

**Sixth Form  
Higher Education Handbook  
2019 Entry**



**St. Joseph's College**

# INTRODUCTION

## A Guide for Sixth Formers

As many of you will already have realised, your A levels are arguably some of the most challenging and important exams you will take in your life. The reward for all this hard work is the doors that are opened to the next steps in your career.

Deciding on the direction of these next steps is a challenging business and requires a great deal of careful thought, research, self-analysis, planning and preparation, but help is at hand!

We are fortunate to have a dedicated and experienced set of form tutors and subject specialists who can offer guidance throughout the process from their views on the strengths of certain universities, to feedback and support on your personal statements.

Whilst this booklet is focussed on higher education, you may also be interested in researching other options such as apprenticeships or the job market – our dedicated careers officer will be on hand throughout the year to offer advice.

Within this booklet you will find details and guidance on the UCAS process as a whole including selecting the right course and university, key deadlines, guidance on personal statements and useful terms. Use it wisely and put the time in over the summer to research your options and start the drafting of your personal statement.

Importantly, remember that you are not alone – ask for support, plan carefully and remain focussed on achieving the best grades that you can.

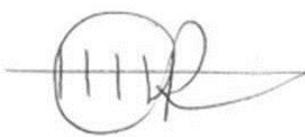
As additional support, the Keele University Higher Education Evening presentation will be made available on the school website as is a very useful guidance tool from UCAS providing support to both parents and students.

<http://stjosephstrentvale.com/sixth-form/ucas/>

We wish you the very best of luck.



Mrs S Gilding  
**Head of Year 13**



Miss H Hill  
**Assistant Head of Year 13**

June 2018

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## PROGRESSING TO YEAR 13

The vast majority of you are already studying three subjects whilst a small number of you might be continuing with four into year 13 or be waiting on their exam results to make a final decision.

If you have yet to drop to three subjects, your final choice of three A levels should be determined on:

- ❖ **Your summer results** – these should provide a strong indication of where your strengths lie, with the results providing a foundation for your on-going study into Year 13.
  
- ❖ **Your areas of interest** – often, a genuine interest in a subject can drive attainment so carefully consider which subjects really inspire and excite you intellectually.
  
- ❖ **Your future plans** – consider which subjects will link best to your future career / higher education plans. For instance, many university courses require certain subjects at A-Level. You need to clearly research your plans over the summer to ensure you make the right decisions.

## IS HIGHER EDUCATION FOR YOU?

- ❖ For most people, university study allows you to further particular academic interests. If you have a passionate interest, if you want to know more about your favourite subject, university is an excellent way to pursue that.
- ❖ Degree level study will also allow you to develop new skills and new personal qualities such as independence, self-reliance, adaptability, and the ability to communicate effectively, all of which are valued by employers.
- ❖ Perhaps most importantly, higher education provides a clear avenue into many jobs. Some professions, such as medicine and teaching, have been 'graduate only' for many years but as more graduates enter the job market, a higher education qualification is increasingly becoming the norm. A university education can offer enhanced career prospects for able graduates.
- ❖ For those who are uncertain what they want to do for a career, a degree course can provide additional time and focus and – provided you get a good degree – the doors of many careers will be opened.
- ❖ If you need another reason, university life is also GREAT FUN! The experience of living in a cosmopolitan student community, the experience of possibly living away from home, the chance to develop new friendships, all present exciting opportunities.

### **In brief . . . university education offers able graduates -**

- ❖ The invaluable opportunity to pursue their love of a subject
- ❖ A higher starting salary
- ❖ Enhanced career prospects
- ❖ The potential to earn more over their working life
- ❖ Access to graduate only professions
- ❖ Opportunity to acquire transferable skills
- ❖ That 'once in a lifetime' student experience.....

**But it takes time, commitment and there is of course a financial cost as well so researching your options is incredibly important.**

## CHOOSING THE RIGHT SUBJECT

Committing to a particular subject is committing your time, energy and finances for at least a three year period. You need to ensure that it interests you deeply to gain the maximum from your university experience. **Research, research, research!**

You should focus on the course **FIRST** and then consider which universities might offer you the best options.

