

# Student ECAP User Guide

www.newcastleroutes.co.uk



Click on the ECAP logo to start.

You will need a **password** and **username** which should be issued to you by school. These passwords are to make sure that all your information is kept safe. If you do not have a password please contact Mitac on tel. 0191 645 4184.

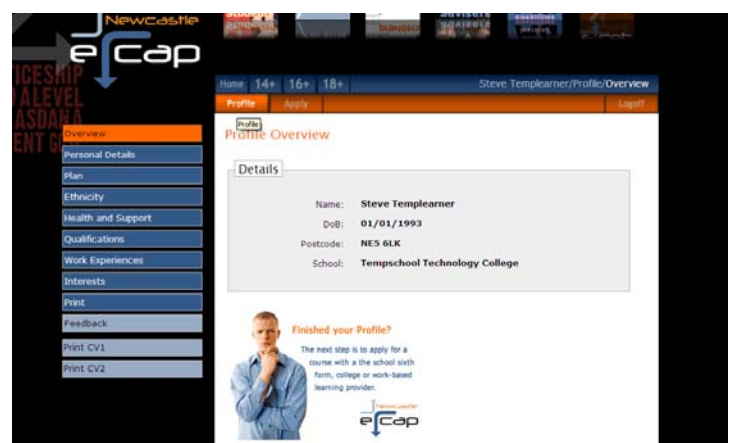


## Creating a profile

Select 'profile' from the orange tool bar and this is the page you will see.

This is the 'Overview' page for the profile.

Each of the dark blue sections on the left is a page of the application form.

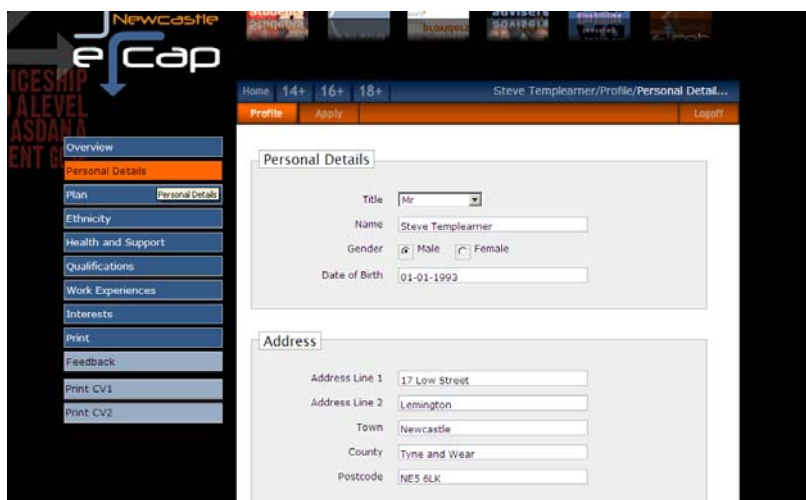


You will need to complete each of the pages but you do not have to do them all at once. As long as you save the information, you can come back to it and complete other pages at another time. **Remember to press 'save' at the bottom of each page whenever you add or change information.**

## Personal Details

This section collects your contact details.

When you click on a line of the 'Personal Details' section an explanation box will appear on the right hand side – read these carefully so you put the correct information on the right line.



Personal Details

Title: Mr

Name: Steve Templemer

Gender:  Male  Female

Date of Birth: 01-01-1993

Address

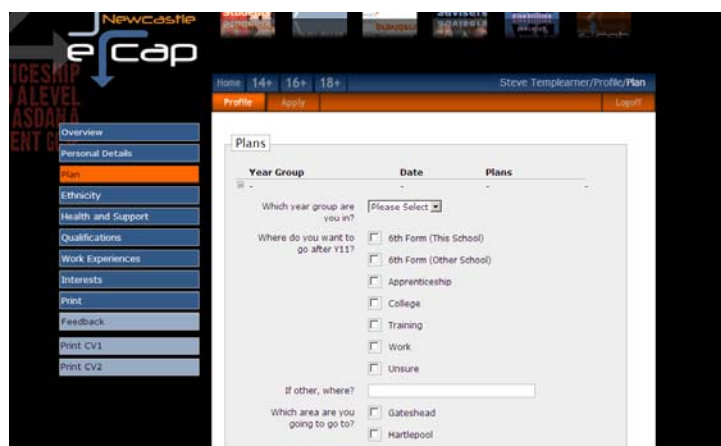
Address Line 1: 17 Low Street

Address Line 2: Lemington

Town: Newcastle

County: Tyne and Wear

Postcode: NE5 6LK



Plans

Year Group: Please Select

Date: [ ]

Plans

Which year group are you in?

Where do you want to go after Y11?

6th Form (This School)

6th Form (Other School)

Apprenticeship

College

Training

Work

Unsure

If other, where?

Which area are you going to go to?

