

 Positive Steps @16

# Go to your new email.

- This will be in your junk from noreply@eprospectus
- Follow the link then read and agree to the terms and conditions

The screenshot shows the user interface of the Positive Steps @16 website. At the top left is the logo "Positive Steps @16". To the right of the logo is a navigation menu with links for "Home", "Favourites", "Getting started", and "Get in touch". Below this is a secondary menu with "Courses", "Apprenticeships", "Help & Guidance", "Events", and "My Account".

The main content area is divided into several sections:

- Creating your application:** A sidebar box 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."
- Apply:** A central section with a heading "Apply" and a sub-heading "This is where you can tell us what you are thinking of doing after year 11 and make applications." It contains three cards:
  - My Profile Template:** Shows a shield icon with a red 'X' and the text "Incomplete". Description: "Now you need not type the same thing again and again."
  - My Intended Destination:** Shows a shield icon with a red 'X' and the text "Incomplete". Description: "What are your plans after you leave Year 11?"
  - My Applications:** Shows a shield icon with a checkmark and the text "0 Draft" and "0 Sent". Description: "Manage all your current and past application processes."
- Extra tools:** A section with a heading "Extra tools" and a sub-heading "This is where you can access additional packages." It contains two cards:
  - Employability Passport:** Shows a shield icon with a checkmark. Description: "Record your skills and experiences to build your Employability Passport."
  - CV Writer:** Shows a shield icon with a checkmark. Description: "An interactive tool that lets you create your CV."

# My profile template

Check and fill in your details on your profile.

Once complete save and complete template

It should then have a tick

Positive Steps @16

Home ☆ Favourites Getting started Get in touch

Courses Apprenticeships Help & Guidance Events My Account -

Back to My Account

Success: Your template has been updated successfully. ✕

### Updating the Template

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

## 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.

<b>1</b> Personal Details Information about where you live, your nationality and your health.	<b>2</b> Parental Information Contact details of your parent, carer or guardian.	<b>3</b> Qualifications List all your qualifications from secondary education onwards.
<b>4</b> Work Experience This section is all about the work experience you have had, including any part time jobs, and references.	<b>5</b> Personal Statement Your chance to describe your ambitions, skills, and experience.	<b>6</b> Equality and Diversity This section is all about who you are and what you believe.

# Complete parental information and ethnicity

- Complete parental information and ethnicity. These are very quick.
- Then complete the work experience section.
- If you have had the opportunity to gain any work experience at all then please write about it in here. This can be paid or voluntary.
- If you haven't, then click on the box that says – 'I have not had the opportunity to undertake any form of work experience'
- Then click 'save and update template'

POSITIVE steps @16

Courses Apprenticeships 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.

