





UCAS

GUIDE BOOK







BEFORE YOU APPLY

Make a plan and set up regular meetings with your progression advisor

Research your options - check the course modules are what you want to study - what are the career outcomes?

What are the entry requirements? Do you need to have studied a certain A-Level?

Discuss your predicted grades with your teachers - do they meet entry requirements?

Go to open days - speak to current students, they will be more honest

Do you need Maths/English/Science GCSE on application?

Do you need work experience? (Year 10 work experience doesn't count)

Is your deadline early? (Medical/dental/ Oxbridge/Veterinary courses have a much earlier application deadline)

UCAS and University | Student Timeline







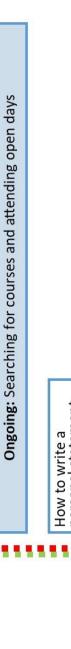


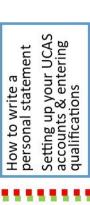






Year 13





University of Sheffield 'UCAS Process' talk

Intro to UCAS

Application

Internal

UCAS

Making progress with UCAS applications

Super Learning Day 2

Deadline

Super Learning Day 1

30/08

17/06

23/06

UCAS Session 1

15/10

09/12

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JCAS Deadline 1

Sept

UCAS Session 2

Searching & Applying

Overview of options and UCAS process for parents and

Progression Event

Deadline for:

Cambridge Medicine Dentistry

Oxford

16/12

UCAS Mop Up Drop in session for students to complete their UCAS

application

'Next Steps' sessions (student finance, accommodation and finances at uni, practice interviews)

Veterinary Medicine/Science

Bridging Work

Open Days Statement Personal

personal statements

Importance of

for university and apprenticeships

Feb Onwards



UCAS Bridging Work: Personal Statement Mind Map









UCAS

QUALIFICATION LEVELS

8 NVQ 8 Doctorate 7 NVQ 7 Master's Degree / Postgraduate Honour's Degree Poundation Degree, Diploma in Higher Education HNC Certificate in Higher Education Advanced Apprenticeship / NVQ 3 Vocational A Level BTEC Cert / Diploma Apprenticeship / NVQ 2 BTEC First Diploma GCSE Grades 9 - 1 Trainseship / NVQ 1 Basic Skills / Skills for Life	LEVEL	G	QUALIFICATION	1
Higher / Degree Apprenticeships / NVQ 4, 5 & 6 Higher / Degree Apprenticeships / NVQ 4, 5 & 6 HNC Certificate in Higher Education Advanced Apprenticeship / NVQ 3 Apprenticeship / NVQ 3 Apprenticeship / NVQ 2 BTEC First Diploma GCSE Grades 9 - 1 Traineeship / NVQ 1 GCSE Grades 3 - 1	8	NVQ 8	Docto	orate
Higher / Degree Apprenticeships / NVQ 4, 5 & 6 HNC Advanced Apprenticeship / NVQ 3 Advanced Apprenticeship / NVQ 3 Apprenticeship / NVQ 2 Apprenticeship / NVQ 2 BTEC First Diploma GCSE Grades 9-1 Traineeship / NVQ 1 GCSE Grades 3-1	7	NVQ 7	Master's Degree	/ Postgraduate
Degree Apprenticeships / NVQ 4, 5 & 6 HNC Certificate in Higher Education Advanced Apprenticeship / NVQ 3 Advanced Apprenticeship / NVQ 3 Apprenticeship / NVQ 2 BTEC First Diploma GCSE Grades 9 - 1 Traineeship / NVQ 1 GCSE Grades 3 - 1	6		Honour's	Degree
As / A2 Levels Apprenticeship / NVQ 3 Apprenticeship / NVQ 2 Apprenticeship / NVQ 2 BTEC First Diploma GCSE Grades 9-1 Traineeship / NVQ 1 GCSE Grades 3-1	5	Degree	Foundation Degree, HND	Diploma in Higher Education
Apprenticeship / NVQ 2 BTEC First Diploma GCSE Grades 9 - 1 GCSE Grades 3 - 1	4		HNC	Certificate in Higher Education
Traineeship / NVQ 1 GCSE Grades 3 - 1	3		Vocational A Level BTEC Cert / Diploma	AS / A2 Levels
3 - 1		Apprenticeship / NVQ 2	BTEC First Diploma	
ENTRY Basic Skills / Skills for Life	1	Traineeship / NVQ 1		
	ENTRY	В	asic Skills / Skills for Life	•

Vocationally

Related Learning

Academic

Learning

Work-based

Learning



THE UCAS APPLICATION

Go to www.ucas.com

Click Apply and Track

Start an undergraduate application

Register and apply for 2022 - complete your details

Use your school email

Pick a password you will remember!