### KEY POINTS TO CONSIDER WHEN CHOOSING A SUBJECT TO STUDY

1. If you have a clear career in mind, ensure you know what courses are required. Some career paths will dictate your choice of subject e.g. Doctors must study medicine!
2. Consider which of your A level subjects you find most interesting and research courses in these areas. Your course may not necessarily be clearly linked to your final career choice.
  - Not all lawyers have a degree in law but studied a subject they were passionate about and then 'converted' to law.
  - Outstanding journalists are more likely to have studied history, politics or English literature than journalism.
  - Chemists may well become city bankers, teachers or politicians.
  - Most accountants did not study accounting at university.
3. Consider what interests you have outside of school / what type of environment you envisage yourself working in.
  - If you have a passion, there is almost certainly a course to suit it. You need to put aside some serious time to research. If you are planning to study a 'new' subject at university (i.e. not one linked to your A Level studies), then some background reading is essential.
  - You need to be certain that you have a genuine academic interest in the discipline concerned.
4. Discuss options with your form tutor / teachers – they have a vast wealth of experience so use it!
5. Review relevant websites and materials including the UCAS website, the Times Good University Guide, University websites and prospectuses.
6. Consider discussing your possible areas of interest with the Careers Advisor.
7. Finally - be realistic and honest with yourself – check the entry requirements and find a course that is in line with your grade predictions. Give yourself the BEST chance of getting an offer!
  - Some courses such as veterinary science require A\*AA predictions, excellent GCSEs (6+ A/A\* / equivalent levels) and work experience. If this is achievable for you, great! If not, don't despair. There are many courses and careers still linked to animal care and welfare.

There are over 37,000 undergraduate courses at over 370 providers in the UK. The following two websites are an excellent starting point if you are still undecided about what to study.

<https://www.ucas.com/ucas/undergraduate/choosing-course>

<http://www.ukcoursefinder.com/search.aspx>

## CHOOSING THE RIGHT TYPE OF COURSE

Once you have decided upon a subject of study, you must then investigate the courses on offer in that subject. This will involve time and commitment to research on your part, since courses differ considerably in both approach and content.

- ❖ In 2015, for example, there were 217,310 student places available for biological sciences. 163,255 student places available for engineering and 326,500 student places available for business studies.

### Different types of courses include but are not limited to:

- ◆ **Single Honours** - One subject is studied, within which a range of specialist options is generally provided. There may be a 'Foundation Year' during which several related subjects are studied, though not in any great depth.
- ◆ **Joint Honours** - Study of two separate but equal subjects, which may or may not be related. Sometimes there may be a 'major' and a 'minor' subject. e.g.
  - ❖ Psychology **with** Sociology means that Psychology is the major subject; Psychology **and** Sociology means that equal time is allocated to each subject.
- ◆ **Combined Honours** - Study of several subjects, which may or may not be related, often narrowing as the course progresses to one or two subjects. Examples are: combined science, combined social sciences, combined arts.
- ◆ **Sandwich Courses** - A work-related placement in industry, commerce or the public sector usually takes place in the third year of a four-year degree, and you can expect to earn up to ~ £12,000 in your year out, or try a 'thin' sandwich with mini work placements.
- ◆ **Modular Courses** - You choose modules of different subjects, so building your own course within specific 'pathways' with the help and approval of your course tutor. You are likely to be assessed after completing each module, rather than just being assessed in your final year. Credits are built up towards a single, joint or combined honours degree.
- ◆ **Foundation Degrees** - These are full or part-time degrees directly linked to a specific area of work, and the course concentrates on skills and knowledge relevant to the workplace. The course includes assessed work experience. They are a vocational and different way to experience higher education. A full-time course takes two years, and then you have the option to progress on to an honours degree programme.

# CHOOSING THE RIGHT UNIVERSITY

Most students will apply to 5 universities. When choosing which universities to apply to, you need to consider two areas –

1. **The Course itself**
2. **The University**

## 1. THE COURSE – things to think about!

Courses with the same or a very similar name vary considerably from one institution to another. Research the options using the UCAS course search, UKcoursefinder website and the Guardian university guide. Then get the prospectuses for the courses that interest you and read the small print! You should consider the following factors when deciding where you want to apply.

<https://www.ucas.com/ucas/undergraduate/choosing-course>

<http://www.ukcoursefinder.com/search.aspx>

<http://www.theguardian.com/education/universityguide>

*The Times Good University Guide* goes through each subject and lists in order the top universities for that subject, especially in terms of their teaching. There are surprises: a modest university may be a centre of excellence for a particular course, while ‘excellent’ universities may have a poor reputation in your subject.

