

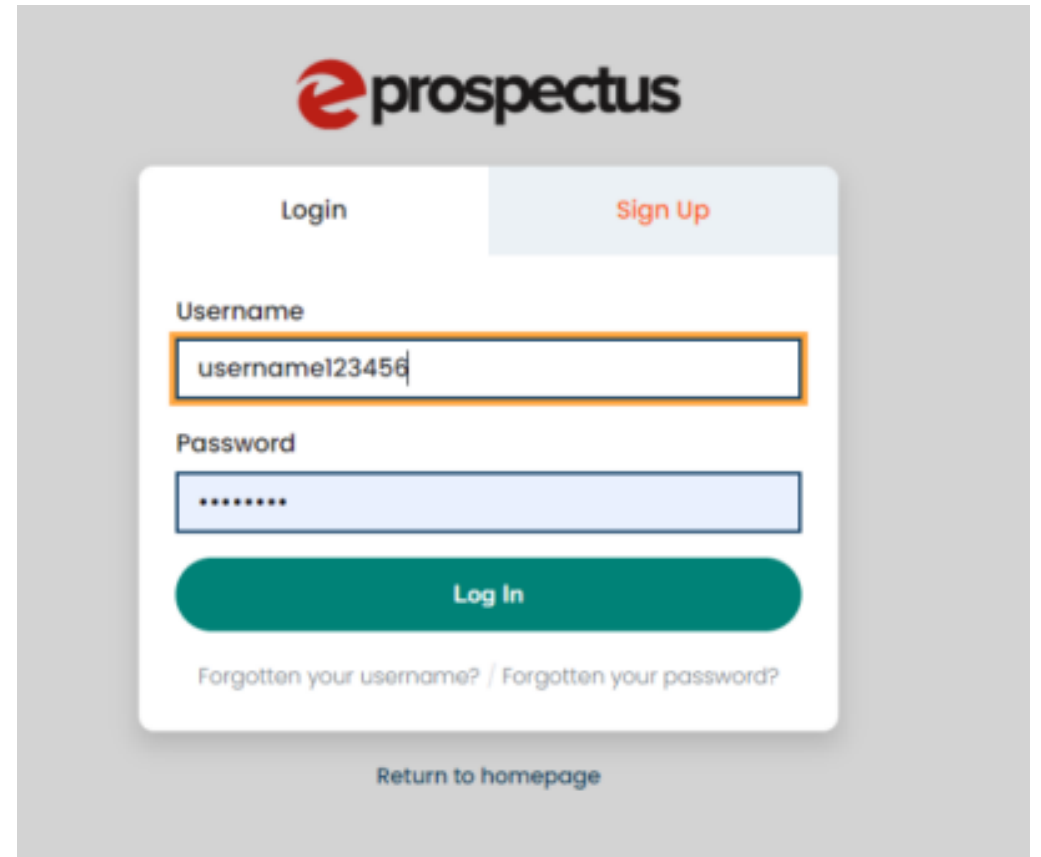
Help You Choose

Tutor and student Guide

Tuesday 25th November – Login

Share student usernames and passwords with them and allow to log in. They can access the platform by typing Help You Choose into Google.

Please ask them to write down their usernames and passwords somewhere they will not lose them! (Phone notes would be ideal)

