

Moving
on at

18

\\2014-15

Aimed at anyone in
a sixth form or college
who is thinking about
what to do next



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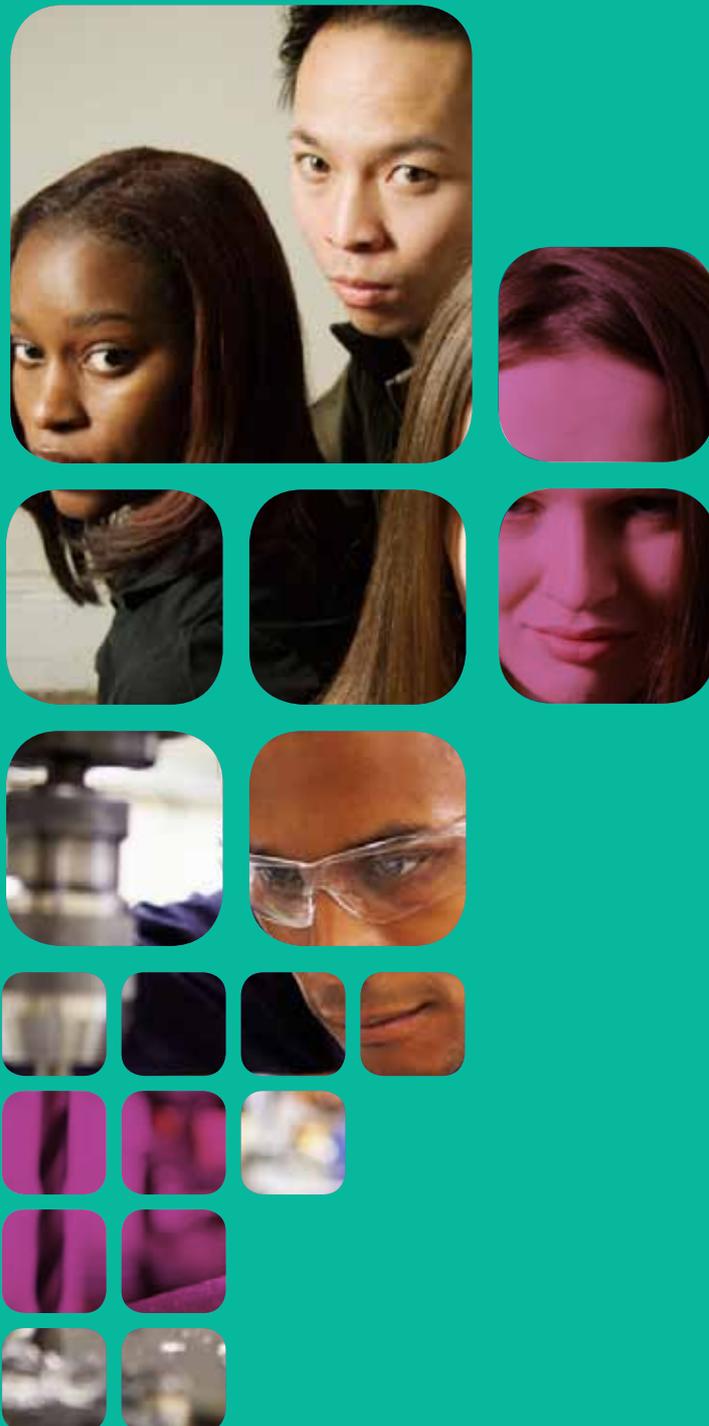
Whether you are looking for a place at university, a year out or thinking about an apprenticeship, Moving On at 18 tells you where to look for information and how to apply. It is aimed at Year 12 students considering their options but also useful to students who may be considering changing their original decision.

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Acknowledgements

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who can help?

Your school or college may have a careers adviser. You may also find there are staff in your school or college who can help such as careers co-ordinators, course tutors and heads of sixth form. Course tutors have particular expertise in their subject

area. Your school or college may have a specialist HE adviser. Higher Education admissions tutors at universities can give you advice about entry requirements and answer specific questions about their institutions and courses.

higher education

Higher education offers a wide range of courses and qualifications, such as first degrees, Higher National Diplomas and foundation degrees. Some courses take place in universities, but others may be taught at institutions of higher education, further education colleges or specialist art schools.

\\What is a degree?

A degree course is a period of in-depth study which may include work experience placements. The course can be 3 or 4 years long, (some courses are longer such as architecture, veterinary science or medicine).

There are courses that train you for particular careers leading to career areas such as engineering or pharmacy and non-vocational courses which will be subjects such as English literature, history or philosophy. It is also possible to mix non-vocational and vocational subjects, for example maths with engineering, law with Spanish.

\\Start research early

As entry requirements differ from course to course and between universities, it is vital to start researching these and subject ideas as early as possible, (preferably checking which A-level subjects to choose before you to a 6th form or college) and at least six months before you apply to university in the first year of your A levels rather than at the beginning of the second year when you need to start the application process.

\\Entry requirements

Entry requirements are usually two or preferably three A-levels but some institutions may accept a mix of A2/AS-levels. Equivalent qualifications such as BTEC Nationals, Cambridge Technicals, the International Baccalaureate, or vocational courses such as the Level 3, Cache Diploma are also accepted. It is important to check with higher education providers for their exact requirements.

\\Facilitating subjects

Some courses at universities require applicants to have studied certain subjects already, so you must be sure how your choices at school and college may close off certain subjects at university. A group of universities called the Russell Group has listed subjects that are usually considered by universities to be helpful and/or required at advanced level (e.g. A level) for particular courses.

These subjects are called 'facilitating' because choosing them at advanced level leaves open a wide range of options for university study. These facilitating subjects include maths and further maths, physics, biology, chemistry, history, geography, modern and classical languages and English literature. For more information see www.russellgroup.ac.uk

Case study

How do you choose?

I've always wanted to study psychology but was confused about the different courses. My careers adviser told me the difference between BSc and BA courses in psychology (the BSc is a bit more maths and research focused). I also knew that psychology courses have to be validated by the BPS (British Psychological Society) if you wanted to become qualified and work in psychology so that narrowed it down bit.

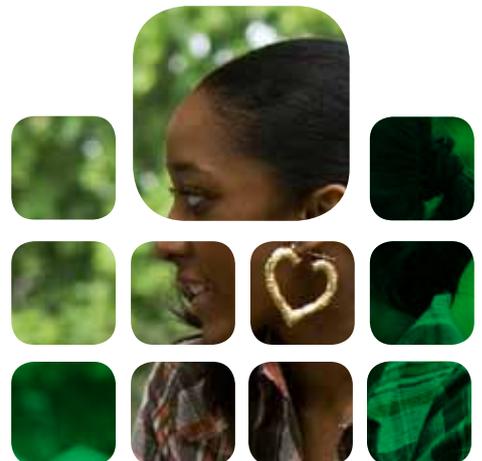
I did some more research on the internet and looked at prospectuses and ended up with a list of about ten courses. My school had a trip to one of the local universities but my careers adviser suggested that I went to visit some more.

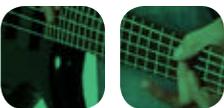
I looked up the open days and managed to visit four different places. I prepared a list of questions to ask and was able to talk to the tutors about what I would actually be studying and the prospects that graduates from that course would have. I also looked at the student accommodation and decided that I would like a campus university.

It was also useful to find out what sort of bursaries and scholarships might be available to help with my fees.

I'm pleased that I put that time in on researching the course as I feel I've got it right. I've now got a list of 5 choices to put down on my UCAS form. I have made sure that they all ask for different grades so I have got more chance of getting in.

Sarah, 6th former





\\GCSE requirements

GCSEs in at least maths and English, grade C and above, are often required for entry to degree courses and in a time of competition for fewer places, university admission tutors may also ask for specific subjects at GCSE – check with the universities own websites, paper prospectuses and go to www.ucas.com

You can also contact the course admission tutors at the universities to make sure!

