

Next Steps...

Careers & University Guide

*'Nobody can tell you where to go or what to do!
You have to make your own decision.'*

UCAS

Summer 2018 leavers

Marling Sixth Form

Name _____

Tutor group _____

Whether you plan to go to university, take a gap year, get a job, start an apprenticeship... there is a lot of planning to do.

This guide provides guidance for whichever path you choose to take and signposts you to further sources of information.

If you are unsure of your next step, there is a lot of advice available to you:

Your Tutor, Head of Year, Head of Sixth Form, Subject Teachers, Sixth Form Student Support are here to help so make sure you use them to your best advantage.

Thursday 29 July 2017 – Reading day

After A Levels: alternatives to university

- Higher and Degree Apprenticeships
- School Leaver Programmes
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Monday 3rd July 2017

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Thursday 29th June 2017

The following activities are preparation for the Enrichment Day on the 4th of July

Activities to complete today:

Apprenticeship research

Example CV drafted (for the 4th of July)

Overseas universities research

University open days planned

Spartan Test completed

Work placement & internship research

A Level subject chart completed

University courses chart completed

Gap Year options explored

Complete Intentions tool on UNIFROG

Complete MOOC search on UNIFROG

After A Levels... *alternatives to university*

Higher & Degree Apprenticeships and School Leaver Programmes

There can be a lot of overlap between Higher & Degree Apprenticeships and School Leaver Programmes.

But each programme will be different, providing differing salaries; differing qualifications or training; and differing commitments to the company involved.

- ❖ *You might gain a professional qualification*
- ❖ *You might study at university part-time or full-time*
- ❖ *Salaries could be from £12,000 - £24,000*
- ❖ *You may have university fees fully or partially paid*

There are fantastic opportunities available with large companies in many differing career fields representing hundreds of job roles

Higher & Degree Apprenticeships

A **Higher Apprenticeship** is at the same level as **Higher Education** (university)

Higher apprenticeships combine on the job training with study and lead to a nationally recognised qualification at one of the following:

Level 4 - foundation degree (first year at university)

Level 5 - (equivalent to two years at university)

Level 6 - equivalent to a bachelor degree (full university degree)

A Level 6 Higher Apprenticeship may also be called a **Degree apprenticeship** which is usually designed by an employer and a university to ensure that the apprentice graduates with the skills needed by the relevant industry.

Students might attend university on a part-time or distance learning basis whilst working for the employer.

Entry requirements will vary, from two A-level passes to three A Level grades.

Degree apprenticeships are available in 13 key areas.

The current areas and some of the companies offering a degree are:

- **Aerospace engineering and Aerospace software development**
Airbus, BAE Systems and Rolls Royce
- **Automotive engineering**
BMW Group UK, Toyota UK, Vauxhall Motors; Jaguar Landrover
- **Construction**
BAM Construct UK Ltd, Barratt; Costain; Kier
- **Defence**
General Dynamics, Raytheon, Serco
- **Digital industries**
BT, Fujitsu, Network Rail; Goldman Sachs; John Lewis
- **Electronic systems engineering**
ARM, Embecosm, FlexEnable
- **Financial services**
Barclays, HSBC, Santander, Lloyds, Experian
- **Life and industrial sciences**
Astra Zeneca, GSK, Pfizer Inc
- **Nuclear**
EDF Energy, Magnox Ltd, Sellafield
- **Power engineering**
Amey, Siemens, SSE
- **Public relations**
Claremont, Golin and KOR Communications Ltd
- **Surveying**
Axis, EC Harris and Faithorn Farrell Timms; Carrillion

School Leaver Programmes

School leaver programmes are run by large companies and can be similar to Higher/Degree Apprenticeships, often with the opportunity to gain professional qualifications and/or a foundation or bachelor's degree.

- School leaver programmes are often longer than an apprenticeship. They might last from three to seven years.
- The structure of the programme will vary, for example:
 - a year spent at university, before working full-time for the company for the next two years,
 - full-time work at the company alongside study on a part-time or distance learning basis.

Examples of school leaver programmes:

BDO School Leaver Programme
Deloitte BrightStart Scheme
National Audit Office School Leaver Programme
National Grid Engineer Training Programme

The following companies offer apprenticeship or programmes. Those highlighted in bold are local employers. National employers may place apprenticeships in local areas.

