



Careers & Progression Level 3 Year 2 The UCAS Application

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Personal Statement Re-visited

Key Dates

- 1 September 2011** **UCAS Applications begin for 2010 entry.**
- 30 September 2011** **Internal deadline for Oxbridge, Medical School, Dentistry and Veterinary Science applications.**
- 30th November 2011** **Internal deadline for UCAS Applications (for competitive courses e.g. Psychology, Health Professions, Education, childcare and Law etc.. you should apply *before* half-term. If you are unsure, ask Phil/Laura)**

The Format of the Personal Statement

Using your notes from the previous “Personal Statement” tutorial session, write a paragraph on each of the areas below. You can use some of the “Universal Phrases” and “Skills and Abilities” given as examples.

1. Course Choice

Why you are applying for this course, any extra readings etc., field trips, project work you have done. Enthusiasm for the subject. Include any relevant work experience you have done.

2. Current Studies

What you are studying and what you have got out of it, the academic skills your subjects have given you, how they will help you in your chosen course at university.

3. Career Ideas and Relevant Work Experience

If you have any, though at this stage you may not. Many people apply to courses because they are interested in this subject, rather than because of they have any career ideas.

4. About You

Enrichment options you have done, positions of responsibility you have had, clubs/groups you are a member of, work. Don't just list these, say what you have got out of them.

5. Concluding paragraph

This will sum up your statement, and leave the admissions tutor with a final impression of you.

Using all your information from last year, fine tune your Personal Statement.

What you need to know when completing your Personal Statement

- The key is to put across to admissions tutors your enthusiasm and knowledge of your chosen course.
- There is no spell checker therefore type your personal statement in WORD and spell check here and save as type in rich text format before cutting and pasting onto the UCAS APPLY form
- Automatically defaults to font size 12.
- Number of lines available is **47 lines**.
(However it is **quality** rather than quantity that admission tutors are looking for so there is no need to fill all the space)
- When dividing into paragraphs **do not indent** as this can lead to a poor layout when the work is transferred to the UCAS form on-line. Always use a line spacing between paragraphs to obtain an attractive layout



Appendix 1

How to Apply through UCAS APPLY 2012

Go to www.ucas.co.uk

Click on [Apply 2012 for Students](#)

Click on [Register / Log in to use Apply 2012](#)

Click on [register](#).

Read instruction click on [next](#) Read Terms & Conditions. Tick the box to agree. Then [next](#)

Enter your name and other details as instructed.

Don't worry if you haven't got a UCAS Card.

Select a password (**Write password & User name here**)
..... **Give details to your tutor**

Input all address details and the you arrive at the [Security Details](#)

Select 4 security question and answer (**Write these down here**).....
.....
.....
.....
..... **Give details to your tutor**

Then [next](#).

How are you Applying Page

Select the registering through [a school or college option](#).

Every college has a unique Buzzword which is set each year, **Ask your tutor or careers for ours** Click on next.

Longley Park should appear. Click on [yes](#) then [next](#).

Then select your tutor group from drop down list.

You then access the welcome UCAS Apply 11 screen. **Write down your personal ID details.**

To the left is a navigation box with a list of the sections of your application

Welcome	
Personal Details	
Additional Information	
Choices	
Education	
Employment	
Statement	
Pay Send	
View all details	
Help	

Welcome UCAS Apply 12

Use this box to navigate around the application form.

The form is in 6 main sections:

Personal Details, Additional Information (this appears after you have completed the Personal Details section). **Choices, Education, Employment & Statement**

Click on each section to completing, starting from:

Personal Details

Personal

You will notice that some of your details are already input, this is transferred from your registration details.

Check all details are input correctly.

Only input your home address if different from the input postal address.

Whenever there is the option of using a pull down list use it rather than typing your own answer. This prevents input errors.

TIP: When you select an option using the pull down list, don't use your mouse wheel to scroll down the page when the word is still highlighted, since this changes your chosen options.

Add country of birth.

Nationality

Dual Nationality (**caution a question that a lot of people get wrong**) only complete if you hold a passport of 2 countries!!!

Area of permanent residence is the town / city i.e. **Sheffield.**

Residential category - In the majority of cases will be [A UK Citizen/EU National](#). From the list of:

[A UK Citizen/EU National](#)

[B Settled in UK](#)

[C Refugee Status](#)

[D EEA \(non-UK/EU\) Living in UK](#)

[G UK/EU National living outside EEA](#)

[O Other](#)

Reference Numbers

You can leave this section blank.

Passport Number

You only need to enter your Passport details if you live permanently outside the EU.

Student Support

Fee code will mostly be [02 UK \(Student Finance England\)](#)

Student Support Arrangements: [Sheffield](#) (unless you live in Rotherham obviously)

Again always use pull down list

Mailing from UCAS

Always an advantage to select all formats for communication from UCAS.