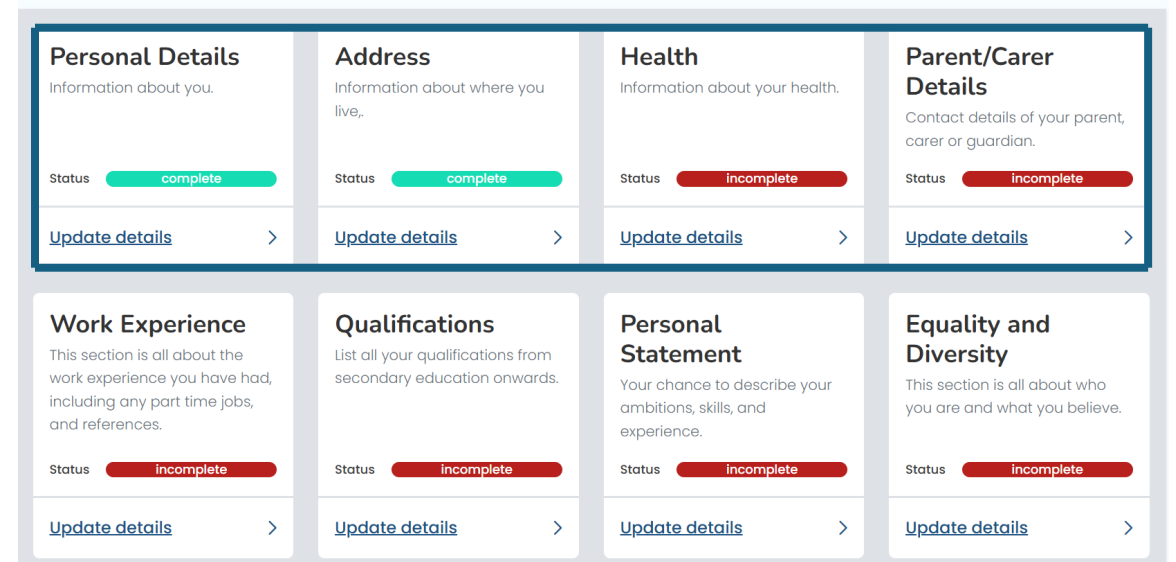
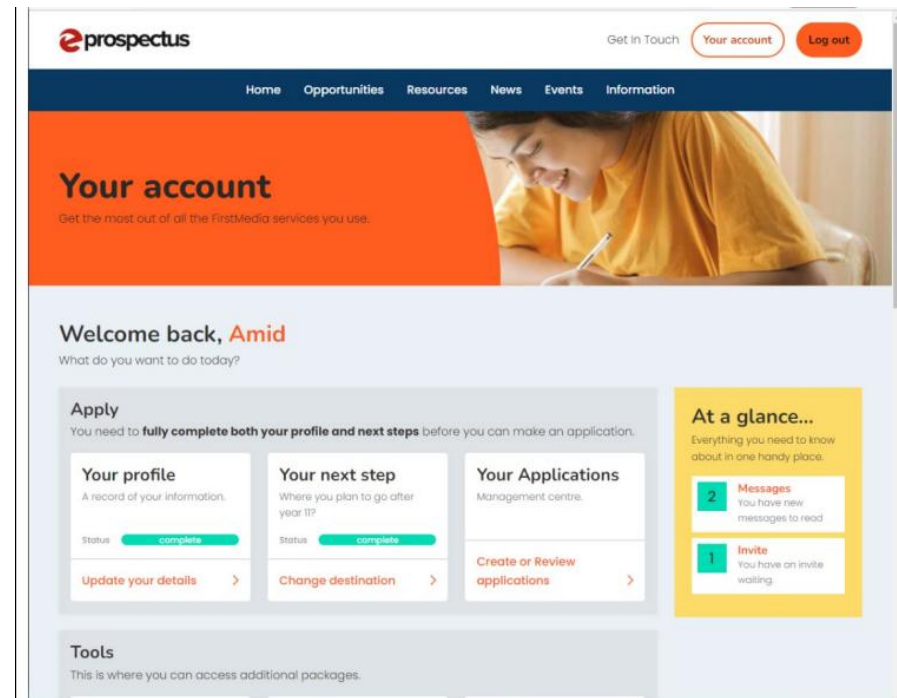


The screenshot shows the login interface for 'eprospectus'. At the top is the logo, which consists of a red stylized 'e' followed by the word 'prospectus' in black. Below the logo are two tabs: 'Login' (active) and 'Sign Up'. The 'Login' tab contains a 'Username' label, a text input field with the placeholder text 'username123456', a 'Password' label, and a password input field with masked characters '*****'. Below these fields is a large green 'Log In' button. At the bottom of the login form, there is a link that reads 'Forgotten your username? / Forgotten your password?'. Below the entire login form is a link that reads 'Return to homepage'.

Wednesday 26th November – Learner Profiles

Create your learner profiles. Click on Your Profile to access the 8 sections that need completing.

Aim to have Personal Details, Address, Health and Parent/Carer Details completed by the end of this session.



