If you are around 16 years old, it’s time to start thinking about your future. You need to stay in education or training until you’re 18. How you do this is up to you but you must do one of the following:-

• Study full time in a school, college or with a training provider
• Work full time with learning attached, like an apprenticeship
• Study part time if you are working part time, self-employed or volunteering
Need some advice or guidance?

- **Talk** to your school – they have a legal responsibility to provide you with independent, impartial careers advice.
- **Speak** to your careers teacher, teachers, parents, family and friends.
- **Contact** The National Careers Service for advice and guidance [https://nationalcareersservice.direct.gov.uk/](https://nationalcareersservice.direct.gov.uk/)
- **Visit** [www.kentchoices.co.uk](http://www.kentchoices.co.uk) to see the options available to you.
- **Attend** open days at other schools or colleges to see what they offer (you do not have to stay at your current school, another school or college may offer courses more suitable for you).
Your future – your choice

Visit www.kentchoices.co.uk

KentChoices will explain your options after leaving Year 11, help you to decide on what you want to do, advise on you what you need to do and by when.

You can also find useful information on:-

• **Open days/evenings** for 6th forms and colleges in your area
• **Application open and close dates** for 6th forms and colleges
• **Course entry requirements** for 6th forms and colleges
• **Apprenticeships**, traineeships and other training options
• **Work experience** or volunteering opportunities
• **Money and travel** advice

thedevelopmentpeople.org
Click on the boxes or headers for more information:

* Kent County Council
  * Home  >  Education and children  >

**College, sixth form, employment and training**

If you’re around 16 years old, it’s time to start thinking about your future. You need to stay in education or training until you’re 18, but how you do it is your choice.

**Your options**
Finding the right way to stay in learning, working or training after you’re 16

**Search and apply**
Search and apply for sixth form and college courses

**Your year ahead**
What you need to do and when

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**Open days and application dates**
For all sixth forms and colleges in Kent.

**Apprenticeships**
Earn while you learn with an apprenticeship.

**Money and travel**
Funding your learning and getting to your placement.

[theeducationpeople.org](http://theeducationpeople.org)
KentChoices also has an online prospectus for Kent 6th forms and colleges. Here you can:-

- **Search** for courses by provider, sector or qualification
- **View** full course details, entry requirements, location etc
- **Add** courses you are interested in to your ‘favourites’
- **Apply** for courses all in one place (you only need to complete one application)
- **Accept** offers

You can apply for as many options as you wish – you do not need to decide until nearer the time which one to accept. (We recommend that you have at least two options, these can be a mixture of school, college or training)

[THE EDUCATION PEOPLE](http://thedducationpeople.org)
Go to [www.kentchoices.co.uk](http://www.kentchoices.co.uk) and click the ‘Search & Apply’ box.

Then click on the purple ‘search and apply for courses’ button.
Log on to KentChoices

Click on the ‘Sign in’ button.
All Kent’s students are created a log on so they can access the KentChoices site. Your school will supply these to you.

- When you first log onto KentChoices you will be asked to change your password. Keep your username and password in a safe place as you will need these details to keep track of your applications and accept any offers in the future.
- Add your email address straight away (then if you forget your password, you can easily reset it).
Agree to conditions

Agree to the terms and conditions to get started.

Terms and conditions

Before you proceed we want you to know exactly how our prospectus works and why we need your details. Please state that you have read and agreed to these terms before you continue.

I have read and give my explicit consent for the personal information about me that is saved on this site to be held by Kent 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) (EU) 2016/679 and the Data Protection Act 2018 (subject to Royal Assent), and outlined in the site’s Privacy Notice. The information will only be processed for the purposes of training and education and the provision of grants and benefits.

I have read/agreed to the (Terms and Conditions) and Privacy Notice which apply to the use of this site, and any of the following services:

- The on-line Common Application Process (CAP) to make an application to a 16-19 education and training provider.
- The on-line CV Writer.
- The on-line Employability Skills Passport.

Please note that if you do not consent your information will not be saved and/or shared and with respect to any on-line applications, you will have to apply using a different format. Please contact the provider directly to find out more.

I agree to these terms

theeducationpeople.org
Your Dashboard

Here is your dashboard where you can get an overview of your account. You can come back here at any time by visiting the My Account tab.

Click on My Profile Template to begin.
Completing your Profile Template

You need to complete all the sections before applying for courses.
Complete your profile – Personal & Parental Details

Personal Details
Check your address is correct, add your telephone numbers and home and school email addresses. You need to enter all fields with the red asterisk. (*)

Click the green Save and Update Template button to move on to the next section.

Parental Information
Enter the details of one parent/carer in here - if you do not know their email address enter your own – you can always amend this at a later date but you need to enter an email address here to continue.

Click the green Save and Update Template button to move on to the next section.

theiducationpeople.org
Complete your profile - Qualifications

Qualifications

Add your predicted or actual grades in here (if these have not been already uploaded by your school).

If you start typing in the fields, prepopulated text will appear for you to choose from. Enter all details and click the green Add button to add your qualification(s).

If you make an error you can delete any entry at any time.