Watch the third question – **only tick it if you don't want to get post!!**

Nominated Access [\(Optional Section\)](#)

Only complete if you are likely to be away at any time during the application period, for example on a gap year, you may wish to appoint someone to act for you, with whom UCAS can discuss your application if necessary and who can make decisions on your behalf in your absence.

Criminal Convictions

If you have a **relevant** criminal conviction, please tick the box.

Disability/Special needs

Select disability code.

You have come to the end of this section so click on the [section completed](#) box and then [save](#).

If you have missed a compulsory field it will be highlighted for you to complete.

It will ask you to verify your e-mail address if you selected e-mail as a means of communication – UCAS e-mail you a code. You can do this later if you can't access your e-mail in college. So save the page and return to it later

You will then be back at the Apply 10 Home page and the Personal Details box should have a completed tick.

You then notice an additional information box has appeared.

Additional Information

This is a section that is often completed incorrectly.

Use pull down lists.

Only select dual Nationality if you are a national of two countries.

i.e. If you are eligible for both a Jamaican and a British Passport. Not because of originating from another country.

Activities in preparation for higher education:

Enter details of any University Summer Schools you may have attended – if applicable.

Parental Education

This is an optional question. You can opt to answer if your parents have been to University or not. If you are applying for the Hallam or Sheffield University Compact Scheme I would suggest that you answer this question.

Occupational Background

If you are in full-time education, please state the occupation of the highest-earning family member of the household in which you live.

You have come to the end of this section so click on the [section completed](#) box and then [save](#).

Choices

Straight forward click on [add a choice](#) use pull down list for Inst'n code and Course code. Click on Campus code and if one is required, or a choice needs to be made it will be displayed.

Select a start date. [2012](#) or [2013](#) if deferring for a year.

Click if you intend to live at [home](#).

[Ignore Point of Entry. \(This is for undergraduates moving courses\).](#)

Click on [save](#).

Click on add choice again for each choice of course and institution

Students don't need to use all 5 choices. Only select courses and institutions that you would realistically wish to attend. It's very useful to have a choice you can add to later, after you have sent the form off.

When list complete click whether you intend to apply through Route B for Art and design courses. See page 14/15.

Click on [Section completed](#) and then [save](#).

Select next section.

Education

Click on [Add new school/college](#)

First input your Secondary School / Schools (**Not Primary Schools**) using the [find](#) option

Abbeydale Grange	36504	Bradfield	36528
Chaucer	36552	Ecclesfield	36574
Fir Vale	36568	Firth Park	36578
High Storrs	36590	Hinde House	36592
KingEcgbert	36640	King Edwards VII	36644
Myers Grove	36652	Notre Dame	36668
Parkwood	36586	Stocksbridge	36716
Tapton	36720	Waltheof	36732
Wisewood	36740	Yewlands	36748

Input dates from and to. Qualifications taken [Yes/No](#)

Save then input qualification details.

Then Input the College / Colleges you have attended - Longley Park Exam number is [36553](#)

Save then input qualification details.

Most qualifications should appear on the list – is they aren't use the [other qualification link](#).

**Input all details – remember the tutor will check all grades input.
For qualifications still taking input the date they are completed – In most cases this is June 2012**

BTEC Students also need to input their candidate number.
Click on [Section completed](#) and then [save](#).

Employment

Straight forward - **Only include paid employment**. Non-paid work if appropriate should be included in the personal statement.

Click on [Add an Employer](#) if applicable. If several jobs keeping adding in next field. Click on [section Completed](#) and [save](#) when all input.

Statement

Cut and Paste from word after being checked by your tutor. Always spell check first. **47 Lines maximum**.

Pay & Send

Using a debit or credit card - this is sent only to your tutor. Inform them so he/she can check your form and add your reference.

Appendix 2

The UCAS Tariff

<u>GCE/VCE Qualifications</u>				<u>BTEC Nationals</u>			<u>CACHE Diploma</u>		<u>Diploma in Foundation Studies (Art and Design)⁴</u>	
GCE AS/ AS VCE	GCE A level/AVCE	AVCE Double Award	Free standing Maths ¹	Award	Certificate	Diploma	Theory	Practical		points
						DDD				360
						DDM				320
									Distinction	285
		A*A*				DMM				280
		A*A								260
		AA			DD	MMM	A			240
									Merit	225
		AB								220
		BB			DM	MMP	B			200
		BC								180
									Pass	165
		CC			MM	MPP	C			160
	A*	CD								140
	A	DD		D	MP	PPP	D	A		120
	B	DE						B		100
	C	EE		M	PP		E	C		80
A	D							D		60
B										50
C	E			P				E		40
D										30
E			A							20
			B							17
			C							13
			D							10
			E							7

¹ Covers free-standing Mathematics qualifications - Using and Applying Statistics, Working with Algebraic and Graphical Techniques, Modelling with Calculus.