\\Other types of courses

Higher National Diploma (HND)

This is usually a two or a three year course. (The Higher National Certificate (HNC) is usually part-time whilst in a relevant job.) All courses are vocational, equipping students with skills required to work in technical, scientific, art and design or business environments, e.g. HND in Computing Systems. It may also be possible to add a 'top-up' year to convert your HND to a full degree.

The Three Foundations:

\\1. Foundation degrees

A foundation degree is a degree level qualification which combines academic study with workplace learning. Designed in association with employers, they are qualifications to equip people with the relevant skills, knowledge and understanding to achieve academic results as well as improve performance and productivity in the work place. They focus on a particular job or profession.

A foundation degree is the equivalent of two thirds of a full honours degree can be studied in a variety of ways; full-time, part-time, distance learning at higher education institutions and at further education colleges. When you finish, it may be possible to top up the foundation degree to a full degree. For more information go to <http://fd.ucas.com>

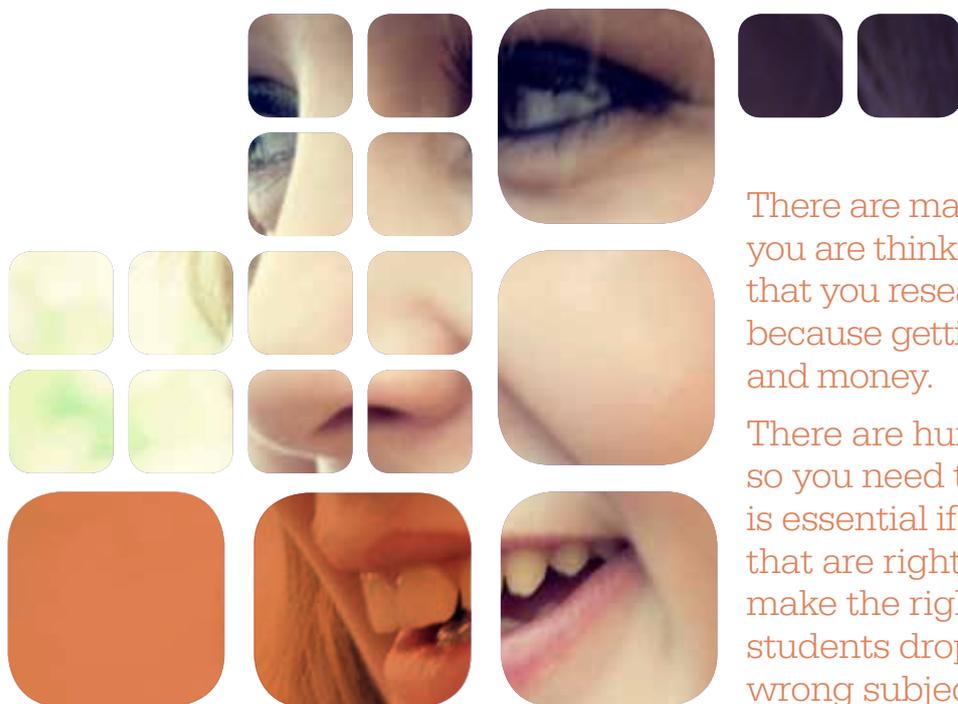
\\2. Foundation Year/Year Zero Courses

A foundation year or Year Zero foundation programme is an extra preparatory year you can take before starting a degree (they can come as part of a degree or as a separate course). These are aimed at students who haven't met the usual entry requirements for the degree, either because of subject or because of grades. You may be offered a place on one of these courses after your A-level results. Research these courses carefully, as it may be more appropriate and less expensive to take a resit rather than an extra year at university.

\\3. Art Foundation Courses.

Not to be confused with Foundation degrees

These are one year experimental and diagnostic courses, designed for students after their A-level art studies. They offer an introduction to different areas of art and design. This allows students to decide which area of art they want to specialise in and study at degree level. Courses are at further education colleges and higher education institutes and your art teacher will be able to advise you on the most appropriate course for you. You are not eligible for HE funding for this course, but if you are a home or EU student and under 19 there are usually no course fees payable.



There are many factors to consider when you are thinking about university. It is vital that you research your ideas thoroughly because getting it wrong will cost you time and money.

There are hundreds of courses out there, so you need to research thoroughly. This is essential if you want to make choices that are right for you. Many students do make the right choice but each year some students drop out because they chose the wrong subject or university.

choosing a higher education course

\\What to study

In a muddle? Too much choice? Don't know what there is to choose from?

Here are some suggestions about where to start.

You could choose a subject that you are already familiar with or similar to one of your subjects. For example, maths at A-level could lead to a course in economics, engineering, meteorology and climate or statistics.

Some degree subjects may not require you to have studied them before but you will be expected to explain your interest for them. These might include psychology, law, politics or computer studies.

Make sure you check the entry requirements on the university website or get a copy of their printed prospectus. If you are not sure, email or phone the university department. They always like to hear from prospective students as it shows you are motivated.

If you are not sure what courses are available to you with your chosen exam subjects, then you could use a computer guidance package such as 'Higher Ideas' which your school or college may have,

www.bestcourse4me.com or www.push.co.uk You are then able to research what these degree subjects involve and where you might study them.

Your school/college may have a careers adviser who will be able to help you talk through your options.

The 'Sources of information' page on page 24 will be useful for your research

\\Teaching and assessment methods vary between courses

Check how much teaching time in tutorials, seminars and lectures each course includes. Check how courses are assessed – this could be each term, yearly, by final exams, continuous assessment and course work. You will want to choose a course that matches your way of learning and studying.

\\Where to study?

This is important as more students are choosing to apply to local institutions or ones within reasonable distance from home for financial reasons, rather than face the cost of living in university accommodation or in shared houses.

\\Choosing a university checklist

- **Type of university or college:** Campus or city centre? Large or small? Town or country? Traditional or modern? University or college?
- **Location:** Near or far from home? Transport links and travel costs? Does my course include studying or working abroad?
- **Facilities:** What are the facilities like – Academic, IT, sports?
- **Accommodation:** Can first year students live in? Does it offer self-catering? What is the cost of the accommodation and does it include meals?
- **Destinations:** What sort of employment prospects might I expect from my course? What did previous graduates do?
- **Finance:** What fees are they charging? Are there any scholarships and bursaries I might be eligible for?

\\The best thing is to visit

Try to visit the university if possible, as this will give you an idea about the place and what the course is like. You might walk in and love it or immediately decide it is not for you.

If you cannot go along to an open day, contact the university, as you may be able to visit at another time. Some universities also have virtual open days where you can chat online to tutors and students. Check out www.opendays.com

\\Check entry requirements

- Check entry requirements for courses in individual university prospectuses and contact the admissions tutors if you want to ask any questions about the course. Make sure you have a reasonable chance of meeting the entry requirements for the courses you are applying to and check your predicted Level 3 grades with your teachers/tutors. You don't want to waste a choice on your UCAS form if you really don't have a chance of getting in.
- Make sure that you choose courses with a wide spread of entry requirements so if you don't make the grade for one, you will have other choices to fall back on.
- If you are applying to a course which is designed to lead onto a particular career area – make sure that the relevant professional body accredits it, courses such as psychology or accountancy. The course may offer you some exemptions from some examinations of professional bodies and so may shorten your future vocational and professional training.

\\League tables

These might be useful when researching the content of the degree courses and finding out about entry requirements. They measure teaching 'quality' and the 'quality' of research conducted by that subject department. They also measure other factors such as:

- ratio of staff to students
- graduate job prospects
- average UCAS points for different courses.

All these factors are combined to provide an overall score, which determines the position of the university in that league table.

Note! Treat league tables with caution and only use as a guide to help you in your research. It is important to remember that league tables should not be your only source of research. It is about choosing the right course or university most suitable for you.

