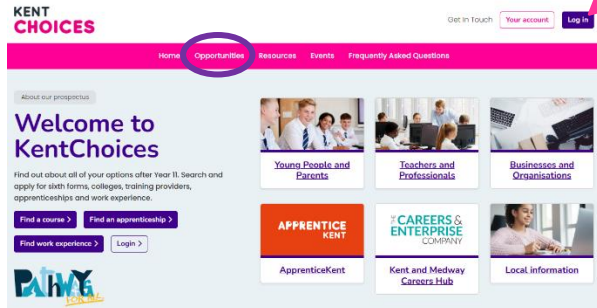


KENT CHOICES

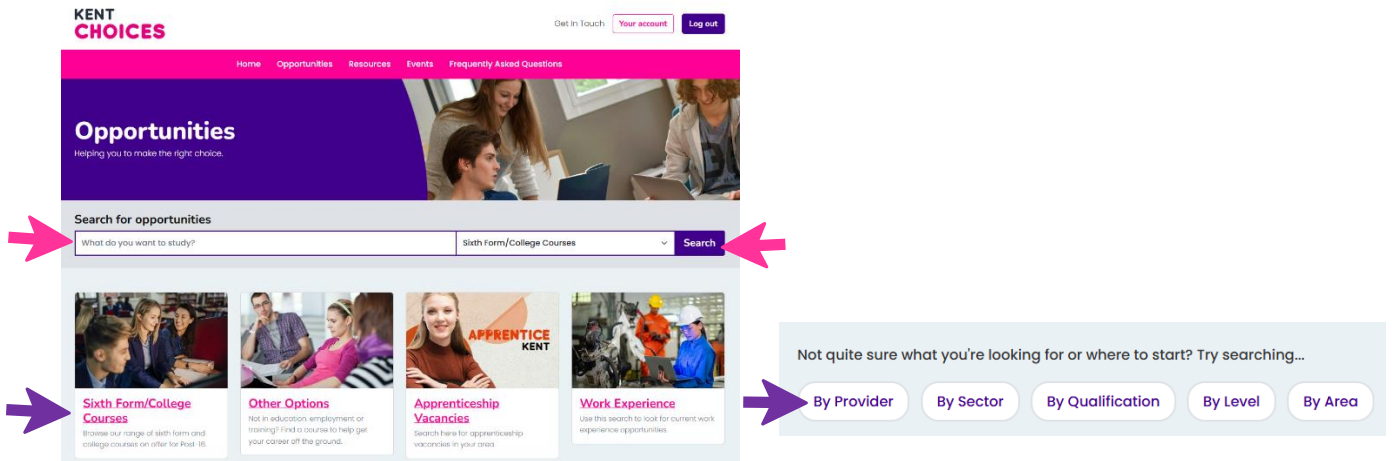
Teacher Guide – Making Applications & Tips

Searching

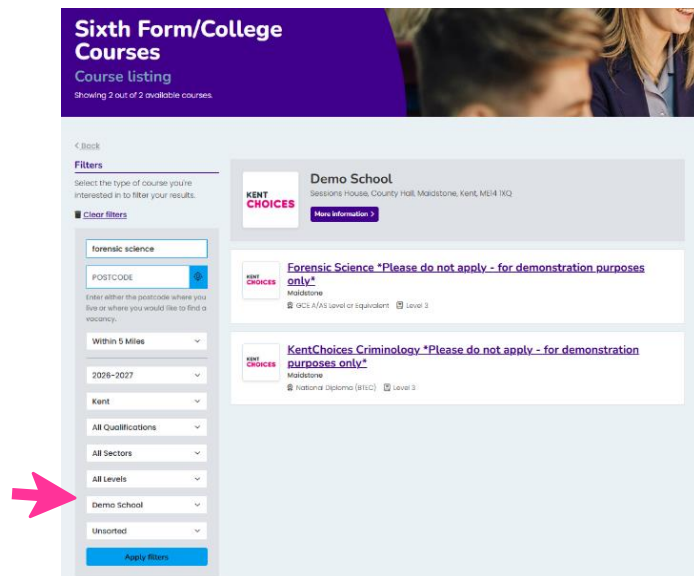
Go to **KentChoices.co.uk** to **Log in**, then click **Opportunities**



If learners know **what subject** they like to study, they can type this in the **Search for opportunities** box, or if learners would prefer to search by **school or college**, click on **Sixth Form/College Courses**, then click **By Provider** to view all their courses

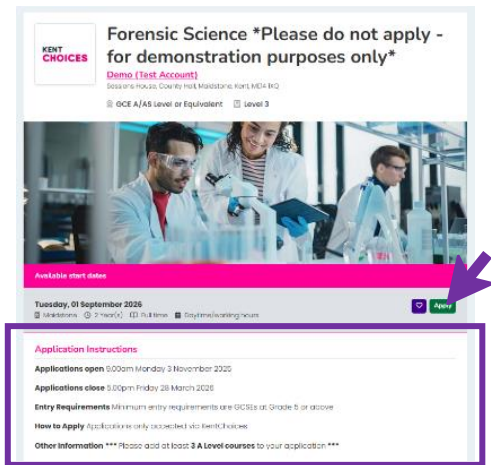


Use the **filters** to narrow search results if required.