EDF Energy	The Environment Agency	National Grid
GCHQ	Grant Thornton	Harrods
Renishaw	National Audit Office	Vodafone
Airbus	Ministry of Defence	Virgin Media
GE Aviation	Marks & Spencer	CILEx
Jaguar Land Rover	EY	Civil Service
GKN	Arcadis	IBM
SpiraxSargo	Deloitte	BDO
BAE Systems	Experian	KPMG
PwC	CGI	MBDA
Morrisons	Capgemini	Nestle

Some examples of the schemes offered by these employers:

PwC - full-time student on a Accounting and Business degree at Reading, Newcastle or Nottingham University with paid work experience and placements.

Goldman Sachs – work with Queen Marys London to offer a BSc in Digital and Technology Solutions

Morrisons sponsor students on Bradford University's Management and Business degree with blocks of time spent at university. Study is fully funded and they also pay a wage.

Capgemini offer an IT Degree Apprenticeship Programme with Aston University studying a BSc in Digital & Technology Solutions, whilst working at the same time.

CGI offer a Business Management degree from the University of Winchester.

Experian offer a BA in Management and Leadership sponsored degree programme in conjunction with Nottingham Business School .

KPMG offer a 6-year programme to gain an accounting degree from either the University of Birmingham or Durham and become a fully qualified Chartered

Accountant. All tuition and university accommodation fees are paid and a starting salary of around £20,000 (in London).

MBDA offer a four year programme leading to a degree in Business Studies from either Bolton or Hertfordshire University.

Nestle have a Fast Start School Leavers Programme studying for a BA in Professional Business Practice at Sheffield Hallam University

A note about **Advanced Apprenticeships**

Although an Advanced Apprenticeship is at Level 3, the same level as A Levels, there are a great number and variety of Advanced Apprenticeships which may prove to be a good entry point into a company or career that you are interested in pursuing.

Advanced Apprenticeships are unlikely to pay as much a Higher Apprenticeship but will require lower grades and may be the best route into that particular area of employment.

Superdry are a local employer that offer interesting Advanced Apprenticeships.

Researching opportunities:

Applying for an apprenticeship or school leaver scheme degree will involve undertaking thorough individual research.

**Use UNIFROG to search for vacancies and record your progress.
Go to individual companies websites to find out what they offer.**

Start your research early so that you don't miss any application deadlines.

Search

www.unifrog.org

www.schoolleavers.milkround.com

www.notgoingtouni.co.uk

www.apprenticeships.org.uk

www.allaboutschoollleavers.co.uk

Seriously consider whether one of these routes is a better option for you than studying directly at university.

Use the suggested websites to find out about 3 alternatives to university.

Search for **apprenticeships/school leaver programmes**

Note your research findings below:

An example of a current opportunity:

Company: Civil Service Fast Track Apprenticeship
Title of role: Digital and Technology apprentice

Salary: £19,500-27,000
Length of training: 2 years

Entry requirements: Two A Levels at Grade C or above
Qualification gained: Level 4 (foundation degree)

Company:
Title of role:

Salary:
Length of training:

Entry requirements:
Qualification gained:

Company:
Title of role:

Salary:
Length of training:

Entry requirements:
Qualification gained:

Company:
Title of role:

Salary:
Length of training:

Entry requirements:
Qualification gained:

Armed Forces

If you are considering joining the armed forces, their websites provide full information and also how to obtain scholarships or bursaries if you decide to attend university before joining.

RAF - www.raf.mod.uk/recruitment/how-to-apply/

Royal Navy - www.royalnavy.mod.uk/careers/get-ready-to-join

Army - www.army.mod.uk/join/How-to-join.aspx

Employment

If you decide to look for paid employment, you may want to start by exploring the different types of jobs available.

- ❖ Take the **Spartan test** www.sacu-student.com to identify careers that may be interesting to you.
- ❖ The National Careers Service website has a section with careers advice detailing over 800 job profiles
www.nationalcareersservice.direct.gov.uk/advice

Top five job-hunting tips (adapted from prospects.ac.uk):

1. **Network** - Ask your contacts for advice and opportunities, use social media, attend careers fairs, participate in work shadowing.
2. **Sign up for job alerts** - Take advantage of websites' automatic job updates. Utilise the more traditional methods of browsing job boards and local newspapers too - these are tried and tested ways of finding vacancies.
3. **Stay motivated** - Your job hunt will prove fruitful - even if it becomes frustrating at times. Ask for feedback wherever possible and use the experiences to develop yourself.
4. **Target your application** - Tailor your application to the individual job specifications and values of each organisation. Make every covering letter as personal to the role and company as possible.
5. **Volunteer** - This enhances your CV, tests out your chosen career and puts you in pole position for any arising job opportunities. Behave well, be smart and enthusiastic. Remember to enquire about potential vacancies.

