





Ho

Opportunities

Events

Information

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.







Your account



#### **Upcoming Events**

Keep an eye out for upcoming open days and evenings as well as any other special activities going on in the area.



■ September 27, 2023 17:30 - 20:30

College of West Anglia - A-Level Open Evening -King's Lynn campus

College of West Anglia (King's Lynn campus)



College of West Anglia - Open Morning - King's Lynn campus

College of West Anglia (King's Lynn campus)



@ October 7, 2023 09:00 - 12:30

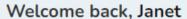
College of West Anglia - Open Morning - Sports campus

College of West Anglia (Sports Compus)



# **Your Account**

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



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.





Change destination

#### Your Applications

Management centre.

Create or Review applications >

#### At a glance...

Everything you need to know about in one handy place.



#### Messages

You have new messages to



#### Your Profile

Only I more section left to complete your profile

#### Tools

This is where you can access additional packages.

#### Message centre You have 1 new message.

Create a new message

View your inbox

#### Your favourites

Add and remove saved courses.

Manage your list (28)

#### Privacy & personalisation

Your data and preferences that help make our services more useful to you.

#### Account Settings

View your options

#### **Privacy Settings**

View your options



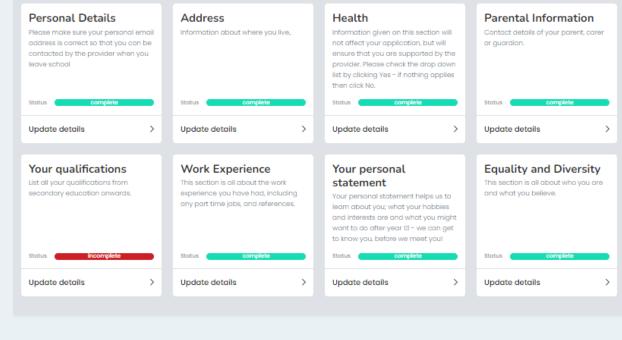
## Your profile

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.



#### What's next?

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

Print your profile	Add courses to favourites	Create an application	Message centre
Create a PDF >	Search courses >	Create/View applications >	View your messages >

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

It is really important that every part of your profile is completed accurately, especially contact emails and phone numbers after leaving the school.

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









	Home	Opportunities	Events	Information	
< Back to your profile					
Personal Details This section covers information about y	ou.				
Forename(s) *					
					At a glance
Surname (family name) *					How much have you completed?
					✓ Personal Details
Preferred First Name					Address
					✓ Health
Preferred Last Name					✓ Parental Information
					X Your qualifications
Date Of Birth For example, 12 10 2004					✓ Work Experience
Day Month	Year				✓ Your personal statement
					<ul> <li>Equality and Diversity</li> </ul>
Home Phone No.					_
Personal Phone No.					
Personal Email Address *					
School Email Address					
Sex					
Female					
Gender Identity					
Female			~		

# At a glance

Shows the progress of your profile – a green tick = complete, a red cross = incomplete.

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







Opportunities Events Information Back to your profile Health Information about your health. Learning difficulty, disability or health problem \* At a glance... Do you consider yourself to have any medical disability, learning difficulty or other health problem? How much have you completed? Yes\* No\* Personal Details Please provide more details Address Asperger's syndrome Health Autism spectrum disorder Disability affecting mobility Parental Information Dyscalculia Dyslexia Your qualifications Hearing impairment Mental health difficulty Work Experience Moderate learning difficulty Your personal statement Not provided Other disability **Equality and Diversity** 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

It is really important that you click yes on the health section to make sure you 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.



When you have completed your profile and destination section it is time to make your applications.

Next step is at the bottom of your profile page, and it gives you some options. If you are undecided, then take time to to look through the courses on eprospectus and start to favourite the ones you are interested in.

If you know the courses you want to apply for then go straight to create an application



### What's next?

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

Print your profile	Add courses to favourites	Create an application	Message centre
Create a PDF >	Search courses >	Create/View applications >	<u>View your messages</u> >

# **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

#### Your Local Online Careers Gateway

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!



