

Applying for Ivybridge Sixth Form via Options Online

User Guide

Notes:

- All applications are made Online via SIMS Options Online.
- Only log-on to complete your application once you are sure on your choices.
- Once you have saved these, you cannot go back and edit them.
- If you want to make any changes once you have saved your choices in Options Online, but before your informal interview, this can be done via Mrs Nichols in the Sixth Form Office by emailing KS5office@ivybridge.devon.sch.uk or by calling 01752 891774.

Step 1:

Once you are ready to complete your application, students should log on to their College email account and find the email from Capita/SIMS. Click on the link to activate your account for the online portal.



Devon Test School 1 is inviting you to join SIMS Online Services, their new online portal. You can register for the following services:

- SIMS Student
- SIMS Options

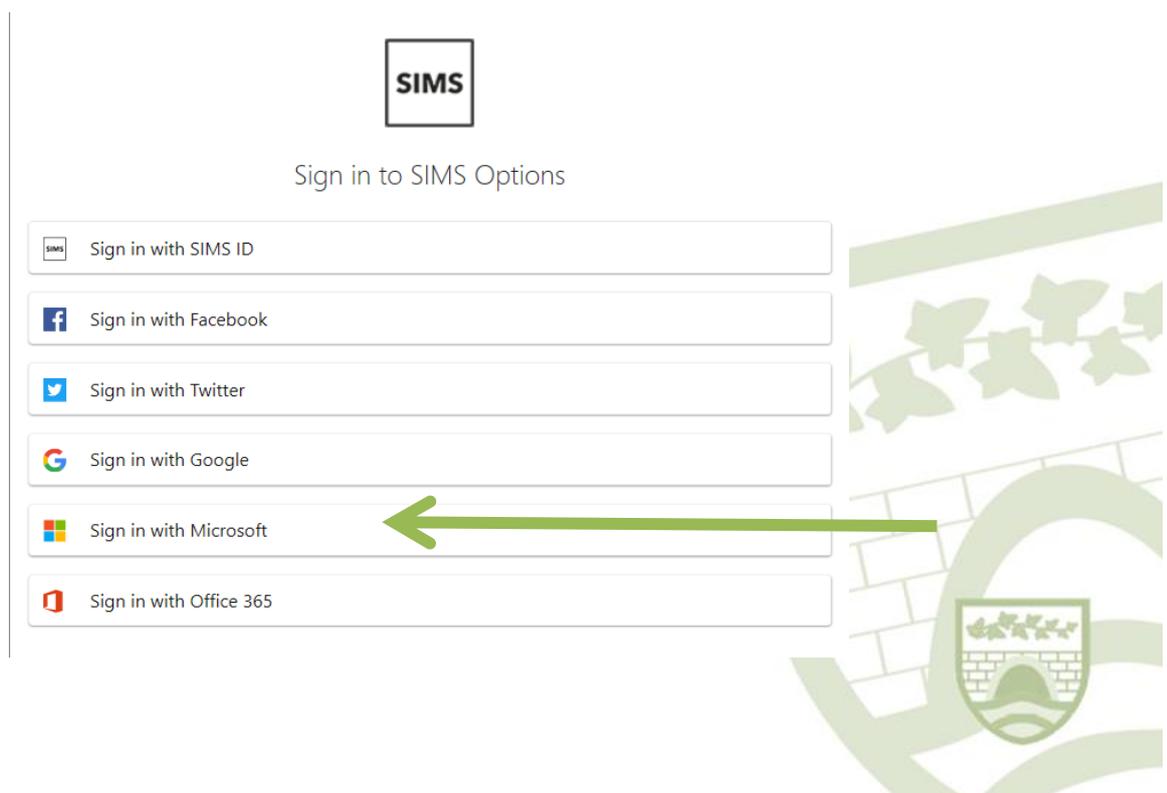
To join, simply [click this link](#). The link is valid for the next 90 days.

You can register to sign in with your existing credentials with any of the below account providers:

- Microsoft/Office 365

Step 2:

When prompted, please choose to sign in using Microsoft.



