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# **UCAS & HIGHER EDUCATION GUIDE**

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# HOW UCAS WORKS

## FLOWCHART KEY



Steps that are your responsibility to complete



Steps that are completed by UCAS/your school/your university choices

Register online with UCAS and complete all 6 sections of your application. You can apply to up to 5 different courses (or max of 4 if applying to medical/ veterinary courses).

Personal details	<input type="checkbox"/>
Choices	<input type="checkbox"/>
Education	<input type="checkbox"/>
Employment	<input type="checkbox"/>
Statement	<input type="checkbox"/>
View all details	<input type="checkbox"/>

After checking all completed sections of your application, fill in and complete the **Pay/Send** section.

A reference is then added to your application by the school and sent onto UCAS.

UCAS sends acknowledgement of receiving your application to you, allowing you to check all information is correct and up-to-date.

UCAS sends copies of your application onto all your chosen universities & colleges. (Max of 5 choices)

Each university or college makes a decision on your application.

An offer is made. UCAS sends details to you.

**Conditional offer**  
based on your final examination results.

Application unsuccessful.

**Unconditional offer.**

You reply to offers, accepting or declining, using Track at [www.ucas.com](http://www.ucas.com). You attend interviews/prepare portfolios according to specific course application requirements.

You decline a conditional or unconditional offer.

You confirm one firm and one insurance place from your conditional offers

You accept the unconditional offer.

**EXAM RESULTS PUBLISHED**

University or college confirms your place.

University or college does not confirm your place.

**FIRM ACCEPTANCE**

**You are accepted onto the course.**

**ADJUSTMENT**

If you achieved better grades than required for firm offer, you may look at alternative courses with places available while still holding your original place.

All applications declined or unsuccessful.

EXTRA

CLEARING

Extra & Clearing are UCAS services that help you continue your application into higher education.

# REGISTERING WITH UCAS: IN 12 EASY STEPS

## STEP 1 Visit [www.ucas.com/apply](http://www.ucas.com/apply)

UCAS Further education Undergraduate Postgraduate Alternatives Careers Sign in

### Student sign in

Please select an education scheme.

**WANT TO TRY SOMETHING NEW?**  
OUR BETA TOOL MEANS ALL YOUR RESEARCH IN ONE PLACE!  
We're testing a brand-new interface for people thinking about uni, and would love your feedback.  
[Try it now](#)

**KNOWING SOMEONE IS ALWAYS THERE GIVES ME HOPE**  
116 123  
This number is FREE to call  
SAMARITANS  
A registered charity  
Advertisement. Why the ads?

**Undergraduate**  
Applying for university and college degree courses  
2019 entry  
Use Apply to complete your application.  
Use Track to check the progress of your submitted application.  
[Apply](#) [Track](#)  
2020 entry  
You can register and start your 2020 entry application now.  
Completed applications can be submitted to us from 4 September 2019.  
[Apply](#)  
Your shortlisted courses

SecurityServlet

Click on "Undergraduate"

Click on "Apply" under the 2020 entry section.

## STEP 2 Continue to the Register and log in page ...

Contact us | [Help](#) | [Print page](#)

## 2020 apply Register and log in

Home > Register and log in

### 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 case as you used to register.

Username

Password

[log in](#)

### Register

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 in a cycle your application fee will not be refunded.

[register](#)

Click on "Register".

This is where to Log in after you have registered

Version 15.1.0-master-1

[About us](#) | [Terms & conditions](#) | [Privacy policy](#)

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## STEP 3 Continue to Register: Welcome page ...

Help  
Options/Opsiynau

Key  
? Help

Progress

Before you can apply you must first register. This is free and will take approximately fifteen minutes.

You will only need to do this once. If you apply more than once in a cycle your application fee will not be refunded. If you have already registered but cannot remember your login details, please use the 'Forgotten login?' link on the [login screen](#) to access your details.

Registration is a process of entering your personal details, for example, name, date of birth, address.

If you are applying through a school, college, careers centre or any other organisation, you will be asked to use the [buzzword](#) provided by them, so please have this information to hand.

