

18<sup>th</sup> November 2020

Dear Year 11 students and parents

### Applications to Post-16 Centres for September 2021

MyChoice@16 is the website you will use to apply for post-16 courses. Please login to <https://www.mychoice16.co.uk/> Your user name and password was sent to your school email address on 13<sup>th</sup> October. You can search for it easily using 'mychoice' When you have logged in, I suggest you change your password to something more memorable.

The following sections of your profile will need completing in the coming weeks. You should click save and update template after completing each section.

- 1) Personal Details** - Check that what has been entered is correct. This has been pre-populated from data we have on our college system. You should add your address as this does not currently appear on there. If anything is wrong, please correct it. It is important to include your own mobile number. Complete the rest of the section and save it.
- 2) Parental Information** – Enter your parent/carer/guardian's details.
- 3) Qualifications** – Please leave this section. This is where your forecast grades will appear alongside any GCSEs you have already been awarded such as RE, German, Polish for example. These will be uploaded by us centrally and so you do not need to anything here at this stage.
- 4) Work Experience** – Add the details of any work experience you have. This could include a part time job, virtual Work Experience or volunteering.
- 5) Personal Statement** – This section gives you an opportunity to promote yourself and your achievements. There is further guidance on this in the booklet that was given to you in PSHE. Key sections could include why you are applying for a particular course; skills and achievements; hobbies and interests; and career plans.
- 6) Equality and Diversity** – Please answer the three questions using the options provided. You can 'prefer not to say'.

You can begin to use the search function of the website. This allows you to see the different courses that post-16 centres have on offer. You can search with key words or by provider, sector or qualification. You are will be able to 'favourite' the courses you like the look of. It is very important that you consider the entry requirements. Use your Year 10 forecast grades as a guide, but remember that these may change before your applications are made.

You are able to access this site from home and are encouraged to do so and discuss your applications with parents and carers. You will be receiving further guidance in PSHE lessons over the coming weeks before submitting your application by **Wednesday 16<sup>th</sup> December**. It is important that this deadline is met so that your application can be approved and reach the post-16 centre on time.

It should also be noted that your form tutor will be writing your reference and so you should talk to them about your application. They are asked to comment on your attendance, relationships with staff, relationships with students, self-discipline, punctuality, academic ability, health, behaviour and commitment to learning. Think carefully about what you want your tutor to write about you because you don't want to miss out on a course for a less than positive reference!

Once applications have been sent, you will be able to track your progress online. You will also receive dates for student guidance meetings and offers via the online system so please make sure that any contact details are kept up to date on the system.

Should you have any questions, please do get in touch directly.

Yours faithfully

A handwritten signature in black ink that reads "R Mustill". The signature is written in a cursive style with a large initial 'R'.

Mrs R Mustill  
Assistant Principal  
[rmustill@elycollege.co.uk](mailto:rmustill@elycollege.co.uk)