Thursday 27th November – Learner Profiles



Complete work experience section – this could include any part time jobs students have had or any volunteering they have done. Include details of how the work experience helped you develop key skills such as communication, organisation, teamwork etc.



Complete Equality and Diversity section

Personal Details Information about you. Status complete Update details >	Address Information about where you live. Status complete Update details >	Health Information about your health. Status incomplete Update details >	Parent/Carer Details Contact details of your parent, carer or guardian. Status incomplete Update details >
Work Experience This section is all about the work experience you have had, including any part time jobs, and references. Status incomplete Update details >	Qualifications List all your qualifications from secondary education onwards. Status incomplete Update details >	Personal Statement Your chance to describe your ambitions, skills, and experience. Status incomplete Update details >	Equality and Diversity This section is all about who you are and what you believe. Status incomplete Update details >



Friday 28th November – Mock Interviews

- On Tuesday 2nd of December, all year 11 students will have a mock interview with an employer from a local business.
- Interviews will be 10 minutes followed by 5 minutes of feedback from the employer to the student.
- Students will need to arrive at their mock interview 5 minutes before their start time.
- Students MUST turn up to the interview – missed slot are a waste of the employers' time and the practice will help prepare them for their college/sixth form/apprenticeship interviews.

Please share time and location of students with them during this session and ensure they write them down somewhere safe.

Friday 28th November – Learner Profiles

Personal Statements

Your personal statement should be generic as the same one will be sent to refer the providers you apply to. If you know you are applying for the same subjects across all of your providers you can refer to those, otherwise, keep the reference just about you as a learner.

- Your personal statement should include things such as:
 - What makes you a good learner (hard working, organised, dedicated etc.)
 - What subjects you are good at and enjoy
 - Discuss any positions of responsibility you have held either in or out of school
 - Extra-curricular activities you have been involved in and how they have helped you develop key skills
 - What your future careers interests are
-

Monday 1st December

Assembly on Mock Interviews in preparation for students' mock interviews taking place on Tuesday 2nd of December.

Tuesday 2nd December – Learner Profiles

Personal Statements
Students to continue with
their personal statements
that they started on Friday.

Personal Details Information about you. Status complete Update details >	Address Information about where you live. Status complete Update details >	Health Information about your health. Status incomplete Update details >	Parent/Carer Details Contact details of your parent, carer or guardian. Status incomplete Update details >
Work Experience This section is all about the work experience you have had, including any part time jobs, and references. Status incomplete Update details >	Qualifications List all your qualifications from secondary education onwards. Status incomplete Update details >	Personal Statement Your chance to describe your ambitions, skills, and experience. Status incomplete Update details >	Equality and Diversity This section is all about who you are and what you believe. Status incomplete Update details >

Wednesday 3rd December – Learner Profiles

Qualifications

Using post-16 grades on their reports, students need to complete the qualifications section of their profile. Ensure you include results from all subjects.

Post-16 grades can be found on your Edulink under the reports tab and then the report you need is called 'Report DMA Y11 Post-16 25/26'

Your qualifications					
Maths	GCSE or Equivalent	9 (p)	07/2021	Edit Qualification	Delete Qualification
Art	GCSE or Equivalent	7 (p)	07/2021	Edit Qualification	Delete Qualification
English Literature	GCSE or Equivalent	9 (p)	07/2021	Edit Qualification	Delete Qualification

Thursday 4th December – Course Search

Use the home page to search for courses you would like to apply for.

1. Click home

1. Select find a course or apprenticeship depending on what you would like to search for.



Thursday 4th December – Course Search

Select the type of course you want to apply for.

