

HOW TO USE PS16

Applying for Post-16 Options

Positive Steps @16

Positive Steps @16

Home ☆ Favourites Getting started Get in touch

Courses Apprenticeships Help & Guidance Events Sign In

Positive Steps into Education, Employment or Training

The screenshot shows three search filters on the website:

- Jobs**: Full or part-time jobs > Search
- Full Time Courses**: Vocational and academic > Search
- Apprenticeships**: Own your future > Search

Course name or subject

Full Time Courses

Search

Discover new exciting features
We're adding new stuff all the time. Why not sign up for free and give it a go?
Find out more

Help & Guidance
We can help you prepare and to make choices about your future.
Learn More

Upcoming Events
Keep up-to-date with the latest activities and events near you.
Take a look

- Leicestershire County Council commissioned website
- You are able to search for courses, jobs and apprenticeships
- Your teacher will give you your login and password. Change your password as soon as you sign in to the website
- You are able to access this website in school and at home
- Go to website:

<https://ps16.co.uk/>

Click on 'Sign in' then fill in your details

Access your account

Login

If you've registered with PS16 before, you know what to do.

Username

Password

 [Forgot your password?](#)

Login

Cancel

Are you a provider? Then go to admin.eprospectus.co.uk

Not registered?

Click 'Register New User' to get a username and password and create and account with PS16.

[Register New User](#)

Are you a provider?

You will need to [login to the eProspectus admin area](#) which will allow you to edit learner and provider information.

[Login to Admin Area](#)

Accept terms

Terms and conditions

Before you proceed we want you to know exactly how our prospectus works and why we need your details. Please state that you have read and agreed to these terms before you continue.

I have read and give my explicit consent for the personal information about me that is saved on this site to be held by **Scarfolk 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, and 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.

I have read/agree to the ([Terms and Conditions](#)) and [Privacy Notice](#) which apply to the use of this site, and any of the following services:

- The on-line Common Application Process (CAP) to make an application to a 16-19 education and training provider.
- The on-line CV Writer
- The on-line Employability Skills Passport.

Please note that if you do not consent your information will not be saved and/or shared and with respect to any on-line applications, you will have to apply using a different format. Please contact the provider directly to find out more.

I agree to these terms

I disagree

Click on my Profile Template

Creating your application



- You will only need to complete your template once, although you may need to update it if you get more up to date information.
- You can always [change your password](#) if you're having trouble remembering it.

Harry Smith's account

This is where you can tell us what you are thinking of doing after year 11 and make applications.

Apply




My Profile Template
× Incomplete

Now you need to type the same thing again and again.



My Intended Destination
× Incomplete

What are your plans after you leave Year 11?



My Applications
📁 0 Draft
✉ 0 Sent

Manage all your current and past application processes.

Extra tools

This is where you can access additional packages.



Employability Passport



CV Writer

Start with Personal Details

[Back to My Account](#)

Updating the Template



- In order to complete your personal profile template, please work through and complete each of the sections.

My Profile Template

Your profile template allows you to create a "master" template so that when you create new applications, all the information from your template will be copied to your new application.

1 Personal Details



Information about where you live, your nationality and your health.

2 Parental Information



Contact details of your parent, carer or guardian.

3 Qualifications




List all your qualifications from secondary education onwards.

4 Work Experience



This section is all about the work experience you have had, including any part time jobs, and references.

5 Personal Statement



Your chance to describe your ambitions, skills, and experience.

6 Equality and Diversity



This section is all about who you are and what you believe.

Everything **starred** must be completed

Back to My Account

i Please note: You are editing your Profile Template

Personal Email address *

harrysmith123@mymail.com

School Email address

harry.smith@myschool.org.uk

This section covers information about where you live and your contact details.

template

- This section covers information about where you live.

Profile Template

- ✗ Personal Details
- ✗ Parental Information
- ✗ Work Experience
- ✗ Personal Statement
- ✗ Equality and Diversity

Information About You

Forename(s) *

Harry

Surname (family name) *

Smith

Preferred Forename *

Leave blank if the same as your legal first name

leave blank if the same as your legal name

Preferred Surname *

Leave blank if the same as your legal surname

leave blank if the same as your legal name

Date of birth *

09/06/2003

Home Phone No.

e.g. 01507607783

Personal Phone No.

07752109915

Legal Gender *

We have a legal obligation to record gender; please indicate your gender as it was registered at birth.

