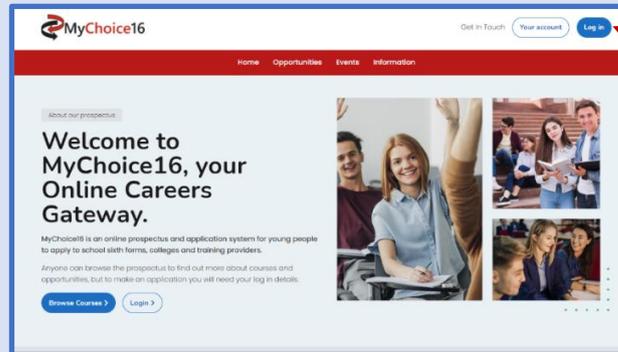


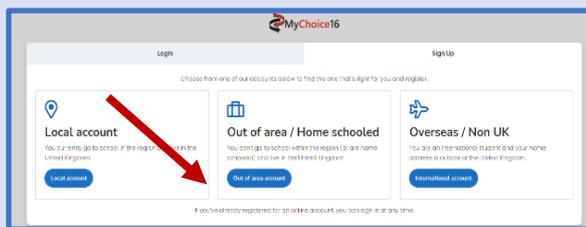


# A guide for 'out of area' applications

Go to [MyChoice16 - Your Online Careers Gateway](#)



**Step 1** – Click log in – select 'out of area'/' or 'overseas' if outside the UK – create a new account.



**Step 2** – complete account details and verify your new account – log in using the log on details in the verification email and then set up a new password. ULN numbers are not mandatory for out of area students

Out of Area or Not Listed

Create a new account

Please enter your personal details below to complete the registration process.

Forename(s) \*

Surname (family name) \*

Date of birth \*

Day \*      Month \*      Year \*

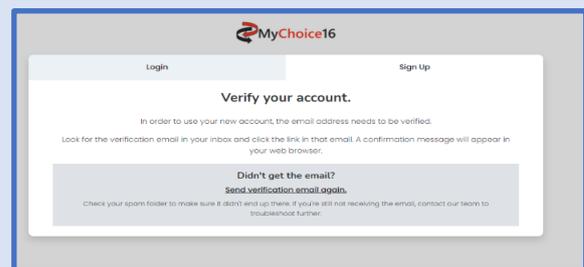
        

Legal gender \*

Please Select...

Tel/mobile

Unique learner number (ULN)



**Step 3** – set up a new password - go to 'my account' – bottom of the page – 'privacy and personalisation' account setting – change password.

## Privacy & personalisation

Your data and preferences that help make our services more useful to you.

### Account Settings

View your options >

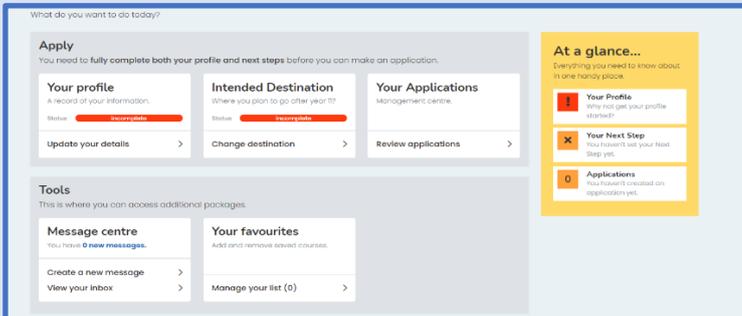
### Privacy Settings

View your options >

## Step 4 - start the profile - Apply

You will be asked to complete your profile, which is in effect the application.

**Please note** - This is your master profile template. Once complete you can use in all applications to all providers.



There are 7 sections in 'Your Profile', and one in the 'Intended Destination' both of which must be completed to proceed to the 'Your Application' stage.

