

Learner Guide



KentChoices
kentchoices.co.uk

What happens after Year 11?








If you are around 16 years old, it's time to start thinking about your future. You need to stay in education or training until you're 18. How you do this is up to you but you **must** do one of the following:-

- Study full time in a school, college or with a training provider
- Work full time with learning attached, like an apprenticeship
- Study part time if you are working part time, self-employed or volunteering



Need some advice or guidance?

-  • **Talk** to your school – they have a legal responsibility to provide you with independent, impartial careers advice.
-  • **Speak** to your careers teacher, teachers, parents, family and friends.
-  • **Contact** The National Careers Service for advice and guidance <https://nationalcareersservice.direct.gov.uk/>
-  • **Visit** www.kentchoices.co.uk to see the options available to you.
-  • **Attend** open days at other schools or colleges to see what they offer (you do not have to stay at your current school, another school or college may offer courses more suitable for you).



Your future – your choice

Visit www.kentchoices.co.uk

KentChoices will explain your options after leaving Year 11, help you to decide on what you want to do, advise on you what you need to do and by when.

You can also find useful information on:-

- **Open days/evenings** for 6th forms and colleges in your area
- **Application open and close dates** for 6th forms and colleges
- **Course entry requirements** for 6th forms and colleges
- **Apprenticeships**, traineeships and other training options
- **Work experience** or volunteering opportunities
- **Money and travel** advice



www.kentchoices.co.uk

Click on the boxes or headers for more information:-

The screenshot shows the Kent County Council website. At the top, there is a teal header with the Kent County Council logo (a white unicorn) and a search bar containing the text 'Search kent.gov.uk...'. Below the header, a dark teal navigation bar contains the text 'Home > Education and children >'. The main heading is 'College, sixth form, employment and training' in a large, bold, dark teal font. Below the heading, a paragraph reads: 'If you're around 16 years old, it's time to start thinking about your future. You need to stay in education or training until you're 18, but how you do it is your choice.' Below this paragraph are three white boxes with purple borders. The first box is titled 'Your options' and contains the text 'Finding the right way to stay in learning, working or training after you're 16'. The second box is titled 'Search and apply' and contains the text 'Search and apply for sixth form and college courses'. The third box is titled 'Your year ahead' and contains the text 'What you need to do and when'. Below these boxes are three sections, each with a purple underline. The first section is titled 'Open days and application dates' and contains the text 'For all sixth forms and colleges in Kent.' The second section is titled 'Apprenticeships' and contains the text 'Earn while you learn with an apprenticeship.' The third section is titled 'Money and travel' and contains the text 'Funding your learning and getting to your placement.'

Kent County Council Search kent.gov.uk...

Home > Education and children >

College, sixth form, employment and training

If you're around 16 years old, it's time to start thinking about your future. You need to stay in education or training until you're 18, but how you do it is your choice.

Your options

Finding the right way to stay in learning, working or training after you're 16

Search and apply

Search and apply for sixth form and college courses

Your year ahead

What you need to do and when

Open days and application dates

For all sixth forms and colleges in Kent.

Apprenticeships

Earn while you learn with an apprenticeship.

Money and travel

Funding your learning and getting to your placement.

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KentChoices

KentChoices also has an online prospectus for Kent 6th forms and colleges. Here you can:-

- **Search** for courses by provider, sector or qualification
- **View** full course details, entry requirements, location etc
- **Add** courses you are interested in to your 'favourites'
- **Apply** for courses all in one place (you only need to complete one application)
- **Accept** offers

You can apply for as many options as you wish – you do not need to decide until nearer the time which one to accept. (We recommend that you have at least two options, these can be a mixture of school, college or training)

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Search & Apply

Go to www.kentchoices.co.uk and click the **'Search & Apply'** button

Then click on the purple **'search and apply for courses'** button



College, sixth form, employment and training

If you're 15 or 16 years old, it's time to start thinking about your future. You need to [stay in education or training until you're 18](#), but how you do it is your choice.