Gender Identity *

Which of the following best describes your gender? Note: 'Trans' is an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, their registered birth gender.

Next complete Parental Information

[Back to My Account](#)

Updating the Template



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Success: Your template has been updated successfully. ×

My Profile Template

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Information about where you live, your nationality and your health.



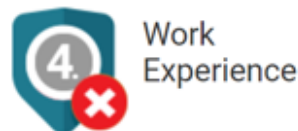
2 Parental Information

Contact details of your parent, carer or guardian.



3 Qualifications

List all your qualifications from secondary education onwards.



4 Work Experience

This section is all about the work experience you have had, including any part time jobs, and



5 Personal Statement

Your chance to describe your ambitions, skills, and experience.



6 Equality and Diversity

This section is all about who you are and what you believe.

Everything **starred** must be completed

[Back to My Account](#)

 Please note: You are editing your Profile Template

Parental Information



Template - Parental Information

You should be living with this parent, unless special circumstances apply.

Profile Template

- Personal Details
- Parental Information
- Work Experience
- Personal Statement
- Equality and Diversity

Parental Details

Title *

Choose ▾

First Name *

Last Name *

Relationship of Parent (or carer/guardian) *

You should be living with this parent, unless special circumstances apply.

Select one ▾

Home Phone No.

e.g. 01507607783

Personal Phone No.

e.g. 01507607783

Email address *

Do you live with this parent? *

Yes No

[Save and Update Template](#)

[Cancel](#)

Qualifications

Back to My Account

Updating the Template



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3 Qualifications

List all your qualifications from secondary education onwards.

4 Work Experience

This section is all about the work experience you have had, including any part time jobs, and references.

5 Personal Statement

Your chance to describe your ambitions, skills, and experience.

6 Equality and Diversity

This section is all about who you are and what you believe.

Most will be prepopulated for you

How to add qualifications

[Back to My Account](#)

i Please note: You are editing your Profile Template

Updating your template



■ This section is all about your qualifications.

Profile Template

- ✓ Personal Details
- ✓ Parental Information
- ✗ Work Experience
- ✗ Personal Statement
- ✗ Equality and Diversity

Template - Your Qualifications

Add all the qualifications you are currently studying at school. You will also need to add the ones that you have completed and have a result for.

Add a Qualification

Course Title * **Qualification *** **Grade ***

Entry Type **Completion Date ***

Your Qualifications

English Literature	GCSE or Equivalent	8(p)	06/2020	<input type="button" value="Delete"/>
Mathematics	GCSE or Equivalent	8(p)	06/2020	<input type="button" value="Delete"/>
Computer Science	GCSE or Equivalent	8(p)	06/2020	<input type="button" value="Delete"/>

Next complete Work Experience

[Back to My Account](#)

Updating the Template



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1 Personal Details

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2 Parental Information

Contact details of your parent, carer or guardian.



3 Qualifications

List all your qualifications from secondary education onwards.



4 Work Experience

This section is all about the work experience we had, including part time jobs, and references.



5 Personal Statement

Your chance to describe your ambitions, skills, and experience.



6 Equality and Diversity

This section is all about who you are and what you believe.

Work Experience

[Back to My Account](#)

 Please note: You are editing your Profile Template

Updating your template



- We would like to see full sentences and you should think about where you went, what you did, did you enjoy it, did you want this placement, but now you don't want it as a career.

Profile Template

- ✓ Personal Details
- ✓ Parental Information
- ✓ Qualifications
- ✗ Work Experience
- ✗ Personal Statement
- ✗ Equality and Diversity

Template - Work Experience

Please write about any work experience you have done, any part-time jobs you have or have had and any volunteering you have undertaken.

I have not had the opportunity to undertake any form of work experience.

[Save and Update Template](#)

[Cancel](#)

Next complete Personal Statement

Back to My Account

Success: Your template has been updated successfully. ×

Updating the Template



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Qualifications

List all your qualifications from secondary education onwards.



Work Experience

This section is all about the work experience you have had, including any part time jobs, and references.



Personal Statement

Your chance to describe your ambitions and experience.



Equality and Diversity

This section is all about who you are and what you believe.

Personal Statement

Back to My Account

Updating your template



- Remember use a word processor or similar, using the spell-check facility, and copy and paste over when you're ready. And more is better, so try and fill in at least 240 characters.

