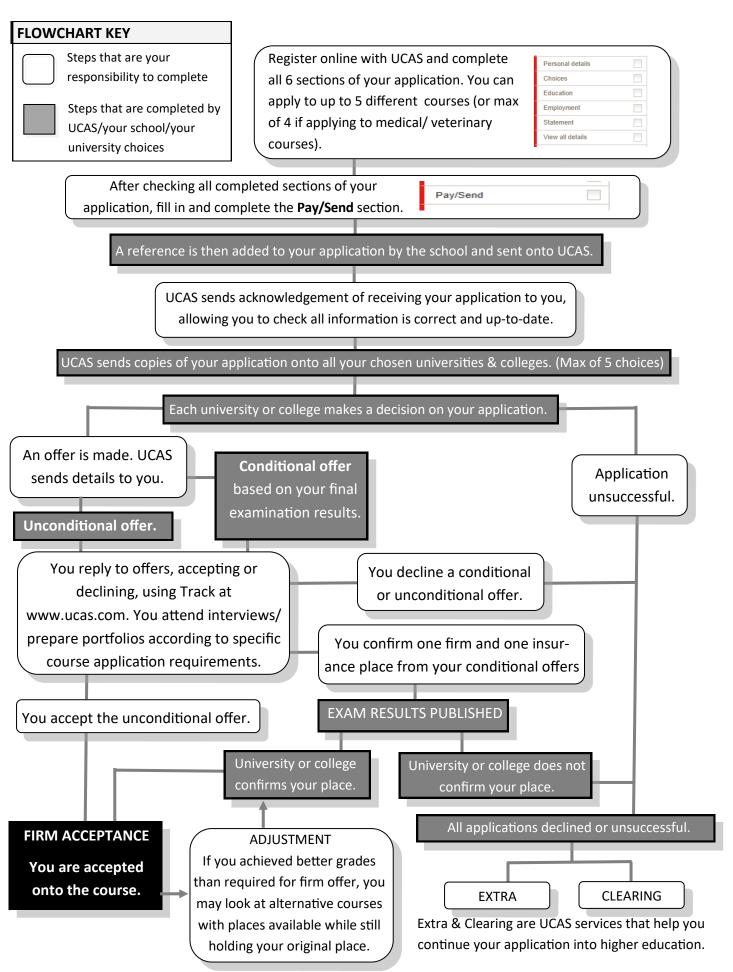


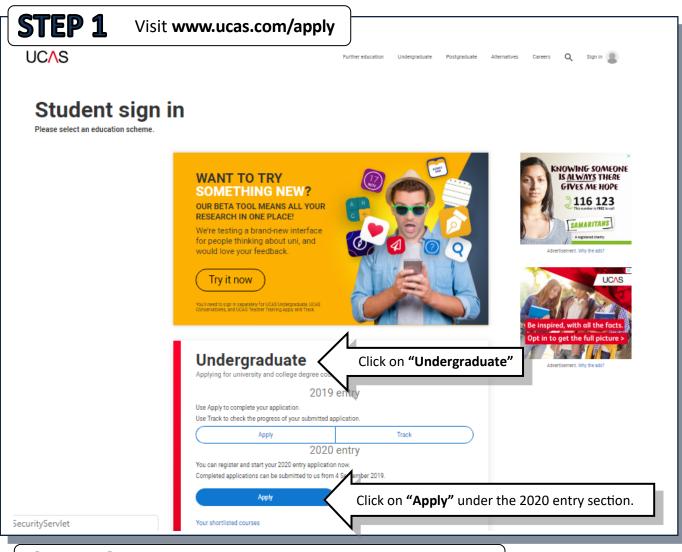
# UCAS & HIGHER EDUCATION GUIDE

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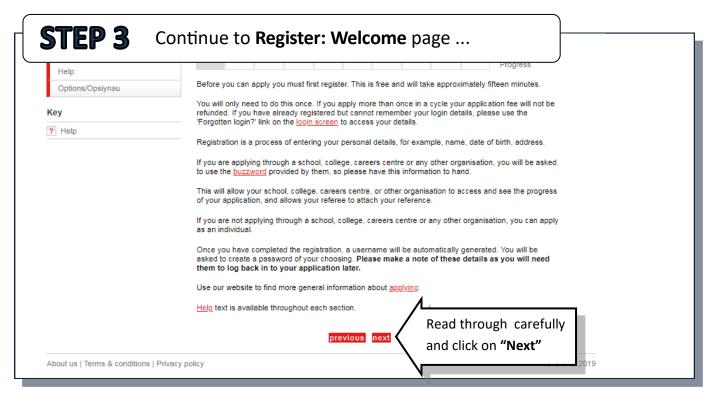
# HOW UCAS WORKS

