



PS16 applications – External Students

Go to – www.ps16.co.uk/register



To create a PS16 account,
visit

www.ps16.co.uk/register

Click local account

Positive Steps @16

Login Sign Up

Choose from one of our accounts below to find the one that's right for you and register.

Local account
You currently attend an Education or Training organisation (school, academy or pre 16 training provider) and live in the UK.
Local account

Out of Area/ Educated at Home
You do not currently attend an Education or Training organisation (school, academy or post 16 training provider) and live in the UK.
Out of area account

Overseas / Non UK
You are an international student and your home address is outside of the United Kingdom.
International account

Setting up



Click the drop down box and choose 'Out of Area or not listed'

Click 'Create a new account'

Follow the set up instructions

What next?



Before you begin any applications you need to complete information within 'Your Profile'
Click into 'Update your details'

Welcome back, [redacted]
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: Incomplete Update your details >	Your next step Where you plan to go after year 11? Status: Incomplete Change destination >	Your Applications Management centre. Create or Review applications >
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At a glance...
Everything you need to know about in one handy place.

- Your Profile**
Why not get your profile started?
- Applications**
You haven't created an application yet.

Tools
This is where you can access additional packages.

Message centre You have 0 new messages. Create a new message > View your inbox >	Your favourites Add and remove saved courses. Manage your list (0) >
---	---

Privacy & personalisation
Your data and preferences that help make our services more useful to you.

Account Settings View your options >	Privacy Settings View your options >
--	--

Information Required



You need to work through each of the sections to fill in missing information about yourself – start in the Personal Details section and work through each one. Some of the information is already preloaded Please fill in ALL the missing information.

Each section will turn green after you've filled out all of the necessary information. Once they are all green, you can click 'back to your account'

****Your predicted grades will be automatically uploaded into the Qualifications section****

****Once your personal statement has been checked by your form tutor, copy and paste it into the Personal Statement section****

← Back to your account

This is all about you, [Redacted]

In order to complete your profile, please work through and complete each of the sections.

Personal Details Information about you. Status: Incomplete Update details >	Address Information about where you live. Status: Incomplete Update details >	Health Information about your health. Status: Incomplete Update details >	Parental Information Contact details of your parent, carer or guardian. Status: Incomplete Update details >
Qualifications List all your qualifications from secondary education onwards. 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 >	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 >

What's next?
Once your profile is complete you can create an application or use your other tools.

Print your profile Create a PDF >	Add courses to favourites Search courses >	Create an application View applications >
---	--	---

Your next step



Once 'Your profile' has been completed (and turned green), click 'Change destination' in the Your next step section

Welcome back, [redacted]
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 Part of your information. Status: Complete Update your details >	Your next step Where you plan to go after year 11? Status: Incomplete Change destination >	Your Applications Management centre. Create or Review applications >
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At a glance...
Everything you need to know about in one handy place.

- 1 Your Profile**
Why not get your profile started?
- 0 Applications**
You haven't created an application yet.

Tools
This is where you can access additional packages.

Message centre You have 0 new messages. Create a new message > View your inbox >	Your favourites Add and remove saved courses. Manage your list (0) >
---	---

Privacy & personalisation
Your data and preferences that help make our services more useful to you.

Account Settings View your options >	Privacy Settings View your options >
--	--

Your next step



Click in the drop down box and you will see the following options listed –

- Full time education – different school or FE College
- Full time education – same school
- Job – Definite place
- Job – No definite place
- Not set
- Other destination
- Traineeship or study programme
- Training/Apprenticeship – Definite place
- Training/Apprenticeship – No definite place

The screenshot shows a form titled "Your next step" with a sub-header "Let us know what your plans are for next year". Below this is a question "What is your intended destination? *". A dropdown menu is open, showing "Please Select..." with a downward arrow. Below the dropdown are two buttons: "Save and continue" (a teal button) and "Cancel". At the top left of the form area is a link that says "< Back to your account".

Select whichever option you are choosing and click 'Save and continue'.