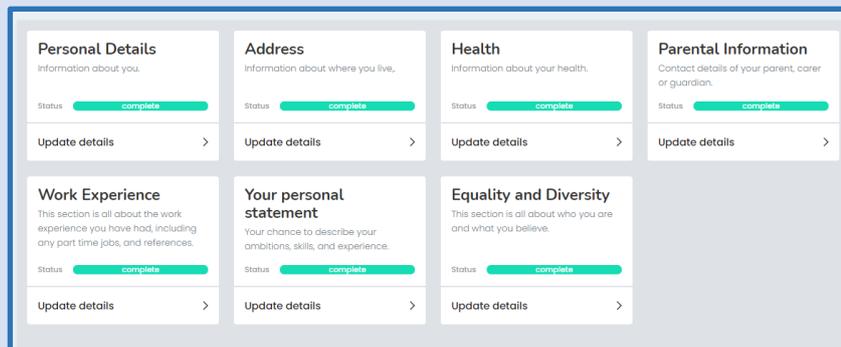
As you work through the profile the 'At a glance' sections on each page will indicate the completed sections with a tick.

An application cannot be sent unless all areas are complete.

Your qualifications section will be completed by your stated referee. You will need to add their contact details at the end of the application process in the profile review before the application is sent.

The personal statement can be written and formatted in word and then cut and pasted into the personal statement section.

**Step 5** – Check that all areas of your profile are complete. You can go back into any section to change anything up and until the time it is sent.



**Step 6** – Go to back to my account – 'Intended Destination' - this is to show what you hope to do post 16.

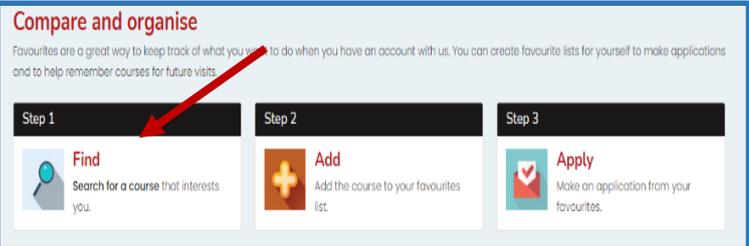
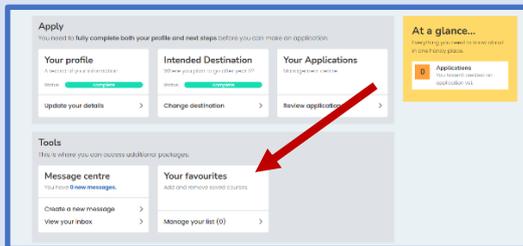


## Step 7 – Favourite courses

Before an application can be made, courses must be chosen and added to 'your favourites'

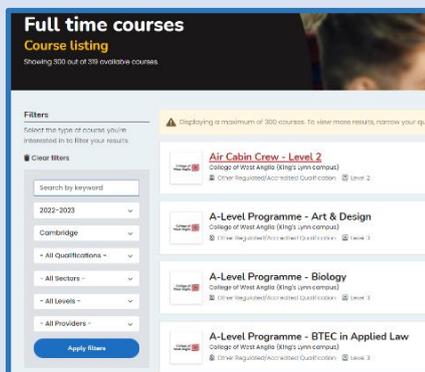
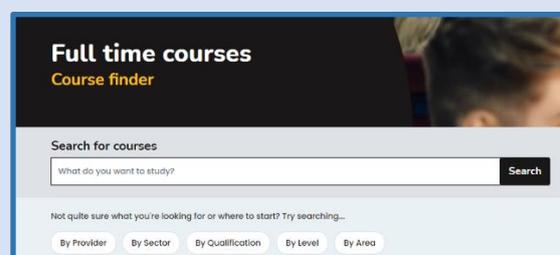
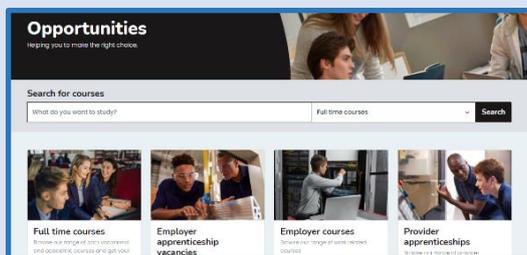
On the e-prospectus, and with each course, there will be an 'add to my favourites' button. This will place that course into your favourites section.

Use the time before applying to discuss with parents/carers/tutors, discard or add new ones before making your final decision.