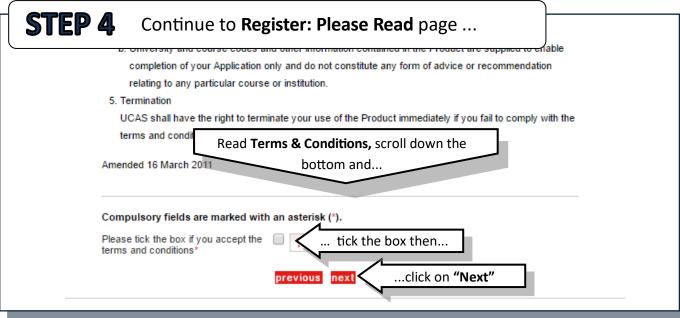


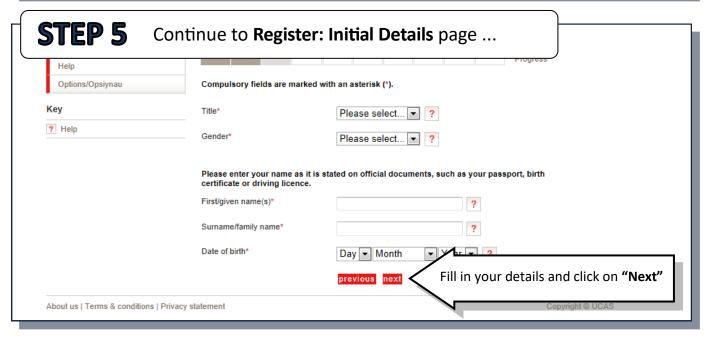
# REGISTERING WITH UCAS: IN 12 EASY STEPS

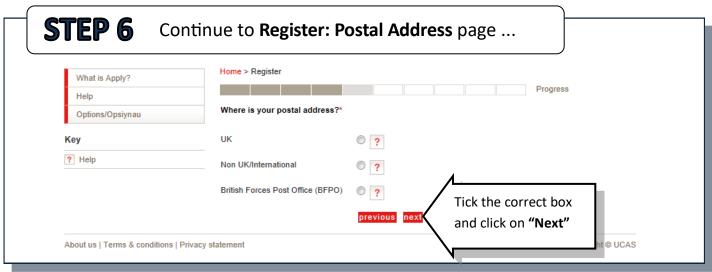


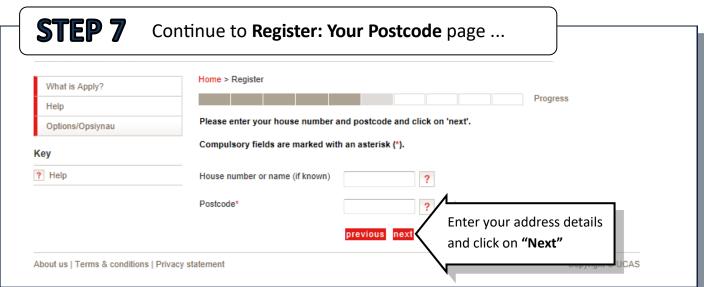
STEP 2	Continue to the <b>Register and log in</b> page Contact us   Help   Print page
apply	Register and log in
What is Apply?	Home > Register and log in
Help English ▼  Key  Help	Log in  If you have already registered, please enter your username and password below to log in. You must enter your username in lower case and your password in the same of se you used to register.  Username  Password  Iog in
	Register
Version 15.1.0-master-1	If you have not registered for 2020 entry, please click the 'register' button to use this service. You only need to register once. If you apply more than once had cycle your application fee will not be refunded.  Click on "Register".
About us   Terms & condit	ions   Privacy policy © UCAS 2019