Step 3:

Make your choices! Read the guidance at the top carefully...You should either choose A Levels/Diplomas OR an Extended Diploma (Uniformed Protective Services or Sports Development)

If you choose A Levels/Diplomas, please choose three from the courses listed. A fourth subject or a 1-year AS subject (EPQ, Core Maths, AS Languages) can then be added if you wish, but this is not compulsory. You should then include one reserve subject.

If you would like to apply for one of the Extended Diplomas, please choose either Sports Development or Uniformed Protective Services. This will be the only choice you need to make. You are unable to choose any further subjects to study alongside an Extended Diploma.

Students should choose to study either:

3 or 4 A Level/Diploma options from the courses listed,
plus one reserve subject.

OR

An Extended Diploma (Uniformed Protective Services or Sport) ONLY,
no additional subjects can be studied alongside either of these subjects.

Please note: Advanced Subsidiary French and Spanish, Core Maths and EPQ are AS options completed in Year 12. These must be chosen alongside 3 other subjects.

All Courses			
You have chosen 0 of 4 courses and 0 of 1 reserves from this list			
A Business BTSC Level 3 Certificate	Reserve	A Level English GCE Advanced Two Year Course	Reserve
Applied Sc BTSC Level 3 Extended Certificate	Reserve	Art GCE Advanced Two Year Course	Reserve
Bus.St. GCE Advanced Two Year Course	Reserve	Chemistry GCE Advanced Two Year Course	Reserve
		Computer Studies GCE Advanced Two Year Course	Reserve
		Applied Psychology BTSC Level 3 Extended Certificate	Reserve
		Biology GCE Advanced Two Year Course	Reserve

My Choices in Order of Preference (Total Choices: 0)

To change your order of preference select a choice and click the position in the list you would like to move it to.

No courses selected.

My Reserves in Order of Preference (Total Reserves: 0)

To change your order of preference select a reserve and click the position in the list you would like to move it to.

Read the guidance carefully...

Students should choose to study either:
3 or 4 A Level/Diploma options from the courses listed,
plus one reserve subject.

OR

An Extended Diploma (Uniformed Protective Services or Sport) ONLY,
no additional subjects can be studied alongside either of these subjects.

Please note: Advanced Subsidiary French and Spanish, Core Maths and EPQ are AS options completed in Year 12. These must be chosen alongside 3 other subjects.

Once you have chosen your main course(s), they go BLUE. Your reserve (if applicable) will be ORANGE. To deselect a subject, simply click it again. All choices will be shown in the top right hand of the screen.



All Courses

You have chosen 3 of 4 courses and 1 of 1 reserves from this list

A Business BTSC Level 3 Certificate	Reserve	A Level English GCE Advanced Two Year Course	Reserve	Applied Psychology BTSC Level 3 Extended Certificate	Reserve
Applied Sc BTSC Level 3 Extended Certificate	Reserve	Art GCE Advanced Two Year Course	Reserve	Biology GCE Advanced Two Year Course	Reserve
Bus.St. GCE Advanced Two Year Course	Reserve	Chemistry GCE Advanced Two Year Course	Reserve	Computer Studies GCE Advanced Two Year Course	Reserve
Criminology BTSC Level 3 Certificate	Reserve	Dance GCE Advanced Two Year Course	Reserve	Design GCE Advanced Two Year Course	Reserve
Drama GCE Advanced Two Year Course	Reserve	Economics GCE Advanced Two Year Course	Reserve	En. Lit GCE Advanced Two Year Course	Reserve
EPQ GCE Advanced Two Year Course	Reserve	Film Studies GCE Advanced Two Year Course	Reserve	Further Ma GCE Advanced Two Year Course	Reserve
French AS GCE Advanced Subsidiary Revised	Reserve	French GCE Advanced Two Year Course	Reserve	Geography GCE Advanced Two Year Course	Reserve
Health and Social Care BTEC Extended Certificate Level 3	Reserve	History GCE Advanced Two Year Course	Reserve	I.T. Cambridge Technicals Intro Diploma Level 3	Reserve
Maths GCE Advanced Two Year Course	Reserve	Maths Core GCE Advanced Subsidiary	Reserve	Music RSL BTSC Level 3 Subsidiary Diploma	Reserve
Med.St GCE Advanced Two Year Course	Reserve	Music GCE Advanced Two Year Course	Reserve	Performing Arts RTPF Extended Certificate Level 3	Reserve

My Choices in Order of Preference (Total Choices)

To change your order of preference select a choice and click the position in the list you would like to move it to.

