Guidance how to navigate around HelpYouChoose website (Norfolk Colleges and Sixth Form applications)

Dear Year 11 Students (and parents/carers),

HelpYouChoose is a valuable website for young people in Norfolk, providing information on post-16 courses, apprenticeships, work experience opportunities, and more.

If you're planning to apply to colleges or sixth forms in Norfolk (some Cambridgeshire institutions can be found there as well), please note that some institutions require applications to be submitted through the HelpYouChoose website.

However, while HelpYouChoose lists all Norfolk post-16 providers (including schools and colleges) some institutions have their own separate application systems. For example, Wymondham College manages its applications directly through its own website, not via HelpYouChoose.

I encourage all Year 11 students to start exploring their post-16 options early to ensure they are familiar with the relevant application processes and deadlines.

New to using Help You Choose? *Home (helpyouchoose.org)*

Look at the following video to help you set up an account, make an application, and find your way around.
https://www.helpyouchoose.org/resources/detail/how-to-log-into-your-help-you-choose-account-659

Logging in and your profile

- Students should have all received an Email from HelpYouChoose (noreply@eprospectus.co.uk) with their usernames and passwords
- Usernames are the student's school Email addresses.
    - Example student name: Anna Banana => abanana.20@wymcol.org
    - Password example: abanana.20@wymcol.org
- Please get in touch if you have not received the email with log in details it or struggling to log in (list of username and password have also been shared with tutors and careers advisor)
- Video to How to log into your Help You Choose account: Resource - How to log into your Help You Choose account
- Video how to complete your profile: Resource - How to complete your profile (helpyouchoose.org)

Applying for a course

- Video how to complete your application: Resource - How to complete your application (helpyouchoose.org)
- Apply to sixth forms, colleges and providers, this guide will help you to complete and send your application Resource - How to search for a sixth form or college course (helpyouchoose.org)

Things to do in the Autumn Term

- Use Help You Choose to **research your options** and **search for courses**
- Find out about **careers that interest you** and check entry requirements
- **Contact colleges, sixth forms and training providers** for information including a copy of their prospectus of post-16 courses
- Talk to your careers leader, adviser or tutor about your plans and for help in deciding what to do
- Go to **open days/evenings** at colleges, sixth forms and at other providers that you are interested in
- From 1st October apply online for **full-time courses** using Help You Choose
- Register with the **find an apprenticeship service** if you're looking for an apprenticeship or traineeship
- Contact **Armed Forces** if you want to join the Army, Navy, Air Force or Marines
- Make sure that you have a two year plan for your 16-18 education and/or training

Please feel free to get in touch if you have further questions or need further support.

Best wishes,

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