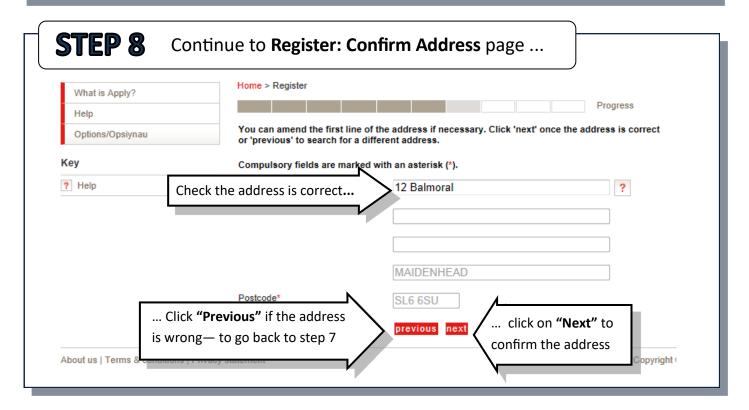


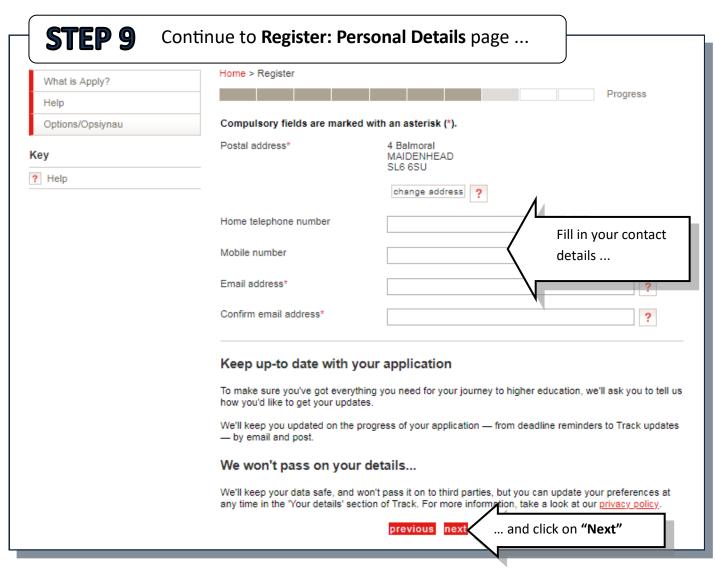


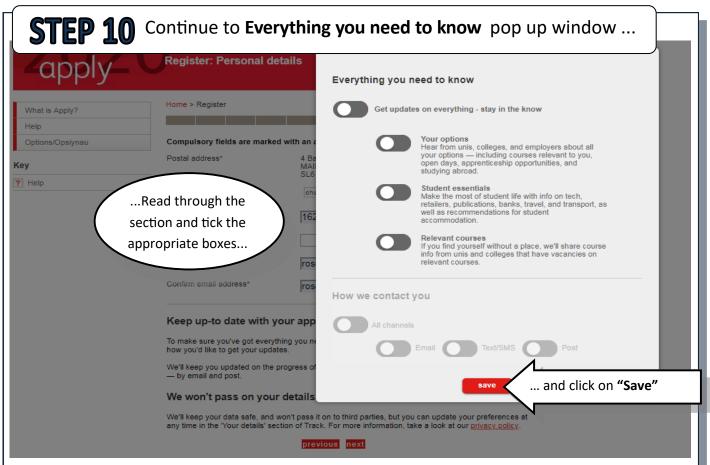




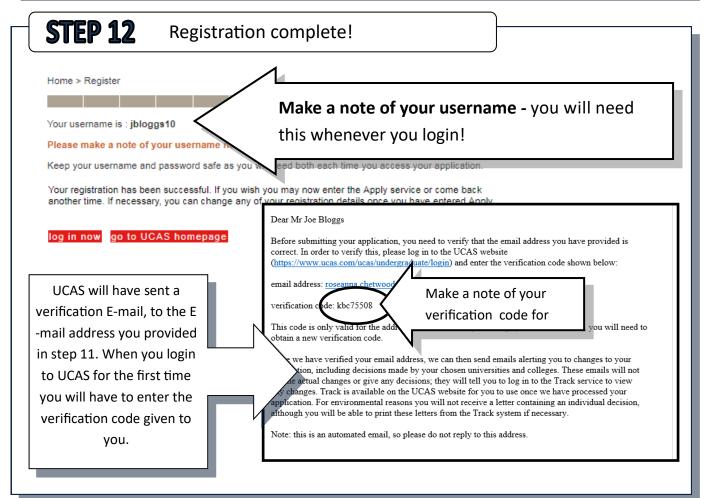








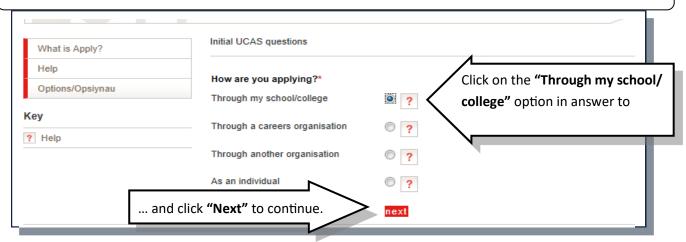
	Home > Register		
			Progress
		d choose 4 unique security questions together vose answers which might cause offence.	vith their appropriate
	Compulsory fields are mark	ed with an asterisk (*).	
Read the password	Your password must:		
criteria	<ul> <li>contain at least one nu</li> </ul>	case letter (a—z) and one uppercase letter (A—Z)	
,	Our guidance will help you ch	oose a secure password.	
create an	Please make a note of your p	assword now, as it will not be displayed at a later sta	age.
appropriate password	Password*	?	
and make a note of it	Confirm password*		
in a safe place	cannot be easily guessed by	remember the answers to your security question y others. If you lose or forget your password you tions in order to identify you.	
• •	Security question 1*	Please select	₹ ?
	Your answer*	?	
Choose 4 security	Security question 2*	Please select	₹ ?
questions & fill in	Your answer*	?	
memorable	Security question 3*	Please select	▼ ?
answers	Your answer*	?	
	Security question 4*	Please select	₹ ?
y .			



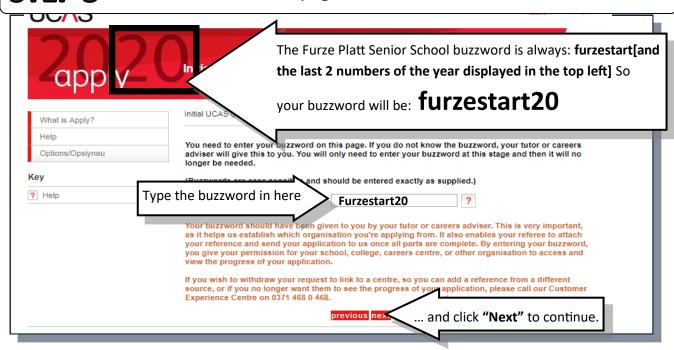
# LOGGING INTO UCAS FOR THE FIRST TIME & VERIFYING YOUR E-MAIL

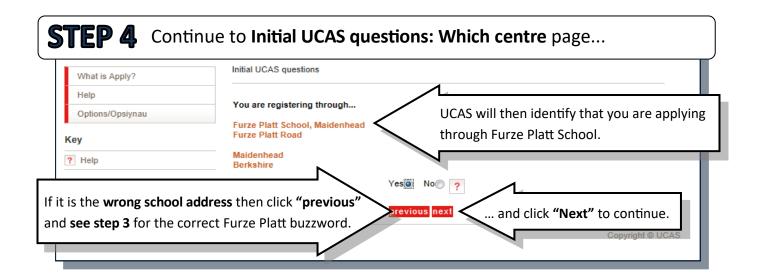
## Visit www.ucas.com/apply and follow the first step on page 3 of this STEP 1 guide until you reach the webpage shown below. What is Apply? Log in English -If you have already registered, please enter your username and password below to log in. You must enter your username in lower case and your password in the same of Enter your UCAS username ? Help Username jbloggs75 and password which you made a note of earlier. ••••• Then click "Log In" log in