**Updating the Template**

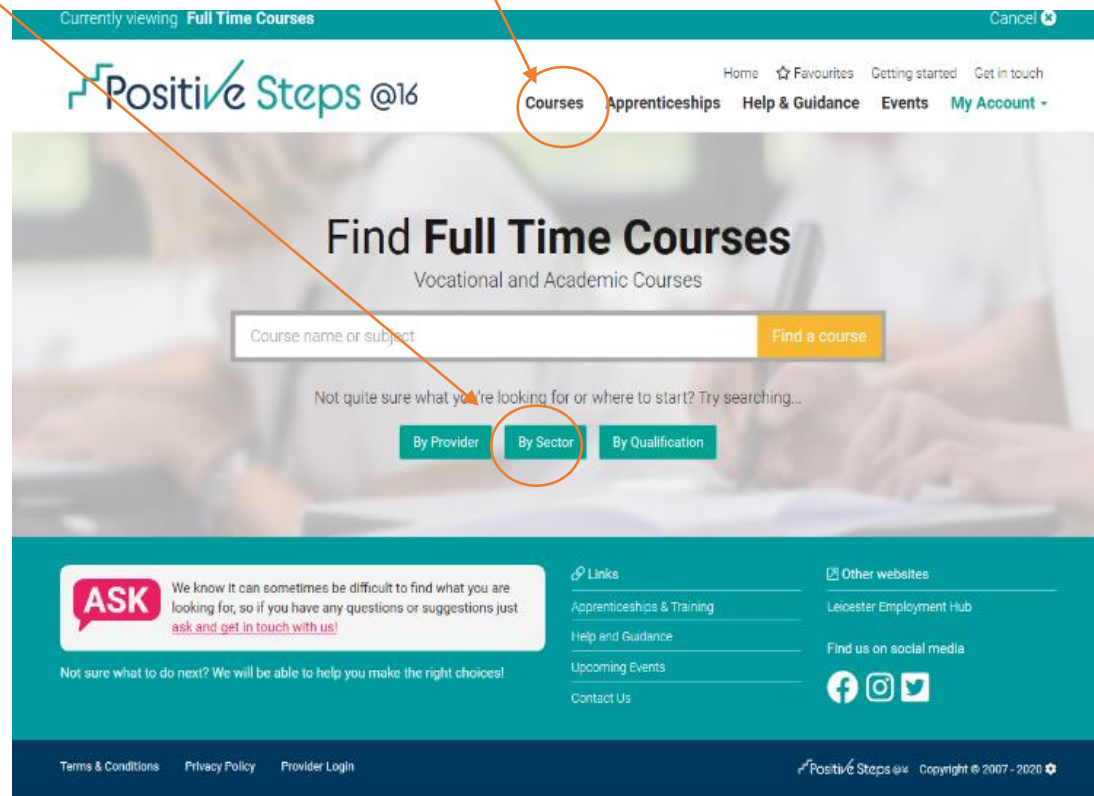
- In order to complete your personal profile template, please work through and complete each of the sections.

Section	Status	Description
1. Personal Details	Complete (Green Checkmark)	Information about where you live, your nationality and your health.
2. Parental Information	Complete (Green Checkmark)	Contact details of your parent, carer or guardian.
3. Qualifications	Incomplete (Red X)	List all your qualifications from secondary education onwards.
4. Work Experience	Complete (Green Checkmark)	This section is all about the work experience you have had, including any part time jobs, and references.
5. Personal Statement	Incomplete (Red X)	Your chance to describe your ambitions, skills, and experience.
6. Equality and Diversity	Complete (Green Checkmark)	This section is all about who you are and what you believe.

All you should have left is Qualifications, these will be filled in by me after your mocks  
Personal statements – you should be working on these now.

# Course search

- Next at the top click on courses
- By sector
- On the left you can refine the search with sectors, area or levels (remember level 3 is A-level equivalent, level 2 is GCSE equivalent)



The screenshot displays the 'Find Full Time Courses' page on the Positive Steps @16 website. At the top, a teal header bar shows 'Currently viewing Full Time Courses' and a 'Cancel' button. Below this is the website logo and a navigation menu with 'Courses' circled in orange. The main content area features a search bar with the placeholder 'Course name or subject' and a 'Find a course' button. Below the search bar, a message reads 'Not quite sure what you're looking for or where to start? Try searching...' followed by three filter buttons: 'By Provider', 'By Sector' (circled in orange), and 'By Qualification'. The footer contains an 'ASK' section with contact information, a 'Links' section with 'Apprenticeships & Training', 'Help and Guidance', 'Upcoming Events', and 'Contact Us', and an 'Other websites' section with 'Leicester Employment Hub' and 'Find us on social media' (with Facebook, Instagram, and Twitter icons). The bottom-most teal bar contains 'Terms & Conditions', 'Privacy Policy', 'Provider Login', and the copyright notice 'Positive Steps @16 Copyright © 2007 - 2020'.

# Course search

- When you find one you like you can click on the provider (in blue) and see where it is and what that college is like.
- You can click on the course and see what is involved. If you want to seriously consider that course then you can click on add to favourites. Then click thanks!
- Keep going with this until you have 5 or 6 choices. Go through these with your parents.