Applying for a job

Each job application will be different, so make sure you read the application details *thoroughly* to ensure you make the best impression from the outset.

- ❖ Follow the application instructions exactly.
- ❖ Some applications may be completely online with an application form set out for you.
- ❖ Some will ask you to send in your CV with a covering letter.

Either way, it is good to have a basic CV ready prepared detailing all your factual information.

*Use the job application to inform your CV/covering letter/online application:
copy the language that is used to demonstrate
 that you have read and understood the role to which you are applying*

CVs and Covering letters

The National Careers service has lots of useful advice regarding CV's and cover letters:

www.nationalcareersservice.direct.gov.uk

CV

- ❖ Your CV should be brief and to the point containing factual information.
- ❖ A maximum of two typed pages but preferably just one side!
- ❖ It should be easy to read at a glance.

There are lots of sample CVs available online. The Guardian has lots of advice.
www.theguardian.com/careers/cv-templates

Your CV should be eye-catching due to its simplicity:

- *using bullet points rather than long sentences;*

sub-headings

*and the use of underlining or **bold** to help statements stand out.*

A potential employer needs to be able to identify the important information with ease.

Example CV layout

Complete your CV & bring into school on the 4th July

Full name
Address
Telephone number
Email address

PROFILE

Your profile should summarise the skills you've gained from both academic and work experience in a few key sentences.

EDUCATION

School name (secondary only)

Qualification	Year	Subject	Grade
---------------	------	---------	-------

- ❖ List all the qualifications you have gained plus pending qualifications

WORK EXPERIENCE

Date	Role	Company name
------	------	--------------

- ❖ Describe the benefits to you – what you learnt and how you grew

PAID EMPLOYMENT

Date	Role	Company name
------	------	--------------

- ❖ Describe the experience that you have gained

VOLUNTARY WORK

Date	Role	Company name
------	------	--------------

- ❖ How you benefited from the experience

INTERESTS

Activity	Skills you have gained
----------	------------------------

REFERENCE DETAILS

Name	Job role	Contact details
------	----------	-----------------

Covering letter

A covering letter should always be sent along with your CV.
The covering letter should be just one side of A4 like a CV.

The purpose of the letter is to expand the skills mentioned on your CV and specifically relate them to the job role as described in the job description.

A covering letter should include

- who you are and why you are writing
- what you want
- what you can offer
- why they should consider you
- why you want to work for them

There are lots of sample covering letters online. The Prospects website has good information:

www.prospects.ac.uk/careers-advice/cvs-and-cover-letters

Example Covering Letter format

	Your Name Address Telephone number Email address
Date	
Name of recruiter Address of company	
Dear Mr/Mrs...	
Re: Job details	
Please find enclosed a copy of my CV...	
Explain -	
<ul style="list-style-type: none"> • what you want and what you can offer • why they should consider you • why you want to work for them 	
<i>Use the job description to inform what you include</i>	
Yours Sincerely	
Name	

Interview skills

On the 4th of July Enrichment Day, you will have the opportunity to practice these interview skills.

Preparing for an interview is very important. It will help calm your nerves and ensure you give your best performance.

Preparation:

- find out what kind of interview it will be
- re-read the person specification and your CV/application form, and think about what type of questions they might ask you
- prepare answers for questions that may be asked

Examples of common questions:

- ❖ why do you want the job?
- ❖ what are your strengths and weaknesses?
- ❖ what would your colleagues and friends consider as your best qualities?
- ❖ why have you chosen to apply to this company?
- ❖ what do you think the main challenges will be?
- ❖ can you give an example of when you coped with a difficult situation?
- ❖ what are your goals?

Use the STAR acronym to ensure that your answers are specific:

Situation	briefly explain the situation
Task	briefly explain what you had to do
Action	very clearly say what you did
Result	explain what you learned

- don't worry if you need time to think before answering a question
- ask for the question to be repeated if necessary
- prepare some questions to ask at the end of the interview - use it as an opportunity to find out more about the role and the company.

