

Isle of Wight 14-19 area prospectus Common progression



Introduction

All 14 - 19 young people are now able to choose a course by applying on-line.

This leaflet will take you through the process for doing this. To help you apply, your school will supply you with a username and password.

Before you apply, it is important that you get careers advice on the route you have chosen to take.

If you need any more help or you have any problems with this process, please contact your school.

We wish you every success.

www.futures4me.com/iw



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Step 1: Registering

Visit www.futures4me.com/iw

- If you are a new user you can register by clicking on **my progression**. Fill out the details in the 'I have a username and password' box, using the details given to you by your school. Then click 'login'.
- If you already have a username and password you can just **login** as an existing user.



You are now registered and can start searching and applying for courses and training opportunities using **my progression**.

TOP TIP - It is a good idea to complete **my profile** as you will only need to enter your personal details once, for all applications.

Step 2: Looking at the prospectus

From the homepage the main way to search is to type what you are looking for into the search box. The site will then show results linked to any of these words. If you want your search to be more specific you are now able to search by age and/or location.

Alternatively you can search using one of the options below.

- Click on **multiple courses** - this will allow you to choose a number of courses and then search for providers offering that combination.
- Click on **browse subjects** - then click a subject to search.
- Click on the **providers tab** and **search now** - this will bring up a list of all the places that provide courses and training. Choose one of these providers and click **view courses**.

Use the different search methods to find a course that you are interested in.

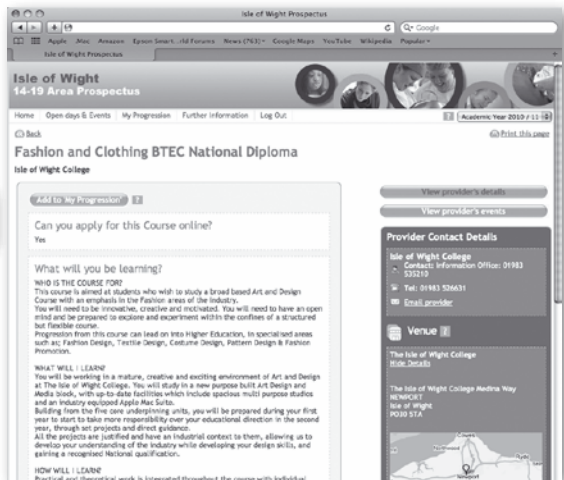
Step 3: Adding a course to **my progression**

- Find a course that you are interested in.
- From the course information page, click on;

add to my progression

This will save the details of your selected course.

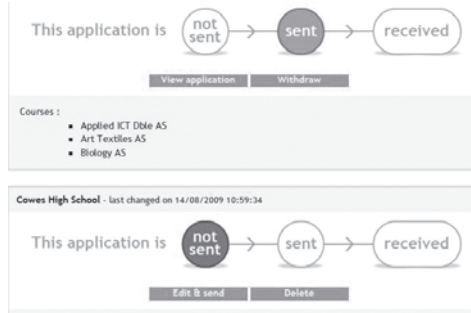
- Continue to search and add additional courses of interest in the same way.
- To see the courses you have added, click on **my courses**.



Step 4: Making an application

Once you have added the courses that you are interested in you can then start the application process.

- Once you have found a provider that offers the courses you are interested in, you can begin making an application.
- From the **my courses** page click **apply to this provider**.



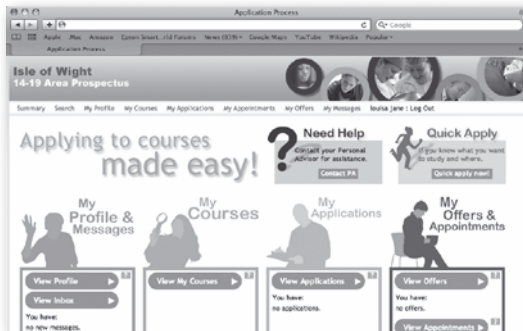
- Confirm which courses you would like to apply for and click **next**.
- Fill in your personal details on the application form and click **next**.
- Confirm the details of the course and click **submit**. Your choice has now been sent through to the provider.

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Step 5: Tracking your choices

You can check the progress of your choice(s) by selecting **summary**.
You will need to be logged in to do this.

- From here you can send a message to the course providers and ask for help from Connexions.
- You can view all the courses you have saved.
- You can view all the application forms that you have started.
- You can check to see if you have any appointments or offers, and see any conditions of those offers.
- You can accept and decline any offers that you receive.



Your Education Participation (Connexions) Centre

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www.iwight.com/connexions

Opening times:

Monday to Thursday

9.30 to 12.30pm, and 1 to 4.30pm

Friday

9.30 to 12.30pm, and 1 to 4pm

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