#### Useful links

Information & Guidance

Opportunities

Get in touch

Labour Market Information

#### Other websites

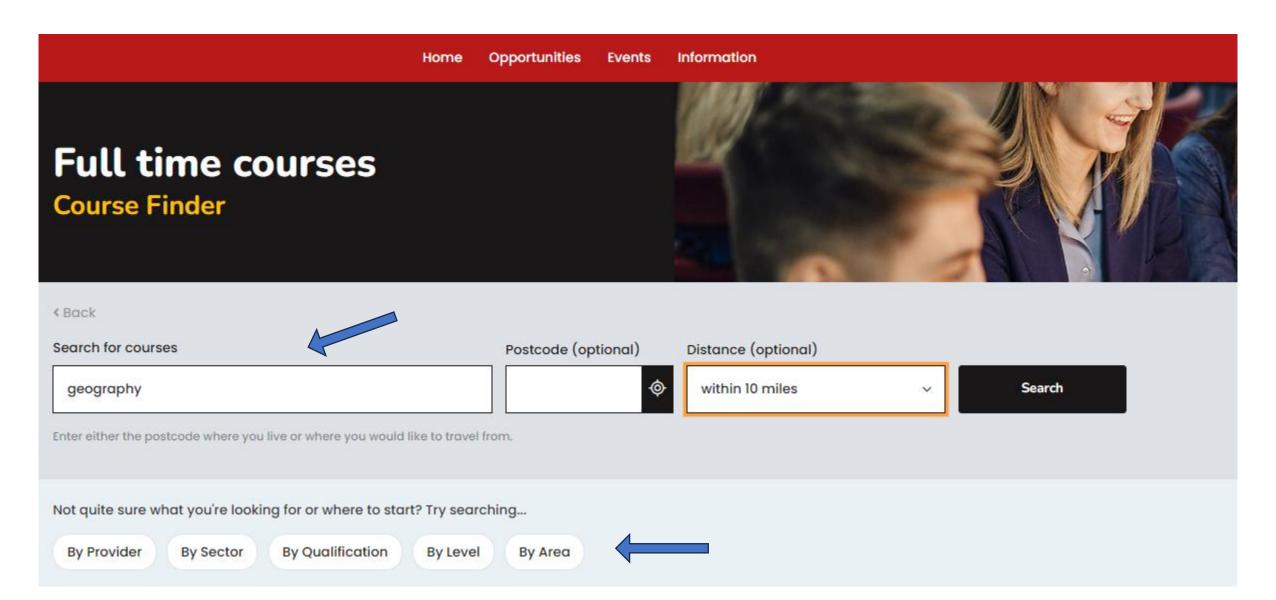
Success at School

National Careers Service

icould









# **Full time courses**

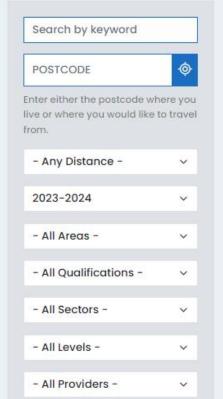
## **Course listing**

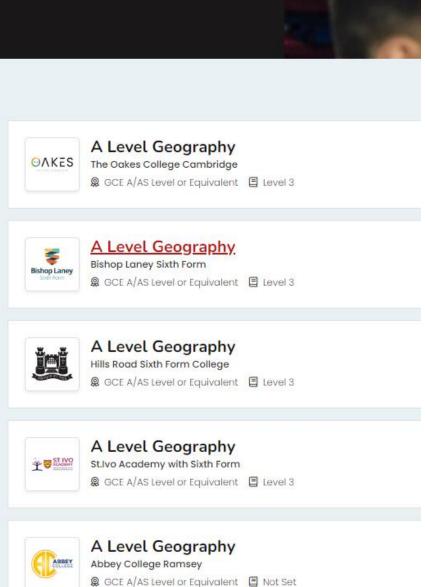
Showing 17 out of 17 available courses.

< Back

#### **Filters**

Select the type of course you're interested in to filter your results.





The filter can be used to specify your search.

In this example all the geography courses on the prospectus can be viewed.





Each course will have the same information sections.

To make an application you must favourite courses that you are interested in. Click the blue heart.

These can be deleted and added to as you go along.

Or you can click apply and it will go straight into a draft application.



# A Level Geography

#### The Oakes College Cambridge

Queen Edith's Way, Cambridge, Cambridgeshire, CBI 8NN

GCE A/AS Level or Equivalent 
 □ Level 3



#### Image gallery

Click on any image to enlarge.

