

What about after Sixth Form?



Empowered to Learn

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Applying to University

www.ucas.com - Universities and Colleges Admissions Services for applications and information on courses and universities

www.unistats.direct.gov.uk - for information and statistics on courses

www.ukcoursefinder.com - find a suitable course

www.university.which.co.uk - reliable advice on universities

www.bestcourse4me.com - find the best course for you

www.whatuni.com - information and advice on universities

www.guardian.co.uk/education/universityguide - university guide and information

www.thecompleteuniversityguide.co.uk - university information

<http://www.opendays.com> - the university and college open day directory

Studying abroad:

www.thestudentworld.com

www.astarfuture.co.uk

The UCAS Application Process

We recommend that ALL students register with Apply, even if you are not planning on going to university, as it provides you with an opportunity to gather all your personal data in one place. You cannot submit an application in error and the process will prompt you to think about your future. There is no cost to register; you only pay when you actually send your application.

Where do I start? Registering.

1. Go to www.ucas.com
2. Click on "Apply or track your application"
3. You are a UCAS Undergraduate. Click on "Apply or Track"
4. Click on "Apply for 201... courses"
5. As a first time applicant for 201... you will need to "Register"
6. Read through the information and click "next"
7. Read through the Terms and Conditions and click the box to accept. You will not be able to click "next" until you have accepted.
8. Complete the fields on the following pages using the drop down lists where applicable. After each page is complete click "next". You can click on the question mark at any point to get help and information.
9. It is always recommended to use your school email address.
10. You need to make decisions regarding vacancy and sales and marketing information – this is entirely your choice. Click "next"
11. Choose and confirm a password and security questions, click "next".

YOU ARE NOW GIVEN A USERNAME – KEEP THIS AND YOUR PASSWORD RECORDED SAFELY YOU WILL NEED THIS EVERY TIME YOU LOG IN!

What now? Logging in.

1. Click on the login page.
2. 'How are you applying?' Click **'Through my school'** and then "next"
3. Use the **BUZZWORD (ask for the current BUZZWORD)**
4. Confirm that you are applying through Ashby School; tick **'that is correct'**.
5. Select Tutor/Application Group, **Leavers 201...** from the drop down menu. (Do not select 'don't know' or ex-Ashby students). Click "next"
6. You are now given your personal UCAS ID number which is essential/vital for communication with universities and UCAS. **PLEASE NOTE IT DOWN.** Further information boxes are available on this screen; they are worth a read through:
7. You need to verify your email address using the verification code sent to you on the email address you supplied previously. Follow the onscreen instructions and click "next".

YOUR PRELIMINARY REGISTRATION IS NOW COMPLETED. YOU ARE NOW ABLE TO WORK ON YOUR APPLICATION USING THE MENU ON THE LEFT HAND SIDE. START BY CLICKING ON PERSONAL DETAILS.

HELP COMPLETING 'APPLY'

Personal Details Section

Country of Birth

- Drop down menu – for most students this will be United Kingdom.

Email Address

- Use your school email address

Nationality

- Drop down menu - for the vast majority it will be UK National.

Area of Permanent Residence

- County in which you live

Residential Category

- A UK Citizen for the majority

Fee Code

- Drop down menu - Select '02 UK, ChI, IoM, or EU student finances services'
- Select '05 DH/Regional Health' for NHS funded courses

DO NOT SELECT 'PRIVATE FINANCE' OR 'DO NOT KNOW'.

Student Support Arrangements

- The name of your Local Authority –the county to which your **household pays Council Tax – not your postcode county.**

Criminal Conviction

- Only tick the box if you have a Criminal Conviction.

General and Sales Information

If you ignored this is the general Registration I am afraid it comes up again, and it must be answered before you can move on.

- The decision is yours mail, text, email? You have to choose 1.

Nominated Access

- Someone you are happy to discuss your UCAS application on your behalf should you not be available e.g. on results day you may be on holiday/ill but you are happy for Mum/Dad/Carer to talk on your behalf.