1. **Course content / element of choice within the course** – Geography as a subject in one institution may offer you a free choice of options; the next institution will insist on a compulsory core studied in the first year, but that core could be just what you enjoy.
2. **Contact time with tutors** - Some departments offer one-to-one tutorials; in others, large group seminars for discussion.
3. **How the course is taught** – Research the frequency of lectures, seminars, practicals, fieldwork, and individual research. You might also consider how marking and feedback is done.
4. **Quality of teaching** - Look at the league tables for information (e.g. from the Guardian university guide).
5. **Amount of private study time** – Some courses have a high number of lectures in a week whilst others have relatively few lectures and seminars or tutorials, but expect you to organise your own time. Be honest, what suits you?
6. **Methods of assessment** – Some courses will have a focus on continuous assessment whilst others focus on final examinations.
7. **Length of degree** - Most courses take three years, but some are extended to four, five or six. Some also provide gap year options including years in industry or overseas.

## So - what should you be looking for in a degree course?

The ‘best’ course is the course that suits you most. Consider the above factors and any other key points of importance to you.

Make a list of your own preferences **FIRST** to help narrow down your choice and then start your more detailed research

1.

## CHOOSING THE RIGHT UNIVERSITY

### 2. THE UNIVERSITY – things to think about!

Choosing a university is a very big step. Your decision will have an enormous impact on your future life: it will affect the place you live, whether or not you enjoy your degree, the friends you make, and quite possibly your future career.

Many factors will influence your choice of university and, given that you have only five spaces (vets, dentists and medics have four) on your UCAS form, carrying out detailed research before making a decision is essential.

1. **Entry requirements** - Check the entry profile and be realistic!
2. **Location** –
  - a. Near home..... or far away? Is cost of travel an issue?
  - b. Ancient buildings in a small city (e.g. Durham, St Andrews)?
  - c. A rural location (e.g. Lampeter)?
  - d. The seaside (Brighton)?
3. **Campus or city university?**
  - a. Do you like the idea of a city centre location (e.g. Leeds, Newcastle, Cardiff)....or...
  - b. Campuses on the edge of town (e.g. Reading, Exeter, Keele)?
4. **Size** – Does a small size appeal to you or would you rather a larger, wider community? Remember that some of the larger universities might have a collegiate system which makes them feel smaller.
5. **Facilities and Clubs** - What do you want in terms of sports, course and social facilities, social, religious or career-related clubs?
6. **Accommodation** – Halls of Residence or shared houses/ flats? Self-catering or meals provided? Have you many miles to travel to lectures?
7. **Special Needs** - from physical disability, to mental health issues, to dyslexia. All universities are obliged by law not to discriminate but some may well have better facilities than others.
8. **Finance**- it is really worthwhile looking at the section on '*student finance*' on [www.ucas.com](http://www.ucas.com) and doing a comparison of the fees, bursaries and financial support available. Some locations are more expensive than others - it costs a great deal more to live in London than it does, for example, in Liverpool.
9. **Reputation and Academic excellent** – as per the websites on the previous page, there is a wealth of information available.

**Once you have narrowed it down, get visiting! Open days run throughout the year including during the summer and at weekends! This will allow you to gauge the feel of a University.**

- Wherever you choose to apply, you must select the ones that will suit you best and offer the kind of stimuli, environment and activities that you want and feel comfortable with.

# COMPLETING THE APPLICATION PROCESS - UCAS

As per the guidance which will be covered in Higher Education Week in July, once you have registered on the UCAS website and have narrowed down your choices, the actual application process is quite simple. The following link from the UCAS website offers a clear guide to the steps required.

<https://www.ucas.com/undergraduate/applying-to-university>

**YOU NEED TO BE ORGANISED, MOTIVATED AND COMMITTED.**

- **MORE AND MORE OFFERS ARE BEING MADE PRIOR TO THE OFFICIAL CLOSING DATE PUTTING AN INCREASED IMPORTANCE ON EARLY APPLICATIONS.**
- **THE EARLIER YOU APPLY, THE BETTER!**

**ESSENTIAL INFORMATION FOR APPLYING ONLINE:**

- UCAS website : <https://www.ucas.com/ucas/undergraduate/register>
- On the site there is a 'Parent Guide' plus parents can also register to receive Newsletters.
- Tick the box that you are applying through a school and you will then be asked for the buzzword.
- **Our Buzzword** is: 'Fideliter'
- You will then be connected to St Joseph's College Edmund Rice.
- **Your user name** will be given to you automatically when you register. **MAKE A NOTE OF IT.**
- Put yourself in the correct **Group**: either Oxbridge/vets/medics/dentist OR MAIN

**WHEN DO I APPLY?**

- Register/ Log in to use Apply **2019** and **not** 2018
- 5<sup>th</sup> September 2018 - First date of receipt for completed 2019 entry applications

**To ensure that your application can be processed in time for the UCAS deadline**, your part of the application form must be completed and submitted to school by -

- **28<sup>th</sup> September 2018** - School closing date for Oxbridge and medicine/dentistry/veterinary science
- **2<sup>nd</sup> November 2018** - School closing date for all other subjects.
- **15<sup>th</sup> October 2018** - UCAS closing date for Oxbridge and medicine/dentistry/veterinary science
  - **Note that this is a school not an individual deadline \_ YOURS IS EARLIER!**
- You must pay the **UCAS fee of £24** via ParentPay **BEFORE** your application can be sent off.

