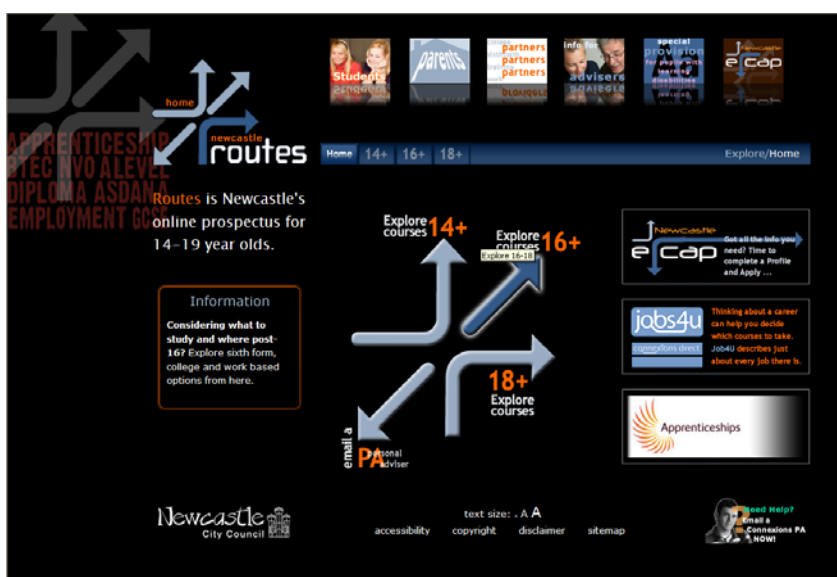


Student ECAP User Guide Part 2

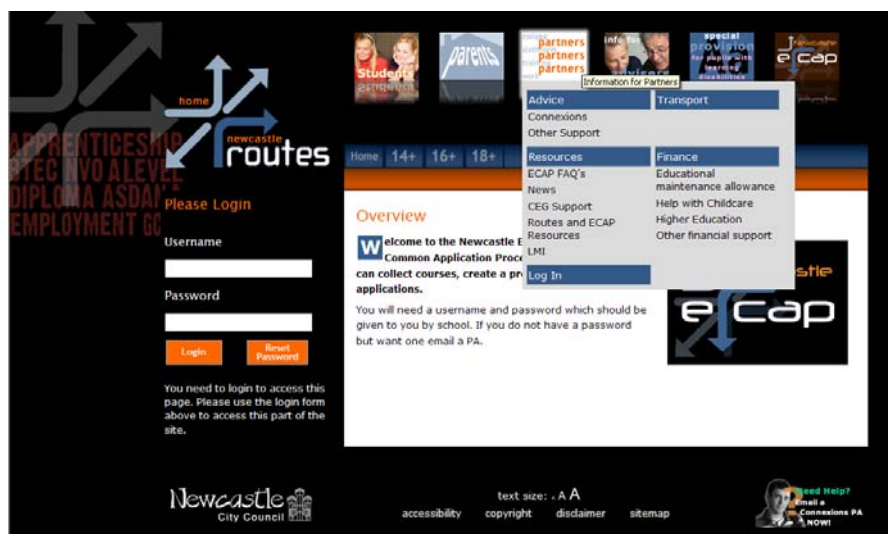
Making an application

www.newcastleroutes.co.uk

Once you have created your 'profile' you can now apply. If you haven't finished your profile don't worry there is an opportunity to add information to the form. Go to the ECAP system by clicking on the ECAP symbol on the home page off 'Routes'.



Log in using your username or password. If you have forgotten this, either ask for a password reset by clicking the 'Reset' button or see your Connexions Adviser.



There is no limit to how many applications you make.

The Quick 1 step method of Application (for those who know what they want to apply for and where)

1. After logging in you are taken to the 'home' page of the 'apply' section – this gives you an overview of what has happened to different applications you have made.



