



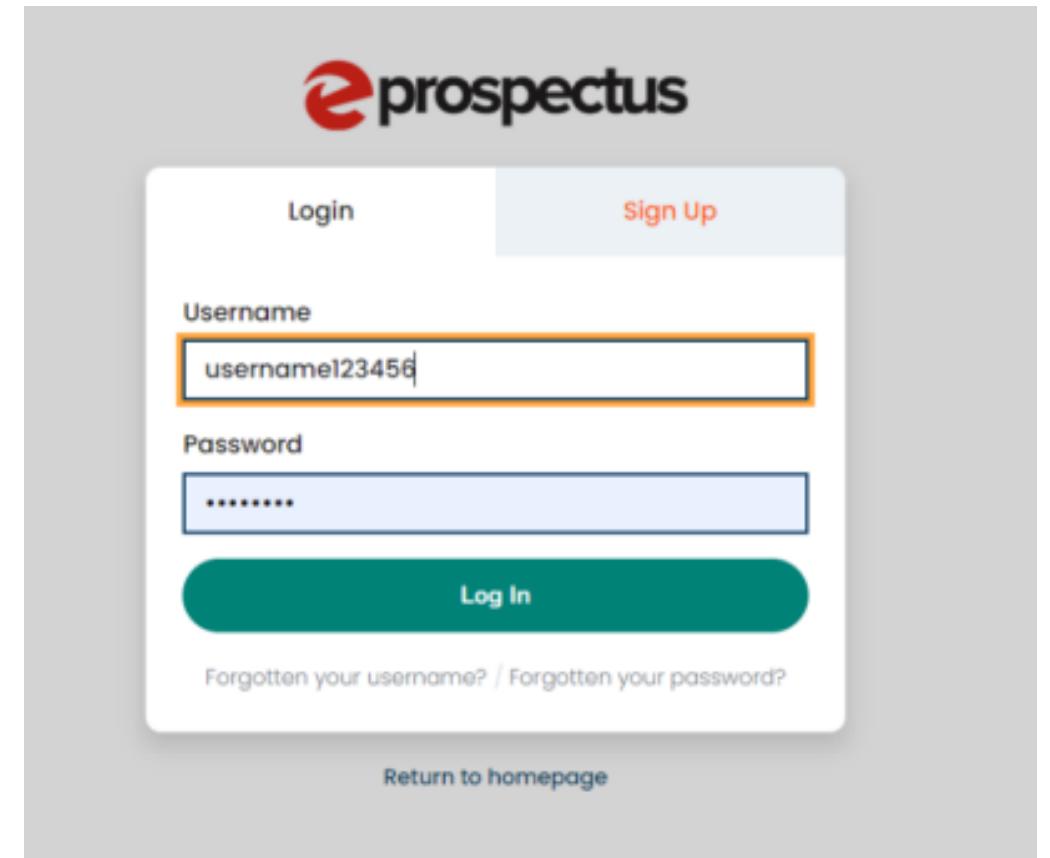
# Help You Choose

Tutor and student Guide

# Tuesday 25<sup>th</sup> 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.

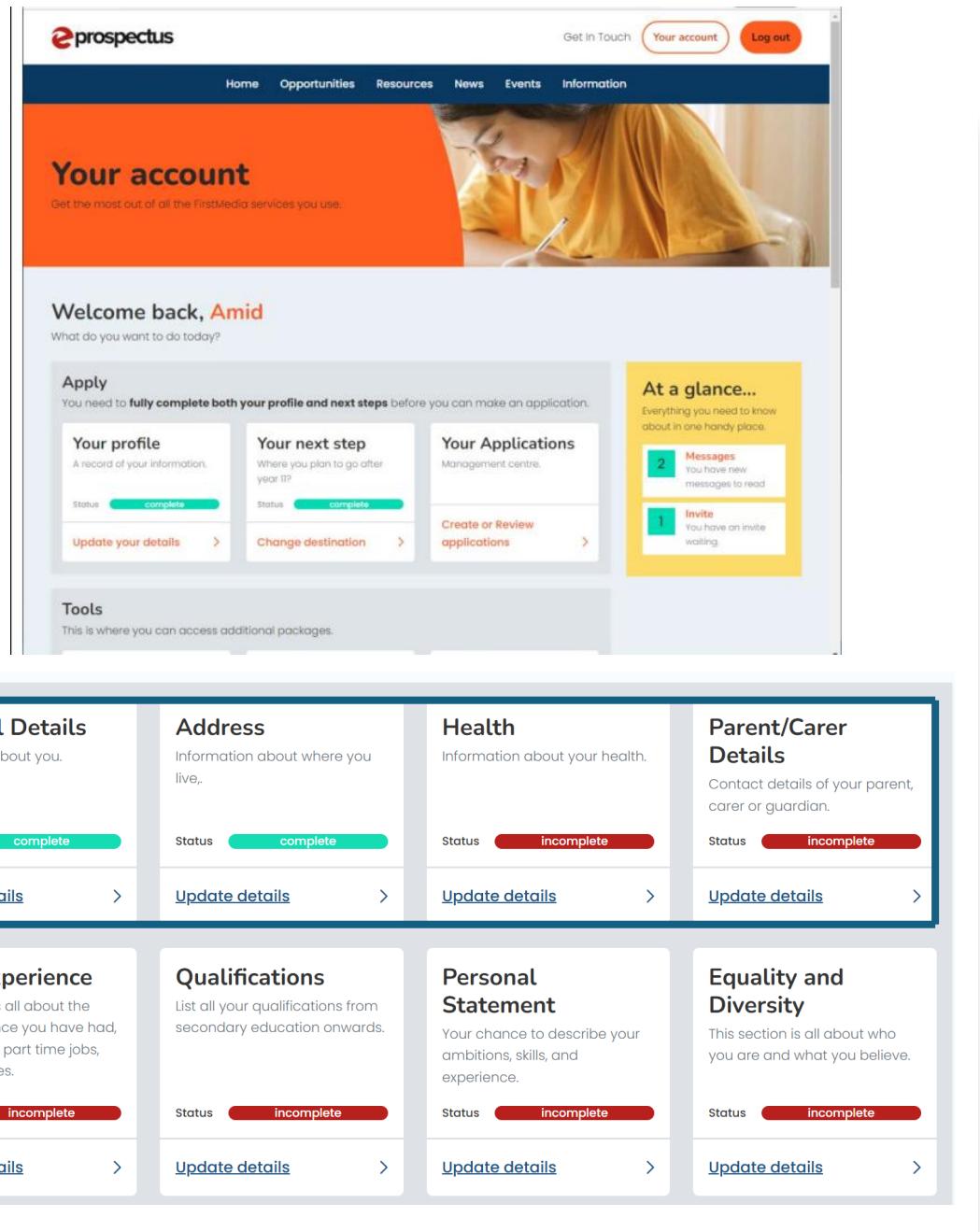
Please ask them to write down their usernames and passwords somewhere they will not lose them!  
(Phone notes would be ideal)



# Wednesday 26<sup>th</sup> 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.



The image shows two screenshots of the eprospectus website. The top screenshot is the 'Your account' dashboard, featuring a welcome message 'Welcome back, Amid', a 'Apply' section with three cards ('Your profile', 'Your next step', 'Your Applications'), and an 'At a glance...' sidebar with 'Messages' (2) and 'Invite' (1). The bottom screenshot is the 'Personal Details' section, divided into four main categories: Personal Details (Status: complete), Address (Status: complete), Health (Status: incomplete), and Parent/Carer Details (Status: incomplete). Each category has an 'Update details' button.

**eprospectus**

Home Opportunities Resources News Events Information

**Your account**

Get the most out of all the FirstMedia services you use.