After entering all your qualifications, click the green Save and Update Template button.

thededucationpeople.org
Complete your profile – Work Experience

If you have undertaken any type of work experience, enter the details in here.

If you have not had the chance to do any work experience, tick the box highlighted.

There is no need to enter any reference information so click on the green **Save and Update Template** button to continue.
Personal Statement –

The Personal Statement is a chance to talk about your skills, experiences and any future ambitions or aspirations.

Entering a statement will strengthen any applications you make and is good practice by preparing you for any future job or university applications but is not mandatory.

There is a minimum (40 characters) and maximum (4,000 characters) value – but if you do not want to enter anything in here - enter 40 spaces.

Click the green **Save and Update Template** button when you are happy with your statement.
Complete your profile – Equality and Diversity Information

We do not collect this information, so click on the green Save and Update Template button to continue.

Your Profile Template is now complete and you can begin to search and apply for courses.

theeducationpeople.org
Searching for Courses

You can search for a course by name, provider, sector or qualification.
Add to your favourites

Click on a course that is of interest to view further details – and if you would like to consider applying, save it to your favourites for later.
You can view your favourites and add more courses at any time by clicking on the **My Account** or **Favourites** tabs.

<table>
<thead>
<tr>
<th>Demo Provider</th>
<th>Starts 01/09/2020</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Media A Level</strong> Level 3</td>
<td></td>
<td></td>
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<tr>
<td><strong>IT Level 3</strong> Level 3</td>
<td></td>
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</tr>
<tr>
<td><strong>Criminology A Level</strong> Level 3</td>
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</tbody>
</table>
Applying for courses

When you are ready to apply, go to My Account and choose My Applications and click on the green Start an Application button. This will take you to the next screen – click on Course Choices.
Choose your course(s) from your favourites by clicking the **Add Course** button. If you have chosen more than one course for a provider you can put your courses in preferred order by using the arrow up or down buttons.

Give a brief description of why you would like to apply for this course (again there is a 40 character minimum). Click **Save and Continue**.
Send your Application

Click on Send your Application.

theeducationpeople.org
Review and send your Application

You will now have a chance to review your application and edit any sections if needed.

When you are happy with your application, click your preference (i.e. this is my 1\textsuperscript{st} choice, 2\textsuperscript{nd} choice or not chosen), tick the conditions boxes and the green \textbf{Send Application} button.

You will get a message to say that your application has been sent.
Track your Applications

You need to visit your account regularly for updates (if you have supplied a valid email address you will get a reminder to do this when you have a new message or update regarding your application(s)).

Check for messages or updates in **My Applications** in the **My Account** tab to see what stage your application is at.
Here you can see that you now have an offer regarding your application:

Click on **Your Offer** to accept or reject. (If you want to look at your application, click on the PDF next to your offer)
Please complete the **My Intended Destination** box – this will give your school an idea of what you plan to do after Year 11 so they can support you with your choice.

You can come back and amend this at any time if your plans have changed.

[theeducationpeople.org]
Useful Tips

- **Have** a back up option – just in case things do not go to plan

- **Be aware** of your chosen school or colleges open and close dates for applications (you don’t want to miss any deadlines check [www.kentchoices.co.uk](http://www.kentchoices.co.uk) – open days and application dates).

- **Make sure** your phone number and email address are up to date on your profile

- **Check** your account regularly for updates (why not add KentChoices to your home screen on your mobile phone so you can access the site easily?)

- **Don’t forget** your username and password (you could add a contact on your mobile with these details)
Need help using KentChoices?

Visit the ‘Help & Guidance’ section of the website for step by step instructions

Use the ‘contact us’ form if you have any questions
Frequently asked Questions

Q. I never received my log in details
A. Ask your school to get in touch with the KentChoices team who will be able to create an account for you.

Q. I have lost my log in details
A. Contact your school, they will have a record of these.

Q. I have forgotten my password
A. If you have logged into your account previously and registered your password, you can use the ‘forgotten your password’ link on the site.
Q. I need to update my details
A. You can change any information in the ‘My Account’ section

Q. Why cannot I apply for my chosen course?
A. Check to see if applications are open or closed for this provider. You can check this on www.kentchoices.co.uk. (Open days and applications dates). Have you added this course to your favourites? (you need to do this before making your application)

Q. I have missed the deadline for applying
A. You will need to contact the school direct to see if they can still accept your application – they will advise you of your next steps
Q. I have not heard anything since making my application, what should I do?

A. Log on to your KentChoices account – you may have missed a message from the provider regarding important updates. Some providers may prefer to write to you to confirm your offer so contact them direct to see how your application is progressing.

Q. I have missed the deadline for putting my offers in preference

A. Do not worry – but do this as soon as possible as it helps schools and colleges to plan who will be attending in September.
If you need further assistance

We hope that you find the site easy to use. If you still need assistance:-

• ask your school/teacher to help you
• visit the help pages on KentChoices
  www.kentchoices.co.uk
• Get in touch with the KentChoices team either through the website or by phone 03000 416 401
All our **DREAMS** can come true if we have the courage to pursue them.

- **Walter E. Disney**
Thank you