First impressions count:

Your words and appearance in the first few seconds leave a lasting impression.

Make sure that you arrive early, dress smartly, give good eye contact and smile, speak clearly and confidently, and listen attentively.

University Research

Studying Overseas

43 of the top 50 world ranked universities are not in the UK.

www.timeshighereducation.co.uk/world-university-rankings

Europe

- ***There are more than 1800 bachelor degrees taught in English in Europe.***
32 European Universities are ranked in the World top 100, including Germany and the Netherlands who have many high ranking establishments.
- ***Entry requirements are generally lower than in the UK.*** Some countries ask that you complete three A Levels but are not concerned with grades. *This is not necessarily a reflection of quality, rather a reflection of the belief that higher education should be accessible for all. The university is likely to be more concerned with how you perform during your first year.*
- ***Tuition fees are often considerably cheaper in Europe,*** with the four Scandinavian countries not charging anything for tuition – Sweden, Denmark, Norway and Finland. There are very low fees, under €2000, in Austria, Germany, Switzerland and the Netherlands.
- ***Student loans from the UK cannot be used overseas*** but you may be eligible for loans from the country where you apply or a student work permit.

For €28, Eunicas can help with your application to European Universities

www.eunicas.co.uk

You can search for universities in The Netherlands through UNIFROG

For useful information: www.universitycompare.com/european-study-abroad-guide/want-study-europe

USA

- Around **one third of the 200 world top** universities are in the US. There are more than 4,500 universities to choose from.
- A **range of subjects are studied in the first two years** before choosing a major.
- In the US, there are **excellent fee assistance programmes** if you qualify for a scholarship based on sport, music or other talent.
- Apply directly to each university and sit the SAT admissions test.

For study in the US www.fulbright.co.uk and www.collegeboard.org

For universities worldwide www.thestudentworld.com www.astarfuture.co.uk

You can make an overseas application alongside your UK UCAS application

Use the suggested websites to research **3 courses in 3 different countries**. Note your research findings below:

Country: Netherlands
University: Leiden University
Course title: BA International Studies (Politics & International Relations)
World Ranking: 67
Length of course: 3 years
Entry requirements: 3 A-levels [Minimum Grade C]
Cost of tuition: €1,984 per year
Notes:

Country:
University:
Course title:
Length of course:
Entry requirements:
Cost of tuition:
Cost of living:
Notes:

Country:
University:
Course title:
Length of course:
Entry requirements:
Cost of tuition:
Cost of living:
Notes:

Country:
University:
Course title:
Length of course:
Entry requirements:
Cost of tuition:
Cost of living:
Notes:

Make a note of any queries that you want to research further:

- 1.
- 2.
- 3.

Higher Education in the UK

➤ Undergraduate degrees

- An undergraduate degree (BA, BSc) is the most common Higher Education qualification. It usually takes 3 years of full time study.
- In Scotland, a degree lasts 4 years. It may be possible for you to join in the 2nd year.
- Degrees may be subject-based or focused on a specific profession.

A degree may be awarded with, or without honours. The degree classifications are:

- First-class honours (1st)
- Second-class honours, upper division (2:1)
- Second-class honours, lower division (2:2)
- Third-class honours (3rd)
- Ordinary degree (pass)

If you are unsure about employment prospects following your degree, High Fliers produce an excellent report detailing graduate employment including salaries:

http://www.highfliers.co.uk/download/2017/graduate_market/GMReport17.pdf

➤ Art Foundation

- If you want to study Art and Design at University, you may need to complete an Art Foundation course first.
- Over the years, students from Marling have thoroughly enjoyed their experience on the Foundation Diploma in Art and Design at SGS Stroud College.
- The course is a diagnostic course designed to help choose which Art or Design discipline you wish to further specialise in.
- Apply direct to SGS.

➤ UCAS Conservatoires

- If you want to study music at a conservatoire, you will need to complete your application by 1st October.
- Studying music at a conservatoire prepares you for employment in the music performance industry.
- www.ucas.com/ucas/conservatoires

Student Finance

Tuition Fees

- Degree courses cost a maximum of £9,250 per year for tuition where universities have achieved the Teaching Excellence Framework.
- Student Finance England (SFE) will provide a loan (paid direct to the university) to cover tuition fees.