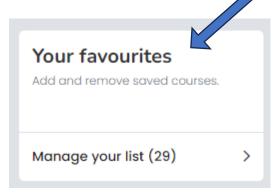


#### Other Courses

- A Level Art, Craft and Design
- A Level Biology
- A Level Business
- A Level Chemistry
- A Level Drama and Theatre
- A Level Economics
- A Level English Language and
   Literature
- A Level English Literature

CO A Lavral Films Christian





As you start to favourite courses, the system stores them under the colleges.

The favourite section can be used to add or delete courses following advice and guidance.

# **Favourites**



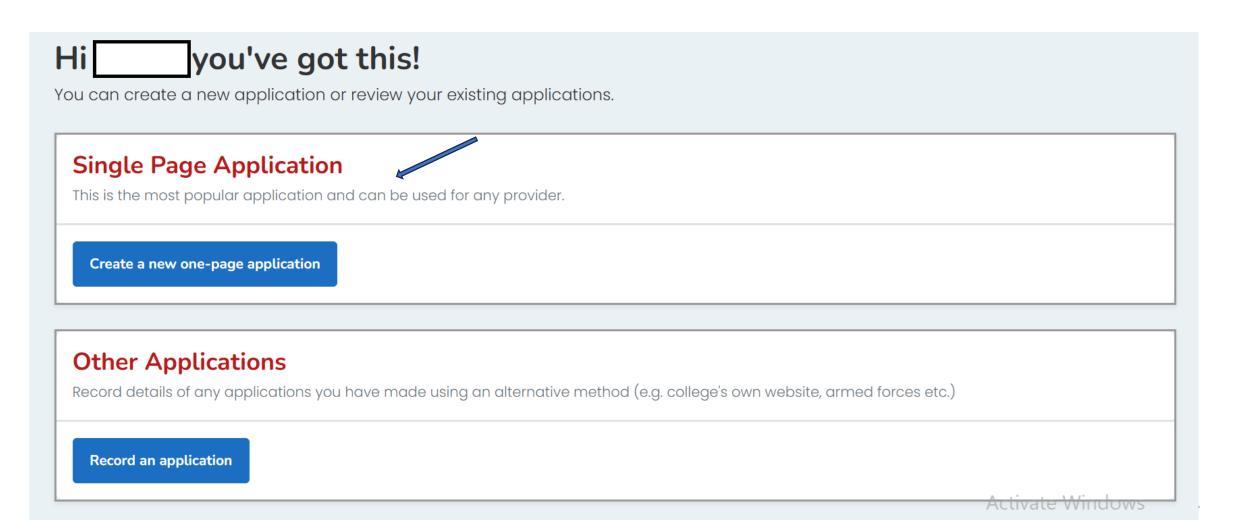
Back to your account

# Compare and organise

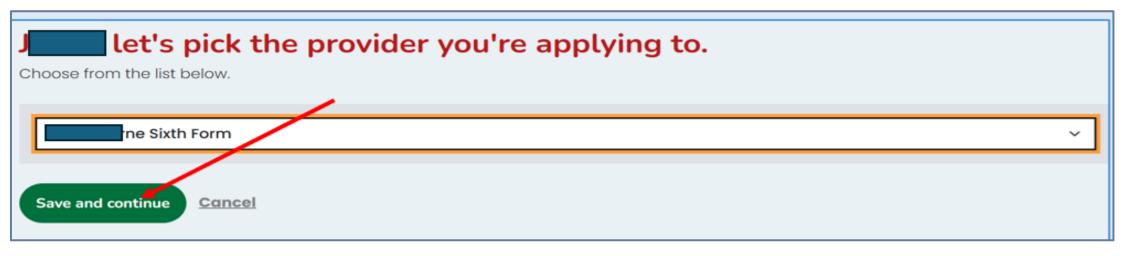
These are the courses/opportunities you've added to your favourites list, grouped by provider.