\\Where can I find out about league tables?

- The Guardian University Guide, www.guardian.co.uk/education/universityguide has league tables for all the main degree subjects at university.
- www.thecompleteuniversityguide.co.uk/league-tables/rankings gives you all the information you need to interpret league tables in the correct way.
- www.unistats.com This website is run in partnership with UCAS. You can compare university data here.

\\After your degree

After your higher education course, you may need to study for further qualifications to gain entry to a profession. For example, an accountancy graduate may go into an accountancy career and continue with their professional exams whilst working. Some degrees can offer exemptions or shorten the length of future professional training e.g. engineering, law.

Certain careers may require you to take specific vocational courses e.g. architecture, dentistry, medicine and veterinary science. However, over half of graduate jobs are open to graduates from any subject so your choice of subject may not be crucial as far as future careers are concerned.

A useful publication is *What do graduates do?* which compiles the destinations of graduates. To download the latest edition (2013) go to www.hecsu.ac.uk/current_projects_what_do_graduates_do.htm

The points system used by universities and colleges to state their entry requirements is shown below. This is a cut down version of the full tariff that you will find on the UCAS website www.ucas.com

UCAS tariff

AS-level													A	B	C	D	E
A-level								A*	A	B	C	D			E		
A-level Double Award	A*A*	A*A	AA	AB	BB	BC	CC	CD	DD	DE	EE						
Tariff points	280	260	240	220	200	180	160	140	120	100	80	60	50	40	30	20	

International Baccalaureate (IB) Diploma

IB Diploma points	45	44	43	42	41	40	39	38	37	36	35	34	33	32	31	30	29	28	27	26	25	24
Tariff points	720	698	676	654	632	611	589	567	545	523	501	479	457	435	413	392	370	348	326	304	282	260

More details on all qualifications such as AAT, BTEC National, CACHE and their UCAS tariffs are on the UCAS website www.ucas.com

HND COURSES AT UXBRIDGE COLLEGE

THE COST
EFFECTIVE
WAY TO
STUDY

.....
Our high-quality HND COURSES provide you with the skills you need to succeed, whether you want to go to university or gain valuable skills for the workplace.
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- ▶ University-level courses without university costs
- ▶ Top-up your HND at university to gain a full degree
- ▶ Hands-on practical skills combined with knowledge and theory
- ▶ Lecturers with the industry expertise to enhance your learning
- ▶ Study in a top-class environment with specialist facilities.

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courses linked to your subjects

Here are some suggestions as to the degree subjects you might consider using your subjects:

\\Art and Design

Advertising Design
Animation and Visual Effects
Bespoke Tailoring
Ceramic Design
Commercial Photography
Digital Advertising and Design
Digital Media Technology
Games Design
Graphic Design Communication
Product Design and Innovation
Textiles and Surface Design

\\Biology

Agriculture
Animal Behaviour
Biochemistry
Biomedical Science
Conservation Biology
Ecology
Genetics
Health Psychology
Sports Therapy
Wildlife Conservation

\\Built Environment

Architecture
Architectural Technology
Building Services Engineering
Building Surveying
Civil Engineering
Project Management for Construction

\\Business Studies

Accountancy
Advertising and Marketing
Computing Science
Financial Services
Human Resource Management
International Business
Logistics and Supply Chain Management
Marketing

\\Chemistry

Biochemistry
Brewing and Distilling
Food Science and Technology
Forensic Science
Medicine
Natural Science
Nutrition and Dietetics
Oil and Gas Chemistry
Pharmacy
Veterinary Science

\\English

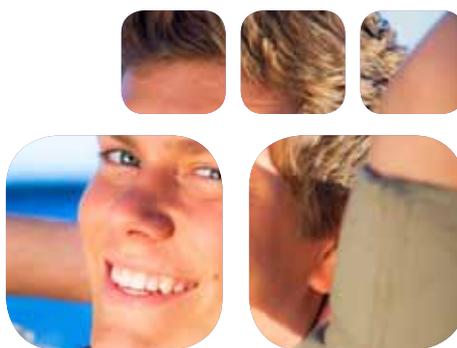
American Studies
Creative and Professional Writing
Digital Media and Information Studies
Film and Media
Journalism
Law
Media and Communication
Philosophy
Publishing Media
Theatre Production

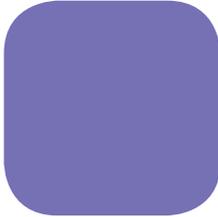
\\Geography

Airline and Airport Management
Anthropology
Ecology
Environmental Science
Landscape Architecture
Logistics Management
Town and Country Planning

\\Health and Social Care

Nursing
Public Services
Social Science
Sociology
Sports Studies
Social Work
Spa Management





\\History

- Chinese Studies
- European Studies
- International Relations
- Law
- Medieval History
- Politics

\\Information Technology

- Business Information Systems
- Cyber Security
- Forensic computing
- Information Systems
- Information Management
- Software Engineering

\\Law

- Banking and Finance
- Business Management
- Criminology
- Housing Studies
- Insurance
- Property Planning and Development
- Real Estate Management

\\Mathematics

- Actuarial Science
- Civil Engineering
- Economics
- Electronic Engineering
- Mathematics for Finance and Management
- Meteorology and Climate Science
- Quantity Surveying
- Software Engineering
- Statistics

\\Media Studies

- Broadcast Media Technology
- Business Studies
- Central and East European Studies
- Film Studies
- Media Communications
- Television Production

\\Modern Languages

- Chinese
- European Law
- Japanese
- Language and Linguistics
- Russian
- Speech and Language Therapy
- Teaching English as a Foreign Language

\\Physics

- Aerospace Technology
- Air Transport with Private Pilot Training
- Architecture
- Astronomy
- Astrophysics
- Electrical Engineering
- Medical Physics
- Mobile Communications Engineering
- Network and Mobile Computing
- Optometry
- Renewable Energy and Sustainable Technologies

\\Psychology

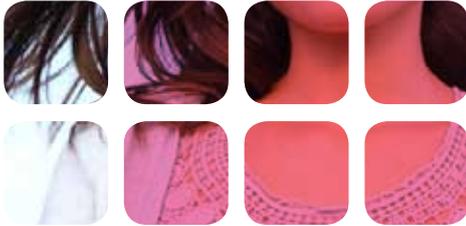
- Behavioural Sciences
- Counselling Studies
- Forensic Psychology
- Human Resource Management
- Management Sciences
- Public Relations
- Social Work

\\Tourism and Leisure

- Adventure and Extreme Sports Management
- Hospitality Management
- Leisure and Recreation Management
- Retail Management
- Sports Coaching
- Tourism
- Tourism Management

Always check the entry requirements on the UCAS website and in the prospectuses.

studying abroad



\\Studying in Europe

Language

If you are thinking of studying in Europe, there may be a language problem if you are not fluent in a European language. However, English is now the international medium of communication, often a pre-requisite for positions of responsibility, especially those with an international dimension. For this reason, and because they want to attract students from outside Europe, a number of universities in other EU states have started to offer degree courses taught entirely in English.

Courses with English as the language of instruction are not offered in all subjects, although the range is increasing. In Western Europe they tend to be offered in business, international finance, tourism and subjects related to tourism, art and architecture. In Central European countries such as Slovakia and Hungary, some universities teach courses in medicine, dentistry, pharmacy and veterinary medicine in English.

\\Tuition fees

Most European countries subsidise public universities, so tuition fees tend to be modest. At Groningen and Maastricht in the Netherlands, for example, tuition fees are around £1600 per annum, provided students register as local residents. In Sweden and Denmark, university tuition is free.

Private universities are much more expensive, but may be worth considering. For example, SKEMA, an international business school with campuses in Paris and Lille, charges fees of 7,935 euros (around £6,642 at current exchange rates) for students in the first two years of its undergraduate programme.