Living (maintenance) costs

- Each year of your course, you will need money to cover accommodation; food; travel etc with London costing over £12,000; Manchester about £9,000 and Dundee approximately £7,500.

London can be the most cost-effective due to the range of part-time work opportunities (Student Living Index Survey – Barclays)

- SFE provide maintenance loans to help with these living costs.
- The amount you can receive is based on your household income. For the academic year 2018-2019, the assessed tax year will be 2016-2017.

To cover living costs, students may need to supplement their loan/bursary/scholarship with a part-time job/savings/parental contribution.

Other means of financing your studies:

Universities will offer **scholarships** based on academic/sporting/music excellence & a variety of **bursaries** linked to household income.

Check details on individual university websites.

Sponsorships:

- ❖ *You could gain a scholarship or sponsorship from a professional institution i.e. ImechE for engineering degrees; YINI for STEM related degrees.*
- ❖ *Your degree could be sponsored by an employer. The employer may offer you a guaranteed job on qualification or a place on their graduate scheme.*
- ❖ *The armed forces could also sponsor you to attend university.*

You need to make an application to Student Finance by the end of May 2018.

www.gov.uk/student-finance

Repayment

Loans from Student Finance England do not have to be repaid until you finish your course and earn above £21,000:

Annual income before tax	Monthly salary	Monthly repayment
Up to £21,000	£1,750	£0
£25,000	£2,083	£30
£30,000	£2,500	£67

*It's useful to think of the repayment as a **TAX** on earnings rather than as debt.*

University Open Days

Open days are great sources of information about courses and to judge whether the university is somewhere you would want to study www.opendays.com
Also use the UCAS open days search tool or individual university websites.

Complete the information below based on Open Days you've already attended and those you are planning to attend:

University:

Open day date:

Notes:

If you are eligible for the 16-19 bursary, this can be used to help with transport costs. Please speak to Heidi Vinton or the Finance department if relevant.

Finding the Right Degree

What do you enjoy studying? Don't just choose the subject you are best at, you need to love it to study it for several years!

You could study an academic subject: Mathematics or History.
You could combine subjects: 'Economics and Finance with European Study'.
You could choose a vocational degree: Teaching or Architecture.

- Take the **Spartan test** www.sacu-student.com to identify a university subject cloud unique to you. You will need to register and then take the test.

	Spartan Test results: Pick 5 subjects from your subject cloud	Identify the employment options for each degree subject www.prospects.ac.uk/options_with_your_subject.htm
1.		
2.		
3.		
4.		
5.		

The link between degree courses and employment

In some cases there is a clear link between a particular degree and a career i.e. pharmacy or journalism.

To become an engineer you should study an engineering subject but, conversely, some students who study engineering enter careers in project management, business or finance.

For entry to some professions i.e. Law or Accountancy, you can convert your degree with specific training, professional qualifications or post-graduate study.

Many degrees do not lead to specific careers but give skills and experience that will assist you to gain employment.

The document 'What do Graduates do' gives a good overview of potential careers
www.hecsu.ac.uk/current_projects_what_do_graduates_do.htm

Work placements and Internships within your degree

Highfliers Research 2013 (*with the UK's 100 most successful employers*) stresses that **work experience is as important as a 2:1 or 1st class degree:**

- 37% of this year's positions are expected to be filled by graduates who have already worked for their organisations – either through paid internships, industrial placements or vacation work.

They give a warning that graduates with no previous work experience are unlikely to be successful during the selection process and have little or no chance of receiving a job offer for their organisations' graduate programmes.

- Consider degrees with a placement year/year in industry/internship. The maximum fee for work placement year is £1,385
- Study abroad for part of your degree www.erasmusplus.org.uk/study-abroad
- How will the university careers service help you gain employment, what are their links with employers.

On UNIFROG or a university website, find out 3 facts about a degree with an industry placement:

University & course title:

- 1.
- 2.
- 3.

On UNIFROG or a university website, find out 3 facts about a degree with study abroad:

University & course title:

- 1.
- 2.
- 3.

On a university website, find out 3 facts about their careers service:

University:

- 1.
- 2.
- 3.