This will allow your school, college, careers centre, or other organisation to access and see the progress of your application, and allows your referee to attach your reference.

If you are not applying through a school, college, careers centre or any other organisation, you can apply as an individual.

Once you have completed the registration, a username will be automatically generated. You will be asked to create a password of your choosing. **Please make a note of these details as you will need them to log back in to your application later.**

Use our website to find more general information about [applying](#).

[Help](#) text is available throughout each section.

previous next

Read through carefully and click on "Next"

About us | Terms & conditions | Privacy policy

2019

## STEP 4 Continue to Register: Please Read page ...

b. University and course codes and other information contained in the Product are supplied to enable completion of your Application only and do not constitute any form of advice or recommendation relating to any particular course or institution.

5. Termination  
UCAS shall have the right to terminate your use of the Product immediately if you fail to comply with the terms and conditions.

Amended 16 March 2011

Read Terms & Conditions, scroll down the bottom and...

Compulsory fields are marked with an asterisk (\*).

Please tick the box if you accept the terms and conditions\*

... tick the box then...

previous next

...click on "Next"

## STEP 5 Continue to Register: Initial Details page ...

Help  
Options/Opsiynau

Key  
? Help

Progress

Compulsory fields are marked with an asterisk (\*).

Title\*  ?

Gender\*  ?

Please enter your name as it is stated on official documents, such as your passport, birth certificate or driving licence.

First/given name(s)\*  ?

Surname/family name\*  ?

Date of birth\* Day  Month  Year  ?

previous next

Fill in your details and click on "Next"

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## STEP 6 Continue to Register: Postal Address page ...

- What is Apply?
- Help
- Options/Opsiynau

### Key

[? Help](#)

Home > Register

Progress

Where is your postal address?\*

- UK  ?
- Non UK/International  ?
- British Forces Post Office (BFPO)  ?

previous next

Tick the correct box and click on "Next"

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## STEP 7 Continue to Register: Your Postcode page ...

- What is Apply?
- Help
- Options/Opsiynau

### Key

[? Help](#)

Home > Register

Progress

Please enter your house number and postcode and click on 'next'.

Compulsory fields are marked with an asterisk (\*).

House number or name (if known)  ?

Postcode\*  ?

previous next

Enter your address details and click on "Next"

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## STEP 8 Continue to Register: Confirm Address page ...

- What is Apply?
- Help
- Options/Opsiynau

### Key

[? Help](#)

Home > Register

Progress

You can amend the first line of the address if necessary. Click 'next' once the address is correct or 'previous' to search for a different address.

Compulsory fields are marked with an asterisk (\*).

Check the address is correct...

12 Balmoral  ?

MAIDENHEAD

Postcode\*

SL6 6SU

previous next

... Click "Previous" if the address is wrong— to go back to step 7

... click on "Next" to confirm the address

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## STEP 9 Continue to Register: Personal Details page ...

The screenshot shows the 'Register: Personal Details' page. On the left, there is a navigation menu with 'What is Apply?', 'Help', and 'Options/Opsiynau'. Below it is a 'Key' section with a 'Help' link. The main content area has a breadcrumb 'Home > Register' and a progress bar. A note states 'Compulsory fields are marked with an asterisk (\*)'. The form includes fields for 'Postal address\*' (filled with '4 Balmoral MAIDENHEAD SL6 6SU'), 'Home telephone number', 'Mobile number', 'Email address\*', and 'Confirm email address\*'. A 'change address' link with a question mark is next to the postal address. A callout box points to the email fields with the text 'Fill in your contact details ...'. At the bottom, there are 'previous' and 'next' buttons. A callout box points to the 'next' button with the text '... and click on "Next"'. Below the form, there is a section titled 'Keep up-to date with your application' and another titled 'We won't pass on your details...'. The 'previous' and 'next' buttons are highlighted in red.