# **STEP 2** Continue to **Initial UCAS questions: How are you applying** page...

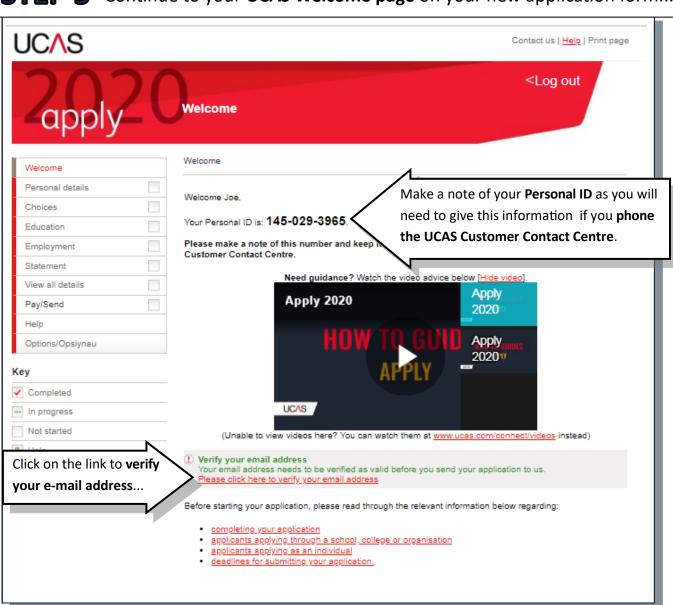


# **STEP 3** Continue to **Buzzword** page...

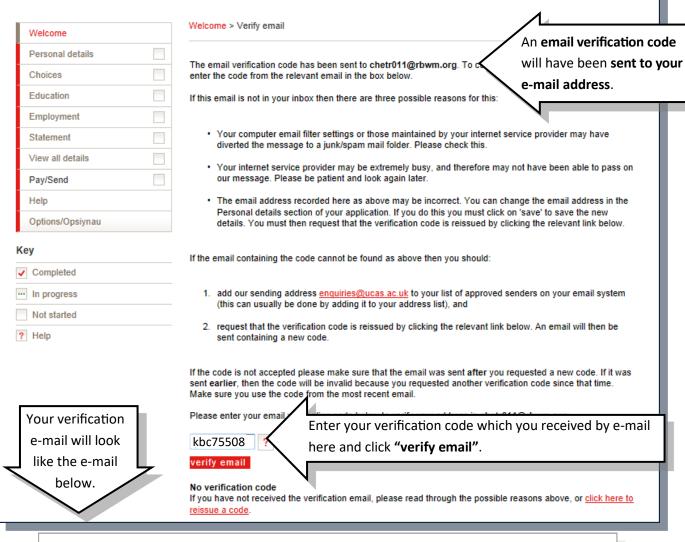




# **STEP 5** Continue to your **UCAS Welcome page** on your new application form...



# **STEP 6** Continue to **Verify email: Enter code** page...



Dear Mr Joe Bloggs

Before submitting your application, you need to verify that the email address you have provided is correct. In order to verify this, please log in to the UCAS website (<a href="https://www.ucas.com/ucas/undergraduate/login">https://www.ucas.com/ucas/undergraduate/login</a>) and enter the verification code shown below:

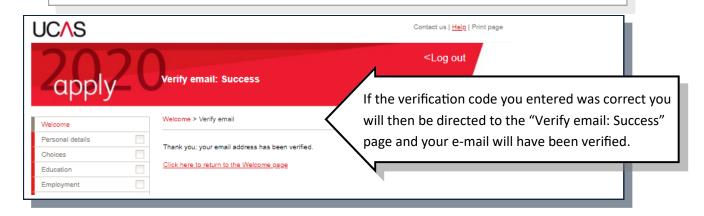
email address: roseanna.chetwood@furzeplatt.net verification code: kbc75508 Ma

Make a copy of your verification code

This code is only valid for the address shown above. If you change your email address, you will need to obtain a new verification code.

Once we have verified your email address, we can then send emails alerting you to changes to your application, including decisions made by your chosen universities and colleges. These emails will not list the actual changes or give any decisions; they will tell you to log in to the Track service to view any changes. Track is available on the UCAS website for you to use once we have processed your application. For environmental reasons you will not receive a letter containing an individual decision, although you will be able to print these letters from the Track system if necessary.

Note: this is an automated email, so please do not reply to this address.



# FILLING IN YOUR UCAS APPLICATION

## THE 6 SECTIONS OF YOUR APPLICATION

Your UCAS application is divided into 6 main sections. The first 5 sections can be completed in any order and in as many different sittings as you require - just make sure you click the save button before you close the window down. Below is a table of what kind of information you can expect to fill in for each section.

# use the help button (1991) by each question, if you are unsure what to write.



## **PERSONAL**

## **DETAILS**

First section will ask for basic personal details such as your full name, address, contact details, date of birth and nationality.

#### Please Note:

- 1. You will want to select the **Fee Code 02** as this states you are from the EU and are eligible for a student loan. Visit www.gov.uk/student-finance for more information on student loans.
- 2. For **Nominated Access** select the "a Parent or Guardian" option.

## **CHOICES**

In choices section you will be asked to fill in your University choices with the corresponding courses. You can apply to up to 5 different courses (or max of 4 if applying to medical/veterinary courses).

## Please note:

- 1. You **cannot** apply for both Oxford and Cambridge.
- 2. Select institution and course codes from the list provided.
- 3. You can apply for different courses at the same institution.
- 4. It is unadvisable to apply for very different subjects at different universities or at the same one.