Choosing courses

- Check your A Level subjects are acceptable for the course.
- Check the grade entry requirements and be realistic about what grades you are likely to achieve.
- Use **UNIFROG** and **HEAP ONLINE** to search for courses and to find out what grades are required:
*Marling school's access code to register on HEAP is **LZXIKKVO***

A Level Subject	Last tracking grade	Your expected AS grade

When choosing your five courses (four for medicine or dentistry), it is a good plan to identify:

1/2 x Aspirational – above target grades

2/3 x Solid – at target grades

1/2 x Safe – below target grades

- course ratings, www.unistats.com compares universities by student satisfaction, job prospects and includes Key Information Sets (KIS) including teaching hours and methods
- University rankings www.theguardian.com/education/ng-interactive/2017/may/16/university-league-tables-2018
- Consider other factors: distance from home; campus or city university; sports and societies available...

The UCAS Tariff - the points awarded for A Levels:

A Level points:	<i>The offer made by a university is usually based on the points from three A levels.</i>	Sometimes the points from the AS subject that was not continued to A2 can be used.	AS Level points:
A* 56			
A 48			A 20
B 40			B 16
C 32			C 12
D 24			D 10
E 16	E 6		

UNIVERSITY	COURSE	A2 GRADES OR UCAS POINTS	RANKING Unistats comments	SCHOLARSHIPS AND/OR BURSARIES
Example: Birmingham	BA French Studies and Mathematics	AAB	Ranked 16 th for Maths courses	Lloyds scholar programme

Gap Year

A gap year can give you the opportunity to experience new cultures, give back to a community, or improve your employment potential.

➤ Work Experience

You could use the year to gain experience in an industry, search for opportunities on www.studentladder.co.uk/Gap-Year-Placement/gap-year-placements.html

some examples:

YINI

- You could complete a 'Year in Industry' in the areas of science, engineering and technology.
- It will offer you an insight into how a business operates and you will earn £11,000 -17,000.
- Some students that prove themselves are awarded sponsorships for their time in higher education.
- Visit www.yini.org.uk to make an application.

DELOITTE

- Deloitte (www.deloitte.co.uk/scholars) offer excellent gap year work placements in their audit or tax departments with a bursary given to travel before university and bursaries for university also.

➤ Travel

In your gap year you could do anything from volunteering in an orphanage in Africa to ski instructor training in France.

www.frontier.ac.uk

www.gapyear.com

www.yearoutgroup.org

www.theleap.co.uk

www.projecttrust.org.uk

Maybe combine travel and an internship www.gapguru.com/gap-year-Internships

By taking a gap year you could earn and save some money to help with university living costs.

You can still make your application to university this year, marking your application as deferred entry for 2019.

You will need to check that the course and university accept deferred entry.

Use the suggested websites to research some **Gap Year options:**

UK or overseas:

Organisation:

Cost or Salary:

Benefits:

University application checklist:

ACTION	TICK	COMMENTS
Booked university open days		
Check whether you will be interviewed		
Enquire about mock interview availability with sixth form		
Check the application deadline for your course		
Check whether you need to complete additional tests		
Check if you can apply for deferred entry for a gap year		
Discuss your reference with your tutor		

UCAS Advice from previous Year 13 Students

about open days & course choices...

Make sure you visit the universities early. I didn't and missed all open days.

Start looking earlier rather than later, it's harder than you think to choose.

Talk to subject teachers if you're not sure about the course you want to do.

Look around universities, they look a lot different to how they look in the prospectus or on the website.

other advice...

Ring universities as soon as possible if there is a problem.

If your course requires an interview ask for a practice interview at school.

Even if you're not sure university is the right thing for you, still apply for UCAS. You can 'defer' your entry if you wish to or retract your applications at any time.

Gap year? Don't leave it too late to decide.

Monday 3rd July 2017

Period 1

University Application Session

The University Application Process

Key Dates for University Application

2017

3 July	Register on-line with UCAS & start personal statement
1 September	Completed applications can be sent to UCAS from now
15 September	Marling deadline for students to complete their Oxbridge, Medical, Dentistry and Vet. Science applications
1 October	<i>UCAS Conservatoires application deadline (music applications)</i>
15 October	UCAS Closing date for applications for Oxbridge, Medical, Dentistry and Vet. Science
6 November	<u>Deadline</u> for all students to complete their UCAS applications

this deadline may seem early...

but you need your reference from your tutor to be added and your application to be checked by school - this all takes time to complete.