Complete security questions

Log in

You MUST click 'apply through school or college'

Enter Buzzword: Walesje2021 (case sensitive)

You must complete all the sections under 'welcome'

Remember this is a formal application. Things like your address should have capital letters.





THE UCAS APPLICATION

Unique Learning Number = see Mrs Edwards

Fee code = 02

Student support arrangements = the council your home pays council tax to e.g. Rotherham, Sheffield, Derbyshire, Nottingham

Nominated access = this will allow someone else to speak to UCAS on your behalf e.g parent/carer/member of staff (you don't have to do this if you are happy to speak to them yourself)

When entering qualifications don't forget to put what you are currently studying. On the next page is a guide with exact course titles.

For subjects you are currently studying - Do not put predicted grades, select 'pending - June 2022'

Include any employment you have had

Include NCS, Linacre or any summer schools in 'Additional Information'

Personal statement: 4000 characters (including space!) 47 lines maximum



UCAS Qualifications & Points Table

You MUST ensure that when entering your current qualifications on UCAS the course title is exactly as shown below:

Use the UCAS tariff calculator to double check your points score with your predicted grades: https://www.ucas.com/ucas/tariff-calculator If your qualification is not listed above please see Mrs Edwards. Make sure you have enough points for the course you're applying for:

Full A-Level = GCE Advanced Level

AS Level = GCE Advanced Subsidiary Level

Core Maths = Level 3 Certificate in Mathematical Studies (2 year course worth 1 AS)

EPQ = Extended Project Qualification (Level 3) (1 year course worth 1 AS)

Applied Science = BTEC National Extended Certificate in Applied Science (2 year course worth 1 A-Level)

Engineering = AQA Level 3 Foundation Technical Level in Engineering (2 year course worth 1 A-Level)

Finance = LIBF Level 3 Diploma in Financial Studies (2 year course worth 1 A-Level)

Finance = LIBF Level 3 Certificate in Financial Studies (1 year course worth 1 AS)

IT = OCR Level 3 Cambridge Technical Introductory Diploma in IT (2 year course worth 1 A-Level)

IT = OCR Technical Certificate (1 year course worth 1 AS)

Core Ma	GRADE TORADE		< α	a C) <u>_</u>	υц	J
	AS	A/N	20	16	12	10	9
A-LEVELS - POINTS	A-LEVEL	56	48	40	32	24	16
A-LEVEL	GRADE	*	⋖	В	ပ		ш

48 32 16

20 16 10

Engineering

ths

BTEC Applie GRADE D* D M
(1 Yr) 28 24 16
(2 Yrs) 56 48 32 16
ICT GRADE D* D M
ice 28 24 16 12 8
EPQ / Finance GRADE A* A B C C D

ed Science

56 48 32 16

Finance		
GRADE	A-LEVEL	AS
*\	56	ΑX
⋖	48	70
В	40	16
O	32	12
	24	10
Ш	16	9

UCAS Qualifications & Points Table

You MUST ensure that when entering your current qualifications On UCAS the course title is exactly as shown below:

Business Single = OCR Cambridge Technical Extended Certificate (2 year course worth 1 A-Level)

Business Single = OCR Cambridge Technical Certificate (1 year course worth 1 AS)

Business Double = OCR Level 3 Cambridge Technical Diploma in Business (2 year course worth 2 A-Levels)

Business Single	gle		BUSINESS DOL	JBLE
GRADE	Ext Cert		D*D*	112
	(2 Yrs)	(1 Yr)	D*D	104
D _*	56		DD	96
D	48	24	DM	80
≤	32		3	64
P	16	00	PP 32	32 32

Childcare Single = NCFE Cache Technical Level 3 Certificate in Childcare & Education (2 year course worth 1.5 A-Levels)

Childcare Triple = NCFE Cache Technical Level 3 Diploma in Childcare & Education (Early Years Educator) (2 year course worth 3 A-Levels)