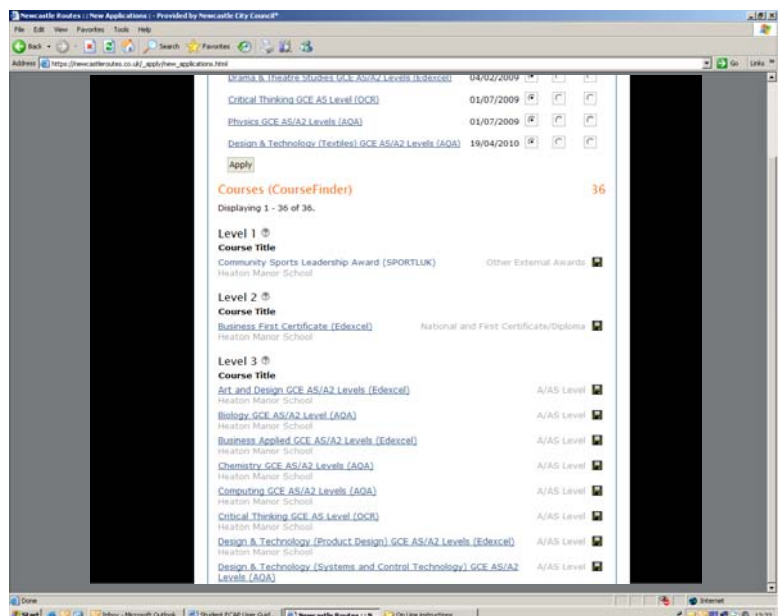
2. 'New Application' – select this, from the orange tool bar on the left of the screen - you are starting a new application



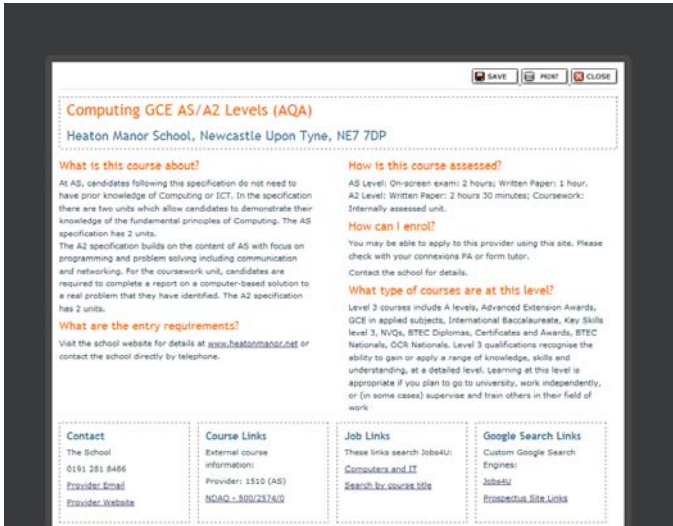
3. There are 3 option tabs go to:-
 'Find Courses/Providers', if you have not saved any courses previously and have a good idea on what you want to study in the future.

Answer the 4 questions and choose where you want to continue learning.

A list of courses will be displayed at your chosen provider.

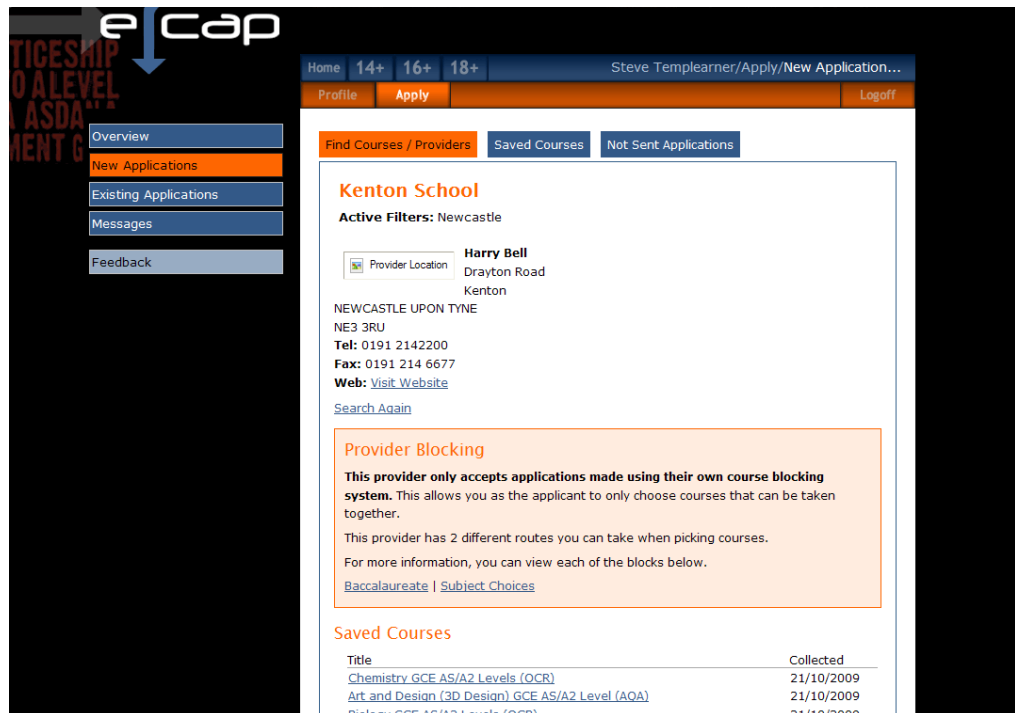


Look at the courses, if you want to find out what a particular course involves click on the course title. The page will then display information about the course.