## STEP 10 Continue to Everything you need to know pop up window ...

The screenshot shows a pop-up window titled 'Everything you need to know' overlaid on the 'Register: Personal details' page. The pop-up contains several toggle switches: 'Get updates on everything - stay in the know' (checked), 'Your options' (checked), 'Student essentials' (checked), and 'Relevant courses' (checked). Below these is a section 'How we contact you' with three toggle switches: 'All channels' (checked), 'Email' (unchecked), and 'Text/SMS' (unchecked), and a 'Post' button. A 'save' button is at the bottom. A callout box points to the 'save' button with the text '... and click on "Save"'. In the background, a callout box points to the 'next' button from the previous step with the text '...Read through the section and tick the appropriate boxes...'. The 'previous' and 'next' buttons are visible at the bottom of the page.

## STEP 11 Continue to Register: Security page ...

Home > Register

Progress

Please enter a password and choose 4 unique security questions together with their appropriate answers. Please do not choose answers which might cause offence.

Compulsory fields are marked with an asterisk (\*).

Your password must:

- be at least eight characters long
- have at least one lowercase letter (a—z) and one uppercase letter (A—Z)
- contain at least one number (0—9)
- use at least one special character, such as: % \$ £ & @ \* ! ?

Our [guidance](#) will help you choose a secure password.

Please make a note of your password now, as it will not be displayed at a later stage.

Password\*  ?

Confirm password\*  ?

It is important that you can remember the answers to your security questions and that they cannot be easily guessed by others. If you lose or forget your password you will be asked one or more of these security questions in order to identify you.

Security question 1\* Please select... ?

Your answer\*  ?

Security question 2\* Please select... ?

Your answer\*  ?

Security question 3\* Please select... ?

Your answer\*  ?

Security question 4\* Please select... ?

Your answer\*  ?

[previous](#) [next](#)

Read the password criteria...

... create an appropriate password and make a note of it in a safe place ...

Choose 4 security questions & fill in memorable answers...

... and click "Next" to continue.

## STEP 12 Registration complete!

Home > Register

Your username is : jblogs10

Please make a note of your username in a safe place.

Keep your username and password safe as you will need both each time you access your application.

Your registration has been successful. If you wish you may now enter the Apply service or come back another time. If necessary, you can change any of your registration details once you have entered Apply.

[log in now](#) [go to UCAS homepage](#)

Make a note of your username - you will need this whenever you login!

UCAS will have sent a verification E-mail, to the E-mail address you provided in step 11. When you login to UCAS for the first time you will have to enter the verification code given to you.

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 (<https://www.ucas.com/ucas/undergraduate/login>) and enter the verification code shown below:

email address: [roseanna.chetwood](#)

verification code: kbc75508

This code is only valid for the address you provided. If you need to obtain a new verification code, you will need to re-verify your email address.

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 include 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.

Make a note of your verification code for



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

**STEP 1** Visit [www.ucas.com/apply](http://www.ucas.com/apply) and follow the **first step** on **page 3** of this guide until you reach the webpage shown below.

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 case you used to register.

Username: jbloggs75

Password: [masked]

log in

Enter your UCAS username and password which you made a note of earlier. Then click "Log In"

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

Initial UCAS questions

How are you applying?\*

Through my school/college

Through a careers organisation

Through another organisation

As an individual

next

Click on the "Through my school/college" option in answer to

... and click "Next" to continue.

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

Initial UCAS questions

You need to enter your buzzword on this page. If you do not know the buzzword, your tutor or careers adviser will give this to you. You will only need to enter your buzzword at this stage and then it will no longer be needed.

(Buzzwords are case sensitive) and should be entered exactly as supplied.)

Type the buzzword in here: Furzestart20

next

The Furze Platt Senior School buzzword is always: **furzestart**[and the last 2 numbers of the year displayed in the top left] So your buzzword will be: **furzestart20**

... and click "Next" to continue.



## STEP 4 Continue to Initial UCAS questions: Which centre page...

What is Apply?  
Help  
Options/Opsiynau

Key  
Help

Initial UCAS questions

You are registering through...

Furze Platt School, Maidenhead  
Furze Platt Road

Maidenhead  
Berkshire

Yes  No  ?

previous next

UCAS will then identify that you are applying through Furze Platt School.