University admissions tutors start making offers to students well before the official January deadline.

**179 offers had been received, by Marling students,
by 3rd December last year**

so get your application in early!

Applications received in December and January may receive less attention from admissions tutors.

2018

15 January	UCAS deadline for equal consideration of applications
24 March	Closing date for some Art & Design courses
16 August	A Level results – confirmation of university place

Applying to University through UCAS

You will make your application to UCAS online through UCAS Apply in school on Monday 3rd July:

www.ucas.com

- 'Apply and Track' tab
 - 'Start an undergraduate application'
 - 'Register and Apply for 2018 entry'
 - 'Register'
- **Ensure you access your email and complete the verification process**
 - *Your email address must be appropriate i.e. not using swear words/sexual language - you will use this email to communicate with universities.*
 - **Link your application to Marling:**
 - Use Marling's buzzword 'marvin18' to link your application to Marling so that your referee (tutor) can attach their reference.

Remember to make a note of your personal ID, username and password.

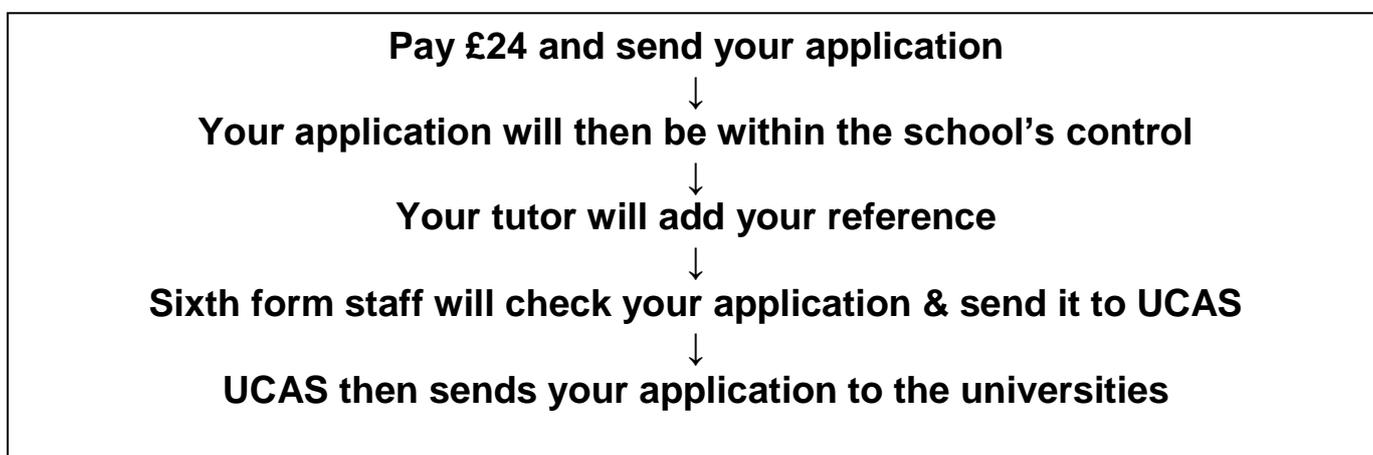
UCAS Personal ID: UCAS Username: UCAS Password:

You can save at any point and change information at a later date, so there is no problem if you enter partial information.

UCAS provide guidance for your application:

www.ucas.com/how-it-all-works/undergraduate/filling-your-application

When you have completed all your sections:



You will receive an acknowledgement from UCAS that your application has been received.

UCAS Track

You then use UCAS Track to keep you informed of the decisions made by the universities – they will either: make you an offer; invite you to interview or reject your application.

- Once you have received the decisions from **all** of your universities, you then have to accept one offer as a **firm** choice, keep one as an **insurance** offer (usually requiring lower grades) and reject all others.

If you get the grades for your firm choice, you will be placed at that university. ***You will not have the choice to go to your insurance university instead.***

Interviews and Admissions Tests

Interviews

- More and more courses are inviting students to an interview before making a decision.
- All students should check whether they will be interviewed for their course and let Sixth Form know asap.
- Students who are required to attend an interview will be offered a mock interview, where this is possible. You should also use your own contacts, friends and family to practice interviews.

Admission tests

- ❖ Some universities require you to pass an additional admissions test. YOU need to check if this applies to you.