## **EDUCATION**

In this section you will be asked to fill out which schools you have attended and what GCSE and AS grades you achieved in which subjects. **See page 13** of this guide for details on how to complete this section.

## **EMPLOYMENT**

Here you can input your employment history (any part-time job/s you have had).

### Please note

- 1. If you do not have any employment history, just leave this section blank and tick the complete box.
- This does **not** include voluntary work, you will have the opportunity to mention this in your personal statement.

## **STATEMENT**

This is the section where you copy and paste your personal statement, as we strongly advise you write your personal statement up in a Word Document. This means you do not have a 34 minute time limit in which to save your work and you can use spell checker! **See page 12** for more help with this section.

### Please note

1. There is a word limit of 4,000 characters (this includes lines and spaces) and you also may use no more than 47 lines within your personal statement. A rough guide is about half an A4 page.

## **PAY/SEND**

This is the last section which you can only fill in once all the other sections are complete. Before you can send your application to your referee (Mr Dollery), you will be asked to pay for your application by credit or debit card.

## Please note:

 If you have applied to more than one University/College then the charge for your application is £24.00. If you have only applied to one University/College on your application then the charge is £18.00.



Where possible always choose options from drop down lists provided as this helps to reduce errors.

# COMPOSING YOUR UCAS PERSONAL STATEMENT

## WHAT DOES YOUR PERSONAL STATEMENT NEED TO DO?

The statement enables you to "sell" yourself on paper, to convince the reader you are suitable for the course and worthy of an offer. Most universities do not interview candidates formally, so the statement, along with the reference, your GCSE and AS results, and your A2 predictions, constitute the information by which you will be judged. As many people have high grades, predictions and good references, your statement can swing the balance in your favour.

- > Do not invent things just to impress.
- > Check spelling & punctuation.
- > Be positive Sound interesting & enthusiastic.

## **HOW TO ORGANISE YOUR PARAGRAPHS**



## Why you have chosen the course / subject

- Interest in areas of knowledge to be expanded beyond A Level be specific to show detailed knowledge.
- Skills developed in the course.
- Relevance to possible careers.
- Intellectual challenge of new subjects.



# What have you enjoyed about your AS & A2 subjects, especially those which relate to your chosen degree course

- Talk about specific topics or projects within subjects.
- Skills you have acquired whether intellectual, physical, musical, linguistic etc.
- Include a statement that you are capable of self-directed study, as much of your time at university will be for yourself to manage.



# Any work experience, part time work or extra-curricular activities which have added to your interest / aptitude

- Interest in areas of knowledge to be expanded beyond A Level be specific to show detailed knowledge.
- Skills developed in the course.
- Relevance to possible careers.
- Intellectual challenge of new subjects.



# Extra curricular activities within school and how these have helped you develop personally and socially

- Include positions of responsibility (e.g. prefect), school clubs & societies, assistance with lessons, lunchtime duties, sixth form committees, fund raising, sporting teams etc.
- How have these roles/ activities helped you develop personally and socially.

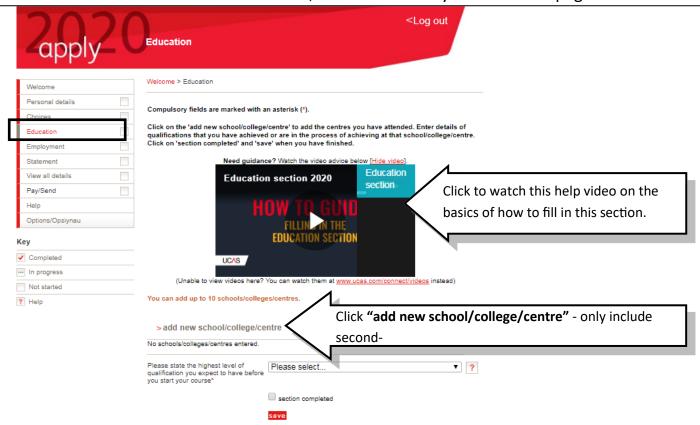


> Parts 1,2 § 3 should make up most of your statement. > Your Form Tutor can provide a booklet with example statements if you need inspiration!

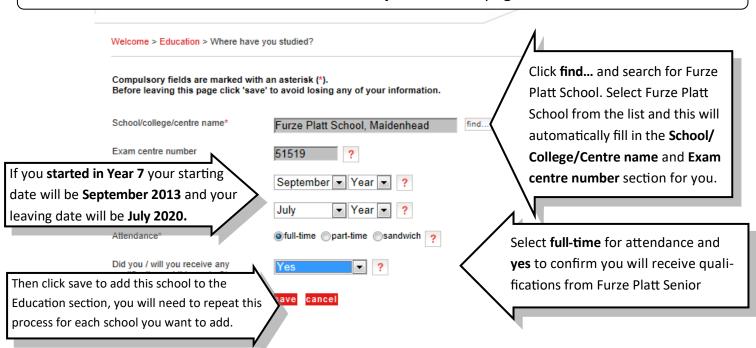
# EDUCATION SECTION OF YOUR UCAS APPLICATION: ENTERING YOUR GCSE QUALIFICATIONS

# **STEP 1**

Visit www.ucas.com/apply and follow the first step on page 3 of this guide until you reach the Login Page. Type your login details and click on the "Education" section on the left-hand list, this should take you to the webpage below...