Once you've done this, click 'Back to your account'

How to find courses



Firstly, you need to click into
'Opportunities'



Positive Steps @16

Get In Touch [Your account](#)

Home [Opportunities](#) [News](#) [Events](#) [Help & Guidance](#)

Your account

Get the most out of all the PSI6 services you use.

Welcome back, [redacted]

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.

Component	Status	Action
Your profile A record of your information.	Incomplete	Update your details
Your next step Where you plan to go after year 11?	Incomplete	Change destination
Your Applications Management centre.		Create or Review applications

At a glance...

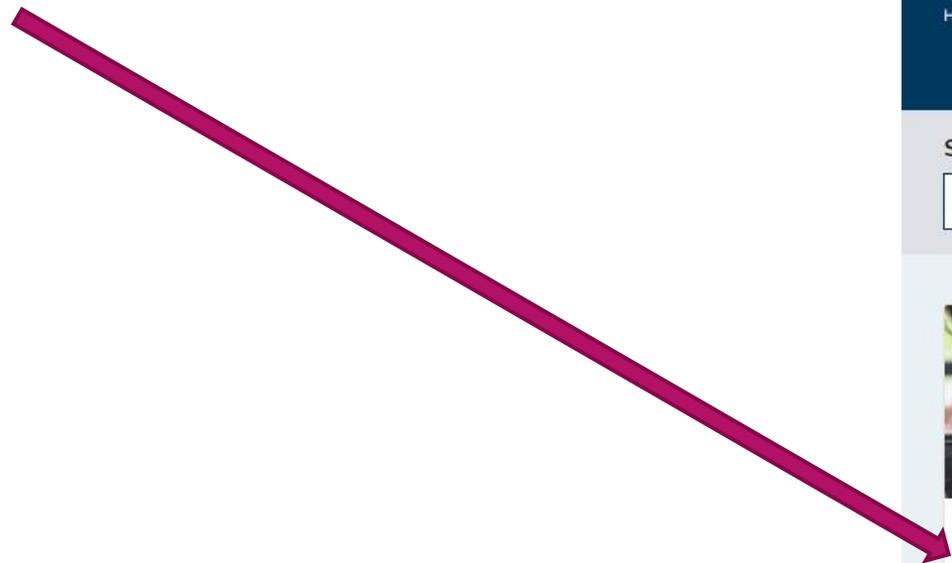
Everything you need to know in one handy place.

- Your Profile**
Why not get your profile started?
- Applications**
You haven't created an application yet.

How to find courses



Next, click into 'Full time courses'



Opportunities

Helping you to make the right choice.



Search for courses

What do you want to study?

Full time courses



Full time courses

Browse our range of both vocational and academic courses and get your career off to a flying start.



Employer apprenticeship vacancies

Use this search to look for current vacancies.



Jobs

Browse our range of courses

How to search for courses



You can search for courses in a number of ways.

Type the course in the search bar

Click

By provider

By Sector

By Qualification

By Level

By Area

Home Opportunities News Events Help & Guidance

Full time courses

Course finder

Search for courses

 [Search](#)

Not quite sure what you're looking for or where to start? Try searching...

[By Provider](#) [By Sector](#) [By Qualification](#) [By Level](#) [By Area](#)

Courses by provider



All of the providers in PS16 are listed here. Click into whichever provider you want to investigate further (For this guide/example, we will look at St Paul's)

Full time courses
Search by provider

← Back to Search

Filter by A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Reset

 Advanced Football Development Academy College	 Beauchamp City Sixth Form Sixth Form	 Beauchamp College School with 6th form
 Bradgate Sixth Form Sixth Form	 Brookvale Groby Learning Campus School with 6th form	 Cedars Martin Sixth Form College Academy with 6th form
 Countesthorpe Academy School with 6th form	 English Martyrs Catholic School Academy with 6th form	 FSD Academy College
 Gateway Sixth Form College College	 Heart of England Training Training Provider	 Leicester College College with learners
 Loughborough College College	 Lutterworth College Academy with 6th form	 New College Leicester School with 6th form
 North Warwickshire and South Leicestershire College College	 SMB College Group College	 St Pauls Catholic School Academy with 6th form

How to search for courses



Once you've clicked into your chosen institution you will be shown a list of courses offered by the provider.