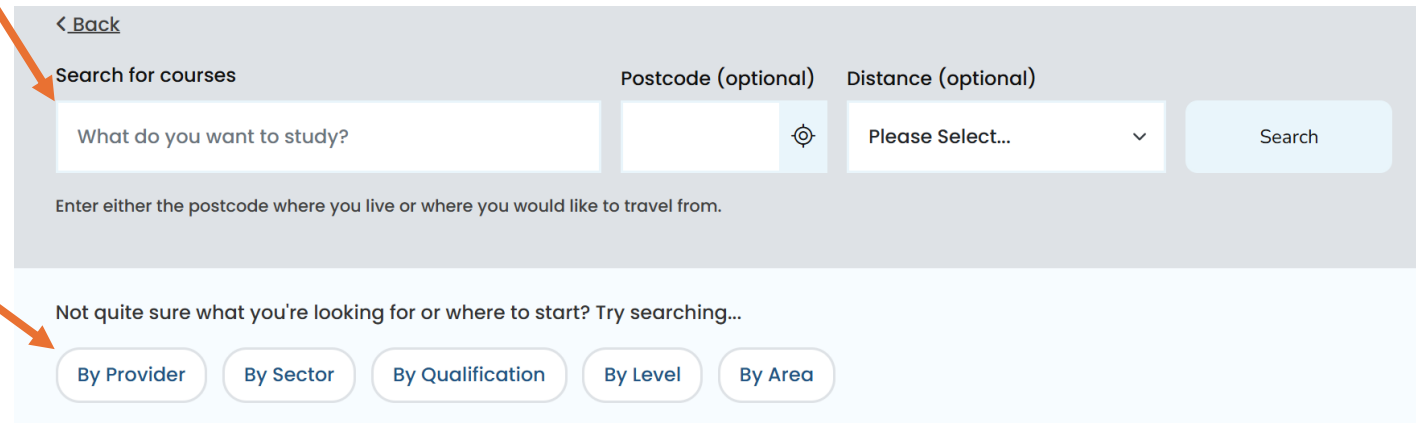
Use the search bar to search by key words/subject areas.

Or click 'By provider' to see what course a particular provider has on offer.



The image shows four course category cards arranged horizontally. Each card has a header image, a title, and a brief description.

- Full time courses**: All full time courses beginning in September are listed here for you to browse and apply for.
- SEND Courses**: Full time courses and employability opportunities for young people with SEND.
- Opportunities now!**: Full time and short courses that have regular year-round start dates. Good for confidence and skills building.
- Apprenticeship vacancies**: Browse current apprenticeship vacancies in Norfolk and surrounding counties.



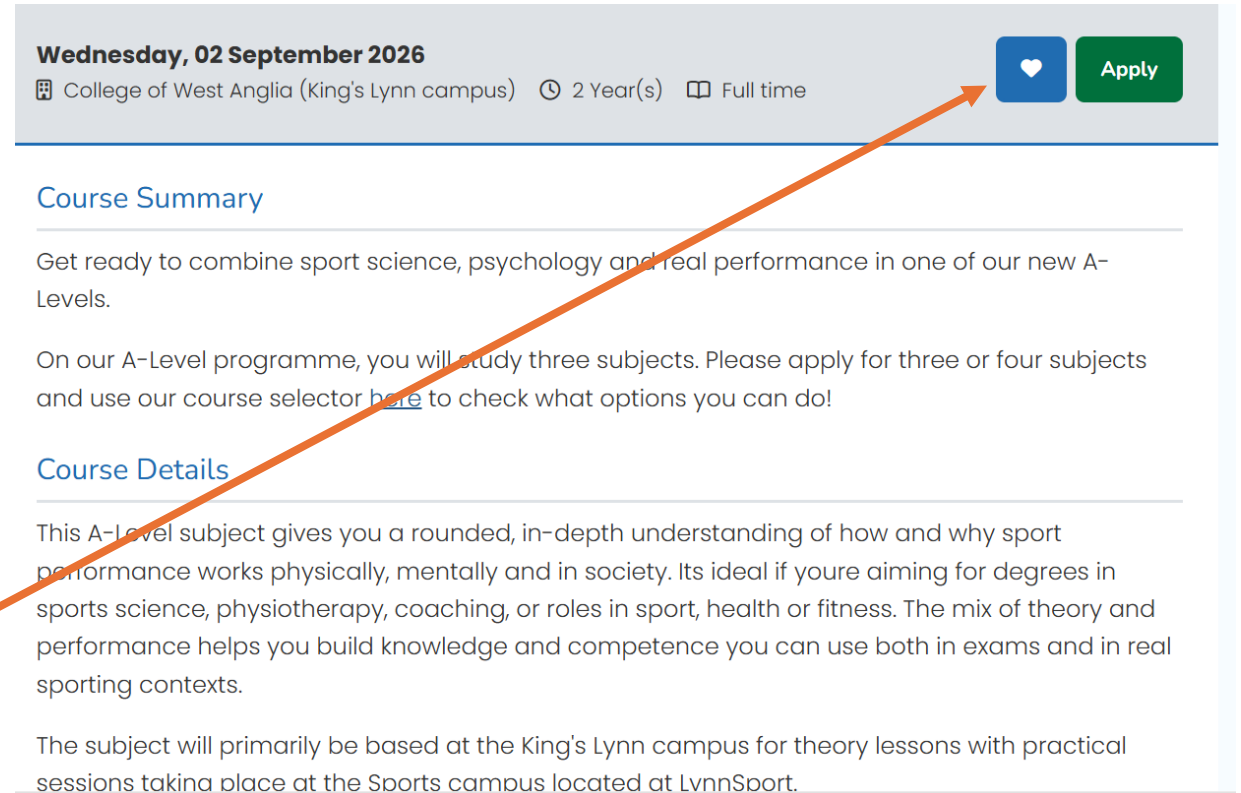
The image shows a course search interface. At the top, there is a '< Back' link. Below it, the text 'Search for courses' is followed by three input fields: 'What do you want to study?' (with a placeholder), 'Postcode (optional)' (with a placeholder and a location pin icon), and 'Distance (optional)' (with a placeholder and a dropdown arrow). A 'Search' button is to the right. Below the input fields, there is a note: 'Enter either the postcode where you live or where you would like to travel from.' At the bottom, there is a link: 'Not quite sure what you're looking for or where to start? Try searching...'. Below this link, there are five buttons: 'By Provider', 'By Sector', 'By Qualification', 'By Level', and 'By Area'.