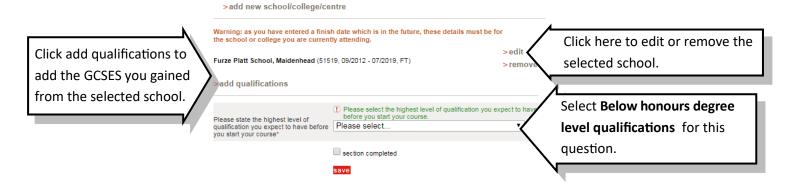


# **STEP 2** Continue onto the Where have you studied? page...

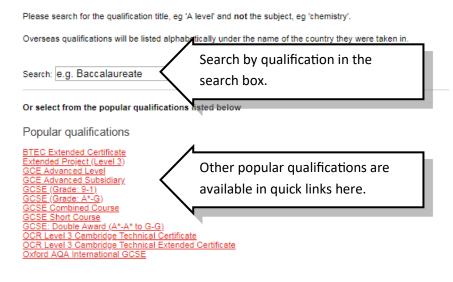


# STEP 3

This will take you back to the main Education Section of your application, where you should now see a list of all the schools you have added.



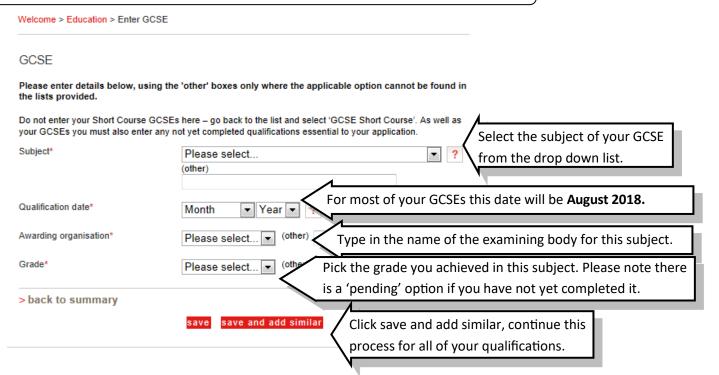
## **STEP 4.** Continue to the **Choose qualification** page...



For step 5 you will need to enter all the GCSE qualifications you have gained along with all the qualifications above GCSE level that you are currently taking.

Qualification specifications from Furze Platt Senior School can b seen on page 15. Alternatively a personal print out with all your examinations and grades achieved is available if needed, please just ask for this at Sixth Form reception.

# **STEP 5** GCSE EXAMPLE: Continue onto the **Enter GCSE** page...



# QUALIFICATION EXAMINING BOARDS

# GCSE QUALIFICATIONS

# QUALIFICATIONS BEYOND GCSE

2002 400 0000000			
Qualification Type	Subject	Awarding Organisation	
GCSE (Grade 9 - 1)	Art	Edexcel	
GCSE (Grade A*-G)	Business Studies	AQA	
GCSE (Grade 9 - 1)	Child Development	OCR	
GCSE (Grade 9 - 1)	Computer Studies	AQA	
GCSE (Grade A*-G)	Design & Technology: Graphic Products	AQA	
GCSE (Grade A*-G)	Design & Technology: Resistant Materials Tech	AQA	
GCSE (Grade 9 - 1)	Drama	AQA	
GCSE (Grade 9 - 1)	English Language	Eduqas	
GCSE (Grade 9 - 1)	English Literature	Eduqas	
GCSE (Grade 9 - 1)	French	AQA	
GCSE (Grade A*-G)	Further Mathematics	AQA	
GCSE (Grade 9 - 1)	Geography A	WJEC Eduqas	
GCSE (Grade 9-1)	German	AQA	
GCSE (Grade 9 - 1)	History	Edexcel	
GCSE (Grade 9 - 1)	Food Preparation and Nutrition	WJEC Eduqas	
GCSE (Grade 9 - 1)	Information Technology	Edexcel	
GCSE (Grade 9 - 1)	Mathematics	Edexcel	
GCSE (Grade 9 - 1)	Music	Edexcel	
GCSE (Grade 9 - 1)	Physical Education	Edexcel	
GCSE (Grade 9 - 1)	Religious Studies A	AQA	
Science Combined			
GCSE (Grade 9 - 1)	Combined Science	AQA	
Science Separate (Biology, Chemistry & Physics)			
GCSE (Grade 9 - 1)	Biology	AQA	
GCSE (Grade 9 - 1)	Chemistry	AQA	
GCSE (Grade 9 - 1)	Physics	AQA	
	<del> </del>	i	

Qualification Type	Subject	Awarding Organisation
GCE Advanced Level	Art	Edexcel
GCE Advanced Level	Biology	AQA
Pearson BTEC Level 3 National Extended Cert (360) (First teaching Sept 2016)	Business	Pearson
GCE Advanced Level	Business Studies	AQA
GCE Advanced Level	Chemistry A	OCR
GCE Advanced Level	Computing	AQA
GCE Advanced Level	Design & Technology: Product Design	AQA
OCR Level 3 Cambridge Technical Extended Certificate	Digital Media	OCR
GCE Advanced Level	Drama	AQA
GCE Advanced Level	Economics	Edexcel
GCE Advanced Level	English Literature A	OCR
Extended Project (Level 3)	Extended Project (EPQ)	AQA
GCE Advanced Level	French	AQA
GCE Advanced Subsidiary or GCE Advanced Level	Further Mathematics	Pearson
GCE Advanced Level	Geography B	Edexcel
GCE Advanced Level	German	AQA
GCE Advanced Level	Government & Politics	AQA
GCE Advanced Level	History	Edexcel
OCR Level 3 Cambridge Technical Introductory Diploma	ІТ	OCR
GCE Advanced Subsidiary or GCE Advanced Level	Mathematics (MEI)	Pearson
GCE Advanced Level	Photography	Edexcel
GCE Advanced Level	Physics B (Advancing Physics)	OCR
GCE Advanced Subsidiary or GCE Advanced Level	Psychology	AQA
GCE Advanced Level	Religious Studies (aka PR)	OCR
GCE Advanced Level	Sociology	AQA
GCE Advanced Level	Spanish	AQA
Pearson BTEC Level 3 National Extended Cert (360) (First teaching Sept 2016)	Sport	Pearson

## UCAS GRADE TO POINTS CONVERTER

Visit https://www.ucas.com/ucas/tariff-calculator for the online UCAS tariff calculator.