Welcome back, **Amid**

What do you want to do today?

**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.  
Status **complete**  
[Update your details](#)

**Your next step**  
Where you plan to go after year 11?  
Status **complete**  
[Change destination](#)

**Your Applications**  
Management centre.  
[Create or Review applications](#)

**At a glance...**

Everything you need to know about in one handy place.

**Messages** 2 You have new messages to read

**Invite** 1 You have an invite waiting

**Tools**

This is where you can access additional packages.

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

# Thursday 27<sup>th</sup> 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

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

# Friday 28<sup>th</sup> November – Mock Interviews

- On Tuesday 2<sup>nd</sup> 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 28<sup>th</sup> 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

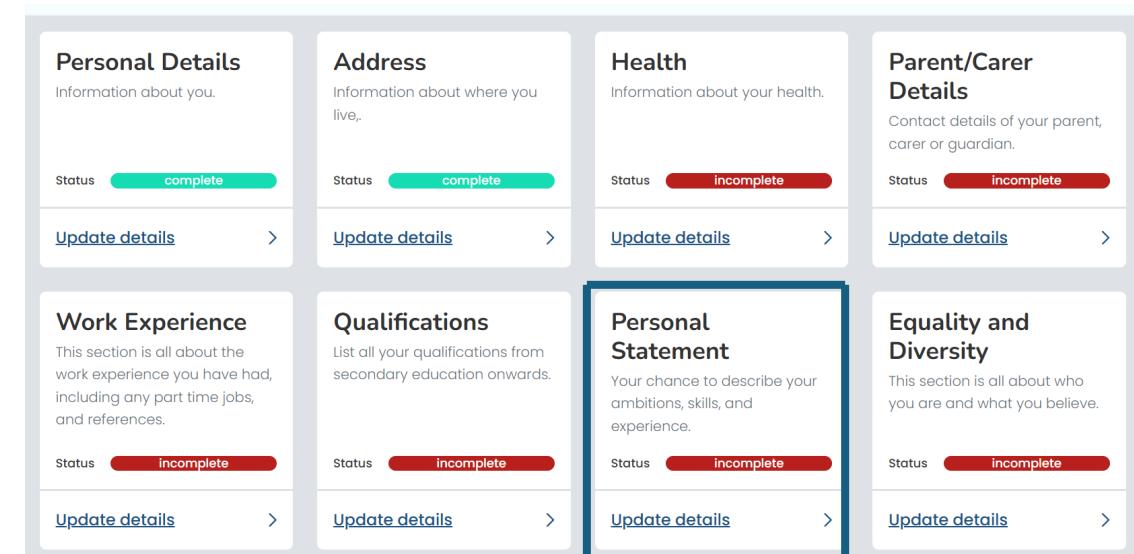
# Monday 1<sup>st</sup> December

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

# Tuesday 2<sup>nd</sup> December – Learner Profiles

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



The image shows a screenshot of a learner profile dashboard. The dashboard is organized into a grid of sections, each with a title, a brief description, a status indicator, and a 'Update details' button.

- 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 3<sup>rd</sup> 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'**