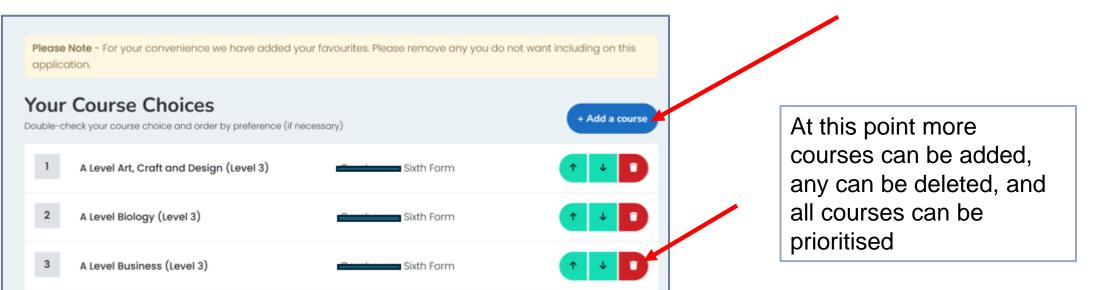
Bishop Laney Sixth Form	
A Level Geography Level 3 (01/09/2023)	View Remove
A Level Chemistry Level 3 (01/09/2023)	View Remove
A Level Art & Design (Fine Art) Level 3 (01/09/2023)	View Remove
Cambridge Maths School	
A Level Maths and Further Maths Level 3 (01/09/2023)	View Remove
A Level Biology Level 3 (01/09/2023)	View Remove
A Level Chemistry Level 3 (01/09/2023)	View Remove

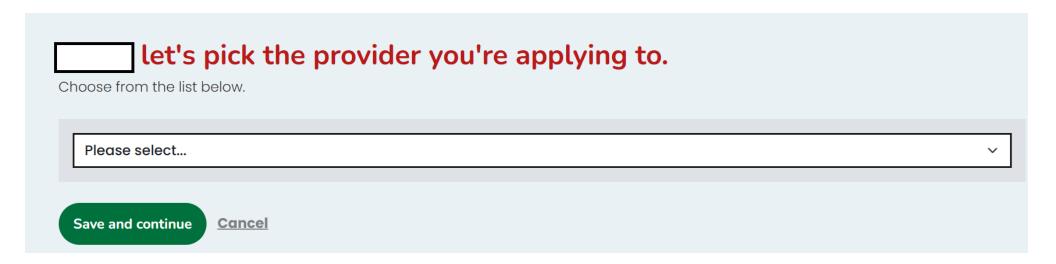
# When you are ready to make the first application go to **Your Account – Create an Application**



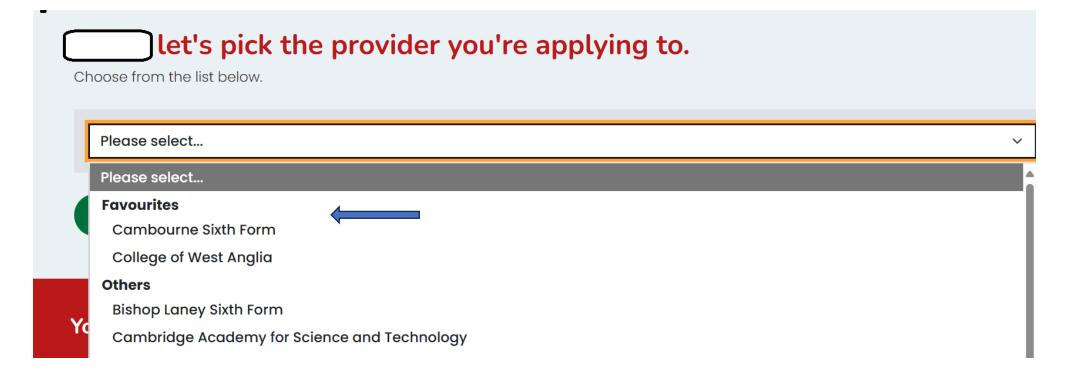
Once a provider has been selected from the drop-down, all the favourites for that provider will appear