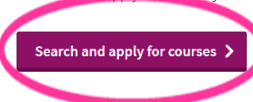
Your choices Find the right way to stay in learning, working or training after you're 16.	Search and apply Search and apply for sixth form and college courses.	Your year ahead What you have to do, and when.
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Search for courses

Sixth forms and colleges

To search and apply for courses you can visit the KentChoices website below:



Not sure that sixth form or college is for you?

You need to be in education or training until you're 18, but it doesn't have to be school or college. There are other options that might suit your plans for your future better.

KentChoices login details ▼	When to apply ▼	Help using KentChoices ▼
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Log on to KentChoices

Click on the 'Sign in' button.

KentChoices
kentchoices.co.uk

Home ☆ Favourites Getting started Get in touch
Courses Help & Guidance Events **Sign In**

Search and Apply

Sixth form and college courses

Course name or subject [Find a course](#)

Not quite sure what you're looking for or where to start? Try searching...

[By Provider](#) [By Sector](#) [By Qualification](#)

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 and guidance
We can help you prepare and to make choices about your future.
[Learn More](#)

Information on all Kent's 6th Form & Colleges Open Evening Events
OCT 01
Across Kent ⌚ 00.00
[Further details](#)

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Your log in details

All Kent's students are created a log on so they can access the **KentChoices** site. Your school will supply these to you.

- When you first log onto **KentChoices** you will be asked to change your password. **Keep your username and password in a safe place** as you will need these details to keep track of your applications and accept any offers in the future.
- Add your email address straight away (then if you forget your password, you can easily reset it).



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Agree to conditions

Agree to the terms and conditions to get started.



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 Kent 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, 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

Your Dashboard

Here is your dashboard where you can get an overview of your account. You can come back here at any time by visiting the **My Account** tab.

Click on **My Profile Template** to begin.

The screenshot shows the KentChoices dashboard for Thomas Kent's account. At the top left is the KentChoices logo (kentchoices.co.uk). The top navigation bar includes links for Home, Favourites, Getting started, Get in touch, Courses, Help & Guidance, Events, and My Account (circled in pink). A green success message at the top reads: "Success: You have agreed to the terms and conditions." Below this is the heading "Thomas Kent's account" with the subtext "This is where you can tell us what you are thinking of doing after year 11 and make applications." Under the heading is an "Apply" section with three cards: "My Profile Template" (circled in pink, marked "Incomplete" with a red X and the text "Now you need not type the same thing again and again."), "My Intended Destination" (marked "Incomplete" with a red X and the text "What are your plans after you leave Year 11?"), and "My Applications" (showing 0 Draft and 0 Sent, with the text "Manage all your current and past application processes."). On the left side, there is a "Creating your application" section with two bullet points: "You will only need to complete your template once, although you may need to update it if you get more up to date information." and "You can always change your password if you're having trouble remembering it."

Completing your Profile Template

You need to complete all the sections before applying for courses.

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kentchoices.co.uk

Home ☆ Favourites Getting started Get in touch
Courses Help & Guidance Events My Account -

Back to My Account

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.

Updating the Template

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

Complete your profile – Personal & Parental Details



Personal Details

Check your address is correct, add your telephone numbers and home and school email addresses. You need to enter all fields with the red asterisk. (*)

Click the green **Save and Update Template** button to move on to the next section.



Parental Information

Enter the details of one parent/carer in here - if you do not know their email address enter your own – you can always amend this at a later date but you need to enter an email address here to continue.

Click the green **Save and Update Template** button to move on to the next section.