The screenshot shows a course search result for "IMI Level 2 Diploma: Light Vehicle Maintenance and Repair" at Loughborough College. The page includes a "Back to search results" button, the college name "Loughborough College", and a "Would you like to ask a question?" link. The address is "Radmoor Road, Loughborough, Loughborough, Leics, LE11 3BT". The available dates are "01/09/2021 to 31/08/2022". The course is offered by "Loughborough College", is "1 Year(s)" long, and is "Full time". The "Upcoming events" section shows "Loughborough College Open Day" on "Oct 07". A blue button labeled "Add to Favourites" is circled in orange. Below the button, there is a dropdown menu showing "01/09/2021 to 31/08/2022 - at Loughborough College". A message states "We are only accepting one application per candidate." The course code is "AFG0061" and the qualification type is "Other Regulated/Accredited Qualification".

Back to search results

**Loughborough College**

Would you like to ask a question?

Radmoor Road,  
Loughborough,  
Loughborough, Leics, LE11 3BT

Available dates

01/09/2021 to 31/08/2022

Loughborough College

1 Year(s)

Full time

Daytime/working hours

Upcoming events

Oct 07 **Loughborough College Open Day**  
Various

01/09/2021 to 31/08/2022 - at Loughborough College

**Add to Favourites**

We are only accepting one application per candidate.

What will you be working towards?

Code AFG0061

Qualification Type Other Regulated/Accredited Qualification

# Favourites

- Favourite courses that you have saved can be found by clicking *My account* and then *favourites* at the top.

The screenshot shows the 'Positive Steps @16' website. The top navigation bar includes 'Home', 'Favourites', 'Getting started', and 'Get in touch'. Below this, there are links for 'Courses', 'Apprenticeships', 'Help & Guidance', 'Events', and 'My Account'. The main content area is titled 'My favourites' and contains a list of saved courses. One course is visible: 'IMI Level 2 Diploma: Light Vehicle Maintenance and Repair Level 2', which starts on 01/09/2021 and has a 'Remove' button. A teal footer contains an 'ASK' section with contact information, a 'Links' section with 'Apprenticeships & Training', 'Help and Guidance', 'Upcoming Events', and 'Contact Us', and an 'Other websites' section with 'Leicester Employment Hub' and social media icons for Facebook, Instagram, and Twitter. The bottom of the page has a dark blue bar with 'Terms & Conditions', 'Privacy Policy', and 'Provider Login' on the left, and the 'Positive Steps @16' logo and copyright notice 'Copyright © 2007 - 2020' on the right.

Positive Steps @16

Home Favourites Getting started Get in touch

Courses Apprenticeships Help & Guidance Events My Account

## My favourites

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

Loughborough College

IMI Level 2 Diploma: Light Vehicle Maintenance and Repair Level 2 ⓘ	Starts 01/09/2021	Remove
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**ASK** We know it can sometimes be difficult to find what you are looking for, so if you have any questions or suggestions just [ask and get in touch with us!](#)

Not sure what to do next? We will be able to help you make the right choices!

**Links**

- Apprenticeships & Training
- Help and Guidance
- Upcoming Events
- Contact Us

**Other websites**

- Leicester Employment Hub

Find us on social media

Facebook Instagram Twitter

Terms & Conditions Privacy Policy Provider Login

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# My account – my applications

[Back to My Account](#)

## Managing your applications



- Check back here often, as this section displays any pending applications as well as displaying the current status for the application.
- You can send and receive messages to a provider by using the send message icon (shown as an envelope). A green icon denotes that you are currently in a conversation with the provider.

## My Applications

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

[Start a new application](#)

[Set My Final Choice](#)

**ASK**

We know it can sometimes be difficult to find what you are looking for, so if you have any questions or suggestions just [ask and get in touch with us!](#)

[Links](#)

[Apprenticeships & Training](#)

[Other websites](#)

[Leicester Employment Hub](#)