Bear in mind, though, that students normally have to fund their own living expenses, and that English student loans and grants are not available for study outside the UK.

\\Studying in the USA

USA universities offer flexibility, for example, four year Liberal Arts degrees allow students to take classes from a variety of subjects during the first 1-2 years before specialising.

Students who already know what they want to study can complete a 'double major', degrees in two academic fields often completed within the normal four years of study.

Some universities have professional schools in areas such as business, journalism, law, pharmacy, veterinary, dental and medicine. Students will need to check with UK professional associations to make sure the professional degree they are taking is recognised in the UK.

International students in the States have the opportunity to gain work experience during their studies and to work in the US for up to one year after graduation on the *Optional Practical Training Scheme*. Students in science and engineering can stay on for up to two years.

Students can enrol into a community college for first two years of a degree and then convert this the last two years of university. This pathway means students pay lower fees for first two years of their degree

Funding

Many students fund their studies through scholarships from US universities and external funding bodies. About 10% of international undergraduate students

have US universities as their main source of funding. Scholarships are often offered to students based on merit, extracurricular achievement, financial need, talent and/or personal characteristics, such as country of origin, field, gender or ethnicity.

Applying

Many students make the mistake of applying for admission first and then considering funding. To avoid the disappointment of gaining admission but not having sufficient funding to take up your place, consider funding as you choose a university and explore funding options as you complete your applications.

Unfortunately, you will not be able to use your UK student loan to fund your studies in the US.

Admission tests

Most applicants for undergraduate study in the US will be required to sit a standardised admissions test. These tests are used to assess your academic potential together with your UK exam predicted grade/results.

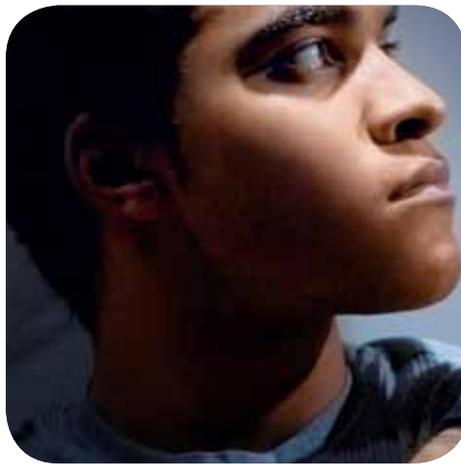
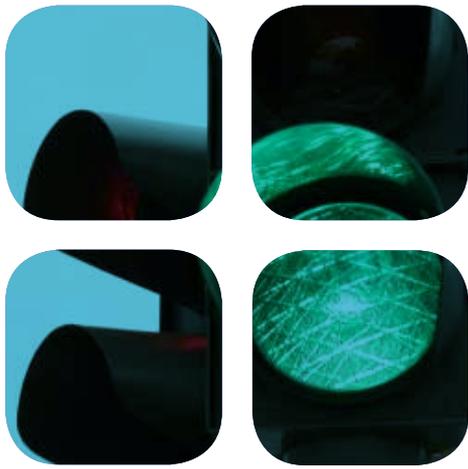
Admissions tests are used for admission and to assess eligibility for any scholarships offered by the university. Note that there is a charge for sitting selection tests.

UK students usually sit the admissions test in the autumn of Year 13/lower sixth form which gives you the option to re-sit the test in November or December if you are not satisfied with your results or need to sit additional subject tests in November or December.

For more information go to www.fulbright.org.uk

See the 'Sources of information' section at the end of this booklet for useful links for studying abroad.





applications

Applications for Higher Education are made through UCAS (Universities and Colleges Admissions Service). There are currently 372 higher education providers in UCAS offering over 37,000 courses.

How to apply

You apply online using a system called 'Apply'.

Your school or college will be able to give you more information.

Tips on completing your UCAS application

- Search for courses on the UCAS website www.ucas.com
- If you are unsure of what to apply for, speak to your Higher Education adviser/teachers/careers adviser.
- If you are applying for medicine, dentistry or veterinary medicine/science you are limited to a maximum of four courses, you can then use the remaining choice for an alternative subject or leave the space blank

Go to www.ucas.com/apply to download application guides and more hints on completing your application.

The Personal Statement, why is it important?

It is the only part of the UCAS application where you can talk about yourself. Remember some courses at some universities are very competitive and your Personal Statement may be the only chance to impress the admission tutor, who is the 'gatekeeper' of your course. Remember that there is now a 1000 character minimum length for personal statements.

First impressions are vital. Try to encourage the selectors (the admission tutors) to want to read more. What are they looking for in the candidate? (YOU!)

- Enthusiasm
- Your suitability for the course
- Motivation for the subject
- Communication skills.

And of course, your understanding of what you are 'letting yourself in for.'

The major part of the Personal Statement (60-70%)

- Reasons for your choice of subject... why this degree?
- Background to your interest in the subject
- Special to subject reading/activity
- Work experience if possible, relevant to the course
- Any career aspirations.

The remaining 30-40%

- Your achievements e.g. Duke of Edinburgh/voluntary work etc.
- Sporting and other interests (don't list, mention the skills you gained, leadership, team player)
- Reason for deferred entry or gap year.

And a concluding statement that brings it all together.

Case Study

The Personal Statement

It does seem quite a major job to write a personal statement as it's the most important thing I've ever had to write. At school, in the spring term, the careers adviser gave a talk on how to start the application process and it showed me that before you begin to write the personal statement, you need to know what course you want to take and think carefully about why you like to the subject. You have to be original as UCAS check to see if you have copied anything.

During the next summer holiday I did some work shadowing and had talked to people in the hospital where I worked. I asked people why they had gone into nursing and how they had trained. It gave me an insight into the job and even though it can be stressful I decided it was for me and I wrote about that on my statement and was pleased that they asked me to talk about it in my interview. I think the universities can tell when you are being honest about why you want to study a course and are pleased that you have given some thought to it.

Andy, Year 13

\\Handy hints

- Start early, first draft by July of the first year of your course
- Organise your material in a logical sequence, (just as you would tackle an essay) and be selective
- Check grammar, spelling, punctuation and vocabulary, use a thesaurus
- Don't repeat information already on the form such as listing your exam subjects and grades
- End on a positive note

After you have applied you will receive a UCAS personal identification number and be able to follow your progress online.



\\UCAS application deadline dates and what happens next

These dates were correct at the time of writing

Mid-September 2014

UCAS opens for 2015 applicants.

15th October 2014 at 6pm

Deadline for medicine, dentistry, veterinary medicine/ science courses, Oxford or Cambridge.

\\Admission tests

Admissions tests are becoming common as an extra entry requirement on top of your qualifications and below you will find some of the different tests currently being used in UK universities. There is a list on the UCAS website:

www.ucas.com/how-it-all-works/explore-your-options/entry-requirements/admissions-tests

Most of the tests have practice papers online.