Complete your profile - Qualifications

Qualifications

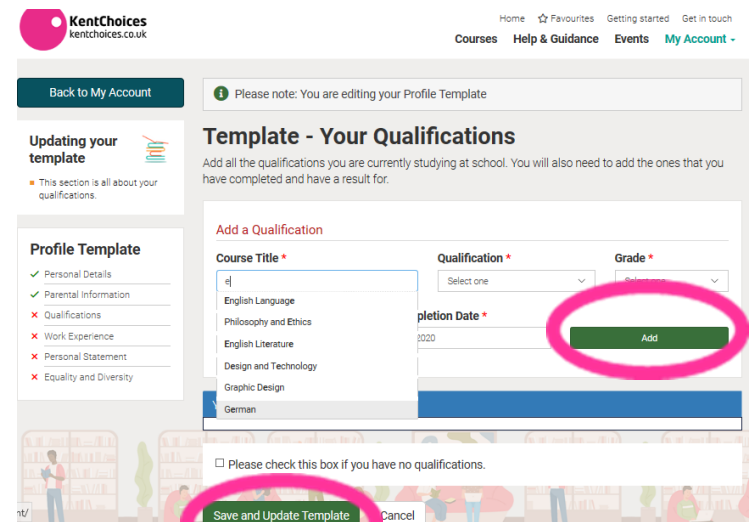
Add your predicted or actual grades in here (if these have not been already uploaded by your school).

If you start typing in the fields, prepopulated text will appear for you to choose from. Enter all details and click the green **Add** button to add your qualification(s).

If you make an error you can delete any entry at any time.

After entering all your qualifications, click the green **Save and Update Template** button .

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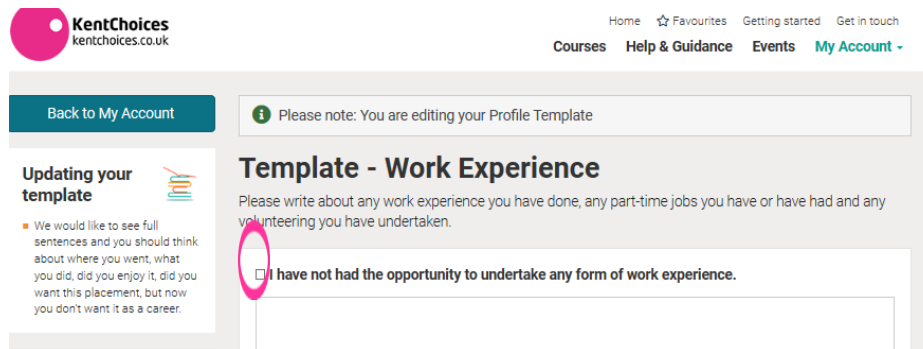


The screenshot shows the 'Template - Your Qualifications' page on the KentChoices website. The page has a navigation bar at the top with links for Home, Favourites, Getting started, Get in touch, Courses, Help & Guidance, Events, and My Account. A 'Back to My Account' button is visible on the left. The main content area is titled 'Template - Your Qualifications' and includes a note: 'Please note: You are editing your Profile Template'. Below this, there's a section 'Add a Qualification' with a table of qualification options. The table has columns for 'Course Title', 'Qualification', 'Grade', and 'Completion Date'. The 'Add' button is circled in pink. At the bottom of the form, there's a checkbox for 'Please check this box if you have no qualifications.' and a 'Save and Update Template' button, which is also circled in pink.

Complete your profile – Work Experience

If you have undertaken any type of work experience, enter the details in here.

If you have not had the chance to do any work experience, tick the box highlighted.



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Home ☆ Favourites Getting started Get in touch
Courses Help & Guidance Events My Account -

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.

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.



There is no need to enter any reference information so click on the green **Save and Update Template** button to continue.

Complete your profile – Personal Statement



Personal Statement –

The Personal Statement is a chance to talk about your skills, experiences and any future ambitions or aspirations.

Entering a statement will strengthen any applications you make and is good practice by preparing you for any future job or university applications but is not mandatory.

There is a minimum (40 characters) and maximum (4,000 characters) value – but if you do not want to enter anything in here - enter 40 spaces.

Click the green **Save and Update Template** button when you are happy with your statement.

Complete your profile – Equality and Diversity Information

We do not collect this information, so click on the green **Save and Update Template** button to continue.