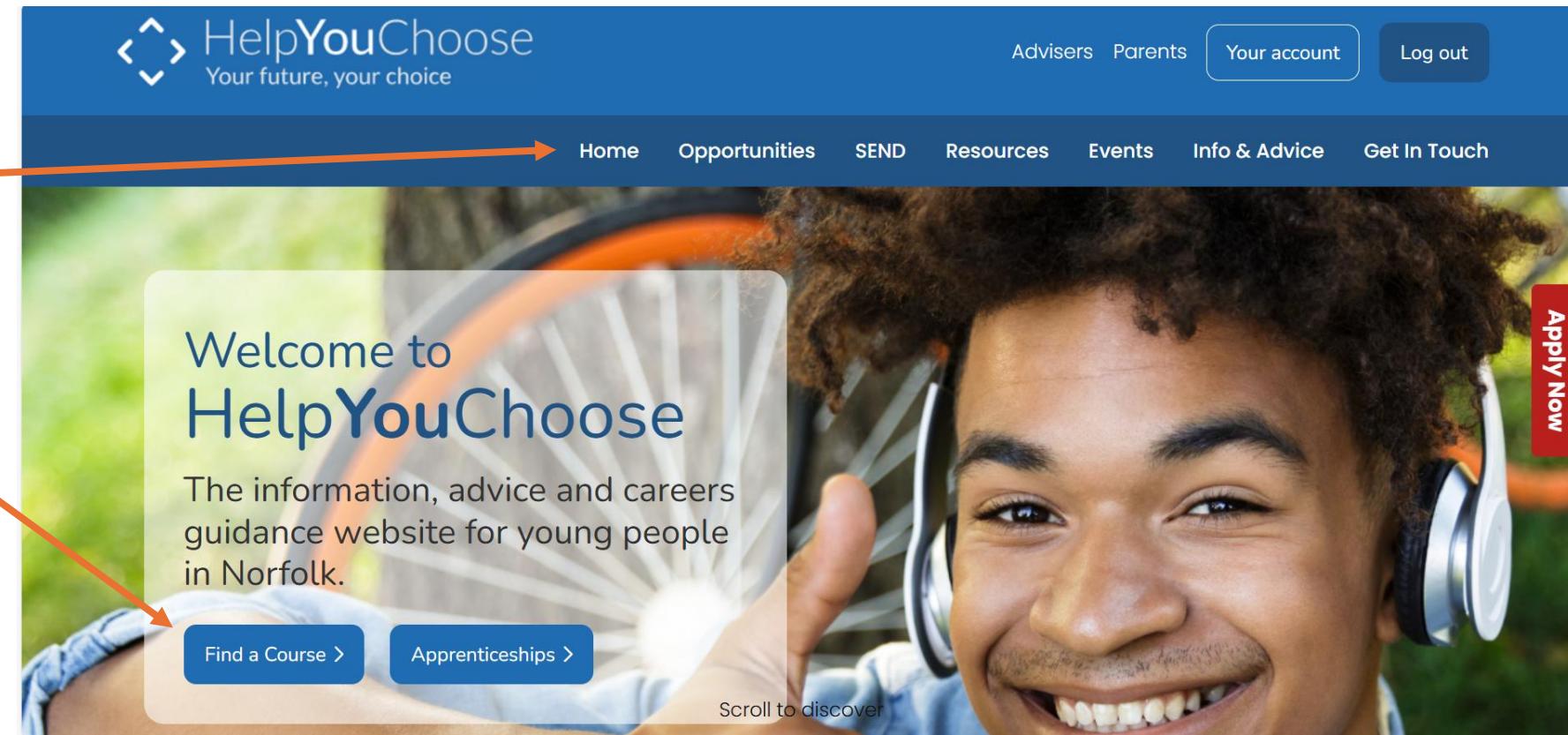
Your qualifications				
Maths	GCSE or Equivalent	9 (p)	07/2021	<a href="#">Edit Qualification</a> <a href="#">Delete Qualification</a>
Art	GCSE or Equivalent	7 (p)	07/2021	<a href="#">Edit Qualification</a> <a href="#">Delete Qualification</a>
English Literature	GCSE or Equivalent	9 (p)	07/2021	<a href="#">Edit Qualification</a> <a href="#">Delete Qualification</a>