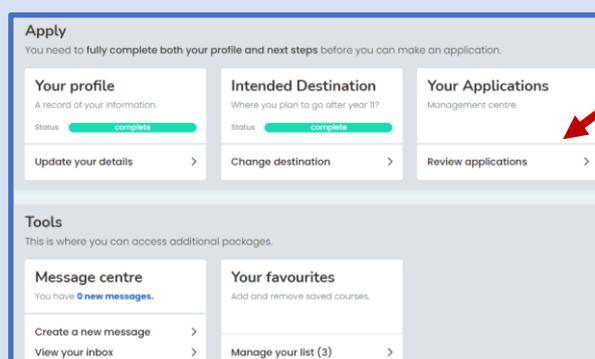
**Search opportunities** allow you to refine your choice or you can simply browse.

Favourites will be grouped per provider and can be added to or deleted until a final decision has been made. Go up to opportunities and start searching



Each course will have an 'add to favourite' section, once you have clicked 'ok' you will see it in your favourites. Continue to add or delete from your favourites list until you are happy with your choices.

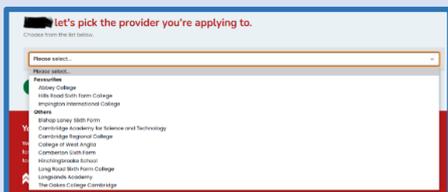
When you are ready to make your applications go back to 'Account' and 'Your Applications'



## Step 8 – Make an application

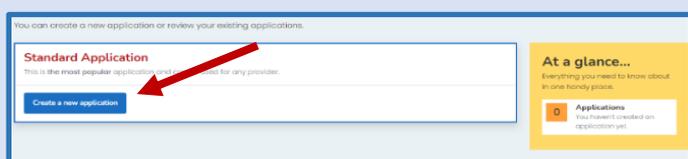
You will be asked to choose the provider that you have favoured from the drop down to make your first application.

This process will be repeated for each application. It is recommended that no more than 4 applications are made and only one application per provider. This will take you to the 'Are you ready' section

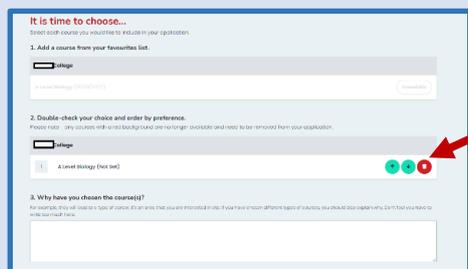
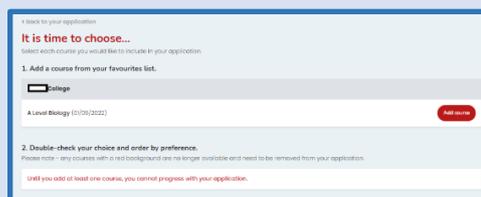
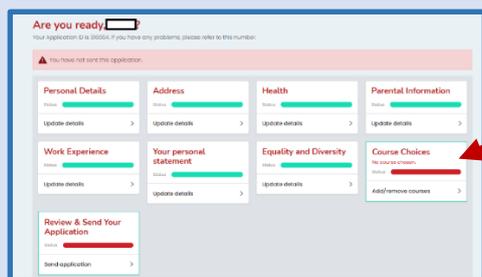


Next step is to select the courses from course choices, and these will attach to your profile, to form the first part of your application.

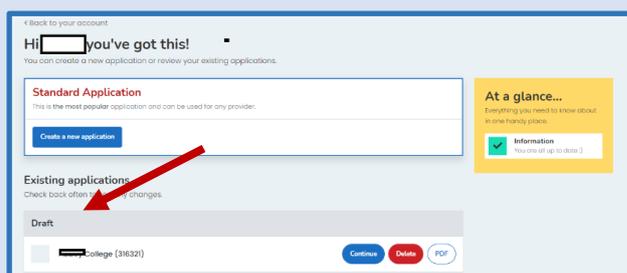
All favoured courses for the provider will appear and you will be asked to add them



Once selected you will be asked to put the courses into priority order and why you have chosen the course – this will mean that your personal statement can concentrate on other aspects of your application.