BMAT: For entry to medicine, veterinary medicine and biomedical science courses. www.bmat.org.uk

Classic Admission Test (CAT)

For entry to any course including Classics at the University of Oxford.

www.admissionstestingservice.org/our-services/subject-specific/cat/about-cat/

ELAT: English Literature Admissions Test. This test is used for entry to English courses at Oxford University.

www.elat.org.uk

HAT: All history degree courses at Oxford University

www.admissionstestingservice.org/our-services/subject-specific/hat/about-hat/

HPAT: Health Professions Admissions Test. For entry to the University of Ulster medical courses:

www.hpat-ulster.acer.edu.au

LNAT: The National Admissions Test for Law is for entry into some law courses

www.lnat.ac.uk

Mathematics Aptitude Test (MAT)

For entry to mathematics or computer science, or a joint honours degree involving mathematics at the University of Oxford.

www.admissionstestingservice.org/our-services/subject-specific/mat/about-mat/

Modern and Medieval Languages Test (MML)

For entry to modern and medieval languages at the University of Cambridge. www.mml.cam.ac.uk/prospectus/undergrad/test.html

Modern Languages Admissions Tests (MLAT)

For entry to any course including a modern language at the University of Oxford. www.mml.cam.ac.uk/prospectus/undergrad/test.html

Physics Aptitude Test (PAT)

For entry to physics, or a joint degree involving physics at the University of Oxford. www.admissionstestingservice.org/our-services/subject-specific/pat/about-pat/

STEP: Sixth Term Examination Papers are for entry to Mathematics at the University of Cambridge, University College London and Warwick University and often used by some other universities.

www.stepmathematics.org.uk

TSA: The Thinking Skills Assessment is for entry to specific courses at Cambridge, Oxford University and University College London (UCL).

www.admissionstestingservice.org/our-services/thinking-skills/tsa-oxford/about-tsa-oxford/

TSA (UCL): The Thinking Skills Assessment is for entry to European, Social and Political Studies at University College London. www.tsauccl.org.uk

UKCAT: UK Clinical Aptitude Test is for entry to some medical and dental schools. www.ukcat.ac.uk

In addition, many other universities set their own tests for certain courses. Check with universities.

15th January 2015 at 6pm

The 'on time' deadline for all other applications. (The exception being some art courses, as a few have a March deadline).

16th January – 30th June 2015

Any applications submitted between these dates are classified as late and only considered at the discretion of the university.

If you have applied between these two dates then you may not hear from institutions until July 2015 and your chances of being considered may be seriously restricted.

25th February 2015

UCAS 'Extra' opens.

24th March at 6pm

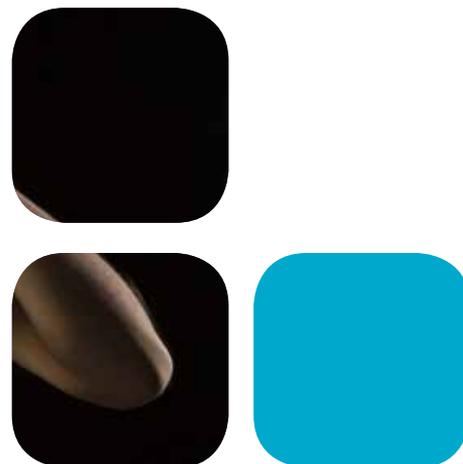
The deadline for some art and design courses.

After 30th June 2015

All applications submitted after this date automatically go into Clearing.

Mid-August 2015: AS/A-level results. Clearing starts

If you have not received any offers or are 'non-committed', UCAS will invite you to take part in UCAS Extra provided you have already used all of your five choices.



\\What is UCAS 'Extra'?

- UCAS 'Extra' allows you to apply for courses with vacancies between the end of February and the end of June. In 'Extra', you apply for one course at a time. Vacancies are found on www.ucas.com > course search. Eligible applicants will be able to refer themselves through the 'Track' service.
- If you still don't get any offers, your application will be put into Clearing
- UCAS 'Extra' is only open to people who have already made their 5 choices
- You have received decisions from all of these choices and had no offers or declined all they have received.

\\Adjustment

Adjustment is available (but not compulsory) if your results meet and exceed what was needed for the offer you accepted as your first choice. Post results day, you are allowed five calendar days to research alternative courses whilst still holding your confirmed place. Go to www.ucas.com for more information and further explanation of the procedure.

\\Clearing

If you haven't received any offers, or if you haven't met the grades or points for the offers you are holding, Clearing gives you the chance to obtain a higher education place. Clearing operates in the summer after exam results are announced, usually the third week in August, and when UCAS publishes information on all unfilled places. UCAS will automatically send out information to all eligible applicants.

Remember! You can get help from your careers adviser, careers teacher or HE adviser at this time.

UCAS usually run a helpline staffed by careers advisers to give you extra advice once the exam results are out. Details will be sent to you if you are in the UCAS system.

Don't panic into a decision.

Applications for specialist areas of study

\\Art and Design applications

If you are planning to study an art or design related course, your next step after your A-levels could be to take a diagnostic, one year, Art Foundation Diploma course at a local further education college or art school. During this year you will be able to develop your skills and try other areas of art and design.

This course helps students to build a portfolio that shows creativity as well as potential, to support your higher education application.

If you are already on an Art Foundation or similar course then you can apply for higher education through UCAS.

There are two dates for deadlines, January and March. You will need to check the closing date for your choices of course.

You apply for art and design courses through 'Apply', but no more than 5 courses altogether.

\\Music Conservatoires

They require a higher degree of competency in at least one instrument than degrees in music at universities for which you apply through UCAS

Music Conservatoires take applications via CUKAS and are generally more performance based. There is a £16 application fee for CUKAS but remember that audition fees will also be payable. www.cukas.ac.uk

\\Drama/Performing Arts

There are a range of drama courses of which some are in the UCAS system. Visit the drama school website www.drama.ac.uk where you can compare courses or UCAS. Entry requirements vary but most will require you to audition.

\\Nursing and Midwifery

All nursing is via a degree course. Degree courses will have specific qualification requirements, for further information go to: www.ucas.com

money & higher education

It is important to weigh up the costs and long term benefits in undertaking a higher education course. It is vital that you research your ideas thoroughly as making the wrong decision will cost you time and money.

Case Study

You need to budget

I didn't want to even think about budgeting but you just have to. I was advised to set a weekly budget which was very useful as I then had a better idea of how much I had to spend. You have to remember to take into account the cost of accommodation, food, and don't forget insurance for your phone and laptop. I was also reminded to also think about the cost of transport especially to go home.

You must make sure you put something aside for enjoying yourself! Find out about and use student discounts and apply for a part-time job once you have settled in. You might be lucky if you already work for a national chain as they might offer a transfer. That's what I did and it has worked out ok so far.

Parmjit, 1st year business student

How much will it cost?

There are two main costs for students in higher education:

1. Tuition fees
2. Living expenses, including accommodation.

These may vary for each student.

All financial details given below were correct at the time this booklet was written. These may change so check www.gov.uk/studentfinance for current information. This site has a useful calculator and you will also find a good one on www.studentcalculator.org

Student Support available for students starting Higher Education in 2015

1. Tuition fees

Universities and colleges can charge tuition fees of up to £9,000. No eligible student will have to pay up-front for their tuition fees. Students will not be expected to contribute until they are earning over £21,000 per year. The repayment will be 9% of income above £21,000, and all outstanding repayments will be written off after 30 years.

You can apply for a tuition fee loan for up to £9000.

Some universities are using the National Scholarship Programme (NSP) give some money towards fees. Check with individual universities to see how they are using this funding.

2. Living costs (Maintenance)

There are maintenance loans that have to be paid back and maintenance grants for students with lower household incomes.

Loans and maintenance grants:

Maintenance loans (repayable)

- If you live at home you can borrow a maximum of £4,565
- If you live away from home and study outside London you can borrow a maximum of £5,740
- If you live away from home and study in London you can borrow a maximum of £8,009
- If your course includes a year abroad you can borrow a maximum of £6,600.

Maintenance grants

If you're a full-time student you could qualify for a living cost grant. Living cost grants don't have to be paid back but they are means tested

For entry in 2015:

- the maximum grant of around £3,387 a year, if your household income is £25,000 or less
- a partial grant if your household income is between £25,001 and £42,620.

National Scholarship Programme

If your household income is no more than £25,000 per year you may get help through the National Scholarship Programme. Each university decides what support they'll offer so you'll need to check to see what your chosen university is offering and whether you're eligible.

Bursaries and scholarships

Extra financial help may be available from your college or university and most of this funding does not need to be paid back. Check when you have decided where you want to study and don't be afraid to ask for more information from the university as it might be a deciding factor for you to go there!