# Thursday 4<sup>th</sup> 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.

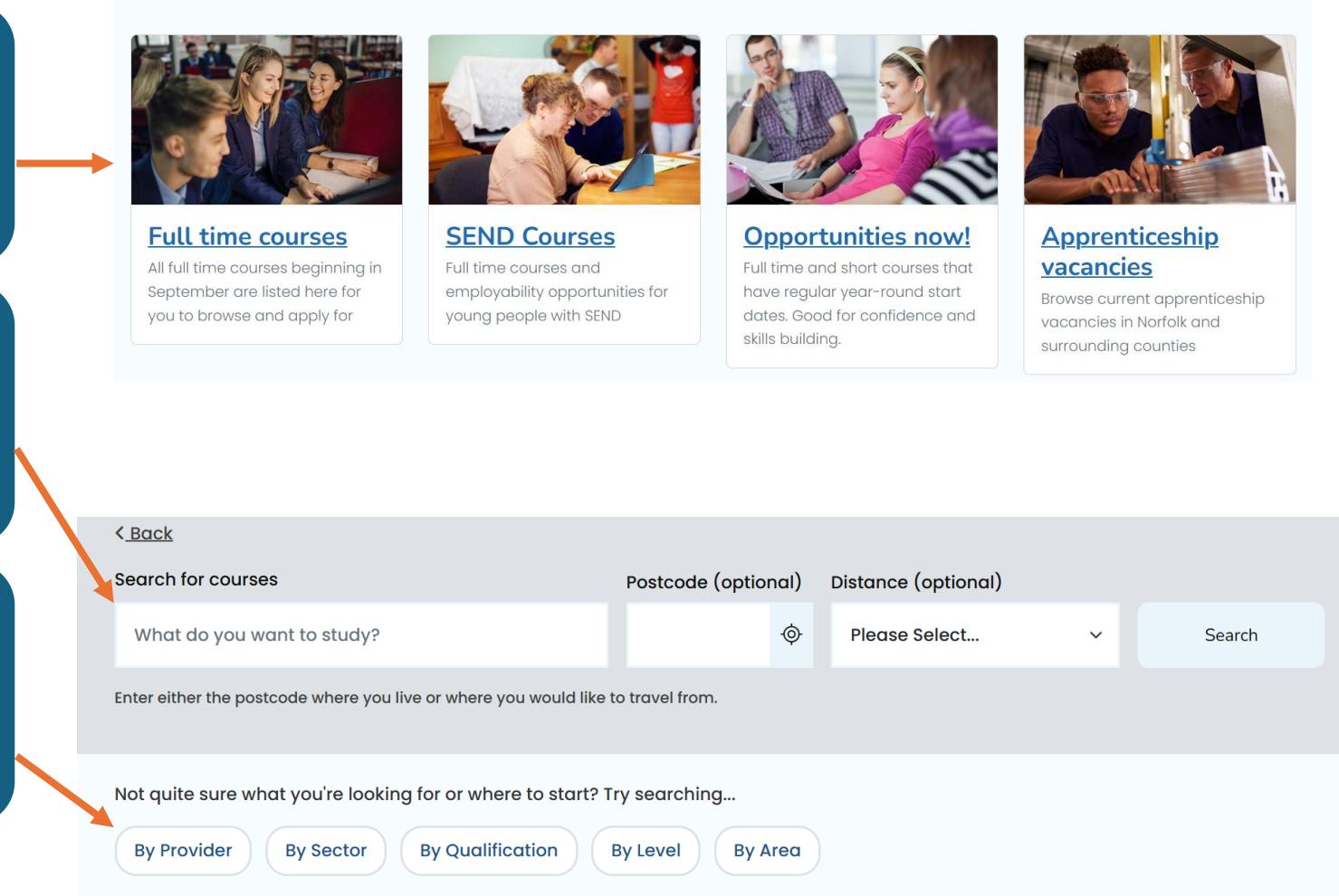


# Thursday 4<sup>th</sup> December – Course Search

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.