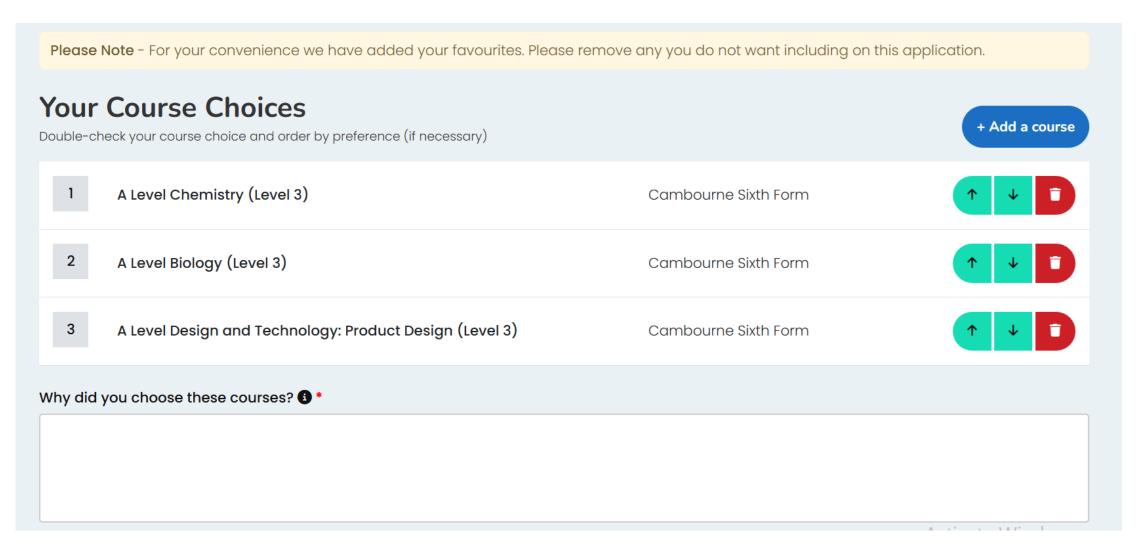




Your favourites are grouped by provider and will come up on the list when you make your first appliciation.