Disability/Special Needs

- Drop down list – it is mandatory to make a selection. Include any disability or special need – including Dyslexia. They will be very sympathetic and offer all sorts of support.

That is the end of the section. Tick the box when complete and remember to save.

Additional Information Section

Equality Monitoring

Three new equality questions have been introduced to the additional information section in Apply for UK applicants.

The questions ask applicants to:

- Select their religion or belief
- Select their sexual orientation
- State if they identify as transgender

Their completion is optional and all three have the option 'I prefer not to say'.

Activities in preparation for Higher Education

This is an opportunity for you to record summer schools, university workshops, even Open Days. The sponsor would be if the summer school or workshop was sponsored by an organisation e.g. Sutton Trust.

Occupational background

Applicants are asked to type the job title into a search box and will be presented with a list of job titles to select from. The more characters they type the easier it will be to find the job title they want.

Tick box when complete and save.

Student Finance Section

Read the information. If you will, or think you will, be applying for student finance do you give permission for UCAS to share some of your details with the Students' Loans Company. The recommendation is to say YES to all 3 questions. As a student you are NOT committed to receiving finance at this stage

Tick box when complete and save.

Choices Section

You do not need to put your choice of course and university in order of preference

- They will appear on the form in alphabetical order. Universities only receive the part of your application form relevant to them, so will not know where else you will have applied.

What if I want to defer entry until 20..? Deferring means applying 'now' to start in 20...

- Select deferred entry 20.. from the drop down box.

Point of Entry

If you wish to start in the first year of the course, please leave the box blank, you will automatically be considered for the first year.

Enter 0 if you intend to take a foundation year e.g. Art Foundation – not all universities offer a foundation year so please check before applying.

Tick box when complete and save.

Education Section

UCAS need to know any qualifications you have taken or are currently taking. Please answer the FIRST question and click 'save', then enter your education details. Use the prompting sheet given to correctly enter your data. Students make more mistakes in this section than any other!

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

- From the drop down menu pick 'Below Honours Degree Level'.

Where have you studied?

- You only need to put Ashby School, unless you joined us in the 6th Form. In which case you need to put your 'GCSE School' as well.
- Use the search facility for this, it will automatically pull through the address and centre number
- Date of joining Ashby School

Tick box when complete and save.

Once you have entered your school, you can enter your qualifications.

- Click, add qualifications.
- The most common qualifications are already in a list.

- Click on **GCSE's** and find the exact subject description.
- You will need to know your exam board, date sat and grade achieved.
- You need to enter ALL GCSE courses. Put the correct date
- **For Science** - Core and Additional are not listed so enter this in the '**other**' box, but do them individually. For Triple Science pick Physics, Chemistry and Biology from the list. You then enter the Grades received.
- For other qualifications (taken pre 16) click add qualification and put into the search box e.g. Key Skills/Functional Skills.

- For **AS levels**, click on GCE AS Level (First Award 2001) then select subject from list.
- You get the opportunity of entering **Module Results**. This is **optional**. Include if excellent, but if you do it for one subject you really should do it for all subjects – but it is up to you.

- **AS Module Resits** – if you are intending to resit a module these must go down. **They go under AS Section**. Re-enter the subject, but the date will be **June of next summer** (this tells UCAS it is a resit) and the Grade will be Pending.
- If you are picking up an AS in Year 13, again it goes in AS Qualifications, but the date will be June of next summer – again result Pending.
- **A2** – click on GCE A Level and select from list – again Grade is Pending. Date is June of next summer, it is recommended to ignore module details.

Remember to include your Enrichment Subjects:

- AS General Studies
- AS Critical Thinking
- EPQ goes under AS Section
- A2 General Studies
- A2 Critical Thinking

Tick box when complete and save.

Employment Section

- Self-explanatory, include your part time and holiday jobs

Tick box when complete and save.

