

POST-16 APPLICATION TIMELINE 2017-2018

4th October 2017 – Post-16 Progression Evening at Ely College

10th October 2017— PLEDGES Day with Personal Statement sessions and a Careers Fair in Ely Cathedral for all Year11 students during the school day.

November 2017—Open Days at Colleges and 6th forms- see posters in school or in college prospectuses and websites.

Friday 15th December 2017 - Deadline for college applications in school

January 2018—On-line application process finalised

By 29th March 2018 – Guidance meetings and offers

July 2017—Welcome Events, taster days and inductions.

Frequently asked questions

How do I apply for Post16 courses?

Use the on-line site www.ucas.com to apply for all your courses. There is a wealth of information about choosing courses and progression as well as careers advice on the website. You should logon to the Progress section of the UCAS website.

How many Post16 centres should I apply for?

Most students apply to at least two centres but you can apply for more if you want to. You should have **at least** a Plan A and a Plan B as your back up. This is just in case you do not achieve the grades that you require for the courses you have applied for.

Can I apply for any course?

Yes, providing you are qualified to do so! You will know from your predicted grades which qualifications you are likely to gain in August. All colleges base their offers on predicted grades. You will need to check the prospectus and/or www.ucas.com for the basic entry requirements.

Generally you will need to get 7 x 4-9 grades **including English and Maths** to apply for an A level. For other Level 3 courses the basic requirements are usually 5 x 4-9 grades

How many A levels should I apply for?

Generally most students apply for 3 subjects at A level. If you are applying for a Level 3 vocational A level then this can be stand-alone, although some students take an additional subject at A level. For courses at Level 1 & 2 these courses are generally stand alone.

In my contact details why do I need my school and home email address?

It is essential to put accurate contact details in your application and to keep them up to date. It is a good idea to use both email addresses as some colleges contact you during holidays or when you have left, about enrolment and induction. Please note that enrolment sessions often start from **20th August 2018**. Check that your parents are not planning to have a family holiday then as you will be at a serious disadvantage if you miss the enrolment sessions.

Can I go to more than one guidance meeting?

Yes! One-third of all students last year decided on their courses **after** they had been to their interviews. Interviews are really important to find out more about the college and courses that you have applied for to see if they are right for you.

UCAS
Progress



A guide to applying for Post16 courses on

UCAS Progress

For parents and students

October 2017



UCAS Progress

1. Complete your Profile
2. Search
3. Apply

Go to www.ucas.com

and follow the on-line instructions carefully using the tabs to access each section of the website

CLOSING DATE FOR APPLICATIONS

15th DECEMBER 2017

How can I find out more?

Go to Post16 college websites, attend college Open Evenings and research the Hub area on the www.ucas.com website. Also do look at the local website for young people in Cambridgeshire at www.youthororia.org which has loads of information about choosing courses and careers. Talk to tutors and teachers about their subjects and your choices.

PROFILE

You only need to complete one profile for all your applications

Personal Details—Check that the personal details are correct and amend if necessary.

Qualifications—This will be completed by the school but if you have taken a qualification outside school i.e. GCSE Dance, you will need to mention it in your personal statement.

Work History - Include all your work experiences and any voluntary work you have done in or outside school. You will need the name of the company, the dates you worked and your main duties—make a list of 4 or 5 bullet points. Check your spelling and punctuation.

Contact Details—Complete the contact details of your main parent/carer. You **must** keep these details up-to-date if you change address.

Referee - This will be your head teacher by default and you do not need any additional referee. This will be written by your current form tutor.

Personal Statement—Create your Personal Statement on *Word*, then spell check and cut and paste into UCASProgress. Personal Statements should be about 400 words and include your personal qualities, interests and achievements and any future plans. You will be supported to complete this in College, but anything you can do at home will be useful too.

Additional instructions for

Cambridgeshire colleges

On the top of your Personal Statement you must put your order of college preferences i.e.

My order of college preference:

- 1.
2. ... and so on

APPLICATIONS

Once you have completed your profile you will need to make your applications. You may make several applications but aim to have to have at least a Plan A and a Plan B back up.

Use **Search** to look for courses that interest you and save to **Favourites** the courses that you wish to apply for.

Following the on-line instructions complete each application to each of the Post16 providers that you wish to apply for. You may need to answer additional questions before submitting each application.

What happens then?

After the closing date **Friday 15th December 2017** your predicted grades and references will be added to your applications by the school and then sent to Further Education providers via UCASProgress. Colleges will contact you via the UCASProgress system or by email or post to invite you to an interview or welcome event. **It is important that you update any changes of contact details otherwise you may miss an interview or offer.**