GRADE

& Social Care Sing Childcare single &

Health & Social Care Single = NCFE Cache Technical Level 3 Certificate in Health & Social Care (2 year course worth 1.5 A-Levels)

Health & Social Care Double = OCR Level 3 Cambridge Technica Diploma in Health & Social Care (2 year course worth 2 A-Levels)

Health & Social Care Double = OCR Cambridge Technical Extended Certificate (1 year course worth 1 A-Level)

Health le	Childcare Triple GRADE A* 168	e Triple 168	Health & Social Care Double (2 YEARS) GRADE 2YR D*D*	cial Care E ARS) 2YR 112	Health & Social C: Double (1 YEAR) GRADE 1YR D* 56
	B A * G	168 144 120	GRADE D*D* D*D	2YR 112 104	ם טַ הַ כַּ
	DC	96 72	PP MM	96 80 64 48 32	

84 72 60

48

Sport Single = OCR Sport Cambridge Technical Extended Certificate (2 year course worth 1 A-Level)

Sport Single = OCR Sport Cambridge Technical Certificate (1 year course worth 1 AS)

Sport Double = OCR Sport Cambridge Technical Diploma (2 year course worth 2 A-Levels)

SPORT SINGLE	!"!		OPART DOUBLE	
			GRADE	Diploma
	EXI CEIL		D. D. T.	112
	(2 Yrs)	(1 Yr)	D*D	104
Q*	56		DD	96
D	48		DM	
≤	32	16	M	64
Ū	16	Ö	≤	
-	2	C	PP	

If your qualification is not listed above please see Mrs Edwards Use the UCAS tariff calculator to double check your points score with your predicted grades: https://www.ucas.com/ucas/tariff-calculator



UCAS PERSONAL STATEMENT

4000 max including spaces, 47 lines max

DO NOT copy anything from the internet

Meet with your progression advisor regularly

Use appropiate and mature language

No 'lol's or smiley faces!

Don't leave it until the last minute

Don't show to too many people - everyone will have a different opinion

It is likely that your first draft will need amendments - it may take a few go's before you get it right.

Preparing

your personal statement



1. Preparation

- · You can only write one personal statement, so don't mention a uni or college by name.
- Check uni and college websites to see what skills and qualities they'd like you to have.
- Make a list of things you want to include.
- Start drafting early.



What to include

- Why you're interested in the subject.
- Your enthusiasm for the subject.
- How your previous studies relate to the course(s).
- Relevant aspects of jobs, placements, work experience or volunteering.
- Activities or hobbies that show your interest in the subject.
- Any training or achievements that show your skills.
- Demonstrate you're a great candidate and you have skills and qualities they're looking for.



How to write it

- Introduction start with an opening sentence that encourages the reader to
- Structure what you want to include in an order that's most relevant to what the unis and colleges are looking for.
- Conclusion reinforce your commitment, enthusiasm and skills suited to uni/college life.
- Check your grammar, spelling and punctuation.
- Leave time to get feedback and redraft.

4. Technical details



- Length up to 4,000 characters or 47 lines of text (including spaces and blank lines).
- · Make sure you don't copy – our software detects any similarities and this could jeopardise your application.



USEFUL LINKS

Admissions tests: https://www.ucas.com/undergraduate/applying-university/admissions-tests

Apprenticeships:

https://www.ucas.com/apprenticeships-in-the-uk

Course search:

https://digital.ucas.com/search

League Table:

https://www.thecompleteuniversityguide.co.uk/league-tables/rankings

Open days:

https://www.ucas.com/ucas/events/find/type/open-day

Parent/guardian information:

https://www.ucas.com/undergraduate/applying-university/u-cas-undergraduate-advice-parents-and-guardians

Personal Statements:

https://www.ucas.com/undergraduate/applying-university/how-write-ucas-undergraduate-personal-statement

Prospects:

https://www.prospects.ac.uk/

Student Finance:

https://www.gov.uk/apply-online-for-student-finance

Students with disabilities:

https://www.ucas.com/undergraduate/applying-university/individual-needs/disabled-students

Tariff Calculator:

https://www.ucas.com/ucas/tariff-calculator

The student room:

https://www.thestudentroom.co.uk/

Discover uni:

https://discoveruni.gov.uk/

Voluntary Action Rotherham: https://www.varotherham.org.uk/