As you make each application they will be stored in draft form on the site. You can delete and make new applications/delete and add new courses as appropriate until a final decision has been made



## Step 9 – Sending an application

As you make each application they will be stored in draft form on the site. You can delete and make new applications/delete and add new courses as appropriate until a final decision has been made. Go back to your account and click continue.

Hi [redacted] you've got this!

You can create a new application or review your existing applications.

**Standard Application**  
This is the most popular application and can be used for any provider.

[Create a new application](#)

**At a glance...**  
Something you need to know about in one handy place.

**Information**  
You are all up to date!

**Existing applications**  
Check back often to see any changes.

**Draft**

[redacted] Form College (318384)	<a href="#">Continue</a>	<a href="#">Delete</a>	<a href="#">PDF</a>
[redacted] Form (318386)	<a href="#">Continue</a>	<a href="#">Delete</a>	<a href="#">PDF</a>
[redacted] College (318503)	<a href="#">Continue</a>	<a href="#">Delete</a>	<a href="#">PDF</a>

'When you have chosen the first application by clicking 'continue' you will be taken to the 'Are you ready' section.

Click on 'send application' and you will have a complete review of your profile and the courses you have chosen.

Each section can be edited for any last-minute changes.

The review will have the name of the college at the top.

**Are you ready** [redacted]

Your Application ID is 382554. If you have any problems, please refer to this number.

**You have not sent this application.**

<b>Personal Details</b> Status: [green progress bar] <a href="#">Update details</a>	<b>Address</b> Status: [green progress bar] <a href="#">Update details</a>	<b>Health</b> Status: [green progress bar] <a href="#">Update details</a>	<b>Parental Information</b> Status: [green progress bar] <a href="#">Update details</a>
<b>Work Experience</b> Status: [green progress bar] <a href="#">Update details</a>	<b>Your personal statement</b> Status: [green progress bar] <a href="#">Update details</a>	<b>Equality and Diversity</b> Status: [green progress bar] <a href="#">Update details</a>	<b>Course Choices</b> You have 1 course selected. Status: [green progress bar] <a href="#">Add/remove courses</a>
<b>Review &amp; Send Your Application</b> Status: [red progress bar] <a href="#">Send application</a>			

At the end of the profile review there will be additional areas to complete – one of which is the referee.

It is important to add a member of staff who can complete a reference and supply all your predicted and any actual grades e.g., a tutor or head of year.

You must enter their name and email address, so that a link can be sent for them to complete the required information. You will be notified when this has been done.

To complete your application there is consent form that allows the colleges to receive the information contained in your application.

When the application is 'sent' it will go to the email address of the referee and will show as 'Pending Ext Ref' on the system.

If you need to change the referee details or chase them, ahead of the application deadline, you may change the 'Referee Details' by clicking on the 'Referee Details' button. Most referees provide the information as close to the deadline as possible, to provide your most accurate predictions, but please check they have received the email and you have provided their correct contact details.

Once the reference and qualifications are added the referee will send the application straight to the provider.

The status of your application will then show as 'Sent'. Email alerts will tell you when something is on the system, and the provider will message you through the system as to next steps following the acknowledgement of your application.

**Preference**

Application Preference  
Please Select...

**Additional support**

Will you need support at your College interview?  
If you answer yes to this question, the college may contact you for further information.

No

**Reference**

Please enter the title, name and school role of the designated person (eg Teacher/Tutor/Head of Year) from your current school who will be able to provide us with your reference and estimated grades (eg Ms A Smith, Form Teacher).

Title

Forename/Initial

Surname

School

Role

EmailAddress

**Consent**

Please note that if you do not consent your on-line application will not be shared and you will have to apply using a different format. Please contact the provider directly to find out more.

I have read and give my explicit consent for the personal information about me that is saved on this site to be held by Cambridge County Council, and for it to be shared with my existing and other educational institutions. This includes schools/academies, colleges and training providers to whom I apply. This data will be shared 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 reviewed the application, I'm satisfied with the contents and wish to send it to the provider.

[Send your application](#) [Cancel](#)