**UCAS APPLY -**

- Enables fast processing of applications by UCAS.
- Provides instructions and help notes for each section of the form.
- Has automatic checking prevents mistakes (except spelling mistakes).
- Allows your Personal statement to be 'pasted in' from a Word package.
- Has a 'Print Preview' function which allows you to view how your completed application form will look.

# UCAS APPLICATIONS - KEY POINTS TO NOTE

- **PERSONAL DETAILS**

- a. Avoid nicknames and silly email addresses!

- **COURSE CHOICES**

- a. You can apply for up to 5 courses (4 for Medicine, Vet. Science and Dentistry).

- b. Take care when entering course, campus and university codes.

- c. Note that order is by University Code Number – you cannot state an order of preference.

- **EDUCATION**

- a. You do not need to enter your nursery or primary school!

- **QUALIFICATIONS**

- a. When entering qualifications you need to know the exams boards as well as your grades.

- b. **Any external AS results** must be entered even if you received an unsuccessful grade. Any omissions may result in subsequent cancellation of your application.

- c. **A2 subjects** should all be listed with grades pending 08/2019. **NO unit/module** info needed.

- d. You are invited to include your UNIT GRADES under the AS section – but this is **OPTIONAL**.

- e. If you are **RE-SITTING** a qualification you need to enter it twice: once as a completed qualification with the grade achieved and, once as a qualification with the result pending.

- f. Include your **General Studies / EPQ** if applicable.

- **PERSONAL STATEMENTS**

- a. Personal statements are limited to 47 lines - 4000 characters. Cut & Paste this into your application as the website can be very busy. *See next page for further guidance.*

- **YOUR REFERENCE**

- a. Your tutor will write your overall reference having received input from each of your A2 subject teachers. It will also include your predicted grades.

- b. **MAKE SURE** - that your tutor is aware of any key achievements / work experience / activities that you have completed and could be beneficial to your application (In Higher Education Week, you will be given a form to complete and hand in to help with this)

## ADDITIONAL POINTS TO NOTE

- Remember to check with your **FORM TUTOR** what **GRADES** you have been **PREDICTED** by your **subject teachers** to ensure that they match the courses that you are applying for.
- Include any **Additional Admissions Test** if applicable.
- **FEE CODE** is generally **02** but check as some NHS funding may be 05.
- Do not ignore any 'red' highlighted areas - you must correct information in them.
- **Before submitting, check, recheck and proofread - It is your application, your future!**
- **DO NOT ASSUME THAT YOUR APPLICATION HAS BEEN SENT OFF!**
- **CHECK WITH MRS PARKER in the FIDELITER BUILDING AS YOUR APPLICATION MAY HAVE BEEN RETURNED FOR EDITING. YOU WILL BE INFORMED BY EMAIL IF THIS IS THE CASE SO CHECK!**

## ONCE YOUR APPLICATION HAS BEEN SUBMITTED (by school)

- **Once sent off**, UCAS will acknowledge that your application has been received and processed, and will allocate a serial number to you for you to '**Track**' its progress online as it is sent to each of your chosen universities.
  - a. Each considers the application and informs UCAS of its decision; then UCAS notifies you via **Track**.
  - b. Some university decisions may be conditional upon interview.
  - c. Note that the later you submit your UCAS form, the later these decisions will be.

**REVIEW THE OFFERS PAGE TO UNDERSTAND THE NEXT STEPS.**

# EXAMPLE

## HOW TO FILL IN THE 'EDUCATION SECTION' FOR UCAS

### Education

Please state the highest level of qualification you expect to have before you start your course