Thursday 4th December – Course Search

Read the information about the course. Make sure you look at information such as:

- what content is covered
- what hours/days you will be expected to study
- The entry requirements

If you like the course, add it to your favourites by clicking the heart at the top of the page.

An orange arrow originates from the text 'clicking the heart' in the previous block and points to a heart icon in the top right corner of the course card.

Wednesday, 02 September 2026

📍 College of West Anglia (King's Lynn campus) ⌚ 2 Year(s) 📅 Full time

📍 Apply

Course Summary

Get ready to combine sport science, psychology and real performance in one of our new A-Levels.

On our A-Level programme, you will study three subjects. Please apply for three or four subjects and use our course selector [here](#) to check what options you can do!

Course Details

This A-Level subject gives you a rounded, in-depth understanding of how and why sport performance works physically, mentally and in society. Its ideal if youre aiming for degrees in sports science, physiotherapy, coaching, or roles in sport, health or fitness. The mix of theory and performance helps you build knowledge and competence you can use both in exams and in real sporting contexts.

The subject will primarily be based at the King's Lynn campus for theory lessons with practical sessions taking place at the Sports campus located at Lvnnsport.

Friday 5th December – Applying

Once you have favourited some courses, you can then select which ones you would like to apply for.

1. First ensure your profile status is complete.
2. Next complete your next step – this is just a generic choice of where you wish to apply e.g. college
3. Then select the ‘Your applications’ box.

Apply
You need to fully complete both your profile and next steps before you can make an application.

Your profile A record of your information.	Your next step Where you plan to go after year 11?	Your applications Create a new application or check an existing one.
Status incomplete	Status incomplete	
Update your details >	Change destination >	Create or Review applications >

Friday 5th December – Applying

When creating a application you have 3 options.

To be used to apply for all courses you have been able to find on the Help You Choose website (apart from Athena Sixth form applications.

To be used to log any colleges/sixth forms/apprenticeships you have applied to that do not appear on the Help you Choose website.

Only to be used when applying to Athena Sixth form

Single Page Application

This is the most popular application and can be used for any provider.

Create a new one-page application

Short Application

This can only be used for Athena Sixth Form College – Downham Market

Create a new short application

Other Applications

Record details of any applications you have made using an alternative method (e.g. college's own website, armed forces etc.)

Record an application

Friday 5th December – Applying

The providers where you have favoured courses will appear at the top of the drop- down list.

You can only apply to one provider at a time.