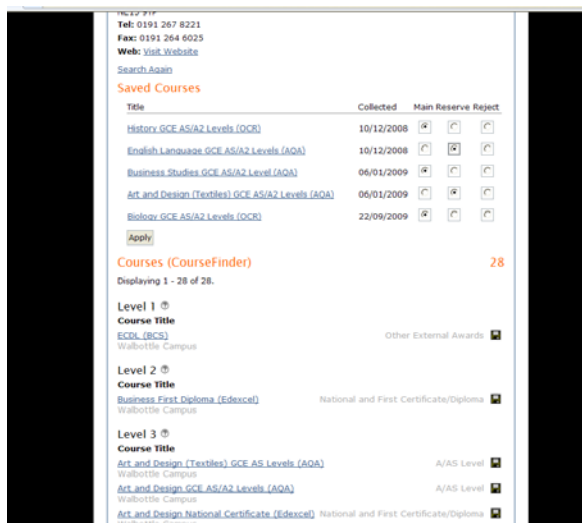


Click 'close' to return to the original list

4. Once you have decided which courses you want to do, you need to see whether your school is accepting applications to individual subjects or are asking you to apply via a 'blocking system'. If it's via a blocking system it will tell you just under the school details.



Applications to individual subjects



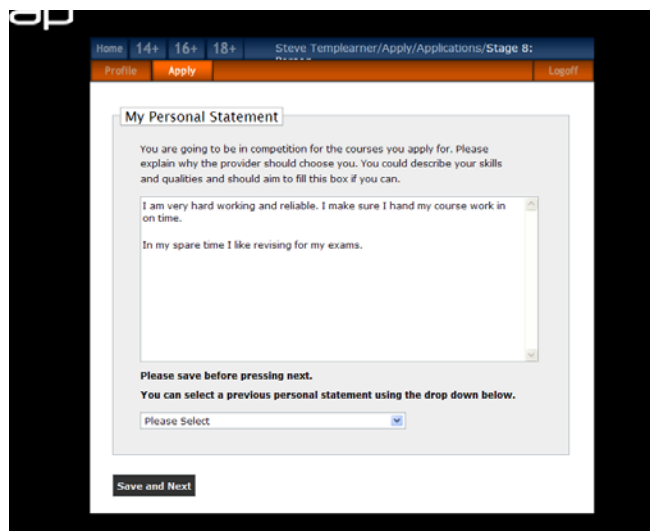
5. To select a course to apply to (or to save for further consideration), from the school list click on the disc symbol at the end of the course title. The course will now appear under 'Saved Courses' (just under the map) on the Providers page.

6. Select all the courses you are interested in with the Learning Provider and then choose whether they are 'Main' or 'Reserve' or 'Reject'. For A levels it is advised to have at least 4 main choices and 2 reserves.

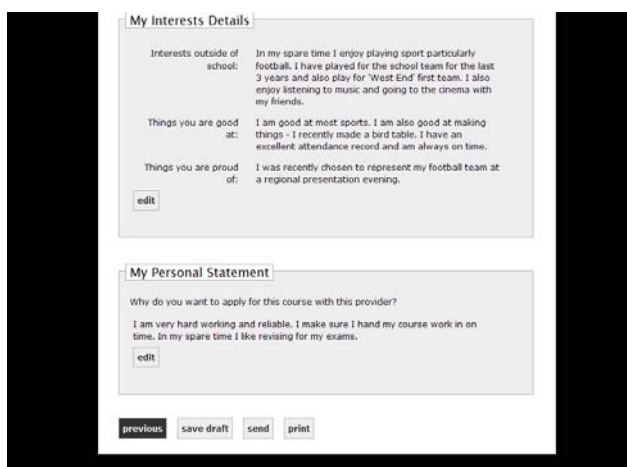
7. When you are happy with your selection click 'Apply'.

8. Now there is the opportunity to review or edit (change the details) on the application form that was created in 'profile'. Click 'next', once you are happy with the information on each page.

9. After checking all the pages within the profile (adding information if necessary), 'My Personal Statement' then comes up. Complete this as fully as you can saying why you have applied to this course and this provider.



Remember to 'save' this.



After a final check of the form press send at the bottom of the page.

Applications by the 'Blocking system'

10. After selecting your learning provider and finding applications are by 'blocking' select which of the option routes you are interested in.

