

# 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

Login	Sign Up
Out of Area	or Not Listed
Create a n	new account
Please enter your personal details bel	ow to complete the registration process.
Forename(s) *	
Surname (family name) *	
Date of birth *	
Date of birth * Day * Month *	Year *
	Year *
	Year *
Day* Month*	Vear *
Day * Month *  Legal gender *  Please Select	
Day * Month *	
Day * Month *  Legal gender *  Please Select	

**MyChoice**16

Verify your account.

Didn't get the email?

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

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

 Account Settings
 Privacy Settings

Privacy & personalisation

View your options

View your options

Sian Up

### 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.

# Vind day que vanit to de today?

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.

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.

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.

Personal Details Information about you.	Address Information about where you live,	Health Information about your health.	Parental Information Contact details of your parent, carer or guardian.
Status complete	Status complete	Status complete	Status complete
Update details >	Update details >	Update details >	Update details >
Work Experience This section is all about the work experience you have had, including any part time jobs, and references.	Your 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.	
Status complete	Status complete	Status complete	
Update details >	Update details >	Update details >	

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

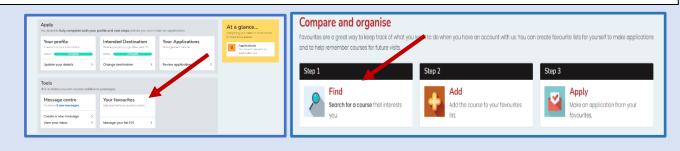
<	Back to your account	
Ir	ntended Destination	
Le	it us know what your plans are after year 11.	
	What is your intended destination? *	
	Please Select	~
	Please Select	
4	Full time education - different school or FE College	
	Full time education - same school	
	Job - definite place	
	Job - no definite place	
	Not Set	
	Other destination	
ι¢	Traineeship or study programme	ial
in s	Training/Apprenticeship - definite place	book
	Training/Apprenticeship - no definite place	
av	e any queetons or suggestions just ask and got = Opportunities	

Step 7 – Favourite courses

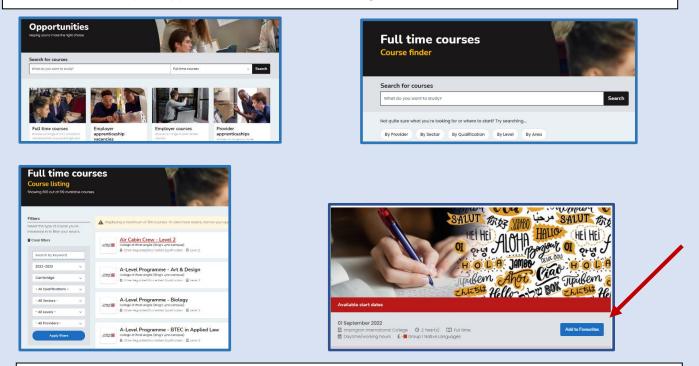
Before an application can be made, courses must be chosen and added to 'your favourites'

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.

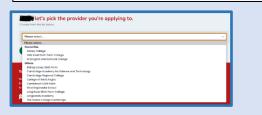
When you are ready to make your applications go back to' Account' and 'Your Applications'

u need to fully complete b	oth your	profile and next steps before you	can m	nake an application.	
Your profile record of your information. tatus		Intended Destination Where you plan to go after year 1 Status complete		Your Applications	
Ipdate your details	>	Change destination	>	Review applications	>
ols s is where you can access	addition	al packages.			
Message centre 'ou have <b>0 new messages.</b>		Your favourites Add and remove saved courses.			
Create a new message	>				
		Manage your list (3)			

### Step 8 – Make an application

You will be asked to choose the provider that you have favourited 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 favourited courses for the provider will appear and you will be asked to add them

tandard Application	At a glance
is is the most popular application and compared for any provider.	Everything you need to know about
	in one handy place.
Create a new application	O Applications You haven't created on

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.

Personal Details	Address	Health	Parental Informat	ion	
Indus	that as	States -	tata	-	
Update details >	Update details	> Update details	> Update details	· ·	
Work Experience	Your personal	Equality and Diversity			
Exture Contraction	statement	Status	Ne course chosen.		
Update details		Update details	> Add/remove courses	-	
	Update details	>	Add/remove courses	,	
Review & Send Your					
Application					
Status					
Send application					
Send application >					
Send application >					
Send application >			(man)		
Send application > is time to choose et each cours you would he to reduce idd a course from your favourites lcrivge			inde		
Send application > is time to choose is time to choose dda a curus from your fascurites I annage anna charge (0001000) hadde -thest your choice and and	ist.		(tendar)		
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Send application > is time to choose is time to choose dda a curus from your fascurites I annage anna charge (0001000) hadde -thest your choice and and	ist.	et la la revocal fore you opposite.	(main)		
End application     S      Send application     S      Send application     Send application	ist.	ed to be named from your applicables.			
Send application > > > > > > > > > > > > > > > > > > >	iat. Ir by preference. Curd devin (triger buildade and ren				

Select each course you would like to include in your applic	
	otion
1. Add a course from your favourites list.	
College	
A Level Biology (01/00/2022)	
2. Double-check your choice and order by prefere	nce.
Please note - any courses with a red background are no k	inger available and need to be removed from 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

(Hank to your account Hiyou've got this! You can create a new application or review your existing applications.	
Standard Application This is the meat popular opplication and can be used for any provider.	At a glance Everything you need to know about
Create a new application	in one handy place. Information You one of up to date :)
Existing applications Check back often in the part changes.	
Draft	
Codege (16521)	

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.

Standard Application This is the most popular application and Create a new application	I can be used for any provider.		At a glance Everything you need to kno in one handy place. Information You are all up to de	
Existing applications Theore back often to see any changes Draft	e (316364)		1	'When yo clicking ' you reac
Form (3)	e (316503)	Continue Delete	PDF	Click on
Are you ready.	}		<u> </u>	complete
	) ee any problems, please refer to this r		Parental Information	complete courses Each see changes

'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.

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.

A	oplication Preference
	Please Select v
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-0	ditional support
	ill you need support at your College interview? you answer yes to this question, the college may contact you for further information
	N0 v
Ref	erence
	ase enter the title, name and school role of the designated person (eg Teacher/Tutor/Head of Year) from your current of who will be able to provide us with your reference and estimated grades (eg Ms A Smith, Form Teacher).
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-	nsent
	se note that if you do not consent your on-line application will not be shared and you will have to apply using a nent 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 this information 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 (ODPR) (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.
	end your application Concel
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