Find out more:

www.admissionstesting.org
www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/admissions-tests

*Admissions tests and university interviews are covered in more detail in the Marling document: “**Competitive Applications and Courses at UK Universities.**” which can be viewed on the school website.*

Please check the details of your course with the university concerned.

Monday 3rd July 2017

Period 3

Application Session Two

Personal Statement Writing

General Guidance

- Maximum of 47 lines and 4,000 characters (about one typed page)
- Only **one** statement for **all** your course choices
maximum of 5 course choices (4 for medicine/dentistry/veterinary science)

Admissions tutors for all your courses will see the same Personal Statement so choose similar courses.

- **Draft**, show someone, **re-write**; **draft**, show someone, **re-write**... (*repeat*)

*Your personal statement is your opportunity to convince admissions tutors that you are right for the course.
Make it sound interesting but keep it concise.*

- ❖ **Tell the truth:** if you are asked for an interview you will be questioned about the contents of your personal statement. Don't exaggerate.
- ❖ **Don't use humour**, it rarely works.
- ❖ **Your own work:** Personal statements are checked by UCAS for plagiarism using sophisticated software.

Watch YouTube:

Imperial College London 'how to write an excellent personal statement'

Unifrog also has advice on writing your personal statement.

Upload your personal statement onto Unifrog so that your subject reference writers can refer to it.

Please note that teachers may also require a paper copy of your statement.

Personal Statement: Structure Overview

INTRODUCTION

Why that subject?

Why do you want to do what you want to do?

DON'T: tell the admissions tutor what their subject is
use the word passion
use other people's statements/websites

MAIN BODY OF STATEMENT - PARAGRAPHS 2/3/4

Super curricular & academic

"Think **super-curricular** NOT extra-curricular"

What have you done/read/seen/written/attended to help you succeed and know that this subject/course is right for you?

DON'T: narrate the content of your A Levels

PARAGRAPH 4?

You as a person?

Any personal skills/attributes which relate and why

CONCLUSION

Why you, why that subject?

Why should the university offer you a place?

Your personal statement should be $\frac{2}{3}$ academic

Personal Statement: Content

- **Introduction:** Write the **opening statement** last
- **Main body of statement: Supercurricular and academic:** Writing about your choice of course

Demonstrate your personal interest and insight into the course and tailor this closely to the course descriptions of all the courses you are applying for.

Apply the **ABC** rule wherever possible:

- Outline the **Activity** – what you did
- Describe the **Benefit** – what you learnt and how you grew
- Relate to the **Course**

Don't **tell** the admissions tutor, **show** them with specific details - adding depth:

	SHOW...Explanation/Demonstration/Evidence...
Why do you want to study the subject at university?	
What in particular did you enjoy about your AS study (modules/topics)?	
Which specific modules of the degree do you look forward to studying in greater depth?	
What academically related activities have you taken part in beyond the classroom?	
What did you learn from related reading; research; work shadowing; summer schools; taster days?	
If your degree is not related to your A Level study, what related knowledge and experience do you have?	
What career aspirations do you have; where will the degree will lead?	

Continue the **main body of the statement** using the **ABC rule** to write about:

Work Shadowing/Voluntary work

- ❖ Describe how your work shadowing/voluntary work has given you insight into a career and impacted the decision to study a particular degree.
- ❖ Link any experience to skills or qualities mentioned in the course entry requirements.

School Experience

- ❖ Outline positions of responsibility and describe how they developed your character.
- ❖ Outline clubs and activities and describe their benefit to your development.

Interests/Sporting Achievements

- ❖ Outline the key activities or experiences which you have gained.
- ❖ Describe the benefit to your development.

For example:

*Surfing; Reading; Air Cadets
Grade 8 Clarinet; D of E Bronze Award
Captain of hockey; Part-time employment*

*If you have considerable sporting ability, you should use this to sell yourself.
Some universities pride themselves on developing
national and international sports people.*

• **Conclusion**

Write a final statement which brings attention back to either your choice of degree or your ability to be successful at university.

*Do not mention why you would like to go to a particular university
as this may prejudice admissions tutors from the other universities.*

- ❖ If applying for **deferred entry**, write a sentence that explains what you intend doing with the year.

*If possible, link with your subject e.g. if applying for Modern Languages,
your gap year may be spent working in Europe to improve your language skills.*