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Home ☆ Favourites Getting started Get in touch
Courses Help & Guidance Events My Account -

[Back to My Account](#)

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
- 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.

Your Profile Template is now complete and you can begin to search and apply for courses.

Searching for Courses

You can search for a course by name, provider, sector or qualification.

The screenshot shows the KentChoices website interface. At the top left is the KentChoices logo (kentchoices.co.uk). At the top right are navigation links: Home, Favourites, Getting started, Get in touch, Courses, Help & Guidance, Events, and My Account. The main content area features a large search bar with the text "Search and Apply" and "Sixth form and college courses" above it. The search bar contains the placeholder text "Course name or subject" and a blue "Find a course" button. Below the search bar is a prompt: "Not quite sure what you're looking for or where to start? Try searching...". Underneath this prompt are three buttons: "By Provider", "By Sector", and "By Qualification". At the bottom of the page, there are three promotional banners: "Discover new exciting features" (with an illustration of a person), "Help and guidance" (with an illustration of books), and "Information on all Kent's 6th Form & Colleges Open Evening Events" (with a calendar icon showing "OCT 01" and a location pin icon).

Add to your favourites

Click on a course that is of interest to view further details – and if you would like to consider applying, save it to your favourites for later.

Back to search results

Demo Provider

Would you like to ask a question?

121 Kent Street, Kent, Kent, ME14 1XQ

Available dates

01/09/2020 to 31/07/2021

Maidstone

2 Year(s)

Media A Level
Arts, Media and Publishing

01/09/2020 to 31/07/2021 - at Maidstone

Add to Favourites

What will you be working towards?

Code 001

Qualification Type GCE A/AS Level or Equivalent

Qualification Level Level 3

Your Favourites

You can view your favourites and add more courses at any time by clicking on the **My Account** or **Favourites** tabs.



Home **☆ Favourites** Getting started Get in touch
Courses Help & Guidance Events **My Account -**

My favourites

These are the courses/opportunities you've added to your favourites list, grouped by provider.

Demo Provider		
Media A Level Level 3 ⓘ	Starts 01/09/2020	Remove
IT Level 3 Level 3 ⓘ	Starts 01/09/2020	Remove
Criminology A Level Level 3 ⓘ	Starts 01/09/2020	Remove

Applying for courses

When you are ready to apply, go to **My Account** and choose **My Applications** and click on the green **Start an Application** button. This will take you to the next screen – click on **Course Choices**.

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kentchoices.co.uk

Home ☆ Favourites Getting started Get in touch
Courses Help & Guidance Events **My Account**

[Back to My Account](#)

Create Your Application

Your Application ID is 4631. If you have any problems, please refer to this number.

ⓧ You've not sent this 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.
- 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.
- 7 Course Choices**
0 selected
- 8 Send Your Application**

Choose your course(s)

Choose your course(s) from your favourites by clicking the **Add Course** button. If you have chosen more than one course for a provider you can put your courses in preferred order by using the arrow up or down buttons.

Course Choices

If you haven't chosen any courses or the course you want to apply for is not listed, [search for a course online](#) and add it to your favourites list. Click on the icons ⓘ or ⚠ next to the course name for more details.

My Favourites		
Media A Level ⓘ ⚠	Demo Provider	Unavailable
IT Level 3 ⓘ ⚠	Demo Provider	Unavailable
Criminology A Level ⓘ	Demo Provider	Add Course

🔍 Search for a course

My Choices

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

Demo Provider		
1	Media A Level (Level 3)	⬆ ⬇ ⬆
2	IT Level 3 (Level 3)	⬆ ⬇ ⬆

Give a brief description of why you would like to apply for this course (again there is a 40 character minimum). Click **Save and Continue**.

Send your Application

Click on **Send your Application.**

KentChoices
kentchoices.co.uk

Home Favourites Getting started Get in touch
Courses Help & Guidance Events My Account

[Back to My Account](#)

Create Your Application

Your Application ID is 4631. If you have any problems, please refer to this number.