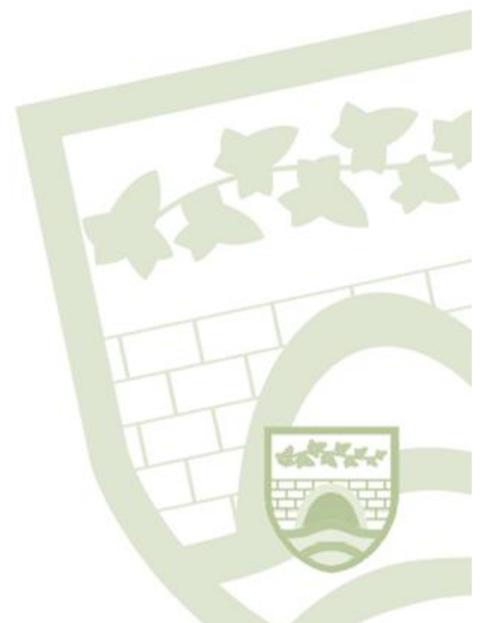
- 1 Chemistry GCE Advanced Two Year Course All Courses
- 2 Maths GCE Advanced Two Year Course All Courses
- 3 History GCE Advanced Two Year Course All Courses

My Reserves in Order of Preference (Total Reserves)

To change your order of preference select a reserve and click the position in the list you would like to move it to.

- 1 Design GCE Advanced Two Year Course All Courses

Your choices are then highlighted and summarised on the right



NOTE that the official names of some subjects in SIMS Options Online differ from the names on the Course Descriptors/in the Prospectus. Please refer to the list below to ensure you are choosing the correct courses.

Course	Name of Course in Options Online
Applied Business	A Business
Applied Science	Applied Sc
Applied Psychology	Applied Psychology
Art, Craft & Design	Art
Biology	Biology
Business	Bus.St.
Cambridge Technical Extended Certificate in IT	I.T.
Chemistry	Chemistry
Computer Science	Computer Studies
Core Mathematics (AS)	Maths Core
Criminology	Criminology
Dance	Dance
Design and Technology: Product Design	Design
Drama	Drama
Economics	Economics
English Language and Literature	A Level English
English Literature	En. Lit
Film Studies	Film Studies
French AS	AS French
French	French
Further Mathematics	Further Ma
Geography	Geography
Health and Social Care	Health and Social Care
History	History
Mathematics	Maths
Media Studies	Med.St
Music	Music
Music RSL	Music RSL
Performing Arts	Performing Arts
Photography	Photograph
Physical Education	Phys. Ed.
Physics	Physics
Politics	Politics
Psychology	Psychology
Uniformed Protective Services	Uniformed Protective Services
Religious Studies	Religious Studies
Sociology	Sociology
Spanish	Spanish
Extended Diploma in Sport	Sports Development
Textiles Design	Textiles



Step 4:

Check your choices are correct and then add in any supporting/additional information you would like to know (about your suitability for the courses/possible career plans) in the **Student Comments** box. You do not need to click the **Parent/Carer Approval** - this function is disabled.



The screenshot shows two sections of a form. The top section is titled 'Student Comments' and contains a text area with the placeholder text 'Add any comments here'. The bottom section is titled 'Parent/Carer Approval' and contains a checkbox labeled 'Parent/Carer Approval' which is currently unchecked.

Step 5:

Once you are done, click the SAVE  button at the top of the page.

Thank you!

Your application is now complete. We will contact you after the deadline of Wednesday, 27 January to confirm receipt of your application and to advise you of the date of your informal interview. These will take place during the week commencing Monday, 8 February.

If you would like to make any changes before this date, please use the contact details at the beginning of this User Guide.