NHS Student Bursaries

NHS student bursaries are awarded to eligible student on pre-registration, health professional training courses. They do not have to be paid back

These are:

- doctor or dentist (you will be eligible for an NHS bursary after the 4th year of your course)
- chiropodist (including podiatrist), dietician, occupational therapist, orthoptist, physiotherapist, prosthetist, and orthotist, radiographer, radiotherapist, audiologist or a speech and language therapist
- dental hygienist or dental therapist
- nurse, midwife or operating department practitioner (degree or diploma course).

For more information go to:

<https://www.gov.uk/nhs-bursaries>

Extra help if you're leaving local authority care

If you are leaving local authority care and you're going into higher education, you may be able to get a:

- one-off bursary of £2,000 from your local authority
- grant from your university or college.

Disabled Students' Allowances (DSAs)

DSAs are grant that help pay extra costs that you have as a direct result of your disability. You don't have to pay these back. The allowances are to help you with the cost of having a person to support you, like a note-taker, specialist equipment, travel and other costs.

Other benefits

You might be entitled to benefits depending on your personal circumstances, check with www.gov.uk



Capel Manor College

growing your potential in the NATURAL WORLD



Capel Manor is the largest land-based college in Greater London for those interested in the environment, animals or working with plants, trees and flowers.



Courses and apprenticeships for school leavers and adults, at centres across London in:

- horticulture, animal care and saddlery,
- garden design, floristry, arboriculture, countryside and the environment

For a prospectus and details of advice evenings and open days visit www.capel.ac.uk or contact Admissions on **08456 122122** or enquiries@capel.ac.uk

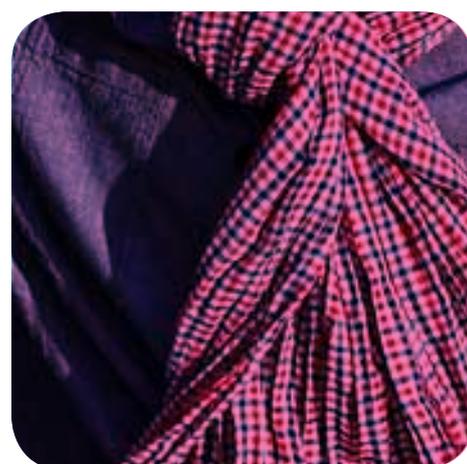
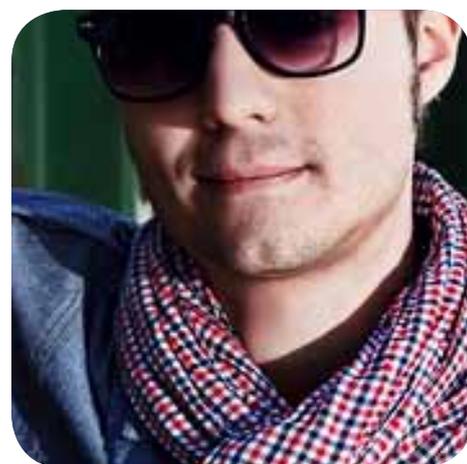
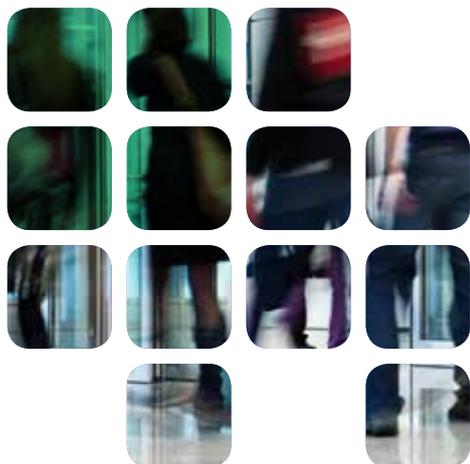
**Gunnelsbury Park Centre,
Popes Lane, Acton W3 8LQ
020 8993 6266**

a year out... mind the gap!

A year out gives you the chance to have a break from full-time education and as long as you use the time constructively, higher education institutions and employers generally look favourably on your gap year. It also gives you more time to decide if you are uncertain about your future plans. Many people have a mixed gap year, for example being paid to work

in industry for 9 months (such as The Year In Industry) or getting a temporary job and then use the time left for a ten week, voluntary period abroad (e.g. Raleigh International).

Whatever you do it is important to check costs, insurance, support and safety whilst on any placement.



There are many options available for all or part of your gap year which can be in the UK as well as abroad.

Explore the possibilities at:

www.csv.org.uk

www.do-it.org.uk

www.etrust.org.uk (Year in Industry)

www.frontier.ac.uk

www.gapwork.com

www.gapyear.com

www.gapyeardirectory.co.uk

www.raleighinternational.org

www.lattitude.org.uk

www.realgap.co.uk

www.worldwideexperience.com

www.yearoutgroup.org

Case study

Apprenticeship

I looked at both apprenticeships and degree courses as I was worried about the costs of a degree. I looked on the National Apprenticeship website to see what was going and found a major UK engineering company had Higher Apprenticeships with day release to a foundation degree. I applied and had an interview and a selection test. I did research the company thoroughly so was able to answer all the questions. They were still interested in my A-level grades so I did not get a confirmed place until after my results. I started my apprenticeship last year and so far so good. I am earning as well as studying towards a foundation degree.

My advice to anyone considering university versus apprenticeships is to invest time in research. It's a good idea to have a Plan B just in case Plan A doesn't work. There are so many ways to train nowadays for people like me who wasn't sure about the university route or can't afford to go. Apprenticeships are a great alternative to university and the fact that I will have no student debt is very attractive in the current economic climate

John aged 20

alternatives to HE

You may decide that you would rather leave those student debts behind and earn while you learn. This is a real possibility and can lead to valuable work experience whilst gaining qualifications, some to degree level or equivalent. An apprenticeship could help achieve this and a Higher Apprenticeship in particular.

\\What are apprenticeships?

Apprenticeships are work-based learning programmes for young people who would like to gain skills and qualifications whilst working. Apprenticeships are in a wide area of careers such as health and social care, business administration, ICT, customer service, engineering, hospitality and travel and construction.

As an apprentice you will be in full-time employment with an appropriate wage. Many apprentices go on to take higher or professional qualifications and it can even lead to degree level study.

\\Higher Apprenticeships

After A levels or equivalent you are likely to apply for a Level 4 Higher Apprenticeship. Some apprenticeships at this level include study for a foundation degree, HND or degree.

Examples of Higher Apprenticeships include:

Legal Services
<http://hails.gencia.co.uk/>

Data services – Virgin Media
<http://careers.virginmedia.com/apprentices/scheme/index.html>

Accounting and engineering – Rolls Royce
www.rolls-royce.com/careers/students_and_graduates/apprenticeships/higher_apprenticeships/

Health services and admin- NHS
www.stepintothenhs.nhs.uk/Apprenticeships.aspx

Accountancy
www.cipfa.org/recruitment/apprenticeships

Land based and environmental
www.lantra.co.uk/

Space engineering
<http://space.loucoll.ac.uk/>

You will find many more on the National Apprenticeship Service website where you can search and apply online for apprenticeships at
www.apprenticeships.org.uk



applying for jobs

Even in these days of online recruitment, it is useful to have a CV which can help you with applications either on or offline.

Here is a vacancy and an example of a CV for this job:

Joanne Evans

44 Lower Road
Newtown
Email: xxxx88@hotmail.co.uk
Tel: 0208 111 1111
Mobile: 0777777777

Personal Profile:

I am a very well organised person with an eye for detail; my experience of office administration has included attending committee meetings to take the minutes. In my present role I have been given the opportunity to manage a small team of staff and I have found that I have good motivational skills as the team reached its target and this quarter, exceeded them.

I am looking forward to expanding this experience and learn new skills in my next post.