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

Search for courses

Postcode (optional)

Distance (optional)

Search

By Provider

By Sector

By Qualification

By Level

By Area

# Thursday 4<sup>th</sup> 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.

**Wednesday, 02 September 2026**

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

**Course Summary**

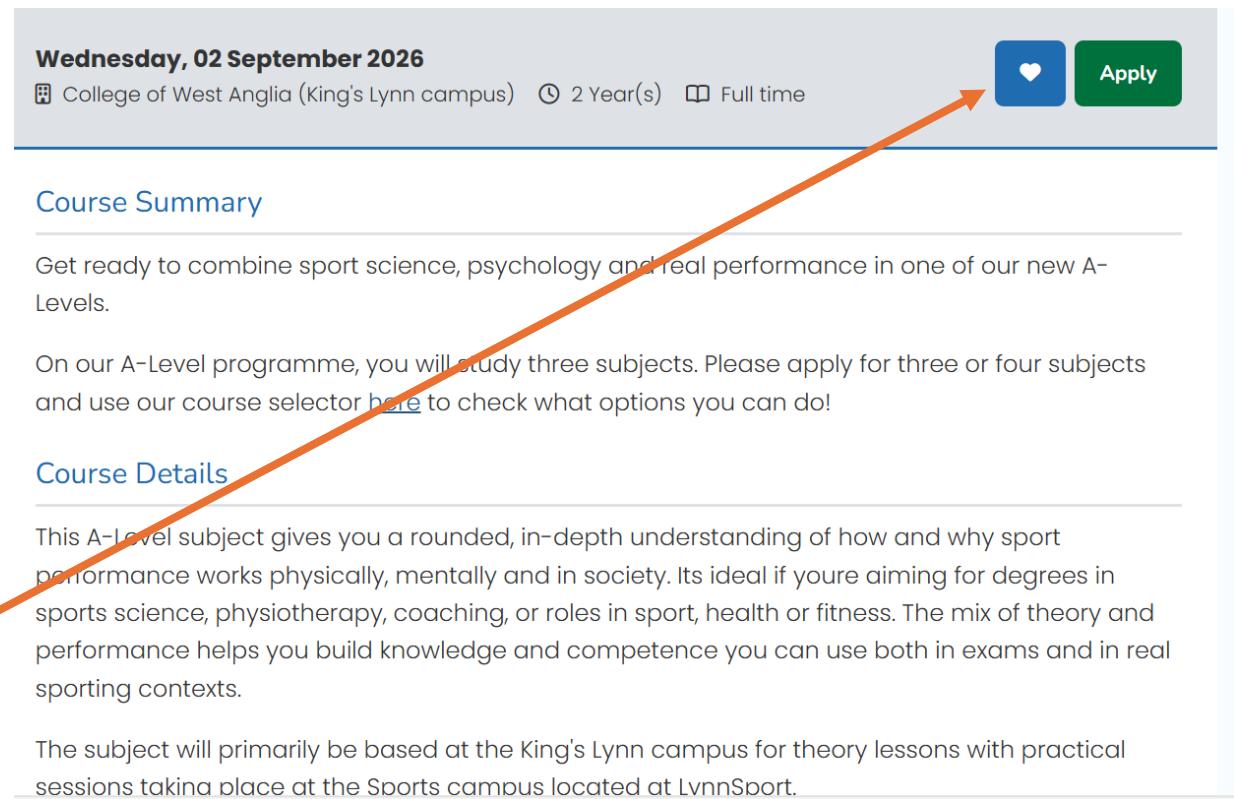
Get ready to combine sport science, psychology and real performance in one of our new A-Levels.

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. It's ideal if you're 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.