Profile Template

- ✓ Personal Details
- ✓ Parental Information
- ✓ Qualifications
- ✓ Work Experience
- ✗ Personal Statement
- ✗ Equality and Diversity

Please note: You are editing your Profile Template

Template - Your Personal Statement

Include interests and hobbies. You could also talk about your favourite subject and careers aspirations. This should make you sound as good as you can be, so don't put anything negative - but be honest! Don't waste time!

You can only write a maximum of 4000 characters in this section.

I am known as a friendly, hard working student with a good sense of humour. My attitude towards school is of a consistently high level at 5/5. I have decided that the route that I wish to take in the future is to study English. This is because I am very enthusiastic about the subject, I read and write in my spare time and I have always thoroughly enjoyed English.

In my spare time, I am working on a story as well as previously having poems published in a poetry book. I am interested in possibly teaching English as I enjoy working with children or working in journalism. I also enjoy writing and photography. I am very interested in photography as I enjoy taking photos in my free time. I am a very hardworking student and always try my best in everything I attempt. I enjoy working under pressure and it is a challenge.

I have good communication skills and I am very dedicated to the subjects I wish to take. At school I have been recognised as honest, responsible and trustworthy by teachers and fellow peers. This has helped me become self-motivated and confident which led to me being able to succeed in achieving well above my expected grades at the end of school terms and gaining skills to help me in life such as presenting to people

You do not have to write any specific about the courses/apprenticeships you want to do or where you want to study

This statement is about your skills, experiences and interests

Next complete Equality and Diversity

Back to My Account

Updating the Template



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Success: Your template has been updated successfully. ×

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Work Experience

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Personal Statement

Your chance to describe your ambitions, skills, and experience.




Equality and Diversity

This section is all about who you are and what you believe.

Everything **starred** must be completed

[Back to My Account](#)

 Please note: You are editing your Profile Template

Equality and Diversity



Template - Equality and Diversity

If you do not wish to answer any of the questions please choose the option 'Prefer not to say'.

Profile Template

- ✓ Personal Details
- ✓ Parental Information
- ✓ Qualifications
- ✓ Work Experience
- ✓ Personal Statement
- ✗ Equality and Diversity

Your Details

Sexual Orientation *

With regards to your sexual orientation, which of the following best describes how you think or feel about yourself?

Please choose...

Religion or Belief *

With regards to your religion or belief, which of the following best describes how you think about yourself?

Please choose...

Ethnicity *

Please indicate your ethnic group or background by selecting the most appropriate drop down option.

Not Set

[Save and Update Template](#)

[Cancel](#)

Click 'Back to My Account'

Back to My Account

Updating the Template

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Personal Statement

Your chance to describe your ambitions, skills, and experience.



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This section is all about who you are and what you believe.

My Intended Destination

Creating your application



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Harry Smith's account

This is where you can tell us what you are thinking of doing after year 11 and make applications.

Apply



My Profile Template
✓ Complete

Now you need not type the same thing again and again.



My Intended Destination
✗ Incomplete

What are your plans after you leave Year 11?



My Applications
0 Draft
0 Sent

Manage all your current and past application processes.

Filling in your details



- Choose where you want to end up from the drop down list. This is important and is required for your application.

Intended Destination

Let us know what your plans are after year 11.

What is your intended destination? *

Full time education or training - different school, sixth form college or FE

Save and Continue

Cancel

Application Process

Creating your application



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Harry Smith's account

This is where you can tell us what you are thinking of doing after year 11 and make applications.

Apply

 My Profile Template
✓ Complete

Now you need not type the same thing again and again.

 My Intended Destination
✓ Complete

What are your plans after you leave Year 11?

 My Applications
✉ 0 Draft
✉ 0 Sent

Manage all your current and past application processes.

Before you can apply for any courses you need to add them to your favourites. Click on Home

Application Process



Search



Jobs
Full or part-time jobs >

Search



Full Time Courses
Vocational and academic >

Search



Apprenticeships &
Own your future >

Click on Courses

Application Process

Currently viewing **Full Time Courses**

Cancel 



[Home](#) [☆ Favourites](#) [Getting started](#) [Get in touch](#)

[Courses](#) [Apprenticeships](#) [Help & Guidance](#) [Events](#) [Sign In](#)

Find **Full Time Courses**

Vocational and Academic Courses

Find a course

Not quite sure what you're looking for or where to start? Try [refining](#)

By Provider

By Sector

By Qualification

Type a course name or subject into the search box
Click find a course

Application Process

Search results "english"

Map On

Back to Search

Showing 17 courses

english



Filter by distance

Refine by

Full Time Courses ▾

2018-2019 ▾

All Areas ▾

All Qualifications ▾

All Sectors ▾

Any Level ▾



A Level English Literature

The Sixth Form College
GCE A/AS Level or Equivalent
Level 3



Read more

A Level English Literature

The Sixth Form College
GCE A/AS Level or Equivalent
Level 3



Read more

A Level English Literature



A Level English Literature



Click on the Course from the provider you want

Add to Favourites – Repeat until you have selected all the courses you want

Back to search results

The Sixth Form College

Would you like to ask a question?