Below honours degree level qualifications

**St Joseph's College (Edmund Rice Academy Trust) (30555, FT)**

<b>Additional Admissions Test      IF APPLICABLE</b>			
Clinical Aptitude Test (UKCAT)	TOTAL	DATE	
Verbal Reasoning	DATE	500	
Quantitative Reasoning	DATE	620	
Abstract Reasoning	DATE	580	
Decision Analysis	DATE	510	
<b>GCE Advanced Level:      <u>NO UNITS/MODULES need to be filled in here</u></b>			
Biology	DATE PENDING	AQA	
Chemistry	DATE PENDING	AQA	
Religious Studies	DATE PENDING	AQA	
<b>GCE Advanced Subsidiary (first award 2001):</b>			
Mathematics	<b>These are Re-sits</b>	DATE PENDING	OCR
Mathematics	C	DATE	Edexcel
<b>ALL AS results must be entered as SJC certifies all results- even if you received an <u>unsuccessful grade</u></b>			
<b>UNITS/MODULES are OPTIONAL.</b>			
<b>GCSE:</b>			
Biology	A	DATE	Edexcel
Chemistry	A	DATE	Edexcel
English	B	DATE	AQA
English Literature	C	DATE	AQA
History	C	DATE	AQA
Mathematics	A*	DATE	AQA
Physics	B	DATE	Edexcel
Religious Studies	A*	DATE	Edexcel
Spanish	A*	DATE	WJEC
<b>GCSE Short Course:</b>			
Religious Studies	B	DATE	OCR
<b>Certificate in Digital Applications (CiDA):</b>			
Certificate in Digital Applications (CiDA)	Dist	DATE	

**If you cannot find a qualification click on: The 'Search' link and search through the A-Z**

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## YOUR PERSONAL STATEMENT

Writing your personal statement is probably the most important aspect of your UCAS application. Many students are competing for the same place and this is your opportunity to prove that you have something special and unique to offer.

The process can be daunting but try to consider the bullet points below and remember the clear advice and guidance shared by Staffordshire University during HE week.

- Read some exemplars before you start writing.
- Brainstorm your ideas – everything you can think of that makes you who you are!
- If you know which course you want to do, attempt an opening paragraph explaining why you have chosen the course and what your plans are for the future / link your choice to your chosen career if possible.
- Indicate the level of interest in your field of study perhaps through referencing work experience, further reading you have done, visits or projects you have undertaken. Don't say you love it, show it, explain it! What is it that excites you about it?
- Reference your academic suitability for the course and also provide rationale for your chosen A level subjects.
- Don't forget to explain the personal benefits you gain from everything you do, eg: prefect duties, sporting activities, part-time jobs, DoE, Immersion, Lourdes, LaSallian etc. Avoid simply stating what you did but rather what skills you developed. Be clear on what your individual strengths and qualities are.
- Be succinct! You have a limited number of characters and you don't want to bore anybody!
- Avoid starting every paragraph / sentence with 'I' – vary your language.
- Your final copy, however, must be coherent and the paragraphs must be linked. The final paragraph should relate back to the first if possible, summing up why you would be ideal for the chosen course.
- Expect to do a number of drafts until you have perfected it.
- When you think you have finished, proofread very carefully, preferably aloud, checking punctuation, grammar and spelling as you go. Ask someone else to check it as well before giving it to your Form Tutor.
- **Then, sit back and wait for the offers to come pouring in!**

There are lots of places where you can find advice on writing a personal statement eg the UCAS Website and indeed, many other websites on the internet. Whilst these are useful, it is important to remember that you are writing a PERSONAL statement and that you should **beware of plagiarism**, - UCAS uses a system called '**Copycatch**' to detect plagiarised statements.

# MAXIMISING YOUR CHANCES OF AN OFFER

## Strategy and tactics are called for!

### 1. Apply early

- a. Be ready to go in September. More and more universities are making early decisions; it is more difficult to receive an offer once the university has reached its quota.

### 2. Be realistic!

- a. Every year some candidates find themselves with no offers and in Clearing in August because they made an inappropriate and unrealistic selection of courses.

### 3. Have a spread

- a. You maximise your chances of a place by selecting universities that, between them, will make you a range of offers. Even if you are brilliant, it is unwise to submit a UCAS application listing only highly prestigious universities and only highly competitive courses.

### 4. Be consistent

- a. Your final choices should normally be for the same subject or for closely related subjects. A mixture suggests uncertainty. It also makes it very difficult for you to write a personal statement.

### 5. Maximise your work experience.

- a. Some vocational courses require more than just academic qualifications for entry. To prove that you have the potential to acquire the skills required for a particular course and/or career, you may require considerable evidence of work experience, work shadowing, contacts with the profession, awareness of what makes a good specialist, and an understanding of what you are about to undertake.

### 6. Take time with your personal statement

- a. What you write on your UCAS form is critical. The only opportunity you have to express yourself is in the 'Personal Statement' section: you are 'selling' yourself. You can use any particular experiences, interests, talents and passions you have that are *relevant to the course you're applying for*.

