



Newcastle eCap



Your guide to **Newcastle Electronic Common Application Process (E-CAP)**, the new way to apply to learning and training opportunities after Year 11

connexions

NEWCASTLE UPON TYNE

Newcastle
City Council 

What is Newcastle Routes?

Newcastle Routes is the local 14-19 Prospectus with all the information needed to progress from learning to the world of work. Students and Parents can explore information on all the Learning Routes and other issues that a young person will need to help their progression (e.g. finance, qualifications, etc). Progression events, such as open evenings are advertised and there are numerous links to helpful websites. Routes is divided into the 3 stages of progression at 14+, 16+ and 18+ so that the information is appropriate for each stage. In addition there are special sections for Parents, Schools and Students.

How can I access Newcastle Routes?

Newcastle Routes is a website that can be found at www.newcastleroutes.co.uk. Therefore wherever you can access the internet you can access Newcastle Routes. If you do not have the internet at home you can access it from the Percy Street, Connexions Centre.

Do I need to register to use Routes?

No - registration is not needed to use the Routes site. Passwords are only needed to access the ECAP (Electronic Application) part of the site.

What is the Newcastle ECAP?

The Electronic Common Application Process (ECAP) has been introduced by the Government as a way of students being able to apply for post 16 learning opportunities via a single application process. It is a Web based system which allows access from school, home etc. One single application form allows students to apply to a wide range of opportunities which means they do not have to repeatedly write out the same information when they apply to different places. Since it is part of the local 14-19 Prospectus students can research information on the opportunities available to them and then make an application, all from the same site.

How do I register for ECAP?

If a school is involved in ECAP, students will be issued with a username and password. By September 2011, all Newcastle schools should be using the system. If a young person wishes to use Newcastle ECAP system and does not have a password they should contact Connexions or email routesinfo@newcastle.gov.uk.

Who accepts ECAP forms?

The school 6th forms in the pilot phase will accept applications as well as Newcastle, Gateshead, South Tyneside and Northumberland Colleges. The majority of local training providers also accept the forms. If a learning provider can not accept the forms electronically this is made clear on the system and a form can then be printed and sent off.

Is the information secure?

Data security is something we take very seriously. The ECAP is on a secure internet site and students are issued with passwords which they have to change to something personal.

We strongly recommend to students that they use a complex password (using letters, symbols and numbers) and then keep details of their password in a secure place. The only people with access to a student's details are their Connexions Personal Adviser and a nominated person in school so that they can support student applications.

Where can I get more information on Newcastle Routes and ECAP?

If you are a student in school you can contact your Connexions Adviser there who will tell you more about Routes and how you can use the ECAP. Parents or young people not in school can contact Connexions or email routesinfo@newcastle.gov.uk.



www.newcastleroutes.co.uk your local
14-19 Prospectus with all the information you
need to help you progress from learning to the
world of work.

Newcastle Connexions can offer you individual information,
advice and guidance on career progression. The Connexions
Centre is open Monday – Friday, 9.30am – 5.30pm and
Saturday from 10.00am – 5.00pm

2 Eldon Court,
Percy Street,
Newcastle upon Tyne
NE1 7YB

Tel: 0191 2771943

For further information on Newcastle Routes and ECAP
please **email** routesinfo@newcastle.gov.uk

