



20 November 2023

Dear Parent/Carer,

Post 16 College and Apprenticeship Applications

I am writing to remind you of the deadline for your child to submit their college applications for their Post 16 study options, and to explain the process once applications have been submitted. The website for applications and where students can access their profile is <https://www.mychoice16.co.uk/> All students have been given their username and password to access their profile, and many are making very good progress with their applications.

A few reminders

Once students have completed all sections on their profile template, they can proceed with their application –

- *Search for colleges/courses using the 'Opportunities' tab*
- *Click the blue 'Add to Favourites' button to add courses to wish list*
- *Once all Favourites have been chosen, return to 'Your Account', click on 'Your Applications – Create or Review applications' and continue to follow the on-screen instructions*
- *Students must ensure they go to the final submission page of the application process, and 'Send Application' themselves.*

Students are advised to apply to at least two different colleges, or at least 2 courses at the same college, to provide them with a back-up plan should their first choice be unsuccessful for any reason or they change their mind. There is no definite number of colleges/courses students should apply to/for, however any more than three is probably unnecessary. During the application process, students are able to select the preferred order of their choices. Please note the following guidelines –

- **Hills Road must be 1st choice regardless of actual preferred choice (although can be 2nd if Oakes, Bishop Laney, Impington, Parkside or Chesterton is 1st)**
- **Oakes, Parkside and CAST should be 1st or 2nd choice to guarantee a guidance meeting. If placed as 3rd choice, the application may not be considered dependent on course demand**
- **Students should choose up to 5 A levels (or combination of A levels and diplomas), if they are undecided on their final three**

IMPORTANT – for Hills Road applications, including 5 A level subjects increases the chance of being offered a guidance meeting with the college. In the event of a student not meeting the acceptance criteria for one or more of their preferred subjects, Hills Road may suggest that they switch to one of their back up subjects in order to receive an offer. Once results are out in August, they can switch back to their original choices provided they have met the acceptance criteria.



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www.sohamvc.org

Other schools in our Trust:
Kennett Primary School
The Shade Primary School
The Weatheralls Primary School

Application Deadline

The deadline for applications is **TUESDAY 5TH DECEMBER**. Colleges are very strict with late applications and so I would encourage you to help ensure your child's application is sent by then, to give them the best possible chance of being offered a place at their preferred destination.

Once submitted, applications will be held by the school until references and predicted grades have been added. Applications will be sent by the school by the end of the autumn term.

If your child is applying to West Suffolk College, Abbeygate Sixth Form or any other college outside of Cambridgeshire, then this should be done directly via the individual college websites. To keep the instructions aligned, the same deadline of **TUESDAY 5TH DECEMBER** applies.

Grades

For applications through MyChoice, predicted grades will be uploaded by the school. For any other college that requests grades before predicted grades are released by the school, students are to use their current 'working at' grades. Students can then update the college once they have their predicted grades.

Apprenticeships

The process for applying for apprenticeships varies, depending on if it's directly linked with a college or not. Please see the guidance notes at the end of this letter.

Apprenticeship research and application workshops will take place in the Spring term for students that are interested. Details of these workshops will be given to students nearer the time.

Next steps

For most colleges, contact will be made with your child from mid-January onwards to arrange a guidance meeting. This is an informal 20 minute meeting to discuss their application - to ensure your child is aware of what the course involves, look at predicted grades against the entry criteria etc. These meetings will take place either in-person or virtually, depending on the college.

Students continue to be fully supported with their applications in school, and I know many are also being supported at home. It is encouraging to see so many students making good decisions about their future and choose courses that will give them the best chance of succeeding in their proposed career.

I am always available to help students with their applications so please encourage them to come and see me, or their form tutor, if required. Please do not hesitate to contact me if you have your own questions.

Kind Regards,

Mr Nick Oakhill

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(Cambridge Regional College)

<https://cwa.ac.uk/apprenticeships> (College of West **Apprenticeship Guidance Notes**)

- For CRC and College of West Anglia, students should use MyChoice16 and select the appropriate apprenticeship 'course'.
- For West Suffolk College, visit the apprenticeship pages on their website to see vacancies and the process of applying.
- All colleges have a list of current vacancies which students can apply to directly. Businesses will also advertise vacancies, with the apprenticeship offered either in conjunction with a college or an independent training provider. A suggested first point of call for vacancy searches is <https://www.gov.uk/apply-apprenticeship>
- Students should not assume that if they register their interest in an apprenticeship with a college, then that college will automatically find a suitable role for them. Some support may be provided depending on the college and the industry.
- Vacancies suitable for school leavers (ie start date from August/September) won't be advertised until around April at the earliest. But it is good practice for students to start looking now, so they get used to the various search methods. It is also advisable to consider vacancies with a start date before August/September as sometimes businesses might hold a position for the right candidate.
- If an apprenticeship is a student's main option, they should also consider having a back-up plan, usually a full-time course at college. In the event of a student not securing an apprenticeship role by next September, they are able to enrol on the full-time course initially and then move onto an apprenticeship at any stage during the year should they then find one.

Other useful resources

<https://www.sohamvc.org/apprenticeships>

<https://amazingapprenticeships.com/resources/?parents-packs=1>

<https://www.wsc.ac.uk/find-a-course/apprenticeships> (West Suffolk College)

<https://www.camre.ac.uk/apprenticeships/Anglia>



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