Check the course you want to apply for appears at the top of the application page. If there are any you have changed your mind on and o longer want to apply for, delete them from this section. You can apply for multiple courses from the same provider at the same time.

Briefly state why you have chosen the courses you have.

Learner , let's pick the provider you're applying to.

Choose from the list below.

Please select...

Save and continue

[Cancel](#)

Your Course Choices

Double-check your course choice and order by preference (if necessary)

[+ Add a course](#)

1

A-Level Programme – Physical Education
(Sport) (Level 3)

College of West Anglia (King's Lynn
campus)



Why did you choose these courses? ⓘ *

Friday 5th December – Applying

Scroll through your application and double check all the information is correct.

Complete the additional questions section at the end

Click ‘send your application’ once you are happy all the information is correct.

Additional questions

These are questions that the provider is asking for you to answer.

Do you have any previous unspent criminal convictions (excluding traffic offences) and / or are you currently being supported by the Youth Offending Service?

☐ Yes ☐ No

At an appropriate stage in the application process we will request some details (your unique learner number and prior qualification information) from the learner records service to assist in your enrolment onto your chosen course. We are required to share with you a copy of their privacy notice which can be found here:

<https://www.gov.uk/government/publications/lrs-privacy-notice/lrs-privacy-notice>. Please answer 'Yes' to confirm that you are happy to consent to this. We may be unable to process your application without this consent.


☐ Yes ☐ No

Consent

Please note that if you do not consent your on-line application will not be shared and you will have to apply using a different format. Please contact the provider directly to find out more.

☐ I have read and give my explicit consent for the personal information about me that is saved on this site to be held by Norfolk 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) and the Data Protection Act 2018, and outlined in the site's [Privacy Notice](#). *

☐ I have reviewed the application, I'm satisfied with the contents and wish to send it to the provider. *

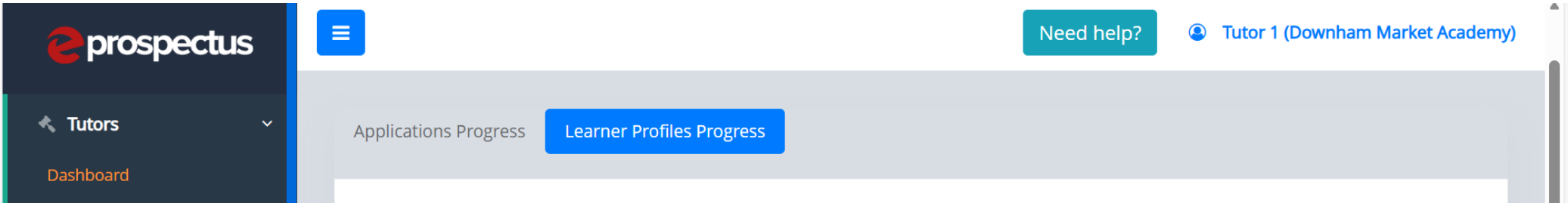
 Send your application

 Discard

Close

Tracking Students

Your dashboard will show you two types of information that you can track for your students: Learner Profiles and Application Progress.



Learner profiles will show you the status of each section of the profile that the student has to complete.

First Name	Last Name	Last Login	P	A	H	Pa	Q	WE	PS	ED	NS
<input type="text" value="Search"/>	<input type="text" value="Search"/>										
Lacey	MUNDEN	Never	✗	✗	✗	✗	✗	✗	✗	✗	✗
Laura	DIMOCK	Never	✗	✗	✗	✗	✗	✗	✗	✗	✗
Learner	1	14/11/2025	✓	✓	✓	✓	✗	✓	✗	✗	✗

Once your students start to make applications, you will be able to see the status of each part of their profile and the status of their applications under the ‘Applications Progress’ tab.

First Name	Last Name	P	A	H	Pa	Q	WE	PS	ED	CC	Sent	Status
<input type="text" value="Search"/>	<input type="text" value="Search"/>											<input type="text" value="Search"/>
Learner	1	✓	✓	✓	✓	✗	✓	✗	✗	✓	✗	Draft
Learner	1	✓	✓	✓	✓	✗	✓	✗	✗	✓	✗	Draft