



UCAS

GUIDE BOOK



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 12

Year 13

Ongoing: Searching for courses and attending open days

Intro to UCAS
University of
Sheffield 'UCAS
Process' talk

UCAS Session 1

17/06

23/06

30/06

Progression Event

Overview of options
and UCAS process
for parents and
students
Importance of
personal statements
for university and
apprenticeships

UCAS Session 2

Searching &
Applying
Personal
Statement
Open Days
Bridging Work

UCAS Session 2

Sept

How to write a
personal statement
Setting up your UCAS
accounts & entering
qualifications

Super Learning Day 1

15/10

Nov

Making progress with
UCAS applications

Super Learning Day 2

09/12

UCAS Mop Up

Drop in session
for students to
complete their
UCAS
application

16/12

Internal
UCAS
Application
Deadline

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

Feb Onwards

UCAS Bridging Work: Personal Statement Mind Map
(complete over summer holidays)



QUALIFICATION LEVELS



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





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)

A-LEVELS - POINTS		
GRADE	A-LEVEL	AS
A*	56	N/A
A	48	20
B	40	16
C	32	12
D	24	10
E	16	6

Core Maths		
GRADE	FULL	
A	20	
B	16	
C	12	
D	10	
E	6	

Engineering		
GRADE	FULL	
D*	56	
D	48	
M	32	
P	16	

EPQ / Finance		
GRADE		
A*	28	
A	24	
B	20	
C	16	
D	12	
E	8	

ICT		
GRADE	(2 Yrs)	(1 Yr)
D*	56	28
D	48	24
M	32	16
P	16	8

BTEC Applied Science		
GRADE		
D*	56	
D	48	
M	32	
P	16	

Finance		
GRADE	A-LEVEL	AS
A*	56	N/A
A	48	20
B	40	16
C	32	12
D	24	10
E	16	6

UCAS Qualifications & Points Table

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

Make sure you have enough points for the course you're applying for:

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)

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)

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 Technical 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)

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)

Business Single			
GRADE	Ext Cert	Cert	
	(2 Yrs)	(1 Yr)	
D*	56	28	
D	48	24	
M	32	16	
P	16	8	

BUSINESS DOUBLE		
GRADE	Diploma	
D*D*	112	
D*D	104	
DD	96	
DM	80	
MM	64	
MP	48	
PP	32	

Childcare single & Health & Social Care Single		
GRADE		
A*	84	
A	72	
B	60	
C	48	
D	36	

Childcare Triple		
GRADE		
A*	168	
A	144	
B	120	
C	96	
D	72	

Health & Social Care Double (2 YEARS)		
GRADE	2YR	
D*D*	112	
D*D	104	
DD	96	
DM	80	
MM	64	
MP	48	
PP	32	

Health & Social Care Double (1 YEAR)		
GRADE	1YR	
D*	56	
D	48	
M	32	
P	16	

SPORT SINGLE		
GRADE	Ext Cert (2 Yrs)	Cert (1 Yr)
D*	56	28
D	48	24
M	32	16
P	16	8

SPORT DOUBLE		
GRADE	Diploma	
D*D*	112	
D*D	104	
DD	96	
DM	80	
MM	64	
MP	48	
PP	32	

PERSONAL STATEMENT

4000 max including spaces, 47 lines max

DO NOT copy anything from the internet

Meet with your progression advisor regularly

Use appropriate 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.



2. 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.



3. How to write it

- Introduction – start with an opening sentence that encourages the reader to read on.
- 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.

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/ucas-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/>