You've not sent this application.

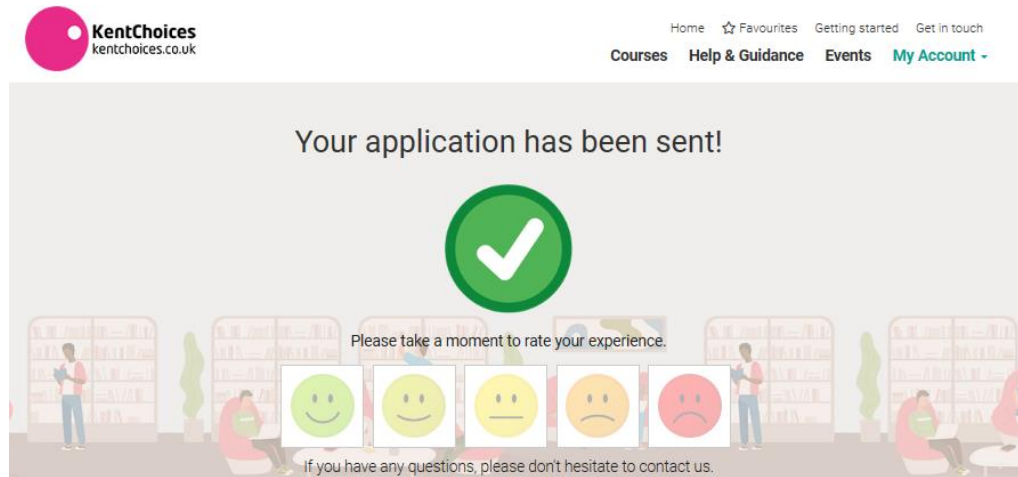
- 1 Personal Details**
Information about where you live, your nationality and your health.
- 2 Parental Information**
Contact details of your parent, carer or guardian.
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- 5 Personal Statement**
Your chance to describe your ambitions, skills, and experience.
- 6 Equality and Diversity**
This section is all about who you are and what you believe.
- 7 Course Choices**
2 selected
- 8 Send Your Application**

Review and send your Application

You will now have a chance to review your application and edit any sections if needed.

When you are happy with your application, click your preference (i.e. this is my 1st choice, 2nd choice or not chosen), tick the conditions boxes and the green **Send Application** button.

You will get a message to say that your application has been sent.



Track your Applications

You need to visit your account regularly for updates (if you have supplied a valid email address you will get a reminder to do this when you have a new message or update regarding your application(s)).

Check for messages or updates in **My Applications** in the **My Account** tab to see what stage your application is at.

The screenshot shows the 'My Applications' section of the KentChoices website. At the top left is the KentChoices logo (kentchoices.co.uk). At the top right are navigation links: Home, Favourites, Getting started, Get in touch, Courses, Help & Guidance, Events, and My Account (highlighted). Below the navigation is a 'Back to My Account' button. The main heading is 'My Applications' with a sub-heading: 'This section displays any pending applications as well as displaying the current status for the application.' Below this is a green button that says 'Start a new application'. There are two application entries in a table:

Sent	
📄 Demo Provider (28/09/19)	📄 PDF
Acknowledged	
📧 Demo Provider (28/09/19)	📄 PDF

The 'Acknowledged' heading and the first entry in that section are circled in pink.

View/Accept your offers

Here you can see that you now have an offer regarding your application:-

KentChoices
kentchoices.co.uk

Home ☆ Favourites Getting started Get in touch
Courses Help & Guidance Events My Account -

Back to My Account

My Applications

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

Start a new application

Conditional Offer

You don't have to reply until you have heard from all of your providers.

📧 Demo Provider (23/09/19) PDF Your Offer

Click on **Your Offer** to accept or reject. (If you want to look at your application, click on the PDF next to your offer)

Conditional Offer

This is your offer for Demo Provider.