If it is the **wrong school address** then click “previous” and see **step 3** for the correct Furze Platt buzzword.

... and click “Next” to continue.

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

UCAS Contact us | Help | Print page

2020 apply Welcome <Log out

Welcome

Welcome Joe,

Your Personal ID is: **145-029-3965**

Please make a note of this number and keep it safe. You will need to give this information if you phone the Customer Contact Centre.

Need guidance? Watch the video advice below [Hide video].

Apply 2020 HOW TO GUID APPLY

Apply 2020 TV

Apply GUIDES 2020 TV

(Unable to view videos here? You can watch them at [www.ucas.com/connect/videos](http://www.ucas.com/connect/videos) instead)

Verify your email address  
Your email address needs to be verified as valid before you send your application to us.  
Please click here to verify your email address

Before starting your application, please read through the relevant information below regarding:

- [completing your application](#)
- [applicants applying through a school, college or organisation](#)
- [applicants applying as an individual](#)
- [deadlines for submitting your application](#)

Click on the link to **verify your e-mail address...**

Make a note of your **Personal ID** as you will need to give this information if you **phone the UCAS Customer Contact Centre.**

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

Welcome	
Personal details	<input type="checkbox"/>
Choices	<input type="checkbox"/>
Education	<input type="checkbox"/>
Employment	<input type="checkbox"/>
Statement	<input type="checkbox"/>
View all details	<input type="checkbox"/>
Pay/Send	<input type="checkbox"/>
Help	
Options/Opsiyнау	

### Key

- Completed
- In progress
- Not started
- Help

Welcome > Verify email

The email verification code has been sent to [chetr011@rbwm.org](mailto:chetr011@rbwm.org). To continue, enter the code from the relevant email in the box below.

If this email is not in your inbox then there are three possible reasons for this:

- Your computer email filter settings or those maintained by your internet service provider may have diverted the message to a junk/spam mail folder. Please check this.
- Your internet service provider may be extremely busy, and therefore may not have been able to pass on our message. Please be patient and look again later.
- The email address recorded here as above may be incorrect. You can change the email address in the Personal details section of your application. If you do this you must click on 'save' to save the new details. You must then request that the verification code is reissued by clicking the relevant link below.

If the email containing the code cannot be found as above then you should:

- add our sending address [enquiries@ucas.ac.uk](mailto:enquiries@ucas.ac.uk) to your list of approved senders on your email system (this can usually be done by adding it to your address list), and
- request that the verification code is reissued by clicking the relevant link below. An email will then be sent containing a new code.

If the code is not accepted please make sure that the email was sent after you requested a new code. If it was sent earlier, then the code will be invalid because you requested another verification code since that time. Make sure you use the code from the most recent email.

Please enter your email verification code

  

No verification code

If you have not received the verification email, please read through the possible reasons above, or [click here to reissue a code](#).

An email verification code will have been sent to your e-mail address.

Your verification e-mail will look like the e-mail below.

Enter your verification code which you received by e-mail here and click "verify email".

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 (<https://www.ucas.com/ucas/undergraduate/login>) and enter the verification code shown below:

email address: [roseanna.chetwood@furzeplatt.net](mailto:roseanna.chetwood@furzeplatt.net)

verification code: kbc75508

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.

UCAS

Contact us | [Help](#) | [Print page](#)

2020 apply

Verify email: Success

<Log out

Welcome	
Personal details	<input type="checkbox"/>
Choices	<input type="checkbox"/>
Education	<input type="checkbox"/>
Employment	<input type="checkbox"/>

Welcome > Verify email

Thank you: your email address has been verified.

[Click here to return to the Welcome page](#)

If the verification code you entered was correct you will then be directed to the "Verify email: Success" page and your e-mail will have been verified.