11. Make sure you understand how many subjects you have to chose in each option block – this is found at the top of the page.

Now make your choices.

Kenton Comprehensive School Blocking System

Subject Choices - Min(3)/max(5)

Please contact the school if you need further advice or guidance on completing this online application. You must choose only one subject per option block. You must also choose something from Block E. Note that BTEC National Engineering, Health and Social Care, Travel and Events Management and Performing Arts and BTEC First Diploma in Child Development and Engineering are double awards and must be chosen in two Blocks.

Block A Max(1) Please select a maximum of 1 course.	Block B Max(1) Please select a maximum of 1 choice	Block C Max(1) Please select 1 course from the following:	Block D Max(1) Please select a maximum of 1 course.
National and First Certificate/Diploma	National and First Certificate/Diploma	14-19 Diploma	14-19 Diploma
Children's, Learning and Development First Diploma (Edexcel)	Children's, Learning and Development First Diploma (Edexcel)	Retail Business 14to19 Diploma Level 3	Retail Business 14to19 Diploma Level 3
IT Practitioners (Networking) National Certificate (Edexcel)	IT Practitioners (Networking) National Certificate (Edexcel)	National and First Certificate/Diploma	National and First Certificate/Diploma
Manufacturing Engineering National Certificate (Edexcel)	Manufacturing Engineering National Certificate (Edexcel)	Art and Design (Graphic Design) National Award (Edexcel)	Art and Design (Graphic Design) National Certificate (Edexcel)
Performing Arts (Dance) National Certificate (Edexcel)	Performing Arts (Musical Theatre) National Certificate (Edexcel)	Art and Design (Graphic Design) National Certificate (Edexcel)	Manufacturing Engineering First Diploma (Edexcel)
Travel and Events Management National Certificate (Edexcel)	Travel and Events Management National Certificate (Edexcel)	Manufacturing Engineering First Diploma (Edexcel)	Musical Performance National Award (Edexcel)
A/AS Level	A/AS Level	Performing Arts (Musical Theatre) National Certificate (Edexcel)	Sport National Award (Edexcel)
Applied Art and Design Single Award GCE AS/A2 Levels (AQA)	Art and Design (Ceramics) GCE AS/A2 Level (AQA)	A/AS Level	A/AS Level
English Language GCE AS/A2 Levels (AQA)	Art and Design (Photography) GCE AS/A2 Level (AQA)	Art and Design (Photography) GCE AS/A2 Level (AQA)	Art and Design (Unendorsed) GCE AS/A2 Level (AQA)
Health and Social Care Double Award GCE AS/A2 Levels (AQA)	Biology GCE AS/A2 Levels (OCR)	Art and Design (Textiles) GCE AS/A2 Level (AQA)	Business Studies GCE AS/A2 Levels (OCR)
Mathematics GCE AS/A2 Levels (Edexcel)	Design and Technology Studies		Computing GCE AS/A2 Levels (AQA)
			English Literature GCE AS/A2

NVQ Level 1/2/3

Hairdressing NVQ Level 1 (Edexcel)

GCSE

Environmental Science GCSE (AQA)

Other External Awards

Business and Enterprise Programme

Community Involvement

Community Sports Leader Award (Sport Leaders UK)

Duke of Edinburgh Award

Engineering Enrichment

Hairdressing Enrichment

Personal Progression through Practical Life and Work Skills Certificate Entry Le

Young Applicants in Schools and Colleges Scheme (OU)

You can now apply!

CLICK HERE TO APPLY

CLOSE

12. Once you have made all your choices you are then given the option to apply at the bottom of the page.

13. Now follow steps 8 and 9 above by completing your personal statement and checking your form.

Managing Your Applications – 'APPLY'

You will find details of applications made, courses saved and whether you have completed all sections of your form on the 'Overview' page in the 'Apply' section.

New Applications tab

'Find courses/Providers' - this allows you to search for a course.

'Saved Courses' – details courses you have saved in the past, they are grouped under providers.

'Not sent Applications' – you have started these applications but not sent them yet.

Existing Applications

'Action Required' – applications where a Provider or Connexions PA has requested action.

'Sent Applications' – details what is happening to any applications you have sent.

'Applications Not Sent'- lists applications you have been working on but are unsent. If you wish to send the application click on the details and you will be given instructions as to whether you can apply online or whether it needs to be printed out.

Messages

This section gives details of messages from Providers and Connexions staff about your application.

Printing a copy of your form

You can print a copy of your form (useful if you are going for interviews) by going into the Profile section of ECAP. From the left menu – you can print.