Statement

This is a very important element of the application form. This is your chance to tell the admissions tutor why they should offer you a place. Approximately 2/3rds should be explaining what excites you about the course, and what you have done/or do, outside the curriculum, to demonstrate your passion for this subject; this will include wider reading, visits etc. Remember you only have 47 lines or 4000 characters (including spaces). The system will automatically put it into Verdana font type and size 10.

Tick box and save on completion.

View all Details

This gives you the opportunity of checking and changing the information you have supplied.

Tick box and save on completion.

Pay and Send

- On completion you can pay and send. If using your parents/carers credit card you will need the details and permission (£23 for 5 choices, £12 for 1 choice).
- Please note when you 'send' you are sending it to the school UCAS administrator, Miss Hawksworth, who along with Miss McCafferty, have the responsibility of checking your details.
- We will email you if we need you to correct some of your details, so once you have paid and sent, check your emails
- Miss Hawksworth and Miss McCafferty are also responsible for attaching the school reference to your application.
- When this is done and all details are correct, the school then sends off the application to UCAS.

Choosing Appropriate Courses

- Do your research.
- Attend Open Days. Use UCAS website (unistats) or Centigrade plus bestcourse4me.com.
- The Stamford Test via UCAS website, Careers interviews, as well as the wealth of information the Sixth Form Team can provide you with should help to prepare you for making decisions.

- Ensure you know your predicted UCAS grades, so you can make realistic, informed selections.
- Check out the Course Entry Profiles and make certain you enter yourself for any necessary additional admissions tests.
- It is vital that your predicted grades will match or be higher than entry requirements for the degree you apply for.

The Personal Statement and UCAS Reference

You will be provided with lots of information and advice to help you produce a personal statement of quality. The A5 booklet 'Writing the UCAS Personal Statement' is a great start – as is 'Stop Thinking, Start Writing – The Personal Statement Writing Guide'. These are available in the Sixth Form Office. Also available will be actual examples of Personal Statements for over 30 different degree courses. PLEASE USE ALL THE RESOURCES.

The process starts this term. Even if you don't know what degree course you wish to follow you can start thinking and jotting down pieces of information that might be included e.g. Personal skills, achievements, things you do in and out of school, which reflect you as a person, see 'Writing the UCAS Personal Statement' booklet.

In the meantime start thinking about possible degree courses and what can you do between now and applying to demonstrate a great love/passion for that subject area, which will then be included in your Personal Statement. Summer holidays provide great opportunities for reading books outside the normal curriculum area and getting work experience.

Remember your Personal Statement must reflect the degree course for which you are applying – it is your chance to say 'Look at me, look at what I have done, I am worthy of a place on your degree course'.

The Sixth Form Team are always available to offer help and advice. You will be encouraged to have conversations with your Form Tutor both this term and certainly next term in order for them to help you shape your Personal Statement. Your Form Tutor will also use your Personal Statement to enhance the final Reference which they write. It is vital you have discussed it with them.

Ultimately however, the statement should be personal to you and the final decision as to its content will be yours.

Produce the definitive statement as a Word document – send an electronic copy to your Form Tutor and paste it into your application.

UCAS Reference

At all stages you should keep communication with your Form Tutor, as this is the person who will write the all-important UCAS Reference. Your Tutor will need to know where you are applying and for which courses. If you want the best reference it is vital that your Form Tutor has a copy of your UCAS application, and your Personal Statement. Your UCAS Reference must tie up what you are saying in your Personal Statement with your choice of degree.

Submitting the Form

When you pay and send your form to the Administrator (Miss Hawksworth/Miss McCafferty) you need to electronically enter your payment details, which UCAS will cash at the point of receipt. You lose the ability to alter your application form at the point of submission. Miss Hawksworth / Miss McCafferty will attach the Tutor Reference and send your form to UCAS. If Miss Hawksworth/Miss McCafferty spot an error, they are able to return the form to you and will email you to tell you the action you need to take. It is therefore extremely important that you check your school emails on a daily basis. Once the form has been despatched, UCAS will send you a 'welcome letter' and/or email you a '**Track Code**', so you are able to see exactly how your application is progressing. They will maintain regular contact with you from this time, advising you of offers and the key dates for your decisions to reach them. You can follow the progress of your application using Track. This is where you find out about offers.