College Road, Cambridge, Cambridgeshire, CB2 8PE

Available dates

01/09/2019 to 31/08/2020

📍 The Sixth Form College

🕒 1 Year(s)

📅 Full time

🕒 Daytime/working hours



A Level English Literature

Languages, Literature and Culture

😊 Great! You've added it.

A Level English Literature has been added successfully to your favourites.

THANKS!

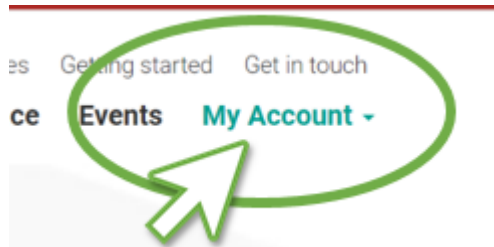


01/09/2019 to 31/08/2020 - at The Sixth Form College

Add to Favourites

What will you be working towards?

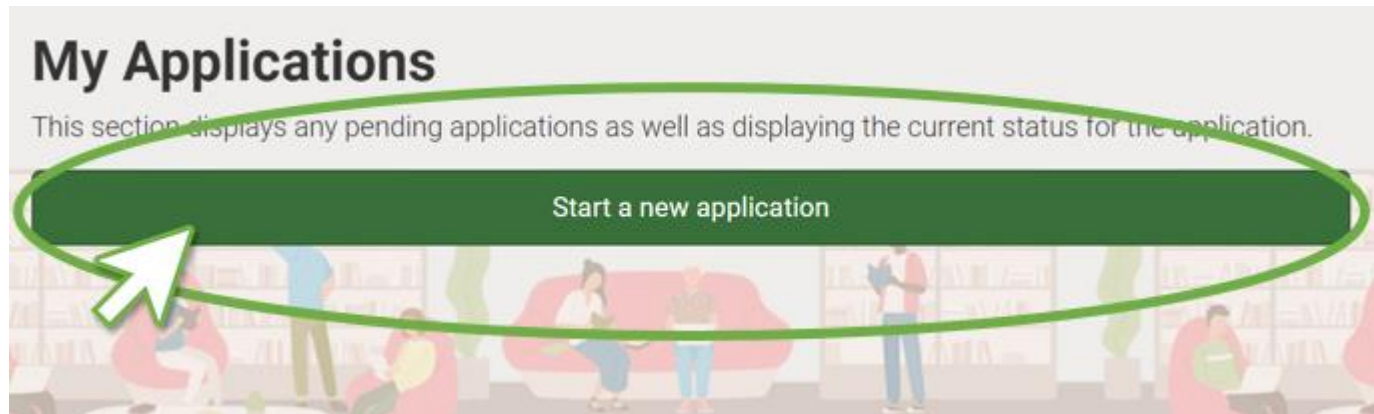
To Start an Application



Once added all favourites,
Click on My Account



Then Click on
My Applications



Then Click on
Start a new
application

You will see it has already copied your profile into the application

[Back to My Account](#)

Creating your application



- You can complete the whole process now or tackle it in parts and finish it at a later date.
- Remember you need to complete all the sections in order to send your application!

Create Your Application

Your Application ID is 5969. If you have any problems, please refer to this number.

⊗ You've not sent this application.



Personal Details

Information about where you live, your nationality and your health.



Parental Information

Contact details of your parent, carer or guardian.



Qualifications

List all your qualifications from secondary education onwards.



Work Experience

This section is all about the work experience you've had, including any part-time jobs.



Personal Statement

Your chance to describe your ambitions, skills, and experience.



Equality and Diversity

This section is all about who you are and what you believe.



