEN KNOWLEDGEABLE LITERATE

LOGICAL LOYAL LEADER MATURE
MOTIVATED ORGANISED OUTGOING OUTSTANDING

PATIENT PERSISTENT PRACTICAL PUNCTUAL

QUICK RESPONSIBLE RELIABLE

SELF-CONFIDENT SELF-MOTIVATED SENSITIVE

SERIOUS SENSIBLE SKILLED SMART

STRONG TACTFUL TALENTED THOROUGH

THOUGHTFUL TRUSTWORTHY WILLING

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Preparation for Writing a Personal Statement

Decide whether you have the skills and qualities listed under each title. If you think you have, write a sentence to show how you have used it – you can choose relevant sentences to go into your personal statement

Eg

Solving problems ***Yes*** ***No*** ***Maybe***

As captain of a football team I have had to re-organise the squad when players haven't turned up for the match.

Painting/drawing/designing ***Yes*** ***No*** ***Maybe***

MY SKILLS and QUALITIES

Solving problems ***Yes*** ***No*** ***Maybe***

Reading with understanding ***Yes*** ***No*** ***Maybe***

Thinking up new ideas ***Yes*** ***No*** ***Maybe***

Estimating, calculating , using numbers ***Yes*** ***No*** ***Maybe***

Remembering things ***Yes*** ***No*** ***Maybe***

Learning or using languages ***Yes*** ***No*** ***Maybe***

Painting/drawing/designing ***Yes*** ***No*** ***Maybe***

Making things	***Yes***	***No***	***Maybe***
Repairing things	***Yes***	***No***	***Maybe***
Being neat and tidy	***Yes***	***No***	***Maybe***
Thinking quickly	***Yes***	***No***	***Maybe***
Working with people	***Yes***	***No***	***Maybe***
I can be enthusiastic	***Yes***	***No***	***Maybe***
Taking responsibility	***Yes***	***No***	***Maybe***
Being on time	***Yes***	***No***	***Maybe***
I am patient with people	***Yes***	***No***	***Maybe***
I enjoy a challenge	***Yes***	***No***	***Maybe***
I like working in a group	***Yes***	***No***	***Maybe***

HAVE A GO!

PERSONAL STATEMENT

Please use the box below to describe your relevant skills, knowledge and experience.

College and Apprenticeship Online Applications

Step 1 – Logging on to the site
Go onto www.learnhull.co.uk
Click on 'Log in, update your profile and apply on-line' on the My Page section.
Enter the 'User Name' and 'Password' you have been supplied with.
Step 2 – Changing your log in details (optional)
Click on 'My Account' (right hand column).
Click on 'Edit' to change your Username and Password.
Enter a 'Password Recovery Question' in case you forget your password. Click on 'Save'.
Step 3 – Updating your profile
Click on 'My Profile' (right hand column).

Personal Details
Click on 'Personal Details' and check your address, etc is correct. Enter other details requested ie. Title, Email Address, Telephone No, Mobile No, etc. Click on 'Save'.
Click on 'Health Issues' if this applies to you.
Click on 'Save' and then 'Back to My Profile'.

Qualifications
Click on 'Qualifications' and then 'Add'.
Enter details of your qualifications one subject at a time ie. Qualification Type (eg. GCSE, BTEC, OCR, NVQ), Subject, Completion Date (drop down boxes), Predicted or Actual Grades.
Click on 'Save' and then 'Add' to add another. Repeat until you have added all your subjects.
Once finished click on 'Continue' to go back to 'My Profile'.

Work History
Click on 'Work History' and then 'Add'.
Enter details of Work Experience or any part-time jobs you have had.
Type in the name of the Employer, Role (job title), Start and End Date (drop down boxes), Duration (eg. 2 weeks for Work Exp) and the Main Duties you had.
Click on 'Save'. You can enter more than one by clicking on 'Add' again.
Click on 'Continue' to return to 'My Profile'.

Referees
Click on 'Referees' and then 'Add'.
Enter 2 names of referees which could be a teacher, employer, etc.
Enter their Name, Relationship to You (eg. Teacher), Name of Organisation, Address and Telephone No.
Click on 'Save' and then 'Add' to add another.
Click on 'Continue to return to 'My Profile'.

Personal Statement
Click on 'Personal Statement'.
Enter details of your interests, skills, hobbies, etc.
You are advised to use the Spell Checker at the end.
Click on 'Save' and then 'Continue'.