Some providers will have lists of more than 100 courses. You can filter them down more by using the filters here.

Full time courses

Course listing

Showing 30 out of 30 available courses.

Filters

Select the type of course you're interested in to filter your results.

Search by keyword

2022-2023

All Areas -

- All Qualifications -

- All Sectors -

- All Levels -

St Pauls Catholic School

Apply filters



St Pauls Catholic School

Spencefield Lane, Leicester , Leicester, Leics, LE5 6HN

More information >



A Level: Applied Science

St Pauls Catholic School

GCE A/AS Level or Equivalent Level 3



A Level: Applied Science

St Pauls Catholic School

GCE A/AS Level or Equivalent Level 3



A Level: Art and Design

St Pauls Catholic School

GCE A/AS Level or Equivalent Level 3



A Level: Art and Design - (Photography)

St Pauls Catholic School

GCE A/AS Level or Equivalent Level 3

Choosing Favourites

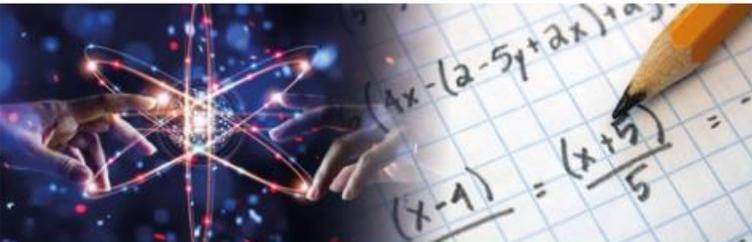




A Level: Applied Science

St Pauls Catholic School
Spencefield Lane, Leicester, Leicester, Leics, LE5 6HN

GCE A/AS Level or Equivalent Level 3 137



Available start dates

01 September 2022
St Pauls Catholic School [Add to Favourites](#)

01 September 2022
St Pauls Catholic School [Add to Favourites](#)

⚠️ Please make sure you add all your course choices for this provider to your application form as they only accept one application per candidate.

Course Summary

Course Details

How will it be delivered?

Entry requirements

The standard offer for all A level programmes is 5 subject passes at Grade 5. This must include English Language and Maths. For some subjects such as Further Maths, Science and Psychology, there will be additional requirements.

Your next steps...

Once you've clicked into a course you're interested in, you will find all the important information such as course summary, course details, entry requirements etc.

You can add as many subjects to your favourites as you want.

You can do this for as many providers as you choose.



A Level: English Literature

St Pauls Catholic School
Spencefield Lane, Leicester, Leicester, Leics, LE5 6HN

GCE A/AS Level or Equivalent Level 3 124



Available start dates

01 September 2022
St Pauls Catholic School 1 Year(s) Full time Daytime/working hours £ NULL [Add to Favourites](#)

⚠️ Please make sure you add all your course choices for this provider to your application form as they only accept one application per candidate.

Course Summary

The study of English literature at Advanced level encompasses the study of prose, poetry and drama from the time of Shakespeare to the present day.

The subject is a rewarding experience for students who love reading. It furnishes students with skills of analysis, interpretation, discussion, decision making and research.

Course Details

Specifications For Year 12
Paper 1: Literary Genres: Drama

What's Assessed:

Choice of two options: Option 1A:
Aspects of Tragedy

Adding Favourites



Available start dates

01 September 2022
St Pauls Catholic School

01 September 2022
St Pauls Catholic School

Please make sure you add all your course choices for this provider to your application form as they only accept one application per candidate.

Course Summary

Course Details

How will it be delivered?

Entry requirements

The standard offer for all A level programmes is 5 subject passes at Grade 5. This must include English Language and Maths. For some subjects such as Further Maths, Science and Psychology, there will be additional requirements.

After you've added a subject to favourites, click OK.

Once you added your favourite subjects from all of your chosen providers, click back to Your Account.

Spencefield Lane, Leicester, Leicester, Leics, LE5 6HN

GCE A/AS Level or Equivalent | Level 3 | 124

Available start dates

01 September 2022
St Pauls Catholic School | 1 Year(s)

Please make sure you add all your course choices for this provider to your application form as they only accept one application per candidate.