This is one of the most important decisions you are likely to make, so research your options thoroughly.

Good Luck

Oxbridge

Cambridge University website:

www.cam.ac.uk

Oxford University website:

www.ox.ac.uk

Finance

For information on student finance:

<https://www.gov.uk/student-finance>

<http://www.studentfinanceengland.co.uk/>

www.nhsstudentgrants.co.uk

Admissions tests

Oxford and Cambridge tests:

<http://www.admissionstestingservice.org/>

LNAT (National Admissions Test for Law) Law admissions tests required for some [universities](#):

<http://www.lnat.ac.uk/>

BMAT - (BioMedical Admissions Test) Medicine/Vetinary course test required for some [universities](#) :

<http://www.admissionstestingservice.org/for-test-takers/bmat/>

UKCAT - (UK Clinical Aptitude Test) Medicine course test required for some [universities](#) :

<http://www.ukcat.ac.uk/>

Step - (Sixth Term Examination Paper) Mathematics test required for some [universities](#) :

<http://www.admissionstestingservice.org/for-test-takers/step/about-step/>

Gap year

UCAS

If you intend to take a gap year and you know what you want to apply for at university you can still apply to UCAS in this cycle but defer your entry for a year.

Pros and cons of a gap year:

Pros	Cons
Feeling more refreshed for studies after a year out	Might find it difficult to settle back into studies after a year out
Gaining valuable work experience	Independent study may be difficult after a year away from education
Opportunity to travel and experience other cultures	Can be expensive
Opportunity to gain new experiences	Experiences not always paid
Opportunity to earn some money	Friends going off to university
Gain new skills and develop existing ones	If you don't spend it productively it could be a waste and not look good for future employment
Time to consider your future career plans in more detail	

Websites

Gap year advice:

<http://www.theguardian.com/education/gapyears>

Camps International:

<http://www.campsinternational.com/gap-year>

STA Travel:

www.statravel.co.uk/Gap_Year

UCAS endorsed gap year site:

www.yearoutgroup.org

Organisations and placements in the UK and abroad:
www.worldwidevolunteering.org.uk

Numerous gap year opportunities and information:
www.gapyear.com

Student Partnerships Worldwide:
www.spw.org

England based volunteering opportunities:
www.volunteering.org.uk

Travelling safely:

www.objectivegapyear.com
www.masta.org

Jobs and Training

If you require any careers information or help with job-seeking we have a careers adviser within school, who you can make an appointment to see.

Alternatively please speak with Miss McCafferty in the Sixth Form Office.

Useful websites:

National Careers Service: <https://nationalcareersservice.direct.gov.uk>

Fast Tomato: <https://www.fasttomato.com> registration code: knux

iCould <http://icould.com/>

www.prospects.ac.uk

www.hotrecruit.com

www.justjobs4students.co.uk

www.student-jobs.co.uk

See the school website www.ashbyschool.org.uk for a guide to employment and training.

For information regarding CV writing:

For more information about this and some example CVs, you could have a look at

http://www.prospects.ac.uk/how_to_write_a_cv.htm

Apprenticeships

www.apprenticeships.gov.uk to see which apprenticeships are available and the levels that they offer them at. You can also use this site to search for apprenticeships and create an account. They will then email you if they have any suitable vacancies in your area.

Apprenticeship Vacancies:

<https://apprenticeshipvacancymatchingservice.lsc.gov.uk/navms/forms/candidate/apprenticeships.aspx>

You could also apply for an apprenticeship through a local college or training provider. . It would be worth attending the colleges' open days to find out more about the apprenticeships and the levels that they offer as well as finding out more about the colleges in general.

Leicester City Council has an apprenticeship hub where they advertise latest vacancies so it would be worth having a look at this too (<http://www.leicester.gov.uk/your-council-services/jobs-and-careers/leicester-to-work/leicester-apprenticeship-hub/>).