### 7. Have a sensible insurance offer

- a. You are permitted by UCAS to accept two offers and must notify UCAS of your decision by the date that UCAS specifies in Spring 2019. If you do choose to reject your lowest offers, you must ask yourself whether this is a realistic or sensible strategy.

### 8. Be very certain that you have chosen the right course

- a. It is impossible to change your mind once your application form has been sent off. If in doubt, leave one of the five places free for adding to later. Students (and parents) must also be aware of the following: if you meet or exceed\*\* the grades of your firm choice offer, you must accept that place; if you fail to meet this but do meet the grades of your insurance choice offer, you must accept that place or withdraw completely from the current UCAS competition, take a Gap Year and apply afresh. You must therefore take great care in selecting both firm and insurance institutions and be prepared to go to either!

\*\* - note that Adjustment may apply – see glossary

## OFFERS

The school deadline for standard (non-early entries) is 2<sup>nd</sup> November 2018. We would strongly encourage you to apply well before 15<sup>th</sup> January 2019. However, all applications received by this date will be considered.

Once submitted, some universities / courses can take a number of weeks or even months to consider your application and make a decision. Do not read too much into a long wait!

Whilst some universities / colleges will make final decisions based purely on your UCAS application, a number will invite you to interview before making any offer.

## INTERVIEWS

If you receive an invite to attend an interview and wish to have a mock interview / advice, please complete an 'Interview Request' form with as much notice as possible (available from and to be returned to Mrs. Parker) so we can seek to accommodate your request.

## UCAS TARIFF POINTS EXPLAINED

- From September 2017, a **new** Tariff was introduced.
- UCAS tariff points are used by some universities and colleges (around a third) when making conditional offers.
- Instead of asking for grades (e.g. BBC), a university may express the offer as 112 points.
- More traditional universities are more likely to make an offer stipulating grades, not points. Also, some may not, for example, consider BBB at A level to be the same as ABC at A level.
- Entry requirements and offers that state tariff points may also require a minimum level of achievement in a specified subject, for example '128 points from a minimum of three A levels to include grade A in A level Chemistry',
- Bear in mind that there is no double counting. With certain qualifications like A-levels, which build on an earlier qualification like AS, only the higher qualification will be counted. This principle also applies to music and speech & drama exams at grades 6, 7 and 8.
- Although tariff points can be accumulated in different ways, not all points will necessarily be acceptable for entry to a particular course. The achievement of a points score, therefore, does not give an automatic entitlement to entry and many other factors are taken into account in the admissions process.

### What the new points mean to you

- The UCAS Tariff points should not have any impact on your decisions about qualification choices at school or college, or your preparation for or application to a higher education course.
- You'll still need to achieve the same A levels (or grades in any other qualification you're taking) to meet the higher education course entry requirements.
- The numbers are much lower, for example an A level grade A\* gets 56 points under the new Tariff, in comparison to 140 under the previous pre-2017 Tariff.

## Example of a UCAS Tariff table

This table shows the new Tariff points for some popular qualifications.

A level	AS level	EPQ	Revised Tariff points
A*			56
A			48
B			40
C			32
		A*	28
D		A	24
	A	B	20
E	B	C	16
	C	D	12
	D		10
		E	8
	E		6

### Example (A level)

A student with AAB at A level and a B grade in a fourth AS subject will have a tariff score of 152; however, some university courses may specify that they would like the student to reach a certain target without the fourth AS, in which case the student's score in this example would be 136.

There is also a range of helpful videos which explains the Tariff in more detail on the UCAS website.  
<https://www.ucas.com/ucas/undergraduate/getting-started/entry-requirements/tariff/new-tariff-2017>

## UNIVERSITY DECISION OPTIONS

There are three different decision options that you may receive:

### ❖ U = Unconditional

- No further qualification requirements. Be careful to fully read the terms of these offers – sometimes they may stipulate that they need to be your **firm offer** for the offer to be Unconditional.

### ❖ C = Conditional

- The offer is subject to you achieving the grades / points stipulated in the offer e.g. BBB / 120 UCAS tariff points (*see table above*)

### ❖ R = Rejection

- Unfortunately, they have not offered you a place

## TO ACCEPT OR DECLINE?..... THAT IS THE QUESTION!

- Once you have received **ALL** your decisions, you must **reply** to universities through UCAS by the **deadline date** specified
  - e.g. this might be **2<sup>nd</sup> May 2019** if you received all your offers by **31<sup>st</sup> March 2019**
  - a. You are **not** required to accept offers as they arrive, so take the time to be sure of the decisions you make before replying.
  - b. You will receive a **statement of decisions** (with a reply slip) when your final university decision has been received.
  - c. If you do not reply with your decisions by the deadline given, UCAS automatically declines all offers on your behalf!
- You are permitted to hold two offers –
  - A **firm offer** (your first preference) and
  - An **insurance offer** (usually at a lower offer level than your firm offer)

Once you have replied to all offers, UCAS sends you a final statement of your replies and of all the decisions made. This cannot subsequently be altered.