KEY SKILLS:

- Office administration
- Team leadership
- Good interpersonal skills
- Computer literate in Microsoft Office, Word and Excel
- Ability to motivate a team
- Attention to detail, excellent organisational skills
- Flexible and punctual

EDUCATION:

The School for Girls, Newtown- 2006-2012

A-levels: 2012	GCSEs 2010
English Language B	English A
Business Studies B	French C
IT C	Business A
	Sciences CC
	IT B
	Drama B

WORK EXPERIENCE:

Jones and Co. Solicitors Newtown
Aug 2012 to present, Office Administrator, duties:

- Office administration
- Team leader
- Oversee orders
- Answer client queries
- Minute taking

Jack Lewin, Oldtown
July 2009 to May 2011
Part-time shop assistant, duties:

- Customer Care
- Dealing with payments
- Restocking shelves

INTERESTS AND HOBBIES:

I am currently taking driving lessons. I enjoy volunteering at my local play scheme for disabled children and I keep fit at weekly classes and relax by reading crime stories.

References available on request.

Business Administrator Higher Apprenticeship

Business: Construction

Location: Newtown

Description: General office duties, supervising a small team of staff, dealing with clients. Taking meeting minutes and dealing with consequent paperwork. Data handling. Talking to clients and problem solving.

Required: Essential: Some experience of office work. Excellent GCSEs including English and maths. A-levels or equivalent

Hours of work: 37 hours, 9-5 though flexible hours on meeting days

Training: In-house and day release with the possibility of day release for a foundation degree

Pay: £19,000 pa, probationary period of 6 months

Further Information: Send CV
Online application form to be complete if CV is accepted



\\CVs (Curriculum Vitae)

Your CV provides employers with a quick summary of your education, work experience and skills.

There are many ways to present your CV. Always remember that the employer may have many CVs to look at so:

- keep it short – 1 side of A4 maximum and use bullet points rather than essay style
- ensure that it looks presentable and is easy to read
- ask someone else to check it.

Some firms ask for a covering letter. This is your chance to highlight the points from your CV that relate to the job, to convince the employer that you are the best person for the job and will be an asset to the organisation.

You can approach a company you would like to work for but for which no jobs are advertised. Send your CV and a covering letter asking to be considered for opportunities that may arise. Many employers retain these letters for a few months in case they have a vacancy. Make sure you explain your interest in working for the organisation in your covering letter.

\\Application forms

Some application forms are well designed and easy to complete while others can be tricky. They can be written by hand, typed, online or via email. Increasingly employers are asking applicants to complete forms online. Like CVs they must be well presented, accurate and if handwritten, legible.

You should:

- give yourself time to complete the form before the closing date – don't leave it to the last minute
- take a copy of the form so you can remember what you wrote
- make sure you read and follow the instructions such as use black ink or complete in block capitals
- write neatly and clearly
- answer all the questions; indicate those questions which are not relevant with a 'no' or 'not applicable' response. The employer will then know that you have considered that question and not forgotten it
- keep a copy of the completed form
- if applying online save regularly and don't submit the application until you are confident that you have got it right.



In all your written communication make sure you are presenting a good picture of yourself. You can do this if you:

- ensure that the grammar and spelling are correct
- are positive about your skills and abilities
- provide accurate information that you can expand on or develop at interview.

\\Online applications

In order to apply for a job online and to complete online job applications, you'll need an email address to use for job searching, internet access, an up-to-date CV, a covering letter for some jobs, your employment history, and your availability to work if you're applying for a part-time job.

In addition, as part of the application process, you may need to take an online test and provide employment references.

Once you have applied, you must make sure you keep checking emails or the company's application site to see if you have been shortlisted for an interview.

Make sure your email address for online applications is an official one. Some containing slang or nicknames may not go down to well with an employer! Littlemissfluffyduck@mail.com does not sound very professional.

\\Social media and online identity

Remember that some employers do try and check you out online either via social media sites such as Facebook, professional networking sites like LinkedIn or just google what they can find out about you.

Make sure you check your 'online identity' to see that it shows you in a positive way. You don't want search engines to pick up the wrong information about you that might harm your employment prospects.

Some universities now teach students how to manage their online identity as it is so important in managing your career.

Moving on at **18** **PLANNING CALENDAR**

This calendar is to help you plan your time with a checklist of action points. It contains key dates – you may wish to add your own when you know them.

summer term 2014

year 12/college 1st year

\\Full time job/training

- Do intensive research if you are still undecided about your choice of career
- Investigate job and training opportunities.

\\Year out

- Apply for any year out opportunities that interest you (see section on a year out (page 16)
- Prepare what you are going to write on the UCAS application, especially why you are taking a year out and what you plan to do.

\\Higher Education

- Narrow down your course and subject choices and draw up a shortlist of institutions. Use information from prospectuses, reference books, software packages and websites, especially the UCAS site: www.ucas.com

- Applying for law, veterinary science or medicine courses you will need to find out about the admissions tests, such as LNAT, UKCAT and BMAT. Check dates and deadlines www.ucas.com/how-it-all-works/explore-your-options/entry-requirements/admissions-tests
- Follow up potential sponsors, scholarships, bursaries, apply to any that have early closing dates
- Get UCAS application details from your school or college
- Prepare what you are going to put on your UCAS application
- Consider alternatives to higher education and have a backup plan in case things do not work out.

\\Summer vacation

Look for a temporary job, voluntary work, work shadowing or work experience related to your future career choice. This can help your applications

Some courses like medicine, physiotherapy and teaching require you to have relevant work experience.

\\KEY DATES

May 2014

If applying for courses that set entrance tests, start finding out about them now e.g. medical, veterinary schools, some Oxford and Cambridge courses

July 2014

UKCAT testing begins for medical courses

August 2014

Mid August: 1st year results – review your choices for Year 13



autumn term 2014



year 13/college 2nd year

\\Full time job/training after your course

- Prepare your CV. Decide on referees for job/training applications and remember to ask their permission.

\\Year out

- When you are completing your UCAS form, make it clear that you are applying for deferred entry.

\\Higher education

- Complete UCAS applications. Identify who is writing your academic reference and find out when they need the completed form and send it to them in good time
- If applying for Oxford or Cambridge, medicine, dentistry or veterinary medicine/science, send your application to UCAS before 6pm on 15th October. Once you have applied, Cambridge will ask you to complete via email an online Supplementary Application Questionnaire (SAQ). Oxford only requires the UCAS form
- Selection tests such as LNAT and BMAT are held during this term

- Apply for sponsorships, bursaries and scholarships by the closing dates
- If you're an A-level art and design student planning to take a higher education course, the next step is normally a one year Art Foundation course. Apply direct to local colleges and collect samples of artwork for your portfolio
- Ensure that your UCAS application is sent on time. It's best to avoid the rush and apply early. You should receive an application acknowledgement - make contact if you don't hear after two weeks
- Oxford and Cambridge interviews are held during November and December. Most successful applicants are notified of offers in December and January.

\\KEY DATES

September 2014

Applications for 2015 university entry open mid September

October 2014

15 October – deadline for all applications for medicine, dentistry, veterinary medicine/science and Oxford or Cambridge applications

BMAT and LNAT tests start around this time

spring term 2015

year 13/college 2nd year

\\Full time job/training apprenticeships

- Intensify your job/training search
- Write to employers you would like to work for asking about vacancies, even if they have not advertised any. Enclose a copy of your CV
- Check for apprenticeships on the National Apprenticeship website: www.apprenticeships.org.uk

\\Higher Education

- Universities and colleges make decisions on applications and may interview you. If you don't receive any offers or are 'non-committed' you are eligible for 'Extra' so that you may apply for a further course. More information on the UCAS website, www.ucas.com
- Apply for any loans or grants you may qualify for. You don't have to wait until you have got a confirmed place, just use your preferred choice and if necessary, change the details later.

- If you are applying for deferred entry, you cannot apply for tuition fees contribution and student loan assessments now. Make arrangements to do this in the spring of the following year.