# 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 (  ) by each question, if you are unsure what to write.



<b>PERSONAL DETAILS</b>	<p>First section will ask for basic personal details such as your full name, address, contact details, date of birth and nationality.</p> <p><b>Please Note:</b></p> <ol style="list-style-type: none"><li>1. You will want to select the <b>Fee Code - 02</b> as this states you are from the EU and are eligible for a student loan. Visit <a href="http://www.gov.uk/student-finance">www.gov.uk/student-finance</a> for more information on student loans.</li><li>2. For <b>Nominated Access</b> select the <b>"a Parent or Guardian"</b> option.</li></ol>
<b>CHOICES</b>	<p>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).</p> <p><b>Please note:</b></p> <ol style="list-style-type: none"><li>1. You <b>cannot</b> apply for both Oxford and Cambridge.</li><li>2. Select institution and course codes from the list provided.</li><li>3. You can apply for different courses at the same institution.</li><li>4. It is <b>unadvisable</b> to apply for very different subjects at different universities or at the same one.</li></ol>
<b>EDUCATION</b>	<p>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. <b>See page 13</b> of this guide for details on how to complete this section.</p>
<b>EMPLOYMENT</b>	<p>Here you can input your employment history (any part-time job/s you have had).</p> <p><b>Please note:</b></p> <ol style="list-style-type: none"><li>1. If you do not have any employment history, just leave this section blank and tick the complete box.</li><li>2. This does <b>not</b> include voluntary work, you will have the opportunity to mention this in your personal statement.</li></ol>
<b>STATEMENT</b>	<p>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! <b>See page 12</b> for more help with this section.</p> <p><b>Please note:</b></p> <ol style="list-style-type: none"><li>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.</li></ol>
<b>PAY/SEND</b>	<p>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.</p> <p><b>Please note:</b></p> <ol style="list-style-type: none"><li>1. 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.</li></ol>



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

1

### 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.

2

### 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.

3

### 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.

4

### 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](http://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...

2020 apply Education <Log out

Welcome > Education

Compulsory fields are marked with an asterisk (\*).

Click on the 'add new school/college/centre' to add the centres you have attended. Enter details of qualifications that you have achieved or are in the process of achieving at that school/college/centre. Click on 'section completed' and 'save' when you have finished.

Need guidance? Watch the video advice below [Hide video]

Education section 2020 Education section

HOW TO GUIDE FILLING IN THE EDUCATION SECTION UCAS

(Unable to view videos here? You can watch them at [www.ucas.com/connect/videos](http://www.ucas.com/connect/videos) instead)

You can add up to 10 schools/colleges/centres.

> add new school/college/centre

No schools/colleges/centres entered.

Please state the highest level of qualification you expect to have before you start your course\* Please select... ?

section completed

save

Click to watch this help video on the basics of how to fill in this section.

Click “add new school/college/centre” - only include second-

## STEP 2

Continue onto the **Where have you studied?** page...

Welcome > Education > Where have you studied?

Compulsory fields are marked with an asterisk (\*).  
Before leaving this page click 'save' to avoid losing any of your information.

School/college/centre name\* Furze Platt School, Maidenhead find...

Exam centre number 51519 ?

September Year ?

July Year ?

Attendance\*  full-time  part-time  sandwich ?

Did you / will you receive any Yes ?

save cancel

If you **started in Year 7** your starting date will be **September 2013** and your leaving date will be **July 2020**.

Then click save to add this school to the Education section, you will need to repeat this process for each school you want to add.

Click **find...** and search for Furze Platt School. Select Furze Platt School from the list and this will automatically fill in the **School/College/Centre name** and **Exam centre number** section for you.

Select **full-time** for attendance and **yes** to confirm you will receive qualifications from Furze Platt Senior



### 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.

> add new school/college/centre

Warning: as you have entered a finish date which is in the future, these details must be for the school or college you are currently attending.

Furze Platt School, Maidenhead (51519, 09/2012 - 07/2019, FT)

> add qualifications

Please state the highest level of qualification you expect to have before you start your course\*

section completed

[save](#)

Click add qualifications to add the GCSEs you gained from the selected school.

Click here to edit or remove the selected school.

Select **Below honours degree level qualifications** for this question.

### STEP 4

Continue to the **Choose qualification** page...

Please search for the qualification title, eg 'A level' and not the subject, eg 'chemistry'.