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Click on a **course name** to find out more, including when applications open, close and any entry requirements. If the course is of interest, they can **'favourite'** or **Apply** from here

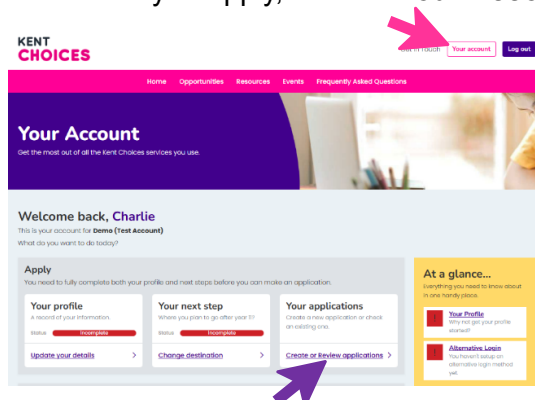


Tips on searching

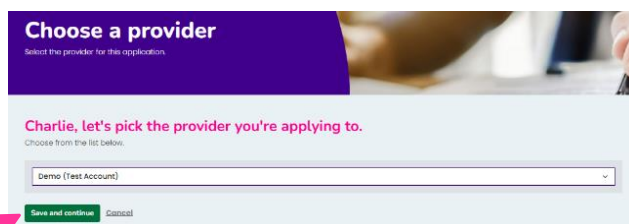
- Use variations, for example, 'child' will give you more results than 'childcare'
- Make sure to check when applications open and importantly close – they don't want to miss any deadlines!
- Favouriting courses is a great way to bookmark ones they are interested in for later

Applying

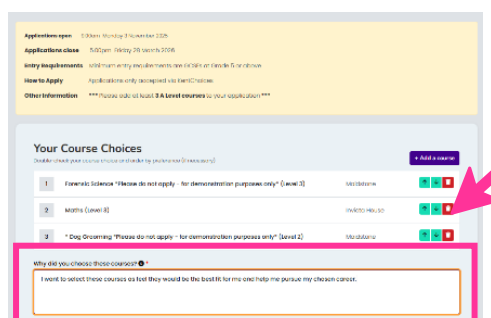
When ready to apply, click on **Your Account** and select **Create or Review applications**



Click **Create a new one-page application** and select the **school / college** they'd like to apply to, then click **Save and continue**



Click **Add a course** and select your course(s). Then write a short sentence to say 'why you have chosen these subjects'



Tips on adding course choices

- For **6th Forms**, select at least 3 courses
- For **Colleges**, select one course
- Minimum 10 characters needed for 'why'

Complete the application form

The screenshot shows a multi-section application form. The 'Personal Details' section includes fields for First Name (Charlie), Last Name (Curmishier), Preferred First Name, Preferred Last Name, Date of Birth (18/05/2010), Home Phone No., Your Personal Phone No., Your Personal Email Address, Your Personal School Email Address, Legal Gender (Male), and Gender Identity. The 'Parental Information' section includes fields for Parent Contact No., Relationship of Parent (Please Select...), and Email address, with a checkbox for 'Do you live with this parent (or carer/guardian)?'. The 'Work Experience' section has a checkbox for 'I have not had the opportunity to undertake any form of work experience' and a large text area for details.

Tips on completing the application form

- Details are transferred into this form if they've updated their personal profile
- They need to complete all sections with a red asterisk *
- Add all the qualifications they are taking

Click Send your application

The screenshot shows the 'Preference' section of the form. It includes 'Application Preference' (1), 'Intended destination' (Full time education - same school), and 'Additional support' (no). At the bottom, there is a 'Consent' section with a checked checkbox 'I have reviewed this application, in addition with the contents and wish to send it to the provider'. A red arrow points to the green 'Send your application' button.

Tips on sending applications

- They'll need to add a preference (whether this application is their 1st, 2nd, 3rd choice etc)
- They can only apply to one school or college at a time but their information is stored enabling them to make more applications quickly if required.
- We recommend a minimum of 2 max of 5 (on KentChoices the limit is 8)

What happens next?

Make sure to check your account for messages and updates

The screenshot shows a user dashboard for 'Charlie' at 'Demo School'. It has sections for 'Apply', 'Tools', and 'Your applications'. A red box highlights the 'At a glance...' notification area, which shows '1 Messages', '1 Offers', and '1 Alerts'. A red arrow points to the 'Offers' notification.

Don't forget to **accept offers!** (Their place could be at risk if they don't)

The screenshot shows a 'Conditional Offer' for 'Demo School (1221984)'. The offer is for 'Forensic Science *Please do not apply - for demonstration purposes only* Maths'. A red arrow points to the 'Your Offer' button.

The screenshot shows a 'Conditional Offer' for 'Demo School'. The offer text says: 'This is your offer for Demo School. Congratulations you have been offered a place at our school subject to you getting GCSE grade 4 or above in both Maths and English. We will be in touch shortly to invite you to our induction day. Please remember to look out for Important...'. A red arrow points to the 'Accept' button.