Course Choices

0 selected

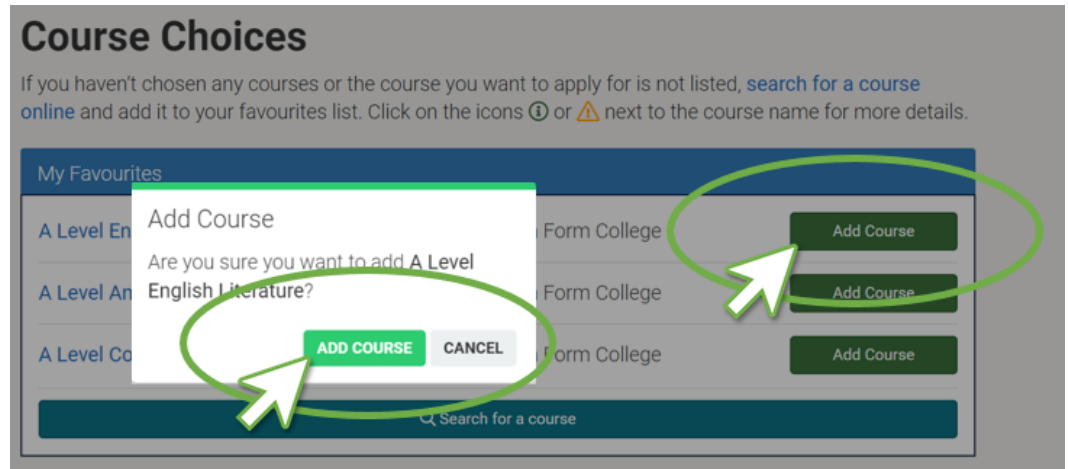
Send Your Application

Review and send your completed

Adding Courses to Application



Click
on
Course
Choices



My Choices

Use the up and down arrows to order your choices by preference.

The Sixth Form College		
1	A Level Ancient History (Level 3)	↑ ↓ 🗑️
2	A Level English Literature (Level 3)	↑ ↓ 🗑️
3	A Level Computer Science (Level 3)	↑ ↓ 🗑️

Add the courses you want from the provider (must do one provider at the time) and then change the course order if you wish

Completing Application

My Choices

Use I have chosen History as I really enjoy the subject and I would possibly like to be a historian in the future. I also enjoy studying literature especially old texts.

T

A Level Computer Science (Level 3)

↑ ↓ 🗑️

Why have you chosen the course(s)? *

For each new application you have a box in which to write why you want to do those particular courses with that provider

My Applications

This section displays any pending applications as well as displaying the current status for the application.

Start a new application

Sent Pending Reference

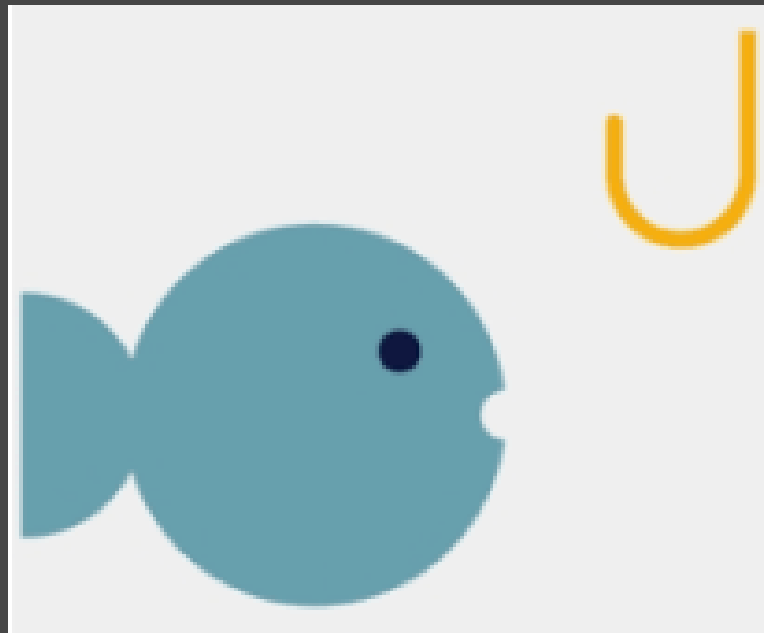
These have been successfully sent to the provider and you will need to contact the provider directly to make any further changes.

📄 The Sixth Form College (28/09/19)

PDF

Delete

You will get a message saying 'Sent Pending Reference'. As soon as your tutor does your reference your application will be released and sent to the provider



Applying for Post-16 Options