- The **UCAS Extra** system operates from **25<sup>th</sup> February 2019** and closes on **4<sup>th</sup> July 2019** for students who applied for 5 places and either received no offers, or who have declined any offers they did receive. UCAS Extra allows you to start again, but you can only submit one course application at a time, and you are limited to courses that have not been filled already.
- The **UCAS Clearing** system is mainly used in August (although starting on 5<sup>th</sup> July 2019) for those who fail to meet the terms of their conditional offers and have been declined. It is essential that you should be at hand (i.e. not on holiday) from mid-August onwards to discuss appropriate action and make full use of the Clearing process. Admissions Tutors do not look favourably on approaches from parents in Clearing; they wish to talk to the prospective student.
- The **UCAS Adjustment** process is open between **15<sup>th</sup>** and **31<sup>st</sup> August 2019** for those students who have met and exceeded the conditions of their firm choice and want to secure an alternative course. There are time restrictions to be aware of (e.g. 5 days from the day the university confirms their place or from 15<sup>th</sup> August – whichever is the later).

# TIMELINE

## IN REAL TIME . . . 2018

- June – August**      Make Open Day visits for you to get a feel of each university, and to provide you with more information (plan these at the weekend if at all possible)
- Maximise work experience and/or do several things closely related to your subject choice.
- Check that your AS results (if applicable) are what you'd hoped - on target given the courses you've chosen - and finalise university choices.
- Register and take tests if relevant e.g. UKCAT.
- Improve personal statement. If applying for Oxbridge, start to prepare essays ready to send off (where required).
- September**      Submit a draft personal statement to your Form Tutor.
- Get A Level predictions confirmed
- Ask tutor/teachers for their opinions on your personal statement.
- Register for tests including BMAT/LNAT/HAT/ELAT if relevant.
- \*\*\*Please Note** - there are two BMAT dates – 1<sup>st</sup> September and 31<sup>st</sup> October (you can only take it once).
- Not all institutions requiring BMAT will accept the September date so please check carefully and ask Mrs Gilding or Miss Hill if unsure.
- Then ASAP**      **APPLY!**
- 28<sup>th</sup> September**      School deadline for Oxbridge, medicine, veterinary, dentistry applications.
- 2<sup>nd</sup> November**      School deadline for all other UCAS applications.

## QUESTIONS? If you have any questions, ask –

- Your form tutor
- Mrs Parker
- Mrs Gilding
- Miss Hill

## STUDENT FINANCE

In addition to the materials shared in HE week, UCAS has some excellent guidance on student finance and how to apply as does the Martin Lewis website.

However, please note that finance details change all the time (e.g. the removal of maintenance grants in the latest budget) and as such, it is important that you refer to the latest information on the direct gov website below.

<https://www.gov.uk/student-finance/overview>

Student Finance – England – the key website

<https://www.gov.uk/extra-money-pay-university>

Bursaries, scholarships and awards— an excellent place to start

<https://www.gov.uk/career-development-loans/overview>

Career Development Loans (eligibility is limited)

<http://www.thecompleteuniversityguide.co.uk/university-tuition-fees/reddin-survey-of-university-tuition-fees/>

Guide figures for tuition fees in UK Higher Education (last years but still interesting!)

[www.hmrc.gov.uk/students](http://www.hmrc.gov.uk/students)

HM Revenue and Customs – the legal stuff including details on paying tax on part time jobs

[www.slc.co.uk](http://www.slc.co.uk)

Student Loans Company Limited

<https://www.ucas.com/ucas/undergraduate/finance-and-support/extra-funding>

UCAS student finance – how to find out about extra funding

# GLOSSARY OF USEFUL TERMS

*(including details from UCAS.com)*

## **Adjustment** –

If your exam results exceed the conditions of your firm (CF) offer and you'd like to see if you can get on a course with higher entry requirements, you can do so whilst still holding your original confirmed place (for a set period of time).

## **Apply** –

The name of the UCAS online application system.

**Bachelor's degree** – a three or four year course you can take in undergraduate higher education after you've finished further education – also known as a 'first degree' or 'undergraduate degree'. Most courses are either a Bachelor of Arts or Bachelor of Science.

