



### 3. Caseload Tab

- This allows you to view the username and passwords for your class.
- If the padlock next to the students name is red it means they have locked themselves out (by trying the wrong password too many times). This can be unlocked by clicking on the password and confirming that you want a reset. The password will revert to the original default password and a student would have to create a new password.

### 4. Information on Student applications (CAP tab)

- Following student's applications is done through the CAP tab.
- In addition to the overview page you can follow each student's progress by clicking on their name in the left hand column.
- This is the 'Learner Page' – each learner has 3 tabs :-
  - i. CAP – where applications are found
  - ii. Properties – can give you access to the students password and additional information about the student can be inputted.
  - iii. Files – this is where additional documents can be added such as section 140's.

- Under the CAP tab – there are 3 sub tabs:-

- a) Overview – allows you to view the student's application and password.
- b) Applications – Lists the applications a student has made and what the status is. There are 3 status letters L – means the form is with the learner, C- shows the form is with Connexions and P – the form is with the Provider. If the colour behind the letter is red, this means that action by Connexions, the learner or Provider is overdue.

To check the form, click on the magnifying glass that appears on the 'Applications' tab screen, this opens up the application form and at the top of the page shows you where the student has applied to and for what. There are 3 other tabs available including 'History'. The 'History' tab allows you to see what has happened to the form.

- c) Plans – this shows what a students current career plans are.

The screenshot shows the 'CAP' tab for a student named Laura Foster at Heaton Manor School. The interface includes a navigation bar with 'CAP', 'Properties', and 'Files' tabs. Below the navigation bar, there are sub-tabs for 'Overview', 'Applications', and 'Plans'. The 'Applications' sub-tab is active, displaying a list of applications for Laura Foster. Each application entry includes the provider name (HEATON MANOR SCHOOL), the date, and the subjects being applied for (e.g., Art and Design GCE AS/A2 Levels (Edexcel), Sociology GCE AS/A2 Levels (AQA), and Psychology GCE AS/A2 Levels (AQA)). A magnifying glass icon is visible next to each application entry.

The screenshot shows the 'Plans' tab for a student named Daniel Bendelow-Wilson at Gosforth High School. The interface includes a navigation bar with 'CAP', 'Properties', and 'Files' tabs. Below the navigation bar, there are sub-tabs for 'Overview', 'Applications', and 'Plans'. The 'Plans' sub-tab is active, displaying a table of career plans for Daniel Bendelow-Wilson. The table includes the following information:

Plan completed 16/07/2010	
Yeargroup	10
After Y11	6th Form (This School)
After Y11 Other	
Area	
What	A Levels
Subjects Interested In	
Work Interested In	
Career Plans	
Can you find everything	Yes

## 5. CAP Tab – Forms Started

Overview of Miss E Gale and their Caseload

Personal Details	Plan	Ethnicity	Health/Support	Qualifications	Work/Volunteering	Interests	Referrals	EZE
<b>GOSFORTH HIGH SCHOOL</b>								
<b>Year10</b>								
- Hollie Adams	✓		✓	✓	✓	✓		
- Junaid Azam	✓							
- Daniel Bendelow-wilson	✓	✓	✓	✓	✓	✓		
- Eleanor Calbourn	✓	✓	✓	✓	✓	✓		
- Stephanie Chaytor	✓							
- Niamh Crittenden	✓	✓	✓	✓	✓	✓		

This allows you to see which pages of the ECAP form a student has completed.

## 6. CAP Tab – NEET

If a school wishes to monitor the progress of more vulnerable young people, information about them will be displayed here. (The information is inputted via the Properties tab on an individual young person's record).

Overview of Miss E Gale and their Caseload

6th Form	Apprenticeship	College	Training	Work	Unsure	LDD	Attend	Asylum	LAC	CAF	YOT	Cx I/Y	Zinc I/Y	Alt Provision
<b>GOSFORTH HIGH SCHOOL</b>														
<b>Year10</b>														
- Hollie Adams														
- Junaid Azam														
- Daniel Bendelow-wilson	✓													
- Eleanor Calbourn	✓													
- Stephanie Chaytor														
- Niamh Crittenden	✓													
- Becky Dixon	✓													
- Steven Evans	✓													
- John Harbottle														
- Martyn Hope	✓													
- Saman Jamalbastami	✓													
- Sabih Khan														
- Brandon Leman	✓	✓	✓											
- Ayesha Mir														

## 7. System support and Improvement

- On going feedback is always useful, please contact Ann Graham at Connexions to pass on comments. Telephone number 0191 277 1451 or email [ann.graham@newcastle.gov.uk](mailto:ann.graham@newcastle.gov.uk)
- If you have issues/problems about the application process or admin system – again inform Ann Graham.
- If you experience technical problems with the website contact the MITAC helpdesk on telephone number 0191 645 4184.