Gateshead

Hartlepool

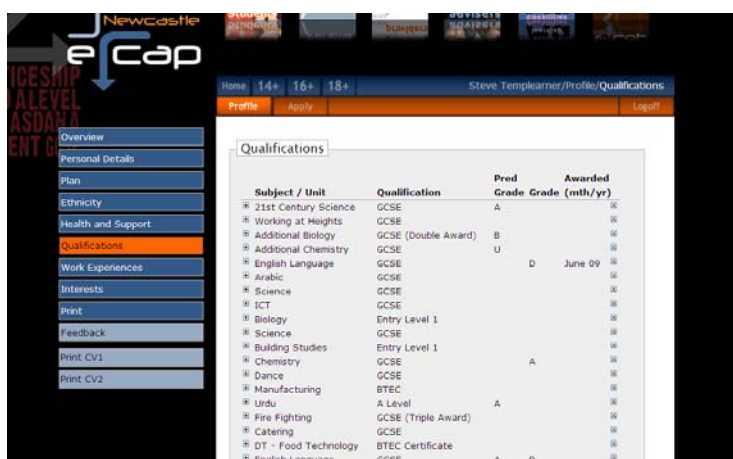
## Plan

Click on the '+' sign to get a plan form – this information will NOT appear on your application form but helps your Connexions Adviser see what support you may need with your career plans.

**For Ethnicity and Health and Support, complete the boxes on these pages.**

## Qualifications

This section gathers information not only on qualifications you may already have taken but also on ones you will take in the near future e.g. your GCSE's if you are in year 11. Colleges and training providers are interested in what grades you are predicted so please include this information if you can.



Qualifications

Subject / Unit	Qualification	Pred Grade	Awarded Grade (mth/yr)
21st Century Science	GCSE	A	
Working at Heights	GCSE		
Additional Biology	GCSE (Double Award)	B	
Additional Chemistry	GCSE	U	
English Language	GCSE	D	June 09
Arabic	GCSE		
Science	GCSE		
ICT	GCSE		
Biology	Entry Level 1		
Science	GCSE		
Building Studies	Entry Level 1		
Chemistry	GCSE	A	
Dance	GCSE		
Manufacturing	BTEC		
Urdu	A Level	A	
Fire Fighting	GCSE (Triple Award)		
Catering	GCSE		
DT - Food Technology	BTEC Certificate	A	D
English Language	GCSE		

Click on the '+' to add each new subject. If you wish to delete a subject, click on the 'x' on the right.

## Work experience

The screenshot shows the 'Experiences of Work / Volunteering' section of the application form. It features a table with columns for 'Company Name', 'Type of Work', 'From', and 'To'. Two entries are listed: 'Top Shop' (Sales Assistant, Jan 09 - May 09) and 'Rolls Royce' (Engineering). Below the table are input fields for 'Company Name', 'Job Title', 'Date From', and 'Date To', followed by a 'Summary of Skills and Experience' text area. At the bottom, there are buttons for 'cancel', 'save', 'save & next form', and 'save & add again'.

Put on details of all types of work experience you have had – this could be your school work experience as well as any part time jobs or voluntary work.

Like the qualifications section, click on the '+' sign to add each new work experience and the 'x' if you want to delete one.

## Interests

Try to complete these sections as fully as possible.

**Remember to check your spelling, grammar and use capital letters where appropriate. If you are talking about yourself – it's a capital 'I'.**

The screenshot shows the 'Personal Interests' section. It contains two text input areas. The first is for 'Interests outside of school', with a sample text: 'In my spare time I enjoy playing sport particularly football. I have played for the school team for the last 3 years and also play for West End first team. I also enjoy listening to music and going to the cinema with my friends.' The second is for 'Describe things you are good at', with a sample text: 'I am good at most sports. I am also good at making things - I recently made a bird table. I have an excellent attendance record and am always on time.' Below these is a 'Personal Statement' section with a text input area containing: 'I am very hard working and reliable. I make sure I hand my course work in on time. In my spare time I like revising for my exams.'

Once you have completed all the sections your profile is complete – remember you can go back and add and change information at any time.

## Printing

On the left hand menu there is the option to Print. You may want to keep a paper copy of your application form, print it out in order to show someone or use the details to create a Curriculum Vitae (C.V.). Press the print button, review the information and if you don't want to change anything choose whether you want to print a copy of the profile or print a C.V. (there are 2 C.V. options).

The screenshot shows the 'My Interests Details' and 'Referee Details' sections. The 'My Interests Details' section displays the same sample text as the previous screenshot. The 'Referee Details' section has input fields for 'School / Company', 'Address', 'Postcode', 'Referee Name' (with a sample name 'fhujg@ghjghjg'), and 'Phone'. At the bottom, there are buttons for 'print\_profile', 'print\_cv1', and 'print\_cv2'.