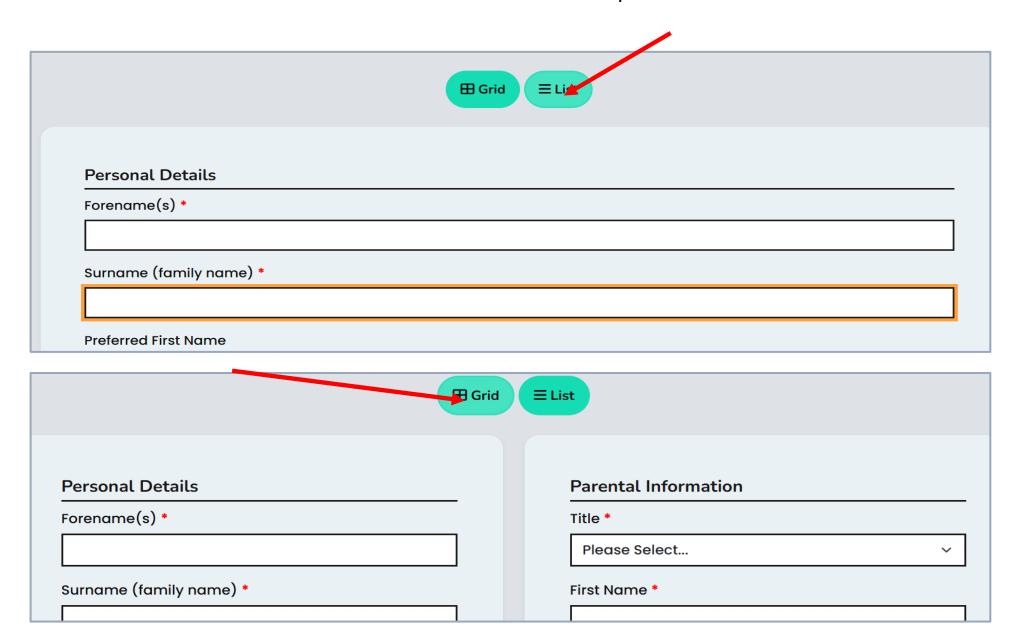




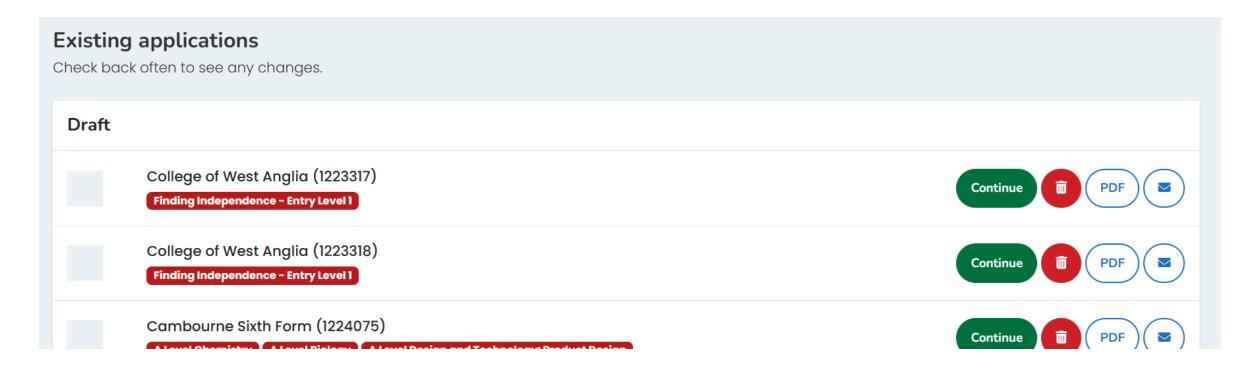


Your favourited courses have been added but can be changed at any time up to sending.

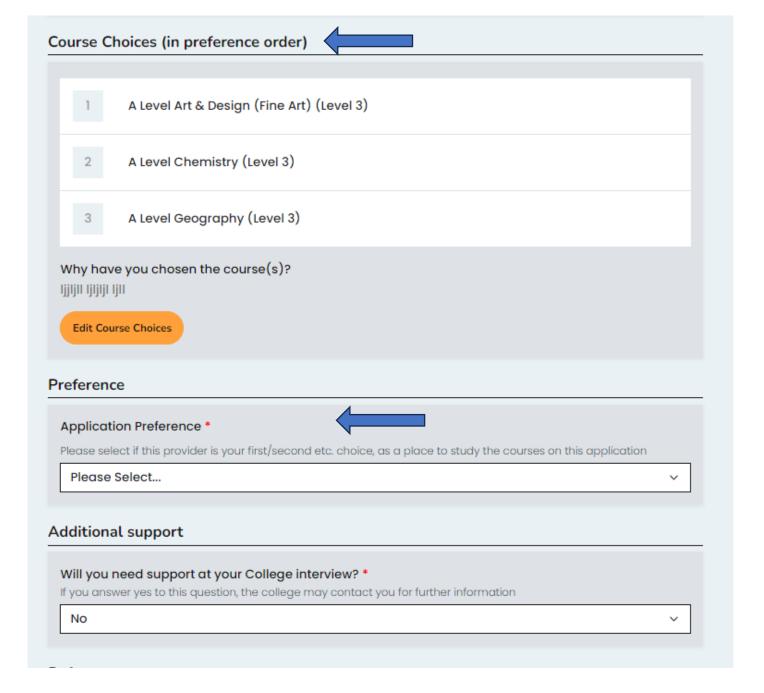
This section flows on from the course choices and will form, the application to be sent- you can choose how this is presented.



Once an application has been sent to schools' hold, it can be reviewed by going back to applications at the bottom of the page



Messages can be sent and received by clicking on the envelope at the side of each application. An email alert will Show when a message has been sent.



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.



#### Consent

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 read and give my explicit consent for the personal information about me that is saved 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, 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.
- To fully support your progress, do you also give consent for your post-16 provider to provide your current school with information about you such as your enrolment with them, your course, qualifications achieved and your destination when you leave them?
- I have reviewed the application, I'm satisfied with the contents and wish to send it to the provider.

Send your application

Cancel

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

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

- When you press the send button your application will not be sent to the college or sixth form.
- > It will go into 'schools hold' and remain in the school system.
- This is to allow your form tutor to add a reference and for the staff at school to check that your application is accurate.
- All applications will be sent by your school.
- As you get responses to your applications you will be notified via email of any messages that need to be responded to about your application.

As you get responses to your applications you will be notified via email, and these can be seen in your messaging centre, in the tools section of your account



#### In conclusion.....

When applications have been made, they can be viewed in the application section, and if there is a message connected to the application, the envelope on the right-hand side will indicate this. An application can be withdrawn at any time, but only if you are sure, that you do not want the application to go to the provider.

Don't withdraw an application if there is just a change of course etc., as the post 16 centre can do this for you If you message them with the details. Only one application per provider.