ACCEPT REJECT CANCEL

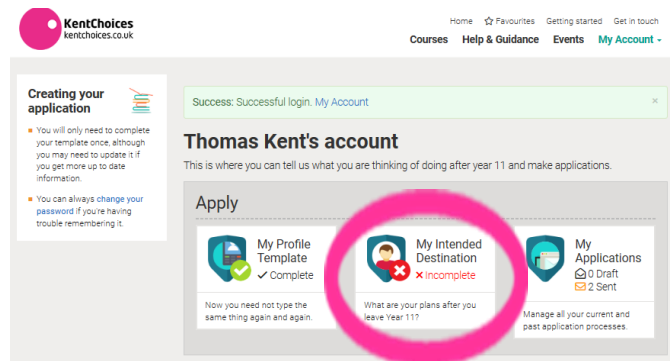
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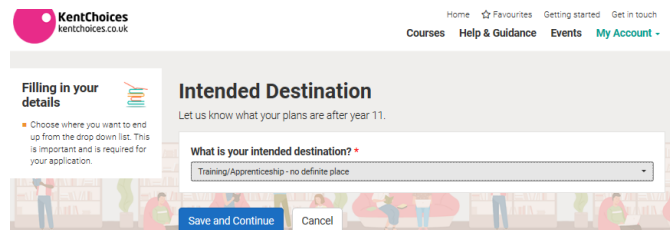
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Intended Destination

Please complete the **My Intended Destination** box – this will give your school an idea of what you plan to do after Year 11 so they can support you with your choice.



The screenshot shows the 'Thomas Kent's account' page on the KentChoices website. The page has a navigation bar with 'Home', 'Favourites', 'Getting started', and 'Get in touch'. Below the navigation bar are links for 'Courses', 'Help & Guidance', 'Events', and 'My Account'. The main content area is titled 'Thomas Kent's account' and includes a success message: 'Success: Successful login. My Account'. Below this is a section titled 'Apply' with three cards: 'My Profile Template' (Complete), 'My Intended Destination' (Incomplete), and 'My Applications' (2 Draft, 2 Sent). The 'My Intended Destination' card is circled in pink.



The screenshot shows the 'Intended Destination' form on the KentChoices website. The page has a navigation bar with 'Home', 'Favourites', 'Getting started', and 'Get in touch'. Below the navigation bar are links for 'Courses', 'Help & Guidance', 'Events', and 'My Account'. The main content area is titled 'Intended Destination' and includes a section titled 'Filling in your details' with a note: 'Choose where you want to end up from the drop down list. This is important and is required for your application.' Below this is a dropdown menu labeled 'What is your intended destination?' with the selected option 'Training/Apprenticeship - no definite place'. There are 'Save and Continue' and 'Cancel' buttons at the bottom.

You can come back and amend this at any time if your plans have changed.

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Useful Tips



- **Have** a back up option – just in case things do not go to plan



- **Be aware** of your chosen school or colleges open and close dates for applications (you don't want to miss any deadlines check www.kentchoices.co.uk – open days and application dates).



- **Make sure** your phone number and email address are up to date on your profile



- **Check** your account regularly for updates (why not add **KentChoices** to your home screen on your mobile phone so you can access the site easily?)

