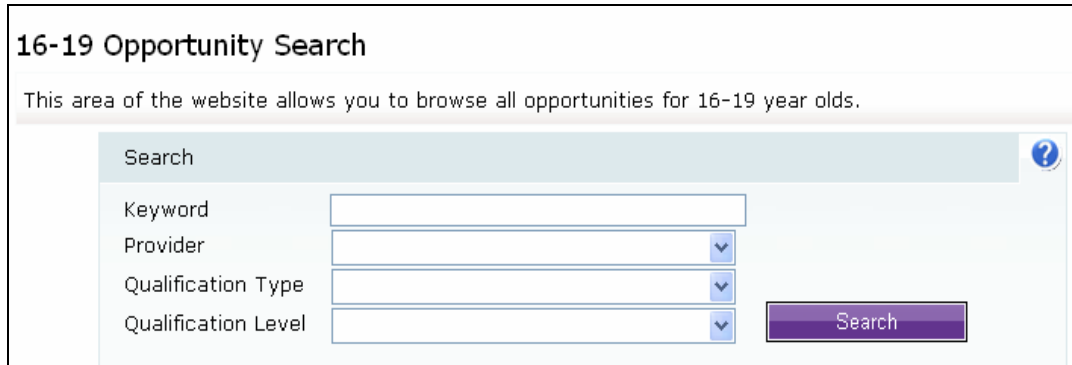


CAP - Making Applications

- 1) Go on www.learnhull.co.uk and login under 'My Page'.
- 2) Make sure you have completed the 'My Profile' section as this is the information that will be sent to the providers (ie. the colleges, training providers).
- 3) To find the course/s you want to apply for click on '16-19 Search' (at the top of the screen).
- 4) Using the search facility type in the following details:-



The screenshot shows a web form titled "16-19 Opportunity Search". Below the title is a descriptive sentence: "This area of the website allows you to browse all opportunities for 16-19 year olds." The form itself has a light blue header with the word "Search" and a question mark icon. Below this are four input fields: "Keyword" (a text box), "Provider" (a dropdown menu), "Qualification Type" (a dropdown menu), and "Qualification Level" (a dropdown menu). To the right of these fields is a purple "Search" button.

- **'Keyword'** is the type of course you are interested in eg. Childcare, hairdressing, vehicle, psychology, etc. You may need to search under the alternative words if shown.
- **'Provider'** eg. Hull College, Wilberforce, Bishop Burton, HYA Training, Prospect Training, etc. You can leave this blank if you want to see all available courses.
- **'Qualification Type'** – leave blank unless searching for A Levels or Apprenticeships (which come under 'work-related qualifications').
- **'Qualification Level'** - enter a level if you know what level of course you are applying for. As a general guide, for A Levels and BTEC National Awards/Diploma's (Level 3 courses) you would need to be predicted to get 4/5 GCSEs at grades A-C, for BTEC First Diploma's or other Level 2 courses you would need GCSEs at grade D/E. If your predicted grades are around F-G you need to apply for Level 1 or Entry Level courses.

NB: Ask for help from Connexions staff if you need help finding the course/s you want to apply for.

- 5) From the list of courses click on the one you are interested in applying for and read through the details.
- 6) Click on 'Bookmark to Apply' at the bottom or 'Add Bookmark' at the top.



- 7) You can then go back ('Back to Search') and search for other courses you are interested in and keep bookmarking the ones you want to apply for. You can apply for several courses / providers to keep your options open.
- 8) Once you have bookmarked all the courses you want to apply for, click on 'Make an Application' (from the list on the right hand side). All the courses you have bookmarked should be in this section - see overleaf.

Make an Application

You have bookmarked the following opportunities. These are grouped together by provider. Please click 'Make Application' if you wish to apply.

Hull College

Preference	Title	
1	EDEXCEL (BTEC) National Diploma Beauty Therapy Sciences	Delete

[Add More Opportunities](#) [Make Application](#)

Prospect Training Organisations Ltd.

Preference	Title	
1	Apprenticeship in Hairdressing	Delete

[Add More Opportunities](#) [Make Application](#)

Alcrest Academy

Preference	Title	
1	Hairdressing (Apprenticeship)	Delete

[Add More Opportunities](#) [Make Application](#)

9) Click on 'Make Application' and then 'Next Step'. Scroll through your details and make any changes by clicking on 'Edit'. Click on 'Next Step'.

10) Type in the reasons you are applying for this course and click on 'Next Step' again.

Step 3: Reasons for Applying

Describe why you are applying for this opportunity. If you have applied for opportunities before, you can click on the 'Copy Previous' button to use the text from your last application. Click on the 'Spell Check' button to check your spelling.

[Spell Check](#)

I am interested in applying for this apprenticeship as I would like to pursue a career as a hairdresser. I am creative and I have good communication skills. I completed a successful work experience placement at a salon and currently work part-time.....|

11) Tick the Connexions consent box (otherwise your form won't get sent to the provider/s) and then 'Next Step'.

Step 4: Permissions Statement

If you do not accept the permissions statement you will have to apply using a different format. Please contact the provider directly to find out more.

* I give my permission for the information that the Connexions Service holds about me to be shared with any employer(s), education and training provider(s) to whom I apply. [View Details](#)

[Cancel](#) [Previous Step](#) **Step 4 of 5** [Next Step](#)

12) Click on 'Save and Send'. Your application will now be sent to the provider/s.

13) Go back onto 'Make an Application' (on the right hand side) and follow the same instructions for all the courses you have bookmarked.

14) Lastly, go on 'My Applications' to check you have applied for all the courses you are interested in. Ensure you log out. At a later date you may want to go back onto this section to check the status of your applications.

Completing 'My Profile'



Step 1 – Logging on to the site

Go onto www.learnhull.co.uk

Click on 'Log in, update your profile and apply on-line' on the My Page section.
Enter the 'User Name' and 'Password' you have been supplied with.

Step 2 – Updating your profile

Click on 'My Profile' (right hand column).

Personal Details

Click on 'Personal Details' and check your address, etc is correct. Enter other details requested i.e. Title, Email Address, Telephone No, Mobile No, etc. Click on 'Save'.

Click on 'Health Issues' if this applies to you.

Click on 'Save' and then 'Back to My Profile'.

Qualifications

Click on 'Qualifications' and then 'Add'.

Enter details of your qualifications one subject at a time ie. Qualification Type (eg. GCSE, BTEC, OCR, NVQ), Subject, Completion Date (drop down boxes), Predicted or Actual Grades.

Click on 'Save' and then 'Add' to add another. Repeat until you have added all your subjects.

Once finished click on 'Continue' to go back to 'My Profile'.

Work History

Click on 'Work History' and then 'Add'.

Enter details of Work Experience or any part-time jobs you have had.

Type in the name of the Employer, Role (job title), Start and End Date (drop down boxes), Duration (e.g. 2 weeks for Work Exp) and the Main Duties you had.

Click on 'Save'. You can enter more than one by clicking on 'Add' again.

Click on 'Continue' to return to 'My Profile'.

Referees

Click on 'Referees' and then 'Add'.

Enter 2 names of referees which could be a teacher, employer, etc.

Enter their Name, Relationship to You (eg. Teacher), Name of Organisation, Address and Telephone No.

Click on 'Save' and then 'Add' to add another.

Click on 'Continue' to return to 'My Profile'.

Personal Statement

Click on 'Personal Statement'.

Enter details of your interests, skills, hobbies, etc.

You are advised to use the Spell Checker at the end.

Click on 'Save' and then 'Continue'.

Lastly, click on 'View My Profile' to check all the details you have entered.