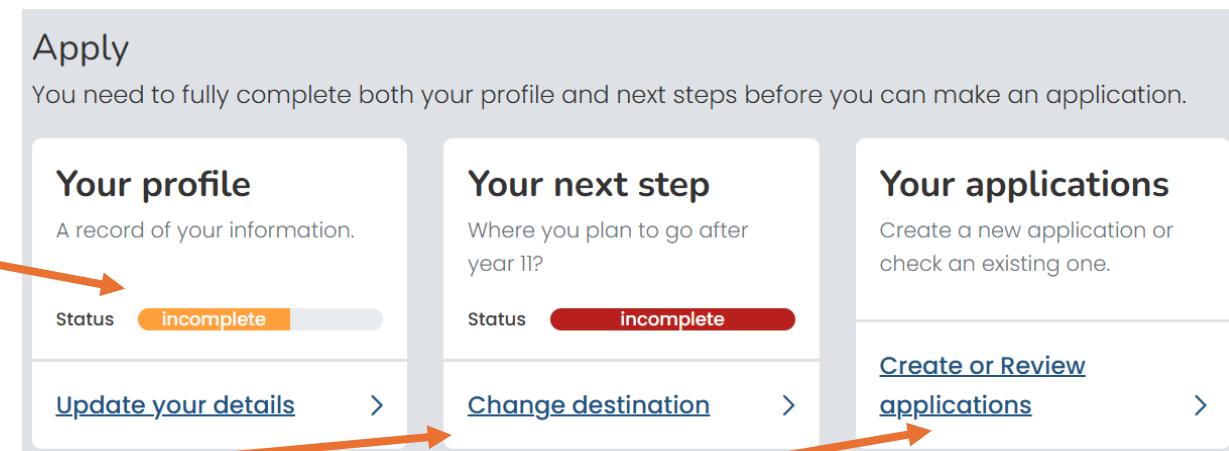
The subject will primarily be based at the King's Lynn campus for theory lessons with practical sessions taking place at the Sports campus located at LynnSport.



# Friday 5<sup>th</sup> December – Applying

Once you have favoured 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.



# Friday 5<sup>th</sup> 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.

## 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](#)

Only to be used when applying to Athena Sixth form

# Friday 5<sup>th</sup> December – Applying

The providers where you have favourited 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 no 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)	<a href="#">↑</a> <a href="#">↓</a> <a href="#">Delete</a>
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Why did you choose these courses? [?](#) \*

# Friday 5<sup>th</sup> 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/irs-privacy-notices/irs-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.

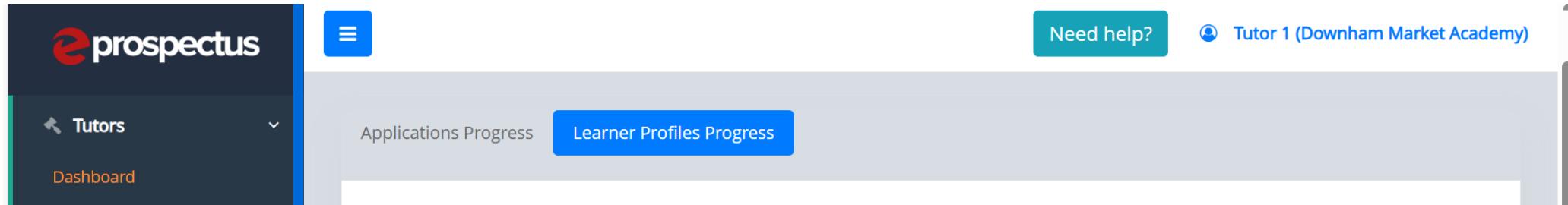
I have read and give my explicit consent for the personal information about me that is saved on this site to be held by Norfolk County Council, and for this information to be shared with my existing and other educational institutions. This includes schools/academies, colleges and training providers to 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. \*

# Tracking Students

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



The screenshot shows the eprospectus dashboard. On the left, there is a sidebar with the eprospectus logo, a 'Tutors' section, and a 'Dashboard' button. The main area has a header with 'Need help?' and 'Tutor 1 (Downham Market Academy)'. Below the header, there are two tabs: 'Applications Progress' and 'Learner Profiles Progress', with 'Learner Profiles Progress' being the active tab. The main content area is currently empty.

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
Search	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
Search	Search											Search
Learner	1	✓	✓	✓	✓	✓	✗	✓	✗	✓	✗	Draft
Learner	1	✓	✓	✓	✓	✓	✗	✓	✗	✓	✗	Draft