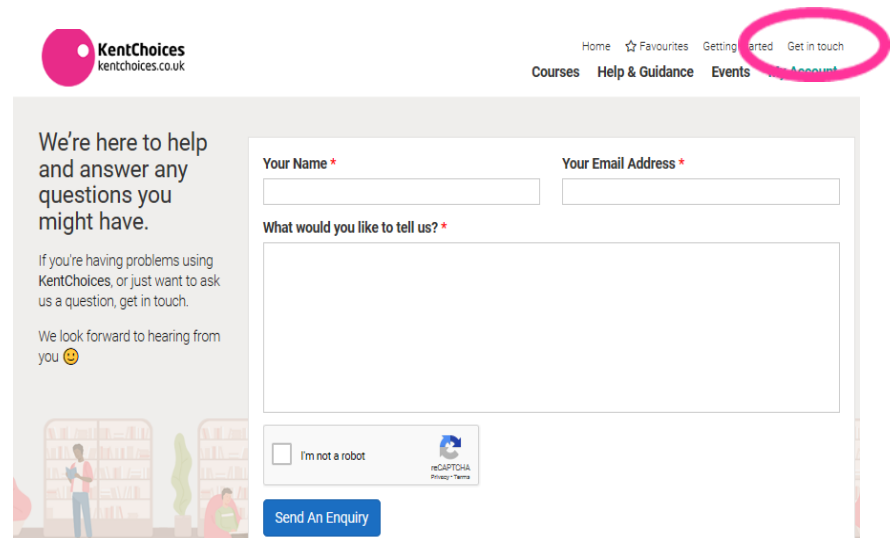
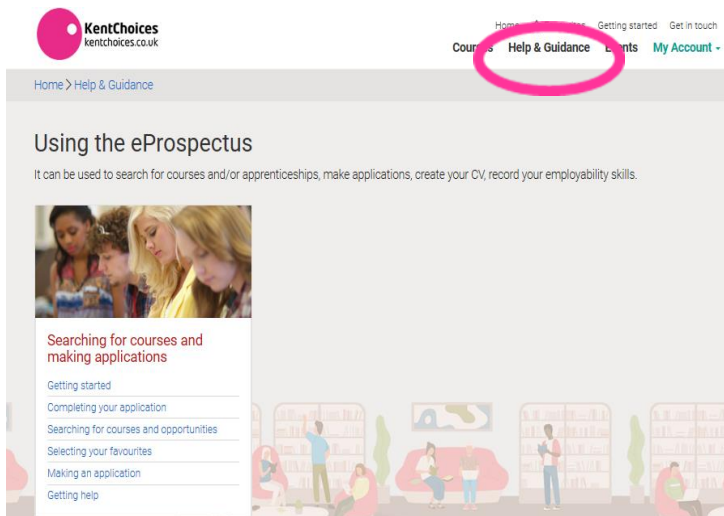


- **Don't forget** your username and password (you could add a contact on your mobile with these details)

Need help using KentChoices?

Visit the **'Help & Guidance'** section of the website for step by step instructions

Use the **'contact us'** form if you have any questions



Frequently asked Questions

Q. I never received my log in details

A. Ask your school to get in touch with the **KentChoices** team who will be able to create an account for you

Q. I have lost my log in details

A. Contact your school they will have a record of these.

Q. I have forgotten my password

A. If you have logged into your account previously and registered your password, you can use the '**forgotten your password**' link on the site

FAQ'S cont.

Q. I need to update my details

A. You can change any information in the **'My Account'** section

Q. Why cannot I apply for my chosen course?

A. Check to see if applications are open or closed for this provider. You can check this on www.kentchoices.co.uk. (Open days and applications dates). Have you added this course to your favourites? (you need to do this before making your application)

Q. I have missed the deadline for applying

A. You will need to contact the school direct to see if they can still accept your application – they will advise you of your next steps

FAQ'S cont.

Q. I have not heard anything since making my application, what should I do?

A. Log on to your **KentChoices** account – you may have missed a message from the provider regarding important updates. Some providers may prefer to write to you to confirm your offer so contact them direct to see how your application is progressing.

Q. I have missed the deadline for putting my offers in preference

A. Do not worry – but do this as soon as possible as it helps schools and colleges to plan who will be attending in September

If you need further assistance

We hope that you find the site easy to use. If you still need assistance:-

- ask your school/teacher to help you
- visit the help pages on **KentChoices**
www.kentchoices.co.uk
- Get in touch with the **KentChoices** team either through the website or by phone **03000 416 401**



All our **DREAMS** can come true if we
have the courage to pursue them.

- WALTER E. DISNEY



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Thank you

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