## **Buzzword** –

The code that you will be given in Higher Education week which links your application to St. Joseph's in your application.

## **Changed course offer** –

If your exam results do not meet the conditions of your offer, you may receive one of these. Additionally, they are also received if the university or college has made changes to the courses they run.

## **Clearing** –

If you didn't get a place on a course – whether you didn't receive offers, declined your offers or didn't get the grades you needed – Clearing allows you to apply for courses that still have vacancies.

## **Conditional offer** –

In your application, an offer of a place on a course subject to conditions. To be accepted on the course you'll need to meet the conditions – usually related to your exam results. This is a common type of offer for students applying direct from further education.

## **Confirmation** –

In your application, the outcome of a conditional offer you've accepted. If you meet the conditions your place will be made unconditional (meaning you've got a place on the course) – if not the offer will be declined.

**Conservatoire** – a provider of performance based music, dance and drama courses.

**Deferral** – In your application, this is what you do if you'd like to carry an offer over to start it in the following academic year.

**DipHE** – a Diploma in Higher Education is a higher education qualification offered in the UK and generally awarded after two years of full-time study at a university or higher education institution.

**Entry requirements** – this is what the course provider recommends you need to do/have to get on the course – from qualifications and specific subjects or grades to interviews, admissions tests and medical requirements. You aren't guaranteed an offer if you meet or already have these.

**Extra** – in an undergraduate application, Extra is a service you can use to apply for alternative places if you do not hold an offer from your first five choices.

**Firm choice** – in your application, an offer you accept as your first choice.

**First class honours** – Most UK course providers use a degree classification system. First class honours, or a 'first' is the highest level degree classification awarded.

**GTTR** – The Graduate Teacher Training Registry – the name of the former teacher training application service. The GTTR was replaced with a new application service in 2013 – UCAS Teacher Training.

**Honours** – for example an 'honours degree'. Most first degrees in higher education can come with 'honours'. It's not a grade as such – it just means it's possible to get your degree 'with honours', which would be an extra indication of quality.

**Insurance choice** – in your application, an offer you accept as your second choice – just in case you don't meet the conditions of your firm offer.

**Invitation** – in your application, you may receive an invitation from a university or college asking you to attend an interview or audition, or to provide a portfolio, essay or another piece of work.

**Personal ID** – in your application, the 10-digit number you get when you register to Apply – printed in a 123-456-7890 format on every letter we send you. (You'll be asked for this if you get in touch with our Customer Contact Centre.)

**Personal statement** – a piece of text applicants write to show why they're applying and why they'd be a great student for a course provider to accept.

**Point of entry** – in your application, which year of the course you start at – for example '2' means you'd start in the second year of the course.

**Predicted grades** – the grades a teacher, tutor or other adviser qualified to remark on a student's academic suitability believes they will achieve when they complete their secondary qualification.

**Reference** – in your application, a recommendation on an applicant's application form from a teacher, adviser or professional.

**Sandwich course** – a course with an additional year where you work in a profession you're studying.

**Scheme code** – in your application, this is used along with your Personal ID to identify your application.

**Tariff** – the Undergraduate Tariff is the system for allocating points to the different qualifications you can use to get into undergraduate higher education. Not all qualifications will be included on the Tariff. It is for use in admissions only and is not transferable to the job market

**Track** – the name of our online tracking system where you can see how your application is progressing. Here you can reply to offers and make amendments like changing your email address etc. (For postgraduate courses Apply is combined with Track.)

**UCAS** – the Universities and Colleges Admissions Service in the UK. This includes our main UCAS undergraduate application, as well as the other schemes we run, e.g. UCAS Conservatoires (performing arts), UCAS Teacher Training and UKPASS (postgraduate). They also help students from 13 years old onwards with **UCAS Progress**.

**UCAS Conservatoires** – the name of the performing arts application service (formerly CUKAS).

**Unconditional offer** – in your application, an offer of a place on a course with no conditions – the place is yours if you want it.

**Undergraduate** – the first level of study in higher education. If you graduate from an undergraduate degree you can move on to postgraduate study.

**Unistats** – a useful website for students to research and compare subjects, universities and colleges – from student satisfaction ratings to stats about getting a graduate job after you finish the course.

**Unsuccessful** – in your application, either you haven't been made an offer or you haven't met the conditions of a conditional offer.

**Withdrawal** – in your application, before the decision has been made to make you an offer or not, either you or the university or college can withdraw a choice.

*With thanks to John Hampden Grammar school for sharing of resources*