Course Summary

The study of English Literature at Advanced level encompasses the study of prose, poetry and drama from the time of Shakespeare to the present day.

The subject is a rewarding experience for students who love reading. It furnishes students with skills of analysis, interpretation, discussion, decision making and research.

Course Details

Specifications For Year 12

Paper 1: Literary Genres: Drama

Starting your application



So now you've found the providers and subjects you want to apply for, you need to create a new application.

To start a new application, or continue with a previous one, you need to click 'Create or Review applications' in the 'Your Applications' box.

Your account
Get the most out of all the PSIB services you use.

Welcome back [redacted]
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.

Profile	Your next step	Your Applications
A record of your profile details. Status: incomplete	Where you plan to go after year 11? Status: incomplete	Management centre.
Update your details >	Change destination >	Create or Review applications >

Tools
This is where you can access additional packages.

Message centre	Your favourites
You have 0 new messages .	Add and remove saved courses.
Create a new message >	Manage your list (3) >
View your inbox >	

Privacy & personalisation
Your data and preferences that help make our services more useful to you.

Starting your application



You've already completed Step 1 and Step 2 by choosing your favourites. If you want to add more you can also access the course search facility by clicking here (and following the previous steps)

When you are ready to create an application, click 'Create a new application'

Your applications
Create a new application or check an existing one.

[← Back to your account](#)

Hi [redacted] you've got this!
You can create a new application or review your existing applications.

To create an application follow these steps.

Step 1
Find
Search for a course that interests you.

Step 2
Add
Add the course to your favourites list.

Step 3
Apply
Click 'Create a new application' and get started.

Standard Application
This is the most popular application and can be used for any provider.

[new application](#)

At a glance...
Everything you need to know about in one handy place.

0 Applications
You haven't created an application yet.

Choose your provider



The first step will be to choose which provider your application will be sent to. By clicking here  you will be presented with a list of providers within Leicester and Leicestershire that accept applications via PS16.

If you do not see your chosen provider here, contact Mrs McDonagh.

Choose a provider

Select the provider for this application.

 let's pick the provider you're applying to.

Choose from the list below.

Please select...

Save and continue

Cancel

Adding courses to your application



For the purposes of this guide, you need to imagine that the boxes here, have all been completed and are showing green

To add your course choices for the application click 'Add/remove courses'

Draft application
St Pauls Catholic School (326480)

< Back to your applications

Are you ready [redacted]

Your Application ID is 326480. If you have any problems, please refer to this number.

⚠ This application has not been sent yet.

Personal Details Status [red progress bar] Update details >	Address Status [red progress bar] Update details >	Health Status [red progress bar] Update details >	Parental Information Status [red progress bar] Update details >
Qualifications Status [red progress bar] Update details >	Work Experience Status [red progress bar] Update details >	Personal Statement Status [red progress bar] Update details >	Equality and Diversity Status [red progress bar] Update details >
Course Choices No course chosen. Status [red progress bar] Add/remove courses >	Review & Send Your Application Status [red progress bar] Send application >		

Adding courses to your application



Here you will see any courses you have 'favorited' for your chosen provider

You need to now add your chosen courses to your application (the list here can be longer depending on how many courses you have added to your favourites for the particular provider.

When you have decided which courses you want to submit, click 'Add course'

Course choices
For St Pauls Catholic School (328480)

< Back to your application

It is time to choose...
Select each course you would like to include in your application.

1. Add course from your favourites list.

St Pauls Catholic School	
A Level: Applied Science (01/09/2022)	Add course
A Level: English Literature (01/09/2022)	Add course
GCSE: Mathematics (01/09/2022)	Add course

2. Double-check your choice and order by preference.
Please note - any courses with a red background are no longer available and need to be removed from your application.

Until you add at least one course, you cannot progress with your application.