Overseas qualifications will be listed alphabetically under the name of the country they were taken in.

Search:

Or select from the popular qualifications listed below

Popular qualifications

- [BTEC Extended Certificate](#)
- [Extended Project \(Level 3\)](#)
- [GCE Advanced Level](#)
- [GCE Advanced Subsidiary](#)
- [GCSE \(Grade: 9-1\)](#)
- [GCSE \(Grade: A\\*-G\)](#)
- [GCSE Combined Course](#)
- [GCSE Short Course](#)
- [GCSE: Double Award \(A\\*-A\\* to G-G\)](#)
- [OCR Level 3 Cambridge Technical Certificate](#)
- [OCR Level 3 Cambridge Technical Extended Certificate](#)
- [Oxford AQA International GCSE](#)

Search by qualification in the search box.

Other popular qualifications are available in quick links here.

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 be 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...

Welcome > Education > Enter GCSE

#### GCSE

Please enter details below, using the 'other' boxes only where the applicable option cannot be found in the lists provided.

Do not enter your Short Course GCSEs here – go back to the list and select 'GCSE Short Course'. As well as your GCSEs you must also enter any not yet completed qualifications essential to your application.

Subject\*  (other)

Qualification date\* Month  Year

Awarding organisation\*  (other)

Grade\*  (other)

> back to summary

[save](#) [save and add similar](#)

Select the subject of your GCSE from the drop down list.

For most of your GCSEs this date will be **August 2018**.

Type in the name of the examining body for this subject.

Pick the grade you achieved in this subject. Please note there is a 'pending' option if you have not yet completed it.

Click save and add similar, continue this process for all of your qualifications.

# QUALIFICATION EXAMINING BOARDS

## GCSE QUALIFICATIONS

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
<b><u>Science Combined</u></b>		
GCSE (Grade 9 - 1)	Combined Science	AQA
<b><u>Science Separate (Biology, Chemistry &amp; Physics)</u></b>		
GCSE (Grade 9 - 1)	Biology	AQA
GCSE (Grade 9 - 1)	Chemistry	AQA
GCSE (Grade 9 - 1)	Physics	AQA
GCSE (Grade 9 - 1)	Spanish	AQA

## QUALIFICATIONS BEYOND GCSE

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	IT	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
A	48
B	40
C	32
D	24
E	16

AS and EPQ		
Grade	Points	
	AS	EPQ
A*	n/a	28
A	20	24
B	16	20
C	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**  
Sep

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

**3**  
Oct

**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**  
Oct

**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**  
Feb

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

**22**  
Mar

**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 & UNIVERSITY 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](mailto: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](http://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](mailto: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](http://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](http://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 refreshed. You can volunteer, get valuable work experience, and travel the world.	Some people find a year out becomes a distraction from their longer term plans.
A productive gap year can be valuable on your CV.	An unstructured year out may not add much value to your 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 year-long 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](#)
- [Volunteer Now – Northern Ireland](#)
- [Youth social action volunteering – #iwill](#)
- [International Citizen Service \(ICS\)](#) – 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 [GOV.UK Holiday Calculator](#) 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 <https://www.gov.uk/apply-apprenticeship>

# ALTERNATIVE PATHS: USEFUL WEBSITES

## Job Descriptions/ Information

[www.careers-gateway.co.uk](http://www.careers-gateway.co.uk) (*Graduate careers advice*)  
[nationalcareersservice.direct.gov.uk](http://nationalcareersservice.direct.gov.uk) (*National career information/job profiles*)  
[www.prospects.ac.uk](http://www.prospects.ac.uk) (*General career information*)  
[www.plotr.co.uk](http://www.plotr.co.uk) (*General career information*)  
[www.wamster.co.uk](http://www.wamster.co.uk) (*Information for young people*)  
[www.growourown.co.uk](http://www.growourown.co.uk) (*RBWM—local opportunities*)