\\KEY DATES

January 2015

15 January at 6pm: 'on time' deadline for UCAS applications including some art and design courses

February 2015

UCAS 'Extra' begins end of February

March 2015

3rd week of March 2015

Final closing date for some art and design courses



summer term 2015

year 13/college 2nd year

\\Full time job/training jobs

- Attend any Job/Apprenticeship Fairs that may be running in your area
- Write to employers you would like to work for asking about vacancies, even if they have not advertised any. Enclose a copy of your CV.

\\Apprenticeships

- Visit www.apprenticeships.org.uk to apply for apprenticeships

\\Higher education

- By May, you should have heard from all your chosen institutions; seek advice, and then reply to UCAS accepting one firm offer and one insurance place and rejecting the others
- If you don't receive any offers through UCAS or if you applied after 30 June, your application is automatically put into Clearing which starts after your results in August
- If you are applying for nursing training (other than degrees) after 30 June, apply direct to institutions
- From April to June, art and design applicants may receive offers and must reply promptly
- Art and design applicants still unplaced will be sent details about Clearing.

\\Summer vacation

- Be available when examination results are announced. If you have achieved the results required, your offer will be confirmed. If you are rejected, you will automatically be put into Clearing, as long as you meet the minimum entry requirements
- Don't panic if your results are worse or better than expected. Seek advice from your school or college which may be open on exam results days

- If your results are better than expected you may be eligible for 'Adjustment'. 'Adjustment' is a process that provides applicants who met and exceeded the conditions of their firm choice an opportunity to reconsider where and what to study. Eligible applicants register to use 'Adjustment' in 'Track'. If they are accepted by another university or college, the new choice will replace their original choice as their unconditional firm offer
- Register for apprenticeships online if you have not already done so and start applying for vacancies.

\\KEY DATES

30 June 2015

Last date for all late applications before Clearing

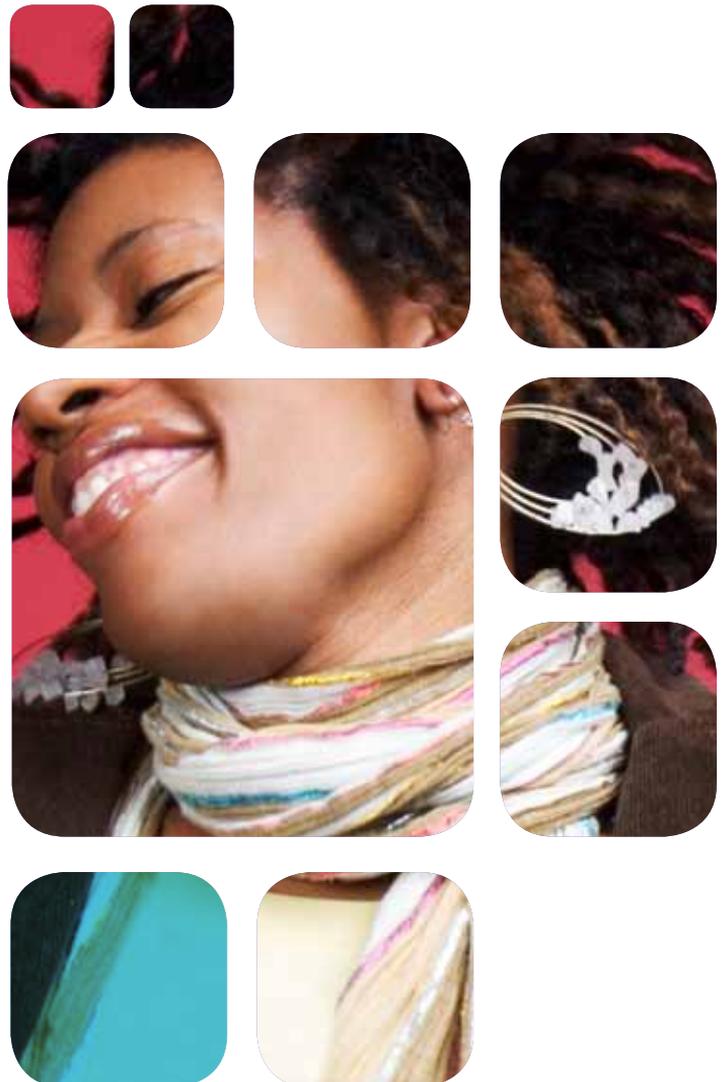
UCAS 'Extra' finishes at the end of June

June 2015

IB Diploma results

June/July 2015

BTEC results



think social care

"Knowing that
I can make people
happier is the
most satisfying
part of my job"



There are a huge range of jobs available in adult social care, such as...

front line care workers, therapists, activity organisers, managers, support workers...

There's more to social care than you might think

– every day is different. You might be helping people to socialise with friends, go shopping or even go on holiday.

How do I get into adult social care?

One of the best ways to get into the sector is through an Apprenticeship.

- Earn while you learn.
- Gain qualifications.
- Become a confident and skilled worker.

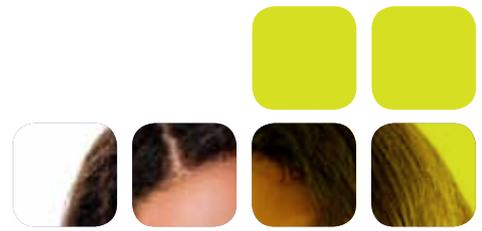
For more information about adult social care Apprenticeships:

www.skillsforcare.org.uk/apprenticeships

or email: info@skillsforcare.org.uk



sources of information



\\Alternatives to university and higher education

www.apprenticeships.org.uk

Search and apply for apprenticeships

www.notgoingtouni.co.uk

Not going to university doesn't mean your life is over

www.unisnotforme.com

www.ucasprogress.com

FE courses and training provider database

\\Careers information

www.careersbox.co.uk

www.icould.com

www.nationalcareersservice.gov.uk

<https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

\\Finance

www.gov.uk/student-finance/loans-and-grants

Government information on student finance

www.thescholarshipshub.org.uk

Search for scholarships, grants and bursaries

www.scholarship-search.org.uk

Search for funding

www.studentcalculator.org.uk

Work out what loans, grants and bursaries you can get

www.slc.co.uk

Student Loans Company

\\Higher Education

www.bestcourse4me.com

Explore courses and universities

www.disabilityrightsuk.org/how-we-can-help/benefits-information/factsheets/education-factsheets

Information for students with disabilities

<http://fd.ucas.com>

Foundation degrees



www.opendays.com

Directory of open days that can be searched by month or university/college

www.open.ac.uk

The Open University offers the opportunity to study for HE qualifications by supported distance learning

www.prospects.ac.uk

The official graduate website

www.push.co.uk

Alternative university guide

www.russellgroup.ac.uk

Produce a booklet call *Informed Choices* on A-level choice

www.study london.ac.uk

Official website for universities and HE colleges in London

www.ucas.com

Essential for course information and applying to university

www.ucas.tv

Video guides to applications and universities

www.ukcoursefinder.com

Website for locating specific courses

www.unistats.com

Enables you to compare courses and universities

www.unofficial-guides.com/universities

An alternative site for finding out about university life

<http://university.which.co.uk/>

Independent university guide

\\Study abroad

www.braintrack.com

International university index including the USA

www.fulbright.org.uk

Information about studying and scholarships in the USA

www.astarfuture.co.uk

A guide to studying abroad and tells you what courses are taught in English

www.ec.europa.eu/ploteus

The European Commission's guide to studying in Europe, which includes information on exchange programmes and grants

www.eunicas.co.uk

(European University Central Application Support Service) - for students interested in courses taught in English at European universities

www.studyabroadlinks.com

Worldwide study links

www.study-info.eu

lists Bachelors and Masters programmes taught in English at European universities

www.thestudentworld.com

organises fairs in the UK for people interested in studying at overseas universities

www.topuniversities.com

lists the top universities in the world



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