Adding courses to your application



For each course that you are adding to your application, you will need to confirm for the course to be added by clicking 'Add course'

The screenshot displays a user interface for adding courses. At the top, there is a heading "It's time to choose..." followed by the instruction "Select each course you would like to include in your application." Below this, a list of courses is shown, each with an "Add course" button. The first course is "A Level: Applied Science (01/09/2022)". A modal dialog box is open over this course, titled "Add Course", with the question "Are you sure you want to add A Level: Applied Science?". The dialog has two buttons: "Add Course" (highlighted in green) and "Cancel". A pink arrow points from the text on the left to the "Add Course" button in the dialog. Below the first course, two other courses are visible: "A Level: English Literature (01/09/2022)" and "GCSE: English (01/09/2022)", each with its own "Add course" button.

Adding courses to your application



Once you have added all of the courses you would like to submit to the provider in your application, you will see they have moved.

You can now double check your choices and order them in preference – this is particularly important when you are applying for more than 3 A levels due to you not being too sure of your final decisions.

You can also remove a course if you change your mind by clicking here

You will need to write a short paragraph/couple of sentences here to explain why you have chosen the course/s – this is where you can be more specific toward the provider and courses you have applied to. Don't forget to click Save and continue!

1. Add a course from your favourites list.

St Pauls Catholic School

A Level: Applied Science (01/09/2022)	Unavailable
A Level: English Literature (01/09/2022)	Unavailable
GCSE: English (01/09/2022)	Unavailable

2. Double-check your choice and order by preference.

Please note - any courses with a red background are no longer available and need to be removed from your application.

St Pauls Catholic School

1	A Level: Applied Science (Level 3)	↑	↓	🗑️
2	A Level: English Literature (Level 3)	↑	↓	🗑️
3	GCSE: English (Level 2)	↑	↓	🗑️

3. Why have you chosen the course(s)?

For example, they will lead to a type of career, it's an area that you are interested in etc. If you have chosen different types of courses, you should also explain why. Don't feel you have to write too much here.

I want to study these courses at St Paul's as in the future I want to be a teacher and these will help me achieve the course I would like to take at University

Save and continue Cancel

Reviewing and sending your application



Once you have added your course choices to your application, you will return to your application page.

If you are happy with your choices and that you have added all of the necessary (and missing) information, click 'Send application' in the Review & Send your Application box.

← Back to your applications

Are you ready, [redacted]

Your Application ID is 326460. If you have any problems, please refer to this number.

⚠ This application has not been sent yet.

Personal Details Status: Update details >	Address Status: Update details >	Health Status: Update details >	Parental Information Status: Update details >
Qualifications Status: Update details >	Work Experience Status: Update details >	Personal Statement Status: Update details >	Equality and Diversity Status: Update details >
Course Choices You have 3 courses Status: Add/remove courses >	Review & Send Your Application Status: Send application >		

Review your application



Firstly you will be taken through your application. Take some time to review all of the information you have added – this is your chance to make sure everything is correct.

Scroll through each section. If you need to make any changes, there is an edit button at the end of each of the sections.

Send application

St Pauls Catholic School (326460)

Review your details

Take your time to check all the information is correct.

Personal Details

Forename(s)

Surname (family name)

Preferred Forename

Preferred Surname

Date Of Birth

Home Phone No.

Tel/Mobile

Personal Email Address

School Email Address

Legal Gender

Submitting your application



After you have reviewed all of your information and scrolled to the bottom of your page, you will come to the preference box. You need to state whether the application you are submitting is your 1st, 2nd or 3rd choice – even if you are only submitting one application overall, you need to state it is your 1st choice.

If you need additional support for your college interview, change this to 'Yes'

You will now need to read and tick the two consent boxes.

Finally – once you are happy with your application, click 'Send your application'

The screenshot shows a form with the following sections:

- Preference**
 - Application Preference: A dropdown menu with "Please Select..." selected.
- Additional support**
 - Will you need support at your College interview?
If you answer yes to this question, the college may contact you for further information.
A dropdown menu with "No" selected.
- 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 Leicester City 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 reviewed the application, I'm satisfied with the contents and wish to send it to the provider.
- At the bottom, there are two buttons: "Send your application" (green) and "Cancel" (grey).

Red arrows from the text on the left point to the "Application Preference" dropdown, the "Will you need support..." dropdown, the two consent checkboxes, and the "Send your application" button.