## General Vacancies

[www.direct.gov.uk](http://www.direct.gov.uk)  
[www.jobsgopublic.com](http://www.jobsgopublic.com)  
[www.reed.co.uk](http://www.reed.co.uk)  
[www.monster.co.uk](http://www.monster.co.uk)  
[www.totaljobs.com](http://www.totaljobs.com)  
[www.randstad.co.uk](http://www.randstad.co.uk)  
[www.workthing.com](http://www.workthing.com)  
[www.a4e.co.uk](http://www.a4e.co.uk)  
[www.parkstreetpeople.com](http://www.parkstreetpeople.com)  
[www.select.co.uk](http://www.select.co.uk)

## Retail

[www.nsaforretail.com](http://www.nsaforretail.com)  
[www.retailcareers.co.uk](http://www.retailcareers.co.uk)  
[www.inretail.co.uk](http://www.inretail.co.uk)  
[www.sainsburys.co.uk](http://www.sainsburys.co.uk)  
[www.marksandspencer.com](http://www.marksandspencer.com)  
[www.orangejobs.co.uk](http://www.orangejobs.co.uk)  
[www.o2.co.uk](http://www.o2.co.uk)  
[www.gumtree.com](http://www.gumtree.com)

## Leisure and Tourism

[www.skillsactive.com](http://www.skillsactive.com)  
[www.leisureopportunities.co.uk](http://www.leisureopportunities.co.uk)  
[www.firstchoice4jobs.co.uk](http://www.firstchoice4jobs.co.uk)  
[www.windsor.gov.uk](http://www.windsor.gov.uk)  
[www.leapintoleisure.co.uk](http://www.leapintoleisure.co.uk) (*Leisure jobs*)

## Health and Social Care

[www.nhscareers.nhs.uk](http://www.nhscareers.nhs.uk)  
[www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)  
[www.socialcarecareers.co.uk](http://www.socialcarecareers.co.uk)

## Self-Employment

[www.businesslink.gov.uk](http://www.businesslink.gov.uk)  
[www.prowess.org.uk](http://www.prowess.org.uk)

## Voluntary

[www.wmvolaction.org.uk](http://www.wmvolaction.org.uk)  
[www.do-it.org.uk](http://www.do-it.org.uk)  
[www.timebank.org.uk](http://www.timebank.org.uk)  
[www.vinspired.com](http://www.vinspired.com)

## Hospitality

[www.hospitalityrecruitment.co.uk](http://www.hospitalityrecruitment.co.uk)  
[www.caterer.com](http://www.caterer.com)

## Young People/ Apprenticeships

[www.unifrog.org](http://www.unifrog.org)  
[www.wamster.org.uk](http://www.wamster.org.uk)  
[www.eastberks.ac.uk](http://www.eastberks.ac.uk)  
[www.bca.ac.uk](http://www.bca.ac.uk)  
[www.bracknell.ac.uk](http://www.bracknell.ac.uk)  
[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk)  
[www.wbtc-uk.com](http://www.wbtc-uk.com) (*West Berkshire Training - Apprenticeships*)  
[www.kent.ac.uk](http://www.kent.ac.uk)  
[www.princes-trust.org.uk](http://www.princes-trust.org.uk)  
[www.cvscore.co.uk](http://www.cvscore.co.uk) (*Checks your CV*)  
[www.ucasprogress.com](http://www.ucasprogress.com)  
[www.cityandguilds.com](http://www.cityandguilds.com)  
[www.icaew.com/careers](http://www.icaew.com/careers) (*Accountancy*)  
[www.ecitb.org.uk](http://www.ecitb.org.uk) (*Engineering Construction Industry Training Board*)  
[www.apprenticeships.qa.com](http://www.apprenticeships.qa.com) (*Information technology*)  
[www.jhpapprenticeships.com](http://www.jhpapprenticeships.com) (*General Apprenticeships*)  
[www.vso.org.uk](http://www.vso.org.uk) (*Voluntary Service Overseas*)  
[www.learnirect.co.uk](http://www.learnirect.co.uk)  
[http://www.eastberksebp.org.uk/](http://http://www.eastberksebp.org.uk/) (*local career events*)  
[www.plotr.co.uk](http://www.plotr.co.uk)