A2	
Grade	Points
A*	56
Α	48
В	40
С	32
D	24
Е	16

AS and EPQ		
Grade	Points	
	AS	EPQ
A*	n/a	28
А	20	24
В	16	20
С	12	16
D	10	12
E	6	8

BTEC	
Grade	Points
Distinction * - A*	56
Distinction - A	48
Merit - C	32
Pass - E	16

# **UCAS DEADLINES**



**6<sup>th</sup> SEPTEMBER 2019:** Applications begin from mid-September.



**3<sup>rd</sup> OCTOBER 2019:** Applications for Oxford, Cambridge or most courses in medicine, dentistry and veterinary medicine/science should arrive at UCAS by 18:00 (UK time). The reference has to be completed before the application can be sent to us.



**29**<sup>th</sup> **OCTOBER 2019:** Applications for the majority of courses should arrive at UCAS by 18:00 (UK time) today (check course details for the correct deadline). The reference has to be completed before your application can be sent to us.



24<sup>th</sup> FEBRUARY 2020: Extra begins and closes on 6<sup>th</sup> July 2020.



**22<sup>nd</sup> MARCH 2020:** Applications for some art and design courses should arrive at UCAS by 18:00 (UK time) today. (Others have a 15 January deadline – check course details to confirm the correct deadline.) The reference has to be completed before your application can be sent to us.

# FURTHER HELP & UNIVERSITIY OPEN DAYS

Most questions about your UCAS application can be answered by clicking on the help buttons provided but otherwise you will need to **phone UCAS on 0871 468 0468** with your UCAS Personal ID number to hand or e-mail: **enquiries@ucas.ac.uk**. Other very useful websites are **https://www. Unifrog.org** and **https://unistats.direct.gov.uk/** which allow you to easily compare courses across a wide range of universities. We highly recommend visiting Universities by attending their University Open Days, a list when these are held can be found at **www.ucas.com/open-days.** If you wish to attend a University Open Day during the week, your parent/guardian must e-mail Mrs Pasa at **mary.pasa@furzeplatt.net** in advance requesting permission to attend, stating your name, the name of the university you are visiting and date of visit.

Please also refer to **www.search.ucas.com** for information and advice.

If you are unsure about going to university and feel it is not for you then visit **www.notgoingtouni.co.uk** and do some research on what other opportunities there are after leaving school using the website links below:

# SHOULD I CONSIDER A GAP YEAR?

- A productive gap year can be valuable on your CV many employers value the experiences students have gained if they've actively managed their time, set themselves goals, and stretched themselves.
- A gap year can also enhance your higher education studies if you decide to apply for university, you could tailor your gap year to relate it to the subject area you plan to study.
- Admissions tutors know that some students may take a little time to adjust to studying again, but many former gap year students are generally more focused and responsible.

# WHY DO YOU WANT TO TAKE A YEAR OUT?

It's really important to set goals to make your time productive, so you need to identify what you want to achieve. You might want to:

- have a break from study
- gain new skills/experiences
- earn money
- spend time deciding what you want to do
- do a combination of the above

A year out isn't an option that suits everyone – for some, it may be advisable not to take a break between studies. Here are some pros and cons to consider.

Pros	Cons
An opportunity to have a break from studying and return	Some people find a year out becomes a distraction from
refreshed. You can volunteer, get valuable work experience, and travel the world.	their longer term plans.
ence, and traver the world.	An unstructured year out may not add much value to your
A productive gap year can be valuable on your CV.	future – careful thought and planning is essential.
You could relate the experience and activities to the subject area you plan to study.	It can be harder to return to study or work after a yearlong break.
You can earn and save money towards your higher education costs or future plans.	It can be expensive and you could find yourself in a worse financial position at the end.
You will develop maturity if you don't yet feel ready for higher education or work life. For some careers, it can be an advantage to be slightly older and have some life experience.	If you don't get organised, you may end up spending your gap year just 'thinking about it'

If you are interested in exploring some more gap year ideas, use the following links/websites

- Year Out Group
- Real Gap Experience
- BUNAC
- Volunteering England
- Volunteer Scotland
- Volunteering Wales
- <u>Volunteer Now Northern Ireland</u>
- Youth social action volunteering #iwill
- <u>International Citizen Service (ICS)</u> government funded international volunteering placements for 18-25 year olds in the UK

# SHOULD I DO AN APPRENTICESHIP?

Apprenticeships allow you to combine work and study by mixing on-the-job training with classroom learning. You'll be employed to do a real job while studying for a formal qualification, usually for one day a week either at a college or a training centre. By the end of your apprenticeship, you'll hopefully have gained the skills and knowledge needed to either succeed in your chosen career or progress onto the next apprenticeship level.

What you'll learn depends on the role that you're training for. However, apprentices in every role follow an approved study programme, which means you'll gain a nationally-recognised qualification at the end of your apprenticeship. These qualifications can include:

- National Vocational Qualifications (NVQs) from level 2 (comparable to five GCSEs) up to level 5 (similar to a postgraduate degree).
- Technical certificates such as BTEC, City and Guild Progression Award etc.
- Academic qualifications including a Higher National Certificate (HNC), Higher National Diploma (HND) foundation degree or the equivalent of a full Bachelors degree.

You'll also be constantly developing your transferable skills, otherwise known as soft skills, which are highly valued by employers. These include communication, teamwork and problem solving, as well as knowledge of IT and the application of numbers. Most job sectors offer apprenticeship opportunities in the UK, with a wide range of specific roles on offer within each.

Length of apprenticeships

The length of your apprenticeship will depend on a number of factors, such as the level of the apprenticeship, your chosen sector, employer requirements and your individual ability. That being said, apprenticeships will usually last between one and six years. Their length follows a basic framework:

- intermediate apprenticeships typically last between one year and 18 months
- advanced apprenticeships are usually studied over two years
- **higher and degree apprenticeships** take three-to-six years to complete.

It's worth checking directly with your chosen employer before applying to check how long your course will last, as some won't follow this structure.

Pay rates and working hours

If you're either aged under 19 and an apprentice, or 19 or over and still in your first year as an apprentice, you'll be entitled to the apprenticeship wage of £3.90 (from April 2019). Apprentices aged 19 or over and who've completed their first year will be able to claim the National Minimum Wage, which currently stands at £6.15 per hour (for those aged 18-20) or £7.70 (21-24).

This pay rate is stated as a guideline - some employers will pay you a higher wage. You'll also be entitled to sick pay, any additional benefits your employer offers to its other employees, such as healthcare plans and childcare vouchers, and at least 20 days of paid holiday per year. Use the <u>GOV.UK Holiday Calculator</u> to work out your exact entitlement.

Your working hours will vary depending on your employer, but you won't be able to work more than 40 hours per week or any fewer than 30. Typically, you'll work between 35 and 37.5 hours per week. The sector you're entering will determine the nature of your daily working hours - while most apprentices can expect to work a 9am-5.30pm day with an hour's break for lunch, those in hospitality or healthcare roles, for instance, should expect to work antisocial shifts. Entry requirements

- As **higher apprenticeships** are the equivalent of a foundation degree, HNC or first year of a Bachelors, you'll usually need at least five A\*-C or 9-4 grade GCSEs, as well as some Level 3 qualifications in relevant subjects, to apply. Your Level 3 qualifications could be AS-levels, a BTEC National or a level 3 NVQ.
- **Degree apprenticeships** will have the tightest entry requirements. These may include three A-levels in a specified grade range or a higher apprenticeship qualification, on top of at least five A\*-C or 9-4 GCSE grades. It's likely you'll be required to have prior work experience.

You can apply for apprenticeships at any time of the year - it all depends when an employer has a vacancy. You'll be able to check the specific entry requirements of your chosen apprenticeship once the position opens.

For a list of all the current live vacancies, check the government website here <a href="https://www.gov.uk/apply-apprenticeship">https://www.gov.uk/apply-apprenticeship</a>

## ALTERNATIVE PATHS: USEFUL WEBSITES

## Job Descriptions/ Information

www.careers-gateway.co.uk (*Graduate careers advice*) nationalcareersservice.direct.gov.uk (*National career* 

www.prospects.ac.uk (General career information)
www.plotr.co.uk (General career information)
www.wamster.co.uk (Information for young people)
www.growourown.co.uk (RBWM—local opportunities)

## **General Vacancies**

www.direct.gov.uk www.jobsgopublic.com

www.reed.co.uk

www.monster.co.uk

www.totaljobs.com

www.randstad.co.uk

www.workthing.com

www.a4e.co.uk

www.parkstreetpeople.com

www.select.co.uk

## Retail

www.nsaforretail.com www.retailcareers.co.uk www.inretail.co.uk

www.sainsburys.co.uk

www.marksandspencer.com

www.orangejobs.co.uk

www.o2.co.uk

www.gumtree.com

## Leisure and Tourism

www.skillsactive.com

www.leisureopportunities.co.uk

www.firstchoice4jobs.co.uk

www.windsor.gov.uk

www.leapintoleisure.co.uk (Leisure jobs)

## Health and Social Care

www.nhscareers.nhs.uk www.skillsforhealth.org.uk

www.socialcarecareers.co.uk

## Self-Employment

www.businesslink.gov.uk www.prowess.org.uk

## **Voluntary**

www.wmvolaction.org.uk www.do-it.org.uk

www.timebank.org.uk

www.vinspired.com

## Hospitality

www.hospitalityrecruitment.co.uk

www.caterer.com

## Young People/ Apprenticeships

www.unifrog.org

www.wamster.org.uk

www.eastberks.ac.uk

www.bca.ac.uk

www.bracknell.ac.uk

www.apprenticeships.org.uk

www.wbtc-uk.com (West Berkshire Training -

www.kent.ac.uk

www.princes-trust.org.uk

www.cvscore.co.uk (Checks your CV)

www.ucasprogress.com

www.cityandguilds.com

www.icaew.com/careers (Accountancy)

www.ecitb.org.uk (Engineering Construction Industry

www.apprenticeships.qa.com (Information technology)

www.jhpapprenticeships.com (General

www.vso.org.uk (Voluntary Service Overseas)

www.learndirect.co.uk

http://www.eastberksebp.org.uk/ (local career events)

www.plotr.co.uk